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COUNTY OF SONOMA

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DATE: June 15, 2021

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

SUBJECT: Board Inquiry Requests

This tab includes responses to the Board Inquiry Requests (BIRs) received in conjunction with the Spring Budget Workshops in April. Nearly 140 (BIRs) were received from Board Members and/or captured by staff during the April Budget Workshop. Given the compressed timeframe to respond to these inquiries in time for budget hearings, staff prioritized those items relevant to the adoption of the FY21-22 Budget. Those responses are included in this tab and equate to approximately 70 BIRs (some were combined when the topic was similar, with an attempt made to address all aspects of the question).

The majority of the remaining BIRs will be completed by October 31, 2021, with responses being e-mailed to the inquiring Supervisor and posted to the CAO's website.

In addition, there were two inquiries made of several departments; one related to impacts associated with tourism and one related to departmental expenditures related to homelessness.

An analysis of the impacts and costs related to tourism is not something departments are well-positioned to do, nor are our accounting systems designed to capture these costs. Accurately assessing impacts would require contracting with a consultant to conduct this evaluation. If the Board desires to take this action, funding will need to be allocated for a study.

Currently the County financial systems are not set up to fully capture costs associated with homelessness, however fighting homelessness is a core component of the Strategic Plan. During the FY22-23 budget cycle, the recommended budget will begin to align with the Strategic Plan. As a result, we will consider ways to incorporate capturing cost impacts of homelessness in the FY22-23 budget.

Finally, there were also inquiries related to Henry 1. Per the Board's direction during the September 2020 budget hearings, the EMS Ad Hoc will be considering options and bringing information back to the Board later this Fall.



Board Inquiry Requests - FY21-22
Responses in Binder

Supervisor	Department	Inquiry Captured	BIR ID
Coursey	Sheriff	Cultural training	BIR - 003
Coursey/Hopkins	Sheriff	Jail Population & Behavioral Health at Main Adult Detention Facility	BIR - 5 & 139
Coursey	IOLERO	Community Advisory Council costs	BIR - 007
Coursey	Permit Sonoma	Fire Prevention fund Fuels Reduction	BIR - 009
Coursey	IOLERO/County Administrator's Office	IOLERO 1% Funding	BIR - 012
Coursey	County Administrator's Office	Red flag upstaffing program	BIR - 013
Coursey/Rabbitt	Human Resources/Sheriff	Liabilty insurance & training	BIR - 14, 4, 23
Coursey	Permit Sonoma	General Plan update funding	BIR - 016
Coursey	Department of Health Services	Nurse Family Parnership Group status	BIR - 017
Coursey	Department of Health Services	ACCESS funding and staffing	BIR - 018
Coursey	General Services	General County Facilities maintenance	BIR - 019
Coursey	General Services	County Facilities Maintenance - Chanate	BIR - 020
Hopkins	Economic Development Board	Customer relationship management Data	BIR - 027
Hopkins	Transportation and Public Works	"Paint once" & Pavement preservation program	BIR - 031
Hopkins	General Services	Transition to Evergreen	BIR - 032
Hopkins	Auditor-Controller-Treasurer-Tax Collector/Community Development Commission	Enhanced Infrastructure Financing District	BIR - 35 & 39
Hopkins	Community Development Commission	Fund balance use	BIR - 036
Hopkins	Regional Parks	Annual visitation data	BIR - 045
Hopkins	County Administrator's Office	Graton Funds timing	BIR - 048
Hopkins	Multi	Disaster Response impact	BIR - 50 & 43
Gore/Gorin	Probation & Sheriff	Homeless Housing and services	BIR - 54, 61, 62
Gorin	General Services/Information Systems	Archives strategy	BIR - 53
Gorin	Human Resources	General staff training	BIR - 055
Gorin	General Services	Veterans Buildings use	BIR - 057
Gorin	Transportation and Public Works	Eucalyptus tree removal	BIR - 059
Gorin	General Services/Information Systems	Archive Fire Resiliency	BIR - 60
Gore/Hopkins	Sheriff	Adult detention facilites staffing and population	BIR - 63, 65, 75
Gore	Clerk-Recorder-Assessor	Prop 19 impact	BIR - 067
Gore/Hopkins	Department of Emergency Management/County Administrator's Office	Improvements on Emergency Council	BIR - 70 & 74
Gore	Department of Health Services	Sonoma County Animal Services Budget	BIR - 072
Rabbitt	Probation	Legaslitive changes Caseload trends	BIR - 076
Rabbitt	Office of Equity	Equity Data collection	BIR - 079
Rabbitt	Agricultural Preservation and Open Space District	Acquisitions data and trends	BIR - 82 and 103
Rabbitt	Agricultural Preservation and Open Space District	Organizational change budget impact	BIR - 83 and 101

Board Inquiry Requests - FY21-22
Responses in Binder

Supervisor	Department	Inquiry Captured	BIR ID
Rabbitt	County Administrator's Office	Tribal Resources status	BIR - 087
Gorin	Agricultural Preservation and Open	Fire-impacted lands planning	BIR - 096
Rabbitt	Agricultural Preservation and Open Space District	Other revenue sources clarification	BIR - 102
Rabbitt	County Administrator's Office	Municipal Advisory Council funding	BIR - 105
Rabbitt	County Administrator's Office	Transient Occupancy Tax clarification	BIR - 107
Rabbitt	Department of Emergency Management/Agricultural Commissioner	Staffing during disasters	BIR - 110
Rabbitt	District Attorney	Graton Casino mitigation funds	BIR - 111
Rabbitt	Economic Development Board	Contract service funding clarification	BIR - 113
Rabbitt	General Services	Veterans building opening requirements	BIR - 114
Rabbitt	General Services	PG&E fund investment for Veterans buildings and fairgrounds, disaster shelter infrastructure.	BIR - 115
Rabbitt	Department of Health Services	COVID division status and plan	BIR - 116
Rabbitt	Department of Health Services	Measure O program funding and timelines	BIR - 118
Rabbitt	Permit Sonoma	Vegetation management coordination efforts	BIR - 122
Rabbitt	Permit Sonoma	Usage of the resiliency center.	BIR - 123
Rabbitt	Probation	Impact of COVID reductions.	BIR - 125
Rabbitt	Probation	Utilization of the Graton mitigation funds **	BIR - 126
Rabbitt	Regional Parks	Regional Parks Transient Occupancy Tax clarification	BIR - 127
Rabbitt	Regional Parks	Accommodation of the "youth outreach program?"	BIR - 128
Rabbitt	Sheriff	Loss of asset forfeiture impact	BIR - 130
Rabbitt	Sheriff	Graton mitigation funds	BIR - 131
Rabbitt	UCCE/County Administrator's Office/Agricultural Preservation and Open Space District	Climate and vegetaion management position enquiries	BIR - 137
Hopkins	Sheriff	Community Service Officer reductions/add backs	BIR - 138

Board Inquiry Requests - FY21-22
Responses in October

Supervisor	Department	Inquiry Captured	BIR ID
Coursey	Sheriff/Department of Health Services	Drug Treatment Programs	BIR - 001
Coursey	Sheriff	CAHOOTS response system impact	BIR - 006
Coursey	General Services	Fleet intern program	BIR - 010
Coursey	General Services	Electric Vehicle Fleet potential	BIR - 015
Coursey	Office of Equity	Race Equity Training to CBOs	BIR - 021
Coursey/Gorin	Community Development Commission/Health Services/Sheriff/Probation/Human Services	Transitional Housing/Housing Navigation	BIR - 022
Hopkins	Economic Development Board	Economic Development Board Services Provided	BIR - 024
Hopkins	County Administrator's Office	Supervisorial District Budget and Staffing	BIR - 025
Hopkins	County Administrator's Office	District Budget Update	BIR - 026
Hopkins	General Services	Vets buildings deferrred maintainence and plan	BIR - 033
Hopkins	Auditor-Controller-Treasurer-Tax Collector	Steamlining Services	BIR - 034
Hopkins	Community Development Commission	Former Programs & Projects	BIR - 038
Hopkins	Health Services	HEART/IMDT resources and demands	BIR - 041
Hopkins	Human Services	Unmet needsresources	BIR - 042
Gorin	General Services	Energy & Sustainability/Climate Staffing	BIR - 056
Gorin	Transportation and Public Works	Bike Lanes	BIR - 058
Gore	Sheriff	County jail relative to homelessness and behavioral health.	BIR - 066
Gore	Office of Equity	Equity Drive Projects for review during budget	BIR - 068
Gore	County Administrator's Office	County Administrator Office recommendations	BIR - 069
Gore	Probation	Deployment of Supervised Adult Crews	BIR - 071
Gore	Health Services	Environmental Health Fee Study and Fraud Balance timeline	BIR - 073
Rabbitt	Transportation and Public Works	Long Term Roads Plan/Pavement Preservation Plan	BIR - 078
Rabbitt	Regional Parks	Forecasting Strategy: What is your forecast and strategy for addressing the growth in Regional Parks acres?	BIR - 080
Rabbitt	Health Services	Health care system analysis	BIR - 085
Rabbitt	Regional Parks	Historic trends	BIR - 086
Gore	Human Services	Upstream Investments	BIR - 089
Gore	General Services/Human Services/Equity	Procurement/Contracting	BIR - 090
Gore	Regional Parks	Park Development costs	BIR - 091
Gore	County Administrator's Office	District Staffing budgets	BIR - 093
Gorin	Health Services	Location of Services	BIR - 097
Gorin	Health Services	ACCESS outcomes	BIR - 098
Gorin	Human Services	Location of Services	BIR - 099
Gorin	Regional Parks	Bike paths	BIR - 100
Rabbitt	County Administrator's Office	PIO plan	BIR - 104

Board Inquiry Requests - FY21-22
Responses in October

Supervisor	Department	Inquiry Captured	BIR ID
Rabbitt	County Administrator's Office	Performance measure process	BIR - 106
Rabbitt	County Administrator's Office	Tourism impact general fund contribution	BIR - 109
Rabbitt	Economic Development Board	Long term plan for end of PG&E funding	BIR - 112
Rabbitt	Office of Equity	Office of Equity work product and frequency	BIR - 121
Rabbitt	Permit Sonoma	ADU permitting update	BIR - 124
Rabbitt	Regional Parks	Historical data of acreage growth	BIR - 129
Rabbitt	Sheriff	Loss of asset forfeiture impact on the general fund	BIR - 130
Rabbitt	Transportation and Public Works	Pavement Preservation Program funding	BIR - 133
Rabbitt	Transportation and Public Works	Special pavement projects	BIR - 134
Rabbitt	Transportation and Public Works	CPI improvements	BIR - 135
Rabbitt	Transportation and Public Works	Fire safe driveway encroachment improvements	BIR - 136

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: Sheriff's Office

Date: 5/4/21

Inquiry Number: BIR-03

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Training: *While it is admirable the Sheriff's Office provides cultural responsiveness training and de-escalation training beyond the requirements of Peace Officer Standards and Training (POST), Sheriff Essick acknowledges this is probably not enough to align with the objectives of the County's Strategic Plan. What additional training should be provided to meet those objectives, and what is the cost?*

Response:

Staff will enter response here, additional pages will be attached as needed.

In order for the Sheriff's Office to meet the objective of investing in cultural responsiveness, the meaning of "cultural responsiveness" must be understood in its direct reference to law enforcement. For instance, the term cultural responsiveness is very well defined and applied in educational settings. Working to apply the meaning of the term in law enforcement settings will have to be less specific to each contact and more of an evaluation of the Sheriff's Office approach to community oriented policing. For example, a school teacher's role in getting to understand their students both in class and at home takes time and many contacts, often running the course of an entire school year before they can truly understand how to best communicate, teach, relate, and apply discipline to each individual student. Law Enforcement contacts are significantly shorter, often measured in minutes, thus making it nearly impossible to adequately evaluate the cultural basis for each person they contact.

The Sheriff's Office, Professional Standards Unit is actively seeking training opportunities specific to law enforcement in the area of cultural responsiveness. We are also currently exploring and developing internal programs which will help bridge the gap and increase the Sheriff's Office cultural responsiveness. We believe we can fine tune and initiate these efforts for less than \$100,000 annually. We remain open to course suggestions and are committed to evaluating opportunities to further these concepts.

The Sonoma County Sheriff's Office has several courses in place at this time that cover the various aspects of de-escalation. These are provided to each deputy, in both a formal presentation/classroom setting and in the practical scenario based trainings and courses. De-escalation is best described as the "process of using strategies and techniques intended to decrease the intensity of the situation."

(California Commission on Peace Officer Standards and Training- Strategies & Techniques for California Law Enforcement 2020 Report).

Currently, de-escalation is taught through many courses that the Sheriff's Office provides through POST mandates as well as advanced Deputy training courses. Specifically, Crisis Intervention Training, Strategic Communications (formerly Tactical Communications), Biased Based Policing, Defensive Tactics training, and Force Options Simulator training. With our existing training schedule that every Deputy Sheriff must attend in order to be in compliance with POST and Department Policy standards, they must attend a minimum of 24 hours of training every two years. There are 4 categories of training that POST mandates:

- Tactical Firearms 4 hours/every 2 years*
- Driver Training/Awareness 4 hours/every 2 years*
- Arrest & Control 4 hours/every 2 years*
- Strategic Communications 4 hours/every 2 years*

In addition to these trainings, incorporated into the training days that each Deputy attends, they must attend the following courses:

- Racial Profiling/Biased based Policing 2 hours/every 5 years*
- Vehicle Pursuit Policy Review every year*
- First Aid/CPER 8 hours/every 2 years*

There are other required trainings based on rank and job assignment at the Sheriff's Office that also will address many of the factors of de-escalation as listed above.

One of the more significant programs that every deputy must attend one time for 32 hours is the Crisis Intervention Training (CIT). This program is facilitated by the Sonoma County Sheriff's Office, however, the program itself is taught and run by Sonoma County Mental Health. This program educates the students in mental health issues that can cause law enforcement to be involved and how to manage and de-escalate the crisis situation so the subject can be better evaluated by well-trained mental health providers. The 32 hour training is a POST approved course.

While the CIT program is very beneficial to each deputy that attends the program, there is no POST refresher or advanced training that is required beyond the initial 32 hours course. Development of a refresher or advanced CIT program would greatly contribute to the knowledge base of the deputies. Mental Health calls are one of the more common calls that a deputy is going to respond to in an average shift. Having deputies that are better trained in the understanding of mental health disorders as well as how to communicate better with someone in a mental health crisis would be a direct contributor to successful de-escalation. Since there is no POST requirement for ongoing mental health training, this program could be developed between the Sonoma County Mental Health team and the Sheriff's Office and provided through a 4-8 hour refresher/advanced training class either through quarterly training or as an independent training day. The estimated cost of this annual refresher training is \$183,858.

The Sheriff's Office Force Simulator (Virtra) machine is designed to train and have deputies practice their de-escalation skills in realistic scenarios that provide evaluation tools for both the trainer and the student to be able to improve how they interact in both low and high stress situations. Currently, the system has 211 simulations programmed into it. 147 of the 211 are specific to patrol/law enforcement encounters which provide the instructor the ability to direct the simulator's response based on the actions and reactions of the deputy/s involved in the scenarios. The rest of the scenarios are more

directed towards plain clothes detectives, SWAT team critical thinking skills, and general firearm related programs for off-range firearms training.

The simulator is currently used as a deputy training enhancement during each quarterly training. Each quarter the trainers select the scenarios that best compliment the rest of training that is being provided to the deputies on that date. These quarterly trainings have approximately 40 deputies working through the scenarios in each training day. In addition to the quarterly training dates, each shift has the ability through the shift sergeant to use the system as a part of their daily training. While these don't offer the deputies a great deal of time using the system due to calls for service, it provides them with some exposure using de-escalation techniques and starts their shift out with the goal of de-escalation and a reminder that de-escalation provides the most successful outcome of incidents. Another group that utilizes the simulator to train the newest deputies in issues that will come up during their shifts, is the Field Training Officer Program or FTO. FTO trainers can use this system and the space to go through escalation and de-escalation scenarios so that new deputies are exposed to more critical thinking and crisis intervention methods.

There are several training programs available to the trainers of the simulator that are POST certified and provide the trainers with an advanced knowledge to provide better education to the students.

- Force Science Institute, Realistic De-Escalation Instructor Course. 2 day course. Tuition- \$495 per student plus travel and backfill – estimated at \$10,180. There are also options to host training.*
- California POST Certification program- Force Option Simulator, Instructor Course. 40 hours. POST course #21075. Estimated cost \$20,500. This class is currently offered, but will likely be phased out by end of 2021.*

There are several on-line de-escalation programs that are offered through the POST website. They range from 2 hours to 8 hours, depending on the depth of information. The Sheriff's Office Training Unit has been attending every program that they have been able and have found that each of the programs offered on-line and in-person are adequate and provide a baseline for communication/de-escalation, but are not as effective as the Simulator and the above listed programs in testing our deputies in their abilities to effectively de-escalate.

POST is currently in review of an 8 hour De-Escalation Program that the Sheriff's Office will be able to qualify several instructors on as Train the Trainers and then provide a customized de-escalation training for all deputies in-house. This Program was developed to encourage the agencies to utilize County Mental Health providers and some community members in specific areas, such as autism, to present for portions of this training. The Train the Trainer Program will be provided at a cost to the Sheriff's Office other than the backfill required to cover the regular shifts of the trainers estimated to be \$20,500. The cost of rolling out this training to sergeants and deputies will be approximately \$95,000 annually.

One of the mandatory parts of any good de-escalation training is to have a policy that provides the framework for deputies to work within. The Sheriff's Office has been working with the Independent Office of Law Enforcement Review and Outreach (IOLERO) and the Community Advisory Council (CAC) and for several months to develop a stand-alone "de-escalation" policy. This policy is in draft stages and is currently being further developed. The current Use of Force Policy mentions and discusses de-escalation in several areas, but is limited. The development of this policy was an agreement between the Sheriff's Office and IOLERO.

The final approach to improving on the teaching we are providing to the deputies for de-escalation would be to work with law enforcement/Criminal Justice Instructors at either the Santa Rosa Junior College or Sonoma State to develop an advanced report writing course that focuses on the proper documentation and presentation of de-escalation techniques. Currently, there are advanced report writing courses for a myriad of topics, however, none has been found that focuses on de-escalation documentation. The cost for this type of program would be dependent on which educational institution is willing to develop and provide such a course. Each course that provides de-escalation training mentions the documentation of de-escalation, however, there lacks proper training for the documentation of de-escalation techniques. It is very important that deputies are provided with better instruction on memorializing the techniques and actions that they used to work through each crisis moment.

The Sheriff's Office estimates that an additional \$400,000 in on-going funding would allow us to further the County's Strategic Plan objective in the area of law enforcement cultural responsiveness and de-escalation.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	x

Department: Sheriff's Office

Date: 5/04/21

Inquiry Number: 05 & 139

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Coursey: *The average daily population of the jail is projected to drop by 25-30 percent next year (from pre-COVID levels). How is this or will this be reflected in the contract for jail medical and mental health care?*

Hopkins: The general fund fiscal forecast notes that beginning in FY 2022-23, there are wage and benefit increases costing \$7 million for staffing at the Main Adult Detention Facility Behavioral Health Unit. While this is one year out, it is prudent to begin planning for this need at this time.

Please provide additional detail about the expected future staffing costs. Are these County employees or contract staff?

Sheriff Essick mentioned in the budget hearing that jail medical costs were up substantially. We have heard from the public that there is a current bid process for contracted healthcare services at the Sonoma County Jail. What is the status of that current process? Is there a specific line item in the budget for this contract cost? How does it compare to this service in past years? Why would the jail medical costs be higher when the population is down significantly?

Do you expect that contract to be utilized toward staffing at the Main Adult Detention Facility Behavioral Health Unit as well? Sheriff Essick shared in the budget hearing that 50% of the inmates are mentally ill which is concerning. What are the steps utilized to ensure that the County is receiving the correct level of high quality services from appropriate level staff while ensuring the best price for the County? Are there ways that information or services from this current contract can be used to better plan for the behavioral health unit costs?

Response:

Coursey:

The average daily population of the jail is projected to drop by 25-30 percent next year (from pre-COVID levels). How is this or will this be reflected in the contract for jail medical and mental health care?

Pre-COVID ADP averaged 1,050 for several years. Year-to-date ADP for FY 20-21 is 670 (a drop of 36%). Further reduction in population is not anticipated next year; on the contrary, population is expected to increase (though to what extent is unknown) as the Courts resume normal schedules, warrants are exercised, and community activities begin to return to per-COVID conditions. The ADP assumed in the development of the Sheriff's FY 21-22 Recommended Budget is 800. All costs in the Sheriff's Detention Division budgets are based on this ADP assumption.

There are two separate Agreements for inmate health services: one for medical and dental services, and the other for behavioral health services. The current medical and dental services Agreement includes adjustments when ADP increases or decreases from the base of 1,040 ADP for three consecutive months. This Agreement expires July 31, 2021. A new agreement will be effective for the majority of FY 21-22. As part of the Request for Proposal (RFP) process that was initiated in November 2020, negotiations are underway for the new medical and dental services agreement. The Sheriff's FY 21-22 budget reflects the costs that will be needed for an ADP assumption of 800. The current Behavioral Health Agreement, which expires on June 30, 2022 does not reflect any change in costs because the need for behavioral health services has not decreased as a result of lower ADP.

Hopkins:

The general fund fiscal forecast notes that beginning in FY 2022-23, there are wage and benefit increases costing \$7 million for staffing at the Main Adult Detention Facility Behavioral Health Unit. While this is one year out, it is prudent to begin planning for this need at this time.

Yes

Please provide additional detail about the expected future staffing costs. Are these County employees or contract staff?

It is anticipated that the positions will be County employees. The wage and benefit costs referenced above are for the planned opening of the Sheriff's Adult Detention Behavioral Health Housing Unit (SADBHHU) in FY 23-24. In recognition of the increased need for inmate behavioral health services, the County received State of California justice facility construction funding (SB-863) for a new adult detention behavioral health housing unit in 2015. The project will be a 32,000 square foot, 72-bed mental health detention facility attached to the Sheriff's Office Main Adult Detention Facility (MADF). The facility improves the system of behavioral health treatment and care within the Sonoma County's Detention facilities.

Additional County employees will be necessary to operate the new facility. Initial Grant submittal documents approved by the Board in 2015 anticipated that operations would require nineteen Sheriff's staff, but did not account for janitorial and maintenance staffing, or the unique and innovative design that has been developed. The original concept utilized an open format, while the new design has been developed and refined using best practices in behavioral health care focused on smaller groups, more privacy, etc. With more refined design and programming it is clear that additional correctional and support staff will be needed to enhance the services provided to this particular set of inmates. The new estimate also includes the Sheriff's janitorial, and General Services Building Maintenance staff that will be needed to support the new facility

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)
Building Mechanic II	\$6,014 - \$7,311	1
Correctional Sergeant	\$8,148 - \$9,903	5
Correctional Deputy II	\$6,182 - \$7,517	25
Detention Assistant	\$3,934 - \$4,782	3
Janitor	\$3,248 - \$3,948	2

Behavioral Health Services contract staff currently working in the MADF will move to the SADBHHU. The State-funded Jail Based Competency Treatment (JBCT) Program at the MADF as well as the Realignment funded PC 1370 Misdemeanor Restoration to Competency Program, will move to the SADBHHU. Staff currently working in both the felony and misdemeanor JBCT Unit will also move to SADBHHU. The continued State funding requires a commitment to provide capacity for 40 JBCT participants, and the new facility provides the potential for 20 felony and 20 misdemeanor participants. The possibility exists that if the competency restoration programs are fully utilized at that capacity, additional clinical staff may need to be hired. In the event this is needed, a new contract with the Department of State Hospitals would need to be executed to secure funding to cover the cost of the additional contracted clinical staff.

Sheriff Essick mentioned in the budget hearing that jail medical costs were up substantially. We have heard from the public that there is a current bid process for contracted healthcare services at the Sonoma County Jail. What is the status of that current process?

An Request For Proposal (RFP) process for Inmate Medical and Dental Services was initiated In November of 2020. The County is currently in negotiations for a new service agreement. It is anticipated the proposed new agreement will be before the Board in July 2021.

Is there a specific line item in the budget for this contract cost?

The specific line item in the budget for inmate medical costs is 30020100-53016.

How does it compare to this service in past years?

Details regarding the new medical and detail services will fully be addressed in the July 2021 Board Item when the RFP is no longer open. Services will continue to include a broad range of inmate medical and dental care and treatment, program administration, and personnel management. The Sheriff's RFP requirements were written to ensure the agreement meets or exceeds all applicable laws, regulations, codes, and guidelines relating to health care services and programs in adult detention facilities. We anticipate continued enhancements to inmate care.

Why would the jail medical costs be higher when the population is down significantly?

Our current agreement includes increases or decreases from the base of 1,040 ADP for three consecutive months. The new Agreement will also include provisions for substantial ADP adjustments to address dramatic changes in population. However, medical and dental costs are not based solely on ADP, and must also reflect compliance with professional standards for health care in detention facilities; Title 15; the number and composition of contract staff, competitive and fair salaries and

benefits for staff to insure retention of health care staff; the cost of pharmaceuticals; on- and off-site medical and dental services; annual supply increases as they relate to the Consumer Price Index (CPI); and insurance. ADP is currently low, but is expected to increase in FY 21-22 as the Courts and community resume pre-COVID activities.

Details of the proposed new agreement will be disclosed in July, but generally speaking, additional medical personnel are being added to address staffing goals and meet higher accreditation standards of the National Commission on Correctional Healthcare (NCCHC), which is discussed in more detail below. The proposed new agreement is expected to go into effect August 1, 2021, therefore, will be the agreement under which services will be provided for the majority of FY 21-22.

Do you expect that contract to be utilized toward staffing at the Main Adult Detention Facility Behavior Health Unit as well?

Yes, the proposed new agreement will serve the medical and dental needs of the inmates housed in the SADBHHU. The current RFP is for an inmate medical and dental services provider. It is not for behavioral health services. We believe the medical staffing requested in the contract will accommodate our medical needs when the SADBHHU opens, since the new Unit will not increase our total inmate capacity. The new agreement will provide medical and dental services to all inmates, regardless of where they are housed (MADF, NCDF, or at the SADBHHU when it opens).

Sheriff Essick shared in the budget hearing that 50% of the inmates are mentally ill which is concerning. What are the steps utilized to ensure that the County is receiving the correct level of high quality services from appropriate level staff while ensuring the best price for the County?

We have multiple measures in place to ensure our medical and mental health quality of care and best practices are met. Additionally, the Board of State and Community Corrections provides inspections and oversight of our facilities and care. Detention Administration facilitates meetings with the inmate medical and mental health provider at a minimum of once a month to review all areas of care. In addition, Detention Administration requires a quarterly quality assurance assembly to discuss and review all aspects of both our inmate medical and behavioral health care. The Sheriff's Office also requires peer reviews of all contracted medical and mental health doctors and clinicians.

Historically, the Sheriff's Office has been accredited by the California Medical Association's Institute for Medical Quality (IMQ) and had positive inspections by this group. As the CMA pulls away from these types of accreditations, the Sheriff's Office, in cooperation with our health care provider, is working towards achieving accreditation from the National Commission on Correctional Health Care (NCCHC), which will certify our continued high level of care for our inmates. We believe the future benefits of NCCHC accreditation will be tangible evidence of a standards-based system of care, more efficient and less costly operations, reduced risk of adverse events, decreased exposure to health care-related litigation and liability, support in recruiting and retaining quality health care professionals, improved health status and outcomes for our inmates, and reduced public health risks when incarcerated individuals return to our community, as well as public recognition as a quality health care provider in Sonoma County.

Another measure to ensure that the County is receiving the correct level of high quality services is through audits. Every three years, the Sheriff's Office funds an audit in accordance with the Prison Rape Elimination Act (PREA). This audit is performed by a monitoring body that is not part of, or under the authority of the Sheriff. The Sheriff's Office is in full compliance with all PREA standards.

Are there ways that information of services from the current contract can be used to better plan for the behavior health unit costs?

The Agreements for the inmate medical and dental services and inmate behavioral health services are separate. The current RFP is for inmate medical and dental services. The proposed Staffing Plan included in the 30-Year Lifecycle Cost addresses the need for additional behavioral health staff. The current behavioral health contract expires June 30, 2022; behavioral health costs will be addressed during the behavioral health services RFP process. The behavioral health RFP will stress the importance of quality of care and personnel; providing competitive and fair wages to practitioners and clinicians who staff both facilities, the Jail Based Competency Treatment (JBCT) program, and the PC 1370 Misdemeanor Restoration to Competency Program. The advancement of the design of the SADBHHU and the development of the behavioral health RFP will go hand in hand which will facilitate the planning and assist with cost containment.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: IOLERO

Date: 5/3/21

Inquiry Number: 7

Request/Question:
 Please show revised estimates of the cost of the Advisory Body program area, based on the scenarios showed on Page 8 of the budget presentation. The \$291,000 figure on Page 4 apparently repeats some costs listed as “administrative,” and it would be helpful to know if those are counted twice to arrive at the total \$1.76 million budget. If they are, that provides additional funds to cover the many shortfalls mentioned by the director in the presentation.

Response:
 IOLERO’s department budget is programmed in the Administration budget section, which includes expenditures for all of the department program areas: Administration, Audit & Investigations, Advisory Body, and Community Engagement. For purposes of the FY 2021-22 budget workshop presentations, departments were asked to show FY 2021-22 budgeted expenditures by program area. Given that IOLERO does not budget expenditures by program, staff developed a cost estimate for each program area comprising the department’s recommended budget totaling \$1.76 million. The estimates included salaries and benefits costs based on a percentage of staff time dedicated to support each area as well as an approximation of associated services and supplies expense across the four programs. Distribution of cost were not counted more than once among estimated program budgets.

The Advisory Body program expense was estimated to be \$291,000, however subsequent to budget workshops, staff refined the estimated services and supplies expense by program to more accurately represent the allocation of costs (Attachment A). The revised Advisory Program budget is \$234,429 which includes salary and benefits of the IOLERO Director (25%) and the Programs Manager (75%), totaling \$156,429. The revised estimate also includes \$78,000 in services and supplies costs associated with contracts for consulting services to support Community Advisory Council (CAC), CAC meeting advertising, outreach and translation services, and expenses to support the Community-Oriented Policing project.

Revised estimates of the Advisory Body program area that include the CAC budget options presented to the Board during FY 2021-22 budget workshops are provided in the Attachment B.

BIR #7 - Attachment A

FY 2021-22 IOLERO Recommended Budget - Expense by Program

Original Presented during Budget Workshops

Program Area	FY 2021-22 Recommended Budget
Administrative	\$ 392,211
Audit and Investigation	\$ 827,420
Advisory Body	\$ 291,504
Community Engagement	\$ 251,949
Total	\$ 1,763,084

Revised Estimate

Program Area	FY 2021-22 Recommended Budget
Administrative	\$ 583,642
Audit and Investigation	\$ 741,839
Advisory Body	\$ 234,429
Community Engagement	\$ 203,174
Total	\$ 1,763,084

BIR #7 - Attachment B

Revised Advisory Body Program Budget with CAC budget options

Expenses	Option #1		Option #2		Option #3	
	1A	1B	2A	2B	3A	3B
Estimated FY 21-22 Advisory Body Program recommended budget	\$ 234,429	\$ 234,429	\$ 234,429	\$ 234,429	\$ 234,429	\$ 234,429
Members Stipends*	\$9,900	\$9,900	\$13,200	\$13,200	\$9,900 half day- \$19,800 full day	\$9,900 half day- \$19,800 full day
Training	\$3,000	\$25,000	\$3,000	\$25,000	\$3,000	\$25,000
Marketing	\$2,000	\$10,000	\$2,000	\$10,000	\$2,000	\$10,000
Legal Services	\$14,100	\$14,100	\$14,100	\$14,100	\$14,100	\$14,100
Total	\$263,429	\$293,429	\$266,729	\$296,729	\$263,429 - \$273,329	\$293,429 - \$303,329

*Member Stipends for Option #1: \$75/meeting, Option #2: \$100/meeting, Option # 3: \$75 half day and \$150 full day

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	x
Gore	
Hopkins	

Department: Permit Sonoma

Date: 05/17/2021

Inquiry Number: _____ 9

Request/Question:

Fuels Reduction: Can we use balance from the Fire Prevention fund to perform vegetation management of the large grove of eucalyptus trees in the Sonoma-County-owned portion of the Santa Rosa Rural Cemetery? This area has been identified as a fire hazard by neighbors, SRFD and county staff over the past year, and General Services has solicited bids for the work. Low bid is \$390,000 to remove about 100 eucalyptus trees, many of which are 100-150 feet tall.

Response:

As part of Board Recovery and Resiliency Framework, in April 2019 the Board updated the Transient Occupancy Tax Program, which included dedicating \$900,000 towards creating a funding source to invest in a Fuels Reduction/Vegetation Management program managed under the Permit Sonoma Fire Prevention division.

Permit Sonoma staff estimates about \$500,000 in fiscal year-end balance available within the Fire Prevention fund, which is derived from discretionary Transient Occupancy Tax and thus available, is for programming by the Board.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: IOLERO/CAO

Date: 5/3/21

Inquiry Number: 12

Request/Question:
Given the Sheriff's Office Recommended Budget is \$209,497,550, will IOLERO's FY 21-22 budget be trueed up to total 1% or \$2,094,975?

Response:	
<p>The Evelyn Cheatham Effective IOLERO Ordinance (Measure P) approved by the voters of Sonoma County in November 2020, includes an annual budget requirement that sets the IOLERO budget at 1% of the total annual budget for the Sheriff's Office.</p> <p>The calculation to determine 1% of the Sheriff's Office budget is based on the Sheriff's FY 2021-22 Recommended Budget \$209,497,550 and Supplemental Budget \$1,249,745 totaling \$210,747,295. This amount is adjusted by excluding intra-departmental transfers and reimbursements between budget sections (\$14,928,291), for adjusted total gross expenditures of \$195,819,004.</p>	
FY 2021-22 Sheriff's Office Gross Expenditures	\$210,747,295
<u>*Less Intra-departmental Transfers and Reimbursements</u>	<u>(\$14,928,291)</u>
Adjusted Total Gross Expenditures	\$195,819,004
FY 2021-22 IOLERO Budget True-up (1% Calculation)	\$1,958,190
FY 2021-22 IOLERO Recommended Budget	\$1,763,084
<u>Plus FY 2021-22 IOLERO Supplemental Budget Adjustment</u>	<u>\$195,106</u>
Total	\$1,958,190
<p>*This adjustment removes duplicate budgeted expenditures associated with intra-departmental transfers and reimbursements, or the movement of funding within the department from one program area to another. These transactions represent cost of services delivered in one program that are charged to another. The associated expense is budgeted in both of the program budgets: 1) in the program budget unit for the cost to render the service, and 2) in the paying program budget unit as either a transfer or reimbursement expense. Thus these costs are double-counted in the total \$210.7 million budget.</p>	

An example of this is the \$9,873,338 expenditure appropriation budgeted in the Public Safety Realignment Trial Court Security Special Revenue Fund, which is needed to reimburse staffing and supplies costs incurred in the Sheriff's Court Security operating section.

No adjustment is made for inter-departmental transfers and reimbursements, such as reimbursements, as these costs appear only once in the Sheriff's budget. This is why the reduction does not match the "Internal County Transfers and Reimbursements" line in the revenue table of the Recommended budget.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	x
Gore	
Hopkins	

Department: CAO

Date: 4/28/21

Inquiry Number: 13

Request/Question:
<p>What does upstaffing during red flag include?</p>

Response:
<p>The Board of Supervisors authorized the Red Flag upstaffing program on June 18, 2018, as a fire prevention measure to increase staffing during high fire threat periods.</p> <p>Chief Heine, the President of the Sonoma County Fire Chief’s Association provided the following information:</p> <ol style="list-style-type: none"> 1) Upstaffing funds the fire service’s collective ability to add a pre-positioned Strike Team (5 engines and a leader) through the duration of the event. <p>Their mission directives:</p> <ul style="list-style-type: none"> • Be operationally ready to deploy to any active wildfire dispatch in the county • Patrol target hazard neighborhoods and specific areas being impacted by the wind event • Rapid deployment to reported fires • Reduces impact and need for multiple fire agencies to deploy resources to a reported fire thus keeping coverage in those local communities. 2) There are numerous incidents where the upstaffed resources made a critical operational impact: <ul style="list-style-type: none"> • Kincaid Fire: prepositioned/upstaffed strike team was a first responder resource lining Arata Lane in Windsor to prevent the fire spread into the neighborhood • Walbridge Fire: upstaffed strike team provided immediate structure protection in numerous communities around the Walbridge Fire (Guerneville, Mill Creek, Rio Nido) • Glass Fire: upstaffed strike team was the first into the Skyhawk neighborhood and saved numerous homes. • Riebli Road fire: the upstaffed strike team was first to arrive and kept the fire small in an area that has experienced explosive fire growth due to its remote area

Below are relevant provisions of the Red Flag Upstaffing contract that describe how and when an upstaffing event may be called and what type of resources are put in place.

Red Flag Event Up Staffing Program.

- 2.1 In order to enhance preparedness and operational deployment, the Sonoma County Operational Area will consider up staffing fire resources based on several decision points during the wildland fire season and beyond. Up staffing will be a collective decision made by the Sonoma County Fire Chief's Conference Call at 11:00 a.m. Monday mornings or on an as needed basis.
- 2.2 Upstaffing of Sonoma County fire resources for local response enhancement will be considered using the following criteria. These criteria need to be analyzed for the collective needs of the county with considerations for the entire region. These factors may be considered individually or in unison.
 - NWS Red Flag Warning predicted or in effect;
 - NWS High Wind Warning predicted or in effect;
 - Relative Humidity <20% predicted or in effect;
 - Burning Index >100 in Cal Fire Zone 1 or >150 in Cal Fire Zone 2;
 - Cal Fire Severe Weather Forecast Model (LNU Predictive Services);
 - Dry Lightning predicted in the region; and
 - Major Op Area resource drawdown.
- 2.3 Driven from the Operational Area Coordinator or designee, the decision to up staff resources will be a collective decision based on the totality of factors and the greater good of all Sonoma County Zones. This decision can be made due to forecasting or on an as needed basis. The planned Operational Area conference call will look at forecasting the need up staff on a weekly basis. As needed, a conference call can be requested by the Operational Area Coordinator, the REDCOM Duty Officer, or any Sonoma County Fire Chief. The Operational Area Coordinator or designee will maintain ultimate decision-making authority to up staff fire resources.
- 2.4 The upstaffing of fire resources will result in the formation of a Sonoma County Task Force consisting of various types of engines, water tenders, and a leader. If available, each Sonoma County Zone will dedicate one up staffed apparatus on a rotational basis. In other words, if possible, the Sonoma County Task Force will be comprised of one apparatus from Zones 2 through 9 to a total of 8 (Zone 2 defined as engines within the Sonoma County Fire and Emergency Services purview). If a Zone is unable to provide apparatus, there will be no penalty and the Task Force will be formed with remaining available resources. Task Force Leaders will be chosen based on a rotational basis as well. The Active Status spreadsheet will be used to maintain fair and equitable opportunities to all agencies in the Operational Area.
- 2.5 Upstaffed apparatus will remain housed in their respective districts and respond when dispatched as a Task Force to assemble at the scene. In the event a district requires logistical support (i.e. housing) closer to the core of the Operational Area, other agencies may opt to "host" that up staffed apparatus. The Fire Chief responsible for the up staffed apparatus will express that the expectation is that while not engaged
- 2.6 In emergency response, personnel assigned will remain operationally ready and engaged with the community within Zone. If an immediate need single unit or Strike Team/Task Force request come from an adjoining county the closest resources will be dispatched per REDCOM policies. The up staffed apparatus may then be used to backfill those stations vacated by the request. Should a planned need Strike Team/Task Force be requested through Mutual Aid, the Active Status list

will be utilized, keeping up staffed apparatus assigned to the Operational Area available for local needs.

- 2.7 Based on the up staffing decision points and other potential threats to the Operational Area, there may be consideration to up staff two apparatus per zone leading to the development of two Sonoma County Task Forces.
- 2.8 The Operational Area may consider in extreme conditions to up staff local overhead positions dedicated to local response. Some examples may include Battalion Chiefs, Safety Officers, Division/Group Supervisors, etc.
- 2.9 REDCOM should consider up staffing additional call takers/dispatchers falling into similar guidelines set forth by this document.
- 2.10 Fire Chiefs should consider up staffing additional resources individually based on the forecasted or immediate needs of their jurisdiction. This up staffing will not be eligible for FSAC funding.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	X
Gore	
Hopkins	

Department: Human Resource

Date: 4/30/2021

Inquiry Number: BIR-04 / BIR 14 / BIR 23

<p>Request/Question:</p> <p>BIR-14 - What are the overall rates of liability insurance and how does it break down by department, including the Sheriff's specific rate?</p> <p>BIR-04 - Liability insurance: Would additional training help reduce the cost of liability insurance? Has this question been broached with insurance providers?</p> <p>BIR 23- Liability Insurance & Training: What things can be done to decrease liability cost: training/other investments? What is the connection between training and liability costs for the Sheriff's Office specifically, and what can be done for that department to decrease their liability costs ? Where is the sweet spot of investing in more training to address liability claims in the Sheriff's Office.</p>

<p>Response:</p> <p><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p>BIR-14 - What are the overall rates of liability insurance and how does it break down by department, including the Sheriff's specific rate?</p> <p>The County's general liability coverage is comprised of two components. The first part is the County's "self-insured" coverage. The second part of the coverage (the "excess coverage" or "pool coverage") is to fund that portion of claims that exceed the self-insured portion.</p> <p>The "liability rate" is the amount charged to departments which includes both components above to ensure sufficient funding as required by the State Self Insurance Plan guidelines.</p> <p>1) <u>Self-insurance Coverage</u>;</p> <p>The County's self-insurance program is comprised of 1) the amount set aside for future losses as determined by the County's actuary, and 2) the amount of administrative expenses that includes County staff cost, overhead, service agreements, and past and current year claim expenditures etc. (70% program staff, 30% service contracts).</p>
--

2) Excess Coverage;

The portion of the premium cost that pays for losses that exceed the County's self-insured retention is called the "excess premium". This coverage pays for losses between the self-insured retention and \$25 million per occurrence.

The County's purchases excess insurance through PRISM, a public entity insurance pool that covers 95% of California counties and 70% of California cities, as well as many school districts and JPAs.

In recent years, public entities and the insurance industry generally, have witnessed dramatic increases in liability loss development, which has resulted in premium increases. Premium cost increases to the County are attributed to the general state of the insurance markets, increased losses suffered by public entities across the State, and the County's own loss experience. Last year, GL excess premiums for non-school members increased an average of 31% while the County experienced an increase of 62%.

The County of Sonoma benefits by being a member of a risk sharing pool, as the economy of scale of the pool makes the coverage more cost effective than a stand-alone policy.

Allocation to Departments

Departments and Agencies are charged an annual liability rate based on funding requirements for the General Liability Program, which are determined each year through actuarial analysis. The rate for each department is allocated using a formula based upon 10 years of claims history (experience) weighted at 80% and payroll (exposure) weighted at 20%. Changes to rates may be caused by changes in a department's payroll, claims experience, cost of excess insurance premiums, or any combination of the above.

Breakdown by Department

Last year the liability rate charged to departments increased an average of 21%. However, the percentage increase is much higher for departments with significant loss history and much lower for departments with little or no loss history.

The attached page illustrates the results of the above allocation methodology by department for FY 2021/22. The breakdown by department is sorted from largest to smallest premium. The amount (\$7,436,148) allocated to the Sheriff's Office represents 62% of the total cost.

BIR-04 "Would additional training help reduce the cost of liability insurance? Has this question been broached with insurance providers?"

Training in and of itself does not directly translate into an up-front premium discount. Training is a preventative action that is intended to reduce claims and losses. Insurance underwriters charge premiums based on the assessment of past losses (claims experience) and the evaluation of the potential for future losses. Training is an important risk management strategy and if less claims are the outcome, costs will reduce over time to both the self-insured and excess programs. Additionally, strong departmental policies and HR best practices such as hiring, supervision and performance feedback can effectively reduce claims risks.

	P	Q	R	S	T
6	General Liability Premium 21/22				
7	Dept	FY 21/22 Total Premium	FY 20/21 Total Premium	\$ Change	% Change
8	Sheriff	7,436,138	5,907,215	1,528,923	26%
9	Transportation & Public Works	1,175,285	984,489	190,796	19%
10	Human Services	1,059,047	1,021,416	37,631	4%
11	Department of Health Services	412,822	339,124	73,698	22%
12	Water Agency	302,818	251,747	57,071	23%
13	Parks	262,871	202,906	59,965	30%
14	Probation	192,560	150,068	48,492	32%
15	District Attorney	147,225	153,454	(6,229)	-4%
16	Permit Sonoma	139,750	102,097	37,653	37%
17	General Services	137,523	105,849	31,674	30%
18	Fairgrounds	112,956	89,930	23,026	26%
19	Child Support	103,185	81,998	21,187	26%
20	Information Systems	71,972	59,278	12,694	21%
21	ACTTC	66,094	48,954	17,140	35%
22	BOS/CAO	66,021	51,942	14,079	27%
23	Clerk/Rec/Assess	65,486	46,464	19,022	41%
24	COC	57,356	32,370	24,986	77%
25	Public Defender	49,583	46,208	3,375	7%
26	Human Resources	39,202	32,871	6,331	19%
27	County Counsel	38,194	32,348	5,846	18%
28	SC Agric Preservation & Open Space Dist	37,169	30,366	6,803	22%
29	DEM	26,560	4,359	22,201	509%
30	Agricultural Commissioner	21,150	16,935	4,215	25%
31	SCERA	9,783	8,973	810	9%
32	Economic Development	8,426	8,462	(36)	0%
33	Weights & Measures	6,697	5,586	1,111	20%
34	NSCAir Pollution Control District	3,872	3,066	806	26%
35	UC COOP	2,859	116,155	(113,296)	-98%
36	Land Stewardship	1,965	1,563	402	26%
37	LOLERO	1,543	1,333	210	16%
38	In Home Support Services PA	910	773	137	18%
39	North Bay Fire	856	2,590	(1,734)	-67%
40	Grand Total	12,069,878	9,940,889	2,128,989	21%

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	x
Gore	
Hopkins	

Department: Permit Sonoma

Date: 05/17/2021

Inquiry Number: _____ 16

Request/Question:

General Plan: Has funding been identified for the General Plan update?

Response:

Staff has not yet fully identified financing plan to execute the General Plan project, which is currently expected to cost \$5-7 million.

Ordinance No. 6265 allows Permit Sonoma to collect a 15% fee of the declared value of every issued building permit with plans. The fee was established in 2008 to partially cover the cost of the General Plan Update, Local Coastal Plan, Housing Element Updates, and Critical Implementation Programs. The annual average collection over the last 3 fiscal years is \$390,000. The funds are used to partially fund the list above and pay for two Comp Planning, and one County Counsel position. Uses to date include Development Code Update involving a series of changes to modernize and streamline the development code in preparation for the General Plan Update.

Based on the FY 2021-22 recommended budget, staff estimates approximately \$1 million will be available in the special revenue Planning Administration Fund (11110).

The last [6/4/2019 Board review of the Comprehensive Plan](#) assumed the General Plan update will be completed in two phases: project plan and implementation spanning from FY 21/22 through FY 25/26. Staff will use accumulated \$1 million fund balance to execute Phase 1 part 1 of 4 to scope the project. The scoping results will inform a funding plan and identify gaps to develop funding recommendations. In the meantime, other Planning projects are underway that will benefit and inform the General Plan update, such as specific plans for the Springs, Airport, and Lower Russian River areas.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: _____ DHS _____

Date: _____ 5/3 _____

Inquiry Number: _____ BIR-17 _____

Request/Question:

Nurse Family Partnership Groups: What is the status of the Nurse Family Partnership Group?

See attached

Response: Home Visiting Programs

Background

Sonoma County Department of Public Health currently has three Home Visiting Programs serving diverse populations of parents of young children.

- Nurse-Family Partnership (NFP) is an evidence-based program serving first-time moms, enrolled before week 28 of their pregnancy. The services may continue through the child's second year.
- Field Nursing (FN) serves pregnant women (any gestation or parenting experience) and families with children under age 5 who are experiencing homelessness, substance use, domestic violence, mental health concerns or medical fragility.
- Teen Parent Connections (TPC) serves adolescent parents at any stage of their pregnancy or parenting journey as long as enrolled at less than 19 years of age.

Public Health Nurse (PHN) home visitors are cross-trained in both the NFP and the FN models of care, so that when emergencies such as COVID-19 or wildfires arise there is capacity for flexibility in providing services to all clients. Because the eligibility criteria differ between programs, the three programs often serve as referral sources to one another. For example, when one client is referred to NFP but does not meet the criteria, she can be referred to Field Nursing or TPC depending on her situation.

Research has shown that evidence-based home visiting programs produce positive outcomes that save taxpayer dollars by reducing societal costs associated with intimate partner violence, child maltreatment, youth crime, substance use disorder and need for government assistance. All three of DHS' home visiting programs build relationships between home visitors and clients as they provide services to meet the unique needs of each family, including:

- teaching child development basics and parenting skills, and modeling parenting techniques
- providing information and guidance on a variety of topics, including healthy pregnancy, breastfeeding, safe sleep, injury prevention, immunization and nutrition
- providing referrals to community services, such as housing, job training, educational programs, mental health support, addiction recovery, legal services, food assistance and WIC
- promoting early learning in the home, guiding parents in their role as a child's first teacher
- screening children for developmental delays and facilitating early intervention
- ACES assessment and client-centered counseling to disrupt multi-generational trauma

Status Report

COVID-19 IMPACTS

The COVID-19 pandemic has had multiple long-term impacts on all three home visiting programs. At the start of the current fiscal year, 100% of home visiting staff were deployed to COVID-19 response (with some having reported earlier in 2020, between March and May). Most referrals and client visits halted in March, and were only fully resumed in October, when some of the home visiting staff were able to return to normal duties. TPC staff continued to hold telehealth visits with their clients throughout the pandemic, but referrals decreased due to shelter-in-place and school closures.

In addition, the Health Program Manager responsible for sustainability planning, administrative oversight, and supervision of all three programs retired in September 2020. A replacement was hired at the end of December 2020, but she was immediately redirected to the COVID-19 Vaccine Unit, where she is still serving as a Disaster Service Worker. The lack of a full-time manager from September

2020 through May 2021 has resulted in the Department’s limited ability to identify and secure funding through alternative sources to support the three home visiting programs.

ENROLLMENT TRENDS

Current enrollment

As of May 2021, the table below reflects the total number of primary clients currently enrolled in a home visiting program, and does not include their children or family members, who are also benefitting from services.

	Current caseload
Field Nursing	79
Nurse-Family Partnership	77
Teen Parent Connection	90
TOTAL PARTICIPANTS	212

New enrollment

Since returning to regular duty over the past six months, all home visiting programs have ramped up outreach, referrals, and new enrollments. The impacts of the pause and the pandemic can still be seen, as reflected in the below table.

	19-20 newly enrolled	20-21 newly enrolled <i>(through 5/6/21)</i>
Field Nursing	102	57
Nurse-Family Partnership	63	27
Teen Parent Connection	47	31
TOTAL NEW ENROLLMENTS	212	115

FUNDING

Home Visiting Programs have experienced drastic, consistent decreases in funding over the past five years, as steps were taken by DHS Leadership to eliminate or scale back programs not mandated by the State. In 2016, Field Nursing staffing was cut in half; NFP went from 7 PHNs and a supervisor to 3 PHNs (with one unfilled vacancy due to lack of confirmed future funding) and a supervisor. All three programs draw considerable funding from federal sources such as Targeted Case Management and other Federal/State programs such as CalLEARN and CalWORKS. These sources require match funding.

Nurse Family Partnership

Funding for Nurse-Family Partnership currently comes from four main sources: First 5, California Home Visiting Program (MIECHV), Targeted Case Management (MediCal), and Health Realignment. For the 21/22 budget, funding consists of the following sources.

Funding Source	Amount	Proportion
<i>First 5 Sonoma County Grant</i>	\$300,000	21%
<i>California Home Visiting Program (Federal MIECHV)</i>	\$196,980	14%
<i>TCM/MediCal Reimbursement</i>	\$10,685	1%
<i>Health Realignment (Proposed budget)</i>	\$626,894	43%
<i>Funding Gap</i>	\$300,000	21%
TOTAL PROGRAM COSTS	\$1,434,559	

The funding gap of \$300,000 is a result of a funding partner who notified the program after budget development that they would not be able to provide the anticipated funding. The department is currently working on identifying an alternate funding source for this program. If the department is unable to identify an alternate funding source there will be a board item brought forth with a spending reduction plan.

Not reflected in the above table is the HVI program, which provides reimbursement for home visiting services for individuals enrolled in CalWORKS through an MOU with the Human Services Department. The total estimated reimbursement expected in 21-22 is \$349,440; both NFP and FN programs serve HVI clients.

Field Nursing

The Field Nursing team is participating in a San Francisco Home Visiting Consortium, which was awarded a three-year \$1.2 million grant, from the California Home Visiting Program (CHVP) Innovation program. These funds have not yet been officially accepted, but will be added to the 2021-2022 budget once approved (scheduled for the June 8, 2021 meeting of the Board of Supervisors).

Funding Source	Proposed	Possible Revised
<i>Year 1 CHVP Innovation Grant (funds not yet accepted)</i>	[\$400,000]	\$400,000
<i>TCM Reimbursement</i>	339,279	\$339,279
<i>MediCal Activities</i>	\$13,059	\$13,059
<i>Health Realignment (21-22 proposed)</i>	\$1,372,887	\$972,887
TOTAL PROGRAM COSTS	\$1,725,225	\$1,725,225

Teen Parent Connections

Teen Parent Connections is facing severe cuts in personnel once again, as referrals through CalLEARN and other possible funding sources have decreased during shelter-in-place. The funding gap shown below includes 3.0 FTE for Social Services Workers who are not included in this year's budget. The Department has not identified an ongoing funding source for FY21-22. There is a board item on June 8, 2021 board agenda requesting to extend the 3.0 Social Worker FTE's with one-time use of Health 1991 Realignment fund balance or other funding source as directed by the Board.

Funding Source	Proposed
<i>TCM/MediCal Reimbursement</i>	\$284,116
<i>CalLEARN Reimbursement</i>	\$0
<i>Health Realignment (21-22 proposed)</i>	\$111,710
<i>Fund Balance (SSW Extension - 6/8 Board Item)</i>	[\$470,653]
TOTAL PROGRAM COSTS	\$395,826

Potential Future Funding Sources & Advocacy Efforts

- The American Rescue Plan included \$150 million for Home Visiting programs nationally. Specific guidance on these funds has not yet been released, but as a current recipient of Federal Maternal, Infant, and Early Childhood Home Visiting Program funding, Sonoma County expects to receive some of this new one-time funding.
- AB 1046: Medi-Cal Financing Workgroup for Evidence-Based Home Visiting to provide counties with clarity about how to better leverage Medi-Cal to sustain and expand home visiting services.
- NFP's National Service Office is advocating the State authorize counties to use Title IV-E to deliver evidence-based home visiting models, such as NFP.

- Advocating for CalAIM to include home visiting services as a strategy to improve care coordination for maternal and child health.
- When released from COVID-19 deployment, the Health Program Manager will work with local funding partners, healthcare systems, and other stakeholders to strategize a joint sustainable funding solution for home visiting.
- Health Realignment funds were vastly underutilized by home visiting programs in 20-21 due to COVID-19 redirection; additional revenue sources need to be identified and considered as a resource for one-time funding for 21-22 while DHS Leadership reconvene around investment in and support of upstream prevention programs such as home visiting.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: DHS

Date: 5/3

Inquiry Number: BIR-18

Request/Question:

ACCESS: How is ACCESS currently funded and what departments have dedicated staff assigned to it?

Response:

Dedicated Staff:

There are 3 Cohorts teams currently included in ACCESS Sonoma. For FY21/22 the breakdown is as follows:

Cohort	DHS Staff	HSD Staff	CDC Staff	Total FTE	Cost	Funding
High Needs Homeless	9.5	1.0	1.0	11.5	\$1,979,416	Whole Person Care, DHS Fund Balance*
HEART Teams	6.0	0.0	0.0	6.0	\$1,185,865	Homeless Housing Assistance Prevention Grant, County Discretionary (Reinvestment & Revitalization), DHS Fund Balance*
IMDT Expansion	5.0	4.0	1.0	10.0	\$1,824,500	

** Depending on spending and funding availability, DHS fund balance could come from Intergovernmental Transfer Fund, Mental Health Services Act (MHSA), or other sources.*

The department is working with the Measure O Ad Hoc Committee to consider the use of Measure O funds towards the support of the ACCESS homeless teams in the Measure O Expenditure Plan. Staff will present to the Board the Measure O Expenditure Plan recommendations and options on August 31st. If Measure O funding is not allocated, or is insufficient for the ACCESS Sonoma cohorts then the teams will be reduced to fit current funding streams.

In addition, the Department is evaluating adding a HEART Expansion team that would expand capacity for services responding to encampments. The HEART Expansion is not included in FY21/22 recommended budget. The department will bring a board item to add staffing if and when funding is identified.

ACCESS Sonoma Data Hub Project

On March 23, 2018, Sonoma County entered into an agreement with International Business Machines Corporation (IBM) to provide software and implementation of the Accessing Coordinated Care and Empowering Self Sufficiency (ACCESS) Sonoma Data Hub Project (ACCESS Sonoma) to support the County's rapid response safety net services efforts. Sonoma County Safety Net Departments participating in the project include Health Services, Human Services, Community Development Commission, Probation, Child Support Services, District Attorney, Sheriff, and Public Defender. The ACCESS Sonoma Data Hub Project achieves the following: 1) provides a global view of clients that accounts for their multiple needs, allowing for coordinated front-end referrals and service delivery across the Safety Net Departments; and 2) allows for continued analysis of each client's needs, collaborative case management, and evaluation of outcomes to support more proactive and prevention-focused efforts aimed at addressing critical client needs.

The Safety Net Departments have completed Phases 1 through 5 of the multiphase initiative to support ACCESS Sonoma. On May 25th 2021 there was a requested approval to execute Addendum 5 to the agreement with IBM and allows for Project Change Request 1 within Addendum 5 for the ongoing software, licensing, and cloud services costs. These agreements will facilitate data migration and cloud hosting of the ACCESS Sonoma data hub and dashboards to enable the County to leverage features developed in the ACCESS platform, some of which were developed and funded by other counties. This effort will create full cloud access for all participating Safety Net Departments to ensure availability and resiliency during disasters.

Access Phases:

The Safety Net Departments have completed Phases 1 through 5 of the multiphase initiative.

- Phase 1 Rapid Prototype delivered the core database (Data Hub) with an initial view of basic client information and was completed both on-time and within budget.
- Phase 2 added homeless services information to the database, added client care planning and goal tracking, and incorporated roles-based security for future expansion.
- Phase 3 configured criminal justice data, expanded system security roles, electronic authorization forms, and system infrastructure related to subsequent implementation phase of the project.
- Phase 4 efforts included setting up an environment in the data center for testing and ACCESS Sonoma development, piloting improvements to client consent management, and adding an alert function for important care team notices. In addition, a COVID-19 cohort with two new assessments was developed in response to the COVID-19 pandemic.
- Phase 5 efforts included the following: 1) implementation of a mental health diversion cohort care plan; 2) addition of Sheriff data to the data hub; 3) implementation of a client portal for self-progress tracking; 4) expanded security by creating custom client lookup for Sheriff and Probation extracts; 5) implementation of a provider portal for clinics, hospitals, and homeless shelters; and 6) provision for development of the technology component necessary to facilitate relocation of the system data component to the cloud at a future time.

During the September 2020 Budget Hearings, your Board allocated \$1,245,000 PG&E one-time discretionary funding for the ACCESS Sonoma annual licenses fees and cloud services for FY 21/22 (\$530,000) and FY 22/23 (\$530,000), and one-time cloud migration cost for FY 20-21 (\$185,000). An ongoing \$220,000 was also allocated to fund a position within Information Systems Department (ISD) to develop and implement the software.

Total IBM price for the ACCESS Sonoma annual licenses, cloud services and one-time cloud migration labor services through June 30, 2023 is \$1,332,296. The Department will use PG&E funding of \$1,245,000 and will redirect salary savings from the ISD position costs of \$220,000 to fund the remaining difference of \$87,296 through FY 2022-23. Savings of \$220,000 of salary and benefit costs can be used to partially fund the costs of \$613,337 in FY 2023-24 the remaining costs of approx. \$400,000 will need to be identified. Once the software is up and running, the \$220,000 ongoing funding can be applied to the annual license fees and cloud services but ongoing funding will need to be identified for the remaining gap of approximately \$400,000.

Cost and Funding Sources Per Phase/Addendum

	Phase 1 Original	Phase 2 Addendum 1	Phase 3 Addendum 2	Phase 4 Addendum 3	Phase 5 Addendum 4	Phase 5 Addendum 4 PCR 1	Phase 5 Addendum 4 PCR 2	Software Costs Addendum 5 (1)	Software Costs Addendum 5 PCR 1 (2)	Total
Contract Number	2018-0065-A00	2018-0065-A01	2018-0065-A02	2018-0065-A03	2018-0065-A04	2018-0065-A05	2018-0065-A06	2018-0065-A07	2018-0065-A08	
1991 Health Realignment	247,082.00			174,000.00						421,082.00
Child Support Services				150,000.00						150,000.00
Community Development Commission				75,000.00						75,000.00
County Medical Services Program (CMSP)				126,000.00						126,000.00
FEMA/Coronavirus Aid, Relief, and Economic Security Act (CARES)					564,697.00					564,697.00
Hewlett Foundation Grant			1,000,000.00							1,000,000.00
Homeless Housing Assistance and Prevention (HHAP)					300,000.00					300,000.00
Homeless Mentally Ill Outreach and Treatment Program				518,000.00	142,640.00					660,640.00
Human Services Department	250,000.00				67,500.00					317,500.00
Inter-Governmental Transfer		799,918.00	800,000.00	457,000.00	425,163.00					2,482,081.00
Probation Department	150,000.00									150,000.00
Santa Rosa Memorial Hospital Foundation	300,000.00									300,000.00
Whole Person Care	250,000.00	1,000,000.00								1,250,000.00
Health Services Contribution						27,450.00				
Additional County Contributions								1,155,110.68	397,185.32	1,552,296.00
Funding to be Identified at a Later Date						-	-	-	393,337.44	393,337.44
Total	1,197,082.00	1,799,918.00	1,800,000.00	1,500,000.00	1,500,000.00	27,450.00	-	1,155,110.68	790,522.76	9,742,633.44

1. Software renewal fees from 7/1/21 through 6/30/24.
2. 1x cloud migration cost in FY 20-21 and cloud services from 5/17/21 through 6/30/24.

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FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 19

<p>Request/Question:</p> <p style="color: green;"><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>County Facilities: Explain the \$4.01/sq. ft. [per fiscal year] for maintenance; what is included in this, which buildings are included? What is the average cost to the lease space? Isn't it cheaper to lease than buy?</p> <p style="color: green;"><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p>Please see "BIR-19 Att. 1 – County Facilities Summary Cost Breakdown" for calculations for FY19/20.</p> <p>Maintenance costs per square foot are calculated annually based upon the actual annual expenditures for the maintenance and repair of the County's portfolio of approximately 2 million square feet including 196 buildings. GSD maintains buildings at the County Administration Center, North County Detention Facility, Los Guilicos campus, Chanate campus, eight Veterans buildings, eleven Radio Communications Towers, and outlying properties on the coast. Facilities at Los Guilicos and at Chanate are partially decommissioned, however, these buildings still require maintenance although at a reduced level. Vandalism at Chanate has increased the need for maintenance labor and materials costs to repair damages to buildings and building systems.</p> <p>Maintenance costs include labor, materials, and service agreement contracts. Staffing expenses (labor) include: labor, overtime labor hours and overhead expenses supporting the following maintenance functions:</p> <ul style="list-style-type: none"> ○ regularly prescribed preventive maintenance on equipment ○ mandated fire/life-safety inspections ○ minor corrective maintenance on failed systems including HVAC, roofs, electrical, fire alarm and sprinklers, doors and hardware, security systems, ○ acquisition and installation of materials required for repairs ○ hazardous materials incident response ○ support of critical system operations in disasters (back-up generators and refueling, and restoration of these systems in failures)

Overhead costs include: Information Systems (ISD) support, vehicles, Enterprise Financial System (EFS), workers comp and liability insurance, accounting, County counsel direct charges and mandatory training expenses.

Contract costs for maintenance include:

- Janitorial service (most buildings are provided with service 2 or 3 days a week)
- Security including Chanate and Los Guilicos
- Tree removal or major pruning where property damage is at risk
- Vegetation management
- Fire watch at the Chanate Campus
- Pest control

Maintenance costs do not include:

- Capital projects
- Support of Emergency Operations
- Utilities
- Facilities alterations requested by departments

GSD Facilities Operations has 24 FTE; including a Facilities Maintenance Division Manager, (2) Building Superintendents, and 21 building mechanics.

“BIR-19 Att. 2 – Maintenance History and Deferral” provides context and background.

Additionally, Facilities Maintenance expenses and deferred maintenance were extensively studied in FY 2017-2018 and a report provided to the Board in March 2019. See:

<https://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/PDFs/Att9--March-3-2017-Deferred-Maintenance-Cost-Report/>

County Facilities Summary Cost Breakdown for FY19/20

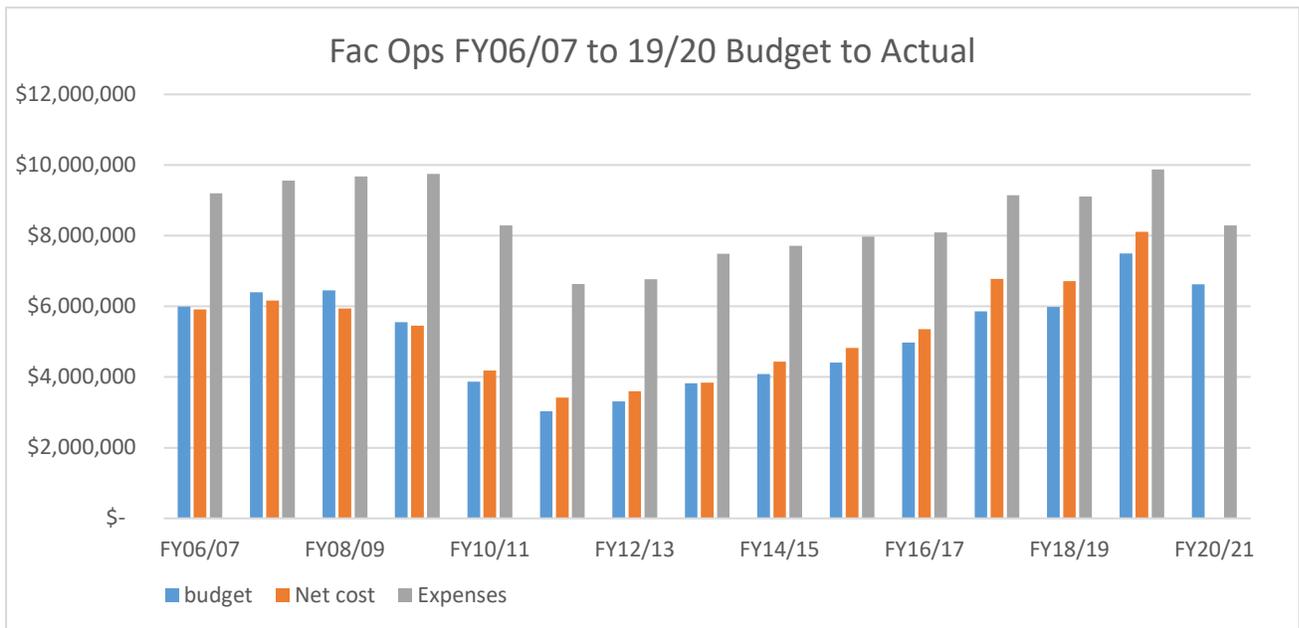
Salary & Benefits	\$ 5,131,145.00
Services & Supplies	
Janitorial	\$ 848,611.00
Subcontractors	\$ 665,077.00
Security/fire watch	\$ 802,223.00
Admin	\$ 303,194.00
Accounting	\$ 194,537.00
Car	\$ 178,097.00
ISD/comm	\$ 237,960.00
Landscaping	\$ 231,701.00
Materials	\$ 1,302,901.00
Services & Supplies subtotal	\$ 4,764,301.00
Reimbursements	\$ (1,303,956.00)
Revenue	\$ (481,536.00)
Net cost	\$ 8,109,954.00
Square footage	2021251
Cost/sf	\$ 4.01

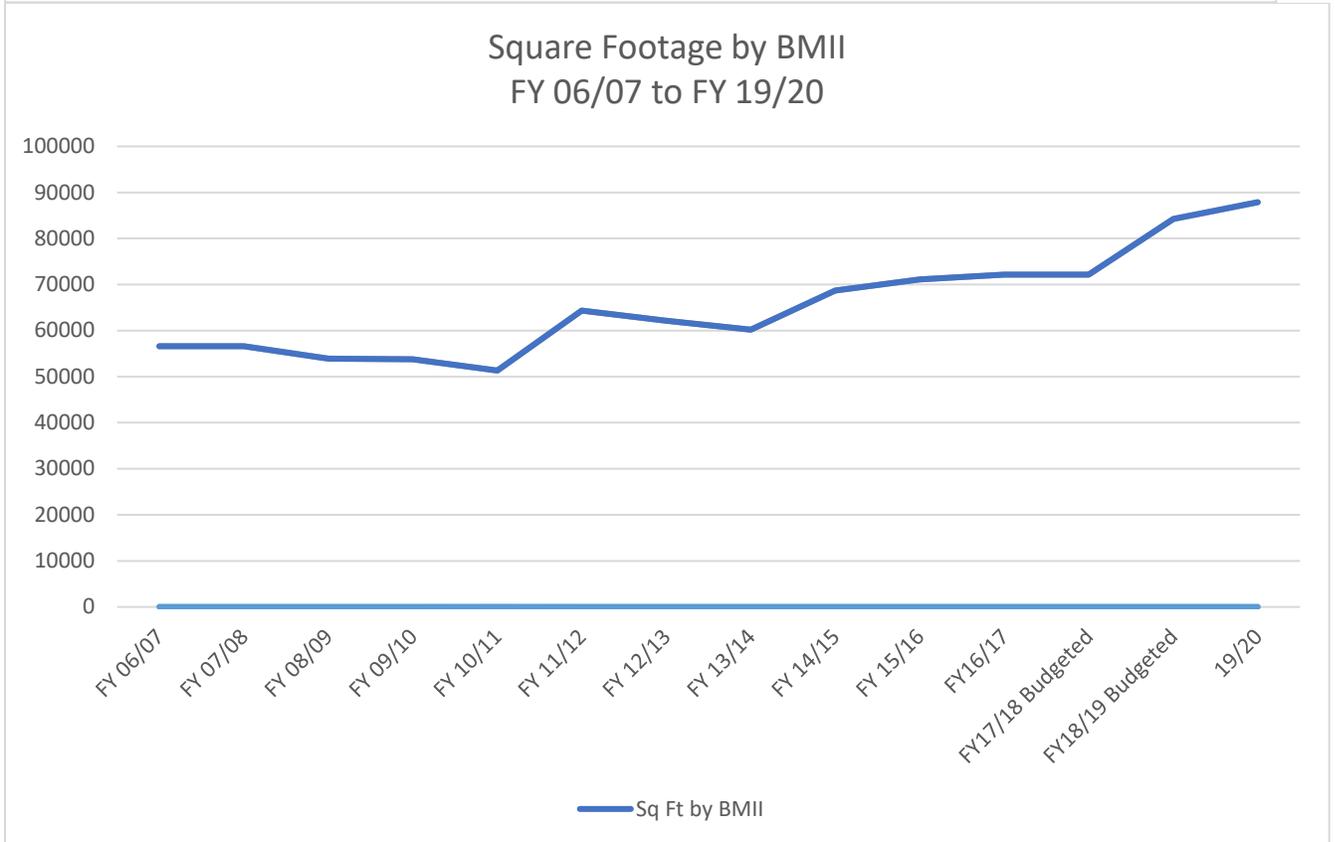
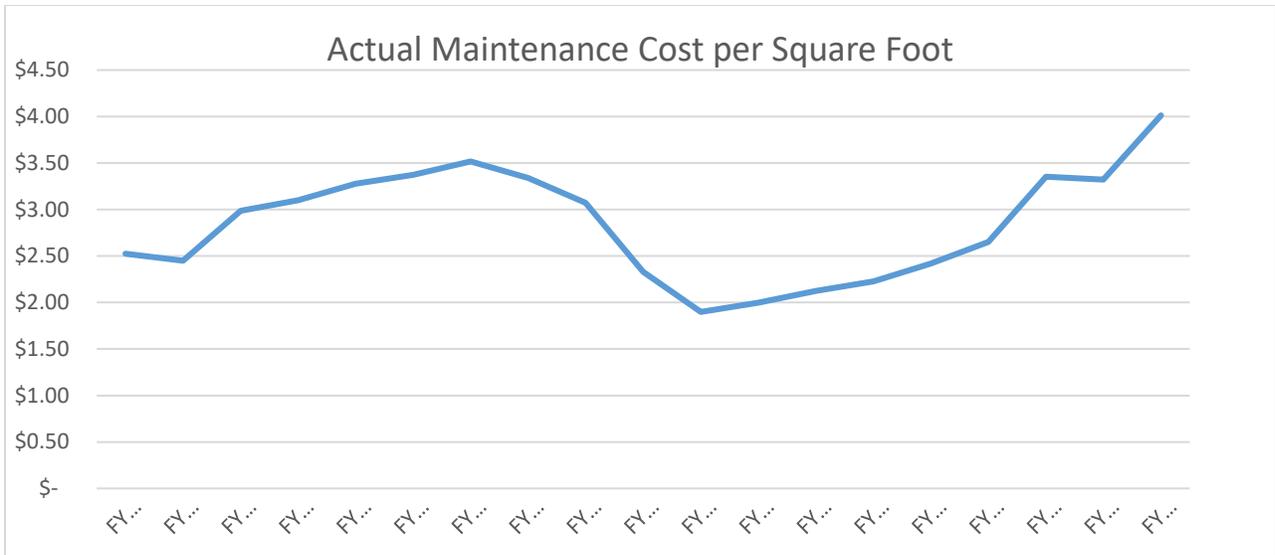
Facilities Maintenance expenses and deferred maintenance were extensively studied in FY 2017-2018 and a report provided to the Board in March 2019. See:

<https://sonomacounty.ca.gov/General-Services/Facilities-Development-and-Management/PDFs/Att9---March-3-2017-Deferred-Maintenance-Cost-Report/>

Sonoma County Facilities Maintenance – Expenses and Deferral

The following graphs provide some historical context to the current maintenance expenses. Actual expenses have exceeded budget within the General Services Facilities Operations division for many years. Increases in maintenance expense is being driven partially by negotiated salary increases but also by increases in contract services, material and overhead expenses. Savings elsewhere in the General Services department budget have helped to cover the gap between budget and expenditures in facility operations. Table 2 describes the actual trend in maintenance costs per square foot. Table 3 describes the overall square footage per mechanic. As described in the 2019 Board report, the County’s square footage per mechanic is significantly above industry benchmarks. This trend is particularly troubling as it correlates to the shortfall in preventative maintenance work orders completed. When preventative maintenance is not performed this creates deferred maintenance, and leads to building systems failure, or “running to fail”.





Lease Cost:

In January, staff presented information on alternatives to a Public Private Partnership (P3) delivered new County administration project. The P3 entity would design, build, finance, operate, and maintain (DBFOM) the new facility. The January analysis included the costs of leasing facilities compared to P3 delivery. The report indicated \$698/square foot for construction and \$1,316/square foot including operations and maintenance, finance and risk

costs assuming a 30 year lease term. The average cost to lease office space in the Santa Rosa real estate market is \$24/square foot/year for full service lease that includes maintenance, custodial services and utilities. Normalized to a 30 year lease for comparative purposes and assuming a three percent annual escalation, the cost to lease would be \$1,699 /square foot ($\$24/\text{sf}/\text{yr} \times 30\text{yrs} @ 3\%/\text{yr}$ compounded lease escalation).

The feasibility of lease alternatives for replacement of the County administration facilities in the Sonoma County market is limited. Such limitations include:

- Lack of available inventory. The entire inventory of leased Class A office space is approximately 900,000 square feet per North Bay Business Journal, much of which is currently occupied.
- Lease space is scattered throughout the county with blocks of contiguous space greater than 30,000 square feet difficult to find.
- There are operational inefficiencies when department operations are spread across multiple properties.
- County could solicit build-to-suit leases, although the financing and development costs would be similar to that of P3 delivery for new construction with the added impacts of lessor overhead and profit costs.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	X
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 20

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>County Facilities: What is the cost to maintain/hold on to Chanate?</p>

<p>Response:</p> <p><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p><u>Chanate Campus Security, Fire Watch, Vegetation Management and Building Hardening Needs</u></p> <p>The County’s continued ownership of the Chanate campus extends the need for security services, fire watch, vegetation management, and building hardening activities at that location. Two vacant buildings (the former Chanate hospital and the Norton building) require 24-7 fire watch as a result of vandalism that destroyed the fire suppression systems. Security services are needed given the increased County presence at the Public Health lab, and to routinely patrol the vacant buildings and property. Security patrols assist in outreach efforts to homeless individuals and ensure that encampments do not establish on the property. Vegetation management is an ongoing need focused on best practices for fire prevention – removing dead trees, using grazing to reduce grasses, and eliminating ground fuel loading where feasible. Staff have performed site inspections and created a vegetation management plan for the campus and developed a corresponding budget. In addition, the department coordinates with neighborhood associations to inform them when vegetation management activities will occur. Building hardening consists of mitigating and promptly repairing access points into vacant buildings. Property trespass and building intrusion are a fact of life with vacant buildings and require constant vigilance to address entry points and unauthorized entries.</p> <p>If the County continues ownership of the Chanate campus, the following FY 21-22 estimated annual cost for the Chanate-related security, fire watch, vegetation management, and building hardening activities will reduce risks to the County associated with ownership of the Chanate property.</p> <p>The department has requested add-back funding to cover the costs through December 31, 2021.</p>
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FY 20/21 Chanate Costs Summary

Fire watch	\$541,333.33
Security	\$253,216.00
Hardening	\$ 1,449.60
Vegetation	\$131,246.53
Maintenance	\$ 47,301.60
FY 20-21 Costs*	\$974,547.07
FY 21-22 3% inc.	\$ 29,236.41
<hr/>	
FY 21-22 Estimate	\$1,003,783.48

*Costs include projection through June 2021 for annual cost

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: Economic Development

Date: 5/12/2021

Inquiry Number: 27

Request/Question:

Customer Relations Management Data: What percent of EDB's Budget is broken down by industry Customer Relations Management data?

Response:

With the exception of funding provided to support the creative arts and related industries through *Creative Sonoma*, the Economic Development Board's (EDB) funding has not historically been provided with specific requirements or expectations for spending by industry or activity. The EDB's funding has been utilized to provide business start-up, retention and expansion services to all industries, in all areas of the county.

Funding also is used as appropriate and/or directed by the Board of Supervisors to support specific initiatives such as business diversity, Broadband Infrastructure planning/deployment, the Sonoma County Film Office, the provision of community events related to economic development, and other initiatives.

In 2020, the EDB adopted a new Customer Relationship Management (CRM) database to track activities and outcomes. Fiscal year 20/21 activity to-date, including by industry and by Supervisorial District is included below:

FY 20/21 Business Assists (unique business interactions in which assistance was provided by staff):

Total assists: 1650

COVID-19 related assists: 656 (40% of total)

Business location by District:

District 1: 140 (11%)

District 2: 218 (18%)

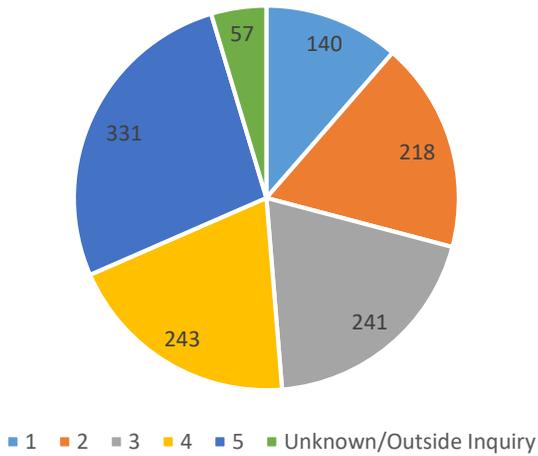
District 3: 241 (20%)

District 4: 243 (20%)

District 5: 331 (27%)

Unknown/Inquiry from out of county: 57 (5%)

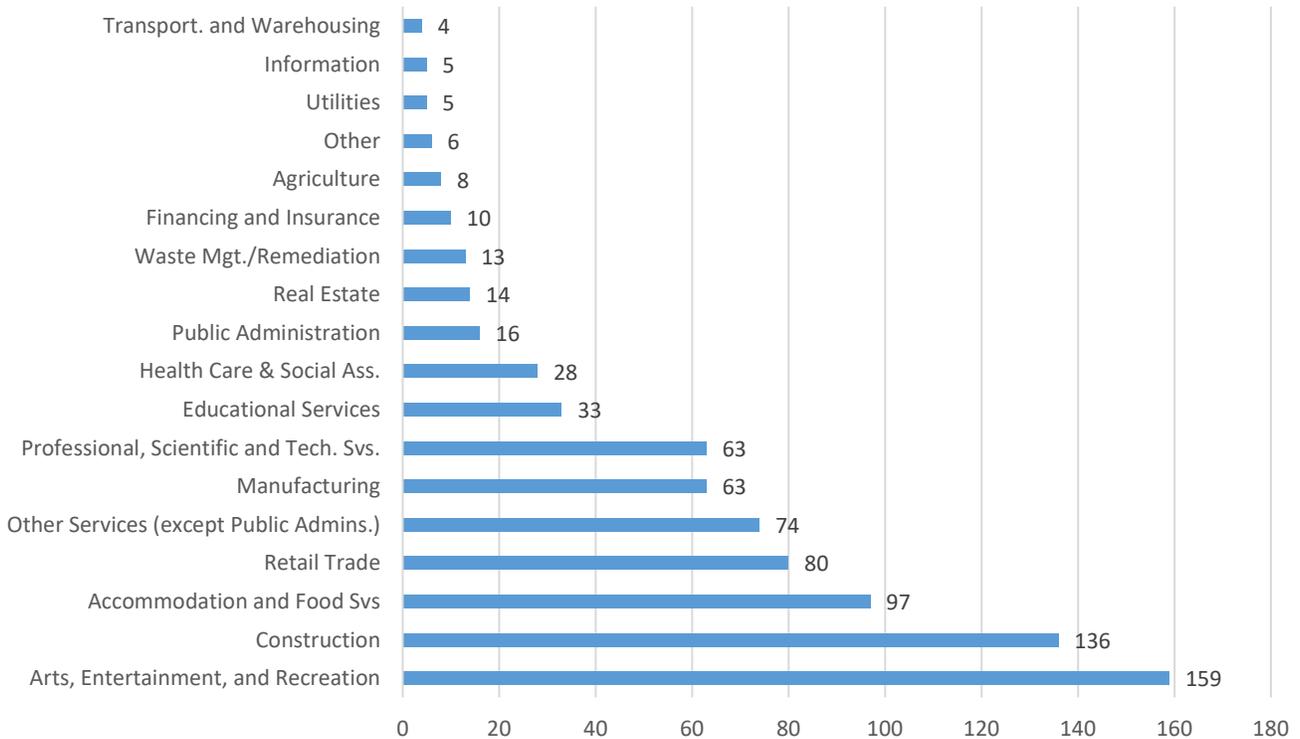
Business Location by District



Industries Served:

Note – due to the high volume of COVID-19 related requests in FY 20/21, this chart reflects a surge among industries that were particularly affected by closures.

Business Industry



FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: TPW

Date: 5/3/21

Inquiry Number: 31

Request/Question:

What is the cost associated with a "paint-once" policy for roads repaved that allow space for bike lanes? How can this policy be applied to the Pavement Preservation Program?

Response:

TPW continuously strives to include bike lanes in all road improvement projects. Stand-alone capital projects can include pavement widening which is usually needed to add bike lanes. Additionally, the addition of bike lanes requires a longer length of time for engineering, environmental permits and the difficult and costly task of obtaining right-of-way. The cost of pavement markings and signage for bike lanes is approximately 5% of the cost of the paving for each roadway. Examples of this include the following:

2020 PPP – Seals project

Total project cost = \$3,763,142

Bike Lane striping and signage, engineering design and construction management costs = \$173,105

Percentage = 4.6%

2019 PPP – Seals project

Total project cost = \$5,205,720

Bike Lane striping and signage, engineering design and construction management costs = \$210,832

Percentage = 4.0%

*NOTE: these examples are for roads that already have enough width for bike lanes, road widening is not included in PPP projects, as explained below

Regarding the Pavement Preservation Program (PPP), with the goal and expectation to pave approximately 50 miles of roads every year, there is not enough time for the design of pavement widening, obtaining the necessary environmental permits, and acquire the road right-of-way. Road widening to include bike lanes would require 6 months of engineering design, 12-18 months to allow for obtaining required environmental permits, and 24-36 months for the acquisition of right-of-way necessary to construct the road widening. Right-of-way acquisition is proving to be very difficult and schedule predictions are not reliable. Successful completion of right-of-way is not a guaranty. This

timeline applies to one road, and would increase based on the number of roads to be widened for bike lanes. Typically, TPW spends 9 months on design engineering for approximately 30 roads annually. Incorporating bike lanes into the PPP would cause a delay of 3-4 years, annually.

For instance, TPW seeks Board approval of a 2 year paving program in the year prior. On May 25, 2021, the Board approved the paving program for 2022 and 2023. If bike lanes were included in the PPP, TPW would deliver the 2022 program in 2025 and the 2023 program in 2026.

The PPP program was originally developed as a pavement maintenance program designed to improve the conditions of County Roads by applying paving treatments meant to maintain and preserve the existing roads. Roadway widening introduces processes that cannot be completed in the timeframe established.

An example of a current bike lane project; TPW is in the preliminary design stage of Arnold Drive Bike Lane, a 2.0 mile length estimated to cost between \$4,000,000-\$5,000,000. This cost would represent 25% of the entire annual PPP budget of \$20,000,000. The expected year of construction is 2025. The work items include tree removal, utility relocation, driveway conforms, structural creek crossings impacts, ADA compliance and right-of-way acquisition. TPW is relying on Measure M funds for this project.

However, we endeavor to provide as many miles of bike lanes as possible. TPW has developed the following procedures for the PPP:

- Evaluation of width of the segments listed in the PPP.
- Roadway listing in the County's current Bike Lane Plan (2010)
- Feasibility to add or accommodate bike lanes within the road geometrics.
- Appropriate pavement markings and signage is determined, whether that be "Share the Road" signs where inadequate pavement width exists or bike lane striping and signage where adequate roadway width exists.
- Written bike lane determinations are provided to the Sonoma County Bicycle and Pedestrian Advisory Committee (SCBPAC) in advance of project construction for their review and comment.
- TPW incorporates the comments received from SCBPAC where possible.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: General Services

Date: 5/5/2021

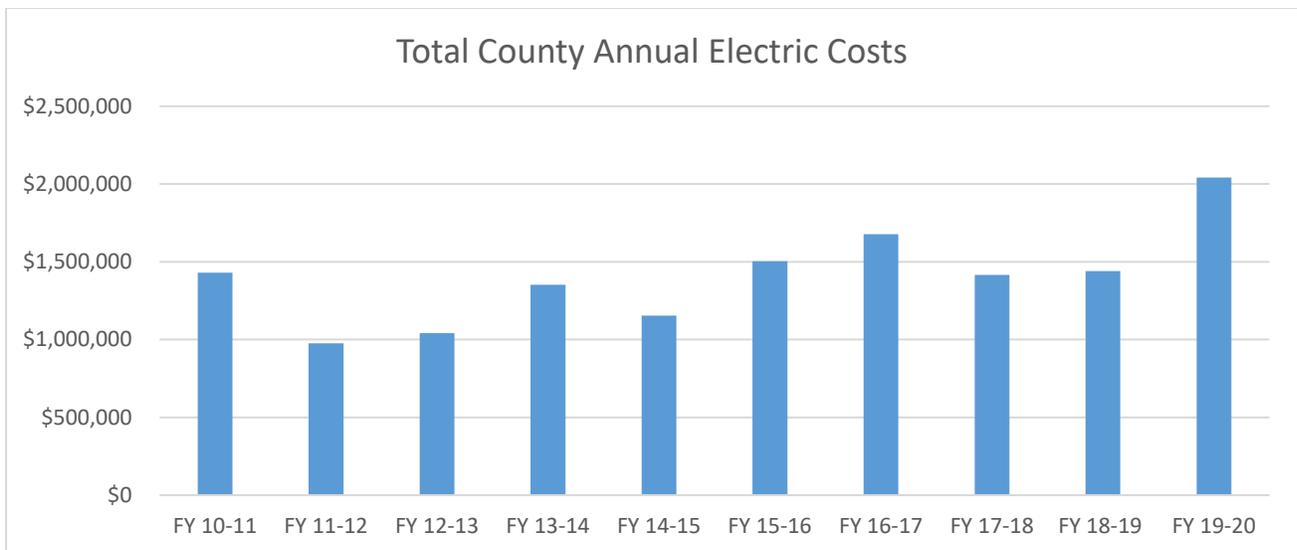
Inquiry Number: 32

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>Evergreen: Status of County's transition to Evergreen.</p>
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<p>Response:</p> <p>The County's electricity accounts managed through the General Services department are providing 100% renewable energy. The majority of the total kilowatt hours of electrical power used by the County is provided through contracts with Sonoma Clean Power (SCP) (75%) and approximately 25% through the 3Phases company via long term renewable energy contracts.</p> <p>The County transitioned the majority of accounts from PG&E to Sonoma Clean Power's Evergreen product in September 2019 with the exception of the County Center loop account that was tied to the fuel cell. At that time, the fuel cell was non-operational and the County was being charged demand charges that were not budgeted. As soon as the fuel cell went back on-line, we requested SCP take that account to Evergreen as well, which subsequently was transferred on January 23, 2020.</p> <p>The 100% renewable power provided through the 3Phases accounts was negotiated at a fixed rate for in 2006. The competitive opportunity to participate in the 3Phases accounts provided the County the ability to lock in 100% renewable power through 3-year contracts at rates below the PG&E pricing at the time, prior to the existence of Sonoma Clean Power. These contracts currently cost less than SCP's evergreen product, at an average per kWh of .1493 per kWh compared to .2153 per kWh for Evergreen.</p> <p>Please see BIR-32 Att. 1 for charts outlining rates, and historical cost data.</p>
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Sonoma County – Energy rates and historical cost data

Accounts	FY 2019-20 Usage kWh	Total Annual Cost	Average Cost per kWh
<i>3 Phases Usage (Non-Evergreen, but 100% renewable)</i>	3,500,575	\$ 522,752	0.1493
<i>Sonoma Clean Power Access Usage (Evergreen)</i>	10,929,937	\$ 2,352,970	0.2153
Total Usage	14,430,512		
Percentage of total for Evergreen kWh	75.74%		
Surcharge for Evergreen Accounts based on usage	\$ 273,248		



FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	x

Department: ACTTC/CDC

Date: 4/30/2021

Inquiry Number: 35 & 39

<p>Request/Question:</p> <p>Enhanced Infrastructure Financing Districts (EIFD): Regarding the successor agencies:</p> <ul style="list-style-type: none"> • What are the limits on establishing a new EIFD? • What are the outstanding liabilities for the Redevelopment successor agencies, including the timelines for completion? • Is there a map where obligations exist? • Are there ways that the liabilities could be wrapped up more quickly in an area where there is interest in an EIFD? • What is the status of the success agency and enforceable obligations?
--

<p>ACTTC Response:</p> <p>EIFDs</p> <p>A new Enhanced Infrastructure Financing District (EIFD) can be formed by a public financing authority led by the county and/or city for a period of up to 45 years from the first bond issuance. Special districts can choose to participate, but are not required to do so; school districts cannot participate. Mandatory public hearings are required for formation (including protest opportunity), but a public vote is no longer required to issue debt. While a county or city can create an EIFD on its own, county and city EIFD partnerships that include special districts (e.g. – water, transportation, other) can generate larger increment funding and are sometimes better positioned to be awarded grants to fund a broad array of projects.</p> <p>EIFD eligible projects include property with a useful life of 15+ years and of communitywide significance including housing, transit/transportation infrastructure, water/sewer, civic infrastructure, parks and open space, and childcare facilities (partial list). Funding can be used for construction, expansion, improvement, seismic retrofit, rehabilitation, and maintenance.</p> <p>EIFD revenues are primarily derived from tax increment within the district boundary. The tax increment is the amount of growth in tax revenue received from the area. So if the County received</p>

\$100 in tax revenue at the time an EIFD was formed, and this increased by 2%, the County would retain the \$100 base while the \$2 increment would go toward the EIFD. Participating governments may dedicate their whole tax increment from an area or a portion thereof. Participating governments may also voluntarily commit other net available revenues such as former redevelopment residual distributions, property tax in-lieu of VLF, benefit assessments, ground lease, development impact fees and developer contributions. Funding may also include federal and state grants and loans, brownfield assessment and remediation funds.

Where an EIFD boundary overlaps with the boundary of any former redevelopment project area, any debt or obligation of the EIFD shall be subordinate to any and all enforceable obligations of the successor agency, as approved by the Oversight Board and the Department of Finance, and the EIFD shall not receive tax increment from the overlapping boundary until successor agency enforceable obligations are fully paid and the requirement to deposit tax increment the Redevelopment Property Tax Trust Fund (RPTTF) expires.

Existing Redevelopment Successor Agencies

As of 5/7/21, total outstanding liabilities and final payment dates for former redevelopment successor agencies are as follows:

SUCCESSOR AGENCY	OUTSTANDING DEBT	FINAL PAYMENT
CLOVERDALE	28,301,205	8/1/2038
COTATI	9,536,308	9/1/2035
HEALDSBURG	48,560,325	8/1/2034
PETALUMA	78,821,157	11/1/2039
ROHNERT PARK	49,934,778	8/1/2037
SANTA ROSA	39,140,942	8/1/2033
SEBASTOPOL	214,200	6/1/2021
SONOMA CITY	50,088,816	12/1/2036
WINDSOR	1,350,500	9/1/2024
SONOMA COUNTY	16,680,697	8/1/2034
Total	322,628,928	

A map of all existing successor agencies can be found at:

<https://sonomacounty.maps.arcgis.com/apps/webappviewer/index.html?id=394f2a20e4aa429dab3fb093e23dca3b>.

Pursuant to Health and Safety code 34177(h) a successor agency shall expeditiously wind down the affairs of the former redevelopment agency with the direction of the oversight board. Redevelopment dissolution law requires that successor agencies follow a very strict obligation payment schedule.

Some successor agencies have issued refunding bonds to reduce the overall debt service cost by shortening the payment term and/or reducing the interest rate. Successor agencies also may be able to accelerate repayment of obligations if accelerated payments are included on semi-annual Recognized Obligations Payment Schedules (ROPS) approved by the Department of Finance. However, there may be practical limitations to the latter approach. 1) some obligations may have pre-payment penalties that would not be an appropriate use of tax dollars, and 2) ACTTC staff is not aware of successor agencies being granted authority to set-aside RPTTF dollars in order to accumulate a sufficient balance for the early payoff of bonds or other obligations. Instead, excess RPTTF funds must be returned to affected taxing agencies as residual distributions each January and June as part of the ROPS process.

CDC Response:

Creation of a new EIFD requires that:

- The Successor Agency has received a Finding of Completion (FoC)
- The creating entity of the EIFD certifies to the Department of Finance that no former Redevelopment Agency assets are the subject of litigation involving the state
- The State Controller has completed their Due Diligence Review of the Successor Agency and the Successor Agency has complied with the findings

The Sonoma County Successor Agency has received a FoC, there is no former Redevelopment Agency assets under litigation and the agency has completed and complied with the Department of Finance's Due Diligence Review findings and requirements. If an EIFD were created within a former Redevelopment Agency project area, the property tax within the area must first be used to pay for the Successor Agency's enforceable obligations.

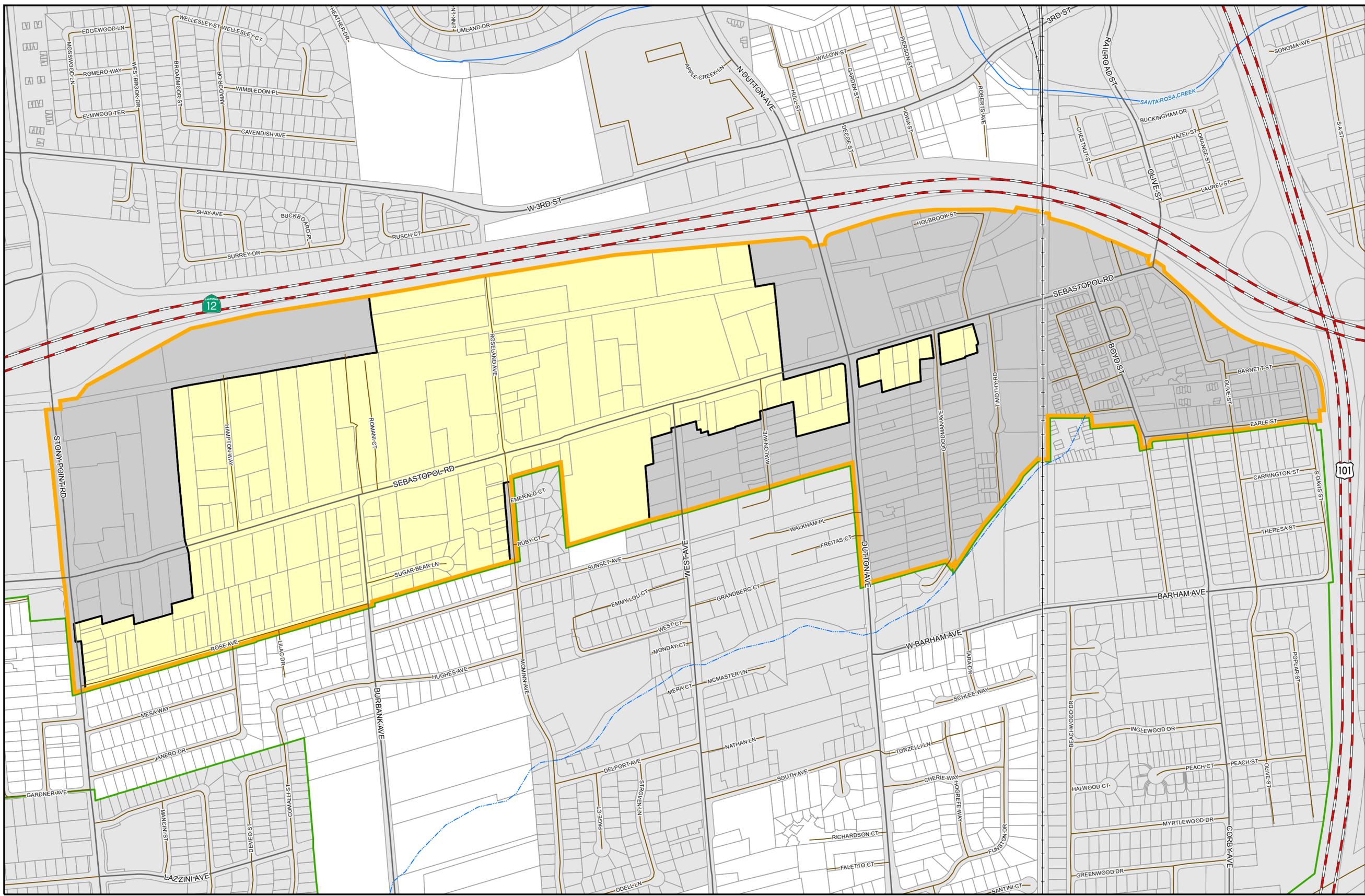
Although Sonoma County's Successor Agency has kept the project areas separate for Redevelopment Property Tax Trust Fund (RPTTF) disbursements in the past, the Department of Finance is now requiring the Agency to expend all area funds as one agency. Therefore, although Russian River area has no current obligations aside from a small amount of common administration to run the Agency, Sonoma County is now required to use ALL available RPTTF for enforceable obligations whether the obligation is in the project area or not. It is feasible that, in the future, Russian River area tax dollars could be paying for outstanding obligations in either the Springs or Roseland area, however it is unlikely that the remaining outstanding obligations would exceed the tax revenue for the two active areas. This, and the requirements of funding a new EIFD would need to be evaluated in more detail.

Currently, the Successor Agency has outstanding enforceable obligations related to two former Redevelopment areas: Roseland, and the Springs area.

- Roseland's current outstanding enforceable obligation is \$4.13 million, including:
 - \$3.05 million associated with the Roseland Village Project
 - \$1.1 million associated with legal and personnel costs
- The Springs has outstanding obligations of \$12.55 million associated with:
 - The Highway 12 projects obligation is currently \$1.51 million. At this time, completion is unknown as the Plaza portion of the project is still in planning.

- The Springs' bond obligation is currently \$10.90 million with payments on principal and interest continuing through August 2034.
- Additional costs around Bond Fiscal Agent Fees and outstanding legal and personnel obligations of \$150,000.

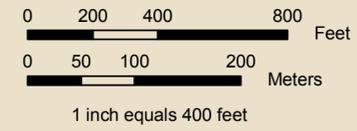
Baring full completion of the Roseland and Highway 12 projects, obligations cannot be accelerated without abandoning ROPS funding and finding other funding to cover the projects. To close the Springs bond obligation, the bond would have to be fully paid.



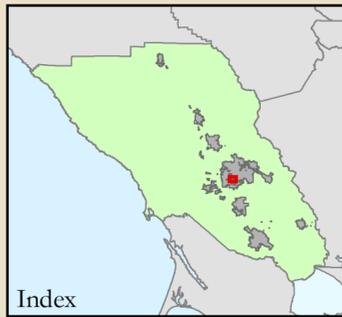
ROSELAND REDEVELOPMENT PROJECT AREA



MAP PRODUCED BY:
County of Sonoma Information Systems Department GIS Central
2615 PAULIN DRIVE, SANTA ROSA, CA 95403
(707)565-3819 GIS@sonoma-county.org
October 24, 2008

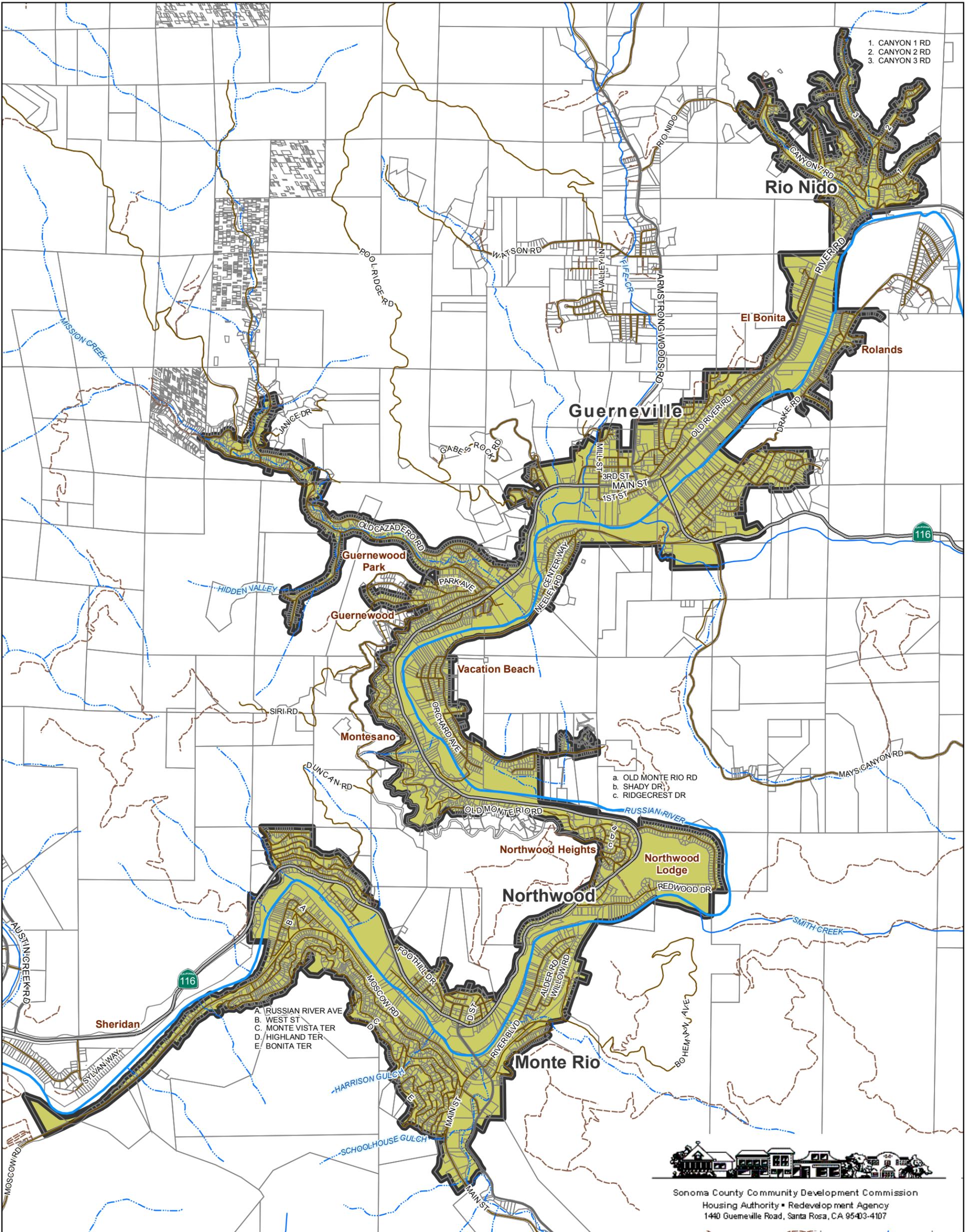


- Roseland Redevelopment Project Area
- Roseland Redevelopment Project Area (In City)
- Roseland Redevelopment Project Area (In County)
- GIS version of Assessor Parcels
- Santa Rosa Southwest Redevelopment Project Area
- City of Santa Rosa
- Freeway
- Major Road
- Residential Road
- Tracks
- Stream
- Intermittent Stream



Author:
County of Sonoma Community Development Commission
Projection & Coordinate System:
California State Plane Coordinate System, Zone II, NAD 83, US
survey feet, Lambert Conformal Conic.
Some data have been re-projected from other coordinate
systems and may not reflect
actual ground positions.
Document Source and Date:
\\sc-gisdb2\gisdata2\projects\Redevelopment\SantaRosa_Roseland\
SantaRosa_Roseland.mxd August 15, 2007
Source:
Sonoma County GIS Group, SBE

This map is provided as a visual display of County information. Reasonable effort
has been made to ensure the accuracy of the map and data provided; nevertheless,
some information may not be accurate. The positional accuracy of the data is
approximate and not intended to represent map accuracy from a published record of survey.
THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND,
either expressed or implied, including but not limited to, the implied warranties of
merchantability and fitness for a particular purpose. Do not make a business decision
based on this data before validating your decision with the appropriate County agency
or other government entity.



- 1. CANYON 1 RD
- 2. CANYON 2 RD
- 3. CANYON 3 RD

- A. RUSSIAN RIVER AVE
- B. WEST ST
- C. MONTE VISTA TER
- D. HIGHLAND TER
- E. BONITA TER

- a. OLD MONTE RIO RD
- b. SHADY DR
- c. RIDGECREST DR



Sonoma County Community Development Commission
 Housing Authority • Redevelopment Agency
 1440 Guerneville Road, Santa Rosa, CA 95403-4107

RUSSIAN RIVER REDEVELOPMENT PROJECT AREA



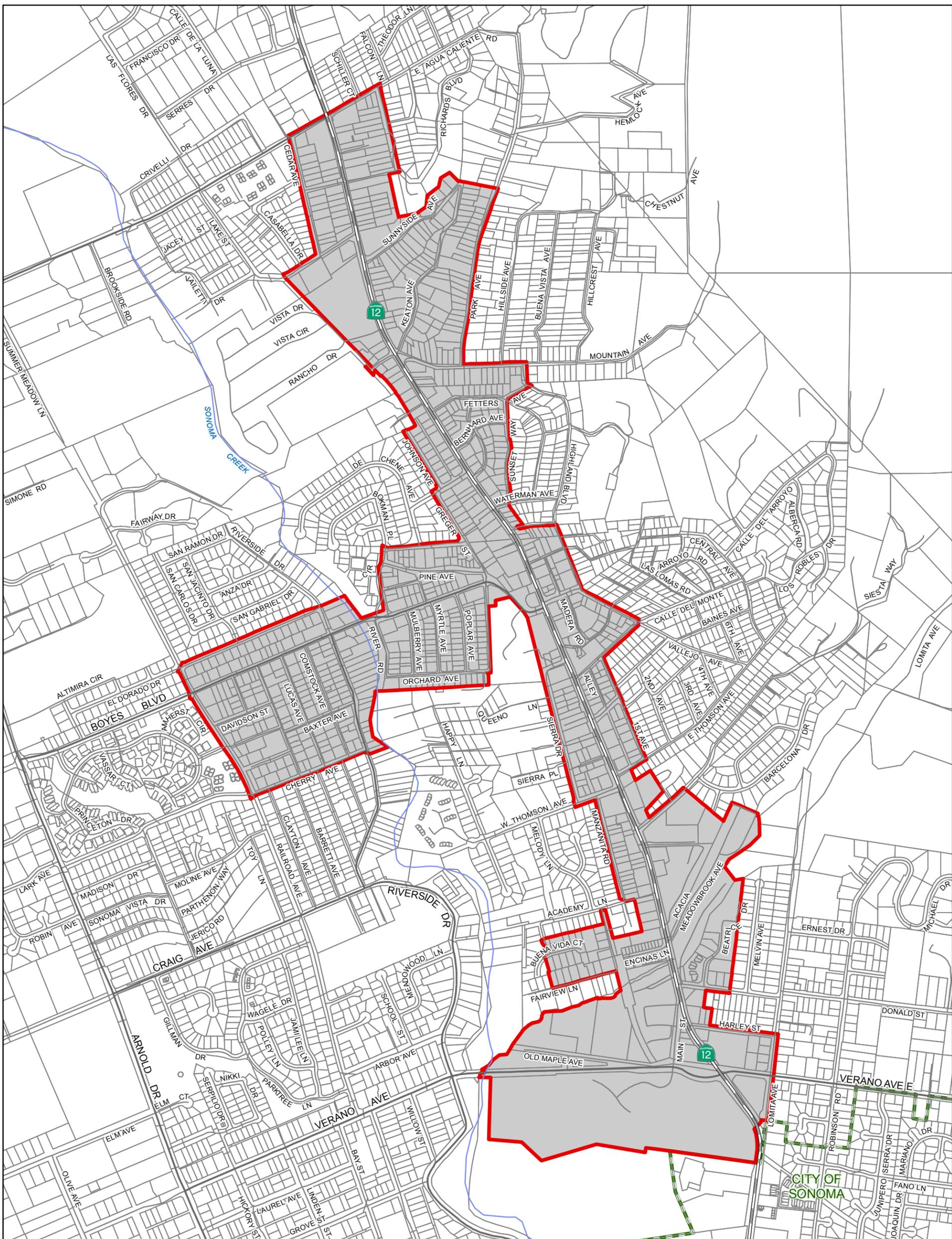
0 1,050 2,100
 Feet
 1 inch equals 2,100 feet

- Russian River Redevelopment Project Area
- GIS version of Assessor Parcels
- Highway
- Major Road
- Residential Road
- Unnamed St
- River
- Stream
- Intermittent Stream

DATE: 04/22/2008



- Author: County of Sonoma Community Development Commission
- Projection: California State Plane Coordinate System, Zone II, NAD 83, US survey feet, Lambert Conformal Conic.
- Document Source and Date: sc-gisdb2\gisdata2\projects\Redevelopment\RussRiverReDev\rrda11x17 Edits.mxd. 04/22/2008
- Data Source: Sonoma County Information Systems Department GIS Central, SBE, Sonoma County Assessor



THE SPRINGS REDEVELOPMENT PROJECT AREA

0 400 800 1,600 Feet



- THE SPRINGS REDEVELOPMENT PROJECT AREA
- COUNTY OF SONOMA GIS PARCELS
- INCORPORATED CITY
- HIGHWAY
- MAJOR ROAD
- STREET
- CREEK

DATE: 06/26/2007



LOCATION REFERENCE

* Author:
 County of Sonoma Community Development
 Commission Information Systems
 Department GIS Central
 * Projection & Coordinate System Tics:
 California State Plane Coordinate
 System, Zone II, NAD 83, US survey
 feet, Lambert Conformal Conic.
 Some data have been re-projected from
 other coordinate systems and may not reflect
 actual ground positions.
 * Document Source and Date:
 sc-gisdb2\gisdata2\projects\cdd\
 TheSpringsRDA.mxd - 06/26/2007
 * Data Source:
 Sonoma County Information Systems Department

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: _____ CDC _____

Date: _____ 5/3 _____

Inquiry Number: _____ BIR-36 _____

Request/Question:
What is the use of Fund Balance for and why does the budget rely on significant fund balance?

Response:
<p><i>The accumulation and spending of Fund Balances are derived from several different factors. The Commission receives in-lieu of fees from PRMD that is used to fund Affordable Housing Projects. Although these construction projects are awarded funding, it often take years before the projects come to full fruition. Other Fund Balances accumulation and spending includes Grant Awards that were awarded in one Fiscal Year but spending will occur over a span of several Fiscal Years. This would include funding for the Homeless Emergency Aid Program, Whole Person Care, Homeless Housing Assistance and Prevention Program. Other accumulation and spending of Fund Balance is derived from the Housing Choice Voucher Program where HUD provides monthly funding but spending will ebb and flow as tenants are leased up or move and staffing changes dictate administration spending trends.</i></p> <p><i>Fund Balance usage in 2021-22 - \$5,761,115</i></p> <ul style="list-style-type: none"> ● <i>\$1.06 million for Project Homekey for operations and improvements</i> ● <i>\$2.6 million for 5 projects funded with the County Fund for Housing that are committed or currently in construction</i> ● <i>\$1.0 million for Housing Choice Voucher Program</i> ● <i>\$1.0 million for Rental Assistance, Rapid Rehousing, Outreach and Coordination, Prevention and Shelter Diversion to Permanent Housing and Innovative Solutions</i>

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: Regional Parks

Date: 5/5/2021

Inquiry Number: 45

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>Visitation data: Would like annual visitation data.</p>

<p>Response:</p> <p><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p>Nearly all available statistics point to increased year-over year park visitation and usage. Through March of 2021, day-use parking pass revenue has increased by 54 percent when compared to the same period in 2019-20. Park memberships have increased by 22 percent when compared to the same period last fiscal year. Camping occupancy rates have increased by 22 percent and weekends are typically fully booked months in advance. Please see attachment for further detail.</p> <p>In addition to those major monthly statistics, Regional Parks compiles park wide visitor estimates using a combination of revenue statistics, electronic park counters, and assumptions based on non-tabulated trends (vehicles typically parked outside of parks, average number of participants per youth program, etc). Please see attached for estimated visitation from 2010-11 through 2019-20.</p>

Regional Parks Major Revenue - March Summary Report

General Fund

	2019-20		2020-21		\$ Diff		% Diff
Day Use - thru March							
Coast	\$ 366,348	\$	\$ 588,419	\$	\$ 222,071		60.6%
Mountain Valley	\$ 188,690	\$	\$ 375,216	\$	\$ 186,525		98.9%
River	\$ 255,355	\$	\$ 394,588	\$	\$ 139,232		54.5%
Spring Lake	\$ 147,028	\$	\$ 116,362	\$	\$ (30,666)		-20.9%
Total	\$ 957,422	\$	\$ 1,474,584	\$	\$ 517,163		54.0%

Westside and Doran Boat Launch	\$ 7,241	\$	\$ 21,117	\$	\$ 13,876		191.6%
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	2019-20		2020-21		\$ Diff		% Diff
Membership - thru March							
Annual	\$ 594,997	\$	\$ 739,985	\$	\$ 144,988		24.4%
Senior	\$ 347,771	\$	\$ 418,489	\$	\$ 70,718		20.3%
Access	\$ 21,460	\$	\$ 25,775	\$	\$ 4,315		20.1%
Vehicle Entry Pass	\$ 2,806	\$	\$ 1,760	\$	\$ (1,046)		-37.3%
Spring Lake Membership Sales	\$ 114,395	\$	\$ 128,547	\$	\$ 14,152		12.4%
Total	\$ 1,101,054	\$	\$ 1,339,351	\$	\$ 238,297		21.6%

	2019-20		2020-21		\$ Diff		% Diff
CE Programs - thru March							
Camps	\$ 42,746	\$	\$ 35,979	\$	\$ (6,767)		-15.8%
Tolay Fall Festival	\$ 61,713	\$	\$ -	\$	\$ (61,713)		-100.0%
Field Trips	\$ 16,742	\$	\$ 400	\$	\$ (16,342)		-97.6%
Total	\$ 121,201	\$	\$ 36,379	\$	\$ (84,822)		-70.0%

ANNUAL VISITOR ESTIMATES: FY10-11 through FY19-20
SONOMA COUNTY REGIONAL PARKS

PARKS	10-11 Estimate	11-12 Estimate	12-13 Estimate	13-14 Estimate	14-15 Estimate	15-16 Estimate	16-17 Estimate	17-18 Estimate	18-19 Estimate	19 -20 Estimate
Arnold Field	54,500	55,863	57,259	58,691	78,148	78,148	75,340	91,821	91,275	90,200
Andy's Unity Park								59,000	58,660	58,556
Bird Walk	11,168	11,514	11,870	12,237	12,615	17,695	15,088	23,357	25,736	25,502
Bodega Bay Trail/Coastal Prairie Trail				3,000	14,600	14,600	14,600	21,137	15,043	11,447
Cloverdale River Pk	14,534	14,897	15,270	15,652	21,766	21,898	21,360	22,505	25,410	24,938
Colgran Cr Trl	16,157	16,656	17,171	17,703	18,250	18,250	18,250	18,250	18,250	18,270
Crane Creek	97,671	100,601	103,619	106,728	127,933	102,270	107,637	104,579	116,225	107,506
Del Rio Woods					3,923	8,827	16,516	12,433	19,492	17,582
Doran Beach	587,778	658,311	737,309	825,786	898,080	961,823	981,486	891,722	1,030,894	852,613
Ernie Smith	63,417	66,755	70,269	73,967	77,860	77,860	73,240	73,000	73,075	73,040
Foothill	62,574	65,703	68,988	72,437	81,059	81,055	75,910	74,875	74,759	74,984
Forestville River Access	19,891	20,886	21,930	23,026	27,950	27,950	27,950	27,950	27,950	27,950
Gualala	47,910	49,392	50,919	52,494	54,118	64,436	66,142	69,248	74,405	60,622
Guerneville River Park	12,550	12,927	13,314	13,714	14,630	14,630	14,600	14,600	14,600	14,600
Healdsburg Beach	69,874	71,271	72,697	58,158	52,845	70,365	97,058	107,537	99,540	113,080
Helen Putnam	59,656	61,501	63,403	65,364	67,386	71,763	72,324	246,196	84,460	189,412
Hood Mtn	34,565	35,634	36,736	37,873	39,044	41,006	43,648	25,756	32,332	29,458
Hudeman Slough	5,475	5,475	5,475	5,475	5,475	5,475	5,475	5,475	5,475	5,475
Hunter Creek Tr	18,250	18,250	18,250	18,250	18,250	18,250	18,250	18,250	18,250	18,250
Joe Rodota / West Co Trl	448,804	462,684	476,994	491,746	506,955	506,955	503,667	585,297	254,767	590,404
Kenwood Plaza	22,216	22,903	23,611	24,341	25,094	25,094	18,856	18,802	18,525	18,310
Laguna Trl			43,482	45,771	48,180	48,180	48,180	48,180	48,180	48,200
Larson	19,383	21,537	23,930	23,930	23,930	23,930	22,260	22,196	22,075	21,980
Maddux Ranch	51,377	52,425	53,495	54,587	57,460	57,460	46,320	46,252	46,275	46,140
Maxwell Farms	159,229	162,479	165,795	169,178	172,631	171,883	160,616	162,701	163,032	158,800
Moran Goodman	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600	14,600
N. Sonoma Mtn.					11,609	12,618	10,668	11,218	42,441	10,952
Pinnacle Gulch	15,330	15,643	15,962	16,287	16,620	16,116	16,972	17,264	17,669	16,599
Ragle Ranch	551,423	568,477	586,059	604,184	622,870	665,704	619,834	616,270	563,219	551,170
Riverfront	146,520	154,232	162,349	170,894	179,888	183,088	173,547	197,256	181,146	212,409
Santa Rosa Cr Trl	77,479	79,060	80,674	82,320	84,000	84,000	73,500	73,223	73,275	73,060
Schopflin Fields	52,055	52,055	52,055	52,055	52,055	52,055	37,505	36,777	36,500	36,560
Sea Ranch Trl	44,158	45,523	46,931	48,383	49,879	44,644	51,995	54,499	54,030	50,569
Shaw	21,900	21,900	21,900	21,900	21,900	21,900	22,080	22,061	22,100	21,900
Shiloh	39,962	41,198	42,472	43,785	45,140	43,900	41,240	44,173	49,524	47,464
Short Tail Gulch	6,779	6,918	7,059	7,203	7,350	7,350	7,350	7,300	7,300	7,300
Soda Springs	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825	1,825
Sonoma Valley	42,559	43,876	45,232	46,631	48,074	50,397	56,030	55,597	60,564	54,439
Spring Lake	390,828	468,994	562,792	675,351	849,751	943,797	991,697	879,322	913,543	509,430
Steelhead Beach	57,148	62,863	66,006	73,563	75,838	77,477	83,591	85,349	89,892	112,785
Stillwater	30,230	30,847	31,476	32,119	32,774	32,511	34,800	24,296	34,157	27,949
Sunset Beach	50,582	53,244	56,046	58,996	62,101	60,200	67,920	65,594	61,212	81,776
Taylor Mtn			36,615	73,230	91,537	179,602	170,432	182,758	185,047	239,378
Tolay Lake	16,000	17,600	24,896	26,206	27,585	26,978	24,696	14,529	158,695	84,550
Watson School	5,475	5,475	5,475	5,475	5,475	5,475	5,531	5,475	5,600	5,475
Westside	76,658	84,324	92,756	102,032	114,468	107,472	106,309	95,372	124,857	103,793
Wohler	13,627	13,765	13,904	14,045	14,186	8,765	7,793	4,179	3,433	3,987
BUILDINGS										
Occidental Comm Cntr	8,967	8,967	8,967	8,967	8,967	8,967	8,967	9,236	2,896	2,896
MARINAS										
Spud Point	146,552	149,543	152,595	155,709	155,978	155,978	155,978	155,709	155,709	155,709
Masons				36,500	36,500	36,500	36,500	36,500	36,500	36,500
Sport Fishing Center	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Annadel State Park			300,000							
	3,692,636	3,933,590	4,585,433	4,647,366	5,084,152	5,376,723	5,371,133	5,506,506	5,359,420	5,165,392
% Growth in Estimated Attendance		106.53%	116.57%	101.35%	109.40%	105.75%	99.90%	102.52%	97.33%	96.38%

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	X

Department: County Administrator's Office

Date: 4/30/2021

Inquiry Number: 48

Request/Question:

When do we expect Graton Mitigation funding for Parks and Open Space to come in?

Response:

The Intergovernmental Agreement between the County and the Federated Indians of Graton Rancheria includes a waterfall of items to be funded, should revenues at the Graton Casino be sufficient to fulfill all prior commitments. One of these items calls for \$25 million dollars annually to be paid to the County for distribution to the Regional Parks Department and the Sonoma County Agricultural Preservation and Open Space District to expand and enhance public use and access to parks and open space, conserve and protect environmental resources, develop and expand organic gardens and farms serving disadvantaged populations in the County, and enhance public understanding of the historic role of local Native American tribes in managing natural resources of the region. The funds are not intended for the acquisition of additional open space, but rather to improve and enhance existing parks and open space.

Under the Agreement, as impacted by the First Amended and Restated Memorandum of Understanding between the City of Rohnert Park and the Tribe, the county will receive funding up to the first \$1 million (adjusted for inflation) of the \$25 million when sufficient revenue is generated to:

- 1) Provide for Guaranteed and Other Recurring Mitigation payments to the County and the City of Rohnert Park;
- 2) Provide for other commitments to the State and Tribe; and
- 3) Provide sufficient revenue to reimburse the Tribe for payments made directly to the County when casino revenue was not sufficient to provide for the County's guaranteed payments.

For the County to receive all or part of the remaining \$24 million in funding, in addition to these items and the funding of the initial \$1 million, sufficient revenue must be received to reimburse the Tribe for all payments made directly to the City of Rohnert Park.

Because these payments are dependent on casino revenues, there is significant uncertainty as to when sufficient levels will be achieved. With the exception of one quarter when the casino was closed due to COVID-19 and therefore no payments were made, in line with the Agreement, and one additional COVID-19-impacted quarter, Revenues at the Casino have been sufficient to fulfill items 1

and 2 for each of the 9 quarters (over two years). Prior to the most recent quarter, however, only a limited amount was available to begin payments on item 3.

The most recent quarter, ending March 31, 2021 and for which the County received notification in May 2021, included a much larger portion toward repayment. This was in part expected due to the structure of the agreement (as less funding is diverted for the tribe to pay obligations incurred in the development of the casino as those obligations are completed), but also indicates stronger than expected growth in casino revenues. Should this growth continue, the County may begin to receive payments toward the first million as early as Fiscal Year 2021-22, approximately two years earlier than was previously expected. Still, this estimate is largely based on one quarter of operations, so it is difficult to determine if the revenues will be sustained. It is possible that funding will not begin until FY 2022-23 or later should growth not be sustained. Because there is considerable uncertainty about when this funding will be received, we are not anticipating this revenue in the current budget, and consistent with existing policy, will look to program the funding after it begins to flow in.

There is necessarily greater uncertainty as to when the remaining \$24 million will begin to flow in. Should growth continue at a strong pace, we may see partial payments on this amount beginning in FY 2023-24, but that could be delayed and may not initially approach the full allocation.

Under the Agreement, the County and the District are to consult regularly with the Tribe on the uses of the funds. These consultations will begin when funding is received.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	
Hopkins	x

Department: CAO/ACTTC

Date: 4/28/21

Inquiry Number: 43 & 50

<p>Request/Question:</p> <p>Looking back to 2017:</p> <ul style="list-style-type: none"> • How much has each department spent on disaster response: Labor costs by department • What impact do disasters have on departmental operations? • How much does your department need to budget for disasters?

<p>Response:</p> <p>This response is focused only on salary and benefit costs coded to disasters. Further research can be done to provide costs for non- salary and benefit costs; if that is requested, staff would like to clarify if the interest is on immediate response or response and re-building efforts.</p> <p>The majority of immediate response costs are salaries and benefits.</p> <ul style="list-style-type: none"> • How much has each department spent on disaster response? Please see Table A. • What impact do disasters have on departmental operations? Please see Table B. • How much does your department need to budget for disasters? Departmental budgets do not include funds for disaster response. As noted above, most costs incurred by departments are related to Salary and Benefits costs, for which appropriations are already budgeted. While there may be a need to adjust budgets later to account for excess overtime costs or reduced revenues due to staff being diverted from revenue-producing work to disaster response, these are generally adjustments that can be made at a later date. Most initial response costs are generally housed in a Disaster Fund. As such, it is more important that funding be centrally available, either in the form of Board contingencies (which are designed for unexpected events, such as disasters) or in the form of a separate fund, such as the Economic Uncertainty Fund that was established during FY 2019-20 budget hearings and which was directed toward response to the Kincaid Fire. General Fund Reserves exist as a funding source of last resort in case of disasters.
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Table A: How much has each department spent on disaster response?

Salaries and Benefits

The table below shows the amount of salaries and benefits staff coded to disaster response from January, 2017 to April, 2021. It also shows what this represents as a percentage of the total salary and benefit cost for the same period.

Department	Total S&B coded to disasters January, 2017-April, 2021	% of S&B Coded to Disaster Response
ACTTC Department	\$4,320,929	8%
Agricultural Commissioner Dept	\$2,218,530	10%
Child Support Services Dept	\$807,744	2%
Clerk Recorder Assessor Dept	\$887,494	2%
County Administrator Dept	\$3,881,592	10%
County Counsel Department	\$2,831,304	7%
Department of Health Services ¹	\$24,233,723	7%
Dept of Emergency Management ²	\$1,225,236	25%
District Attorney Department	\$1,466,044	1%
Economic Development Board	\$438,674	5%
Fire and Emergency Services ²	\$538,334	7%
General Services Department	\$4,559,376	7%
Human Resources Department	\$2,020,182	5%
Human Services Department	\$12,014,947	2%
In Home Support Services PA	\$61,759	6%
Ind Office Law Enf Rvw/Outrch	\$18,480	1%
Information Systems Department	\$3,275,183	4%
PRMD Department	\$3,935,595	4%
Probation Department	\$5,386,076	3%
Public Defender Department	\$1,044,443	2%
Regional Parks Department	\$1,711,896	3%
Sheriff's Office	\$10,334,233	2%
Transportation & Public Works	\$7,880,243	8%
Community Development Comm.	\$1,077,977	4%
Open Space Department	\$448,847	2%
Sonoma County Water Agency	\$6,381,595	2%
Office of Equity ³	0	0
Grand Total	\$103,000,439	4%

¹ \$17,421,652 of Health Services costs are associated with the COVID 19 response.

² Fire and Emergency Services was dissolved and replaced by the Department of Emergency Management on April 1, 2019.

³ The Office of Equity was staffed as of October, 2020; they have not worked on disasters from that period through April, 2021.

Table B: What impact do disasters have on departmental operations?

While we don't have a way to quantify the impact of disasters on departmental operations, the chart below shows the amount of productive work time in FTEs that have been dedicated to disaster response from January 2017 to April 2021.

<u>Department</u>	<u>Working FTEs Responding to Disasters January, 2017 - April, 2021</u>	<u>Annual Average FTEs Responding to Disasters</u>
ACTTC Department	34	8
Agricultural Commissioner Dept	22	5
Child Support Services Dept	7	2
Clerk Recorder Assessor Dept	8	2
County Administrator Dept	28	7
County Counsel Department	13	3
Department of Health Services	204	47
Dept of Emergency Management	8	2
District Attorney Department	10	2
Economic Development Board	3	1
Fairgrounds	10	2
Fire and Emergency Services	5	1
General Services Department	39	9
Human Resources Department	13	3
Human Services Department	95	22
In Home Support Services PA	0	0
Ind Office Law Enf Rvw/Outrch	0	0
Information Systems Department	21	5
PRMD Department	32	7
Probation Department	39	9
Public Defender Department	6	1
Regional Parks Department	16	4
Sheriff's Office	57	13
Transportation & Public Works	72	17
Community Development Comm.	9	2
Open Space Department	3	1
Other Governmental Entities	1	0
SCERA	1	0
Sonoma County Water Agency	28	6
Transportation Related Ent.	1	0
UC Cooperative Extension Dept	0	0
Office of Equity ¹	0	0
Grand Total	787	182

¹ The Office of Equity was staffed as of October, 2020; they have not worked on disasters from that period through April, 2021.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	X
Hopkins	

Department: Probation (lead) and Sheriff's Office

Date: 5/3/21

Inquiry Number: BIR-54, BIR-61 & BIR-62

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Homeless Response:

How does Sheriff and Probation manage homeless individuals on caseloads as they exit custody and transition into the community? (Gore)

Is Probation tracking homeless individuals in caseloads? (Gorin)

How is Probation helping provide housing and services? (Gorin)

What services and solutions are needed to help those individuals transition into the community? (Gore)

Transitional Housing/Access coordination: Would like more information on transitional housing & one-time opportunities. Access coordination over housing. (Gore)

Response:

Sherriff response is below;

The Sheriff's Office Detention Division staff have no authority to manage homeless individuals as they exit custody. Our efforts occur prior to individuals leaving custody, to connect them with resources. The Homeless Outreach Partners Empowering Sonoma County (HOPES) program is a collaborative effort between the Sheriff's Office Detention Division and Catholic Charities which assists inmates in finding housing after their release from custody. The HOPES program assists individual with housing and other services.

Our medical and mental health provider, Well Path, employs two discharge planners who can assist our homeless individuals with mental illness and those on the Medication Assisted Treatment (MAT) program. The mental health discharge planner works to secure housing, as well as a prescription for medications and appointments with a doctor in the community for these individuals to continue their treatment and medications in the community. The MAT discharge planner provides those same services for individuals enrolled in our MAT program. Our discharge planners also collaborate with the county Interdepartmental Multidisciplinary Team (IMDT) to provide services to inmates exiting custody.

Detention Programs staff work with Veterans Services in Sonoma County. Similar to the HOPES program, Detention Programs' Contact Visiting Deputy arranges interviews with VA representative and the interested inmate. The VA can help the individual with services and possibly with shelter and/or housing.

Probation response is below;

How does Probation manage homeless individuals on caseloads as they exit custody and transition into the community? (Gore)

Since the enactment of AB 109, a Behavioral Health MFT/ AODS worker, and Eligibility Specialist have been embedded in the Probation Department to assist clients who are transitioning out of incarceration. While designated primarily for AB 109 clients, these embedded staff also regularly work with clients on other forms of supervision to assist with mental health/AODS needs, benefit eligibility, and housing. Additionally, the Probation Department, in partnership with the Interfaith Shelter Network (IFSN) and the Department of Finance, administer multiple grants for housing opportunities for clients transitioning into the community. Clients who appear eligible for housing are often screened prior to release, and those suffering from severe mental illness are transported by IFSN to one of the housing locations designated for mentally ill defendants on pretrial monitoring. Homeless clients who are capable of navigating public transportation are often provided bus passes to get to and from their probation appointments and transitional housing.

Is Probation tracking homeless individuals in caseloads? (Gorin)

Yes, Probation tracks the residential status of everyone on supervision in our case management system.

How is Probation helping provide housing and services? (Gorin)

The Community Corrections Partnership funds 26 beds through the Interfaith Shelter Network (IFSN) program for AB 109 offenders, 8 of which are dedicated to special needs clients such as sex offenders, who are typically unable to secure housing. Probation also contracts an additional 39 beds for individuals on other forms of supervision through multi-year contracts funded by Department of Finance grants. These transitional housing beds default to housing the general homeless population when/if Probation cannot fill the bed space. The Department of Finance contracts also fund a dedicated Probation Officer, who provides case management to individuals in the transitional houses, coordinates with IFSN and County Behavioral Health for service delivery, and when necessary, coordinates public safety operations between Probation and local law enforcement. Additionally, Probation administers a grant (Justice and Mental Health Collaboration) through the Bureau of Justice Assistance, which houses 8 individuals on Pretrial Supervision with serious mental illness/substance abuse disorders. The Justice and Mental Health Collaboration Program includes a community case manager, who assists individuals to navigate resources in the community.

In addition to the dedicated housing beds, Probation has collaborated with IFSN to host a Coordinated Entry Access Point inside of the Probation Department (currently remote access due to the pandemic) and continuously refers to IFSN's Rapid Re-Housing contract with the Board of State and Community Corrections to house individuals leaving state incarceration. Probation Department management also

regularly attend multi-disciplinary community stakeholder meetings on homelessness in the county, as well as supply its Supervised Adult Work Crew program to assist with encampment clean up.

What services and solutions are needed to help those individuals transition into the community? (Gore)

Probation currently provides much needed resources around the immediate need for shelter via transitional housing. These settings are often much more conducive for our clients' well-being than large, barrack-style dorm shelters due to the institutionalization of many of the individuals in this demographic. Over the years, in partnership with IFSN and the expansion of the Day Reporting Center, a system of resources has been created which includes: substance abuse treatment, psychotherapy, resource linkage, interim and permanent housing, and employment services. IFSN has also partnered with the local Public Housing Authority to secure a Pilot Program for much needed housing vouchers for this target demographic. Additional services and solutions that would greatly assist those transitioning back into the community include: Rapid Re-Housing dollars dedicated to our population with intensive housing/re-entry case management; additional permanent supportive housing resources; more efficient connection to medical insurance and/or medication upon release; information about how to get transportation and government assisted cell phones upon release so that they can access services.

Transitional Housing/Access coordination: Would like more information on transitional housing & one-time opportunities. Access coordination over housing. (Gore)

The Probation/Interfaith Shelter Network (IFSN) housing model creates a low barrier, harm-reduction model within the context of the criminal justice system. From a public safety perspective, IFSN closely coordinates with Probation to ensure that individuals are appropriately following terms of supervision. All participants in the housing program are offered free, indefinite psychotherapy as well as housing-focused case management. A dedicated housing probation officer and AB 109 behavioral health specialist frequently collaborate with IFSN for case consultation and coordination of services. IFSN and Probation communicate multiple times weekly to ensure that every qualifying individual is offered services. IFSN also works with Probation to identify individuals that need housing assessments prior to release to ensure that access is provided as soon as possible to ensure a more successful transition.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: ISD and General Services

Date: 5/3/21

Inquiry Number: 53

Request/Question:

What is the process for determining which records are sent to the archives facility located at Los Guilicos?

Please provide information about the condition of the current archive storage building and what steps need to be taken to make the building more resilient for the short term.

Response:

The authority to designate records as “archival” lies with the County Historical Records Commission (HRC), as granted to them via County of Sonoma Board of Supervisors Resolutions 65011 in 1979 and most recently, 18-0066 in 2018 (attached). The HRC is made up of five voting members appointed by the Board of Supervisors to serve four-year terms. All records retention schedule revisions and updates are reviewed by the HRC, in compliance with [Administrative Policy 6-1 “Policy for Records Retention, Storage, and Destruction”](#). The HRC reviews new proposed retention schedules or existing schedules requiring revisions, and identifies records they deem to have historical reference and research value. Only the HRC has the authority to add, or remove, archival designations. Once an archival designation is applied, records that have met their functional use period in office should be transferred to the Archives facility for ongoing preservation. This transfer is done via “Deed of Gift,” and should include any “Conditions of Transfer,” such as restrictions regarding access. There are currently 4,982 boxes of records with archival designation stored at the County’s Records facility pending transfer as the current Los Guilicos storage facility is at capacity per Library archive management.

The current archive storage building at 320 Eliza Way at the Los Guilicos (LG) Campus in Santa Rosa is a 2,800 square foot building constructed in the 1950’s. The building, once used as a warehouse, is a concrete structure with a single plywood frame roof, and was constructed to support the former Juvenile Justice Facility. (The Juvenile Justice Facility was replaced in 2005 with the current facility to the north of the campus.) There has not been sufficient funding available to demolish or significantly upgrade the vacant buildings on the LG campus.

Building maintenance has focused on electrical systems and minor repairs. Funding has not supported major repairs such as roof replacement. The roof is the original thermoplastic and built-up system that requires seasonal patching and sealing by staff in order to keep the interior dry. The lighting is

adequate for most operations but could be improved for better illumination and energy efficiency. The Archive storage has fire suppression but it is not connected to an alarm or monitoring company. The sprinkler heads have surpassed useful life and will need to be replaced, according to fire code. The building was originally constructed as a warehouse and does not have any type of air handling equipment, heating or cooling. There is limited power available to support the current operation on site. There is no intrusion/security alarm. The building is in fair condition although frequent maintenance is required. The most significant issue is that the structure offers limited protection from fire. The building type is designed to allow sufficient time for egress but not for sustained protection of its contents.

As we have seen with the 2020 Glass/Shady Complex Fires, fires at Los Guilicos entered the campus, destroying two buildings and several storage sheds. Post fire damage assessments noted no damage to the building housing the archives, but recommended building replacement in the next 1-3 years. Surrounding structures did receive damage from the fires; the Archives were spared likely due to a change in the winds.

Cost estimates for building upgrades:

- Installation of a modern halon fire suppression system: \$300,000
 - Roof replacement and additional fire walls: \$750,000
 - Access intrusion system would cost: \$250,000
- TOTAL: \$1,300,000

Although these improvements would improve the short term resiliency of the structure they do not address the fundamental lack of public access to the archive materials, nor do they significantly reduce the risk of loss. Therefore, staff recommend that the archives be relocated to a new facility.

TWO ATTACHMENTS:

- County of Sonoma Board of Supervisors Resolutions 65011 in 1979 and most recently, 18-0066 in 2018

COPIES TO	NO.
<i>Auditor</i>	<i>1</i>
<i>Recorder</i>	

RESOLUTION NO. 65011

Sonoma County Administration Bldg.
Santa Rosa, California

December 4, 1979 # _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF
~~THE COUNTY OF SONOMA~~, STATE OF CALIFORNIA,
ESTABLISHING THE ADMINISTRATIVE PROCEDURES
FOR THE IMPLEMENTATION OF THE RESOLUTION OF
INTENT TO ESTABLISH A COUNTY HISTORICAL
RECORDS COMMISSION

WHEREAS, the Board of Supervisors of the County of Sonoma has adopted a resolution of intent to establish a County Historical Records Commission, and

WHEREAS, it is the desire of the Board that this resolution be administered in accord with certain procedures, now

THEREFORE, BE IT RESOLVED, that the following procedures shall be followed by the Sonoma County Historical Records Commission.

ESTABLISHMENT

A County Historical Records Commission is established to carry out the purposes and duties specified in Section 26490 of the Government Code of the State of California.

DUTIES

The purpose of the County Historical Records Commission, as stated in Chapter 16 of Part 2 of Division 2 of Title 3 of the Government Code, is as follows: to foster and promote the preservation of historical records.

Duties of the County Historical Records Commission include:

1. Conduct a feasibility study including the identification of significant information sources in the county, recommendations for an archives and records management program, and the creation of an information network.
2. Support and assist the Sonoma County Records Inventory Project so that all extant county records will be identified and inventoried.
3. Identify and encourage the preservation of additional governmental, business, professional and private records deemed to be historically significant.

4. Encourage historical and genealogical societies, professional associations, private researchers and students to participate in the detailed research involved in preserving historical records.
5. Promote the preservation of historical records through newspaper articles, television interviews, talks and slide shows to civic groups, preparation of pamphlets and posters, and the establishment of specialized advisory groups.
6. Establish and maintain liaison with the Sonoma County Landmarks Commission.
7. Seek outside funding for activities which promote the preservation of historical records.
8. Encourage historical records preservation by endorsing appropriate activities of historical societies, civic groups and commissions, schools, etc.
9. Conduct such additional activities as foster and promote the preservation of historical records.

MEMBERSHIP

The Sonoma County Historical Records Commission shall consist of five voting members, drawn from the following areas: county government, library services, academic professional historian, community history, genealogical research, and business and/or professions.

All voting members shall be appointed by the Board of Supervisors. To ensure competent representation from each field, the following criteria shall be used:

1. County Government.

The County Clerk, or designate.

2. County Library

The County Librarian, or designate.

3. Library Services

A professional librarian with demonstrable experience in archival and records management.

4. Academic Professional Historian

An academic professional historian affiliated with one of the accredited institutions of higher education in the county.

5. Community History

An active member of one of the established historical societies in the county who has had significant experience in researching and writing community history.

6. Genealogical Research

An active member of the Sonoma County Genealogical Society with significant experience in researching local genealogical records.

7. Business and/or Professions

A recognized, licensed, or accredited professional from a field in which historical records are a significant concern of that business or profession.

TERM OF APPOINTMENT

All members appointed by the Board of Supervisors to the Historical Records Commission shall serve for a term of four years. A member may be reappointed by the Board. When first fully constituted, the five initial members of the Commission shall determine by lot three members who shall serve a full term, and two who shall serve for two years. All members serve at the pleasure of the Board of Supervisors.

SUPERVISORS

Kahn _____ Putnam _____ Esposti _____ Koenigshofer _____ Rudee _____

Ayes 5 Noes 0 Abstain 0 Absent 0



County of Sonoma
State of California

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

ATTEST: FEB 27 2018

SHERYL BRATTON, Clerk/Secretary
BY *S. Woodley*
DEPUTY CLERK/ASST. SECRETARY

Date: February 27, 2018

Item Number: 12
Resolution Number: 18-0066

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
adopting an amended resolution updating the administrative procedures for the County
Historical Records Commission.**

Whereas, the Board of Supervisors of the County of Sonoma adopted a Resolution of Intent No. 64618 on September 25, 1979 to establish a County Historical Records Commission; and

Whereas, the Board of Supervisors of the County of Sonoma adopted Resolution No. 65011 on December 4, 1979 establishing administrative procedures for the implementation of the Historical Records Commission; and

Whereas, the Board of Supervisors of the County of Sonoma adopted Resolution No. 17-0081 on February 21, 2017 rescinding resolution No. 65011 and adopting an amended resolution updating the administrative procedures for the County Historical Records Commission; and

Whereas, it is now the desire of the Board that these administrative procedures be updated to clarify that the Historical Records Commission shall review and make recommendations only regarding the archival status of records to the Board of Supervisors to approve retention schedules developed by the County of Sonoma.

Now, Therefore, Be It Resolved that that this Board does hereby approve the following administrative procedures that shall be followed by the Sonoma County Historical Records Commission:

Establishment

The purpose of the County Historical Records Commission, as stated in Section 26490 of the California Government Code, is as follows: to foster and promote the preservation of historical records.

Original Duties of the County Historical Records Commission which have been successfully completed:

1. Conduct a feasibility study including the identification of significant information sources in the county, recommendations for an archive and records management program, and the creation of an information network.
2. Support and assist the Sonoma County Records Inventory Project so that all county records will be identified and inventoried.

Ongoing Duties of the County Historical Records Commission are to:

1. Review and make recommendations regarding the designation of archival status of records to the Board of Supervisors to approve retention schedules developed by the County of Sonoma.
2. Identify and encourage the preservation, conservation and use of additional governmental, business, professional and private records deemed historically significant.
3. Encourage historical and genealogical societies, professional associations, private researchers and students to participate in the detailed research involved in preserving historical records.
4. Promote the preservation, conservation and use of historical records through newspaper articles, internet/social media, events, television interviews, presentations to civic groups, preparation of pamphlets and posters, and the establishment of specialized advisory groups.
5. Establish and maintain liaisons with interested stakeholders and parties with similar purposes.
6. Seek outside funding for activities that promote the preservation, conservation and use of historical records.
7. Encourage historical records preservation, conservation and use by endorsing relevant activities of historical societies, civic groups and commission, schools, etc.
8. Conduct such additional activities that foster and promote the preservation, conservation and use of historical records. (E.g. research grants)

Membership

The Sonoma County Historical Records Commission shall consist of five voting members, drawn from the following areas: county government, library services, academic professional historian, community history, genealogical research, and business and/or professions.

The Board of Supervisors shall appoint all voting members. To ensure competent representation from each field, the following criteria shall be used:

1. County Government
 - The County Clerk or designee.
2. County Library
 - The County Librarian or designee.

3. Library Services
 - A professional librarian with demonstrable experience in archival and records management.
4. Academic Professional Historian
 - An academic professional historian affiliated with one of the accredited institutions of higher education in the county.
5. Community History
 - An active member of one of the established historical societies in the county who has had significant experience in researching and writing community history.
6. Genealogical Research
 - An active member of the Sonoma County Genealogical Society with significant experience in researching local genealogical records.
7. Business and/or Professions
 - A recognized, licensed or accredited professional from a field in which historical records are a significant concern of that business or profession.
8. Records Manager and/or Archivist
 - A professional trained in the creation, maintenance, disposition of records and/or permanent preservation and conservation of archival records.

Term of Appointment

All members appointed by the Board of Supervisors to the Historical Records Commission shall serve for a term of four years. A member may be reappointed by the Board. The terms of the five members of the Commission will be staggered so that the terms of three members will end the same year, unless renewed, and the terms of the remaining two members shall end two years later, unless renewed. All members serve at the pleasure of the Board of Supervisors.

Supervisors:

Gorin: Aye	Rabbitt: Aye	Zane: Aye	Hopkins: Aye	Gore: Aye
Ayes: 5	Noes: 0	Absent: 0	Abstain: 0	

So Ordered.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: Human Resource

Date: 4/30/2021

Inquiry Number: BIR 55

Request/Question:
Do we need to increase our training generally, beyond equity training? Do we need to increase employee training to work more effectively in the office and remotely?

Response:
 The short answer is yes, a more robust training program would benefit the County.

The current Workforce Development division in central Human Resources has a total FY 21/22 budget of \$886,298, which include a staff of 3.0 FTE and .5 FTE for system administration related to the learning management system. The training program covers all County employees totaling approximately 3800. This translates to an average amount spent on training of approximately \$233 per regular employee not including extra help. Extra-help employee participate in the training programs with some mandatory trainings. Including the approximate number of extra-help employees, the amount spent on training per employee is \$197. These total do not include training carried out by departments, either conducted by their own staff or by external vendors, or trainings undertaken by staff who receive a professional development benefit and opt to use it on external trainings.

Human Resources' program provides training to the entire County organization and all special agencies/districts. Following is a summary of the many areas: the executive leadership program; general professional development such as supportive trainings for new managers/aspiring supervisor on topics such as transitioning to supervision, performance management, conflict resolution, business case development, effective communication, customer service; introductory trainings to diversity awareness; mandatory sexual harassment; new employee orientation; workplace safety; and general office and computer skills.

While average costs spent on training per employee vary widely across organizations, according to a frequently quoted annual Training Industry Report conducted by Training Magazine, in 2020, the average company in the U.S. spent \$1,111 per employee on training costs.

Within the County, the Human Services Department has a robust in-house training program to meet extensive mandated and technical training requirements, and general professional development

trainings. HSD's total FY 21/22 training budget is \$1,930,160 with a staff of 7.4 FTEs. There's approximately 1,000 employees in HSD. This translates to an average of approximately \$1930 spent on training per employee. HSD's training program includes leadership and supervisory training in addition to mandated and technical job specific training.

The above provides perspective and demonstrates that the central training program in Human Resources that is intended to provide services to the full organization is limited in its ability to provide a robust training program. Because the program has such limited capacity, departments have used their own budgets to hire/develop general professional development trainings through the use of a consultant because central Human Resources could not meet the need in a timely manner.

The investment in a Learning Management System (LMS) in 2019 has provided significant potential to efficiently deliver virtual/remote training, but budget dollars and capacity of 3.5 FTE limit's HR's ability to improve and expand these virtual program offerings.

As the County transitioned to telework due to the pandemic and telework will be ongoing, managers and supervisors need more support to learn how to effectively manage employees and teams who are working remotely. Additional resources would be helpful to quickly develop these training programs.

Additional budget resources for workforce development would provide better support to the Board's strategic pillars. In the Organizational Excellence Pillar, there are objectives related to developing employees and becoming an employer of choice. The County's workforce development program has a direct and impactful nexus to these objectives. The County's Executive Leadership program has proven to be successful in preparing several internal candidates for Director level positions. Eight alumni are now department heads, and 15 are at the assistant/deputy level. If there were more resources and commitment to workforce development, Human Resources would develop focused training programs, such as an "academy" approach, for developing new supervisors and mid-management.

In addition to Organizational Excellence, the County's workforce development program has a direct nexus to the Racial Equity and Social Justice strategic pillar. County employee demographic data shows that diversity in the County's entry level positions is promising and closely reflective of the Sonoma County community's demographics. An important strategy to diversifying the supervisory, management, and executive management levels will be through internal promotions from this diverse base of employees. Therefore, ensuring employees are developed through on-the-job training and professional development training should be a priority.

Now that the Board has adopted a new Strategic Plan, departments will be developing implementation plans for the individual objectives. In coordination with the County Administrator's Office, they will identify areas where additional resources should be targeted to support the implementation of these goals. Human Resources will participate in this process and make recommendations to enhance the existing workforce development program.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 57

Request/Question:
Vets Buildings: What can we do to make the buildings more desirable for rentals, and what can we do to make them more resilient for use as evacuation and resource centers during emergencies?

Response:
 General Services has been working to improve the marketability of the Veterans Buildings since taking over responsibility from United Camps Conferences and Retreats (UCCR) in 2017. The requirement of Veterans buildings to support multiple community needs makes it challenging to make the buildings available for rentals. Since 2014, the Veterans Service Organizations increased their free use of the buildings for meetings and other activities.¹ Staff worked with the VSO's to revise the Board of Supervisors Veterans Building Use policy, which was subsequently approved by the Board in 2018. The uses and age of the Veterans Buildings preclude operating at a zero net cost, or profitability.²

Starting in 2017 disaster uses increased and therefore reduced opportunities to market the facilities for paid events. The Veterans Buildings serve as primary evacuation and mass care and shelter sites, supporting community needs in disasters. The requirement of Veterans buildings to serve these conflicting uses makes it challenging to market and promise future availability.

Nonetheless with limited resources to dedicate to marketing the department paid for advertisements on the electronic billboard, and in Sonoma Magazine's Wedding edition, North Bay Business Journal, and other print media in FY 17/18, and FY 19/20 prior to COVID. Advertisements in FY 19/20 were targeted to community members looking for an affordable event venue. Event venues advertised on platforms such as <https://www.eventective.com/sonoma-ca/party-event-venues/> indicate that wifi, modern public address systems, lighting, safety, security, etc. are all necessary and standard amenities to modern event venues.

In addition to marketing, General Services implemented operational changes, invested in capital improvements that addressed safety, functionality and aesthetics. Staff were reassigned to centralize event reservation and payment processes. Bilingual staff were added to the event reservation and operations teams. Parking patrol staff began routine security sweeps of the Veterans Buildings in March 2020. The Board - approved capital

¹

Internal Audit: Sonoma County General Services Department Veteran's Buildings Concession Agreements, October 26, 2016

² FY 07/08 to FY 19/20 Total Expenditures were \$19.1M, whereas Total Revenues were \$3.3 M for the same period. The buildings operated at a deficit of \$15.8 M.

projects to install new ADA accessible and updated commercial kitchens were completed in FY 2018-19. Additional capital investments that may improve the marketability are described in BIR 115 Vets Buildings, PG&E Fund Investment in Shelter Infrastructure.

Currently, bar licenses are held by individual VSO's and the County does not receive any share of revenue earned from alcohol sales at any event. Typically food and beverage sales generate a significant portion of event revenues. The current structure of the ABC licenses at the Veterans buildings does not allow the County to earn this revenue.

See attached exhibit #3 describing Pre-COVID rental statistics for each site for the period March 2019 – March 2020. Paid uses of the buildings totaled \$394,989 for 235 events, whereas Veterans uses generated \$2807 for 307 events. The trend of Veterans free uses continued pre-COVID. With more extensive marketing, safety improvements and capital investments the larger buildings could be rented more frequently when not in use by the Veterans. The buildings will continue to support the community during disasters.

To further improve marketing, safety and operations additional staffing would be needed.

Background and history:

The County owns seven Veterans Memorial Buildings, located in Cloverdale, Guerneville, Sonoma, Santa Rosa, Sebastopol, Cotati, and Petaluma. These are dedicated Veterans Memorials and provide meeting space for Veterans organizations as well as low-cost space for public use. Prior to July 2011, the Veterans Memorial buildings were programmed and managed by the Recreation and Cultural Services Division of Regional Parks with maintenance and capital needs addressed by the General Services Department.

Prior to 2011-12, Regional Parks had dedicated staff focused on marketing the Veterans Buildings. When responsibility was transferred to General Services the County contracted with three 3rd party Event Management Companies (United Camps Conferences and Retreats, Sebastopol Center for the Arts, and River to Coast Children's Services) to manage all but two of the seven buildings. The two remaining buildings, Cloverdale and Sonoma, were programmed and managed by General Services with no additional resources. Due to budget reductions, **10.5 FTE positions** in Regional Parks who previously supported Veterans Buildings were eliminated and the remaining 1.5 FTE was transferred to General Services for continued event management:

- 1.0 FTE Event Services Supervisor
- 0.5 FTE Event Services Worker

Prior to 2011, Regional Parks employed the following permanent employees in the Recreation and Cultural Services Division for operation and management of Veterans Buildings:

- 1.0 FTE Public Facilities Manager
- 2.0 FTE Office Assistant II
- 1.0 FTE Marketing Specialist
- 1.0 Event Services Supervisor
- 6.0 Event Services Workers
- 0.5 FTE Booking & Reservations Coordinator (Administration Division – also assisted with Park reservations)
- 10 + extra-help Events Services Aides

In 2017, both United Camps Conferences and Retreats (Santa Rosa, Petaluma, and Cotati buildings) and River to Coast Children's services (Guerneville) opted to terminate their agreements for providing rental event services, operations, and maintenance of these buildings. In an effort to keep the prior commitments of these 3rd party operators for community events without a break in service, General Services assumed responsibility for operations and rental services for three of the four buildings; and subsequently made arrangements with the Sonoma County Fairgrounds to provide event services oversight at the Santa Rosa Veteran's building. Since early 2017, General Services has struggled to manage the facilities, book events, and promote Sonoma, Petaluma, Guerneville, and Cotati with the original 1.5 FTE and a 0.5 Senior Office Assistant for Administrative support. In 2017, we anticipated seeking additional 3rd party event management operators to manage the facilities, however a RFI was issued with no response.

Recommendations:

Currently, staffing resources for the Veterans facilities is insufficient. In order to achieve competitive, vibrant event venues that also support the Veterans' Services Organizations and the community in disasters, a sustainable level of resources necessary. We are requesting the following to support Veterans, community and disaster uses of the Veterans Buildings:

0.5 FTE: Marketing Specialist is necessary to produce and direct a marketing program that will promote the use of the buildings by organizations and the public that will contribute to increased revenue to offset the General Fund contribution.

2.5 FTE: Parking & Facility Officers are essential to the successful event coordination and logistics for the Veterans Memorial Buildings located in Petaluma, Cotati, Sonoma and Guerneville. Vets Facility Officers provide customer oversight of facilities before, during and post events; they enforce County rules and regulations as relating to use of Veterans Buildings, provide routine custodial and janitorial maintenance, supervise temporary and extra-help workers involved in the preparation of events, act as liaison with Veterans organizations using the facilities; preparing building use reports, etc. During the days when Parks managed the buildings these employees were assigned to each building and held regular hours, which allowed for the building to be open regularly for potential rental clients or drop-in's from local Veterans or visiting Veterans.

0.5 FTE: Booking & Reservations Coordinator is required for managing the contracts and license agreements associated with the rental program. We need to increase the position by 0.5 FTE to bring position to full time.

1.0 FTE: Department Analyst is essential to the Veterans Division for the successful coordination, interaction and management of the Veterans Advisory Groups. Develop and present Board items on a regular basis regarding the status of the buildings and the work plan of the Veterans Advisory Committee. The position will develop, track, and project the annual budget for the program including estimating revenue from rentals. Prepare and administer various contracts ranging from free office spaces for Veterans groups to long-term lease/license agreements for management of facilities.

0.5 FTE: Office Assistant II bi-lingual position is required for assisting booking office with the high volume of bi-lingual inquiries received for community building use. Second to the large number of Veteran events held in the Veterans Buildings, the Latino community rents the facilities for weddings, quinceañeras and baptisms. The OA II position assists with explaining and and/or translating the process and guidelines required for each event. Currently the program has a 0.5 FTE bilingual Senior Office Assistant.

In addition to the staffing necessary to support the Veterans buildings, the following enhancements will make the buildings more competitive to other public event venues:

General Enhancements Applicable to All Vets Buildings

- Electronic messaging billboards increase visibility, marketing - \$300,000 (one-time cost) plus annual maintenance \$1,500
- Public WiFi, a must-have for most event venues - \$75,000 (one-time cost) plus annual maintenance \$1,500
- Exterior security improvements-cameras add lighting for enhanced event/merchandise security commensurate with similar venues - \$150,000 (one-time cost) plus annual maintenance \$1,500
- Website revamp – online booking with real-time scheduling, include Spanish translation for better customer outreach \$50,000 (one-time cost)
- External marketing budget - \$50,000 (annual budget)
 - Booth at Wedding Fairs
 - Marketing for small trade shows for local businesses
 - Create Bilingual flyers for distribution in communities such as churches
 - Radio, TV and internet ads

Cotati:

- Eliminate keys and install card readers and/or punch code readers on all doors for enhanced event/merchandise security commensurate with similar venues - \$50,000 (one-time cost) plus annual maintenance \$,1500
- Gated parking lot entrance for secure vehicle control and enhanced event/merchandise security commensurate with similar venues - \$200,000 (one-time cost) plus annual maintenance \$2,500
- Interior paint \$150,000 (one-time cost)
- HVAC systems - need AC/Heat and air flow upgrades for year-round marketability and appeal - \$450,000 (one-time cost) plus annual maintenance \$5,000
- Install RV hook-ups and waste/water station – same hook-up for food concession trailer for greater flexibility in events (food-truck events, catering options) - \$350,000 (one-time cost) plus annual maintenance \$7,500
- Drought/fire resistance landscaping to enhance marketability commensurate with similar venues - \$100,000 (one-time cost) plus annual maintenance \$10,000

Petaluma:

- Exterior security improvements-cameras add lighting for secure vehicle control and enhanced event/merchandise security commensurate with similar venues - \$175,000 (one-time cost) plus annual maintenance \$5,000
- Install PA systems with exterior speakers for parking lot for increased possible use options - \$100,000 (one-time cost) plus annual maintenance \$2,500
- Eliminate keys and install card readers and/or punch code readers on all doors - \$150,000 (one-time cost) plus annual maintenance \$,2500
- Update bathroom/shower facilities – install connections for easy hook-up for portables outside the building for greater flexibility in events (food-truck events, catering options) - \$450,000 (one-time cost); no additional maintenance cost
- Install RV hook ups and waste/water station – same hook-up for food concession trailer for greater flexibility in events (food-truck events, catering options) -\$700,000 (one-time cost) plus annual maintenance \$7,500
- Drought/fire resistance landscaping - \$200,000 (one-time cost) plus annual maintenance \$10,000

Santa Rosa:

- Security improvements/cameras, especially behind the building, for enhanced event/merchandise security commensurate with similar venues - \$100,000 (one-time cost) plus annual maintenance \$5,000
- Install PA systems with exterior speakers for parking lot use during disasters, and for increased use options - \$100,000 (one-time cost) plus annual maintenance \$5,000

- Eliminate keys and install card readers and/or punch code readers for enhanced event/merchandise security commensurate with similar venues - \$150,000 (one-time cost) plus annual maintenance \$1,500
- Automatic gate/fencing at entrances for enhanced event/merchandise security commensurate with similar venues; also more privacy for outdoor events - \$400,000 (one-time cost) plus annual maintenance \$5,000
- HVAC systems - need AC/Heat and air flow upgrades for year-round marketability and appeal \$1,200,000 (one-time cost) plus annual maintenance \$9,000
- Update bathroom/shower facilities –install connections for easy hook-up for portables outside the building for more flexibility and greater potential rental events/uses - \$550,000 (one-time cost); no additional maintenance cost
- Install RV hook ups and waste/water station– same hook-up for use food concession trailer, for greater flexibility in events (food-truck events, catering options) - \$700,000 (one-time cost) plus annual maintenance \$7,500
- Pave/repair parking lot for more parking and more options for outdoor events (food-truck/pop-up events, fairs, etc.) - \$1,200,000 (one-time cost) with annual maintenance cost of \$500,000 depending on use and climate conditions
- Aesthetic renovation of key spaces (floors, walls, ceilings and doors) including lighting:
 - Auditoriums (Paint \$275,000) one-time cost
 - Add dimmer lighting feature - \$75,000 one-time cost
 - Exterior plaster and paint - \$1,200,000 one-time cost with 20 year life

Sonoma:

- Exterior security improvements-cameras add lighting for enhanced event/merchandise security commensurate with similar venue - \$150,000 (one-time cost) plus annual maintenance \$5,000
- Install PA systems with exterior speakers for parking lot during Temporary Evacuation Points, and for increased possible use options - \$100,000 (one-time cost) plus annual maintenance \$5,000
- Eliminate keys and install card readers and/or punch code readers on all doors for enhanced event/merchandise security commensurate with similar venues; also more privacy for outdoor events - \$150,000 (one-time cost) plus annual maintenance \$2,000
- Automatic gate/fencing at entrances for enhanced event/merchandise security commensurate with similar venues; also more privacy for outdoor events - \$400,000 (one-time cost) plus annual maintenance \$5,000
- Update bathroom/shower facilities –install connections for easy hook-up for portables outside the building for more flexibility and greater potential rental events/uses - \$350,000 one-time cost; no additional maintenance cost
- Install RV hook ups and waste/water station – same hook-up for food concession trailer for greater flexibility in events (food-truck events, catering options)- \$700,000 (one-time cost) plus annual maintenance \$7,500
- Dimmer lighting for greater appeal, flexibility of event types and activities (dancing, mood-lighting, theater, etc.) - \$75,000 (one-time cost); no additional maintenance cost

Sonoma County

Auditor-Controller-Treasurer-Tax Collector

Internal Audit Report

**Internal Audit:
Sonoma County General Services Department
Veteran's Buildings Concession Agreements**

For the Period
September 1, 2012 through June 30, 2016

Engagement No: 4030
Report Date: October 26, 2016



Donna M. Dunk, CPA
Auditor-Controller-Treasurer-Tax Collector

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Sonoma County General Services Department
Veteran’s Building Concession Agreements
Engagement No. 4030**

For the Period
September 1, 2012 through June 30, 2016

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Executive Summary

Per request from the Sonoma County General Services Department Head, the Internal Audit Division of the Sonoma County Auditor-Controller-Treasurer-Tax Collector's Office (ACTTC) performed an audit of the Veteran's Building Concession Agreements for Santa Rosa, Petaluma and Cotati (the Agreements) related to revenues and expenses reported to the General Services Department for the period September 1, 2012 to June 30, 2016 and determined that:

- There were no major exceptions noted during testing for both revenue and expenses.
- Even though all expenses tested were in accordance with the contract, there were two minor observations made relating to the expense categories of maintenance and other. In our estimate, these exceptions impact no more than 10% of the total expenditures:
 - For certain type of expenses we were unable to determine which Veteran's buildings they related to because there was no such indication on the invoices
 - Two full time employees who have access to multiple credit cards (Bank of America Visa, Home Depot and Cash & Carry) can purchase and approve their own transactions. The risk here would be unauthorized payments.
- There are multiple factors contributing to United Camps, Conferences and Retreats' (UCCR) operating losses.
- Higher than anticipated free use (based on 827 free room use in the first ten months of operation) accounted for approximately \$95,680 of the total net loss of \$275,527 (excluding bad debt expense for \$2.5K) for the period between the fiscal year 2013/14 and 2015/16. Approximately \$43,221 of the total net loss for the period was due to increase in variable unit cost attributable to increased free use.
- We conclude, based on our work, the operating loss of \$307,061 (excluding bad debt expense) reported by UCCR for the period September 1, 2012 through June 30, 2016 is not materially misstated (see page 5).

Introduction and Background

Introduction

ACTTC completed an audit of the revenue and expenses relating to the activities covered by the Agreements as reported by UCCR to the General Services Department for the period September 1, 2012 through June 30, 2016. We also performed an analysis of higher than anticipated free use of the buildings during the period between the fiscal year 2012/14 and 2015/16 (see page 6). We conducted our audit in accordance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our audit objectives. We believe that the evidence obtained provides a reasonable basis for the results, observations, and recommendations contained in our report.

The purpose of this audit report is to furnish management independent and objective analyses, recommendations, and other information concerning the activities reviewed. The audit report is a tool to help management identify and implement improvements.

Background

The General Services Department has a contract with UCCR, to manage County owned Veteran's Buildings located in Santa Rosa, Cotati and Petaluma. Under the contract, UCCR receives a percentage of gross revenues as concession fees and is required to pay the first \$500 of each expenditure transaction.

The contract requires the County to maintain an operating account and deposit in it the initial operating capital. The County is also required to deposit additional funds, if deficits are expected. The County is allowed to make withdrawals from the operating fund if there is a surplus beyond the amount needed to fund operations.

UCCR is required to submit an annual budget to the County for approval.

During the period covered by the audit, the operating account was not maintained and the operating budgets were not prepared and approved as required by the contract. UCCR claims that the building operations incurred approximately \$307,061 in loss over fiscal year 2012/13 to 2015/16. If the operating account, as required by the contract, had been maintained there would have been a deficit that the County would have had to eliminate. UCCR claims that it advanced its own funds to cover the loss and that, as provided by the contract, the County must reimburse UCCR.

Objectives and Scope

Objectives

The objectives of this audit were to determine whether:

1. UCCR has a system of controls designed to reduce the risk of non-compliance with the Agreements related to revenue and expenses reported to the General Services Department.
2. The operating losses reported by UCCR were primarily the result of higher than anticipated building usage by organizations exempt from paying rent.

Scope

The audit covered the period September 1, 2012 through June 30, 2016. In order to achieve the above objectives we performed the following:

- Gained an understanding of the UCCR system of internal controls over the accounting and reporting of revenue and expenditures covered by the Agreements.
- Performed analytical procedures over revenue and expenditures and investigate unusual variances.
- Performed limited test of details over revenue and expenditure transactions based on unusual variances identified in #2 above. Randomly selected and tested a sample of revenue and expenditure transactions to confirm that the amounts reported by UCCR are complete, accurate and valid. Expenditure testing to include verification that the costs were incurred solely at County owned facilities and in accordance with the contract.
- Interviewed UCCR staff and reviewed related UCCR records necessary to determine the extent to which the operating losses reported to the County were the result of building usage by organizations exempt from paying rent.

Results

Objective #1: UCCR has a system of controls designed to reduce the risk of non-compliance with the Agreements related to revenue and expenses reported to the General Services Department.

We determined that there were adequate controls over the revenue and expense process within UCCR. We performed walkthroughs of both processes and documented the process and the controls that are in place.

Revenue

We performed a walkthrough of the event booking and revenue recording process and conclude that the risk that events will be booked and not be recorded is low.

We judgmentally selected events from the Santa Rosa, Petaluma and Cotati Veteran's Buildings for the fiscal years 13/14, 14/15 and 15/16 and performed the following tests:

1. Traced booked events per executed rental contracts to revenues recorded in UCCR's books (QuickBooks). We noted no exceptions.
2. Traced revenue recorded in QuickBooks to executed contracts and noted no exceptions.

Expenses

We performed a walkthrough of the payroll, employee benefits, insurance, utilities and maintenance expenditure requests, approval and payment processes and noted that the risk of unauthorized expenditures for all categories were low with the exception of one. The functions relating to the requesting of, and authorizing payment for maintenance expenditures were not adequately segregated. Maintenance expenditures however constitute only between 10-15% of the total expenditure.

While all expenses tested were in accordance with the contract, we noted the following exceptions. In our estimate, these exceptions impact no more than 10% of the total expenditures.

1. For certain type of expenses we are unable to determine which Veteran's buildings they related to because there was no such indication.
2. Two full time employees who have access to multiple credit cards (Bank of America Visa, Home Depot and Cash & Carry) can purchase and approve their own transactions.

Results

The chart below represents the breakdown of the expenses for the Veteran's buildings.

Fiscal Year	FY 12/13		FY 13/14		FY 14/15		FY 15/16		
Description	Amount	% of Total Expenses	Amount	% of Total Expenses	Amount	% of Total Expenses	Amount	% of Total Expenses	Total
Revenue	372,739		494,489		502,426		540,295		1,909,949
Expenses:									
Payroll	202,070	50%	298,721	51%	316,091	54%	367,472	57%	
Employee Benefits	42,986	11%	62,813	11%	61,993	11%	61,205	10%	
Utilities	67,878	17%	81,527	14%	79,880	14%	86,114	13%	
Insurance	22,083	5%	25,064	4%	23,786	4%	25,491	4%	
Maintenance	44,614	11%	90,205	15%	71,036	12%	61,596	10%	
Other	24,642	6%	31,744	5%	29,556	5%	38,443	6%	
Total Expenses	404,273	100%	590,074	100%	582,342	100%	640,321	100%	2,217,010
Net Income/(Loss)	(31,534)		(95,585)		(79,916)		(100,026)		(307,061)

The table above is not adjusted for the first \$500 of each expenditure that UCCR is required to pay per the contract. FY 14/15 expenses excluded bad debt expense for \$2.5K.

Objective #2: The operating losses reported by UCCR were primarily the result of higher than anticipated building usage by organizations exempt from paying rent.

Based on our audit, free use of the facilities make up approximately 39% of the total rooms rented.

There are a number of factors in addition to free use by Veterans that contributed to the operating loss as discussed below:

- **UCCR may have difficulty marketing the facilities because they are not updated.** Per UCCR, because the buildings are old and do not have air conditioning, it is difficult to attract renters.
- **Some Veteran group users may not be entitled to free use of the facilities.** According to UCCR management, some Veteran groups are not disclosing the amounts they charge non-veterans by classifying amounts collected as donation rather than admission fee.

Per Exhibit C of the contract, Veteran groups that charges entrance fees are not entitled to free use of facilities.

- **Rental rates have not been increased over the past four years whereas costs have gone up.** Some employees received pay increases over the audit period of approximately 3%. Had rent rates been increased at least by this increase in payroll cost, the operating loss over the audit period would have been lower.
- **UCCR may not be utilizing its parking lot in a manner that maximizes revenue.** Currently, the parking lot is operated by the Fairgrounds under an arrangement where UCCR receives 50% of the net income. By taking over operations, UCCR could retain 100% of the net income incurring

Results

a marginal amount in operating cost. According to UCCR management, net income could be increased by approximately \$35k per year. It is recognized that this would amount to an equivalent loss in income to the Fairgrounds.

We also performed an analysis of the operating cost to determine the impact of increase in free use on the total cost to determine the portion of the cost attributable to free use, thus contributing to the net loss. We disregarded fixed cost as by its nature it should not vary as usage increases. The schedule below documents our analysis. We assumed the anticipated free use was the actual free use in the first year of operation.

UCCR					
Variable Cost Analysis					
Fiscal Year 2013/14 to 2015/16					
	FY 12/13	FY 13/14	FY 14/15	FY 15/16	Total
Variable Operating Costs					
Payroll (excluding benefits)	57,636	132,787	164,104	166,584	521,111
Benefits	9,367	21,870	24,279	22,533	78,049
Utilities	67,878	81,527	79,880	86,114	315,399
Maintenance	44,614	90,205	71,036	61,596	267,451
Other	24,642	31,745	32,104	38,443	126,934
Total variable cost	\$ 204,137	\$ 358,134	\$ 371,403	\$ 375,270	1,308,944
Rooms rented					
Community Use	1,763	1641	1,469	1,383	6,256
Free Use	827	1109	1,053	1,055	4,044
	2,590	2,750	2,522	2,438	10,300
Variable cost per event	\$ 79	\$ 130	\$ 147	\$ 154	\$ 127
Actual free use variable cost	\$ 65,333	\$ 144,170	\$ 154,791	\$ 162,470	526,764
Expected free use variable cost	\$ 65,333	\$ 107,510	\$ 107,510	\$ 107,510	387,863
Variance	\$ -	\$ 36,660	\$ 47,281	\$ 54,960	\$ 138,901
Increase in free use (actual vs. expected)		282	226	228	736
Variance due to increase in free use	\$	36,660	\$ 29,380	\$ 29,640	\$ 95,680
Variance due to increase in variable unit cost	\$	-	\$ 17,901	\$ 25,320	\$ 43,221
	\$	36,660	\$ 47,281	\$ 54,960	\$ 138,901

Results and Staff Acknowledgement

Results

The following assumptions have been made to arrive at total variance of \$138,901:

1. UCCR management used the number of rooms used for free in the first ten months (827) to set the expected number of rooms to be provided for free in all of the following years.
2. Expected variable cost per event was actual variable cost for the first full year (FY 2013/14) of operations (\$130)
3. Benefits cost were added per UCCR management's request although it remained largely fixed throughout the three years.
4. We didn't perform cost study to determine if part of utilities and maintenance cost can be classified as fixed cost. We included all utilities and maintenance cost as variable cost.
5. We arrived at the variable payroll and benefits costs by excluding such costs relating to full-time employees and those involved in booking events as they are not event driven. UCCR agreed with the methodology.
6. We utilized the actual variable cost per room rented for the first full year (FY 2013/14) of operation to determine the cost of higher than expected free usage. The first fiscal year includes only 10 month of operations. Given that the actual variable unit costs were \$79, \$130, \$147 and \$154 for each of the years FY12/13 to FY 15/16, the first year's variable cost does not appear to represent expected unit cost for fiscal years 2013/14 through 2015/16.

Staff Acknowledgement

We would like to thank General Services Department Management and staff for their helpfulness and cooperation in conducting this audit. If you have any further questions regarding this report, please contact the auditor-in-charge, Olga Gray at (707) 565-8303.

Vets buildings maintenance, local, and capital cost by year

Revenue	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	Average
FY07/08*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY08/09*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY09/10*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY10/11	\$ 23,569	\$ 34,601	\$ -	\$ 259,569	\$ 79,168	\$ 29,565	\$ 132,778	\$ 82,283	\$ 641,533	\$ 80,192
FY11/12	\$ 2,134	\$ 38,915	\$ -	\$ 304,736	\$ 63,242	\$ 19,594	\$ 146,251	\$ 105,374	\$ 680,246	\$ 85,031
FY12/13	\$ 646	\$ 830	\$ -	\$ 23,048	\$ 910	\$ (3,783)	\$ 131	\$ 110,772	\$ 132,554	\$ 16,569
FY13/14	\$ 1,978	\$ 3,174	\$ -	\$ 4,308	\$ 619	\$ 723	\$ 625	\$ 174,131	\$ 185,558	\$ 23,195
FY14/15	\$ (5,247)	\$ 45,911	\$ -	\$ -	\$ 9,541	\$ -	\$ -	\$ 164,869	\$ 215,074	\$ 26,884
FY15/16	\$ 3,743	\$ 46,462	\$ -	\$ -	\$ 14,052	\$ -	\$ -	\$ 146,171	\$ 210,428	\$ 26,304
FY16/17	\$ 2,571	\$ 42,591	\$ -	\$ 1,599	\$ 10,372	\$ 11,559	\$ 43,769	\$ 92,461	\$ 258,429	\$ 25,615
FY17/18	\$ -	\$ 37,181	\$ -	\$ 54,529	\$ 11,185	\$ 38,445	\$ 150,951	\$ 121,717	\$ 414,008	\$ 51,751
FY18/19	\$ 2,675	\$ 39,523	\$ -	\$ -	\$ 10,603	\$ 34,131	\$ 123,415	\$ 86,727	\$ 297,074	\$ 37,134
FY19/20 through 6/30/20	\$ 2,675	\$ 46,111	\$ -	\$ -	\$ 12,075	\$ 28,871	\$ 100,102	\$ 81,470	\$ 271,304	\$ 33,913
Totals Revenue	\$ 34,744	\$ 335,299	\$ -	\$ 647,789	\$ 211,767	\$ 159,105	\$ 698,022	\$ 1,165,975	\$ 3,306,209	\$ 406,588
Reimbursements	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	Average
FY2018/19	\$ -	\$ 3,899	\$ -	\$ -	\$ -	\$ -	\$ 1,890	\$ 3,303	\$ 9,092	\$ 1,136
FY19/20 through 6/30/20	\$ -	\$ 28,681	\$ -	\$ 1,990	\$ -	\$ -	\$ -	\$ 6,988	\$ 37,659	\$ 5,380
Totals Revenue	\$ -	\$ 32,580	\$ -	\$ 1,990	\$ -	\$ -	\$ 1,890	\$ 10,291	\$ 46,751	\$ 5,844
Maintenance	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	Average
FY07/08	\$ 54,451	\$ 35,467	\$ 17,551	\$ 95,886	\$ 51,399	\$ 27,099	\$ 30,983	\$ 27,369	\$ 340,205	\$ 42,526
FY08/09	\$ 50,662	\$ 39,364	\$ 11,589	\$ 90,461	\$ 42,468	\$ 30,837	\$ 64,088	\$ 30,660	\$ 360,130	\$ 45,016
FY09/10	\$ 48,527	\$ 30,298	\$ 17,328	\$ 54,098	\$ 39,633	\$ 16,587	\$ 45,757	\$ 35,896	\$ 288,124	\$ 36,015
FY10/11	\$ 44,181	\$ 24,565	\$ 12,206	\$ 35,594	\$ 26,365	\$ 10,724	\$ 32,159	\$ 31,147	\$ 216,941	\$ 27,118
FY11/12	\$ 33,217	\$ 20,048	\$ 6,162	\$ 24,479	\$ 12,425	\$ 9,400	\$ 28,670	\$ 20,299	\$ 154,700	\$ 19,337
FY12/13	\$ 39,386	\$ 19,506	\$ 6,816	\$ 8,450	\$ 6,263	\$ 2,677	\$ 7,292	\$ 50,939	\$ 141,329	\$ 17,666
FY13/14	\$ 70,743	\$ 30,376	\$ 10,644	\$ 2,689	\$ 1,609	\$ 668	\$ 589	\$ 53,786	\$ 171,104	\$ 21,388
FY14/15	\$ 49,549	\$ 41,201	\$ 6,871	\$ 1,146	\$ 795	\$ -	\$ -	\$ 74,986	\$ 174,547	\$ 21,818
FY15/16	\$ 46,385	\$ 43,615	\$ 7,296	\$ 78	\$ -	\$ -	\$ 104	\$ 44,455	\$ 141,933	\$ 17,742
FY16/17	\$ 59,249	\$ 44,477	\$ 9,266	\$ 57,315	\$ -	\$ 6,646	\$ 21,081	\$ 44,190	\$ 242,224	\$ 30,278
FY17/18	\$ 56,902	\$ 49,035	\$ 16,053	\$ 149,120	\$ 15	\$ 21,090	\$ 66,831	\$ 45,106	\$ 404,151	\$ 50,519
FY18/19**	\$ 57,475	\$ 62,302	\$ 36,710	\$ 150,833	\$ -	\$ 15,827	\$ 96,944	\$ 46,853	\$ 466,944	\$ 58,368
FY19/20 through 6/30/20	\$ 44,678	\$ 53,901	\$ 25,588	\$ 120,266	\$ 536	\$ 14,574	\$ 80,759	\$ 85,402	\$ 425,704	\$ 53,213
Totals Maintenance	\$ 655,406	\$ 494,154	\$ 184,079	\$ 790,415	\$ 181,508	\$ 156,129	\$ 475,257	\$ 591,089	\$ 3,528,037	\$ 235,202
Local Projects	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	Average
FY07/08	\$ 41	\$ 7,047	\$ 1,402	\$ 28,033	\$ 7,881	\$ 1,464	\$ 14,420	\$ 2,467	\$ 62,755	\$ 7,844
FY08/09	\$ -	\$ 23,250	\$ -	\$ 1,913	\$ 8,810	\$ 7,223	\$ -	\$ -	\$ 41,196	\$ 5,150
FY09/10	\$ -	\$ 6,848	\$ 8,609	\$ -	\$ 23,616	\$ 1,127	\$ -	\$ 2,919	\$ 43,119	\$ 5,390
FY10/11	\$ 6,656	\$ -	\$ -	\$ 4,243	\$ -	\$ -	\$ -	\$ 10,222	\$ 21,121	\$ 2,640
FY11/12	\$ -	\$ 10,284	\$ -	\$ 8,748	\$ -	\$ -	\$ -	\$ -	\$ 19,032	\$ 2,379
FY12/13	\$ 12,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,369	\$ 1,546
FY13/14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY14/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 15	\$ 2
FY15/16	\$ -	\$ -	\$ -	\$ 1,643	\$ -	\$ -	\$ -	\$ 4,789	\$ 6,432	\$ 804
FY16/17	\$ 4,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,569	\$ -	\$ 5,961	\$ 745
FY17/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY18/19**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY19/20**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals Corrective	\$ 23,457	\$ 47,429	\$ 10,011	\$ 44,580	\$ 40,307	\$ 9,814	\$ 15,989	\$ 20,412	\$ 211,999	\$ 26,500

Capital projects	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	
FY07/08	\$ -	\$ -	\$ -	\$ 67,491	\$ 347,834	\$ 32,383	\$ -	\$ 33,043	\$ 480,751	\$ 60,094
FY08/09	\$ -	\$ 26,163	\$ -	\$ 205,264	\$ 4,791	\$ 69,644	\$ -	\$ -	\$ 305,862	\$ 38,233
FY09/10	\$ -	\$ 63,726	\$ -	\$ 51,626	\$ 45,096	\$ -	\$ -	\$ -	\$ 160,448	\$ 20,056
FY10/11	\$ -	\$ 60,024	\$ -	\$ 64,756	\$ 21,856	\$ -	\$ -	\$ -	\$ 146,636	\$ 18,330
FY11/12	\$ -	\$ -	\$ -	\$ 530,952	\$ 185,259	\$ -	\$ -	\$ -	\$ 716,211	\$ 89,526
FY12/13	\$ -	\$ -	\$ -	\$ 13,728	\$ -	\$ -	\$ 3,969	\$ -	\$ 17,697	\$ 2,212
FY13/14	\$ -	\$ -	\$ -	\$ 2,153	\$ -	\$ -	\$ 173,480	\$ -	\$ 175,633	\$ 21,954
FY14/15	\$ 24,786	\$ 26,635	\$ -	\$ 19,518	\$ 7,757	\$ -	\$ 21,095	\$ 6,772	\$ 106,563	\$ 13,320
FY15/16	\$ 55,652	\$ 13,191	\$ -	\$ 61,575	\$ 58,464	\$ 28,468	\$ 15,442	\$ 14,889	\$ 247,681	\$ 30,960
FY16/17	\$ 143,269	\$ 42,111	\$ -	\$ 100,308	\$ 395,046	\$ -	\$ 23,474	\$ 70,502	\$ 774,710	\$ 96,839
FY17/18	\$ 66,276	\$ 54,868	\$ -	\$ 1,672,041	\$ 4,020	\$ -	\$ 60,260	\$ 40,811	\$ 1,898,276	\$ 237,284
FY18/19	\$ 287,393	\$ 176,522	\$ -	\$ 92,847	\$ -	\$ -	\$ 200,856	\$ 587,006	\$ 1,344,624	\$ 168,078
FY19/20 through 6/30/20	\$ 37,244	\$ 114,103		\$ 160,958		\$ 963,739	\$ 145,401	\$ 506,033	\$ 963,739	\$ 192,748
Total	\$ 614,620	\$ 577,343	\$ -	\$ 3,043,217	\$ 1,070,123	\$ 130,495	\$ 643,977	\$ 1,259,056	\$ 7,338,831	\$ 667,166

Operating Costs (utilities, contract administration, overhead)	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	
FY07/08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY08/09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY09/10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY10/11	\$ 42,530	\$ 145,426	\$ -	\$ 590,237	\$ 237,272	\$ 67,264	\$ 287,417	\$ 258,776	\$ 1,628,922	\$ 203,615
FY11/12	\$ 37,835	\$ 32,468	\$ -	\$ 302,045	\$ 88,216	\$ 28,265	\$ 136,545	\$ 121,563	\$ 746,937	\$ 93,367
FY12/13	\$ 44,195	\$ 56,252	\$ -	\$ 264,978	\$ 6,670	\$ 24,519	\$ 90,880	\$ 147,278	\$ 634,772	\$ 79,347
FY13/14	\$ 55,497	\$ 34,537	\$ -	\$ 123,611	\$ -	\$ 7,512	\$ 45,669	\$ 124,907	\$ 391,733	\$ 48,967
FY14/15	\$ 53,532	\$ 69,308	\$ -	\$ 104,996	\$ -	\$ 7,288	\$ 40,257	\$ 290,355	\$ 565,736	\$ 70,717
FY15/16	\$ 31,439	\$ 113,440	\$ -	\$ 117,034	\$ -	\$ 6,807	\$ 37,931	\$ 271,711	\$ 578,362	\$ 72,295
FY16/17	\$ 33,066	\$ 111,176	\$ -	\$ 119,435	\$ -	\$ 30,917	\$ 133,559	\$ 217,655	\$ 723,808	\$ 90,476
FY17/18	\$ 29,864	\$ 111,168	\$ -	\$ 261,080	\$ 0	\$ 63,238	\$ 230,482	\$ 235,329	\$ 931,162	\$ 116,395
FY18/19	\$ 33,793	\$ 79,247	\$ -	\$ 251,701	\$ -	\$ 52,543	\$ 246,504	\$ 225,609	\$ 889,397	\$ 127,057
FY19/20 through 6/30/20	\$ 59,621	\$ 78,917		\$ 160,416	\$ -	\$ 59,813	\$ 316,975	\$ 282,964	\$ 958,706	\$ 136,958
Total	\$421,372	\$831,939	\$ -	\$2,373,533	\$332,158	\$348,165	\$1,566,220	\$2,176,147	\$8,049,534	\$1,006,192

Total County Expenditures	Cloverdale	Guerneville	Occidental	Santa Rosa	Sebastopol	Cotati	Petaluma	Sonoma	Total	
FY07/08	\$ 54,492	\$ 42,514	\$ 18,953	\$ 191,410	\$ 407,114	\$ 60,946	\$ 45,403	\$ 62,879	\$ 883,711	\$ 73,643
FY08/09	\$ 50,662	\$ 88,777	\$ 11,589	\$ 297,638	\$ 56,069	\$ 107,704	\$ 64,088	\$ 30,660	\$ 707,188	\$ 58,932
FY09/10	\$ 48,527	\$ 100,872	\$ 25,937	\$ 105,724	\$ 108,345	\$ 17,714	\$ 45,757	\$ 38,815	\$ 491,691	\$ 40,974
FY10/11	\$ 93,367	\$ 230,015	\$ 12,206	\$ 694,830	\$ 285,493	\$ 77,988	\$ 319,576	\$ 300,145	\$ 2,013,620	\$ 167,802
FY11/12	\$ 71,052	\$ 62,800	\$ 6,162	\$ 866,224	\$ 285,900	\$ 37,665	\$ 165,215	\$ 141,862	\$ 1,636,880	\$ 136,407
FY12/13	\$ 95,950	\$ 75,758	\$ 6,816	\$ 287,156	\$ 12,933	\$ 27,196	\$ 102,141	\$ 198,217	\$ 806,167	\$ 67,181
FY13/14	\$ 126,240	\$ 64,913	\$ 10,644	\$ 128,453	\$ 1,609	\$ 8,180	\$ 219,738	\$ 178,693	\$ 738,470	\$ 61,539
FY14/15	\$ 127,867	\$ 137,144	\$ 6,871	\$ 125,660	\$ 8,552	\$ 7,288	\$ 61,352	\$ 372,128	\$ 846,861	\$ 70,572
FY15/16	\$ 133,476	\$ 170,246	\$ 7,296	\$ 180,330	\$ 58,464	\$ 35,275	\$ 53,477	\$ 335,844	\$ 974,408	\$ 81,201
FY16/17	\$ 239,976	\$ 197,764	\$ 9,266	\$ 355,058	\$ 395,046	\$ 37,563	\$ 179,683	\$ 332,347	\$ 1,746,703	\$ 145,559
FY17/18	\$ 153,042	\$ 215,071	\$ 16,053	\$ 2,082,241	\$ 4,035	\$ 84,328	\$ 357,573	\$ 321,246	\$ 3,233,589	\$ 269,466
FY18/19	\$ 378,661	\$ 318,071	\$ 36,710	\$ 495,381	\$ -	\$ 68,370	\$ 544,304	\$ 859,468	\$ 2,700,965	\$ 337,621
FY19/20 through 9/30/20	\$ 141,543	\$ 246,921	\$ 25,588	\$ 441,640	\$ 536	\$ 74,387	\$ 543,135	\$ 874,399	\$ 2,348,149	\$ 293,519
TOTAL FY 07 - FY 18	\$ 1,714,855	\$ 1,950,865	\$ 194,090	\$ 6,251,745	\$ 1,624,097	\$ 644,604	\$ 2,701,443	\$ 4,046,703	\$ 19,128,401	\$ 1,594,033

* Veterans Buildings under management of Regional Parks during this time, information currently unavailable

**Local projects paid out of FO starting 17/18

FY2017/18 - Revenues reflect a one time \$72,033 contribution from the BOS to help offset increased costs from assuming management of the Santa Rosa, Petaluma and Cotati Veterans Buildings. Contribution was allocated as follows: Santa Rosa - \$54,529, Petaluma - \$13,378 and Cotati - \$4,126. Contribution was allocated based on operating information received from United Camps Conferences and Retreats (UCCR).

Beginning FY 2017/18 - BOS approves \$460,000 of annual funding from TOT for the Veterans Buildings. \$34,192 is for Operations (Dept Prog Mgr) and \$425,808 for Capital Project fund.

Beginning with FY2018/19 - Reimbursements represent fee waiver reimbursements received from the Board of Supervisors

Beginning in FY2019/20 - Board of Supervisors added an additional \$207,915 of annual TOT funding for additional costs due to the new Vets Use Policy adopted 9/18/18.

Board also approved a one time transfer of funds (\$231,476) from Disability Insurance into Veterans Buildings for Extra Help costs related to the new Veterans Policy.

March 2019 - March 2020				
	Cotati Veterans Hall	Guerneville Veterans Hall	Petaluma Veterans Hall	Sonoma Veterans Hall
Number of Events (Non-Veteran)	39	22	78	96
Revenue (Non-Veterans)	\$ 42,373.00	\$ 63,969.00	\$152,743.00	\$135,904.00
Number of Events (Veteran)	13	40	151	103
Revenue (Veterans)	\$0.00	\$0.00	\$561.00	\$1,246.00

Sales by Reservation
Petaluma FY19-20 Public

Reporting Period: 3/1/2019 thru 3/1/2020 (Booking Dates)

Event Type	Net Sales
Fundraiser	\$2,326.00
Seminar	\$760.50
Memorial	\$398.32
Fundraiser	\$2,298.00
Public	\$1,175.00
Private	\$125.00
Meeting	\$3,744.50
Birthday Party	\$533.32
Memorial	\$1,856.15
Public	\$240.50
Dinner/Dance	\$4,525.00
Fundraiser	\$2,276.65
Public	\$0.00
Public	\$2,011.00
Wedding	\$3,668.65
Memorial	\$1,496.15
Meeting/Dance	\$1,825.82
Dinner	\$1,500.00
Quinceañera	\$4,474.22
Wedding	\$1,456.15
Celebration	\$2,911.15
Quinceañera	\$2,256.15
Meeting	\$345.00
Training	\$3,260.00
Performance	\$3,405.25
Training	\$543.00
Quinceañera	\$2,383.65
Quinceañera	\$1,511.15
Veteran	\$0.00
Dinner/Dance	\$692.50
Private	\$180.00
Private	\$485.00
Private	\$9,790.00
Baby Shower	\$1,323.32
Fundraiser	\$1,781.15
Birthday Party	\$853.32
Dinner/Dance	\$1,626.15
Public	\$2,041.15
Public	\$1,385.00
Celebration	\$1,833.90
Dinner/Dance	\$5,140.00
Quinceañera	\$2,266.15
Birthday Party	\$803.32
Meeting	\$1,340.00
Fundraiser	\$2,785.00
Dance	\$1,602.50
Dance	\$1,771.25
Seminar	\$1,859.00
Meeting	\$955.00
Dinner/Dance	\$7,079.50
Private	\$1,232.00
Private	\$433.00
Fundraiser	\$3,429.25
Dinner	\$1,559.00
Public	\$945.00

Public	\$2,100.00
Public	\$525.00
Dance	\$790.00
Dance	\$3,570.00
Dance	\$2,555.00
Fundraiser	\$3,116.00
Fundraiser	\$3,563.00
Memorial	\$166.15
Celebration	\$1,956.15
Quinceañera	\$3,296.15
Training	\$0.00
Public	\$265.00
Dinner/Dance	\$4,035.00
Fundraiser	\$3,350.65
Performance	\$2,472.00
Dance	\$2,345.00
Public	\$1,615.00
Performance	\$842.50
Rehearsal	\$405.00
Celebration	\$2,900.00
Public	\$667.75
Celebration	\$1,148.32
Wedding	\$2,561.15
Grand Total	\$152,742.56

Sales by Reservation
Sonoma FY19-20 Public

Reporting Period: 3/1/2019 thru 3/1/2020 (Booking Dates)

Event Type	Net Sales
Celebration	\$1,566.75
Private	\$1,120.00
Wedding	\$1,223.00
Memorial	\$636.00
Public	\$1,002.50
Social	\$3,907.50
Social	\$4,393.86
Dance	\$1,275.00
Dance	\$685.00
Celebration	\$1,005.00
Memorial	\$1,618.00
Dinner/Dance	\$1,925.00
Memorial	\$343.00
Public	\$2,075.00
Celebration	\$1,223.00
Memorial	\$2,353.00
Meeting	\$4,715.00
Meeting	\$3,405.00
Celebration	\$856.00
Public	\$2,547.00
Public	\$1,688.50
Anniversary	\$1,502.50
Birthday Party	\$1,573.00
Private	\$325.00
Memorial	\$1,073.00
Memorial	\$1,133.00
Memorial	\$1,141.00
Performance	\$1,975.00
Fundraiser	\$2,215.00
Quinceañera	\$2,374.11
Quinceañera	\$2,223.00
Birthday Party	\$2,353.00
Public	\$191.00
Quinceañera	\$2,138.00
Quinceañera	\$2,358.00
Memorial	\$811.00
Private	\$801.00
Birthday Party	\$1,083.00
Baby Shower	\$936.00
Concert	\$2,677.75
Meeting	\$462.00
Meeting	\$1,098.50
Dinner	\$1,335.00
Quinceañera	\$1,703.00
Meeting	\$1,140.00
Meeting	\$315.00
Meeting	\$471.50
Trade Show	\$1,651.00
Meeting	\$1,205.00

Lecture	\$875.00
Memorial	\$131.00
Quinceañera	\$1,623.00
Quinceañera	\$1,983.00
Quinceañera	\$2,003.00
Quinceañera	\$1,910.50
Workshop	\$3,236.00
Training	\$0.00
Meeting	\$171.25
Meeting	\$171.25
Meeting	\$779.00
Internal (Event)	\$0.00
Public	\$840.00
Public	\$1,645.00
Public	\$1,645.00
Public	\$210.00
Birthday Party	\$1,036.00
Dance	\$236.50
Dance	\$1,234.00
Dance	\$2,676.00
Dance	\$835.50
Dance	\$780.00
(none)	\$1,525.00
Celebration	\$2,030.00
(none)	\$2,560.00
Trade Show	\$1,053.00
Dinner	\$1,000.00
Public	\$12,905.50
Fundraiser	\$1,380.00
Meeting	\$1,204.00
Meeting	\$2,716.50
Public	\$0.00
Public	\$0.00
Internal (Event)	\$0.00
Internal (Event)	\$0.00
Meeting	\$0.00
Meeting	\$0.00
Public	\$0.00
Trade Show	\$1,000.00
Dinner	\$1,558.00
Memorial	\$0.00
(none)	\$1,092.50
(none)	\$2,210.00
Celebration	\$1,820.50
Grand Total	\$135,903.47

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: TPW

Date: 5/3/21

Inquiry Number: 59

Request/Question:

What systematic approach can we take for the removal of eucalyptus trees in the County right-of-way?

Response:

TPW has developed an informal process based on past practice for tree grove management that includes the reduction of liability and risk to vehicular, bicycle, and pedestrian traffic within the County's road right-of-way. The past practice includes evaluation of a grove of trees by a qualified arborist and determination of risk level and priority. Based on the results of this initial work, TPW would develop a multi-year plan to remove or prune trees by priority.

An example of the tree grove management plan is the removal of eucalyptus trees on Lakeville Road. Tree management projects include:

2014: Contract M13002, Amount \$306,307, Scope: Removal of 24 eucalyptus trees, stump grinding, and pruning of 101 trees.

2016: Contract M15010, Amount \$306,170, Scope: Tree removal, pruning, and stump grinding.

2017: Contract M17001, Amount \$119,493, Scope: Tree removal, pruning, and stump grinding.

2018: Contact M19001 – Bid cancelled due to 2017 Fires

The higher priority work for this project has been accomplished. TPW will continue to monitor the assessment of this tree grove in addition to tree assessments Countywide and respond by priority.

Funding for this type of project is financed with Road Maintenance funds, however funding is not available in TPW's budget given that resources have been redirected to address disaster recovery projects. Resumption of a tree grove management project would require identification of funds while the department is focusing Road Maintenance funds on disaster recovery projects and current priorities as directed by the Board.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	X
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 60

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Los Guilicos: what can we do to make LG campus more fire resilient to help protect the building and archives?

Response:

Staff will enter response here, additional pages will be attached as needed.

The Los Guilicos Campus suffered damage during the Glass Fire of 2020, destroying two buildings and several storage sheds. Post fire damage assessments showed several roofs sustained minor damage when embers landing on them but their non-combustible materials offered sufficient resistance during the period when the fire swept through. Many of the roofs in the former Juvenile Justice facility are original exposed end-of-life roofs and under certain conditions these could ignite in another event similar to the Glass fire.

REMEDIATION OPTIONS

- Remove dead and diseased trees from the Los Guilicos campus and the adjacent groves within the Hood Mountain Park
 - Creates a fire break at a specified perimeter around the campus.
 - Erosion control measures are required as steep slopes need protection from storm water runoff.
 - Estimated cost: \$5 million
- Reroof the older facilities totaling 198,557 square feet.
 - Remove existing roofs including abating hazardous materials used at the time of initial construction and replacing with new non-combustible single ply roofing.
 - Non-combustible roofing material provides fire resistance to allow safe egress but does not provide indefinite resistance.
 - Estimated cost: \$6- \$8 million.
- Demolish all older facilities except Hood Mansion.

- Most of the 1950s buildings are not in use and suffer from years of deferred maintenance and need seismic improvements. Replacement of the roofs will require that all buildings are brought up to code.
- The building where the Archives are housed lacks climate and temperature controls, and would require installation of fire walls, new halon fire suppression system, door/window replacement and upgrades for archival protection, access control, and security.
- Estimated cost to demolish former Juvenile Justice Facilities: \$2.5 - 4 million.
- Estimated cost for Archive building improvements: \$1.3 million.

Staff recommend that the Board of Supervisors consider removing the dead and diseased trees, re-roof the older buildings in use, demolish all of the remaining vacant buildings on the LG campus, and relocate the archives. The total cost of all of these actions is estimated between \$13.5 and \$15 million.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	X
Hopkins	X

D

Department: Sheriff's Office

Date: 5/4/21

Inquiry Number: BIR-63, BIR-65 & BIR-75

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Gore: *Provide a staff report on impact of pandemic driven reduction in "Average Daily Population" at both NCDF and MADF (staff time, overtime, projections for past reopening ADP). How have overtime and permanent staffing been affected by recent population fluctuations at the jail? What is the "right size" of staffing and overtime to manage the current jail population? Main question to address: With criminal justice reforms going on at state, is there a potential for decreased ADP?*

Hopkins:

During the budget presentation, the Sheriff confirmed that his budget assumes continued closure of the NCDF, with an assumption that there would be 800 average daily population (ADP) for the year. What was the ADP assumption for FY 2020-21 that was used to build the current year budget? What are the savings that will be achieved from the continued closure of NCDF, and how are they reflected in the budget for FY 2021-22?

In the discussion of mental health costs, the Sheriff noted that it costs \$200/person/day to keep someone incarcerated. The 800 ADP is presumably considerably lower than the assumed ADP amount. Please calculate the savings expected due to fewer people incarcerated.

Sheriff Essick stated that 22 staff were transferred from NCDF to the open facility, allowing him to dramatically reduce overtime spending in the current year. What happened to these overtime savings in the current year? Where in the budget are the overtime savings reflected next year? What is the cost of the 22 extra FTE that were transferred from NCDF? It would be useful to understand which staffing model is indeed less expensive.

Please also calculate the projected cost reductions due to other salary and fringe savings, lower meal costs, less inmate medical, reduced transportation, and other savings expected from a lower ADP.

In the "Main Adult Detention Facility" portion of the Sheriff budget, Overtime is proposed to increase \$1,751,759, and increase of 54%. Why does the budget go from \$3,223,044 up to \$4,974,803 in FY 2021-22 when overtime should be decreasing due to increased staffing shifted from NCDF?

In the "Court Security" portion of the Sheriff budget, Overtime is proposed to increase \$107,025, an increase of 38%. What are the reasons for this increase?

In the "Patrol" portion of the Sheriff Budget, Overtime is proposed to increase \$800,972, an increase of 18%. Why does the budget go from \$4,514,527 up to \$5,315,499 in FY 2021-22?

Response:

Gore:

Provide a staff report on impact of pandemic driven reduction in "Average Daily Population" at both NCDF and MADF (staff time, overtime, projections for past reopening ADP).

The FY 20-21 budget was built (pre-pandemic) with an ADP of 1,050, but then later reduced when the CAO requested budget reductions to meet the COVID related projected revenue shortfalls. At that time, jail population dipped to 550, but NCDF had never been closed and there was an unknown need for quarantine units. Based on this uncertainty, Sheriff's staff decided to calculate a budget reduction based on an assumption of an ADP of 550 for six months; however, we also assumed one unit would be open at NCDF for two months, to allow for potential quarantine housing. An ADP of 550 for six months plus a baseline ADP of 1,050 for six months results in an average annual inmate population final assumption of 800 for FY 20-21.

The Sheriff's Office assumed that the savings achieved from an ADP assumption of 550 for six months, plus one open unit at NCDF for two months (to allow for potential quarantine housing) would be \$2,973,418. Based on Q3 projections, the actual savings is estimated to be \$2,737,778, or \$235,640 less than predicted due to staff quarantines and inmate meals exceeding assumptions. This occurred even though NCDF was closed longer than anticipated. There have been other FY 20-21 budgetary offsets, such as salary savings from vacant positions, being generated in the Detention Division which help to prevent a budgetary overage. These offsets are unrelated to the closure of NCDF. The Sheriff's FY 21-22 Recommended Budget includes projected cost savings from continued closure of NCDF (\$2,502,973) and includes an Addback to allow for potential ADP increases as the pandemic restrictions are reduced and Courts and community activities return to per-pandemic norms.

How have overtime and permanent staffing been affected by recent population fluctuations at the jail?

The only impact to permanent staffing has been the transfer of 22 correctional deputies, 4 sergeants, and 4.4 support staff from the NCDF to the MADF. Because of the continued number of unavailable staff due to injury / illness and vacant positions, transferred staff have been used to provide coverage for unfilled shifts which has reduced mandatory overtime requirements at MADF.

The reduction in overtime as a result of the transfer of the NCDF positions to MADF has been dramatic. For comparison, in the correctional deputy job class, in FY 18-19, correctional deputies worked an average of 82 hours of mandatory overtime per month, per correctional deputy. The FY 20-21 year to

date average, with the additional 22 correctional deputies working at MADF has dropped overtime by 42% to 47 hours per month per correctional deputy.

For the purposes of this response, additional time is needed to address overtime and staffing for other job classes, including detention assistant, detention specialist, janitorial and kitchen staff.

What is the "right size" of staffing and overtime to manage the current jail population?

For the current population, with the NCDF closed and some operational modifications that have been made necessary due to prior budgetary staff reductions, we are "right sized" now. To return operations to pre-pandemic levels, assuming an ADP of approximately 1,000, and the goal of reducing some of the mandatory overtime would require a minimum of an additional ten correctional deputies. These ten positions would not dramatically impact overtime requirements and not eliminate mandatory overtime, but would allow the Sheriff's staff to return to optimal staffing levels for the supervision of inmates and operation of the MADF. For example, prior to the pandemic, all shifts did not have break relief positions. The staffing schedules relied on using the less than optimal graveyard roving model in some housing units, meaning all housing units were not staffed at all times. With the transfer of NCDF staff to MADF, we have been able to staff all the housing units on every shift except one housing unit on grave shift. When the inmate population increases to approximately 750 the Sheriff will re-open NCDF and the impact on overtime will be substantial, returning mandatory overtime to pre-pandemic levels. In addition to high numbers of unavailable staff, staff separations have significantly increased, driving up correctional deputy vacancies, which are currently at 18. As of April 2021, including vacant positions, work related injuries and other staff leaves, there are a total of 54, or nearly 30% of correctional staff unavailable to work. At pre-pandemic ADP and staffing levels this is covering all of these vacant shifts with overtime.

With both facilities open, to maintain reasonable overtime requirements would require an additional 15-20 correctional deputies. To return to 2008 pre-budget cut staffing levels, an additional 25-30 correctional deputies would be needed. Smaller increases to support staff job classes, primarily detention specialists and janitor are also necessary.

Main question to address: With criminal justice reforms going on at state, is there a potential for decreased ADP?

This is a question detention facility administrators statewide are grappling with and closely watching what is coming out of the State Legislature and the Governor's Office. While there is potential for ongoing reductions to ADP with criminal justice reform there are also reforms that could actually increase the local incarceration population. It is very difficult to project and plan for impacts on ADP until the actual reform becomes law, even then the impacts can be uncertain. For example, when Prop 47 was implemented in 2014, inmate population dipped for a few months and then resumed to capacity, despite the legislative predictions that Prop 47 would reduce inmate population levels. We continue to monitor pending legislation, as well as local trends that will impact the ADP and updated our assumptions accordingly.

Hopkins:

What was the ADP assumption for FY 2020-21 that was used to build the current year budget?

The FY 20-21 Adopted Budget was built (pre-pandemic) with an ADP of 1,050, but then later reduced when the CAO requested budget reductions to meet the COVID related projected revenue shortfalls. At that time, jail population dipped to 550, but NCDF had never been closed and there was an unknown

need for quarantine units. Based on this uncertainty, Sheriff's staff decided to calculate a budget reduction based on an assumption of an ADP of 550 for six months; however, we also assumed one unit would be open at NCDF for two months, to allow for potential quarantine housing. An ADP of 550 for six months plus a baseline ADP of 1,050 for six months resulted in a final average annual inmate population assumption of 800 for FY 20-21.

What are the savings that will be achieved from the continued closure of NCDF, and how are they reflected in the budget for FY 2021-22?

See above Sheriff's response to Supervisor Gore's 1st question.

Please calculate the savings expected due to fewer people incarcerated.

This savings (\$2,502,973) has been calculated and accounted for in the Sheriff's FY 21-22 Recommended Budget and included as an Addback to allow for potential increases in ADP as the pandemic restrictions are reduced.

Sheriff Essick stated that 22 staff were transferred from NCDF to the open facility, allowing him to dramatically reduce overtime spending in the current year. What happened to these overtime savings in the current year?

Overtime savings from the transfer of 22 correctional positions from NCDF to MADF were included in the \$7,923,480 of budget cuts that the Board approved as part of the Sheriff's FY 20-21 Adopted Budget.

Where in the budget are the overtime savings reflected next year?

Detention's overtime budget was reduced by \$1,734,961 in the Sheriff's FY 21-22 Recommended Budget. This reduction is included as an Addback to allow for potential increases in ADP as the pandemic restrictions are reduced and activity rebounds to pre-pandemic levels.

What is the cost of the 22 extra FTE that were transferred from NCDF?

The permanent position costs of 22 correctional staff allocated to NCDF is \$5,134,888. The costs would only change if NCDF is permanently closed and the positions are cut. These 22 staff generate cost savings by filling in for the average of 40 sick and injured ("unavailable) correctional staff and vacant positions at MADF. These shifts would otherwise be filled with overtime.

It would be useful to understand which staffing model is indeed less expensive.

Assuming the question is referring to the comparison of the following two models (1) backfilling with overtime compared to (2) adding more full time positions, this needs to be further evaluated in conjunction with the cost of worker's compensation costs associated with an annual average of 40 injured staff, liability costs associated with fatigue, reduced training, reduced supervision (supervisors cover vacant shifts when mandatory overtime reaches peak levels), the quality of life issues associated with mandating 80+ hours a month of overtime, and the impacts this has on our ability to retain employees and hire new employees. In FY 18-19 and FY 19-20, correctional deputies averaged 38 and 41 hours, respectively, of overtime per pay period. Ignoring these very real and important considerations and solely looking at costs in the Sheriff's Detention budgets, Model 2 is "less expensive" than Model 1, yet sustainable working conditions cannot be achieved with Model 1.

Please also calculate the projected cost reductions due to other salary and fringe savings, lower meal costs, less inmate medical, reduced transportation, and other savings expected from a lower ADP.

These costs have been calculated (\$2,502,973) and have been assumed in the Sheriff's FY 21-22 Recommended Budget.

In the "Main Adult Detention Facility" portion of the Sheriff budget, Overtime is proposed to increase \$1,751,759, and increase of 54%. Why does the budget go from \$3,223,044 up to \$4,974,803 in FY 2021-22 when overtime should be decreasing due to increased staffing shifted from NCDF?

The overtime savings from the closure of NCDF (\$1,734,961) are assumed in the Sheriff's FY 21-22 Recommended Budget. In FY 20-21 the Sheriff's Office budget was cut by nearly \$8,000,000. Some of these cuts included one-time cuts to overtime to help prevent unnecessary staff layoffs. To prepare the FY 20-21 budget, typical budget assumptions were not valid in respects to the ongoing and unforeseen impacts of the pandemic. In FY 21-22, the budget assumes employee training will be reinstated requiring overtime backfill. In addition, the overtime budgets are adjusted based on the most recent, relevant experience. The FY 20-21 overtime projection (with minimal training backfill) for MADF is \$4,378,608. Adding the labor contract salary increases and training backfill assumptions for FY 21-22 to the FY 20-21 projection would equate to a FY 21-22 projected budgetary need of just over \$5,000,000, which is relatively close to the current request in the FY 21-22 Recommended budget.

In the "Court Security" portion of the Sheriff budget, Overtime is proposed to increase \$107,025, an increase of 38%. What are the reasons for this increase?

Overtime budgets are always adjusted based on the most recent, relevant experience. Overtime backfill costs for injured staff are increasing over prior years' experience. Other variables such as the availability of extra help to provide shift coverage and the return of employee training, labor contract salary increases are included in the budget projection.

In the "Patrol" portion of the Sheriff Budget, Overtime is proposed to increase \$800,972, an increase of 18%. Why does the budget go from \$4,514,527 up to \$5,315,499 in FY 2021-22?

Part of the overall \$8,000,000 in Sheriff's Office FY 21-22 budget reductions a one-time travel training freeze was instituted. The FY 21-22 budget assumes training will resume, which generates overtime backfill. In addition, the budget assumes contract security services will be resume, as COVID related restrictions are reduced. Contract security overtime costs are fully offset by fees which are adopted annually in the County's Fee Ordinance. In addition, labor contract salary increases are included in the budgeted amount.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	X
Hopkins	

Department: CRA

Date: 5/3/21

Inquiry Number: 67

Request/Question:

Please provide more information about Prop 19 impacts on assessment rolls and potential funding from state for local fire and backfill for lost property taxes.

1. Please explain potential impact of Prop 19 on assessment roll.
2. How do we get funding from state for "as stated in proposition" local fire and backfill for property tax losses?

Response:

1. It's unknown at this point in time what the financial impacts of Proposition 19 will be on the assessment roll. The Assessor's Office is anticipating an increase in overall workload and appraisals.

Proposition 19 had two major changes for property assessments. The first restricts the assessment exclusion available for transfers of ownership from parents/grandparents to children/grandchildren. Under Proposition 19, only the principal residence of the parent/grandparent is eligible to be transferred to a child who will use the property as their principal residence. The second expanded the availability of eligible property owners to transfer a low tax base year value to a new property.

Previously, parent/grandparent to child/grandchild transfers of ownership did not require property values to be reassessed, regardless of how the child used the residence. Proposition 19 restricts the reassessment exclusion to owner-occupied properties, so a number of transfers that occurred in the past will not be eligible for exclusion. Due to the tightening of restrictions to the exclusions, the Assessor's Office expects to see an increase in assessments and related values to the assessment roll. The Assessor's Office generally processes 1,875 Parent/Grandparent to Child/Grandchild exclusions annually. Over the past two years of data, approximately 36% of parent/child exclusions were for primary residences of the parents, and therefore may also be eligible for the exclusion under the new rules. It is unknown how many of the children occupied those properties as primary residences after the transfer, or how many of them move out during their ownership of the property, both of which would affect the eligibility for exclusion.

Due to the expansion of provisions related to base year value transfers which allows people age 55 and older, severely disabled or victims of natural disaster to transfer property tax base up to three times anywhere in the state as well as to buy a replacement home that is worth more than their old home, an increase in transfers is expected. Inter-county transfers will now require an appraisal by the Assessor's Office for both outbound and inbound transfers. The expectation is that counties with higher property values (i.e. San Francisco, Marin) will have property owners transferring into Sonoma County, but that Sonoma County property owners will also be transferring out to counties with lower property values (i.e. Shasta, Lake). There will also be multiple transfers within the County that may result in a lower net tax value, because the property being purchased would have otherwise been assessed at market value. The Assessor's Office generally processes 145 base year value transfers annually.

The Assessor's Office is currently working on implementing mandated tracking and reporting for these exclusions and transfers, so that the office will be able to report out on the increase/decrease in applications, and the associated values, in the future, both internally and to the state. However, limited internal resources make this difficult. Additionally, the office would not be able to handle the increase in appraisals required by Proposition 19. Therefore, there may not be any increase in revenue due to the work not being able to be completed.

2. At this point in time, how Sonoma County or other local agencies receive funding from the state related to local fire response and suppression and property tax backfill is unclear.

Additional revenues and savings on the state level is required to be calculated by September 1, 2022, pursuant to Article XIII A Section 2.2 of the California Constitution. No later than September 15 of that year, the State Controller will transfer 75% of the funds to the California Fire Response Fund. The Fire Response Fund will be used to expand fire suppression staffing. 80% of that Fund is set aside for special districts that provide fire protection services. The funding will take the form of grants of at least 10 years, but it is unknown how those funds will be applied for or awarded. This will be an annual process.

The Sonoma County Assessor's Office, and/or the Auditor-Controller-Treasurer-Tax Collector, will be required to determine the financial gain, either positive or negative, of the revenue resulting from Proposition 19. The revenue increase from the sale of eligible outbound base year transfers will be calculated with the revenue decrease resulting from eligible transfers into the county. If the gain is positive, Sonoma County will not be eligible to receive reimbursement from the County Revenue Protection Fund. If we have a negative revenue gain, we will be eligible for reimbursement.

The California Department of Tax and Fee Administration (CDTFA) will determine the aggregate gain every three years, and provide reimbursement equal to any negative gain. This likely means that Sonoma County would not see any revenue reimbursement, if warranted, until 2024 or later. A meeting on May 26, 2021 with CDTFA will hopefully provide more information. The Sonoma County Assessor's Office will need to develop new tracking databases and systems in order to properly calculate these values for mandated reporting to the state, however, current technical resources are not sufficient for the development and maintenance of new tracking databases for Proposition 19.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	x
Hopkins	x

Department: DEM

Date: 5/4

Inquiry Number: 70 & 74

Request/Question:

Gore: Bring back a contract to create a plan for re-energizing the SoCo Emergency Council because we have to improve upon our multi-jurisdictional efforts on preparedness, mitigation, and readiness.

Hopkins: What level of budget is needed to imbue the Emergency Management Council with greater authority, and how do we get it started?

Response:

Recommendation:

\$85,000 to hire an organizational development consultant.

Background

One area of effort following the 2017 fires was to assess the potential for evolving the Emergency Council into a more practical and effective coordinating body. Initial discussions regarding potential models and missions were cut short by the continued response to disasters in 2019 and 2020. Now may be a suitable opportunity to resume this effort:

- The recent responses have identified several areas in which we can improve our efforts to coordinate preparedness efforts such as care & shelter and participation in grant programs.
- Community interest in preparedness remains very high with a significant increase in community and neighborhood organizations.
- There is discussion of a potential Wildfire Emergency Response Sales Tax measure next year.

Project Description

Staff recommends contracting with a consulting firm specializing in local government organizational development to conduct a comprehensive needs assessment, develop an action plan, and facilitate implementation. Project timeframe is 18 months including implementation and revisions. Key Council development focus areas would include:

- environmental scan of similar organizations and identification of best practices
- mission/purpose
- organization structure/membership
- equity and community engagement
- levels of representation
- authorities
- responsibilities
- scope of services
- budget/cost-sharing
- revisions to County code
- administration/by-laws

Note: Project elements could be reduced/eliminated based on funding allocated.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	
Coursey	
Gore	X
Hopkins	

Department: DHS

Date: 5/3

Inquiry Number: BIR-72

Request/Question:
Subject 9: Sonoma County Animal Services Budget
Does the current budget proposal insure that we will have no layoffs? During last year's budget, we backfilled Animal Services.

Response:
<i>FY21/22 recommended budget does include 2.5 fte deletions, there are no layoffs. These positions were funded via the Town of Windsor contract that ended in FY19/20.</i>
<i>Total expenditures in the 21-22 Animal Services Budget is \$5.1 million, a decrease of \$1.5 million from the 20-21 budget of \$6.6 million.</i>
<i>Included in the FY21/22 recommended budget is \$393k of County discretionary funds as a onetime match to FY20/21 add backs and \$100k of County discretionary funds to cover increased salary & benefit costs. 6 months of funding has been set aside for FY 22/23 from County discretionary sources. The department will need to work with the CAO for the remaining funding for FY22/23 and forward. This may be the opportunity to revisit the Animal Services study that was finalized in 20/21.</i>

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Probation

Date: 5/3/21

Inquiry Number: BIR-76

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Caseload: *With legislative changes at the state level, has Probation seen any drop in caseloads? What caseload trends are projected going forward?*

Response:

With the passage of Assembly Bill 1950, probation terms for many sentenced felony cases were reduced from three to two years, and many misdemeanors from a three to one year term of supervision. Overall supervision numbers appear down in 2021, compared to the previous year. The number of sentencing declined – likely an impact from COVID – which in turn resulted in fewer grants of supervision. (See Charts 1A & 1B). Chart 2 further supports this trend and begins to highlight the drop in caseload numbers at the beginning of 2021, as elimination of AB 1950 eligible cases began.

While there is a drop in caseload ratios (Chart 3), Probation caseloads remain on the high end of what is considered best practice, and an industry standard for caseload supervision levels. Although somewhat dated and perhaps not reflective of workload per se, the American Probation & Parole Association has suggested the following ratios, assuming probation agencies are actively implementing evidence-based supervision and case management practices. Intensive/High Risk – 25:1; High/Moderate Risk – 50:1; and Low Risk – 200:1. Despite existing caseload ratios that exceed industry standards, Probation Officers still strive to meet department expectations of implementing and practicing evidence based interventions, with proper supervision in the community, and serving victims.

Judicial Council of California guidance determined AB 1950 provisions are applicable to existing probation supervision cases. Chart 4 illustrates those cases where the AB 1950 process was applied from February 2021 – April 2021. The first two months show an unusually high number due to initiation of the AB 1950 review process locally. April numbers more closely approximate what the remaining months of 2021 may represent as regards AB 1950 impacts on existing cases. While the number of supervision cases sent to Probation are likely to remain consistent with current trends,

reductions in the length of supervision are likely to result in modest declines in the supervised probation population in coming years.

Rounding out Probation Officer supervision workload is discussion of two related business functions. The chart below represents Adult Division Investigations Unit workload, which increased in FY 18-19 due to the passage of Proposition 63 (Prohibited Persons Relinquishment of Firearm investigations) but dipped the following year, likely due to the pandemic. These data suggest the Investigations workload remaining relatively steady and resuming trends dating to FY 18-19 as the Courts transition out of the pandemic.

	Presentence investigation reports	Prop 63 Reports	Expungement reports
FY 17/18	994	689	218
FY 18/19	1109	1140	116
FY 19/20	816	1129	82

Chart 5 depicts the number of defendants released by the Court to pretrial monitoring. This workload represents the front end of Probation’s work in the criminal justice system conducting pretrial risk assessments on individuals in jail, and out of custody complaints filed by the District Attorney. As these numbers indicate, while the jail population was decreasing due to safety protocols enacted in response to the pandemic, the pretrial population monitored by Probation almost doubled. At one point in 2020, there were more individuals on pretrial monitoring than were being housed in the jail. It is our understanding work accomplished in the pretrial arena contributed to the Sheriff’s Office being able to close the North County Detention Facility.

One example of a change in practice affecting supervision workload in the Adult Services Division, involves being required to transport our clients arrested on warrant cases from out of county jails back to Sonoma County. Previously the Sheriff’s Office handled this task.

Probation management remain actively engaged in evaluation of workload while implementing departmental best practices, and continue to adapt and adjust to legislative changes impacting caseloads.

Chart 1A & 1B. Total number of individuals with a Formal Probation, MS or PRCS grant and on a supervision caseload. These counts are snapshots from the first day of the year over the last ten years, 2012 to 2021. The first chart (1A) shows individuals with an active supervision grant only. The second chart (1B) presents all individuals on a supervision caseload, but splits out the total by active status and those who remain on an officer’s caseload who are on warrant or summarily revoked status.

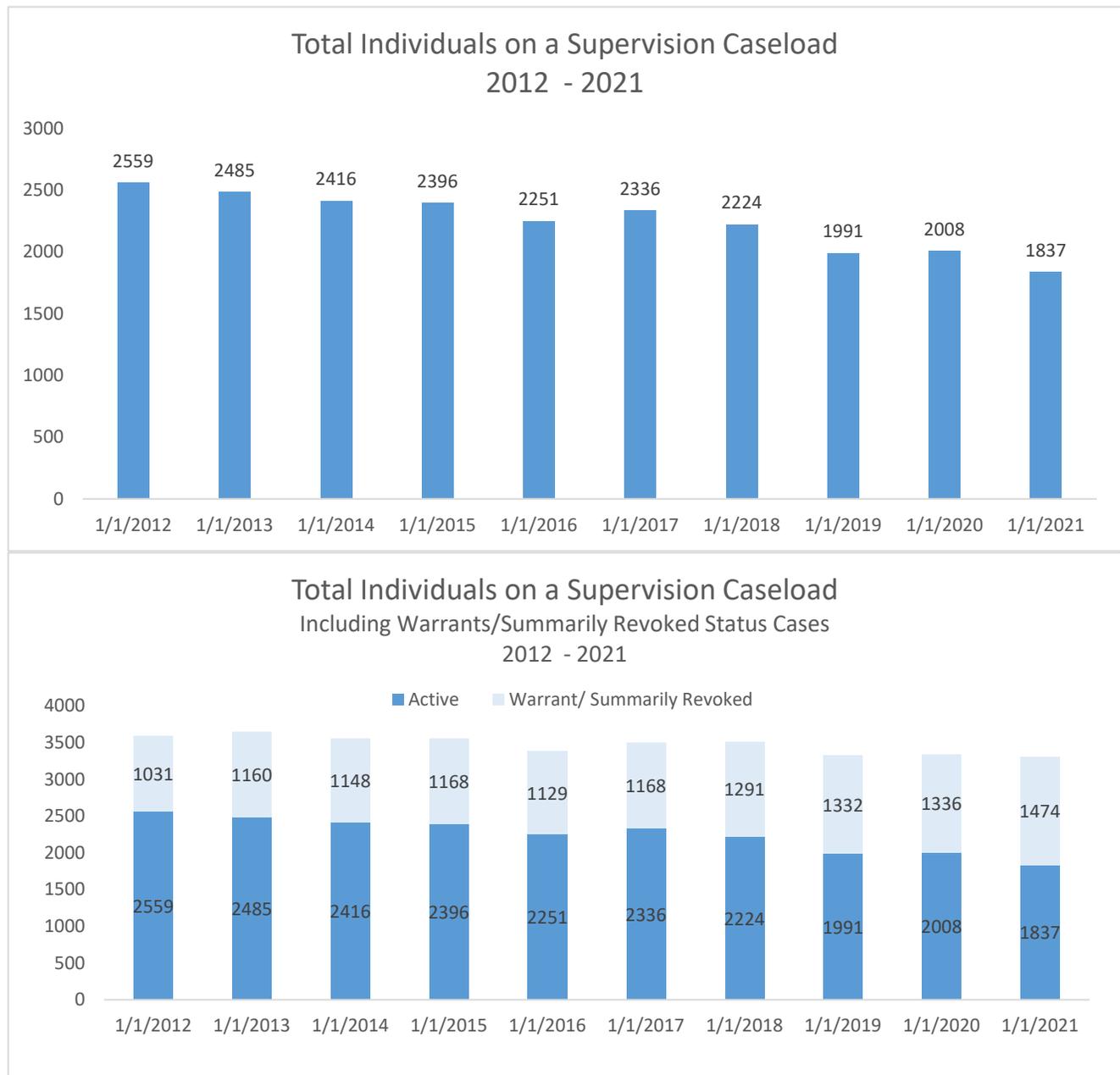


Chart 2. Total number of individuals with active supervision grants on AB 109 and non-AB109 supervision caseloads. Counts are based on quarterly snapshots starting July 2019, with monthly counts provided for January – May 2021. These counts do *not* include individuals who remain on supervision caseloads, but whose status is active warrant or summarily revoked.

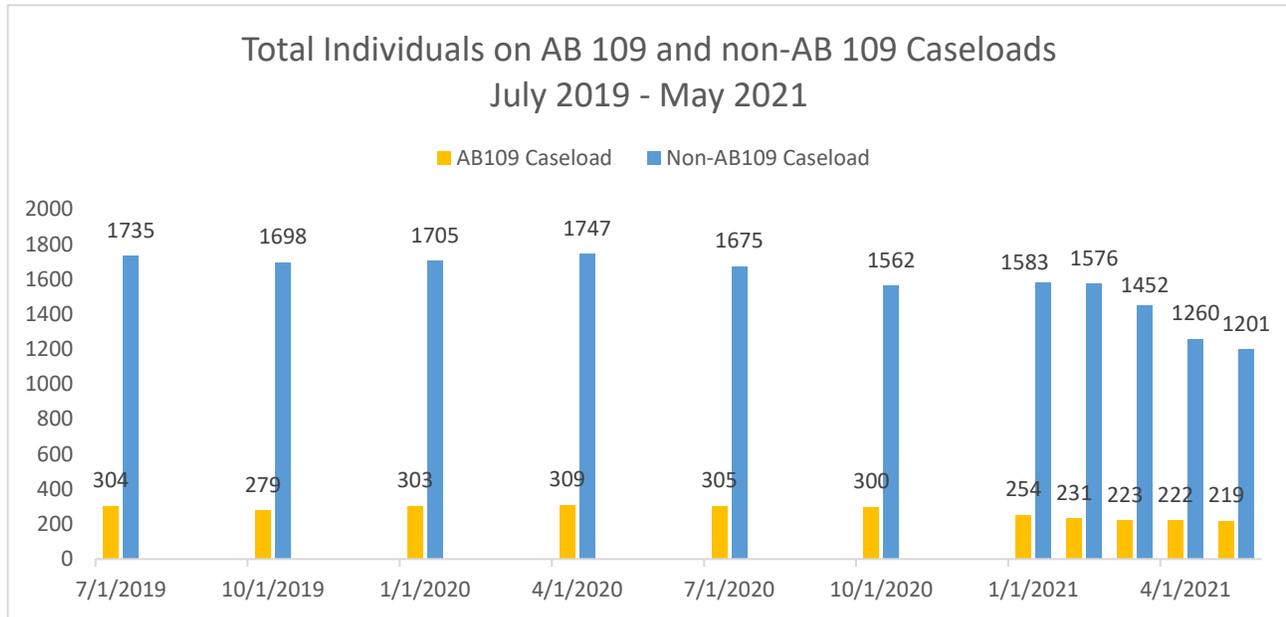


Chart 3. Supervision caseload ratios by caseload type: AB 109, High Risk, Moderate Risk, Low Risk, and Specialty. Counts are based on quarterly snapshots starting July 2019, with monthly counts provided for January – May 2021. Caseload ratios include individuals on a caseload with active supervision grants, in addition to individuals on warrant or summarily revoked status.

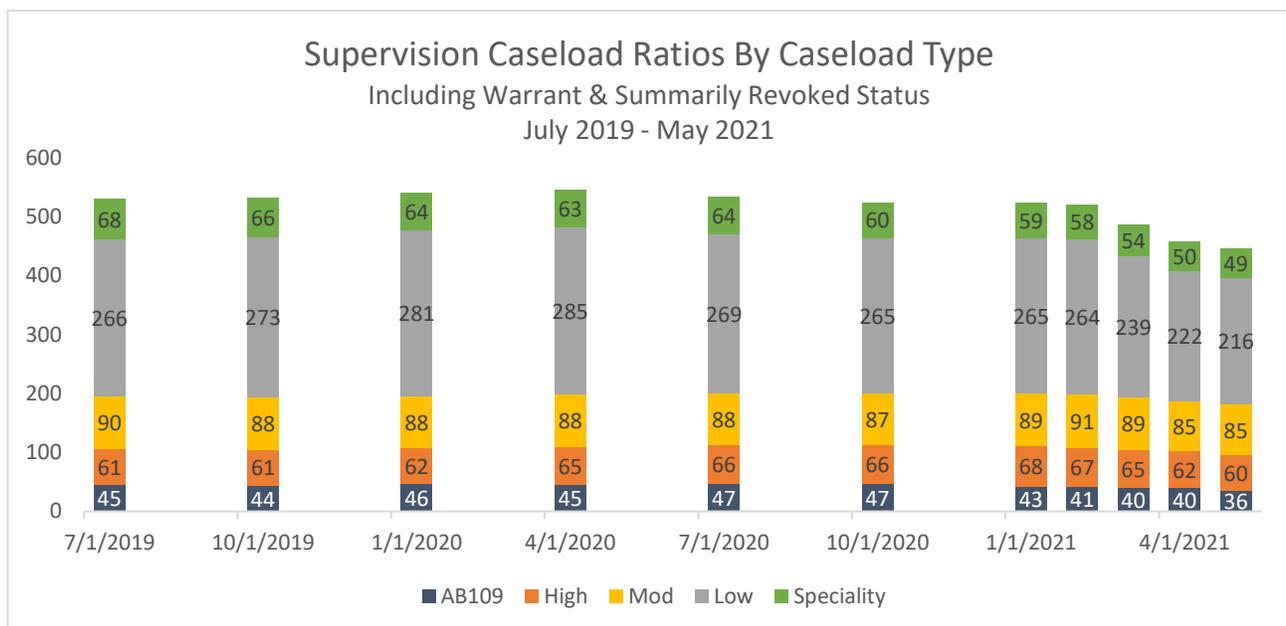
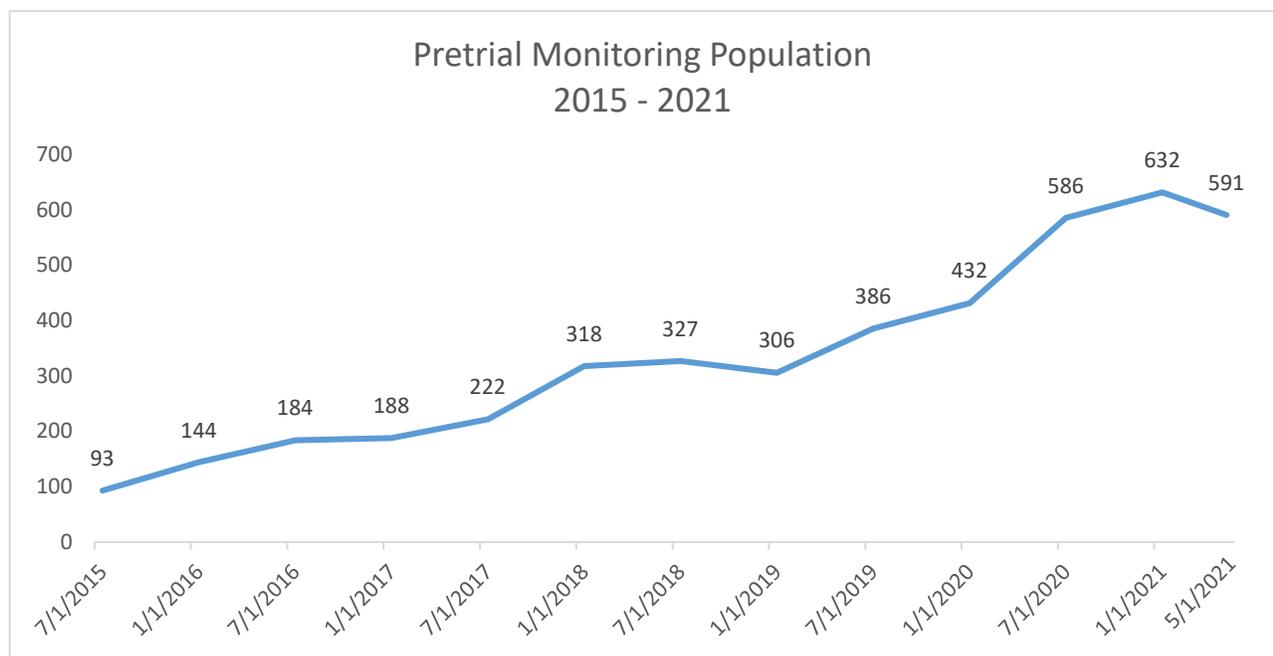


Chart 4. This chart reflects the counts of individuals who have had the AB 1950 transfer process initiated. These AB 1950 eligible cases have been placed on the AB 1950 transfer caseload pending review by the DA’s office and the Court.

Projecting through the end of December 2021, there are **an additional 220 individuals likely eligible** for early termination between May and December 2021. These cases will be reviewed by the Probation Department to verify eligibility for early termination. Based on the trends of the review process to date, we expect upwards of 90% of these individuals to have the AB 1950 transfer process initiated once a Probation Officer reviews their cases. Note that these estimates are subject to change as people go in and out of summarily revoked status.



Chart 5. This chart presents the population monitored by the Probation Department on pretrial release, based on bi-annual snapshots from 2015 to 2021, with a final snapshot provided for May 1, 2021.



FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Equity

Date: 5/3

Inquiry Number: BIR-79

Request/Question:

Equity Data: Should the CAO office collect equity data information?

Have there been issues with collecting equity data from County departments? If so what are potential solutions.

Response:

The first task here is to define "equity data."

From an internal perspective, the Department of Human Resources collects demographic data from our employees. That there are some limitations to the kind of data that is collected, and there are a number of employees who chose not to report their race or ethnicity. That choice then requires HR to visually attempt to identify the employee who chose not to self-report, in order to comply with federal rules and regulations. We have discussed sending out some updated requests to our employee community to support a renewed effort to better understand our County's demography. We have also discussed the possibility of publishing our demographic data, as have other jurisdictions who are undertaking equity efforts.

City of Portland: <https://www.portlandoregon.gov/oehr/article/595121>

King County: https://kingcounty.gov/~media/audience/employees/diversity-services/Workforce%20Equity/2018_EEO_AA_Progress_Report_Final.ashx?la=en

From an external perspective, "equity data" could cover many areas of data collection and analysis. The Office of Equity is partnering with the Human Services Department's Upstream Investments, who is working to develop a robust data set and analysis using a Results Based Accountability approach. The Office of Equity has included the Upstream Investment staff team in its first-round Core Team training, as well as its Policy Committee in the leadership level training so as to ensure that the County's data collection and analysis with regard to its funding non-profit service providers is supported by an equity analysis.

Results Based Accountability (RBA) provides an evidence-based process and tools to collaboratively develop shared outcomes with a focus on disaggregating data to enhance the County's racial equity work. The County intends to apply a RBA model to facilitate the normalization of conversations around

race, to enhance staff capacity through ongoing training, and to operationalize racial equity by embedding this lens into routine decision-making and policy implementation. Specifically, we are working to develop a RBA structure to assess the existing baseline, to measure future progress, and assess the effectiveness of a future Race Equity Action Plan.

RBA was identified by Sonoma County safety net department leadership team as an approach to operationalize the Board approved Contracting Principles. Currently, Human Services is coordinating with the safety net Departments to utilize RBA for the planning, reporting, and monitoring of performance measures of County programs and contracts. An online dashboard has been developed to transparently communicate to the Board about program performance and successes.

Utilizing a RBA approach to support the County's racial equity work builds on this expertise and deep work with our community-based partners who are implementing RBA. Human Services staff, under the leadership of Upstream Investments and in partnership with the Office of Equity, will expand this work and provide ongoing support to apply RBA to the County's racial equity effort after receiving additional training.

RBA has the potential to deepen how the County directs its investments, implements programs and supports County employees. By linking all of the County's RBA efforts, decisions will be made based on data to support greater equity in all these areas. Thereby creating the conditions to implement strategies based on what we are learning through ongoing factor analysis and action planning with all partners.

It is recommended that collecting and tracking of equity data be a function of the Office of Equity, which is working to elevate and advance and coordinate equity work in different departments, to strengthen capacity to collect new data, ensure the data collected is informative and helpful, and to more powerfully leverage the data we do have. The County Administrator's Office will coordinate with the Office of Equity should there be any data collection issues, and will regularly review data.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: APOSD

Date: 5/3/21

Inquiry Number: 82 & 103

Request/Question:
Please provide a breakdown of acreage purchased.

Response:																																																																								
<p>Ag + Open Space has protected over 118,000 acres in Sonoma County. The following table shows all protected lands in chronological order. This comprehensive list includes both easements and fee properties. Since the time of acquisition some of the fee interests have transferred to other entities and we now hold the easement interest. The District currently owns 3,844 acres in fee lands.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Property</th> <th style="text-align: center;">District</th> <th style="text-align: center;">Acreage</th> <th style="text-align: center;">Board Date</th> </tr> </thead> <tbody> <tr><td>MARTY</td><td style="text-align: center;">2</td><td style="text-align: right;">223.00</td><td style="text-align: center;">8/11/1992</td></tr> <tr><td>MCCORD NORTH/AUDUBON PRESERVE</td><td style="text-align: center;">4</td><td style="text-align: right;">1,418.00</td><td style="text-align: center;">12/1/1992</td></tr> <tr><td>MCCORD SOUTH</td><td style="text-align: center;">4</td><td style="text-align: right;">1,635.00</td><td style="text-align: center;">12/1/1992</td></tr> <tr><td>CLOUDY BEND</td><td style="text-align: center;">2</td><td style="text-align: right;">368.00</td><td style="text-align: center;">3/8/1993</td></tr> <tr><td>SEBASTOPOLRAILROAD FOREST</td><td style="text-align: center;">5</td><td style="text-align: right;">8.00</td><td style="text-align: center;">5/25/1993</td></tr> <tr><td>DOERKSEN</td><td style="text-align: center;">1</td><td style="text-align: right;">120.00*</td><td style="text-align: center;">7/27/1993</td></tr> <tr><td>ALBA LANE</td><td style="text-align: center;">4</td><td style="text-align: right;">31.00</td><td style="text-align: center;">8/31/1993</td></tr> <tr><td>ST. FRANCIS VINEYARDS</td><td style="text-align: center;">1</td><td style="text-align: right;">93.00</td><td style="text-align: center;">9/14/1993</td></tr> <tr><td>VASILA</td><td style="text-align: center;">2</td><td style="text-align: right;">200.00</td><td style="text-align: center;">9/14/1993</td></tr> <tr><td>WHITE</td><td style="text-align: center;">4</td><td style="text-align: right;">41.00</td><td style="text-align: center;">9/14/1993</td></tr> <tr><td>BROWN</td><td style="text-align: center;">3</td><td style="text-align: right;">14.00</td><td style="text-align: center;">9/21/1993</td></tr> <tr><td>BURNS</td><td style="text-align: center;">2</td><td style="text-align: right;">560.00</td><td style="text-align: center;">10/19/1993</td></tr> <tr><td>ST. LUKE'S</td><td style="text-align: center;">4</td><td style="text-align: right;">33.00</td><td style="text-align: center;">4/12/1994</td></tr> <tr><td>DOUGAN</td><td style="text-align: center;">2</td><td style="text-align: right;">376.00</td><td style="text-align: center;">6/7/1994</td></tr> <tr><td>COTATI HIGHLANDS</td><td style="text-align: center;">2</td><td style="text-align: right;">317.00</td><td style="text-align: center;">6/7/1994</td></tr> <tr><td>LORENZINI</td><td style="text-align: center;">5</td><td style="text-align: right;">221.00</td><td style="text-align: center;">8/2/1994</td></tr> <tr><td>DELOACH</td><td style="text-align: center;">4</td><td style="text-align: right;">75.00</td><td style="text-align: center;">8/16/1994</td></tr> </tbody> </table>	Property	District	Acreage	Board Date	MARTY	2	223.00	8/11/1992	MCCORD NORTH/AUDUBON PRESERVE	4	1,418.00	12/1/1992	MCCORD SOUTH	4	1,635.00	12/1/1992	CLOUDY BEND	2	368.00	3/8/1993	SEBASTOPOLRAILROAD FOREST	5	8.00	5/25/1993	DOERKSEN	1	120.00*	7/27/1993	ALBA LANE	4	31.00	8/31/1993	ST. FRANCIS VINEYARDS	1	93.00	9/14/1993	VASILA	2	200.00	9/14/1993	WHITE	4	41.00	9/14/1993	BROWN	3	14.00	9/21/1993	BURNS	2	560.00	10/19/1993	ST. LUKE'S	4	33.00	4/12/1994	DOUGAN	2	376.00	6/7/1994	COTATI HIGHLANDS	2	317.00	6/7/1994	LORENZINI	5	221.00	8/2/1994	DELOACH	4	75.00	8/16/1994
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ZIEDRICH	4	42.00	8/16/1994
SAN FRANCISCO ARCHDIOCESE	2	28.00	7/19/1994
FITCH MOUNTAIN	4	195.2*	8/30/1994
FITCH MOUNTAIN DONATION	4	3.50	8/30/1994
MYERS	5	373.00	11/29/1994
FOX	4	22*	12/20/1994
HEALDSBURG RIDGE	4	33*	2/14/1995
MAFFIA (Stony Point Ranch)	2	285.00	3/28/1995
HAROUTUNIAN SOUTH	2	21.00	2/14/1995
GRATON RAILROAD TRAIL	5	16.00	5/16/1995
CARINALLI	5	245.00	5/2/1995
LANG	4	243.00	6/20/1995
SILBERSTEIN (Wikiup)	4	12.00	8/15/1995
DUTTON RANCH	5	69.00	8/15/1995
FREIBERG	1	172.00	8/22/1995
HENSHAW	1	32.00	8/22/1995
SILACCI DAIRY	2	196.00	10/24/1995
NICHOLAS FARMS	1	306.00	11/14/1995
SANTA ANGELINA (McMicking)	4	7,877.00	11/14/1995
MCCORMICK RANCH	1	353.00	11/28/1995
MATTERI	3	116*	12/12/1995
MOON RANCH	2	381.00	9/26/1995
SCHOPFLIN (UNITY) BALLFIELDS	4	21.00	3/19/1996
ANDERSON	4	30.00	3/26/1996
LAGUNA UPLANDS (Palm Terrace)	5	8.00	4/9/1996
MICKELSEN	2	419.00	5/7/1996
ALMAN MARSH	2	27.00	3/12/1996
SLEEPY HOLLOW DAIRY (Herzog)	2	561.00	5/21/1996
TREADWELL	4	10.00	6/18/1996
KNUDTSEN DAIRY	2	221.00	6/25/1996
GUTTMAN	4	158.00	8/27/1996
CALLAHAN	4	106.00	5/7/1996
MCNEAR PENINSULA	2	10.00	5/12/1995
SOTOYOME HIGHLANDS (Weston)	4	1,160.00	8/20/1996
YEE	2	630.00	3/25/1997
YOUNG - ARMOS	3	45.00	4/15/1997
MCCORMICK RANCH	1	1,011.00	12/13/1996
MCCREA	1	197.00	6/10/1997
GEARY RANCH	1	422.00	6/24/1997
GEARY RANCH (State Parks)	1	170.00	6/24/1997
HEPPER	5	87.00	7/15/1997
MORRISON BROTHERS DAIRY	2	137.00	9/9/1997
DOGBANE PRESERVE (Evergreen)	4	3.00	12/2/1997
KEEGAN & COPPIN	1	24.00	10/28/1997

MAGERS (Gray Creek Portion)	5	62.00	1/6/1998
WRIGHT PRESERVATION BANK (Cramer)	5	173.00	12/3/1996
WINDSOR OAKS (Stein)	4	711.00	12/16/1997
AGGIO RANCH	2	249.00	1/6/1998
HAROUTUNIAN - NORTH	4	18.00	2/10/1998
GUSTAFSSON (Gray Creek Portion)	5	31.00	1/27/1998
OKEN	3	73.00	2/24/1998
DASHIELL/MOLLE	3	83.00	6/2/1998
WHITE II	4	15.00	5/12/1998
HAFEY RANCH	4	500.00	7/28/1998
BATH - WATT	3	47*	11/17/1998
SONOMA DEVELOPMENT CNT - Area 1	1	290.00	1/13/1998
MONTE RIO SCHOOL DISTRICT	5	3.70	9/1/1998
BODEGA BAY FIREHOUSE	5	0.50	7/14/1998
MAZZETTA DAIRY	2	480.62	1/5/1999
MOM'S BEACH	5	11.00	3/9/1999
SKILES	1	113.00	4/6/1999
NATHANSON CREEK	1	0.70	1/26/1999
NAHMENS	2	255.00	4/20/1999
NUNES	3	120*	10/12/1999
COLLISS	5	1,578.00	11/17/1998
WINDSOR TOWN GREEN	4	3.30	11/2/1999
CAMOZZI DAIRY	2	256.00	12/14/1999
GROVE OF THE OLD TREES	5	28.00	7/18/2000
COOK RANCH	1	519.00	8/22/2000
MODINI	4	1,725.00	8/22/2000
RED HILL (Sequeira)	5	911.00	3/14/2000
SOLAK	5	0.60	12/12/2000
HO	1	30.00	3/20/2001
DEWAR	5	40.00	1/23/2001
GLEN OAKS	1	234.00	12/12/2000
ALPHA FARM	5	428.53	9/25/2001
BROWN FARM	5	500.34	9/25/2001
KELLY FARM	5	396.29	9/25/2001
STONE FARM	5	114.93	9/25/2001
COOLEY RANCH	4	19,064.00	7/10/2001
IELMORINI DAIRY	5	1,217.00	11/6/2001
RICHARDSON (Cloverdale River Park)	4	2.00	10/23/2001
AZEVEDO DAIRY	2	236.00	12/4/2001
MORELLI	2	454.00	1/8/2002
MARTIN	2	429.42	1/29/2002
BALLETTO	5	188.00	2/26/2002
BALLETTO (County Parcel)	5	65.00	2/26/2002
BIANCHI	5	631.26	3/26/2002

PAULIN CREEK	3	9.00	7/9/2002
SCOTT	2	533.32	3/26/2002
MCCULLOUGH	1	285*	4/23/2002
KEISER PARK	4	6.81	8/6/2002
RIGLER	5	415.00	1/29/2002
RIVERFRONT PARK (Hanson Aggregates)	4	304.62	5/7/2002
GIROUARD (Cloverdale River Park)	4	0.33	2/26/2002
KEEN	1	60.64	10/8/2002
PRINCE MEMORIAL GREENWAY	3	6.00	12/18/2001
GROSSI	1	48.00	11/19/2002
SUNSET BEACH	5	21.00	1/15/2002
ASBORNO/NELSON	4	96*	2/25/2003
JOHNSON	1	297.00	12/17/2002
JOHNSON ACCESS	1	2.67	2/25/2003
CARRINGTON COAST RANCH	5	335*	5/6/2003
BRAYTON	2	130.00	2/4/2003
INDIAN VALLEY	5	24.78	5/20/2003
CONNOLLY	4	63.00	5/20/2003
JACOBS RANCH	1	168*	7/1/2003
FOX POND	4	52.9*	1/28/2003
SKILES (Fee)	1	47*	12/16/2003
FLOCCHINI	2	153.16	12/2/2003
PETALUMA MARSH ACCESS/ENHANCEMENT	2	221.00	11/4/2003
WILROTH	1	229*	3/23/2004
ROBLAR RANCH	2	757.00	4/6/2004
LUPINE HILL	1	19.00	4/27/2004
ELIOT	1	52.00	4/27/2004
VAN HOOSEAR WILDFLOWER PRESERVE	1	163.00	5/6/2003
MAFFIA RANCH	2	245.00	6/8/2004
SEBASTOPOL SKATE PARK	5	1.05	12/9/2003
CALABAZAS CREEK (BELTANE)	1	1,291.42	12/9/2003
DICKSON RANCH	2	648.00	10/26/2004
WILROTH (11.3 acres)	1	11.30	10/12/2004
COOPER'S GROVE	1	226*	12/14/2004
SUMMER HOME PARK	5	69.00	1/4/2005
SUMMER HOME PARK (Sunset Beach Staging Area)	5	3.20	1/4/2005
WILLOW CREEK - Northern Tract	5	210.00	5/11/2004
WILLOW CREEK - Seed Orchard Tract	5	305.00	5/11/2004
WILLOW CREEK - Park Tract	5	3,373.00	5/11/2004
TOLAY LAKE	2	1,769.00	4/19/2005
PRINCE GATEWAY PARK (BOYETT)	3	0.50	7/19/2005
LAWSON	1	247.26	9/29/2005
CAMP GUALALA	5	425.00	6/7/2005
MONTINI (fee)	1	98.00	8/2/2005

MONTINI	1	57.00	8/2/2005
HEALDSBURG RIDGE EXCHANGE	4	2.9*	10/2/2005
TAYLOR MOUNTAIN (RUSSELL)	3	823*	10/11/2005
SANTA ROSA CREEK GREENWAY (3 Bridges)	4&5	50.42	3/28/2006
SADDLE MOUNTAIN - Phase I	1	960.00	1/10/2006
CRANE	1	80.55	7/18/2006
TREMARI	2	874.86	7/25/2006
SDC - AREA 3	1	41.00	4/24/2007
CLOVER SPRINGS	4	248.70	8/14/2007
WRIGHT HILL RANCH (POFF)	5	1,236.00	8/28/2007
PITKIN MARSH	5	27.00	8/14/2007
CRESTA	1	340.00	10/23/2007
ROCHE RANCH	1 & 2	1,657.00	11/6/2007
HAYFORK RANCH	1	216.00	12/4/2007
WEST COUNTY REGIONAL TRAIL (Ross Station Trailhead)		n/a	3/11/2008
SEBASTOPOL SKATEPARK & COMMUNITY GARDEN*	5	1.05**	4/8/2008
QUAILBROOK RANCH	1	160.00	4/22/2008
FALLETTI RANCH	2	4.37	9/9/2008
LAGUNA ACQUISITION & IMPROVEMENT	5	9.10	8/26/2008
OCCIDENTAL RD PROPERTY	5	15.60	9/23/2008
RUSSIAN RIVERKEEPER STEWARDSHIP PARK	5	5.00	11/18/2008
SONOMA MOUNTAIN RANCH (Walsh)	1	282.5*	12/9/2008
PACHECO DAIRY	2	230.17	10/7/2008
COOKE RANCH	1	193.00	10/14/2008
GILARDI	5	395.00	4/14/2009
PATTERSON POINT	5	1.80	8/11/2009
MCCULLOUGH (Phase 1)	1	175.5*	8/18/2009
QUINLAN	5	249.00	7/14/2009
SITTENAUER (LA REVE BERRY FARM)	2	8.00	5/12/2009
JENNER HEADLANDS	5	5,360.00	11/3/2009
SMITH FAMILY RANCH	2	238.39	12/15/2009
RIDDELL PRESERVE	4	400.00	11/17/2009
MCCREA FEE	1	22.00	3/30/2010
DANIELLI	1	164.58	2/2/2010
BURBANK AVE PHASE 1A (1400 BURBANK AVE)	5	5.96	2/23/2010
BAYER NEIGHBORHOOD PARK & GARDENS	5	5.84	3/16/2010
CRANE HOME RANCH	1	48.53	4/20/2010
GIORGI PARK, PHASE 1	4	2.16	5/18/2010
UNCLE HENRY'S RANCH	2	96.69	8/17/2010
BURBANK AVE PROPERTY 1B	5	10.97	2/8/2011
VAN STEYN	3	5.3*	6/7/2011
GIORGI PARK, PHASE 2	4	1.72	6/14/2011
KLESKO, PHASE 1	4	2,018.10	2/8/2011
MEADOWLARK FIELD	5	53.00	8/9/2011

SONOMA GARDEN PARK	1	6.00	9/27/2011
KLESKO, PHASE 2	4	697.60	2/8/2011
BAYER PROPERTY SITE DEVELOPMENT	5	5.84**	12/7/2011
AUBERGE (Sonoma Country Inn)	1	65.51	12/16/2008
PRYOR RANCH	4	1,509.00	11/15/2011
PAULA LANE OPEN SPACE PRESERVE	2	10.10	4/10/2012
BORDESSA RANCH	5	460.81	3/27/2012
CREEKSIDE PARK	5	3.70**	2/5/2013
TAYLOR MOUNTAIN OPEN SPACE PRESERVE	3 & 1	1100*	2/5/2013
PRESERVATION RANCH (Buckeye Forest)	5	17,730.27	5/7/2013
FOREVER FORESTVILLE	5	4.25	10/22/2013
CRESTA II	1	21.50	1/7/2014
POLE MOUNTAIN	5	242.10	5/20/2014
NORTH SONOMA MTN PARK AND PRESERVE	1 & 2	736.00	8/19/2014
CURRERI	3	29.00	10/21/2014
FITCH MOUNTAIN PHASE 1	4	172.92	10/21/2014
JONES DAIRY	2	145.51	6/9/2015
KASHIA COASTAL RESERVE	5	688.40	10/13/2015
ESTERO RANCH	5	547.80	11/17/2015
RANCHO MARK WEST	1	120.40	10/13/2015
COLGAN CREEK PARK & PRESERVE (Ph 1)	5	1.61	1/29/2008
COLGAN CREEK PARK & PRESERVE (Ph 2)	5	0.54	4/21/2015
SEBASTOPOL SKATEGARDEN EXPANSION	5	0.50	12/15/2015
IRWIN CREEK RIPARIAN RESTORATION	5	4.70**	5/14/2016
PETALUMA COMMUNITY SPORTS FIELDS	2	10.68	4/7/2016
STEWARTS POINT RANCH	5	868.25	8/16/2016
HOWLETT FOREST	5	1,380.18	2/21/2017
ANDY'S UNITY PARK (PH1)	5	4.22	9/19/2017
ANDY'S UNITY PARK (PH2)	5	4.22**	9/19/2017
HANSEN RANCH (McCLELLAND)	2	330.70	10/3/2017
McCULLOUGH PHASE 2	1	275.5*	5/22/2018
WENDLE	1	47.14*	7/10/2018
GRAVELLY LAKE	1	977.88	8/28/2018
RIPS REDWOODS	5	1,601.20	6/5/2018
CRESTA 3	1	46.40	10/9/2018
MARK WEST CREEK REGIONAL PARK AND OPEN SPACE PRESERVE	1 & 4	1,191.69	10/9/2018
WEEKS RANCH SOUTH	1	317.70	11/12/2018
WEEKS RANCH NORTH	1	888.38	11/12/2018
HEADLDSBURG RIDGE OPEN SPACE PRESERVE	4	151.59	3/12/2019
JACOBSEN RANCHES	2	126.75	12/10/2019
TAYLOR MOUNTAIN - COOPER CREEK ADDITION	3	54.00	2/11/2020
TAYLOR MOUNTAIN OPEN SPACE PRESERVE	3 & 1	1,158.27	2/11/2020
GLOECKNER TURNER RANCH	5	3,366.26	3/24/2020

TORR - WEST	5	315.88	8/18/2020
CARRINGTON COAST RANCH REGIONAL PARK & OPEN SPACE PRESERVE	5	332.70	6/9/2020
MATTOS DAIRY	2	702.27	10/6/2020
Property	District	Acreage	Board Date
TOTALS:		118,332.08	
protected lands as of 4/22/2021			
* Project acreage subsumed by subsequent project			
** Matching Grant Project within existing District protected land.			

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: APOSD

Date: 5/3/21

Inquiry Number: 83 and 101

Request/Question:

What two positions will be added and how are they funded? How will organizational changes at the District impact their budget?

Response:

Since the FY 20-21 recommended budget two positions have been approved by Board of Director resolution. The FY 21-22 budget narrative reflects these additions. On November 17, 2020 the Board approved one Time-Limited Planner (resolution 20-0432). This position was requested through June 30, 2022 to focus on the backlog of conservation easement baselines, enforcement, use request amendments, and land management work. These are technical documents and investigations that require months of staff time to complete. The Planner serves as the project manager for conservation easement projects and initiative, develops project scopes and budgets, timelines; coordinates and oversees the work of Ag + Open Space consultants, contractors, vendors, and coordinates with regulatory agency staff to ensure timely and appropriate project completion.

On February 9, 2021 the Board approved adding one Assistant General Manager (AGM) position (resolution 21-0077). This new position allows the General Manager (GM) to focus on the external needs of Ag + Open Space while the Assistant General Manager focuses on internal operations. The AGM will focus on transfer of land to Regional Parks, conservation easement acquisition prioritization, acquisition easement strategy development and other critical internal operational needs. This has allowed the GM to focus on federal and state funding, legislation, working with external partners and land owners for high priority acquisitions.

These organizational changes are funded by Measure F sales tax and improve the ability of Ag + Open Space to efficiently acquire and steward conservation easements for Sonoma County.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: CAO

Date: 4/30/2021

Inquiry Number: 87

Request/Question:

Provide an update tribal resources, including funding from mitigation agreements and uses.

Response:

Overview

The County of Sonoma is home to five federally-recognized tribes, four of which have lands held in trust by the federal government and three of which have intergovernmental agreements with the County. These agreements include provisions to mitigate for impacts of developments on land held in trust for the tribes, which are sovereign governments. Some of the specified mitigation is funded by payments to the County, where they are housed in separate funds and distributed in accordance with the intergovernmental agreements. The three tribes with which the County currently has agreements that provide funding are the Dry Creek Rancheria Band of Pomo Indians (Dry Creek Tribe), the Lytton band of Pomo Indians (Lytton Tribe) and the Federated Indians of Graton Rancheria (Graton Tribe). The information below contains an update on uses of tribal resources.

Graton Mitigation Fund

The Graton Mitigation fund is the largest of the three mitigation funds, and receives payments to address impacts of the Graton Resort and Casino as laid out under the County's Intergovernmental Agreement (Agreement) with the tribe. Payments are made by the Graton Tribe to the state as part of the State Gaming Compact, and then are distributed through a complex waterfall to relevant entities, including the County and the City of Rohnert Park, which has its own agreement with the Tribe. To date the County has received payments associated with two pools of this waterfall: Guaranteed Recurring Mitigation Payments (which, as their name suggests, are guaranteed to be paid by the Tribe directly in the event that there is not sufficient revenue for payment from the state) and Other Recurring Mitigation payments, which are made only if there is sufficient revenue.

Guaranteed Recurring Mitigation Payments

Under the agreement, the County is guaranteed payments toward: Law, Justice, Public Safety, and Tribal Relations; Health, Human Services, and Socioeconomic Impacts; Fire and Emergency Services; and Crime Impact Mitigation to Cities. The last two of these are passed through to other entities (Fire

Protection Districts and Cities) and do not directly impact County services. The Law, Justice, Public Safety, and Tribal Relations pot is budgeted in Fiscal Year 2021-22 as follows:

Department	Amount
County Administrator's Office	\$ 30,000
County Counsel	\$ 40,000
Sheriff's Office	\$ 2,348,428
District Attorney's Office*	\$ 530,653
Probation Department	\$ 530,713
Public Defender's Office	\$ 215,642
Total	\$ 3,695,436

*Includes payments for Family Justice Center

The Health, Human Services, and Socioeconomic Impact pot is programmed toward Health Services to offset costs of contracted Services. The total budgeted in Fiscal Year 2021-22 is \$624,000.

In lieu Transient Occupancy Tax payments are housed under the "Other Recurring Mitigation Payments" section of the agreement. Under the amendment to the Agreement signed in December of 2019, the Tribe agreed to guarantee these payments going forward. As such, during Fiscal Year 2020-21 Budget Hearings, the Board programmed these on an ongoing basis to offset reductions. In FY 2021-22 \$852,273 is programmed to be transferred to Non-Departmental to supplement other General Fund revenues that form the General Fund contribution to departmental budgets.

Other Recurring Mitigation Payments

Other Recurring Mitigation Payments are not guaranteed, and as such have not been programmed on a recurring basis. These payments have been received in full in seven of the last nine quarters (they were not received during two COVID-impacted quarters) and we will look at how these are programmed going forward. Because of the uncertainty around revenues and need to identify appropriate uses in consultation with the tribe, some of the identified areas have accrued significant fund balance. The County intends to work on identifying uses during Fiscal Year 2021-22. A summary follows:

Development Mitigation in lieu Fees: to date, approximately \$6.1 million have accrued which are designated toward Traffic Mitigation (\$2.4 million), Affordable Housing (\$716,000) and Air Quality Mitigation (\$3.0 million). The CAO will work with Transportation and Public Works (TPW) and the Community Development Commission to identify appropriate projects for the first two portions. The newly formed Climate Division at the County Administrator's Office will work to identify appropriate uses for the Air Quality funding. All uses for these funds must be allocated in consultation with the Tribe.

Local Roads Maintenance: Currently \$606,000 is available for local roads maintenance. The CAO will work with TPW to identify uses for this funding, and will look to program as sufficient funding becomes available (when fully funded about \$600,000 is received for local roads maintenance each year).

Highway 101 SCTA pass through: The County passed through a portion of fund balance (\$1.9 million) during FY 2020-21 to SCTA, and will pass through remaining fund balance (approximately \$5 million) this year. Additional funds will be passed through as they accrue.

Groundwater Mitigation: Currently \$1.4 million is available for Groundwater Mitigation. The CAO will work with Sonoma Water to identify how best to utilize this funding to mitigate impacts of the Casino. This funding must be allocated in Consultation with the Tribe.

Rohnert Park Charitable Contribution

In addition to the above funding sources that are laid out in the Agreement with the Tribe, the 2019 Amendment allowed that the City of Rohnert Park should designate the County as the recipient of a portion of the funds it receives for charitable contributions under its MOU with the Tribe. This funding is anticipated to be approximately \$600,000 in FY 2021-22 and is available for general purposes. This will be listed as a potential source for Board allocation during Budget Hearings.

Dry Creek

The Dry Creek Tribe owns federal trust lands in the Alexander Valley known as the Dry Creek Rancheria, on which the River Rock Casino is located. The County entered into a Memorandum of Agreement (MOA) with the Dry Creek Tribe on March 18, 2008, to address the impacts of the casino and other potential developments on the surrounding area and to ensure the cost of mitigation was borne by the Dry Creek Tribe.

The MOA initially called for \$3.5 million annual payments, but due to declining revenues at the Casino the Tribe initiated a reopener in 2013. On September 22, 2015, the Board adopted an amendment to the MOA that, among other things, renegotiated the mitigation payments due to the County. The amendment provided for a one-time payment of \$4.2 million to partially address \$7 million in missed annual payments that were not made while the revisions were being negotiated. It also included a reduced annual payment of \$750,000, due on December 15 each year, which has the potential to increase based on increases in casino revenue.

In addition to one-time funding or infrastructure improvements, the County allocated mitigation funds to cover the loss in property tax revenue and to operational increases, which included four additional deputies to provide an extra deputy on patrol in the Alexander Valley region 24 hours a day, additional overhead such as training, uniforms, patrol cars expenses, and waste management services provided by Probation's Supervised Adult Crews through a contract from the Department of Transportation and Public Works (TPW). The initial payments were also used to offset indirect costs associated with the District Attorney's Office, Public Defender's Office, and Probation Department for the provision of justice services, as well as costs incurred by the County Counsel's Office and the County Administrator's Office in administration, tribal relations, and negotiation of subsequent agreements.

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

Additionally, the Board approved a set-aside of \$1,086,743 to fund outreach efforts, planning, and infrastructure projects in the Geyserville Area to mitigate the impacts of the casino and general

associated changes in the area. On February 27, 2018, the Board approved the use of \$60,000 for the Geyserville Fire Protection District to develop and implement a community preparedness plan and in 2020, your Board approved the use of \$105,577 for outreach, planning and projects in the Geyserville area leaving a balance of \$921,166.

In 2021, a third amendment was executed to address claimed financial impacts of the County and State shutdown due to the COVID-19 pandemic. The amendment waived mitigation payments due to the County in 2020 and 2021 and extended the term of the agreement from December 31, 2030 to December 31, 2032. The General Fund will continue to fund the services initially funded by this agreement during these years.

The Tribe has initiated a reopener and staff participated a kickoff meeting on April 29, 2021. Staff recommend the continued funding of public safety, waste management, and administration from the Dry Creek Mitigation Fund with the necessary General Fund backfill, as costs are currently higher than anticipated payments.

Lytton

The Lytton Tribe has a 500-acre parcel of land held in trust by the federal government located north of the Town of Windsor. On March 10, 2015, the Lytton Tribe and the County entered into a Memorandum of Agreement to address the anticipated offsite impacts of planned development on the site and to ensure the costs required to mitigate those impacts were borne by the Tribe.

The 2015 MOA seeks to mitigate potential impacts that would otherwise be left entirely unaddressed by the federal fee-to-trust process. Highlights of that agreement include that the Tribe would follow environmental mitigation measures and best management practices in the construction of its residential development and maintain the rural nature of the area through design and screening. Nearly all other development on the 500 acre property would be consistent with the County General Plan and Zoning Ordinance, aside from a potential resort and winery. The Tribe also agreed to compensate the County for impacts to roads and parks, among others, and pay in lieu property tax and transient occupancy tax. The current MOA also includes a commitment by the Tribe not to engage in gaming in Sonoma County during the 22 year term of the agreement.

Mitigation Payments

One-Time in-lieu fees and mitigation

The agreement includes \$6 million one-time payment in lieu of normal impact fees, including traffic, park, and affordable housing fees as well as an up-front payment to compensate for mitigation related to loss of Blue Oak trees.

On March 4, 2020, in accordance with section 7.2 and 7.3 of the MOA, the County received a one-time mitigation impacts payment in the amount of \$6,000,000 in addition to a one-time payment of \$100,000 to reimburse the County for general administrative overhead costs incurred by County staff.

On September 1, 2020, the Board approved the following distributions:

\$1,100,000 toward Park improvements at Hanson and Riverfront Regional Parks,

A \$700,000 contribution toward an intersection improvement in the Town of Windsor, and

An allocation of \$50,000 for an oak tree mitigation program which would include the issuance of an RFP for a consultant managed replanting program.

Ongoing payments - in-lieu property taxes

In accordance with section 7.5 of the MOA, the County Assessor's Office was provided access to the trust lands to assess market value and determined the valuation of the subject properties to be \$38,450,000. Per the MOA, the County will receive 30% (115,350) of 1% (384,500) of assessed valuation for all lands in trust. Valuation will be updated every five years according to the agreement. The first annual payment was due April 10, 2021, in the amount of \$96,125, prorated based on the amount of months the property was in trust in 2020.

Ongoing payments - in-lieu Transient Occupancy Tax (TOT)

The agreement also includes payment of in-lieu TOT at the countywide rate (currently 12%). There is currently no hotel or vacation rentals on site, but the provision will become relevant if a hotel or vacation rentals become active on the site.

Staff are in the process of assessing development impacts and will return to your Board with a report and recommendation for the remaining mitigation funds.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	x
Rabbitt	
Coursey	
Gore	
Hopkins	

Department: APOSD

Date: 5/13/21

Inquiry Number: 96

Request/Question:

Fire-impacted lands: How do we work with landowners on fire-impacted lands? Can we put up a list of potential grant opportunities and other resources for people looking at removing dead trees or other veg management work?

Response:

Ag + Open Space works with conservation easement landowners of fire-impacted lands in a variety of ways – primarily through supporting them in timely approval of easement-permitted use requests (for debris and tree removal, salvage logging operations, property repairs and other recovery actions, and structure replacement), and in documenting the condition of a property immediately and regularly after it is affected by fire. We work with landowners to help navigate the terms of their specific conservation easement, to ensure that their actions on the ground to protect their properties from fire are aligned with the easement’s conservation purpose and are conducted in accordance with generally accepted best practices.

We also connect landowners (and the public at large) with resources including technical assistance and potential grant opportunities. Our website includes information for landowners affected by fires, including hazard tree removal and other vegetation management needs. Links are here:

[2017 Sonoma Complex Fires - Sonoma County Agricultural Preservation and Open Space District](https://www.sonomaopenspace.org/projects/2017-fires/)
[Sonoma County Agricultural Preservation and Open Space District \(sonomaopenspace.org\) - https://www.sonomaopenspace.org/projects/2017-fires/](https://www.sonomaopenspace.org/projects/2017-fires/)

[2019 Kincade Fire - Sonoma County Agricultural Preservation and Open Space District](https://www.sonomaopenspace.org/projects/2019-kincade-fire/)
[Sonoma County Agricultural Preservation and Open Space District \(sonomaopenspace.org\)- https://www.sonomaopenspace.org/projects/2019-kincade-fire/](https://www.sonomaopenspace.org/projects/2019-kincade-fire/)

[2020 Wildfires - Sonoma County Agricultural Preservation and Open Space District](https://www.sonomaopenspace.org/projects/2020-fires/)
[Sonoma County Agricultural Preservation and Open Space District \(sonomaopenspace.org\)- https://www.sonomaopenspace.org/projects/2020-fires/](https://www.sonomaopenspace.org/projects/2020-fires/)

And also this link to info about the vegetation management grants from the PG&E settlement funds:

[Vegetation Management Project Grant Program - Sonoma County Agricultural Preservation and Open Space District](https://www.sonomaopenspace.org/vegmanagement/)
[Sonoma County Agricultural Preservation and Open Space District \(sonomaopenspace.org\)- https://www.sonomaopenspace.org/vegmanagement/](https://www.sonomaopenspace.org/vegmanagement/)

We will consolidate and update the resources listed on these pages and provide them in a more prominent location on the website.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: APOSD

Date: 5/3/21

Inquiry Number: 102

Request/Question:

Please break down revenue sources listed as "other" in the Department Revenue slide.

Response:

The \$1,995,000 of "other" revenue is derived from interest in pooled cash (\$145,000) and donations anticipated during the acquisition of conservation easements (\$1,850,000) that are negotiated with the land owners or other interested parties. The average annual donation amount is \$1,600,000; however, this amount can vary greatly each year based upon the types of projects that close.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: CAO

Date: 4/30/2021

Inquiry Number: 105

Request/Question:

Please provide the total costs of the Municipal Advisory Councils and how each is funded.

Response:

Overview of MACs

As unincorporated segments of the County have become increasingly municipal in nature and require an effective mechanism to communicate their needs to the Sonoma County Board of Supervisors, the Board has created seven Municipal Advisory Councils and Citizens Advisory Councils (collectively referred to as “MACs”). These MACs act as a bridge for communication between the County and local residents and businesses, and provide advice to the Board on topics such as: Use Permit Applications and planning topics; prioritization of transportation and other improvements; community projects such as art, clean ups, and vegetation plantings; and other topics as requested by the District Supervisor in whose District the Council lies.

The Table below includes the MACs, founding dates, and a link to their websites (where available).

Council	Established	Website
Dry Creek Valley CAC	8/21/2012	https://sonomacounty.ca.gov/Dry-Creek-Valley-Citizens-Advisory-Council/
Geyserville MAC	12/11/2018	(not yet established)
Lower Russian River MAC	9/25/2018	https://sonomacounty.ca.gov/River-Municipal-Advisory-Council/
Mark West CAC	6/14/2016	https://sonomacounty.ca.gov/Mark-West-Citizens-Advisory-Council/
North Valley MAC	9/17/2019	https://sonomacounty.ca.gov/North-Valley-Municipal-Advisory-Council/
Sonoma County Coast MAC	9/25/2018	https://sonomacounty.ca.gov/Sonoma-County-Coast-Municipal-Advisory-Council/
Springs MAC	12/11/2018	https://sonomacounty.ca.gov/Springs-Municipal-Advisory-Council/

Funding

The MACs are advisory bodies and do not have decision-making authority over any funds, nor do they have separate budgets. The primary costs for MACs are staffing to support meetings and facility rental costs for meetings. Most MACs are staffed by District Staff from the Supervisor in whose district the MAC resides. Estimates are that approximately 16 hours of staff time a month is required for a MAC, although this will vary depending on meeting frequency (monthly or bi-monthly). Operational Costs of MACs are funded with District discretionary funds, such as each Supervisor's Tourism Impact Funds. Because most costs are associated with allocation of existing staff time, there is not a defined cost for the MACs.

The two exceptions are the Dry Creek Valley CAC and the Mark West CAC. The Dry Creek Valley CAC board includes two members each from the Dry Creek Valley Association and the Winegrowers of Dry Creek Valley, as well as a fifth at-large member appointed by the Fourth District Supervisor. The two organizations provide funding for a consultant to staff the meetings as well as for costs associated with the meetings. This funding and the related contract do not flow through the County. The Mark West CAC is funded through Cal Am Franchise fees (discussed further below). Expenses generally consist of contracted secretarial services at \$300 per month as well as miscellaneous other expenditures.

Input on Funding Decisions

Most MACs have no specific input on funding decisions and do not have a specific source of funds allocated to their areas. Supervisors may request that MACs provide advice on specific allocations, such as use of District Tourism Impact Funds, but any recommendations are purely advisory and subject to approval by the Board of Supervisors. Two MACs do have area-specific funding sources over which they provide advice.

- 1) **Geyserville MAC:** In 2016, the Board of Supervisors set aside \$1.09 million in funds from the Dry Creek Tribal Mitigation Fund for use for community and infrastructure projects that address the impacts of the casino and address community needs. As part of its Bylaws, approved by the Board of Supervisors on December 11, 2018, the Geyserville MAC makes recommendations on the Dry Creek Mitigation Fund set-aside. Any recommendations are only advisory, and the Board of Supervisors makes final allocation decisions for these funds. To date, the Board has allocated \$545,577 of the set aside and \$541,166 remains to be allocated. There is no ongoing source restoring these funds.
- 2) **Mark West CAC:** In 2009 the Board granted a franchise to Cal Am Water for service in the Mark West-Larkfield-Wikiup area, and as such Cal Am Water pays franchise fees for use of County Streets. Under the original authorizing resolution from November 17, 2009, the Board intended that a portion of these fees would go toward funding a Community Service District in the area. That proposed District was never formed, and when the Mark West CAC was formed on June 14, 2016, its authorizing resolution included making advisory recommendations on allocation of the franchise fees from Cal Am Water. The franchise fees generate approximately \$33,000 per year, and the initial fund balance when the Council was formed was approximately \$200,000. To date, approximately \$30,000 has been spent on Council activities and Board-approved projects.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: CAO

Date: 4/28/21

Inquiry Number: 107

Request/Question:

How is the TOT (Transient Occupancy Tax/Community Investment Funds) accounted for in this budget- Is it a separate line item?

Response:

Transient occupancy tax (TOT) revenue are recorded in the Non-Departmental Budget and consistent with the [Board's April 2019 revised policy](https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=3916843&GUID=C59D0C40-53DC-43EC-9B1D-913574BDFDA0&Options=&Search=) (<https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=3916843&GUID=C59D0C40-53DC-43EC-9B1D-913574BDFDA0&Options=&Search=>) apportioned or distributed to three different budget units using the same revenue account, 40401-Transient Occupancy Tax:

- A. Prop. 4 Revenue-Unallocated; 33% of the 9% rate collection towards General Fund annual budget programming
- B. Community Investment Fund; 67% of the 9% rate collection for Policy use categories
- C. Measure L; 100% of the 3% rate collection for Measure L voter approved uses



Recommended Budget

Data Last Updated: 05/21/2021 06:10 PM

Department / Account	Description	Fund	FY20-21	FY20-21	FY21-22
			Adopted Budget	Revised Budget	Recommended Budget
			Final	Final	Current
16000000	Non-Departmental				
16020600	Prop 4 Revenue - Unallocated	10005			
40401	Transient Occupancy Tax		3,734,258	3,734,258	3,900,000
16030100	Community Investment Fund	11015			
40401	Transient Occupancy Tax		7,873,674	7,873,674	7,873,674
16030200	Community Investment Measure L	11016			
40401	Transient Occupancy Tax		3,901,463	3,901,463	3,901,463
All Revenues			15,509,395	15,509,395	15,675,137

FY 2021-2022 Oracle Planning budgeted Transient Occupancy Tax recommended revenue budget amounts.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: Ag/Weights & Measures and DEM

Date: 5/3/21

Inquiry Number: 110

Request/Question:

Is additional staff needed within the EOC during disasters to support Agriculture permitting and livestock evacuation process?

The supervisor has requested a coordinated response from both departments.

Response:

Recommendation

Yes, DEM will add an Agriculture Unit Coordinator position in the EOC organization within the Operations Section which will be staffed by Ag/Weights & Measures. As with all EOC positions, this would be staffed only as the nature of the disaster incident warrants. No budget impact.

Background

Good communications are critical during disasters. Our experience in past disasters, especially in the recent fires where large areas were evacuated, has shown us the importance of having first-hand knowledge of the best channels of communication, thereby strengthening relationships with those working on the response. Each disaster has been a little different and it has taken a period of time for us to establish the appropriate contacts to allow us to provide a response to meet the needs of our agricultural stakeholders. This position would address both the needs of the agriculture community as well as coordinate resources available in the community.

Ag/Weights & Measures has identified senior staff that could be assigned to be part of the EOC operations during disasters to support agricultural access and assist Animal Services in livestock rescue/evacuation/support. DEM has revised its EOC organization chart incorporating the Agriculture Unit Coordinator position. Training for staff will start next month to allow the position to be functioning this summer.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: District Attorney

Date: 5/4/21

Inquiry Number: BIR-111

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Graton Funds: Please outline what Graton Casino mitigation funds pay for and what other casino mitigation funds pay for geographically.

Response:

The District Attorney's Office currently has \$530,653 of Graton Tribal Mitigation funding programmed in the FY 21/22 Budget, \$305,998 supports a Deputy District Attorney and \$224,655 supports the Family Justice Center Executive Director. The tribal funding provides support along the continuum of justice by addressing both criminal justice impacts as well as socioeconomic impacts including elder abuse, domestic violence and child abuse/neglect.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Economic Development

Date: 5/14/2021

Inquiry Number: 113

Request/Question:
Who is contract service funding?

Response:
<p>Funding for contracted services allows the Economic Development Board (EDB) the ability to provide the following services, programs and resources:</p> <ul style="list-style-type: none">• Small business assistance; industry/sector workshops, programming to increase access to capital and workforce resources (example: Zoom, guest speakers, translation/transcription services)• Development/incubation of new programming to respond to economic and workforce trends (example: Working Solutions - nonprofit Community Development Financial Institution (CDFI))• Reports and analysis; special focus reports, economic impact reports, disaster impact reporting (example: Moody's Analytics, Economic Forensics and Analysis)• Disaster response resources; outreach, translation, web services, specialized programming, workshops, strategic planning (example: Bischoff Consulting, Watza Labs) <p>Contractors used to provide services vary from year to year depending on the business community's needs, cost of services, and availability of contractors to perform needed services. This funding (\$166,707) is currently provided through a temporary, one-time allocation from the County's PG&E settlement, and will expire in June 2023.</p>

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 114

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>Vets Buildings: Veterans building need to reopen as soon as possible. Please provide detail if additional funding is needed to make this happen at the earliest date.</p>

<p>Response:</p> <p><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p>Since March, General Services has been working on re-opening plans for the County’s seven veteran’s buildings. We have held meetings with representatives from the Veterans Memorial Building Advisory Committee to discuss the steps required to allow for Veterans organizations to resume meeting in person. The department similarly worked with Risk Management, County Counsel, Public Health and EDD to provide information to the Veterans’ Service Organizations (VSOs) on site specific safety plans. We have taken a number of actions including hiring temporary workers to support the facilities, placed signage at each building, acquired temperature screening stations, augmented cleaning contracts, tested airflow, and completed several capital projects including adding backup generators to the facilities.</p> <p>We have identified Monday May 24th as the opening date for Veterans Business Meetings and office access. General Services will require American Building Maintenance (ABM, our janitorial contractor) perform a one-time cleaning to prepare the buildings for use. The estimated one-time cost provided by ABM is \$1,500.</p> <p>We anticipate that re-opening the Veterans buildings to the public and for Veteran’s events will remain on track for a July 1, 2021 opening provided the Public Health COVID restrictions continue to allow for re-opening for group events. Additional time is needed to complete hiring the extra-help staff and training these new employees. While we can achieve the goal of opening for Veterans Business meetings that are restricted to our VSO members, General Services and the Fairgrounds have additional work to complete before we will be ready to re-open for regular community uses and Veterans events. These items include hiring and training enough staff to support large-scale events, and establishing/confirming appropriate COVID safety protocols for such activities.</p>

Status of Efforts to Open for business meetings May 24:

- Week of May 10th – Prepared communication to all VSO's regarding revised date for business meetings
- Hire/Rehire staff – In process. We will have staff on board to cover Business meetings
- Train staff – ongoing
- Evaluate buildings for opening
- Schedule/verify Meeting reservations in event database system includes Date/Time set-up information
- Update License Agreements, including COVID language
- Obtain proof of insurance from VSO's
- Obtain Site Specific Safety plans from each VSO for meetings
- Building walk-through

COSTS

- \$ Costs associated with opening early – ABM cleaning estimate - \$1,500.00

BUILDING SPECIFIC OPENING INFORMATION

Guerneville – no business meetings will be held due to West County Community Shelter leasing the entire facility until June 30, 2021

Cotati – opening May 24

- VFW 3237 Cotati – Second Saturday of the month

Petaluma –opening May 24

- VFW 1929 Petaluma – First Thursday of the month
- American Legion Riders and Sons of American Legion Petaluma - Second Tuesday of the month
- American Legion 28 Petaluma – Third Thursday of the month
- D.A.V Petaluma – Second Thursday of the month
- VVA 563 Petaluma – Fourth Thursday of the month
- MWAN 77 Petaluma – Second Saturday of the month

Sonoma –opening May 24 – ***note-the vaccination clinic will begin outside drive through vaccinations beginning May 16***, clinic will continue to use dining room and kitchen for logistics and operations. Vaccination clinic lease ends June 30.

- VFW 1943 Sonoma – First Wednesday of the month
- American Legion 489 Sonoma - Second Thursday of the month
- AmVet 55 Sonoma – Second Wednesday of the month

Santa Rosa – opening June 14 for VSO meetings, and July 1 tentatively open to the public – The County's generator installation project requires that power be shut-off to the building during the final phase of the project. Then PG&E must inspect and approve the restoration of power which is anticipated May 28. The auditorium floor is scheduled for refinishing, and then the Fairgrounds staff will prepare the building for VSO meetings by June 14.

Sebastopol Center for the Arts Operator – opening May 24 (building operated by Sebastopol Center for the Arts).

Cloverdale – opening May 24 (building managed by a VSO member).

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: General Services

Date: 5/5/2021

Inquiry Number: 115

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Provide detail of PG&E fund investment for Veterans buildings and fairgrounds, disaster shelter infrastructure.

Response:

Staff will enter response here, additional pages will be attached as needed.

There are currently no PG&E Funds allocated for investment in Veterans Buildings.

This year, General Services identified \$15.7M in potential capital investments in Veterans Buildings in the FY 21-26 Capital Improvement Plan. All of the buildings are in need of component replacements and renewals in order to serve a variety of needs: Veterans Service Organizations, supporting the community during disasters, and the general public as event venues. Projects to improve the safety and resiliency of the buildings include: complete seismic upgrades in Santa Rosa, Sonoma and Petaluma buildings, installation of new generators and transfer switches, installing pool safety improvements and upgrades, and complete the solar thermal project at Cloverdale. The Guerneville Veterans building was studied in 2019 following flood damage and the findings indicate that the building should be replaced.

Other facility needs range across a variety of items such as exterior wall finishes, windows and roofing replacements, air conditioning and heaters, sound systems, Wi-Fi, and other improvements. These projects would not only improve durability and aesthetics, but also support the community when the buildings are used as disaster shelters during Public Safety Power Shutoff events, fires, floods, and other emergencies.

Repair exterior stucco walls at Santa Rosa Veteran's Building: The exterior wall is the original stucco system to the building. The wall has several cracks and spalls which have been repaired over the years to maintain weather resistance though the appearance has been a voiced concern expressed by the Veteran Service Organizations.

A comprehensive new pavement project at both the Santa Rosa and Petaluma Veterans buildings is warranted. Pothole repair is a low cost but interim solution. Re-pavement of the Santa Rosa Veterans building parking lot would cost between \$1.0-1.5 million. Petaluma's parking lot would require a similar investment for repaving.

Upgrade interior finishes: The current finishes are original 1960's construction. Updating finishes would increase energy efficiency and potentially more use. Costs could range from \$250,000 for new paint to more comprehensive upgrades over \$1,000,000 for each building. Lighting upgrades will be considered as part of the Board approved PG&E Sustainable Solutions Turnkey program.

The recent Board of Supervisor's Climate workshop identified solar parking canopy and battery storage projects at the Santa Rosa Veterans building as a strategic priority for both climate and resiliency objectives. The solar and battery storage projects are being advanced through the Self Generation Incentive Program and PG&E SST program funding sources, and staff have previously applied for HMPG and BRIC grants.

The Fairgrounds would like to recommend moving forward with the following projects if PG&E Funds became available:

The Fairgrounds is requesting a stationary generators, switchgear, and installation for the Grace Pavilion and Finley Hall, both buildings which are the primary facilities used during emergencies for evacuation sheltering for humans and humans with their pets. Estimated cost for generator package for Grace Pavilion is \$400,000 and Finley Hall \$325,000.

Fairgrounds is requesting roof and evaporation cooler replacements on three buildings, Finley Hall, Fur/Feathers Building and the Hall of Flowers. Each of these facilities has and will continue to serve as evacuation shelter for humans and animals. The Fur/Feathers building houses specialty small animals that are extremely susceptible to heat and high temperatures. The Hall of Flowers is a multipurpose facility, which has housed Cal-Fire as well as human sheltering during past disasters. The estimate for the upgrades to Finley Hall is \$179,058, the Fur/Feathers Building \$83,200; and the Hall of Flowers \$310,323. During each major wildfire evacuation since 2017 the Fairgrounds has housed an average of 1,000 people and 800 livestock and small animals each event, serving as the County's primary shelter location and Cal-fire operations central command headquarters.

Background and Context

Since FY16/17, when General Services took over management and operations of the facilities, \$5,596,334 has been invested in Veterans Buildings primarily from General Fund, TOT or Deferred Maintenance Funds. These investments have included the projects described below. BIR-115 Attachment 1 describes the total revenues and expenditures including capital expenditures since FY 2010. Note that the slight decrease in funding represents the completion of major projects such as roof replacement at Santa Rosa, and kitchen remodels in Santa Rosa, Petaluma, and Sonoma. During FY18/19 and FY19/20 we did not have sufficient funding to begin construction on the next needed projects (seismic, Petaluma roof, Guerneville replacement).

Santa Rosa projects totaling \$2,257,420 included:

- Replacement and seismic upgrade of the auditorium and lobby roofs
- Installation of a new emergency generator and transfer switch
- Repair of the Auditorium floor
- Procurement and delivery of air scrubbers/ filters
- Removal of barriers to accessibility
- Assisted listening system

Petaluma projects totaling \$622,877 included:

- Kitchen renovation
- Installation of a new emergency generator and transfer switch
- ADA Accessibility, path of travel improvements
- Design for seismic upgrade

Sonoma projects totaling \$1,384,884 included:

- Kitchen renovation
- Installation of a new emergency generator and transfer switch
- ADA accessibility, path of travel improvements
- Reroof of the Auditorium
- Reroof of the banquet hall
- Automatic door opener

Guerneville projects totaling \$355,358 included:

- Design for new HVAC system (heating)
- Seismic evaluation
- Hazardous material remediation

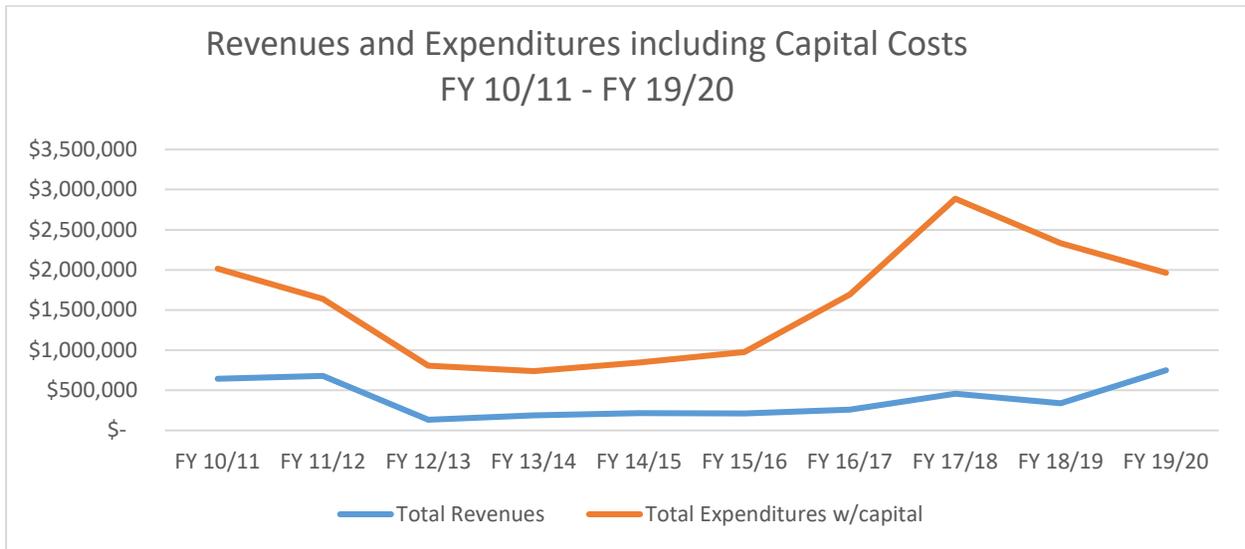
Cloverdale Projects totaling \$578,441 included:

- Solar hot water pool heat
- ADA Parking
- Reroof lounge portion of the building

Sebastopol Projects totaling \$397,355 included:

- Fire sprinklers

Sonoma County Veterans Buildings



FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: DHS

Date: 5/3

Inquiry Number: BIR-116

Request/Question:
<ol style="list-style-type: none"> 1.) What is the future of the COVID division and how many FTE's are in that division? 2.) What is the transition plan for the COVID division?

Response:
<p style="color: green; font-style: italic;">Staff will enter response here, additional pages will be attached as needed.</p> <p>DHS is constantly re-evaluating the COVID Staff levels. As the COVID 19 situation is in constant flux so do the assumptions of our models. Currently we are assuming there will be a ramp down in FTE given the slow down with COVID-19 activity. Below are the current COVID staffing assumption, but they are subject to updating as the COVID situation changes.</p> <p>There are currently 207 Extra help FTEs and four permanent time limited allocations within the COVID-19 Response Section as part of the September 1, 2020 board agenda item. The team has started to ramp down, and the current estimates is that the COVID Response Section will be down to 131.0 FTE by June 30, 2021, 115.0 FTE from July 1, 2021-June 30, 2022, and down to 5.0 FTE into FY 22/23. All but 4 positions were recruited as extra help, so they will remain with the unit as long as needed and will be released once their services are no longer necessary for the COVID-19 Emergency Response. The Department is planning to add one-time limited allocation through July 31, 2023, to fulfil the Enhanced Laboratory and Epidemiology (ELC) Expansion grant requirement.</p> <p>Of these four time-limited allocations, the 1.0 FTE section manager was hired as a permanent employee funded by the ELC Expansion grant through June 2023 and will be funded by either a grant or realignment funding thereafter. The three other allocations are time limited through June 30, 2022. Based on a request from California Department of Health Care Services, we will be submitting a board item to have 1.0 FTE Public Health Nurse allocation for a time-limited allocation through June 2023, funded with the ELC Expansion grant.</p> <p>The Enhanced COVID Strategies Plan, approved by the Board of Supervisors on October 20, 2020, added an additional 14.0 FTE to the COVID response team. Current estimates show these allocations down to 7.0 FTE by July 1, 2021 and continue through until June 30, 2022.</p>

The Vaccine Coordination COVID unit was approved as 16.0 FTE by the Board of Supervisors on the December 15, 2020, and increased to 85.0 FTE in February 2, 2021 at the Board of Supervisors Meeting. The current estimates have this labor section will be down to 60.0 FTE by July 1, 2021 and become 9.0 FTE by January 1, 2022.

Associated FTE with Other County Departments COVID-19 Staff Support to DHS was initially planned as 18.5 FTE, and the current estimates is that this labor section will be down to 18.0 FTE by July 1, 2021 and become 12.5 FTE by January 1, 2022.

The combined Totals of these has the estimated combined ramp down from 328.0 FTE, to 206.0 FTE starting July 1, 2021, and 139.5 FTE from January 1, 2021-June 30, 2022.

Staffing Levels at Date of Changes

9/1/20 10/20/20 12/15/20 2/2/21 7/1/21 1/1/22 7/1/22

COVID-19 Response Section*

Extra Help or Existing Allocations	207.0	207.0	206.5	206.5	116.0	106.0	1.0
Time Limited and Permanent Allocations	4.0	4.0	4.0	4.0	5.0	5.0	1.0
Total	211.0	211.0	210.5	210.5	121.0	111.0	2.0

Other County Departments COVID-19 Staff Support to DHS

Extra Help or Existing Allocations	15.5	15.5	15.5	15.5	16.0	12.5	0.0
Time Limited and Permanent Allocations	3.0	3.0	3.0	3.0	2.0	0.0	0.0
Total	18.5	18.5	18.5	18.5	18.0	12.5	0.0

Enhanced COVID-19 Strategies

Extra Help or Existing Allocations	0.0	14.0	14.0	14.0	7.0	7.0	0.0
Time Limited and Permanent Allocations	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	14.0	14.0	14.0	7.0	7.0	0.0

COVID-19 Vaccination Coordination

Extra Help or Existing Allocations	0.0	0.0	16.0	85.0	60.0	9.0	0.0
Time Limited and Permanent Allocations	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	16.0	85.0	60.0	9.0	0.0

Total COVID Response Staffing	229.5	243.5	259.0	328	206	139.5	2.0
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* 1.0 FTE of the COVID-19 Response Section Time-limited currently not approved by board item, request will be made in future board item.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: _____ DHS _____

Date: _____ 5/3 _____

Inquiry Number: _____ BIR-118 _____

Request/Question:

Of the Measure O funds not programmed into the Health Department's FY21-22 budget, what will be available for additional Measure O programs? What is the timeline for programming the remaining funding?

Response:

See budget binder memo tab 7 that discusses Measure O Ad Hoc activities, status, and timeline of the implementation and use of the sales tax.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: Permit Sonoma

Date: 05/17/2021

Inquiry Number: _____ 122

Request/Question:

Vegetation Management: Please provide information on coordination efforts with fire entities and other departments.

Response:

Fire Marshals Vegetation Management Report

The following fire districts listed below have been provided parcel mailers and inspection forms for the upcoming 21/22 inspection year. We provided a community education meeting, which was completed on 5/13/2021 and was recorded for community members to have access on demand. Recording can be access here

https://sonomacounty.zoom.us/rec/share/_d_KEVzhgncIkswyGe20na0niFxKeMNEcWR36RciS4zB8SmWQ-5zKrDIZdXUIN7N.a1hZavWcbPqVxRcW

The Fire Districts that we have coordinated with and have shown interest in the county hazardous vegetation ordinance Chapter 13A are the following.

- Sonoma County Fire District
- Sonoma Valley Fire District
- Northern Sonoma County Fire District
- Rancho Adobe Fire District
- Goldridge Fire District
- Sonoma County Fire Prevention Covering
 - Schell-Vista
 - Soyoteme
 - Fitch Mountain
 - Graton Fire

Improvements to the Defensible Space Inspection (DSI) mapping program will give the fire districts the ability to select target hazard parcels in there district, help effectively gain compliance, and help educate the community of the importance of the program. The map is available to fire districts to post on their websites and provide a dashboard of information to the community.

We have engaged the fire districts and educating them on available funding sources.

Northern Sonoma County Fire District received CEQA exemption and about an \$80,000 grant award to complete the 2 projects. Fire Safe Passalacqua and Fire Safe West Geyserville

Natural Resource Vegetation Management Report:

Permit Sonoma's Coordination with fire entities and other departments regarding "vegetation management" falls into two categories: Project specific and Hazard Grant Implementation.

With regards to project specific coordination, staff in the Natural Resource Section have supported multiple county departments on specific projects over the past 6 to 12 months including the following:

- TPW NW Fuels Reduction Grant – 50 Hours. Developed and prepared CEQA exemption and avoidance measures for contractors. Conducted environmental analysis to ensure compliance with CEQA exemption. Conducted site visits to ensure contractors were aware of avoidance measures.
- Regional Parks RPF Services – 40 hours (to date). Developed and prepared fuel reduction prescriptions for Regional Parks CAL FIRE grant projects. Conducted site visits and field inspections. More work planned for future work at North Sonoma Mountain, Hood Mountain, Foothill, and Shiloh Regional Parks
- Other Interdepartmental Technical Assistance (TPW, Ag and Open Space, General Services, Fire Prevention Division, Planning Division) – 120 hours
 - o TPW assistance with veg management for post-fire veg management, as well as maintenance veg management
 - o Ag and Open Space – CEQA/environmental regulations assistance with veg management grant program, speaking at grant webinar on CEQA
 - o General Services – technical assistance for CEQA and environmental regulations for eucalyptus tree removal at Santa Rosa Rural Cemetery
 - o Fire Prevention Division – coordination for 13A development (riparian corridor/CEQA), assisting Fire Division with RPF assistance/CEQA assistance for various projects
 - o Planning Division – speaking on veg management/forestry issues at coastal plan workshop, forestry assistance for projects requiring coordination of Forest Practice Rules/CEQA issues, providing fire risk analysis for certain discretionary projects
 - o CAO – Providing comments in coordination with Office of Resiliency/Recovery on Cal Fire Vegetation Treatment Program Environmental Impact Report.
 - o Counsel's Office – providing comments/analysis for timber harvesting plans ordinance updates.
 - o Supported Ag and Open Space in the review of Grant Applications and County PGE Fund Vegetation Management Grant Program

With regards to Hazard Grant Mitigation Program Implementation, Permit Sonoma (Natural Resource Section and Fire Prevention Division) are presently implementing three FEMA HMGP Grants which all involvement and coordination with other County departments, local municipalities and local and state fire agencies:

1. **Wildfire Adapted Sonoma County.** This is a \$ 6.25 million dollar project (25% county match) focusing on improving defensible space and home hardening through a voluntary inspection and cost assistance program. It includes an extensive public outreach component that also involves coordination with local fire agencies and fire protection districts to develop outreach materials and to hold public informational webinars on the grant and the specifics of the importance of defensible space implementation. To date, we have implemented outreach and assessments in the first of four grant work zones. The first zone has

included outreach and coordination with Cloverdale FPD, Northern Sonoma County FPD, Healdsburg FD, and Sonoma County FD. Future collaboration will include the following: Kenwood FPD; Sonoma Valley Fire District; Occidental CSD; Sonoma County FD; Timber Cove FPD; and Schell Vista FPD. Grant workplan hours spent on outreach and coordination to date: 160 hours; 120 hours remaining).

2. **Multi-Jurisdictional Hazard Mitigation Plan.** This is a \$333,000 dollar project (25% county match) that is focused on updating the County's current Local Hazard Mitigation Plan, which is due to expire in April 2022, a multi-jurisdiction hazard mitigation plan. This planning process has involved participation and coordination with most county departments and agencies, county municipalities, and most local and county fire agencies, as well as various state entities, the public, and non-governmental organizations. *Steering committee meetings*, which included fire agency staff, to develop projects that address wildfire risk reduction (Grant workplan hours spent: 240 hours; 40 hours). *Public meetings*, which included city/town fire staff and Fire Safe Council (Grant workplan hours spent: 260; 120 hours remaining).
3. **Sonoma County Community Wildfire Protection Plan (CWPP) Update.** This is a \$175,000 project (25% County match) to prepare an updated County CWPP. Is a county-wide wildfire plan. Requirements for the CWPP are that it is collaboratively developed with input from Federal, State and Local agency and community stakeholders. It will provide a detailed risk and asset assessments; a list of projects that can mitigate wildfire risks to assets; and address structure hardening. This entire project addresses vegetation management, and involves coordination with local fire agencies at every step. To date, we have held community meetings in each of the 5 supervisory Districts. For each meeting, ALL local fire agencies were contacted to participate in meetings during "break out" sessions wherein they could interact with the public about community assets, wildfire risks, and mitigation strategies. Local fire officials will be encouraged to comment and participate in all aspects of plan development moving forward. We have also held two Steering Committee Meetings, which include fire agency representatives for each supervisory district. Approximately 50% of project budget expended.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: Permit Sonoma

Date: 05/17/2021

Inquiry Number: _____ 123

Request/Question:

Resiliency Permit Center (RPC): Please provide data on the usage of the Resiliency Permit Center (RPC).

Response:

The following information include the 2017 Complex Fire, the 2019 Kincade Fire, the 2020 LNU Complex Fire and the 2020 Glass Fire.

There were approximately 3,200 parcels affected by these fires as documented with a Red or Yellow Event (EVT) activity in the departments' permit tracking system, Accela. Our Rapid Evaluation Safety Assessment teams in conjunction with CalFire documented the amount of damage as either green, yellow or red. Yellow typically had some structural damage. Red indicated the structure was destroyed.

Of those 3,200 parcels, the RPC has processed 1,358 residential dwellings on unique parcels and a total of 1,661 dwellings on the same set of parcels. The difference of 303 is Accessory Dwelling Units (ADU).

Of those 3,200 parcels, the RPC has processed 456 accessory structures on unique parcels and a total of 532 accessory structures. The difference of 76 are art studios, pool houses, etc.

Of the residential dwellings, 883 have been finalized, 106 in plan review, 512 under construction and 122 issued but inspections not called for yet.

Of the accessory structures, 242 have been finalized, 57 in plan review, 148 under construction and 71 issued but inspections not called for yet.

<https://sonomacounty.maps.arcgis.com/apps/MapSeries/index.html?appid=69c1e5e57ac94624a959437dcb88c73e>

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Probation

Date: 5/4/21

Inquiry Number: BIR-125

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p><i>Please provide detail on the impact of COVID reductions.</i></p>
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<p>Response:</p> <p><i>Staff will enter response here, additional pages will be attached as needed.</i></p> <p>In Fiscal Year 2020-21, the Probation Department submitted a Supplemental Recommended Budget which included approximately \$3.8 million in General Fund reductions, based on the County Administrator’s projected revenue deficits resulting from the Covid pandemic. This reduction scenario included slashing service contracts and supplies, shifting almost \$1.6 million in expenditures to Special Revenue Fund Balance (not sustainable over the long term), as well as eliminating 11.0 FTE. During budget deliberations, the Board restored funding for 4.0 FTE with one-time funding from PG&E settlement dollars:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Duration</th> <th>FTE</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Probation Camp Vocational Staff Support</td> <td>1 year</td> <td>0.0</td> <td>\$142,647</td> </tr> <tr> <td>Adult Supervision Staff</td> <td>3 years</td> <td>2.0 FTE</td> <td>\$312,792</td> </tr> <tr> <td>Juvenile Hall Staff</td> <td>3 years</td> <td>2.0 FTE</td> <td>\$306,006</td> </tr> </tbody> </table> <p>Most significant of the reductions which were not restored in final budget hearings were:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Volunteer Center Contract: critical link for those satisfying Court ordered community service work, who may not be suitable for Supervised Work Crews.</td> <td>\$120,000</td> </tr> <tr> <td>Central Collections MOU (with Sonoma County ACTTC): provides timely accounting support for</td> <td>\$63,000</td> </tr> </tbody> </table>	Description	Duration	FTE	Amount	Probation Camp Vocational Staff Support	1 year	0.0	\$142,647	Adult Supervision Staff	3 years	2.0 FTE	\$312,792	Juvenile Hall Staff	3 years	2.0 FTE	\$306,006	Description	Amount	Volunteer Center Contract: critical link for those satisfying Court ordered community service work, who may not be suitable for Supervised Work Crews.	\$120,000	Central Collections MOU (with Sonoma County ACTTC): provides timely accounting support for	\$63,000
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Central Collections MOU (with Sonoma County ACTTC): provides timely accounting support for	\$63,000																					

Court ordered fines, fees and victim restitution collections and distributions.	
Administration Extra Help and Training: Ex Help is necessary to augment full time staff for pre-employment background investigations and personnel investigations. Training budget is to meet state required hours of high-quality professionally relevant training.	\$122,670
Juvenile Hall Resident Services: if resident populations increase to historical pre-Covid levels expenditures for food, clothing and medical services will increase proportionally. Current budget appropriations will be insufficient to properly support a higher population level.	\$261,000

Additionally, it should be noted that one of the greatest impacts of the Covid public health emergency has been on our Supervised Work Crew program revenues. Although our partner agencies continue to request services under the inter-agency contracts the inability to provide a full crew (typically 10 persons per crew, per day) due to both the interruption of Court proceedings and the social distancing requirements which limit the number of clients in a single transport vehicle to 4, have greatly hampered our ability to generate sufficient revenue to sustain the program. The Department has increased reliance on Enterprise Fund balance in the current year in order to mitigate the impact to the General Fund, with the hope that loosening social distancing restrictions in the next fiscal year will enable a return to normal crew numbers and revenue levels. However, it is not currently clear when restrictions will be lifted and whether our partner agencies will be forced to look for other options to perform time-sensitive seasonal litter pickup, vegetation management, and fire mitigation work this summer.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Probation

Date: 5/4/21

Inquiry Number: BIR-126

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

Please provide detail on the utilization of the Graton mitigation funds.

Response:

In the FY 19-20 Adopted Budget, the Board allocated \$381,720 (FY 21-22 annualized cost=\$530,713) as an ongoing allocation from Graton Mitigation (Justice Services) Fund toward restoring 3.0 FTE positions in the Adult Division as follows:

1.0 Probation Officer II in Adult Supervision

This position is responsible for the supervision of up to 70 offenders assessed as a moderate risk to commit additional offenses. The supervised individuals have all been placed on grants of formal probation by the Court. The Department organizes the supervision of moderate risk offenders around the needs of individuals being supervised. This area of supervision includes offenders that have a generalized pattern of offending, individuals suffering from mental illness that has contributed to their involvement in the criminal justice system as well as offenders convicted of crimes that are sexual in nature. Cases are organized in a manner that provides Officers with the time necessary to address offender needs in an effort to provide rehabilitative services, prevent future offending, respond to victim concerns, and ensure offender accountability with imposed conditions of supervision.

1.0 Probation Officer II in Adult Investigations/Court Services

1.0 Probation Officer III in Adult Investigations/Court Services

All Officers assigned to the Adult Investigations unit are tasked with the production of reports to the Court that include recommendations related to sentencing and a variety of other technical topics. These Officers are also charged with representing the Probation Department in multiple courtrooms on a daily basis. The workload demand of this unit has been consistent year over year and has increased at times due to legislative actions. The workload of this unit is deadline driven and based upon

scheduled Court hearings. Officers in the Courtrooms provide updated information as requested and in real time.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Regional Parks

Date: 5/5/2021

Inquiry Number: 127

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

How much TOT is Regional Parks receiving and in what revenue source column can it be found?

Response:

Staff will enter response here, additional pages will be attached as needed.

Regional Parks is receiving \$1,855,000 in TOT funding in 2021-22, budgeted in the Park Operations Division. In the 2021-22 Department Budget Details sheet, this amount is included in the Internal County Reimbursements and Transfers line item.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Regional Parks

Date: 5/5/2021

Inquiry Number: 128

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

What growth and funding source will Regional Parks use to accommodate the program growth for the “youth outreach program?”

Response:

Outreach Programs

Philosophy: Community Engagement uses an equity lens to guide our work to ensure all Sonoma County residents have access to the many benefits parks provide. Youth outreach programs implement authentic community engagement strategies with a high degree of cultural sensitivity. This includes optimizing the voice of under-represented groups, and addressing actual and perceived barriers for park usage and program participation.

General Scope of Work:

Develop and implement culturally relevant youth programs for priority audiences (i.e. low-income families and communities of color). Some examples of youth-specific outreach programs include: Youth Exploring Sonoma (YES) Coast and Vamos a Nadar.

Growth Funding Source:

Outreach program growth will be supported by a number of funding sources. Sources include:

- Regional Parks Foundation support
- Measure M funding
- Regional, state and federal grants for youth engagement and park access

Youth Career Pathways

Philosophy: This program develops career pathways aligned with the organizational commitment to equity, diversity, and inclusion. For over ten years through Sonoma County Youth Ecology Corps work crews, young people have benefited from work-based exposure to parks. Sonoma County Regional Parks views Youth Career Pathways as a youth development program aiding the department with fieldwork, meeting workforce diversity goals, and strengthening community partnerships. This program strives to remove barriers for ongoing successful youth employment and park access, particularly for young people who have experienced adversity in their lives.

General Scope of Work:

Participate in countywide youth employment initiatives and cultivate partnerships to strengthen workforce diversity efforts.

Provide youth and young adults between the ages of 16-24 with meaningful, paid work experience, environmental education, the opportunity to explore careers, and develop work readiness skills.

Complete necessary environmental conservation, visitor services, and maintenance projects with attention to high quality work standards.

Create peer based educational and recreational opportunities to expose the youth to the many benefits of parks.

Support young people with wrap-around services to address their immediate needs with service providers.

Growth Funding Source:

Career pathways growth will be supported by a number of funding sources. Sources include:

- Interim public access funding from Sonoma County Agricultural Preservation and Open Space District, to fund youth crew maintenance activities performed ahead of park preview days
- Existing funding through the Water Agency to support youth maintenance activities at Spring Lake
- Regional Parks Foundation support
- Regional, state and federal grants for youth workforce development
- Capital projects leveraging future Planning Division funding

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Sheriff's Office

Date: 5/4/21

Inquiry Number: BIR-130

<p>Request/Question:</p> <p><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p><i>How will the loss of asset forfeiture impact the general fund?</i></p>
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<p>Response:</p> <p><i>The loss of asset forfeiture funds will result in more unmet funding needs and increase the demands on the County General Fund and other County funding resources. Other one-time funding sources will need to be identified.</i></p> <p><i>Over the past ten years (FY 10/11 – FY 19/20) asset fund expenditures totaled \$4,561,504 and were spent on the following:</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Source</th> </tr> </thead> <tbody> <tr> <td>Helicopter Replacement</td> <td style="text-align: right;">\$2,769,574</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Facility Projects/Capital Projects</td> <td style="text-align: right;">\$1,073,227</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Body Worn Cameras</td> <td style="text-align: right;">\$250,000</td> <td style="text-align: right;">State</td> </tr> <tr> <td>Vehicles & Vessels</td> <td style="text-align: right;">\$127,015</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Recruitment Consultant Contract</td> <td style="text-align: right;">\$97,500</td> <td style="text-align: right;">State</td> </tr> <tr> <td><i>Workshop & Trainings</i></td> <td style="text-align: right;">\$55,507</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Bay Area Regional Interoperable Communications</td> <td></td> <td></td> </tr> <tr> <td>Systems Authority Membership</td> <td style="text-align: right;">\$49,939</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Non-profit Partnerships</td> <td style="text-align: right;">\$48,762</td> <td style="text-align: right;">Federal and State</td> </tr> <tr> <td>Transfer Share Due to Windsor Police Dept.</td> <td style="text-align: right;">\$31,700</td> <td style="text-align: right;">Federal</td> </tr> <tr> <td>Personnel Protective Equipment</td> <td style="text-align: right;">\$31,280</td> <td style="text-align: right;">State</td> </tr> <tr> <td>Personnel Management Database</td> <td style="text-align: right;">\$27,000</td> <td style="text-align: right;">State</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$4,561,504</td> <td></td> </tr> </tbody> </table> <p><i>In FY 20-21 and FY 21-22 the remaining asset forfeiture funds are being fully utilized to replace the Sheriff's critical incident & disaster response vehicle (\$775,000), replace field services radios to comply with State requirements (\$1,300,000), and contribute funding to the jail management system project (\$1,000,000). In the absence of asset forfeiture funds, the Sheriff would have to request funding from the Board for these projects, as these one-time projects needs are a critical part of the Sheriff's Office day-to-day operations.</i></p>	Category	Amount	Source	Helicopter Replacement	\$2,769,574	Federal and State	Facility Projects/Capital Projects	\$1,073,227	Federal and State	Body Worn Cameras	\$250,000	State	Vehicles & Vessels	\$127,015	Federal and State	Recruitment Consultant Contract	\$97,500	State	<i>Workshop & Trainings</i>	\$55,507	Federal and State	Bay Area Regional Interoperable Communications			Systems Authority Membership	\$49,939	Federal and State	Non-profit Partnerships	\$48,762	Federal and State	Transfer Share Due to Windsor Police Dept.	\$31,700	Federal	Personnel Protective Equipment	\$31,280	State	Personnel Management Database	\$27,000	State	TOTAL	\$4,561,504	
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FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	X
Coursey	
Gore	
Hopkins	

Department: Sheriff's Office

Date: 5/4/21

Inquiry Number: BIR-131

Request/Question:

Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)

What does the \$2.35 million in Graton mitigation funds pay for?

Response:

The original agreement with the Federated Indians of Graton Rancheria and the County included mitigation funding for the Sheriff's Office to support new costs added as a direct result of the Casino and funding to offset the costs of several existing Sheriff's Office County-wide programs as indicated below:

Casino Specific New Costs:

- 4 additional deputies and all related expenses including equipment and vehicles.*

Offset Costs:

- 10% of the Sheriff's Explosive Ordinance Disposal Unit, Special Operations Unit, and Helicopter Unit*
- One property crimes detective and all related costs.*

FY 19-20 was the first year the Sheriff's Office received its full allocation of Graton Mitigation funds. For the Sheriff's Office FY 21-22 Recommended Budget, the Graton allocation was not increased to cover actual expenses, creating funding shortage of \$169,098.

FY 2021-22 Budget Board of Supervisor Inquiry Form

Deadline: April 30, 2021

Please email: CAO-Budget@sonoma-county.org

Board Member	
Gorin	
Rabbitt	x
Coursey	
Gore	
Hopkins	

Department: CAO, UCCE, OSD

Date: 4/28/21

Inquiry Number: 137

<p>Request/Question:</p> <p>Provide delineations of responsibilities for CAO climate analyst, vegetation manager UCCE, vegetation manager Ag + Open Space. Provide an organizational structure and plan coordinated work.</p> <p><i>The Supervisor requested a coordinated response with Ag & Open Space, UCCE and the CAO.</i></p>
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<p>Response:</p> <p>Over the course of FY20-21, the Board has taken a number of actions related to Vegetation Management and Climate Resiliency. This BIR response provides a high-level summary of those actions, and explains the distinction between the positions approved within the CAO, UCCE and the Agricultural Preservation and Open Space District (APOSD).</p> <p>On December 15, 2020, the Board approved allocating \$600,000 to UCCE for the purposes of expanding outreach, training and technical assistance for the parcel scale element of the Decision Support Tool (also referred to as the Wildfire Fuel Mapper). These funds were intended to help property owners plan, fund and implement projects on their land. At the time of the Board action, the staffing resources were not fully known; subsequently, UCCE submitted a Program Change Request to add 1.0 FTE two-year, time-limited Department Program Manager to their allocations to implement this work. This position will be focused on public education and outreach and on utilizing science-based research from the University of California to develop a suite of tools to help focus vegetation management efforts. In addition to leading public outreach and educational efforts associated with vegetation management on public and private property, this position will continue the department’s involvement with the County’s Good Fire Alliance, increasing knowledge and application of prescribed fires on private range and forestlands. This position will also work closely with other departments involved in Vegetation Management issues, including Sonoma Water, Permit Sonoma, Regional Parks, Ag + Open Space and the new Climate section at the County Administrator’s Office.</p> <p>One March 23, 2021, the Board approved adding a Vegetation Management Coordinator position in the Agricultural Preservation and Open Space District (APOSD) to oversee the vegetation management next steps listed below. APOSD will utilize the job class of Agricultural Preservation and Open Space Program Manager for the vegetation management coordinator; the Board is scheduled to approve the addition of this allocation on June 8, 2021.</p>

In addition, staff recommended creating an interim governance group for vegetation management, including representation from: Regional Parks, Sonoma Water, Permit Sonoma, Ag + Open Space, UC Cooperative Extension, County Counsel, the County Administrator's Office, CAL FIRE, Fire Safe Sonoma, and the Regional Climate Protection Authority, with a long-term governance structure being developed for consideration in January 2022.

The key duties of the vegetation management coordinator include the following:

- Develop a long-term governance or advisory structure to be considered by the Board in January 2022
- Monitor implementation and track spending of vegetation management efforts awarded through the vegetation management community grant program
- Identify opportunities to replenish funding for vegetation management
- Collaborate with the recently approved Climate division in the County Administrator's Office on Board priorities
- Manage projects across multiple County departments/agencies to achieve wildfire risk reduction and vegetation management goals
- Facilitate close coordination and collaboration with State, regional, local, and community partners, such as Sonoma and Gold Ridge Resource Conservation Districts, Fire Safe Sonoma, local fire districts, and CalFire, among others, to develop long-term planning and implementation processes.
- **Leading outreach and education within the new governance entity and serving as a stakeholder coordinator who assists with nonprofit/community organization grant-seeking activities.**

On **May 11, 2021**, the Board approved the creation of the Climate Action and Resiliency Section, comprised of a Deputy CAO, Principal Analyst, Climate Analyst and Administrative Aide. The Climate Section of the CAO is the lead for climate efforts overall at the County, which includes vegetation management and wildfire mitigation, among many other focus areas. The Climate Section will build relationships throughout local and regional jurisdictions, coordinates climate funding efforts, and pushes the County toward achievement of its climate-related strategic goals.

CAO Climate Section Management Position Details

Deputy CAO

- Leads the County's climate action and resiliency efforts
- Builds relationships with climate leads in neighboring jurisdictions, community climate leaders and at local, state and federal agencies
- Is the County's "face" for climate action and resiliency
- Coordinates across County departments/agencies and other jurisdictions to leverage funding for climate action and resiliency

Principal Analyst

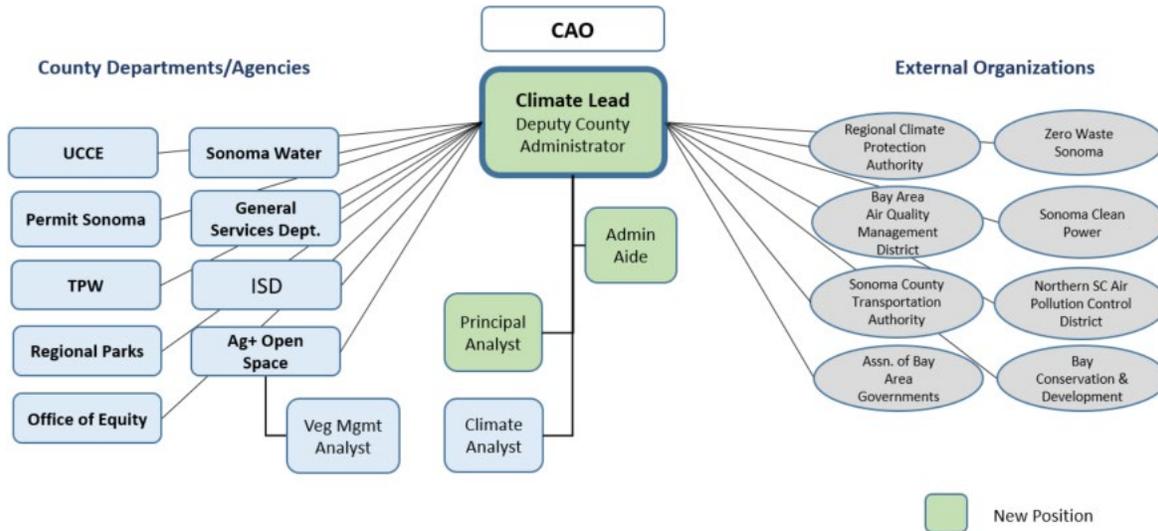
- Coordinates and implements climate resiliency initiatives across County departments/agencies and external organizations
- Brings climate science knowledge and analysis to County climate initiatives
- Writes climate grant applications in collaboration with County departments/agencies and potentially with other jurisdictions
- Is the primary liaison between the Vegetation Management Coordinator at APOSD and the public outreach staff at UCCE

Climate Analyst

- Supports the coordination and collaboration with County departments, agencies, special districts, and community partners on climate efforts
- Collects, analyzes and interprets climate and greenhouse gas emission data
- Anticipates climate impacts related to operational, legislative, fiscal and/or community issues
- Tracks the County's climate action and resiliency goals and objectives in the Strategic Plan

Collaboration Between Departments

While the specific nature of the collaboration among APOSD, UCCE and the CAO will evolve as new staff are hired, these positions will complement each other and collectively work to meet the County's and community's need to address vegetation management, wildfire mitigation and climate resiliency.



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Gorin	
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Hopkins	x

Department: Sheriff's Office

Date: 5/4/21

Inquiry Number: 138

Request/Question:
<p style="color: green;"><i>Enter your question or request for information regarding the budget here. Please be as specific as possible (e.g. include years for which you would like information, etc.)</i></p> <p>In the Sheriff's Budget Presentation, the only proposed reduction is to "eliminate all walk-in public access to the River and Valley substations with the FY 21-22 reduction of 2.0 FTE Community Service Officer positions." He also noted that these are both filled positions, beloved in the community, but these were the recommended cuts from his \$209,497,550 proposed budget (which contains an <u>increase</u> of \$14,994,886 compared to FY 2020-21, which had a budget of \$194,502,664).</p> <p>Why were filled positions selected for elimination in FY 21-22? Please provide a list of currently vacant positions in the department. It would be valuable to find salary and fringe savings without inducing layoffs unnecessarily. Normally, it is Human Resources best practices to remove vacant positions before filled positions when possible.</p> <p>How was equity considered in the proposed elimination of these positions? Some of the most disadvantaged residents in Sonoma County are served by these substations, including individuals who prefer to walk in rather than call or email. These are some of our lowest income residents with significant public safety needs. What other reduction could be proposed that would impact our most disadvantaged residents less (or could spread the impact across the whole county more equitably)?</p> <p>What is the job class of the Community Service Officers? Are there others in the department in that job class? Please provide a list of those individuals and their functions.</p> <p>What other staff perform community-oriented policing functions? Please list them by position and include salary and fringe information. Why are those positions more valuable than the two proposed for elimination? What populations are they specifically focused on serving?</p> <p>The Sheriff also proposed converting 2.5 Dispatchers to 2 Senior Dispatchers. What would the savings be to simply reduce to 2 Dispatchers? Could those savings be used to maintain the Community Service Officer roles?</p> <p>Could some staff that formerly were working at the NCDF be utilized as Community Service Officers in the community since they are no longer at NCDF? What positions at NCDF involved public contact and community engagement?</p>

Response:

Staff will enter response here, additional pages will be attached as needed.

Why were filled positions selected for elimination in FY 21-22?

To achieve the budgetary savings necessary to meet the CAO's General Fund contribution, the Sheriff's executive management group chose reductions, including the two community services officer positions, which had the least impact on the Sheriff's Office ability to perform its core mission and provide mandated service. These positions were selected because they provide non-essential services. The Sheriff's Office must prioritize the core mission and mandated services when faced with budgetary reductions.

Vacancies are very fluid in a large department like the Sheriff's Office. At the time of this submittal, the Sheriff's Office has the following vacancies:

Deputy Sheriff (all ranks)– 4

Correctional Deputy (all ranks) – 15

Helicopter Pilot – 1

Dispatcher (all ranks) – 4

Detention Specialist (all ranks) – 5

Cook – 1

Janitor – 1

Legal Processor (all ranks) – 3

Community Services Officer - 1

How was equity considered in the proposed elimination of these positions? What other reduction could be proposed that would impact our most disadvantaged residents less (or could spread the impact across the whole county more equitably)?

Given the total population of the County unincorporated area, these two community services officer positions provide services to a limited number of residents. The same services will be available to residents in the River and Valley areas in the same manner and method they are provided to the majority of the County's residents, through direct contact with sworn deputy sheriff's in the area they reside, work, and/or recreate. Non-urgent services will be provided by staff at the Sheriff's Main Office in Santa Rosa either in person, on the phone, or through services offered on-line. This reduction option spreads services delivery in the most equitable way with the same level of services being available in the same manner across the entire County. Sheriff's Office executive staff have determined that there are no other reductions that do not impact the core services provided to the County as a whole or that are not mandated by law.

What is the job class of the Community Service Officers? Are there others in the department in that job class? Please provide a list of those individuals and their functions.

The Community Services Officer II job class is 3397. There are fourteen CSO allocations in the Sheriff's Office FY 21-22 Adopted Budget. There are 12 CSO allocations in the Sheriff's Office FY 21-22 Recommended Budget. CSO are allocated to the following Sheriff's operational units:

- *Central Information Bureau – 6 allocations*
 - *These positions work at the Sheriff's Main Office lobby providing services directly to the community and in the Bureau's Property/Evidence Unit accepting, cataloging, and preserving the chain of custody for property and evidence in the Sheriff's possession.*

- *Civil Bureau – 1 allocation*
 - *This position processes court judgements and performs mandated field service activities.*
- *Law Enforcement Administration Bureau – 1 allocation*
 - *This position provides crime prevention services throughout the County unincorporated area.*
- *Patrol Bureau – 3 allocations*
 - *The main office CSO is responsible for Patrol's fleet of vehicles, safety equipment, and car seat program, as well as coordinating building and back lot maintenance.*
 - *Sub-station CSO's provide assistance to the public and sworn staff at the two sub-stations.*
- *Contract City of Sonoma – 2 allocations*
 - *These CSO positions provide support activities related to crime prevention and law enforcement functions including parking enforcement as well as animal control services to the residents of the City of Sonoma.*
- *Contract Town of Windsor – 1 allocation*
 - *This position provides support activities related to crime prevention and law enforcement functions including parking enforcement, placement of the speed trailer, and taking no-suspect crime reports as well as other community support functions to the residents of the Town of Windsor.*

What other staff perform community-oriented policing functions? Please list them by position and include salary and fringe information. Why are those positions more valuable than the two proposed for elimination? What populations are they specifically focused on serving?

Field Services sworn staff perform the majority of the Sheriff's Office community oriented policing functions. Field Services is comprised of 119 sworn position allocations. A typical deputy sheriff's annual salary and benefit package for FY 21-22 is \$247,574, sergeant is \$280,084 and watch commander is \$355,106. These positions are valuable because they provide mandated services and fulfill the Sheriff's Office core mission by responding to emergency calls for service, providing emergency and disaster response, protecting the public, and maintaining the peace. They are not proposed for elimination because they are able to provide multiple levels of mandated services as well as provide community oriented policing and crime prevention functions. Sworn Field Services positions provide services throughout the unincorporated area of Sonoma County and focus on all community members and visitors who live, work, and recreate in all unincorporated areas of the County, including our waterways.

What would the savings be to simply reduce to 2 Dispatchers? Could those savings be used to maintain the Community Service Officer roles?

No, the Sheriff's Office cannot simply reduce two dispatchers. The Program Change Request (PCR) converts two dispatcher II allocations to two senior dispatchers thereby widening the scope of work the dispatchers can perform while they continue to provide basic dispatching functions. The converted positions will continue to perform the necessary dispatcher II workload and will act as lead workers on shifts when a Dispatch supervisor is not present. The Sheriff's current number of Dispatch position allocations are at a minimum level to keep up with current calls for service and dispatching needs. Sheriff's Dispatch is a core function. The full Program Change Request (PCR), which describes in detail the business case for the proposed conversion of allocations, is included in the published FY 21-22

Budget Hearings materials, and provides a detail description of the benefits, cost, and impact of the proposed change.

Could some staff that formerly were working at the NCDF be utilized as Community Service Officers in the community since they are no longer at NCDF? What positions at NCDF involved public contact and community engagement?

No, the job classes are not appropriate for the work of a community services officers. The positions allocated to NCDF have only been temporarily reassigned to cover shifts at the MADF. If the reassigned positions are not covering MADF shifts additional overtime would be required, thereby eliminating the savings that is currently being generated and helping to balance the Sheriff's Office budget. We anticipate that as the community resumes pre-pandemic activities and Courts fully reopen, the inmate population will increase and many of these employees will return to NCDF.

The positions at NCDF are limited in their involvement with the public. This involvement includes engaging with inmates, inmate visitors, and inmate service providers. There are no positions at NCDF that are specifically involved in community engagement with the exception of staff who may be members of the Sheriff's social media team collateral assignment.