



County of Santa Cruz 0071

COUNTY ADMINISTRATIVE OFFICE

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SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

November 28, 2000

AGENDA: December 5, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Update to County Procedures Manual

Dear Members of the Board:

Twice each year your Board receives additions and modifications to the County Procedures Manual which is maintained and updated by the Clerk of the Board. Each of the recommended changes are provide in underline/strike-out format, followed by a clean copy of the modified procedure. Only those pages of the Procedures Manual with recommended changes are included in the attached material. The recommended modifications are provided below.

Title 5: Section 106: Late Submission/Addendums and Late Items Procedures

These recommended modifications implement current procedures and provide for minor changes to clarify the language.

Title 7, Section 600: Integrated Pest Management Policy

The Integrated Pest Management Policy is recommended for inclusion in the County's Procedures Manual in accordance with your Board's direction of August 1, 2000.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD approve the material submitted for the County Procedures Manual and direct the Clerk of the Board to make the identified changes.

Very truly yours,

Susan A. Mauriello
County Administrative Officer

cc: All County Department Heads

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Late Submission/Addendums and Late Items Procedures

Title 5: Sections 106, 107, 112, and 122

Addendums. An addendum is an item for which a CAO-1 (pink sheet) has not been received until after the agenda has been sent to Duplicating for printing. The deadline for the addendum to the agenda is 12:00 p.m. Friday to enable posting by 5:00 p.m. The department must have the approval of the Chairperson or the County Administrative Officer in order to add an addendum to the agenda.

Duplication of ~~34~~ 30 agenda packet copies of all addendums will be the responsibility of the submitting department.

Late Items. A late item is an item received after ~~noon~~ 5 p.m. Friday and not listed on the printed agenda is subject to the restrictions of the Brown Act and special Board action. The procedure is as follows:

- 1) A late add request letter must be obtained fi-om the Clerk of the Boards office.
- 2) The letter will request that you check the appropriate criteria, which, specifically, indicate the action r e q u e s t e d .
- 3) Attach to this letter a statement of the emergency and/or need to consider this item subsequent to the printed agenda being posted, and label it Exhibit "A".
- 4) Sign your name at the bottom and type in your title.
- 5) **After** the above is completed, submit the late item request and agenda material to the County Administrative **Office**.

Departments should contact the Clerk of the Board's office to verify the number of agenda copies to submit.

The Clerk of the Board is responsible for assembling the agenda and agenda **packet** on Wednesday in advance of the Board meeting.

The Clerk of the Board will deliver the written agenda, **agenda packet** and action summary minutes **from** the previous agenda to the Duplicating Shop by 5:00 pm. on Wednesday before the Board meeting. The Duplicating Shop will prepare copies of the agenda, **agenda packet** and minutes on Thursday morning. Both the agenda and the minutes will be sorted, placed in inter-office mail, and distributed by the regular mail process to all departments.

The printed agenda packets will be delivered to the Clerk of the Board Thursday morning, and the Clerk will prepare the packets for delivery.

All agenda packet document originals should be printed on 8 ½ x 11 sheets of **20-pound** bond white paper, no more than 69 characters across, printed on one side only. The paper must be uniform without holes, folds, or other mechanical defects that would interfere with machine processing. The Clerk of the Board may reject documents or may request new versions from departments.

The originals of all agenda packet documents will be stamped by the Clerk of the Board in the lower right hand corner with the agenda item number before being sent for duplication. The Duplicating Shop will ~~hand write in pencil~~ **stamp** the page number on the original documents in the sequential order of agenda item documents as submitted by the Clerk of the Board, and begin the duplication process. Page numbers will not be reserved for late submission documents.

Departments with late submission documents may request duplicating services from the Duplicating Shop at the department's expense. All duplicating originals must conform to the same format and quality standards for regular submission items. The Duplicating Shop will handle late submission items on an expedited basis **after** the printing of the agenda packet has been completed.

The Clerk of the Board will distribute the printed agenda packet as follows:

Board of Supervisors (5)
Aides to the Board of Supervisors ~~(6)~~(9)
~~Secretary~~ Administrative Assistant to the Board of Supervisors (1)
County Administrative Officer (2)
County Auditor (1)
County Counsel (1)
POSCS (1)
Planning ~~(5)~~(1)
Public Works (1)
Human Resources Agency (1)
Health Services Agency (1)
Redevelopment Agency (1)
Press (1)
Santa Cruz Public Library (1)
Public Review Copy at Counter (1)
Any paid subscribers (4)

The Board agenda, and action summary minutes will be sent or made available, without charge, to each local newspaper, radio station, TV station or other media so requesting. The Clerk of the Board will review this process on an annual basis and make recommendations as necessary.

Private individuals and firms shall pay the full cost of copying and mailing the agenda and action summary minutes, or the agenda packet, agenda, and action summary minutes.

122 -MASTER CALENDAR

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The Clerk of the Board shall maintain a Master Calendar, used to schedule items set for action at future Board meetings and to track items that are continued or deferred to a future agenda.

The Master Calendar shall be updated after each Board meeting. Items shall be listed under the specific return date, or under the headings of "Budget Hearings", "Procedures Manual Update", and "General Plan/Local Coastal Plan Amendments".

Departments submitting requests for deferral, or otherwise referring items for action on future agenda, shall include a specific report back reference; when it is not possible to set a precise report back date, a "best estimate" date shall be used, and this date will be listed on the Master Calendar.

The Master Calendar shall be distributed to the County Administrative **Officer**, the Board Chairperson, and each Department prior to the next Agenda Committee meeting.

106 -LATE SUBMISSION/ADDENDUMS AND LATE ITEMS PROCEDURES

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Integrated Pest Management Policy

Title 7, Section 600

SANTA CRUZ COUNTY
INTEGRATED PEST MANAGEMENT POLICY

I. Statement of Goals

It is the goal of the Santa Cruz County Board of Supervisors to eliminate the use of pesticides on County property. In establishing this policy, it is acknowledged that this is a long-term goal which cannot be achieved instantaneously. It is also acknowledged that, even after dedicated review and exploration of all available options, it may not be possible to completely eliminate all pesticide use on County property. However, in those situations where pesticides cannot be completely eliminated, it is the Board's intention that the quantity and the risk level of pesticides which are used be reduced to the maximum degree possible. The Board of Supervisors further establishes the following:

- A. The County shall reduce its use of pesticides through the development and implementation of a comprehensive Integrated Pest Management plan.
- B. Effective July 1, 2001, and except for pesticides granted an exemption pursuant to Section VII, the following pesticides shall not be applied to County property:
 - 1. EPA Toxicity Class I pesticides,
 - 2. Pesticides which contain chemicals identified by the State of California as known to cause cancer or reproductive toxicity pursuant to the California Safe Drinking Water and Toxic Enforcement Act of 1986, or
 - 3. Pesticides classified as proven human carcinogens by the United States Environmental Protection Agency.
- C. Effective January 1, 2003, and except for pesticides granted an exemption pursuant to Section II, County departments shall not apply EPA Toxicity Class II pesticides on County property.
- D. When pesticides are used on county property, County departments will follow the Integrated Pest Management Guidelines established below.
- E. Contractors applying pesticides to County property shall comply with the terms of this policy.

II. Exemptions:

- A. It is the intent of the Board that this policy be followed to the fullest extent possible, however, the policy is not intended to prohibit the application of any pesticides which are required by state or federal law.
- B. Pesticides used by the Santa Cruz County Mosquito Abatement District are exempt from restrictions imposed by this policy but shall be reviewed as part of the Integrated Pest Management program to ensure that every effort is being made to use the least toxic pesticides available for this purpose.

- C. Recommendations regarding further exemptions will be submitted for the Board's consideration in the 2000-01 annual IPM report. Exemption recommendations will specifically address the following applications:
 - 1. Antimicrobial agents
 - 2. Pesticides used to control burrowing rodents on the Pajaro and Salsipuedes levees
 - 3. Other applications determined by departments or the IPM Coordinator to warrant possible exemption.
 - 4. Criteria for recommending further exemptions.
- III. Evaluation
 - A. The Integrated Pest Management Coordinator in conjunction with County departments shall develop a method of evaluating progress towards achieving the goals adopted by the Board of Supervisors
 - B. The Integrated Pest Management Coordinator will include an evaluation of progress towards achieving the goals in the annual report.
- IV. Public Involvement
 - A. The Integrated Pest Management Coordinator will convene a series of public meetings to allow review of the plan as it is developed. The schedule of public meetings will be as follows:
 - 1. First public meeting: November 2000
 - 2. Quarterly public meeting: February 2001
 - 3. Quarterly public meeting: May 2000
 - B. The IPM Coordinator will convene an Integrated Pest Management Advisory Group.
 - 1. The Integrated Pest Management Advisory Group will work with the IPM Coordinator to review the effectiveness of the IPM policy and program and make recommendations to the Board.
 - 2. The Integrated Pest Management Advisory Group will include representatives from involved County departments, public health professionals, the Agricultural Commissioner, a representative from Caltrans, and members of the community.
- V. Reports to Board of Supervisors
 - A. The Integrated Pest Management Coordinator will provide regular reports to the Board of Supervisors, including a mid-year status report and an annual report
 - B. The annual report will include the following:
 - 1. The recommended Integrated Pest Management plan
 - 2. Any recommended modifications to the Integrated Pest Management Policy
 - 3. Recommendations as to whether the Integrated Pest Management Policy should restrict those pesticides which are known to cause cancer or to have reproductive toxicity

4. Recommended exemptions to the Integrated Pest Management Policy, and a recommended procedure for obtaining further exemptions
5. Recommendations for increased staff and materials, if needed, to implement the Integrated Pest Management Policy
6. Comparison of the types and amounts of pesticides used in 1999 and 2000
7. Recommended method for measuring progress towards achieving the goals established by the Board of Supervisors
- C. Schedule of Reports to Board of Supervisors
 1. Mid-year status report: December 12, 2000
 2. Annual IPM report: June 2001
- VI. Integrated Pest Management Guidelines: For all pest problems on County property, County departments will utilize the following IPM guidelines:
 - A. Perform thorough in-field assessments of each pest problems
 - B. Use pest resistant plants and planting systems that minimize pest infestations
 - C. Establish injury levels and action thresholds for each individual pest species based on how much biological, aesthetic or economic damage the site can tolerate to determine when corrective action must be initiated.
 - D. Establish scouting or inspection procedures to monitor pest population levels and severity of the pest problem.
 - E. Select corrective actions using the following criteria:
 1. least disruptive of natural controls
 2. least hazardous to human health
 3. least toxic to nontarget organisms
 5. least damaging to the general environment
 6. most likely to produce permanent reduction of the pest
 7. easiest to carry out effectively
 8. most cost-effective in the short- and long-term
 - F. Modify pest ecosystems to reduce food and living space through physical and cultural practices and the use of biological pest controls.
 - G. Maintain an accurate record-keeping system to catalogue the following:
 1. the identification of the pest
 2. the size or density of the pest infestation
 3. the geographic distribution of the pest problem
 4. complete information on how you treated the pest, including what, how much, where, when, who, cost, and any application difficulties
 5. the effectiveness of treatment of solving the problem
 6. any observable side effects of the treatment on nontarget organisms
 7. any comments from residents
 - H. Recommended modifications to these guidelines will be submitted to the Board for consideration in the 2000-01 annual IPM report.

- VII. Notification of Pesticide Use: County departments applying Toxicity Class I, II, or III pesticides shall comply with the following notification procedures:
- A. Signs shall be posted the day before the application of the pesticide and will remain posted at least four days after the application of the pesticide.
 - B. Posting shall only be required in areas where the public can reasonably be expected to frequent and as near as possible to the site of the application.
 - C. Signs shall be posted at every entry point where the pesticide is applied if it is applied in an enclosed area, and in highly visible locations around the perimeter of the area where the pesticide is applied if the pesticide is applied in an open area.
 - D. Signs shall be of a design that is easily recognizable to the public and workers.
 - E. Signs shall contain the name and active ingredient of the pesticide, the target pest, the date of pesticide use, the signal word indicating the toxicity category of the pesticide, the date for re-entry if required, and the name and contact number of the County department responsible for the application.
 - F. County Departments shall not be required to post signs in right-of-way locations that the general public does not use for recreation purposes. However, each department that uses pesticides in such right-of-way locations shall develop and maintain a public access telephone number which will provide the information required in Section VII. E. Information shall be available from this telephone number on any pesticides which will be applied within the next four days or that have been applied within the last four days.
 - G. County Departments using pesticidal baits shall not be required to post notification signs. However, each department using pesticidal baits shall post a permanent sign at the facility where the baits are used. The sign shall indicate the type of baits used in the area, the target pests, the area or areas where the baits are commonly placed, and the contact number of the department responsible for the bait application.
 - H. Recommended modifications to these notification procedures will be submitted to the Board for consideration in the 2000-01 annual IPM report.
- VIII. Training: County departments will provide training in the following areas to staff who are responsible for applying pesticides or who supervise staff who apply pesticides:
- A. Principles of Integrated Pest Management
 - B. Toxicology of commonly used pesticides
 - C. General introduction to the evaluation of alternative strategic control options
 - D. Monitoring protocols for different pest problems, including record keeping
 - E. General introduction to identification of plant diseases and common pest problems procedures for developing site-specific IPM implementation plans
 - F. Recommended modifications to these training procedures will be submitted to the Board for consideration in the 2000-01 annual IPM report.