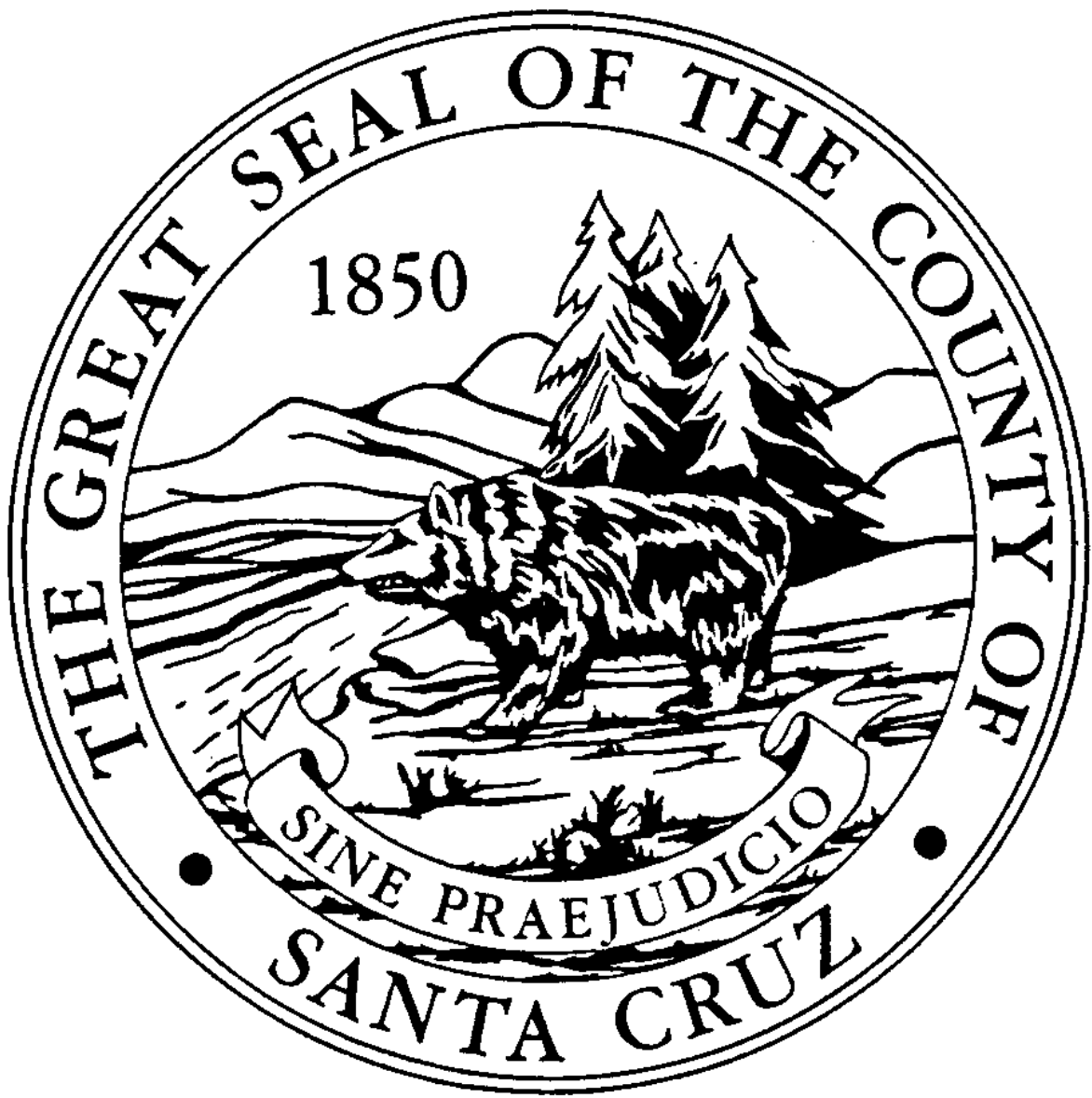




**THE COUNTY OF SANTA CRUZ
PROPOSED BUDGET | FISCAL YEAR 2017-18
SUPPLEMENTAL RECOMMENDATIONS**





County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

June 9, 2017

BUDGET HEARINGS: June 19, 2017

Board of Supervisors
County of Santa Cruz
701 Ocean Street

2017-18 SUPPLEMENTAL RECOMMENDATIONS AND REPORTS

Dear Members of the Board,

Attached for your Board's consideration during Budget Hearings are supplemental budget requests and recommendations and additional reports that your Board directed be presented during the 2017-18 Budget Hearings.

The Supplemental document is organized in the following sections:

- Supplemental Budget Recommendations and Reports,
- Unified Fee Schedule Update,
- Continuing Agreements List,
- Errata – Corrections to the Proposed Budget

At this time, it is therefore RECOMMENDED that your Board:

- Accept and file this document for use during the 2017-18 Budget Hearings.

Very truly yours,

Susan A. Mauriello, County Administrative Officer

cc: Each Department Head

TABLE OF CONTENTS

SECTION I: DEPARTMENTAL REPORTS..... 7

GENERAL GOVERNMENT..... 9

Assoc. of Monterey Bay Area Governments ...	11
<i>Increase Contribution</i>	11
Auditor-Controller-Treasurer-Tax Collector ..	13
<i>Audit Services</i>	13
County Administrative Office	15
<i>Governor's May Budget Revise</i> ..	15
<i>County Policies & Procedures Update</i>	17
Economic Development	161
<i>Annual Report</i>	161
General Services	169
<i>Service Center Vehicle Adjustment</i>	169

HEALTH & HUMAN SERVICES 171

CORE Investments	173
<i>Report on CORE InterAgency Workgroup</i>	173
<i>CORE Investments Financial Allocation</i>	181
<i>CORE Investments Supplemental Requests</i> ...	185
Health Services Agency	187
<i>Audit Services</i>	190
<i>Clinic Services Fixed Assets</i>	191
<i>Public Health Grant/IHSS Impact</i>	193
<i>AB109 Re-Entry Program/IHSS Impact</i>	195
<i>Environmental Health Fixed Assets</i>	197
<i>Flood Control District Adjustments</i>	199
<i>Assisted Outpatient Treatment Alternative to Laura's Law</i>	201
Human Services Department	205
<i>IHSS Impacts Report</i>	205
<i>Thrive by Three Report</i>	209

LAND USE & COMMUNITY SERVICES..... 233

Local Agency Formation Commission	235
<i>Increase Contribution</i>	235
Parks, Open Space & Cultural Services	237
<i>Grant Award</i>	237
Planning	241
<i>Workload Adjustment</i>	241
<i>Cannabis EIR Update</i>	243
Public Works	245
<i>Winter Storm / Workload Adjustment</i>	245

PUBLIC SAFETY & JUSTICE 251

Animal Control Services	253
<i>Increase Contribution</i>	253
Emergency Services	255
<i>911 Center Financial Adjustments</i>	255
Public Defender	257
<i>Criminal Defense Conflicts Program</i>	257
<i>Clean Slate Program</i>	263
<i>Contracts for Public Defender Services</i>	265
Sheriff-Coroner	267
<i>Service Dog Program</i>	267
<i>Division of Re-Entry</i>	269

CAPITAL PROJECTS 273

Park Dedication Project Detail	275
--------------------------------------	-----

COUNTY FINANCING..... 281

General County Revenues	283
-------------------------------	-----

SECTION II: UNIFIED FEE SCHEDULE..... 287

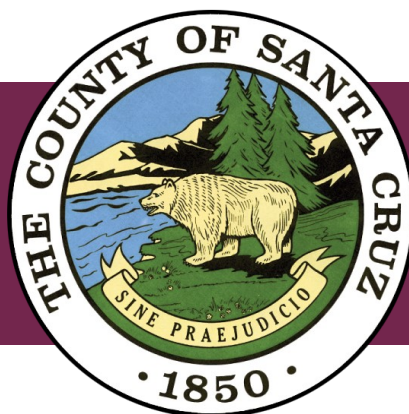
SECTION III: CONTINUING AGREEMENTS..387

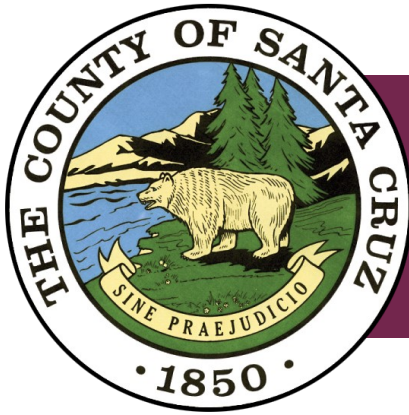
SECTION IV: ERRATA 407



SECTION I: DEPARTMENTAL REPORTS

**GENERAL
GOVERNMENT**





ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Page 41

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
<i>General Fund Contribution</i>	33,269	(36)	33,233	(36)
Total Financing	33,269	(36)	33,233	(36)
Expenditures				
Other Charges	33,269	(36)	33,233	(36)
Total Expenditures	33,269	(36)	33,233	(36)

Explanation

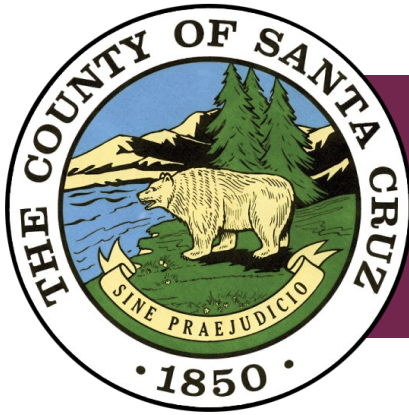
On May 10, 2017, the Association of Monterey Bay Area Governments (AMBAG) approved the 17-18 Proposed Budget. AMBAG approved fees of \$33,233 for the County contribution, resulting in a decrease of \$36 from the previous year contribution.

Funding Source

Adjustment to Contingencies

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		<i>General Fund Contribution</i>	(36)	(36)
		Total Financing	(36)	(36)
131830	75231	Contributions to Other Agencies	(36)	(36)
		Total Expenditures	(36)	(36)



AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Pages 43-48

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Taxes	140,000	0	140,000	0
Licenses & Permits	250	0	250	0
Charges for Services	3,446,249	83,581	3,529,830	83,581
Miscellaneous	169,175	0	169,175	0
Total Revenues	3,755,674	83,581	3,839,255	83,581
<i>General Fund Contribution</i>	<i>1,143,856</i>	<i>0</i>	<i>1,143,856</i>	<i>0</i>
Total Financing	4,899,530	83,581	4,983,111	83,581
Expenditures				
Salaries & Benefits	4,764,640	201,281	4,965,921	201,281
Services & Supplies	2,389,230		2,389,230	0
Subtotal	7,153,870	201,281	7,355,151	201,281
<i>IntraFund Transfers</i>	<i>(2,254,340)</i>	<i>(117,700)</i>	<i>(2,372,040)</i>	<i>(117,700)</i>
Total Expenditures	4,899,530	83,581	4,983,111	83,581

Explanation

This Financial Supplemental Budget Action adds funding and 1.0 FTE Account Technician (\$83,581) to the Tax Division (733000) and adds funding and 1.0 FTE Auditor II (\$117,700) to the Audit Division (122100).

The additional Account Technician will focus primarily on Cannabis Business Tax functions. The work load in this area is expected to increase dramatically in 2018 when the County issues licenses to growers and manufacturers of Cannabis.

The additional Auditor II (1.0 FTE) is at the request of the Health Services Agency. The assigned audit work will be exclusively for Health Service Agency contractors and community programs. Funding will be provided by H.S.A. for all salary and benefit related costs for this 1.0 FTE.

Funding Source

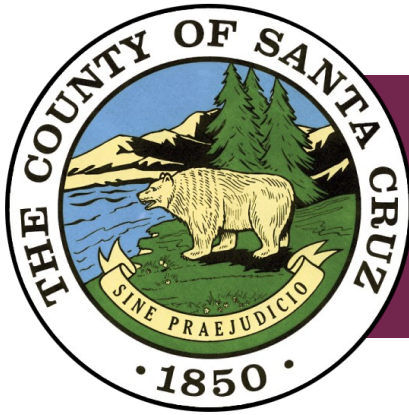
Increase charges for accounting services provided to Cannabis Business Tax. Increase transfers for audit work provided to Health Services Agency.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
733000	41220	Charges for CBT services	83,581	83,581
		Total Financing	83,581	83,581
733000	51000	Acct Tech CBT	57,720	57,720
733000	52010	Acct Tech CBT	4,546	4,546
733000	52015	Acct Tech CBT	11,618	11,618
733000	53010	Acct Tech CBT	9,697	9,697
121000	51000	HSA Auditor II	72,272	72,272
121000	52010	HSA Auditor II	5,713	5,713
121000	52015	HSA Auditor II	14,600	14,600
121000	53010	HSA Auditor II	25,115	25,115
122100	95225	Transfer from Health	(117,700)	(117,700)
		Total Expenditures	83,581	83,581

SUPPLEMENTAL BUDGET STAFFING

GL Key	Range	Classification	FTE	Action	Position Code
733000	V2	Account Technician	1.00	Add	TBD
122100	G6	Auditor II	1.00	Add	TBD
		Total	2.00		



COUNTY ADMINISTRATIVE OFFICE SUPPLEMENTAL BUDGET • FY 2017-18

STATE BUDGET MAY REVISE

Board Date: June 19, 2017
Date: May 23, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: Governor's May Revision to the 2017-18 State Budget

In his May Revision, Governor Jerry Brown continued to counsel caution when it comes to State finances, despite higher state revenues of about \$2.5 billion. The Governor reminded everyone about the inevitability of an economic downturn, and said potential changes at the federal level on issues such as health care add an element of uncertainty.

With higher-than-expected revenues, the May Revision proposed adjustments in four key areas: increased Prop 98 funding for schools; a mitigation plan for the increased cost to counties due to the elimination of the Coordinated Care Initiative (CCI); the restoration of scheduled provider rate increases for child care; and a \$6 billion supplemental payment to CalPERS via the Surplus Money Investment Fund, to reduce unfunded liabilities and stabilize State contribution rates toward worker pension funds.

The Governor also noted that state finances are becoming increasingly volatile due to greater reliance on capital gains taxes. The change makes the State extremely vulnerable in the event of an economic downturn, as capital gains would be severely impacted. Furthermore, proposed changes in federal health care, trade, immigration and tax policies could all have significant impacts on California.

Of particular note to counties is a new plan to phase in the burden from the elimination of the CCI, which results in counties picking up a greater portion of the non-federal share of In-Home Supportive Services (IHSS). This \$592 million cost-shift to counties would be mitigated by a one-time \$400 million offset in the first year, followed by successive declining mitigation payments until 2020-21, when the amount would be \$150 million. While helpful, this proposal still results in significant future costs for county governments. Your Board was given an update on this proposal on May 16.

Another development is the passage of SB 1, the Road Repair & Accountability Act of 2017. Under this new law, the State and counties would see \$54 billion over 10 years to address transportation needs.

STATE BUDGET MAY REVISE

Of that, \$15 billion will go toward local road infrastructure, providing a significant boost to local transportation funding. However, local governments will also see benefits through spending on highway repairs and maintenance (\$15 billion), bridges (\$4 billion), trade corridors (\$3 billion), congestion relief on commuter corridors (\$2.5 billion) and transit and intercity rail (\$8 billion). In addition, counties can position themselves to compete for \$1 billion for active transportation (such as bicycle and pedestrian infrastructure) projects to link residents to transit facilities.

The May Revision also projects significant impacts from Proposition 57, resulting in a decline of 11,500 in the State prison population and savings of \$186 million by 2020-21, allowing the State to phase out the use of out-of-state facilities. Accordingly, the budget increases funding to address anticipated county probation department workloads. The budget also envisions \$45 million in Prop 47 savings in 2017-18, of which \$29 million would be available for competitive local grants for mental health and substance use disorder treatment, as well as programs to reduce recidivism.

The updated budget also includes additional funding for immigration-related services, and project decreases to CalWORKs funding over the next two years due to updated caseload and cost-per-case projections. While the housing crisis continues to pose major challenges across the State, the governor has indicated he does not support new funding for affordable housing absent changes to fundamental obstacles to new housing, including at the local level.

It is therefore RECOMMENDED that your Board:

- Accept and file this report.

Submitted by:



Susan A. Mauriello, County Administrative Officer

cc: Each Department Head

COUNTY POLICIES & PROCEDURES MANUAL UPDATE

Board Date: June 27, 2017
Date: May 31, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: 2017-18 Policy and Procedures Updates

Twice each year, your Board considers recommended additions and modifications to the County Policy and Procedures manual. Each of the recommended changes are provided in underline/strike-out format of the revised procedure.

The Auditor-Controller-Treasurer-Tax Collector recommends revisions to several sections of Title I – Finances and Accounting to update language and incorporate directives related to the County’s current financial system and travel rules and regulations.

The Personnel Department recommends a minor change in Title II, Personnel Procedures, Section 130 (IV) – Civil Service Rules related to basic requirements.

The General Services Department recommends minor language updates to Title III, Plant, Equipment, Services and Supplies, Section 100 – Purchasing Procedures, as well as the addition of procurement standards for Federal awards.

The Information Services Department recommends updates to Title VI, Information Services: Telephone, Duplicating/Printing and Data Processing, Section 471 – E-Mail Use and Retention Policy to reflect new retention standards.

County Counsel recommends the addition of Title VII, Department Procedures, Section 1200 – Managing Public Records Act Requests to set a unified policy for the County.

It is, therefore, RECOMMENDED that your Board:

- Approve the recommended revisions to the County Procedures Manual and direct the Clerk of the Board to make the identified changes.

Submitted by:



Susan A. Mauriello, County Administrative Officer

Title I

Section 100 – Travel Rules & Regulations

Section 110 – Petty Cash Procedure

Section 300 – Contracts & Agreements

Section 400 – Accounting Procedures

Section 700 – Signature Authorization

~~-~~Title I - Finances and Accounting

100 - TRAVEL RULES AND REGULATIONS AND CLAIMING PROCEDURES

A. ~~A.~~ TRAVEL RULES AND REGULATIONS

Travel rules and regulations apply to County officials and employees, when traveling on County business. A standard training and conference form for both in-state and out-of-state travel associated with conferences and training is available (AUD26-C). Departments may elect to use this form or may adopt a similar format to meet their individual needs. All travel by Commission Members, volunteers, and other non-employees requires advance written approval by the County Administrative Officer.

Anyone who travels on County business, or supervises someone who travels, is responsible for knowing the general intent of the travel policy. The traveler is responsible for complying with the County's travel policies and exercising reasonable and prudent judgment related to County business travel. The traveler is also responsible for obtaining proper authorization and preparing and submitting expense reports on a timely basis along with appropriate receipts.

All travel expenses incurred shall be based upon the most efficient, direct and economical mode of transportation required by the occasion. If an alternative mode of transportation is selected, the allowable cost shall be the lower of the actual cost of alternative modes of transportation or the lowest regular fare available for regular scheduled airlines for the date and time selected.

-All travel claims, with the exception of mileage (see Travel Claiming Guidelines section below), must be submitted no later than 60 days after the expense is paid or incurred or 60 days after the last day of the trip.

1. ~~4.~~ Out of State Travel

When transportation costs are to be paid by the County, advance approval by the County Administrative Officer is required for all out-of-state travel to attend conferences, seminars, or other functions, except as noted below. County Administrative Officer approval is not required when the travel is necessary to carry out the routine, day to day duties of each department. For example, out-of-state travel to vendor sites to observe new products or train on new products requires prior County Administrative Officer approval; whereas, District Attorney staff travel outside of State to carry-out an extradition order or to conduct crime investigation would not require County Administrative Officer approval.

2. ~~2.~~ Travel Advances

The Auditor-Controller-Treasurer-Tax-Collector may authorize a travel advance for one or more nights of travel out-of-County (Use Form AUD-26A). Prior authorization should be submitted at least two weeks prior to departure. Airfare, lodging, and registration reservations may be made in advance using the County CALCARD or

paid through the ~~blue-direct~~ claim process if the department does not have a CALCARD.

3. ~~3.~~ Meals

Meals are reimbursable under the following conditions:

a. ~~a.~~ Breakfast is allowable if out-of-County travel begins two hours or more before the start of the regular workday. Lunch is allowable if travel begins before 11:00 A.M. AND ends after 2:00 P.M. Dinner is allowable if travel ends two or more hours after the end of the regular workday.

b. ~~b.~~ When travel occurs on weekends or holidays, or when the traveling employee normally works flexible or otherwise non-standard hours (e.g. the employee normally works a "four-ten" schedule or a 7 A.M. to 4 P.M. workday) the regular workday will be deemed to be from 8 A.M. to 5 P.M., for purposes of computing meals reimbursements.

c. ~~c.~~ Meal reimbursement shall be limited to the Federal per diem rates as outlined in ATTACHMENT A (online below County Travel and Expenses Rate Schedule under Policies and Procedures). For the first and last day of travel, the County will determine meals eligible for reimbursement based on times of travel.

These rates will also be used to determine meal reimbursements for special circumstances where partial meal rates are appropriate. For example, if one or more meals are included as part of a conference registration fee, the Meal and Incidentals Expense (M&IE) rate will be reduced by the appropriate amount. Employees are encouraged to claim actuals up to these limits and may claim lesser amounts even though receipts are not obtained. Meals not resulting from overnight travel will be reported as taxable other compensation per the IRS except for elected officials.

d. ~~d.~~ Meal costs may exceed the prescribed maximum only if speaker, conference, or registration costs are included. In this case, the agenda or a brochure describing the event and the price must accompany the claim.

e. ~~e.~~ In-County meals (food and non-alcoholic beverage) are allowable only as follows:

1) ~~1)~~ With evidence of advance (prior to event) approval of Department Head for

a) ~~a)~~ Scheduled official meetings (not staff meetings) e.g. State Association of Accounting Chiefs meets in Santa Cruz and luncheon is part of the program. This would also apply to the annual local County/State legislative meeting.

b) ~~b)~~ Management employees, except attorneys, when working authorized uncompensated over-time, which extends at least two hours beyond the normal workday.

~~c) e)~~ Refreshments excluding alcoholic beverages may be provided for Official County events with the prior approval of County Administrative Officer, provided a public purpose is served and the amount does not exceed \$1,000. The Board of Supervisors shall approve refreshment amounts in excess of \$1,000.

~~d)~~ meal expenses related to the recruitment process necessary to fill executive positions, or positions which have historically been difficult to fill, such as physicians or psychiatrist. Such expenditures require CAO pre-approval.

~~2) 2)~~ When approved by the County Administrative Officer for meals for general representation unit and mid-management personnel in DPW, under emergency conditions. These may be approved in advance or after the fact, if the request is submitted to the County Administrative Officer within ten working days of the emergency. The CAO may approve claims submitted after ten working days if it is determined that the claim was submitted expeditiously given the nature of the emergency. CAO and Department Head approval must accompany the claim for payment. Meal allowances under this provision shall be limited to the maximum rates specified in the Federal M&IE rate schedule.

Emergency meal payments for breakfast are allowable only if the required emergency work begins at least two hours before the beginning of the regular workday.

Emergency meal payment for lunch is allowable only if

~~a) a)~~ The required emergency work begins at least two hours before the beginning of the regular work day and ends at least two hours after the end of the regular work day; or

~~b) b) at At~~ least 12 hours of required emergency work occur and the regular lunch period falls within those hours.

Emergency meal payment for dinner is allowable only if

~~a) a) the The~~ required emergency work extends at least two hours after the regular work day; or

~~b) - at At~~ least 16 consecutive hours of emergency work is required on any non-workday, two of which fall after the end of the employee's regular workday.

~~3)~~ In order for meals for Personnel Employment Rating Panels, Board of Supervisors Closed Personnel, Executive, Litigation, or union negotiation meetings to be allowable County charges, such charges shall be reasonable and necessary. Employment Rating Panel

claims, including performance examinations conducted on weekends and union negotiation claims, must be approved by the Personnel Director, or designee, and Board of Supervisor closed meetings claims must be approved by County Counsel.

- 4) To be proper County charges, other in-County meals require Board of Supervisors approval.

4. Lodging

For travel within the continental United States, the federal maximum rates for lodging will be used and are outlined in ATTACHMENT A. These rates vary by locality. Receipts for lodging are required and will be reimbursed at the actual costs or the maximum lodging rates outlined in ATTACHMENT A, including local taxes, whichever is less. All rates will be updated by the Auditor-Controller-Treasurer-Tax Collector on an annual basis. To receive a reimbursement above these maximum rates the following shall apply:

- a. a) State Association Sponsored Conferences and conventions shall be reimbursed at the actual cost without prior approval by the Auditor-Controller-Treasurer-Tax Collector's Office.

Due to lodging challenges in the City of Sacramento, and the City of Berkeley, lodging rates in the City of Sacramento, and in the City of Berkeley will be reimbursed at an amount not to exceed 150% of the federal per diem with supporting documentation provided.

- b. b) For all other, special authorization from the Auditor-Controller-Treasurer-Tax Collector's Office in advance of the travel is required. The Auditor-Controller-Treasurer-Tax Collector's decision shall be final. Form 26-L, Request for Approval of Exceeding Daily Lodging Rate, should be completed at least two weeks before travel.

To stay within the maximum rates, the following are established guidelines:

- 1) 1) Employees are encouraged to select moderately priced lodging, regardless of any limitations.
- 2) 2) Employees should inquire about possible discounts available to government and corporate employees.
- 3) 3) Attendance at seminars which are normally held during day time hours would not require the attendee to stay at the site of the seminar if it is being held at a hotel where it exceeds the recommended daily rate.
- 4) 4) Lodging expenses are not to exceed the per diem amounts set forth in ATTACHMENT A. Unless otherwise provided in these rules, the County will pay the lesser of the per diems only or the actual costs incurred. Nothing herein prevents an employee from submitting actual receipts and being reimbursed an amount less than the per diems in ATTACHMENT A.

- 5) — If seminars or committee meetings are to be held at a particular hotel where it exceeds the recommended daily rate and events are scheduled for evening hours, attendees may stay at the host hotel with advance approval of the Auditor-Controller-Treasurer-Tax Collector.
- 6) — Claims for overnight lodging within Santa Cruz County are not allowable unless approved in advance by the Board of Supervisors. An exception is granted when travel expenses are related to the recruitment process necessary to fill executive positions, or positions which have historically been difficult to fill, such as physicians or psychiatrist. Such expenditures require CAO pre-approval.
- 7) — Overnight lodging for travel to a location outside of Santa Cruz County may be approved by the traveling employee's Department Head ~~under the following conditions: if the travel location is at least 50 miles from the work location or the employee's home, whichever is less.~~
- o a) if travel begins or ends 2 hours before or after the regular workday, and is necessary to fully participate in the assigned program, or; Travelers may claim lodging for the evening before or the last evening after an event when travel begins or ends 2 or more hours before or after the regular workday. Prior authorization by Auditor-Controller is required.
 - ~~b) if travel extends more than one day, for nights between program or business days, the event is outside the county, and if the event involves activities beneficial to the County.~~
 - ~~c) Claims for lodging costs less than 50 miles from the Government Center must bear the personal advance approval of the Department Head and must meet the above criteria.~~
- 8) — Employees should inquire when making lodging arrangements whether the County of Santa Cruz is exempt from Transient Occupancy Taxes (TOT) in the locale where they are traveling. In some jurisdictions, other governmental agencies are exempt from TOT, but the traveling party must request exemption and file an exemption form from the County locale and it must be completed and approved in advance. (Search other County's website under Transient Occupancy Tax for form). ~~(see Auditor-Controller-Treasurer-Tax Collector's Intranet under Forms).~~
- 9) — The above rules with respect to lodging shall apply when the employee is traveling out of town to attend P.O.S.T. training. Such actual reasonable costs shall be reimbursed with the approval of the Sheriff, Chief Probation Officer, or other Department Head.
5. — Registration Fees
Conference, convention and seminar registration and tuition fees may be reimbursed as part of a travel claim or a Blue-Direct claim ~~(AUD-7)~~. If paid in advance they are paid via the Blue-Direct claim process made payable to the vendor. Whenever possible, the County should be named registrant for events, to allow transfer of privilege when conflicts prevent the original registrant from attending.
6. — Business Expense Allowances

Board of Supervisors. Each member of the Board of Supervisors is allowed reimbursement as provided herein for all reasonably necessary expenses incurred by the supervisor in connection with performing the duties and responsibilities of an elected head of County government which are not presently reimbursed by the County. These include, but are not limited to luncheons, dinners, meetings, and conferences attended within the County. The maximum amount of expense reimbursable to any supervisor under this resolution shall be \$800 per calendar year (see Personnel Regulation Section 165.E.3).

7. Mileage Reimbursement

County employees and previously approved volunteers who use privately owned vehicles for County business as provided in Section 2.32.200 of the County Code shall be reimbursed for mileage at the maximum IRS allowable rate (see Personnel Regulation Section 165.E.1 for exceptions). These will be updated at least annually and a notice will be sent out to Department Heads regarding any changes.

When reporting mileage, the origin of the trip would normally be the place of employment. However, when travel originates at the employee's home (for example, when starting a trip, or when travel begins outside regular working hours), mileage claimed would be the lesser of the miles from home to destination or place of employment to destination. Mileage reimbursement will be based on the shortest route between the two points.

Airfare Equivalent reimbursements: When traveling to a destination with scheduled airline service, the mileage payment may not exceed the equivalent coach class airfare plus avoided mileage to/from airport and local airport parking costs. Documentation of the cost of the equivalent coach airfare (such as a screen shot from a booking sight) must be attached with the mileage claim.

8. Use of Rental Cars

Rented automobiles may be used only when other means of travel cannot be used economically or conveniently. Use of this means of travel, however, must be held to a minimum and justification approval for such use must ~~accompany claims for reimbursement~~ be given in advance by the Auditor-Controller's office.

The rental car pre-approval is required to be documented in writing, (i.e. department approval form or email approval) and must include:

- a. The car rental estimated amount and estimate of other related expenses such as parking and fuel
- b. Justification why other forms of transportation, such as a hotel shuttle, are not appropriate, and how a rental car is the most economical and efficient/practical.

Car rental is limited to standard compact size vehicle. Midsize vehicle is reimbursable if use is for three people or more, justification provided, and pre-approved in writing by the Department Head or Auditor-Controller.

Original receipts and car rental pre-approval are required to be submitted with reimbursement requests. The original car rental receipt must reflect the date(s), number of days and type of vehicle rented and mileage. A credit card receipt alone is insufficient.

Pre-paid fuel for full tank is not reimbursable. Employee must submit fuel receipt for actual usage.

Loss Damage Waiver (LDW) should be purchased at the time of rental to insure for damaged or stolen car.

9. Non-reimbursable expenses

The following incidental and personal travel expenses are generally not allowable for reimbursement:

Traffic and parking violations

Fuel Service Option (FSO) / Fuel Purchase Option (FPO) selected on rental cars

Trip Insurance

Early Boarding fees or seat upgrade fees

Medicinal remedies, health supplies, cosmetics

Personal entertainment, e.g., in-room movies, fees for exercise room, sports events, optional tours

Airline club membership fees and credit card fees

Expenses related to an employee's family member or friend accompanying the traveler on business trips

B. ~~B.~~ TRAVEL CLAIMING GUIDELINES

Travel Claims for mileage only are to be filed no more frequently than monthly, preferably within fifteen days after the end of the month~~ly~~.

Per Diem rates can be found on the County Intranet site under Resources/Policies and Procedures/County Travel and Expenses Rate Schedule and Attachment A.

Travel Claim forms and other Travel forms can be found on the Auditor-Controller-Treasurer-Tax Collector's Intranet site.

Refer to the Auditor-Controller Treasurer-Tax Collector's website, under ONEsolution / Accounts Payable Information / U~~u~~s~~er~~erGuides and Addenda / OS Travel eClaims pProcess eGuides, for travel claim form instructions.

1. ~~4.~~ ITEMIZATION OF TRAVEL

On the bottom half of the form, enter the Dates of travel, County of travel, City of travel, and the Time of Departure and Return. Time of Departure and Return is required for meal reimbursement. A copy of the agenda or course description should be attached to the claim.

Refer to Title I, Section 100 of the County Procedures Manual for complete rules and regulations concerning meals.

2. ~~2.~~ CLAIMANT

Claimant must sign and date. Signature stamps are not allowed.

3. ~~3.~~ DEPARTMENT HEAD

Department Head or authorized representative must sign and date. No signature stamps are allowed. All claims must be signed by an authorized administrative person, higher in rank than the claimant, except the department heads themselves. A list of all department-authorized signatures must be maintained with the Auditor-Controller-Treasurer-Tax Collector's Claims Section. Blank forms are available from the Auditor-Controller-Treasurer-Tax Collector's office (AUD-16).

4. ~~4.~~ MILEAGE DOCUMENTATION

The back of the claim form is to be used for claiming mileage. Date, time, origin, destination, purpose of trip, odometer, and miles claimed must be entered in the spaces provided. Failure to provide all information will result in delay of payment.

Multiply the number of miles times the current applicable rate to determine the dollar value mileage claimed; transfer the dollar value to "Mileage" line, and carry forward to the front of the form.

Mileage will be reimbursed at the maximum allowable IRS rate for most employees- see exceptions in Personnel Section 165.E.1 or talk to your department manager.

110 - PETTY CASH PROCEDURE USING AUD-77

Santa Cruz County Resolution 471-95 (see PM1110A) sets the following limitations on petty cash reimbursement:

1. ~~4.~~ \$200 for supplies, materials, and services

2. ~~2.~~ Actual expense to reimburse defendants' and witnesses' for Court appearances and transportation costs up to \$250.

3. ~~3.~~ Departments may obtain petty cash advances for creation of occasional change funds or to pay for transportation or therapeutic activities for County patient/clients with written approval by Auditor-Controller-Treasurer-Tax Collector.

~~This mechanism should be used on claims under the above conditions.~~ The following steps are ~~presented for completing~~required to complete an AUD-77 for petty cash disbursement and an AUD-78 for petty cash reimbursement..

1. ~~1.~~ Enter GL Key and GL Object/JL Key and JL Object if required

~~Please fill in accordingly~~

2. ~~2.~~ Amount

~~The dollar amount block requested must agree with the supporting documentation, e.g., if the documentation amount exceeds the overall County limitations, no reimbursement shall be made even though the petty cash claim voucher does not exceed the limitation.~~

3. ~~3.~~ Reason

~~Give~~Provide a reason for the expenditure and attach supporting documentation. ~~Examples of inappropriate items would include plants, wall posters, merchandise stocked in or available through Central Supply, or non-essential items to the conduct of County business. If there are any doubts, contact your supervisor.~~

4. ~~4.~~ Signature

~~Department Head or authorized representative must sign and date.~~

5. Receipts

Attach supporting documents

a. Original receipts are required. Duplicates and copies, which include photo copies and/or re-printed register 'Copy' receipts, will NOT be accepted. (Exception is restaurant receipts that only print up copies.). Receipts must have the following:
1) Company information (name, address, phone number)

- 2) Printed date
- 3) Itemized charges
- 4) Indication as paid and payment method.

b. Authorization for Expenditures for Refreshments (CAO 10), if applicable, signed by the County Administrative Office (CAO), in advance of purchases. Amounts indicated on the CAO 10 form are the only authorized amounts pre-approved that can be paid out.

c. Agenda for meetings, if applicable

6. Gas

a. Will NOT be reimbursed through petty cash if you are using your own vehicle. A travel claim (AUD-26) must be filled out instead and per diem mileage is claimed.

b. Will be reimbursed through petty cash if county vehicle was fueled with personal funds and other means for purchase were not available (e.g. Department Gas Card, County fuel station, etc.). The following must also be attached as supporting documentation:

- 1) Agenda of meeting attended
- 2) Purpose of meeting attended (indicated on AUD-77)
- 3) County vehicle information (number of vehicle, etc.)
- 4) Copy of any certificate received for meeting/training attended (if applicable)

7. Prohibited Items

The following items are not reimbursable through Petty Cash. Please call the Auditor-Controller's office for determination on questionable items before purchase.

- a. Meals and/or food items, including drinks (except for meals provided within programs)
- b. Alcoholic drinks
- c. Personal items
- d. Traffic and parking violations
- e. Office items for personal use (e.g. Plates, napkins, cups, utensils, decorations, etc. for office parties or other non-business related events.)
- f. Receipts older than one year from date of purchase.
- g. Gas for personal car
- h. Non-essential items (anything that is NOT considered an essential business expense)

-300 - CONTRACTS AND AGREEMENTS

A. ~~A.~~ CONTRACTS

All contracts for goods and services provided to the County of Santa Cruz are entered into under the legislative authority of the Board of Supervisors. Unless authority is delegated to another official (for example, to the Purchasing Agent for certain contracts under the purchasing ordinance, or to another individual as specified in this Section), ALL contracts must be approved by official action of the Board before their terms can be enforced, except for contracts entered into by constitutional office holders pursuant to Government Code Section 25303 and 29601. Verbal contracts are acceptable only under emergency circumstances when necessary for the detection or prosecution of criminal matters, and the basic provisions of any verbal contracts shall be confirmed in writing within 1-10 working days.

For the Board and interested members of the Public to assess the financial impact of an agreement being considered by the Board, the agenda items asking for the agreement to be approved must summarize the fiscal content of the contract. An appropriate consent agenda item might read, for example:

"Approve a contract with the Department of Health Services, in the amount of \$35,680, to provide for increased public outreach activities with respect to Lyme's Disease, as recommended by the Health Services Officer."

Contracts are initiated by the department that requires a service, and it is the department's responsibility to administer the contract after it is approved by the Board of Supervisors or Purchasing Agent.

The Board or the Purchasing Agent must approve changes to contracts approved by the Board or Purchasing Agent.

If the Board authorizes a Department Head to negotiate an agreement, it must be returned to the Board for approval. Agreements shall be submitted to the Board prior to the commencement of any work. In extraordinary circumstances, if the terms of a contract are to be retroactive, the Board must state their intent in advance. IF THE BOARD DOES NOT CLEARLY STATE ITS INTENT TO MAKE CONTRACT PROVISIONS RETROACTIVE TO A SPECIFIC DATE, NO PAYMENTS WILL BE ALLOWED FOR SERVICES RENDERED PRIOR TO BOARD APPROVAL OF THE AGREEMENT.

When the Board authorizes a Department Head to execute an agreement, it is authorizing the Department Head to sign the Board approved agreement on behalf of the Board but the terms and conditions must not be altered.

It is recommended that the standardized Agreement Forms approved by County Counsel be used. See example included at the end of this section.

Contracts are generally divided into two groups:

- Services, construction and repair

- Revenue

The Purchasing Department has the authority to engage independent contractors to perform services for the County and its offices and to employ independent contractors for construction and repairs within limits prescribed by the Government Code. To establish necessary procedures to be followed in these areas, Purchasing should be consulted as particular requirements arise. This authority has been provided in Santa Cruz County Code Chapter 2.37.

Under this provision the Purchasing Agent has the duty to purchase, rent, lease or lease/purchase for the County, all materials, supplies, furnishings, equipment, facilities (maximum \$35,000 per contracted item), and other personal property of whatever kind and nature for items previously budgeted by the Board. State law prohibits the splitting of projects into smaller projects to circumvent any or all limitations. Purchase orders may also be utilized in these transactions. Currently purchase order system requires a separate workflow.

All personal service agreements and all public project agreements must be approved by the Board of Supervisors if they are greater than the thresholds indicated in Section 2.1.b and 3.0, respectively, of the Purchasing Policy Manual. Contracts submitted to the Board of Supervisors must be accompanied by an ADM-29. The Purchasing Agent may approve agreements below these levels or other Board authorized agents.

Approval of contracts, leases or any other form of agreement for contracted services or supplies, or revenue contracts, requires the use of Forms ADM-29 and W-9. These forms standardize and facilitate processing of such requests and approvals through the Auditor's Department, and gather required information for tax reporting.

The originating department must provide that each contract contain provisions for:

- Adequate documentation of personal service agreement with individual to determine their status as an independent contractor.
- Adequate clarity as to payment for services. Contract provisions should not provide for payment in less than 30 days of receipt by the County of invoice without specific approval by Auditor-Controller-Treasurer-Tax Collector.
- Use of escalator clauses, factors that automatically increase agreement payments annually, are generally discouraged except for rental and use type agreements.
- Advances are allowed only under the following conditions:

1. 4. Non-profit, community based organizations granted tax-exempt status under IRC Section 501 may receive a one-time cash advance, not to exceed 1/4th of the total contract amount. Each subsequent payment will be made based on actual services. If advances are to be allowed, the Board must approve them when the contract is approved. The Department Head or designee shall determine that the program cannot be carried out without the advance prior to submitting it to the Auditor-Controller- Treasurer-Tax Collector. Evidence of such shall be retained in the

department files. The contract shall include a written assurance by the contractor that cash advances will not be used to provide working capital for non-County programs, and when possible such advances shall be deposited in interest bearing accounts, and the interest used to reduce program costs. In most cases a one or two month advance should be adequate.

2. ~~2.~~ Cash advances for all other organizations shall require the analyses and assurances in (1) above, AND may require faithful performance and fidelity bonds naming the County as loss payee depending on the necessity, which will be determined and approved by both the County Administrative Office and Auditor-Controller-Treasurer Tax Collector.

- Allowance for audit and retention of records for a period of not less than 5 years or until audited whichever occurs first.

- Termination and/or suspension of payments for non-compliance.

- Any budgetary control.

- Declaration as to required insurances and posting of the necessary certificates of insurance coverage with the originating department. Insurance is usually required for:

- a. General liability
- b. Automobile
- c. Worker's compensation
- d. Fidelity bonds

- The department will require the inclusion of the following equal opportunity clauses as a condition of all contracts in excess of \$10,000:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), gender, pregnancy, marital status, sex, sexual orientation, age (over 18), veteran status or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- For all contracts in excess of \$50,000 where the Contractor employs at least 15 employees, the department will require the inclusion of the following equal opportunity clauses as a condition of the contract:

The Contractor will state that they are an equal opportunity employer in all solicitations or advertisements for employees placed by or on behalf of the Contractor, and ensure that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer

related and genetic characteristics), gender, pregnancy, marital status, sex, sexual orientation, age (over 18), veteran status or any other non-merit factor unrelated to job duties.

All County contracts must comply with the non-discrimination requirements of both the State and Federal governments. Certain specific projects conducted under State and/or Federal oversight may have additional definitions and requirements.

If applicable according to the contract-funding source, the Contractor will comply with all provision of Executive Order 11246, as amended, and of the rules, regulations and orders of the Secretary of Labor, which include furnishing required information and report.

In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders this contractor may be declared ineligible for further contracts with the County.

6. Entering a New Contract

Add new contract in the Contract module (mask CMUPCM) to initiate a new contract.

The County's Form ADM-29 is generated as a CDD report under mask SCZCM1000 and a copy of the Form W-9 is available on the General Services Department website.

For detailed step by step instructions for use of the OneSolution Contracts Module, accompanied by screenshots, refer to the Contracts End User Guide, available on the Auditor-Controller-Treasurer-Tax Collector's OneSolution Information Page:
<http://countyintranet.co.santa-cruz.ca.us/aud/sungard.html>

The Department approves their contract via OneSolution workflow.

Attach all copies including the contract or a copy thereof, to the Attachments tab. The contract should be delivered to County Counsel (see section B, below) and Risk (see section C, below) for review and signature at least 48 hours prior to the deadline the County Administrative Officer has established as a cutoff for including the item on the Board of Supervisor's Agenda (See Section 103 of Title V). Contracts will be forwarded to the Clerk of the Board through the Agenda Management System, who will approve the contract in OneSolution after all approvals and documentation have been received. Original contracts with wet ink signatures will also be forwarded to the Clerk of the Board. Once the Clerk of the Board approves the contract, the Originator, the Auditor, and Purchasing will be notified with a copy of the final ADM-29 report so the department will know when it can submit claims for payment under the contract.

2B. FORM W-9

This form is used to gather required tax information for reporting payments to Federal and State tax agencies. All applicable items must be completed, and the form must be signed. The Auditor-Controller-Treasurer-Tax Collector will access the W-9 form in the system contract file. The W-9 is not required for revenue contracts.

Caution must be exercised on sole proprietors using fictitious names to ensure both their personal name and business name are reported correctly on the W-9. Failure to submit will result in the automatic backup withholding of income taxes pursuant to IRS regulations.

~~BC~~.___-COUNTY COUNSEL

Department will route original documents to County Counsel. The County Counsel will review and approve other than Standard County contracts by signature for "approval as to form." Such approval indicates that the contract contains all of the necessary elements of a Contract and is binding on the parties. Such approval does not necessarily indicate that the Contract contains all clauses, which may be advisable, or that the language clearly expresses the intent of the parties. **SUCH CONCERNS SHOULD BE RAISED BY SPECIFIC QUESTIONS TO COUNTY COUNSEL.** Failure to submit the original contract for review at least 48 hours prior to the deadline for submitting agenda items to the County Administrative Office may result in a deferral of the item to the next agenda.

~~CD~~.___-RISK MANAGER

Following County Counsel review of documents, contracts shall be delivered to Risk Management to review and ensure that the County is adequately protected against liability for the potential negligence of the contractor while under contract with the County.

In the case of independent contractor agreements, the Risk Manager must approve departures from the standard insurance requirements.

~~DE~~.___-AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

Following approval from Risk Management the Auditor-Controller-Treasurer-Tax Collector shall review the documents, except for the Human Services Department, Health Services Agency, and Department of Public Works, contracts will be routed in the system to the Auditor-Controller-Treasurer-Tax Collector. The Auditor-Controller- Treasurer-Tax Collector will review and approve the following:

- ~~1.~~ 1. that all contracts have been assigned a separate contract number, including revenue contracts. OneSolution will generate the next available contract number.
- ~~2.~~ that appropriations are available and have been or will be encumbered for contracts. If sufficient appropriations are available, funds will be encumbered. If appropriations are NOT sufficient, and an appropriate AUD-74 or AUD-60 is NOT included to correct the insufficiency, **THE ADM-29 WILL NOT BE PROCESSED BY THE AUDITOR-**

CONTROLLER-TREASURER-TAX COLLECTOR, and the entire package will be returned to the originating department for correction. **ALL DEPARTMENTS MUST USE OneSolution TO ASSURE THAT SUFFICIENT FUNDING IS AVAILABLE BEFORE SUBMITTING ADM-29's OR AUD-74's.**

The originating department is responsible for ensuring that all required standard and special provisions are included in the agreement and that payment terms and conditions are clearly stated and the proper amount and timing of payments under the contract can be computed.

~~EE.~~ COUNTY ADMINISTRATIVE OFFICE

The signature lines on the Contract Cover memo and the SCZM1000 Report (formerly ADM-29) that goes to the Board of Supervisors certifies that the subject agreement clearly expresses the intent of the parties.

All pertinent documents will be forwarded to the Clerk of the Board through the Agenda Management System.

After department receives documents back from Auditor-Controller-Treasurer-Tax Collector, paper documents with Board memo are delivered to the County Administrative Office for review by CAO Analyst. Once documents are received, the CAO analyst reviews online and approves via workflow. As appropriate, the CAO or CAO's designee reviews and approves through the Agenda Management System workflow. Documents are then routed to the Clerk of The Board through the Agenda Management System workflow.

~~FG.~~ CLERK OF THE BOARD ~~Clerk of the Board~~

Clerk of the board reviews documents, and contracts requiring board approval are placed on board agenda through the Agenda Management System. Paper documents requiring wet ink signature are maintained on file with the Clerk of The Board.

Once approved, department gets any paper documents from the Clerk of the Board for Department Head signature. Department returns original documents to Clerk of the Board for Department Head signature.

Clerk of the Board reviews contract online, enters BOS approval date and approves via workflow. Clerk of the board then prints Contract Workflow report - SCZM1000 Report (formerly ADM-29) to include as part of the official record.

~~GH.~~ AFTER BOARD APPROVAL

System notifies contract originator, Purchasing and Auditor-Controller-Treasurer-Tax Collector via email that the contract has been approved and is ready to push to PO in the system. Purchasing pushes contract to PO in the system in order to encumber the funds.

Each department is responsible for preparing the agreement and administering it after Board approval, which includes:

1. ~~1.~~ Executing the Agreement

2. ~~2.~~ Providing Clerk of the Board with original signatures on Agreements for distribution.

~~3.~~ 3. Obtain and maintain Certificates of Insurance and oversee compliance of terms of the agreement.

~~4.~~ 4. All contracts must be reviewed for recertification or renegotiation not less than every four (4) years. Bringing the contract back to the Board with updated provisions would typically do this.

~~5.~~ 5. Copies of deposit permits (AUD-36) must be reconciled to the revenue agreement. Revenue contracts must also use contract workflow report – SCZM1000 (formerly ADM-29).

~~II.~~ II. OTHER CONTRACT ISSUES

Multi Year Grant Agreements should be prorated and budgeted in the appropriate fiscal year. At fiscal year end, the Board authorizes the Auditor-Controller-Treasurer-Tax Collector and County Administrative Officer to make necessary budget adjustments to account for the multi-year nature of the agreement and provide for year by year budget requirements. Departments must request all re budgets.

Encumbrance Changes to contracts may be made when approved by the County Administrative Office where the original terms of an agreement are unaffected- Continuing Contracts comprise two categories of agreements:

~~1.~~ 1. Agreements which are multi-year or continuous whose ORIGINAL terms extend from the old fiscal year into the new fiscal year; and

~~2.~~ 2. Agreements which terminate on June 30 of the old fiscal year, but which will be re-established by a new agreement in the new fiscal year.

The procedure for obtaining Board approval for Continuing Contracts is generally the Continuing Contracts List. The Continuing Contracts List is considered and acted on by the Board of Supervisors during final budget hearings each June, and once the Board approves the list, it becomes the legal authority to accept goods and services, and make payments on those agreements, which are included on the list. Omission of an agreement from the Continuing Contracts List considered during budget hearings will result in delayed or denied contract payments because there is no legal authority to pay on that contract. Agreements which are omitted from the list which were approved by the Board will need to be taken to the Board for approval in the new fiscal year.

When a contract is extended from one fiscal year to the next and approved on the continuing agreements list, monthly payments on these agreements are limited to two months of payments equal to the lesser of: two-twelfths of the prior year amount, or two-twelfths of the new year amount. Only two payments can be made until necessary approvals are obtained.

The Continuing Contracts List, which is presented to the Board for consideration during budget hearings, includes four sections. Agreements are grouped into the sections depending on the nature, the dollar amount, and the terms of the agreement. Although ALL continuing agreements must be included on the Continuing Contracts List, different types of

agreements will require different actions AFTER the list is approved by the Board, as described below.

SECTION I: Contracts included in Section I of the Continuing Contracts List are those agreements which, BY THEIR ORIGINAL TERMS are multi-year or continuous, and require no changes from the original terms. These contracts will not return to the Board for any future action, because the original terms and conditions are considered ratified by the Board at this time. WIDGET I are a type of Section I agreement that are based on a rate or unit of service. Any contract whose terms and conditions contain built-in changes such as cost-of-living escalators or periodic rate changes are considered to be No-Change agreements because the Board has already approved these escalators when they considered the original contract terms. Agreements with built-in escalators or modifications DO NOT need to return to the Board to implement the new fiscal year agreement.

For Section I contracts including Widget I contracts with escalators or rate changes that require increases in encumbrances above the prior year amount, a Contract Workflow Report SCZM1000 (formerly ADM-29) and brief explanatory memo is required to be submitted to the CAO for approval through OneSolution. The CAO will review and, upon approval, forward documents to the Auditor's Office for processing.

Contracts approved by the Purchasing Agent under the authority of County Code Section 2.35-2.37, and contracts approved by the Board of Supervisors for specific public works construction improvements by formal bid process are NOT continuing contracts for purposes of this section and DO NOT require Board approval to allow payments into the new fiscal year unless Board approved contingency amounts are exceeded.

SECTION II: Agreements in Section II of the List are those, which expire on June 30 of the old fiscal year, but which will be renewed for the new year, include NO program changes and any contract payment increases do not exceed 10% of the expenditures incurred in the old year. Widget II agreements are a type of Section II that are based on a rate or unit of service.

Section II agreements including Widget II agreements are approved by the Board for the new year, pending execution and approval of the new agreement or amendment. Following approval of the Continuing Contracts List during budget hearings, the new agreements or amendments will be presented to the CAO for review and approval.

SECTION III: Section III of the Continuing Contracts List will include all contracts, which will incorporate changes in scope or program activities in the new year, and all contracts, which are not eligible to be in the Section I, or II above. Widget III agreements are a type of Section III that are based on a rate or unit of services. All Section III contracts must be submitted as individual items on the Board's agenda during the new year, as approval of the Continuing Contracts List constitutes only temporary authority to spend until the new contract is executed.

SECTION IV: Revenue agreements, such as grant awards and State financing agreements, must be approved by the Board each year, and are identified in this section of the Continuing Contracts List.

~~JJ~~. _CONTRACTS OUT OF SPECIAL FUND BY SHERIFF AND DISTRICT ATTORNEY

District Attorney and Sheriff Special Fund Independent Contractors

Whenever these offices hire an independent contractor and pay for those services out-of-the-special fund, they must submit to the Auditor-Controller, at least annually on or before January 5th, a listing of the individual contractor paid and the total paid to each for the calendar year. In addition, they must secure and submit to the Auditor-Controller a completed W-9 with required tax -payer information.

~~KK~~. _FINAL REPORTS

Departments, which contract for a study or evaluation, which results in a final report, shall provide a copy of the final report to the Board of Supervisors.

-400 - ACCOUNTING PROCEDURES

A. BUDGETARY SYSTEMS AND ONE SOLUTION ACCOUNTING REPORTS

Reports can be accessed online through the County's One Solution ~~Mainframe~~ system.

1. ~~1.~~ Monthly Expenditure Report

This report indicates the budget of a particular department (appropriation column) and the amount of expenditures to date, along with the amounts restricted due to outstanding contracts and purchase orders (encumbrances). The department is required to operate within the budgeted amounts; consequently, the Auditor-Controller-Treasurer-Tax Collector will not issue warrants if over expenditures exist.

This report can be accessed through Mask GLIQ "Account Balance Inquiry" from the One Solution Inquiry menu by entering a month and an organization code.

A report can also be generated through the EZ-One report generator by selecting Inquiry/Expenditure Balances for a particular Fund or organization, and the period to be reviewed.

2. ~~2.~~ Monthly Revenue Report by GL Key

The estimated revenue to fund County operations and actual receipts to date are shown in this report. It is the department's responsibility to collect any unrealized revenue.

~~-This report can also be accessed through Mask GLIQ "Account Balance Inquiry" from the One Solution Inquiry menu by entering a month and an organization code.~~

~~This report can also be accessed through the One Solution Inquiry menu.~~

A report can be generated through the EZ-One-report generator by selecting Inquiry/Revenue Balances for a particular Fund or organization, and the period to be reviewed.

3. ~~3.~~ Trial Balance Inquiry

One Solution provides information on Balance Sheet accounts in a month-to-date and year-to-date format. Transaction detail for a particular balance sheet account in a monthly period ~~is shown in Screen 6401.~~ can be accessed through Mask GLIQ "Account Balance Inquiry" from the One Solution Inquiry menu by entering a month and a fund.

The same information can be accessed through EZ One/Inquiry/General Ledger Balances.

Hard copy reports may be requested through the Auditor-Controller-Treasurer-Tax Collector's office if on line access is unavailable. ~~S 11-17~~

B. -RESOLUTIONS ACCEPTING UNANTICIPATED REVENUE - AUD-60

All resolutions accepting and appropriating unanticipated revenue require Board approval. (See AUD-60)

Unanticipated revenue must be received within the same fiscal year or be susceptible to accrual. Susceptible to accrual means that the funds will typically be received within 60 days after close of fiscal year for purposes of accepting unanticipated revenue.

The Resolution form, AUD-60, records estimated revenue that was previously unbudgeted, and budgets the corresponding appropriation.

Unanticipated Revenue Resolutions should be submitted to the Auditor-Controller-Treasurer-Tax Collector's Office before submittal to the Board. If there are any questions regarding the proper revenue account, the Auditor-Controller-Treasurer-Tax Collector's Office will be able to determine whether the unanticipated revenue fits within an existing revenue account category, or will establish a new revenue account.

C. -RESOLUTIONS CANCELING ESTIMATED REVENUES AND APPROPRIATIONS – AUD-61

The Resolution form, AUD-61, cancels estimated revenue that was previously budgeted and the corresponding appropriation. (See AUD-61)

D. -TRANSFERS OF FUNDS - AUD-74

The Transfer-form, AUD-74, is used to transfer appropriations from budgeted line items to unbudgeted line items. For example, a department has a need for additional travel appropriations due to unanticipated travel requirements that arose during the fiscal year. They have determined that there will be savings in their temporary salaries account for the fiscal year. The department will prepare an AUD-74 to transfer appropriations from their temporary salary account to their travel account.

The following transfers require Board of Supervisors approval:

1. -All transfers between classes (require 3/5 vote of Board)

- a. ~~a)~~ Salaries & Benefits (Character 50)
- b. ~~b)~~ Services & Supplies (Character 60)
- c. ~~c)~~ Other Charges (Character 70)
- d. ~~d)~~ Fixed Assets (Character 80)

2. -Transfers from Contingencies (require 4/5 vote of Board)

3. -Any transfer pertaining to capital projects. ~~S 11-18~~

4. ~~4.~~ Any transfer of prior year appropriations to current year appropriations, even within the same account.

5. ~~5.~~ All transfers within Other Charges and Fixed Assets are controlled by individual line item. The County Administrative Officer is authorized as follows to approve changes in equipment classification of fixed asset acquisitions as to quantity, type, and cost as long as the original total budget unit amounts approved by the Board of Supervisors are not exceeded.

~~a.~~ a. Substitution or other items shall be limited to items of original appropriation of \$5,000 or less with a substitute cost not-to-exceed a unit cost of \$5,000.

~~b.~~ b. Original item's unit cost can be increased up to 15%. Changes in items greater than 15% shall be approved by the Board of Supervisors. Any changes affecting mobile equipment or structures and improvement shall be approved by the Board of Supervisors regardless of amount.

A Board memo accompanies all requests for Board-approved Transfers detailing the reasons for the transfer. The explanation on the AUD-74 paraphrases the explanation contained in the Board letter.

Submit a completed AUD-74 to the Auditor-Controller-Treasurer-Tax Collector's Office with an explanation and Board memo, including the department head's approval. The Auditor-Controller-Treasurer-Tax Collector's Office will sign off as to availability of appropriations and proper accounting treatment and send it to the County Administrative Office to be included in the following week's agenda packet. (See AUD-74)

E. ~~5.~~ COUNTY DEPOSITS – AUD-36

Actual receipts received by County departments in the form of checks and cash are deposited to the County Treasury through the use of an affidavit and record of deposit or a half sheet.

After the department has completed the deposit as to GL Key, account, amount and description, ~~it the affidavit or half sheet~~ should be hand carried with the funds to the Treasurer's office where the deposit will be verified as to the cash and check amounts and a deposit number will be assigned. ~~The yellow and white copy will be retained by the Treasurer's office. The pink and goldenrod will be returned to the department.~~

For detailed deposit instructions, please go to the Auditor-Controller-Treasurer- Tax Collector intranet site and refer to Cash Receipts/Deposit Information on the One Solution portal.

-700 - SIGNATURE AUTHORIZATION

A. A- SIGNATURE CARDS

Signature Authorization Cards (Form AUD-16) are required to verify the propriety and authenticity of signatures on certain claims, petty cash slips, travel claims, or wires. ~~orders before a warrant will be drawn by the Auditor-Controller-Treasurer-Tax Collector.~~

Signature Authorization Cards are used to reflect who is authorized to approve claims electronically in OneSolution.

In order to assure that the Auditor-Controller-Treasurer-Tax Collector's records are current, each department, district or fund custodian must update the signature authorization cards as changes occur.

The department should provide a new signature card when a new approver is added, when an approver is removed, or when there is a change in a Department Head.

~~Form AUD-16 is used to authorize claim, trust, or petty cash disbursement by departments or Autonomous Special Districts.~~

The form should be manually signed by the Department Head, scanned and emailed to the Auditor-Controller's office.

B. B- AUDITOR-CONTROLLER PROCEDURES

1. 1. On all requests for paymentFor claims that bypass electronic approvals, verify the authorizing signature to signature card on file.

2. 2. If the signature is not on file, obtain an updated authorizing signature card prior to preparing and releasing ~~warrants~~payments.

~~3. Time stamp each signature card when received.~~

3. 4. Obtain a new signature card whenever a department head changes.

4. 5. Review signature cards on file periodically to identify possible need for updating.

5. 6. Retain canceled signature cards for five years after replacement for use in audit verification.

<http://countyintranet.co.santa-cruz.ca.us/PolAndProc/ProceduresManual/PM1700.htm#b>

Title II

Section 130 (IV) – Civil Service Rules

Title II – Section 130 CIVIL SERVICE RULES

SECTION IV- STANDARDS AND QUALIFICATIONS FOR EMPLOYMENT

A. Basic Requirements

1. Applicants for employment will be required to meet such reasonable standards of education and experience, knowledge, skills, and abilities, and personal and physical characteristics as are prescribed in the class specification, and which will assure that the candidates are reasonably well qualified to successfully perform the dutiesessential functions of the positions in which they seek employment.
2. All candidates for employment and employees shall be required to have the physical and mental ability necessary to perform the essential functions of their positions, with or without reasonable accommodation.
3. All applicants and employees must meet the minimum qualifications and standards prescribed by the State Legislature for County officers or employees of the particular class.
4. The Personnel Director may meet with appointing authorities and shall give consideration to qualifications for employment suggested by appointing authorities.

B. Applicability of Employment Standards.

Applicants may be disqualified at any stage of the examination, selection, or appointment process for any of the reasons listed immediately below. Employees may be subject to disciplinary action for the reasons listed immediately below:

1. lack of any of the established preliminary requirements;
2. physical or mental limitations rendering the applicant or employee incapable of performing the essential functions of the position after considering reasonable accommodation;
3. use of illegal drugs or abuse of intoxicating substances in the workplace, or, for positions defined as peace officers under State law, a history of substance abuse;
4. conviction of any felony or of a misdemeanor which is significantly related to the duties of the position;
5. any prior activity that would identify the applicant or employee as a substantial risk to the security of funds, property, or safety of the public or employees

encountered in the performance of duties of the class;

6. the use or attempted use of influence to gain advantage during the examination or selection process;

7. any false statement of material fact in connection with any stage of the examination, selection, appointment or employment process;

8. any deception or fraud in any stage of the examination or selection process, such as directly or indirectly obtaining information regarding examinations to which, as an applicant, he/she was entitled or taking part in the compilation, administration or correction of the examinations;

9. failure to sign the Loyalty Oath required by law, or modifying the Loyalty Oath so as to substantially alter its intent;

10. failure to submit his/her application correctly or within the prescribed time limits; or

11. violation of provision of the Civil Service Rules, County Ordinances, or State laws (including Government Code Sections 31114 and 31115), or rules or regulations adopted pursuant thereto, governing personnel matters.

(Amended 2/5/85, Res. 17C-85)

Title III

Section 100 – Purchasing Procedures

INTRODUCTION	1
1.0 ETHICAL STANDARDS FOR PURCHASING ACTIVITIES.....	2
1.1. Policy Statement.....	2
1.2. Discovery of an Actual or Potential Conflict of Interest.....	2
1.3. Supplier Ethics.....	2
1.4. Unlawful Purchases	3
2.0 CENTRALIZED PURCHASING	4
2.1 Scope	4
2.2 Objectives.....	4
2.3 Competitive Purchasing – General	5
2.4 Exceptions to the Competitive Process.....	6
2.5 Emergency Procedures	8
2.6 Standards	8
2.7 Off-Shore Outsourcing – Purchases of Services.....	9
2.8 Environmental Purchasing	9
3.0 TYPES OF SOLICITATIONS.....	10
3.1 Request for Quotations (RFQ)	10
3.2 Invitation for Bids (IFB) – Non-Public Projects	10
3.3 Request for Proposals (RFP)	14
3.4 Sole Source Requests	18
4.0 CONTRACT PROCUREMENT POLICIES.....	20
4.1 Commodities/Equipment.....	20
4.2 Oral Quotations.....	21
4.3 Written Quotations	21
4.4 Oral Purchase Commitments	22
4.5 Procedures for Purchasing Fixed Assets	22
4.6 Personal Services.....	22
4.7 Master Independent Contractor Agreement (MICA)	24
4.8 Living Wage Ordinance.....	24
4.9 Professional Services and Consultants.....	29
4.10 Architect/Engineer Services	32
4.11 Public Projects	34
5.0 DEPARTMENTAL PROCEDURES	36
5.1 Requisitioning Process	36
5.2 Procurement.....	38
5.3 Emergency Purchase Orders.....	40
5.4 Petty Cash.....	41
5.5 Administration of Orders	41
5.6 Vehicles.....	43
43	

TABLE OF CONTENTS

6.0	CENTRAL STORES – WAREHOUSE	44
6.1	Warehouse Supply Functions	44
6.2	Warehouse Requisition/Order Process	44
6.3	Records Retention Program.....	45
6.4	Sale of Surplus Property	45
6.5	Disposal of Hazardous Materials	45
7.0	DISPOSAL OF SURPLUS PERSONAL PROPERTY	46
7.1	Trade-In Allowance on Purchase of Personal Property	46
7.2	Disposition of Proceeds	46
7.3	Prohibition Against Purchase by Employees	46
7.4	Transfer of Personal Property	47
7.5	Donations	47
7.5.1	Surplus Personal Computer (PC) Systems	47
7.6	Disposal of Electronic Products	48
7.7	Disposal of Copy Machine hard drives.....	48
8.0	PURCHASING PREFERENCES	49
8.1	Purchase of Recycled Products	49
8.2	Purchase of Domestically Produced and Packaged Vegetables	51
8.3	Tropical Wood Products.....	51
8.4	Local Vendor Preference	51
9.0	CALCARD PROGRAM	54
9.1	Introduction	54
9.2	Controls	54
9.3	Procurement Card Invoice Payment	56
9.4	Products Containing Recycled Materials.....	57
9.5	Prohibited Purchases.....	57
9.6	Special Approval Process	59
9.7	Disaster Purchasing.....	59
10.0	PUBLIC PROJECTS	60
10.1	Definition – Public Project	60
10.2	Definition – Public Work/Prevailing Wage	60
10.3	Public Project Bid Levels	61
10.4	Informal Bidding Procedures.....	61
10.5	Formal Bidding Procedures	61
10.6	Plans and Specifications.....	62
10.7	Splitting Work	62
10.8	Local Hire	62

11.0	FORMAL BIDDING PROCEDURES	63
11.1	Definition	63
11.2	Advertising	63
11.3	Bid Documents	64
11.4	Form of Bid	65
11.5	Bid Security	65
11.6	Receipt of Bids	66
11.7	Opening of Bids	66
11.8	Correction or Withdrawal of Bids	66
11.9	Bid Evaluation	67
11.10	Rejection of Bids	67
11.11	Cost Estimate Revaluation	68
11.12	Bid Award	68
11.13	Cancellation of Bid Award	69
11.14	Public Notice of Award	69
12.0	PROTESTS AND APPEALS	70
12.1	Construction Projects – Bid Protests	70
12.2	Protests and Appeals of Other Procurement Awards	70
12.2.1	Protests to the General Services Director	70
12.2.2	Appeals to the Board of Supervisors	71
12.2.3	Appeal Time Limits	71
12.2.4	Initiation of Appeals	71
12.2.5	Appeal Procedure	71
13.0	DEBARMENT OF SUPPLIERS/CONTRACTORS	73
13.1	Causes for Debarment	73
13.2	Other Actions	74
13.3	Federally Funded Vendors' Exclusion Records	74
14.0	PROCUREMENT STANDARDS FOR FEDERAL AWARDS	75
14.1	<u>\$200.318 - General procurement standards</u>	<u>75</u>
14.2	<u>\$200.319 - Competition</u>	<u>76</u>
14.3	<u>\$200.320 - Methods of procurement to be followed</u>	<u>77</u>
14.4	<u>\$200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms</u>	<u>79</u>
14.5	<u>\$200.322 - Procurement of recovered materials</u>	<u>80</u>
14.6	<u>\$200.323 - Contract cost and price</u>	<u>80</u>
14.7	<u>\$200.324 - Federal awarding agency or pass-through entity review</u>	<u>81</u>
14.8	<u>\$200.325 - Bonding requirements</u>	<u>82</u>
14.9	<u>\$200.326 - Contract provisions</u>	<u>82</u>
14.10	<u>Definitions</u>	<u>82</u>
	<u>Appendix II to Part 200</u>	<u>84</u>
	GLOSSARY	7586
	INDEX	8091

INTRODUCTION

The purpose of this Purchasing Policy Manual (Manual), which has been approved by the Santa Cruz County Board of Supervisors (the Board), is to set forth the conduct of purchasing activity in Santa Cruz County (the County). Failure of a County employee to comply with this Manual may result in disciplinary action.

The General Services Department (GSD) Purchasing Division (Purchasing) is responsible for the purchase of supplies, equipment, and services for the County unless there is an exception stating otherwise in an ordinance, Board policy, or this Manual.

Purchasing is responsible for providing direction and guidance in all phases of material utilization, including acquisition, storage, distribution, re-utilization and disposal. Purchasing also provides direction and guidance to departments in all matters relating to pre-requisition investigation of possible supply sources and alternative product examinations, specification preparation, inspection and receiving practices, quality control, order follow-up, materials expediting and the enforcement of the terms and conditions of purchase orders issued by the County.

1.0 ETHICAL STANDARDS FOR PURCHASING ACTIVITIES

1.1 Policy Statement

It is the County's policy to promote government integrity and guard against the appearance of impropriety by prescribing the following essential standards of ethical conduct.

- (a) County employees shall discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors and to foster public confidence in the integrity of the County procurement system.
- (b) County employees shall not solicit, demand, accept or agree to accept a gratuity, an offer of employment or any other benefit in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard, solicitation or contract.
- (c) County employees shall not participate directly or indirectly in a procurement when the employee knows that:
 - (1) The employee or any member of the employee's immediate family has a personal financial interest pertaining to the procurement;
 - (2) A business or organization in which the employee, or any member of the employee's immediate family, has a personal financial interest pertaining to the procurement; or
 - (3) Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning employment is involved in the procurement.
- (d) County employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.

1.2 Discovery of an Actual or Potential Conflict of Interest

Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the transaction involved and notify the GSD Director. The GSD Director will consult with County Counsel for an opinion whenever there is a question of an appearance of conflict.

1.3 Supplier Ethics

- (a) It shall be a breach of ethical standards for any person to offer, give, or agree to give any County employee a gratuity, an offer of employment or any other benefit in connection with any decision, approval, disapproval, recommendation, specification, standard, solicitation or contract.
- (b) It shall be a breach of ethical standards for any person or firm to present false documents or falsely represent its firm.

ETHICAL STANDARDS FOR PURCHASING ACTIVITIES

- (c) Suppliers shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the County's best interests. This obligation shall apply to suppliers' employees, agents, subcontractors, and third parties associated with accomplishing work for the County.
- (d) A breach of Manual Section 1.3 (a) or (b) may result in debarment for consideration of awards as described in Manual Section 13.
- (e) Personal purchases shall not be made by or for County employees through the County's procurement system unless such purchases have been authorized by the Board as a special program available to all County employees.

1.4 Unlawful Purchases

If any office, department, or employee (other than employees of Purchasing authorized to make purchases), contracts for any supplies, materials, equipment or contractual services contrary to the purchasing policies as described in this Manual and provided in Santa Cruz County Code (County Code), such purchase or contract shall be void and of no effect, and the cost shall not constitute a legal charge against the County.

2.0 CENTRALIZED PURCHASING

It is the County's intent to reduce the total costs associated with the acquisition and management of commodities and services by purchasing competitively and wisely and by hiring and training people specifically skilled in the business of purchasing.

The GSD Director has been designated as the County's Purchasing Agent. County law governing purchasing is found in County Code Section 2.37.

2.1 Scope

Purchasing shall:

- (a) Purchase, lease, lease/purchase or rent all equipment, materials, supplies and all other personal property (maximum \$35,000 per contracted item) for the County unless specified otherwise in County Code or in this Manual.
- (b) Engage independent contractors for personal (non-professional) services where the cost does not exceed \$35,000, except as noted under Manual Section 2.4. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
- (c) Employ independent contractors, upon receipt of a requisition, suitable specifications, and supporting documentation for construction and repair work as further detailed in Manual Sections 10 and 11. Suitability of specifications for bidding purposes will be determined by Purchasing.
- (d) Sell or otherwise dispose of all personal property determined to be surplus to the County's needs. Personal property with an estimated value of \$5,000 or more must be declared surplus by the Board.
- (e) Authorize transfer between concurring departments of personal property with an estimated value of \$5,000 or less. Transfer of personal property with an estimated value of \$5,000 or more must be approved by the Board.

2.2 Objectives

- (a) To provide increased economy in County procurement activities and to maximize to the fullest extent practicable the value of public funds expended for purchased materials or services.
- (b) To provide safeguards to ensure the maintenance of a procurement system of high quality and integrity.
- (c) To ensure the fair and equitable treatment of all persons and business that deal with Purchasing.
- (d) To buy the right material of the right quality and in the proper quantity at the right time from the proper source.

CENTRALIZED PURCHASING

- (e) To reduce the overhead cost of buying through a reduction in the volume of individual orders and improving the flow of paperwork.
- (f) To seek values that provide the best combination of price, quality and service.
- (g) To seek purchasing savings by consolidating departmental requirements and making volume purchases.
- (h) To promote a system of standardization throughout the County whenever appropriate and practical.

2.3 Competitive Purchasing – General

- (a) The County is committed to a program of purchasing competitively and wisely. Departments are forbidden to artificially divide purchase requisitions to circumvent any competitive bidding requirement. In addition, no department or employee shall draft or cause to be drafted any specifications in such a manner as to limit the bidding directly or indirectly to any one specific concern, or any specific brand, product, thing, or service. Certain items are approved as exempt from competitive bidding requirements or are approved as sole source purchases as provided for under Manual Section 2.4 - Exceptions and Section 3.4 - Sole Source Requests. Purchasing's objective is to obtain competition from responsible suppliers, and to ensure that the materials bought through such competition are properly suited to the job intended, both as to price and quality.
- (b) Purchasing is authorized to make purchases from other public agencies without seeking competitive bids and may use Joint Powers Agreements, Cooperative Purchasing Programs, Pooling Agreements, and other recognized types of agreements used by government to combine agency requirements for purchases. However, the prices paid must be competitive with comparable products offered in the marketplace.
- (c) Except as otherwise provided by law, the County may reject all bids received in response to an Invitation for Bids (IFB) if it is determined that the price, terms or surrounding circumstances of the bids received are such that award of a contract based on that IFB would not be in the County's best interests. (Refer to Manual Sections 3.2 and 11.10.)
- (d) Although election materials are exempt from competitive bidding pursuant to Manual Section 2.4(b) and State law, the Elections Department will keep records that show price comparisons and may, at the option of the Registrar of Voters and without placing the security or conduct of an election at risk, attempt to secure the best prices for like elections-related materials, commodities and services of election items. The Registrar of Voters is encouraged to use the services of Purchasing for items that are non-election sensitive when possible. No provision of the Manual is to be interpreted to direct that the purchase of election materials, commodities, and services must be processed through Purchasing and be subject to the normal competitive bidding process, as provided in California Public Contract Code § 100 and California Elections Code § 12107.

2.4 Exceptions to the Competitive Process

Except as otherwise directed by law, or by the Board, competitive bidding is not required for the following purchases:

- (a) Expert and professional services that involve extended analysis; the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, physicians, social service consultants, labor consultants, investigators, attorneys, architects, landscape architects, surveyors, engineers construction management services, and environmental services (California Government Code § 4526).
- (b) Election supplies and services.
- (c) Legal brief printing, stenographic services, and transcripts.
- (d) Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
- (e) Expert services for the District Attorney, County Counsel or Sheriff-Coroner.
- (f) Appraiser services.
- (g) Consultants and other experts contracted directly by the Board.
- (h) Insurance.
- (i) Contracts for services that by law, some other office or body is specifically charged with obtaining.
- (j) Public utility services.
- (k) Ordinary travel expenses.
- (l) Petty cash items not available through other County sources.
- (m) Personal property or services obtainable:
 - (1) from any other governmental agency and owned or provided by such other governmental agency, or
 - (2) from any other governmental agency that has a contract with a supplier that allows such other governmental agency to acquire such property or services and resell them to other governmental agencies, (i.e. cooperative purchasing agreements), or
 - (3) from any private supplier that has a contract with another public agency and such private supplier produces satisfactory documentation that:

CENTRALIZED PURCHASING

- (i) such other contract is currently then in effect, and
 - (ii) such contract was let through a competitive pricing process, such as competitive written bids, request for proposals, or quotes for such items, and
 - (iii) such items to be acquired by the County are of comparable description and quality as the items described in such other governmental contract, and
 - (iv) the price of such items to be acquired by the County is not greater than that specified in such other governmental contract.
- (n) Where law fixes the price of property or services.
- (o) Automotive and heavy equipment repairs.
- (p) Proprietary drugs and pharmaceuticals, medical supplies and equipment.
- (q) Training, seminars, and classes for County personnel.
- (r) Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
- (s) Emergency purchases necessary when unforeseen circumstances require an immediate purchase to avoid a hazard to life or property or serious interruption of the operation of a County department, or the necessary emergency repair of County equipment or heavy equipment required for the operation of a County department.
- (t) When the County Administrative Officer, Auditor-Controller, Purchasing Agent or his/her designee determines, with the concurrence of the Board when the amount of the contract exceeds \$35,000, that it is in the County's best interests to renew a contract award from the previous contract period, based on satisfactory service and reasonable prices, to avoid the interruption of County business and/or based on good business sense if pursuant to the terms and conditions of the contract.
- (u) When the product/services are needed by the County pending a bid award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months, or until conclusion of a bidder's appeal.
- (v) Fuel credit card purchases.

2.5 Emergency Procedures

- (a) Definition: Items or services immediately necessary when unforeseen circumstances require a purchase to avoid a hazard to life or property or serious interruption of the operation of a County department, or the necessary emergency repair of County equipment or heavy equipment required for the operation of a County department.
- (b) Use: May be made by any person or official authorized to sign requisitions, but only when Purchasing personnel are not available. When Purchasing personnel are available, special arrangements may be made through them to meet emergencies.
- (c) Approval and Confirmations: Emergency purchases made independent of Purchasing must be approved and confirmed as soon as possible after the emergency action is taken.

If Purchasing refuses confirmation, the Board may subsequently approve and confirm such purchase by a majority vote of members present at any of its regular meetings.

The Board must subsequently approve and ratify emergency purchases made for services over \$35,000 and for construction services over \$9,999.99.

- (d) Failure to gain approval and confirmation: Unless such purchases are approved and confirmed by either Purchasing or the Board, the cost thereof, shall not constitute a legal charge against the County, except as such purchases may otherwise be authorized by law.

2.6 Standards

The Purchasing Agent is responsible for standardization. Standardization is the organized process of obtaining solutions to common problems by establishing agreement on specific quality, design, size, color, etc. and the established agreement is a standard.

The County purchases many products that are standardized (carpet, furniture, business cards, letterhead, task chairs, etc). When standards are adopted, only items meeting those standards may be purchased. However, no standard is meant to be unchangeable and each standard is subject to review. Suggested changes to existing standards and establishment of new standards should be submitted to the Purchasing Agent.

The Purchasing Agent may organize one or more committees to assist in establishing standards of type, design, quality and brand of purchases. The Purchasing Agent or designee shall be the chair of any such committees, which may include department heads or their representatives, and/or other staff.

2.7 Off-Shore Outsourcing - Purchases of Services

- (a) Goal: It is the Board's goal to promote the purchase of services provided by United States companies and employees.

CENTRALIZED PURCHASING

- (b) Definition: Off-shore services as defined in this policy are services provided from an off-shore location (foreign country). Examples of such services may include, but are not necessarily limited to, customer support service, telemarketing, and financial auditing.
- (c) Policy: It is the County's policy to not purchase services from off-shore companies or where company employees are located off-shore. Contracts for services shall contain a clause that requires contractors and subcontractors to certify that all work done under such contracts will be performed solely by workers within the United States.
- (d) Waiver: The Board may waive this requirement to respond to an emergency where no contractor within the United States is immediately available; or the contract is necessary to provide a unique service that is mandatory and cannot be performed adequately by workers within the United States

2.8 Environmental Purchasing

The County's goal is to reduce global warming effects generated by government operations. In this endeavor, terms and conditions of all solicitations shall encourage, whenever possible, services and products that are proven to be beneficial to the environment. Examples of these green standards are Electronic Product Environmental Assessment Tool (EPEAT), Energy Star, EcoLogo and Green Seal.

3.0 TYPES OF SOLICITATIONS

Solicitations are purchasing processes designed to seek and obtain goods and/or services. Three types of solicitations utilized by Purchasing and County departments are discussed in this section including: Request for Quotations (RFQ), Invitation for Bids (IFB) and Request for Proposals (RFP). In general, RFQs and IFBs are used when requirements are specific and well understood or when complete details are available. Quotations are typically requested when advertising is not being employed and may be used by departments in certain situations to document and support requisitions. IFBs are generally used when advertising is used and for all public construction projects valued at \$10,000 or more. RFPs are generally used when there are a variety of ways to meet a need, specifications are not available or not fully determined, and/or when professional services or certain personal services are required.

3.1 Request for Quotations (RFQ)

(a) When to Use

An RFQ may be used to obtain supplies, equipment, and certain services.

(b) Difference Between RFQ and IFB

All of the policies and procedures listed in Manual Section 3.2 - Invitation for Bids pertain to RFQs except the requirement for public bid opening, confidentiality of quotations and the restriction against negotiations. There is no public bid opening when an RFQ is used as the solicitation process, and negotiations may be conducted with the selected supplier for final order conditions. Therefore, quoted prices shall be maintained as confidential working papers until the resultant purchase order is awarded.

(c) Acceptance of Late Quotations

Late quotations may only be accepted with the discretionary approval of the Purchasing Agent and when in the County's best interests.

3.2 Invitation for Bids (IFB) – Non-Public Projects

(a) When to Use

An IFB may be used to obtain supplies, equipment, and certain services that can be clearly specified and awarded to the lowest responsible, responsive bidder. The IFB process is also used for public projects \$10,000 and higher. The bidding process for public projects is discussed in Manual Section 11 and County Code Section 2.35, and incorporated herein as part of this Manual.

(b) Pre-Qualification

(1) Pre-Qualification of Bidders

TYPES OF SOLICITATIONS

A two-step bidding process may be used to pre-qualify bidders when deemed appropriate by the Purchasing Agent. Bidders are pre-qualified by responding to a solicitation to establish responsibility. The information requested from vendors may include financial background, capacity to perform, lines of credit, manufacturers' authorizations and relevant experience.

Qualified bidders may then be asked to participate in a price solicitation.

(2) Pre-Qualification of Commodities

Commodities may be pre-qualified either through study and recommendation by an approved Standards Committee, or through a two-step bidding process as referenced in Manual Section 3.2(b)(1).

(3) The following factors, among others, may be used for pre-qualification:

- Quality of commodities or services
- Experience with the commodities involved
- Maintenance cost
- Economic life cycle cost
- Length of time the commodity has been on the market
- Compatibility of existing equipment
- Available warranties
- General reputation and experience of the bidder
- Evaluation of the bidder's ability to service the County
- Prior knowledge of and experience with the bidder in terms of past performance
- Other legal protection provided in the purchase

(c) Format for IFB Document

IFBs are prepared by Purchasing. IFBs contain the following elements:

- (1) Specifications: Clear, concise specifications must be provided. Frequently, specifications state "brand name or equal." "Brand name" includes identification of products by manufacturer, make, and model. Such identification is intended to be descriptive, but not restrictive. Bidders offering an "equal" must submit complete specifications and/or samples with their bids. Determination of equality shall be at the sole discretion of the County.

If it has been justified and accepted by the requesting department and the Purchasing Agent or an approved Standards Committee that only one brand can meet the County's needs, "no exceptions" shall be noted in the specifications. Documentation for not allowing exceptions must be on file in GSD.

- (2) Responsibility Criteria: Include items such as business references, plant capacity, credit data, financial statements, recent tax returns, licenses, bonding and insurance.
- (3) Bid Submission Information: Includes the time and date for bidders conference (if any); where, when, and how bids are to be returned; contacts for information during the solicitation period; required signatures on bids; cost/price submission instructions, etc.
- (4) Terms and Conditions: Include standard terms and conditions that will be incorporated in the purchase order/contract and any special conditions in the bid document.

(d) Acceptance of Bids

Bids must be received prior to or at the time specified in the bid. Late bids shall not be considered under any circumstances. A late bid will be date stamped and returned to the bidder, unopened, along with a letter notifying the bidder that the bid was received late and was not considered.

(e) Bid Opening

The Purchasing Agent or designee shall administer all bid openings and all bids shall be opened in the presence of one or more witnesses at the time and place designated in the IFB. The County assumes no responsibility for the confidentiality of bid information unless specifically stated otherwise in the IFB.

(f) Rejection of Bids

The County may reject any or all bids when deemed to be in the County's best interests; reject any bid not accompanied by any required bid security or by other data required by bid documents; reject any bid which is in any way incomplete, irregular, or otherwise not in compliance with bid documents in all material respects or reasonable interpretation; and/or waive any informality, irregularity, immaterial defect, or technicality when deemed to be in the County's best interests.

(g) Bid Award Consideration

(1) Cost Factors

In addition to the total bid price (including any discounts), unit or extended price, and administrative costs (if applicable), hourly rates for specified personnel, the County's administrative costs, maintenance costs and warranty provisions may be considered. Life cycle costs, repurchase value, residual value of equipment after a specified number of years, and or cost and rate of use of consumables may be considered in cases where these costs are relevant and measurable.

TYPES OF SOLICITATIONS

(2) The following responsibility factors may be considered:

- Bidder's general reputation and experience.
- Bidder's ability to service the County.
- Bidder's financial ability to successfully meet the requirements of the contract.
- County's prior knowledge of and experience with the bidder in terms of past performance.
- Nature and extent of company data furnished by bidder upon request of the County.
- Size and location of the bidder's warehouse.
- Bidder's ability to meet delivery and stocking requirements.
- Bidder's experience with the commodities or systems.
- Length of time the commodities or systems have been on the market.

Awards shall be made to the lowest responsible, responsive bidder(s).

A responsible bid is one that has demonstrably met the following criteria in the solicitation:

- Capacity to perform – fiscal, physical, experience, on schedule, etc.
- Ability to comply with applicable laws and regulations – licenses, insurance, bonding, etc.

(3) Responsiveness Factors

The following responsiveness factors may be considered:

- Adherence to all conditions and requirements of the bid specifications.
- Quantity and quality of merchandise offered.
- Compatibility and/or continuity with existing commodities or systems.
- Overall completeness of the commodity line offered.
- Delivery or completion date.

A responsive bid is one that adequately meets all solicitation requirements. To be responsive, the bid or proposal must not constitute a different offer or make substitutions for requirements stated in the solicitation.

(4) Local Preference

When all other factors are determined to be equal, preference shall be given to firms having a bona-fide place of business within the County of Santa Cruz and shall be afforded the opportunity to match the low bid as specified in Manual Section 8.4.

3.3 Request for Proposals (RFP)

(a) When to Use

An RFP may be used when the County's requirements are not precisely defined or quantified. RFPs are required to be used when it is necessary to obtain the services of professional consultants, architects, engineers, and design firms when the contract for services will exceed ~~\$50,000~~ \$70,000. Awards made as a result of RFP solicitations are not based solely on cost factors but upon the technical and programmatic superiority of the offeror's proposal. However, the selected proposal should include a price that is within reasonable proximity of other qualified offerors. RFP procedures for consultants, architects and engineers are further described in Manual Sections 4.8 and 4.9.

(b) General Procedures

- (1) GSD shall be responsible for maintaining a current file, open for public inspection and updated regularly of firms/consultants in various professional categories. The list of firms will identify those that have indicated through a self-certification process that they are minority, female or disabled owned businesses (MBE, WBE, DBE).
- (2) RFPs for professional consultants and architectural and engineering firms for contracts more than ~~\$50,000~~ \$70,000 require Board approval.
- (3) It is recommended that RFPs for professional services be submitted to GSD for consultation and review prior to going to the Board for approval and release.

(c) Pre-Qualifications

It is sometimes advantageous to conduct a two-phased RFP process in which the first phase is a pre-qualification of firms. This initial phase screens potential offerors for qualifications prior to requesting proposals. Manual Section 3.2 (b) discusses this process.

(d) Advertising/Notice

If appropriate, an advertisement announcing the RFP should be placed in at least one local newspaper of general circulation. Notice should also be sent to firms identified by Purchasing and the requesting department, other interested firms and/or those firms who have been screened through a pre-qualifications process.

TYPES OF SOLICITATIONS

(e) Basic RFP Format

To develop consistency in the preparation of RFPs, Purchasing developed a standardized RFP format. Use of this format helps to ensure that the RFP contains adequate information about the needed service, facility or program and the RFP requirements. More technical proposals may require additional information. Purchasing is available upon request to provide assistance in the development of RFPs. The basic format for the preparation of an RFP, including a description of what should be included in each section, follows:

(1) General Project Description

Provide a summary description of the needed facility or program and a general description of the services required.

(2) Project Background

Provide relevant background information on the project. A description of the site or program, significant historical data and information on existing facilities and/or programs may be provided. A clear concept of the needed facilities or program should be outlined. A vicinity map and scale site map may be provided. Any available resources such as completed studies, surveys and preliminary feasibility work that are relevant to the project and available to consultants may be listed. Information on the overall project budget, including funding sources, may be listed if available.

(3) Scope of Work

Provide the scope of work and services needed in detail. Provide a clear understanding of what will be required, including items such as the degree of community input expected and any required time schedules. Clearly define whether the consultant or County will be responsible for related services such as obtaining feasibility studies and permits, coordinating construction, conducting public meetings, and developing budgets. If construction coordination is required, the consultant's role and level of responsibility should be clearly defined to insure contractor compliance related to construction documents and responsibilities for contract administration.

(4) Services and Materials to be Provided by County

List all services to be provided by the County, and available documents relative to the project. Typical services that may be handled by either the County or contractor include: obtaining surveys, processing permits, coordinating construction, preparing bid documents, obtaining geologic data and conducting public hearings and/or meetings.

(5) County Liaison

Provide the name and contact information of the person acting as the County's liaison on the project, if applicable, and advise consultants to direct all questions regarding the project to the liaison.

(6) Terms and Conditions

Include the County's standard contract terms and conditions and insurance requirements unless insurance requirements are in a separate section in the RFP package. Contact Risk Management to obtain the appropriate language for insurance requirements if necessary.

(7) Selection Criteria

List the criteria that will be used to evaluate proposals and the relative importance of each criterion. Outline the process that will be used to select a contractor. A rating sheet should be prepared which lists the selection criteria and their relative weighting in the scoring process. A copy of the rating sheet may be provided to the offerors so that they understand the scoring factors and their relative importance to each other.

Typical selection criteria may include the following:

- (i) Technical approach.
- (ii) Qualifications of the firm.
- (iii) Qualifications of the specific personnel who will work on the project.
- (iv) Project management and adherence to required time schedules. Consideration may be given to the location of the firm's office and the resulting availability of the firm for meetings with staff and the public, if necessary.
- (v) Cost
- (vi) References
- (vii) Local Vendor Preference

At the discretion of the Purchasing Agent, the selection criteria of a County solicitation that requires Board approval may include a local vendor preference up to 5 points on a 100-point scale. The local vendor must qualify for this consideration by following the certification procedure found in Manual Section 8.4. [Refer to Manual Section 14 for requirements for Federal awards per 2 CFR Part 200 Subpart A.](#)

TYPES OF SOLICITATIONS

(8) Proposal Requirements

List the specific proposal requirements including the date, time and place for submittal, and any specific insurance, licensing or legal requirements.

Typical proposal requirements may include the following:

- (i) Name, address and telephone number of the firm submitting the proposal.
- (ii) Identification of the project manager and/or principal contact.
- (iii) A complete description of the approach to the analysis and how the major work elements are to be accomplished.
- (iv) Detailed estimate of work hours per task.
- (v) A listing of personnel who would actually perform the work, including any subcontractors, and the amount of time that each would commit to the project by task.
- (vi) Reference information including contact information.

(f) Acceptance of Proposals

Proposals are to be received at the time and place specified in the RFP. All proposals will be date-stamped upon arrival. Late proposals will only be considered when it has been determined to be in the County's best interests to do so and may only be accepted within 24 hours after the scheduled closing. Approval of the sponsoring department head and, if the proposal is administered by Purchasing, the Purchasing Agent shall be required for acceptance of late proposals. In all instances, County Counsel shall be consulted prior to accepting a late proposal.

A responsible proposal is one that has demonstrably met the following criteria in the solicitation:

- Capacity to perform – fiscal, physical, experience, on schedule
- Ability to comply with applicable laws and regulations – licenses, insurance, bonding

A responsive proposal is one that adequately meets all solicitation requirements. To be responsive, the bid or proposal must not constitute a different offer or make substitutions for requirements stated in the solicitation.

(g) Notification

Proposers will be notified of the award winner. Protests and appeals of award decisions are discussed in Manual Section 12.0.

3.4 Sole Source Requests

(a) Policy

Circumstances sometimes require that certain goods and services can only be feasibly obtained from a sole source. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

Sole source justification is unnecessary during contract renewal/continuation periods expressly provided for by an RFP or other procurement process. Justification is necessary for continuation of services beyond such periods.

[Refer to Manual Section 14 for requirements for Federal awards per 2 CFR Part 200 Subpart A.](#)

(b) Justification for Requesting Sole Source Procurements

The following represent factors, if verified, that may justify sole source:

- (1) What capability does the proposed contractor have that is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the same general field?
- (2) What prior experience of a highly specialized nature does the proposed contractor have that is vital to the proposed effort?
- (3) Does the proposed contractor have a substantial investment that would need to be duplicated at the County's expense by another contractor entering the field?
- (4) If timelines are involved, why are they critical and why can the proposed contractor best meet them?
- (5) Is competition precluded because of the existence of patent rights, or copyrights?
- (6) Does this acquisition require compatibility with any existing County equipment?
- (7) What unique characteristics does the equipment or material offered by the proposed contractor possess that are required to meet the County's needs?
- (8) Is competition precluded because of existing equipment maintenance program/contracts/warranties?

(c) Documentation/Approval

TYPES OF SOLICITATIONS

Sole source requests should be documented on the Justification for Sole Source/Sole Brand form provided by GSD. Requests should be signed by an authorized department representative and attached to purchasing requests when submitted to Purchasing.

The Board must approve sole source requests for services for contracts totaling \$35,001 and over.

(d) Negotiation

Sole source acquisitions require non-competitive negotiation and may require price/cost analyses by Purchasing to determine price reasonableness.

4.0 CONTRACT PROCUREMENT POLICIES

This section describes procurement policies for the various types of purchases and agreements utilized by the County. Accounting policies and procedures for contracts and agreements are found in County Procedures Manual Title I – Section 300. [Refer to Manual Section 14 for requirements for Federal awards per 2 CFR Part 200 Subpart A.](#)

4.1 Commodities/Equipment

(a) Definition

Commodities/equipment contracts include all contracts and purchase orders for supplies, materials, and equipment. Equipment (fixed asset) is defined as a capital asset costing \$5,000 or more, and its useful life expectancy is one year or more.

(b) Length of Contract Term

The length of a contract term shall be determined on the basis of the best economic benefit to the County. However, all contracts for commodities and equipment must be reviewed for certification or renegotiation not less than every four (4) years.

(c) Contract Increases

Agreements for commodities may include negotiated built in cost of living escalators or periodic rate changes.

(d) Consolidation

Contracts shall be consolidated whenever feasible. Contracts shall not be intentionally split to avoid approval or procurement requirements.

(e) Emergencies

For the purpose of commodities/equipment contracts, an emergency shall be defined as a sudden, generally unexpected occurrence or set of circumstances that demand immediate action and that if immediate action is not taken, essential services may not be continued or there may be an economic loss to the County. Emergency requests for commodities/equipment must be justified to Purchasing.

(f) Sole Source Requests

See Manual Section 3.4 for policies and procedures for sole source requests.

(g) Approval Requirements

Government Code Section 25501 and County Code Section 2.37.040 (B) authorize the Purchasing Agent to make purchases of commodities and equipment. Fixed asset equipment with a value of \$5,000 or more must be approved by the Board during the budget process or at a subsequent meeting of the Board. The \$5,000 limit includes sales tax, other taxes and handling charges.

CONTRACT PROCUREMENT POLICIES

(h) Procurement

Supplier selection shall be based on a competitive process whenever feasible and when in the County's best interests. A verbal or written solicitation shall be made as follows:

(1) Commodity Purchases/Contracts to \$1,500:

~~At least one prospective supplier solicited.~~ Departments are authorized to ~~seek~~ solicit suppliers at this level. Departments should seek two (2) quotes for the commodity (See Manual Sections 3.1- Request for Quotations and 5.2 - Departmental Procedures).

(2) Commodity Purchases/Contracts \$1,501 to \$6,500:

~~At least two prospective suppliers solicited.~~ Departments are authorized to ~~seek~~ solicit suppliers up to at this level. Departments should seek three (3) quotes for the commodity (See Manual Sections 3.1 - Request for Quotations and 5.2 - Departmental Procedures). Purchasing buying staff may forego seeking quotes at this level and process an order in accordance with their understanding of the market and sources of supply.

(3) Commodity Purchases/Contracts \$6,501 to \$35,000:

Purchasing shall seek oral or informal written quotations from at least three sources or provide written justification as to why an alternative method is in the County's best interests.

(4) Commodity Purchases/Contracts \$35,001 and up:

Purchasing ~~may~~ shall advertise for prospective suppliers at this level, unless it is in the County's best interests to seek suppliers through other means. Purchasing shall seek formal written quotes from at least three sources or provide written justification as to why an alternative method is in the County's best interests.

Multiple contracts may be issued for the same commodity to different suppliers on an as-needed basis to ensure a steady source of supply or when multiple contracts offer the lowest total cost option to the County.

4.2 Oral Quotations

Oral quotes shall be recorded on Purchasing's standard oral quote form and shall be attached to Purchasing's central file copy of the award document. The Buyer shall record the name of the supplier representative providing the quote and the date the quote was received.

4.3 Written Quotations

Written quotes shall be on Purchasing's standard Request for Quotation form and shall include the name and signature of the supplier representative and the date of the quote.

4.4 Oral Purchase Commitments (Confirming Purchase)

Purchasing may authorize a department to make an oral purchase commitment (confirming purchase). Such authorization may be granted if the request is urgent and time does not permit the submittal of a requisition to Purchasing. The Buyer shall record the request number authorized for such oral purchase commitments granted. The department shall note the authorizing buyer's name, date and time the authorization was granted on the requisition and submit to Purchasing for approval.

4.5 Procedures for Purchasing Fixed Assets

Fixed assets (equipment that has a unit cost of \$5,000 or more and a useful life greater than one year) must be budgeted, approved by the Board, and approved in the automated purchasing system by the County Administrative Office before being processed by Purchasing. Departments shall not independently purchase fixed assets.

All equipment needing to draw power from all County maintained facilities requires prior GSD approval through the Work Order System. GSD will determine if adequate power exists to support the purchase of this equipment. Submit GSD's approval to Purchasing as supporting documentation for requisition.

Further information and instructions on fixed assets can be found in the County Procedures Manual Title 1 Section 400 - D, Accounting Procedures and Title 1- Section 600, Fixed Asset Accounting.

4.6 Personal (Non-Professional) Services

(a) Definition

Personal services contracts and purchase orders include agreements for services provided by skilled tradespersons, technicians and others. Examples of personal services include facility and equipment maintenance, security services, installation of equipment and furnishings, tree trimming, janitorial, etc. Personal services agreements do not include those for public projects, consultants, engineers, architects, designers, and other professional services. Generally, specifications for personal services agreements may be specific enough so that the services can be secured through quotes and/or bids. RFPs may also be appropriate when the service requirements so justify. Certain personal services must comply with the Living Wage Ordinance, County Code Section 2.122 (Refer to Manual Section 4.8 for the Living Wage Ordinance and procedures for compliance.)

This section does not apply to contracts for printing of legal briefs or legal notices; court reporter services; transcripts of evidence; expert services for the District Attorney, County Counsel or Sheriff-Coroner; appraiser services; consultants or other experts employed directly by the Board; insurance; or other contracts for services which by law, some other office or body is specifically charged with obtaining.

CONTRACT PROCUREMENT POLICIES

(b) Length of Contract Term

The length of a contract term shall be determined on the basis of the best economic benefit to the County. Contracts for personal services over \$35,001 may be included on the County's Continuing Contracts List through the budget process. Policies and procedures for the Continuing Contracts List may be found under Title I, Section 300 of the County Procedures Manual. However, all contracts for personal services must be reviewed for recertification or renegotiation not less than every four (4) years.

(c) Contract Increases/Adjustments

Personal services contracts or purchase orders may be increased if the new total is \$35,000 or less if:

- (1) The need for the service could not be accurately projected and the relative percentage of the increase would not make re-procurement more desirable.
- (2) An emergency exists whereby time does not permit re-procurement.
- (3) Other justifiable economic factors necessitate a monetary increase in the contract.

Agreements for personal services may include negotiated built in cost of living escalators or periodic rate changes. Amendments that increase the total contract or purchase order amount to \$35,001 or more must be approved by the Board.

- (d) To prevent incremental contracting, each contract or purchase order should clearly specify the services to be provided, the basis of pricing and payment, the period of the agreement, and the monetary limit.

Contracts and purchase orders shall not be split to avoid approval or procurement requirements.

(e) Emergencies

For the purpose of personal services contracts, an emergency shall be defined as a sudden, generally unexpected occurrence or set of circumstances that demand immediate action, and that if immediate action is not taken, essential services could not be continued or there could be an economic loss to the County.

(f) Sole Source Requests

See Manual Section 3.4 for policies and procedures for sole source requests.

(g) Approval Requirements

Board policy has established the following approval limits:

- (1) Up to \$35,000 – Purchase Agent approval.
- (2) \$35,001 and up – Board approval.

(h) Procurement

Personal services providers shall be selected through a competitive process whenever feasible and when in the County's best interests. A verbal or written solicitation shall be made as follows:

- (1) Personal Services Purchases/Contracts to \$1,500:

~~At least one prospective supplier solicited.~~ Departments are authorized to solicit providers at this level. Departments should seek two (2) quotes for the services (See Manual Section 5.2 - Departmental Procedures).

- (2) Personal Services Purchases/Contracts \$1,501 to \$6,500:

~~At least two prospective suppliers solicited.~~ Departments are authorized to solicit providers up to at this level. Departments should seek three (3) quotes for the services (See Manual Section 5.2 - Departmental Procedures).

- (3) Personal Services Contracts \$6,501 to \$35,000:

Purchasing shall seek oral or informal written quotations from up to three (3) prospective providers or provide written justification as to why an alternative method is in the County's best interests.

- (4) Contracts \$35,001 and up:

Purchasing shall advertise for prospective providers at this level, unless it is in the County's best interests to seek providers through other means. Purchasing shall seek formal written quotes from at least three sources or provide written justification as to why an alternative method is in the County's best interests.

4.7 Master Independent Contractor Agreement (MICA)

Under certain conditions, it may be advisable for Purchasing to establish and implement a Master Independent Contractor Agreement (MICA) for personal services. MICAs can be beneficial in circumstances where the same type of service, such as laundry services, security services, etc., are needed by multiple County departments.

Purchasing may establish a MICA after reviewing County departmental needs for a specific type of personal service, and analyzing vendor responses to an RFP conducted by Purchasing based on biddable specifications. A MICA enables Purchasing to take

CONTRACT PROCUREMENT POLICIES

advantage of an economy of scale resulting in significant savings to the County by standardizing and fixing cost rates for a personal service over an extended period of time. It also allows departments to utilize the service without having the burden of developing their own separate independent contractor agreements for the same type of service or having to obtain Board approval if the service is over \$35,000 annually. When the MICA is approved by the Board, Purchasing requests approval from the Board for authorization to approve purchase orders from departments for the service even if they exceed \$35,000. Purchasing reviews the purchase order total with the department's CAO Analyst to ensure budgetary control. Purchase orders are also reviewed by Purchasing for compliance with the rates established in the master agreement. After the Board approves the agreement, Purchasing places the agreement on the County's continuing list of agreements.

4.8 Living Wage Ordinance**(a) Definition**

The Living Wage Ordinance (County Code Section 2.122) requires private sector employers who contract with the County to provide specified personal services for greater than \$15,000 cumulatively in one fiscal year to pay their employees assigned to work on County contracts and purchase orders a living wage as defined in the ordinance and periodically modified by the Board.

Additional information regarding the Living Wage Ordinance can be found on GSD's Intranet site at: <http://gsdportal/Living%20Wage.htm>

(b) Covered Personal Services Contracts and Purchase Orders

Contracts for the following personal services must provide for payment of a Living Wage unless a higher prevailing wage is mandated for these services (see Manual Section 10.2):

- Automotive repair and maintenance
- Equipment repair and maintenance
- Facility and building maintenance
- Furniture moving and installation/maintenance
- Janitorial and custodial
- Landscaping
- Laundry
- Office and clerical
- Pest control
- Recreation
- Security
- Transportation and shuttle
- Towing
- Tree trimming and removal

(c) Non-covered Contracts and Purchase Orders

Contracts not subject to the Living Wage Ordinance include:

- Commodities, goods and supplies
- Public projects (see Manual Section 10.1 below)
- Professional Services (see Manual Section 4.8 following) including but not limited to architects, engineers, landscape architects, land surveyors, construction managers, scientists, physicians, attorneys, financial advisors, consultants
- Leases

(d) Covered Contractors

Contractors covered under the Living Wage Ordinance include private sector employers with six (6) or more employees who enter into a contract or contracts with the County for any of the services listed under Manual Section 4.8 (b) with a cumulative total in one fiscal year greater than \$15,000.

(e) Covered Employees

Employees covered under the Living Wage Ordinance include any employee of a covered contractor who performs work for a County contract or purchase order. The employee can be full-time, part-time or seasonal.

(f) Non-Covered Employees

Employees not subject to the provisions of the Living Wage Ordinance include:

- Employees covered under a collective bargaining agreement.
- Employees 17 years old or younger.
- Designated trainees in a bona fide time-limited training program, which enables the employee to move into a permanent position.
- Positions that require student status as a condition of employment.
- Volunteers.
- Recipients of income support such as SSI who waive in writing their entitlement to a living wage.
- Workers in licensed sheltered workshops or supported employment.
- Recipients of public funds in work experience, on-the-job training, summer employment programs of wage-based community service positions, as defined by the Human Services Department or Health Services Agency Administrators.

(g) Exemptions

Contractors with five (5) or fewer employees are exempt from the provisions of the Living Wage Ordinance. The Board may grant exemptions based upon findings of

CONTRACT PROCUREMENT POLICIES

economic hardship or unusual circumstances. Refer to Purchasing's Intranet site for Ordinance Exemption Criteria.

(h) Contract Language

The following language is required in covered services contracts, requests for proposals, and bid documents:

"This contract is subject to the provisions of Santa Cruz County Code Section 2.122, requiring payment of a living wage to covered employees. Noncompliance during the term of the contract will be considered a material breach and may result in termination of the contract or pursuit of other legal or administrative remedies."

(i) Certification

Covered contractors are required to certify that they are in compliance with the Living Wage Ordinance prior to commencement and execution of a covered contract or purchase order. Refer to Purchasing's Intranet site for the Contractor's Living Wage Packet.

(j) Employee Notification

Covered contractors are required to notify employees of the provisions of the Living Wage Ordinance, post the ordinance and Complaint Procedure in the workplace and provide this information to employees upon request.

(k) Complaint Process

The County Administrative Officer is the Compliance Officer (CO). Upon receipt of a complaint, the CO has three (3) business days to contact a complainant to obtain more information. The CO forwards the complaint to the contracting County department for investigation. The department has thirty (30) days from the date the CO receives the complaint to conduct its investigation, prepare its findings and notify the CO of its findings. The CO has seven (7) days to notify the complainant of the CO's findings and determination.

(l) 3rd Tier Review

As part of the certification of compliance prior to contract commencement, the contractor must include a statement of any findings of violations within the past five (5) years and how they were addressed from the National Labor Relations Board, OSHA, California Labor Commission, Equal Employment Opportunity Commission and/or the Department of Fair Employment and Housing. The Board may decide to use this information as a basis for approving a contract for services.

(m) Employee Retention

If a contract for covered services in excess of \$50,000 is terminated prior to its expiration, any new contract with a subsequent contractor for the same services must include the following clause:

“Contractor shall make best efforts to offer employment to qualified employees of the prior contractor for the performance of this contract. Such efforts shall not be required in regard to employees who are (1) exempt under the Fair Labor Standards Act, (2) family members of the prior contractor, (3) employed by the prior contractor for less than six months, or (4) convicted of a job-related or workplace crime. Upon request by the County, the Contractor shall demonstrate to the County the good faith efforts that have been made to comply with this provision.”

(n) ONESolution Automated Workflow Process

Covered personal services have been classified according to their GL Objects in ONESolution. As part of the automated workflow, ONESolution calculates total payments to vendors for covered services before fully processing purchase requisitions to ensure that vendors have been certified when applicable. Following is the automated workflow process related to covered services:

- If the vendor's total payments for covered services is less than \$15,000 including the amount of the purchase requisition (PR), ONESolution will allow the employee creating the PR (the creator) to save the PR and submit the PR for approval through automatic workflow, including approval by Purchasing, which will turn the PR into a purchase order.
- If the vendor's total payments for covered services is more than \$15,000 including the amount of the purchase requisition (PR), ONESolution will verify that the vendor has been certified (i.e., Compliance Statement or Exemption is on file for the vendor).
 - If the vendor has not been certified in ONESolution, ONESolution will auto-deny the PR and notify the PR creator that the vendor requires certification. The department will either have to select another vendor, certify the vendor using the established vendor certification process and before the PR can be processed or select another vendor. ~~The department must~~ submit the vendor certification to Purchasing to certify update the vendor's record in ONESolution or ask Purchasing to certify the vendor. Purchasing will notify the department when it can proceed with the PR. After the vendor is certified, the PR creator accesses the PR and submits it for approval through automatic workflow, including approval by Purchasing, which will turn the PR into a purchase order.
 - If the vendor has been certified in ONESolution, ONESolution will allow the PR creator to save the PR and submit the PR for approval through automatic workflow, including approval by Purchasing, which will turn the PR into a purchase order.

4.9 Professional Services and Consultants

(a) Definition

CONTRACT PROCUREMENT POLICIES

Professional services and consultant services include services that are of an advisory nature, provide personal expertise and/or recommend a course of action, and have an end product that is basically a transmittal of information related to County programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation.

Consultant contracts under this section do not include attorney services contracts that are handled through County Counsel, District Attorney and Risk Management and approved by the Board. Architect and engineer services contracts are discussed in Manual Section 4.10 (f).

(b) Contract Criteria

Professional and consultant services contracts may be secured when one or more of the following conditions exist:

- (1) An urgent situation that cannot be resolved by County employees.
- (2) Temporary, intermittent, or irregular services that cannot effectively be performed by County employees.
- (3) Special or highly technical skills or services that cannot be secured through County employees.
- (4) A need for an independent opinion, appraisal, audit or similar service.
- (5) A lack of sufficient personnel to accomplish the work in the required time frame.

(c) Length of Contract Term

The length of a contract term shall be determined on the basis of the best economic benefit to the County. Contracts for professional services may be included on the County's Continuing Contracts List through the budget process. Policies and procedures for the Continuing Contracts List may be found under County Procedures Manual Title I, Section 300 I. However, all contracts for professional services must be reviewed for recertification or renegotiation not less than every four (4) years.

(d) Contract Adjustments/Increases

Contracts for professional services may include negotiated built in cost of living escalators or periodic rate changes. Amendments that increase the total contract to \$35,001 or more must be approved by the Board.

(e) Incremental Contracting

To prevent incremental contracting, each consultant contract shall clearly specify the following:

- (1) Work to be performed.
- (2) Service/product to be provided.
- (3) Cost detail of services/material charges.
- (4) Period of contract.
- (5) Monetary limit of contract.
- (6) Terms and conditions.

Contracts shall not be split to avoid approval or procurement requirements.

(f) Emergencies

For the purpose of professional and consultant services contracts, an emergency shall be defined as a sudden, generally unexpected occurrence or set of circumstances that demand immediate action and that if immediate action is not taken, essential services could not be continued or there could be an economic loss to the County.

(g) Sole Source Requests

See Manual Section 3.4 for policies and procedures for sole source requests.

(h) Approval Requirements

Board approval is required for all professional services contracts of \$35,001 or more in the aggregate. Department Heads may approve contracts for professional services in amounts up to \$35,000.

(i) Procurement

Procurement/selection procedures for professional and consultant services contracts are based on the Qualifications Based Selection (QBS) process used by many State and Federal Government agencies. The system used by the County consists of a 3-tiered approach with estimated fees used as the factor that determines the type of process to be used. The qualifications based approach is essentially a process used to select consultants and other professional services on the basis of qualification, subject to negotiation of fair and reasonable compensation.

The typical qualifications based system consists of selecting the consultant believed to be best qualified to carry out the project then negotiating a fee for the services. If an agreement on the scope of services and compensation cannot be reached, negotiations with the first ranked firm are terminated, and negotiations are opened with the second ranked firm.

The procedures to be used in the selection of professional and consultant services may be modified with the approval of the County Administrative Officer or at the direction of the Board. Such procedure modifications shall only be authorized where specific qualifications or circumstances indicate that the procedures in effect are inconsistent with the most timely or efficient selection of the best qualified contractor.

CONTRACT PROCUREMENT POLICIES

When the use of modified procedures is necessary, the initiating department shall note the reason for the procedural modification as part of the department contract file.

GSD will maintain a file of firms that have indicated an interest in providing services to the County and that have ~~completed an Architect-Engineer and Related Services Questionnaire (Standard Form 330). The Standard Form 330 indicates the type of work the firm has provided and gives detailed information on the firm's qualifications.~~ Professional services contractors should register registered as a vendor through the County's vendor registration website ~~instead of completing the Standard Form 330.~~ Purchasing will solicit the cooperation of local professional organizations and individuals to encourage participation by local firms on the list of consultants. In addition, in accordance with County Policy, minority owned business enterprises (MBE), women owned business enterprises (WBE) and disabled owned business enterprises (DBE) firms will be encouraged to apply.

Categories for the three - tiered selection process are:

- (1) LEVEL ONE - Professional services that have an estimated fee at or below \$35,000.

The sponsoring department interested in obtaining consultant services reviews the ~~Form 330 file~~ vendor registration database and any other internally maintained vendor lists of firms and selects firms it feels are best qualified for the project. Typically, at least three (3) firms should be interviewed and the basis of selection of the desired firm shall be noted on the purchase requisition or a GSD-89 form. After selecting an appropriate firm for the project, the sponsoring department negotiates a reasonable fee for the services and submits a purchase requisition for the services to Purchasing.

- (2) LEVEL TWO - Professional services that have an estimated fee of \$35,001 to \$70,000.

The sponsoring department reviews the ~~Form 330 file~~ vendor registration database and any other internally maintained vendor lists of firms and invites a list of three to five firms to submit ~~an Architect-Engineer and Related Services Questionnaire for Specific Project (Form 330)~~ proposals. The sponsoring department evaluates the ~~Form 330 submittals~~ proposals, calls appropriate references and selects the firm it believes to be best qualified to ~~carry out~~ complete the project. The department and first ranked firm negotiate an agreement on the scope of work, scheduling, completion date and compensation. If no agreement is reached, negotiations with the first ranked firm are terminated and negotiations with the second ranked firm are opened.

Once the negotiations have been completed, the sponsoring department prepares an agreement, which is submitted to the Board for approval.

- (3) LEVEL THREE - Professional services that have an estimated fee of \$70,001 and higher.

Level Three projects require the formal RFP process, which requires preparation of an RFP that must be submitted for Board approval. The project will be advertised and all firms on internally maintained vendor lists ~~the consultant list that have indicated an interest in~~ for the applicable type of work involved will be notified. ~~Firms interested in the project should submit a Form 330. A selection committee will screen the forms submitted to develop a short list of three to five firms. Firms on the short list~~ and shall be requested to develop a submit proposals. The selection committee will rank the proposals based on qualifications and negotiate with the firm deemed most qualified. If an agreement on the scope of services and compensation cannot be reached, negotiations with the first ranked firm are terminated and negotiations with the second ranked firm are opened.

Once the scope of services and compensation have been defined, the sponsoring department prepares an agreement, which is submitted to the Board for approval.

4.10 Architect/Engineer Services

(a) Definition

Architectural, landscape architectural, engineering, environmental and land surveying services include those professional services of an architectural, engineering, environmental, or land surveying nature as well as incidental services that members of these professions and those in their employ may logically or justifiably perform (Government Code § 4525 (c)).

Construction project management means those services provided by a licensed architect, registered engineer or licensed general contractor for the management and supervision of work performed on construction projects. Any individual or firm proposing to provide construction management services must provide evidence that the individual or firm and its personnel carrying out onsite responsibilities have expertise and experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general management and administration of a construction project (Government Code § 4525 (e) and 4529.5)

Environmental services means those services performed in connection with project development and permit processing to comply with federal and state environmental laws. Environmental services also includes the processing and awarding of claims pursuant to Section 25299.10 of the State Health and Safety Code relating to underground storage tank cleanup (Government Code § 4525 (f)).

Architectural/engineer services may include: investigation; designs, plans and specifications; reports; opinions of probable costs and engineer's estimates; shop

CONTRACT PROCUREMENT POLICIES

drawing review; supervision of construction; land surveying; and other related services when needed in support of an architectural or engineering project. These related services may include, but are not limited to, archaeology, geological and soils engineering, agronomy, limnology, biology, real estate appraisal and other property acquisition services.

(b) Length of Contract Term

If the architect/engineer services to be completed under a given contract relate to a specific project, the contract term may be based upon a reasonable estimate of the time required for the project.

(c) Contract Adjustments/Increases

Any contract amendments that increase the total contract to \$35,001 or more must be approved by the Board.

(d) Incremental Contracting

To prevent incremental contracting, each consultant contract shall clearly specify the following:

- (1) Services to be performed.
- (2) Basis of pricing and payment.
- (3) Period of contract.
- (4) Monetary limit of contract.

Contracts shall not be split to avoid approval or procurement requirements.

(e) Approval Requirements

Board approval is required for all architect/engineer services contracts of \$35,001 or more.

(f) Procurement

Government Code Section 4256 and County Code Section 2.37.065 require that private architectural, engineering, environmental, land surveying or construction management firms be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the required services. The three-tiered qualifications based system described in Manual Section 4.9(h) shall also be used to select architect/engineer firms.

4.11 Public Projects

(a) Definition

Public project contracts include contracts for:

- (1) Erection, improvement, and repair of public buildings and works.
- (2) Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow, except maintenance, repair or reconstruction work.
- (3) Supplies and materials used in maintenance, repair or reconstruction work in or about streams, bays, waterfronts, embankments; or other maintenance, repair or reconstruction work for protection against overflow.

(b) Length of Contract Term

The length of a contract term for public projects shall be determined by the length of time required to complete the project. The length of contract term is determined by the County and prescribed in the bid based upon a reasonable estimate of the required time for completion and accepted by the contractor in the submittal of its bid.

(c) Adjustments to Contract Amount (Change Orders)

Changes may be made to the contract without Board approval within the following limitations:

- (1) Appropriated funds and/or contingencies are available to cover the cost of the change;
- (2) Neither the net sum of any individual change nor the sum of all changes in the aggregate increase the total contract amount by more than \$5,000 when the total amount of the original contract does not exceed \$50,000, nor 10% of the amount of any original contract that exceeds \$50,000, but does not exceed \$250,000 as specified in Public Contract Code Section 20142 (a) (\$25,000) and as may be adjusted from time to time;
- (3) For contracts whose original cost exceeds \$250,000, the extra cost for any change or addition to work shall not exceed \$25,000, plus 5% of the amount of the original contract cost in excess of \$250,000, provided that in no event shall any such change or alteration exceed ~~\$150,000~~ \$210,000, as specified in Public Contract Code Section 20142 (b); and
- (4) The Purchasing Agent, or designee, and/or the Director of Public Works, or designee, considers the change to be reasonable.

CONTRACT PROCUREMENT POLICIES

(d) Emergencies

In the case of an emergency, pursuant to a four-fifths vote of the Board, the County may order repairs and/or replacement of County facilities, take any action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. In these instances, the County shall comply with Public Contract Code Section 22050.

(e) Board Approval Required

In addition to approving any change orders in excess of the limits set forth in Manual Section 4.10 (c), Board approval is required for all public project contracts of \$10,000 or more.

(f) Notice of Completion

Upon completion of the project, the department shall submit a request to the Board for approval and execution of the Notice of Completion of the project.

(g) Procurement

The bid process for public projects contracts shall be structured to provide an opportunity for all interested contractors to participate in bid competition to obtain the best use of public funds while taking into account administration logistics, including project size, project time frames, and project cost.

The County, in accordance with Public Contract Code Section 20150.4, shall formally advertise public works projects valued at \$10,000 and more. In addition, these projects are advertised in various Building Exchanges to expand the bid opportunities. Supplier selection is then based solely upon bid results.

For public works contracts that do not require Board approval, GSD or the Public Works Department shall establish and maintain an active Potential Bidders List that will be open to all interested and potential qualified bidders. Contractors may be removed from the Bidders List due to either poor response records to bid requests or poor performance records and shall be notified in writing in the event of removal.

Procurement and bidding procedures for public projects are described in detail in Manual Sections 10 and 11.

5.0 DEPARTMENTAL PROCEDURES

County departments have important responsibilities in the procurement of goods and services. This section of the manual outlines some of those responsibilities, policies, and procedures to assist departments in their purchasing activities. Departments are encouraged to utilize the resources of Purchasing for assistance in the matters described below. Refer to Manual Section 14 for requirements for Federal awards per 2 CFR Part 200 Subpart A.

5.1 Requisitioning Process

(a) Departmental Responsibilities

Departments shall contact Purchasing early in the purchasing process to benefit from advice and assistance on specifications, sources of supplies, price advantages, substitutions, and a determination of each department's precise needs. Further, departments are responsible for:

- (1) Determining that sufficient funds are available to pay for requested goods and services. Purchasing will contact the department prior to placing an order if the actual costs exceed the department's written estimate.
- (2) Ensuring that requested items/services are necessary to operations and are used for their stated purpose.
- (3) Ensuring that requisitions and purchase orders are completed and processed for payment satisfactorily.
- (4) Ensuring that current required automobile, liability and workers' compensation insurance documentation is on file in the department for the chosen service vendor.
- (5) Ensuring that Purchasing is informed of annual requirements in a form and manner as requested by Purchasing.

(b) Departmental Contact with Suppliers

Departments that contact suppliers to gather operational or budgetary information shall inform the suppliers that the information requested is for planning purposes only and is not a request for quotations.

(c) Signature Authority

All requisitions sent to Purchasing must be approved by an authorized departmental signatory. Fixed asset requisitions must be approved by the County Administrative Office.

DEPARTMENTAL PROCEDURES

(d) Specifications

Departments must develop specifications that are nonrestrictive and provide samples that clearly describe the item(s) needed in terms of performance. If a purchase requisition specifies a brand name or model, Purchasing will assume that "equal" items are acceptable. Purchasing and the requesting department will jointly determine "equal" items.

If a department determines that only a specific make and model will meet its needs, the department shall complete the Sole Source/Sole Brand Justification form that details the unique features of the sole source item and states why these features are required. If other brands and models have been tested or used previously, the department shall specify the brands and models used, and why they are unacceptable. Similarly, prior unsatisfactory performance may be used for future source evaluations.

The Purchasing Agent or designee may return the requisition for additional justification if a specific item appears to be unreasonably restrictive or inappropriate.

(e) Record Retention

All requisitions and related procurement documents shall be retained for a period of not less than three years unless law prescribes a longer period.

(f) Requisitions Requiring Special Approval

Requests for the following items must be approved by the department listed below before forwarding requisitions to Purchasing:

<u>Items/Services</u>	<u>Approving Department</u>
Fixed Assets	CAO
Data processing/computer equipment	Information Services
Cellular/Phones	Information Services (Telecom)
Printing/Duplicating	Information Services (Telecom)
Radios/systems/related equipment	ISD – Technical Communications

5.2 Procurement

(a) Commodities Purchases to \$1,500

Departments are authorized to make purchases for commodities up to \$1,500, unless the items are regularly stocked at the County Warehouse, or are covered under master supply agreements. Departments may use the following three options to purchase commodities at this level:

1. Submit a requisition to Purchasing, with supporting documentation including at least one quotation. The supporting documentation must reference the requisition number. Purchasing will process the requisition and create a purchase order. The department may request a blanket (open) purchase order if multiple purchases, for the same or similar types of items, from the same vendor are anticipated during the fiscal year.
2. Use a County procurement card (CAL-Card) subject to the cardholder's purchase limit, commodity authorization, and the prohibited and restricted CAL-Card purchases detailed in Manual Section 9.5.
3. Use personal funds for small, unanticipated purchases and request petty cash reimbursement as detailed in Manual Section 5.4.

(b) Services Purchases to \$1,500

Departments are authorized to make purchases for services up to \$1,500, unless the services are covered under master services agreements. However, departures from the standard insurance requirements must be approved by the Risk Manager (County Procedures Manual Title I, Section 300 B). Departments are authorized to select a service provider at this level by submitting a requisition to Purchasing. Purchasing will process the requisition and establish a purchase order for the service. If multiple payments are anticipated, Purchasing may establish a blanket (open) purchase order for the service. Departments are encouraged to seek assistance from Purchasing to identify potential service providers as necessary.

(c) Commodities Purchases Between \$1,501 and \$6,500

Departments are authorized to seek suppliers at this level. Departments should seek three (3) quotes for the commodity, complete a GSD-89 form, create a requisition and submit the GSD-89, quotes and other applicable documentation to Purchasing. If three quotes are not provided, Departments must submit written explanation to Purchasing as to why this was not done and why it is not in the County's best interest to do so. A Sole Source Justification form should be submitted if appropriate.

(d) Services Purchases Between \$1,501 and \$6,500

DEPARTMENTAL PROCEDURES

Departments are authorized to seek service providers and negotiate service agreements at this level. However, departures from the standard insurance requirements must be approved by the Risk Manager (County Procedures Manual Title I, Section 300, B). Departments must submit a requisition to Purchasing. Departments should seek at least three (3) quotes for the service, complete a GSD-89 form, create a requisition and submit the GSD-89 form, quotes and other applicable documentation to Purchasing. Departments must maintain documentation of the service provider's insurance coverage. If multiple payments are anticipated, Purchasing may establish a blanket (open) purchase order for the service. Departments are encouraged to seek assistance from Purchasing to identify potential service providers as necessary.

(e) Commodities Purchases Between \$6,501 and \$35,000

Departments are not authorized to make purchases at this level and must submit requisitions with required specifications to Purchasing. Purchasing will seek oral or informal written quotations from at least three sources or provide written justification as to why an alternative method is in the County's best interests. Purchasing will create a purchase order or a blanket (open) purchase order for commodity purchases at this level.

(f) Services Purchases Between \$6,501 and \$35,000

Departments must obtain approval from Purchasing before proceeding and must submit a requisition with detailed specifications for the service to Purchasing. Purchasing shall seek up to three (3) oral or written quotations from qualified providers in the absence of a firm recommendation from the department. In addition, departures from the standard insurance requirements must be approved by the Risk Manager. (County Procedures Manual Title I, Section 300, B) Purchasing will create a purchase order, or if multiple payments are anticipated, a blanket (open) purchase order.

(g) Commodities Purchases of \$35,001 and Above

Departments must submit requisitions with specifications to Purchasing for commodities at this level. Purchasing will advertise for prospective vendors at this level, unless it is in the County's best interests to seek providers through other means. Purchasing will seek formal written quotes from at least three sources or provide written justification as to why an alternative method is in the County's best interests.

(h) Services Purchases of \$35,001 and Above

Departments must obtain Board approval when implementing services contracts at this level. See Manual Sections 4.6, 4.8 and 4.9 for more information.

(i) Optional use of Independent Contractor Agreement (ICA)

An Independent Contractor Agreement (ICA) should be used for services under \$35,000 that may contain complex terms and conditions, specifications or a negotiated variance in the County's liability and/or workers' compensation insurance limits. Departments must submit the ICA to County Counsel for approval as to form and content and to Risk Management for approval of insurance requirements. The Risk Manager must approve any departures from the standard insurance requirements. (County Procedures Manual Title I, Section 300, B). Departments must submit a requisition and the signed ICA to Purchasing as supporting documentation.

5.3 Emergency Purchase Orders

Emergency purchase orders may be issued when unforeseen circumstances require an immediate purchase to avoid a substantial hazard to life or property or serious interruption of the operation of a County department, or the necessary repair of County equipment or heavy equipment required for the operation of a County department.

If an emergency situation arises during normal County business hours, departments must obtain an emergency requisition reserve number ("R" Number) from Purchasing prior to making an emergency purchase. After Purchasing issues an "R" Number, the department may proceed to procure the commodities or services required. The Department must obtain proper insurance documentation for workers' compensation, general liability, and professional liability coverage in the amounts specified by Risk Management. Proof of insurance should be obtained prior to the start of work if possible. It is recommended that departments utilize vendors who have previously provided services to the County as record of their insurances is likely to be on file with GSD or the department. As soon as possible, the department should prepare a requisition and forward supporting documentation to Purchasing if total cost is within Purchasing's procurement levels (see Manual Sections 5.2; 5.4; and 5.6). Reference the "R" Number on the requisition. To the extent it is prudent and possible, the department shall obtain a signed ICA from the contractor before payment is made. For emergency transactions over \$35,000, the department shall seek confirmation and approval from the Board as soon as possible.

If an emergency situation arises after normal County business hours, a Department Head may authorize an immediate purchase of commodities or services if necessary. The department shall advise Purchasing of any emergency purchases as soon as reasonable after the commitment. Purchasing will then issue a "R" Number. The Department must obtain proper insurance documentation for workers' compensation, general liability, and professional liability coverage in the amounts specified by Risk Management. Proof of insurance should be obtained prior to the start of work if possible. It is recommended that departments utilize vendors who have previously provided services to the County as record of their insurances is likely to be on file with GSD or the department. As soon as possible, the department should forward supporting documentation to Purchasing if total cost is within Purchasing's procurement levels (see Manual Sections 5.2; 5.4; and 5.6). Reference the "R" Number on the requisition. For emergency transactions over \$35,000, the department shall seek confirmation and approval from the Board as soon as possible.

DEPARTMENTAL PROCEDURES

5.4 Petty Cash

Petty cash is available to reimburse employees for personal funds expended, or to pay suppliers directly, for products or services valued at less than \$200 pursuant to Board Resolution 47295.

Employees are normally reimbursed from the Auditor-Controller's petty cash account upon presentation of a properly approved petty cash form and associated original cash sales receipts. Department heads or designees authorized to approve petty cash purchases may approve petty cash forms. Sales receipts must have the supplier's printed name and address and the date of the sale. The employee shall sign the sales receipt to signify receipt of the product or service.

An example of the Petty Cash Authorization and Payment form and completion instructions is provided in County Procedures Manual Title I - Section 110.

5.5 Administration of Orders**(a) Receiving**

Departments shall provide for the receiving, inspection and acceptance or rejection of merchandise delivered and services performed. Departments should assign the responsibility for receiving and inspecting shipments to specific individuals, preferably someone other than the person who approved the requisition. Departments are responsible for ensuring that commodities delivered and services performed conform to the order specifications as applicable. Assigned staff must inspect merchandise received in a timely manner so that problems, if any, may be identified and more easily resolved. Generally, merchandise should be inspected within three business days of receipt. During inspection, assigned staff shall complete the receiving copy of the order noting the date of delivery, quantities delivered or services performed, and any discrepancies in terms of condition, quantity or conformance to order specifications.

Purchasing should be immediately notified of any discrepancies or damage to enable Purchasing to obtain necessary return authorization or seek other remedial action with the vendor. If required Material Safety Data Sheet (MSDS) information is not received with the delivery, the department should contact Purchasing for assistance.

Departments should ensure that the Auditor-Controller is promptly forwarded a payment authorization for accepted merchandise or services to take advantage of any discounts to which the County is entitled.

(b) Quality Control Assistance

Departments may generally seek quality control assistance from Purchasing and shall contact Purchasing when:

- (1) A department questions whether an item received meets order specifications. If necessary, Purchasing will arrange to inspect the item in question.
- (2) Item(s) received and placed in service is not performing as expected or as represented by the seller.
- (3) A department receives poor service or experiences other problems after an item is received.

(c) Materials Expediting

If a supplier is late meeting specified delivery dates, the department should contact the buyer responsible for the purchase order or contract. The buyer will contact the supplier on the department's behalf and will continue to monitor the supplier's progress until the order is complete. The buyer will keep the user department advised of efforts to enforce the terms and conditions of the respective purchase order and the current status of these transactions.

(d) Manufacturer's Warranties

Many items of equipment purchased by departments carry a manufacturer's warranty of acceptable materials and workmanship. All departments shall register and maintain proper records of such warranties to ensure that the manufacturer repairs defects covered by the warranty.

(e) Energy Conservation

Prior to the purchase of all new equipment, except in the case of an emergency, the Purchasing Agent or any other county officer or employee authorized to purchase such equipment shall evaluate and consider the energy consumption level and the anticipated operating costs over the useful life of the new equipment in addition to the initial cost of the equipment.

(f) Special Receiving Assistance

Because of their technical nature, receipt of the following items should be made by, or shall be coordinated with, the indicated organizations:

Vehicles – GSD Fleet/Public Works Fleet

Telecommunications Equipment – Information Services Department (Telecom)

Data Processing/Computer Equipment – Information Services

DEPARTMENTAL PROCEDURES

- (g) A Material Safety Data Sheet (MSDS) must accompany all hazardous materials ordered and received by a department. If the department does not receive a MSDS, the department must contact the supplier and request two copies (one for the County Safety Officer and one for the department) before approving the invoice for payment. Every department is responsible for maintaining a complete file of all hazardous materials that must be filed by the name of the chemical and be made available in a central location to anyone needing the information.

5.6 Vehicles**(a) Vehicle Registration and Licensing**

GSD is responsible for the administrative aspects of all registration and licensing of County owned and leased vehicles in the general County fleet. The Public Works Department has this responsibility for vehicles in its fleet.

(b) Gas Credit Cards

Fuel purchases are to be made from the County provided service stations unless departments are operating a vehicle outside of the area. Departments requiring gas credit cards should contact GSD's Fleet Services Division.

6.0 CENTRAL STORES – WAREHOUSE

This unit of the GSD's Facilities Division maintains a wide variety of consumable supplies, and some office supply and equipment items commonly used by County departments. It assists Purchasing in the transfer, sale or other disposition of personal property items that are surplus to County needs. In addition, the Warehouse provides a limited amount of moving, repair, and special warehousing services. Warehouse staff also maintains the County's Records Retention Center.

6.1 Warehouse Supply Functions

- (a) In coordination with Purchasing, the Warehouse maintains an inventory of consumable supplies ranging from automotive and food items to maintenance, custodial, and some office paper items.
- (b) Regular stock items are purchased in bulk and dispensed as required by departments and agencies.
- (c) Items selected for inclusion in regular Warehouse stock are determined based on: annual usage rates; required lead times and market conditions; availability of quantity discounts; majority concurrence between users as to satisfactory product standards and other factors.

6.2 Warehouse Requisition/Order Process

- (a) Catalog(s) listing regularly stocked items are available in the Warehouse upon request. Where standard packaging information is shown in the catalog (i.e., 6 gal/case), items must be requested in multiples thereof.
- (b) Requests for regular Warehouse catalog items shall be made on Warehouse requisitions (GSD-63), unless Purchasing and/or the Warehouse has authorized the use of traveling requisitions (PUR-3TR). Warehouse requisitions should be double-spaced typed for each item. Items should be listed in numerical order by Warehouse stock number, and provide a description of the item. Every effort will be made to maintain adequate stock of regular catalog items; however, it may be necessary to back-order some items pending receipt of new stock.
- (c) Departments will be permitted to pick up needed emergency items at the Warehouse only when accompanied with an authorized Warehouse requisition, or when preauthorization has been received.
- (d) Departmental staff must check all items against delivery tags in presence of the Warehouse driver or the Warehouse person issuing an emergency pick-up order. Any shortages or damages of delivered goods are to be reported to Warehouse staff, and a notation made on the delivery tag.
- (e) When damaged goods or the wrong item is ordered or received, departmental staff must contact the Warehouse immediately.

CENTRAL STORES - WAREHOUSE

- (f) Warehouse stock requisitions are due Friday for delivery the following Wednesday. The Warehouse will notify departments of out-of-stock or backorder items.
- (g) Departments are billed monthly for items delivered from the Warehouse during the preceding month.

6.3 Warehouse Records Retention Program

In addition to supply and storage activities, the Warehouse maintains a County Records Retention Center. The principal purpose of the Center is to provide temporary storage of low use files and other records until they can be destroyed. Departments should reference County Procedures Manual Title IV – Records Management to establish their records management programs. A ~~“Paper Work Management Handbook”~~ Refer to the [Paperwork Management Handbook- Records Disposition](#), available upon request at [on the Warehouse intranet page](#), ~~should also be of assistance for this purpose~~ [for additional information](#).

6.4 Sale of Surplus Property

Manual Section 7.0 provides policies for the disposal of surplus items. Surplus items have been determined to be of no value to the County. Many surplus items are available at no charge and all other items are for sale at reasonable prices.

Surplus items offered by the County's Reuse/Recycle Program are made available to the public on the second Thursday of each month at the Warehouse. Non-profit organizations are invited to attend on Wednesdays, the day before the sale is opened to the general public. See Manual Section 7.5.1 for non-profit organizations' access to County surplus computer equipment.

6.5 Disposal of Hazardous Materials

Warehouse staff will pick up and dispose of the following universal waste items: common batteries, fluorescent tubes and other mercury containing lamps, all electronic devices, and all non-empty aerosol cans containing hazardous materials.

Procedure: Carefully wrap and label items as universal waste. Pack the items and identify the contents of each package. Notify the Warehouse to pick up the package for proper disposal.

7.0 DISPOSAL OF SURPLUS PERSONAL PROPERTY

GSD is responsible for preparing and distributing procedures to help ensure the maximum utilization of surplus personal property. Although GSD will periodically survey departments for surplus personal property, departments should notify GSD whenever such property is available so that it may be evaluated for use by another department. GSD will determine whether the property is required by another department or whether the item should be stored, transferred, or disposed.

Personal property with an estimated value of \$5,000 or less, as determined by the Purchasing Agent or Purchasing Manager and the using department, may be declared surplus to County needs by the using department with the concurrence of the Purchasing Agent. Personal property with an estimated value of \$5,000 or more may be declared surplus by the Board.

The Purchasing Agent is authorized to sell, trade (subject to the limitations under Manual Section 7.1), or otherwise dispose of surplus personal property by whichever method and procedure, in his/her judgment, returns the greatest value to the County.

7.1 Trade-In Allowance on Purchase of Personal Property

When purchasing personal property that does not require advertising for bids, the Purchasing Agent is authorized to solicit and accept advantageous trade-in allowances for County personal property with a scrap value of less than \$10,000 that has previously been determined by the Purchasing Agent or the Board to be of no further public use (Government Code Section 25503).

When purchasing personal property valued at \$10,000 or more, the Purchasing Agent may include in the solicitation a request for offers of trade-in allowances on property previously declared surplus by the Board. Any trade-in offers received will be considered in the evaluation process.

7.2 Disposition of Proceeds

The proceeds of surplus personal property dispositions shall be deposited into the County treasury for use of the County or applicable Special District (Government Code Section 25504). Where the property is exchanged or traded-in, the Purchasing Agent shall secure its value on behalf of the County.

7.3 Prohibition Against Purchase by Employees

Any officer, agent or employee of the County assigned to the purchasing function, or responsible for surplus declarations, or having privileged information regarding the personal property or the value thereof that is not available to all prospective bidders, or assigned to the organization having custody of the surplus property shall not directly or indirectly submit a bid or purchase surplus personal property. This policy shall be liberally construed to prohibit any appearance of impropriety and County Counsel should be consulted for an opinion whenever there is a question of probable conflict.

DEPARTMENTAL PROCEDURES

The sale of surplus personal property (materials, supplies, machinery, furnishing, equipment and any other tangible article) to County employees must be expressly authorized by either the Purchasing Agent or the Purchasing Manager.

7.4 Transfer of Personal Property

The Purchasing Agent is authorized to transfer between concurring departments any personal property with an estimated value of \$5,000 or less. Transfer of personal property with an estimated value of more than \$5,000 must be approved by the Board.

7.5 Donations

The Purchasing Agent may donate surplus personal property with an estimated value of \$5,000 or less, if, in his/her judgment, donating the property is in the County's best interests.

The Board may direct the Purchasing Agent to coordinate the donation of surplus personal property with an estimated value of more than \$5,000.

7.5.1 Surplus Personal Computer (PC) Systems

- (a) Department process: Surplus reusable PC equipment including the monitor, CPU, keyboard, transferable operating system software and printer may be donated to local public schools and qualified local non-profit organizations. The department should contact either the Information Services Department (ISD) or the department's information services division (as applicable) to evaluate the PC equipment and determine whether any other County department(s) could utilize the PC equipment. If no further use is identified, either ISD or the department's information services division shall prepare the PC equipment for local public school or non-profit use. Preparation of the PC equipment shall include, but is not limited to, reformatting and erasing all County data from the hard drives or resetting the systems to the original equipment manufacturer configuration. Software licenses may also be transferred using this process.
- (b) Release of PC Equipment: The department is responsible for electronically submitting the description and asset numbers of the PC equipment proposed for donation to ISD for review. ISD will approve the release of the PC equipment for pick up by Warehouse staff. Warehouse staff will post the description and asset numbers of available PC equipment on the Warehouse website. Surplus PC equipment will not be maintained or warranted by the County.
- (c) Notification: Public schools and qualified non-profit organizations should be encouraged to visit the County Warehouse Surplus Sales website periodically for available PC equipment. Warehouse staff will maintain contact information of interested public schools and qualified non-profit organizations for notification when PC equipment becomes available. Interested qualifying organizations should refer to the Warehouse website for more information or contact the Warehouse at the

telephone number indicated. At time of acceptance, agencies receiving donated PC equipment must provide proof of their qualifying status to Warehouse staff.

7.6 Disposal of Electronic Products

On January 15, 2002, the Board approved an Electronic Product Waste Acceptance Policy, which classifies most non-functional and obsolete computer equipment as “E-waste” which is no longer accepted in our County landfill sites. The County has negotiated contracts with vendors to dispose of computer equipment through a process that includes the reuse of products and components where possible, the extraction and recycling of metals and glass, and the final disposal of unusable parts that is environmentally conscious.

It is highly recommended that a department wanting to dispose of unwanted computer equipment consult with ISD staff to evaluate the condition, value and the functionality of the equipment prior to disposal. The highest priority would be to recycle the piece of equipment intact for use by others, the next priority would be to salvage any expensive, usable parts for County use and finally to dispose of the equipment in an environmentally conscious way.

7.7 Disposal of Copy Machine Hard Drives

Copy machines may contain hard drives that capture all images photocopied on the machines. Prior to disposing of a copy machine, the department must obtain either a certification of cleansing or the actual physical hard drive from the machine to dispose of any confidential materials that may be present on the hard drive. Contact Purchasing for options on obtaining or cleaning the hard drive.

DEPARTMENTAL PROCEDURES

8.0 PURCHASING PREFERENCES**8.1 Purchase of Recycled Products**

The Purchasing Agent shall establish and maintain procedures and specifications to ensure that the County gives preference in its purchasing decisions to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no, or lesser, amounts of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no, or lesser, amounts of recycled materials.

The Purchasing Agent shall also provide a preference to the suppliers of products containing recycled materials, which is equal to 10% of the lowest bid or price quoted by suppliers offering products not containing recycled materials.

(a) Definitions

- (1) "Recycled product" means all materials, goods, and supplies, excluding paper products, no less than 50% of the total weight of which consists of secondary and postconsumer material with not less than 10% of its total weight consisting of postconsumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. "Recycled product" also means other flat rolled steel products no less than 25% of the total weight of which consists of secondary and postconsumer material, with no less than 10% of total weight consisting of postconsumer material. Products made with flat rolled steel include, but are not limited to, automobiles, cans, appliances, and office furniture and supplies. (Public Contract Code § 12301d). "Postconsumer material" means a finished material that would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes. "Secondary material" means fragments of finished products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes postconsumer material, but does not include excess virgin resources of the manufacturing process.
- (2) "Recycled paper product" means all paper and wood pulp products containing postconsumer and secondary materials. "Postconsumer material" means a finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. "Secondary material" means fragments of finished products or finished products of a manufacturing process, which has converted a virgin resource into a commodity of real economic value, and includes postconsumer material, but does not include fibrous waste generated during the manufacturing process, such as fibers recovered from wastewater or trimmings of paper machine rolls (mill broke), wood slabs, chips, sawdust, or other wood residue from a manufacturing process.

“Recycled paper product” also means a paper product with not less than 50%, by fiber weight, consisting of secondary and postconsumer material with not less than 10% of fiber weight consisting of postconsumer material. For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white wove envelopes, and for other uncoated printing and writing papers, such as writing and office paper, book paper, cotton fiber paper containing 25 to 75% cotton fiber, and cover stock, the minimum content standard shall be no less than 30 % of fiber weight of postconsumer materials. (Public Contract Code § 12301c)

(b) Purchase Requisitions and Product Specifications

Purchase requisitions and product specifications prepared by departments shall conform to the following guidelines:

- (1) Product specifications and requisitions shall not indiscriminately require the use of product made from virgin materials, nor indiscriminately exclude the use of recycled-content products.
- (2) Performance standards shall be reasonable and related to function, and shall not be designed to indiscriminately exclude the purchase of recycled-content product.
- (3) To the extent such information is known, departments shall identify to Purchasing during the requisition process products available with recycled content and the names of suppliers that sell such products.

(c) Selected Environmental Products

Purchasing shall evaluate the following environmentally preferable products and purchase them whenever the evaluation is favorable:

- (1) Recycled paper and paper products
- (2) Re-refined lubricating and hydraulic oils;
- (3) Recycled plastic outdoor-wood substitutes
- (4) Re-crushed cement concrete aggregate and asphalt
- (5) Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber or fly ash;
- (7) Remanufactured tires and products made from recycled tire rubber;
- (8) Compost;
- (9) Remanufactured paint;

DEPARTMENTAL PROCEDURES

- (10) Cleaning products with lowered toxicity as described in the Integrated Pest Management program;
- (11) Energy saving products;
- (12) Waste-reduced products;
- (13) Water-saving products;
- (14) Other products designated by the Purchasing Agent which promote energy conservation;
- (15) Environmental protection.

(d) Exemption

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

8.2 Purchase of Domestically Produced and Packaged Vegetables

The Purchasing Agent shall establish and maintain procedures and specifications to ensure that the County gives a preference to vegetables produced and packaged within the United States which is equal to 10% of the lowest price quoted by suppliers for vegetables not produced in the United States. (County Code Section 2.37.106)

8.3 Tropical Wood Products

The County shall not enter into or renew any contractual agreement with any person or entity for the provision of goods or services, where the performance of which calls for, requires, or involves the use of any tropical hardwood or tropical wood product. (County Code Section 2.37.107)

8.4 Local Business Preference (County Code Section 2.37.108)

[Refer to Manual Section 14 for requirements for Federal awards per 2 CFR Part 200 Subpart A.](#)

- (a) When the County Purchasing Agent evaluates the responses to a Formal Solicitation for supplies, goods, materials, furnishings or other personal property, a Locally Operated Business may match the low bid of a Non-Local Business if the Locally Operated Business' bid is within 5% of the low bid. If the Locally Operated Business elects to match a lower bid from a Non-Local Business, the contract shall be awarded to the Locally Operated Business.

- (b) To be eligible for the Preference, the Locally Operated Business must complete, return, and satisfy the requirements of the Locally Operated Business Preference Affidavit of Eligibility and also supply a copy of a current valid business license with the County and/or an incorporated city within the County of Santa Cruz. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for Local Business Preference shall be prohibited from bidding on County contracts for a period of three (3) years.
- (c) The revised bid and completed Locally Operated Business Preference Affidavit of Eligibility of a Locally Operated Business electing to match a lower bid from a non-local business must be received by the Purchasing Agent within 3 business days after a solicitation deadline. It is the responsibility of the locally operated business to verify the bid results by contacting Purchasing.
- (d) The Local Business Preference established by this section shall not be available if it is in conflict with State or Federal law or regulation.
- (e) The County is not responsible for any business's failure to request, complete, return, or meet the requirements of the Locally Operated Business Preference Affidavit of Eligibility.
- (f) "County" means the County of Santa Cruz.
- (g) "Formal Solicitation" means an offer or proposal for providing goods and/or services submitted in response to the County's formal solicitation request, such as an Invitation for Bid, Request for Proposal, or Request for Information, or any similar solicitation evaluated on the basis of cost.
- (h) "Legitimate Business Presence" means the existence of at least one physical location in the County where business is conducted and which is staffed by at least one (1) full-time employee or owner/operator.
- (i) "Locally Operated Business" means a legally formed and operated business, including but not limited to a sole proprietorship, partnership, or corporation, which has a legitimate business presence in the County. In addition, the business must:
 - (1) Hold a valid seller's permit issued by the State Board of Equalization and a valid business license if issued by an incorporated city within the County; and
 - (2) Have been in operation, transacting business in the county, for a minimum of six (6) months prior to publication of the call for Formal Solicitation; and
 - (3) Not be delinquent in the payment of any taxes, charges or assessments owing to the County or incorporated city within the County; and

DEPARTMENTAL PROCEDURES

- (4) Have requested, completed, returned, and satisfied the requirements of a Locally Operated Business Preference Affidavit of Eligibility.
- (j) “Locally Operated Business Preference Affidavit of Eligibility” means an affidavit to be completed by a Locally Operated Business (GSD 350) in applying for a Preference treatment.
- (k) “Non-Local Business” means any business that does not meet all of the requirements of a Locally Operated Business.

9.0 CALCARD PROGRAM

9.1 Introduction

In March 1996, the Board authorized the County to participate in the State of California Purchase Card Program (CAL-Card Program). The CAL-Card program is designed to streamline the process for making small and/or simple purchases by allowing employee cardholders to make such purchases with an internationally-accepted VISA credit card rather than requesting a purchase order through Purchasing.

The County's CAL-Card Program is administered by the GSD in conjunction with the Auditor-Controller's Office. Specific procedures for the CAL-Card Program can also be found in the CAL-Card Procedures Handbook. The following sections provide further purchasing guidelines for the CAL-Card Program and should be used in conjunction with the CAL-Card Procedures Handbook.

The VISA card designed for the CAL-Card Program bears the County's seal, the restricted use designation, "For Official Use Only", and the words "CAL-Card DGS".

9.2 Controls

The CAL-Card Program includes a number of unique controls to ensure that CAL-Cards can only be used for specific purposes within established dollar limits.

(a) Single Purchase Limit

This limit, including tax and shipping as applicable, is set by the department with the required approval of GSD. ~~Complete form GSD201 for each cardholder and return to the CAL-Card Program Administrator in GSD.~~

(b) Thirty (30) Day Purchase Limit

This limit is set by the department with the required approval of GSD and the Auditor-Controller's Office. The thirty-day billing cycle runs from the 22nd of each month to the 21st of the following month.

(c) Commodity Code

The commodity code control is determined by the department and GSD based on the types of goods purchased. These codes limit the types of goods that can be purchased with the cards.

(d) Other Departmental Approvals

Several categories of goods must be purchased through, or require the approval of another County department. The following are categories of products requiring other departmental approvals.

(1) Goods Available through Central Stores Warehouse

CALCARD PROGRAM

The County maintains inventories of copy paper, multicolored paper, file boxes and used interoffice envelopes, which are listed in the Warehouse inventory on the GSD Website. The inventory items may be obtained by contacting Warehouse staff at 454-4601. Only if the Warehouse is out of a specific item or an item is needed immediately, may the CAL-Card be used to purchase the Items listed in the Warehouse inventory.

(2) Office Supplies

Purchasing has established office supply contract(s) through a vendor(s) to obtain bulk rate pricing on a countywide basis and to provide direct delivery to departments. These contracts must be utilized for office supply purchases unless departments have a need for a specialized item(s) not available from this vendor(s) or an unanticipated need within 2 days and the cost is under \$100 per item. Exceptions ~~will need~~ **require** Purchasing's approval.

(3) Commodity Purchases – Annual Pricing Agreements

Purchasing bids contracts for various commodities to establish annual pricing agreements or blanket (open) purchase orders for those commodities. Typically, these purchase orders offer pricing structures based on an annual expected volume of business and usually contain significant discounts from standard prices. When agreements of this type are in place, orders should not be placed with other vendors unless the contract vendor is unable to meet departmental needs. If a department has a blanket purchase order with a particular vendor, the CAL-Card generally may not be used.

Vendors for particular commodities and the types of commodities change periodically. Purchasing will post revised lists of specific price agreements and commodities of current vendors on an annual basis and will provide updated information as conditions warrant on Purchasing's Intranet ~~website~~ **page**.

(4) Personal Computer Hardware and Software

County Procedures Manual Title VI, Section 410 outlines the approval process for the procurement of computer hardware and software. For purposes of this section, computer hardware is defined as desktop computers, laptop computers, printers, servers, and storage devices. Purchases of computer hardware and software, except for the Human Services and Public Works departments, require the completion of the ISD410 form, Request for Equipment and/or Review of Equipment to be Purchased. ISD's approval is required prior to any purchase of such equipment. A copy of the ISD410, or an email from ISD granting approval to the department for the purchase of the item(s), must be attached to the purchase transaction as supporting documentation. All computer hardware purchases are limited to \$500 per item.

The Information Services divisions of the Human Services and Public Works departments should make all CAL-Card computer hardware and software purchases for their departments.

(5) Telephones, Cellular phones and Pagers

Purchases of telephones, cellular phones and accessories, and pagers must be approved by the ISD - Telecom Division prior to purchase.

(6) Duplicating Services

The ISD - Duplicating Division (Duplicating) established procedures for duplicating and printing services. These procedures can be found in County Procedures Manual Title VI, Section 200. In accordance with these procedures, printing and duplicating services requests must be submitted to Duplicating. If Duplicating determines that outside services are necessary, they will approve the order for outside services. Depending on the cost, orders approved for outside services may be purchased by CAL-Card. A copy of the DUP-04 form or a copy of an approving email must be attached to the purchase transaction as supporting documentation.

(7) Radio Equipment

The ISD Technical Communications Division (Radio Shop) must approve all radio equipment prior to purchase.

9.3 Procurement Card Invoice Payment

Upon the department's receipt of the monthly CAL-Card statement, the department shall obtain receipts for each purchase made and attach the receipts along with other departmental approvals (forms or emails) as applicable to the Procurement Card Record Log. Either the employee making the purchases or his/her department designee shall certify the Log as being correct. The Log, CAL-Card statement, documentation of any contested charges, and the receipts and related documentation must be processed as required by the Auditor-Controller's Office by the 10th day of the month after billing date. Justification for any missing receipts must be included at that time to avoid late processing of the claim. The justification must be co-signed by the department head and the employee who made the purchase(s).

9.4 Products Containing Recycled Materials

It is the County's policy to encourage the use of products containing the maximum amount of recycled materials (Manual Section 8.1). Employees making purchases by CAL-Card should be aware of this policy and should attempt to purchase products containing the maximum amount of recycled materials when such an option is available at comparable costs. Purchasing will assist you in evaluating options and providing additional information on this policy.

CALCARD PROGRAM

9.5 Prohibited or Restricted Purchases

The following purchases are prohibited or restricted under the County's CAL-Card Program.

(a) Purchases of a Personal Nature

Purchases of a personal nature include items such as seasonal decorations, window and wall coverings, pictures, indoor plants, coffee machines, clock radios, compact refrigerators and microwave ovens. Items in this category cannot be purchased with CAL-Cards and typically are not appropriate for purchase by any other County process except for some special program needs. Any exception must be approved in advance by Purchasing and the Auditor-Controller's Office.

(b) Utilities

All utility expenditures, such as water, power, refuse and gas must be processed through a direct claim.

(c) Purchases under \$20.00

Processing costs for available purchasing options vary depending on the amount of time needed to perform the process. The preferred option available for small purchases under \$20 is petty cash. Refer to Manual Section 5.4.

(d) Personal Services

Generally, personal services should be purchased through a regular or blanket purchase order, as applicable, to ensure compliance with the County's insurance requirements and Living Wage Ordinance. CAL-Card may be used to purchase personal services that are generally less than \$500 and that are non-routine and/or unexpected, where the use of a regular or blanket purchase order is either impractical or inefficient. However, before using CAL-Card to purchase personal services that will be provided or performed on County property, the department must verify that the vendor's current insurance documentation is on file in Purchasing. If it is not, the department must obtain the vendor's current insurance documentation and provide it to Purchasing. The department must also notify Purchasing via email about all personal services purchased with CAL-Card for Living Wage tracking purposes.

Personal services most suited to purchase with CAL-Card include servicing or repairing equipment, ~~including repairing County-owned vehicles when authorized by County Fleet services.~~ Refer to Manual Sections 4.6 - Personal Services, Section 4.8 - Living Wage Ordinance and County Procedures Manual Title III, Section 300, Subsection II, K.

(e) Purchasing must approve single item commodity purchases in excess of \$500.

(f) Professional Services and Consultant Services

Departments shall not purchase professional services and consultant services with CAL-Card.

(g) Splitting Orders

As with all purchasing processes, orders placed with CAL-Cards shall not be split to avoid limits associated with the CAL-Card Program.

(h) Travel and Training

To ensure compliance with County Travel Policies, departments may utilize the CAL-Card Program for travel and training expenses as follows:

(1) Airline, Lodging and Registrations:

Departments may authorize one employee and possibly an alternate to utilize the CAL-Card program for airline tickets, lodging and registration fees for authorized events.

(2) Other:

Expenses such as fuel, taxi and food shall not be purchased with CAL-Card. Such expenses shall be processed in accordance with County Procedures Manual Title 1, Section 100.

(3) Exceptions:

Departments with unique travel needs, including those whose employees routinely travel while working with their clients, may request an exception to CAL-Card restrictions/prohibitions by following the procedure outlined in Manual Section 9.6.

(4) Auditor Approval:

Departments shall obtain prior Auditor approval from the Claims Manager or Supervisor by email for all travel expenses paid by CAL-Card.

(i) Tropical Wood Products

County Code Section 2.37.107 prohibits the County from entering into or renewing any agreement that involves the use of any tropical hardwood or tropical wood products (Manual Section 8.3). Employees shall not purchase with CAL-Card any product that contains or uses tropical hardwood or tropical wood products. Direct any questions about specific products to Purchasing.

CALCARD PROGRAM

9.6 Special Approval Process

Select individuals within the County have unique work related needs where use of a CAL-Card for transactions normally restricted from the CAL-Card Program may be in the County's best interests. In these cases, the department head should submit a written request explaining the unique circumstances involved and why use of the CAL-Card would be in the County's best interests to the Auditor-Controller's Office. If the Auditor-Controller concurs with the request, a written approval (policy amendment) will be provided indicating the special uses approved for the specified cardholder(s). The Auditor-Controller's Office will retain copies of such approvals to validate CAL-Card purchases.

9.7 Disaster Purchasing

At the time the Emergency Operations Center (EOC) is activated, CAL-Card is approved for emergency purchases as directed by the EOC Manager or designee.

10.0 PUBLIC PROJECTS

The provisions of this Section apply to public projects bid and administered by the GSD. Public projects bid and administered by the Public Works Department are covered by procedures promulgated by that department.

10.1 Definition - Public Project

California Public Contract Code Section 20150.2 and County Code Section 2.35.020 define a public project as follows:

- a. A project for the erection, improvement, and repair of public buildings and works. This applies to County owned and leased properties and includes painting.
- b. Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow, except maintenance, repair or reconstruction work.
- c. Supplies and materials used in maintenance, repair or reconstruction work in or about streams, bays, waterfronts, embankments; or other maintenance, repair or reconstruction work for protection against overflows.

10.2 Definition – Public Work/Prevailing Wage

Beginning at Section 1720, the California Labor Code defines public works as certain construction, alteration, demolition, installation, repair or maintenance work done under contract and paid for in whole or in part out of public funds. The Labor Code requires that a contractor who contracts to perform public works must pay Prevailing Wage Rates adopted by the State of California, Director of Industrial Relations. Public Works projects costing less than \$1,000 are not subject to the prevailing wage requirement.

(a) Maintenance work subject to payment of the prevailing wage includes:

- (1) Routine, recurring and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility (plant, building, structure, ground facility, utility system or any real property) for its intended purposes in a safe and continually usable condition for which it has been designed, improved, constructed, altered or repaired.
- (2) Carpentry, electrical, plumbing, glazing, (touchup painting) and other craft work designed to preserve the publicly owned or publicly operated facility in a safe, efficient and continuously usable condition for which it was intended, including repairs, cleaning and other operations on machinery and other equipment permanently attached to the building or realty as fixtures.

(b) Maintenance work not subject to payment of a prevailing wage includes:

- (1) Janitorial or custodial services of a routine, recurring or usual nature.

PUBLIC PROJECTS

- (2) Protection of the sort provided by guards, watchmen, or other security forces.
- (3) Landscape maintenance by a sheltered workshop. (A non-profit organization licensed by the Chief of DLSE employing mentally and/or physically handicapped workers.

10.3 Public Project Bid Levels (Public Contract Code § 20131 & 20150.4)

It is the duty of the Purchasing Agent to engage independent contractors to construct or repair County facilities and to purchase furnishings, materials and supplies for use in construction or repair as follows:

- (a) Public projects up to \$4,000 may be performed by County staff or let to contract by Purchasing after the receipt of competitive offers.
- (b) Public projects between \$4,001 and \$9,999 shall be let by informal or formal bidding procedures.
- (c) Public projects of \$10,000 and more shall be let to contract by formal bidding procedures.

10.4 Informal Bidding Procedures (Public Contract Code § 20150.6 and § 20150.7)

- (a) Purchasing will notify contractors in Santa Cruz County of the opportunity to register with Purchasing to be notified of informal bidding proceedings.
- (b) Advertising
 - (1) The notice inviting informal bids shall be published in a newspaper of general circulation printed and published within the jurisdiction of the County.
 - (2) The notice shall be published once at least 24 hours before the time scheduled for the opening of the bids.
 - (3) The notice shall include the classification of contractor's license that the contractor must possess at the time the contract is awarded and describe in general terms the project to be done and will state a closing date for submission of informal bids.
 - (4) In addition to the published notice, Purchasing may also publish notice in a trade publication and/or may supplement the notice by mailing notice to contractors registered per section (a) above.

10.5 Formal Bidding Procedures

Formal bidding procedures are described under Manual Section 11.

10.6 Plans and Specifications

For all public projects \$10,000 and more:

- (a) The Board shall adopt the plans, specifications and working details.
- (b) All bidders shall have the opportunity to examine the plans, specifications and working details.

10.7 Splitting Work

Public projects shall not be split or separated into smaller work orders for the purpose of evading provisions requiring public projects to be done by contract after bidding.

10.8 Local Hire

County Code Section 2.33 relates to the hiring of local residents on County public works projects. Bidders, contractors and subcontractors must make good faith efforts to hire Monterey Bay Area residents in sufficient numbers so that no less than 50% of the contractor's total construction workforce, including any subcontractor's workforce, measured in labor work hours, is comprised of Monterey Bay Area residents. Bidders, contractors and subcontractors must maintain and submit records necessary for monitoring their compliance with this County Code section.

FORMAL BIDDING PROCEDURES

11.0 FORMAL BIDDING PROCEDURES

The provisions of this Section apply to public projects bid and administered by GSD. Public projects bid and administered by the Public Works Department are covered by procedures promulgated by that department.

11.1 Definition (Public Contract Code § 20150.8)

Formal bidding is a procurement method involving competitive sealed offers that requires:

- (a) Adoption of plans, specifications and working details by the Board;
- (b) Formal advertising in a general circulation newspaper during a bidding process of not less than 10 days;
- (c) Public opening of bids at a pre-designated time and place;
- (d) Referral of bids to GSD or other operating department for evaluation of the bids;
- (e) Unconditional acceptance of a bid without alteration or correction except as authorized in County Code, this Manual or Public Contract Code;
- (f) Award of a contract by the Board to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the invitation for bids;
- (g) Notice of Award to the selected bidder;
- (h) Completion of all required contract documentation; and
- (i) Notice to Proceed is issued to the contractor.

Formal bidding is required for all public projects with estimated costs of \$10,000 and more.

11.2 Advertising (Public Contract Code § 20150.7)

- (a) The notices inviting formal bids shall state the time and place for receiving and opening of sealed bids and distinctly state the project to be done and the place where plans and specifications are on file. The first publication of the notice shall be at least 10 days prior to the opening of bids. Notice shall be published at least twice, not less than 5 days apart, in a newspaper of general circulation, printed and published in the jurisdiction of the County.
- (b) In addition to the notices published in a newspaper of general circulation, Purchasing may also publish notice in a trade publication and/or through other means designed to encourage competition.

11.3 Bid Documents

(a) Copies of Bid Documents

- (1) Bidders may purchase complete sets of bidding documents from Purchasing as set forth in the Invitation for Bids and in the Unified Fee Schedule.
- (2) Bidders shall use complete sets of bidding documents in preparing bids; the County will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.
- (3) The County makes copies of the bidding documents available on the above terms only for the purpose of obtaining bids for the specified commodities or services and does not confer a license or grant for any other use.

(b) Interpretation or Correction of Bidding Documents

- (1) Bidders shall promptly notify GSD of any inconsistency or error discovered upon examination of the bidding documents, or of the site and local conditions.
- (2) Bidders requiring clarification or interpretation of the bidding documents shall contact the GSD at least five (5) working days prior to the date for receipt of bids, or as specified in the Invitation for Bids.
- (3) Any interpretation, correction or change of the bidding documents will be made by written addendum. Interpretations, corrections or changes of the bidding documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

(c) Alternate Bids

- (1) The materials, products and equipment described in the bid documents establish a standard of required function, dimension, appearance and quality to be met. An equal product must meet minimum specifications and the burden of proof of merit of proposed alternate or substitute is on the bidder.
- (2) Non-solicited alternates may be considered for award if submitted by the bidder who would otherwise be the low bid.
- (3) Solicited alternates may be awarded based on the sole judgment of the County.

(d) Addenda

- (1) Addenda will be mailed or delivered to all prospective bidders known by GSD to have received a complete set of bid documents.
- (2) Copies of addenda will be made available for inspection wherever bidding documents are on file for that purpose.

FORMAL BIDDING PROCEDURES

- (3) No addenda will be issued later than five calendar days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one that includes postponement of the date for receipt of bids. For bids opened on Tuesdays, this means addenda will not be issued after the preceding Thursday except as described above.
- (4) Each bidder shall be responsible for ascertaining prior to submitting a bid that it has received all addenda issued.
- (5) Bidders shall acknowledge receipt of addenda to receive award consideration unless otherwise indicated in the bid documents.

11.4 Form of Bid

To receive consideration, bids shall be made on the forms and in the manner set forth in the Invitation for Bids.

- (a) Late bids shall not be accepted.
- (b) Each bid must be signed by an authorized representative of the bidder, include the legal name of the bidder and a statement of non-collusion signed by the bidder.
- (c) Bidders shall not change the bid form nor make additional stipulations on the bid form that are not consistent with the provisions of the specifications.

11.5 Bid Security

A bid bond or bid deposit (certified or cashier's check) made payable to Santa Cruz County may be required to protect the County in the event the bidder awarded the contract does not execute the contract, furnish any required performance bond, and/or proceed with performance. A required bid bond or bid deposit must be submitted with the bid, and be in the amount as specified in the Invitation for Bids.

In the event a low bidder is allowed to withdraw its bid due to claim of error, the County may retain the bid guarantee to offset its administrative costs of handling the bid.

Bid bonds/deposits should be returned as soon as practical following the bid opening and evaluation of bid responses. The guarantees of the lowest bidder should be retained until the contract has been executed and approved and any performance bond and certificate of insurance provided, at which time they will be released except where forfeited. The bid bonds/deposits of the second and third lowest responsible bidders may be retained until the contract has been fully executed and insurance certificates are obtained. The cashier's/certified checks submitted by all other unsuccessful bidders shall be returned to them within ten (10) calendar days after the receipt of bids, and their bid bonds shall be of no further effect.

11.6 Receipt of Bids

All bids must be received sealed in an envelope by the time specified in the IFB. Bids must not be left unattended and must be promptly time-stamped and deposited unopened in the respective bid folder. Late bids shall not be opened and shall not be considered under any circumstances. A late bid will be date-stamped and remain unopened in the bid file. GSD will send a letter notifying the late bidder that the bid was received late and was not considered.

11.7 Opening of Bids

The Auditor-Controller, Purchasing Agent or designee shall administer all bid openings and all bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the IFB. The County assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the IFB.

11.8 Correction or Withdrawal of Bids (Public Contract Code § 5100 - 5107)

GSD shall consult with County Counsel regarding any request or decision involving a bid mistake, correction or withdrawal. Except as otherwise specified in Public Contract Code Section 5100 , correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted only if such correction or withdrawal is not prejudicial to the interest of the County or fair competition. Further:

- (a) Mistakes in bids detected prior to bid opening may be corrected or withdrawn by the bidder by written request received by the Purchasing Agent prior to the time designated for opening of bids. Any written request or personal appearance made to correct or withdraw a bid prior to bid opening must be made by a bona fide representative of the bidder with proper identification. An acknowledgement form must be signed by the bidder indicating that they have received the bid submission. The written request must be signed by the same person who signed the original bid, and shall be sealed, time-stamped and deposited in the same manner as the original bid. Oral, telegraphic, or facsimile transmission of corrections or withdrawals shall not be permitted. Any resubmitted bid must be received by the bid deadline.
- (b) Mistakes in bids detected during or after bid opening may not be corrected by the bidder except:
 - (1) A bidder may be permitted to correct a material mistake that would cause such bidder to have the low bid if the mistake is clearly evident from examining the bid document; for example, mathematical errors. However, a bidder shall not be permitted to correct a bid for errors of judgment. A low bidder shall not be permitted to increase its bid price and still be considered as the low bidder.
 - (2) An otherwise low bidder may be permitted the opportunity to furnish other information called for by the Invitation for Bids and not supplied due to oversight, so long as it does not affect responsiveness.

The Purchasing Agent shall maintain complete and sufficient records of evidence used to establish an error and intended price. Records of bid withdrawals shall also be maintained

FORMAL BIDDING PROCEDURES

to ensure there is no abuse of the competitive bidding process. All decisions to permit the correction of bid mistakes and the withdrawal of bids shall be made in writing by the Purchasing Agent and retained in the bid file. In the event that the correction of a bid subsequent to bid opening results in a new low bidder, the Purchasing Agent, at his/her discretion, may recommend, or make, given proper approval requirements, an award to the new low bidder, or may request new bids.

11.9 Bid Evaluation

The Purchasing Agent shall maintain complete and sufficient records of bid evaluations to ensure there is no abuse of the competitive bidding process. All reasons for making the award recommendation shall be made in writing by the Purchasing Agent and retained in the bid file.

11.10 Rejection of Bids

The County may, in its discretion, reject any bids presented. The County may also:

- (a) Reject a bid not accompanied by any required bid security or by other data required by the bidding documents.
- (b) Reject a bid that is in any way incomplete, irregular, amplified, unqualified or otherwise not in compliance with the bid documents in all material respects.
- (c) Waive any informality, irregularity, immaterial defects or technicalities, in any bids received.
- (d) Cancel an Invitation for Bids or reject all bids because of any of the following reasons:
 - (1) Specifications are inadequate or ambiguous.
 - (2) Specifications have been revised.
 - (3) Supplies or services are no longer needed.
 - (4) County requirements have changed.
 - (5) All bids have been deemed unreasonable.
 - (6) Bids were not independently arrived at and/or were submitted in bad faith.
 - (7) Necessary requirements of the bid process have not been met.
 - (8) Competition is insufficient.
 - (9) Cancellation or rejection of all bids is clearly in the County's best interest.

- (10) The company's name appears on either the Federal Excluded Parties list per 28 CFR, Part 66, Subpart C, Section 66.35 for any Federal Grant funded contracts or sub contracts and/or the appearance of the company's name on the California State's Department of Industrial Relations, Division of Apprenticeship Standards (DAS) debarment list for all Public Works contracts issued by the County, and therefore the contractor must be denied.

The Purchasing Agent shall maintain complete and sufficient written records of bid rejections and cancellations to ensure that there is no abuse of the bidding process. All reasons for rejecting a bid shall be retained in the bid file.

11.11 Cost Estimate Re-evaluation (Public Contract Code § 20150.9 & § 20150.10)

If, after a first invitation for bids, all bids are rejected after re-evaluating its cost estimates of the project, the County shall abandon the project or shall re-advertise for bids. If, after re-advertising, the County again rejects all bids presented, the County may proceed with the project by use of County personnel or may re-advertise again. If two or more bids are the same and the lowest, the County may accept the one it chooses. If no bids are received, the County may have the project done without further complying with Public Contract Code § 20150.9 (County Code Section 2.35).

Notwithstanding the preceding provisions, on any project that is less than \$75,000, if, after the first invitation for bids, all bids are rejected, the County may, after re-evaluating its cost estimates of the project, pass a resolution by a four fifths (4/5) vote of the Board declaring that the project can be performed more economically by County personnel, or that in its opinion a contract to perform the project can be negotiated at a lower price than that in any of the bids, or the materials or supplies can be furnished at a lower price in the open market. Upon adoption of such a resolution, the County may have the project done in the manner stated without further complying with County Code Section 2.35.

11.12 Bid Award

If the County decides to award a contract, the County generally must award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the Invitation for Bids. In the event the successful bidder fails to perform or such bidder's bid is authorized to be withdrawn, the County may award a contract to the next lowest responsible and responsive bidder that will best meet the needs of the County.

FORMAL BIDDING PROCEDURES

11.13 Cancellation of Bid Award

Failure on the part of the successful bidder within the time allowed to execute the contract, furnish an acceptable performance bond, or comply with any other requirement precedent to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security, not as a penalty, but in liquidation of certain damages sustained. Contract award may then be made to the next lowest responsible and responsive bidder, the call for bids re-advertised, or such other action taken as deemed appropriate by the County.

11.14 Public Notice of Award

GSD shall maintain a summary of all contract awards and make it available for public inspection. The summary shall, at a minimum, include the date of the award, the contract numbers, the suppliers, the contract amounts, and a brief description of the commodity or service.

.

12.0 PROTESTS AND APPEALS

12.1 Construction Projects – Bid Protests

The provisions of Manual Section 12.1 apply to public projects bid and administered by GSD. Public projects bid and administered by the Public Works Department are covered by procedures promulgated by that department.

- (a) Any actual or prospective bidder, offeror or contractor who is allegedly aggrieved in connection with the solicitation or award of a construction contract for a public work may file a protest. The bid protest shall be filed with the Clerk of the Board within three working days of the bid opening. The Board shall hear the bid protest prior to the execution of the contract, unless subject to Manual Section 12.1(b). The protesting party may protest the bid award for the County's or successful bidder's failure to comply with the requirements of County procedures, the bid documents or any other applicable provision of County or State code. The Board shall sustain a bid protest only if it finds evidence that award of the bid would violate County Code or other applicable law. The decision of the Board shall be final.
- (b) If the County Administrative Officer, in consultation with County Counsel and the General Services Director, makes a determination that the award of the contract without delay is necessary to protect a substantial interest of the County, then the Board will not hear a bid protest prior to the execution of the contract. In this instance, the Board may delegate hearing of the bid protest to the General Services Director or the County Administrator Officer.

12.2 Protests and Appeals of Other Procurement Awards

Any actual or prospective bidder, proposer or contractor who is allegedly aggrieved in connection with the solicitation or award of a contract other than bid protests as described under Manual Section 12.1 may protest to the General Services Director. The protest shall be submitted in writing to the General Services Director within five (5) working days after notification of the recommendation of award.

12.2.1 Protests to the General Services Director

The General Services Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall:

- (a) State the reason for the action taken;
- (b) Inform the protestant that a request for further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the Board within seven (7) working days after receipt of the decision by the General Services Director. If the award is not subject to approval by the Board (contracts for services for up to \$35,000), the General Services Director shall make the final decision on the merits of the protest.

PROTESTS AND APPEALS

The General Services Director shall discuss with County Counsel all protests prior to issuing a written decision.

12.2.2 Appeals to the Board of Supervisors

If so requested as set forth in Manual Section 12.2.1(b), and the award is subject to approval by the Board, the General Services Director's decision may be appealed to the Board. If the award is not subject to approval by the Board, the General Services Director shall make the final decision on the merits of the protest per Manual Section 12.2.1.

12.2.3 Appeal Time Limits

Appeals of decisions shall be initiated within ten days of the decision. The County shall be considered an interested party. When the appeal period ends on a day when the County offices are not open to the public for business, the time limits shall be extended to the next full working day.

12.2.4 Initiation of Appeals

An appeal shall be filed with the Clerk of the Board by letter that shall state, as appropriate, any of the following:

- A determination or interpretation is not in accord with the purpose of these procedures or County Code;
- There was an error or abuse of discretion;
- The record includes inaccurate information; or
- A decision is not supported by the record.

In the event of a timely appeal before the Board under this Section, the County shall not proceed further with the solicitation or with the award of the contract until the appeal is resolved, unless the County Administrative Officer, in consultation with County Counsel, the General Services Director, and the using department, makes a written determination that the award of the contract without delay is necessary to protect a substantial interest of the County

12.2.5 Appeal Procedure

- (a) Appeal Hearing Date. An appeal shall be scheduled for a hearing before the Board within thirty days of the County's receipt of an appeal unless the protestor and County consent to a later date.
- (b) Notice and Public Hearing. An appeal hearing shall be a public hearing. Notice of the public hearing shall be mailed or delivered to the protestor within ten days of the scheduled hearing date.
- (c) Hearing. At the hearing, the Board shall review the record of the decision and hear oral explanations from the protestor and any other interested party.

- (d) Decision and Notice. After the hearing, the Board shall affirm, modify or revise the original decision. When a decision is modified or reversed, the Board shall state the specific reasons for modification or reversal. The Clerk of the Board shall mail notice of the Board's decision to the protestor within five working days after the date of the decision and to any other party requesting such notice.
- (e) A decision by the Board regarding an appeal shall become final on the date the decision is announced to the public.

DEBARMENT OF SUPPLIERS

13.0 DEBARMENT OF SUPPLIERS/CONTRACTORS

After consultation with County Counsel and after reasonable notice to the supplier/contractor involved and reasonable opportunity for the supplier/contractor to be heard, the Board shall have the authority to debar a person or firm for cause from consideration for award of contracts. The debarment shall not be for a period of more than two years.

13.1 Causes for Debarment

The causes for debarment include the following:

- (a) Conviction of or civil judgment for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract;
 - (2) Violation of antitrust statutes relating to the submission of bids or proposals;
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - (4) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of a contractor or subcontractor.
- (b) Violation of the terms of a public agency contract or subcontract so serious as to justify debarment, such as:
 - (1) Willful negligence or failure to perform in accordance with the terms of one or more contracts; or
 - (2) A history of failure to perform, or of unsatisfactory performance of one or more contracts.
- (c) Violation of ethical standards set forth in Manual Section 1.3.
- (d) For any other cause the Board determines to be so serious and compelling as to affect responsibility as a County contractor.
- (e) If the contractor's name appears on the Federal or State debarment lists as stated in Manual Section 11.10.10.

13.2 Other Actions

This section shall not be construed as to limit or prejudice any administrative or legal action available to the Board.

13.3 Federally Funded Vendors' Exclusion Records

In accordance with Federal requirements concerning debarment and suspension of vendors participating in and/or receiving funding related to Federal programs, Purchasing shall conduct searches for federally-funded vendors' active exclusion records and maintain documentation of such searches with the related purchasing records.

PROCUREMENT STANDARDS FOR FEDERAL AWARDS

14.0 Conformance with Procurement Standards 2 CFR Part 200 Subpart A

When procuring commodities and services under a Federal award, non-Federal entities, including local governments, are required to follow 2 CFR Part 200 Subpart A §200.318 General procurement standards through §200.326 Contract provisions.

14.1 §200.318 - General procurement standards

- (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c) (1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- (d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

- (f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- (g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- (h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- (i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (j) (1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:
 - (i) The actual cost of materials; and
 - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- (k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

14.2 §200.319 - Competition

- (a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

PROCUREMENT STANDARDS FOR FEDERAL AWARDS

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
 - (2) Requiring unnecessary experience and excessive bonding;
 - (3) Noncompetitive pricing practices between firms or between affiliated companies;
 - (4) Noncompetitive contracts to consultants that are on retainer contracts;
 - (5) Organizational conflicts of interest;
 - (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (7) Any arbitrary action in the procurement process.
- (b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

14.3 §200.320 - Methods of procurement to be followed

The non-Federal entity must use one of the following methods of procurement:

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the

micro-purchase threshold (\$3,000 to \$3,500). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (\$150,000; commercial items: \$7,000,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

PROCUREMENT STANDARDS FOR FEDERAL AWARDS

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;
- (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- (e) [Reserved]
- (f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - (1) The item is available only from a single source;
 - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - (4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

14.4 §200.321 - Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

14.5 §200.322 - Procurement of recovered materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 (Recycling and Procurement) of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

14.6 §200.323 - Contract cost and price

- (a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.
- (d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

14.7 §200.324 - Federal awarding agency or pass-through entity review

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is

PROCUREMENT STANDARDS FOR FEDERAL AWARDS

needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

- (b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

 - (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
 - (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- (c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part:

 - (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;
 - (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

14.8 §200.325 - Bonding requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check,

or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

14.9 §200.326 - Contract provisions

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

14.10 Definitions

- (a) §200.22 Contract. A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see §200.92 Subaward).
- (b) §200.23 Contractor. An entity that receives a contract as defined in §200.22 Contract.
- (c) §200.67 Micro-purchase. A purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.
- (d) §200.88 Simplified acquisition threshold. The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of §200.67 Micro-purchase.)
- (e) §200.92 Subaward. An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that

PROCUREMENT STANDARDS FOR FEDERAL AWARDS

is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- (f) §200.93 Subrecipient. A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

APPENDIX II TO PART 200
CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Addendum. An addendum is a change or modification to achieve correctness. An addendum is also an alteration, modification, deletion or addition to a solicitation document such as an Invitation for Bids. An addendum must be in writing.

Award. An award is the presentation of a purchase agreement or contract to a bidder or the acceptance of a bid or proposal.

Best Interests (of the County). A term used in granting a purchasing official authority to use discretion to take action that is felt most advantageous to the County. This authority is used when it is difficult or impossible to anticipate adequately the circumstances that may arise so that more specific directions could be delineated by the law or regulation. Case law affirms discretion for purchasing officials in these actions.

Bid Bond. An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific successful bidder fails to sign the contract as it was bid.

Bidders List. A database maintained by Purchasing that provides a listing of suppliers and the goods and services they provide.

Blanket (Open) Purchase Order/Agreement. An arrangement under which a purchaser contracts with a supplier to provide an item(s) or a service(s) on an as-needed basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money that may be spent within a specified period.

Change Order. A written modification, addition or deletion to a purchase order or contract.

Competitive Bidding. The submissions of offers by individuals or firms competing for a contract, privilege or right to supply merchandise or services.

Commodity. An article of trade, product, or goods.

Competitive Sealed Bidding. A method of procurement that requires the following elements: issuance of an Invitation for Bids with a purchase description/specifications, acceptance criteria and all contractual terms and conditions applicable to the procurement; a public, contemporaneous opening of bids at a pre-designated time and place; an unconditional acceptance of a bid without alteration or correction except as authorized in this Manual; and an award to the most responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the Invitation for Bids.

Confirming Purchase Order. A purchase order issued to a supplier, listing goods or services and terms of an order placed verbally by a Buyer, or otherwise, in advance of the issuance of the usual purchase document.

Consultant Services. A type of service where an independent contractor provides expert advice or services that involve extended analyses and the exercise of discretion and independent judgment, such as financial audit firms, grant writers, program specialists and others. See also **Professional Services.**

GLOSSARY

Contract. An agreement, enforceable by law, between two or more competent parties, to perform a particular act within the law, for a consideration. Also, any type of agreement or order for the procurement of supplies, services or construction.

Debarment. A process in which a supplier or contractor is prevented from being considered for the award of contracts. If Contractor's name appears on either the Federal (grant monies use) or the State Debarment Lists results in rejection of contractor's bid.

Discount. Generally, a supplier's deduction from the list price, or some cost-reducing condition or negotiation, such as prompt payment (i.e., 2% if payment received within 30 days).

Emergency Purchase. An immediate acquisition by a department to obtain goods or services to avoid a substantial hazard to life or property, or serious interruption of the operation of a County department. Such action may be taken by a department when Buyers are not available in the evenings or on weekends.

Fixed Asset. A fixed asset is an item of equipment that costs \$5,000 or more and has a useful life expectancy of greater than one year. Purchase requires prior Board and CAO approval.

Formal Bidding. A procurement method involving competitive sealed offers that requires: adoption of plans, specifications and working details by the Board; formal advertising in a general circulation newspaper during a bidding process of not less than 10 days; public opening of bids at a pre-designated time and place; referral of bids to GSD or other operating department for evaluation of the bids; unconditional acceptance of a bid without alteration or correction except as authorized in County Code, this Manual or Public Contract Code; award of a contract by the Board to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the invitation for bids; Notice of Award to the selected bidder; completion of all required contract documentation; and a Notice to Proceed is issued to the contractor.

Independent Contractor Agreement (ICA). A contract document, including attachments, utilized by the County for the purchase of services.

Informal Bidding. A procurement method that utilizes advertising to seek bids but does not require the same level of documentation as formal bidding. For example, Board approved plans and specifications are not necessary for informal bidding; advertising requirements and degree of detail may be less stringent; etc.

Informal Quotation. A verbal or written solicitation by a Purchasing Buyer for goods and services without the use of competitive sealed bids.

Inventory. A stock of goods or an itemized list that indicates quantities and values of products. (By enumeration it is a "physical inventory" and by periodic recording, it is a "book inventory".)

Invitation for Bids. All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in this Manual.

Invoice. A seller's itemized document referencing order/contract number stating prices and quantities of goods and/or services delivered, and sent to the County for payment.

Living Wage. The Living Wage Ordinance requires that private sector employers who contract with the County to provide specified personal services for greater than \$15,000 cumulatively in one fiscal year must pay their employees a living wage as defined in the ordinance and periodically modified by the Board.

Local Hire. County Code Section 2.33 relates to the hiring of local residents on County public works projects. Bidders, contractors and subcontractors must make good faith efforts to hire Monterey Bay Area residents in sufficient numbers so that no less than 50% of the contractor's total construction workforce, including any subcontractor's workforce, measured in labor work hours, is comprised of Monterey Bay Area residents. Bidders, contractors and subcontractors must maintain and submit records necessary for monitoring their compliance with this County Code section.

Master Independent Contractor Agreement (MICA). A master agreement procured by Purchasing for a personal service that is used by multiple departments. Upon approval of the Board, departments secure the service through a purchase order based on the terms of the master agreement.

Performance Bond. A contract of guarantee executed subsequent to award by a successful bidder to protect the County from loss due to the inability to complete the contract as agreed.

Personal Property. Materials, supplies, machinery, furnishing, equipment and any other tangible article required for the conduct of business of the County.

Personal Services. Services provided by skilled trades persons, technicians and others including facility and equipment maintenance, security services, installation of equipment and furnishings, tree trimming, janitorial, etc. Personal services agreements do not include those for public projects, consultants, engineers, architects, designers, and other professional services. Generally, specifications for personal services agreements may be specific enough so that the services can be secured through quotes and/or bids. RFPs may also be appropriate when the service requirements so justify. Certain personal services must comply with the Living Wage Ordinance, County Code Section 2.122 .

Pre-Qualification. A process in which bidders/vendors/service providers are pre-qualified by responding to a solicitation to establish responsibility. This may include information regarding such factors as financial background, industry stability, capacity to perform, lines of credit, manufacturers' authorizations, relevant experience, etc. Qualified firms may then be asked to participate in a price solicitation.

Prevailing Wages. Wage rates adopted by the State of California, Director of Industrial Relations, the payment of which is required of contractors performing construction work for the County.

Procurement. The process of seeking and obtaining goods and services.

GLOSSARY

Professional Services. Professional services and consultant services include services that are of an advisory nature, provide personal expertise and/or a recommended course of action, and have an end product that is basically a transmittal of information related to County programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, physicians, labor consultants, investigators, attorneys, architects, surveyors, or engineers. See also **Consultant Services**.

Public Project. California Public Contract Code Section 20150.2 and County Code Section 2.35.020 defines a public project as a project for the erection, improvement, and repair of public buildings and works; work in or about streams, bays, waterfronts, or other work for protection against overflow, except maintenance, repair or reconstruction work; and supplies and materials used in maintenance, repair or reconstruction work in or about streams, bays, waterfronts, embankments; or other maintenance, repair or reconstruction work for protection against overflows.

Purchase. Any contractual arrangement or transaction involving payment; the acquisition of title to personal property; the use by rental, lease or otherwise of personal property; the provision of services by independent contract or otherwise; or any combination of the foregoing.

Purchase Order. A written document prepared by the buyer and provided to a supplier formally stating all terms and conditions of procurement.

Purchasing Agent. Chief purchasing official. By ordinance, the GSD Director has been designated as the County's Purchasing Agent.

Quotation. A statement of price, terms of sale, and description of goods or services offered by a supplier to a prospective purchaser; the stating of the current price of a commodity; the price so stated.

Request for Proposal. All documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the policies set forth in this Manual.

Requisition. A requisition is an internal document by which a department requests Purchasing to initiate procurement.

Reserve ("R") Number. An emergency transaction number required from Purchasing when making an emergency purchase.

Responsible Bidder or Offeror. A person or firm that has the capability in all respects to perform fully the contractual requirements, and the integrity and reliability to assure good faith performance.

Responsive Bidder or Offeror. A person or firm that has submitted a bid that conforms in all material respects to the Invitation for Bids, including the specifications set forth in the IFB.

Specifications. A detailed statement of particulars prescribing dimensions, materials, performance, quality of work etc. for something to be purchased, built or installed.

Sole Source Purchase. An award for a commodity or service that can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

Solicitations. Purchasing processes designed to seek and obtain goods and/or services including Request for Quotations (RFQ), Invitation for Bids (IFB), and Request for Proposals (RFP).

Standardization. The organized process of obtaining solutions to common problems by establishing agreement on specific quality, design, size, color, etc. The established agreement is called a standard.

Warranty. A written guarantee of the integrity of a product and of the maker's responsibility for the repair or replacement of defective parts.

INDEX

Word or Phrase	Page
Acceptance	10, 12, 17, 41, 47, 48, 63, 75, 76.....
.....
.....
.....
.....
.....
.....
.....
.....
Acquisition	1, 4, 18-19, 33, 76, 78
Addenda/Addendum	64, 65, 75
Administration of Orders	41
Advertising	10, 14, 46, 61, 63, 68, 76.....
.....
.....
.....
.....
.....
.....
.....
Alternate Bid	64
Annual Pricing Agreement	55
Appeals.....	17, 70, 71
Architect.....	6, 14, 22, 26, 31-33, 77, 78
.....
Bid Award	7, 12, 68-70
Bid Bond	65, 75
Bidder	7, 10-13, 35, 46, 62-70, 75-77, 79
Bidders List	35, 75
Bid Documents.....	12, 15, 27, 64, 65, 67, 70
Bid Levels	61
Bid Opening	10, 12, 65-67, 70
Bid Security.....	12, 65, 67, 69
Books.....	6
.....
CAL-Card.....	38, 54-59
Cellular Phones.....	56
Central Stores	44, 55
Centralized Purchasing	4
Certification.....	14, 16, 20, 23, 27-29, 48
Change Order	34-35, 75
Completion.....	13, 34, 31, 35, 41, 55, 63, 76

Computer	37, 42, 45, 47-48, 50, 55-56
Confirmation	8, 40
Conflict of Interest	2
Construction.....	4, 6, 8, 10, 15, 26, 32-34, 60-62, 70, 76-78
Construction Management	6, 32-33
Consultant.....	6, 14-16, 22, 26, 29-33, 35, 75, 77-78
Contract Award	7, 69
Contract Increases	20, 23
Contract Term	16, 20, 23, 29, 33-34
Credit Card	7, 43, 54

Data Processing.....	37, 42
Debarment	3, 68, 73-74, 76
Design	8, 10, 14, 22, 32-33, 50, 54, 60, 63, 77, 79
Discrepancies	41
Disposal	1, 45-46, 48
Donations.....	47
Duplicating	37, 56

Word or Phrase	Page
-----------------------	-------------

Election Materials.....	5
Emergency Purchase.....	7, 8, 40, 59, 76, 78
Energy Conservation.....	42, 51
Engineer	6, 14, 22, 26, 29, 31-33, 77-78
Ethical Standards.....	2, 73
Evaluation	11, 32, 37, 46, 50, 63, 65, 67-68, 76
Exception	1, 5, 6, 11, 55, 57-58
Exemption	27-28, 51

Fixed Asset	20, 22, 36-37, 76
Formal Bidding.....	61, 63, 76

Hardware	55-56
----------------	-------

Incremental Contracting	23, 30, 33
Independent Contractor Agreement (ICA)	24-25, 40, 76, 77
Informal Bidding	61, 76
Inspection	1, 14, 41, 65, 69
Insurance	6, 12, 13, 16, 17, 22, 36, 38-40, 57, 65, 75
Invitation for Bids (IFB).....	5, 10, 52, 63-68, 75-76, 79

Late Bid.....	12, 65, 66
Lease	4, 26, 43, 60, 78
Living Wage	22, 25-27, 57-58, 77
Local Hire.....	62, 77
Local Vendor Preference.....	16

INDEX

Maintenance	4, 11, 12, 18, 22, 25, 34, 44, 60-61, 77-78
Master Independent Contractor Agreement	24, 77
Notification	17, 27, 47, 70
Office Supplies.....	55
Open Purchase Order	55
Oral Quotation.....	21
Pagers	56
Personal Property	4, 6, 44, 46-47, 77-78
Personal Services	4, 10, 22-25, 28, 57-58, 77
Personal Services Contracts	22-25
Petty Cash	6, 38, 41, 57
Plans.....	33, 62-63, 76
Preference.....	13, 16, 49, 51-53

Word or Phrase**Page**

Pre-Qualification	10-11, 14, 77
Prevailing Wage.....	25, 60, 78
Printing	6, 22, 37, 50, 56
Procurement	2-4, 7, 18, 20-21, 23-24, 30, 33, 35-38, 40, 55-56, 63, 70, 75-76, 78
Professional Services.....	6, 10, 14, 22, 26, 29-32, 75, 77-78
Professional Services Contract	30-31
Protests.....	17, 70-71
Public Project.....	10, 22, 26, 34-35, 60-63, 70, 77-78
Purchase Order.....	1, 10, 12, 20, 22-23, 25-28, 36, 38-40, 42, 54-55, 57, 75, 77-78
Purchasing Agent.....	4, 7-8, 10-11, 16-17, 20, 34, 37, 42, 46-49, 51-52, 61, 66-68, 78
Qualifications	14, 16, 32-33
Quality Control	1, 42
Quotation	10, 21, 24, 36, 38-39, 76, 78-79
“R” Number	40
Radio	37, 56, 57
Receiving	1, 41-42, 47, 63, 73-74
Records Retention	44-45
Recycled Product.....	49
References	12, 16, 31
Renewal.....	18
Rent.....	4, 78
Repair	4, 7, 8, 25, 34-35, 40, 42, 44, 58, 60-61, 78-79
Request for Proposals (RFP)	7, 10, 14, 79
Request for Quotations	10, 21, 36, 79
Requisition	1, 4, 5, 8, 10, 22, 28, 31, 36-41, 44-45, 50, 78

Reserve Number	40
Responsible	1, 2, 5, 8, 10, 13-15, 17, 36, 41-43, 46-47, 52, 56, 63, 65, 68-69, 75-76, 79
Responsive	10, 13, 17, 63, 67-69, 75-76, 79
Scope of Services/Work	15, 30-32
Security	5, 12, 22, 24-25, 61, 77
Software	47, 55-56
Sole Source	5, 7, 18-20, 23, 30, 37-38, 79
Solicitation	2, 9-14, 16-17, 21, 24, 46, 51-52, 70-71, 75-77, 79
Specifications	4-5, 10-13, 22, 25, 33, 36-37, 39-42, 49-51, 62-65, 67, 75-77, 79
Splitting Orders/Work	58, 62
Standardization	5, 8, 79
Standards	2, 8, 9, 11, 28, 44, 50, 68, 73
Subscriptions	6
Surplus	4, 44-47
Surplus Property	45-46

Word or Phrase	Page
Telephones	56
Trade-in	46
Training	4, 6, 7, 26, 58, 78
Transfer	4, 44, 46-47
Travel	6, 44, 58
Traveling Requisition	44
Tropical Wood	51, 58
Unlawful Purchase	3
Utilities	57
Vehicles	42-43, 58
Vendor Preference	16
Warehouse	13, 38, 43, 44, 45, 47, 55
Warranty	12, 42, 79
Written Quotation	21, 24, 39

Title VI

Section 471 – E-Mail Use and Retention Policy

Title VI Section 471-E-MAIL USE AND RETENTION POLICY

Purpose: To implement a County-wide policy for employee use of the County's electronic mail system, and for managing, retaining, and producing electronic mail. This policy is intended to comply with the requirements of the California Public Records Act, and allow the County to manage records in an efficient manner, provide for record archiving, and minimize public expense by eliminating the storage of unnecessary data.

Policy:

1. Electronic Mail: Electronic mail (e-mail) is a means of transmitting communications electronically. An e-mail using the County's computer system may contain records requiring protection and retention. An e-mail that does not contain a public record or does not include information that otherwise serves a business purpose shall be routinely discarded. ~~For that reason~~ Accordingly, each employee has the same responsibility for their electronic mailbox messages as they do for any document they obtain in the course of their official duties, and must ~~decide-distinguish~~ which communications should be retained for business or legal reasons and ~~communications that are~~ which should be discarded. For the purposes of this policy, e-mail includes e-mail based voicemail and e-mail based faxes.

~~E-mail shall be used as communication tool, not a means of storage. It is County policy that e-mail communication may be held on the county's e-mail system for a period of no longer than 90 days, and that all departments comply with their record retention requirements. Communications or records required by law and or policy to be retained shall be printed in a hard copy and filed or stored as appropriate, or transferred to designated electronic files or other media for long term storage (i.e., more than 90 days). An e-mail communication not required to be retained should be deleted as soon as practicable from the system. Employees should seek guidance from their department heads in order to determine the specific time requirements applicable to the documents generated, received and or maintained by their department.~~

E-mail communication will be held in the County's e-mail system for a period of no longer than 60 days, and will be automatically deleted after 60 days, unless retained deliberately by the recipient. Communications or records required by law to be retained shall be filed appropriately and transferred to designated locations for long term retention. Storage should be electronic or hard copy, if necessary. An e-mail communication not required to be retained should be deleted as soon as practical from the system. Employees should seek guidance in order to ascertain the specific time requirements applicable to the documents generated, received and or maintained by their department.

2. Back-up of Data: Back-up ~~systems-repositories~~ are for disaster recovery purpose and not for record retention. ~~However, the County does access backup tapes periodically to restore accidentally lost data.~~ Retention is the responsibility of the originator/sender of the message, ~~and is not the purpose of the back-up process.~~ ~~Back-up copies recovered by Information Services staff are not records retention. Back-up tapes will generally be retained no more than six weeks.~~

3. Retention during Legal Proceedings: Notwithstanding other retention requirements, and if a request is made, electronic mail and all other electronic or paper documents pertaining to threatened or actual legal proceedings shall be retained until the litigation is finally concluded or as otherwise directed by County Counsel.

~~**4. Retention of Public Record E-Mail:** E-mails containing public records shall be retained. A public record includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the County. The definition includes electronic records, including e-mail, voicemail or fax messages. The definition does not include preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the County in the ordinary course of business.~~

~~Personal correspondence and interdepartmental and intradepartmental messages delivered by e-mail should routinely be deleted unless either the sender or the recipient would have retained the writing had it been sent in any other form. Other e-mail messages sent by a non-County agency, a member of the public or anyone outside the County should be retained by the recipient County employee if he or she would have retained the document if it had been sent in any other form.~~

~~Attachments should be retained or disposed of according to the content of the attachment itself, not the e-mail that transmits the attachment. Thus, attachments should be retained if they constitute a document that the recipient or the sender would ordinarily retain in the course of business.~~

~~Retention or disposal of these communications is based on the information they contain or the purpose they serve. Thus, the retention period is determined by the content of the message, not the means of transmission. Public record e-mails may be deleted upon expiration of the statutory retention period (or after two years if there is no statutory retention period) upon authorization of the Board of Supervisors pursuant to Government Code section 26202. When in doubt about the legally appropriate retention period, consult the "Records Management" section of the County's *Policies and Procedures Manual* or County Counsel's Office.~~

~~**5. Responsibility for Retention of Records:** The sender of the message regardless of the form or means of communication is responsible for ensuring its proper retention when sent between County personnel. All other copies are duplicates and may be deleted. However, if an e-mail containing a public record is sent by a non-County agency, a member of the public or any non-County source, the recipient is responsible for its proper retention. County employees are individually responsible for managing their assigned computer's electronic mailboxes and associated folders.~~

~~**6. Method of Records Retention:** Public records conveyed by e-mail that have not met their retention period should be saved by one of the following methods:~~

- ~~☐ Print the e-mail or e-mail based fax and store the hard copy in the appropriate file. E-mail based voice messages need not be printed, other than the subject line of the message.~~

- ~~□ — Electronically store the message on a shared network drive specifically designated by the department for long-term retention purposes. Note: When there is doubt about the ability to retrieve an electronic record over its life span, the record should be printed and maintained in a hard copy format. Voice messages may be saved to a shared network drive.~~
- ~~□ — Prohibit the retention of e-mail(s) for periods beyond the 90-day limit by means of a laptop, or a removable drive, , unless the user has been authorized in writing to do so by the Department Head. Each Department Head shall maintain an up-to-date list of any authorization granted.~~

4. Method of Records Retention: Public records conveyed by e-mail that have not met their retention period should be saved by one of the following methods:

- Print the e-mail or e-mail based fax and store the hard copy in the appropriate file. E-mail based voice messages need not be printed, other than the subject line of the message.

OR

- Electronically store the message in an email archive system specifically designated by the County for retention purposes.

57. **No Expectation of Privacy:** The County reserves the right to monitor the use of its e-mail systems for any reason, including the right to review, audit, and disclose all matters sent over and/or stored in the system. Employees' use of any county owned e-mail system is not private; and employees using these systems shall not expect their communications to be private.

The county has the capability to access, monitor, review, copy, or disclose any e-mail communications; and the county reserves the right to do so for any proper county purpose. The use of security measures (such as individual passwords) or deletion of e-mail communications does not affect the county's ability or right to access, review, copy, or disclose such communications under appropriate circumstances. This policy shall not be interpreted to limit the county's access to e-mail under appropriate circumstances; and shall not in any way limit the county's control or ownership of its e-mail systems.

Employees should expect that any e-mail communication using a county owned system might be considered a public record subject to disclosure under State or federal law.

86. **Appropriate Use:** The County's computers and e-mail systems are the sole property of the County and are made available to employees for the purpose of providing an effective method to communicate, increase productivity, perform research and obtain information that will assist in performing official business related tasks. ~~Employees should exercise good judgment when choosing whether to communicate sensitive or confidential material by written document, e-mail, or direct conversation.~~

It is understood that any communication making use of the County's e-mail systems might end up being transmitted to and read by persons other than the sender and recipient.

All communications making use of the County's e-mail systems shall be courteous and professional. Employees' making use of the County's e-mail system shall not include derogatory, defamatory or obscene language in any communication and shall not use the system for any improper, illegal, offensive or harassing purpose. Activities prohibited by this policy include, but are not necessarily limited to the following:

- a. Transmittal of any material or communication in violation of any federal, state or local law, or ordinance;
- b. Transmittal of any material or communication, which includes offensive material (such as sexual, racial or ethnic comments, jokes or slurs);
- c. Misrepresentation under any circumstances of an employee's true identity;
- d. Unauthorized access to any computer system;
- e. Any action intended to accomplish or assist in unauthorized access to computer systems;
- f. Unauthorized or improper downloading, accessing or transmittal of copyrighted information, documents, or software;
- g. Transmittal of unauthorized broadcast communications or solicitations (such as mass e-mail transmittals). All broadcast or solicitation messages must be approved in advance by the County Administrative Officer;
- h. Any action that causes the county to incur a fee for which there has not been prior approval;
- i. The use or disclosure of a security code or password other than as authorized.

79. Employee Notification: Each employee making use of the County's e-mail system shall be required to sign a form acknowledging that he or she has read, understood, and agrees to abide by this policy. ~~An employee's v~~Violations of ~~any provision of~~ this policy may result in discipline, up to and including dismissal.

~~10. — Exceptions: An exception to this policy may be authorized by the County Administrative Officer after review of the proposed exception by the IS Policy Committee.~~

Title VII

Section 1200 – Managing Public Records Act Requests

Title VII, Policy No. 1200: Managing Public Records Act Requests

1200.010 Purpose.

1200.030 Definitions.

1200.050 General Requirements.

1200.070 Procedure.

1200.090 Cost Recovery.

1200.010 Purpose.

The purpose of this policy is to provide information and procedures for County employees to follow in managing requests for inspection of, or copies of, records under the California Public Records Act (“PRA”). This policy is to be read consistently with, and interpreted in conformance with, the regulations and definitions contained in the California Public Records Act, set forth at Government Code section 6250 *et seq.* Any questions regarding the interpretation of this policy should be directed to the assigned PRA Attorney in the County Counsel’s Office.

The PRA declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in California. In accordance with the PRA, any person is entitled to inspect and to receive copies of the public records held by the County, unless an express exemption applies. Unless an express exemption applies, County staff shall make requested records promptly available to any person upon payment of applicable fees.

1200.030 Definitions.

As used in this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

(A) “Disclosable public records” are those public records that are not exempt from public disclosure under a specific exemption provided in the PRA or another State or federal law, and are to be provided to requesters pursuant to the terms of this policy.

(B) “Level One Request” means any request to inspect or make copies of public records that can be handled immediately “over the counter” by County staff, without need to conduct research, obtain answers to questions regarding exemptions, or reduce the request to writing. By way of example, public records that may be the subject of a Level One Request include common County policies or procedures, public meeting agendas, public contracts, recent press releases, etc.

(C) “Level Two Request” means any request to inspect or make copies of public records that falls outside the scope of a Level One Request. By way of example, public records that may be the subject of a Level Two Request include “all correspondence” regarding a subject, copies of an entire “file” on a subject matter, copies of documents held by specific County employees, documents that require redaction of confidential material, etc. Any request that requires staff to

make a determination as to whether a document exists or whether it should be released (whether an exemption applies) is a Level Two Request.

(D) “Public records” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by a County employee regardless of physical form or characteristics.

(E) “Writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Writings can include, but are not limited to, papers, books, maps, charts, photographs, audiotapes, videotapes, information stored in non-paper form on a computer or other electronic media, such as text messages or e-mails, and other material.

1200.050 General Requirements.

The following general requirements and guidelines shall be followed in responding to all PRA requests:

(A) Public records are open to inspection at all times during the hours that County offices are open for business, and every person has a right to inspect any disclosable public record, subject to the County’s rights to protect the security and integrity of County records. If a record can be divided into disclosable and non-disclosable portions, the non-disclosable portions should be redacted and the disclosable portions should be produced for inspection.

(B) Employees may not ask a requester to provide a reason for a request, except under very limited circumstances explicitly allowed under the Government Code.

(C) Employees may not require a requester to provide his/her identity in order to inspect or obtain copies of disclosable public records.

(D) Employees may not turn away a requester because they are at the “wrong department.” Instead, employees must take actions to connect the requester with the correct department and where possible, the PRA Request Manager for that department (see section 1200.070), and facilitate the requester’s effort to make the request efficiently.

(E) Employees may not require a requester to put a request in writing. Oral requests are permissible. If an oral request is complicated, the employee should document the oral request in writing as the employee understands it, and follow the procedures set forth in this policy in responding to the request. Wherever possible, employees should obtain agreement from the requester that the request is accurate as documented.

(F) If a requested writing does not exist at the time of the request, employees have no duty to create such a writing. However, at times, creating a writing may actually be a more efficient way to transmit requested information to a requester. Employees should use their best judgment, keeping in mind the principles of transparency promoted by the state statutory scheme, in

determining how to most efficiently respond to a particular request.

(G) Generally, staff is required to make information that is held in an electronic format available to the public in that format where possible, provided that doing so will not jeopardize or compromise the security or integrity of such records. Staff should consult with County Counsel as to any questions regarding this issue.

(H) Employees should know the difference between a PRA request and a subpoena. Different rules are required for responses to subpoenas. Any questions should be referred to County Counsel.

(I) Many exemptions to disclosure exist under the PRA, and they can be found starting at Government Code section 6254. If a staff member is unclear about whether a certain exemption applies, he or she should consult County Counsel.

(J) Form 700 Statements of Economic Interest are public records that are not subject to the strict procedures of the Public Records Act (e.g., the ten-day letter discussed in section 1200.070(D)(4)(b)). These documents must be provided as soon as possible during the County's regular business hours (and no later than two days from the request under any circumstances). Reproduction costs not to exceed 10 cents per page may be charged.

1200.070 Procedure.

(A) Designation of PRA Request Manager; Responsibilities

(1) Each department shall assign a member of its staff to act as the PRA Request Manager for that department, as well as a back-up to that employee to accomplish PRA management duties in the absence of the principal PRA Request Manager. Larger departments may have more than one PRA Request Manager, or may split the duties up among subdivisions within the department.

(2) The PRA Request Manager shall be responsible for all aspects of responding to any Level Two Requests made to a department, including interacting with the requester to narrow the request, collecting fees, and producing records. The PRA Request Manager shall be responsible for keeping the PRA log for the department (discussed in subsection (C), below), interacting with the Office of the Clerk of the Board on requests that involve multiple departments, and consulting with County Counsel with regard to legal issues as needed.

(3) Any employee designated as a PRA Request Manager shall review this policy at least semi-annually and attend available training on PRA principles, issues, and obligations.

(4) The County's Communications Manager shall maintain a list containing the names and contact information for all department PRA Request Managers. Departments shall promptly notify the Communications Manager regarding any change in staffing the PRA Request Manager assignment.

(B) Managing Multi-Department Requests

(1) The Office of the Clerk of the Board shall manage any Level Two Request that involves multiple departments. The County's Communications Manager will assist the Clerk of the Board with this function on an as-needed basis.

(2) Any PRA Manager that receives a Level Two Request that involves multiple departments shall immediately forward the request to the Clerk of the Board and the County Counsel's PRA Attorney. The Clerk of the Board will manage collection of responsive documents from the various departments and communicate with the requester on behalf of the multiple departments that are responding to the request, in order to have one point of contact between the County and the requester. The Clerk of the Board is not responsible for searching and obtaining responsive documents (this remains a responsibility of the individual department that retains the responsive records). On any request that involves multiple departments, a department's PRA Manager should work cooperatively with the Clerk of the Board to obtain maximum efficiency.

(C) Maintenance of Department PRA Log

(1) Each PRA Request Manager shall maintain a PRA Log that documents the following information for each Level Two Request:

- (a) The date the request is received;
- (b) Contact information for the requester;
- (c) The subject matter of the request;
- (d) The due date for the initial response (ten-day) letter and the date the letter was sent;
- (e) Any extension of the statutory deadlines regarding the request (by statutory authority or agreement);
- (f) The date documents were produced and a summary of what was produced;
- (g) Any exemptions to disclosure asserted;
- (h) Copies of any related correspondence; and
- (i) Any relevant notes.

(2) Multi-department requests shall be logged in both the Department PRA Log and the Clerk of the Board's PRA Log.

(D) Response Procedures

(1) Level One Requests

(a) Level One Requests may be responded to by any employee that has been given authority to respond to PRA requests on behalf of a department. Level One Requests do not need to be handled by a department's PRA Request Manager and they do not need to be documented in the PRA Log.

(b) Employees responding to Level One Requests should obtain payment

from the requester in accordance with the cost recovery procedures set forth in section 1200.090 prior to producing the requested records. There shall be no charges associated with inspection of documents responsive to a Level One Request; charges will only be assessed for producing copies.

(2) Level Two Requests

(a) Level Two Requests should be handled by a department's PRA Request Manager where possible.

(b) Upon receiving a Level Two Request, the PRA Log should be updated.

(c) A copy of all Level Two Requests shall be forwarded to the County Counsel's designated PRA Attorney within 24 hours of receipt, regardless of whether the department is seeking legal guidance as to the request. If the department is seeking legal guidance as to the request, the notification should clearly state that guidance is requested.

(3) Assisting the Public and Narrowing the Request

(a) All requests for public records must be specific and focused enough to allow the County to identify the information being requested. If the request is unclear, overly broad, or unduly burdensome based on the way the request is drafted, staff should respond to the requester to ask that the request be clarified. Under the PRA, the County has a duty to assist the public in making effective requests for records. Staff can satisfy this duty by following the procedure below.

(b) When a person requests to inspect or obtain a copy of a public record, staff shall assist the person to make a focused and effective request that reasonably describes an identifiable public record. This includes, to the extent reasonable under the circumstances:

(i) Assisting the person to identify records and information that are responsive to the request or to the purpose of the request, if stated;

(ii) Describing the information technology and physical location in which the records exist; and

(iii) Providing suggestions for overcoming any practical basis for denying access to the records or information sought.

(c) Oftentimes requesters ask for "all" records, communications, or files regarding a subject matter when they are really only looking for specific documents, or documents produced within a specific date range. These requesters do not realize that drafting requests in such a broad manner results in a waste of time and money, as well as an over-production of materials that are not wanted. Where a PRA request is not naturally narrow and specific, staff should interact with the requester to explain the process, the cost recovery principles embodied in the County Code, and the desire to get the person what they are really looking for. In order to do this, one might ask the requester:

_____ (i) “Can you narrow the scope of this request to a specific date range?”

_____ (ii) “Can you think of any keywords I could use to search for this?”

_____ (iii) “Do you know what County departments or officials might have created the documents?”

_____ (d) Note that a requester is not required to agree to a suggested restriction; alternatively, the requester may agree to a restriction initially but may make another, broader request later. Any questions or concerns regarding whether a request is overly broad or unduly burdensome should be referred to County Counsel.

(4) Deadlines for Responding

Where possible, documents should be produced for inspection or copying immediately upon request. However, as a practical matter, County staff may need time to identify and locate records, and determine whether any exemptions apply. The deadlines associated with responding to a PRA request take this issue into account, and provide the County with extra time to identify and produce records depending on the complexity of the request.

_____ (a) Request Contact Information: If a record cannot be produced for inspection or copying immediately, staff should ask the requester for contact information in order to keep the requester updated about the production status. If the requester prefers not to provide contact information, give the requester the name and phone number of the person in the department who can be contacted concerning the status of the request.

_____ (b) Ten-Day Letter: Within ten calendar days (not business days) from the date the request is received, the PRA Request Manager (or the Clerk of the Board for multi-department requests) shall determine whether the request, in whole or in part, seeks copies of disclosable public records and shall notify the requester of what is available for production and the costs associated with the request, any applicable exemptions under which public records will be withheld, and the approximate date disclosable public records will be available. The ten-day letter should **not** be used to catalog exempt records and staff should not create such a catalog without the guidance of County Counsel.

_____ (i) The County and the requester may negotiate an agreement to extend the time for the County to issue the ten-day letter. Any such extension should be documented in writing.

_____ (ii) NOTE: The clock for a ten-day response letter begins to run on the day **after** the request is received. For instance, if a request is received on January 1, the initial ten-day response letter must be mailed before close of business on January 11. Staff should consider weekends and holidays when calendaring responses, and should manage workflow accordingly to ensure that the response is issued within ten calendar days of the request. Ten-day response letters may be e-mailed (especially if the requester communicates his/her PRA request via e-mail), or sent by U.S. mail so long as the letter is dated and post-marked prior to the expiration of the ten-day deadline. In the event that the 10th day falls on a weekend or County

holiday, the response may be provided on the next business day; this is the **only** time the deadline can be extended due to a weekend or holiday.

(iii) NOTE: Actually producing the requested records within 10 days of the date the request is received is NOT required. The ten day deadline is the deadline for communicating to the requester whether documents will be produced. Staff has a reasonable amount of time to actually produce the documents after determining whether documents will be produced. A “reasonable” time is not defined by law, but should be justifiable based on the scope of the request and the amount of disclosable records; barring unusual circumstances, it should not take longer than 2-3 weeks after the ten-day response letter is issued to produce responsive records.

(c) Fourteen-Day Extension: In unusual circumstances, the ten-day notification requirement may be extended without negotiation by up to an additional fourteen days (for a total of 24 days). Any such extension must be documented in writing to the requester, and the notification must include the reason the extension is needed and the date on which a determination is expected to be made. For purposes of this analysis, “unusual circumstances” means:

(i) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;

(ii) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;

(iii) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein; or

(iv) The need to compile data related to existing records, or write programming language or construct a computer report necessary to extract existing records.

It is recommended, but not required, that staff consult with County Counsel whenever sending a Fourteen-Day Extension letter.

(d) Use of Letter Templates

The assigned PRA Attorney in the County Counsel’s Office maintains templates for ten-day letters and fourteen-day extension letters. PRA Request Managers are encouraged to contact County Counsel’s Office if they need any assistance in issuing such letters.

(5) Determining Whether Responsive Records Exist

(a) Conducting a Search

(i) Upon receiving a PRA Request, the PRA Request Manager shall determine whether responsive public records exist. As part of this effort, responsible staff must

make reasonable efforts to determine all of the locations where responsive documents are likely to exist, and determine the identity of the particular individuals likely to possess or maintain the responsive documents. The PRA Request Manager must also make reasonable efforts to contact individuals likely to hold responsive records to determine whether they have responsive public records, including any records contained in non-County controlled locations such as private electronic media or mail accounts, private servers, or personal cell phones. All employees should remember that a public record maintains its inherent character as a public record regardless of where it is located.

(ii) In determining whether a record kept on a private device or private server is a “public record”, the PRA Request Manager should consider several factors, including 1) the content of the record; 2) the context of the record; 3) the purpose of the record; 4) the audience; and 5) whether the employee was acting within the scope of employment in preparing or receiving the communication.

(iii) If an employee responds that he or she has no responsive documents held on private accounts or devices, absent any contradictory information, the PRA Request Manager should accept the employee’s response and act accordingly. If contradictory information indicates that the employee does have responsive records but is not cooperating in producing them for review, the PRA Request Manager should consult with County Counsel to determine next steps.

(iv) Under no circumstances may a County employee demand access to another County employee’s private accounts or devices in order to search for responsive documents. Although it is not anticipated that employees will refuse to produce responsive documents held in a private account or on a private device, if an employee acknowledges that documents exist but refuses to produce them, the PRA Request Manager should consult with County Counsel to determine next steps.

(b) Exemptions

(i) In responding to a PRA request, staff should distinguish between “public records” and “disclosable public records.” Just because a public record exists does not mean that it is disclosable. It is only a disclosable public record if it is not exempt from disclosure. For example, the PRA contains exemptions for:

* Preliminary drafts, notes, or memoranda not retained by the County in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure;

* Privileged legal writings and records pertaining to pending litigation;

* Personnel, medical, or similar files;

* Law enforcement investigatory records; and

* Many other specific topics (see Government Code section

6254 and succeeding sections).

(ii) An additional exemption exists for any record for which it can be demonstrated that, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; however, staff should consult with County Counsel before asserting this particular exception.

(iii) Specific criteria dictate whether exemptions are available in certain instances. Oftentimes these criteria are based on changing case law or statutory revisions. Staff should consult with County Counsel if they are unsure whether a public record is or is not exempt from disclosure.

(c) E-mails

Staff are encouraged to consult with the Information Services Department and County Counsel whenever handling a PRA request for e-mails. E-mails may be stored on or off the County's server depending on the age of the record, and a request for e-mails may require the PRA Request Manager to consult with a number of individual County employees to fulfill the County's statutory obligations.

(6) Collection of Costs

Where costs are collectible (see below) staff should collect those costs before producing responsive records.

1200.090 Cost Recovery.

(A) Under County Code section 2.36.060, the County charges the public for the costs associated with responding to PRA requests. PRA Request Managers should familiarize themselves with section 2.36.060, diligently record the amount of time spent working on PRA requests, and collect costs for work performed on PRA requests as set forth in this policy.

(B) Where a charge for providing a copy of a public record is not already specifically defined under state law, staff should charge the requester the following amounts for any work done in responding to a PRA request:

(1) A per page charge for duplication based on the fee set forth in the Unified Fee Schedule (currently 10 cents). If the response requires duplication to a medium other than 8 ½ by 11 inch copy paper, the amount reasonably necessary to recover the cost of that medium and the use of any equipment required for the duplication shall be used in place of the per page cost. Please note that if a record is available electronically, staff should offer to produce the record electronically at no cost to the requester.

(2) The actual cost of the time of employees spent in locating, retrieving, reviewing, preparing, copying, and furnishing the records. NOTE: There is NO CHARGE for the first hour of employee time expended, and time shall be calculated by rounding to the nearest one quarter of an hour.

(3) All other costs incurred in providing the copy including, without limitation, storage retrieval, mailing, shipping, etc.

(C) Department heads have authority to waive collection of the charge for providing copies of public records if the total cost of fulfilling a request does not exceed \$25.00.

(D) Costs may not be collected for fees or charges specified in Government Code section 54985(c) (staff should contact County Counsel with any questions regarding this).

(E) In calculating the cost of time of employees working on PRA requests, staff should use the hourly rate of pay of the individual working on the request. Where possible and appropriate, lower paid staff should be used to accomplish PRA work in order to reduce costs to the public.

(F) As soon as reasonably practicable after receiving a Level 2 PRA request, the PRA Request Manager should provide a good faith cost estimate to the requester and obtain commitment that the requester will pay those costs before beginning significant work on the request. This ensures that the requester will not be surprised by any charges, and will have the opportunity to modify a request if necessary before work is completed. In addition, ten-day letters should specify the estimate of costs, note the requester's commitment (if obtained in advance) to pay costs, and notify the requester that costs must be paid before records are provided.

(G) Where the "one free hour" threshold is exceeded, PRA Request Managers should accurately document time spent working on a PRA request, and the associated costs recovered, in the departmental PRA Log.

(H) Staff is encouraged to contact County Counsel for assistance as early as possible if a dispute arises regarding cost recovery.



ECONOMIC DEVELOPMENT SUPPLEMENTAL BUDGET • FY 2017-18

ANNUAL REPORT

Board Date: June 19, 2017
Date: May 18, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: Office of Economic Development Annual Status Report

On May 24, 2016, your Board approved the Economic Development Year One Status Report, which summarized the activities of the Office on the economic vitality efforts since May 2015, and indicated that going forward the Office for Economic Development will include annual reports in conjunction with the fiscal year budget in order to receive the Board's input on activities and those planned for the next year. Therefore, attached is the Office for Economic Development Annual Status Report, which outlines the activities completed under each of the goals established by the Economic Development Vision Strategy.

It is, therefore, **RECOMMENDED** that your Board:

- Accept and file the Annual Status Report for the Office for Economic Development.

Submitted by:

Susan A. Mauriello, County Administrative Officer

Attachment:

Office for Economic Development Annual Status Report

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Overview

For the County of Santa Cruz, economic vitality is the cornerstone of economic development. Through ongoing and supported programs designed to improve the general level of health, economy, security, and business, the Office for Economic Development (OED) is tasked with and committed to making Santa Cruz County a great place to live, work and play. OED's goals as defined within the Board of Supervisors adopted Economic Vitality Study (EVS) and the Economic Development Vision and Strategy (EDVS), are job creation and retention through specific efforts in business finance, marketing, neighborhood development, workforce development, small business development, business retention and expansion, technology transfer, and real estate development. To achieve these goals, OED's role is to facilitate development projects, business permitting, and other business interactions with the County, in collaboration with multiple internal departments and outside agencies. Therefore, this report is intended to provide to the Board and the public, a status update on the economic vitality efforts within the County.

The detail below represents a high-level overview of the types of activities and accomplishments of the Economic Development division of the County Administrative Office (CAO), and follows the seven goals along with priority strategies and action items defined within the Economic Development Vision and Strategy.

Goal 1: Create A Shared Vision and Organize for Action

Economic Development Staff. The organizational structure of an economic development office is paramount to the success of the economic development initiatives. Said structure helps streamline processes, promote staff collaboration, facilitate operations, encourage departmental specialization, and deepen the staff's knowledge base. With this in mind, all three employees of OED currently reside in offices on the 5th Floor of the County Government Center, as a division of the CAO. This strategic placement makes OED capable of doing a range of activities by having access to political leadership, the development process, other municipal agencies, and public funding sources.

Regional Partnerships. Facilitating regional partnerships and support systems is a key task of OED, as defined within the EDVS. This ongoing effort is implemented through OED's participation with various organizations including but not limited to, the Monterey Bay Economic Partnership and the Association of Monterey Bay Area Governments Economic Development Task Force. OED staff continues to attend, participate and provide insight into these organizations and others to advocate for our County.

Communications Strategy. Communicating, educating, and promoting the value and resources of OED continues every month through the combined efforts of outreach by the Communications Manager, Jason Hoppin, and the participation by OED staff in the following organizations:

- Leadership Santa Cruz County
- Monterey Bay Economic Partnership (MBEP)
- Santa Cruz County Small Business Development Center
- Santa Cruz County Business Council
- Santa Cruz County Foundation
- Santa Cruz County Association of Realtors
- California Association of Local Economic Development
- And approximately 25 local chambers, downtown associations, arts organizations, etc.

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Suggested Tracking Tool. Following the strategies and actions contained within the EVS, staff seeks to define, measure, track, and support business vitality within Santa Cruz County. To achieve this “best practices” goal, staff has committed to studying the various options and shall bring forth our findings for the Board's consideration.

Goal 2: Sustainable Development with Housing and Transportation Choices

Coordination with the Planning Department. The County's economic vitality and future is dependent on sustainable long-term, value-added investment, coupled with retaining a high quality of life and emphasizing environmental conservation and restoration. Key to this approach is the ongoing collaboration/coordination between the Office for Economic Development, the Planning Department, the Department of Public Works, and Environmental Health. By providing market-driven information about business and real estate development interests within our County, OED provides the Planning Department and the other development services departments, the advantage of better understanding and meeting the needs of its customers and the public. OED continues to provide a supportive role to the Policy Division of the Planning Department as they further the work on the following tasks outlined within this goal:

- Code Modernization Package, which includes updates to commercial designations, agriculture, manufacturing and zoning;
- New zoning tools; and
- A one-stop development services center

In conjunction with the Planning Department, OED helped revise the noticing ordinance for commercial projects that are reviewed by the Planning Commission. OED suggested a sign board with a rendering of the project and a contact number or a website. The revised noticing ordinance was approved by both the Planning Commission and the Board of Supervisors.

Goal 3: Strengthen Key Economic Sectors: Agriculture, Health, Education, & Leisure/Hospitality

Support Agricultural-Related Businesses. Planning is in the process of adopting amendments to the County Code to support agricultural-related enterprises, including wineries. OED staff will continue to provide any support as needed.

Medical District. The support of the medical district and businesses, including the new Sutter/PAMF development at the flea market site continues. OED staff has been working to facilitate the relocating of the flea market elsewhere in the County. Staff also continues to monitor the efforts of Kaiser Permanente to locate within the County. In addition, staff has been meeting with Dominican Hospital to discuss and seek solutions regarding the impacted parking situation at their facility.

Tourism. Recognizing that tourism represents one third of our economy, staff has been working with existing hotel owners on improvement/redevelopment options and property owners that could facilitate the development of new hotels. Staff also continues to help the owner of the Brookdale Lodge on Highway 9, to bring this historic gem back online in the market place. The Brookdale Lodge is currently under construction on Phase 1, which will include 26 hotel rooms, the lobby, one of the bars, and the opening of the ground floor retail section that will contain a market and café.

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

The owner has indicated that they will immediately follow with Phase 2, which includes the revitalization of the Brook Room restaurant and Mermaid Room, removal of the stone façade, the refurbished monument sign, and parking lot and pool repairs. Phase 3 includes the replacement of the demolished building that was destroyed by fire and the refurbishment of the cabins across the street.

Portola Hotel. This project was put forth as an 86 room hotel located at 40th & Portola. Although the project has been withdrawn due to financing complications, OED originally assisted the ownership in vetting the change of project from mixed use to a hotel. This mixed use has approvals until March 2018. Most recently, OED was able to provide the ownership with a lender that is now willing to finance the mixed use project. OED will continue to work with the owner on whichever project is able to move forward.

Also detailed below in Goal 6, and in alignment with the Long-Range Property Management Plan, staff is working on the sale of an eight-acre parcel of land as part of the dissolution of the Redevelopment Agency. As discussed further below, this site is located on the Upper Harbor at 7th Avenue and Brommer Street and is zoned for visitor accommodations. A community meeting regarding the site was held in April 2017 with approximately 130 attendees. OED staff has drafted a Request for Qualifications (RFQ), which will be presented to the Board for approval, and then released to find a qualified developer for this site.

Restaurant Sector. To provide support to the restaurant sector, the County contracted with the Santa Cruz County Small Business Development Center (SBDC) to provide a restaurant training, which was well attended. The SBDC continues to provide technical assistance to our restaurant community as needed. Staff anticipates that this will be an ongoing function of the workplan. In addition, staff worked directly with many restaurants in the prior year including Cat & Cloud on Portola Drive. Staff continues to work with numerous new restaurants that are in the pre-application phase of development, including several micro-breweries.

Goal 4: Support Small Businesses, Technology/Innovation and the Arts

Small Business Saturday. OED staff continues to make significant strides with the tasks under Goal 4. For the second year, staff facilitated the entire county, including the incorporated cities, to participate in Small Business Saturday. This one-day event is the Saturday after Thanksgiving and promotes a shop local campaign produced by American Express. The first year goal was to have 500 businesses participate in the local shopping event, and staff exceeded this goal with 942 businesses participating. The second year had a goal of 1,000 store participants, which OED staff is proud to report that over 1,600 participated. To achieve this result, OED staff had an intern from Cabrillo College to assist with this event. The long-term goal of this annual event will be to solidify the County as the shopping destination for unique gifts from outstanding small businesses.

Small Business Development Center. The County continued its contract with the Santa Cruz Small Business Development Center (SBDC), which counsels start up and existing small businesses in our market area. The SBDC had a great year and served over 300 business clients in the County and providing over \$9 million in capital for business creation, retention and expansion. The County continues to work with and support the SBDC to provide training in timely business topics including e-commerce, social media, marketing, bookkeeping, etc.

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Participation in Local Economic Development Organizations. Also under this task was to also join and participate in the local economic development organizations. Currently, the County has active memberships with:

- Aptos Chamber of Commerce
- Ben Lomond Business Association
- Boulder Creek Business Association
- Capitola-Soquel Chamber of Commerce
- Felton Business Association
- Pajaro Valley Chamber of Commerce & Agriculture
- San Lorenzo Valley Chamber of Commerce
- Santa Cruz Area Chamber of Commerce
- Santa Cruz County Farm Bureau
- Santa Cruz Regional Arts Association
- Santa Cruz Works
- Scotts Valley Chamber of Commerce
- Think Local First

As an example of the benefits derived from participation with these organizations, OED staff connected Santa Cruz Works with the County's Work Force Development Board. This new local partnership is bringing the technology sector together to identify workforce needs and to develop solutions. The goal of the Technology Sector Initiative is to identify what the key opportunities and actions within the sector are needed.

Micro Business Summit. Another important task under this goal is "Convene Annual Small Business Symposium with Local Partners". The task was accomplished by convening the 82% - A Micro-Business Summit on April 28, 2017. In partnership with Cabrillo College, the SBDC, San Lorenzo Valley Chamber of Commerce, SCORE, The Root Group, The Santa Cruz Angels and Slingshot Silicon Valley, this second annual event had over 240 attendees and featured an all-day education series with 20 education topics plus a keynote panel. Many local companies sponsored the event including Santa Cruz County Bank, Bay Federal Credit Union, Lighthouse Bank, LifeAide Beverage Company, the Santa Cruz Sentinel, KSCO, Cruzio Internet, Sutter/PAMF, KSBW, Dignity Health/Dominican, DPW/Green Business Program, Kaiser Permanente and numerous others. There were approximately 47 speakers that featured local businesses, funding strategies, business tools, and even some County staff for the discussion of cannabis businesses. The event was well received and all of our sponsors have indicated a willingness to participate next year. Worthy of notation is that this year the event represented a zero General Fund Contribution.

CEMEX. Also under Goal 4 is the task of working with the property owner and stakeholders in Davenport regarding the decommissioned CEMEX cement plant. The desired outcome is to complete a Coastal Restoration and Reuse Plan, with priority consideration of a public entrance to the Cotoni-Coast Dairies and San Vicente Forest properties. Together, the two properties represent 14,000 acres of pristine North Coast land soon to be opened for public access. To facilitate this effort, staff finalized contract negotiations with the Board approved consultant, RRM Design Group, and held a project kick-off meeting in August 2016. In November 2016, staff and RRM held a community workshop for the town of Davenport and other local residents. For the balance of the fiscal year, staff administered and managed the project with Sempervirens Fund and RRM Design Group, and coordinated with the representative of CEMEX. The completed work to date includes a published Technical Report identifying existing conditions at the site and a draft economic analysis identifying a list of alternative uses.

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Lastly, contract modifications were approved by the Board to each of the above referenced agreements to accommodate a change of one of Sempervirens grant funders spending requirement. These modifications represented a zero Net County Cost.

Cottage Food and Home Based Businesses. The County has approximately 42 home-based food businesses with whom staff continues to work. This strategy continues to be a lower risk option for a start up to continue to grow the specialty food category businesses. The SBDC provides training and beginner classes to interested attendees on this topic. As indicated earlier in this report, a business license program would identify other potential “maker” companies within the County, thus allowing OED to help these entities expand their operations.

The Arts. The arts and cultural community are highly important to generating and advancing economic development. In support, OED staff connected the Tech Museum of Innovation in San José, the Museum of Art and History (MAH) in Santa Cruz, and Santa Cruz Works to stimulate a collaboration. The purpose was to curate a local exhibit that would generate more technology-based interest and awareness in Santa Cruz County. Although the parties did embrace the concept, schedules and recent construction at the MAH forced the parties to postpone.

Goal 5: Expand Public Sector Capacity & Infrastructure

Broadband Expansion. The Broadband Master Plan was adopted by the Board on June 17, 2015. Since that time, the Sunesys backbone line, which can provide the fiber connectively needed for broadband expansion, has been completed. With this in mind and given the ever changing nature of this technology, OED staff updated the Broadband Master Plan in March 2017. Noted in the report was the perceived high cost of the infrastructure that has slowed the roll out of both fiber and wireless services.

OED staff held the first meeting regarding the formation of the Fiber Initiative Team (FIT) in March 2017. The FIT was attended by the city managers of Scotts Valley and Capitola, and the assistant city managers of Santa Cruz and Watsonville. Ongoing meetings will be scheduled approximately every 60 to 90 days as schedules allow and/or issues demand. Staff is committed to work on this infrastructure, as the impacts on local economic development and the establishment of a new technical class of professional labor will guarantee the County's position amongst the jurisdictions that comprise Silicon Valley.

Regional Infrastructure Challenges. Many of the tasks within this goal are not under the direct control of OED, however, staff consistently engages and participates with the Department of Public Works, the Regional Transportation Commission, Visit Santa Cruz County, Cabrillo College, Monterey Bay Community Power, Monterey Bay Economic Partnership (MBEP), and other agencies to address and have a voice regarding larger, more encompassing issues that impact the County. Lastly, OED remains dedicated to seeking the solutions to the structural, long-term issues that must be addressed over time.

Monterey Bay Community Power (MBCP) is a regional project among local agencies in Santa Cruz, Monterey, and San Benito counties that aims to provide electricity to residents and business through the Community Choice Energy (CCE) model enabled by State statute in 2002. MBCP was formed in early 2017 and is anticipated to begin serving customers in spring 2018. OED staff participated in the formation process of MBCP, drafting a request for proposals for credit and banking services for start-up funding, banking services, and a revolving letter of credit to fund working capital. OED staff will continue to work on negotiating and entering into agreements with the selected financial institution.

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Goal 6: Revitalize and Strengthen Town Centers and Commercial Areas

New Retail and Commercial Development. Encouraging expansions and new retail development is the first task of this goal. Therefore, following the implementation requirements of the Long-Range Property Management Plan, OED staff released a Board-approved request for qualifications (RFQ) in July 2016 for the sale of the former RDA site at 7th Avenue and Brommer Street. As only a single response was received, the response to the RFQ was rejected by Board action. With this experience as a guide, staff retooled the approach and hired a Board-approved consultant to help plan and facilitate community meetings for both the former RDA sites at 7th Avenue and Brommer Street and 17th Avenue and Capitola Road. Both meetings were held in April 2017, and each was a success with well over 100 members of the community in attendance. Staff has since drafted a RFQ for each of the sites and is seeking Board approval and release of the RFQs in May and June 2017.

In addition, staff also been actively engaging in efforts to push forward the potential redevelopment of the East Cliff Village Shopping Center and the Rancho Del Mar Shopping Center in Aptos. Staff is currently working on various pre-application projects including an auction house, a fish processor, medical offices, hotels, microbreweries and assisted living/memory care projects, within communities over the entire unincorporated area of the County. Once these various projects reach the point of application, OED will coordinate meetings with the appropriate Supervisor and facilitate the handoff to the Planning Department and other development services as needed.

Project Ombudsman. Helping business navigate through the development process is an important function of OED. When a project needs process assistance, staff works with various departments to find solutions to keep the applications on the path forward. OED's role is to also enhance communication and provide market-based information. In addition to projects, OED helps businesses with their needs related to expansion or relocation. An example of OED helping a business fulfill its expansion needs is Juno Pacific. In this case the property owner contacted OED to help facilitate the tenant, Juno Pacific, to expand in place. After learning that parking was the primary obstacle for expansion, OED staff determined that the removal of a red painted curb on the street next to the building would allow for greater street parking. Working with Planning and Public Works, OED was able to coordinate the removal of the red zone curb painting. Juno Pacific was able to double their space size within the same building, which resulted in a sizeable increase in both jobs and sales. In addition, the staff has played a role in working with many businesses/proposed projects over the last year including, but not limited to the following:

- Nissan – Live Oak
- The Lumberyard – Pleasure Point
- Grey Bears – Live Oak
- Café – Seacliff
- Sand Rock Farm – Aptos
- Inner Faith Church – Soquel
- Mixed Use – Pleasure Point
- Healthy Oceans Seafood – Live Oak
- Women's Health Center –Live Oak

ATTACHMENT: ECONOMIC DEVELOPMENT ANNUAL REPORT

Revitalize Town Centers. The second task under Goal 6 is engaging in the Main Street Approach to revitalize the town centers. This task will require funding for each town center that undergoes this strategy. Staff has been working through potential funding mechanisms for this task and has been meeting with the financial community to discuss options.

Staff has engaged with the Pleasure Point Business Association (PPBA) to evaluate the formation of Property and Business Improvement District (PBID). A PBID is one type of special assessment district that levies a special tax on property owners for provided expanded services and capital facilities over and above those provided by the County. During 2016-17, OED staff met with the Board of the PPBA several times to discuss the formation process and services that could be financed. In April, an initial kick-off meeting was held with property owners and businesses. OED staff has engaged a special tax consultant to complete an initial feasibility study of the proposed PBID to be completed within calendar year 2017. Based on the results of the feasibility study, it is anticipated that the PBID could be formed and assessments levied as early as July 2018.

Goal 7: Promote Santa Cruz County

The two events, Small Business Saturday and the Micro Business Summit, have both helped to bring attention to the small business community as well as the County in a very positive way. In addition, OED staff were invited to speak at statewide and national conventions on a myriad of topics including the County's online selling program with Etsy.com, program with cottage food businesses, and home based businesses with host organizations such as CALED, CAMEO, and the National SBDC. In addition, staff spoke at the Contractor's College hosted by Big Creek Lumber, the Economic Development Day at Leadership Santa Cruz County and several other events. Lastly, staff is working with the Information Services Department to create a new and exciting website specifically for Economic Development. The intent of the new website will be to brand, promote and facilitate the economic vitality of Santa Cruz County.

Conclusion. We look forward to working with the Board on next year's priorities for the County.



GENERAL SERVICES SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY: SERVICE CENTER

2017-18 Proposed Budget Pages 87-88

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Charges for Services	2,533,483	59,843	2,593,326	59,843
Other Financing Sources	91,000	210,000	301,000	210,000
Total Revenues	2,624,483	269,843	2,894,326	269,843
<i>Other Funds</i>	<i>(300,401)</i>	<i>(269,843)</i>	<i>(570,244)</i>	<i>0</i>
Total Financing	2,324,082	0	2,324,082	269,843
Expenditures				
Salaries & Benefits	570,466	0	570,466	0
Services & Supplies	937,338	0	937,338	0
Other Charges	816,278	0	816,278	0
Fixed Assets	0	210,000	210,000	210,000
Fixed Assets Offset	0	(210,000)	(210,000)	(210,000)
Total Expenditures	2,324,082	0	2,324,082	0

Explanation

Update Depreciation & Replacement charges for 2017/18 vehicle purchases and add to account for additional: Purchase of 3 K9 vehicles for Sheriff's Office reflected in the corresponding supplemental. Purchase of 2 hybrid vehicles for Environmental Health reflected in the corresponding supplemental.

Funding Source

The Sheriff's Office is utilizing CalMMet and Civil Trust funds for the vehicle purchases. Environmental Health is utilizing the Consumer Protection Trust Fund for the purchase of two hybrid vehicles.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SERVICE CENTER

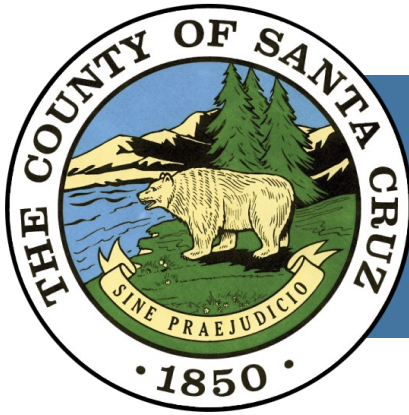
GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
333540	42123	Depreciation and replace.	59,843	59,843
333540	42462	Operating transfer-in	210,000	210,000
		<i>Fund Balance 60110</i>	<i>(269,843)</i>	<i>(269,843)</i>
		Total Financing	0	0
333540	86209	Mobile equipment	210,000	210,000
333540	86250	Vehicle offset	(210,000)	(210,000)
		Increase Reserves 60110	59,843	59,843
		Total Expenditures	0	0

SUPPLEMENTAL BUDGET FIXED ASSET DETAIL: SERVICE CENTER

GL Key	Quantity	Description	New (N)/ Replace (R)	Recommended Amount
333540	3	K9 Vehicles	N	153,000
333540	2	Hybrid Vehicles	N	57,000
		Total Fixed Assets		210,000

**HEALTH & HUMAN
SERVICES**





CORE INVESTMENTS SUPPLEMENTAL BUDGET • FY 2017-18

INTERAGENCY WORKGROUP

Board Date: June 21, 2017
Date: May 22, 2017
To: The Board of Supervisors
From: Ellen Timberlake, Interim Human Services Director
Subject: CORE Investments Report Back on InterAgency Workgroup

On November 22, 2016 your Board directed the Human Services Department (HSD) Director, the Health Services Agency (HSA) Director and the Chief of Probation to form an InterAgency Workgroup to review County Evidence Based Practices (EBP) and policies that impact the Result Areas identified for CORE Investments. These Result Areas will be measured by community level indicators. As you may recall, during the planning for CORE Investments, nine community-wide Strategic Plans were selected to target funding for safety net services. In addition, in order to focus the resources to achieve collective impact, two specific Result Areas in each of the nine Strategic Plans were identified. (Attachment A). The purpose of this memo is to provide you with a report back on County Departments' contributions towards the eighteen CORE Investments Results Areas and outline next steps.

The three Department Heads and their staff met multiple times. Based on the agreements from those meetings, HSD sent out a brief survey, which was completed by all three Departments. The survey assessed four primary areas:

- Funding provided to community based organizations for services that align to the eighteen CORE Investments Results;
- A sampling of EBPs implemented by County programs and by contracted local service providers that impact the Results Areas;
- Collaborative efforts that contribute to the collective impact; and
- The extent to which County contracts for services encourage the use of EBPs and track measurable outcomes.

INTERAGENCY WORKGROUP

Funding for Community Based Organizations

A combined \$54 million dollars from the three County departments support contracted services that target the CORE Investments Result Areas. This funding is allotted to community based organizations through 122 contracts. The majority of revenue to fund these contracts is from State or Federal sources. The contracted funding amounts identified below align with multiple CORE Investments Result Areas (Table 1). HSA has the largest amount of funding allocated to contracts in Table 1. Of HSA's total, approximately \$42 million are for mandated and essential services that impact the Substance Abuse Disorder and Mental Health Result Areas. Some of these contracted services targeting these Results are funded by both HSD and Probation, through revenue distributed to HSA. During FY 16-17, HSD transferred \$1,497,812 and Probation transferred \$1,696,651 to HSA for contracted mental health and substance abuse services for referred clients. HSA is able to leverage federal payments for the services provided to Medi-Cal residents.

It should be noted that the Departments also fund contracts for services implemented by community based organizations that do not target specific Result Areas. Those contracts are not included in Table 1.

Table 1: FY 16/17 Contracts Targeting CORE Results

	Probation	Health Services Agency	Human Services Department	Total
Number of Contracts	28	69	25	122
Total Amount	\$1,491,329	\$45,365,086	\$7,834,853	\$54,691,268

Evidence Based Practices

The three County departments and County-contracted service providers use a variety of Evidence Based Practices/Programs (EBPs) in the delivery of services and many of these align with the CORE Investments Result Areas. Attachment B outlines a sample of the EBPs that are currently being implemented by Department staff and County contracted community based organizations. In the table a brief summary of the practice is included and their corresponding EBP level is identified. As you may recall, the CORE Investments EBP framework outlines three tiers of EBPs (Model, Promising and Innovative) which are defined by the associated levels of evidence.

The majority of services performed directly by staff of the three Departments are mandated by State or Federal regulations. In many instances where mandated services have not been studied, the Departments typically utilize intake and utilization data as well as required outcome measures set by the funders and regulators to monitor effectiveness; therefore these practices may be classified as Innovative. Examples of these are included in Attachment B.

Collaboration

The three departments and community based organizations collaborate on projects that collectively impact one or more of the CORE results. Below are examples of collaborations among Departments and community based organizations that contribute to the collective impact of CORE Investments.

INTERAGENCY WORKGROUP

Cross-Departmental and Community Collaborations

Commercially Sexually Exploited Children	A regional collaboration of government and non-profit entities to prevent the commercial sexual exploitation of children.
Continuum of Care Reform	A collaboration of the three Departments to ensure services and supports provided to the children involved with Child Welfare or Probation, work toward the ultimate goal of maintaining a stable permanent family and the reliance on congregate care be limited to short-term, therapeutic interventions.
Nurse Family Partnership	An evidence-based, community health program that serves low-income women pregnant with their first child.
Homeless Coordinated Entry	A County-wide initiative to better assess, track, and assist the County's homeless population. Predominately funded by Housing and Urban Development, this is a highly collaborative effort involving multiple nonprofit and government entities.
Community Corrections Partnership	A broad-based, comprehensive planning, coordination, policy development and evaluation initiative that focuses on successful re-entry for individuals involved in the criminal justice system.

Department Contracting Procedures Regarding EBPs and Outcomes:

All three Departments encourage the use of EBPs by contractors and identify outcomes in contracts. Each Department either tracks or has the contractor report on outcomes achieved. However, the processes for identifying outcomes, collecting data, and reporting on performance are varied across the three Departments. It should be further noted that at times, the outcomes and/or data procedures are defined by the funding source, when this is not the case each Department must determine how best to assess performance.

Next Steps

HSD, HSA and Probation agreed to work on the following steps:

- All three Departments will adopt the CORE Investments EBP framework when applicable, as a way to define the level of an EBP and to ensure that EBPs used by the contractors are identified in contracts;
- Ensure further consistency across departments, with regards to outcome identification and reporting. A County Performance Based Contracting Workgroup will be created with representation from each Department. This Workgroup, which will begin next fall, will review current contracting procedures and best practices in contracting to develop a plan for increased alignment of practices between the departments. Adoption of similar contract approaches will especially benefit agencies that have contracts with more than one of the County departments.
- Reconvene the Interagency Workgroup in FY 17/18 to work with the CORE stakeholder groups and explore ways the Departments can further build capacity on collective impact within their Departments and as part of the community. The three County Departments look forward to further intentional engagement in the CORE Investments model and are committed to joining with the community to advance the impact of CORE.

INTERAGENCY WORKGROUP

It is therefore RECOMMENDED that your Board:

1. Accept and file the status update on CORE Investments InterAgency workgroup.

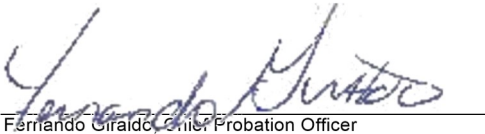
Submitted by:


Ellen M. Timberlake, Interim Director

Ellen M. Timberlake, Interim Human Services Director


Giang T. Nguyen, Health Services Agency Director

Giang Nguyen, Health Services Agency Director


Fernando Giraldo, Chief Probation Officer

Fernando Giraldo, Chief of Probation

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachments:

Attachment A: Strategic Plan Result Areas

Attachment B: Sample of Evidence Based Programs/Practices

ATTACHMENT A: STRATEGIC PLAN RESULT AREAS

ALL IN: TOWARDS A HOME FOR EVERY RESIDENT

Increased prevention & diversion resources to reduce the number of households falling into homelessness.

Improve access to all housing and service types for all homeless populations.

AREA PLAN ON AGING

Promote health and independence for seniors.

Ensure access to info, benefits, and protective rights for seniors and their caregivers.

FIRST 5 SANTA CRUZ COUNTY STRATEGIC PLAN

Improve parent / caregiver practices supporting socio/emotional development.

Increase number of children reaching developmental milestones.

HEALTH IMPROVEMENT PARTNERSHIP STRATEGIC PLAN

All low-income Santa Cruz residents have access to medical homes with integrated behavioral health, dental and social services access to food and food resources.

Providers use shared metrics, knowledge of Substance Use Disorder treatment resources, and SBIRT (screening, brief intervention and referral to treatment) is routinely used in health care and other setting. Other screening and assessment tools can be used as appropriate.

A COMMUNITY ROADMAP TO COLLECTIVE MENTAL HEALTH WELLNESS

Increase the availability of a full spectrum of services from prevention and early intervention to episodic and ongoing treatment services, including best practice models.

Improve public understanding of mental health and mental wellness.

SANTA CRUZ COUNTY MASTER PLAN FOR EARLY CARE AND EDUCATION

Increase access and capacity for quality child care for children 0-12.

Strengthen the early care and education workforce through professional growth and career development.

SUBSTANCE ABUSE DISORDER PREVENTION AND TREATMENT PLAN

Community members, family members and professionals have informed and compassionate responses to substance use disorders.

Admission to an appropriate Substance Use Disorder treatment is available upon client request for service Indicator.

SYSTEMS IMPROVEMENT PLAN: CHILD WELFARE

Reduce recurrent child abuse/neglect.

Reunify as quickly as possible.

YOUTH VIOLENCE PREVENTION PLAN

Youth are supported by caring adults.

Youth are life, college and career ready.

ATTACHMENT B: SAMPLE OF EVIDENCE BASED PROGRAMS/PRACTICES

County Implemented EBPs Model Practices/Programs	
7 Challenges	A counseling program for young people that incorporates work on alcohol and other drug problems.
8 Evidence Based Principles for Effective Interventions in Community Corrections	This Integrated Model emphasizes the importance of Focusing equally on evidence-based practices, organizational change, and collaboration to achieve successful change. The evidence-based principles component of the integrated model highlights eight principles for effective offender interventions. Offender interventions and supervision practices consistent with these principles will likely realize the greatest recidivism reductions.
Cognitive Behavioral Therapy	A counseling approach that focuses on the development of personal coping strategies that target solving current problems and changing unhelpful patterns in cognitions, behaviors, and emotional regulation.
Motivational Interviewing	A counseling and/or case management approach designed to help people identify their readiness, willingness, and ability to change.
Nurse Family Partnership	A maternal and early childhood health program, which fosters long-term success for first-time moms, their babies and society.
Risk Need and Responsivity Principles	Three principles to guide the assessment and treatment of offenders to advance rehabilitative goals as well as reduce risk to society: risk principle, need principle, and responsivity principle (RNR).
Ages and Stages Questionnaire	A parent-completed (or worker completed) highly reliable system focused on assessing development in young children. The ASQ SE focuses on assessing social & emotional development in young children.
Promising	
Targeted Interventions—Corrections	Six brief lifestyle interventions to be used in a variety of correctional-based settings.
Extended Foster Care	This a voluntary program that offers young adults turning 18 in foster care opportunities to continue foster care placement and facilitate the transition to independence with support.
Structured Decision making (SDM)	SDM is a comprehensive case management system for Child Protective Services (CPS). CPS workers employ objective assessment procedures at major case decision points from intake to reunification to improve child welfare decision-making.
Innovative	
Voice Signature for CalFresh Applications	Voice signature is a type of electronic signature that uses an individual's recorded verbal agreement in place of a handwritten signature. HSD studied the effects of this process with CalFresh recipients and found that it reduced the number of people receiving and falling off CalFresh.
Benefit Operations	The operations of providing benefits include calls and visits with clientele. HSD has an operations dashboard to constantly monitor wait time of clients in order to shift staffing to areas where they are most needed. This has increased customer service.

ATTACHMENT B: SAMPLE OF EVIDENCE BASED PROGRAMS/PRACTICES

EBPs Implemented by County Contractors	
Model Practices/Programs	
Guiding Good Choices	Family competency training program to enhance parenting behaviors and skills to reduce adolescent problem behaviors.
Housing First	Offers permanent affordable housing as quickly as possible for individuals and families experiencing homelessness, along with supportive services and connections to community-based supports in order to maintain their housing.
Seeking Safety	Counseling -model to help people attain safety from trauma and/or substance abuse.
Triple P—Positive Parenting Program	Triple P gives parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behavior and prevent problems developing.
Parent Child Interaction Therapy	An intervention for children (ages 2-12 years) and their parents or caregivers that focuses on decreasing externalized child behavior problems (e.g., defiance, aggression), increasing positive parent behaviors, and improving the quality of the parent-child relationship.
Promising	
Aggression Replacement Interventions	Cognitive behavioral intervention program to help children and adolescents improve social skill competence, moral reasoning and anger management.

CORE INVESTMENTS FINANCIAL ALLOCATION

Board Date: June 21, 2017
Date: May 22, 2017
To: The Board of Supervisors
From: Ellen Timberlake, Interim Human Services Director
Subject: CORE Investments and Set Aside Awards

On May 16, 2017 your Board approved recommendations for CORE (Collective of Results and Evidence-based) Investments and Set Aside funds, and directed Human Services Department (HSD) staff to return during Supplemental Budget with a final list of proposed three year contracts and one year Set Aside purchase order agreements. Your Board also requested a report on the process to share information regarding the review and rating used in developing CORE Investment recommendations. These items are discussed individually below.

CORE Investments

Awards

On May 16, 2017 your Board approved recommendations for CORE Investment funding, which included funds from both the County and City of Santa Cruz for 74 programs within 44 agencies. This approval included County awards for 42 agencies and 66 programs for a total of \$4, 100,000. The amounts are included in Schedule A and Attachment 1 provides a complete list of the agencies and annual County and City of Santa Cruz contract amounts that will be included in three year agreements effective July 1, 2017 through June 30, 2020, contingent on annual availability of funds.

Contract Process

HSD will submit a Continuing Agreements List (CAL) of all County funded CORE Investments contracts. All County funded CORE contracts will be submitted to your Board for approval on or before September 26, 2017. The City of Santa Cruz will develop their CORE Investments contracts in a similar time frame. For those programs that are jointly funded, one scope of work, detailing the performance measures and reporting requirements, will be developed to be used in both contracts.

Proposal Feedback to CORE Investments Applicants

Your Board also requested that HSD clarify the process for CORE Investment applicants to receive information about the proposal review and ranking process used in developing funding recommendations. Following the release of the CORE Investment recommendations on May 10, 2017, HSD has responded to individual agency applicant requests for scores and comments on their proposals. HSD will continue to respond to these requests. On May 15, 2017 the Human Care Alliance (HCA) requested a list of all proposals with requested amounts, award amounts, and scores. They also requested funding amounts for current year Community Programs awards. The requested information has been provided to HCA, and the same list will be available to any CORE applicant who requests the information.

CORE INVESTMENTS FINANCIAL ALLOCATION

Set Aside

On May 16, 2017 your Board also approved Set Aside funding for 13 agencies for services addressing emerging and unmet safety net needs for a total of \$150,000. Attachment 2 lists the agencies approved for Set Aside, and with your approval of the attached Schedule B, these amounts will be included in the fiscal year 2017-18 HSD Budget. To implement these services, staff intends to negotiate individual one year agreements with the agencies awarded Set Aside funding, which will commence on July 1, 2017.

It is therefore RECOMMENDED that your Board:

- Approve the list of agencies awarded CORE Investments contracts for a three year period commencing on July 1, 2017 effective through June 30, 2020, contingent upon annual funding availability, and approve funding for the CORE Investment awardees to be included in the fiscal year 2017-18 HSD Budget;
- Approve the list of agencies awarded Set Aside funding for a one year period from commencing on July 1, 2017 and approve funding for the Set Aside awardees to be included in the fiscal year 2017-18 Budget;
- Direct staff to return on or before September 26, 2017 with County's CORE Investment contracts; and
- Accept and file the Human Services Department report on the availability of information on the scores of CORE Investments proposals.

Submitted by:



Ellen M. Timberlake, Interim Director

Ellen M. Timberlake, Interim Human Services Director

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachment:

Schedule A: CORE Investments and Set Aside Financial Detail

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A

2017-18 Proposed Budget Page 117

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
<i>General Fund Contribution</i>	4,320,000	0	4,320,000	0
Total Financing	4,320,000	0	4,320,000	0
Expenditures				
Other Charges	4,320,000	0	4,320,000	0
Total Expenditures	4,320,000	0	4,320,000	0

Explanation

Section 1: Distribution of CORE Investments as directed by the Board on May 16, 2017

Section 2: Distribution of Set Aside funding as directed by the Board on May 16, 2017

Funding Source

Realignment of Contributions to Other Agencies

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		Total Financing	0	0
395200	74010	Santa Cruz Barrios Unidos	25,000	25,000
395200	74015	Central Coast Young Men's Christian Association	17,000	17,000
395200	74016	Community Bridges	1,042,000	1,042,000
395200	74017	Court Appointed Special Advocates of Santa Cruz County	85,000	85,000
395200	74020	Dientes Community Dental Health	144,000	144,000
395200	74031	Second Harvest Food Bank Santa Cruz	88,000	88,000
395200	74047	Homeless Services Center	145,000	145,000
395200	74070	Pajaro Valley Unified School District	43,000	43,000
395200	74072	Planned Parenthood Mar Monte	67,000	67,000
395200	74082	Encompass Community Services	317,000	317,000
395200	74085	Salud Para La Gente	200,000	200,000
395200	74087	Seniors Council of Santa Cruz & San Benito Counties	146,000	146,000
395200	74092	Volunteer Center of Santa Cruz County	99,000	99,000
395200	74093	Monarch Services - Servicios Monarca	130,000	130,000
395200	74094	Santa Cruz Community Health Centers	136,000	136,000
395200	74095	Big Brothers/Big Sisters of Santa Cruz County Inc.	55,000	55,000
395200	75215	Grey Bears	95,000	95,000

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL CONT'D

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		Community Action Board of Santa Cruz		
395200	75224	County, Inc.	412,000	412,000
395200	75230	Contribution to Other Agencies	442,000	442,000
395200	75255	California Rural Legal Assistance Inc.	20,000	20,000
395200	75267	Advocacy Inc.	44,000	44,000
395200	75270	Pacific Elementary School District	19,000	19,000
395200	75271	Pajaro Valley Children's Center	25,000	25,000
395200	75272	Parents Center	15,000	15,000
		Family Service Agency of the Central		
395200	75285	Coast	121,000	121,000
395200	75287	Senior Network Services	20,000	20,000
		Senior Citizens Organization of San		
395200	75289	Lorenzo Valley	15,000	15,000
		Cabrillo Stroke and Disability Learning		
395200	75290	Center	29,000	29,000
395200	75292	Senior Citizens Legal Services	47,000	47,000
395200	75293	Santa Cruz Toddler Care Center	37,000	37,000
395200	75395	YWCA Watsonville	20,000	20,000
		Subtotal Section I Expenditures	4,100,000	4,100,000
395200	74025	Emeline Preschool Center	13,000	13,000
395200	74082	Encompass Community Services	22,000	22,000
		Community Action Board of Santa Cruz		
395200	75224	County, Inc.	30,000	30,000
395200	75230	Contribution to Other Agencies	64,000	64,000
395200	75272	Parent Center	8,000	8,000
		Family Service Agency of the Central		
395200	75285	Coast	8,000	8,000
395200	75395	YWCA Watsonville	5,000	5,000
		Subtotal Section II Expenditures	150,000	150,000
		Subtotal Section I & II Expenditures	4,250,000	4,250,000
395200	75230	Contributions to Other Agencies	(4,250,000)	(4,250,000)
		Total Expenditures	0	0

CORE INVESTMENTS SUPPLEMENTAL REQUESTS

Board Date: June 21, 2017
Date: May 25, 2017
To: The Board of Supervisors
From: Ellen Timberlake, Interim Human Services Director
Subject: Supplemental Budget Items for the Human Services Department

The Human Services Department (HSD) requests your Board's approval of three financial items for the Supplemental Budget for fiscal year (FY) 2017-18, as detailed in the attached Schedule B.

Meals on Wheels CORE Investments Adjustment - On May 16, 2017 your Board directed HSD to consider options for increasing the Community Bridges, Meals on Wheels CORE Investments award. HSD recommends an \$85,000 increase in the CORE Investments award, as detailed in Schedule B.

Partnership for Children Set Aside Award - On May 16, 2017 your Board also directed HSD staff to consider funding options for a Set Aside proposal that was inadvertently omitted from the Set Aside review and recommendation process. Staff has conducted a review of the proposal from the Partnership for Children and has determined that it warrants consideration for funding. HSD recommends that the Partnership for Children proposal be funded in the amount of \$3,000 as detailed in Schedule B.

Transfer of Innovation Funds From Probation - On March 21, 2017 with your Board's approval, the Probation Department committed \$30,000 in Local Innovation funding for three CORE Investments contracts, \$10,000 each for one year only to Santa Cruz Barrios Unidos - Educational Outreach Program, Community Action Board—Alcance Street Outreach Program, and Encompass - PAPAS, Supporting Father Involvement Program. As detailed in Schedule B, HSD recommends these funds be included in the FY 2017-18 Budget and made available for the three designated service providers.

It is therefore RECOMMENDED that your Board:

- Approve these financial items for the Human Services Department and incorporate these changes into the FY 2017-18 Budget.

Submitted by:



Ellen M. Timberlake, Interim Director

Ellen M. Timberlake, Interim Human Services Director

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachment:

Schedule B - Additional CORE Investments and Set Aside Financial Detail

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE B

2017-18 Proposed Budget Page 117

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Other Revenue	0	30,000	30,000	30,000
Total Revenues	0	30,000	30,000	30,000
<i>General Fund Contribution</i>	<i>4,320,000</i>	<i>88,000</i>	<i>4,408,000</i>	<i>88,000</i>
Total Financing	4,320,000	118,000	4,438,000	118,000
Expenditures				
Other Charges	4,320,000	118,000	4,438,000	118,000
Total Expenditures	4,320,000	118,000	4,438,000	118,000

Explanation

1. Meals on Wheel CORE Investment adjustment, additional \$85,000 per Board request on May 16, 2017.
2. Set aside award for Partnership for Children, \$3,000
3. Additional contribution of \$30,000 to CORE contract awards from Local innovation Trust Fund per Boar direction on March 21, 2017.

Funding Source

General Fund, Local Innovation Trust Fund

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
395200	42384	Other Revenue	30,000	30,000
		<i>General Fund Contribution</i>	<i>88,000</i>	<i>88,000</i>
		Total Financing	118,000	118,000
395200	74010	Santa Cruz Barrios Unidos	10,000	10,000
395200	74082	Encompass	10,000	10,000
395200	75224	Community Action Board of Santa Cruz County, Inc.	10,000	10,000
395200	75230	Contribution to Other Agencies	3,000	3,000
395200	74016	Community Bridges/Meals on Wheels	85,000	85,000
		Total Expenditures	118,000	118,000



HEALTH SERVICES AGENCY SUPPLEMENTAL BUDGET • FY 2017-18

HEALTH SERVICES AGENCY SUPPLEMENTAL BUDGET

Board Date: June 21, 2017
Date: May 19, 2017
To: The Board of Supervisors
From: Giang Nguyen, Health Services Agency Director
Subject: Supplemental Budget Items for the Health Services Agency

The Health Services Agency (HSA) requests your Board's approval of six financial items for the Supplemental Budget for fiscal year 2017-18. In total, these items increase the overall HSA budget by \$1,425,487 with an increase in net County cost of \$282,208 for the new fiscal year to offset the loss of realignment revenue due to the IHSS repayment agreement included in the Governor's May revise.

The six attached financial Supplemental Budget items are summarized below:

Schedule A - Revision of overall HSA budget (Dept. 36) in the amount of \$1,125,487 to reflect supplemental changes A-1 through A-5 contained in this letter.

Schedule A-1: Approve appropriation adjustments in the amount of \$119,542 in the Administration budget to fund the cost of a 1.00 Full Time Equivalent (FTE) Auditor position within the Auditor Controller Treasurer Tax-Collectors office, the position is being funded to support HSA with reviews of its federal and State contractual compliance and other federal and State mandates.

Schedule A-2: Approve appropriation adjustments in the Clinic Services budget unit in the amount of \$396,000 to reflect receipt of medical insurance settlements for previous years in excess of anticipated. These funds are being requested to purchase various fixed asset items to support the efficient operations and improved patient services within the Clinic Services Division.

Schedule A-3: Approve appropriation adjustments in the Public Health budget unit in the amount of \$552,945 to reflect receipt of various grant awards and increased funding related to Proposition 56 Tobacco Tax Initiative revenues to support public health activities. With the increased funding comes increased grant and service requirements, as such HSA is requesting to fund a 0.75 FTE Senior Social Worker, add a 0.25 FTE Senior Social Worker, and add a 1.00 FTE Health Educator to aid in the effective discharge of our grant and service requirements.

HEALTH SERVICES AGENCY SUPPLEMENTAL BUDGET

Schedule A-4 Approve appropriation adjustment in the Mental Health budget unit to reflect the funding of 3.00 FTE Mental Health Client Specialist positions to support the expanded Community Corrections Partnership parole re-entry services. The cost of the positions is support through Community Corrections Partnership AB109 treatment funds and the Sheriff's Inmate Welfare Trust Fund.

Schedule A-5 Approve appropriation adjustment of \$57,000 in the Environmental Health Services budget unit to reflect receipt of excess food permit collection fees identified for the purchase of two (2) vehicles to replace current service vehicles.

Schedule B – Approve revision of Flood Control District Zone 4 budget to reflect supplemental changes that are to recognize Proposition 1 grant award of \$300,000 from the State Wildlife Conservation Board.

It is, therefore, RECOMMENDED that your Board:

- Approve the six attached financial items for the Health Services Agency and incorporate these changes into the fiscal year 2017-18 Budget.

Submitted by:



Giang T. Nguyen, Health Services Agency Director

Giang Nguyen, Health Services Agency Director

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachments:

Schedule A

Schedule B

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A

2017-18 Proposed Budget Pages 119-143

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	2,631,148	57,000	2,688,148	57,000
Fines & Assessments	405,985	0	405,985	0
Use of Money	419,987	0	419,987	0
Intergovernmental	74,170,253	948,945	75,119,198	948,945
Charges for Services	43,410,997	0	43,410,997	0
Miscellaneous	4,821,943	119,542	4,941,485	119,542
Other Financing Sources	8,115,643	0	8,115,643	0
Total Revenues	133,975,956	1,125,487	135,101,443	1,125,487
<i>General Fund Contribution</i>	<i>9,165,392</i>	<i>0</i>	<i>9,165,392</i>	<i>0</i>
Total Financing	143,141,348	1,125,487	144,266,835	1,125,487
Expenditures				
Salaries & Benefits	71,576,550	607,741	72,184,291	607,741
Services & Supplies	56,454,032	332,370	56,786,402	332,370
Other Charges	20,603,810	0	20,603,810	0
Fixed Assets	47,000	453,000	500,000	453,000
Other Financing Uses	8,779,311	0	8,779,311	0
Subtotal	157,460,703	1,393,111	158,853,814	1,393,111
<i>IntraFund Transfers</i>	<i>(14,319,355)</i>	<i>(267,624)</i>	<i>(14,586,979)</i>	<i>(267,624)</i>
Total Expenditures	143,141,348	1,125,487	144,266,835	1,125,487
Position Changes	535.80	1.25	537.05	1.25

Explanation

Revision of overall HSA budget to reflect supplemental changes identified on schedules A-1 through A-5.

Funding Source

Various with no General Fund Contribution increase.

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A-1

Division: Administration

2017-18 Proposed Budget Pages 125-127

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Use of Money	179,887	0	179,887	0
Intergovernmental	8,149,136	0	8,149,136	0
Charges for Services	859,101	0	859,101	0
Miscellaneous	1,398,551	119,542	1,518,093	119,542
Other Financing Sources	1,800,000	0	1,800,000	0
Total Revenues	12,386,675	119,542	12,506,217	119,542
<i>General Fund Contribution</i>	<i>2,191,672</i>	<i>0</i>	<i>2,191,672</i>	<i>0</i>
Total Financing	14,578,347	119,542	14,697,889	119,542
Expenditures				
Salaries & Benefits	4,031,235	0	4,031,235	0
Services & Supplies	7,889,595	119,542	8,009,137	119,542
Other Charges	3,926,501	0	3,926,501	0
Other Financing Uses	8,451,960	0	8,451,960	0
Subtotal	24,299,291	119,542	24,418,833	119,542
<i>IntraFund Transfers</i>	<i>(9,720,944)</i>	<i>0</i>	<i>(9,720,944)</i>	<i>0</i>
Total Expenditures	14,578,347	119,542	14,697,889	119,542

Explanation

This request is to fund an Auditor within the Auditor Controller-Treasurer Tax Collectors office for the aid of contractual compliance reviews with federal, State, and local requirements.

Funding Source

Funding for the position is through a combination of Behavioral Health and Clinic Services revenues.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE A-1

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
360111	42367	Contributions from Other Funds	119,542	119,542
		Total Financing	119,542	119,542
360111	62301	Accounting and Auditing Fees	119,542	119,542
		Total Expenditures	119,542	119,542

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A-2

Division: Clinic Services

2017-18 Proposed Budget Pages 128-131

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Intergovernmental	3,167,351	396,000	3,563,351	396,000
Charges for Services	32,441,391	0	32,441,391	0
Miscellaneous	810,940	0	810,940	0
Total Revenues	36,419,682	396,000	36,815,682	396,000
<i>General Fund Contribution</i>	<i>2,347,659</i>		<i>2,347,659</i>	<i>0</i>
Total Financing	38,767,341	396,000	39,163,341	396,000
Expenditures				
Salaries & Benefits	17,406,230	0	17,406,230	0
Services & Supplies	5,638,247	0	5,638,247	0
Other Charges	2,552,629	0	2,552,629	0
Fixed Assets	35,000	396,000	431,000	396,000
Subtotal	25,632,106	396,000	26,028,106	396,000
<i>IntraFund Transfers</i>	<i>13,135,235</i>	<i>0</i>	<i>13,135,235</i>	<i>0</i>
Total Expenditures	38,767,341	396,000	39,163,341	396,000

Explanation

This is to purchase new exam tables (21), Ultrasound equipment (3), imaging equipment cabinetry, copier, and other medical devices required for clinical care.

Funding Source

Medical insurance settlements from previous years.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE A-2

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
361241	41675	Outpatient Clinic Fees - EPIC	199,900	199,900
361341	41675	Outpatient Clinic Fees - EPIC	140,600	140,600
361951	41675	Outpatient Clinic Fees - EPIC	55,500	55,500
		Total Financing	396,000	396,000
361241	86221	Fixed Assets - Medical Equipment	177,520	177,520
361341	86221	Fixed Assets - Medical Equipment	92,120	92,120
361951	86221	Fixed Assets - Medical Equipment	50,460	50,460
361250	86221	Fixed Assets - Medical Equipment	24,900	24,900
361350	86221	Fixed Assets - Medical Equipment	51,000	51,000
		Total Expenditures	396,000	396,000

SUPPLEMENTAL BUDGET FIXED ASSET DETAIL: SCHEDULE A-2

GL Key	Quantity	Description	New (N)/ Replace (R)	Recommended Amount
361241	1	BioClave 16 TM	R	5,008
361241	1	Diabetic Retinopathy Imager/Laptop	N	7,237
361241	1	GE Logiq E Ultrasound System/training	N	32,313
361241	20	MidMark Ritter 223 Power Exam Table	R	132,962
361341	1	Exam table, DWR HTR with digital scale.	R	7,940
361341	1	Colposcope Lumeon	R	7,279
361341	1	GE Logiq E Ultrasound System/training	N	32,313
361341	1	Cabinets Suite C	N	38,063
361341	1	Copier BH Bizhub C368	R	6,525
361951	1	Cardiovit AT-10 Plus	N	12,327
361951	1	Diabetic Retinopathy Imager Retinavue 100	N	5,820
361951	1	GE Logiq E Ultrasound System/training	N	32,313
361250	1	Blood Centrifuge: Sorvall 16	R	7,500
361250	1	Microscope with Digital Display	R	17,400
361350	1	Hematology Analyzer	R	51,000
		Total Fixed Assets		396,000

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A-3

Division: Public Health

2017-18 Proposed Budget Pages 132-135

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	62,000	0	62,000	0
Fines & Assessments	139,100	0	139,100	0
Intergovernmental	8,327,022	552,945	8,879,967	552,945
Charges for Services	471,239	0	471,239	0
Miscellaneous	448,013	0	448,013	0
Other Financing Sources	5,676,455	(74,740)	5,601,715	(74,740)
Total Revenues	15,123,829	478,205	15,602,034	478,205
<i>General Fund Contribution</i>	<i>514,315</i>	<i>74,740</i>	<i>589,055</i>	<i>74,740</i>
Total Financing	15,638,144	552,945	16,191,089	552,945
Expenditures				
Salaries & Benefits	11,419,653	340,117	11,759,770	340,117
Services & Supplies	1,794,184	212,828	2,007,012	212,828
Other Charges	2,677,071	0	2,677,071	0
Subtotal	15,890,908	552,945	16,443,853	552,945
<i>IntraFund Transfers</i>	<i>(252,764)</i>	<i>0</i>	<i>(252,764)</i>	<i>0</i>
Total Expenditures	15,638,144	552,945	16,191,089	552,945
 Position Changes	 87.95	 1.25	 89.20	 1.25

Explanation

With the award of supplemental grants and proposition 56 tobacco tax increase staffing is requested to augment the service load requirements and grant deliverables. Budget Supplemental also reflects the loss of 1991 Realignment growth as a result of the IHSS repayment plan included in the Governor's May Revise.

Funding Source

This is to recognize increase in new proposition 56 tobacco tax revenue, increase in Supplemental Nutrition Assistance Program Education (SNAP-ED), and grant award from the Santa Cruz County Regional Transportation Commission. Increased General Fund contribution of \$74,740 offsets loss of 1991 Realignment growth funds.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE A-3

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
362800	40936	Fed-Non Asstnc Food Stmpt Admn	181,752	181,752
362800	40660	St-AB75 Health Education	286,860	286,860
362800	40894	St-Other	30,000	30,000
362800	41095	Fed-Misc Grants	24,333	24,333
362110	40894	St-Other	30,000	30,000
362100	42462	Operating Transfer In	(74,740)	(74,740)
		<i>General Fund Contribution</i>	<i>74,740</i>	<i>74,740</i>
		Total Financing	552,945	552,945
362800	51000	Regular Pay-Permanent	320,117	320,117
362800	62381	Prof and Special Serv Other	136,888	136,888
362800	62223	Supplies	27,940	27,940
362800	62801	Advertising and Promotion Supp	35,000	35,000
362800	62928	Travel-Other (Non-Rept)	3,000	3,000
362110	51010	Regular Pay-Extra Help	20,000	20,000
362110	62381	Prof and Special Serv Other	10,000	10,000
		Total Expenditures	552,945	552,945

SUPPLEMENTAL BUDGET STAFFING: SCHEDULE A-3

GL Key	Range	Classification	FTE	Action	Position Code
362800	H4	Senior Social Worker	0.75	Fund	SM8
362800	H4	Senior Social Worker	0.25	Add	SM8
362800	H3	Health Educator	1.00	Add	NH7
		Total	2.00		

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A-4

Division: Behavioral Health

2017-18 Proposed Budget Pages 136-139

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Fines & Assessments	234,500	0	234,500	0
Use of Money	240,100	0	240,100	0
Intergovernmental	54,341,744	0	54,341,744	0
Charges for Services	7,215,771	0	7,215,771	0
Miscellaneous	1,604,354	0	1,604,354	0
Other Financing Sources	639,188	(207,468)	431,720	(207,468)
Total Revenues	64,275,657	(207,468)	64,068,189	(207,468)
<i>General Fund Contribution</i>	<i>3,527,300</i>	<i>207,468</i>	<i>3,734,768</i>	<i>207,468</i>
Total Financing	67,802,957	0	67,802,957	0
Expenditures				
Salaries & Benefits	33,436,441	267,624	33,704,065	267,624
Services & Supplies	40,597,401	0	40,597,401	0
Other Charges	10,922,646	0	10,922,646	0
Other Financing Uses	327,351	0	327,351	0
Subtotal	85,283,839	267,624	85,551,463	267,624
<i>IntraFund Transfers</i>	<i>(17,480,882)</i>	<i>(267,624)</i>	<i>(17,748,506)</i>	<i>(267,624)</i>
Total Expenditures	67,802,957	0	67,802,957	0
 Position Changes	 236.65	 0.00	 236.65	 0.00

Explanation

To support Community Re-entry Program as designed by the Sheriff-Coroner office Staffing is required for three Mental Health Client Specialists. Positions currently exist within the Behavioral Health budget as unfunded in the proposed budget. This request is to fund those positons through this budget supplemental. Budget Supplemental also reflects the loss of 1991 Realignment growth as a result of the IHSS repayment plan included in the Governor's May Revise.

Funding Source

Funding for the positions is through IntraFund transfer from the Sheriff-Coroner office. for Community Re-entry program services. Increased General Fund contribution of \$207,468 offsets loss of 1991 Realignment growth funds.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE A-4

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
363101	42462	Operating Transfer In	(207,468)	(207,468)
		<i>General Fund Contribution</i>	<i>207,468</i>	<i>207,468</i>
		Total Financing	0	0
363142	51000	Regular Pay-Permanent	188,637	188,637
363142	52015	PERS	35,465	35,465
363142	52010	OASDI-Social Security	14,431	14,431
363142	53010	Employee Insurance & Benefits	29,091	29,091
363142	95200	Intra-Fund Trf-Corrections/Probation	(267,624)	(267,624)
		Total Expenditures	0	0

SUPPLEMENTAL BUDGET STAFFING: SCHEDULE A-4

GL Key	Range	Classification	FTE	Action	Position Code
363142	GG	SR. Mental Health Client Specialist	1.00	Fund	SK5
363142	GG	SR. Mental Health Client Specialist	1.00	Fund	SK5
363142	GG	SR. Mental Health Client Specialist	1.00	Fund	SK5
		Total	3.00		

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE A-5

Division: Environmental Health

2017-18 Proposed Budget Pages 140-143

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	2,569,148	57,000	2,626,148	57,000
Fines & Assessments	32,385	0	32,385	0
Intergovernmental	185,000	0	185,000	0
Charges for Services	2,423,495	0	2,423,495	0
Miscellaneous	560,085	0	560,085	0
Total Revenues	5,770,113	57,000	5,827,113	57,000
<i>General Fund Contribution</i>	<i>584,446</i>		<i>584,446</i>	<i>0</i>
Total Financing	6,354,559	57,000	6,411,559	57,000
Expenditures				
Salaries & Benefits	5,282,991	0	5,282,991	0
Services & Supplies	534,605	0	534,605	0
Other Charges	524,963	0	524,963	0
Fixed Assets	12,000	57,000	69,000	57,000
Total Expenditures	6,354,559	57,000	6,411,559	57,000

Explanation

Purchase of two Vehicles to be used in Consumer Protection for inspections and enforcement of Health and Safety Codes. These vehicles are to partially offset the retirement of four vehicles.

Funding Source

Funding for the purchase of the two vehicles is being financed through the collection of food permit fees.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE A-5

<u>GL Key</u>	<u>GL Obj Key</u>	<u>Description</u>	<u>2017-18 Supplemental Request</u>	<u>2017-18 Supplemental Recommended</u>
367100	40314	Food Permits	57,000	57,000
		Total Financing	57,000	57,000
367100	90000	Operating Transfers Out	57,000	57,000
		Total Expenditures	57,000	57,000

SUPPLEMENTAL BUDGET SUMMARY: SCHEDULE B

Zone 4 Flood Control

2017-18 Proposed Budget Pages 140-143

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Taxes	791,209	0	791,209	0
Use of Money	1,735	0	1,735	0
Intergovernmental	334,318	300,000	634,318	300,000
Total Revenues	1,127,262	300,000	1,427,262	300,000
<i>Other Funds</i>	<i>57,659</i>	<i>0</i>	<i>57,659</i>	<i>0</i>
Total Financing	1,184,921	300,000	1,484,921	300,000
Expenditures				
Services & Supplies	1,178,313	300,000	1,478,313	300,000
Other Charges	6,608	0	6,608	0
Total Expenditures	1,184,921	300,000	1,484,921	300,000

Explanation

Prop 1 Grant from State Wildlife Conservation Board to develop San Lorenzo Streamflow Enhancement and Conjunctive Use Plan. Contracts with consultants to develop information for the plan regarding surface flow, groundwater, fisheries, water rights, and CEQA Compliance.

Funding Source

Prop 1 Grant from State Wildlife Conservation Board.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SCHEDULE B

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
135461	40904	ST-PROP 1 -2014 ACT/WC 79700	300,000	300,000
		Total Financing	300,000	300,000
135461	62381	Operating Transfers Out	300,000	300,000
		Total Expenditures	300,000	300,000

ASSISTED OUTPATIENT TREATMENT PROGRAM

Board Date: June 21, 2017
Date: June 2, 2017
To: The Board of Supervisors
From: Giang Nguyen, Health Services Agency Director
Subject: Assisted Outpatient Treatment Alternative to Laura's Law

The Health Services Agency (HSA) requests your Board's approval of a financial item for the Supplemental Budget for fiscal year 2017-18. In total, the item increases the overall HSA budget by \$481,680 with an increase in net County cost of \$300,000 for the new fiscal year to implement an Assisted Outpatient Treatment Program.

The Program is to expand the Mobile Emergency Response Team (MERT) to include nights and weekend coverage and on-call schedule to provide field based response services. In addition, the Maintaining Ongoing Sustainability for Treatment (MOST) program will also be expanded to accommodate up to 35 additional high risk participants who have serious mental illness and may or may not be involved in the criminal justice system.

It is, therefore, RECOMMENDED that your Board:

- Approve the attached financial item for the Health Services Agency and incorporate these changes into the fiscal year 2017-18 Budget and direct the Health Services Agency to return in June 2018 for a program expansion progress report and funding recommendations for FY 2019-20 budget.

Submitted by:



Giang T. Nguyen, Health Services Agency Director

Giang T. Nguyen, Director

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachments:

Financial Supplemental

SUPPLEMENTAL BUDGET SUMMARY: AOTP

Division: Behavioral Health

2017-18 Proposed Budget Pages 136-139

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Fines & Assessments	234,500	0	234,500	0
Use of Money	240,100	0	240,100	0
Intergovernmental	54,341,744	181,680	54,523,424	181,680
Charges for Services	7,215,771	0	7,215,771	0
Miscellaneous	1,604,354	0	1,604,354	0
Other Financing Sources	639,188	0	639,188	0
Total Revenues	64,275,657	181,680	64,457,337	181,680
<i>General Fund Contribution</i>	<i>3,527,300</i>	<i>300,000</i>	<i>3,827,300</i>	<i>300,000</i>
Total Financing	67,802,957	481,680	68,284,637	481,680
Expenditures				
Salaries & Benefits	33,436,441	438,657	33,875,098	438,657
Services & Supplies	40,597,401	43,023	40,640,424	43,023
Other Charges	10,922,646	0	10,922,646	0
Other Financing Uses	327,351	0	327,351	0
Subtotal	85,283,839	267,624	85,551,463	267,624
<i>IntraFund Transfers</i>	<i>(17,480,882)</i>	<i>0</i>	<i>(17,480,882)</i>	<i>0</i>
Total Expenditures	67,802,957	481,680	68,284,637	481,680
 Position Changes	 236.65	 0.00	 236.65	 0.00

Explanation

Funding 2.0 FTE Sr. Mental Health Client Specialist and related program operating expenses to expand the MOST services in support of Assisted Outpatient Treatment alternative to Laura's Law. Funding 1.0 FTE Mental Health Supervising Client Specialist and 1.0 FTE Sr. Mental Health Client Specialist and related program operating expenses to expand the Mobile Emergency Response Team (MERT).

Funding Source

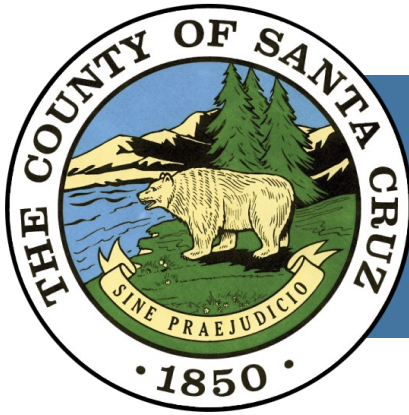
To be funded with a combination of General Funds in the amount of \$300,000, Short-Doyle Medi-cal Federal Financial Participation in the amount of \$176,050, Medi-cal Administrative Activities funding in the amount of \$5,630.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: AOTP

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
363101	40624	St-Short/Doyle Medical Fed	176,050	176,050
363101	40935	Fed-MAA/TCM Medi-Cal Admin Act	5,630	5,630
		General Fund Contribution	300,000	300,000
		Total Financing	481,680	481,680
363144	51000	Regular Pay Permanent	145,049	145,049
363144	51040	Differential Pay	34,597	34,597
363144	52015	PERS	28,358	28,358
363144	52010	OASDI-Social Security	13,199	13,199
363144	53010	Employee Insurance & Benefits	14,546	14,546
363144	54010	Workers Compensation Insurance	3,330	3,330
363144	61220	Telecom Services	900	900
363144	62381	Prof & Special Serv-Other	16,444	16,444
363144	62325	Data Processing Services	3,348	3,348
363144	62926	Mileage	2,174	2,174
363173	51000	Regular Pay Permanent	136,750	136,750
363173	51040	Differential Pay	5,772	5,772
363173	52015	PERS	26,736	26,736
363173	52010	OASDI-Social Security	12,444	12,444
363173	53010	Employee Insurance & Benefits	14,546	14,546
363173	54010	Workers Compensation Insurance	3,330	3,330
363173	61220	Telecom Services	900	900
363173	62381	Prof & Special Serv-Other	13,735	13,735
363173	62325	Data Processing Services	3,348	3,348
363173	62926	Mileage	2,174	2,174
		Total Expenditures	481,680	481,680

SUPPLEMENTAL BUDGET STAFFING: AOTP

GL Key	Range	Classification	FTE	Action	Position Code
363144	GG	SR. Mental Health Client Specialist	2.00	Fund	SK5
363173	GG	SR. Mental Health Client Specialist	1.00	Fund	SK5
363173	MT	MH Supvg Client Specialist	1.00	Fund	SK8
		Total	4.00		



HUMAN SERVICES DEPARTMENT SUPPLEMENTAL BUDGET • FY 2017-18

IHSS IMPACTS

Board Date: June 21, 2017
Date: May 19, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: In Home Support Services Impacts

As you are aware, the Governor's proposed budget in January changed the financing for the In Home Support Services, (IHSS), and program and proposed shifting \$623 million in costs to the Counties, effective July 1, 2017. Santa Cruz County's original share was estimated at \$3 million.

As a result of the efforts of the California State Association of Counties (CSAC), a committee of Statewide County Administrative Officers, including myself, and other interested stakeholders, meetings were held with the Administration to address the significant problems associated with the proposed cost shift. As a result, the Governor's May Revision included changes resulting from these negotiations. Very briefly, they include the following:

- State General Fund Contribution of \$400 million in year 1; followed by \$330 million; \$200 million; and \$150 million ongoing in subsequent years;
- A MOE starting at 0% and increasing to 7%;
- Reopener language to address out year costs and impacts on Health, Mental Health, CMSP and non-IHSS programs;
- Expedited caseload funding;
- Provisions to support collective bargaining; and
- Other miscellaneous provisions.

Based on the proposed changes, the County funding shortfall in the IHSS program was reduced from \$3 million to \$91,933. The following supplemental budget allocates the funds to provide for these costs.

In addition to the direct impact to the Human Services Department, there is also an indirect impact resulting from the way the Realignment program is funded which impacts Health and Mental Health. These programs were benefited by the previous formulas and HSA has estimated that a reduction of \$282,208 in Realignment funds would occur under the modified funding approach. Therefore, HSA has submitted a separate supplemental budget request which appears under the Health Department section allocating these amounts to reflect this funding loss.

IHSS IMPACTS

It should be noted that the costs in IHSS will increase in the future. The Board and the departments will have to work hard in the next years to develop a realistic plan to address the escalating costs of the program and actively participate with the Administration on the re-opener language.

It is therefore recommended that your Board:

- Approve the attached supplemental financial for HSD and consider the HSA request as a part of their Budget recommendation.

Submitted by:

A handwritten signature in black ink, appearing to read "Susan A. Mauriello". The signature is fluid and cursive, with a large loop at the beginning and a checkmark-like flourish at the end.

Susan A. Mauriello, County Administrative Officer

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Pages 145-161

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	62,000	0	62,000	0
Intergovernmental	100,721,502	0	100,721,502	0
Charges for Services	196,993	0	196,993	0
Miscellaneous	78,025	0	78,025	0
Other Financing Sources	13,954,160	0	13,954,160	0
Total Revenues	115,012,680	0	115,012,680	0
<i>General Fund Contribution</i>	<i>10,836,808</i>	<i>91,993</i>	<i>10,928,801</i>	<i>91,993</i>
Total Financing	125,849,488	91,993	125,941,481	91,993
Expenditures				
Salaries & Benefits	57,727,198	0	57,727,198	0
Services & Supplies	18,484,611	0	18,484,611	0
Other Charges	49,769,845	91,993	49,861,838	91,993
Fixed Assets	50,000	0	50,000	0
Subtotal	126,031,654	91,993	126,123,647	91,993
<i>IntraFund Transfers</i>	<i>(182,166)</i>	<i>0</i>	<i>(182,166)</i>	<i>0</i>
Total Expenditures	125,849,488	91,993	125,941,481	91,993

Explanation

Revision of Categorical Aid budget to reflect supplemental changes as outlined in the Accounting Detail.

Funding Source

Increase in General Fund Contribution of \$91,993 to offset decreased funding as a result of IHSS

Maintenance of EFFORT (MOE) restoration included in Governor's May Revise.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		General Fund Contribution	91,993	91,993
		Total Financing	91,993	91,993
392200	74046	IHSS -Admin - MOE	91,993	91,993
		Total Expenditures	91,993	91,993

THRIVE BY THREE

Board Date: June 21, 2017
Date: June 7, 2017
To: The Board of Supervisors
From: Ellen Timberlake, Interim Human Services Director
Subject: Thrive by Three Program

As you may recall, on January 24, 2017 your Board voted to establish the Thrive by Three Fund (the Fund) dedicated to achieving these outcomes for Santa Cruz County's youngest and most vulnerable children, prenatal through age 3, and their families:

- Decreased rates of substantiated child maltreatment and entries into foster care among infants and toddlers;
- Increased percentage of young mothers getting prenatal care in the first trimester;
- Decreased percentage of babies being born preterm and low birth weight;
- Decreased percentage of mothers and fathers reporting hardships and emotional distress during pregnancy and the child's first three years of life;
- Improved parental confidence, parenting practices, and parent-child relationships; and
- Increased access to high-quality care and early learning opportunities for infants and toddlers.

Based on these outcomes, your Board directed the County Administrative Officer (CAO) to establish a Thrive by Three Fund and dedicate \$350,000 for FY 2017-18 contingent on the availability of funds. Additionally, your Board directed the Health Services Agency (HSA) and Human Services Department (HSD) Directors to consult with the First 5 Commission and other partners with early childhood expertise on the desired results and evidenced based practices included in the report in order to inform recommendations about the allocation of funds.

The purpose of this letter is to report back to your Board with a summary of:

- The process and outcome of consulting with the First 5 Commission;
- The process and outcome of consulting with partners with early childhood expertise (community stakeholders); and
- Preliminary recommendations for allocating Thrive by Three funds in FY 17/18.

Consultation with the First 5 Commission

As directed by your Board, the Health Services Agency (HSA) and Human Services Department (HSD) Directors consulted with the Executive Director of First 5 Santa Cruz County, about the intent and desired outcomes of the Thrive by Three Fund. It became evident early on that funding stand-alone programs in isolation of each other would exhaust the \$350,000 Fund quickly, without assurance that those investments would impact the Thrive by Three desired outcomes.

THRIVE BY THREE

In recognition of this, the core values described below were developed to ensure that all subsequent discussions with the First 5 Commission and community stakeholders aligned with the immediate priorities and direction specified by the Board, as well as the long-term vision for Thrive by Three.

- **Ensure we are customer-driven:** Maintain the needs and experiences of children prenatal - 3 and their families at the center of all discussions and the process for developing funding allocation recommendations.
- **Adopt a whole person, dual-generation approach:** Address the multiple and intersecting needs of young children and their parents/primary caregivers (family) concurrently, as they are inextricably linked.
- **Create transparency:** Communicate clearly to partners and stakeholders about the parameters and direction given by the Board of Supervisors, as well as the core values and any other factors influencing the process of developing the Thrive by Three funding allocation recommendations.
- **Use evidence about what works and what's needed:** Use the best science and data available to guide our discussions and the process of developing the funding allocation recommendations.
- **Prioritize the most vulnerable children and families:** Ensure that immediate Thrive by Three funding allocations fulfill the Board's direction to reach children and families facing the greatest cumulative risk, while maintaining an eye on the long-term vision of an "upstream" approach that promotes optimal health and well-being for all young children and families throughout the community.
- **Position Thrive by Three for future success:** Prioritize funding recommendations that have a high likelihood of creating a measurable impact on the Thrive by Three outcomes and attracting funding from other sources.
- **Apply a Systems of Care approach:** Utilize the establishment of the Thrive by Three Fund as a catalyst for strengthening partnerships, aligning policies, and creating an integrated system of prenatal - 3 services and referral pathways.

This last value of "applying a Systems of Care approach" was further developed in a draft model (Attachment 1) and report (Attachment 2) presented to the First 5 Commission on March 15, 2017. Systems of Care practices and principles have been utilized in the health, human services and criminal justice sectors for years and provide a strong foundation for building partnerships, integrating services, and making strategic funding decisions. Commissioners expressed unanimous support for the concept of building a comprehensive prenatal - 3 System of Care and using the proposed model as a framework for obtaining input from other partners and developing the Thrive by Three funding allocation recommendations.

Consultation with Community Stakeholders

On April 27, 2017, the Directors of HSA and HSD, in collaboration with First 5, convened an interactive Thrive by Three Stakeholder Input Session to:

- Create a shared understanding among stakeholders of the background of the Thrive by Three Early Childhood Fund and the Board's direction for moving forward;

THRIVE BY THREE

- Obtain stakeholder feedback on the concept of investing in a Thrive by Three System of Care for children prenatal through age 3 and their families; and
- Obtain input about priorities for investing the Thrive by Three funds in the first year (~ \$350,000).

Thirty-six individuals from health, nutrition, behavioral health, early care and education, home visiting, and community-building programs and services were invited to participate, with 20 in attendance. A detailed description of the participants, process and outcomes can be found in the Stakeholder Input Session Summary Report in Attachment 3. After receiving an overview of the Thrive by Three Fund, and the proposed System of Care model, stakeholders identified the following first year funding priorities:

1. Allocate the highest percentage of funds to Intensive Care Coordination (evidence based home visiting with integrated ancillary services) for the most vulnerable children, prenatal through age 3, and their families.
2. Allocate the next highest percentage of funds to enhance or fill gaps in existing Ancillary Services that support the early care and education, social-emotional wellbeing, and economic self-sufficiency of the Thrive by Three priority populations.
3. Invest some resources in critical system-building efforts, such as developing common standards and protocols, providing interagency training, creating or linking web-based data systems, and creating a culture of community-based advocacy and accountability.

In addition, stakeholders identified and prioritized several no-cost strategies for improving coordination and delivery of existing programs and services for children prenatal - 3 and their families. The participating stakeholders expressed interest and commitment to begin working with each other, HSA, and HSD to implement these strategies, concurrent to the process of finalizing funding decisions.

Staff Recommendations

Based on your Board's direction to prioritize high-risk populations and position Thrive by Three for future success, and in consideration of feedback from both First 5 and key stakeholders, our preliminary recommendations for Thrive-by-Three funding within the systems of care model in the following percentages:

- Intensive Care Coordination - 65%
- Ancillary Services - 20%
- System Foundation - 15%

Should your Board decide to approve allocating \$350,000 in FY 2017/18, staff proposes utilizing input provided by stakeholders, consulting with content experts, and taking the following steps to translate these proposed allocation percentages into specific funding recommendations that are realistic, sustainable, and results-driven:

1. Review the California State Budget after its passage in June, as it may include additional resources for the system of care "building blocks" identified in the Stakeholder Input Session Summary Report.
2. Conduct a more thorough review of existing home-based visiting programs. Identify gaps in services for high risk families currently receiving home based visiting support, and opportunities to increase access for more high risk families.

THRIVE BY THREE

1. Develop a strategy to target ancillary care resources to the provision of infant and toddler care to high risk families by leveraging and supplementing existing child care subsidies.
4. Analyze system enhancement strategies identified by stakeholders and develop recommendation for initial investment.
5. Work with First 5 to develop an action plan for implementing "no cost" suggestions and explore potential ongoing advisory structures that will promote "Thrive by Three Systems of Care" approach.

With this additional information and analysis, staff will return to your Board in September with recommendations for expending "Thrive by Three" funds based on the percentage allocation levels identified above.

It is, therefore, **RECOMMENDED** that your Board:

1. Accept and file this report; and
2. Direct the Health Services Director and the Human Services Director to return to your Board in September with funding recommendations for the Thrive by Three fund as follows: intensive care coordination (65%), ancillary support (20%), and systems development (15%).

Submitted by:



Ellen M. Timberlake, Interim Director

Ellen M. Timberlake, Interim Human Services Director



Giang T. Nguyen, Health Services Agency Director

Giang Nguyen, Health Services Agency Director

Recommended:

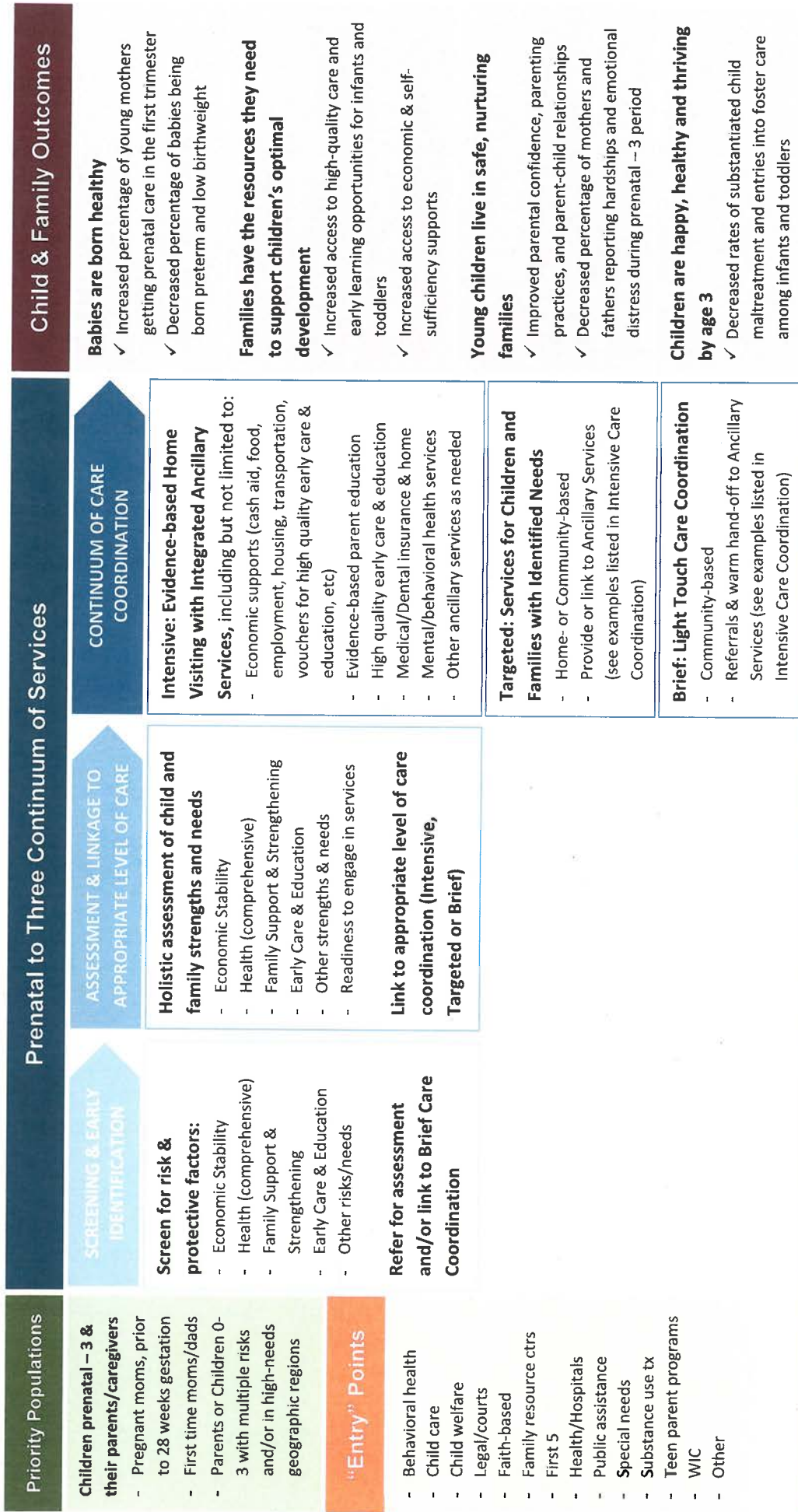
Susan A. Mauriello, County Administrative Officer

Attachments:

TBT System of Care - Draft Model
TBT System of Care Summary Report
TBT Stakeholder Input Session Summary Report

Attachment 1: Thrive by Three System of Care – Draft Model

214



Foundation of an Effective System of Care



Attachment 2: Thrive by Three System of Care Summary Report

THE OPPORTUNITY

Similar to other counties, the landscape of early childhood services (prenatal – age 3) in Santa Cruz County is complex. Multiple agencies in the health, human services and early learning sectors are working toward the same goal of improving the health and wellbeing of children, families and the community. With good intention but because of different funding streams, mandates, goals, operating procedures and definitions of “the client”, the system might have inadvertently created **silos and fragmentation within and across these sectors**. There is a need to review the existing system to minimize duplication of services, reduce inefficient use of scarce resources, address service gaps or barriers for children and families to timely access services, and not place **the burden of navigating the complex system on families**. The goal is to put children from prenatal to age of three first and to prepare them for a lifetime of good outcomes

The establishment of the Thrive by Three Children’s Fund by the Santa Cruz County Board of Supervisors provides an extraordinary opportunity to not only invest in high-quality, effective programs, but to **transform the myriad** of existing public and private programs and resources into an **integrated prenatal – 3 “system of care”** that impacts the desired outcomes stated in the Thrive by Three report:

- Decreased rates of substantiated child maltreatment and entries into foster care among infants and toddlers
- Increased percentage of young mothers getting prenatal care in the first trimester
- Decreased percentage of babies being born preterm and low birthweight
- Decreased percentage of mothers and fathers reporting hardships and emotional distress during pregnancy and the child’s first three years of life
- Improved parental confidence, parenting practices, and parent-child relationships
- Increased access to high-quality care and early learning opportunities for infants and toddlers
- Prepare the toddlers to successfully transition into the next milestones of their life

SYSTEMS OF CARE FRAMEWORK & GUIDING PRINCIPLES

A **system of care** is much more than a collection of distinct programs. In a 2008 Bulletin for Professionals, the Child Welfare Information Gateway defined systems of care as “**a service delivery approach that builds partnerships to create a broad, integrated process for meeting families’ multiple**

needs. [It] has been used as a catalyst for changing the way child and family service agencies organize, fund, purchase, and provide services for children, youth, and families with multiple needs.”¹

The systems of care approach originated in the mental health sector in response to concerns that children with serious emotional disturbances were not receiving adequate, culturally sensitive, family-friendly services in their own communities. The approach is now applied in other sectors, including child welfare, behavioral health, probation, education, and health care. Although the specific system names and approaches used by different sectors may vary, effective systems of care operate from a core set of guiding principles, such as the ones defined below by Child Welfare Gateway Information (with additional descriptions from footnoted sources):

1. Interagency collaboration

- Partnerships extend beyond traditional child- and family-serving agencies to include other formal and informal supports.
- An interagency governance structure facilitates collaboration to provide input to County Health Services Agency and Human Services Agency Directors on issues such as program development, funding strategies, standards of quality, trainings, data management systems, evaluation, and communications plans for the executives to bring recommendations to the County governing board for funding recommendation.
- “The ‘three Cs’ – cross-systems communication, collaboration, and coordination – ensure that services are not provided piece-meal. Instead of being disjointed and fragmented, **services are comprehensive and provided holistically.** While the system addresses **the needs of the ‘whole child,’** it also understands that the child is just one **part of a larger family unit.**”²

2. Individualized strengths-based care

- The system of care provides individualized services that are of appropriate intensity, flexibility and comprehensiveness to meet the child and family’s need.³
- Service plans are developed and adapted based on ongoing screening and assessment of the unique set of strengths and challenges of each child and family.

3. Cultural competence

- Providers and agencies understand and are responsive to families’ social and cultural values, beliefs and lived experiences.
- Culturally competent practices and policies are embedded throughout the system of care.

¹ Child welfare Information Gateway. 2008. *Systems of Care*. Retrieved from www.childwelfare.gov/pubs/soc

² Schuyler Center for Analysis and Advocacy. 2007. *Universal Prenatal/Postpartum Care and Home Visitation: The Plan for an Ideal System in New York State*

³ American Academy of Child & Adolescent Psychiatry. 2002. *Best Principles for Early Childhood Systems of Care*.

4. Child, youth, and family involvement

- The system of care prioritizes the biological, cognitive and socio-emotional development of the child and emphasizes prevention and early intervention to maximize the child's opportunities for optimal development.⁴
- Parents/primary caregivers (biological, adoptive, foster, relative caregivers) are full partners in the planning and delivery of services.
- Families help design, build or maintain the system of care.

5. Community-based services

- High-quality services are accessible to families in their natural or preferred settings – home, early learning site, family resource center, health center, etc.
- Other formal and informal supports in the community (faith-based organizations, nonprofit agencies, neighbors, libraries, etc) offer resources for children and families

6. Accountability

- The system of care defines and implements standards, procedures and training to ensure high quality, safe and ethical services and care coordination.
- The system of care engages in continuous quality improvement and outcome evaluation to determine the system's effectiveness in meeting the needs of children and families.

THRIVE BY THREE SYSTEM OF CARE KEY PRINCIPLES

In addition to the guiding principles described above, we recommend that a Thrive by Three system of care and funding allocation process be developed based on these key principles:

- Establish a **vision and model for a comprehensive prenatal – age 3 system of care** that:
 - Connects and integrates culturally competent supports and services that **address social determinants of health** – e.g. the “structural determinants and conditions in which people are born, grow, live, work and age,” such as socioeconomic status, education, the physical environment, employment, social support networks, and access to health care.⁵
 - Identifies **risk and protective factors** at the earliest point possible, in a wide array of settings where pregnant/expectant parents and families with infants and toddlers seek or receive information and support (e.g. health centers, hospitals, family resource centers, early learning settings, libraries, courts, WIC, disabilities organizations, etc)
 - Draws on evidence-based practices of home visiting program as the cornerstone and priority of this model

⁴ Ibid.

⁵ Retrieved from <http://kff.org/disparities-policy/issue-brief/beyond-health-care-the-role-of-social-determinants-in-promoting-health-and-health-equity/>

- Links families to the **appropriate type and level of services** (brief, targeted or intensive) based on a comprehensive **assessment of child and family needs**.
- **Build and fund the Thrive by Three system of care in phases** based on prioritized needs, available resources, and potential to impact Thrive by Three outcomes.
- Ensure the Thrive by Three system of care is **aligned or integrated with other systems** that serve families with children older than 3 years of age. What if other systems/programs are not in alignment with this model's goals and key principles?
- Prioritize services and support to children and families facing the **greatest cumulative risk**, giving our community's youngest and most vulnerable children equal opportunity to reach their full potential.
- Create a **payer-blind system** that provisions and coordinates care **regardless of immigration status**
- **Leverage** other funding sources to maximize impact
- Invest in **high-quality evidence-based programs** (as defined by the County of Santa Cruz's CORE Investments Level of Evidence Framework and by the County Health Services Agency's public health practices, i.e. Nurse Family Partnership)
- Without starting a new program and when resources are available, support, enhance and augment **current programs and the system of care infrastructure**
- Ensure that investments result in **coordination of care and effective use of existing resources** (e.g. Medi-Cal, Cash Aid, CalFresh, child care subsidies, primary care, behavioral health, parenting supports, and other federal, state and local resources)
- Recognize that to achieve breakthrough outcomes for young children facing adversity, systems must support the adults who care for them in a **child-focused, two-generation approach** that is inclusive of employment pathways and economic assets as well as early care and education, health and wellness and social capital development
- Integrate **data collection and evaluation planning** from the beginning and throughout program design and implementation to ensure that Thrive by Three efforts are effectively evaluated with an eye toward **future expansion of scope and scale**

BUILDING THE THRIVE BY THREE SYSTEM OF CARE

We recommend a phased-in approach that supports both the service provision intended by Thrive by Three and the critical system-building activities that will enhance the long-term impact of Thrive by Three investments.

Phase 1 Priorities: Design for the Long-Term & Integrate Existing Resources

- **Agree on a vision and develop the infrastructure** for a comprehensive prenatal – 3 system of care that supports the Thrive by Three desired outcomes. Key infrastructure elements include, but are not limited to:
 - Partners: public agencies, nonprofits, informal community supports, families
 - Governance and decision-making
 - Funding strategies: existing public and private sources, future/potential sources
 - Continuum of services: outreach, screening, assessment, levels of care coordination
 - Data and evaluation: common screening, assessment and outcomes measurement tools, data management systems, legal structure for sharing confidential client information
 - Other system infrastructure needs: operating standards, coordinated care protocols, staffing, training, standards of quality, technology solutions, etc
- **Identify existing public and nonprofit prenatal – 3 services and resources** in the areas of:
 - **Health:** health insurance, early prenatal care, continuous postnatal care, well-child check-ups, child immunizations, integrated primary care and behavioral health, home visiting, other existing health resources
 - **Family Support & Strengthening:** Triple P parenting support, parental mental/behavioral health, infant/toddler mental health, home visiting, other existing family support resources
 - **Early Learning:** vouchers for high quality infant/toddler care, support for infant/toddler care providers currently participating in Santa Cruz County's Quality Rating & Improvement System, early childhood mental health consultations, other existing early learning resources
 - **Economic Stability:** cash aid, CalFresh, EITC, financial literacy, housing assistance, transportation, employment & training, other existing economic stability resources
- **Increase coordination and access to existing services and resources**, using current workforce of qualified "care coordinators" (public health nurses, home visitors, health navigators, case managers, family support specialists, etc). Implementation steps may include, but are not limited to:
 - Identify existing care coordinator positions/roles serving children prenatal – 3 and their families, identify current mechanisms for care coordination
 - "Map" linkages, duplication and gaps in current care coordination for prenatal – 3 services
 - Develop new agreements and procedures for integrating existing care coordination
- Prioritize Thrive by Three Funding to **support, enhance and augment 1) existing programs** that contribute to Thrive by Three outcomes and **2) the prenatal – 3 system of care infrastructure**. Consider creating a "flex fund" to support a broader range of client and system needs.
- **Establish baselines and monitor process and outcome indicators.**
 - **Track community-level indicators** related to Thrive by Three outcomes
 - **Collect outcome data** from programs that receive Thrive by Three funds

- **Define and track** key performance indicators for the system of care

Phase 2 Priorities: Enhance System Capacity & Continuous Improvement

- **Continue systems-building and integration activities** from Phase 1 as needed
- Build capacity for **universal screening and early identification of risk and protective factors** (pursuant to American Academy of Pediatrics Guidelines) in settings where expectant parents and families with infants/toddlers naturally seek support. Implementation steps include, but are not limited to:
 - Identify best practices and/or evidence-based screening tools; Identify gaps or needs
 - Adopt a common set of screening tools and practices
- Build capacity to **link families to the appropriate level of brief, targeted or intensive services**, based on **ongoing, holistic assessments** of child/family needs. Implementation steps may include, but are not limited to:
 - Define and identify Brief, Targeted and Intensive levels of care; Identify gaps
 - Identify current best practices and/or evidence-based assessments and protocols that will facilitate linkages to the appropriate levels of care
 - Standardize key protocols across sectors to ensure quality and consistency in conducting assessments and linking families to appropriate levels of care
- Prioritize Thrive by Three Funding to **1) fill critical gaps in screening, assessments and brief, targeted or intensive services and 2) build the system of care infrastructure.**
- **Evaluate and report** on Thrive by Three community-level indicators, outcome data from programs receiving Thrive by Three funds, key performance indicators for the system of care.

Attachment 3: Thrive by Three Stakeholder Input Session Summary Report

Context

On January 24, 2017, the Santa Cruz County Board of Supervisors voted to establish the Thrive by Three Fund (the Fund), dedicated to achieving the following outcomes for Santa Cruz County's youngest and most vulnerable children, prenatal through age 3, and their families:

- Decreased rates of substantiated child maltreatment and entries into foster care among infants and toddlers;
- Increased percentage of young mothers getting prenatal care in the first trimester;
- Decreased percentage of babies being born preterm and low birthweight;
- Decreased percentage of mothers and fathers reporting hardships and emotional distress during pregnancy and the child's first three years of life;
- Improved parental confidence, parenting practices, and parent-child relationships; and
- Increased access to high-quality care and early learning opportunities for infants and toddlers.

Based on these outcomes, the Board directed the County Administrative Officer (CAO) to establish a Thrive by Three Fund and dedicate \$350,000 for FY 2017-18 contingent on the availability of funds. Additionally, the Board directed the Health Services Agency and Human Services Department Directors to consult with the First 5 Commission and other partners with early childhood expertise on the desired results and evidenced based practices included in the report in order to inform recommendations about the allocation of funds.

Consultation with the First 5 Commission

The Health Services Agency (HSA) and Human Services Department (HSD) Directors consulted with David Brody, Executive Director of First 5 Santa Cruz County, about the intent and desired outcomes of the Thrive by Three Fund. It became evident early on that funding stand-alone programs in isolation of each other would exhaust the \$350,000 Fund quickly, without assurance that those investments would impact the Thrive by Three desired outcomes.

In recognition of this, the Directors of HSA, HSD and First 5 agreed to a set of core values to ensure that all subsequent discussions with the First 5 Commission and community stakeholders were aligned with the immediate priorities and direction specified by the Board, as well as the long-term vision for Thrive by Three.

- Ensure we are customer-driven.
- Adopt a whole person, dual-generation approach
- Create transparency.

- Use evidence about what works and what's needed.
- Prioritize the most vulnerable children and families.
- Apply a systems of care approach.
- Position Thrive by Three for future success.

Based on the Thrive by Three outcomes, the Board of Supervisors' direction, and the core values, the Directors of HSA, HSD and First 5 drafted a concept paper that described a "systems of care" approach – defined as a service delivery approach that builds partnerships to create a broad, integrated process for meeting families' multiple needs – and how that could be applied to Thrive by Three as a foundation for making funding recommendations. This concept paper and a draft system of care model was presented to the First 5 Commission on March 15, 2017.

Commissioners expressed unanimous support for the concept of building a comprehensive prenatal – 3 system of care and using the proposed model as a framework for obtaining input from other partners and developing the Thrive by Three funding allocation recommendations.

Thrive by Three Stakeholder Input Session

The Directors of HSA and HSD collaborated with First 5 to convene a Stakeholder Input Session on April 27, 2017, in order to:

- Create a shared understanding among stakeholders of the background of the Thrive by Three Early Childhood Fund and the Board's direction for moving forward;
- Obtain stakeholder feedback on the concept of investing in a Thrive by Three System of Care for children prenatal through age 3 and their families; and
- Obtain input about priorities for investing the Thrive by Three funds in the first year (approximately \$350,000).

Thirty-six individuals were invited, and 20 people attended, representing health, nutrition, behavioral health, early care and education, home visiting, and community-building programs and services. See **Appendix A** for a list of participating stakeholders and special guests.

Thrive by Three Background

Community stakeholders received an overview and materials that provided the background and context of the Thrive by Three Fund, including:

- The process led by Supervisor Coonerty that resulted in the Thrive by Three report, the desired outcomes in the Board proposal co-sponsored by Supervisor Coonerty and Supervisor Friend, the Board's direction to establish the Thrive by Three Fund, and the core values agreed to by the Directors of HSA, HSD and First 5.
- The Thrive by Three System of Care Report and draft model that was developed in

consultation with First 5 and received unanimous support from the First 5 Commission.

- A recently-released report from Children Now, entitled “Starting Now: A Policy Vision for Supporting the Healthy Growth and Development of Every California Baby,” which featured many of the same data and policy recommendations named in the Thrive by Three report, Board proposal, and System of Care Report.

Thrive by Three System of Care – Draft Model

Stakeholders reviewed the proposed Thrive by Three System of Care draft model, which identified six core elements of a Foundation of an Effective System of Care that were drawn from published reports and articles about systems of care, including the recent Children Now report.

1. High-Quality Programs (child- and family-centered, evidence-driven, comprehensive, culturally competent, and provided by qualified staff)
2. Funding and Financing
3. Data and Evaluation
4. Governance and Administration
5. Accountability
6. Technology

The proposed model also depicted the “building blocks” of a prenatal – 3 system of care that would be essential to achieving the Thrive by Three outcomes, including:

- **Priority Populations:** Families who are at greatest risk of experiencing the adverse outcomes that Thrive by Three is intended to prevent or mitigate. This includes first-time pregnant mothers and expectant fathers and parents/primary caregivers of children birth through age 3, with priority placed on reaching families with multiple risk factors and/or living in high-needs geographic regions in the county.
- **Entry Points:** Formal supports (agencies) and informal supports (family and community) that interact with families in the Priority Population and have the opportunity to engage with them in the Thrive by Three System of Care.
- **Screening and Early Intervention:** Screen for risk and protective factors at Entry Points in order to identify potential concerns and link families in the Priority Population to appropriate supports at the earliest point possible.
- **Assessment and Linkage to Appropriate Level of Care Coordination:** When screening results indicate areas of concern, conduct a holistic and thorough assessment of the child’s and family’s strengths and needs, then link families to the appropriate level of Care Coordination based on their needs and readiness to engage in services.
- **Continuum of Care Coordination:** Offer a continuum of services and ancillary supports that are tailored to meet the individual needs of families in the Priority Population and

have been shown to be effective at impacting the Thrive by Three outcomes. The levels of care coordination were defined in the draft model as:

- **Intensive Care Coordination: Evidence-based home visiting with integrated “ancillary supports”** that include, but are not limited to, economic supports (cash aid, food, employment, housing, transportation, “vouchers” to pay for high quality early care and education, etc), evidence-based parent education, high quality early care and education programs, medical/dental insurance and homes (providers), mental/behavioral health supports, and other ancillary supports as needed.

This level of care coordination is the most comprehensive and intensive in “dosage” (amount) and duration, and is most likely the level of care coordination needed to impact the Thrive by Three outcomes for the Priority Populations.

- **Targeted Care Coordination:** Coordinated services and case management that links children and families in the Priority Population to specific ancillary supports, as indicated by assessment results. Targeted care coordination may be provided through home- and/or community-based programs.

This level of care coordination may still be comprehensive and in-depth, but to a lesser degree than the Intensive Care Coordination. This provides an option for families in the Priority Population who have several strengths and protective factors that may help mitigate the high level of needs and potential risks.

- **Brief Care Coordination:** “Warm hand-offs” to ancillary services that correspond to families’ needs identified in screenings and/or assessments.

This level of care coordination is the least intensive, but takes the typical referral process (giving families lists of agencies and phone numbers) a step further by ensuring that families in the Priority Population have successfully connected to services and supports.

The community stakeholders’ feedback about the concept of building a comprehensive prenatal – 3 system of care was overwhelmingly positive. Several individuals offered specific suggestions to enhance the proposed model, such as adding policy development and advocacy to the Foundation of an Effective System, adding Trauma-Informed Care as a value (and characteristic of High-Quality Programs), incorporating community-building strategies as a critical aspect of building a system of care, and making an explicit statement about the integral role that parents/caregivers have as leaders and equal partners in the system of care.

Other stakeholders raised important issues and reminders to take into consideration, such as the impact of the lack of low-income housing on family well-being, the desire to build off of partners’ existing efforts, the gap between “demand” and “supply” of services in the draft model (e.g. child care), and the need to maintain a healthy tension between focusing on

system-building activities and delivering direct services to families.

Throughout the feedback discussion, the Thrive by Three outcomes, Board direction, and core values – and the relatively modest amount of funds that the Board might allocate to the Fund – served as a constant reminder of the need to ensure the Thrive by Three System of Care model and funding allocation recommendations were realistic, sustainable (able to leverage additional funds), and would enhance existing services without creating a negative, unintended impact.

Outcome: Stakeholders expressed enthusiasm and commitment to continue working together to further define and build a Thrive by Three System of Care, as envisioned in the proposed model.

Thrive by Three Priorities for Year 1 (FY 17/18)

Community stakeholders participated in a facilitated exercise to:

- Generate ideas for building or improving the Thrive by Three System of Care;
- Prioritize which ideas to pursue in the first year of funding and implementation (FY 17/18); and
- Provide input about how to allocate the Thrive by Three Funds in FY 17/18.

Ideas were generated at five “Idea Stations” that corresponded with key building blocks in the system of care: 1) Screenings & Assessments, 2) Brief Care Coordination, 3) Targeted Care Coordination, 4) Intensive Care Coordination, and 5) Ancillary Services. Stakeholders traveled to one or more stations to participate in small-group discussions, sharing their ideas in response to these questions at each station:

- **No-Cost Improvements:** What improvements could existing programs or partners make that wouldn’t require any Thrive by Three funds?
- **Funded Service Improvements:** How could Thrive by Three funds enhance existing services or fill gaps in existing prenatal – 3 services in order to build the proposed system of care?
- **Funded System Improvements:** What elements of the system foundation would need to be built or strengthened in order for the system to be effective?

After building and reviewing the ideas generated at each station, stakeholders were asked to consider all proposed ideas as a whole, then identify their top three priorities for No-Cost Improvements and top three priorities for Funded Service Improvements and/or Funded System Improvements. Stakeholders were asked to consider the following questions as they placed sticker dots next to their chosen priorities:

- Is this idea consistent with the Thrive by Three outcomes, Board direction, and core values?
- Would this idea fill a critical gap or need that would otherwise be a barrier to achieving the Thrive by Three outcomes?
- Is it reasonable to believe there is evidence or data that demonstrates this idea is an effective way to impact the Thrive by Three outcomes?
- Would this idea help build or strengthen the foundation of the Thrive by Three System of Care?
- Does it seem likely that this idea would help Thrive by Three partners leverage or attract other funding?

Ideas that had three or more sticker dots placed next to them were identified as shared interests and priorities, which have been condensed and summarized below. See **Appendix B** for a matrix of all ideas and results of the prioritization exercise.

No-Cost Improvements

- Strengthen relationships between agencies and “map” resources to coordinate services more efficiently, eliminate duplication and increase access to services
- Coordinate advocacy for child care reform at the state level
- Create or facilitate a structure that provides ongoing oversight of home visiting programs – i.e. facilitate collaboration and sharing of resources and referrals
- Understand the current landscape of screenings and assessments; standardize tools and protocols
- Implement strategies to engage the most vulnerable families, who are often disengaged and disconnected
- Utilize existing Triple P (Positive Parenting Program) practitioners to a greater extent

Funded Service Improvements

- Increase availability of low-income housing with case management services and partnerships/space for child care services
- Fund more home visiting programs
- Increase access to child care; Provide training and support for home-based/informal child care providers
- Fund child care centers (with specific funding for Cabrillo’s Lab School); Subsidize teachers in child care centers; pay living wage
- Incorporate family/parent leadership into the design of services and supports
- Fund case managers to help families with completing applications to obtain assistance for meeting basic needs (food, housing, employment, cash aid, etc)

- Provide trauma-informed training for staff

Funded System Improvements

- Develop/Integrate web-based data systems that are accessible, meet legal and ethical standards for protecting privacy and confidentiality, and include or link to other platforms and applications used for screening, assessments, care coordination, evaluation, etc.
- Invest in a culture of community-based advocacy and accountability – i.e. promotora model
- Develop a universal unique identification number for children prenatal – 3
- Define and develop common language and consistent criteria for different levels of care coordination across the county

Outcome: The group expressed their desire to see these shared interests and priorities reflected in the Thrive by Three funding allocation recommendations to the greatest extent possible, with the understanding that the actual recommendations presented to the Board might vary after the HAS and HSD Directors assessed each idea's feasibility and potential impact on the Thrive by Three outcomes.

Input About Funding Allocations for Year 1 (FY 17/18)

Stakeholders completed a Budget Chart, showing how much money they thought should be invested in each of the system building blocks (Screening & Assessments, Brief, Targeted and Intensive Care Coordination, Ancillary Services) and the system foundation in Year 1 (FY 17/18). After completing their individual Budget Charts, stakeholders deposited \$350,000 of "money" into envelopes that corresponded with the system building blocks and foundation that they chose to invest in.

When looking at the proportion of funds the group allocated to the system building blocks and system foundation, a few themes emerged that indicated shared priorities:

- The highest proportion of funds was allocated to Intensive Care Coordination, followed by Ancillary Services.
- The System Foundation and Targeted Care Coordination had a nearly identical proportion of funds allocated, with slightly more allocated to the System Foundation.
- Screenings & Assessments and Brief Care Coordination had the lowest proportion of funds allocated.

Outcome: Stakeholders agreed that the total proportions appeared to be in the "right ballpark." They supported the approach of having HSA and HSD refer to these proportions as a guideline when developing the funding allocation recommendations, with the understanding that the actual funding percentages recommended to the Board may vary based on budget

estimates and further analysis of the proposed ideas' feasibility and potential impact on the Thrive by Three outcomes.

In addition, some stakeholders felt it was important to note that while the Stakeholder Input Session elicited extensive feedback, the prioritized ideas and funding allocations reflected the preferences of the people attending the Stakeholder Input Session – i.e. that other perspectives may not be fully represented. The HSA and HSD Directors acknowledged this, while also commending and appreciating the group for providing thoughtful and thorough feedback that would help inform the next stage of developing funding allocation recommendations.

Appendix A: Thrive by Three Stakeholder Input Session Participant Roster, April 27, 2017

Name		Organization
Jean	Gallagher-Heil	Cabrillo College - Early Childhood Education Dept
Barbara	Griffin	Campus Kids Connection
Robbie	Gonzalez-Dow	Community Bridges - WIC
Rosa	Vitela	COPA
Corey	Vestal	Encompass Community Services - Early Head Start
Lindsay	Steigner	Encompass Community Services - Families Together
Kathy	Frandle	First 5 Santa Cruz County - Commissioner
Larry	Drury	Go Kids & Local Child Care Planning Council
Meg	Yarnell	HSA - Children's Mental Health
Anita	Alvarez	HSA - Public Health
Jessica	Randolph	HSA - Public Health
Allison	Guevara	Live Oak Cradle 2 Career
Fish	Williams	Pájaro Valley Prevention & Student Assistance
Devon	Francis	Salud Para La Gente
Sheila	Schat	Salud Para La Gente
Carole	Mulford	Santa Cruz County Office of Education
Faris	Sabbah	Santa Cruz County Office of Education
Leslie	Conner	Santa Cruz Community Health Centers
Nora	Caruso	Santa Cruz Toddler Care Center
Chris	O'Halloran	Stanford Developmental-Behavioral Pediatrics

Special Guests		
Allison	Endert	Representing Supervisor Coonerty
Supervisor	McPherson	Board of Supervisors & First 5 Commissioner

Meeting Hosts/Facilitation Support		
David	Brody	First 5 Santa Cruz County
Vicki	Boriack	First 5 Santa Cruz County
Irene	Freiberg	First 5 Santa Cruz County
Christine	Sieburg	First 5 Santa Cruz County
Giang	Nguyen	Health Services Agency
Ellen	Timberlake	Human Services Department
Katy	Chevalier	Human Services Department
Leslie	Goodfriend	Human Services Department
Allison	Endert	Supervisor Coonerty
Nicole	Young	Optimal Solutions Consulting (Facilitator)

Appendix B: Summary of Prioritized Ideas for Year 1 (FY 17/18)

Numbers in parentheses represent the sticker dots placed next to each idea during the prioritization exercise. Ideas with 3 or more dots are in bold, indicating shared interests and priorities among the participating stakeholders.

	NO-COST IMPROVEMENTS	FUNDED SERVICE IMPROVEMENTS	FUNDED SYSTEM IMPROVEMENTS
Idea Station 1: Screening & Assessments	Know where screenings are currently being done (5) Standardize screenings (5) Who is doing screenings? (0) Identify various screenings (0)	Developmental screens – understand who does them, how (1) Support cost of teachers conducting screenings/assessments in child care centers (1)	Develop a universal unique ID for children prenatal-3 (3) Identify/understand next steps with screenings – what happens next? (1) Check for duplicate screenings (0) Tap into informal systems (0)
Idea Station 2: Brief Care Coordination	Improve relationships between agencies who fill a gap for families → map resources to help eliminate duplication & increase access (10) Apply Screening, Brief Intervention, Referral to Treatment (SBIRT) approach (0)	Invest in Help Me Grow: telephone-based developmental support (2)	
Idea Station 3: Targeted Care Coordination	Strengthen relationships between agencies to coordinate services more efficiently (15)	Fund case managers to do applications (for basic needs) with people. Is not currently a billable service. (4) Trauma-informed training for staff (3) Incorporate family/parent leadership design (3) Case management as part of child care model or clinic – places where families are coming often, places that are trusted (0)	A standard of care bundle is created for each risk/need, based on risk assessment results (2) Foster peer-to-peer/community support → the voice of the people involved serves as feedback loop; families help each other, spread word to community (2) Tap into corporation philanthropy to fund tech development and coordination (0)
Idea Station 4: Intensive Care Coordination	Ongoing oversight (structure) for home visiting programs; collaboration and sharing of resources/referrals (6) Strategies to enhance engaging the most vulnerable families – i.e. disengaged/disconnected (4) Where are they showing up already (e.g. pediatric MD/clinic, child care) Outstation staff where families already are Utilize existing Triple P parenting practitioners to greater extent (4) Partner legal services with health care and education, like Salud & Watsonville Law Center	Low-income housing with case management services & partnerships/ space for child care services (8) More home visiting programs (3) Subsidize teachers' wages in child care, to enable them to do home visits, family assessments, parent/family education (3)	Define/Develop common language and consistent criteria of different levels of care across county/organizations – e.g. schools, CBOs, county agencies (3)

	NO-COST IMPROVEMENTS	FUNDED SERVICE IMPROVEMENTS	FUNDED SYSTEM IMPROVEMENTS
Idea Station 5: Ancillary Services	are doing (1) Coordinated advocacy for child care reform at state level (14) Improve/maintain service directories/resources (0) Tying in the informal systems (0)	Increased access to child care; provide training/support for home-based/informal providers (5) Fund teachers in child care centers – like we pay for nurses. Living wage will increase pool of applicants (4) Funding for Cabrillo Child care center/all child care centers , with specific funding support for Cabrillo's Lab School that supports all centers in county) (4)	Invest in a culture of community-based advocacy/accountability – i.e. promotoria model (5) Invest in taking full advantage of existing state child care subsidies. Money is currently left on table → opportunity to redefine rules and access funding (AB300) (1) AB26 Pilot for Santa Cruz for informal care (professional development) (0)
Applicable to All Idea Stations			Web-based data system (9) Integrated Accessible Meets legal and ethical requirements for privacy/ consumer protection & confidentiality Inclusive of and/or Links to various platforms and applications used for building blocks of the system of care (e.g. screening, assessments, care coordination, etc)

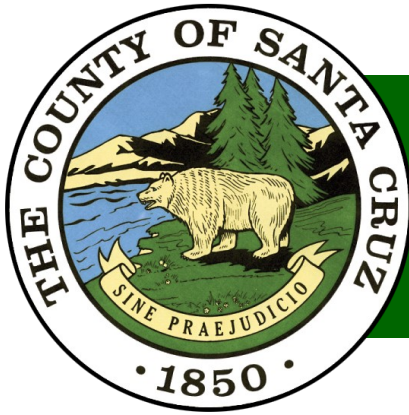
Appendix C: Thrive by Three Funding Priorities

The table below represents the group's collective priorities for allocating Thrive by Three funds in the first year.

Intensive Care Coordination	35%
Ancillary Services	21%
System Foundation	17%
Targeted Care Coordination	15%
Screening & Assessments	8%
Brief Care Coordination	4%
Total	100%

**LAND USE &
COMMUNITY SERVICES**





LOCAL AGENCY FORMATION COMMISSION SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Page 177

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
<i>General Fund Contribution</i>	113,367	11,700	125,067	11,700
Total Financing	113,367	11,700	125,067	11,700
Expenditures				
Other Charges	113,367	11,700	125,067	11,700
Total Expenditures	113,367	11,700	125,067	11,700

Explanation

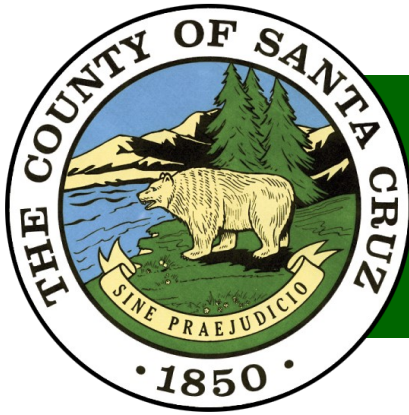
On April 5, 2017, the Local Agency Formation Commission (LAFCO) approved the 17-18 Proposed Budget. LAFCO approved fees of \$125,067 for the County contribution, resulting in an increase of \$11,700 from the previous year contribution.

Funding Source

Funds have been set aside in Contingencies to address the increased contribution from the County.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		<i>General Fund Contribution</i>	11,700	11,700
		Total Financing	11,700	11,700
131845	75231	Contributions to Other Agencies	11,700	11,700
		Total Expenditures	11,700	11,700



PARKS, OPEN SPACE & CULTURAL SERVICES SUPPLEMENTAL BUDGET • FY 2017-18

GRANT AWARD

Board Date: June 20, 2017
Date: May 12, 2017
To: The Board of Supervisors
From: Jeff Gaffney, Director of Parks, Open Spaces & Cultural Services
Subject: Girls in Pájaro Valley Initiative Grant

Since the development of the Fiscal Year 2017-18 Proposed Budget, the Parks Department has been awarded, in partnership with the University of California Santa Cruz Educational Partnership Center, a Girls in Pájaro Valley Initiative grant from the Community Foundation Santa Cruz County. The Girls in Pájaro Valley Initiative is a three-year pilot program to improve participants' chances for success in school and life. The program will be designed to help the girls deal with some of the known early educational, social, and emotional health challenges on their scholastic, career and life paths. A cohort of approximately 35 girls in 6th grade in Lakeview Middle School will participate starting in fall 2017, and continuing through the end of 8th grade. The participating girls will have a wide range of weekly afterschool activities including tutoring, college and career counseling and exposure, enrichment activities, recreational and educational field trips, help with financial planning and saving tips, as well as a variety of summer activities, including art and science camp and backpacking.

The grant was awarded to a partnership comprised of the University of California Santa Cruz Educational Partnership Center (as lead partner), Santa Cruz County Department of Parks, Open Space and Cultural Services, YWCA of Watsonville, Your Future is Our Business, Santa Cruz Community Ventures, Growing Up Wild, and the MAIA (Migration and Adaption in the Americas) Foundation. The partnership will collaborate with the Pajaro Valley Unified School District to implement the program. The Parks Department will receive a total of \$41,000 over three years: \$12,000 in 2017-18, \$12,000 in 2018-19, and \$17,000 in 2019-20.

GRANT AWARD

The 2017-18 proposed budget for the Girls in Pájaro Valley Initiative program is \$17,652, and includes costs to increase an existing Recreation Program Specialist position by 0.25 FTE to full-time, and for program supplies. The \$12,000 grant in 2017-18 will cover most costs, with \$5,652 in gap funding from the General Fund.

It is, therefore, RECOMMENDED that your Board:

- Approve the supplemental financial items for Parks, Open Space and Cultural Services and incorporate these changes in the FY 2017-18 Budget.

Submitted by:

A handwritten signature in blue ink, appearing to read 'J. Gaffney', is written over a horizontal line. Below the line, the text 'Jeff Gaffney, Director of Parks, Open Space & Cultural Services' is printed in a small font.

Jeff Gaffney, Parks, Open Space & Cultural Services Director

Recommended:

Susan A. Mauriello, County Administrative Officer

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Pages 190-193

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Use of Money	784,178	0	784,178	0
Intergovernmental	0	12,000	12,000	12,000
Charges for Services	3,374,155	0	3,374,155	0
Miscellaneous	9,886	0	9,886	0
Total Revenues	4,211,530	12,000	4,223,530	12,000
<i>General Fund</i>	<i>3,865,126</i>	<i>5,652</i>	<i>3,870,778</i>	<i>5,652</i>
Total Financing	8,076,656	17,652	8,082,308	17,652
Expenditures				
Salaries & Benefits	5,790,184	14,352	5,804,536	14,352
Services & Supplies	2,371,132	3,300	2,734,432	3,300
Other Charges	12,309	0	12,309	0
Subtotal	8,173,625	17,652	8,191,277	17,652
<i>IntraFund Transfers</i>	<i>(96,969)</i>	<i>0</i>	<i>(96,969)</i>	<i>0</i>
Total Expenditures	8,076,656	17,652	8,082,308	17,652

Explanation

Add funding to increase Recreation Program Specialist position by 0.25 FTE to full-time, and for program supplies for the Girls in Pájaro Valley Initiative. The new Girls in Pájaro Valley Initiative program will serve approximately 35 girls in grades 6-8 in the South County area during a 3-year pilot period. The goal is to support the educational and career success of local girls.

Funding Source

The Parks Department, in partnership with the UC Santa Cruz Educational Partnership Center, received from the Community Foundation Santa Cruz County a Girls in Pájaro Valley Initiative grant of \$12,000 for the first year of the program. \$5,652 in gap funding will be from the General Fund.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
495300	41150	Contribution from Other Govt Agencies	12,000	12,000
		<i>General Fund Contribution</i>	<i>5,642</i>	<i>5,652</i>
		Total Financing	17,642	17,652
495300	51000		11,350	11,350
495300	52010		868	868
495300	52015		2,134	2,134
495300	61110		50	50
495300	62856		3,000	3,000
495300	62926		250	250
		Total Expenditures	17,652	17,652

SUPPLEMENTAL BUDGET STAFFING

GL Key	Range	Classification	FTE	Action	Position Code
495300	34	Rec. Program Specialist	0.25	Increase	GT4014AA
		Total	0.25		



PLANNING SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Pages 206-209

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	5,942,731	0	5,942,731	0
Fines & Assessments	5,000	0	5,000	0
Charges for Services	2,599,383	144,213	2,743,596	144,213
Miscellaneous	200,829	0	200,829	0
Total Revenues	8,747,943	144,213	8,892,156	144,213
<i>General Fund Contribution</i>	<i>2,506,799</i>	<i>0</i>	<i>2,506,799</i>	<i>0</i>
Total Financing	11,254,742	144,213	11,398,955	144,213
Expenditures				
Salaries & Benefits	8,774,401	144,213	8,918,614	144,213
Services & Supplies	5,908,229	0	5,908,229	0
Other Charges	511,534	0	511,534	0
Subtotal	8,173,625	17,652	8,191,277	17,652
<i>IntraFund Transfers</i>	<i>(3,939,422)</i>	<i>0</i>	<i>(3,939,422)</i>	<i>0</i>
Total Expenditures	11,254,742	144,213	11,398,955	144,213

Explanation

To add 1 FTE Resource Planner I/IV to support permitting activity for Cannabis and storm damage repairs.

Funding Source

Increase building and grading permits and charges for Planning services.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
541500	40250	Construction Permits	18,027	18,027
541500	40251	Const Permits - Process	18,027	18,027
542100	40260	Grading	36,053	36,053
542100	41332	Planning Services	72,106	72,106
		Total Financing	144,213	144,213
542100	51000	Regular Pay	97,365	97,365
542100	52010	OASDI	7,448	7,448
542100	52015	PERS	19,036	19,036
542100	53010	Employee Insurance	20,364	20,364
		Total Expenditures	144,213	144,213

SUPPLEMENTAL BUDGET STAFFING

GL Key	Range	Classification	FTE	Action	Position Code
541500	DS/TH	Resource Planner I/IV	1.00	Increase	TBD
		Total	1.00		

CANNABIS EIR UPDATE

Board Date: June 20, 2017
Date: June 2, 2017
To: The Board of Supervisors
From: Kathy Previsich, Planning Director
Subject: Cannabis EIR Update

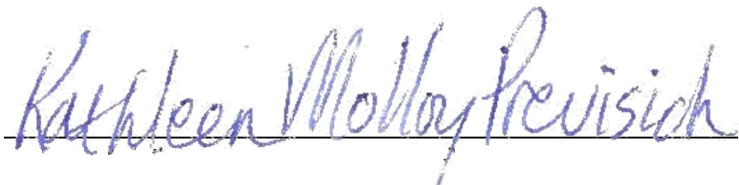
This memo is to advise you that the draft Cannabis EIR is now expected to be released for public comment in mid-August. The final EIR, with responses to comments, is expected to be completed in December, allowing for public hearing before the Planning Commission to occur in December. After the Planning Commission has made a recommendation the package, which will include proposed General Plan policies, ordinances, and other regulations will be considered by the Board of Supervisors at a public hearing expected to occur in January or February 2018.

Data collection has been a continuous challenge, and additional analysis in the subject areas of cannabis manufacturing, fire protection requirements, and transportation became necessary as the project has progressed. These and other issues have required iterative review by the Department and more extended administrative draft review than was anticipated in the original schedule.

It is therefore RECOMMENDED that your Board:

- Accept and file the report on the Environmental Impact Report on the Cannabis Regulatory Program.

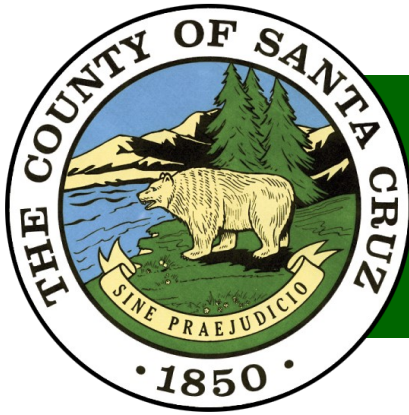
Submitted by:

A handwritten signature in blue ink that reads "Kathleen Molloy Previsich". The signature is written in a cursive, flowing style and is positioned above a horizontal line.

Kathy Previsich, Planning Director

Recommended:

Susan A. Mauriello, County Administrative Officer



PUBLIC WORKS SUPPLEMENTAL BUDGET • FY 2017-18

MEMORANDUM

Board Date: June 20, 2017
Date: June 2, 2017
To: The Board of Supervisors
From: John Presleigh, Director of Public Works
Subject: 2016-17 Winter Storms and Supplemental Budget

During the winter of 2016-17, California was subject to multiple storm events and Santa Cruz County experienced well over \$100 million in damages to its roadway system and other facilities. Fortunately a large portion of this damage is reimbursable through the Federal Emergency Management Agency (FEMA), California Office of Emergency Services (OES), or the Federal Highway Administration (FHWA).

In order to ensure a timely and lasting recovery, Public Works requires additional staffing to complete over 220 storm-related projects. At this time, Public Works is requesting 1 regular and 3 limited term positions: Senior Civil Engineer (1), Civil Engineer (2), and Analyst (1). These positions will be funded through local funds and through FEMA, FHWA, and State reimbursements. The descriptions of the positions are detailed below.

Local cost share for the storm related projects will be funded through two new sources of funds in the Proposed Budget: SB-1 and Measure D. SB-1 is an increase in the State gas tax recently passed by the California legislature that will raise approximately \$1.8 million in new revenue for the County in fiscal year 2017-18. A portion of the locally approved sales tax Measure D funding will also be used this year as a local match to the storm related costs.

2016-17 Winter Storm Recovery Unit and Staffing

The Director of Administrative Services, under direction from the Director of Public Works, will oversee the design and administration of the FEMA response program for disaster recovery. Working with a consultant selected through an RFP process (currently underway), Public Works will retain technical assistance for FEMA related work in order to maximize Federal reimbursements to which the County is entitled, and limit or eliminate ineligible costs and audit risks.

WINTER STORMS

Project formulation is under way for the more than 220 sites. Almost all FHWA disaster assessment forms have been completed. Additionally FEMA has completed site visits for two of the three declared storm events this year, and is expected to conduct site visits for the third declared storm event in the next month or so.

Civil Engineers (2 limited term FTEs)

The Board of Supervisors approved the hiring of up to five engineering design firms to assist Public Works with the storm recovery effort. Public Works already has a complete workload from various ongoing projects, so we are requesting the approval of two Civil Engineers to work with the selected consultants. The role of the engineers would be to initiate the projects, oversee design, prepare bid documents for the repairs, and complete all FEMA and FHWA paperwork. The engineers will be working under the supervision of the Director of Administrative Services, while receiving technical support from other Public Works sections.

Sr. Analyst/Analyst/Asst. Analyst (1 limited term FTE)

The Analyst, beyond the first three months, would work to continue to monitor all FEMA work, coordinate with the consultants selected for the recovery effort and the engineers. This person will work closely with the Department's Fiscal Manager and set up financial systems to aid in the processing of federally-funded projects. It is imperative that we have sufficient staff to troubleshoot problems, maintain databases, and provide adequate reporting to agencies, the Board, and the community.

Additional Staffing

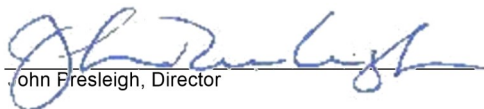
Senior Civil Engineer - Land Surveyor (1 regular FTE)

The County is required to have a designated land surveyor on staff per State Code Sections 6730.2 & 8725.1. The current designated County Land Surveyor splits time between surveying and road design. There is currently enough work, through disaster recovery and development projects, to fund a full-time Survey section and realize time and efficiency gains through realizing previously outsourced work.

It is therefore RECOMMENDED that your Board:

- Approve the supplemental financial items for Public Works and incorporate these changes in the FY 2017-18 Budget.

Submitted by:



John Presleigh, Director

John Presleigh, Public Works Director

Recommended:

Susan A. Mauriello

Attachments:

Administrative Services Financial Supplemental
Transportation Financial Supplemental

SUPPLEMENTAL BUDGET SUMMARY: ADMIN SERVICES

Division: Administrative Services

2017-18 Proposed Budget Pages 224-226

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Taxes	61,703	0	61,703	0
Licenses & Permits	283,000	0	283,000	0
Fines & Assessments	0	0	0	0
Use of Money	102,086	0	102,086	0
Intergovernmental	435	0	435	0
Charges for Services	42,211,339	672,047	42,883,386	672,047
Miscellaneous	155,500	0	155,500	0
Total Revenues	42,814,063	672,047	43,486,110	672,047
<i>General Fund</i>	<i>159,655</i>	<i>0</i>	<i>159,655</i>	<i>0</i>
<i>Other Funds</i>	<i>190,413</i>	<i>0</i>	<i>190,413</i>	<i>0</i>
Total Financing	43,164,131	672,047	43,836,178	672,047
Expenditures				
Salaries & Benefits	33,370,374	583,127	33,953,501	583,127
Services & Supplies	1,919,431	0	1,919,431	0
Other Charges	7,852,326	88,920	7,941,246	88,920
Fixed Assets	802,000	40,000	842,000	40,000
Fixed Assets Offset	(802,000)	(40,000)	(842,000)	(40,000)
Other Financing Uses	22,000	0	22,000	0
Total Expenditures	43,164,131	672,047	43,836,178	672,047

Explanation

Recovery Positions

2.0 Civil Engr/Assoc/Asst/Jr – These positions are being added to oversee storm repair work by third parties for projects related to the Federal Emergency Management Agency (FEMA). DPW currently has more than 220 projects as a result of the 2016/17 storms.

1.0 Deptl Admin Anlst/Asst – This position in Administration is being added to monitor FEMA and FHWA work, coordinate with recovery consultant, and work closely with Department Fiscal Manager to aid federally-funded projects.

Non-Recovery Positions

1.0 Sr Civil Engineer – This position is being added to allow for appropriate designation of the County Land Surveyor position. This position will provide supervision of the survey crew and development review team. The position of County Surveyor is of critical importance to the County as a whole.

1.0 Accounting Tech – This position is being upgraded (exchanged for Sr. Account Clerk) to allow for a higher level of accounting skills required to process transactions in One Solution.

(1.0) Sr. Account Clerk – This position is being exchanged for the Accounting Technician added above.

SUPPLEMENTAL BUDGET SUMMARY: ADMIN SERVICES CONT'D

Funding Source

Recovery Positions will be funded through a combination of local and FEMA and FHWA funding related to declared 2016-17 Winter Storm damage. The current damage estimate is \$114 million, of which the federal and State share is estimated at \$95 million, and the local share at \$18 million. The local share will be met through new allocations resulting from SB-1 (gas tax increase), and initially with a portion of the Measure D funds.

Non-Recovery Positions will be funded through deletion of two vacant positions, program revenue resulting from the new solid waste franchise agreement, and IntraFund Transfers for survey counter services.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
601000	42108	Job Cost Billings	672,047	672,047
601000	42462	Operating Transfer In	40,000	40,000
		Fund Balance 601000	(40,000)	(40,000)
		Total Financing	672,047	672,047
601000	51000	Regular Pay - Permanent	434,324	434,324
601000	52010	OASDI - Social Security	31,280	31,280
601000	52015	PERS	79,941	79,941
601000	53010	Employee Insurance & Benefits	37,582	37,582
601000	75321	Division Overhead Cost	88,920	88,920
601000	86209	Mobile Equipment	40,000	40,000
601000	86250	Vehicle Offset	(40,000)	(40,000)
		Total Expenditures	672,047	672,047

SUPPLEMENTAL BUDGET STAFFING

GL Key	Range	Classification	FTE	Action	Position Code
601000	I9	Sr Account Clerk	(1.00)	Delete	TBD
601000	V2	Accounting Technician	1.00	Add	TBD
601000	NK	Sr Civil Engineer	1.00	Add	TBD
601000	NM	Civil Engineer	1.00	Add	TBD
601000	NM	Civil Engineer	1.00	Add	TBD
601000	PM	Deptl Admin Analyst	1.00	Add	TBD
		Total Staffing	4.00		

SUPPLEMENTAL BUDGET FIXED ASSET DETAIL

GL Key	Quantity	Description	New (N)/ Replace (R)	Recommended Amount
601000	1	3/4 Ton PU Truck (Roads)	R	40,000
		Total Fixed Assets		40,000

SUPPLEMENTAL BUDGET SUMMARY: TRANSPORTATION

Division: Transportation

2017-18 Proposed Budget Pages 227-231

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Taxes	688,160	0	688,160	0
Use of Money	17,000	0	17,000	0
Intergovernmental	28,577,436	1,800,000	30,377,436	1,800,000
Charges for Services	7,243,404	700,000	7,943,404	700,000
Miscellaneous	4,151,992	0	4,151,992	0
Other Financing Sources	9,500	200,000	209,500	200,000
Total Revenues	40,687,492	2,700,000	43,387,492	2,700,000
<i>Other Funds</i>	<i>4,430,497</i>	<i>0</i>	<i>4,430,497</i>	<i>0</i>
Total Financing	45,117,989	2,700,000	47,817,989	2,700,000
Expenditures				
Services & Supplies	43,743,076	2,700,000	46,443,076	2,700,000
Other Charges	11,872	0	11,872	0
Fixed Assets	416,757	0	416,757	0
Contingencies	946,284	0	946,284	0
Total Expenditures	45,117,989	2,700,000	47,817,989	2,700,000

Explanation

To realign the 2017-18 Road Fund Budget for additional resources added in response to the damage incurred as a result of the 2016/2017 storms.

Funding Source

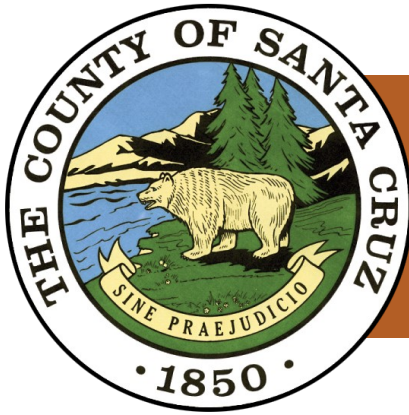
Add revenue for additional transportation funding provided with the passage of SB 1, additional funding for provided through Other Waste Hauler Payments, and Operating Transfer in as included in the SCCSD FY17-18 Budget.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
621000	40460	ST-HIGHWAY USER TAX	1,800,000	1,800,000
621000	41847	OTHER WASTE HAULER		
621000	42462	PAYMENTS	700,000	700,000
		OPERATING TRANSFERS IN	200,000	200,000
		Total Financing	2,700,000	2,700,000
621000	62330	DPW SERVICES	2,700,000	2,700,000
		Total Expenditures	2,700,000	2,700,000

**PUBLIC SAFETY &
JUSTICE**





ANIMAL CONTROL SERVICES SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Page 243

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
<i>General Fund Contribution</i>	1,323,942	120,351	1,444,293	120,351
Total Financing	1,323,942	120,351	1,444,293	120,351
Expenditures				
Other Charges	1,323,942	120,351	1,444,293	120,351
Total Expenditures	1,323,942	120,351	1,444,293	120,351

Explanation

On May 15, 2017, the Santa Cruz County Animal Shelter (SCCAS) joint powers authority approved the 17-18 Proposed Budget which included Capitola rejoining as a full member. In addition, the SCCAS approved a new membership formula based on 50% population; 25% calls for service; and 25% animal impounds which will be implemented over the next four years. The financial supplemental reflects the County's increased contribution of \$120,351.

Funding Source

Funds have been set aside in Contingencies to address the increased contribution from the County.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
		<i>General Fund Contribution</i>	120,351	120,351
		Total Financing	120,351	120,351
131820	75231	Contributions to Other Agencies	120,351	120,351
		Total Expenditures	120,351	120,351



EMERGENCY SERVICES SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY: 911 CENTER

2017-18 Proposed Budget Pages 273-276

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Charges for Services	880,572	(80,572)	800,000	(80,572)
Total Revenues	880,572	(80,572)	800,000	(80,572)
<i>General Fund Contribution</i>	<i>564,301</i>	<i>154,000</i>	<i>718,301</i>	<i>154,000</i>
Total Financing	1,444,873	73,428	1,518,301	73,428
Expenditures				
Services & Supplies	1,233,390	26,087	1,259,477	26,087
Other Charges	211,483	47,341	258,824	47,341
Total Expenditures	1,444,873	73,428	1,518,301	73,428

Explanation

Expenditure adjustments of \$73,428 reflect the County's share of the Santa Cruz Regional 911 proposed FY 17/18 budget increase.

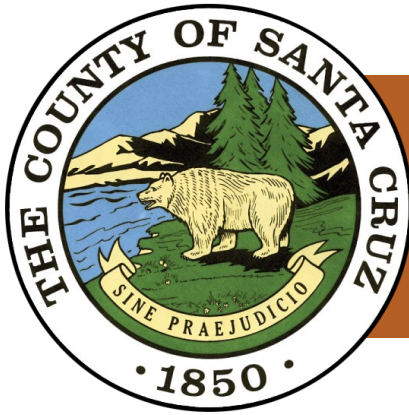
An Emergency Response Fee (ERF) is assessed on telephone landlines which funds 911 Center operations. Due to increased use of cellular phones, and declining use of landlines, ERF revenue is projected to be reduced by \$80,572.

Funding Source

Increased General Fund contribution.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: 911 CENTER

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
333540	42462	Operating transfer-in	(80,572)	(80,572)
		<i>General Fund Contribution</i>	<i>154,000</i>	<i>154,000</i>
		Total Financing	73,428	73,428
303100	62328	911 Dispatch Svcs	26,087	26,087
303100	75226	Contrib to Debt Service	47,341	47,341
		Total Expenditures	73,428	73,428



PUBLIC DEFENDER SUPPLEMENTAL BUDGET • FY 2017-18

CRIMINAL DEFENSE CONFLICTS PROGRAM

Board Date: June 22, 2017
Date: May 10, 2017
To: The Board of Supervisors
From: Dana McRae, County Counsel
Tamyra Rice, Assistant County Counsel
Subject: Report on the Criminal Defense Conflicts Program (CDCP)

On December 1, 2014, the County launched a new Criminal Defense Conflicts Program (CDCP) administered by the Office of the County Counsel. Members of the Santa Cruz County Criminal Defense Bar supported the establishment of the Program as well as the Superior Court Judges. The County welcomed the opportunity to better manage County finances, confirm client eligibility for services and explore options for recovery.

With an established panel of private defense attorneys, the CDCP Administrator nominates panel attorneys to be appointed by the Judges to represent indigent defendants- both adult and juvenile, who are facing criminal charges, have habeas corpus matters or misdemeanor appeals. The CDCP Administrator authorizes all claims for reimbursement and requests for funding for ancillary defense services by the panel attorneys, as well as the Public Defender's Office and the two alternate public defender firms.

The local criminal defense community is still very satisfied with the Program. The workload remains more evenly distributed among panel attorneys. Requests for ancillary defense services and claims are getting processed more expeditiously, often within 24-hours. The Superior Court Judges continue to remark on the efficiency and appropriateness of the appointments as well as the high quality of the panel.

With regard to ensuring training opportunities, the CDCP Administrator continues to distribute announcements regarding free Mandatory Continuing Legal Education presentations, relevant legal treatises, case summaries and power point presentations to the panel attorneys, keeping them apprised of current legal issues. Through the efforts of the CDCP Administrator, panel attorneys participate in a Bay Area criminal defense "Google group," which allows them to post queries, share research and view legal briefs.

CRIMINAL DEFENSE CONFLICTS PROGRAM

With respect to a defendant's financial eligibility for appointment of counsel and the options for recovery, the CDCP Administrator initiated discussions with the Courts, which led to the Court's creation of a new local court form. Whenever a defendant requests counsel, the Courts require that this new form be completed to determine eligibility and to ascertain the possibility of recovering attorney fees and costs. The forms are then screened by the CDCP Administrator for the possibility of recovering attorney fees and costs.

Given the positive feedback from the local criminal defense bar and the Superior Court, your Board made the Program permanent last June 2016. The Program continues to achieve all of its stated goals, at a reasonable cost. The CDCP statistics are attached. The Program's overall cost for fiscal year 2015-16 is lower than the overall cost incurred for conflict cases in FY 09-10, FY 10-11 and FY 11-12, and FY 12-13. Although the overall Program cost exceeded the total FY 13-14 cost by approximately \$136,000, this excess is attributable to an increase in the hourly attorney rate from \$100 to \$115 and an increase in the number of homicide cases from one in FY 13-14 to eleven in FY 15-16. The total case cost for the eleven homicide cases exceeds more than half of the overall Program cost in FY 15-16.

It is therefore RECOMMENDED that your Board take the following actions:

- Accept and approve the CDCP FY 15-16 Report; and
- Accept and approve the CDCP budget as part of the Public Defender budget.

Submitted by:



Dana McRae, County Counsel

Dana McRae, County Counsel

Recommended:

Susan A. Mauriello, County Administrative Offices

Attachments

CDCP Statistics for Fiscal Year 2015-16

Copy to: Alex Calvo, Superior Court
 The Honorable Denine Guy, Presiding Judge, Superior Court
 Lisa McCamey, President, Santa Cruz County Criminal Defense Bar
 Larry Biggam, Public Defender
 Mitchell Page, Page & Dudley
 Tom Wallraff, Wallraff & Associates

ATTACHMENT: CDCP STATISTICS FOR FY 2015-16

In Fiscal Year 2015-16, the Criminal Defense Conflicts Program Panel consisted of 23 independent defense attorneys. The Courts requested 54 new appointments over the fiscal year. Claims submitted by panel attorneys involved 11 adult homicides; 5 adult complex-serious felony cases; 8 adult serious felonies; 14 adult non-serious felonies; 22 adult misdemeanors; 1 juvenile homicide; 3 juvenile serious felonies; 4 juvenile non-serious felonies; 5 juvenile misdemeanors; 11 misdemeanor appeals; 1 writ petition; 1 advice of witness case; and 3 miscellaneous appearances.

Below are tables that analyze all of the claims submitted by panel attorneys in FY 2015-16.

**Fiscal Year 2015-16
All Claims Submitted By Panel Attorneys**

Attorney Name	Attorney Fees	Other Fees	Total Cost	# of Cases	Average Cost/Case
Angel	3,375	1,103	4,478	3	1,493
Brennan	5,710	124	5,834	11	530
Buentello	1,150	0	1,150	3	383
Caballero	0	0	0	0	0
Dumars	14,460	286	14,746	8	1,843
Fox	52,682	2,902	55,584	2	27,792
George	275	0	275	1	275
Gettleman	2,500	385	2,885	2	1,443
Gigarjian	39,296	14,402	53,697	1	53,697
Hackett	43,226	7,733	50,959	9	5,662
Husic	3,250	139	3,389	2	1,694
Lambros	10,304	2,666	12,969	2	6,485
Leeming	31,806	0	31,806	1	31,806
Marinho	450	0	450	2	225
McCamey	35,351	9,273	44,624	1	44,624
Nelson	7,750	0	7,750	4	1,938
Nieto	5,175	0	5,175	6	863
Rorty	42,758	36,156	78,915	2	39,457
Shallberg	33,940	0	33,940	8	4,242
Stadlin	7,475	188	7,663	3	2,554
Stevens	12,200	754	12,954	10	1,295
Wasley	7,375	42	7,418	4	1,854
Weese	20,215	0	20,215	4	5,054
TOTAL	380,720	76,153	456,873	89	5,133

During the first full calendar year of the Program, the average case cost came to \$7,139. In FY 2015-16, the average case cost was \$5,133. The average case cost for FY 2015-16 is surprisingly low given an unprecedented caseload of 11 homicides.

ATTACHMENT: CDCP STATISTICS FOR FY 2015-16

Currently, nine panel attorneys are representing 11 defendants who are charged with homicide as shown below.

Fiscal Year 2015-16 Claims Submitted By Panel Attorneys For the Homicide Cases

Attorney Name	Attorney Fees	Other Fees	Total Cost	# of Cases	Average Cost/ Case
Fox	52,682	2,902	55,584	2	27,792
Gigarjian	39,296	14,402	53,697	1	53,697
Hackett	2,818	0	2,818	1	2,818
Leeming	31,806	0	31,806	1	31,806
McCamey	35,351	9,273	44,624	1	44,624
Rorty	25,887	25,684	51,571	1	51,571
Shallberg	29,965	0	29,965	2	14,982
Stevens	5,750	101	5,851	1	5,851
Weese	15,215	0	15,215	1	15,215
TOTAL	238,767	52,362	291,129	11	26,466

In FY 2013-14, there was only one homicide case handled by a 4th level conflict attorney. His attorney's fees were \$35,790 and other costs were \$4,411, for a total of \$40,201.

For calendar year 2015, there were 10 defendants charged with homicide. The average total cost for a homicide case was \$27,427.

In FY 2015-16, there were 11 defendants charged with homicide resulting in an average case cost of \$26,466. Since the inception of the Program, average case costs for homicide cases have been lower, despite the hourly attorney fees increasing from \$100 to \$115.

ATTACHMENT: CDCP STATISTICS FOR FY 2015-16

The table below shows the average total costs for the Program caseload without the homicide cases.

Fiscal Year 2015-16 Claims Submitted by Panel Attorneys Without the Homicide Cases

Attorney Name	Attorney Fees	Other Fees	Total Cost	# of Cases	Average Cost/ Case
Angel	3,375	1,103	4,478	3	1,493
August	0	0	0	0	0
Brennan	5,710	124	5,834	11	530
Buentello	1,150	0	1,150	3	383
Caballero	0	0	0	0	0
Dumars	14,460	286	14,746	8	1,843
George	275	0	275	1	275
Gettleman	2,500	385	2,885	2	1,443
Hackett	40,408	7,733	48,141	8	6,018
Husic	3,250	139	3,389	2	1,694
Lambros	10,304	2,666	12,969	2	6,485
Marinho	450	0	450	2	225
Nelson	7,750	0	7,750	4	1,938
Nieto	5,175	0	5,175	6	863
Rorty	16,871	10,472	27,343	1	27,343
Shallberg	3,975	0	3,975	6	663
Stadlin	7,475	188	7,663	3	2,554
Stevens	6,450	653	7,103	9	789
Wasley	7,375	42	7,418	4	1,854
Weese	5,000	0	5,000	3	1,667
TOTAL	141,953	23,791	165,744	78	2,125

In FY 2015-16, the average case cost without the 11 homicide cases is \$2,125, which is slightly lower than the average case cost without these cases in calendar year 2015.

By removing the 11 homicide cases from the equation and adding in the average case cost of \$26,466 for one homicide case, the average case cost comes to \$2,433. This is only slightly higher than the average case cost of \$2,209 in FY 2013-14 when there was only one homicide case.

The following table shows the complex serious felonies, other than homicides, for which panel attorneys submitted claims in FY 2015-16.

Fiscal Year 2015-16 Claims Submitted by Panel Attorneys For Complex Serious Felonies

Attorney Name	Attorney Fees	Other Fees	Total Cost	# of Cases	Average Cost/ Case
Brennan	1,910	142	2,052	1	2,052
Dumars	5,060	76	5,136	1	5,136
Hackett	33,958	7,733	41,691	1	41,691
Lambros	9,304	1,371	10,675	1	10,675
Rorty	16,871	10,472	27,343	1	27,343
TOTAL	67,103	19,795	86,898	5	17,380

ATTACHMENT: CDCP STATISTICS FOR FY 2015-16

In FY 2015-16, the average case cost for complex serious felonies was \$17,380. Costs are relatively high given that two of the above-referenced complex serious felony cases went to trial, one lasting 17 days, and the other 14 days, totaling approximately \$50,800 in attorney's fees and \$18,206 in other case costs.

The table below shows case costs by case types.

**Fiscal Year 2015-16
Case Costs by Case Type**

Case Type	Attorney Fees	Other Fees	Total Costs	# of Cases	Avg Cost/Case
Adult Class 4 Homicides	238,767	52,362	291,129	11	26,466
Class 4 Complex Felonies	67,103	19,795	86,898	5	17,380
Class 3 Serious Felonies	10,975	2,469	13,444	8	1,681
Class 2 Non-Serious Felonies	9,625	385	10,010	14	715
Class 1 Misdemeanors	15,425	389	15,814	22	719
Juvi Class 4 Homicides	775	0	775	1	775
Ju Class 4 Complex Felonies	0	0	0	0	0
Ju Class 3 Serious Felonies	3,875	629	4,504	3	1,501
Ju Class 2 Non-Serious Felonies	3,950	0	3,950	4	988
Ju Class 1 Misdemeanors	2,375	24	2,399	5	480
Misdemeanor Appeals	25,600	58	25,658	11	2,333
Writs	1,775	42	1,818	1	1,818
Advice of Witness	300	0	300	1	300
Other	175	0	175	3	58
TOTAL	380,720	76,153	456,873	89	5,133

The tables below show the trends handled by independent counsel.

Average Cost Per Case						
FY 09-10	FY10-11	FY 11-12	FY 12-13	FY 13-14	CY 2015	FY 15-16
3,296	4,971	4,480	3,751	2,209	7,139	5,133

Attorney Fees						
FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	CY 2015	FY 15-16
463,968	348,612	434,295	472,825	274,763	421,179	380,720

Other Fees						
FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	CY 2015	FY 15-16
66,634	153,461	125,707	52,324	45,566	92,502	76,153

CLEAN SLATE PROGRAM

Board Date: June 22, 2017
Date: June 5, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: Financial Supplemental for Clean Slate Program

The Public Defender, under the direction of the law firm of Biggam, Christensen and Minsloff, continues to provide legal services to file applications for Proposition 47 relief. Initially when Proposition 47 passed on November 4, 2014, the Public Defender focused on reductions for individuals with pending cases or who appeared for probation reviews or violations. Since Proposition 47 requires outreach, client screening, preparing, filing and, when necessary, litigating the reduction of eligible felonies, the Public Defender assigned an attorney as a central point of contact for cases and hired a paralegal to search court and office records and to conduct proactive outreach.

The firm's current contract with the County has been used to support the attorney, while a separate appropriation in the amount of \$50,000 has been used to support the paralegal. Since California voters approved Proposition 47, the Public Defender has reviewed cases for 2,995 individuals as follows:

- 585 applications filed in 2015;
- 2,150 applications filed in 2016; and
- 260 applications filed so far in 2017.

In addition, the Public Defender has dramatically increased its record change and clearance efforts with the creation of a "Clean Slate Program" in January 2017. Through this program, the Public Defender works with County representatives, agencies and local non-profits to inform and reach people who can benefit from their services. This work includes PC 1203.4 dismissal assistance, PC 17(b) reductions, Certificates of Rehabilitation, and Proposition 47 and Proposition 64 reductions. Proposition 64, which passed on November 8, 2016, triggers screening, preparation, filing, and, if needed, litigating the reduction or dismissal of eligible marijuana cases.

The Public Defender reassigned an attorney from the misdemeanor caseload to the program, which has served 150 individuals since the start of the year and has an active caseload of 75. In order to sustain this new assignment, the Public Defender requests an increase of \$150,000 as shown in the attached supplemental financial item. Without this additional funding, the Public Defender will be unable to provide the full scope of services offered by the Clean Slate Program. The increase is also included in Contract 18C0147B on the Continuing Agreements List.

It is, therefore, RECOMMENDED that your Board:

- Approve the supplemental financial item for the Public Defender and incorporate the change in the FY 2017-18 Budget.

Submitted by:


Susan A. Mauriello, County Administrative Officer

Attachments:

Financial Supplemental

SUPPLEMENTAL BUDGET SUMMARY: CLEAN SLATE PROGRAM

2017-18 Proposed Budget Pages 293-296

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Intergovernmental	67,609	0	67,609	0
Charges for Services	53,000	0	53,000	0
Total Revenues	120,609	0	120,609	0
<i>General Fund Contribution</i>	<i>11,053,097</i>	<i>150,000</i>	<i>11,203,097</i>	<i>150,000</i>
Total Financing	11,173,706	150,000	11,323,706	150,000
Expenditures				
Services & Supplies	11,173,706	150,000	11,323,706	150,000
Total Expenditures	11,173,706	150,000	11,323,706	150,000

Explanation

The County has been funding a paralegal for the Proposition 47 work since 2015-16, and this Supplemental Budget Request supports the addition of an attorney assigned to the Clean Slate Program.

Funding Source

Contingencies

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: CLEAN SLATE PROGRAM

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
131375	98700	Contingencies	150,000	150,000
		Total Financing	150,000	150,000
591000	62385	Public Defender Contract	150,000	150,000
		Total Expenditures	150,000	150,000

PUBLIC DEFENDER SERVICES

Board Date: June 22, 2017
Date: June 5, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: Contracts for Public Defender Services

As you may be aware, the current contracts for public defender services expire on June 30, 2018. The County currently has three agreements: the main contract with Biggam, Christensen and Minsloff, and two conflicts contracts with Page, Salisbury & Dudley and Wallraff & Associates. These longstanding justice partners, by all accounts, have provided superior service to the County, the Courts and the residents of the County.

As changes to the structure for public defender services would be time consuming and complex, the contract with the main firm provides that "...In August 2016, the parties will begin discussions for the purposes of either extending this agreement beyond June 2018, or planning to transition to the Public Defender function to the County..." In August 2016, the main firm advised the County of their willingness to negotiate a successor agreement. The conflicts contracts specify that "...In August 2017, the parties shall begin negotiations for the purpose of determining whether the parties will execute a new contract, and if so, a contract compensation level for 2018-19 and any subsequent years. In the event that an agreement on the renewal is not reached contractor will cooperate in the orderly transition of assigned cases..." In May, we were advised of the willingness of the two firms to continue providing services.

Based upon the willingness of the three firms to continue to provide services to the County, we met with the principals to discuss extending the contracts and came to an agreement to continue discussions through the summer and return to the Board in September 2017 with recommended contract extensions.

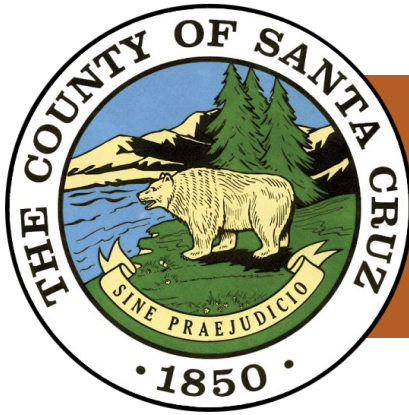
It is, therefore, **RECOMMENDED** that your Board:

- Direct the County Administrative Officer to return in September 2017 with recommended contract extensions.

Submitted by:



Susan A. Mauriello, County Administrative Officer



SHERIFF-CORONER SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY: SERVICE DOG PROGRAM

2017-18 Proposed Budget Pages 302-305

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Licenses & Permits	83,520	0	83,520	0
Fines & Assessments	125	15,000	15,125	15,000
Use of Money	2,500	0	2,500	0
Intergovernmental	4,257,509	156,000	4,413,509	156,000
Charges for Services	4,467,145	54,000	4,521,145	54,000
Miscellaneous	30,200	0	30,200	0
Other Financing Sources	10,867	0	10,867	0
Total Revenues	8,851,866	225,000	9,076,866	225,000
<i>General Fund Contribution</i>	<i>28,714,503</i>	<i>0</i>	<i>28,714,503</i>	<i>0</i>
Total Financing	37,566,369	225,000	37,791,369	225,000
Expenditures				
Salaries & Benefits	30,058,407	0	30,058,407	0
Services & Supplies	7,214,189	0	7,214,189	0
Other Charges	215,273	0	215,273	0
Fixed Assets	78,500	72,000	150,500	72,000
Other Financing Uses	0	153,000	153,000	153,000
Total Expenditures	37,566,369	225,000	37,791,369	225,000

SUPPLEMENTAL BUDGET SUMMARY: SERVICE DOG PROGRAM

Explanation

In the 2017-18 Proposed Budget, the Sheriff's Office has requested the mid-year funding of a Sheriff's Sergeant to supervise the Service Dog Program (aka Canine Unit) with offsetting revenue. The Sheriff's Office also needs to purchase three canine vehicles (\$153,000), associated mobile data computers and radios (\$27,000) and three service dogs (\$45,000), which are included in this Supplemental Budget Request with offsetting revenue (\$225,000). General Services has a corresponding financial supplemental for the purchase of the vehicles. The Sheriff's Office developed the Service Dog Program in response to an increasing number of calls for service related to lost or missing persons, alarm calls, violent crimes in progress and the apprehension of violent criminals and fleeing suspects. This has been a highly successful program and has served our community since 1997.

Funding Source

CalMMet Trust	156,000
Civil Trust	54,000
Federal Asset Forfeiture	15,000
Total Funding	225,000

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: SERVICE DOG PROGRAM

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
661200	41150	Contr. Govt Agencies	156,000	156,000
661200	41548	Other Law Enf Services	54,000	54,000
661200	40414	Drug Forfeiture	15,000	15,000
		Total Financing	225,000	225,000
661300	90000	Operating Transfer Out	153,000	153,000
661300	86204	Fixed Asset	45,000	45,000
661300	86209	Mobile Fixed Asset	27,000	27,000
		Total Expenditures	225,000	225,000

SUPPLEMENTAL BUDGET FIXED ASSET DETAIL: SERVICE DOG PROGRAM

GL Key	Quantity	Description	New (N)/ Replace (R)	Amount
661300	3	Service Dogs	N	45,000
661300	3	Mobile Data Computers and Radios	N	27,000
		Total Fixed Assets		72,000

DIVISION OF RE-ENTRY

Board Date: June 22, 2017
Date: May 23, 2017
To: The Board of Supervisors
From: Jim Hart, Sheriff-Coroner
Subject: Financial Supplement for Division of Re-Entry

The Sheriff's Office has proposed creating a Division of Re-Entry for the purpose of supporting comprehensive case management, starting in-custody and continuing into the community. The new program would be staffed by three Mental Health Client Specialists (MHCS) in the Health Services Agency and a Program Coordinator in the Sheriff's Corrections Bureau.

In FY 2017-18, the program would cost \$353,831 and result in no overall change in Net County Cost from that presented in the Proposed Budget. The Inmate Welfare Fund and AB109 revenue will be used to support program expenditures as follows:

Revenues

Inmate Welfare Fund	\$191,831
<u>AB109 Treatment</u>	<u>\$162,000</u>
Total	\$353,831

Expenditures

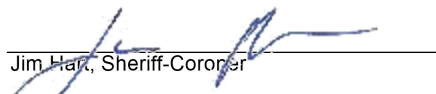
Mental Health Client Specialists	\$267,624
<u>Program Coordinator</u>	<u>\$86,207</u>
Total	\$353,831

This supplemental financial item provides \$191,831 from the Inmate Welfare Fund to support the Program Coordinator (\$86,207) and a portion of the MHCS positions (\$105,624). On May 1, 2017, the Community Corrections Partnership approved an allocation of \$162,000 in AB109 treatment funding to cover the remaining cost of the MHCS positions. These funds are already included in the Proposed Budget for Probation, and the Supplemental Budget includes a corresponding item for the Health Services Agency.

It is, therefore, RECOMMENDED that your Board:

- Approve the supplemental financial items for the Sheriff-Coroner and incorporate these changes in the FY 2017-18 Budget.

Submitted by:


Jim Hart, Sheriff-Coroner

Jim Hart, Sheriff-Coroner

Recommended:

Susan A. Mauriello, County Administrative Officer

Attachment:

Financial Supplemental

SUPPLEMENTAL BUDGET SUMMARY: DIVISION OF RE-ENTRY

Division: Corrections Bureau

2017-18 Proposed Budget Pages 308-311

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Use of Money	600	0	600	0
Intergovernmental	13,403,366	0	13,403,366	0
Charges for Services	1,397,959	191,831	1,589,790	191,831
Miscellaneous	40,125	0	40,125	0
Total Revenues	14,842,050	191,831	15,033,881	191,831
<i>General Fund Contribution</i>	<i>14,608,956</i>	<i>0</i>	<i>14,608,956</i>	<i>0</i>
Total Financing	29,451,006	191,831	29,642,837	191,831
Expenditures				
Salaries & Benefits	20,745,461	86,207	20,831,668	86,207
Services & Supplies	8,599,842	0	8,599,842	0
Other Charges	105,703	105,624	211,327	105,624
Total Expenditures	29,451,006	191,831	29,642,837	191,831

Explanation

The Sheriff's Office has proposed creating a Division of Re-Entry for the purpose of supporting comprehensive case management, starting in-custody and continuing into the community. This Supplemental Budget Request provides \$191,831 from the Inmate Welfare Fund to support a Program Coordinator in the Corrections Bureau and three Mental Health Client Specialists (MHCS) in the Health Services Agency to staff the new program. On May 1, 2017, the Community Corrections Partnership approved an allocation of \$162,000 in AB109 treatment funding to support the MHCS positions. These funds are already included in the Proposed Budget for Probation, and the Supplemental Budget includes a corresponding item for the Health Services Agency.

Funding Source

Inmate Welfare Fund

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL: DIVISION OF RE-ENTRY

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
662110	41220	Accounting Fees (IWF)	191,831	191,831
		Total Financing	191,831	191,831
662110	75330	HSA Cost Allocation	105,624	105,624
662110	51000	Regular Pay	60,507	60,507
662110	52010	OASDI	4,628	4,628
662110	52015	PERS	11,375	11,375
662110	53010	Employee Insurance	9,697	9,697
		Total Expenditures	191,831	191,831

SUPPLEMENTAL BUDGET STAFFING: DIVISION OF RE-ENTRY

GL Key	Range	Classification	FTE	Action	Position Code
662110	BV	Program Coordinator	1.0	Add	TBD
		Total	1.00		

CAPITAL PROJECTS





CAPITAL PROJECTS SUPPLEMENTAL BUDGET • FY 2017-18

PARK DEDICATION FUNDS

Board Date: June 20, 2017
Date: June 6, 2017
To: The Board of Supervisors
From: Jeff Gaffney, Director of Parks, Open Space & Cultural Services
Subject: Correction to County Capital Improvements

In the new budget presentation format of the 2017-18 Proposed Budget, the Park Dedication Funds and Fund 49-Parks Special Capital Projects are presented in a summary fashion on pages 326-327 in the Capital Projects section. Additional information for individual Park Dedication Funds can also be found in Schedule 2 on page 426. Additional detail on individual Capital Projects can be found in the Proposed 2017-18 Capital Improvement Program.

In order to provide more detail on the funding for individual projects, and to present the detail in a format consistent with previous budget documents, staff has prepared the attached schedule which deletes the summary version and offers a more complete presentation of expenditures in the Park Dedication Funds and Fund 49-Parks Special Capital Projects. It should be noted that the detailed presentation includes only capital expenditures (excludes operating transfers and debt service) which is also consistent with the previous budget format. Available fund balances are appropriated in an account referred to as "Land Purchase".

It is, therefore, **RECOMMENDED** that your Board:

- Accept and file this report.

Submitted by:

Jeff Gaffney, Director

Recommended:

Susan A. Mauriello, County Administrative Officer

PARK DEDICATION FUNDS

Project ID	Project	Adopted 2016-17	Estimated 2016-17	Recommended 2017-18	Total Allocation
	Land Use & Community Services				
191030	S&I-640 CAPITOLA RD	913,875	913,875	0	913,875
191077	S&I-1432 FREEDOM-AGRIC EXT	26,300	26,300	0	26,300
191143	PRKS-QUAIL HOLLOW RCH	0	0	0	0
191148	S&I-SIMPKINS CNTR 17TH AVE	75,000	75,000	0	75,000
191152	PRKS-PRKS & REC-OTHER	2,483,739	2,483,739	0	2,483,739
191162	PRKS & REC-2015B CERTS PROJ	982,178	982,178	0	982,178
191875	S&I-TWN LAKES BCHFRNT	249,999	249,999	0	249,999
191876	S&I-UPPER PORTER ST	0	0	0	0
191877	S&I-HEART OF SOQUEL	0	0	0	0
192015	S&I-APTOS BYPASS	0	0	0	0
192030	S&I-ANNA JEAN CUMMINGS PK	0	0	0	0
192105	S&I-MORAN LAKE	0	0	0	0
192135	S&I-PINTO LAKE PHASE II-B	0	0	0	0
194911	STATE PARK BONDS ADMIN	0	0	0	0
194920	APTOS PARK I 02 SPECIAL FD	13,265	9,855	3,495	13,350
194926	LIVE OAK PARK I 03 SPECIAL FD	113,415	500,000	115,919	615,919
194933	SOQUEL PARK II 07 SPECIAL FD	205,533	204,196	1,908	206,104
194950	PARK DED APTOS	484,441	455,048	55,393	510,441
194951	PARK DED APTOS HILLS	103,454	90,423	18,031	108,454
194952	PARK DED BONNY DOON	56,872	0	62,652	62,652
194953	PARK DED CARBONERA	160,415	41,565	135,650	177,215
194954	PARK DED EUREKA	157,617	141,919	19,166	161,085
194955	PARK DED LA SELVA	31,107	11,757	20,350	32,107
194956	PARK DED LIVE OAK	290,062	213,062	107,300	320,362
194957	PARK DED NORTH COAST	12,575	10,841	1,734	12,575
194958	PARK DED PAJARO	66,703	55,101	57,952	113,053
194959	PARK DED SALSIPUEDES	74,357	3,214	71,143	74,357
194960	PARK DED SAN ANDREAS	6,400	5,112	2,088	7,200
194961	PARK DED SAN LORENZO	46,393	46,393	7,400	53,793
194962	PARK DED SKYLINE	100,203	19,301	83,792	103,093
194963	PARK DED SOQUEL	420,283	373,883	55,000	428,883
194964	PARK DED SUMMIT	115,945	53,431	67,138	120,569
194965	PARK DED ALBA REC	488	0	491	491
194966	PARK DED BOULDER CREEK REC	9,905	0	12,445	12,445
194967	PARK DED LA SELVA REC	65,618	0	78,386	78,386
194968	PARK DED OPAL REC	11,782	0	12,902	12,902
194980	PARK DED CERTS RESERVE	11,474	0	11,655	11,655
194990	PARK DED FUND INTEREST	9,688	9,688	15,938	25,626
197100	CAP PROJECTS CONTINGENCY	65,814	65,814	6,357	72,171
197117	ARANA GULCH	0	0	0	0
197134	SIMPKINS SWIM CENTER	0	0	0	0
197137	FELT STREET PARK	0	0	0	0
197143	EAST CLIFF PARKWAY (32ND-41ST)	28,846	28,846	0	28,846

PARK DEDICATION FUNDS

Project ID	Project	Adopted 2016-17	Estimated 2016-17	Recommended 2017-18	Total Allocation
	Land Use & Community Services				
194920	APTOS PARK I-02 -SPECIAL FD	13,265	9,855	3,495	13,350
	Land Purchase	3,410	0	3,495	
	Buildings And Improvements				
	Seacliff Village Park	9,855	9,855	0	
194926	LIVE OAK PARK I-03 -SPECIAL FD	613,415	500,000	115,919	615,919
	Land Purchase	113,415	0	115,919	
	Buildings And Improvements				
	Chanticleer Park	500,000	500,000	0	
194933	SOQUEL PARK II-07 -SPECIAL FD	205,533	204,196	1,908	206,104
	Land Purchase	1,337	0	1,908	
	Buildings And Improvements				
	The Farm Park	204,196	204,196	0	
194950	PARK DED-APTOS	484,441	455,048	55,393	510,441
	Land Purchase	29,393	0	48,429	
	Buildings And Improvements				
	Aptos Park Center - Water Meter	3,446	3,446	0	
	Seacliff Village Park	267,844	267,844	0	
	Polo Grounds - Storage/pathway	4,805	4,805	0	
	Misc Park Improvements	14,308	14,308	0	
	Seascape Beach Access (Via Palo Alto, others)	50,000	50,000	0	
	Shore Trail	28,623	28,623	0	
	Carmichael Trail	6,571	6,571	0	
	Polo Grounds - Restroom, concession, and infrastructure improvements	36,415	36,415	0	
	Hidden Beach Playground	23,036	23,036	6,964	
	Seascape Park Playground	20,000	20,000		
194951	PARK DED-APTOS HILLS	100,061	86,490	18,031	108,454
	Land Purchase	13,571	0	7,928	
	Buildings And Improvements				
	Valencia Hall & Post Office - Preservation of structures	27,703	27,703	0	
	Freedom Lake - Water Hyacinth removal	34,819	34,819	0	
	Scott Park - Improvements	13,865	13,865	10,103	
	Gate at Valencia Hall/ Post Office	4,200	4,200	0	
	Demolish Structures at Freedom Lake	5,903	5,903	0	
194952	PARK DED-BONNY DOON	56,872	0	62,652	62,652
	Land Purchase	56,872	0	62,652	

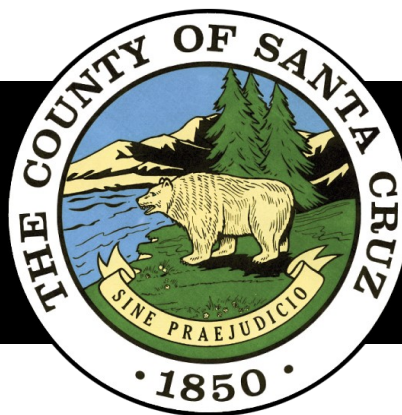
PARK DEDICATION FUNDS

Project ID	Project	Adopted 2016-17	Estimated 2016-17	Recommended 2017-18	Total Allocation
	Land Use & Community Services				
194953	PARK DED-CARBONERA	160,415	41,565	135,650	177,215
	Land Purchase	118,850	0	135,650	
	Buildings And Improvements			0	
	Michael Grey Field - Group picnic/field renovation	13,568	13,568	0	
	Ocean Street Extension- Erosion control/fencing	27,997	27,997	0	
194954	PARK DED-EUREKA	157,617	141,919	19,166	161,085
	Land Purchase	15,698	0	19,166	
	Buildings And Improvements			0	
	Aldridge Lane - Tennis Court resurfacing & play equipment	48,487	48,487	0	
	Bert Scott Estate - Public access improvements, roof	93,432	93,432	0	
194955	PARK DED-LA SELVA	31,107	11,757	20,350	32,107
	Land Purchase	19,350	0	20,350	
	Buildings And Improvements				
	Misc Park Improvements-Access and Development	11,757	11,757	0	
194956	PARK DED-LIVE OAK	290,062	213,062	107,300	320,362
	Land Purchase	77,000	0	33,812	
	Buildings And Improvements				
	Moran Lake Park Improvements		3,000	0	
	Simpkins Capstone Turbines	10,030	10,030	73,488	
	Chanticleer Park	127,984	127,984	0	
	Beach Access Improvements	50,000	50,000	0	
	Brommer Park Improvements	22,048	22,048	0	
194957	PARK DED-NORTH COAST		10,841	1,734	12,575
	Land Purchase	1,734	0	1,734	
	Buildings And Improvements				
	North Coast Beaches Improvements	10,841	10,841	0	
194958	PARK DED-PAJARO		55,101	57,952	113,053
	Land Purchase	11,602	0	46,350	
	Buildings And Improvements				
	Pinto Lake Park Improvements	22,823	22,823	11,602	
	Pinto Lake Park Septic Replacement System	0	0	0	
	Pinto Lake Park - Building Improvements	7,653	7,653	0	
	Mesa Village Park Improvements	24,625	24,625	0	
194959	PARK DED-SALSIPUEDES	74,357	3,214	71,143	74,357
	Land Purchase	71,143	0	71,143	
	Buildings And Improvements				
	Future Park Improvements-Planning & Development	3,214	3,214	0	

PARK DEDICATION FUNDS

Project	Project	Adopted	Estimated	Recommended	Total
	Land Use & Community Services				
194960	PARK DED-SAN ANDREAS	1,288	0	2,088	2,088
	Land Purchase	1,288	0	2,088	
194961	PARK DED-SAN LORENZO		3,192	0	3,192
	Buildings And Improvements				
	Felton Covered Bridge	3,192	3,192	0	
194962	PARK DED-SKYLINE	100,203	19,301	83,792	103,093
	Land Purchase		0	83,792	
	Buildings And Improvements				
	Future Park Improvements-Planning & Development	19,301	19,301	0	
194963	PARK DED-SOQUEL	420,283	373,883	55,000	428,883
	Land Purchase	46,400	0	25,000	
	Buildings And Improvements				
	District Playground Improvements	15,213	15,213	0	
	Soquel Lions Park Improvements - Retaining wall		17,675	0	
	Willowbrook Park - Play area improvements, surfacing	24,548	24,548	0	
	The Farm Park	67,012	67,012	30,000	
	Heart of Soquel	249,435	249,435	0	
194964	PARK DED-SUMMIT	115,945	53,431	67,138	120,569
	Land Purchase		0	67,138	
	Buildings And Improvements				
	Loma Prieta School - Field Improvements	18,533	18,533	0	
	Loma Prieta School - Recreation Improvements	14,000	14,000	0	
	Future Park Improvements-Planning & Development		20,898	0	
194980	PARK DED-CERTS RESERVE	11,474	0	11,655	11,655
	Land Purchase	11,474	0	11,655	

COUNTY FINANCING





GENERAL COUNTY REVENUES SUPPLEMENTAL BUDGET • FY 2017-18

SUPPLEMENTAL BUDGET SUMMARY

2017-18 Proposed Budget Pages 343 - 346

	2017-18 Recommended Budget	2017-18 Supplemental Request	Recommended & Supplemental Total	Change from Recommended
All Funds				
Revenues				
Taxes	118,983,851	34,298	119,018,149	34,298
Licenses & Permits	4,722,692	188,702	4,911,394	188,702
Fines & Assessments	1,486,508	0	1,486,508	0
Use of Money	891,468	63,728	955,196	63,728
Intergovernmental	2,061,246	(151,147)	1,910,099	(151,147)
Charges for Services	54,460	0	54,460	0
Miscellaneous	100,000	(42,000)	58,000	(42,000)
Other Financing Sources	50,713	0	50,713	0
Total Revenues	128,350,938	93,581	128,444,519	93,581
<i>General Fund Contribution</i>	<i>(127,601,548)</i>	<i>0</i>	<i>(127,601,548)</i>	<i>0</i>
Total Financing	749,390	93,581	842,971	93,581
Expenditures				
Services & Supplies	118,840	93,581	212,421	93,581
Other Charges	1,383,463	0	1,383,463	0
Subtotal	1,502,303	93,581	1,595,884	93,581
<i>IntraFund Transfers</i>	<i>(752,913)</i>	<i>0</i>	<i>(752,913)</i>	<i>0</i>
Total Expenditures	749,390	93,581	842,971	93,581

Explanation

This Supplemental is provided to realign 2017-18 General County Revenues primarily for updated reduced estimates from HDL for Sales Tax (\$275,000) and Prop 172 (\$236,729) and reduced Transient Occupancy Tax (\$303,607) offset by increases in property taxes for Residual Distribution (\$300,447) and Penalties for Delinquencies (\$348,039), Garbage Franchise fees (\$188,702) based on current year to date actuals and other miscellaneous changes (21,852). It also increases professional and special services for increased costs for the Auditor-Controller-Treasurer-Tax Collector Cannabis business tax collection services (\$93,581). In addition, a realignment of current year appropriations is attached. It is anticipated that a final reconciliation will be available during the last day of budget hearings.

Funding Source

No Change to General Fund Contribution.

SUPPLEMENTAL BUDGET ACCOUNTING DETAIL

GL Key	GL Obj Key	Description	2017-18 Supplemental Request	2017-18 Supplemental Recommended
131220	40106	Residual Distribution	300,447	300,447
131220	40142	Penalties for Delinquencies	348,039	348,039
131220	40173	Sales and Use Tax	(275,000)	(275,000)
131220	40194	Deed Transfer Tax	(35,581)	(35,581)
131220	40206	Transient Occupancy Tax	(303,607)	(303,607)
131220	40284	Garbage Franchise Fees	188,702	188,702
131220	40495	Prop 172 Sales Tax	(236,729)	(236,729)
131220	40430	Interest Earnings	63,728	63,728
131220	41162	RDA Pass-Throughs	85,582	85,582
131220	42390	Unclaimed Money Escheated	(42,000)	(42,000)
		Total Financing	93,581	93,581
131220	62381	Prof. & Special Services	93,581	93,581
		Total Expenditures	93,581	93,581

REVENUE REALIGNMENT

BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. _____

On the motion of Supervisor _____

Duly seconded by Supervisor _____

The following resolution is adopted:

WHEREAS, the County of Santa Cruz is the recipient of funds in the amount of \$725,000 from residual distribution taxes; and

WHEREAS, this realignment of 2016-17 revenues and expenditures addresses an outstanding accounts receivable for Public Works for parks services during the period of time that the departments were consolidated. Costs are primarily for unreimbursed management charges. The unbilled costs are estimated between \$718,000 and \$746,000 for the four years of the consolidation. The changes have been provided to the Auditor-Controller to determine and verify the accounting method to be used, amounts and recommendations.

WHEREAS, the above-referenced funds are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code section 29130(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector accept the amount of \$725,000 for use by the General Purpose Revenues for the outstanding Public Works accounts receivable;

<u>GL Key</u>	<u>Revenue Object</u>	<u>JL Key</u>	<u>Account Name</u>	<u>Amount</u>
131220	40106		Residual Distribution	\$725,000

and that such funds be and are hereby appropriated as follows:

<u>GL Key</u>	<u>Expenditure Object</u>	<u>JL Key</u>	<u>Account Name</u>	<u>Amount</u>
131220	75231		Contributions to Other Agencies	\$725,000

REVENUE REALIGNMENT

PASSED AND ADOPTED BY THE Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 20____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSENT: SUPERVISORS _____

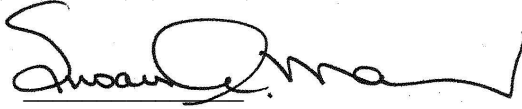
Chair of the Board

ATTEST:

Clerk of the Board

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) received within the current fiscal year.

By:


Department Head

Date: 6/7/17

COUNTY ADMINISTRATIVE OFFICER

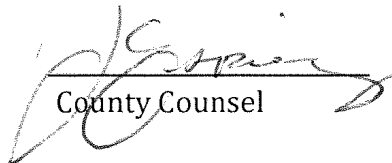
/X/

Recommended to Board

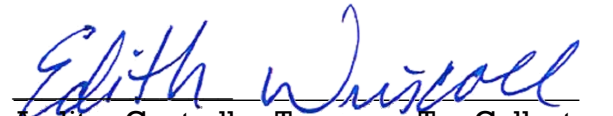
//

Not recommended to Board

APPROVED AS TO FORM:


County Counsel

APPROVED AS TO ACCOUNTING DETAIL:


Auditor-Controller-Treasurer-Tax Collector

Distribution:

Auditor-Controller-Treasurer-Tax Collector

County Counsel

County Administrative Officer

Originating Department



SECTION II: UNIFIED FEE SCHEDULE



UNIFIED FEE SCHEDULE SUPPLEMENTAL BUDGET • FY 2017-18

UNIFIED FEE SCHEDULE

Board Date: June 27, 2017
Date: May 30, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: 2017-18 Public Defender Budget and Contract

The Board of Supervisors may levy authorized fees or charges in amounts reasonably necessary to recover the costs of providing products or services and the cost of enforcing regulations. Attached are proposed revisions to the Unified Fee Schedule as identified by certain County departments. Fee information sheets are included to provide an explanation of the proposed fee changes. Only those pages of the Fee Schedule that show proposed fee changes have been included in this document. Exhibit A fees shall become effective July 1, 2017 while Exhibit B fees have a 60 day waiting period required by State law and shall become effective August 28, 2017.

Exhibit A:

The **Office of the Agricultural Commissioner** recommends changes in fees for certificates related to Phytosanitary Exports and Quarantine Compliance. Service fees for standby and re-inspection of heavy capacity and cattle scales are revised to reflect actual cost of providing the service and also includes a new portal-to-portal mileage charge.

The **Auditor-Controller Treasurer-Tax Collector** recommends a reduction in fees and updated verbiage related to providing tax roll information to special districts.

The **Office of Cannabis Licensing** recommends modifications to the licensing and registration fee structure. Amended licenses (following initial license issuance) will now require a deposit. The fee for site inspections has been increased to recover the costs of actually providing the service.

The **Health Services Agency** recommends modifications to fees for clinic services, medical marijuana card issuance, tobacco licensing and various environmental health services. Additionally, pursuant to federal guidelines as governed by federal Health Resources and Services Administration, all fees

UNIFIED FEE SCHEDULE

charged by a Federally Qualified Health Center (FQHC) are required to be reviewed and approved annually and as such, are included as part of the Unified Fee Schedule public hearing, though many fee amounts remain the same as prior year.

The **Information Services Department** is recommending changes in Geographical Information Systems (GIS) fees for programming and map printing to recoup the cost of providing the service.

The **Department of Parks, Open Space, and Cultural Services** recommends updating the definition of residency to include residents of the Boulder Creek Recreation District, in addition to the creation of new fees for the Boulder Creek Country Club. Increases in picnic and grounds rental rates, pool entry and rental fees are also recommended.

The **Public Works Department** recommends changes to solid waste and recycling fees to maintain baseline division and waste handling activities and increases to various encroachment permit, parking and traffic control device fees to recoup current costs.

The **Sheriff's Office** recommends new or modified fees for Sexual Assault Response Team and Forensic Services. Additionally, the booking fee for arrested persons has been reduced to reflect the actual cost of providing the service.

Exhibit B:

The **Planning Department** is a new at-cost fee for Environmental Violation Resolution, as well as two new fees related to Accessory Dwelling Unit conversions. Additionally, Biotic Review and Biotic Assessment fees are recommended to increase to the actual cost of providing the service.

The **Public Works Department** recommends changes to flood control fees to recoup current costs.

The proposed fee changes have been reviewed by County Counsel and are in compliance with Proposition 26.

IT IS THEREFORE RECOMMENDED that your Board:

- Hold a public hearing on the proposed amendments to the Unified Fee Schedule and adopt the attached resolution.

Submitted By:



Susan A. Mauriello, County Administrative Officer

cc:

Agriculture Commissioner, Auditor-Controller Treasurer-Tax Collector, Office of Cannabis Licensing Health Services Agency, Information Services Department, Parks Department, Planning Department, Public Works, Sheriff-Coroner

UNIFIED FEE SCHEDULE

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA
RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION REVISING THE UNIFIED FEE SCHEDULE

WHEREAS, the Board of Supervisors has previously enacted Resolution No. 375-82 which amended certain sections of the Santa Cruz County Code to provide that the fees previously specified therein shall henceforth be established by Resolution of this Board; and

WHEREAS, the Board has determined that it is necessary to adjust and consolidate the amount of certain fees previously established by either ordinance and/or resolution;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the fees and charges of the Unified Fee Schedule are hereby amended as presented in the attached Exhibit "A" and shall be effective July 1, 2017, or as specified in the Schedule.

BE IT FURTHER RESOLVED AND ORDERED that the fees set forth in the attached Exhibit "B" shall be effective sixty days after adoption by the Board.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 27th day of June, 2017 by the following vote:

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of said Board

ATTEST: _____

Clerk of said Board

APPROVED AS TO FORM:


Dana McRae, County Counsel

DISTRIBUTION: Each affected department

Exhibit A

Agricultural Commissioner



OFFICE OF THE AGRICULTURAL COMMISSIONER
COUNTY OF SANTA CRUZ, CALIFORNIA

JUAN HIDALGO
AGRICULTURAL COMMISSIONER
SEALER OF WEIGHTS AND MEASURES
DIRECTOR, MOSQUITO AND VECTOR CONTROL

DATE: May 8, 2017
TO: Members of the Board of Supervisors
FROM: Juan Hidalgo – Agricultural Commissioner *JH*
SUBJECT: Phytosanitary Export Certification Fee Increases and Update to Standby and Re-inspection Service Fee for Heavy Capacity Scales

Fees for Phytosanitary Export Certification and Certificates of Quarantine Compliance are being increased. Fee adjustments associated with these programs include document preparation fees, inspection and certification service fees during office business hours and after business hours. The proposed fee increases will recover costs incurred for the services provided.

The service fee for standby and re-inspection of heavy capacity and cattle scales is being revised to recover costs incurred for service provided. This fee will now also include a portal-to-portal mileage charge to recover the costs of equipment maintenance and certification.

County Counsel has reviewed the proposed fee changes.

JH:jh

Santa Cruz County Fee Information Worksheet

Department/Division: Ag Comm/ Wts & Measures

Index Code: 103300

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services:

Service fee for standby and re-inspection of heavy capacity and cattle scales.
The fee will now include a portal-to-portal mileage charge.

Proposed Fee Amount:

Standby and re-inspection fee for heavy capacity and cattle scales plus portal-to-portal mileage charge* \$134 per hour

*Portal-to-portal mileage charge for heavy capacity scales \$6.76 per mile

Justification for recommended fee:

The increase is based on analysis of increased salaries and benefits for inspectors to conduct work in FY 17/18 and equipment maintenance and certification costs.

Estimated annual revenue from fee adjustment: \$255

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

(Sub-object 41306)

Santa Cruz County Fee Information Worksheet

Department/Division: Agricultural Commissioner

Index Code: 103210

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services:

Phytosanitary export certificate preparation and inspection fees

Proposed Fee Amount:

Inspection for Certification during office hours (call fee)	\$46
County prepares export document (per document)	\$20
Company prepares export document (per document)	\$16
Added fee for inspection after hours	\$38

Justification for recommended fee:

The increase is based on analysis of increased salaries and benefits for staff to complete this work in FY 17-18. These fees were last updated in 2011.

Estimated Annual Revenue from Fee Adjustment: \$118,380

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐
(Sub-object 41306)

FEE CHANGES TABLE

Santa Cruz County Unified Fee Schedule Agricultural Commissioner Budget Unit – 103210/10300

Items	Current Fee	Proposed Fee	Unit
County prepares export document	\$18.00	<u>\$20.00</u>	Per lot inspection Per certificate
County prepares certificate of quarantine compliance (CQC)	\$13.00		Per certificate
Inspection for certification during office hours	\$42.00	<u>\$46.00</u>	Per call
Company prepares export document	\$13.00	<u>\$16.00</u>	Per lot inspection Per certificate
Added fee for inspection after hours	\$35.00	<u>\$38.00</u>	Per call
Inspections relating to compliance agreements	\$67.00		Per hour, half hour minimum charge Per hour
Inspection	\$20.00		Daily minimum
COMMERCIAL Devices, testing of (Res. 55-83) All charges to be on a portal-to-portal basis plus mileage charge as indicated. Based on schedule of fees as published by the Division of Measurement Standards as authorized by the California Business and Professions Code Section 12210.5			
Large Capacity Scales (all scales exceeding 3,000 lbs. capacity 10,000 lbs. to 40,000 lbs. GVW*	\$100.00		Per hour
More than 40,000 lbs. GVW*	\$130.00		Per hour
Retail Gasoline Dispensers	\$70.00		Per hour
Small Capacity Scales	\$85.00		Per hour

FEE CHANGES TABLE

Santa Cruz County Unified Fee Schedule Agricultural Commissioner Budget Unit – 103210/10300

Items	Current Fee	Proposed Fee	Unit
Wholesale Petroleum Meters	\$70.00		Per hour
Liquefied Petroleum Gas Meters	\$70.00		Per hour
All Other Commercial Devices	\$70.00		Per hour
*Mileage charge to be added for scale testing			
Per mile for any vehicle up to 10,000 lbs. GVW	\$1.50		Per mile
Per mile for vehicles 10,000 lbs. to 40,000 lbs. GVW	\$2.00		Per mile
Per mile for vehicles exceeding 40,000 lbs. GVW	\$2.50		Per mile
Standby and re-inspection fee for devices out of tolerance except for heavy capacity and cattle scales	\$67.00		Per hour, one half hour minimum charge Per hour
Standby and re-inspection fee for heavy capacity and cattle scales Standby and re-inspection fee for heavy capacity scales plus portal-to-portal mileage charge*	\$130.00	<u>\$134.00</u>	Per hour
*Portal-to-portal mileage charge		<u>\$6.76</u>	Per hour
Second reinspection for all devices will be subject to a one hour minimum charge	\$67.00		Per hour

**Auditor-Controller
Treasurer-Tax Collector**

COUNTY OF SANTA CRUZ

Auditor-Controller-Treasurer-Tax Collector's Office

To: Members of the Board of Supervisors
From: Laura Bowers, Chief Deputy Auditor-Controller
Date: May 5, 2017
Subject: Proposed Fee Decrease for Treasurer-Tax Collector

The Treasurer-Tax Collector's property tax software transitioned off the mainframe, and the cost and method generating tax roll files has decreased as a result. The Audit Division of the Auditor-Controller-Treasurer-Tax Collector's Office completed a fee study and determined that the fee per file (Annual Roll, Supplemental Roll, Redemption Roll, Unsecured Roll, and All Charges File) should be reduced from \$160 to \$45 per file.

Additionally, the verbiage of the Unified Fee Schedule for these files should be changed to reflect current terminology.

These revisions have been reviewed by County Counsel.

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Treasurer-Tax Collector/Tax-Collector

Index Code: 731000

Fee Authority: State [☐] Local [☒]

Is the fee mandated by State Law? Yes [☐] No [☒]

Description of services:

Staff time for generating and providing the following text files (per file fee):

- Annual Roll
- Supplemental Roll
- Redemption Roll (delinquent)
- Unsecured Roll
- All Charges File

Proposed fee amount:

\$45 per file (decreased from \$160 per file)

Justification for revised recommended fee:

A decrease in the fee is recommended based on a fee study completed by the Audit Division of the Auditor-Controller-Controller-Treasurer-Tax Collector.

Estimated annual revenue from fee adjustment:

decrease of \$10,120

Is the adjusted fee revenue included in the 2017-18 budget? Yes [☒] No [☐]

FEE CHANGES TABLE TEMPLATE

Santa Cruz County Unified Fee Schedule Treasurer-Tax Collector Budget Unit - 731000

Items	Current Fee	Proposed Fee	Unit
CARTRIDGE TAPES – Customer to supply blank tape			
Current & Supplemental Roll	\$160.00		
Unsecured Roll	\$160.00		
Delinquent Abstract	\$320.00		
TEXT FILE – Provided to Customer via FTP			
Annual Roll	\$160.00	<u>\$45.00</u>	Per file
Supplemental Roll	\$160.00	<u>\$45.00</u>	Per file
Redemption Roll (delinquent)	\$320.00	<u>\$45.00</u>	Per file
Unsecured Roll	\$160.00	<u>\$45.00</u>	Per file
All Charges File	\$160.00	<u>\$45.00</u>	Per file

Office of Cannabis Licensing

Santa Cruz County Fee Information Worksheet

Department/Division: Office of Cannabis Licensing

Index Code: 184000

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services:

Cannabis Licensing and Registration Fees

Proposed Fee Amount:

License Application Fee*	\$3,500.00 First Issuance
Licensing Fee at Issuance	\$500.00 First Issuance
Amended License Fee (after License Issuance)	At Cost Per Amendment; \$1,000 deposit required
License Renewal Fee (no changes)*	\$2,000.00 Annually
License Renewal Fee (with amendments)*	\$2,800.00 Annually
Site Inspection Fee per each reinspection	\$400.00 Per Reinspection

* includes one site inspection, additional inspections will be billed separately

Justification for Recommended Fee:

Fees related to cannabis business activities

Estimated Annual Revenue from Fee Adjustment:

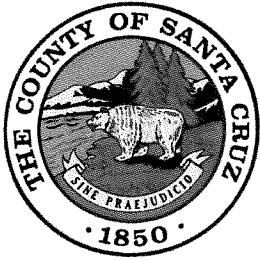
Approximately \$760,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

Unified Fee Schedule
Office of Cannabis Licensing

	Current Fee	Proposed Fee	Unit
<u>Cannabis Licensing and Registration Fees</u>			
All fees are non-refundable			
<u>Base Dispensary License Application Fee</u>	\$3,000.00	\$0.00	<u>Annually</u>
<u>Dispensary Licensing Fee at Issuance</u>	\$500.00	\$0.00	<u>Annually</u>
<u>License Application Fee (all License types)</u> (includes one inspection, additional inspections billed seperately)	N/A	<u>\$3,500.00</u>	<u>First Issuance</u>
<u>Licensing Fee at Issuance (all license types)</u>	N/A	<u>\$500.00</u>	<u>First Issuance</u>
<u>Amended License Fee (after License Issuance)</u>	at cost	at cost	<u>Per Amendment</u> <u>\$1,000 deposit required</u>
<u>License Renewal Fee (no changes)</u> (includes one inspection, additional inspections billed seperately)	N/A	<u>\$2,000.00</u>	<u>Annually</u>
<u>License Renewal Fee (with amendments)</u> (includes one inspection, additional inspections billed seperately)	N/A	<u>\$2,800.00</u>	<u>Anually</u>
<u>Site Inspection Fee per each reinspection</u>	\$300.00	<u>\$400.00</u>	<u>Per Reinspection</u>

Health Services Agency



County of Santa Cruz

Health Services Agency

1080 Emeline Avenue, Santa Cruz, CA 95060

Phone: (831) 454-4471 Fax: (831) 454-4770

Giang T. Nguyen, Health Services Agency Director

To: Board of Supervisors

From: Giang Nguyen, Health Services Agency Director

Date: May 12, 2017

Subject: Summary of Proposed Fee Increases for Health Services Agency

Clinic Services Fee Change – GL Key 361210, 361310, 361951 – In response to Medicare's establishment of a designated fee schedule for Santa Cruz County in 2017, proposed changes allow Clinic Services to maintain fees commensurate with the currently approved UFS. The proposed fee structure allows HSA to continue to provide rates that are modest and affordable when compared with other community health care providers, and that do not undermine potential insurance reimbursement levels.

In compliance with guidelines set forth by the Health Resources & Services Administration (HRSA), and to ensure affordability and equity for all patients, changes to both office visit costs and other clinic charges have been revised for all patients. These changes include elimination of office visit charge variances so that complexity of care does not impose unnecessary financial hardship on patients. Additionally, pursuant to federal guidelines as governed by HRSA, all fees charged by a Federally Qualified Health Center (FQHC) are required to be reviewed and approved annually and as such, are included in HSA's UFS submission, though only some of those fees are proposed to change for fiscal year 2017-18.

Public Health Fee Changes – GL Key 362800 – Medical Marijuana Fees – Fees for Medi-Cal and Non-Medi-Cal clients have been adjusted to comply with California's Medical Marijuana Program changes due to the passage of Proposition 64, also known as the "Adult Use of Marijuana Act". A fee waiver has been established for Medically Indigent Adults and VA-Disability beneficiaries.

Public Health Fee Changes – GL Key 362800 – Tobacco License Fees – HSA proposes a fee increase of \$27.00, from \$318.00 to \$345.00, in order to cover the costs of the inspections the administrative aspects of the licensing program.

Environmental Health Fee Change – GL Key 133607 – Fee amounts are established by the City of Santa Cruz, pursuant to an agreement between the County and the City. Annual rate increases were adopted by the City Council in March 2014.

Environmental Health Fee Change – GL Key 367100 – In response to increased labor and associated operating costs, HSA recommends increasing most Environmental Health fees an average of 8.2-10% to reflect the updated actual costs of providing these services.

**FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule**

Department/Division: Health Services Agency/Clinic Services Division

Index Code: 361210, 361310, 361951

Fee Authority: State [] Local [X]

Is the fee mandated by State Law? Yes [] No [X]

Description of services: Ability to Pay Program

The current sliding fee program establishes share of cost for low-income patients at 200% or below Federal Poverty Level (FPL), by assigning a percentage of cost to all services, including office visits.

Proposed fee amount: For sliding fee (Ability to Pay) Program participants, based on Federal Poverty Level, proposed office visits shall be a flat rate charge of \$20/\$30/\$40, with all other clinic charges remaining at current percentage share of cost.

Justification for recommended fee: Office visit costs can range significantly based on level of complexity, adversely impacting low-income patients who are not able to gauge their share of cost to receive essential health care. To mitigate, proposed office visit charges will become a flat rate, removing some degree of financial burden from the patient to ensure affordability.

Although office visit charges will be reduced, it is anticipated that collection process will be simplified, as well as reduction to bad debt on patient accounts, therefore creating a negligible revenue variance.

Estimated annual revenue from fee adjustment: None.

Is the adjusted fee revenue included in the 2017-18 budget? N/A Yes [] No []

**FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule**

Department/Division: Health Services Agency/Clinic Services Division

Index Code: 361210, 361310, 361951

Fee Authority: State [☐] Local [☒]

Is the fee mandated by State Law? Yes [☐] No [☒]

Description of services: Clinic Services Per Unit/Radiology/Surgical Procedures/
Non-surgical Procedures/Laboratory Fees

Outpatient clinic fees, including procedures and lab services, have historically been set to Medicare rates for Santa Clara County (Area 9) x 130%.

Proposed fee amount: As of January 2017, Medicare established a designated Area for Santa Cruz County, Area 66. Multiplying Area 66 fee x 150% allows the Clinic Services Division to maintain fees commensurate with previous approved rate structure (see Description of Services) and will prevent unnecessary rate reductions that do not reflect actual costs of services rendered, or may undermine potential insurance reimbursement levels. When compared with other clinic programs in the area, HSA's rates for clinic services are modest and affordable, while fairly capturing direct primary care costs.

For consistency, proposed Radiology fees would also be reduced to 150% (from 225% of Medicare for Santa Clara County) of Santa Cruz County, making fees more affordable while covering cost of services.

Justification for recommended fee: Maintain fee structure commensurate with currently approved rates while providing affordable, accessible health care to residents.

Estimated annual revenue from fee adjustment: None.

Is the adjusted fee revenue included in the 2017-18 budget? N/A Yes [☐] No [☐]

**FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule**

Department/Division: Health Services Agency/Clinic Services Division

Index Code: 361210, 361310, 361951

Fee Authority: State [] Local [X]

Is the fee mandated by State Law? Yes [] No [X]

Description of services: Flat Rate Office Visit Charge for Full Payment on Date of Service & Eliminate Discount (75% of Charges) on Clinic and Dental Services

Currently, patients (non-Sliding Fee program) who pay on date of visit are eligible for 75% reduction for Clinic and Dental Services.

Proposed fee amount:

For patients not on the Sliding Fee Program, proposed charges are:

- 1) Clinic office visit shall be \$70 when paid in full on date of service, with all other clinic charges payable at 100%; and
- 2) Dental services shall be 100% of County's full visit fee (direct cost to County).

Justification for recommended fee: In accordance with HRSA guidelines, discounts cannot be applied to only one patient population; they must be applied unilaterally for all patients. Therefore, revocation of the discount, while maintaining accessible, affordable care for uninsured patients will still be met by: 1) offering flat rate primary care office visit charges when paid in full on date of service; and 2) providing dental services at direct cost to the County.

Although office visit charges may be reduced by the proposed flat rate, it is anticipated that this will be offset by eliminating discount. Further, collection process will be simplified as well as reduction of bad debt on patient accounts, therefore creating a negligible revenue variance.

Estimated annual revenue from fee adjustment: None.

Is the adjusted fee revenue included in the 2017-18 budget? N/A Yes [] No []

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Health Services Agency / Public Health Division

Index Code: 362800

Fee Authority:

State ☒ Local ☒

Is the fee mandated by State Law?

Yes ☒ No ☐

Description of services:

Issuance of California Medical Marijuana Identification Card (MMIC) for Patients and Primary Caregivers.

Proposed fee amount:

\$100.00 for California Medical Marijuana Identification Card (Regular Fee)

\$50.00 for California Medical Marijuana Identification Card (Fee for Medi-Cal beneficiaries)

\$0.00 for California Medical Marijuana Identification Card (Fee for Medically Indigent Adults VA-Disability beneficiaries)

Justification for recommended fee:

These fee amounts are set to comply with California's Medical Marijuana Program changes due to the passage of Proposition 64, also known as the "Adult Use of Marijuana Act". Section 11362.755 of the Health and Safety Code was amended. The amount of the fee charged by a County Health Department cannot exceed one hundred dollars (\$100) per card. A Medi-Cal beneficiary should receive a 50 percent reduction in the fees. A medically indigent adult who is eligible for and participates in the County Medical Services Program, should have the card fee waived.

Prop 64 also removed language authorizing the California Department of Public Health to collect fees from the Counties to support programs operational costs. The entire card fee charged is now used to offset the cost of administering the program.

Estimated annual revenue from fee adjustment: Loss of approximately \$650 in revenue for FY 2017-18.

Is the adjusted fee revenue included in the 2017-18 budget? Yes ☒ No ☐

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Health Services Agency/Public Health

Index Code: 362800

Fee Authority:

State: ☐ **Local** ☒

Is the fee mandated by State law?

Yes ☐ **No** ☒

Description of Services:

The Board of Supervisors approved ordinance no. 5088 on April 5th, 2011, that requires retailers to obtain a license in order to sell tobacco. Each store receives inspections to see if they are complying with all local, state, and federal laws related to tobacco retailing.

Proposed Fee Amount:

The proposed fee is \$345.00, which is an increase of \$27.00 and is intended to cover the costs of the inspections and the costs of the administrative aspects of the licensing program. The inspections will see if stores are in compliance with all local, state, and federal laws related to tobacco retailing. The administrative aspects include issuing licenses, collecting the license fee, renewing licenses annually, tracking the license applications, and maintaining a database of tobacco retailers.

Estimated Annual Revenue from Fee Adjustment:

Based on an estimate of 85 tobacco retailers, the fee generates approximately \$29,325 and covers the costs of the tobacco retail licensing program. The fee adjustment increases the annual revenue by \$2,295 for FY 2017-18. This revenue is allocated between HSA-Public Health, HSA-Environmental Health, and Sheriff-Coroner based on a negotiated formula.

Is the adjusted fee revenue included in the 2017-18 Budget? **Yes** ☒ **No** ☐

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Health Services Agency/Environmental Health

Index Code: 133607

Fee Authority: State [☐] Local [☒]

Is the fee mandated by State Law? Yes [☐] No [☒]

Description of services:

Liquid Waste Disposal at the City of Santa Cruz Wastewater Treatment Plant: for septage, sewage or grease trap waste.

Proposed fee amount:

Fee to increase from \$95.04 to \$98.08 per 1000 gallons (Note in last year's fee schedule, the amount was incorrectly shown as (\$96.05))

Justification for recommended fee:

Fee amounts are established by the City of Santa Cruz, pursuant to an agreement between the County and the City. Annual rate increases were adopted by the City Council in March 2014.

Estimated annual revenue from fee adjustment: \$20,000, increase from \$600,000 to \$620,000 total.

Is the adjusted fee revenue included in the 2017-18 budget? Yes [☒] No [☐]

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Health Services Agency – Environmental Health Division

Index Code: 367100

Fee Authority: State [] Local [☒]

Is the fee mandated by State Law? Yes [] No [☒]

Description of services: Service provided by Environmental Health cover a wide range of activities:

- ***Food Service:*** Fees in this area include inspections and permitting of Restaurants, Food Vendors, Cafeterias, Shared Commercial Kitchens, Satellite Food Services, Food Processing, Cottage Foods, Food Vending, Community or Special Events, Mobile Food Facilities, Bakeries, Food Carts, Caterers, Bed & Breakfast Facilities, Hotels providing food, & Plan Checks for Restaurant expansion and equipment replacement.
- ***Public Swimming Pools/Spas/Hot Tubs:*** Fees in this area include the inspection and permitting of Public Swimming Pools, Public Spas, and Public Hot Tubs, to ensure the Public's health. Fees in this area also include plan checks for new and modified Public Swimming Pools, Public Spas, and Public Hot Tubs, and new or modified equipment
- ***Housing Solid Waste & Vector Control:*** Fees in this area include the inspection and permitting of Organized Camps, and Employee Housing. Fees in this area also include inspection of complaints of Sub-Standard Housing, Solid Waste complaints, Vector Complaints, and the investigation of Lead Poisoning.
- ***Medical Wastes:*** Fees in this area include the inspection and permitting of Medical Waste Generators, Skilled Nursing Facilities, and Acute Care Hospitals.
- ***Body Art:*** Fees in this area include the inspection and permitting of Body Art facilities and Artists. This also includes plan checks of new proposed Body Art facilities.
- ***Kennel and Pet Shops:*** Fees in this area include the inspection and permitting of

Kennel and Pet Shops

- ***Hazardous Materials and Site Mitigation:*** Fees in this area include the inspection and permitting of business's generating and storing Hazardous Materials, Hazardous Waste. and Underground Storage Tanks. Fees also include inspections of areas requiring clean-up of Hazardous Waste.
- ***Land Use:*** Fees in this area include inspection and permitting of On-Site Sewage Disposal, New Alternative Sewage Disposal, Upgrading and Replacement of Septic Tanks,
- ***Water Systems & Wells:*** Fees in this area include inspection and permitting of Community and Non-Community Water Systems, Bacterial Sampling, Surface Water Treatment facilities, Creation and Destruction of new Water Wells.
- ***Miscellaneous:*** Fees in this area include the special billing of Staff for Clerical and Data Processing Services, Violation Re-Inspection Fees, and Minimum Consultation Fees for All Programs.

Proposed fee amount:

- ***Food Service:*** \$ 67 - \$ 2,202
- ***Public Swimming Pools/Spas/Hot Tubs:*** \$ 188 - \$ 2,202
- ***Housing Solid Waste & Vector Control:*** \$ 37 - \$ 1,243
- ***Medical Wastes:*** \$ 165 - \$ 4,249
- ***Body Art:*** \$ 181 - \$ 480
- ***Kennel and Pet Shops:*** \$204
- ***Hazardous Materials and Site Mitigation:*** \$ 167 - \$ 2,363
- ***Land Use:*** \$ 175 - \$ 5,125
- ***Water Systems & Wells:*** \$ 450 - \$ 3,880
- ***Miscellaneous:*** \$ 221

Justification for recommended fee: All fee increases in Environmental Health are based upon:

- Increased Labor Costs due to Negotiated Contracts with SEIU
- Increased costs associated with Network Connection Fees from ISD
- Increased costs associated with Telecom Fees from ISD
- Increased costs based upon actual times to complete inspection versus previous years estimate
- Increased costs due to planned acquisitions of a large format scanner and hand held tablets for field inspections.

Estimated annual revenue from fee adjustment:

- *Food Service:* \$100,419
- *Public Swimming Pools/Spas/Hot Tubs:* \$18,774
- *Housing Solid Waste & Vector Control:* \$8,073
- *Medical Wastes:* \$9,889
- *Body Art:* \$2,668
- *Kennel and Pet Shops:* \$116
- *Hazardous Materials and Site Mitigation:* \$137,685
- *Land Use:* \$596,573
- *Water Systems & Wells:* \$96,071
- *Miscellaneous:* \$3,500

Total: \$973,768

Is the adjusted fee revenue included in the 2017-18 budget? Yes [X] No []

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
HEALTH SERVICES AGENCY (Resolution 510-84)			
ENVIRONMENTAL HEALTH SERVICES			
FOOD ESTABLISHMENTS (Annual fees)			
Food Service			
0 - 25 seats	\$576.00	<u>\$627.00</u>	
26 - 50 seats	\$788.00	<u>\$858.00</u>	
51 - 75 seats	\$1022.00	<u>\$1112.00</u>	
76 - 100 seats	\$1183.00	<u>\$1288.00</u>	
101 - or more seats	\$1239.00	<u>\$1349.00</u>	
Food Est./Central Kitchen less than 1000 sq. ft.	\$596.00	<u>\$649.00</u>	
Food Est./Central Kitchen 1000 or more sq. ft.	\$840.00	<u>\$914.00</u>	
Food Est./Shared Kitchen	\$442.00	<u>\$482.00</u>	
Hotel-Motel Complimentary Food Service	\$273.00	<u>\$297.00</u>	
School - Limited Food Preparation	\$328.00	<u>\$357.00</u>	
School - with Cafeteria/Kitchen	\$391.00	<u>\$426.00</u>	
Detention Facility Food Service	\$538.00	<u>\$586.00</u>	
Food Service - Non-profit (Tax-exempt)	\$426.00	<u>\$464.00</u>	
Food Service - Shelter Kitchen	\$218.00	<u>\$237.00</u>	
Satellite Food Service	\$335.00	<u>\$365.00</u>	
FOOD PROCESSING			
Less than 1,000 square feet	\$596.00	<u>\$649.00</u>	
1,000 square feet or greater	\$840.00	<u>\$914.00</u>	
Cottage Foods			
Cottage Foods Class A	\$32.00	<u>\$75.00</u>	
Cottage Foods Class B	\$217.00	<u>\$300.00</u>	
Cottage Foods Class A Initial Applic. Review	\$62.00	<u>\$67.00</u>	
FOOD VENDING			

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
Less than 2000 Square Feet + Limited Food Prep/Processing	\$391.00	<u>\$426.00</u>	
Less than 2,000 square feet + 1 Food Prep/Processing	\$718.00	<u>\$782.00</u>	
Less than 2,000 square feet + 2 Food Prep/Processing	\$963.00	<u>\$1048.00</u>	
Less than 2,000 square feet + 3 Food Prep/Processing	\$1191.00	<u>\$1296.00</u>	
2,001 square feet to 5,999 square feet	\$482.00	<u>\$525.00</u>	
2,000 square feet to 5,999 square feet + 1 Food Prep/Processing	\$849.00	<u>\$924.00</u>	
2,000 square feet to 5,999 square feet +2 Food Prep/Processing	\$1106.00	<u>\$1204.00</u>	
2,000 square feet to 5,999 square feet + 3 food Prep/Processing	\$1360.00	<u>\$1480.00</u>	
6,000 square feet or greater	\$557.00	<u>\$606.00</u>	
6,000 square feet or greater + 1 Food Prep/Processing	\$917.00	<u>\$998.00</u>	
6,000 square feet or greater + 2 Food Prep/Processing	\$1195.00	<u>\$1301.00</u>	
6,000 square feet or greater + 3 Food Prep/Processing	\$1467.00	<u>\$1597.00</u>	
Other - Bar w/o food	\$335.00	<u>\$365.00</u>	
2,000 square feet or less	\$317.00	<u>\$345.00</u>	
Other - theater snack bars	\$335.00	<u>\$365.00</u>	
Community or Special Events			
Event Organizer, per event	\$164.00	<u>\$179.00</u>	
Event Organizer, year round	\$335.00	<u>\$365.00</u>	
Vendor, per event	\$164.00	<u>\$179.00</u>	
Vendor Year Round, on-site prep only	\$350.00	<u>\$381.00</u>	
Vendor Year Round, with off-site prep	\$501.00	<u>\$545.00</u>	
MOBILE FOOD FACILITIES			
Mobile Unit	\$328.00	<u>\$357.00</u>	
Carts - Limited Food Prep	\$350.00	<u>\$381.00</u>	
Prepackaged Food Stand	\$217.00	<u>\$236.00</u>	
Produce Stand	\$328.00	<u>\$332.00</u>	
Certified Farmers Market	\$369.00	<u>\$402.00</u>	
Mobile Food Preparation Unit	\$391.00	<u>\$426.00</u>	
Carts - Food Prep	\$391.00	<u>\$426.00</u>	

Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000

Items	Current Fee	Proposed Fee	Unit
Limited Food Sales	\$215.00	<u>\$234.00</u>	
Carts - Prepackaged Food	\$182.00	<u>\$198.00</u>	
BAKERY	\$684.00	<u>\$745.00</u>	
CATERER	\$566.00	<u>\$616.00</u>	
Commissary Less than 1,000 sq. ft. food storage area	\$328.00	<u>\$357.00</u>	
Commissary 1,000 sq. ft. or greater food storage area	\$574.00	<u>\$625.00</u>	
BED AND BREAKFAST/Restricted Food Service Facility	\$215.00	<u>\$234.00</u>	
PLAN CHECK (new/modified facility)(One-time fees)			
Less than 1500 square feet	\$1519.00	<u>\$1653.00</u>	
(+ per hour after 6 hours)	\$210.00	<u>\$221.00</u>	hour
Over 1500 square feet	\$2023.00	<u>\$2202.00</u>	
(+ per hour after 8 hours)	\$210.00	<u>\$221.00</u>	hour
Food Facility Equipment Replacement	\$979.00	<u>\$1066.00</u>	
(+ per hour after 4 hours)	\$210.00	<u>\$221.00</u>	hour
Minor Plan Check	\$210.00	<u>\$221.00</u>	per hour
PUBLIC SWIMMING POOLS/SPAS/HOT TUBS			
Year Round Pool/Spa/Hot Tub	\$725.00	<u>\$789.00</u>	(Annual)
Seasonal Pool/Spa/Hot Tub	\$375.00	<u>\$408.00</u>	(Annual)
Special Use Pool	\$689.00	<u>\$750.00</u>	(Annual)
Wading Pool	\$689.00	<u>\$750.00</u>	(Annual)
Inactive Pool/Spa Inspection Fee	\$173.00	<u>\$188.00</u>	(Annual)
Pool Spa/Plan Check			(One Time Fee)
Plan Check (new/modified pool)	\$2023.00	<u>\$2202.00</u>	
(+ \$ per hour after 8 hours)	\$210.00	<u>\$221.00</u>	per hour
Plan Check (new modified spa)	\$2023.00	<u>\$2202.00</u>	
(+ \$ per hour after 8 hours)	\$210.00	<u>\$221.00</u>	per hour
Pool/Spa Equipment Replacement	\$1012.00	<u>\$1102.00</u>	
(+ \$ per hour after 4 hours)	\$210.00	<u>\$221.00</u>	per hour
Minor Plan Check	\$210.00	<u>\$221.00</u>	per hour

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
HOUSING, Solid Waste and Vector			
Substandard Housing	\$210.00	<u>\$221.00</u>	per hour
Organized Camp	\$1142.00	<u>\$1243.00</u>	
Employee Housing Permit	\$516.00	<u>\$562.00</u>	
Permit to operate (per employee housed or site for employee mobile home or recreation vehicle)	\$34.00	<u>\$37.00</u>	
Amended permit	\$225.00	<u>\$245.00</u>	
Transfer of ownership	\$225.00	<u>\$245.00</u>	
Reinspection for noncompliance			
First hour	\$210.00	<u>\$221.00</u>	
Each thirty (30) minutes or fraction thereof in excess of one hour	\$105.00	<u>\$111.00</u>	
Childhood Lead Poisoning Investigations	\$210.00	<u>\$221.00</u>	per hour
Solid Waste Complaints	\$210.00	<u>\$221.00</u>	per hour
Vector Control	\$210.00	<u>\$221.00</u>	per hour
MEDICAL WASTES			
Small Quantity Generators (less than 200 pounds per month)			
Annual File Maintenance Fee for Registration Only	\$151.00	<u>\$165.00</u>	
Limited Quantity Hauler Exemption	\$903.00	<u>\$987.00</u>	(Annual)
On-Site Waste Treatment	\$602.00	<u>\$658.00</u>	(Annual)
Shared Storage, 10 or fewer generators	\$902.00	<u>\$985.00</u>	(Annual)
Shared Storage, 11-49 generators	\$1350.00	<u>\$1475.00</u>	(Annual)
Shared Storage, 50 or more generators	\$1797.00	<u>\$1963.00</u>	
Specialty Clinic	\$827.00	<u>\$903.00</u>	(Annual)
Large quantity generators (200 lbs. or more per month)			
Acute psychiatric hospitals, intermediate care, licensed clinical lab, medical offices, veterinary clinic/hospital	\$1675.00	<u>\$1809.00</u>	(Annual)
Specialty clinics (surgical, dialysis, rehab)	\$1797.00	<u>\$1963.00</u>	(Annual)
Primary Care Clinic	\$1549.00	<u>\$1692.00</u>	(Annual)
LQG treating wastes on-site	\$1948.00	<u>\$2128.00</u>	(Annual)

Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000

Items	Current Fee	Proposed Fee	Unit
Health care service plan facility	\$2249.00	<u>\$2457.00</u>	(Annual)
Skilled Nursing Facilities			
1 - 99 beds	\$1797.00	<u>\$1963.00</u>	(Annual)
100 - 199 beds	\$2096.00	<u>\$2290.00</u>	(Annual)
200 + beds	\$2393.00	<u>\$2614.00</u>	(Annual)
Acute Care Hospitals			
1 - 99 beds	\$1447.00	<u>\$1581.00</u>	(Annual)
100 or more beds	\$1859.00	<u>\$2031.00</u>	(Annual)
Permit application	\$3889.00	<u>\$4249.00</u>	(one time fee)
(+ \$ per hour over 13 hours)	\$200.00	<u>\$230.00</u>	
Plan Review (New or Modified Facility)	\$602.00	<u>\$658.00</u>	
(+ \$ per hour above 2 hours)	\$210.00	<u>\$230.00</u>	
Transfer Station	\$3889.00	<u>\$4249.00</u>	(Annual)
BODY ART			
Body Art/Piercing Practitioner Registration	\$166.00	<u>\$181.00</u>	
Body Art/Piercing Facility	\$441.00	<u>\$480.00</u>	Annual
Body Art Facility Plan Check	\$210.00	<u>\$221.00</u>	per hour
Mobile Body Art Vehicle (per facility/vehicle)	\$335.00	<u>\$365.00</u>	Annual
Body Art Event Sponsor	\$164.00	<u>\$179.00</u>	per event
Body Art Event Temporary Demonstration Booth	\$164.00	<u>\$179.00</u>	per event
KENNEL AND PET SHOPS			
Kennel	\$189.00	<u>\$204.00</u>	
Pet Shop	\$189.00	<u>\$204.00</u>	
HAZARDOUS MATERIALS MANAGEMENT PLAN (HMMP)			
HMMP Fees			
HMMP Short Form 1 Haz Class	\$185.00	<u>\$200.00</u>	(annual)
HMMP Short Form 2 Haz Class	\$213.00	<u>\$230.00</u>	(annual)
HMMP Short Form 3 Haz Class	\$247.00	<u>\$267.00</u>	(annual)

Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000

Items	Current Fee	Proposed Fee	Unit
HMMP Short Form 4 Haz Class	\$276.00	<u>\$299.00</u>	(annual)
HMMP Short Form 5 Haz Class	\$304.00	<u>\$329.00</u>	(annual)
HMMP Short Form 6 Haz Class	\$335.00	<u>\$362.00</u>	(annual)
HMMP Short Form 7 Haz Class	\$366.00	<u>\$396.00</u>	(annual)
HMMP Short Form Base Fee	\$154.00	<u>\$167.00</u>	annual
HMMP Standard Form QR2	\$185.00	<u>\$200.00</u>	(annual)
HMMP Standard Form QR3	\$335.00	<u>\$362.00</u>	(annual)
HMMP Standard Form QR4	\$488.00	<u>\$528.00</u>	(annual)
HMMP Standard Form QR5	\$624.00	<u>\$675.00</u>	(annual)
HMMP Standard Form QR6	\$787.00	<u>\$852.00</u>	(annual)
HMMP Standard Form Base Fee	\$382.00	<u>\$413.00</u>	annual
HMMP Amendment Application	\$304.00	<u>\$329.00</u>	
Existing Facility Modification Plan	\$531.00	<u>\$575.00</u>	
Closure Plan	\$910.00	<u>\$994.00</u>	
Closure Plan Hourly rate after 3 hours	\$200.00	<u>\$210.00</u>	per hour
New Facility Construction Plan	\$2184.00	<u>\$2363.00</u>	
Consultation Fee	\$240.00	<u>\$230.00</u>	per hour
Violation Reinspection Fee	\$240.00	<u>\$230.00</u>	
File Review Fee	\$240.00	<u>\$230.00</u>	per hour
Aboveground Petroleum Storage (SPCC Facility)	\$232.00	<u>\$251.00</u>	(annual)
Aboveground Petroleum Storage (Non-SPCC)	\$175.00	<u>\$189.00</u>	
Residential AG Tank Install + 1st year permit	\$551.00	<u>\$596.00</u>	
Residential AG Tank Annual Permit	\$223.00	<u>\$241.00</u>	
HAZARDOUS MATERIALS RISK MANAGEMENT PROTECTION PLAN (RMPP)			
CalARP - RMP Plan Review	\$877.00	<u>\$965.00</u>	
CalARP - RMP annual fee	\$382.00	<u>\$420.00</u>	
Emergency Response Recovery (business hours)	\$240.00	<u>\$230.00</u>	per hour
Emergency Response Recovery (after hours)	\$315.00	<u>\$347.00</u>	per hour

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
HAZARDOUS WASTE			
Hazardous Waste Generator (Non-RCRA Short Form or Std Form HMMP)	\$117.00	<u>\$127.00</u>	(annual)
Hazardous Waste Generator - RCRA LQG	\$856.00	<u>\$926.00</u>	
Conditional Exemption Small Quantity Treatment	\$232.00	<u>\$251.00</u>	(annual)
Conditional Exemption Special Waste	\$232.00	<u>\$251.00</u>	(annual)
Conditionally Authorized	\$455.00	<u>\$492.00</u>	(annual)
Permit by Rule	\$455.00	<u>\$492.00</u>	(annual)
Household Haz Waste	\$856.00	<u>\$926.00</u>	(annual)
Facility Modification Plan	\$531.00	<u>\$575.00</u>	
Closure Plan	\$919.00	<u>\$994.00</u>	
New Facility Construction Plan	\$2184.00	<u>\$2363.00</u>	
Violation Reinspection Fee	\$210.00	<u>\$230.00</u>	
Consultation Fee	\$210.00	<u>\$230.00</u>	per hour
File Review	\$210.00	<u>\$230.00</u>	per hour
HAZARDOUS MATERIALS - UNDERGROUND STORAGE TANK (UST)			
State Surcharge - UST (per tank). These fees are established by the State, collected by the County, and transmitted to the State.	\$20.00	<u>\$20.00</u>	annual
UST Fee per Tank	\$757.00	<u>\$819.00</u>	(annual)
Existing Facility Modification Plan	\$531.00	<u>\$575.00</u>	
Closure Plan	\$919.00	<u>\$994.00</u>	
Closure per tank	\$366.00	<u>\$396.00</u>	
New Facility Construction Plan	\$2184.00	<u>\$2363.00</u>	
Construction	\$789.00	<u>\$854.00</u>	(per tank)
Tank Repiping	\$1051.00	<u>\$1137.00</u>	
Violation Reinspection Fee	\$210.00	<u>\$230.00</u>	
Consultation Fees	\$210.00	<u>\$230.00</u>	per hour
File Review Fee	\$210.00	<u>\$230.00</u>	per hour
Residential Install + 1st year permit - UG Tank	\$551.00	<u>\$596.00</u>	
Residential UG Tank Annual Permit	\$223.00		

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
<u>Residential UG Tank Annual Permit</u>	<u>\$223.00</u>	<u>\$241.00</u>	
SITE MITIGATION			
Monitoring Well Permit (HAZ-MAT)	\$402.00	<u>\$442.00</u>	(per well)
Monitoring Well Destruct (HAZ-MAT)	\$202.00	<u>\$222.00</u>	(per well)
Soil Boring (HAZ-MAT)	\$144.00	<u>\$158.00</u>	(per boring)
Consultation Fees (Site Mitigation)	\$240.00	<u>\$300.00</u>	per hour
RUNOFF AND POLLUTION CONTROL APPEAL FEE	At Cost		
Deposit to Initiate Appeal	\$896.00	<u>\$940.00</u>	
At Cost Charge	\$240.00	<u>\$230.00</u>	per hour
LAND USE			
Minor Clearance (over-the-counter - < 500 sq. ft. - no 2nd unit - no bedroom addn)	\$167.00	<u>\$175.00</u>	
Major Clearance (field visit req - 2nd Units - Bedrooms Addns - > 500 sq. ft.)	\$484.00	<u>\$510.00</u>	
Minor Building Plan Check	\$182.00	<u>\$221.00</u>	
Major Building Plan Check	\$489.00	<u>\$540.00</u>	
Major Development Review	\$925.00	<u>\$1020.00</u>	
Minor Development Review	\$583.00	<u>\$645.00</u>	
Evaluation of Previous Repair	\$1979.00	<u>\$2080.00</u>	
On-site sewage and/or water (Major Subdivision)	\$3815.00	<u>\$4120.00</u>	
Geohydrologic Review	\$1847.00	<u>\$1995.00</u>	
(+ \$ per hour after 7 hours)	\$240.00	<u>\$221.00</u>	per hour
Full Site Evaluation Review Fee	\$1127.00	<u>\$1217.00</u>	
Repair Site Evaluation Review Fee	\$451.00	<u>\$475.00</u>	
Preliminary Site Check for Alternative system	\$801.00	<u>\$845.00</u>	
Minor Site Evaluation - Consultation (Winter Water Test - Soil Test - Perc. Test)	\$563.00	<u>\$608.00</u>	
On-Site Sewage Disposal			
Lot Evaluation for Sewage Disposal/Minor Land Division	\$1124.00	<u>\$1214.00</u>	
5+ lots in the same subdivision	\$562.00	<u>\$607.00</u>	each

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
New Alternative/innovative individual ISDS			
Application Review and Approval	\$3538.00	<u>\$3715.00</u>	
Permit and Construction Inspection	\$1988.00	<u>\$2147.00</u>	
(+ \$ per hour after 22 hours)	\$210.00	<u>\$221.00</u>	per hour
Experimental Waste Water Disposal Review up to 25 hours	\$5000.00	<u>\$5250.00</u>	
Experimental Waste Water Disposal Review over 25 hours	\$210.00	<u>\$221.00</u>	per hour
Alternative System Repair	\$1770.00	<u>\$1950.00</u>	
Alternative System Upgrade			
Application Review and Approval	\$2712.00	<u>\$2848.00</u>	
(+ \$ per hour over 12 hours)	\$210.00	<u>\$221.00</u>	per hour
Permit and Construction Inspection	\$1219.00	<u>\$1317.00</u>	
Urgent repair assessment	\$540.00	<u>\$583.00</u>	
New Individual Sewage Disposal System			
Application Review and Approval	\$2477.00	<u>\$2675.00</u>	
Permit and Construction Inspection	\$1176.00	<u>\$1270.00</u>	
(+ \$ per hour after 13 hours)	\$210.00	<u>\$221.00</u>	per hour
Major Repair	\$1112.00	<u>\$1170.00</u>	
Minor Repair	\$579.00	<u>\$610.00</u>	
Standard Upgrade to ISDS			
Application Review and Approval	\$1887.00	<u>\$2038.00</u>	
Permit and Construction Inspection	\$1017.00	<u>\$1098.00</u>	
Grey Water System Installation Permit	\$590.00	<u>\$610.00</u>	
Tank Replacement	\$1112.00	<u>\$1200.00</u>	
Evaluation of Sewage/Water: File Review and Field Inspection	\$535.00	<u>\$578.00</u>	
Evaluation of Sewage/Water: File Review Only	\$225.00	<u>\$243.00</u>	
Septic Tank & Chemical Toilet Cleaning Services	\$452.00	<u>\$488.00</u>	(Annual)
Onsite System Service Provider Certification	\$251.00	<u>\$271.00</u>	(Annual)
Waste Water Discharge Permit	\$4013.00	<u>\$4334.00</u>	

Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000

Items	Current Fee	Proposed Fee	Unit
(+ \$ per hour after 15 hours)	\$210.00	<u>\$221.00</u>	per hour
LIQUID WASTE DISPOSAL AT THE SANTA CRUZ SEPTAGE RECEIVING FACILITY			
Disposal of septage, sewage, or grease trap waste.	\$96.05	<u>\$98.08</u>	per 1000 gallon
WATER SYSTEMS AND WELLS			
Community and Non-community Water System Services			
Application for New System	\$3667.00	<u>\$3960.00</u>	
Ownership Change	\$1832.00	<u>\$1978.00</u>	
Amended Permit	\$917.00	<u>\$990.00</u>	
Request for variance, exemption, waiver	\$210.00	<u>\$221.00</u>	per hour
Plan Review	\$240.00	<u>\$221.00</u>	per hour
Bacterial Sampling	\$459.00	<u>\$482.00</u>	
Consultation or Enforcement Action	\$240.00	<u>\$221.00</u>	per hour
Surface Water Treatment	\$919.00	<u>\$992.00</u>	annual
Additional time over 8 hours	\$210.00	<u>\$221.00</u>	per hour
Treatment Plant (other than Surface Water)	\$462.00	<u>\$499.00</u>	annual
Additional Time over 4 hours	\$210.00	<u>\$221.00</u>	per hour
Community Water Systems - Annual Fee			
Purchased Water	\$917.00	<u>\$990.00</u>	(Annual)
15 - 24 Connections	\$1461.00	<u>\$1578.00</u>	(Annual)
25 - 99 Connections	\$1814.00	<u>\$1959.00</u>	(Annual)
100 - 199 Connections	\$2376.00	<u>\$2566.00</u>	(Annual)
Non-Community Water Systems - Annual Fee			
Non-Transient, Non-Community	\$1837.00	<u>\$1984.00</u>	(Annual)
Transient, Non-Community	\$919.00	<u>\$992.00</u>	(Annual)
State Small Water Systems			
Permit application	\$917.00	<u>\$990.00</u>	
Amended Permit	\$243.00	<u>\$262.00</u>	

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
5 - 10 Connection systems	\$410.00	<u>\$451.00</u>	(Annual)
(+ \$ per hour after 4 hours)	\$210.00	<u>\$221.00</u>	per hour
11 - 14 Connection Systems	\$518.00	<u>\$570.00</u>	(Annual)
(+ \$ per hour after 4 hours)	\$210.00	<u>\$221.00</u>	per hour
Well Related			
Individual Water System	\$592.00	<u>\$639.00</u>	
Well Geophysical Assessment	\$266.00	<u>\$288.00</u>	
Water Well Destruct Permit	\$1101.00	<u>\$1156.00</u>	
Water Well Permit	\$1770.00	<u>\$1950.00</u>	
Well Destruction During Well Construction	\$357.00	<u>\$386.00</u>	
Water Well Permit Renewal	\$285.00	<u>\$307.00</u>	
Geothermal Heat Exchange System Installation	\$896.00	<u>\$968.00</u>	
Monitoring Well Permit (Non - HAZMAT)	\$402.00	<u>\$434.00</u>	(per well)
Monitoring Well Destruct (Non - HAZMAT)	\$562.00	<u>\$607.00</u>	first well
Multiple Monitoring Well Destruct, each additional well	\$112.00	<u>\$121.00</u>	per well
MISCELLANEOUS			
Copies - 1st page	\$0.50		
Copies - 2nd + pages	\$0.10		
NSF Checks - Returned Check Charges	\$40.00		
Clerical Time	\$210.00	<u>\$221.00</u>	(per hour)
Environmental Health Appeals Commission	\$800.00		
Data Processing Time	\$210.00	<u>\$221.00</u>	(per hour)
VIOLATION Reinspection Fee	\$210.00	<u>\$221.00</u>	(per hour)
Fee assessed only if a violation noted on a previous inspection or report has not been corrected on or after the required date for correction, as verified by a violation reinspection. No fee is assessed if correction of the violation has occurred prior to the reinspection. Fee amount is as follows, unless specified above the specific program.			

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
OUTPATIENT CLINIC VISIT FEES			
INJECTION VISIT FEE	\$15.00		per shot
CLINIC EVALUATION & MANAGEMENT SERVICES PER UNIT CLINIC SERVICES PER UNIT	130% of Medicare Rates for Santa Clara County	<u>150% of Medicare Rates for Santa Cruz County</u>	
Below 100% of Federal Poverty Level	Nominal		
100% - 133% of Federal Poverty Level 100% - 133% of Federal Poverty Level (Ability to Pay Program)	20% of Clinic Charges	<u>\$20.00 Office Visit, 20% Other Clinic Charges</u>	
134% - 166% of Federal Poverty Level 134% - 166% of Federal Poverty Level (Ability to Pay Program)	40% of Clinic Charges	<u>\$30.00 Office Visit, 40% Other Clinic Charges</u>	
167% - 200% of Federal Poverty Level 167% - 200% of Federal Poverty Level (Ability to Pay Program)	60% of Clinic Charges	<u>\$40.00 Office Visit, 60% Other Clinic Charges</u>	
201% and Above of Federal Poverty Level with payment same day as Visit 201% and Above of Federal Poverty Level - Office Visit Paid in Full on Date of Service	75% of Clinic Charges	<u>\$70.00 Office Visit, 100% Other Clinic Charges</u>	
<u>201% and Above of Federal Poverty Level - Office Visit Not Paid in Full on Date of Service</u>		<u>100% Office Visit Charge, 100% Other Clinic Charges</u>	
340B Prescription Discount Program - Patient copayment	\$4.00		Per Medication
RADIOLOGY	225% of Medicare Rates for Santa Clara County	<u>150% of Medicare Rate for Santa Cruz County</u>	

Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000

Items	Current Fee	Proposed Fee	Unit
SURGICAL PROCEDURES	130% of Medicare Rates for Santa Clara County	<u>150% of Medicare Rate for Santa Cruz County</u>	
NON-SURGICAL PROCEDURES	130% of Medicare Rates for Santa Clara County	<u>150% of Medicare Rate for Santa Cruz County</u>	
SCHOOL SPORTS PHYSICALS	\$50.00		
LABORATORY FEES	130% of Medicare Rates for Santa Clara County but no less than actual outside lab costs plus 15%	<u>150% of Medicare Rate for Santa Cruz County but no less than actual outside lab costs plus 15%</u>	
MEDICAL RECORDS			
MEDICAL RECORDS - Photocopy Fees 1st page	\$0.50		first page
MEDICAL RECORDS - Photocopy Fees after 1st page	\$0.10		per page
MEDICAL SUPPLIES	200% mark-up from cost		
Public Health tests and procedures covered by the Agency as a Public Health activity will not be charged to the patient.			
DENTAL SERVICES (FULL FEE) DENTAL SERVICES - VISIT FEE			
DENTAL VISIT (FQHC) (Resolution No. 308-2015)	\$185.00		EACH
DENTAL SERVICES (INCOME DISCOUNT)			
BELOW 100% OF FEDERAL POVERTY LEVEL	NOMINAL		
100% - 133% of Federal Poverty Level	20% OF DENTAL CHARGES		
134% - 166% of Federal Poverty Level	40% OF DENTAL		

**Santa Cruz County Unified Fee Schedule
Health Services Agency; Environmental Health (HSA)
Budget Unit - 360000**

Items	Current Fee	Proposed Fee	Unit
	CHARGES		
167% - 200% of Federal Poverty Level	60% OF DENTAL CHARGES		
201% and Above of Federal Poverty Level with payment same day as Visit	75% OF DENTAL CHARGES	<u>100% OF DENTAL SERVICES VISIT FEE</u>	
201% and Above of Federal Poverty Level			
201% and Above of Federal Poverty Level NO SAME DAY PAYMENT (Reso. 308-2015)	\$185.00, FULL FEE		
MISCELLANEOUS HEALTH SERVICES AGENCY FEES (Res. 314-82)			
MEDICAL MARIJUANA IDENTIFICATION CARDS			
Medical Marijuana Card - MediCal	\$68.00	<u>\$50.00</u>	per card
Medical Marijuana Card - Non-MediCal	\$101.00	<u>\$100.00</u>	per card
<u>Medical Marijuana Card - Medically Indigent Adults; VA-Disability Beneficiaries</u>		<u>\$0.00</u>	<u>per card</u>
TOBACCO RETAILING LICENSE FEES			
TOBACCO RETAILERS	\$318.00	<u>\$345.00</u>	

Information Services Department

COUNTY OF SANTA CRUZ

Information Services Department

To: Board of Supervisors
From: Kevin Bowling, Director
Date: May 11, 2017
Subject: Unified Fee Adjustment – Geographic Information Systems (GIS)

Rates for programming and printing services for GIS are being increased from \$139 per programming hour and \$69.50 per map to \$140 and \$70, respectively. This increase will increase GIS' billing rates to the public to the amounts currently charged to County departments to cover costs. County Counsel has reviewed proposed fee changes for Proposition 26 compliance.

Santa Cruz County Fee Information Worksheet

Department/Division: Information Services

Index Code: 424500

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of services: Prints – large format maps

Proposed fee amount: \$70.00 per map

Justification for recommended fee: To cover the costs of providing maps.

Estimated annual revenue from fee adjustment: \$300

Is the adjusted fee revenue included in the 2017-18 budget? Yes ☒ No ☐

Santa Cruz County Fee Information Worksheet

Department/Division: Information Services

Index Code: 424500

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of services: GIS services such as data development, data analysis, map creation, application development, and specialized training.

Proposed fee amount: \$140.00 per hour

Justification for recommended fee: To cover the costs of providing the service.

Estimated annual revenue from fee adjustment: \$300

Is the adjusted fee revenue included in the 2017-18 budget? Yes ☒ No ☐

FEE CHANGES TABLE TEMPLATE

Santa Cruz County Unified Fee Schedule Information Services Budget Unit - 424500

Items	Current Fee	Proposed Fee	Unit
Prints – Large format maps	\$69.50	<u>\$70.00</u>	Print
GIS Services such as data development, data analysis, map creation, application development, and specialized training.	\$139.00	<u>\$140.00</u>	Per hour

Parks, Open Spaces & Cultural Services

COUNTY OF SANTA CRUZ
PARKS, OPEN SPACE & CULTURAL SERVICES
INTER-OFFICE CORRESPONDENCE

DATE: May 12, 2017

TO: Board of Supervisors

FROM: Parks, Open Space and Cultural Services

SUBJECT: Unified Fee Schedule – Summary of changes

The following is a summary of changes that the Parks Department is recommending be made to the Unified Fee Schedule (UFS) for fiscal year 2017-18, as detailed in the attached Fee Information worksheets. All fee increases are due to the increased cost of providing the service.

Section I – User Group Definition

- Update the definition of Residency to include residents of the Boulder Creek Recreation District

Section III – Facility Rental and Administrative Fee Schedule

- Increase picnic rental rates by 6-19%.
- Increase grounds rental rates by approximately 15%.
- Add a new Parks fee for an Annual Surf School permit.
- Add new fees for the rental of the Bear Creek Country Club facility, including a Complete Center rental fee, with optional Pool rental, Sauna rental, and/or Hot Tub rental fees. The Bear Creek Country Club facility is available 15 Saturdays from May-September via County Parks.

Section IV – Simpkins Family Swim Center – Pool Rental and Entry Fees

- Increase single entry fees for recreation swim, adult lap swim, and senior and youth lap swim.
- Increase single entry fees for adult fitness and water aerobics.
- Eliminate the 100 entry pass option for aquatic programs.

If you have any question, please contact Kim Namba directly at extension 7913.

Santa Cruz County Fee Information Worksheet

Department/Division: POSCS

Index Code: 492100/495200/495300/495700/495800/
495900/493150

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services:

Update the definition of Residency to include residents of the Boulder Creek special recreation district for determination of the Resident rate.

Proposed Fee Amount:

N/A

Basis for Recommended Fee:

Per the Cooperative Property Use Agreement between the Boulder Creek Recreation and Park District and the County of Santa Cruz for the Bear Creek Country Club, all residents of the CSA-11 unincorporated areas and the Boulder Creek special recreation district receive the Resident Rate user group definition for all fees related to County Parks programs and facilities. Conversely, all CSA-11 residents will receive a resident rate with the Boulder Creek Recreation and Park District. The Non-Resident rate will continue to apply to all other County residents in Alba, Opal Cliffs, and La Selva Beach special recreation districts, the cities of Santa Cruz, Watsonville, Scotts Valley, and Capitola, and outside County limits.

Estimated Annual Revenue from Fee Adjustment:

N/A

Is the adjusted fee revenue included in the
2017-18 Budget Request?

Yes No ☒

Santa Cruz County Fee Information Worksheet

Department/Division: Parks - Facilities Division

Index Code: 492100

Fee Authority: State ☐ Local ☒

Is the fee mandated by St Yes ☐ No ☒

Description of Services:

To increase the hourly rental rates by approximately 6-19% for picnic rentals

Proposed Fee Amount:

Anna Jean Cummings Park A or B	Resident \$18.75 / Non-Resident \$20.50
Anna Jean Cummings Park A and B	Resident \$26.25 / Non-Resident \$28.75
Brommer Street Park	Resident \$18.75 / Non-Resident \$20.50
Highlands Park	Resident \$20.00 / Non-Resident \$22.00
Pinto Lake A or B	Resident \$25.00 / Non-Resident \$27.50
Quail Hollow Ranch	Resident \$22.00 / Non-Resident \$24.00

Basis for Recommended Fee:

The fee increase will help offset costs for operations, maintenance, and staffing as well as reflect inflation costs. There has not fee an increase to picnic area rental rates since FY 2010-11. Increased rental rates provide for more uniform fee structure for day use rentals.

Estimated Annual Revenue from Fee Adjustment:

\$4000.00 annually

Is the adjusted fee revenue included in the

2017-18 Budget Request? Yes ☒ No ☐

Santa Cruz County Fee Information Worksheet

Department/Division: Parks - Facilities Division

Index Code: 492100

Fee Authority: State ☐ Local ☒

Is the fee mandated by St Yes ☐ No ☒

Description of Services:

To increase the hourly rental rates by approximately 15% for grounds rentals

Proposed Fee Amount:

Resident \$30.00

Non-Resident \$33.00

Basis for Recommended Fee:

The fee increase will help offset costs for operations, maintenance, and staffing as well as reflect inflation costs. There has not fee an increase to grounds rental rates since FY 2010-11.

Estimated Annual Revenue from Fee Adjustment:

\$2000.00 annually

Is the adjusted fee revenue included in the

2017-18 Budget Request? Yes ☒ No ☐

Santa Cruz County Fee Information Worksheet

Department/Division:

POSCS / Facilities

Index Code:

492100

Fee Authority:

State

☐

Local

☒

Is the fee mandated by State Law?

Yes

☐

No

☒

Description of Services:

Surf School annual permit fee for up to three surf schools to reflect pilot program at beaches and coastal access points between Pleasure Point and the Hook (at 41st Avenue)

Proposed Fee Amount:

\$750.00

Basis for Recommended Fee:

A pilot program of up to three approved surf schools will regulate the operations of surf school instruction in County beaches and coastal access points in the Pleasure Point area. Comparable regulations have been established in the Cities of Santa Cruz and Capitola. A regulated permit program through Santa Cruz County Parks increases safety standards while minimizing the impact upon the surrounding neighborhood.

Estimated Annual Revenue from Fee Adjustment:

2250.00 annually

**Is the adjusted fee revenue included in the
2017-18 Budget Request?**

Yes

No

☒

Santa Cruz County Fee Information Worksheet

Department/Division: Parks - Facilities Division

Index Code: 492100

Fee Authority: State ☐ Local ☒

Is the fee mandated by St Yes ☐ No ☒

Description of Services:

Rental fees for the Bear Creek Country Club center rental facility by County Parks during 15 Saturdays between May through September, with the option to add the rental of the pool, sauna and/or hot tub for a 3-hour maximum time limit.

Proposed Fee Amount:

Bear Creek Country Club Complete Center	Resident \$100.00 / Non-Resident \$110.00 per hour
Pool	\$250.00 flat fee
Sauna	\$60.00 per hour
Hot Tub	\$60.00 per hour

Basis for Recommended Fee:

Per the Cooperative Property Use Agreement between the Boulder Creek Recreation and Park District and the County of Santa Cruz for the Bear Creek Country Club, County Parks will administer facility use permits for the complete center rental, which includes the clubhouse, picnic area, and kitchen, for an agreed upon 15 Saturdays from May-September annually. The center rental will be subject to all adopted Parks Department's Park and Building Facility Rules and Regulations. Optional pool, sauna, or hot tub rentals are available for 3-hour maximum time limit within the center rental designated event time frame.

Estimated Annual Revenue from Fee Adjustment:

\$6,000.00 in first year, \$12,000 annually

Is the adjusted fee revenue included in the

2017-18 Budget Request? Yes ☒ No ☐

Santa Cruz County Fee Information Worksheet

Department/Division:

Parks - Aquatics

Index Code:

493150

Fee Authority:

State

Local

Is the fee mandated by State Law?

Yes

No

Description of Services:

Increase each of the following single entry fee groups by \$1 per entry; recreation swim, adult lap swim and senior & youth lap swim

	Current Fee	Increase	Proposed Fee
Rec Youth/Sr	\$4	\$1	\$5
Rec Adult	\$6	\$1	\$7
Lap Adult	\$6	\$1	\$7
Lap Youth/Sr	\$4	\$1	\$5

Justification for Recommended Fee:

Increasing fees for recreation swim, adult lap swim and senior & youth lap swim will bring in more revenue to the swim center to help cover increased costs.

Estimated Annual Revenue from Fee Adjustment:

A collective increase of \$35,000.00 for the the next fiscal year.

Is the adjusted fee revenue included in the 2017-18 Budget Request?

Yes

No

Santa Cruz County Fee Information Worksheet

Department/Division:

Parks - Aquatics

Index Code:

493150

Fee Authority:

State

☐

Local

☒

Is the fee mandated by State Law?

Yes

☐

No

☒

Description of Services:

Increase single entry fees by \$1 per entry, from \$7 to \$8;
adult fitness and water aerobics

Justification for Recommended Fee:

Increasing fees for adult fitness and water aerobics
will bring in more revenue to the swim
center to help cover increased costs.

Estimated Annual Revenue from Fee Adjustment:

A collective increase of \$2,200.00 for the
the next fiscal year.

**Is the adjusted fee revenue included in the
2017-18 Budget Request?**

Yes

☒

No

☐

Santa Cruz County Fee Information Worksheet

Department/Division:

Parks - Aquatics

Index Code:

493150

Fee Authority:

State

☐

Local

☒

Is the fee mandated by State Law?

Yes

☐

No

☒

Description of Services:

Eliminate the 100 entry pass option for lap swim, senior lap swim, recreation swim, warm water swim, water aerobics and adult fitness passes

Justification for Recommended Fee:

Eliminating the 100 entry pass option is the first phase of moving towards a new pass plan outline, in conjunction with new registration software, and will help bring in more revenue to the swim center to help cover costs.

Estimated Annual Revenue from Fee Adjustment:

A collective increase of \$1,250 for the the next fiscal year.

Is the adjusted fee revenue included in the 2017-18 Budget Request?

Yes

☒

No

☐

**Santa Cruz County Unified Fee Schedule
Parks, Open Space & Cultural Services
Budget Unit – 492100**

**Proposed Unified Fee Schedule Changes for 2017-18
(Updates to Items in Bold)**

Item	Current Fee	Proposed Fee	Unit
SECTION I - USER GROUP DEFINITION			
RESIDENT RATE - Anyone residing within the unincorporated area of the County (CSA-11) and Boulder Creek Recreation District, excluding Alba, Opal Cliffs, and La Selva Beach special recreation districts			
NON-RESIDENT RATE - Anyone residing in the incorporated areas of the County; Alba, Opal Cliffs, and La Selva Beach special recreation districts, and outside County limits	Approximately 10% more than Residential Rate		
SECTION III - FACILITY RENTAL AND ADMINISTRATIVE FEE SCHEDULE			
A. ALL PARKS - FACILITY RENTAL			
1. PORTION OF GROUNDS			
Schedule A			
RESIDENT	\$25.75	\$30.00	per hour
NON-RESIDENT	\$28.25	\$33.00	per hour
C. GROUP PICNIC AREAS - FACILITY RENTAL			
Schedule A			
1. ANNA JEAN CUMMING PARK			
Area A or B (up to 50)			
RESIDENT	\$17.25	\$18.75	per hour
NON-RESIDENT	\$19.00	\$20.50	per hour
Area A and B (50-100)			
RESIDENT	\$24.75	\$26.25	per hour
NON-RESIDENT	\$27.25	\$28.75	per hour
2. BROMMER STREET PARK (up to 50)			
RESIDENT	\$15.25	\$18.75	per hour
NON-RESIDENT	\$16.75	\$20.50	per hour
3. HIGHLANDS PARK (75-100)			
RESIDENT	\$18.50	\$20.00	per hour
NON-RESIDENT	\$20.25	\$22.00	per hour
4. PINTO LAKE COUNTY PARK			
Area A or B (up to 100)			
RESIDENT	\$22.50	\$25.00	per hour
NON-RESIDENT	\$24.75	\$27.50	per hour
5. QUAIL HOLLOW RANCH COUNTY PARK* (up to 100)			
*Picnic area rate available on weekdays only			
RESIDENT	\$20.25	\$22.00	per hour
NON-RESIDENT	\$22.50	\$24.00	per hour
D. PARK CENTERS - FACILITY RENTAL			
1. COMPLETE CENTER			
Schedule A			
f. Bear Creek Country Club (Capacity 125)			

1. Complete Center Rental Includes: Clubhouse, Picnic Area, Kitchen; Available 15 Saturdays from May-September			
RESIDENT		\$100.00	per hour
NON-RESIDENT		\$110.00	per hour
2. Pool rental- with complete center rental, 3-hour limit		\$250.00	each
3. Sauna- with complete center rental, 3- hour limit		\$60.00	per hour
4. Hot Tub- with complete center rental, 3-hour limit		\$60.00	per hour
F. MISCELLANEOUS FEES AND CHARGES			
14. Surf School Annual Permit		\$750.00	annually
SECTION IV - SIMPKINS FAMILY SWIM CENTER - POOL RENTAL AND ENTRY FEES			
A. POOL RENTAL FEES			
12. Other Pools			
a. Bear Creek Country Club Pool Rental – See SECTION III, D.1.f. Bear Creek Country Club			
B. SINGLE ENTRY AND MEMBERSHIP PASS ENTRY FEES			
1. RECREATION SWIM			
b. Single Entry	\$6.00	\$7.00	each
c. Single Entry Youth or Senior (4-12 & 65+)	\$4.00	\$5.00	
f. 100-Entry Pass	\$425.00		each
2. LAP SWIM & WATER POLO			
a. Single Entry (13-64)	\$6.00	\$7.00	each
d. 100-Entry Pass	\$510.00		each
3. Senior & Youth LAP SWIM			
a. Single Entry Youth & Senior	\$4.00	\$5.00	each
d. 100-Entry Pass	\$340.00		each
4. ADULT FITNESS WORKOUT			
a. Single Entry	\$7.00	\$8.00	each
d. 100-Entry Pass	\$595.00		each
5. WATER EXERCISE WORKOUT			
a. Single Entry	\$7.00	\$8.00	each
d. 100-Entry Pass	\$595.00		each

Correct the following fee, per FY 15/16

SECTION III - FACILITY RENTAL AND ADMINISTRATIVE FEE SCHEDULE			
F. MISCELLANEOUS FEES AND CHARGES			
8. Swim Pass Discounts	40-30%	5-30%	each

Public Works Department

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS
INTER-OFFICE CORRESPONDENCE

DATE: May 9, 2017
TO: Board of Supervisors
FROM: Department of Public Works
SUBJECT: UNIFIED FEE SCHEDULE - SUMMARY OF CHANGES, GENERAL FEES

The following is a summary of changes that the Department of Public Works is recommending be made to the Unified Fee Schedule (UFS) for fiscal year 2017-18, as detailed in the attached Fee Information worksheets. All fees have been modified to recoup the actual cost of providing the service.

Solid Waste and Recycling

- Refuse, wood waste, concrete, asphalt, and other various fees have been adjusted to maintain baseline diversion and waste handling activities.

Small Quantity Commercial Hazardous Wastes Collection Programs

- Increase in the fees for processing and labor, high intensity discharge (HID) lamps, and fluorescent lamps.

Road Operations Engineering

- Increase in various Encroachment Permit fees.
- Increase in Utility Trench fees.

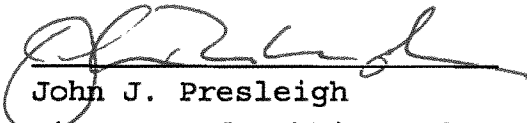
Traffic Control Devices

- Fees for various Traffic Control Devices have been increased to address labor cost increases.

Live Oak Parking

- New Residential hangtags to replace guest permits.
- Adding new Seasonal hangtags for non-residents.

If you any questions, please contact Peggy Ducey at extension 2779.



John J. Presleigh
Director of Public Works

Attachments

Copy to: County Administrative Officer

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

	<u>ITEMS</u>	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>UNIT</u>
<u>SOLID WASTE DISPOSAL RATE SCHEDULE</u>				
	<u>GARBAGE, REFUSE AND TRASH</u>			
	Weighed Loads	\$73.00	<u>\$75.00</u>	per ton
	Weighed Loads-Minimum Charge	\$20.00	<u>\$22.00</u>	
	Can Rate for 1, 64 Gallon Can	\$10.00	<u>\$11.00</u>	
	Weighed Drop/Roll-off Boxes	\$63.00	<u>\$66.00</u>	per ton
	Weighed Drop/Roll-off Boxes-Minimum Charge	\$20.00	<u>\$22.00</u>	
	<u>SPECIAL HANDLE REFUSE</u>			
	Weighed Loads	\$120.00	<u>\$124.00</u>	per ton
	Minimum charge	\$30.00	<u>\$32.00</u>	
	<u>CLEAN, SORTED WOODWASTE & YARDWASTE</u>			
	Weighed Loads	\$48.00	<u>\$50.00</u>	per ton
	Minimum charge	\$13.00	<u>\$14.00</u>	
	<u>MIXED RECOVERABLE MATERIALS</u>			
	Weighed Loads	\$59.00	<u>\$63.00</u>	per ton
	Minimum charge	\$17.00	<u>\$20.00</u>	
	<u>SHEETROCK/GYPSUM BOARD</u>			
	Minimum charge	\$13.00	<u>\$14.00</u>	
	<u>CLEAN, SORTED CONCRETE</u>			
	Weighed loads	\$13.00	<u>\$14.00</u>	per ton
	Minimum charge	\$13.00	<u>\$14.00</u>	per ton
	Oversized (over 2 feet in any direction)			
	Weighed loads	\$26.00	<u>\$28.00</u>	per ton
	Minimum charge	\$26.00	<u>\$28.00</u>	
	<u>CLEAN, SORTED ASPHALT, BRICK, BASEROCK, CERAMIC TILE & PORCELAIN</u>			
	Weighed Loads - Buena Vista Landfill Only	\$13.00	<u>\$14.00</u>	per ton
	Minimum charge	\$13.00	<u>\$14.00</u>	
	<u>CARPET PADDING & CLEAN FOAM RUBBER PADDING</u>			
	Minimum charge	\$13.00	<u>\$14.00</u>	
	<u>CRUSHED CONCRETE (BASEROCK) OR RUBBLE FOR SALE</u>			
	Weighed Loads	\$7.00	<u>\$8.00</u>	per ton
	Minimum charge	\$7.00	<u>\$8.00</u>	
<u>SMALL QUANTITY COMMERCIAL HAZARDOUS WASTES COLLECTION PROGRAMS</u>				
	Processing and Labor-Minimum Charge	\$20.00	<u>\$25.00</u>	
	High Intensity Discharge (HID) Lamp	\$3.00	<u>\$5.00</u>	Each
	Fluorescent Lamps 4 Feet and Under and CFLs	\$0.50	<u>\$1.00</u>	Each
	Fluorescent Lamps Greater Than 4 Feet	\$1.00	<u>\$2.00</u>	Each

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

	<u>Oil Filters - Metallic</u>	<u>NEW</u>	<u>\$2.00</u>	<u>Each</u>
	<u>Oil Filters - Non-metallic</u>	<u>NEW</u>	<u>\$7.00</u>	<u>Each</u>
	<u>ENCROACHMENT PERMITS</u>			
	<u>COMPACTION TESTS</u>	\$302.00	<u>\$312.00</u>	
	<u>DRIVEWAY PERMITS</u>	\$1,014.00	<u>\$1,045.00</u>	
	<u>ENCROACHMENT DISCRETIONARY APPLICATION REVIEW</u>	\$281.00	<u>\$289.00</u>	
	<u>ENCROACHMENT BUILDING PERMIT REVIEW</u>	\$281.00	<u>\$289.00</u>	
	<u>BLANKET PERMITS</u>			
	PG&E	\$8,174.00	<u>\$8,419.00</u>	
	AT&T/SBC	\$4,426.00	<u>\$4,559.00</u>	
	Other Utilities	\$2,801.00	<u>\$2,885.00</u>	
	Tree Trimming for Utility Clearance	\$2,601.00	<u>\$2,679.00</u>	
	<u>UTILITIES</u>			
	Major	\$4,375.00	<u>\$4,506.00</u>	
	Regular	\$3,378.00	<u>\$3,479.00</u>	
	<u>TEMPORARY COMMERCIAL REAL ESTATE SIGNS</u>	\$1,165.00	<u>\$1,200.00</u>	
	<u>MAJOR ENCROACHMENT PERMITS</u>			
	Deposit	\$1,996.00	<u>\$2,056.00</u>	
	<u>REGULAR ENCROACHMENT PERMITS</u>	\$1,014.00	<u>\$1,045.00</u>	
	<u>MINOR ENCROACHMENT PERMITS</u>	\$776.00	<u>\$800.00</u>	
	<u>SPECIAL EVENT PERMITS</u>			
	Parade/Community Events	\$396.00	<u>\$407.00</u>	
	Subsequent Permits	\$168.00	<u>\$173.00</u>	
	Minor Events - Marathons, Triathlons, Bicycle, and Running (events which charge participant entry fees)			
	Minimum	\$481.00	<u>\$495.00</u>	
	Major Events			
	Deposit	\$1,201.00	<u>\$1,237.00</u>	deposit
	Prepare Traffic Control Plans per Caltrans specification	\$179.00	<u>\$185.00</u>	
	<u>CURB, GUTTER AND SIDEWALK (less than 100 ft.)</u>	\$889.00	<u>\$916.00</u>	
	<u>UTILITY TRENCH</u>			
	99' OR LESS	\$986.00	<u>\$1,015.00</u>	
	100' to 249'	\$1,374.00	<u>\$1,415.00</u>	
	250' to 499'	\$1,699.00	<u>\$1,750.00</u>	
	500' to 1,000'	\$1,992.00	<u>\$2,052.00</u>	
	<u>UTILITY TRENCH OVER 1,000' OR MAJOR PROJECT</u>	\$2,253.00	<u>\$2,320.00</u>	deposit
	<u>TRENCH CUT CALCULATION FEE</u>	\$220.00	<u>\$226.00</u>	per trench

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

<u>PERMIT PARKING - LIVE OAK BEACH AREA</u>				
	<u>Hanging Tag Residential Permit</u>	<u>NEW</u>	<u>\$15.00</u>	<u>per permit</u>
	<u>Seasonal - Hanging Tag</u>	<u>NEW</u>	<u>\$50.00</u>	<u>per permit</u>
	Guest Hanging Tags	\$8.00		per permit
<u>TRAFFIC CONTROL DEVICES</u>				
	<u>SIGN ONLY (Customer Pick-up)</u>			
	Single Street Name Sign	\$129.72	<u>\$128.73</u>	
	Double Street Name Sign	\$157.09	<u>\$171.42</u>	
	<u>SIGN ONLY (Includes installation)</u>			
	Single Street Name Sign	\$229.22	<u>\$231.82</u>	
	Double Street Name Sign	\$249.47	<u>\$303.19</u>	
	<u>SIGN WITH POST (Includes installation)</u>			
	Single Street Name Sign	\$286.47	<u>\$287.83</u>	
	Double Street Name Sign	\$361.45	<u>\$345.19</u>	
	STOP / Regulatory Sign	\$274.82	<u>\$284.26</u>	
	WARNING SIGN - 30" x 30"	\$274.82	<u>\$284.26</u>	
	MISCELLANEOUS READY-MADE SIGN - 12" X 18"	\$262.45	<u>\$270.13</u>	


Sheriff-Coroner



County of Santa Cruz

Sheriff's Office

5200 Soquel Avenue, Santa Cruz, CA 95062
(831) 454-7610 FAX: (831) 454-7604

DATE: May 24, 2017
TO: Board of Supervisors
FROM: Sheriff Jim Hart 
RE: Unified Fee Schedule

Attached please find the Sheriff's Office Unified Fee Schedule proposed changes. The following summarizes changes to the Unified Fee Schedule, as detailed in the attached Fee Information Worksheets.

Sexual Assault Response Team Fee

The Sheriff's Office Sexual Assault Response Team (SART) is entering into a cooperative Memorandum of Understanding to provide services as necessary to Monterey County. The fee will recover the actual costs for SART responses and examinations in the amount of \$925 per response.

Forensic Services Fee

The Sheriff's Office is providing additional forensic services including crime scene investigation, cell phone data extraction, cell phone data analysis, computer forensic investigation and forensic vehicle processing for other law enforcement agencies. The fee will recover the actual costs for providing these services.

Jail Access and Criminal Justice Administration Fees

Pursuant to Section 29551 (b) (1) of the Government Code, if an appropriation for the purposes specified in Section 29552 is made, and the county elects to receive the funds appropriated through the \$35 million "Enhancing Law Enforcement Activities Subaccount", a county may elect to charge a Jail Access Fee to a local agency. A Jail Access Fee (JAF) is charged for certain misdemeanor offenses when an arresting jurisdiction exceeds a three-year average number of non-felony bookings for:

- Municipal code violations, and
- Misdemeanor violations, except driving under the influence offenses and domestic violence misdemeanor offenses (including enforcement of protective orders).

Our office updates each arresting agency's data on a monthly basis so that agencies are aware of both the running three-year average for these non-felony bookings as well as the number of bookings, if any, that exceed the average.

The JAF rate is based on the actual cost of booking an arrested person into the local detention facility, and to avoid any conflict of interest, this calculation is performed by the County Administrative Office. The rate and running three-year averages of eligible bookings are included in the technical appendices and attachments that follow. The Jail Access Fee is established at \$427.08 for 2017-18. As a courtesy, our office will continue to provide background information on the Jail Access Fee calculations and running three-year averages of eligible bookings to our public safety partners in the advance of adopting these fees each year.

Government Code Section 29550 (c) provides that any county whose officer or agent arrests a person is entitled to recover from that arrested person a booking fee for the administrative costs it incurs in conjunction with the arrest, if that person is convicted of any criminal offense related to the arrest, whether or not it is the offense for which the person was originally booked.

The fee which the county is entitled to recover pursuant to this subdivision shall not exceed the actual administrative costs incurred in booking or otherwise processing arrested persons. The Criminal Justice Administration Fee for individuals arrested and booked in County facilities by County officers and agents, and subsequently convicted of a criminal offense is \$427.08 for 2017-18.

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Sheriff's Office

Index Code: 661400

Fee Authority: State [☐] Local [☒]

Is the fee mandated by State Law? Yes [☐] No [☒]

Description of services:

The Sheriff's Office Sexual Assault Response Team (SART) is entering into a cooperative MOU to provide services as necessary to Monterey County.

Proposed fee amount: \$925 per response

Justification for recommended fee:

The fee relates to the SART costs for providing an effective team response to cases of adult, adolescent, and acute pediatric sexual assault in both counties.

Estimated annual revenue from fee adjustment: \$ n/a Trust revenue

Is the adjusted fee revenue included in the 2017-18 budget? Yes [☒] No [☐]

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Sheriff's Office

Index Code: 661200

Fee Authority: State [☐] Local [☒]

Is the fee mandated by State Law? Yes [☐] No [☒]

Description of services:

The Sheriff's Office is providing additional services outside our scope to other law enforcement agencies.

Proposed fee amount:

At cost per hour

Justification for recommended fee:

The Sheriff's Office is providing additional forensic services including crime scene investigation, cell phone data extraction, cell phone data analysis, computer forensic investigation and forensic vehicle processing for other law enforcement agencies.

Estimated annual revenue from fee adjustment: \$1,000

Is the adjusted fee revenue included in the 2017-18 budget? Yes [☒] No [☐]

FEE INFORMATION WORKSHEET
Santa Cruz County Unified Fee Schedule

Department/Division: Sheriff's Office

Index Code: 662110

Fee Authority: State ☒ Local ☐

Is the fee mandated by State Law? Yes ☒ No ☐

Description of services:

The Criminal Justice Administration Fee (also known as a booking fee) may be recovered from individuals booked into the County's correctional facilities in restitution ordered by Superior Court. The fee cannot exceed the actual cost of booking an arrested person.

The Jail Access Fee is charged to jurisdictions that exceed a three-year average number of non-felony bookings for crimes including municipal code violations and misdemeanor violations, except driving under the influence offenses and domestic violence misdemeanor offenses, including enforcement of protective orders.

Proposed fee amount:

Criminal Justice Administration Fee - \$427.08
Jail Access Fee - \$427.08

Justification for recommended fee:

Government Code Section 29550 (c)
Government Code Section 29551 (b) (1)

Estimated annual revenue from fee adjustment: \$5,000

Is the adjusted fee revenue included in the 2017-18 budget? Yes ☒ No ☐

BOOKING COSTS FOR CRIMINAL JUSTICE ADMINISTRATION AND JAIL ACCESS FEE CALCULATION

Three Correctional Officers (CO's) and one Supervising Correctional Officer (SCO) are assigned to the booking of arrestees on each of the four teams that staff the Main Jail seven days per week, 24 hours per day. In addition, it is estimated that 50% of the hours of the four Correction's Sergeants overseeing the teams are spent supervising the booking process. Two Sheriff's Lieutenants spend a portion of their time (30%) on duties related to the booking of detainees including oversight of the overall booking process.

SALARY AND BENEFITS**REGULAR SALARIES AND BENEFITS**

<u>Position</u>		<u>Gross S&B</u>	<u>Factor</u>	<u>Total</u>
12	Correctional Officers (Step 5)	\$ 126,554	100%	\$ 1,518,648
4	Supervising Correctional Off. (Step 7)	\$ 141,751	100%	\$ 567,004
4	Correctional Sergeants (Step 7)	\$ 159,248	50%	\$ 318,496
2	Sheriff's Lieutenants (Step 8)	\$ 228,365	30%	\$ 137,019
TOTAL				\$ 2,541,167

RELIEF FACTOR .259 (For CO/SCO only)

TOTAL	\$ 540,184
-------	------------

DIFFERENTIAL - Night Shift, Training, Bilingual and Career

<u>Position</u>	<u>Hourly Rate</u>	<u>Hrs/Yr</u>	<u>Factor</u>	<u>Total</u>
Correctional Officers	Varies	2184	100%	\$ 53,062
SCO's	Varies	2184	100%	\$ 18,853
Correctional Sergeants	Varies	2184	50%	\$ 13,218
Sheriff's Lieutenant	Varies	2080	10%	\$ 6,394
TOTAL				\$ 91,527

*The hourly rate varies based on the type of differential(s) that each employee receives. An employee may receive one or more of the following differentials: night shift, training, longevity, bilingual and career.

HOLIDAY PAY (7.07%)

<u>Position</u>		<u>Reg. Pay</u>	<u>Rate</u>	<u>Total</u>
12	Correctional Officers	\$ 1,518,648	7.07%	\$ 107,368
4	SCO's	\$ 567,004	7.07%	\$ 40,087
4	Correctional Sergeants	\$ 318,496	7.07%	\$ 22,518
TOTAL				\$ 169,973

WORKERS COMPENSATION AND UNEMPLOYMENT INSURANCES

<u>Approp.</u>	<u>Detention Total Positions</u>	<u>Booking Function Pos. Allocat</u>	<u>Factor</u>	<u>Total</u>
\$ 576,593	150 FTE	16	0.107	\$ 61,503

ADMINISTRATIVE AND FISCAL OVERSIGHT (Added to Overhead)

Sr. Account Tech + Sr. Departmental Analyst	\$ 27,804
---	-----------

SUBTOTAL SALARIES & BENEFITS	\$ 3,404,354
---	---------------------

SERVICES & SUPPLIES

Utilities*	\$	39,368
Photo Imaging System Maintenance - Included with Fingerprint System	\$	-
Live Scan Fingerprint System/Cogent	\$	98,611
Surveillance System - Booking Portion	\$	4,863
Booking Forms	\$	12,000
Medical Services Contract - Booking Portion	\$	595,919
Maintenance, Office, Equipment and Services	\$	75,550
Corrections Management System - Maintenance Charges	\$	8,269
Office, Household Supplies	\$	35,000

SUBTOTAL SERVICES & SUPPLIES: \$ 869,580

INTERDEPARTMENTAL CHARGES

Information Services Charges** (connection fees, telecommunications, computing and radio costs)	\$	65,752
--	----	--------

SUBTOTAL INTERDEPARTMENTAL: \$ 65,752

TOTAL BOOKING DIRECT COST: \$ 4,339,686

* Utility charges are based on a square footage estimate of the booking area as a percentage of the total area of the Main Jail. That percentage (7%) is used to prorate the total utilities charges for the facility to the booking function.

** Information Services charges are based on computer connections assigned to the booking function, as a percentage of total connections in the cost center, plus radio charges associated with officers assigned to the booking function.

**JAIL ACCESS FEE (JAF) CALCULATIONS FOR 2017-18 ADJUSTED
FOR 2015-16 ACTUALS**

	Proposed 2015-16	Actual 2015-16	Proposed 2017-18
Salaries & Benefits	\$ 3,139,023	\$ 3,103,909	\$ 3,404,354
Services & Supplies			
Utilities	\$ 32,741	\$ 30,323	\$ 39,368
Photo Imaging System Maintenance	\$ 7,467	\$ 5,144	\$ -
Live Scan Fingerprint System/Cogent	\$ 18,000	\$ 93,250	\$ 98,611
Surveillance System	\$ 5,279	\$ 5,548	\$ 4,863
Booking Forms	\$ 6,360	\$ 15,931	\$ 12,000
Corrections Management System - Maintenance Charges	\$ 7,875	\$ 8,269	\$ 8,269
Medical Services Contract	\$ 596,522	\$ 574,869	\$ 595,919
Equipment, Maintenance and Services	\$ 80,036	\$ 58,898	\$ 75,550
Office, Household Supplies	\$ 37,000	\$ 36,421	\$ 35,000
Subtotal	\$ 791,280	\$ 828,653	\$ 869,580
Interdepartmental Charges			
Information Services Charges	\$ 47,892	\$ 42,785	\$ 65,752
Subtotal	\$ 47,892	\$ 42,785	\$ 65,752
County Overhead	\$ 291,580	\$ 312,021	\$ 317,344
Total Costs	\$ 4,269,775	\$ 4,287,368	\$ 4,657,030
Total Bookings	11,305	10,589	10,947
Proposed and Actual Chargeable Bookings	2,244	1,985	
% of Total that are Chargeable Bookings	19.85%	18.75%	
Difference: 2015-16 Proposed and Actual		\$ 17,593	
Chargeable Share of Difference		\$ 3,297.96	
Adjustment (Chargeable Share/Chargeable Bookings)		\$ 1.66	
Unadjusted Jail Access Fee 2017-18 (Total Costs/Total Bookings)			\$ 425.42
Adjustment for 2015-16 Actual Costs			\$ 1.66
Final Proposed Jail Access Fee 2017-18			\$ 427.08

All Bookings			
Months	Actual 2015-16	Estimated* 2016-17	Projected** 2017-18
July	970	974	972
August	998	997	998
September	902	924	913
October	982	957	970
November	817	828	823
December	907	840	874
January	927	795	861
February	879	683	781
March	955	945	950
April	958	881	920
May	1,039	882	961
June	971	882	927
TOTAL	11,305	10,589	10,947

* May and June based on average of July 2016 to April 2017

** Total based on average of 2015-16 and 2016-17

JAIL ACCESS FEE AND CJA FEE CALCULATION SUMMARY**Fiscal Year 2017-18****COSTS ASSOCIATED WITH BOOKING DIVISION - 2017-18**

Booking Division Salaries & Benefits	\$ 3,404,354
Booking Division Services & Supplies	\$ 869,580
Inter-departmental Charges Information and Radio Services	\$ 65,752
Sub-Total	<u>\$ 4,339,686</u>
County Overhead*	<u>\$ 317,344</u>
TOTAL PROPOSED 2017-18 BOOKING COSTS	\$ 4,657,030
Projected Number of Bookings 2017-18**	10,947
2017-18 Cost per Projected Booking	\$ 425.42
Fee Adjustment for 2015-16 Actuals	<u>\$ 1.66</u>
Total Administrative Costs	<u>\$ 427.08</u>
PROPOSED 2017-18 CJA AND JAIL ACCESS FEE	\$ 427.08

- * Based on Auditor-Controller's Cost Allocation Plan (2015-16 Actual, 2017-18 Estimated)
+ portion of Corrections Main Jail Fiscal and Administrative Services staff
- ** Based on actual July 2016 through April 2017 Total Facility booking data
and projections for May and June for the current year, actual
booking data for the two prior years (average calculated over 3 years)

Jail Access Fee 3 Year Average Calculations

For 2017-18 Calculations**	3-yr Average	2014-15	2015-16	2016-17 Est.
Capitola Police Dept	169	212	155	139
Santa Cruz Harbor Patrol	9	9	8	11
Santa Cruz Police Dept	1,402	1,689	1,319	1,197
Scotts Valley Police Dept	70	74	69	67
UCSC	27	35	18	27
Watsonville Police Dept	347	318	416	308
TOTALS:	2,024	2,337	1,985	1,749

For 2015-16 Calculations*	3-yr Average	2012-13	2013-14	2014-15 Est.
Capitola Police Dept	191	149	202	221
Santa Cruz Harbor Patrol	8	6	7	10
Santa Cruz Police Dept	1,638	1,644	1,688	1,583
Scotts Valley Police Dept	67	57	76	69
UCSC	40	23	55	43
Watsonville Police Dept	300	301	279	319
TOTALS:	2,244	2,180	2,307	2,245

For 2014-15 Calculations*	3-yr Average	2011-12	2012-13	2013-14 Est.
Capitola Police Dept	197	214	149	227
Santa Cruz Harbor Patrol	7	10	6	6
Santa Cruz Police Dept	1,798	2,042	1,644	1,709
Scotts Valley Police Dept	79	86	57	93
UCSC	36	60	23	25
Watsonville Police Dept	323	376	301	292
TOTALS:	2,440	2,788	2,180	2,352

For 2013-14 Calculations*	3-yr Average	2010-11	2011-12	2012-13 Est.
Capitola Police Dept	182	188	214	145
Santa Cruz Harbor Patrol	10	14	10	6
Santa Cruz Police Dept	2,007	2,290	2,042	1,689
Scotts Valley Police Dept	83	104	86	58
UCSC	46	54	60	23
Watsonville Police Dept	407	555	376	291
TOTALS:	2,735	3,205	2,788	2,212

* Provided for comparison purposes

** Projected based on average July 2016 - April 2017

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Sheriff's Office
Budget Unit - 661400

[illegible]

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Sheriff's Office
Budget Unit - 661200

[illegible]

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Sheriff's Office
Budget Unit - 662110

[illegible]

Exhibit B

Planning Department

MEMORANDUM

Date: May 17, 2017

To: Board of Supervisors

From: Kathy Molloy Previsich, Planning Director



Re: **2017-18 PLANNING DEPARTMENT FEE SCHEDULE**

Attached is the proposed Planning Department Fee Schedule for fiscal year 2017-18.

It is proposed that the Special Building Service over-the-counter fee for change outs of wood-burning stoves and fireplaces to stoves and inserts that burn gas or pellets continues to be set at \$75, which is below the cost recovery level, but justified on a public policy basis due to the external air quality and public safety impacts on the community from operation of aging woodstoves and wood-burning fireplaces. The lowered fee is intended to minimize the permit cost obstacle for potential applicants. It is also proposed that the subsidy of water heater installation permits be continued in order to encourage applicants to have these appliances inspected when installed. The lowered fee for expedited photovoltaic installations on residential properties is also being continued at \$250 to encourage such installations for public policy reasons related to reduction of greenhouse gases.

A new At Cost fee for Environmental Violation Resolution is proposed which would be used for time spent by county staff on violations, such as erosion damage or biotic resource destruction, which do not have associated permitting processes. Property owners would be charged fees to recover costs associated with ensuring that remediation activity occur in compliance with county standards.

Two new Special Building Services fees related to Conversions ADUs are proposed, in order to ensure cost recovery but also the reality that the spectrum of possible work to establish Conversions ADUs will be quite variable. For comparison purposes, building plan check and inspection fees for a New Construction ADU are based on 100% of valuation of the improvements. It is common that permit fees for "remodel" work are set at 50% of the new construction value of the improvements. While the 50% factor is appropriate for conversion of Non-habitable space to Habitable space, it often may be too high for conversions of existing habitable space to a habitable Conversion ADU. For this reason, it is proposed that the Building Official review each application for a Conversion ADU involving habitable-to-habitable space, and set the fee based upon extent of work specific to that case, within a range of 10% to 50% of the fees that would be charged for new construction. Therefore, the two new proposed fees for Conversion ADUs are as follows:

ADU Conversion – Habitable to Habitable: 10% to 50% of the amount charged for new construction as determined by the Building Official.

ADU Conversion – Non-Habitable to Habitable: 50% of the amount charged for new construction.

Two flat fees, Biotic Report Review and Biotic Assessment, are recommended to increase to recover the increased cost of outside contractor reviews for these two fees; those outside costs are passed on to the applicant. All other permit fees and rates are recommended to remain the same.

The add/strike-out format illustrates all changes to the fee schedule itself. Under State law, a 60-day waiting period after final adoption is required prior to implementation of new development fees. If the Board

adopts the proposed Planning Department fee changes, we would suggest that they be implemented on Monday, August 28, 2017. This date would also afford sufficient opportunity to publicize these adjustments. Copies of the proposed changes and supporting documentation will be available in the Clerk of the Board's office for public review for the ten days prior to Board action as required by law. As always, if you have any questions, please feel free to contact me.

1718feetrans 5-17.doc

Department/Division: Planning

Index Code: 542100

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services: Environmental Violation Resolution

To address violations, such as erosion damage or biotic resource destruction, which do not have associated permitting processes available for resolution.

Basis for Recommended Fee: Staff time, materials and overhead.

Estimated Annual Revenue from Fee Adjustment: \$10,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

feeform.doc

Department/Division: Planning

Index Code: 541500

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services: ADU Conversion Habitable

Conversion Accessory Dwelling Unit, habitable space to habitable space,
10 -50% of the amount charged for new construction, to be determined by Building
Official.

Basis for Recommended Fee: Staff time, materials and overhead.

Estimated Annual Revenue from Fee Adjustment: 10,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

feeform.doc

Department/Division: Planning

Index Code: 541500

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services: ADU conversion Non-Habitable

Conversion Accessory Dwelling Unit, non- habitable space to habitable space,
50% of the amount charged for new construction.

Basis for Recommended Fee: Staff time, materials and overhead.

Estimated Annual Revenue from Fee Adjustment: \$10,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

feeform.doc

Department/Division: Planning

Index Code: 542100

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services: Biotic Report Review

Technical report review to determine conditions under which a proposed development may proceed to avoid or mitigate the potential for impacts to sensitive species and habitat, and to satisfy the requirements of the California Environmental Quality Act.

Basis for Recommended Fee: Staff time, materials, overhead and contractor cost.

Estimated Annual Revenue from Fee Adjustment: \$10,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

feeform.doc

Department/Division: Planning

Index Code: 542100

Fee Authority: State ☐ Local ☒

Is the fee mandated by State Law? Yes ☐ No ☒

Description of Services: Biotic Assessment

Assessment to determine whether a proposed development or code violation resolution has the potential to result in significant impacts to environmental resources, and to identify conflicts with the County General Plan, sensitive habitat ordinance and the California Environmental Quality Act.

Basis for Recommended Fee: Staff time, materials, overhead and contractor cost.

Estimated Annual Revenue from Fee Adjustment: \$10,000

Is the adjusted fee revenue included in the 2017-18 Budget Request? Yes ☒ No ☐

feeform.doc

Santa Cruz County Unified Fee Schedule
Planning
Budget Unit 540000

NAME	CURRENT FEE	PROPOSED FEE
ENVIRONMENTAL RESOLUTION		AT COST
BIOTIC REPORT REVIEW	4,690	1,700
BIOTIC ASSESMENT	4,735	1,935

SPECIAL BUILDING SERVICES	CURRENT MINIMUM FEE	PROPOSED FEE
OTHER		
<u>ADU CONVERSION – HABITABLE – CONVERSION ACCESSORY DWELLING UNIT, HABITABLE SPACE TO HABITABLE SPACE</u>		<u>10 – 50% OF THE AMOUNT CHARGED FOR NEW CONSTRUCTION, TO BE DETERMINED BY BUILDING OFFICIAL</u>
<u>ADU CONVERSION – NON-HABITABLE – CONVERSION ACCESSORY DWELLING UNIT, NON-HABITABLE SPACE TO HABITABLE SPACE</u>		<u>50% OF THE AMOUNT CHARGED FOR NEW CONSTRUCTION</u>

5/23/2017 5:37 PM

Public Works Department

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS
INTER-OFFICE CORRESPONDENCE

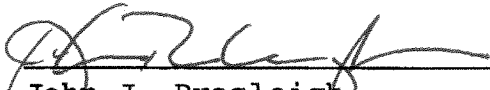
DATE: May 9, 2017
TO: Board of Supervisors
FROM: Department of Public Works
SUBJECT: UNIFIED FEE SCHEDULE - SUMMARY OF CHANGES
DEVELOPMENT-RELATED FEES

The following is a summary of changes that the Department of Public Works is recommending be made to the Unified Fee Schedule (UFS) for fiscal year 2017-18, as detailed in the attached Fee Information worksheets. All fees have been modified to recoup the actual cost of providing the service.

General Santa Cruz County Flood Control and Water Conservation
District and Zones 5, 6, and 8

- Adjustments in construction of storm drainage improvements.
- Adjustments in Stormwater Mitigation Practices Maintenance Oversight Fee.
- Adjustments in deposit for Runoff and Pollution Control Ordinance Enforcement Appeals.
- Adjustments in drainage review fees to recoup actual labor costs to provide the services.

If you any questions, please contact Peggy Ducey at extension 2779.


John J. Presleigh
Director of Public Works

Attachments

Copy to: County Administrative Officer

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

	<u>ITEMS</u>	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>UNIT</u>
<u>SANTA CRUZ COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT</u>				
	Construction of storm drainage improvements - Zones 5, 6, 7A & 8			
	Zone 5 Flood Control District	\$1.23	<u>\$1.27</u>	per square foot
	Zone 6 Flood Control District	\$1.23	<u>\$1.27</u>	per square foot
	Zone 7A Flood Control District	\$1.23	<u>\$1.27</u>	per square foot
	Zone 8 Flood Control District	\$1.23	<u>\$1.27</u>	per square foot
	Stormwater Mitigation Practices Maintenance Oversight	\$555.00	<u>\$570.00</u>	
	Runoff and Pollution Control Ordinance Enforcement Appeal			
	Required Deposit	\$900.00	<u>\$930.00</u>	deposit
	<u>ZONE 5 FLOOD CONTROL DISTRICT</u>			
	DRAINAGE REVIEW NOT ASSOCIATED WITH BUILDING OR DISCRETIONARY PERMITS			
	Required Deposit	\$695.00	<u>\$715.00</u>	deposit
	OVER THE COUNTER PLAN CHECK	\$195.00	<u>\$200.00</u>	
	RESIDENTIAL*			
	SFD ADDITION LESS THAN 500 SQ. FT.	\$455.00	<u>\$470.00</u>	
	SFD ADDITION GREATER THAN OR EQUAL TO 500 SQ. FT.	\$810.00	<u>\$835.00</u>	
	NEW SFD/NEW CONDO/TOWNHOUSE, TYPICAL	\$970.00	<u>\$1,000.00</u>	per unit
	SIGNIFICANT SFD **	\$1,480.00	<u>\$1,525.00</u>	per unit
	SENSITIVE/COMPLEX PROJECT (including grading permits without building permits)			
	Required Deposit	\$1,390.00	<u>\$1,430.00</u>	deposit
	SUBSEQUENT REVIEW - FOR BUILDING AND/OR GRADING	\$375.00	<u>\$390.00</u>	per unit
	SUMMARY VACATION	\$510.00	<u>\$525.00</u>	
	COMMERCIAL*			
	MINOR ADDITION***LESS THAN 2,000 SQ. FT.	\$810.00	<u>\$835.00</u>	
	NEW OR REPLACEMENT ADDITION*** 2,000 TO 5,000 SQ. FT.	\$1,482.00	<u>\$1,525.00</u>	
	5,000 - 20,000 SQ. FT.			
	Required Deposit	\$1,975.00	<u>\$2,035.00</u>	deposit
	GREATER THAN 20,000 SQ. FT.			
	Required Deposit	\$3,950.00	<u>\$4,070.00</u>	
	DRAINAGE CONSTRUCTION INSPECTION AND MATERIAL TESTING			
	Required Deposit	\$765.00	<u>\$790.00</u>	
	DRAINAGE DEVELOPMENT REVIEW GROUP (DDRG)	\$840.00	<u>\$865.00</u>	

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

EACH ADDITIONAL REVIEW, THIRD ROUTING AND BEYOND FOR FLAT FEE APPLICATIONS	\$375.00	<u>\$390.00</u>	
<u>ZONE 6 FLOOD CONTROL DISTRICT</u>			
DRAINAGE REVIEW NOT ASSOCIATED WITH BUILDING OR DISCRETIONARY PERMITS			
Required Deposit	\$695.00	<u>\$715.00</u>	deposit
OVER THE COUNTER PLAN CHECK	\$195.00	<u>\$200.00</u>	
RESIDENTIAL*			
SFD ADDITION LESS THAN 500 SQ. FT.	\$455.00	<u>\$470.00</u>	
SFD ADDITION GREATER THAN OR EQUAL TO 500 SQ. FT.	\$810.00	<u>\$835.00</u>	
NEW SFD/NEW CONDO/TOWNHOUSE, TYPICAL	\$970.00	<u>\$1,000.00</u>	per unit
SIGNIFICANT SFD **	\$1,480.00	<u>\$1,525.00</u>	per unit
SENSITIVE/COMPLEX PROJECT (including grading permits without building permits)			
Required Deposit	\$1,390.00	<u>\$1,430.00</u>	deposit
SUBSEQUENT REVIEW - FOR BUILDING AND/OR GRADING	\$375.00	<u>\$390.00</u>	per unit
SUMMARY VACATION	\$510.00	<u>\$525.00</u>	
COMMERCIAL*			
MINOR ADDITION***LESS THAN 2,000 SQ. FT.	\$810.00	<u>\$835.00</u>	
NEW OR REPLACEMENT ADDITION*** 2,000 TO 5,000 SQ. FT.	\$1,480.00	<u>\$1,525.00</u>	
5,000 - 20,000 SQ. FT.			
Required Deposit	\$1,975.00	<u>\$2,035.00</u>	deposit
GREATER THAN 20,000 SQ. FT.			
Required Deposit	\$3,950.00	<u>\$4,070.00</u>	deposit
DRAINAGE CONSTRUCTION INSPECTION AND MATERIAL TESTING			
Required Deposit	\$765.00	<u>\$790.00</u>	deposit
DRAINAGE DEVELOPMENT REVIEW GROUP (DDRG)	\$840.00	<u>\$865.00</u>	
EACH ADDITIONAL REVIEW, THIRD ROUTING AND BEYOND FOR FLAT FEE APPLICATIONS	\$375.00	<u>\$390.00</u>	
<u>ZONE 8 FLOOD CONTROL DISTRICT</u>			
DRAINAGE REVIEW NOT ASSOCIATED WITH BUILDING OR DISCRETIONARY PERMITS			
Required Deposit	\$695.00	<u>\$715.00</u>	deposit
OVER THE COUNTER PLAN CHECK	\$195.00	<u>\$200.00</u>	
RESIDENTIAL*			
SFD ADDITION LESS THAN 500 SQ. FT.	\$455.00	<u>\$470.00</u>	

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

	SFD ADDITION GREATER THAN OR EQUAL TO 500 SQ. FT.	\$810.00	<u>\$835.00</u>	
	NEW SFD/NEW CONDO/TOWNHOUSE, TYPICAL	\$970.00	<u>\$1,000.00</u>	per unit
	SIGNIFICANT SFD **	\$1,480.00	<u>\$1,525.00</u>	per unit
	SENSITIVE/COMPLEX PROJECT (including grading permits without building permits)			
	SUBSEQUENT REVIEW - FOR BUILDING AND/OR GRADING	\$375.00	<u>\$390.00</u>	per unit
	SUMMARY VACATION	\$510.00	<u>\$525.00</u>	
	COMMERCIAL*			
	MINOR ADDITION***LESS THAN 2,000 SQ. FT.	\$810.00	<u>\$835.00</u>	
	NEW OR REPLACEMENT ADDITION*** 2,000 TO 5,000 SQ. FT.	\$1,480.00	<u>\$1,525.00</u>	
	5,000 - 20,000 SQ. FT.			
	Required Deposit	\$1,975.00	<u>\$2,035.00</u>	deposit
	GREATER THAN 20,000 SQ. FT.			
	Required Deposit	\$3,950.00	<u>\$4,070.00</u>	deposit
	DRAINAGE CONSTRUCTION INSPECTION AND MATERIAL TESTING			
	Required Deposit	\$765.00	<u>\$790.00</u>	deposit
	DRAINAGE DEVELOPMENT REVIEW GROUP (DDRG)	\$840.00	<u>\$865.00</u>	
	EACH ADDITIONAL REVIEW, THIRD ROUTING AND BEYOND FOR FLAT FEE APPLICATIONS	\$373.00	<u>\$390.00</u>	
	<u>IF OUTSIDE OF FLOOD CONTROL ZONES 5, 6, AND 8</u>			
	DRAINAGE REVIEW NOT ASSOCIATED WITH BUILDING OR DISCRETIONARY PERMITS	\$695.00	<u>\$715.00</u>	deposit
	Over the Counter Plan Check	\$195.00	<u>\$200.00</u>	
	RESIDENTIAL*			
	SFD Addition Less Than 500 Sq. Ft.	\$455.00	<u>\$470.00</u>	
	SFD Addition or Repl Greater Than or Equal to 500 Sq. Ft.	\$810.00	<u>\$835.00</u>	
	New or Replacement SFD, Typical	\$970.00	<u>\$1,000.00</u>	Per Unit
	Significant SFD**	\$1,460.00	<u>\$1,525.00</u>	Per Unit
	Sensitive/Complex Projects (Incl grading permits w/out bldg permits)	\$1,390.00	<u>\$1,430.00</u>	deposit
	Subsequent Review - for Building and/or Grading	\$375.00	<u>\$390.00</u>	Per unit
	Summary Vacation	\$510.00	<u>\$525.00</u>	
	COMMERCIAL*			
	Minor Addition Less Than 2,000 Sq. Ft. New or Replacement	\$810.00	<u>\$835.00</u>	
	2,000 To 5,000 Sq. Ft.	\$1,480.00	<u>\$1,525.00</u>	
	5,000 To 20,000 Sq. Ft.	\$1,975.00	<u>\$2,035.00</u>	deposit
	Greater Than 20,000 Sq. Ft.	\$3,950.00	<u>\$4,070.00</u>	deposit

FEE CHANGES TABLE
Santa Cruz County Unified Fee Schedule
Department of Public Works
Budget Unit - 601000

	Drainage Construction Inspection and Material Testing	\$765.00	<u>\$790.00</u>	Minimum Deposit
	Drainage Development Review Group (DDRG)	\$840.00	<u>\$865.00</u>	
	Each Additional Review, Third Routing and Beyond, For Flat Fee Applications	\$375.00	<u>\$390.00</u>	



SECTION III: CONTINUING AGREEMENTS



CONTINUING AGREEMENTS LIST SUPPLEMENTAL BUDGET • FY 2017-18

CONTINUING AGREEMENTS

Board Date: June 27, 2017
Date: June 1, 2017
To: The Board of Supervisors
From: Susan A. Mauriello, County Administrative Officer
Subject: 2017-18 Continuing Agreements List

The Continuing Agreements List identifies agreements which will extend into fiscal year 2017-18 and, when approved by your Board, becomes the authority for continuing services and payments. Each Department Continuing Agreements List is prepared by the operative departments and compiled by the County Administrative Office based on that information.

Agreements included in Section I of the Continuing Agreements List are those agreements which, by their original terms are multi-year or continuous, and which require no changes from the original terms. These agreements will not return to the Board for any future action. Agreements with built-in escalators or modifications do not need to return to your Board to implement the agreed upon changes, including any prior year incomplete or multi-year contracts. Widget I agreements are a type of Section I that are based on a rate or unit of service.

Agreements included in Section II of the List are those which expire on June 30 of the old fiscal year, but which will be renewed for the new year, and meet the following condition that the agreement does not include program changes and includes only minimal increases in the total amount. (Minimal means increases in total contract amount not exceeding 10% of the prior year incurred payments.) These agreements will not return to the Board for any future action since the County Administrative Officer is authorized to review and approve the Section II contracts approved on the Continuing Agreements List in accordance with County Procedure - Title I - 300. Widget II agreements are a type of Section II that are based on a rate or unit of service.

Section III of the Continuing Agreements List includes all agreements which will incorporate changes in scope or program activities in the new year, and all agreements which are not eligible to be in the Section I or II list. All Section III agreements must be submitted as individual items on the Board's agenda during the new year, as approval of the Continuing Agreements List constitutes only temporary authority to spend until the new agreement is executed.

In addition to the agreements that provide for continuation of services there are various revenue agreements that require renewal each year and are identified in Section IV of the list.

CONTINUING AGREEMENTS

The majority of these represent grant awards, and other allocations of State funds that provide the financing for various programs. The Continuing Agreements List serves as your Board's approval of revenue agreements that are not changing from the prior year.

Grant applications where changes and/or an annual plan are required will continue to be presented to your Board for approval prior to submission.

It is therefore RECOMMENDED that your Board:

- (1) Authorize County Department Heads to negotiate and execute the agreements listed in the Continuing Agreements List;
- (2) Authorize County Department Heads and/or Board Chairperson to sign the continuing grant applications and revenue agreements contained in the 2017-18 continuing agreements list; and
- (3) Authorize the Auditor-Controller to adjust the continuing agreements list for changes in appropriations made by the Board during Budget Hearings and to correct any errors other than amounts.

Submitted By:

A handwritten signature in black ink, appearing to read "Susan A. Mauriello", with a stylized flourish at the end.

Susan A. Mauriello, County Administrative Officer

cc: Each Department Head

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
AG COMMISSION	103210	18C01821	WESTRIDGE 125, LLC, c/o CBC Advisors	CALSECII	85,095.00	85,095.00
AG COMMISSION	103400	18C3613B	R & B HELICOPTERS INC	CALSECI	30,000.00	30,000.00
AG COMMISSION	103300	18C4048	CALIFORNIA DEPT OF FOOD & AGRICULTURE	CALSECII	5,800.00	5,800.00
ASSESSOR-RECORDER	109100	18C3706	MANATRON INC	CALSECI	216,281.00	231,421.00
ASSESSOR-RECORDER	231000	18C3759	MANATRON INC	WIDGETI	44,025.00	48,427.00
ASSESSOR-RECORDER	231000	18C3759	MANATRON INC	WIDGETI	4,000.00	4,000.00
ASSESSOR-RECORDER	231000	18C3759	MANATRON INC	WIDGETI	49,000.00	53,000.00
ASSESSOR-RECORDER	231000	18C3760	DEPT OF JUSTICE 903347	WIDGETII	1,650.00	1,800.00
ASSESSOR-RECORDER	231000	18C3761	CALIFORNIA ELECTRONIC RECORDING	WIDGETI	45,000.00	49,000.00
ASSESSOR-RECORDER	231000	18C4207	KOFILE PRESERVATION INC	CALSECI	100,000.00	110,000.00
AUDITOR CONTROLLER	121000	18C4214A	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	71,500.00	51,100.00
AUDITOR CONTROLLER	121000	18C4214B	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	32,000.00	32,500.00
AUDITOR CONTROLLER	121000	18C4214E	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	3,500.00	2,520.00
AUDITOR CONTROLLER	121000	18C4214G	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	5,000.00	5,100.00
AUDITOR CONTROLLER	121000	18C4214H	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	5,000.00	5,100.00
AUDITOR CONTROLLER	121000	18C4049	SUPERION LLC	CALSECI	115,584.86	129,904.00
AUDITOR CONTROLLER	121000	18C4068	SIMPLER SYSTEMS INC	CALSECI	36,000.00	36,000.00
AUDITOR CONTROLLER	272100	18C4214F	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	1,530.00	3,570.00
CHILD SUPPORT	251000	18C07111	BEI-SCOTT COMPANY	CALSECI	216,000.00	230,340.00
COMMUNITY TV	700550	18C4091	COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	CALSECI	600,000.00	600,000.00
CO ADMIN OFC	181000	18C0272	VENDORLESS VENDOR	WIDGETI	25,000.00	25,000.00
CO ADMIN OFC	181000	18C0857	RUTAN & TUCKER LLP	WIDGETI	555,000.00	555,000.00
CO ADMIN OFC	181000	18C1479	VENDORLESS VENDOR	WIDGETI	8,000.00	8,000.00
CO ADMIN OFC	182000	18C4159	CARAHSOFT TECHNOLOGY CORP	CALSECI	48,628.00	48,628.00
CO ADMIN OFC	131220	18C2745A	HDL	WIDGETI	60,000.00	60,000.00
COUNTY CLERK	214000	18C0150A	DFM ASSOCIATES INC	CALSECI	91,328.00	113,174.00
COUNTY CLERK	214100	18C0150B	DFM ASSOCIATES INC	CALSECI	6,449.00	6,060.00
COUNTY CLERK	214100	18C0150C	DFM ASSOCIATES INC	CALSECI	3,406.00	3,334.00
COUNTY CLERK	214000	18C0150D	DFM ASSOCIATES INC	CALSECI	12,000.00	12,840.00
COUNTY CLERK	214000	18C3467	DOMINION VOTING SYSTEMS INC	CALSECI	36,656.00	38,500.00
COUNTY CLERK	214000	18C3482	UNIVERSITY BUSINESS PARK LLC	CALSECI	109,308.00	110,232.00
COUNTY CLERK	214000	18C4061A	VENDORLESS VENDOR	CALSECI	50,509.75	56,225.09
COUNTY CLERK	214000	18C4061B	VENDORLESS VENDOR	CALSECI	21,967.50	22,900.00
COUNTY CLERK	214000	18C4061C	VENDORLESS VENDOR	CALSECI	8,156.25	8,175.00
COUNTY CLERK	214000	18C4129	NetFile Inc	CALSECI	18,000.00	18,000.00
COUNTY FIRE	304100	18C0027	CA DEPARTMENT OF FORESTRY	CALSECIII	3,192,265.00	3,085,199.00
COUNTY FIRE	304300	18C0027	CA DEPARTMENT OF FORESTRY	CALSECIII	1,152,118.00	1,341,900.00
COUNTY FIRE	304100	18C0413	SAN LORENZO VALLEY FIRE	CALSECI	1,000.00	1,000.00
COUNTY FIRE	304100	18C1228	APTOS/LA SELVA FIRE PROTECTION DISTRICT	CALSECI	5,000.00	5,000.00
COUNTY FIRE	304700	18C2750	SCOTTS VALLEY FIRE PROTECTION DISTRICT	CALSECI	70,000.00	72,000.00
COUNTY FIRE	304100	18C2827	SANTA CRUZ FIRE DEPARTMENT	CALSECI	13,745.00	14,157.35
COUNTY FIRE	304100	18C3855	SANTA CRUZ REGIONAL 9-1-1	CALSECI	5,760.00	5,932.80
COUNTY FIRE	304100	18C3890	EMERYVILLE OCCUPATIONAL MEDICAL CENTER INC	CALSECI	47,175.00	47,175.00
COUNTY FIRE	304300	18C3890	EMERYVILLE OCCUPATIONAL MEDICAL CENTER INC	CALSECI	8,000.00	8,000.00
COUNTY FIRE	304100	18C4219	CENTRAL FIRE PROTECTION DIST	CALSECII	50,000.00	85,000.00
DIST ATTY/PUBLIC ADMIN	272100	18C3637	CITY OF WATSONVILLE	CALSECI	97,000.00	65,000.00
DIST ATTY/PUBLIC ADMIN	272100	18C3638	CONSTELLATION JUSTICE SYSTEMS	CALSECI	129,520.00	130,832.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
DIST ATTY/PUBLIC ADMIN	272100	18C4221	KHADEMI, ALI	CALSECI	7,485.00	29,940.00
DIST ATTY/PUBLIC ADMIN	272100	18C4237	LIDO MARIETTI	CALSECI	27,396.00	28,032.00
GENERAL SERVICES	333300	18C2579	ELEVATOR SERVICE CO OF CENTRAL CALIFORNIA INC	CALSECII	36,000.00	36,000.00
GENERAL SERVICES	333100	18C3627	CRANE PEST CONTROL	CALSECII	20,000.00	20,000.00
GENERAL SERVICES	333100	18C3628	FIRST ALARM	CALSECII	56,212.00	58,000.00
GENERAL SERVICES	333600	16C4083	GCN STORAGE SOLUTIONS	CALSECI	14,452.00	14,452.00
GENERAL SERVICES	Various	MICA02	FIRST ALARM SECURITY AND PATROL SHRED IT/SANTA CRUZ RECORDS MANAGEMENT	MICA	-	-
GENERAL SERVICES	Various	MICA04	MANAGEMENT	MICA	-	-
GENERAL SERVICES	333500	18C3639	REMEDIATION RISK MGMNT	CALSECIII	0.00	No new money
HEALTH SERVICES AGENCY	191020	18H0111	BOON LOW RATLIFF ARCHITECTS INC	CALSECI	201,734.50	201,734.50
HEALTH SERVICES AGENCY	191075	18H0113	MADI GROUP INC	CALSECI	126,268.25	126,268.25
HEALTH SERVICES AGENCY	191076	18H0110	BOON LOW RATLIFF ARCHITECTS INC	CALSECI	125,214.00	125,214.00
HEALTH SERVICES AGENCY	360120	18H3353	DE ALBA, JIM	WIDGETI	55,000.00	55,000.00
HEALTH SERVICES AGENCY	360120	18H3999	PLUMAS COUNTY PUBLIC HEALTH AGENCY	CALSECII	85,000.00	85,000.00
HEALTH SERVICES AGENCY	360140	18H2035	VENDORLESS VENDOR	WIDGETI	1,179,968.00	1,417,827.00
HEALTH SERVICES AGENCY	361100	18H3998	VENDORLESS VENDOR	WIDGETI	53,720.00	30,000.00
HEALTH SERVICES AGENCY	361112	18H3095	OCHIN	CALSECI	240,000.00	239,000.00
HEALTH SERVICES AGENCY	361112	18H3095	OCHIN	CALSECI	126,000.00	126,000.00
HEALTH SERVICES AGENCY	361112	18H3988	AXESSON INC	WIDGETI	5,000.00	5,000.00
HEALTH SERVICES AGENCY	361231	18H3505	VENDORLESS VENDOR	WIDGETI	150,000.00	160,000.00
HEALTH SERVICES AGENCY	361231	18H3940	VENDORLESS VENDOR	WIDGETI	256,000.00	200,000.00
HEALTH SERVICES AGENCY	361250	18H0010	QUEST DIAGNOSTICS	WIDGETI	61,000.00	60,000.00
HEALTH SERVICES AGENCY	361260	18H3763	RADIOLOGY MEDICAL GROUP OF SANTA CRUZ COUNTY INC	WIDGETI	40,000.00	36,000.00
HEALTH SERVICES AGENCY	361331	18H3940	VENDORLESS VENDOR	WIDGETI	12,500.00	70,000.00
HEALTH SERVICES AGENCY	361350	18H0010	QUEST DIAGNOSTICS	WIDGETI	35,000.00	35,000.00
HEALTH SERVICES AGENCY	361360	18H3763	RADIOLOGY MEDICAL GROUP OF SANTA CRUZ COUNTY INC	WIDGETI	20,000.00	18,000.00
HEALTH SERVICES AGENCY	361380	18H4005	DIENTES COMMUNITY DENTAL CARE	CALSECI	2,150,000.00	1,600,000.00
HEALTH SERVICES AGENCY	361950	18H0028	ENCOMPASS COMMUNITY SERVICES	CALSECII	5,000.00	5,000.00
HEALTH SERVICES AGENCY	361950	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	30,000.00	30,000.00
HEALTH SERVICES AGENCY	361950	18H0133	JANUS OF SANTA CRUZ	CALSECII	40,000.00	40,000.00
HEALTH SERVICES AGENCY	361950	18H2904	PLANNED PARENTHOOD MAR MONTE	CALSECII	39,718.00	40,000.00
HEALTH SERVICES AGENCY	361950	18H2906	DIENTES COMMUNITY DENTAL CARE	CALSECII	49,976.00	49,976.00
HEALTH SERVICES AGENCY	361950	18H3372	HOMELESS SERVICES CENTER	CALSECI	35,940.00	46,000.00
HEALTH SERVICES AGENCY	361950	18H3444	FRONT STREET HOUSING INC	CALSECII	71,138.00	72,300.00
HEALTH SERVICES AGENCY	361950	18H3444	FRONT STREET HOUSING INC	CALSECII	34,624.00	34,700.00
HEALTH SERVICES AGENCY	361950	18H3444	FRONT STREET HOUSING INC	CALSECII	396,092.00	406,000.00
HEALTH SERVICES AGENCY	362010	18H0105	THE ABARIS GROUP	CALSCIII	68,000.00	27,000.00
HEALTH SERVICES AGENCY	362010	18H0127	AMERICAN MEDICAL RESPONSE	CALSECI	1.00	1.00
HEALTH SERVICES AGENCY	362010	18H1744	SANTA CRUZ REGIONAL 9-1-1	CALSECI	12,000.00	12,000.00
HEALTH SERVICES AGENCY	362010	18H1744	SANTA CRUZ REGIONAL 9-1-1	CALSECI	14,500.00	14,500.00
HEALTH SERVICES AGENCY	362010	18H2026	VENDORLESS VENDOR	WIDGETI	110,000.00	110,000.00
HEALTH SERVICES AGENCY	362100	18H0103	PUBLIC HEALTH INSTITUTE	CALSECII	80,200.00	48,432.00
HEALTH SERVICES AGENCY	362300	18H3949	ENCOMPASS COMMUNITY SERVICES	CALSCIII	59,620.00	101,540.00
HEALTH SERVICES AGENCY	362300	18H3949	ENCOMPASS COMMUNITY SERVICES	CALSCIII	176,068.00	34,258.00
HEALTH SERVICES AGENCY	362300	18H3949	ENCOMPASS COMMUNITY SERVICES	CALSCIII	30,256.00	30,256.00
HEALTH SERVICES AGENCY	362310	18H2906	DIENTES COMMUNITY DENTAL CARE	CALSECII	25,000.00	25,000.00
HEALTH SERVICES AGENCY	362501	18H2028	VENDORLESS VENDOR	WIDGETI	75,000.00	75,000.00
HEALTH SERVICES AGENCY	362503	18H0031	COASTAL TPA INC	WIDGETI	50,000.00	50,000.00
HEALTH SERVICES AGENCY	362503	18H3657	VENDORLESS VENDOR	WIDGETI	1.00	1.00
HEALTH SERVICES AGENCY	362750	18H0112	PERSIMMONY INTERNATIONAL	CALSECI	34,950.00	55,500.00
HEALTH SERVICES AGENCY	362750	18H0114	NURSE-FAMILY PARTNERSHIP	CALSECI	65,973.00	27,013.50
HEALTH SERVICES AGENCY	362800	18H3756	ECOLOGY ACTION OF SANTA CRUZ	CALSECII	102,008.00	4,000.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HEALTH SERVICES AGENCY	362800	18H3977	SECOND HARVEST FOOD BANK SANTA CRUZ	CALSECII	89,000.00	10,000.00
HEALTH SERVICES AGENCY	362800	18H3979	COMMUNITY BRIDGES	CALSECII		12,500.00
HEALTH SERVICES AGENCY	362800	18H3981	PAJARO VALLEY UNIFIED SCHOOL DISTRICT	CALSECII		25,000.00
HEALTH SERVICES AGENCY	362800	18H3982	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	47,000.00	11,750.00
HEALTH SERVICES AGENCY	363103	18H3927	THE ECHO GROUP	CALSECII	91,388.00	38,862.00
HEALTH SERVICES AGENCY	363103	18H3994	NETSMART TECHNOLOGIES INC	CALSECII	551,826.00	551,826.00
HEALTH SERVICES AGENCY	363104	18H1015	SANTA CRUZ COUNTY YOUTH RESOURCE BANK	CALSECII	7,000.00	7,000.00
HEALTH SERVICES AGENCY	363104	18H3452	APPLIED SURVEY RESEARCH	CALSECIII	10,000.00	25,000.00
HEALTH SERVICES AGENCY	363111	18H1015	SANTA CRUZ COUNTY YOUTH RESOURCE BANK	CALSECII	31,500.00	31,500.00
HEALTH SERVICES AGENCY	363111	18H3900	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	174,879.00	174,879.00
HEALTH SERVICES AGENCY	363113	18H1898	UNITY CARE GROUP INC	WIDGETII	210,000.00	210,000.00
HEALTH SERVICES AGENCY	363114	18H2941	VENDORLESS VENDOR	WIDGETI	70,000.00	70,000.00
HEALTH SERVICES AGENCY	363114	18H3106	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSECII	924,795.00	869,020.00
HEALTH SERVICES AGENCY	363114	18H3298	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSECII	802,614.00	750,912.00
HEALTH SERVICES AGENCY	363114	18H3901	SANTA CRUZ COUNTY OFFICE OF EDUCATION	CALSECII	115,836.00	115,836.00
HEALTH SERVICES AGENCY	363117	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	849,779.00	811,908.00
HEALTH SERVICES AGENCY	363117	18H0205	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSECII	215,000.00	206,290.00
HEALTH SERVICES AGENCY	363117	18H1412	PARENTS CENTER INC	CALSECII	1,027,420.00	1,027,420.00
HEALTH SERVICES AGENCY	363117	18H4003	VENDORLESS VENDOR	WIDGETI	293,150.00	300,000.00
HEALTH SERVICES AGENCY	363119	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	2,263,676.00	2,140,418.00
HEALTH SERVICES AGENCY	363140	18H0414	VENDORLESS VENDOR	WIDGETI	35,000.00	35,000.00
HEALTH SERVICES AGENCY	363140	18H0665	ADVOCACY INC	CALSECII	89,970.00	89,970.00
HEALTH SERVICES AGENCY	363140	18H3918	NATIVIDAD MEDICAL CENTER	WIDGETI	150,000.00	150,000.00
HEALTH SERVICES AGENCY	363140	18H3952	TELECARE CORPORATION	CALSCI	6,876,979.00	7,083,289.00
HEALTH SERVICES AGENCY	363140	18H3953	TELECARE CORPORATION	CALSECI	3,875,692.00	3,991,962.00
HEALTH SERVICES AGENCY	363141	18H0108	SANTA CRUZ HEALTH INFORMATION EXCHANGE LLC	CALSECI	84,000.00	42,000.00
HEALTH SERVICES AGENCY	363141	18H1131	VENDORLESS VENDOR	WIDGETI	55,000.00	55,000.00
HEALTH SERVICES AGENCY	363141	18H3591	FCS INC	WIDGETII	58,000.00	35,000.00
HEALTH SERVICES AGENCY	363141	18H3940	VENDORLESS VENDOR	WIDGETI	473,415.00	175,000.00
HEALTH SERVICES AGENCY	363141	18H3988	AXESSON INC	WIDGETI	100,000.00	100,000.00
HEALTH SERVICES AGENCY	363141	18H3998	VENDORLESS VENDOR	WIDGETI	124,000.00	124,000.00
HEALTH SERVICES AGENCY	363142	18H3962	DIAMOND PHARMACY SERVICES	WIDGETII	150,000.00	150,000.00
HEALTH SERVICES AGENCY	363147	18H3987	CENTRAL COAST AMBULANCE	WIDGETI	50,000.00	50,000.00
HEALTH SERVICES AGENCY	363149	18H0098	THE LOTUS COLLABORATIVE INC	CALSECII	75,000.00	75,000.00
HEALTH SERVICES AGENCY	363149	18H0101	CASTLEWOOD WEST TREATMENT CENTER	WIDGETI	232,800.00	40,000.00
HEALTH SERVICES AGENCY	363149	18H0115	GARFIELD NURSING HOME INC	WIDGETI	29,416.00	35,000.00
HEALTH SERVICES AGENCY	363149	18H0336	VENDORLESS VENDOR	WIDGETI	1.00	1.00
HEALTH SERVICES AGENCY	363149	18H0539	FRONT STREET INC	CALSECII	1,262,963.00	1,262,963.00
HEALTH SERVICES AGENCY	363149	18H0593	CRESTWOOD BEHAVIORAL HEALTH INC	WIDGETI	1,156,183.00	1,059,165.00
HEALTH SERVICES AGENCY	363149	18H0693	VENDORLESS VENDOR	WIDGETI	816,638.00	973,467.00
HEALTH SERVICES AGENCY	363149	18H1995	7TH AVENUE CENTER LLC	CALSECII	876,810.00	855,195.00
HEALTH SERVICES AGENCY	363149	18H3460	DAVIS GUEST HOME INC	WIDGETII	525,600.00	595,680.00
HEALTH SERVICES AGENCY	363149	18H3501	FRONT STREET INC	WIDGETII	709,335.00	711,025.00
HEALTH SERVICES AGENCY	363149	18H3680	HELIOS HEALTHCARE LLC	WIDGETII	133,732.00	93,440.00
HEALTH SERVICES AGENCY	363173	18H0104	APPLIED SURVEY RESEARCH	CALSECI	10,567.00	10,567.00
HEALTH SERVICES AGENCY	363210	18H0028	ENCOMPASS COMMUNITY SERVICES	CALSECII	40,000.00	40,000.00
HEALTH SERVICES AGENCY	363210	18H0109	NAMI SANTA CRUZ COUNTY	CALSECII	55,052.00	90,000.00
HEALTH SERVICES AGENCY	363210	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	4,044,359.00	3,826,846.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HEALTH SERVICES AGENCY	363210	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	591,794.00	568,550.00
HEALTH SERVICES AGENCY	363210	18H0129	ENCOMPASS COMMUNITY SERVICES	CALSECII	195,366.00	195,366.00
HEALTH SERVICES AGENCY	363210	18H0205	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSECII	1,203,513.00	1,225,448.00
HEALTH SERVICES AGENCY	363210	18H0492	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSECII	155,241.00	155,241.00
HEALTH SERVICES AGENCY	363210	18H0539	FRONT STREET INC	CALSECII	2,291,404.00	2,291,404.00
HEALTH SERVICES AGENCY	363210	18H0603	CALIFORNIA STATE DEPT OF REHABILITATION	CALSECII	115,817.00	115,817.00
HEALTH SERVICES AGENCY	363210	18H1460	MENTAL HEALTH CLIENT ACTION NETWORK	CALSECII	288,353.00	288,353.00
HEALTH SERVICES AGENCY	363210	18H3812	VENDORLESS VENDOR	WIDGETI	60,000.00	60,000.00
HEALTH SERVICES AGENCY	363210	18H3903	FRONT STREET HOUSING INC	CALSECII	290,579.00	290,579.00
HEALTH SERVICES AGENCY	363210	18H3996	ENCOMPASS COMMUNITY SERVICES	CALSECII	148,204.00	148,204.00
HEALTH SERVICES AGENCY	363301	18H1621	VENDORLESS VENDOR	WIDGETI	52,000.00	52,000.00
HEALTH SERVICES AGENCY	363301	18H1622	VENDORLESS VENDOR	WIDGETI	4,000.00	2,000.00
HEALTH SERVICES AGENCY	363301	18H1623	VENDORLESS VENDOR	WIDGETI	2,000.00	2,000.00
HEALTH SERVICES AGENCY	363301	18H1624	VENDORLESS VENDOR	WIDGETI	2,000.00	2,000.00
HEALTH SERVICES AGENCY	363301	18H1635	VENDORLESS VENDOR	WIDGETI	2,000.00	2,000.00
HEALTH SERVICES AGENCY	363301	18H2634	VENDORLESS VENDOR	WIDGETI	2,000.00	2,000.00
HEALTH SERVICES AGENCY	363320	18H3645	PANORAMIC SOFTWARE INC	CALSECII	23,400.00	24,000.00
HEALTH SERVICES AGENCY	364022	18H1015	SANTA CRUZ COUNTY YOUTH RESOURCE BANK	CALSECII	381.00	381.00
HEALTH SERVICES AGENCY	364042	18H0100	ENCOMPASS COMMUNITY SERVICES	CALSECII	1,641,408.00	1,568,421.00
HEALTH SERVICES AGENCY	364042	18H0133	JANUS OF SANTA CRUZ	CALSECII	5,101,877.00	4,930,030.00
HEALTH SERVICES AGENCY	364042	18H0892	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSECII	236,751.00	177,448.00
HEALTH SERVICES AGENCY	364042	18H1015	SANTA CRUZ COUNTY YOUTH RESOURCE BANK	CALSECII	3,372.00	3,372.00
HEALTH SERVICES AGENCY	364042	18H1015	SANTA CRUZ COUNTY YOUTH RESOURCE BANK	CALSECII	9,414.00	9,414.00
HEALTH SERVICES AGENCY	364042	18H2535	SOBRIETY WORKS	CALSECII	599,466.00	583,314.00
HEALTH SERVICES AGENCY	364042	18H2537	NEW LIFE COMMUNITY SERVICES INC	CALSECII	31,426.00	31,326.00
HEALTH SERVICES AGENCY	364042	18H3276	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	181,664.00	153,687.00
HEALTH SERVICES AGENCY	364042	18H3452	APPLIED SURVEY RESEARCH	CALSECII	41,850.00	40,075.00
HEALTH SERVICES AGENCY	365001	18H0031	COASTAL TPA INC	WIDGETI	5,000.00	5,000.00
HEALTH SERVICES AGENCY	365001	18H0031	COASTAL TPA INC	WIDGETI	2,062,149.00	2,437,513.00
HEALTH SERVICES AGENCY	365001	18H0031	COASTAL TPA INC	WIDGETI	160,000.00	160,000.00
HEALTH SERVICES AGENCY	365001	18H0031	COASTAL TPA INC	WIDGETI	400,000.00	400,000.00
HEALTH SERVICES AGENCY	365001	18H3592	DIGNITY HEALTH	CALSECII	280,000.00	280,000.00
HEALTH SERVICES AGENCY	365001	18H3955	PALO ALTO MEDICAL FOUNDATION	CALSECI	1.00	1.00
HEALTH SERVICES AGENCY	367100	18H3000	ACCELA INC	CAKSECI	50,115.32	40,289.00
HUMAN SVCS - C.O.R.E.	395200	18W4003	ADVOCACY INC	CALSCIII	N/A	44,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4004	ARTS COUNCIL SANTA CRUZ	CALSCIII	N/A	26,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4005	BIG BROTHERS/BIG SISTERS OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	55,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4006	BOYS & GIRLS CLUB OF SANTA CRUZ	CALSCIII	N/A	25,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4007	CABRILLO COMMUNITY COLLEGE DISTRICT	CALSCIII	N/A	41,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4008	CABRILLO COMMUNITY COLLEGE STROKE & DISABILITY	CALSCIII	N/A	29,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4009	CALIFORNIA RURAL LEGAL ASSISTANCE INC	CALSCIII	N/A	20,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4010	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	55,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4010	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	67,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4010	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	47,000.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HUMAN SVCS - C.O.R.E.	395200	18W4010	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	63,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4010	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	190,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4011	COMMUNITY BRIDGES	CALSCIII	N/A	163,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4011	COMMUNITY BRIDGES	CALSCIII	N/A	60,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4011	COMMUNITY BRIDGES	CALSCIII	N/A	154,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4011	COMMUNITY BRIDGES	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4012	COMMUNITY BRIDGES	CALSCIII	N/A	145,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4012	COMMUNITY BRIDGES	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4012	COMMUNITY BRIDGES	CALSCIII	N/A	415,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4012	COMMUNITY BRIDGES	CALSCIII	N/A	145,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4012	COMMUNITY BRIDGES	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4013	COURT APPOINTED SPECIAL ADVOCATES OF SANTA CRUZ CO	CALSCIII	N/A	85,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4014	DIENTES COMMUNITY DENTAL CARE	CALSCIII	N/A	144,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4015	ENCOMPASS COMMUNITY SERVICES	CALSCIII	N/A	75,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4015	ENCOMPASS COMMUNITY SERVICES	CALSCIII	N/A	140,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4015	ENCOMPASS COMMUNITY SERVICES	CALSCIII	N/A	89,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4015	ENCOMPASS COMMUNITY SERVICES	CALSCIII	N/A	23,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4016	FAMILIES IN TRANSITION OF SANTA CRUZ COUNTY INC	CALSCIII	N/A	55,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	28,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	22,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	16,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	25,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4017	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4018	GREY BEARS	CALSCIII	N/A	95,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4019	HOMELESS SERVICES CENTER	CALSCIII	N/A	68,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4019	HOMELESS SERVICES CENTER	CALSCIII	N/A	77,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4020	MENTAL HEALTH CLIENT ACTION NETWORK	CALSCIII	N/A	20,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4020	MENTAL HEALTH CLIENT ACTION NETWORK	CALSCIII	N/A	25,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4021	MONARCH SERVICES-SERVICIOS MONARCA	CALSCIII	N/A	130,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4024	PACIFIC ELEMENTARY SCHOOL DISTRICT	CALSCIII	N/A	19,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4025	PAJARO VALLEY CHILDRENS CENTER	CALSCIII	N/A	25,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4026	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE	CALSCIII	N/A	41,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4026	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE	CALSCIII	N/A	112,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4027	PAJARO VALLEY UNIFIED SCHOOL DISTRICT	CALSCIII	N/A	43,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4028	PLANNED PARENTHOOD MAR MONTE	CALSCIII	N/A	67,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4029	SALUD PARA LA GENTE	CALSCIII	N/A	200,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4030	SANTA CRUZ BARRIOS UNIDOS	CALSCIII	N/A	35,000.00
HUMAN SVCS - C.O.R.E.	395200	18W0930	SANTA CRUZ COMMUNITY HEALTH CENTERS	CALSECII	94,309.00	70,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4031	SANTA CRUZ COMMUNITY HEALTH CENTERS	CALSCIII	N/A	136,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4032	SANTA CRUZ TODDLER CARE CENTER	CALSCIII	N/A	37,000.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HUMAN SVCS - C.O.R.E.	395200	18W4033	SECOND HARVEST FOOD BANK SANTA CRUZ	CALSCIII	N/A	88,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4034	SENIOR CITIZENS LEGAL SERVICES	CALSCIII	N/A	47,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4035	SENIOR CITIZENS ORGANIZATION OF SAN LORENZO VALLEY	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4036	SENIOR NETWORK SERVICES	CALSCIII	N/A	20,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4037	SENIORS COUNCIL OF SANTA CRUZ & SAN BENITO COUNTIES	CALSCIII	N/A	131,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4037	SENIORS COUNCIL OF SANTA CRUZ & SAN BENITO COUNTIES	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4038	THE DIVERSITY CENTER	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4040	VISTA CENTER FOR THE BLIND AND VISUALLY IMPAIRED	CALSCIII	N/A	15,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4041	VOLUNTEER CENTER OF SANTA CRUZ COUNTY	CALSCIII	N/A	19,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4041	VOLUNTEER CENTER OF SANTA CRUZ COUNTY	CALSCIII	N/A	29,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4041	VOLUNTEER CENTER OF SANTA CRUZ COUNTY	CALSCIII	N/A	26,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4041	VOLUNTEER CENTER OF SANTA CRUZ COUNTY	CALSCIII	N/A	25,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4042	WALNUT AVENUE WOMENS CENTER	CALSCIII	N/A	28,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4043	WATSONVILLE YMCA	CALSCIII	N/A	17,000.00
HUMAN SVCS - C.O.R.E.	395200	18W4044	YWCA WATSONVILLE	CALSCIII	N/A	20,000.00
HUMAN SVCS DEPT	391600	1891600	VENDORLESS VENDOR	WIDGETI	432,000.00	183,285.00
HUMAN SVCS DEPT	391600	1891600	CABRILLO COMMUNITY COLLEGE DISTRICT	CALSECII	37,500.00	37,500.00
HUMAN SVCS DEPT	391600	1891600	CABRILLO COMMUNITY COLLEGE DISTRICT	CALSECII	37,500.00	37,500.00
HUMAN SVCS DEPT	391600	1891600	SANTA CRUZ COUNTY OFFICE OF EDUCATION	CALSECII	1,075,497.59	850,000.00
HUMAN SVCS DEPT	391600	1891600	GOODWILL CENTRAL COAST	CALSCIII	287,500.00	345,750.00
HUMAN SVCS DEPT	391600	1891600	GOODWILL CENTRAL COAST	CALSCIII	287,500.00	345,750.00
HUMAN SVCS DEPT	391600	1891600	GOODWILL CENTRAL COAST	CALSCIII	25,000.00	25,000.00
HUMAN SVCS DEPT	391600	1891600	CABRILLO COMMUNITY COLLEGE CENTRAL COAST SBDC	CALSECII	44,000.00	44,000.00
HUMAN SVCS DEPT	392100	1892100	CSAC CALIFORNIA STATE ASSOCIATION OF COUNTIES	CALSECI	110,122.00	112,325.00
HUMAN SVCS DEPT	392100	1892100	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	31,500.00	31,500.00
HUMAN SVCS DEPT	392100	1892100	SANTA CRUZ COUNTY OFFICE OF EDUCATION	CALSECII	50,980.00	45,882.00
HUMAN SVCS DEPT	392100	1892100	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSECII	480,000.00	432,000.00
HUMAN SVCS DEPT	392100	1892100	REGENTS OF THE UNIVERSITY OF CA DAVIS	WIDGETII	252,405.00	271,575.00
HUMAN SVCS DEPT	392100	1892100	REGENTS OF THE UNIVERSITY OF CA DAVIS	WIDGETII	29,625.00	31,875.00
HUMAN SVCS DEPT	392100	1892100	FAMILIES IN TRANSITION OF SANTA CRUZ COUNTY INC	CALSECII	588,192.00	529,373.00
HUMAN SVCS DEPT	392100	1892100	FAMILIES IN TRANSITION OF SANTA CRUZ COUNTY INC	CALSECII	13,000.00	13,000.00
HUMAN SVCS DEPT	392100	1892100	GOODWILL CENTRAL COAST	CALSECII	123,140.00	110,812.00
HUMAN SVCS DEPT	392100	1892100	HOMELESS SERVICES CENTER	CALSECII	85,456.00	85,456.00
HUMAN SVCS DEPT	392100	1892100	HOMELESS SERVICES CENTER	CALSECII	68,827.00	68,827.00
HUMAN SVCS DEPT	392100	1892100	WALNUT AVENUE WOMENS CENTER	CALSECII	74,400.00	67,000.00
HUMAN SVCS DEPT	392100	1892100	NATIONAL COUNCIL ON CRIME AND DELINQUENCY	CALSECI	40,500.00	40,500.00
HUMAN SVCS DEPT	392100	1892100	BIT CALIFORNIA LLC	WIDGETII	280,000.00	140,000.00
HUMAN SVCS DEPT	392100	1892100	BIT CALIFORNIA LLC	WIDGETII	160,000.00	160,000.00
HUMAN SVCS DEPT	392100	1892100	WESTRIDGE 225 LLC	CALSECI	395,729.00	372,263.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
			MONARCH SERVICES-SERVICIOS			
HUMAN SVCS DEPT	392100	1892100	MONARCA	CALSECII	74,400.00	62,550.00
HUMAN SVCS DEPT	392100	1892100	ENCOMPASS COMMUNITY SERVICES	CALSECII	872,653.00	872,653.00
HUMAN SVCS DEPT	392100	1892100	THE WATSONVILLE LAW CENTER	CALSECII	69,090.00	62,181.00
HUMAN SVCS DEPT	392100	1892100	PARENTS CENTER INC	CALSECII	665,176.00	644,141.00
HUMAN SVCS DEPT	392100	1892100	PARENTS CENTER INC	CALSECII	60,000.00	60,000.00
HUMAN SVCS DEPT	392100	1892100	PARENTS CENTER INC	CALSECII		32,251.00
HUMAN SVCS DEPT	392100	1892100	PARENTS CENTER INC	CALSECII	5,000.00	5,000.00
			SECOND HARVEST FOOD BANK SANTA			
HUMAN SVCS DEPT	392100	1892100	CRUZ	CALSECII	293,770.00	293,770.00
			COMMUNITY ACTION BOARD OF SANTA			
HUMAN SVCS DEPT	392100	1892100	CRUZ COUNTY INC	CALSECII	649,966.00	649,966.00
HUMAN SVCS DEPT	392100	1892100	PARENTS CENTER INC	CALSECII	342,362.00	342,362.00
HUMAN SVCS DEPT	392100	1892100	GOODWILL CENTRAL COAST	CALSECII	504,491.00	513,683.00
HUMAN SVCS DEPT	392100	1892100	GOODWILL CENTRAL COAST	CALSECII	145,224.00	147,632.00
HUMAN SVCS DEPT	392100	1892100	MERIDIAN PSYCHOTHERAPY GROUP	CALSCIII	15,000.00	33,687.00
HUMAN SVCS DEPT	392100	1892100	MERIDIAN PSYCHOTHERAPY GROUP	CALSCIII		16,313.00
			CLEAN BUILDING MAINTENANCE			
HUMAN SVCS DEPT	392100	1892100	COMPANY	CALSECII	23,100.00	23,100.00
			CLEAN BUILDING MAINTENANCE			
HUMAN SVCS DEPT	392100	1892100	COMPANY	CALSECII	1,600.00	1,600.00
			CLEAN BUILDING MAINTENANCE			
HUMAN SVCS DEPT	393000	1893000	COMPANY	CALSECII	5,700.00	5,700.00
HUMAN SVCS DEPT	392100	1892100	PACIFIC COAST DEVELOPMENT	CALSECI	993,542.00	981,314.00
HUMAN SVCS DEPT	392100	1892100	FISCAL EXPERTS INC.	CALSECII	70,000.00	63,000.00
			CABRILLO COMMUNITY COLLEGE			
HUMAN SVCS DEPT	392100	1892100	DISTRICT	CALSECII	86,072.00	77,465.00
			CABRILLO COMMUNITY COLLEGE			
HUMAN SVCS DEPT	392100	1892100	DISTRICT	CALSECII	138,461.00	109,189.00
			NATIONAL COUNCIL ON CRIME AND			
HUMAN SVCS DEPT	392100	1892100	DELINQUENCY	CALSECII	60,000.00	60,000.00
HUMAN SVCS DEPT	392100	1892100	GOODWILL CENTRAL COAST	CALSECII	85,058.00	76,552.00
			FAMILIES IN TRANSITION OF SANTA CRUZ			
HUMAN SVCS DEPT	392100	1892100	COUNTY INC	CALSECII	931,532.00	931,532.00
HUMAN SVCS DEPT	392100	1892100	HOMELESS SERVICES CENTER	CALSECII	196,930.00	196,930.00
HUMAN SVCS DEPT	392100	1892100	HOMELESS SERVICES CENTER	CALSECII	286,000.00	257,400.00
HUMAN SVCS DEPT	392100	1892100	CONTRACTPAL INC	WIDGETI	61,097.05	112,000.00
HUMAN SVCS DEPT	392100	1892100	ENTERPRISE SERVICES LLC	WIDGETI	1,310,927.00	1,401,492.00
			SANTA CRUZ COUNTY OFFICE OF			
HUMAN SVCS DEPT	392100	1892100	EDUCATION	CALSECII	85,000.00	85,000.00
HUMAN SVCS DEPT	392100	1892100	ENCOMPASS COMMUNITY SERVICES	CALSECII	109,508.00	472,685.00
HUMAN SVCS DEPT	392200	1892200	ENCOMPASS COMMUNITY SERVICES	CALSECII	453,195.00	472,410.00
HUMAN SVCS DEPT	392100	1892100	COMMUNITY BRIDGES	CALSECII	130,000.00	130,000.00
			CALIFORNIA STATE UNIVERSITY FRESNO			
HUMAN SVCS DEPT	392100	1892100	FOUNDATION	CALSECII	132,850.00	126,751.00
HUMAN SVCS DEPT	392100	1892100	HOMELESS SERVICES CENTER	CALSECII	73,787.00	73,787.00
HUMAN SVCS DEPT	392100	1892100	CITYSPAN TECHNOLOGIES INC	CALSECII	80,000.00	80,000.00
HUMAN SVCS DEPT	392100	1892100	CITYSPAN TECHNOLOGIES INC	CALSECII	80,100.00	39,500.00
HUMAN SVCS DEPT	392100	1892100	CITYSPAN TECHNOLOGIES INC	CALSECII	4,500.00	4,500.00
			O'CONNELL FAMILY PARTNERSHIPS LP			
HUMAN SVCS DEPT	392100	1892100	HUFFMAN, SUSAN M	CALSECI	123,300.00	125,869.00
HUMAN SVCS DEPT	392100	1892100	HUFFMAN, SUSAN M	CALSCIII	26,500.00	47,300.00
HUMAN SVCS DEPT	392100	1892100	HUFFMAN, SUSAN M	CALSCIII	10,080.00	9,280.00
HUMAN SVCS DEPT	392100	1892100	ENCOMPASS COMMUNITY SERVICES	CALSECI	161,473.00	328,614.00
HUMAN SVCS DEPT	392100	1892100	LILLIPUT CHILDRENS SERVICES	CALSECII	150,000.00	150,000.00
			MONARCH SERVICES-SERVICIOS			
HUMAN SVCS DEPT	392100	1892100	MONARCA	CALSCIII	45,625.00	65,000.00
			VOLUNTEER CENTER OF SANTA CRUZ			
HUMAN SVCS DEPT	392181	1892181	COUNTY	CALSCIII	37,976.00	20,343.00
			MONARCH SERVICES-SERVICIOS			
HUMAN SVCS DEPT	392400	1892400	MONARCA	CALSECII	34,000.00	34,000.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HUMAN SVCS DEPT	392400	1892400	WALNUT AVENUE WOMENS CENTER	CALSECII	13,000.00	13,000.00
HUMAN SVCS DEPT	392400	1892400	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	15,000.00	15,000.00
HUMAN SVCS DEPT	392400	1892400	UNITED WAY OF SANTA CRUZ COUNTY	CALSECII	17,810.00	17,810.00
ISD	422000	18C4053	CALIFORNIA FIRST NATIONAL BANK	CALSECI	124,307.00	101,923.00
ISD	422000	18C4053	CALIFORNIA FIRST NATIONAL BANK	CALSECI	426,368.00	448,753.00
ISD	422000	18C4054	VOX NETWORK SOLUTIONS	CALSECI	300,000.00	300,000.00
ISD	424200	18C4108	CENCOR CAPITAL LLC	CALSECI	52,000.00	52,000.00
ISD	422000	18C4180	JOHNSON ELECTRONICS	CALSECII	135,000.00	90,000.00
ISD	424200	18C4190	ePlus Technology Inc	CALSECIII	45,163.00	60,000.00
ISD	424200	18C4216	MICROSOFT SERVICES	CALSECII	65,080.00	67,032.00
ISD	431000	18C4125	C.S.I. TELECOMMUNICATIONS INC	CALSECII	100,000.00	89,200.00
PARKS	134904	18C0092	ARTS COUNCIL OF SANTA CRUZ COUNTY	ORIG	170,046.00	170,046.00
PARKS	134904	18C0285	LOMA PRIETA COMMUNITY FOUNDATION	CALSECII	10,461.00	10,461.00
PARKS	134904	18C0482	PACIFIC ELEMENTARY SCHOOL DISTRICT	CALSECII	10,461.00	10,461.00
PARKS	134904	18C0642	MUSEUM OF ART & HISTORY	CALSECII	154,594.00	154,594.00
PARKS	134904	18C2259	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSECII	11,623.00	11,623.00
PARKS	134904	18C3841	SANTA CRUZ VETERANS MEMORIAL BUILDING	CALSECII	63,575.00	76,650.00
PARKS	495200	18C2552	DISCOVERY TOURS	CALSECII	2,178.00	2,395.00
PARKS	495330	18C2552	DISCOVERY TOURS	CALSECII	4,791.00	5,270.00
PARKS	495800	18C2552	DISCOVERY TOURS	CALSECII	30,855.00	33,940.00
PARKS	495900	18C2552	DISCOVERY TOURS	CALSECII	1,597.00	1,756.00
PARKS	493150	18C2552	DISCOVERY TOURS	CALSECII	11,323.00	12,455.00
PARKS	492300	18C2553	LEWIS TREE SERVICE INC	CALSECII	36,300.00	39,930.00
PERSONNEL	510000	18C0728	VOLUNTEER CENTER OF SANTA CRUZ COUNTY	CALSECII	36,080.00	37,884.00
PERSONNEL	511100	18C1036	PREFERRED BENEFIT INSURANCE ADMIN INC	CALSECI	2,257,000.00	2,369,850.00
PERSONNEL	511100	18C1036	PREFERRED BENEFIT INSURANCE ADMIN INC	CALSECI	181,500.00	190,575.00
PERSONNEL	515300	18C3183	SEDGWICK CLAIMS MANAGEMENT SERVICES INC	CALSECI	713,023.00	713,023.00
PERSONNEL	515200	18C3235	RENNE SLOAN HOLTZMAN SAKAI LLP	CALSECII	192,500.00	192,500.00
PERSONNEL	515505	18C3740	HYAS GROUP LLC	CALSECII	36,500.00	37,000.00
PERSONNEL	515505	18C4210	HYAS GROUP LLC	ORIG	40,000.00	40,000.00
PERSONNEL	515100	18C4226	SKILLSOFT CORPORATION	CALSECI	30,500.00	30,500.00
PLANNING	136160	18C0362	PALOMA DEL MAR ASSOCIATES	CALSECI	14,400.00	14,400.00
PLANNING	135490	18C2635	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSECII	95,000.00	95,000.00
PLANNING	135490	18C3686	HOUSING AUTHORITY OF COUNTY OF SC FAMILIES IN TRANSITION OF SANTA CRUZ	CALSECII	77,000.00	77,000.00
PLANNING	135490	18C3770	COUNTY INC	CALSECII	78,000.00	78,000.00
PLANNING	135490	18C3951	RUTAN & TUCKER LLP	WIDGETII	25,000.00	45,000.00
PROBATION	574100	18C4136	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSCII	72,340.00	72,340.00
PROBATION	574000	18C0115	ENCINA INVESTMENT GROUP-WATER ST LLC	WIDGTI	174,048.00	178,104.00
PROBATION	574000	18C0115	ENCINA INVESTMENT GROUP-WATER ST LLC	WIDGTI	10,056.00	10,440.00
PROBATION	576000	18C0143	CALIF DEPT OF CORRECTIONS AND REHAB	WIDGTI	40,140.00	40,140.00
PROBATION	577000	18C3928	MADERA JUVENILE DETENTION FACILITY, COUNTY OF	WIDGTI	28,875.00	28,875.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
PROBATION	574100	18C4211	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCI	115,714.30	110,144.30
PROBATION	574100	18C4133	UNITED WAY OF SANTA CRUZ COUNTY	CALSCI	95,545.00	106,033.00
PROBATION	574100	18C4135	APPLIED SURVEY RESEARCH	CALSCI	48,506.00	60,634.00
PROBATION	574100	18C4106	ENCOMPASS COMMUNITY SERVICES	CALSCI	40,900.00	85,811.00
PROBATION	574100	18C4106	ENCOMPASS COMMUNITY SERVICES	CALSCI	3,557.00	7,462.00
PROBATION	577000	18C0741	DEL NORTE PROBATION DEPARTMENT, COUNTY OF	WIDGTII	27,500.00	27,500.00
PROBATION	574000	18C0873	COMMUNITY OPTIONS	CALSCII	140,266.00	140,266.00
PROBATION	574000	18C3192	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCII	45,000.00	45,000.00
PROBATION	574000	18C1767	SANTA CRUZ BARRIOS UNIDOS	CALSCII	45,000.00	45,000.00
PROBATION	577000	18C2221	SANTA CLARA, COUNTY OF	WIDGTII	267,000.00	240,000.00
PROBATION	574000	18C2544	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCII	40,500.00	40,500.00
PROBATION	576000	18C2572	CALIF DEPT OF CORRECTIONS AND REHAB	WIDGTII	24,000.00	24,000.00
PROBATION	574000	18C3396	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSCII	40,000.00	40,000.00
PROBATION	574000	18C3401	BI INCORPORATED	WIDGTII	77,000.00	77,000.00
PROBATION	574000	18C2688	BI INCORPORATED	WIDGTII	22,000.00	17,000.00
PROBATION	574000	18C3742	AUTOMON LLC	WIDGTII	101,002.79	106,053.00
PROBATION	574000	18C3742	AUTOMON LLC	WIDGTII	34,293.04	36,008.00
PROBATION	574000	18C3930	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSCII	23,463.00	23,463.00
PROBATION	574000	18C3930	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSCII	23,463.00	23,463.00
PROBATION	574000	18C3974	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSCII	200,000.00	200,000.00
PROBATION	574000	18C3975	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSCII	45,000.00	45,000.00
PROBATION	574000	18C3976	VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	CALSCII	220,000.00	220,000.00
PROBATION	574000	18C3977	ENCOMPASS COMMUNITY SERVICES	CALSCIII	190,000.00	220,000.00
PROBATION	574000	18C3978	SANTA CRUZ BARRIOS UNIDOS	CALSCII	70,000.00	70,000.00
PROBATION	574000	18C4066	ENCOMPASS COMMUNITY SERVICES	CALSCII	75,000.00	75,000.00
PROBATION	574000	18C4068	ENCOMPASS COMMUNITY SERVICES	CALSCII	35,000.00	35,000.00
PROBATION	574000	18C4069	SANTA CRUZ COUNTY OFFICE OF EDUCATION	CALSCIII	70,000.00	140,000.00
PROBATION	574000	18C4080	COMMUNITY ACTION BOARD OF SANTA CRUZ COUNTY INC	CALSCIII	180,000.00	150,000.00
PROBATION	574100	18C4095	ENCOMPASS COMMUNITY SERVICES	CALSCII	102,477.00	102,477.00
PROBATION	574100	18C4106	ENCOMPASS COMMUNITY SERVICES	CALSCII	186,905.00	186,905.00
PROBATION	574100	18C4107	APPLIED SURVEY RESEARCH	CALSCII	38,000.00	38,000.00
PROBATION	577000	18C4120	COUNTY OF YUBA	WIDGTII	52,215.00	36,000.00
PROBATION	574100	18C4136	PAJARO VALLEY PREVENTION AND STUDENT ASSISTANCE IN	CALSCII	72,340.00	72,340.00
PROBATION	574000	18C4177	UNITED WAY OF SANTA CRUZ COUNTY	CALSCIII	35,000.00	35,000.00
PROBATION	574000	18C4178	RESOURCE DEVELOPMENT ASSOCIATES INC	CALSCII	100,438.00	17,700.00
PROBATION	574000	18C4194	COMMUNITY BRIDGES	CALSCII	63,000.00	63,000.00
PROBATION	574000	18C3717	CONFLICT RESOLUTION CENTER OF SANTA CRUZ COUNTY	CALSCII	41,400.00	41,400.00
PUBLIC DEFENDER	591000	18C0023	WALLRAFF AND ASSOCIATES	CALSECI	1,069,348.00	1,127,092.00
PUBLIC DEFENDER	591000	18C0097A	VENDORLESS VENDOR	CALSECI	240,000.00	240,000.00
PUBLIC DEFENDER	591000	18C0097B	VENDORLESS VENDOR	CALSECI	372,445.00	372,445.00
PUBLIC DEFENDER	591000	18C0147A	BIGGAM, LAWRENCE P	CALSECI	6,454,740.00	6,804,740.00
PUBLIC DEFENDER	591000	18C0147B	BIGGAM, LAWRENCE P	CALSECI	50,000.00	200,000.00
PUBLIC DEFENDER	591000	18C0147C	BIGGAM, LAWRENCE P	CALSECI	36,347.00	39,982.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
PUBLIC DEFENDER	591000	18C0147D	BIGGAM, LAWRENCE P	CALSECI	495,430.92	554,883.00
PUBLIC DEFENDER	591000	18C0360A	VENDORLESS VENDOR	CALSECI	300,000.00	300,000.00
PUBLIC DEFENDER	591000	18C0360B	VENDORLESS VENDOR	CALSECI	300,000.00	150,000.00
PUBLIC DEFENDER	591000	18C0616	PAGE AND DUDLEY	CALSECI	1,069,348.00	1,127,092.00
PUBLIC DEFENDER	591000	18C36991	ROMO PROPERTIES LLC	CALSECI	46,357.00	47,984.00
PUBLIC DEFENDER	591000	18C37001	ROMO PROPERTIES LLC	CALSECI	19,637.00	20,330.00
			BROWN ARMSTRONG ACCOUNTANCY			
PUBLIC WORKS	625175	18C4214D	CORPORATION	CALSECI	8,900.00	6,370.00
PUBLIC WORKS	625110	18D0131	SCS FIELD SERVICES	CALSEC I	95,205.00	95,205.00
PUBLIC WORKS	135462	18D0145	PACIFIC HYDROMET LLC	CALSEC I	117,500.00	117,500.00
PUBLIC WORKS	625110	18D2308	PETERSON TRACTOR COMPANY INC	CALSEC I	212,899.64	140,000.00
PUBLIC WORKS	625110	18D2308	PETERSON TRACTOR COMPANY INC	CALSEC I	10,000.00	10,000.00
PUBLIC WORKS	625110	18D2629	SCS FIELD SERVICES	CALSEC I	95,205.00	95,205.00
PUBLIC WORKS	625110	18D2738	GREY BEARS	CALSEC I	253,016.77	259,342.18
			NORTHWEST HYDRAULIC CONSULTANTS			
PUBLIC WORKS	622380	18D2892	INC	CALSEC I	65,000.00	65,000.00
PUBLIC WORKS	625110	18D3394	HOPE SERVICES	CALSEC I	90,000.00	90,000.00
PUBLIC WORKS	625110	18D3394	HOPE SERVICES	CALSEC I	70,000.00	70,000.00
PUBLIC WORKS	622380	18D3436	CAPITAL EDGE ADVOCACY INC	CALSEC I	65,000.00	65,000.00
			MONTEREY REGIONAL WASTE			
PUBLIC WORKS	625110	18D3458	MANAGEMENT DISTR	WIDGETI	20,000.00	20,000.00
PUBLIC WORKS	625110	18D3479	EUROFINS CALSCIENCE INC	CALSEC I	33,000.00	33,000.00
PUBLIC WORKS	625110	18D3515	GREENWASTE RECOVERY INC	CALSEC I	700,000.00	204,701.74
PUBLIC WORKS	625110	18D3515	GREENWASTE RECOVERY INC	CALSEC I	20,000.00	20,000.00
			COMMUNITY ACTION BOARD OF SANTA			
PUBLIC WORKS	622120	18D3543	CRUZ COUNTY INC	CALSEC I	35,000.00	35,000.00
			COMMUNITY ACTION BOARD OF SANTA			
PUBLIC WORKS	622380	18D3543	CRUZ COUNTY INC	CALSEC I	15,000.00	15,000.00
			COMMUNITY ACTION BOARD OF SANTA			
PUBLIC WORKS	625175	18D3543	CRUZ COUNTY INC	CALSEC I	15,000.00	15,000.00
PUBLIC WORKS	625110	18D3638	SLV REDEMPTION/RECYCLING	CALSEC I	263,969.53	270,568.77
PUBLIC WORKS	625110	18D3640	SHARPS SOLUTIONS LLC	CALSEC I	26,000.00	26,000.00
			STERICYCLE ENVIRONMENTAL			
PUBLIC WORKS	625110	18D3664	SOLUTIONS INC	CALSEC I	165,000.00	165,000.00
PUBLIC WORKS	625110	18D3722	HF&H CONSULTANTS LLC	CALSEC I	175,000.00	140,000.00
PUBLIC WORKS	625110	17D3731	LSC ENVIRONMENTAL PRODUCTS LL	CALSEC I	137,340.00	68,670.00
PUBLIC WORKS	622380	18D3755	HALEY, VALERIE JEAN	CALSEC I	65,185.00	34,955.00
PUBLIC WORKS	622380	18D3763	GUTIERREZ CONSULTANTS INC.	CALSEC I	30,000.00	30,000.00
PUBLIC WORKS	622380	18D3779	KCI ENVIRONMENTAL INC	CALSEC I	92,470.00	73,498.00
PUBLIC WORKS	601000	18D3786	GEOSYNTEC CONSULTANTS INC	CALSEC I	32,142.00	32,142.00
PUBLIC WORKS	625110	18D3786	GEOSYNTEC CONSULTANTS INC	CALSEC I	112,139.00	112,139.00
PUBLIC WORKS	625110	18D3791	SAVE OUR SHORES	CALSEC I	41,250.00	41,250.00
PUBLIC WORKS	622350	18D3759	COASTAL WATERSHED COUNCIL	CALSEC I	3,065.00	3,065.00
PUBLIC WORKS	622245	18D3759	COASTAL WATERSHED COUNCIL	CALSEC I	1,840.00	1,840.00
PUBLIC WORKS	622360	18D3759	COASTAL WATERSHED COUNCIL	CALSEC I	800.00	800.00
PUBLIC WORKS	622375	18D3759	COASTAL WATERSHED COUNCIL	CALSEC I	560.00	560.00
PUBLIC WORKS	625110	18D3835	GEOSYNTEC CONSULTANTS INC	CALSEC I	85,000.00	85,000.00
PUBLIC WORKS	625125	17D3854	GHD INC	CALSEC I	302,135.00	143,921.34
PUBLIC WORKS	625110	18D3759	COASTAL WATERSHED COUNCIL	CALSEC I	41,895.00	41,895.00
PUBLIC WORKS	601000	18D3603	SOIL CONTROL LAB INC	CALSEC III	7,500.00	7,500.00
PUBLIC WORKS	625105	18D3603	SOIL CONTROL LAB INC	CALSEC III	10,000.00	10,000.00
PUBLIC WORKS	625125	18D3603	SOIL CONTROL LAB INC	CALSEC III	10,000.00	10,000.00
PUBLIC WORKS	625125	18D3603	SOIL CONTROL LAB INC	CALSEC III	7,200.00	7,200.00
PUBLIC WORKS	625200	18D3603	SOIL CONTROL LAB INC	CALSEC III	5,100.00	5,100.00
PUBLIC WORKS	625200	18D3603	SOIL CONTROL LAB INC	CALSEC III	5,100.00	5,100.00
PUBLIC WORKS	625230	18D3603	SOIL CONTROL LAB INC	CALSEC III	5,100.00	5,100.00
PUBLIC WORKS	621100	18D3689	DAVILLA, WILLIAM	CALSEC III	100,000.00	100,000.00
PUBLIC WORKS	621100	18D3683	ENVIRONMENTAL SCIENCE ASSOCIATES	CALSEC III	100,000.00	100,000.00

2017-18 Expenditure Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
PUBLIC WORKS	621100	18D3688	SYCAMORE ENVIRONMENTAL CONSULTANTS INC	CALSEC III	100,000.00	100,000.00
PUBLIC WORKS	621100	18D3690	RINCON CONSULTANTS INC	CALSEC III	100,000.00	100,000.00
PUBLIC WORKS	622115	18D3388	CAL-WEST LIGHTING & SIGNAL MAINTENANCE INC	CALSEC III	150,000.00	150,000.00
PUBLIC WORKS	622120	18D3388	CAL-WEST LIGHTING & SIGNAL MAINTENANCE INC	CALSEC III	0.00	50,000.00
PUBLIC WORKS	622350	18D3773	ONEILL SEA ODYSSEY	CALSEC III	3,618.00	3,334.00
PUBLIC WORKS	135462	18D3773	ONEILL SEA ODYSSEY	CALSEC III	3,616.00	3,333.00
PUBLIC WORKS	622245	18D3773	ONEILL SEA ODYSSEY	CALSEC III	3,616.00	3,333.00
PUBLIC WORKS	625110	18D3773	ONEILL SEA ODYSSEY	CALSEC III	8,680.00	10,500.00
PUBLIC WORKS	625175	18D3773	ONEILL SEA ODYSSEY	CALSEC III	7,595.00	9,500.00
RED SUCCESSOR AGENCY	610110	18C0699	RUTAN & TUCKER LLP	CALSECII	3,500.00	3,500.00
RED SUCCESSOR AGENCY	610110	18C4214C	BROWN ARMSTRONG ACCOUNTANCY CORPORATION	CALSECI	7,200.00	5,180.00
SHERIFF-CORONER	661100	18C3972	VENDORLESS VENDOR	WIDGETI	115,500.00	115,500.00
SHERIFF-CORONER	661100	18C4038	CLEAN BUILDING MAINTENANCE COMPANY	CALSECI	95,280.00	95,280.00
SHERIFF-CORONER	661100	18C4097	EXECUTIVE INFORMATION SERVICES INC	CALSECII	35,390.25	38,500.00
SHERIFF-CORONER	661100	18C4224	CENTRAL COAST LANDSCAPE	CALSECII	30,000.00	33,000.00
SHERIFF-CORONER	661300	18C3724	MOTOROLA INC	CALSECII	38,808.96	40,750.00
SHERIFF-CORONER	661300	18C4191	VIEVU LLC	CALSECI	50,820.00	101,640.00
SHERIFF-CORONER	661400	18C3164	VENDORLESS VENDOR	CALSECI	185,412.00	185,412.00
SHERIFF-CORONER	661400	18C3946	VENDORLESS VENDOR	WIDGETI	51,700.00	51,700.00
SHERIFF-CORONER	661400	18C4070	VENDORLESS VENDOR	WIDGETII	10,000.00	10,000.00
SHERIFF-CORONER	661400	18C4205	NATIONAL MEDICAL SERVICES	WIDGETI	50,000.00	50,000.00
SHERIFF-CORONER	661800	18C1366	RANCHO DEL MAR CENTER LLC	CALSECI	22,440.00	20,999.88
SHERIFF-CORONER	661800	18C4019	MASTERMAN FAMILY PARTNERSHIP	CALSECI	29,200.00	29,750.00
SHERIFF-CORONER	661800	18C4038	CLEAN BUILDING MAINTENANCE COMPANY	CALSECI	7,800.00	7,800.00
SHERIFF-CORONER	662300	18C4173	BI INCORPORATED	WIDGETI	250,000.00	250,000.00
SHERIFF-CORONER	662405	18C4189	CALIFORNIA FORENSIC MEDICAL GROUP	CALSECII	3,645,624.00	3,861,069.00
SHERIFF-CORONER	662440	18C2611	HOBART SALES & SERVICE	WIDGETII	33,000.00	36,300.00
SHERIFF-CORONER	662500	18C4092	ISI CONTROLS LTD	WIDGETII	75,000.00	75,000.00
SHERIFF-CORONER	662300	18C4092	ISI CONTROLS LTD	WIDGETII	325,000.00	325,000.00

2017-18 Revenue Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
AG COMMISSION	103210	18R0568	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	9,346.00	8,825.00
AG COMMISSION	103210	18R0095	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	9,504.00	9,504.00
AG COMMISSION	103210	18R0163	CA DEPT PESTICIDE REGULATION	SECIVAMD	4,000.00	4,000.00
AG COMMISSION	103210	18R0459	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	11,558.00	10,548.00
AG COMMISSION	103210	18R0566	CACASA	SECIVAMD	7,518.00	7,518.00
AG COMMISSION	103210	18R0704	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	8,800.00	8,800.00
AG COMMISSION	103300	18R0707	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	3,900.00	3,900.00
AG COMMISSION	103300	18R0709	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	1,440.00	1,440.00
AG COMMISSION	103210	18R0728	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	62,639.00	62,640.00
AG COMMISSION	103210	18R0781	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	37,845.00	37,845.00
AG COMMISSION	103210	18R0976	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	5,737.00	5,737.00
AG COMMISSION	103210	18R0985	CA DEPT PESTICIDE REGULATION	SECIVAMD	19,155.00	19,155.00
AG COMMISSION	103210	18R0570	CALIFORNIA DEPT OF FOOD & AGRICULTURE	SECIVAMD	139,962.00	139,962.00
COUNTY FIRE	304100	18R0108	SOUTH SANTA CLARA COUNTY FIRE DISTRICT	SCIVNOAM	10,000.00	10,000.00
DIST ATTY/PUBLIC ADMIN	272100	18R0127	CITY OF SCOTT'S VALLEY	SECIVAMD	6,711.00	7,039.00
DIST ATTY/PUBLIC ADMIN	272100	18R0128	CITY OF CAPITOLA	SECIVAMD	5,613.00	5,887.00
DIST ATTY/PUBLIC ADMIN	272100	18R0129	CITY OF SANTA CRUZ	SECIVAMD	35,738.00	37,481.00
DIST ATTY/PUBLIC ADMIN	272100	18R0130	CITY OF WATSONVILLE	SECIVAMD	29,240.00	30,666.00
GENERAL SERVICES	333200	18R0106	SANTA CRUZ SUPERIOR COURT, COUNTY OF	SECIVAMD	199,500.00	199,500.00
GENERAL SERVICES	333100	18R0582	VENDORLESS VENDOR	SCIVNOAM	11,523.00	11,523.00
GENERAL SERVICES	333100	18R0583	VENDORLESS VENDOR	SCIVNOAM	9,154.00	9,154.00
GENERAL SERVICES	333100	18R0790	VENDORLESS VENDOR	SCIVNOAM	14,287.00	14,287.00
GENERAL SERVICES	333100	18R0826	JANUS OF SANTA CRUZ	SCIVNOAM	27,506.00	27,506.00
GENERAL SERVICES	333100	18R0834	LAFCO	SCIVNOAM	7,905.00	7,905.00
GENERAL SERVICES	333700	18R0953	VENDORLESS VENDOR	SECIVAMD	1.00	1.00
HEALTH SERVICES AGENCY	362800	18R0153	ECOLOGY ACTION OF SANTA CRUZ	SCIVNOAM	12,166.66	24,333.34
HEALTH SERVICES AGENCY	363173	18R0097	SUPERIOR COURT OF CALIFORNIA	SECIVAMD	94,622.00	1.00
HEALTH SERVICES AGENCY	363210	18R0097	SUPERIOR COURT OF CALIFORNIA	SECIVAMD	78,466.00	1.00
HEALTH SERVICES AGENCY	361950	18R0112	VENDORLESS VENDOR	SECIVAMD	36,815.00	36,815.00
HEALTH SERVICES AGENCY	364012	18R0114	SUPERIOR COURT OF CALIFORNIA	SCIVNOAM	165,870.00	1.00
HEALTH SERVICES AGENCY	363101	18R0115	PAJARO VALLEY UNIFIED SCHOOL DISTRICT	SCIVNOAM	612,374.00	612,374.00
HEALTH SERVICES AGENCY	360131	18R0119	CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY	SCIVNOAM	124,768.00	1.00
HEALTH SERVICES AGENCY	363101	18R0119	CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY	SCIVNOAM	122,324.00	1.00
HEALTH SERVICES AGENCY	360131	18R0120	CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY	SCIVNOAM	1,126,828.00	1.00
HEALTH SERVICES AGENCY	363101	18R0124	SANTA CRUZ COUNTY OFFICE OF EDUCATION	SECIVAMD	86,000.00	86,000.00
HEALTH SERVICES AGENCY	360131	18R0134	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	2,500,000.00	1.00
HEALTH SERVICES AGENCY	363101	18R0135	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	188,474.00	1.00
HEALTH SERVICES AGENCY	363103	18R0135	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	28,650.00	1.00
HEALTH SERVICES AGENCY	363101	18R0136	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	39,928.00	1.00
HEALTH SERVICES AGENCY	361241	18R0137	HEALTH RESOURCES AND SERVICES ADMINISTRATION	SECIVAMD	35,113.00	1.00
HEALTH SERVICES AGENCY	363101	18R0139	CITY OF WATSONVILLE	SECIVAMD	37,500.00	25,000.00
HEALTH SERVICES AGENCY	362750	18R0141	CENTRAL CALIF ALLIANCE FOR HLTH	SECIVAMD	40,000.00	1.00
HEALTH SERVICES AGENCY	362750	18R0142	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	84,675.00	1.00

2017-18 Revenue Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HEALTH SERVICES AGENCY	362750	18R0143	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	84,675.00	1.00
HEALTH SERVICES AGENCY	362750	18R0144	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	84,675.00	1.00
HEALTH SERVICES AGENCY	362750	18R0145	CENTRAL CALIF ALLIANCE FOR HLTH SUTTER MATERNITY AND SURGERY	SCIVNOAM	20,000.00	1.00
HEALTH SERVICES AGENCY	362750	18R0146	CENTER	SECIVAMD	50,000.00	1.00
HEALTH SERVICES AGENCY	362750	18R0147	DIGNITY HEALTH	SECIVAMD	50,000.00	1.00
HEALTH SERVICES AGENCY	362750	18R0148	KAISER PERMANENTE	SECIVAMD	51,000.00	1.00
HEALTH SERVICES AGENCY	360131	18R0149	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	2,500,000.00	1.00
HEALTH SERVICES AGENCY	361231	18R0150	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	136,998.00	1.00
HEALTH SERVICES AGENCY	362300	18R0157	CA DEPT OF PUBLIC HEALTH	SCIVNOAM	59,620.00	82,000.00
HEALTH SERVICES AGENCY	361951	18R0158	HEALTH IMPROVEMENT PARTNERSHIP OF SANTA CRUZ COUNTY	SECIVAMD	50,000.00	1.00
HEALTH SERVICES AGENCY	362750	18R0164	UNITED WAY OF SANTA CRUZ COUNTY	SECIVAMD	9,918.00	1.00
HEALTH SERVICES AGENCY	363141	18R0165	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	150,000.00	150,000.00
HEALTH SERVICES AGENCY	363141	18R0166	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	150,000.00	150,000.00
HEALTH SERVICES AGENCY	363141	18R0167	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	150,000.00	150,000.00
HEALTH SERVICES AGENCY	364012	18R0224	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	33,066.00	19,839.60
HEALTH SERVICES AGENCY	364012	18R0224	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	33,066.00	13,226.40
HEALTH SERVICES AGENCY	364012	18R0226	JANUS OF SANTA CRUZ	SCIVNOAM	20,934.00	12,560.40
HEALTH SERVICES AGENCY	364012	18R0226	JANUS OF SANTA CRUZ	SCIVNOAM	20,934.00	8,373.60
HEALTH SERVICES AGENCY	363101	18R0307	COUNTY OF MONTEREY	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	363101	18R0374	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SECIVAMD	1.00	1.00
HEALTH SERVICES AGENCY	362300	18R0397	CA DEPT OF PUBLIC HEALTH	SCIVNOAM	180,000.00	185,000.00
HEALTH SERVICES AGENCY	362800	18R0479	CA DEPT OF PUBLIC HEALTH	SCIVNOAM	150,000.00	485,184.00
HEALTH SERVICES AGENCY	362200	18R0519	CA DEPT OF PUBLIC HEALTH	SECIVAMD	112,385.00	112,385.00
HEALTH SERVICES AGENCY	363101	18R0554	SANTA CRUZ, CITY OF	SECIVAMD	36,500.00	36,500.00
HEALTH SERVICES AGENCY	364012	18R0572	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	6,400.00	5,300.00
HEALTH SERVICES AGENCY	364042	18R0574	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SECIVAMD		2,681,361.00
HEALTH SERVICES AGENCY	364042	18R0574	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SECIVAMD	73,774.00	73,774.00
HEALTH SERVICES AGENCY	364042	18R0574	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SECIVAMD	1,853,447.00	1,882,416.00
HEALTH SERVICES AGENCY	362200	18R0587	CA DEPT OF PUBLIC HEALTH	SECIVAMD	197,143.00	197,411.00
HEALTH SERVICES AGENCY	362300	18R0590	CA DEPT OF PUBLIC HEALTH	SECIVAMD	32,798.00	33,314.00
HEALTH SERVICES AGENCY	361210	18R0598	CENTRAL CALIF ALLIANCE FOR HLTH	SECIVAMD	1.00	1.00
HEALTH SERVICES AGENCY	361210	18R0630	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	363101	18R0680	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SCIVNOAM	18,202,511.00	17,494,563.00
HEALTH SERVICES AGENCY	362800	18R0681	SANTA CRUZ COUNTY REGIONAL TRANSP COMM (SCRTC)	SCIVNOAM	100,000.00	130,000.00
HEALTH SERVICES AGENCY	365200	18R0708	CA DEPT OF PUBLIC HEALTH	SECIVAMD	16,963.00	16,963.00
HEALTH SERVICES AGENCY	362750	18R0723	CA DEPT OF PUBLIC HEALTH	SECIVAMD	13,868.00	13,868.00
HEALTH SERVICES AGENCY	367100	18R0740	STATE WATER RESOURCES CONTROL BOARD	SECIVAMD	105,000.00	105,000.00
HEALTH SERVICES AGENCY	360140	18R0753	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SCIVNOAM	500,000.00	500,000.00
HEALTH SERVICES AGENCY	361210	18R0795	CENTRAL CALIF ALLIANCE FOR HLTH	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	362110	18R0806	CA DEPT OF PUBLIC HEALTH	SECIVAMD	638,420.00	520,000.00
HEALTH SERVICES AGENCY	360140	18R0812	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SECIVAMD	720,280.00	917,827.00
HEALTH SERVICES AGENCY	361950	18R0844	VENDORLESS VENDOR	SECIVAMD	429,460.00	429,460.00
HEALTH SERVICES AGENCY	361950	18R0846	CENTRAL CALIF ALLIANCE FOR HLTH	SECIVAMD	278,400.00	139,200.00
HEALTH SERVICES AGENCY	362800	18R0873	DEPT OF TRANSPORTATION	SECIVAMD	296,816.00	396,000.00
HEALTH SERVICES AGENCY	360140	18R0876	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SCIVNOAM	1.00	1.00

2017-18 Revenue Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
HEALTH SERVICES AGENCY	363101	18R0893	STATE OF CALIFORNIA-DEPARTMENT OF HEALTH CARE SERV	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	362800	18R0925	CA DEPT OF PUBLIC HEALTH	SCIVNOAM	623,175.00	395,400.00
HEALTH SERVICES AGENCY	362010	18R0941	DIGNITY HEALTH	SCIVNOAM	15,000.00	15,000.00
HEALTH SERVICES AGENCY	362800	18R0946	SANTA CRUZ, CITY OF	SCIVNOAM	15,500.00	15,500.00
HEALTH SERVICES AGENCY	363101	18R0948	SANTA CRUZ, CITY OF	SCIVNOAM	60,000.00	60,000.00
HEALTH SERVICES AGENCY	362200	18R0951	CA DEPT OF PUBLIC HEALTH	SECIVAMD	45,240.00	45,240.00
HEALTH SERVICES AGENCY	362200	18R0951	CA DEPT OF PUBLIC HEALTH	SECIVAMD	2,539.00	2,539.00
HEALTH SERVICES AGENCY	362800	18R0954	VENDORLESS VENDOR	SECIVAMD	352,098.00	39,000.00
HEALTH SERVICES AGENCY	362300	18R0956	CA DEPT OF PUBLIC HEALTH	SECIVAMD	509,201.00	114,195.00
HEALTH SERVICES AGENCY	362800	18R0957	CA DEPT OF PUBLIC HEALTH VOLUNTEER CENTERS OF SANTA CRUZ COUNTY	SECIVAMD	69,593.00	69,593.00
HEALTH SERVICES AGENCY	360180	18R0961	TELECARE CORPORATION	SCIVNOAM	39,668.00	39,668.00
HEALTH SERVICES AGENCY	363140	18R0962	VENDORLESS VENDOR	SECIVAMD	240,000.00	240,000.00
HEALTH SERVICES AGENCY	361950	18R0964	ENCOMPASS COMMUNITY SERVICES	SECIVAMD	76,076.00	76,076.00
HEALTH SERVICES AGENCY	360180	18R0969	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	66,816.00	66,816.00
HEALTH SERVICES AGENCY	360180	18R0970	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	45,408.00	45,408.00
HEALTH SERVICES AGENCY	360180	18R0975	FRONT STREET INC	SCIVNOAM	52,740.00	52,740.00
HEALTH SERVICES AGENCY	361100	18R0977	VENDORLESS VENDOR	SCIVNOAM	0.00	1,600,000.00
HEALTH SERVICES AGENCY	361950	18R0977	VENDORLESS VENDOR	SCIVNOAM	2,252,000.00	600,000.00
HEALTH SERVICES AGENCY	363141	18R0980	VENDORLESS VENDOR	SECIVAMD	1.00	1.00
HEALTH SERVICES AGENCY	362750	18R0984	CA DEPT OF PUBLIC HEALTH	SECIVAMD	262,294.00	299,113.00
HEALTH SERVICES AGENCY	362310	18R0987	VENDORLESS VENDOR	SCIVNOAM	471,043.00	471,043.00
HEALTH SERVICES AGENCY	362750	18R0988	CA DEPT OF PUBLIC HEALTH	SCIVNOAM	125,000.00	125,000.00
HEALTH SERVICES AGENCY	362010	18R1026	AMERICAN MEDICAL RESPONSE WEST	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	365001	18R1036	DIGNITY HEALTH	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	365001	18R1037	DIGNITY HEALTH	SCIVNOAM	1.00	1.00
HEALTH SERVICES AGENCY	365001	18R1038	WATSONVILLE HOSPITAL CORP	SCIVNOAM	1.00	1.00
HUMAN SERVICES DEPT	392100	1892100	HOUSING AUTHORITY OF COUNTY OF SC	SECIVAMD	23,334.00	23,334.00
HUMAN SVCS DEPT	392100	1892100	UNITED WAY OF SANTA CRUZ COUNTY EOC - EMERGENCY OPERATIONS CENTER	SECIVAMD	558,260.00	502,434.00
ISD -RADIO SERVICE	431000	18R0658	CITY OF SANTA CRUZ	SCIVNOAM	15,085.00	15,085.00
ISD -RADIO SERVICE	431000	18R0659	EOC - EMERGENCY OPERATIONS CENTER	SCIVNOAM	11,099.00	11,099.00
ISD -RADIO SERVICE	431000	18R0661	CAPITOLA POLICE DEPARTMENT, CITY OF	SCIVNOAM	46,027.00	46,027.00
ISD -RADIO SERVICE	431000	18R0998	SCOTTS VALLEY WATER DISTRICT	SCIVNOAM	2,820.00	2,820.00
ISD -RADIO SERVICE	431000	18R0999	AT&T	SCIVNOAM	3,187.00	3,187.00
ISD -RADIO SERVICE	431000	18R1019	VERIZON	SCIVNOAM	15,021.00	15,947.00
ISD -RADIO SERVICE	431000	18R1020	CALIFORNIA CONSERVATION CORPS SENIOR CITIZENS ORGANIZATION OF	SCIVNOAM	8,614.00	10,695.00
PARKS	492100	18R0990	SAN LORENZO VALLEY	SCIVNOAM	1,360.00	1,360.00
PARKS	492100	18R0993	COMMUNITY BRIDGES	SCIVNOAM	1.00	1.00
PARKS	492100	18R0994	SANTA CRUZ COUNTY OFFICE OF EDUCATION	SCIVNOAM	1.00	1.00
PARKS	492100	18R0995	VENDORLESS VENDOR	SCIVNOAM	15,300.00	16,236.00
PARKS	492100	18R0996	ENCOMPASS COMMUNITY SERVICES	SCIVNOAM	1.00	1.00
PLANNING	072586	18R0862	VENDORLESS VENDOR	SCIVNOAM	5,000.00	5,000.00
PLANNING	135490	18R0934	VENDORLESS VENDOR	SCIVNOAM	4,847.00	4,847.00
PLANNING	135490	18R0968	VENDORLESS VENDOR	SCIVNOAM	9,736.00	11,466.00
PLANNING	135490	18R0973	VENDORLESS VENDOR SANTA CRUZ COUNTY OFFICE OF	SCIVNOAM	11,352.00	10,192.00
PROBATION	574100	18R0132	EDUCATION	SECIVAMD	39,000.00	39,000.00
PUBLIC WORKS	625110	18R0890	GREY BEARS	SECIVNOAM	126,000.00	84,000.00
SHERIFF-CORONER	661200	18R0667	CABRILLO COLLEGE	SECIVAMD	692,769.00	646,179.00

2017-18 Revenue Agreements

Department Title	GL Key	2017-18 Contract #	Contractor	2017-18 CalSEC Type	2016-17 Amt	2017-18 Amt
SHERIFF-CORONER	661200	18R0688	PAJARO VALLEY UNIFIED SCHOOL DISTRICT	SECIVAMD	121,149.73	122,478.14
SHERIFF-CORONER	661200	18R0712	14TH DISTRICT AGRICULTURAL ASSOCIATION	SECIVAMD	17,500.00	17,500.00
SHERIFF-CORONER	661200	18R0733	UNIVERSITY OF CALIFORNIA SANTA CRUZ	SECIVAMD	3,090.00	3,090.00
SHERIFF-CORONER	661200	18R0734	DIGNITY HEALTH	SECIVAMD	20,000.00	20,000.00
SHERIFF-CORONER	661200	18R0736	WATSONVILLE POLICE DEPARTMENT	SECIVAMD	34,924.00	34,924.00
SHERIFF-CORONER	661200	18R0737	CAPITOLA POLICE DEPARTMENT, CITY OF	SECIVAMD	6,730.00	6,730.00
SHERIFF-CORONER	661200	18R0738	SANTA CRUZ POLICE DEPT, CITY OF	SECIVAMD	42,564.00	42,564.00
SHERIFF-CORONER	661200	18R0739	SCOTT'S VALLEY POLICE DEPARTMENT	SECIVAMD	8,003.00	8,003.00
SHERIFF-CORONER	661200	18R0760	14TH DISTRICT AGRICULTURAL ASSOCIATION	SECIVAMD	15,500.00	15,500.00
SHERIFF-CORONER	661200	18R0887	SANTA CRUZ CITY SCHOOLS	SECIVAMD	63,574.87	64,239.07
SHERIFF-CORONER	661200	18R0123	SCHOOL RESOURCE OFFICER, SLV HIGH	SECIVAMD	23,979.00	23,979.44



SECTION IV: ERRATA



ERRATA SUPPLEMENTAL BUDGET • FY 2017-18

ERRATA

Page X – CAO’s Recommendation – Personnel Summary – Changes to the staffing numbers due to late changes to the Personnel details in the Appendix (revised page provided 5-12-17 and reflected in the online document).

The most significant asset the County has in serving our community is our employees. A total of 2,412.25 ~~2411~~ positions are recommended in the Proposed Budget, 2012.90 ~~2017~~ positions are financed by the General Fund, 330.8 ~~331~~ are financed by Enterprise or other funding sources and 68.55 ~~63~~ positions are unfunded. The Proposed Budget shows a net decrease of 46.55 ~~40.39~~ funded positions compared to the FY 2016-17 Adopted Budget. The net change results from:

- *Deletion of 53 ~~49.59~~ unfunded or vacant positions and 6.75 additional unfunded positions as detailed in the Personnel Summary.*

Page 9 – County Financial Summary – Changes to reflect the correct totals in the table for Recommended 2017-18 total staffing numbers of 2412.25 ~~2411.66~~ and 68.55 ~~63.55~~ Unfunded Staffing to tie to the Personnel details in the Appendix.

Pages 12 and 13 – All Funds and General Fund Summary by Department – Changes to reflect the correct staffing for the Ag. Commissioner of 25.81 ~~26.40~~ resulting in revised subtotal on page 12 for Land Use & Community Services of 397.36 ~~397.95~~ and total Recommended 2017-18 staffing of 2411.66 ~~2,412.25~~ and revised subtotal on page 13. For Land Use & Community Services of 138.56 ~~139.15~~ and total Recommended 2017-18 General Fund staffing of 2080.86 ~~2,081.45~~ which ties to the Personnel details in the Appendix. (Revised pages provided 5-12-17 and online document updated)

Page 53 – Cannabis Licensing – Changes to the Proposed Budget chart to reflect the correct total for 2017-18 Expenditures 748,944 ~~758,944~~ and % of change of 13.6% ~~12.4%~~.

Page 71 – County Counsel – Changes to the organizational chart to reflect the correct spelling of the County Counsel, Dana ~~McCrae~~ **McRae**. Correct the explanation of the Funded Staffing 5 year trend as follows: Total staffing for County Counsel has remained stable at 18.5 positions with small fluctuations in funded staffing based on financial constraints.

Pages 145, 146, 149, 152, 153 - Human Services Department – Corrections to various tables to reflect recommended deletion of a 1.0 FTE unfunded Employment and Training Specialist II/I position reducing the Total Staffing for 2017-18 to 536 ~~535~~ with a change from 2016-17 of (38) ~~(39)~~ and -6.6% ~~-6.8%~~ which reflects reducing the Social Services division staffing to 527 ~~526~~ with a change from 2016-17 of (39) ~~(40)~~.

ERRATA

Page 203 – Planning – Changes to the General Fund explanation to reflect the correct total percentage. The Planning Department receives ~~24%~~ 22% funding from the General Fund.

Page 319 - Capital Maintenance Requirements -- Correction to the Infrastructure unmet need to be over \$100 \$250 million in infrastructure and capital maintenance needs, ~~36%~~ 14% of which is funded in 2017-18. (Funding is equal to that presented in the County Capital Improvement Plan (CIP), which has been updated to \$37 million for FY 2017-18)

Page 325 – Redevelopment Successor Agency (Fund 42 & 43) – Correction to title heading - Former Redevelopment Funds (Fund 42 & 43)

Page 392 – Allowed, Requested and Recommended Positions – Changes to reflect the correct requested staffing for the Ag. Commissioner – Deputy Ag. Comm/Sealer of ~~1.00~~ 2.00. (Revised page provided 5-12-17 and online document updated.)

Page 395 – District Attorney – Correction to the Personnel table to reflect the correct limited-term positions and mid-year changes for recommended staffing.

GL KEY	POSITION	Salary Range	2016-17 Allow	2016-17 Mid-Year	2016-17 Total	2017-18 Request	2017-18 Recomm	Change From 16-17	2017-18 Unfunded
CRIMINAL PROSECUTIONS-PUBLIC									
272100	ADMINISTRATOR								
	DA Inspector II/I*								
	DA Inspector II/I	LS/JU	10.00		10.00	10.00	10.00	0.00	0.00
	Legal Secretary II/I	C2/C1	15.00	11	15.00	15.00	15.00	0.00	0.00
CONSUMER									
271220	PROTECTION								
	Investigator Assistant*	KN	1.00		1.00	1.00	1.00	0.00	0.00
*Limited-term positions extended to 6-30-18									

Pages 400-402 - County Personnel Summary – Correction to the Summary of Allowed, Requested, and Recommended Positions table to reflect recommended deletion of a 1.0 FTE unfunded Employment and Training Specialist II/I position.

Page	POSITION	Salary Range	2016-17 Allow	2016-17 Mid-Year	2016-17 Total	2017-18 Request	2017-18 Recomm	Change From 16-17	2017-18 Unfunded
400	Employ & Trng Spec II/I	IH/KC	24.00		24.00	24.00 23.00	24.00 23.00	0.00 (1.00)	3.00
401	SOCIAL SERVICES TOTAL		566.00	3.00	569.00	527.00 526.00	527.00 526.00	(39.00) (40.00)	28.00
402	DEPARTMENTAL TOTAL		574.00	3.00	577.00	536.00 535.00	536.00 535.00	(38.00) (39.00)	25.00 28.00

ERRATA

Page 402 - Information Services -- Correction to the Personnel table to reflect mid-year Information Technology Study for SEIU.

GL KEY	POSITION	Salary Range	2016-17 Allow	2016-17 Mid-Year	2016-17 Total	2017-18 Request	2017-18 Recomm	Change From 16-17	2017-18 Unfunded
INFORMATION SERVICES									
420000	Asst Network Support Analyst	61	1.00	(1.00)	0.00	0.00	0.00	(1.00)	0.00
	Computer Opr Tech III/II/I	TI/IJ/FJ	3.00	(3.00)	0.00	0.00	0.00	(3.00)	0.00
		EC/TI/IJ/							
	Computer Opr Tech IV/III/II/I	FJ	2.00	(1.00)	1.00	1.00	1.00	(1.00)	0.00
	DP Prog Analyst/Asst/Trainee	C4/61/KL	5.00	(5.00)	0.00	0.00	0.00	(5.00)	0.00
	Info Ctr Sys Specialist	KL	1.00	(1.00)	0.00	0.00	0.00	(1.00)	0.00
	Info Ctr Sys Analyst/Asst/Spec	C4/61/KL	15.00	(15.00)	0.00	0.00	0.00	(15.00)	0.00
	Network Support Analyst/Asst/Spec	KL/61/C4	2.00	(2.00)	0.00	0.00	0.00	(2.00)	0.00
	Sr Deptl Info Sys Analyst	C4	1.00	(1.00)	0.00	0.00	0.00	(1.00)	0.00
	Sr DP Prog Analyst	ZB	8.00	(8.00)	0.00	0.00	0.00	(8.00)	0.00
	Supervising IC Sys Analyst	ZB	2.00	(2.00)	0.00	0.00	0.00	(2.00)	0.00
	Supv DP Prog Analyst	S5	4.00	(4.00)	0.00	0.00	0.00	(4.00)	0.00
	GIS Analyst II	72	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	GIS Analyst III	73	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	IT App Dev/Support Analyst I	91	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	IT App Dev/Support Analyst II	92	0.00	4.00	4.00	4.00	4.00	4.00	0.00
	IT App Dev/Support Analyst III	93	0.00	8.00	8.00	8.00	8.00	8.00	0.00
	IT App Dev/Support Supervisor	94	0.00	3.00	3.00	3.00	3.00	3.00	0.00
	IT Network/Comm Analyst I	21	0.00	3.00	3.00	3.00	3.00	3.00	0.00
	IT Network/Comm Analyst II	22	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	IT Network/Comm Analyst III	23	0.00	2.00	2.00	2.00	2.00	2.00	0.00
	IT Support Services Analyst II	Q2	0.00	4.00	4.00	4.00	4.00	4.00	0.00
	IT Support Services Analyst III	Q3	0.00	4.00	4.00	4.00	4.00	4.00	0.00
	IT Support Services Supervisor	Q4	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	IT Systems Admin Analyst I	X1	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	IT Systems Admin Analyst II	X2	0.00	3.00	3.00	3.00	3.00	3.00	0.00
	IT Systems Admin Analyst III	X3	0.00	5.00	5.00	5.00	5.00	5.00	0.00
	IT Systems Admin Supervisor	X4	0.00	1.00	1.00	1.00	1.00	1.00	0.00
	TOTAL		44.00	0.00	44.00	44.00	44.00	0.00	0.00

Page 402 – Information Services – Correction to the Personnel Table to reflect unfunding a position in 17-18, rather than a mid-year deletion.

GL KEY	POSITION	Salary Range	2016-17 Allow	2016-17 Mid-Year	2016-17 Total	2017-18 Request	2017-18 Recomm	Change From 16-17	2017-18 Unfunded
INFORMATION SERVICES									
420000	Info Sys Div Mgr	JW	2.00	(1.00)	1.00 2.00	1.00 2.00	1.00 2.00	(1.00)	1.00