

LIVING WAGE SUMMARY REPORT 2018 - 2020

Pursuant to and in accordance with Sonoma County Code Section 2-381(d), the Purchasing Agent and the General Services Department submit the following report for consideration of the County's Living Wage Ordinance ("LWO").

Overview and Implementation Summary:

The LWO was enacted effective July 1, 2016, in order to help low wage workers earn an hourly wage sufficient to live with dignity and to achieve economic self-sufficiency.

In general, the LWO applies to all entities entering into high-dollar service contracts with, or receiving certain levels of economic assistance development from, the County. In order to mitigate impacts to nonprofit organizations, a phased application of the LWO was applied to nonprofits beginning July 2017. Nonprofits became fully phased in effective July 1, 2019.

Following the 2016 implementation of the LWO and the beginning of phasing-in non-profits in July 2017, General Services' staff conducted the following activities related to Living Wage:

- Created an online tool and database for suppliers to certify their compliance, as required per LWO section 2-380.
- Established pages on the County's website dedicated to the LWO, including information to assist service contractors with compliance.
- Incorporated required language into bid documents and Request for Proposals and Professional Services Agreements templates, per LWO section 2-379.
- Established a process for providing a five percent bidding preference to any bidder who certifies that at least fifty percent of the workforce used to perform the service contract are residents of Sonoma County, in accordance with LWO section 2-378.
- Established a process (now phased out) for providing a five percent bidding preference to any non-profit who voluntarily complied with the LWO ahead of schedule, in accordance with LWO section 2-376.5(d).
- Created and maintained LWO documentation, FAQ, and training on the County's intranet site for departmental reference and use.
- Implemented tracking mechanisms when entering contracts in the County's Enterprise Financial System.
- Assisted departments in processes for obtaining LWO compliance statements from service providers.
- Provided individual departmental training on requirements of the LWO.

Living Wage Certification Process

Prior to the beginning of FY 16-17, service providers were notified of the impending implementation of the LWO. The LWO-required agreement provisions were added to the RFP and Professional Services Agreement templates, and training was communicated and posted on the General Services Purchasing intranet site. The LWO, Living Wage Solicitation Form, and process guide for department staff are on the General Services intranet site to assist departments by giving them immediate access to Living Wage information during contract negotiations and certification of service providers.

On the County website, suppliers can obtain general information on Living Wage, review and download the LWO, self-certify compliance with the LWO, obtain their supplier identification number needed for self-certification, and download a notice for employers to post in the workplace. Data entered during the self-certification process is collected in the OnBase database and is accessible to General Services Purchasing staff.

All new service agreements submitted to Purchasing must have the Living Wage Questionnaire and contractor certification completed and attached.

To date, the Department has not received any reports or complaints of LWO non-compliance by any covered services contractor or assistance recipient.

Living Wage as to Nonprofits:

Nonprofit entities became fully phased in as of July 1, 2019, and are now required to meet the full wage requirements set forth in LWO section 2-377.

Additional Information:

- Staff are currently working with NEKO Industries (the provider of OnBase) and the County's Information Systems Department to update and expand OnBase's data fields options and reporting capability for purposes of Living Wage data analysis.
- Procedures and processes will continue to be reviewed and improved to fully utilize OnBase and the County's Enterprise Financial System to monitor and enforce the requirements of the LWO.
- Purchasing is not aware that any contractor needed to increase their wage rates in order to be in compliance with LWO. Instead, all contractors met the requirements by the rates they were already paying, or by virtue of the credits under LWO section 2-377.

Statistics for January 1, 2018 - December 31, 2020:

For every services contract entered into by the County, contractors are required to submit a Living Wage certification form. This requirement applies even if the subject agreement is for less than the \$25,000 threshold value of all service contracts, as a mechanism to ensure that the LWO's cumulative contract value triggers are able to be tracked.

There were approximately 4,369 service agreements entered into between January 1, 2018 and December 31, 2020. All of these contractors certified compliance (or proper exemption) with the LWO.

The following chart shows the number of service agreements as reported in OnBase as verified by the contracting departments, broken down by department and the total dollar value of those contracts. The chart reflects *all* reported services agreements during the covered time, not necessarily those on which LWO applied. The OnBase data may be underreported due to limitations with the reporting system and challenges experienced by various departments in accurately and timely uploading and maintaining the data. Departments are responsible for reviewing and verifying supplier-provided contracting data and competing priorities and circumstances may have made it difficult for staff to keep up with contracts and amendments, such as the high number of emergencies and disasters over the corresponding time period.

	2018			2019			2020	
DEPARTMENT	Count		Amount	Count		Amount	Count	Amount
ACTTC DEPARTMENT	6	\$	538,500.00	10	\$	1,268,753.00	7	\$ 348,844.29
AGRICULTURAL COMMISSIONER DEPT	1	\$	40,000.00	1	\$	55,555.00	1	\$ 100,000.00
CHILD SUPPORT SERVICES DEPT	6	\$	100,150.00	7	\$	215,000.00	4	\$ 107,900.00
CLERK RECORDER ASSESSOR DEPT	10	\$	2,380,773.73	10	\$	646,919.65	12	\$ 863,692.00
COMMUNITY DEVELOPMENT COMM.	4	\$	198,110.00	4	\$	18,000.00	11	\$ 381,783.00
COMMUNITY SVC/PUBLIC UTL DIST.	2	\$	204,000.00	0	\$	-	0	\$ -
COUNTY ADMINISTRATOR DEPT	44	\$	1,811,753.00	276	\$	22,286,367.00	171	\$ 2,133,009.00
COUNTY COUNSEL DEPARTMENT	6	\$	750,000.00	8	\$	1,005,000.00	16	\$ 3,549,420.00
DEPARTMENT OF EMERGENCY MANAGEMENT	0	\$	-	0	\$	-	7	\$ 212,700.00
DEPARTMENT OF HEALTH SERVICES	252	\$ 9	96,754,673.81	284	\$	99,389,523.00	267	\$ 144,175,080.96
DISTRICT ATTORNEY DEPARTMENT	5	\$	407,056.00	9	\$	413,126.00	18	\$ 3,672,734.00
ECONOMIC DEVELOPMENT BOARD	141	\$	1,093,598.50	201	\$	1,329,353.23	96	\$ 3,392,988.19
FIRE AND EMERGENCY SERVICES	18	\$	316,000.00	15	\$	534,175.00	23	\$ 2,584,585.00
FIRE DISTRICTS	3	\$	-	0	\$	-	2	\$ 29,200.00
GENERAL SERVICES DEPARTMENT	28	\$	777,888.00	59	\$	2,995,976.40	59	\$ 15,537,750.67
HOSPITAL/HEALTH CARE DISTRICTS	3	\$	655,000.00	4	\$	163,005.00	4	\$ 596,371.00
HUMAN RESOURCES DEPARTMENT	80	\$ 1	9,112,009.50	48	\$	5,095,951.78	42	\$ 30,596,746.00
HUMAN SERVICES DEPARTMENT	286	\$ 3	30,247,502.00	298	\$	37,009,754.75	284	\$ 28,243,439.00
INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH	1	\$	19,980.00	4	\$	15,000.00	0	\$ -
INFORMATION SYSTEMS DEPARTMENT	18	\$	5,868,204.50	10	\$	3,912,711.00	7	\$ 1,554,900.00
NON-DEPARTMENTAL	1	\$	6,000.00	5	\$	2,500.00	8	\$ 7,300.00
OPEN SPACE DEPARTMENT	59	\$	4,063,428.00	67	\$	4,032,819.66	43	\$ 2,489,003.76
OTHER GOVERNMENTAL ENTITIES	5	\$	5,994,154.00	7	\$	18,579,124.00	12	\$ 1,239,926.00
PRMD DEPARTMENT	19	\$	4,002,577.00	29	\$	5,285,917.00	21	\$ 6,513,945.00
PROBATION DEPARTMENT	29		4,531,403.00	28	\$	5,901,232.00	31	\$ 7,096,070.60
PUBLIC DEFENDER DEPARTMENT	0	\$	-	2	\$	400,000.00	0	\$-
RECREATION AND PARKS DISTRICTS	7	\$	76,039.02	2	\$	5,000.00	1	\$ 15,000.00
REGIONAL PARKS DEPARTMENT	52	\$	3,389,510.02	121	\$	16,527,228.67	40	\$ 3,697,079.10
SHERIFF DEPARTMENT	43	\$	4,041,285.55	43	\$	3,979,131.41	33	\$ 9,822,438.00
SONOMA COUNTY WATER AGENCY	118	\$ 1	15,759,463.24	92	\$	14,665,561.94	99	\$ 20,331,221.27
TRANSPORTATION & PUBLIC WORKS	44	\$ 1	10,208,292.29	59	\$	30,845,148.54	46	\$ 12,277,611.29
UC COOPERATIVE EXTENSION DEPT	0	\$	-	5	\$	14,000.00	5	\$ 65,699.00
	1291	\$ 21	3,347,351.16	1708	\$	276,591,834.03	1370	\$ 301,636,437.13
		\$ 21	3,347,351.16		\$	276,591,834.03		\$ 301,636,437.13
Blank Entries	11	\$	307,263.00	14	\$	196,629.00	13	\$ 2,541,070.00

Non-profit Organizations:

1967 (SSU) ANTHROPOLOGICAL STUDIES CENTER : ALTERNATIVE FAMILY SERVICES, INC. **10,000 DEGREES 6 POINTS COMMUNITY CENTER 6TH STREET PLAYHOUSE** A THEATER FOR CHILDREN A THEATER FOR CHILDREN - (FISCAL AGENT - INQUIRING SYSTEMS, INC. A THEATER FOR CHILDREN (FISCAL AGENT - INQUIRING SYSTEMS INC. A THEATER FOR CHILDREN (FISCAL AGENT - INQUIRING SYSTEMS INC.) A THEATER FOR CHILDREN/FISCALLY SPONSORED BY INQUIRING SYSTEMS, ABBA DABBA ACTION NETWORK ACTIVE 20-30 SANTA ROSA #50 FOUNDATION AG COMMUNITY EVENTS FARMERS MARKETS AG COMMUNITY EVENTS FARMERS' MARKETS AG INNOVATIONS NETWORK AGRICULTURAL COMMUNITY EVENTS FARMERS MARKETS ALCHEMIA ALEXANDER VALLEY FILM SOCIETY ALEXANDER VALLEY WINEGROWERS ALLEGRA BURKE ALLIANCE MEDICAL CENTER ALLIANCE REDWOODS CONFERENCE GROUNDS ALTAMED HEALTH SERVICES CORPORATION ALTERNATIVE FAMILY SERVICES ALTERNATIVE FAMILY SERVICES, INC ALTERNATIVE FAMILY SERVICES, INC. ALZHEIMER'S DISEASE & RELATED DISORDERS ASSOCIATION ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC. AMERICAN MEDICAL RESPONSE (AMR) ARLENE FRANCIS FOUNDATION ART ESCAPE ART WORKSHOP OF WESTERN SONOMA COUMTY ART WORKSHOP OF WESTERN SONOMA COUNTY ARTSTARTSOCO DBA ARTSTART ASH HAYFLICH AVANCE, INC. **BAY PLANNING COALITION BECOMING INDEPENDENT** BERGIN UNIVERSITY OF CANINE STUDIES

BILINGUAL BROADCASTING FOUNDATION, INC. DBA KBBF BINTI, INC. BODEGA BAY AREA CHAMBER OF COMMERCE BODEGA BAY FISHERMANS FESTIVAL BODEGA BAY FISHERMAN'S FESTIVAL BODEGA BAY GRANGE BODEGA VOLUNTEER FIRE DEPARTMENT BODEGA. VOLUNTEER FIRE DEPARTMENT **BOYS & GIRLS CLUB OF SONOMA VALLEY BOYS & GIRLS CLUBS OF CENTRAL SONOMA COUNTY BOYS & GIRLS CLUBS OF SONOMA VALLEY BOYS & GIRLS CLUBS OF SONOMA-MARIN** BOYS AND GIRLS CLUB SONOMA-MARIN COUNTY **BRADLEY S MAIHACK BRIANA KHAN** BUCK INSTITUTE FOR RESEARCH ON AGING **BUCKELEW PROGRAMS BURBANK HOUSING** CA' BIANCA RESTAURANT CA POETS IN THE SCHOOLS CALIFORNIA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATORS CALIFORNIA FAIR SERVICES AUTHORITY CALIFORNIA HUMAN DEVELOPMENT CALIFORNIA HUMAN DEVELOPMENT CORPORATION CALIFORNIA HUMAN DEVELOPMENT CORPORTION CALIFORNIA INDIAN MUSEUM AND CULTURAL CENTER CALIFORNIA LAND STEWARDSHIP INSTITUTE CALIFORNIA PARENTING INSITUTE CALIFORNIA PARENTING INSTITUTE CALIFORNIA POETS IN THE SCHOOL CALIFORNIA POETS IN THE SCHOOLS CALIFORNIA STATE UNIVERSITY FRESNO FOUNDATION **CALIFORNIA TROUT - TRACEY DIAZ** CAREER TECHNICAL EDUCATION FOUNDATION CAREER TECHNICAL EDUCATION FOUNDATION (CTE) CAREER TECHNICAL EDUCATION FOUNDATION SONOMA COUNTY CATHOLIC CHARITIES CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO CATHOLIC CHARITIES CYO OF THE ARCHDIOCESE OF SAN FRANCISCO DBA S CATHOLIC CHARITIES OF SANTA ROSA CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA CAZADERO PERFORMING ARTS CAMP **CENTER FOR VOLUNTEER & NONPROFIT LEADERSHIP**

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SONOMA COUNTY VINTNERS ASSOCIATION

SONOMA COUNTY WOMEN IN LAW

SONOMA ECOLOGY CENTER

SONOMA ECOLOGY CENTER DBA: SUGARLOAF STATE PARK

SONOMA EDUCATION FOUNDATION

SONOMA FAMILY MEAL

SONOMA FOOD RUNNERS

SONOMA FOOD RUNNERS (FISCAL SPONSOR: MATTER OF TRUST)

SONOMA HOMETOWN BAND

SONOMA INTERNATIONAL FILM FESTIVAL

SONOMA LAND TRUST

SONOMA LEAGUE FOR HISTORIC PRESERVATION

SONOMA MOUNTAIN INSTITUTE

SONOMA OVERNIGHT SUPPORT

SONOMA PETALUMA PARKS, INC.

SONOMA RESOURCE CONSERVATION DISTRICT

SONOMA STATE UNIVERSITY

SONOMA VALLEY CHAMBER

SONOMA VALLEY CHAMBER OF COMMERCE

SONOMA VALLEY CHORALE

SONOMA VALLEY COMMUNITY COMMUNICATIONS

SONOMA VALLEY COMMUNITY COMMUNICATIONS DBA KSVY

SONOMA VALLEY COMMUNITY HEALTH CENTER

SONOMA VALLEY COMMUNITY HEALTH CENTER, INC.

SONOMA VALLEY EDUCATION FOUNDATION

SONOMA VALLEY FILM SOCIETY

SONOMA VALLEY HISTORICAL SOCIETY

SONOMA VALLEY MUSEUM OF ART

SONOMA VALLEY TEEN SERVICES

SONOMA VALLEY VINTNERS & GROWERS ALLIANCE

SONOMA VALLEY VINTNERS AND GROWERS ASSOCIATION

SONOMA VALLEY VISITORS BUREAU

SONOMA VOLUNTEER FIREFIGHTER'S ASSOCIATION

SOUTHEAST GREENWAY CAMPAIGN (FISCAL SPONSOR - SONOMA LAND TRUST) SRACS SFPO

ST JOSEPH HEALTH NORTHERN CALIFORNIA LLC DBA SANTA ROSA MEMORIAL

ST VINCENT'S SCHOOL FOR BOYS

ST. JOSEPH HEALTH

ST. JOSEPH HEALTH NORTHERN CALIFORNIA LLC DBA SANTA ROSA MEMORIA

ST. JUDE HOSPITAL YORBA LINDA DBA ST. JOSEPH HERITAGE HEALTHCARE

ST. VINCENT DE PAUL DISTRICT COUNCIL OF SONOMA INC.

STEWARDS OF THE COAST AND REDWOODS

STUDENT HEALTH SUPPORT SVCS FUND

SUCCESS CENTERS SUNNY HILLS SERVICES SUPPORT OUR STUDENTS SUSAN FISHER-OWENS **TEEN SERVICES SONOMA** TERRELL J WATT DBA TERRELL WATT PLANNING TERRIANNE THE BISHOP'S RANCH THE BISHOP'S RANCH OF THE EPISCOPAL DIOCESE OF CALIFORNIA THE CALIFORNIA INDIAN MUSEUM AND CULTURAL CENTER THE CENTER FOR SOCIAL AND ENVIRONMENTAL STEWARDHIP THE CENTER FOR SOCIAL AND ENVIRONMENTAL STEWARDSHIP THE COTATI ACCORDION FESTIVAL THE COUNCIL OF STATE GOVERNMENTS THE CSU, CHICO RESEARCH FOUNDATION THE GLEN ELLEN FORUM THE GLOBAL ORPHAN PROJECT, INC. THE IMAGINE BUS PROJECT THE IMAGINISTS THE LAW ENFORCEMENT CHAPLAINCY SERVICE IN SONOMA COUNTY THE LIME FOUNDATION THE LOST CHURCH.ORG (RAILROAD SQUARE MUSIC FESTIVAL) THE MOSAIC PROJECT THE PERMANENTE MEDICAL GROUP THE SALVATION ARMY SANTA ROSA CORPS THE SEA RANCH ASSOCIATION THE SITTING ROOM COMMUNITY LIBRARY THE SURFRIDER FOUNDATION - SONOMA COAST THELOSTCHURCH.ORG (RAILROAD SQUARE MUSIC FESTIVAL) **TLC CHILD & FAMILY SERVICES** TLC CHILD AND FAMILY SERVICES TODD O'LEARY TRANSCENDENCE THEATRE COMPANY TRIBAL LAW AND POLICY INSTITUTE **TSUNAMI ENTERPRISES** UC REGENTS C/O UCCE SONOMA UCLA ANDERSON FORECAST UNITED ANGLERS INC. UNITED POLICYHOLDERS UNITED WAY OF THE WINE COUNTRY VALLEY OF THE MOON GUN CLUB VALLEY OF THE MOON MUSIC FESTIVAL VALLEY OF THE MOON NATURAL HISTORY ASSOCIATION/JACK LONDON PARK

VALLEY OF THE MOON VINTAGE FESTIVAL VCALLEY OF THE MOON VINTAGE FESTIVAL VERITY **VERITY - COMPASSION.SAFETY.SUPPORT** VERITY ~ COMPASSION.SAFETY.SUPPORT VERITY ~ COMPASSION.SAFETY.SUPPROT VERITY ~COMPASSION.SAFETY.SUPPORT VERITY~COMPASSION.SAFETY.SUPPORT VICKI WHITING DBA KID SCOOP NEWS VICTOR TREATMENT CENTERS, INC. VIETNAM VETERANS OF CALIFORNIA VIETNAM VETERANS OF CALIFORNIA, DBA, VETERANS RESOURCE CENTERS O **VINTAGE HOUSE** VINTAGE HOUSE SENIOR CENTER VINTAGE HOUSE SENIOR MULTI- PURPOSE CENTER OF SONOMA VALLEY VINTNERS INN VMNHA DBA JACK LONDON PARK PARTNERS VOLUNTEER CENTER OF SONOMA COUNTY WALKING ELEPHANT THEATRE COMPANY WATERWORKS INDUSTRIES, INC. WAYFINDER FAMILY SERVICES WEST CO TRANSPORTATION AGENCY WEST COUNTY COMMUNITY SERVICE WEST COUNTY COMMUNITY SERVICES WEST COUNTY HEALTH CENTERS WEST COUNTY HEALTH CENTERS, INC WEST COUNTY HEALTH CENTERS, INC. WEST COUNTY HEALTH CENTERS, INC. -WEST COUNTY TRANSPORTATION AGENCY WESTED WESTERN KENTUCKY UNIVERSITY RESEARCH FOUNDATION, INC. WESTERN SONOMA COUNTY HISTORICAL SOCIETY WILLOW GLEN CARE CENTER WILMAR FIRE DEPARTMENT WINDSOR CHAMBER OF COMMERCE WINDSOR CHAMBER OF COMMERCE & VISITORS CENTER WINDSOR CHAMBER OF COMMERCE (WINDSOR DIA DE LOS MUERTOS) WINDSOR CHAMBER OF COMMERCE AND VISITORS CENTER WINDSOR EDUCATIONAL FOUNDATION WINDSOR PARKS & RECREATION FOUNDATION WINDSOR PERFORMING ARTS ACADEMY WINDSOR SERVICE ALLIANCE WINE ROAD NORTHERN SONOMA COUNTY

WINEGROWERS OF DRY CREEK VALLEY WOMEN'S MARCH SANTA ROSA/PEACE & JUSTICE CTR SO CO FISCAL SPONSO WOMENS RECOVERY SERVICES WOMEN'S RECOVERY SERVICES WORKFORCE ALLIANCE OF THE NORTH BAY WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY WORKING SOLUTIONS WORKING SOLUTIONS CDFI WORKING SOLUTIONS CDFI (FORMERLY KNOWN AS TMC DEVELOPMENT WORKIN YOUNG WOMENS CHRISTIAN ASSOCIATION OF SONOMA COUNTY YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF SONOMA COUNTY YOUTH OUTSIDE YWCA YWCA SONOMA COUNTY