

Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com



Agenda - Final

Tuesday, April 9, 2024

9:00 AM

Board of Supervisors Chambers

Board of Supervisors

Mitch Mashburn (Dist. 5), Chair
(707) 784-6130

Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363

Monica Brown (Dist. 2)
(707) 784-3031

Wanda Williams (Dist. 3)
(707) 784-6136

John M. Vasquez (Dist. 4)
(707) 784-6129

MEETING OF THE SOLANO COUNTY BOARD OF SUPERVISORS
HOUSING AUTHORITY, SPECIAL DISTRICTS, SOLANO FACILITIES CORPORATION,
AND IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

This meeting will be live-streamed and available to view at:
<http://www.solanocounty.com/depts/bos/meetings/videos.asp>

Temporary parking permits for the County Parking Garage are available from the Board Clerk for visitors attending the Board of Supervisors' meeting for more than 2 hours.

The County of Solano does not discriminate against persons with disabilities. If you wish to participate in this meeting and will require assistance in order to do so, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC COMMENTS: To submit public comments virtually, please see the options below.

Email/Mail: If you wish to address any item listed on the Agenda in advance of the meeting, please submit comments in writing to the Clerk of the Board by U.S. Mail or by email. Written comments should be received no later than 5:00 P.M. on the Monday prior to the Board meeting to ensure distribution in advance of the meeting. The mailing address is: Clerk of the Board of Supervisors, 675 Texas Street, Suite 6500, Fairfield, CA 94533. The email address for the Clerk is: clerk@solanocounty.com. Copies of comments received will be provided to the Board and will become a part of the official record but will not be read aloud at the meeting.

Phone: To submit comments verbally from your phone during the meeting, you may do so by dialing: 1-415-655-0001 and using Access Code 2632 043 6228# on your phone. No attendee ID number is required. When the Chair or Clerk of the Board calls for an item on which you wish to speak, press *3 to access the "raise your hand feature". When Public Comment begins the Clerk will announce the last two digits of the phone number and will send you a request to unmute. Please press *6 to unmute yourself. The Board of Supervisors offers the opportunity to call in to this meeting as a courtesy to the public. If no member of the Board of Supervisors is attending the meeting via teleconference, and a technical error or outage occurs on the teleconference feed affecting the call in number, the Board of Supervisors will continue the meeting in public in the County Board Chambers.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308, members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received, since January 1, 2023, more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet will be emailed to you upon request. You may request materials by emailing clerk@solanocounty.com.

AGENDA

CALL TO ORDER - 9:00 A.M.

ROLL CALL

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

PRESENTATIONS

Sheriff's Office:

- 1 **24-220** Adopt and present a resolution recognizing April 14-20, 2024 as Animal Care and Control Appreciation Week in Solano County (Supervisor Hannigan)
Attachments: [A - Animal Care and Control Appreciation Week Resolution](#)

- 2 **24-221** Adopt and present a resolution recognizing April 14-20, 2024 as National Public Safety Telecommunicators Week in Solano County (Chair Mashburn)
Attachments: [A - National Public Safety Telecommunicators Week Resolution](#)

ITEMS FROM THE PUBLIC

This is your opportunity to address the Board on a matter not listed on the Agenda; however, items must be within the subject matter jurisdiction of the Board. Please submit a Speaker Card before the first speaker is called and limit your comments to 3 minutes. The Board will hear public comments for up to 15 minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and may be referred to staff.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

APPROVAL OF THE AGENDA

PUBLIC COMMENT ON CONSENT CALENDAR

Each speaker shall have 3 minutes to address any or all items on the Consent Calendar.

APPROVAL OF THE CONSENT CALENDAR

The Board considers all matters listed under the Consent Calendar to be non-controversial or routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion unless Board members request specific items be discussed and/or removed from the Consent Calendar.

CONSENT CALENDAR

GENERAL GOVERNMENT

Board of Supervisors:

- 3 **24-191** Authorize the County's contributions of \$500 from the General Fund contribution allocated to District 3 and \$1,000 from the General Fund contribution allocated to District 5 to benefit Together Everyone Achieves More (TEAM) Hope in providing sponsorship funds for the Suisun Downtown Historic Waterfront's 2nd Annual Cinco de Mayo Festival
- 4 **24-229** Adopt a resolution recognizing April 19, 2024 as Education and Sharing Day, U.S.A., 2024 in Solano County
Attachments: [A - Education and Sharing Day, USA 2024 Resolution](#)

Clerk of the Board of Supervisors:

- 5 **24-255** Approve the minutes of the Solano County Board of Supervisors' regular meetings of March 26, 2024, and April 2, 2024
Attachments: [A - March 26, 2024 Draft Minutes](#)
 [B - April 2, 2024 Draft Minutes](#)

County Counsel:

- 6 **24-233** Establish a new fund and transfer authority for the property insurance budget to County Counsel from Human Resources; and Delegate authority to the County Administrator to take any and all actions necessary to complete the transfer including signing authority and any budget adjustments
- 7 **24-235** Adopt a resolution accepting claims for excess proceeds from tax-defaulted property sales and authorizing distribution of excess proceeds from the sales
Attachments: [A - Resolution](#)
 [B - Excess Proceeds Table](#)

Human Resources:

- 8 **24-225** Adopt a resolution to amend the Public Agency Retirement System 2.7% @ 55 Retirement Enhancement Plan for non-safety, at-will civil service exempt employees in the Legislative, Executive, and Senior Management Groups; and Authorize the Director of Human Resources to execute the amendment

Attachments: [A - PARS Plan Resolution](#)
 [B - PARS Plan Amendment](#)

Information Technology-Registrar of Voters:

- 9 **24-251** Authorize the Chief Information Officer to execute the GovAI Coalition registration agreement

Attachments: [A - GovAI Coalition Registration Agreement](#)

LAND USE/TRANSPORTATIONResource Management:

- 10 **24-253** Authorize the Director of Resource Management to execute a MEHKO AB 178 Grant Award Notification and Acceptance Agreement to secure \$40,310 of State funds to assist local health departments' implementation of the Micro Enterprise Home Kitchen Operation (MEHKO) program

Attachments: [A - MEHKO Grant Application](#)
 [B - MEHKO Grant Award Notification](#)

- 11 **24-258** Adopt a resolution to approve a Good Neighbor Policy for Development Projects in the unincorporated area of Solano County

Attachments: [A - Good Neighbor Resolution and Policy](#)

MISCELLANEOUS ITEMSWorkforce Development Board:

- 12 **24-231** Approve the new appointment of Summer Miguel, as Business Representative, to the Workforce Development Board of Solano County, for a term beginning April 9, 2024, and expiring April 8, 2028, as required under the Workforce Innovation and Opportunity Act

Attachments: [A - Miguel Application](#)

REGULAR CALENDAR

Rescheduled Consent Items

Consider the following:

- A)
- B)
- C)

LAND USE/TRANSPORTATION

Resource Management:

- 13 [24-227](#) Conduct a noticed public hearing to consider approval of the Solano County Housing Authority revised Administrative Plan, Public Housing Agency Annual Plan, and Moving-to-Work Supplemental Plan

Attachments: [A - Executive Summary Admin Plan Changes](#)
[B - Draft Revised Administrative Plan](#)
[C - Annual Plan](#)
[D - MTW Supplemental Plan](#)
[E - RAB SCHA Summary](#)
[F - Summary of Voucher types](#)
[G - Summary of Annual and MTW Plans](#)
[H - Public Notice](#)

ITEMS FROM THE PUBLIC con't

This is the opportunity for the Board to hear additional public comment from speakers who were in the morning call in queue or submitted speaker cards during the original public comment period but were not heard due to time constraints.

CLOSED SESSION

- 14 [24-257](#) CONFERENCE WITH LABOR NEGOTIATORS (Pursuant to Government Code § 54957.6): Solano County representatives: Director of Human Resources Niger Edwards, Assistant Director of Human Resources David Pak, County Administrator Bill Emlen, Assistant County Administrator Debbie Vaughn, Assistant County Administrator Ian Goldberg. Employee organizations: Service Employees International Union, Local #1021 for Units 2, 7 and 9 (Nurses, Technical, General Service, and Clerical), Association of Mid-Management Professionals at Solano County for Unit 16, and Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists)

RECONVENE

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

ADJOURN:

*To the Board of Supervisors meeting of April 23, 2024 at 9:00 A.M., Board Chambers,
675 Texas Street, Fairfield, CA*



Solano County

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Agenda Submittal

Agenda #:	1	Status:	Presentation
Type:	Resolution-Presentation	Department:	Sheriff's Office
File #:	24-220	Contact:	Lisa Donahue, 784-7049
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt and present a resolution recognizing April 14-20, 2024 as Animal Care and Control Appreciation Week in Solano County (Supervisor Hannigan)		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Animal Care and Control Appreciation Week Resolution		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Sheriff's Office requests that the Board adopt and present a resolution recognizing April 14-20, 2024 as Animal Care and Control Appreciation Week in Solano County.

SUMMARY:

The National Animal Care and Control Association (NACA) has designated the second full week in April as National Animal Care and Control Appreciation Week. This week of appreciation is designed to give recognition to the hard-working men and women of Animal Care and Control agencies across the country who dedicate themselves to protect the health and welfare of animals and pets that are rescued from injury, disease, abuse and starvation; as well as those who enforce animal control laws, protect the public from diseases such as rabies, and who educate the public on the proper care of the community's pets.

In Solano County, staff of 30 animal care & control officers, kennel staff, contract veterinarians, clerical staff and numerous volunteers protect public safety, ensure humane treatment of animals, provide quality professional services to the public including microchipping, spay and neuter and vaccination clinics. In addition, Animal Care and Control staff respond during emergencies in the community such as wildfires or floods where they work to ensure animals stay safe and reunite lost and frightened animals with their owners. They respond to situations where domestic animals may be neglected or abused, or a dog or wild animal may have bitten or injured someone.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are minimal and included in the Department's FY2023/24 Working Budget. There is no additional impact to the County General Fund. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2023/24

Working Budget.

DISCUSSION:

Animal Care provides animal care services at our shelter, located at 2510 Claybank Road in Fairfield, through the following activities: care, shelter, and placement of stray and/or abandoned animals; spay and neutering of adoptable animals; and countywide dog licensing. Animal Care also provides the public with low-cost spay/neuter and low-cost vaccination services.

Animal Control provides animal control services and promotes responsible animal ownership through education and enforcement to the City of Vallejo and the unincorporated areas through patrols in areas of jurisdiction, enforcement of animal codes and regulations, and investigation of charges of animal abuse. Animal Control administers the countywide rabies control program that is legally mandated by the California Code of Regulations (CCR), Title 17 and CCR section 2606 and associated State regulations.

Recognizing April 14-20, 2024 as Animal Care and Control Appreciation Week in Solano County acknowledges the devotion and care provided to the animals brought to our shelter and encountered in the field. In 2023 alone,

- 1,068 animals were adopted to their “forever homes”
- 1,884 animals were turned over to nonprofit partners and partner shelters
- 632 lost animals were reunited with their owners
- 692 animal bites/exposures were investigated (Animal control)
- 453 animal welfare checks were completed (Animal control)
- 43 cases of animal cruelty were investigated (Animal control)

Animal Care and Control staff’s dedication to the well-being of all animals in Solano County has resulted in the annual increase of the shelter live release rate from 39% in 2011 to 78% in 2023, and euthanasia numbers have declined dramatically from 6,013 to 994 in the same period. These achievements are largely due to the dedication and passion of the Animal Care and Control staff and volunteers promoting adoptions and live releases of all the animals entrusted in their care. This dedication has led to strengthened partnerships with rescue organizations and increased opportunities to transfer animals to other shelters to fill adoption demand opportunities elsewhere by partnering with other California counties, as well as shelters in other states and Canada.

ALTERNATIVES:

The Board could choose not to adopt this resolution, however, that is not recommended as this is an opportunity to recognize and raise awareness of the dedicated professionals who perform animal care and control services in Solano County and thank them for their service.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2024 –

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS
RECOGNIZING APRIL 14-20, 2024 AS
ANIMAL CARE AND CONTROL APPRECIATION WEEK
IN SOLANO COUNTY**

WHEREAS, the National Animal Care and Control Association has designated the second week of April each year as National Animal Care and Control Appreciation Week; and

WHEREAS, various federal, state and local government officials throughout the country take this time to recognize, thank, and commend all Animal Care and Control staff for the dedicated service they provide to the citizens, public safety and public service agencies and departments across the nation; and

WHEREAS, every day, Animal Care and Control staff put themselves in potentially dangerous situations to protect the health and welfare of all kinds of animals, pets, and the public; and

WHEREAS, Animal Control Officers, in addition to patrolling the unincorporated areas of the County, provide enforcement of laws and ordinances, rabies control, and removal of dead animals from the roadways; and

WHEREAS, Animal Control staff, in addition to caring for shelter animals, organize and facilitate adoption and outreach events and provide low-cost vaccination, microchipping, and spay/neuter services; and

WHEREAS, Animal Care and Control staff workers are to be recognized for their tireless devotion and care provided to the animals brought to our shelter and encountered in the field.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors recognizes the week of April 14-20, 2024, as Animal Care and Control Appreciation Week and commends the Animal Care and Control staff for their dedication and distinguished service to the citizens of Solano County.

Dated this 9th day of April, 2024

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:
BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk



Solano County

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Agenda Submittal

Agenda #:	2	Status:	Presentation
Type:	Resolution-Presentation	Department:	Sheriff's Office
File #:	24-221	Contact:	Jennifer Kittyle, 784-7033
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt and present a resolution recognizing April 14-20, 2024 as National Public Safety Telecommunicators Week in Solano County (Chair Mashburn)		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - National Public Safety Telecommunicators Week Resolution		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Sheriff's Office requests that the Board adopt and present a resolution recognizing April 14-20, 2024 as National Public Safety Telecommunicators Week in Solano County.

SUMMARY/DISCUSSION:

An emergency that requires the response from law enforcement, fire or other emergency medical service providers can happen at a moment's notice. First responders rely on timely and accurate information from public safety dispatchers, who are a vital link between those who observe and report alleged crimes, medical emergencies, fires, car accidents and more, and the law enforcement, fire and medical personnel who respond.

Each year during the second full week in April, the telecommunications personnel in the public safety community are honored. It is a time to celebrate and thank those who dedicate their lives to serving the public. The weeklong recognition of public safety dispatchers was initially started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office and has been continued by the National Association of Public Safety Communications Officials.

This resolution provides official recognition of the critical work that public safety telecommunicators perform in maintaining safety in our communities.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2023/24 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2023/24 Adopted Budget.

ALTERNATIVES:

The Board could choose not to adopt this resolution, however, that is not recommended as this is an opportunity to recognize and raise awareness of the dedicated professionals who serve as public safety dispatchers and thank them for their service.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2024 –

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING APRIL 14-20, 2024 AS NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK IN SOLANO COUNTY

WHEREAS, an emergency can occur at any time that requires police, fire or emergency medical service personnel to respond; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life, preservation of property and safety of the public; and

WHEREAS, the safety of our police officers and firefighters is dependent on the quality and accuracy of information obtained from citizens who contact emergency communications centers in Solano and Napa counties; and

WHEREAS, public safety telecommunicators are the first and most critical contact our residents have with emergency services. They are also the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them with information and ensuring their safety. They are the unseen first responders; and

WHEREAS, when a call comes into a dispatch center, lives can be saved. Public safety telecommunicators provide pre-arrival emergency medical assistance and instructions, help bring babies into the world, and they comfort and console residents during periods of grief; and

WHEREAS, each year during the second week in April, the telecommunications personnel in the public safety community are honored. It is a time to celebrate and thank those who dedicate their lives to serving the public. The weeklong celebration of public safety dispatchers was started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office, and later signed into law by then President Bill Clinton in 1994.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors hereby recognize National Public Safety Telecommunicators Week as a time to honor and thank our public safety dispatchers for their sacrifice and dedication to serving the public and keeping our residents and first responders safe.

Dated this 9th day of April 2024

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:
BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk



Solano County

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Agenda Submittal

Agenda #: 3 **Status:** Consent Calendar
Type: Non-County Contributions **Department:** Board of Supervisors
File #: 24-191 **Contact:** Mitch Mashburn/Amy Sharp, 784-3020 & Kathy Lawton-Caesar, 784-3006
Agenda date: 04/09/2024 **Final Action:**
Title: Authorize the County’s contributions of \$500 from the General Fund contribution allocated to District 3 and \$1,000 from the General Fund contribution allocated to District 5 to benefit Together Everyone Achieves More (TEAM) Hope in providing sponsorship funds for the Suisun Downtown Historic Waterfront’s 2nd Annual Cinco de Mayo Festival
Governing body: Board of Supervisors
District: District 3 and District 5
Attachments:

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X ___
Public Hearing Required? Yes ___ No X ___

DEPARTMENTAL RECOMMENDATION:

Supervisor Williams and Supervisor Mashburn request that the Board authorize the County’s contributions of \$500 from the General Fund contribution allocated to District 3 and \$1,000 from the General Fund contribution allocated to District 5 to benefit Together Everyone Achieves More (TEAM) Hope in providing sponsorship funds for the Suisun Downtown Historic Waterfront’s 2nd Annual Cinco de Mayo Festival.

SUMMARY/DISCUSSION:

After a successful inaugural event last year, Suisun City is bringing back its popular Cinco De Mayo Festival on May 5, 2024. The second annual event will be held on the Suisun City Historic Waterfront and is a collaborative effort and a great way to draw the community together in a multicultural celebration. This year’s event will be centered around live entertainment, 60 vendors and craft booths, non-profit and community information booths, and a custom car, truck, and motorcycle show. Local businesses and restaurants will also be showcased. Everyone is invited to join in the fun and come out and enjoy and celebrate other cultures in the community.

The mission of T.E.A.M. Hope is to put on or co-sponsor community projects and events that benefit Children, Veteran Community Events and Giving. These funds will be used as sponsorship funds for the Suisun Downtown Historic Waterfront’s 2nd Annual Cinco de Mayo Festival. The Festival is a vibrant celebration of Mexican culture and heritage. This festive occasion is a mosaic of history, cuisine, and community, bringing together people of all backgrounds to honor the spirit of Mexico and to showcase the richness of Mexican culture throughout Solano county. Cinco de Mayo is held on May 5 each year and celebrates Mexico’s victory over the Second French Empire at the Battle of Puebla in 1862, led by General Ignacio Zaragoza.

Guidelines for Grant Funding Requests:

During the 2023/24 Budget Hearings, the Board appropriated \$75,000, \$15,000 to each supervisorial district, to allow Board members to support community service programs. The Board directed County Counsel to provide guidelines on how to recommend funding for qualifying agencies or programs. The guidelines are as follows:

- 1) Each supervisor must submit the proposed expenditure to County Counsel and the Auditor-Controller for initial review.
- 2) The Board must approve the expenditure by a majority vote.
- 3) The Board must determine that the expenditure is for a public purpose.
- 4) The Board may authorize an expenditure of public funds to a nonprofit organization so long as the County retains ultimate control over the exercise of judgment and discretion of the intended program.
- 5) To ensure accountability, all expenditures are subject to periodic audit by the Auditor-Controller; and
 - a) If the recipient provides an activity, program or service ("activity"), it shall provide an activity report within 30 days of the activity that states the number of persons attending (if applicable) or participating activities carried out, feedback from participants (if applicable) and benefits of the activity. The recipient's failure to provide a report may result in its being considered ineligible for future funding.
 - b) If the recipient is purchasing property or making improvements, it shall use the funds for only the specified purposes and allow representatives of the county to inspect and/or audit the purchase or the contractor's performance, the facility or the portion improved with the funds and/or the records pertaining to the expenditures. The recipient shall retain for inspection and audit purposes any and all books, receipts, documentation and other records of the expenditures for three (3) years from date of receiving funds.

FINANCIAL IMPACT:

The expenditure totaling \$500 in contributions from District 3 and \$1,000 from District 5 are included in the Department's respective FY2023/24 Working Budgets. The costs associated with preparing the agenda item are nominal and absorbed by the FY2023/24 Working Budget.

ALTERNATIVES:

The Board could choose not to authorize this expenditure; however, this is not recommended as this is consistent with Board policy.

OTHER AGENCY INVOLVEMENT:

This report was prepared in coordination with the County Administrator's office, County Auditor/Controller's office, and County Counsel.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Solano County

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Agenda Submittal

Agenda #:	4	Status:	Consent Calendar
Type:	Resolution-Honorary	Department:	Board of Supervisors
File #:	24-229	Contact:	John M. Vasquez, 784-6129
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt a resolution recognizing April 19, 2024 as Education and Sharing Day, U.S.A., 2024 in Solano County		
Governing body:	Board of Supervisors		
District:	District 4		
Attachments:	A - Education and Sharing Day, USA 2024 Resolution		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

Supervisor Vasquez requests that the Board adopt a resolution recognizing April 19, 2024 as Education and Sharing Day, U.S.A., 2024 in Solano County.

SUMMARY/DISCUSSION:

April 19, 2024 will be observed as "Education & Sharing Day" in the United States. This has been a national tradition since 1978, in recognition of the achievements of the Rebbe - Rabbi Menachem M. Schneerson.

Each year on the Rebbe's birth, a proclamation has been signed by the President of the United States urging all Americans to utilize the day to pause and reflect on our responsibility to ensure that our youth have the foundation necessary to lead lives rich in purpose, fulfillment and service to others.

Proclaiming Education & Sharing Day in Solano County provides an excellent opportunity for Solano County to demonstrate its dedication to teaching our children the values that will prepare them for lives as productive citizens.

April 19, 2024, will mark 122 years since the Rebbe's birth.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed by the District 4 FY2023/24 Working Budget. The costs associated with the preparation and purchase of the resolution materials are included in the Board's FY2023/24 Working Budget.

ALTERNATIVES:

The Board could choose not to approve this resolution, however, that is not recommended as this is an opportunity to raise awareness for education and its importance for our youth and the future strength of our community.

OTHER AGENCY INVOLVEMENT:

Chabad Solano Center for Jewish Life

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2024-

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING APRIL 19, 2024 AS EDUCATION AND SHARING DAY, U.S.A., 2024 IN SOLANO COUNTY

WHEREAS, A quality education is one of the significant foundations for the continuing success of our state, our country, and our community; and

WHEREAS, one of the leading global advocates for the advancement of education, the Lubavitcher Rebbe, Rabbi Menachem Schneerson, stressed the importance of moral and ethical education as the bedrock of humanity and the hallmark of a healthy society, and strongly urged that education be reinforced by instilling strong moral values; and

WHEREAS, in recognition of the Rebbe's contributions toward improvements in world education, morality, and acts of charity, he was awarded the Congressional Gold Medal, and the United States Congress has established his birthdate as a national day to raise awareness and strengthen the education of our children. Since 1978, the President of the United States has recognized and honored the Rebbe's vision annually on the day of his birth by proclaiming it Education and Sharing Day U.S.A.; and

WHEREAS, the Lubavitcher Rebbe believed in the potential of all people and the liberating nature of education. Committed to the idea that education must “pay more attention, indeed the main intention, to the building of character, with emphasis on moral and ethical values,” he established schools and centers for education, service, and spiritual growth on college campuses and in communities across the United States and around the world; and

WHEREAS, on Education and Sharing Day, U.S.A., we pay tribute to the family members, educators, mentors, clergy members, and other community leaders who invest in the lives of our youth through education and fostering kindness and caring for one another. Education is essential to cultivating a spirit of curiosity and learning, developing character and conscience, and strengthening the will to work collaboratively.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors hereby recognizes April 19, 2024 as Education and Sharing Day, U.S.A. 2024 in Solano County.

Dated this 9th day of April 2024

MITCH MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:
BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk



Solano County

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Fairfield, California 94533
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Agenda Submittal

Agenda #:	5	Status:	Consent Calendar
Type:	Minutes	Department:	Clerk of the Board of Supervisors
File #:	24-255	Contact:	Alicia Draves, 784-6126
Agenda date:	04/09/2024	Final Action:	
Title:	Approve the minutes of the Solano County Board of Supervisors' regular meetings of March 26, 2024, and April 2, 2024		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - March 26, 2024 Draft Minutes, B - April 2, 2024 Draft Minutes		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes No

Public Hearing Required? Yes No

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors approve the minutes of the Solano County Board of Supervisors' regular meetings of March 26, 2024, and April 2, 2024.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Minutes - Draft Board of Supervisors

Mitch Mashburn (Dist. 5), Chair
(707) 784-6130
Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363
Monica Brown (Dist. 2)
(707) 784-3031
Wanda Williams (Dist. 3)
(707) 784-6136
John M. Vasquez (Dist. 4)
(707) 784-6129

Tuesday, March 26, 2024

9:00 AM

Board of Supervisors Chambers

CALL TO ORDER

The Solano County Board of Supervisors met on the 26th day of March, 2024 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 9:00 A.M.

ROLL CALL

Present were Supervisors Hannigan, Brown, Williams, Vasquez and Chair Mashburn. Chair Mashburn presided. Also present were County Administrator Bill Emlen and County Counsel Bernadette Curry.

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.

PRESENTATIONS

- 1 [24-188](#) Adopt and present a resolution recognizing April 1-7, 2024, as National Public Health Week in Solano County (Supervisor Vasquez)

Attachments: [A - National Public Health Week Resolution](#)

On motion of Supervisor Vasquez, seconded by Supervisor Williams, the Board adopted and presented Resolution No. 2024-24 recognizing April 1-7, 2024, as National Public Health Week in Solano County. So ordered by a 5-0 vote. (see Resolution Book)

Enactment No: Resolution No. 2024-24

- 2 [24-211](#) Receive a presentation from the County Administrator on the selection of Jamielynne Harrison for "Employee of the Month Parking" for April 2024

Received

ITEMS FROM THE PUBLIC

Chair Mashburn invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:

A) George Guynn, Jr. commented on various issues.

B) Joel Barrilleaux commented on AB205 and concerns related to a possible overturn of the BESS facility moratorium.

C) John Takeuchi commented on the Fairfield-Suisun Unified School District's approval of the sale of notes to pay for construction projects.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

County Administrator Bill Emlen stated there were no changes to the published agenda. Mr. Emlen further stated a notice had been published for a public hearing relative to the Truth Act; that was removed from the agenda because it was determined there were no cases referred to I.C.E. in the past year; therefore, no public hearing would be required to be held.

Chair Mashburn invited members of the public to address the Board on the cancelled Truth Act public hearing. There was no public comment.

APPROVAL OF THE AGENDA

On motion of Supervisor Vasquez, seconded by Supervisor Hannigan, the Board approved the agenda of the Solano County Board of Supervisors for March 26, 2024, as submitted. So ordered by a 5-0 vote.

PUBLIC COMMENT ON CONSENT CALENDAR

Supervisor Williams commented on Consent Calendar Item No. 10, requesting information on if there will be a coalition with Solano County's stakeholders.

Agricultural Commissioner Ed King stated a portion of the grant contains the building of a coalition of strategic partners including a steering committee, advisory committee, and a technical committee all of which are made up of a full spectrum of agricultural interests, agencies, and cities.

Chair Mashburn invited members of the public to address the Board on items listed on the Consent Calendar. There was no public comment.

APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Williams, seconded by Supervisor Vasquez, the Board approved the following Consent Calendar items by 5-0 vote:

CONSENT CALENDAR

- 3 [24-198](#) Adopt a resolution recognizing March 31, 2024 as Cesar Chavez Day in Solano County
- Attachments:* [A - Cesar Chavez Day Resolution](#)
- Adopted**
- Enactment No: Resolution No. 2024-25**
- 4 [24-202](#) Authorize the County's contribution of \$500 from the General Fund contribution allocated to District 4 to benefit the following organization, California Human Development
- Approved**
- 5 [24-208](#) Approve the minutes of the Solano County Board of Supervisors regular meeting of March 12, 2024
- Attachments:* [A - March 12, 2024 Draft Minutes](#)
- Adopted**
- 6 [24-209](#) Receive and file the Meeting Attendance Reports for the month of February 2024 from the members of the Board of Supervisors
- Attachments:* [A - February 2024 BOS Meeting Attendance Reports](#)
 [B - BOS Annual Appointments](#)
- Received and Filed**
- 7 [24-190](#) Approve the FY2023/24 Property Tax Administration Fee to recover the cost to administer property taxes from cities and local agencies in accordance with the Revenue and Taxation Code Section 95.3(f)
- Attachments:* [A - 2023/24 Property Tax Administration Fee Summary](#)
 [B - 2023/24 Property Tax Administration Fee Distribution](#)
- Approved**
- 8 [24-195](#) Accept the Quarterly Review of the Statement of Assets of the Solano County Treasury as of December 31, 2023
- Attachments:* [A - Treasury Quarter 2 Report](#)
- Accepted**

-
- 9 [24-196](#) Accept the Auditor-Controller Internal Audit Division's Follow-up to the General Services Nut Tree Airport Internal Control Review
- Attachments:* [A - Nut Tree Airport Follow-up Report](#)
- Accepted**
- 10 [24-154](#) Authorize the County Administrator to execute a Sustainable Agricultural Lands Conservation Program planning grant agreement with the California Department of Conservation totaling \$500,000, and to execute all associated contracts and amendments within budgeted appropriations, to develop a County strategic initiative for agriculture; Approve an Appropriation Transfer Request (ATR) of \$40,000 to recognize unanticipated grant revenue offset by grant related appropriations (4/5 vote required)
- Attachments:* [A - Grant Agreement](#)
- Approved**
- 11 [24-186](#) Approve a second contract amendment with Aldea, Inc. for \$490,000 for a total contract amount of \$1,400,000 to increase medically necessary outpatient mental health services for children and adolescents under the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Medi-Cal Program for the current period through June 30, 2024; and Delegate authority to the County Administrator to execute the amendment and any subsequent amendments, with County Counsel concurrence, up to an aggregate of \$74,999
- Attachments:* [A - Aldea Amendment 2](#)
 [B - Links to Aldea Amendment 1 & Original Contract](#)
- Approved**
- 12 [24-189](#) Adopt an uncodified ordinance pursuant to Assembly Bill 481 approving a military equipment policy for the Solano County District Attorney's Office
- Attachments:* [A - Policy 706 - AB 481](#)
 [B - Appendix A AB 481](#)
 [C - Appendix B AB 481](#)
 [D - Link to Assembly Bill 481](#)
 [E - DA Military Equipment Ordinance](#)
- Adopted**
- Enactment No: Ordinance 2024-1853**

- 13 [24-144](#) Accept the Office of Youth and Community Restoration Less Restrictive Program Grant in the amount of \$1,400,000 from the Office of Youth and Community Restoration (OYCR) for the grant period of February 1, 2024 to February 1, 2026; Authorize the County Administrator, pending County Counsel concurrence, to execute the OYCR agreement and any subsequent amendments, with County Counsel concurrence, up to an aggregate of \$74,999 per fiscal year; Authorize the Chief Probation Officer to make contract amendments which are administrative or technical in nature; and Approve an Appropriation Transfer Request in the amount of \$700,000 in unanticipated revenue offset with grant expenditures (4/5 vote required)

Attachments: [A - Office of Youth and Community Restoration Grant Agreement](#)

Accepted

- 14 [24-170](#) Approve the reappointment of Ross Sagun to the Airport Land Use Commission, representing District 2, for a term to expire on May 8, 2028

Approved

REGULAR CALENDAR

Rescheduled Consent Items

There were no rescheduled Consent Calendar items.

- 15 [24-192](#) Conduct the Quarterly Meeting of the East Vallejo Fire Protection District Board of Directors

Attachments: [A - EVFPD Quarter 3 Report](#)

Senior Management Analyst Nancy Nelson introduced the item.

Battalion Chief James Rustice gave an overview of services provided by the East Vallejo Fire Protection District from Quarter 3 for FY2023/24.

Supervisor Hannigan recommended the County put together a plan to deal with the homeless situation in the district.

County Administrator Bill Emlen stated staff has been reviewing maps of the area; noting however, it is a difficult situation because the area where the homeless encampments are spills over into multiple jurisdictions. Mr. Emlen further stated the situation warrants a coordinated effort among all the jurisdictions.

Discussion was held regarding continued homeless issues occurring in the area of Highway 37 and the Vine trail.

Chair Mashburn recommended staff check with the County Assessor to see who owns the land, noting if it is owned by the State, there are different

requirements for how to deal with homelessness.

Received

- 16 [24-214](#) Consider adopting a resolution to approve a Good Neighbor Policy for Development Projects in the unincorporated area of Solano County

Attachments: [A - Good Neighbor Policy Resolution](#)
[Good Neighbor Policy Presentation](#)

Director of Resource Management James Bezek introduced the item and provided a history of the creation of the Good Neighbor Policy (Policy) Mr. Bezek further stated staff is requesting a modification to the last page of the exhibit attached to the resolution, noting they utilized the acronym for Community Involvement Report (CIR) and it needs to be changed to Good Neighbor Report (GNR) for consistency of language throughout the resolution.

Supervisor Williams stated staff took into account all comments made by the Board of Supervisors when this item was previously brought before the Board. Supervisor Williams further stated this policy provides the opportunity for community engagement before projects are brought before the Planning Commission.

Chair Mashburn invited members of the public to address the Board on this matter. There was no public comment.

Supervisor Vasquez made the following recommended amendments to the policy: 1) staff should provide the policy to all project applicants, including neighbor to neighbor situations and not only applicants for large projects; 2) instituting a Policy with the cities with regards to encroachment into agricultural areas of the unincorporated borders of the County; and 3) adding a disclaimer to the policy that following the Policy is not a legal requirement and does not imply tacit approval of a project.

Supervisor Brown stated the presentation of the Policy should be considered a first reading to accommodate additional recommendations from today's Board meeting and made the following recommended amendments to the Policy: 1) the Policy should clarify how many days it will take for the Director of Resource Management to determine how much community outreach is required; 2) after the application has been reviewed to determine how much community outreach is needed, no opinion on the project should be given by staff to avoid any appearance of prejudging the project; 3) amending the required boundary for notifications to 1/2 mile for all projects; 4) public outreach must be more than just a website; and 5) timing of the community outreach needs to be clarified in the Policy.

In response to Board Member comments Mr. Bezek stated the goal of the Policy is to provide as much flexibility as possible. Mr. Bezek further stated staff attempted to articulate that community outreach is more than just using a website. Mr. Bezek further stated if staff has any concerns regarding a project, no matter the size, they will refer the applicant to the policy. Mr. Bezek further stated staff can amend the policy to reflect the 1/2 mile radius

for notification.

Supervisor Hannigan commented in support of the Policy, noting she agrees that it is a recommendation and not a requirement and supports the recommendation to amend the policy to include completion of community outreach does not imply tacit approval of the project. Supervisor Hannigan further stated she appreciates the use of electronic notification as well as paper.

Supervisor Williams commented in support of the following recommended amendments to the Policy: 1) the addition of a disclaimer to the Policy that completion of community outreach does not imply approval of the project; 2) expansion of the radius of neighborhood outreach to 1/2 mile for all projects; and 3) providing the Policy for all applicants no matter the size of the project.

Chair Mashburn commented in opposition to adopting a policy for the sake of having a policy. Chair Mashburn commented in support of the recommended amendments to the Policy; noting however he has concerns with the Policy adding additional time requirements for projects, which could deter development within the County. Chair Mashburn further commented in support of treating today as a first reading of the Policy and recommended staff take the comments provided by the Board today and return to the Board at a later date for approval with the amendments included.

Mr. Bezek stated he does understand the concerns laid out by Chair Mashburn; however the creation of this policy has helped to streamline the process for staff and will provide a reference tool that staff can give to applicants. Mr. Bezek further stated additional community outreach actually minimizes project timelines, noting addressing community concerns ahead of time, should reduce potential appeals of Planning Commission decisions.

County Administrator Bill Emlen stated staff will return on April 23, 2024, with the amended policy for approval by the Board.

Continued

ITEMS FROM THE PUBLIC con't

There were no additional comments from the public.

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

There were no reports from the Board.

CLOSED SESSION

The Solano County Board of Supervisors recessed to Closed Session at 10:06 A.M. to discuss the following matters:

(Pursuant to Government Code § 54956.9(d)(4) Initiation of litigation: Two cases

2. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code § 54956.9(d)(2) - Significant Exposure to Litigation (one case)

RECONVENE

This meeting of the Solano County Board of Supervisors reconvened at 11:30 A.M. All members were present and Chair Mashburn presided.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

Chair Mashburn advised that on a 5-0 vote, the Board authorized the filing of a challenge to DWR’s Water Right Change Petition for the Delta Conveyance Project with the State Water Board; and on a 5-0 vote, the Board authorized County Counsel to file for injunctive relief to enforce the Public Health Officer’s order to abate a public health risk at 4545 Midway Road, Vacaville.

ADJOURN:

This meeting of the Solano County Board of Supervisors adjourned at 11:32 A.M. Next meeting of the Solano County Board of Supervisors will be April 2, 2024 at 10:30 A.M., Board Chambers, 675 Texas Street, Fairfield, California.

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

BILL EMLEN, Clerk
Solano County Board of Supervisors

By _____
Alicia Draves, Chief Deputy Clerk



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Minutes - Draft Board of Supervisors

*Mitch Mashburn (Dist. 5), Chair
(707) 784-6130*

*Erin Hannigan (Dist. 1), Vice-Chair
(707) 553-5363*

*Monica Brown (Dist. 2)
(707) 784-3031*

*Wanda Williams (Dist. 3)
(707) 784-6136*

*John M. Vasquez (Dist. 4)
(707) 784-6129*

Tuesday, April 2, 2024

10:30 AM

Board of Supervisors Chambers

CALL TO ORDER

The Solano County Board of Supervisors met on the 2nd day of April, 2024 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 10:30 A.M.

ROLL CALL

Present were Supervisors Hannigan, Brown, Williams, Vasquez, and Chair Mashburn. Chair Mashburn presided. Also present were County Administrator Bill Emlen and County Counsel Bernadette Curry.

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.

PRESENTATIONS

- 1 [24-207](#) Receive a presentation from Senator Bill Dodd to acknowledge the award of \$3.75 million dollars in state appropriations he secured to benefit Solano County projects, including \$2.75 million for radio infrastructure and interoperability improvements and \$1 million dollars for continued improvements to the Vallejo Early Learning Center

Received

- 2 [24-216](#) Adopt and present a resolution proclaiming April 2024 as “Children’s Month” to commemorate observances for children during the month of April; and Adopt and present a resolution proclaiming April 2024 as “National Child Abuse Prevention Month” to recognize the importance of families and communities working together to prevent child abuse and neglect (Supervisor Hannigan)

Attachments: [A - 2024 April Children's Month Resolution](#)
 [B - 2024 National Child Abuse Prevention Month Resolution](#)

On motion of Supervisor Hannigan, seconded by Supervisor Williams, the Board adopted and presented Resolution No. 2024-26 proclaiming April 2024 as “Children’s Month” to commemorate observances for children during the month of April; and adopted and presented Resolution No. 2024-27 proclaiming April 2024 as “National Child Abuse Prevention Month” to recognize the importance of families and communities working together to prevent child abuse and neglect. So ordered by a 5-0 vote. (see Resolution Book)

Enactment No: Resolution No. 2024-26 and Resolution No. 2024-27

- 3 [24-219](#) Adopt and present a resolution recognizing April 2024 as National County Government Month in Solano County (Supervisor Vasquez)

Attachments: [A - National Counties Month Resolution](#)

On motion of Supervisor Vasquez, seconded by Supervisor Hannigan the Board adopted and presented Resolution No. 2024-28, recognizing April 2024 as National County Government Month in Solano County. So ordered by a 5-0 vote. (see Resolution Book)

Enactment No: Resolution No. 2024-28

- 4 [24-226](#) Receive a presentation recognizing the Solano County graduates from the NACo High Performance Leadership Academy

Attachments: [A - Solano County NACo Leadership Academy Graduates](#)

Received

ITEMS FROM THE PUBLIC

Chair Mashburn invited members of the public to address the Board on matters not listed on the agenda but within the subject matter jurisdiction of the Board. The following comments were received:

A) Mike Wright commented on the County’s Fiscal Year 2024/25 budget and costs associated with the Solano County Sheriff’s department.

B) George Guynn, Jr., commented on various issues.

C) Executive Director for Meals on Wheels Solano County Laurie Hartmann commented on funding concerns over future Meals on Wheels Solano County programs.

D) Meals on Wheels Solano County Board of Directors member Rick Kirkland commented on funding concerns over future Meals on Wheels Solano County programs.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

There were no additions to or deletions from the Solano County Board of Supervisors' agenda for April 2, 2024.

APPROVAL OF THE AGENDA

On motion of Supervisor Vasquez, seconded by Supervisor Brown, the Board approved the agenda of the Solano County Board of Supervisors for April 2, 2024. So ordered by a 5-0 vote.

PUBLIC COMMENT ON CONSENT CALENDAR

Chair Mashburn invited members of the public to address the Board on items listed on the Consent Calendar. There was no public comment.

APPROVAL OF THE CONSENT CALENDAR

On motion of Supervisor Vasquez, seconded by Supervisor Williams, the Board approved the following Consent Calendar items by a 5-0 vote:

CONSENT CALENDAR

5 [24-217](#) Authorize the County's contribution of \$500 from the General Fund contribution allocated to District 5 to benefit Buckingham SHIELD for their Sober Grad Night program at Buckingham Collegiate High School in Vacaville serving the Class of 2024 graduates from District 5

Approved

6 [24-223](#) Adopt a resolution amending the Alphabetical Listing of Classes and Salaries to add the new classification of Child Support Assistant with a monthly salary range of \$4,287.32 - \$5,211.26

Attachments: [A - Alphabetical Listing of Classes and Salaries Resolution](#)

Adopted

Enactment No: Resolution No. 2024-29

- 7 [24-205](#) Approve 3 Napa/Solano Area Agency on Aging first contract amendments: \$259,117 with Innovative Health Solutions for a total contract amount of \$566,188 to provide additional CalFresh Healthy Living educational services to older adults for the current period through September 30, 2024, \$78,806 with Legal Services of Northern California for a total contract amount of \$263,697 to expand legal assistance to seniors for the current period through September 30, 2024, and \$8,282 with Collabria Care for a total contract amount of \$77,372 to expand family caregiver respite services for the current period through June 30, 2024; Delegate authority to the County Administrator to execute the amendments and any subsequent amendments, with County Counsel concurrence, up to an aggregate of \$74,999 each; and Approve a \$287,908 Appropriation Transfer Request to recognize the unanticipated revenue for the Napa/Solano Area Agency on Aging from the California Department of Aging (4/5 vote required)

Attachments: [A - Innovative Health Solutions Amendment 1](#)
 [B - Legal Services of Northern California Amendment 1](#)
 [C - Collabria Care Amendment 1](#)
 [D - Link to Original Contracts for Health Solutions, Legal Services, Collabria \(](#)

Approved

- 8 [24-193](#) Adopt a resolution recognizing April 21-27, 2024 as National Crime Victims' Rights Week in Solano County

Attachments: [A - National Crime Victims' Rights Week Resolution](#)

Adopted

Enactment No: Resolution No. 2024-30

- 9 [24-194](#) Adopt a resolution recognizing April 2024 as Sexual Assault Awareness and Prevention Month in Solano County

Attachments: [A - Sexual Assault Awareness and Prevention Month Resolution](#)

Adopted

Enactment No: Resolution No. 2024-31

- 10 [24-197](#) Approve a second Addendum to the Memorandum of Understanding (MOU) between the Solano County Probation Department and the Superior Court of California, County of Solano for an additional \$199,000 in one-time Senate Bill 129 funding over the term of the agreement to June 30, 2024 for the development and implementation of the Pretrial Interface between the Probation Department's case management system (eProbation) and the California Superior Court, County of Solano case management system (eCourt) and amend the 1.0 FTE Legal Procedures Clerk position to provide data entry at 40% pretrial services and 60% Military and Mental Health Diversion services; Authorize the County Administrator to execute the MOU

Addendum and any other amendments, with County Counsel concurrence, up to an aggregate of \$74,999 per fiscal year; and Authorize the Chief of Probation or his designee to execute any future amendments which are technical or administrative in nature

Attachments: [A - Second Addendum to Pretrial MOU](#)
 [B - Links to Original Contracts and Amendments](#)

Approved

- 11 [24-213](#) Authorize the Director of Resource Management to execute any contracts in an amount not to exceed \$191,000 for an emergency repair purchase from Bellingham Marine for emergency replacement and installation of the boat launch float dock at Sandy Beach Park; and Approve an Appropriation Transfer Request for \$91,000 from the Parks Fund to fund the work (4/5 vote required)

Attachments: [A - SBP Launch Damage](#)

Approved

REGULAR CALENDAR

Rescheduled Consent Items

There were no rescheduled consent items.

ITEMS FROM THE PUBLIC con't

There were no additional comments from the public.

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

Chair Mashburn invited members of the Board to make comments or reports on meetings. The following comments were received:

A) Supervisor Hannigan requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Richard Sheldon Freedman and Mary Constance MacKenzie Peretto.

B) Supervisor Brown requested that this meeting of the Solano County Board of Supervisors be adjourned in memory of Elena Castanon.

ADJOURN:

*This meeting of the Solano County Board of Supervisors adjourned at 11:33 A.M.
Next meeting of the Solano County Board of Supervisors will be April 9, 2024 at
9:00 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

BILL EMLN, Clerk
Solano County Board of Supervisors

By _____
Alicia Draves, Chief Deputy Clerk



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #: 6 **Status:** Consent Calendar
Type: Miscellaneous **Department:** County Counsel
File #: 24-233 **Contact:** Bernadette S. Curry, 784-6140
Agenda date: 04/09/2024 **Final Action:**
Title: Establish a new fund and transfer authority for the property insurance budget to County Counsel from Human Resources; and Delegate authority to the County Administrator to take any and all actions necessary to complete the transfer including signing authority and any budget adjustments
Governing body: Board of Supervisors
District: All
Attachments:

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Office of County Counsel recommends the Board of Supervisors:

1. Establish a new fund and transfer authority for the property insurance budget to County Counsel from Human Resources; and
2. Delegate authority to the County Administrator to take any and all actions necessary to complete the transfer including signing authority and any budget adjustments.

SUMMARY:

On December 14, 2021, the Board approved the transfer of responsibility for the County’s General Liability Program to County Counsel from the Director of Human Resources. This transfer coincided with a change to the Solano County Self-Insured General Liability (GL) Program self-insured retention, increasing the per claim/occurrence deductible based on an actuarial study that anticipated significant new savings in program costs in future years. At that time, the County assumed a greater level of involvement in managing and administering GL Program under the direction of the Claims and Civil Litigation Manager.

Currently, Human Resources manages the property insurance program. This program covers assets owned by the County where any damages/losses the County incurs are covered by insurance. To improve oversight and increase involvement in managing the County’s property insurance program, County Counsel and the Human Resources Department are recommending that the property insurance program be shifted to County Counsel. By combining the County’s GL and property insurance program under one dedicated team managed

by the Claims and Civil Litigation Manager, the County will achieve greater operational efficiencies as these programs have overlapping responsibilities. This shift in property insurance program management requires the creation of a new fund that would be under the control of County Counsel effective April 10, 2024.

FINANCIAL IMPACT:

There is no net impact on the General Fund on the transferring of the property insurance program (Risk Management Fund 060 BU 1824) to County Counsel or the creation of a new fund.

DISCUSSION:

Solano County has participated in the Public Risk Innovation, Solutions, and Management (PRISM) general liability program since July 1, 1981 and the property insurance program since June 30, 1984 (previously known as CSAC-EIA). On April 7, 2020, the Board approved the addition of a Claims and Civil Litigation Manager in County Counsel to provide liability claims processing and claims manager services along with advice and consultation to County Counsel and the Board on the status and settlement of claims. Under the direction of the Claims and Civil Litigation Manager, the County's GL Program has improved both in efficiency and transparency.

Since the hiring of the Claims and Civil Litigation Manager, it became clear that the County's property insurance program should also be shifted to the control and responsibility of County Counsel rather than Human Resources. This shift will improve the County's overall risk management functions as it will allow additional oversight over County's insured assets under one dedicated risk management team.

County Counsel and the Human Resources Department are recommending that responsibility for the County's property insurance program shift to County Counsel. Once approved by the Board, County Counsel will then work with Human Resources to shift the responsibility for the countywide cost allocation projections to County Counsel to prepare as part of the annual budget preparation.

ALTERNATIVES:

The Board could choose to not establish a new fund and transfer authority for the property insurance budget to County Counsel from Human Resources; however, this is not recommended as the County will benefit both financially and operationally from the shift of the property insurance program management to County Counsel. The proposed actions are intended to improve the County's overall risk management functions.

OTHER AGENCY INVOLVEMENT:

County Counsel and the Director of Human Resources have worked with the County Administrator's staff and the Auditor-Controller on this item.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	7	Status:	Consent Calendar
Type:	Resolution	Department:	County Counsel
File #:	24-235	Contact:	Kimberly Glover, 784-6148
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt a resolution accepting claims for excess proceeds from tax-defaulted property sales and authorizing distribution of excess proceeds from the sales		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Resolution, B - Excess Proceeds Table		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Office of County Counsel recommends the Board of Supervisors adopt a resolution accepting claims for excess proceeds from tax-defaulted property sales and authorizing distribution of excess proceeds from the sales.

SUMMARY:

Pursuant to Board of Supervisors' Resolution No. 2022-21, on May 10-12, 2022 and June 15-16, 2022, the Solano County Treasurer/Tax Collector/County Clerk ("Tax Collector") conducted a public auction of tax-defaulted properties on the internet. After the properties were sold, the delinquent taxes, interest, penalties and statutory administrative costs were paid from the proceeds. The remaining sums are deemed excess proceeds. The Tax Collector is entitled to make a claim for the actual costs related to the distribution of excess proceeds and pursuant to the Revenue and Taxation Code; all other persons with an interest in the properties have one year in which to file a claim for excess proceeds from the sale. The former owner of a property can make a claim for any residual amount, after the Tax Collector has been paid its costs and all creditors with valid claims have been paid.

Ten (10) parcels were sold at the auction. The Tax Collector received proceeds in excess of the sums owed the Tax Collector on eight (8) of the parcels sold and received claims for excess proceeds on four (4) of the parcels. The requested action authorizes distribution of the excess proceeds funds according to statutory priority and the resolution.

FINANCIAL IMPACT:

The County received all its delinquent taxes, penalties, interest, statutory administrative costs for all ten (10) parcels sold at the auction. However, two (2) of the ten (10) parcels, APN 0051-183-030 and APN

0182-291-020, did not have any remaining sums or "excess proceeds" after said costs were paid.

The Tax Collector made a claim for reimbursement of actual costs from the distribution of excess proceeds on six (6) of the parcels sold. The Tax Collector received all its requested costs, totaling \$2,134.80. This is unanticipated revenue that will be recorded in FY2023/24.

In addition, the County General Fund shall receive \$412,565.78 from the excess proceeds. The County is entitled to claim the residual amount, either because claims were not made, or an invalid claim was made. [Rev. & Tax. Code, § 4674; *First Corporation, Inc. v. County of Santa Clara* (1983) 146 Cal.App.3d 841.]

DISCUSSION:

Revenue and Taxation Code (RTC) sections 3692 and 3692.2 authorize the Tax Collector to sell tax-defaulted property on the internet. The disposition of the proceeds from the sales is prescribed in RTC sections 4671-4676. As part of this statutory distribution scheme, section 4675 concerns distribution of excess proceeds.

Section 4675 allows any party of interest in the property to file with the county a claim for excess proceeds at any time prior to the expiration of one year following the recordation of the tax collector's deed to the purchaser. Upon the expiration of the one year, the excess proceeds may be distributed to claimants on order of the board of supervisors to the parties of interest in the order of priority set forth in the section. The statute further provides in pertinent part:

"... [P]arties of interest and their order of priority are:

- (a) First, lienholders of record prior to the recordation of the tax deed to the purchaser in order of their priority.
- (b) Second, any person with title of record to all or any portion of the property prior to the recordation of the tax deed to the purchaser."

In determining priority, lienholder claimants have priority over title of record claimants. As between lienholders, the common law principle of first in time, first in right governs priority, based on the recording date of the lien.

Finally, unless otherwise expressly provided under law, no statutory authority provides for the payment of interest on excess proceeds from the sale of tax-defaulted property. Accordingly, any person awarded excess proceeds is only entitled to receive interest calculated through the date of sale.

The parcels and claims are as follows:

1. APN 0046-340-050

The excess proceeds amount to \$48,068.85. No party submitted a claim for the excess proceeds on the parcel. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$307.83, the County of Solano is entitled to the residual amount of \$47,761.02.

2. APN 0051-040-400

The excess proceeds amount to \$32,275.55. Dong Yoo on behalf of the City of Vallejo, Code enforcement

submitted a valid and timely lienholder's claims totaling \$1,632.00 based on two (2) notice of lien assessments recorded on the following dates: September 9, 2021, and March 11, 2022. Waqar Khan submitted a timely claim, however the claim did not include any proof of claimant's right to any portion of excess proceeds. Absent any supporting documentation, Waqar Khan is not able to recover as a former owner of the property or as a "lienholder of record" or under Revenue and Taxation Code § 4675(e)(1). After the Tax Collector recovers its administrative costs on the parcel in the amount of \$379.79, the City of Vallejo Code Enforcement is entitled to \$1,632.00 and the County of Solano is entitled to the residual amount of \$30,263.76.

3. APN 0052-080-090

The excess proceeds amount to \$7.00. The Tax Collector did not submit a claim for any administrative costs on the parcel. Thus, the County of Solano is entitled to the residual amount of \$7.00.

4. APN 0052-172-010

The excess proceeds amount to \$34,236.91. The Tax Collector incurred \$343.81 in administrative costs on the parcel. Lina Wardlaw submitted a timely claim for the residual amount based on the Tax Deed, recorded May 20, 2008, which listed GPLC0052-172-010LLC as the purchaser. However, the claimant did not provide proof of authority to make a claim on behalf of the business. Therefore, she cannot recover excess proceeds. The Tax Collector has a right to collect its administrative costs on the parcel in the amount of \$343.81 and the County of Solano is entitled to the residual amount of \$33,893.10.

5. APN 0055-105-080

The excess proceeds amount to \$198,865.72. The Tax Collector incurred \$415.75 in administrative costs on the parcel. Murphy Medical Transportation, Inc. filed a valid and timely lienholder's claim in the amount of \$9,131.57, based on a recorded Abstract of Judgment against Peter Heotes recorded on January 4, 2019 (\$6,140 judgment, plus \$142 in costs, plus interest calculated at 10% per annum pursuant to Code of Civil Procedure § 685.010(a)). Elaine Ercolini filed a timely and valid claim on behalf of Anntraud Heotes for one quarter interest in the residual amount. Cynthia A. Heotes filed timely and valid claims for three quarters interest in the residual amount. The Tax Collector has a right to collect its administrative costs on the parcel in the amount of \$415.75. Murphy Medical Transportation, Inc. is entitled to \$9,131.57. Anntraud Heotes is entitled to \$49,612.49 [1/4 of the residual amount] and Cynthia A. Heotes is entitled to \$139,705.91. [3/4 of the residual amount, minus \$9,131.57 paid to Murphy Medical Transportation, Inc.].

6. APN 0056-115-040

The excess proceeds amount to \$285,076.07. The Tax Collector incurred \$379.79 in costs on the parcel. River Denning filed a timely claim on behalf of the Denning River Trust. The Court Order Appointing Trustee, submitted by Claimant in support of a residual claim, does not specifically include this parcel as part of the trust. Therefore, it has been determined that this is not a valid claim. Solano County Department of Child Support Services filed a timely lienholder's claim for \$5,155.27 based on an Abstract of Support Judgment. However, this claim was subsequently withdrawn. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$379.79, the County of Solano is entitled to the residual amount of \$284,696.28.

7. APN 0062-010-390

The excess proceeds amount to \$16,244.45. No party submitted a claim for the excess proceeds on the parcel. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$307.83, the County of Solano is entitled to the residual amount of \$15,936.62.

8. APN 0062-010-400

The excess proceeds amount to \$8.00. No party submitted a claim for the excess proceeds on the parcel. The Tax Collector did not submit a claim for any administrative costs on the parcel. Thus, the County of Solano is entitled to the residual amount of \$8.00.

We have notified the claimants of the determinations and the date, time, and location of this hearing.

ALTERNATIVES:

The Board could request further information on this matter.

OTHER AGENCY INVOLVEMENT:

The Tax Collector and the Auditor-Controller were actively involved in receiving the claims and assisting with the determination of distribution.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2024-

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS ACCEPTING THE CLAIMS FOR EXCESS PROCEEDS FROM TAX-DEFAULT SALES AND AUTHORIZING DISTRIBUTION OF EXCESS PROCEEDS

WHEREAS, as authorized by Solano County Board of Supervisors' Resolution No. 2022-21, the Solano County Treasurer/Tax Collector/County Clerk ("Tax Collector") conducted a tax default sale on May 10-12 and June 15-16, 2022, selling ten (10) properties at public auction on the internet; and

WHEREAS, the Tax Collector received proceeds in excess of the sums owed the Tax Collector on eight (8) of the properties sold; and

WHEREAS, California Revenue and Taxation Code section 4675 provides that claimants have one year to file a claim for excess proceeds received in a tax-default sale; and

WHEREAS, with respect to parcel **APN 0046-340-050** the excess proceeds amount to \$48,068.85. No party submitted a claim for the excess proceeds on the parcel. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$307.83, the County of Solano is entitled to the residual amount of \$47,761.02.

WHEREAS, with respect to parcel **APN 0051-040-400**, the excess proceeds amount to \$32,275.55. Dong Yoo on behalf of the City of Vallejo, Code enforcement submitted a valid and timely lienholder's claims totaling \$1,632.00 based on two (2) notice of lien assessments recorded on the following dates: September 9, 2021, and March 11, 2022. Waqar Khan submitted a timely claim, however the claim did not include any proof of claimant's right to any portion of excess proceeds. Absent any supporting documentation, Waqar Khan is not able to recover as a former owner of the property or as a "lienholder of record" or under Revenue and Taxation Code § 4675(e)(1). After the Tax Collector recovers its administrative costs on the parcel in the amount of \$379.79, the City of Vallejo Code Enforcement is entitled to \$1,632.00 and the County of Solano is entitled to the residual amount of \$30,263.76.

WHEREAS, with respect to parcel **APN 0052-080-090**, the excess proceeds amount to \$7.00. The Tax Collector did not submit a claim for any administrative costs on the parcel. Thus, the County of Solano is entitled to the residual amount of \$7.00.

WHEREAS, with respect to parcel **APN 0052-172-010** the excess proceeds amount to \$34,236.91. The Tax Collector incurred \$343.81 in administrative costs on the parcel. Lina Wardlaw submitted a timely claim for the residual amount based on the Tax Deed, recorded May 20, 2008, which listed GPLC0052-172-010LLC as the purchaser. However, the claimant did not provide proof of authority to make a claim on behalf of the business. Therefore, she cannot recover excess proceeds. The Tax Collector has a right to collect its administrative costs on the parcel in the amount of \$343.81 and the County of Solano is entitled to the residual amount of \$33,893.10.

WHEREAS, with respect to parcel **APN 0055-105-080** the excess proceeds amount to \$198,865.72. The Tax Collector incurred \$415.75 in administrative costs on the parcel. Murphy Medical Transportation, Inc. filed a valid and timely lienholder's claim in the amount of \$9,131.57, based on a recorded Abstract of Judgment against Peter Heotes recorded on January 4, 2019 (\$6,140 judgment, plus \$142 in costs, plus interest calculated at 10% per annum pursuant to Code of Civil Procedure § 685.010(a)). Elaine Ercolini filed a timely and valid claim on behalf of Antraud Heotes for one quarter interest in the residual amount. Cynthia A. Heotes filed timely and valid claims for three quarters interest in the residual amount. The Tax Collector has a right to collect its administrative costs on the parcel in the amount of \$415.75. Murphy Medical Transportation, Inc. is entitled to \$9,131.57. Antraud Heotes is entitled to \$49,612.49 [1/4 of the residual amount] and

Cynthia A. Heotes is entitled to \$139,705.91. [3/4 of the residual amount, minus \$9,131.57 paid to Murphy Medical Transportation, Inc.].

WHEREAS, with respect to parcel **APN 0056-115-040** the excess proceeds amount to \$285,076.07. The Tax Collector incurred \$379.79 in costs on the parcel. River Denning filed a timely claim on behalf of the Denning River Trust. The Court Order Appointing Trustee, submitted by Claimant in support of a residual claim, does not specifically include this parcel as part of the trust. Therefore, we have determined that this is not a valid claim. Solano County DCSS filed a timely lienholder's claim for \$5,155.27 based on an Abstract of Support Judgment. However, this claim was subsequently withdrawn. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$379.79, the County of Solano is entitled to the residual amount of \$284,696.28.

WHEREAS, with respect to parcel **APN 0062-010-390** the excess proceeds amount to \$16,244.45. No party submitted a claim for the excess proceeds on the parcel. After the Tax Collector recovers its administrative costs on the parcel in the amount of \$307.83, the County of Solano is entitled to the residual amount of \$15,936.62.

WHEREAS, with respect to parcel **APN 0062-010-400** the excess proceeds amount to \$8.00. No party submitted a claim for the excess proceeds on the parcel. The Tax Collector did not submit a claim for any administrative costs on the parcel. Thus, the County of Solano is entitled to the residual amount of \$8.00.

RESOLVED, the Solano County Board of Supervisors orders distribution of excess proceeds as follows:

1. APN 0046-340-050

The Board authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$307.83 for its administrative costs and to the County of Solano in the residual amount of \$47,761.02.

2. APN 0051-040-400

The Board (1) accepts the claim of Dong Yoo on behalf of the City of Vallejo in the amount of \$1,632; and (2) authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$379.79 for its administrative costs and to the County of Solano in the residual amount of \$30,263.76.

3. APN 0052-080-090

The Board authorizes the Auditor-Controller to distribute the excess proceeds to the County of Solano in the residual amount of \$7.00.

4. APN 0052-172-010

The Board (1) rejects the claim submitted by Lina Wardlaw and (2) authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$343.81 for its administrative costs and to the County of Solano in the residual amount of \$33,893.10.

5. APN 0055-105-080

The Board (1) accepts the claim submitted by Murphy Medical Transportation, Inc. in the amount of \$9,131.57; and (2) authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$415.75 for its administrative costs; and to distribute the residual amount

of \$189,318.40 as follows: \$49,612.49 to Anntraud Heotes and \$139,705.91 to Cynthia A. Heotes.

6. APN 0056-115-040

The Board (1) rejects the claim submitted by River Denning on behalf of the Denning River Trust and (2) authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$379.79 for its administrative costs and to the County of Solano in the residual amount of \$284,696.28.

7. APN 0062-010-390

The Board authorizes the Auditor-Controller to distribute the excess proceeds to the Tax Collector in the amount of \$307.83 for its administrative costs and to the County of Solano in the residual amount of \$15,936.62.

8. APN 0062-010-400

The Board authorizes the Auditor-Controller to distribute the excess proceeds to the County of Solano in the residual amount of \$8.00.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 9, 2024, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:

BILL EMLLEN, Clerk
Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk

Table of Excess Proceeds Distribution - April 9, 2024

APN	Amount of Excess Proceeds	Tax Collector's Administrative Costs	Claims Received	Claims Accepted	Nature of Claims
0046-340-050	\$48,068.85	\$307.83	Solano County: \$47,761.02 [Residual amount]	Solano County: \$47,761.02	Operation of law
0051-040-400	\$32,275.55	\$379.79	City of Vallejo: \$1,632.00 [\$386.00] [\$1,246.00] Epona Investment Group [Waqar Khan] Solano County: \$30,263.76 [Residual amount]	City of Vallejo: \$1,632.00 [\$386.00] [\$1,246.00] \$0 Solano County: \$30,263.76	Code Enforcement Operation of law
0052-080-090	\$7.00	\$0	Solano County: \$7.00 [Residual amount]	Solano County: \$7.00	Operation of law
0052-172-010	\$34,236.91	\$343.81	Lina Wardlaw Solano County: \$33,893.10 [Residual amount]	Lina Wardlaw: \$0 Solano County: \$33,893.10	Operation of law

Table of Excess Proceeds Distribution - April 9, 2024

0055-105-080	\$198,865.72	\$415.75	<p>Murphy Medical Transportation, Inc (MMT) \$9,131.57</p> <p>Antraud Heotes [1/4] \$49,612.49</p> <p>Cynthia A. Heotes [3/4] \$139,705.91</p>	<p>MMT: \$9,131.57</p> <p>Antraud Heotes: \$49,612.49</p> <p>Cynthia A. Heotes: \$139,705.91</p>	<p>Abstract Judgment</p> <p>Title of Record</p> <p>Title of Record</p>
0056-115-040	\$285,076.07	\$379.79	<p>Solano County Department of Child Support Services (DCSS)</p> <p>River Denning Trust</p> <p>Solano County: \$284,696.28 [Residual amount]</p>	<p>\$0 [Claim Withdrawn]</p> <p>\$0</p> <p>Solano County: \$284,696.28</p>	<p>Operation of law</p>
0062-010-390	\$16,244.45	\$307.83	<p>Solano County: \$15,936.62 [Residual amount]</p>	<p>Solano County: \$15,936.62</p>	<p>Operation of law</p>
0062-010-400	\$8.00	\$0	<p>Solano County: \$8.00 [Residual amount]</p>	<p>Solano County: \$8.00</p>	<p>Operation of law</p>



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	8	Status:	Consent Calendar
Type:	Resolution	Department:	Human Resources
File #:	24-225	Contact:	Niger Edwards, 784-3554
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt a resolution to amend the Public Agency Retirement System 2.7% @ 55 Retirement Enhancement Plan for non-safety, at-will civil service exempt employees in the Legislative, Executive, and Senior Management Groups; and Authorize the Director of Human Resources to execute the amendment		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - PARS Plan Resolution, B - PARS Plan Amendment		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
 Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources recommends the Board of Supervisors:

1. Adopt a resolution to amend the Public Agency Retirement System (PARS) 2.7% @ 55 Retirement Enhancement Plan for non-safety, at-will civil service exempt employees in the Legislative, Executive, and Senior Management Groups; and
2. Authorize the Director of Human Resources to execute the amendment.

SUMMARY:

On October 1, 2002, the Board of Supervisors adopted a resolution adopting the PARS Trust for non-safety, at-will, civil service exempt employees in the Legislative, Executive, and Senior Management Groups and designated the Director of Human Resources as Plan Administrator. This Plan provides a supplemental retirement benefit for employees with prior CalPERS service credit under a retirement formula of less than 2.7% @ 55 who retire(d) from the County with a minimum of eight years of County service. For example, if an otherwise eligible employee had prior CalPERS service credit from a different employer with a formula of 2.5% @ 55, the PARS Plan for County of Solano would pay the 0.2% difference between the two formulas, in effect bringing the prior service credit years up to the 2.7% formula.

On April 3, 2012, in an effort to contain future retirement costs, the County adopted a 2% @ 60 retirement tier for Miscellaneous employees hired on or after May 4, 2012. Also, on April 3, 2012, the Board of Supervisors approved an amendment to the PARS plan limiting PARS eligibility to employees hired into County service before May 4, 2012. The rationale for the amendment focused on the fact that retaining the Plan as then

written would reduce savings that had been otherwise achieved in the Legislative, Executive, and Senior Management Groups by the Board action of implementing the new retirement tier. However, language in the April 2012 PARS amendment was unclear that employees hired prior to May 4, 2012, who later become part of the Legislative, Executive, or Senior Management Groups after May 4, 2012, were not intended to be PARS eligible as the intent was to reduce pension costs. This present proposed amendment clarifies language and would close the Plan to additional persons being added as described, effective on the date of the Board's adoption of this proposed Resolution.

Since April 3, 2012, staff estimates that approximately four employees may have become potentially eligible for PARS benefits by virtue of having been hired prior to May 4, 2012 and then promoting into the Legislative, Executive, or Senior Management Groups after May 4, 2012. Those employees would be unaffected by the action proposed today. Under the Plan, eligibility is determined at the time of the employee's retirement. Therefore, under the multiple criteria set forth in the Plan, it is not possible to state today whether or not those persons would ultimately be determined eligible at the time of their future retirement. Should those four employees retire from the County in the Legislative, Executive, or Senior Management Groups, and meet all the other Plan requirements, staff estimates the Plan cost for those four employees would be approximately \$446,400. This is not a cost associated with the action proposed in this staff report but is instead an approximate indicator of potential costs incurred since April 2012 without this proposed amendment. This amendment is proposed to curtail such additional costs.

FINANCIAL IMPACT:

The County has been making periodic payments to PARS to fund the estimated amount needed for the employees whom, as of April 3, 2012, staff believed would become eligible for the PARS benefit at retirement. The County will now add the additional four employees to its calculations which is not a financial impact of this proposed action. Rather, this proposed action has a financial savings impact for the County's future expenditures toward the Plan, because it will prevent the eligibility of additional persons to join the group. Absent this proposed action, a person who was otherwise eligible could promote into the Legislative, Executive, or Senior Management Groups and, if all other criteria are met, become eligible for benefits under the Plan. The cost of the PARS benefit for a newly promoted person is removed by this action and is a savings to the County. It is impossible, however, to estimate the dollar amount associated with this savings as it is not possible to know the number of County employees who might promote into the Legislative, Executive, or Senior Management Groups between now and prior to their retirement.

The costs associated with preparing the agenda item are nominal and absorbed by the Department's FY2023/24 Working Budget.

DISCUSSION:

When the Board acted on April 3, 2012, staff believed the effect of that action was to stop employees from being eligible for PARS upon promotion into Legislative, Executive, or Senior Management on or after May 4, 2012. However, the language in the item that was submitted to the Board requires clarification to ensure the intended result. As written, the Plan Amendment lists the following criteria for eligibility:

- (a) Is employed as a full-time or permanent part-time non-safety Executive, Legislative, or Senior Management Employee of the Employer on or after November 24, 2002;
- (b) Was hired by the Employer prior to May 4, 2012;
- (c) Is at least fifty-five (55) years of age;
- (d) Has completed eight (8) or more years of full-time (equivalent) continuous employment with the Employer in an Eligible Classification as of the last day of employment with the Employer; or, for

Employees who were previously employed with the Employer in a full-time Eligible Classification and who are subsequently rehired prior to May 4, 2012, must have completed at least a total of ten (10) years of employment with the Employer in a full-time Eligible Classification, of which, at least five (5) years are continuous with the Employer, as of the last day of employment with the Employer;

- (e) Has terminated employment with the Employer and concurrently retired under CalPERS, and remains in retired status under CalPERS; and
- (f) Has applied for benefits under this Plan.

To more accurately reflect the intent of the Plan Amendment to achieve cost savings, the criteria should specify that eligible employees occupy a qualifying position on or after November 24, 2002 but before the date the amendment is adopted by the Board, as specified in the Plan Amendment attached to this Board item.

Staff is recommending the Board of Supervisors adopt the proposed PARS Plan amendment, since retaining the Plan as written could cancel some of the intended savings achieved by implementing the lower retirement tier for employees in the Executive, Legislative and Senior Management Groups. If approved, the Director of Human Resources, as the designated Plan Administrator, will execute the Plan Amendment (attached to the staff report for reference).

ALTERNATIVES:

The Board of Supervisors could choose not to adopt the resolution; however, staff does not recommend this alternative, since staff believes it was the Board's intent to close the Plan to contain future retirement costs.

OTHER AGENCY INVOLVEMENT:

The Department of Human Resources worked with the County Administrator's Office, County Counsel, and PARS on this Board item.

The Department of Human Resources notified all County bargaining units of its intent to amend the PARS Plan to reaffirm elimination of the Plan.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2024 - _____

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS AMENDING THE PUBLIC AGENCY RETIREMENT SYSTEM (PARS) 2.7% @ 55 RETIREMENT ENHANCEMENT PLAN FOR NON-SAFETY EMPLOYEES IN CERTAIN GROUPS

WHEREAS, the Solano County Board of Supervisors approved the Public Agency Retirement System (“PARS”) 2.7% @ 55 Retirement Enhancement Plan on October 1, 2002 for non-safety, at-will, civil service exempt employees in the Legislative, Executive, and Senior Management Groups; and

WHEREAS, in an effort to contain future retirement costs, the County subsequently approved a lower retirement tier of 2% @ 60 for Miscellaneous employees hired on or after May 4, 2012; and

WHEREAS, on April 3, 2012, the County also amended the PARS 2.7% @ 55 Retirement Enhancement Plan to exclude employees hired on or after May 4, 2012; and

WHEREAS, since the inception of the PARS 2.7% @ 55 Retirement Enhancement Plan, one of the eligibility criteria for benefits under the Plan was that the employee had to have been employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management employee of the County on or after November 24, 2002; and

WHEREAS, the County finds it prudent to limit the PARS 2.7% @ 55 Retirement Enhancement Plan to employees who became employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management employee of the County on or after November 24, 2002 but before the date of adoption of this Resolution.

RESOLVED, the Solano County Board of Supervisors hereby approves amending the PARS 2.7% @ 55 Retirement Enhancement Plan to limit eligibility for benefits under Tier I of the Plan to employees who are employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employee of the Employer, and became employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employee of the Employer on or after November 24, 2002, but before the date of adoption of this resolution.

RESOLVED, the Solano County Board of Supervisors authorizes the Director of Human Resources to make technical corrections to this Resolution if needed.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 9, 2024 by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:

BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk

**AMENDMENT TO THE
COUNTY OF SOLANO
PUBLIC AGENCY RETIREMENT SYSTEM (PARS)
RETIREMENT ENHANCEMENT PLAN**

WHEREAS, the County of Solano (the “Employer”) has adopted the County of Solano PARS Retirement Enhancement Plan, Amended and Restated effective July 1, 2011, for the benefit of Eligible Employees (the “Plan”); and

WHEREAS, the Employer has reserved the right to amend the Plan from time to time in accordance with Section 5.3 of the Plan;

WHEREAS, in addition to the other eligibility criteria stated in the Plan, the Employer deems it to be in the best interest of the Employer and the Plan to limit participation in the Plan to those full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employees of the Employer who became employed as full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employees of the Employer on or after November 24, 2002 but before _____, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Plan is hereby amended to read:

1. Article I, Section 1.1, **Eligibility for Benefits**, Tier I (a), is hereby amended and restated as follows:

Tier I

(a) is employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employee of the Employer, and became employed as a full-time or permanent part-time non-safety Executive, Legislative or Senior Management Employee of the Employer on or after November 24, 2002, but before _____, 2024;”

IN WITNESS WHEREOF, this Amendment is hereby adopted effective as of _____, 2024.

Executed this ____ day of _____, 2024.

By: _____

Title: Director of Human Resources



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	9	Status:	Consent Calendar
Type:	Miscellaneous	Department:	Information Technology - Registrar of Voters
File #:	24-251	Contact:	Tim Flanagan, 784-2703
Agenda date:	04/09/2024	Final Action:	
Title:	Authorize the Chief Information Officer to execute the GovAI Coalition registration agreement		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - GovAI Coalition Registration Agreement		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Information Technology (DoIT) recommends that the Board of Supervisors authorize the Chief Information Officer to execute the GovAI Coalition registration agreement.

SUMMARY/DISCUSSION:

The purpose of the GovAI Coalition is to help shape the future of Artificial Intelligence (AI) in local government. GovAI is committed to the guiding principles of responsible AI and the expectation that the people local governments serve will both benefit from the use of AI and hold GovAI accountable to its principles. Established in late 2023 by the City of San Jose, CA, early work in the Coalition has focused on the creation of standards for responsible and purposeful AI in government. The tools and standards being developed in collaboration with GovAI member agencies are intentionally being aligned with emerging national standards and unify the needs of many local governments.

Led by the City of San Jose Information Technology Department, in partnership with civic agencies including Austin, Cleveland, Long Beach, San Antonio, City of San Diego, San Diego County, St. Paul, Colorado's Department of Revenue, and the Tri-County Metropolitan Transportation District of Oregon, the Coalition is evolving into a national movement for AI in the public sector. Adding Solano County to this growing membership list gives our County a voice to join the common interests of the whole and express any unique interests related to Solano.

Further, joining the coalition includes access to best-in-class government regulations for AI with standardized information and templates for agencies to use as a foundation to develop their own AI governance. Additionally, pooling resources with other local government agencies will give Solano access to data, learnings from use cases, and policies, with the ultimate goal of obtaining support for more effective solutions. This membership will serve as a resource as DoIT continues to develop County policies and procedures for proper

use of AI in County departments. Once developed, County policies and procedures for AI will be presented to the Board of Supervisors for review and approval.

FINANCIAL IMPACT:

There is no cost to join the GovAI Coalition.

ALTERNATIVES:

The Board may choose not to join the GovAI Coalition, but that is not recommended. With no costs to join and no contractual obligations, having access to a collaborative approach to developing AI practices benefits the county with no known downsides.

OTHER AGENCY INVOLVEMENT:

County Counsel and the County Administrator's Office have been involved in the review of the registration agreement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

In November 2023, the GovAI Coalition was established to give local, state, and regional governments a voice in shaping the future of AI and ensuring that AI development is geared toward the benefit of society. The Coalition is committed to using AI for social good, ensuring responsible AI governance, promoting vendor accountability, improving government services, and fostering cross-agency collaboration. The Coalition serves as the link between local government and global AI actors from industry, universities, and civil society. The Coalition intends to empower responsible uses of AI and build guardrails for public sector technology.

Solano County (California) formally joins the GovAI Coalition and its commitment to responsible AI. This gives the County rights to vote on Coalition leadership, be publicly listed as part of the Coalition, participate in Coalition committees, and enter leadership roles within the Coalition.

The County retains complete authority to adopt or not adopt policies, procedures, or any other outputs of the Coalition. The County will credit the Coalition for any Coalition outputs that the County uses as a foundation for their own policies, procedures, or other AI practices.¹

Solano County, California

Agency name

Printed name

Title or role in agency

Signature

Date

¹ Credit can be given via a footnote, mentioned in a public notification, or other publicly accessible means.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	10	Status:	Consent Calendar
Type:	Grant Funding	Department:	Resource Management
File #:	24-253	Contact:	Trey Strickland, 784-3308
Agenda date:	04/09/2024	Final Action:	
Title:	Authorize the Director of Resource Management to execute a MEHKO AB 178 Grant Award Notification and Acceptance Agreement to secure \$40,310 of State funds to assist local health departments' implementation of the Micro Enterprise Home Kitchen Operation (MEHKO) program		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - MEHKO Grant Application, B - MEHKO Grant Award Notification		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
 Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors authorize the Director of Resource Management to execute a MEHKO AB 178 Grant Award Notification and Acceptance Agreement to secure \$40,310 of State funds to assist local health departments' implementation of the Micro Enterprise Home Kitchen Operation (MEHKO) program.

SUMMARY/ DISCUSSION:

With enactment of AB 626 and AB 377 effective January 1, 2019, the California Health and Safety Code Retail Food Act (CalCode) was amended to provide Local Enforcement Agencies (primarily county Environmental Health departments) the option of allowing MEHKOs by resolution or ordinance. MEHKOs are residential home kitchens that can be operated and permitted as commercial food facilities. These new laws establish parameters for MEHKOs, including specific provisions on how an enforcement agency may regulate a MEHKO on residential property. In counties where the Environmental Health departments functions as the countywide Local Enforcement Agency, an action by a county to "opt in" would render the new MEHKO provisions applicable to all cities in addition to the unincorporated areas of that county. The Solano County Board of Supervisors adopted Resolution 2020-55 on April 7, 2020 to "opt in" and allow MEHKOs to operate within Solano County.

The purpose of this State-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and the CA Conference of Directors of Environmental Health (CCDEH) is to "assist local health departments and city code enforcement agencies to apply for reimbursements for costs incurred from the development of application forms, permitting processes, and initial site inspections and for city code enforcement activities related to MEHKOs in accordance with

Assembly Bill AB 178 - Budget Act of 2022”.

Funds are available during the 2024/25 fiscal year to local governments for direct support in implementing MEHKO programs, including program development, public outreach, offsetting permit fees, and for enforcement. This assistance will be augmented by technical assistance available through CCDEH. Based on the grant allocation formula approved by the CCDEH Executive Committee, the grant allocation amount awarded to the Solano County Environmental Health Services Division will total \$40,309.76.

Since the Board of Supervisors approved Resolution No. 2020 - 55 on April 7, 2020, to “opt in” and allow MEHKOs to operate in Solano County, Environmental Health has received twenty-six MEHKO applications, has issued twenty permits, and currently has thirteen active sites. Grant funds may be utilized to reimburse for inspections, program development, public outreach, offsetting permit fees, and enforcement activities. During FY2024/25, the division projects incurring expenses that can be reimbursed through this grant, particularly if new MEHKO applications are received and approved.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item are nominal and absorbed by the Department’s FY2023/24 Working Budget. All costs and expenses associated with the implementation of this grant are reimbursable.

ALTERNATIVES:

The Board may choose to direct the Resource Management Environmental Health Division to not enter into an agreement with the State for funding through this reimbursement grant. This is not recommended, however because the Division would lose the opportunity to be reimbursed for up to \$40,309.76 for work completed in implementing the MEHKO program.

OTHER AGENCY INVOLVEMENT:

County Counsel was consulted in preparation of this item.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



**California Conference
of Directors of
Environmental Health**

Grant Timeline:

Notice of intent to apply due 1/16/2024

CCDEH Notice to award 2/15/2024

Applications due May 15, 2024

Funds Disbursement June 30, 2024

www.ccdeh.org

**LOCAL GOVERNMENT MEHKO ASSISTANCE PROGRAM
AB 178 GRANTS
LOCAL ENVIRONMENTAL HEALTH DEPARTMENT
LETTER OF INTENT to apply Due January 16, 2024**

1. ENTITY INFORMATION

Name of Jurisdiction: Solano County Environmental Health

Name of Department Head, Director or Designee: Trey Strickland

Address: 675 Texas St., #5500

City, State, Zip Code: Fairfield CA 94533

Phone: 707-784-3308

Website: https://www.solanocounty.com/depts/rm/environmental_health/default.asp

E-Mail Address: esstrickland@solanocounty.com

Name of Grant Contact: Trey Strickland

Address: 675 Texas St. #5500

City, State, Zip Code: Fairfield CA 94533

Phone: 707-784-3308

Email Address: esstrickland@solanocounty.com

Number of retail food facilities in your jurisdiction: 1,750

Number of permanent or pilot MEHKO operations permitted in your jurisdiction: 20 permitted, 13 active

Do you have an ordinance in place authorizing a MEHKO program in your jurisdiction? YES

If YES, when was it adopted? April 7, 2020

If No, is your jurisdiction considering an ordinance to allow for MEHKOs, even if discussions are preliminary, or do you anticipate consideration in the next 12 months? n/a

Click here to enter text.

2. GRANT PURPOSE

The purpose of this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH is to “to assist local health departments and city code enforcement agencies to apply for reimbursements for costs incurred from the development of application forms, permitting processes, and initial site inspections and for city code enforcement activities related to Micro Enterprise Home Kitchen Operations (MEHKOs) in accordance with Assembly Bill AB 178 – Budget Act of 2022”.

This grant program is being administered by CCDEH under the direction of the California Workforce Development Board (WDB). Per WDB and CCDEH contract, \$2,612,000.00 is available during fiscal years 2023/24 to local governments for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through the California Conference of Directors of Environmental health (CCDEH).

Funding will be provided to qualifying local EH and code enforcement agencies that have applied for funding by or before the application deadline.

Grant allocation breakdown to the local retail food enforcement agencies is:

- 25% to local environmental health departments with adopted MEHKO ordinance based on number of permitted MEHKOs as of December 31, 2022.
- 50% to local environmental health departments in process of or considering approving a MEHKO ordinance.
- 25% to all local environmental health departments across state based on total number of permitted retail food facilities, incorporating a maximum for very large jurisdictions and a base-minimum for smaller jurisdictions.

Local Environmental Health Departments will receive some of this grant allocation provided you submit this Letter of Intent. The grant dollar amount allocation will be evaluated once the deadline has passed and the Executive Committee approves the recommended allocation formula.

3. SIGNATURE

Director/Department Head or Authorized Designee

Signature: *Trey Strickland* Date: *1/9/24*

Printed name of Director/Department Head or Authorized Designee: Trey Strickland

Send completed Letter of intent to:
Sheryl Baldwin, Grant Manager
PO Box 2017
Cameron Park, CA 95682-2017
Phone: (530) 676-0715
email to: Sheryl@ccdeh.com
www.ccdeh.org



**California Conference
of Directors of
Environmental Health**

February 15, 2024

Solano County Environmental Health
Attention: Trey Strickland
675 Texas Street, #5500
Fairfield, CA 94533

MEHKO AB 178 Grant Award Notification/Acceptance Agreement

Thank you for submitting your Letter of Intent for the AB 178 Local Government Microenterprise Home Kitchen Operation (MEHKO) Assistance Program. Based on the information in your letter of intent, you currently have a MEHKO ordinance authorizing a MEHKO program in your jurisdiction.

In accordance with this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH, some funding will be provided to qualifying local environmental health departments that have applied for the funding.

Based on the grant allocation formula approved by the CCDEH Executive Committee, the Grant Allocation amount awarded to the **Solano County Environmental Health** jurisdiction will be \$ **40,309.76**.

This funding is to be used for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through the California Conference of Directors of Environmental Health (CCDEH).

To receive this funding, your jurisdiction will need to sign and submit the Grant Acceptance Agreement Form (see page 2) by **May 15, 2024**, and then funds will be disbursed by June 30, 2024. This may be done via PDF signature, Docu-sign or a wet signature mailed to the P.O. Box on the Grant Acceptance Agreement form (see page 2).

MEHKO BLOCK GRANT ACCEPTANCE AGREEMENT

1. JURISDICTION:

Solano County Environmental Health

2. GRANT AMOUNT

Total Grant Amount Awarded to Jurisdiction \$ **40,309.76**

3. AWARDED FUNDING

If awarded funding through this program, your jurisdiction will need to provide the following verification of compliance with the eligible use of these funds as follows:

All funds are to be encumbered by June 30, 2024, and expended by May 31, 2025

A final report on or before May 31, 2025, describing all activities undertaken and an accounting of all grant funds expended. Supporting documentation may include approved budgets, timesheets, or other documents to verify eligible expenditures.

4. CERTIFICATION

I certify under penalty of perjury that the information I have entered on this agreement is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application. I further certify that I am authorized to receive money for procurement of the items herein. All procedures and mandates have been followed in the preparation of this agreement, including financial procurement and when approvals are necessary from the governing body. Any false or incorrect statements may result in the disqualification of this application. By signing this agreement, I waive any and all rights to privacy and confidentiality of the information regarding expenditure of these funds.

Director/Department Head or Authorized Designee

Signature:

Date:

Printed name of Director/Department Head or Authorized Designee:

Submit signed agreement to:
Sheryl Baldwin, Grant Manager
P.O. Box 2017
Cameron Park, CA 95682-2017
Phone: (530) 676-0715
email to Sheryl@ccdeh.com



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	11	Status:	Consent Calendar
Type:	Resolution	Department:	Resource Management
File #:	24-258	Contact:	James Bezek, 784-6062
Agenda date:	04/09/2024	Final Action:	
Title:	Adopt a resolution to approve a Good Neighbor Policy for Development Projects in the unincorporated area of Solano County		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Good Neighbor Resolution and Policy		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors adopt a resolution (Attachment A) to approve a Good Neighbor Policy for Development Projects in the unincorporated area of Solano County.

SUMMARY/DISCUSSION:

Supervisor Wanda Williams introduced the concept of a Good Neighbor Policy in 2023. On March 26, 2024, the Board of Supervisors discussed the proposed policy, provided feedback, and voted unanimously to direct staff to return to the Board with revised language for approval of a comprehensive Good Neighbor Policy (GNP) for development projects in the unincorporated area of Solano County. The resolution to approve this policy is provided as Attachment A, and Exhibit A to the resolution contains the policy.

The Board directed modifications further identify parties benefiting from a robust GNP process, clarify applicant GNP responsibilities, convey optimal times to conduct GNP meetings, standardize the notification radius to ½ mile from the property line for all projects, and resolve that a “complete” application implies neither approval nor denial of the application, nor does it imply that completion of GNP outreach will result in final project approval. The attached draft policy contains some flexibility to address various circumstances that may be applicable.

The proposed Good Neighbor Policy focuses on new applications for and subsequent amendments to large and significant projects such as wineries, special event facilities, and zoning changes; and strongly recommends that community outreach occur after an application is deemed complete and before any public hearing. The GNP may also be utilized for other application types depending on the circumstances. Staff will discuss the benefits of community outreach with applicants for every project, regardless of the size or scope of proposed projects. A Good Neighbor Policy Outreach Report, which summarizes concerns and responses

to the concerns raised, will be provided to staff before a public hearing. The costs related to preparing flyers, securing meeting facilities, creating project websites, and mailing notices will be the responsibility of the applicant to mitigate County costs and staff time.

FINANCIAL IMPACT:

Development of planning programs such as the Good Neighbor Policy by staff is included in the FY2023/24 Working Budget. The costs associated with preparing the agenda item are nominal and absorbed by the Department's FY2023/24 Working Budget.

ALTERNATIVES:

The Board may also choose not to adopt the resolution, or to modify the policy further. This is not recommended as all Board members supported the development and refinement of the Good Neighbor Policy and this revised policy language incorporates the feedback received by the Board.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2024 - _____

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS
APPROVING A GOOD NEIGHBOR POLICY TO BE STRONGLY RECOMMENDED TO BE
FOLLOWED FOR VARIOUS CATEGORIES OF LAND USE ENTITLEMENT APPLICATIONS IN
THE UNINCORPORATED AREA OF SOLANO COUNTY**

Whereas, on December 12, 2023, the Board of Supervisors discussed the merits of developing a “Good Neighbor Policy” and authorized a commitment of staff time to draft a policy and return to the Board of Supervisors for consideration and possible adoption; and

Whereas, the Board discussed the benefits of early community outreach relative to community education on land use proposals and increased dialogue between applicants and the community; and

Whereas, the Board also weighed the legal and procedural ramifications of such a policy and how it would be implemented; and

Whereas, the Board discussed that the potential costs of implementing the “Good Neighbor Policy”, including securing meeting facilities, providing meeting notices/flyers, preparation of a website, and completing a “Good Neighbor Policy” Outreach Report will be borne by the applicant; and

Whereas, on March 26, 2024, the Board considered and discussed the proposed “Good Neighbor Policy” and provided direction to staff to return to the Board with additional modifications to the policy; and

Whereas, on April 09, 2024, the Board further considered the “Good Neighbor Policy” and determined that it is a desirable part of the planning entitlement and development process.

Resolved, that the Solano County Board of Supervisors approves the “Good Neighbor Policy”, attached as Exhibit A, for use for certain development projects in the unincorporated area of Solano County.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 09, 2024, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

EXCUSED: SUPERVISORS _____

MITCH H. MASHBURN, Chair
Solano County Board of Supervisors

ATTEST:
BILL EMLLEN, Clerk
Solano County Board of Supervisors

By: _____
Alicia Draves, Chief Deputy Clerk

EXHIBIT A

Good Neighbor Policy (GNP)

The Good Neighbor Policy (GNP) reflects the County of Solano's commitment to assisting applicants to move proposed land use applications through the planning entitlement process as efficiently as possible. It has been staff's experience that early community outreach conducted in the initial stages of application review, including informational meetings, distributing materials, and open dialogue with neighbors and the community at large, can provide additional clarity to community stakeholders on the scope and nature of a proposed project. It can also be informational to an applicant on possible changes that would address issues identified as a result of any outreach.

Community involvement is a priority for the Planning Commission (PC) and County Board of Supervisors (BOS). Therefore, as an application proceeds through the formal review process, staff will convey the nature of outreach conducted by the applicant pursuant to this policy.

Applicability of the GNP:

The GNP applies to any application where neighbors and the community at large will benefit from knowledge of the development project. The types of projects listed below are a representative sample of those that have historically generated the most community concern and questions, and have benefited from early public outreach:

- Wireless towers in a residential zoning district
- Major subdivision projects (5 or more lots)
- Large special event facilities
- Specific Plans, Policy Plan Overlays and Strategic Plans
- Battery Energy Storage System Facilities
- Public stables with or without horse shows
- Rezoning or General Plan Amendments of properties
- Large wineries and
- Hotels or resort hotels

The GNP also applies to amendments to previously approved projects where, based on the nature and scope of the request, neighbors and the community at large will benefit from knowledge of the amendment. It may also be utilized for other application types depending on the circumstances and staff will discuss the benefits of community outreach for every project regardless of the size or scope of proposed projects.

Who will benefit from the GNP:

- Applicants, by streamlining their planning entitlement process.
- Neighbors, who will learn of potential neighborhood projects and related potential impacts and can provide timely input to the applicant.
- Hearing bodies, who will receive reporting of outreach efforts and therefore not be a sounding board for issues that could have been resolved prior to hearing.
- Contractors doing business in the County, who will know of public outreach expectations.
- The seven incorporated Solano County cities, who will know of the County's GNP process.

How an applicant will know the GNP applies, timing, and what level of outreach is recommended:

During the initial review of a land use application and within one (1) week, the Director of Resource Management or designee will convey to the applicant the level of recommended community outreach pursuant to the GNP.

Applicants are strongly recommended to follow the GNP after the application is deemed “complete” by the Department of Resource Management and prior to the project being brought to a public hearing.¹ A “complete” application satisfies the County requirements to continue project analysis and is ready for public input. Special circumstances may need to be further defined and presented to the public – such as the scope, land use proposals of the project, and potential impacts to the environment, traffic, human health, social justice, etc. The County strongly recommends that the applicant/property owner(s) conduct at least one community meeting.

It is the applicant’s responsibility to pay for the reasonable costs of conducting community meeting(s) and other outreach pursuant to the GNP, including the meeting facility, mailing notices, website and preparation of the **Good Neighbor Policy Outreach Report (GNR)**. The applicant/property owner is expected to submit a GNR after the community meeting to demonstrate the extent of outreach conducted and any changes to the project as a result of the process. Additional information on public outreach methods and recommended procedures is provided below.

Projects served by private roads:

Private roads are typically owned and maintained by adjacent property owners. If your project requires access via a shared roadway, it is recommended that you contact impacted property owners in advance of submitting a formal application. Planning staff encourages early contact with the involved property owners who utilize the private road for them to understand the possible implications of the project; thus, expediting the planning entitlement process. Projects depending on private road access may cause impacts to the shared road and will require the consent of all property owners to widen, improve, or continuously maintain the private road.

Good Neighbor Policy Procedures (after receiving initial plan comments from County staff):

It is recommended that applicants reach out to their District Supervisor’s office to notify them of their project prior to public outreach. Once the Supervisor’s office is briefed, the applicant can send flyers, factsheets and/or create a project website and/or host initial public meetings with neighbors. Flyers and factsheets can be sent to properties in the vicinity of a proposed project in advance of or in conjunction with a community outreach meeting. A project website may also be established by the applicant as part of the GNP but should be done in combination with other direct outreach methods. Although various methods of outreach are permissible, in-person meetings have traditionally been most successful in collecting meaningful public feedback. All outreach conducted pursuant to the GNP is expected to take place prior to bringing the project forward to any formal public hearing required for a planning entitlement.

Public meetings/open houses should be held at times of maximum participation (i.e. after work or Saturdays) and should avoid holidays/common travel periods.

Neighborhood notification in the form of flyers or fact sheets should be reviewed by County Planning staff prior to distribution. The flyer, fact sheet, or website shall not include County Logo or County staff contact information. At a minimum, the flyer, fact sheet, or website should include the following information to assist the public in understanding your project:

- For mailings: An envelope with clear markings such as "Potential Project in Your Area";
- Project site map with notice radius identified;
- Proposed development plans;
- Applicant contact information;
- Projected timeline of the project; and
- Project website, if any, and opportunity to provide feedback by email or online form to the applicant.

¹ Please note that a determination by the Department of Resource Management that an application is “complete” is neither approval nor denial of the application, nor does it imply completion of Good Neighbor Policy Outreach will result in final project approval.

The applicant will need to prepare and provide project information to nearby property owners and residents. County Planning staff may suggest engaging a larger area or specific interested parties such as the nearby Homeowners Association on a case-by-case basis depending on the planning entitlement requested. The following table summarizes recommended notice and outreach pursuant to the GNP:

Zone District	Notice Radius*	Type of Outreach Materials
<ul style="list-style-type: none"> • Agricultural (A) or Rural Residential (RR) zone district • Major Subdivision (5 or more lots) without zone changes • All other zone districts 	<p>Notify owners within ½ mile of the property</p>	<p>Flyers and fact sheets complete with proposed project information and applicant contact information (prepared and distributed by the applicant). Public meeting and GNR completion are strongly recommended prior to public hearing.</p>

* County Planning staff can provide the list of property owners from the latest assessment roll, and a map of the surrounding property owners. Please request this data early of County staff in your outreach process for timely results.

Good Neighbor Report (GNR) – Summarizing results of community involvement outreach effort:

It is recommended that the applicant/property owner submit a GNR review after the community meeting or meetings depending upon the circumstances. The GNR submitted to County staff should detail the key results of the public involvement meeting and other input that has been received. A typical GNR would include the details of the meetings, meeting agenda, photos, meeting minutes summarizing comments received, key issues, and a list of participants. Additionally, audio or video recordings could be provided (upon community participant approval to be recorded).

Example of a community outreach meeting sign-in sheet:

Name (printed)	Signature	Address	Renter or Owner	Date	Have no objections	Have objections (Please state briefly)	Have no comment
EXAMPLE							

It is recommended that the GNR include the following information and be submitted to County Planning staff prior to bringing your project to the PC or BOS hearing:

1. Applicant’s contact information.
2. Documentation of the Property Owners contacted – Assessor Parcel Numbers (APN), address, and method(s) of communication such as face-to-face interviews, mailers, or both. Flyers or fact sheets mailed by the United States Postal Service using a Certificate of Mailing (Form 3788), or another form of registered mail with proof of mailing, provided to staff.
3. Comments or Concerns organized by Property Owners Name, APNs, address, date mailed out, date comments received, and email addresses, if any. The GNR shall clearly include and state the issues raised by the property owners and the actions taken to address the concerns.

Additional Good Neighbor recommendations during the planning application process or after submitting a land use application:

The level of outreach is dependent on the complexity of the project and may involve conducting additional community outreach meetings.

Typical timeline of action by applicant:

		Application not yet deemed "Complete" and Initial Application Comments are received from County staff	Application is "Complete" and Prior to PC or BOS hearing	Public Hearing (PC or BOS)
Applicant's typical process for Community Involvement	Applicant submits application to Planning Services Division	It is <u>recommended</u> that applicants reach out to their District Supervisor's District Representatives to notify the office of a project prior to conducting outreach. Once the Supervisor's office is briefed, applicant may send flyers, factsheets, and/or create a project website and/or host initial public meeting(s) with neighbors. Neighbors on private roads are <u>strongly recommended</u> to be contacted.	Applicant is <u>recommended</u> to host public meeting with neighbors and provide GNR to County staff prior to project being heard by hearing body.	County planning staff will bring forward staff report to hearing body formulating input of community outreach, per GNR.



For more information:

Contact County Planning Services Division staff for guidance regarding the recommended level of community engagement to be held during the planning application process. Email Planning@solanocounty.com or phone 707-784-6765 and request to speak to the Planner on Duty.



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	12	Status:	Consent Calendar
Type:	Appointment	Department:	Workforce Development Board
File #:	24-231	Contact:	Heather Henry, 863-3501
Agenda date:	04/09/2024	Final Action:	
Title:	Approve the new appointment of Summer Miguel, as Business Representative, to the Workforce Development Board of Solano County, for a term beginning April 9, 2024, and expiring April 8, 2028, as required under the Workforce Innovation and Opportunity Act		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Miguel Application		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
 Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Workforce Development Board (WDB) of Solano County recommends that the Board of Supervisors appoint Summer Miguel as Business Representative to the WDB of Solano County, for a term beginning April 9, 2024, and expiring April 8, 2028, as required under the Workforce Innovation and Opportunity Act (WIOA).

SUMMARY:

The Board of Supervisors, as the local elected official authorized under §107(b)(1) of the 2014 WIOA and as described on page 2 of the Bylaws of the WDB of Solano County, Article VI-Section C. Selection of Directors, appoint representatives to the Board of Directors of the WDB. The WDB Board of Directors approved the above-named nominee at their March 22, 2024, Board of Directors meeting.

Based on the technical certifications, membership nominations, and application (Attachment A), as well as WDB Board action, Summer Miguel can now be considered for formal ratification by the Board of Supervisors as the newest representative on the Board of Directors of the WDB.

FINANCIAL IMPACT:

This action has no financial impact. The WDB is fully grant funded and receives no County General Funds.

DISCUSSION:

Ms. Summer Miguel - Six Flags Discovery Kingdom

Ms. Miguel's extensive experience with Six Flags spans over 13 years beginning in the Entertainment department at Six Flags Magic Mountain. She has grown and developed her skills even more now as the

Human Resources Manager at Six Flags Discovery Kingdom. Her tenure at Six Flags has provided her with invaluable insights into talent acquisition, training, and retention strategies, which are crucial components of workforce development initiatives.

In addition to her professional accomplishments, Ms. Miguel possesses outstanding interpersonal skills, a collaborative mindset, and a genuine passion for making a meaningful impact. She is highly regarded by her colleagues and peers for her integrity, reliability, and unwavering commitment to excellence.

After a technical review of the application documents, the appointment brought before the Board of Directors have been found to be in compliance with the regulatory requirements governing the Business Representative categories for the Workforce Development membership appointments. The term of office will be from April 9, 2024, through April 8, 2028.

Attached for review is a copy of Ms. Miguel's Membership Application and Recommendation Letter (Attachment A).

ALTERNATIVES:

The Board of Supervisors could choose not to ratify the appointment of Summer Miguel and a new search for a business representative could ensue. However, Ms. Miguel is considered to be an excellent candidate to serve in the Business Representative category on the WDB.

OTHER AGENCY INVOLVEMENT:

Katrina Schuchart, Chairman of Visit Concord, provided a nomination on behalf of Ms. Miguel.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS

Thank you for your interest in serving as a member of the Workforce Development Board (WDB) of Solano County. Please complete this application for consideration. In addition to the application, a nomination letter must be provided by a local business organization and/or business trade association (if within the business category) or an employee/member of your organization (if not within the business category).

Name: Summer Miguel

Title: Human Resources Manager

Business Name: Six Flags Discovery Kingdom

Business Address: 1001 Fairgrounds Dr, Vallejo CA, 94589

Business Phone #: 707 556-5607 **Fax #:** 7075565593

Email Address: scmiguel@sftp.com

of employees: 1000 **Minority-owned or operated?** Yes No

Do you have substantial decision making or hiring authority? Yes No

Previous and/or Current Commission or Committee Membership

Commission/Committee	Office Held (if applicable)	Length of Participation

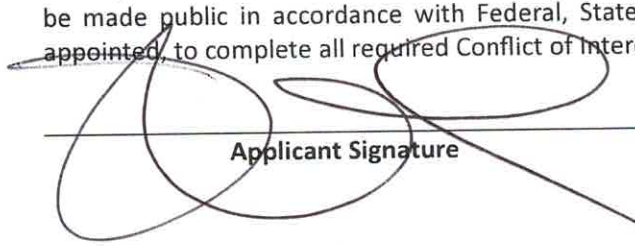
Educational Background

Institution	Major	Degree	Year
University of Antelope Valley	Healthcare Administration.	BS	08

Work/Volunteer Experience

Organization	City/State	Position	Year
Six Flags Magic Mt.	Valencia CA	Ent/HR Rep	2011-2018
Six Flags Magic Mt./Make A Wish	Valencia CA	Wish Rep	2015 - 2018
Solano Dream Center/Dignity Day	Vallejo CA	Volunteer	2023- current

I certify that the information on this application is true and correct. I understand that the information may be made public in accordance with Federal, State and local laws. I further understand and agree, if appointed, to complete all required Conflict of Interest and/or Disclosure Statements required by law.


Applicant Signature

03/05/24
Date



Solano County

675 Texas Street
Fairfield, California 94533
www.solanocounty.com

Agenda Submittal

Agenda #:	13	Status:	Public Hearing
Type:	Report	Department:	Resource Management
File #:	24-227	Contact:	Matt Walsh, 784-6765
Agenda date:	04/09/2024	Final Action:	
Title:	Conduct a noticed public hearing to consider approval of the Solano County Housing Authority revised Administrative Plan, Public Housing Agency Annual Plan, and Moving-to-Work Supplemental Plan		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Executive Summary Admin Plan Changes, B - Draft Revised Administrative Plan, C - Annual Plan, D - MTW Supplemental Plan, E - RAB SCHA Summary, F - Summary of Voucher types, G - Summary of Annual and MTW Plans, H - Public Notice		

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes No
 Public Hearing Required? Yes No

DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors:

1. Conduct a noticed public hearing; and
2. Approve the Solano County Housing Authority (SCHA) revised Administrative Plan, Public Housing Agency Annual Plan, and Moving-to-Work (MTW) Supplemental Plan.

SUMMARY:

The 1998 Quality Housing and Work Responsibility Act requires the SCHA to develop a Public Housing Agency Plan. The Plan consists of two elements: a Five-Year Plan which describes the mission of the agency for serving the needs of very low-income and low income families, and its goals and objectives; and an Annual Plan that covers policies and procedures of the agency and provides strategies for addressing the needs identified in the Five-Year Plan. The Annual Plan provides details about the SCHA programs for the upcoming fiscal year in relation to the Five-Year Plan. The request before the SCHA includes approving the Annual Plan for FY2024/25, which includes the Moving to Work (MTW) Supplemental Plan and proposed revisions to the Administrative Plan. The Administrative Plan is designed to establish policies for carrying out Section 8 tenant-based assistance programs in a manner consistent with the Department of Housing and Urban Development (HUD) regulations and local goals and objectives.

The SCHA is being asked to hold a required public hearing and, following the public hearing, consider approval of the proposed revisions to the Administrative Plan, Annual Plan, and MTW Supplemental Plan. If approved,

the Plans will be submitted to HUD.

FINANCIAL IMPACT:

Costs associated with the administration of the program are paid by HUD and are passed through the County to the City of Vacaville, who administers the SCHA's housing programs. The costs associated with preparing the agenda item are nominal and absorbed by the Department's FY2023/24 Working Budget.

DISCUSSION:

The HUD Housing Choice Voucher (HCV) Program provides rent subsidies on behalf of very low-income Solano County households (annual income below \$57,200 for a household of four) so they can live in decent, safe, and affordable housing. The SCHA program contributes an annual investment of approximately \$3,267,000 into the local economy (cities of Dixon, Rio Vista, and unincorporated areas of Solano County). HUD now allocates funding to assist up to 368 voucher holders each month. The number of each type of voucher provided to the SCHA by HUD is provided in Attachment F.

HUD issues program regulations that housing authorities must follow, but also allows authorities to establish local policies through the Administrative Plan. The SCHA periodically updates the Administrative Plan as regulations and other circumstances change, when new programs are added, or when clarification of existing policy is needed.

Administrative Plan

HUD has implemented several policy changes that now require the SCHA to update its Administrative Plan. On July 29, 2016, HUD enacted the Housing Opportunity Through Modernization Act of 2016 (HOTMA) (Public Law 114-201). Title I of HOTMA contains 14 sections that affect the public housing and HCV rental assistance programs. The Final Rule was officially published in the Federal Register on February 14, 2023, and revises HUD regulations to put sections 102, 103, and 104 of HOTMA into effect. These sections make changes to the United States Housing Act of 1937, particularly those affecting income calculation, reviews, and program eligibility. Only Section 102 and 104 pertain to the HCV Program. Section 103 pertains to Public Housing and will not be implemented by the SCHA as the SCHA does not operate any Public Housing units.

HUD has implemented updates to inspection standards. The National Standards for the Inspection of Real Estate (NSPIRE) rule replaces Housing Quality Standards (HQS) and updates HUD's inspections process by implementing inspections that better reflect the true physical condition of the property. The Final Rule, which accompany the final notice, were published in the Federal Registrar on June 22, 2023. PIH Notice 2023-28, published in September, includes additional guidance. Public housing agencies (PHAs) are required to adopt the new NSPIRE inspections methodology no later than October 1, 2024, for their HCV Programs.

In order to be in compliance with HUD regulations, staff is recommending that an update to the SCHA Administrative Plan be considered. The overall changes to the Plan include:

- Follows format of 2023 industry standard Model Administrative Plan:
 - Updates made in compliance with HUD's HOTMA regulations include:
 - Asset limitations
 - Admission policies
 - Reexamination policies
 - Income calculation policies
 - Clarifications on definitions related to income and deductions
 - Updates HQS to NSPIRE Standards

- Adds, deletes and/or changes language and format in conformance with: Model Plan (for example: “HQS” has been changed to “NSPIRE” throughout plan), current program rules, regulations and HUD guidance, and current practices.
- Removes redundancies.
- Updates Code of Federal Regulation, Public Housing Information Notice, HUD Housing Choice Voucher Guidebook, and other references and recitals.
- Several Exhibits have been added, deleted, or updated.

Attachment A provides a summary of the proposed revisions to the Administrative Plan, by chapter. Attachment B is the draft revised Administrative Plan in its entirety in redlined text. Current text to be deleted is shown in ~~strikethrough~~ and new text is shown underlined and in red throughout the eighteen-chapter document.

If approved by the Housing Authority Board, the amended Administrative Plan will be submitted to HUD as required and will be used as the guide, rules, and policies for administering the SCHA Housing Choice Voucher Programs. Updates to the Administrative Plan related to NSPIRE will be implemented effective October 1, 2024 and updates related to HOTMA changes will be implemented effective January 1, 2025.

Annual and MTW Supplemental Plans

HUD requires that Public Housing Authorities submit a Five-Year Plan and an Annual Plan each fiscal year during the Five-Year Plan period for continued receipt of HCV funding. The current 5-Year Plan adopted on March 24, 2020, covers the period 2020-2025. Since the SCHA is a qualified Public Housing Authority (PHA), it is typically exempt from having to prepare and submit an annual plan per the Housing and Economic Recovery Act (HERA), Title VII, Small Public Housing Authorities Paperwork Reduction Act. However, the SCHA is still required to hold a public hearing and invite comment if there are any changes to its goals, objectives, and policies. The SCHA must also consult with and consider the recommendations of the Resident Advisory Board at the public hearing. The Resident Advisory Board consists of individuals receiving voucher assistance for the purpose of providing input on development of the annual plan.

In addition, as an MTW agency, the SCHA is required to submit an MTW Supplemental Plan and is provided greater flexibility in its administration of the program. This allows for potential opportunities to customize the program to meet the needs of its clients and to reduce administrative costs. This year, the SCHA prepared an Annual Plan to coincide with the submission of the MTW Supplemental Plan (Attachments C and D). As part of the Annual and MTW Supplemental Plan process, the SCHA conducted a virtual Resident Advisory Board/community outreach meeting for participant and community engagement (Attachment E).

Both plans must be submitted using HUD mandated templates/databases. The plans include the following:

- Locations where the public can obtain a copy of the Annual and MTW Plan
- Housing Agency Plan elements that have been revised since the last Annual Plan
- Progress made in meeting the goals and objectives described in the 5-year plan
- Goals and objectives for the upcoming year
- New Activities planned in the upcoming year
- Findings (if any) of the SCHA’s most recent financial audit
- SCHA MTW Demonstration Narrative
- Proposed MTW Waivers and Associated MTW Activities
- Safe Harbor Waivers (if applicable)
- Agency-Specific Waivers (if applicable)

- Certification of Compliance with Housing Agency Plans and Related Regulations and Resident Advisory Board recommendations.

The Annual and MTW Supplemental Plans were made available for a 45-day public review period.

ALTERNATIVES:

The Board could choose not to approve the Administrative, Annual, and MTW Supplemental Plans. This alternative is not recommended as these Plans are all required to be approved for the SCHA to continue with its Housing Choice Voucher program and operate as an MTW agency, per requirements of HUD.

OTHER AGENCY INVOLVEMENT:

Funding for the SCHA Housing Choice Voucher program comes from HUD. Through a mutually approved Agreement, the City of Vacaville administers the program on the County's behalf.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Summary of Administrative Plan Revisions to Comply with HOTMA

CHAPTER 1 OVERVIEW OF THE PROGRAM AND PLAN

- Added Housing Opportunity Through Modernization Act of 2016 (HOTMA) to overview and history of the program

CHAPTER 3 ELIGIBILITY

- Added HOTMA criteria to criteria an applicant family must have to be eligible for the HCV program
- Added asset limitation to Part III Denial of Assistance consistent with HUD regulations
- Updated Section 3-I.B. CFR section and added FR Notice
- Added language to Income Limits for Eligibility to include PIH Notice
- Updated policy regarding the family consent to release information consistent with HUD regulations
- Added/updated CFR references throughout the chapter
- Updated policy to reflect family's revocation of consent to allow SCHAs to access records from financial institutions will result in denial of admission consistent with HUD regulations
- Added failing to sign and submit consent forms for obtaining information and not meeting the restrictions on net assets and real property ownership as mandatory denial of assistance consistent with HUD regulations
- Added Section 3-III-C. Restriction on Assistance Based on Assets

CHAPTER 6 INCOME AND SUBSIDY DETERMINATIONS

- Added Part II: Assets and renumbered chapter Parts that follow
- Updated Overview of Annual Income
- Updated Overview of Household Composition and Income
- Updated Section 6-I.C. Calculating Annual Income and related SCHAs Policy
- Added Calculating Annual Income at Annual Reexamination
- Updated Section 6-I.D. Earned Income and related SCHAs Policy
- Updated Section 6-I.E. Earned Income Disallowance for Persons with Disabilities
- Updated Section 6-I.F. Business And Self-Employment Income to include " Self-Employment" and
 - Defined Net Income
 - Added Independent Contractors section
 - Added Assets Owned by a Business Entity section
- Added Section 6-I.G. Student Financial Assistance
- Deleted Section 6.I.G Assets
- Updated Section 6-I.H. Periodic Payments and related SCHAs Policy
- Added Section 6-I.I. Nonrecurring Income
 - Deleted Section 6.I.K. Periodic and Determinable Allowances
 - Deleted Section 6.I.L. Student Financial Assistance
 - Added Section 6-I.K. State Payments to Allow Individuals with Disabilities to Live at Home
 - Added Section 6-I.L Civil Rights Settlements

- Updated Section 6-I.M. Additional Exclusions from Annual Income
- Added Part II Assets and related SCHA Policy
- Added Section 6-II.A. Overview
- Added Section 6-II.B. Assets Disposed of for Less Than Fair Market Value
- Added Section 6-II.C Asset Inclusions and Exclusions
- Added Section 6-II.D Determining Income from Assets
- Defined adjusted Income and updated mandatory deductions
- Updated Anticipated Expenses
- Updated dependent deduction
- Updated elderly or disabled family deduction
- Updated definition of health and medical care expenses and deleted discretionary SCHA Policy
- Updated Section 6-III.E. Disability Assistance Expenses Deduction and related SCHA Policy consistent with HUD regulations
- Added foster children to Section 6-III.F. Child Care Expense Deduction
- Added Section 6-III.G Hardship Exemption and related SCHA Policy
- Added Section 6-III.H. Permissive Deductions and related SCHA Policy
- Updated Section 6-IV.D. Applying Utility Allowances and related SCHA Policy
- Deleted Exhibit 6.1: Annual Income Inclusions
- Updated Exhibit 6-2 to Exhibit 6.1 Annual Income Full Definition
- Updated Exhibit 6-3 to Exhibit 6-2
- Deleted Exhibit 6-4 Earned Income Disallowance for Persons with Disabilities
- Updated Exhibit 6-5 to Exhibit 6-3

CHAPTER 7 VERIFICATION

- Added Consent Form and related SCHA Policy
- Added 7.I.B. Use of Other Programs' Income Determinations section and related SCHA Policy
- Added 7.I.C. Streamlined Income Determinations and related SCHA Policy consistent with HUD regulations
- Added Section 7.I.D. Verification Hierarchy and related SCHA Policy
- Added Section 7.I.G. Level 3 Verification: Written, Third-Party Form
- Added Section 7.I.H. Level 2: Oral Third-Party Verification
- Added Section 7.I.I. Level 1: Non-Third-Party Verification Technique: Self Certification
- Updated Business and Self Employment Section
- Updated Social Security/SSI Benefits Section
- Added 7-III.E. Non-Recurring Income and related SCHA Policy
- Added Section 7-III.F. Assets and Income From Assets and related SCHA Policy
- Added Section 7-III.G. Assets Disposed of for Less Than Fair Market Value and updated SCHA Policy
- Added Section 7-III.I. Federal Tax Refunds or Refundable Tax Credits
- Updated SCHA Policy Section 7-III.J. Retirement Accounts
- Updated Section 7-III.K. Income From Excluded Sources
- Updated Section 7-III.L. Zero Income Status Reviews and related SCHA Policy
- Updated Section 7-III.M. Student Financial Assistance and related SCHA Policy
- Updated Section 7-IV.B. to Health and Medical Care Expense Deduction and updated related SCHA Policy
- Updated Section 7.IV.C. Disability Assistance Expenses and related SCHA Policy

CHAPTER 11 RE-EXAMINATIONS

- Added Part IV: Non-Interim Reexamination Transaction Section to Introduction
- Updated Overview Section consistent with HUD regulations
- Updated 11-I.C to 11-I.B. Scheduling Reexaminations
- Added Section 11.I.E. Calculating Annual Income at Annual Reexamination and related SCHA Policy
- Revised Part II: Interim Reexaminations and related SCHA Policy
- Added Part IV: Non-Interim Reexamination Transactions
- Added Exhibit 11-1: Calculating Income at Annual Reexamination

CHAPTER 17 PROJECT BASED VOUCHERS

- Updated Section 17.VI.B. Added eligibility for PBV Assistance to include meeting asset requirements consistent with HOTMA

Summary of Administrative Plan Revisions to Comply with NSPIRE

CHAPTER 1 OVERVIEW OF THE PROGRAM AND PLAN

- Replaced Housing Quality Standards (HQS) with National Standards for the Physical Inspection of Real Estate (NSPIRE)

CHAPTER 3 ELIGIBILITY

- Removed HQS throughout Chapter and updated reference
- Added policy permitting the family to exclude the culpable family members as a condition of eligibility.

CHAPTER 5 BRIEFINGS AND VOUCHER ISSUANCE

- Replaced Housing Quality Standards (HQS) with National Standards for the Physical Inspections of Real Estate (NSPIRE)
- Replaced “normal” with “ordinary” wear and tear

CHAPTER 8 HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

- Updated Housing Quality Standards (HQS) to National Standards For the Physical Inspection of Real Estate throughout the Chapter
- Updated policy to reflect unit must pass inspection at least once every 24 months
- Added and updated Section 8-I.C. Modifications to Provide Accessibility

CHAPTER 13 OWNERS

- Updated Housing Quality Standards (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE) throughout the Chapter

CHAPTER 14 PROGRAM INTEGRITY

- Updated HQS with NSPIRE standards as applicable
- Updated Housing Quality Standards (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE) throughout the chapter as applicable

CHAPTER 15 SPECIAL HOUSING TYPES

- Updated Housing Quality Standards (HQS) to National Standards for Physical Inspection of Real Estate (NSPIRE)

Summary of Other Administrative Policy and Update Revisions

INTRODUCTION

ABOUT THE ADMINISTRATIVE PLAN

- Added Introduction Section

CHAPTER 1

OVERVIEW OF THE PROGRAM AND PLAN

- Added Annual Contributions Contract acronym (ACC)
- Updated Housing and Redevelopment to Housing and Community Services
- Added governing the project-basing of vouchers and special purpose vouchers to the “Contents of the Plan” section

CHAPTER 2

FAIR HOUSING AND EQUAL OPPORTUNITY

- Revised discrimination complaints policy to “General Housing Discrimination Complaints”
- Added policy to include how the SCHA will address complaints under the Equal Access Final Rule
- Added policy to include Violence Against Women Act (VAWA) Complaint Processing
- Update PHA to SCHA

CHAPTER 3

ELIGIBILITY

- Added to definition of eligibility as a family
- Updated throughout the chapter to include human trafficking with domestic violence, dating violence, sexual assault and stalking
- Added definition of a minor to Section 3-I.F
- Clarified and updated definition of foster adult and foster child
- Added/updated CFR references throughout the Chapter
- Added Section 3-II.F. EIV System Searches FAQs
- Added to Overview under Part III: Denial of Assistance to include HUD rules and Office of General Counsel (OGC) guidance regarding criminal activity
- Updated Section 3-III.C. to D.
- Updated definition of immediate vicinity
- Added sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse as criminal activities the family will be denied assistance
- Added reference to 3.III.G.
- Updated 3-III.D. to E.
- Updated 3-III.E. to F.
- Updated 3-III.F. to G.
- Updated 3-III.G. to H.
- Clarified that although VAWA 2022 status doesn’t specifically include human trafficking on the list of victims protected under VAWA, HUD includes as part of the list of victims protected
- Removed 2013 after VAWA on page 30 and 31

- Removed VAWA expanded notification requirements to include the obligation to “requires”

CHAPTER 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

- Updated application to pre-application
- Clarified SCHA Policy that SCHA will not merge the HCV waiting list with any other program waiting lists, with the exception of the Emergency Housing Voucher waitlist
- Added reinstatement to waitlist for failure to respond if it was a result of a family member’s disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse
- Updated target funding vouchers to include the Family Unification Program, Mainstream Voucher Program, and Emergency Housing Voucher Program

CHAPTER 5

BRIEFINGS AND VOUCHER ISSUANCE

- Added SCHA Policy on Remote Briefings consistent with SCHA practices
- Added human trafficking where applicable
- Replaced disability-related request with disability related need

CHAPTER 6

INCOME AND SUBSIDY DETERMINATIONS

- Updated policy regarding Temporarily Absent Family Members
- Clarified policy regarding absences due to placement in foster care
- Deleted Welfare Assistance CFR reference
- Updated Exhibit 6-3 to Exhibit 6-5
- Updated medical to health and medical
- Updated Part II to Part IV
- Revised Utility Reimbursement policy as a Moving-To-Work activity

CHAPTER 7

VERIFICATION

- Updated or added PIH Notice from 2018-18 to 2023-27 throughout the Chapter
- Changed that SCHA must follow HUD verification guidance in Notice PIH 2023-27
- Deleted Section 7-I.B. Overview of Verification Requirements consistent with 2023 Model Administrative Plan
- Updated Section 7.I.C. to 7.I.E Level 5 and 6 Verification and related SCHA Policy consistent with 2023 Model Administrative Plan and PIH Notices
- Added Section 7.I.F. Level 4 Verification Section and related SCHA Policy
- Updated Section 7-III.D. Alimony or Child Support and related SCHA Policy consistent with PIH Notice
- Updated Section 7-III.F. to 7.III.H.
- Updated Section 7.III.K. to 7.III.N.

CHAPTER 9

GENERAL LEASING POLICIES

- Updated Violence Against Women Act (VAWA) to remove 2013 throughout the chapter
- Added human trafficking as applicable

CHAPTER 10 MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

- Added human trafficking as applicable
- Updated HQS to inspection as applicable

CHAPTER 11 RE-EXAMINATIONS

- Deleted Section 11-I.B. Reexaminations
- Updated HQS with space throughout chapter as applicable
- Updated family with household as applicable
- Updated Exhibit 11-1 to Exhibit 11-2

CHAPTER 12 TERMINATION OF ASSISTANCE AND TENANCY

- Added “human trafficking” throughout chapter
- Updated Section 12-II-E. Terminations Related to Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking consistent with HUD regulations related to VAWA

CHAPTER 13 OWNERS

- Updated Landlord Incentive program related to Damage Claims and Pre-Qualifying Unit Inspections
- Updated SCHA Policy in Section 13-II.E. HAP Contract Term and Terminations consistent with HUD regulations

CHAPTER 14 PROGRAM INTEGRITY

- Updated Section 14-II.D. SCHA-Caused Error or Program Abuse and related SCHA Policy consistent with HUD regulation

CHAPTER 15 SPECIAL HOUSING TYPES

- Updated Section 15-I.C. National Standards for the Physical Inspection of Real Estate and Part IV: Shared Housing to allow Shared Housing without need as a reasonable accommodation for persons with disabilities
- Updated policy to clarify SRO housing code only applies to the extent that the SRO unit contains the room or facility referenced to in the CFR code.
- Updated prorata to pro rata
- Updated shared housing policy to include that form HUD-52641 is also used

CHAPTER 16

PROGRAM ADMINISTRATION

- Added human trafficking throughout the chapter
- Updated TTP (Total Tenant Payment) to “share”
- Added “and Individual Relief” to Reasonable Accommodation Section and updated consistent with HUD regulation
- Added CFR to Utility Allowance Revisions
- Added SCHA Policy in Section 16-VI.B. Record Retention consistent with HUD regulations
- Updated VAWA 2022 language in Section 16-IX.A. Overview consistent with PIH Notices
- Added/Updated Section 16-IX.B. Definitions for affiliated individual, domestic violence, economic abuse and technological abuse
- Updated language in Exhibit 16-5 Model Owner Notification of Rights and Obligations to include statement regarding owners consistent with HUD regulations
- Updated definition of domestic violence in Exhibit 16-5 Model Owner Notification of Rights and Obligations

CHAPTER 17

PROJECT BASED VOUCHERS

- Updated CFR and PIH Notices to current notice numbers for Section 17-II.E. Subsidy Layering Requirements
- Updated SCHA Policy regarding Vacancy Payments in Section 17-V.F. additional HAP Requirements
- Added “human trafficking” as applicable

GLOSSARY

- Deleted some acronyms
- Updated/Added Definitions

Attachment B
File # 24-227

Due to file size, the following document can be accessed via the link below, in addition to being on file with the Clerk of the Board.

[B – Draft Administrative Plan for the Solano County Housing Authority](#)

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	<p>PHA Name: Solano County Housing Authority PHA Code: CA131 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2024 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 368 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><i>A copy of the SCHA plan is available to the public at the Solano County Housing Authority, 40 Eldridge Avenue, Suite 2, Vacaville, CA 95688, Monday through Friday 8:00 a.m. to 5:00 p.m. excluding holidays and is also available on the website at www.cityofvacaville.com.</i></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" data-bbox="180 1438 1469 1948"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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B.	Plan Elements.				
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s): The Solano County Housing Authority made the required changes to the Administrative Plan to reflect HUD required changes in compliance with the Housing Opportunity Through Modernization Act (HOTMA) and National Standards for the Physical Inspection of Real Estate regulations. The VHA also eliminated payment of Utility Allowances that are less than \$50.00 per month.</p>				
B.2	New Activities. – Not Applicable				

<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><i>Goal 1: Expand and increase the supply of assisted housing choices:</i></p> <ul style="list-style-type: none"> • Reviewed and increased payment standards to ensure families have a reasonable selection of housing in a range of neighborhoods, allowing families to rent units in more desirable areas. • Continued to administer the Section 8 Homeownership Program. • Landlord Liaison continued to conduct outreach to maintain current landlords and successfully recruit new ones. <p><i>Goal 2: Improve the quality of assisted housing and customer service:</i></p> <ul style="list-style-type: none"> • Continued reviewing and updating current procedures and implementing improvements to the participant file process. • Provided on-going trainings/guidance to staff on HUD regulation updates, program guidelines, rules, and procedures. • Continued to streamline administrative processes to make forms easier to complete as well as posting forms and program information on the VHA website. <p><i>Goal 3: Provide an improved living environment:</i></p> <ul style="list-style-type: none"> • Continued to conduct outreach to build relationships with owners, affordable housing resource agencies, neighborhood centers and social services agencies whose mission is to improve neighborhoods, provide affordable housing and provide access to social services, recreation and educational opportunities. • Continued to promote and encourage families to move to higher income areas and to provide updated citywide apartment and realtor listings. • Continued conducting quality control review of case files to make sure that at least 98% of HQS deficiencies are corrected timely. <p><i>Goal 4: Promote self-sufficiency and asset development of assisted households:</i></p> <ul style="list-style-type: none"> • Encouraged all program participants to enroll in the Family Self-Sufficiency Program without limiting the number of eligible families. • The Self-Help Center continued to be available for participants to apply for jobs and access a variety of programs and supportive services that promote self-sufficiency. • Provided referrals to elderly and disabled families to organizations that provide supportive services for senior and disabled persons. • Provided referrals to the Vacaville Housing Counseling Center which provides workshops and/or on-to-one training on wealth management, for first-time homebuyers, and credit repair. <p><i>Goal 5: Ensure equal opportunity and affirmatively further fair housing:</i></p> <ul style="list-style-type: none"> • Informed participants of Fair Housing rights. • Promoted Fair Housing on April 18, 2023 by conducting a Landlord Fair housing Workshop in collaboration with staff from HUD’s FHEO and Legal Services of Northern California. • Promoted Fair Housing during Fair Housing month by holding a Fair Housing coloring contest for youth participating in afterschool programs. • Assisted households with disabled household members find suitable housing and provided a listing of accessible units. • Provided translation of vital documents in Spanish. • Continued training on updated Fair Housing rules to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, age, marital status, ancestry, source of income or arbitrary discrimination.
<p>B.4</p>	<p>Capital Improvements. – Not Applicable</p>

<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>Form HUD-50077 attached</i></p>
<p>C.3</p>	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>Form HUD-50077-ST-HCV-HP attached</i></p>
<p>C.4</p>	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
<p>D. Affirmatively Furthering Fair Housing (AFFH).</p>	
<p>D.1</p>	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p>Fair Housing Goal:</p>

Describe fair housing strategies and actions to achieve the goal

The SCHA has not been required to submit an Assessment of Fair Housing; however, the SCHA does have strategies and actions to continue to Affirmatively Further Fair Housing:

- *Continue to inform participants of their Fair Housing rights and assist with the Fair Housing complaint process upon request.*
- *Continue to promote Fair Housing during Fair Housing month.*
- *Continue to assist households with disabled household members find suitable housing and provide a listing of accessible units.*
- *Use the translating and interpreting services of The Language People agency to communicate with non-English speakers.*
- *Provide translation of vital documents in Spanish.*
- *Continue training on updated Fair Housing rules to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, age, marital status, ancestry, source of income or arbitrary discrimination.*
- *Conduct at least one Landlord Workshop to recruit and educate landlords, including training in Fair Housing.*
- *Actions to achieve goals: • Informed participants of Fair Housing rights. • Promoted Fair Housing on April 18, 2023 by conducting a Landlord Fair Housing Workshop in collaboration with staff from HUD's FHEO and Legal Services of Northern California. • Promoted Fair Housing during Fair Housing month by holding a Fair Housing coloring contest for youth participating in afterschool programs. • Assisted households with disabled household members find suitable housing and provided a listing of accessible units. • Provided translation of vital documents in Spanish. • Continued training on updated Fair Housing rules to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, age, marital status, ancestry, source of income or arbitrary discrimination. • Used translating and interpreting services to communicate with non-English speakers.*

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Plan Elements. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(2\)\(i\)](#)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.4 Capital Improvements. This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, James Bezek, the Executive Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal year

2024-2025 of the Solano County Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of California

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

The Solano County Housing Authority Plan is consistent with both the 5-year Federal
Consolidated Plan (FY 2020-2025) and Analysis of Impediments in the goals to increase
the supply of affordable rental housing and promote housing integration in California.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

James Bezek

Title:

Executive Director

Signature:

Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning July 1, 2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintains records reflecting these analyses and actions.

Solano County Housing Authority
PHA Name

CA131
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: James Bezek		Name of Board Chair: Mitch H. Mashburn	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

PHA Name : Solano County

PHA Code : CA131

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 7/1/2024

PHA Program Type: Housing Choice Voucher (HCV) only

MTW Cohort Number: 1

MTW Supplement Submission Type: Annual Submission

B. MTW Supplement Narrative.

The Solano County Housing Authority (SCHA) exists to serve our community's housing needs using all resources available. Participation in the Department of Housing and Urban Development's (HUD) Moving-to-Work (MTW) demonstration provides the SCHA with the ability to make the best use of existing program funds to assist the City of Dixon, City of Rio Vista, and the unincorporated areas of Solano County's very low- and low-income residents to obtain safe, decent, and affordable housing. Participation in the MTW demonstration supports the SCHA's goal to provide affordable housing opportunities through creative partnerships with public and private collaborators. Participation in the MTW demonstration also expands the SCHA's ability to provide participants with opportunities to achieve self-sufficiency. The SCHA is able to utilize the benefits of the Moving-to-Work (MTW) to meet the three statutory objectives of the MTW Demonstration Program in the following ways:

Cost-Effectiveness -

Reexaminations: SCHA has transitioned to require reexaminations every 36 months for families in which at least 90 percent of income is from a fixed source. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or composition from year to year. Changing required reexaminations for these families from every 12 months to every 36 months will also reduce the administrative burden for the SCHA.

Self-Certification of Assets: The SCHA has increased the value of family assets and anticipated asset income, when applicable. The SCHA accepts the family's self-certification from \$5,000 or less to \$50,000 or less. All assets valued over \$50,000 will continue to require 3rd party verification.

Self-Sufficiency -

Funding flexibility and streamlining administrative processes allow the SCHA to expand resources and staff assistance provided to program participants during the housing search process. Activities may include expanded briefing topics/activities such as warm referrals to rental and/or utility deposit assistance, developing a rental profile, practicing completing rental applications, and/or reviewing credit/rental history.

Housing Choice -

Tenant Rent Policies: The SCHA increased the 40 percent affordability cap to 50 percent at initial lease-up in order to increase housing choice for low-income households. This has increased low-income families' ability to secure housing in low-poverty concentration and areas of opportunity.

Landlord Leasing Incentives: By combining the activities available under the Landlord Leasing Incentives category, the SCHA originally planned to launch its Landlord Partnership Program (LPP) in Fiscal year 2022-2023. Due to limited staff capacity, the SCHA was unable to implement as planned. The SCHA plans on implementing March 2024. The LPP is aimed at expanding rental opportunities for families holding housing choice vouchers by making landlord participation in the program more attractive. The LPP provides financial incentives to landlords who rent to housing choice voucher participants in the form of vacancy payments, damage claims funds, and additional lease-up incentives to landlords with new units. **Housing Quality Standards:** In conjunction with the LPP, the SCHA will conduct pre-qualifying unit inspections for landlords that are willing to participate in the program but have not yet identified an eligible tenant. Conducting pre-qualifying inspections supports the recruitment of new landlords and units as well as retaining existing units within the portfolio of available housing.

Utility Reimbursements -

Solano County Housing Authority will eliminate Utility Reimbursement payments when the Utility Reimbursement Allowance is less than \$50.00. This will reduce the amount of fees the SCHA must pay the bank each month when families do not cash their UR checks and SCHA has to reissue the check.

C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).

1. Tenant Rent Policies	
b. Tiered Rent (HCV)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
f. Minimum Rent (HCV)	Not Currently Implemented
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Not Currently Implemented
l. Fixed Subsidy (HCV)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Plan to Implement in the Submittal Year
o. Initial Rent Burden (HCV)	Currently Implementing
q. Imputed Income (HCV)	Not Currently Implemented
s. Elimination of Deduction(s) (HCV)	Not Currently Implemented
u. Standard Deductions (HCV)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented
2. Payment Standards and Rent Reasonableness	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Not Currently Implemented
b. Payment Standards- Fair Market Rents (HCV)	Not Currently Implemented
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third-Party Requirement (HCV)	Not Currently Implemented
3. Reexaminations	
b. Alternative Reexamination Schedule for Households (HCV)	Currently Implementing
d. Self-Certification of Assets (HCV)	Currently Implementing
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Will implement March 2024
b. Damage Claims (HCV-Tenant-based Assistance)	Will implement March 2024
5. Housing Quality Standards (HQS)	
a. Pre-Qualifying Unit Inspections (HCV)	Will implement March 2024
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Not Currently Implemented
d. Alternative Inspection Schedule (HCV)	Not Currently Implemented
6. Short-Term Assistance	
b. Short-Term Assistance (HCV)	Not Currently Implemented
7. Term-Limited Assistance	
b. Term-Limited Assistance (HCV)	Not Currently Implemented
8. Increase Elderly Age (PH & HCV)	
Increase Elderly Age (PH & HCV)	Not Currently Implemented
9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	Not Currently Implemented
b. Increase PBV Project Cap (HCV)	Not Currently Implemented
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Not Currently Implemented
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Currently Implementing
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Not Currently Implemented
h. Limit Portability for PBV Units (HCV)	Not Currently Implemented
10. Family Self-Sufficiency Program with MTW Flexibility	
a.HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program Coordinating Committee (HCV)	Not Currently Implemented
c.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented

d.HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
11. MTW Self-Sufficiency Program	
a.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
12. Work Requirement	
b. Work Requirement (HCV)	Not Currently Implemented
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
14. Moving on Policy	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b.HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented
c.HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented
15. Acquisition without Prior HUD Approval (PH)	
16. Deconcentration of Poverty in Public Housing Policy (PH)	
17. Local, Non-Traditional Activities	
a. Rental Subsidy Programs	Not Currently Implemented
b. Service Provision	Not Currently Implemented
c. Housing Development Programs	Not Currently Implemented

C. MTW Activities Plan that Solano County Plans to Implement in the Submission Year or Is Currently Implementing

1.n. Utility Reimbursement - Solano County Housing Authority will eliminate Utility Reimbursement payments when the Utility Reimbursement Allowance is less than \$50.00. This will reduce the amount of fees the SCHA must pay the bank each month when families do not cash their UR checks and SCHA has to reissue the check.

1.o. - Initial Rent Burden (HCV)
In October 2022, the Solano County Housing Authority (SCHA) increased the 40 percent affordability cap to 50 percent at initial lease-up in order to increase housing choice for low-income households. SCHA anticipates that this will increase low-income families' ability to secure housing in low-poverty concentration and areas of opportunity.
This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Neutral (no cost implications)
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity and begin implementing the policy. SCHA data analysis confirms that 6% of participants (14 total) were able to locate housing by utilizing the increased initial rent burden from 40% to 50%.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
Maximum income-based rent percentage 50.00%

3.b. - Alternative Reexamination Schedule for Households (HCV)
In November 2022, the SCHA transitioned to conducting reexaminations at least every 36 months for families in which at least 90 percent of income is from a fixed source. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or compositions from year to year. Changing required

reexaminations for these families from every 12 months to every 36 months will reduce the administrative burden for the SCHA.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity and begin implementing. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. SCHA data analysis confirms that annuals for 33% of participants (80 total) were moved to triennials.
This MTW activity requires a Hardship Policy. The Hardship Policy is attached.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This MTW activity requires an Impact Analysis. The Impact Analysis is attached.
Recertification Schedule is Once every three years
Household may request 2 or more interim recertifications per year.
Households will be able to submit interim recertification requests to the Housing Authority between annual reexaminations.

3.d. - Self-Certification of Assets (HCV)
In October 2022, the Solano County Housing Authority (SCHA) increased the value of family assets and anticipated asset income, when applicable. The SCHA accepts the family's self-certification of income from assets of \$50,000 or less. All assets valued over \$50,000 will continue to require third-party verification.
This MTW activity serves the following statutory objectives: Cost effectiveness
This MTW activity serves the following statutory objectives: Decreased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. A total 2 % (4 participants) had assets over \$50,000.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
The dollar threshold for the self-certification of assets is \$50,000.

4.a. - Vacancy Loss (HCV-Tenant-based Assistance)
Originally planned to implement in October 2022, The Solano County Housing Authority (SCHA) planned on launching its Landlord Participation Program (LPP) Fiscal Year 2023-2024. Due to staff shortage, SCHA was unable to implement as planned. SCHA plans to implement March 2024. This includes vacancy loss payments to incentivize a landlord's continued participation in the HCV program. The SCHA will make additional payments to the landlord for SCHA related lease-up delays to encourage landlord continued participation.

This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA consulted with HUD and other MTW agencies to develop its Landlord Participation Program. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity has not been implemented yet, the SCHA does not yet have the data on how the changes have impacted program participants.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This policy applies to To all units
The types of units policy applies to:
Maximum payment to the landlord is \$ Payments to the Landlord would not exceed the equivalent of one months contract rent.
0 payments were issued under this policy in the most recently completed PHA fiscal year.
\$0 issued under this policy in the most recently completed PHA fiscal year.

4.b. - Damage Claims (HCV-Tenant-based Assistance)
Originally planned to implement October 2022, and postponed to attempt implementation in Fiscal Year 2023-2024, the Solano County Housing Authority (SCHA) planned on launching its Landlord Participation Program (LPP) to incentivize a landlord's continued participation in the HCV program. Due to staff shortage, SCHA was unable to implement. SCHA plans on implementing March 2024. If a current tenant leaves damages to a unit beyond normal wear and tear, the SCHA may process a damage claim to the landlord.
This MTW activity serves the following statutory objectives: Housing choice
This MTW activity serves the following statutory objectives: Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households
During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA consulted with HUD and other MTW agencies to develop its Landlord Participation Program. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity has not been implemented yet, the SCHA does not yet have the data on how the changes have impacted program participants.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.
This policy applies to To all units
The types of units policy applies to:
Maximum payment to the landlord is \$The amount of damage claims must not exceed the lesser of the cost of repairs or two months of contract rent.
0 payments were issued under this policy y in the most recently completed PHA fiscal year.
\$0 issued under this policy in the most recently completed PHA fiscal year.

4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)
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The Solano County Housing Authority (SCHA) plans on launching its Landlord Participation Program (LPP) March 2024 to incentivize new landlords to join the HCV program. Implementation was delayed due to staffing changes and limited staff capacity. The SCHA will provide lease-up incentive payments to landlords that place units that have not been assisted in the previous 12 months on the program.

This MTW activity serves the following statutory objectives:
Housing choice

This MTW activity serves the following statutory objectives:
Increased expenditures

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA consulted with HUD and other local MTW agencies on current best practices for landlord incentive programs. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity has not yet been implemented, the SCHA does not yet have the data on how the changes have impacted program participants. Implementation was delayed due to staffing changes and limited staff capacity.

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Solano County MTW agency
Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.

This policy applies to To all units (Display selected and additional Pop up is complex logic.)

The types of units policy applies to:

Maximum payment to the landlord is \$Payments to the landlord must be equal to no more than one month of the contract rent..

0 payments were issued under this policy y in the most recently completed PHA fiscal year.

\$0 issued under this policy in the most recently completed PHA fiscal year.

5.a. - Pre-Qualifying Unit Inspections (HCV)

Originally planned to implement in October 2022 and postponed to Fiscal Year 2023-24, the Solano County Housing Authority (SCHA) plans on offering in March 2024, pre-qualifying unit inspections (also known as a pre-inspection) on vacant units that are ready for occupancy, by request. Implementation was delayed due to staffing changes and limited staff capacity.

This MTW activity serves the following statutory objectives:
Housing choice

This MTW activity serves the following statutory objectives:
Neutral (no cost implications)

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households

During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. As the activity has not yet been implemented, the SCHA does not yet have the data on how the changes have impacted program participants.

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Solano County MTW agency
Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.

The pre-inspection is valid for 90 days.

9.e. - Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)

In July 2022, the SCHA implemented its Project-Based Voucher (PBV) program which included allowing shared housing as a housing type eligible under the PBV program. Allowing shared housing as an eligible PBV housing type will increase housing options for homeless Veterans in the SCHA jurisdiction.

<p>This MTW activity serves the following statutory objectives: Housing choice</p>
<p>This MTW activity serves the following statutory objectives: Increased expenditures</p>
<p>An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households. The MTW activity applies to all assisted households</p>
<p>During the last fiscal year, the SCHA worked on amending its Administrative Plan to incorporate the policies needed to implement this activity. The SCHA also worked with its client management software provider to ensure that necessary updates needed to the software to track these changes could be incorporated. (The project based vouchers were awarded to a property located in Rio Vista, CA. It has been difficult utilizing all of the 6 vouchers. Veterans issued the project-based vouchers have limited access to transportation and medical providers.</p>
<p>No hardship were requested in the most recent fiscal year.</p>
<p>In the prior year, under this activity, Solano County MTW agency Received 0 hardship requests Approved hardship requests Denied hardship requests There is\are hardship requests pending.</p>
<p>The MTW agency anticipates 0 number of shared housing units in the fiscal year.</p>
<p>The MTW agency assisted 6 number of shared housing units in the most recently completed PHA fiscal year.</p>
<p>The MTW agency anticipates 0 number of manufactured housing units in the fiscal year.</p>
<p>The MTW agency assisted 0 number of manufactured housing units in the most recently completed PHA fiscal year.</p>

D.	Safe Harbor Waivers.
D.1	Safe Harbor Waivers seeking HUD Approval: No Safe Harbor Waivers are being requested.

E.	Agency-Specific Waiver(s).
E.1	Agency-Specific Waiver(s) for HUD Approval: The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, Agency-Specific Waivers may be requested. No Agency-Specific Waivers are being requested.
E.2	Agency-Specific Waiver(s) for which HUD Approval has been Received: MTW Agency does not have approved Agency-Specific Waivers

F.	Public Housing Operating Subsidy Grant Reporting.
F.1	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
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G.	MTW Statutory Requirements.	
G.1	75% Very Low Income – Local, Non-Traditional. HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
	80%-50% Area Median Income	
	49%-30% Area Median Income	
	Below 30% Area Median Income	
	Total Local, Non-Traditional Households	0

*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Establishing Reasonable Rent Policy.

G.3	Substantially the Same (STS) – Local, Non-Traditional.	
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	# of unit months	
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	# of unit months	

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?

G.4	Comparable Mix (by Family Size) – Local, Non-Traditional.	
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix' of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.		
		Occupied Number of Local, Non-Traditional units by

Family Size:	Household Size
1 Person	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
Totals	0

H.	Public Comment
Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.	

I.	Evaluations.

MTW CERTIFICATIONS OF COMPLIANCE**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF PUBLIC AND INDIAN HOUSING****Certifications of Compliance with Regulations:
Board Resolution to Accompany the MTW Supplement to the Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairperson or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the MTW Supplement to the Annual PHA Plan for the MTW PHA Fiscal Year beginning (), hereinafter referred to as "the MTW Supplement", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the MTW Supplement and implementation thereof:

- (1) The PHA made the proposed MTW Supplement and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the MTW Supplement and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board(s) or tenant associations, as applicable) before approval of the MTW Supplement by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the annual MTW Supplement.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the MTW Supplement in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) all regulations implementing these authorities; and other applicable Federal, State, and local civil rights laws.
- (5) The MTW Supplement is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The MTW Supplement contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the MTW Supplement is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing, which means that it will: (i) take meaningful actions to further the goals identified by the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150-5.180 and 903.15; (ii) take no action that is materially inconsistent with its obligation to affirmatively further fair housing; and (iii) address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3) and 903.15(d). Note: Until the PHA is required to submit an AFH, and that AFH has been accepted by HUD, the PHA must follow the certification requirements of 24 CFR 903.7(o) in effect prior to August 17, 2015. Under these requirements, the PHA will be considered in compliance with the certification requirements of 24 CFR 903.7(o)(1)-(3) and 903.15(d) if it: (i) examines its programs or proposed programs; (ii) identifies any impediments to fair housing choice within those programs; (iii) addresses those impediments in a reasonable fashion in view of the resources available; (iv) works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and (v) maintains records reflecting these analyses and actions.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 2 CFR 200.333-200.337 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of housing quality standards as required in PIH Notice 2011-45, or successor notice, for any local, non-traditional program units. The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Moving to Work Operations Notice in a manner consistent with its MTW Supplement and will utilize covered grant funds only for activities that are approvable under the Moving to Work Operations Notice and included in its MTW Supplement. MTW Waivers activities being implemented by the agency must fall within the safe harbors outlined in Appendix I of the Moving to Work Operations Notice and/or HUD approved Agency-Specific or Safe Harbor Waivers.
- (23) All attachments to the MTW Supplement have been and will continue to be available at all times and all locations that the MTW Supplement is available for public inspection. All required supporting documents have been made available for public inspection along with the MTW Supplement and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its MTW Supplement and will continue to be made available at least at the primary business office of the MTW PHA.

MTW PHA NAME

MTW PHA NUMBER/HA CODE

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

NAME OF AUTHORIZED OFFICIAL

TITLE

SIGNATURE

DATE

** Must be signed by either the Chairperson or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairperson or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

**Solano County Housing Authority
Annual and MTW Supplemental Plan
Virtual Resident Advisory Board (RAB)/Community Outreach Meeting
Scheduled March 6, 2024 at 2 pm**

Draft Annual Plan and Draft MTW Supplemental Plan for Fiscal Year 2024/2025 were presented and discussed.

Presenter(s): Celinda Aguilar-Vasquez – Housing Services Administrator

of Participants: 0 (5 RAB members invited)

Comments Received: None

Note: SCHA Staff reached out to RAB members to receive comments by phone. No comments were received.

Listing Voucher Types and Numbers from HUD

Regular HCV Vouchers	251	Provide financial assistance to qualified low income tenants
Tenant Protection Vouchers	19	Ensures that displacement of low income residents does not occur as a result of various actions resulting in a loss of subsidy assistance
Veterans Affairs Supportive Housing (VASH) Vouchers	45	Provides financial assistance to homeless veterans and their families
Mainstream Vouchers	50	Provides financial assistance to households that include a non-elderly person with a disability
Mainstream CARES Vouchers	3	Provides financial assistance to household that include a non-elderly person with a disability that has been impacted by the coronavirus
Total	368	

Note: On March 8, 2022, the SCHA Board approved revisions to the Administrative Plan to allow up to 60 HCV Vouchers to be converted to Project Based Vouchers (PBVs).

Attachment E

Locations where the public can obtain a copy of the Annual and MTW Plan

City of Vacaville Housing Authority office

Housing Agency Plan elements that have been revised since the last Annual Plan

There are no revisions since the last Annual Plan

Progress made in meeting the goals and objectives described in the 5-year plan

Goal 1: Expand and increase the supply of assisted housing choices:

- Reviewed and increased payment standards to ensure families have a reasonable selection of housing in a range of neighborhoods, allowing families to rent units in more desirable areas.*
- Continued to administer the Section 8 Homeownership Program.*

Goal 2: Improve the quality of assisted housing and customer service:

- Continued reviewing and updating current procedures and implementing improvements to the participant file process.*
- Provided on-going trainings/guidance to staff on HUD regulation updates, program guidelines, rules and procedures.*
- Continued to streamline administrative processes to make forms easier to complete as well as posting forms and program information on the SCHA website.*

Goal 3: Provide an improved living environment

- Continued to conduct outreach to build relationships with owners, affordable housing resource agencies, neighborhood centers and social services agencies whose mission is to improve neighborhoods, provide affordable housing and provide access to social services, recreation and educational opportunities.*
- Continued to promote and encourage families to move to higher income areas and to provide updated citywide apartment and realtor listings.*
- Continued conducting quality control review of case files to make sure that at least 98% of HQS deficiencies are corrected timely.*

Goal 4: Promote self-sufficiency and asset development of assisted households:

- *Encouraged all program participants to enroll in the Family Self-Sufficiency Program without limiting the number of eligible families.*
- *The Self-Help Center continued to be available for participants to apply for jobs and access a variety of programs and supportive services that promote self-sufficiency.*
- *Provided referrals to elderly and disabled families to organizations that provide supportive services for senior and disabled persons.*
- *Provided referrals to the Vacaville Housing Counseling Center which provides workshops and/or on-to-one training on wealth management, first-time homebuyer, and credit repair.*

Goals and objectives for the upcoming year

Continue towards goal to lease up 80% of new vouchers allocated during the 24-25 Program year

Expand landlord participation in the HCV Program

Realign staff to meet the needs of the MTW Activities

Continue transition of SCHA to MTW Agency

New Activities planned in the upcoming year

- *Landlord Leasing Incentives – By combining the activities available under the Landlord leasing Incentives category, the SCHA will launch its Landlord Partnership Program (LPP). The LPP is aimed at expanding rental opportunities for families holding housing choice vouchers by making landlord participation in the program more attractive. The LPP will provide financial incentives to landlords who rent to housing choice voucher participants in the form of vacancy payments, damage claims funds, and additional lease-up incentives to landlords with new units.*
- *Housing Qualify Standards – In conjunction with the LPP, the SCHA will conduct pre-qualifying unit inspections for landlords that are willing to participate in the program but have not yet identified an eligible tenant. Conducting pre-qualifying inspections supports the recruitment of new landlords and units as well as retaining existing units within the portfolio of available housing.*

Findings (if any) of the SCHA's most recent financial audit

No findings

SCHA MTW Demonstration Narrative

The Solano County Housing Authority (SCHA) exists to serve our community's housing needs using all resources available. Participation in the Department of Housing and Urban Development's (HUD) Moving-to-Work (MTW) demonstration provides the SCHA with the ability to make the best use of existing program funds to assist the City of Dixon, City of Rio Vista, and the unincorporated areas of Solano County's very low- and low-income residents to obtain safe, decent, and affordable housing. Participation in the MTW demonstration supports the SCHA's goal to provide affordable housing opportunities through creative partnerships with public and private collaborators. Participation in the MTW demonstration also expands the SCHA's ability to provide participants with opportunities to achieve self-sufficiency. The SCHA is able to utilize the benefits of the Moving-to-Work (MTW) to meet the three statutory objectives of the MTW Demonstration Program in the following ways:

Cost-Effectiveness -

Reexaminations: SCHA is transitioning to requiring reexaminations every 36 months for families in which at least 90 percent of income is from a fixed source. The reexamination process can be cumbersome for persons who are elderly and/or disabled families that may have sight, hearing, cognitive, and/or mobility, etc. issues, or other families in which at least 90% of their income is from a fixed source. This burden can be removed as these families have few, if any, changes in household income and/or composition from year to year. Changing required reexaminations for these families from every 12 months to every 36 months will also reduce the administrative burden for the SCHA.

Self-Certification of Assets: The SCHA has increased the value of family assets and anticipated asset income, when applicable. The SCHA will accept the family's self-certification from \$5,000 or less to \$50,000 or less. All assets valued over \$50,000 will continue to require 3rd party verification.

Self-Sufficiency -

Funding flexibility and streamlining administrative processes allow the SCHA to expand resources and staff assistance provided to program participants during the housing search process. Activities may include expanded briefing topics/activities such as warm referrals to rental and/or utility deposit assistance, developing a rental profile, practicing completing rental applications, and/or reviewing credit/rental history.

Housing Choice -

Tenant Rent Policies: The SCHA increased the 40 percent affordability cap to 50 percent at initial lease-up in order to increase housing choice for low-income households. This has increased low-income families' ability to secure housing in low-poverty concentration and areas of opportunity.

Landlord Leasing Incentives: By combining the activities available under the Landlord Leasing Incentives category, the SCHA had planned to launch its Landlord Partnership Program (LPP) in Fiscal year 2022-2023. Due to staffing challenges involving limited

capacity, the SCHA was unable to implement as planned. The SCHA plans on implementing this fiscal year. The LPP is aimed at expanding rental opportunities for families holding housing choice vouchers by making landlord participation in the program more attractive. The LPP provides financial incentives to landlords who rent to housing choice voucher participants in the form of vacancy payments, damage claims funds, and additional lease-up incentives to landlords with new units.

Housing Quality Standards: In conjunction with the LPP, the SCHA will conduct pre-qualifying unit inspections for landlords that are willing to participate in the program but have not yet identified an eligible tenant. Conducting pre-qualifying inspections supports the recruitment of new landlords and units as well as retaining existing units within the portfolio of available housing. The SCHA was unable to implement as planned in Fiscal year 2022-2023 due to limited staff capacity.

Proposed MTW Waivers and Associated MTW Activities

No MTW Waivers; see MTW Demonstration Narrative above for MTW Activities

Safe Harbor Waivers (if applicable)

None

Agency-Specific Waivers (if applicable)

None

Certification of Compliance with Housing Agency Plans and Related Regulations and Resident Advisory Board recommendations.

Attached to Staff Report

Solano County Housing Authority

NOTICE OF PUBLIC HEARING AND AGENCY PLAN AVAILABILITY

On Tuesday, April 9, 2024 the Solano County Housing Authority (SCHA) will hold a public hearing at 9:00 a.m. at the Government Center, 675 Texas St. Fairfield to obtain citizens' input on:

- 1. Public Housing Authority Administrative Plan, Annual Plan and Move-To-Work (MTW) Supplemental Plan:** The Administrative Plan is designed to establish policies for carrying out the Section 8 tenant-based assistance programs in a manner consistent with HUD regulations and local goals and objectives. The Annual Plan is part of the 5-year plan and details the SCHA's strategies to meet the goals and objectives of the 5-Year plan during Fiscal Year 2024-2025 (July 1, 2024 – June 30, 2025). The MTW Supplemental Plan describes SCHA's proposed activities designed to (1) reduce costs and achieve greater cost effectiveness in Federal expenditures, (2) increase self-sufficiency among families served, and (3) increase housing choices for low-income families.

To submit comments verbally from your phone during the meeting you may do so by dialing 1-415-655-0001 and using Access Code 2632 043 6228 on your phone. No attendee ID number is required. Once you enter the meeting you will be able to hear the meeting and will be called upon to speak during the public speaking period.

Copies of the Administrative, Annual and MTW Plans will be available for public review on the City of Vacaville website at www.cityofvacaville.com and at the Housing and Community Services Department, 40 Eldridge Avenue, Suite 2, from Friday, February 16, 2024 through Monday, April 1, 2024. All residents and organizations are invited to participate in the Annual Plan development process and the SCHA will consider comments in finalizing these documents.

If you have any questions or would like further information, please call the Solano County Housing Authority at (707) 449-5675. The hearing impaired may call (707) 449-5680 with a TDD for more information about the public hearing and the 5-Year and Annual Plans.

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this hearing and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. If you plan to attend this hearing and need a language interpreter, please call the Solano County Housing Authority at 707-449-5675 at least 4 days in advance.

The Housing Authority does not discriminate on the basis of race, color, sex, gender identity, religion, familial status, age, disability, national origin, sexual orientation, marital status, ancestry, source of income, and arbitrary discrimination. It is the Housing Authority's policy to provide reasonable accommodation to persons with disabilities so that they may fully access and utilize the housing programs and related services. If you need assistance accessing our offices at the Vacaville Social Service Center, feel that you need a reasonable accommodation, or believe you have been subject to unlawful discrimination, please contact the 504 Coordinator at (707) 449-5675, (TTY (707) 449-5680, California Relay System 711). If you feel you have been excluded from participation in, denied the benefits of, or been subjected to discrimination by the Housing Authority due to a disability, you may request a copy of the Housing Authority's Grievance Policy.



Solano County

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Agenda Submittal

Agenda #: 14 **Status:** Closed Session
Type: Closed Session **Department:** Clerk of the Board of Supervisors
File #: 24-257 **Contact:** Alicia Draves, 784-6125
Agenda date: 04/09/2024 **Final Action:**

Title: CONFERENCE WITH LABOR NEGOTIATORS (Pursuant to Government Code § 54957.6): Solano County representatives: Director of Human Resources Niger Edwards, Assistant Director of Human Resources David Pak, County Administrator Bill Emlen, Assistant County Administrator Debbie Vaughn, Assistant County Administrator Ian Goldberg. Employee organizations: Service Employees International Union, Local #1021 for Units 2, 7 and 9 (Nurses, Technical, General Service, and Clerical), Association of Mid-Management Professionals at Solano County for Unit 16, and Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists)

Governing body: Board of Supervisors
District: All
Attachments:

Date:	Ver.	Action By:	Action:	Result:
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Published Notice Required? Yes ___ No X
Public Hearing Required? Yes ___ No X