

# Solano County

675 Texas Street  
Fairfield, California 94533  
[www.solanocounty.com](http://www.solanocounty.com)



## Agenda - Final

Tuesday, April 4, 2017

9:00 AM

Board of Supervisors Chambers

### Board of Supervisors

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

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

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

*James P. Spering (Dist. 3)*  
(707) 784-6136

*Skip Thomson (Dist. 5)*  
(707) 784-6130

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

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 and is an accessible facility. If you wish to attend this meeting 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.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Solano County Government Center, 6th Floor Receptionist's Desk, 675 Texas Street, Fairfield, during normal business hours.

If you wish to address any item listed on the Agenda, or Closed Session, please submit a Speaker Card to the Board Clerk before the Board considers the specific item. Cards are available at the entrance to the Board chambers. Please limit your comments to three minutes. For items not listed on the Agenda, please see items from the public below.

## **AGENDA**

**CALL TO ORDER - 9:00 A.M.**

**ROLL CALL**

**SALUTE TO THE FLAG AND A MOMENT OF SILENCE**

**PRESENTATIONS**Health and Social Services:

- 1      [17-234](#)      Adopt and present a resolution and plaque of appreciation honoring Lisa Simpkins, Clerical Operations Supervisor, upon her retirement from the Health & Social Services Department, Employment & Eligibility Services Division, with over 34 years of dedicated service to Solano County (Supervisor Hannigan)
- Attachments:**    [A - Resolution](#)

Health and Social Services:

- 2      [17-233](#)      Adopt and present a resolution recognizing April 3-9, 2017 as Public Health Week in Solano County (Supervisor Brown)
- Attachments:**    [A - Resolution](#)

District Attorney:

- 3      [17-226](#)      Adopt and present a resolution recognizing April 2-8, 2017 as National Crime Victims' Rights Week (Supervisor Thomson)
- Attachments:**    [A - Resolution](#)

First 5 Solano:

- 4      [17-227](#)      Adopt and present a resolution proclaiming April 2017 as "Children's Month" in Solano County to commemorate observances for children during the month of April (Supervisor Hannigan)
- Attachments:**    [A - Resolution](#)

County Administrator:

- 5      [17-220](#)      Adopt and present a resolution recognizing April 2017 as National County Government Month in Solano County (Supervisor Spering)
- Attachments:**    [A - Resolution](#)

**ITEMS FROM THE PUBLIC**

*This is your opportunity to address the Board on a matter not listed on the Agenda, but it 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 three minutes. The Board will hear public comments for up to fifteen 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**Human Resources:

- 6      [17-177](#)      Adopt the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy, as amended and consistent with current state law; and Dissolve the Minority Task Force (EEO Committee) that has been inactive for two years by terminating the 1992 Memorandum of Understanding between the County of Solano and the Minority Task Force

**Attachments:**    [A - County EEO Policy Redlined](#)  
                              [B - County EEO Policy Final](#)  
                              [C - Minority Task Force MOU](#)

Auditor-Controller:

- 7      [17-217](#)      Accept the Quarterly Review of the Statement of Assets of the Solano County Treasury as of December 31, 2016

**Attachments:**    [A - Treasury Review Report](#)

Health and Social Services:

- 8      [17-189](#)      Adopt a resolution and plaque of appreciation honoring Gary Bubar, Welfare Fraud Investigator, upon his retirement from the Health & Social Services Department, Special Investigations Bureau with over 23 years of dedicated service to Solano County

**Attachments:**    [A - Resolution](#)



**MISCELLANEOUS ITEMS**Board of Supervisors:

- 13     [17-205](#)     Approve the appointment of Dave Marianno to the Montezuma Fire Protection District Commission, representing District 5, for a four year term to expire March 1, 2021

Resource Management:

- 14     [17-232](#)     Adopt a resolution reappointing Greg Pirie to serve in the technical expert position and appointing Victor Johnson to serve in the public at large position, on the Solid Waste Independent Hearing Panel, for terms to expire April 4, 2021

Attachments:    [A - Resolution](#)  
                          [B - Biographies](#)

**REGULAR CALENDAR****Rescheduled Consent Items****Consider the following:**

- A)
- B)
- C)

**GENERAL GOVERNMENT**County Administrator/Sheriff's Office:

- 15     [17-237](#)     Review the January 18, 2017 Proclamation of Local Emergency; Adopt a resolution confirming the need for continuing the local emergency or a Proclamation Terminating the Local Emergency if the conditions merit; and Adopt a resolution designating the County Administrator as the Authorized Agent for Solano County

Attachments:    [A - Proclamation Terminating Local Emergency](#)  
                          [B - Resolution - Authorized Agent](#)  
                          [C - Solano County Proclamation of Local Emergency](#)

Information Technology - Register of Voters/Auditor-Controller/Treasurer - Tax Collector - County Clerk/Assessor - Recorder:

- 16      [17-218](#)      Receive a report on the history and status of the Solano County Integrated Property Tax System (SCIPS); Authorize departments to proceed with the replacement of SCIPS; Authorize the creation of a designated reserve fund for the SCIPS multiyear replacement project in the amount of \$10,000,000; Delegate authority to the County Administrator to enter into a contract with Thomson Reuters Incorporated for an amount not to exceed \$3,908,104; Delegate authority to the County Administrator to enter into contracts with technology service companies to assist with data conversion activities in an amount not to exceed \$500,000; and Authorize the County Administrator to approve contract change orders of up to 10% of the contract amount

Attachments:    [A - Estimated Project Cost](#)  
                          [B - Counties Served](#)  
                          [C - Proposal](#)  
                          [D - Presentation](#)

## BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

### ADJOURN:

*To the Board of Supervisors meeting of April 11, 2017 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, CA*



# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

**Agenda #:** 1 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** Health and Social Services  
**File #:** 17-234 **Contact:** Gerald Huber, 784-8400  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt and present a resolution and plaque of appreciation honoring Lisa Simpkins, Clerical Operations Supervisor, upon her retirement from the Health & Social Services Department, Employment & Eligibility Services Division, with over 34 years of dedicated service to Solano County (Supervisor Hannigan)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - 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 Department of Health and Social Services (H&SS) recommends the Board adopt and present a resolution and plaque of appreciation honoring Lisa Simpkins, Clerical Operations Supervisor, upon her retirement from the Health & Social Services Department, Employment & Eligibility Services Division, with over 34 years of dedicated service to Solano County.

### SUMMARY/DISCUSSION:

Ms. Simpkins began her career on September 27, 1982 as a Typist Clerk III in the Agriculture Department located on West Texas St. in Fairfield where, over the years, her job title changed to Clerical Support Specialist and then to Office Assistant II. In 2001, Ms. Simpkins joined the Sheriff's Office in the newly formed Cash Handling office before transferring to the Alternative Sentencing office to handle cash and take fees.

In 2005, Ms. Simpkins promoted to Office Assistant III in H&SS' Employment & Eligibility Services (E&E) Division. Shortly after joining E&E, she became the Bureau OA III for Medi-Cal at the Georgia Street office in Vallejo. In 2008, Ms. Simpkins again promoted and assumed a new leadership role as Clerical Operations Supervisor in the Reception Unit in the Vallejo Regional office. Ms. Simpkins eventually went on to be the Clerical Operations Supervisor in the Vallejo Clerical Pool of E&E.

Ms. Simpkins's dedication and commitment to clients and to Solano County has made a difference in the lives of residences and employees. She is a positive and upbeat supervisor and inspires her staff to maintain the highest standards of professionalism and courtesy promoting a supportive work environment for everyone who enters the office.

Ms. Simpkins has retired effective March 18, 2017 with over 34 years of dedicated service to Solano County.

### FINANCIAL IMPACT:

The cost of providing the plaque is included in the County's FY2016/17 Approved Budget. There is no additional impact to the County General Fund.

**ALTERNATIVES:**

The Board may choose not to adopt the resolution and plaque of appreciation honoring Lisa Simpkins. This is not recommended as it is an opportunity to acknowledge the dedicated service of Solano County employees.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENT RECOMMENDATION**

# *Resolution No. 2017 -*

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
HONORING LISA SIMPKINS FOR OVER 34 YEARS OF DEDICATED SERVICE  
UPON HER RETIREMENT FROM THE HEALTH AND SOCIAL SERVICES DEPARTMENT  
EMPLOYMENT AND ELIGIBILITY SERVICES DIVISION**

**WHEREAS**, Lisa Simpkins began her career on September 27, 1982 as a Typist Clerk III in the Agriculture Department located on West Texas St. in Fairfield where, over the years, her job title changed to Clerical Support Specialist and then to Office Assistant II; and

**WHEREAS**, in 2001, Ms. Simpkins joined the Sheriff's Office in the newly formed Cash Handling office before transferring to the Alternative Sentencing office to handle cash and take fees; and

**WHEREAS**, In 2005, Ms. Simpkins promoted to Office Assistant III in Solano County Health and Social Services, Employment and Eligibility Division and shortly after joining E&E, she became the Bureau OA III for Medi-Cal at the Georgia Street office in Vallejo; and

**WHEREAS**, in 2008, Ms. Simpkins was promoted again and assumed a new leadership role as Clerical Operations Supervisor in the Reception Unit in the Vallejo Regional office and eventually went on to be the Clerical Operations Supervisor in the Vallejo Clerical Pool of Employment and Eligibility where she worked for 5 years; and

**WHEREAS**, Ms. Simpkins's dedication and efforts have made a difference in the lives of Solano County residents who need assistance with meeting basic needs such as food, shelter, health care and transportation; and

**WHEREAS**, Ms. Simpkins's hard work has supported the mission of Solano County Health and Social Services to enhance human well-being, paying particular attention to the needs and empowerment of people who are living in poverty and are vulnerable. Her influence has promoted a positive and supportive work environment for our clientele, staff, coworkers and peers.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby commends Lisa Simpkins for over 34 years of outstanding and dedicated service to Solano County and wish her well in her retirement and future endeavors.

Dated this 4<sup>th</sup> day of April, 2017

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



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## Agenda Submittal

**Agenda #:** 2 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** Health and Social Services  
**File #:** 17-233 **Contact:** Gerald Huber, 784-8400  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt and present a resolution recognizing April 3-9, 2017 as Public Health Week in Solano County (Supervisor Brown)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - 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 Department of Health & Social Services (H&SS) recommends the Board adopt and present a resolution recognizing April 3-9, 2017 as National Public Health Week in Solano County.

### **SUMMARY:**

During the past 20 years, the first week of April has been designated as National Public Health Week (NPHW) by the American Public Health Association (APHA). NPHW brings together communities across the United States (U.S.) to recognize the contributions of public health and highlight issues that are important to improving our nation. The NPHW theme is *Healthiest Nation 2030* and the goal is to encourage individuals and communities to help make the U.S. the Healthiest Nation in One Generation. Health & Social Services (H&SS) will host activities throughout the month of April to focus on the NPHW theme and the services provided by Solano Public Health.

### **FINANCIAL IMPACT:**

The H&SS staff time associated with these events is budgeted within the Department's FY2016/17 budget. There is no impact to the County General Fund.

### **DISCUSSION:**

Each year, the American Public Health Association (APHA) selects different public health issues around which to rally together and focus efforts to protect the nation's health. APHA's goal is to continue its broad vision to make America the healthiest nation in one generation by building on the National Prevention Strategy to improve health and wellness. This year's theme of *Healthiest Nation 2030* encourages individuals and communities to make eating healthy and being active an everyday way of life.

According to the APHA, the U.S. spends more on health care than other comparable countries, with numerous studies indicating we live shorter lives and struggle with more health issues including obesity, infant mortality, diabetes, heart disease and more. As a result, the APHA believes this to be the defining challenge of our generation - and one that we, the public health community, are uniquely positioned to overcome.

In recognition of National Public Health Week and promoting *Healthiest Nation 2030*, the following events are planned for the month of April 2017 in Solano County:

#### Child Safety Seat Demonstrations

Provides free car seat classes and inspections at the following locations:

- Thursday, April 6<sup>th</sup> from 9:30 a.m. to 12:00 p.m. in Vallejo
- Monday, April 10<sup>th</sup> from 10:00 a.m. to 12:00 p.m. in Fairfield
- Wednesday, April 26<sup>th</sup> from 12:00 p.m. to 5:00 p.m. in Dixon

#### Confidential and Free HIV and Hepatitis C Rapid Testing

Mobile HIV testing is provided at various locations throughout the county, including:

- Wednesdays, April 5<sup>th</sup> and April 19<sup>th</sup> from 5:00 p.m. to 7:00 p.m. at 2201 Courage Dr., Fairfield
- Thursdays, April 13<sup>th</sup> and April 27<sup>th</sup> from 5:00 p.m. to 7:00 p.m. at 365 Tuolumne St., Vallejo

#### Mobile Dental and Primary Care Van

Family Health Services' Mobile Dental and Primary Care Vans will visit Mission Solano, Dixon Family Services, Global Success Center, Rio Vista CARE, and First Baptist Church in Vallejo in the month of April.

#### Safety Assembly and Bike Rodeo

Assemblies educate students about pedestrian and bicycle safety and Bike Rodeos provide a fun training course to teach kids safety skills including the rules of the road and how to check bikes for hazards such as wobbly seats or worn brakes:

- Tuesday, April 11<sup>th</sup> and Wednesday, April 12<sup>th</sup> in Dixon

#### A Walk with the Health Officer

Solano County employees are invited to take a walk with the Solano County Health Officer during National Public Health Week. These brief walks around the Fairfield, Vacaville & Vallejo H&SS campuses encourage staff to go for short 15-minute walks during their breaks to incorporate physical activity into their work day.

#### WIC Parent Education Classes

WIC will provide 100 education classes in April, including Breastfeeding, WIC Orientation, Baby Behaviors for Pregnant and Postpartum Moms, Feeding Your Infant, Feeding Your Older Infant and Breakfast Buzz to WIC clients in Dixon, Fairfield, Vacaville and Vallejo.

In addition, the Department will provide outreach to local media outlets to increase awareness of the theme and events for the month. H&SS employees will also receive daily emails with tips and ideas about how every member of the community can improve their health.

#### **ALTERNATIVES:**

The Board may choose not to adopt this resolution. This is not recommended because this is an opportunity to raise awareness of issues important to improving the public's health.

#### **OTHER AGENCY INVOLVEMENT:**

H&SS will partner with various Solano County agencies to promote Public Health Week, including Mission Solano, Dixon Family Services, Global Success Center, Rio Vista CARE, and First Baptist Church in Vallejo.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2017-\_\_

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS DECLARING APRIL 3-9, 2017 AS SOLANO COUNTY PUBLIC HEALTH WEEK

**WHEREAS**, the American Public Health Association has declared April 3-9, 2017 as National Public Health Week; and

**WHEREAS**, the Solano County Health and Social Services Department, Public Health Division will observe April 3-9, 2017 as Public Health Week and join other California counties, California Department of Public Health, and other states and counties across the nation in this observance; and

**WHEREAS**, this year's theme is *Healthiest Nation 2030* with the goal of encouraging individuals and communities to help make the U.S. the "Healthiest Nation in One Generation"; and

**WHEREAS**, achieving this goal has become increasingly challenging due to disparities in health outcomes among certain populations, specifically along racial and socio-economic lines; and

**WHEREAS**, Solano Public Health is partnering with communities to identify and address the barriers to health through community-based interventions and national best-practices; and

**WHEREAS**, the Health Promotion & Community Wellness Bureau has partnered with three (3) local store owners and several community groups to increase access to healthy snacks and fresh produce in food deserts and low income areas; and

**WHEREAS**, the Maternal, Child & Adolescent Health Bureau joined a national partnership with CityMatch and the Equity Institute designed to strengthen the evidence base for achieving equity in birth outcomes in urban cities where large disparities exist among racial populations; and

**WHEREAS**, the Communicable Disease Bureau is collaborating with Planned Parenthood and the National Association for the Advancement of Colored People (NAACP) to reduce high rates of sexually transmitted diseases, targeting African American youth; and

**WHEREAS**, Solano County's Women, Infants, and Children (WIC) Breastfeeding Peer Counselor program works with low-income mothers to provide prenatal education & support, and frequent early postpartum contacts to encourage women to breastfeed their infants, a rate that has improved from 15.9% in 2010 to 22.5% in 2016.

**NOW, THEREFORE, BET IT RESOLVED**, the Solano County Board of Supervisors hereby declares April 3-9, 2017 as "Solano County Public Health Week" and commits to the advancement of health equity in Solano County.

Dated this 4<sup>th</sup> day of April, 2017

\_\_\_\_\_  
JOHN M. VASQUEZ, Chairman  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

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## Agenda Submittal

**Agenda #:** 3 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** District Attorney  
**File #:** 17-226 **Contact:** Krishna Abrams, 784-6800  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt and present a resolution recognizing April 2-8, 2017 as National Crime Victims' Rights Week (Supervisor Thomson)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - Resolution](#)

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

### **DEPARTMENTAL RECOMMENDATION:**

The District Attorney recommends that the Board of Supervisors adopt and present a resolution recognizing April 2-8, 2017 as National Crime Victims' Rights Week.

### **SUMMARY/DISCUSSION:**

For over three decades, National Crime Victims' Rights Week has successfully promoted awareness for victims' rights and services and honored countless crime victims and survivors. This year's theme -"Strength. Resilience. Justice," calls on us to expand the vision that inspired the movement and celebrate the progress achieved to date. It captures the spirit and resolve needed to realize our common goal of reaching each victim in need of hope and help, one victim at a time.

Although there is much to celebrate within the victim rights movement, we face multiple, complex challenges in reaching out to victims. New types of crime have emerged and proliferated as a result of changes brought about by technology, globalization, and demographics in our society. Meanwhile, long-standing types of victimization endure, demanding a renewed commitment to action.

Solano County's Crime Victim Assistance Unit in the District Attorney's Office works with victims and witnesses of homicide, robbery, adult and child sexual assaults, domestic violence, stalking, elder abuse, child molest and physical abuse. Solano County Crime Victim Assistance Unit worked with over 637 new victims of crime in calendar year 2016. The Unit is primarily supported by grant funding through the California Office of Emergency Management Agency.

During the downturn of the economy that resulted in budget cuts and layoffs, the Crime Victim Assistance Unit struggled to operate with only three Crime Victim Assistants; the Unit has since recovered and has allocated eight Crime Victim Assistants positions to work with victims and witnesses throughout Solano County.

**FINANCIAL IMPACT:**

The cost of providing the resolution is included in the department budget and has no additional impact to the General Fund.

**ALTERNATIVE:**

The Board may choose not to present a resolution recognizing April 2-8, 2017 as National Crime Victims' Rights Week. This is not recommended.

**OTHER AGENCY INVOLVEMENT:**

The District Attorney's Office of Family Violence Prevention and Solano County Family Justice Center works with community partners and other County departments to identify and assist victims and witnesses of crimes.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2017 -

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING THE WEEK OF APRIL 2-8, 2017 AS NATIONAL CRIME VICTIMS' RIGHTS WEEK IN SOLANO COUNTY

**WHEREAS**, every year, National Crime Victims' Rights Week revisits crime victims' decades-long struggle to achieve justice; and

**WHEREAS**, to the founders of the victims' rights movement, justice meant every victim would receive the help they need in the aftermath of a crime. This year's theme: "Strength. Resilience. Justice" recommits our nation to realizing this ideal; and

**WHEREAS**, during a one-year period, 7.5 million people ages 18 or older in the United States were stalked and only 44% of victims of violent crimes reported the crime to the to the police; and

**WHEREAS**, in 2014, victims age 12 or older experienced a total of 150,420 rapes or sexual assaults and 113,030 persons over the age of 65 were victims of violent crime; and

**WHEREAS**, in the most recent report issued in 2014 for crimes both reported and not reported to the police, the total economic loss to victims for property crime amounted to \$15.5 billion; and

**WHEREAS**, the Solano County's Crime Victim Assistance Unit worked with over 637 new victims and witnesses to homicide, robbery, adult and child sexual assaults, domestic violence, stalking, elder abuse, child molestation and physical abuse cases in calendar year 2016. In order for this unit to function, it is supported by grant funding through the California Emergency Management Agency.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors does hereby recognize the Solano County Crime Victim Assistance Unit for its accomplishments and proclaims April 2-8, 2017 as National Crime Victims' Rights Week.

Dated this 4<sup>th</sup> day of April, 2017

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JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

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## Agenda Submittal

**Agenda #:** 4 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** First 5 Solano  
**File #:** 17-227 **Contact:** Michele Harris, 784-1332  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt and present a resolution proclaiming April 2017 as "Children's Month" in Solano County to commemorate observances for children during the month of April (Supervisor Hannigan)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - 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:**

It is recommended that the Board of Supervisors adopt and present a resolution proclaiming April 2017 as "Children's Month" in Solano County to support celebrations that raise awareness of critical children's issues and commemorate observances for children, including:

- Child Abuse Prevention Month
- Children's Light of Hope Day (April 24)
- Children's Memorial Flag Day (April 28)
- National Library Week (April 9-15) and El Dia de los Libros (April 30)
- Month of the Military Child

### **SUMMARY/DISCUSSION:**

The Board of Supervisors is being asked to adopt a Resolution recognizing April 2017 as "Children's Month" in Solano County, to support celebrations and observances for children and acknowledge the importance of all County residents in supporting the health, safety and well-being of Solano's children by ensuring that children have a safe and nurturing environment to reach their full potential.

The Solano Children's Alliance/Solano Child Abuse Prevention Council, along with the Family Resource Center Network and other community partners, sponsor the Solano Blue Ribbon Campaign each April during Child Abuse Prevention Month to heighten Solano residents' awareness of child abuse and the need to support families in order to prevent such abuse. Children's Light of Hope Day was established by the National Court Appointed Special Advocates (CASA) Association to recognize and acknowledge the CASA volunteers, foster and adoptive parents who have opened up their hearts and homes to abused and neglected children in our community. Children's Memorial Flag Day is a remembrance of all the children whose lives were lost over the past year, but particularly those lost by violence.

Solano County Library provides library materials, resources, information, entertainment and life-long learning opportunities to enrich the lives of people of all ages in Solano County. Literacy and reading are the main underpinnings of the service goals of Solano County Library, two themes which are also celebrated during National Library Week. El Día de los Niños/El Día de los Libros emphasizes the importance of literacy for children of all cultural and linguistic backgrounds and celebrates children, families and reading.

In 1986, Defense Secretary Casper Weinberger designated April as the “Month of the Military Child” as a way to honor military children for their sacrifices and courage and to share with the world the important role military children play in the armed forces community. This brings the opportunity for community partnerships between organizations educating the public on the impact of deployment, creating community support networks, delivering educational, recreational and social outreach programs and ensuring that military youth become part of ongoing programs offered in the communities where they live.

**FINANCIAL IMPACT:**

There is no financial impact associated with adopting this resolution.

**ALTERNATIVES:**

The Board could choose not to adopt the resolution proclaiming April 2017 as “Children’s Month” in Solano County and acknowledging related observances for children. This is not recommended as this proclamation recognizes and supports awareness of children’s issues, promotes services available for children, their parents and other caregivers in the County and provides ways that community residents can support improvements in the programs and policies that enrich the quality of life for Solano’s children.

**OTHER AGENCY INVOLVEMENT:**

The Solano County Library, Solano County Health and Social Services Public Health Division, Solano County Office of Education, Solano Children’s Alliance, Help Me Grow Solano, Children’s Network of Solano County, Solano County Local Child Care Planning Council, Travis Air Force Base, Solano County Licensed Family Child Care Association, Solano District Attorney’s Office of Family Violence Prevention, Solano Coalition for Better Health, Child Haven, local school districts and many other partners have joined together to promote awareness of young children’s issues by supporting observances for the many children and families issues commemorated in April of each year. “April Children’s Month” activities are being coordinated among numerous local children’s agencies and service provider organizations.

# Resolution No. 2017 -

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS PROCLAIMING APRIL 2017 AS "CHILDREN'S MONTH" IN SOLANO COUNTY

**WHEREAS**, Solano County is committed to the improvement of health and wellness of all those who live and work in our community and acknowledges the health, safety and well-being of young children in Solano County as critical components of the Solano County Board of Supervisors' strategic plan; and

**WHEREAS**, each year since 2006 Solano County has celebrated and observed the multiple children's events in April as "Children's Month" where many community partners have joined together to expand awareness of young children's issues by promoting "April Children's Month" through public education and community events; and

**WHEREAS**, Solano Children's Alliance is sponsoring the Blue Ribbon Campaign in recognition of National Child Abuse Prevention Month to promote public awareness of the abuse and neglect of children, and the resources available to strengthen and support families; and

**WHEREAS**, across America, the National Court Appointed Special Advocates (CASA) Association and its local member organizations set aside a day in April as Children's Light of Hope Day to recognize and acknowledge the CASA volunteers, foster, and adoptive parents who have opened up their hearts and homes to abused and neglected children in communities; and

**WHEREAS**, Children's Memorial Flag Day is recognized in the United States by the Child Welfare League of America on the fourth Friday of April as a way of memorializing the thousands of children and teenagers who die each year and as a day to raise awareness about the continuing problem of violence against children; and

**WHEREAS**, Solano County Library, in conjunction with the American Library Association and public libraries across the country, celebrates April 9-15, 2017 as National Library Week and April 30, 2017 as "El Dia de los Niños/El Dia de los Libros" (Children's Day/Children's Book Day); and

**WHEREAS**, Month of the Military Child allows us to pay tribute to military children across the country for their ability to take on unique challenges and adapt to present and future changes that other youth their age never experience; and

**WHEREAS**, these observances focus on the need to give children in our community and around the country a better chance for safe and positive futures and supportive environments in which to thrive; and

**WHEREAS**, many local organizations have dedicated their efforts to ensuring that all Solano children receive the care, support and services crucial to their growth and development, to build better futures for everyone in Solano County and should be recognized for the work that occurs year-round.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby proclaims the month of April 2017 as "Children's Month" in Solano County, and encourages all residents to work to support the health, safety and well-being of children and youth in Solano County.

Dated this 4<sup>th</sup> day of April, 2017

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JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

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

## Agenda Submittal

**Agenda #:** 5 **Status:** Presentation  
**Type:** Resolution-Presentation **Department:** County Administrator  
**File #:** 17-220 **Contact:** Matthew A. Davis, 784-6111  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt and present a resolution recognizing April 2017 as National County Government Month in Solano County (Supervisor Sperring)  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - 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:**

It is recommended that the Board of Supervisors adopt and present a resolution recognizing April 2017 as National County Government Month in Solano County.

### **SUMMARY:**

April 2017 marks the 26th anniversary of National County Government Month, sponsored by the National Association of Counties (NACo) and established to increase public awareness and understanding of the value of the responsibilities vested in county government. Counties play a critical role in the lives of their residents by protecting and enhancing the health, safety and well-being of their residents in practical, cost-effective ways.

This year's National County Government Month theme is "Brilliant Ideas at Work." Solano County, like all Counties, take seriously the need to provide public health, justice, safety, infrastructure, transportation, technology, environmental stewardship and economic services and legislation that plays a key role in everything from residents' daily commutes to emergency response. Counties are committed to developing and implementing brilliant ideas that work into County government, helping streamline services and cut costs, all while serving more residents.

Solano County is one of 3,069 counties across the United States providing essential services to improve and sustain the health, safety and well-being of county residents and their communities. More than 2,700 County staff in 18 departments working diligently on a day-to-day basis to meet the challenges of providing high quality services to highly diverse populations while maintaining a high level of accountability, fiscal stability and integrity.

Today, America's county governments invest more than \$500 billion annually into local programs and services that directly affect every person in the country, including the establishment and maintenance of the

fundamental building blocks that create a safe, healthy, vibrant and resilient place to live, work, play and call home.

### **FINANCIAL IMPACT:**

There is no cost to the county with regard to the adoption of this resolution other than the staff time to prepare this report.

### **DISCUSSION:**

National County Government Month provides an opportunity to educate community residents about the role counties play in their daily lives. In addition to being one of the country's oldest forms of government, counties invest billions of dollars annually in infrastructure improvement projects, public transportation, community health clinics, parks, recreation facilities, public safety and much more.

For the 26<sup>th</sup> anniversary of National County Government Month, this year's theme is "Brilliant Ideas at Work."

In Solano County, most people recognize the role counties play in building and maintaining the vital services we have come to rely on, including roads and bridges, health and mental health services, in-home health care, libraries, parks, airports, courthouses and voting stations. In addition to providing these essential services, counties also provide a variety of programs that significantly improve the quality of life for residents, including:

#### **Number One in Serving our Veterans**

The Solano County Veteran Services Office (VSO) averages more than 60 visitors per day, making it the number one most visited VSO in the state of California. 35 percent of all veterans in Solano County receive VA benefits, nearly double the state and national average of 19 percent. With approximately 34,000 veterans and 60,000 dependents, the VSO filed more than 6,000 claims in 2016, resulting in \$193 million dollars in benefits to veterans and their families in Solano County, a 10 percent increase over 2015. Working to Eliminate Food Deserts in Solano County

#### **Working to Eliminate Food Deserts in Solano County**

On August 27, more than 450 community members, including elected officials, business leaders and health advocates met at the Solano County Fairgrounds for the first annual Food Oasis event. The event featured free food, healthy cooking demonstrations, food distribution and food storage tips. The event was successful in raising awareness of those living more than a mile away from a grocery store, limiting their access to fresh fruits and vegetables. A policy group remains active at this time to help eliminate food deserts in Solano County.

#### **Stay & Play Center Teaches Children Valuable Skills**

First 5 Solano partnered with the Solano County Library to open the first Stay and Play center at the Cordelia Library. The new center includes activities for young children to explore and play, all while learning valuable skills, such as social skills, technology and art. The center also has a computer station for parents to apply for jobs or seek community resources, including the new Career Online High School (COHS), giving adult students the opportunity to earn accredited high school diplomas and career certificates while their children are able to safely engage in age-appropriate activities.

#### **Expanding a Growing Media Collection**

The Solano County Library System continues to increase its digital presence in Solano County, giving customers access to read more books, watch more movies, listen to more music and enjoy more media on their computers, laptops, tablets, e-readers, televisions and mobile devices. In 2016 the Library nearly doubled its e-book collection, expanding from 11,000 titles to more than 19,000.

#### **Volunteers Support and Strengthen our Community**

The Board of Supervisors supports and promotes community volunteerism by strengthening leadership, encouraging innovation and empowering individuals to serve in their communities. Since volunteers are an essential component to County operations, the Board approved a three-year pilot program with the Center for Volunteer and Nonprofit Leadership (CVNL) to develop and maintain a volunteer center with opportunities in Solano County. With work beginning in December, 2016, CVNL will connect volunteers with open positions, both in County departments and local not-for-profit organizations.

### **Housing Support for Homeless Families**

The Department of Health and Social Services, Employment & Eligibility Division is committed to helping homeless families find and maintain housing. In 2016 the Department successfully obtained several grants, including \$825,000 CalWORKs Housing Support grant, \$150,000 US Department of Housing and Urban Development grant and \$110,000 Rapid Re-Housing Program grant. These funds provide wrap-around services for homeless families, and because of their efforts, Solano County successfully helped 185 homeless families find a safe and stable place to call home.

### **Streamlined Services Deliver Child Support**

The Department of Child Support Services (DCSS) was selected by the Solano County Superior Court to pilot and later implement an electronic e-filing system. The e-filing system allows DCSS and the Solano courts to electronically file forms back and forth to each other quickly, safely and securely. The new system has reduced the turn-around time from several days to less than 24-hours and the number of pieces of paper needed to complete forms. As a result, the streamlined system provides more timely delivery of child support payments to families.

### **Recovering Unclaimed Money**

Ever wonder if you are owed money for an overpayment or refund you never received? Wonder no longer. The Auditor-Controller's Office implemented an online search database to help Solano County residents search for any unclaimed money to which they may be entitled. The database currently includes more than \$250,000 of unclaimed money due to Solano County residents and businesses. Unclaimed payments range from \$2 to more than \$30,000. This free service has helped hundreds of Solano County residents reconnect with the funds they were owed.

### **County Takes Steps to Create Special Park District**

After two decades of discussion, the County is one-step closer to the possible formation of a County-wide park district. On December 13, 2016 the Board of Supervisors accepted recommendations to seek special legislation to create a dependent Regional Parks and Open Space District, to continue to develop an administrative and financing plan, and to broaden community engagement and outreach efforts.

### **Expanded Services Protects At-Risk Residents**

The Department of Health and Social Services, Behavioral Health Division recently received funding under Senate Bill 82 to enhance its existing system of crisis services. The funding was used to rehabilitate a property in Vallejo that formerly served women in various stages of recovery. The newly upgraded facility opened its doors in October and treats up to 15 individuals at a time with crisis residential services, which can last between two and four weeks. The new facility is anticipated to treat more than 360 individuals per year and is designed to protect some of the County's most vulnerable and at-risk residents.

### **Five Keys Charter School - First High School Graduates**

The Solano County Sheriff's Office made history when four County jail inmates recently completed their high school education. Accomplished while serving out their sentences, these students made exceptional use of their time. Three men and one woman at the Claybank Detention Facility - donning black caps and gowns over their traditional jail stripes - received their high school diplomas. As the first Five Keys Charter School high school graduates, these inmates now have the basic skills necessary to make it on the outside, increasing their chance for long-term success.

### **New Boat Aids Search and Rescue Efforts**

The Solano County Sheriff's Department, Office of Emergency Services purchased a new Munson 28-foot Packman Landing Craft vessel with Homeland Security grant funds to provide much needed support along the Bay and Delta region waterways throughout Solano County. The state-of-the-art vessel increases dive team efficiency and response time, allowing for deployment of search and rescue divers directly at the location needing to be searched. The vessel also may be used for patrol of the delta waterways and the deployment of tactical teams. It is considered a regional asset and may be called upon for mutual aid to assist other counties.

### **Connecting our County**

The Department of Resource Management, Public Works Division was awarded the 2016 Project Delivery of the Year Award by the Solano Transportation Authority (STA) for the completion of the Historic Winters Bridge replacement project. The original 420-foot long, three span concrete arch bridge, built in 1907, was in need of replacement, as it serves an important connector between Solano and Yolo Counties. The new 453-foot long, three-span reinforced bridge incorporates the architectural charm of the original bridge, provides creek viewing areas for pedestrians and adheres to twenty-first century transportation and safety standards.

### **Healthier Employees, Healthier Community**

For the third year in a row, Solano County has earned the distinguished American Heart Association's Workplace Health Achievement Index Award for wellness in the workplace. The prestigious award is given to agencies that place a high value on employee wellness through the development and implementation of health and wellness programs. Employees enjoy fitness classes, wellness challenges, discounted gym memberships, healthy eating advice, free flu shots, ergonomic equipment demonstrations and much more. As the award indicates, when employees are healthier, they are better able to provide the programs and serves necessary for a healthier community.

### **Device Helps Keep Mileage Rates Fair**

The Agriculture, Weights and Measures Department's new "dynamic dynamometer" is helping make sure the next taxi ride you take is fair and accurate. In the past, a road test was used to determine how far a half-mile, three-quarters mile or mile was before the meter started charging pre-determined rates. Not only were road tests time consuming, but they could also be affected by varying road conditions, leading to wide variations depending on the vehicle. Today, a dynamic dynamometer has been installed to test vehicles like taxi's, ambulances, patrol cars, using a calibrated roller system which counts wheel revolutions synced against vehicle mileage indicators, creating an accurate, time saving solution.

### **Enhancing Transportation and Supply Delivery**

Travis Air Force Base is the largest employer in Solano County with an annual economic impact of more than \$1 billion dollars. The base handles more cargo and passenger traffic than any other military base in the United States. The South Gate entrance is a critical entry point for supplies. Solano County, in partnership with the base, state and federal agencies, made significant improvements to the road, including a queuing lane for trucks while providing safe travel space for bicycles and vehicles. The award-winning, multi-million-dollar improvement project is a great example of a "complete street" for all users of the roadway and serves as a safe and functional area in which to operate.

### **County Parks and Facilities Are Smoke Free**

In 2015 the Board of Supervisors adopted the smoke-free facilities policy, making all County parks and facilities smoke-free. Since that time, the Smoke-Free Transition Team has conducted 18 smoking cessation classes for employees and the public, created smoke-free park and facilities signage and rolled out a comprehensive public outreach and educational campaign. The Board approved the reduction of designated smoking areas in December, 2016, furthering their commitment to the health and wellbeing of employees and the community by providing smoke-free parks and facilities in which to enjoy and do business.

### **ALTERNATIVES:**

The Board could choose not to adopt the resolution recognizing April 2017 as National County Government Month in Solano County. This is not recommended as this resolution offers Solano County residents an opportunity to learn about both the vital county services provided by county government and the dedicated county employees who daily serve the public.

**OTHER AGENCY INVOLVEMENT:**

All County departments were consulted to compile this report

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2017 -

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS DESIGNATING THE MONTH OF APRIL 2017 AS NATIONAL COUNTY GOVERNMENT MONTH IN SOLANO COUNTY

**WHEREAS**, counties are one of America's oldest forms of government, dating back to 1634 when the first county governments were established, and, ever since, county governments have continued to evolve and adapt to changing responsibilities, environments and populations; and

**WHEREAS**, today, America's 3,069 county governments serve more than 300 million Americans to provide the essential services to create healthy, safe and vibrant communities while protecting the safety and welfare of all residents in efficient and cost-effective ways; and

**WHEREAS**, governed by local elected officials, no two counties are exactly the same, each structured a little different from one other, using policy direction on a local level to determine the best way to deliver services to communities; and

**WHEREAS**, this year's theme is "Brilliant Ideas at Work," where counties across America are encouraged to focus on the most innovative programs and services that strengthen communities; and

**WHEREAS**, Solano County, like all counties, take seriously the need provide public health, justice, safety, infrastructure, transportation, technology, environmental stewardship and economic services and legislation that plays a key role in everything from residents' daily commutes to emergency response; and

**WHEREAS**, counties invest more than \$107 billion dollars annually in transportation and infrastructure, meaning anyone who commutes to work, uses public transportation, enjoys a park, swims at a community pool, dines in a restaurant, travels by airplane, recycles a bottle or flushes the toilet is directly affected by county government and the transportation and infrastructure they provide; and

**WHEREAS**, counties continue to invest heavily in the health and wellbeing of the community, often serving as a safety net for low-income and at-risk residents, with county departments providing a wide range of services, including the administration of flu shots, hospital and emergency rooms, clinics, mental and behavioral health services and responding to public health emergencies; and

**WHEREAS**, counties play a major role in keeping our communities safe, including local law enforcement to patrol the streets and roads and operate and maintain county detention facilities. Counties are also on the forefront of justice, serving the public good with sheriffs, district attorneys, public defenders, court clerks, 911 operators and coroners; and

**WHEREAS**, counties provide vital services to all Americans, from issuing birth certificates and marriage licenses to building and maintaining park systems, community centers, libraries and cultural centers. Counties are responsible for managing elections, from local to presidential – all while balancing numerous administrative responsibilities, like billion dollar budgets – with the core mission to deliver the essential services to ensure healthy, vibrant and safe communities across these United States; and

**WHEREAS**, Solano County is committed to providing its residents with the programs and services they need, giving them the ability to thrive where they live, learn work and play.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors does hereby recognize the month of April 2017 as National County Government Month in Solano County.

Dated this 4<sup>th</sup> day of April, 2017

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



copies of the agenda will be eliminated.

**DISCUSSION:**

The Department of Human Resources conducted its annual review of the County's EEO Policy, as required, and found the references to Departmental EEO Representatives needed to be updated to reflect the current role and responsibilities of the appointed staff. Furthermore, since last year's annual EEO Policy review and report to the Board of Supervisors, staff completed the research and review on the formation and background of the EEO Committee (previously known as the Minority Task Force). As a result, staff is recommending dissolution of the EEO Committee.

In 1992, the Board of Supervisors adopted the Memorandum of Understanding (MOU) between the County of Solano and the Minority Task Force to formalize management practices, communication structures and common understandings aimed at enhancing County's government relations employees. This was to parallel Congress' passage of the Civil Rights Act of 1991. Since the MOU's adoption, numerous regulations and internal policies and practices have been adopted or enacted, which make the provisions of the MOU redundant and outdated. Further, passage of regulations, measures and legislations address some of the goals and objectives outlined in the MOU. Two examples are the passage of: Proposition 209, enacted in 1996, amending the California Constitution to prohibit public institutions from discriminating on the basis of race, sex, or ethnicity; and AB 1825, adopted in 2007, mandating California employers of 50 employees or more to provide sexual harassment training for any employee who performs supervisory functions every two years. As such, the purpose and responsibilities for which the EEO Committee was established have been addressed and formalized through other means (e.g., County adopted policies, rules, training programs and practices).

Furthermore, as reported on the 2016 Annual Advisory Board Report on the Board of Supervisors' December 6, 2016 meeting, the EEO Committee did not have a quorum present the entire calendar year of 2016. In the 2015 Annual Advisory Board Report, it was also reported that there was no quorum present for the entire calendar year of 2015.

Staff recommends dissolving the EEO Committee by terminating the Memorandum of Understanding (MOU) between the County of Solano and the Minority Task Force.

**ALTERNATIVES:**

The Board of Supervisors could choose to not adopt the amended policy; however, staff does not recommend this alternative as the amended policy reflects current responsibilities of the Department EEO Representatives.

The Board of Supervisors could choose to not dissolve the EEO Committee; however, staff does not recommend this alternative as the County currently has policies, rules, training programs and practices that help educate and increase awareness on diversity issues that affect County employees, volunteers, unpaid interns and employment applicants. Maintaining the EEO Committee provides redundant efforts by the County.

Should the Board of Supervisors choose not to dissolve the EEO Committee, as an alternate option the Board of Supervisors could choose to amend the EEO Committee member's total composition from thirteen to five, consisting of a diverse group of County employees, and to have the County Administrator, or his/her designee, provide the EEO Committee's goals, objectives and/or activities. This alternate option is an attempt to address the issue of needing a quorum present and to eliminate the redundant efforts assigned to other County departments.

**OTHER AGENCY INVOLVEMENT:**

Notification of, and an opportunity to meet on the proposed changes was provided to all bargaining unit representatives. Two bargaining groups requested to meet, but mainly for further clarification on the proposed amendments. There were no substantive changes made to the policy after the completion of the meet-and-confer process.

The County Counsel's Office and the Department of Human Resources have reviewed the proposed revised policy and concur on the amended changes to the policy.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

**C-5 EQUAL EMPLOYMENT  
OPPORTUNITY (EEO)  
HARASSMENT/DISCRIMINATION  
POLICY**



Inception Date: 2/2/1982  
Last Revision Date: 08/02/2016  
By: Human Resources  
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**REVIEW TIME: Annually in March of each Year**

5.1.0 POLICY

5.1.1 It is the policy of the County of Solano that all applicants, employees, unpaid interns, volunteers and persons providing services to the County under a contract shall work in an environment free of harassment/discrimination. Conduct which harasses or discriminates against an applicant, employee, unpaid intern, volunteer or contractor on the basis of a protected status is against the law and will not be condoned or tolerated by the County. Applicants, employees, unpaid interns, volunteers and contractors are protected under this policy from harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor, employee or non-employee. Protected class includes: age, ancestry, color, religion, denial or family and medical care leave, disability (including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), military and veterans status, national origin, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender (including gender identity and gender expression), pregnancy, sexual orientation, or political belief or affiliation.

Examples of harassment/discrimination prohibited by this policy include the following types of conduct when based upon one of the protected categories listed above:

- Verbal Conduct: Making or using derogatory comments, negative stereotypes, slurs, epithets, or jokes, or other offensive language, comments or discussion;
- Physical Conduct: Assaulting, touching, impeding or blocking movement, making derogatory gestures, or other threatening, intimidating or hostile acts; or
- Visual Conduct: Display of offensive posters, pictures, drawings, e-mail, letters, or other written or graphic material.

5.1.2 Employees who violate this policy shall be subject to firm disciplinary action, up to and including dismissal. Conduct of the nature prohibited by this policy will be considered misconduct and will subject an offending employee to disciplinary action even if the conduct may not rise to the level of legally actionable harassment/discrimination.

5.2.0 SEXUAL HARASSMENT

5.2.1 Sexual harassment is one form of prohibited workplace harassment. California's Fair Employment and Housing Act defines sexual harassment as harassment based on sex or of a sexual nature, gender harassment, or harassment based on pregnancy, childbirth or related medical conditions.

5.2.2 As stated above, sexual harassment will violate this policy and be considered misconduct even if it does not rise to the level of legally actionable harassment.

Examples of the types of sexually harassing conduct that are prohibited by this policy include:

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- Unwelcome sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Sexual jokes, comments, teasing or innuendo;
- Obscene or vulgar gestures, posters, pictures, e-mails, letters, or other written or graphic material;
- Uninvited touching of a sexual nature or assault;
- Threatening, intimidating or hostile acts targeted at only one gender, even if the content is not sexual;
- Derogatory comments based on gender;
- Workplace favoritism arising from a romantic or sexual relationship between employees.

**5.3.0 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT PROCEDURE**

5.3.1 Every complaint of harassment/discrimination by an applicant, employee, unpaid intern, volunteer or contractor will be investigated and addressed as soon as possible with the purpose of preventing or ending the harassment/discrimination and ensuring the harassment/discrimination will not reoccur.

5.3.2 Applicants, employees, unpaid interns, volunteers and contractors who believe they have been subjected to inappropriate conduct under this policy are encouraged to file a complaint with the County at the earliest opportunity and before the situation becomes severe or pervasive. Generally, complainants should follow the complaint filing deadlines set forth in Sections 1.031 — ~~1.033~~ of the County's Civil Service Rules. However, the County will investigate all complaints of harassment/discrimination that are made within one year of an alleged act(s) of harassment/discrimination. Complainants should utilize the following applicable complaint process:

**5.4.0 APPLICANTS**

5.4.1 When an applicant with the County has a complaint involving harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor or employee, the applicant should file the complaint as soon as possible with the County Equal Employment Opportunity Officer (hereinafter EEO Officer), located at 675 Texas Street, Suite 1800, Fairfield, California 94533, telephone number (707) 784-6170. The applicant will be asked to complete a complaint form provided by the EEO Officer, attaching any documentation regarding the alleged harassment/discrimination the applicant may possess. The EEO Officer, will immediately conduct an investigation and

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provide the findings, along with recommendations for the resolution of the complaint, to the appropriate County official, department head or their representative.

**5.5.0 EMPLOYEES, UNPAID INTERNS, VOLUNTEERS OR CONTRACTORS**

**5.5.1 Self-Help Option:** Some harassment/discrimination may be stopped by means of self-help. Some people who engage in harassment/discrimination are unaware that their conduct is offensive and will stop if told to do so. Therefore, if it is reasonably possible under the circumstances, employees, unpaid interns, volunteers and contractors are encouraged to tell the perpetrator in person or in writing in clear and unambiguous words that the conduct is offensive and ask the perpetrator to stop. This should only be done if the employee or contractor feels comfortable with this approach.

The employee/unpaid intern/volunteer/contractor should keep a written record of the alleged harassment/discrimination. The employee /contractor should also document attempts to utilize the self-help approach, again noting dates, times, witnesses, etc., and retain any written letters or notes from the alleged perpetrator pertaining to the harassment/discrimination.

**5.5.2 Departmental Complaint:** If the employee/unpaid intern/volunteer/contractor chooses not to use the self-help option or the self-help option has been unsuccessful in resolving the problem, the employee/contractor can file a complaint with their immediate supervisor, with any supervisor or manager in the department, or the Departmental EEO Representative. The Departmental EEO Representative shall receive the complaint; and refer the matter to the department head or the EEO Officer.

The manager and/or supervisor who obtains knowledge of a complaint must immediately notify the department head ~~or the Departmental EEO Representative~~ and the EEO Officer. Investigation of the complaint will be immediately undertaken by the appropriate official. The employee/unpaid intern/volunteer/contractor will be asked to complete a complaint form and to provide all documentation regarding the harassment/discrimination prepared by the employee/unpaid intern/volunteer/contractor and notes, letters, etc., given to the employee/unpaid intern/volunteer/contractor by the alleged perpetrator. Findings of the investigation will be provided to the appropriate officials for the prompt resolution of the complaint and the complainant will be notified in writing of the completion of the investigation.

~~The Departmental EEO Representative shall hear the complaint; explain the aggrieved person's rights and responsibilities; and complete whatever inquiry may be necessary to resolve the matter for the complainant or refer the matter to the EEO Officer.~~

~~If an employee, unpaid intern, volunteer or contractor is not satisfied with the findings of the departmental investigation, the individual may file a complaint with the EEO Officer.~~

**5.5.3 County Complaint:** An employee, unpaid intern, volunteer or contractor who does not

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wish to file the complaint with his/her department can file the complaint directly with the EEO Officer, located at 675 Texas Street, Suite 1800, Fairfield, California 94533, Telephone Number (707) 784-6170.

The individual will be asked to complete a complaint form provided by the EEO Officer and to include any documentation pertaining to the harassment/discrimination. The EEO Officer will conduct an investigation and provide the findings to the appropriate County official, department head or his/her representative, along with recommendations for resolution of the complaint. The complainant will be notified in writing of the completion of the investigation.

5.5.4 County Civil Service Commission Complaint: An employee who is covered by County Civil Service Rules (a non-exempt employee) and alleges a loss of a tangible employment benefit (e.g., he/she is terminated from employment) because of harassment/discrimination on the basis of a protected class/activity as identified in Section 5.1.1. may file a complaint directly with the County Civil Service Commission. If the employee utilizes the departmental and/or EEO Officer's complaint process and alleges the loss of a tangible employment benefit because of harassment/discrimination for any of the reasons listed above, the employee's right of appeal is outlined the County's Civil Service Rules. A written request for a hearing before the Civil Service Commission should be filed with the Director of Human Resources, pursuant to Section 1.034 of the County Civil Service Rules. The Department of Human Resources is located at 675 Texas Street, Suite 1800, Fairfield, California 94533.

5.5.5 Other Resources:

The U.S. Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate complaints of employment harassment, discrimination and retaliation. To file a complaint with those agencies, use the following contact information:

EEOC: (800) 669-4000 or TTY (800) 669-6820; or online at [www.eeoc.gov](http://www.eeoc.gov)

DFEH: (800) 884-1684 or TTY (800) 700-2320; or online at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

5.6.0 RETALIATION

5.6.1 An applicant, employee, unpaid intern, volunteer or contractor who opposes harassment/discrimination, files a complaint of harassment/discrimination or participates in a harassment/discrimination investigation or complaint proceeding shall be free from retaliation. Retaliation includes the following types of conduct:

- Disciplining an employee-complainant or rejecting an applicant-complainant because it is believed the allegation of harassment/discrimination is untrue or the allegation of harassment/discrimination is not supported by the subsequent findings of an investigation.

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- Subjecting complainants or witnesses to materially adverse employment decisions because of their participation in a workplace harassment/discrimination complaint or investigation.
- Ostracizing or demonstrating hostility to a complainant or witnesses because of their participation in a workplace harassment/discrimination complaint or investigation.

If the County finds that an appointed officer, department head, manager, supervisor or employee has engaged in retaliation, such employee shall be subject to disciplinary action up to and including dismissal.

**5.7.0 CONFIDENTIALITY**

5.7.1 Every possible effort will be made to ensure the confidentiality of complaints made under this Policy in order to protect the integrity of the investigation. Complete confidentiality cannot be guaranteed, however, due to the need to fully investigate the allegations of the complaint and the County's duty to take appropriate remedial action. As a result, confidentiality will be maintained to the extent possible. All investigations related to this process are confidential and are release only to authorized individuals. This restriction does not limit an individual's rights or ability to exercise his/her rights under the law.

**5.8.0 COMPLAINTS INVOLVING ELECTED OFFICERS**

5.8.1 A complaint that involves harassment/discrimination or retaliation for participation in a workplace harassment/discrimination complaint or investigation by an elected officer shall be directed to County Counsel, located at 675 Texas Street, Suite 6600, Fairfield, California 94533. County Counsel will then retain a neutral investigator, who is familiar with harassment/discrimination complaint issues in the public sector, from outside the County to conduct the investigation. The complainant will be asked to complete a complaint form and to provide all documentation regarding the harassment/discrimination prepared by the employee/unpaid interns/volunteer/contractor and notes, letters, etc., given to the applicant/employee/unpaid intern/volunteer/contractor by the alleged perpetrator. The investigator will prepare written findings and a resolution of the complaint. The complainant will be notified in writing of the completion of the investigation.

**5.9.0 PREVENTION**

5.9.1 Supervisory and managerial employees are charged with the responsibility of taking steps to prevent harassment/discrimination and retaliation from occurring in the workplace. Failure to take appropriate action to prevent and/or correct harassment/discrimination or retaliation shall be deemed a violation of this policy and may result in disciplinary action.

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5.10.0 NOTICE

5.10.1 This policy shall be posted on all County bulletin boards designed for equal employment opportunity information and accessible to County employees, unpaid interns, volunteers and contractors, applicants for County employment, and other members of the public. All County elected and appointed officers, department heads, managers, and supervisors in shall express their strong support for the policy and disapproval of all forms of harassment/discrimination and retaliation, and when necessary, take appropriate action to stop harassment/discrimination or retaliation.

5.11.0 EDUCATION

5.11.1 In addition to notice, all County employees, unpaid interns and volunteers will receive Sexual Harassment Prevention Training. All elected and appointed officers, supervisory and managerial employees are required to attend at least two (2) hours of certified sexual harassment prevention training every two (2) years. Employees who are promoted to supervisory positions must complete such training within six (6) months of their promotion to a supervisory position. Department managers must provide the names of employees hired into, or promoted to supervisory positions for which they are responsible to their Department Training Coordinator to ensure compliance with this training requirement.

5.11.2 The County further requires that non-supervisory employees, unpaid interns and volunteers receive sexual harassment prevention training every three (3) years. Department Training Coordinators are responsible for scheduling employees for the harassment training.

5.11.3 To comply with Assembly Bill No. 2053 (2014), the County shall include in its training and education, a component related to prevention of abusive conduct. The term "abusive conduct" means "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious." [As defined in Government Code 12950.1(g)(2)]

5.12.0 WORKPLACE RELATIONSHIPS

5.12.1 The intent of this policy is not to regulate the social interaction or relationships freely entered into by County personnel. However, to ensure a work place free as possible

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from real or perceived bias or acts of favoritism, the County has a policy restricting the supervision and work assignments of employees in personal relationships with other employees under certain circumstances. For more detailed information on this policy, refer to the section entitled, "Personal Relationships," in the County Civil Service Rules.

~~5.13.0 EEO COMMITTEE~~

~~5.13.1 The EEO Committee is an advisory committee to review County-wide policies and procedures that may present a barrier to employment or may be discriminatory to members of a protected class. The committee members are defined by the state and federal protected categories.~~

~~The EEO Committee's primary function has been to review the EEO program functions and make recommendations to the EEO Officer on EEO training, mentoring program and any issues that may affect protected categories on a County-wide level. The EEO Committee is also responsible for coordinating and providing County events that help educate and increase awareness on diversity issues that affect our County employees.~~

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5.1.0 POLICY

5.1.1 It is the policy of the County of Solano that all applicants, employees, unpaid interns, volunteers and persons providing services to the County under a contract shall work in an environment free of harassment/discrimination. Conduct which harasses or discriminates against an applicant, employee, unpaid intern, volunteer or contractor on the basis of a protected status is against the law and will not be condoned or tolerated by the County. Applicants, employees, unpaid interns, volunteers and contractors are protected under this policy from harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor, employee or non-employee. Protected class includes: age, ancestry, color, religion, denial or family and medical care leave, disability (including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), military and veterans status, national origin, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender (including gender identity and gender expression), pregnancy, sexual orientation, or political belief or affiliation.

Examples of harassment/discrimination prohibited by this policy include the following types of conduct when based upon one of the protected categories listed above:

- Verbal Conduct: Making or using derogatory comments, negative stereotypes, slurs, epithets, or jokes, or other offensive language, comments or discussion;
- Physical Conduct: Assaulting, touching, impeding or blocking movement, making derogatory gestures, or other threatening, intimidating or hostile acts; or
- Visual Conduct: Display of offensive posters, pictures, drawings, e-mail, letters, or other written or graphic material.

5.1.2 Employees who violate this policy shall be subject to firm disciplinary action, up to and including dismissal. Conduct of the nature prohibited by this policy will be considered misconduct and will subject an offending employee to disciplinary action even if the conduct may not rise to the level of legally actionable harassment/discrimination.

5.2.0 SEXUAL HARASSMENT

5.2.1 Sexual harassment is one form of prohibited workplace harassment. California's Fair Employment and Housing Act defines sexual harassment as harassment based on sex or of a sexual nature, gender harassment, or harassment based on pregnancy, childbirth or related medical conditions.

5.2.2 As stated above, sexual harassment will violate this policy and be considered misconduct even if it does not rise to the level of legally actionable harassment.

Examples of the types of sexually harassing conduct that are prohibited by this policy include:

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- Unwelcome sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Sexual jokes, comments, teasing or innuendo;
- Obscene or vulgar gestures, posters, pictures, e-mails, letters, or other written or graphic material;
- Uninvited touching of a sexual nature or assault;
- Threatening, intimidating or hostile acts targeted at only one gender, even if the content is not sexual;
- Derogatory comments based on gender;
- Workplace favoritism arising from a romantic or sexual relationship between employees.

**5.3.0 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINT PROCEDURE**

5.3.1 Every complaint of harassment/discrimination by an applicant, employee, unpaid intern, volunteer or contractor will be investigated and addressed as soon as possible with the purpose of preventing or ending the harassment/discrimination and ensuring the harassment/discrimination will not reoccur.

5.3.2 Applicants, employees, unpaid interns, volunteers and contractors who believe they have been subjected to inappropriate conduct under this policy are encouraged to file a complaint with the County at the earliest opportunity and before the situation becomes severe or pervasive. Generally, complainants should follow the complaint filing deadlines set forth in Section 1.031 of the County's Civil Service Rules. However, the County will investigate all complaints of harassment/discrimination that are made within one year of an alleged act(s) of harassment/discrimination. Complainants should utilize the following applicable complaint process:

**5.4.0 APPLICANTS**

5.4.1 When an applicant with the County has a complaint involving harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor or employee, the applicant should file the complaint as soon as possible with the County Equal Employment Opportunity Officer (hereinafter EEO Officer), located at 675 Texas Street, Suite 1800, Fairfield, California 94533, telephone number (707) 784-6170. The applicant will be asked to complete a complaint form provided by the EEO Officer, attaching any documentation regarding the alleged harassment/discrimination the applicant may possess. The EEO Officer, will immediately conduct an investigation and

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provide the findings, along with recommendations for the resolution of the complaint, to the appropriate County official, department head or their representative.

**5.5.0 EMPLOYEES, UNPAID INTERNS, VOLUNTEERS OR CONTRACTORS**

**5.5.1 Self-Help Option:** Some harassment/discrimination may be stopped by means of self-help. Some people who engage in harassment/discrimination are unaware that their conduct is offensive and will stop if told to do so. Therefore, if it is reasonably possible under the circumstances, employees, unpaid interns, volunteers and contractors are encouraged to tell the perpetrator in person or in writing in clear and unambiguous words that the conduct is offensive and ask the perpetrator to stop. This should only be done if the employee or contractor feels comfortable with this approach.

The employee/unpaid intern/volunteer/contractor should keep a written record of the alleged harassment/discrimination. The employee /contractor should also document attempts to utilize the self-help approach, again noting dates, times, witnesses, etc., and retain any written letters or notes from the alleged perpetrator pertaining to the harassment/discrimination.

**5.5.2 Departmental Complaint:** If the employee/unpaid intern/volunteer/contractor chooses not to use the self-help option or the self-help option has been unsuccessful in resolving the problem, the employee/contractor can file a complaint with their immediate supervisor, with any supervisor or manager in the department, or the Departmental EEO Representative. The Departmental EEO Representative shall receive the complaint; and refer the matter to the department head or the EEO Officer.

The manager and/or supervisor who obtains knowledge of a complaint must immediately notify the department head and the EEO Officer. Investigation of the complaint will be immediately undertaken by the appropriate official. The employee/unpaid intern/volunteer/contractor will be asked to complete a complaint form and to provide all documentation regarding the harassment/discrimination prepared by the employee/unpaid intern/volunteer/contractor and notes, letters, etc., given to the employee/unpaid intern/volunteer/contractor by the alleged perpetrator. Findings of the investigation will be provided to the appropriate officials for the prompt resolution of the complaint and the complainant will be notified in writing of the completion of the investigation.

**5.5.3 County Complaint:** An employee, unpaid intern, volunteer or contractor who does not wish to file the complaint with his/her department can file the complaint directly with the EEO Officer, located at 675 Texas Street, Suite 1800, Fairfield, California 94533, Telephone Number (707) 784-6170.

The individual will be asked to complete a complaint form provided by the EEO Officer and to include any documentation pertaining to the harassment/discrimination. The EEO Officer will conduct an investigation and provide the findings to the appropriate County

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official, department head or his/her representative, along with recommendations for resolution of the complaint. The complainant will be notified in writing of the completion of the investigation.

5.5.4 County Civil Service Commission Complaint: An employee who is covered by County Civil Service Rules (a non-exempt employee) and alleges a loss of a tangible employment benefit (e.g., he/she is terminated from employment) because of harassment/discrimination on the basis of a protected class/activity as identified in Section 5.1.1. may file a complaint directly with the County Civil Service Commission. If the employee utilizes the departmental and/or EEO Officer's complaint process and alleges the loss of a tangible employment benefit because of harassment/discrimination for any of the reasons listed above, the employee's right of appeal is outlined the County's Civil Service Rules. A written request for a hearing before the Civil Service Commission should be filed with the Director of Human Resources, pursuant to Section 1.034 of the County Civil Service Rules. The Department of Human Resources is located at 675 Texas Street, Suite 1800, Fairfield, California 94533.

5.5.5 Other Resources:

The U.S. Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate complaints of employment harassment, discrimination and retaliation. To file a complaint with those agencies, use the following contact information:

EEOC: (800) 669-4000 or TTY (800) 669-6820; or online at [www.eeoc.gov](http://www.eeoc.gov)  
DFEH: (800) 884-1684 or TTY (800) 700-2320; or online at [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

5.6.0 RETALIATION

5.6.1 An applicant, employee, unpaid intern, volunteer or contractor who opposes harassment/discrimination, files a complaint of harassment/discrimination or participates in a harassment/discrimination investigation or complaint proceeding shall be free from retaliation. Retaliation includes the following types of conduct:

- Disciplining an employee-complainant or rejecting an applicant-complainant because it is believed the allegation of harassment/discrimination is untrue or the allegation of harassment/discrimination is not supported by the subsequent findings of an investigation.
- Subjecting complainants or witnesses to materially adverse employment decisions because of their participation in a workplace harassment/discrimination complaint or investigation.
- Ostracizing or demonstrating hostility to a complainant or witnesses because of their participation in a workplace harassment/discrimination complaint or investigation.

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If the County finds that an appointed officer, department head, manager, supervisor or employee has engaged in retaliation, such employee shall be subject to disciplinary action up to and including dismissal.

**5.7.0 CONFIDENTIALITY**

5.7.1 Every possible effort will be made to ensure the confidentiality of complaints made under this Policy in order to protect the integrity of the investigation. Complete confidentiality cannot be guaranteed, however, due to the need to fully investigate the allegations of the complaint and the County's duty to take appropriate remedial action. As a result, confidentiality will be maintained to the extent possible. All investigations related to this process are confidential and are release only to authorized individuals. This restriction does not limit an individual's rights or ability to exercise his/her rights under the law.

**5.8.0 COMPLAINTS INVOLVING ELECTED OFFICERS**

5.8.1 A complaint that involves harassment/discrimination or retaliation for participation in a workplace harassment/discrimination complaint or investigation by an elected officer shall be directed to County Counsel, located at 675 Texas Street, Suite 6600, Fairfield, California 94533. County Counsel will then retain a neutral investigator, who is familiar with harassment/discrimination complaint issues in the public sector, from outside the County to conduct the investigation. The complainant will be asked to complete a complaint form and to provide all documentation regarding the harassment/discrimination prepared by the employee/unpaid interns/volunteer/contractor and notes, letters, etc., given to the applicant/employee/unpaid intern/volunteer/contractor by the alleged perpetrator. The investigator will prepare written findings and a resolution of the complaint. The complainant will be notified in writing of the completion of the investigation.

**5.9.0 PREVENTION**

5.9.1 Supervisory and managerial employees are charged with the responsibility of taking steps to prevent harassment/discrimination and retaliation from occurring in the workplace. Failure to take appropriate action to prevent and/or correct harassment/discrimination or retaliation shall be deemed a violation of this policy and may result in disciplinary action.

**5.10.0 NOTICE**

5.10.1 This policy shall be posted on all County bulletin boards designed for equal employment opportunity information and accessible to County employees, unpaid interns, volunteers

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and contractors, applicants for County employment, and other members of the public. All County elected and appointed officers, department heads, managers, and supervisors in shall express their strong support for the policy and disapproval of all forms of harassment/discrimination and retaliation, and when necessary, take appropriate action to stop harassment/discrimination or retaliation.

**5.11.0 EDUCATION**

5.11.1 In addition to notice, all County employees, unpaid interns and volunteers will receive Sexual Harassment Prevention Training. All elected and appointed officers, supervisory and managerial employees are required to attend at least two (2) hours of certified sexual harassment prevention training every two (2) years. Employees who are promoted to supervisory positions must complete such training within six (6) months of their promotion to a supervisory position. Department managers must provide the names of employees hired into, or promoted to supervisory positions for which they are responsible to their Department Training Coordinator to ensure compliance with this training requirement.

5.11.2 The County further requires that non-supervisory employees, unpaid interns and volunteers receive sexual harassment prevention training every three (3) years. Department Training Coordinators are responsible for scheduling employees for the harassment training.

5.11.3 To comply with Assembly Bill No. 2053 (2014), the County shall include in its training and education, a component related to prevention of abusive conduct. The term "abusive conduct" means "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious." [As defined in Government Code 12950.1(g)(2)]

**5.12.0 WORKPLACE RELATIONSHIPS**

5.12.1 The intent of this policy is not to regulate the social interaction or relationships freely entered into by County personnel. However, to ensure a work place free as possible from real or perceived bias or acts of favoritism, the County has a policy restricting the supervision and work assignments of employees in personal relationships with other employees under certain circumstances. For more detailed information on this policy, refer to the section entitled, "Personal Relationships," in the County Civil Service Rules.

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COUNTY OF SOLANO BOARD OF SUPERVISORS AGENDA TRANSMITTAL FORM	CAO OFFICE USE ONLY Meeting Date: 2/11/92 Agenda Item: 18A
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AGENDA TITLE: Follow-up Report Re: Memorandum of Understanding Between County and Minority Task Force	Time Allotment: _____ min. Consent <input type="checkbox"/> Informational <input type="checkbox"/>
---	--

DEPARTMENT: County Administrator	Deadline for Board Action:
Contact: John Ahern      Phone: x6100	

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION**

At your January 14, 1992 meeting your Board adopted in concept the proposed Memorandum of Understanding Between the County and the Minority Task Force so that Supervisor Davis could meet with the Task Force and discuss some suggested additions to the language of the MOU. Supervisor Davis, the Affirmative Action Assistant and the Director of Human Resources have met with the Task Force and agreed on the language modifications identified in the attached MOU. The additional wording has been underlined and the few deleted words have been stricken. The previous transmittal form as it was submitted to the Board is attached along with the Summary of the MOU.

**CAO RECOMMENDATION**

**APPROVE DEPARTMENT RECOMMENDATION**

Financial Impact: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Funding Source:
<b>BUDGET RECAP:</b> Total Estimated Cost \$ _____ Net County Cost \$ _____ Amt. Budgeted FY91 /92 \$ _____ New Funding Required \$ _____	New Revenue \$ _____ Lost Revenue \$ _____ New Personnel _____ Change in Board Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No

**PRIOR BOARD ACTIONS:**

**ALTERNATIVES:**

**CONCURRENCES**  
By: \_\_\_\_\_ County Counsel's Office      By: \_\_\_\_\_ Other

## MEMORANDUM OF UNDERSTANDING

### BETWEEN THE COUNTY OF SOLANO AND THE MINORITY TASK FORCE

#### PREAMBLE

The Solano County County Administrator, Marilyn Brown, County Affirmative Action Officer and Susan Harrington, County Human Resources Director, have met several times during 1991 to develop the Memorandum of Understanding. Discussions were mediated by Vermont McKinney, Regional Senior Mediator, Community Relations Service, U.S. Department of Justice. It is the intent of the participants to these discussions to formalize management practices, communication structures, and common understandings aimed at enhancing County government's relations with its minority employees. To these ends, the following provisions of the Memorandum of Understanding are being enacted.

#### I. ORGANIZATION

##### A. Affirmative Action Committee

1. The County will replace the existing Affirmation Action Committee with a new Committee. The composition of the Committee will include:

- a. Eight (8) County employees representing protected groups including minorities (one representative each for Blacks, Hispanics, Filipinos, Asians and Native Americans), women, gays/lesbians and persons with disabilities.

These eight members will be selected through an election process. The Minority Task Force will coordinate elections for the ethnic minority members and the Affirmative Action Officer will coordinate the elections for the remaining protected groups. The Affirmative Action Officer will serve as a resource to the Minority Task Force in the election process.

Alternate members will also be elected (second highest vote recipients) to attend meetings in the absence of the elected member. The Minority Task Force or the other protected groups may appoint a member to the Affirmative Action Committee if a vacancy occurs mid-term.

- b. Five (5) non-County employee members of the community appointed by the Board of Supervisors.

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The term of office for Affirmative Action Committee members shall be two (2) years. Near the end of the two year term new members will be elected through the process described above. Members may be re-elected for one additional two (2) year term.

2. The Committee's responsibilities and roles will include the following:
  - a. Review the implementation of the County's Equal Employment Opportunity (EEO) General Policy Statement.
  - b. Oversee the implementation of the Affirmative Action Plan including the recruitment and employment of minorities, women and other protected groups.
  - c. Report, at least annually, to the Board of Supervisors on the progress of meeting the goals of the Affirmative Action Plan.
  - d. Monitor the implementation of the Management/Minority Task Force Agreement.
  - e. Address specific areas of concern within the scope of EEO and affirmative action and provide recommendations to the Affirmative Action Officer to alleviate the problems identified.
  - f. Oversee and assist in the selection of trainer(s) for seminars or workshops on sexual harassment/racial discrimination/cultural diversity.
  - g. Coordinate with sub-committees of the Affirmative Action Committee regarding their activities.
  - h. Make recommendations regarding modification of responsibilities and roles of the Affirmative Action Committee, if appropriate.

**B. Minority Task Force**

1. The Minority Task Force shall remain as a permanent body to assist the County and address the concerns of minority employees. It shall serve as a sub-committee to the Affirmative Action Committee. The membership of the Minority Task Force shall be representative of minority County employees.
2. The role of the Minority Task Force shall be to:
  - a. Assist the Affirmative Action Committee as a technical advisory group in areas pertaining to the recruitment and employment of minorities.

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- b. Communicate with minority employees, review their concerns, and make recommendations to the Affirmative Action Committee addressing those concerns.
- c. Participate in the implementation of the Memorandum of Understanding.
- d. Review the Solano County Employee Handbook sections related to EEO and Affirmative Action and submit comments to the Affirmative Action Committee.
- e. Organize and/or participate in an annual Multi-Cultural Fair to be held during Multi-Cultural Month which is intended to increase awareness of and appreciation for various ethnicities and cultures represented by County employees.
- f. Evaluate and make recommendations regarding training on the subjects of sexual harassment/racial discrimination/cultural diversity and submit comments to the Affirmative Action Committee.
- g. The Minority Task Force will continue to function and meet for task-specific purposes. The Task Force will meet regularly and one hour per meeting will be on paid County time.

C. Client Services Evaluation Board

This Board shall be appointed by the Affirmative Action Committee. Members will include representatives of minorities, persons with disabilities and other protected groups. Its purpose shall be to make recommendations to the Affirmative Action Committee and the County Administrator on ways departments can improve the provision of services to their clients of various protected groups. This is further discussed in Section V. of this agreement.

D. Other Sub-Committees

The Affirmative Action Committee may appoint sub-committees as it determines appropriate to serve a specific purpose in meeting the goals of the Affirmative Action Plan.

II. RECRUITMENT/HIRING/PROMOTION POLICIES AND PROCEDURES

- A. The Human Resources Department will establish recruitment guidelines for use County-wide, review the recruitment and selection process for each job recruitment for compliance with EEO guidelines and review Affirmative Action goals with hiring departments prior to opening recruitments and to job offers being made to applicants.

Specific actions which will be taken in addition to those currently in place will include the following:

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- Send the appropriate excerpt from the Affirmative Action plan to departments with each certification
- Review job requirements of classifications annually to ensure they are not artificially excluding minorities (Priority shall be given to those job classifications that underutilize minorities)

The Affirmative Action Officer shall provide Solano County labor statistics by race and sex to the Affirmative Action Committee and the Chairperson of the Minority Task Force on a quarterly basis. Solano County will actively seek to recruit, hire and promote minorities, women and other protected groups. When labor force statistics indicate minorities are underutilized in job classifications, the Human Resources Department and the Affirmative Action Office shall work with the Minority Task Force to devise strategies to attract, hire and promote minorities into job classifications, as well as retain minority employees by insuring equal terms and conditions of employment.

- B. The County shall develop and use a continuously updated list of minority organizations for mailings of job announcements to public and private groups and organizations such as schools, churches, professional minority associations and organizations, civic organizations, colleges, etc. The County will mail job recruitment bulletins for each recruitment to the Chairperson of the Minority Task Force and the Chairperson of the Affirmative Action Committee.

Additional actions which will be taken include:

- Explore ways to make the employment opportunity announcement more attractive which may include use of graphics and less "personnel jargon"
  - Work with television and radio stations, including foreign language stations whose programming is directed at members of protected groups, to develop public service announcements advertising specific job recruitments
  - Advertise job recruitments in minority publications recommended by the Affirmative Action Officer and found to be effective sources of applicants
- C. It shall be the County's policy to have minority representation on oral boards for the establishment of eligible lists and minority representation during departmental interviews when a panel is used to interview eligible candidates. In addition, efforts will be made to include women and representatives from other protected groups on oral boards.

The Affirmative Action Officer will periodically remind hiring authorities that interview questions must be job-related and that each applicant shall initially be asked the same questions. The Human Resources Department will periodically distribute a "Do's and Don'ts" of interviewing to hiring authorities. The Human Resources Department will also send a copy of "Do's and Don'ts" of interviewing to the Affirmative Action Committee.

III. EQUAL TREATMENT AND CULTURAL SENSITIVITY TOWARD EMPLOYEES

- A. All County employees and County officials shall be required to complete four (4) to six (6) hours of training on sexual harassment/race discrimination/cultural diversity. The Affirmative Action Committee will participate in the selection of the organization and/or individual(s) that will provide this training.

Effective March 1, 1992, all new hires must complete this training within one year of employment. The goal of the County will be to train all employees and officials hired prior to March 1, 1992, within two years. If an employee has not received this training prior to promotion to a supervisory position, he/she will receive this training within six (6) months of promotion.

Annually, the Human Resources Department will prepare and distribute a report summarizing the County's success in meeting the goal of having a workforce fully trained with respect to harassment, discrimination and cultural diversity.

- B. The Human Resources Department will develop and the Minority Task Force will review and make recommendations on an employee handbook as stated in Section I. Included in the handbook will be a section on the Affirmative Action Plan/Program indicating that the County is interested in promoting affirmative action, describing activities of the Minority Task Force and the Affirmative Action Committee and where the employee may seek additional information or assistance. A handbook will be provided to each employee.
- C. The Board of Supervisors will annually declare a "Multi-Cultural Month".

IV. CLEAR/WRITTEN DEPARTMENTAL POLICIES, EXPECTATIONS AND CAREER PATHS

- A. Each department shall develop and maintain a current department procedures manual describing office policies and procedures. The manual shall be accessible and available to all employees. Departmental policies and procedures shall be in writing by December 31, 1992.
- B. Written goals and objectives shall be provided to employees upon hiring, when performance evaluations are completed and as job duties change. These objectives shall be used as indicators in assessing job performance for performance evaluations which shall be provided all County employees on a regular basis as provided in the Civil Service Rules Section 12.01.
- C. A component of the periodic performance evaluations for managers and supervisors will be their success in meeting affirmative action goals and sensitivity to cultural/ethnic diversity.

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COUNTY OF SOLANO  
MINORITY TASK FORCE

- D. Paths for upward mobility shall be established. The Human Resources Department and the Affirmative Action Office shall develop and implement an Upward Mobility Program. In addition, reasonable opportunities will be made available to employees to enable them to travel these paths. Opportunities should include on-the-job training and instruction in test taking and skill development.
- E. It is the County's policy that all supervisory employees annually attend training classes. The purpose will be to assist them to develop effective supervisory skills, with emphasis on attaining the best possible job performance from subordinates by promoting teamwork among staff members, and encouraging and assisting in the development of each subordinate's knowledge and ability so he/she may reach his/her maximum potential. The supervisor shall be trained to recognize, respect and build upon the knowledge and skills each subordinate brings to the job and the positive and unique contributions a culturally diverse work force makes to Solano County government and the Solano County community.

Annually, the Human Resources Department will prepare and distribute a report summarizing the County's success in meeting this goal.

V. EQUAL TREATMENT AND CULTURAL SENSITIVITY TOWARD COUNTY CLIENTS AND THE PUBLIC

- A. The County shall promote the hiring of employees that meet the cultural needs of the served public. A Minority Client Services Evaluation Board shall be established which shall make recommendations to the County Administrator on ways departments can improve the provision of services to their minority clients and members of other protected groups. These may include but will not be limited to:
- Conducting client contact surveys
  - Improving the use of signs outside and inside County buildings to aid disabled and non-English speaking persons
  - Reviewing departmental publications and forms to insure their usability by disabled and non-English speaking individuals
  - Soliciting members of the minority community to serve as interpreters and facilitators

The County shall establish/designate positions identified as requiring bilingual/bicultural skills in order to meet the needs of the diverse client population.

- B. When vacancies occur in such designated positions, they will be filled in a timely manner.





# Solano County

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

## Agenda Submittal

**Agenda #:** 7 **Status:** Consent Calendar  
**Type:** Report **Department:** Auditor-Controller  
**File #:** 17-217 **Contact:** Kirk Starkey, 784-3057  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Accept the Quarterly Review of the Statement of Assets of the Solano County Treasury as of December 31, 2016  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - Treasury Review Report](#)

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

### **DEPARTMENTAL RECOMMENDATION:**

The Auditor-Controller's Office (ACO) recommends the Board of Supervisors accept the Quarterly Review of the Statement of Assets of the Solano County Treasury as of December 31, 2016.

### **SUMMARY/DISCUSSION:**

Pursuant to Government Code §26920, the County Auditor performs a quarterly review of the Treasurer's Statement of Assets in the County Treasury. The ACO's review is conducted in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The review included (1) counting cash on hand in the County Treasury; (2) verifying the records of the Treasurer and Auditor-Controller (ACO) were reconciled pursuant to Government Code §26905; and (3) issuing a report to the Board of Supervisors in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A review in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants consists primarily of inquiries of staff and analytical procedures applied to financial data. It is substantially less in scope than an examination in accordance with generally accepted audit standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, the ACO does not express such an opinion. All information included in the Statement of Assets is the representation of the Solano County Treasurer.

The ACO is not aware of any material modification that should be made to the Statement of Assets in order for it to be in conformity with accounting principles generally accepted in the United States of America.

### **FINANCIAL IMPACT:**

The acceptance of the report has no financial impact.

**ALTERNATIVES:**

The Board of Supervisors could elect not to accept the quarterly review of the Statement of Assets of the Solano County Treasury as of December 31, 2016.

This alternative is not consistent with sound public policy and is therefore not recommended.

**OTHER AGENCY INVOLVEMENT:**

The County Treasurer has reviewed and accepted the report. The County Administrator's Office has reviewed the report.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

**OFFICE OF THE AUDITOR-CONTROLLER**

**SIMONA PADILLA-SCHOLTENS, CPA**  
Auditor-Controller

**PHYLLIS TAYNTON, CPA**  
Assistant Auditor-Controller



**SOLANO**  
**COUNTY**

675 Texas Street, Suite 2800  
Fairfield, CA 94533-6338  
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[www.solanocounty.com](http://www.solanocounty.com)

**Independent Auditor's Review Report**

March 2, 2016

Board of Supervisors  
County of Solano  
675 Texas Street  
Fairfield, CA 94533

Chair & Members of the Board:

Pursuant to Government Code §26920, we have reviewed the accompanying Statement of Assets of the Solano County Treasury as of December 31, 2016. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

***Management's Responsibility for the Financial Statement***

Solano County Treasury's management is responsible for the preparation and fair presentation of the accompanying financial statement in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statement.

***Auditor's Responsibility***

Our responsibility is to conduct the review in accordance with Statement of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements.

As required under Government Code §26920, the review also included a physical count of the cash in the Treasury and verification that the records of the County Treasury and the Auditor-Controller's Office are reconciled in accordance with Government Code §26905.

***Conclusion***

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statement in order for it to be in conformity with accounting principles generally accepted in the United States of America.

***Other Matters***

This report is intended for the information of the Board of Supervisors and the Treasury management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Respectfully,

A handwritten signature in blue ink that reads "Simona P. Scholtens". The signature is written in a cursive style with a large initial 'S'.

Simona Padilla – Scholtens, CPA  
Auditor-Controller

**Solano County Treasury  
Statement of Assets  
December 31, 2016**

**Pooled Cash & Investments:**

Cash on Hand \$ 9,053,380

Cash in Banks 8,329,732

**Money Market & Mutual Funds**

Money Market Funds 218,594,436

Mutual Funds 20,065,880

Total Money Market & Mutual Funds 238,660,316

**Non-Cash Assets**

Accrued Interest and Other Non-Cash Assets 2,635,764

Total Non-Cash Assets 2,635,764

**Investments (Fair Value)**

Federal Agency Securities 348,179,606

Treasury Agency Securities 267,936,209

Municipal Bonds 74,479,186

Corporate Securities 121,563,081

Supranational Securities 10,004,280

Total Investments 822,162,362

**Total Pooled Cash & Investments** 1,080,841,554

**Non-Pooled Cash & Investments:**

**Public Agency Retirement Services 115 Retirement Trust Fund**

Cash in Banks 6,815

Cash in Money Markets 309,318

Mutual Funds 3,188,000

Non-Cash Assets 33,689

Federal Agency Securities 12,028,015

Municipal Bonds 2,481,925

Corporate Securities 2,000,620

Total Public Agency Retirement Services Fund 20,048,382

**Total Non-Pooled Cash & Investments** 20,048,382

**Total Cash & Investments** \$ 1,100,889,936



# Solano County

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

## Agenda Submittal

**Agenda #:** 8 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Health and Social Services  
**File #:** 17-189 **Contact:** Meg Nealon, 784-7748  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt a resolution and plaque of appreciation honoring Gary Bubar, Welfare Fraud Investigator, upon his retirement from the Health & Social Services Department, Special Investigations Bureau with over 23 years of dedicated service to Solano County  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - Resolution](#)

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 Health and Social Services (H&SS) recommends that the Board of Supervisors adopt a resolution and plaque of appreciation honoring Gary Bubar, Welfare Fraud Investigator, upon his retirement from the Health & Social Services Department, Special Investigations Bureau with over 23 years of dedicated service to Solano County.

### **SUMMARY/DISCUSSION:**

Gary Bubar began his career as a Criminal Investigator with the United States Air Force and served honorably for over 21 years while earning a Bachelor of Arts degree from Southern Illinois University in Workforce Education and Development.

On May 18, 1993, Investigator Bubar was hired as a Welfare Fraud Investigator by Solano County Health and Social Services Department, Special Investigations Bureau. Investigator Bubar has faithfully protected the integrity of the various public assistance programs (CalWORKs, CalFresh, and General Assistance) by investigating and preventing fraudulent receipt which has enabled resources to be available for those truly eligible residents of Solano County.

As a result of Investigator Bubar's strong work ethic, leadership and knowledge of welfare eligibility, he has conducted over 18,500 Early Fraud and Continuing Fraud investigations and has managed the Special Investigations Bureau's arrest warrant log to ensure that ineligible recipients were held accountable and were provided the opportunity to meet their obligations.

### **FINANCIAL IMPACT:**

The cost of providing the plaque is included in the County's FY2016/17 Approved Budget. There is no additional impact to the County General Fund.

**ALTERNATIVES:**

The Board could choose to not adopt the resolution and plaque. This is not recommended because this is an opportunity to recognize Investigator Gary Bubar and his dedication and service to Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# *Resolution No. 2017 -*

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING  
GARY BUBAR UPON HIS RETIREMENT FROM THE HEALTH AND SOCIAL SERVICES  
DEPARTMENT, SPECIAL INVESTIGATIONS BUREAU FOR OVER 23 YEARS OF DEDICATED  
SERVICE TO SOLANO COUNTY**

**WHEREAS**, Gary Bubar began his career as a Criminal Investigator with the United States Air Force and served honorably for over 21 years while earning a Bachelor of Arts degree from Southern Illinois University in Workforce Education and Development; and

**WHEREAS**, Investigator Bubar was hired as a Welfare Fraud Investigator II by Solano County on May 18, 1993 in the Health and Social Services Department, Special Investigations Bureau; and

**WHEREAS**, Investigator Bubar has faithfully protected the integrity of the Public Assistance programs in Solano County by investigating and preventing the fraudulent receipt of CalWORKs, CalFRESH and General Assistance program funds, making the funds available for those truly needy residents of Solano County; and

**WHEREAS**, as a result of Investigator Bubar's strong work ethic, leadership and knowledge of welfare eligibility, he has conducted over 18,500 Early Fraud and Continuing Fraud investigations; and

**WHEREAS**, Investigator Bubar managed the Special Investigations Bureau's arrest warrant log to ensure that those individuals that needed to go to jail were provided the opportunity to meet their obligations; and

**WHEREAS**, Investigator Bubar is retiring on April 7, 2017 after over 23 years of outstanding and dedicated service to the Solano County Health and Social Services Department.

**NOW, THEREFORE, BE IT RESOLVED**, the Solano County Board of Supervisors hereby expresses its sincere appreciation and gratitude to Gary Bubar and wishes him a long, healthy and happy retirement.

Dated this 4<sup>th</sup> day of April, 2017

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



# Solano County

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

## Agenda Submittal

**Agenda #:** 9 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Resource Management  
**File #:** 17-225 **Contact:** Bill Emlen, 784-6062  
**Agenda date:** 4/4/2017 **Final action:**  
**Title:** Adopt a resolution certifying the maintained mileage of Solano County roads as 576.613 miles as of December 31, 2016  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** [A - Resolution](#)  
[B - Maintained Mileage](#)

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 certifying the maintained mileage of Solano County roads as 576.613 miles as of December 31, 2016.

### **SUMMARY/DISCUSSION:**

Section 2121 of the California Streets and Highways Code requires that the County, by adoption of the attached resolution (Attachment A), certify the mileage of County maintained roads each year.

The County's maintained road mileage in 2015 was 576.613 miles. There were no annexations or other changes to the County's maintained road mileage during 2016 (Attachment B). McGary Road was detached from the City of Fairfield to Solano County on February 10, 2017 and will be included in the maintained mileage for 2017.

### **FINANCIAL IMPACT:**

Road Fund revenues received from Federal and State sources are unchanged as a result of this action because certain revenues received by the Road Fund are partially based on the maintained mileage of County Roads. There is no impact to the General Fund.

### **ALTERNATIVES:**

The Board could choose to not adopt the resolution. This is not recommended as State law requires that such a resolution be adopted, and the maintained mileage report simply reflects the existing mileage.

### **OTHER AGENCY INVOLVEMENT:**

The County's maintained mileage is reported to Caltrans upon adoption of the resolution. County Counsel has reviewed and approved this item as to form.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2017 - \_\_\_\_\_

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
CERTIFYING THE MAINTAINED MILEAGE OF SOLANO COUNTY ROADS  
AS 576.613 MILES AS OF DECEMBER 31, 2016**

**Whereas**, section 2121 of the Streets and Highways Code provides that each year, each County shall certify its maintained road mileage; and

**Whereas**, Solano County's maintained road mileage as of December 31, 2016 was 576.613 miles, the same as the previous year.

**Resolved**, the Solano County Board of Supervisors certifies that the maintained mileage of Solano County roads as of December 31, 2016 was 576.613 miles.

Passed and adopted by the Solano County Board of Supervisors on April 4, 2017, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_  
\_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_  
\_\_\_\_\_

EXCUSED: SUPERVISORS \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
1410	20		A ST	0102 WATER ST	1410 HOLDENER RD	0.340	
1250	4		ABERNATHY RD	FRFD	1260 MANKAS COR RD	1.977	
1360	1		ALLENDALE RD	SH505	3770 MERIDIAN RD N	1.430	
4000			ALLENDALE RD	SH505	3350 TIMM RD	1.380	
316			AMARAL CT	END	1220 ROCKVILLE RD	0.150	
4730			ANDERSON RD	4795 MONTEZUMA HILLS	2360 EMIGH RD	2.320	
813			ASPEN CT	1002 MAGAZINE ST	END	0.050	
401			AULD CT	1220 ROCKVILLE RD	END	0.050	
4950			AZEVEDO RD	2460 CANRIGHT RD	2360 EMIGH RD	2.030	
2486			B & R LANE	1490 LIBERTY ISL RD	END	0.350	
105			B ST	0102 WATER ST	1410 HOLDNER RD	0.340	
4280	1		BAKER RD	1355 WINTERS RD	END	0.380	
623			BANNING WAY	1020 BENICIA RD	0622 ORCHARD AVE	0.320	
4790	10		BARTLETT RD	4790 NORTON RD	4870 BUNKER STA RD	0.770	
4270			BATAVIA RD	3600 WEBER RD	DXN	2.510	
626			BEACH ST	VAL	VAL	0.040	
4260			BECKER RD	1470 OLD DAVIS RD	5029 EGGERT RD	1.390	
2410			BELDEN'S LANDING RD	1310 GRIZZLY ISL RD	END	0.120	
807			BELMONT AVE	0812 RIDGE AVE	VAL	0.300	
1020			BENICIA RD	VAL @ HOMEACRES AVE	VAL @ CEMETERY	0.400	
1020			BENICIA RD	VAL @ BEACH ST	VAL @ I-80	0.468	
1300	20		BINGHAMTON RD	SH113	4870 BUNKER STA RD	3.530	
1140			BIRDS LANDING RD	1430 COLLINSVILLE RD	SH012	6.130	
2300			BIRDS LANDING RD	1430 COLLINSVILLE RD	END	2.300	
3720	3		BLUE RIDGE RD	3720 MIX CANYON RD	END	2.770	
4300			BOWMAN RD	3590 GADDINI RD	3759 BOYCE RD	0.410	
3759			BOYCE RD	1368 WOLFSKILL RD	1400 PUTAH CREEK RD	1.940	
403			BRAE CT	1205 GLENCANNON	END	0.140	
3530	5		BRANSCOMBE RD	2460 CREED RD	END	1.506	
2500			BRIDGEPORT AVE	1200 CORDELIA RD	FRFD	0.370	
2900	1		BROWN RD	SH113	END	3.530	
1350	5		BROWN VALLEY RD	VAC	1340 CANTELOW RD	0.840	
3920			BRYANT RD	3690 LEISURE TOWN RD	3790 MERIDIAN RD N	1.000	
2530	1		BUCKTOWN LN	1320 VACA VALLEY RD	END	2.000	
1490	1		BULKLEY RD	1380 TREMONT RD	1340 MIDWAY RD	5.530	
1490	3		BULKLEY RD	1340 MIDWAY RD	3520 BULKLEY RD	0.970	
3520	3		BULKLEY RD	3520 TREFOIL RD	1490 KING RD	0.480	
1300	25		BUNKER STATION RD	4870 BUNKER STA RD	1300 SWAN RD	0.460	
4870			BUNKER STATION RD	1300 BINGHAMTON RD	4790 BARTLETT RD	2.940	
4370			BURKE LN	3000 HAY RD	END	0.446	
809			BUSH AVE	VAL	0812 RIDGE AVE	0.220	
3870	3		BYRNES RD	3870 CALIF PACIFIC RD	VAC WEBER RD	3.360	
3870	1		CALIF PACIFIC RD	VAC	3870 BYRNES RD	0.520	
3466			CALIGIURI CYN RD	1330 GIBSON CYN RD	END	0.200	
305			CALLE DEL CABALLO	0307 VIA PALO LINDA	0308 VIA VACQUERO	0.290	
4320			CAMPBELL RD	1450 STEVENSON BR RD	1400 PUTAH CR RD	2.900	
4272			CAMPOS LN	1355 WINTERS RD	END	0.300	
3150			CANAL LN	1400 PUTAH CR RD	END	0.360	
2460	20		CANRIGHT RD	2460 FLANNERY RD	RVS	2.550	
1340	1		CANTELOW RD	1330 GIBSON CYN RD	1340 TIMM RD	1.130	
3800			CANTELOW RD	1290 PLEASANTS VLY RD	1330 GIBSON CYN RD	5.300	
706			CARLSON ST	VAL	END	0.160	
713			CARQUINEZ ST	0708 THOMAS AVE	SH141	0.070	
5270			CARROT LANE	GLEN COVE RD (VJO)	0811 GILCREST AVE	0.421	
3480			CASEY RD	4610 PEDRICK RD	SH113	1.010	
313			CAVALIER CT	0312 WALNUT DR	END	0.120	
624			CENTRAL AVE	1020 BENICIA RD	VAL	0.000	
4268			CENTRAL LN	3170 OLIVE SCH LN	END	0.460	
1208	3		CENTRAL WAY	1200 CORDELIA RD	FRFD	0.260	
304			CERRADA AZUL	0309 PASEO ARBOLES	END	0.030	
303			CERRADA CIELO	0309 PASEO ARBOLES	END	0.030	
2370	20		CHADBOURNE RD	1220 ROCKVILLE RD	END	0.200	
2370	30		CHADBOURNE RD	FRFD	END	2.900	
311			CHERRY CT	END	0307 VIA PALO LINDA	0.090	
1290	1		CHERRY GLEN RD	SH080	3120 CHERRY GLEN RD	0.970	
3120			CHERRY GLEN RD	1290 PLEASANTS VLY RD	VAC	0.260	
3140			CHERRY GLEN RD	VAC	VAC	0.500	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
3642			CHESTER WAY	2390 PLEASANT HLS RD	1290 PLEASANTS VLY RD	0.030	
4017			CHEVRON WAY	END	1340 MIDWAY RD	0.120	
4030			CHICORP LN	3220 HAWKINS RD	END	0.820	
2233			CHILMARK PL	2231 WILLOTTA DR	END	0.010	
4170			CIRCLE C LN	3220 HAWKINS RD	END	0.350	
4190			CLARK RD	1300 FRY RD	3220 HAWKINS RD	1.500	
2310			CLAYTON RD	1235 GORDON VLY RD	END	2.380	
3450			CLEMENT RD	3888 UDELL RD	1340 MIDWAY RD	1.240	
3960	10		COLE ROAD	3611 NO LOCKE RD	3535 HARTLEY RD	0.250	
1430			COLLINSVILLE RD	END	3995 SHILOH RD	5.150	
2442			CONNER CT	2231 WILLOTTA RD	END	0.020	
4530	3		COOK LN	SH113	END	1.930	
1200	5		CORDELIA RD	FRFD	FRFD	0.370	
1200	10		CORDELIA RD				IN FAIRFIELD
1200	15		CORDELIA RD	FRFD	FRFD	0.130	
1200	20		CORDELIA RD				IN FAIRFIELD
1200	25		CORDELIA RD	FRFD	FRFD	1.250	
1200	30		CORDELIA RD				IN FAIRFIELD
1200	35		CORDELIA RD	FRFD	SUIS	0.669	
301			COUNTRY CLUB DR	2090 GREEN VLY RD	END	0.280	
3944			CRAMPTON LN	END	3690 LEISURE TOWN RD	0.160	
2055			CRAVEA LN	1220 ROCKVILLE RD	END	0.350	
2460	5		CREED RD	3530 BRANSCOMBE RD	SH113	8.060	
1450	1		CURREY RD	SH080	4220 SIEVERS RD	0.730	
4510			CURREY RD	4519 CURREY RD	END	0.860	
4519	5		CURREY RD	1450 SIEVERS RD	END	2.150	
4710	1		CURRIE RD	2360 EMIGH RD	SH012	1.870	
707			CYPRESS AVE	1000 LEMON ST	VAL	0.390	
4150			DALLY RD	1300 FRY RD	END	2.530	
351			DE LEU DR	1210 GREEN VLY RD	END	0.360	
3360			DELHI RD	4910 SIKES RD	5190 LEVEE RD	3.050	
3910			DEMELLO LN	VAC	END	0.410	
3832			DENVERTON RD	SH012	2460 CREED RD	1.915	
2280			DINKELSPIEL RD	1430 COLLINSVILLE RD	END	0.520	
1360	6		DIXON AVE EAST	DXN	4650 ROBBEN RD	1.350	
1360	3		DIXON AVE WEST	3790 MERIDIAN RD	DXN	3.080	
4570	5		DOYLE LN	DXN	END	0.190	
321			DURBIN LN	2090 GREEN VALLEY RD	END	0.090	
413			EDINBURG CT	END	1205 GLENCANNON DR	0.140	
104			EDWARDS ST	0105 B ST	1410 A ST	0.070	
5029			EGGERT RD	1380 TREMONT RD	4260 BECKER RD	0.500	
2660			ELEVATOR RD	1550 RYER RD EAST	SH084	2.190	
3890			ELIZABETH RD	VAC	3790 MERIDIAN RD N	1.270	
3562			ELLSWORTH RD	3690 LEISURE TOWN RD	3697 QUINN RD	0.220	
1300			ELMIRA RD	VAC	1300 SO A ST	0.100	
2360			EMIGH RD	4795 MONTEZUMA HILLS	END	4.520	
2850	3		ENGLISH HILLS RD	3800 CANTELOW RD	END	2.470	
3842			ESQUIVEL RD	3610 LOCKE	END	1.110	
5030			ETZEL RD	3520 TREFOIL RD	3360 DELHI RD	1.530	
710			EVANS AVE	SH141	VAL	0.200	
1320	20		FARRELL RD	VAC	1330 GIBSON CYN RD	0.200	
106			FIRST ST	0107 VACA ST	END	0.100	
2460	15		FLANNERY RD	2520 FLANNERY RD	2460 CANRIGHT RD	0.500	
2520	5		FLANNERY RD	2520 GOOSE HAVEN RD	2460 FLANNERY RD	4.600	
1302	1		FOOTHILL DR	VAC	1290 PLEASANTS VLY RD	0.290	
2817			FORBES CT	3468 SERENITY HILLS	END	0.100	
4130			FOX RD	3220 HAWKINS RD	3600 WEBER RD	3.050	
1306			FRUITVALE RD	VAC	VAC	0.180	
1300	15		FRY RD	1300 MERIDIAN RD	SH113	5.090	
3100			FRY RD	VAC	1300 MERIDIAN RD	1.010	
1006			FULTON AVE	VAL	VAL	0.400	
3590			GADDINI RD	1400 PUTAH CR RD	1368 WOLFSKILL RD	1.970	
4011			GARNETT LN	1368 SIEVERS RD	END	0.790	
3300			GATES CANYON RD	1290 PLEASANTS VLY RD	END	4.770	
3950			GENTILE LN	VAC	END	0.340	
1330	5		GIBSON CANYON RD	VAC	1320 FARRELL RD	0.770	
1330	15		GIBSON CANYON RD	1320 FARRELL RD	1340 CANTELOW RD	2.770	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
811	20		GILCREST AVE	VAL	END	0.650	
811	25		GILCREST AVE	END	0803 TAYLOR AVE	0.020	
5260			GISH RD	3900 PEACEFUL GLEN RD	END	0.050	
1205			GLENCANNON DR	1220 ROCKVILLE RD	0407 TARTAN WAY	1.050	
2155			GOODYEAR RD	BEN	END	4.600	
2520	3		GOOSE HAVEN RD	4350 GOOSE HAVEN RD	2520 FLANNERY RD	0.500	
4350			GOOSE HAVEN RD	2520 GOOSE HAVEN RD	2460 CREED RD	1.540	
1235			GORDON VALLEY RD	1250 MANKAS CORNER	NAP CO	2.160	
353			GREEN ACRES CT	0352 GREEN ACRES LN	END	0.110	
352			GREEN ACRES LN	1210 GREEN VALLEY RD	END	0.120	
2110			GREEN VALLEY LN	2090 GREEN VLY RD	END	0.330	
1210			GREEN VALLEY RD	FRFD	1220 ROCKVILLE RD	1.450	
2090			GREEN VALLEY RD	1220 ROCKVILLE RD	END	1.580	
3820			GRIFFIN LN	3790 MERIDIAN RD N	END	0.610	
1310			GRIZZLY ISLAND RD	SUIS	2160 VAN SICKLE RD	8.760	
2160	1		GRIZZLY ISLAND RD	1310 GRIZZLY ISL RD	END	8.970	
1360	8		HACKMAN RD	4670 ROBBERN RD	YOL CO	5.080	
1368	10		HALLEY RD	1368 WOLFSKILL RD	1368 SIEVERS RD	1.140	
3770	5		HALLEY RD	4100 SWEENEY RD	1368 SIEVERS RD	1.520	
621			HARGUS AVE	VAL	VAL	0.430	
4690			HARPER LN	1360 HACKMAN RD	END	0.480	
3535			HARTLEY RD	VAC	4000 ALLENDALE RD	2.600	
4630	10		HASTINGS RD	4630 SALEM RD	SH113	0.500	
3220	1		HAWKINS RD	SH113	1390 LEISURE TOWN RD	6.080	
3000			HAY RD	3830 MERIDIAN RD	SH113	5.030	
103			HAZEN ST	1410 A ST	0105 B ST	0.070	
410			HEATHER CT	0407 TARTAN WAY	END	0.060	
3930			HERST LN	1360 DIXON AVE W	END	0.520	
2815			HILLSVIEW DR	END	3464 SOLAR HILLS DR	0.220	
1410	25		HOLDENER RD	1410 A ST	3990 LEWIS RD	0.500	
3180			HOLDENER RD	4030 CHICORP LN	1410 HOLDNER RD	0.510	
5230			HOLLAND RD	END	YOL CO	4.660	
3230			HOLMES LN	1400 PUTAH CR RD	END	0.950	
801			HOMEACRES AVE	1020 BENICIA RD	0803 TAYLOR AVE	0.230	
702			IDORA AVE	1000 LEMON ST	0705 PINE ST	0.110	
4010	1		JAHN RD	1360 DIXON AVE W	4080 SILVEYVILLE RD	1.030	
2910			JENNY LN	END	2911 PAMELA LN	0.080	
2444			JODI CT	2231 WILLOTTA RD	END	0.030	
3575			JOHNSON RD	1400 PUTAH CR RD	END	0.200	
2570	5		JOSLIN LN	2750 STEIGER HILL	END	0.040	
2570			JOSLIN LN	END	2750 STEIGER HILL RD	0.730	
3750			KATLEBA LN	3220 HAWKINS RD	END	0.270	
1386	5		KIDWELL RD	4615 OLMO LN	SHO80	0.045	
3311			KILDEER RD	3390 SCALLY RD	END	0.356	
3560			KILKENNY RD	VAC	3870 BYRNES RD	0.280	
408			KILTS CT	0407 TARTAN WAY	END	0.080	
1490	5		KING RD	3520 BULKLEY RD	1490 LIBERTY ISLAND RD	0.500	
3680			KING RD	1490 LIBERTY ISLAND RD	5190 LEVEE RD	1.050	
3639			KOBERT CT	3650 KOBERT RD	END	0.140	
3650			KOBERT RD	3635 TUBBS RD	4100 SWEENEY RD	0.760	
1040			LAKE HERMAN RD	VAL	BEN	2.820	
2195			LAMBERT RD	1250 MANKAS CRN RD	1230 SUISUN VLY RD	0.400	
2520	2		LAMBIE RD	SH012	4350 GOOSE HAVEN RD	2.485	
404			LANG CT	1220 ROCKVILLE RD	END	0.050	
716			LAUREL ST	VAL	VAL	0.060	
2393			LAVERA CT	END	2390 PLSNT HLS RCH W	0.120	
2250			LEDGEWOOD RD	1230 SUISUN VLY RD	1250 MANKAS CORNER RD	0.820	
3690			LEISURE TOWN RD	VAC	1360 ALLENDALE RD	2.832	
1000			LEMON ST	BENICIA RD	VAL	0.250	
1340	11		LEVEE RD	5190 LEVEE RD	YOL CO	0.490	
5190			LEVEE RD	3360 DELHI RD	1340 MIDWAY RD	3.080	
804			LEWIS AVE	VAL	VAL	0.610	
1410	30		LEWIS RD	3180 HOLDENER RD	1340 MIDWAY RD	4.600	
3990			LEWIS RD	1410 LEWIS RD	3000 HAY RD	2.540	
1490	7		LIBERTY ISLAND RD	3680 KING RD	1300 SWAN RD	3.000	
1490	9		LIBERTY ISLAND RD	1300 SWAN RD	END	4.550	
1490	20		LIBERTY ISLAND RD	END CACHE SLOUGH	RVS	3.330	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
715			LINCOLN RD EAST	VAL	SH141	0.080	
2400			LITTLE HONKER BAY	SH012	3995 SHILOH RD	2.530	
3610			LOCKE RD	3942 STORE RD	VAC	1.860	
2151			LOPES RD	BEN	FRFD	5.570	
2382			LYNCH RD	2380 MCGARY RD	END	0.090	
2537			LYON RD	FRFD	1290 CHERRY GLEN RD	1.880	
409			MAC TAVISH CT	0407 TARTAN WAY	END	0.070	
1002			MAGAZINE ST	VAL	VAL	0.340	
3060			MAINE PRAIRIE RD	4870 BUNKER STATION	SH113	3.540	
1250	5		MANKAS CORNER RD	1260 MANKAS COR RD	1230 SUISUN VALLEY RD	2.050	
1260	3		MANKAS CORNER RD	1250 MANKAS COR RD	FRFD	0.560	
3340			MAPLE RD	VAC	END	0.500	
2391			MARIE CT	2390 PLSNT HLS RCH W	END	0.110	
2540			MASON RD	1210 GREEN VLY RD	END	1.320	
4140			MAXWELL LN	1490 BULKLEY RD	YOL CO	1.530	
411			MC CREADY CT	1205 GLENCANNON DR	END	0.240	
3926	5		MC EATHRON LN	3610 LOCKE RD	END	0.200	
414			MC GREGOR CT	END	1205 GLENCANNON DR	0.210	
4770			MCCLOSKEY RD	2480 MCCORMACK RD	SH012	1.010	
2480			MCCORMACK RD	RVS	SH113	4.090	
2880	5		MCCRORY RD	2880 NORTH GATE RD	3830 MERIDIAN RD	0.970	
4180			MCCUNE RD	3635 TUBBS RD	3770 HALLEY RD	1.270	
2380	10		MCGARY RD	VALLEJO	FRFD	1.620	
4013			MCNEILL LN	END	1400 PUTAH CREEK RD	0.730	
1300	10		MERIDIAN RD	1300 SO A ST	3100 FRY RD	0.410	
3810			MERIDIAN RD	VAC	3220 HAWKINS RD	0.680	
3830	10		MERIDIAN RD	3100 FRY RD	2880 McCRORY RD	1.872	
1360	2		MERIDIAN RD NORTH	3770 MERIDIAN RD N	3790 MERIDIAN RD N	0.500	
1395			MERIDIAN RD NORTH	VAC	VAC	0.310	
3770	1		MERIDIAN RD NORTH	1360 MERIDIAN RD N	3770 SWEENEY RD	1.010	
3790			MERIDIAN RD NORTH	1360 DIXON AVE W	VAC	2.060	
1340	5		MIDWAY RD	3350 TIMM RD	VAC	0.500	
1340	6		MIDWAY RD				IN VACAVILLE
1340	7		MIDWAY RD	3690 LEISURE TOWN RD	VAC	1.068	
1340	8		MIDWAY RD				IN VACAVILLE
1340	9		MIDWAY RD	VAC	5190 LEVEE RD	11.290	
3780	5		MIDWAY RD	1340 MIDWAY RD	END	0.160	
3860			MILLER RD	4910 SIKES RD	4650 ROBBEN RD	2.020	
3710			MILLS LN	3562 ELLSWORTH RD	END	0.490	
3700			MILLS RD	5190 LEVEE RD	5090 YOLAND RD	0.700	
3720	1		MIX CANYON RD	1290 PLEASANTS VLY RD	3720 BLUE RIDGE RD	4.750	
4795			MONTEZUMA HILLS RD	4850 TOLAND LN	RVS	4.740	
4855			MONTEZUMA HILLS RD	1140 BIRDS LANDING R	4795 MONTEZUMA HILLS	4.860	
2620			MORRISON LN	1230 SUISUN VLY RD	END	1.030	
2180			MORROW LN	2155 GOODYEAR RD	END	0.090	
2550	5		NELSON RD	FRFD	VAC	0.380	
4124			NOBLE CT	3635 TUBBS RD	END	0.290	
3611			NORTH LOCKE RD	4000 ALLENDALE RD	END	0.520	
4790	5		NORTON RD	1300 BINGHAMTON RD	3020 BARTLETT RD	2.500	
4015	5		NUNES RD	4015 O'DAY RD	1360 DIXON AVE WEST	1.760	
4050	5		NUNES RD	1340 MIDWAY RD	END	0.460	
4015			O'DAY RD	VAC	4015 NUNES RD	0.650	
2117			OAK LN	1220 ROCKVILLE RD	END	0.060	
2210			OAKWOOD DR	1220 ROCKVILLE RD	END	0.370	
1470			OLD DAVIS RD	1380 TREMONT RD	SH080	2.490	
3110			OLIVAS LN	3900 PEACEFULL GLEN	END	0.790	
2810			OLIVE RD	END	SUIS	0.590	
3170			OLIVE SCHOOL LN	1400 PUTAH CR RD	END	2.350	
4615	10		OLMO LN	1386 KIDWELL RD	END	0.858	
1430	5		OLSEN RD	3995 SHILOH RD	SH012	3.640	
622			ORCHARD AVE	0623 BANNING WY	0621 HARGUS AVE	0.310	
2960			OXFORD RD	SH084	5230 HOLLAND RD	1.660	
3490	5		PADDON RD	3888 UDELL RD	VAC	1.230	
2911			PAMELA LN	END	1330 GIBSON CYN RD	0.180	
309			PASEO ARBOLES	1220 ROCKVILLE RD	END	0.410	
1370	10		PEABODY RD	FRFD	VAC	0.463	
3900	1		PEACEFUL GLEN RD	2850 ENGLISH HILLS RD	3350 TIMM RD	1.680	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
310			PEACH CT	0307 VIA PALO LINDA	END	0.080	
1455			PEDRICK RD	SH080	YOL CO	2.480	
4610			PEDRICK RD	3060 MAINE PRAIRIE RD	DXN	9.869	
1253			PENNSYLVANNIA AVE	1200 CORDELIA RD	SUIS	0.010	
1253	15		PENNSYLVANNIA AVE				IN SUISUN
1253	10		PENNSYLVANNIA AVE	SUIS	FRFD	0.380	
1253	20		PENNSYLVANNIA AVE	FRFD	FRFD	0.060	
1204	15		PETERSEN RD	SUIS	TAFB	0.000	
1204			PETERSEN RD	SUIS	SUIS	0.250	
709			PHILIP ST	0708 THOMAS AVE	END	0.130	
4340			PHILLIPS RD	1450 STEVENSON BR RD	4519 CURREY RD	1.720	
2220			PIERCE LN	2155 GOODYEAR RD	END	0.350	
705			PINE ST	0703 WOODROW AVE	0702 IDORA AVE	0.070	
1435	3		PITT SCHOOL RD	DXN	1437 PORTER RD	0.582	
1435			PITT SCHOOL RD	4390 PITT SCHOOL RD	DXN	0.160	
4390			PITT SCHOOL RD	1450 SIEVERS RD	SH080	2.060	
4391			PITT SCHOOL RD	1437 PORTER RD	3220 HAWKINS RD	4.760	
2390			PLEASANT HLS RCH W	END	2391 MARIE CT	0.820	
1290	3		PLEASANTS VLY RD	3120 CHERRY GLEN RD	YOL CO	12.710	
3400			POPLAR RD	VAC	END	0.780	
1437			PORTER RD	1340 MIDWAY RD	DXN	1.366	
1224			PROSPERITY LN	1315 TOLENAS RD	2950 SOLANO RD	0.289	
1400			PUTAH CREEK RD	1290 PLEASANTS VLY RD	1450 STEVENSON BR RD	12.270	
3470			PUTMAN RD	3888 UDELL RD	1340 MIDWAY RD	1.240	
3697			QUINN RD	VAC	END	0.170	
3570			RACE COURSE LN	1400 PUTAH CR RD	END	0.400	
3460			RADIO STATION RD	4650 ROBBEN RD	4910 SIKES RD	2.030	
2153			RAMSEY RD	2500 BRIDGEPORT AVE	END	2.720	
620			REAM ST	VAL	SH141	0.030	
1207			RED TOP RD	SH012	FRFD	0.050	
4020			REDDICK LN	4270 SCHROEDER RD	END	0.510	
704			REIS AVE	END	0703 WOODROW AVE	0.170	
814			RENIDA ST	0805 WARREN AVE	END	0.060	
812			RIDGE AVE	SOUTH END	5270 CARROT LANE	0.382	
2139			RITCHIE RD	1200 CORDELIA RD	FRFD	0.310	
1360	7		ROBBEN RD	1360 DIXON AVE EAST	1360 HACKMAN RD	0.500	
4650	1		ROBBEN RD	1360 DIXON AVE EAST	2900 BROWN RD	9.670	
4670			ROBBEN RD	1360 HACKMAN RD	1380 TREMONT RD	3.000	
2460	10		ROBINSON RD	SH113	2520 FLANNERY RD	4.470	
3840			ROBINSON RD	3535 HARTLEY RD	3350 TIMM RD	1.350	
1220	10		ROCKVILLE RD	URBAN LIMIT	0407 TARTAN WAY	7.140	
1220			ROCKVILLE RD	FRFD	URBAN LIMIT	0.060	
4830			RUNGE RD	1360 HACKMAN RD	1380 TREMONT RD	3.030	
2330	5		RUSSELL RD	END	1220 ROCKVILLE RD	0.490	
3422			RUSTIC LN	END	END	0.290	
1550			RYER ROAD EAST	SH084	SH084	10.880	
4630	5		SALEM RD	2900 BROWN RD	4630 HASTINGS RD	1.500	
3390			SCALLY RD	SH012	END	0.750	
4270	10		SCHROEDER RD	SH080	1368 SIEVERS RD	2.950	
406			SCOT CT	1220 ROCKVILLE RD	END	0.150	
3468			SERENITY HILLS DR	END	1330 GIBSON CYN RD	1.190	
4090			SERPA LN	1360 DIXON AVE W	END	0.530	
3270			SHELTON LN	1350 BROWN VLY RD	END	0.390	
3995			SHILOH RD	1430 COLLINSVILLE RD	SH012	6.342	
315			SIEBE DR	END	0307 VIA PALO LINDA	0.470	
1368	15		SIEVERS RD	1368 HALLEY RD	1450 STEVENSON BR	3.890	
1450	3		SIEVERS RD	1450 STEVENSON BR	4519 CURREY RD	1.710	
4220			SIEVERS RD	4519 CURREY RD	1455 PEDRICK RD	1.010	
4910			SIKES RD	1300 SWAN RD	1380 TREMONT RD	9.630	
4080	5		SILVEYVILLE RD	3770 MERIDIAN RD NO	END	4.800	
2050			SKY VALLEY RD	1040 LAKE HERMAN RD	END	2.000	
2950			SOLANO RD	1224 PROSPERITY LN	FRFD	0.820	
3464			SOLAR HILLS DR	END	1330 GIBSON CYN RD	0.700	
1300	5		SOUTH A ST	1300 ELMIRA RD	1300 MERIDIAN RD	0.470	
4230			SPARKS RANCH RD	4320 CAMPBELL RD	1368 SIEVERS RD	1.760	
4613			SPARLING LN	4613 SPARLING LN	END	2.258	
711			SPERRY AVE	SH141	0707 CYPRESS AVE	0.150	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

GROUP SEQUENCE	ROAD NUMBER	ROAD SEGMENT	ROAD NAME	FROM [NUMBER AND NAME]	TO [NUMBER AND NAME]	LENGTH IN MILES	REMARKS
2115			SPRING LN	1220 ROCKVILLE RD	END	0.060	
412			ST ANDREWS CT	END	0411 MC CREADY CT	0.210	
712			STARR AVE	SH141	0707 CYPRESS AVE	0.150	
1075	20		STARR AVE	SH141	VAL	0.030	
2750	1		STEIGER HILL RD	1330 GIBSON CYN RD	3800 CANTELOW RD	1.660	
1450	5		STEVENSON BR RD	1368 SIEVERS RD	YOL CO	3.420	
3942	5		STORE RD	3610 LOCKE RD	3535 HARTLEY RD	0.250	
2020			STRATTON LN	1430 COLLINSVILLE RD	END	1.170	
5280	1		SUISUN PARKWAY	FF C/L NEAR I-80	FF C/L NEAR SUISUN CREEK	1.670	
2448			SUISUN VALLEY CT	1230 SUISUN VLY RD	END	0.090	
1230			SUISUN VALLEY RD	FRFD	NAP CO	6.484	
2813			SUN CT	3464 SOLAR HILLS DR	END	0.050	
1300	30		SWAN RD	1300 BUNKER STA RD	1490 LIBERTY ISL RD	2.500	
3240			SWAN RD	1490 LIBERTY ISLAND	END	0.500	
3770	3		SWEENEY RD	3770 MERIDIAN RD N	4100 SWEENEY RD	0.440	
4100			SWEENEY RD	3770 HALLEY RD	3635 TUBBS RD	1.060	
405			SYNE CT	1220 ROCKVILLE RD	END	0.050	
2140			TALBERT LN	1430 COLLINSVILLE RD	END	2.140	
407			TARTAN WAY	END	1220 ROCKVILLE RD	0.340	
803			TAYLOR AVE	0801 HOME ACRES AVE	1020 BENICIA RD	0.560	
4120			THISSELL RD	3770 HALLEY RD	4270 SCHROEDER RD	3.530	
708			THOMAS AVE	1000 LEMON ST	VAL	0.390	
2230			THOMASSON LN	1200 CORDELIA RD	FRFD	0.110	
2506			THOMPSON CT	2139 RITCHIE RD	END	0.110	
3880			THOMSEN RD	1490 BULKLEY RD	YOL CO	1.530	
4280	3		THORPE RD	END	3590 GADDINI RD	0.480	
1340	3		TIMM RD	1340 CANTELOW RD	3350 TIMM RD	0.070	
3350			TIMM RD	1340 MIDWAY RD	END	3.100	
1315			TOLENAS RD	1224 PROSPERITY LN	FRFD	0.820	
3520	1		TREFOIL RD	4910 SIKES RD	3520 BULKLEY RD	1.530	
1380			TREMONT RD	4613 SPARLING LN	YOL CO	5.430	
4240			TREMONT RD	1455 PEDRICK RD	END	0.430	
3635			TUBBS RD	1360 ALLENDALE RD	1368 WOLFSKILL RD	3.020	
2800			TWIN SISTERS RD	1230 SUISUN VLY RD	END	2.860	
3888	5		UDELL RD	3350 TIMM RD	3535 HARTLEY RD	1.400	
107			VACA ST	3870 CALIF PACIFIC RD	0106 FIRST ST	0.070	
3895			VACA STATION RD	1300 FRY RD	1410 A ST	0.820	
1320	1		VACA VALLEY RD	1290 PLEASANT VLY RD	VAC	0.790	
1320	10		VACA VALLEY RD				IN VACAVILLE
1320	2		VACA VALLEY RD	VAC	VAC	0.300	
2160	3		VAN SICKLE RD	1310 GRIZZLY ISL RD	END	1.490	
4080	20		VAUGHN RD	DXN	4830 RUNGE RD	2.090	
306			VIA PAJARO	0308 VIA VACQUERO	0309 PASEO ARBOLES	0.090	
307			VIA PALO LINDA	1210 GREEN VLY RD	END	0.770	
308			VIA VACQUERO	0305 CALLE DEL CABAL	0307 VIA PALO LINDA	0.150	
1333			VINE ST	VAC	VAC	0.270	
314			WALNUT CT	0312 WALNUT DR	END	0.110	
312			WALNUT DR	END	END	0.290	
3420			WALNUT RD	VAC	END	0.670	
1335			WALTERS FRONTAGE RD	BELLA VISTA DRIVE	SOUTH OF EAST TABOR	0.650	
805			WARREN AVE	VAL	0803 TAYLOR AVE	0.140	
102			WATER ST	1410 A ST	0105 B ST	0.090	
3600			WEBER RD	VAC	VAC	0.210	
3600	5		WEBER RD				IN VACAVILLE
3600	10		WEBER RD	VAC	4391 PITT SCHOOL RD	3.400	
4380			WEST CHILES RD	END	YOLO CO	0.190	
2502			WEST CORDELIA RD	END	FRFD	0.230	
2190			WILLIAMS RD	1230 SUISUN VLY RD	END	1.250	
2231			WILLOTTA DR	1220 ROCKVILLE RD	1220 ROCKVILLE RD	0.770	
3730			WILLOW RD	3340 MAPLE RD	VAC	1.000	
3730	2		WILLOW RD				IN VACAVILLE
3730	5		WILLOW RD	VAC	VAC	0.090	
3786			WINDING WY	VAC	END	0.470	
5070			WINSHIP RD	3360 DELHI RD	1300 SWAN RD	1.010	
1355			WINTERS RD	1368 WOLFSKILL RD	1400 PUTAH CREEK RD	1.720	
1357			WINTERS RD	1400 PUTAH CREEK RD	YOL CO	0.050	
3555			WINTERS RD	4000 ALLENDALE RD	1368 WOLFSKILL RD	2.860	

**2016 SOLANO COUNTY  
MAINTAINED MILEAGE DATA**

<b>GROUP SEQUENCE</b>	<b>ROAD NUMBER</b>	<b>ROAD SEGMENT</b>	<b>ROAD NAME</b>	<b>FROM [NUMBER AND NAME]</b>	<b>TO [NUMBER AND NAME]</b>	<b>LENGTH IN MILES</b>	<b>REMARKS</b>
5240			WISE ACRES LN	2750 STEIGER HILL RD	END	0.150	
1368	5		WOLFSKILL RD	1355 WINTERS RD	1368 HALLEY RD	1.470	
703			WOODROW AVE	1000 LEMON ST	0705 PINE ST	0.160	
5090			YOLANO RD	1490 LIBERTY ISLAND	1340 MIDWAY RD	1.330	

TOTAL AS OF 12/31/16    576.613  
 TOTAL AS OF 12/31/15    576.613  
 CHANGE =                    0.000



as a Solano County Park. This is a one-time waiver request reflecting the importance of the 10<sup>th</sup> anniversary of the opening of Lynch Canyon. The Board has on a once a year basis over the past few years waived entry fees for the Sunrise Rotary children's fishing event at Lake Solano and for veterans at all County parks during Veterans Day week.

**ALTERNATIVES:**

The Board could choose to not waive the park fees for this event. This is not recommended because the event promotes the use of Solano County Parks, celebrates the partnership with Solano Land Trust at Lynch Canyon Open Space, supports positive recreational events in the community, and will result in forfeiture of a minimal amount of County revenue.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has approved the resolution as to form. Park staff has worked with the Solano Land Trust in planning and implementing the anniversary event.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2017 - \_\_\_\_\_

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS TO WAIVE DAY USE FEES IN SUPPORT OF THE 10<sup>TH</sup> ANNIVERSARY OF LYNCH CANYON OPEN SPACE AND 9<sup>TH</sup> ANNUAL KITE FESTIVAL, AT LYNCH CANYON OPEN SPACE ON MAY 6, 2017**

**Whereas**, the Solano Land Trust wishes to celebrate the 10<sup>th</sup> anniversary of the opening of Lynch Canyon Open Space and the 9<sup>th</sup> annual Kite Festival on May 6, 2017, by creating and implementing special event activities engaging children, families and the public in outdoor activities in a very unique natural setting; and

**Whereas**, Solano County believes recognizing this milestone anniversary and the benefits of this family oriented event provide sufficient justification for allowing public access at no cost for the event; and

**Whereas**, the benefits of this fee waiver far outweigh the minimal loss of revenue to the Parks and Recreation Division (estimated total of approximately \$600); and

**Whereas**, the Board of Supervisors is authorized to waive such fees pursuant to Section 19-90(f) of the Solano County Code.

**Resolved**, that the Solano County Board of Supervisors waives the day use parking fee at Lynch Canyon Open Space for the special event on May 6, 2017.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 4, 2017 by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

EXCUSED: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk



**DISCUSSION:**

The Department of Resource Management administers the grant application process, and grant awards are recommended by the Park and Recreation Commission, serving in its dual role as the Fish and Wildlife Commission. The current grant cycle began October 21, 2016, when Staff distributed the FWPF grant application materials and e-mail notices to previous grant applicants and other prospective applicants. Staff also placed advertisements in local newspapers and made the grant application materials available on the County's website. The Commission set the maximum allowable grant request at \$2,500. The application deadline was November 4, 2016, and one application was received. To assist in evaluating the applications, the Commission appointed an ad hoc, FWPF Evaluation Committee consisting of Commissioner Terry Riddle, Commissioner Steve Hermsmeyer, and subject matter expert John Takekawa, a Director of Bird Conservation with National Audubon Society. Staff distributed copies of the application to the FWPF Evaluation Committee members and Park and Recreation Commissioners for their individual review and evaluation.

The FWPF Evaluation Committee reviewed the application and scored it based on criteria in the FWPF application materials. At its March 9, 2017 meeting, the Park and Recreation Commission received the scoring recommendations from the FWPF Evaluation Committee, and recommended one funding award totaling \$2,500 (listed in Attachment A).

**ALTERNATIVES:**

The Board may choose not to approve the recommendation of the Park and Recreation Commission. This alternative is not recommended because the applications were objectively and thoroughly evaluated by the Commission and FWPF Evaluation Committee, and the projects recommended for funding are eligible and consistent with the funding guidelines.

**OTHER AGENCY INVOLVEMENT:**

The Solano County Park and Recreation Commission recommended approval of the grant award at its scheduled public meeting of March 9, 2017.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

Fish and Wildlife Propagation Fund (FWPF) Grant Applicants  
 Fiscal Year 2016/2017 Grant Cycle (\$15,000 available)

Listed in Order Received	Ranking After Evaluation	Project Name	Applicant	Grant Request Amount	Evaluation Committee Score	Recommended Grant Award
1	1	Tricolored Blackbird Breeding Survey	Napa-Solano Audubon	\$2,500	93	2500
2						
3						
4						
5						
Totals:				\$2,500.00		\$2,500.00

Number of Grant Applications: 1



with a maximum contract award of \$50,753. The RFP was mailed to 16 local and regional firms that provide janitorial, maintenance and facilities support. On February 3<sup>rd</sup> the RFP was also publically noticed in the Fairfield Daily Republic newspaper. A Bidders Conference was held on February 8, 2017 and was attended by one (1) potential provider. Proposals were due by the close of business on February 17<sup>th</sup>.

Staff received two (2) proposals by the February 17<sup>th</sup> deadline and both met threshold requirements for further review and consideration. The two proposals received were from Quali-Serve Janitorial for \$50,362 and from Aztec Janitorial for \$49,000. Below are the individual ratings for each proposal as well as their overall average scores.

Proposer	Total	Possible	Rater	1	Rater	2
<u>Average Score</u>						
Quali-Serve Janitorial	100	100	98		99	
Aztec Janitorial Inc.	100	65		49		57

While the proposal submitted by Aztec Janitorial Inc., was well below the published maximum budget of \$50,753, and reflected strong experience providing janitorial services, it fell significantly short in addressing the maintenance and facilities support needs described in the RFP. The proposal also reflected increased costs for overtime hours and holiday service. Unfortunately the proposal didn't describe the holiday's their company observed or under what circumstances the overtime pay would go into effect.

The Quali-Serve proposal did address all of the janitorial, maintenance and facilities support services described in the RFP and has experienced a very slight increase to a flat billing rate of \$26.00 for all services required of the RFP. Quali-Serve Janitorial has been providing the WDB and previously the Workforce Investment Board (WIB) quality janitorial, maintenance and facility support for over 10 years.

**ALTERNATIVES:**

While not recommended, the Board of Supervisors could direct staff to re-issue a new RFP for Janitorial, Maintenance and Facilities support to see if a larger number of proposals would be submitted. However, and as reported earlier, the WDB's current building services contract is scheduled to end on March 31, 2017. It should also be pointed out that for the last three RFP solicitations for janitorial, maintenance and facilities support services (2011, 2014 and 2017) the WDB has only received two responses to each of the RFPs.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has approved the contract as to form. The County Administrator's Office has been consulted and concurs with the recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

Received

MAR 28 2017

**SERVICE  
AGREEMENT  
CONTRACT**



For WDB Use Only  
**Contract No.**  
PY-17-001

1. This Contract made on April 1, 2017 between the Workforce Development Board of Solano County and Quali-Serv Janitorial for the performance of Janitorial, Maintenance and Facilities Support services.
2. The term of this Contract is: April 1, 2017 through March 31, 2018
3. The Maximum amount of this contract is: **\$50,362.00** to accomplish the work activities in Exhibit A and Attachment A.1.

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Attachment A.1 – Contracted Services Breakout
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

APPROVED FOR THE WORKFORCE DEVELOPMENT BOARD

BY: \_\_\_\_\_  
(Signature, WDB Duly Authorized Representative)

NAME: Robert L. Bloom

TITLE: President/Executive Director

DATE: \_\_\_\_\_

ADDRESS:  
320 Campus Lane  
Fairfield, CA 94534  
(707) 864-3501

APPROVED BY THE CONTRACTOR

BY: Luis Saavedra  
(Signature, Contractor's Duly Authorized Representative)

NAME: Luis Saavedra

TITLE: Owner

DATE: 3-28-17

ADDRESS:  
1405 Shasta Street  
Suisun City, CA 94585  
(707) 422-4727

Approved as to Form: Kimberly Bloom  
Solano County Counsel

**EXHIBIT A  
SCOPE OF WORK**

**A. CONTRACTOR RESPONSIBILITIES**

**1. AVAILABILITY TO PERFORM SERVICES**

- a. Provide and train qualified staff in order to plan for and administer the contracted services;
- b. Provide services sustainability for duration of Contract; and,
- c. Provide services during scheduled days and/or hours as appropriate.

**2. SERVICE ACTIVITIES**

Contractor will provide WDB with a comprehensive janitorial, maintenance and facilities support services. Specific details of each of those services are described in Attachment A.1.

Contractor will provide all scheduled work associated with this contract as described below:

Facilities Support Services

The maximum weekly hours for facilities support services shall total **10.5** hours and the maximum annual hours shall be **546 hours**. Facility support services will take place between 7:00 and 9:30 a.m. However, alternative hours may be required depending on the project. When those situations arise, Contractor will coordinate, in advance, the necessary change with the Facilities Manager or her designee.

Maintenance Services

The maximum weekly hours for Maintenance Services shall total **4.25** and maximum annual hours shall total **221** hours. Maintenance services shall take place between 5:00 and 6:30 p.m. However, alternative hours may be required depending on the project. When those situations arise, Contractor will coordinate, in advance, the necessary change with the Facilities Manager or her designee.

Janitorial Services

The maximum weekly hours for Janitorial Services shall total **22.5** hours and maximum annual hours shall total **1,170** hours. Janitorial services activities will take place between 6:30 p.m. and midnight. However, alternative hours may be required depending on the needs of the agency. When a necessary change is required, the Contractor, in advance, will coordinate the change with the Facilities Manager or her designee.

**B. RESPONSE TIME**

**1. On Call and Emergency Service**

Contractor will be available for "on call" services between the hours of 6:00 a.m. and 6:00 p.m. and for emergency services between 8:00 a.m. and 5:00 p.m. There are no added fees for either of these services.

**C. ADMINISTRATION**

**1. Maintenance of Effort**

Contractor assures that services provided and funds received under this Contract will not supplant existing services or funds allocated for the same purpose.

**2. Successors**

Inasmuch as it affects this Contract, should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor corporation during the course of this Contract, any future owner(s) of the corporation will agree to be bound by the provisions stipulated herein for the length of the contract.

**3. Time is of the Essence of this Contract**

All services to be performed specified under this Contract, including training must be delivered on or before the ending of date of this Contract.

**4. Deliverables**

The Contractor shall conduct/provide the specific services, activities and products under this contract as outlined in Attachment A.1 – Contracted Services Breakout.

Workforce Development Board of Solano County  
&  
Quali-Serv Janitorial

Contracted Service Details

**Janitorial Services**

**Location: 320 Campus Lane, Fairfield**

Daily Duties

- Sweep back entrance and Administration Entrance outside
- Reset training rooms and wipe down table tops
- Clean all bathrooms and restock supplies
- Empty all bathrooms and kitchen waste baskets
- Pick-up debris and empty ash trays outside front and rear perimeter of building
- Empty trash in public spaces

Twice Weekly

- Vacuum common areas: All hallways, lobby and One Stop Areas
- Mop kitchen floor and wipe down counter tops and tables
- Empty all employee trash and pick-up trash/empty ash trays at back perimeter of building

Weekly

- Vacuum all carpeted areas
- Dust/mop all areas
- Pick-up debris in and around dumpster areas
- Empty all recycling bins
- Clean main entrance glass doors, and interior lobby doors

Monthly

- Buff all hard surface floors
- Dust blinds and window sills
- Clean interior/exterior of kitchen appliances
- Clean interior/exterior of microwave ovens and toaster oven in kitchen

Quarterly

- Wax all hard surface floors
- Clean computer equipment and tables
- Clean air vents

Annually

- Shampoo all carpets
- Clean interior of refrigerator

As Needed

- Inventory supplies/notify staff of items needed (in a timely manner) including but not limited to the following items:
  - Bathroom paper supplies
  - Soap, cleaners, scent, disinfectants
  - Cleaning tools
  - Electronic items such as batteries, battery packs, light bulbs
  - Electrical equipment such as extension cords, etc.
- Replace burned out bulbs
- Special Event room cleanup

**Maintenance Services**

**Location: 320 Campus Lane, Fairfield**

Monthly

- Check fire extinguishers for change and current inspection

Semi-Annually

- Inspect for proper operation of smoke detectors, emergency lights and panic system
- Reset clocks after the Spring and Fall time changes

As Needed

- Repair and/or report plumbing, restroom, sink deficiencies
- Repair and/or report electrical problems
- Inspect furniture and fixtures for defects, wear and tear, safety, and operation. Repair minor defects as needed/directed. Secure and report major defects immediately
- Safely handle, store and identify all facility related materials and supplies
- Dispose hazardous and expired materials safely and legally
- Prep, paint any/all interior areas. Maintain clear and specific paint/primer information
- Maintain, documented record of requests, work completed and referrals and contacts

**Facilities Support Services – Primary Service Site: 320 Campus Lane, Fairfield with Some Offsite Services**

Daily

- Open building, and disarm alarm, no later than 7:00 a.m. Monday – Friday and be readily available until 11:00 a.m. (earlier or later, as needed)

Monthly

- Room set-up (tables and chairs) for once a month Thursday PACT meeting
- Room set-up (tables and chairs) for Staff meeting
- Board Meeting set-up (table and chairs) every other month

As Needed

- Morning/afternoon/evening hours required for semi-annual physical set-up for Career Fair, and provide any additional needed staff
- Morning/afternoon/evening hours required for physical set-up of special events and meetings, and provide any additional needed staff at 320 Campus Lane or other sites
- Move/transport furniture, cabinets, supplies, equipment, etc. within same room, building, complex of other sites
- Maintain paper supply/inventory for specific locations (e.g., near copy machines)
- Dispense, deliver or store supplies/equipment deliveries within same day or next morning
- Install, repair or report signage problems
- Maintain the organization, cleanliness, security of maintenance rooms, WDB storage equipment or store rooms
- On call must be available by cell phone between the hours of 6:00 a.m. – 6:00 p.m. and available to respond to urgent calls within one hour between 8:00 a.m. – 5:00 p.m.

**Exhibit B**  
**PROJECT BUDGET SUMMARY**

The WDB agrees to pay the Contractor for services upon the presentation of an appropriate invoice and documents supporting the following deliverables as defined in the Scope of Work to be performed.

DOCUMENTATION OF DELIVERY	DELIVERY PERIOD	FEE
Janitorial Services	April 1, 2017 – March 31, 2018	\$30,420. (\$26.00 per hour X 1,170 maximum hours)
Maintenance Services	April 1, 2017 – March 31, 2018	\$5,746. (\$26.00 per hour X 221 maximum hours)
Facilities Support	April 1, 2017 – March 31, 2018	\$14,196. (\$26.00 per hour X 546 maximum hours)
TOTAL		\$50,362.

1. The above amounts are contingent upon acceptance of an appropriately working and usable system and shall be in compensation for all time and expenses incurred by the Contractor. The Contractor will not be reimbursed for any out of pocket costs.
2. The Contractor shall submit monthly invoices detailing work performed for each deliverable detailed in the Scope of Work (Exhibit A) and amount payable to the WDB's Executive Director/President. The payment shall be made only after the services required under this contract have been performed to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A, Scope of Work have been accepted in writing by the Executive Director/President of his/her designee.
3. The Contractor shall provide any additional documentation as required by WDB at any time in order to substantiate Contractor claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.
4. The maximum payment under the terms of this contract shall under no circumstances, exceed **\$50,362.** for the related expenses unless this contract is modified in accordance with Section XVI in Exhibit C.

**Exhibit C**

**Workforce Development Board of Solano County**

**General Terms and Conditions**

**1. Closing Out**

The WDB will pay the Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, WDB will withhold from the Contractor's final request for payment, the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for WDB's receipt of a final request for payment 30 days after termination of this contract.

**2. Time**

Time is of the essence in all terms and conditions of this Contract.

**3. Time of Performance**

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional license/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the WDB's Planning Unit.

**4. Termination**

A. This Contract may be terminated by WDB or Contractor, at any time with or without cause, upon 30 days written notice from one to the other.

B. WDB may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, WDB will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

**5. Signature Authority**

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

**6. Representations**

A. WDB relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. WDB's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

**7. Insurance**

A. Without limiting Contractor's obligation to indemnify WDB, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance:

Coverage must be at least as broad as:

(1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01)

(2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto)

(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance :

Contractor must maintain limits no less than

1. General Liability: (Including operations, products and completed operations.)	<b>\$1,000,000</b>	per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Aggregate	<b>\$1,000,000</b> <b>\$2,000,000</b>	per accident for bodily injury and property damage
3. Workers' Compensation		as required by the State of California
4. Employers Liability Aggregate	<b>\$1,000,000</b> <b>\$2,000,000</b>	per accident for bodily injury of disease.

D. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

1. Cyber Liability:	<b>\$1,000,000</b>	per incident with the aggregate limit of twice the required limit
2. Professional Liability: Aggregate	<b>\$1,000,000</b> <b>\$2,000,000</b>	combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.

E. If Contractor maintains higher limits than the minimums shown above, WDB is entitled to coverage for the higher limits by Contractor.

F. Deductibles and Self-Insured Retentions

Any deductibles or self-insured relations must be declared to and approved by the WDB. At the option of the WDB, either:

(1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to WDB, its officers, officials, agents, employees and volunteers; or;

(2) Contractor must provide a financial guarantee satisfactory to WDB guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

G. Other Insurance provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(1) The WDB of Solano County, its officers, officials, agents, employees, and volunteers must be included as additional insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement. The insurance afforded to the additional insured shall be at least as broad as that afforded to the first named insured.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the WDB of Solano County, its officers, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

H. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of the WDB for all work performed by Contractor, its employees, agents and subcontractors.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to the WDB.

J. Verification of Coverage

(1) Contractor must furnish WDB with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided that conform to the WDB's requirements and acceptable to the WDB.

(3) WDB must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) WDB reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**8. Best Efforts**

Contractor represents that Contractor will at all times faithfully, industriously and to the best of its ability, experience and talent, perform to the WDB's reasonable satisfaction.

**9. Default**

A. If Contractor defaults in Contractor's performance, WDB shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, WDB may elect to cure the default and any expense incurred shall be payable by Contractor to WDB.

C. If WDB serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, WDB shall be entitled to recover from Contractor all damages allowed by law.

**10. Indemnification**

A. Contractor will indemnify, hold harmless and assume the defense of the WDB, its officers, employees, agents and board members from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agency for, Contractor, excepting the negligence or willful misconduct of the WDB. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply

to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

**11. Independent Contractor**

A. Contractor is an independent contractor and not an agent, officer or employee of the WDB. The parties mutually understand that this Contract is between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against WDB for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, withholding, Social Security, unemployment, disability insurance, Worker's Compensation and Medicare payments.

D. Contractor shall indemnify and hold WDB harmless from any liability which WDB may incur because of Contractor's failure to pay such obligations, as set forth in this paragraph.

E. As an independent contractor, Contractor is not subject to the direction and control of the WDB except as to the final result contracted for under this Contract. WDB may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to WDB under this contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold WDB harmless from any claims that may be made against WDB based solely on the contention by a third party that an employer-employee relationship exists under this Contract. Notwithstanding this provision, to the extent that any claim, as described in this subsection, is based on alleged negligence or willful misconduct of WDB, Contractor shall have no duty to indemnify and hold WDB-SC harmless for that particular claim.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

**12. Responsibilities of Contractor**

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and WDB relies upon such skills. Contractor pledges to perform the work skillfully and professionally. WDB's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that the contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:  
(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that are directly associated with this contract;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and,

(5) Retain financial, programmatic, client data and other service records for three (3) years from the date of the end of the contract award or for three (3) years from the date of termination, whichever is later.

**13. Compliance with Law**

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by WDB as set forth in 2 CFR 200, as currently enacted or as may be amended throughout the term of this Contract.

**14. Confidentiality**

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to WDB all requests for disclosure of confidential information related to this Contract.

D. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information related to this Contract to anyone other than the State of California without prior written authorization from WDB.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photography. Client shall include individuals receiving services pursuant to this Contract.

**15. Conflict of Interest**

A. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to the WDB in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

**16. Drug Free Workplace**

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by an implement its statutory requirements.

**17. Health and Safety Standards**

Contractor shall abide by all health and safety standards set forth by the State of California.

**18. Child/Adult Abuse**

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et. seq.) requiring reporting of suspected abuse.

**19. Inspection**

Authorized representatives of WDB, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and or records pertaining to this Contract.

**20. Nondiscrimination**

A. In rendering services under this contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes but is not limited to, employment upgrading, demotion or transfer, recruitment or

recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**21. Subcontractor and Assignment**

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the WDB's Business & Resource Services Manager, applicable Division Manager or his her designee and the President/Executive Director subject to any required state or federal approval.

C. If WDB consents to the use of subcontractors, Contractor shall require and verify that its subcontractor maintain insurance meeting all of the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

**22. Unforeseen Circumstances**

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to WDB of the cause of the delay within ten (10) days of the start of the delay.

**23. Notice**

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

**24. Nonrenewal**

Contractor acknowledges that there is no guarantee that WDB will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's service.

**25. WDB's Obligation Subject to Availability of Funds**

A. The WDB's obligation under this Contract is subject to the availability of authorized funds. The WDB may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy to the WDB, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the WDB may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the Board of Directors of the Workforce Development Board of Solano County and ratified by the

County of Solano Board of Supervisors (over \$50,000). If the Contract is terminated for non-appropriation of funds:

- i. The WDB will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and,
- ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Directors of the Workforce Development Board of Solano County of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to the WDB. If applicable funding is reduced, WDB may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

**26. Changes and Amendments**

A. WDB may request changes in Contractor's scope of service. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

**27. Choice of Law**

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding in law or equity that may be brought in connection with this Contract.

**28. Health Insurance Portability and Accountability Act**

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. parts 160-64) regarding the protection of health information that may be obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements, if applicable.

**29. Waiver**

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

**30. Conflicts in the Contract Documents**

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the WDB shall supersede any inconsistent term in these documents.

**31. Faith Based Organizations**

A. Contractor agrees and acknowledges that WDB may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not support religious activities; (c) the organization complies with the terms and conditions of this Contract.

B. Contractor agrees and acknowledges that WDB may not make funds available for programs or services affiliated with a religious organization that (a) has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (b) will use the funds for a religious purpose, (c) will use funds for a program or service that subject its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from WDB must (a) comply with all legal requirements and restrictions imposed upon government funded activities set forth in Article IX, section 8 and Article XVI section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

**32. Pricing**

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to WDB for all future services.

**33. Use of Provisions, Terms, Conditions and Pricing by Other Public Agencies**

Contractor and WDB agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. WDB is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall be deemed to indemnify and hold harmless WDB from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. WDB makes no guarantee of usage by other users of this

contract nor shall the WDB incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

**34. Disbarment or Suspension of Contractor**

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred or otherwise ineligible to participate in the federal health programs as defined in 42 WSC § 1320a-7b(f) ( the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but or previously excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded for participation in Federal healthcare programs or any state healthcare programs.

B. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the WDB of any change in the status of the representation and warranty set forth in this section.

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in WDB processing of Contractor's payment.

**35. Execution of Counterparts**

This contract may be executed in two (2) or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by email delivery of a ".pdf" format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature pay were an original signature.

**36. Entire Contract**

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by WDB or Contractor other than those contained in it.

**EXHIBIT D  
SPECIAL TERMS AND CONDITIONS**

**1. Contract Extension**

Notwithstanding Section 2 of the Standard Contract, and unless terminated by either party prior to March 31, 2018, this Agreement shall be automatically extended from April 1, 2018 through March 31, 2019 to allow for continuation of services and sufficient time to complete novation or renewal contract.

**2. Special Responsibilities of Contractor**

- Submit verification of non-profit status, if a requirement for the award of this Contract;
- Provide an audit report, including a management letter to the WDB annually;
- Conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended and provide the audit to WDB within 30 days of Completion;
- Provide an unaudited statement of revenue and expenditures to WDB within 30 days of completion of the project if funds awarded to Contractor are \$100,000 or less.





privately and publicly owned or operated solid waste facilities.

The IHP consists of three members, one from the Board of Supervisors (currently this is Supervisor John Vasquez) a technical expert and a member from the public at large. Resolution No 2009-72 adopted by the Board on April 14, 2013 appointed Greg Pirie as the technical expert and Bruce DuClair as the member on the IHP. Both members' terms will expire April 14, 2017.

The Board is asked to adopt the resolution in Attachment A reappointing Greg Pirie as the technical expert and Victor Johnson as the member from the public at large to the Solid Waste Independent Hearing Panel for terms to expire April 4, 2021. The proposed appointees were chosen due to their expressed interest, and/or background and knowledge on solid waste issues. Attachment B is a summary of each person's background and their qualifications for the panel.

**FINANCIAL IMPACT:**

The Department of Resource Management has borne the cost to secure individuals for appointment and prepare this report and associated documents. To date, the Solid Waste Independent Hearing Panel members have conducted one hearing on solid waste appeals in the last 4 years. The Board has adopted Resolution 2009-34 approving procedures for the Solid Waste Independent Hearing Panel and authorizing a per diem of \$100 to panel members during the conduct of a hearing.

**ALTERNATIVES:**

Appoint different individuals to the technical expert and member at large position on the IHP. This is not recommended as both the LEA and Solano County Local Task Force on Integrated Waste concur that Greg Pirie and Bruce DuClair meet the qualifications for their proposed positions on the IHP and each has confirmed their willingness to serve as IHP members pending Board approval.

**OTHER AGENCY INVOLVEMENT:**

County Counsel was consulted on the language and process for appointing replacements to the Hearing Panel.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2017 - \_\_\_\_\_

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS REAPPOINTING GREG PIRIE TO THE TECHNICAL EXPERT POSITION AND APPOINTING VICTOR JOHNSON TO THE PUBLIC AT LARGE POSITION FOR THE TERMS OF APRIL 15, 2017 THROUGH APRIL 4, 2021 ON THE SOLANO COUNTY SOLID WASTE INDEPENDENT HEARING PANEL**

**WHEREAS**, the Public Resources Code, section 44308(a) requires all hearings regarding Local Enforcement Agency (LEA) activity or enforcement action pertaining to solid waste facilities to be conducted by either a hearing officer or a hearing panel and Public Resources Code, section 44308(a)(5) states that a member of an independent hearing panel shall serve for a term of four years, and may not serve more than two consecutive terms; and

**WHEREAS**, Resolution No 92-242 of the Solano County Board of Supervisors adopted October 6, 1992 created the Solid Waste Independent Hearing Panel; and

**WHEREAS**, Resolution 2009-07 of the Solano County Board of Supervisors adopted on January 13, 2009 authorizes the Solid Waste Independent Hearing Panel to hold all hearings pertaining to publicly and privately owned and operated solid wastes facilities within Solano County pursuant to Public Resources Code Section 44308(a) and California Code of Regulations, Title 14, section 18060(a) or their successors and reaffirmed the Solid Waste Independent Hearing Panel as consisting of three members which are a member of the Board of Supervisors, a technical expert and a member or the public at large; and

**WHEREAS**, Mr. Greg Pirie has requested to be reappointed to serve in the position of technical expert on the Solid Waste Independent Hearing Panel; and

**WHEREAS**, the Local Enforcement Agency solicited and received applications for the public at large position; and

**WHEREAS**, Mr. Victor Johnson has specialized in environmental and waste management engineering and spearheaded the design and permitting of numerous commercial treatment and disposal facilities, meeting the requirements for the public at large position; and

**WHEREAS**, Mr. Greg Pirie and Mr. Victor Johnson meet the qualifications to serve on the independent solid waste hearing panel.

**RESOLVED**, that the Solano County Board of Supervisors reappoint Mr. Greg Pirie to the technical expert position and appoint Mr. Victor Johnson to the public at large position on the Solano County Solid Waste Independent Hearing Panel for the purpose of conducting hearings pursuant to Public Resources Code, section 44308 and Title 14, California Code of Regulations, section 18060. The appointments shall be for terms to expire on April 4, 2021.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 4, 2017 by the following vote:

AYES:	SUPERVISORS	_____
		_____
NOES:	SUPERVISORS	_____
EXCUSED:	SUPERVISORS	_____

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk

## Biographical Sketch

### **GREG PIRIE**

- 18 years of experience including the inspection, enforcement and permitting of solid waste facilities: landfills, transfer stations, compost facilities, illegal landfills, illegal dumping
- Solid Waste Program Manager – County of Napa
- Developed programs for waste tire enforcement and regulation
- Involved with Integrated Waste functions for Napa County including the promotion of compost, waste processing and recycling programs
- Bachelor of Science, biology-Environmental Health from San Diego State University
- Registered Environmental Health Specialist in California
- Past-Chair of the Enforcement Advisory Council to the California Integrated Waste Management Board (currently CalRecycle)
- Chair of the San Francisco Bay Area Local Enforcement Agency Roundtable
- Recipient of the Ralph Hunter Memorial Award for making a major impact to the Solid Waste Local Enforcement Agency field in California.
- Member of the California Environmental Health Association, US Compost Council, National Environmental Health Association

### **VICTOR JOHNSON**

#### **Employment**

2005 to present:	President of Engineering Pathways, Inc. and Senior Consultant to Civil & Environmental Consultants
1999 to 2005:	President of Engineering Pathways, Inc. and Consultant to Versar and David Evans and Associates
1980 - 1999:	Harding Lawson Associates (HLA) - Senior Vice President in U.S. and President of HLA's operations in Mexico and Latin America
1978 - 1980:	Chemical Waste Management (CWM) - Regional Manager for the Southern U.S. and Vice President of CWM's Alabama subsidiary
1971 - 1977:	IT Corporation - President of IT's three disposal subsidiaries
1967 - 1971:	Exxon - Engineer and Distribution Supervisor for Exxon Marketing in California and Nevada

#### **Education**

B.S., Civil Engineering, University of Arkansas, 1967  
Graduate studies, Soil Mechanics, University of Arkansas, 1967



Totaling in the Operational Area = \$8,434,000

In preparation for the Governor's request to the President for a Declaration of Major Disaster, Solano County Office of Emergency Services coordinated with the State Office of Emergency Services and the Federal Emergency Management Agency (FEMA) to complete the Preliminary Damage Assessments (PDA) on January 30-31, 2017. The State and Federal representative visited four cities, Benicia, Fairfield, Vacaville and Vallejo, and County Resource Management to view some of the heavily impacted areas and validate the initial estimates submitted.

On February 14, 2017, the President approved a Major Disaster Declaration for the California Storms that occurred in between the dates of January 3-12, 2017 to include Solano County. Assistance to the affected local governments can include:

- Payment of not less than 75 percent of the eligible costs for debris removal and emergency protective measures taken to save lives and protect property and public health. Emergency protective measures assistance is available to State, tribal and eligible local governments on a cost-sharing basis. (Source: FEMA funded, State administered.)
- Payment of not less than 75 percent of the eligible costs for repairing or replacing damaged public facilities, such as roads, bridges, utilities, buildings, schools, recreational areas, and similar publicly owned property, as well as certain private non-profit organizations engaged in community service activities. (Source: FEMA funded, State administered.)
- Payment of not more than 75 percent of the approved costs for hazard mitigation projects undertaken by State, tribal, and local governments to prevent or reduce long-term risk to life and property from natural or technological disasters. (Source: FEMA funded, State administered.)

On February 6, 2017, another storm surge hit Solano County and continued to intensify damages within the Operational Area. At the February 7, 2017 Board of Supervisors meeting, at the request of the County Administrator and County Counsel, the Board confirmed that a local emergency was still present in the County and authorized the County Administrator to approve all contracts in amounts up to \$2,000,000 for supplies, facilities, personnel and services to deal with the local emergency in consultation with the Solano County Board of Supervisors, the Emergency Services Manager and the Resource Management Director.

At the March 7, 2017 Board of Supervisors meeting, at the request of the County Administrator and County Counsel, the Board confirmed that a local emergency was still present in the County due to the continued response of government entities and continuing road closures.

As of today, the weather services are not forecasting severe rains storms for the coming months. The County Administrator's Office and the Solano County Office of Emergency Services believes that the need for continuing the proclamation has waned. The Solano County Office of Emergency Services will continue to work with cities and county departments to ensure accurate data is forwarded to the state and federal agencies handling the storm recovery efforts.

#### **FINANCIAL IMPACT:**

There is no financial impact to the county by terminating the Local Emergency Proclamation as the threat of further storm damage no longer exists.

Damage sustained by the County and cities from the series of storms starting on January 8, 2017 up until and through April 4, 2017, is covered under the monthly proclamations approved by your Board.

The Solano County Office of Emergency Services, the Resource Management Department, and the Department of General Services, along with city officials, attended the recent FEMA reimbursement application workshop. The County and cities will each be responsible for submitting their reimbursement applications.

There are no individual assistance programs available at this time. Even though the Federal Government has Declared a Major Disaster for these storms, Individual Assistance (IA) has not been authorized. If IA becomes available, it will consist of limited grant funds and possibly low interest loans and Small Business Administration loans.

**ALTERNATIVES:**

Continue the Proclamation of Local Emergency. The law requires all Local Emergency Proclamations be ratified by the governing body within seven (7) days and review at least once every 30 days by the governing body thereafter until termination.

**OTHER AGENCY INVOLVEMENT:**

The Solano County Office of Emergency Services, the Sheriff, the Resource Management Department and the County Administrator's Office will provide updates to the Board as the recovery effort continues.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

PROCLAMATION NO. 2017 - \_\_\_\_\_

PROCLAMATION TERMINATING THE LOCAL EMERGENCY

**Whereas**, Government section 8630 and Solano County Code section 7-13 (a) (1), authorize the Solano County Administrator, acting as the Director of Emergency Services, to proclaim a local emergency as defined by Government Code section 8558, subdivision (c) when the Board of Supervisors is not in session; and

**Whereas**, on Wednesday, January 18, 2017, the Solano County Administrator found that due to the series of severe storm systems that began on January 8, 2017, a condition of extreme peril to life and property existed in the County of Solano, causing flooding, mudslides, land erosion and slippages, downed trees and damage to roads and levees, and proclaimed a local emergency; and

**Whereas**, on January 24, 2017 the Board of Supervisors confirmed and ratified the Proclamation of Local Emergency and orders of the Incident Commander that a local emergency existed throughout Solano County; and

**Whereas**, on February 7, 2017 the Board of Supervisors confirmed and ratified the Proclamation of Local Emergency and orders of the Incident Commander that a local emergency existed throughout Solano County; and

**Whereas**, on March 7, 2017 the Board of Supervisors confirmed and ratified the Proclamation of Local Emergency and orders of the Incident Commander that a local emergency existed throughout Solano County; and

**Whereas**, the Incident Commander has informed the Board of Supervisors that the conditions of extreme peril caused by the emergency are now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of the County.

**Resolved**, the Solano County Board of Supervisors orders that the Proclamation of Local Emergency ratified on January 24, 2017, February 7, 2017 and March 7, 2017, is terminated.

**Resolved**, the Solano County Board of Supervisors orders that the emergency power, functions, and duties of the Solano County Administrative Officer and the emergency organization of Solano County authorized by the Proclamation of Local Emergency and as prescribed by state law, charter, ordinances, and resolutions of this jurisdiction, are terminated.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 4, 2017, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

EXCUSED: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk

**RESOLUTION NO. 2017- \_\_\_\_\_**

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS DESIGNATING THE AGENTS AUTHORIZED TO EXECUTE ANY ACTIONS NECESSARY TO OBTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE DUE TO DISASTER CONDITIONS**

**Resolved**, the Board of Supervisors of Solano County that the County Administrator is hereby authorized to execute for and on behalf of the County of Solano, a public entity established under the laws of the State of California, this application and to file it with the California Governor' Office of Emergency Services for the purpose of obtaining certain Federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or State financial assistance under the California Disaster Assistance Act.

**Resolved**, that the County of Solano, a public entity established under the laws of the State of California, hereby authorizes its agents to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Resolved**, this is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 4, 2017, by the following vote:

AYES: Supervisors \_\_\_\_\_  
\_\_\_\_\_

NOES: Supervisors \_\_\_\_\_

EXCUSED: Supervisors \_\_\_\_\_

\_\_\_\_\_  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: \_\_\_\_\_  
Jeanette Neiger, Chief Deputy Clerk

PROCLAMATION OF LOCAL EMERGENCY  
[Gov. Code, § 8630]

**WHEREAS**, Government Code section 8630 and Solano County Code sections 7-12 (a) and (b) and 7-13 (a)(1), authorize the Solano County Administrator, acting as the Incident Commander for Emergency Services, to proclaim a local emergency as defined by Government Code section 8558, subdivision (c) when the Solano County Board of Supervisors is not in session; and

**WHEREAS**, the Solano County Incident Commander finds that conditions of extreme peril to life and property now exists in Solano County caused by the January 2017 series of severe storm systems, which began on January 8, 2017 and continued through January 12, 2017; and

**WHEREAS**, these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of Solano County; and

**WHEREAS**, the Solano County Board of Supervisors is not in session and cannot immediately be called into session.

**NOW, THEREFORE, THE SOLANO COUNTY INCIDENT COMMANDER DECLARES AND PROCLAIMS THAT:**

1. Conditions of extreme peril to the safety of persons and property have arisen throughout Solano County and a local emergency now exists in Solano County.
2. During the existence of this local emergency the powers, functions, and duties of the emergency organization of Solano County shall be those prescribed by state law, by ordinances, resolutions and approved emergency plans of Solano County.
3. This local emergency proclamation shall expire in 7 days after its issuance unless confirmed and ratified by the Solano County Board of Supervisors.
4. This proclamation and its contents will be published and promulgated in as widespread a manner as is reasonably feasible under the conditions prevailing during this local emergency.

Date: January 18, 2017

By:   
\_\_\_\_\_  
Birgitta E. Corsello  
Solano County Incident Commander



The original 1982 system was developed in Cobol and Cognos PowerHouse on an HP3000 platform. In 2010, a system modernization project was completed, primarily to replace the unsupported HP3000 platform. The user interface was also modernized to include a web browser-based user experience.

The system resulting from this modernization project is running on a combination of Unix and Windows servers to support the programming technologies. All the programming and systems support is done in-house using a combination of newer development tools while still relying heavily on the legacy Cobol programming language. The system also employs “wrapper” technologies that allow much of the system to mimic the way the old technology worked.

While the resulting system is hosted on a modern platform, the underlying application structure and business rules are approximately 30 years old. The current system has been in production for over seven years and continues to be maintained by seven technical positions for the application, and contracted positions support the hardware platforms and database. The system complexity and 30-year-old design has proven to be a maintenance challenge and continues to limit departments’ ability to improve their business processes as well as limits the County’s ability to take advantage of new service-based technology. Operation of the system is heavily dependent upon the institutional knowledge of how the application works, including its idiosyncrasies and numerous workarounds. The system will need a major platform overhaul in the next few years to ensure its components remain supported by their manufacturers.

Understanding the limitations, short comings, and risks inherent in the current system, and it having been over 10 years since the last market review, County stakeholders (Assessor/Recorder, Auditor/Controller, and Treasurer/Tax Collector) determined a market survey of available system replacement options was needed. Over a nine-month period, the three available software packages were evaluated. The results from the evaluations determined that the Thomson Reuters (T-R) Aumentum package is the most complete system for Solano County’s needs.

Given the multi-year timeframe needed for data migration and implementation of a new system, the Department of Information Technology (DoIT) and the SCIPS stakeholders seek Board approval to initiate the project to replace the current system and authorize the creation of a designated reserve of \$10,000,000 to fund the project.

#### **FINANCIAL IMPACT:**

The total cost to replace the Solano County Integrated Property System is estimated at \$10 million. The department proposes this amount come from the general reserve and into a committed designation for Property Tax system replacement. This action can only take place during the budget hearings scheduled for June 2017. This action will authorize the Auditor Controller to establish the committed designation for the property tax system. As the replacement system progresses and an appropriation becomes necessary an appropriation adjustment request will be brought back to the Board of Supervisors for approval.

In addition, based on current legislation, only 48% of the total cost or an estimated \$4.8 million will be recovered from cities and other agencies through the property tax administrative fee. The balance of \$5.2 million will be a general fund cost.

#### **DISCUSSION:**

The Solano County Integrated Property System (SCIPS) is internally developed and maintained by the Land Information Systems Division of the Department of Information Technology (DoIT). Initially developed on an HP3000 platform, the system hosted the database, application, and provided for character-based terminal access. Initial development started in the early 1980’s and has been in a state of continuous improvement. Attempts to modernize the system fell short due to software and system vendors dropping support for the

HP3000 platform. Finally, in 2003, HP discontinued the HP3000 platform leaving their customers with no migration or upgrade path.

In 2005 three options were considered:

1. Purchase a new system,
2. Rewrite a completely new system, and
3. Migrate the current application to a new technology platform

Surveying existing software vendors in the California marketplace revealed few options, and those options provided less capability than the current system. Rewriting the system was considered. A high-level cost estimate put a rewrite project in the range of \$30 to \$50million. This estimate was verified against rewrite projects initiated by other counties at the time, none of which were ever completed. Due to the high cost of rewriting the system, limited staffing, support risks of the current platform, and the learning curve for new development tools, the feasibility of successfully completing a rewrite in a reasonable timeframe seemed, remote. Additionally, a significant amount of the institutional knowledge of the business rules imbedded in the system was no longer available.

The final option of migrating to a new hardware platform and associated system software was determined to be the lowest risk solution. A "Lift and Shift" methodology was utilized to retain all the existing business rules and maintain the application structure.

On December 12, 2006, after considering all the available options, the Board approved a contract with Speedware, a Division of Activant Solutions Inc., for the re-engineering and modernization SCIPS. The original 14-month project was estimated at \$3,446,204 and was intended to maintain current business rules and program logic while modernizing the underlying operating system software, database, and hardware platform. Due to unforeseen challenges encountered in the legacy system, the project fell behind schedule and incurred additional costs. On May 13, 2008, the Board approved a contract change order for \$604,329. The project was successfully completed in February 2010 at a total cost of \$4,050,533.

The current system was put into production in 2010. It is a complex multi-tier architecture running on a combination of Windows-based systems providing the end-user experience and an IBM Unix system providing the back-end batch processing, application processing, and database management. While the architecture is an open system, the application is virtually still the legacy software running within an emulation software layer to allow the business rules and workflows to remain intact. This added complexity has proven to be the systems weakest point.

Since going into production in February 2010, the system has undergone upgrades to the Windows hardware and operating system, the IBM hardware and operating system, and the database. These upgrades have proved to be extremely time consuming; taking about 2 years to complete and requiring significant user testing. Currently the system is stable but is running on an unsupported Microsoft programming framework.

#### Challenges with continuing with the current system:

Continuing with the current system poses a number of risks. The Property Tax applications are developed in Cobol for the batch processing and VB.NET for the user interface. Both of these languages rely on custom middleware products to provide the HP3000-like functionality needed to maintain the existing business rules. These middleware products are highly dependent on the underlying operating systems and hardware platforms. In addition to the custom middleware, the user interface is tightly coupled to the Microsoft Internet Explorer (IE) Browser. Currently IE11 as well as the Windows Server operating system will be supported through January 2020. The Unix operating system is currently supported through December 2019. In addition to the difficulty experienced in upgrading the platforms, these middleware products are uniquely customized for Solano County. The Microsoft .NET framework 2.0 is out of support and is currently being upgraded to version 4.5. Over half of the property system relies on this framework. As it is tightly coupled to the underlying operating system and development tools, this upgrade poses the most risk and requires the most testing.

Another significant risk to continuing with the current system is the reliance on a small group of support staff as well as the subject matter experts in the operating departments. With every year that passes, the County is exposed to the potential loss of institutional knowledge. As experienced operators depart, so does their knowledge of the unique operating behavior of the current system. Additionally, all of the current technical personnel supporting SCIPS are at or near retirement age. Considering instruction in some of the legacy technologies is no longer available in most colleges, the pool of available resources is very limited.

Options Investigated:

1) Redeveloping the existing software was evaluated and determined to be the least optimum approach. Based on discussions with other counties, this approach would probably take the better part of 10 years to complete and require 20 to 25 dedicated staff and/or consultants. Because of the age of the current system, programming language, and system design methodology, very little (if any) of the current code base can be re-used. The current system was designed to operate on an annual cycle and utilized destructive updates when modifying records. Modern systems utilize a transaction-based architecture where all transactions are effective dated, allowing for virtually unlimited history (limited only by hardware resources and performance requirements). Using a Constructive Cost Model developed by USC - Center for Systems and Software Engineering, the results are less than encouraging. Based on 1.2 million lines of code (existing legacy system prior to modernization) and \$10,000 per person-month, the model indicates about a five-year project, with an average of 85 personnel, at a cost of over \$50 Million. This estimate is consistent with other property tax system projects attempted in the state over the last ten years, none of which have reached full production.

2) Purchasing a Commercial Off-The Shelf system (COTS) would provide the benefit of implementing a commercially available system that has many years and tens of thousands of hours of development effort invested to deliver an end-product with standardized processes based on industry and state specific standards. As more Counties move to the commercial platform, the County could realize a benefit from the potential ability to tap the available pool of employees familiar with the commercial system. Currently there are two integrated property system packages available in California:

Thomson Reuters Aumentum product (Initial Demo July 19/20, 2016).  
Megabyte Systems (Demo October 5, 2016).

3) Purchasing "best of breed" rather than an integrated system was another option evaluated. There was only one vendor offering a software product that seemed suitable in meeting Auditor/Controller and Treasurer/Tax Collector needs: The Grant Street Group TaxSYS (Demo July 27/28, 2016). This solution would require a separate acquisition for a system to suit the Assessor's needs and then customized interfaces to make the components work in an integrated manner.

Results from demonstrations:

Of the two integrated packages available on the market today, the Thomson Reuters Aumentum package looks the most promising. All three departments were positive on what was demonstrated. The main detractor is the amount of time it has taken with the implementation in Riverside County.

While the Megabyte Systems package could provide most of the functionality needed to perform core business operations, after departments had an opportunity to review and compare operations in detail with other counties, it was determined there were too many gaps between the product offering and the current SCIPS system functionality. Additionally, the gaps were usually filled by spreadsheets and manual processes. Additional staff resources would be needed to make up for the lost functionality and automation that exists in the current system. Given the gaps and additional staff resources that would be required, this system is not a preferred solution.

Thomson Reuters was invited back to provide more detailed department specific demonstrations (January

25/26, 2017 and March 8, 2017). All three departments continue to be positive about the functionality that was demonstrated.

Recommended option:

The recommended path forward is to enter into a contract with Thomson Reuters once all the County stakeholders have completed their independent reference checks with other counties currently in the process of implementing the Aumentum package.

Thomson Reuters is a \$12 billion company and their Aumentum property tax and revenue systems are used in 25 states as well as six foreign countries. Although the full Aumentum integrated product is not in production in California, T-R Aumentum is in production for the Tax version in three counties; their assessment product is in production in one county, and they have a significant customer base in the state. Attachment B lists Thomson Reuters' current California customer base. Included in the list are the counties that are live on one or more of the Aumentum software modules or in various stages of implementation under contract.

Through discussions with other counties, it is evident a number of them are taking a wait and see approach to their property tax system modernization initiatives. Once a couple of the counties currently in the implementation process successfully complete their projects, it is expected those counties currently waiting will quickly move to follow suit. Understanding there are limitations on the number of customers that can be in the implementation pipeline at the same time, and the first phase of project startup is contingent on the County completing "pre-startup (phase 0)" activities involving data migration, it is in the County's best interest to move forward with the pre-startup phase as early as possible. Delaying a decision to move forward will force the County into another platform upgrade cycle, which will be expensive, disruptive and will not improve the functionality of the system for the stakeholders.

In order to move ahead with the data migration phase, the County needs to contract with Thomson Reuters in order to gain their assistance with training, and access to their proprietary systems information and support.

The evaluation team believes the most efficient procurement method is to "piggy-back" on a current California county contract. Riverside County released a Request for Proposal for implementation of an integrated property tax management system. Thomson Reuters was awarded the work for their Aumentum product. The resulting contract specifically allows other counties or entities to piggyback on the Riverside County procurement process. By using this purchasing method, Solano County will purchase the same three modules, and will receive its services at the same rates per unit as Riverside County. Additionally, there are other contracts in place we can leverage; all of which have arrangements where the County can withdraw from the agreement if T-R is not successful implementing their product in California, or is not timely. It is the County's intent to negotiate escape clauses in the agreement with T-R to ensure liability will be limited. Attachment C contains the T-R proposal for the project.

Project phases and schedule:

The project will be completed in the following 13 phases and the overall project duration is estimated to be 34 months:

0. Pre-Project Startup-Database Cleanup, Validation, and Migration to staging environment - Estimated to be 12 months in duration.
1. Project Start Up
2. Base Configuration
3. Initial Data Conversion - Estimated to be 8 months in duration.
4. Business Process Analysis and Mapping - Estimated to be 4 months in duration.
5. System/Client Configuration;
6. Full Conversion mapping, extraction, and migration - Estimated to be 6 months in duration.
7. User Acceptance Testing (UAT) Configuration;
8. User Acceptance Testing Conversion - Estimated to be 1 month in duration.

9. Implementation Services-Engineering/Programming (reports, interfaces, documentation);
10. Final User Acceptance Testing - Estimated to be 3 months in duration.
11. Client Training;
12. Go-Live

Augmented staffing requirement:

Over the course of the project it is anticipated there will be a need for dedicated project staff to focus on the implementation in each of the departments. At this stage of the process, it is difficult to determine the level of staffing required. Based on staffing augmentation levels from similar projects in other counties it is likely that two additional staff in the Assessor, and one each in the Auditor and Tax Collector departments will be needed for the configuration and implementation phases. These positions would be limited term. More staffing will be needed for the acceptance testing phases but the extent of that supplemental staffing cannot be determined at this time. Due to the difficulty of providing accurate estimates at this time, the budget may need to be revised as the project progresses and more becomes known of the experience of other counties implementing this software. Technical staff involvement in the project will be heaviest in "Phase 0" performing data migration and validation activities as well as for building an archive system for historical data. We estimate that IT staff will need to be augmented with one full time project manager and two analysts that would focus on testing. Current technical staff would be focused on data migration, building an historical archive, and rewriting system interfaces.

**ALTERNATIVES:**

The Board could choose to not authorize proceeding with the SCIPS replacement project; however, this is not recommended. The current system is expensive and difficult to maintain and will be faced with a major upgrade cycle in 2019. The Department believes it is in the County's best interest to avoid the cost and disruption of this upgrade cycle by replacing SCIPS with a commercial software package.

The Board could choose to not authorize the CAO to negotiate and contract with Thomson Reuters until there is a successful implementation in California. This alternative is not recommended as it could delay the project indefinitely as more counties commit to implementing the software ahead of Solano. Based on existing contracts with T-R, the Department believes flexibility can be negotiated into an agreement to limit the County's liability and provide a means to cancel the contract if Thomson Reuters is not successful.

**OTHER AGENCY INVOLVEMENT:**

The Department of Information Technology, in cooperation with the Assessor/Recorder, Auditor Controller, and Treasurer/Tax Collector have been involved in the search and assessment of available alternatives in the market place. All departments are in agreement with selecting the Thomson Reuters Aumentum package to replace the SCIPS system. The Department will continue to work with project stakeholders, the County Administrator, and County Counsel on all contract agreements for the project.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

Attachment - A -- Estimated Project Cost

Cost Category	Total Estimated	Fiscal Years					
	Cost	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Professional Services from Thomson Reuters</b>	<b>1,580,800</b>						
<b>Professional Services, Data Migration</b>	<b>500,000</b>	250,000	200,000	50,000			
<b>Aumentum software Licensing</b>	<b>1,867,022</b>						
<b>System Hardware/Software/Database</b>	<b>240,339</b>			240,339			
<b>Contract Travel</b>	<b>105,000</b>						
<b>Annual Software Maintenance Fees</b>					373,404	304,607	396,145
<b>Annual Public Access Portal Subscription</b>					52,750	54,333	55,962
<b>Staffing Estimates</b>							
<i>Contract Staffing</i>							
Project Manager (1 @ 36 Mos)	<b>360,000</b>	120,000	120,000	120,000			
IT Analysts (2 @ 24 Mos)	<b>480,000</b>		240,000	240,000			
Functional Resources (4 @ 24 Mos)	<b>960,000</b>		480,000	480,000			
<i>Reallocation of Internal Staff</i>							
IT Analysts (4 @ 36 Mos)	<b>1,440,000</b>	480,000	480,000	480,000			
Functional Resources (10 @ 6 Mos)	<b>600,000</b>			600,000			
<b>Training of County Staff</b>	<b>70,000</b>	10,000	30,000	30,000			
<b>Contingency - 20%</b>	<b>1,640,632</b>						
<b>Sub-Total</b>	<b>9,843,793</b>						
<b>Current Appropriation</b>	0						
<b>Additional Appropriation Required</b>	<b>9,843,793</b>						

Attachment B – Thomson Reuters current California customer base

COUNTY	DEPARTMENTS SERVED
Alameda	<b>Clerk-Recorder – Live on system</b>
Santa Cruz	<b>Recorder, Assessor, Auditor, Tax Collector - Live on system</b>
Santa Barbara	<b>Auditor, Tax Collector – Live on system</b>
Riverside	Assessor, Auditor, Tax Collector
San Diego	Assessor, Auditor, Tax Collector
San Francisco	<b>Tax Collector, Business Revenue – Live on system</b>
Kings	<b>Clerk-Recorder – Live on system</b> ; Assessor, Auditor, Tax Collector
Inyo	Assessor, Auditor, Tax Collector
Tulare	Assessor, Auditor, Tax Collector
Mendocino	Assessor, Auditor, Tax Collector
Sutter	Just contracted – Hosted Solution for Assessor, Auditor, Tax Collector

# Solano County, California

## PRICING PROPOSAL FOR AUMENTUM TAX & VALUATION

March 17, 2017



THOMSON REUTERS™

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# AUMENTUM VALUATION

## Essential Tools for Fair and Accurate Appraisals

The screenshot displays the Aumentum Valuation software interface. The top navigation bar includes 'Home', 'Asmt Admin', 'Valuation', 'Records', 'Tax', 'Appeals', 'Cashiering', 'Info Center', 'Reports & Interfaces', and 'Configuration'. The user is logged in as 'Christina Jane Smith' and the date is '06/24/2013'. The main content area is titled 'RPA' and 'GIS Analysis Page / Site Summary'. It shows property details for '925 WINDSOR AVE SW' in the 'LOWER BRANDON' neighborhood. The value method is 'Land: \$40,700, Buildings: \$130,500, Features: \$12,300, Total Market: \$183,500'. The last inspection was on '04/21/2009'. The interface includes several data tables and visual aids:

Use	Land Type	Units	Unit Type	Base Rate	Total Adj.	Adj. Rate	Value
Market	Homestead	15246	SQ FT.	\$2.67	100%	\$2.67	\$40,700

Building Name	Building Type	Effective Year	Actual Area	Features	Value
Irsn 736 R01 DWELL	Dwelling	1953	2,300	7	\$130,500

Feature Name	Feature Description	Quality	Cond.	Year	Value
CONCP	Concrete Patio	Avg	Cond.	2006	\$510
CNPY/	Upper Conventional Canopy	Avg		2007	\$100
CNPY/	Upper Conventional Canopy			2006	\$544
MSTP	Masonry Stoop			2011	\$360

The interface also includes 'Photos' (Photo 3 of 5), 'Sketches' (Sketch 1 of 3), and 'Pictometry' (Aerial view). The bottom of the window shows 'Page: 1 of 10' and a copyright notice: '© 2013 Thomson Reuters. All Rights Reserved.'

As governments struggle with economic malaise on a global scale, local governments are feeling the pressure to encourage and sustain economic growth at home. To do that effectively, they must establish a fair and equitable basis for property taxation through fair and accurate valuations. Designed by valuation professionals and supporting international best practices, Aumentum Valuation is the realization of decades of knowledge and experience.

### Sophisticated Tools

Easy-to-use and configure, our browser-based Aumentum Valuation system gives you a complete range of appraisal tools using the latest advancements in GIS, sketching and workflow that can be delivered through multiple deployment options including SaaS, on-site and hosted.

### Works for You

Aumentum's robust functionality gives you crucial point-in time appraisal capabilities and multiple methods of valuation within each of the main valuation approaches, while also providing much sought-after appraisal and spatial analysis capabilities.

### Improve Customer Service

Aumentum was designed for intuitive visual-efficiency so your staff can easily and confidently navigate the application with immediate access to information and an intuitive user interface. This provides your staff the ability to provide a higher level of taxpayer service.

### Ready When You Are

Aumentum has been designed to address the challenges you face every day. Adapt quickly to legislative changes, keep you insulated from technology infrastructure updates, and integrate and share data with other government offices. These all provide your staff with crucial time-saving capabilities and peace of mind.

## Aumentum Valuation Features

### Manage Your Data

Quickly access what you need when you need it

Your most vital asset in the valuation of property is accurate data characteristics which must be managed independently of valuation methods. That is why we developed a customizable configuration for versioned data within Aumentum Valuation. Its well-organized structure allows you and your staff to see what the property looked like at any point in time. To ensure accuracy, the data infrastructure supports the processing of property characteristic changes as well as changes to prior year's data, current data and future assessment data.

### Spatial Analysis Capabilities

Make better decisions

The use of Aumentum GeoAnalyst's integration with Esri's ArcGIS® Server increases the consistency of analytical data. All information can be overlaid on maps, allowing you to be informed via the data you maintain through spatial tools. This provides your staff the ability to assess the scale and magnitude of problems, so they can make informed decisions, swiftly and confidently.

## Streamline Business through Automation

### Shorten turnaround times and reduce costs

Through a single-database, system-wide integration, Aumentum allows taxpayer data to be collected once, and automatically populated into other integrated systems including: billing & collection, records management and eGovernment. This increases productivity and accuracy, while eliminating redundant entries and duplication errors.

## Picture This

### Measure from your desktop

Aumentum's integration with Pictometry Online allows your staff to easily and quickly access oblique and orthogonal images to measure area, perimeter and height of any structure or property without ever having to leave the office. By providing an alternative to field visits to properties, these desktop- valuations offer significant cost savings. They can help you uncover substantial volume of new taxable properties and improvements which in the past might have been virtually impossible to see because of inaccessibility or obstructions.

## Sketch Smarter, Not Harder

### Increase productivity and accuracy

Aumentum's Smart Sketch provides the perfect pairing of valuation and sketch technology. With the proven capabilities of APEX technology as its foundation, our sketch tool is exclusive and customized to include Aumentum Real Property-specific functionality in a browser environment.

## Take the Office with You

### Record properties in the field

Your staff can easily capture and update property characteristics from field locations using the same configurable business rules as those run in the office. Aumentum's field data collection tools also provide all electronic copies of relevant documents, photos, sketches and maps available at desktop level.



## Make Better Decisions

### Gain power through information

Provide decision support for the building of valuation models as well as the statistical validation of prior years' valuations. Regression analysis, neighborhood analysis, depreciation analysis and spatial analysis tools are included to ensure uniform and equitable values are applied across your entire jurisdiction. These tools are a mechanism for verification of the accuracy and equality of proposed valuations prior to placing the values on your assessment roll.

## Aumentum Valuation Modules

### Aumentum Records

Provides a single data entry source delivering time savings and increased data accuracy to your jurisdiction. It is the core component of every Aumentum installation. It provides a complete inventory of the parcels, filings, business revenue or motor vehicles along with a list of the legal parties who have an interest in the inventory.

### Real Property

Provides a configurable valuation engine that supports multiple methods of valuation for real property within each of the main valuation approaches. Each calculation engine is independently built and subscribes to the appropriate attributes from a standardized attribute set.

### Aumentum Assessment Administration

Designed to handle the most complex property assessment rules—it correctly maintains the property inventory and valuation data used to determine assessed values for the assessment roll. These functions include a calculation engine and triggering of automatic correction events.

### Personal Property

Value personal property through Aumentum's complete import and discovery preview tool. Match, preview and then merge data from external sources. In addition, integration with reporting services provides customized standard system reports, filings and extracts using system-provided templates.

### Case Management (included)

Configurable workflows to meet your needs regardless of the size the jurisdiction or degree of complexity of your processes. Supports any number of appeal levels, each following different rule sets configured by you.



## AUMENTUM TAX

All You'll Ever Need for Total Revenue Management



As governments across the globe face unprecedented demand to boost efficiency and maximize budgets, property taxes become an increasingly vital revenue source. We understand that to succeed, you need accurate, real-time information delivered by a comprehensive, seamlessly integrated solution. That's why we assembled a team of experts with more than 4,000 years of collective tax software development experience to develop Aumentum Tax.

### Sophisticated Tools

Easy-to-use and configure, our browser-based Aumentum Tax system gives you a complete range of tax tools including levy management, billing, collection cashing, and special assessments.

### Improve Customer Service

Aumentum Tax maintains unlimited tax years and also automates settlements, balances and roll-overs. And with immediate access to information and an intuitive user interface, your staff will be able to provide a higher level of taxpayer service.

### Informed Decisions

You need to make quick decisions based on accurate and up-to-date information. Aumentum Tax has the analysis capabilities and forecasting tools so you can make informed decisions and long-range plans and positively impact your jurisdiction.

### Ready When You Are

Aumentum Tax has been designed to address the challenges you face every day. Adapt quickly to legislative changes, keep you insulated from technology infrastructure updates, and integrate and share data with other government offices. These all provide your staff with crucial time-saving capabilities and peace of mind.

## Aumentum Tax Features

### The Information You Need at Your Fingertips

Quickly access what you need when you need it

Information Center's general query interface is the perfect tool for today's "information worker." It displays revenue objects, tax bills and data of legal parties. In addition to providing your office extensive information regarding property tax and tax billing data, it provides your staff the ability to search based on many different attributes including: situs and mailing addresses, phone numbers, email addresses, PIN, owner and tax bill.

### Streamline Business through Automation

Shorten turnaround times and reduce costs

Through a single-database, system-wide integration, Aumentum Tax allows taxpayer data to be collected once, and automatically populated into other integrated systems including: property valuation, records management and eGovernment. This increases productivity and accuracy, while eliminating redundant entries and duplication errors.

### Catch Every Event, Every Time

Quickly provide information & service to taxpayers

Through an unlimited event log and transaction history which chronicles every transaction and event associated with a specific property, Aumentum Tax provides your office the ability to provide fast, accurate and superior customer service. Search filters provide quick access to the needed information which includes notes with key words to augment clarity of records.

## Collect and Record Revenue Efficiently

### Increase productivity and accuracy

High speed processing of batch remittance files from lenders, individuals and other institutions increases productivity and accuracy, as well as the interest accrued from faster reconciling and deposits of revenues. Reports can be pre-scheduled to run in an unattended setting—no longer tying up workstations—and to provide e-mail notification and delivery when files are complete.

## Make Better Decisions

### Empowering managers through information

Using Aumentum's Management Console, your supervisors can review accurate and continually refreshed visual data of office and staff activities – via one central location. This includes collections in real-time by location, source, service, and tender details by session for a selected location or till. This allows supervisors to make immediate decisions such as leveling workloads between departments or offices.

## Spatial Analysis Capabilities

### Analyze trends for revenue improved forecasting

The use of Aumentum GeoAnalyst's integration with Esri's ArcGIS® Server increases the consistency of analytical data. All information can be overlaid on maps, allowing you to spot trends by geographic areas, such as delinquencies and foreclosures. Additionally, this tool can integrate with outside sources such as census data to create maps that may aid in making important decisions such as revenue forecasting.

## Know Your History

### Keep record of all transactions

Through Aumentum's unlimited history, provide your office with a historical view of all transactional data, including a year-to-year comparison of collected revenue. This is critical for spotting various trends and the development of projections, future planning and providing robust customer service to constituents who need historical tax information.

## Aumentum Tax Modules

### Aumentum Records

Provides a single data entry source delivering time savings and increased data accuracy to your jurisdiction. It is the core component of every Aumentum installation. It provides a complete inventory of the parcels, filings, business revenue or motor vehicles along with a list of the legal parties who have an interest in the inventory.

### Aumentum Assessment Administration

Designed to handle the most complex property assessment rules—it correctly maintains the property inventory and valuation data used to determine assessed values for the assessment roll. These functions include a calculation engine and triggering of automatic correction events.

### Special Assessments

Creates, maintains and calculates amounts for special assessment districts and projects. Various methods are utilized to accommodate different requirements for the jurisdictions, including amortization of entire projects over many years.

### Levy Management

Provides the calculation engine to compute payment terms, rate management, tax, charges and revenue forecasting from taxable values.

### Billing Engine

Formats and produces property tax bills, business licenses, motor vehicle documents, assessment notices and other bills. This includes flexibility to sort and group bills, include messaging on the bills based on user-defined flags, plus user-directed mapping to determine how charges and descriptions will appear on the bills.

### Cashiering

Provides user and batch processes to calculate appropriate interest, penalties and fees and to collect and record payments in real time; over the counter or through remote cashiering devices. Cashiering is fully integrated with other Aumentum modules, and can be configured to collect many different types of revenue.

### Accounts Receivable

The repository for all charges, payments and credits. It calculates late payment interest, penalties and fees. It also provides methods of managing changes and correcting payments, as well as the ability to process surplus monies.

### Distribution

Calculates the tax revenue due to the taxing authorities for a given time period based on amounts levied and monies collected. This includes the ability to calculate withholding commissions from disbursements to agencies and producing disbursement records.

### Delinquents

Determines what bills are delinquent, automatically calculates additional interest, penalties and fees and facilitates the creation of notices. Includes write-off functionality, payment plans and has a bankruptcy program that allows for creation of the filing.

### Tax Sale (included)

Facilitates all the activities leading up to and including the auction of liens or the auction of the property itself due to severe delinquency. Includes maintaining of buyer information and details, supports local or internet tax sales, redemption of properties and redemption payouts via ACH, along with e-mail notification to lienholders or certificate holders and full support of 1099 processing.

### Business Revenue (included)

A comprehensive, automated Business Tax solution fully integrated with the Aumentum suite. This includes Business Tax as well as Trust Tax or self-reporting taxes. It has a complete import and discovery/preview tool for accepting data from external sources. It also integrates with reporting services, and supports customization of standard system reports, filings, and extracts utilizing Aumentum-provided system templates.



## PROPOSED COSTS FOR IMPLEMENTATION OF AUMENTUM SYSTEM

Description	Pricing
Professional Services	\$1,580,800
Software License	\$1,867,022
<b>Total</b>	<b>\$3,447,822</b>

Description	Annual Support
Annual Maintenance*	*3 Year Contract Term
Year 1	\$373,404
Year 2	\$384,607
Year 3	\$396,145

### Pricing Considerations & Break out for Business Revenue (BR), Case Mgmt & Public Access

- Case Management Total Cost \$ 164,208 (included in total above)
- Business Revenue Total Cost \$ 237,920 (included in total above)
  - Option to exclude these will lower Annual Support Cost by \$51,826
- Public Access: \$65,000 is included in Professional Services cost above
  - Base Public Access services; does not include eForms/correspondence or PPA filings – further discussion & review with County required to price this out
  - Public Access is a hosted service; pricing for set up & annual recurring costs are shown below
- Travel Costs not included above; estimated at \$105,000; to be billed as incurred
- Cannabis configuration costs TBD after Mendocino work effort (April/May 2017); not included in BR Module
- Annual support pricing based on 3 year contract, with 3 % escalators (same for Public Access Hosting/Support fees)
- Mobile/Field functionality not currently included in pricing, can be added/priced at later date

### Professional Services-Setup/Configuration

The professional services pricing includes data mapping, workflow setup, implementation, configuration and training.

- Interface & reporting capped at 208 hours
  - Consulting on our standard API's and File I/O
  - Consulting on our Data Model and/or changes to existing CA market reports
- Includes 30 days UAT
- Standard 3 Conversions + 1 Go Live Conversion
- Standard California reporting is included. The SDK (software development tools) are included for your own IT staff to utilize.

### Software License

The software license includes an unlimited number of users on the full Aumentum Tax & Valuation solution, utilized by the Treasurer/Tax Collector, Auditor and Assessor.

- Records
- Valuation
- Personal Property
- Assessment Administration
- Levy Management
- Tax Billing & Collections
- Tax Sale
- Business Revenue
- Case Management

### Annual Maintenance

The annual maintenance will provide you with everyday access to our help desk via telephone or e-mail, as well as a regular, active schedule of new product releases. As part of your support agreement, Thomson Reuters commits to providing changes that are required to maintain our solution's compliance with the applicable laws for your state (all legislative changes are included with the support contract). Also included as part of our regular release schedule are user-requested enhancements, workflow efficiency changes, bug fixes and technology-driven improvements made to our products on an on-going basis, over their lifespan.

**Maintenance: Annual Maintenance fees start upon Go-Live.**

**Public Access Information & Pricing:**

**Property & Tax Inquiry** delivers fast and easy searches of Records data—parcels and owners—as well as vital records, CAMA, Personal Property and Tax information. The service can be configured to display associated images such as photos and sketches, and map views if deployed with Internet GIS.

**E-Forms** manages commonly used documents with the public or other entities and processes them through Aumentum workflow. Documents can be pre populated to reduce errors and minimize the time it takes to fill out a form.

**Tax Payment** delivers the public with a highly secure “shopping cart” experience. Reach-in technology ensures confidence that only correct, up-to-date tax amounts are displayed and paid. Customers maintain existing banking relationships. To facilitate prompt deposits, customers select a payment processor of choice for credit and debit cards payments as well as e-checks.

**Internet GIS** serves up map views associated with specific property and tax information. Highly-configurable using map layers that already exist within a jurisdiction. Runs on current ESRI technology.

**E-Billing** supports enrollment and multiple forms of verification and notifies subscribers when bills are ready for viewing, giving immediate access to on-line bill payment. Tracks e-mail notifications and logs when a bill has been viewed and sends automatic reminder notices if the bill has not been paid.

## Cost Proposal for Aumentum Public Access

COST CATEGORY	SOFTWARE LICENSE	HOSTING SET UP/CONFIG	YEAR 1: HOSTING/SUPPORT
<b>Property &amp; Tax Inquiry</b>	\$0	\$14,500	\$14,500
<b>Tax Payment</b>	\$0	\$14,500	\$14,500
<b>E-Forms</b>	\$0	\$14,500	\$14,500
<b>Internet GIS</b>	\$0	\$14,400	\$9,250
<b>Total</b>	\$0	\$57,900	\$52,750

### Pricing Notes:

#### Interfaces

Thomson Reuters estimates \$5,600 (28 hours) for interface design, engineering, QA and documentation to support development of an interface for payment processor. Note that Thomson Reuters currently has interfaces and standards for many of the top payment processors, and if Solano County uses one of those, then those costs do not apply.



# Replacement Project for the Solano County Integrated Property System (SCIPS)

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- History
- Next Steps

Presented to the Board of Supervisors  
April 4, 2017  
Department of Information Technology



# Presentation Objectives

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- SCIPS History
- Current Challenges
- Options
- Proposed Recommendations



# SCIPS History

- Originally developed in 1982
- Technology platform lost manufacturers' support in 2003
- Stakeholders reviewed replacement options in 2005 and recommended a "lift & shift" strategy as the lowest risk and least expensive alternative
  - No viable commercial options existed
  - Deemed too expensive to re-write from scratch (1,175,000 line of code)
  - County consortium project cancelled
- Board approved funding in Dec 2006 and system went live Feb 2010



# Challenges of Current System

- “Lift & shift” strategy left old system architecture in place making future improvements difficult
- Custom “wrapper” technology employed to mimic old technology – adds complexity and risk to platform
- Although platform is modern, the underlying application is comprised of old business logic and programming code, including hundreds of thousands of lines of legacy Cobol
- Platform updates are expensive, disruptive and don’t improve users’ efficiency
- Scarcity of technical resources to deal with legacy code



# Options to Improve or Replace SCIPS

Stakeholders reviewed available options:

- Commercially available integrated software
  - Thomson Reuters
  - Megabyte
- Commercially available “best of breed software”
  - Grant Street
- Researched other counties’ internal development projects



# SCIPS Replacement Recommendation

- Developing a new system in-house was deemed too expensive, too lengthy a project, and carried too much risk
- “Best of breed” product was eliminated due to cost and gaps in providing full functionality for the end-to-end business processes of the stakeholders
- Megabyte system was eliminated through stakeholders’ due diligence process – too many functionality gaps; too many manual processes; based on legacy technology
- Thomson Reuters’ Aumentum product appears to have all the necessary functionality; capability to improve processes and efficiencies; fully integrates all stakeholder processes; based on current “web services” technology. Aumentum is the unanimous recommendation of the stakeholders.



# Budget Estimate

Cost Category	Total Estimated Cost
Aumentum software Licensing	1,867,022
Professional Services from Thomson Reuters	1,580,800
Contract Travel	105,000
Professional Services, Data Migration	500,000
System Hardware/Software/Database	240,339
<b>Staffing Estimates</b>	
<i>Temporary Contract Staffing</i>	
Project Manager (1 @ 36 Mos)	360,000
IT Analysts (2 @ 24 Mos)	480,000
Functional Resources (4 @ 24 Mos)	960,000
<i>Reallocation of Internal Staff</i>	
IT Analysts (4 @36 Mos)	1,440,000
Functional Resources (10 @ 6 Mos)	600,000
Training of County Staff	70,000
Contingency - 20%	1,640,632
<b>Sub-Total</b>	<b>9,843,793</b>
Current Appropriation	0
<b>Additional Appropriation Required</b>	<b>9,843,793</b>



# Project Considerations

- Although Thompson Reuters has been working with Riverside County for a number of years, their system is not fully in production in California
  - T-R has been successful in 25 states and 6 countries
  - Stakeholders' due diligence verifies progress of Riverside project
  - Project is likely to take 3 years; waiting could put SCIPS systems' viability at risk
  - Contract agreement with T-R carries little liability
- "Phase 0" of project involves data clean-up, migration, and building an historical archive system
- By the time Solano completes Phase 0, Riverside should be in production -- Options can be revisited at that time.



# Recommended Actions

It is requested the Board of Supervisors take the following actions:

1. Receive a report on the history and status of the Solano County Integrated Property Tax System (SCIPS).
2. Authorize departments to proceed with the replacement of SCIPS.
3. Authorize the creation of a designated reserve fund for the SCIPS multiyear replacement project in the amount of \$10,000,000.
4. Delegate authority to the County Administrator to enter into a contract with Thomson Reuters Incorporated for an amount not to exceed \$3,908,104 for software licenses and implementation services.
5. Delegate authority to the County Administrator to enter into contracts with technology service companies to assist with data conversion activities in an amount not to exceed \$500,000.
6. Authorize the County Administrator to approve contract change orders of up to 10% of the contract amount.