

Solano County

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



Agenda - Final

Tuesday, August 7, 2018

8:30 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 - 8:30 A.M.

ROLL CALL

CLOSED SESSION

- 1 **18-510** Conference with Real Property Negotiators: Property: APN 0030-295-130, 460 Union Avenue, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Hal Alpert; Under negotiation: Price and terms

Conference with Legal Counsel - Existing Litigation: Sherry Foster et al. v. County of Solano

Conference with Legal Counsel - Existing Litigation: County of Solano v. CMT Federal Credit Union, now known as Solano First Credit Union, Ticor

Title, now known as Fidelity National Title Insurance Company, and DOEs 1 through 60

Attachments: [A - Memorandum](#)

RECONVENE - 9:00 A.M.

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

SALUTE TO THE FLAG AND A MOMENT OF SILENCE

PRESENTATIONS

Board of Supervisors:

- 2 [18-537](#) Adopt and present a resolution recognizing the 75th anniversary of the 349th Air Mobility Wing at Travis Air Force Base and its contributions to the safety and security of the United States and positive impact on Solano County (Chair Vasquez)

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

Board of Supervisors:

- 3 **18-547** Adopt a resolution recognizing Wooden Valley Winery on their 85th Anniversary

Attachments: [A - Resolution](#)

Auditor-Controller:

- 4 **18-536** Receive the Review of Anka Behavioral Health, Inc.'s Compliance with the Solano County Sheriff's Office Contract for the period of May 1, 2015 through June 30, 2017

Attachments: [A - Anka Contract Review Report](#)

- 5 **18-546** Accept the Follow-Up Review Report on the In- Home Support Services (IHSS) Internal Control Review Report dated April 27, 2017

Attachments: [A - IHSS Follow-Up Review Report](#)
 [B - H&SS Response to Review](#)

Treasurer-Tax Collector-County Clerk:

- 6 **18-538** Accept the Solano County Treasurer's Quarterly Report for the period of April 1, 2018 through June 30, 2018

Attachments: [A - Letter to the Board](#)
 [B - Statement of Compliance](#)
 [C - PARS 115 Report](#)
 [D - Treasury Portfolio](#)
 [E - Balance Sheet and Income Statement](#)

Library:

- 7 **18-541** Authorize the Director of Library Services to accept, on behalf of the County, the donation of a bench as a tribute to Mary Bourguignon (Mary B) for her dedication and support of libraries, literacy and life-long learning; and Acknowledge the repurposing of the former rose garden to a sensory garden for children and families at the Fairfield Civic Center Library and a dedication ceremony to be held on August 18, 2018

HEALTH AND SOCIAL SERVICESHealth and Social Services:

- 8 **18-543** Adopt a resolution to designate Crestwood Behavioral Health's Solano Crisis Stabilization Unit as a California Welfare and Institutions Code §§ 5150/5585.50/5585.55 involuntary detention facility for evaluation and treatment of adults, children, and adolescents who are experiencing acute psychiatric symptoms

Attachments: [A - Resolution](#)

CRIMINAL JUSTICESheriff's Office:

- 9 **18-554** Receive the Sheriff's Inmate Welfare Fund Report of Expenditures for Fiscal Year ending June 30, 2018
- Attachments: [A - IWF FY2017/18 Statement](#)
 [B - IWF FY2017/8 Expenditures](#)
- 10 **18-555** Approve the write-off of accounts receivable due to Solano County in the amount of \$47,333.72 related to Animal Care and Animal Control Services (4/5 vote required); Discharge the Sheriff's Office from further collection efforts; and Authorize the Sheriff's Office to remove these accounts from the County's accounting records

Attachments: [A - Debt Schedule](#)

Child Support Services:

- 11 **18-540** Adopt a resolution and plaque of appreciation for Patsy Honeycutt, Legal Secretary, upon her retirement from the Solano County Department of Child Support Services with over 37 years of dedicated service to Solano County

Attachments: [A - Resolution](#)

MISCELLANEOUS ITEMSBoard of Supervisors:

- 12 **18-534** Approve the appointment of Ana Petero to the Solano Commission for Women and Girls, representing District 2, for a term length to be determined at the first meeting of the Solano Commission for Women and Girls

REGULAR CALENDAR

Rescheduled Consent Items

Consider the following:

- A)
- B)
- C)

CRIMINAL JUSTICE

Sheriff's Office:

- 13 **18-511** Receive a presentation from the Sheriff's Office on the department specific values, mission and goals which are intended to augment the Board's adopted vision and values

GENERAL GOVERNMENT

County Administrator:

- 14 **18-548** Receive a verbal update regarding the Area Agency on Aging serving Napa and Solano (AAoA) close out and the California Department of Aging emergency provider contracts; and Consider conceptual design for new Area Agency on Aging structure including Joint Exercise of Powers draft agreement and Napa and Solano Counties Joint Proposal to California Department of Aging Seeking Designation as the Area Agency on Aging for the Planning and Service area for Napa and Solano (PSA 28)

Attachments: A - Draft JEPA
 B - Draft Application
 C - Budget
 D - Contracted Providers PSA 28
 E - Provider Information

BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

RECESS

2:00 P.M.

LAND USE/TRANSPORTATION

Resource Management:

- 15** **18-545** Conduct a public hearing to consider Zoning Text Amendments ZT-18-01a and ZT-18-01b and the Planning Commission's affirmative recommendation on each amendment; Adopt the Ordinance, Zoning Text Amendment ZT-18-01a, to clarify and re-state existing land use regulations for dwellings and for agricultural and residential accessory buildings; and Adopt the Ordinance, Zoning Text Amendment ZT-18-01b, to revised and update land use regulations for accessory dwellings in Agricultural and Residential zoning districts

Attachments: [A - Accessory Building Ordinance \(Redlined\)](#)
[B - Accessory Building Ordinance \(Clean\)](#)
[C - Exhibit A New Section 28.72](#)
[D - Secondary Dwelling Unit Ordinance \(Redlined\)](#)
[E - Secondary Dwelling Unit Ordinance \(Clean\)](#)
[F - Notice of Public Hearing](#)
[G - Summary of Changes](#)
[H - Links to CEQA and Planning Commission Documents](#)

ADJOURN:

*To the Board of Supervisors meeting of August 14, 2018 at 8:30 A.M., Board Chambers,
675 Texas Street, Fairfield, CA*



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Agenda Submittal

Agenda #:	1	Status:	Closed Session
Type:	Closed Session	Department:	County Counsel
File #:	18-510	Contact:	Dennis Bunting, 784-6145
Agenda date:	08/07/2018	Final Action:	
Title:	<p>Conference with Real Property Negotiators: Property: APN 0030-295-130, 460 Union Avenue, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Hal Alpert; Under negotiation: Price and terms</p> <p>Conference with Legal Counsel - Existing Litigation: Sherry Foster et al. v. County of Solano</p> <p>Conference with Legal Counsel - Existing Litigation: County of Solano v. CMT Federal Credit Union, now known as Solano First Credit Union, Ticor Title, now known as Fidelity National Title Insurance Company, and DOEs 1 through 60</p>		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Memorandum		

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

CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
 - a. Number of applicants:_____
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
 - a. Property: APN 0030-295-130, 460 Union Avenue, Fairfield; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Michael Lango, General Services Director and Keith Hanson, Real Estate Services Manager; Negotiating party: Hal Alpert; Under negotiation: Price and terms
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
 - a. Sherry Foster et al. v. County of Solano
 - b. County of Solano v. CMT Federal Credit Union, now known as Solano First Credit Union, Ticor Title, now known as Fidelity National Title Insurance Company, and DOEs 1 through 60
- D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC § 54956.9)
 - a. Significant exposure to litigation pursuant to GC § 54956.9 (b):
 - b. Initiation of litigation pursuant to GC § 54956.9(c):
- E. LIABILITY CLAIMS-JOINT POWERS AUTHORITY (GC § 54956.95)
 - a. Claimant:_____
 - b. Agency against whom claim filed:_____
- F. THREAT TO PUBLIC SERVICES OR FACILITIES (GC § 54957)
 - a. Consultation with:_____
- G. PUBLIC EMPLOYEE APPOINTMENT
 - a. Title:
- H. PUBLIC EMPLOYMENT (GC § 54957)
 - a. Title:
- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)
 - a. Title:
- J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC § 54957)
 - a. No information required
- K. CONFERENCE WITH LABOR NEGOTIATORS (GC § 54957.6);
- L. CASE REVIEW/PLANNING (GC § 54957.8)
- M. REPORT INVOLVING TRADE SECRET (GC § 54962, etc.)
 - a. Estimated year of public disclosure:_____
- N. HEARINGS
 - a. Subject matter:_____

(nature of hearing, i.e. medical audit comm.,
quality assurance comm., etc.)



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Agenda Submittal

Agenda #:	2	Status:	Presentation
Type:	Resolution-Presentation	Department:	Board of Supervisors
File #:	18-537	Contact:	John M. Vasquez, 784-6129
Agenda date:	08/07/2018	Final Action:	
Title:	Adopt and present a resolution recognizing the 75th anniversary of the 349th Air Mobility Wing at Travis Air Force Base and its contributions to the safety and security of the United States and positive impact on Solano County (Chair Vasquez)		
Governing body:	Board of Supervisors		
District:	District 4		
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:

Chair Vasquez requests that the Board adopt and present a resolution recognizing the 75th anniversary of the 349th Air Mobility Wing at Travis Air Force Base and its contributions to the safety and security of the United States and positive impact on Solano County.

SUMMARY/DISCUSSION:

The history of the 349th Air Mobility Wing (AMW) dates back to November 1943 and World War II, when it was activated at Sedalia Army Airfield in Missouri. By 1944, the 349th AMW was sent to the European Theater of Operations to fly combat cargo missions. The 349th AMW has been activated for many missions across the decades, including the Cuban Missile Crisis, in which its members served to airlift men and supplies to and from the Florida region, as well as activation during the Vietnam War, in which the 349th AMW transported hundreds of tons of cargo across the Pacific.

In 1969, the 349th AMW moved to its current home of Travis Air Force Base, in Fairfield, CA, where it serves as the associate wing to the 60th AMW. Today it is the largest associate wing in the United States Air Force Reserve, with about 3,000 personnel assigned. About 70 percent of the wing's members are traditional reservists who serve at least 42 days per year, while the remaining personnel are full-time Air Reserve Technicians and civil servants.

This year not only marks the 75th anniversary of the 349th AMW, but Travis AFB as well. In addition to being the largest airlift organization in the United States Air Force, Travis AFB continues to have a significant impact on Solano County. With more than 13,400 military and civilian employees, the base is the County's largest employer, contributing more than \$1.6 billion annually to the local economy.

FINANCIAL IMPACT:

The cost associated with preparing this agenda item is nominal and absorbed within the District 4 FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included in the Board's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could choose not to approve this resolution, however, that is not recommended as this item is consistent with Board policy. Further, this agenda item provides an opportunity to commemorate a major milestone for the 349th AMW just as Travis AFB is engaged in a year-long celebration of its own milestone anniversary.

OTHER AGENCY INVOLVEMENT:

349th Air Mobility Wing Public Affairs

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2018-

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING THE 75th ANNIVERSARY OF THE 349TH AIR MOBILITY WING AT TRAVIS AIR FORCE BASE AND ITS CONTRIBUTION TO THE SAFETY AND SECURITY OF THE UNITED STATES AND POSITIVE IMPACT ON SOLANO COUNTY

WHEREAS, the creation of the 349th Air Mobility Wing dates back to 1943 and World War II, when it was activated at Sedalia Army Air Field, Missouri. By 1944, the 349th was sent to the European Theater of Operations and began flying combat cargo missions. Flying C-46 "Commandos," the 349th was the first unit to drop paratroopers from both doors; and

WHEREAS, over the course of 75 years, the 349th AMW has been activated to provide combat support, medical care and humanitarian relief efforts on myriad occasions. Notably, during the Cuban Missile Crisis in 1962, the 349th AMW and each of its flying squadrons were called to active duty to airlift men and supplies to and from the Florida area. A recall to active duty was again initiated on Jan. 26, 1968, for the Vietnam War, as many hundreds of tons of cargo were carried across the Pacific. In addition to supporting Operations Desert Shield and Desert Storm, the 349th AMW has taken part in relief efforts following earthquakes in San Francisco and Los Angeles, typhoons in Guam as well as hurricanes Hugo, Andrew, Iniki, Mitch and others; and

WHEREAS, the 349th AMW is the largest associate reserve wing in the Air Force, with 3,000 personnel assigned. About 70 percent of the wing's members are traditional reservists who serve at least 42 days per year -- the balance are full-time Air Reserve Technicians, and civilian civil servants. A large percentage of 349th AMW members currently serving have deployed one or more times to Iraq, Afghanistan or Southwest Asia since 9/11. The 349th AMW's active-duty partner is the 60th Air Mobility Wing at Travis Air Force Base, the largest air mobility organization in the Air Force; and

WHEREAS, since 1969, the 349th AMW has called Travis Air Force Base home. Additionally, the 621st Contingency Response Wing and David Grant Medical Center units are also housed at Travis Air Force Base and add to the more than 13,400 military and civilian personnel who comprise its workforce. More than just a strategic asset in our nation's defense, Travis Air Force Base continues to have a tremendous impact locally, not just as Solano County's largest employer, but for the \$1.6 billion it contributes annually to our economy.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors hereby recognize the 75th anniversary of the 349th Air Mobility Wing at Travis Air Force Base and honor its contribution to the safety and security of the United States and positive impact on Solano County.

Dated this 7th day of August, 2018

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
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Agenda Submittal

Agenda #:	3	Status:	Consent Calendar
Type:	Resolution	Department:	Board of Supervisors
File #:	18-547	Contact:	Jim Spring, 784-6136
Agenda date:	08/07/2018	Final Action:	
Title:	Adopt a resolution recognizing Wooden Valley Winery on their 85th Anniversary		
Governing body:	Board of Supervisors		
District:	District 3		
Attachments:	A - Resolution		

Date:	Ver.	Action By:	Action:	Result:
Published Notice Required?	Yes	No	<u>X</u>	
Public Hearing Required?	Yes	No	<u>X</u>	

DEPARTMENTAL RECOMMENDATION:

Supervisor Spring requests that the Board adopt a resolution recognizing Wooden Valley Winery on their 85th Anniversary.

SUMMARY/DISCUSSION:

In 1933, Brothers Manuel and Salvador Brea founded Wooden Valley Winery. They named it after the Suisun Valley road where it was located.

In 1944, family friends Mario and Lena Lanza joined Wooden Valley winery. They became the sole owners based on a handshake agreement in 1955.

Their son Richard "Chick" Lanza joined the winery with the vision to have the Suisun Valley recognized as an American Viticulture Area (AVA), leading the original petition effort. On December 27, 1982, Suisun Valley received its appellation, making it the second oldest AVA in California.

Today, the third generation of the Lanza family with sons Rick, Ron, Larry and Ken, their spouses and families, own and operate Wooden Valley Winery, continuing to produce award-winning wines.

The Lanza family was instrumental in the formation of the Suisun Valley Vintners and Growers Association in 2003, with family members continuing to serve on its board.

The Lanza family continues to be a viticultural leader in Suisun Valley with a goal to establish Suisun Valley as a world class wine region.

The resolution will be presented at the official 85th Anniversary celebration on Saturday, August 11, 2018.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item is nominal and absorbed by the District 3 FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2017/18 Adopted Budget.

ALTERNATIVES:

The Board may choose not to adopt this resolution. This is not recommended as adopting this resolution provides an opportunity to recognize a local winery family who have been instrumental in the growth and promotion of Suisun Valley viticulture. This type of recognition is in keeping with the values of the Solano County Board of Supervisors.

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2018 -

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING WOODEN VALLEY WINERY ON THEIR 85TH ANNIVERSARY

WHEREAS, Brothers Manuel and Salvador Brea founded Wooden Valley Winery in 1933, naming it after the Suisun Valley road where it was located; and

WHEREAS, in 1944, family friends Mario and Lena Lanza joined Wooden Valley winery and in 1955 became the sole owner based on a handshake agreement; and

WHEREAS, their son Richard “Chick” Lanza joined the winery with the vision to have the Suisun Valley recognized as an American Viticulture Area (AVA), leading the original petition effort. On December 27, 1982, Suisun Valley received its appellation, making it the second oldest AVA in California; and

WHEREAS, today, the third generation of the Lanza family with sons Rick, Ron, Larry and Ken, their spouses and families, own and operate Wooden Valley Winery, continuing to produce award-winning wines; and

WHEREAS, the Lanza family was instrumental in the formation of the Suisun Valley Vintners and Growers Association in 2003, with family members continuing to serve on its board; and

WHEREAS, the Lanza family continues to be a viticultural leader in Suisun Valley with a goal to establish Suisun Valley as a world class wine region.

NOW, THEREFORE, BE IT RESOLVED, that the Solano County Board of Supervisors congratulates the Lanza Family on their 85th Anniversary and their outstanding contributions to Solano County’s viticulture history and wishes them all the best for the future of Wooden Valley Winery.

Dated this 7th of August, 2018

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:	Consent Calendar
Type:	Report	Department:	Auditor-Controller
File #:	18-536	Contact:	Kirk Starkey, 784-3057
Agenda date:	08/07/2018	Final Action:	
Title:	Receive the Review of Anka Behavioral Health, Inc.'s Compliance with the Solano County Sheriff's Office Contract for the period of May 1, 2015 through June 30, 2017		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Anka Contract Review Report		

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 Auditor-Controller's Office (ACO) recommends the Board of Supervisors accept the Review of Anka Behavioral Health, Inc.'s (Anka) Compliance with the Solano County Sheriff's Office (Sheriff) Contract for the period of May 1, 2015 through June 30, 2017.

SUMMARY AND DISCUSSION:

In accordance with the ACO's Fiscal Year 2017/18 audit plan, the ACO reviewed the Sheriff's service contract with Anka for the period of May 1, 2015 through June 30, 2017. The objective of the review was to determine the propriety of Anka's claims submitted for reimbursement by the County and to determine Anka's compliance with the fiscal contractual terms and conditions.

On May 1, 2015, the Sheriff's Office entered into a contract with Anka to design, implement, and operate programs to promote recovery and resiliency in a positive environment. Anka provides home-like facilities, crisis residential treatment, transitional and long-term residential services, outpatient and vocational services, supported living, full-service partnerships, homeless continuum of care, and forensic mental health services.

Based upon the ACO's review, Anka's claims submitted for reimbursement appear proper and in compliance with fiscal contractual terms and conditions in all material respects.

FINANCIAL IMPACT:

The acceptance of the report has no financial impact. The costs associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board of Supervisors could elect not to accept the Review of Anka Behavioral Health, Inc.'s Compliance with the Solano County Sheriff's Office Contract.

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

OTHER AGENCY INVOLVEMENT:

The Solano County Sheriff's Office has reviewed and accepted the report.

The County Administrator's Office has reviewed the report.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

County of Solano
Office of the Auditor-Controller



Review of
Anka Behavioral Health, Inc.'s
Compliance with Solano County
Sheriff's Office Contract

March 14, 2018

Auditor-Controller: Simona Padilla-Scholtens, CPA
Assistant Auditor-Controller: Phyllis Taynton, CPA
Deputy Auditor-Controller: Kirk Starkey
Auditor: Stacy Neece

Report No. 2017_24

**Review of Anka Behavioral Health, Inc.’s
Compliance with Solano County
Sheriff’s Office Contract**

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INTRODUCTION

Pursuant to the Fiscal Year 2017/18 Audit Plan, we reviewed the Solano County Sheriff's Office (Sheriff) service contract with Anka Behavioral Health, Inc. (Anka). We conducted our review in accordance with Auditing Standards Generally Accepted in the United States of America as developed by the American Institute of Certified Public Accountants and *International Standards for the Professional Practice of Internal Auditing* as developed by the Institute of Internal Auditors.

BACKGROUND

Anka is located in Concord, CA and provides services throughout California. Anka is a non-profit 501(c)(3), healthcare corporation providing integrated care and person-centered planning to people with complex service needs. Anka's philosophy is to treat the whole person by fully integrating care of both mind and body, using clinically-proven, psycho-social models designed to promote health and wellness while containing costs.

Anka designs, implements, and operates programs to promote recovery and resiliency in a positive environment. Anka provides home-like facilities, crisis residential treatment, transitional and long-term residential services, outpatient and vocational services, supported living, full-service partnerships, homeless continuum of care, and forensic mental health services.

On May 1, 2015, the Sheriff contracted with Anka to provide programming aimed at decreasing substance abuse relapse and criminal behavior in the population serviced within the Solano County Jail. Services provided by Anka are culturally and demographically appropriate to meet the psychosocial needs of the participant. Services provided include a brief intake, psychosocial assessment, individualized service planning, individual counseling, group counseling, transition/discharge planning, and referrals for other supports or needed services. Solano County reimbursed Anka monthly for fees and expenses incurred in the prior month in accordance with contractual requirements.

Table A: Contract with Sheriff's Office

Contract #	SO-0515
Award	\$849,986 for the period from May 1, 2015 to June 30, 2017.
Amendment	Made on September 28, 2015, adjustment and reduction of staffing pattern to \$764,819.

Effective January 22, 2018 the Sheriff's Office exercised the 30-day written notice clause (Exhibit C, Section 4) to terminate services with Anka.

OBJECTIVE

The objective of our review was to determine the propriety of Anka's claims submitted for reimbursement by the County and to determine Anka's compliance with the fiscal contractual terms and conditions.

SCOPE AND METHODOLOGY

The scope of our review was limited to the reimbursement of program costs for services provided from May 1, 2015 through June 30, 2017. To achieve our objective, we performed the following:

- Interviewed Anka and Solano County Sheriff's Office staff and management.
- Reviewed policies and procedures and reports.
- Reviewed Anka's accounting records and its claims for reimbursement.

Our consideration of Anka's internal control structure was limited to gaining an understanding of the internal controls as they related to providing the related services defined in the contract. We relied primarily on detailed testing procedures to substantiate the propriety of expenditures and for determining compliance with contract terms and conditions.

Our review did not include an assessment of the program's effectiveness in providing the contracted services.

CONCLUSION

Based upon our review, Anka's claims submitted for reimbursement appear proper and in compliance with fiscal contractual terms and conditions in all material respects. However, our review did disclose some minor variances between Anka's records and the claims submitted for reimbursement that warrant discussion in the section below.

The Auditor-Controller's Internal Audit Division thanks the Sheriff's Office and Anka for their time and cooperation during our review.

The item on the next page provides a description of the identified opportunity for improvement.

OPPORTUNITY FOR IMPROVEMENT

Anka pays employees on a bi-monthly basis. We tested six months of payroll information from May 1, 2015 to June 30, 2017. Based upon our review, we noted some minor variances in the supporting documentation Anka uses to generate its claims for reimbursement. For example, one variance was resolved as attributable to a one-time retroactive salary payment and other variances were determined to be clerical errors. Although minor in nature, they required additional audit time to verify.

Exhibit C, Section 12(C)(2) requires the contractor to document all costs by maintaining complete and accurate records of all financial transactions associated with the contract.

Anka did not appear to reconcile all accounting records prior to submitting invoices to the Sheriff's Office. Timely reconciliations help ensure accurate accounting records and claim submittals.

Recommendation:

Anka should implement a system requiring management review and approval of claims submitted for reimbursement after accounting records have been reconciled.



Solano County

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Fairfield, California 94533
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Agenda Submittal

Agenda #:	5	Status:	Consent Calendar
Type:	Report	Department:	Auditor-Controller
File #:	18-546	Contact:	Kirk Starkey, 784-3057
Agenda date:	08/07/2018	Final Action:	
Title:	Accept the Follow-Up Review Report on the In- Home Support Services (IHSS) Internal Control Review Report dated April 27, 2017		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - IHSS Follow-Up Review Report, B - H&SS Response to Review		

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 Auditor Controller's Office (ACO) recommends the Board of Supervisors accept the Follow-up Review on the In-Home Support Services (IHSS) Program Internal Control Review Report dated April 27, 2017.

SUMMARY/DISCUSSION:

In accordance with the Internal Audit Division's Fiscal Year 2017/18 Audit Plan, the ACO conducted a follow-up review on the In-Home Support Services (IHSS) Program Internal Control Review Report dated April 27, 2017. The Report focused on evaluating the adequacy and effectiveness of IHSS internal controls, the procedures used to carry out assigned responsibilities, and compliance with applicable policies and standards. The report identified areas within the IHSS program requiring improvements and provided several recommendations to enhance compliance with program mandates and to better achieve program objectives. This follow-up was limited to reviewing actions taken as of April 30, 2018, to implement recommendations from the report.

The follow-up indicated IHSS Program management fully implemented seven (7) recommendations, are in the process of implementing two (2) recommendations, and did not implement two (2) recommendations.

Implementing seven recommendations since the last review is positive progress towards improving compliance with program mandates. However, the two items that have not been implemented are related to reducing the risk of fraud occurring in the program. As such, they are considered significant recommendations that should be implemented as soon as possible. Because they are significant, the ACO will perform a final six-month follow-up review to determine whether the remaining recommendations have been fully implemented.

FINANCIAL IMPACT:

The acceptance of the audit report has no financial impact. The costs associated with preparing the agenda

item is nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board of Supervisors could elect to not receive the report as presented. This alternative is not consistent with sound public policy and is therefore not recommended.

OTHER AGENCY INVOLVEMENT:

The Department of Health and Social Services has reviewed and accepted the report. Management's response is attached. See Attachment B.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

County of Solano
Office of the Auditor-Controller



FOLLOW-UP REVIEW ON
IN-HOME SUPPORT SERVICES (IHSS) INTERNAL CONTROL REVIEW
REPORT DATED APRIL 27, 2017

May 18, 2018

Auditor-Controller: Simona Padilla-Scholtens, CPA
Assistant Auditor-Controller: Phyllis Taynton, CPA
Deputy Auditor-Controller: Kirk Starkey
Auditor: Jasmine Herber, CPA

**Follow-up Review on In-Home Support Services (IHSS) Internal Control Review Report
Dated April 27, 2017**

Table of Contents

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INTRODUCTION / OBJECTIVE / SCOPE OF REVIEW

Pursuant to the fiscal year 2017/18 audit plan, the Solano County Auditor-Controller's Office Internal Audit Division (Division) conducted a follow-up review of the In-Home Support Services (IHSS) Internal Control Review Report (Report) dated April 27, 2017. The Report focused on evaluating the adequacy and effectiveness of IHSS internal controls, the procedures used to carry out assigned responsibilities, and compliance with applicable policies and standards. The Report identified areas within the IHSS program requiring improvements and offered several recommendations to enhance compliance with program mandates and to better achieve program objectives. This follow-up report is limited to reviewing actions taken as of April 30, 2018, to implement recommendations from the Report.

We conducted our review in accordance with the auditing standards generally accepted in the United States of America as developed by the American Institute of Certified Public Accountants and the *International Standards for the Professional Practice of Internal Auditing* as developed by the Institute of Internal Auditors.

BACKGROUND

IHSS is a statewide program administered at the County level under the direction of the California Department of Social Services (CDSS). The Older and Disabled Adult Services (ODAS) division of the Health and Social Services (H&SS) administers the IHSS Program in Solano County.

The goal of the IHSS program is to allow low income, aged, blind, and disabled persons, who are at risk for out-of-home placement to remain safely in their home by providing payment for care provider services. IHSS Program services include personal care services such as dressing and feeding, paramedical services such as helping with injections and wound care, house cleaning, and accompaniment to and from medical appointments.

IHSS is mandated by California Welfare and Institutions Code (WIC)¹ and United States Code (USC).² IHSS is an entitlement program which means interested individuals have the right to apply for IHSS services and are guaranteed services if they meet the financial and functional eligibility criteria.

An individual may apply for IHSS Program services by contacting ODAS. The applicant is required to submit a Health Care Certification Form. A County social worker then conducts a home visit to determine the number of hours and type of services the individual requires. Once eligibility is established, the client selects an IHSS provider to perform the authorized services. The provider may be a friend or relative or may be selected from the IHSS Public Authority (IHSS PA) Registry. The client is considered to be the provider's employer. As such, the client supervises and signs the provider's timesheets. IHSS PA serves as the employer of record for wage negotiation purposes and provides training to providers and administers benefits. IHSS clients are subject to annual reassessments³ to ensure needs are appropriately met.⁴

¹ Welfare and Institutions Code §12300.

² 42 US 1396t.

³ Accomplished by performing scheduled home visits.

⁴ Clients may request for a reassessment at any time if their needs or circumstances change.

The IHSS Program has a Quality Assurance Unit (QA) and a Program Integrity Unit (PIU) to help improve the quality of service. QA activities include routine desk reviews, home visits, and targeted desk reviews. PIU activities include performing unannounced home visits, directed mailings, and fraud investigations.

IHSS is funded by federal, state, and county funds. Counties are required to share the nonfederal cost of providing IHSS services. During FY 2012/13, counties were required to have the IHSS Maintenance of Effort (MOE) in lieu of paying the nonfederal share of IHSS costs. This MOE was repealed resulting in increased IHSS Program costs to counties. A new MOE was established effective July 1, 2017. The new MOE provides State contributions to partially offset the increase in costs incurred by counties. The new MOE also established an annual inflation factor⁵. The new MOE also redirects 1991 realignment Vehicle License Fee (VLF) growth and sales tax growth from Health and Mental Health to Social Services to further offset increased IHSS costs.

SUMMARY

Based upon the nine areas identified as needing improvement in the Program, eleven (11) recommendations were noted in our April 27, 2017 Report. Our follow-up indicated the IHSS Program management fully implemented seven (7) recommendations, are in the process of implementing two (2) recommendations, and did not implement two (2) recommendations.

Implementing seven recommendations since our last review is positive progress towards improving compliance with program mandates. The two items that have not been implemented are related to reducing the risk of fraud occurring in the program. As such, they are considered significant recommendations that should be implemented as soon as possible. Because they are significant, we will perform a final six-month follow-up review to determine whether the remaining recommendations have been fully implemented.

The Internal Audit Division would like to acknowledge the time, cooperation, and assistance of the IHSS Program management and staff during our review.

⁵ 5% for FY 2017/18, 7% thereafter.

RESULTS

Based on our follow-up review, the following is the status of the eleven original recommendations:

Finding A - The Supervisor's Review and Approval of Intake Cases Should Be Documented.

Recommendation: Develop a process to document the supervisor's review and approval of intake cases.

Current Status: Partially Implemented

IHSS uses a management information system called *Transformation of Content Management (TACOMA)* to manage and store Program documents. Our review determined IHSS management is working on adding a section in the workflow that will indicate supervisor's review and approval of intake cases. At the time of the writing of this report, creating the section to document a supervisor's review is in the process of being implemented. Based upon the above, we consider this recommendation to be partially implemented.

Finding B - Random Sampling of Error-Free Provider Timesheets Should Be Performed

Recommendation: Develop a process to randomly sample provider's timesheets.

Current Status: Not Implemented

IHSS management asserted CDSS does not currently require their review of error-free provider timesheets⁶. However, there is a pending All County Letter (ACL) that will require the system⁷ to automatically hold one percent (1%) of error-free timesheets for random sampling and verification of signatures by county staff. IHSS management represents it will implement the recommendation after/if the ACL is released. Based upon IHSS management's decision, we consider this recommendation not implemented.

Finding C - Re-assessments Were Not Consistently Performed in a Timely Manner

Recommendation: Monitor cases due for reassessments and require staff to perform re-assessments in a timely manner.

Current Status: Not Implemented

IHSS Social Services Supervisors receive notifications of cases due for re-assessment. IHSS management has plans of developing a strategy to reduce the number of open cases due for re-assessment by two-thirds (2/3). As of April 27, 2018, there were 934 cases due for re-assessment. Although there is a plan to reduce the number of open cases due for re-assessment, there is no

⁶ Error-free timesheets are timesheets received by the State's Timesheet Processing Facility that did not generate a timesheet exception.

⁷ Case Management, Information and Payroll System (CMIPS) II

finalized strategy. As such, we consider the above recommendation not implemented because of the high number of cases still not re-assessed in a timely manner.

Finding D (1) - The Process for Administering Directed Mailings Needs Improvement to Meet the Requirements of the IHSS Uniform Statewide Protocols

Recommendation: Conduct at least one directed mailing to a specific group of IHSS providers per fiscal year and submit the list of providers included in the directed mailing to CDSS.

Current Status: Fully Implemented

We obtained a copy of the directed mailing list for FY 2016/17 and the email confirmation from CDSS regarding completion of direct mailing requirements. The directed mailing list for FY 2017/18 was approved by CDSS on April 18, 2018 but is not due until June 30, 2018. Based upon the above, we consider this recommendation fully implemented.

Finding D (2) - Required Unannounced Home Visits (UHV) Were Not Performed in FY 2015/16

Recommendation (1): Develop procedures to ensure the UHV list is received from CDSS prior to the beginning of the fiscal year. This includes notifying CDSS of any changes in the County's point of contact.

Current Status: Fully Implemented

Based upon discussions with the ODAS Administrator, IHSS management added the email addresses of the Project Manager and the Program Integrity Unit (PIU) as recipients/points of contact for UHVs. Based upon the above actions, this item is considered fully implemented.

Recommendation (2): IHSS management should monitor the status of cases included in the CDSS UHV list.

Current Status: Fully Implemented

The ODAS Administrator now monitors the status of cases in the CDSS UHV list. We obtained the required UHV list and compared it to the IHSS UHV Findings Report for FY 16/17. We confirmed the UHV were completed during FY 16/17. At the time of writing of this report, staff is in the process of completing the required UHV for FY 17/18.

Finding D (3) - There Can be a Considerable Time-Lag Between the Time of a Fraud Referral to its Initial Investigation.

Recommendation (1): Use other available IHSS staff resources, such as having Office Assistants retrieve data such as timesheets, to complete investigations more timely.

Current Status: Fully Implemented

The IHSS Program Integrity Unit trained the Office Assistant to assist with the fraud referral activities. IHSS PIU also now utilizes a spreadsheet to track fraud referrals. We sampled eight (8) fraud referrals for the period January 1 to March 31, 2018 and confirmed the time-lag between referral to investigation appears reasonable. As such, we consider this recommendation fully implemented.

Recommendation (2): Consider utilizing interns to assist in the Program where appropriate.

Current Status: Fully Implemented

IHSS management chose to only train the Office Assistant to assist with fraud referral activities instead of utilizing interns. This option is acceptable, and as such we are considering this recommendation fully implemented.

Finding D (4) - Potential Provider Overpayments were not Consistently Referred to the State as Required.

Recommendation: Ensure alleged overpayment cases exceeding \$500 are referred to DHCS. IHSS management should also consider requiring a supervisor review of fraud referrals to ensure appropriate procedures are followed.

Current Status: Fully Implemented

We sampled eight (8) fraud referrals for the period January 1 to March 31, 2018. We noted two (2) of the fraud referrals having overpayments exceeding \$500. They were both properly referred to the State. The ODAS Administrator represented she reviews the fraud referral log. As such, we consider the above recommendation fully implemented.

Finding E (1) – Low Compliance with Required Minimum Desk Reviews and Home Visits

Recommendation: Conduct the required desk reviews and home visits. If required minimum desk reviews and home visits are not anticipated to be completed, submit a timely explanation to CDSS.

Current Status: Partially Implemented

We obtained the completed desk reviews and home visits for FY 16/17 and compared it with the required desk reviews and home visits. The percentages of compliance for desk reviews and home visit are 89% and 45%, respectively. This is an increase from the previous fiscal year.⁸ However, at the time of writing this report, the fiscal year is about 80% complete, and the QA staff is in the process of attempting to complete the minimum required desk reviews and home visits. As such, this item is considered partially implemented.

Finding E (2) – The QA/QI Quarterly Activities Report (SOC 824 form) Contained Errors

Recommendation: A supervisor should verify the accuracy of information on the SOC 824 prior to its submission to CDSS.

Current Status: Fully Implemented

We obtained three (3) recent SOC 824 submitted to CDSS and confirmed the entries on the form were correct. We also obtained documentation showing the form was reviewed by a supervisor prior to submission to CDSS. As such, we consider this item fully implemented.

We would like to thank the IHSS management and staff for their assistance and cooperation extended to us during this follow-up review.

⁸ Percentages of compliance for FY 2015/16 for desk review and home visits was 27% and 3%, respectively.

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

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July 23, 2018

Simona Padilla-Scholtens, Solano County Auditor – Controller
County Administration Center
675 Texas Street, Suite 2800
Fairfield, CA 94533

Re: HSS response to "Follow-Up Review on In-Home Support Services (IHSS) Internal Control Review Report Dated April 27, 2017", dated May 18, 2018

Ms. Simona Padilla-Scholtens,

We have received and reviewed the County of Solano Office of the Auditor-Controller Report of May 18, 2018 entitled "Follow-Up Review on In-Home Support Services (IHSS) Internal Control Review Report Dated April 27, 2017." We thank the Office of the Auditor-Controller (ACO) for helping the Department of Health and Social Services optimize our delivery of services to clients of In-Home Support Services (IHSS) through a diligent review of the Program.

As indicated in this Follow-Up Review, the Department has achieved some significant improvements since the ACO's findings of April 27, 2017. The Follow-Up Review Summary (page 3) notes that we have fully implemented seven of the ACO's initial eleven recommendations and have partially implemented (are in the process of implementing) two additional recommendations. We agree with the ACO's findings that the Department has implemented Recommendations D (1), D (2) 1 and 2, D (3) 1 and 2, D (4), and E (2). With respect to the other recommendations, our Management Response is as follows:

Regarding Finding/Recommendation A: Develop a process to document the supervisor's review and approval of intake cases: The Department agrees that we are in the process of implementing this recommendation. Our practice, based on a policy implemented in 2012, has been for supervisors to review all cases handled by a trainee, including all new intakes, for their first six months, as well as to review reassessments for all staff when there is an increase of ten or more hours granted to the client, or when protective supervision hours are granted, removed or modified in the reassessment. However, there has not been a mechanism in place to document these supervisor reviews. The routine capacity to document the supervisor review and approval of intake and reassessment cases is being incorporated into the IHSS Program's electronic management system, TACOMA, during the next phase of TACOMA implementation, included as an automated improvement for FY2018/19.

Regarding Finding/Recommendation B: Develop a process to randomly sample providers' timesheets: We appreciate the ACO's position regarding this finding and recommendation. To date, State IHSS Program policy regarding review of provider timesheets has been limited to review of timesheets with

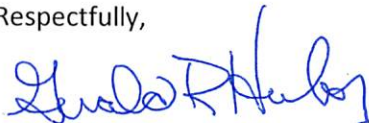
errors; as the Follow-Up Review notes, the State has a pending All County Letter that will require review and verification of 1% of error-free timesheets. Essentially, the ACO is recommending that we implement this procedure in advance of the All County Letter being issued. As we agree with the spirit of the ACO's recommendation, we propose to implement a review and verification process in two steps. The first of these has already been implemented as a practice and will be implemented as a written procedure shortly: at reassessment, for all clients whose provider is currently using the electronic timesheet system (approximately 10% of providers at present), we are querying the client about their knowledge regarding accessing the timesheet website and for any client who is unaware of the website we are flagging the provider for timesheet review and verification. In the second step of implementation we will supplement this with a review and verification of 1% of provider timesheets at reassessment. Once the State issues the noted All County Letter, we will modify our process as needed to conform to the required procedures.

Regarding Finding/Recommendation C: Monitor cases due for reassessments and require staff to perform reassessments in a timely manner: The Department agrees with the need to perform all reassessments in a timely fashion. Our struggle has been the need to juggle reassessments with new intakes, complaint investigations, quality assurance and program integrity functions while implementing both TACOMA and the State's shift from time-per-task and frequency guidelines to functional index rankings and hourly task guidelines, requiring extensive staff training. We are actively implementing new data tracking and data measures to better monitor the timeliness of reassessments and to improve the prompting of reassessments that are due, and we are trying to modify work flows for several staff so that we can free up a pair of Social Worker IIs to focus on overdue reassessments. We will continue to try identifying additional strategies to address this finding and recommendation.

Regarding Finding/Recommendation E (1): Conduct the required desk reviews and home visits; if required minimum desk reviews and home visits are not anticipated to be completed, submit a timely explanation to CDSS: The Department agrees that we are in the process of implementing this recommendation. There are two staff persons dedicated to this function. The required minimum numbers of desk reviews and home visits were being met during FY 2017/18 until one of those two individuals retired, resulting in a shortfall for the Fiscal Year as a whole; that vacant position has been filled, and the team is currently on track to meet the requisite numbers of desk reviews and home visits. However, the fragility of this activity (namely, the reliance on both positions being continually filled) has prompted us to seek a strategy to provide back-up to the team when needed.

Again, the Department thanks the ACO for this Follow-Up Review of our IHSS Program, and we will continue to work on implementing the ACO's recommendations.

Respectfully,



Gerald R. Huber
Director



Solano County

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

Agenda Submittal

Agenda #:	6	Status:	Consent Calendar
Type:	Report	Department:	Treasurer-Tax Collector-County Clerk
File #:	18-538	Contact:	Charles Lomeli, 784-3419
Agenda date:	08/07/2018	Final Action:	
Title:	Accept the Solano County Treasurer's Quarterly Report for the period of April 1, 2018 through June 30, 2018		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Letter to the Board, B - Statement of Compliance, C - PARS 115 Report, D - Treasury Portfolio, E - Balance Sheet and Income Statement		

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 accept the County Treasurer's Quarterly Report for the period of April 1, 2018 through June 30, 2018.

SUMMARY:

Submitted herein is the Treasurer's FY2017/18 Fourth Quarter Report, which contains the Treasurer's Statement of Compliance.

This report is provided for informational purposes only. All information contained in this report pertains to all county, district, agency and school district funds. This report is also available on the Treasurer's web site at www.solanocounty.com.

FINANCIAL IMPACT:

There is no financial impact in accepting this report; the costs associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could elect not to accept this report at this time or request a change in content or format.

OTHER AGENCY INVOLVEMENT:

This report will be promulgated to the distribution list on the Statement of Compliance and published on the Treasurer's website.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

CHARLES LOMELI
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MICHAEL COOPER
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TREASURER-TAX COLLECTOR-COUNTY CLERK



SOLANO
COUNTY

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County Clerk Manager
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Treasurer (707) 784-6295
Fax (707) 784-6311

July 12, 2018

The Honorable Members of the Board of Supervisors
County of Solano County
675 Texas Street, Suite 6500
Fairfield CA 94533

Honorable Members of the Board:

It is my pleasure to present the quarterly report for the fourth quarter of FY2017/18.

State of the Treasury

The \$1.2 billion Treasurer's pool is managed in accordance with the tenets of California Government Code §53600.5 to provide for the safety of principal, adequate liquidity for all anticipated cash flow requirements, and a consistent rate of return commensurate with the established risk profile.

A careful examination of historical cash flow patterns shows the size of the Treasurer's pool declining in summer months as revenue from property tax collection is at a minimum while payrolls and general expenditures remain consistent. In addition, the recent influx of school bond proceeds is likely to result in significant outflows in the coming months as construction spending ratchets upward. In anticipation of this pattern, \$557 million is invested to mature within 6 months providing adequate liquidity for the pool participants.

Current Market Conditions Impacting the Treasury Pool

At the June meeting, the Federal Reserve Open Market Committee (FOMC) raised the Federal Funds rate to 2% from 1.75%. FOMC officials cited a very strong economy as reason for continuing increases in benchmark interest rates. The FOMC also made note of escalating trade tensions as a "risk" to economic growth, but they indicated the data as reported in the Beige Book has not been impacted by recent trade issues to date, and growth was boosted by tax cuts and increased government spending. According to FOMC Chairperson Jerome Powell, unemployment and inflation remain low, while business investment continues to grow at a strong rate. He also reported that recent rise in oil prices are likely to push inflation above 2% but that he expects it to be a transitory condition that will moderate over time. It should also be noted that the stated policy goal of reducing the Federal Reserve Bank's balance sheet will result in a continued reduction in the bank's balance sheet.

Treasury Managers monitor FOMC releases, and other data, to remain abreast of economic changes that may potentially impact the performance of the Treasurer's pool to ensure the portfolio is properly positioned on the yield curve to balance risk and return. A material portion of the monitored information from the FOMC can be found in the regional reports from the 12 Federal Reserve Districts that are compiled in Beige Book reports published 8 times a year.

Expectations going forward

The FOMC has announced it expects funds rates to continue to increase in 2018; therefore the market value of the portfolio will likely remain lower than the book value for the foreseeable future. This difference is recognized in the Treasury accounting as an unrealized mark to market loss.

However, as securities mature and the proceeds are reinvested, the funds are generally invested at higher rates of interest. The result is a decline in the unrealized mark to market loss and the Treasurer's pool produces more income for the participants. As previously reported, the pool will earn approximately \$2 million in interest earnings for each 25 basis point or 0.25% increase in rates.

Respectfully Submitted,
CHARLES LOMELI
Treasurer – Tax Collector – County Clerk

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TREASURER-TAX COLLECTOR-COUNTY CLERK



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STATEMENT OF COMPLIANCE

June 30, 2018

Liquidity:

The Treasury has a cash and cash equivalent position (securities maturing within 6 months) of \$571 million dollars as of June 30, 2018. Based on historical trend analysis and projections by the various school districts, it is estimated that this cash position is adequate to meet projected liquidity requirements of the pool participants for the next six months.

Should the treasury experience unusual demands on cash, the liquidity position will be adjusted accordingly.

Investments:

The investment portfolio has been reviewed by the Treasurer-Tax Collector-County Clerk on June 30, 2018 and found to be in compliance with the Investment Policy.

Reporting and Distribution:

In accordance with Government code section 53607, a monthly report is submitted to the Clerk of the Board electronically.

In accordance with the Government Code section 53646 this non-mandated quarterly report is submitted to provide full disclosure to the Board and public.

This report is also made available to the Superintendent of Schools, the business managers of each district, many pool participants and the public at large via the Internet.

Respectfully Submitted,
CHARLES LOMELI
Treasurer-Tax Collector-County Clerk

Solano County
PARS 115 Trust
Account Summary Report
June 30, 2018

Holdings by Security Type

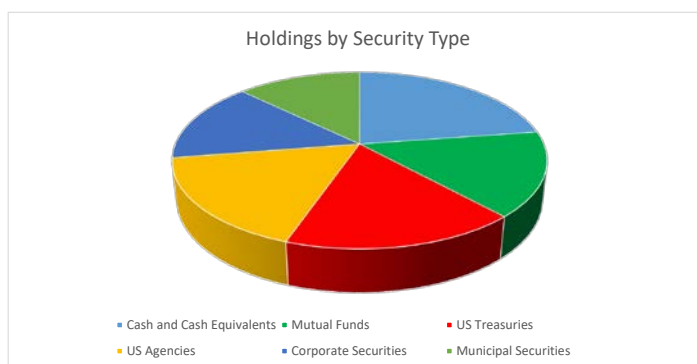
	Book Value	Market Value
Cash and Cash Equivalents	4,596,555.62	4,596,610.29
Mutual Funds	3,220,000.00	3,134,000.00
US Treasuries	3,511,677.53	3,481,230.50
US Agencies	3,561,305.87	3,478,394.50
Corporate Securities	3,000,000.00	2,979,658.50
Municipal Securities	2,669,317.19	2,589,526.20
Total Security Holdings	20,558,856.21	20,259,419.99

Accrued Income	52,283.82	52,283.82
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Grand Total	20,611,140.03	20,311,703.81
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Estimated Annual Income	385,043.28
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Yield on Total Assets	1.90%
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Portfolio Holdings					
Description	Cusip	Security Classification	Security Type	Book Value	Market Value
CASH		Cash & Cash Eq	Cash & Cash Equivalents	4,736.83	4,736.83
FIRST AMER PRIME OBLIG FD CL Z	31846V625	Cash & Cash Eq	Cash & Cash Equivalents	4,591,818.79	4,591,873.46
FNMA 1.750% 06/20/19	3135G0ZE6	Fixed Income	US AGENCIES	3,561,305.87	3,478,394.50
US Treasury NT 1.625% 06/30/19	912828WS5	Fixed Income	US GOVERNMENT	1,518,509.54	1,489,042.50
US Treasury NT 1.375% 12/31/18	912828RY8	Fixed Income	US GOVERNMENT	1,993,167.99	1,992,188.00
State of California 1.800% 04/01/20	13063CSQ4	Fixed Income	GOVERNMENT	2,034,317.19	1,967,120.00
Univ of California 1.420% 05/15/20	913366HU7	Fixed Income	GOVERNMENT	500,000.00	487,255.00
Palo Alto CA Cops 2.870% 11/01/20	697364DV6	Fixed Income	GOVERNMENT	135,000.00	135,151.20
Ally Bank CD 1.700% 07/29/19	02006L4K6	Fixed Income	Certificate of Deposit	250,000.00	248,092.25
Cambridge CD 1.600% 07/22/19	132555AM5	Fixed Income	Certificate of Deposit	250,000.00	247,877.50
Capital One CD 1.600% 07/26/19	14042RGQ8	Fixed Income	Certificate of Deposit	250,000.00	247,852.25
Capital One CD 1.600% 07/26/19	1404203W8	Fixed Income	Certificate of Deposit	250,000.00	247,852.25
Discover Bank CD 1.700% 07/26/19	2546726J2	Fixed Income	Certificate of Deposit	250,000.00	248,115.75
MB Financial CD 1.650% 07/31/19	55266CWA0	Fixed Income	Certificate of Deposit	250,000.00	247,939.25
Safra Nation CD 1.500% 01/28/19	78658QS95	Fixed Income	Certificate of Deposit	250,000.00	250,000.00
TCF National CD 1.600 07/26/19	872278F84	Fixed Income	Certificate of Deposit	250,000.00	247,852.25
TIAA FSB CD 1.600% 07/26/19	87270LAF0	Fixed Income	Certificate of Deposit	250,000.00	247,846.75
United Bankers CD 1.550% 02/11/19	909557GP9	Fixed Income	Certificate of Deposit	250,000.00	249,012.25
WEX Bank CD 1.550% 02/04/19	92937CFX1	Fixed Income	Certificate of Deposit	250,000.00	249,133.75
Wells Fargo CD 1.700% 07/29/19	949763JS6	Fixed Income	Certificate of Deposit	250,000.00	248,084.25
DOUBLELINE TOTAL RET BD I	258620103	Mutual Funds	Mutual Funds-Fixed Taxable	1,092,000.00	1,042,000.00
VANGUARD SHORT TERM INVT GRADE #539	922031836	Mutual Funds	Mutual Funds-Fixed Taxable	2,128,000.00	2,092,000.00
				20,558,856.21	20,259,419.99

All values at Market Value unless otherwise noted

BOOK VALUE VS MARKET REPORT

Solano County Treasurer

INVESTMENT PORTFOLIO ACCOUNTING 7.80

LAST INTEREST ACCRUAL DATE: 06/30/2018

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
PORTFOLIO: PARS115								
SECURITY TYPE: 115CORPS								
78658QS95/001	SAFRA NATIONAL BANK C D	AFS	01/28/2019	250,000.00	250,000.00	250,000.00	0.00	06/30/2018
92937CFX1/001	WEX BANK C D	AFS	02/04/2019	250,000.00	250,000.00	249,133.75	-866.25	06/29/2018
909557GP9/001	UNITED BANKERS BANK C D	AFS	02/11/2019	250,000.00	250,000.00	249,012.25	-987.75	06/29/2018
132555AM5/001	CAMBRIDGE TRUST C D	AFS	07/22/2019	250,000.00	250,000.00	247,877.50	-2,122.50	06/29/2018
1404203W8/001	CAPITAL ONE C D	AFS	07/26/2019	250,000.00	250,000.00	247,852.25	-2,147.75	06/29/2018
14042RGQ8/001	CAPITAL ONE NATL C D	AFS	07/26/2019	250,000.00	250,000.00	247,852.25	-2,147.75	06/29/2018
2546726J2/001	DISCOVER BANK C D	AFS	07/26/2019	250,000.00	250,000.00	248,115.75	-1,884.25	06/29/2018
872278F84/001	TCF NATIONAL BANK C D	AFS	07/26/2019	250,000.00	250,000.00	247,852.25	-2,147.75	06/29/2018
87270LAF0/001	TIAA FSB C D	AFS	07/26/2019	250,000.00	250,000.00	247,846.75	-2,153.25	06/29/2018
02006L4K6/001	ALLY BANK C D	AFS	07/29/2019	250,000.00	250,000.00	248,092.25	-1,907.75	06/29/2018
949763JS6/001	WELLS FARGO BANK C D	AFS	07/29/2019	250,000.00	250,000.00	248,084.25	-1,915.75	06/29/2018
55266CWA0/001	MB FINANCIAL BANK C D	AFS	07/31/2019	250,000.00	250,000.00	247,939.25	-2,060.75	06/29/2018
TOTAL FOR SECURITY TYPE 115CORPS				3,000,000.00	3,000,000.00	2,979,658.50	-20,341.50	
SECURITY TYPE: 115FEDAG								
3135G0ZE6/002	FNMA	AFS	06/20/2019	3,500,000.00	3,561,305.87	3,478,394.50	-82,911.37	06/29/2018
SECURITY TYPE: 115MUNI								
13063CSQ4/001	CALIFORNIA STATE TXBL GOB	AFS	04/01/2020	2,000,000.00	2,034,317.19	1,967,120.00	-67,197.19	06/30/2018
913366HU7/001	UNIVERSITY OF CA REGENTS	AFS	05/15/2020	500,000.00	500,000.00	487,255.00	-12,745.00	06/30/2018
697364DV6/001	PALO ALTO CA COPS	AFS	11/01/2020	135,000.00	135,000.00	135,151.20	151.20	06/30/2018
TOTAL FOR SECURITY TYPE 115MUNI				2,635,000.00	2,669,317.19	2,589,526.20	-79,790.99	
SECURITY TYPE: 115UST								
912828RY8/001	US TREASURY	AFS	12/31/2018	2,000,000.00	1,993,167.99	1,992,188.00	-979.99	06/29/2018
912828WS5/001	U S TREASURY	AFS	06/30/2019	1,500,000.00	1,518,509.54	1,489,042.50	-29,467.04	06/29/2018
TOTAL FOR SECURITY TYPE 115UST				3,500,000.00	3,511,677.53	3,481,230.50	-30,447.03	
TOTAL FOR PORTFOLIO PARS115				12,635,000.00	12,742,300.59	12,528,809.70	-213,490.89	

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LAST INTEREST ACCRUAL DATE: 06/30/2018

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
PORTFOLIO: POOL								
SECURITY TYPE: COMPAP								
46640QG21/001	JP MORGAN SECURITIES LLC	AFS	07/02/2018	10,000,000.00	9,999,358.02	10,000,000.00	641.98	06/30/2018
SECURITY TYPE: CORP								
25468PDD5/001	WALT DISNEY CO	AFS	09/17/2018	750,000.00	750,149.18	748,446.75	-1,702.43	06/29/2018
89236TAY1/001	TOYOTA MOTOR CREDIT CORP	AFS	10/24/2018	10,000,000.00	9,996,483.64	9,983,780.00	-12,703.64	06/29/2018
594918BF0/001	MICROSOFT CORP	AFS	11/03/2018	5,000,000.00	4,999,553.51	4,981,480.00	-18,073.51	06/29/2018
94988J5F0/001	WELLS FARGO BANK NA	AFS	11/28/2018	13,705,000.00	13,711,152.02	13,660,595.80	-50,556.22	06/29/2018
594918AV6/001	MICROSOFT CORP	AFS	12/06/2018	1,947,000.00	1,949,098.47	1,941,803.46	-7,295.01	06/29/2018
478160BR4/001	JOHNSON & JOHNSON	AFS	03/01/2019	10,000,000.00	10,008,244.73	9,906,100.00	-102,144.73	06/29/2018
478160BR4/002	JOHNSON & JOHNSON	AFS	03/01/2019	5,000,000.00	4,981,499.53	4,953,050.00	-28,449.53	06/29/2018
717081DU4/001	PFIZER INC	AFS	06/03/2019	12,812,000.00	12,809,358.97	12,683,380.33	-125,978.64	06/29/2018
594918BN3/001	MICROSOFT CORP	AFS	08/08/2019	1,768,000.00	1,757,625.78	1,740,263.62	-17,362.16	06/29/2018
594918BN3/002	MICROSOFT CORP	AFS	08/08/2019	10,000,000.00	9,961,425.08	9,843,120.00	-118,305.08	06/29/2018
594918BN3/003	MICROSOFT CORP	AFS	08/08/2019	4,268,000.00	4,238,637.79	4,201,043.62	-37,594.17	06/29/2018
084664CK5/001	BERKSHIRE HATHAWAY FIN	AFS	08/15/2019	10,000,000.00	9,914,063.14	9,849,530.00	-64,533.14	06/29/2018
89236TDH5/001	TOYOTA MOTOR CREDIT CORP	AFS	10/18/2019	2,155,000.00	2,124,892.87	2,124,707.17	-185.70	06/29/2018
438516BQ8/001	HONEYWELL INTERNATIONAL	AFS	10/30/2019	8,540,000.00	8,442,801.34	8,433,617.22	-9,184.12	06/29/2018
037833DH0/001	APPLE INC	AFS	11/13/2019	10,000,000.00	9,980,795.86	9,894,280.00	-86,515.86	06/29/2018
30231GAG7/001	EXXON MOBIL CORPORATION	AFS	03/06/2020	4,310,000.00	4,289,407.22	4,249,422.95	-39,984.27	06/29/2018
89236TDU6/001	TOYOTA MOTOR CREDIT CORP	AFS	04/17/2020	10,000,000.00	10,002,559.85	9,827,970.00	-174,589.85	06/29/2018
191216BT6/001	COCA COLA CO	AFS	10/27/2020	10,000,000.00	9,785,584.00	9,774,310.00	-11,274.00	06/29/2018
TOTAL FOR SECURITY TYPE CORP				130,255,000.00	129,703,332.98	128,796,900.92	-906,432.06	
SECURITY TYPE: FEDCOUP								
3130A5WY1/001	FHLB	AFS	07/10/2018	14,000,000.00	14,000,465.89	13,996,598.00	-3,867.89	06/29/2018
3134G92H9/001	FHLMC	AFS	07/27/2018	10,000,000.00	9,999,787.09	9,992,320.00	-7,467.09	06/29/2018
3136G02Y6/001	FNMA	AFS	07/30/2018	5,500,000.00	5,500,296.36	5,496,117.00	-4,179.36	06/29/2018
3130A8PK3/001	FHLB	AFS	08/07/2018	10,000,000.00	9,996,122.82	9,986,780.00	-9,342.82	06/29/2018
3134G9HJ9/001	FHLMC	AFS	08/10/2018	5,000,000.00	5,000,000.00	4,995,040.00	-4,960.00	06/29/2018
3134GABQ6/001	FHLMC	AFS	08/15/2018	10,000,000.00	9,998,341.73	9,988,230.00	-10,111.73	06/29/2018
3134GABQ6/002	FHLMC	AFS	08/15/2018	10,000,000.00	9,998,341.94	9,988,230.00	-10,111.94	06/29/2018
3134GAGM0/001	FHLMC	AFS	08/24/2018	10,000,000.00	9,998,377.28	9,986,670.00	-11,707.28	06/29/2018
3130A6AE7/001	FHLB	AFS	09/14/2018	10,000,000.00	10,004,709.06	9,980,860.00	-23,849.06	06/29/2018
313375K48/001	FHLB	AFS	09/14/2018	25,000,000.00	25,037,445.72	24,994,900.00	-42,545.72	06/29/2018
3133EHYV9/001	FFCB	AFS	09/14/2018	5,000,000.00	5,000,000.00	4,993,075.00	-6,925.00	06/29/2018

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3133ED2C5/001	FFCB	AFS	09/17/2018	8,630,000.00	8,647,075.84	8,630,319.31	-16,756.53	06/29/2018
3135G0YM9/001	FNMA	AFS	09/18/2018	20,000,000.00	20,029,215.52	19,996,180.00	-33,035.52	06/29/2018
3130A9LV1/001	FHLB	AFS	09/27/2018	10,000,000.00	10,000,290.45	9,973,280.00	-27,010.45	06/29/2018
3134GAPC2/001	FHLMC	AFS	09/28/2018	15,000,000.00	14,994,721.77	14,963,445.00	-31,276.77	06/29/2018
3130A9AE1/001	FHLB	AFS	10/01/2018	10,000,000.00	9,992,882.86	9,971,420.00	-21,462.86	06/29/2018
3137EAED7/001	FHLMC	AFS	10/12/2018	10,000,000.00	9,992,056.59	9,968,060.00	-23,996.59	06/29/2018
3135G0E58/001	FNMA	AFS	10/19/2018	2,000,000.00	1,999,089.67	1,994,356.00	-4,733.67	06/29/2018
3134GSAP0/001	FHLMC	AFS	12/21/2018	10,000,000.00	10,000,000.00	9,850,130.00	-149,870.00	06/29/2018
3130AD4Y5/001	FHLB	AFS	12/28/2018	10,000,000.00	10,000,000.00	9,841,770.00	-158,230.00	06/29/2018
3135G0H63/001	FNMA	AFS	01/28/2019	7,000,000.00	6,977,025.54	6,965,483.00	-11,542.54	06/29/2018
3133EGBR5/001	FFCB	AFS	02/25/2019	1,500,000.00	1,496,340.32	1,487,511.00	-8,829.32	06/29/2018
3135G0J53/001	FNMA	AFS	02/26/2019	1,000,000.00	997,946.95	991,700.00	-6,246.95	06/29/2018
742651DG4/001	PRIVATE EXPORT FUNDING	AFS	03/15/2019	5,000,000.00	5,075,779.52	5,071,435.00	-4,344.52	06/29/2018
3137EADZ9/001	FHLMC	AFS	04/15/2019	10,000,000.00	10,004,711.58	9,907,810.00	-96,901.58	06/29/2018
3136G3K38/001	FNMA	AFS	05/02/2019	10,000,000.00	9,980,629.32	9,874,160.00	-106,469.32	06/29/2018
3136G3K46/001	FNMA	AFS	05/02/2019	10,000,000.00	9,980,643.15	9,874,160.00	-106,483.15	06/29/2018
3130ACN83/001	FHLB	AFS	05/15/2019	10,000,000.00	9,996,380.54	9,829,270.00	-167,110.54	06/29/2018
3133X72S2/001	FHLB	AFS	05/15/2019	10,000,000.00	10,265,473.15	10,257,900.00	-7,573.15	06/29/2018
3130ABF92/001	FHLB	AFS	05/28/2019	10,000,000.00	9,951,436.41	9,911,520.00	-39,916.41	06/29/2018
3130ABF92/002	FHLB	AFS	05/28/2019	20,000,000.00	19,891,637.06	19,823,040.00	-68,597.06	06/29/2018
313379EE5/001	FHLB	AFS	06/14/2019	19,460,000.00	19,503,672.11	19,318,759.32	-184,912.79	06/29/2018
313379EE5/002	FHLB	AFS	06/14/2019	3,000,000.00	3,007,218.07	2,978,226.00	-28,992.07	06/29/2018
3135G0ZE6/001	FNMA	AFS	06/20/2019	10,000,000.00	10,020,824.36	9,938,270.00	-82,554.36	06/29/2018
3137EAEB1/001	FHLMC	AFS	07/19/2019	10,000,000.00	9,897,518.56	9,842,600.00	-54,918.56	06/30/2018
3135G0N33/001	FNMA	AFS	08/02/2019	25,000,000.00	24,855,595.77	24,584,475.00	-271,120.77	06/29/2018
3135G0R70/001	FNMA	AFS	08/25/2019	5,000,000.00	4,997,655.57	4,908,315.00	-89,340.57	06/29/2018
313383VN8/001	FHLB	AFS	09/13/2019	10,000,000.00	10,023,492.61	9,947,100.00	-76,392.61	06/29/2018
3133XUMS9/001	FHLB	AFS	09/13/2019	8,070,000.00	8,267,979.61	8,264,075.43	-3,904.18	06/29/2018
3137EADM8/001	FHLMC	AFS	10/02/2019	20,000,000.00	19,953,153.11	19,696,120.00	-257,033.11	06/29/2018
3133EGNE1/001	FFCB	AFS	01/21/2020	2,000,000.00	2,000,000.00	1,957,426.00	-42,574.00	06/29/2018
3130AASN9/001	FHLB	AFS	03/30/2020	2,000,000.00	2,002,684.85	1,964,822.00	-37,862.85	06/29/2018
TOTAL FOR SECURITY TYPE FEDCOUP				419,160,000.00	419,337,018.75	416,981,958.06	-2,355,060.69	

SECURITY TYPE: MUNICIPAL

13066YTY5/001	CA STATE DEPT OF WATER RESOURCES	AFS	11/01/2018	1,519,461.44	1,477,473.51	1,469,623.10	-7,850.41	06/29/2018
79765RM97/001	SAN FRANCISCO CITY & CTY PUBLIC UTIL	AFS	11/01/2018	5,525,000.00	5,525,000.00	5,508,204.00	-16,796.00	06/29/2018
7976462R6/001	SAN FRANCISCO CITY & CTY GOB	AFS	06/15/2019	5,000,000.00	5,028,071.58	5,023,950.00	-4,121.58	06/29/2018

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91412GSB2/001	UNIV OF CA -AH	AFS	07/01/2019	5,000,000.00	4,987,450.99	4,962,300.00	-25,150.99	06/29/2018
91412GSB2/002	UNIV OF CA -AH	AFS	07/01/2019	10,000,000.00	10,020,238.09	9,924,600.00	-95,638.09	06/29/2018
798170AB2/001	SAN JOSE REDEVELOPMENT AG	AFS	08/01/2019	3,000,000.00	3,000,000.00	2,984,310.00	-15,690.00	06/29/2018
801546PD8/001	SANTA CLARA CNTY TXBL SER A	AFS	08/01/2019	10,000,000.00	10,031,928.46	9,947,900.00	-84,028.46	06/29/2018
358266CQ5/001	FRESNO CTY CA PENSN OBLG	AFS	08/15/2019	7,000,000.00	7,000,000.00	6,947,640.00	-52,360.00	06/29/2018
13063DDD7/001	CALIFORNIA ST TXBL-VARIOUS PURPOSE	AFS	10/01/2019	10,000,000.00	10,037,305.76	9,969,800.00	-67,505.76	06/29/2018
83412PDY5/001	SOLANO CTY CA CMNTY COLLEGE DISTR	AFS	08/01/2020	5,460,000.00	5,547,795.79	5,482,877.40	-64,918.39	06/29/2018
79730PDE2/001	SAN DIEGO CA REDEVELOPMENT AGENCY	AFS	09/01/2020	10,000,000.00	11,264,284.50	11,019,500.00	-244,784.50	06/29/2018
899154AT5/001	TULARE CO PENSN-TXBLE	AFS	06/01/2021	5,000,000.00	5,000,000.00	4,979,900.00	-20,100.00	06/29/2018
797398DK7/001	SAN DIEGO CTY CA PENSION OBLIGATION	AFS	08/15/2021	10,905,000.00	12,111,405.98	11,823,419.10	-287,986.88	06/29/2018
TOTAL FOR SECURITY TYPE MUNICAL				88,409,461.44	91,030,954.66	90,044,023.60	-986,931.06	
SECURITY TYPE: MUNINAT								
68607VJ97/001	OREGON ST LOTTERY REVENUE	AFS	04/01/2021	1,350,000.00	1,382,949.73	1,334,434.50	-48,515.23	06/30/2018
5946107Z4/001	MICHIGAN STATE TXBL REF A	AFS	05/15/2022	3,000,000.00	3,040,702.50	3,045,000.00	4,297.50	06/30/2018
TOTAL FOR SECURITY TYPE MUNINAT				4,350,000.00	4,423,652.23	4,379,434.50	-44,217.73	
SECURITY TYPE: SOL								
834SCFCP7F/001	SOLANO CTY 2013 COPS	AFS	11/15/2018	345,000.00	345,000.00	345,000.00	0.00	06/30/2018
834SCFCP7G/001	SOLANO CTY 2013 COPS	AFS	11/15/2019	355,000.00	355,000.00	355,000.00	0.00	06/30/2018
834SCFCP7H/001	SOLANO CTY 2013 COPS	AFS	11/15/2020	365,000.00	365,000.00	365,000.00	0.00	06/30/2018
834SCFCP7I/001	SOLANO CTY 2013 COPS	AFS	11/15/2021	380,000.00	380,000.00	380,000.00	0.00	06/30/2018
834SCFCP7J/001	SOLANO CTY 2013 COPS	AFS	11/15/2022	390,000.00	390,000.00	390,000.00	0.00	06/30/2018
834SCFCP7K/001	SOLANO CTY 2013 COPS	AFS	11/15/2023	405,000.00	405,000.00	405,000.00	0.00	06/30/2018
834SCFCP7L/001	SOLANO CTY 2013 COPS	AFS	11/15/2024	415,000.00	415,000.00	415,000.00	0.00	06/30/2018
834SCFCP7M/001	SOLANO CTY 2013 COPS	AFS	11/15/2025	430,000.00	430,000.00	430,000.00	0.00	06/30/2018
834SCFCP7N/001	SOLANO CTY 2013 COPS	AFS	11/15/2026	445,000.00	445,000.00	445,000.00	0.00	06/30/2018
834SCFCP7O/001	SOLANO CTY 2013 COPS	AFS	11/15/2027	460,000.00	460,000.00	460,000.00	0.00	06/30/2018
TOTAL FOR SECURITY TYPE SOL				3,990,000.00	3,990,000.00	3,990,000.00	0.00	
SECURITY TYPE: SUPRA								
459058EV1/001	IBRD	AFS	07/26/2019	10,000,000.00	9,983,072.22	9,871,300.00	-111,772.22	06/29/2018
SECURITY TYPE: TREASURY								
912828QY9/001	U S TREASURY	AFS	07/31/2018	10,000,000.00	10,008,478.72	10,003,380.00	-5,098.72	06/29/2018
912828VQ0/001	U S TREASURY	AFS	07/31/2018	10,000,000.00	10,004,509.88	9,996,440.00	-8,069.88	06/29/2018
912828VQ0/002	U S TREASURY	AFS	07/31/2018	25,000,000.00	25,004,140.45	24,991,100.00	-13,040.45	06/29/2018

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9128282C3/001	U S TREASURY	AFS	08/31/2018	20,000,000.00	19,989,527.68	19,962,140.00	-27,387.68	06/29/2018
912828RE2/001	U S TREASURY	AFS	08/31/2018	50,000,000.00	50,026,234.71	49,966,000.00	-60,234.71	06/29/2018
912828WD8/001	U S TREASURY	AFS	10/31/2018	20,000,000.00	20,008,152.34	19,948,440.00	-59,712.34	06/29/2018
912828N22/001	U S TREASURY	AFS	12/15/2018	27,000,000.00	26,900,575.29	26,894,538.00	-6,037.29	06/29/2018
912828RY8/002	US TREASURY	AFS	12/31/2018	20,000,000.00	19,933,628.42	19,921,880.00	-11,748.42	06/29/2018
912828Q52/001	U S TREASURY	AFS	04/15/2019	100,000,000.00	99,031,441.54	98,886,700.00	-144,741.54	06/29/2018
912828WL0/001	U S TREASURY	AFS	05/31/2019	10,000,000.00	9,971,084.18	9,924,610.00	-46,474.18	06/29/2018
912828D80/001	U S TREASURY	AFS	08/31/2019	25,000,000.00	25,082,498.58	24,773,450.00	-309,048.58	06/29/2018
TOTAL FOR SECURITY TYPE TREASURY				317,000,000.00	315,960,271.79	315,268,678.00	-691,593.79	
TOTAL FOR PORTFOLIO POOL				983,164,461.44	984,427,660.65	979,332,295.08	-5,095,365.57	



Solano County Treasury
Treasurer Charles Lomeli
Balance Sheet EOP
June 30, 2018

Fiscal Year 2018
June

ASSETS

Cash & Cash Equivalents

Physical Cash	\$1,002.92
Sealed Bags	\$8,201,856.35
Total Cash on Hand	\$8,202,859.27

Wells Fargo Deposit Account	\$31,190,883.79
Bank of America Deposit Account	\$1,116,674.20
First Northern Bank Lake Solano Park	\$5,078.97
Bank of Stockton	\$6,910.07
Total Cash in Bank	\$32,319,547.03

UB Safekeeping Money Market Account	\$235,214.92
CAMP Money Market Account	\$632,005.10
CalTrust Liquidity Fund	\$10,000,951.49
CalTrust Blackrock FedFund	\$29,700,000.00
Total Cash in Money Markets	\$40,568,171.51

LAIF	\$30,262,695.76
Total LAIF	\$30,262,695.76

Total Cash & Cash Equivalents	\$111,353,273.57
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Non Cash Assets

Acc Int Money Markets	\$35,296.30
Acc Int LAIF	\$138,743.58
CT Short Accrued Interest	\$32,135.51
CT Medium Accrued Interest	\$15,414.62
AI Investment Securities	\$3,974,497.16
Total Accrued Interest	\$4,196,087.17

Mat Inv Delayed by non business days	\$15,240,625.00
Total Items in Transit	\$15,240,625.00

Total Non Cash Assets	\$19,436,712.17
------------------------------	------------------------

Mutual Funds

CT Short Book Value	\$20,034,374.07
CT Short Mrk to Market	(\$16,981.35)
CT Medium Book Value	\$10,072,310.94
CT Medium Mrk to Market	(\$173,801.80)

Total Mutual Funds	\$29,915,901.86
---------------------------	------------------------

Securities

Solano County Bonds Par	\$3,990,000.00
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Solano County Treasury
Treasurer Charles Lomeli
Balance Sheet EOP
June 30, 2018

	Fiscal Year 2018
	June
US Treasuries Par	\$317,000,000.00
US Treasuries Premium	\$134,014.68
US Treasuries Discount	(\$1,173,742.89)
US Treasuries Mk to Mkt	(\$691,594.00)
Municipals Par	\$92,759,461.44
Municipals Premium	\$2,749,682.39
Municipals Discount	(\$54,536.94)
Municipals Mk to Mkt	(\$1,031,148.92)
Fed Agencies Par	\$419,160,000.00
Fed Agencies Premium	\$731,334.70
Fed Agencies Discount	(\$554,315.95)
Fed Agencies Mk to Mkt	(\$2,355,059.85)
Commercial Paper Par	\$10,000,000.00
Commercial Paper Discount	(\$641.98)
Commercial Paper Mk to Mkt	\$641.68
Corporates Par	\$130,255,000.00
Corporates Premium	\$19,204.25
Corporates Discount	(\$570,871.27)
Corporates Mk to Mkt	(\$906,432.47)
Supranational Banks Par	\$10,000,000.00
Supranational Banks Discount	(\$16,927.78)
Supranational Banks Mk to Mkt	(\$111,771.98)
Total Securities	\$979,332,295.11
Total Investments	\$1,009,248,196.97
Total Pool	\$1,140,038,182.71
<u>Other Treasury Holdings</u>	
2009 Cops	\$1,780,132.71
2005 Pension Obligation Bonds	\$717,516.79
2013 Cops	\$330,047.72
2017 Cops	\$1,453.64
Total Bond Proceeds	\$2,829,150.86
115 Trust Cash	\$4,736.83
115 Trust Money Markets	\$4,591,818.79
115 Trust Mutual Funds	\$3,220,000.00
115 Trust Mutual Funds Mark to Market	(\$86,000.00)
115 Trust Accrued Interest	\$52,283.82
115 Trust Money Market Mark to Market	\$54.67
115 Trust US Treasuries Par	\$3,500,000.00
115 Trust US Treasuries Premium	\$18,509.54
115 Trust US Treasuries Discount	(\$6,832.01)
115 Trust US Treasuries Mk to Mkt	(\$30,447.03)
115 Trust Fed Agencies Par	\$3,500,000.00



**Solano County Treasury
Treasurer Charles Lomeli
Balance Sheet EOP
June 30, 2018**

	Fiscal Year 2018
	June
115 Trust Fed Agencies Premium	\$61,305.87
115 Trust Fed Agencies Mk to Mkt	(\$82,911.37)
115 Trust Corporates Par	\$3,000,000.00
115 Trust Corporates Mk to Mkt	(\$20,341.50)
115 Trust Municipals Par	\$2,635,000.00
115 Trust Municipals Premium	\$34,317.19
115 Trust Municipals Mk to Mkt	(\$79,790.99)

Total 115 Trust	\$20,311,703.81

Total Deposits With Others	\$23,140,854.67
	=====
OPEB Trust Money Markets	\$917,431.00
OPEB Trust Mutual Funds Equity	\$19,685,024.02
OPEB Trust Mutual Funds Fixed Income	\$15,158,331.40
OPEB Trust Mk to Mkt	\$4,452,946.29
OPEB Trust Accrued Income	\$1,357.65

Total OPEB Trust	\$40,215,090.36

Total Other Treasury Holdings	\$63,355,945.03
	=====
TOTAL ASSETS	\$1,203,394,127.74
	=====
LIABILITIES	
<u>Exception Items</u>	
WF EX Tax Collector	(\$13,375.34)
Total Bank Exceptions	(\$13,375.34)
Total Investment Portfolio Exceptions	\$0.00
Total Auditor - Controller Exceptions	\$0.00

Total Exception Items	(\$13,375.34)
<u>Auditor - Controller Fund Balance</u>	
OneSolution Cash in Treasury	\$1,145,365,576.13

Total OneSolution Cash	\$1,145,365,576.13
OneSolution Deposits With Others	\$2,829,150.86
OneSolution Pars 115 Trust	\$20,563,718.76
OneSolution OPEB Trust	\$35,478,512.72



Solano County Treasury
Treasurer Charles Lomeli
Balance Sheet EOP
June 30, 2018

	Fiscal Year 2018 June

Total OneSolution Deposits With Others	\$58,871,382.34

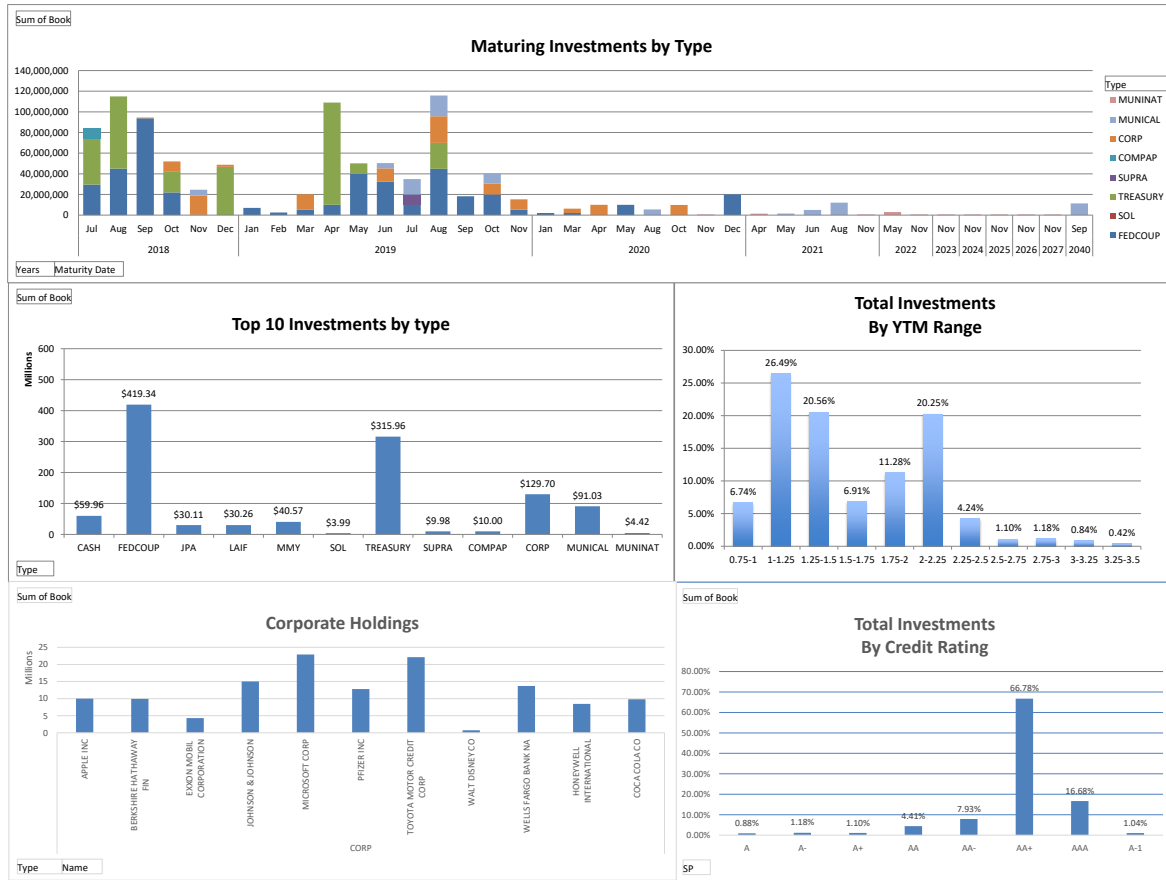
Total Auditor - Controller Fund Balance	\$1,204,236,958.47
	=====
TOTAL LIABILITIES	\$1,204,223,583.13
	=====
 EQUITY	
Total Retained Earnings	\$0.00
Mark to Market Equity	(\$5,286,148.69)
115 Trust Mark to Market Equity	(\$299,436.22)
OPEB Trust Mark to Market Equity	\$4,452,946.29

Total Market to Market	(\$1,132,638.62)
Net Income	\$303,183.23

TOTAL EQUITY	(\$829,455.39)

	=====
TOTAL LIABILITIES & EQUITY	\$1,203,394,127.74
	=====

Solano County Treasury
Treasurer Charles Lomeli
Portfolio Statistical Graphs
30-Jun-18





Solano County Treasury

Treasurer Charles Lomeli

Income Statement

June 30, 2018

Fiscal Year 2018

June

POOL INCOME

Short Term Investments

Bank Deposit Income	\$0.00
Total Bank Deposit	\$0.00

Wells Fargo	\$40.01
Union Bank	\$237.66
CAMP	\$29,879.67
CalTrust BlackRock TempFund Income	\$951.49
Cal Trust Money Market	\$35,296.30
Total Money Markets	\$66,405.13

LAIF	\$45,464.94
Total LAIF	\$45,464.94

Total Short Term Income	\$111,870.07
--------------------------------	---------------------

Mutual Funds

CT Short Interest Earnings	\$32,135.51
CT Medium Interest Earnings	\$15,414.62

Total Mutual Fund Income	\$47,550.13
---------------------------------	--------------------

Long Term Investments

Interest Earnings 53601A	\$11,105.49
Premium Amortization	\$0.00
Discount Accretion	\$0.00
Gain/Loss on Sale	\$0.00
Total County Bonds	\$11,105.49

Interest Earnings 53601B	\$350,944.12
Premium Amortization	(\$44,305.88)
Discount Accretion	\$140,235.65
Gain/Loss on Sale	\$0.00
Total US Treasuries	\$446,873.89

Interest Earnings 53601C	\$237,290.94
Premium Amortization	(\$92,759.03)
Discount Accretion	\$2,380.52
Gain/Loss on Sale	\$0.00
Total Municipals	\$146,912.43

Interest Earnings 53601F	\$530,784.24
Premium Amortization	(\$94,281.42)
Discount Accretion	\$56,849.50
Gain/Loss on Sale	\$0.00



**Solano County Treasury
Treasurer Charles Lomeli
Income Statement
June 30, 2018**

	Fiscal Year 2018 June
Total Fed Agency	\$493,352.32
Interest Earnings 53601G	\$0.00
Premium Amortization	\$0.00
Discount Accretion	\$29,892.91
Gain/Loss on Sale	\$0.00
Total Commercial Paper	\$29,892.91
Interest Earnings 53601H	\$0.00
Premium Amortization	\$0.00
Discount Accretion	\$0.00
Gain/Loss on Sale	\$0.00
Total Certificates of Deposit	\$0.00
Interest Earnings 53601J	\$170,749.06
Premium Amortization	(\$4,493.06)
Discount Accretion	\$27,962.92
Gain/Loss on Sale	\$0.00
Total Corporates	\$194,218.92
Interest Earnings 53601Q	\$10,416.67
Premium Amortization	\$0.00
Discount Accretion	\$1,303.59
Gain/Loss on Sale	\$0.00
Total Supranational Bonds	\$11,720.26
Total Long Term Income	\$1,334,076.22
Total Income	\$1,493,496.42
<u>Treasury Operating Costs</u>	
Total Treasury Operating Charges	\$0.00
Total Expense	\$0.00
TREASURY POOL NET INCOME	\$1,493,496.42
115 TRUST	
<u>Short Term Investments</u>	
115 Trust Cash & Money Mkt Income	\$806.54
Total Cash & Money Markets	\$806.54
<u>Mutual Funds</u>	
115 Trust Mutual Fund Income	\$7,983.31



Solano County Treasury
Treasurer Charles Lomeli
Income Statement
June 30, 2018

	Fiscal Year 2018
	June
Total Mutual Funds	\$7,983.31
 <u>Long Term Investments</u>	
115 Trust US Treasuries Income	\$3,833.40
115 Trust Fed Agencies Income	\$479.49
115 Trust Corporates Income	\$3,976.04
115 Trust Municipals Income	\$2,249.14
Total Long Term Investments	\$10,538.07

Total Income	\$19,327.92
 <u>Management Costs</u>	
115 Trust Safekeeping Expense	\$922.06
115 Trust PARS Expenses	\$2,740.96
Total 115 Trust Management Charges	\$3,663.02

Total Expense	\$3,663.02
	=====
115 TRUST NET INCOME	\$15,664.90
 OPEB TRUST	
 <u>Short Term Investments</u>	
OPEB Trust Cash & Mny Mkt Inc	\$1,356.01
Total Cash & Money Markets	\$1,356.01
 <u>Mutual Funds</u>	
OPEB Trust Mut Fund EQ Inc	\$99,791.76
OPEB Trust Mutual Fund FI Income	\$34,153.07
Total OPEB Mutual Funds	\$133,944.83

Total Income	\$135,300.84
 <u>Management Costs</u>	
OPEB Trust Safekeeping Expenses	\$6,338.99
Total OPEB Trust Management Charges	\$6,338.99

Total Expense	\$6,338.99
	=====
OPEB TRUST NET INCOME	\$128,961.85



Solano County Treasury

Treasurer Charles Lomeli

Balance Sheet Percentages

June 30, 2018

ASSETS

	Fiscal Year 2018 June	Pool Allocation % of Total Pool
Cash & Cash Equivalents		
Physical Cash	\$1,002.92	0.00%
Individual Checks on Hand	\$0.00	0.00%
Sealed Bags	\$8,201,856.35	0.72%
Deposits in Transit	\$0.00	0.00%
Total Cash on Hand	\$8,202,859.27	0.72%
Wells Fargo Deposit Account	\$31,190,883.79	2.73%
Bank of America Deposit Account	\$1,116,674.20	0.10%
Bank of Rio Vista Deposit Account	\$0.00	0.00%
First Northern Bank Deposit Account	\$0.00	0.00%
First Northern Bank Warrant Account	\$0.00	0.00%
First Northern Bank PA Account	\$0.00	0.00%
First Northern Bank Rep Payee	\$0.00	0.00%
First Northern Bank Lake Solano Park	\$5,078.97	0.00%
Bank of Stockton	\$6,910.07	0.00%
Total Cash in Bank	\$32,319,547.03	2.83%
WF Money Market Account	\$0.00	0.00%
BAC Money Market Account	\$0.00	0.00%
UB Safekeeping Money Market Account	\$235,214.92	0.02%
CAMP Money Market Account	\$632,005.10	0.06%
CalTrust Liquidity Fund	\$10,000,951.49	0.88%
CalTrust Blackrock FedFund	\$29,700,000.00	2.60%
Gov Partners Ultra Prime	\$0.00	0.00%
Gov Partners Ultra Short	\$0.00	0.00%
Total Cash in Money Markets	\$40,568,171.51	3.55%
LAIF	\$30,262,695.76	2.65%
Total LAIF	\$30,262,695.76	2.65%
Total Cash & Cash Equivalents	\$111,353,273.57	9.74%
Non Cash Assets		
Acc Int Money Markets	\$35,296.30	0.00%
Acc Int LAIF	\$138,743.58	0.01%
CT Short Accrued Interest	\$32,135.51	0.00%
CT Medium Accrued Interest	\$15,414.62	0.00%
AI Investment Securities	\$3,974,497.16	0.35%
Gov Partners Accrued Interest	\$0.00	0.00%
Total Accrued Interest	\$4,196,087.17	0.37%
WF Warrant Clearing Exceptions	\$0.00	0.00%
WF Returned Checks	\$0.00	0.00%
WF Non Check Exceptions	\$0.00	0.00%
BAC Warrant Clearing Exceptions	\$0.00	0.00%



Solano County Treasury

Treasurer Charles Lomeli

Balance Sheet Percentages

June 30, 2018

	Fiscal Year 2018 June	Pool Allocation % of Total Pool
BAC Returned Checks	\$0.00	0.00%
Mat Inv Delayed by non business days	\$15,240,625.00	1.33%
Total Items in Transit	\$15,240,625.00	1.33%
<hr/>		
Total Non Cash Assets	\$19,436,712.17	1.70%
 <u>Mutual Funds</u>		
CT Short Book Value	\$20,034,374.07	1.75%
CT Short Mrk to Market	(\$16,981.35)	0.00%
CT Medium Book Value	\$10,072,310.94	0.88%
CT Medium Mrk to Market	(\$173,801.80)	0.02%
Total Mutual Funds	\$29,915,901.86	2.62%
 <u>Securities</u>		
Solano County Bonds Par	\$3,990,000.00	0.35%
Solano County Bonds Premium	\$0.00	0.00%
Solano County Bonds Discount	\$0.00	0.00%
Solano County Bonds Mk to Mkt	\$0.00	0.00%
US Treasuries Par	\$317,000,000.00	27.74%
US Treasuries Premium	\$134,014.68	0.01%
US Treasuries Discount	(\$1,173,742.89)	0.10%
US Treasuries Mk to Mkt	(\$691,594.00)	0.06%
Municipals Par	\$92,759,461.44	8.12%
Municipals Premium	\$2,749,682.39	0.24%
Municipals Discount	(\$54,536.94)	0.00%
Municipals Mk to Mkt	(\$1,031,148.92)	0.09%
Fed Agencies Par	\$419,160,000.00	36.68%
Fed Agencies Premium	\$731,334.70	0.06%
Fed Agencies Discount	(\$554,315.95)	0.05%
Fed Agencies Mk to Mkt	(\$2,355,059.85)	0.21%
Commercial Paper Par	\$10,000,000.00	0.88%
Commercial Paper Premium	\$0.00	0.00%
Commercial Paper Discount	(\$641.98)	0.00%
Commercial Paper Mk to Mkt	\$641.68	0.00%
CD Par	\$0.00	0.00%
CD Premium	\$0.00	0.00%
CD Discount	\$0.00	0.00%
CD Mk to Mkt	\$0.00	0.00%
Corporates Par	\$130,255,000.00	11.40%
Corporates Premium	\$19,204.25	0.00%
Corporates Discount	(\$570,871.27)	0.05%
Corporates Mk to Mkt	(\$906,432.47)	0.08%
National Municipals Par	\$0.00	0.00%
National Municipals Premium	\$0.00	0.00%
National Municipals Discount	\$0.00	0.00%
National Municipals Mk to Mkt	\$0.00	0.00%
Supranational Banks Par	\$10,000,000.00	0.88%
Supranational Banks Premium	\$0.00	0.00%



Solano County Treasury

Treasurer Charles Lomeli

Balance Sheet Percentages

June 30, 2018

	Fiscal Year 2018 June	Pool Allocation % of Total Pool
Supranational Banks Discount	(\$16,927.78)	0.00%
Supranational Banks Mk to Mkt	(\$111,771.98)	0.01%
Total Securities	\$979,332,295.11	85.69%
<hr/>		
Total Investments	\$1,009,248,196.97	88.31%
<u>Bond Proceeds</u>		
Consolidated all Bonds	\$0.00	0.00%
MSA 1	\$0.00	0.00%
MSA 2	\$0.00	0.00%
VCUSD Blackrock Muni	\$0.00	0.00%
2002 Cops	\$0.00	0.00%
2007 Cops	\$0.00	0.00%
2009 Cops	\$1,780,132.71	0.16%
2004 Pension Obligation Bonds	\$0.00	0.00%
2005 Pension Obligation Bonds	\$717,516.79	0.06%
2010 Pension Obligation Bonds	\$0.00	0.00%
2013 Cops	\$330,047.72	0.03%
2017 Cops	\$1,453.64	0.00%
Total Bond Proceeds	\$2,829,150.86	0.25%
 TOTAL ASSETS	 \$1,142,867,333.57	 100.00%
<hr/>		

LIABILITIES

<u>Exception Items</u>		
In Bank Pending Permit	\$0.00	0.00%
WF EX Payroll / Schools	\$0.00	0.00%
Bank Fees	\$0.00	0.00%
WF EX Sheriff	\$0.00	0.00%
State Registered Warrants	\$0.00	0.00%
WF EX Animal Control	\$0.00	0.00%
WF EX H&SS	\$0.00	0.00%
WF EX Tax Collector	(\$13,375.34)	0.00%
WF EX Libraries	\$0.00	0.00%
WF EX Courts	\$0.00	0.00%
Apportioned Non Cash	\$0.00	0.00%
Travis USD	\$0.00	0.00%
Total Bank Exceptions	(\$13,375.34)	0.00%
 Exception Transactions from Sendero	 \$0.00	 0.00%
Suspense	\$0.00	0.00%
Total Investment Portfolio Exceptions	\$0.00	0.00%
 Permits Awaiting Posting to IFAS	 \$0.00	 0.00%
Total Auditor - Controller Exceptions	\$0.00	0.00%



Solano County Treasury

Treasurer Charles Lomeli

Balance Sheet Percentages

June 30, 2018

	Fiscal Year 2018 June	Pool Allocation % of Total Pool
Total Exception Items	(\$13,375.34)	0.00%
<u>Auditor - Controller Fund Balance</u>		
OneSolution Cash in Treasury	\$1,145,365,576.13	100.22%
Total IFAS Cash	\$1,145,365,576.13	100.22%
OneSolution Deposits With Others	\$2,829,150.86	0.25%
OneSolution Pars 115 Trust	\$20,563,718.76	1.80%
OneSolution OPEB Trust	\$35,478,512.72	3.10%
Total IFAS Deposits With Others	\$58,871,382.34	5.15%
Total Auditor - Controller Fund Balance	\$1,204,236,958.47	105.37%
TOTAL LIABILITIES	\$1,204,223,583.13	105.37%
EQUITY		
Retained Earnings	\$0.00	0.00%
Equity	\$0.00	0.00%
Total Retained Earnings	\$0.00	0.00%
Mark to Market Equity	(\$5,286,148.69)	0.46%
115 Trust Mark to Market Equity	(\$299,436.22)	0.03%
OPEB Trust Mark to Market Equity	\$4,452,946.29	0.39%
Market Value Adj Pool	\$0.00	0.00%
Total Market to Market	(\$1,132,638.62)	0.10%
Net Income	(\$60,223,610.94)	5.27%
Total Equity	(\$61,356,249.56)	5.37%
TOTAL LIABILITIES & EQUITY	\$1,142,867,333.57	100.00%



Solano County

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

Agenda Submittal

Agenda #: 7 **Status:** Consent Calendar
Type: Miscellaneous **Department:** Library
File #: 18-541 **Contact:** Bonnie Katz, 784-1500
Agenda date: 08/07/2018 **Final Action:**
Title: Authorize the Director of Library Services to accept, on behalf of the County, the donation of a bench as a tribute to Mary Bourguignon (Mary B) for her dedication and support of libraries, literacy and life-long learning; and Acknowledge the repurposing of the former rose garden to a sensory garden for children and families at the Fairfield Civic Center Library and a dedication ceremony to be held on August 18, 2018
Governing body: Board of Supervisors
District: All
Attachments:

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 Library Services recommends that the Board of Supervisors:

1. Authorize the Director of Library Services to accept, on behalf of the County, the donation of a bench as a tribute to Mary Bourguignon (Mary B) for her dedication and support of libraries, literacy and life-long learning; and
2. Acknowledge the repurposing of the former rose garden to a sensory garden for children and families at the Fairfield Civic Center Library, and dedication ceremony to be held on August 18, 2018.

SUMMARY:

Mary B passed away unexpectedly in March 2017. Her son, Brendan Wood, wanted a tribute to his mother. Mary B installed a love of reading to her son, in addition to showing him how important reading is. He approached the Library asking if he raised monies for a bench, would the Library have a place for it. At the time, the Library was repurposing the former rose garden into a sensory garden for children and families and staff felt that a bench would be an asset so that children and their families would have a place to sit and read and enjoy the garden.

FINANCIAL IMPACT:

There is no General Fund impact as the Library is funded with property and sales tax revenue. The money for the fabrication of the bench was raised by donations from Mary B's family and friends, and will be received at no cost to the County. The Solano County Community Foundation donated monies for the hardscape for the

sensory garden. Additional funds of \$15,059 were paid to a contractor to complete the project which included drainage, irrigation, benches and planting and were paid for out of the Library's operating budget which has no impact on the General Fund. The planting of the sensory garden landscape was completed in FY2017/18 and included in the Library's FY2017/18 operating budget.

DISCUSSION:

Beginning in 1998, Mary B immersed herself in efforts to preserve, improve and expand public libraries within Solano County including Solano County Library, Benicia City Library, Dixon Public Library and the Vacaville Library District. She was the campaign manager for Solano County's Measure B, a successful 16 year, 1/8 cent countywide sales tax proposal passed by the voters in 1998 to provide funding for library operations in Solano County. The California Library Association recognized Mary's efforts with its President's Award that year, given once annually for outstanding contributions, leadership and achievement in support of California libraries from a member of the public.

From 1998 to 2000, Mary B served as the executive Director of the Solano County Library Foundation. In that role, she championed the Foundation's efforts in support of the Library's pediatric literacy program, "Reach Out and Read." In 2012, Mary B again stepped up as campaign manager to support the Library's efforts to renew the 1/8 cent sales tax, which was to sunset in two years (October 1, 2014). The 2012 Measure L campaign was successful in no small part due to her experience and leadership, and the 1/8 cent sales tax continues to provide funding to support library services through 2030 when Measure L sunsets.

In addition to the Library, Mary was the grant coordinator for Slow Food Solano's school garden program and a perennial volunteer to run the kitchen for the Fairfield Host Lions Club crab feeds. She was also a Court Appointed Special Advocate (CASA), a certified volunteer program supporting children under court supervision.

Mary's son, Brendan, wanted to let the community know how important reading was to his mother. She read to him every day without fail. Their two most favorite books to read were "Owl Babies" and "Harold and the Purple Crayon." These two books form the "sides" of the bench. Brendan knows how important reading was to his mom and how committed she was to helping other children and families prepare to navigate the work of school homework or job applications through reading. She wanted to make sure that children in Solano County had the same opportunities that she provided to her son.

When the Department was approached to see if the Library could find a place for the bench as a tribute to Mary, it seemed appropriate that we would provide a place where families could sit and read together.

A dedication of Mary's Bench will be held on Saturday, August 18th with Mary's family in attendance to pay tribute to Mary and her efforts to support libraries in Solano County.

ALTERNATIVES:

The Board could choose not to accept the bench, however, this is not recommended as Mary B was a beloved member of the community who preserved, improved and expanded library services throughout the county by chairing both library sales tax measures, Measure B and Measure L.

OTHER AGENCY INVOLVEMENT:

The Department has worked with both the Solano County Library Foundation and the Solano Community Foundation. In addition, the General Service Department, Capital Projects Division, has been involved to ensure that the bench and sensory garden meet American Disabilities Act (ADA) requirements.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



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 #:	18-543	Contact:	Gerald Huber, 784-8400
Agenda date:	08/07/2018	Final Action:	
Title:	Adopt a resolution to designate Crestwood Behavioral Health's Solano Crisis Stabilization Unit as a California Welfare and Institutions Code §§ 5150/5585.50/5585.55 involuntary detention facility for evaluation and treatment of adults, children, and adolescents who are experiencing acute psychiatric symptoms		
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 that the Board adopt a resolution to designate Crestwood Behavioral Health's Solano Crisis Stabilization Unit (CSU) as a California Welfare and Institutions Code (WIC) §§ 5150/5585.50/5585.55 involuntary detention facility for evaluation and treatment of adults, children, and adolescents who are experiencing acute psychiatric symptoms.

SUMMARY/DISCUSSION:

On June 12, 2018, the Board approved a contract with Crestwood Behavioral Health to provide 23-hour crisis stabilization services. Crestwood is an experienced provider of mental health services and achieves recovery-oriented outcomes through setting and adhering to optimal standards guided by best practices, core values, and integrity. H&SS recommends that the Board certify Crestwood Behavioral Health as a WIC §§ 5150/5585.50/5585.55 facility to provide a safe environment for clients with serious and/or acute mental illness of all age groups. According to Department of Health Care Services (DHCS) Licensing and Certification Division, in order to designate the CSU facility as a WIC §§ 5150/5585.50/5585.55 certain requirements are essential:

- The Mental Health Director needs to request approval for such designation from DHCS on behalf of the Board of Supervisors;
- The request must be accompanied by a formal Board of Supervisors adopted resolution indicating approval of the WIC §§ 5150/5585.50/5585.55 designation and authorizing the facility that is designated for 23-hour and 59-minute evaluation and treatment of persons who are experiencing acute psychiatric symptoms; and

- Attestation that indicates the program will meet or has the capacity to meet the requirements of Title 9, California Code of Regulations 663 "Minimum Staffing Requirements" and 821 "Approval of Facilities".

Clients presenting to the CSU will receive a thorough assessment and, if appropriate, will be admitted to the 16-bed facility for crisis stabilization services. Additionally, clients placed on a WIC §§ 5150/5585.50/5585.55 hold by area law enforcement or other designated agents will be evaluated at the CSU and a determination made whether the WIC §§ 5150/5585.50/5585.55 hold is appropriate and what further treatment is necessary. As some clients may pose a danger to themselves or others, and present a risk to the community or to themselves if they are not detained, it is necessary for Crestwood Behavioral Health to be designated a WIC § 5150/5585.50/5585.55 involuntary detention facility and authorized to perform evaluation and treatment, up to 23-hour and 59-minutes, of persons who are experiencing acute psychiatric symptoms. The H&SS Behavioral Health Division has worked closely with Crestwood to ensure that the facility is meeting the requirements for a WIC §§ 5150/5585.50/5585.55 designation.

FINANCIAL IMPACT:

Designating the CSU as a WIC §§ 5150/5585.50/5585.55 facility does not create an additional impact to the Department's FY2018/19 Adopted Budget or the County General Fund. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board may choose to not adopt this resolution. This is not recommended as it is critical to have a CSU with a WIC §§ 5150/5585.50/5585.55 designation within Solano County that can treat persons who are experiencing acute psychiatric symptoms without risk of flight when these individuals pose a risk of harm to self or others.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

RESOLUTION NO. 2018 - _____

**RESOLUTION OF THE BOARD OF SUPERVISORS OF SOLANO COUNTY
DESIGNATING THE CRESTWOOD BEHAVIORAL HEALTH, INC.'S SOLANO CRISIS
STABILIZATION UNIT AS A WELFARE AND INSTITUTIONS CODE §§
5150/5585.50/5585.55 INVOLUNTARY DETENTION FACILITY**

Whereas, Welfare and Institutions Code §§ 5150/5585.50/5585.55 authorizes the County of Solano to designate professional persons to take or cause to be taken certain mentally disordered adults, children, and adolescents into custody; and

Whereas, such adults, children, and adolescents can be placed in the Crestwood Behavioral Health, Inc. Solano Crisis Stabilization Unit for less than 24 hours; and

Whereas, the Medical Director at Crestwood Behavioral Health, Inc. Solano Crisis Stabilization Unit and his/her staff are appropriate mental health professional persons to make determinations under §§ 5150/5585.50/5585.55.

Resolved, that Crestwood Behavioral Health, Inc. Solano Crisis Stabilization Unit and its mental health staff professionals are designated by the County as specified in §§ 5150/5585.50/5585.55 of the Welfare and Institutions Code of the State of California, subject to the following conditions:

1. That the Medical Director of the designated facility submit a list of such authorized professional persons on an annual basis to the Mental Health Director; and
2. That such individuals have completed a 5150 training course, approved by the Mental Health Director, every two (2) years or in accordance with current County Policy; and
3. That this designation to detain persons is applicable 24 hours per day and 7 days a week at Crestwood Behavioral Health, Inc. Solano Crisis Stabilization Unit; and
4. That Crestwood Behavioral Health, Inc. Solano Crisis Stabilization unit shall provide evaluation and treatment of persons who are involuntarily detained as a result of a mental disorder; and
5. That Crestwood Behavioral Health, Inc. Solano Crisis Stabilization Unit shall retain responsibility for providing such care as is medically and clinically appropriate, consistent with Crestwood Behavioral Health, Inc. policies; and
6. That the designated facility operations will be consistent with all relevant statutes, codes, and regulations; and
7. That this designation is contingent upon triennial (every 3 years) review and approval by the Mental Health Director.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on August 7, 2018 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



Solano County

675 Texas Street
Fairfield, California 94533
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Agenda Submittal

Agenda #:	9	Status:	Consent Calendar
Type:	Report	Department:	Sheriff's Office
File #:	18-554	Contact:	Angelica Russell, 784-7064
Agenda date:	08/07/2018	Final Action:	
Title:	Receive the Sheriff's Inmate Welfare Fund Report of Expenditures for Fiscal Year ending June 30, 2018		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - IWF FY2017/18 Statement, B - IWF FY2017/8 Expenditures		

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

DEPARTMENTAL RECOMMENDATION:

The Sheriff recommends the Board receive the Inmate Welfare Fund Report of Expenditures for Fiscal Year ending June 30, 2018.

SUMMARY/DISCUSSION:

This report is submitted for Board review in accordance with California Penal Code Section 4025(e), which requires that "an itemized report of the Inmate Welfare Fund (IWF) expenditures shall be submitted annually to the board of supervisors." The IWF is a private purpose trust fund intended for the benefit of inmates housed in the Solano County jail system. As codified in California Penal Code §4025(e), "The money and property deposited in the inmate welfare fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail." Fund revenue is derived predominately from commissary commissions. Other revenue sources include video visitation commissions, bail bond advertisements, marriage license fees, and interest income.

The IWF Committee, chaired by the Sheriff's Director of Administrative Services, provides fiscal and policy oversight of the IWF, establishes a budget, and makes recommendations to the Sheriff to ensure funds are expended properly and that an appropriate fund balance is maintained. The Inmate Program and Services Manager is responsible for day-to-day operations, including providing mental health, legal, religious, education, and library services. The Sheriff makes all final decisions regarding IWF expenditures.

The IWF's fund balance on July 1, 2017 was \$1,442,144. During FY2017/18, the IWF had revenue of \$735,678 and expenditures of \$380,354, resulting in an increase to fund balance of \$355,324. The IWF's ending fund balance as of June 30, 2018 was \$1,797,468 as reflected in the FY2017/18 Statement of Revenues, Expenditures and Changes in Fund Balance (Attachment A).

Thirty percent (30%) of total IWF expenditures were for contracted substance abuse treatment services. Another twenty-three percent (23%) was expended on library services, including contracted legal assistance services, books and subscriptions, office supplies, and postage. Twenty-three percent (23%) was used for religious and/or spiritual guidance, including chaplain salary and benefits, books and materials, memberships, and office supplies. Eleven percent (11%) was expended for personal items such as welfare kits, welcome kits, hair clippers, floss loops, and toothbrushes. Three percent (3%) was expended for an interface between the County's Jail Management system and the vendor's commissary system. Five percent (5%) was spent on support services provided by Sheriff, Auditor-Controller, and County Counsel staff and training for staff associated with the Women's Re-entry Achievement Program. The remaining five percent (5%) was used for other inmate-related services and recreational items, such as newspaper subscriptions, televisions, and microwaves. These expenditures are further delineated in the FY2017/18 Itemized Report of Expenditures (Attachment B).

FINANCIAL IMPACT:

There are no financial implications related to the Board's review of this annual report. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES: _

There is no alternative. The report is required under the Penal Code Section 4025(e).

OTHER AGENCY INVOLVEMENT:

None.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

INMATE WELFARE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE PERIOD ENDING JUNE 30, 2018

	<u>Prior Year</u> <u>Actual</u>	<u>FY 2017-18</u> <u>Budget</u>	<u>FY 2017-18</u> <u>Actual</u>	<u>% Actual to</u> <u>Budget</u>
Revenues:				
9230 Marriage Licenses	\$ 432	\$ 570	\$ 382	67%
9401 Interest Income	11,530	14,500	20,462	141%
9406 Commissary Sales	525,545	529,000	547,166	103%
9407 Telephone Commissions	37,310	-	-	0%
9412 Video Visitation	56,156	61,700	55,041	89%
9543 PY Revenue - State and Others	-	40,627	40,627	0%
9703 Other Revenue (Bail Ads)	47,520	41,760	72,000	172%
Total Revenues	\$ 678,493	\$ 688,157	\$ 735,678	107%
Expenditures:				
1121 Salary/Wages - Extra Help	\$ 65,586	\$ 71,770	\$ 64,622	90%
1210 Retirement - Employer	10,843	10,766	11,610	108%
1220 FICA - Employer	4,890	5,491	4,818	88%
2011 Clothing & Personal Supplies	35,731	20,000	34,255	171%
2026 Cell Phone Allowance	301	300	300	100%
2035 Household Expense	150	1,200	100	8%
2120 Maintenance Equipment	-	-	-	0%
2153 Medical/Dental Supplies	750	-	639	0%
2170 Memberships	125	125	50	40%
2180 Books & Subscriptions	22,777	20,500	23,971	117%
2200 Office Expense	117	775	350	45%
2201 Equipment Under \$1,500	954	725	2,359	325%
2202 Controlled Assets \$1500-\$4999	-	1,500	-	0%
2205 Postage	1,807	2,000	2,162	108%
2245 Contracted Service (LRA/Anka/Healthright 360)	274,311	315,000	191,893	61%
2250 Other Professional Services	7,504	7,700	9,935	0%
2270 Software	-	-	11,100	0%
2310 Education & Training	-	500	1,625	325%
2312 Special Departmental Expense	261	-	-	0%
2335 Travel Expense	-	1,050	1,710	163%
2336 Travel Out-of-State	1,141	-	890	0%
2355 Personal Mileage	-	-	77	0%
3011 School Readiness Grants	1,159	-	-	0%
3110 Support/Care of Persons	41,388	42,312	8,998	21%
3710 Countywide Admin Overhead	2,636	6,023	6,023	100%
3711 Departmental Admin Overhead	4,985	-	-	0%
5040 Trans-out-POB's	3,057	4,055	2,867	71%
Total Expenditures	\$ 480,473	\$ 511,792	\$ 380,354	74%

Net Increase in Fund Balance

355,324

Fund Balance July 1, 2017

1,442,144

Fund Balance June 30, 2018

1,797,468

**ITEMIZED REPORT OF EXPENDITURES
BY PROGRAM**

PROGRAM	AMOUNT	TOTAL	PERCENT
DRUG & ALCOHOL TREATMENT			
Contracted: Substance Abuse Treatment \$	112,786	\$ 112,786	30%
LIBRARY			
Contracted: Legal Research Association \$	79,107		
Reading Material \$	4,998		
Postage \$	2,162		
Office Supplies \$	25	\$ 86,292	23%
CHAPLAIN			
Salary/Wages/Benefits - Chaplain \$	84,217		
Religious Material \$	2,504		
Chaplain Office Supplies \$	325		
Chaplain Training and Travel \$	1,040		
Membership \$	50	\$ 88,136	23%
PERSONAL ITEMS			
Welfare Kits \$	8,998		
Welcome Kits	16,414		
Floss Loops	7,581		
Sewing Supplies	100		
Hair Clippers & Accessories	9,001		
Soap	1,024		
Toothbrushes	236		
Glasses \$	639	\$ 43,993	11%
COMMISSARY OPERATIONS			
Jail Management System Interface for Commissary \$	11,100	\$ 11,100	3%
ADMINISTRATIVE SUPPORT / TRAINING			
Sheriff Administrative Services \$	9,935		
County Overhead \$	6,023		
WRAP Professional Development \$	3,261	\$ 19,219	5%
RECREATION / OTHER			
Newspaper Subscriptions \$	16,469		
Microwaves/Televisions \$	2,359	\$ 18,828	5%
TOTAL IWF EXPENDITURES		\$ 380,354	100%



Solano County

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Agenda Submittal

Agenda #:	10	Status:	Consent Calendar
Type:	Miscellaneous	Department:	Sheriff's Office
File #:	18-555	Contact:	Angelica Russell, 784-7064
Agenda date:	08/07/2018	Final Action:	
Title:	Approve the write-off of accounts receivable due to Solano County in the amount of \$47,333.72 related to Animal Care and Animal Control Services (4/5 vote required); Discharge the Sheriff's Office from further collection efforts; and Authorize the Sheriff's Office to remove these accounts from the County's accounting records		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Debt Schedule		

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

DEPARTMENTAL RECOMMENDATION:

The Sheriff's Office recommends that the Board of Supervisors:

1. Approve the write-off of accounts receivable due to Solano County in the amount of \$47,333.72 related to Animal Care and Animal Control Services (4/5 vote required);
2. Discharge the Sheriff's Office from further collection efforts; and
3. Authorize the Sheriff's Office to remove these accounts from the County's accounting records.

SUMMARY/DISCUSSION:

The Sheriff's Office is charged with pursuing non-payment for Animal Care and Control services rendered. The non-payments occur as customers are unable or unwilling to pay for services already provided such as home quarantines and shelter impounds. The County is required to provide these services whether payment is made to recover costs. The cost for services is recorded in Animal Care and Control's shelter management system Chameleon and monthly the control account in One Solution is adjusted to match Chameleon. As of June 30, 2018, Chameleon reflects \$196,382.94 in accounts receivable, with some amounts owed dating back to July 2013.

Although the Sheriff's Office seeks voluntary payment of the accounts receivable, a three-year statute of limitations prevents legal action to collect certain amounts due. Additionally, Government Code section 25257 allows a county officer to request a discharge from accountability for the collection of amounts due and payable to the county if such amount is too small to justify the cost of collection, the likelihood of collection does not warrant the expense involved, or the amount thereof has been lawfully compromised or adjusted.

Therefore, the Sheriff's Office is requesting approval to write-off \$47,333.72 in delinquent accounts receivable (Attachment A) related to services performed prior to June 30, 2015. The amount to be written off represents 281 delinquent accounts, with 194 accounts having a balance of less than one hundred dollars.

Approval of the recommendations will eliminate further administrative costs and staff time spent on collection activities where it appears there is no reasonable expectation of collecting the receivables.

FINANCIAL IMPACT:

Board action will not impact the County General Fund as approval to write-off these delinquent accounts will require limited staff time to reclassify the amount owed. Moreover, the costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

The amounts owed were for services provided years ago, and the Sheriff's Office and the County's collection agent, Credit Bureau Associates (CBA), have exhausted all efforts to try and recover these amounts. The Sheriff and CBA will continue collection efforts for those delinquent accounts where services were provided July 1, 2015 or later. However, collection industry standards suggest that the Sheriff will be unable to collect 100% of the outstanding debt.

ALTERNATIVES:

The Board of Supervisors could choose not to write-off these accounts and require the Sheriff's Office to continue with collection efforts; however, this alternative is not recommended as the likelihood of collection is remote and the three-year statute of limitations prevents the County from pursuing its legal remedies to collect these delinquent accounts. Moreover, continuing to maintain the accounting records for these uncollectible accounts is burdensome and unnecessary.

OTHER AGENCY INVOLVEMENT:

County Counsel and the Auditor-Controller were consulted and concur with the recommendations. The Auditor-Controller's Office has reviewed the Delinquent Account Schedule and confirms the amount to be written off.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Amount Owed	Receipt Date	Receipt No	First Name	Last Name
225.00	7/5/2013	R13-031193	ANGELA	RUIZ
260.00	7/5/2013	R13-031192	KATHLEEN	RODRIGUEZ
150.00	7/6/2013	R13-031211	GREGORIO	RUBIO
245.00	7/6/2013	R13-031199	SOPHIA	WEISS
260.00	7/6/2013	R13-031209	JESSE	JACKSON
260.00	7/6/2013	R13-031207	MEESHA	SHELTON
265.00	7/6/2013	R13-031200	REGINALD	THOMAS
265.00	7/6/2013	R13-031205	MIGUEL	VAZQUEZ
280.00	7/6/2013	R13-031196	MELISSA	MATTOS
350.00	7/6/2013	R13-031203	AMANDA	WILLIAMS
365.00	7/6/2013	R13-031202	CHRISTINA	CARTER
1,550.00	7/6/2013	R13-031210	ELENA	DELVALLE
1,565.00	7/6/2013	R13-031208	DEMAURIAE	RAWLS
58.00	7/9/2013	R13-031228	CHRISTINA	COGNER
200.00	7/10/2013	R13-031245	HAILIE	REED
180.00	7/12/2013	R13-031298	ROXIE	SOHL
183.00	7/18/2013	R13-031376	MARGARITA	PENA
58.00	7/19/2013	R13-031413	LENA	WOLFLEY
175.00	7/19/2013	R13-031408	THEO	RAMSEY
58.00	7/23/2013	R13-031441	BYRON	ALEXANDER
58.00	7/23/2013	R13-031447	DONTAE	HUTCHINSON
58.00	7/24/2013	R13-031475	JASON	VOJKUFKA
40.00	7/25/2013	R13-031497	LOGAN JAMES	DELANEY
58.00	7/30/2013	R13-031536	JOANNE	REVELO
58.00	7/31/2013	R13-031572	DEBORAH	RAMOS-PACANZA
58.00	8/2/2013	R13-031617	ALEATA	GALLEGOS
30.00	8/3/2013	R13-031635	JASMINE	WALLER
50.00	8/8/2013	R13-031705	NORMA	TAITANO
30.00	8/10/2013	R13-031744	DEANNA	AUSTIN
265.00	8/10/2013	B13-031480	MISTY	CRAWFORD
58.00	8/13/2013	R13-031757	CHRISTINA	CASTRO
58.00	8/13/2013	R13-031758	BILLY	WRIGHT, III
58.00	8/14/2013	R13-031775	MARJORIE GAY	EMMONS
60.00	8/16/2013	R13-031826	JULIO	LAZALDO
340.00	8/20/2013	R13-031864	DANIEL	ROBERTS
50.00	8/21/2013	B13-031326	KENYA	BROWNSON
30.00	8/27/2013	R13-031966	TERENCE	ROACH
20.00	8/28/2013	R13-031994	MICHELLE	PERUCCA
58.00	8/30/2013	R13-032017	MELONY	DONNISON
10.00	9/3/2013	R13-032059	MARGARET	WARD
230.00	9/4/2013	R13-032082	ZAMBRIA	ODEBOJU
58.00	9/5/2013	R13-032109	JASON	MARCACCI
60.00	9/10/2013	R13-032207	BERNEST	RICHARD
58.00	9/11/2013	R13-032222	JASMINE	JACKSON
35.00	9/14/2013	R13-032317	CHELSEY	CALDWELL
58.00	9/25/2013	R13-032487	YOLANDA	RIVERA
260.00	10/2/2013	R13-032592	KEITH	SMITH
58.00	10/3/2013	R13-032625	CHRISTINE	STOCKFORD
58.00	10/4/2013	R13-032659	DANIEL	DUBAY
58.00	10/8/2013	R13-032702	GUADALUPE	ESQUIVEL
58.00	10/8/2013	R13-032716	TRYSTAL	EVANS
130.00	10/8/2013	R13-032722	BRANDON	COLLINS
58.00	10/16/2013	R13-032840	ANGELA	GENTRY
58.00	10/18/2013	R13-032868	ZALDY	SANTOS
58.00	10/23/2013	R13-032963	ZAKARIAH	BASS
58.00	10/23/2013	R13-032957	ANGELA	BOLDEN
58.00	10/23/2013	R13-032966	ROBERT	DILLON
58.00	10/23/2013	R13-032967	MANUEL	ORTIZ-LUIS
58.00	10/23/2013	R13-032965	YANEZ	RAMOS
300.00	10/25/2013	R13-033002	MAURICE	BEFFORD

58.00	10/29/2013	R13-033039	MICHAEL	GARFIELD
480.00	10/30/2013	R13-033080	ROBERT	JONES
2,030.00	11/6/2013	R13-033194	ROBERT	DORTON
260.00	11/12/2013	R13-033264	MICHAEL	WRIGHT
58.00	11/13/2013	R13-033284	RAHINO	MARTINEZ
30.00	11/16/2013	R13-033364	AMBERINE	REHMAN-KHAN
58.00	11/26/2013	R13-033477	JEREMY	WILLET
148.00	11/26/2013	R13-033481	ROBYN	AGEE
90.00	12/7/2013	R13-033657	THERESA	THEARD
58.00	12/11/2013	R13-033728	JENNIFER	JONES
58.00	12/13/2013	R13-033776	MARGARET	BUCHANAN
270.00	12/14/2013	R13-033800	CHRISTA	RAY
193.22	12/18/2013	B08-009927	AARON EDWARD	JANSSENS
60.00	12/20/2013	R14-039537	CARNELL	RUCKER
660.00	12/20/2013	R13-033901	DEBORAH	RAMIREZ
865.00	12/26/2013	R13-033963	DELMACIO	FERNANDEZ
58.22	12/27/2013	B08-008086	BILLY GLENN	JONES
105.00	1/4/2014	R14-034127	BELEN	LASTRA
58.00	1/8/2014	R14-034182	STEVEN	FOX
58.00	1/16/2014	R14-034312	ALESIA	PETTWAY
260.00	1/21/2014	R14-034410	RACHEL	VANOVER
135.00	1/23/2014	R14-034445	EDGAR	SOTO
58.00	1/29/2014	R14-034523	JORGE	RODRIGUEZ
210.00	1/29/2014	R14-034542	TERRI	SULLIVAN
230.00	1/29/2014	R14-034546	JESSICA	ALVAREZ
58.00	1/30/2014	R14-034568	THERESSA	SPAULDING
60.00	2/1/2014	R14-034607	CARLOS	CARRANZA
20.00	2/8/2014	R14-034713	SUSAN	PRACK
58.00	2/8/2014	R14-034689	CHRISTINA	JORDAN
165.00	2/13/2014	R14-034761	ROBERT	HEARFIELD
30.00	2/15/2014	R14-034832	WILLIAM	GOODLEY
58.00	2/18/2014	R14-034851	PAT	OSOLINSKI
725.00	2/19/2014	R14-034865	ANTHONY	LANE
58.00	2/20/2014	R14-034896	VIVIAN	LILY
58.00	2/20/2014	R14-034895	APRIL	RICE
35.00	2/22/2014	B06-000640	LEE H.	GORDON
85.00	2/22/2014	B07-006434	LEONIDA G	BUENAFLO
85.00	2/22/2014	B06-002414	KEVIN	VICK
93.22	2/22/2014	B07-002916	CATHY	WEIBLEN
125.00	2/22/2014	B07-002888	KRISTI SUE	THRASHER
310.00	2/25/2014	R14-034973	JEFFREY	LAPUENTE
60.00	2/26/2014	B11-021430	ANA	VIVEROS-GUTIERREZ
70.00	2/26/2014	B11-022209	DONISHA	HAMILTON
79.25	2/26/2014	B11-021993	MITZI	CLEVELAND
95.00	2/26/2014	B09-012492	TIFFANY NICOLE	SMITH
101.00	2/26/2014	B11-021530	SHERYL	JOHNSON
120.00	2/26/2014	B12-024992	KRISTOFER	MORALES
120.00	2/26/2014	B14-035010	ROBERT	STAKE
185.00	2/26/2014	B09-013483	RENEE	GONZALVES
990.00	2/26/2014	B12-024413	MONIC	SMITH
50.22	2/27/2014	B06-000577	MARY LEE	COLAR
53.22	2/27/2014	B06-001349	JANELE	COLLIER
60.00	2/27/2014	B11-021431	ANA	VIVEROS-GUTIERREZ
66.25	2/27/2014	B09-012415	ROSE LEE	HAMILTON
242.50	2/27/2014	B06-002053	WAYNE	DUFAULT JR
255.00	2/27/2014	B06-000323	LESLIE	OSTERHOUDT
165.00	3/4/2014	R14-035114	VICKI	WILLIAMS
240.00	3/4/2014	R14-035107	CARNELL	RUCKER
58.00	3/5/2014	R14-035163	ROSITA	MAGNO
58.00	3/6/2014	R14-035173	ROSALYND	GORGES
58.00	3/22/2014	R14-035458	MALAK	HOWES
70.00	3/26/2014	R14-035543	DOMENICK	JUAN

58.00	3/27/2014	R14-035554	DEZARAE	AVEN
58.00	4/1/2014	R14-035608	RODNEY	THOMAS
97.50	4/1/2014	R14-035626	DELBERT	YARBROUGH
97.50	4/1/2014	R14-035628	DELBERT	YARBROUGH
365.00	4/1/2014	R14-035633	JOELLE	LAYFIELD
50.00	4/3/2014	R14-035700	LORI	PETERS
58.00	4/3/2014	R14-035682	TUESDIA	JOHNSON
58.00	4/3/2014	R14-035684	TUESDIA	JOHNSON
58.00	4/3/2014	R14-035685	TUESDIA	JOHNSON
58.00	4/3/2014	R14-035686	TUESDIA	JOHNSON
58.00	4/3/2014	R14-035688	NATHAN	RODRIGUEZ
58.00	4/10/2014	R14-035811	ROBERTO	MARMOLEJO
58.00	4/11/2014	R14-035830	KAREN	FEVANG
60.00	4/12/2014	R14-035874	WESLEY	CANTRELL
85.00	4/19/2014	R14-035973	GERALDINE	CHAVEZ
58.00	4/22/2014	R14-036005	REBECCA	BASURTO
58.00	4/22/2014	R14-036004	JONATHON	HURTADO
58.00	4/22/2014	R14-035992	ROSHEN	MORENO
58.00	4/25/2014	R14-036050	GUSTAVO	CHAVEZ
165.00	5/2/2014	R14-036182	RONALD	TAYLOR
240.00	5/7/2014	R14-036246	WILLIE	LAIN
30.00	5/8/2014	R14-036279	WILMA	BATTAGLIA
30.00	5/9/2014	R14-036301	JOHN	RUDMAN
58.00	5/14/2014	R14-036364	REBECCA	RINER
180.00	5/14/2014	R14-036363	QUENTIN	COBIAN
58.00	5/21/2014	R14-036479	SANDRA	GIMBEL
58.00	5/21/2014	R14-036475	DAVID	GLEASON
58.00	5/21/2014	R14-036478	CHARLES	REID
58.00	5/22/2014	R14-036496	NORA	MASANGKAY
82.00	5/24/2014	R14-036531	MADRID	MILLER
45.00	5/28/2014	R14-036563	SHANNON	NELSON
58.00	5/28/2014	R14-036585	KATHY	NEVIS
58.00	5/28/2014	R14-036583	KENDRA	STURGEON
58.00	6/10/2014	R14-036797	COLLEEN	BERINI
58.00	6/11/2014	R14-036836	SAMANTHA	BURKS
260.00	6/11/2014	R14-036838	DOMENICK	JUAN
58.00	6/13/2014	R14-036856	LIBBY	ROE
25.00	6/18/2014	R14-036940	QUENTIN	COBIAN
110.00	6/18/2014	R14-036929	DAMONEE	JACKSON
210.00	6/21/2014	R14-036976	DELINDAH	JACKSON
22.00	7/5/2014	R14-037196	DEARIC	JACKSON
370.00	7/9/2014	R14-037245	AMY	COWPER
243.00	7/31/2014	R14-037608	CHARLES	CALLOWAY
40.00	8/6/2014	R14-037712	RUSSELL	MARTIN
45.00	8/9/2014	R14-037770	PATRICK	MADSEN
58.00	8/14/2014	R14-037823	BRIAN	WOOD
58.00	8/15/2014	R14-037856	KARIN	DAINARD
58.00	8/19/2014	R14-037909	SHAWN	MCWILLIAMS
250.00	8/20/2014	R14-037931	RYAN	BIANCO
265.00	8/21/2014	R14-037950	RUTH	PARRA
58.00	8/21/2014	R14-037942	DEBORAH	TENGBERG
50.00	8/23/2014	R14-037998	MYESHA	LEWIS
58.00	8/26/2014	R14-038013	JENNIFER	POEHLEMAN
3,305.00	9/2/2014	R14-038140	ROBERTO	PINEDA
58.00	9/4/2014	R14-038195	JOSHUA	LEE
58.00	9/5/2014	R14-038211	YULIANA	SANTOS
58.00	9/9/2014	R14-038273	GERALDINE	BABCOCK
200.00	9/10/2014	R14-038323	JESSICA	OSBORNE
58.00	9/10/2014	R14-038297	CHRISTOPHER	RODRIGUEZ
58.00	9/12/2014	R14-038374	JOHN	OVERTON
58.00	9/16/2014	R14-038423	ELISHA	SHELTON
58.00	9/25/2014	R14-038615	ANDREA	CRUTCHFIELD

380.00	9/26/2014	R14-038631	JEREMY	BAILEY
58.00	10/9/2014	R14-038845	JOLENE	WYNTER
58.00	10/16/2014	R14-038973	STEVE	RAMOS
105.00	10/21/2014	R14-039065	MAUREEN	OBRIEN
50.00	10/28/2014	R14-039171	SHEILA	ROSE
300.00	10/28/2014	R14-039172	SHEILA	ROSE
58.00	11/14/2014	R14-039456	N	RAMSEY
1,341.62	11/15/2014	R14-039488	TERRELL	CAMPBELL
2,220.00	11/15/2014	R14-039471	DAVID	CANO
175.00	11/25/2014	B09-012003	STEVE	COBB
150.00	11/25/2014	B09-012071	MICHELLE	COOK
58.00	11/25/2014	R14-039623	ANTHONY	COPELAND
300.00	11/25/2014	B06-002539	KRISTEN	MAXWELL
55.00	12/2/2014	R14-039718	SHEILA	ROBLETO-PINO
45.00	12/4/2014	R14-039772	JOE	CASTANEDA
58.00	12/5/2014	R14-039806	BECKY	ENSLEY
132.00	12/10/2014	R14-039870	ELIZABETH	MOORE
205.00	12/11/2014	R14-039891	RANDALL	GARNER
61.00	12/12/2014	R14-039917	MARCO	CARRASCO
58.00	12/13/2014	R14-039921	DORENE	ABARA
58.00	12/16/2014	R14-039939	CHELSEY	JONES
58.00	12/18/2014	R14-040017	HARRIET	CARION
58.00	12/18/2014	R14-040015	TELESHIA	ROGERS
45.00	12/30/2014	R14-040211	ROBERT	STARGEN
58.00	1/2/2015	R15-040257	ADRIAN	ESLAVA
58.00	1/2/2015	R15-040277	DAMACENO	GULAN
58.00	1/2/2015	R15-040255	WILLIAM	LAYTON
58.00	1/2/2015	R15-040254	MACHIEO	STEVERSON
58.00	1/7/2015	R15-040371	YOLANDA	AYAR
58.00	1/7/2015	R15-040370	JEFFREY	JACOBS
58.00	1/13/2015	R15-040480	SARA	LAMBERT
58.00	1/21/2015	R15-040611	DEBRA	HARPEL
74.00	1/22/2015	R15-040630	SUZANNE	DYER
58.00	1/23/2015	R15-040655	TERESA	RICHARDSON
58.00	1/29/2015	R15-040751	GIEDRE	RUSCKATIE
58.00	2/3/2015	R15-040888	ONAH	MEZA
220.00	2/4/2015	R15-040900	JENNIFER	FORMAN
69.00	2/4/2015	R15-040913	CARMALITA	LLORERA
58.00	2/10/2015	R15-041023	LOUIE	TOBIN
58.00	2/11/2015	R15-041051	CHELAN	WARD
155.00	2/13/2015	R15-041103	KEISHIRA	MCCARVER
58.00	2/17/2015	R15-041154	JAMES	COLLINS
58.00	2/17/2015	R15-041157	TROY	FINLEY
116.00	2/17/2015	R15-041155	ELVIRA	HACK
35.00	2/21/2015	R15-041262	VERONICA	HARGROVE
58.00	2/27/2015	R15-041366	JULIANE	MILLHOLLIN
58.00	2/27/2015	R15-041369	RENEE	ROYSTER
210.00	3/3/2015	R15-041451	MAI LING	BOUJWA
30.00	3/3/2015	R15-041428	JAMES	BROOKS
58.00	3/4/2015	R15-041485	GAETANA	MARVIN
58.00	3/10/2015	R15-041574	KATRINA	CROCKETT
58.00	3/10/2015	R15-041576	JOAN	EVERTTS
580.00	3/12/2015	R15-041623	ERNESTO	GUTIERREZ
58.00	3/13/2015	R15-041666	NORMA	CUYUN
58.00	3/13/2015	R15-041667	EVGENIA	LELES
58.00	3/17/2015	R15-041723	SHELIA	CARDENAS
58.00	3/17/2015	R15-041701	J.D.	SMITH
20.00	3/19/2015	R15-041783	DANIEL D	SIEGLOCK
170.00	3/25/2015	R15-041886	LATOYA	EVANS
1,800.00	3/25/2015	R15-041876	MARY	SOARES-BOUCHARD
50.00	3/25/2015	R15-041869	CINDY	WHITELEY
58.00	3/28/2015	R15-041942	EMILIO	DUENAS

460.00	4/1/2015	R15-042000	LARRY	DAVIS
58.00	4/2/2015	R15-042041	MARVIN	FRENCH
58.00	4/10/2015	R15-042180	MALISSA	AYON
58.00	4/11/2015	R15-042226	BECKY	BEGGS
58.00	4/14/2015	R15-042231	JAIRUS	GUSSE
58.00	4/21/2015	R15-042400	ROSHAWN	CALLAHAN
50.00	4/23/2015	R15-042463	LISA	GRAHAM
58.00	4/24/2015	R15-042480	RICCARDO	BRIGNONE
58.00	5/1/2015	R15-042579	URSULA	FUEGA
58.00	5/1/2015	R15-042600	JASMINE	JOHNSON
58.00	5/2/2015	R15-042628	AARON	BENNETT
58.00	5/2/2015	R15-042609	ALISE	RODIGUEZ
50.00	5/5/2015	R15-042645	STEVEN	NEUMANN
1,260.00	5/7/2015	R15-042697	FRANCES	ANZUETO
58.00	5/7/2015	R15-042695	MELISSA	WURZ
58.00	5/12/2015	R15-042802	CHERYL	MACLACHLAN
50.00	5/14/2015	R15-042843	DARIUS	WATSON
58.00	5/19/2015	R15-042894	JESSICA	ROBBLEE
200.00	5/21/2015	R15-042947	RAKAIL	MILLER
285.00	5/26/2015	R15-042999	CHERYL	MACLACHLAN
58.00	5/27/2015	R15-043047	JESSICA	DUNHAM
250.00	6/2/2015	R15-043128	JUAN	ROSA JR
298.00	6/4/2015	R15-043179	FRANCISCO	RUIZ, JR
69.00	6/9/2015	R15-043243	BRIDGET	HEIDER
58.00	6/10/2015	R15-043268	RAQUEL	BARBOSA
175.00	6/10/2015	R15-043272	RALPH	COOK
58.00	6/11/2015	R15-043291	SHAKEILA	MCDANIEL
58.00	6/17/2015	R15-043380	KELLIE	BIVENS
50.00	6/17/2015	R15-043400	GREGORY	JEFFERSON
58.00	6/17/2015	R15-043379	JOSHUA	REGALADO
58.00	6/19/2015	R15-043435	MARIA	GUTIERREZ
825.00	6/26/2015	R15-043574	TEGEN	BORDEN
90.00	6/26/2015	R15-043564	DELILAH	DIAZ
50.00	6/27/2015	R15-043594	VALERIE	HAIKIN
58.00	6/30/2015	R15-043611	JESSICA	ABBOTT

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Solano County

675 Texas Street
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Agenda Submittal

Agenda #:	11	Status:	Consent Calendar
Type:	Resolution	Department:	Department of Child Support Services
File #:	18-540	Contact:	Pamela K. Posehn, 784-3606
Agenda date:	08/07/2018	Final Action:	
Title:	Adopt a resolution and plaque of appreciation for Patsy Honeycutt, Legal Secretary, upon her retirement from the Solano County Department of Child Support Services with over 37 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 Child Support Services recommends that the Board of Supervisors adopt a resolution and plaque of appreciation for Patsy Honeycutt, Legal Secretary, upon her retirement with over 37 years of dedicated service to Solano County.

SUMMARY:

Patsy Honeycutt began her career with Solano County in December 1973 working as a Deputy Clerk for the Solano Superior Court and then promoted to an Accounting Supervisor. She left her employment with Solano County in June 1987 to become a small business owner.

Patsy Honeycutt returned to employment at Solano Superior Court in July 1994. She joined the District Attorney/Family Support Division, which later became the Department of Child Support Services, as a Legal Secretary in November 1995.

Patsy Honeycutt was responsible for sending the Summons and Complaint legal documents to the court for filing and preparing the service packets for the Process Server.

Patsy Honeycutt was nominated for Employee of the Year for the Department of Child Support Services in 2016. She provided valuable knowledge and support when the other Legal Secretaries were trained on the Summons and Complaint procedures in June 2016.

Patsy Honeycutt has consistently demonstrated professionalism, dependability, a strong work ethic and dedication to the families and children of Solano County.

FINANCIAL IMPACT:

The cost associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board could choose to not approve the resolution and plaque of appreciation. This is not recommended as this is an opportunity to recognize Patsy Honeycutt's dedication and contributions to Solano County.

OTHER AGENCY INVOLVEMENT:

There is no other agency involvement.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

Resolution No. 2018-

RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING PATSY HONEYCUTT, LEGAL SECRETARY, UPON HER RETIREMENT FROM THE SOLANO COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES WITH OVER 37 YEARS OF DEDICATED SERVICE TO SOLANO COUNTY

WHEREAS, Patsy Honeycutt began her career with Solano County in December 1973 working as a Deputy Clerk for the Solano Superior Court; and

WHEREAS, Patsy Honeycutt promoted to an Accounting Supervisor and in June 1987 left her employment with Solano County to become a small business owner; and

WHEREAS, Patsy Honeycutt returned to employment at Solano Superior Court in July 1994; and

WHEREAS, Patsy Honeycutt joined the District Attorney/Family Support Division, which later became the Department of Child Support Services, as a Legal Secretary in November 1995; and

WHEREAS, Patsy Honeycutt was responsible for sending the Summons and Complaint legal documents to the court for filing and preparing the service packets for the Process Server; and

WHEREAS, Patsy Honeycutt was nominated for Employee of the Year for the Department of Child Support Services in 2016; and

WHEREAS, Patsy Honeycutt provided valuable knowledge and support when the other Legal Secretaries were trained on the Summons and Complaint procedures in June 2016; and

WHEREAS, Patsy Honeycutt has consistently demonstrated professionalism, dependability, a strong work ethic and dedication to the families and children of Solano County.

NOW, THEREFORE BE IT RESOLVED, that the Solano County Board of Supervisors hereby recognizes Patsy Honeycutt for her for years of dedicated service to the citizens of Solano County, and wishes her success in her future endeavors and a long, happy, and well-deserved retirement.

Dated this 7th day of August, 2018

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
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Agenda Submittal

Agenda #:	12	Status:	Consent Calendar
Type:	Appointment	Department:	Board of Supervisors
File #:	18-534	Contact:	Stephen Hallett, 707-784-2974
Agenda date:	08/07/2018	Final Action:	
Title:	Approve the appointment of Ana Petero to the Solano Commission for Women and Girls, representing District 2, for a term length to be determined at the first meeting of the Solano Commission for Women and Girls		
Governing body:	Board of Supervisors		
District:	District 2		
Attachments:			

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

DEPARTMENTAL RECOMMENDATION:

Approve the appointment of Ana Petero to the Solano Commission for Women and Girls, representing District 2, for a term length to be determined at the first meeting of the Solano Commission for Women and Girls.

SUMMARY:

Ana Petero is a resident of Fairfield and currently works as a speech and debate teacher at Solano Community College. Ms. Petero has a BA in English from San Francisco State University and an MA in Speech communication also from San Francisco State University.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Solano County

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Agenda Submittal

Agenda #:	13	Status:	Regular Calendar
Type:	Presentation	Department:	Sheriff's Office
File #:	18-511	Contact:	Angelica Russell, 784-7064
Agenda date:	08/07/2018	Final Action:	
Title:	Receive a presentation from the Sheriff's Office on the department specific values, mission and goals which are intended to augment the Board's adopted vision and values		
Governing body:	Board of Supervisors		
District:	All		
Attachments:			

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

Public Hearing Required? Yes ___ No X

DEPARTMENTAL RECOMMENDATION:

The Sheriff's Office recommends that the Board of Supervisors receive a presentation from the Sheriff's Office on the work completed to update the Sheriff's values, mission and goals which are intended to augment the Board's adopted vision and values.

SUMMARY/DISCUSSION:

Over the past couple of years, the Sheriff's Office has completed various internal organizational assessments that resulted in the desire to enhance the leadership skills of the management team. Our office contracted the services of Todd Dischinger, who has leadership development training experience. Mr. Dischinger created a series of classes that would meet the direction of the sheriff's leadership model that emphasized the functions and responsibilities of each of the mid-level, senior, and executive manager positions within the Sheriff's Office. The scope of the training was to review and support the shared meanings in our organizational culture. Studied traits included openness, trust, internal and external communication, initiative, risk taking, and skills such as adaptability, creativity, and critical thinking. The assessments were sensitive to embedded attitudes, beliefs, and the behaviors that drive culture.

This led to a team building workshop in October 2016. The purpose was to:

- Better bind the management team to transcend to a higher-level sense of team
- Cause an alignment of shared purpose, goals, and objectives
- Fortify a positive team culture
- Sustain organizational norms of behaviors
- Substantiate the roles of our leaders
- Create organizational action plans

On the last day of the team building workshop, six action plans were created. These action plans were a sequence of events to be performed as a strategy to support and sustain our organizational culture in the direction identified in the team building. They are as follows:

1. Values, Mission, and Goals
2. Operational Staffing Needs Assessment
3. Performance Evaluation Process
4. Employee Wellness Program (enhancement)
5. Employee Recognition Program
6. Mentoring and Coaching Program

Over the course of the next few months after the team building, the Sheriff's management team, working in subgroups through a series of collaborative exercises, created approximately 20 model versions of our values, mission, and goals. A design committee of six people, composed of line-level staff and management, distilled these 20 models into the five most effective models as prototypes to consider. The Sheriff reduced these five models to one and the design committee applied the final touches for final approval.

The values of the Sheriff's Office consist of the following:

- **Professionalism:** Performing to the highest standards with integrity, ethical behavior, and accountability
- **Trust:** Confidence in the character and ability to meet expectations
- **Courage:** To persevere with mental and moral strength in the face of difficulty
- **Innovation:** Embrace and inspire creativity to apply better solutions that accomplish goals and outcomes
- **Teamwork:** Unified collaboration to accomplish common goals without regard to personal agendas
- **Service:** Providing professional assistance in support of the community's best interests and well-being
- **Respect:** To value and embrace individuality with special regard to differences

The Mission of the Sheriff's Office is dedicated to the protection and well-being of every person in Solano County by providing excellent community service.

The Goals of the Sheriff's Office:

- Provide effective public safety services
- Provide safe, humane and secure jails, courts, and other County facilities
- Maintain a healthy, professional, productive, and diverse workforce
- Embrace community partnership

The culmination of work accomplished at the team building and subsequent focus groups, resulted in revising the aforementioned department values, mission, and goals. However, more will be done. The Sheriff wanted to put a face on the revised values, mission, and goals of the organization, so a video was orchestrated as a visual interpretation to bring life and action to words on paper, and showcase the staff that serves the community.

The video has been presented to various forums and is available on the department's website. It reflects a unique department perspective while remaining consistent with the Solano County values, mission, and goals.

FINANCIAL IMPACT:

There is no financial impact associated with receiving the presentation. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

ALTERNATIVES:

The Board of Supervisors could choose not to receive the presentation; however, this is not recommended as it was developed with staff involvement and is an opportunity to acknowledge their efforts toward increasing engagement and improving morale.

OTHER AGENCY INVOLVEMENT:

The department has consulted with the County Administrator's Office, resulting in recommendation of this presentation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



Solano County

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Agenda Submittal

Agenda #:	14	Status:	Regular Calendar
Type:	Miscellaneous	Department:	County Administrator
File #:	18-548	Contact:	Birgitta Corsello, 784-6100
Agenda date:	08/07/2018	Final Action:	
Title:	Receive a verbal update regarding the Area Agency on Aging serving Napa and Solano (AAoA) close out and the California Department of Aging emergency provider contracts; and Consider conceptual design for new Area Agency on Aging structure including Joint Exercise of Powers draft agreement and Napa and Solano Counties Joint Proposal to California Department of Aging Seeking Designation as the Area Agency on Aging for the Planning and Service area for Napa and Solano (PSA 28)		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Draft JEPA, B - Draft Application, C - Budget, D - Contracted Providers PSA 28, E - Provider Information		

Date:	Ver.	Action By:	Action:	Result:
Published Notice Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Public Hearing Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

DEPARTMENTAL RECOMMENDATION:

The County Administrator's Office recommends that the Board of Supervisors:

1. Receive a verbal update from the County Administrator and county staff regarding the Area on Aging Serving Napa and Solano (AAoA) close out and the California Department of Aging emergency provider contracts; and
2. Consider and discuss conceptual design for new Area Agency on Aging structure including Joint Exercise of Powers draft agreement (Attachment A) and draft Napa and Solano Counties Joint Proposal to California Department of Aging Seeking Designation as the Area Agency on Aging for the Planning and Service area for Napa and Solano (PSA 28) (Attachment B).

SUMMARY:

The Board requested to receive ongoing updates regarding the Area Agency on Aging serving Napa and Solano's (AAoA) close out as the designated entity for the Planning Services Area 28 to serve Napa and Solano counties with the California Department of Aging (CDA) and as the designated entity for the Snap-Ed, MultiPurpose Senior Services Program (MSSP) and the Prevention Early Access for Seniors (PEAS) programs, and the status of emergency provider contracts issued by CDA during the 6 month period of July 1, 2018 through December 31, 2018 to continue aging services until a new Area Agency on Aging structure is established.

The Board is also asked to consider and discuss the conceptual design for the new Area Agency on Aging

including the attached draft Joint Exercise of Powers Agreement ("JEPA") between Napa and Solano counties and the draft Napa and Solano Counties Joint Proposal to California Department of Aging Seeking Designation as the Area Agency on Aging for the Planning and Service area for Napa and Solano (PSA 28) ("Application"). The attached JEPA and Application include Napa County as the administrative entity for the new AAA. After reviewing the allocated budget for PSA 28 (Attachment C), Napa County has indicated that an up to an additional \$70,000 above Solano County's required match of \$51,030 may be required with Napa County contributing up to an additional \$25,000 above its required match of \$18,970. The contributions are proportionate the senior population and funding distribution for AAA programs in each county.

FINANCIAL IMPACT:

The existing AAoA has worked closely with CDA to complete financial claims and to reimburse the current providers of services for the Older American Act services funding. As of Tuesday, July 24, CDA provided confirmation that all providers, with the exception of one provider, have been paid reimbursements through June 2018. The one remaining provider had not yet submitted a reimbursement claim. CDA has completed the audits for FY2015/16 and FY2016/17 and is working to complete the audit of Older American Act services funding for FY2017/18. CDA has issued emergency contracts to all but one provider for Solano County services and indicates the outstanding contract will be completed in the short term. CDA also informed both Napa and Solano counties that during its emergency contracting process it identified some deficiencies in provider contracts that were not corrected due to timing in the emergency contracting process but that will need to be corrected once the new agency assumes responsibility in January 2019.

There is a financial impact to those county departments who are monitoring the AAoA transition to CDA and planning for the transition to a new agency. Identified staff at this time includes staff from the County Administrator's Office, the Department of Health and Social Services - Public Health, Mental Health and Administration Divisions and the Older and Disabled Adult Services (ODAS) Bureau. The departments are absorbing the staff time within existing operating budgets.

If the Napa County Board of Supervisors agrees to have Napa County assume the role of administrative entity for the new AAA and both Board of Supervisors approve the increased administrative allocations, the source of the additional up to \$70,000 will need to be identified. During its budget hearing on June 19, 2018, the Board approved \$20,000 in general expenditures for the successor AAA which could be utilized as a contribution toward the \$70,000, leaving a balance of \$50,000.

DISCUSSION:

The list of emergency contract providers is listed on the attached FY2018 Contracted Services for Planning and Service Area 28 (Attachment D). The AAoA previously provided services through AAoA staff and some of these programs have not transitioned under the emergency contracts, primarily due to funding constraints. Additionally, the caregiver Registry program was discontinued by CDA as it did not meet legal requirements. As the new Agency on Aging is formed, staff will be looking at options to address this service gap. The Area Plan Budget Display (Attachment C) displays the PSA 28 federal and State budget of \$2,417,414 and the allocations between service categories. The attached budget does not include required local match funds of approximately \$70,000 (\$18,970 for Napa and \$51,030 for Solano).

The MSSP has transitioned to Choice in Aging and that agency has updated its website to include MSSP information and assistance. The Department of Health and Social Services issued an RFP for the PEAS program and that RFP is currently under review with an intent to award anticipated on August 7, 2018.

Solano County staff have been and continue to meet with Solano providers to identify specific levels of services being provided and to obtain additional operational details such as staffing levels and structure and

funding sources and Attachment E includes information gathered to date from providers. In addition to the services outlined, Solano County Public Health has provided website links to the Solanocares4seniors.org website which is linked on the former AAoA website as an additional resource. Staff has also reviewed the current emergency contracts, AAA budget, and reporting requirements.

The current structure recommended is a Joint Exercise of Powers Agreement between Napa and Solano counties with Napa County acting as the administrative entity for the new AAA. Staff in each county is recommending a new joint Oversight/Governing Board and Advisory Council. Napa County has not yet finalized its staffing and budget proposals.

Solano County staff met with the Ad Hoc Board Committee established for the AAoA coordination and transition on Thursday, July 19. County staff reviewed the transition process, as outlined by CDA, with the subcommittee including the recommendation by CDA that Napa and Solano, as the successor AAA, will need to contract with current providers for the last 6 months of the fiscal year while the PSA 28 Area Plan is either updated or a new plan is developed. Subcommittee members discussed and approved the staff recommendation.

If the Napa County Board of Supervisors does not vote to accept the role as administrative entity for the new AAA, both counties will need to request additional time from CDA to formulate an alternate plan.

ALTERNATIVES:

The Board could recommend changes to the proposed structure and/or any of the draft documents related to the new AAA structure.

OTHER AGENCY INVOLVEMENT:

County of Napa, County of Solano staff from Health and Social Services and County Counsel, and the California Department of Aging.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

**JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE
COUNTIES OF NAPA AND SOLANO
(AREA AGENCY ON AGING)**

THIS JOINT EXERCISE OF POWERS AGREEMENT is entered into as of _____, 2018, between the COUNTIES OF NAPA AND SOLANO (“Napa” and “Solano”, respectively), each of which is a political subdivision of the State of California.

RECITALS

WHEREAS, the parties have the power in common to study, to plan, to set priorities for meeting and to meet the needs of the aging; and

WHEREAS, Planning and Service Area 28 (“PSA 28”), including each of the parties, has been designated by the California Department on Aging (“CDA”) as a planning and service area, pursuant to 22 C.C.R. § 7200 *et seq.*; and

WHEREAS, pursuant to the joint exercise powers provisions of Government Code section 6500 *et seq.*, the parties are authorized to enter into this Agreement.

AGREEMENT

1. Purpose of Agreement

The purpose of this Agreement is to:

- A. Establish the Area Agency on Aging Serving Napa and Solano, the agency designated by CDA within PSA 28 pursuant to 22 C.C.R. § 7206 (“AAOA”), and the joint operation of it.
- B. Set for the terms and conditions for management and operation of the AAOA.
- C. Establish the method and procedure of financing the AAOA.
- D. Establish the location of the AAOA.

2. Designation and Function of the AAOA

- A. During the term of this Agreement and pursuant to its terms, the parties shall jointly operate the AAOA.
- B. The AAOA shall be located at _____ or at such other location as mutually agreed to by the parties in writing.

C. The AAOA shall exercise all powers authorized by 22 C.C.R. § 7200 *et seq.* and other applicable law or regulation, including:

- i. To prepare an area plan for meeting the needs of the aged and cause such plan to be implemented.
- ii. To obtain financial assistance from the State of California and the United States under Title III of the Older Americans Act (42 U.S.C. § 3021 *et seq.*).
- iii. To expend funds received to continue effective study and planning, to coordinate existing programs designed to meet the needs of the aged, and, where such programs do not exist, to develop and implement such programs.
- iv. To provide services to persons 55 years of age or older, and, notwithstanding such age restriction, to provide to any person any services authorized or sponsored by CDA.

2. Designation and Responsibilities of Administering Agency

A. [REDACTED] shall serve as the administering agency for the AAOA (“Administering Agency”).

B. As part of its duties, the Administering Agency shall:

- i. Manage the operations of the AAOA, including accounting, purchasing, general services, communications and information services support, and risk management, human resources, payroll, treasury and legal services.
- ii. Appoint a director and retain the authority to administer the AAOA as either a stand-alone department or as part of another county department.
- iii. The personnel of the AAOA shall be employees or independent contractors of the Administering Agency.
- iv. Enter into and administer contracts with CDA, service providers, or any other party, in coordination with the other party as provided in this Agreement and utilizing its standard bidding and contracting procedures.
- v. Account for all donations to ensure donations are used in a manner consistent with Exhibit A and with the donors’ intentions.

- vi. Consult with and administratively support the local advisory council established in accordance with 42 U.S.C. 3026 and Welfare and Institutions Code §§ 9402-9403, as needed.
- vii. Provide any necessary reports to CDA.
- viii. Provide monthly reports to the respective county staff, the local advisory council, and the Oversight Board established under this Agreement.
- ix. Conduct an annual audit, or more frequently as necessary.
- x. Review proposed appointments to the AAOA Advisory Council (“Advisory Council”), prior to Board action, to ensure representation requirements are being met.

3. Fiscal Matters

- A. The budget for the AAOA shall be approved by each party for each fiscal year pursuant to its budgetary approval process.
- B. The Administering Agency shall prepare any requested budget, mid-year budget, or any similar item, in accordance with each party’s internal budgetary review and approval process.
- C. Any revenue from the contracts with CDA or donations received shall be distributed to each party in accordance with the formula provided in **Exhibit A** attached to and incorporated into this Agreement.
- D. Any local matching funds required from the counties themselves shall be paid by each county in accordance with the formula provided in Exhibit A.
- E. Prior to the distribution of funds, the Administering Agency is entitled to charge the AAOA for costs of administrative services provided under this Agreement. Such administrative services shall be solely those directly related to the Administering Agency’s service as the administering agency under this Agreement. Such costs shall be included in the budget subject to adoption by both parties as provided in this Agreement.
- F. Auditors for both parties shall annually review the financials for the AAOA, ensuring a strict accountability of all funds and report of all receipts and disbursements.

4. Joint Responsibilities of the Parties

Napa and Solano shall:

- A. Jointly approve all request for proposals (RFPs), review bids and select awardees for service provider subcontractors of the AAOA.
- B. Perform any outreach activities and solicit donations within their respective counties.
- C. Approve the membership of the Advisory Council, as provided below.
- D. Pass all necessary ordinances, resolutions and orders and make such appropriations and budget allowances as necessary to fulfill the terms of this Agreement.
- E. Comply with all federal, state and local laws and regulations applicable to the AAOA.
- F. Maintain the confidentiality of any records, as required by law. Such records shall be maintained by the Administering Agency in accordance with its records retention policy and shall be accessible by both parties, as needed.

5. Oversight Board

- A. There shall be an AAOA Oversight Board consisting of seven (7) members as follows:
 - i. One (1) member from each of the respective County Board of Supervisors, or their designees.
 - ii. One (1) member from a City Council in each of the respective Counties, appointed by each county's city selection committee established pursuant to Government Code § 50270.
 - iii. One (1) member of the senior (60+) community in each of the Counties, appointed by each of the respective County Board of Supervisors.
 - iv. One (1) member representing senior services providers, chosen by both County Boards of Supervisors.
- B. The Oversight Board shall meet at least quarterly or as often as necessary to review the activities of the AAOA and provide advice to the AAOA executive director, county staff, Advisory Council, and the County Boards of Supervisors.
- C. The Oversight Board shall receive monthly reports from the AAOA staff and the local advisory council.

7. Advisory Council

- A. There shall be an Advisory Council of 16 with half appointed by each County Board of Supervisors.

B. The composition of the Advisory Council shall be consistent with state and federal law and regulation, including 42 U.S.C. § (A)(6)(D) and 22 C.C.R. § 7302(a)(12), and shall:

- i. Represent the senior population with respect to ethnic distribution.
- ii. Include each of the following members:
 - a. Low income representative.
 - b. Disabled representative.
 - c. Supportive services provider representative.
 - d. Health care provider representative.
 - e. Local elected official.
 - f. Persons with leadership experience in the private and voluntary sectors.

6. Term of the Agreement

This Agreement shall continue in force and effect subject to the right of the parties to terminate it as provided below.

7. Termination and Distribution of any Assets

- A. Either party may terminate this Agreement at any time by written notice served upon the other at least one (1) year prior to the proposed termination date.
- B. The parties may mutually agree to terminate the Agreement at any time.
- C. Upon termination both parties shall work closely with CDA regarding any required transition activities.
- D. The parties, after first satisfying all liabilities of the AAOA, shall divide any surplus assets on hand in accordance with the percentages determined for the latest fiscal year in Exhibit A. And surplus donations from a county shall be credited to that county.

8. Indemnification

Each party agrees to indemnify and hold harmless the other party and its employees or agents from and against any damages including costs and attorney's fees arising out of

alleged negligent or intentional acts or omissions of each party, even if the allegations are proven false.

9. Authority to Contract

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

10. Entire Contract

This Agreement, 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 the parties other than those contained in it.

11. Execution in Counterparts

This Agreement may be executed in two 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 e-mail 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 page were an original signature.

12. Amendment/Modification

Except as otherwise provided, this Agreement may be modified or amended only in writing with the prior written consent of the governing boards of the parties.

13. Waiver

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

14. Notice

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery or by prepaid first-class mail addressed to the following addresses. 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.

NAPA COUNTY
[Address]

SOLANO COUNTY
[Address]

15. Insurance

The Administering Agency shall be responsible for obtaining and maintaining at all times during the term of this Agreement and thereafter as to matters occurring during the term of this Agreement, appropriate liability and workers' compensation insurance, which names the other county as additionally insured, subject to the approval of that other county. The Administering Agency may provide equivalent self-insurance, subject to the approval of the other county.

THIS AGREEMENT was executed by the parties below as of the date first written above.

COUNTY OF NAPA, a political subdivision
of the State of California

COUNTY OF SOLANO, a political
subdivision of the State of California

By: _____
Chair, Napa County Board of Supervisors

By: _____
Chair, Solano County Board of Supervisors

APPROVED AS TO FORM:

APPROVED AS TO FORM:

_____, Napa County Counsel

Dennis Bunting, Solano County Counsel

By: _____

Deputy County Counsel

By: _____

Deputy County Counsel

EXHIBIT A

Funding Distribution Formula

Funds from CDA and donations received from outside Napa or Solano shall be divided between the counties based on each county's percentage of the total population served by the AAOA. For the first fiscal year (July 1 – June 30) of the Agreement, the parties agree that the percentages shall be for Napa and for Solano.

As part of the annual budget approval process in Section 3, the parties shall consult and change, if necessary, the percentages for each subsequent fiscal year.

Donations received from within each county shall be credited to that county.

Napa and Solano County
Joint Proposal to California Department
of Aging
Seeking Designation as the Area Agency
on Aging for the Planning and Service
Area for Napa and Solano (PSA 28)



**A Tradition of Stewardship
A Commitment to Service**

Approved by Napa County Board of Supervisors August 14, 2018

Approved by Solano County Board of Supervisors August 14, 2018

INTRODUCTION:

In April 2018, the Area Agency on Aging for Napa and Solano, a non-profit organization, notified the State of California Department of Aging (CDA) that it would be relinquishing its designation as the Area Agency on Aging (AAA) for the Planning and Service Area for Napa and Solano (PSA 28), effective June 30, 2018. Both counties submitted letters of intent to CDA to seek the designation and this proposal is to continue the designation process by demonstrating both entities' abilities to fulfill the federally mandated requirements.

FINANCIAL RECORDS

Single Audit:

The most recent Single Audit for Napa County is attached as **Exhibit A**, and can be found here: <http://ca-napacounty.civicplus.com/ArchiveCenter/ViewFile/Item/511>

The most recent Single Audit for Solano County is attached as **Exhibit B**, and can be found here: <https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=27957>

County Budget Summary:

The FY 2018/19 Napa County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is \$480 million, with the General Fund portion being \$195 million. The recommended budget can be accessed below:

<https://www.countyofnapa.org/DocumentCenter/View/8678/2018-2019-FY-Recommended-Budget?bidId>

The FY 2018/19 Solano County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is \$1.07 billion, with the General Fund portion being \$290 million. The recommended budget can be accessed below:

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=28604>

Proposed budget for AAA:

To be completed by Napa HHSA fiscal staff

ORGANIZATIONAL STRUCTURE

The Napa County organizational chart is attached as **Exhibit C**.

The Solano County organizational chart is attached as **Exhibit D**.

Exhibit E shows the relationship between the two counties and the new AAA Governing Board, and **Exhibit F** is the organizational chart for Napa County Health and Human Services.

Oversight/Governing Board:

The Oversight/Governing Board will consist of 7 members, as follows:

- 1 member of the Board of Supervisors of each county, appointed by the respective Board of Supervisors.

- 1 member of a city council from each county, appointed using existing joint appointment processes.
- 1 resident over the age of 60 from each county, appointed by the respective Board of Supervisors.
- 1 representative of senior service providers, appointed jointly by both Boards of Supervisors.

Advisory Council:

The Advisory Council will be made up of 16 members, with the Board of Supervisors in each County responsible for appointing 8. Advisory Council members will serve 4 year terms. A majority of the Advisory Council members must be over the age of 60, and the Advisory Council should reflect the racial and ethnic diversity of the target population in Napa and Solano Counties. According to the Area Plan for PSA 28 2017, which has been approved by CDA, the population profile is as follows:

County	Total Population	White	Hispanic	Asian	Black	Native Hawaiian /Pacific Islander	American Indian	Other
Napa	141,624	74,069	50,481	10,713	2,627	252	484	2,998
Solano	437,309	167,214	116,062	62,481	62,315	3,495	1,869	23,873
PSA 28 Total	578,933	241,283	166,543	73,194	64,942	3,747	2,353	26,871
% of total population	100%	42%	29%	13%	11%	0.6%	0.4%	5%

In addition, efforts will be made to include the following:

- Low income representative
- Disabled representative
- Supportive services provider representative
- Health care provider representative
- Local elected officials
- Persons with leadership experience in the private and voluntary sectors

Exhibit G contains draft by-laws and application for appointment.

The AAA services will be administered through the Comprehensive Services for Older Adults division of the Napa County Health and Human Services Agency. The Napa Comprehensive Adult Services for Older Adults division and the Solano County Health and Social Services Department, Public Health Division, Older & Disabled Adults Services Bureau will coordinate AAA activities and services through a Joint Exercise of Powers Agreement (**Exhibit H**) and respective program-level staff of both counties will communicate as needed to assure optimum service delivery

FACILITY

Both Napa County and Solano County are subject to the Americans with Disabilities Act (ADA), and are currently housed in locations that are accessible to all. In addition to taking such regulatory requirements

into consideration for site selection, we also consider access to transit and locations that are convenient for the individuals accessing the services.

It is anticipated that most of the services being provided by the AAA will be contracted out through Napa County. Napa County will include appropriate language in the procurement and contract documents to ensure compliance with the ADA, as well as ensuring access for the population served.

NUMBER AND QUALIFICATIONS OF AAA STAFF

The AAA will have the following staff administering these programs. These assumptions break down the on-going staffing needs from the start-up staffing (through June 30, 2020) anticipated to implement this new program in a timely and efficient manner, to ensure continuity of services.

AAA Director: these duties will be combined with the Deputy Director of HHSA- Aging and Disability Services (Comprehensive Services for Older Adults Division) and include (see **Exhibit I** for full job description). Start-up: .40 FTE; Ongoing: .20 FTE

Program Manager: these duties will be combined with the Supervising Staff Services Analyst, who will be reclassified as a Project Manager for HHSA. Start-up: .40 FTE; Ongoing .20 FTE

Fiscal Staff Services Analyst: (TBD)

Planner/Contract development/Program monitor: Start-up: the FY 2019/20 Area Plan update will be done via a 0.5 FTE Extra Help (EH) Staff Services Analyst II (SSA II), who will also do program monitoring for FY 2018/19. Short term EH will also be utilized to develop new vendor contracts before December 31, 2018. For FY 2019/20 and beyond, it is anticipated that a 0.75 FTE SSA II will coordinate development of the Area Plan, contract management, and program monitoring, but this will not be confirmed until we have a better understanding of the work flow and needs.

FEDERAL ASSURANCES

Both Napa and Solano County currently provide services and have contracts through various state departments for Federal and State funding to support these services. As such, both Counties have agreed to these standard conditions in other contracts.

ORGANIZATIONAL AUTONOMY

The Mello-Granlund Older Californians Act (Welfare and Institutions Code Section 9400, et seq) requires that each AAA requires that the area plan include developing home-and community-based systems of care that maintain individuals in their own homes or least restrictive environment, providing better access to these services through information and referral, outreach, and transportation, and advocating for the elderly on local, state, and national levels. In addition, W&I Code Section 9400(g)(10) states that the AAA shall "be directed by leaders in the community who have the respect, capacity, and authority necessary to convene all interested persons to assess needs, design solutions, track overall success, stimulate change, and plan community responses for the present and for the future.

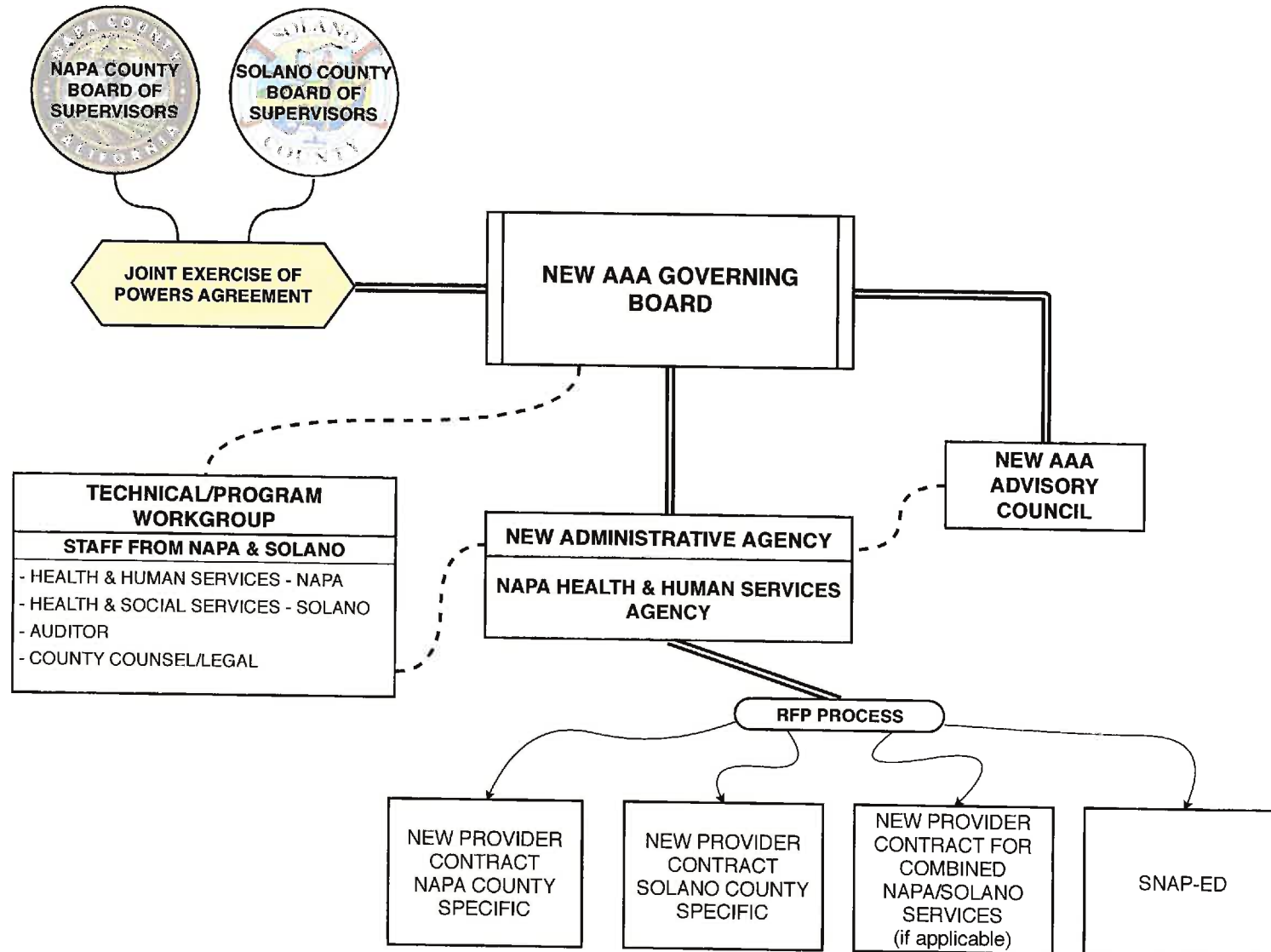
For planning and advocacy as they relate to the local service delivery system, the AAA Director will be housed in the Deputy Director for Health and Human Services, Comprehensive Services for Older Adults Division position. This position requires education and experience in providing services to older adults and must be experienced in advocating for the service needs of this population. In addition, the AAA

Director will work collaboratively with program staff in Solano County to ensure a comprehensive understanding of the needs of all of the senior population.

With respect to policy advocacy, annually, both the Napa and Solano County Boards of Supervisors adopt a legislative platform in a public meeting, which provides staff with the guidance necessary for legislative advocacy efforts throughout the year. In addition, in each county a Legislative Subcommittee, which consists of 2 Board members, holds bi-weekly public meetings to address issues as they arise. Staff in the Napa County Health and Human Services Agency and the Solano County Department of Health and Social Services already work with staff in the Intergovernmental Affairs Division of each county's County Executive/Administrative Office and will continue to do so to ensure that the advocacy needs of the seniors in the area are met.



CONCEPT FOR NEW PSA 28 - DRAFT



State of California
California Department of Aging
CDA 001 (Rev. 11/05)

Award #: **AP-1819-28**
Date: **7/1/2018**
Amendment #:
Issue Date:

AREA PLAN
Budget Display
Fiscal Year 2018-19 (Federal Funding Years 2018 & 2019)
Area Agency on Aging - Serving Napa and Solano

12 months (July 1, 2018 - June 30, 2019)

	Project Number	Baseline	Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
Supportive Services								
Federal Title IIIB	3BSL18-18	118,185 (b)	-	-	118,185	-	118,185	-
Federal Title IIIB	3BSL19-18	354,553 (c)	-	-	354,553	-	354,553	-
Total Supportive Services		472,738	-	-	472,738	-	472,738	-
Ombudsman								
Federal Title IIIB	3BOL18-18	10,860 (b)	-	-	10,860	-	10,860	-
Federal Title IIIB	3BOL19-18	32,579 (c)	-	-	32,579	-	32,579	-
Federal Title VIIa	7OFL18-18	13,884 (b)	-	-	13,884	-	13,884	-
Federal Title VIIa	7OFL19-18	41,651 (c)	-	-	41,651	-	41,651	-
General Fund IIIB	B1GL	19,399 (a)	-	-	19,399	-	19,399	-
Public Health L & C Program Fund	LCPF	7,759 (a)	-	-	7,759	-	7,759	-
State Health Facilities Citation Penalties Account	SDFL	17,522 (a)	-	-	17,522	-	17,522	-
SNF Quality & Accountability	SNFL	36,858 (a)	-	-	36,858	-	36,858	-
Total Ombudsman		180,512	-	-	180,512	-	180,512	-
Congregate Nutrition								
Federal Title IIIC1	3C1L18-18	131,523 (b)	-	-	131,523	-	131,523	-
Federal Title IIIC1	3C1L19-18	394,568 (c)	-	-	394,568	-	394,568	-
General Fund C1	C1GL	50,980 (a)	-	-	50,980	-	50,980	-
NSIP C1	NC1L18-18	8,958 (b)	-	-	8,958	-	8,958	-
NSIP C1	NC1L19-18	26,873 (c)	-	-	26,873	-	26,873	-
Total Congregate Nutrition		612,902	-	-	612,902	-	612,902	-
Home-Delivered Meals								
Federal Title IIIC2	3C2L18-18	103,225 (b)	-	-	103,225	-	103,225	-
Federal Title IIIC2	3C2L19-18	309,674 (c)	-	-	309,674	-	309,674	-
General Fund C2	C2GL	57,472 (a)	-	-	57,472	-	57,472	-
NSIP C2	NC2L18-18	47,448 (b)	-	-	47,448	-	47,448	-
NSIP C2	NC2L19-18	142,343 (c)	-	-	142,343	-	142,343	-
Total Home Delivered Meals		660,162	-	-	660,162	-	660,162	-
Disease Prevention								
Federal Title IIID	3DFL18-18	8,436 (b)	-	-	8,436	-	8,436	-
Federal Title IIID	3DFL19-18	25,309 (c)	-	-	25,309	-	25,309	-
Total Disease Prevention		33,745	-	-	33,745	-	33,745	-
Family Caregiver								
Federal Title IIIE	3EFL18-18	57,018 (b)	-	-	57,018	-	57,018	-
Federal Title IIIE	3EFL19-18	171,054 (c)	-	-	171,054	-	171,054	-
Total Title IIIE		228,072	-	-	228,072	-	228,072	-
Elder Abuse								
Federal Title VII	7EFL18-18	1,848 (b)	-	-	1,848	-	1,848	-
Federal Title VII	7EFL19-18	5,544 (c)	-	-	5,544	-	5,544	-
Total Elder Abuse		7,392	-	-	7,392	-	7,392	-

AREA PLAN
Budget Display
Fiscal Year 2018-19 (Federal Funding Years 2018 & 2019)
Area Agency on Aging - Serving Napa and Solano

12 months (July 1, 2018 - June 30, 2019)

	Project Number	Baseline	Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
Administration								
Federal Title IIIB	3BAL18-18	17,206 ^(b)	-	-	17,206	-	17,206	-
Federal Title IIIB	3BAL19-18	51,617 ^(c)	-	-	51,617	-	51,617	-
Federal Title IIIC1	C1AL18-18	17,205 ^(b)	-	-	17,205	-	17,205	-
Federal Title IIIC1	C1AL19-18	51,616 ^(c)	-	-	51,616	-	51,616	-
Federal Title IIIC2	C2AL18-18	13,503 ^(b)	-	-	13,503	-	13,503	-
Federal Title IIIC2	C2AL19-18	40,510 ^(c)	-	-	40,510	-	40,510	-
Federal Title IIIE	3EAL18-18	7,442 ^(b)	-	-	7,442	-	7,442	-
Federal Title IIIE	3EAL19-18	22,326 ^(c)	-	-	22,326	-	22,326	-
General Fund C1	1GAL	368 ^(a)	-	-	368	-	368	-
General Fund C2	2GAL	98 ^(a)	-	-	98	-	98	-
Total Administration		221,891	-	-	221,891	-	221,891	-
Funding Summary								
Federal Funds		2,226,958	-	-	2,226,958	-	2,226,958	-
General Fund		128,317	-	-	128,317	-	128,317	-
Public Health L & C								
Program Fund		7,759	-	-	7,759	-	7,759	-
SNF Quality & Accountability		36,858	-	-	36,858	-	36,858	-
State Health Facilities								
Citation Penalties								
Account		17,522	-	-	17,522	-	17,522	-
Grand Total - All Funds		2,417,414	-	-	2,417,414	-	2,417,414	-

Comments:

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 68,757

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 34,379

The minimum General Fund to be expended for State Match in Title III is: 85,028

CFDA NUMBER	Year	Award #	Award Name
93.041	2018	18AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.041	2019	19AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2018	18AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2019	19AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2018	18AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.043	2019	19AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2018	18AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2019	19AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2018	18AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2019	19AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2018	18AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
93.053	2019	19AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

- (a) Funds must be expended by 6/30/19 and final expenditures reported in closeout by 7/31/19.
- (b) Funds must be obligated by 9/30/18 and final expenditures reported in closeout by 7/31/19. The baseline request to be transferred for the project (7/1/18-9/30/18) is due 5/1/18. These funds may not be carried over into a following year contract.
- (c) Funds must be reported in closeout by 7/31/19 and may be carried over into the following year contract. The baseline request to be transferred for the project (10/1/18-6/30/19) is due 1/15/19.

FY 2018 Contracted Services for Planning and Service Area 28	Napa County	6 Month Budget	Solano County	6 Month Budget
Funding Category				
Title IIIB Support Services				
Case Management	Collabria	\$ 11,100.00	Sonoma County	\$ 29,020.00
Information & Assistance	Collabria	\$ 29,000.00	Sonoma County	\$ 20,204.00
Outreach	Collabria	\$ 2,250.00		
Registry	Collabria	\$ 3,150.00		
Transportation	Mollys Angels	\$ 10,800.00	Faith in Action	\$ 6,377.00
Legal	Legal Services of Northern California & Bay Area Legal Aid	\$ 26,088.00	Legal Services of Northern California & Bay Area Legal Aid	\$ 39,131.00
Telephone Reassurance	Mollys Angels	\$ 11,815.00	Faith in Action	\$ 13,200.00
Visiting			Faith in Action	\$ 13,056.00
Funding Category				
Title IIIC 1 Congregate and C2 Home Delivered Meals	Community Action of Napa Valley	\$ 159,584.00	Meals on Wheels Solano County	\$ 449,658.00
Funding Category				
Family Caregiver - Title IIIE				
Supportive Services	Collabria	\$ 5,004.00	NorthBay HealthCare/Sonoma County	\$ 24,094.00
Respite	Collabria	\$ 10,907.00	NorthBay HealthCare/Sonoma County	\$ 41,044.00
Access Assistance	Collabria	\$ 5,708.00	NorthBay HealthCare	\$ 9,513.00
Information Services	Collabria	\$ 668.00	NorthBay HealthCare	\$ 13,534.00
Supplemental Services			NorthBay HealthCare	\$ 3,591.00
Funding Category				
Ombudsman	Senior Advocacy Services	\$ 36,339.00	Ombudsman Services of Contra Costa and Solano	\$ 53,917.00
Funding Category				
Title IIID - Disease Prevention Health Promotion	Sonoma County Area Agency on Aging	\$ 16,873.00	Sonoma County Area Agency on Aging	\$ 16,873.00
		\$ 329,286.00		\$ 733,212.00

Note: NorthBay HealthCare contract has not been finalized.

**Meals on Wheels of Solano County, Inc.
95 Marina Center
Suisun, CA 94585**

Meals on Wheels (MOW) Solano County is responsible for distributing the Title III C1 and C2 funds for congregate nutrition and home-delivered nutrition programs. Under the home delivery meal C2 provision, meals are delivered by staff or volunteer drivers 3 days a week. Meals are delivered Monday, Wednesday and Friday. Two meals are provided at each home delivery. Meals are provided 5 days a week at congregate sites (C1). The current congregate sites and meal times are listed below:

Benicia Senior Center - 11:30am

1205 E. 2nd Street
Benicia, CA 94510

Dixon Senior Center - 11:30am

201 S. 5th Street
Dixon, CA 95620

Fairfield Senior Center - 11:30am

1200 Civic Center Drive
Fairfield, CA 94533

**Florence Douglas Senior Center –
12:00pm**

333 Amador Street
Vallejo, CA 94590

McBride Senior Center - 11:30am

91 Town Square
Vacaville, CA 95688

Rio Vista Senior Center – 12:00 pm

25 Main Street
Rio Vista, CA 94571

Suisun Senior Center - 11:30am

318 Merganser Drive
Suisun City, CA 94585

In FY 17/18, Meals on Wheels Solano County was funded \$208,395 for Congregate meals (C1) and \$590,594 for Home delivered meals (C2). In addition, \$2,000 was available for Nutrition Education (C1, C2) services.

As of March 2018 the units of service delivered in FY 17/18 were 18,866 Congregate meals, 73% of goal (C1) and 141,742 Home Delivered Meals, 86% of goal (C2). In addition, 1,832 units of nutrition education was provided, 60% of goal, (C1, C2).

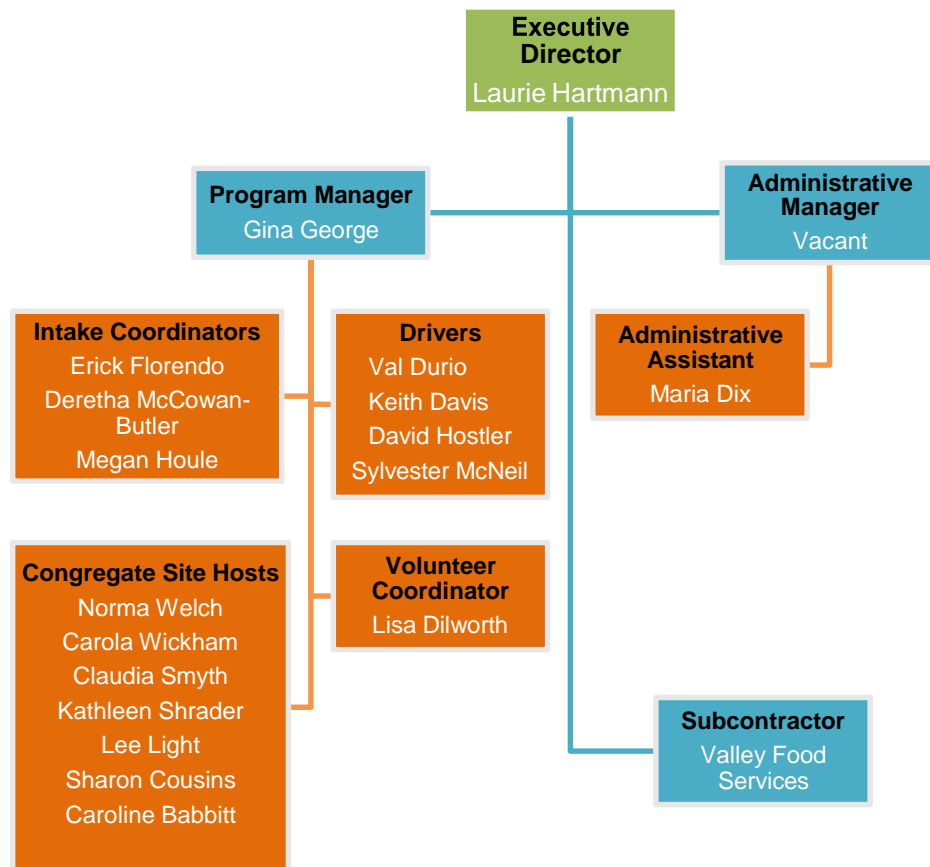
The client base for MOW Solano County is older individuals with the greatest economic or social need. Particular attention is given to low-income older individuals who may be home bound or otherwise socially isolated.

The California Department of Aging has an emergency contract in place for the period July 2018 to December 2018 in the amount of \$449,658. The contract deliverables are for not less than 12,943 congregate meals (C1), not less than 82,545 meals and 2 nutrition education sessions to be provided under each C1 and C2 categories.

The current organization structure for MOW Solano County is:



Organizational Chart



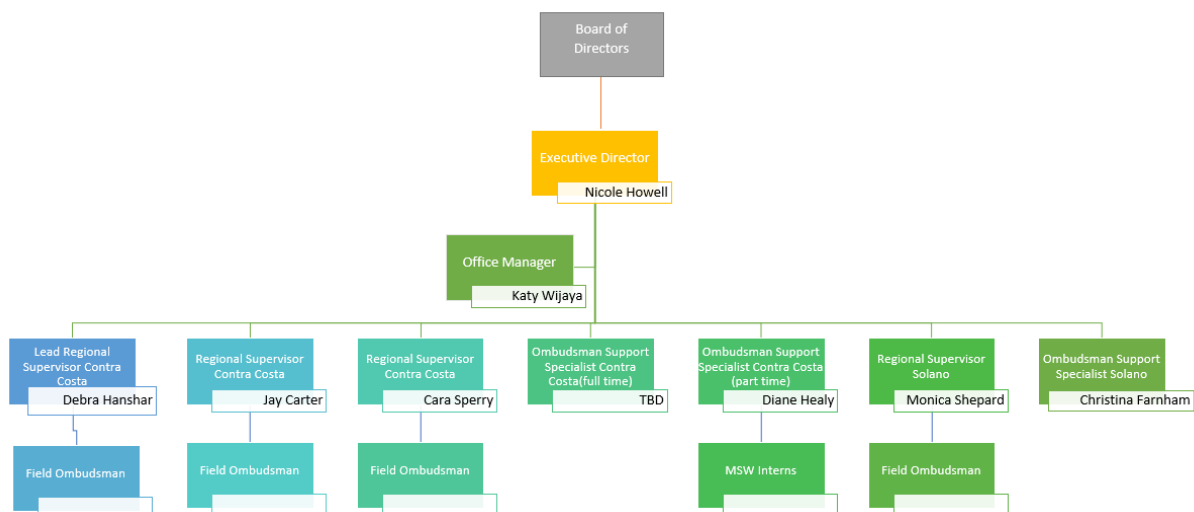
Ombudsman Services of Contra Costa
2255 Contra Costa Blvd., Suite 204
Pleasant Hill, CA 94523

The California State Long-Term Care Ombudsman Program is authorized by the federal [Older Americans Act](#) and its State companion, the [Older Californians Act](#). Ombudsman services in Solano County are provided by Ombudsman Services of Contra Costa & Solano. Nicole Howell is the Executive Director. The primary responsibility of this program is to investigate and resolve complaints made by, or on behalf of residents in long-term care facilities. These facilities include nursing homes and residential care facilities for the elderly. There are 8 skilled nursing facilities and 141 residential care facilities in Solano County. Additionally, the Long-Term Care Ombudsman Program investigates elder abuse complaints in long-term care facilities.

The California Department of Aging has an emergency contract in place for the period July 2018 to December 2018 in the amount of \$53,917. Funding for the Ombudsman program is based on multiple factors and sources including geography and bed counts. Funding streams include IIIB and 7A categories. Ms. Howell is developing her own matrix system and has offered to share once completed. Historically she provided monthly reports to PSA 28 staff and has offered and is planning to provide this information to Solano County H&SS Public Health staff. Data for this program is reported monthly using the 'NORS' and 'ODIN' systems.

Outreach efforts include fundraising partnerships with private institutions and foundations, as well as individuals is in the planning stages. Further information will be provided when finalized.

The organization chart for the Solano County Ombudsman program is below:



**Sonoma County Area Agency on Aging
3600 Westwind Boulevard
Santa Rosa, CA 95403**

Sonoma County Area Agency on Aging has entered into contract with CDA. Tracy Repp is the contract contact. Title IIIB IIID, and IIIE services are to be provided. These services were previously provided by PSA 28 Napa Solano Area Agency on Aging staff.

The California Department of Aging has a draft emergency contract in place for the period July 2018 to December 2018 in the amount of \$89,547. The contract deliverables include:

	UNITS	CATEGORY
Information & Assistance	9,225	IIIB
Case Management	1,339	IIIB
FCSP Support Services	170	IIIE
FCSP Respite Care	643	IIIE
Health Promotion	100	IIID

For the period of July 2017 to March 2018 the units of service delivered by PSA 28 direct services staff for the categories now being covered by Sonoma County Area Agency on Aging were as follows:

	UNITS	FUNDING FOR FY 17/18
Information & Assistance	4,356	\$113,687
Case Management	1022	\$65,520
FCSP Information Services	7	\$11,000
FCSP Access Assistance	268	\$29,000
FCSP Support Services	304	\$32,000
FCSP Respite Services	532	\$8,000
FCSP Supplemental Services	123	\$45,687
FCSP Grandparent Services	230	\$18,300

Solano County staff is scheduling a meeting with this vendor to discuss specific services provided.

**NorthBay Health Care
1200 B. Gale Wilson Blvd.,
Fairfield, CA 94533**

CDA is working to finalize a contract with North Bay Health Advantage. Wayne Gietz is the contract contact. The services to be provided by North Bay Health Advantage are in the category of Family Caregiver Support (IIIE): Supplemental Services, Access Assistance, Support Services and Respite Care services.

In FY 17/18, North Bay Health Advantage was funded \$700 for FCSP Community Education (IIIE), \$5,000 for FCSP Support Groups & Counseling (IIIE), and \$31,4544 for FCSP Respite (IIIE) services. As of March 2018, the units of service delivered in FY 17/18 were 28 activities FCSP Community Education, 466 % of goal (IIIE); 38 hours of FCSP Support Groups & Counseling, 45% of goal (IIIE) and 4,424 hours FCSP Respite, 55% of goal (IIIE).

The California Department of Aging has a draft emergency contract in place for the period July 2018 to December 2018 in the amount of \$68,3327. The contract deliverables are for FCSP Information Services, 116 units; Supplemental Services 189 units; Access Assistance 105 units; Support Services 245 units; and Respite Care 6064 units. All of these services are in the IIIE category.

**Faith in Action
3303 Whitemarsh Lane
Fairfield, CA 94533**

Faith in Action, under the direction of Rev Robert Fuentes provides IIIB services in Solano County. In FY 17/18, Faith in Action was funded \$25,250 for Home Visits (IIIB) and \$25,250 for Telephone Reassurance (IIIB).

As of March 2018, the units of service delivered in FY 17/18 were 2,488 hours for Home Visits, 79% of goal (IIIB) and 8,341 service units of Telephone Reassurance, 64% of goal (IIIB).

The California Department of Aging has an emergency contract in place for the period July 2018 to December 2018 in the amount of \$32,633. The contract deliverables are for 797 units of IIIB Support Services – Transportation, 6,600 units of Telephone Reassurance and 1,600 units of Home Visiting. The contracted services are to be provided under the IIIB category

Solano County staff has scheduled a meeting with this vendor to discuss specific services provided.

**Stella Chwenyea Wu-Chu
Nutrition Consultation
70 Seabreeze Drive
Richmond, CA 94804**

Nutrition Consultation services by Stella Chwenyea Wu-Chu have been contracted by CDA for the amount of \$10,000. Services to be delivered are in the categories of congregate meal nutrition and home delivered meals nutrition (C1 and C2).

In FY 17/18, no funds were provided to Ms. Chwenyea Wu-Chu.

**Legal Services of Northern California
1800 Capitol Street
Vallejo, CA 94590**

Legal Services of Northern California, Sharon Hulett has been contracted by CDA for the amount of \$39,131. Services to be delivered are in the category of legal assistance (IIIB).

In FY 17/18, Legal Services of Northern California was funded \$57,600 for Legal Assistance (IIIB) services. As of March 2018 the units of service delivered in FY 17/18 were 1,973 hours, 131% of goal. The California Department of Aging has an emergency contract in place for the period July 2018 to December 2018. The contract deliverables are for 1011 units of Legal Support Services (IIIB).

**Solano County H &SS Public Health
275 Beck Ave
Fairfield, CA 94533**

Solano County Health & Social Services Public Health staff are additionally providing services once offered by PSA 28. Community Education & Public Information services are available via the Solano Network of Care. Network of Care services can be found using either of the following links: <http://solanoaging.networkofcare.org/> (SolanoCares4Seniors.org), or SolanoCares.org Older & Disabled Adult Services bureau is receiving an increased number of constituent calls for Information & Assistance. Outreach Services, Community Education and Health Promotion services are available through the Health Promotion Community Wellness bureau and the Elderly Home Visiting Program Strive 2B Healthy program teams. The Elderly Home Visiting Program provides case management.

Services Gap Concerns

Services not currently being offered by any contract provider which were once offered by PSA 28 in Solano County are in the 'Registry' category. If the 'Registry' care providers' services are to be continued, it is recommended a redesign occur and staff are working to identify service options.



Solano County

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

Agenda Submittal

Agenda #:	15	Status:	Regular Calendar
Type:	Ordinance	Department:	Resource Management
File #:	18-545	Contact:	Jim Leland, 784-6765
Agenda date:	08/07/2018	Final Action:	
Title:	Conduct a public hearing to consider Zoning Text Amendments ZT-18-01a and ZT-18-01b and the Planning Commission's affirmative recommendation on each amendment; Adopt the Ordinance, Zoning Text Amendment ZT-18-01a, to clarify and re-state existing land use regulations for dwellings and for agricultural and residential accessory buildings; and Adopt the Ordinance, Zoning Text Amendment ZT-18-01b, to revised and update land use regulations for accessory dwellings in Agricultural and Residential zoning districts		
Governing body:	Board of Supervisors		
District:	All		
Attachments:	A - Accessory Building Ordinance (Redlined), B - Accessory Building Ordinance (Clean), C - Exhibit A New Section 28.72, D - Secondary Dwelling Unit Ordinance (Redlined), E - Secondary Dwelling Unit Ordinance (Clean), F - Notice of Public Hearing, G - Summary of Changes, H - Links to CEQA and Planning Commission Documents		

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

DEPARTMENTAL RECOMMENDATION:

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

1. Waive reading of the two proposed ordinances;
2. Conduct a public hearing to consider Zoning Text Amendments ZT-18-01a and ZT-18-01b, and the Planning Commission's affirmative recommendation on each amendment;
3. Adopt the Ordinance, Zoning Text Amendment ZT-18-01a, to clarify and re-state existing land use regulations for dwellings and for agricultural and residential accessory buildings; and
4. Adopt the Ordinance, Zoning Text Amendment ZT-18-01b, to revised and update land use regulations for accessory dwellings in Agricultural and Residential zoning districts.

SUMMARY:

On January 1, 2018, new state legislation (AB 2299 and SB 1069) went in to effect mandating new minimum requirements for local zoning regulations pertaining to accessory dwelling units (Referred to as Secondary Dwelling Units in the Solano County code). The main effect of the legislation was to cap, at 1,200 square feet, the size of any secondary dwelling permitted by a city or county. The legislation also imposed additional restrictions and requirements which local government must meet in any local ordinance regulating

secondary dwellings. Prior to this legislation, secondary dwellings in certain Solano County zoning districts could be permitted up to 1,800 square feet.

The legislation permits local agencies to adopt secondary dwelling unit regulations with different size limitations providing the local ordinance otherwise complies with all of the standards set forth in the new legislation. In response, staff has prepared an ordinance (see attached) which restores the maximum sizes for secondary dwellings which were in effect here in Solano County prior to January 1, 2018 and includes the mandated requirements imposed by the State such as ability to reduce parking requirements when justified, a process for design and landscaping review and a provision for junior accessory dwelling units. All of the provisions in the Secondary Dwelling Unit ordinance are discussed in the summary of changes (see attached).

In evaluating the changes necessary to comply with the new State Law, staff identified some opportunities to address related definitions and standards for accessory structures in conjunction with the changes to the secondary dwelling provisions. Those changes are contained in the Accessory Building Ordinance (see attached) and as discussed in more detail in the discussion section.

Because these changes were not mandated by the State Law but are important clean ups for local implementation, the County Counsel's office recommended they be incorporated in a separate ordinance to avoid any confusion when the Secondary Dwelling Unit ordinance is forwarded to the State for compliance review.

FINANCIAL IMPACT:

The costs for preparation of these ordinance amendments are included in the Department of Resource Management's Adopted Budget for FY2018/2019.

DISCUSSION

An accessory dwelling unit (ADU) also known as a "granny flat", "in-law unit", or in the case of Solano County, a "secondary dwelling unit", is a permanent second unit with a full kitchen and bathroom on the same lot as the primary dwelling.

In September 2016, Governor Brown signed two legislative acts that comprised the new law governing ADUs, AB 2299 and SB 1069, both of which came into effect on January 1, 2017. In October 2017, two additional legislative acts, AB 494 and SB 229, were signed into law and came into effect on January 1, 2018. The new statutes amended various sections of Government Code section 65852.2 which regulates accessory dwelling units.

As a result of the legislation mentioned above, any local ordinance not in compliance with the new state standards was pre-empted and the state regulations became the default local regulations. The County of Solano has had regulations permitting secondary dwellings for decades. However, the County's regulations were not in full compliance with the new state requirements and, consequently, beginning on January 1, 2018, the County has operated under the state rules for secondary dwellings.

The primary impact of this change is that the maximum size of secondary dwellings has been capped at 1,200 square feet. Prior to January 1, 2018, the local rules permitted secondary dwellings of up to:

1. 850 square feet in the R-TC Districts,
2. 1,500 square feet in the R-R Districts, and
3. 1,800 square feet in most of the agricultural districts.

Under the State ADU Legislation, the County of Solano is permitted to adopt new local accessory dwelling regulations which modify certain aspects of the default regulations imposed by the State on January 1, 2018, so long as the County's new rules address all the requirements embodied in the State legislation.

There has been public interest in re-establishing the County's former maximum square footage standards existed prior to January 1, 2018 and which were more generous than the default state standards. As a result, staff is recommending a two separate but related ordinances to update the secondary dwelling unit regulations contained within the County Zoning Ordinance which include:

1. Adoption of an Ordinance (**ZT-18-01a Accessory Building Ordinance**) which reformats the existing regulations for all dwellings, makes minor adjustments to the regulations pertaining to their accessory, subordinate and related land uses and adds or revises definitions contained within the code.
2. Adoption of an Ordinance (**ZT-18-01b Secondary Dwelling Unit Ordinance**) which establishes new regulations for secondary dwelling units consistent with current state legislation. This ordinance, if adopted, must be filed for information purposes with the State as required by state legislation.

Each of these ordinances is discussed in more detail in the summary of changes (see attached).

General Plan and Zoning Consistency

The 2008 Solano County General Plan (Plan) designates several areas of the County for various types of agricultural and residential land uses. The Plan further defines which zoning districts are consistent with those land use designations. The zoning districts provide for both primary and secondary dwelling units and contain various development standards for each. This ordinance makes very minor changes to those existing regulations.

Environmental Analysis

Staff is recommending that the Board of Supervisors affirm that these proposed ordinances are exempt from the requirements of CEQA under the "general rule" exemption since this ordinance is a set of technical adjustments and corrections which do not alter prior regulations for intensity or location of development or any other physical alterations to the environment. (See attached)

Planning Commission Recommendation

On June 6, 2018, the Solano County Planning Commission conducted public hearings to consider the proposed ordinance amendments. The Commission resolved to recommend approval of the ordinances as presented herein to the Board of Supervisors.

Public noticing requirement

In accordance with Solano County Zoning Regulations, notice of a public hearing was published at least 15 days before the scheduled hearing in the Fairfield Daily Republic (see attached). In addition, all persons requesting notice of the public hearing were mailed notices of the hearing.

ALTERNATIVES:

Alternatives for the Board of Supervisors:

1. Not to adopt any amendments to Chapter 28 at this time. This alternative is not recommended because the proposed amendments implement state mandated regulations.
2. To consider further or different revisions to what has been prepared as may be directed by the Board. This alternative is not recommended as the proposed ordinances bring the County into compliance with the state mandated requirements and permits the County to increase the allowable square footages in agricultural and rural residential areas.

OTHER AGENCY INVOLVEMENT:

The proposed zoning amendments was submitted to the Airport Land Use Commission as required under state law. The Commission found the ordinance consistent with the various airport land use compatibility plans.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION

ORDINANCE NO. 2018 – _____

AN ORDINANCE AMENDING CHAPTER 28 (ZONING REGULATIONS) OF THE SOLANO COUNTY CODE TO CLARIFY AND RESTATE EXISTING LAND USE REGULATIONS FOR DWELLINGS AND AGRICULTURAL AND RESIDENTIAL ACCESSORY BUILDINGS

Additions and revisions in the tables are shown in *italics* and deletions are shown as a ~~strikeout in a red typeface~~.

The Board of Supervisors of the County of Solano ordains as follows:

SECTION I

The following definitions are added, deleted or revised, in alphabetical order, to Section 28.01 of Chapter 28 of the Solano County Code:

Accessory building. *A subordinate building located on the same lot, the use of which is customarily incidental to that of the main building, or to the principal use of the land.*

Accessory building, agricultural. *A building or structure that is utilized in conjunction with the ~~agricultural~~ use of the property for commercial crop production or grazing, including the storage of agricultural products and supplies and equipment used in agricultural operations. Buildings used for other purposes, such as stables, dairies and agricultural processing facilities, residential accessory buildings, and secondary dwellings are not ~~accessory agricultural structures~~ agricultural accessory buildings.*

Accessory building, residential. *A detached building accessory to a single-family dwelling. Examples include a detached garage, a storage shed, or a dwelling space accessory building. In any R district, an accessory building on a lot that has a dwelling is classified as a residential accessory building even if the accessory building is used in conjunction with the use of the property for commercial crop production or grazing. A residential accessory building does not include a secondary dwelling.*

Accessory building, dwelling space. *A detached residential accessory building that contains habitable space and is used, or capable of use, as additional living area for an existing dwelling but does not include cooking facilities and is not used or intended as independent living facilities. Examples include an art or music studio, an exercise or recreation room, an office for a licensed home occupation, or a pool house.*

Building. ~~*Includes structure.*~~ *Any structure used or intended for supporting or sheltering any use or occupancy.*

Building, main ***Main Building.*** *A building in which is conducted the principal use of the building site on which it is situated. In any residential district, the primary dwelling shall be deemed to be a main building on the building site.*

SECTION II

The following footnote from any Table in Chapter 28 is amended to read:

~~The side or rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building. Waiver of said requirements shall be subject to notice as set forth in Section 04(f) of this Chapter.~~

***(*Reserved*)

SECTION III

Section 28.71.10(B)(1) is changed as follows:

1. Agricultural Accessory ~~Structures~~ Buildings

New accessory buildings ~~and other structures~~, including alterations to existing accessory buildings ~~and other structures~~, shall be designed, constructed, and/or established in compliance with the development standards in the applicable zoning district and the following standards:

- a. **Attached accessory structure setbacks.** An accessory building attached to the main building shall comply in all respects with the requirements of this Chapter applicable to the main building.
- b. **Detached accessory structure setbacks.** An accessory building detached from the main building shall be located sixty feet from the front property line or on the rear fifty percent of the lot, unless otherwise specified in the applicable zoning district.
- c. **Side and rear yard setback waiver.** The side and rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building, and such buildings, in the aggregate, shall not exceed the maximum site coverage in the rear yard for the main building as may be specified in the applicable zoning district. Waiver of said requirements shall be subject to notice as set forth in Section 14 (f) of this Chapter.
- d. **Setback between buildings.** An accessory building shall not be located closer than ten feet from the main building; except in the W district, the distance shall be thirty feet. Stables shall be located at least twenty feet from the main building.
- e. **Animal shelter setbacks.** An accessory building for the shelter of small animals shall not be placed closer to any side street line than the main building, and in no case shall be placed closer than ten feet from any

property line unless greater setbacks are required by the zoning district.

~~f. **Not a secondary dwelling.** An accessory building does not include a secondary dwelling as defined in Section 28-10.~~

f. **Sequence of construction.** A residential accessory building, including a dwelling space accessory building, ~~Accessory structures~~ shall not be constructed on a lot until construction of the primary dwelling has commenced. ~~a principal use has been established on the lot, and an accessory structure shall not be used unless the principal use has been established.~~

SECTION IV

Section 28.72 is repealed in its entirety and replaced with a new Section 28.72 as shown in Exhibit A, attached hereto and incorporated by reference.

SECTION V

Section 28.97(K) is deleted in its entirety and replaced with a new Section 28.97(K) as follows:

K. *In any R District, the side or rear yard requirements may be reduced for an accessory building, other than an animal shelter, provided that such building shall not be located closer to any property line than 5 feet, or to the same distance as a permitted primary dwelling on the same parcel, whichever is less.*

SECTION VI

This ordinance will be effective thirty (30) days after its adoption.

SECTION VII

If any provision of this ordinance or the application of it to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the interim ordinance are declared to be severable.

SECTION VIII

A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on August 7, 2018 by the following vote:

AYES: Supervisors _____

NOES: Supervisors _____

EXCUSED: Supervisors _____

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk

ORDINANCE NO. 2018 – _____

AN ORDINANCE AMENDING CHAPTER 28 (ZONING REGULATIONS) OF THE SOLANO COUNTY CODE TO CLARIFY AND RESTATE EXISTING LAND USE REGULATIONS FOR DWELLINGS AND AGRICULTURAL AND RESIDENTIAL ACCESSORY BUILDINGS

The Board of Supervisors of the County of Solano ordains as follows:

SECTION I

The following definitions are added, deleted or revised, in alphabetical order, to Section 28.01 of Chapter 28 of the Solano County Code:

Accessory building. A subordinate building located on the same lot, the use of which is customarily incidental to that of the main building, or to the principal use of the land.

Accessory building, agricultural. A building or structure that is utilized in conjunction with the use of the property for commercial crop production or grazing, including the storage of agricultural products and supplies and equipment used in agricultural operations. Buildings used for other purposes, such as stables, dairies and agricultural processing facilities, residential accessory buildings, and secondary dwellings are not agricultural accessory buildings.

Accessory building, residential. A detached building accessory to a single-family dwelling. Examples include a detached garage, a storage shed, or a dwelling space accessory building. In any R district, an accessory building on a lot that has a dwelling is classified as a residential accessory building even if the accessory building is used in conjunction with the use of the property for commercial crop production or grazing. A residential accessory building does not include a secondary dwelling.

Accessory building, dwelling space. A detached residential accessory building that contains habitable space and is used, or capable of use, as additional living area for an existing dwelling but does not include cooking facilities and is not used or intended as independent living facilities. Examples include an art or music studio, an exercise or recreation room, an office for a licensed home occupation, or a pool house.

Building. Any structure used or intended for supporting or sheltering any use or occupancy.

Main Building. A building in which is conducted the principal use of the building site on which it is situated. In any residential district, the primary dwelling shall be deemed to be a main building on the building site.

SECTION II

The following footnote from any Table in Chapter 28 is amended to read:

*** (Reserved)

SECTION III

Section 28.71.10(B)(1) is changed as follows:

1. Agricultural Accessory Buildings

New accessory buildings, including alterations to existing accessory buildings, shall be designed, constructed, and/or established in compliance with the

development standards in the applicable zoning district and the following standards:

- a. **Attached accessory structure setbacks.** An accessory building attached to the main building shall comply in all respects with the requirements of this Chapter applicable to the main building.
- b. **Detached accessory structure setbacks.** An accessory building detached from the main building shall be located sixty feet from the front property line or on the rear fifty percent of the lot, unless otherwise specified in the applicable zoning district.
- c. **Side and rear yard setback waiver.** The side and rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building, and such buildings, in the aggregate, shall not exceed the maximum site coverage in the rear yard for the main building as may be specified in the applicable zoning district. Waiver of said requirements shall be subject to notice as set forth in Section 14 (f) of this Chapter.
- d. **Setback between buildings.** An accessory building shall not be located closer than ten feet from the main building; except in the W district, the distance shall be thirty feet. Stables shall be located at least twenty feet from the main building.
- e. **Animal shelter setbacks.** An accessory building for the shelter of small animals shall not be placed closer to any side street line than the main building, and in no case shall be placed closer than ten feet from any property line unless greater setbacks are required by the zoning district.
- f. **Sequence of construction.** A residential accessory building, including a dwelling space accessory building, shall not be constructed on a lot until construction of the primary dwelling has commenced.

SECTION IV

Section 28.72 is repealed in its entirety and replaced with a new Section 28.72 as shown in Exhibit A, attached hereto and incorporated by reference.

SECTION V

Section 28.97(K) is deleted in its entirety and replaced with a new Section 28.97(K) as follows:

- K.** In any R District, the side or rear yard requirements may be reduced for an accessory building, other than an animal shelter, provided that such building shall not be located closer to any property line than 5 feet, or to the same distance as a permitted primary dwelling on the same parcel, whichever is less.

SECTION VI

This ordinance will be effective thirty (30) days after its adoption.

SECTION VII

If any provision of this ordinance or the application of it to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the interim ordinance are declared to be severable.

SECTION VIII

A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on August 7, 2018 by the following vote:

AYES: Supervisors _____

NOES: Supervisors _____

EXCUSED: Supervisors _____

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk

Introduced:
Adopted:
Effective:
Operative:

28.72 RESIDENTIAL USES

28.72.10 Dwellings

A. General Requirements

1. Minimum development standards for dwelling units.

- a.** All dwellings shall conform to the following minimum development standards:
 - (1)** Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.
 - (2)** Exterior siding shall be a material commonly found in conventionally built residential structures. Metal sidings with a shiny or metallic appearance are not allowed. Siding shall extend to the ground or to the solid concrete or masonry perimeter foundation. Foundation or skirting materials simulating brick, concrete block or stone are permitted.
 - (3)** Roof eave or gable overhang shall be not less than twelve inches measured horizontally from the vertical side of the dwelling.
 - (4)** Roofing material shall be limited to materials commonly found on conventionally built residential structures. Roofing material with a shiny, metallic appearance is not allowed. The minimum pitch of the roof shall be three inches vertical to twelve inches horizontal.
 - (5)** The finished first floor of the dwelling shall be a maximum of thirty inches from the exterior finished grade of the lot measured from its highest level where it supports the dwelling.
 - (6)** A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.
- b.** Should the Zoning Administrator determine that a dwelling unit does not meet these minimum development standards, zoning consistency approval of the building permit shall not be granted.

2. Minimum Architectural Standards *(See Section 28.91)

- 3. Exception.** A maximum of one single-family dwelling may be built on a parcel that existed and was designated “Agricultural” by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.

B. Specific Requirements

The specific residential uses listed below shall comply with the following specific standards:

1. *Primary Dwelling (reserved)*

2. Secondary Dwelling

A secondary dwelling, as permitted in the applicable zoning district, must meet the development standards delineated within the applicable zoning district, as well as the following specific development standards:

- a. **Maximum Size.** The maximum size of the secondary dwelling shall not exceed the following maximum sizes:

Maximum Size for a Secondary Dwelling	
(R-TC) Districts	850 Square Feet
(R-R) Districts	1,500 Square Feet
(A)(A-SM)(A-SV) Districts	1,800 Square Feet

- b. **Minimum Lot Size.** The minimum lot size for a secondary dwelling shall be 7,500 square feet.
- c. **Secondary Dwelling and Temporary Dwellings.** Only one secondary dwelling is allowed on a lot, except when any of the following temporary uses may be additionally permitted:
- (1) **Temporary Use of a Dwelling during Construction.** Use of an existing dwelling while the replacement dwelling is under construction, in accordance with Section 28-72.20A and B6.
- (2) **Temporary Dwelling during Construction.** Use of temporary dwelling while the primary dwelling is under construction, in accordance with Section 28-72.20A and B7.
- d. **Secondary Dwellings and Companion Living Units.** A secondary dwelling shall not be allowed on a lot that has a companion living unit or other similar accessory housing unit.
- e. **Attached / detached secondary lining units.** A secondary dwelling may be a detached structure or may be attached to another building on the same lot. If attached to another building, a separate exterior entrance shall be provided, independent from the entrance for the building to which it is attached.
- f. **Not allowed with companion living unit.** A secondary dwelling shall not be allowed on a parcel that has a companion living unit or other similar accessory housing unit.

3. *Duplex or Multi-Family Dwellings (reserved)*

4. *Dwelling Group*

Dwelling groups located on the same parcel in the R-TC-MF district, must meet the applicable development standards delineated in Table 28-26C and the specific building setback and siting requirements as follows:

- a.* Where the front of a building abuts the rear of another building (i.e., a front-to-back series) in a dwelling group on the lot, the minimum building separation shall be 20 feet, and the yard providing access shall be no less than 8 feet.
- b.* Where both the front and rear of a building abut a side yard (i.e. a single row side-to-side series) in a dwelling group on the lot, the side yard providing access shall have a width of not less than 12 feet.
- c.* Where the rear of a building abuts a side yard and the front faces a court (i.e. a double row side-to-side series) in a dwelling group on the lot, the court shall have a width of not less than 20 feet.
- d.* Buildings within a dwelling group on the lot shall be separated by a minimum distance of 10 feet.
- e.* No building in any group shall be located on the lot such that the rear thereof abuts on any street right-of-way.
- f.* Distances required between buildings and as yards and courts for dwelling groups on the lot shall be increased by two feet for each story that the height of any building or dwelling group on the lot exceeds two stories.

5. *Floating Home*

- a.* Floating homes must be located within and part of a marina and shall contain no more than one dwelling unit. No living or storage space may be located below the water line
- b.* Must be connected to an approved electrical, water and sewage disposal systems.
- c.* The float area shall not exceed a maximum 1,200 sq ft.
- d.* The floatation system shall be designed according to accepted marine engineering principles by a licensed engineer.
- e.* The height of the floating home shall not exceed 21 ft. at highest point measured from water level.
- f.* A 10 ft. minimum distance shall be maintained between floats or walls. A 10 ft. minimum distance shall be maintained between walls of FM home on opposite sides of moorage walkway. A 5 ft. minimum distance shall be maintained between floating home and any lot line.

- g. No part of the floating home may be further extended over water beyond float edge.
- h. A floating home shall abut at least 20 feet wide open navigable water.
- i. Clearance at zero tide (hydrographic datum – the level of lowest normal tides) shall be a minimum 2 foot of water depth beneath the floating home.
- j. No accessory float structures are permitted.
- k. A minimum of two off street parking spaces per floating home.

6. Existing Nonconforming Dwellings

- a. **Non-conforming Secondary Dwelling.** A secondary living unit legally existing on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, which does not comply with the size or setback requirements of this Section shall be considered legal non-conforming and subject to the provisions of Section 28-114 (“Nonconforming Uses”). Such use may continue, provided that it is not enlarged, increased or otherwise modified and fully complies with any conditions of approval that may have been adopted.
- b. **Non-conforming Guest House.** A guest house legally existing on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, shall be considered legal non-conforming and subject to the provisions of Section 28-114 (“Nonconforming Uses”). Such a guest house may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) all facilities necessary to convert the structure to a dwelling, including cooking, sanitation, and parking facilities shall be installed in compliance with County building and zoning standards as applicable; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the structure does not meet the size or setback requirements of this Section for a secondary dwelling, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 (“Nonconforming Uses”).
- c. **Non-conforming Companion Living Unit.** A companion living unit legally existing on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, pursuant to an approved conditional use permit, may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) the unit is installed on a foundation system as a fixture or improvement to the real property, in accordance with section 18551(a) of the Health and Safety Code and implementing regulations; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the unit does not meet the size or setback requirements of this Section, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 (“Nonconforming Uses”). If an existing companion

living unit is converted to a secondary dwelling, the conditions of the use permit shall no longer be applicable. If an existing companion living unit is not converted to a secondary dwelling, it shall remain subject to the conditions of the use permit, and shall be promptly removed from the lot upon expiration or revocation of the permit.

- d. **Secondary Dwelling and Companion Living Unit.** If both a secondary living unit and a companion living unit legally exist on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, the secondary living unit shall be considered the secondary dwelling on the lot and the companion living unit may continue on the lot as a temporary dwelling for the remaining term of the conditional use permit.
- e. **Time Extensions.** A companion living unit legally existing on the lot prior to March 13, 2011, pursuant to an approved conditional use permit which expires, may be extended for a temporary period, not to exceed two years, upon securing a minor use permit, provided:
 - (1) All of the findings made in the original use permit still apply.
 - (2) The property owner and the occupant of the companion living unit have not changed since the original issuance of a use permit. (note: time extension not in RR)

28.72.20 TEMPORARY DWELLINGS

A. General Requirements

This section reserved

B. Specific Requirements

The specific temporary residential uses listed below shall comply with the following specific standards:

1. Security Quarters During Construction

- a. **Standards.** A recreational vehicle, manufactured home or commercial coach may be used, on a temporary basis, to provide security quarters during construction of a permitted use, provided the following standards are met:

- (1) Building permits have been issued for the construction of the structures,
- (2) Only one security coach or vehicle shall be allowed on the site,
- (3) The security coach or vehicle shall be removed upon completion of construction of the structures.
- (4) A recreational vehicle shall be connected to permanent power and utilities provided by the installation of an RV pad. The RV pad shall be removed at the completion of construction of the structures.

2. **Temporary dwellings.** Temporary dwellings may be permitted in any A-L, MP, R-E, P and M-G districts for a temporary, fixed term corresponding to the circumstances of the particular case, and provided a use permit is first secured by the owner of the lot in each case except that a temporary dwelling may be utilized on any such site to provide emergency replacement housing in the event of loss due to fire, flood or other disaster for up to 18 months, with written approval from the Zoning Administrator and without the granting of a use permit.

3. Temporary Emergency Dwelling

Temporary dwelling may be utilized provide emergency replacement housing on any lot where a dwelling is destroyed due to fire, flood or other disaster for a period of up to 18 months.

4. Temporary Manufactured Home Storage

Temporary storage of a manufactured home shall comply with the following conditions and standards:

- a. The number of units stored shall be limited to one (1) per ownership.
- b. The term of a permit shall not exceed one (1) year. In no case shall more than two (2)

six month time extensions be granted or a successive permit is issued.

- c. All utilities must be disconnected and remain disconnected from a stored manufacture home.
- d. All appurtenances shall be removed including skirting, decking, and awnings.
- e. A stored manufactured home shall not be occupied or otherwise utilized.
- f. Posting of security satisfactory to the Zoning Administrator to guarantee performance of any conditions.

5. Temporary Occupancy of Existing Dwelling while Replacement Dwelling is under Construction

A. In any district where one-family dwellings are an allowed use, an owner may occupy an existing dwelling for the term of construction of the replacement dwelling provided that:

- (1) **Standards.** The replacement dwelling shall comply in all respects with yard, building, location, height and parking space requirements of this Chapter.
- (2) **Written Agreement.** The owner executes a written agreement with the County guaranteeing the demolition and removal of the existing dwelling.
- (3) **Security Deposit.** The owner shall, upon execution of the agreement, deliver to the County a Certificate of Deposit, faithful performance bond with an insurance company authorized to do business in the state, or make a cash deposit with the Treasurer of the County in the amount of money provided for in the agreement. The certificate, bond or cash deposit shall be in such amount as will be sufficient to accomplish such demolition and removal by the owner upon completion of the replacement dwelling or by the County in case the agreement is breached by the owner. The decision of the Zoning Administrator or Planning Commission as to the amount of deposit required shall be final.
- (4) **Access.** The owner shall, in the agreement, consent to agents and employees of the County entering upon his land and demolishing and removing existing dwelling if owner fails to remove such dwelling as stipulated in the agreement.

6. Temporary Single-Family Dwelling

Temporary single-family dwelling may be permitted for a temporary, fixed term corresponding to the circumstances of the particular case when the primary dwelling is under construction.

- a. **Development Standards.** Dwelling must be consistent with the development standards of the applicable zoning district.
- b. **Temporary Foundation.** Dwelling must be placed on a temporary foundation.

28.72.30 RESIDENTIAL ACCESSORY USES AND BUILDINGS

A. General Requirements

This section reserved

B. Specific Requirements

1. Accessory Buildings and Uses (Moved from 28.72.10)

Residential accessory buildings and uses, subject to the provisions within the applicable zoning district, shall comply with the following standards:

- a. **Attached Accessory Structure.** An accessory building attached to the main building shall comply in all respects with the requirements of this Chapter applicable to the main building.*
- b. **Detached Accessory Structure.** An accessory building detached from the main building shall be located sixty feet from the front property line or on the rear fifty percent of the lot, unless otherwise specified in the applicable zoning district.*
- c. **Side and Rear Setback Waiver.** The side and rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building, and such buildings, in the aggregate, shall not exceed the maximum site coverage in the rear yard for the main building as may be specified in the applicable zoning district. Waiver of said requirements shall be subject to notice as set forth in Section 14 (f) of this Chapter.*
- d. **Setback from Main Building.** An accessory building shall not be located closer than ten feet from the main building; except in the W district, the distance shall be thirty feet. Stables shall be located at least twenty feet from the main building.*
- e. **Animal Shelter Setbacks.** An accessory building for the shelter of small animals shall not be placed closer to any side street line than the main building, and in no case shall be placed closer than ten feet from any property line unless greater setbacks are required by the zoning district.*
- f. **Living Spaces Accessory Structures.** In any A or R district, an accessory building that includes an art or music studio, recreation or exercise room, office, or other similar use, including a pool house in any R district, if allowed by the zoning district in which it is located, shall comply with the following standards:*
 - (1) **Number of Accessory Structures.** Only one accessory building shall be allowed on a lot.*
 - (2) **Living Unit Prohibited.** The building shall not be designed for, or used as, a living or sleeping quarters, or commercial use, unless otherwise allowed by this Chapter.*

- (3) **Number of Bathrooms.** Shall not contain more than one bathroom.*
- (4) **Electrical Service.** Only one electric service drop and one electric meter to serve both the main building or dwelling and such accessory building shall be permitted.*
- g. **Not A Secondary Dwelling.** An accessory building does not include a secondary dwelling as defined in Section 28-10.*
- h. **Sequence of Construction.** Accessory structures shall not be constructed on a lot until construction of the principal structure has commenced or a principal use has been established on the lot, and an accessory structure shall not be used unless the principal structure is being used or a principal use has been established.*

2. Second Kitchens

The following regulations shall apply to all second kitchens in dwellings:

- a.** A second kitchen may be approved only for a detached, single-family dwelling, and a dwelling shall not have more than one second kitchen.
- b.** The second kitchen must be for the use of the family occupying the dwelling unit.
- c.** The second kitchen shall not be used for any commercial purposes other than a licensed home occupation.
- d.** The second kitchen must be arranged and located to be available for use by, and readily accessible to, all residents of the dwelling. The second kitchen shall not have primary access from a bedroom or other private area of the dwelling, or any similar arrangement that could limit its use to only some of the residents.
- e.** The dwelling in which the second kitchen is located must have only one electric service drop and electric meter, one water meter if the dwelling is served by public water, and one assigned address.
- f.** The dwelling in which the second kitchen is located may not be represented in any way as having a secondary dwelling or any other quarters that can be rented or otherwise used as a private, separate or independent living area.
- g.** An application for a second kitchen shall be approved by the Zoning Administrator, without a public hearing, if the kitchen satisfies the requirements of this subsection and the required application fee has been paid.
- h.** Upon approval of a second kitchen, the property owner shall enter into an Agreement for Registration of Second Kitchen with the County, on a form to be provided by the Department of Resource Management, and such Agreement shall be recorded with the County Recorder. The Agreement will remain in effect and will be binding on all future owners of the property, unless/until the second kitchen is removed from the dwelling in compliance with County Building Codes.

3. **Kennels, Catteries, Stables and Other Small Animal Uses**

a. **Grazing or Keeping of Animals Other Than Hogs**

Grazing, or keeping of animals, when permitted in an R district shall comply with the following standards:

- (1) **Minimum Parcel Size.** The parcel size shall be one acre or greater.
- (2) **Maximum Number of Animals.** The number of animal units shall not exceed two animal units per acre of ownership.
- (3) **Limitations on Number of Horses.** The minimum lot area upon which two or fewer horses may be kept is one acre. One additional horse may be kept for each twenty thousand square feet by which the parcel of land exceeds one acre.
- (4) **Keeping of Hogs Prohibited.** Hogs are not permitted.
- (5) **Setbacks.** Private stables shall be located no closer than twenty (20) feet from the side and rear lot lines, and no closer than sixty (60) feet from the front lot line, and no less than twenty (20) feet from any dwelling unit on the property. Corrals shall be located on the rear half of the lot.

b. **Hog Raising, Residential**

The raising of hogs incidental to a dwelling in any R district, must meet the following specific development standards:

- (1) **Maximum Parcel Area.** The parcel upon which the hogs are kept shall contain a minimum of two net acres.
- (2) **Maximum Number of Animals.** The total number of hogs kept on such parcel shall not exceed three, one of which may be a brood sow.
- (3) **Limitations on Litters.** In the event that the brood sow farrows, the litter resulting there from shall be allowed to remain on the premises until the litter is weaned, but in no event for a period longer than ninety days.
- (4) **Operational Requirements.** The hogs shall be kept in a clean and sanitary manner, free of offensive odors, flies and rodents as shall be determined by the County department of public health.
- (5) **Setbacks.** The hogs shall be kept within a secure enclosure which is located within the rear half of the parcel and maintained at least two hundred (200) feet from all property lines and at least one hundred (100) feet distance from any water well.

c. **Kennels and Catteries, Small**

Small kennels and catteries shall:

- (1) Manage storm water to prevent feed and manure from entering any natural or constructed storm water facility, canal, creek, lake, pond, stream or river,
- (2) Maintain a setback of 200 feet from any lot for all activities, buildings and uses of the land,
- (3) Employ best practices to ensure that stray dogs or cats do not trespass onto adjacent public rights-of-way or private lands.
- (4) Regulate, control or prohibit the accumulation of animal or vegetable matter in which fly larvae exist or any accumulation of filth or source of foulness hazardous to health or comfort of people

d. Small Animal Husbandry

Small animal husbandry shall meet the following standards::

- (1) **Maximum Number of Animals.** The total number of small animals kept on one parcel shall not exceed twenty (20) per acre.
- (2) **Operational requirements.** Small animals shall be kept in a clean and sanitary manner, free of offensive odors, flies and rodents as shall be determined by the Department of Resource Management.
- (3) **Limitations on Noise.** Small animals that create noise audible on adjacent properties that is deemed by the County to be excessive or not in harmony with the suburban environment shall be confined within enclosures adequate to reduce noise levels such that the noise does not create a public nuisance to surrounding properties.
- (4) **Maximum Number of Roosters.** No more than one (1) rooster per acre may be kept, providing further that no more than 4 roosters may be kept.
- (5) **Setbacks.** Small animals that are confined shall be kept within enclosures located at least sixty (60) feet from the front property line, and at least twenty (20) feet from side and rear property lines.

e. Stable, Private

- (1) **Minimum Lot Area.** The minimum lot area upon which two or fewer horses may be kept is one acre. One additional horse may be kept for each twenty thousand square feet by which the parcel of land exceeds one acre.
- (2) **Setbacks.** Private stables shall be located no closer than twenty feet from the side and rear lot lines, and no closer than sixty feet from the front lot line, and no less than twenty feet from any dwelling unit on the property. Corrals within any TC

district shall be located on the rear half of the lot. Private stables shall conform to the development standards in Table 28-70A below:

Table 28-70A Development Standards for PRIVATE STABLES

	Minimum Distance from any Dwelling Unit	Minimum Distance from Side and Rear Property Lines*	Minimum Distance from Front Property Lines*
Use			
Pens for no more than one horse; Barns and other similar shelters <u>for nine horses or less</u>	20 feet	20 feet	60 feet
Corrals, paddocks, riding rings and other similar horse arena arenas	20 feet	60 feet	60 feet
* Where the front property line lies within a county road easement, the setback shall be measured from the outer easement line.			

28.72.40 Home Occupations, Cottage Industries and Other Commercial Uses

A. General Requirements

Other uses incidental to a residential use shall comply with the following general standards:

1. **Access.** Shall provide adequate truck loading area as required by the Zoning Administrator or Planning Commission, together with ingress and egress designed to avoid traffic hazard and congestion; All connections to County roads shall meet the encroachment permit requirements of the Director of Resource Management, which generally include, but shall not be limited to, paving of the connection within the County road right-of-way. and,
1. **Food and Beverage.** Food and/or beverages provided for sale and/or consumption must meet all federal, state and local regulations.
2. **Parking.** Shall provide off-street parking in accordance with Section 28-94 in addition to paved parking spaces, aisles and pathways for the disabled in accordance with Building Code.
3. **Permit Requirements.** Shall obtain all necessary approvals with other County departments and from the applicable fire protection district, if required, prior to operation.
4. **Prevent Storm Water Pollution.** Shall manage storm water to prevent any processing wastes or by-products from entering any natural or constructed storm water facility or canal, creek, lake, pond, stream or river.
5. **Setbacks.** Minimum setback from an adjacent street shall be the same as required for the main building.
6. **Signs.** All signs shall be installed in accordance with the requirements of Section 28.96.

B. Specific Requirements

The specific uses listed below shall comply with the general requirements (A.1-6) above and the following specific standards:

1. Cottage Industries

a. Purpose of Regulations

These Cottage Industry regulations provide for the accessory use of a dwelling or accessory building(s) on the same parcel as the dwelling for gainful employment involving limited amounts of manufacturing or sales of goods or services. The use must be clearly incidental and secondary to the use of the premises for residential purposes and must not change or adversely affect the residential or rural character of the property or its surroundings.

b. Types of Cottage Industries

There are two classes of Cottage Industry:

Cottage Industry – Limited, and

Cottage Industry - General

c. Use Permit Required

Cottage Industries may be permitted in zoning districts as specified in this Chapter, upon issuance of a Use Permit. A business license is first secured pursuant to Chapter 14 of this Code prior to operation of a Cottage Industry.

A Use Permit for a Cottage Industry may be granted for an unlimited period of years, unless the Zoning Administrator or Planning Commission determines that a shorter period is more appropriate to ensure conformance with the intent and standards of this Section or other applicable requirements.

The Zoning Administrator shall be the hearing authority for Cottage Industry-Limited permits and the Planning Commission shall be the hearing authority for Cottage Industry-General Use Permits.

b. General Requirements for all Cottage Industries

- (1)** The cottage industry shall be clearly incidental and subordinate to the use of the premises for residential purposes. Only a resident-occupant of an existing on-site primary residence may operate a cottage industry; a cottage industry cannot exist in the absence of a dwelling unit.
- (2)** Cottage industries shall not produce evidence of their existence in the external appearance of the dwelling, accessory structures or premises, or in the creation of noise, odors, smoke, vibrations or other nuisances to a degree greater than that normal for the neighborhood.
- (3)** The conduct of cottage industries shall not prevent the use of the required garage or parking spaces for vehicle parking on a daily basis.
- (4)** The site of the cottage industry shall have direct access to a public road or access from an adequate private road. Where access to the site is by private road, the applicant for the cottage industry permit must demonstrate either (1) active financial participation in a road maintenance association, or (2) written consent to use the private road for business purposes from all co-owners of the private road easement.
- (5)** A maximum of one cottage industry per parcel shall be allowed.

- (6) All aspects of the cottage industry shall be located and conducted within a dwelling unit or enclosed accessory building(s), with the exception of outdoor storage of materials or products as specifically provided by the use permit, when completely screened from the street and adjoining properties. Any accessory building used for a cottage industry must comply with applicable building codes.
- (7) No equipment or process used in the cottage industry shall create noise, vibration, glare, fumes, dust, odors, smoke, electrical interference or other impacts in excess of those customarily generated by single-family residential uses in the neighborhood. The Zoning Administrator or Planning Commission may impose performance standards to address these requirements. Performance standards may include additional setbacks to property lines, screening, soundproofing, restricted hours of operation, or other measures that mitigate the impacts of the business.
- (8) No land or building shall be used or occupied in any manner so as to create any dangerous, injurious, noxious or otherwise objectionable fire, explosive or other hazard; noise or vibration; smoke, dust, odor, or other form of air pollution; heat, cold, dampness; radioactivity, electrical or other disturbances; glare; liquid or solid refuse or wastes; or other substances, condition or element referred to herein as dangerous or objectionable elements in such a manner or in such amount as to adversely affect the surrounding area or adjoining premises.
- (9) The applicant shall submit plans and a complete statement of any proposed machinery, processes and products, and specifications or standards for the mechanisms and techniques to be used in obviating the emission of dangerous and objectionable elements.

c. Specific Standards for Cottage Industries – Limited.

Cottage Industries—Limited shall conform to the following additional requirements:

- (1) Not more than two (2) employees may work on the premises in addition to the members of the family residing on the premises. This limitation applies to all employees who come onto the property on a daily basis, even if they work primarily at off-site locations.
- (2) The total area occupied by the cottage industry, including storage, shall not exceed one thousand five hundred (1,500) square feet.
- (3) There shall be no change in the outside appearance of the building used for the cottage industry or premises, except one (1) non-illuminated sign not exceeding four (4) square feet may be permitted.
- (4) A maximum 500 square foot area may be devoted to retail sales. Retail sales are only allowed on site when the merchandise sold was produced by the operator of the cottage industry or is incidental to a service provided by the operator. Businesses that purchase goods wholesale may store those goods on the property, but may not conduct retail sales on the property; such transactions must occur by

telephone, online, and by mail. Not more than three (3) delivery vehicles shall access the premises each day.

- (5) The operator of the cottage industry shall provide sufficient on-site parking to accommodate both customers and employees. One work vehicle and two personal employee vehicles may be parked in public view. Additionally, one customer parking space shall be provided for any retail area. This parking area does not count toward the 1,500 square foot limitation.
- (6) A maximum of three large vehicles and one trailer per large vehicle may be kept on the property in connection with a cottage industry. Large vehicles are defined as having a gross vehicle weight rating (GVWR) in excess of 14,000 pounds. Such vehicles may only be stored in an enclosed building in connection with a cottage industry. Storage of large vehicles shall be counted as part of the square footage of a cottage industry.
- (7) Customers or clients may come to premises during the hours 8:00 a.m. to 6:00 p.m.

d. Specific Standards for Cottage Industries—General.

Cottage Industries—General shall conform to the following requirements:

- (1) Not more than three (3) employees may work on the premises in addition to the members of the family residing on the premises. This limitation applies to all employees who come onto the property on a daily basis, even if they work primarily at off-site locations.
- (2) The total area occupied by the cottage industry, including storage, shall not exceed three thousand (3,000) square feet
- (3) The parcel on which the cottage industry is conducted must be at least four acres in size, excluding roads, canals, or railroad rights of way.
- (4) A maximum 1,000 square foot area may be devoted to retail sales. Retail sales are only allowed on site when the merchandise sold was produced by the operator of the cottage industry or is incidental to a service provided by the operator. Businesses that purchase goods wholesale may store those goods on the property, but may not conduct retail sales on the property; such transactions must occur by telephone, online, and by mail. Not more than three (3) delivery vehicles shall access the premises each day.
- (5) The operator of the cottage industry shall provide sufficient on-site parking to accommodate both customers and employees. One work vehicle belonging to the operator and three personal employee vehicles may be parked in public view. Additionally, one customer parking space shall be provided for every 500 square feet of retail area. This parking area shall not count toward the 3,000 square foot limitation.

- (6) A maximum of three large vehicles and one trailer per large vehicle may be kept on the property in connection with a cottage industry. Large vehicles are defined as having a gross vehicle weight rating (GVWR) between 14,001 lbs. and 26,000 lbs. Such vehicles may only be stored in an enclosed building in connection with a cottage industry. Storage of large vehicles shall be counted as part of the square footage of a cottage industry. Vehicles with a GVWR exceeding 26,000 lbs. may not be stored on the property in connection with a cottage industry.
- (7) No more than one (1) non-illuminated sign not exceeding four (4) square feet may be permitted.
- (8) Two or more separate businesses, with separate business licenses, may be permitted as a single cottage industry. However, when added together, those businesses cannot exceed the limitations set forth above for a single cottage industry;
- (9) Customers or clients may come to premises during any the hours 8:00 a.m. to 6:00 p.m.

e. Prohibited Uses.

The following uses shall not be permitted as Cottage Industries:

- (1) Outside storage of materials and equipment other than permitted vehicles
- (2) Concrete crushing, batching or mixing,
- (3) Corporation yards,
- (4) Motor vehicle and other vehicle repair or maintenance conducted outside,
- (5) Storage of motor vehicles, boats, trailers, mobile or manufactured homes for hire,
- (6) Welding and machining conducted outside,

Any other use that is not incidental to the residential use of the property or is not compatible with the residential character of the neighborhood.

2. Home Occupations

a. Purpose of Regulations

These Home Occupation regulations provide for the accessory use of a dwelling or accessory building(s) on the same parcel as the dwelling for gainful employment involving the manufacture, provision, or sale of goods and/or services. The use must be clearly incidental and secondary to the use of the premises for residential purposes and must not change or adversely affect the residential or rural character of the property or its surroundings. A use permit is not required to conduct a home occupation; however, such use shall be subject to all conditions of this Chapter generally, such as off-street

parking, and all other permits required under County Code, such as building permits and business licenses.

Home occupations may be allowed in any district allowing a residential dwelling, provided a business license is first secured pursuant to Chapter 14 of this Code. In approving a business license, the Business Licensing Officer must find that the proposed activity will conform to all requirements set forth in this Section. In making this finding, the Business Licensing Officer shall rely on the recommendation provided by the Department of Resource Management.

b. Types of Home Occupations

There are two types of Home Occupations, as follows:

Type I Home Occupation, and

Type II Home Occupation

c. Type I Home Occupations

Type I Home Occupations are service-type businesses which require a home office and may require storage of supplies utilized in the business. A Type I Home Occupation requires a business license prior to commencing operations. Type I Home Occupations must comply with the following standards:

General Standards – Type I Home Occupations

- (1) The particular uses conducted as a Type I Home Occupation, and their operation and appearance, shall not change or disturb the residential or rural character of the premises or its surrounding.
- (2) The home occupation shall be clearly incidental and subordinate to the use of the premises for residential purposes. All aspects of the home occupation, including storage, shall be conducted entirely within the dwelling unit or enclosed accessory building(s) on the premises. The square footage allocations are as follows:
 - i. The total area used for the home occupation, exclusive of incidental storage, shall not exceed four hundred forty (400) square feet of the habitable floor area of the dwelling. The home occupation may be conducted within a detached building otherwise allowed by zoning and in compliance with applicable building codes, as long as its square footage does not exceed 400 square feet.
 - ii. Incidental storage in an accessory structure not exceeding 120 square feet shall be allowed.
 - iii. Incidental storage in the required enclosed two-car garage shall be permissible, provided that two cars can still be parked in the garage.

- (3) There shall be no merchandise offered for sale, except that produced on the premises. Internet-based businesses that do not involve the storage of product on site are exempt from this requirement.
- (4) No person other than members of the family residing on the premises shall be engaged in the home occupation.
- (5) No clients or customers shall come onto the property in conjunction with the business.
- (6) The use shall not generate traffic in excess of that normally associated with the residential use. Heavy commercial vehicles shall not be used in the home occupation for delivery of materials to or from the premises.
- (7) No more than one vehicle or truck with a maximum one ton capacity and one trailer shall be permitted on the site in conjunction with any home occupation.
- (8) No mechanical or electrical equipment shall be employed other than machinery or equipment typical of the type or specifications used in a hobby or a vocation customarily conducted within the confines of a dwelling unit.
- (9) The use shall not generate noise, odor, dust, glare, vibration or electrical interference to neighboring properties, or constitute a nuisance, or be detrimental to the health, safety, peace, morals, comfort or general welfare of the public.

d. Type II Home Occupations

Type II Home Occupations may involve retail sales of merchandise and service type businesses which require a home office and may require storage of supplies utilized in the business as well as inventories of merchandise. A Type II Home Occupation requires both a business license and a Home Occupation permit prior to commencing operations. Type II Home Occupations must meet the following standards:

General Standards – Type II Home Occupations

- (1) The particular uses conducted as a Type II Home Occupation, and their operation and appearance, shall not change or disturb the residential or rural character of the premises or its surrounding.
- (2) The home occupation shall not result in any change in the outside appearance of the building or premises, or other visible evidence of the conduct of such occupation, other than one (1) non-illuminated sign not exceeding two (2) square feet.
- (3) The home occupation shall be clearly incidental and subordinate to the use of the premises for residential purposes. All aspects of the home occupation, including storage, shall be conducted entirely within the dwelling unit or enclosed accessory building(s) on the premises. The square footage allocations are as follows:

- i. The total area used for the home occupation, exclusive of incidental storage, shall not exceed six hundred forty (640) square feet of the habitable floor area of the dwelling. The home occupation may be conducted within a detached building otherwise allowed by zoning and in compliance with applicable building codes, as long as its square footage does not exceed 640 square feet.
 - ii. Incidental storage in an accessory structure not exceeding 120 square feet shall be allowed.
 - iii. Incidental storage in the required enclosed two-car garage shall be permissible, provided that two cars can still be parked in the garage.
- (4) The sale of merchandise not produced on the premises (except mail order and Internet-based businesses) shall be incidental and accessory to the merchandise or service produced by the home occupation.
 - (5) No person other than members of the family residing on the premises shall be engaged in the home occupation, provided, however, that one (1) employee shall be permitted when the property on which the home occupation is located is a minimum of two net acres in size.
 - (6) Not more than ten (10) customers or clients shall come to the premises during any one (1) day, restricted to the hours 8:00 a.m. to 8:00 p.m. Not more than three (3) delivery vehicles shall access the premises each day. Businesses shall operate Mondays through Saturdays. Businesses receiving clients on the property shall provide one additional on-site parking space beyond those required for any dwellings located on the property.
 - (7) The use shall not generate traffic in excess of that normally associated with the residential use. Heavy commercial vehicles shall not be used in the home occupation for delivery of materials to or from the premises.
 - (8) No more than one vehicle or truck and one trailer per truck with a maximum one ton capacity shall be permitted in conjunction with any home occupation.
 - (9) No mechanical or electrical equipment shall be employed other than machinery or equipment typical of the type or specifications used in a hobby or a vocation customarily conducted within the confines of the dwelling unit.
 - (10) The use shall not generate noise, odor, dust, glare, vibration or electrical interference to neighboring properties, or constitute a nuisance, or be detrimental to the health, safety, peace, morals, comfort or general welfare of the public.

3. Rural Resident Enterprise

Rural resident enterprises may be allowed in the Suisun Marsh Agricultural (A-SM) districts upon securing a land use permit, provided the conditions of this Section and all other provisions of this Chapter have been or will be met. It is the intent of this Section that such uses be limited to small-scale home business activities which are clearly

secondary to residential use of the property, do not conflict with the rural character of surrounding properties, or create impacts associated with commercial and industrial uses. Rural resident enterprises are uses which clearly do not compete with commercially or industrially zoned properties and are not likely to expand.

- a. Uses shall not exceed a total area of one thousand five hundred square feet of contiguous indoor or outdoor space of which a maximum of five hundred square feet may be devoted to retail sales or services directly involving customers.
- b. Enterprises shall be operated by the resident family only, and there shall not be more than one nonresident employee on site.
- c. Uses shall not be allowed which generate significant amounts of traffic. A permit on a private road which involves an increase in traffic may be approved by the Planning Commission only after evidence is shown that the proposed use will not unduly burden adjacent property owners on the private road.
- d. Uses which generate traffic beyond that normally associated with rural areas or which may have impacts associated with increased lighting or noise shall be limited to daytime hours.
- e. Enterprises shall remain secondary to the residential use of the property and shall be located behind the front building line of the residence, and a minimum of twenty feet from side property lines and twenty-five feet from rear property lines.
- f. When enterprises are to be contained within a building or area exceeding the allowable size limitations, that area to be used for the enterprise shall be physically separated from the remaining area and in no case shall an existing garage be converted to a rural resident enterprise unless additional enclosed parking is provided in conformance with the County's parking standards.
- g. Signs shall be limited to one non-illuminated name plate not to exceed twenty square feet mounted on or directly adjacent to the residence or proposed use. No advertising signs shall be permitted.
- h. Areas dedicated to outside storage or use shall be adequately screened or fenced so as not to have a visual impact on neighboring properties.
- i. Adequate parking shall be provided as determined necessary by the Zoning Administrator or Planning Commission. Access to the enterprise shall be limited to the existing residential driveway.
- j. Industrial uses, including uses involving heavy machinery, trucking and transportation operations, or uses which involve the use, storage or disposal of hazardous materials, chemicals or other objectionable elements, shall not be permitted.

4. Temporary Subdivision Sales Office

- a. **Hours of Operation.** Shall be limited to 9:00am until 6:00 pm Mondays through Sunday.

ORDINANCE NO. 2018 – _____

AN ORDINANCE AMENDING CHAPTER 28 (ZONING REGULATIONS) OF THE SOLANO COUNTY CODE TO REVISE AND UPDATE LAND USE REGULATIONS FOR SECONDARY DWELLINGS IN RESIDENTIAL AND AGRICULTURAL ZONING DISTRICTS

Additions and revisions in the tables are shown in *italics* and deletions are shown as a ~~strikeout in red typeface~~.

The Board of Supervisors of the County of Solano ordains as follows:

SECTION I

The following definitions are added, deleted or revised, in alphabetical order, to Section 28.01 of Chapter 28 of the Solano County Code:

Duplex. A detached building under one roof *containing two dwelling units of approximately equal gross floor area* designed for, or occupied exclusively by, two families living independently of each other, and separated by a common wall or floor.

Dwelling, primary. If a lot is improved, or proposed to be improved, with two ~~or more detached~~ dwellings, *exclusive of employee housing*, the first dwelling constructed shall be the primary dwelling unless a later constructed dwelling is larger in gross floor area than an existing dwelling, in which case the larger dwelling shall be the primary dwelling, ~~except in the R-TC-D and R-TC-M districts, where more than one primary dwelling is allowed.~~ *Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.*

Dwelling, secondary. ~~One additional dwelling unit on the same ownership as the primary dwelling, providing independent living quarters, including sleeping, eating, cooking and sanitation facilities. Either the primary dwelling or the secondary dwelling shall be owner-occupied. If either dwelling is leased, such lease shall not cause the subdivision of the property. A secondary dwelling shall contain no more than eight hundred fifty square feet gross floor area unless otherwise specified by the applicable Zoning District. A secondary dwelling shall not be considered an accessory building or an accessory use, as those terms are defined and used in this Chapter. Includes an accessory dwelling established pursuant to Ordinance No. 1679.~~ *An independent dwelling unit that provides complete living facilities for one family and is situated on the same parcel as an existing or proposed primary dwelling. A secondary dwelling may be a detached building, attached to the primary dwelling, or located within the living area of an existing primary dwelling. For purposes of calculating dwelling unit density under zoning or the General Plan, a secondary dwelling shall not be counted as an independent dwelling unit in addition to the primary dwelling. Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.*

SECTION II

Section 28.72.10(A) is changed as follows:

28.72.10 Dwellings

A. General Requirements

1. Minimum development standards for dwelling units.

- a. All dwellings shall conform to the following minimum development standards:

~~(1) Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.~~

- (1) Exterior siding shall be a material commonly found in conventionally built residential structures. Metal sidings with a shiny or metallic appearance are not allowed. Siding shall extend to the ground or to the solid concrete or masonry perimeter foundation. Foundation or skirting materials simulating brick, concrete block or stone are permitted.

- (2) Roof eave or gable overhang shall be not less than twelve inches measured horizontally from the vertical side of the dwelling.

- (3) Roofing material shall be limited to materials commonly found on conventionally built residential structures. Roofing material with a shiny, metallic appearance is not allowed. The minimum pitch of the roof shall be three inches vertical to twelve inches horizontal.

- (4) The finished first floor of the dwelling shall be a maximum of thirty inches from the exterior finished grade of the lot measured from its highest level where it supports the dwelling, except for an upstairs unit of a duplex or a secondary dwelling that is located above a primary dwelling or a residential accessory building.

~~(6) A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.~~

- (5) *Except in the R-TC-MF district, a duplex and a single-family dwelling may not be located on the same lot.*

- b. Should the Zoning Administrator determine that a dwelling unit does not meet these minimum development standards, zoning consistency approval of the building permit shall not be granted.

2. Minimum Architectural Standards *(See Section 28.91)

~~**3. Exception.** A maximum of one single-family dwelling may be built on a parcel that existed and was designated "Agricultural" by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.~~

SECTION III

Section 28.72.10(B)(1) is changed as follows:

1. Primary Dwelling

- a. **Minimum Dwelling Size.** Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.*
- b. **Two Car Garage Required.** A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.*

SECTION IV

Section 28.72.10(B)(2) is changed as follows:

Secondary Dwelling

A secondary dwelling, as permitted in the applicable zoning district, must meet the development standards *for a dwelling*, as delineated within the applicable zoning district, as well as the following specific development standards:

- a. **Minimum and Maximum Size.** ~~The maximum size of the secondary dwelling shall not exceed the following maximum sizes:~~ Notwithstanding section 28.72.10(A)(1)(a)(1), a secondary dwelling shall comply with the following minimum development standards and maximum gross floor area limits. If the gross floor area of the secondary dwelling is less than 380 square feet, the unit shall be occupied by no more than 2 people and shall provide all of the following features: (i) a living room of not less than 220 square feet of floor area, (ii) a separate closet, (iii) a kitchen sink, cooking appliance, and refrigerator, each having a clear working space of at least 30 inches in front, as well as light and ventilation conforming to the California Building Code, and (iv) a separate bathroom containing a water closet, lavatory, and bathtub or shower.*

Maximum Size Gross Floor Area for a Secondary Dwelling	
(R-TC) Districts	850 Square Feet
(R-R) Districts	1,500 Square Feet
(A)(A-SM)(A-SV) Districts	1,800 Square Feet

Notwithstanding these limits, the gross floor area of an attached secondary dwelling shall not exceed fifty percent (50%) of the gross floor area of the primary dwelling. If the secondary dwelling is established within an existing primary dwelling, the gross floor area of the secondary dwelling shall not exceed thirty-three percent (33%) of the existing gross floor area of the primary dwelling.

- b. Minimum Lot Size.** ~~The~~ *Within any R District, the minimum lot size for a detached secondary dwelling shall be 7,500 square feet. Within any A district, a secondary dwelling shall not be constructed or established on any parcel that is smaller than the minimum parcel size required for the district unless one of the following is applicable: (a) the parcel was created in compliance with law prior to January 1, 1984; (b) the parcel is first merged with contiguous property that is under the same ownership, as of the date of the building permit application, to the maximum extent possible consistent with state law; or (c) the dwelling will replace a properly permitted existing secondary dwelling.*
- c. Secondary Dwelling and Temporary Dwellings.** Only one secondary dwelling is allowed on a lot. A temporary dwelling shall not be located on the same lot as a secondary dwelling except as permitted by sections 28.72.20(B)(2) and (3). ~~except when any of the following temporary uses may be additionally permitted:~~

 - ~~(1) Temporary Use of a Dwelling during Construction. Use of an existing dwelling while the replacement dwelling is under construction, in accordance with Section 28-72.20A and B6.~~
 - ~~(2) Temporary Dwelling during Construction. Use of temporary dwelling while the primary dwelling is under construction, in accordance with Section 28-72.20A and B7.~~
- d. Secondary Dwellings and Companion Living Units and Other Housing Units.** A secondary dwelling shall not be allowed on a lot that has a companion living unit, duplex, multiple-family dwelling, rooming or boarding house or other similar accessory housing unit.
- e. Attached / detached secondary living dwelling units.** A secondary dwelling may be a detached structure ~~or~~ may be attached to the primary dwelling or another building on the same lot or located within the living area of the existing primary dwelling. If attached to another building or within the living area of the existing primary dwelling, a separate exterior entrance shall be provided, independent from the entrance for the building to which it is attached or within. If attached to another building other than the primary dwelling, such as a garage, the resident of the secondary dwelling shall have exclusive occupancy of the building to which the secondary dwelling is attached.
- f. Not allowed with companion living unit.** ~~A secondary dwelling shall not be~~

~~allowed on a parcel that has a companion living unit or other similar accessory housing unit.~~ **Height and setback requirements.** The height and setback requirements for a secondary dwelling are as provided in the development standards table for the applicable zoning district, except that no additional setback shall be required for a lawfully-constructed existing garage that is converted to a secondary dwelling unit or a portion of a secondary dwelling, and a setback of no more than five feet from a side or rear lot line shall be required for a secondary dwelling unit that is constructed above a lawfully-constructed existing garage.

- g. Parking for a secondary dwelling shall comply with Section 28.94 (one offstreet parking space required, either covered or uncovered, or through tandem parking) unless the Director determines that no additional parking is required for the secondary dwelling. In any R-TC district in which a secondary dwelling is allowed, parking within a side setback area is allowed unless the Director makes a determination that parking in such area of the lot is not feasible based upon specific site or regional topographical or fire and life safety conditions. When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of a secondary dwelling unit, or converted to a secondary dwelling unit, a replacement garage shall be constructed for the primary dwelling concurrent with the construction of the secondary dwelling, and a certificate of occupancy shall not be issued for the secondary dwelling until the replacement garage is completed.*
- h. Landscaping adjacent to a secondary dwelling shall be consistent with landscaping for the primary dwelling.*
- i. Architectural review of an attached or detached secondary dwelling shall be conducted in accordance with Sections 28.91 and 28.102.*
- j. Historic Resources. A secondary dwelling shall not be allowed on a property listed on the California Register of Historic Places unless the Director makes a written determination that the secondary dwelling would not have a significant adverse impact on the historic resource.*
- k. Sale or Rental of a Secondary Dwelling. A secondary may not be sold separate from the primary dwelling. A secondary dwelling may be offered for rent and rented only for residential purposes (occupancy longer than 30 days) unless otherwise allowed by this chapter.*
- l. Transient Occupancy and other Commercial Activity. A secondary dwelling may not be offered for rent or rented for transient purposes (occupancy of 30 days or less) unless such use of the dwelling is otherwise allowed by this chapter. A secondary dwelling shall not be used as a place of commercial or business activity, other than a Type I Home Occupation conducted entirely within the dwelling and without any employees other than residents of the dwelling, or a business required to be regulated as a residential use of property pursuant state law.*

- m. Utilities and Utility Connections. As part of an application to construction of a new secondary dwelling or to convert an existing structure to a secondary dwelling, the property owner shall demonstrate that adequate potable water supply and wastewater treatment capacity is available to serve both the primary and secondary dwelling. A secondary dwelling unit shall not be considered a new dwelling for purposes of calculating utility connection fees or capacity charges, including water or sewer service. Nothing in this section shall be interpreted as requiring a property owner to install new or separate utility connections between a secondary dwelling and the utility's service mains or lines, nor shall any provision of this section be interpreted as preventing a utility from requiring or installing new or separate utility connections.*
- n. Manufactured home. A manufactured home, as defined in California Health and Safety Code Section 18007, may be used as a secondary dwelling if it has been installed on a foundation system as a fixture or improvement to the real property and provided that the manufactured home meets all of the regulations of this section 28.72.10(B)(6)(a).*

SECTION V

Section 28.72.10(B)(6) is changed as follows:

6. Existing Nonconforming Dwellings Nonconforming Secondary Dwelling or Guest House

a. Non-conforming Secondary Dwelling.

(1) A secondary living unit legally existing on the lot prior to October 27, 2006 in ~~the~~ an R-R District, June 13, 2008 in ~~the~~ an A ~~and~~ or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, ~~and~~ or ATC-NC Districts, which does not comply with the size or setback requirements of this Section shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such use may continue, provided that it is not enlarged, increased or otherwise modified and fully complies with any conditions of approval that may have been adopted.

(2) *Exception. A maximum of one single-family dwelling may be built on a parcel that existed and was designated "Agricultural" by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.*

- b. Non-conforming Guest House.** A guest house legally existing on the lot prior to October 27, 2006 in ~~the~~ an R-R District, June 13, 2008 in ~~the~~ an A ~~and~~ or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, ~~and~~ or ATC-NC Districts, shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such a guest house *or building* may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) all

facilities necessary to convert the structure to a dwelling, including cooking, sanitation, and parking facilities shall be installed in compliance with County building and zoning standards as applicable; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the structure does not meet the size or setback requirements of this Section for a secondary dwelling, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses").

~~c. **Non-conforming Companion Living Unit.** A companion living unit legally existing on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TG Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, pursuant to an approved conditional use permit, may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) the unit is installed on a foundation system as a fixture or improvement to the real property, in accordance with section 18551(a) of the Health and Safety Code and implementing regulations; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the unit does not meet the size or setback requirements of this Section, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). If an existing companion living unit is converted to a secondary dwelling, the conditions of the use permit shall no longer be applicable. If an existing companion living unit is not converted to a secondary dwelling, it shall remain subject to the conditions of the use permit, and shall be promptly removed from the lot upon expiration or revocation of the permit.~~

~~d. **Secondary Dwelling and Companion Living Unit.** If both a secondary living unit and a companion living unit legally exist on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TG Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, the secondary living unit shall be considered the secondary dwelling on the lot and the companion living unit may continue on the lot as a temporary dwelling for the remaining term of the conditional use permit.~~

~~e. **Time Extensions.** A companion living unit legally existing on the lot prior to March 13, 2011, pursuant to an approved conditional use permit which expires, may be extended for a temporary period, not to exceed two years, upon securing a minor use permit, provided:~~

- ~~(1) All of the findings made in the original use permit still apply.~~
- ~~(2) The property owner and the occupant of the companion living unit have not changed since the original issuance of a use permit. (note: time extension not in RR)~~

SECTION VI

In any zoning district which permits a secondary dwelling unit, an administrative permit shall be required. Tables 28.21A, 28.22A, 28.23A, 28.31A, 28.32A, and 28.32B shall be updated to reflect the requirement for an administrative permit.

SECTION VII

Section 28.108(A) is changed as follows:

- A. Neighborhood Compatibility Waiver.** Waiver of any of the residential minimum development standards in subsection 28.72.10(A)(1) *and/or the development standards in Section 28.72.10(B)(1)* may be granted by the Director of Resource Management if the proposed dwelling is compatible with the surrounding neighborhood in accord with the architectural standards set forth in Section 28.91. The waiver request shall be submitted on an application form prepared by the Director of Resource Management and is subject to the noticing requirements as set forth in subsection 28.04(F).

SECTION VIII

This ordinance will be effective thirty (30) days after its adoption.

SECTION IX

If any provision of this ordinance or the application of it to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the interim ordinance are declared to be severable.

SECTION X

A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on August 7, 2018 by the following vote:

AYES: Supervisors _____

NOES: Supervisors _____

EXCUSED: Supervisors _____

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk

ORDINANCE NO. 2018 – _____

AN ORDINANCE AMENDING CHAPTER 28 (ZONING REGULATIONS) OF THE SOLANO COUNTY CODE TO REVISE AND UPDATE LAND USE REGULATIONS FOR SECONDARY DWELLINGS IN RESIDENTIAL AND AGRICULTURAL ZONING DISTRICTS

The Board of Supervisors of the County of Solano ordains as follows:

SECTION I

The following definitions are added, deleted or revised, in alphabetical order, to Section 28.01 of Chapter 28 of the Solano County Code:

Duplex. A detached building under one roof containing two dwelling units of approximately equal gross floor area designed for, or occupied exclusively by, two families living independently of each other, and separated by a common wall or floor.

Dwelling, primary. If a lot is improved, or proposed to be improved, with two dwellings, exclusive of employee housing, the first dwelling constructed shall be the primary dwelling unless a later constructed dwelling is larger in gross floor area than an existing dwelling, in which case the larger dwelling shall be the primary dwelling. Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.

Dwelling, secondary. An independent dwelling unit that provides complete living facilities for one family and is situated on the same parcel as an existing or proposed primary dwelling. A secondary dwelling may be a detached building, attached to the primary dwelling, or located within the living area of an existing primary dwelling. For purposes of calculating dwelling unit density under zoning or the General Plan, a secondary dwelling shall not be counted as an independent dwelling unit in addition to the primary dwelling. Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.

SECTION II

Section 28.72.10(A) is changed as follows:

28.72.10 Dwellings

A. General Requirements

1. Minimum development standards for dwelling units.

- a. All dwellings shall conform to the following minimum development standards:
 - (1) Exterior siding shall be a material commonly found in conventionally built residential structures. Metal sidings with a shiny or metallic appearance are not allowed. Siding shall extend to the ground or to the solid concrete or masonry perimeter foundation. Foundation or skirting materials simulating brick, concrete block or stone are permitted.
 - (2) Roof eave or gable overhang shall be not less than twelve inches measured horizontally from the vertical side of the dwelling.

- (3) Roofing material shall be limited to materials commonly found on conventionally built residential structures. Roofing material with a shiny, metallic appearance is not allowed. The minimum pitch of the roof shall be three inches vertical to twelve inches horizontal.
 - (4) The finished first floor of the dwelling shall be a maximum of thirty inches from the exterior finished grade of the lot measured from its highest level where it supports the dwelling, except for an upstairs unit of a duplex or a secondary dwelling that is located above a primary dwelling or a residential accessory building.
 - (5) Except in the R-TC-MF district, a duplex and a single-family dwelling may not be located on the same lot.
- b. Should the Zoning Administrator determine that a dwelling unit does not meet these minimum development standards, zoning consistency approval of the building permit shall not be granted.

2. Minimum Architectural Standards *(See Section 28.91)

SECTION III

Section 28.72.10(B)(1) is changed as follows:

1. Primary Dwelling

- a. Minimum Dwelling Size. Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.
- b. Two Car Garage Required. A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.

SECTION IV

Section 28.72.10(B)(2) is changed as follows:

Secondary Dwelling

A secondary dwelling, as permitted in the applicable zoning district, must meet the development standards for a dwelling, as delineated within the applicable zoning district, as well as the following specific development standards:

- a. **Minimum and Maximum Size.** Notwithstanding section 28.72.10(A)(1)(a)(1), a secondary dwelling shall comply with the following minimum development standards and maximum gross floor area limits. If the gross floor area of the secondary dwelling is less than 380 square feet, the unit shall be occupied by no more than 2 people and shall provide all of the

following features: (i) a living room of not less than 220 square feet of floor area, (ii) a separate closet, (iii) a kitchen sink, cooking appliance, and refrigerator, each having a clear working space of at least 30 inches in front, as well as light and ventilation conforming to the California Building Code, and (iv) a separate bathroom containing a water closet, lavatory, and bathtub or shower.

Maximum Gross Floor Area for a Secondary Dwelling	
(R-TC) Districts	850 Square Feet
(R-R) Districts	1,500 Square Feet
(A)(A-SM)(A-SV) Districts	1,800 Square Feet

Notwithstanding these limits, the gross floor area of an attached secondary dwelling shall not exceed fifty percent (50%) of the gross floor area of the primary dwelling. If the secondary dwelling is established within an existing primary dwelling, the gross floor area of the secondary dwelling shall not exceed thirty-three percent (33%) of the existing gross floor area of the primary dwelling.

- b. **Minimum Lot Size.** Within any R District, the minimum lot size for a detached secondary dwelling shall be 7,500 square feet. Within any A district, a secondary dwelling shall not be constructed or established on any parcel that is smaller than the minimum parcel size required for the district unless one of the following is applicable: (a) the parcel was created in compliance with law prior to January 1, 1984; (b) the parcel is first merged with contiguous property that is under the same ownership, as of the date of the building permit application, to the maximum extent possible consistent with state law; or (c) the dwelling will replace a properly permitted existing secondary dwelling.
- c. **Secondary Dwelling and Temporary Dwellings.** Only one secondary dwelling is allowed on a lot. A temporary dwelling shall not be located on the same lot as a secondary dwelling except as permitted by sections 28.72.20(B)(2) and (3).
- d. **Secondary Dwellings and Other Housing Units.** A secondary dwelling shall not be allowed on a lot that has a companion living unit, duplex, multiple-family dwelling, rooming or boarding house or other similar accessory housing unit.
- e. **Attached / detached secondary dwelling units.** A secondary dwelling may be a detached structure or may be attached to the primary dwelling or another building on the same lot or located within the living area of the existing primary dwelling. If attached to another building or within the living area of the existing primary dwelling, a separate exterior entrance shall be provided, independent from the entrance for the building to which it is attached or within. If attached to another building other than the primary dwelling, such as a garage, the resident of the secondary dwelling shall have exclusive occupancy of the building to which the secondary dwelling is

attached.

- f. **Height and setback requirements.** The height and setback requirements for a secondary dwelling are as provided in the development standards table for the applicable zoning district, except that no additional setback shall be required for a lawfully-constructed existing garage that is converted to a secondary dwelling unit or a portion of a secondary dwelling, and a setback of no more than five feet from a side or rear lot line shall be required for a secondary dwelling unit that is constructed above a lawfully-constructed existing garage.
- g. Parking for a secondary dwelling shall comply with Section 28.94 (one offstreet parking space required, either covered or uncovered, or through tandem parking) unless the Director determines that no additional parking is required for the secondary dwelling. In any R-TC district in which a secondary dwelling is allowed, parking within a side setback area is allowed unless the Director makes a determination that parking in such area of the lot is not feasible based upon specific site or regional topographical or fire and life safety conditions. When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of a secondary dwelling unit, or converted to a secondary dwelling unit, a replacement garage shall be constructed for the primary dwelling concurrent with the construction of the secondary dwelling, and a certificate of occupancy shall not be issued for the secondary dwelling until the replacement garage is completed.
- h. Landscaping adjacent to a secondary dwelling shall be consistent with landscaping for the primary dwelling.
- i. Architectural review of an attached or detached secondary dwelling shall be conducted in accordance with Sections 28.91 and 28.102.
- j. **Historic Resources.** A secondary dwelling shall not be allowed on a property listed on the California Register of Historic Places unless the Director makes a written determination that the secondary dwelling would not have a significant adverse impact on the historic resource.
- k. **Sale or Rental of a Secondary Dwelling.** A secondary may not be sold separate from the primary dwelling. A secondary dwelling may be offered for rent and rented only for residential purposes (occupancy longer than 30 days) unless otherwise allowed by this chapter.
- l. **Transient Occupancy and other Commercial Activity.** A secondary dwelling may not be offered for rent or rented for transient purposes (occupancy of 30 days or less) unless such use of the dwelling is otherwise allowed by this chapter. A secondary dwelling shall not be used as a place of commercial or business activity, other than a Type I Home Occupation conducted entirely within the dwelling and without any employees other than residents of the dwelling, or a business required to be regulated as a residential use of property pursuant state law.

- m. **Utilities and Utility Connections.** As part of an application to construction of a new secondary dwelling or to convert an existing structure to a secondary dwelling, the property owner shall demonstrate that adequate potable water supply and wastewater treatment capacity is available to serve both the primary and secondary dwelling. A secondary dwelling unit shall not be considered a new dwelling for purposes of calculating utility connection fees or capacity charges, including water or sewer service. Nothing in this section shall be interpreted as requiring a property owner to install new or separate utility connections between a secondary dwelling and the utility's service mains or lines, nor shall any provision of this section be interpreted as preventing a utility from requiring or installing new or separate utility connections.
- n. **Manufactured home.** A manufactured home, as defined in California Health and Safety Code Section 18007, may be used as a secondary dwelling if it has been installed on a foundation system as a fixture or improvement to the real property and provided that the manufactured home meets all of the regulations of this section 28.72.10(B)(6)(a).

SECTION V

Section 28.72.10(B)(6) is changed as follows:

6. Nonconforming Secondary Dwelling or Guest House

a. Non-conforming Secondary Dwelling.

- (1) A secondary living unit legally existing on the lot prior to October 27, 2006 in an R-R District, June 13, 2008 in an A or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, or ATC-NC Districts, which does not comply with the size or setback requirements of this Section shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such use may continue, provided that it is not enlarged, increased or otherwise modified and fully complies with any conditions of approval that may have been adopted.
- (2) **Exception.** A maximum of one single-family dwelling may be built on a parcel that existed and was designated "Agricultural" by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.

- b. **Non-conforming Guest House.** A guest house legally existing on the lot prior to October 27, 2006 in an R-R District, June 13, 2008 in an A or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, or ATC-NC Districts, shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such a guest house or building may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) all facilities necessary to convert the structure to a dwelling, including cooking, sanitation, and parking facilities shall be installed in compliance with County building and zoning standards as applicable; (3) either the primary residence or the

secondary dwelling is owner-occupied; and (4) if the structure does not meet the size or setback requirements of this Section for a secondary dwelling, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses").

SECTION VI

In any zoning district which permits a secondary dwelling unit, an administrative permit shall be required. Tables 28.21A, 28.22A, 28.23A, 28.31A, 28.32A, and 28.32B shall be updated to reflect the requirement for an administrative permit.

SECTION VII

Section 28.108(A) is changed as follows:

- A. Neighborhood Compatibility Waiver.** Waiver of any of the residential minimum development standards in subsection 28.72.10(A)(1) and/or the development standards in Section 28.72.10(B)(1) may be granted by the Director of Resource Management if the proposed dwelling is compatible with the surrounding neighborhood in accord with the architectural standards set forth in Section 28.91. The waiver request shall be submitted on an application form prepared by the Director of Resource Management and is subject to the noticing requirements as set forth in subsection 28.04(F).

SECTION VIII

This ordinance will be effective thirty (30) days after its adoption.

SECTION IX

If any provision of this ordinance or the application of it to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the interim ordinance are declared to be severable.

SECTION X

A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on August 7, 2018 by the following vote:

AYES: Supervisors _____

NOES: Supervisors _____

EXCUSED: Supervisors _____

JOHN M. VASQUEZ, Chair
Solano County Board of Supervisors

ATTEST:
BIRGITTA E. CORSELLO, Clerk
Board of Supervisors

By: _____
Jeanette Neiger, Chief Deputy Clerk

Introduced: June 6, 2018

Adopted:

Effective:

Operative:

DEPARTMENT OF RESOURCE MANAGEMENT



**NOTICE OF PUBLIC HEARING
(Board of Supervisors)**

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 contact Kristine Sowards, Department of Resource Management at 675 Texas Street, Suite 5500, Fairfield, CA (707) 784-6765 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

NOTICE IS GIVEN that the Solano County Board of Supervisors will hold a public hearing to consider:

- 1) Adoption of a proposed Ordinance, Zoning Text Amendment No. ZT-18-01a (Accessory Building Ordinance), amending Chapter 28 (Zoning Regulations) of the Solano County Code to clarify and restate existing land use regulations for dwellings and agricultural and residential accessory buildings.
- 2) Adoption of a proposed Ordinance, Zoning Text Amendment No. ZT-18-01b (Accessory Dwelling Unit Ordinance), amending Chapter 28 (Zoning Regulations) of the Solano County Code to revise and update land use regulations for secondary dwellings in Residential and Agricultural zoning districts.

These considerations are exempt from further environmental review under the General Rule Exemption of Section 15061(b)(3) of Title 14 of the California Code of Regulations because there is no possibility that the projects may have a significant effect on the environment.

Any person challenging the proposed considerations in court may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Board of Supervisors at, or prior to, the public hearing.

Any person wishing to comment on the project and/or review the information contained within the project file may do so at the Solano County Department of Resource Management, Planning Division, County Administration Center, 675 Texas Street, Suite 5500, Fairfield. Staff reports are available by 5:00 p.m. the Friday prior to the meeting at www.solanocounty.com under Quick Clicks, Board Meetings and Agendas.

The hearing will be held in the Board of Supervisors Chambers, County Administration Center, 1st Floor, 675 Texas Street, Fairfield, California on Tuesday, August 7, 2018. This item is scheduled to be heard by the Board at 2:00 p.m. or as soon thereafter as the matter may be heard. Interested persons may appear and be heard at that time.

BIRGITTA E. CORSELLO
Clerk of the Board of Supervisors
County of Solano, State of California

***Please publish as a Display Ad one time in the NEWS SECTION of:
Daily Republic - Sunday, July 22, 2018***

ATTACHMENT H

Extended Discussion

Staff is recommending the adoption of two ordinances to implement revisions to the County's rules for secondary dwelling units. In the body of the report, the ~~strikeout in a red typeface~~ and *italicized text* represent actual text changes displayed in the marked-up ordinances included with this item (Attachments A and B).

I. Zoning Text Amendment ZT-18-01a (Accessory Building Ordinance).

The amendments to Chapter 28 under this ordinance fall into four broad categories;

- A. Revisions and additions to definitions in Article I, Section 28.01
- B. Revisions and additions to Permitted Uses Tables in various zoning districts in Article II,
- C. Reformatting of Residential Development Standards in Article III, Section 28.72, and
- D. Revisions and additions to Accessory Building Regulations in Article III

Each of these categories is summarized below utilizing the convention that “additions and revisions” are shown in *italics* and “deletions” are shown as a ~~strikeout in a red typeface~~.

A. Revisions and Additions to Definitions in Article I, Section 28.01

The proposed ordinance makes minor revisions to existing definitions and adds new definitions to Section 28.01 to clear up some ambiguities.

- a. Accessory building is not a defined term in the current regulations, so staff is recommending the inclusion of a new definition:

Accessory building. *A subordinate building located on the same lot, the use of which is customarily incidental to that of the main building, or to the principal use of the land.*

- b. The current regulations refer to agricultural accessory structures. The following definition uses the term building and makes some further changes for the sake of clarity.

Accessory building, agricultural. *A building or structure that is utilized in conjunction with the ~~agricultural~~ use of the property for commercial crop production or grazing, including the storage of agricultural products and supplies and equipment used in agricultural operations. Buildings used for other purposes, such as stables, dairies and agricultural processing facilities, residential accessory buildings, and secondary dwellings are not ~~accessory agricultural structures~~ agricultural accessory buildings.*

- c. Residential accessory structures are currently regulated but the term is not defined. The following definition is being added to the code.

Accessory building, residential. *A detached building accessory to a single-family dwelling. Examples include a detached garage, a storage shed, or a dwelling space accessory building. In any R district, an accessory building on a lot that has a dwelling is classified as a residential accessory building even if the accessory building is used in conjunction with the use of the property for commercial crop production or grazing. A*

residential accessory building does not include a secondary dwelling.

- d. Dwelling space accessory buildings are regulated but not defined. The following definition is being added to the code.

Accessory building, dwelling space. *A detached residential accessory building that contains habitable space and is used, or capable of use, as additional living area for an existing dwelling but does not include cooking facilities and is not used or intended as independent living facilities. Examples include an art or music studio, an exercise or recreation room, an office for a licensed home occupation, or a pool house.*

- e. A minor edit to the definition of building is required for further clarity.

Building. ~~Includes structure.~~ *Any structure used or intended for supporting or sheltering any use or occupancy.*

- f. A minor edit to the definition of building is required for further clarity.

Building, main **Main Building.** *A building in which is conducted the principal use of the building site on which it is situated. In any residential district, the primary dwelling shall be deemed to be a main building on the building site.*

B. Revisions and additions to Permitted Use and Development Standards Tables in various zoning districts in Article II, Various Sections and Revisions to Yard Standards in Article IV, Section 28.97

The proposed revisions to Permitted Use and Development Standards Tables in various zoning districts in Article II, include revisions and deletions of footnotes for each Table, as described below:

Several Tables in Article II contain the following footnote which is to be deleted:

~~The side or rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building. Waiver of said requirements shall be subject to notice as set forth in Section 04(f) of this Chapter.~~

An exception is being added to Article IV – Yards, which permits the side yard setback described in the footnote above without the need to file a waiver application. Section 28.97(K) is deleted in its entirety and replaced with a new Section 28.97(K) to allow exceptions to the setback provisions without requiring a waiver application, as follows:

K. ~~In any district in which a dwelling is allowed, a required yard distance may be waived up to a distance equal to that established in such yard by the foundation of an existing legal non-conforming dwelling, subject to notice as set forth in Section 28.04 of this Chapter. In any R District, the side or rear yard requirements may be reduced for an accessory building, other than an animal shelter, provided that such building shall not be located closer to any property line than 5 feet, or to the same distance as a permitted primary dwelling on the same parcel, whichever is less.~~

C. Reformatting of Residential Development Standards in Article III, Section 28.72 (See Attachment A2)

The proposed revisions include reformatting of Section 28.72 Residential Uses in Article III of Chapter 28 to organize the regulations to separate into different subsections the rules for dwellings and the rules for accessory buildings. This will isolate the regulations for secondary dwelling units in one section of the code. (See Attachment A2)

D. Revisions and additions to Accessory Building Regulations in the new Article III, Section 28.72.30

The proposed revisions include minor revisions to the regulations pertaining to various types of accessory buildings in Article III of Chapter 28. (See Attachment A Section III)

Section 28.71.10(B)(1) is changed as follows:

1. Agricultural Accessory Structures Buildings

New accessory buildings ~~and other structures~~, including alterations to existing accessory buildings ~~and other structures~~, shall be designed, constructed, and/or established in compliance with the development standards in the applicable zoning district and the following standards:

- a. **Attached accessory structure setbacks.** An accessory building attached to the main building shall comply in all respects with the requirements of this Chapter applicable to the main building.
- b. **Detached accessory structure setbacks.** An accessory building detached from the main building shall be located sixty feet from the front property line or on the rear fifty percent of the lot, unless otherwise specified in the applicable zoning district.
- c. **Side and rear yard setback waiver.** The side and rear yard requirements may be waived for an accessory building other than an animal shelter, except that such building shall not be located closer to any side street line than the main building, and such buildings, in the aggregate, shall not exceed the maximum site coverage in the rear yard for the main building as may be specified in the applicable zoning district. Waiver of said requirements shall be subject to notice as set forth in Section 14 (f) of this Chapter.
- d. **Setback between buildings.** An accessory building shall not be located closer than ten feet from the main building; except in the W district, the distance shall be thirty feet. Stables shall be located at least twenty feet from the main building.
- e. **Animal shelter setbacks.** An accessory building for the shelter of small animals shall not be placed closer to any side street line than the main building, and in no case shall be placed closer than ten feet from any property line unless greater setbacks are required by the zoning district.
- f. ~~**Not a secondary dwelling.** An accessory building does not include a secondary dwelling as defined in Section 28-10.~~

- f. **Sequence of construction.** *A residential accessory building, including a dwelling space accessory building, ~~Accessory structures~~ shall not be constructed on a lot until construction of the primary dwelling has commenced.*~~a principal use has been established on the lot, and an accessory structure shall not be used unless the principal use has been established.~~

II. Zoning Text Amendment ZT-18-01b (Secondary Dwelling Unit Ordinance).

The amendments to Chapter 28 under this ordinance fall into three broad categories;

- A. Revisions and additions to definitions in Article I, Section 28.01(Definitions),
- B. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(A),
- C. Revisions and additions to the secondary dwelling unit regulations in Article III, 28.72.10(B)(1),
- D. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(B)(2), and
- E. Revisions and additions to the secondary dwelling unit regulations in Article III, 28.72.10(B)(6)
- F. Revisions to Tables 28.21A, 28.22A, 28.23A, 28.31A, 28.32A, and 28.32B
- G. Revisions to Section 28.108(A)

Each of these categories is summarized below utilizing the convention that “additions and revisions” are shown in *italics* and “deletions” are shown as a ~~strikeout in a red typeface~~ :

A. Revisions and Additions to Definitions in Article I, Section 28.01

The proposed revisions to definitions in Section 28.01 are designed to add clarification to the difference between a duplex and primary and/or secondary dwelling, as follows:

- a. **Duplex.** *A detached building under one roof containing two dwelling units of approximately equal gross floor area designed for, or occupied exclusively by, two families living independently of each other, and separated by a common wall or floor.*
- b. **Dwelling, primary.** *If a lot is improved, or proposed to be improved, with two ~~or more detached~~ dwellings, exclusive of employee housing, the first dwelling constructed shall be the primary dwelling unless a later constructed dwelling is larger in gross floor area than an existing dwelling, in which case the larger dwelling shall be the primary dwelling, except in the R-TC-D and R-TC-M districts, where more than one primary dwelling is allowed. Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.*

- c. **Dwelling, secondary.** ~~One additional dwelling unit on the same ownership as the primary dwelling, providing independent living quarters, including sleeping, eating, cooking and sanitation facilities. Either the primary dwelling or the secondary dwelling shall be owner-occupied. If either dwelling is leased, such lease shall not cause the subdivision of the property. A secondary dwelling shall contain no more than eight hundred fifty square feet gross floor area unless otherwise specified by the applicable Zoning District. A secondary dwelling shall not be considered an accessory building or an accessory use, as those terms are defined and used in this Chapter. Includes an accessory dwelling established pursuant to Ordinance No. 1679.~~ *An independent dwelling unit that provides complete living facilities for one family and is situated on the same parcel as an existing or proposed primary dwelling. A secondary dwelling may be a detached building, attached to the primary dwelling, or located within the living area of an existing primary dwelling. For purposes of calculating dwelling unit density under zoning or the General Plan, a secondary dwelling shall not be counted as an independent dwelling unit in addition to the primary dwelling. Dwelling units within a duplex or multiple-family dwelling structure are not classified as primary or secondary dwellings.*

B. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(A)

The proposed revisions include revisions, deletions and additions to each of the following Subsections in Article III, Section 28.72.10 Dwellings:

- a. Deletion and relocation of two development standards from 28.72.10(A)(1) to 28.72.10(B)(2)(b) pertaining to the requirement for a two-car garage and the minimum size of a primary dwelling,
- b. Addition of a development standard regarding duplexes and single-family dwellings on the same lot
- c. Relocation of an exception to the Secondary Dwelling Subsection, 28.72.10(B)(2)(b)

The text changes for these three revisions are illustrated below:

28.72.10 Dwellings

A. General Requirements

1. Minimum development standards for dwelling units.

- a. All dwellings shall conform to the following minimum development standards:

~~(1) Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.~~

(1) Exterior siding shall be a material commonly found in conventionally built residential structures. Metal sidings with a shiny or metallic appearance are not allowed. Siding shall extend to the ground or to the solid concrete or masonry perimeter foundation. Foundation or skirting materials simulating brick, concrete block or stone are permitted.

(2) Roof eave or gable overhang shall be not less than twelve inches measured horizontally from the vertical side of the dwelling.

(3) Roofing material shall be limited to materials commonly found on conventionally built residential structures. Roofing material with a shiny, metallic appearance is not allowed. The minimum pitch of the roof shall be three inches vertical to twelve inches horizontal.

(4) The finished first floor of the dwelling shall be a maximum of thirty inches from the exterior finished grade of the lot measured from its highest level where it supports the dwelling, except for an upstairs unit of a duplex or a secondary dwelling that is located above a primary dwelling or a residential accessory building.

~~(6) A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.~~

(5) *Except in the R-TC-MF district, a duplex and a single-family dwelling may not be located on the same lot.*

b. Should the Zoning Administrator determine that a dwelling unit does not meet these minimum development standards, zoning consistency approval of the building permit shall not be granted.

2. Minimum Architectural Standards *(See Section 28.91)

~~3. **Exception.** A maximum of one single-family dwelling may be built on a parcel that existed and was designated "Agricultural" by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.~~

C. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(B)(1)

The proposed revisions include revisions, deletions and additions to each of the following Subsections in Article III, Section 28.72.0(B)(1):

Section 28.72.10(B)(1) is changed as follows:

- a. Addition of two development standards from 28.72.10(A)(1) to 28.72.10(B)(2)(b) pertaining to the requirement for a two-car garage and the minimum size of a primary dwelling,
- b. Establish minimum, and maximum sizes for secondary dwellings under 28.72.10(B)(2)(a)

The text changes for these three revisions are illustrated below:

1. Primary Dwelling

- a. **Minimum Dwelling Size.** *Except as otherwise provided for in this section, each dwelling shall have a minimum gross floor area of one thousand square feet.*

b. Two Car Garage Required. *A two-car enclosed garage shall accompany each primary dwelling, and the siding and roofing materials shall match the dwelling.*

C. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(B)(2)

The proposed revisions include revisions, deletions and additions affecting each of the following State mandated topical areas now proposed for Section 28.72.10(B)(2):

- a. Minimum and Maximum Sizes,
- b. Minimum Lot Size Required,
- c. Secondary Dwellings and Temporary Dwellings,
- d. Secondary Dwellings and Other Housing Units,
- e. Attached/detached Secondary Units,
- f. Height and Setback Requirements,
- g. Parking,
- h. Landscaping,
- i. Architectural Review,
- j. Historic Resources,
- k. Sale or Rental of a Secondary Dwelling,
- l. Transient Occupancy and other Commercial Activity,
- m. Utilities and Utility Connections, and
- n. Manufactured Home

The text changes for these revisions are illustrated below:

Secondary Dwelling

A secondary dwelling, as permitted in the applicable zoning district, must meet the development standards *for a dwelling*, as delineated within the applicable zoning district, as well as the following specific development standards:

- a. Minimum and Maximum Size.** ~~The maximum size of the secondary dwelling shall not exceed the following maximum sizes:~~ *Notwithstanding section 28.72.10(A)(1)(a)(1), a secondary dwelling shall comply with the following minimum development standards and maximum gross floor area limits. If the gross floor area of the secondary dwelling is less than 380 square feet, the unit shall be occupied by no more than 2 people and shall provide all of the following features:(i) a living room of not less than 220 square feet of floor area, (ii) a separate closet, (iii) a kitchen sink, cooking appliance, and refrigerator, each having a clear working space of at least 30 inches in front, as well as light and ventilation conforming to the California Building Code, and (iv) a separate bathroom containing a water closet, lavatory, and bathtub or shower.*

Maximum Size Gross Floor Area for a Secondary Dwelling	
(R-TC) Districts	850 Square Feet
(R-R) Districts	1,500 Square Feet
(A)(A-SM)(A-SV) Districts	1,800 Square Feet

Notwithstanding these limits, the gross floor area of an attached secondary dwelling shall not exceed fifty percent (50%) of the gross floor area of the primary dwelling. If the secondary dwelling is established within an existing primary dwelling, the gross floor area of the secondary dwelling shall not exceed thirty-three percent (33%) of the existing gross floor area of the primary dwelling.

- b. **Minimum Lot Size.** ~~The~~ Within any R District, the minimum lot size for a detached secondary dwelling shall be 7,500 square feet. Within any A district, a secondary dwelling shall not be constructed or established on any parcel that is smaller than the minimum parcel size required for the district unless one of the following is applicable: (a) the parcel was created in compliance with law prior to January 1, 1984; (b) the parcel is first merged with contiguous property that is under the same ownership, as of the date of the building permit application, to the maximum extent possible consistent with state law; or (c) the dwelling will replace a properly permitted existing secondary dwelling.
- c. **Secondary Dwelling and Temporary Dwellings.** Only one secondary dwelling is allowed on a lot. A temporary dwelling shall not be located on the same lot as a secondary dwelling except as permitted by sections 28.72.20(B)(2) and (3). ~~except when any of the following temporary uses may be additionally permitted:~~
 - ~~(1) **Temporary Use of a Dwelling during Construction.** Use of an existing dwelling while the replacement dwelling is under construction, in accordance with Section 28-72.20A and B6.~~
 - ~~(2) **Temporary Dwelling during Construction.** Use of temporary dwelling while the primary dwelling is under construction, in accordance with Section 28-72.20A and B7.~~
- d. **Secondary Dwellings ~~and Companion Living Units~~ and Other Housing Units.** A secondary dwelling shall not be allowed on a lot that has a companion living unit, duplex, multiple-family dwelling, rooming or boarding house or other similar accessory housing unit.
- e. **Attached / detached secondary ~~living~~ dwelling units.** A secondary dwelling may be a detached structure ~~or~~ may be attached to the primary dwelling or another building on the same lot or located within the living area of the existing primary dwelling. If attached to another building or within the living area of the existing primary dwelling, a separate exterior entrance shall be provided, independent from the entrance for the building to which it is attached or within. If attached to another building other than the primary dwelling, such as a garage, the resident of the secondary dwelling shall have exclusive occupancy of the building to which the secondary dwelling is attached.
- f. ~~**Not allowed with companion living unit.** A secondary dwelling shall not be allowed on a parcel that has a companion living unit or other similar accessory housing unit.~~
Height and setback requirements. The height and setback requirements for a secondary dwelling are as provided in the development standards table for the applicable zoning district, except that no additional setback shall be required for a lawfully-constructed existing garage that is converted to a secondary dwelling unit or a portion of a secondary dwelling, and a setback of no more than five feet from a side or rear lot line shall be required for a secondary dwelling unit that is constructed above a lawfully-constructed existing garage.

- g. Parking for a secondary dwelling shall comply with Section 28.94 (one off-street parking space required, either covered or uncovered, or through tandem parking) unless the Director determines that no additional parking is required for the secondary dwelling. In any R-TC district in which a secondary dwelling is allowed, parking within a side setback area is allowed unless the Director makes a determination that parking in such area of the lot is not feasible based upon specific site or regional topographical or fire and life safety conditions. When an existing garage, carport, or covered parking structure is demolished in conjunction with the construction of a secondary dwelling unit, or converted to a secondary dwelling unit, a replacement garage shall be constructed for the primary dwelling concurrent with the construction of the secondary dwelling, and a certificate of occupancy shall not be issued for the secondary dwelling until the replacement garage is completed.*
- h. Landscaping adjacent to a secondary dwelling shall be consistent with landscaping for the primary dwelling.*
- i. Architectural review of an attached or detached secondary dwelling shall be conducted in accordance with Sections 28.91 and 28.102.*
- j. Historic Resources. A secondary dwelling shall not be allowed on a property listed on the California Register of Historic Places unless the Director makes a written determination that the secondary dwelling would not have a significant adverse impact on the historic resource.*
- k. Sale or Rental of a Secondary Dwelling. A secondary may not be sold separate from the primary dwelling. A secondary dwelling may be offered for rent and rented only for residential purposes (occupancy longer than 30 days) unless otherwise allowed by this chapter.*
- l. Transient Occupancy and other Commercial Activity. A secondary dwelling may not be offered for rent or rented for transient purposes (occupancy of 30 days or less) unless such use of the dwelling is otherwise allowed by this chapter. A secondary dwelling shall not be used as a place of commercial or business activity, other than a Type I Home Occupation conducted entirely within the dwelling and without any employees other than residents of the dwelling, or a business required to be regulated as a residential use of property pursuant state law.*
- m. Utilities and Utility Connections. As part of an application to construction of a new secondary dwelling or to convert an existing structure to a secondary dwelling, the property owner shall demonstrate that adequate potable water supply and wastewater treatment capacity is available to serve both the primary and secondary dwelling. A secondary dwelling unit shall not be considered a new dwelling for purposes of calculating utility connection fees or capacity charges, including water or sewer service. Nothing in this section shall be interpreted as requiring a property owner to install new or separate utility connections between a secondary dwelling and the utility's service mains or lines, nor shall any provision of this section be interpreted as preventing a utility from requiring or installing new or separate utility connections.*
- n. Manufactured home. A manufactured home, as defined in California Health and Safety Code Section 18007, may be used as a secondary dwelling if it has been installed on a foundation system as a fixture or improvement to the real property and*

provided that the manufactured home meets all of the regulations of this section 28.72.10(B)(6)(a).

D. Revisions and additions to the secondary dwelling unit regulations in Article III, Section 28.72.10(B)(6) relating to non-conforming dwellings.

The proposed revisions include revisions, deletions and additions affecting each of the following topical areas pertaining to secondary dwellings.

- a. Non-conforming Secondary Dwelling
- b. Non-conforming Guest House
- c. Non-conforming Companion Living Unit
- d. Secondary Dwelling and Companion Living Unit, and
- e. Time Extensions

The text changes for these three revisions are illustrated below:

Existing Nonconforming Dwellings Nonconforming Secondary Dwelling or Guest House

b. Non-conforming Secondary Dwelling.

(1) A secondary living unit legally existing on the lot prior to October 27, 2006 in ~~the~~ an R-R District, June 13, 2008 in ~~the~~ an A ~~and~~ or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, ~~and~~ or ATC-NC Districts, which does not comply with the size or setback requirements of this Section shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such use may continue, provided that it is not enlarged, increased or otherwise modified and fully complies with any conditions of approval that may have been adopted.

(2) *Exception. A maximum of one single-family dwelling may be built on a parcel that existed and was designated "Agricultural" by the General Plan as of January 1, 1984, provided that the owner demonstrates compliance with all other applicable County requirements.*

f. Non-conforming Guest House. A guest house legally existing on the lot prior to October 27, 2006 in ~~the~~ an R-R District, June 13, 2008 in ~~the~~ an A ~~and~~ or R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, ~~and~~ or ATC-NC Districts, shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). Such a guest house *or building* may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) all facilities necessary to convert the structure to a dwelling, including cooking, sanitation, and parking facilities shall be installed in compliance with County building and zoning standards as applicable; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the structure does not meet the size or setback requirements of this Section for a secondary dwelling, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses").

~~g. **Non-conforming Companion Living Unit.** A companion living unit legally existing on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, pursuant to an approved conditional use permit, may be converted to a secondary dwelling provided all of the following are met: (1) no other secondary dwelling is on the lot; (2) the unit is installed on a foundation system as a fixture or improvement to the real property, in accordance with section 18551(a) of the Health and Safety Code and implementing regulations; (3) either the primary residence or the secondary dwelling is owner-occupied; and (4) if the unit does not meet the size or setback requirements of this Section, it shall be considered legal non-conforming and subject to the provisions of Section 28-114 ("Nonconforming Uses"). If an existing companion living unit is converted to a secondary dwelling, the conditions of the use permit shall no longer be applicable. If an existing companion living unit is not converted to a secondary dwelling, it shall remain subject to the conditions of the use permit, and shall be promptly removed from the lot upon expiration or revocation of the permit.~~

~~h. **Secondary Dwelling and Companion Living Unit.** If both a secondary living unit and a companion living unit legally exist on the lot prior to October 27, 2006 in the R-R District, June 13, 2008 in the A and R-TC Districts, and February 1, 2011 in the A-SV-20, ATC, and ATC-NC Districts, the secondary living unit shall be considered the secondary dwelling on the lot and the companion living unit may continue on the lot as a temporary dwelling for the remaining term of the conditional use permit.~~

~~i. **Time Extensions.** A companion living unit legally existing on the lot prior to March 13, 2011, pursuant to an approved conditional use permit which expires, may be extended for a temporary period, not to exceed two years, upon securing a minor use permit, provided:~~

~~(1) All of the findings made in the original use permit still apply.~~

~~(2) The property owner and the occupant of the companion living unit have not changed since the original issuance of a use permit. (note: time extension not in RR)~~

E. Amendments to Tables 28.21A, 28.22A, 28.23A, 28.31A, 28.32A, and 28.32B

The proposed revision requires an administrative permit in order to construct a secondary dwelling. Staff is recommending this change because the number of items which need to be verified is beyond what can be reasonably reviewed with just a building permit application.

In any zoning district which permits a secondary dwelling unit, an administrative permit shall be required. Tables 28.21A, 28.22A, 28.23A, 28.31A, 28.32A, and 28.32B shall be updated to reflect the requirement for an administrative permit.

F. Section 28.108(A) is changed as follows:

The proposed revision makes a correction to the code section cited in the Neighborhood Compatibility Waiver provision.

- A. **Neighborhood Compatibility Waiver.** Waiver of any of the residential minimum development standards in subsection 28.72.10(A)(1) *and/or the development standards in Section 28.72.10(B)(1)* may be granted by the Director of Resource Management if the proposed dwelling is compatible with the surrounding neighborhood in accord with the architectural standards set forth in Section 28.91. The waiver request shall be submitted on an application form prepared by the Director of Resource Management and is subject to the noticing requirements as set forth in subsection 28.04(F).

In recommending these ordinances, staff believes that the County can restore the square footage maximums which reflected the needs of County residents while making limited new rules to comply with the new state laws.

The following documents can be accessed via the links in the list below, in addition to being on file with the Clerk to the Board.

1. [CEQA Memo](#)
2. [June 7, 2018 PC minutes DRAFT](#)
3. [PC Resolution \(Accessory Building Ordinance\)](#)
4. [PC Resolution \(Secondary Dwelling Unit Ordinance\)](#) (part one)
5. [PC Resolution \(Secondary Dwelling Unit Ordinance\)](#) (part two)