

# **Solano County**

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



## **Agenda - Final**

**Tuesday, February 5, 2019**

**8:30 AM**

**Board of Supervisors Chambers**

### **Board of Supervisors**

*Erin Hannigan (Dist. 1) Chairwoman*  
*(707) 553-5363*

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

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

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

*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      **19-121**      Public Employee Performance Evaluation: County Administrator and County Counsel
- Conference with Real Property Negotiators: Property: APNs: 0129-210-040, 0129-210-100, 0129-210-110, East Monte Vista Avenue, Vacaville; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Megan Greve, General Services Director and Dave Daly, Nut Tree Airport Manager; Negotiating parties: Mark Heavey and Karl Higgins; Under negotiation: Price and terms
- 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**Sheriff's Office:

- 2      **19-95**      Adopt and present a resolution and plaque of appreciation honoring Undersheriff Gary T. Elliot Jr. upon his retirement from the Sheriff's Office with 30 years of dedicated public service to Solano County (Supervisor Vasquez)
- Attachments:    [A - Resolution](#)

Health and Social Services:

- 3      **19-57**      Approve and present a plaque of appreciation honoring Rollie Piltzer, Mental Health Clinician (Licensed), upon her retirement from the Department of Health & Social Services, Behavioral Health Division with over 18 years of dedicated public service to Solano County (Supervisor Brown)

Board of Supervisors:

- 4      **19-110**      Adopt and present a resolution recognizing February 2019 as Black History Month in Solano County (Supervisor Brown)
- Attachments:    [A - Resolution](#)  
                         [B - 2019 Black History Month Theme](#)

**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**Treasurer-Tax Collector-County Clerk:

- 5      **19-77**      Adopt a resolution authorizing the Treasurer-Tax Collector-County Clerk to hold a sale of tax-defaulted property at a Chapter 7 (Public Auction) sale via the Internet within 180 days of Board approval

Attachments:    [A - Resolution](#)  
                         [B - Parcel List](#)

- 6      **19-98**      Accept the Solano County Treasurer's Quarterly Report for the period of October 1, 2018 through December 31, 2018

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



Information Technology-Registrar of Voters:

- 7      **19-67**      Approve the Registrar of Voters' billing of \$698,128 in reimbursable costs for election services provided to school districts participating in the November 6, 2018 General Election as required by Education Code §5421; and Authorize the Registrar of Voters to recognize the revenue from these jurisdictions

**Attachments:**    [A - Solano County BOE](#)  
                          [B - Yolo County BOE](#)  
                          [C - Solano CC](#)  
                          [D - San Joaquin Delta CC](#)  
                          [E - Benicia USD](#)  
                          [F - Davis USD](#)  
                          [G - Dixon USD](#)  
                          [H - Fairfield Suisun USD](#)  
                          [I - River Delta USD](#)  
                          [J - Travis USD](#)  
                          [K - Vacaville USD](#)  
                          [L - Vallejo USD](#)  
                          [M - Winters USD](#)  
                          [N - Cost Allocation Methodology](#)

**HEALTH AND SOCIAL SERVICES**Health and Social Services:

- 8      **19-54**      Adopt a resolution and plaque of appreciation honoring Arvis Seale, Office Assistant III, upon her retirement from the Department of Health and Social Services, Employment and Eligibility Division, with over 35 years of dedicated public service to Solano County

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

- 9      **19-52**      Adopt a resolution and plaque of appreciation honoring Charlene Baker, Special Programs Supervisor, upon her retirement from the Department of Health and Social Services, Employment & Eligibility Services Division with over 25 years of dedicated service to Solano County (Chairwoman Hannigan)

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

- 10      **19-62**      Adopt a resolution and plaque of appreciation honoring Lynn Toveg, Mental Health Clinician (Licensed), upon her retirement from the Department of Health & Social Services, Behavioral Health Division, with over 20 years of dedicated public service to Solano County

Attachments:    [A - Resolution](#)

- 11      **19-53**      Approve a plaque of appreciation honoring Sandra L. Fulps, Office Assistant III, upon her retirement from the Department of Health and Social Services, Employment and Eligibility Services Division with over 17 years of dedicated public service to Solano County

## MISCELLANEOUS ITEMS

### Board of Supervisors:

- 12      **19-109**      Consider the reappointment of Marcy Savala as a Trustee on the Silveyville Cemetery District, representing District 4, for a 4 year term to expire on February 5, 2023

## REGULAR CALENDAR

### Rescheduled Consent Items

#### Consider the following:

- A)
- B)

## OTHER

### Workforce Development Board:

- 13      **19-107**      Conduct a Public Hearing to consider the Workforce Development Board of Solano County Local Workforce Plan revisions; and Approve the proposed Workforce Local Plan revisions, including newly negotiated WIOA performance measures

Attachments:    [A - Solano Local Plan Revisions](#)  
                         [B - State Negotiated Measures](#)  
                         [C - Solano Past Negotiated Measures](#)  
                         [D - Local Plan Attachment - CalFresh](#)  
                         [E - Local Plan Attachment - Child Support](#)  
                         [F - Local Plan Attachment - Competitive Integrated Employment](#)  
                         [G - Local Plan Attachment - ELL and Foreign Born](#)  
                         [H - Presentation](#)

**GENERAL GOVERNMENT**Board of Supervisors:

- 14      **19-124**      Receive a presentation from California State University Maritime Academy (CSU Maritime Academy) regarding their expansion plans  
Attachments:    [A - Presentation](#)

Clerk of the Board of Supervisors:

- 15      **19-97**      Consider the appointment of a Solano County representative to the Metropolitan Transportation Commission for a 4 year term to commence on February 10, 2019, to be selected from the Solano County City Selection Committee's nominations of James P. Spering, Harry T. Price and Bob Sampayan  
Attachments:    [A - Solano County City Selection Committee Draft Minutes](#)

Board of Supervisors/County Administrator:

- 16      **19-119**      Receive a verbal update on the status of the Solano County Fair Governance Subcommittee comprised of Supervisors Monica Brown and Skip Thomson; Receive a presentation from the Fair Manager; Receive comments from the County Auditor/Controller and County Administrator's Office Staff; Consider the recommendations of the subcommittee; and Consider directing staff to issue a Request for Proposals for Management and Operation services for the Fairgrounds  
Attachments:    [A - Fair Governance Subcommittee Agendas](#)  
                         [B - Fairgrounds Management Agreement](#)  
                         [C - SCFA By-Laws Amended 2015](#)  
                         [D - Draft By-Laws Revision January 2019](#)  
                         [E - SCFA Draft Business Plan](#)  
                         [F - SCFA Draft Business Plan Revisions](#)  
                         [G - SCFA Audit 2016-2017](#)  
                         [H - SCFA Audit Management Memo](#)  
                         [I - SCFA Audit Management Memo Addendum](#)  
                         [J - SCFA Strategic Plan](#)

Auditor-Controller:

- 17      **19-114**      Receive a presentation and accept the following reports for the fiscal year ended June 30, 2018: Solano County Comprehensive Annual Financial Report (CAFR), Report to the Board of Supervisors, Report to Management and the Single Audit Report; and the Report on Applying Agreed-Upon Procedures (AUP, GANN Limit) for the fiscal year ended June 30, 2019

Attachments:    [A - Link to FY2017-18 CAFR](#)  
                         [B - Report to the Board of Supervisors](#)  
                         [C - Report to Management](#)  
                         [D - Single Audit Report](#)  
                         [E - GANN Limit \(AUP\)](#)

- 18      **19-115**      Accept the Auditor-Controller's Office Report on Countywide Overtime Review for the fiscal year ending June 30, 2018

Attachments:    [A - Countywide Overtime Review](#)  
                         [B - HSS Response](#)

**CRIMINAL JUSTICE**Sheriff's Office:

- 19      **19-90**      Receive a presentation from the Sheriff's Office of Emergency Services on interoperable communications, recent wildfire events, grant programs, public alerting and staffing changes

Attachments:    [A - Presentation](#)

Probation:

- 20      **19-126**      Receive an update on the collaboration with the Superior Court related to Assembly Bill 1810 (Mental Health Diversion), and Senate Bill 10 (California Money Bail Reform Act); Receive an update on potential grant opportunities to address substance abuse and mental health needs for adults; and Consider a recommendation to extend the hours of the Probation Department's Centers for Positive Change

- 21      **19-100**      Receive an update on juvenile diversion programs; Adopt the change in name of the Juvenile Day Reporting Center to the Youth Achievement Center; and Allow for alternative hours of operation

**LAND USE/TRANSPORTATION**Resource Management:

- 22      **19-120**      Consider continuing a noticed Public Hearing to March 12, 2019 at 2 P.M. to consider a time extension for Tentative Subdivision Map No. S-01-03, Dove Creek Ranch Subdivision, located at the southwest terminus of Dove Creek Trail, within the unincorporated portion of Vacaville
- Attachments:    [A - Links to Supporting Documents and Prior Board Approvals](#)
- 23      **19-108**      Receive the annual report and Capital Improvement Plan for the English Hills Transportation Impact Fee Program for FY2017/18; and Conduct a Public Hearing to consider adoption of a resolution which approves the updated English Hills Transportation Impact Fee Area Capital Improvement Plan and makes findings on unexpended funds in the English Hills Area Road Improvement Reserve Account
- Attachments:    [A - English Hills Boundary Map](#)  
                         [B - Annual Report](#)  
                         [C - Capital Improvement Plan](#)  
                         [D - Fact Sheet](#)  
                         [E - Public Notice](#)  
                         [F - Resolution](#)
- 24      **19-116**      Authorize the Chair of the Board to execute a Memorandum of Understanding regarding Cooperative Solutions for the Lakes Water System with the City of Vallejo and any amendments thereto; and Designate two Board Members to serve on a Policy Committee called for in the MOU
- Attachments:    [A - Lakes Water System MOU](#)  
                         [B - Working Group Meeting Chronology](#)
- 25      **19-63**      Receive and approve Solano County's Public Works Five Year Capital Improvement Plan for FY2019/20 through FY2023/24 from the Department of Resource Management
- Attachments:    [A - Capital Improvement Plan 2019](#)

**BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS****RECESS**

**2 P.M.**

**CLOSED SESSION**

**26**      **19-125**              Public Employee Appointment: Public Defender

Attachments:    [A - Memorandum](#)

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)**

**ADJOURN:**

*To the Board of Supervisors meeting of February 26, 2019 at 8:30 A.M., Board Chambers, 675 Texas Street, Fairfield, CA*



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## Agenda Submittal

<b>Agenda #:</b>	1	<b>Status:</b>	Closed Session
<b>Type:</b>	Closed Session	<b>Department:</b>	County Counsel
<b>File #:</b>	19-121	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Public Employee Performance Evaluation: County Administrator and County Counsel		
	Conference with Real Property Negotiators: Property: APNs: 0129-210-040, 0129-210-100, 0129-210-110, East Monte Vista Avenue, Vacaville; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Megan Greve, General Services Director and Dave Daly, Nut Tree Airport Manager; Negotiating parties: Mark Heavey and Karl Higgins; Under negotiation: Price and terms		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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

## 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: APNs: 0129-210-040, 0129-210-100, 0129-210-110, East Monte Vista Avenue, Vacaville; Agency negotiators: Birgitta E. Corsello, County Administrator, Nancy Huston, Assistant County Administrator, Megan Greve, General Services Director and Dave Daly, Nut Tree Airport Manager; Negotiating parties: Mark Heavey and Karl Higgins; Under negotiation: Price and terms
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  - a.
- 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: County Administrator and County Counsel
- 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

<b>Agenda #:</b>	2	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution	<b>Department:</b>	Sheriff's Office
<b>File #:</b>	19-95	<b>Contact:</b>	Angelica Russell, 784-7064
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution and plaque of appreciation honoring Undersheriff Gary T. Elliot Jr. upon his retirement from the Sheriff's Office with 30 years of dedicated public service to Solano County (Supervisor Vasquez)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	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 Sheriff recommends that the Board of Supervisors adopt and present a resolution and plaque of appreciation honoring Undersheriff Gary T. Elliot Jr. upon his retirement from the Sheriff's Office with 30 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Gary T. Elliott Jr. began his career with the Solano County's Sheriff's Office as a Correctional Officer on February 14, 1989; promoted to Deputy Sheriff on July 7, 1991; promoted to Sergeant-Sheriff on August 19, 2001; promoted to Lieutenant-Sheriff on January 29, 2006; promoted to Captain-Sheriff on December 12, 2010, and was appointed Undersheriff on November 11, 2012.

Undersheriff Elliot worked, supervised and/or managed virtually every bureau within the Sheriff's Office including Custody, Patrol, Court Security, Emergency Services, Regional Narcotic Task Force, Community Oriented Policing Program, Marine Patrol, Inmate Transportation, Civil, and Investigations.

Undersheriff Elliot served on several Sheriff's Office special teams including the Defensive Tactics Team, and the Countywide Multi-Agency Mobile Field Force, where he served as the Commander, and he also served as a Field Training Officer, and a Report Writing Instructor.

Undersheriff Elliot served for 18 years on the Sheriff's SWAT team as an operator, Team Leader, and Commander, and was instrumental in developing and regionalizing the team into a modern multi-agency tactical team that responds to critical incidents throughout the unincorporated areas of the county as well as within the cities of Dixon, Benicia, Suisun, and Rio Vista.

Undersheriff Elliot graduated from the Federal Bureau of Investigation National Academy, Session 235, and is

an outstanding leader who served faithfully for six years as the second in command to the Sheriff during one of the most challenging times in the history of law enforcement for California, and has earned the respect and admiration of the Sheriff's Office and County staff as well as local, State and Federal officials, and will be greatly missed by his friends and colleagues alike.

**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 may elect not to award the resolution and plaque of appreciation; however, this is not recommended, as this is an opportunity to honor Undersheriff Gary T. Elliot Jr. for his years of public service to the Sheriff's Office and the citizens of Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS HONORING UNDERSHERIFF GARY T. ELLIOTT JR. UPON HIS RETIREMENT FROM THE SOLANO COUNTY SHERIFF'S OFFICE WITH 30 YEARS OF DEDICATED SERVICE TO SOLANO COUNTY**

**WHEREAS**, Gary T. Elliott Jr. began his career with the Solano County's Sheriff's Office as a Correctional Officer on February 14, 1989; promoted to Deputy Sheriff on July 7, 1991; promoted to Sergeant-Sheriff on August 19, 2001; promoted to Lieutenant-Sheriff on January 29, 2006; promoted to Captain-Sheriff on December 12, 2010, and was appointed Undersheriff on November 11, 2012; and

**WHEREAS**, Undersheriff Elliot worked, supervised, and/or managed virtually every bureau within the Sheriff's Office including Custody, Patrol, Court Security, Emergency Services, Regional Narcotic Task Force, Community Oriented Policing Program, Marine Patrol, Inmate Transportation, Civil, and Investigations; and

**WHEREAS**, Undersheriff Elliot served on several Sheriff's Office special teams including the Defensive Tactics Team, and the Countywide Multi-Agency Mobile Field Force, where he served as the Commander and also served as Field Training Officer and a Report Writing Instructor; and

**WHEREAS**, during his career, Undersheriff Elliot served for 18 years on the Sheriff's SWAT team as an operator, Team Leader, and Commander, and was instrumental in developing and regionalizing the team into a modern multi-agency tactical team that responds to critical incidents throughout the unincorporated areas of the county as well as within the cities of Dixon, Benicia, Suisun and Rio Vista; and

**WHEREAS**, Undersheriff Elliot graduated from the Federal Bureau of Investigation National Academy, Session 235, and is an outstanding leader who served faithfully for six years as the second in command to the Sheriff during one of the most challenging times in the history of law enforcement for California, and has earned the respect and admiration of the Sheriff's Office and County staff as well as local, State and Federal officials, and will be greatly missed by his friends and colleagues alike.

**NOW, THEREFORE BE IT RESOLVED**, that on the occasion of his retirement on February 14, 2019 after 30 years of distinguished service to the citizens of Solano County, the Solano County Board of Supervisors hereby honors Gary Elliott and wishes him a happy retirement.

Dated this 5<sup>th</sup> day of February, 2019

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ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



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## Agenda Submittal

<b>Agenda #:</b>	3	<b>Status:</b>	Presentation
<b>Type:</b>	Presentation	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-57	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve and present a plaque of appreciation honoring Rollie Piltzer, Mental Health Clinician (Licensed), upon her retirement from the Department of Health & Social Services, Behavioral Health Division with over 18 years of dedicated public service to Solano County (Supervisor Brown)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends that the Board approve and present a plaque of appreciation honoring Rollie Piltzer, Mental Health Clinician (Licensed), upon her retirement from the Behavioral Health Division, with over 18 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Rollie Piltzer has served the children and families of Solano County as a Mental Health Clinician for over 18 years, dedicating her entire career to Behavioral Health in children's outpatient services. During that time, Ms. Piltzer has demonstrated an unparalleled commitment to providing compassionate, client-centered services to some of the most vulnerable children in our community.

Ms. Piltzer's kind and welcoming disposition has helped clients feel safe and valued and anyone who knows Ms. Piltzer is aware of her deep caring for clients. Ms. Piltzer conscientiously works to enable clients to utilize their strengths in order to overcome challenges and reach their maximum potential. Ms. Piltzer's approach routinely has gone "above and beyond" to help clients progress on the road to wellness and recovery. Ms. Piltzer is loved and respected by her clients, fellow clinicians, and other staff and through her focus and dedication, the children and families of Solano County are better off.

### **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 the preparation and purchase of the plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose to not approve this plaque of appreciation. This is not recommended as it is an opportunity to recognize Ms. Piltzer's contributions to Solano County.

**OTHER AGENCY INVOLVEMENT:**

There is no other agency involvement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



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## Agenda Submittal

<b>Agenda #:</b>	4	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-110	<b>Contact:</b>	Monica Brown, 784-3031
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution recognizing February 2019 as Black History Month in Solano County (Supervisor Brown)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 2		
<b>Attachments:</b>	A - Resolution, B - 2019 Black History Month Theme		

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

Public Hearing Required? Yes \_\_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Monica Brown requests that the Board of Supervisors adopt and present a resolution recognizing February 2019 as Black History Month in Solano County.

### **SUMMARY:**

Black History Month is an annual celebration of achievements by African Americans and a time for recognizing the central role of blacks in U.S. history. Since 1976, every U.S. president has officially designated the month of February as Black History Month. Other countries around the world, including Canada and the United Kingdom, also devote a month to celebrating Black History. The 2019 theme for Black History Month is "Black Migrations." This theme celebrates twentieth century migration and emphasizes the movement of people of African descent to new destinations and subsequently to new social realities.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the District 2 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 adopt the resolution; however, this is not recommended.

### **OTHER AGENCY INVOLVEMENT:**

No other agencies were involved.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING FEBRUARY 2019 AS BLACK HISTORY MONTH IN SOLANO COUNTY**

**WHEREAS**, Black History Month is an annual celebration of achievements by African Americans and a time for recognizing the central role of blacks in U.S. history; and

**WHEREAS**, since 1976, every U.S. president has designated the month of February as Black History Month; and

**WHEREAS**, other countries around the world, including Canada and the United Kingdom, also devote a month to celebrating Black History; and

**WHEREAS**, the month of February includes many historical milestones in black history, including civil rights leader and NAACP co-founder W.E.B DuBois was born on February 23, 1968; on February 3, 1870, the 15th amendment, which prohibited discrimination in voting on the basis of race, was passed; on February 12, 1909, the NAACP was founded and on February 1, 1960, a courageous group of black college students challenged segregation by beginning a sit-in at a segregated Woolworth's lunch counter in Greensboro, NC; and

**WHEREAS**, in September 1915, the Harvard-trained historian Carter G. Woodson and the prominent minister Jesse E. Moorland founded the Association for the Study of Negro Life and History (ASNLH), an organization dedicated to researching and promoting achievements by black Americans and other peoples of African descent; and

**WHEREAS**, known today as the Association for the Study of African American Life and History (ASALH), the group sponsored a national Negro History week in 1926, choosing the second week of February to coincide with the birthdays of Abraham Lincoln and Frederick Douglass; and

**WHEREAS**, the 1926 event proved so impactful that it inspired schools and communities nationwide to organize local celebrations, establish history clubs and host performances and lectures; and

**WHEREAS**, ASALH's 2019 theme Black Migrations emphasizes the movement of people of African descent to new destinations and subsequently to new social realities, and while inclusive of earlier centuries, this theme focuses especially on the twentieth century through today.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors recognizes February 2019 as Black History Month in Solano County and calls upon all residents to take part in programs and celebrations to commemorate Black History month in the community.

Dated this 5<sup>th</sup> day of February, 2019

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ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

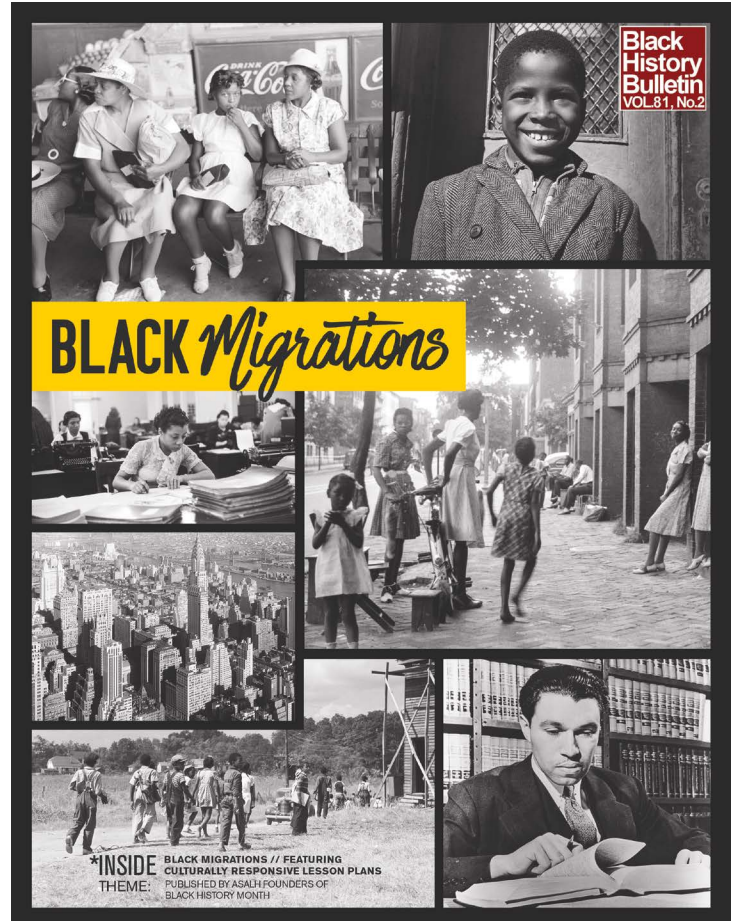
ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

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



# ASALH ANNOUNCES 2019 BLACK HISTORY THEME: **BLACK MIGRATIONS**

ASALH's 2019 theme Black Migrations emphasizes the movement of people of African descent to new destinations and subsequently to new social realities. While inclusive of earlier centuries, this theme focuses especially on the twentieth century through today. Beginning in the early decades of the twentieth century, African American migration patterns included relocation from southern farms to southern cities; from the South to the Northeast, Midwest, and West; from the Caribbean to US cities as well as to migrant labor farms; and the emigration of noted African Americans to Africa and to European cities, such as Paris and London, after the end of World War I and World War II. Such migrations resulted in a more diverse and stratified interracial and intra-racial urban population amid a changing social milieu, such as the rise of the Garvey movement in New York, Detroit, and New Orleans; the emergence of both black industrial workers and black entrepreneurs; the growing number and variety of urban churches and new religions; new music forms like ragtime, blues, and jazz; white backlash as in the Red Summer of 1919; the blossoming of visual and literary arts, as in New York, Washington, D.C., Chicago, and Paris in the 1910s and 1920s. The theme Black Migrations equally lends itself to the exploration of the century's later decades from spatial and social perspectives, with attention to "new" African Americans because of the burgeoning African and Caribbean population in the US; Northern African Americans' return to the South; racial suburbanization; inner-city hyperghettoization; health and environment; civil rights and protest activism; electoral politics; mass incarceration; and dynamic cultural production.



**WWW.ASALH.ORG**



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	5	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Treasurer-Tax Collector-County Clerk
<b>File #:</b>	19-77	<b>Contact:</b>	Charles Lomeli, 784-3419
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution authorizing the Treasurer-Tax Collector-County Clerk to hold a sale of tax-defaulted property at a Chapter 7 (Public Auction) sale via the Internet within 180 days of Board approval		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution, B - Parcel List		

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

### DEPARTMENTAL RECOMMENDATION:

Adopt a resolution authorizing the Treasurer-Tax Collector-County Clerk to conduct a sale of tax-defaulted property at a Chapter 7 (Public Auction) sale via the Internet within 180 days of Board approval of this item

### SUMMARY:

Revenue & Taxation Code §3692 requires the Tax Collector to attempt to sell tax-defaulted property within four years after the property becomes subject to sale. For efficiencies sake, the Tax Collector conducts at least one sale annually of all property subject to sale. Property becomes subject to sale after taxes have been delinquent for at least 3 years for commercial property and 5 years for all other property. The 73 parcels recommended for sale this year have been delinquent for at least 3 years for commercial property; 5 years for all other property and in some cases may have been offered at a previous sale.

Property owners or parties of interest may redeem parcels up until 5:00 p.m., the day prior to the sale, by paying the delinquent taxes, interest, penalties and fees owing on the parcel. Revenue and Taxation Code §3692.2 allows a tax sale to be conducted via the Internet.

### FINANCIAL IMPACT:

The successful sale of the 73 parcels at auction will recover \$1,751,378.65 in taxes, penalties, interest, and fees for the County if all of the parcels sell or are redeemed. It is estimated that the cost of conducting the sale will be \$52,030.00. The cost, including the publication, parties of interest search, recording fees, etc., will be paid out of the Tax Collector's budget and will be recovered from the proceeds of the sale of the parcels that are sold. The amount of taxes recovered minus fees and costs will be deposited into the Tax Loss Reserve Fund to reimburse the County for money already apportioned through the TEETER program. Excess proceeds, if any, generated at the sale will be distributed to qualified claimants for each parcel by the

Auditor-Controller on recommendation of County Counsel.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**DISCUSSION:**

**A. Authority to Sell Tax-Defaulted Property**

Property becomes power to sell after taxes have been delinquent at least 3 years for commercial property and 5 years for all other property. Revenue & Taxation Code §3692 states the tax collector must attempt to sell tax-defaulted property within four years after the property becomes power to sell. Property owners or parties of interest may redeem parcels up until 5:00 p.m. the day prior to the sale by paying the delinquent taxes, interest, penalties and fees owing on the parcel. Revenue & Taxation Code §3692.2 allows a tax sale to be conducted via the Internet.

**B. List of Parcels for Sale**

The parcels on the list for sale this year have been delinquent for at least 3 years for commercial property and 5 years for all other property. During each year of delinquency, the property owner has been sent an annual tax bill in October, a delinquent notice in May and additional notices in July, November and March.

**C. Notification to Property Owners and Parties of Interest**

As required by Revenue and Taxation Code § 3701, a Notice to Parties of Interest will be given to all owners of record and all other parties of interest via certified mail. A search for parties of interest will be conducted by First Corporate Solutions. In addition to the work to be performed by First Corporate Solutions, Tax Collector staff will search for property owners and other parties of interest by searching county records, telephone and address records, and other information available through an internet search engine used for locating individuals. This additional work by the Tax Collector's office will provide further assurances that all property owners and other parties of interest are notified of the pending sale and are aware of the procedures for redeeming the parcels, thus affording them a fair opportunity to redeem the parcel prior to the sale.

As a further effort to afford due process to persons interested in the parcels listed for sale, the County's Collection Officer is in the process of personally visiting each of the locations and providing a courtesy notice of the impending sale. While this additional step is not required by the Revenue & Taxation Code, it will assist in accomplishing the Tax Collector's goal of providing property owners every opportunity to become aware of the delinquency, impending sale and redemption procedures.

Additionally, per Revenue and Taxation Code §3704.7(a) if the property has a homeowner's exemption or the situs and mailing address are the same, personal contact will be accomplished via a deputy sheriff prior to the sale.

The Tax Collector will also publish the list of parcels for sale and information concerning the auction in the Fairfield Daily Republic and will notify other local taxing agencies in accordance with the Revenue and Taxation Code.

**D. Approval of the Proposed Sale**

Pursuant to Revenue & Taxation Code §3694 the Board must either approve or disapprove the proposed sale. If approved, the public auction sale will be held via the Internet within 180 days of the Board approval. If approved, the Tax Collector may re-offer those parcels that do not sell, at a reduced minimum price at a second sale that will be held within a 90-days of the original sale date per Revenue & Taxation Code §3692(e) and §3698.5(c).

**E. Result of Previous Sale and Anticipated Result of Current Proposed Sale**

The last public auction was held in May of 2018 and 75 parcels were approved for sale. Of the 75 parcels offered 26 were redeemed, 41 parcels were withdrawn, 1 parcel was canceled, 1 parcel received no bids and 6 parcels were sold. The County recovered approximately \$754,000.

This year the Tax Collector requests that 73 parcels be approved representing approximately \$1.7 million. Due to the Tax Collector's increased efforts to locate parties of interest, and additional courtesy notification procedures, it is estimated that some parcels approved for sale will be redeemed prior to the actual sale.

**ALTERNATIVES:**

The Board can elect to disapprove the sale. This option is not recommended because 1) per Revenue and Taxation §3692 the Tax Collector shall attempt to sell tax-defaulted property, within four years of the time that the property becomes subject to sale for nonpayment of taxes, 2) the sale will result in recovered income to the County, and 3) experience has shown that by conducting an annual sale, the parcel owner, Tax Collector, and other parties of interest are afforded the best opportunity to resolve outstanding issues in manner that gets the majority of parcels redeemed prior to the auction.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the resolution and is in agreement with its form and content. Additionally, County Counsel has reviewed all notices and procedures to ensure accuracy and due process. Relevant cities, agencies and special districts will be notified in accordance with the Revenue & Taxation Code and will be afforded the opportunity to purchase the properties within their jurisdiction at a Chapter 8 Sale.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING THE TREASURER-TAX COLLECTOR-COUNTY CLERK TO HOLD A SALE  
OF TAX-DEFAULTED PROPERTY AT A CHAPTER 7 (PUBLIC AUCTION) SALE VIA THE  
INTERNET WITHIN 180 DAYS**

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

# AUTHORIZATION FOR SALE - PUBLIC AUCTION

With approval of the Board of Supervisors the properties listed below will be offered for sale at Public Auction

Item #	APN	Last Assessee	SITUS	Minimum Bid
1	0030-184-120	ZIADEH SAEB & NABIHA S; ETAL	838 TEXAS STREET, FAIRFIELD	\$9,853.41
2	0031-302-350	KLEIMAN S MICHAEL; TALBOT-KLEIMAN PATRICIA A	1632 ONTARIO STREET, FAIRFIELD	\$22,556.76
3	0037-231-180	CLAY JOHN ELLIOT KINDEL	407 KINGS WAY, SUISUN	\$39,276.14
4	0037-340-130	TAYLOR CAILLOUET DEV GROUP LLC	896 EAST TRAVIS BOULEVARD, FAIRFIELD	\$102,932.90
5	0051-040-400	EPONA INVESTMENT GROUP LLC	2302 SACRAMENTO STREET, VALLEJO	\$41,515.87
6	0051-163-110	ANTHONY GEORGE A	126 BAXTER STREET, VALLEJO	\$31,140.54
7	0051-163-120	ANTHONY GEORGE A	122 BAXTER STREET, VALLEJO	\$31,140.54
8	0051-183-030	CRAWFORD HUBERT L (ESTATE); CRAWFORD ELIZABETH (ESTATE)	2011 SACRAMENTO STREET, VALLEJO	\$92,640.99
9	0051-190-240	CALO PABLO M JR & ELENA T	113 BOYSEN STREET, VALLEJO	\$38,137.21
10	0052-021-040	KING ALCEE & DONIA L	401 B W WILLIAMS DRIVE, VALLEJO	\$109,060.66
11	0052-160-090	FRANKLAN CO	NO SITUS	\$73,748.36
12	0052-491-690	KNOX JACQUELINE MARIA	1333 NORTH CAMINO ALTO UNIT 169, VALLEJO	\$5,534.85
13	0052-492-500	DAVIS KINYON M	1333 NORTH CAMINO ALTO UNIT 250, VALLEJO	\$12,450.42
14	0054-201-070	BEDWELL SONJA; BEDWELL RALPH E	98 CAPILANO DRIVE, VALLEJO	\$22,769.72
15	0057-083-050	GARIBALDI RICHARD J	1827 TENNESSEE STREET, VALLEJO	\$23,767.92
16	0059-180-080	WILLIAMS RICHARD L & P C	NO SITUS	\$19,707.90
17	0061-031-010	WILLIAMS RICHARD L & P C	519 CHESTNUT STREET, VALLEJO	\$35,414.70
18	0061-031-020	WILLIAMS RICHARD L & P C	851 SONOMA BOULEVARD, VALLEJO	\$9,097.20
19	0061-031-030	WILLIAMS RICHARD L & P C	NO SITUS	\$7,910.38
20	0061-031-040	WILLIAMS RICHARD L & P C	NO SITUS	\$7,910.38
21	0061-031-050	WILLIAMS RICHARD L & P C	NO SITUS	\$7,910.38
22	0061-031-060	WILLIAMS RICHARD L & P C	NO SITUS	\$14,626.25
23	0061-031-120	WILLIAMS RICHARD L & P C	482 PORTER STREET, VALLEJO	\$6,820.51
24	0061-031-200	WILLIAMS RICHARD L & P C	482 PORTER STREET, VALLEJO	\$8,454.89
25	0061-031-210	WILLIAMS RICHARD L & P C	NO SITUS	\$8,454.89
26	0061-031-220	WILLIAMS RICHARD L & P C	NO SITUS	\$8,454.89
27	0061-031-230	WILLIAMS RICHARD L & P C	NO SITUS	\$8,454.89
28	0061-031-240	WILLIAMS RICHARD L & P C	NO SITUS	\$8,612.42
29	0061-031-250	WILLIAMS RICHARD L & P C	525 CHESTNUT STREET, VALLEJO	\$9,841.85
30	0061-031-260	WILLIAMS RICHARD L & P C	525 CHESTNUT STREET, VALLEJO	\$55,757.95
31	0061-051-020	VALLEJO NEIGHBORHOOD HOUS SERV	747 SONOMA BOULEVARD, VALLEJO	\$37,101.02
32	0061-051-030	VALLEJO NEIGHBORHOOD HOUS SERV	NO SITUS	\$30,962.27
33	0061-051-040	VALLEJO NEIGHBORHOOD HOUS SERV	NO SITUS	\$28,064.09
34	0061-051-050	VALLEJO NEIGHBORHOOD HOUS SERV	NO SITUS	\$32,777.48
35	0061-080-150	WILLIAMS RICHARD L & P C	1385 LEMON STREET, VALLEJO	\$11,800.69
36	0062-010-400	SEASHORE LAND CORP	NO SITUS	\$7,500.00
37	0068-341-090	OROZCO WILLIAM & BEATRIZ B TR	109 SERPENTINE DRIVE, VALLEJO	\$38,802.12
38	0068-580-020	VALLEJO NEIGHBORHOOD HSNG SVS	386 JAMELLA COURT, VALLEJO	\$21,757.12
39	0068-580-030	VALLEJO NEIGHBORHOOD HSNG SVS	382 JAMELLA COURT, VALLEJO	\$10,978.41
40	0068-580-040	VALLEJO NEIGHBORHOOD HSNG SVS	378 JAMELLA COURT, VALLEJO	\$10,978.41
41	0068-580-050	VALLEJO NEIGHBORHOOD HSNG SVS	374 JAMELLA COURT, VALLEJO	\$15,660.21
42	0068-580-060	VALLEJO NEIGHBORHOOD HSNG SVS	370 JAMELLA COURT, VALLEJO	\$11,850.46
43	0068-580-070	VALLEJO NEIGHBORHOOD HSNG SVS	366 JAMELLA COURT, VALLEJO	\$10,978.41
44	0068-580-080	VALLEJO NEIGHBORHOOD HSNG SVS	362 JAMELLA COURT, VALLEJO	\$10,978.41

## AUTHORIZATION FOR SALE - PUBLIC AUCTION

45	0068-580-090	VALLEJO NEIGHBORHOOD HSNG SVS	358 JAMELLA COURT, VALLEJO	\$10,978.41
46	0068-580-100	VALLEJO NEIGHBORHOOD HSNG SVS	354 JAMELLA COURT, VALLEJO	\$10,978.41
47	0068-580-110	VALLEJO NEIGHBORHOOD HSNG SVS	350 JAMELLA COURT, VALLEJO	\$10,978.41
48	0068-580-120	VALLEJO NEIGHBORHOOD HSNG SVS	302 JAMELLA COURT, VALLEJO	\$7,079.88
49	0068-580-130	VALLEJO NEIGHBORHOOD HSNG SVS	306 JAMELLA COURT, VALLEJO	\$6,693.61
50	0068-580-140	VALLEJO NEIGHBORHOOD HSNG SVS	310 JAMELLA COURT, VALLEJO	\$6,693.61
51	0068-580-150	VALLEJO NEIGHBORHOOD HSNG SVS	314 JAMELLA COURT, VALLEJO	\$6,693.61
52	0068-580-160	VALLEJO NEIGHBORHOOD HSNG SVS	318 JAMELLA COURT, VALLEJO	\$6,693.61
53	0068-580-170	VALLEJO NEIGHBORHOOD HSNG SVS	322 JAMELLA COURT, VALLEJO	\$6,693.61
54	0068-580-180	VALLEJO NEIGHBORHOOD HSNG SVS	326 JAMELLA COURT, VALLEJO	\$6,693.61
55	0068-580-190	VALLEJO NEIGHBORHOOD HSNG SVS	330 JAMELLA COURT, VALLEJO	\$7,542.15
56	0068-580-200	VALLEJO NEIGHBORHOOD HSNG SVS	334 JAMELLA COURT, VALLEJO	\$6,693.61
57	0068-580-210	VALLEJO NEIGHBORHOOD HSNG SVS	338 JAMELLA COURT, VALLEJO	\$6,693.61
58	0068-580-220	VALLEJO NEIGHBORHOOD HSNG SVS	342 JAMELLA COURT, VALLEJO	\$6,693.61
59	0068-580-230	VALLEJO NEIGHBORHOOD HSNG SVS	346 JAMELLA COURT, VALLEJO	\$12,512.76
60	0079-561-030	ABSALON GERARDO	225 WATERVIEW TERRACE, VALLEJO	\$50,290.82
61	0086-233-020	BAKER WILLIAM E JR & FAITH A	339 LARKIN DRIVE, BENICIA	\$22,878.31
62	0101-140-030	JOHNSTON RICHARD A JR TR; ETAL	NO SITUS	\$5,074.04
63	0133-140-070	AHMAD JAWAD	5012 WALNUT ROAD, VACAVILLE	\$26,077.25
64	0135-583-200	LATCHIN MARY LEE	136 OAK BROOK COURT, VACAVILLE	\$40,887.60
65	0136-023-140	TUCKER STACY	2097 CALIFORNIA DRIVE, VACAVILLE	\$52,603.42
66	0136-303-210	RICH BRYAN; RICH DANIELLE	755 PEREGRINE WAY, VACAVILLE	\$19,242.78
67	0142-010-130	VANOVER DAVID	5385 HOLDENER ROAD, UNINCORPORATED	\$24,837.27
68	0142-010-140	VANOVER DAVID	NO SITUS	\$3,891.39
69	0142-042-010	VANOVER DAVID	147 A STREET, UNINCORPORATED	\$10,030.15
70	0168-560-110	BRANTON WENDY N TR	NO SITUS	\$19,679.63
71	0180-353-120	ALLEN JOHN G; BYNUM DAVID	6050 LAKEVIEW CIRCLE, FAIRFIELD	\$15,498.33
72	0182-060-020	LAIRD DAVID & MARY	707 SKY VALLEY DRIVE, VALLEJO	\$88,889.39
73	0182-173-180	GUTIERREZ MIGUEL	2244 BENNINGTON DRIVE, VALLEJO	\$97,040.89
<b>TOTAL OF ALL MINIMUM BIDS</b>				<b><u>\$1,751,378.65</u></b>



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	6	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Report	<b>Department:</b>	Treasurer-Tax Collector-County Clerk
<b>File #:</b>	19-98	<b>Contact:</b>	Charles Lomeli, 784-3419
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Accept the Solano County Treasurer's Quarterly Report for the period of October 1, 2018 through December 31, 2018		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	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 October 1, 2018 through December 31, 2018.

### **SUMMARY:**

Submitted herein is the Treasurer's FY2018/19 Second 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](http://www.solanocounty.com).

### **FINANCIAL IMPACT:**

There is no financial impact in accepting this report; all costs associated with preparing the agenda item are 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  
Treasurer-Tax Collector-County Clerk  
calomeli@solanocounty.com  
MICHAEL COOPER  
Assistant Treasurer-Tax Collector-  
County Clerk  
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## TREASURER-TAX COLLECTOR-COUNTY CLERK



# SOLANO COUNTY

LORI BUTLER-SLAPPY  
Tax Collections Manager  
leslappy@solanocounty.com

DENISE DIX  
County Clerk Manager  
dmdix@solanocounty.com

675 Texas Street, Suite 1900  
Fairfield, CA 94533-6342  
(707) 784-7485  
Treasurer (707) 784-6295  
Fax (707) 784-6311

January 15, 2019

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 second quarter of FY2018/19.

### 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.

The 544.0 million currently held in cash and investments with six months or less left to maturity should provide adequate funding for all anticipated cash needs, while also affording the Treasury an opportunity to invest excess liquidity at higher rates.

To mitigate various risks identified below, the treasury pool is maintained with a duration designed to stabilize yields and prevent rapid increases or decreases in earnings. The treasury pool is also diversified from a credit risk perspective by maintaining a mix of investments that includes 15.6% in cash and cash equivalents, 15.0% in US Treasuries, 39.1% in Government Sponsored Enterprises, 13.4% in US Corporations, and 10.7% in Municipals; with the balance of 6.2% held in a variety of assets including mutual funds, commercial paper, and other holdings allowable under §53600.5.

### Current Market Conditions Impacting the Treasury Pool

At the December meeting, the Federal Open Market Committee (FOMC) by unanimous vote raised the Federal Funds rate by .25% which currently stands at 2.5% citing continued strong employment data, moderate inflation and a strong economy. The committee also signaled additional rate increases in 2019 which will be data dependent. In the minutes of the meeting, concerns were raised and discussed regarding signs of slowing global growth and financial market volatility. These concerns were cited as reasons to be "patient" with the announced normalization of interest rates and continued reduction of the balance sheet or holding of treasury and mortgage backed securities.

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 2019; 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. Additionally, the interest earning on the investment pool are anticipated to increase accordingly. The weighted average yield on investments maturing in the next six months is 2.0% with a reasonable replacement yield for projection purposes of 2.5%. Should the funds replacement take place as anticipated, the treasury pool should produce an additional \$2.7 million in earnings on an annualized basis when the benefits of repricing are fully realized.

In addition to the expectation for rising rates, a number of macro-economic and political issues are monitored by treasury managers to detect any impacts on elements of the portfolio. A trade dispute with China is impacting our corporations and banks due to the imposition of sanctions on Chinese goods into the US and US goods into China. Additional sanctions have been announced and are scheduled to be imposed this quarter. Additionally, the Brexit or United Kingdom withdrawal from the European Union is expected to cause some degree of uncertainty and disruption in European markets. These events are not expected to have significant lasting impacts but can result in short term volatility in our markets in the coming quarters.

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

CHARLES LOMELI  
Treasurer-Tax Collector-County Clerk  
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MICHAEL COOPER  
Assistant Treasurer-Tax Collector-  
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TREASURER-TAX COLLECTOR-COUNTY CLERK



**SOLANO**  
**COUNTY**

LORI BUTLER-SLAPPY  
Tax Collections Manager  
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DENISE DIX  
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Treasurer (707) 784-6295  
Fax (707) 784-6311

## **STATEMENT OF COMPLIANCE**

December 31, 2018

### Liquidity:

The Treasury has a cash and cash equivalent position (securities maturing within 6 months) of \$544 million dollars as of December 31, 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 December 31, 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  
December 31, 2018

**Holdings by Security Type**

Cash and Cash Equivalents  
Mutual Funds  
US Treasuries  
US Agencies  
Corporate Securities  
Municipal Securities  
**Total Security Holdings**

**Book Value**

**Market Value**

7,976,698.44  
3,220,000.00  
1,508,904.25  
8,487,336.59  
6,939,410.69  
2,659,560.03  
**30,791,910.00**

7,976,943.88  
3,130,000.00  
1,493,203.50  
8,440,554.00  
6,896,622.56  
2,599,092.40  
**30,536,416.34**

**Accrued Income**

**63,234.43**

**63,234.43**

**Grand Total**

**30,855,144.43**

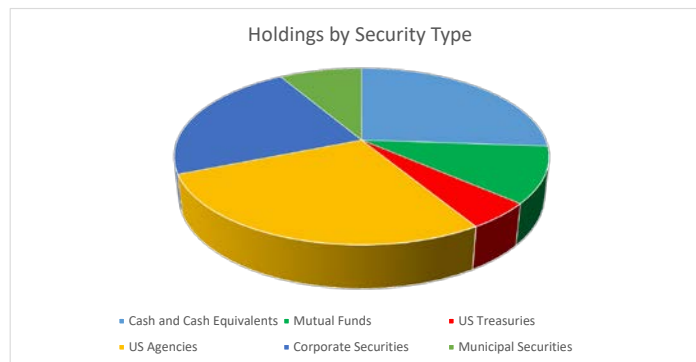
**30,599,650.77**

Estimated Annual Income

582,909.25

Yield on Total Assets

2.00%



**BOOK VALUE VS MARKET REPORT**

**Solano County Treasurer**  
**INVESTMENT PORTFOLIO ACCOUNTING 7.80**

**LAST INTEREST ACCRUAL DATE: 12/31/2018**

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
<b>PORTFOLIO: PARS115</b>								
<b>SECURITY TYPE: 115CORPS</b>								
78658QS95/001	SAFRA NATIONAL BANK C D	AFS	01/28/2019	250,000.00	250,000.00	250,000.00	0.00	12/31/2018
46640QP47/002	JP MORGAN SECURITIES LLC	AFS	02/04/2019	2,000,000.00	1,995,480.93	2,000,000.00	4,519.07	12/31/2018
92937CFX1/001	WEX BANK C D	AFS	02/04/2019	250,000.00	250,000.00	249,840.75	-159.25	12/31/2018
909557GP9/001	UNITED BANKERS BANK C D	AFS	02/11/2019	250,000.00	250,000.00	249,799.25	-200.75	12/31/2018
575718AC5/001	MASS INSTITUTE OF TECH	AFS	07/01/2019	570,000.00	568,867.47	568,060.86	-806.61	12/31/2018
575718AC5/002	MASS INSTITUTE OF TECH	AFS	07/01/2019	127,000.00	126,748.29	126,567.95	-180.34	12/31/2018
132555AM5/001	CAMBRIDGE TRUST C D	AFS	07/22/2019	250,000.00	250,000.00	248,650.75	-1,349.25	12/31/2018
624786CZ0/001	MUFG UNION BANK	AFS	07/24/2019	250,000.00	250,000.00	249,582.75	-417.25	12/31/2018
1404203W8/001	CAPITAL ONE C D	AFS	07/26/2019	250,000.00	250,000.00	248,626.25	-1,373.75	12/31/2018
14042RGQ8/001	CAPITAL ONE NATL C D	AFS	07/26/2019	250,000.00	250,000.00	248,626.25	-1,373.75	12/31/2018
2546726J2/001	DISCOVER BANK C D	AFS	07/26/2019	250,000.00	250,000.00	248,767.25	-1,232.75	12/31/2018
872278F84/001	TCF NATIONAL BANK C D	AFS	07/26/2019	250,000.00	250,000.00	248,626.25	-1,373.75	12/31/2018
87270LAF0/001	TIAA FSB C D	AFS	07/26/2019	250,000.00	250,000.00	248,619.50	-1,380.50	12/31/2018
02006L4K6/001	ALLY BANK C D	AFS	07/29/2019	250,000.00	250,000.00	248,746.75	-1,253.25	12/31/2018
949763JS6/001	WELLS FARGO BANK C D	AFS	07/29/2019	250,000.00	250,000.00	248,741.75	-1,258.25	12/31/2018
55266CWA0/001	MB FINANCIAL BANK C D	AFS	07/31/2019	250,000.00	250,000.00	248,655.25	-1,344.75	12/31/2018
89236TEX9/002	TOYOTA MOTOR CREDIT CORP	AFS	04/26/2021	1,000,000.00	998,314.00	964,711.00	-33,603.00	12/31/2018
<b>TOTAL FOR SECURITY TYPE 115CORPS</b>				<b>6,947,000.00</b>	<b>6,939,410.69</b>	<b>6,896,622.56</b>	<b>-42,788.13</b>	
<b>SECURITY TYPE: 115FEDAG</b>								
3132XORZ6/001	FAMCA	AFS	04/18/2019	2,000,000.00	1,994,671.29	1,993,080.00	-1,591.29	12/31/2018
3135G0ZE6/002	FNMA	AFS	06/20/2019	3,500,000.00	3,529,192.78	3,487,239.00	-41,953.78	12/31/2018
3135G0R39/001	FNMA	AFS	10/24/2019	3,000,000.00	2,963,472.52	2,960,235.00	-3,237.52	12/31/2018
<b>TOTAL FOR SECURITY TYPE 115FEDAG</b>				<b>8,500,000.00</b>	<b>8,487,336.59</b>	<b>8,440,554.00</b>	<b>-46,782.59</b>	
<b>SECURITY TYPE: 115MUNI</b>								
13063CSQ4/001	CALIFORNIA STATE TXBL GOB	AFS	04/01/2020	2,000,000.00	2,024,560.03	1,973,900.00	-50,660.03	12/31/2018
913366HU7/001	UNIVERSITY OF CA REGENTS	AFS	05/15/2020	500,000.00	500,000.00	489,890.00	-10,110.00	12/31/2018
697364DV6/001	PALO ALTO CA COPS	AFS	11/01/2020	135,000.00	135,000.00	135,302.40	302.40	12/31/2018
<b>TOTAL FOR SECURITY TYPE 115MUNI</b>				<b>2,635,000.00</b>	<b>2,659,560.03</b>	<b>2,599,092.40</b>	<b>-60,467.63</b>	
<b>SECURITY TYPE: 115UST</b>								
912828WS5/001	U S TREASURY	AFS	06/30/2019	1,500,000.00	1,508,904.25	1,493,203.50	-15,700.75	12/31/2018

**BOOK VALUE VS MARKET REPORT**

Solano County Treasurer

INVESTMENT PORTFOLIO ACCOUNTING 7.80

LAST INTEREST ACCRUAL DATE: 12/31/2018

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
TOTAL FOR PORTFOLIO PARS115				19,582,000.00	19,595,211.56	19,429,472.46	-165,739.10	

**BOOK VALUE VS MARKET REPORT**

**Solano County Treasurer**  
**INVESTMENT PORTFOLIO ACCOUNTING 7.80**

**LAST INTEREST ACCRUAL DATE: 12/31/2018**

<b>SECURITY ID/LOT NO.</b>	<b>DESCRIPTION</b>	<b>FAS115 CLASS</b>	<b>MATURITY/ CALL DATE</b>	<b>PAR VALUE</b>	<b>BOOK VALUE</b>	<b>MARKET VALUE</b>	<b>MARKET GAIN/LOSS</b>	<b>MARKET DATE</b>
<b>PORTFOLIO: POOL</b>								
<b>SECURITY TYPE: CD</b>								
65590AK62/001	NORDEA BANK NY CD	AFS	06/28/2019	10,000,000.00	10,000,000.00	10,000,000.00	0.00	12/31/2018
<b>SECURITY TYPE: COMPAP</b>								
46640QP47/001	JP MORGAN SECURITIES LLC	AFS	02/04/2019	10,000,000.00	9,977,238.58	10,000,000.00	22,761.42	12/31/2018
89233HPE8/001	TOYOTA MOTOR CREDIT CORP	AFS	02/14/2019	10,000,000.00	9,968,589.98	10,000,000.00	31,410.02	12/31/2018
<b>TOTAL FOR SECURITY TYPE COMPAP</b>				<b>20,000,000.00</b>	<b>19,945,828.56</b>	<b>20,000,000.00</b>	<b>54,171.44</b>	
<b>SECURITY TYPE: CORP</b>								
478160BR4/001	JOHNSON & JOHNSON	AFS	03/01/2019	10,000,000.00	10,002,031.42	9,973,670.00	-28,361.42	12/31/2018
478160BR4/002	JOHNSON & JOHNSON	AFS	03/01/2019	5,000,000.00	4,995,333.98	4,986,835.00	-8,498.98	12/31/2018
717081DU4/001	PFIZER INC	AFS	06/03/2019	12,812,000.00	12,810,763.77	12,737,049.80	-73,713.97	12/31/2018
575718AC5/003	MASS INSTITUTE OF TECH	AFS	07/01/2019	4,650,000.00	4,636,205.05	4,634,180.70	-2,024.35	12/31/2018
594918BN3/001	MICROSOFT CORP	AFS	08/08/2019	1,768,000.00	1,762,312.70	1,750,399.56	-11,913.14	12/31/2018
594918BN3/002	MICROSOFT CORP	AFS	08/08/2019	10,000,000.00	9,978,855.96	9,900,450.00	-78,405.96	12/31/2018
594918BN3/003	MICROSOFT CORP	AFS	08/08/2019	4,268,000.00	4,251,904.15	4,225,512.06	-26,392.09	12/31/2018
084664CK5/001	BERKSHIRE HATHAWAY FIN	AFS	08/15/2019	10,000,000.00	9,952,277.31	9,895,030.00	-57,247.31	12/31/2018
90331HML4/001	US BANK NA OHIO	AFS	09/28/2019	5,000,000.00	4,979,674.39	4,964,675.00	-14,999.39	12/31/2018
931142DY6/001	WALMART INC	AFS	10/09/2019	8,323,000.00	8,259,774.86	8,264,564.22	4,789.36	12/31/2018
89236TDH5/001	TOYOTA MOTOR CREDIT CORP	AFS	10/18/2019	2,155,000.00	2,136,472.33	2,129,812.36	-6,659.97	12/31/2018
438516BQ8/001	HONEYWELL INTERNATIONAL	AFS	10/30/2019	8,540,000.00	8,479,475.56	8,456,316.54	-23,159.02	12/31/2018
037833DH0/001	APPLE INC	AFS	11/13/2019	10,000,000.00	9,987,787.43	9,918,300.00	-69,487.43	12/31/2018
94988J5L7/001	WELLS FARGO BANK N.A.	AFS	01/15/2020	10,000,000.00	9,929,598.78	9,914,940.00	-14,658.78	12/31/2018
30231GAG7/002	EXXON MOBIL CORPORATION	AFS	02/06/2020	13,175,000.00	13,043,841.99	13,056,556.75	12,714.76	12/31/2018
166764AR1/001	CHEVRON CORP	AFS	03/03/2020	6,700,000.00	6,628,703.90	6,632,732.00	4,028.10	12/31/2018
30231GAG7/001	EXXON MOBIL CORPORATION	AFS	03/06/2020	4,310,000.00	4,295,461.29	4,271,253.10	-24,208.19	12/31/2018
89236TDU6/001	TOYOTA MOTOR CREDIT CORP	AFS	04/17/2020	10,000,000.00	10,001,831.69	9,875,800.00	-126,031.69	12/31/2018
191216BT6/001	COCA COLA CO	AFS	10/27/2020	10,000,000.00	9,830,983.52	9,828,660.00	-2,323.52	12/31/2018
037833BS8/001	APPLE INC	AFS	01/23/2021	10,000,000.00	9,818,865.64	9,882,840.00	63,974.36	12/31/2018
89236TEX9/001	TOYOTA MOTOR CREDIT CORP	AFS	04/26/2021	4,000,000.00	3,993,256.04	3,858,844.00	-134,412.04	12/31/2018
<b>TOTAL FOR SECURITY TYPE CORP</b>				<b>160,701,000.00</b>	<b>159,775,411.76</b>	<b>159,158,421.09</b>	<b>-616,990.67</b>	
<b>SECURITY TYPE: FEDCOUP</b>								
3135G0H63/001	FNMA	AFS	01/28/2019	7,000,000.00	6,996,991.91	6,994,498.00	-2,493.91	12/31/2018
3134G9MU8/001	FHLMC	AFS	02/24/2019	10,000,000.00	9,951,585.67	9,952,850.00	1,264.33	12/31/2018



**BOOK VALUE VS MARKET REPORT**

**Solano County Treasurer**  
**INVESTMENT PORTFOLIO ACCOUNTING 7.80**

**LAST INTEREST ACCRUAL DATE: 12/31/2018**

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
3133EGBR5/001	FFCB	AFS	02/25/2019	1,500,000.00	1,499,167.68	1,497,015.00	-2,152.68	12/31/2018
3135G0J53/001	FNMA	AFS	02/26/2019	1,000,000.00	999,526.17	997,772.00	-1,754.17	12/31/2018
3130AFFB8/001	FHLB	AFS	02/28/2019	10,000,000.00	10,000,000.00	10,007,200.00	7,200.00	12/31/2018
3135G0K77/001	FNMA	AFS	03/13/2019	1,900,000.00	1,889,734.32	1,889,133.90	-600.42	12/31/2018
742651DG4/001	PRIVATE EXPORT FUNDING	AFS	03/15/2019	5,000,000.00	5,021,655.02	5,017,025.00	-4,630.02	12/31/2018
3133EFN94/001	FFCB	AFS	03/21/2019	2,000,000.00	1,995,504.77	1,994,674.00	-830.77	12/31/2018
3130ADQH8/001	FHLB	AFS	03/22/2019	2,000,000.00	1,990,443.95	1,993,790.00	3,346.05	12/31/2018
3134GSH73/001	FHLMC	AFS	03/26/2019	15,000,000.00	15,000,000.00	15,005,130.00	5,130.00	12/31/2018
3134G8QE2/001	FHLMC	AFS	03/29/2019	2,000,000.00	1,995,136.47	1,994,910.00	-226.47	12/31/2018
3137EADZ9/001	FHLMC	AFS	04/15/2019	10,000,000.00	10,001,679.97	9,962,720.00	-38,959.97	12/31/2018
3130AFB71/001	FHLB	AFS	05/02/2019	5,000,000.00	4,997,705.78	5,004,445.00	6,739.22	12/31/2018
3136G3K38/001	FNMA	AFS	05/02/2019	10,000,000.00	9,989,483.13	9,921,100.00	-68,383.13	12/31/2018
3136G3K46/001	FNMA	AFS	05/02/2019	10,000,000.00	9,989,488.68	9,921,470.00	-68,018.68	12/31/2018
3130ACN83/001	FHLB	AFS	05/15/2019	10,000,000.00	9,997,319.38	9,884,970.00	-112,349.38	12/31/2018
3133X72S2/001	FHLB	AFS	05/15/2019	10,000,000.00	10,111,917.45	10,098,840.00	-13,077.45	12/31/2018
3133EF7L5/001	FFCB	AFS	05/16/2019	3,000,000.00	2,986,739.62	2,984,700.00	-2,039.62	12/31/2018
3130ABF92/001	FHLB	AFS	05/28/2019	10,000,000.00	9,978,643.38	9,951,240.00	-27,403.38	12/31/2018
3130ABF92/002	FHLB	AFS	05/28/2019	20,000,000.00	19,952,324.41	19,902,480.00	-49,844.41	12/31/2018
3130ABF92/003	FHLB	AFS	05/28/2019	10,000,000.00	9,954,587.60	9,951,240.00	-3,347.60	12/31/2018
3130ABF92/004	FHLB	AFS	05/28/2019	10,000,000.00	9,955,783.22	9,951,240.00	-4,543.22	12/31/2018
3130AEFV7/001	FHLB	AFS	06/11/2019	3,500,000.00	3,496,759.63	3,494,753.50	-2,006.13	12/31/2018
313379EE5/001	FHLB	AFS	06/14/2019	19,460,000.00	19,480,491.67	19,375,640.90	-104,850.77	12/31/2018
313379EE5/002	FHLB	AFS	06/14/2019	3,000,000.00	3,003,389.16	2,986,995.00	-16,394.16	12/31/2018
313379EE5/003	FHLB	AFS	06/14/2019	2,070,000.00	2,062,352.77	2,061,026.55	-1,326.22	12/31/2018
3135G0ZE6/001	FNMA	AFS	06/20/2019	10,000,000.00	10,009,907.91	9,963,540.00	-46,367.91	12/31/2018
3130A8DB6/001	FHLB	AFS	06/21/2019	1,000,000.00	993,893.93	993,130.00	-763.93	12/31/2018
3130A8DB6/002	FHLB	AFS	06/21/2019	3,505,000.00	3,483,598.21	3,480,920.65	-2,677.56	12/31/2018
3130A8NN9/001	FHLB	AFS	06/28/2019	1,000,000.00	992,147.32	991,136.00	-1,011.32	12/31/2018
3130A8NN9/002	FHLB	AFS	06/28/2019	1,135,000.00	1,126,087.23	1,124,939.36	-1,147.87	12/31/2018
3130AADN5/001	FHLB	AFS	06/28/2019	3,000,000.00	2,984,875.86	2,982,111.00	-2,764.86	12/31/2018
3137EAEB1/001	FHLMC	AFS	07/19/2019	10,000,000.00	9,946,302.56	9,907,000.00	-39,302.56	12/31/2018
3137EAEB1/002	FHLMC	AFS	07/19/2019	10,000,000.00	9,909,296.56	9,907,000.00	-2,296.56	12/31/2018
3137EAEB1/003	FHLMC	AFS	07/19/2019	5,000,000.00	4,952,434.61	4,953,500.00	1,065.39	12/31/2018
3135G0N33/001	FNMA	AFS	08/02/2019	25,000,000.00	24,921,750.55	24,747,525.00	-174,225.55	12/31/2018
3135G0N33/002	FNMA	AFS	08/02/2019	10,000,000.00	9,898,054.96	9,899,010.00	955.04	12/31/2018
3135G0N33/003	FNMA	AFS	08/02/2019	7,729,000.00	7,647,039.16	7,650,944.83	3,905.67	12/31/2018

**BOOK VALUE VS MARKET REPORT**

**Solano County Treasurer**  
**INVESTMENT PORTFOLIO ACCOUNTING 7.80**

**LAST INTEREST ACCRUAL DATE: 12/31/2018**

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
3135G0R70/001	FNMA	AFS	08/25/2019	5,000,000.00	4,998,492.76	4,937,750.00	-60,742.76	12/31/2018
3135G0P49/001	FNMA	AFS	08/28/2019	5,000,000.00	4,946,869.91	4,946,720.00	-149.91	12/31/2018
3135G0ZG1/001	FNMA	AFS	09/12/2019	10,000,000.00	9,937,314.69	9,938,850.00	1,535.31	12/31/2018
3135G0ZG1/002	FNMA	AFS	09/12/2019	10,000,000.00	9,934,687.54	9,938,850.00	4,162.46	12/31/2018
313383VN8/001	FHLB	AFS	09/13/2019	10,000,000.00	10,013,683.95	9,954,700.00	-58,983.95	12/31/2018
3133XUMS9/001	FHLB	AFS	09/13/2019	8,070,000.00	8,185,626.25	8,169,979.23	-15,647.02	12/31/2018
3130A9EP2/001	FHLB	AFS	09/26/2019	10,000,000.00	9,878,658.71	9,879,080.00	421.29	12/31/2018
3137EADM8/001	FHLMC	AFS	10/02/2019	20,000,000.00	19,971,721.73	19,793,340.00	-178,381.73	12/31/2018
3130AF7C5/001	FHLB	AFS	10/18/2019	5,000,000.00	4,997,033.11	4,997,075.00	41.89	12/31/2018
3133EGNE1/001	FFCB	AFS	01/21/2020	2,000,000.00	2,000,000.00	1,973,738.00	-26,262.00	12/31/2018
3130AASN9/001	FHLB	AFS	03/30/2020	2,000,000.00	2,001,906.92	1,974,756.00	-27,150.92	12/31/2018
3134GBXV9/001	FHLMC	AFS	04/13/2020	20,000,000.00	19,743,246.72	19,774,160.00	30,913.28	12/31/2018
3134GSHT5/001	FHLMC	AFS	04/30/2020	2,000,000.00	1,992,189.64	1,994,998.00	2,808.36	12/31/2018
313370E38/001	FHLB	AFS	06/12/2020	10,500,000.00	10,596,901.25	10,625,055.00	28,153.75	12/31/2018
313370US5/001	FHLB	AFS	09/11/2020	15,000,000.00	15,030,459.16	15,079,350.00	48,890.84	12/31/2018
3134GSAP0/001	FHLMC	AFS	09/21/2020	10,000,000.00	10,000,000.00	9,886,590.00	-113,410.00	12/31/2018
3130AD4Y5/001	FHLB	AFS	09/28/2020	10,000,000.00	10,000,000.00	9,880,020.00	-119,980.00	12/31/2018
3134GSHS7/001	FHLMC	AFS	10/19/2020	1,890,000.00	1,880,666.19	1,889,450.01	8,783.82	12/31/2018
3130AF3M7/001	FHLB	AFS	04/15/2021	17,375,000.00	17,426,420.41	17,517,266.50	90,846.09	12/31/2018
313383ZU8/001	FHLB	AFS	09/10/2021	13,000,000.00	13,066,603.21	13,136,955.00	70,351.79	12/31/2018
<b>TOTAL FOR SECURITY TYPE FEDCOUP</b>				<b>467,634,000.00</b>	<b>466,766,282.82</b>	<b>465,686,298.43</b>	<b>-1,079,984.39</b>	

**SECURITY TYPE: MUNICAL**

13066YTY5/001	CA STATE DEPT OF WATER RESOURCES	AFS	05/01/2019	1,519,461.44	1,485,604.67	1,484,088.38	-1,516.29	12/31/2018
7976462R6/001	SAN FRANCISCO CITY & CTY GOB	AFS	06/15/2019	5,000,000.00	5,013,192.98	5,002,100.00	-11,092.98	12/31/2018
91412GSB2/001	UNIV OF CA -AH	AFS	07/01/2019	5,000,000.00	4,993,673.97	4,977,800.00	-15,873.97	12/31/2018
91412GSB2/002	UNIV OF CA -AH	AFS	07/01/2019	10,000,000.00	10,010,132.32	9,955,600.00	-54,532.32	12/31/2018
13063DGM4/001	CALIFORNIA ST TXBLE-VARIOUS PURPOSE	AFS	08/01/2019	10,000,000.00	10,041,796.61	10,028,700.00	-13,096.61	12/31/2018
798170AB2/001	SAN JOSE REDEVELOPMENT AG	AFS	08/01/2019	3,000,000.00	3,000,000.00	2,987,760.00	-12,240.00	12/31/2018
801546PD8/001	SANTA CLARA CNTY TXBL SER A	AFS	08/01/2019	10,000,000.00	10,017,223.02	9,957,600.00	-59,623.02	12/31/2018
358266CQ5/001	FRESNO CTY CA PENSN OBLG	AFS	08/15/2019	7,000,000.00	7,000,000.00	6,985,510.00	-14,490.00	12/31/2018
15324VAL2/001	CENTRL CONTRA COSTA CA SAN DIST	AFS	09/01/2019	630,000.00	630,000.00	629,622.00	-378.00	12/31/2018
13063DDD7/001	CALIFORNIA ST TXBL-VARIOUS PURPOSE	AFS	10/01/2019	10,000,000.00	10,022,441.99	9,961,800.00	-60,641.99	12/31/2018
76913CAQ2/001	RIVERSIDE CNTY CA PENSION OBLG	AFS	02/15/2020	10,000,000.00	10,206,683.33	10,204,800.00	-1,883.33	12/31/2018
83412PDY5/001	SOLANO CTY CA CMNTY COLLEGE DISTR	AFS	08/01/2020	5,460,000.00	5,527,007.36	5,478,181.80	-48,825.56	12/31/2018
79730PDE2/001	SAN DIEGO CA REDEVELOPMENT AGENCY	AFS	09/01/2020	10,000,000.00	10,976,183.06	10,804,700.00	-171,483.06	12/31/2018

**BOOK VALUE VS MARKET REPORT**

**Solano County Treasurer**  
**INVESTMENT PORTFOLIO ACCOUNTING 7.80**

**LAST INTEREST ACCRUAL DATE: 12/31/2018**

SECURITY ID/LOT NO.	DESCRIPTION	FAS115 CLASS	MATURITY/ CALL DATE	PAR VALUE	BOOK VALUE	MARKET VALUE	MARKET GAIN/LOSS	MARKET DATE
79771PZ65/001	SAN FRANCISCO CITY & CNTY CA REDEV AUTH	AFS	02/01/2021	7,855,000.00	8,799,171.94	8,850,856.90	51,684.96	12/31/2018
899154AT5/001	TULARE CO PENSN-TXBLE	AFS	06/01/2021	5,000,000.00	5,000,000.00	5,019,000.00	19,000.00	12/31/2018
797398DK7/001	SAN DIEGO CTY CA PENSION OBLIGATION	AFS	08/15/2021	10,905,000.00	11,922,552.52	11,766,604.05	-155,948.47	12/31/2018
<b>TOTAL FOR SECURITY TYPE MUNICAL</b>				<b>111,369,461.44</b>	<b>114,645,663.77</b>	<b>114,094,723.13</b>	<b>-550,940.64</b>	
<b>SECURITY TYPE: MUNINAT</b>								
010411CM6/001	ALABAMA STATE TXBL - SER B	AFS	11/01/2020	4,720,000.00	4,720,000.00	4,745,960.00	25,960.00	12/31/2018
68607VJ97/001	OREGON ST LOTTERY REVENUE	AFS	04/01/2021	1,350,000.00	1,377,047.41	1,340,604.00	-36,443.41	12/31/2018
5946107Z4/001	MICHIGAN STATE TXBL REF A	AFS	05/15/2022	3,000,000.00	3,035,666.08	3,015,000.00	-20,666.08	12/31/2018
<b>TOTAL FOR SECURITY TYPE MUNINAT</b>				<b>9,070,000.00</b>	<b>9,132,713.49</b>	<b>9,101,564.00</b>	<b>-31,149.49</b>	
<b>SECURITY TYPE: SOL</b>								
834SCFCP7G/001	SOLANO CTY 2013 COPS	AFS	11/15/2019	355,000.00	355,000.00	355,000.00	0.00	12/31/2018
834SCFCP7H/001	SOLANO CTY 2013 COPS	AFS	11/15/2020	365,000.00	365,000.00	365,000.00	0.00	12/31/2018
834SCFCP7I/001	SOLANO CTY 2013 COPS	AFS	11/15/2021	380,000.00	380,000.00	380,000.00	0.00	12/31/2018
834SCFCP7J/001	SOLANO CTY 2013 COPS	AFS	11/15/2022	390,000.00	390,000.00	390,000.00	0.00	12/31/2018
834SCFCP7K/001	SOLANO CTY 2013 COPS	AFS	11/15/2023	405,000.00	405,000.00	405,000.00	0.00	12/31/2018
834SCFCP7L/001	SOLANO CTY 2013 COPS	AFS	11/15/2024	415,000.00	415,000.00	415,000.00	0.00	12/31/2018
834SCFCP7M/001	SOLANO CTY 2013 COPS	AFS	11/15/2025	430,000.00	430,000.00	430,000.00	0.00	12/31/2018
834SCFCP7N/001	SOLANO CTY 2013 COPS	AFS	11/15/2026	445,000.00	445,000.00	445,000.00	0.00	12/31/2018
834SCFCP7O/001	SOLANO CTY 2013 COPS	AFS	11/15/2027	460,000.00	460,000.00	460,000.00	0.00	12/31/2018
<b>TOTAL FOR SECURITY TYPE SOL</b>				<b>3,645,000.00</b>	<b>3,645,000.00</b>	<b>3,645,000.00</b>	<b>0.00</b>	
<b>SECURITY TYPE: SUPRA</b>								
459058EV1/001	IBRD	AFS	07/26/2019	10,000,000.00	9,990,993.03	9,922,260.00	-68,733.03	12/31/2018
<b>SECURITY TYPE: TREASURY</b>								
912828Q52/001	U S TREASURY	AFS	04/15/2019	100,000,000.00	99,652,612.46	99,560,600.00	-92,012.46	12/31/2018
912828WL0/001	U S TREASURY	AFS	05/31/2019	10,000,000.00	9,987,272.14	9,959,380.00	-27,892.14	12/31/2018
912828S43/001	U S TREASURY	AFS	07/15/2019	20,000,000.00	19,824,073.44	19,808,600.00	-15,473.44	12/31/2018
912828D80/001	U S TREASURY	AFS	08/31/2019	25,000,000.00	25,045,858.18	24,834,950.00	-210,908.18	12/31/2018
912828F39/001	U S TREASURY	AFS	09/30/2019	10,000,000.00	9,947,131.28	9,935,160.00	-11,971.28	12/31/2018
912828XH8/001	U S TREASURY	AFS	06/30/2020	15,000,000.00	14,728,691.33	14,797,260.00	68,568.67	12/31/2018
<b>TOTAL FOR SECURITY TYPE TREASURY</b>				<b>180,000,000.00</b>	<b>179,185,638.83</b>	<b>178,895,950.00</b>	<b>-289,688.83</b>	
<b>TOTAL FOR PORTFOLIO POOL</b>				<b>972,419,461.44</b>	<b>973,087,532.26</b>	<b>970,504,216.65</b>	<b>-2,583,315.61</b>	

Solano County Treasury  
Treasurer Charles Lomeli  
Statement of Assets  
December 31, 2018

Fiscal Year 2019  
December

Cash & Cash Equivalents

Cash on Hand	\$700,022.94
Cash in Bank	\$3,173,427.82
Cash in Money Markets	\$122,816,874.17
LAIF	\$58,624,396.23

<b>Total Cash &amp; Cash Equivalents</b>	<b>\$185,314,721.16</b>
--	-------------------------

Non Cash Assets

Accrued Interest	\$5,210,288.32
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<b>Total Non Cash Assets</b>	<b>\$5,210,288.32</b>
------------------------------	-----------------------

Investments

Mutual Funds	\$29,925,899.94
Securities	\$970,504,216.98

<b>Total Investments</b>	<b>\$1,000,430,116.92</b>
--------------------------	---------------------------

<b>Total Pooled Investment At Market Value</b>	<b>\$1,190,955,126.40</b>
Mark to Market Equity	(\$2,764,100.35)

<b>Total Pooled Investments At Book Value</b>	<b>\$1,193,719,226.75</b>
---	---------------------------

Other Treasury Holdings

Other Treasury Holdings	\$13,334,978.52
PARS115	\$30,599,650.77
PARS OPEB Trust	\$41,637,730.03

<b>Total Other Treasury Holdings</b>	<b>\$85,572,359.32</b>
--------------------------------------	------------------------

<b>TOTAL ASSETS AT MARKET VALUE</b>	<b>\$1,276,527,485.72</b>
-------------------------------------	---------------------------

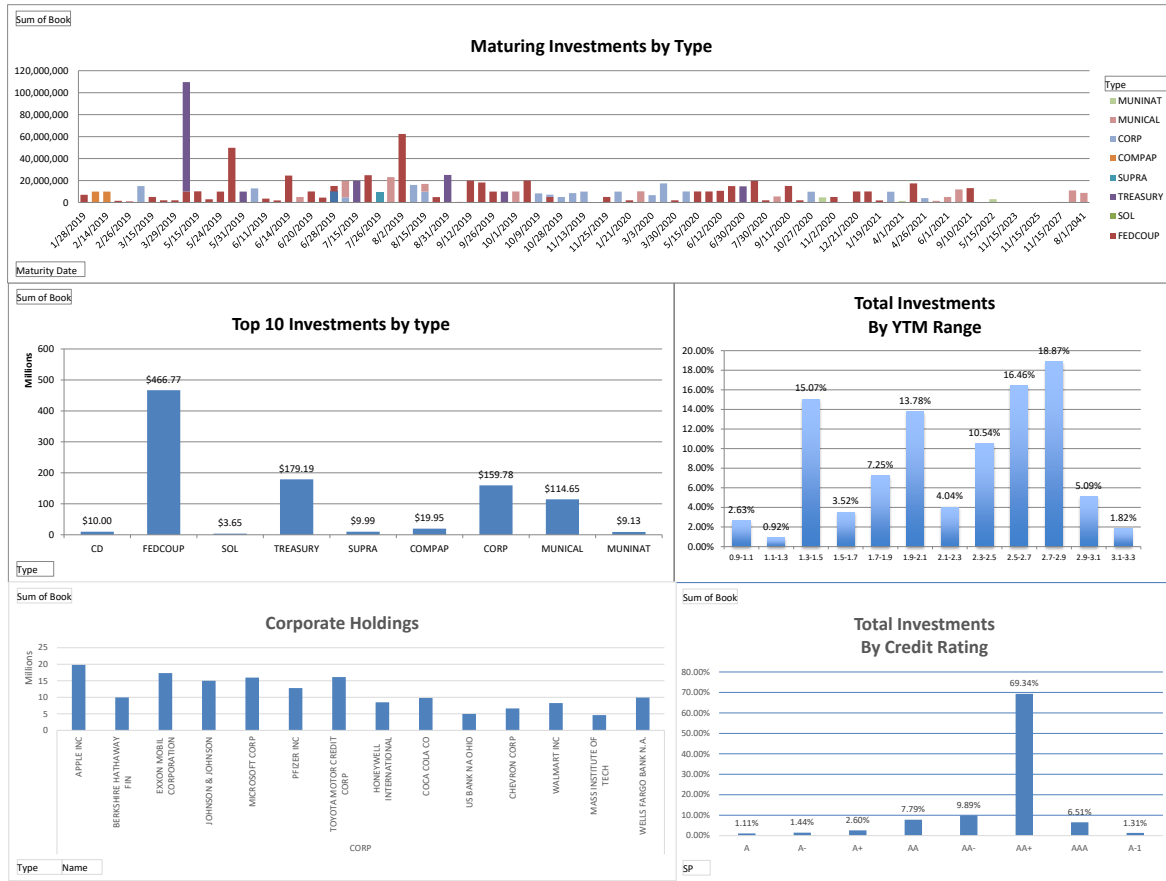
NET ASSET VALUE OF POOLED INVESTMENTS*	0.9977
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\_\_\_\_\_  
Charles Lomeli: Treasurer - Tax Collector - County Clerk

\_\_\_\_\_  
Date

\*NAV is calculated by dividing Pooled Assets at Market Value by Pooled Assets at Book Value.  
Bond Proceed Totals are not included in the calculation.

Solano County Treasury  
Treasurer Charles Lomeli  
Portfolio Statistical Graphs  
31-Dec-18



Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Detail (EOP)  
December 31, 2018

Fiscal Year 2019  
December

**ASSETS**

Cash & Cash Equivalents

Physical Cash	\$1,002.92
Sealed Bags	\$179,859.90
Deposits in Transit	\$519,160.12
<b>Total Cash on Hand</b>	<b>\$700,022.94</b>

Wells Fargo Deposit Account	\$3,159,252.00
Bank of America Deposit Account	\$8,481.33
First Northern Bank Lake Solano Park	\$2,605.87
Bank of Stockton	\$3,088.62
<b>Total Cash in Bank</b>	<b>\$3,173,427.82</b>

WF Money Market Account	\$2,133,559.37
UB Safekeeping Money Market Account	\$30,806.48
CAMP Money Market Account	\$38,257,845.62
CalTrust Liquidity Fund	\$48,194,662.70
CalTrust Blackrock FedFund	\$34,200,000.00
<b>Total Cash in Money Markets</b>	<b>\$122,816,874.17</b>

LAIF	\$58,624,396.23
<b>Total LAIF</b>	<b>\$58,624,396.23</b>

<b>Total Cash &amp; Cash Equivalents</b>	<b>\$185,314,721.16</b>
--	-------------------------

Non Cash Assets

Acc Int Money Markets	\$49,648.20
Acc Int LAIF	\$318,934.82
Acc Int CT Short	\$40,285.49
Acc Int CT Medium	\$18,645.41
Acc Int Investment Securities	\$4,782,774.40
<b>Total Accrued Interest</b>	<b>\$5,210,288.32</b>

Total Items in Transit	\$0.00
------------------------	--------

<b>Total Non Cash Assets</b>	<b>\$5,210,288.32</b>
------------------------------	-----------------------

Mutual Funds

CT Short Book Value	\$20,034,374.07
CT Short Mrk to Market	(\$36,978.75)
CT Medium Book Value	\$10,072,310.94
CT Medium Mrk to Market	(\$143,806.32)

<b>Total Mutual Funds</b>	<b>\$29,925,899.94</b>
---------------------------	------------------------

Securities

Solano County Bonds Par	\$3,645,000.00
-------------------------	----------------

Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Detail (EOP)  
December 31, 2018

	Fiscal Year 2019 December
US Treasuries Par	\$180,000,000.00
US Treasuries Premium	\$45,858.18
US Treasuries Discount	(\$860,219.35)
US Treasuries Mk to Mkt	(\$289,689.04)
Municipals Par	\$120,439,461.44
Municipals Premium	\$3,379,098.62
Municipals Discount	(\$40,182.80)
Municipals Mk to Mkt	(\$582,090.26)
Fed Agencies Par	\$467,634,000.00
Fed Agencies Premium	\$545,642.33
Fed Agencies Discount	(\$1,413,359.51)
Fed Agencies Mk to Mkt	(\$1,079,983.55)
Commercial Paper Par	\$20,000,000.00
Commercial Paper Discount	(\$54,171.44)
Commercial Paper Mk to Mkt	\$54,171.44
CD Par	\$10,000,000.00
Corporates Par	\$160,701,000.00
Corporates Premium	\$3,863.11
Corporates Discount	(\$929,451.35)
Corporates Mk to Mkt	(\$616,991.08)
Supranational Banks Par	\$10,000,000.00
Supranational Banks Discount	(\$9,006.97)
Supranational Banks Mk to Mkt	(\$68,732.79)
<b>Total Securities</b>	<b>\$970,504,216.98</b>
<b>Total Investments</b>	<b>\$1,000,430,116.92</b>
<b>Total Pool at Market Value</b>	<b>\$1,190,955,126.40</b>
<b>Other Treasury Holdings</b>	
VCUSD iBank Muni Fund	\$7,215,553.49
2009 Cops	\$1,798,065.70
2005 Pension Obligation Bonds	\$4,058,420.22
2013 Cops	\$255,752.39
2017 Cops	\$7,186.72
<b>Total Bond Proceeds</b>	<b>\$13,334,978.52</b>
115 Trust Cash	\$8,656.01
115 Trust Money Markets	\$7,968,042.43
115 Trust Mutual Funds	\$3,220,000.00
115 Trust Mutual Funds Mark to Market	(\$90,000.00)
115 Trust Accrued Interest	\$63,234.43
115 Trust Money Market Mark to Market	\$245.44
115 Trust US Treasuries Par	\$1,500,000.00
115 Trust US Treasuries Premium	\$8,904.25
115 Trust US Treasuries Mk to Mkt	(\$15,700.75)
115 Trust Fed Agencies Par	\$8,500,000.00

Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Detail (EOP)  
December 31, 2018

	Fiscal Year 2019 December
115 Trust Fed Agencies Premium	\$29,192.78
115 Trust Fed Agencies Discount	(\$41,856.19)
115 Trust Fed Agencies Mk to Mkt	(\$46,782.59)
115 Trust Corporates Par	\$6,947,000.00
115 Trust Corporates Discount	(\$7,589.31)
115 Trust Corporates Mk to Mkt	(\$42,788.13)
115 Trust Municipals Par	\$2,635,000.00
115 Trust Municipals Premium	\$24,560.03
115 Trust Municipals Mk to Mkt	(\$60,467.63)
	-----
<b>Total 115 Trust</b>	<b>\$30,599,650.77</b>
	-----
<b>Total Deposits With Others</b>	<b>\$43,934,629.29</b>
	=====
OPEB Trust Money Markets	\$1,358,981.66
OPEB Trust Mutual Funds Equity	\$22,236,313.39
OPEB Trust Mutual Funds Fixed Income	\$14,329,622.82
OPEB Trust Mk to Mkt	\$3,701,278.99
OPEB Trust Accrued Income	\$11,533.17
	-----
<b>Total OPEB Trust</b>	<b>\$41,637,730.03</b>
	-----
<b>Total Other Treasury Holdings</b>	<b>\$85,572,359.32</b>
	=====
<b>TOTAL ASSETS</b>	<b>\$1,276,527,485.72</b>
	=====
 <b>LIABILITIES</b>	
 <u>Exception Items</u>	
Total Bank Exceptions	\$0.00
Total Investment Portfolio Exceptions	\$0.00
Total Auditor - Controller Exceptions	\$0.00
	-----
<b>Total Exception Items</b>	<b>\$0.00</b>
 <u>Auditor - Controller Fund Balance</u>	
OneSolution Cash in Treasury	\$1,191,533,033.15
	-----
<b>Total OneSolution Cash</b>	<b>\$1,191,533,033.15</b>
OneSolution Bond Proceeds Dep With Others	\$6,119,425.03
OneSolution Pars 115 Trust	\$30,855,144.43
OneSolution OPEB Trust	\$37,936,451.04



Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Detail (EOP)  
December 31, 2018

	Fiscal Year 2019
	December
OneSolution VCUSD iBank 5390160	\$7,210,690.44
	-----
Total OneSolution Deposits With Others	\$82,121,710.94
	-----
Total Auditor - Controller Fund Balance	\$1,273,654,744.09
	=====
<b>TOTAL LIABILITIES</b>	<b>\$1,273,654,744.09</b>
	=====
 <b>EQUITY</b>	
Total Retained Earnings	\$0.00
Total Pool Mark to Market Equity	(\$2,764,100.35)
115 Trust Mark to Market Equity	(\$255,493.66)
OPEB Trust Mark to Market Equity	\$3,701,278.99
	-----
Total Market to Market	\$681,684.98
Net Income	\$2,191,056.65
	-----
<b>TOTAL EQUITY</b>	<b>\$2,872,741.63</b>
	-----
	=====
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$1,276,527,485.72</b>
	=====

Solano County Treasury  
Treasurer Charles Lomeli  
Income Statement  
December 31, 2018

Fiscal Year 2019  
December

**POOL INCOME**

Short Term Investments

Bank Deposit Income	\$0.00
<b>Total Bank Deposit</b>	<b>\$0.00</b>

Wells Fargo	\$3,707.49
Union Bank	\$289.22
CAMP	\$60,788.13
CalTrust BlackRock TempFund Income	\$77,135.79
Cal Trust Money Market	\$49,648.20
<b>Total Money Markets</b>	<b>\$191,568.83</b>

LAIF	\$110,037.19
<b>Total LAIF</b>	<b>\$110,037.19</b>

<b>Total Short Term Income</b>	<b>\$301,606.02</b>
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Mutual Funds

CT Short Interest Earnings	\$40,285.49
CT Medium Interest Earnings	\$18,645.41

<b>Total Mutual Fund Income</b>	<b>\$58,930.90</b>
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Long Term Investments

Interest Earnings 53601A	\$10,145.24
Premium Amortization	\$0.00
Discount Accretion	\$0.00
Gain/Loss on Sale	\$0.00
<b>Total County Bonds</b>	<b>\$10,145.24</b>

Interest Earnings 53601B	\$207,154.05
Premium Amortization	(\$6,341.73)
Discount Accretion	\$216,724.46
Gain/Loss on Sale	\$0.00
<b>Total US Treasuries</b>	<b>\$417,536.78</b>

Interest Earnings 53601C	\$363,168.90
Premium Amortization	(\$144,167.56)
Discount Accretion	\$2,403.82
Gain/Loss on Sale	\$0.00
<b>Total Municipals</b>	<b>\$221,405.16</b>

Interest Earnings 53601F	\$657,471.62
Premium Amortization	(\$63,228.95)
Discount Accretion	\$184,099.69
Gain/Loss on Sale	\$0.00
<b>Total Fed Agency</b>	<b>\$778,342.36</b>

Solano County Treasury  
Treasurer Charles Lomeli  
Income Statement  
December 31, 2018

Fiscal Year 2019  
December

Interest Earnings 53601G	\$0.00
Premium Amortization	\$0.00
Discount Accretion	\$53,654.57
Gain/Loss on Sale	\$0.00
<b>Total Commercial Paper</b>	<b>\$53,654.57</b>

Interest Earnings 53601H	\$22,044.44
Premium Amortization	\$0.00
Discount Accretion	\$0.00
Gain/Loss on Sale	\$0.00
<b>Total Certificates of Deposit</b>	<b>\$22,044.44</b>

Interest Earnings 53601J	\$232,774.17
Premium Amortization	(\$1,219.36)
Discount Accretion	\$69,597.96
Gain/Loss on Sale	\$0.00
<b>Total Corporates</b>	<b>\$301,152.77</b>

Interest Earnings 53601Q	\$10,416.67
Premium Amortization	\$0.00
Discount Accretion	\$10,958.69
Gain/Loss on Sale	\$0.00
<b>Total Supranational Bonds</b>	<b>\$21,375.36</b>

Total Long Term Income	\$1,825,656.68
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<b>Total Income</b>	<b>\$2,186,193.60</b>
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Treasury Operating Costs

Interest Apportionment Expense	\$1,829,668.03
<b>Total Treasury Apportioned</b>	<b>(\$1,829,668.03)</b>

<b>Total Expense</b>	<b>(\$1,829,668.03)</b>
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<b>TREASURY POOL UNAPPORTIONED</b>	<b>\$356,525.57</b>
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**115 TRUST**

Short Term Investments

115 Trust Cash & Money Mkt Income	\$9,990.02
<b>Total Cash &amp; Money Markets</b>	<b>\$9,990.02</b>

Mutual Funds

115 Trust Mutual Fund Income	\$12,012.66
<b>Total Mutual Funds</b>	<b>\$12,012.66</b>

Solano County Treasury  
Treasurer Charles Lomeli  
Income Statement  
December 31, 2018

Fiscal Year 2019  
December

Long Term Investments

115 Trust US Treasuries Income	\$3,682.71
115 Trust Fed Agencies Income	\$9,340.54
115 Trust Corporates Income	\$14,903.32
115 Trust Municipals Income	\$2,285.59
<b>Total Long Term Investments</b>	<b>\$30,212.16</b>

<b>Total Income</b>	<b>\$52,214.84</b>
---------------------	--------------------

Management Costs

115 Trust Earnings Distribution	\$179,343.48
115 Trust Safekeeping Expense	\$1,312.43
115 Trust PARS Expenses	\$3,869.34
<b>Total 115 Trust Management Charges</b>	<b>\$5,181.77</b>

<b>Total Expense</b>	<b>\$184,525.25</b>
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<b>115 TRUST NET INCOME</b>	<b>(\$132,310.41)</b>
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**OPEB TRUST**

Short Term Investments

OPEB Trust Cash & Mny Mkt Inc	\$2,337.71
<b>Total Cash &amp; Money Markets</b>	<b>\$2,337.71</b>

Mutual Funds

OPEB Trust Mut Fund EQ Inc	\$152,721.83
OPEB Trust Mutual Fund FI Income	\$30,532.72
<b>Total OPEB Mutual Funds</b>	<b>\$183,254.55</b>

<b>Total Income</b>	<b>\$185,592.26</b>
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Management Costs

OPEB Earnings Distribution	\$290,930.06
OPEB Trust Safekeeping Expenses	\$6,464.13
OPEB Trust PARS Expenses	\$5,154.87
<b>Total OPEB Trust Management Charges</b>	<b>\$11,619.00</b>

<b>Total Expense</b>	<b>\$302,549.06</b>
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<b>OPEB TRUST NET INCOME</b>	<b>(\$116,956.80)</b>
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Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Percentages  
December 31, 2018

Fiscal Year 2019  
December

**TREASURY POOL**

Cash & Cash Equivalents

Cash on Hand	\$700,022.94
	0.06%
Cash in Bank	\$3,173,427.82
	0.27%
Cash in Money Markets	\$122,816,874.17
	10.31%
LAIF	\$58,624,396.23
	4.92%
	-----
<b>Total Cash &amp; Cash Equivalents</b>	<b>15.56%</b>

Non Cash Assets

Non Cash Assets	\$5,210,288.32
	0.44%
	-----
<b>Total Non Cash Assets</b>	<b>0.44%</b>

Mutual Funds

Mutual Funds	\$29,925,899.94
	2.51%
	-----
<b>Total Mutual Funds</b>	<b>2.51%</b>

Securities

US Treasuries	\$178,895,949.79
	15.02%
Federal Agencies	\$465,686,299.27
	39.10%
Corporates	\$159,158,420.68
	13.36%
Municipals	\$126,841,287.00
	10.65%
Commercial Paper	\$20,000,000.00
	1.68%
Certificates of Deposit	\$10,000,000.00
	0.84%
Supranationals	\$9,922,260.24
	0.83%
	-----
<b>Total Securities</b>	<b>81.49%</b>
	-----

**TOTAL TREASURY POOL**

**100.00%**

Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Percentages  
December 31, 2018

Fiscal Year 2019  
December

**115 TRUST**

Cash & Cash Equivalents

115 Trust Cash	\$8,656.01	0.03%
115 Trust Money Markets	\$7,968,042.43	26.04%

<b>Total Cash and Cash Equivalents</b>	26.07%	
--	--------	--

Non Cash Assets

115 Trust Accrued Interest	\$63,234.43	0.21%
----------------------------	-------------	-------

<b>Total Non Cash Assets</b>	0.21%	
------------------------------	-------	--

Mutual Funds

Mutual Funds	\$3,130,000.00	10.23%
--------------	----------------	--------

<b>Total Mutual Funds</b>	10.23%	
---------------------------	--------	--

Securities

US Treasuries	\$1,493,203.50	4.88%
Federal Agencies	\$8,440,554.00	27.58%
Corporates	\$6,896,622.56	22.54%
Municipals	\$2,599,092.40	8.49%

<b>Total Securities</b>	63.50%	
-------------------------	--------	--

**TOTAL 115 TRUST**

**100.00%**

**OPEB TRUST**

Cash & Cash Equivalents

OPEB Trust Cash	\$0.00	0.00%
OPEB Trust Money Markets	\$1,358,981.66	3.26%

<b>Total Cash &amp; Cash Equivalents</b>	3.26%	
--	-------	--

Non Cash Assets

OPEB Trust Accrued Income	\$11,533.17	
---------------------------	-------------	--

Solano County Treasury  
Treasurer Charles Lomeli  
Balance Sheet Percentages  
December 31, 2018

		Fiscal Year 2019
		December
		0.03%
		-----
Total Non Cash Assets		0.03%
<u>Mutual Funds</u>		
Mutual Funds	\$40,267,215.20	
	96.71%	
	-----	
Total Mutual Funds		96.71%
		-----
TOTAL OPEB TRUST		100.00%

Solano County Treasury  
Treasurer Charles Lomeli  
Yields  
December 31, 2018

Fiscal Year 2019

December

Yield

**YIELDS**

Bank Deposits	0.000%
Wells Fargo Money Market	0.361%
Bank Of America Money Market	0.000%
Union Bank Money Market	0.363%
Camp	2.454%
Cal Trust Money Market	0.920%
<hr/>	
<b>Wt Ave Of All MMY</b>	<b>2.132%</b>
 <b>Local Agency Investment Fund</b>	 <b>2.210%</b>
 Cal Trust Short	 2.368%
Cal Trust Short TR	2.368%
Cal Trust Medium	2.180%
Cal Trust Medium TR	2.180%
<hr/>	
<b>Wt Ave of All Mutual Funds</b>	<b>2.305%</b>
<b>Wt Ave of All Mutual Funds TR</b>	<b>2.305%</b>
 Solano County Bonds	 3.277%
Solano County Bonds TR	3.277%
US Treasury Securities	2.099%
US Treasury Securities TR	2.099%
Municipals	2.211%
Municipals TR	2.211%
Federal Agencies	2.108%
Federal Agencies TR	2.108%
Commercial Paper	2.489%
Commerical Paper TR	2.489%
Certificates of Deposit	2.596%
Cerificates of Deposit TR	2.596%
Corporate Securities	2.229%
Corporate Securities TR	2.229%
Sovereign Securities	1.662%
Sovereign Securities TR	1.662%
<hr/>	
<b>Wt Ave Of All Securities</b>	<b>2.149%</b>
<b>Wt Ave Of All Securities TR</b>	<b>2.149%</b>
<hr/>	
<b>Total Pool</b>	<b>2.125%</b>
<b>Total Pool TR</b>	<b>2.125%</b>
 <b>Bond Yield</b>	 <b>0.000%</b>
 <b>PARS 115 Yield</b>	 <b>1.998%</b>



Solano County Treasury  
Treasurer Charles Lomeli  
Yields  
December 31, 2018

Fiscal Year 2019

December

Yield

PARS OPEB Yield

5.265%



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	7	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Information Technology - Registrar of Voters
<b>File #:</b>	19-67	<b>Contact:</b>	John Gardner, 784-3366
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve the Registrar of Voters' billing of \$698,128 in reimbursable costs for election services provided to school districts participating in the November 6, 2018 General Election as required by Education Code §5421; and Authorize the Registrar of Voters to recognize the revenue from these jurisdictions		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Solano County BOE, B - Yolo County BOE, C - Solano CC, D - San Joaquin Delta CC, E - Benicia USD, F - Davis USD, G - Dixon USD, H - Fairfield Suisun USD, I - River Delta USD, J - Travis USD, K - Vacaville USD, L - Vallejo USD, M - Winters USD, N - Cost Allocation Methodology		

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

### DEPARTMENTAL RECOMMENDATION:

The Registrar of Voters (ROV) recommends that the Board of Supervisors approve the billing of \$698,128 in actual reimbursable costs to school districts participating in the November 6, 2018 General Election as required by Education Code §5421 and authorize ROV to recognize the revenue from these jurisdictions.

### SUMMARY:

Election Code §10520 allows ROV to determine the actual costs incurred for conducting an election for a district and to bill each district accordingly. Education Code §5421 requires the Board of Supervisors to approve the costs billed to school districts. Copies of school district invoices are attached.

### FINANCIAL IMPACT:

The department's FY2018/19 Adopted Budget included \$1,138,392 in revenue for election services in the November General Election. The actual incurred reimbursable cost for the General Election is \$1,298,670 which includes reimbursable costs of \$698,128 from school districts, \$600,371 from all seven cities located within the County, \$111 from the Solano Irrigation District and \$60 from the Cordelia Fire Protection District. If these costs are not reimbursed by the respective agencies, they would become a General Fund cost to the County. The election costs due from the school districts, cities and special districts are determined by ROV's standard cost allocation methodology (attached) using the Auditor-Controller's methodology for computing productive hourly billing rates for staff time.

The costs associated with preparing the agenda item are nominal and absorbed by the department's

FY2018/19 Adopted Budget.

**DISCUSSION:**

The reimbursement of County costs for conducting elections for districts is governed by the Election Code and Education Code. The relevant code sections are:

Election Code §10520. Each district involved in a general district election in an affected county shall reimburse the county for the actual costs incurred by the county elections official thereof in conducting the general district election for that district. The county elections official of the affected county shall determine the amount due from each district and shall bill each district accordingly.

Education Code §5421. The cost of any election held within a single district shall be borne by the entire district, and shall be paid out of its funds. Election costs shall be determined by the county elections official and approved by the county board of supervisors.

Below are the school districts that participated in the General Election held on November 6, 2018, including the portion of actual costs incurred by ROV for election services provided to the respective districts. Per Education Code §5421, the Board of Supervisors are required to approve the billing for the election services.

- Solano County Board of Education -	\$51,438.94
- Yolo County Board of Education -	\$332.57
- Solano Community College -	\$90,927.91
- San Joaquin Delta College -	\$20,161.32
- Benicia Unified School District -	\$60,942.70
- Davis Joint Unified School District -	\$1,275.09
- Dixon Unified School District -	\$36,797.72
- Fairfield-Suisun Unified School District -	\$20,855.39
- River Delta Unified School District -	\$20,070.03
- Travis Unified School District -	\$39,200.80
- Vacaville Unified School District -	\$154,058.85
- Vallejo City Unified School District -	\$198,342.69
- Winters Unified School District -	\$3,724.56

In addition, the following cities and districts also had measures, offices or other election services included in the General Election and have been invoiced for the actual costs incurred by ROV for election services provided.

- City of Benicia -	\$57,228.79
- City of Dixon -	\$28,141.41
- City of Fairfield -	\$154,959.67
- City of Suisun City -	\$41,855.99
- City of Vacaville -	\$140,817.97
- City of Vallejo -	\$177,394.09
- Solano Irrigation District -	\$110.81
- Cordelia Fire Protection District -	\$60.44

Costs for federal, state and county elections are borne by the County as mandated by law. Below is the General Fund cost to the County for conducting the Presidential Primary Election.

- Federal/State - \$768,772.31

**ALTERNATIVES:**

The Board of Supervisors could choose not to approve ROV's recommendation; however, doing so would increase County costs since the General Fund will have to pay for the unrecovered costs.

**OTHER AGENCY INVOLVEMENT:**

The ROV's methodology for computing billable productive labor rates has been reviewed for compliance with generally accepted accounting principles by the Auditor-Controller's Office. County Counsel was consulted on the billing of the school districts for costs no longer reimbursed by the State and supports ROV's recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106SCBOE**

**INVOICE**

**Customer**

Name Solano County Board of Education  
Address 5100 Business Center Drive  
City Fairfield State CA ZIP 94534  
Attn Administrative Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 341.95	
Ballot Counting	\$ 188.41	
Ballot Preparation and Proofing	\$ 541.10	
Poll Workers and Polling Places	\$ -	
Canvass	\$ 3,582.24	
Customer Service	\$ 967.37	
Election Day/Night	\$ -	
Election Preparation and Cleanup	\$ -	
		\$ 5,621.07
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 5,958.33	
Drayage	\$ -	
Election Security	\$ -	
Election Services & Supplies	\$ 3,520.22	
Physical Facility Support	\$ -	
Poll Workers	\$ -	
Polling Place Rental	\$ -	
Postage	\$ -	
Programming and Testing	\$ 7,139.99	
Publications	\$ 350.64	
Sample Booklets and Ballots	\$ 5,990.02	
Telephone and Cellular Lines	\$ 477.35	
Travel and Mileage	\$ -	
		\$ 23,436.54
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 4,191.13	
Indirect Expenses	\$ 4,442.60	
Ballots and Digests	\$ 6,710.65	
Election Services and Supplies	\$ 7,026.57	
Postage	\$ 1,076.73	
		\$ 23,447.67
Less Deposit/Candidate Statements		\$ (1,066.34)
<b>TOTAL</b>		<b>\$ 51,438.94</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106YCBOE**

**INVOICE**

Customer				Misc	
Name	Yolo County Board of Education			Date	1/4/2019
Address	1280 Santa Anita Ct, Suite 100				
City	Woodland	State	CA	ZIP	95776-6127
Attn	Administrative Services			Contact #	707-784-3359
					Theresa Ives

November 2018 Statewide General Election		
Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 1.17	
Ballot Counting	\$ 0.65	
Ballot Preparation and Proofing	\$ 1.56	
Poll Workers and Polling Places	\$ 10.40	
Canvass	\$ 12.30	
Customer Service	\$ 3.32	
Election Day/Night	\$ 2.63	
Election Preparation and Cleanup	\$ 42.05	
		\$ 74.09
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 78.53	
Drayage	\$ -	
Election Security	\$ 0.31	
Election Services & Supplies	\$ 11.59	
Physical Facility Support	\$ 0.55	
Poll Workers	\$ 1.36	
Polling Place Rental	\$ -	
Postage	\$ 1.41	
Programming and Testing	\$ 24.52	
Publications	\$ 1.20	
Sample Booklets and Ballots	\$ 5.11	
Telephone and Cellular Lines	\$ 1.64	
Travel and Mileage	\$ 3.25	
		\$ 129.48
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 14.39	
Indirect Expenses	\$ 15.25	
Ballots and Digests	\$ 55.69	
Election Services and Supplies	\$ 26.26	
Postage	\$ 17.41	
		\$ 129.00
Less Deposit/Candidate Statements		\$ -
<b>TOTAL</b>		<b>\$ 332.57</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106SCC**

**INVOICE**

**Customer**

Name Solano Community College  
Address 4000 Suisun Valley Road  
City Fairfield State CA ZIP 94534  
Attn Administrative Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 310.06	
Ballot Counting	\$ 170.84	
Ballot Preparation and Proofing	\$ 545.31	
Poll Workers and Polling Places	\$ 2,747.33	
Canvass	\$ 3,248.20	
Customer Service	\$ 877.16	
Election Day/Night	\$ 695.73	
Election Preparation and Cleanup	\$ 11,104.64	
		\$ 19,699.26
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 20,881.22	
Drayage	\$ 5,523.57	
Election Security	\$ 81.49	
Election Services & Supplies	\$ 3,384.30	
Physical Facility Support	\$ 145.59	
Poll Workers	\$ 5,738.22	
Polling Place Rental	\$ 687.50	
Postage	\$ 561.46	
Programming and Testing	\$ 6,474.20	
Publications	\$ 317.94	
Sample Booklets and Ballots	\$ 6,177.05	
Telephone and Cellular Lines	\$ 432.84	
Travel and Mileage	\$ 857.92	
		\$ 51,263.29
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 3,800.31	
Indirect Expenses	\$ 4,028.33	
Ballots and Digests	\$ 6,246.81	
Election Services and Supplies	\$ 6,313.72	
Postage	\$ 932.35	
		\$ 21,321.51
Less Deposit/Candidate Statements		\$ (1,356.16)
<b>TOTAL</b>		<b>\$ 90,927.91</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106SJDC**

**INVOICE**

Customer				Misc	
Name	San Joaquin Delta College			Date	1/4/2019
Address	5151 Pacific Avenue				
City	Stockton	State	CA	ZIP	95207
Attn	Administrative Services			Contact #	707-784-3359
					Theresa Ives

November 2018 Statewide General Election		
Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 68.08	
Ballot Counting	\$ 37.51	
Ballot Preparation and Proofing	\$ 153.78	
Poll Workers and Polling Places	\$ 603.24	
Canvass	\$ 713.22	
Customer Service	\$ 192.60	
Election Day/Night	\$ 152.76	
Election Preparation and Cleanup	\$ 2,438.28	
		\$ 4,359.47
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 4,621.04	
Drayage	\$ 833.75	
Election Security	\$ 17.89	
Election Services & Supplies	\$ 754.85	
Physical Facility Support	\$ 31.97	
Poll Workers	\$ 1,686.44	
Polling Place Rental	\$ 208.33	
Postage	\$ 132.51	
Programming and Testing	\$ 1,421.56	
Publications	\$ 69.81	
Sample Booklets and Ballots	\$ 1,135.66	
Telephone and Cellular Lines	\$ 95.04	
Travel and Mileage	\$ 188.38	
		\$ 11,197.23
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 834.45	
Indirect Expenses	\$ 884.51	
Ballots and Digests	\$ 1,476.23	
Election Services and Supplies	\$ 1,472.51	
Postage	\$ 238.90	
		\$ 4,906.60
Less Deposit/Candidate Statements		\$ (301.98)
<b>TOTAL</b>		<b>\$ 20,161.32</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**





**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106BUSD**

**INVOICE**

Customer				Misc	
Name	Benicia Unified School District			Date	1/4/2019
Address	350 East K Street				
City	Benicia	State	CA	ZIP	94510
Attn	Business Services			Contact #	707-784-3359
					Theresa Ives

November 2018 Statewide General Election		
Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 196.14	
Ballot Counting	\$ 108.07	
Ballot Preparation and Proofing	\$ 411.47	
Poll Workers and Polling Places	\$ 1,737.89	
Canvass	\$ 2,054.72	
Customer Service	\$ 554.87	
Election Day/Night	\$ 440.10	
Election Preparation and Cleanup	\$ 7,024.50	
		\$ 12,527.76
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 13,279.43	
Drayage	\$ 3,334.99	
Election Security	\$ 51.55	
Election Services & Supplies	\$ 2,126.24	
Physical Facility Support	\$ 92.09	
Poll Workers	\$ 5,272.22	
Polling Place Rental	\$ 333.33	
Postage	\$ 428.88	
Programming and Testing	\$ 4,095.41	
Publications	\$ 201.12	
Sample Booklets and Ballots	\$ 4,650.79	
Telephone and Cellular Lines	\$ 273.80	
Travel and Mileage	\$ 542.70	
		\$ 34,682.55
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 2,403.98	
Indirect Expenses	\$ 2,548.21	
Ballots and Digests	\$ 5,214.70	
Election Services and Supplies	\$ 4,174.52	
Postage	\$ 591.12	
		\$ 14,932.54
Less Deposit/Candidate Statements		\$ (1,200.15)
	<b>TOTAL</b>	<b>\$ 60,942.70</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106DUSD**

**INVOICE**

**Customer**

Name Davis Joint Unified School District  
Address 526 B Street  
City Davis State CA ZIP 95616  
Attn Business Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 0.31	
Ballot Counting	\$ 0.17	
Ballot Preparation and Proofing	\$ 518.13	
Poll Workers and Polling Places	\$ 2.71	
Canvass	\$ 3.21	
Customer Service	\$ 0.87	
Election Day/Night	\$ 0.69	
Election Preparation and Cleanup	\$ 69.73	
		\$ 595.82
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 631.56	
Drayage	\$ -	
Election Security	\$ 0.08	
Election Services & Supplies	\$ 2.98	
Physical Facility Support	\$ 0.14	
Poll Workers	\$ 0.36	
Polling Place Rental	\$ -	
Postage	\$ 0.37	
Programming and Testing	\$ 6.40	
Publications	\$ 0.31	
Sample Booklets and Ballots	\$ 1.33	
Telephone and Cellular Lines	\$ 0.43	
Travel and Mileage	\$ 0.85	
		\$ 644.81
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 3.75	
Indirect Expenses	\$ 3.98	
Ballots and Digests	\$ 15.56	
Election Services and Supplies	\$ 6.66	
Postage	\$ 4.51	
		\$ 34.46
Less Deposit/Candidate Statements		\$ -
<b>TOTAL</b>		<b>\$ 1,275.09</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106DIXU**

**INVOICE**

**Customer**

Name Dixon Unified School District  
Address 180 South First Street  
City Dixon State CA ZIP 95620  
Attn Business Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 120.43	
Ballot Counting	\$ 66.35	
Ballot Preparation and Proofing	\$ 242.70	
Poll Workers and Polling Places	\$ 1,067.07	
Canvass	\$ 1,261.61	
Customer Service	\$ 340.69	
Election Day/Night	\$ 270.22	
Election Preparation and Cleanup	\$ 4,313.07	
		\$ 7,682.14
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 8,143.07	
Drayage	\$ 4,168.73	
Election Security	\$ 31.65	
Election Services & Supplies	\$ 1,370.31	
Physical Facility Support	\$ 56.55	
Poll Workers	\$ 2,252.96	
Polling Place Rental	\$ 256.94	
Postage	\$ 182.69	
Programming and Testing	\$ 2,514.59	
Publications	\$ 123.49	
Sample Booklets and Ballots	\$ 2,252.60	
Telephone and Cellular Lines	\$ 168.11	
Travel and Mileage	\$ 333.22	
		\$ 21,854.91
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 1,476.05	
Indirect Expenses	\$ 1,564.61	
Ballots and Digests	\$ 2,754.83	
Election Services and Supplies	\$ 2,504.83	
Postage	\$ 424.11	
		\$ 8,724.43
Less Deposit/Candidate Statements		\$ (1,463.76)
<b>TOTAL</b>		<b>\$ 36,797.72</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106FUSD**

**INVOICE**

**Customer**

Name Fairfield Suisun Unified School District  
Address 2490 Hilborn Road  
City Fairfield State CA ZIP 94534  
Attn Business Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 67.66	
Ballot Counting	\$ 37.28	
Ballot Preparation and Proofing	\$ 153.22	
Poll Workers and Polling Places	\$ 599.53	
Canvass	\$ 708.83	
Customer Service	\$ 191.42	
Election Day/Night	\$ 151.82	
Election Preparation and Cleanup	\$ 2,435.04	
		\$ 4,344.81
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 4,605.50	
Drayage	\$ 1,667.49	
Election Security	\$ 17.78	
Election Services & Supplies	\$ 770.46	
Physical Facility Support	\$ 31.77	
Poll Workers	\$ 1,623.98	
Polling Place Rental	\$ 208.33	
Postage	\$ 132.01	
Programming and Testing	\$ 1,412.82	
Publications	\$ 69.38	
Sample Booklets and Ballots	\$ 1,606.06	
Telephone and Cellular Lines	\$ 94.45	
Travel and Mileage	\$ 187.22	
		\$ 12,427.27
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 829.32	
Indirect Expenses	\$ 879.07	
Ballots and Digests	\$ 1,455.56	
Election Services and Supplies	\$ 1,423.32	
Postage	\$ 201.16	
		\$ 4,788.42
Less Deposit/Candidate Statements		\$ (705.12)
<b>TOTAL</b>		<b>\$ 20,855.39</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106RDUSD**

# INVOICE

## Customer

Name River Delta Unified School District  
Address 445 Montezuma Street  
City Rio Vista State CA ZIP 94571  
Attn Business/Finance

## Misc

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

### November 2018 Statewide General Election

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 68.08	
Ballot Counting	\$ 37.51	
Ballot Preparation and Proofing	\$ 109.77	
Poll Workers and Polling Places	\$ 603.24	
Canvass	\$ 713.22	
Customer Service	\$ 192.60	
Election Day/Night	\$ 152.76	
Election Preparation and Cleanup	\$ 2,450.03	
		\$ 4,327.22
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 4,586.85	
Drayage	\$ 833.75	
Election Security	\$ 17.89	
Election Services & Supplies	\$ 805.01	
Physical Facility Support	\$ 31.97	
Poll Workers	\$ 1,686.44	
Polling Place Rental	\$ 208.33	
Postage	\$ 132.51	
Programming and Testing	\$ 1,421.56	
Publications	\$ 69.81	
Sample Booklets and Ballots	\$ 1,135.66	
Telephone and Cellular Lines	\$ 95.04	
Travel and Mileage	\$ 188.38	
		\$ 11,213.20
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 834.45	
Indirect Expenses	\$ 884.51	
Ballots and Digests	\$ 1,476.23	
Election Services and Supplies	\$ 1,472.51	
Postage	\$ 238.90	
		\$ 4,906.60
Less Deposit/Candidate Statements		\$ (376.98)
<b>TOTAL</b>		<b>\$ 20,070.03</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**

**Payment of this bill must be made immediately upon receipt! Thank you!**

**Payment of this bill must be made immediately upon receipt! Thank you!**



**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106VJUSD**

# INVOICE

## Customer

Name Vallejo City Unified School District  
Address 665 Walnut Avenue  
City Vacaville Vallejo CA ZIP 94590  
Attn Business Services

## Misc

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

### November 2018 Statewide General Election

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 668.37	
Ballot Counting	\$ 368.26	
Ballot Preparation and Proofing	\$ 1,486.06	
Poll Workers and Polling Places	\$ 5,922.11	
Canvass	\$ 7,001.79	
Customer Service	\$ 1,890.81	
Election Day/Night	\$ 1,499.70	
Election Preparation and Cleanup	\$ 23,937.07	
		\$ 42,774.17
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 45,340.62	
Drayage	\$ 13,027.29	
Election Security	\$ 175.66	
Election Services & Supplies	\$ 6,971.12	
Physical Facility Support	\$ 313.83	
Poll Workers	\$ 14,118.44	
Polling Place Rental	\$ 1,354.17	
Postage	\$ 1,260.01	
Programming and Testing	\$ 13,955.72	
Publications	\$ 685.35	
Sample Booklets and Ballots	\$ 13,881.47	
Telephone and Cellular Lines	\$ 933.02	
Travel and Mileage	\$ 1,849.33	
		\$ 113,866.01
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 8,191.92	
Indirect Expenses	\$ 8,683.43	
Ballots and Digests	\$ 15,248.22	
Election Services and Supplies	\$ 13,868.84	
Postage	\$ 1,997.56	
		\$ 47,989.97
Less Deposit/Candidate Statements		\$ (6,287.45)
<b>TOTAL</b>		<b>\$ 198,342.69</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**





**Solano County Registrar of Voters**  
**675 Texas Street, Ste 2600**  
**Fairfield, CA 94533**

Invoice No. **1106WUSD**

**INVOICE**

**Customer**

Name Winters Unified School District  
Address 909 West Grant Avenue  
City Winters Vallejo CA ZIP 95694  
Attn Business Services

**Misc**

Date 1/4/2019  
Contact # 707-784-3359  
Theresa Ives

**November 2018 Statewide General Election**

Description	Amount	TOTAL
<b>SALARIES</b>		
Administration	\$ 6.20	
Ballot Counting	\$ 3.41	
Ballot Preparation and Proofing	\$ 391.93	
Poll Workers and Polling Places	\$ 54.91	
Canvass	\$ 64.93	
Customer Service	\$ 17.53	
Election Day/Night	\$ 13.91	
Election Preparation and Cleanup	\$ 221.96	
		\$ 774.79
<b>SERVICES &amp; SUPPLIES</b>		
Indirect Expenses	\$ 821.27	
Drayage	\$ 625.31	
Election Security	\$ 1.63	
Election Services & Supplies	\$ 75.96	
Physical Facility Support	\$ 2.91	
Poll Workers	\$ 301.36	
Polling Place Rental	\$ 41.67	
Postage	\$ 14.69	
Programming and Testing	\$ 129.41	
Publications	\$ 128.41	
Sample Booklets and Ballots	\$ 187.39	
Telephone and Cellular Lines	\$ 8.65	
Travel and Mileage	\$ 17.15	
		\$ 2,355.80
<b>VOTE BY MAIL SALARIES, SERVICES &amp; SUPPLIES</b>		
Salaries	\$ 75.96	
Indirect Expenses	\$ 80.52	
Ballots and Digests	\$ 254.89	
Election Services and Supplies	\$ 145.84	
Postage	\$ 36.77	
		\$ 593.98
Less Deposit/Candidate Statements		\$ -
<b>TOTAL</b>		<b>\$ 3,724.56</b>

**Payment of this bill must be made immediately upon receipt! Thank you!**



## **SOLANO COUNTY REGISTRAR OF VOTERS**

### **Election Cost Allocation Methodology**

#### **ELECTION BILLING**

Election Code section 10520 allows the Registrar of Voters (ROV) to determine the actual cost incurred for conducting an election for a district/agency and bill each accordingly. Solano County uses standardized procedures and methodologies for computing the costs of elections and for allocating these costs to school districts, cities and other entities. Through the County's participation with the California Association of Clerks and Election Officials the ROV has confirmed that the cost allocation method is substantially similar to other counties in the State. The election cost allocation methodology has been reviewed by the County Auditor-Controller.

Estimating election costs is complex due to the number of variables and uncertainties in planning elections in California. The number of elections per year, districts participating in a given election, the number of ballot types in the election, changes to Federal and State election law, administrative directives from the California Secretary of State, and the lack of a truly competitive marketplace for election systems and supplies can make costs vary significantly from one election to another.

For example:

- Districts participating - Generally speaking, the more overlapping districts involved, more costs are shared, and thus costs for those districts are relatively less. If the State/Federal office or County participates in the election, costs for local districts lower considerably (and the County is responsible for those State/Federal, and/or County shares). When estimating election costs in the future, often ROV cannot predict which districts will have elections on a given date, and therefore, operates from a conservative assumption that there will be NO overlapping districts which increases the cost estimate for a given district.
- Related to the bullet above, Number of Ballot Types - While overlapping districts lower some costs, they can raise others. For example, the City of Fairfield is totally within the Fairfield-Suisun Unified School District (FSUSD). If both go to election, FSUSD will have at least two ballot types, one within the city and one outside of it. The Solano Irrigation District (SID) going to election further complicates ballot types because SID is geographically dispersed and can cause multiple ballot types for itself and other districts in the election. Each ballot type gets its own Sample Ballot which for costs can be compared to a newspaper: the first paper off the press is the most expensive so the more you can print, the less expensive the individual sample ballot is. These costs ripple through printing to addressing and mailing.
- Staff level - This is slightly contrary to the first bullet, but ROV assumes a countywide election will take place and budgets for the extra-help needed accordingly. This increases the cost estimate for a given district.
- Vote by Mail (VBM) costs - ROV acquired VBM processing equipment in 2007 with federal grant money that included per-envelope charges. The quantity of envelopes covered by the grant has been exceeded, and is no longer offset by grant revenue. This cost is allocated proportionately to the districts participating according to the number of VBM envelopes processed.
- Election system costs - The current election system was acquired with federal grant money. Currently, only annual maintenance costs for the equipment is included in the cost allocation to districts. At some point equipment will need to be replaced and there may or may not be



## SOLANO COUNTY REGISTRAR OF VOTERS

### Election Cost Allocation Methodology

available grant funding for the replacement. If no funding is available, the period cost for the replacement equipment will be charged to districts. Given the lack of options and competitiveness for certified election systems, the replacement cost could be high.

- Census results and National Voting Rights Act. Based on the results of the 2010 Census, ROV will likely be required to print certain election materials in multiple languages, which could significantly increase election related costs.

#### How Costs are Accumulated

**Staff Costs** -- Employee task sheets are completed by all regular and extra help each pay period. Time listed on each task sheet is coded into one of the following categories:

- |                              |                       |
|------------------------------|-----------------------|
| • Administration             | • Canvass/Final Count |
| • Ballot Prep & Proofing     | • Election Day/Night  |
| • Programming and Testing    | • Election Prep       |
| • Billing                    | • Customer Service    |
| • Boards & Polls/Pollworkers | • Vote By Mail        |

Employee hourly rates are computed via the Auditor-Controllers' standard methodology for computing productive hourly rates. Full-time employees are charged at a rate approved in the fee schedule. Extra help employees are billed at their actual hourly rate plus FICA. Departmental overhead is charged against salaries and is calculated using methodology provided by the Auditor-Controller's Office. Generally, overhead is the ratio of salaries vs. indirect costs (also commonly referred to as a loaded hourly rate, or fully-burdened hourly rate). Indirect costs include benefits and non-productive time, space costs, technology and communications services, and insurances.

**Purchased Goods and Services** -- actual vendor/supplier invoices are used to accumulate election costs into major cost categories (such as Sample Ballot, Poll Workers, Postage, etc.), and may be further identified to a specific district, if applicable. These costs are assigned without mark-up.

#### How Election Expenses are Allocated

Election expenses are charged to districts using all of the following methods:

**Actual** -- an expense that can be readily identified as belonging to a specific district is charged directly to the district whether they are on the ballot or not.

Example 1 -- Publication of notice of a measure for a district. This expense only benefits the district with the measure on the ballot so the entire expense is charged to that district.



## SOLANO COUNTY REGISTRAR OF VOTERS

### Election Cost Allocation Methodology

Example 2 – Candidate nomination expenses. Candidates may file with city clerks or directly with ROV (school and special districts). Verifying candidacy eligibility incurs costs regardless of whether there are sufficient candidates to put the contest on the ballot.

**Split** – Used when the expense cannot be readily identified as belonging to a specific district and where voting opportunity would cause an expense to be unfairly charged to a district that does not benefit from it. In this scenario, expenses are “split” equally among the different districts within that ballot type. See ballot type abbreviated report.

Example – expense for a polling location and for the poll workers who work there are split by ballot type. The voters in a particular ballot type vote on the same races on the ballot, therefore, the associated expenses can be allocated fairly to those districts.

**Voting Opportunity** – These expenses benefit all districts on the ballot and cannot be readily identified as belonging to a specific district (*Actual*) or split among districts in a particular ballot type (*Split*). Voting opportunity is the number of voters as of the 15-day close of registration within a particular district. All voting opportunities are added together to create a total. Then each district’s voting opportunity is divided by the total to arrive at a percentage. For costs other than *Actual* or *Split*, the expense is charged to the districts by multiplying the expense amount by the district’s percentage. Voting Opportunities change with each election.

Example of the computation of Voting Opportunity (staff time is charged to districts using the voting opportunity formula unless time is spent on a specific district; e.g., counting ballots).

VOTING OPPORTUNITIES		
DISTRICT	VOTING OPP	PERCENT
State/Federal	196,133	56.3369075%
County-4 <sup>th</sup> Supervisorial District Only	35,608	10.2279810%
San Joaquin Delta Community College	5,113	1.4686494%
Davis Jt Unified School District	31	0.0089044%
River Delta USD	5,087	1.4611812%
Winters USD	579	0.1663110%
City of Dixon	8,552	2.4564619%
City of Rio Vista	4,808	1.3810417%
City of Suisun City	12,444	3.5743933%
City of Vacaville	43,163	12.3980663%
Benicia USD	17,379	4.9919142%
Dixon USD	9,918	2.8488294%
Travis USD	9,328	2.6793588%
TOTAL	348,143	1.000000



## SOLANO COUNTY REGISTRAR OF VOTERS

### Election Cost Allocation Methodology

Costs allocated to a district can vary significantly with the composition of the ballot. Starting with the example above, if the County Supervisorial contest was replaced by a countywide race instead, the costs allocated to other districts is greatly reduced (for example, the City of Vacaville's percentage of cost is reduced from 12.398% to 8.485%)

DISTRICT	VOTING OPP	PERCENT
State/Federal	196,133	38.5581558%
County-wide contest	196,133	38.5581558%
San Joaquin Delta Community College	5,113	1.0051743%
Davis Jt Unified School District	31	0.0060943%
River Delta USD	5,087	1.0000629%
Winters USD	579	0.1138267%
City of Dixon	8,552	1.6812538%
City of Rio Vista	4,808	0.9452138%
City of Suisun City	12,444	2.4463894%
City of Vacaville	43,163	8.4854955%
Benicia USD	17,379	3.4165703%
Dixon USD	9,918	1.9497983%
Travis USD	9,328	1.8338091%
TOTAL	508,668	100%

**Even-Year and Odd-Year November Elections** – The mix of districts for November elections varies considerably over a four-year cycle. For even years divisible by four, statewide races include President, Congress, Assembly, and two out of three such elections, US Senate. Locally, there may be run-off elections for County Supervisor and Superior Court judge. All seven cities run in all even-year November elections as well as all fourteen school districts. State ballot measures will most likely appear for these elections, too. For even-year elections *not* divisible by four, statewide State offices (governor, Lt. governor, etc.), and Assembly, State Senate, and Congress will be on the ballot. Locally, there may be run-off elections for County Supervisor, Superintendent of County Schools, Superior Court Judges, and elected County department heads (Sheriff, DA, etc.). Also, the seven cities and fourteen school districts will be up for election.

Odd-year elections now have just two special districts up for election. In all of these cases, whether a district goes to election depends on whether it has more candidates than positions in the election. For example, a school district with three trustees up for election will not be on the ballot unless there are four or more candidates.

Generally, districts' costs are lower when costs are shared with countywide races (President, statewide State offices, and County countywide offices). Some districts' costs are lower when Congress, Assembly, and State Senate races occur (although redistricting impacts the overlapping districts every 10 years).



## **SOLANO COUNTY REGISTRAR OF VOTERS**

### **Election Cost Allocation Methodology**

Other costs are likely to increase. The 2008, 2010 and 2016 November General elections required printing two-card ballots. Adding districts to the ballot also increase either the size or number of cards. Presently, each ballot card costs about 50 cents. More ballot cards require additional precinct supply cases and more storage than presently available. These costs are either split or shared by voting opportunity. On one hand, the more overlapping districts there are, the more costs are shared. On the other hand, the more districts there are, there are more costs to share. Currently, the ROV election schedule is similar to many counties which do not have a regularly scheduled odd-year November election and all districts run in even-years. This schedule increases the chances for multiple card ballots.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	8	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-54	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution and plaque of appreciation honoring Arvis Seale, Office Assistant III, upon her retirement from the Department of Health and Social Services, Employment and Eligibility Division, with over 35 years of dedicated public service to Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	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 and plaque of appreciation honoring Arvis Seale, Office Assistant III, upon her retirement from the Employment & Eligibility Services (E&ES) Division with over 35 years of dedicated public service to Solano County.

### SUMMARY/DISCUSSION:

Arvis Seale began her career with Solano County in March 1983 as a Unit Clerk in the Records unit and Aid to Families with Dependent Children, now known as California Work Opportunity and Responsibility to Kids Program. Ms. Seale transferred to the Benefits Action Center (BAC), a countywide call center for the CalFresh and Medi-Cal programs, as one of the original cohort of staff who assisted in the implementation of the BAC. In November 2016, Ms. Seale then transferred to the Center for Healthcare Options and Insurance Coverage Enrollment (CHOICE) Clerical Unit, a new call center implemented as a result of the Affordable Care Act.

Ms. Seale had a desire to serve the public and has faithfully done so for over 35 years, first as a Unit Clerk and later as a Lead Worker. Ms. Seale's knowledge of customer service has been utilized in the training of new employees who are hired in the BAC and CHOICE Clerical units and she has received positive feedback from clients who have had the pleasure of interacting with her.

Ms. Seale's retirement is one that will bring closure to years of being a committed, dedicated and loyal employee to the County of Solano. Ms. Seale's retirement plans include traveling, spending time with her grandchildren and enjoying her life in the City of Vallejo where she resides. H&SS wishes her all the best in her new journey and future endeavors.

### 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 the preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may choose not to adopt a resolution and plaque of appreciation for Ms. Seale. This is not recommended as it is an opportunity to acknowledge the dedicated service of Solano County employees.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENT RECOMMENDATION



# Resolution No. 2019 -

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
HONORING ARVIS SEALE, OFFICE ASSISTANT III, UPON HER RETIREMENT FROM THE  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES, EMPLOYMENT AND ELIGIBILITY  
SERVICES DIVISION WITH OVER 35 YEARS OF DEDICATED SERVICE  
TO SOLANO COUNTY**

**WHEREAS**, Arvis Seale began her career with Solano County in March 1983 as a Unit Clerk in the Records Unit and Aid to Family with Dependent Children, now known as the California Work Opportunity and Responsibility to Kids Program; and

**WHEREAS**, Ms. Seale transferred to the Benefits Action Center, a countywide call center for the CalFresh and Medi-Cal programs, as one of the original cohort of staff who assisted in the implementation of the call center; and

**WHEREAS**, In November 2016, Ms. Seale transferred to the Center for Healthcare Options and Insurance Coverage Enrollment Clerical Unit, a new call center implemented as a result of the Affordable Care Act; and

**WHEREAS**, Ms. Seale had a desire to serve the public and has faithfully done so for over 35 years, first as a Unit Clerk and later as a Lead Worker Office Assistant III; and

**WHEREAS**, Ms. Seale's knowledge of customer service has been utilized in the training of new employees who are hired in the call centers' clerical units and she has received positive feedback from clients who have had the pleasure of interacting with her; and

**WHEREAS**, Ms. Seale's retirement is one that will bring closure to years of being a committed, dedicated and loyal employee to the County of Solano.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors hereby honors Arvis Seale for over 35 years of outstanding and dedicated service to Solano County and wishes her well in her retirement and future endeavors.

Dated this 5<sup>th</sup> day of February, 2019

---

ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	9	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-52	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution and plaque of appreciation honoring Charlene Baker, Special Programs Supervisor, upon her retirement from the Department of Health and Social Services, Employment & Eligibility Services Division with over 25 years of dedicated service to Solano County (Chairwoman Hannigan)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	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 and plaque of appreciation honoring Charlene Baker, Special Programs Supervisor, upon her retirement from the Employment & Eligibility Services (E&ES) Division with over 25 years of dedicated service to Solano County.

### SUMMARY/DISCUSSION:

Charlene Baker began her career in Solano County on January 5, 1993 as an Eligibility Worker specializing in Aid to Families with Dependent Children, Food Stamps and Medi-Cal. In November 1998, Ms. Baker promoted to a Lead Worker specializing in Medi-Cal eligibility. Ms. Baker quickly stood out as a natural teacher and was promoted to Staff Development Trainer in September 2001. In June 2014, Ms. Baker then promoted to Special Programs Supervisor over the H&SS, E&ES Division, Staff Development unit.

Ms. Baker's impact on both staff and clients cannot be overstated and, throughout her career, Ms. Baker mentored hundreds of employees. Ms. Baker is highly regarded by staff at every level and what sets her apart is her unrivaled ability to inspire and train. During her time as a supervisor, Ms. Baker developed skills and expertise in supportive supervision as she led the training team. Ms. Baker was a favorite facilitator of the "Investment in Excellence" program bringing the curriculum to life with her stories, passion and authentic presence. Ms. Baker also developed the training curriculum in Solano for the Affordable Care Act.

Most recently, Ms. Baker has been instrumental in bringing "The Coach Approach" to E&ES and has trained staff in helping to bring a coaching culture to the Division. Ms. Baker has made a lasting impact by guiding hundreds of employees throughout her distinguished career.

H&SS wishes Ms. Baker all the best in her retirement and future endeavors which include traveling and

spending time with her family.

**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 the preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board may choose not to adopt this resolution and plaque of appreciation for Ms. Baker. This is not recommended as it is an opportunity to acknowledge Ms. Baker for her dedication and service to Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENT RECOMMENDATION

# Resolution No. 2019 -

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
HONORING CHARLENE BAKER, SPECIAL PROGRAMS SUPERVISOR  
UPON HER RETIREMENT FROM THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES,  
EMPLOYMENT & ELIGIBILITY SERVICES WITH OVER 25 YEARS OF DEDICATED SERVICE  
TO SOLANO COUNTY**

**WHEREAS**, Charlene Baker began her career in Solano County on January 5, 1993 as an Eligibility Worker specializing in Aid to Families with Dependent Children, Food Stamps, and Medi-Cal; and

**WHEREAS**, In November 1998, Ms. Baker promoted to a Lead Worker specializing in Medi-Cal eligibility, quickly stood out as a natural teacher and was promoted to Staff Development Trainer in September 2001; and

**WHEREAS**, in June 2014, Ms. Baker promoted to Special Programs Supervisor over the Health and Social Services, Employment and Eligibility Services Division, Staff Development Unit; and

**WHEREAS**, during Ms. Baker's time in Staff Development, she has mentored hundreds of employees and is highly regarded by staff at every level; and

**WHEREAS**, what sets Ms. Baker apart is her unrivaled ability to inspire and train and during her time as a supervisor, she developed skills and expertise in supportive supervision as she led the training team; and

**WHEREAS**, Ms. Baker was a favorite facilitator of the "Investment in Excellence" program bringing the curriculum to life with her stories, passion and authentic presence; and

**WHEREAS**, Ms. Baker developed the training curriculum in Solano County for the Affordable Care Act and more recently, has been instrumental in training staff on the "Coach Approach" within Employment and Eligibility Services; and

**WHEREAS**, Ms. Baker has made a lasting impact on the Division by guiding hundreds of employees throughout her distinguished career.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes Charlene Baker for over 25 years of outstanding and dedicated service to Solano County and wishes her well in her retirement and future endeavors.

Dated this 5<sup>th</sup> day of February, 2019

\_\_\_\_\_  
ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	10	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-62	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution and plaque of appreciation honoring Lynn Toveg, Mental Health Clinician (Licensed), upon her retirement from the Department of Health & Social Services, Behavioral Health Division, with over 20 years of dedicated public service to Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

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

Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends that the Board adopt a resolution and plaque of appreciation honoring Lynn Toveg, Mental Health Clinician (Licensed), upon her retirement from the Department of Health & Social Services, Behavioral Health Division, with over 20 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Lynn Toveg began her career in Solano County on August 10, 1998 in the H&SS Department, Mental Health Division. As a Mental Health Clinician, licensed as a marriage and family therapist, Ms. Toveg mainly worked in the Vallejo Children's Clinic where she provided individual, family and group therapy to high risk families, including children and teens with co-occurring mental health and substance use disorders. Ms. Toveg also supervised interns at the Vallejo children's outpatient clinic, helping to support new clinicians in the field. Ms. Toveg participated in collaborative meetings in the community with psychiatrists, school staff, lawyers and/or probation officers. Ms. Toveg was the first clinician to start and maintain long-term group therapy in the Vallejo children's clinic.

Ms. Toveg has a flexible approach to her work assignments and when there were shortages of staff in other Mental Health clinics she offered assistance in the Fairfield children's outpatient clinic, the Vallejo adult clinic, and the Access team. In 2014, Ms. Toveg voluntarily transferred to the mental health Access unit where she remained until her retirement on December 28, 2018. Working in the mental health Access unit, Ms. Toveg covered the mental health access line and answered calls from individuals who discussed their needs and were triaged for acuity and referred to an appropriate level of service. While in this role she was also assigned the service authorizations for foster youth placed in Solano County from other counties and vice versa.

Ms. Toveg's strengths include her eclectic approach to therapeutic interventions where, as a seasoned clinician, she has assisted clients towards self-advocacy. Ms. Toveg has been trained/certified in Eye Movement Desensitization and Reprocessing psychotherapy (EMDR) hypnosis, play therapy, and cognitive behavioral therapy. Ms. Toveg's multicultural/multilingual background (Arabic and Hebrew) has enabled her to relate to the diverse Solano County community and to assist individuals in making positive changes in their lives. Ms. Toveg is appreciated for her skill set, her positive attitude, and compassion for others.

**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 the 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 plaque of appreciation and resolution for Ms. Toveg. This is not recommended as this is an opportunity to recognize Ms. Toveg's contributions to Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
HONORING LYNN TOVEG, LICENSED MENTAL HEALTH CLINICIAN, UPON HER  
RETIREMENT FROM THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES,  
BEHAVIORAL HEALTH DIVISION WITH OVER 20 YEARS OF DEDICATED SERVICE  
TO SOLANO COUNTY**

**WHEREAS**, Ms. Toveg began her employment with Solano County as a Licensed Mental Health Clinician in the Vallejo children's outpatient clinic on August 10, 1998; and

**WHEREAS**, Ms. Toveg has been licensed as a marriage and family therapist since 1995 and provided onsite teaching and supervision to student interns who were in their masters' programs; and

**WHEREAS**, Ms. Toveg demonstrated a diverse set of clinical skills, having availed herself to training across multiple models of therapy; and

**WHEREAS**, Ms. Toveg flexibly worked throughout the different programs when staffing needs varied across the system; and

**WHEREAS**, Ms. Toveg managed calls on the mental health Access line from individuals seeking service and provided screenings and referrals to the appropriate levels of care in the County mental health system or other community resources; and

**WHEREAS**, Ms. Toveg's experience with children enabled her to effectively serve as a liaison for service authorizations for child welfare agencies requesting mental health services for foster youth.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors hereby honors Lynn Toveg for over 20 years of dedicated services to Solano County, and wishes her success in her future endeavors and a long, happy and well-deserved retirement.

Dated this 5<sup>th</sup> day of February, 2019

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ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	11	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-53	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve a plaque of appreciation honoring Sandra L. Fulps, Office Assistant III, upon her retirement from the Department of Health and Social Services, Employment and Eligibility Services Division with over 17 years of dedicated public service to Solano County		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

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 approve a plaque of appreciation honoring Sandra L. Fulps, Office Assistant III, upon her retirement from the Employment & Eligibility Services (E&ES) Division with over 17 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Ms. Fulps began her career with Solano County on January 3, 2002 as an Office Assistant III in the Records Management Unit of Health & Social Services. Ms. Fulps was responsible for managing all aspects of client information through the application registration system including: fingerprinting clients using the State Fingerprint Imaging System (SFIS), processing Inter-County Transfers (ICT), entering applications received online through MyBenefits CalWIN, and scanning applications and supporting documents into the document management software (Compass). Additionally, Ms. Fulps tracked hardcopy case files and monitored the records retention schedule for the unit. Ms. Fulps also provided coverage for other clerical staff by assisting with appointment scheduling for clients who needed expedited processing on an application. Ms. Fulps participated in various workgroups such as the ICT process workgroup in 2015 and 2018 and the Records Management Database workgroup.

Ms. Fulps served as the clerical lead and was a vital asset to the day-to-day operations within the Records Unit and throughout the Division. Ms. Fulps trained and increased her programmatic knowledge of public assistance eligibility and became a subject matter expert in application registration processing. Colleagues, supervisors, program specialists all looked to Ms. Fulps for her technical competence and trouble-shooting abilities. Ms. Fulps has also served as a resource to staff members from other units in E&ES by providing clarification, direction, and issue resolution.

Sandra L. Fulps retires effective December 29, 2018 from the Vallejo Records Management Unit she will be



greatly missed for her high degree of professionalism and standard of excellence. H&SS wishes her all the best in her retirement and future endeavors.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board may choose not to approve a plaque of appreciation honoring Ms. Fulps. This is not recommended as it is an opportunity to acknowledge the dedicated service of a Solano County employee.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

675 Texas Street  
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## Agenda Submittal

<b>Agenda #:</b>	12	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-109	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider the reappointment of Marcy Savala as a Trustee on the Silveyville Cemetery District, representing District 4, for a 4 year term to expire on February 5, 2023		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 4		
<b>Attachments:</b>			

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

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Vasquez recommends the Board to approve the reappointment of Marcy Savala as a Trustee on the Silveyville Cemetery District, representing District 4, to serve a 4 year term to expire on February 5, 2023.

### **SUMMARY:**

Marcy Savala has been a valued member of the Silveyville Cemetery District Board of Trustees and Supervisor Vasquez wishes for her to continue to serve in that position. She meets the criteria to serve and wishes to continue as a Trustee for the Silveyville Cemetery District.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the District 4 FY2018/19 Adopted Budget.

### **ALTERNATIVES:**

The Board may choose not to approve this reappointment however this is not recommended because Supervisor Vasquez has the ability to fill this appointment with a qualified individual who meets the criteria of this board of trustees.

### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	13	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Report	<b>Department:</b>	Workforce Development Board
<b>File #:</b>	19-107	<b>Contact:</b>	Heather Henry, 863-3501
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Conduct a Public Hearing to consider the Workforce Development Board of Solano County Local Workforce Plan revisions; and Approve the proposed Workforce Local Plan revisions, including newly negotiated WIOA performance measures		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Solano Local Plan Revisions, B - State Negotiated Measures, C - Solano Past Negotiated Measures, D - Local Plan Attachment - CalFresh, E - Local Plan Attachment - Child Support, F - Local Plan Attachment - Competitive Integrated Employment, G - Local Plan Attachment - ELL and Foreign Born, H - Presentation		

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

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors Conduct a Public Hearing to consider the Workforce Development Board of Solano County Local Workforce Plan revisions and approve the proposed Workforce Local Plan revisions, including newly negotiated WIOA performance measures.

### **SUMMARY:**

The Workforce Development Board (WDB) and the Solano County Board of Supervisors approved the 5-Year Regional and Local Plans in 2017. Under the Workforce Innovation and Opportunity Act (WIOA), a biennial update of regional and local workforce plans is required in order to ensure plans remain current and account for "changes in labor market and economic conditions or in other factors affecting the implementation of the local plan." The State of California has modified their state plan, which requires that local boards update their plans to keep them consistent with the policy direction of the state plan. The state plan, approved by the U.S. Department of Labor on June 11, 2018 can be viewed online at:

[<https://cwdb.ca.gov/plans\\_policies/state-plan-modifications/>](https://cwdb.ca.gov/plans_policies/state-plan-modifications/).

The North Bay Region and Solano County must submit modified workforce plans by March 15, 2017. A significant amount of stakeholder engagement and public involvement is required as part of both the regional and planning modification process. In addition, specific partners in each area of modifications to the regional and local plans are required as part of stakeholder engagement. Research Development Associates has been contracted through the Sonoma workforce board to complete the Regional Plan modifications.

The Workforce Board approved the proposed local plan modifications on January 18, 2019. Chief local elected

officials are given the authority to approve and sign the local plan on behalf of Solano County. The Local Plan must be available for public comment for 30 days. Staff plan to have the local plan open for public comments from February 4 - March 6, 2019. A public notice will be posted in the newspaper during the week of January 28th. The WDB must make copies of the proposed plan available through electronic and other means, such as public hearings and local news media.

As part of the local plan revision, the Board of Supervisors provides approval for locally negotiated Workforce Innovation and Opportunity Act (WIOA) performance measures for Program Year 2018-2019 and Program Year 2010-2020. The negotiated performance measures are included in the local plan for review.

#### **FINANCIAL IMPACT:**

The WDB does not receive general funds from the County. The WDB submits a plan for grant activities, service levels, and use of funds, to the State of California on behalf of the County. The State allocates Federal money to the WDB through the County based on predetermined funding formulas. The WDB may also receive discretionary funding awards through the North Bay Employment Connection regional collaborative, through federal/state/local funding awards for special workforce projects, and through other awarded service contracts. The local workforce planning process has been funded by Workforce Innovation and Opportunity Act (WIOA) funds.

#### **DISCUSSION:**

On July 27, 2018, the California Workforce Development Board (CWDB) and the Employment Development Department (EDD) released a directive outlining procedures required for a two-year modification of the regional and local workforce plans under the Workforce Innovation and Opportunity Act (WIOA) due March 15, 2019. The state directive can be viewed at:

[https://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsd18-01.pdf](https://www.edd.ca.gov/jobs_and_training/pubs/wsd18-01.pdf).

As part of this directive, there are required and optional modifications to both the regional and local plan:

#### **Modifications to the Regional Plan**

- Required and optional modifications to align, coordinate, and integrate reentry and workforce services to the formerly incarcerated and other justice-involved individuals
- Required added content detailing compliance with State Plan guidance and state law relating to Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships
- Required self-assessment using California's Indicators of Regional Coordination and Alignment
- Optional additional changes in labor market and economic conditions or other factors affecting the implementation of regional plans, including modifications to negotiated performance goals

#### **Modifications to the Local Plan**

- Required and optional modifications arising from regional or local partnerships with county human service CalFresh programs
- Required and optional modifications arising from regional or local partnerships with Local Child Support Agencies (LCAs) to provide workforce services to unemployed, underemployed, and payment-delinquent non-custodial parents
- Required and optional modifications arising from regional or local partnerships with programs that serve individuals with disabilities, including detail on strategies to implement Competitive Integrated Employment (CIE)
- Required and optional modifications pertaining to services for English Language Learners, the Foreign Born, and Refugees

- Optional additional changes in labor market and economic conditions or other factors affecting the implementation of local plans, including modifications to negotiated performance goals

### **Required Community Engagement and Public Comment Process**

The State has provided requirements for community engagement during the plan modification process in order to ensure that the interests of client populations are placed at the center of planning conversations. The local boards and regions must conduct outreach to each planning and corrections partner identified by the state in their region, and document all outreach activities, as part of the process. Additionally, local boards and regions must invite specifically defined stakeholders to participate in the planning processes.

In addition, the local board must provide an opportunity for public comment through the following means:

- Follow all open meeting requirements under the *Ralph M. Brown Act*.
- Boards must hold one public listening session or planning meeting outside of regular business hours.
- The local boards and region must notify CWDB of any planning meetings, listening sessions, or other public meetings related to the planning process at least 10 days before the meeting to be posted on the state website.
- Local boards must post the meeting notices on their website, in the lobby of offices, and within each Job Center.
- Copies of the proposed regional and local plan modifications must be made available to the public through electronic and other means, such as public hearings and local news media.
- The public and stakeholders must be given a 30-day opportunity for comment on the draft regional and local plan modifications. Public comments are to be considered for possible amendments to the drafts; any negative comments must be provided to the State with the final plan submissions.

### **Negotiated WIOA Performance Measures**

WIOA outlines common measures with which to measure activities for enrolled Adults, Dislocated Workers, and Youth. WIOA Section 116(b) requires the state to reach an agreement with the Department of Labor (DOL), Employment and Training Administration (ETA) on state-level performance goals for the Wagner-Peyser, and WIOA Title IB Adult, Dislocated Worker, and Youth programs every two years. Once these measures are established, the state then negotiates performance goals for each local area. The Board and the County Board of Supervisors must approve local negotiated performance measures.

The California Workforce Development Board (CWDB) negotiated Title IB WIOA primary indicators of performance for Program Year 2019 and Program Year 2020 with Local Areas through a negotiation process with representatives of the North Bay Regional Planning Unit on October 8, 2018. Solano's Workforce Board approved the negotiated performance measures on November 16, 2018.

### **Primary Indicators of Performance to Negotiate**

Each Local Area must negotiate performance goals for the Title I Adult, Dislocated Worker, and Youth programs for each of the following primary indicators of performance:

1. Employment Rate - 2nd Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or unsubsidized employment during the 2nd quarter after exit).
2. Employment Rate - 4th Quarter After Exit: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program (for Title I Youth, the indicator is the percentage of participants in education or training activities, or unsubsidized employment during the 4th quarter after exit).

3. Median Earnings - 2nd Quarter After Exit:\* The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program. *Title I Youth program is not required to negotiate goals for this indicator as DOL ETA has identified this measure as a baseline indicator.*
4. Credential Attainment: The percentage of program participants enrolled in an education or training program (excluding those in OJT) who attain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in, or within 1 year after exit from the program. *The state-level negotiated goals for Credential Attainment are being proposed as Local Area goals for FY2019 and FY2020.*
5. Measurable Skill Gains (MSG): The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving an MSG, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment. *The MSG measure is a baseline indicator and is not subject to Local Area negotiations; however, local areas must propose regional baseline MSG performance goals for the Adult, Dislocated Worker, and Youth programs.*

#### **ALTERNATIVES:**

The Board may choose not to receive the presentation from the WDB. This is not recommended because this presentation provides an overview of the county's Local Workforce Plan. The Board may choose to not approve the proposed plan revisions or negotiated performance measures. This is not recommended because the timeline for public comment and submission to the state will be delayed.

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

The County Administrator's Office has been consulted and concurs with the recommendation.

#### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

Solano County  
Local Workforce Plan PY 2017-21 – Two Year Modifications

## **Partnership Agreement with CalFresh and Human Service Agencies**

### **Braiding Resources and Coordinating Service Delivery**

The Solano County Department of Health and Social Services (HSS) contracts with Goodwill Industries of the Greater East Bay (Goodwill) and the Solano County Department of Probation (Probation) to provide services for CalFresh recipients utilizing the 50% federal reimbursement from CalFresh Employment and Training (E&T). The WDB will work with these two contractors to coordinate service delivery where available.

HHS has had difficulty in identifying community-based organizations and other partners to engage in contractual relationships for CalFresh E&T funding in Solano County. According to a report completed by Applied Survey Research (ASR) in 2016, the county's community-based organizations are heavily reliant on government funding. Solano County is the most under-resourced of the nine Bay area counties, with less than 1% (equating to \$3 per capita) of all grant funds in the Bay area going to Solano County. As such, local organizations and agencies largely do not have non-federal match to support CalFresh E&T services, which limits the CalFresh E&T services available in the county.

Individuals receiving public assistance are a priority population under the Workforce Innovation and Opportunity Act (ACT). Of the 433 individuals served by the Workforce Development Board (WDB) of Solano County through WIOA Title I programs (Adult, Dislocated Worker, and Youth) in FY2018, 107 individuals (or 25% of participants) received CalFresh assistance. This provides a considerable opportunity to braid resources and coordinate service delivery. Where available, the WDB will include CalFresh recipients in sector pathway programs offered in the region. This population will have access to supportive services as necessary to increase their success and retention in programs.

### **Partnering for CalFresh Subjects**

The WDB works with Probation where appropriate to leverage services and partner on individuals served through their Centers for Positive Change to align services. Centers for Positive Change provide similar services to the WIOA Title I services. The WDB will conduct outreach to the Centers for Positive Change for any sector pathway programs or special initiatives implemented through WIOA funding.

### **Workforce Services Available**

HHS began contracting with Probation in 2016, leveraging Probation's Centers for Positive Change that provide job readiness, education, and supportive services. Probation leverages AB109 funds to meet the non-federal match required for E&T reimbursement. Probation's services are provided through a contract with Leaders in Community Alternatives (LCA), a community-based organization based in Oakland. For individuals engaged in Centers for Positive Change and receiving CalFresh assistance, HHS subsidizes the training and workforce services. HHS added an Outstation Worker on site who screens and enrolls probationers that may benefit from CalFresh assistance. The limitation in this contract is that only individuals engaged with Probation are eligible for these services – HHS cannot refer CalFresh recipients to these services directly.

HHS engaged a new CalFresh E&T contract in 2018 with Goodwill to serve public assistance recipients who are receiving both CalFresh and General Assistance. Goodwill provided the non-federal cash match

through their charitable giving funds. Goodwill provides transitional job assistance to individuals referred from HHS, in addition to job coaching.

These two contracts provide needed workforce services to eligible CalFresh participants. The WDB and HHS through the local planning process will augment the quantity of workforce services provided to this population by addressing the gaps in populations served. Currently, if a CalFresh recipient is neither a General Assistance recipient nor serving probation, there are no workforce services available to them. The WDB will build HHS CalFresh staff's knowledge of America's Job Centers of California (AJCC) and WDB services available to their population to aid in referrals. The WDB will also utilize its Road to Employment initiative to bring basic job search and workforce assistance to the general CalFresh population. Road to Employment is an initiative that brings AJCC services into the community in order to increase the accessibility of WIOA services. The WDB will partner with HHS to bring Road to Employment to the HHS location in Vallejo during times of CalFresh orientations to maximize service delivery. Through Road to Employment, CalFresh recipients can receive support filling out applications, receive job leads, gain information on other workforce and supportive services, and gain general guidance that can support their employment success.

### Integration in Sector Pathway Programs

Per funding availability, the WDB will work with partners to create sector pathway programs that are inclusive of targeted populations, including CalFresh recipients. The WDB will include HHS in program development and identify appropriate pathway programs based on industry need and job seekers interest and aptitude. For any sector pathway program that the WDB creates, staff will ensure outreach efforts include promotion and dissemination among CalFresh recipients and HHS CalFresh E&T contractors. For any individual participating in sector pathway programs, the WDB will offer supportive services based on the needs of the individual.

### Supportive Services

An important element of providing workforce services for low-income individuals, including CalFresh recipients, is inclusion of wrap-around and supportive services to aid in program completion and success. At the stakeholder engagement session, partners discussed the need for a holistic approach to working with CalFresh recipients and other low-income individuals. The WDB will work with the partners to develop effective ways to include elements such as essential skills training, motivation, resilience, and job coaching aspects into programming. The WDB will utilize the best practices employed by WDB's CalWORKS program to support program completion for CalFresh recipients.

### Retention and Progressing into Livable Wage Careers

In order to effectively serve individuals receiving CalFresh, the WDB and its partners must take into consideration the "Cliff Effect," which is the financial struggle created once an individual loses their public assistance benefits. The WDB and HHS believe that addressing the Cliff Effect is a required component to supporting CalFresh recipients progress into livable wage careers and retain employment. Addressing the Cliff Effect requires strong retention services to help CalFresh recipients make the mentality shift from poverty and to provide a transition safety net for individuals. In the next two years, HHS and the WDB will partner to research the Cliff Effect in Solano County and develop strategies for addressing the negative effects of moving off of public assistance.

HHS, the WDB, and stakeholders also identified a need to support individuals beyond entry-level employment and to provide retention services for CalFresh recipients once employed. The WDB will continue WIOA retention services currently utilized and will explore with partners additional ways to



provide retention services post placement. New strategies could include promoting and augment supportive service delivery post-placement and adding new retention service options.

## **Partnership Agreement with the California Department of Child Support Services**

### **Existing Workforce and Education Program Partnerships**

The Solano County Department of Child Support Services (DCSS) and the WDB have been partnering organically since the fall of 2017. The existing partnership has focused on providing AJCC comprehensive service delivery for noncustodial parents (hitherto referred to as “parents ordered to pay child support”) to facilitate successful labor market outcomes. Any parent ordered to pay child support that is interested and eligible in WIOA Title I Career or Training Services may receive supportive services as part of service delivery to support job retention.

To provide a more comprehensive provision of services to parents ordered to pay child support, the WDB must focus efforts on services once enrolled in the WIOA Title I program. The WDB has begun this process by tracking parents ordered to pay child support from AJCC services through Title I services. To date, eligibility criteria for Title I services has created no negative impact on the WDB’s ability to provide workforce services. Given the data on Solano’s DCSS population, neither the WDB nor DCSS foresees any challenges in the population’s ability to meet WIOA Title I criteria. Of Solano’s parents ordered to pay child support, 43% are unemployed or underemployed. In addition, child support payments may be considered in determining low-income status for WIOA Title I eligibility. As such, the WDB anticipates the large majority of individuals referred will meet the low-income status for the WIOA Adult program.

While there have not been current obstacles to providing services to parents ordered to pay child support, services have to date primarily been given through AJCC services only. The WDB has not focused targeted outreach efforts to recruiting and enrolling DCSS clientele in WIOA Title I services. Part of the challenge has merely been identifying the section of the population that could best use WDB services, and then determining effective ways to outreach to the population. As the WDB and DCSS take steps to further the partnership, both agencies anticipate engaging and recruiting the targeted population will be difficult, as it is a population that does not tend to be engaged in services.

There have been no obstacles to date to meaningfully engage with DCSS in serving the population, but there are currently no community organizations that support parents ordered to pay child support in Solano County. Therefore, the biggest obstacle to engaging local partnerships is a lack of population-serving organizations. The WDB and DCSS will work with local government agencies and general community organizations to focus attention on this population.

Through stakeholder engagement sessions and partnership discussions as part of the planning process, the WDB and DCSS have identified a number of ways to increase and improve workforce service delivery to Solano’s parents ordered to pay child support. The WDB and DCSS have brainstormed additional tools that can be explored to motivate and support participation in services, including compromise of arrears, waiving of interest on child support payments, and joint outreach efforts to DCSS cases living in Solano County. Legal restraints to compromise of arrears initiatives include limitations on compromises – compromises would only be available for parents paying government-owed child support; it would also require DCSS to receive permission from the state to enact. Currently, DCSS is waiving interest of child support payments for some non-welfare parents as “step up” orders; this is currently only done through DCSS staff negotiating with the custodial parent on waiving of interest.

### Plans for Building Successful Partnerships or Scaling up Existing Successful Partnerships

The WDB and DCSS with other stakeholders have plans in the next two years to augment the current partnership between the two agencies. The WDB will build upon its current AJCC partnership and work closer with the Child Support/Family Courts to enhance the “seek work” order, where the courts require parents ordered to pay child support who are unemployed to visit the WDB. The WDB will also expand the partnership with DCSS to focus more on enrolled WIOA Title I clients, providing more intensive career and training services to parents.

The WDB is supporting new partnerships between DCSS and justice-involved stakeholders in the county (such as the Sheriff’s Office, community-based organization Leaders in Community Alternatives, and the Solano County Probation Department) to coordinate workforce service delivery and mitigate barriers to employment associated with child support payments. The WDB will explore a closer partnership with disability partners, such as community-based organization Dreamcatchers, to coordinate workforce service delivery for parents ordered to pay child support who also have a disability. The WDB and DCSS will also explore how best to identify and serve underemployed parents who are ordered to pay child support.

It is important to bring awareness and education to parents ordered to pay child support on options to modify their child support payments and the resources available to help set them up for success, in order to reduce the buildup of arrears and improve retention in programs. As part of this awareness and education, the WDB will work with DCSS to provide information sessions and/or information sharing for those who may need information on the child support process. The WDB will provide information in the AJCCs, add information on child support to their website, add a segment to the orientations, and ensure applicable enrolled Title I clients receive information pertaining to child support payment options. In order to facilitate this, the WDB is adding a question on the WIOA application regarding child support payments to better track and support parents ordered to pay child support.

The WDB will also work with disability stakeholders to provide benefits counseling for disabled parents ordered to pay child support. This will help the individual better understand their income needs and how their income will affect both their disability and child support payments. The WDB will also work with disability stakeholders as needed to help advocate for the individual on child support payments.

Local partners; including DCSS, HHS, education providers, community-based organizations, and other stakeholders; will work to improve coordination of services for parents ordered to pay child support. The first step is merely to increase communication among stakeholders. Helping each stakeholder understand the complicated child support process is key to braiding resources and coordinating services. The WDB will also leverage its internet-based referral system, Community Pro, to create linkages in service delivery around the individual. This will support an effective referral process, support participant document sharing, and track outcomes.

To the knowledge of both the WDB and DCSS, there are no community-based organizations currently focused on parents ordered to pay child support. However, the WDB will leverage its partnerships with general community-based organizations and training providers in the area to identify any parents ordered to pay child support within their clientele base and will explore opportunities to more closely connect services for participants.

The WDB and DCSS have created a referral process and forms to track this population within the AJCC. DCSS clients are referred either directly from DCSS or from the Solano County Superior Court through a “seek work” order. Parents complete the Authorization to Release Confidential Information form to

ensure appropriate information sharing. For parents referred from Superior Court, staff utilize a customized job search checklist to track their job search activities. Staff date and initial each activity once completed, which the parent can take back to Superior Court for compliance purposes. Every month, WDB staff share activity status of parents ordered to pay child support with DCSS.

#### **Incentives to Increase the Success of Parental Participation in Local Workforce Programs**

The WDB and DCSS have discussed numerous tools and incentives that DCSS can provide to parents ordered to pay child support to promote and sustain their participation in workforce development education training programs. The partners will build upon their current successful referral program and explore use of Community Pro to electronically refer individuals to each other.

DCSS has already implemented a number of tools to encourage sustained program participation. DCSS reduces the fee for reinstating a driver's license for parents engaged with the WDB. The "seek work" order encourages participants to maintain engagement with the WDB as well.

Both the WDB and DCSS are committed to creating a new milestone-based arrears program in the next two years. There are current models of compromise of arrears programs throughout the country. The partners will identify the milestones in WIOA Title I that will trigger a compromise of arrears, as well as identify the percentage of arrears to be compromised.

#### **Partnership Agreement Pertaining to Competitive Integrated Employment**

##### **Needs of Individuals with ID/DD**

In FY2018, 612 individuals with disabilities (equating to 6% of individuals) accessed the AJCC system in Solano County. Of the 433 individuals receiving WIOA Title I services through Adult, Dislocated Worker, or Youth programs, 18 individuals had a disability (equating to 4%), none of whom had an Intellectual Disability or Developmental Disability (ID/DD). In order to expand services to individuals with ID/DD, staff need a strong understanding of the needs of job seekers with ID/DD and to be knowledgeable about the programs and resources that can aid in the success of the individual.

The WDB has begun the process of building staff capacity to work with individuals with disabilities through California Workforce Association's (CWA)/Department of Rehabilitation (DOR) professional development opportunities. Staff participated in Windmill Training and will be attending additional CWA-sponsored trainings in the coming year. In addition, through the WDB's Disability Employment Accelerator (DEA) grant from the California Employment Development Department (EDD), staff is receiving training on topics relevant to serving individuals with disabilities. As part of this training, the WDB will partner with DOR and the North Bay Regional Center (NBRC) to identify and develop trainings specific to ID/DD needs. Finally, through the DEA partner meetings and its Integrated Resource Team (IRT), staff will receive technical assistance from the Disability Resource Coordinator and partners working with ID/DD to develop strategies and resources available for employment services. This expansion of joint information sharing will enhance the service delivery system for individuals with disabilities, particularly those with ID/DD.

##### **Supportive Services and Earn and Learn Strategies to Increase Opportunities for CIE**

Supportive service connections and earn and learn strategies are key to increasing opportunities for Competitive Integrated Employment (CIE). The WDB has connected with the DOR field staff in Solano, as well as the NBRC and community-based organizations serving individuals with disabilities to develop strategies for supportive services and earn and learn strategies. These organizations are also partners on

the WDB's DEA grant, designed to create systemic changes to how the WDB and Solano stakeholders provide employment services to individuals with disabilities.

Significant supportive services beyond WDB staff capacity are needed to aid in the success of individuals with disabilities, particularly those with ID/DD. The WDB will leverage services such as disability advocacy, job coaching, transportation assistance, and other supportive services provided by DOR and community-based organizations in the area. To create linkages for supportive services, the WDB created an IRT of disability partners to effectively leverage capabilities across organizations. Aligning individual employment plans across partners is a key element to successfully linking services for individuals with disabilities. Partners will co-enroll participants in programs across organizations as appropriate to best leverage resources.

Individuals with disabilities, especially those with ID/DD often lack basic employment/job search skills and have little to no employment experience. In addition, many individuals with disabilities need guidance on how to effectively advocate for their accommodation needs and other self-advocacy skills, and are not often aware of the resources available and how to access them. Once connected to work, additional lack of awareness of asset and benefit resources, such as Social Security Administration (SSA) benefits counseling and work incentives, can further impede individuals with disabilities. As such, resource awareness building and connection to supportive services will be a focus of the WDB and its partners, as well as customized supports on work sites to combat workplace barriers.

The WDB's DEA grant is also focused on developing and enhancing earn and learn strategies for individuals with disabilities. Employers often look for experience and essential skills, and often rely heavily on the interview process to select employees. Individuals with disabilities, especially those with ID/DD can be at a disadvantage; earn and learn strategies can help candidates build that experience. Work and learn opportunities also help individuals with disabilities connect directly to employers, often bypassing the interview process that can stigmatize disabilities and downplay the technical and essential skills they bring to the workplace.

The WDB and partners will provide opportunities for work experience. Earn and learn provides great entrance into high-demand industries with career pathways, as well as builds practical hands-on experience. Partners will expand opportunities for individuals with disabilities, including those with ID/DD by building upon existing earn and learn structures and developing new methods to customize options. Partners currently provide a range of earn and learn strategies, but utilize different methodology and approaches. The WDB offers paid work experiences for youth and On-the-Job Training (OJT). The Solano County Office of Education (SCOE) and DOR have significant experience customizing work experience placements with individuals with disabilities and businesses. NBRC offers the Paid Internship Program (PIP) through contractors for ID/DD individuals. The WDB will help expand the reach of these programs, while disability partners will help strengthen customization strategies for individuals with disabilities engaged in earn and learn strategies.

Employers will also be educated on the multiple work and learn opportunities offered through project partners. These agency-supported paid work programs will allow for individuals with disabilities to demonstrate their abilities without risk to an employer/business. Employers will be provided ongoing education on accommodations, modifications, the Americans with Disabilities Act (ADA), and tax incentive programs. The WDB and partners will follow up with the business on an ongoing basis to ensure challenges are being addressed early on during the training and to integrate and provide accommodations for individuals with disabilities, especially those with ID/DD as needed.

### Employer Engagement Strategies to Increase CIE Opportunities

In FY2018, the WDB engaged over 400 businesses in Solano County and surrounding areas. During the stakeholder engagement session, it was determined that the WDB can provide significant support to the county's disability partners in the area of employer engagement. Identification of CIE opportunities has been a focal point for the WDB's Business Service Representatives. Connecting a new candidate pool to CIE opportunities will provide value to area businesses, particularly in a time of low unemployment.

During the stakeholder engagement session, one area of opportunity was expanding employer interest and connection to individuals with disabilities that the partners are working with. The WDB understands CIE and employer engagement, while the disability partners understand the employment needs of individuals with disabilities, particularly those with ID/DD. Together, the partners will develop a strategy and process for connecting businesses with individuals with disabilities.

The WDB will work with disability partners, including DOR, NBRC, and community-based organizations to develop a Business Taskforce to increase employer engagement in hiring and retaining individuals with disabilities. Many of the disability partners have staff that engage employers for work and learn and employment opportunities. The Business Taskforce will provide a forum for business-facing staff to share leads, best practices, and challenges in engaging businesses. Through this forum, the WDB will connect employment opportunities available through their business contacts with participants supported by the disability partners.

In particular, the WDB will work with the Field Manager for DOR in Fairfield. The Solano Field Manager serves as the Business Liaison for the DOR Greater East Bay District. Together, DOR and the WDB will connect on outreach to employers and share information on CIE opportunities for individuals with ID/DD to achieve CIE. The WDB and DOR will build upon the WDB's relationships with businesses, and DOR's experience educating businesses on hiring and retaining individuals with disabilities, particularly those with ID/DD.

Solano County employers are interested in expanding their candidate pool, but have concerns about hiring and retaining individuals with disabilities, especially individuals with ID/DD. Stereotypes and stigma of workplace capabilities for individuals with disabilities, particularly those with ID/DD, in addition to unintended obstacles in the recruitment process can be additional barriers to employment. Many businesses simply lack the knowledge and experience in working with individuals with disabilities. Large employers are more likely than smaller employers to proactively recruit individuals with disabilities and are more likely to have disability management programs. Smaller employers typically do not have the bandwidth or knowledge to effectively support hiring and retaining individuals with disabilities, particularly those with ID/DD. This is a common gap in Solano County, where 79% of our businesses have less than 10 employees. The WDB and its disability partners will facilitate training for employers to better understand the benefits of hiring individuals with disabilities, particularly those with ID/DD, as well as educating them on their rights and of those of the individual.

The WDB and partners will leverage their work on the DEA grant and focus efforts on business education and awareness building relating to hiring and retaining individuals with disabilities. As such, an education and awareness campaign for the business community will be a key function of our business service staff. In addition, the WDB will leverage its Employer Advisory Council through the DEA grant. The Advisory Council is made up of businesses either working with, or open to working with, individuals with disabilities. This Advisory Council partnership will help business service representatives better

promote individuals with disabilities and identify ways to support smaller businesses in hiring and retaining individuals with disabilities.

### **Provision of Services to English Language Learners, the Foreign Born, and Refugees**

Solano County has less than 15% or more of the population considered as Limited English Proficient (LEP), and therefore, is not required to have a Local Plan provision on English Language Learners (ELL), the Foreign Born, and Refugees. However, the WDB recognizes a growing LEP population in the County and considers it important to address the needs of its English Language Learners and Foreign Born.

### **Braiding Resources and Coordinating Service Delivery**

The Solano County Adult Education Consortium has formed an ELL stakeholders group, which consists of local non-profits, faith based organizations, local libraries, SCOE, Solano Community College, the WDB, and other ELL service providers. Through the ELL stakeholder group, the WDB will be working with the other service providers to enhance service delivery models, leverage bilingual staff resources, and further expand and align ELL programs.

During the stakeholder engagement sessions, it became clear that one foundational step to effectively braiding resources and coordinating service delivery is to have a universal definition of what constitutes an English language learner. The WDB will work with its partners over the next two years to develop a working definition, in order to better leverage services for ELL individuals. Another foundational step determined during stakeholder discussions will be to work with partners to ascertain where the largest concentrations of ELL residents are located geographically. Partners had anecdotal understandings of geographic concentrations; yet, having clear, data-informed knowledge of our county's ELL geographic concentrations will better inform service delivery and how best to braid resources. Over the next two years, the WDB and partners will research and inform stakeholders of areas in the county with the highest concentrations of ELL populations.

The WDB is committed to better serving the ELL population that comes to the AJCCs. Although the WDB has no ELL-specific services, over 600 individuals who had a preferred language other than English utilized the AJCC in Solano County in FY2018. Of those, 503 individuals preferred Spanish and 70 preferred Tagalog. WDB staff will work with the One-Stop Operator, currently California Human Development (CHD), and the One-Stop Partners to identify and implement ways to better serve the ELL population coming to the AJCC. The WDB will work with CHD to identify ways to better support the Migrant and Seasonal Farmworker population located around Dixon as part of this implementation.

In addition, 59 out of 433 individuals (14%) who self-identified as ELL were active in Adult, Dislocated Worker, or Youth programs in FY2018. The WDB will work with the local Adult Schools with ELL programs in Benicia, Fairfield, Vacaville, and Vallejo to leverage resources to increase the English skills of individuals enrolled in Solano's WIOA Title I programs.

The Solano Adult Schools served 1,052 ELL students in FY2018, with the predominant age group being those between the ages of 25 and 44. The WDB began conducting outreach and holding office hours at the Vallejo and Fairfield-Suisun Adult Schools in FY2019. This new partnership will allow the WDB to better connect with ELL students and enhance employment services for this population.



The WDB will also work closely with the Solano County Adult Education Consortium and Solano Community College to develop integrated education and training programs that will afford participants the benefits of enhanced support services and inter-agency referral systems. The Adult School system and the WDB will braid funding to implement ELL and technical skill cohorts in in-demand industries, thereby increasing access for the ELL population to sector pathway programs. As part of this cohort, the WDB will provide supportive and retention services for participants.

### Progression into Livable Wage Careers

The WDB and other ELL service providers will employ an enhanced supportive service delivery model coupled with a community support network to ensure participants avoid gaps in services or barriers to employment. In developing an integrated education and training program, the WDB and Adult Schools will build in communication methods and peer-based learning mechanisms to build retention into the program.

### Solano Workforce and Employment Service Plans

Solano County does not meet the LEP threshold to require an Employment Services Plan by HHS. Nor does Solano County meet the threshold to require a Refugee Employment Service Plan. The WDB and Solano Adult School Consortium will be connecting the concepts in their plans to ensure alignment of service strategies. As part of the stakeholder engagement session, however, representatives from HHS were present and provided an understanding of the demographics, employment trends, and other relevant information pertaining to the LEP and foreign-born populations.

## Additional Local Plan Revisions

### Revised Definitions

Definition of “unlikely to return to previous industry or occupation:” A dislocated worker who was laid off from a position and is unlikely to return to their previous industry or occupation meets at least one (1) of the requirements below:

- Number of opportunities in previous industry/occupation is declining based on labor market information;
- Supply of candidates in previous industry/occupation exceeds the number of opportunities in the county;
- Projected annual employment increase for industry or occupation is less than 100 jobs;
- The individual has engaged in an unsuccessful job search in their previous industry/occupation for over 3 months;
- Individual can no longer meet the minimum requirements for positions available in their occupation;
- Lacks skills or certification needed to compete in the open job market for that same occupation or industry
- Wage variable for positions no longer matches with individual’s level of skills and experience; and/or
- Individual is unable to perform the duties of the previous industry/occupation due to age, ability, illness/injury, disability, or other barriers.

Definition of “requires additional assistance to complete an educational program or to secure or hold employment: ” A youth who requires additional assistance to complete an educational program or to secure or hold employment meets one or more of the following criteria:

- Have repeated at least one secondary grade level or are one year over age for grade;
- Have a core grade point average of less than 1.5 as shown by school transcripts;
- For each year of secondary education, are at least two semester credits behind the rate required to graduate from high school as shown by school transcripts;
- Are emancipated youth as shown in court documentation;
- Are enrolled in a continuation or similar school;
- Are deemed at risk of dropping out of school by a school official as documented in a letter on school letterhead;
- Have been referred to or are being treated by an agency for a substance abuse related problem;
- Have experience recent traumatic events, are victims of abuse, or reside in an abusive environment as documented by a school official or other qualified professional;
- Has a poor work history (been fired from 1 or more jobs within the last twelve months, is unemployed and has actively been seeking employment for at least 2 months, has never held a job, or has never held a full-time job for more than 13 consecutive weeks).

### Labor Market Revisions

Due to changing economic indicators, the WDB is revising its targeted in-demand industries to reflect the following:

- Healthcare
- Transportation and Logistics
- Advanced Materials
- Food and Beverage Chain
- Construction and Trades

### Negotiated Performance Measures

Performance Indicators	PY2018-19	PY2019-20
Adult		
Employment 2 <sup>nd</sup> Quarter Post-Exit	68.0%	70.0%
Employment 4 <sup>th</sup> Quarter Post-Exit	64.0%	68.0%
Median Earnings (quarter earnings)	\$5,500	\$5,900
Credential Attainment Rate	60.0%	61.0%
Measurable Skill Gain	50.0%	53.0%
Adult		
Employment 2 <sup>nd</sup> Quarter Post-Exit	70.0%	71.0%
Employment 4 <sup>th</sup> Quarter Post-Exit	67.0%	68.0%
Median Earnings (quarter earnings)	\$7,300	\$7,500
Credential Attainment Rate	60.0%	61.0%
Measurable Skill Gain	45.0%	48.0%
Youth		
In Education, Training, or Employment 2 <sup>nd</sup> Quarter Post-Exit	66.0%	68.0%
In Education, Training, or Employment 4 <sup>th</sup> Quarter Post-Exit	63.0%	65.0%
Median Earnings (quarter earnings)	baseline	baseline
Credential Attainment Rate	55.0%	56.0%
Measurable Skill Gain	20.0%	23.0%



California's WIOA Title IB & Wagner-Peyser Negotiated Performance Goals  
Program Years 2018 and 2019

PY 2018 (Fiscal Year 2018-19) Performance Goals					
	<b>Adults</b>	Dislocated Workers	Wagner-Peyser *	Youth	
Employment Rate 2nd Quarter After Exit	64.0%	68.0%	57.7%	65.4%	Employment or Education Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	60.5%	63.5%	53.7%	62.0%	Employment or Education Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,200	\$7,450	\$5,000	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	53.0%	57.0%	N / A	53.0%	Credential Attainment within 4 Quarters After Exit

PY 2019 (Fiscal Year 2019-20) Performance Goals					
	Adults	Dislocated Workers	Wagner-Peyser *	Youth	
Employment Rate 2nd Quarter After Exit	66.0%	69.5%	59.7%	66.9%	Employment or Education Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	62.5%	65.0%	54.7%	64.0%	Employment or Education Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,600	\$7,600	\$5,200	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	54.0%	58.0%	N / A	54.0%	Credential Attainment within 4 Quarters After Exit

**WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY**  
***WIOA Performance Goals***  
***for 2016-17 and 2017-18***

**LWDB:** WDB of Solano County

**RPU:** North Bay

**Date of Negotiation:** 9/15/16

**LWDB Contact Name:** Heather Henry

**Contact Email:** hhenry@solanowdb.org

PY 2016-17 Proposed Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	62.0	64.0	55.0	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	58.0	60.0	50.0	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$4,500	\$5,800	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	48.0	55.0	20.0	Credential Attainment within 4 Quarters After Exit

PY 2017-18 Proposed Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	65.0*	68.0*	62.4*	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	62.5*	66.5*	55.0	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$4,957*	\$6,500**	BASELINE	Median Earnings
Credential Attainment within 4 Quarters After Exit	52.9*	60.0*	25.0	Credential Attainment within 4 Quarters After Exit

\*Solano's '17-'18 goals set at State's '16-'17 goals, with noted exceptions

## Solano County

### Local Plan PY17-21 Modification – CalFresh Attachment

#### CalFresh

##### *Partnerships to Serve CalFresh Participants*

The Workforce Development Board (WDB) of Solano County will work with the Solano County Department of Health and Social Services (HSS), as well as local stakeholders to better serve CalFresh participants in Solano County. HHS recently developed new contracts with Goodwill of the Greater East Bay (Goodwill) and with the Solano County Office of Probation (Probation) to implement CalFresh Employment and Training (E&T) programs. The WDB will partner with Goodwill and Probation to leverage Workforce Innovation and Opportunity Act (WIOA) service delivery with their E&T clients. Goodwill provides transitional jobs to E&T participants, and Probation provides expanded employment and training services to individuals on probation that receive CalFresh assistance. The WDB will partner with HHS and other partners working with CalFresh recipients to provide America's Job Centers of California (AJCC) services, such as increased Road to Employment community sites, and ensuring CalFresh recipients receive priority of services for WIOA Title I services under the Adult program.

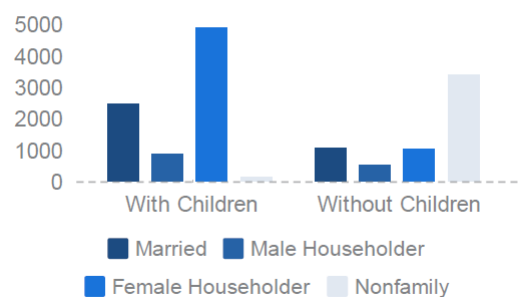
##### *CalFresh Population Overview<sup>1</sup>*

At the end of Quarter 3 Fiscal Year 2019, HHS provided CalFresh assistance to 38,019 individuals in Solano County. This constitutes 9.5% of the total county population, and shows a 116% increase in recipients over the last 10 years. The majority of recipients (21,145 individuals) are female, and the most common household type is female head of household, or single mothers. The majority of recipients (16,495 individuals) are under the age of 18, leaving 57% or 19,491 in the predominant working age group of 18-64.

The race/ethnicity makeup of Solano's caseload is diverse, with the largest race being Black or African American at 30% of the population (11,227 individuals), followed by Hispanic at 25% (9,324 individuals) and White at 22% (8,455 individuals). Despite the diversity, 88% of the caseload cites English as their Language spoken (33,274 individuals), with 10% of the population speaking Spanish and 1% of the population speaking Tagalog. Compared to the general population, CalFresh households have a significantly higher rate of having an individual in the household with a disability at 46%. This provides significant opportunities to increase service alignment between CalFresh and disability employment services. No

Characteristic	Percentage
<b>Female</b>	56%
<b>Spanish Speaking</b>	10.3%
<b>African-American</b>	29.5%
<b>Unemployed</b>	13.4%
<b>Recipients Under Age 18</b>	43%
<b>Households with Disability</b>	46%

#### Household Types



<sup>1</sup> Statistics compiled from data provided from H&SS caseload records dated 10.31.2018 and from the U.S. Census American Community Survey 1-Year Estimates 2017.

data is currently available on foreign-born or formerly incarcerated subsets of CalFresh participants, nor on specific characteristics of the CalFresh E&T population; increasing tracking of these data points is a future goal of HHS.

#### *Needs Assessment for People Receiving CalFresh*

CalFresh participants often face multiple barriers to employment that can seem insurmountable to the individual. Many CalFresh participants are either unemployed, or more frequently, underemployed. Some CalFresh participants are also eligible for General Assistance from HHS, but the majority are not. Currently, the majority of the CalFresh population served by HHS do not have access to the E&T 50% federal reimbursement opportunities in the county, due to eligibility requirements for those services. Additional service delivery options are needed for CalFresh recipients.

At the WDB's stakeholder engagement session for individuals receiving CalFresh assistance in Solano County, a number of barriers were identified. Many CalFresh recipients struggle with making the transition to work, either due to lack of wrap-around services or difficulty making the mindset shift to employment. The county has a number of resources available to individuals, but awareness of these resources are lacking among the population that could most benefit from them. In addition, accessibility of these resources may be difficult due to geographic distribution, transportation challenges, or other barriers. The community-based organizations and agencies that do offer wrap-around resources often do not have the capacity or funding to fully address the volume of need in the county.

Underemployment is also a struggle for CalFresh recipients. Although many CalFresh recipients are working, the economic landscape in Solano County creates barriers to livable wage jobs for many in the county. Four of out the top five occupations in Solano County have wages below the self-sufficiency standard. This is indicative of our county's economy that either has a significant volume of low-wage/entry-level jobs or highly-skilled opportunities that many of our CalFresh recipients do not have the technical skills to qualify for. Therefore, access to technical skills attainment is imperative for our county's CalFresh population, coupled with wrap-around supports to help recipients address basic needs as they increase their earning potential.

Many CalFresh recipients and other low-income individuals that the WDB serves are discouraged and believe that employers are not interested in hiring them. They feel a disincentive to take low-wage job opportunities, because it can negatively affect their eligibility for public assistance, yet the wages they can gain will not meet their basic living needs. In addition, entry-level jobs tend to be less forgiving when parents need to take off for childcare, medical, or personal reasons. Per the stakeholders engaged in the local planning process, the WDB and partners need to address the fear of losing benefits through strategies such as financial planning, planning with participants around balancing work and life responsibilities, and longer-term supports to aid in retention.

Individuals with disabilities particularly struggle with the fear of losing benefits. For many, disability and public assistance payments are seen as sustainable income, whereas employment is not. Many individuals with disabilities fear an increase in medical costs that they will not be able to afford. Benefits counseling is needed for individuals with disabilities so they can better understand how working will affect their disability and public assistance benefits, and how to become financially stable once employed. The Solano County Office of Education (SCOE) employs benefits counselors and will partner with the WDB and other stakeholders to provide benefits counseling to individuals with disabilities who need assistance in transitioning to work.

Mental health is another significant need for CalFresh recipients and other low-income individuals. First 5 Solano has conducted research and awareness in Solano County around Adverse Childhood Experiences (ACEs). ACEs are experiences that create trauma for individuals that can have long-term consequences. Individuals in poverty, including many CalFresh recipients, have higher rates of ACEs, trauma, and mental illness. To effectively serve CalFresh recipients and other low-income individuals, the WDB and partners must develop strategies around mental health resources. The WDB has recently engaged HHS's behavioral health unit and will explore ways to connect individuals to mental health resources through the county as needed.

#### *Prospective Partnerships*

The WDB currently partners with HHS around services for CalWORKS participants. The WDB and HHS will leverage this partnership to expand service delivery capabilities to CalFresh recipients as well. In FY2018, 107 CalFresh recipients (or 25%) received WIOA Title I Adult, Dislocated Worker, or Youth services. HHS and the WDB will look at the current caseload of CalFresh recipients to identify ways to better support these individuals in their career path. In addition, the WDB will work with HHS to deliver AJCC services through Road to Employment onsite at HHS during CalFresh orientations to build awareness and connection to services.

The WDB currently partners with Goodwill and Probation to align and coordinate service delivery, including outreach. The WDB will identify co-enrollment and/or employer engagement opportunities with these two contracts of CalFresh E&T services to increase the intensity of services provided to CalFresh recipients.

The WDB will work with HHS and other stakeholders to develop and implement strategies to successfully connect CalFresh recipients to these resources and provide a more holistic service delivery. The WDB will utilize its CommunityPro referral system to build a network of resources of which CalFresh recipients can take advantage. The CommunityPro system will be utilized to increase the accessibility and awareness of supportive services, additional resources, and programs that can aid in the success of CalFresh recipients in obtaining and retaining quality employment opportunities.

In addition, the WDB will facilitate continuing conversations among stakeholders to build countywide partnerships around employment and training services for CalFresh recipients and other low-income residents. At the engagement sessions, stakeholders appreciated the discussion and called for more open and authentic conversations around increasing access and opportunities for this population. The WDB will ensure these conversations continue. Together, the partners will tackle topics such as researching the population to gain a better understanding, providing wrap-around services, cross-training staff, facilitating cross-referrals and co-enrollment, and tracking outcomes effectively.

HHS currently has a waiver to delay implementation of Able-Bodied Adults Without Dependents (ABAWD) work requirements until 2020. The WDB has agreed to support development of strategies for employment and services that meet the ABAWD work requirements. This strategizing will uncover additional potential partnerships to improve service delivery for CalFresh recipients.

# CalFresh Recipients in Solano County

Prepared by the  
Workforce Development Board of  
Solano County and the Solano  
County Department of Health and  
Human Services

Total Recipients  
**38,019**

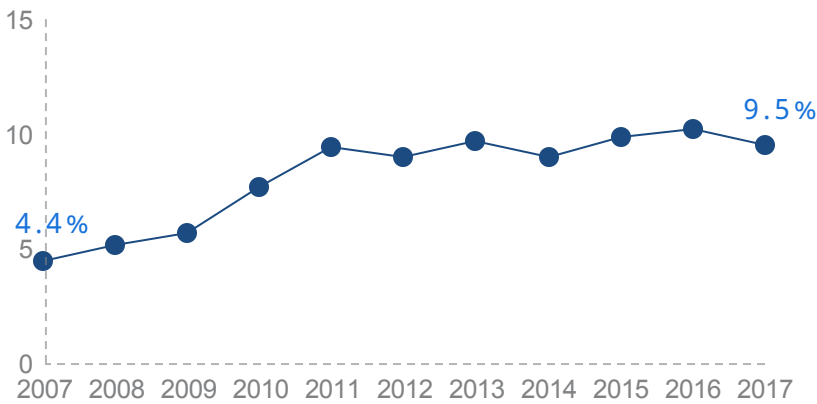
Percent of Population  
**9.5%**

Increase in Past 10 Years  
**116%**

At or Above Poverty Level  
**65.6%**

## How has the number of recipients changed over time?

Percentage of Total Population over last 10 years



## CalFresh Demographics

Female

**56%**

Spanish Speaking

**10.3%**

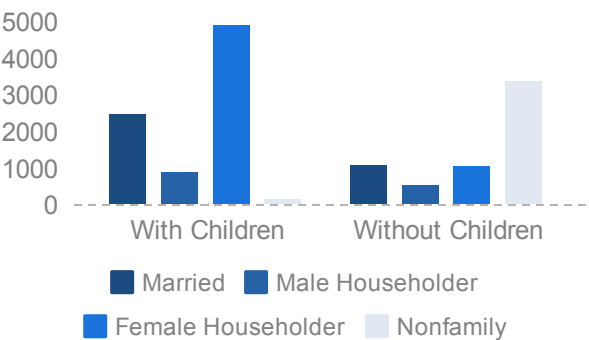
African-American

**29.5%**

Unemployed

**13.4%**

### Household Types



### Age Groups



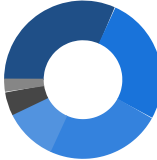
0-17  
18-29  
30-39  
40-49  
50-64  
65+

### Languages Spoken



English  
Spanish  
Tagalog  
Other  
Vietnamese  
Arabic

### Ethnicity



Black/Af-Am  
Hispanic  
White  
Unknown  
Filipino  
Asian

Disabilities

**46%**  
with >1 member

Ages 0-17

**43%**  
of recipients

CalFresh  
Recipients  
of WIOA  
Enrolled

**26.1%**

79 enrolled  
in WIOA  
from 7.1.18 -  
11.13.18

Sources:

Solano County  
Department of Health  
and Social Services data  
as of 10/31/2018

U.S. Census Data

CalJOBS



## Solano County

### Local Plan PY17-21 Modification – Child Support Services Attachment

#### Department of Child Support Services

##### *Partnerships to Serve Parents Ordered to Pay Child Support*

The Workforce Development Board (WDB) of Solano County will continue its growing partnership with the Solano County Department of Child Support Services (DCSS) to provide services for non-custodial parents (hitherto referred to as “parents ordered to pay child support”). As part of these services, WDB and DCSS will continue its referral system, augment America’s Job Centers of California (AJCC) services, and build enrolled Workforce Innovation and Opportunity Act (WIOA) services into the partnership. The partners will create additional tools and incentives to better serve Solano’s parents ordered to pay child support.

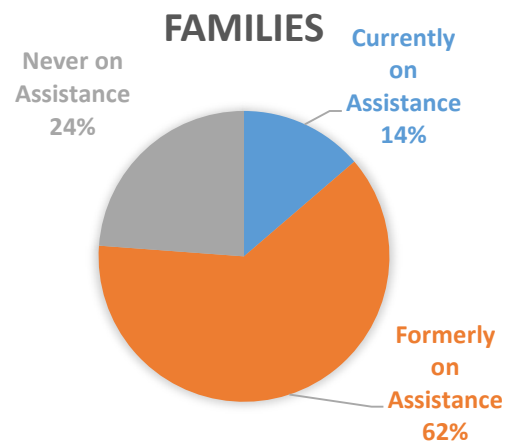
In addition, the WDB will support new partnerships between DCSS and justice-involved stakeholders in the county (such as the Sheriff’s Office, community-based organization Leaders in Community Alternatives, and the Solano County Probation Department) to coordinate workforce service delivery and mitigate barriers to employment associated with child support payments. The WDB will explore a closer partnership with disability partners, such as community-based organization Dreamcatchers, to coordinate workforce service delivery for parents ordered to pay child support who also have a disability. No community-based organizations exist in Solano County that focus on serving parents ordered to pay child support. However, the WDB will leverage its partnerships with general community-based organizations, Solano County Department of Health and Social Services (HSS), Solano Community College, training providers, and other stakeholders in the area to identify any parents ordered to pay child support within their clientele base and will explore opportunities to connect services for participants. The WDB will also leverage its internet-based referral system, Community Pro, to create linkages in service delivery around the individual.

##### *Population Overview*

In Federal Fiscal Year 2018, Solano County’s DCSS caseload was 15,954, which represented 14,467 children. 3,801 families have never been on public assistance, 2,187 families are currently on assistance, and 9,966 families were formerly on assistance. Of Solano DCSS’s caseload, 71% of parents live in California. Only 36%, or 5,709 of Solano’s caseload reside in Solano County. Within Solano County, the highest concentrations of parents ordered to pay child support are in the following three cities:

- Vallejo (2,035 families)
- Fairfield (1,660 families)
- Vacaville (1,166 families)

The majority of parents are male (90%). Solano’s parents ordered to pay child support are a diverse group of individuals by race and ethnicity. Of Solano parents on DCSS’s caseload, 33% are Black/African-





American, 24% are White, 21% are Hispanic, 5% are Asian, and 17% other. The majority of parents' primary language is English, but over 500 (8%) speak a primary language other than English.

In FY2018, DCSS collected \$38,239,437 in child support. Out of the 15,954 on the caseload, 12,810 of the cases had past-due child support (80%), yet collections were received on 71% of cases with past-due child support. In addition, 43% of parents paying child support pay less than 25% of their monthly child support obligation, while an additional 7% pay between 25-75% of the monthly child support obligation. Families who were formerly on assistance accounted for 70.2% of arrears owed. This shows that a number of our parents ordered to pay child support struggle to keep up with their child support payments, yet the majority are making payments.

For parents ordered to pay child support in Solano County, 2,426 of parents do not have an active employer listed; another 437 are considered underemployed. Together, the number of unemployed and underemployed equal 45% of Solano's local DCSS population. Among Solano's parents ordered to pay child support, 259 receive Social Security Benefits, and 818 were formerly incarcerated (13% of local population). Of those formerly incarcerated, 221 (or 27%) have no employer and currently owe child support. This creates difficulties not only for the parent, but also the children supported, as the average arrears for formerly incarcerated parents ordered to pay child support is \$21,014. Family-sustaining employment opportunities for our parents ordered to pay child support is crucial to ensuring our families are being taken care of effectively.

#### *Assessment of Need and Barriers*

Low wage employment and underemployment was a significant barrier identified by DCSS and child support stakeholders during the planning process. Often parents will obtain employment where a wage garnishment order takes about half of their gross income. This can be a discouragement to parents ordered to pay child support, who may quit their jobs or work under the table due to an inability to support themselves and make child support payments. There is also a general fear among parents ordered to pay child support that they will not be able to afford their payments or fear of the consequences to custody or wage enforcements for not paying.

Other parents are unable to work, which creates difficulties in meeting child support obligations. They may be unable to work due to incarceration, disability, or engagement in mental health or substance abuse treatment. Oftentimes, these individuals are unaware that they can receive a modification to their child support payments due to their situation. Better awareness and promotion of child support modifications is needed.

Parents ordered to pay child support who have a disability face unique barriers. Many are low income and struggle to balance social security benefits, ability to support themselves, and work capabilities. Many are fearful not only of their child support obligation, but of how it will affect their social security benefits. Disability partners during the planning process identified parents particularly with intellectual disabilities may not understand the dynamic of the child support process and requirements. Benefits counseling and advocacy for individuals with disabilities who owe child support payments is needed.

Better communication between organizations and agencies serving parents ordered to pay child support is needed. Child support obligations can be a complicated process with many case-by-case scenarios. Organizations need a better understanding of the process and requirements in order to better support their participants in navigating support around child support payments.



Solano has a number of resources that can be utilized to assist with overcoming these barriers. Better communication between organizations and DCSS is a foundational step in this process, so that those serving parents ordered to pay child support can connect with the resources provided by DSCC and vice versa. The WDB and partners are currently exploring ways to improve education and awareness of child support within Solano's workforce system.

### *Baseline Services Currently Provided and Services Planned*

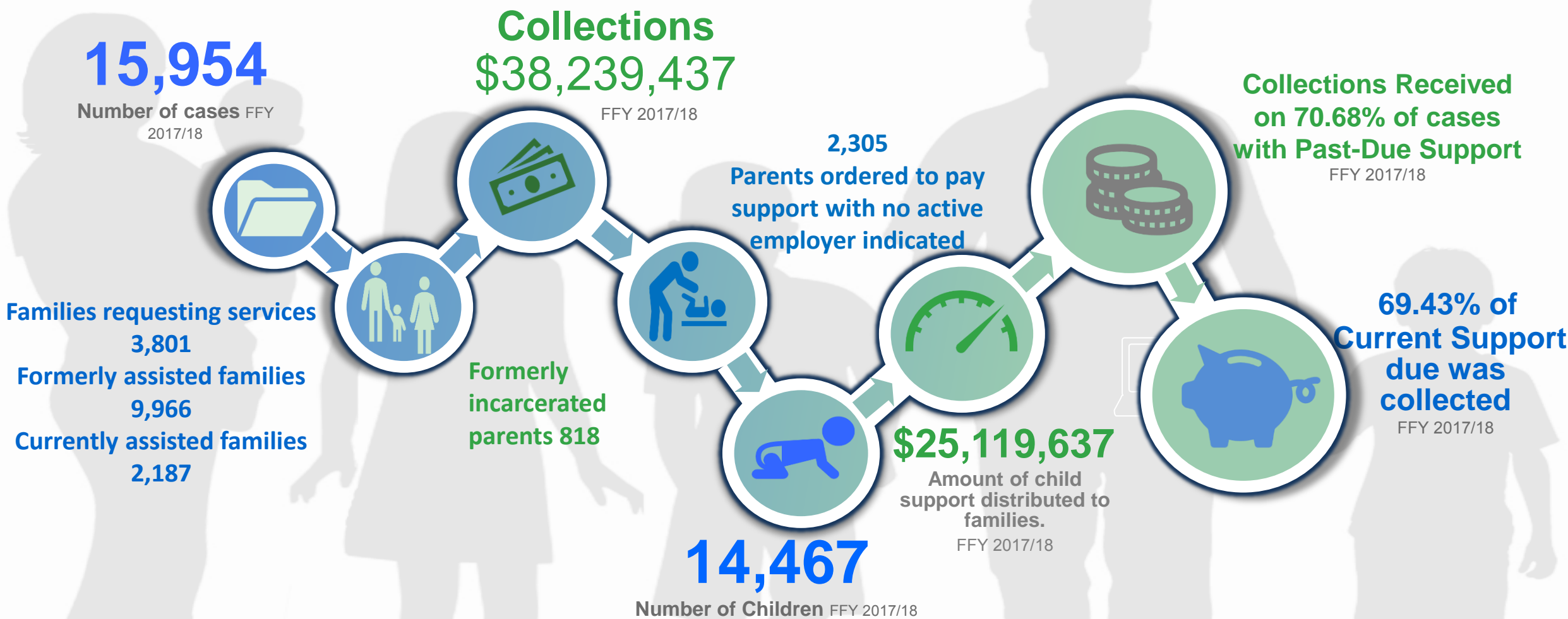
The WDB and DCSS currently have a partnership to provide AJCC services and referrals for parents ordered to pay child support. The partnership includes a work order from Superior Court for any parent without employment to visit the AJCC for employment services. Other community-based organizations and agencies currently serve parents ordered to pay child support but have not targeted this population nor provided specific services to this population.

The WDB and DCSS will enhance their direct partnership by expanding partnering service delivery throughout Adult, Dislocated Worker, and Youth programs. In addition, DCSS will work with the WDB to provide child support information sessions for those who may need information on the child support process. The WDB will provide specific information via handout, website, and orientations around child support, the resources available, and how to balance child support payments with employment. In addition, the WDB and DCSS will explore creation of a milestone-based compromise of arrears program for WIOA clients.

The WDB and DCSS will also work together to enhance the knowledge and connection within the network of partners in the county around serving parents ordered to pay child support. DCSS and justice-involved partners will explore strategies and services available for incarcerated and formerly incarcerated individuals. The WDB will work with disability partners to explore strategies and services to support individuals with disabilities who may be struggling with their child support obligation.

### *Partner Information Sharing*

Linking DCSS with Solano's workforce service partners and different community organizations will help participants seeking various services to understand the child support process. The WDB and DCSS will strengthen the collaboration between organizations to build a trustworthy communication system. The WDB will leverage its CommunityPro referral system to make linkages between the partners and increase partner information sharing. The system will help with the timeliness of referrals between partners, support client document sharing, and track outcomes of success.



## **Solano County**

### **Local Plan PY17-21 Modification – Competitive Integrated Employment Attachment**

#### **Competitive Integrated Employment**

##### *Partnerships to Increase Competitive Integrated Employment*

The Workforce Development Board (WDB) of Solano County and local disability partners are strengthening their partnerships to support individuals with disabilities and increase Competitive Integrated Employment (CIE) opportunities in Solano County. The partners have come together as part of a Disability Employment Accelerator (DEA) grant funded through the California Employment Development Department (EDD), and will use this as a foundation to infuse CIE and engagement with individuals with Intellectual Disabilities/Developmental Disabilities (ID/DD) into Workforce Innovation and Opportunity Act (WIOA) services.

One goal of the WDB through the DEA grant and the local planning process is to improve access to the WIOA system for individuals with disabilities and to increase the capacity of staff to engage individuals with disabilities. In FY2018, 612 of the 10,321 individuals (6%) accessing America's Job Centers of California (AJCC) services in Solano County had a disability. Of the 433 individuals served through the Adult, Dislocated Worker, or Youth programs in FY2018, eighteen (18) had a disability. The WDB is currently working with its partners to make the AJCC a more disability-friendly environment and build staff capacity through technical assistance and professional development.

Together, WDB and its disability partners will develop strategies around employer engagement, earn and learn strategies, educational transition services, disability benefits counseling, and improved service coordination. The WDB and disability partners are making great progress to understand the needs of individuals with disabilities, connect services, and better understand each other's systems. During the next two years, the WDB and disability partners will continue this work.

##### *CIE Partners*

Department of Rehabilitation (DOR) is a significant partner in implementing the local plan for CIE for individuals with disabilities, especially for those with intellectual or developmental disabilities. In addition, other core partners are Solano County Office of Education (SCOE), who operates WorkAbility I programs and a number of other county-wide disabilities programs, and North Bay Regional Center (NBRC), located in Napa County. Other education partners include Vallejo Special Education Local Plan Area (SELPA) for transitioning students, the Solano Adult Education Consortium members of adult schools, and Solano Community College and their Disability Student Program. Community partners include Caminar, Dungarvin, Pride Technologies, Connections 4 Life, and Dreamcatchers, most of whom work directly with individuals with disabilities as contractors to DOR or the NBRC.

##### *Level of Participation in the Local Partnership Agreement*

Through the WDB's Disability Employment Accelerator (DEA) grant, the WDB has become close partners with SCOE, DOR, and the NBRC. Through the WDB's work on the disability grant, the WDB has been bringing together partners in Solano's disability community in order to leverage and align services for individuals with disabilities. This work, coupled with the local planning process was found to have similar goals to the work of the Local Partnership Agreement (LPA). The WDB is now a core partner on Solano's

## Attachment C: Competitive Integrated Employment

LPA. The county's LPA is still in development. The WDB brings a focus on employment and employer engagement to the group and has been seen as a value-add to the process.

# DISABILITIES IN SOLANO COUNTY

11%

Individuals with a  
Disability 18-64

Working Age  
Individuals with  
Disabilities

26,103

7.0%

Unemployment  
Rate (vs. 4.9%  
Total Population)

Less Median  
Earnings Than  
General Population

\$6,720

25.7%

Labor Force  
Participation

Disability  
Poverty Rate

21%

54.6%

Education  
Attainment of Some  
College or Higher

of Individuals  
Below the  
Poverty Level

33%

6

Types of Disabilities  
(ages 18-64)

- Ambulatory - 14,711
- Cognitive - 10,763
- Independent Living - 9,611
- Hearing - 6,323
- Self-Care - 5,365
- Vision - 5,032

of Households  
Receiving Food  
Stamps

46%

Prepared by:



WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY

## Solano County

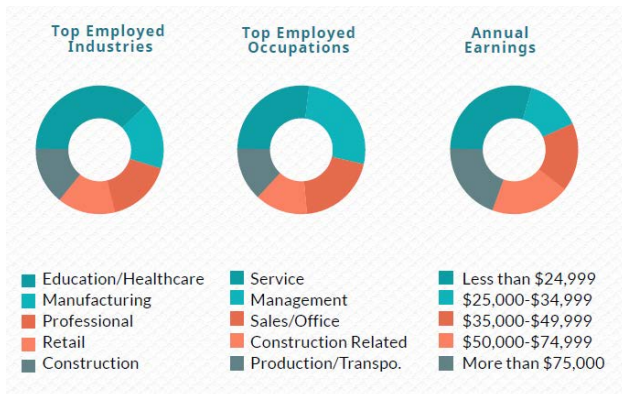
### Local Plan PY17-21 Modification – ELL and Foreign Born Attachment

#### ELL, Foreign Born, and Refugees

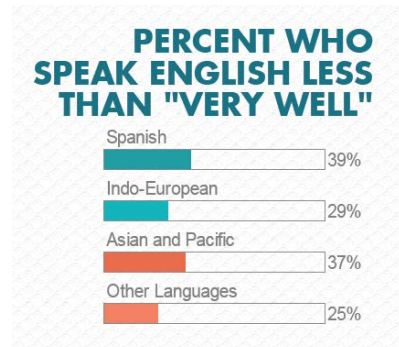
##### *Demographics, Barriers to Employment, and Other Relevant Information*

Although Solano County's Limited English Proficiency (LEP) rate does not meet the threshold to require a section in the local plan about English Language Learners (ELL), foreign-born, and refugees; the Workforce Development Board (WDB) of Solano County and its partners believe that this is an important target population to serve effectively. Due to a growing economy and the rise in cost-of-living throughout the Bay Area, the LEP population has been steadily growing in recent years and included over 500 ELL utilizing Title II and Adult Education services. The recent North Bay Fires and subsequent affordable housing shortage has also contributed to the ELL population rise in Solano County. This increase in LEP population has created a shortage of ELL adult school instructors and available space to serve the population, which already struggle more with LEP due to age and proficiency of learning a second language.

About 20% of the population in Solano are immigrants. Of those immigrants, approximately 21,000 are unauthorized immigrants, with the largest home country of Mexico (accounts for 16,000 of Solano's estimated unauthorized immigrants). Foreign-born individuals have a higher rate of poverty than the general population at 11.9% vs. 9.7%. Yet, foreign-born individuals tend to seek post-secondary education at a higher rate. 57% of foreign-born individuals are enrolled in post-secondary education vs. 28% of the general population. Non-US citizen foreign-born individuals have a slightly higher rate of unemployment than native individuals, while naturalized foreign-born individuals have a significantly lower rate of unemployment than either native or non-US citizen foreign-born individuals. Foreign-born individuals are employed in a variety of industries and occupations.



Barriers to employment include language differences with employers and the negative perceptions/stigmas associated with LEP job seekers. For those with a primary language other than English, approximately 30% speak English less than "very well." This percentage is highest among individuals whose primary language is Spanish, followed by individuals whose primary language is within the Asian and Pacific languages. Due to a large Filipino population in Vallejo, Tagalog is the most common Asian language spoken in Solano County.



The LEP population in Solano has growing fears stemming from the current immigration political climate. This has created an environment where LEP individuals are not seeking and taking advantage of government programs that can assist them in addressing their barriers, as discussed by ELL stakeholders during the local planning process.

In addition, a number of foreign-born individuals in Solano County have advanced degrees in their home county, but are unable to utilize their licenses or degrees in the United States. Not being able to transfer their skill set to the United States creates additional employment barriers for our highly-skilled foreign-born population.

### *Gaps in Services*

More integrated LEP training and education workforce services are needed in Solano County, especially in the rural areas of the county. In FY2018, 600 individuals with a preferred language other than English access services through Solano's America's Job Centers of California (AJCC) system, over 500 of whom spoke Spanish. However, currently only Spanish-speaking individuals are available in the AJCCs to support LEP individuals, and that capability is limited. To enable increased accessibility, more translation service capabilities are needed in the AJCCs to allow staff to serve a wider variety of the ELL population.

The current ELL staff resources and bi-lingual capacity amongst the WDB and other service providers is currently inadequate to meet the employment, education, and training needs of Solano County's growing ELL population. In particular bi-lingual staff resources for languages other than Spanish (i.e. Tagalog, Maradarin, and Farsi) were identified as non-existent in most organizations, and subsequently the adult schools have started developing para-educator programs to address this shortage. However, more outreach is needed amongst the community to identify individuals who speak languages other than Spanish and English and encourage them to become educators and service providers. Ultimately, more coordination amongst the service providers is needed to meet the growing demand for these ELL employment and training programs.

There is also needed improvement for LEP business supports in the community that will encourage and expand small business ownership and economic development for LEP populations. The Solano Hispanic Chamber of Commerce will partner with the WDB to explore establishing a one-stop center / website to assist Hispanic small business owners with resources and information to grow their businesses.

### *Outreach and Recruitment Strategies*

Title II and Adult Education training providers in Solano County provided English Language classes to over 500 individuals in FY2018. Connecting more effectively with Solano's Adult Education providers is an immediate outreach and recruitment strategy opportunity. WDB staff are currently working with Adult Schools in Vallejo and Fairfield to provide onsite basic job search support and recruitment for WIOA programs. The WDB and Adult Education partners see this as a way to effectively connect and co-enroll individuals who may need both English Language acquisition and employment services.

Due to the current political climate, the WDB will focus outreach and recruitment efforts for the ELL and foreign-born population through sanctuary locations. The Adult Schools are sanctuary locations that many ELL visit for services. In addition, the WDB will explore partnerships with local faith-based organizations to conduct outreach in a safe environment for the ELL and foreign-born population. This will also reduce transportation barriers to service accessibility.

Amongst the ELL stakeholders in Solano County, it has been identified that the most effective means of outreach and communication about employment support services is spread through word of mouth. Through the ELL stakeholder group and other ELL partners, the Solano WDB will establish a network of



support services and distribute information amongst key LEP community members in order to build trust among the LEP population and increase word of mouth referrals.

Partners also identified a need for increased bi-lingual collateral, forms, and publications amongst the service providers. Additionally, stronger bi-lingual messaging is needed by service providers across social media and other traditional outreach platforms. Increased access to bi-lingual materials, and outreach efforts will ultimately build stronger and more accessible partnerships amongst the resource service providers. The WDB will work with stakeholders such as the adult schools, the Hispanic Chamber of Commerce, and other community-based organizations to identify and translate appropriate information.

Finally, there is a growing need to survey participants of actual needs to better serve the ELL population. Organizations who have programs currently in place may not be addressing the specific needs of the students. More outreach to ELL students is needed to allow the community to voice their needs for resources. Relationship building within the ELL community has proven to be successful in gaining program participants for service providers. Bonds are formed with the ELL community and service providers when individuals receive the needed support services and help spread the information back into their communities.

#### *Local WDB Partner Engagement and Strategic LEP Service Delivery*

The WDB and Solano Adult School Consortium will work together to coordinate service delivery for the ELL and foreign-born population. As host of the Solano Small Business Development Center, the WDB will also work with the Solano Hispanic Chamber of Commerce to explore delivery of bilingual business consulting and entrepreneurship opportunities to portions of the ELL community.

There is a need to help bi-lingual students perceive their second language as a strength not only in the workplace, but in the community as well to assist ELL programs. Supporting students within the ELL community will give these students an advantage as they advance to post-secondary education and enter the workforce. Highlighting specific bi-lingual skills and workforce resources would be beneficial to the ELL community, as this would give a different perspective to the value of being bi-lingual and the subsequent job opportunities. Through the WDB's systemic work with the K-12 system, the WDB will encourage ways to increase pride in bilingualism and highlight the business need for bilingual employees.

There is particularly a growing need for more bi-lingual individuals in Solano's demand-driven occupations. The WDB and adult schools will develop an Integrated Education and Training (IET) model, where ELL classes blended with in-demand technical skills training will offer a co-teaching dual learning environment that will foster more technical skill development and bi-lingual capabilities for the student. This approach will assist with greater career pathway development for ELL students.

WDB staff have experience aiding foreign-born individuals in translating their home country licenses and degrees into credentials here in the United States. The WDB will work with its training partners to explore strategies for high-level credentialing transfer for Solano's highly-skilled foreign born population.

Data sharing amongst partners will help bring awareness to the ELL communities growing needs along with the needed credential obtainment resources that can navigate ELL and foreign born individuals back into their chosen career paths or occupations. The WDB will work with partners to share effective



## Attachment D: ELL and Foreign Born

data on geographic concentrations of the ELL population, as well as labor market information and outcomes data to aid in increased opportunities for Solano's ELL population.

# ELL and Foreign Born in Solano County

## ENGLISH LANGUAGE LEARNERS (ELL)

ADULT SCHOOL ELL STUDENTS

490

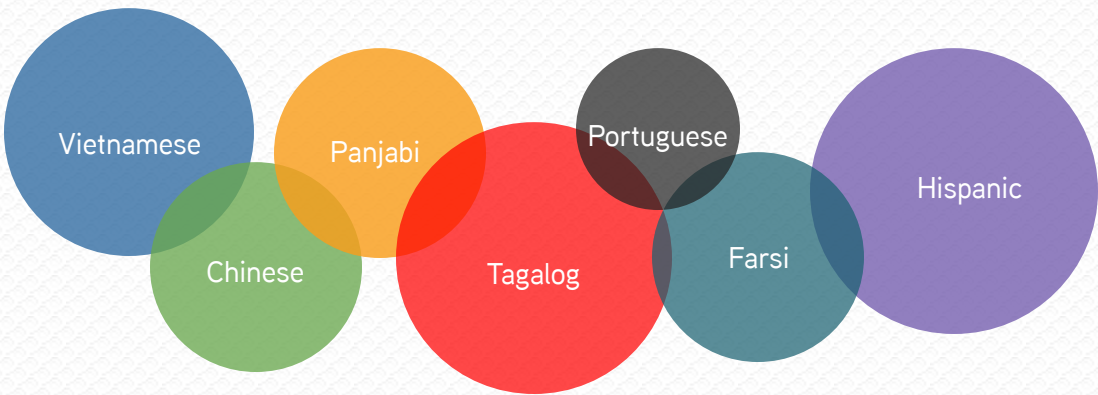
Fairfield-Suisun

483

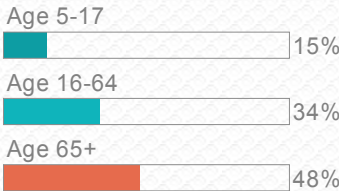
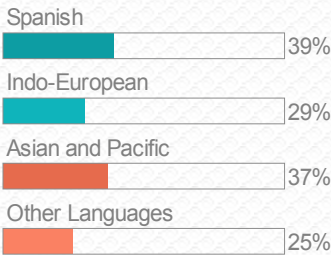
Vallejo

79

Vacaville



### PERCENT WHO SPEAK ENGLISH LESS THAN "VERY WELL"



### Languages Spoken at Home



- English
- Spanish
- Indo-European
- Asian and Pacific Island
- Other

20%

of SOLANO POPULATION

## FOREIGN BORN

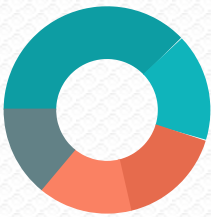
DACA-eligible Population  
**4,000**  
(2017)

Unauthorized Immigrants  
**21,000**  
(16,000 from Mexico)

Poverty Rate  
**11.9%**  
(vs. 9.7% of total population)

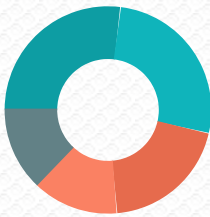
Enrolled in Post-Secondary  
**56.6%**  
(vs. 27.5% of total population)

### Top Employed Industries



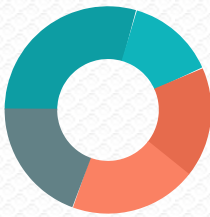
- Education/Healthcare
- Manufacturing
- Professional
- Retail
- Construction

### Top Employed Occupations



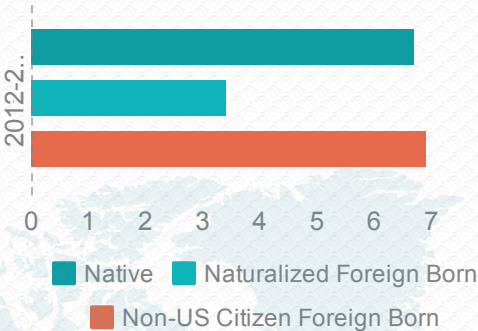
- Service
- Management
- Sales/Office
- Construction Related
- Production/Transpo.

### Annual Earnings

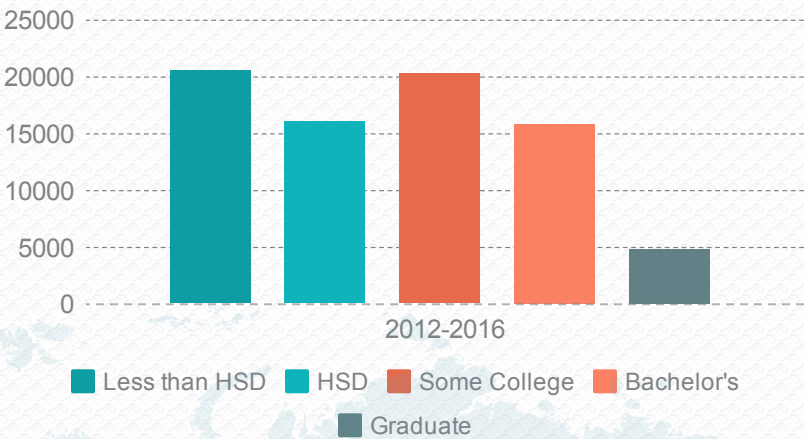


- Less than \$24,999
- \$25,000-\$34,999
- \$35,000-\$49,999
- \$50,000-\$74,999
- More than \$75,000

### UNEMPLOYMENT RATE



### EDUCATIONAL ATTAINMENT



# Local Workforce Plan Revisions

February 5, 2019

# Required Sections

- Local Plan
  - Services to CalFresh Participants
  - Services to Non-Custodial Parents
  - Increasing Competitive Integrated Employment (CIE) for Individuals with Disabilities
  - Services to ELL, Foreign Born, and Refugees
  - Negotiated Performance Measures
- Regional Plan
  - Services for Justice-Involved Population
  - Inclusion of MC3 Curriculum
  - Regional Indicators Self-Assessment

# Process Overview

Date	Activity
November 2018	Held Four Stakeholder Engagement Sessions
December 2018	Held Two Community Listening Sessions
December 2018	RDA Held Re-Entry Stakeholder Engagement Session
January 18, 2019	Present Revisions to the Board
February 5, 2019	Present Revisions to Board of Supervisors
February 14– March 6, 2019	Public Comment Period
March 15, 2019	Submission to State
March – April	Regional Plan Presented to the Board and Board of Supervisors

# Services to CalFresh Recipients

## Needs/Barriers

- Transition to Work
- Wrap-Around Services
- Mindset Shift, Fear
- Accessibility of Resources
- High Volume of Low-Wage Jobs
- Mental Health
- Lack of Services for All CalFresh

## Plan

- Road to Employment site at HHS in Vallejo
- Use of Community Pro to Connect Resources
- Facilitate Conversations on Low-Income
- Cross-Training of Staff

# Services to Parents Paying Child Support

## Needs/Barriers

- Low-Wage Employment and Underemployment
- Basic Needs vs. Child Support
- Lack of Awareness of Modifications
- Lack of Communication Among Partners

## Plan

- Increase Access to Information on Child Support Process and Modifications
- Expand Current Partnership into Enrolled Services
- Milestone-Based Compromise of Arears Program
- Joint Outreach Efforts to Population

# Competitive Integrated Employment and Disabilities

## Needs/Barriers

- Lack of Knowledge of Working with Disabilities
- Ability to Advocate for Accommodation Needs
- Customized Supports on Work Sites and in Programs

## Plan

- Create Disability-Friendly Environment at AJCCs
- Build Staff Capacity
- Employer Engagement Strategies
- Improved Service Coordination
- Participate in Local Partnership Agreement
- Leverage Disability Grant



# Services to English Language Learners and Foreign Born

## Needs/Barriers

- Language Barriers
- Fear of Political Climate
- Unable to Transfer Home Licenses or Degrees
- Lack of Staff Who Speak Languages
- Non-English Speaking Business Supports

## Plan

- Explore Bilingual Staff Capability
- Connect with Sanctuary Sites
- Credential Transferring
- Help Youth See Bilingualism as a Strength
- Integrated Education and Training Programs



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	14	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-124	<b>Contact:</b>	Monica Brown, 784-3031
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive a presentation from California State University Maritime Academy (CSU Maritime Academy) regarding their expansion plans		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 2		
<b>Attachments:</b>	A - Presentation		

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 District 2 office requests that the Board receive a presentation from CSU Maritime Academy regarding their expansion plans.

### **SUMMARY/DISCUSSION:**

CSU Maritime Academy is planning a significant expansion in the City of Vallejo regarding student population, physical presence, services offered, and student housing. They are presenting this information to the Board and available to answer any questions.

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the District 2 FY2018/19 Adopted Budget.

### **OTHER AGENCY INVOLVEMENT:**

None.

### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# California State University Maritime Academy

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- Physical Master Plan

Presented to Solano County Board of Supervisors  
on February 5, 2019  
California State University Maritime Academy



# California State University Maritime Academy

## ■ Who we are

- ~1,000 cadets
- Founded: 1929 in Tiburon, moved to Vallejo in 1943 and joined the CSU in 1996.
- Degrees: Bachelor degrees and a Master degree in transportation and engineering management. Oceanography major coming in Fall 2020.
- Three Schools: School of Maritime Transportation, Logistics and Management; School of Letters and Sciences; and School of Engineering.
- Only degree-granting maritime academy on the west coast and 1 of 7 in the nation.

**#1**

university in California for Alumni Earnings 10  
Years after Enrollment  
– U.S. Department of Education

**#1**

California college for raising students from the  
bottom 20% in family income to the top  
20%  
– The Equality of Opportunity Project



## VISION

"To create a beautiful and distinctive campus that remains rooted in Cal Maritime's rich history while recognizing and responding to enrollment growth and changes in pedagogy, as well as the evolving landscape of the total student experience, faculty teaching and scholarship, and staff support"

## GUIDING PRINCIPLES

### 1. INSTITUTIONAL GROWTH



### 2. IDENTITY AND CHARACTER



### 3. CAMPUS LIFE



### 4. MOBILITY



### 5. STEWARDSHIP & SUSTAINABILITY



### 6. IMPLEMENTATION





# The Campus Tomorrow

## CAMPUS GATEWAY

- Welcome Center
- Recreation Facilities
- Parking

## RESIDENTIAL HILLTOPS

- Student Housing
- Student Life Amenities

## ACADEMIC CORE

- Classrooms, Labs & Lecture Halls
- Learning Commons
- Faculty Offices & Admin.

## STRUCTURED PARKING AT ENTRANCE TO CAMPUS

MIXED USED

NEW PARKING STRUCTURE





Parking Structure as a building that contributes to the campus environment



Claremont Mixed Use  
Parking Structure



CAL MARITIME



# RESIDENTIAL VILLAGES





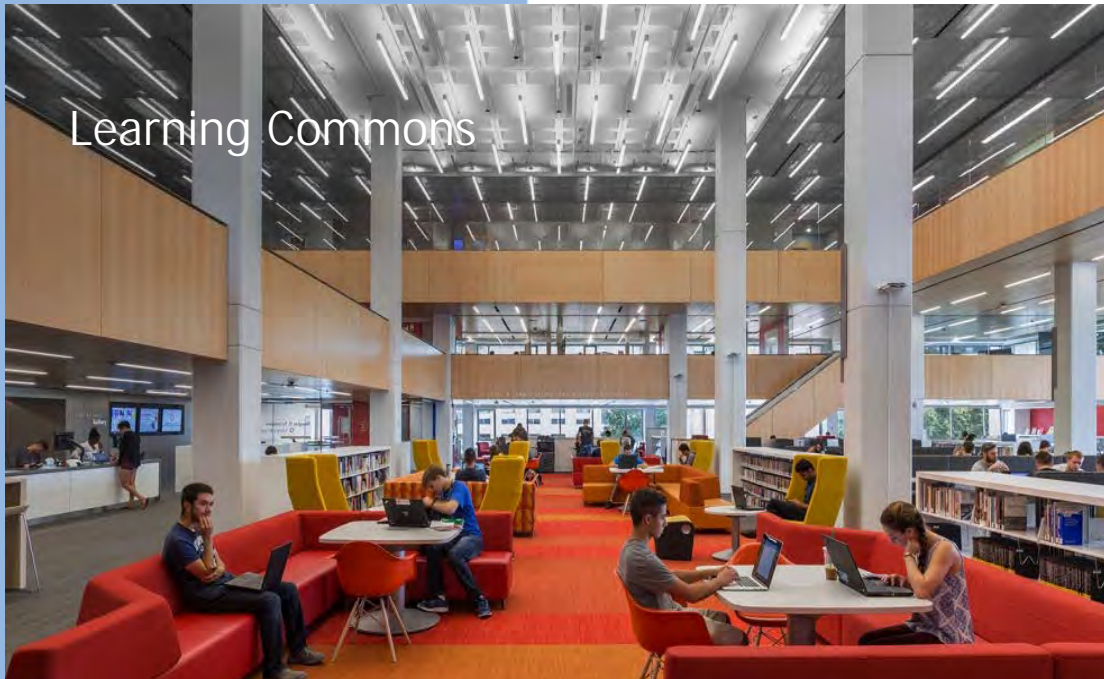
Student life spaces integrated with housing



21ST Century learning spaces that integrate sustainability



Learning Commons



550 Bed Residence Hall





ACADEMIC CORE

STUDENT SERVICES  
REPLACEMENT

NEW ACADEMIC BUILDING B

NEW ADMIN.

NEW ACADEMIC BUILDING A

LEARNING COMMONS

RIZZA AUDITORIUM ADDITION

NEW MARINE PROGRAMS



CAL MARITIME



CAL MARITIME



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	15	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Clerk of the Board of Supervisors
<b>File #:</b>	19-97	<b>Contact:</b>	Jeanette Neiger, 784-6125
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider the appointment of a Solano County representative to the Metropolitan Transportation Commission for a 4 year term to commence on February 10, 2019, to be selected from the Solano County City Selection Committee's nominations of James P. Spering, Harry T. Price and Bob Sampayan		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Solano County City Selection Committee Draft Minutes		

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

### **DEPARTMENTAL RECOMMENDATION:**

Consider the appointment of a Solano County representative to the Metropolitan Transportation Commission for a 4 year term to commence on February 10, 2019, to be selected from the Solano County City Selection Committee's nominations of James P. Spering, Harry T. Price and Bob Sampayan.

### **SUMMARY/DISCUSSION:**

In accordance with Government Code section 66504, the Solano County City Selection Committee is charged with nominating three individuals from which the Board of Supervisors shall appoint a representative. MTC commission members may be elected or appointed officials, or members of the general public. Commissioners shall be selected for their special familiarity with the problems and issues in the field of transportation.

On Friday, November 2, 2018, the Solano County City Selection Committee met and nominated James P. Spering as the representative to the Metropolitan Transportation Commission (MTC) for a 4 year term to commence on February 10, 2019. The Board of Supervisors approved the reappointment at its December 4, 2018 meeting.

Since that appointment, the Board received correspondence regarding the nomination process indicating that the Solano County City Selection Committee should correct its nomination process and submit three names to the Board for consideration.

At its regular meeting on January 8, 2019, the Board of Supervisors directed that Chairwoman Hannigan send a letter to the Solano County City Selection Committee requesting that the Chair of the committee call a special meeting to consider submitting three names to the Board for the appointment.



On Monday, January 14, 2019, the Solano County City Selection Committee met in a special meeting and nominated James P. Spering, Harry T. Price and Bob Sampayan for the appointment. Mr. Spering is a Solano County Supervisor, Mr. Price is the Mayor of the City of Fairfield and Mr. Sampayan is the Mayor for the City of Vallejo.

**FINANCIAL IMPACT:**

Compensation for serving on this Commission will be provided by MTC. The costs associated with preparing the agenda item are nominal and absorbed by the Clerk of the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose not to make this appointment and request the City Selection Committee to provide other names for nomination. This is not recommended as the Solano County City Selection Committee provided the names of three qualified nominees as required under Government Code section 66504.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# SOLANO COUNTY CITY SELECTION COMMITTEE

6:00 PM  
Monday, January 14, 2019

Hilton Garden Inn, Travis Room  
2200 The Courtyard  
Fairfield, CA 94533

## **DRAFT MINUTES**

### **1. Roll Call/Call to Order**

Mayor Ron Kott called the meeting to order at 6:40 P.M. Present were the Mayor of Fairfield Harry T. Price, Mayor of Rio Vista Ron Kott, Mayor of Vacaville Ron Rowlett and Mayor of Vallejo Bob Sampayan. Mayor of Dixon Thom Bogue, Mayor of Suisun City Lori Wilson and Mayor of Benicia Elizabeth Patterson were absent.

### **2. Introductions by Mayor Ron Kott**

All attendees were acquainted and a quorum was present. There were no members of the public present at the meeting.

### **3. Business:**

#### **A. Consider the January 8, 2019 request from the Solano County Board of Supervisors (Board) to furnish the Board with the names of three nominees to the Metropolitan Transportation Commission (MTC) for a 4 year term to expire February 9, 2023.**

Mayor Kott noted that he would like to poll the mayors to see if there were any nominees for the appointment. He advised that he had received an email from Mayor Patterson and Mayor Bogue indicating their nominees and read the names submitted.

The following nominees were submitted:

From Mayor Patterson: Mayor Patterson, Mayor Sampayan and Supervisor Erin Hannigan

From Mayor Bogue: Supervisor Jim Spering

From Mayor Kott: Supervisor Jim Spering, Mayor Patterson and Mayor Price

From Mayor Price: Supervisor Jim Spering, Mayor Sampayan and Mayor Kott

From Mayor Sampayan: Mayor Price, Supervisor Jim Spering and Mayor Kott

From Mayor Rowlett: Supervisor Jim Spering, Mayor Price and Mayor Sampayan

Mayor Kott advised that there would be a vote taken separately for each of the names to put forward for nomination to the Board of Supervisors. He noted that Supervisor Jim Spering was the consensus of the nominees.

***On motion of Mayor Rowlett and seconded by Mayor Sampayan, the Committee acted to approve the nomination of Supervisor Jim Spering for the appointment to the MTC. So ordered by 4-0 vote.***

Mayor Kott noted that Mayor Price had three nominations.

***On motion of Mayor Rowlett and seconded by Mayor Sampayan, the Committee acted to approve the nomination of Mayor Harry T. Price for the appointment to the MTC. So ordered by 4-0 vote.***

Mayor Kott noted that there was a tie between the nominations of Mayor Sampayan, Mayor Patterson and himself. *(Secretary's note: A correction was noted after the meeting by Chair Kott that Mayor Sampayan and Mayor Price had both received three nominations.)*

***On motion of Mayor Rowlett and seconded by Mayor Price, the Committee acted to approve the nomination of Mayor Sampayan for the appointment to the MTC. So ordered by 4-0 vote.***

#### **4. Adjourn**

This meeting of the City Selection Committee adjourned at 6:44 P.M.

Respectfully submitted,

Jeanette Neiger  
City Selection Committee Secretary  
Chief Deputy Clerk, Solano County Board of Supervisors





# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

<b>Agenda #:</b>	16	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Report	<b>Department:</b>	County Administrator
<b>File #:</b>	19-119	<b>Contact:</b>	James Bezek, 784-6112
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive a verbal update on the status of the Solano County Fair Governance Subcommittee comprised of Supervisors Monica Brown and Skip Thomson; Receive a presentation from the Fair Manager; Receive comments from the County Auditor/Controller and County Administrator's Office Staff; Consider the recommendations of the subcommittee; and Consider directing staff to issue a Request for Proposals for Management and Operation services for the Fairgrounds		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Fair Governance Subcommittee Agendas, B - Fairgrounds Management Agreement, C - SCFA By-Laws Amended 2015, D - Draft By-Laws Revision January 2019, E - SCFA Draft Business Plan, F - SCFA Draft Business Plan Revisions, G - SCFA Audit 2016-2017, H - SCFA Audit Management Memo, I - SCFA Audit Management Memo Addendum, J - SCFA Strategic Plan		

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 Fair Governance Subcommittee recommends that the Board of Supervisors:

1. Receive a verbal update on the status of the Solano County Fair Governance Subcommittee comprised of Supervisors Monica Brown and Skip Thomson;
2. Receive a presentation from Fair Manager Mike Ioakimedes including proposed revisions to By-Laws and governance structure;
3. Receive comments from Auditor/Controller on Audit status and revised Fair Business Plan;
4. Receive comments from County Administrator's Office Staff;
5. Consider the following recommendations from the Subcommittee:
  - a. Allow the current Fair Management and Operations Agreement (Agreement) to expire on January 31, 2020;
  - b. Direct the establishment of a new management agreement with the Fair Association to only deliver the annual County Fair and Ag Day Event;

- c. Direct County Administrator's Office (CAO) and General Services staff to work with the Fair Association to develop a transition plan for delivery of year-round events and the Management and Operations of the Fairgrounds; and
  - d. Affirm that the work and purpose of the Fair Governance Subcommittee has concluded;
6. Consider issuing a Request for Proposals for Management Services for operation and maintenance of Fairgrounds site and structures including interim events management effective no later than February 1, 2020.

#### **SUMMARY:**

At the February 6, 2018 Board of Supervisor's meeting, the Board appointed Supervisor Monica Brown and Supervisor Skip Thomson to the Fair Governance Subcommittee (Subcommittee) to meet with Directors of the Solano County Fair Association (SCFA) to address concerns raised by the SCFA; to discuss revisions, clarifications and modifications to the SCFA By-Laws and the Fairgrounds Management and Operations Agreement; and to report back to the Board of Supervisors on recommendations on how to proceed going forward with the Fair. The SCFA Board of Directors appointed Directors Carole Paterson, Norma Placido, Mike Coakley, Ray Simonds and Lee Williams to the Subcommittee. Directors Mike Coakley and Ray Simonds have resigned from the SCFA and no longer serve the Subcommittee. Director Norma Placido who replaced Mike Coakley on the Subcommittee is currently on a leave of absence.

At the January 8, 2019 Board of Supervisor's meeting, the subcommittee members provided a verbal update and received comments from the Fair Association and the public. Based on this input, the Board requested that the subcommittee hold one more subcommittee meeting to discuss final recommendations and bring back to the Board on February 5, 2019.

On January 14, 2019, the two Board subcommittee members and two remaining Fair Directors, Carole Paterson and Lee Williams, met to discuss the recommendations presented to the Board on January 8, 2019 and status of key Fair items reviewed by the subcommittee which included the Fair Strategic Plan, the 2017/2018 Audit, the Fair's Business Plan, Fair Association By-Laws and the Management and Operations Agreement between the County and the Fair Association. The results of this discussion will be detailed below.

#### **FINANCIAL IMPACT:**

The Subcommittee utilizes staff from Fairgrounds Management (Fair) and staff from the County Administrator's Office (CAO) to assist with meetings and coordination of documents and all costs are covered within the existing operating budgets for the Fair and CAO. On November 6, 2018, the Board received the Audit Report of the Solano County Fair for the years ended December 31, 2017 & 2016.

#### **DISCUSSION:**

To date, the Fair Governance Subcommittee has met six times (March 16, May 9, August 29, October 16, December 3, 2018 and on January 14, 2019) since February 2018 (Agendas Attachment A). The meetings have alternated between County and Fairground locations with each party presenting items for discussion and the Subcommittee working through items with the goal of presenting final recommendations to the Board of Supervisors. At the December 3, 2018 meeting, the new Fair Executive Director, Mike Ioakimedes, presented a preliminary business plan on behalf of the Fair Association that outlines a proposed new business model based on input generated as part of the 2018 Audit performed by the County Auditor's Office and input from the Fair Governance Subcommittee (See attachments and links). Mike Ioakimedes indicated that there are still

more questions than answers and was still working on revenue and expenditure calculations by defined cost centers.

Per the Board of Supervisor's request that another Subcommittee meeting be held, the Subcommittee meet on January 14, 2019 to discuss the recommendations to: not extend the current Management and Operations Agreement; to transition the Fair Association to delivery of the annual County Fair and possibly the annual Ag Day only, and provide final comments on the Fair Strategic Plan, the 2017/18 Audit, Fair Business Plan, Fair revised By-Laws and Management and Operations Agreement.

Recommendation to allow current Agreement to Expire on January 31, 2020:

Supervisors Brown and Thomson indicated that their recommendation to allow the agreement to expire was based upon the current state of Fair Association Finances which has not addressed the costs of operating and maintaining Fair structures, development of cost center tracking of Fair operations, the depletion of Fair cash reserves since 2000, failure to address past pension liabilities and strategies to decrease dependence on County contributions to the Fair through ground lease revenues and .33 revenue pass throughs.

The Fair Association requested the opportunity to update their new business plan to address some of these items. The Fair was instructed to provide a revised business plan by January 25, 2019 that outlines their proposed plan to operate and maintain the Fairgrounds and an option where the Fair Association provided only an annual County Fair and Ag Day.

The County received the revised business plan on January 25, 2019, but it did not include the option for the Fair Association only providing the County Fair and Ag Day.

Transition of Fair Association to Deliver only the Annual County Fair and Ag Day:

Supervisors Brown and Thomson indicated that their recommendation was for the Fair Association to return to their true mission of delivery of the Annual County Fair without the burden of having to maintain and operate the entire Fairgrounds site for the entire year. This recommendation was based upon the deficiencies within the Fair Association funding and the current poor state of existing Fairgrounds structures, most of which are beyond useful life and requiring extensive maintenance. This model of operation was to be included as an option within the revised Fair Business Plan but was not included in the final submittal from the Fair. The Fair Association did not indicate if they would be willing to accept this form of agreement. This option would require that the County provide some funding, which could come from a combination of site generated revenue and with revenues and fundraising dollars generated by the events, in order for the Fair Association to deliver the Annual County Fair and Ag Day.

Management and Operations Agreement (Attachment B):

The current management and operations agreement between the County Board of Supervisors and the SCFA provides that the Fair Association is responsible for maintenance and operations of the entire Fairgrounds including interim facility events and delivery of the Annual County Fair and Ag Day. Supervisors Brown and Thomson are recommending that there be a new agreement with the Fair Association (or other designated non-profit organization) to be responsible for only the delivery of the Annual County Fair and Ag Day for the reasons listed above and that the County work to transition to another party (either County staff or outside organization or combination of both) to be responsible for maintenance and operation of the County's Fairgrounds and designated Fair Structures.

Strategic Plan (Attachment J):

The County provided \$5,000 for the Fair Association to hold and develop a Strategic Plan. The workshop was held on July 27-28, 2018 and resulted in 4 goals which the Fair Association indicated they had completed. Supervisor Brown and Thomson's indications that this was a good start but did not provide a plan beyond one year and does not address dealing with fiscal and facility deficiencies. The Fair Association indicated that they would like to hold another Strategic Planning session in the future.

2016/17 Audit and Management Memos (Attachment G, H & I):

Supervisor Brown and Thomson indicated that the key concerns for them regarding the Audit were the depletion of cash reserves, the lack of cost center tracking and the exposure from pension liabilities. The Fair Association indicated that they are working on cost center tracking and have allocated money to address pension liabilities within their revised business plan and their proposed CY2019 Budget. The Auditor will continue to monitor the findings of the Audit.

Business Plan and Revisions (Attachments E & F):

As discussed previously, the Fair Association provided an updated Business Plan and budget to the Governance Committee that outlines continued management and operation of the Fairgrounds site and delivery of annual Fair Events (County Fair and Ag Day). It includes allocations to address pension liabilities and capital improvement/maintenance. Supervisors Brown and Thomson asked that the County Auditor/Controller evaluate and provide comments regarding both the original and revised Business Plan and budget. They also questioned what the basis of increased revenues are, how the values were determined and if they are sufficient, specifically with regards to Capital Improvements because there was little or no supporting data to backup information on the anticipated costs for maintenance/improvements or a facilities assessment to establish a baseline cost provided.

By-Laws (Attachments C & D):

The current Fair Association By-laws were last amended, presented and affirmed to the Board of Supervisors in February 2015. Through the discussions of the Fair Governance Committee, the Fair Association has proposed modifications to the By-Laws to address comments regarding numbers of directors, recommended term, vacancies and committees. The Fair Board is recommending (attached) going from 15 to 11 Directors serving up to 2 consecutive four-year terms (down from 3 consecutive four-year terms). In addition: they propose time restrictions for the appointment of vacancies and seek the ability to allow non-SCFA Board members to chair committees to help increase resident participation in the Fair.

Next Steps:

Assuming the Board concurs with the Subcommittee's recommendations, the following next steps will need occur:

1. CAO staff in conjunction with County General Services staff would prepare a solicitation of a Request for Proposal for Management Services for operation and maintenance of Fairgrounds site and structures including interim events scheduling and management that will provide adequate overlap to ensure smooth transition and operation of the Fairgrounds
2. CAO, County Counsel and General Services would work with Fair Association and staff to establish a new agreement with the Fair Association or solicit another non-profit to deliver the Annual County Fair and Ag Day.

**ALTERNATIVES:**

1. The Board could choose to not receive this status update but would miss an opportunity to receive information regarding the efforts and progress achieved by the Fair Governance Subcommittee.
2. The Board can accept and approve some of the subcommittee recommendations.
3. The Board could take no action on the current Fair Association Management Agreement, allow the agreement to expire on January 31, 2020 and direct staff to bring back an initial transition plan, timeline and budget within 60 days.
4. The Board could choose to request additional information and continue to a future date certain.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has provided input and guidance on the status and substance of the current By-Laws and Management and Operation Agreement for the Solano County Fairgrounds and could assist with modifications and revisions to the By-Laws and Management and Operations Agreement. A subcommittee of the Fair Association Board of Directors and fair management staff have participated with the County's subcommittee in six meetings that involved discussions, presentations and exchanges of information regarding the fair management agreement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



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March 16, 2018

1:00PM

Solano County Fairgrounds, Directors' Room

Proposed Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Michael Coakley, Carole Paterson, Raymond Simonds, Lee Williams

1. Discuss opportunities to revise Solano County Fair Association By-Laws
  - a. Number of Directors
  - b. Term of Directors
  - c. Attendance Requirements
  - d. Fiscal, Operational Skill requirements
  - e. Criteria for replacement and reappointments by Board of Supervisors
  - f. Fundraising
  - g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors
    - i. Proposal submitted by the California Fair Services Authority to provide Strategic Planning Services to the Board of Directors of the SCFA
    - ii. Ag Day
  - h. Next Steps



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May 9, 2018

2:00PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Norma Placido, Raymond Simonds, Lee Williams

1. Discuss & Define Roles and Responsibilities for Joint Governance Subcommittee
  - a. County Supervisors
  - b. SCFA Directors
  - c. County Staff
  - d. SCFA Staff
2. General Discussion of Outcome Goals for Joint Governance Sub-committee
  - a. Update By-laws
  - b. Revise Management Agreement
  - c. Others
3. Report out from Fair Board on Discussion on Revisions to SCFA By-Laws
  - a. Number of Directors
  - b. Term of Directors
  - c. Attendance Requirements
  - d. Fiscal, Operational Skill requirements
  - e. Criteria for replacement and reappointments by Board of Supervisors
  - f. Fundraising
  - g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors
4. Management Agreement
  - a. Discuss Roles & Responsibilities of both parties (County & SCFA)
  - b. Discuss Impacts of Facility Maintenance and Construction Projects
5. SCFA's Pre-Strategic Planning Fact Gathering Efforts
  - a. Involvement of Board of Supervisors
6. Next Steps



Wednesday, August 29, 2018 2:00 pm

Solano County Fairgrounds – Directors’ Room

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BoS) and Solano County Fair Association (SCFA) Board of Directors

BoS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson and Lee Williams

1. **Report from Fair Board on Strategic Planning Workshop**
  - a. Executive Summary of Pre-Planning Interviews
  - b. 2018 – 2019 Strategic Planning Workshop Report
  - c. 4 near-term goals
2. **Report from Fair Board on Discussion on Revisions to SCFA By-Laws**
  - a. Number of Directors
  - b. Term of Directors
  - c. Attendance Requirements
  - d. Fiscal, Operational Skill requirements
  - e. Criteria for replacement and reappointments by Board of Supervisors
  - f. Fundraising
  - g. Reporting Requirements/Methods for Directors in the future to more effectively communicate to Board of Supervisors
3. **Discussion of Management Agreement**
  - a. Roles & Responsibilities of both parties (County & SCFA)
  - b. Impacts of Facility Maintenance and Construction Projects
  - c. Process & Timeline for revision of existing agreement
4. **Discussion of Next Steps by all Parties**

*Attachments:*

*A – Executive Summary of Pre-Planning Interviews*

*B – 2018 – 2019 Strategic Planning Workshop Report*

*C – Current SCFA By-Laws*

*D – Current Directors Committee Assignments*

*E – SCFA Board of Directors Status as of Mon 8/27/18*

*G – Draft Amended SCFA By-Laws*

*H – Current Management Agreement*





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October 16, 2018

1:30 PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Report out from SCFA Governance Sub-Committee Directors on any outstanding items regarding SCFA By-Laws and County-SCFA Management/Operation Agreement since August 29, 2018 meeting
2. Report out from BOS Governance Sub-Committee Members regarding Fair Association appointment of Directors
3. Report out from BOS Governance Sub-Committee Members regarding Management/Operation Agreement
4. Next Steps

Previous Meetings:

August 29, 2018

May 9, 2018

March 16, 2018



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December 3, 2018

1:30 PM

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Receive a presentation from Fair Association/Fair Manager on proposed Fair Association Business Plan/transition management model by Mike Iokimedes
2. Discussion by Subcommittee members
3. Next Steps

Previous Meetings:

October 16, 2018

August 29, 2018

May 9, 2018

March 16, 2018



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January 14, 2019

1:30 p.m.

Solano County Administration Center – Room 6003

Agenda for Collaborative Meeting with the Subcommittee of the Board of Supervisors (BOS) and Solano County Fair Association (SCFA) Board of Directors – Meeting 06

BOS: Supervisors Skip Thomson and Monica Brown

SCFA: Directors Carole Paterson, Lee Williams

1. Discussion of BOS Subcommittee member's Recommendations:
  - a. Allow current Fair Management and Operations agreement to expire on 1/31/2020
  - b. County Staff develop a transition plan for management and operations of the Fairgrounds
  - c. Establish new management agreement with the Fair Association to only deliver annual County Fair Event(s)
  - d. Affirm termination of Fair Governance Subcommittee
2. Evaluation of Fair Governance Components/Endeavors
  - a. Strategic Plan
    - i. Next Steps
    - ii. Key Findings to report to BOS
  - b. Audit
    - i. Timeline to incorporate findings/recommendations
  - c. Business Plan
    - i. Timeline to finalize
    - ii. Integrate comments/recommendations
    - iii. Other Items
  - d. By-Laws
    - i. Appointment of directors
    - ii. Skills/Requirements of directors
    - iii. Number of directors
    - iv. Terms for directors
    - v. BOS replacement of directors
    - vi. Timeline to finalize and ratify
    - vii. Other items

- e. Management/Operations Agreement
  - i. Going Forward
    - 1. Operate County Fair and Ag Day only
    - 2. Modified Scope Agreement
- 3. Final Recommendations/Conclusions

Previous Meetings:

December 3, 2018

October 16, 2018

August 29, 2018

May 9, 2018

March 16, 2018

**AGREEMENT for the MANAGEMENT and OPERATION  
of the SOLANO COUNTY FAIRGROUNDS**

This Agreement is made on Jan. 25, 2011 between County of Solano, a political subdivision of the State of California, ("County"), and Solano County Fair Association, a California non-profit corporation, ("SCFA").

**RECITALS**

A. County owns approximately 152 acres of real property and improvements located at the intersection of I-80 and Hwy. 37, and bounded by Fairgrounds Drive on the west and Coach Lane on the south (the "Fairgrounds Property").

B. County conducts an annual County Fair on the Fairgrounds Property.

C. SCFA is experienced in the business of operating and managing fairs and has operated the County Fair on behalf of the County since 1946.

D. County desires to engage the services of SCFA to manage and operate the Fair and maintain the Fairgrounds Property, and SCFA desires to provide such services on the following terms and conditions.

E. The parties agree that this Agreement is intended to supersede all prior agreements related to the responsibilities between the parties for the operation and maintenance of the Fairgrounds Property until such time as the Fairgrounds Property is further developed, or as otherwise modified by the Parties.

In consideration of the mutual covenants contained in this Agreement, the parties agree:

**1. AGENCY**

*A. Appointment and Purpose.*

SCFA will:

- i. Except as otherwise provided in this Agreement and pursuant to California Government Code §25906, act as the exclusive agent of County to operate the annual Solano County Fair ("Fair"), and use, manage and maintain the Fairgrounds Property.
- ii. Make improvements and take other steps necessary to generate additional revenue through the management and operation of the areas Fairgrounds Property not otherwise privately developed. However, the County Board of Supervisors must first approve by separate action any significant changes or improvements to the Fairgrounds Property which substantially change the current condition of the Fairgrounds Property or the SCFA's current operations.
- iii. Cooperate fully with the County at all times.

- iv. On or before March 31<sup>st</sup> and August 30<sup>th</sup> of each year of this Agreement, SCFA will submit a report detailing all activities pursuant to this Agreement. Upon the mutual agreement of the County Administrator and the SCFA, the report may be in the form of a presentation to the Board of Supervisors at a regular meeting, a meeting with the County Administrator or in the form of a written document submitted to the County Administrator.

*B. Standards of Performance.*

Subject to all State, Federal and local laws and regulations, SCFA will manage, operate and conduct the Fair and the areas of the Fairgrounds Property that are not otherwise privately developed to the end that the Fair and use of the Fairgrounds Property shall be in accordance with the highest and best standards for the County's benefit.

*C. Articles of Incorporation and Bylaws.*

SCFA's Articles of Incorporation and Bylaws are attached and incorporated into and made fully a part of this Agreement.

**2. TERM AND TERMINATION**

- A. The term shall commence February 1, 2011 and shall expire January 31, 2014.
- B. Either party may terminate this Agreement, at any time, with or without cause, upon 90 days written notice from one to the other.
- C. Concurrent with the annual approval of SCFA's budget, the parties agree to recommend to the Board of Supervisors that this Agreement be annually amended to extend the term for two additional one (1) year options.

**3. FINANCIAL MANAGEMENT**

*A. ACCOUNTING/AUDIT*

SCFA will:

- i. Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles as required by County and/or the State of California, Department of Food and Agriculture, Division of Fairs and Exposition ("F&E").
- ii. Document all costs by maintaining complete and accurate records of all financial transactions associated with the operations of the Fair and the Fairgrounds Property, including but not limited to, invoices and other official documentation that sufficiently supports all charges made by SCFA.
- iii. Preserve all books, records and supporting documents as public records until destroyed according to the requirements of applicable law.
- iv. Timely submit an annual budget to the County for approval, and once approved by the County's Board of Supervisors, submit the budget to F&E, as required by law.
- v. Comply with all applicable laws in amending budgets after SCFA's budget is approved by F&E.

- vi. Operate within its budget and the General Manager shall take all appropriate actions to avoid an operating loss.
- vii. Monitor all aspects of all Agreements, including, but not limited to, Agreement compliance, performance and payment in accordance with the SCFA's procurement policy which has been approved by the County Administrator.
- viii. Submit to a biennial audit, performed by the County Auditor, no later than April 1<sup>st</sup> for the two preceding fiscal years. The audit will be submitted to the Board of Supervisors for approval. The first audit to be performed under this Agreement will be performed in the year 2012, covering years 2010 and 2011.

**B. ASSET MANAGEMENT**

SCFA will:

- i. Establish and adhere to a written fixed asset policy and procedure which shall be subject to review and approval by the County.
- ii. Establish and adhere to a written procurement policy subject to review and approval by the County.
- iii. Establish a reserve to provide for deferred and major maintenance.
- iv. Establish a replacement plan for major physical assets. No permanent capital improvement shall be made without prior County approval.

**C. CONTRACTING**

SCFA will:

- i. Delineate any expenditure contract exceeding \$50,000 (with the exception of arena entertainment contracts), in the annual budget submitted to the County for approval. Approval of the budget by the Board of Supervisors shall constitute specific approval for the SCFA to enter into the contracts so delineated.
- ii. Include an annual budget line item for arena entertainment which may be included in the budget as a lump sum.
- iii. With the exception of arena entertainment contracts, expenditure contracts exceeding \$50,000 which are not specifically delineated in the annual budget shall be subject to the approval of the Board of Supervisors in accordance with the County's Purchasing & Contracting Policy.
- iv. Negotiate and enter into revenue generating contracts (i.e., sponsorship agreements, facility license agreements) without the approval of the Board of Supervisors, regardless of dollar amount provided such contracts are consistent with the terms of this Agreement.

**4. REVENUE PARTICIPATION AND FINANCIAL OBLIGATIONS**

**A. FAIRGROUND REVENUES**

- i. SCFA will retain all moneys collected from the management and operation of the annual Solano County Fair and the Fairgrounds Property.

- ii. County shall remit all revenues from any ground leases on the Fairgrounds Property that are in effect as of the date of this Agreement, or any new leases which renew, replace or modify any existing leases, to the SCFA within thirty days of receipt of lease payment.
- iii. County shall remit all revenue from the existing ground leases for the site where the existing Courtyard by Marriott is located, and for the site currently leased by Mattina Enterprises, where the existing Chevron gas station, Carl's Jr. and Baskin Robbins is located to the SCFA within thirty days of receipt of the lease payment.
- iv. Distribution of any revenue from leases executed after the date of execution of this Agreement that do not renew, replace or modify any lease existing as of the date of execution of this Agreement will be determined at the time the new lease is executed.

*B. .33 REVENUES*

- i. Pursuant to Bus. & Prof. Code section 19605.7(d) and 19610.4, Solano County receives .33 revenues in connection with satellite wagering operations (".33 monies").
- ii. The Parties agree that the .33 monies received by County will be used to offset costs for County services provided to SCFA.
- iii. To the extent that there is an excess of .33 monies after accounting for County services, the parties agree that County may sweep the excess monies into the General Fund
- iv. To the extent that the costs of County services provided to the SCFA exceed the amount of .33 funds, the SCFA will be obligated to pay for those services at the current rate as set forth elsewhere in this Agreement.
- v. In order to facilitate Fair's effective management of its resources, County will submit to SCFA on a quarterly basis a detailed accounting of .33 monies received by the County and County services charged against .33 monies. Quarterly statements may be submitted individually by each department. The last quarterly statement must be submitted prior to the time the Auditor closes the books for the fiscal year to allow for their payment from any excess .33 funds.

*C. COUNTY PENSION OBLIGATION BONDS*

- i. Due to SCFA's participation in the County's Miscellaneous Retirement Plan with the Public Employment Retirement System ("CalPERS"), SCFA is obligated to pay its share of the County-issued Series 2004 Pension Obligation Bonds (POBs), which prepaid the parties' obligations under the contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL) as of June 30, 2002 and June 30, 2004, respectively. The Fair's annual obligation of the Series 2004 and Series 2005 POBs will continue to be 0.6307% and 0.4887%, respectively of the scheduled principal and interest. The County's Pension Advisory Committee will set the POB rates annually.
- ii. Each pay period, the SCFA will remit its share of the POB liability by applying the POB rate as determined by the County's Pension Advisory Committee to its PERS wages. The County will allocate the SCFA's biweekly payment between principal



and interest in accordance with the original debt amortization schedules of the 2004 & 2005 POBs. Any amounts remitted over the SCFA's applicable share shall be applied to the principal balance. Any amounts remitted under the SCFA's applicable share shall be applied first to interest.

- iii. SCFA will continue to pay its share until the maturity of the POBs scheduled to be redeemed by June 30, 2024 and June 30, 2025. The County will absolve any residual balance remaining at the end of the twenty-year term.
- iv. If the County plans to issue any additional POBs, the County shall notify the SCFA at least sixty (60) days in advance of such issuance and inform it of the financial impact of such decision. The amount of the POBs allocated to the SCFA will be based on the SCFA's covered payroll as a percent of the County's covered payroll as of the date of the actuarial valuation. The amortization period will coincide with the new POB term.

## 5. SECURITY

### A. GENERAL PURPOSE

The parties agree that the Solano County Sheriff ("Sheriff"), in cooperation with the Vallejo Police Department, is responsible for the enforcement of all applicable laws on the Fairgrounds Property. SCFA and Sheriff will work jointly to establish a plan ("Plan") for a law enforcement presence during the annual Solano County Fair, including the number of officers to be present on the grounds, the dates and times for the presence of officers, and the expected duties of officers. The Plan will be completed on an annual basis and shall be reduced to writing no later than thirty (30) days prior to the commencement of the annual Solano County Fair.

### B. RESPONSIBILITIES OF SHERIFF

Sheriff will:

- i. Establish and maintain a strong law enforcement presence, and provide law enforcement services during the annual Solano County Fair in accordance with the Plan.
- ii. Provide additional law enforcement services at interim events on the Fairgrounds Property, as needed.

### C. RESPONSIBILITIES OF SCFA

SCFA will provide unimpeded access to the Fairgrounds Property for law enforcement officers performing patrol and/or law enforcement services on a year round basis and shall cooperate with Sheriff to facilitate law enforcement services on the Fairgrounds Property.

### D. COMPENSATION

- i. Compensation for law enforcement services during the annual Solano County Fair shall be at the overtime rate set forth in the current Deputy Sheriff's Association contract for the year in which services are performed, for each officer working overtime at the Solano County Fair.
- ii. Compensation for law enforcement services at interim events shall be at the

overtime rate set for in the Deputy Sheriffs Association contract in existence at the time of the interim event at which services are performed. The compensation shall be paid by the lessor of the Solano County Fairgrounds requiring law enforcement services.

- iii. Sheriff will provide SCFA with the current Deputy Sheriff's Association contract rates no later than sixty (60) days before the opening of the annual Solano County Fair to be incorporated into the Plan.
- iv. Any revisions to the Fair Plan shall be in writing and signed by the General Manager of the SCFA and a designated representative of the Sheriff's Office.
- v. SCFA will pay for Sheriff's services via check or, if paid with available .33 money, by journal voucher entry within 60 days of receipt of an invoice.

## **6. LEGAL SERVICES**

### **A. SERVICES PROVIDED**

Unless otherwise approved by County, SCFA will be provided legal services by the County Counsel's office.

### **B. COMPENSATION**

Legal services will be charged at the rate approved by the County Board of Supervisors, which as of the date of execution of this Agreement is \$145 per hour. County will notify SCFA thirty (30) days before the effective date of any change in the hourly rate not set forth in this Agreement. Fees for services will be charged against .33 monies.

### **C. ACCOUNTING**

County Counsel will provide SCFA with a quarterly statement detailing the services provided and hours expended by its attorneys in providing services to SCFA.

## **7. HUMAN RESOURCES SERVICES**

### **A. SERVICES TO BE PROVIDED**

It is understood and agreed that SCFA employees are included on the County's standard dental and vision plans. Human Resources will provide management and staff support as necessary to the inclusion of SCFA's employees in these plans.

### **B. COMPENSATION**

SCFA will compensate Human Resources according to the rate established pursuant to the County cost plan charged to all other internal departments and paid out of .33 monies.

## **8. REAL ESTATE SERVICES**

### **A. SERVICES TO BE PROVIDED**

County's Department of General Services, Real Estate Services will administer all current ground leases of the Fairgrounds Property between County and any tenant. Real Estate Services will receive all lease payments and transfer revenues via journal

voucher entry into SCFA's account. Real Estate Services will be responsible for enforcing compliance with lease terms, up to and including the initiation of any litigation necessary to achieve tenant compliance with lease terms.

**B. COMPENSATION**

SCFA will compensate the Department of General Services, Real Estate Services according to the rate established pursuant to the County cost plan charged to all other internal departments and paid out of .33 monies.

**9. AUDITOR/CONTROLLER SERVICES**

**A. SERVICES TO BE PROVIDED**

The Auditor/Controller will provide the following services:

- 1. Audit** – Audit will be performed on a biennial basis, beginning in 2012 for the years 2010 and 2011.
- 2. General Accounting** – The Controller will:
  - (1) Process general accounting transactions to the Integrated Fund Accounting System;
  - (2) PERS and Pension Obligation Bond collection and accounting;
  - (3) Accounting of .33 money, preparing journal for services provided by other county departments, monitoring and tracking of the fund;
  - (4) Compilation of budget data for Countywide Budget;
  - (5) Compilation of Audited financial data for CAFR;
  - (6) General oversight and review.

**B. COMPENSATION**

- 1. Audit** -- The cost of the audits will be agreed upon between the Auditor and the SCFA in advance of the audit based upon the estimate of staff hours needed to complete the audits and the Auditor's hourly rate established pursuant to the County cost plan charged to all other internal departments and paid out of .33 monies.
- 2. General Accounting** – General Accounting services will be charged at the rate established pursuant to the County cost plan charged to all other internal departments and paid out of .33 monies.

**10. OTHER SERVICES**

At its option, SCFA may elect to use other County services, including but not limited to, Fleet Services, Reprographics, Architectural Services and any other service that the County provides to County Departments. SCFA will be charged at the established rate charged to other County Departments, with payment to be charged against .33 monies.

**11. LEASE OR REDEVELOPMENT PLANNING OF FAIRGROUNDS PROPERTY**

County will consult with the SCFA regarding any potential lease or redevelopment of Fairgrounds Property that will materially affect SCFA's operations, revenue streams, or use of the Fairgrounds Property.

## 12. INSURANCE

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

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- 1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- 2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).
- 3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

SCFA must maintain limits no less than:

(1) General Liability: (Including operations, products and completed operations.)	<b>\$5,000,000</b>	per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
(2) Automobile Liability:	<b>\$1,000,000</b>	per accident for bodily injury and property damage.
(3) Workers' Compensation:	As required by the State of California.	
(4) Employer's Liability:	<b>\$1,000,000</b>	per accident for bodily injury or disease.

D. If SCFA maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by SCFA.

E. Deductibles and Self-Insured Retentions

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

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

- 2) SCFA must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration and defense expenses.

F. Other Insurance Provisions

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

- 1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of SCFA; and with respect to liability arising out of work or operations performed by or on behalf of SCFA including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to SCFA's insurance policy, or as a separate owner's policy.
- 2) For any claims related to work performed under this Agreement, SCFA's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of SCFA's insurance and shall not contribute to it.
- 3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by SCFA, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

- 1) SCFA agrees to waive subrogation which any insurer of SCFA may acquire from SCFA by virtue of the payment of any loss. SCFA agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- 2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by SCFA, its employees, agents and subcontractors.

H. Acceptability of Insurers

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

I. Verification of Coverage

- 1) SCFA must furnish County with original certificates and endorsements effecting coverage required by this Agreement.
- 2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.
- 3) County must receive and approve all certificates and endorsements before work commences.
- 4) However, failure to do so shall not operate as a waiver of these insurance requirements.

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

### **13. INDEMNIFICATION**

A. SCFA will indemnify, hold harmless and assume the defense of, the County, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from SCFA's performance of this Agreement or from any persons directly or indirectly employed by, or acting as agent for, SCFA, excepting the sole negligence or willful misconduct of the County.

B. County will indemnify, hold harmless and assume the defense of, the SCFA, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from County's performance of this Agreement or from any persons directly or indirectly employed by, or acting as agent for, County, excepting the sole negligence or willful misconduct of the SCFA.

C. Acceptance of insurance required by this Agreement does not relieve SCFA from liability under this indemnification clause. This indemnification clause shall apply to all damages or a claim for damages suffered by SCFA's operations regardless if any insurance is applicable or not.

### **14. GENERAL PROVISIONS**

#### **A. COMPLIANCE WITH LAW**

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

#### **B. CONFLICT OF INTEREST**

SCFA will ensure that SCFA's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the Solano County Fair or management of the fairgrounds. SCFA will employ or retain no such person while rendering services under this Agreement.

#### **C. DRUG FREE WORKPLACE**

SCFA warrants that SCFA is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and will abide by and implement its statutory requirements.

#### **D. HEALTH AND SAFETY STANDARDS**

SCFA will abide by all health and safety standards set forth by the State of California and/or the County pursuant to the Injury and Illness Prevention Program. SCFA will abide by all health and safety standards set forth by the State of California and/or the County pursuant to the Injury and Illness Prevention Program. If applicable, SCFA will receive all health and safety

information and training.

**E. INSPECTION**

Authorized representatives of County, the state and/or the federal government may inspect and/or audit SCFA's performance, place of business and/or records pertaining to this Agreement.

**F. NONDISCRIMINATION**

- 1) In rendering services under this Agreement, SCFA will comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.
- 2) Further, SCFA will not discriminate against its employees in those areas which include, but are not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**G. 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 as follows:

**COUNTY**  
County Administrator  
Solano County  
675 Texas St., Ste. 6500  
Fairfield, CA 94533

**CONTRACTOR**  
General Manager  
Solano County Fair Association  
900 Fairgrounds Drive  
Vallejo, CA 94589

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.

**H. CHANGES AND AMENDMENTS**

This agreement may not be modified unless such modification is in writing and signed by both parties to this agreement.

**I. CHOICE OF LAW**

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

**J. 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 provision of this Agreement.

**K. ENTIRE AGREEMENT**

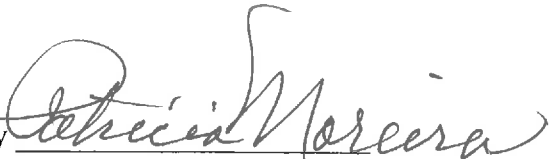
This Agreement, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or SCFA other than those contained into this Agreement. This Agreement supersedes all prior Agreements or agreements, verbal or written, between the

parties.

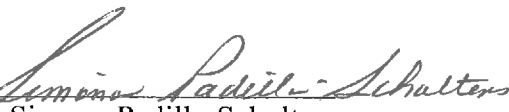
COUNTY OF SOLANO, a Political  
Subdivision of the State of California

By   
Michael D. Johnson  
County Administrator

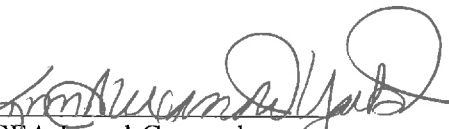
SOLANO COUNTY FAIR ASSOCIATION

By   
Patricia Moreira, President  
Solano County Fair Association  
Board of Directors


APPROVED AS TO CONTENT

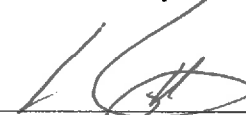
By   
Simona Padilla-Scholtens  
Solano County Auditor-Controller

APPROVED AS TO FORM

By   
SCFA Legal Counsel

By   
Gary Stanton  
Solano County Sheriff-Coroner

By   
Don Turko  
Solano County Human Resources

By   
Kevin O'Rourke, Interim Director  
Solano County General Services

APPROVED AS TO FORM

By   
County Counsel





## AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS

<b>ITEM TITLE</b> Approve a three-year contract with two annual one-year extensions with the Solano County Fair Association for management and operation of the Solano County Fairgrounds; and Authorize the County Administrator to sign the contract and any amendments		<b>BOARD MEETING DATE</b>  January 25, 2011	<b>AGENDA NUMBER</b>  <b>5</b>
<b>Dept:</b> <b>Contact:</b>  <b>Extension:</b>	County Administrator's Office Stephen Pierce  784-6122	<b>Supervisory District Number</b>  <b>ALL</b>	
<b>Published Notice Required?</b>		Yes _____	No <u>  X  </u>
<b>Public Hearing Required?</b>		Yes _____	No <u>  X  </u>

### DEPARTMENTAL RECOMMENDATION:

The County Administrator's Office recommends the Board approve a three-year contract with two annual one-year extensions with the Solano County Fair Association for management and operation of the Solano County Fairgrounds and authorize the County Administrator to sign the contract and amendments.

### SUMMARY:

Since 1946, the County has been contracting with the Solano County Fair Association (SCFA) for the management and operation of the Solano County Fair. The current agreement expires January 27, 2012. The current contract was originally entered into in January 2004 as a five-year contract with annual one-year extensions to make a rolling five-year contract. The annual renewal has not been executed since 2007.

The proposed contract is for a new three-year agreement with two one-year extensions, and enables the SCFA to enter into new contracts for facility use and services on the fairgrounds. At the same time, the County can move forward on long-term plans for the fairgrounds property and the Fair of the Future (Solano 360).

### FINANCING:

There is no direct financial impact to the County if the contract is approved; however, the SCFA will be able to enter into long-term agreements (in excess of 12 months) to generate additional annual income. Revenue generated from existing leases on the fairgrounds property are forwarded to SCFA. The SCFA will compensate the County for services provided by the various County departments according to the rates established under the County Cost Allocation Plan.

**DISCUSSION:**

California Government Code section 25906 allows the Board of Supervisors to contract with a nonprofit corporation to conduct an agricultural fair in the county. This section gives the Board discretion to determine the specific terms of the contract as well as the contract period.

The changes to the contract between the Solano County Fair Association and the Board of Supervisors include changes in the term of the contract and the incorporation of language from various separate agreements between the SCFA and County departments. In addition, clarifying language has been incorporated regarding financial responsibilities and the use of .33 revenues from satellite wagering.

Prior to the current contract, the agreement between the two entities has ranged from three to five years with options for extensions. The term of this agreement, if approved, is for three years (February 1, 2011 to January 31, 2014) with the option for two one-year extensions.

In September 2008, the County began efforts to revitalize the fairgrounds property and approved a vision for the 152-acre property in June 2009 known as Solano360 Vision. This agreement enables the SCFA to maintain day-to-day operations of the fairgrounds while retaining flexibility for the County to move forward on long-term plans for the potential redevelopment of the fairgrounds property and the Fair of the Future.

**ALTERNATIVES:**

The Board could choose not to approve the new Management Agreement with SCFA or it could request modifications to the terms. This action is not recommended because the terms of the Agreement have been negotiated by all affected departments.

**OTHER AGENCY INVOLVEMENT:**

County Counsel assisted with the negotiation of the Agreement. The Auditor-Controller, Director of General Services, Director of Human Resources, and Sheriff have reviewed the Agreement and have approved it as to content.

**DEPARTMENT HEAD SIGNATURE:**

By   
Michael D. Johnson,  
County Administrator

Attachment A: Agreement for the Management and Operations of the Solano County Fairgrounds

**SECOND AMENDMENT TO AGREEMENT for the MANAGEMENT  
and OPERATION of the SOLANO COUNTY FAIRGROUNDS**

This Second Amendment ("Second Amendment") is entered into as of Feb. 10, 2015, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and the SOLANO COUNTY FAIR ASSOCIATION, a California non-profit corporation ("SCFA").

**1. Recitals**

- A. The parties entered into an agreement dated January 25, 2011 (the "Agreement"), for SCFA to manage and operate the Fair and maintain the Fairgrounds Property. The Agreement was amended on January 31, 2014 to extend the term through January 1, 2016.
- B. The parties now desire to amend the Agreement a second time to modify certain terms.
- C. The parties agree to amend the Agreement as set forth below.

**2. Agreement**

- A. Section 2 is deleted in its entirety and replaced with:

**2. TERM AND TERMINATION**

- a. The term shall commence February 1, 2011 and shall expire January 31, 2018.
  - b. Either party may terminate this Agreement, at any time, with or without cause, upon 90 days written notice from one to the other.
  - c. Concurrent with the annual approval of SCFA's budget, this Agreement may be annually extended by an affirmative vote of the Board of Supervisors in additional one (1) year increments.
- B. Section 3C, subparagraph iv is deleted in its entirety and replaced with:
    - iv. Negotiate and enter into revenue generating contracts (e.g., sponsorship agreements, facility lease agreements) without the approval of the Board of Supervisors, regardless of dollar amount provided such contracts are consistent with the terms of this Agreement. In circumstances where the term of the revenue generating contract exceeds the remaining term of this Agreement, the SCFA may enter into such contracts with the concurrence of the County Administrator.
  - C. Section 4B, subparagraph iii is deleted in its entirety and replaced with:
    - iii. To the extent that there is an excess of .33 monies after accounting for County services, the parties agree any remaining excess monies will be retained by SCFA and deposited into the reserve account for major maintenance/capital deferrals.

D. Section 11 is deleted in its entirety and replaced with:

11. LEASE OR REDEVELOPMENT PLANNING OF FAIRGROUNDS PROPERTY

- A. Both SCFA and County understand that there is the possibility that the Solano 360 Project (development of the Fairgrounds site) will commence during the course of this Agreement. In the event that the construction of such project interferes with SCFA's use of the Fairgrounds Property, County will consult with the SCFA regarding any potential lease or redevelopment of Fairgrounds Property that will affect SCFA's operations, revenue streams, or use of the Fairgrounds Property.
- B. County agrees to provide SCFA with not less than 210 days' notice prior to the commencement of any construction in the private purpose areas, as designated in the attached Site Plan.
- C. County further agrees to require any third party's use of private purpose areas be coordinated with SCFA's use of the public purpose areas, as designated in the attached Site Plan, particularly as such use may impact circulation, signage, and any activities during the annual Fair.
- D. County agrees to require the replacement of signage from all third-parties that becomes necessary as a result of construction in the private purpose areas as designated in the Site Plan.

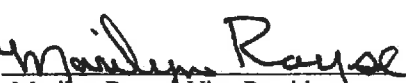
3. Effectiveness of Agreement

Except as set forth in this Second Amendment, all other terms and conditions specified in the Agreement remain in full force and effect.

COUNTY OF SOLANO, a Political  
Subdivision of the State of California

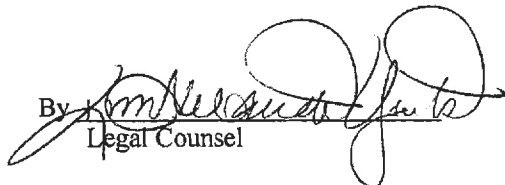
Solano County Fair Association

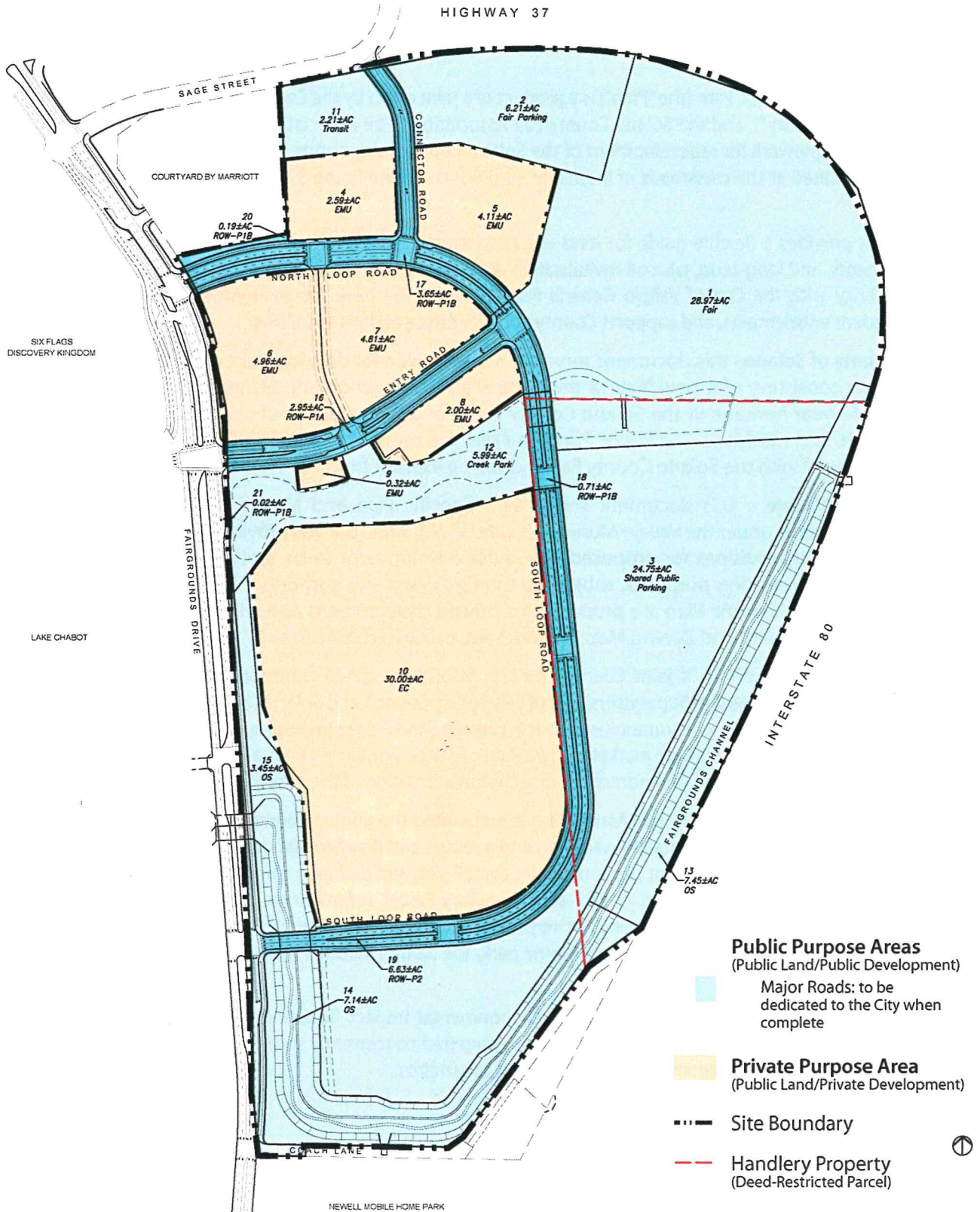
By   
Birgitta E. Corsello, County Administrator

By   
Marilyn Royse, Vice President

APPROVED AS TO FORM

By   
County Counsel

By   
Legal Counsel



Public & Private Purpose Areas



# Solano County

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

## Meeting Minutes - Action Only Board of Supervisors

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

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

*Linda J. Seifert (Dist. 2)*  
(707) 784-3031

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

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

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Tuesday, November 24, 2015

8:30 AM

Board of Supervisors Chambers

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**23**      **[15-1106](#)**

Consider approving the Solano County Fair Association's CY2016 budget totaling \$2,833,883, including capital expenses; Approving the extension of the term of the Agreement for the Management and Operation of the Solano County Fairgrounds to expire January 31, 2019; Authorizing the SCFA to pursue federal and state grant and other revenues and delegating to the County Administrator approval of associated applications

**On motion of Supervisor Seifert, seconded by Supervisor Vasquez, the Board approved the Solano County Fair Association's CY2016 budget totaling \$2,833,883, including capital expenses; Approved the extension of the term of the Agreement for the Management and Operation of the Solano County Fairgrounds to expire January 31, 2019; Authorized the SCFA to pursue federal and state grant and other revenues and delegated to the County Administrator approval of associated applications. So ordered by 5-0 vote.**



# Solano County

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

## Meeting Minutes - Action Only Board of Supervisors

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

*Linda J. Seifert (Dist. 2), Vice-Chair*  
(707) 784-3031

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

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Tuesday, November 1, 2016

8:30 AM

Board of Supervisors Chambers

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### AMENDED AGENDA

11

[16-842](#)

Consider approving an increase of \$116,620 in the Solano County Fair Association's (SCFA) CY2016 Adopted Budget, for a total of \$2,979,650; Approving the SCFA's CY2017 budget totaling \$2,992,373, including capital expenses; Approving the extension of the term of the Agreement for the Management and Operation of the Solano County Fairgrounds to expire January 31, 2020; and Authorizing the SCFA to pursue federal and state grant and other revenues and delegating to the County Administrator approval of associated applications

**On motion of Supervisor Seifert, seconded by Supervisor Thomson, the Board approved an increase of \$116,620 in the Solano County Fair Association's (SCFA) CY2016 Adopted Budget, for a total of \$2,979,650; Approved the SCFA's CY2017 budget totaling \$2,992,373, including capital expenses; Approved the extension of the term of the Agreement for the Management and Operation of the Solano County Fairgrounds to expire January 31, 2020; and Authorized the SCFA to pursue federal and state grant and other revenues and delegated to the County Administrator approval of associated applications. So ordered by 5-0 vote.**

# Solano County Fair Association By-Laws

*Amended February 11, 2015*

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## Article I

**Section 1 – Name:** The name of this Association is the name established by law, to wit: Solano County Fair Association.

**Section 2 – Office:** The office for transaction of the business of the Association is hereby fixed and located at 900 Fairgrounds Drive, in the City of Vallejo, California. The Board of Directors may change the location of said office within the County.

## Article II

**Section 1 – Purpose:** The Association is organized to ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse communities. The Association shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Code.

**Section 2 – Appointment:** All Directors are appointed by a member of the Board of Supervisors of Solano County. Three Directors are appointed by each County Supervisor, and serve for a term of four (4) years or a term designated by the Board of Supervisors. They shall serve without compensation while members thereof.

**Section 3 – Powers:** Subject to the limitations of the By-Laws, the Solano County Agreement, the statutes of the State of California, including the approval of the Department of Food and Agriculture as required by law, all powers shall be exercised by or under the authority of, and the business and affairs of the Association shall be controlled by, the Board of Directors

**Section 4 – Meetings:** All meetings shall be conducted in accordance with the Ralph M. Brown Act and newly revised edition of Roberts Rules of Order.

**Section 5 – Regular Meetings:** The regular meeting will be held on the third Wednesday of each month. If there is a conflict of the date of the Regular Meeting, it may be rescheduled at the discretion of the President or designee.

**Section 6 – Annual Meetings:** The annual meeting shall be held in August of each year, and may coincide with the August Regular Meeting.

## Article III

**Section 1 – Officers:** The officers of the Association of the Board of Directors shall be President, Vice President, and Treasurer. The Chief Executive Officer / General Manager (CEO/GM), or his/her designee, serves as Secretary of the Association.

**Section 2 – Election:** The officers of the Association shall be elected by the Board at its annual meeting and each shall hold office, beginning at the September Board meeting, for a period of one



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## By-Laws

*Amended February 11, 2015*

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year or until their successor is elected, unless he or she resigns, is removed or is otherwise disqualified to serve. The provisions of this section do not apply to the Chief Executive Officer/General Manager of the Association.

**Section 3 – Removal And Resignation:** Any officer may be removed for cause by an affirmative vote of at least 2/3 of a quorum of the members of the Board of Directors present at any regular, special or emergency meeting.

Any officer may resign at any time by giving written notice to the President or the Board of the Association. Any such resignation shall take effect at the date of receipt of such notice. The acceptance of such resignation shall not be necessary to make it effective.

Any director who misses three (3) consecutive unexcused regular meetings from the Board shall be deemed to have resigned from the Board. A Director may be removed for cause by the Solano County Board of Supervisors upon recommendation of the Board of Directors.

**Section 4 – Vacancies:** A vacancy on the Board because of death, resignation, removal, disqualification or any other cause shall be filled by appointment by the Solano County Supervisor of the district involved for the unexpired portion of the term. If an office becomes vacant, the election will be held at the next regular meeting or at a special meeting called by the Board.

**Section 5 – President:** The President shall preside at all meetings of the Board. Should the President not be present at any meeting of the Board, the Vice President shall preside at that meeting. In the absence of the President and Vice President, The Treasurer shall preside. In their absence, the Immediate Past President shall preside.

**Section 6 – Vice President:** The Vice President shall perform duties of the President in his/her absence. He/She shall perform duties as are assigned by the President. The Vice President shall serve as a full voting member on all committees.

**Section 7 – Treasurer:** The Treasurer shall be the Chairman of the Finance Committee and shall present the financial report at the monthly Board meetings. The Treasurer will perform additional financial analysis as directed by the Board.

**Section 8 – Chief Executive Officer/General Manager (CEO/GM):** The Board of Directors shall hire the CEO/GM and prescribe such powers and duties as may be consistent with the law or with the By-Laws. The CEO/GM will be evaluated at least once per year by the Executive Committee.

The CEO/GM shall keep or cause to be kept at the office of the Association a book of minutes of all meetings of the Directors with the time and place of meetings, whether regular, special or emergency and if special or emergency, how authorized and noticed, giving the names of those present at the meeting and the proceedings at the meeting.

The CEO/GM shall give or cause to be given the required notice for all meetings of the Board shall furnish copies of the minutes of each meeting to the Directors.

# Solano County Fair Association

## By-Laws

*Amended February 11, 2015*

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The CEO/GM shall cause to be kept and maintained adequate and correct accounts of properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses and capital. The CEO/GM shall deposit or cause to be deposited all monies and other valuables in the name of and the credit of the Association with such depositories as may be designated by the Board. The CEO/GM shall disburse the funds of the Association as ordered by the Board, shall render to the President and Directors an account of all financial transactions and of the financial condition of the Association.

**Section 9 – Executive Committee:** The Executive Committee will be comprised of the President, Vice President, Treasurer, Immediate Past President and up to three (3) additional Directors.

### Article IV

**Section 1 – Committees:** The President has the responsibility of appointing the Chair and members of standing committees. The President may appoint such ad hoc committees, chair and members, as he or she deems necessary.

**Section 2 – Inspection of By-Laws:** The Association shall keep in its office the original or a copy of the By-Laws, as amended or otherwise altered to date, certified by the CEO/GM, which shall be open to inspection by the public during office hours.

### Article V

#### Amendments

**Section 1 – Power of Directors:** The By-Laws may be altered, amended or repealed, and new and additional By-Laws adopted at any time by an affirmative vote of a majority of a quorum of the Board.

#### ***Certification***

I hereby certify that this is a true and correct copy of the  
By-Laws of the Solano County Fair Association  
as amended on February 11, 2015.

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Stephen L. Pierce  
Chief Executive Officer / General Manager

Draft By-Law Revisions from the Solano County Fair Association - January 2019

**Section 4.2 – Number of Directors**

The Board is considering a proposal to reduce the total number of SCFA Board seats from 15 to 11. The rationale behind this proposal is that this would allow District 3 and District 4, which currently have no representation on the SCFA Board, the opportunity to appoint two members each. Following those appointments this would bring the total SCFA Board composition to:

District One – 3 seats (one additional seat as the Fairgrounds are physically located in District One)

District Two – 2 seats

District Three – 2 seats

District Four – 2 seats

District Five – 2 seats

This Board composition retains equal distribution of representation throughout the County, while preserving a uneven number of seats to avoid tie votes.

**Section 4.3 (c) – Term**

The Board is considering reducing the number of consecutive terms a SCFA Board member may serve from three (3) consecutive four year terms to two (2) consecutive four year terms.

**Section 4.5 (g) – Vacancies**

The Board is considering amending this section so that the authority to appoint Directors to the SCFA Board remains solely with the Solano County Board of Supervisors (BOS). Existing language that allows for BOS members to make appointments would remain, but if a BOS member chose not to make an appointment (within a reasonable time frame) than any other member of BOS could make said appointment, nominating a qualified resident from anywhere in Solano County.

As SCFA transitions to a more traditional nonprofit business model the role and responsibilities of SCFA's Board become that much more critical. Having a full Board compliment is essential to the SCFA organization operating at full efficiency.

**Section 5.1 – Committees**

The Board is considering altering the existing language so that SCFA committee chairs do not have to be SCFA Board members. Each SCFA committee would have a SCFA Board member as a committee member who would act as a liaison to the SCFA Board. Again, as SCFA moves toward a more traditional nonprofit model there is a very real need to expand SCFA's committee structure. By allowing for non-SCFA Board members to chair SCFA committees the hope is to increase resident participation while also using the committee structure as a potential "feeder" of future SCFA Board nominees.

**SCFA's Board of Directors' Handbook**

The Board is reviewing the existing SCFA Board member Handbook with the intent to update. The Handbook needs to reflect the new roles and responsibilities of the new SCFA business model.

**DRAFT**

## Historical Background

From its inception in 1946, the Solano County Fair Association (SCFA) was conceived, created, and operated to support only one activity: the annual Solano County Fair / live horse racing meets. This specific activity required the development of a unique business model. SCFA functionally had only one purpose: to support the annual Fair/Horse Racing, and organizationally it served that purpose.

Historically, the singular focus on this one activity (Fair/Horse Racing) was reflected in every facet of the organizational development of SCFA. All policies, procedures, and systems tied back to support of the Fair/Horse Racing. Every SCFA activity either directly supported the Fair/Horse Racing or was subordinate to that cause.

2009 marked the last year that the Solano County Fairgrounds hosted a live horse racing meet. County Fairs throughout California experienced a decline in attendance, popularity, and revenue. SCFA responded by making changes at the operational level to reflect the elimination of horse racing and the new challenges associated with hosting an event on the scale of the annual County Fair. Alternative revenue streams were either created or enhanced and personnel levels were adjusted accordingly.

The new operational changes, primarily the diversification and expansion of new revenue streams, substantially changed the core role of SCFA. No longer focused on a single event (Fair), or one dominant revenue stream (horse racing), SCFA found itself with a new and different core purpose.

In other words, the changes in how SCFA made its money were so dramatic that SCFA basically became a new business. SCFA has concluded that operational changes alone are not enough to meet the demands of the year-round event center that the Solano County Fairgrounds has evolved into.

To best serve the citizens of today's Solano County, SCFA's Board of Directors believes an organizational re-structuring is needed. The old single purpose business model is hindering the effectiveness and efficiency of SCFA's efforts.

## A Business Plan for a New Business Model

While the annual Solano County Fair will always be the *featured* event, it no longer is the *defining* event of SCFA. The modern SCFA is a completely different business than its predecessor. A new business requires a new business model. To build the new business model, SCFA needs a new business plan.

The attached Business Plan is intended to be a fluid, living document. Its purpose is to support SCFA Board of Directors and staff's efforts to serve the citizens of Solano County. It is anticipated that the Business Plan will be reviewed, and/or updated on an annual basis.

SCFA's new business model will be structured as a traditional nonprofit. SCFA staff will report to the Executive Director/CEO who will report directly to SCFA's Board of Directors. SCFA's Board of Directors will be supported by a strong committee network and a robust volunteer base.

While SCFA is a 501(c)(3) corporation its goal will be to generate enough revenue to cover all direct costs, service long term debt, and produce adequate funds to support SCFA's philanthropic mission.

Operationally, SCFA will be “lean and mean” and focused on returning the highest dollar amounts to those efforts that support the citizens of Solano County. Organizations operate effectively and efficiently with financial information presented in a way that the financial reports become true management tools.

Clear, easy to understand financial reports support SCFA’s mission to be transparent in all matters financial, especially when providing reports to the Solano County Board of Supervisors or County Administrative staff.

## **Critical Issues**

### **Background**

On an annual basis, SCFA has presented a yearly budget to the Solano County Board of Supervisors (BOS) for their approval. Historically, concurrent with the budget approval, the BOS has automatically extended the management agreement that defines the contractual relationship between SCFA and the County of Solano. The term of the management agreement was generally 36 months.

**CASH FLOW** – For the purposes of this plan, cash flow references the difference between expenses incurred within a budget cycle subtracted from revenue received within the same cycle. Until the year 2000, SCFA enjoyed positive cash flow, covering all expenses while building and maintaining a healthy financial reserve. With first the decline, and then the elimination, of live horse racing wagering proceeds, combined with a softening in Fair attendance, SCFA began to experience cash flow issues. These cash flow issues have persisted and for the last 18 years SCFA has seen its operating reserve balance decrease. SCFA has diversified its revenue streams to replace the horse racing wagering revenue, but through 2017 costs have generally exceeded revenue.

**CalPERS LIABILITY** - The 21<sup>st</sup> Century also brought new accounting requirements for government and quasi-government financial reporting. SCFA’s staff participates in CalPERS and as such SCFA was required to post all unfunded pension liabilities on its Balance Sheet. In 2015, SCFA’s Balance Sheet took a 1.7 million dollar negative “hit” as a result of the newly listed pension liabilities.

**FACILITIES UPGRADES & MAINTINENCE** – Annually the State of California would collect and then disburse state-wide horse racing wagering revenues to California’s County Fairs and District Agricultural Associations (DAA) which were earmarked for fairgrounds facilities maintenance and upgrades. Prior to distribution, the horse racing revenues fund could exceed 30 million dollars statewide. In the depths of the Great Recession the horse racing wagering funds were commandeered by the State of California to help pay the State’s general fund liabilities. Once taken those funds were never returned and California’s County Fairs and DAA’s lost their only dedicated funding stream.

### **IMPACTS**

In early 2018, the BOS approved the presented 2018 SCFA budget but chose not to extend the management agreement. This action was taken as the BOS was not confident that SCFA had taken the necessary steps to right its financial ship. A sub-committee composed of Solano County Supervisors Brown and Thomson and SCFA Directors Paterson, Williams, and Placido was tasked with improving communication between the BOS and SCFA as well as helping shepherd SCFA through preliminary organizational changes.

## **Actions Taken**

**BACKGROUND** - SCFA Board and staff have met with Solano County's Auditor-Controller, Simona Padilla-Scholtens CPA, as well as other members of the Auditor-Controller's office including Phyllis Taynton CPA / Auditor-Controller elect. The purpose of these meetings has been to respond to concerns raised by the Auditor-Controller's office as they conducted the most recent audit (2016-2017) of SCFA financial reporting.

While the 2016-2017 audit gave a "clean" grade to SCFA's financial reporting Audit-Controller staff did issue a memo highlighting several concerns:

- The financial documents presented to SCFA Board of Directors at their monthly meetings do not accurately reflect certain liabilities, specifically pension and payroll related liabilities.
- SCFA's current financial reporting model does not allocate overhead expenses to revenue producing business departments.
- There is no indication that SCFA is taking the appropriate steps to address its cash flow issues.
- There is no clear distinction between the financial activities of SCFA and those of the Solano County enterprise account known as the Solano County Fair.

### **SCFA ACTION TAKEN**

1. Using 2016/17 audited figures, and working closely with County Audit staff, SCFA staff will now post monthly estimated adjusted amounts for items such as the unfunded pension liabilities. This will give SCFA Board of Directors a much clearer, timely and more accurate picture of SCFA's financial position.
2. Again, working with Audit staff, SCFA has developed a methodology to allocate overhead costs to each revenue producing business department.
3. With the new cost allocation system in place, SCFA staff and Directors will have a clear picture as to the profitability of its revenue producing departments. The cost allocation system will also afford SCFA the ability to accurately determine its cash position and to be able to allocate funds according to its newly approved and implemented reserve policy.
4. Also using the new system, SCFA staff has been able to begin to unravel the interconnectedness of SCFA and the enterprise account.

### **SCFA'S FINANCIAL PLAN:**

SCFA's new business model is primarily a cash-based business. While the financial workings of SCFA are complicated, from a business management perspective the day-to-day finances are simple. Money comes in, money goes out and the goal is to have more money in the bank than when you started.

In accounting terms, while Balance Sheet issues remain critical, they cannot be properly addressed until the Income Statement problems have been resolved.

**STEP ONE** – Before SCFA can address its long-term liabilities (i.e. the Net Pension Liability) it first must resolve its cash flow issues. Actions taken by SCFA in 2018 have resulted in SCFA returning to a cash flow positive position. Increases in primarily facilities rental revenue combined with decreases in the underwriting cost of the 2018 Fair are projected to result in approximately a \$100,000 increase in SCFA's 2018 year-end Cash and Cash Equivalents account.

Cash (or revenue) is king at SCFA. Here's why:

If SCFA's Net Pension Liability continues to grow at its current rate (6% annually) it is projected that the 2019 posted amount will be around 1.5 million. It is important to note that this liability grows completely independent of any payroll related activity currently happening within SCFA. The original size of this liability was impacted by SCFA payroll levels that occurred years ago at the height of the horse racing days. SCFA's current payroll has zero impact on this liability.

**STEP TWO** – Following the approved SCFA Reserve Fund Policy if at the end of the fiscal year there is year-end operating surplus which results in the General Fund balance exceeding the level required by the reserve policy said funds shall be deemed available for allocation for the following, subject to SCFA Board approval:

- Transfer to the Capital Programing for Deferred Maintenance/replacement of Solano County Fairgrounds facilities.
- Transfer to a reserve account to fund future Retiree Pension and Benefit obligations
- Re-appropriation within the subsequent year's operating to provide for one-time, non-recurring needs.

**STEP THREE** – The challenge for SCFA is that its Pension Liability is rooted in a different business model that was much more labor intensive than the current operation. Fundamentally, the Pension Liability, which casts a shadow over all aspects of SCFA's financial reporting, reflects a business that had a much larger revenue stream than current operations.

In order to generate the funds to help address the Pension Liability SCFA will continue to work towards increasing its cash position.

**STEP FOUR** – In business terms, clearly SCFA needs to increase revenue. SCFA will work towards increasing revenue in five areas:

1. Increase facilities rentals
2. Continue to work on decreasing the overall underwriting cost of the annual Fair
3. Actively pursue funding opportunities that are available to nonprofits (grants, sponsorships, contributions, donations)
4. Revive SCFA's volunteer network exploring the possibility that some supervised volunteer efforts could help reduce labor costs
5. Develop events that have a SCFA specific fund-raising component.

## **SCFA'S FACILITIES UPGRADES & MAINTINENCE PLAN:**

The passage of Proposition 68 created \$18 million in bond funds that have been allocated to the California Department of Food and Agriculture (CDFA) to provide for facility improvement for county fairs, district agricultural associations, citrus fruit fairs and the California Exposition and State Fair.

The size of SCFA's Prop 68 allocation has not been determined at this time, but it will provide one-time funding to address needed facilities repairs and maintenance issues.

AB 1499 has been signed and chaptered, which will create a permanent dedicated revenue stream for county fairs. Like Prop 68, AB 1499's funding allocation has not yet been determined, but initial projections have funding arriving at California's fairgrounds sometime in 2019. It is possible that any excess general funds dollars can be devoted to outstanding pension liabilities with the hope that State funds can cover pressing facilities maintenance and repair issues.

## **SCFA EXISTING DEBT SERVICE PLAN:**

As SCFA fulfills current debt service it is possible that the funds currently making those payments would then be available for either pension liability payments or facilities repairs and maintenance. This is important as any funding that comes from the State can be taken away as easily as it is given. While State funding might be viewed as a short-term solution, in-house generated revenue might be a more reliable funding source for either liability payments or facilities repairs/maintenance.

## **CHALLENGES**

**Management Agreement** – The existing management agreement is set to expire on January 31, 2020. This poses issues on several fronts.

**Demo Project** - Under the current management agreement SCFA is responsible for all activities on the 149.9-acre fairgrounds. The County has taken over responsibility for the southern end of the property during the demolition of the old horse racing facilities.

The current management agreement does not reflect the change in the physical area that SCFA is responsible for.

**Annual Events / Youth Ag Livestock** - Many of SCFA's clients are large annual events that reoccur on or around the same dates. Because of the size and scope of these events, once an event is completed reservation requests are generally immediately submitted for the same dates the following year.

Absent an extension, or renegotiation of the existing management agreement, SCFA will no longer be able to honor reservation requests that extend beyond the term of the existing management agreement (1/31/20).

Once word gets out that SCFA is no longer accepting reservation requests, event organizers will begin to look for alternative sites. The certainty of being able to host their event at a particular location, on the desired date, is one of the single most important factors that impacts where annual events are held.



Simply put; if event organizers lose confidence in the certainty that they can host their event at the Solano County Fairgrounds they will take their business elsewhere. The loss of this revenue stream would be devastating financially to SCFA.

**IMPACTS** – The loss of any of SCFA’s major annual reoccurring events would jeopardize SCFA’s ability to help underwrite its civic obligations such as the annual County Fair or Youth Ag Day,

Without an extension of the current management agreement there is a very real possibility that the 2019 annual County Fair and the 2019 annual Youth Ag Day would have to be cancelled.

While County staff’s recommendation to not extend the management agreement in 2018 was understandable given the frustrations with SCFA’s financial situation, it has, perhaps unintended, backed both SCFA and the County into a corner. Without a management agreement SCFA’s ability to conduct its business is severely hampered.

On a more human side, the uncertainty that SCFA currently operates under could have a direct impact on Solano County’s Youth Ag Programs. Because of breeding cycles, large animals need to be purchased now so that they are ready to be shown at the annual Solano County Fair Junior Livestock Auction in late June.

The investment these kids are making in their livestock would be jeopardized if management agreement issues forced the cancellation of the annual Fair.

**ACTION REQUESTED**- It is of the upmost importance that if SCFA is to continue in its role as an agent for Solano County that the management agreement term be extended as soon as possible.

## **Relationship between County and SCFA**

**Structural Tensions** - The nature of the relationship between SCFA and the County of Solano, specifically the BOS has, at times, been filled with tension. While SCFA’s financial situation is at the core of much of the tension there is a potential structural reason behind some of the friction.

The original County ordinance that created the Solano County Fair and allowed for the creation of SCFA as an independent organization had the following language: “under the direction and control of said County and its Board of Supervisors”. It has been sometimes difficult for SCFA to function as an independent organization while working under the “direction and control” of the BOS.

**SCFA Board Appointments** - SCFA Directors are appointed by the BOS. In the past, these appointments have sometimes been viewed as personal representatives of sitting County Supervisors rather than representatives of one of Solano County’s five supervisorial districts.

As SCFA builds its new business model around a traditional nonprofit structure it will be critical that its Board be truly independent from any political implications whether real or perceived.

A strong, independent Board is one of the key considerations major funders look at when determining if a nonprofit meets its funding criteria. Since one of SCFA’s 2019 revenue goals is to better maximize nonprofit funding opportunities it is critical that SCFA conduct its business as an independent 501(c)(3).

**Business Goodwill** – Business goodwill is an accounting term that signifies a business' intangible assets, such as a company's brand name, loyal customer base, good public reputation, patents, and proprietary processes and technologies. This is opposed to tangible assets, such as real estate or equipment.

For any business, but especially for a nonprofit, it is critical that a good public reputation is maintained. SCFA is an agent of Solano County and when representatives of the County make less than complimentary comments or fail to show support for SCFA it has a damaging effect.

Sponsorship for the 2018 Solano County Fair was only \$8,500 as compared to the 2017 Fair sponsorship totals of \$52,548. While there were other factors that account for the decrease in sponsorship between the 2017 and the 2018 fairs the public perception that SCFA was on its last legs was certainly a factor in decreased sponsorship revenue.

Moving forward all parties need to be mindful to protect the investment the County has in SCFA.

**Staff Morale** – Similar to the impacts that the uncertainty of SCFA's future have had on how it is perceived in the community have also impacted SCFA staff and productivity levels. The recent departure of key SCFA staff members can be directly tied to the uncertainty of SCFA's future and therefore their own job security.

**ACTION REQUESTED** – SCFA and BOS jointly revisit (perhaps through a joint meeting), the respective roles, relationships, and expectations to ensure that SCFA's new business model is reflective of the needs and demands of both parties.

## **Controlling Labor Costs**

As a service provider, SCFA's largest expense is its labor related costs. A detailed labor analysis is needed so that SCFA management can make effective use of existing personnel resources while protecting margins and budget parameters.

At the time of this report, the labor analysis is not complete, but in preparation for the 2019 budget SCFA management will be looking to budget labor as a percentage of activity related revenue. This should help control costs and protect overall profitability.

### Cost Allocation Proposed Methodology for 2018 Actual Costs

	2017 Wages		2017 Distribute Exclusion	2017 % With Exclusion <sup>1</sup>	2018 Wages YTD	2018 % based on YTD	2018 % Adjusted/Proposed <sup>2</sup>	2018 Cost Distribution Through 9/30/18
Atlas Fire Large Animal Evac*	49,284.00	5.55%	-	0.00%	-	0.00%	0.00%	-
Fair	235,827.00	26.56%	249,691.00	28.13%	109,602.00	22.01%	22.00%	174,922.00
Ag Day	8,542.00	0.96%	9,045.00	1.02%	8,858.00	1.78%	2.00%	15,902.00
Facility Rentals	386,756.00	43.56%	409,490.00	46.13%	211,381.00	42.46%	54.00% <sup>3</sup>	429,354.00
Solano Race Place	206,878.00	23.30%	219,036.00	24.67%	158,503.00	31.83%	15.00% <sup>3</sup>	119,265.00
Leases	117.00	0.01%	122.00	0.01%	7,895.00	1.59%	4.00%	31,804.00
Electronic Sign	375.00	0.04%	395.00	0.04%	1,652.00	0.33%	0.50%	7,951.00
Other (Special Projects)	-	0.00%	-	0.00%	-	0.00%	1.00%	15,902.00
	<u>887,779.00</u>	<u>99.98%</u>	<u>887,779.00</u>	<u>100.00%</u>	<u>497,891.00</u>	<u>100.00%</u>	<u>100.00%</u>	<u>795,100.00</u>

#### NOTES:

1 - Exclusion Atlas Fire 1x Event

2 - Adjusted/Proposed percentages are based on 2018 to better reflect the change in business model from a 4 day fair to a 2 day fair for this year.

3 - Adjusted to better reflect actual personnel costs for Facility Rentals. These personnel costs in 2013 and past years, have not been distributed at that detailed level, they have typically been rolled up into Maintenance. Beginning 2019, personnel costs will be allocated at a more detailed level.

	2018 YTD Actual as of September 30, 2018
Administration	418,286.00
Maint	312,176.00
Guest Safety	<u>64,639.00</u>
	<u>795,101.00</u>

Leases Labor Allocations Matrix					
<i>as of Fri 11/16/18 sgh</i>					
Overhead Dept	Guest Safety	Admin	Maint	Total	%
Lease Desc	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month	Hrs/Month
Esign	8	30	8	46	29%
6FDK	30	20	8	58	37%
Pre-School/Gem & Minerals	20	8	8	36	23%
ATT COW	8	4	1	13	8%
Marriott Hotel	0	1	1	2	1%
Carl's Jr/Chevron	0	1	0	1	1%
Total Hrs/Month	66	64	26	156	100%
% Hrs/Month	42%	41%	17%	100%	
Overhead Dept	Guest Safety	Admin	Maint	Total	%
Lease Desc	\$/Month	\$/Month	\$/Month	\$/Month	\$/Month
Esign	\$240.00	\$1,200.00	\$240.00	\$1,680.00	32%
6FDK	\$900.00	\$800.00	\$240.00	\$1,940.00	36%
Pre-School/Gem & Minerals	\$600.00	\$320.00	\$240.00	\$1,160.00	22%
ATT COW	\$240.00	\$160.00	\$30.00	\$430.00	8%
Marriott Hotel	\$0.00	\$40.00	\$30.00	\$70.00	1%
Carl's Jr/Chevron	\$0.00	\$40.00	\$0.00	\$40.00	1%
Total \$/Month	\$1,980.00	\$2,560.00	\$780.00	\$5,320.00	100%
% \$/Month	37%	48%	15%	100%	

Loaded Per Hour Wage Rate                \$30.00                \$40.00                \$30.00

**January 1 thru September 30 2018**

**Cost Center Allocations**

~ DRAFT ~ As of Tue 11/13/18 sgh ~ DRAFT ~

Cost Centers		Profit Centers						Net +/-		% Net
Dept	\$	Dept	CC OH Alloc %	Rev	Direct Exp	Alloc Exp	Total Exp			
Admin	\$418,286	Fair	22%	\$28,511	\$254,136	\$174,922	\$429,058	(\$100,547)	\$107,109	31%
Maint	\$312,176	Ag Day	2%	\$26,762	\$37,586	\$15,902	\$53,488	(\$26,726)		
GS	\$64,639	Leases/Esign	5%	\$711,040	\$135,903	\$39,755	\$176,658	\$334,382		
		Fac Rntls	55%	\$1,065,055	\$470,617	\$437,306	\$907,923	\$157,132	\$239,996	69%
		Race Place	15%	\$460,113	\$254,836	\$119,265	\$384,101	\$76,012		
		Other	1%	\$76,061	\$61,258	\$7,951	\$69,209	\$6,852		
<b>Total</b>	<b>\$795,101</b>	<b>Totals</b>	<b>100%</b>	<b>\$2,367,542</b>	<b>\$1,225,336</b>	<b>\$795,101</b>	<b>\$2,020,437</b>	<b>\$347,105</b>	<b>\$347,105</b>	<b>100%</b>

**January 1 thru December 31 2017**

**Cost Center Allocations**

~ DRAFT ~ As of Tue 11/13/18 sgh ~ DRAFT ~

Cost Centers		Profit Centers						Net +/-		% Net
Dept	\$	Dept	CC OH Alloc %	Rev	Direct Exp	Alloc Exp	Total Exp			
Admin	\$571,525	Fair	22%	\$493,846	\$825,295	\$242,438	\$1,067,733	(\$573,857)	(\$8,422)	-15%
Maint	\$445,064	Ag Day	2%	\$32,704	\$31,507	\$22,040	\$53,547	(\$20,843)		
GS	\$85,403	Leases/Esign	10%	\$635,336	\$158,829	\$110,199	\$309,028	\$386,308		
		Fac Rntls*	48%	\$1,051,734	\$517,368	\$528,956	\$1,046,324	\$5,410	\$65,828	115%
		Race Place	16%	\$548,720	\$352,990	\$176,319	\$529,309	\$19,411		
		Other	2%	\$99,983	\$36,936	\$22,040	\$58,976	\$41,007		
<b>Total</b>	<b>\$1,101,992</b>	<b>Totals</b>	<b>100%</b>	<b>\$3,122,323</b>	<b>\$1,962,925</b>	<b>\$1,101,992</b>	<b>\$3,064,917</b>	<b>\$57,406</b>	<b>\$57,406</b>	<b>100%</b>

**January 1 thru December 31 2016**

**Cost Center Allocations**

~ DRAFT ~ As of Tue 11/13/18 sgh ~ DRAFT ~

Cost Centers		Profit Centers						Net +/-		% Net
Dept	\$	Dept	CC OH Alloc %	Rev	Direct Exp	Alloc Exp	Total Exp			
Admin	\$515,207	Fair	22%	\$617,501	\$794,534	\$258,327	\$1,052,861	(\$435,360)	\$114,132	66%
Maint	\$573,920	Ag Day	2%	\$35,550	\$27,302	\$23,484	\$50,786	(\$15,236)		
GS	\$85,088	Leases/Esign	10%	\$877,232	\$195,082	\$117,422	\$312,504	\$564,729		
		Fac Rntls	48%	\$938,143	\$356,146	\$563,623	\$919,769	\$18,374	\$59,268	34%
		Race Place	16%	\$563,190	\$376,153	\$187,874	\$564,027	(\$837)		
		Other	2%	\$91,327	\$26,111	\$23,484	\$49,595	\$41,732		
<b>Total</b>	<b>\$1,174,215</b>	<b>Totals</b>	<b>100%</b>	<b>\$3,122,943</b>	<b>\$1,775,328</b>	<b>\$1,174,215</b>	<b>\$2,949,543</b>	<b>\$173,400</b>	<b>\$173,400</b>	<b>100%</b>

**Net Position As of September 30, 2018**

**Assets**

	Per Board Report			Audited	Audited	Audited	Audited	Audited
	2018	2018 Adjusted	Notes	2017	2016	2015	2014	2013
<b>Current Assets</b>								
Cash and cash equivalents	521,095	521,095		190,671	286,593	241,290	88,564	693,569
Accounts receivable - general	26,246	26,246		209,868	93,219	49,445	154,986	85,775
Accounts receivable - leases	73,918	73,918		52,126	46,016	45,213	43,908	45,038
Accounts receivable - other	66,415	66,415				32,266	51,737	31,503
Inventory	2,447	2,447		1,132	8,056			8,387
Deposits and prepaid	3,820	3,820		6,711	4,365	11,355	9,950	3,834
Total current assets	693,941	693,941		460,508	438,249	379,569	349,145	868,106
<b>Non-current assets</b>								
Capital and intangible assets								
Land	167,085	167,085		167,085	167,085	167,085	167,085	167,085
Building & grounds, net	484,344	9,728,055	1	9,792,687	9,857,905	9,859,537	9,402,214	9,394,184
Equipment, furniture, and fixture, net	8,472	350,723	1	395,047	444,970	438,003	456,969	433,744
Intangible assets, net	5,303	(9,645,833)	1	(9,522,046)	(9,400,093)	(9,146,023)	(8,932,510)	(8,780,512)
Net Pension Assets	-	-		-	-	-	697,516	725,428
Total non-current assets	665,204	600,030		832,773	1,069,867	1,318,602	1,791,274	1,939,929
<b>Total Assets</b>	<b>1,359,145</b>	<b>1,293,971</b>		<b>1,293,281</b>	<b>1,508,116</b>	<b>1,698,171</b>	<b>2,140,419</b>	<b>2,808,035</b>

**Deferred Outflows of Resources**

Deferred outflows related to pensions	109,036	443,081	2	443,081	288,303	109,036	-	-
<b>Total deferred outflows of resources</b>	<b>109,036</b>	<b>443,081</b>		<b>443,081</b>	<b>288,303</b>	<b>109,036</b>	<b>-</b>	<b>-</b>

**Liabilities**

<b>Current Liabilities</b>								
Accounts payable	51,598	51,598		54,363	45,695	92,141	39,269	99,776
Deferred revenue	6,458	6,458		11,324	14,568	8,863	6,522	13,002
Guaranteed deposits	43,520	43,520		52,559	23,194	38,678	39,460	50,091
Payroll payables and other liabilities	21,961	21,961		40,588	35,736		25,726	14,168
Compensated absences (current portion)	36,860	36,860						
Pension obligation bonds (Solano County allocation)	101,301	368,740	1	299,740	243,645	202,824	132,925	96,044
Current debt associated with fixed assets	5,672	5,672				4,091	3,265	6,745
Total current liabilities	267,370	534,809		458,574	362,838	346,597	247,167	279,826
<b>Non-current liabilities</b>								
Compensated absences	46,733	57,019	2	57,019	50,917	46,733	46,733	56,271
Long term debt associated with fixed assets	293,605	220,116	1	293,605	391,634	487,142	260,317	287,330
Non OPEB liability (Solano County allocation)	77,172	162,076	1	126,691	99,030	77,172	64,862	53,283
Net pension liability (Solano County allocation)	1,060,154	1,543,319	1	1,455,961	1,176,919	1,060,154	-	-
Pension obligation bonds (Solano County allocation)	633,654	502,122	1	545,311	592,245	633,654	633,654	669,927
Total non-current liabilities	2,111,318	2,484,651		2,478,587	2,310,745	2,304,855	1,005,566	1,066,811
<b>Total liabilities</b>	<b>2,378,688</b>	<b>3,019,461</b>		<b>2,937,161</b>	<b>2,673,583</b>	<b>2,651,452</b>	<b>1,252,733</b>	<b>1,346,637</b>

**Deferred Inflows of Resources**

Deferred inflows related to pensions	278,120	187,703	2	187,703	289,188	278,120	-	-
<b>Total deferred inflows of resources</b>	<b>278,120</b>	<b>187,703</b>		<b>187,703</b>	<b>289,188</b>	<b>278,120</b>	<b>-</b>	<b>-</b>

**Net Position**

Invested in capital assets	360,625	333,942	1	441,139	582,725	738,285	806,428	902,159
Temporary restricted - capital project/maintenance	39,203	39,203					-	-
Temporary restricted - parking lot improvements	9,834	9,834		9,834	13,960	13,960	126,902	126,902
Temporary restricted - Fair Hands/Ag Day	42,992	42,992						
Temporary restricted- Golf Course Improvements								11,211
Temporary restricted - racing facilities improvements	8,775	8,775					2,370	2,370
Jr livestock auction reserve	15,194	15,194		12,940	13,170	8,055	3,187	3,151
Unrestricted resources	(1,665,249)	(1,920,052)		(1,852,415)	(1,776,207)	(1,882,665)	(51,201)	415,605
<b>Total net position</b>	<b>(1,188,626)</b>	<b>(1,470,112)</b>		<b>(1,388,502)</b>	<b>(1,166,352)</b>	<b>(1,122,365)</b>	<b>887,686</b>	<b>1,461,398</b>
		(1,470,112)		(1,388,502)	(1,166,352)	(1,122,365)	887,686	1,461,398

**Change in Net Position**

(81,610)	(222,150)	(43,987)	(2,010,051)	(573,712)
as of Sept 2018				

**Footnote - Estimate Changes Methodology:**

- 1 - Based on ratio change between 2016 & 2017
- 2 - Based on 2017 audit figures

	<u>Grounds Related Revenue</u>	<u>Parking</u>	<u>Food &amp; Bev</u>	<u>Sponsorships</u>
<b>2017 New Events</b>				
Hemp Cannabis Fair	\$10,150.00	\$5,264.00		
Gymnastics Event North Bay Athletics Association	\$15,350.00			
Drone Event Flite Fest	\$26,510.00	\$11,892.00	\$452.00	
Office of Emergency Services Meeting	\$5,000.00			
WESTAT CDC Medical Information Gathering	\$20,000.00			
<b>2017 Totals</b>	<b>\$77,010.00</b>	<b>\$17,156.00</b>	<b>\$452.00</b>	
<b>2018 New Events</b>				
Dino Expeditions	\$13,000.00	\$21,336.00	\$1,013.65	
Gymnastics North Bay Athletics Association - Feb	\$9,100.00			
Robotics REC Foundation	\$18,300.00	\$5,712.00	\$3,966.88	
MMA	\$10,800.00	\$4,140.00	\$5,796.47	
Navarro Quinceanera	\$9,150.00			
AA Regional Meeting	\$5,500.00			
Lopez Quinceanera	\$2,500.00			
Billy Rodriguez Horse Jarípeo - May	\$13,891.55	\$3,216.00	\$8,531.51	
Tattoo Event The Catalyst, LLC (7/20-7/22)	\$9,000.00	\$3,012.00		
Advance Camp Boy Scout Badge Event (9/28-9/30)	\$22,500.00			
Lantern Festival	\$56,000.00	\$53,168.50	\$43,444.27	
Bay Area Rhodesian Ridgeback Club	\$400.00			
Ammonia and Safety Training Institute	\$4,100.00		\$405.00	
Gymnastics North Bay Athletics Association (10/27-10/28)	\$9,100.00			
Collins Jarípeo (8/5)	\$7,500.00	\$2,188.00	\$10,330.00	
Valdez Quinceanera	\$8,700.00			
Gonzales Quinceanera	\$6,650.00			
Jamz	\$2,100.00			
Rodriguez Quinceanera	\$8,000.00			
Paramount TV	\$1,500.00			
Michael's Transportation	\$2,000.00			
<b>2018 YTD Totals</b>	<b>\$219,791.55</b>	<b>\$92,772.50</b>	<b>\$73,487.78</b>	
<b>Sponsorship</b>				
Benicia Plumbing				\$2,000.00
PG&E - 811				\$5,000.00
California Maritime Academy				\$6,500.00
Kaiser				\$7,500.00
Sunstate Equipment Co.				\$6,000.00
Building Trades / Labor Council				\$2,500.00
Sustainable Solano				\$500.00
La Mesa				Trade
Vallejo Waterfront Weekend				Trade
<b>Sponsorship Totals</b>				<b>\$30,000.00</b>
<b>Category Totals</b>	<b>\$326,801.55</b>	<b>\$109,928.50</b>	<b>\$73,939.78</b>	<b>\$30,000.00</b>
<b>Grand Total</b>	<b>\$510,669.83</b>			

**~ 2018 v 2017 Fairs Direct Revenues & Expenses Comparison ~**

Direct Revenues	2018		2017		2018 v 2017 \$ Delta
	\$	%	\$	%	
<b>Admissions</b>	\$0	0%	\$153,392	31%	(\$153,392)
<b>Parking</b>	\$5,100	21%	\$84,187	17%	(\$79,087)
<b>Carnival/F&amp;B Concessions</b>	\$0	0%	\$144,760	29%	(\$144,760)
<b>Commercial Vendors</b>	\$0	0%	\$39,550	8%	(\$39,550)
<b>Competitive Exhibits Fees</b>	\$9,181	37%	\$9,233	2%	(\$52)
<b>Sponsorship</b>	\$8,500	34%	\$52,548	11%	(\$44,048)
<b>Misc</b>	\$1,970	8%	\$7,976	2%	(\$6,006)
<b>Totals</b>	<b>\$24,751</b>	<b>100%</b>	<b>\$491,646</b>	<b>100%</b>	<b>(\$466,895)</b>

Direct Expenses	2018		2017		2018 v 2017 \$ Delta
	\$	%	\$	%	
<b>Wages &amp; Burden</b>	\$106,467	43%	\$235,827	29%	(\$129,360)
<b>Professional Services</b>	\$58,800	24%	\$147,836	18%	(\$89,036)
<b>Materials &amp; Supplies</b>	\$10,955	4%	\$44,678	5%	(\$33,723)
<b>Utilities/Disposal</b>	\$4,000	2%	\$19,478	2%	(\$15,478)
<b>Liability Insurance</b>	\$122	0%	\$3,066	0%	(\$2,944)
<b>Dues &amp; Permits</b>	\$2,473	1%	\$1,911	0%	\$562
<b>Marketing</b>	\$12,640	5%	\$76,646	9%	(\$64,006)
<b>Travel/Hotel</b>	\$2,792	1%	\$11,862	1%	(\$9,070)
<b>Board of Directors</b>	\$500	0%	\$11,391	1%	(\$10,891)
<b>Equipment Rental</b>	\$17,090	7%	\$130,013	16%	(\$112,923)
<b>Entertainment</b>	\$1,500	1%	\$104,780	13%	(\$103,280)
<b>Comp Exbts Premiums</b>	\$28,981	12%	\$30,240	4%	(\$1,259)
<b>Bank/CC Fees</b>	\$391	0%	\$3,141	0%	(\$2,750)
<b>Equipment Purchase</b>	\$76	0%	\$1,245	0%	(\$1,169)
<b>Donated Services</b>	\$0	0%	\$3,181	0%	(\$3,181)
<b>Totals</b>	<b>\$246,787</b>	<b>100%</b>	<b>\$825,295</b>	<b>100%</b>	<b>(\$578,508)</b>

Desc	2018	2017
<b>Direct Revenues</b>	<b>\$24,751</b>	<b>\$491,646</b>
<b>Direct Expenses</b>	<b>\$246,787</b>	<b>\$825,295</b>
<b>Net Direct P/L</b>	<b>(\$222,036)</b>	<b>(\$333,649)</b>



## **Solano County Fair - Analysis**

2017 represented a watershed moment in the history of the Solano County Fair Association (SCFA). In 2015, SCFA management radically changed the Solano County Fair model by decreasing the annual fair's entertainment budget by 40%.

This was a very significant change as entertainment represented the fair's prime attendance driver. Initial results were positive as gross revenues were up 14% from 2014 to 2015. The trend continued in 2016 with entertainment expenses remaining at a reduced level yet 2016 gross revenues were still up 10% over 2015.

However, 2017 produced a much different picture. Using the exact same fair model as 2015 and 2016, 2017's gross revenue was down 21% comparable to 2016. A detailed analysis of contributing factors revealed that the 2017 fair dates were compromised by the shift in the Back-To-School retail season, but a more troubling factor was exposed. The current fair model was no longer working.

Since the demise of live horse racing, the Solano County Fair has struggled to find a replacement alternative to the strong, cost-effective attendance driver that live horse racing once was.

Cutting the entertainment budget in 2015 gave a temporary boost to the Fair's bottom line but the public spoke loudly in 2017. After two years of a less than anticipated entertainment line-up they chose to take their dollars elsewhere.

### **A New Fair Model**

The 2018 Solano County Fair represented the first year of the new fair model. Rather than SCFA underwriting the entire Entertainment component of the fair, SCFA entered into event partnerships with outside vendors. These partnerships were structured so that the cost exposure of a particular event activity was now shared. The net result was a significant decrease in the overall cost of underwriting the annual fair.

The other significant change in 2018 was a shift in fair programming to begin to highlight the Community Component of the Fair. By using community-based activities to drive attendance SCFA returns to its core values of promoting what make Solano County a special place to live, work and play.

On the following pages is the analysis that has helped shaped the new direction of the annual Solano County Fair.

## Community Celebrations – Why We Celebrate

We humans are internally wired to want to be with other humans. Beyond the necessities, like food and shelter, people have a very primal need to have other folks around them. Call it a tribe, a village, or a community, we seek the company and companionship of others.

It has not been enough for us, as humans, to merely gather together and share a physical space. We naturally recognize the common characteristics we share with others. We seek ways to announce what makes our community unique and special. The way we tell the rest of the world, who we are, is through our community celebrations.

Community celebrations are as old as villages themselves. The theme of the celebration might change, but the basic format remained constant. The celebration would have two basic components:

- **Community component** – The “why” folks were celebrating. Usually centered around a religious, cultural or agricultural activity.
- **Entertainment Component** - The “how” folks celebrated. Almost always having food, beverages, music, dancing, or other similar activities.

Each of these components supported the other. The Community component provided the emotional draw, the shared idea, belief, or principle that folks wanted to celebrate. The Entertainment component provided the “fun” element. For most folks, a gathering of people does not become a celebration unless a very definite “fun” element is included. Food, drink, dancing, performances, or competition of some sort are all essential elements of our concept of celebration.

## Traditional County Fair Model

American county fairs have followed the traditional community celebration model since Europeans first settled in North America. The Community component was usually centered around agricultural activity with the Entertainment component dependent on either local talent or traveling shows.

In California, the 1930s brought the first notable change in decades to the California county fair format. Legalized pari-mutuel wagering on live horse races, including those hosted by county fairgrounds, was approved. With no other California based competition for legalized gambling, live horse racing gave California’s county fairs a significant boost in overall fair attendance, as well as a strong, consistent revenue stream.

## Solano County Fair Background

The Solano County Fairgrounds is a county owned facility; the land where the fairgrounds sits was donated by private individuals and the City of Vallejo. The construction of the fairgrounds buildings was financed with state provided funds.

The Solano County Fairgrounds is operated and governed by a separate non-profit corporation (Solano County Fair Association) whose fair board is appointed by the Solano County Board of Supervisors.

Mission Statement of the Solano County Fair Association:

*The mission of the Solano County Fair Association is "to ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse community."*

## **Beginnings**

It is important to place the beginnings of the Solano County Fair Association in the context of the times in which it was created. The first discussions concerning the creation of the Solano County Fair began as early as 1938, but progress was delayed by the advent of World War II and serious planning was not resumed until after V-Day.

By the late 1940's American society had endured the devastating social and financial impacts of the Great Depression and had survived the world-wide destruction of World War II. The post-war world brought a new era of prosperity and peace. The leaders of Solano County sought to express the new-found optimism by not only hosting an annual fair, but also creating a fairground comprised of permanent buildings intended to house events celebrating Solano County throughout the year.

Ground breaking for the fairgrounds was held on February 22, 1948 and on September 21, 1950 the Solano County Fair opened with Governor Earl Warren cutting the ribbon while a crowd of 10,000 watched.

## **Operations**

The Solano County Fair operations is based on the traditional community celebration model comprised of both a Community component and an Entertainment component. Since its inception, the Solano County Fair has been a summertime event.

## **Operations - Fair Dates**

**Summertime** – The Solano County Fair has always been held during the summer months. Since 2011 the fair dates have generally been the last few days of July into the first week of August. The latest the fair has ended was on August 7<sup>th</sup> during the 2011 Fair. The earliest the Fair has ended was July 31<sup>st</sup> during the 2016 Fair. During the 2011-2017-time period all Fairs were 5-day fairs.

Today, most school systems begin their fall term in mid-August. This has transformed late July-early August from deep summer vacation time to squarely in the middle of the Back-to-School season.

Back-to-School/Back-to-College has become a key retail selling season representing almost 20% of annual retail sales. The intense marketing efforts supporting this key retail selling season has any traditional summertime activities, held after the 4<sup>th</sup> of July, competing for the attention and dollars of families with school age children (a key target market of potential fair attendees).

**Action Taken** –In 2018 Solano County Fair Association (SCFA) returned their fair dates to pre-4<sup>th</sup> of July. This allowed the Solano County Fair to remain a summertime celebration (in today's world the traditional summer vacation time is limited to the months of June and July).

## **Operations - Attendance Drivers**

The old traditional Solano County Fair model used the Entertainment component as an active attendance driver and the Community component as a passive attendance driver. An active attendance driver is an activity that is highly promoted with the targeted intension of attracting people to attend the fair. A passive attendance driver are other fair activities that may attract fair patrons but are not as heavily promoted.

### **Traditional Active Attendance Drivers**

**Entertainment** – Since its inception, the Solano County Fair has followed a model that is dependent on the Entertainment component of the fair to drive attendance numbers. The entertainment component has been composed of three major elements:

- **Carnival** – A staple of the traditional fair experience are carnival rides and the carnival midway. Today's world offers a wide variety of entertainment options and carnival rides and the carnival midway's ability to be a prime attendance driver have diminished.
- **Live Horse Racing** - At its peak, live horse racing was the annual fair's single biggest revenue producer and attendance driver. Beginning in the late 1980s the popularity of the live horse racing industry began to decline. The reasons behind the decline were industry wide and continue to this day. 2009 was the last year SCFA hosted live horse racing.
- **Main Stage Entertainment** – Main stage entertainment, featuring both A list and B list celebrities, has been part of the Solano County Fair line-up since the fair's beginnings. Main Stage entertainment took on a much larger role as an attendance driver as live horse racing (and the associated revenue stream) declined.

Depending on the artist/group, the cost associated with booking main stage entertainment can be very expensive. While big name acts can draw large crowds, it has been found that those attending the big-name concerts generally do not visit or spend at other fair attractions. This lack of residual sales diminishes the overall impact of main stage entertainment as a prime attendance driver. Absent strong residual sales any increase in attendance figures generated by big-name acts is off-set by the prohibitive cost of the act itself. It is highly questionable if this form of entertainment is cost effective.

### **Traditional Passive Attendance Drivers**

These less promoted elements of the current Fair model are truly the heart and soul of what county fairs are all about. They are the reason our county fair exists; to celebrate, preserve, and strengthen the sense of community that is Solano County. The Solano County Fair announces to the world; "I'm from Solano County, and that's something special."

**Competitive Exhibits** – Competitive Exhibits are a staple of county fairs and have been part of the Solano County Fair since day one. In 2018, 3,240 entries were received for Competitive Exhibits. The Competitive Exhibits are divided into the following categories:

- Fine Arts
  - Open Art
  - Amateur-Art
  - Professional-Photography
  - Amateur-Photography
  - Local Color
  - Poetry
- Floriculture
  - Amateur Theme Gardens (Adult & Youth)
  - Wheelbarrow Plantings
  - Container grown Plants
  - Youth Horticulture
  - Arrangements
  - Cut Flowers
  - Educational Exhibits
  - Container Grown Plants
  - Amateur Theme Gardens (Adult & Youth)
- Livestock
  - Open Livestock
    - Sheep
  - Junior Livestock
    - Beef
    - Dairy Cattle
    - Dairy Goats
    - Meat Goats
    - Sheep
    - Swine
    - Game Birds
    - Poultry
    - Rabbits
    - Ducks
    - Quail
    - Turkeys
- Solano Living
  - Youth Solano Living
    - Arts & Crafts
    - Clothing & Textiles
    - Collections
    - Electronic Media
    - Fair Theme
    - Food Preservation
    - Graphic arts
    - Group Projects
    - Home Furnishings

- Language Arts & Creative Writing
  - Photography
  - Recycling
  - Science & Education
  - Special Friends
  - Stamping & Scrapbooking
  - Table Settings
  - Career Technical Education
  - Agriculture
  - Baked Foods
  - Decorated Cake
- Adult Solano Living
    - Arts & Crafts
    - Clothing & Textiles
    - Collections
    - Fair Theme
    - Food Preservation
    - Gift Items
    - Quilting
    - Recycling
    - Special Friends
    - Table Settings
    - Vignettes
    - Career Technical Education
    - Agriculture
    - Baked Foods & Confections

**Cultural Pavilion, Cultural Stage, Talent Show, and Bay Stage Acts** – The Solano County Fair dedicates stages and booth space for informational, educational, and performing arts that celebrate the wide variety of cultural heritage that is Solano County.

## Operations - Fair Brand

The Solano County Fairgrounds has what is referred to as a heritage brand. A heritage brand has genuine history and has an authentic feel to it.

Because the Entertainment component has been so prominent in our marketing efforts, entertainment features like live horse racing, main stage acts, or the carnival are also part of the fair brand. If you think of a brand as a promise to your customers, then as the popularity, or modern relevance, of our featured products (live horse racing, main stage acts, carnivals) declined, our promise to our patrons became less and less authentic.

Moving forward the challenge for SCFA is to preserve the key components of our heritage brand while shedding the entertainment elements that are no longer relevant or authentic.

## Operations – Financial Model

### Income

Supporting an endeavor large enough to celebrate an entire county requires significant financial resources. The goal of attracting as many fair patrons as possible is doable but daunting. To help off-set the costs associated with hosting a county fair SCFA looks to several revenue sources.

All revenue streams, except the Competitive Exhibits Entry Fees, are directly dependent on Fair attendance. Overall fair attendance, and subsequent spending by fair patrons, is critical to the financial success of a fair.

Standard fair revenue sources include:

1. **Attendance Revenue** – Funds derived from promotional, pre-sale, and same day sales of admittance tickets. In 2017 the Solano County Fair admittance prices were:

General Admission	\$10
Children – ages 6-12	\$6
Children – age 5 & under	FREE
Seniors – age 60+	\$6
Military Veterans	\$8

- **Special Events**

(Does not include Fair admission)

- Demolition Derby
  - Adult \$10
  - Child \$6
- Jaripeo (Bull Riding)
  - Adult \$10
  - Child \$6

- **Special Discount Days**

- **Seniors Day** – Free Admission All Day for Seniors age 60+
- **Kids Day** – Free Admission All Day for Kids ages 12 & under
- **Military & First Responders Appreciation Day** – Free Admission All Day for Military, Law Enforcement, Firefighters and their dependents

2. Parking Revenue - \$12 per vehicle
3. Carnival Wristbands - \$28 (good all day, any one day)
4. Vendor Booth Rentals – A flat rental rate depending on the physical size and location
5. Food & Beverage Sales Commissions – A guarantee plus a negotiated percentage of gross sales.
6. Competitive Exhibits Entry Fees - A small fee for each entry.
7. Sponsorships – Various sponsorship packages are offered to organizations and businesses throughout Solano County.

**Expenses** - Expenses associated with hosting the county fair include:

1. Wages/Payroll Tax
2. Workers' Comp/Health Ins/Vacation-Sick Accruals
3. PERS Expense
4. Professional Services
5. Security Contractor & SCSO
6. Supplies and Expenses
7. Utilities & Disposal
8. Equipment Maintenance
9. Liability Insurance
10. Dues & Permits
11. Building and Grounds Maintenance
12. Advertising/Marketing
13. Travel, Training & Meetings
14. Directors' Functions
15. Equipment Rental
16. Entertainment (Stages & Grounds)
17. Competitive Exhibits Premiums
18. Bank/CC Fees
19. Bad Debt/Cash Short/Over
20. Equipment (Non-Capitalized)
21. Donated Services & Sponsor Expenses

## **Changes to Operational Model**

The old fair model was no longer effective in fulfilling the primary purpose of maximizing participation in the annual celebration of Solano County. SCFA will continue to make changes so that the annual Fair increases its relevancy, attracts more patrons and consequentially is operated on a more cost-efficient basis.

Highlights of those changes include:

**Fair Dates** – As previously noted, in 2018 SCFA moved the fair dates to pre-4<sup>th</sup> of July. This does not represent a change so much as an effort to preserve traditional summertime placement.

In the past when fair dates have been significantly changed there has been a drop in fair attendance, at least in year one of the change.

**Vendor Booth Mix** – In the mid to late 20<sup>th</sup> century county fairs were so popular that an entire industry was created to support them. Much of this industry is comprised of small vendors whose product line, while not always unique, did serve the fair patrons well. These small vendors followed the fair circuit going from fair to fair.

The dominance of these fair specific vendors diluted any individuality that fairs had. The vendor mix for each fair became standard and it became more and more difficult to tell one fair from another.



Beginning in 2018, SCFA began a new program to reach out to local entities to encourage them to display their products/wares at the fair. Eventually we hope to have a strong vendor line-up that reflects the diversity and talents of Solano County. It is anticipated that this new vendor line-up will be a strong enough addition that it will become an active fair attendance driver.

Feedback given from 2018 fair patrons indicated that part of their “fair experience” was the traditional fair vendors and their products. Moving forward SCFA will look to strike a balance between maintaining the proper “fair experience” while creating a uniquely Solano County experience.

**Integration of All Events** – The Solano County Fairgrounds is a year-round event facility that hosts a wide variety of events. In the past, each one of these events has been treated as a stand-alone activity. Moving forward SCFA will seek to knit these events together so that all activities that SCFA hosts can be presented as one comprehensive product.

The goal is to have locals consider the fairgrounds as a year-round entertainment choice. Ideally people will be checking SCFA’s website on a weekly basis to see what is happening that weekend at the fairgrounds.

Marketing a once-a-year event like the annual fair is made far easier if our locals are frequent visitors to the fairgrounds rather than once-a-year patrons.

**Sponsorships** – SCFA sponsorship efforts are also made easier if potential sponsors know that their message will not only reach once-a-year fair attendee but will now be part of a year-round package that includes a much larger, more varied audience.

**Community Resource** – SCFA has renewed its commitment as a year-round resource for Solano County.

- **Supporting Local Non-Profits** – To support the wonderful work that Solano County’s non-profit community does, SCFA would partner with local non-profits; offering event services and facilities to support their fund-raising efforts. The goal is to create an event incubation campus that allows local non-profits to take advantage of free or low-cost event services to develop and grow their fund-raising events.

Equally important is the role the fairground plays in raising the profile of Solano County to the rest of the Bay Area, Northern California, and the western states. It is a well-documented fact that Solano County’s non-profits are woefully underrepresented in terms of philanthropic or foundation support comparable to the rest of the Bay Area. Truth be told, if we could just get large foundations to recognize that Solano County is part of the Bay Area, we could consider a major hurdle cleared. The Solano County Fairgrounds can be and should be a major contributor to that effort.

- **Supporting the Local Ag Community** – We are losing prime agricultural land to urbanization and fewer and fewer people are choosing farm life as a profession. SCFA has had serious discussions with Sustainable Solano Inc. and is working closely with them on their work to create Solano Community Food Centers; small-scale, consumer-driven food businesses, sourced by local farmers.

## **SOLANO COUNTY FAIR ASSOCIATION GENERAL FUND RESERVE POLICY**

### **Purpose**

The Solano County Fair Association establishes its General Fund Reserve policy as additional insurance against disasters, emergencies and unforeseen expenditures.

### **Reserve Level**

The Association Board of Directors hereby establishes the following minimum General Fund reserve targets:

- The Association shall strive to maintain a General Fund reserve equal to 10% of annual budgeted General Fund expenditures. The unallocated reserve funds are set-aside to address potential needs in the following areas:
  - A Reserve for Economic Uncertainty- funds designated to mitigate periodic revenue shortfalls due to downturn in economic cycles, thereby avoiding the need for service level reductions within the fiscal year.
  - An Emergency Reserve - funds designated to mitigate costs of unforeseeable emergencies and natural disasters.
  - The appropriate level of General Fund reserves shall be reviewed annually.
  - In circumstances where the General Fund General Reserve has fallen below the established level, the Association shall replenish the deficiency within five fiscal years or as soon as economic conditions allow from the following revenue sources: year-end surpluses, non-recurring revenues, or if legally permissible and with a defensible rationale, from excess resources in other funds.

### **Use of Reserve Funds**

*Reserve for Economic Uncertainty*-General Fund reserve intended to offset quantifiable revenue uncertainty. The long-term funding level for this reserve is determined by measuring the level of financial risk associated with the following areas of uncertainty:

- Revenue risks: Revenues falling short of budget projections may cause shortfalls. Transitional funding is also necessary to respond to reductions in major revenues due to local, regional and national economic downturns, as well as reductions in revenues caused by actions by State/Federal governments.
- Uncontrollable costs: There may be cost increases that are beyond the Associations control (e.g. various fuel, utility charges, CalPERS retirement rates and CalPERS Retiree Medical). To the extent possible, the General Fund Reserve should not be used to support recurring operating expenditures. Expenditures in this category should be considered one-time and planned for in the subsequent budget cycle.
- *Emergency Reserve* - Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters. Should unforeseen and unavoidable events occur that require expenditure of Association resources beyond those provided for in the annual budget, the Chief Executive Officer shall have the authority to approve appropriation of Emergency Reserve Funds. The Chief Executive Officer shall then present to the Board of Directors -- no later than the first regularly

scheduled meeting – documentation confirming the nature of the emergency and formally authorizing the appropriation of reserve funds.

#### **Excess Fund Balance**

At the end of each fiscal year, the Chief Executive Officer will report on the un-audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures, a year-end operating surplus shall be reported. Any year-end operating surplus which results in the General Fund balance exceeding the level required by the reserve policy shall be deemed available for allocation for the following, subject to Board approval:

- Transfer to the Capital Programming for Deferred Maintenance/Replacement of Solano County Fairgrounds facilities.
- Transfer to a reserve account to fund future Retiree Pension and Benefit obligations.
- Re-appropriation within the subsequent year's operating budget to provide for one-time, non-recurring needs.

It is the intent of the Solano County Fair Association to limit use of fund balances in the General Fund to address unanticipated one-time needs. Fund Balances shall not be applied to recurring annual operating expenditures.

## **SOLANO COUNTY FAIRGROUNDS 2019 MARKETING & PROMOTIONS – DRAFT 11-20-18**

Marketing and promotion of the Solano County Fairgrounds requires a broad-reaching and multi-faceted approach in order to reach the wide range of customer demographics and interests served by the various products produced at the Fairgrounds. These products include the annual Fair, the Solano Race Place, the RV Park, the electronic billboard and rental of Fairgrounds facilities. Overall, the marketing objective for these consumer-driven activities is to position the Solano County Fairgrounds as a primary choice for year-round entertainment, recreation and events in order to increase revenue by maximizing guest usage and enjoyment.

In addition to consumer marketing, the Fairgrounds also engages in awareness marketing in support of its nonprofit activities which include the annual Youth Ag Day and sponsorship generation in order to supplement its budget, help strengthen the financial stability of the organization and deeper engage the community in continuing the vitality of the Fairgrounds.

Marketing is an intrinsic part of the growth and success of businesses. This is equally true for nonprofits as it is for for-profit companies. The marketing and promotion activities of the Fairgrounds serve multiple purposes including the following.

- Inform the public of Fairgrounds products and activities
- Increase Fairgrounds business and add to its financial stability
- Build awareness of the Fairgrounds as a vital community resource
- Reach new audiences to increase the Fairgrounds customer base
- Increase business for public events (facility rentals) at the Fairgrounds thus generating increased revenue for the Fairgrounds
- Engage prospective donors and sponsors
- Encourage development of a volunteer base to support activities
- Contribute to the economic development of the City of Vallejo and Solano County

According to Prosper Strategies, a leading communications consultant for the nonprofit sector based in Chicago, direct marketing activities for nonprofits (excluding staff costs) usually equate to somewhere between 5 and 15 percent of the organization's total operating expenses. In 2018, the Fairgrounds allocated 1.5% of its total budget to marketing. The 2019 budget recommendation includes a marginal increase, bringing the marketing budget to 2.46% of total budget expenditures. These costs are distributed as follows.

Facility Rentals & General Fairgrounds Promotion	\$25,000
Solano Race Place	\$12,500
Annual Fair	\$10,000
Bounty of the County	\$10,000
Video Production (Fair & Year-Round Events)	\$2,000
Data & Survey Collection	\$3,900
Total	\$63,400

Marketing and promotion activities vary for each of the Fairgrounds products based on analysis of potential customers, marketing goals, market opportunities and other factors throughout the calendar year. A marketing plan is established for the year based on past activities and anticipation of future opportunities, but is intended to remain flexible within the budget allocations in order to take advantage of special discounts and partnership opportunities that frequently arise with limited advance notice.

In addition to paid marketing, the Fairgrounds also utilizes free promotions to increase our marketing reach. These include: media releases; speaking at community and service group meetings; self-promotion on the Fairgrounds electronic billboard; listing on social media sites such as Yelp, EventCrazy and Nextdoor; Facebook and Twitter postings; email blasts; and a continually updated web site. The Fairgrounds web site will be a particular highlight for 2019 as a completely redesigned web site will be launched in the first quarter with a modern look and feel, mobile device compatibility, and enhanced user features. The web site will continue to be managed in-house, saving costs over outsourcing, and allowing for flexibility and better response time for information updates.

# Solano County Fairgrounds Market Data

County	Total Population	Male Population	Female Population	Median Age	Average Household Income	Total Households	Average People Per Household	Average High in January	Average Low in January	Average High in July	Average Low in July
Solano	416,974	207,158	209,816	36.01	\$84,746.00	145,061	2.79	54.70° F	39.10° F	89.60° F	57.60° F
Contra Costa	1,081,256	526,573	554,683	37.86	\$105,084.00	384,218	2.79	55.50° F	40.00° F	84.70° F	60.30° F
Alameda	1,542,400	755,917	786,483	36.30	\$93,323.00	560,293	2.69	56.00° F	37.40° F	87.50° F	57.20° F
Napa	99,865	50,416	49,449	38.37	\$89,132.00	35,251	2.73	55.55° F	36.15° F	86.30° F	54.40° F
Sonoma	496,064	243,748	252,316	39.23	\$83,663.00	188,222	2.58	57.60° F	39.60° F	89.50° F	54.60° F
Marin	257,108	125,958	131,150	44.32	\$133,128.00	103,882	2.39	54.00° F	41.80° F	79.60° F	54.90° F
Yolo	209,921	102,187	107,734	30.20	\$76,902.00	72,775	2.79	54.30° F	39.50° F	95.20° F	60.20° F
<b>Primary Mkt. Totals</b>	<b>4,103,588</b>	<b>2,011,957</b>	<b>2,091,631</b>								
		<b>Primary Mkt. Averages</b>		<b>37.47</b>	<b>\$95,139.71</b>	<b>212,815</b>	<b>2.68</b>	<b>55.38° F</b>	<b>39.08° F</b>	<b>87.48° F</b>	<b>57.03° F</b>
San Francisco	813,472	413,451	400,020	36.68	\$104,879.00	357,561	2.22	56.83° F	45.54° F	65.39° F	54.08° F
Sacramento	673,923	328,395	345,530	33.86	\$70,157.00	246,727	2.67	54.05° F	39.70° F	93.01° F	60.00° F
<b>Totals &amp; Averages Including Sacramento &amp; San Francisco</b>	<b>5,590,983</b>	<b>2,753,803</b>	<b>2,837,181</b>								
		<b>Averages</b>		<b>37.11</b>	<b>\$92,976.83</b>	<b>167,403</b>	<b>2.56</b>	<b>55.39° F</b>	<b>40.38° F</b>	<b>84.83° F</b>	<b>56.36° F</b>

## Local Climate

Vallejo enjoys a mild, Mediterranean climate year-round with gentle breezes off our waterfront. The average temperature ranges from a low of 48°F to a high of 70°F. The climate mirrors that of San Francisco, but with temperatures typically ten degrees warmer. Average annual rainfall is 18 inches, falling primarily between October through April. Dress is casual year-round and layered clothing is recommended.

- The average winter temperature is 47.0°F.
- The average spring temperature is 58.2 °F.
- The average summer temperature is 70.3 °F.
- The average fall temperature is 62.9 °F.

**Solano County Fairgrounds  
Public Outreach Survey – August 24 to September 14, 2018  
Executive Summary**

**Background**

On July 27 and 28, 2018, the Solano County Fair Association (SCFA) held a Strategic Planning Workshop in order to prepare a 2018-19 Strategic Plan. Four goals were established during the Workshop, one of which was “Establishing and Defining Our Identity.” One of the two objectives under this goal was to create and circulate a public outreach survey.

To that end a survey was developed, with staff and Board of Directors input, to cover a broad range of topics touching on the primary operations of the SCFA as well as to gather general information about entertainment preferences and basic demographics.

**Implementation**

The survey was designed using Constant Contact’s email survey tool allowing it to be easily distributed to the SCFA’s email list comprised of over 5,000 subscribers. While Constant Contact does not have the most sophisticated data analysis tool compared to other survey generators, using it to create and distribute the survey was a free feature of the SCFA’s program subscription. It also had the added benefit of collecting respondents’ email contact information (with their permission) which was added to SCFA’s email database growing it to over 5,300 subscribers.

In conjunction with the email distribution, the survey link was posted to the SCFA’s Facebook page which has over 4,200 followers. Additionally, the post was supplemented with a paid “boost” of \$100 total over the three week survey period. The boost expanded the reach of the Facebook post to a total of 11,708 people, 18 years or older within approximately a 30 mile radius of Solano County.

Respondents were encouraged to complete the survey with the opportunity to win two admission tickets to Six Flags Discovery Kingdom. The tickets came at no direct cost to the SCFA as they were part of a cross-promotional agreement made earlier in the year between the two businesses.

**Results**

A total of 581 people responded to the survey, 338 email subscribers and 243 Facebook users, providing a significant sample size in order to analyze responses and gain insight into public opinions regarding the SCFA’s activities.

In survey methodology, the number of responses received is roughly reflective of a population size of 500,000 people with a 95% confidence level and a 4% margin of error. In other words, the survey results can be taken as having a 95% certainty of accurately reflecting the attitudes of a population slightly larger than Solano County (430,000 residents) with responses deviating within a 4% range.

The survey was broken down into topical sections with both closed and open-ended questions. Several questions allowed for more than one answer per respondent, thus generating percentage totals greater than 100%. Survey responses are summarized as follows.

## Section 1 – Solano County Fair

A majority of respondents (58.3%) did not attend the 2018 Solano County Fair. When asked why not, the overwhelming response was due to conflicts arising from work or personal schedules. This was closely followed by saying that the two day format did not give enough days to attend based around other activities, and “lack of entertainment” was a moderately distant third reason.

Of those who did attend the 2018 Fair (40.1%) most attended to spend time with friends and family (63.8%), with free admission, the livestock barns/exhibitions and food (in that order) getting the next highest rankings within a few percentage points of each other (an average of 38.6% each).

The last time most respondents (49.7%) attended the Fair was in 2017 followed by attending 2 to 4 years ago (21.6%).

Responses were somewhat evenly split between whether Fair guests would prefer free Fair admission and purchasing separate tickets for “add on” activities like concerts (40.1%) versus paying for Fair admission that included special activities (35.1%). 14.4% had no preference.

A majority of respondents (54%) would be willing to pay for premium reserved seating at concerts and other Fair special events.

## Section 2 – Web Site & Solano Race Place

To determine awareness and use of the SCFA web site, respondents were asked what pages they had viewed on the site. The annual Fair page ranked highest (60.6%) with the Upcoming Events page ranking second (53.5%). The Youth Ag Day page came in a distant third (17.3%) with responses relatively equal across other pages.

Most respondents (68.1%) had never been to the Solano Race Place with the primary reasons being no interest in horse racing or in gambling. Several respondents also said that they were unaware of the Solano Race Place or what it was. Of those who have been to the Solano Race Place, over half had purchased food and/or a beverage with a slightly smaller number indicating they had made a race bet.

In general, survey respondents did not appear to be horse racing or gambling enthusiasts. 79.1% did not watch or make a bet on any of the Triple Crown races and 62.6% would not consider betting on a sporting event of any type.

## Section 3 – Facility Rentals

A relatively small section of respondents (17.5%) have considered holding an event at the Fairgrounds. Of those who considered holding an event, 32.4% actually did have their event at the Fairgrounds. Location was the primary factor influencing the decision (75%), followed by cost (43.7%), facilities (37.5%) and Fairgrounds staff (31.2%). The event type was evenly split between public and private.

Of those who considered holding an event at the Fairgrounds but didn't (67.6%), cost was the primary reason for the decision (45.5%). This was followed by location (17.6%) and an equal amount of responses for facilities and contract/insurance requirements (14.7%). A variety of other responses also



included the event was too small for the facilities, desired dates were not available, amenities were outdated, a different venue was chosen and the event itself was cancelled.

The overwhelming answer by respondents who had not considered holding an event at the Fairgrounds (65.9%) as to why not was simply that they had no reason to book an event at any facility. A distant second response was that they were unaware that events could be booked at the Fairgrounds, particularly smaller events and private events.

#### Section 4 – Other Fairgrounds Operations

- Youth Ag Day:
  - 38.5% are aware of the event
  - 42.1% are not
  - 19.2% had no response
- RV Park:
  - 45.2% are aware of the RV Park
  - 35.4% are not
  - 19.2% had no response
- Digital Billboard:
  - 57.3% are aware of the Fairgrounds' digital billboard
  - 23.4% are not
  - 19.2% had no response
- Attended an event at the Fairgrounds:
  - 53.7% had attended a public or private event
  - 27% had not
  - 19.2% had no response

When asked what type of event was attended, the overwhelming top response was the annual Solano County Fair. Other events that had multiple responses included RV shows, Youth Ag Day, dog shows, concerts and dances, gun shows, the Lantern Light Festival and private events of various types.

#### Section 5 – Entertainment Preferences & General Demographics

A final series of questions were asked in order to gather general information about the respondents. The goals of these questions were to learn about some basic entertainment preferences, understand how respondents get their news and event information, and collect baseline demographics to help better analyze survey responses.

Musical entertainment was prominent among activities respondents enjoy, with concerts ranking #1 (80%) and music festivals #3 (59.8%). Family activities and events ranked #2 (65.3%). Comedy performances and animal related events came in next in a tie (53.2%), followed by craft shows (48.2%), sporting events (43.3%), car shows (38%) and participatory sporting events like mud runs or 5K races (21.5%). The dominant response for "other" was "California" indicating an interest in outdoor activities.

Respondents were asked what type of music they listen to in order to inform potential Fairgrounds entertainment programming as well as choices in marketing expenditures via radio. R&B was the top response (54.2%), followed by classic rock (46.1%), country (44.1%), Top 40 (40.7%) and jazz (33.7%). Additional responses were spread across a wide variety of other types of music.

Somewhat surprisingly, print media ranked highest on how respondents get their news and event information, with the combined responses for newspaper, community magazines and event guides equaling (93.7%). Digital sources followed with Facebook coming in second (68.7%), followed by internet search (57.4%) and other combined online sources (53.4%). Television had a strong showing at 53.6%, with radio and word of mouth both receiving 46.6%.

- 58.1% of respondents were female  
12.7% were male  
28.9% declined to answer
- 16.3% of respondents were age 18 to 34  
13.7% were age 35 to 44  
16.6 % were age 45 to 54  
17.5% were age 55 to 64  
8.2% were age 65 or older
- 6.5% of respondents were African American  
8% were Asian or Pacific Islander  
38.3% were Caucasian  
9.8% were Hispanic or Latino  
3.4% responded other  
33.6% declined to answer
- Based on zip code responses, 84.8% of respondents reside in Solano County. Of those, responses were broken down by city as follows.  
Vallejo, 38%  
Fairfield, 12.5%  
Vacaville, 11.2%  
Benicia, 7.5%  
Dixon, 5.2%  
Suisun City, 4.3%  
Rio Vista, 1.2%.

### Summary

As the first comprehensive public outreach survey done in several years, the results are extremely useful in understanding our current position in the marketplace as well as providing insight into community perceptions about our programs and facilities. Overall, results across the board show great room for growth in both community awareness and utilization of the facilities and activities at the Fairgrounds. How this is achieved is an ongoing process requiring both organic and paid promotion techniques.

In helping reach our Workshop goal of “Establishing and Defining Our Identity”, the survey provided baseline data that can be refined in follow up surveys and/or focus groups to further explore each of the Fairgrounds’ operations areas individually for more detailed understanding. It is anticipated that this will be an ongoing process as part of the 2018-19 Strategic Plan.

## Major Equipment Purchases

06/01/1999	Sweeper-Scrubber	\$ 17,297.50
06/01/1999	Sweeper-Scrubber- Funded by CFSA	\$ 13,814.00
07/01/2001	Chairs (2,000)	\$ 17,680.00
12/01/2001	Drapes- McCormack Hall	\$ 4,095.68
06/01/2002	Picnic Tables	\$ 4,933.16
01/07/2003	Carpet cleaner 800 PSN Gal Supernova	\$ 2,954.48
02/22/2003	Commercial Sprayer	\$ 2,956.25
05/27/2003	1990 Dodge Dakota	\$ 1,650.00
12/11/2003	Toyota Truck 1994	\$ 2,500.00
05/07/2004	Double Door Freezer	\$ 2,545.86
08/31/2007	Sweeper/Scrubber	\$ 17,716.88
01/05/2009	Forklift	<u>\$ 16,750.50</u>
		\$104,894.31

## McCormack Hall

## McCormack Hall Specifications

Primary Event Space	16,000 square feet (with 1,600 square feet in foyer)
Maximum Occupancy	2,500

### Maximum Seating Capacities

6-foot Rounds	768
8 Foot Banquet Tables	1216
Theatre Style	1936
<i>(includes 40 foot set back for stage/back of house)</i>	
Trade show – 10'x10' booths	80

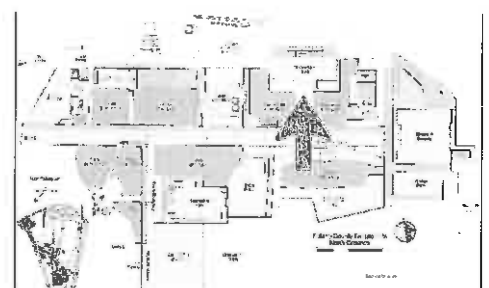
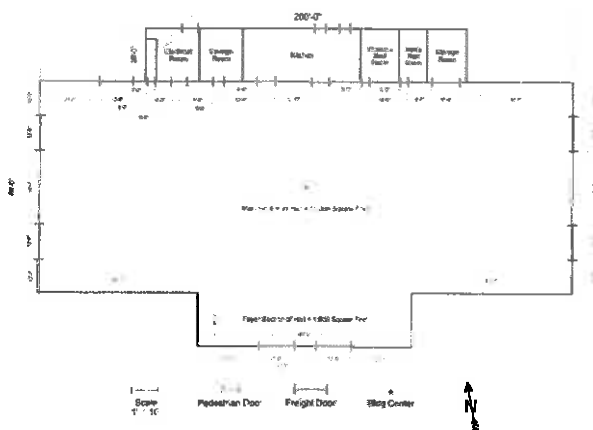
## Building Amenities

Floor and perimeter electrical outlets  
Building-wide PA system  
Men's and Women's Restrooms  
Storage Rooms and/or Green Rooms  
Full Commercial Kitchen



## McCORMACK HALL IMPROVEMENTS

04/01/2001	McCormack Hall- Roof	\$34,887.00
04/01/2001	McCormack Roof Final Pymt	\$ 3,873.97
07/01/2004	ADA Restroom Upgrade (McCormack)	\$18,927.57
07/12/2017	McCormack Door Project/REPAIR MCCORMACK HALL	\$20,707.62
08/31/2017	McCormack Door Project /REPAIR EXIT DOOR HARDWARE	\$ 3,801.20
09/21/2017	McCormack Door Project / DOOR PROJECT	\$ 946.42
10/20/2017	McCormack Door Project / REPLACEMENT/REPAIR	<u>\$ 2,631.60</u>
		\$85,775.38



# Exposition Hall

## Expo Hall Specifications

Primary Event Space	14,976 square feet
Maximum Occupancy	2,600

## Maximum Seating Capacities

6 Foot Rounds	768
8 Foot Banquet Tables	960
Theatre Style	1800
<i>(includes 40 foot set back for stage/back of house)</i>	
Trade Show – 10'x10' booths	74

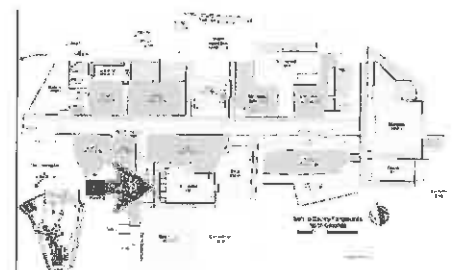
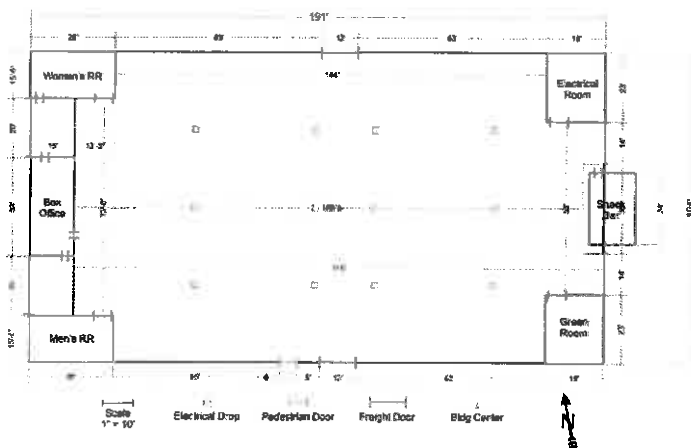
## Building Amenities

Overhead, floor and perimeter electrical outlets  
 Building-wide PA system  
 Wi-Fi service  
 Men's and Women's Restrooms  
 Box Office Capability  
 Storage Rooms and/or Green Rooms  
 Full Service Snack Bar



## EXPOSITION HALL IMPROVEMENTS

07/1/2000	Expo Roof	\$52,196.00
07/1/2001	Twilight Café Enhancements	<u>\$18,518.83</u>
		\$70,714.83



# County Building

## County Building Specifications

Primary Event Space 4,486 square feet  
+ 2,678 square feet in foyer

Maximum Occupancy 640

## Maximum Seating Capacities

6 Foot Rounds	228
8 Foot Banquet Tables	280
Theatre Style	480
<i>(includes 15-foot setback for stage/back of house)</i>	
Trade Show – 10'x10' booths	35

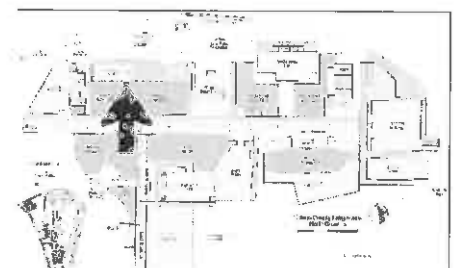
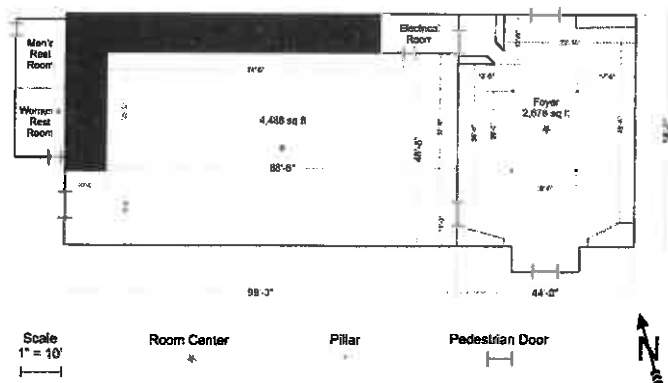
## Building Amenities

Floor and perimeter electrical outlets  
Building-wide PA system  
Wi-Fi service  
Men's and Women's Restrooms  
*adjacent to building*



## COUNTY BUILDING IMPROVEMENTS

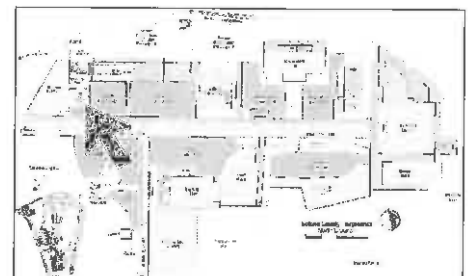
06/13/2000	Cement Slab-Flower Garden	\$ 2,000.00
02/15/2006	Heater- County Bldg.	\$ 3,684.00
04/01/2010	Carpet - County	<u>\$11,931.88</u>
		\$17,615.88



# Administration Complex

## ADMINISTRATION COMPLEX IMPROVEMENTS

06/13/2000	Telephone Cable Replacement	\$40,000.00
07/01/2000	Telephone Cable Replacement	\$ 8,500.00
04/01/2001	Phone system (19 phones installed)	\$ 9,201.53
07/01/2001	Phone line replacement (final phase)	\$13,312.51
05/03/2016	START ENERGY RELAMP CEILING LIGHT	<u>\$ 1,271.00</u>
		\$72,285.04

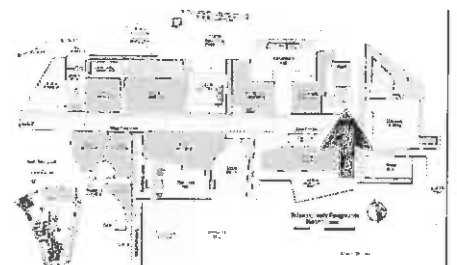
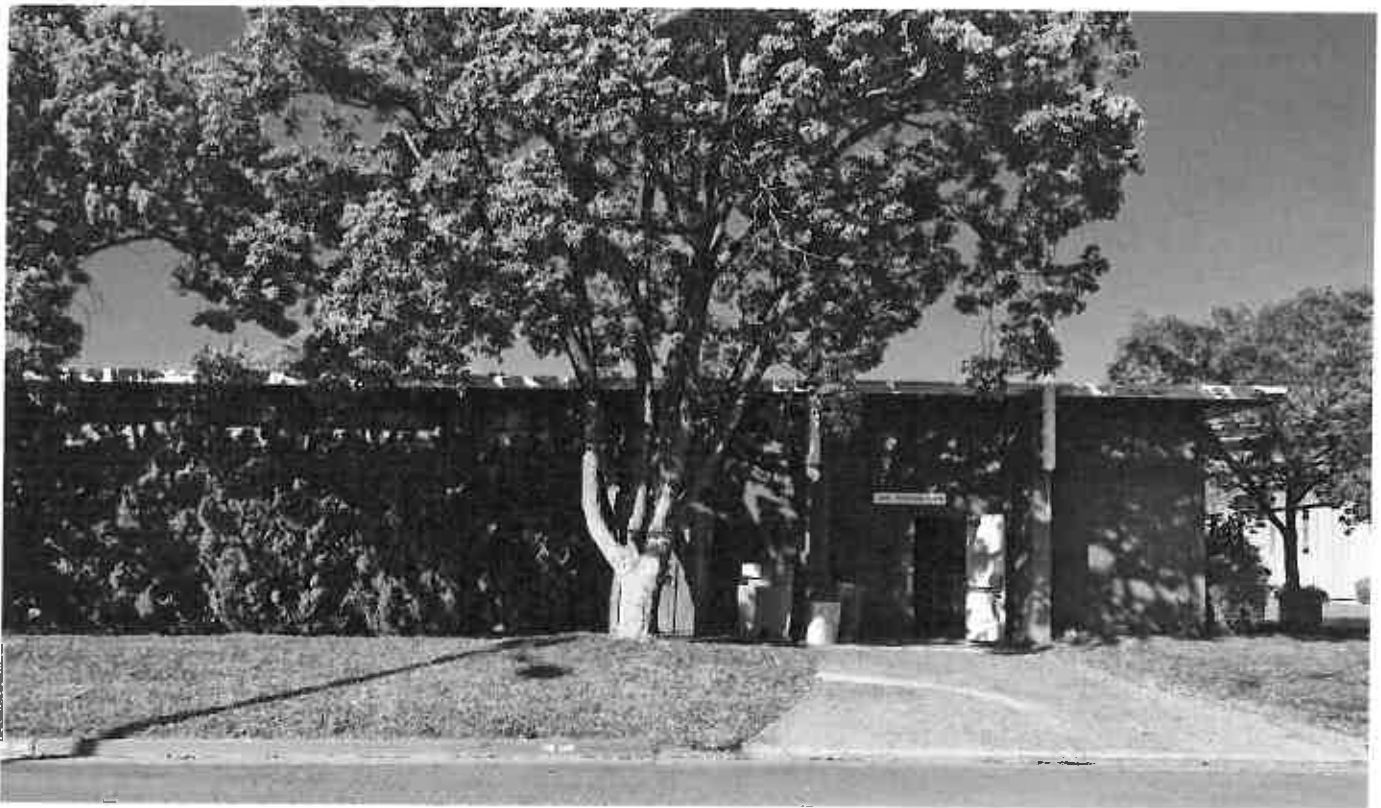


# Vallejo Gem and Mineral Club Unit

## VALLEJO GEM AND MINERAL CLUB IMPROVEMENTS

11/20/2013 Reznor Heater

\$3,658.00





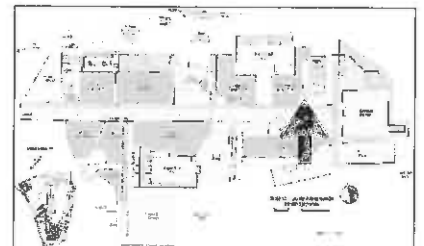
# Maintenance Meeting Room Unit

## MAINTENANCE MEETING ROOM IMPROVEMENT

11/30/2003

Heater- Reznor FE75 Maintenance Dept

\$1,990.00



# Maintenance Shed Unit

## MAINTENANCE SHED IMPROVEMENTS

06/07/1999    Trash Compactor sc-t2-20

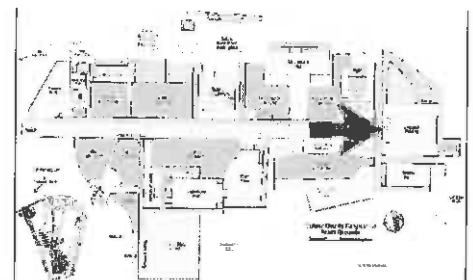
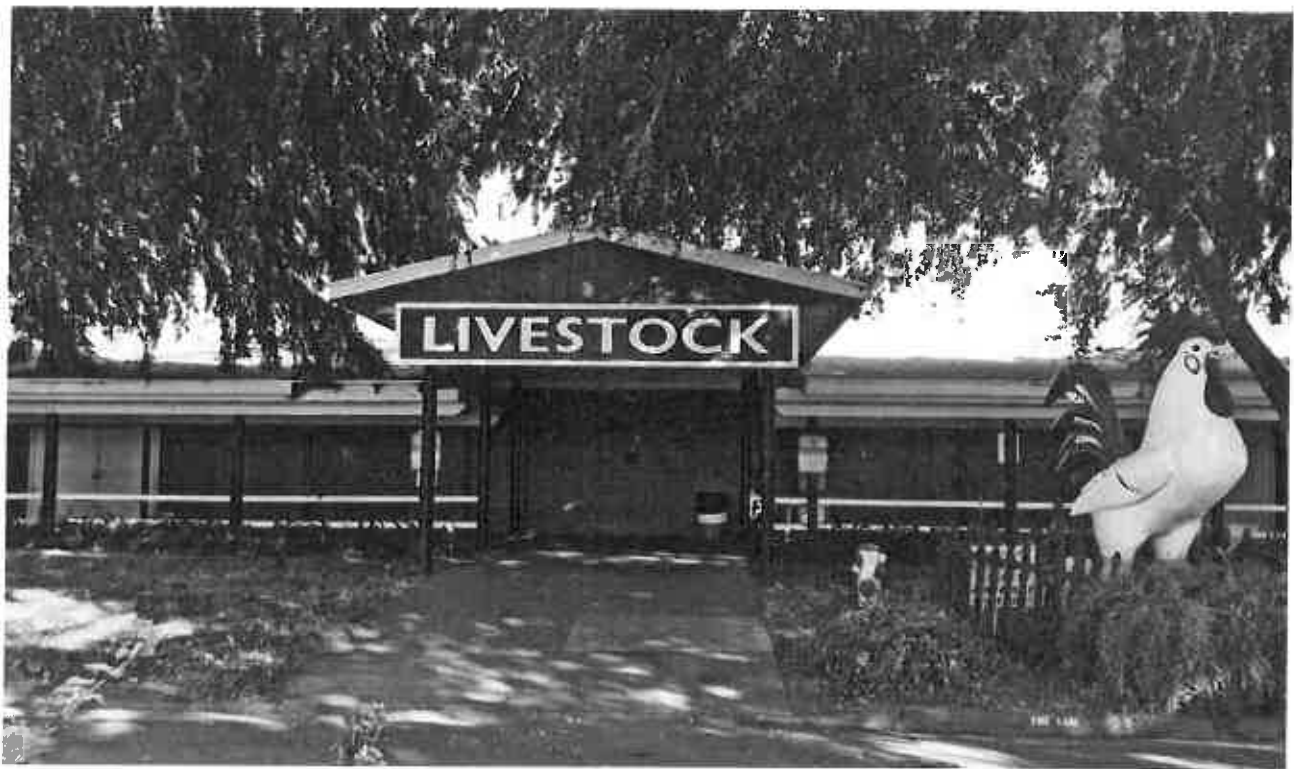
\$33,213.99



# Livestock Building

## LIVESTOCK BUILDING IMPROVEMENTS

07/01/2001	Livestock building light fixtures	\$ 7,500.00
06/30/2016	SHADE CLOTH - LIVESTOCK	<u>\$ 2,830.83</u>
		\$10,330.83



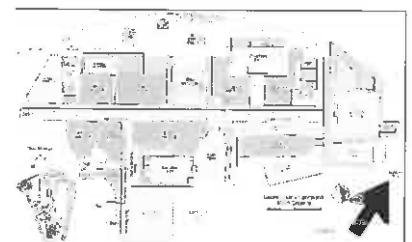
# RV Park

## RV PARK IMPROVEMENTS

01/13/2004

Modular restroom

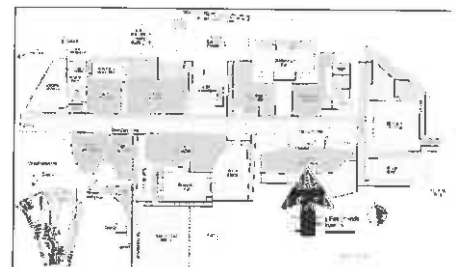
\$47,041.25



# Concert Arena

## CONCERT ARENA IMPROVEMENTS

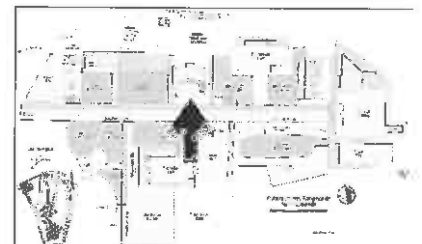
07/01/2001	Sports arena enhancements	\$335,445.42
02/01/2002	Perimeter Fence- Arena	\$ 13,297.00
07/01/2002	Sod and sprinkler system- Arena	<u>\$ 54,469.64</u>
		\$403,212.06



## Gibson Hall / Solano Race Place

### GIBSON HALL / SOLANO RACE PLACE IMPROVEMENTS

06/13/2000	HVAC- Gibson Hall	\$ 40,000.00
07/01/2001	Generator for Gibson Hall	\$ 22,775.00
08/13/2014	Trim Paint	\$ 61.66
08/14/2014	New Roof- Gibson Hall	\$ 64,117.92
10/17/2014	Carpet Replacement & Installation	\$ 19,880.00
11/05/2014	Building Repairs, Replacement & Upgrades	\$ 34,394.82
11/17/2014	Replace AC Compressor	\$ 2,762.22
07/21/2016	NEWCOMB REPAIR EXTERIOR DOOR	\$ 384.25
		<b>\$184,375.87</b>

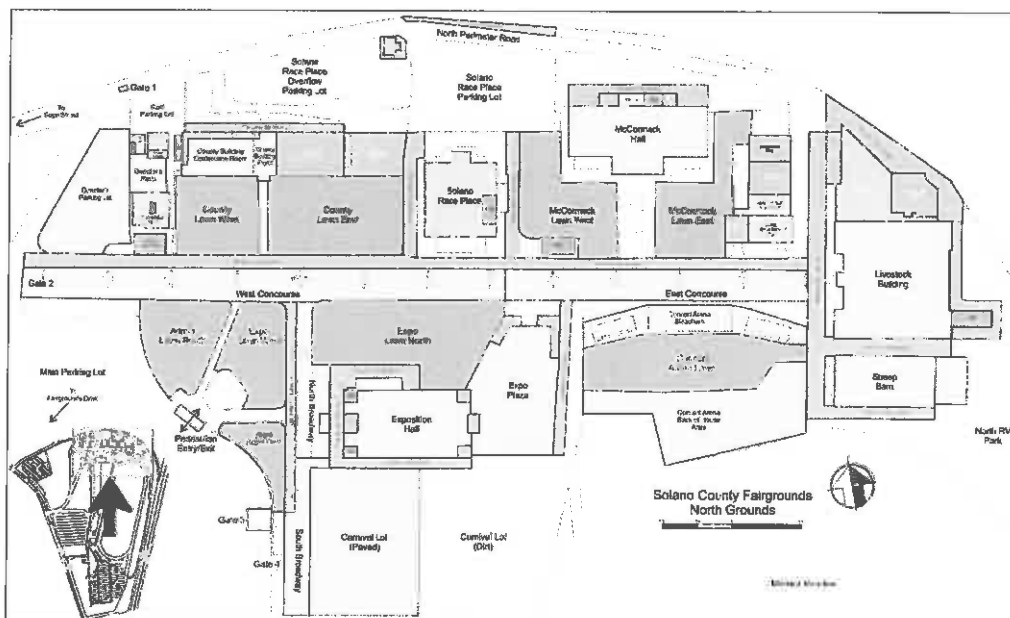


# North Grounds

## NORTH GROUNDS IMPROVEMENTS

07/01/2000	Paving	\$ 39,383.05
07/01/2001	Electrical upgrade project	\$ 64,920.41
05/01/2001	Aerial survey	\$ 13,210.94
06/01/2001	Security barrier arm gate	\$ 7,981.00
07/01/2002	Major electrical upgrade	\$ 15,000.00
07/01/2004	Fencing	\$ 6,700.00
08/15/2014	Repair perimeter fencing & gates (Sage St. & Hwy 37)	\$ 2,952.00
08/15/2014	Repair perimeter fencing (Maintenance Yard)	\$ 350.00
11/03/2014	Replace, Repair, & Upgrade Electrical System	\$ 17,893.00
07/30/2015	Energy efficient light fixture on concourse	\$ 17,322.83
07/01/2016	5500-999-47 Electricity exp - water pipe repair	\$ 8,148.30
07/05/2016	SUNSTATE SCISSOR LIFT RENTAL PAINTING	\$ 393.70
07/05/2016	SUNSTATE BOOM LIFT RENTAL PAINTING	\$ 465.44
07/21/2016	PAINT & MATERIALS FOR FACILITY PAINTING	\$ 2,877.59
07/30/2016	PG&E TRANSFORMER- GEN SET AND LIGHT	\$ 1,900.19
09/06/2016	WATER LINE REPAIR	\$ 12,200.00
03/10/2017	Wages temp - parking lot improvement 2017	\$ 1,571.04
03/10/2017	Wages temp - electricity 2017	\$ 164.80
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 548.81
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 52.12
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 548.81
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 551.14
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 544.72
05/31/2017	PAINT SUPPLIES 3741 5651-20	\$ 135.85
06/30/2017	Wages temp - facilities paint and polish 2017	\$ 527.25
04/06/2018	REPAIR SAGE STREET FENCING 3948 6157-22	\$ 1,345.00
06/01/2018	SIX FLAGS PARKING LOT LIGHT METER 3975 6239	\$ 3,814.59

**\$221,502.58**

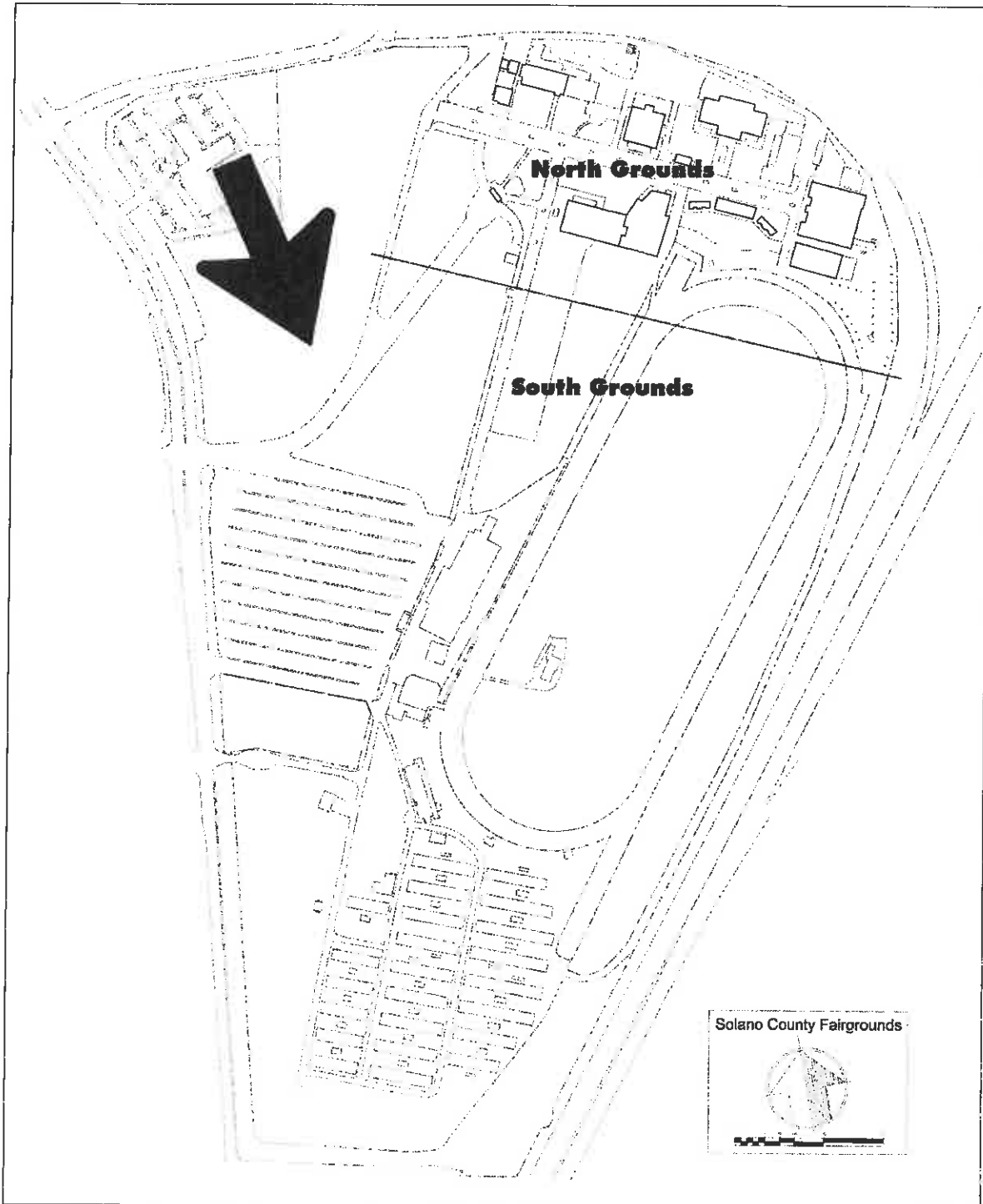


# South Grounds

## SOUTH GROUNDS IMPROVEMENTS

05/01/2001 Aerial Survey

\$13,210.94







January 25, 2019

Governance Sub-Committee Members and Staff:

As requested, the Solano County Fair Association (SCFA) is submitting a Supplemental Operational Plan 1 (SOP1) intended to be incorporated into the already submitted SCFA draft business plan (DBP).

SOP1 represents SCFA continuing in its current role as the agent for the County of Solano. Included in the scope of that work is the management and operation of the Solano County Fair Enterprise Account (SCFEA) as well as the physical plant known as the Solano County Fairgrounds.

SCFA's original intent was to also provide an alternative plan Supplemental Operational Plan 2 (SOP2) that would have reflected SCFA only producing the annual Solano County Fair. To complete such a plan would require compiling the data to separate the operational activities of SCFA from the ownership obligations of the County. The compilation of that data, while an integral part of SCFA's new business model, has proven to be a larger task than first anticipated.

Given the scope of work, combined with the limited time allocated for the report production, SOP2 is not completed at this time. The work to separate and quantify SCFA activities from SCFEA related activities is ongoing and is included as part of SCFA's 2019 workplan.

The work on SOP2 notwithstanding, SOP1 is SCFA's last submittal to the Governance Sub-Committee. SCFA is confident that all requested information, data, or reports requested by the County's representatives on the sub-committee have been submitted and presented.

Thank you for the opportunity to submit this report. SCFA's Board of Directors and staff look forward to your comments and feedback.

Respectfully,

Mike Ioakimedes  
CEO / Executive Director  
Celebrate Solano-A Community Resource  
[mioak@scfair.org](mailto:mioak@scfair.org)  
707-551-2004 Direct



900 Fairgrounds Dr – Vallejo CA 94589 – [scfair.com](http://scfair.com)

# Supplemental Operation Plan 1

Supplemental Operation Plan 1 is divided into five sections:

1. SCFA's Outstanding CalPERS Liability
2. Solano County Fairgrounds Capital Improvement Report
3. SCFA's Governance & Organizational Changes
4. SOP1 Budget Proposal
5. Current Year Round Position Titles and Job Descriptions

## **1. SCFA's Outstanding CalPERS Liability**

The outline of SCFA's plan to address the outstanding CalPERS liability is contained in the DBP section 1. The significant change that SOP1 introduces is the debt service for the CalPERS liability is now listed as an expense on SCFA's Income Statement (as opposed to prior SCFA financial reporting where the CalPERS liability was strictly treated as a Balance Sheet issue).

Beyond the financial reporting format changes the SOP1 budget contains \$100,000 dedicated to paying down this liability. This is in addition to the existing debt service that is embedded in the current payroll model.

The \$100,000 allocated as an annual payment is intended to be part of a long term (20 year) debt schedule. Funds are allocated in the SOP1 budget to have financial professionals help determine the actual annual payment amount as well as the term of the payment schedule.

## **2. Solano County Fairgrounds Capital Improvement Report**

Included in the SOP1 is an assessment of the Solano County Fairgrounds buildings and grounds. In addition to the Assessment Report the SOP1 budget contains \$100,000 dedicated to calendar year 2019 fairgrounds capital improvement / maintenance projects.

The \$100,000 dedicated to current fairgrounds capital improvement / maintenance projects is separate and in addition to SB 5 / Proposition 68 and AB 1499 funds, which are anticipated to be allocated by the State of California in the second half of 2019.

## **3. SCFA's Governance & Organizational Changes**

Copies of the amended SCFA bylaws are included in DBP section 4.

In the Summer of 2018, SCFA amended and adopted its bylaws in response to County members of the Governance sub-committee feedback and concerns. With the amended bylaws have come additional concerns from County staff and elected officials.

In response, SCFA Board of Directors is considering further changes to its bylaws to address the concerns of County officials

## **Section 4.2 – Number of Directors**

The Board is considering a proposal to reduce the total number of SCFA Board seats from 15 to 11. The rationale behind this proposal is that this would allow District 3 and District 4, which currently have no representation on the SCFA Board, the opportunity to appoint two members each. Following those appointments this would bring the total SCFA Board composition to:

District One – 3 seats (one additional seat as the Fairgrounds is physically located in District One)

District Two – 2 seats

District Four – 2 seats

District Three – 2 seats

District Five – 2 seats

This Board composition retains equal distribution of representation throughout the County, while preserving an uneven number of seats to avoid tie votes.

## **Section 4.3 (c) – Term**

The Board is considering reducing the number of consecutive terms a SCFA Board member may serve from three (3) consecutive four-year terms to two (2) consecutive four-year terms.

## **Section 4.5 (g) – Vacancies**

The Board is considering amending this section so that the authority to appoint Directors to the SCFA Board remains solely with the Solano County Board of Supervisors (BOS). Existing language that allows for BOS members to make appointments would remain, but if a BOS member chose not to make an appointment (within a reasonable time frame) than any other member of BOS could make said appointment, nominating a qualified resident from anywhere in Solano County.

As SCFA transitions to a more traditional nonprofit business model the role and responsibilities of SCFA's Board become that much more critical. Having a full Board compliment is essential to the SCFA organization operating at full efficiency.

## **Section 5.1 – Committees**

The Board is considering altering the existing language so that SCFA committee chairs do not have to be SCFA Board members. Each SCFA committee would have a SCFA Board member as a committee member who would act as a liaison to the SCFA Board. Again, as SCFA moves toward a more traditional nonprofit model there is a very real need to expand SCFA's committee structure. By allowing for non-SCFA Board members to chair SCFA committees the hope is to increase resident participation while also using the committee structure as a potential "feeder" of future SCFA Board nominees.

## **SCFA's Board of Directors' Handbook**

The Board is reviewing the existing SCFA Board of Directors' Handbook with the intent to update its contents to reflect SCFA's Board of Directors' new roles and responsibilities as they pertain to the new SCFA business model.

#### **4. SOP1 Budget Proposal**

The SOP1 Budget is reflective of the new organization SCFA is transitioning into. A new organizational structure, a new financial reporting format combined with a renewed spirit and energy have SCFA confident of its ability to continue to serve the citizens of Solano County well into the 21<sup>st</sup> Century.

Key highlights of the SOP1 Budget include:

##### **Revenues**

Projected 2019 revenues closely align with 2018 year end numbers. Line items have been created for both SB 5 / Prop 68 funds as well as AB 1499 funds. While both of these new revenue streams should become reality in 2019, SCFA has chosen to take the conservative approach by not including any projected numbers. A mid-year review of these items is planned as the State has indicated that actual amounts for these funding streams will be included in its May revise budget adjustments.

Also new for 2019 is the inclusion of a revenue line item for Fund Raising Activities. SCFA is planning a major fundraising event for the 4<sup>th</sup> Quarter of 2019. Because this is the first year of the event we have not reflected any revenue from this event. Subsequent years will have the appropriate revenue figure.

##### **Expenses**

After an in-depth labor analysis, the 2019 Wages/Payroll Tax expense amount represents a significant decrease from prior years. The cost decrease is due to elimination or consolidation of positions as well as a reduction in overall labor hours.

Workers' Comp/Health Ins/Vacation Accrued and Pension figures reflect 2018 numbers even though the 2019 wage figure is significantly less. Both Workers' Comp and CalPERS costs are expected to rise in 2019 therefore SCFA thought it prudent to include the inflated amount.

A new expense line item is the inclusion of the 6 Flag Parking Lot Paving Project cost. In the past this has been reflected as a Balance Sheet adjustment. SCFA's new financial reporting reflects the intent to have more easily understood financial statements.

Fair Entertainment for 2019 has been increased by \$20,000. While the new Solano County Fair format, debuted in 2018, was successful, the feedback received was that more of the traditional fair activities were desired. The budgeted \$20,000 is intended to meet that need.

The \$20,000 allocated for Fund Raising Activities is intended to serve as seed money for the new SCFA fundraising event planned for the fall of 2019.

#### **5. Current Year- Round Position Titles and Job Descriptions**

As requested a summary of SCFA Year-Round Position Titles and Job Descriptions is included.

## Major Equipment Purchases

06/01/1999	Sweeper-Scrubber	\$ 17,297.50
06/01/1999	Sweeper-Scrubber- Funded by CFSA	\$ 13,814.00
07/01/2001	Chairs (2,000)	\$ 17,680.00
12/01/2001	Drapes- McCormack Hall	\$ 4,095.68
06/01/2002	Picnic Tables	\$ 4,933.16
01/07/2003	Carpet cleaner 800 PSN Gal Supernova	\$ 2,954.48
02/22/2003	Commercial Sprayer	\$ 2,956.25
05/27/2003	1990 Dodge Dakota	\$ 1,650.00
12/11/2003	Toyota Truck 1994	\$ 2,500.00
05/07/2004	Double Door Freezer	\$ 2,545.86
08/31/2007	Sweeper/Scrubber	\$ 17,716.88
01/05/2009	Forklift	<u>\$ 16,750.50</u>
		<b>\$104,894.31</b>

# McCormack Hall Complex

## McCormack Hall Specifications

Primary Event Space	16,000 square feet (with 1,600 square feet in foyer)
Maximum Occupancy	2,500

## Maximum Seating Capacities

6-foot Rounds	768
8 Foot Banquet Tables	1216
Theatre Style	1936
<i>(includes 40 foot set back for stage/back of house)</i>	
Trade show – 10'x10' booths	80

## Building Amenities

Floor and perimeter electrical outlets  
Building-wide PA system  
Men's and Women's Restrooms  
Storage Rooms and/or Green Rooms  
Full Commercial Kitchen



**McCormack Hall Complex** (Referenced as ID# 12 “McCormack Hall & Lawns” and ID #1 “Concourse Restroom” in FCS report, Section 1, Table 1)

**General Description:** This complex serves a number of functions as a public event facility on a year-around basis. Aside from its annual use during the fair as the main competitive exhibits display building, McCormack Hall hosts everything from Quinceaneras to afterschool “color guard” practices, memorial services, concerts/dances, consumer trade shows and banquets, this facility is among our most flexible and useful facility assets. Comprised of the building itself, west and east lawn areas, Concourse Restroom and back-of-house parking on the north elevation of the building. There are also extensive concrete sidewalks leading up to and around the perimeter of the building and a large, dedicated landscaping feature on the south side of the building between the two lawns.

- **McCormack Hall** – This building was built in the mid-70's, presumably with an eye to hosting large banquet functions. Equipped with a full commercial kitchen (permitted by the Environmental Health Department), this building is capable of hosting 1,500+- people for a banquet. With respect to the building's issues, leading the list is the leaking roof. Anecdotally speaking, my understanding is that the roofing system on this building (steel “ridge and valley” sheets screwed down thru the valleys, draining to perimeter gutters/downspouts) leaked from the day it was built and that several unsuccessful attempts were made over the years to mitigate the problem. Aside from the ongoing leaks in the main public room, the north elevation wall appears to have been compromised by the poorly functioning roof drainage systems. Inexplicably, the building has never had a full HVAC system. Instead, it only has a heating system. The current heating system is compromised as part of the heat exchanger sub-system is cracked. Consequently, while we're still able to heat the building during the winter, it's done in an energy inefficient manner. Ideally, of

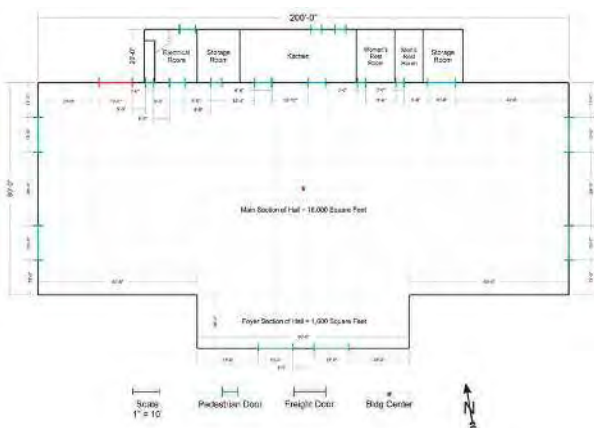
course, the current heating system would be scrapped and replaced with a full/efficient HVAC system, allowing the building to be comfortably occupied on a year around basis. The building has a smooth, serviceable concrete floor, with a field of electrical outlets in it. Unfortunately, many of the electrical outlets are non-functional, as there are apparently wiring/conduit issues in the slab that would require extensive slab/floor invasion to address. The lighting systems for the building (“high bay” combination incandescent and sodium vapor) in the main room and fluorescent in the kitchen/restroom/storage areas should all be replaced with LED systems. Exterior lighting systems appear to be primarily incandescent and should also be replaced. The structure has permitted and in compliance fire suppression systems. The exterior perimeter doors were recently repaired/upgraded for ADA compliance in 2017, the \$30K+ cost of which was underwritten by a one-time grant from the California Department of Food and Agriculture. Moving on to the kitchen, while fully equipped, most of the equipment dates from the ‘70s and is cranky/difficult to maintain. The kitchen facilities themselves are largely non-compliant with current standards and we have inadequate cold storage equipment. Finally, while the restrooms were renovated in 2004 to bring them into compliance with ADA standards at that time, that process came with the loss of restroom “capacity,” requiring guests to use either the Concourse Restrooms or portable toilets brought in on an event-by-event basis. Should this building be retained, it is likely a number of significant upgrades/improvements will be required. Initial plans/recommendations for modifications have been discussed with CAO staff from time-to-time, but those conversations have not led to any meaningful action to date.

- **Lawns** – As with the County Lawns previously described, the McCormack Lawns are utilized by year around rental activities and the annual fair. The “parklike” atmosphere of these lawns are important draws to this facility. With respect to the condition of the lawns themselves, they suffer from poor drainage, a hodge-podge of grass species and an obsolete (manual) irrigation systems that are labor intensive to operate. On the up side, the existence of sizeable electrical and water distribution systems on the perimeter of these lawns make these lawns both attractive and useful to certain activities (dog shows, for example). As with most of the facility, there are ADA issues associated with these lawns, primarily path-of-travel limitations imposed by the concrete curbs on the edges of the Concourse.
- **Concourse Restrooms** – This “blockhouse” restrooms structure was originally installed to service attendees going to events in the “rodeo arena” (a previous iteration of what is now the “Grass” or “Concert” Arena on the south side of the Concourse. While still serving that audience, these facilities also are crucial to providing the necessary restroom capacity for activities taking place in/around McCormack Hall that have 1,000 – 2,000 attendees. The facilities themselves are largely non-compliant with ADA standards, despite the installation at of ramps at some point, presumably to address path-of-travel issues. The interiors/fixtures are marginally compliant. As with other buildings on this facility, the roof is in marginal condition and readily leaks during the rainy season. This roof is a bit more manageable in the sense that it has a small surface area, so “band-aid” repairs have enjoyed more success on this structure than other buildings here. Ideally, this facility would be demolished entirely, allowing the available lawn area to be enlarged. As these restrooms currently are needed from a capacity standpoint, their demolition would need to come in concert with the installation of replacement capacity. That capacity could be provided by a mobile/portable unit or incorporated into upgrades made to McCormack Hall.

- **Back Of House Parking** – There is currently a dedicated, semi-improved area utilized for this purposed on the north side of McCormack Hall. While useful for vehicle parking, the area’s “semi-improved” surface (ie, combination of base rock and asphalt) is not compliant from an ADA standpoint. Part of the area utilized would be better used as a “utility yard” dedicated to the McCormack Kitchen, while the remainder of the area should likely be improved with an asphalt surfaced and appropriately stripped/signed to comply with ADA requirements. Exterior flood lighting of this area is minimal and should be appropriately addressed (LED fixtures, etc).
- **Perimeter Sidewalks** – The pedestrian access to the building is provided for via concrete sidewalks, divided into 10’ x 10’ sections. There are decaying wood dividers between these sections. Unfortunately, it appears that the soils underneath many of these sections is unstable (whether due to inadequate compaction prior to pouring the concrete, root invasion, etc), leading to significant heaving of many of the sections. While some of these heaved sections have been replaced/repared (ie, by cold planning) over the years, they constitute a significant path-of-travel issue from both ADA and non-ADA perspectives. The main approach to the building entrance on the south side is in better condition that the east and west quadrants, but all areas are in need of some well thought out attention to mitigate the existing issues and ensure they don’t recur.
- **Conclusion** – The McCormack Hall Complex is likely the most flexible/useful complex of buildings and grounds on this facility. Despite this building being the only major structure currently slated to “survive” the S360 redevelopment efforts, several past efforts to move forward on both repairing/refurbishing the building have not yet been successful. If this building/complex is to stay in service, this complex is likely where most near term improvement efforts would be best made. What those improvements may specifically be and how they’re phased relative to other demolition/construction taking place on the facility is TBD.

## McCORMACK HALL COMPLEX IMPROVEMENTS

04/01/2001	McCormack Hall- Roof	\$34,887.00
04/01/2001	McCormack Roof Final Pymt	\$ 3,873.97
07/01/2004	ADA Restroom Upgrade (McCormack)	\$18,927.57
07/12/2017	McCormack Door Project/REPAIR MCCORMACK HALL	\$20,707.62
08/31/2017	McCormack Door Project /REPAIR EXIT DOOR HARDWARE	\$ 3,801.20
09/21/2017	McCormack Door Project / DOOR PROJECT	\$ 946.42
10/20/2017	McCormack Door Project / REPLACEMENT/REPAIR	\$ 2,631.60
		<b>\$85,775.38</b>





# Exposition Hall Complex

## Expo Hall Specifications

Primary Event Space	14,976 square feet
Maximum Occupancy	2,600

## Maximum Seating Capacities

6 Foot Rounds	768
8 Foot Banquet Tables	960
Theatre Style	1800
<i>(includes 40 foot set back for stage/back of house)</i>	
Trade Show – 10'x10' booths	74

## Building Amenities

Overhead, floor and perimeter electrical outlets  
 Building-wide PA system  
 Wi-Fi service  
 Men's and Women's Restrooms  
 Box Office Capability  
 Storage Rooms and/or Green Rooms  
 Full Service Snack Bar



**Exposition Hall Complex** (Referenced as ID# 7 “Expo Hall and Plaza” and ID #5 “Carnival lots” in FCS report, Section 1, Table 1)

**General Description:** This complex, located closest to our primary public parking lots and pedestrian entry, serves as the core of our competitive and trade show activities. While servicing as the commercial exhibits building during our annual fair, it's been critical to our success in hosting annual dog shows, gun shows, union meetings, dances/concerts, circuses, boxing, gymnast motorized cart and livestock competitions, RV, Spa and radio controlled aircraft shows. While the building itself is essentially just a 20K+- square foot covered space, its location in the middle of open asphalt areas on its south, east and west elevations, coupled with its close proximity to a tree shaded lawn area on its north side have made this complex, taken as a symbiotic whole, our most successful revenue producer. This “complex” (including Expo Hall as described below), was agendized for removal from service in 2018.

- **Exposition Hall** – This building, of reinforced concrete construction, was built in the late-50's, with an apparent emphasis on utility over aesthetic appeal. Natural lighting is good, with window curtain walls on the upper 2/3rds of the east and west elevations. A simple asphalt floor with freight doors on both the north and south sides make this building extremely flexible. A small snack bar on the east side of the building (permitted by the Environmental Health Department) services both the building interior and Expo Plaza. This building is capable of hosting 2,000+- people for dances and concerts. With respect to the building's issues, leading the list is the lack of environmental controls (hanging space heaters in the 4 corners of the building), making the building inefficient/expensive to heat. While the glass curtain walls bring natural light into the building, they also do an excellent job of heating the building during the summer months. With no

HVAC system to counter this heat rise, the building quickly becomes uncomfortably hot. The restrooms are marginally compliant with basic ADA requirements (due to modifications made in the early 2000s), but the fixtures are largely obsolete. The roof (composition shingles), was overlaid in 2000, but has consistently leaked around the east and west curtain walls and vent penetrations. Rain water also routinely “sneaks in” via the 4 circular roof vents placed at the center peak of the roof on its east-west access. The snack bar, while functional, is in need of significant upgrades, including replacement of the floor and roofing systems. Due to its “barrel roof” laminated wood truss design, the bottom chord of the trusses (in this case, steel rods running north-to-south are required to keep the roof trusses in tension) are just a little bit too low, relative to the floor, to allow for certain activities to easily take place (examples, basketball, volleyball). The lighting systems for the building further contributes to the vertical limitations the structure places on some activities that can take place there (“high bay” combination incandescent and sodium vapor) in the main room and fluorescent in the kitchen/restroom/storage areas should all be replaced with LED systems. Exterior lighting systems appear to be primarily incandescent and should also be replaced. The structure has permitted and in compliance fire suppression systems. Should this building be retained, it is likely a number of significant upgrades/improvements will be required. Finally, this building was slated for demolition in the summer of 2018. While the Fair Association’s vigorous efforts to prevent its premature removal proved successful in the near term, its future is clearly uncertain, making it difficult to prioritize needed upgrades and repairs beyond the ongoing routine maintenance being performed.

- **Expo Plaza** – Expo Plaza was originally designed and built to function as a “sportsmen’s area” in support of activities taking place in Expo Hall. In its original incarnation, it included a fly casting pond in its center and an archery range on its south side. Subsequent to those uses, it was converted into the “Twilight Theater,” hosting many of the “big name” entertainers playing here during the annual fairs in the ‘80s and ‘90s. The relatively limited capacity of the space (2,000+-) in the concert configuration led to its conversion into a “professional gardens” area in 2003 after the grass concert arena to its east had gone into service at the fairtime “main stage” concert venue. As it stands today, this area’s primary use is simply as a paved area in close proximity of Expo Hall. It enjoys easy access to utilities, making it very useful for use by dog shows. The condition of the asphalt is marginal and should, at the very least, be slurry sealed to protect it against further deterioration. Should this area remain in service, it would be prudent to remove the remaining legacy perimeter walls/structures on its east, north and west elevations to increase the flexibility of the area.
- **Lawns** – As with the County Lawns and McCormack Hall Lawns, the Expo Lawns are utilized by year around rental activities and the annual fair. The “parklike” atmosphere of these lawns are important draws to this facility. With respect to the condition of the lawns themselves, they suffer from poor drainage, a hodge-podge of grass species and an obsolete (manual) irrigation systems that are labor intensive to operate. On the up side, the existence of sizeable electrical and water distribution systems on the perimeter of these lawns make these lawns both attractive and useful to certain activities (dog shows, for example). As with most of the facility, there are ADA issues associated with these lawns, primarily path-of-travel limitations imposed by the concrete curbs on the edges of the Concourse.

- **Carnival Lots** – A combination of paved and dirt areas, this “sub-complex” consists of several discrete sub-units –
- ✓ **Paved Carnival Lot** – The paved area directly south of Expo Hall. Primarily intended for and utilized by carnival operators during the annual fair. During the rest of the year, it is utilized for overnight RV parking (100+ units/night) during dog shows, driver training activities by local law enforcement and public safety agencies, vehicle parking for some public activities and as a “core” festival area for the “fun runs” of various genres that we host here from time to time. The condition of the asphalt is a bit “challenged,” and like our other asphalted roads and parking areas, should be slurry sealed to protect it against further deterioration. Should this area stay in service, some more substantive asphalt repairs should be made and additional exterior lighting and utilities added along the perimeter to enhance its use (and revenue generating potential) to host/support year-around facility rental activities.
  - ✓ **Demolition Derby Arena** – Built in-house in ‘05/’06, on the southeast exterior elevation of Exposition Hall and just south of Expo Plaza, it has hosted a number of motorized and non-motorized activities since 2005. In its initial inception, it was built to host demolition derby and jaripeo activities. Raised perimeter seating on dirt berms on the north, east and south side of the arena can accommodate up to 1,500+- people on portable bleachers. When not used for its originally intended uses, it still serves as a “back-of-house” parking/storage area in support of facility rental activities. Should this facility stay in service, it would be well served to have permanent fencing installed in appropriate areas of its perimeter and a lighting system installed to facilitate its ready use for activities after dark.
  - ✓ **Dirt Carnival Lot** – This is the area just south of the Demolition Derby Arena and east of the Paved Carnival Lot. Largely unimproved flat ground, with a perimeter gravel access road, fence and electrical service on its east side, this area is utilized to augment the parking/activity space provided by the Paved Carnival Lot and/or serve as a dedicated “pit” area for the Demolition Derby Arena. Ideally, this area would be improved by the additional of an aggregate base surface and additional lighting/electrical provisions. The perimeter fence on the east side (6’ chain link) is sorely in need of replacement due to its poor condition (appears to date from the era when the original facilities built.
  - ✓ **Fair Farm/Olive Grove** – This is the area on the south end of the Paved Carnival Lot between the asphalt and the south perimeter fence. A grove of olive trees immediately abuts the paved lot, then opens up into an area that once served as the “Fair Farm,” an annual exhibit during the fair. This area currently serves as the location of the temporary “COW” (cell on wheels) that is the transitional step between ATT’s previous cell farm location on the perimeter of the Racing Grandstand and its future home on the northeast quadrant of the Fairgrounds on a dedicated communications tower. As with other areas of the Carnival Lot, this area is utilized in support of activities centered on the Paved Carnival Lot. Electrical, water and sewer hookups for RVs are located in this area and are frequently utilized by attendees at, for example, dog shows. Should this area stay in service, it would be useful/aesthetically pleasing to incorporate the existing olive trees into a more formalized, “park like” public area, improve/upgrade existing utilities to support RVs and replace the degraded perimeter fence.
  - ✓ **Broadway** – This is the north-south “spine” access road that previously was utilized to tie the north and south ends of the Fairgrounds together. Now that the horse racing facilities have been demolished, it effectively has become part of the Paved Carnival Lot (on the west side). A

➤ **Conclusion** – The Expo Hall Complex comprises the primary facility rental revenue generator on this facility. While “long in the tooth” in many ways, the open, flexible space, combined with the robust utilities serving the complex allow it to serve many functions. The existing public layout of the Fairground’s put this complex at “ground zero” with respect to the public’s pedestrian ingress/egress, making it our most efficient complex to operate. In other words, the relatively simple and utilitarian nature of this complex, despite its aesthetic challenges, is what is most attractive about it to our users.

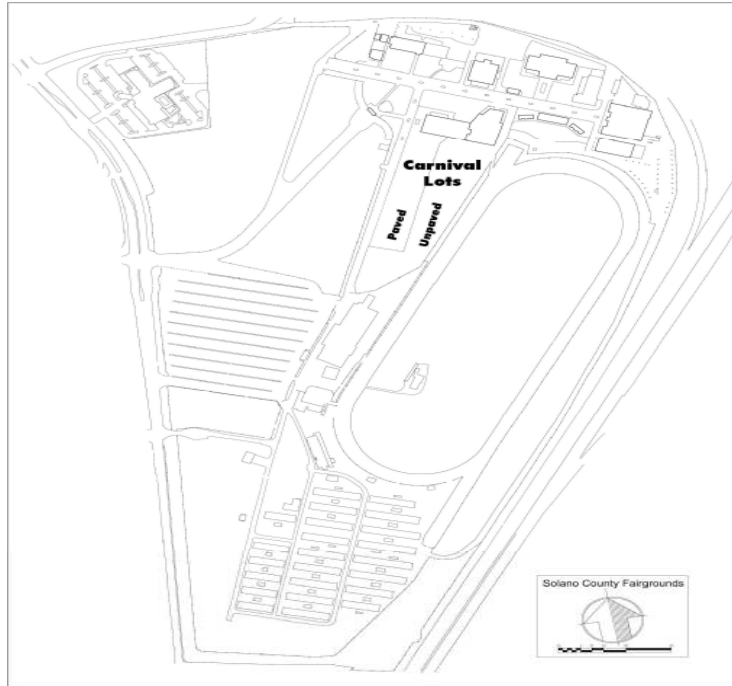
07/1/2000	Expo Roof	\$52,196.00
07/1/2001	Twilight Café Enhancements	<u>\$18,518.83</u>
		<b>\$70,714.83</b>



# Carnival Lot

## CARNIVAL LOT IMPROVEMENTS

00/00/2017	REPLACE POWER POLES	\$22,350.00
00/00/2017	CARNIVAL LOT TRANSFORMER PROJECT 3747 5679-4	\$ 136.29
		<b>\$22,486.29</b>



# Yellow Brick Road

## YELLOW BRICK ROAD IMPROVEMENTS

07/01/2002	Asphalt back of Twilight	\$7,049.45
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# County Building Complex

## County Building Specifications

Primary Event Space	4,486 square feet + 2.678 square feet in foyer
Maximum Occupancy	640

## Maximum Seating Capacities

6 Foot Rounds	228
8 Foot Banquet Tables	280
Theatre Style	480
<i>(includes 15-foot setback for stage/back of house)</i>	
Trade Show – 10'x10' booths	35

## Building Amenities

Floor and perimeter electrical outlets  
 Building-wide PA system  
 Wi-Fi service  
 Men's and Women's Restrooms  
*adjacent to building*



**County Building Complex** (Referenced as ID# 14 “County Building and Lawn” in FCS report, Section 1, Table 1)

**General Description:** The building is comprised of the Conference Room, Foyer, Warehouse, Records Storage and public restrooms. The complex also includes a fenced storage yard on the east end of the building (immediately adjacent to the warehouse), public overflow parking for the Solano Race Place (also utilized during the annual Fair as parking for Commercial Vendors) and the “West” and “East” lawns on the south side of the complex.

- **Conference Room** – Located on the southwest portion of the building, this room is utilized to accommodate public functions of up to 200+- people. It has been utilized as exhibits space for our “Fine Arts” and “Horticulture” programs during our annual fair. While the room itself is reasonably accessible from an ADA perspective, the perimeter doors/path-of-travel are not up to current standards. The room is inefficiently heated by one space heater at the east end of the room. There is no “air conditioning” in this building. Consequently, this room/building can become very hot/uncomfortable for its occupants during the summer months. The floor system is comprised of carpet laid directly on the original asphalt floor. While the roof system of this building is largely compromised, the Conference Room does not have any water leaks. The lighting systems in this room are legacy incandescent fixtures and should be replaced with LED fixtures if this building is to stay in service. As with the Administration Complex, this room/building do not have fire suppression systems installed.

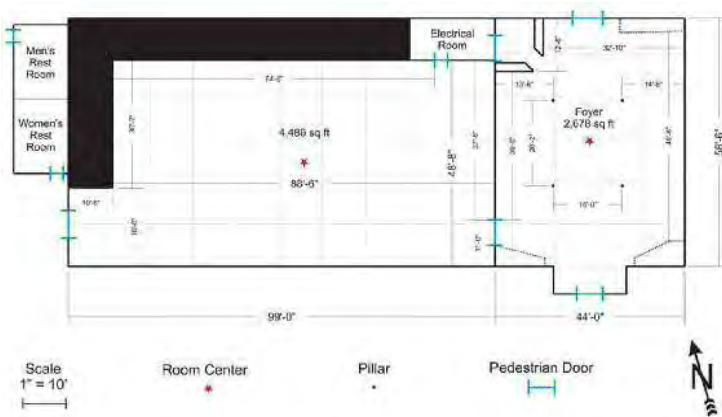
- **Restrooms** – Located on the west exterior elevation of the building (just west of the Conference Room/east of the Operations Annex), these facilities are primarily utilized by SCFA staff and the SCSO & Animal Control officers. They also, of course, service functions taking place in the Conference Room and immediately surrounding area (lawns, Concourse, etc). The facilities are not ADA compliant and the roof of this structure both leaks and is compromised by dry rot. Should this building stay in service, it is likely that the best way to mitigate the issues would be to demolish it and replace it with up-to-date facilities or utilize a mobile restroom/decon structure in its place as a near-term solution.
- **Foyer** – Located in the “center” of the building, this area once served as the primary entrance to the “professional garden” exhibits on the north and east elevations of this building. A light and airy space with high ceilings, it has been utilized in recent years to house competitive exhibits programming and functions associated with facility rentals. It also has served as our fair-time “fair décor” departments primary fabrication studio space. The roof system directly over this foyer area particularly leaks on both the north and south elevations and is in urgent need of repair if this building is to stay in service. Like the Conference Room, ADA access is marginal due to path-of-travel issues associated with entry/egress. Legacy lighting system is incandescent and the heater is currently out-of-service.
- **Warehouse** – This space is located on the east side of the building (directly adjacent to the east side of the foyer). It is used for year-around storage of props utilized by the annual fair and equipment (tables, chairs, etc) used for year around rental activities. This space served a number of functions prior to its current warehouse use, including housing professional garden exhibits during the annual fair and a community theater for some years. While it is functional in its current use a large covered space that is reasonably secure, the roof over this area leaks and the floor is a combination of broken asphalt and dirt. Lighting is incandescent. As with the other elements of this building, if the building is to stay in service, the roof issues require urgent attention, the lighting should be replaced and an impermeable floor (asphalt or concrete) should be installed to mitigate workplace respiratory safety issues.
- **Storage Yard** – This fenced area is located on the east exterior elevation of the building. This area once was utilized by the professional garden exhibits and as such, contained a number of garden features (pond with bridge, rock gardens, etc). While some of these features have been removed on an ad hoc basis to create useable space for its current uses, this area serves primarily as a temporary staging area for high tempo logistical operations associated with the annual fair or facility rental activities. It’s surface is uneven (like the warehouse interior, comprised of asphalt and dirt) and the area is unlit, making it a safety issue when in use after dark. Should this building/area remain in use it would be prudent to properly demolish/remove the remaining “props” from its previous uses, install an all-weather (base rock or asphalt) surface and appropriate lighting.
- **Overflow Parking** – This open and dirt surfaced area is located along the north elevation of the building. As with the Storage Yard and Warehouse, this area previously hosted the professional gardens during the annual fair. Like the Storage Yard, it had several small ponds and other features that were utilized by the garden exhibitors. Subsequent to the garden use, this area has been put

into service primarily as an “overflow” parking area for the Solano Race Place during such annual high-traffic events as the “Triple Crown” and “Breeders’ Cup.” It also serves as a parking/staging area for Commercial Vendors during the annual fair. Due to the ad hoc/unimproved nature of this area, there are drainage/ponding issues that persist, uneven surfaces and marginal lighting. Should this building/area remain in services, it would be prudent to mitigate these issues.

- **Lawns** – There are two large lawn area on the south side of the building, bordering on the West Concourse. Utilized by year around rental activities and the annual fair, the “parklike” atmosphere of these lawns are important draws to this facility. With respect to the condition of the lawns themselves, they suffer from poor drainage, a hodge-podge of grass species and an obsolete (manual) irrigation systems that are labor intensive to operate. On the up side, the existence of sizeable electrical and water distribution systems on the perimeter of these lawns make these lawns both attractive and useful to certain activities (dog shows, for example). As with most of the facility, there are ADA issues associated with these lawns, primarily path-of-travel limitations imposed by the concrete curbs on the edges of the Concourse.
- **Conclusions** – As one of the original buildings constructed here (along with the Administration Office and Livestock Barns), this complex has seen better days. While the structure itself (concrete poured in place) seems robust, it has seen better days. At a minimum, it needs a roof, LED lighting, HVAC, restroom upgrades/replacement if it’s to remain in public service. The warehouse storage function would need to be addressed if the building is taken out of service, as the inventory of materials/equipment housed there will require a dry and secure location. With respect to the lawns, they probably comprise the most commercially and aesthetically valuable part of this complex and should be given priority over the rehabilitation of the building itself.

## COUNTY BUILDING COMPLEX IMPROVEMENTS

06/13/2000	Cement Slab-Flower Garden	\$ 2,000.00
02/15/2006	Heater- County Bldg.	\$ 3,684.00
04/01/2010	Carpet - County	<u>\$11,931.88</u>
		<b>\$17,615.88</b>





## Administration Complex



**Administration Complex** (Referenced as ID# 15  
"Admin Buildings" in FCS report, Section 1, Table 1)

**General Description:** This complex is comprised of the Administration Office, Directors' Room and Operations Annex Buildings. It has an adjacent dedicated parking lot on its west elevation for staff and public and a staff only parking lot on its north elevation. The "Directors' Patio" sits between the north side of the Administration Office and the Directors' Room and Operations Annex.

- **Administration Office** – Houses the core year around administrative and managerial functions of the SCFA. One of the original structures on this facility, it is built with open cell masonry block and seismically deficient. The "public" face of the SCFA, it is generally in "tired" condition and only marginally in compliance with current ADA requirements (Vehicle, Path of Travel, Building/Restroom Access, Etc). HVAC systems (2) are functional and maintain comfortable conditions within the building despite the minimal thermal insulation incorporated into the structure. There is one men's and one women's restroom located in the center of the building, neither ADA compliant. While the roof does not leak, it is very likely due for refurbishment in the near future. Interior lighting was upgraded to LED from legacy florescent systems in 2016. The building was last painted inside and outside in 2010. The carpet in the "public" area of the building is sorely in need of replacement (carpet laid directly on the concrete slab). Finally, this building does not have a fire suppression system (aka "sprinkler system") installed.



- **Directors' Room** – A “double wide” trailer installed sometime in the late ‘80s/early ‘90s, this building serves as the SCFA’s Board of Directors primary meeting location. It is also utilized by many events on a year around basis as a meeting/training room. While functional for its primary purposes, ADA accessibility/compliance is minimal. There is one men’s and one women’s restroom in the building, both of which are marginally ADA compliant. The structure itself is compromised by extensive dry rot in the perimeter walls and the roof is in need of replacement. The roof has been covered by a large heavy-weight tarp since 2014 to minimize further water damage. The HVAC system functions and is able to maintain comfortable conditions within the building. The lighting in this building utilized legacy fluorescent fixtures that should be replaced if this building stays in service. This building does not have a fire suppression system installed.
- **Operations Annex** – A simple steel structure (frame and exterior) on a concrete slab, this building currently houses the SCFA’s “Guest Safety” (aka security) department, a small sub-station utilized by the SCSO and SC Animal Control agencies and our digital print shop. While “plain” in construction and appearance, it seems to be structurally sound with its basic systems in good working conditions. There are no restrooms in this building, that function being serviced by the restrooms directly east of the building on the exterior of the County Building. The roof does not leak and the HVAC system functions well. The lighting in this building utilizes legacy fluorescent fixtures that should be replaced if this building stays in service. This building does not have a fire suppression system installed.
- **Directors' Patio** – A fenced concrete floor patio with 4 olive trees in planters and a shade structure. Utilized for meeting and social functions during the annual Fair and facility renters, it serves as a pleasant gathering place during the spring and summer seasons. ADA access is not what it should, the concrete floor is uneven, the shade cloth system should be replaced and the perimeter fencing suffers from significant dry rot. Functional but in need of significant TLC if this area is to stay in service.
- **Complex Perimeter** – There is a trellis structure on the east side of the Administration Office that suffers from significant dry rot. It should be replaced or removed if this building is to remain in service. The walkways and perimeter drainage systems are compromised by a combination of poor design/construction (grades/installation not correct) and failing/heaved concrete surfaces.
- **Complex Parking** – The two lots immediately adjacent to the complex seem to have an adequate number of spaces to support the complex. That said, while somewhat compliant with ADA standards, the lots should be restriped and signed to come into compliance with current standards. The asphalt surfaces are generally in OK shape, with one area compromised by sub-surface failures that should be addressed/repared. Should these two lots remain in service they should also be slurry sealed to extend their service lives.
- **Conclusions** – Serviceable with near term needs for ADA retrofits/upgrades. Two of the three buildings may be seismically unsafe in a large earthquake. The lack of fire protection systems if of concern, given the year-around utilization of these spaced. Functions of these three buildings likely could be condensed into a single structure with a more efficient layout.

## ADMINISTRATION COMPLEX IMPROVEMENTS

06/13/2000	Telephone Cable Replacement	\$40,000.00
07/01/2000	Telephone Cable Replacement	\$ 8,500.00
04/01/2001	Phone system (19 phones installed)	\$ 9,201.53
07/01/2001	Phone line replacement (final phase)	\$13,312.51
05/03/2016	START ENERGY RELAMP CEILING LIGHT	<u>\$ 1,271.00</u>
		<b>\$72,285.04</b>





## Poultry Hall Complex (aka Civic Building)



**Poultry Hall Complex (aka Civic Building)** (Referenced as ID# 11 “Poultry Hall” in FCS report, Section 1, Table 1)

**General Description:** This complex houses several different functions. Originally built as a livestock facility to house avians, it has long served as home for several different functions. Currently it houses the Maintenance Office, the Vallejo Gem & Mineral Society, the New Horizons Pre-School, the “Carpenter Shop” and “Carpenter Yard” (both maintenance functions). It has a small dedicated parking area on the east side of the building, primarily to serve the pre-school.

- **Poultry Hall (Entire Building)** – This building is very functional, albeit not compliant with ADA requirements. Like the Administration Building, it is built out of open cell masonry units, which lead me to believe that it is not a seismically safe building in case of a large earthquake. There is no fire suppression system anywhere in the building. All lighting fixtures are legacy incandescent or fluorescent and should be replaced with LED fixtures. While a flat-roofed structure, the roof has proven to be leak-proof to date and I’m not aware of any significant dry rot issues compromising the structure.
- **New Horizons Pre-School** – The operators of this school are long-term renters on the Fairgrounds. Their space is located in the relative center of the building between the Carpenter Shop on the north side and the Vallejo Gem and Mineral Society space on the south side. The pre-school area has a full HVAC system in it in their primary use space. The operators of the pre-school were allowed to utilize a warehouse area (formally home to a model train club, then storage for master food and beverage concessionaires) immediately north of them in the building. This area is essentially unimproved with bare walls, ceiling, concrete floor and a non-functioning heater (no AC). In the main part of the pre-school, their restrooms facilities are non-compliant with ADA requirements and I understand that they may be under capacity relative to the number of students on the facility. The parking area immediately adjacent to the pre-school is not compliant with ADA standards and should be stripped and signed after being slurry sealed to prolong the life of the asphalt surface.
- **Vallejo Gem & Mineral Society** – As with the pre-school, this non-profit organization has been a long-term tenant in this space. They utilize their space on a year around basis primarily as a

workshop to cut, polish, etc gems and mineral. While their space is heated, it is not air conditioned. There are path-of-travel issues with building access and with the interior layout of their equipment. They do not have a restroom facility inside, relying instead on an ADA compliant portable toilet just outside their main door. As they don't have a dedicated parking lot for their space (rather, parking on the Concourse when available or elsewhere when the Concourse is in use for other functions), there are no direct ADA parking issues associated with their operation.

- **Maintenance Office, Carpenter Shop & Carpenter Yard** – The Maintenance Office is located on the southwest quadrant of the building. While now primarily in use as a training/break room for the maintenance staff, this area did at one time also house the department administrative/management “tail” of the maintenance functions. As the maintenance staff was reduced over the past 15 years, these administrative/management functions were incorporated into the duties of the managerial staff in the Administration Complex, leaving the line staff as the primary users of this space. The Carpenter Shop, located on the north end of the building, both houses the remaining functions of the dedicated carpentry functions and serves as a storage area for other small/medium maintenance supplies and equipment. The Carpenter Yard, immediately adjacent to the shop, serves as a fenced/secured storage area for supplies and materials that are too large or unwieldy to be stored in the shop.
- **Conclusion** – The “Poultry Hall” complex is in use on a year around basis by both 3<sup>rd</sup> party tenants and SCFA maintenance staff. While there are a number of challenges associated with this complex, it has served well from a functional perspective over time. Should this building stay in service, of primary concern are the restroom capacity (specific to the pre-school), ADA, environmental control (HVAC) and seismic issues that likely should be addressed.

## **MAINTENANCE OFFICE IMPROVEMENT**

11/30/2003	Heater- Reznor FE75 Maintenance Dept	\$1,990.00
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## **VALLEJO GEM AND MINERAL SOCIETY IMPROVEMENTS**

11/20/2013	Reznor Heater	\$3,658.00
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# Maintenance Complex



**Maintenance Complex** (Referenced as ID# 0 “Maintenance Shed” and “Trash Shed” in FCS report, Section 1, Table 1)

**General Description:** This complex focuses on maintenance and storage functions. It is soon to be home to the Above Ground Tank Fuel Storage System that is to be relocated from the former horse racing facilities at the south end of the grounds.

- **Maintenance Shed** – Located on the east side of the Corporate Yard (just north of the Livestock Building and east of the Poultry Hall), this structure serves primarily as a storage building for equipment, tools and supplies utilized in the day-to-day maintenance/operations of the Fairgrounds. The main section of the building (concrete, steel structure/steel roof, no environmental controls) was apparently built first, with a mish-mash of wooden structures added on the east side of the building, presumably to add more covered storage capacity. The roofs on the main and “annex” structures all leak and likely should be replaced. The two vehicle doors on the west elevation of the building are sliding, track mounted doors that occasionally fall off the track and then onto whatever happens to be in their way, constituting a safety hazard. The building does not have a fire suppression system, restroom facilities or any environmental systems. The legacy lighting systems are a combination of incandescent and fluorescent fixtures. In short, while functional as a covered covered and secured storage space, this building is truly a “shed.”
- **Disposal/Recycling Shed** – Located on the west side of the Corporate Yard, this open sided shed houses our trash compactor system, along with room for several large dumpsters to accommodate greenwaste, paper/plastic/cardboard recycling and trash. While the trash compactor has a concrete floor under it, the rest of the bays in the shed are dirt. Due to the shoddy construction of the structure, the siding/roofing on the shed tends to “peel off” during high-wind events, often leaving gaps that must be covered. While the shed does serve as a rudimentary “umbrella” for the dumpsters and compactor, it is neither a particularly attractive nor useful structure beyond those

uses. Further, it is likely that the northern bays of the shed will not be useable for their intended functions once construction starts on the joint ATT/SC OES communications node, to be comprised of an antenna mast 180'+- tall, plus a fenced compound at its base to house the supporting electronics, battery backup banks and generators. Should this shed remain in service, it should have its siding and roofing replaced with more robust (wind resistant) materials and an appropriately impermeable floor (concrete or asphalt) should be installed.

- **Fuel Depot** – This is comprised of an above ground fuel tank to be relocated from the former horse racing facilities on the south end of the grounds. With a capacity of 1,000 gallons of gasoline and 1,000 gallons of diesel fuel, It will be placed on the south side of the Corporate Yard immediately adjacent to the north elevation of the Livestock Building. Strictly speaking, the tank is oversized for our current uses (having been installed in the early '90s to service the demands of the horse racing operation). It is also not in an optimal location from either a safety or operational standpoint, given it's close proximity to the Livestock Barn and Pre-School (approximately 100'+- to the west). Operationally speaking, it will be directly in the vehicle path-of-travel, particularly when vehicles/equipment are being fueled.
- **Corporate Yard** – This is the perimeter fenced “yard” area between the Maintenance Shed on the east side, Livestock Building/Fuel Depot on the south side, Disposal/Recycling Shed on the west side and property perimeter road on the north side. It's primary use is as a parking area for vehicles/rolling stock, temporary/transitional storage of materials/supplies and access to the Maintenance. The surface appears to have been at least partially paved at one time, but the asphalt has substantially degraded to the point where it effectively is a mix of dirt, some base rock and disintegrated asphalt. If this area is to remain in service it should be resurfaced with an impermeable materials (presumably asphalt).
- **Conclusion** – The Maintenance Complex is utilized 365 days per year here. While not in an idea location relative to the rest of the facility (not in a central location and directly in the site lines of the property from the Hwy 37 to I-80 westbound onramp), it serves the basic functions required. That said, if this area is to stay in service, some serious thought needs to be given to how all maintenance and storage related functions could be integrated into this area so as to free up valuable building/real estate used for these functions elsewhere (County Building Warehouse, Carpenter Shop, Carpenter Yard and Maintenance Break Room).

## MAINTENANCE COMPLEX IMPROVEMENTS

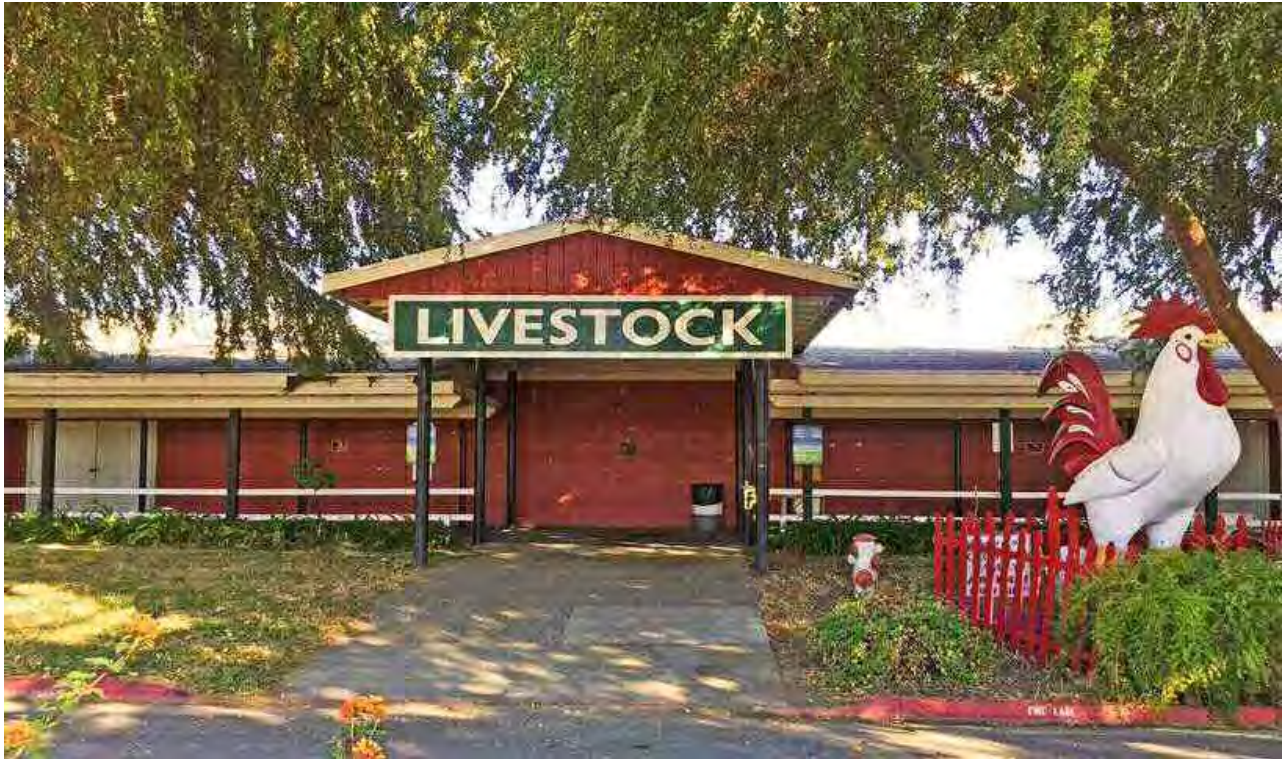
06/07/1999      Trash Compactor sc-t2-20

**\$33,213.99**





## Livestock Complex



**Livestock Complex** (Referenced as ID# 9 “*Sheep Barn*” and ID # 10 “*Livestock Bldg.*” in FCS report, Section 1, Table 1)

**General Description:** As described by its name, these facilities comprise the core of the livestock housing facilities on the Fairgrounds, utilized during the annual fair for the livestock competitive exhibits programs and Junior Livestock Auction.

- **Livestock Building** – This structure is one of the original buildings constructed on these grounds (along with the County Building and Administration Office). Originally comprised of two separate barns with a dirt floor show ring in the middle, the center section (formerly the open show ring), was roofed over. While apparently solving the need for more covered space, the design/execution of the roofing structure created ongoing roof drainage issues that have plagued this building since then. The consequence is that the building is essentially unusable for non-fair activities, particularly during the winter months. The floor, such as it is in the center section, is comprised of broken asphalt around the perimeter and dirt/baserock patches throughout the building. The two original “wing” barns have intact concrete floors, with a center open “tie” areas for the livestock and storage of tack and feed by exhibitors. While no doubt an appropriate design for the original intended use as “beef/cow” barns, these tie area now substantively impede the use of these spaces for other activities. The building is, like the Administration Office and Poultry Hall, apparently constructed of open cell masonry units, leading me to believe that this structure may be seismically deficient in case of a serious earthquake. There are no environmental control systems of any kind in the building (other than temporary/ad hoc fans and coolers used during the annual fair). The building tends to be quite hot during the summer months, the more so when it is filled with animals and people. There are no fire suppression systems in the



building. The legacy lighting systems are a mixture of “high bay” mercury vapor fixtures (which contribute to the heat load when in use) and fluorescent fixtures. As with most other building here, these should be replaced with LED fixtures. ADA access to the building is reasonably compliant, but non-compliant once inside the structure. Returning to the roof/roof drainage systems, ironically, the roofs themselves don’t substantially leak. Rather, the poor design of the drainage/gutter systems either send water directly into the building, or cause puddling/water build up that then seeps into the building. Unfortunately, the ongoing damp/wet environment appears to have compromised parts of the wooden load bearing structures holding up the roof (trusses, rafters, roof sheathing and load bearing posts/piers. Moving on briefly to the exterior of this building (north elevation), there are existing animal washing facilities (“wash racks”) that drain into the sanitary sewer system. The capacity of the washing facilities is inadequate for the volume of animals that must be serviced during the annual fair, leading exhibitors to wash their animals in areas that don’t capture the water/send it into the sanitary sewer. Further, there are no dedicated soiled bedding/manure handling/disposal facilities associated with this building. Rather, bedding/manure is placed in 30 cubic yard capacity dumpsters adjacent to the building. While the dumpsters are a good solution to this issue, simply placing them on the dirt is not, as a significant amount of bedding/manure ends up on the ground. In short, this building has a number of immediate and substantive challenges to overcome. Should this building stay in service, immediate priority should be given to the interior floor surfaces, the lighting, the exterior animal washing and manure disposal areas on the east exterior elevation. If this building is to stay in service over the long term, the roofing/drainage issues must be addressed in concert with the compromised (by dry rot) structural systems.

- **Livestock Office/Decon/RR Unit** – This mobile structure was originally obtained in 2004 and used in the horse racing facility on the south end of the grounds. After the “live” horse racing era here ended in the summer of 2009, the unit was then relocated to its present location to replace the legacy restroom/shower structure that then existed on the southeast exterior elevation of the Livestock Building. The mobile structure occupies the same general footprint as its predecessor. This structure contains men’s and women’s restrooms/shower, with a small office between them in the middle of the unit. While the path-of-travel to the unit is non-compliant, the unit is equipped with a compliant ADA ramp system. The unit is equipped with an HVAC system. The lighting fixtures are fluorescent and should be replaced with LED systems. There are no fire suppression systems in the unit. The roof is OK, but should have an overlay applied to it to mitigate on the ongoing small leaks that manifest themselves during the rainy season. In addition to its use during the annual fair by the livestock exhibitors, it also serves as the restroom/shower facility for people who use the North RV Park.
- **Sheep Barn** – This semi-open steel framed, concrete floored structure was apparently built in two phases. This is best seen from inside the building by looking at the differing roof systems. The open floor nature of this building makes it very flexible and useful for both fairtime and some summer non-fairtime activities. This building has a small fenced, dirt floor livestock show ring on its east end, with a simple shade structure system covering the area. The barn’s, however, are compromised by not having 4 perimeter or curtain walls. Rather, it has walls (with open vents and doors) on the south and west elevations of the building. There are no walls on the north or east elevations of the building. While this configuration functions adequately for the annual fair livestock exhibitors and some other summer activities, it effectively limits its use to equipment storage during the rainy season. The interior of the building tends to be cold and wet during the winter months. I don’t have a good sense of the condition of the roof surface, simply because it’s

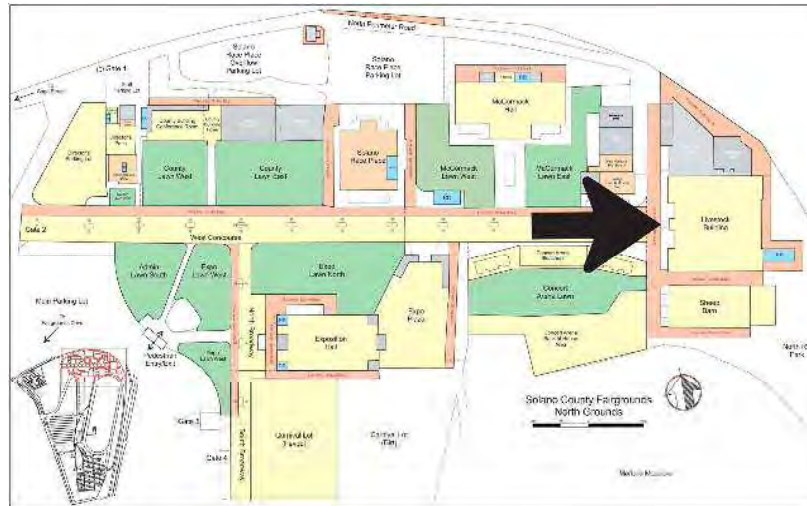
very difficult to determine if water inside the building has gotten there thru the roof or thru the open sides, doors and vents of the structure. While there is a fire suppression system in this building, there are no environmental control systems of any kind in this building. The legacy lighting systems are fluorescent fixtures. These, of course, should be replaced with LED fixtures. If this building is to stay in service, serious consideration should be given to enclosing the north and east elevations of the structure (along with installation of appropriate access doors, roof/wall vents/fan systems, etc). This would allow the building to become part of the year around rental inventory and would likely add substantive revenue to the bottom line. Finally, should the Livestock Building immediately to its north be demolished/replaced, my recommendation would be to demolish the Sheep Barn too and incorporate it's footprint into the new multi-use "Livestock Barn" that would replace these 2 structures.

- **North RV Park & "4 Acres" Overflow Parking Area** – The North RV Park is directly southeast of the Livestock Building and Sheep Barn. Currently comprising 36 RV "stalls," it's primary use has been to service the annual fair livestock exhibitors. Each stall is provided with not-less-than 110v/30 amps of electricity (some with 220v/50 amps) and a potable water spigot. Approximately half the stalls also have sewer connections. We have one sewer "cleanout" stall that allows people to empty their sewer tanks if they're in a stall without a connection. The stalls themselves have a ground asphalt base (courtesy of the Hwy 37 to I-80 onramp project a few years ago). The access roads thru the area are dirt. The surface drainage of the area is poor. Consequently, the area is difficult to use during the rainy season due to the ponding/mudding conditions of the access roads. The perimeter fencing on the east, southeast and west sides of this area is marginal, being comprised of old 6' chain link fencing. Access to the "4 Acres" overflow parking area to the southeast of the RV park is thru a gate and along a frontage road comprised of baserock/asphalt grindings adjacent to I-80 (eventually leading to the 2 billboard and electronic sign in that area). The overflow parking area is a strip of land between the frontage road on the east and Rindler Creek swale/levy on the west side. The surface is comprised of dirt/seasonal grasses. This area sees use during the annual fair by the livestock exhibitors and during a number of large dog shows by their exhibitors. The area remains closed off by locked gates when not in use. With respect to the fencing on the east side of the frontage road along I-80, it has long been our understanding that fence (6' chain link) is Cal Trans responsibility to maintain/repair. Unfortunately, Cal Trans has proven to be unresponsive to our repeated requests over the years to repair holes in that fence caused by vehicle accidents. As it stands today, I believe there are 3 to 4 separate holes in that fence line, at least one of which has been there since mid-2015.
- **Conclusion** – The Livestock Complex, as it stands today, is an underutilized resource. That said, this area could well serve (in concert with McCormack Hall, Gibson Hall and the Poultry/Civic Building) in the future as the heart of the year around activities that take place here. Should the elements of this area remain in service, there are certainly "fixes" available that could substantively improve the issues currently plaguing the buildings and could bring increased revenue from additional year around activities. Improvements to the North RV Park could easily make it commercially viable as a revenue generator on a year-around basis. Ideally, we'd see the Maintenance Complex, Livestock Building and Sheep Barn consolidated into one large structure with appropriately configured exterior service/storage spaces. That said, the existing "pieces of the puzzle" can and do serve

their current functions. They are not, however, conducive to a substantive expansion of use/revenue generation and/or cost efficiency without the improvements outlined above.

## LIVESTOCK COMPLEX IMPROVEMENTS

07/01/2001	Livestock building light fixtures	\$ 7,500.00
06/30/2016	SHADE CLOTH - LIVESTOCK	\$ 2,830.83
		<b>\$10,330.83</b>



## RV Park

## RV PARK IMPROVEMENTS

01/13/2004      Modular restroom

**\$47,041.25**





# Concert Arena

## CONCERT ARENA IMPROVEMENTS

07/01/2001	Sports arena enhancements	\$335,445.42
02/01/2002	Perimeter Fence- Arena	\$ 13,297.00
07/01/2002	Sod and sprinkler system- Arena	<u>\$ 54,469.64</u>
		<b>\$403,212.06</b>



# Gibson Hall Complex / Solano Race Place

**Gibson Hall Complex (aka Solano Race Place)** (Referenced as ID# 13 “Gibson Hall” in FCS report, Section 1, Table 1)

**General Description:** This complex serves as our year-around horse racing “satellite wagering” or “off track betting” facility. As I understand it, this building was constructed in the mid-‘60s as a competitive exhibits hall (“Women’s Arts”), then put into more general service as a rental facility until the early ‘90s. It was then put into service as the Satellite Wagering Facility here and extensively refurbished in the late ‘90s into the configuration it’s in today. The complex is comprised of the building, a north patio, a south patio (all

within a “secure” perimeter, as required by the California Horse Racing Board, the regulatory authority under which the SCFA is licensed to operate the activities taking place in the complex).



- **Gibson Hall** -- The building most recently had a new roof layer applied in 2014 due to ongoing leak problems in the building. The building was also repaired and re-carpeted in 2014 as a consequence of an attempted burglary (a vehicle was driven thru the wall on the south elevation of the building in an effort to gain access to the ATMs in the building). This building is reasonably compliant with ADA standards, although there are some issues that should be addressed with respect to access and restrooms facilities. The HVAC system functions well and maintains comfortable temperatures year around. The lighting fixtures in this building are legacy fluorescent fixtures and should be replaced with energy efficient LED fixtures. This building is fully equipped with currently permitted/compliant fire suppression systems. The audio-visual systems in the building have been continuously upgraded thru the years to replace the old-style “cathode ray tube” TV displays with more modern/energy efficient LCD/LED displays.
- **North Patio** – This area serves as the designed “smoking allowed” area. It has a concrete patio and a small lawn area with seating. A tent canopy is located on the concrete patio to cover the TV displays. The tent canopy and furnishings are frankly shabby and should be replaced. Otherwise, this area is reasonably serviceable.
- **South Patio** – This area has been underutilized in recent years (most likely due to the changes in smoking regulations imposed in ‘15 – ‘16). While a pleasant/shady area, equipped with a removable fence on the south side to facilitate use during the annual fair, the combination of the landscaping and sloped grade of the patio make it difficult to efficiently utilize on a year-around basis. Ideally, this area would be modified to better utilize the space, whether for Race Place activities or for facility rental activities not associated with the Race Place.



- **Commercial Kitchen** – The building is equipped with a commercial kitchen (inspected/permited by the Department of Environmental Health) to service the clientele in the building. While the kitchen facilities are small, they are reasonably laid out and in decent condition. That said, there is inadequate storage associated with the kitchen and the “back of house” area on the east exterior elevation is unattractive, despite the screening fencing there. It would be useful and perhaps commercially viable to improve the issues described above and perhaps make it easier for the kitchen to utilize the south patio as a restaurant seating area separate from the ongoing Race Place operations. This approach, for example, could be utilized to service the many outdoor facility rental activities that take place on a year-around basis here.
- **Parking Lot** – Located on the north side of the building (immediately adjacent to the North Patio), this asphalt area is reasonably sized and serviceable for this facility. That said, it is under lit, in need of ADA improvements (redesign/restriping/signing/etc) of the existing ADA stalls and should be slurry sealed prior to any restriping efforts.
- **Conclusion** – While needing some TLC on both the interior and exterior elements of this complex, these facilities are currently in decent condition and utilized on a year-around basis by a loyal local/regional horse racing better clientele. Most critical issues are to address the outstanding ADA issues and better utilize the South Patio. This complex generates year-around cash flow for the SCFA. In the “big picture,” it’s important to remember that this facility and the SCFA’s license to operate this facility may enable us to host a broad range of “sports betting” in addition to the current activities that take place now. The logistical “backbone” to support the proposed activities are, for the most part, currently in place with the equipment at hand. While it’s unknown at this time what the time line and financial implications of sports betting may be to the SCFA, this facility is critical to our ability to capitalize on any opportunity in this area that may arise.

## **GIBSON HALL / SOLANO RACE PLACE IMPROVEMENTS**

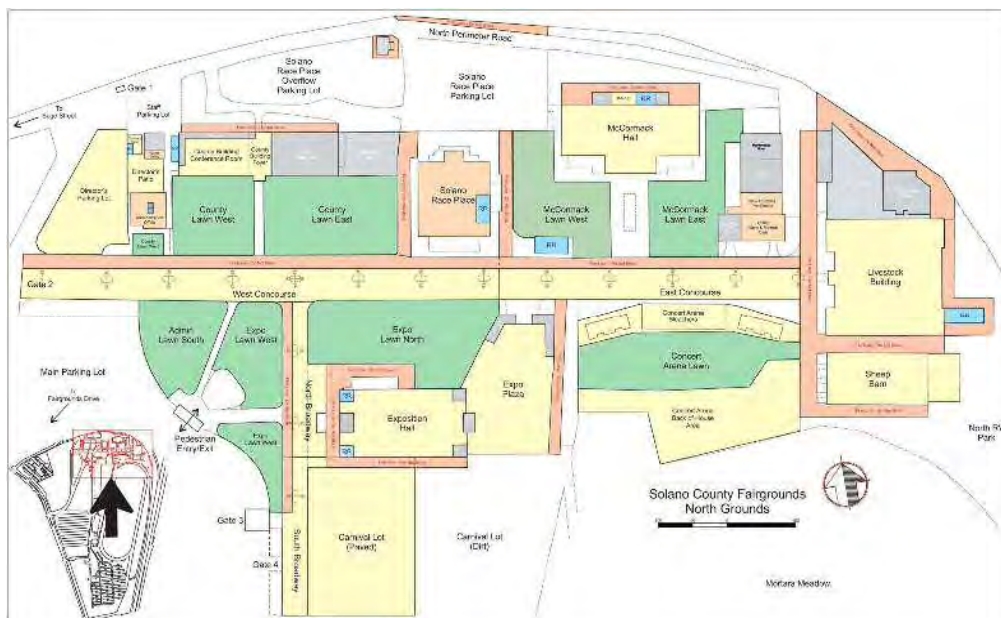
06/13/2000	HVAC- Gibson Hall	\$ 40,000.00
07/01/2001	Generator for Gibson Hall	\$ 22,775.00
08/13/2014	Trim Paint	\$ 61.66
08/14/2014	New Roof- Gibson Hall	\$ 64,117.92
10/17/2014	Carpet Replacement & Installation	\$ 19,880.00
11/05/2014	Building Repairs, Replacement & Upgrades	\$ 34,394.82
11/17/2014	Replace AC Compressor	\$ 2,762.22
07/21/2016	NEWCOMB REPAIR EXTERIOR DOOR	\$ 384.25
		<b><u>\$184,375.87</u></b>



# North Grounds

## NORTH GROUNDS IMPROVEMENTS

07/01/2000	Paving	\$ 39,383.05
07/01/2001	Electrical upgrade project	\$ 64,920.41
05/01/2001	Aerial survey	\$ 13,210.94
06/01/2001	Security barrier arm gate	\$ 7,981.00
07/01/2002	Major electrical upgrade	\$ 15,000.00
07/01/2004	Fencing	\$ 6,700.00
08/15/2014	Repair perimeter fencing & gates (Sage St. & Hwy 37)	\$ 2,952.00
08/15/2014	Repair perimeter fencing (Maintenance Yard)	\$ 350.00
11/03/2014	Replace, Repair, & Upgrade Electrical System	\$ 17,893.00
07/30/2015	Energy efficient light fixture on concourse	\$ 17,322.83
07/01/2016	5500-999-47 Electricity exp - water pipe repair	\$ 8,148.30
07/05/2016	SUNSTATE SCISSOR LIFT RENTAL PAINTING	\$ 393.70
07/05/2016	SUNSTATE BOOM LIFT RENTAL PAINTING	\$ 465.44
07/21/2016	PAINT & MATERIALS FOR FACILITY PAINTING	\$ 2,877.59
07/30/2016	PG&E TRANSFORMER- GEN SET AND LIGHT	\$ 1,900.19
09/06/2016	WATER LINE REPAIR	\$ 12,200.00
03/10/2017	Wages temp - parking lot improvement 2017	\$ 1,571.04
03/10/2017	Wages temp - electricity 2017	\$ 164.80
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 548.81
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 52.12
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 548.81
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 551.14
05/31/2017	PAINT SUPPLIES 3741 5651-19	\$ 544.72
05/31/2017	PAINT SUPPLIES 3741 5651-20	\$ 135.85
06/30/2017	Wages temp - facilities paint and polish 2017	\$ 527.25
04/06/2018	REPAIR SAGE STREET FENCING 3948 6157-22	\$ 1,345.00
06/01/2018	SIX FLAGS PARKING LOT LIGHT METER 3975 6239	<u>\$ 3,814.59</u>
		<b>\$221,502.58</b>



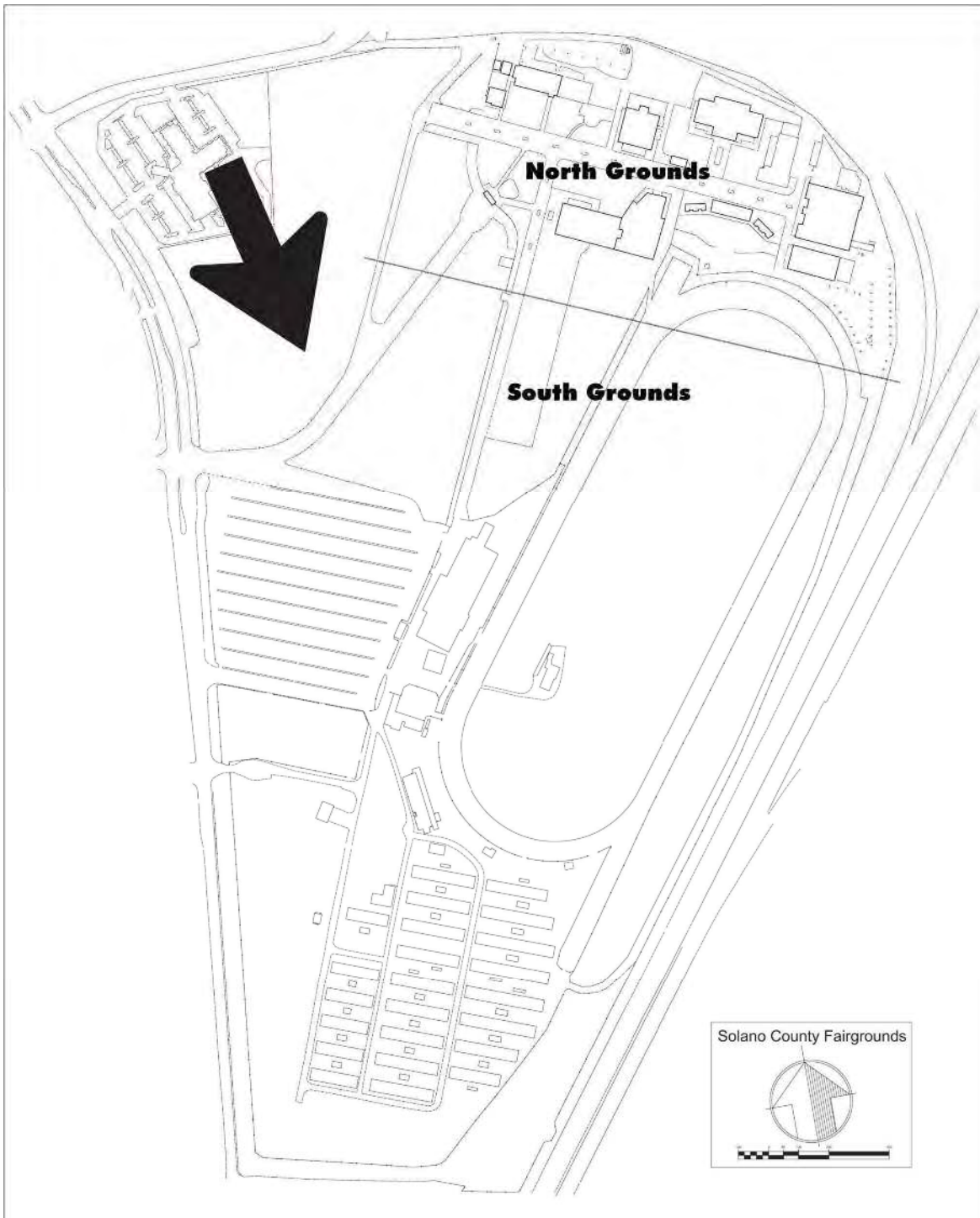


# South Grounds

## SOUTH GROUNDS IMPROVEMENTS

05/01/2001 Aerial Survey

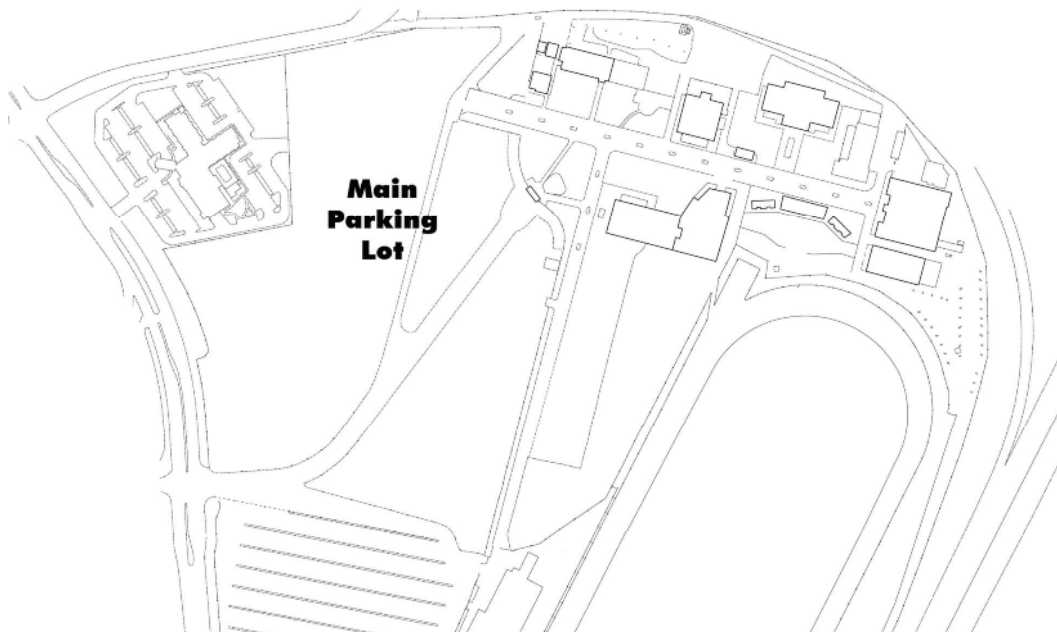
\$13,210.94



# Main Parking Lot

## MAIN PARKING LOT IMPROVEMENTS

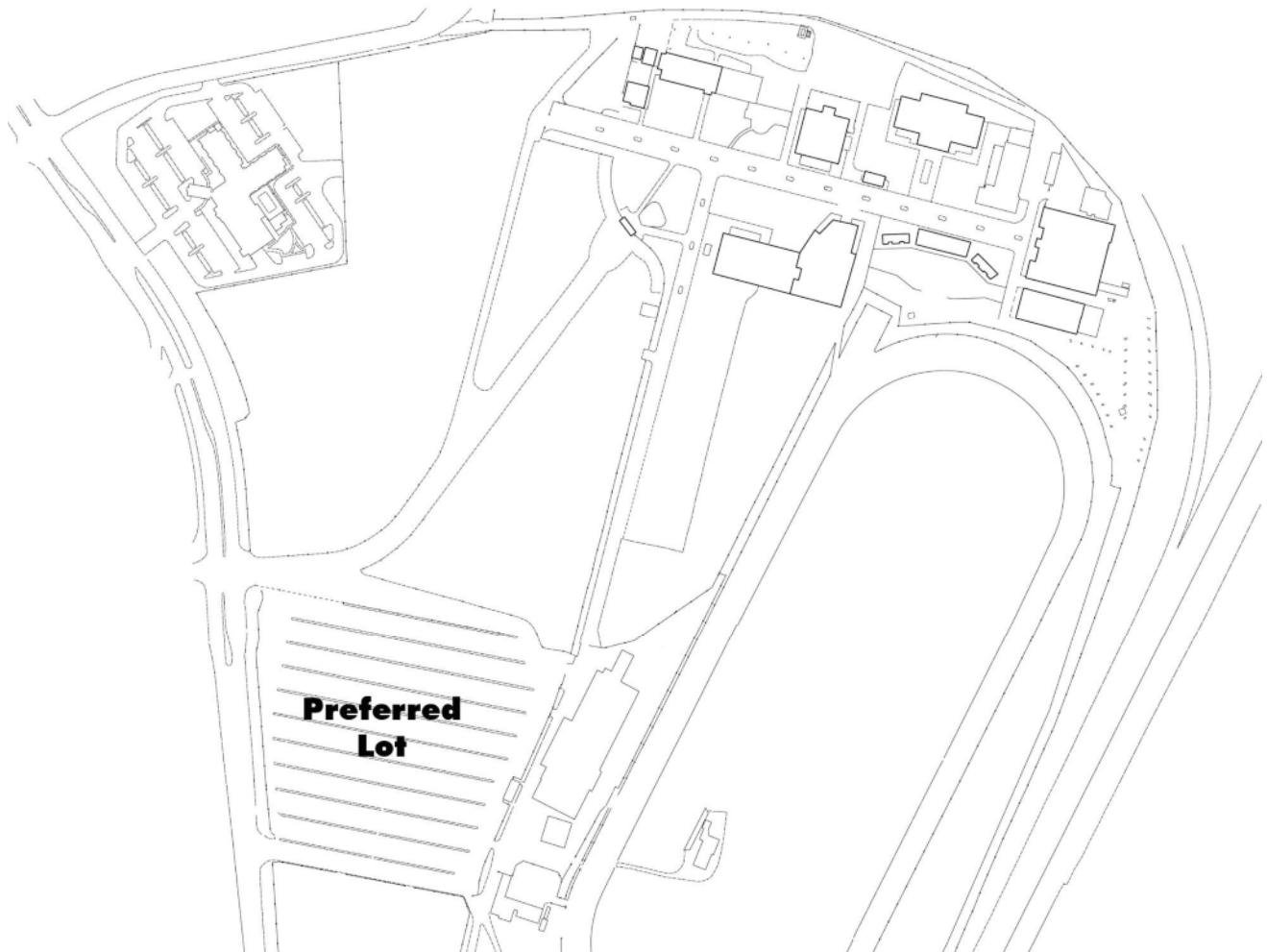
04/27/1999	Paving	\$ 23,000.00
10/25/1999	Paving	\$ 23,000.00
07/01/2001	Parking lot lights installation	\$ 48,183.50
07/01/2002	Additional lights parking lot	\$ 11,673.00
06/20/2003	Paving	\$ 50,000.00
07/01/2004	Parking lot ingress	\$ 53,706.28
06/01/2010	Paving / ADA Front Entrance	\$128,965.91
00/00/2017	Install new cable for ticket booths	\$ 361.04
00/00/2017	JAN HOME DEPOT CHARGES, ELECTRICAL SUPPLIES/TICKET BOOTH	\$ 500.14
00/00/2017	PAINT FOR PARKING BOOTH REPLACEMENT 3716 5546-10	\$ 152.54
00/00/2017	BREAKERS, SILICONE, PHOTOCELL 3717 5542-26	\$ 179.84
00/00/2017	TICKET BOOTH ELECTRICAL SUPPLIES 3717 5542-26	\$ 66.65
00/00/2017	REPLACE POWER POLES 3716 5546-6 22	\$ 350.00
00/00/2017	BOOM LIFT RENTAL FOR POLE REPLACEMENT 3716 5546-8	\$ 651.19
00/00/2017	FORKLIFT RENTAL FOR POLE REPLACEMENT 3716 5546-9	\$ 512.04
00/00/2017	4WD FORKLIFT RENTAL 3720 5574-33	\$ 1,075.61
00/00/2017	4WD BOOM LIFT RENTAL 3720 5574-34	\$ 1,126.89
00/00/2018	TCJL CC CABLE INSTALLATION 4015 6401-6	\$ 3,942.54
00/00/2018	TCJL PHONE CABLE REPAIR 4015 6402-1	\$ 207.09
		<b><u>\$347,654.26</u></b>



## Preferred Lot

### PREFERRED (6 Flags Discovery Kingdom) LOT IMPROVEMENTS

07/01/2001	Parking lot lights installation	\$ 48,183.50
08/31/2015	Paving- Overflow Parking Lot (adjusted in 2016)	\$438,368.00
00/00/2018	ELECTRICAL SUPPLIES MAINT/6 FLAGS LIGHT 3 9R6E6PAIR 6208-1	<u>\$ 1,193.65</u>
		<b>\$487,745.15</b>



# Electronic Sign

## Electronic Sign (Not Referenced in FCS report, Section 1, Table 1)

**General Description:** The digital (LED) sign on the “4 Acres” directly adjacent to I-80 was installed in 2003 to replace an existing “lightboard” sign structure in that location. This sign sits between two older “wall paper” billboards that were leveraged in a long term lease deal with the vendor who constructed the electronic sign in exchange for the exclusive control of the wallpaper billboards for a 20 year term. The electronic sign, while still functional and generating revenue, is technologically obsolete. Both the LED display and air conditioning systems required to keep the display equipment cool are electricity hogs relative to the newer installations. As time has passed, it has become both more expensive and difficult to maintain/repair the sign systems. Of particular concern is the obsolescence of the display and digital “backbone” that enable the displays to work. The core equipment/parts that comprise are no longer



easily sourced. While we still have some spares for the most critical parts, in some cases we’re just one failure away from going dark until a work around can be put in place. Specifically, the digital displays are not as clear/sharp as newer signs installed along the I-80 corridor thru Solano County. Consequently, it has become more difficult over the years to compete in that marketplace, as the “quality” of our displays simply don’t stand up to the competition’s product. While we still are “in the black” with respect to the revenue generated by the sign versus the direct expenses associated with its operation, the financial upside is limited in its current configuration.

➤ **Conclusion** – Despite the efficiency and obsolescence issues that exist for the electronic sign, it enjoys a great location along the I-80 corridor. I’m genuinely surprised, for example, that the CAO staff have not approached us to utilize the sign to actively support the S360 efforts, rather than pursuing the installation of a new sign in that same area. We would very much like to update the sign to both increase our ability to generate revenue with it

and reduce the ongoing direct expense of its operation.

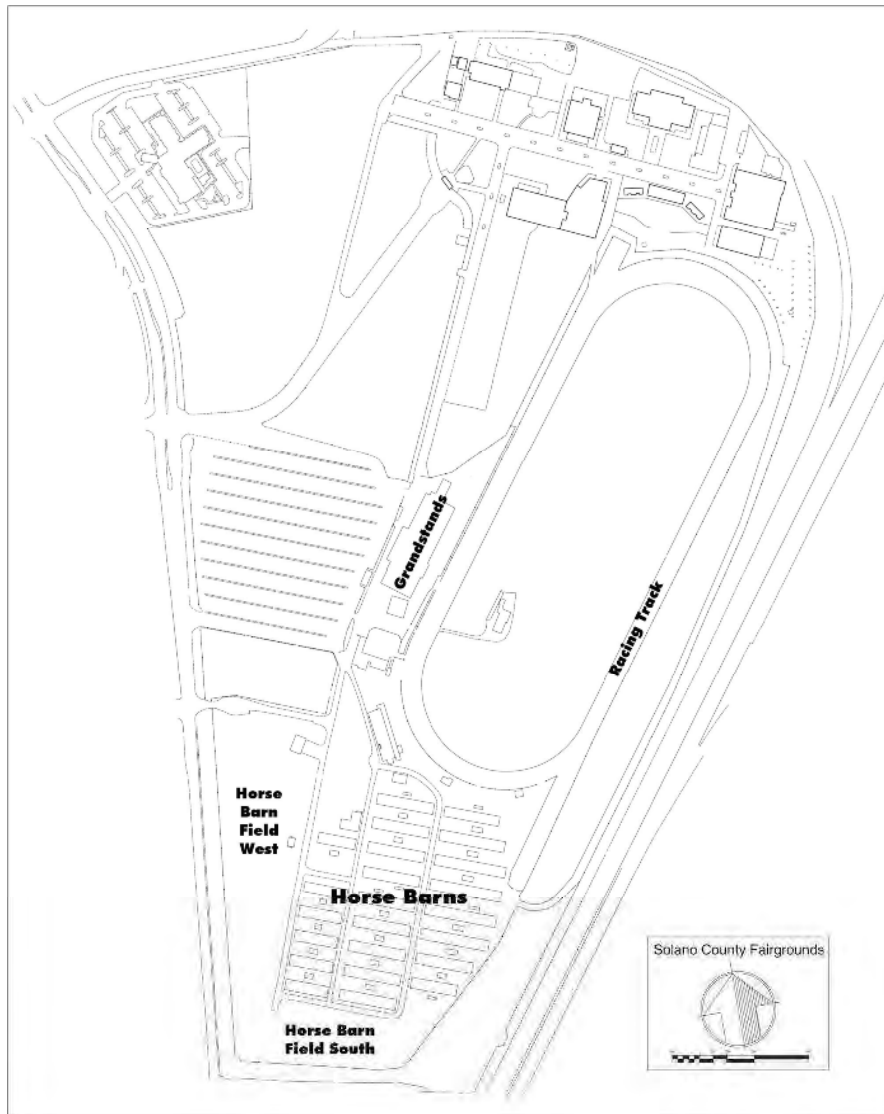
## ELECTRIC SIGN IMPROVEMENTS

12/01/2003	Electronic Sign	\$530,180.00
12/09/2003	Fence-Perimeter fence for new sign	\$ 1,767.00
		<b>\$531,947.00</b>

# Horse Racing Plant

## HORSE RACING PLANT IMPROVEMENTS

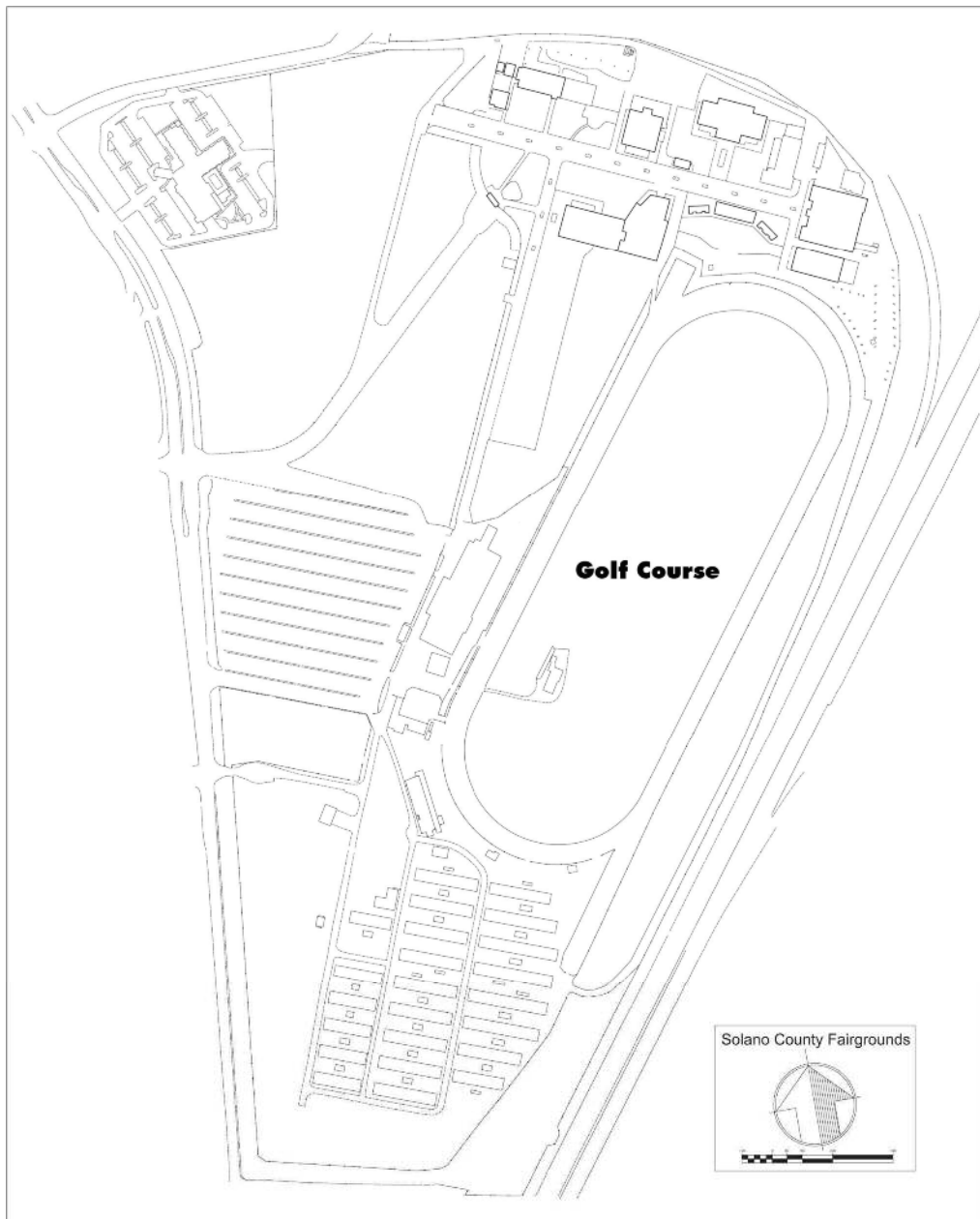
06/19/2000	Electrical- Horse Barn	\$ 11,500.00
07/01/2000	Grandstand Renovation	\$ 40,748.84
07/01/2000	Grandstand Ticket Window Renov.	\$ 40,749.00
07/01/2000	Paddock Numbers, Landscape	\$ 9,632.63
07/01/2000	Paddock Renovation	\$209,195.84
12/01/2000	Horse Barns Electric	\$ 28,308.55
07/01/2001	Grandstand safety enhancements	\$ 24,998.42
07/01/2001	Backflow prevention project	<u>\$ 9,485.00</u>
		<b>\$374,618.28</b>



# Golf Course

## GOLF COURSE IMPROVEMENTS

07/01/2000	Water Pump	\$ 3,741.11
04/22/2005	Rebuild Golf Course Water Pump	\$ 6,105.47
07/01/2005	Golf Course Paving	\$ 3,500.00
08/01/2007	Carpet; Pro Golf Shop	\$ 3,817.00
12/01/2009	Golf Course Irrigation Improvements	\$ 57,906.00
12/01/2009	Golf Course Irrigation Improvements	\$ 21,244.25
11/30/2010	Golf Course Irrigation Improvements	\$ 9,460.68
06/30/2013	Chabot Pump/Motor Rebuild	<u>\$ 16,614.32</u>
		<b>\$122,388.83</b>



SCFA 2019 Draft Budget			
Revenues	2018 Budget	2018 Projected	2019 Draft Budget
Fair Admissions	0	0	0
Fair Parking & RV Space Rentals	4,500	5,100	5,000
Fair Concessions/Carnival	0	0	0
Fair Commercial Exhibitors	0	0	0
Fair Competitive Exhibits Entries	8,000	9,181	9,000
Facility Rentals	1,116,000	1,212,703	1,206,000
Solano Race Place	524,000	548,720	550,000
Grounds Leases	790,318	794,441	811,907
Electronic Sign	110,000	98,105	110,000
Commercial Sponsorships	55,000	39,369	45,500
Fund Raising Activities	0	0	0
Miscellaneous	0	6,600	5,000
SB 5/Prop 68	0	0	0
AB 1499	0	0	0
Annual CDFA Allocation	30,552	32,487	32,487
Other Non-Operating Revenue	0	0	0
County Contributions	0	0	0
Interest	704	1,654	500
.33 Funds (Satellite Wagering)	39,932	40,580	41,000
<b>Total Revenues</b>	<b>2,679,006</b>	<b>2,788,940</b>	<b>2,816,394</b>

Expenses	2018 Budget	2018 Projected	2019 Draft Budget
Wages/Payroll Tax	1,017,607	975,445	842,607
Payroll Accrued	6,000	0	0
Workers' Comp/Health Ins/Vacation Accrued	179,130	180,058	180,000
Pension	154,300	139,540	154,300
Unfunded Pension Obligations	0	0	100,000
Professional Services	263,000	299,746	233,000
Supplies and Expenses	90,850	70,578	72,500
Utilities, Water and Garbage	323,155	263,929	275,000
Equipment Maintenance	49,600	37,783	45,000
Liability Insurance	112,364	106,474	112,364
Dues, Permits and Assessments	99,346	109,028	110,000
Buildings and Grounds	44,350	55,456	60,000
Capital Improvements	0	0	100,000
SB 5/Prop 68	0	0	0
AB 1499	0	0	0
6FDK Parking Lot Paving Project	64,000	64,000	64,000
Advertising/Promotions	41,900	28,019	40,000
Travel, Training and Meetings	19,600	19,286	18,000
Directors	17,000	8,453	8,000
Equipment Rental	78,850	69,291	75,000
Fair Entertainment	5,000	1,500	25,000
Competitive Exhibits Premiums	30,350	29,381	30,350
Bank and Credit Card Fees	9,030	10,407	10,500
Bad Debt/Cash Short/Over	0	(53)	0
Equipment	6,800	4,248	10,000
Special Projects	64,240	36,936	0
Fund Raising Activities	0	0	20,000
Donated Services & Sponsorship	3,000	0	3,000
Interest	15,971	18,492	19,000
<b>Total Expenses</b>	<b>2,695,444</b>	<b>2,527,997</b>	<b>2,607,621</b>

Profit/Loss Before Estimated Depreciation	(16,438)	260,943	208,773
Estimated Depreciation	(213,217)	(221,446)	(204,342)

<b>Profit/Loss Post Estimated Depreciation</b>	<b>(229,655)</b>	<b>39,497</b>	<b>4,431</b>
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~ **Current Year-Round Position Titles and Job Descriptions** ~

*Utilizing "Listing of Job Titles and Wages" as adopted by SCFA BoD Wed 9/19/18*

**Management Staff**

1. **Executive Director & Chief Executive Officer** (Mike Ioakimedes, 1.0 FTE) – Appointed by and reporting directly to the SCFA's Board of Directors, the ED/CEO's primary focus is on the governance, financial oversight, growth and strategic direction of the Fair Association.
2. **General Manager & Chief Operating Officer** (Stephen Hales, 1.0 FTE) – Reporting directly to the ED/CEO, the GM/COO's primary focus is on the planning and oversight the operations, programs, activities and maintenance/improvement of the facilities, systems and equipment under the purview of the Fair Association.
3. **Chief Financial Officer** (Position eliminated October 2018, 1.0 FTE) – Previously reporting directly to the ED/CEO, the CFO's primary focus was on the management and oversight all financial matters under the purview of the Fair Association. On the elimination of this position, these functions were incorporated into direct responsibilities of the ED/CEO.
4. **Business Development Manager** (Position eliminated October 2018, 1.0 FTE) – Previously reporting directly to the ED/CEO, the BDM's primary focus on obtaining additional revenues for the SCFA by attracting new interim event producers, increasing use of the facility by outreach to local/regional non-profit organizations, raising additional sponsorship dollars and increasing the utilization of the digital/electronic sign adjacent to I-80. On the elimination of this position, these functions were incorporated into direct responsibilities of the ED/CEO.
5. **Satellite Wagering Facility Manager** (Rene Edens, 1.0 FTE) – Reporting directly to the GM/COO, the SWFM's primary focus is on the day and night operations and activities of the Solano Race Place "satellite wagering" (aka "off track betting") horse racing wagering facility.

**Lead Staff**

1. **Satellite Wagering Lead** (Charles Banks, 0.5 FTE) – Reporting directly to the SWFM, the SWL's primary focus is on the night time operations and activities of the Solano Race Place "satellite wagering" (aka "off track betting") horse racing wagering facility.
2. **Event Services/Maintenance Lead** (Francisco Chairez, 1.0 FTE) – Reporting directly to the GM/COO, the ESML's primary focus is on the operational and janitorial tasks associated with the execution of facility rentals, Ag Day and the Fair. Secondary focus is on maintaining the facility when not supporting event activities.
3. **Guest Services Lead** (Kalani Hirakawa, 0.6 FTE) – Reporting directly to the GM/COO, the GSL's primary focus is on ensuring the safety/security of guests, employees and facility assets. Secondary focus is on assisting with the operations associated with the ongoing activities taking place on the areas of the Fairgrounds under the purview of the Fair Association.



4. **Admissions/Parking Lead** (Kalani Hirakawa, 0.25 FTE) – Reporting directly to the GM/COO, the APL’s primary focus is overseeing the operation of the “retail” (ie, paid) vehicle parking program accompanying Interim Event and Fair activities.

### **Line Staff**

1. **Accounting Staff II** (Jill Kant, 1.0 FTE) – Reporting directly to the ED/CEO, the ASII’s primary focus is on the daily financial tasks associated with the ongoing financial activities of the Fair Association.
2. **Facility Rental/Event Coordinator II** (Kim Mini, 0.5 FTE) – Reporting directly to the GM/COO, the FRECI’s primary focus is on the intake and administrative tasks associated with the booking and contract generation for “Interim Event” facility rental activities.
3. **Special Project/Technical Coordinator** (Sara Taverner, 0.75 FTE) – Reporting directly to the ED/CEO, the SPTC’s primary focus is on the outreach, planning and administrative tasks associated with the annual Ag Day, Fair and Food/Beverage activities associated with Interim Events.
4. **Administrative Assistant/Receptionist I** (Kurt Brown, 0.2 FTE) – Reporting to the ED/CEO (via the GM/COO), the AARI’s primary focus is on supporting outreach and communications activities associated with the annual Ag Day, Fair and Interim Events.
5. **Event Services/Maintenance Staff II (Landscaping)** (Martin Alvarez, 1.0 FTE) – Reporting directly to the GM/COO (via the ESML), the ESMSII’s (Landscaping) primary focus is maintaining the landscaping (trees, lawns, flowers, etc) on the facility. Secondary focus is on preparing for/supporting facility rental activities, Ag Day and the Fair.
6. **Event Services/Maintenance Staff II (Carpentry/Plumbing)** (Jose Hernandez, 1.0 FTE) – Reporting to the GM/COO (via the ESML), the ESMLII’s (Carpentry/Plumbing) primary focus is on maintaining the buildings and grounds systems on the facility. Secondary focus is on preparing for/supporting facility rental activities, Ag Day and the Fair.
7. **Event Services/Maintenance Staff II (Painting)** (Position eliminated in November 2018, 1.0 FTE) – Reporting to the GM/COO (via the ESML), the ESMLII’s (Painting) primary focus was on maintaining the buildings and grounds systems on the facility. Secondary focus was on preparing for/supporting facility rental activities, Ag Day and the Fair.
8. **Event Services/Maintenance Staff I (General)** (Ascencion Hernandez, 1.0 FTE) – Reporting to the GM/COO (via the ESML) ESMSI’s (General) primary focus is on assisting his co-workers in carrying out the tasks in their respective areas of responsibility.
9. **Event Services/Maintenance Staff I (General)** (Position eliminated in November 2019, 0.6 FTE) – Reporting to the GM/COO (via the ESML) ESMSI’s (General) primary focus was on assisting his co-workers in carrying out the tasks in their respective areas of responsibility.
10. **Event Services/Maintenance Staff I (General)** (Talia White, 0.1 FTE) – Reporting to the GM/COO (via the ESML) ESMSI’s (General) primary focus is on assisting her co-workers in carrying out the tasks in their respective areas of responsibility.

11. **Event Services/Maintenance Staff II (General)** (Lewis McGaffie, 0.5 FTE) – Reporting to the GM/COO (via the ESML) ESMSI's (General) primary focus is on assisting his co-workers in carrying out the tasks in their respective areas of responsibility.
12. **Event Services/Maintenance Staff II (Electrician)** (Mike Weaver, 0.4 FTE) – Reporting directly to the GM/COO, the ESMSII's (Electrician) primary focus is on maintaining existing facility electrical systems and overseeing use of temporary and permanent electrical equipment associated with Interim Events and the Fair.
13. **Satellite Wagering Staff II (Race Place)** (James Brisker III, 1.0 FTE) – Reporting directly to the SWFM, the SWSII's (Race Place) primary focus in on the daily custodial and customer service tasks associated with the activities and operations taking place in the Solano Race Place. Secondary focus is supporting facility rental activities, Ag Day and the Fair.
14. **Satellite Wagering Staff I (Race Place)** (Ron Wallace, 0.4 FTE) -- Reporting to the SWFM (via the SWSL), the SWSI's (Race Place) primary focus in on the night time custodial and customer service tasks associated with the activities and operations taking place in the Solano Race Place.
15. **Satellite Wagering Staff II (Race Place)** (Joyce Levingston, 0.6 FTE) -- Reporting directly to the SWFM, the SWSII's (Race Place) primary focus in on the daily customer admissions & service tasks associated with the activities and operations taking place in the Solano Race Place.
14. **Guest Services Staff** (Brian Lake, 0.2 FTE) -- Reporting to the GM/COO (via the GSL), the GSS's primary focus in on ensuring the safety/security of guests, employees and facility assets. Secondary focus is on assisting with the operations associated with the ongoing activities taking place on the areas of the Fairgrounds under the purview of the Fair Association.
15. **Guest Services Staff** (Pat Barnes, 0.4 FTE) -- Reporting to the GM/COO (via the GSL), the GSS's primary focus in on ensuring the safety/security of guests, employees and facility assets. Secondary focus is on assisting with the operations associated with the ongoing activities taking place on the areas of the Fairgrounds under the purview of the Fair Association.
16. **Guest Services Staff** (LaTanya Thompson, 0.4 FTE) -- Reporting to the GM/COO (via the GSL), the GSS's primary focus in on ensuring the safety/security of guests, employees and facility assets. Secondary focus is on assisting with the operations associated with the ongoing activities taking place on the areas of the Fairgrounds under the purview of the Fair Association.
17. **Admissions/Parking Staff** (Monica Head, 0.1 FTE) – Reporting directly to the APL, the APS's primary focus is facilitating the operation of the "retail" (ie, paid) vehicle parking program accompanying Interim Event and Fair activities.

\*

### **Synopsis of the SCFA's Current Year-Around Staff**

Management Staff – 3 positions with 3.0 FTE

Lead Staff – 4 positions with 2.35 FTE

Line Staff – 17 positions with 9.55 FTE

**Total Current Year-Around Staff – 24 discrete positions with 14.9 FTE**

County of Solano  
Office of the Auditor-Controller



**SOLANO COUNTY FAIR**  
**(A Component Unit of Solano County)**

**Independent Auditor's Report and Financial Statements**  
**For the years ended December 31, 2017 & 2016**

**Auditor-Controller: Simona Padilla-Scholtens, CPA**  
**Assistant Auditor-Controller: Phyllis Taynton, CPA**  
**Deputy Auditor-Controller: Kirk Starkey**  
**Auditor: Melinda S. Ingram, CPA**

**Solano County Fair**  
**(A Component Unit of Solano County)**

**For the years ended December 31, 2017 & 2016**

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**Solano County Fair**  
**(A Component Unit of Solano County)**  
**For the years ended December 31, 2017 & 2016**

**Board of Directors \***

Dennis Yen, President

Carole Paterson, Vice President

Kathleen Marianno, Treasurer

Kari Birdseye

Norma Placido

Lee Williams

**General Manager:**  
Stephen Hales

\* As of report issuance date

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**OFFICE OF THE AUDITOR-CONTROLLER**

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

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



**SOLANO  
COUNTY**

675 Texas Street, Suite 2800  
Fairfield, CA 94533-6338  
(707) 784-6280  
Fax (707) 784-3553

[www.solanocounty.com](http://www.solanocounty.com)

**Independent Auditor's Report**

Board of Directors  
Solano County Fair Association  
900 Fairgrounds Drive  
Vallejo, CA 94589

***Report on the Financial Statements***

We have audited the accompanying financial statements of the Solano County Fair (Fair), a component unit of the County of Solano, as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements, as listed in the table of contents.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error or fraud. In making those risk assessments, the auditor considers internal control relevant to the Fair's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fair's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Solano County Fair as of December 31, 2017 and 2016, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

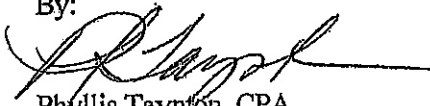
In connection with the audit contained herein, there are certain independence disclosures necessary pursuant to *Generally Accepted Auditing Standards*. As required by various statutes in the California Government Code, County Auditor-Controllers are mandated to perform certain accounting, auditing, and financial reporting functions. These activities may impair an auditor's independence. Although the Auditor-Controller is statutorily obligated to maintain accounts of departments, districts, or funds within the County treasury, we believe the following safeguards and divisions of responsibility exists:

- The Internal Audit Division has the responsibility to perform audits and has no other responsibility for the accounts and records being audited including the approval or posting of financial transactions that would preclude the user of this report from relying on the information contained therein.
- In addition, the Auditor-Controller is an independent elected official and does not engage in management decisions on behalf of the audited entity.

As discussed in Note I, the financial statements present only the Solano County Fair and do not purport to, and do not present fairly the financial position of the County of Solano, as of December 31, 2017 and 2016, the changes in its financial position, or, where applicable, its cash flows for the years then ended in accordance accounting principles generally accepted in the United States of America.

Simona Padilla-Scholtens, CPA  
Auditor-Controller

By:

  
Phyllis Taynton, CPA  
Assistant Auditor-Controller

Fairfield, California  
October 9, 2018



# Solano County Fair

## Management's Discussion and Analysis

As management of the Solano County Fair (Fair), we offer readers of the Fair's financial statements this narrative overview and analysis of the financial activities of the Fair for the years ended December 31, 2017 and 2016. We encourage readers to consider the information presented here in conjunction with additional information in our financial statements.

## Financial Highlights

- The net position of the Fair was a deficit balance of (\$1,388,502) for calendar year 2017. The Fair's net position at December 31, 2017 is comprised of the following components: \$9,834 is restricted for parking improvements, \$12,940 is restricted for Junior Livestock Auction, \$441,139 is invested in capital assets and a deficit amount totaling (\$1,852,415) is classified as unrestricted. The unrestricted net position is categorized as follows:

Unrestricted net position designated for:	
Pension Obligation Bonds	\$ (734,954)
Net OPEB Liability	(126,691)
Net Pension Liability	(1,455,961)
Deferred Outflows of Resources	443,081
Deferred Inflows of Resources	(187,703)
Capital Improvement Projects	(39,203)
Youth Ag Day	(3,848)
Racing Facilities	(8,775)
Fair Hands Program	(24,414)
Total designated unrestricted net position	(2,138,468)
Undesignated net position	286,053
Total unrestricted net position	<u>\$ (1,852,415)</u>

- The net position of the Fair was a deficit balance of (\$1,166,352) for calendar year 2016. The Fair's net position at December 31, 2016 is comprised of the following components: \$13,960 is restricted for parking improvements, \$13,170 is restricted for Junior Livestock Auction, \$582,725 is invested in capital assets and a deficit amount totaling (\$1,776,207) is classified as unrestricted. The unrestricted net position is categorized as follows:

Unrestricted net position designated for:	
Pension Obligation Bonds	\$ (734,954)
Net OPEB Liability	(99,030)
Net Pension Liability	(1,176,919)
Deferred Outflows of Resources	288,303
Deferred Inflows of Resources	(289,188)
Capital Improvement Projects	(17,397)
Youth Ag Day	(3,848)
Racing Facilities	(10,669)
Fair Hands Program	(9,002)
Total designated unrestricted net position	(2,052,704)
Undesignated net position	276,497
Total unrestricted net position	<u>\$ (1,776,207)</u>

- The Fair had net income of \$68,274 and \$186,506 before depreciation, net pension liability, and OPEB expense in calendar years 2017 and 2016, respectively. The total net position decreased by (\$222,150) and (\$43,987) as a result of calendar year 2017 and 2016 operations, respectively.

	<u>2017</u>	<u>2016</u>
Net income before non-cash items:	\$ 68,274	\$ 186,506
Less non-cash items:		
Depreciation expense	(239,984)	(260,069)
Pension (expense)/income	(22,779)	51,434
OPEB expense	(27,661)	(21,858)
Change in total net position	<u>\$ (222,150)</u>	<u>\$ (43,987)</u>

## Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Fair's financial statements. The financial statements are designed to provide readers with a broad overview of the Fair's financial position as of the end of the calendar years 2017 and 2016.

The statement of net position presents information on the Fair's assets/deferred outflows of resources and liabilities/deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Fair is improving or deteriorating.

The statement of revenues, expenses, and change in net position presents information showing how the Fair's net position changed during calendar years 2017 and 2016. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods.

The statement of cash flows provides information about the sources of cash and cash equivalents (i.e., cash receipts) and the uses of cash and cash equivalents (i.e., cash disbursements). The statement of cash flows reconciles the cash and cash equivalents amount presented on the beginning statement of net position to the cash and cash equivalents amount presented on the ending statement of net position (i.e., the change in cash for the period). The cash concept is used because creditors and other interested parties need information about the entity's available cash and cash needs (i.e., ability to pay obligations, etc.).

The financial statements can be found on pages 12-14 of this report.

## Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 15-23 of this report.

## Financial Analysis of the Fair

As noted earlier, net position may serve over time as a useful indicator of an entity's financial condition. In the case of the Fair, assets/deferred outflows of resources were less than liabilities/deferred inflows of resources by (\$1,388,502) and (\$1,166,352) at December 31, 2017 and 2016, respectively.

**Solano County Fair**  
**(A Component Unit of Solano County)**  
**Statement of Net Position**  
**December 31, 2017 & 2016**

	2017	2016
<b>Assets:</b>		
Current assets	\$ 460,508	\$ 438,249
Noncurrent assets	832,773	1,069,867
Total assets	<u>\$ 1,293,281</u>	<u>\$ 1,508,116</u>
<b>Deferred Outflows of Resources:</b>		
Deferred outflows related to pensions	\$ 443,081	\$ 288,303
Total deferred outflows of resources	<u>\$ 443,081</u>	<u>\$ 288,303</u>
<b>Liabilities:</b>		
Current liabilities	\$ 458,574	\$ 362,838
Noncurrent liabilities	2,478,587	2,310,745
Total liabilities	<u>2,937,161</u>	<u>2,673,583</u>
<b>Deferred Inflows of Resources:</b>		
Deferred inflows related to pensions	\$ 187,703	\$ 289,188
Total deferred inflows of resources	<u>\$ 187,703</u>	<u>\$ 289,188</u>
<b>Net Position:</b>		
Invested in capital assets, net	441,139	582,725
Restricted for:		
Junior Livestock Auction	12,940	13,170
Parking lot improvements	9,834	13,960
Unrestricted	(1,852,415)	(1,776,207)
Total net position	<u>\$ (1,388,502)</u>	<u>\$ (1,166,352)</u>

The Fair's net investment in capital assets totaled \$441,139, or approximately 32% of the Fair's net position at December 31, 2017. The Fair's net investment in capital assets totaled \$582,725, or approximately 50% of the Fair's net position at December 31, 2016. The investment in capital assets is composed of land, structures and improvements and equipment, less any related outstanding debt used to acquire those assets. The Fair uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Fair's investment in its capital assets is reported net of related debt, it should be noted the resources needed to repay this debt, if any, must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Fair's net position is controlled by external or other restrictions and totals \$22,774 and \$27,130 or approximately 2% of total net position at December 31, 2017 and December 31, 2016, respectively. These amounts represent resources subject to restrictions on how they may be used based on contractual agreements (parking lot improvements) and by State law (junior livestock auction). The remaining balance of unrestricted net position is a net deficit amount totaling (\$1,852,415) and (\$1,776,207) or approximately 133% and 152% of total net position at December 31, 2017 and December 31, 2016, respectively. The total unrestricted net position is comprised of the amounts designated for the net pension liability, pension obligation bonds, the Other Post-Employment Benefits (OPEB) liability, and capital improvement projects, racing facilities, and the Fair Hands Program.

The key elements in the significant changes in current/non-current assets/deferred outflows of resources and current/non-current liabilities/deferred inflows of resources are as follows:

Current assets: Current assets increased by \$22,259 or approximately 5% from December 31, 2016 to 2017. The increase is due to a greater amount of accounts receivable more specifically from Solano County for services provided regarding the Atlas Fire.

Non-current assets: Non-current assets decreased by (\$237,094) or approximately 22% from December 31, 2016 to 2017. The net decrease is due to the disposal of a number of fully depreciated capital assets (such as portions of the grandstands, jockey quarters, livestock buildings, etc.) that are no longer in service.

Deferred outflows of resources: Deferred outflows of resources increased by \$154,778 from December 31, 2016 to 2017. The increase is attributable to a number of factors, including employer contributions to the pension plan applicable to a future accounting period, amortization and other adjustments as provided in the Cal PERS GASB 68 Accounting Valuation Report.

Current liabilities: Current liabilities increased by \$95,736 or approximately 26% from December 31, 2016 to 2017. This is primarily attributed to increases to guaranteed deposits which is comprised of monies received to secure facility rentals for future use and the current portion of the long-term debt related to the pension obligation bonds.

Non-current liabilities: Non-current liabilities increased by \$167,842 or approximately 7% from December 31, 2016 to 2017. The increase is primarily attributed to the Net Pension Liability which recognizes the Fair's allocated portion of the County's Net Pension Liability for its defined benefit miscellaneous pension plan.

Deferred inflows of resources: Deferred inflows of resources decreased by (\$101,485) from December 31, 2016 to 2017. The decrease is attributable to a number of factors, including current year changes in the net pension liability and related amortization as provided in the Cal PERS GASB 68 Accounting Valuation Report.

Based on the Fair's 2017 and 2016 operating activities net position decreased by (\$222,150) and (\$43,987), respectively. This constitutes a 19% decrease from 2016 to 2017 and a 4% decrease from 2015 to 2016.

Solano County Fair (A Component Unit of Solano County) Change in Net Position For the years ended December 31, 2017 & 2016		
	2017	2016
<b>Operating Revenues:</b>		
Charges for services	\$ 3,197,052	\$ 3,155,268
Total operating revenues	3,197,052	3,155,268
<b>Operating Expenses:</b>		
Personnel services	1,269,799	1,205,106
Professional/contracted services	309,788	399,622
Services and supplies	1,602,169	1,400,425
Depreciation/amortization/OPEB	290,422	230,493
Total operating expenses	3,472,178	3,235,646
Operating loss	(275,126)	(80,378)
<b>Non-operating revenues (expenses):</b>		
Interest revenue	976	2,417
County 33 monies	39,932	44,469
State apportionment	30,552	32,487
Other non-operating revenue	27,794	9,216
Interest expense	(46,278)	(52,198)
Total non-operating revenues (expenses)	52,976	36,391
<b>Change in net position</b>	<b>(222,150)</b>	<b>(43,987)</b>
<b>Net position - beginning</b>	<b>(1,166,352)</b>	<b>(1,122,365)</b>
<b>Net position - ending</b>	<b>\$ (1,388,502)</b>	<b>\$ (1,166,352)</b>

The key elements in the significant changes in net position are as follows:

Revenues totaled \$3,296,308, representing \$3,197,052 in operating revenues and \$99,254 in non-operating revenues in 2017 and revenues totaled \$3,243,857, representing \$3,155,268 in operating revenues and \$88,589 in non-operating revenues in 2016. This indicates a net increase of \$52,449 from 2016 to 2017 primarily due to the following:

- Lease revenue increased in the amount \$28,923 due primarily to the annual rate adjustments based on the Consumer Price Index (CPI) and contractual terms of existing lease agreements.
- Junior livestock auction revenues increased by \$38,959 due to more participants (bidders) in the annual event held during the fair. Payments received from bidders are passed along to the respective owners/sellers (youth) and the fair retains a small fee to defray event costs.

- Special Project-Atlas Fire revenue received in 2017 in the amount of \$136,300 was for the reimbursement of expenses incurred due to the Large Animal Evacuation as a result of the Atlas Fire.
- Other non-operating revenue increased by \$10,665 due to funds received from the California Department of Food and Agriculture Fairs Deferred Maintenance Program for the Fair's McCormack Hall Exit Doors and Hardware Project
- Conversely, all other revenue categories had an overall decrease of \$173,084, most specifically fair admissions & carnival/concessions-\$73,369, fair parking/rv space rental-\$13,893, sponsorships-\$16,118, fair hands/ag day donations-\$18,242.

Expenses totaled \$3,518,458 in 2017 and \$3,287,844 in 2016. This represents a net increase of \$230,614. The majority of expenses for 2017 increased in the employee services category \$64,693 as a result of replacing the guest safety position from a contractor to an employee as well as wage adjustments due to the increase in minimum wage. Other expense categories reflecting increases include maintenance & operations-\$27,903, special projects-\$143,605 (which constitutes the Atlas Fire and Deferred Maintenance Program reimbursements), junior livestock auction-\$44,305 (due to increase in annual event participation) and pension expense-\$67,611 (resulting from annual adjustments to the net pension liability).

### **Capital Asset and Debt Administration**

**Capital assets.** The Fair's investment in capital assets as of December 31, 2017 & 2016 totaled \$441,139 and \$582,725, respectively, (net of accumulated depreciation and related debt). This investment in capital assets includes land, buildings and improvements, and equipment.

Capital asset activities during 2017 included the acquisition of a liquor license and a kegator/beer cooler to accommodate alcohol sales. In addition, several capital assets were disposed of including a computer, trailer, portions of grandstands, jockey quarters and livestock buildings.

Capital assets activities during 2016 included the acquisition of 2 compressors.

		2017	2016
Land	\$	167,085	\$ 167,085
Buildings & improvements		255,571	391,815
Equipment		12,883	17,825
Intangible assets		6,000	6,000
Total capital assets	\$	<u>441,139</u>	<u>\$ 582,725</u>

Additional information on the Fair's capital assets can be found in Note III-A on pages 19-20 of this report.

**Long-term debt.** At December 31, 2017 & 2016 the Fair had \$2,778,327 and \$2,554,390, respectively, of long-term debt composed of net pension liability, notes payable (pension obligation bonds), lease payable (electronic signboard, overflow parking project), compensated absences and OPEB payable (other postemployment benefits).

	<u>2017</u>	<u>2016</u>
Notes payable – Solano County	\$ 734,955	\$ 734,955
Lease payable	199,634	231,142
Compensated absences	69,086	56,344
Net OPEB liability	126,691	99,030
Net pension liability	1,455,961	1,176,919
Parking lease-Six Flags	192,000	256,000
Total outstanding debt	<u>\$ 2,778,327</u>	<u>\$ 2,554,390</u>

For more information, see Notes III- B and C on pages 20-22 of this report.

### **Economic Factors and Next Year's Operating Activities**

2018 is a year of transition for the Solano County Fair Association (SCFA), the Fairgrounds, and the annual County Fair. SCFA embarks on an ambitious strategic planning process, focusing on strengthening organizational core values while increasing operational efficiencies. The Fairgrounds itself saw the long-awaited beginning of the redevelopment of the southern portion of the grounds. The old live horse racing facilities, including the horse racing grandstand, were removed to prepare the site for the highly anticipated Solano 360 future development. The 2018 annual Solano County Fair marked the first year of our new Fair operating model, one centered on local talent, resources, and attractions. Moving forward, SCFA's core organizational priority will be to continue to successfully serve as a valuable asset for both the County and the community, whether in times of celebration or emergency support.

### **Requests for Information**

This financial report is designed to provide a general overview of the Solano County Fair's finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Solano County Fair Association, 900 Fairgrounds Drive, Vallejo, CA 94589-4003.

**Solano County Fair**  
**(A Component Unit of Solano County)**  
**Statement of Net Position**  
**December 31, 2017 & 2016**

	<u>2017</u>	<u>2016</u>
<b>Assets</b>		
Current assets		
Cash in bank	\$ 129,533	\$ 240,350
Cash in county treasury	60,138	40,243
Cash on hand	1,000	6,000
Due from lessees	52,126	46,016
Accounts receivable	209,868	93,219
Prepaid expenses	6,711	4,365
Inventory	1,132	8,056
Total current assets	<u>460,508</u>	<u>438,249</u>
Noncurrent assets		
Capital assets		
Land	167,085	167,085
Buildings and improvements	9,792,687	9,857,905
Equipment	395,047	444,970
Intangible assets	6,000	6,000
Less accumulated depreciation	<u>(9,528,046)</u>	<u>(9,406,093)</u>
Capital assets, net	<u>832,773</u>	<u>1,069,867</u>
Total assets	<u>\$ 1,293,281</u>	<u>\$ 1,508,116</u>
<b>Deferred Outflows of Resources</b>		
Deferred outflows related to pensions	\$ 443,081	\$ 288,303
Total deferred outflows of resources	<u>\$ 443,081</u>	<u>\$ 288,303</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable	\$ 54,363	\$ 45,695
Payroll payable	40,588	35,736
Guaranteed deposits	52,559	23,194
Unearned revenue	11,324	14,568
Current portion of long-term obligations	299,740	243,645
Total current liabilities	<u>458,574</u>	<u>362,838</u>
Noncurrent liabilities		
Compensated absences payable	57,019	50,917
Lease payable	165,605	199,634
Parking lease	128,000	192,000
Net OPEB liability	126,691	99,030
Net Pension Liability	1,455,961	1,176,919
Payable to Solano County:		
Pension obligation bonds	<u>545,311</u>	<u>592,245</u>
Total noncurrent liabilities	<u>2,478,587</u>	<u>2,310,745</u>
Total liabilities	<u>\$ 2,937,161</u>	<u>\$ 2,673,583</u>
<b>Deferred Inflows of Resources</b>		
Deferred inflows related to pensions	\$ 187,703	\$ 289,188
Total deferred inflows of resources	<u>\$ 187,703</u>	<u>\$ 289,188</u>
<b>Net Position</b>		
Invested in capital assets	441,139	582,725
Restricted for Junior Livestock Auction	12,940	13,170
Restricted for Parking Lot Improvements	9,834	13,960
Unrestricted	<u>(1,852,415)</u>	<u>(1,776,207)</u>
Total net position	<u>\$ (1,388,502)</u>	<u>\$ (1,166,352)</u>

The notes to the financial statement are an integral part of this statement.



**Solano County Fair**  
**(A Component Unit of Solano County)**  
**Comparative Statement of Revenues, Expenses, and Changes in Net Position**  
**For the years ended December 31, 2017 & 2016**

	2017	2016
<b>Operating Revenues</b>		
Facility rental	\$ 926,952	\$ 938,143
Leases	777,918	748,995
Horse racing - satellite	553,570	563,190
Junior livestock auction	159,544	120,585
Fair admissions	153,392	204,212
Fairtime carnival/concessions	144,760	167,309
Special project-Atlas Fire	136,300	-
Electronic sign	117,418	128,237
Fairtime parking /rv space rental	84,187	98,080
Fair hands/ag day	44,403	62,645
Sponsorship	40,850	56,968
Fairtime commercial space	39,550	48,295
Fair entry fees	9,233	10,407
Gain on sale of capital asset	1,000	3,000
Miscellaneous	7,975	5,202
Total operating revenues	<u>3,197,052</u>	<u>3,155,268</u>
<b>Operating Expenses</b>		
Employee services	1,269,799	1,205,106
Professional/contracted services	309,788	399,622
Utilities	286,683	270,732
Depreciation	239,982	260,069
Special projects	164,716	21,111
Equipment rental	163,475	163,536
Junior livestock auction	159,775	115,470
Pension expense	143,920	76,309
Maintenance & operations	113,779	85,876
Fairtime entertainment	104,780	106,984
Supplies & expenses	102,871	92,158
Liability insurance	94,681	85,185
Advertising / promotion / publications	89,026	92,480
Landscape maintenance assessment	54,221	54,221
Dues, permits & assessments	44,504	54,921
Premium awards	30,240	32,601
Other post employment benefits	27,661	21,858
Travel & training	27,451	28,062
Director's expense	21,145	18,596
Equipment (not capitalized)	8,895	17,697
Donated services / sponsor expenses	3,181	19,835
Miscellaneous	11,605	13,217
Total operating expenses	<u>3,472,178</u>	<u>3,235,646</u>
Operating loss	<u>(275,126)</u>	<u>(80,378)</u>
<b>Nonoperating revenues (expenses)</b>		
State apportionment	30,552	32,487
Interest revenue	976	2,417
Interest expense	(46,278)	(52,198)
Contributions:		
County (.33 funds)	39,932	44,469
Other non-operating revenue	27,794	9,216
Total nonoperating revenue (expenses)	<u>52,976</u>	<u>36,391</u>
<b>Change in net position</b>	<u>(222,150)</u>	<u>(43,987)</u>
<b>Net position - beginning</b>	<u>(1,166,352)</u>	<u>(1,122,365)</u>
<b>Net position - ending</b>	<u>\$ (1,388,502)</u>	<u>\$ (1,166,352)</u>

The notes to the financial statements are an integral part of this statement.

**Solano County Fair**  
**(A Component Unit of Solano County)**  
**Comparative Statement of Cash Flows**  
**For the years ended December 31, 2017 & 2016**

	<u>2017</u>	<u>2016</u>
<b>Cash flows from operating activities</b>		
Cash received from customers	\$ 3,078,873	\$ 3,141,891
Cash paid to suppliers	(2,006,211)	(1,993,721)
Cash paid to employees	(1,264,947)	(1,180,120)
Net cash used by operating activities	<u>\$ (192,285)</u>	<u>\$ (31,950)</u>
<b>Cash flows from noncapital financing activities</b>		
Cash received from subsidies or grants	\$ 98,275	\$ 86,172
Net cash provided from noncapital financing activities	<u>\$ 98,275</u>	<u>\$ 86,172</u>
<b>Cash flows from capital and related financing activities</b>		
Purchases of capital/intangible assets	\$ (2,888)	\$ (11,335)
Net cash used by capital and related financing activities	<u>\$ (2,888)</u>	<u>\$ (11,335)</u>
<b>Cash flows from investing activities</b>		
Interest income	\$ 976	\$ 2,417
Net cash provided from investing activities	<u>\$ 976</u>	<u>\$ 2,417</u>
<b>Net increase (decrease) in cash</b>	(95,922)	45,304
<b>Cash, January 1</b>	286,593	241,289
<b>Cash, December 31</b>	<u>\$ 190,671</u>	<u>\$ 286,593</u>
<b>Reconciliation of operating income to net cash provided (used) from operating activities</b>		
Operating loss	\$ (275,126)	\$ (80,378)
Adjustments to reconcile net income (loss) to net cash provided (used) by operating activities:		
Non-operating expense	(46,277)	(52,195)
Depreciation expense	239,984	260,069
OPEB expense	27,661	21,858
Pension( income)/expense	22,779	(51,434)
Changes in assets and liabilities:		
(Increase) in due from lessees	(6,110)	(803)
(Increase) in accounts receivable	(116,649)	(11,508)
(Increase)/decrease in inventory-general	6,924	(2,072)
(Increase)/decrease in prepaid expenses	(2,346)	1,006
Increase/(decrease) in accounts payable	8,668	(35,696)
Increase in payroll taxes payable	4,852	24,986
Increase/(decrease) in guaranteed deposits	29,365	(15,484)
Increase/(decrease) in unearned revenue	(3,244)	5,705
Increase/(decrease) in current portion of long-term obligations	10,417	(588)
(Decrease) in non-current portion of long-term obligations	(93,183)	(91,324)
(Decrease) in other liabilities	-	(4,092)
Total adjustments	<u>82,841</u>	<u>48,428</u>
Net cash (used) by operating activities	<u>\$ (192,285)</u>	<u>\$ (31,950)</u>

The notes to the financial statements are an integral part of this statement.

**Solano County Fair**  
**(A Component Unit of Solano County)**  
**Notes to the Financial Statements**  
**For the years ended December 31, 2017 & 2016**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Solano County Fair (Fair) is a discretely presented component unit in the County's basic financial statements. The Fair is governed by the Solano County Fair Association (Fair Association) whose members are appointed by the County's Board of Supervisors (the Board). The Fair Association is a 501(c) (3) nonprofit organization established in 1949 to conduct the annual County Fair and oversee the day-to-day operations of the County's fairgrounds property. The Fair Association has been providing educational, cultural, artistic, commercial and recreational programs to the residents of Solano County for over 65 years. The mission of the Fair Association is "to ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse community."

The activities of the Fair are accounted for as an enterprise fund, a proprietary fund type, which appears as a discretely presented component unit in the Comprehensive Annual Financial Report of the County of Solano, the reporting entity. However, the function and activities of the Fair are not an integral part of the County. The Fair operates under a contract with the County as a self-supporting entity.

**B. Measurement Focus, Basis of Accounting and Basis of Presentation**

The accounts of the Fair are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. The activities of the Fair are accounted for in an enterprise fund, a proprietary fund type.

A proprietary fund type accounts for business type activity and accounting is similar to commercial accounting. Proprietary funds use the full accrual basis of accounting and should be reported using the economic resources measurement focus. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. In addition, both long-term assets and liabilities are reported on the statement of net position of proprietary fund types.

Enterprise funds, as a proprietary fund type, are used to account for the acquisition and operation of governmental facilities and services that are intended to be primarily self-supported by which the majority of costs are financed or recovered through user charges or where the governing body has decided that the determination of revenues earned, costs incurred, and/or net income is necessary for management accountability.

## **C. Assets, Liabilities and Net Position**

### **1. *Cash and Equivalents***

The Fair's cash is considered to be demand deposits with other financial institutions (WestAmerica Bank), cash in the County Treasury, and cash on hand. As of December 31, 2017 and 2016, the carrying amount of the Fair's consolidated cash accounts totaled \$190,671 and \$286,593, respectively. The bank account balances are covered by federal depository insurance (up to \$250,000) and any amount above that is collateralized by securities held by the pledging institution in the Fair's name, as required by California Government Code § 53652.

The Fair's cash maintained in the Solano County Treasury is pooled with the County and various other depositors. The Fair's ability to withdraw large sums of cash from the County Treasury may be subject to certain restrictions set by the County Treasurer. The County's pooled cash and investments are invested pursuant to investment policy guidelines established by the County Treasurer and approved by the County Board of Supervisors. The objectives of the policy are (in order of priority): legality, preservation of capital, liquidity, and yield. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio which may be invested in certain instruments with longer terms of maturity. A detailed breakdown of cash and investments and a categorization of risk factors are presented in the County of Solano Comprehensive Annual Financial Report.

### **2. *Due from Lessees***

Due from lessees represents amounts due for the use of fairgrounds property as a result of long-term lease agreements.

### **3. *Accounts Receivable***

Accounts receivable represents amounts due to the Fair per contractual terms of various agreements (e.g. facility rentals) as well as the percentage of handles from racing commissions received for horse race wagering conducted at other (offsite) racetrack locations.

### **4. *Prepaid Expenses***

Prepaid expenses represent payments to vendors for costs applicable to future accounting periods.

### **5. *Capital Assets***

Capital assets, which include land, buildings and improvements, and equipment, are recorded at historical cost. Capital assets are defined by the Fair as assets with an initial cost of more than \$1,500 and an estimated useful life in excess of three years. Donated capital assets are valued at their fair value on the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extends assets' lives are not capitalized.

The Fair uses the straight-line method of depreciating assets over the following estimated useful life:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building improvements	20
Vehicles	5
Office equipment	3
Computer equipment	3

#### ***6. Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. As of December 31, 2017, the Fair has one item reportable on the Statement of Net Position related to pensions resulting from employer contributions applicable to a future accounting period.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Fair has one item reportable on the Statement of Net Position related to pensions resulting from current year changes to the net pension liability.

#### ***7. Accounts Payable***

Accounts payable represents the amounts owed for goods and/or services received.

#### ***8. Payroll Payable***

Payroll payable represents wages and payroll tax expenses incurred but not paid as of year-end.

#### ***9. Guaranteed Deposits***

The Fair recognizes the monies received to secure the future use of fairground services for interim events as guaranteed deposits.

#### ***10. Unearned Revenue***

Unearned revenue represents amounts received for services not yet rendered and, therefore, unearned.

#### ***11. Compensated Absences***

It is the Fair's policy to permit qualified employees to accumulate earned but unused vacation benefits. Accrued vacation is paid at the date of termination from Fair employment at the employees' current pay rate. All leave balances are accrued when earned in the Fair's proprietary fund financial statements.

## ***12. Long-term Obligations***

Long-term debt obligations consist of: 1) principal and interest for the Fair's portion of the two series of pension obligation bonds issued by Solano County for prepayment of the County's Unfunded Accrued Actuarial Liability (UAAL); 2) the lease payable incurred in the acquisition of an electronic signboard; 3) the Overflow Parking Lease Obligation with Six Flags Discovery Kingdom; 4) the net OPEB liability for the unfunded annual required contribution and 5) the Fair's portion of the County's net pension liability of the Miscellaneous Plan. The long-term debt obligations are reported as liabilities in the Statement of Net Position.

## ***13. Pensions***

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the County of Solano's California Public Employees Retirement System (CalPERS) Plans and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## ***14. Future Implementation of New Governmental Accounting Standards***

*GASB Statement No. 75 –Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*

The objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). The Fair has not determined what impact, if any, this pronouncement will have on the financial statements. The requirements of this Statement are effective for the Fair's calendar year ending December 31, 2018.

## ***15. Net Position***

Net position is categorized as net invested in capital assets, restricted and unrestricted.

- *Net invested in capital assets* – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt, attributable to the acquisition, construction or improvement of these assets, reduces the balance in this category.
- *Restricted Net Position* – This category represents external restrictions imposed by grantors, creditors, contributors and laws or regulations of other governments, and the restrictions imposed by law through enabling legislation for the implementation of various programs.
- *Unrestricted* – This category represents net position of the Fair not restricted for any project or other purpose.

## 16. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

## II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

### Budgetary Information

Annual budgets are prepared and adopted in accordance with guidelines established by the State of California Department of Food and Agriculture. The budget is presented in a public meeting, adopted by both the Fair Board and the Solano County Board of Supervisors. However, generally accepted accounting principles (GAAP) do not require proprietary funds to prepare or adopt a budget.

## III. DETAILED NOTES

### A. Capital Assets

Capital assets activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 167,085	\$ -	\$ -	\$ 167,085
Total capital assets, not being depreciated	167,085	-	-	167,085
Capital assets being depreciated:				
Buildings and improvements	9,857,905	-	(65,218)	9,792,687
Equipment	444,970	2,888	(52,812)	395,046
Intangible assets	6,000	-	-	6,000
Total capital assets, being depreciated	10,308,875	2,888	(118,030)	10,193,733
Less accumulated depreciation for:				
Buildings and improvements	(8,978,947)	(231,752)	65,218	(9,145,481)
Equipment	(427,146)	(7,830)	52,812	(382,164)
Intangible assets	-	(400)	-	(400)
Total accumulated depreciation	(9,406,093)	(239,982)	118,030	(9,528,045)
Total capital assets, being depreciated, net	902,782	(237,094)	-	665,688
Capital assets, net	\$ 1,069,867	\$ (237,094)	\$ -	\$ 832,773

Capital assets activity for the year ended December 31, 2016 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 167,085	\$ -	\$ -	\$ 167,085
Total capital assets, not being depreciated	167,085	-	-	167,085
Capital assets being depreciated:				
Buildings and improvements	9,859,537	-	(1,632)	9,857,905
Equipment	438,003	6,967	-	444,970
Intangible assets	-	6,000	-	6,000
Total capital assets, being depreciated	10,297,540	12,967	(1,632)	10,308,875
Less accumulated depreciation for:				
Buildings and improvements	(8,729,449)	(249,498)	-	(8,978,947)
Equipment	(416,575)	(10,571)	-	(427,146)
Total accumulated depreciation	(9,146,024)	(260,069)	-	(9,406,093)
Total capital assets, being depreciated, net	1,151,516	(247,102)	(1,632)	902,782
Capital assets, net	\$ 1,318,601	\$ (247,102)	\$ (1,632)	\$ 1,069,867

## B. Capital Lease

In May 2003 the Fair entered into a lease agreement to acquire an electronic signboard. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at present value of the future minimum lease payments as of the inception date.

The asset acquired through the capital lease is as follows:

Asset:	
Buildings and improvements	\$530,180
Less: Accumulated depreciation	(397,635)
Total	<u>\$132,545</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of December 31, 2017 were as follows:

Year Ending Dec. 31	
2018	\$50,000
2019	50,000
2020	50,000
2021	50,000
2022	50,000
Minimum lease commitments	\$250,000
Less: amount representing interest	(50,366)
Present value of capital lease obligation	\$199,634
Less current portion	(34,029)
Long-term portion	<u>\$165,605</u>



**C. Long-Term Debt**

**1. Pension Obligation Bonds**

The County issued Series 2004 Pension Obligation Bonds (POBs) in the amount of \$96,665,000 and Series 2005 POBs in the amount of \$42,385,000, both over a twenty-year term to provide funds to prepay its obligations under the contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL) as of June 30, 2002 and June 30, 2004, respectively, for both the Safety and Miscellaneous Plans. The Fair participates in the Miscellaneous Plan of Solano County. The Fair's percentage of the amount borrowed was determined to be 0.6307% or \$609,666 for the Series 2004 and 0.4887% or \$207,147 for the Series 2005. Each pay period, the Fair remits to the County its share of the POB liability by applying the POB rate as determined by the County's Pension Advisory Committee to their PERS wages.

For any interest and principal payments made by the County, the Fair's annual obligation is 0.6307% and 0.4887%, respectively. The County's Pension Advisory Committee reviews the POB payment rates each year based on the annual principal and interest requirements.

Annual debt service requirements for the pension obligation bonds per the debt service agreements are as follows:

Series 2004			Series 2005		
Year ended December 31,	Principal	Interest	Year ended December 31,	Principal	Interest
2018	41,090	19,643	2018	11,875	7,425
2019	46,199	17,341	2019	13,244	6,802
2020	51,402	14,906	2020	14,661	6,106
2021	57,078	12,098	2021	16,298	5,333
2022	63,385	9,035	2022	17,984	4,460
2023 - 2024	295,743	18,092	2023 - 2025	105,996	13,908
	<u>\$554,897</u>	<u>\$91,115</u>		<u>\$180,058</u>	<u>\$44,034</u>

### *Changes in long-term liabilities*

Long-term liability activity for the year ended December 31, 2017 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Pension obligation bonds:					
Series 2004	\$ 554,897	\$ -	\$ -	\$ 554,897	\$ 148,947
Series 2005	180,058	-	-	180,058	40,697
Total pension obligation bonds	734,955	-	-	734,955	189,644
Capital lease	231,142	-	31,508	199,634	34,029
Parking lease	256,000	-	64,000	192,000	64,000
Compensated absences	56,344	47,357	34,615	69,086	12,067
Net pension liability	1,176,919	405,575	126,533	1,455,961	-
Net OPEB liability	99,030	27,661	-	126,691	-
Total Long-term liabilities	<u>\$ 2,554,390</u>	<u>\$ 480,593</u>	<u>\$ 256,656</u>	<u>\$ 2,778,327</u>	<u>\$ 299,740</u>

Long-term liability activity for the year ended December 31, 2016 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Pension obligation bonds:					
Series 2004	\$ 554,897	\$ -	\$ -	\$ 554,897	\$ 112,619
Series 2005	180,058	-	-	180,058	30,091
Total pension obligation bonds	734,955	-	-	734,955	142,710
Capital lease	260,317	-	29,175	231,142	31,508
Parking lease	320,000	-	64,000	256,000	64,000
Compensated absences	55,081	39,017	37,754	56,344	5,427
Net pension liability	1,060,154	343,026	226,261	1,176,919	-
Net OPEB liability	77,172	21,858	-	99,030	-
Total Long-term liabilities	<u>\$ 2,507,679</u>	<u>\$ 403,901</u>	<u>\$ 357,190</u>	<u>\$ 2,554,390</u>	<u>\$ 243,645</u>

## **IV. OTHER INFORMATION**

### ***A. Risk Management***

The Fair is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. As permitted by Government Code Section 6516, the County of Solano joined in June 2004 the California Fair Services Authority (CFSA), joint powers agency, on behalf of the Solano County Fair Association, a non-profit corporation.

The Solano County Fair is a participant in CFSA's General Liability Risk Sharing Pool effective July 1, 1996 and CFSA's Workers' Compensation Risk Sharing Pool effective July 1, 2004. These pools cover only California fairs. Further, Solano County Fair participates in CFSA's Purchased Property Protection Program, funded by the California Department of Food and Agriculture and administered by CFSA. This also includes automobile insurance for all other risks associated with the operation of motor vehicles.

## **B. General Information about the *Pension Plan***

### ***1. Plan Description***

The Fair participates in Solano County's defined benefit pension plan, the County's Miscellaneous Plan, which provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. The County's Miscellaneous Plans (Plan) is part of the Public Agency portion of the California Public Employees' Retirement System (CalPERS), an agent multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions as well as other requirements is established by State statutes within the Public Employees' Retirement Law. The County selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through County ordinance. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website at: <http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/calpers-reports/actuarial-reports/home.xml>.

## **C. General Information about the Post-Employment Health Care Benefits**

### ***1. Plan Description***

The Fair participates in Solano County's multi-employer defined benefit retiree healthcare plan administered by the California Public Employees' Retirement System (CalPERS). The plan provides postemployment healthcare benefits to eligible retirees by contributing a minimum of \$128 per month towards medical insurance benefits. This benefit is provided based on the Board of Supervisor's election to participate under the Public Employees' Medical and Hospital Care Act (PEMHCA) [Government Code Section 22750]. The County's Board may elect to pay more than the minimum contribution; however, the County's Board has elected to pay the minimum contribution per eligible retiree. The notes to the County of Solano Comprehensive Annual Financial Report provide detailed information for the County as a whole regarding actuarial methods, funding and assumptions, annual required contributions and net OPEB liability as required in accordance with accounting principles generally accepted in the United States.

OFFICE OF THE AUDITOR-CONTROLLER

SIMONA PADILLA-SCHOLTENS, CPA  
Auditor-Controller

PHYLLIS TAYNTON, CPA  
Assistant Auditor-Controller



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October 9, 2018

Board of Directors  
Solano County Fair Association  
900 Fairgrounds Drive  
Vallejo, CA 94589

Members of the Board:

We were engaged to perform an audit of the financial statements of the Solano County Fair (Fair), a component unit of the County of Solano, as of and for the years ended December 31, 2017 and 2016, in accordance with auditing standards generally accepted in the United States of America.

In an effort to extend our services, we have identified matters for your information that we believe will serve to assist with and strengthen the Fair's governance activities.

We recommend the Board of Directors review the identified matters, described in the accompanying Attachment A, including the related recommendations. If you have any questions or need additional assistance, please contact me at 707-784-3057.

Respectfully yours,

A handwritten signature in blue ink that reads "Kirk Starkey".

Kirk Starkey  
Deputy Auditor-Controller

## **Attachment A**

### **Solano County Fair Reporting Structure**

The Solano County Fair Association (SCFA) conducts, under an agreement with Solano County (County), the annual County Fair and oversees the day-to-day operations of the County's fairgrounds property. The SCFA is a 510(c)(3) nonprofit organization with its own Articles of Incorporation and By-Laws whose Board Members are appointed by the County's Board of Supervisors.

However, the activities of the Fair are accounted for as an enterprise fund, and are presented in the County's Comprehensive Annual Financial Report (CAFR). In governmental accounting, an enterprise fund entity provides goods or services to the public for a fee that makes the entity self-supporting; similar to a commercial enterprise.

Additionally, staff conducting the Fair and overseeing the day-to-day operations of the fairgrounds property are SCFA employees but are also part of the County's pension (CalPERS) and medical plans.

Accounting for the SCFA's (a non-profit entity) activities in an enterprise fund while also including employees of the SCFA within the County's CalPERS plan creates an inconsistent reporting structure.

#### **Recommendation:**

The SCFA Board should work with the County Board of Supervisors to adopt an appropriate reporting structure reflecting Fair operation realities.

### **Solano County Fair Management Reports**

As part of the biennial financial statement audit, we routinely provide audit adjustments to present the Fair's operations consistent with generally accepted accounting principles. These adjustments include recognizing depreciation expense, the Fair's share of the County's pension and Other Post-Employment Benefits (OPEB) liabilities, and pension obligation bond debt. In operating an enterprise activity, management should make these types of entries to adequately measure the Fair's operations by including these costs when developing user fees. If these costs are not included in the user fees the Fair may not be recovering all costs of operations.

Additionally, the Fair presents operating statements to the Fair board on a monthly basis which shows the Fair's operations in total by expense category (e.g., salaries/benefits, services and supplies, utilities, etc.). However, the Fair Board has not routinely been provided expenses by functional cost center (e.g. facility rental) that includes overhead allocated to the cost centers<sup>1</sup>. Allocating overhead costs to all cost centers provides the true cost of departmental operations.

By presenting expenses by cost center, management and the Fair Board can better monitor the operations and profitability of the individual cost centers/departments and make strategic business decisions based on the information.

#### **Recommendation:**

Present the Fair Board with monthly operating reports, by cost center, that include overhead costs allocated to all cost centers/departments.

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<sup>1</sup> The Auditor-Controller has requested this information but Fair management is still in the process of compiling the information as of the date of this letter.



### **Solano County Fair Operations**

We have audited the financial statements of the Solano County Fair for the years ended December 31, 2017 and 2016 and we have observed the Fair continues to experience losses as a result of annual operating activities resulting in a decline in net position. As previously reported to the SCFA, the historical decline in cash and financial condition of the Fair since December 31, 2000 is presented below:

Year	Cash as of December 31	Revenues	Expenses	Change in Net Position
2017	\$190,671	\$3,296,306	\$3,518,456	(\$222,150)
2016	\$286,593	\$3,243,856	\$3,287,844	(\$43,987)
2015	\$241,290	\$3,026,853	\$3,097,196	(\$70,343)
2014	\$88,564	\$2,833,762	\$3,407,474	(\$573,712)
2013	\$693,568	\$2,967,269	\$3,374,264	(\$406,995)
2012	\$841,090	\$2,841,209	\$3,391,891	(\$550,682)
2011	\$1,135,685	\$3,522,315	\$3,507,490	\$14,825
2010	\$1,178,186	\$3,307,363	\$3,559,475	(\$252,112)
2009	\$939,286	\$3,716,343	\$4,307,505	(\$591,162)
2008	\$1,327,025	\$4,680,423	\$4,868,352	(\$187,929)
2007	\$1,343,783	\$5,154,299	\$5,296,075	(\$141,776)
2006	\$1,041,132	\$4,849,541	\$5,702,059	(\$852,518)
2005	\$1,147,200	\$4,597,682	\$4,707,722	(\$110,040)
2004	\$957,587	\$5,238,002	\$5,475,132	(\$237,130)
2003	\$1,122,886	\$5,102,944	\$5,640,583	(\$537,639)
2002	\$1,641,773	\$5,320,839	\$5,410,356	(\$89,517)
2001	\$1,971,113	\$5,298,283	\$5,182,459	\$115,824
2000	\$2,161,739	\$5,006,907	\$4,340,785	\$666,122

#### **Recommendation:**

Fair management, in conjunction with the Solano County Board of Supervisors, should pursue plans to address this ongoing structural deficit.

**OFFICE OF THE AUDITOR-CONTROLLER**

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

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



**SOLANO**  
**COUNTY**

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**ADDENDUM TO MANAGEMENT MEMO**

October 22, 2018

Board of Directors  
Solano County Fair Association  
900 Fairgrounds Drive  
Vallejo, CA 94589

Members of the Board:

Subsequent to the release of our audit report of the financial statements of the Solano County Fair (Fair), a component unit of the County of Solano, as of and for the years ended December 31, 2017 and 2016, Fair management brought to the Auditor-Controller's (ACO) attention a potential issue with the Fair's compliance with CalPERS enrollment requirements.

Based upon our initial review, this matter did not appear to have a material effect to the Fair's financial statements and thus does not require any adjustments to the financial statements.

However, because the Fair participates in the County's CalPERS plan, the ACO is working with the Fair's management to determine the Fair's compliance with the County's CalPERS contract agreement.

We recommend the Board of Directors review the matter with Fair management and continue to work with the ACO to correct any potential deficiencies. If you have any questions, please contact me at 707-784-3057.

Respectfully yours,

A handwritten signature in blue ink that reads "Kirk Starkey".

Kirk Starkey  
Deputy Auditor-Controller

**SIMONA PADILLA-SCHOLTENS, CPA**  
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Kirk Starkey  
Deputy Auditor-Controller





## **Solano County Fair Association**

### **Executive Summary of Pre-Planning Interviews of Fair Board Members, Staff, County Supervisors, and Stakeholders**

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Part of the strategic planning process is to gather data and input to be reviewed and integrated into the planning. One tool utilized in the Solano County Fair planning process is that board members of the Solano County Fair Association, Solano County Supervisors, as well as key stakeholders and fair staff were individually interviewed by planning facilitator Rebecca Desmond from California Fair Services Authority (CFSA).

Key questions each interviewee was asked included:

1. Why is the Solano County Fairgrounds important to you and the residents of Solano County?
2. Why is the Solano County Fair Association important to you and the residents of Solano County?
3. How does the Solano County Fairgrounds contribute to the well-being of the Solano County and what needs to be preserved for the future?
4. How could Solano County Fairgrounds contribute more to a Solano County need that is currently not being met? What could be done better for the future?
5. What ideas should be considered to help the Solano County Fair Association be financially self-sufficient – not dependent upon state or county funding for fairs?
6. What is your vision for the Solano County Fairgrounds? What do you envision the fairgrounds will be in the future?
7. What is your vision for the Solano County Fair Association?

The interviews were helpful and enlightening in appropriately kicking off the planning process and engaging all parties in thinking strategically about the Solano County Fair's

future. A unique challenge to this particular strategic planning process is the overlaying issue of what the future of the fair, fairgrounds, and fair board will be, both short term and long term. Thus the answers provided during the interviews included opinions on association and fair operations, fair board structure, and suggestions for the county's development project known as "Solano 360." A summarized list of comments is attached.

## **Findings – Executive Summary**

There is a lot to glean from the comments offered. Consistent themes in the comments are as follows:

- ✍ The Solano County Fair and fairgrounds are valued.
- ✍ The Solano County Fair and Ag Day play a positive and necessary role in agriculture education for the people of Solano County.
- ✍ The Solano County Fair is a gathering place where people from all cultures economic backgrounds come together to celebrate Solano County.
- ✍ Due to Solano County's rich diversity, having both the Solano County Fair and the Dixon May Fair in the county is a benefit to all Solano County residents.
- ✍ The Solano County Fair provides a venue for young people to showcase their talents in agriculture, fine arts, STEM, music, and the performing arts.
- ✍ The Solano County Fairgrounds is a critical asset in the local, regional and state emergency response network.
- ✍ The Solano County Fair Association needs to understand their financial standing and stop operating at the same level they did when revenues and reserves were much higher.
- ✍ The Solano County Board of Supervisors and the Solano County Fair Association board and executive staff need to build a respectful partnership, putting the people of Solano County first in decision making related to the fairgrounds and fair association operations.
- ✍ A two-day fair is not long enough.
- ✍ It is time to re-invent the Solano County Fair and fairgrounds from the ground up including facility improvements, structure of the Fair Association board and staff, and a new positive working relationship with the county.

Support for the strategic planning process is strong as is the hope and vision of the phoenix rising from the fire in the form of a new operational plan that includes facility improvements, realistic spending, revenue generation, and a new county-fair association partnership. Some of the more common themes included:

- ✍ The fair needs to reach out to its immediate community in Vallejo and invite the community in for education, culture, arts, and events.
- ✍ The fair association needs to determine its structure and the county supervisors need to then appoint board members who are going to help the association do its job, maintain its mission and accomplish its vision.

- ✍ The county staff and board of supervisors need to see the fairgrounds, fair association and fair event as the asset it is and assist in the re-invention.
- ✍ Going forward, nothing can be done in a vacuum. Open dialogue and transparency/understanding of finances are key to the success of the accomplishing the goals that will be set forth in this strategic plan.
- ✍ The Solano County Fair is one of the few events that brings together all of the cultures and demographics of the county in one place to celebrate, learn, and honor all that is Solano County.

There is overwhelming agreement that the time for focused, meaningful strategic planning is now. This is the time to move forward for the good of the residents of Solano County. This being said, we can always learn from the past. In 1946 the county board of supervisors had a vision that perhaps can be the guide in this current planning process:

Resolution for Institution of Solano County Fair (1946):

*“A county fair be held in Solano County “for the purpose of advertising, exploiting and making known to the world at large the resources of said County, to induce immigration into said County and the attraction of capital investments therein, to increase trade and commerce therein, and provide a means of exhibiting and advertising agricultural, livestock, horticultural, viticultural, mineral, industrial, commercial, climatic, educational, recreational, artistic, musical, cultural and other resources and advantages of said Solano County, and to conduct shows, races and athletic contests.”*



## **Solano County Fair Association**

### **2018-2019 Strategic Planning Workshop Report**

The Solano County Fair Association board of directors, staff, and stakeholders met in a workshop to develop a 2018-2019 Strategic Plan on the evening of July 27, 2018, and all day on July 28, 2018, at the Vacaville Chamber of Commerce building. CFSA Deputy Executive Director Rebecca Desmond facilitated the planning session.

Association board members in attendance on Friday evening included treasurer Carole Paterson, and directors Norma Placido, Kari Birdseye, and Kathy Marianno. Fair staff included General Manager Stephen Hales, Deputy General Manager/CFO Mike Passey, Business Development Manager Mike Ioakimedes, operations staff Lewis McGaffie, fair livestock superintendent Kelly Fletcher, fair fine arts supervisor Mike Loeb. Stakeholders in attendance included Valerie Williams from the U.C. Cooperative Extension Services.

On Saturday, District 1 County Supervisor Erin Hannigan and association marketing contractor Debbie Egidio joined the workshop.

In the weeks prior to the workshop, Ms. Desmond interviewed more than 25 association board and staff members along with four of the five Solano County Supervisors and other various stakeholders. The interview participants were asked the following questions and they also offered open comments:

1. Why is the Solano County Fairgrounds important to you and the residents of Solano County?
2. Why is the Solano County Fair Association important to you and the residents of Solano County?
3. How does the Solano County Fairgrounds contribute to the well-being of the Solano County and what needs to be preserved for the future?
4. How could Solano County Fairgrounds contribute more to a Solano County need that is currently not being met? What could be done better for the future?
5. What ideas should be considered to help the Solano County Fair Association be financially self-sufficient – not dependent upon state or county funding for fairs?

6. What is your vision for the Solano County Fairgrounds? What do you envision the fairgrounds will be in the future?
7. What is your vision for the Solano County Fair Association?

A copy of the interview executive summary is attached to this report.

The meeting opened Ms. Desmond reviewing the purpose of strategic planning:

- ❖ You cannot *predict* the future. You can *create* your future.
- ❖ Set specific goals and objectives, making decisions and acting upon the direction set.
- ❖ A series of well thought out, researched and systematic decisions for the future make up strategic planning.
- ❖ Understanding the past with an eye to the future.
- ❖ Knowing the strengths, weaknesses, opportunities and threats to the fair association.
- ❖ Clearly understanding and embracing the purpose and direction of the fair association.
- ❖ Creating an action plan to meet the goals.
- ❖ Being accountable to the community and the county.

Ms. Desmond asked each participant to tell the group how many years that had been connected with the Solano County Fair, Association, fairgrounds, etc. There was more than 400 years of experience and connection in the room.

Ms. Desmond next reviewed the standard strategic planning ground rules:

- ❖ Confidentiality
- ❖ Contribute
- ❖ Listen for Understanding
- ❖ Focus
- ❖ Team work
- ❖ Action for Success

She also reviewed what was deemed “local rules” that pertained to this particular planning session:

- ❖ We are not here to come up with ideas for the County’s development of the Solano 360 property.
- ❖ The SCF Association and Solano County are co-stewards of the fairgrounds (new footprint). This process will seek to clarify and help define SCF Association’s role. The roles of each entity will be defined through this process and this group will work only on the Association’s role.
- ❖ The Solano County Fair is not the Dixon May Fair. Why not?
  - While being in the same county and sharing the same boundaries, each fair is unique, as are all California fairs.
  - The Dixon May Fair is located in a rural community. The Solano County Fair is located in an urban community.

- The Dixon May Fair is a state district agricultural association.
- California fairs do not compete with one another, they support each other as these two fairs do.
- ❖ While we always need to learn from the past, we will not be dwelling on past decisions or practices.

The group agreed on some clarifying definitions in an effort to avoid confusion or misinterpretation of information and ideas. Those definitions are as follows:

- ❖ Fair – The annual Solano County Fair event.
- ❖ Fairgrounds – The Solano County Fairgrounds operated by the Solano County Fair Association on a year-round basis.
- ❖ Association – The Solano County Fair Association, a private nonprofit corporation that contracts with Solano County to operate the fairgrounds on a year-round basis.
- ❖ County – Using a capital “C” refers to the Solano County government.

At the strategic planning workshop the group listed their expectations for the workshop. Expectations for were viewed as “hopes” or “hurdles” to the planning process and included the following:

#### Hopes

- ❖ We come out with a thought-out one-year set of goals and have an action plan that pushes those goals through the year. Understanding that a normal strategic plan would look at three-to-five-year goals, without the certainty of the extension of the Associations management contract with the County, planning beyond one year is prohibitive..
- ❖ We review the mission and vision statements for relevancy and currency.
- ❖ We have defined roles and responsibilities for the Association and County better defined with trust and transparency.
- ❖ We improve the fair over this year’s event and get more participation (attendance, exhibitors, etc.)
- ❖ The plan includes how to better communicate our mission, core values, this new plan to the County and the public.
- ❖ To have a unified message to the public about our future.
- ❖ Always to have diversity as a board.
- ❖ We have teamwork and support for everyone.
- ❖ We leave here with a brighter outlook for the fair and association that can be shared.
- ❖ We understand we can’t do it all at once and we agree on a path forward.
- ❖ We have a plan that will be supported by the County and ensure the future of the fair and the Association.
- ❖ We are able to answer the questions “Why do we exist?” and “What do we do better than anybody else?”

## Hurdles

- ❖ Not enough time to fully flush out the ideas and action plans.
- ❖ Not all Association board members are present.
- ❖ No County supervisors are participating (Supervisor Erin Hannigan attended the session on Saturday morning).
- ❖ Lack of a fully appointed board (only six of 15 supervisor-appointed board seats are filled).
- ❖ We may not have all of the information at hand today to make certain decisions.
- ❖ Afraid there may be a lack of frankness. We need to speak the reality.
- ❖ Longevity of the planning participants' involvement with the fair. While institutional knowledge is valuable, don't want to get stuck in "We always done it that way."

It is important for any entity conducting planning for the future to look at the present conditions of the fair organization, including the financial condition. Ms. Desmond presented the following chart reflecting the 2017 Solano County Fair Association State of Operations report filed with the California Department of Food & Agriculture's Branch of Fairs & Expositions based up the fair's year-end financial reports for 2017:

2017	Revenue	Expense	Contribution to Net
Fair	490,647	850,189	(359,542)
Interim	927,802	31,507	896,295
Satellite Wagering	411,514	352,134	59,380
Other	1,196,933	665,722	531,211
Totals	3,027,895	2,924,030	1,127,334
Administration Overhead			(572,815)
Maintenance Overhead			(451,531)
Net Proceeds			102,988

The next step in the workshop was to review the current mission and vision statements and core values for the Solano County Fair Association.

**Mission Statement:** *The mission of the Solano County Fair Association is "to ensure a positive experience for the public by providing a year-round multi-purpose venue that showcases and celebrates the wide variety of resources and activities available to our diverse community."*

**Vision Statement:** *The vision of the Solano County Fair Association is "to be a thriving destination point by presenting a first-class multi-use entertainment and*

*recreation facility that supports the county fair and our mission, and provides a sustained economic benefit to the county in partnership with our corporate neighbors and others.”*

**Values:** *We operate with honest, integrity and fairness. We operate with respect and teamwork.*

After some discussion, the group decided that for the sake of time, a subcommittee of staff and board would review the mission and vision statements and bring recommendations back to the board at the August 15 board meeting. This task became an objective in the strategic plan.

In order to move into the future, it is important to look at the current and past conditions to set priorities and a path forward. To do this, the group conducted a SWOT analysis, looking at the strengths, weaknesses, opportunities and threats of the Solano County Fair Association. Strengths and weakness are internal matters that the Association has control over while opportunities and threats are more external. Then each planning participant voted on their six top priority areas (numbers in parentheses following item indicates how many votes that item received). When voting on priorities, the focus is put on weaknesses, opportunities and threats.

### **Strengths**

- Location
- 70 years of history, longevity
- 7 cities in the county
- Diversified client base
- Stick-to-it staff
- Tenaciousness – Regarding the board members still here
- Experiences
- Participation by board members
- Fun
- Resourcefulness
- Open to change
- Amazing opinions
- Diverse community
- Willingness to voice thoughts
- Lease revenue
- Stakeholder strength and support
- Satellite wagering facility
- Tangible assets (i.e. liquor license)
- Optimistic
- Sponsorship support
- Facilities for emergency response and staff skilled in response due to event management skills
- Fairgrounds with green space
- Returning events (i.e. dog show) and client retention



- Nonprofit experience of board and staff
- Potential for strong volunteer base
- Redevelopment of some of our space
- Annual fair
- Ag Day
- Community participation
- Flexibility in space (campus), diversity in types of events that can be held at the fairgrounds
- Use of social media, communications, advertising, marketing
- Electronic sign board
- History

### **Weaknesses**

- Lack of fully appointed board
- Location
- Low attendance at the fair
- Perception the fair is closing
- Outdated facilities
- Low financial reserves (5)
- Internal perception of host city and security plan is 10 years old addressing dated security issues
- Lack of volunteer management program
- Staff structure – policies, procedures, lack of business structure (1)
- Bare bones staff level
- Relationship with the County (7)
- Lack of relevancy to our market – fair programming
- Community outreach – telling our story, promoting programming (5)
- Need more performers on the Cultural Stage (1)
- Lack of established financial reserve goal/policy – what can reserves be used for (1)
- We focus on the fair and not as much on the fairgrounds
- No flexible employee model – staffing within budget
- Need more Association-sponsored events
- Lack of capital improvement plan in the budget (1)
- More shuttle transportation is needed for seniors
- Need long range financial/business plan (7)
- Dependency on lease revenue (1)
- Aging workforce
- Employee retention due to uncertainty of Association future
- We don't act like a nonprofit or take advantage of nonprofit opportunities (1)
- Need to explore grants (1)
- Uncertainty about the future – can't enter into long term contracts (2)
- Need to update management plan in the County contract (2)
- Operating with short-term view point – looking at the end instead of the future

- Poor curb appeal – fairgrounds needs to look fresher, need to tear down unused facilities that bring down the appearance of the fairgrounds (2)

### **Opportunities**

- Better relationship with the County (5)
- Better relationships with cities and community partners (1)
- Location
- Solano 360 (1)
- Cannabis
- Development of volunteer base in support of the fair and the Association
- Space at the fairgrounds
- To be the fair of the future (1)
- Partner with other nonprofits
- Tapping into large diverse population (1)
- Community outreach, develop awareness – speakers bureau, board members speaking at community groups and service clubs, uniform message points
- RV Park
- Fair weather site
- Maintain focus on the best interest of the fairgrounds (1)
- Association-promoted events (1)
- Increase lease revenues
- Utilize board members diversity and expertise (1)
- Six Flags – marketing partnership, events (3)
- Play a role in disaster relief/response (3)
- Do something no one has ever done before
- Rebuild the fair event from ground zero (2)
- Partner with the education community – schools, community college, college students help on marketing plan
- Neighborhood associations
- Commercial/demonstration kitchens (1)
- Bridge the gap between urban and commercial agriculture
- Partner with County “parks and rec” to offer classes (2)
- Provide a venue for different types of entertainment
- Sharing with neighboring fairs
- Look outside the fair industry for staff succession planning

### **Threats**

- Comparisons to what we have been in the past (1)
- Solano 360 – what will it look like, not being in control of our destiny, plan is dated (4)
- Lack of young industry pool of potential staff members
- External perceptions (2)
- Changing marketplace (1)
- Digital society
- Lack of resources

- Obsolescence
- Location – perception of “Vallejo”
- Market competition for the discretionary dollar (3)
- Economy
- County contract not being renewed, possible Association dissolution
- Entire fair industry is in transition
- County
- Declining horse racing industry
- Aging core customer base (1)
- Declining participation in 4-H and FFA
- Getting volunteers
- Geographically disjointed county
- Competition for sponsorship dollars
- Cost of doing business is going up – minimum wage, OPEB/PERS liabilities
- Solano County is a bedroom community for Bay Area
- Perception we are the Vallejo Fair, instead of the county fair
- Inaccurate comparisons to the Dixon May Fair

The group used the SWOT analysis to create measurable goals for the next 12 months:

**Goal A: Building a better relationship with the County (staff and electeds)**

**Goal B: Establishing and defining our identity**

**Goal C: Develop community outreach plan**

**Goal D: Develop a business/management plan**

The group next created objectives and action plans for each of the goals to assist the Association in accomplishing these short term goals and to communicate the direction of the strategic plan to the rest of the Association staff and board, the County staff and elected, to the Association’s stakeholders, and to the community at large.

**Goal A: Building a better relationship with the County (staff and electeds)**

Objective 1: Present the strategic plan, draft revised bylaws to the Association/County Subcommittee at the August 29, 2018 meeting

Action Step	By whom	By When	Status Update
Draft bylaws	Carole Paterson, Mike Ioakimedes, Kari Birdseye, Stephen Hales	8/15/18 Association board meeting	8/15/18 Association board meeting
Write Strategic Plan Report	Rebecca Desmond	8/3/18	8/15/18 Association board meeting
Create presentation to Association/County subcommittee	Carole Paterson, Mike Ioakimedes, Stephen Hales	8/21/18	8/15/18 Association board meeting

Objective 2: Define roles and responsibilities of Association and County

Action Step	By whom	By When	Status Update
Develop draft management plan/County agreement	Stephen Hales, Mike Ioakimedes, Mike Passey, county counsel, Dennis Yen	9/19/18	8/15/18 Association board meeting

Objective 3: Develop communications/relationship building plan **with** the County

Action Step	By whom	By When	Status Update
Create quarterly "State of the Fairgrounds" report	Kari Birdseye, Stephen Hales, Debbie Egidio	First report by 10/30/18	All Association board meetings
Communicate with Association/County Subcommittee about the communication plan and establishing an annual gathering	Carole Paterson, Norma Placido, Lee Williams	8/29/18 Association/County subcommittee meeting	Report outcome to Association board at 9/19 meeting

### **Goal B: Establishing and defining our identity**

Objective 1: Revise/update/reaffirm SCFA mission and vision statements

Action Step	By whom	By When	Status Update
Revise/update/reaffirm SCFA mission and vision statements	Mike Ioakimedes, Kari Birdseye, Mike Passey	Circulate first draft by 8/3/18, final by 8/15/18	8/15/18 Association board meeting

Objective 2: Conduct public/patron survey

Action Step	By whom	By When	Status Update
Write and circulate survey	Debbie Egidio	9/19/18 Association board meeting	8/15/18 Association board meeting

### **Goal C: Develop community outreach plan**

Objective 1: Develop message points/power point/public speaking plan

Action Step	By whom	By When	Status Update
Develop message points/power point/public speaking program	Mike Ioakimedes, Carole Paterson, Kurt Brown	11/1/18	9/19/18 Association board meeting
Implement the plan	Association staff and board	November 2018	n/a

Objective 2: Develop community outreach plan

Action Step	By whom	By When	Status Update
Develop community outreach plan	Carole Paterson, Valerie Williams, Lewis McGaffie, Norma Placido	Ongoing	November 2018 Association board meeting

### **Goal D: Develop a business/management plan**

Objective 1: Draft financial plan (history, current status, 2019, and three-year outlook)

Action Step	By whom	By When	Status Update
Draft financial plan	Kelly Fletcher, Mike Passey, Mike Ioakimedes, Dennis Yen, Kathy Marianno	8/15/18 for 8/29/18 subcommittee meeting	n/a

Objective 2: Review organizational structure

Action Step	By whom	By When	Status Update
Draft new organizational structure	Stephen Hales, Mike Ioakimedes, county counsel, Carole Paterson, Kari Birdseye	8/15/18 for 8/29/18 subcommittee meeting	n/a

Objective 3: Draft narrative of business plan

Action Step	By whom	By When	Status Update
Draft narrative of business plan	Stephen Hales, Mike Ioakimedes, Carole Paterson,	8/15/18 for 8/29/18 subcommittee meeting	n/a

Ms. Desmond concluded the workshop by conducting an evaluation of the strategic planning session:

### **Evaluation of Strategic Planning Session**

What went well?	What could have been better?
Good contribution by participants	Wish more participation from County and other stakeholders
Facilitator's industry knowledge very helpful	Bigger space needed to see all of the big sheets
Pace was good	
Food was great!	
Action plans were identified	
Appreciate people stepping up in the action plans	
Attendance was awesome	
The facility was free	
The "Wall" ice breaker	
Staff preparation was very helpful	

### Final Thoughts

Ms. Desmond concluded the workshop by congratulating the group for their hard work and production of a final product and offered the following quotes:

*"When we commit to a vision or direction to do something that has never been done before, there is no way to know how to get there. We simply have to build the bridge as we walk on it."*

Quin 2004

*"Coming together is a beginning, staying together is progress, and working together is success."*

Henry Ford



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	17	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Report	<b>Department:</b>	Auditor-Controller
<b>File #:</b>	19-114	<b>Contact:</b>	Phyllis Taynton, 784-6288
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive a presentation and accept the following reports for the fiscal year ended June 30, 2018: Solano County Comprehensive Annual Financial Report (CAFR), Report to the Board of Supervisors, Report to Management and the Single Audit Report; and the Report on Applying Agreed-Upon Procedures (AUP, GANN Limit) for the fiscal year ended June 30, 2019		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Link to FY2017-18 CAFR, B - Report to the Board of Supervisors, C - Report to Management, D - Single Audit Report, E - GANN Limit (AUP)		

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

### DEPARTMENTAL RECOMMENDATION:

The Auditor-Controller's Office (ACO) recommends that the Board of Supervisors receive a presentation and accept the following reports:

- 1) For the fiscal year ended June 30, 2018:
  - a) Solano County Comprehensive Annual Financial Report (CAFR);
  - b) Report to the Board of Supervisors;
  - c) Report to Management;
  - d) Single Audit Report; and
- 2) For the fiscal year ended June 30, 2019:
  - e) Report on Applying Agreed-Upon Procedures (AUP, GANN Limit)

### SUMMARY:

In accordance with Government Code §25250 and pursuant to the contract terms approved by the Board of Supervisors on April 3, 2018, Vavrinek, Trine, Day & Co., L.L.P., CPAs, conducted the audit of the following reports: 1) Comprehensive Annual Financial Report (CAFR); 2) Report to the Board of Supervisors; 3) Report to Management; 4) Single Audit Report (all four reports are for fiscal year ended June 30, 2018); and 5) Report on Applying Agreed-Upon Procedures (AUP, GANN Limit) for the fiscal year ended June 30, 2019.

For the fiscal year ended June 30, 2018, the County received an unmodified opinion (clean opinion) on the CAFR. The Report to the Board of Supervisors did not note any significant or material audit matters. The Single Audit Report on internal controls over financial reporting did not identify any matters. The Single Audit

Report on compliance identified one finding discussed below. The AUP, GANN Limit Report noted no exceptions.

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to Solano County for the fiscal year ended June 30, 2017. The ACO believes the current CAFR continues to meet the Certificate of Achievement Program's requirements and submitted it to the GFOA to determine its eligibility for another award.

#### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

#### **DISCUSSION:**

##### **Comprehensive Annual Financial Report**

The ACO prepares the Comprehensive Annual Financial Report (CAFR). The CAFR includes an introductory section, a financial section, and a statistical section.

The *introductory section* provides general information on the County's structure, awards received and personnel as well as information useful in assessing the County's financial condition (pages 1-12).

The *financial* section (pages 13-144) contains the basic financial statements and required supplementary information as well as the independent auditor's report. A narrative overview and analysis of the financial activities of the County for the fiscal year ended June 30, 2018 is included in the Management's Discussion and Analysis (pages 19-31). In addition, the financial section provides information on each individual fund and component unit not reported separately within the basic financial statements.

The *statistical section* (pages 145-169) provides a broad range of trend data covering key financial indicators from the past 10 years. It also contains demographic and miscellaneous data useful in assessing the County's financial condition.

Basic financial statements are defined as government-wide financial statements (pages 35-37), fund financial statements (pages 38-46), and notes to the financial statements (pages 47-101). Areas of particular interest include the detailed note disclosures on cash and investments (pages 63-70), long-term obligations (pages 79-83), fund balance classifications (page 85), employee retirement plans (pages 86-94), and Post Employment Health Care Benefits (pages 94-97).

The focus of the government-wide financial statements is to report the extent to which the government has met its operating objectives, using all resources available for that purpose. The focus of the fund financial statements is to demonstrate the government's actions in the current period have complied with the public decisions in raising and spending the public funds within the budgetary cycle.

The required supplementary information presents the schedules of changes in net pension liability and related ratios for the defined benefit pension plans (pages 105-106) and schedules of changes in net OPEB liability and related ratios for the OPEB plan (page 107). Also, this section presents the County's budgetary comparison schedules for the General Fund (page 108) and all major special revenue funds (pages 109-110). The combining statements in connection with non-major governmental and internal service funds are presented immediately following the required supplementary information (pages 113-144).



The County's unfunded pension liability and pension activities are presented in the County's government-wide financial statements, note disclosures and supplementary schedules in accordance with the *Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting of Pensions - an amendment of GASB Statement No. 27*.

The County's Net Pension Liability of \$531,876,485 (\$395,164,636 for the Miscellaneous Plan and \$136,711,849 for the Safety Plan, excluding the Courts and Fair) is presented in the Statement of Net Position (page 35). This is a net increase of \$60,021,010 over prior year's net pension liability of \$471,855,475. Additional detail and pension information is disclosed in the pension footnote (pages 86-94).

In Fiscal Year (FY) 2017/18, the County adopted Government Accounting Standard Boards (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. Accordingly, the County's unfunded other postemployment benefits (OPEB) liability and OPEB activities are presented in the County's government-wide financial statements, note disclosures and supplementary schedules.

The County's Net OPEB Liability of \$22,888,955 is presented in the Statement of Net Position (page 35). This amount is a net increase of \$18,951,016 over prior year's net OPEB obligation of \$3,937,939 (\$3,931,884 governmental activities and \$6,055 business-type activities, included as part of the County's other long-term obligations reported in the Statement of Net Position and disclosed in the Long-Term Obligations notes to the financial statements). Additional detail and OPEB information is disclosed in the OPEB footnote (pages 94-97).

### **Report to the Board of Supervisors**

The Report to the Board of Supervisors communicates any significant audit matters and other information containing audited financial statements. There were no significant material audit matters reported.

### **Report to Management**

The Report to Management communicates weaknesses in internal controls and related matters identified in the audit that warrant communication to management but are not material weaknesses in internal controls. The report identified the following instances that warrant communication to management:

- 1) Removing active directory accounts for terminated employees - Department of Information Technology (repeat finding)
- 2) Segregation of Duties; Fairfield Health Clinic Cash Receipts - Department of Health & Social Services
- 3) Authorizing Employee Status Changes/Action - Department of Human Resources
- 4) Authorizing Timesheets - Payroll Division of the Office of the Auditor-Controller

### **Single Audit Report**

The Single Audit Report is comprised of:

- 1) Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards. The report did not identify any matters. The County received an unmodified opinion (clean opinion) for this report.
- 2) Independent Auditors' Report on Compliance for each major Federal program; Internal Control over Compliance; and the Schedule of Expenditures of Federal Awards (SEFA) required by the Uniform Guidance. The County received an unmodified opinion (clean opinion) for this report. The report did

not identify any deficiencies in internal control over compliance that are considered to be material weaknesses or that would have modified each major program as reported; however the auditing procedures disclosed one instance of non-compliance required to be reported and described in the schedule of findings:

- a. Medical Assistance Program, Medicaid Cluster - the County did not complete timely redeterminations of eligibility requirements for the program. The affected department has implemented corrective actions strengthening its procedures to improve timeliness.

#### **Report on Applying Agreed-Upon Procedures (GANN Limit)**

The Report on Applying Agreed-Upon Procedures (AUP, GANN Limit) communicates the procedures performed on the County's computation of the Gann Appropriations Limit for the fiscal year ending June 30, 2019. The report noted no exceptions.

The preparation of these reports would not have been possible without the dedication of the Auditor-Controller's staff. The ACO would like to specifically recognize Adrienne Clark, Jennifer Laron, Debbie Pierce and Ernestine Villanueva for their commitment and hard work. Credit must also be given to the County Administrator and the Board of Supervisors for their support in maintaining the highest standards of professionalism in the management of the County's finances. In addition, the ACO also like to thank other County departments for their cooperation and outstanding support in the preparation of these reports.

#### **ALTERNATIVES:**

The Board could elect not to accept the audit reports as presented; however, this alternative is not consistent with sound public policy and is therefore not recommended.

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

The ACO was the liaison between the external auditors, Vavrinek, Trine, Day & Co., L.L.P., and other County departments, including the Workforce Development Board. As the liaison, the ACO coordinated test work and meetings with County departments, facilitated access to financial system (OneSolution) reports and supporting documentation, etc. Prior to the final issuance of the various reports, the ACO invited staff from the County Administrator's Office, the Grand Jury, and County departments to meet with Vavrinek, Trine, Day & Co., L.L.P., to review and discuss the contents of the various audit reports.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

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

1. [1718 CAFR FINAL](#)



**VAVRINEK, TRINE, DAY & CO., LLP**  
*Certified Public Accountants*

**VALUE THE** *difference*

To the Board of Supervisors  
 County of Solano, California

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Solano, California (County) for the year ended June 30, 2018, and have issued our reports thereon dated as indicated below:

**Reporting Entity**

Comprehensive Annual Financial Report  
 Solano First 5 Children and Families Commission

**Audit Report Date**

December 28, 2018  
 September 28, 2018

We are currently performing the compliance audit of the County's federal awards programs and plan to issue our reports prior to January 31, 2019.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 21, 2018. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Matters**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note I to the financial statements. As described in Note IV-G to the financial statements, the County adopted new accounting guidance, Government Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, and Statement GASB No. 85, *Omnibus 2017*, effective July 1, 2017. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in Note IV-F of the financial statements. We noted no transactions entered into by County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the County's financial statements were:

Management's estimates were used in estimating date of collection to comply with period of availability for certain revenues, fair value of investments, establishing self-insurance liabilities and reserves, depreciation expense, pollution remediation obligations, amounts related to the net pension liability, net other postemployment benefits (OPEB) liability, and related deferred inflows of resources and deferred outflows of resources. We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

As disclosed in IV-A of the financial statements, the valuation of the County's net pension liability and related deferred outflows/inflows of resources are sensitive to the underlying actuarial assumptions used including, but not limited to, the investment rate of return and discount rate. As disclosed in IV-A, a one percent increase or decrease in the discount rate has a material effect on the County's net pension liability.

As disclosed in IV-B of the financial statements, the valuation of the County's net OPEB liability and related deferred outflows/inflows of resources are sensitive to the underlying actuarial assumptions used including, but not limited to, the discount rate and healthcare cost trend rate. As disclosed in IV-B, a one percent increase or decrease in the discount rate and healthcare cost trend rate has a material effect on the County's net OPEB liability.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management of the County that are included in the management representation letter dated December 28, 2018. We obtained certain representations from management of the Solano First 5 Children and Families Commission in the management representation letter dated October 5, 2018.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **Other Matters**

We applied certain limited procedures to management's discussion and analysis, schedule of changes in the net pension liability and related ratios, schedule of County's retirement plan contributions, schedule of changes in the net OPEB liability and related ratios, schedule of the County's OPEB plan contributions, and the budgetary comparison schedules for the General Fund and the major special revenue funds, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining and individual nonmajor fund statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

## **Restriction on Use**

This information is intended solely for the information and use of the Board of Supervisors and management of the County and is not intended to be, and should not be, used by anyone other than these specified parties.

*Vavrinik, Trine, Day & Co. LLP*

Sacramento, California  
December 28, 2018

**COUNTY OF SOLANO, CALIFORNIA**

**MANAGEMENT LETTER**

**JUNE 30, 2018**



**VAVRINEK, TRINE, DAY & CO., LLP**  
Certified Public Accountants

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To the Board of Supervisors  
and Management  
County of Solano, California

In planning and performing our audit of the financial statements of the County of Solano, California (County), as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the County's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

We previously communicated to you about the County's internal control in our separate report dated December 28, 2018. This letter does not affect our report dated December 28, 2018, on the financial statements of the County.

During our audit we noted certain matters involving internal control and other operational matters that are presented for your consideration. These comments and recommendations, all of which have been discussed with the appropriate members of management, are intended to improve internal control or result in other operating efficiencies and are summarized as follows:

**REMOVING ACTIVE DIRECTORY ACCOUNTS FOR TERMINATED EMPLOYEES  
(REPEAT FINDING)**

**OBSERVATION:**

We noted when employees are terminated, the County's policy is to remove the employees from the Active Directory and remove access to the County's Information Systems remotely through the Virtual Private Network (VPN) once notified by the department through the Department of Information Technology (DoIT) Access Separation Checklist, thus preventing the possibility of unauthorized access to the County's Information Systems. Additionally, the County's policy states that all inactive accounts will be removed from County systems after a sixty (60) day period. As a result of our audit procedures and of the sample selected, we noted four (4) employees had access to the County's Information Systems remotely through the Virtual Private Network (VPN), but were removed from the County's Active Directory on the date of termination.

**RECOMMENDATION:**

We recommend that the County strengthen its existing policies and procedures to ensure terminated employees are removed from the Active Directory and VPN access in a timely manner.

**MANAGEMENT'S RESPONSE:**

The Department of Information Technology agrees with the findings. We note that primary responsibility for compliance with the procedures in the Access Separation Checklist must lie with hiring managers in each Department. We have implemented a manual process to fill the gap created when Departments fail to notify DoIT of separations. This process is designed to identify and disable terminated accounts on a weekly basis. We are engaged in a process of continual improvement to review and refine the process until it can be fully automated.



To the Board of Supervisors  
and Management  
County of Solano, California  
December 28, 2018

Due to unforeseen delays in the Service Desk project, the platform needed to create a fully automated procedure is not yet available. We anticipate the platform will be available in the first half of 2019, with implementation of process automation to take place by 2020.

## **SEGREGATION OF DUTIES – CASH RECEIPTS**

### **OBSERVATION:**

As a result of our procedures, it was observed that the County does not have adequate segregation of duties in the Fairfield Health Clinic cash receipts process; as one individual has access to cash, access to the Nextgen system, prepares reconciliation between daily cash receipts and Nextgen ledger (there is no evidence of review by second party) and has the ability to void cash receipt transactions without approval.

### **RECOMMENDATION:**

We recommend that the County strengthen its existing policies and procedures to ensure proper segregation of duties.

### **MANAGEMENT'S RESPONSE:**

Health & Social Services (HSS) agrees with the finding. HSS has started taking corrective action to address not only the issue of segregation of duties but the entire cash handling process for the clinics. In December 2018, HSS changed the reporting structure for the clinics' front office accounting clerks to ensure adequate fiscal or technical support in performing their day-to-day responsibilities. The front office accounting clerks now report directly to a Policy and Financial Analyst (PFA)/Revenue Cycle Manager providing onsite supervision. Supervisory review is now required for all deposits. HSS is currently reviewing all clinic fiscal policies and procedures (P&Ps). It is anticipated that updated P&Ps will be fully implemented by March 31, 2019.

## **AUTHORIZING EMPLOYEE STATUS CHANGES/ACTION**

### **OBSERVATION:**

As a result of our procedures, it was observed that an employee Personnel Action Request (PAR) were not properly approved by the Department Head. The County's Policy requires all personnel status changes/action to be properly approved by the Department Head. As a result of our audit procedures and of the sample selected, we noted one (1) employee PAR was not properly signed/authorized by the Department Head.

### **RECOMMENDATION:**

We recommend that the County strengthen its existing policies and procedures to ensure proper authorization of Personnel Action Requests.

### **MANAGEMENT'S RESPONSE:**

The Sheriff's Department reported an issue with the County's automated ePAR. The issue involved the Animal Care Division specifically in which an initiated ePAR skipped the Department approver, and routed directly to HR. For the ePAR's for which the Sheriff's Department reported the issue, the HR department denied the ePAR.

To the Board of Supervisors  
and Management  
County of Solano, California  
December 28, 2018

and asked that paper Personnel Action Forms be submitted with the department approval. The routing issue was not noticed when this particular ePAR was initiated and was not properly approved from the Department Head electronically or via paper PAR. Once the issue was identified, it was reported to DoIT and the ePAR vendor for correction. A "fix" was entered in the system to correct the issue for subsequent ePAR's.

## **AUTHORIZING TIMESHEETS**

### **OBSERVATION:**

As a result of our procedures, we noted the County's policies require that employee timesheets are to be properly approved by the individual employee. The County's Payroll Policies and Procedures states "all employees (except Elected Officials) are required to complete, sign and date a timesheet to report hours worked and leave taken." As a result of our audit procedures and of the sample selected, we noted four (4) employee timesheets were not properly signed/authorized by the individual employee.

### **RECOMMENDATION:**

We recommend that the County strengthen its existing policies and procedures to ensure proper authorization of employee timesheets.

### **MANAGEMENT'S RESPONSE:**

The Auditor-Controller agrees with the finding. In each case, the supervisor submitted the timecard on the employee's behalf. However, County procedures require that employee's supervisor require the employee to "Acknowledge" timecards submitted on the employee's behalf (the "get-acknowledge" process). In these four instances, the supervisor didn't follow established procedures. The Auditor-Controller has sent a reminder to Employees and Supervisors to perform this procedure if an employee is unavailable to submit his/her timecard.

\*\*\*\*\*

Our audit procedures are designed primarily to enable us to form an opinion on the financial statements, and therefore may not bring to light all weaknesses in policies or procedures that may exist. We aim, however, to use our knowledge of the County gained during our work to make comments and suggestions that we hope will be useful to you.

We would be pleased to discuss these comments and recommendations with you at any time.

This report is intended solely for the information and use of the Board of Supervisors, management, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

*Vavrinik, Trine, Day & Co. LLP*

Sacramento, California  
December 28, 2018

**COUNTY OF SOLANO, CALIFORNIA**  
**SINGLE AUDIT REPORT**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**COUNTY OF SOLANO, CALIFORNIA**

**SINGLE AUDIT REPORT**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
County of Solano, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Solano (County), California, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 28, 2018. Our report includes an emphasis of matter paragraph regarding the County's adoption of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, and Statement No. 85, *Omnibus 2017*, effective July 1, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Vavrinik, Trine, Day & Co. LLP*

Sacramento, California  
December 28, 2018



**VAVRINEK, TRINE, DAY & CO., LLP**  
Certified Public Accountants

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, INTERNAL CONTROL OVER COMPLIANCE, AND THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Supervisors  
County of Solano, California

**Report on Compliance for Each Major Federal Program**

We have audited the County of Solano, California's (County) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County's major federal programs for the year ended June 30, 2018. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

## ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2018-001. Our opinion on each major federal program is not modified with respect to these matters.

The County's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs and separate corrective action plan. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

## **Report on Internal Control over Compliance**

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2018-001 that we consider to be significant deficiencies.

The County's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs and separate corrective action plan. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining funding information of the County as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 28, 2018, which contained unmodified opinions on those financial statements. Our report includes an emphasis of matter paragraph regarding the County's adoption of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* and Statement No. 85, *Omnibus 2017*, effective July 1, 2017. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Vavrinik, Trine, Day & Co. LLP*

Sacramento, California  
January 15, 2019

**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

<b>Federal Agency</b>	<b>Pass-Through Agency</b>	<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Federal Expenditures</b>	<b>Expenditures to Subrecipients</b>
<b>US Department of Agriculture (USDA)</b>						
Pass-Through Programs:						
California Department of Food and Agriculture (CDFA)						
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	18-8506-1211-CA	\$ 122,892	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	17-8506-1317-CA	41,394	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	17-8506-1164-CA	847	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	17-8506-0572-CA	29,856	
		Plant and Animal Disease, Pest Control, and Animal Care	10.025	16-8506-0484-CA 15-8506-0484-CA	66,695	
		Total Plant and Animal Disease, Pest Control, and Animal Care			<u>261,684</u>	
California Department of Education						
Child Nutrition Cluster:						
		School Breakfast Program	10.553	48-10488-6051569-01	35,596	\$ 35,596
		National School Lunch Program	10.555	48-10488-6051569-01	56,654	56,654
		Total Child Nutrition Cluster (10.553 & 10.555)			<u>92,250</u>	<u>92,250</u>
California Department of Public Health (CDPH)						
		Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	4265	2,741,948	
SNAP Cluster:						
		State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	4265	530,858	228,862
California Department of Social Services (CDSS)						
		State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	1946001347 A7	9,200,544	
		Total SNAP Cluster (10.561)			<u>9,731,402</u>	<u>228,862</u>
<b>US Department of Agriculture (USDA) Total</b>					<u>12,827,284</u>	<u>321,112</u>
<b>US Department of Defense (USDOD)</b>						
Direct Program:						
		Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies	12.610	Not Applicable	23,793	
<b>US Department of Defense (USDOD) Total</b>					<u>23,793</u>	<u>-</u>
<b>US Department of Housing and Urban Development (HUD)</b>						
Direct Programs:						
		Section 8 Project-Based Cluster:				
		Section 8 Housing Assistance Payments Program	14.195	Not Applicable	2,243,841	2,243,841
		Continuum of Care Program	14.267	Not Applicable	257,272	
<b>US Department of Housing and Urban Development (HUD) Total</b>					<u>2,501,113</u>	<u>2,243,841</u>
<b>US Department of Justice (DOJ)</b>						
Direct Programs:						
		Domestic Cannabis Eradication Suppression Program	16.U01	Not Applicable	7,018	
		Safe Streets Violent Crimes Initiative	16.U02	Not Applicable	13,858	
		Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program	16.590	Not Applicable	86,618	
		State Criminal Alien Assistance Program	16.606	Not Applicable	175,000	
		Equitable Sharing Program	16.922	Not Applicable	128,218	80,000
		Direct Programs Subtotal			<u>410,712</u>	<u>80,000</u>
Pass-Through Programs:						
		California Office of Emergency Services (CalOES)				
		Paul Coverdell Forensic Sciences Improvement Program	16.742	CQ160560480	4,056	
		Crime Victim Assistance	16.575	VW17350480	505,217	
		Crime Victim Assistance	16.575	XC16010480	151,554	
		Crime Victim Assistance	16.575	XV15010480	75,363	
		Subtotal Crime Victim Assistance			<u>732,134</u>	
		Pass-Through Programs Subtotal			<u>736,190</u>	
<b>US Department of Justice (DOJ) Total</b>					<u>1,146,902</u>	<u>80,000</u>

See accompanying notes to the schedule of expenditures of federal awards

**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

<b>Federal Agency</b>	<b>Pass-Through Agency</b>	<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Federal Expenditures</b>	<b>Expenditures to Subrecipients</b>
<b>US Department of Labor (DOL)</b>						
Pass-Through Programs:						
State of California Employment Development Department (EDD)						
WIA/WIOA Cluster:						
		WIA/WIOA Adult Program	17.258	K8106686	\$ 766,472	\$ 481,815
		WIA/WIOA Adult Program	17.258	K7102074	499,739	
		WIA/WIOA Adult Program	17.258	K698397	751,137	
		Subtotal			2,017,348	481,815
		WIA/WIOA Youth Activities	17.259	K8106686	561,169	
		WIA/WIOA Youth Activities	17.259	K7102074	238,805	
		Subtotal			799,974	
		WIA/WIOA Dislocated Worker Formula Grants	17.278	K8106686	752,882	
		WIA/WIOA Dislocated Worker Formula Grants	17.278	K7102074	712,318	
		WIA/WIOA Dislocated Worker Formula Grants	17.278	K698397	192,066	
		Subtotal			1,657,266	
		Total WIA/WIOA Cluster (17.258, 17.259 & 17.278)			4,474,588	481,815
<b>US Department of Labor (DOL) Total</b>					<b>4,474,588</b>	<b>481,815</b>
<b>US Department of Transportation (DOT)</b>						
Pass-Through Programs:						
California Department of Transportation (CalTrans)						
Highway Planning and Construction Cluster:						
		Highway Planning and Construction	20.205	5923	1,444,229	
California Office of Traffic Safety (OTS)						
		Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	AL18017Solano	252,550	252,550
Highway Safety Cluster:						
		Alcohol and Drug Impaired Vertical Prosecution Program	20.616	D118027	356,169	
		Alcohol and Drug Impaired Vertical Prosecution Program	20.616	D118026	289,892	
		Alcohol and Drug Impaired Vertical Prosecution Program	20.616	D11714	33,280	
		Total Highway Safety Cluster (20.616)			679,341	
<b>US Department of Transportation (DOT) Total</b>					<b>2,376,120</b>	<b>252,550</b>
<b>US Department of Education (DOE)</b>						
Pass-Through Programs:						
California Department of Education						
		Rehabilitation Services-Vocational Rehabilitation Grants to States	84.126	30452	2,770	
<b>US Department of Education (DOE) Total</b>					<b>2,770</b>	
<b>US Department of Health and Human Services</b>						
Direct Programs:						
Health Centers Cluster:						
		Consolidated Health Centers (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	Not Applicable	1,637,401	
		Partnerships to Improve Community Health	93.331	Not Applicable	470,683	
		Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease	93.918	Not Applicable	200,915	
		Direct Programs Subtotal			2,308,999	
Pass-Through Programs:						
California Department of Public Health (CDPH)						
		Public Health Emergency Preparedness	93.069	4265	69,630	
		Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements	93.074	4265	807,535	
		Project Grants and Cooperative Agreements for Tuberculosis Control Programs	93.116	4265	72,550	
		Childhood Lead Poisoning Prevention Projects_State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children	93.197	4265	27,470	
		Immunization Cooperative Agreements	93.539	4265	153,035	
		Pregnancy Assistance Fund Program	93.500	4265	13,427	5,048
Maternal, Infant, and Early Childhood Home Visiting Cluster:						
		Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	4265	836,372	
		State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke (PPHF)	93.757	4265	336,457	

See accompanying notes to the schedule of expenditures of federal awards

**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

<b>Federal Agency</b>	<b>Pass-Through Agency</b>	<b>CFDA Program Title or Cluster</b>	<b>CFDA No.</b>	<b>Pass-through Entity Award ID</b>	<b>Federal Expenditures</b>	<b>Expenditures to Subrecipients</b>
<b>US Department of Health and Human Services (Continued)</b>						
<b>Pass-Through Programs:</b>						
		California Department of Public Health (CDPH) (Continued)				
		HIV Care Formula Grants	93.917	4265	\$ 158,591	\$ 148,729
		HIV Prevention Activities_Health Department Based	93.940	4265	151,910	30,502
		Assistance Program for Chronic Disease Prevention and Control	93.945	4265	40,000	24,580
		Maternal and Child Health Services Block Grant to the States	93.994	4265	1,282,956	160,537
		California Department of Social Services (CDSS)				
		Guardianship Assistance	93.090	1946001347 A7	444,348	
		Promoting Safe and Stable Families	93.556	1946001347 A7	221,306	
		TANF Cluster:				
		Temporary Assistance for Needy Families	93.558	1946001347 A7	24,417,563	4,421,388
		Refugee and Entrant Assistance_State Administered Programs	93.566	1946001347 A7	13,962	
		Community-Based Child Abuse Prevention Grant	93.590	1946001347 A7	21,600	
		Stephanie Tubbs Jones Child Welfare Services Program	93.645	1946001347 A7	167,804	
		Foster Care_Title IV-E	93.658	1946001347 A7	7,052,721	2,189,662
		Adoption Assistance	93.659	1946001347 A7	3,217,242	
		Social Services Block Grant	93.667	1946001347 A7	514,584	
		Chafee Foster Care Independence Program	93.674	1946001347 A7	137,211	
		California Department of Child Support Services (DCSS)				
		Child Support Enforcement	93.563	1-946001347-P-9	8,097,012	
		California Department of Health Care Services (DHCS)				
		Projects for Assistance in Transition from Homelessness (PATH)	93.150	14-90354	65,698	
		Block Grants for Community Mental Health Services	93.958	14-90354	386,143	330,771
		Block Grants for Prevention and Treatment of Substance Abuse	93.959	14-90106	2,794,301	1,179,722
		Maternal and Child Health Services Block Grant to the States	93.994	4265	1,061,681	
		Medicaid Cluster:				
		Medical Assistance Program	93.778	12-89399	3,523,990	
		Medical Assistance Program	93.778	1946001347 A7	21,543,934	
		Medical Assistance Program	93.778	EP1383841/CMAA: 14-90042	422,432	402,369
		Total Medicaid Cluster (93.778)			25,490,356	402,369
		California Health and Human Services Agency (CHHS)				
		Substance Abuse and Mental Health Services_Projects of Regional and National Significance	93.243	1H79TI024969-01	35,488	35,488
		Pass-Through Programs Subtotal			78,088,953	8,928,796
<b>US Department of Health and Human Services Total</b>					80,397,952	8,928,796
<b>Social Security Administration</b>						
		Direct Programs:				
		Disability Insurance/SSI Cluster:				
		Supplemental Security Income	96.006	Not Applicable	21,000	
<b>Social Security Administration Total</b>					21,000	
<b>US Department of Homeland Security</b>						
		Pass-Through Programs:				
		California Office of Emergency Services (CalOES)				
		Public Assistance Grants (Presidentially Declared Disasters)	97.036	095-00000	1,011,828	
		Emergency Management Performance Grants	97.042	095-00000	146,143	
		Homeland Security Grant Program	97.067	095-00000	411,110	295,768
		City & County of San Francisco				
		Homeland Security Grant Program	97.067	075-95017	75,279	
		Total Homeland Security Grant Program (97.067)			486,389	295,768
<b>US Department of Homeland Security Total</b>					1,644,360	295,768
<b>Total Expenditures of Federal Awards</b>					<b>\$ 105,415,882</b>	<b>\$ 12,603,882</b>

See accompanying notes to the schedule of expenditures of federal awards

## **COUNTY OF SOLANO, CALIFORNIA**

### **NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

#### **NOTE 1 – BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the County of Solano, California (County) under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the County, it is not intended to and does not present the financial position, changes in net position, or cash flows of the County.

#### **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in the prior years.

#### **NOTE 3 – PASS-THROUGH ENTITIES’ IDENTIFYING NUMBER**

When federal awards are received from a pass-through entity, the Schedule indicates if assigned, the identifying grant or contract number that has been assigned by the pass-through entity.

#### **NOTE 4 – MEDICAID CLUSTER**

Except for Medi-Cal administrative expenditures, Medicaid (Medi-Cal) and Medicare program expenditures are excluded from the schedule of expenditures of federal awards. These expenditures represent fees for services; therefore, neither is considered a federal award program of the County for purposes of the schedule of expenditures of federal awards or in determining major programs. The County assists the State of California (State) in determining eligibility and provides Medi-Cal and Medicare services through County-owned health facilities. Medi-Cal administrative expenditures are included in the schedule of expenditures of federal awards as they do not represent fees for services.

#### **NOTE 5 – INDIRECT COST RATE**

The County has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**I. SUMMARY OF AUDITORS' RESULTS**

**FINANCIAL STATEMENTS**

Type of report the auditor issued on whether the financial statements audited were prepared in	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major federal programs:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>Yes</u>

Type of auditors' report issued on compliance for major federal programs:	<u>Unmodified</u>
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Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u>Yes</u>
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Identification of major federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Programs or Clusters</u>
<u>10.561</u>	<u>Supplemental Nutrition Assistance Program (SNAP Cluster)</u>
<u>93.658</u>	<u>Foster Care Title IV-E</u>
<u>93.563</u>	<u>Child Support Enforcement</u>
<u>93.778</u>	<u>Medical Assistance Program (Medicaid Cluster)</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 3,000,000</u>
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Auditee qualified as low-risk auditee?	<u>Yes</u>
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**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**II. FINANCIAL STATEMENT FINDINGS**

None Reported.

## COUNTY OF SOLANO, CALIFORNIA

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED) FOR THE FISCAL YEAR ENDED JUNE 30, 2018

#### III. FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

##### **Finding 2018-001**

**Program:** Medicaid Cluster - Medical Assistance Program

**CFDA No.:** 93.778

**Federal Agency:** U.S. Department of Health and Human Services

**Passed-through:** California Department of Health Care Services

**Award Year:** FY 2017-2018

**Compliance Requirement:** Eligibility

##### **Criteria:**

Per the 2018 OMB Compliance Supplement, agencies are required to maintain documentation to support the participant's eligibility in accordance with the compliance requirements of the program. Agencies must have facts in the case record to support the agencies' eligibility determination, including a record of having verified citizenship or immigration status for each individual, and social security number. The Agencies must provide notice of its decision concerning eligibility and provide timely and adequate notice of the basis for discontinuing assistance. (42 CFR sections 435.907, 435.913, and 435.914; 42 USC 1320b-7).

##### **Condition Found:**

*Significant Deficiency, Instance of Non-Compliance* – Of the 60 case files sampled, we noted the following:

- 6 cases where the recipient redetermination of eligibility was not performed in a timely manner.

##### **Questioned Costs:**

We identified no questioned costs in our tests of compliance with this requirement.

##### **Context:**

The conditions noted above were identified in 6 of 60 cases from the Medicaid Cluster – Medical Assistance Program selected during our testing procedures over eligibility. The County charges administrative expenditures associated with the determination of eligibility to the State while the State pays the amounts to providers.

##### **Effect:**

The County did not complete timely redeterminations of eligibility requirements, which can result in ineligible participants receiving benefits.

##### **Cause:**

The County is aware of this requirement and continues to experience staff shortages, thus has not been able to complete the required eligibility redetermination in a timely manner.



**COUNTY OF SOLANO, CALIFORNIA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

**III. FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

**Recommendation:**

We recommend that the County strengthen its current policies and procedures with regards to ongoing eligibility redetermination, and ensure that such policies and procedures are formally documented and strictly adhered to by County personnel.

**Views of responsible officials and planned corrective actions:**

See separate corrective action plan.

**COUNTY OF SOLANO, CALIFORNIA**  
**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

None reported.

**COUNTY OF SOLANO, CALIFORNIA**

Independent Accountants' Report on  
Applying Agreed-Upon Procedures Related To  
The Article XIII-B Appropriations Limit Calculation

For the Fiscal Year Ended June 30, 2019



**VAVRINEK, TRINE, DAY & CO., LLP**  
Certified Public Accountants

VALUE THE *difference*

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES RELATED TO  
THE ARTICLE XIII-B APPROPRIATIONS LIMIT CALCULATION**

To the Board of Supervisors  
County of Solano, California

We have performed the procedures enumerated below, which were agreed to by the County of Solano, California (County) (the specified party), to the Appropriations Limit Calculation of the County, prepared in accordance with Section 1.5 of Article XIII-B of the California Constitution, for the fiscal year ended June 30, 2019. The County's management is responsible for the Appropriations Limit calculation. The sufficiency of the procedures is solely the responsibility of the County. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and associated findings are as follows:

1. We obtained the completed worksheets setting forth the calculations necessary to establish the County's appropriations limit and compared the 2018-19 limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of County Board of Supervisors. We also compared the population and inflation options included in the aforementioned worksheets to those that were selected by a recorded vote of County Board of Supervisors.

Finding: No exceptions were found as a result of this procedure.

2. We added last year's limit to the annual adjustment amount, and compared the resulting amount to the 2018-19 appropriations limit.

Finding: No exceptions were found as a result of this procedure.

3. We compared the current year information to the worksheets described in No. 1 above and to information provided by the California State Department of Finance.

Finding: No exceptions were found as a result of this procedure.

4. We agreed the prior year appropriations limit to the prior year appropriations limit adopted by County Board of Supervisors.

Finding: No exceptions were found as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Appropriations Limit calculation. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII-B of the California Constitution.

This report is intended solely for the information and use of the County Board of Supervisors and management of the County and is not intended to be and should not be used by anyone other than those specified parties.

*Vavrinik, Trine, Day & Co. LLP*

Sacramento, California

December 28, 2018



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	18	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Report	<b>Department:</b>	Auditor-Controller
<b>File #:</b>	19-115	<b>Contact:</b>	Phyllis Taynton, 784-6288
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Accept the Auditor-Controller's Office Report on Countywide Overtime Review for the fiscal year ending June 30, 2018		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Countywide Overtime Review, B - HSS Response		

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 that the Board of Supervisors accept the Internal Audit Division's Report on Countywide Overtime Review for the fiscal year ending June 30, 2018.

### **SUMMARY/DISCUSSION:**

In accordance with the Internal Audit Division's (IAD) FY2018/19 audit plan, the IAD performed a countywide internal control review of overtime processes.

The objectives of the review were to determine if adequate controls are in place and operating effectively to provide proper overtime authorization, monitoring and justification, accurate payroll processing, and compliance with payroll policies and procedures. The review focused on Departments' internal controls and processes in place for reporting overtime during fiscal year ending June 30, 2018. The IAD identified the top six (6) Departments with the highest overtime expenditures for FY2017/18 and selected those employees who earned significant amount of overtime.

The review included reviewing federal and state laws and regulations, departmental policies and procedures, and Memorandum of Understanding (MOU) pertaining to overtime, and testing samples of employee timesheets and overtime requests.

Based upon the IAD's review, the internal controls and processes for managing overtime appear to be in place and operating effectively. However, the IAD's review identified the following internal control deficiencies:

1. Countywide overtime reporting policies and procedures are outdated.
2. Supervisors approved timesheets that included overtime hours not yet worked.
3. Lack of documentation showing pre-approval of overtime.
4. One employee in one Department overstated overtime hours worked on timesheets.

5. Some public safety employees are earning significant overtime while performing administrative functions.

Attachment A provides details of each of these findings, including recommendations and managements' responses. Attachment B includes Department of Health and Social Services' response.

**FINANCIAL IMPACT:**

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 elect not to accept the Countywide Overtime Review.

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

**OTHER AGENCY INVOLVEMENT:**

The Sheriff, Health and Social Services, Probation, District Attorney, General Services, and Resource Management Departments have reviewed and accepted the report. Managements' responses are included.

The County Administrator's Office has reviewed the report.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

County of Solano  
Office of the Auditor-Controller



**COUNTYWIDE OVERTIME REVIEW**

November 15, 2018

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



# Countywide Overtime Review

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## **INTRODUCTION**

Pursuant to the Internal Audit Division's fiscal year 2018/19 audit plan, we performed a countywide internal control review of overtime processes.

## **BACKGROUND**

Solano County overtime work is defined as all work authorized by a County Department Head, or designee, performed in excess of forty (40) hours per workweek or eighty hours (80) per pay period depending on their Fair Labor Standards Act (FLSA) classification. In County employment, payment of overtime is governed by each employee's respective Memorandum of Understanding (MOU). MOUs govern employee's salaries and benefits, including overtime.

Numerous situations arise in the normal course of County business operations that require overtime. For example, routine County services that continue or occur beyond normal work hours, after hours building maintenance, responding to emergencies, specialized project demands, filling in for position vacancies, and filling in for staff out on extended leave (e.g. disability).

The County uses an automated system, *Intellitime*, to manage employee time reporting for payroll purposes. Employees use the automated system to electronically submit timesheets, leave requests, and overtime requests<sup>1</sup>.

For the fiscal year 2017/18, Solano County paid over \$6,100,000 in overtime wages. In our review we selected a sample of County employees who earned significant overtime dollars during the fiscal year. The employees selected were from the following departments: District Attorney, General Services, Health and Social Services, Probation, Resource Management, and the Sheriff's Office.

Overtime expenditures for these Departments for fiscal year 2017/18 is as follows:

<b>Department</b>	<b>Overtime Expenditures</b>
District Attorney	\$100,497
General Services	\$ 70,016
Health and Social Services	\$452,281
Probation	\$150,178
Resource Management	\$ 70,517
Sheriff's Office	\$5,015,347 <sup>2</sup>

Overtime requests must be approved in advance by the Department Head or his/her designee prior to working any overtime. The request must include the task, reason, date, time and the number of hours projected to complete the work. Employees may not report on their timesheet any overtime hours scheduled but not yet worked regardless of the timesheet submission deadline<sup>3</sup>.

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<sup>1</sup> Some departments are using *Intellitime Dynamic Scheduling* module.

<sup>2</sup> Of this amount, \$170,734 represents overtime expenditures of Animal Care Services, Vehicle Theft Division, and overtime paid from the County Disaster Fund.

<sup>3</sup> This paragraph sourced from the Auditor-Controller's Office Payroll Policies and Procedures (Revised February 2010).

## **OBJECTIVE**

The objectives of our review were to determine if adequate controls are in place and operating effectively to provide proper overtime authorization, monitoring and justification, accurate payroll processing, and compliance with payroll policies and procedures.

## **SCOPE and METHODOLOGY**

The scope of our review was limited to reviewing Department internal controls and processes in place for reporting overtime during FY ending 6/30/18. To achieve our objectives, we performed the following:

- Reviewed federal and state laws and regulations pertaining to overtime, including the FLSA;
- Reviewed departmental policies and procedures pertaining to overtime;
- Reviewed the Memorandum of Understanding (MOU) pertaining to overtime for classifications working at the various Departments;
- Interviewed Department management on its processes for managing overtime; and
- Reviewed a sample of employee timesheets.

We conducted our review in accordance with the *International Standards for the Professional Practice of Internal Auditing* as developed by the Institute of Internal Auditors (IIA).

In any system of internal controls inherent limitations exist which may result in errors or irregularities occurring and not being detected. Limitations may include, but are not limited to, resource constraints, management override, and circumvention of internal controls by collusion. Accordingly, our review would not necessarily disclose all weakness in the operating procedures, accounting practices, and compliance with County policy.

## **CONCLUSION**

Based on our review, the internal controls and processes for managing overtime appear to be in place and generally operating effectively. However, we identified the following internal control deficiencies:

1. Countywide overtime reporting policies and procedures are outdated.
2. Supervisors approved timesheets that included overtime hours not yet worked.
3. Lack of documentation showing pre-approval of overtime.
4. One employee in one Department overstated overtime hours worked on timesheets.
5. Some public safety employees are earning significant overtime while performing administrative functions.

The following pages provide a detailed description of the findings and the related recommendations organized by Department. These recommendations will assist Departments in improving internal controls over the overtime process.

The department's responses to the related recommendations are included in the accompanying schedule of opportunities for improvements and recommendations.

The Internal Audit Division thanks the management and staff of the District Attorney's Office, General Services, Health and Social Services, Probation, Resource Management, and the Sheriff's Office for their time, assistance, and cooperation extended to us during our review.

## **FINDINGS, RECOMMENDATIONS, and MANAGEMENT RESPONSES**

### **COUNTYWIDE**

#### **1. Countywide overtime policy and procedures are outdated**

The County uses an electronic timekeeping software application (*Intellitime*) to manage employee time reporting for payroll purposes. Employees use the automated system to electronically submit and approve timesheets, leave requests, and overtime requests.

Countywide policies and procedures for Leave and Overtime Requests and Timesheet Reporting<sup>4</sup> are outdated as they do not reflect the County's use of an electronic timekeeping software application. In addition, the current policies do not address overtime due to emergencies or unforeseen situations. The current policies were last revised in February 2010 and the electronic application was implemented in 2013.

Policies and procedures communicate management's intentions and expectations, and provide employees with written procedures to carry out activities in an effective and efficient manner.

Updated policies and procedures incorporating the use of *Intellitime* and addressing overtime due to unforeseen situations provide consistency in administering overtime and establish expectations for both supervisors and employees. Outdated policies and procedures can result in inconsistent practices among employees.

#### **Recommendation:**

Update the countywide Leave and Overtime Requests and Timesheet Reporting policies and procedures to reflect usage of the electronic timekeeping software application *Intellitime* and address overtime due to unforeseen situations.

#### **Auditor-Controller's Office Response:**

The Auditor-Controller agrees with the recommendation. We are updating the policy and procedures to reflect the current automated environment under the County's IntelliTime Virtual Timecard Interface (IntelliTime) system. The updated policy and procedures will be distributed and posted to the Auditor-Controller's shared intranet site for all departments in February 2019.

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<sup>4</sup> Auditor-Controller's Office Payroll Policies and Procedures.

## **DISTRICT ATTORNEY'S OFFICE**

### **1. Employees reported scheduled overtime when it was not yet worked on their timesheets**

We randomly selected timesheets of the Department's top ten (10) highest overtime earners from July 1, 2017 to April 30, 2018. Our review of employee timesheets disclosed scheduled overtime on four (4) out of thirty-seven (37) timesheets were posted to the timesheet prior to the employee working overtime.

County policy prohibits employees from reporting on their timesheet any overtime hours scheduled, but not yet worked, regardless of the timesheet submission deadline. Approving timesheets ahead of time may result in the payment of overtime for overtime not worked.

#### **Recommendation:**

Require supervisors approving timesheets containing overtime to only approve them after the overtime has been worked.

#### **Management response:**

The department has and will continue to abide by the County Overtime Request Policy and Procedures, as overtime must be approved in advance by the Department Head or his/her designee prior to working overtime, with the employee providing information about the task, reason, date, time and projected number of hours needed to complete the work.

The department agrees with the recommendation regarding IntelliTime timesheet approval of overtime after the overtime has been worked. We will remind staff that performs overtime to submit the IntelliTime overtime request after the overtime work has been performed. We will remind supervisors to approve overtime requests in IntelliTime only after the work has been performed.

## **GENERAL SERVICES**

### **1. Lack of documentation showing pre-approval of overtime**

Our review of employee timesheets and overtime requests disclosed overtime requests were not always submitted and approved prior to employees working overtime.

The majority of the overtime we reviewed was unplanned. As such, it was not feasible for an employee to submit an overtime request and wait for approval in *Intellitime* prior to working overtime. An example of unplanned overtime includes emergency repair work at County facilities occurring after-hours. In such cases, the supervisor or manager is alerted to the emergency and calls an employee into work to work overtime.

We also noted overtime reported for floor care projects was not pre-approved. Floor care projects are planned overtime. As such, employees should submit overtime request in *Intellitime* and obtain approval from their supervisor before working the overtime. Our review disclosed overtime requests for floor care projects were submitted and approved after the employee worked the overtime.

County policies and procedures require employees to submit overtime requests in advance and receive Department Head or his/her designee approval before overtime is worked.

Lack of documentation of pre-authorization to work overtime increases the risk of inaccurate and/or unauthorized overtime hours being reported. In addition, employees may be determining their need for overtime rather than management.

**Recommendations:**

1. Require employees to submit overtime requests in *Intellitime* and obtain the supervisor's approval for planned overtime in advance.
2. Require employees to submit overtime requests the next business day for unplanned overtime.

**Management response:**

General Services thanks the auditing team for conducting due diligence with regards to overtime policies and procedures, reporting, and implementation.

1. General Services does not totally agree with the auditing team's finding pertaining to floor care projects. Although all floor care projects are pre-planned, the actual staff completing the project is unknown until the day prior to or the day of the actual project.
  - The overtime for such projects is on a volunteer basis.
  - Due to the nature of the work, implementation times, and the compliment of the team needed total project hours necessary may not be known until the day of execution.
  - Sick call offs and work restrictions play a part in this allocation as well.
  - All floor care project team overtime requests are approved in advance (verbally).
  - All work conducted as well as time reported are supervised and does not allow for an employee to misreport actual work efforts.

General Services will be happy to comply with the recommended action in the following manner:

- All staff anticipated to work on pre-planned projects will receive pre-approval via e-mail.
- The day after the project, all employees who actually worked the overtime will submit the overtime request in *Intellitime* and reference the e-mail approval date.
- It should be acknowledged that any early payroll due dates, will result in additional PPA's for projects worked over the weekend.

General Services also believes that occasionally the recommendation will impact timely payment of wages for overtime worked. It is difficult to find volunteers to work on projects pertaining to floor care and the possibility that it could take three weeks to be compensated – as happens when time sheets are due early – makes it more difficult to obtain volunteers.

2. General Services is already compliant with the recommendation to report overtime on the next business day when responding to off-hours unplanned/emergency work.

## **HEALTH and SOCIAL SERVICES**

### **1. Employees reported scheduled overtime when it was not yet worked on their timesheets**

We randomly selected timesheets of the Department's top ten (10) highest overtime earners from July 1, 2017 to April 30, 2018. Our review of the employee's timesheets disclosed a Public Health Nurse (Sr.) posted scheduled overtime not yet worked to the timesheet on 11 out of 13 timesheets we reviewed. The timesheets containing scheduled overtime were also approved by the supervisors before the employee worked overtime.

County policy prohibits employees from reporting on their timesheet any overtime hours scheduled but not yet worked, regardless of the timesheet submission deadline. Approving timesheets ahead of time worked may result in the payment of overtime for overtime not worked.

#### **Recommendation:**

Require supervisors to approve timesheets containing overtime after the overtime has been worked.

#### **Management response:**

See Attachment B

### **2. Overtime was not pre-authorized in *Intellitime* before overtime was worked**

Our review of employee timesheets and overtime requests disclosed a majority of the overtime reported by a Public Health Nurse (Sr.) was not approved in *Intellitime* prior to working the overtime. Based on the reason for overtime stated on the overtime requests, the overtime appeared to have been planned.

County policies and procedures require employees to submit overtime requests in advance and receive Department Head or his/her designee approval before overtime is worked. Department policies and procedures require employees to submit overtime request in *Intellitime* and obtain supervisor's approval prior to working non-emergency overtime hours. For emergency overtime, employees are required to submit an overtime request along with describing the justification for the overtime in *Intellitime* the next business day.

Lack of documentation of pre-authorization to work overtime increases the risk of inaccurate and/or unauthorized overtime hours being reported. In addition, employees may be determining their need for overtime rather than management.

#### **Recommendation:**

Require employees to submit overtime request in *Intellitime* and obtain an approval prior to working overtime.

#### **Management response:**

See Attachment B



### **3. One employee overstated actual overtime hours worked**

During our review of employee timesheets and overtime requests, we noted a Public Health Nurse (Sr.) who earned \$21,911 of overtime for FY17/18 consistently reported overtime from 5:30AM to 7:30AM.

We obtained a copy of the employee badge access report and compared it with the overtime hours reported on the employee's timesheet. Our review disclosed the employee reported an earlier start time, ranging from 4 to 47 minutes<sup>5</sup>, on the timesheet rather than the time actually entered into the workplace.

County and department policy require only the actual overtime worked be reported on the timesheet.

Incorrectly reported overtime hours will result in the payment of overtime for overtime not worked. In this instance, the average overstatement was 18 minutes per day of reported overtime. This average daily overstatement, extrapolated to a year, results in a potential overpayment of approximately \$3,250 for fiscal year 2017/18.

#### **Recommendations:**

1. Require employees to report the actual hours worked on the timesheet.
2. Recover overstated overtime from the Public Health Nurse (Sr.)
3. Determine the business need for this overtime.

#### **Management response:**

See Attachment B

### **PROBATION**

#### **1. Supervisors approved timesheets that included overtime hours not yet worked**

We randomly selected timesheets of the Department's top ten (10) highest overtime earners from July 1, 2017 to April 30, 2018. Our review of employee's timesheets disclosed scheduled overtime on two (2) out of thirty (30) timesheets we reviewed were posted to the timesheet prior to the employee working overtime. The timesheets containing the scheduled overtime were also approved by the supervisors before the employee worked overtime.

County policy prohibits employees from reporting on their timesheet any overtime hours scheduled but not yet worked regardless of the timesheet submission deadline. Approving timesheets ahead of time may result in payment of overtime for overtime not worked.

#### **Recommendation:**

Require the supervisor to approve timesheets only after the overtime has been worked.

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<sup>5</sup> We were unable to determine/verify, therefore we compared the overtime reported on the timesheet to the time the employee entered the building using their uniquely assigned badge.

**Management response:**

The Juvenile Detention Facility agrees with the recommendation. It should be noted that within the 24 hours per day, 7 days per week operations, coverage is mandated by State and Federal regulations. As the facility routinely schedules and assigns overtime, and as timecard submission dates can coincide with these efforts, there were two (2) noted events in which the Supervisor approved the timecard prior to the employee completing the shift. The issue will be discussed in the January 17, 2019, Supervisor meeting to assure that Supervisors are reminded of the need to approve timesheets only after the overtime is worked.

**2. Overtime was not pre-authorized in *Intellitime* before overtime was worked**

Our review of employee timesheets and overtime requests disclosed overtime requests were not submitted and approved prior to employees working overtime. The Administrative Services Manager represented the employee was given verbal approval prior to working overtime.

County policies and procedures require employees to submit overtime request in advance and receive Department Head or his/her designee approval before overtime is worked.

Lack of documentation of pre-authorization to work overtime increases the risk of inaccurate and/or unauthorized overtime hours reported. In addition, employees may be determining the need for overtime rather than management.

**Recommendations:**

1. Require employees to submit overtime request in *Intellitime* and wait for supervisor's approval for planned overtime.
2. Require employees to submit overtime request the next business day for unplanned overtime.

**Management response:**

Probation agrees with the recommendations. It should be noted that this finding was specifically on an Administrative support staff who was asked to work overtime by the Administrative Services Manager to complete special projects. Since it was undetermined how long the projects would be completed, the overtime request was not submitted in the *Intellitime* and approved until after the staff worked the overtime.

**DEPARTMENT OF RESOURCE MANAGEMENT****1. Employees reported scheduled overtime but not yet worked on their timesheet**

We randomly selected timesheets of the Department's top ten (10) highest overtime earners from July 1, 2017 to April 30, 2018. Our review of the employee timesheets disclosed scheduled overtime on two (2) out of thirty (30) timesheets were posted to the timesheet prior to the employee working overtime. The timesheets containing scheduled overtime were also approved by the supervisors in advance of the overtime worked.

County policy prohibits employees from reporting on their timesheet any overtime hours scheduled, but not yet worked, regardless of the timesheet submission deadline. Approving timesheets ahead of time may result in the payment of overtime for overtime not worked.

**Recommendation:**

Require supervisors approving timesheets containing overtime to only approve them after the overtime has been worked.

**Management response:**

The Department concurs with the findings and recommendation. To improve upon its 93% compliance rate established by this audit, the Department distributed an updated overtime policy and procedures to all staff on January 10, 2019. This updated policy and procedures require all staff (supervisors and employees) to follow the Solano County Auditor-Controller Leave and Overtime Request and Timesheet Reporting Policy and Procedures revised February 2010. The Department's updated policy specifically details that an employee may only submit overtime worked on a timesheet and that an employee must submit a Pay Period Adjustment (PPA) in IntelliTime during the next pay period to claim approved overtime worked after submission of a timesheet. The Department's updated policy also require supervisors approving timesheets containing overtime to only approve them after the overtime has been worked.

**2. Overtime was not pre-authorized in *Intellitime* before overtime was worked**

Our review of employee timesheets and overtime requests disclosed overtime requests were not submitted and approved prior to employees working overtime.

The majority of the overtime we reviewed was unplanned. As such, it was not feasible for an employee to submit an overtime request and wait for approval in *Intellitime* prior to working overtime. In these situations, the employee contacts his/her supervisor through phone call or email to obtain approval to work overtime.

Best practices require employees to submit overtime requests the next business day for unplanned overtime.

Lack of documentation of pre-authorization to work overtime increases the risk of inaccurate and/or unauthorized overtime hours being reported. In addition, employees may be determining their need for overtime rather than management.

**Recommendations:**

1. Require employees to submit overtime requests in *Intellitime* and obtain the supervisor's approval for planned overtime.
2. Require employees to submit overtime requests the next business day for unplanned overtime.

**Management response:**

The Department partially concurs with the findings and concurs with the recommendations. Given the size and functions of the Department, the supervisors are in consistent contact with their staff and engaged in the reasons for overtime, even if written preauthorization in IntelliTime was not provided. While the Department concurs that preauthorization for planned overtime is preferred and needs to be the practice, the Department cannot concur that employees "may be unilaterally determining their need for overtime rather than management". It is the Department's position that the lack of preauthorization is a technical issue, which can be rectified by the updated policy distributed to all Department employees on January 10, 2019, rather than an issue of employees unilaterally determining their need for overtime without management input. The Department's

updated overtime policy requires supervisor approval of planned overtime prior to work being performed, and submission of an overtime request by the employee their next working business day for unplanned overtime.

## **SHERIFF'S OFFICE**

### **1. Overtime was not pre-authorized in *Intellitime* before overtime was worked**

Our review of employee timesheets and overtime requests disclosed overtime paid to administrative staff were not always supported with approved overtime requests prior to employees working overtime.

County policies and procedures require employees to submit overtime requests in advance and receive Department Head or his/her designee approval before overtime is worked.

Lack of documentation of pre-authorization to work overtime increases the risk of inaccurate and/or unauthorized overtime hours being reported. In addition, employees may be determining their need for overtime rather than the business need.

#### **Recommendations:**

1. Require employees to submit overtime requests in *Intellitime* and obtain the supervisor's approval for planned overtime.
2. For unplanned overtime, require employees to submit overtime requests the next business day.

#### **Management response:**

The Sheriff's Office agrees with the need to properly document pre-approval of overtime. Administrative and support staff are directed to submit overtime requests in advance when planned; however, when circumstances require ongoing overtime to meet deadlines or state mandates, it may not always be feasible to submit a daily request. In those instances, the Sheriff's Office has given pre-authorization to work overtime by the supervisor's direction to the employee either verbal and/or by email communication.

It is our understanding the Auditor-Controller's finding stems from two administrative/support staff who were directed to work overtime because one's supervisor was out on extended medical leave and the other was performing mandated duties in support of the jails performed by a position that was then vacant. The Sheriff's Office believes these were isolated incidents.

### **3. Some employees of the Custody Division and Field Operations Division are earning significant amount of overtime while performing administrative functions**

For FY 2017/18, the Sheriff's Office was allocated five hundred sixty-five (565) Full Time Equivalent (FTE)<sup>6</sup>. Two Hundred Ninety-Four (294) of these FTE positions are allocated to the Custody Division and consist mostly of Correctional Officers. Correctional Officers work in the jail facilities.

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<sup>6</sup> Includes 28 FTE for Animal Care Division, and 2 FTE for Vehicle Theft Division

The Sheriff's Office operates three (3) jail facilities: The Justice Center Detention Facility, Stanton Correctional Facility, and the Claybank Detention Facility. State law requires a sufficient number of personnel to be employed at each local detention facility.<sup>7</sup>

Twenty-four hour operations typically encounter staffing challenges. Challenges include filling open shifts when staff is on leave (e.g. training, annual leave, sick leave), extended leave (e.g. worker's compensation or disability, child bonding), and other approved leave (e.g. military, bereavement) relief, and vacant position relief. Open shifts are typically filled by use of overtime.

The Sheriff's Office incurred \$5,015,347 of overtime expenditures for FY 2017/18 primarily in the Custody Division of which the majority was paid to Correctional Officers.

During our review of employee timesheets, we noted some staff are reporting overtime for performing non-jail related activities and earned significant amount of overtime<sup>8</sup> (see Table 1 below). Specifically, a Custody Sergeant is performing duties and responsibilities similar to an Accounting Technician, a Correctional Officer has duties and responsibilities similar to an Accountant, and another Correctional Officer is performing work similar to a Paralegal<sup>9</sup>.

**Table 1 - Overtime of custody staff performing duties equivalent to a civilian position for FY 2017/18**

<b>Title</b>	<b>Base Salary</b>	<b>Overtime</b>
Custody Sergeant	\$96,496	\$53,967
Correctional Officer <sup>10</sup>	\$77,027	\$66,553
Correctional Officer <sup>11</sup>	\$77,027	\$27,706

Custody Division management represented staff needs to have sufficient knowledge of jail operations to perform the administrative functions currently held by the Custody Sergeant and Correctional Officers. Management also asserted having Custody staff perform administrative functions, instead of a civilian, gives them increased staffing flexibility as Custody staff may also be used to work at the jail if necessary (whereas a civilian cannot).

Proper and efficient use of resources include ensuring public safety staff are properly utilized by having them in a position where the County can benefit from their specialized knowledge, training, skills, ability, and education.

Using Custody staff to perform administrative functions increases the cost to the County because Custody staff are typically paid at a higher rate than civilian staff. Additionally, other Custody staff would not have to work more overtime in order to cover shifts vacated by these staff. If an Accounting Technician, Accountant, and Paralegal, are properly trained to perform the functions

<sup>7</sup> See California Code of Regulations Title 15 – Crime Prevention and Corrections §1027.

<sup>8</sup> Employees are earning public safety benefits via *Calpers* while working in administrative functions. Human Resources Director acknowledges and approves as employees are considered to be on "assignment."

<sup>9</sup> The Custody Sergeant and the Correctional Officer who is performing duties and responsibilities similar to an Accountant are among the top ten (10) County overtime earners.

<sup>10</sup> Correctional Officer performing duties and responsibilities equivalent to an Accountant.

<sup>11</sup> Correctional officer performing duties and responsibilities equivalent to a Paralegal.

currently performed by Custody staff, the Sheriff's Office could potentially reduce its overtime expenditures by approximately \$165,000 annually.

**Recommendation:**

Re-assign the administrative functions to the appropriate level and classification of staff.

**Management response:**

Before responding, the Sheriff's Office would like to provide some additional information.

- FY2017/18 overtime costs are reasonable considering the department carried a 7% vacancy rate or approximately 40 positions for the year; had more than 25 employees out on extended leave; and schedules training for employees using overtime hours rather than training backfill on overtime.
- Current County policy is outdated as it predates *Intellitime* and does not address ongoing needs, time clocks, dynamically-scheduled employees or departments with 24/7 operations. Custody and Field Operations staff (approximately 85% of the Sheriff's Office) require minimum staffing levels necessitating the use of overtime to backfill vacancies, vacation, sick and extended medical leaves. For planned overtime in the 24/7 divisions, the duty sergeant on each shift will determine the need for overtime and adjust the dynamic schedule accordingly to reflect the employee that has been approved to work the overtime. Other common causes of overtime specifically for the Field Operations Division are the late reports and calls for service, call outs of specialty units that often fall outside the normal work week, on weekends and on days off. The calls for service are unpredictable and even after being dispatched there is no way to determine the amount of overtime that will be needed. Upon return, the deputy's direct sergeant is often no longer on duty thereby resulting in the overtime being approved the following day or within a reasonable time frame.

The Office of the Sheriff is a statutory/constitutional office having exclusive powers and authority under California State law and the state constitution. As an elected official, the Sheriff has the statutory authority to use his appropriations, allocations and resources as he deems appropriate and thereby disagrees with the overall premise that functions appearing administrative in nature must be performed by civilian staff.

The use of Custody staff is appropriate when the administrative function requires an extensive knowledge of an experienced correctional officer and/or requires inmate contact and supervised escorts within the jail facilities. Moreover, the current job classifications for a Correctional Officer and a Custody Sergeant allow for performing support duties including but not limited to preparing duty rosters, reports, clerical, and technical tasks. However, the Sheriff's Office does agree that some not all duties performed by the administrative custody staff may fall within other classifications and will be evaluated as part of the Sheriff's Office succession planning. It should also be noted that the results of a recent classification study commissioned by the Human Resources Director looked specifically at one of the positions referenced in this audit and made *no* recommendation to reclassify the position, in essence validating the Sheriff's deployment of that employee.

Lastly, the Sheriff's Office disputes the potential savings cited by the Auditor Controller in reference to reassigning duties to civilian staff. The savings assumes these duties could be reassigned to existing staff; however, this reassignment would require new positions or existing positions would have to work overtime, thereby significantly decreasing any potential savings.

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DEPARTMENT OF HEALTH & SOCIAL SERVICES



SOLANO  
COUNTY


Attachment B

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**TO:** Phyllis Taynton, CPA  
Auditor-Controller

Jasmine Herber, CPA  
Accountant Auditor-Internal Audit Division

**FROM:** Jerry Huber, Director   
Health & Social Services Department (H&SS)

**DATE:** January 17, 2019

**SUBJECT:** Countywide Overtime Review

**CC:** Bela Matyas/Health Services Deputy Director  
Niccore Tyler/Administrative Services Manager – H&SS Employee Services

Below are our responses on the findings resulting from the Auditor-Controller's Office (ACO) Countywide Overtime Review as related to H&SS:

**Finding #1: Employees reported scheduled overtime when it was not yet worked on their timesheets.**

H&SS is comprised of over 1,200 employees, serving as Solano County's largest department. It has been and will continue to be a goal of the department to continue training all supervisors and managers on timesheet policies and procedures. For the above-mentioned example, we will work closely with the employee and supervisor to provide one-on-one training to address this isolated incident. The H&SS Employee Services Unit conducts Intellitime trainings for supervisors and managers every other month and 9/80 Intellitime training. The department will continue to emphasize this aspect of the curriculum.

**Finding #2: Overtime was not pre-authorized in Intellitime before overtime was worked.**

The recommendation has been, and will continue to be, the directive communicated to H&SS employees. This process is explained in detail to new employees at the H&SS Payroll Orientation and at the Supervisor/Manager Intellitime Training. However, there are instances where preauthorization in Intellitime may not be feasible due to operational need and/or the urgency of the overtime being requested. H&SS Employee Services will initiate discussions with the Auditor Controller's Office to identify these instances and determine alternative ways for documenting preauthorization.

**Finding #3: One employee overstated actual overtime hours worked.**

H&SS policy regarding timesheet completion is consistent with County policy with minor exceptions. Due to the size of the department at H&SS, timesheets are submitted the Friday before the County deadline of Monday's at noon. This allows our payroll team ample time to review and troubleshoot timesheet issues prior to the County deadline. In rare circumstances, it is possible for an H&SS employee to submit their timesheet by the Friday deadline, prior to working hours on Saturday or Sunday.

Page1/2



H&SS is committed to working closely with the ACO to recover overstated time from the above-mentioned employee. H&SS Employee Services Unit is requesting a detailed list of dates and times in question as identified by the ACO as being overstated prior to taking any action.

The Deputy Director assigned to the Division in which the employee is assigned has been briefed on the issues identified in this report and concurs there will be a review of operational need for continued overtime. It was expressed that due to changes in State requirements, it was necessary to complete a backlog of data inputs for the respective program, which led to a need in overtime.





# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

<b>Agenda #:</b>	19	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Presentation	<b>Department:</b>	Sheriff's Office
<b>File #:</b>	19-90	<b>Contact:</b>	Don Ryan, 784-1616
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive a presentation from the Sheriff's Office of Emergency Services on interoperable communications, recent wildfire events, grant programs, public alerting and staffing changes		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Presentation		

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 that the Board of Supervisors receive a presentation from the Sheriff's Office of Emergency Services on interoperable communications, recent wildfire events, grant programs, public alerting and staffing changes.

### SUMMARY/DISCUSSION:

2018 has been a very busy year in the Solano County Office of Emergency Services (OES). Highlights are summarized below and are part of the slide show presentation to the Board.

#### Staffing Changes

- Robyn Rains was promoted from Dispatch Center Manager to Emergency Services Program Coordinator/OES Assistant Manager in August.
- Jennifer Kittyle promoted from Dispatch Supervisor to Dispatch Center Manager.
- Accountant Mary Heath joined OES in July and has successfully prepared fire mutual aid reimbursements and managed grants. The new position was approved to improve grant management and ease the burden of collecting reimbursements for costs associated with the recent out-of-county fires where mutual aid was provided.

#### FY2018/19 Grants

OES continues to participate in State and Federal grant programs to enhance emergency response and preparedness, often managing in excess of \$3M in grant funds throughout the year.

- The Homeland Security Grant Program provides approximately \$500,000 each year for use by all agencies in the county.
- The Emergency Management Program Grant provides approximately \$200,000 for the Office of

Emergency Services to maintain the County's Emergency Operation Center, update plans, and provide training and equipment.

- Emergency Flood Response Delta Grant funds updates to evacuation plans and provides training and materials to shore up levees.
- Bay Area Urban Area Security Initiative (UASI) grants vary year by year depending on the Solano County projects or regional projects approved by the respective governing boards.

#### Operations

OES volunteer teams have been operating in and out of the county on multiple missions. Most recently, OES Search and Rescue volunteers deployed to Paradise (Butte County), California to sift through the Camp Fire devastation looking for human remains. Their efforts, combined with Sheriff's Office personnel in the Butte County Emergency Operations Center, streamlined the missing persons branch and reduced the open case load from over 4,000 to under two hundred in two days. OES staff led the operation.

The OES Dive Team and Marine Vessel Operators continue to provide excellent service in the Delta and waterways of the county. They are the "go to" teams for vehicle recoveries and evidence searches in our waterways and the Sacramento River. During the recent Branscombe Fire, they extinguished a blaze on the Belden's Landing pier and escorted boats through heavy smoke.

#### Communications

In July 2018, the Sheriff's Office accepted the Motorola Dispatch Console and Communications project that started in 2016. The project was up and running successfully on-time; however, staff insisted on fixes to what might have been considered minor glitches in office settings but were unacceptable in a 24/7 communications center. The Center has been running error-free since completion.

The highlight of the project is the installation of a Motorola Core (Core) capable of managing all the radio communications in the county. OES and County Communications are actively working to connect all dispatch centers in the county to the Core to improve interoperable communications and share cost savings per previous direction from the Board.

The Office of Emergency Services has instituted a monthly communications meeting to share information with the cities on individual projects from the Fairfield/Vacaville radio system upgrade to the new computer aided dispatch software being installed in all the dispatch centers in the County. Agencies in Solano County still utilize VHF, UHF and Trunked VHF radio systems to communicate and at times this complicates communications. The focus of the monthly meeting is to improve radio interoperability which in turn will improve first responder safety and response times.

#### Emergency Notifications

The new AlertSolano public notification program, utilizing Everbridge software, is up and running in all the County Dispatch Centers. Originally scheduled for purchase with grant funds in 2018, the contract was expedited after the Atlas Fire in late 2017. Funding will continue with grant funds until 2020 when the County and Cities will share the cost based on population. All dispatch centers have access to AlertSolano capabilities except wireless alerting. By law, only the County Dispatch Center can send Wireless Alerts and the capability now exists for Solano residents.

OES staff has spearheaded the new AlertSolano public alerting program and continues to add subscribers and capabilities, which is currently at 15,400. The County continues to advertise and educate the community on the benefits of joining. AlertSolano is critical in getting accurate information to the largest possible audience in an emergency. AlertSolano utilizes multiple methods of notification, including Nixle, text, e-mail, and subscriber landlines to provide citizen alerts in an emergency, rather than relying on just one method. which may not be as effective.

**FINANCIAL IMPACT:**

There is no financial impact associated with receiving the presentation. The cost associated with preparing the agenda item is 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 is an opportunity to learn more about the Office of Emergency Services.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# **Solano County Office of Emergency Services Update**

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Presented to Solano County Board of Supervisors  
on February 5, 2019  
Office of Emergency Services – Sheriff's Office



## Agenda

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- OES Staff
- FY 2018/19 Grants
- Operations
- Communications
- Emergency Notifications



## FY 2018/19 Grants

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### **OES Provides Continuous Management of \$3M in Grants**

- **Homeland Security (\$500,000)**
  - Shared with Public Health, Fire, and Law Enforcement
  - Eligible Activities Focus on Interoperable Communications
  - Funded Recent Emergency Operations Plan Update
- **Emergency Management Grant Program (EMPG) (\$200,000)**
  - Funds Alert Solano Emergency Notification System
  - County Emergency Operation Center and Training
- **Bay Area Urban Area Security Initiative (UASI) Grants**
  - Solano County Health Lab Equipment Funding
  - Interoperable Communications





## OES Operations

- **Camp Fire in Butte County, November 2018 (Mutual Aid)**
  - Search and Rescue Team
  - 12 Sheriff's Office Ran Missing Persons Branch in Butte EOC
- **Nurse Fire in Solano County, December 2018**
- **Branscombe Fire in Solano County, November 2018**
- **Ranch Fire in Lake and Mendocino Counties, October 2018**
- **Nelson Fire in Solano County, July 2018**
- **Atlas Fire in Napa County, October 2017 (Mutual Aid)**





## OES Operations (cont'd)

### ■ Drone Program

- FAA Certification of Authorization
- Certified Pilots (including volunteers)
- Search and Rescue Team Support
- Improved Safety



### ■ Marine Vessel

- Dive and Recovery Operations
- Evidence Searches
- Waterway Patrols for Special Events
- Equipment Delivery in the Delta
  - Fire Fighting
  - All Terrain Vehicles





## OES Communications

### ■ **County Communications Center Project**

- Expansion Completed June 30, 2018
- Increased Dispatch Capacity from 6 to 12 Consoles
- Motorola Communications Core
- Ready for Shared Dispatch Services
- Computer Aided Dispatch (CAD) Software Update

### ■ **Joint/Regional Communications**

- Monthly Meetings to Share Information
- Drafting MOU to Tie Into County Core to Address Regional Interoperability






# Emergency Notification

## AlertSolano.com

- Registration Site for Emergency Notifications
- Text Messaging, Nixle Alerts, Social Media
- Successfully Tested and Fully Operational
- Currently 15,000+ Subscribers
- Ongoing Outreach

## ■ Everbridge Alerting System

- Accelerated Software Purchase During Atlas Fire
- Grant Funded
- Covers Entire County
- Multiple Public Safety Answering Points Dispatch Center Access and Programming
- Text Message Capability to Cell Phones



Solano County's Regional Emergency Notification System

# ALERT SOLANO

Welcome to the Alert Solano emergency system. This system enables the agencies within Solano County to provide you with critical information quickly in a variety of situations, including severe weather, unexpected road closures, missing persons, evacuations and natural disasters - on *any* device.

[CLICK HERE TO REGISTER](#)

[CLICK HERE TO LOG IN](#)



# Solano County

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## Agenda Submittal

**Agenda #:** 20 **Status:** Regular Calendar  
**Type:** Miscellaneous **Department:** Probation  
**File #:** 19-126 **Contact:** Christopher Hansen, 784-4803  
**Agenda date:** 02/05/2019 **Final Action:**  
**Title:** Receive an update on the collaboration with the Superior Court related to Assembly Bill 1810 (Mental Health Diversion), and Senate Bill 10 (California Money Bail Reform Act); Receive an update on potential grant opportunities to address substance abuse and mental health needs for adults; and Consider a recommendation to extend the hours of the Probation Department's Centers for Positive Change  
**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:**

Receive an update on the collaboration with the Superior Court related to Assembly Bill 1810 (Mental Health Diversion), and Senate Bill 10 (California Money Bail Reform Act); Receive an update on potential grant opportunities to address substance abuse and mental health needs for adults; and Consider a recommendation to extend the hours of the Probation Department's Centers for Positive Change (CPC).

### **SUMMARY/DISCUSSION:**

The Department is engaged in a countywide conversation to address Assembly Bill 1810. AB1810 is an omnibus mental health bill that provided for discretionary diversion of qualified person who have committed a crime because of a mental disorder. The conversations are focused on how to appropriately divert those with mental health issues into a program that will address their myriad of needs. The role of the Department, at this juncture, would be to work with the Court, and serve as a facilitator to develop a diversion program in coordination with our partners and treatment providers.

Senate Bill 10, the California Money Bail Reform Act, is also being closely monitored. Although SB10 is officially on hold until the 2020 election, the Department is currently working with a consultant to review staffing needs and complete a staffing analysis in the event the Department is tasked with completing Pretrial Assessment Reports, as outlined in the bill.

The Department is currently reviewing several grant opportunities (Byrne Justice Assistance Grant and Proposition 47) offered through the Board of State and Community Corrections (BSCC) focused on addressing substance abuse and mental health needs for adults. The Department is working with the Court, Health and Social Services, and Sheriff's Office to determine the most appropriate grant(s) to apply for in

order to expand, and offer additional services to deal with a growing substance abuse and mental health population, and will bring these to the Board as appropriate.

While the Department continues to monitor grants and legislation that could impact programs, the Department also continues to provide intensive services to those under jurisdiction that have a variety of needs and present a moderate to high risk to reoffend. To address the ongoing needs of the probation population, the Department has operated the Centers for Positive Change (CPC) in the cities of Fairfield and Vallejo since 2013. The CPC's provide treatment services to adults to include substance abuse, mental health, educational, employment/vocational and supportive housing. Currently, the CPC's are open on Monday, Wednesday and Friday from 8:00 a.m. to 5:00 p.m., and 8:00 a.m. to 7:00 p.m. on Tuesday and Thursday. To meet the treatment needs of adults under supervision, especially working adults, the Department is requesting that the CPC hours be extended to 8:00 a.m. to 8:00 p.m. Monday-Thursday. The CPC would remain open from 8:00 a.m. to 5:00 p.m. on Friday. An extended schedule will allow the CPC's to offer group interventions to clients who either work or attend school during the day, a key component to recovery and/or re-entry. The current hours of the CPC's make it difficult to participate for clients who cannot make it to the Centers by 5:30 p.m. Evidence-based selected groups generally follow a minimum of a 1.5-hour curriculum, and offering clients the most flexibility is the best option. Extending the CPC hours also allows for an increase in capacity, therefore serving more clients overall. In order to measure the level of recidivism reduction for adults, the Department will continue its contract with Beyond the Arc (BTA) to provide adult recidivism data.

**FINANCIAL IMPACT:**

There will be a slight increase in costs for Sheriff's Security to extend the hours of the CPC's. The additional cost for security is estimated to be \$15,934 for six months. The annual cost would be \$31,868. The additional costs will be absorbed in the Department's FY2018/19 Budget and will be paid for with AB109 funds. 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:

1. Not to receive an update on AB1810 and SB10 as it relates to the involvement of the Probation Department; however, this alternative is not recommended. It is important to remain abreast of new legislation and mandates, and how changes will impact services and Department operations including staffing.
2. Not to receive an update on grant opportunities; however, this alternative is not recommended. The ability to enhance and increase services is largely tied to available funding. The support of the Board in applying for grants is important.
3. Not to approve the recommendation to extend the hours of the CPC's; however, this alternative is not recommended since it would impact the number of group interventions that can be offered and the clients that can be served.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION





# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	21	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Probation
<b>File #:</b>	19-100	<b>Contact:</b>	Christopher Hansen, 784-4803
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive an update on juvenile diversion programs; Adopt the change in name of the Juvenile Day Reporting Center to the Youth Achievement Center; and Allow for alternative hours of operation		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

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

### DEPARTMENTAL RECOMMENDATION:

The Director of Probation recommends the Board of Supervisors receive an update on juvenile diversion programs, and adopt the change in the name of the Juvenile Day Reporting Center to the Youth Achievement Center, and allow for alternative hours of operation.

### SUMMARY/DISCUSSION:

As the Board is aware, the Department has increased its efforts to divert youth from formal juvenile justice intervention. By partnering with several community-based providers, youth are provided services to address their delinquent behavior. The Department operates three diversion programs: the Juvenile Community Accountability Program (JCAP), the Mentally Ill Offender Crime Reduction program (MIOCR), and the Felony/Misdemeanor Diversion program. The Probation Department contracts with Alternative Restorative Communities to operate its JCAP program, where assigned arbitrators work with the youth and the parent in addressing the delinquent act committed by the youth while holding them accountable for their behavior. The JCAP program also includes a victim restoration component where the youth is able to apologize to the victim for their actions. The MIOCR program focuses on youth with identified mental health needs who are engaged in delinquent activity. An assigned probation officer and mental health clinician work with the youth, school, and parent to provide case management and support to address untreated mental health issues. The felony and misdemeanor programs are geared towards those youth who commit a felony or misdemeanor offense and in lieu of a petition being filed with the Juvenile Court, the youth is offered treatment services and expected to pay restitution to the victim in order to complete the program successfully. As a result of these programs, the number of youth under formal probation continues to decrease.

For youth in need of formal interventions and to more align with the Department's rehabilitation philosophy, the Department is renaming the juvenile Day Reporting Center (DRC) to the Youth Achievement Center (YAC). The YAC provides targeted interventions and treatment services for youth and families to include substance

abuse, mental health, community service, education, and parent support. The Youth Achievement Centers are open in the evenings depending on when group interventions are offered. The YAC in Fairfield is located at the Sullivan Interagency Center, and the Vallejo site is located on Tennessee Street in close proximity to the Department's Vallejo Office. In order to provide the necessary services to youth and families, the YAC's will be open primarily from 3:00 p.m. to 7:30 p.m. on Monday through Thursday and 3:00 p.m. to 6:00 p.m. on Friday. However, the YAC may open earlier to serve those youth who are able to participate in services prior to the end of the traditional school day. In addition to enhanced treatment services, the Department is also entering into a contract with the Solano County Office of Education to provide vocational training opportunities for youth in field services and at the Juvenile Detention Facility (JDF).

#### **FINANCIAL IMPACT:**

The costs of the juvenile diversion programs are paid for with a combination of grants and general fund dollars, and the services at the YAC are paid for with grant funds. The costs have been absorbed in the Department's FY2018/19 Budget. There is minimal impact to 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 of Supervisors could choose:

1. Not to receive an update on the juvenile diversion programs; however, the alternative is not recommended. The overall success of the diversion program operated through the Probation Department has had a positive impact by reducing the number of youth under formal probation supervision.
2. Not to adopt the change of the Juvenile DRC to the YAC; however, this alternative is not recommended since the structure of the program and the interventions provided support youth achievement. The term DRC suggests a place where youth must attend on a daily basis and can have a negative connotation. Instead the YAC offers services based on the individual needs of the youth and family.

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

None.

#### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	22	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Resource Management
<b>File #:</b>	19-120	<b>Contact:</b>	Nedzlene Ferrario 784-3170
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider continuing a noticed Public Hearing to March 12, 2019 at 2 P.M. to consider a time extension for Tentative Subdivision Map No. S-01-03, Dove Creek Ranch Subdivision, located at the southwest terminus of Dove Creek Trail, within the unincorporated portion of Vacaville		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Links to Supporting Documents and Prior Board Approvals		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Resource Management recommends the following:

- A. Continue consideration of a time extension for Tentative Subdivision Map No S-01-03, Dove Creek Ranch Subdivision to March 12, 2019, at 2 P.M.

### **DISCUSSION:**

The matter is noticed for the February 5, 2019 agenda. A copy of the public hearing notice is attached. Staff is recommending a continuance as it is now anticipated that there will be significant public interest on this matter and would be better heard at a 2 pm hearing time. Accordingly, staff recommends that the item be placed on the March 12, 2019 Board of Supervisor's agenda at 2 P.M. The applicant has agreed to the continuance, in writing. An updated public notice will be sent out and staff has made contact with interested neighbors to let them know about the recommended continuance. Background information regarding the Dove Creek Ranch Subdivision approvals are included as attachments.

### **FINANCIAL IMPACT:**

The cost of processing the application is borne by the applicant through application fees. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **ALTERNATIVES:**



The Board may decide to hold a public hearing on the matter; however, this is not recommended as the March 12, 2019 agenda would allow for a 2 P.M. hearing time.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

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

[A - Dove Creek Ranch Background and Timeline](#)

[B - Location Map](#)

[C - Approved Tentative Subdivision Map](#)

[D - Dove Creek Policy Plan Overlay](#)

[E - Approved Conditions of approval](#)

[F - 2005 Adopted Mitigated Negative Declaration](#)

[G - Notice of Public Hearing](#)

[H - September 26, 2017 Board of Supervisors Minutes](#)

[I - January 22, 2008 Board of Supervisors Minutes](#)

[J - November 1, 2005 Board of Supervisors Minutes](#)

[K - November 8, 2005 Board of Supervisors Minutes](#)

[L - December 13, 2005 Board of Supervisor Minutes](#)



# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	23	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Resource Management
<b>File #:</b>	19-108	<b>Contact:</b>	Bill Emlen, 784-6062
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive the annual report and Capital Improvement Plan for the English Hills Transportation Impact Fee Program for FY2017/18; and Conduct a Public Hearing to consider adoption of a resolution which approves the updated English Hills Transportation Impact Fee Area Capital Improvement Plan and makes findings on unexpended funds in the English Hills Area Road Improvement Reserve Account		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 4		
<b>Attachments:</b>	A - English Hills Boundary Map, B - Annual Report, C - Capital Improvement Plan, D - Fact Sheet, E - Public Notice, F - Resolution		

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

### DEPARTMENTAL RECOMMENDATION:

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

1. Receive the annual report and Capital Improvement Plan for the English Hills Transportation Impact Fee Program for FY2017/18; and
2. Conduct a public hearing to consider adoption of a resolution which approves the updated English Hills Transportation Impact Fee Area Capital Improvement Plan and makes findings on unexpended funds in the English Hills Area Road Improvement Reserve Account.

### SUMMARY:

Each year, the Board is required by State law to review the English Hills Transportation Impact Fee Program, adopted by the Board of Supervisors in 2001 (see Attachment A - Boundary Map). The Board must conduct a public hearing and adopt a resolution which approves the Capital Improvement Plan. The resolution must also include findings relative to the unexpended funds generated by the fee program. In FY2017/18, the fee program did not fund improvements, and ended the fiscal year with a balance of \$126,172 (see Attachment B - Annual Report). This amount is not sufficient to initiate work on any new public works improvement projects at this time. Staff's recommendation is to let the funding accumulate until there is a sufficient balance for design and construction of one of the English Hills Transportation Impact Fee Area Capital Improvement Plan projects (see Attachment C - Capital Improvement Plan).

State law also requires the Board of Supervisors to review the adequacy of the fee every 5 years. The last 5 year review was completed in 2017, with the County adjusting fees downward due to completion of

improvements and updates to the total number of secondary dwelling units.

**FINANCIAL IMPACT:**

Funds collected from this program are placed in a separate fund for future improvements to specific roads as outlined in the English Hills Transportation Impact Fee Area Capital Improvement Plan. It is anticipated that at build-out of the fee area, the total fees collected for the updated capital improvement plan will generate \$6,625,119 in funding. There is no fiscal impact to the General Fund.

**DISCUSSION:**

In 2001, the Board established a Transportation Impact Fee program for the English Hills area. The intent of the program is to collect funding from the construction of new residences in the English Hills area in order to mitigate the expected significant impact of development on the County's road system (see Attachment D - Fact Sheet) in that area.

Section 66006 of the Government Code and section 11-470 of the Solano County Code requires that a report be prepared each year containing specific information regarding the fees. The report was made available to the public, with advance posting along road corridors in English Hills area, the Department of Resource Management lobby, and the Board Chambers public noticing wall (see Attachment E - Public Notice). In addition, a public hearing must be held as part of the consideration of the updated Capital Improvement Plan. Notice of this hearing was published in the Vacaville Reporter and the Fairfield Daily Republic newspapers.

The Board reduced the fee in 2017 during the 5-year review primarily due to expansion in the zoning ordinance for secondary dwellings, which allows the fee to be spread over a larger number of units. Secondary dwellings that are built less than 1,000 square feet in size have a reduced fee set to 75% of the primary dwelling fee. These smaller residences typically have fewer bedrooms, and thus generate less traffic than the primary dwellings. Per the ordinance, the fees are adjusted every 6 months utilizing the Engineering News Record Construction Cost Index, as has been done since the impact fee area was created.

The proposed Capital Improvement Plan was reviewed by the Department and remains largely unchanged. Based on this information, it is recommended that the fee continue to be adjusted by the Engineering News Construction Cost Index, in the years between the 5-year reviews.

With the Board adoption of the resolution (F - Resolution), the Department will continue to implement the English Hills Transportation Impact Fee Area Capital Improvement Plan as project funds become available.

**ALTERNATIVES:**

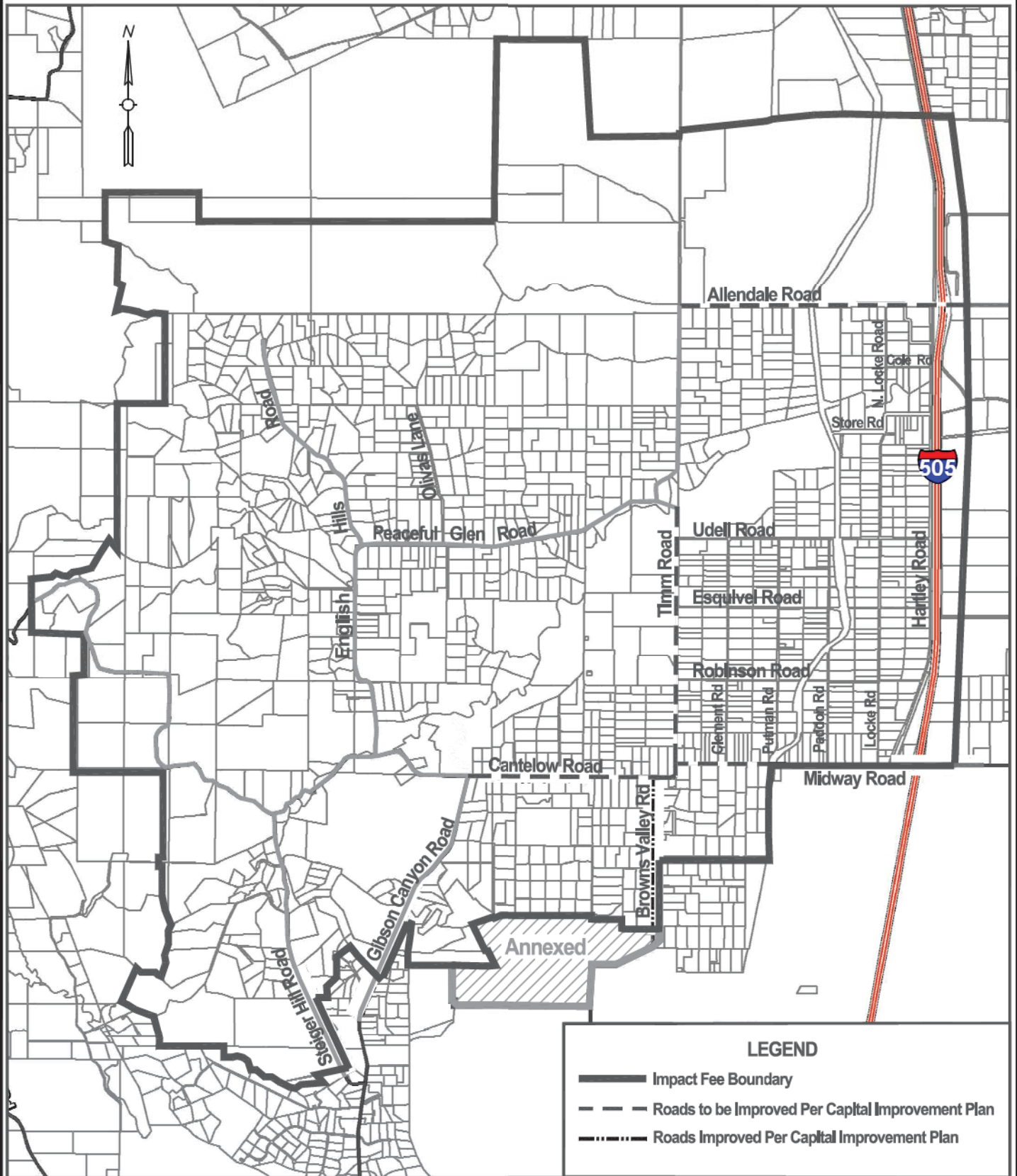
The Board could choose to modify the proposed Capital Improvement Plan. This is not recommended, since the proposed Capital Improvement Plan provides for the collection of fees and the improvement of roads within the fee area to bring the road system up to County adopted standards.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed this item and approved it as to form.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**



## Solano County Transportation Impact Fee Program English Hills Area Boundary

# **Annual Report for Fiscal Year 2017/18**

## **English Hills Transportation Impact Fee Program**

### **Summary**

State law (Government Code Section 66006) requires each local agency that imposes development fees to prepare an annual report providing specific information about those fees. This requirement is part of the law commonly referred to as AB 1600. It codifies the legal requirement that fees on new development have the proper nexus to any project on which they are imposed. In addition, AB 1600 imposes certain accounting and reporting requirements with respect to the fees collected. For accounting purposes, the fees must be segregated from the general funds of the County and from other funds or accounts containing fees collected for other improvements. Interest on each development fee fund or account must be credited to that fund or account and used only for the purposes for which the fees are collected.

Provisions of the law require that the agency that collected the fee make certain information available to the public annually. The following is the required information for the English Hills Transportation Impact Fee.

#### **a. A brief description of the type of fee in the fund.**

The English Hills Transportation Impact Fee is a traffic impact fee imposed on development that occurs within a specified area in and near English Hills, including Allendale and areas along Gibson Canyon Road, Steiger Hill Road and Cantelow Road. It was created by Solano County in 2001 as Chapter 11, Article XV of the Solano County Code, pursuant to Government Code Section 66000, et.seq.

#### **b. The amount of the fee.**

The fee for each new dwelling unit constructed in the fee area was as follows:

\$6,987,	(for the period from 7/1/2018 to 12/31/2017)
\$5,240	(75% of fee for secondary home less than 1000 sq. ft.)
\$7,045	(for the period from 1/1/2018 to 6/30/2018)
\$5,284	(75% of fee for secondary home less than 1000 sq. ft.)

#### **c. The beginning and ending balance of the account or fund, the amount of fees collected, and the interest earned, for FY 2017/18.**

Beginning balance	\$93,986
Plus fees collected	\$30,741
Plus interest earned	\$1,445
<u>Less Expenses</u>	<u>(\$0)</u>
Ending balance	\$126,172

- d. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.**

No improvements were constructed in FY2017/18.

- e. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.**

Sufficient funds have not been collected to initiate the next public improvement project from the Capital Improvement Plan.

- f. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.**

No interfund transfers from the account have taken place during the fiscal year.

- g. The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.**

No refunds nor allocations were made pursuant to subdivision (e) or (f) of Section 66001.

- h. The Board of Supervisors reviewed the English Hills Road Impact Fee Program on January 10, 2017 and adjusted the fee based on updated improvements and numbers of potential secondary dwellings (Resolution No. 2017-10). Fees for a primary dwelling are adjusted every 6 months using the Engineering News Record Construction Cost Index. Fees for a secondary dwelling which is less than 1000 square feet are reduced to 75% of the amount collected for a primary dwelling. Fees are collected prior to a building permit for a new dwelling.**

# ENGLISH HILLS TRANSPORTATION IMPACT FEE AREA CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan for improvements to be financed all or in part by fees generated by the English Hills Transportation Impact Fee Area shall consist of constructing, reconstructing, widening and making associated improvements to the following roads located within the fee area:

ROAD NAME	LENGTH (MILES)	WIDTH (FEET)		ESTIMATED COST OF IMPROVEMENTS PAID BY FEE	
		ROW	Paved	ROW	Road
ALLENDALE ROAD Timm Road to End Study Area	1.52	80	32	\$185,343	\$1,056,297
CANTELOW ROAD Timm Road to Gibson Canyon Road	1.14	80	32	\$69,504	\$1,375,966
DOVE CREEK TRAIL Peaceful Glen Road to 850 ft south	0.2	80	32	\$78,520	\$447,494
ENGLISH HILLS ROAD Peaceful Glen Road to Cantelow Road	1.32	70	32	\$0	\$840,868
GIBSON CANYON ROAD Cantelow Road to 0.08 mi N/Pamela Ln	1.21	70	32	\$0	\$917,311
MIDWAY ROAD Timm Road to Vacaville City Limit	0.58	80	32	\$35,362	\$0
STEIGER HILL ROAD Cantelow Rd to 0.19 mi W/Gibson Cyn	1.47	60	24	\$0	\$510,775
TIMM ROAD Cantelow Road to 0.08 mi E/Peaceful Glen Road	1.50	80	32	\$91,452	\$1,042,399
TOTALS	4.74			\$460,180	\$6,191,111
LESS EXISTING FUND BALANCE				incl.	(\$126,172)
REMAINING FEES TO BE COLLECTED				incl.	\$6,525,119

In some instances, the fees generated by the Transportation Impact Fee Area are not sufficient to construct the entire width of the road, and public funding will be required to complete the construction. In such cases, the fees collected may be used to construct improvements to the extent such funding is available, and public funding may be used to complete the road improvements when such public funding is available.



# **English Hills Transportation Impact Fee Fact Sheet**

Solano County Department of Resource Management - Public Works Engineering

## **What is the English Hills Transportation Impact Fee?**

The English Hills Transportation Impact Fee is a traffic impact fee imposed on development that occurs within a specified area in and near the English Hills, including Allendale and areas along Gibson Canyon Road, Steiger Hill Road and Cantelow Road (see map on back). It was created by Solano County in 2001 as Chapter 11, Article XV of the Solano County Code, pursuant to Government Code section 66000, et.seq. It is the second of such fees established in unincorporated Solano County (the first one was established in 1980, and encompasses Green Valley and portions of Suisun Valley).

## **What is the purpose of the fee?**

The County road system was originally intended to serve a low volume of traffic, as would occur in sparsely populated rural areas. The County has limited funding to maintain its existing road system. When a large number of new homes are constructed in an area, like in English Hills, the traffic on the nearby County roads increases significantly, impacting the condition of the roads. This requires that structural and safety improvements be made to the roads. The only way to do that is to have development pay its fair share to mitigate the impacts that it causes to the roads.

## **How was the fee determined, and how much is it?**

In 2001, the County looked at the number of houses that were projected to be constructed in the English Hills area, and then calculated the traffic that these additional homes would generate. The cost of the road improvements required as a result of this traffic was then determined. The fee was based on the cost of the improvements divided by the projected number of new homes to be built. The fee is adjusted every six months (on July 1 and January 1) based on a national construction cost inflation index. Call Public Works – Engineering at (707) 784-6765 to find out the current amount of the fee.

## **What development must pay the fee?**

All new residential dwelling units constructed within the boundary of the fee area are required to pay the fee before a building permit will be issued. A residential unit includes a primary dwelling, a “granny flat”, a mobile home, and/or a secondary living unit. Mobile homes that are installed through the use permit process also need to pay the fee, but if the applicant requests a refund within ninety days of the removal of the mobile home, the fee will be returned. Projects that do not involve construction of a residential dwelling unit, such as barns and room additions, do not need to pay the fee.

## **What is done with the funds raised by the fee?**

The funds collected from the English Hills Transportation Impact Fee are deposited in a separate trust fund that can only be used for improvements to the roads within the boundary of the English Hills area. They are retained in that trust fund, collecting interest, until such time that enough funds have been collected to fund an improvement project on one of the selected roads. The collected fees will pay for future safety and shoulder improvements on Allendale Road, Cantelow Road, Midway Road and Timm Road and may include the addition of a multi-use path on various roads in the specified area.

## **Is there a process for applying for a reduction or waiver of the fee?**

Applications for a fee reduction or waiver must be made in writing to the Director of Resource Management / Transportation Director no later than the time of filing the request for a building permit. The County ordinance that established the fee describes the requirements of the application in more detail.

Note: This sheet is intended to give a general overview of the transportation impact fee; it does not provide all details of the program. For additional information, contact Public Works – Engineering at (707) 784-6765.



## NOTICE OF PUBLIC HEARING

The Solano County Board of Supervisors will be holding a public hearing during the course of its regular meeting at 9:00 am and thereafter on Tuesday, February 5, 2019, at the Board of Supervisors Chambers, Solano County Government Center, 675 Texas Street, First Floor, Fairfield, California, to consider the update of the English Hills Transportation Impact Fee Area Capital Improvement Plan. The Fee Area consists generally of the English Hills – Allendale – Steiger Hill Road – Gibson Canyon Road area, located north of Vacaville and generally west of Interstate 505. For more information, call Matt Tuggle at (707) 784-6072.

**RESOLUTION NO. 2019 - \_\_\_\_**

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
APPROVING THE UPDATED ENGLISH HILLS TRANSPORTATION IMPACT  
FEE AREA CAPITAL IMPROVEMENT PLAN AND MAKING FINDINGS  
REGARDING UNEXPENDED FUNDS IN THE ENGLISH HILLS AREA ROAD  
IMPROVEMENT RESERVE ACCOUNT**

**Whereas**, pursuant to section 66000 et seq. of the California Government Code, known as the Mitigation Fee Act, on June 26, 2001 the Solano County Board of Supervisors adopted the Transportation Impact Fee Program, the English Hills Transportation Impact Fee Area (Fee Area), and the English Hills Transportation Impact Fee Area Capital Improvement Plan (Capital Improvement Plan); and

**Whereas**, the Fee Area collects transportation impact fees to complete road improvements on certain roads within the English Hills area of unincorporated Solano County; and

**Whereas**, section 66002(b) of the Mitigation Fee Act requires the local agency to update the Capital Improvement Plan annually, to show the improvements to be funded by the program; and

**Whereas**, the Capital Improvement Plan has been updated to reflect the improvements to be funded by the program; and

**Whereas**, a public hearing was held on February 5, 2019 on the Capital Improvement Plan, and all persons interested were heard; and

**Whereas**, the Fee Area Annual Report was made available to the public at least fifteen days prior to the public meeting, and a notice of the hearing was published at least ten days prior to the public hearing in a newspaper of general circulation; and

**Whereas**, the updated Capital Improvement Plan shows the roads in the English Hills area that will be improved with funds generated by the Fee Area, the ultimate right of way and paved widths of the roads, and the estimated funds that will be generated by the Fee Area; and

**Whereas**, section 66001(d) requires Solano County to make several findings regarding unexpended funds in the English Hills Area Road Improvement Reserve Account.

**Resolved**, the Solano County Board of Supervisors approves the updated English Hills Transportation Impact Fee Area Capital Improvement Plan which is attached as attachment C.

**Resolved**, the Solano County Board of Supervisors makes the following findings regarding the unexpended funds in the English Hills Area Road Improvement Reserve Account:

1. The purpose of the fee from which the funds have been collected is to pay the costs of roadway facilities and improvements in accordance with the provisions of the Solano County General Plan.
2. There is a reasonable relationship between the need for the roadway facilities and improvements identified in the Capital Improvement Plan and the development projects on which the fee is imposed, since new development will generate new demand for roadway facilities, which must be accommodated by construction of new or expanded facilities.

3. Funding for the projects included in the Capital Improvement Plan will come from the funds generated by the Fee Area, with the anticipated amounts of funding shown in the Capital Improvement Plan.
4. Funding is collected by the Fee Area and deposited into the English Hills Area Road Improvement Reserve Account as facilities are constructed within the boundary of the Fee Area. The date for collection of the fees is anticipated to extend for about twenty years, depending upon the rate of development in the Fee Area.

Passed and adopted by the Solano County Board of Supervisors on February 5, 2018 by the following vote:

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

\_\_\_\_\_

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

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

\_\_\_\_\_  
ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	24	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Resource Management
<b>File #:</b>	19-116	<b>Contact:</b>	Misty Kaltreider, 784-3311
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Authorize the Chair of the Board to execute a Memorandum of Understanding regarding Cooperative Solutions for the Lakes Water System with the City of Vallejo and any amendments thereto; and Designate two Board Members to serve on a Policy Committee called for in the MOU		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Lakes Water System MOU, B - Working Group Meeting Chronology		

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

Public Hearing Required? Yes \_\_\_ No X \_\_\_

### **DEPARTMENTAL RECOMMENDATION:**

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

1. Authorize the Chair of the Board to execute a Memorandum of Understanding regarding Cooperative Solutions for the Lakes Water System with the City of Vallejo and any amendments thereto; and
2. Designate two Board Members to serve on a Policy Committee called for in the MOU.

### **SUMMARY:**

The Lakes Water System (LWS), owned and operated by the City of Vallejo (City), provides potable water for domestic use for approximately 2,800 customers in the unincorporated Solano and Napa Counties. Since 2016, Supervisor Spering and staff have been engaged in discussions with the City about the long-term options for the LWS. These discussions led to execution of a one-year Due Diligence Agreement with the City in November 2016 to allow the County to evaluate the challenges and identify potential improvement opportunities in the unincorporated county region. Following expiration of the Agreement, staff from both the City and County continued discussions which resulted in development of the proposed Memorandum of Understanding (MOU). The purpose of the MOU is to memorialize a continued commitment between both jurisdictions focused on coordinated efforts towards identifying solutions for sustainable, reliable, and cost effective water supply system for the LWS customers. Adoption of the MOU establishes a high degree of commitment and collaboration between the County of Solano and City of Vallejo toward identifying solutions for the LWS area that meet mutual goals.

On January 8, 2019, the Vallejo City Council authorized the City Manager to execute the MOU and directed staff to create a Lakes Water System Policy Committee of elected representatives under the provisions of the

MOU. On January 22, 2019, the City Council adopted a resolution creating a Lakes Water System Policy Committee and appointing Mayor Sampayan and Councilmember McConnell to serve on the LWS Policy Committee. In order to participate, the Board of Supervisors would authorize the Board Chair to execute the MOU and designate two Board Members to serve as representatives on the LWS Policy Committee created by the MOU.

#### **FINANCIAL IMPACT:**

The cost of developing this MOU is borne within the normal operating costs of the Department involved and is included within the Department's adopted budget. There are not financial obligations associated with signing onto the MOU. The MOU memorializes a process in which the County has been actively engaged, which includes a contribution of staff time. Future board approval will be sought for any expenditure not included within the adopted budget.

#### **DISCUSSION:**

The Lakes Water System (LWS), owned and operated by the City of Vallejo (City), includes dams, reservoirs, distribution/transmission lines, water treatment facilities, other infrastructure, and surrounding lands on two lakes: Frey and Madigan in Solano County. Water to the LWS is provided by Lakes Frey and Madigan, and by agreements and/or water exchanges, Solano Irrigation District and the City of Fairfield. Solano Irrigation District also separately provides raw irrigation water to some areas within the LWS delivery area. In addition, properties in and near the LWS service area are served by other water purveyors and/or obtain water through groundwater wells.

Since May 2016, Solano County staff and individual Board members have had discussions with the City of Vallejo and other interested parties about the long-term and future use of the LWS. As a result of the discussions, a Due Diligence Agreement was executed between Solano County and the City of Vallejo on November 22, 2016 with the purpose to allow the County to identify the challenges and evaluate alternatives for management of the LWS. Initially, the Agreement was to allow the County a one-year time period to consider the feasibility of forming a new entity to lease the LWS. During the period of the Agreement, the City of Vallejo water operations transitioned into a standalone Water Department and the city's management staff began engaging with the County toward assessing options to address challenges for the City's continued operations of the LWS.

As part of these efforts and to assist with the system evaluation, the County contracted with Brown and Caldwell, an environmental consultant who together with the County and City staff began outlining the challenges and potential options for the region. The work included documenting the existing infrastructure and other water systems that serve the area and identifying some of the key operating issues for the LWS. This initial effort provided a baseline framework to begin exploring potential improvement options for the region's water systems. The work also illuminated the need for coordination between all parties moving forward to ensure that viable solutions are mutually beneficial and align with the County's General Plan goals and land use policies. The proposed MOU was developed from these discussions with the objective to memorialize a commitment from both parties to continue a collaborative, integrated, and comprehensive approach to assess viable options for the LWS.

The key objectives in the MOU focuses on identifying ways to improve the aging infrastructure, consolidate multiple water systems in the area, and evaluating funding mechanisms in order to help stabilize customer rates along with maintaining a regional water distribution system consistent with the Solano County General Plan. The MOU may be terminated by mutual written consent or by either party upon thirty (30) days written notice.

The MOU creates two committees; a Policy Committee consisting of appointed members from each

governing body and a Technical Committee of city and county staff. Rate payers residing in the LWS service area will participate through the process. The MOU also specifies involvement of rate payers residing in the LWS area to serve on an advisory committee formed in conjunction with the City's water rate study or any future public process focused on the LWS area. This has already occurred with a LWS resident serving on the City's rate study.

The Policy Committee would consist of a subgroup of representatives from both the City of Vallejo Council and County Board of Supervisors. Two members from each jurisdiction's legislative bodies are recommended to participate on the Policy Committee. The objective of the proposed Policy Committee is to consider recommendations from the Technical and other LWS focused committees and guide their respective boards and councils through the process. Policy Committee members would meet jointly on an as-needed basis.

The Technical Committee proposes to consist of city and county staff that will meet regularly in order to share information, identify mutually viable options, and make recommendations for the Policy Committee consideration.

**ALTERNATIVES:**

1. The Board could choose not to sign the MOU with the City of Vallejo. This is not advised as the MOU demonstrates a desire of both agencies to address the concerns and work toward solutions to benefit the County residents.
2. In lieu of establishing a new committee, the Board could choose to designate the Land Use and Transportation Committee to serve as the Policy Committee representatives pursuant to the terms of the MOU.

**OTHER AGENCY INVOLVEMENT:**

Solano County is engaged with multiple local, state and federal agencies and stakeholders as part of assessing the Lakes Water System options including residents and community groups in Green Valley and Gordon Valley, the City of Vallejo, Solano County Water Agency, City of Fairfield, Solano Irrigation District, State Water Resource Control Board, Division of Safety of Dams, Division of Drinking Water, Department of Water Resources, U.S. EPA, and many other agencies.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

**MEMORANDUM OF UNDERSTANDING  
REGARDING COOPERATIVE SOLUTIONS FOR THE LAKES WATER SYSTEM  
BETWEEN THE COUNTY OF SOLANO AND THE CITY OF VALLEJO**

This Memorandum of Understanding (MOU) is made and entered into on \_\_\_\_\_, 2019 ("Effective Date") by and between the County of Solano ("County") and the City of Vallejo, a charter city and municipal corporation ("City"), each a "Party" and collectively, the "Parties."

**BACKGROUND AND PURPOSE OF MOU**

- A. Whereas, The City owns and operates the Lakes Water System, which serves portions of unincorporated Green Valley, Cordelia, Willota Oaks, and Gordon Valley and is comprised by Lakes Madigan and Frey the land surrounding the lakes, and the system components, including transmission and distribution lines, water treatment facilities, and reservoirs.
- B. Whereas, the Parties have a mutual interest in maintaining and improving service and infrastructure integrity of the Lakes Water System in recognition of a shared customer and constituent base. In recognition of this fact, the Parties entered into a Due Diligence Agreement on November 15, 2016 to allow the County to conduct an evaluation of the system and identify opportunities to work with Vallejo to facilitate long term maintenance and improvements and explore potential alternative operational models.
- C. Whereas, since entering into the Due Diligence Agreement, the County has allocated staff and funding resources to understand and assess options for the Lakes Water System as well as Lake Curry. The City has begun a process to assess the components of its various water systems as part of a city-wide rate study, including the Lakes Water System.
- D. Whereas, as follow up to the original Due Diligence Agreement which was in effect until November 2017, the Parties see great benefit in continuing to collaborate as they work to serve the best interests of the customers and the residents they serve, and to ensure the sustainable, cost effective, long term operation and management of the Lakes Water System to provide a safe, reliable supply of potable water for existing and future users in the unincorporated area with greater certainty over future water rates and reliability of the delivery and treatment systems.
- E. Whereas, the Parties wish to enter into this MOU to memorialize a commitment to a continued collaborative, integrated, and comprehensive approach to the Parties' assessment of the Lakes Water System.



**NOW THEREFORE**, in furtherance of the progress made to date the parties agree as follows:

1. **Objectives.** The parties agree to work together to evaluate opportunities and options that would facilitate improvements and continued safe and sustainable operation of the Lakes Water System in unincorporated Solano County, with focus on:
  - Ensuring adequate domestic water availability to all existing customers.
  - Looking for opportunities to expand the customer base while staying within County General Plan growth limits.
  - Providing rate stability for existing customers.
  - Identifying and facilitate cost-effective upgrades to infrastructure.
  - Identifying available financial options that may offset costs of upgrades to the system.
  - Maintaining a regional water distribution system consistent with the Solano County General Plan.
  - Identifying opportunities to address the challenges of multiple domestic water systems serving the area currently in or adjacent to the Lakes Water System service area.
  - Identifying options and opportunities for addressing the multiple domestic water systems that currently exist or are in the vicinity of the Lakes Water Service area including possible creation of a consolidated service entity und the City of Vallejo Water Department.
2. **Sharing of Information:** The City and County agree to freely share data, research findings and assessments produced or assembled by either party during the period this MOU remains in effect.
3. **Ongoing Dialogue:** The parties agree to meet on a regular basis to discuss progress being made in this MOU.
4. **Policy Committee:** Each entity will utilize existing or form subcommittees of their respective governing Board's to guide them through this process and meet jointly on an as needed basis..
5. **Technical Committee:** The parties will work towards formalizing a technical committee of City and County staff that will work collaboratively and have regular meetings as this process moves forward.
6. **Rate Payer Participation:** The City will appoint one or more residents who reside in the Lakes Water System service area to serve on an advisory committee formed in conjunction with City's water rate study or any future public process focused on the Lakes Water System area.
7. **Proposals to sell or lease system to another party:** As part of the ongoing dialogue reflective of the spirit of this MOU, the City will consult and keep the County informed well in advance of any discussion to solicit bids, offers or proposal from other public or quasi-public entity or private contractors to acquire, lease, or operate the Lakes Water System while this MOU is in effect.

9. **Financing Options:** The County is willing to consider and explore financing options and tools for infrastructure improvements in the Lakes Water System area.
10. **Term.** This MOU shall remain in effect until terminated by the mutual written consent of the Parties, or upon thirty (30) day's written notice of termination by either party.

Executed by the County and City as of the date last written below.

Dated: \_\_\_\_\_, 2019

Dated: January 29, 2019

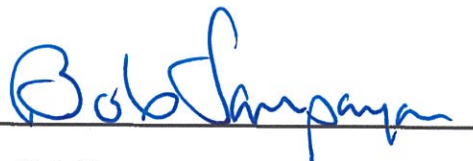
**County of Solano**

**City of Vallejo**

By: \_\_\_\_\_

Erin Hannigan  
Chairwoman, Board of Supervisors

By: \_\_\_\_\_

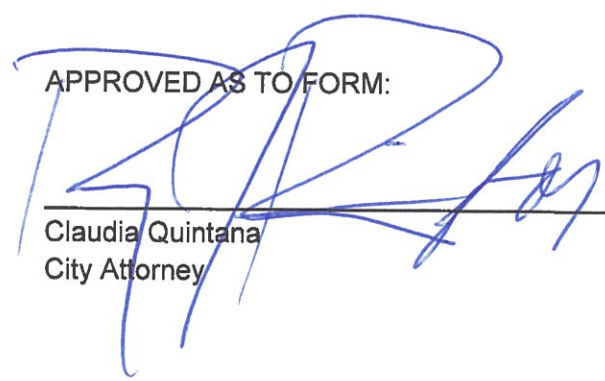
  
Bob Sampayan  
Mayor, City of Vallejo

ATTEST:

By: \_\_\_\_\_

  
Dawn Abrahamson  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Claudia Quintana  
City Attorney

## CHRONOLOGY OF MEETINGS AND WORKGROUPS ON THE LAKES WATER SYSTEM

**March 29, 2016** – Supervisor Spering and Supervisor Seifert hold a meeting attended by stakeholder representatives from Solano County, City of Vallejo, City of Fairfield, Solano Irrigation District (SID), Solano County Water Agency (SCWA), Napa Open Space, Green Valley landowners and, Gordon Valley landowners to discuss challenges and opportunities

**April 21, 2016** – Supervisor Spering and Supervisor Seifert hold a follow-up meeting with stakeholders to the March 29, 2016 meeting

**May & July 2016** – City hosts tours of the Lakes Water System and Lake Curry with County elected representatives and staff

**Ongoing** – Continued discussions with County staff, City of Vallejo staff and other representatives regarding the Lakes Water System

**November 22, 2016** – Solano County Board of Supervisors authorizes execution of the Due Diligence Agreement with the City of Vallejo

**January 27, 2017** - Supervisor Spering and Supervisor Hannigan hold a meeting attended by stakeholder representatives from Solano County, City of Vallejo, City of Fairfield, SID, SCWA, Napa Open Space, Green Valley landowners and, Gordon Valley landowners to follow up on the March 29 & April 21, 2016 stakeholder representatives meetings

**May 24, 2017** – City of Vallejo hosts tour of Lake Curry with Supervisor Brown and Mayor Sampayan and staff from the City of Vallejo and Solano County

**June 20, 2017** – Board of Supervisors approve continued staff involvement and up to \$115,200 for contracts as part of the FY2017/18 adopted budget to further evaluate the Lakes Water System

**November 22, 2017** – Expiration of the Due Diligence Agreement

**May 1, 2018** – Board of Supervisors receive an update on various water projects including the Lakes Water System from staff. The Board provides general direction to staff to continue their involvement to find solutions regarding the Lakes Water System

**January 8, 2019** – City of Vallejo City Council approves the Memorandum of Understanding (MOU) with Solano County

**January 22, 2019** – City of Vallejo City Council forms the City's Lakes Water System Policy Committee and appoints Mayor Sampayan and Council member McConnell as City representatives on that Committee



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	25	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Resource Management
<b>File #:</b>	19-63	<b>Contact:</b>	Bill Emlen, 784-6062
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive and approve Solano County's Public Works Five Year Capital Improvement Plan for FY2019/20 through FY2023/24 from the Department of Resource Management		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Capital Improvement Plan 2019		

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

Public Hearing Required? Yes \_\_\_\_ No X

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Resource Management recommends that the Board of Supervisors receive and approve Solano County's Public Works Five Year Capital Improvement Plan for FY2019/20 through FY2023/24 from the Department of Resource Management.

### **SUMMARY:**

The County Public Works Five Year Capital Improvement Plan (CIP) is updated annually by the Department of Resource Management. The CIP reflects a prioritized list of road and bridge projects intended to maintain the County's road and bridge infrastructure short and long term with advanced improvements to various roads and bridges.

Passage of State Senate Bill 1 (SB 1), known as the Road Repair and Accountability Act of 2017, established a new statewide gas tax that augments current road project funding and allows agencies to maintain and improve road infrastructure to meet demands. Predominately, the tax revenue is distributed formulaically in the same fashion as the existing Highway Users Tax Account (HUTA or "Gas Tax"), which is a significant benefit for local roads. SB 1 established new requirements for expenditure of the SB 1 revenue, including project submission to the California Transportation Commission (CTC), limitations on the types of projects that may be funded under SB 1, and annual reporting. SB 1 also requires the Board of Supervisors to review and approve the County's SB 1 projects for expenditure in FY2019/20.

With the Board's approval of the CIP (attached), the Department will submit the SB 1 projects listed in the CIP to the CTC in anticipation of the revenues being utilized for these projects in FY2019/20. The CIP matrix highlights the funding sources for all projects, including those utilizing SB-1 funds.

### **FINANCIAL IMPACT:**

The California State Association of Counties (CSAC) latest estimate for SB 1 revenue in FY2018/19 for Solano County is \$6,705,000, which is in addition to the estimated \$8,330,000 of HUTA gas tax revenue. While the SB 1 revenue must be spent on Road Fund related projects, there is no local match commitment for these funds. Therefore, there is no potential Road Fund or General Fund impact in receiving these new revenues. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget

### **DISCUSSION:**

SB 1 establishes specific requirements for Solano County to properly expend the new revenues for road infrastructure and to make project expenditures clear to the public, including annual reporting and life cycle analysis to gauge the success of the new measure. The CTC adopted guidelines to assist agencies with implementation of SB 1. Based on the law and CTC's guidelines, it is understood that:

1. Revenue from SB 1 must be prioritized for basic road maintenance and safety projects. The County's SB 1 funds can be spent on other types of Road Fund eligible projects because Solano County's Pavement Condition Index (PCI) meets or exceeds 80.
2. Per SB 1, Solano County also needs to consider plans to incorporate technologies and material recycling techniques into projects, where feasible, that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads. Regular maintenance habits on higher PCI pavements, like our maintenance program, are recognized for reduced GHG emissions versus more intensive rehabilitation strategies. In addition, the CIP incorporates the use of recycled tire rubber in some of the road maintenance projects.
3. The County must submit an annual report at the end of each fiscal year to the CTC that includes a description and location of each completed project, the amount of funds expended, the completion date, and the estimated useful life of the improvement.

The revenues from SB 1 will allow the CIP to fund more projects in FY2019/20 that maintain or improve the County's roads, bridges, culverts, sidewalks, signage, striping, and signalized intersections. In compiling this year's CIP, the Department is continuing to advance projects that had been deferred or which remained previously unfunded due to lack of available funding options (pre-SB 1). Significant projects included in the CIP over the next two years include the following:

- Culvert repair projects will replace large culverts on Cherry Glen Road, Cantelow Road, and Mix Canyon Road.
- McCormack Road will have paving and drainage improvements on the gravel section west of Canright Road.
- Farrell Road Intersection Improvements at Gibson Canyon Road will improve the intersection approaches.
- Farm to Market Phase 3 Improvements will widen and overlay portions of Abernathy Road, Mankas Corners Road, and Suisun Valley Road.
- Foothill Drive will construct curve improvements to enhance safety.
- Timm Road Improvements will widen, overlay, and provide vertical grade improvements to portions of the road north of Peaceful Glen Road.
- Overlay Project 2019 - Midway Road will overlay a portion of Midway Road.
- Starr Subdivision will have sidewalk rehabilitation and gap closure improvements.
- Stevenson Bridge Rehabilitation will retrofit the bridge for improved seismic capacity, as well as improve the southern road alignment.

- Various light pavement maintenance projects are included, such as chipseals, microsurfacing seals, and asphalt rubber chipseals.
- Various right of way acquisitions are included to potentially create better design options and enhance upcoming projects.

Generally, the Department remains focused on improving the County's pavement condition index, rehabilitating aged non-road infrastructure (bridges, culverts, sidewalks, signals, etc.), and enhancing safety at intersections and along corridors utilizing accident data determinations. Constraints in Department staffing, consultant and contractor availability, and potential project cost escalation are all factors that will impact our ability to deliver projects. The CIP anticipates approximately \$86 million in improvements over the next 5 years, with approximately \$24 million that remains unfunded.

#### Long Term Plans and Projects

Prior to SB 1, many agencies had difficulty planning large and long-term projects without having federal grant funds to support "front end" project costs related to environmental clearance, design, and right of way. A significant benefit of SB 1 is that agencies now have stable funding that allows for long term planning for larger multi-year and regionally coordinated projects. Larger projects also typically require right of way acquisition, as well as utility relocation work which can add significant amounts of time to scheduled delivery. The Department included some larger projects to the CIP that can be planned over the next 5 years:

1. McCormack Road reconstruction, which will begin conversion of this regionally significant gravel road into a paved road, meeting full County Road Improvement standards. The Department will work with the City of Rio Vista to coordinate the City/County interface.
2. Benicia Road improvements, which includes sidewalk, striping, light pole relocation, and transit stop improvements from Beach Street to Interstate 80. The Department will work with the City of Vallejo to coordinate the City/County interface.
3. Improvements to modernize signalized intersections and street lights.
4. Improvements at the corporation yards are needed due to the aged condition of the buildings and yards. Over the next year, the Department will assess the viability, long term operational need, and costs for repairs and improvements of each corporation yard.
5. Putah Creek Road shoulder improvements, which will provide fully connected bike lanes from Winters to Stevenson Bridge Road.
6. Investment in more technologically advanced equipment that will reduce some of the more labor intensive duties of Operations Division.

Projects which are listed with unfunded amounts remain candidates for other state and federal grants. SB 1 is generating significant increases to competitive grants, such as the Congested Corridors Program (freeway and highway relievers) and Active Transportation Program (bike/pedestrian). The Department will continue to seek all appropriate grants to enhance project budgets and maximize the County's SB 1 and Road Funds.

The Department will be working with the Solano Transportation Authority, the seven Cities and other interested partner agencies to plan long term projects over the next decade, including the Suisun Parkway connection to Highway 12/29, Suisun Valley Road regional traffic improvements (traffic flow from Napa County), and other impacted regionally significant routes.

The CIP provides a balanced approach to maintaining and improving the County's infrastructure in FY2019/20.

The Department will continue its goal to deliver as much project work and road maintenance within available existing engineering and operations staffing. With the Board's approval of the CIP, the Department will work to construct those projects listed for FY2019/20, and plan projects listed in the years following.

**ALTERNATIVES:**

The Board could choose to revise the CIP within the limitations of available revenues from local, state and federal sources as it wishes. This is not recommended as the CIP provided by the Department provides a recommended list of priorities for the maintenance and construction of County roads and bridges in FY2019/20, in compliance with SB 1 requirements.

**OTHER AGENCY INVOLVEMENT:**

County Counsel's Office has reviewed and approved this item as to form.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# PUBLIC WORKS CAPITAL IMPROVEMENT PLAN

FY 2018/19 THROUGH FY 2023/24

Approved by the Board of Supervisors on \_\_\_\_\_, 2019

Solano County Department of Resource Management  
675 Texas Street, Suite 5500  
Fairfield, CA 94533  
Ph: (707) 784-6765



**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 18-19</b>								
<b>ROAD CONSTRUCTION</b>								
Cherry Glen Road culvert replacements	Cherry Glen Road (2 locations)		0.20	\$800		SB1, Road Fund	50	Culvert replacements
Farrell Road intersection improvement	Intersection of Gibson Canyon	Vacaville C/L	0.20	\$1,000		SB1, Road Fund	20	Realign intersection
Guardrail improvement project 2019	Various Locations		0.10	\$100		Road Fund, Ins Claims		Guardrail replacements
Guardrail HSIP 8	Various Locations		1.00	\$380		HSIP 8		Guardrail replacements
Striping improvements HSIP 8	Various Locations			\$1,505		HSIP 8		Signing and striping upgrades
<b>SUBTOTAL</b>			1.50	\$3,785	\$0			
<b>RIGHT OF WAY ACQUISITION</b>								
Gibson Canyon Road safety improvement	Fruitvale Road	0.04 mi N/Pamela Lane	2.25	\$25		SB1, Road Fund	100	Right of way acquisition
Porter - Midway intersection improvement			0.10	\$3		SB1, Road Fund	100	Right of way acquisition
Timm Road improvements	Shawn Lane	End Gravel Road	1.31	\$10		SB1, Road Fund	100	Right of way acquisition
<b>SUBTOTAL</b>			3.66	\$38	\$0			
<b>MICROSURFACING</b>								
Amaral Court	End	Rockville Road	0.15	\$6		SB1, Road Fund	6	Microsurface seal by contract
Auld Court	Rockville Road	End	0.05	\$2		SB1, Road Fund	6	Microsurface seal by contract
Brae Court	End	Glencannon Drive	0.14	\$6		SB1, Road Fund	6	Microsurface seal by contract
Chilmark Place	Willota Drive	End	0.03	\$1		SB1, Road Fund	6	Microsurface seal by contract
Conner Court	Willota Drive	End	0.02	\$1		SB1, Road Fund	6	Microsurface seal by contract
Edinburg Court	End	Glencannon Drive	0.14	\$8		SB1, Road Fund	6	Microsurface seal by contract
Gordon Valley Road	1.24 mi N/Mankas Corner Road	Napa County Line	0.92	\$32		SB1, Road Fund	6	Microsurface seal by contract
Heather Court	Tartan Way	End	0.06	\$3		SB1, Road Fund	6	Microsurface seal by contract
Jodi Court	Willota Drive	End	0.03	\$2		SB1, Road Fund	6	Microsurface seal by contract
Kilts Court	Tartan Way	End	0.08	\$4		SB1, Road Fund	6	Microsurface seal by contract
Lang Court	Rockville Road	End	0.05	\$3		SB1, Road Fund	6	Microsurface seal by contract
Mactavish Court	Tartan Way	End	0.07	\$4		SB1, Road Fund	6	Microsurface seal by contract
McCready Court	Glencannon Drive	End	0.24	\$13		SB1, Road Fund	6	Microsurface seal by contract
McGregor Court	End	Glencannon Drive	0.21	\$12		SB1, Road Fund	6	Microsurface seal by contract
Pitt School Road	0.38 mi N/Hawkins Road	300' N/Weber Road	2.58	\$144		SB1, Road Fund	6	Microsurface seal by contract
Scot Court	Rockville Road	End	0.12	\$7		SB1, Road Fund	6	Microsurface seal by contract
Spring Lane	Rockville Road	End	0.06	\$4		SB1, Road Fund	6	Microsurface seal by contract
St. Andrews Court	End	McCready Court	0.21	\$12		SB1, Road Fund	6	Microsurface seal by contract
Syne Court	End	Rockville Road	0.05	\$3		SB1, Road Fund	6	Microsurface seal by contract
Willotta Drive	0.34 mi SE/Rockville Road	Rockville Road (east entrance)	0.43	\$18		SB1, Road Fund	6	Microsurface seal by contract
Willotta Drive	Rockville Road (west entrance)	0.34 mi SE/Rockville Road	0.34	\$19		SB1, Road Fund	6	Microsurface seal by contract
<b>SUBTOTAL</b>			5.98	\$305	\$0			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 18-19 CONTINUED</b>								
<b>RUBBERIZED CHIP SEAL W/MICROSURFACING</b>								
Bunker Station Road	Binghamton Road	Swan Road	0.46	\$56		SB1, Road Fund	10	Rubberized chip/micro by contract
Cravea Avenue	Rockville Road	End	0.35	\$46		SB1, Road Fund	10	Rubberized chip/micro by contract
Dixon Avenue West	Meridian Road North	Jahn Road	1.03	\$125		SB1, Road Fund	10	Rubberized chip/micro by contract
Elmira Road	Vacaville C/L	South A Street	0.10	\$24		SB1, Road Fund	10	Rubberized chip/micro by contract
Glencannon Drive	Rockville Road	Tartan Way	0.97	\$192		SB1, Road Fund	10	Rubberized chip/micro by contract
Meridian Road North	Dixon Avenue West	Allendale Road	0.45	\$54		SB1, Road Fund	10	Rubberized chip/micro by contract
Oak Lane	Rockville Road	End	0.06	\$12		SB1, Road Fund	10	Rubberized chip/micro by contract
Peaceful Glen Road	2490 ft E/Olivas Lane	1.0 Mi E/Olivas Lane	0.57	\$75		SB1, Road Fund	10	Rubberized chip/micro by contract
Peaceful Glen Road	1120' E/Olivas Lane	2490 ft E/Olivas Lane	0.26	\$34		SB1, Road Fund	10	Rubberized chip/micro by contract
Pedrick Road	500' N/Midway Road	1 mi N/Midway Road	0.91	\$130		SB1, Road Fund	10	Rubberized chip/micro by contract
Pedrick Road	1 mi N/Midway Road	Dixon Avenue East	1.00	\$143		SB1, Road Fund	10	Rubberized chip/micro by contract
Pedrick Road	Dixon Avenue East	0.75 mi N/Dixon Avenue East	0.75	\$107		SB1, Road Fund	10	Rubberized chip/micro by contract
Pedrick Road	0.75 mi N/Dixon Avenue East	Vaughn Road	0.74	\$106		SB1, Road Fund	10	Rubberized chip/micro by contract
Pedrick Road	I-80 /State Jurisdiction	RR Tracks	1.20	\$172		City of Dixon		Rubberized chip/micro by contract
Rockville Road (0.9 mi East of Oak Lane)	1.90 mi E/Green Valley Road	Suisun Valley Road	0.71	\$156		SB1, Road Fund	10	Rubberized chip/micro by contract
Rockville Road	Amaral Court	Paseo Arboles	0.16	\$18		SB1, Road Fund	10	Rubberized chip/micro by contract
Rockville Road	Paseo Arboles	Green Valley Road	0.33	\$51		SB1, Road Fund	10	Rubberized chip/micro by contract
South A Street	Meridian Road	Elmira Road	0.47	\$103		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	Ledgewood Road	0.45 mi N/Mankas Corner Rd	1.61	\$319		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	0.45 mi N/Mankas Corner Rd	Williams Road	0.22	\$24		SB1, Road Fund	10	Rubberized chip/micro by contract
Tartan Way	End	Rockville Road	0.55	\$48		SB1, Road Fund	10	Rubberized chip/micro by contract
Wolfskill Road	Winters Road	Tubbs Road	0.22	\$48		SB1, Road Fund	10	Rubberized chip/micro by contract
Wolfskill Road	Tubbs Road	Halley Road	1.18	\$143		SB1, Road Fund	10	Rubberized chip/micro by contract
SUBTOTAL			14.30	\$2,187	\$0			
<b>TOTAL COST FY 18-19</b>			<b>25.44</b>	<b>\$6,315</b>	<b>\$0</b>			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT**  
**PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**  
**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (\$000s)	Unfunded (\$000s)	Funding Source	Useful Life in Years	Description
<b>FY 19-20</b>								
<b>ROAD CONSTRUCTION</b>								
Abernathy Road	Rockville Road	Mankas Corner Road	1.82	\$1,200		FTM, SB1, Road Fund	20	Bike and pedestrian improvements
Azevedo Road	SR 12	Emigh Road	1.53	\$400		SB1, Road Fund	12	Reconstruct gravel by contract
Campbell Road	Putah Creek Road	Stevenson Bridge Road	2.90	\$290		SB1, Road Fund	12	Shoulder widening
Cantelow culvert replacements	Cantelow Road (2 Locations)		0.20	\$1,200		SB1, Road Fund	50	Culvert replacements
Guardrail repair project 2020	Various Locations		0.10	\$100		Road Fund, Ins. Claims		Guardrail repairs
Mankas Corner Road	Abernathy Road	Fairfield C/L	0.56	\$360		FTM, SB1, Road Fund	20	Bike and pedestrian improvements
McCormack Road phase 1	Canright Road	Rio Vista C/L	1.08	\$1,500		SB1, Road Fund	20	Reconstruct and pave road
Suisun Valley Road	Fairfield C/L	Rockville Road	0.47	\$300		ZOB, SB1, Road Fund	20	Bike and pedestrian improvements
Timm Road improvements	Shawn Lane	End Gravel Road	1.31	\$1,600		SB1, Road Fund	20	Improve sight distance
Porter Road bike improvements	Pitt School Road	West A Street	1.47	\$650		TDA, YSAQMD, Dixon		Shoulder widening improvements
<b>SUBTOTAL</b>			<b>11.44</b>	<b>\$7,600</b>	<b>\$0</b>			
<b>RIGHT OF WAY ACQUISITION</b>								
McCormack Road	Rio Vista C/L	SR 113	4.09	\$40		SB1, Road Fund	20	Right of way acquisition
Peabody Road	Vacaville C/L	Fairfield C/L	0.46	\$0	\$17	Unfunded	100	ROW acquisition by City of FF
Putah Creek Road	500' E/Winters Road Bridge	9,820' E/Boyce Road	3.02	\$39		SB1, Road Fund	100	Right of way acquisition
<b>SUBTOTAL</b>			<b>7.57</b>	<b>\$79</b>	<b>\$17</b>			
<b>OVERLAYS</b>								
Overlay project 2019 Midway Road	I-80	RR Tracks	2.40	\$640		STP, SB1, Road Fund	20	Pavement overlays
Rockville Road	Suisun Valley Road	Abernathy Road	1.94	\$453		FTM, SB1, Road Fund	20	Pavement overlays
<b>SUBTOTAL</b>			<b>4.34</b>	<b>\$1,093</b>	<b>\$0</b>			
<b>BRIDGE CONSTRUCTION</b>								
Stevenson Bridge Road Bridge (2Year)	Putah Creek Road	Creeksedge Rd (Yolo County)	0.40	\$6,400		Fed HBP, Yolo Co., Rd Fund		Retrofit deficient bridge
<b>SUBTOTAL</b>			<b>0.40</b>	<b>\$6,400</b>	<b>\$0</b>			
<b>RUBBERIZED CHIP SEAL W/MICROSURFACING</b>								
Beach Street	Vallejo C/L (at Benicia Rd)	Vallejo C/L	0.04	\$9		SB1, Road Fund	10	Rubberized chip/micro by contract
Benicia Road	Home Acres Ave. (Vjo C/L)	0.41 mi E/Home Acres Ave	0.41	\$86		SB1, Road Fund	10	Rubberized chip/micro by contract
Carlson Street	Vallejo C/L (at Lemon St)	End	0.16	\$25		SB1, Road Fund	10	Rubberized chip/micro by contract
Carquinez Street	Thomas Avenue	Benicia Road	0.07	\$12		SB1, Road Fund	10	Rubberized chip/micro by contract
Cypress Avenue	Beach Street	Lemon Street	0.39	\$69		SB1, Road Fund	10	Rubberized chip/micro by contract
Creed Road	Goose Haven Road	SR 113	1.98	\$218		SB1, Road Fund	10	Rubberized chip/micro by contract
Evans Avenue	Vallejo C/L	Benicia Road	0.2	\$40		SB1, Road Fund	10	Rubberized chip/micro by contract
Flannery Road	0.4 mi W/SR 113	SR 113	0.40	\$53		SB1, Road Fund	10	Rubberized chip/micro by contract
Goose Haven Road	Lambie Road	Creed Road	1.54	\$203		SB1, Road Fund	10	Rubberized chip/micro by contract
Kildeer Road	Dump Entrance	Scally Road	0.40	\$66		SB1, Road Fund	10	Rubberized chip/micro by contract
Lambie Road	SR 12	1.7 mi E/SR 12	1.70	\$206		SB1, Road Fund	10	Rubberized chip/micro by contract

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 19-20 CONTINUED</b>								
<b>RUBBERIZED CHIP SEAL W/MICROSURFACING</b>								
Peabody Road	Fairfield C/L	Vacaville C/L	0.46	\$101		SB1, Road Fund	10	Rubberized chip/micro by contract
Phillip Street	End	Thomas Street	0.13	\$17		SB1, Road Fund	10	Rubberized chip/micro by contract
Reis Avenue	Woodrow Avenue	End	0.17	\$21		SB1, Road Fund	10	Rubberized chip/micro by contract
Scally Road	50 ft S/Kildeer Road	SR 12 ROW	0.03	\$3		SB1, Road Fund	20	Rubberized chip/micro by contract
Sperry Avenue	Cypress Avenue	Benicia Road	0.15	\$28		SB1, Road Fund	10	Rubberized chip/micro by contract
Starr Avenue	Benicia Road	Vallejo C/L	0.03	\$5		SB1, Road Fund	10	Rubberized chip/micro by contract
Starr Avenue	Cypress Avenue	Benicia Road	0.15	\$22		SB1, Road Fund	10	Rubberized chip/micro by contract
Thomas Avenue	Vallejo C/L at Beach Street	Lemon Street	0.39	\$60		SB1, Road Fund	10	Rubberized chip/micro by contract
SUBTOTAL			8.80	\$1,243	\$0			
<b>MICROSURFACING</b>								
Clayton Road	Gordon Valley Road	End	2.38	\$75		SB1, Road Fund	6	Microsurface seal by contract
Cordelia Road	Fairfield C/L at Quarry	Fairfield C/L	0.13	\$5		SB1, Road Fund	6	Microsurface seal by contract
Doyle Lane	Dixon C/L	End	0.19	\$4		SB1, Road Fund	6	Microsurface seal by contract
Gilcrest Avenue	Lewis Avenue	End	0.03	\$1		SB1, Road Fund	6	Microsurface seal by contract
Gilcrest Avenue	Magazine Street	Lewis Avenue	0.48	\$19		SB1, Road Fund	6	Microsurface seal by contract
Gilcrest Avenue	End	Magazine Street	0.04	\$2		SB1, Road Fund	6	Microsurface seal by contract
Gilcrest Avenue	End	Taylor Avenue	0.10	\$4		SB1, Road Fund	6	Microsurface seal by contract
Hargus Avenue	Vallejo C/L at Orchard Ave.	Vallejo C/L	0.43	\$17		SB1, Road Fund	6	Microsurface seal by contract
Idora Avenue	Lemon Street	End	0.11	\$5		SB1, Road Fund	6	Microsurface seal by contract
Lopes Road	Benicia C/L at Lake Herman Rd.	2.10 mi N/Lake Herman Rd.	2.10	\$96		SB1, Road Fund	6	Microsurface seal by contract
Lopes Road	2.10 mi N/Lake Herman Rd.	Fairfield C/L	3.47	\$152		SB1, Road Fund	6	Microsurface seal by contract
Noble Court	Tubbs Road	End	0.29	\$14		SB1, Road Fund	6	Microsurface seal by contract
Orchard Avenue	Hargus Street/Vallejo C/L	Banning Way	0.31	\$11		SB1, Road Fund	6	Microsurface seal by contract
Pennsylvania Avenue	Suisun C/L N/Railroad	Fairfield C/L	0.38	\$15		SB1, Road Fund	6	Microsurface seal by contract
Ridge Avenue	End	Magazine Street	0.04	\$2		SB1, Road Fund	6	Microsurface seal by contract
Ridge Avenue	Magazine Street	Carrot Lane	0.35	\$10		SB1, Road Fund	6	Microsurface seal by contract
Ritchie Road	Cordelia Road	Fairfield C/L at Central Way	0.31	\$10		SB1, Road Fund	6	Microsurface seal by contract
Rockville Road	Tartan Way East	Glencannon Drive	0.83	\$52		SB1, Road Fund	6	Microsurface seal by contract
Rockville Road	Glencannon Drive	Amaral Court	0.37	\$23		SB1, Road Fund	6	Microsurface seal by contract
Sievers Road	Halley Road	2.11 mi E/Halley Road	2.11	\$118		SB1, Road Fund	6	Microsurface seal by contract
Tremont Road (Old)	Pedrick Road N/I-80	End at I-80	0.42	\$15		SB1, Road Fund	6	Microsurface seal by contract
Walters Road (Frontage)	0.05 mi N/Bella Vista (SS C/L)	0.68 mi N/Bella Vista (SS C/L)	0.63	\$24		SB1, Road Fund	6	Microsurface seal by contract
Weber Road	Lewis Road	Fox Road	1.00	\$32		SB1, Road Fund	6	Microsurface seal by contract
West Cordelia	End	Fairfield C/L	0.23	\$9		SB1, Road Fund	6	Microsurface seal by contract
Woodrow Avenue	Lemon Street	Pine Street	0.16	\$8		SB1, Road Fund	6	Microsurface seal by contract
SUBTOTAL			16.89	\$722	\$0			



**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

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Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 19-20 CONTINUED</b>								
<b>CHIP SEALS</b>								
Bowman Road	Gaddini Road	Boyce Road	0.41	\$13		SB1, Road Fund	10	Operations to chip seal
Bucktown Lane	Bridge at Ulatis Creek	End of 22' road	0.58	\$25		SB1, Road Fund	10	Operations to chip seal
Caligiuri Canyon Road	Gibson Canyon Road	End	0.20	\$9		SB1, Road Fund	10	Operations to chip seal
Crampton Lane	345 ft W/Leisure Town Rd.	Leisure Town Road	0.07	\$2		SB1, Road Fund	10	Operations to chip seal
Forbes Court	Serenity Hills Drive	End	0.10	\$4		SB1, Road Fund	10	Operations to chip seal
Fruitvale Road	Orchard Ave. (Vacaville C/L)	Vacaville C/L	0.15	\$7		SB1, Road Fund	10	Operations to chip seal
Gaddini Road	Wolfskill Road	I-505 off-ramp	1.15	\$41		SB1, Road Fund	10	Operations to chip seal
Gaddini Road	I-505 off-ramp	Putah Creek Road	0.21	\$8		SB1, Road Fund	10	Operations to chip seal
Gates Canyon Road	0.75 mi W/Pleasants Valley Rd.	Pleasants Valley Road	0.75	\$22		SB1, Road Fund	10	Operations to chip seal
Gibson Canyon Road	Fruitvale Road	0.04 mi N/Pamela Lane	2.25	\$89		SB1, Road Fund	10	Operations to chip seal
Halley Road	Sweeney Road	Sievers Road	1.52	\$60		SB1, Road Fund	10	Operations to chip seal
Jenny Lane	End	Pamela Lane	0.08	\$4		SB1, Road Fund	10	Operations to chip seal
Ledgewood Road	Suisun Valley Road	Mankas Corner Road	0.82	\$26		SB1, Road Fund	10	Operations to chip seal
Leisure Town Road	2 Mi N/Midway Road	Allendale Road	0.82	\$48		SB1, Road Fund	10	Operations to chip seal
Lewis Road	Weber Road	Midway Road	1.08	\$51		SB1, Road Fund	10	Operations to chip seal
Maine Prairie Road	At Bridge	Pedrick Road	0.45	\$20		SB1, Road Fund	10	Operations to chip seal
Mankas Corner Road	Suisun Valley Road	2863 ft E/Suisun Valley Rd.	0.54	\$40		SB1, Road Fund	10	Operations to chip seal
Maple Road	Vacaville C/L	End	0.50	\$18		SB1, Road Fund	10	Operations to chip seal
Meridian Road North	Vacaville C/L at I-80	Vacaville C/L	0.31	\$13		SB1, Road Fund	10	Operations to chip seal
Midway Road	Timm Road	Vacaville C/L	0.50	\$32		SB1, Road Fund	10	Operations to chip seal
Midway Road	UPRR Crossing	Pitt School Road	0.51	\$20		SB1, Road Fund	10	Operations to chip seal
Midway Road	Pitt School Road	SR 113	1.00	\$43		SB1, Road Fund	10	Operations to chip seal
Midway Road	SR 113	Pedrick Road	1.00	\$43		SB1, Road Fund	10	Operations to chip seal
Midway Road	Pedrick Road	Robben Road	1.00	\$43		SB1, Road Fund	10	Operations to chip seal
Midway Road	Robben Road	1.0 Mi E/Robben Road	1.00	\$43		SB1, Road Fund	10	Operations to chip seal
Mix Canyon Road	3.75 mi E/Blue Ridge Road	Pleasants Valley Road	1.00	\$32		SB1, Road Fund	10	Operations to chip seal
Oakwood Drive	End	Rockville Road	0.37	\$12		SB1, Road Fund	10	Operations to chip seal
Olmo Lane	Kidwell Road	End	0.25	\$13		SB1, Road Fund	10	Operations to chip seal
Pamela Lane	Gibson Canyon Road	End	0.18	\$9		SB1, Road Fund	10	Operations to chip seal
Pedrick Road	Maine Prairie Road	Binghamton Road	1.52	\$60		SB1, Road Fund	10	Operations to chip seal
Pitt School Road	Porter Road	Dixon C/L	0.58	\$18		SB1, Road Fund	10	Operations to chip seal
Pleasants Valley Road	0.40 mi N/Cantelow Road	1.20 mi N/Cantelow Road	0.80	\$33		SB1, Road Fund	10	Operations to chip seal
Pleasants Valley Road	1.20 mi N/Cantelow Road	Putah Creek Road	3.98	\$173		SB1, Road Fund	10	Operations to chip seal
Pleasants Valley Road	Putah Creek Road	Yolo County Line	0.90	\$71		SB1, Road Fund	10	Operations to chip seal
Poplar Road	VV C/L 0.15 mi E/Leisure Town	End	0.75	\$27		SB1, Road Fund	10	Operations to chip seal
Russell Road	End	Rockville Road	0.49	\$19		SB1, Road Fund	10	Operations to chip seal
Rustic Lane	End	Solar Hills Drive	0.18	\$11		SB1, Road Fund	10	Operations to chip seal
Rustic Lane	Solar Hills Drive	End	0.11	\$5		SB1, Road Fund	10	Operations to chip seal

SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019  
FY 2018-19 THROUGH FY 2022-23

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
FY 19-20 CONTINUED								
CHIP SEALS								
Store Road	Locke Road	Hartley Road	0.25	\$11		SB1, Road Fund	10	Operations to chip seal
Sun Court	Solar Hills Drive	End	0.05	\$2		SB1, Road Fund	10	Operations to chip seal
Tremont Road	0.75 mi E/Bulkley Road	Yolo County Line/Mace Blvd.	0.74	\$35		SB1, Road Fund	10	Operations to chip seal
Vaughn Road	Dixon C/L at SPRR	Pedrick Road	0.11	\$7		SB1, Road Fund	10	Operations to chip seal
West Chiles Road	End	Yolo County Line	0.19	\$11		SB1, Road Fund	10	Operations to chip seal
Willow Road	Ulatis Creek	Vacaville C/L	0.47	\$17		SB1, Road Fund	10	Operations to chip seal
Willow Road	Vacaville C/L	Vacaville C/L	0.09	\$3		SB1, Road Fund	10	Operations to chip seal
SUBTOTAL			30.01	\$1,293	\$0			
CONSTRUCTION EQUIPMENT								
Brush chipper				\$80		Road Fund		Replaces 428-2008 chipper
Vactor truck				\$500		Road Fund		Additional equipment
Street sweeper				\$350		Road Fund		Additional equipment
SUBTOTAL			0.00	\$930	\$0			
CORPORATION YARD FACILITIES MAJOR MAINTENANCE								
Corporation yard minor repairs/maintenance				\$805		Road Fund		
SUBTOTAL			0.00	\$805	\$0			
TOTAL COST FY 19-20								
			79.45	\$20,165	\$17			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT**  
**PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**  
**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 20-21</b>								
<b>ROAD CONSTRUCTION</b>								
Foothill Drive	Vacaville C/L	Pleasants Valley Road	0.29	\$500	\$500	SB1, Road Fund	20	Realign curves
Gibson Canyon Road safety improvement	Fruitvale Road	0.04 mi N/Pamela Lane	2.25	\$2,400	\$2,400	SB1, Road Fund, Unfunded	20	Shoulder widening improvements
Guardrail repair project 2021	Various locations		0.10	\$100		Road Fund		Guardrail repairs
Ledgewood Road intersection improvement				\$1,000		SB1, Road Fund	20	Improve intersection, widen
Mix Canyon culvert replacements	Mix Canyon Road		0.10	\$1,000		SB1, Road Fund	50	Culvert replacement
Street light LED conversion	Various locations			\$100		CSLD		
Signalization modernization project	Various locations		0.40	\$1,500		SB1, Road Fund	20	Upgrade signals to new standard
Starr Subdivision sidewalk improvements	Various locations		0.47	\$1,000		SB1, Road Fund	20	Sidewalk and roadway improvements
<b>SUBTOTAL</b>			3.61	\$7,600	\$2,900			
<b>BRIDGE CONSTRUCTION</b>								
Pleasants Valley Road Bridge (23C0096) (2Yr)			0.10	\$3,400		Fed HBP, Road Fund		Replace/rehabilitate deficient bridge
<b>SUBTOTAL</b>			0.10	\$3,400	\$0			
<b>OVERLAYS</b>								
Durbin Lane	Green Valley Road	End	0.09	\$18		SB1, Road Fund	20	Pavement overlays
Green Valley Lane	Green Valley Road	End	0.33	\$59		SB1, Road Fund	20	Overlay with shoulder widening
Green Valley Road	Rockville Road	211' N/Rockville Road	0.04	\$10		SB1, Road Fund	20	Overlay with shoulder widening
Green Valley Road	211' N/Rockville Road	.765 mi N/@ Valley End Lane	1.34	\$317		SB1, Road Fund	20	Overlay with shoulder widening
Green Valley Road	.765 mi N/@ Valley End Lane	End	0.17	\$34		SB1, Road Fund	20	Overlay with shoulder widening
Pleasant Hills Ranch	End	End	0.52	\$108		SB1, Road Fund	20	Pavement overlay
Putah Creek Road	500' E/Winters Road Bridge	9,820' E/Boyce Road	3.02	\$747	\$1,500	SB1, Unfunded	20	Overlay with shoulder widening
Serenity Hills Drive	End	Gibson Canyon Road	1.19	\$238		SB1, Road Fund	20	Pavement overlays
Suisun Valley Court	Suisun Valley Road	End	0.09	\$21		SB1, Road Fund	20	Pavement overlay
Winters Road	250 ft N/Campos Lane	Putah Creek Road	1.12	\$277		SB1, Road Fund	20	Overlay with shoulder widening
<b>SUBTOTAL</b>			7.91	\$1,830	\$1,500			
<b>RUBBERIZED CHIP SEAL W/MICROSURFACING</b>								
Midway Road	0.75 mi E/Sikes Road	Bulkley Road	0.77	\$93		SB1, Road Fund	10	Rubberized chip/micro by contract
Midway Road	Sikes Road	0.75 mi E/Sikes Road	0.75	\$91		SB1, Road Fund	10	Rubberized chip/micro by contract
Midway Road	1 mi E/Robben Road	Sikes Road	1.00	\$121		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	Rockville Road	0.32 mi N/@right hand curve	0.69	\$91		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	0.32 mi N/@right hand curve	Morrison Lane	0.93	\$102		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	Morrison Lane	Ledgewood Road	0.38	\$50		SB1, Road Fund	10	Rubberized chip/micro by contract
Suisun Valley Road	Williams Road	R/Turn West of Williams Rd.	0.33	\$36		SB1, Road Fund	10	Rubberized chip/micro by contract
<b>SUBTOTAL</b>			4.85	\$585	\$0			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 20-21 CONTINUED</b>								
<b>MICROSURFACING</b>								
To be determined			20.00	\$840		SB1, Road Fund	6	Microsurface seal by contract
<b>SUBTOTAL</b>			20.00	\$840	\$0			
<b>CHIP SEALS</b>								
Azevedo Road	SR 12	Emigh Road	1.53	\$97		SB1, Road Fund	12	Double chip by operations
Birds Landing Road	0.2 mi W/Montezuma Hills Rd.	Montezuma Hills Rd.	0.20	\$8		SB1, Road Fund	10	Operations to chip seal
Birds Landing Road	0.8 mi W/Montezuma Hills Rd.	Collinsville Road	0.57	\$22		SB1, Road Fund	10	Operations to chip seal
Campbell Road	Putah Creek Road	Stevenson Bridge Road	2.90	\$137		SB1, Road Fund	12	Double chip by operations
Collinsville Road	Stratton Lane	Day Use Area Road	0.62	\$24		SB1, Road Fund	10	Operations to chip seal
Collinsville Road	Day Use Area Road	Talbert Lane	0.36	\$14		SB1, Road Fund	10	Operations to chip seal
Holdener Road	Lewis Road	Chicorp	0.51	\$20		SB1, Road Fund	10	Operations to chip seal
Liberty Island Road	0.11 mi S/B&R Lane	0.30 mi N/B&R Lane	0.41	\$17		SB1, Road Fund	10	Operations to chip seal
Talbert Lane	Collinsville Road	540 ft East	0.10	\$4		SB1, Road Fund	10	Operations to chip seal
To be determined			25.00	\$1,183		SB1, Road Fund	10	Operations to chip seal
<b>SUBTOTAL</b>			32.20	\$1,527	\$0			
<b>CONSTRUCTION EQUIPMENT</b>								
Pull behind power brooms (4)				\$85		Road Fund		Replaces #532,#534,#535 & #537
Towable welder generator				\$30		Road Fund		Replaces 330-1979 welder
Water truck				\$200		Road Fund		Replaces 531-2009 water truck
Motor grader				\$305		Road Fund		Replaces 442-2002 motor grader
Variable message boards (2)				\$40		Road Fund		Additional equipment
Side mount mower				\$150		Road Fund		Replaces 070-2010 mower
<b>SUBTOTAL</b>			0.00	\$810	\$0			
<b>CORPORATION YARD FACILITIES MAJOR MAINTENANCE</b>								
Corporation yard minor repairs/maintenance				\$150		Road Fund		
<b>SUBTOTAL</b>			0.00	\$150	\$0			
<b>TOTAL COST FY 20-21</b>			<b>68.67</b>	<b>\$16,742</b>	<b>\$4,400</b>			



**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT**  
**PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**  
**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 21-22</b>								
<b>ROAD CONSTRUCTION</b>								
Benicia Road	Beach St. (Vallejo C/L)	I-80 Overpass	0.47	\$5,000	\$2,000	SB1, Road Fund, Unfunded	20	Sidewalk & striping improvements
Halley & Sweeney culvert replacements	Halley Road & Sweeney Road		0.20	\$1,500		SB1, Road Fund	50	Culvert replacements
Dixon Avenue West	Meridian Road North	Jahn Road	1.03	\$1,000		SB1, Road Fund	10	Realign curve, widen & overlay
Guardrail repair project 2021			0.10	\$100		Road Fund		Guardrail repairs
Hay Road	Burke	SR 113	1.51	\$2,500		PWITF		Overlay with shoulder widening
Home Acres sidewalk improvement	Various Locations			\$1,000		SB1, Road Fund	20	Sidewalk replacements
Liberty Island Road	1.53 mi N/Shag Slough Bridge	3.55 mi N/Shag Slough Bridge	2.02	\$1,500		SB1, Road Fund	12	Reconstruct road with chip seal
Meridian Road North	Vacaville C/L at Midway Road	Dixon Ave West	2.06	\$500		SB1, Road Fund	10	Overlay with shoulder widening
Pedrick Road	Maine Prairie Road	Binghamton Road	1.52	\$550		SB1, Road Fund	10	Shoulder widening
Rockville Road pedestrian crossing	Rockville Hills Park			\$100	\$100	Road Fund, Unfunded		Pedestrian crossing
<b>SUBTOTAL</b>			<b>8.91</b>	<b>\$13,750</b>	<b>\$2,100</b>			
<b>BRIDGE CONSTRUCTION</b>								
Maine Prairie Rd Bridge @ Ulatis Creek (2Yr)			0.10	\$3,000	\$3,000	Unfunded		Replace deficient bridge
<b>SUBTOTAL</b>			<b>0.10</b>	<b>\$3,000</b>	<b>\$3,000</b>			
<b>CHIP SEALS</b>								
To be determined			30.00	\$1,419		SB1, Road Fund	10	Operations to chip seal
<b>SUBTOTAL</b>			<b>30.00</b>	<b>\$1,419</b>	<b>\$0</b>			
<b>MICROSURFACING</b>								
To be determined			20.00	\$840		SB1, Road Fund	6	Microsurface seal by contract
<b>SUBTOTAL</b>			<b>20.00</b>	<b>\$840</b>	<b>\$0</b>			
<b>CONSTRUCTION EQUIPMENT</b>								
Flat bed paint truck				\$100		Road Fund		Replaces 291-2011 flat bed truck
20 ton trailer				\$60		Road Fund		Replaces 331-2000 trailer
Forklifts (3)				\$75		Road Fund		Replaces #104, 2 additional equip
Ten wheel dump trucks (2)				\$300		Road Fund		Replaces 480,481-2010 dump truck
Porta potties (3)				\$30		Road Fund		Replaces 410&414, 1 additional
Retro reflectometer				\$20		Road Fund		Additional equipment
Plotter printer				\$20		Road Fund		Replace plotter
Loader				\$200		Road Fund		Replaces 701-2011 loader
<b>SUBTOTAL</b>			<b>0.00</b>	<b>\$805</b>	<b>\$0</b>			
<b>CORPORATION YARD FACILITIES MAJOR MAINTENANCE</b>								
Corporation yard improvements				\$5,050	\$2,000	Road Fund, Unfunded		
<b>SUBTOTAL</b>			<b>0.00</b>	<b>\$5,050</b>	<b>\$2,000</b>			
<b>TOTAL COST FY 21-22</b>			<b>59.01</b>	<b>\$24,864</b>	<b>\$7,100</b>			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

Highlighted cells show SB 1 funded projects

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 22-23</b>								
<b>ROAD CONSTRUCTION</b>								
Bucktown & Mankas culvert replacements	Bucktown & Mankas Corners		0.20	\$1,500		SB1, Road Fund	50	Culvert replacements
Lewis/Weber Roadway/intersection widening	Lewis Rd (Midway to Weber)	Weber Rd (I-80 to Lewis Rd)	1.97	\$2,000		SB1, Road Fund	20	Roadway & intersection widening
Maple Road	Vacaville C/L	End	0.50	\$500		SB1, Road Fund	20	Reconstruct and pave road
McCormack Road Phase 2	SR 113	Canright Road	3.01	\$9,000	\$5,000	SB1, Road Fund, Unfunded	20	Reconstruct and pave road
Pedrick Road	I-80 /State Jurisdiction	1.50 mi N/Tremont Road	1.83	\$494		SB1, Road Fund	10	Overlay with shoulder widening
Porter - Midway intersection improvement	Porter Road @ Midway Road		0.20	\$1,500	\$1,500	SB1, Road Fund, Unfunded	20	Intersection improvements
<b>SUBTOTAL</b>			<b>7.71</b>	<b>\$14,994</b>	<b>\$6,500</b>			
<b>BRIDGE CONSTRUCTION</b>								
Pedrick Road Bridge @ Putah Creek			0.20	\$1,000	\$1,000	Fed HBP, Unfunded, Rd Fund	100	Rehabilitate bridge
<b>SUBTOTAL</b>			<b>0.20</b>	<b>\$1,000</b>	<b>\$1,000</b>			
<b>OVERLAYS</b>								
Pleasants Valley Road	Foothill Drive	Cantelow Road	4.60	\$920		SB1, Road Fund	10	Overlay
<b>SUBTOTAL</b>			<b>4.60</b>	<b>\$920</b>	<b>\$0</b>			
<b>CHIP SEALS</b>								
To be determined			30.00	\$1,419		SB1, Road Fund	10	Operations to chip seal
<b>SUBTOTAL</b>			<b>30.00</b>	<b>\$1,419</b>	<b>\$0</b>			
<b>MICROSURFACING</b>								
To be determined			20.00	\$840		SB1, Road Fund	6	Microsurface seal by contract
<b>SUBTOTAL</b>			<b>20.00</b>	<b>\$840</b>	<b>\$0</b>			
<b>RUBBERIZED CHIP SEAL W/MICRO</b>								
Suisun Parkway	FF C/L near Suisun Creek	FF C/L near Abernathy Road	1.70	\$636		SB1, Road Fund	10	Rubberized chip/micro by contract
<b>SUBTOTAL</b>			<b>1.70</b>	<b>\$636</b>	<b>\$0</b>			
<b>CONSTRUCTION EQUIPMENT</b>								
Chip spreader				\$400		Road Fund		Replaces 545-2005 chip spreader
Backhoe				\$200		Road Fund		Replaces 601-2011 backhoe
Oil pot applicators (4)				\$80		Road Fund		Replaces 374,357,358,359-2014 pots
Bucket truck				\$150		Road Fund		Additional equipment
<b>SUBTOTAL</b>			<b>0.00</b>	<b>\$830</b>	<b>\$0</b>			
<b>CORPORATION YARD FACILITIES MAJOR MAINTENANCE</b>								
Corporation yard minor repairs/maintenance				\$200		Road Fund		
<b>SUBTOTAL</b>			<b>0.00</b>	<b>\$200</b>	<b>\$0</b>			
<b>TOTAL COST FY 22-23</b>			<b>64.21</b>	<b>\$20,839</b>	<b>\$7,500</b>			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

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Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
<b>FY 23-24</b>								
<b>ROAD CONSTRUCTION</b>								
Pleasants Valley Road culvert replacements			0.20	\$2,000		SB1, Road Fund	50	Culvert replacements
Cantelow-Gibson intersection improvement	Cantelow Road @ Gibson Road		0.50	\$2,000		SB1, Road Fund	20	Roadway & intersection widening
Countywide striping projecct	Various Roads		140.00	\$2,500	\$2,500	SB1, Road Fund, Unfunded	5	Thermoplastic striping
Kilkenny Road widening	Vacaville C/L	Byrnes Road	0.30	\$450		SB1, Road Fund	20	Overlay with shoulder widening
Vaca Valley Road widening	Vacaville C/L	Pleasants Valley Road	1.00	\$1,500		SB1, Road Fund	20	Overlay with shoulder widening
Sievers Road widening	Currey Road	Pedrick Road	1.00	\$1,500		SB1, Road Fund	20	Overlay with shoulder widening
<b>SUBTOTAL</b>			143.00	\$9,950	\$2,500			
<b>BRIDGE CONSTRUCTION</b>								
Bunker Station Rd Bridge at Hass Slough			0.20	\$1,200	\$1,200	Unfunded, Fed HBP, SB1	100	Rehabilitate bridge
<b>SUBTOTAL</b>			0.20	\$1,200	\$1,200			
<b>OVERLAYS</b>								
To be determined			3.00	\$600		SB1, Road Fund	10	
<b>SUBTOTAL</b>			3.00	\$600	\$0			
<b>CHIP SEALS</b>								
To be determined			30.00	\$1,419		SB1, Road Fund	10	Operations to chip seal
<b>SUBTOTAL</b>			30.00	\$1,419	\$0			
<b>MICROSURFACING</b>								
To be determined			20.00	\$840		SB1, Road Fund	6	Microsurface seal by contract
<b>SUBTOTAL</b>			20.00	\$840	\$0			
<b>CONSTRUCTION EQUIPMENT</b>								
To be determined				\$900		Road Fund		Replaces 545-2005 chip spreader
<b>SUBTOTAL</b>			0.00	\$900	\$0			
<b>CORPORATION YARD FACILITIES MAJOR MAINTENANCE</b>								
Corporation yard minor repairs/maintenance			0	\$350		Road Fund		
<b>SUBTOTAL</b>			0.00	\$350	\$0			
<b>TOTAL COST FY 23-24</b>			196.20	\$15,259	\$3,700			

**SOLANO COUNTY DEPARTMENT OF RESOURCE MANAGEMENT**  
**PUBLIC WORKS CAPITAL IMPROVEMENT PLAN 2019**

**FY 2018-19 THROUGH FY 2022-23**

**Highlighted cells show SB 1 funded projects**

Street Name	From	To	Length (miles)	Costs (000s)	Unfunded (000s)	Funding Source	Useful Life in Years	Description
SUMMARY								
ROAD CONSTRUCTION			174.67	\$53,894	\$14,000			
RIGHT OF WAY ACQUISITION			7.57	\$79	\$17			
BRIDGE CONSTRUCTION			1.00	\$15,000	\$5,200			
OVERLAYS			19.85	\$4,443	\$1,500			
RUBBERIZED CHIP SEAL W/MICROSURFACING			15.35	\$2,463	\$0			
CHIP SEALS			152.21	\$7,078	\$0			
MICROSURFACING			96.89	\$4,082	\$0			
CONSTRUCTION EQUIPMENT			0.00	\$4,275	\$0			
CORPORATION YARD FACILITIES MAJOR MAINTENANCE			0.00	\$6,555	\$2,000			
MISCELLANEOUS								
TOTAL FOR FY 19-20 THROUGH 23-24			467.54	\$97,869	\$22,717			
ABBREVIATIONS								
HBP			Federal Highway Bridge Program					
HSIP			Federal Highway Safety Improvement Program					
PFF			Public Facilities Fee					
Rule 20A			Rule 20A Utility Undergrounding Funds					
FTM			Farm To Market					
STP			Federal Surface Transportation Program					
YSAQMD			Yolo-Solano Air Quality Management District					
ZOB			Zone of Benefit					
PWITF			Public Works Improvement Trust Fund					
SB1			Senate Bill 1 New Gas Tax/RMRA					
TDA			Transportation Development Act Funds					
CSLD			Consolidated Services Lighting District					



# Solano County

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

## Agenda Submittal

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<b>Agenda #:</b>	26	<b>Status:</b>	Closed Session
<b>Type:</b>	Closed Session	<b>Department:</b>	County Counsel
<b>File #:</b>	19-125	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	02/05/2019	<b>Final Action:</b>	
<b>Title:</b>	Public Employee Appointment: Public Defender		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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

## CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a.
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  - a.
- 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: Public Defender
- 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.)