

# **Solano County**

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



## **Agenda - Final**

**Tuesday, April 9, 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      **19-276**      Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and

Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit 15 (Probation Supervisors); Solano County Sheriff's Custody Association for Unit 13 (Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff's Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)

Attachments:    [A - Memorandum](#)

## RECONVENE - 9:00 A.M.

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

## SALUTE TO THE FLAG AND A MOMENT OF SILENCE

## PRESENTATIONS

### Board of Supervisors/Sheriff's Office:

- 2        **19-262**        Adopt and present a resolution in recognition of April 14-20, 2019 as National Public Safety Telecommunicators Week in Solano County (Supervisor Vasquez)

Attachments:    [A - Resolution](#)

### Sheriff's Office:

- 3        **19-251**        Adopt and present a resolution recognizing April 21-27, 2019 as Reentry Week in Solano County (Chairwoman Hannigan)

Attachments:    [A - Resolution](#)

## ITEMS FROM THE PUBLIC

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

## ADDITIONS TO OR DELETIONS FROM THE AGENDA

**APPROVAL OF THE AGENDA****PUBLIC COMMENT ON CONSENT CALENDAR**

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

**APPROVAL OF THE CONSENT CALENDAR**

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

**CONSENT CALENDAR****GENERAL GOVERNMENT**Human Resources:

- 4      **19-252**      Adopt the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy as amended to reflect the provisions of Senate Bill 1343 (2018) and update departmental complaint options
- Attachments:    [A - Final EEO Policy](#)  
                         [B - Redlined EEO Policy](#)

General Services:

- 5      **19-269**      Approve an agreement for \$158,500 with Pro-Ex Construction, Inc. of Rancho Cordova for the Post Office Building Improvements Phase II Project for interior and exterior repairs at 600 Kentucky Street, in Fairfield; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget
- Attachments:    [A - Contract](#)  
                         [B - Project Funding and Budget Summary](#)  
                         [C - Bidders of Record](#)

Ag Commissioner/Sealer of Weights and Measures:

- 6      **19-285**      Adopt a resolution authorizing Jose Arriaga, Interim Agricultural Commissioner/Sealer of Weights and Measures, to execute an amendment to a revenue agreement for FY2018/19 with the California Department of Food and Agriculture (CDFA) for a new net total of \$94,721
- Attachments:    [A - Resolution](#)

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

- 7      **19-267**      Approve a plaque of appreciation honoring Shirley Reed, Senior Public Health Nurse, upon her retirement from the Department of Health & Social Services, Public Health Division with 19 years of dedicated public service to Solano County

**MISCELLANEOUS ITEMS**Board of Supervisors:

- 8      **19-271**      Approve the reappointments of Ted Seifert and Tony Robben to the Dixon Fire Protection District Board of Directors, representing District 4, to a 4 year term to expire March 1, 2023
- 9      **19-272**      Approve the reappointment of Kay Cayler to the Solano County Planning Commission, representing District 4, for a 4 year term to expire January 31, 2023

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

- A)
- B)
- C)

**LAND USE/TRANSPORTATION**Resource Management:

- 10      **19-295**      Consider adoption of a Proclamation Terminating Local Emergency

Attachments:    [A - Proclamation](#)

- 11      **19-287**      Consider appointing one primary and one alternate member of the Board of Supervisors to the Marin Clean Energy Joint Powers Authority Board of Directors to represent the electric supply interests of unincorporated Solano County customers participating in the Community Choice Aggregation program

Attachments:    [A - MCE Board Logistics](#)  
                         [B - MCE Staff Report 10-18-2018](#)  
                         [C - MCE Resolution](#)  
                         [D - CPUC Certification](#)

## **SPECIAL DISTRICTS GOVERNED BY THE BOARD OF SUPERVISORS**

### County Counsel:

- 12      **19-289**      Consider the Claim for Refund of Taxes of Chatfield Properties II, L.P., in the total amount of \$76,379.38 in special assessments levied by the Reclamation District No. 501; and Authorize the Auditor-Controller to pay the refund from such available funds as the District may have on deposit in the County treasury

Attachments:    [A - Link to Exhibit A - Claim for Refund](#)  
                         [B - Exhibit B - District 2018 Letter](#)  
                         [C - Exhibit C - District 2010 Letter](#)  
                         [D - Exhibit D - Supporting Information](#)

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

**10:30 A.M.**

## **GENERAL GOVERNMENT**

### County Administrator:

- 13      **19-261**      Adopt a resolution and receive a presentation proclaiming the week of April 7-13, 2019 as National Volunteer Week in Solano County (Chairwoman Hannigan)

Attachments:    [A - Resolution](#)  
                         [B - Volunteer Hours and Descriptions](#)

## **RECESS**

*Recess to a reception honoring Solano County volunteers; County Administration Center Board Chambers Foyer, 675 Texas Street, Fairfield, California.*

**1:00 P.M.**

**RECONVENE**

**CLOSED SESSION**

**14**     **19-277**     Public Employee Appointment: Agricultural Commissioner/Sealer of  
Weights & Measures

Public Employee Performance Evaluation: County Administrator

Public Employee Appointment: County Administrator

Attachments:    [A - Memorandum](#)

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

**ADJOURN:**

*To the Board of Supervisors meeting of April 23, 2019 at 8:30 A.M., Board Chambers,  
675 Texas Street, Fairfield, CA*



# Solano County

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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>	19-276	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit 15 (Probation Supervisors); Solano County Sheriff's Custody Association for Unit 13 (Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff's Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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



## CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a.
- 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:
- J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC § 54957)
  - a. No information required
- K. CONFERENCE WITH LABOR NEGOTIATORS (GC § 54957.6):

Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Birgitta E. Corsello, and Nancy Huston. Employee organizations: Teamsters, Local 150 for Unit 1 (Attorneys); SEIU Local 1021 for Unit 2 (Nurses), Unit 5 (Health and Welfare Employees), Unit 7 (Regulatory, Technical and General Services Employees), Unit 8 (General Services Supervisors), Unit 9 (Clerical Employees) and Units 82, 87, 89, and 90 (Extra Help Employees); Solano County Deputy Sheriff's Association for Unit 3 (Law Enforcement Employees) and Unit 4 (Law Enforcement Supervisors); Public Employees Union, Local One for Unit 6 (Health and Welfare Supervisors) and Unit 16 (Mid-Management Employees); Stationary Engineers, Local 39 for Unit 10 (Skilled Craft and Service Maintenance Employees); Union of American Physicians and Dentists for Unit 11 (Physicians, Dentists and Psychiatrists); Solano County Probation Peace Officer Association for Unit 12 (Probation Employees) and Unit

15 (Probation Supervisors); Solano County Sheriff's Custody Association for Unit 13 (Correctional Officers); Teamsters, Local 856 for Unit 14 (Correctional Supervisors); Solano County Law Enforcement Management Association for Unit 17 (Law Enforcement Management) and Unit 18 (Sheriff's Office Management); Professional and Technical Engineers, Local 21 for Unit 19 (Executive and Senior Management); Unit 60 Legislative Group; Unit 61 (unrepresented Executive Management Employees), Unit 62 (unrepresented Senior Management Employees) and Unit 30 (Confidential Employees)

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-Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-262	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution in recognition of April 14-20, 2019 as National Public Safety Telecommunicators Week in Solano County (Supervisor Vasquez)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 4		
<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:**

Supervisor Vasquez requests that the Board adopt and present a resolution in recognition of April 14-20, 2019 as National Public Safety Telecommunicators Week in Solano County.

### **SUMMARY/DISCUSSION:**

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

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

This year, the City of Vacaville Communications Center is the host city and agency for the Napa Solano Dispatch Association Awards (NSDA) Luncheon to be held from 1 p.m. to 4 p.m., April 17 at the Harbison Events Center in Vacaville. Members of the NSDA include: Solano County Sheriff's Office, Cities of Fairfield, Vallejo, Benicia, Vacaville, Suisun City, Medic Ambulance, and Napa Central Dispatch (they dispatch for the city and county of Napa, American Canyon, all Napa fire jurisdictions, and unincorporated areas of Napa with the exception of Calistoga and St. Helena)

### **FINANCIAL IMPACT:**

The costs associated with preparing the agenda item are nominal and absorbed by the District 4 FY2018/19 Adopted Budget. The costs associated with preparation and purchase of the resolution materials are included

in the Board's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

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

**OTHER AGENCY INVOLVEMENT:**

City of Vacaville Communications Center and the Association of Public Safety Communications Officials.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING APRIL 14-20, 2019 AS NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK IN SOLANO COUNTY**

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

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

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

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

**WHEREAS**, when a call comes in to a dispatch center lives can be saved. Public safety telecommunicators help bring babies into the world and they comfort and console residents during periods of grief; and

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

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

Dated this 9<sup>th</sup> day of April, 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>	Resolution-Presentation	<b>Department:</b>	Sheriff's Office
<b>File #:</b>	19-251	<b>Contact:</b>	Angelica Russell, 784-7064
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution recognizing April 21-27, 2019 as Reentry Week in 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 Sheriff's Office, together with Probation and Health and Social Services, recommends the Board of Supervisors adopt and present a resolution recognizing April 21-27, 2019 as Reentry Week in Solano County.

### **SUMMARY:**

In 2016, the U.S. Department of Justice launched "National Reentry Week" during the last week of April, in recognition that every year approximately 11 million people are released from local jails and state prisons across the country. Reentry programs are designed to address transition gaps, provide supportive services, reduce recidivism, and improve employment, education, housing, health, and child welfare outcomes. The Sheriff's Office, Probation, and Health and Social Services recognize the need to raise public awareness about the barriers formerly incarcerated individuals face and to bring attention to the integrated evidenced-based programs and services that are in place to support them.

Solano County has significantly improved its reentry services through an integrated approach and has launched a *Transitioning from Jail to Community* initiative, an evidence-based model for community reentry through National Institute of Corrections designed to advance coordinated and collaborative relationships between jail and local community organizations. Solano was awarded a grant for technical assistance with this initiative, the only county in California, through the Crime and Justice Institute. In addition, a Council on Reentry Solutions has been created with members including the Sheriff's Office, Probation, Health and Social Services, Collaborative Courts, and several community-based organizations to strengthen the system-level approach to reentry and support the justice-involved population to be successful as they transition back into the community.

### **FINANCIAL IMPACT:**

The costs associated with preparing this agenda item are minimal and are included in the Department's

FY2018/19 Adopted Budget. There is no additional impact to the County General Fund. The costs associated with preparation and purchase of the resolution materials and plaque are included in the Board's FY2018/19 Adopted Budget.

## **DISCUSSION:**

Recognizing April 21-27, 2019 as Reentry Week in Solano County will call attention to the needs and challenges of the reentry population as well as highlight the evidenced-based practices being employed in the County to reduce barriers to successful reentry. Without a successful reentry, individuals are more likely to recidivate and return to incarceration.

In a study that followed 404,638 people who reentered their communities, 67.8 percent were arrested within 3 years of release, and 76.6 percent within 5 years of release (Recidivism Special Report, U.S. Department of Justice: Bureau of Justice Statistics, 2014). Contributing socioeconomic factors include:

- Approximately 50% of incarcerated adults do not have a high school diploma;
- Employment rates and earning levels are often low before incarceration as a result of limited education, low job skill levels, and the prevalence of physical and mental health problems (Employment Barriers Facing Ex-Offenders, Washington, DC: The Urban Institute, 2003);
- Many incarcerated individuals experience high rates of homelessness. A survey conducted in the Solano County Jail in 2017 found that 37% of the population identified as being homeless. Nationally, studies found that 15.3 percent of incarcerated individuals had been homeless some time during the year before they were incarcerated. Individuals with mental illness experience being homeless at the even higher rate of 20% (Jail Incarceration, Homelessness, and Mental Health: A National Study);
- The justice-involved population experiences chronic health conditions, infectious diseases, substance use disorders, and mental illnesses at much higher rates than the general population (The Health Status of Soon-To-Be-Released Prisoners: A Report to Congress, vol. 1).

These socioeconomic factors contribute to initial incarceration as well as recidivism. Incarceration exacerbates the challenges that the reentry population face.

“The long-term, sometimes lifetime, impact of a criminal record will keep many people from obtaining employment, accessing housing, higher education, loans and credit-even if they have paid their debt to society, turned their lives around, are qualified and are unlikely to reoffend. At the same time, research shows that people who stay out of trouble for just a few years are largely indistinguishable from the general population in terms of their odds of being arrested again in the future. Further, pro-social activities such as employment, education and civic engagement-the very things that people with criminal records are often barred from participating in-reduce recidivism” (Federal Interagency Reentry Council).

It is incumbent upon us to ensure that individuals who are transitioning from jail to the community receive supportive services, achieve financial sustainability, obtain housing, support their families, and become a contributing member of their community. As a part of the County's efforts to preparing individuals for re-entry, the Rourk Vocational Training Center was dedicated on January 29, 2019, to provide them with educational and vocational training programs. The first class at the Center was held on March 20, 2019.

In recognition of April 21-27, 2019 as Reentry Week, Solano County is hosting a *State of Reentry in Solano County: Adopting a Multi-System Approach* on April 24th, 2019, from 8:30 a.m. to 12:30 p.m. at the County Events Center at 601 Texas Street in Conference Room A. The half-day meeting will include an orientation to Solano county's Re-Entry Programs, Keynote Speaker Kim Carter, and networking opportunities.

**ALTERNATIVES:**

The Board could choose not to adopt the resolution; however, this alternative is not recommended as this week is an opportunity to raise awareness and highlight solutions.

**OTHER AGENCY INVOLVEMENT:**

The Sheriff's Office worked in partnership with Probation and Health and Social Services.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING THE WEEK OF APRIL 21-27, 2019 AS REENTRY WEEK IN SOLANO COUNTY**

**WHEREAS**, roughly 11 million people are released from local jails and state prisons each year; and

**WHEREAS**, nearly one-fourth of Americans have had some sort of encounter with the criminal justice system – mostly for relatively minor, non-violent offenses, and sometimes from decades in the past; and

**WHEREAS**, individuals with criminal records, and most especially recently-incarcerated individuals, face serious and complex obstacles to successful reentry; and

**WHEREAS**, the long-term impact of a criminal record prevents many motivated people from obtaining employment, housing, higher education, and credit – and these barriers negatively affect formally incarcerated individuals even if they have turned their lives around and are unlikely to reoffend; and

**WHEREAS**, these barriers can contribute to a cycle of recidivism and incarceration that makes it difficult for even the most well-intentioned individuals to stay on the right path and stay out of the criminal justice system; and

**WHEREAS**, evidenced-based and integrated reentry services have been shown to produce positive outcomes for formally incarcerated individuals, helping them obtain financial stability, engage in prosocial activities and become contributing members of their family and the community; and

**WHEREAS**, in 2016 President Barack Obama proclaimed the last week of April as National Reentry Week.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors recognizes the week of April 21-27, 2019 as Reentry Week in Solano County.

Dated this 2<sup>nd</sup> day of April, 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

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## Agenda Submittal

<b>Agenda #:</b>	4	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Policy	<b>Department:</b>	Human Resources
<b>File #:</b>	19-252	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt the County's Equal Employment Opportunity (EEO) Harassment/Discrimination Policy as amended to reflect the provisions of Senate Bill 1343 (2018) and update departmental complaint options		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Final EEO Policy, B - Redlined EEO Policy		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends that the Board of Supervisors adopt the County's Equal Employment Opportunity Harassment/Discrimination Policy (EEO Policy) as amended to reflect the provisions of Senate Bill 1343 (2018) and update departmental complaint options.

### **SUMMARY:**

As part of the 2018 California Legislative Session, Governor Jerry Brown signed into law Senate Bill 1343, which expands existing harassment training requirements. The Department of Human Resources conducted its annual March review of the County's EEO Policy, as required, and recommends that the Board of Supervisors adopt the amendments to the EEO Policy to reflect the provisions in Senate Bill 1343 (SB 1343, 2018). The County already provides sexual harassment training to supervisors every two years and within six months of appointment and nonsupervisory employees every three years; however, by January 1, 2020 the bill requires employers to provide at least one hour of sexual harassment training to all nonsupervisory employees within six months of hire date, and once every two years thereafter. Beginning January 1, 2020, for seasonal and temporary employees, or any employees that is hired to work for less than six months, an employer shall provide sexual harassment training within 30 calendar days after the hire date or within 100 hours worked, whichever occurs first.

The amendments to the EEO Policy also propose to remove Departmental EEO Representatives to receive complaints at the department level. There are individuals listed who are not at a supervisory and/or management level; therefore, they neither have the authority and/or training to receive complaints and to address allegations that may violate the County's EEO Policy.

### **FINANCIAL IMPACT:**

There is a de minimus fiscal impact in making additional photocopies of the amended policy for distribution in County trainings. The policy is also posted on the County's website. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

### **DISCUSSION:**

The Department of Human Resources conducted its annual March review of the County's EEO Policy, as required. With the passing of SB 1343, the policy needed to be amended to reflect requirements of the bill. The County already meets the required training such as providing at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees within six months of their assumption of a position and every two years hereafter. The bill also requires for nonsupervisory employees to undergo at least one hour of classroom or other effective interactive training and education sexual harassment training to all nonsupervisory employees within six months of hire date, and every two years hereafter. This requirement is to be completed by January 1, 2020.

Beginning January 1, 2020, for seasonal and temporary employees (which is designated by the County as extra-help employees or contractors), or any employees that is hired to work for less than six months, an employer shall provide training within 30 calendar days after the hire date or within 100 hours worked, whichever occurs first.

The County already provides harassment training to nonsupervisory and extra-help employees, since the policy was adopted in 1982; however, the current EEO Policy requires the nonsupervisory employees to undergo sexual harassment training every three years. The proposed amendments to the EEO Policy reflect the training timeline requirements as outlined in SB 1343.

The amendments to the policy also propose to remove Departmental EEO Representatives to receive complaints at the department level, as referenced in the EEO Policy and in the Civil Service Rules. Departmental EEO Representatives are designated by the Appointing Authority. There are individuals designated who are not at supervisory and/or management level; therefore, they neither have the authority and/or training to receive complaints and to address complaints on matters pertaining to discrimination, harassment, retaliation or any conduct that may violate the County's EEO Policy.

The County's Civil Service Rules have references to Departmental EEO Representative. Upon the Board of Supervisors' adoption of the proposed amendments to the EEO Policy, the Department of Human Resources shall present to the Civil Service Commission recommending to delete all references to Departmental EEO Representative in the Civil Service Rules.

### **ALTERNATIVES:**

The Board of Supervisors could choose to not adopt the amended policy; however, staff does not recommend this alternative, as the amended policy, reflects the provisions of SB 1343.

The Board of Supervisors could choose to not remove Departmental EEO Representatives to receive complaints at the department level; however, staff does not recommend this alternative. The proposed amendments address that those receiving complaints alleging violation of the County's EEO Policy have the authority and training to act and address complaints on matters pertaining to discrimination, harassment, retaliation or any conduct that may violate the County's EEO Policy. Eliminating the Departmental EEO Representative also avoids confusion that complaints must be reported to the individual(s) listed, rather than having the ability to file a complaint with any supervisor and management representative outside the chain of command and within the department's reporting structure.

**OTHER AGENCY INVOLVEMENT:**

Notification of, and an opportunity, to meet on the proposed changes was provided to all bargaining unit representatives. There was no request to meet and confer received from any of the bargaining unit representatives.

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

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

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POLICY**



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**5.1.0 POLICY**

- 5.1.1 It is the policy of the County of Solano that all applicants, employees, unpaid interns, volunteers and persons providing services to the County under a contract shall work in a work environment free of harassment/discrimination, and an environment free from retaliation for participating in any protected activity covered by this policy. The County of Solano is committed to providing equal employment opportunities to all employees and applicants for employment. Conduct which harasses or discriminates against an applicant, employee, unpaid intern, volunteer or contractor on the basis of a protected status is against the law and will not be condoned or tolerated by the County. Applicants, employees, unpaid interns, volunteers and contractors are protected under this policy from harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor, employee or non-employee. Protected class includes: age (40 years and above), ancestry, color, religion, protected medical leaves (under the Family and Medical Leave Act or the California Family Rights Act), disability (physical and mental, including HIV and AIDS), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veterans status, national origin, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, pregnancy, sexual orientation, political belief or affiliation, and any other status protected by state or federal law.

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

- Verbal Conduct: Making or using derogatory comments, negative stereotypes, slurs, epithets, or jokes, or other offensive language, comments or discussion;
  - Physical Conduct: Assaulting, touching, impeding or blocking movement, making derogatory gestures, or other threatening, intimidating or hostile acts; or
  - Visual Conduct: Display of offensive posters, pictures, drawings, e-mail, letters, or other written or graphic material.
- 5.1.2 Employees who violate this policy shall be subject to firm disciplinary action, up to and including dismissal. Conduct of the nature prohibited by this policy will be considered misconduct and will subject an offending employee to disciplinary action even if the conduct may not rise to the level of legally actionable harassment/discrimination.

**5.2.0 SEXUAL HARASSMENT**

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

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

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

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

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

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

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

**5.4.0 APPLICANTS**

5.4.1 When an applicant with the County has a complaint involving harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor or

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employee, the applicant should file the complaint as soon as possible with the County Equal Employment Opportunity Officer (hereinafter EEO Officer), located at 675 Texas Street, Suite 1800, Fairfield, California 94533, telephone number (707) 784-6170. The applicant will be asked to complete a complaint form provided by the EEO Officer, attaching any documentation regarding the alleged harassment/discrimination the applicant may possess. The EEO Officer, will immediately conduct an investigation and provide the findings, along with recommendations for the resolution of the complaint, to the appropriate County official, department head or their representative.

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

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

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

- 5.5.2 Departmental Complaint: If the employee/unpaid intern/volunteer/contractor chooses not to use the self-help option or the self-help option has been unsuccessful in resolving the problem, the employee/contractor can file a complaint with their immediate supervisor, with any supervisor or manager in the department.

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

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

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

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

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

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

5.6.0 RETALIATION

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

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



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participation in a workplace harassment/discrimination complaint or investigation.

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

**5.7.0 CONFIDENTIALITY**

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

**5.8.0 COMPLAINTS INVOLVING ELECTED OFFICERS**

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

**5.9.0 PREVENTION**

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

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**5.10.0 NOTICE**

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

**5.11.0 EDUCATION**

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

5.11.2 All County non-supervisory employees must receive at least one (1) hour of harassment training within six (6) months of hire and at least every two (2) years thereafter. The County further requires unpaid interns and volunteers receive sexual harassment prevention training every two (2) years. Department Training Coordinators are responsible for scheduling employees for the harassment training.

5.11.3 Extra-help employees, or any employees who are hired and anticipated to work less than six months are required to undergo the applicable supervisory or non-supervisory training within thirty (30) calendar days after the hire date or within one hundred (100) hours worked, whichever occurs first. Department Training Coordinators are responsible for scheduling employees for the harassment training.

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

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5.12.0 WORKPLACE RELATIONSHIPS

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

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5.1.0 POLICY

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

- Verbal Conduct: Making or using derogatory comments, negative stereotypes, slurs, epithets, or jokes, or other offensive language, comments or discussion;
  - Physical Conduct: Assaulting, touching, impeding or blocking movement, making derogatory gestures, or other threatening, intimidating or hostile acts; or
  - Visual Conduct: Display of offensive posters, pictures, drawings, e-mail, letters, or other written or graphic material.
- 5.1.2 Employees who violate this policy shall be subject to firm disciplinary action, up to and including dismissal. Conduct of the nature prohibited by this policy will be considered misconduct and will subject an offending employee to disciplinary action even if the conduct may not rise to the level of legally actionable harassment/discrimination.

5.2.0 SEXUAL HARASSMENT

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

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

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

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

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

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

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

**5.4.0 APPLICANTS**

5.4.1 When an applicant with the County has a complaint involving harassment/discrimination by a County elected or appointed officer, department head, manager, supervisor or

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employee, the applicant should file the complaint as soon as possible with the County Equal Employment Opportunity Officer (hereinafter EEO Officer), located at 675 Texas Street, Suite 1800, Fairfield, California 94533, telephone number (707) 784-6170. The applicant will be asked to complete a complaint form provided by the EEO Officer, attaching any documentation regarding the alleged harassment/discrimination the applicant may possess. The EEO Officer, will immediately conduct an investigation and provide the findings, along with recommendations for the resolution of the complaint, to the appropriate County official, department head or their representative.

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

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

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

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

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

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EEO Officer, located at 675 Texas Street, Suite 1800, Fairfield, California 94533,  
**T**elephone Number (707) 784-6170.

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

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

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

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

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

5.6.0 RETALIATION

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

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

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investigation.

- Ostracizing or demonstrating hostility to a complainant or witnesses because of their participation in a workplace harassment/discrimination complaint or investigation.

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

**5.7.0 CONFIDENTIALITY**

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

**5.8.0 COMPLAINTS INVOLVING ELECTED OFFICERS**

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

**5.9.0 PREVENTION**

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



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



Inception Date: 2/2/1982  
Last Revision Date: **4/4/2017**  
By: Human Resources  
Page: 6 of 7

**REVIEW TIME: Annually in March of each Year**

5.10.0 NOTICE

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

5.11.0 EDUCATION

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

5.11.2 ~~All The~~ County ~~further requires that~~ non-supervisory employees must receive at least one (1) hour of harassment training within six (6) months of hire and at least every two (2) years thereafter. ~~The County further requires~~ unpaid interns and volunteers receive sexual harassment prevention training every ~~two three (23)~~ years. Department Training Coordinators are responsible for scheduling employees for the harassment training.

5.11.3 Extra-help employees, or any employees who are hired and anticipated to work less than six months are required to undergo the applicable supervisory or non-supervisory training within thirty (30) calendar days after the hire date or within one hundred (100) hours worked, whichever occurs first. Department Training Coordinators are responsible for scheduling employees for the harassment training.

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

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



Inception Date: 2/2/1982  
Last Revision Date: **4/4/2017**  
By: Human Resources  
Page: 7 of 7

**REVIEW TIME: Annually in March of each Year**

5.12.0 WORKPLACE RELATIONSHIPS

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



# 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>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	19-269	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve an agreement for \$158,500 with Pro-Ex Construction, Inc. of Rancho Cordova for the Post Office Building Improvements Phase II Project for interior and exterior repairs at 600 Kentucky Street, in Fairfield; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract, B - Project Funding and Budget Summary, C - Bidders of Record		

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 General Services recommends that the Board of Supervisors:

1. Approve an agreement for \$158,500 with Pro-Ex Construction, Inc. of Rancho Cordova for the Post Office Building Improvements Phase II Project for interior and exterior repairs at 600 Kentucky Street, in Fairfield; and
2. Authorize the County Administrator or designee to execute the agreement and any amendments within the approved budget.

### **SUMMARY:**

The Department of General Services is recommending the Board of Supervisors approve an agreement (Attachment A) for \$158,500 with Pro-Ex Construction, Inc. as the lowest responsible bidder for the Post Office Building Improvements Phase II Project (Project) located at 600 Kentucky Street, in Fairfield.

### **FINANCIAL IMPACT:**

The total approved budget for the Project is \$567,428, including the recommended construction contract for \$158,500; other construction-related costs of \$15,045; project management costs of \$41,000; engineering and design fees of \$91,349; permits and inspections of \$9,000; miscellaneous expenses of \$1,000; and project contingency of \$95,000 (Attachment B). There is \$156,534 in budgeted reserves resulting from all construction bids coming in lower than the architectural cost estimates of \$394,603 for the Project. The Project is financed from the Accumulated Capital Outlay Fund, Capital Renewal Fund and General Expenditures.

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

**DISCUSSION:**

The Project consists of barrier removal in the employee restrooms, as well as exterior stucco repair, wood trim removal, and painting.

The Project was advertised as required by Public Contract Code. A total of 369 contractors were notified (49 Local); of those, 27 contractors (5 local) showed for the mandatory pre-bid site walk. A total of nine bids were received (Attachment C). After the bids were opened, JB Electric and Construction, Inc. of Fairfield, the lowest bidder, requested to withdraw its bid. The Department of General Services is recommending the Board approve a contract for \$158,500 with Pro-Ex Construction, Inc. of Rancho Cordova, the second lowest bidder, to construct the Project.

**ALTERNATIVES:**

The Board could reject, postpone, or re-bid the project. These actions are not recommended because the County would not comply with the existing lease terms and conditions with the USPS and the bid process was conducted in conformance with the Public Contract Code.

**OTHER AGENCY INVOLVEMENT:**

General Services Department's Facilities Operation Division was consulted during preparation of the plans and technical specifications for the project and the project schedule coordinated with US Post Office representatives. The Department of Resource Management Building Division reviewed and approved the Project plans. County Counsel reviewed and approved the contract as to form.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

## **AGREEMENT**

This Agreement is made as of the 9<sup>th</sup> day of April, 2019 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as 'Owner') and **PRO-EX CONSTRUCTION, INC.** (referred to as "Contractor") for the following Project:

The Project: **Post Office Building Improvements Phase 2 Project**  
600 Kentucky Street, Fairfield, CA

Architect/Engineer: Brick Architects  
1266 66th Street, Suite 1  
Emeryville, CA 94608

The Owner and the Contractor agree as set forth below.

### **ARTICLE 1** **THE CONTRACT DOCUMENTS**

The Contract documents consist of this Agreement, the General Conditions and those documents enumerated in Sub-paragraph 1.1.1 of the General Conditions, which documents are incorporated into and made a part of this Agreement

### **ARTICLE 2** **THE WORK**

The Contractor shall perform all the Work required by the Contract Documents for **POST OFFICE BUILDING IMPROVEMENTS (PHASE 2 – EXTERIOR REPAINTING AND RESTROOM BARRIER REMOVAL) PROJECT**, 600 Kentucky Street, Fairfield, CA.

### **ARTICLE 3** **TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

The Work to be performed under this Contract shall commence no later than five (5) calendar days after the Notice to Proceed is issued to the Contractor, and shall be carried out and completed according to the schedule set forth in Document 00 41 00/ Bid Form, 00 73 00/ Supplementary Conditions, and 01 32 16/ Construction Progress Schedules and Reports.

The Contractor agrees that the Work will be substantially completed in **84** calendar days from the Notice to Proceed. The Contractor agrees that the County will suffer economic damages, which may be difficult to quantify, in the event that the Work is not completed within this time period and therefore, Contractor agrees to pay the County liquidated damages in the amount outlined in Document 00 73 00/ Supplementary Conditions, Article 1.4, Liquidated Damages for each and every calendar day of delay beyond the **84** calendar days provided above.

**ARTICLE 4**  
**CONTRACT SUM**

The County shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order or as otherwise provided in the Contract Documents, the Sum of the Base Bid of \$158,500.00.

**ARTICLE 5**  
**PROGRESS PAYMENTS**

Based upon Applications for Payment submitted to the Project Manager by the Contractor and Project Certificates for Payment issued by the Project Manager/Architect, the County shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents as follows:

Progress Payments: The Contractor shall on or before the first day of each month, make an estimate of the work performed during the preceding month and submit same to the Project Manager for checking and approval. On or about the 20th day of the month following the month in which the work was performed, the County shall pay to the Contractor ninety-five (95%) percent of the value of said work in place, as checked and approved by the Project Manager. The balance of five (5%) percent of the estimate shall be retained by the County until the time of final acceptance of said work.

The remaining retention would be held until 35 days after the Notice of Completion is filed with the Solano County Recorder's Office and completed according to Section 01 77 00/ Contract Closeout Procedures.

**ARTICLE 6**  
**FINAL PAYMENT**

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor when the Work has been completed, the Contract fully performed, the Architect has issued a Project Certificate for Payment which approves the final payment due the Contractor, Board of Supervisors of Solano County has formally accepted the project as complete by Resolution and Notice of Completion filed by the County Recorder's Office.

**ARTICLE 7**  
**MISCELLANEOUS PROVISIONS**

- 7.1 **Terms.** Terms used in this Agreement, which are defined in the Document 00 72 00/ General Conditions of the Contract for Construction, shall have the meanings designated in those Conditions.

7.2 **Notices.** Notices shall be addressed as follow:

OWNER:  
**COUNTY OF SOLANO**  
**Birgitta E. Corsello, County Administrator**  
675 Texas Street, Suite 2500  
Fairfield, CA 94533

CONTRACTOR:  
**PRO-EX CONSTRUCTION, INC.**  
**Pavel Chernyy**  
2216 Cemo Circle, Suite B  
Rancho Cordova, CA 95670

7.3 **Prevailing Wages.** The Contractor agrees that State Prevailing Wages apply to this Project and that the Contractor will pay the rates for each trade or craft and shall require the subcontractors on the project to pay the rates for each trade and craft. The Payroll Submittal Information attached as Section 00 45 46 - Payroll Information is incorporated as if set forth in full and is a part of this Contract. The Contractor agrees to repay the County any and all amounts paid to any subcontractor in violation of Public Contract Code Section 6109.

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

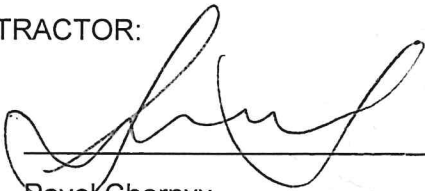
**ARTICLE 8**  
**EXECUTION OF AGREEMENT**

The parties have executed this Agreement as of the day and year first above written.

COUNTY:

CONTRACTOR:

By: \_\_\_\_\_  
Birgitta E. Corsello, County Administrator  
Solano County

By:  \_\_\_\_\_  
Pavel Chernyy  
Pro-Ex Construction, Inc.

Date: \_\_\_\_\_

Date: 3/21/2019

APPROVED AS TO FORM:

County Counsel of Solano County, California

By:  \_\_\_\_\_

**POST OFFICE BUILDING IMPROVEMENTS PHASE II  
600 KENTUCKY STREET, FAIRFIELD**

**Project Funding (BU 1786)**

Accumulated Capital Outlay Phase I Carry-over in FY2017/18

Capital Renewal Reserve FY2017/18

General Expense Fund FY2018/19

<b>Total Project Funding</b>	<b>\$</b>	<b>567,428</b>
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**Construction Budget**

Construction Contract	\$	158,500
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Other Construction-Related Costs	\$	15,045
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Project Management	\$	41,000
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Engineering and Design Fees	\$	91,349
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Permits / Advertisement	\$	9,000
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Miscellaneous Expenses	\$	1,000
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Contingency	\$	95,000
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<b>Total Estimated Project Budget</b>	<b>\$</b>	<b>410,894</b>
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Budget Reserve*	\$	156,534
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	<b>\$</b>	<b>567,428</b>
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*\*All bids came in less than architectural cost estimates.*



**Bid Results**  
**Post Office Building Improvements Phase II (1786)**  
**600 Kentucky Street, Fairfield**

<b>Name of Firm</b>	<b>Location</b>	<b>Bid</b>
JB Electric & Construction, Inc.*	Fairfield	\$ 120,000
Pro-Ex Construction, Inc.	Rancho Cordova	\$ 158,500
T Amaral's Done Right Construction	Brentwood	\$ 227,000
A Plus Painting	Roseville	\$ 243,300
JPB Designs, Inc.	Orangevale	\$ 275,700
Anthem Builders, Inc.	Roseville	\$ 289,831
Affordable Painting	Sacramento	\$ 291,000
Korifi Construction	Fairfield	\$ 318,000
Bella Painting & Construction	Fairfield	\$ 319,000

*\*Bid Withdrawn*



# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

<b>Agenda #:</b>	6	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Ag Commissioner/Sealer of Weights and Measures
<b>File #:</b>	19-285	<b>Contact:</b>	Jose Arriaga, 784-3448
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution authorizing Jose Arriaga, Interim Agricultural Commissioner/Sealer of Weights and Measures, to execute an amendment to a revenue agreement for FY2018/19 with the California Department of Food and Agriculture (CDFA) for a new net total of \$94,721		
<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:**

It is recommended that the Board of Supervisors:

1. Adopt a resolution authorizing Jose Arriaga, Interim Agricultural Commissioner/Sealer of Weights and Measures, to execute an amendment to a revenue agreement for FY2018/19 with the California Department of Food and Agriculture (CDFA) for a new net total of \$94,721

### **SUMMARY:**

Agreements and contracts with the California Department of Food and Agriculture (CDFA) entered into by the Solano County Agricultural Commissioner/Sealer must be signed by the Chair of the Board of Supervisors or an authorized designee. The Board has historically given the Agricultural Commissioner/Sealer of Weights and Measures authorization to execute these contracts, agreements and associated amendments on behalf of Solano County through approval of a resolution.

### **FINANCIAL IMPACT:**

The requested action will result in an increase of \$79,669 in anticipated State reimbursement to the Department for a new net contract total of \$94,721 for high risk pest exclusion activities, including inspections and enforcement of packages containing plant material at terminal facilities. The unanticipated revenue will reduce the Department's Net County Cost for FY2018/19.

### **DISCUSSION:**

The Agricultural Commissioner/Sealer of Weights and Measures receives funding through State agencies,

fees and other contractual agreements to offset County costs. A major source of funding for agricultural and weights and measures programs are the State of California agreements. To obtain the revenue, Solano County enters into agreements with CDFA and Department of Pesticide Regulation (DPR). These agreements are initially prepared by the State agency and then sent to the County for approval.

On July 24, 2018, the Board approved Resolution No. 146, which authorized the Agricultural Commissioner/Sealer of Weights and Measures to execute an agreement for \$15,052 with CDFA for inspection of high-risk shipments. This contract amendment increases the revenue contract by \$79,669 for a new contract amount of \$94,721.

Executed agreements will be placed on file with the Clerk of the Board.

**ALTERNATIVES:**

The Board could choose not to approve this revenue agreement amendment and/or direct staff to consider other options and return with new recommendations. However, this is not recommended as this would result in a potential loss of up to \$79,669 in additional revenues that offset County costs.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the agreement as to form. The County Administrator's Office has reviewed this proposal and concurs with the recommendation. The California Department of Food and Agriculture, and the California Commissioners and Sealers Association support this procedure for obtaining County approval for contracts and agreements.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

**RESOLUTION NO. 2019 - \_\_\_\_**

**RESOLUTION AUTHORIZING JOSE ARRIAGA, INTERIM SOLANO COUNTY  
AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES, TO  
EXECUTE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE,  
AGREEMENT AMENDMENT 18-0051  
FOR FISCAL YEAR 2018/19**

**Whereas**, it is a general requirement that certain contracts or agreements entered into by the Solano County Agricultural Commissioner's Office be signed by the Chair or an authorized designee of the Board of Supervisors.

**Resolved**, the Solano County Board of Supervisors authorizes Jose Arriaga, Interim Solano County Agricultural Commissioner/Sealer of Weights & Measures, to execute the agreement listed below and any amendments to the agreement during Fiscal Year 2018/19 on behalf of Solano County. A copy of the executed agreement shall be filed with the Clerk of the Solano County Board of Supervisors.

<b>Agreement</b>	<b>Organization/Agency</b>	<b>Amount</b>
High Risk Pest Exclusion	CA Dept of Food & Ag (CDFA)	\$94,721.00

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 9, 2019 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  
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## Agenda Submittal

<b>Agenda #:</b>	7	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-267	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve a plaque of appreciation honoring Shirley Reed, Senior Public Health Nurse, upon her retirement from the Department of Health & Social Services, Public Health Division with 19 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 & Social Services (H&SS) recommends that the Board approve a plaque of appreciation honoring Shirley Reed, Senior Public Health Nurse, upon her retirement from H&SS, Public Health Division with 19 years of dedicated public service to Solano County.

### **SUMMARY/DISCUSSION:**

Shirley Reed began her career as a Public Health Nurse in the H&SS, Public Health, Maternal, Child and Adolescent Health Bureau on September 20, 1999 where she helped post-partum mothers transition from delivering their babies to childcare. Ms. Reed also served as a nursing consultant for the Black Infant Health Program where she provided nursing case management to pregnant and post-partum African American women and their newborns.

Ms. Reed was instrumental in the successful application and implementation of a Continuous Quality Improvement project which facilitated the centralized processing of all referrals in the Maternal, Child and Adolescent Health programs. Additionally, Ms. Reed has exhibited a profound understanding of the needs of the County's residents and has continually strived to improve program service delivery. Ms. Reed was promoted to a Senior Public Health Nurse in the Communicable Disease Control Program, where she oversaw communicable disease surveillance activities, case investigations and education initiatives addressing Human Immunodeficiency Virus (HIV), Tuberculosis (TB) Control, Sexually Transmitted Diseases (STD) Control and reportable communicable diseases.

During Ms. Reed's nineteen years of service, she has demonstrated vision, creativity and great skill in partnering and collaborating with both internal and community partners. Ms. Reed has shown remarkable dedication to her job and her staff, as well as a deep commitment to improving the health of all County

residents.

Shirley Reed retired on April 4, 2019 as a Senior Public Health Nurse in the Communicable Disease Control Program in Solano Public Health and H&SS wishes her well in her retirement and future endeavors.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board could choose not to approve this plaque of appreciation for Shirley Reed. This is not recommended because this is an opportunity to recognize Ms. Reed's dedication and outstanding contributions to the County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

675 Texas Street  
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## Agenda Submittal

<b>Agenda #:</b>	8	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-271	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointments of Ted Seifert and Tony Robben to the Dixon Fire Protection District Board of Directors, representing District 4, to a 4 year term to expire March 1, 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 ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

Supervisor Vasquez requests the Board approve the reappointments of Ted Seifert and Tony Robben to the Dixon Fire Protection District Board of Directors, representing District 4, to a 4 year term to expire March 1, 2023.

### SUMMARY/DISCUSSION:

Ted Seifert and Tony Robben have each served the Dixon Fire Protection District Board of Directors as appointees of Supervisor Vasquez and wish to continue serving the District. In addition, Mr. Robben is a longtime Dixon volunteer fireman.

### 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 could choose not to approve these reappointments, however, that is not recommended as Mr. Seifert and Mr. Robben wish to continue to serve the Dixon Fire Protection District.

### CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

675 Texas Street  
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## Agenda Submittal

<b>Agenda #:</b>	9	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-272	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointment of Kay Cayler to the Solano County Planning Commission, representing District 4, for a 4 year term to expire January 31, 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 requests the Board approve the reappointment of Kay Cayler to the Solano County Planning Commission, representing District 4, for a 4 year term to expire January 31, 2023.

### **SUMMARY/DISCUSSION:**

Kay Cayler has served on the planning commission since 2015 and would like to continue serving in the capacity of commissioner.

### **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 could choose not to approve this reappointment, however, that is not recommended as this is an opportunity to reappoint a commissioner who has expressed a desire to continue to serve.

### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION





# Solano County

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## Agenda Submittal

<b>Agenda #:</b>	10	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Resource Management
<b>File #:</b>	19-295	<b>Contact:</b>	Terry Schmidtbauer, 784-3157
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider adoption of a Proclamation Terminating Local Emergency		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Proclamation		

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 Department of Resource Management recommends that the Board of Supervisors terminate the March 6, 2019 Local Emergency Proclamation signed by the Solano County Incident Commander and continued by Proclamation of the Board of Supervisors on March 12, 2019 through Resolution #2019-45 in response to flooding and road damage from a series of storms on February 25 - 27, 2019.

### SUMMARY/DISCUSSION:

As a result of severe storm events on February 25 through February 27, 2019, unincorporated Solano County experienced flooding, mudslides, land erosion and slippages, downed tree and damage to roads, creating a condition of extreme peril to life and property. Staff from the Department of Resource Management worked initially during the event to close roads, clear drains, and perform safety assessments. The conditions and damage created by this event were beyond the ability of the local resources to cope with the effects of the emergency.

On February 28, 2019, Governor Gavin Newsom declared a State of Emergency due to a series of severe storm events that started initially on February 14 and continued through February 27, 2019 throughout the state. On March 6, 2019, the Solano County Incident Commander of Emergency Services proclaimed a local emergency pursuant to Government Code § 8630 and Solano County Code sections 7-12(a) and (b) and 7-13(a)(1). On March 12, 2019 your Board continued the local emergency, pursuant to Government Code § 8630, which requires local governing bodies to review the need for continuing the local emergency every 30 days until the emergency is terminated.

Government Code § 8630 (c) and (d) requires local governing bodies terminate the local emergency at the earliest possible date that conditions warrant. This is a request for your Board to find that conditions no longer warrant a local emergency and that the proclamation should be terminated.

### FINANCIAL IMPACT:

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

The Solano County Office of Emergency Services worked closely with the Department of Resource Management during the event of February 25-27 and initial damage estimate totals were forwarded to the Governor's Office of Emergency Services for the Solano County for the unincorporated area in the range of:

- 1) Gravel Wash/Replacement: \$320,000
- 2) Drainage/Erosion repair: \$160,000
- 3) Rock Slope Protection/Scour repairs at culverts/bridges (To be determined): \$300,000+

Currently, the Department has incurred \$228,278.33 with more costs for repairs anticipated as work is completed.

**ALTERNATIVES:**

The County Board of Supervisors could choose not to proclaim the termination of the local state of emergency due to the storm events of February 25-27, 2019, however this is not recommended.

**OTHER AGENCY INVOLVEMENT:**

The Solano County Office of Emergency Services has assisted in this emergency.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

**PROCLAMATION NO. 2019- \_\_\_\_\_**

**PROCLAMATION TERMINATING LOCAL EMERGENCY**

**Whereas**, on Wednesday, March 6, 2019, the Solano County Incident Commander for Emergency Services, found that due to flooding and road damage from a series of storms on February 25 - 27, 2019, a condition of extreme peril to life and property existed in the County of Solano, causing flooding, mudslides, land erosion and slippages, downed tree and damage to roads, and proclaimed a local emergency; and

**Whereas**, on March 12, 2019, the Board of Supervisors confirmed and ratified the proclamation of local emergency and orders of the Solano County Incident Commander that a local emergency existed in Solano County through Resolution# 2019-45; and

**Whereas**, the Solano County Incident Commander has informed the Board of Supervisors that the emergency conditions and their effects have now abated sufficiently that the protective services, personnel, equipment and facilities of Solano County acting within their normal procedures and powers are now adequate to handle such conditions and effects without the need for the extraordinary powers and procedures available only under a proclamation of local emergency.

**Proclaimed**, the Solano County Board of Supervisors proclaims the termination of the local emergency and declares that any orders made by the Board of Supervisors or the Solano County Incident Commander about the local emergency are immediately rescinded.

**Proclaimed**, this Proclamation takes effect on April 9, 2019, at 9:00 a.m.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 9, 2019, by the following vote:

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

\_\_\_\_\_

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

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

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

ATTEST:  
Birgitta E. Corsello, Clerk  
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>	Regular Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Resource Management
<b>File #:</b>	19-287	<b>Contact:</b>	Narcisa Untal, 784-6765
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider appointing one primary and one alternate member of the Board of Supervisors to the Marin Clean Energy Joint Powers Authority Board of Directors to represent the electric supply interests of unincorporated Solano County customers participating in the Community Choice Aggregation program		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - MCE Board Logistics, B - MCE Staff Report 10-18-2018, C - MCE Resolution, D - CPUC Certification		

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

Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors consider appointing one primary and one alternate member of the Board to the Marin Clean Energy Joint Powers Authority Board of Directors to represent the electric supply interests of unincorporated Solano County customers participating in the Community Choice Aggregation program.

### SUMMARY:

On September 11, 2018, the Solano County Board of Supervisors (Board) adopted Resolution No. 2018-174 requesting membership in the Marin Clean Energy (MCE) Joint Powers Authority (Authority), formerly known as the Marin Energy Authority. On September 25, 2018, the Board adopted Ordinance No. 2018-1795 authorizing a CCA program in unincorporated Solano County; it became effective on October 26, 2018.

On October 18, 2018, the MCE Board of Directors adopted Resolution No. 2018-12 approving Solano County as a member of MCE. On February 19, 2019, the California Public Utilities Commission certified Amendment No. 6 to the MCE Implementation Plan and Statement of Intent adding the unincorporated areas of Solano County to MCE's service area effective April 2020.

MCE requests Solano County appoint a representative, and an alternate, from its Board of Supervisors to serve as a regular Director on the Authority's Board. MCE is governed by a 29-member Board of Directors comprised of one elected Councilmember or Supervisor from each of its 33-member communities within its service area. Each city, town, or county appoints an elected official to represent their community. The Board of Directors meets monthly at public meetings <<https://www.mcecleanenergy.org/meeting-archive/>> to determine policy and administration decisions for MCE. The Solano County representative shall be authorized

to act for and on behalf of Solano County on matters within the powers of the Authority. There is no term limit but the Board may change its representative at any time.

**FINANCIAL IMPACT:**

Compensation for work performed by Directors on behalf of the Authority shall be borne by the local government that appointed the Director.

**DISCUSSION:**

In 2002, Assembly Bill 117 allowed California local governments and Joint Power Authorities to participate in Community Choice Aggregation (CCA). Marin Clean Energy (MCE) is currently one of 19 community choice aggregators in California that pools the electricity demand of its member communities to purchase electricity with higher renewable and lower greenhouse gas content than the investor-owned utility. Since launching in May 2010, MCE has grown to include 33 local governments from Marin and Napa Counties, most of Contra Costa County, and the City of Benicia.

MCE is a not-for-profit, public agency that determines the power source, called electric generation. MCE chooses sources that are more renewable and non-polluting to offer service options that include a minimum 50% renewable mix, or 100%. Instead of paying Pacific Gas and Electric (PG&E) for both electric delivery and electric generation services, customers pay MCE for generation and PG&E for delivery. MCE is funded by electricity ratepayers through their monthly energy purchases, not by taxpayers. A cornerstone to MCE's mission is to redirect ratepayer dollars back to local economies, and reinvest in its communities by providing low, stable rates, supporting local workforce development, and partnering with community-based organizations. MCE has over 450,000 customers with an average opt-out rate of 15%.

On June 7, 2011, the Board adopted a Climate Action Plan that identified participation in a CCA as having the single-most greenhouse gas (GHG) reduction potential of all recommended measures in the energy strategy. The power mix of renewables through MCE will lower GHGs generated in the unincorporated and be cost-competitive with PG&E.

On September 11, 2018, the Solano County Board of Supervisors (Board) adopted Resolution No. 2018-174 requesting membership in the MCE Joint Powers Authority (Authority), formerly known as the Marin Energy Authority. On September 25, 2018, the Board adopted Ordinance No. 2018-1795 authorizing a CCA program in unincorporated Solano County; it became effective on October 26, 2018.

On October 18, 2018, the Authority unanimously approved Solano County as a member of the MCE JPA and received certification in February 2019 from the California Public Utilities Commission to add Solano County unincorporated to MCE's service area effective April 2020.

**ALTERNATIVES:**

The Board of Supervisors can choose to not appoint a Board member to the MCE Board of Directors. This is not recommended to ensure the electric supply interests of unincorporated Solano County customers are represented.

**OTHER AGENCY INVOLVEMENT:**

County Administrator's Office has reviewed this report and concurs with the Department's recommendation. County Counsel has reviewed the Joint Powers Agreement.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

## **MCE: Logistics for New Board Members and Alternates**

### **January, 2019**

#### **Board Meetings:**

The MCE Board meets on the **third** Thursday of each month. The meeting is regularly scheduled for 7:00PM and is held at the MCE Offices at 1125 Tamalpais Ave., San Rafael, CA 94901 in the Charles F. McGlashan Board Room and 2300 Clayton Rd., Suite 1150, Concord, CA in the Mt. Diablo Room.

The MCE Board Directors are expected to attend all regular Board meetings. If a Board Director has a scheduling conflict, we ask that they notify their Alternate in advance and secure the Alternate's attendance in their place. If possible, please cc Darlene Jackson, Board Clerk via [djackson@mcecleanenergy.org](mailto:djackson@mcecleanenergy.org) on messages regarding your meeting attendance.

All meetings of the Board are noticed via email, posted at both MCE offices as well as on our website: <http://mcecleanenergy.org/meeting-archive/>.

Most meeting materials are typically sent out electronically and posted at least **one week** in advance of the Board meeting. Hard copies of meeting materials are sent to the Board Director and Alternate **only** upon request. Board attendees are encouraged to download the meeting material to their electronic device as hard copies are no longer provided at meetings. MCE-issued iPads are available to Board Members **only** and must be returned to MCE upon completing their Board assignment.

#### **Technical and Executive Committees:**

MCE also has two standing committees: the Technical Committee and the Executive Committee. The Technical Committee meets on the **first** Thursday of each month at 8:30AM. The Executive Committee meets on the **first** Friday of each month at 12:00PM. These schedules may change as new Board members enter those committees.

The MCE Committee Members are expected to attend their respective Committee meetings. If a Committee member has a scheduling conflict, we ask that they cc Darlene Jackson, Board Clerk via [djackson@mcecleanenergy.org](mailto:djackson@mcecleanenergy.org) on messages regarding your meeting attendance.

#### **Contacts:**

If there is ever a question or a concern, you are welcome to call us at our general line 415.464.6010. You may also contact Darlene Jackson, Board Clerk, or Jesica Flores-Brooks, Board Administrative Assistant, as follows:

Darlene Jackson, Board Clerk  
Phone: 415.464.6032  
Email: [djackson@mcecleanenergy.org](mailto:djackson@mcecleanenergy.org)

Jesica Flores-Brooks, Board Admin Asst.  
Phone: 415-464-6015  
Email: [jfloresbrooks@mcecleanenergy.org](mailto:jfloresbrooks@mcecleanenergy.org)

We are looking forward to working with you!

*The MCE Staff*



October 18, 2018

TO: MCE Board of Directors

FROM: Alex DiGiorgio, Deputy Director of Community Development  
John Dalessi, Operations and Development

RE: Receive Applicant Analysis and Consider:

1. Proposed Resolution 2018-12 of the Board of Directors of MCE approving the County of Solano as member of MCE.
2. Proposed Amendment 13 to the MCE JPA Agreement.
3. Directing Staff to Create and Submit to the CPUC Amendment No. 6 to the MCE Implementation Plan and Statement of Intent.

ATTACHMENTS:

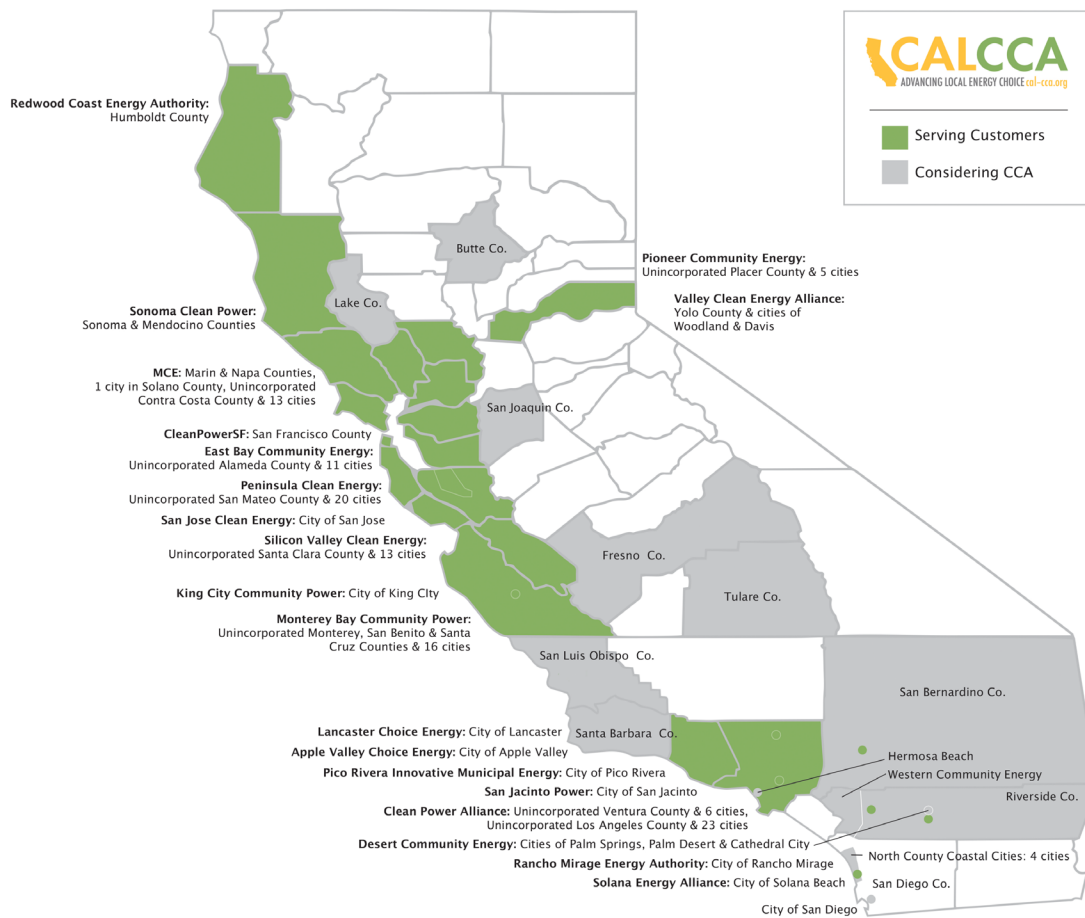
- A. MCE Applicant Analysis for 2020
- B. Proposed Resolution No. 2018-12 of the Board of Directors of MCE approving the County of Solano as a member of MCE
- C. Proposed Amendment 13 to the MCE JPA Agreement
- D. Addendum No. 5 to MCE Implementation Plan and Statement of Intent
- E. Policy 007 – New Customer Communities
- F. MCE Membership Application Checklist

**Background on CCA in California**

Community choice aggregation (CCA) programs have continued to emerge throughout California, including well over 80 different jurisdictions. In 2016 CCA service was launched by San Francisco's CleanPowerSF and San Mateo County's Peninsula Clean Energy. In Q2 2017 three new CCA programs launched including Apple Valley Choice Energy, Santa Clara County's Silicon Valley Clean Energy Authority, and Humboldt County's Redwood Coast Energy Authority. This year, Valley Clean Energy (Yolo County), East Bay Community Energy (Alameda County), Monterey Bay Community Power (Monterey, Santa Cruz and San Benito Counties), San Jose Community Energy, and Southern California's Clean Power Alliance (Los Angeles and Ventura Counties) have launched initial service.



## CALIFORNIA CCAs



### Background on MCE Inclusion Process

On September 29, 2016, your Board authorized an “inclusion period” for interested Contra Costa communities to complete the steps required to join MCE as a member. The inclusion period was established to create efficiencies in workflow, achieve economies of scale, and streamline procurement procedures.

Following the successful inclusion of nine new Contra Costa jurisdictions in 2017, and their successful enrollment in 2018, MCE opened an inclusion period from May 2018 to September 2018. As before, eligibility for inclusion was limited to jurisdictions within counties where MCE service was already available to some communities.

Solano County (unincorporated) completed all membership steps to join MCE on September 25, 2018, subject to MCE Board approval. The County Board of Supervisors voted unanimously to join MCE, and the decision was supported by the County’s Farm Bureau and considered by other key agricultural groups in the area (e.g., the Solano Agricultural Advisory Committee and the Solano Resource Conservation District Board of Directors).

### New MCE Member Community Overview: Solano County (unincorporated)

Solano County was one of California’s original 27 counties and is bordered by Napa, Contra Costa, Yolo, and Sacramento counties. It covers more than 900 square miles, of which more than 675 is rural land area. The County has a population of approximately

19,350 in the unincorporated areas, which is smaller than the population of all but two of its seven cities. These cities include the following: Benicia, Dixon, Fairfield (County seat), Vacaville, Vallejo, Rio Vista and Suisun City. Nevertheless, unincorporated Solano County has more electric accounts than is typical for a population of its size, possibly due to the high number of water pumps in the area.

The City of Benicia joined MCE in 2014 and was the first in the County to do so. Since that time, several other Solano cities have expressed an interest in exploring MCE membership. These include Vallejo, Fairfield, Vacaville and Suisun City. At this time, only the County Board of Supervisors has voted to join MCE, which is why only service to the County's unincorporated areas may be considered at this time.



The next step required to complete membership is MCE Board approval subject to positive results from the quantitative applicant analysis. The quantitative analysis is completed for the purpose of determining projected environmental benefits (e.g. incremental increases in renewable energy deliveries and expected reductions in greenhouse gases (GHGs) related to electric energy consumption) as well as potential financial impacts related to the addition of customers located within the aforementioned jurisdictions. This analysis has been completed, and is attached hereto.

### **Quantitative Analysis of Potential MCE Member Communities**

The impacts of this prospective membership expansion are entirely positive, demonstrating increases in renewable energy sales, expected reductions in GHG emissions, and positive fiscal impacts for MCE and its customers.<sup>1</sup> The quantitative applicant analysis indicates that the additional customer base is expected to yield annual net revenues of \$1.5 million resulting in a positive fiscal impact on MCE and the existing customer base. These benefits could supplement MCE reserves, expand funding for clean energy or local energy programs, or help reduce MCE rates. The analysis also indicates that service to the new customers would increase the amount of renewable energy being used in California's energy market by approximately 48,533 MWh per year while reducing GHG emissions by an estimated 14 million pounds of carbon dioxide equivalent per year.

The positive result of the applicant analysis is the final step required for the unincorporated County of Solano to be added to MCE's service territory, and Board action to finalize membership is recommended at this time. The attached Resolution and updated JPA Agreement will comply with the statutory requirements of AB 117, the legislation enabling CCA service in California.

### **Addendum to MCE Implementation Plan**

On February 8th of 2017, the California Public Utilities Commission (CPUC) passed Resolution E-4907, which delays the timeline by which a city or county may begin service with a community choice aggregator. As a result, unincorporated Solano County accounts would not be permitted to begin service until 2020, and service would only be permitted at that time if MCE submits an Addendum adding unincorporated Solano County to its service area in the MCE Implementation Plan and Statement of Intent, and files this Addendum with the CPUC by the end of calendar year 2018. This Addendum would be similar in structure to Addendum No. 5 which was submitted in 2017, prior to MCE's most recent expansion, and which is included here for reference as Attachment D. Staff is prepared to create and submit Addendum No. 6 following Board direction.

### **Fiscal Impact**

General budgetary impacts of the recommended actions will be positive as increases in revenues will more than compensate for increased expenses after enrollment occurs. Specific budgetary impacts will be reflected in the FY 2019/20 budget.

### **Recommendations**

1. Approve the following:
  - a) Resolution No. 2018-12 of the Board of Directors of MCE approving the County of Solano as member of MCE.
  - b) Amendment 13 to the MCE JPA Agreement.
2. Direct staff to create and file Amendment No. 6 to the MCE Implementation Plan and Statement of Intent with the California Public Utilities Commission reflecting the addition of the County of Solano to MCE's service area.

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<sup>1</sup> Note that any rate/financial impacts were based on wholesale electricity pricing at the time the quantitative analysis was completed. Such pricing is subject to change. Actual rate/financial impacts will be based on wholesale electricity pricing that is offered to MCE at the time of power supply contract execution.

OCT 18 2018

RESOLUTION NO. 2018-12

MARIN CLEAN ENERGY

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MCE APPROVING THE  
COUNTY OF SOLANO AS A MEMBER OF MCE**

**WHEREAS**, on September 24, 2002, the Governor signed into law Assembly Bill 117 (Stat. 2002, Ch. 838; see California Public Utilities Code section 366.2; hereinafter referred to as the "Act"), which authorizes any California city or county, whose governing body so elects, to combine the electricity load of its residents and businesses in a community-wide electricity aggregation program known as Community Choice Aggregation ("CCA"); and,

**WHEREAS**, the Act expressly authorizes participation in a CCA program through a joint powers agency, and on December 19, 2008, Marin Clean Energy ("MCE"), (formerly the Marin Energy Authority) was established as a joint power authority pursuant to a Joint Powers Agreement, as amended from time to time ("MCE Joint Powers Agreement"); and,

**WHEREAS**, on February 2, 2010, the California Public Utilities Commission certified the "Implementation Plan" of MCE, confirming MCE's compliance with the requirements of the Act; and,

MCE members include the following communities: the County of Marin, the County of Contra Costa, the County of Napa, the City of American Canyon, the City of Belvedere, the City of Benicia, the City of Calistoga, the City of Concord, the Town of Corte Madera, the Town of Danville, the City of El Cerrito, the Town of Fairfax, the City of Lafayette, the City of Larkspur, the City of Martinez, the City of Mill Valley, the Town of Moraga, the City of Napa, the City of Novato, the City of Oakley, the City of Pinole, the City of Pittsburg, the City of San Ramon, the City of Richmond, the Town of Ross, the Town of San Anselmo, the City of San Pablo, the City of San Rafael, the City of Sausalito, the City of St. Helena, the Town of Tiburon, the City of Walnut Creek, and the Town of Yountville; and

**WHEREAS**, requested membership in MCE was made by the County of Solano on September 11, 2018; and,

**WHEREAS**, the ordinance approving membership in MCE was made by the County of Solano September 25, 2018, and,

**WHEREAS**, the applicant analysis for the County of Solano was completed on October 15, 2018, and yielded a positive result;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, by the Board of Directors of MCE that the County of Solano is approved as a member of MCE.

**PASSED AND ADOPTED** at a regular meeting of the MCE Board of Directors on the eighteenth day of October 2018 by the following vote:

APPROVED

OCT 18 2018

MARIN CLEAN ENERGY

	AYES	NOES	ABSTAIN	ABSENT
County of Marin	✓			
Contra Costa County				✓
County of Napa				✓
City of American Canyon				✓
City of Belvedere	✓			
City of Benicia	✓			
City of Calistoga				✓
City of Concord	✓			
Town of Corte Madera	✓			
Town of Danville				✓
City of El Cerrito	✓			
Town of Fairfax	✓			
City of Lafayette	✓			
City of Larkspur	✓			
City of Martinez				✓
City of Mill Valley				✓
Town of Moraga	✓			
City of Napa				✓
City of Novato				✓
City of Oakley				✓
City of Pinole	✓			
City of Pittsburg				✓
City of San Ramon				✓
City of Richmond	✓			
Town of Ross	✓			
Town of San Anselmo	✓			
City of San Pablo				✓
City of San Rafael	✓			
City of Sausalito	✓			
City of St. Helena				✓
Town of Tiburon				✓
City of Walnut Creek	✓			
Town of Yountville				✓



KATE SEARS, CHAIR

ATTEST:



DAWN WEISZ, SECRETARY

**PUBLIC UTILITIES COMMISSION**

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



February 19, 2019

Dawn Weisz  
Chief Executive Officer  
Marin Clean Energy  
1125 Tamalpais Ave, San Rafael, CA 94901

**RE: Letter Certifying Marin Clean Energy Implementation Plan and Statement of Intent**

Dear Ms. Weisz:

The California Public Utilities Commission's Energy Division has reviewed Marin Clean Energy's Implementation Plan and Statement of Intent, which was submitted to us on November 20, 2018, to begin service in the unincorporated areas of Solano County effective April 2020.

Pursuant to Public Utilities Code Section 366.2 (c)(7), within 90 days after the Community Choice Aggregator (CCA) establishing load aggregation files an Implementation Plan, the Commission is required to certify that it has received the Implementation Plan, including any additional information necessary to determine a cost-recovery mechanism.

Public Utilities Code Section 366.2 (c)(3) requires a CCA Implementation Plan to contain all of the following:

- A) An organizational structure of the program, its operations, and its funding.
- B) Rate setting and other costs to participants.
- C) Provisions for disclosure and due process in setting rates and allocating costs among participants.
- D) The methods for entering and terminating agreements with other entities.
- E) The rights and responsibilities of program participants, including, but not limited to, consumer protection procedures, credit issues, and shutoff procedures.
- F) Details regarding the termination of the program.
- G) A description of the third parties that will be supplying electricity under the program, including, but not limited to, information about financial, technical and operational capabilities.



Pursuant to Public Utilities Code Section 366.2 (c)(4), a CCA is also to prepare and provide for all of the following:

- A) A statement of intent; and
- B) Provision(s) that provide for:
  - 1) Universal access;
  - 2) Reliability;
  - 3) Equitable treatment of all classes of customers; and
  - 4) Compliance with any legal requirements concerning aggregated service.

The Commission hereby certifies that the Implementation Plan and Statement of Intent submitted by the Marin Clean Energy contain the information required by Public Utilities Code Section 366.2 (c). Should there be any modification to the Implementation Plan, including but not limited to the start date, anticipated load and phase-in schedule, Marin Clean Energy shall submit an updated Implementation Plan to the Commission in the same manner it submitted the original plan, including the appropriate service lists.

Pursuant to P.U. Code Section 366.2 (c)(7), the Commission is required to provide Marin Clean Energy with “its findings regarding any cost recovery that must be paid by customers of the community choice aggregator to prevent a shifting of costs as provided for in P.U. Code Section 366.2 subdivisions (d), (e) and (f).” The costs referenced in P.U. Code Section 366.2 subdivisions (d), (e) and (f) are recovered via separate charges for: (1) Power Charge Indifference Adjustment (per kWh); (2) DWR Bond Charge (per kWh); and (3) Competition Transition Charge (CTC) (per kWh). By this letter, the Commission informs Marin Clean Energy that these costs are identified on each of Pacific Gas and Electric’s customer-class-specific tariff sheets, in the “Special Conditions” section, sub-section “Billing,” in the section labeled “Direct Access (DA) and Community Choice Aggregation (CCA) customers” and in the column labeled “Community Choice Aggregation Cost Responsibility Surcharge (CCA CRS).”

Sincerely,

 FOR

Edward Randolph  
Director, Energy Division  
California Public Utilities Commission

cc:

Matt Gonzales ([mrgg@pge.com](mailto:mrgg@pge.com))

Lorena Ponce ([Lorena.Ponce@pge.com](mailto:Lorena.Ponce@pge.com))

Mitchell Shapson ([Mitchell.Shapson@cpuc.ca.gov](mailto:Mitchell.Shapson@cpuc.ca.gov))

Ehren Seybert ([Ehren.Seybert@cpuc.ca.gov](mailto:Ehren.Seybert@cpuc.ca.gov))





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	12	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	County Counsel
<b>File #:</b>	19-289	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider the Claim for Refund of Taxes of Chatfield Properties II, L.P., in the total amount of \$76,379.38 in special assessments levied by the Reclamation District No. 501; and Authorize the Auditor-Controller to pay the refund from such available funds as the District may have on deposit in the County treasury		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Link to Exhibit A - Claim for Refund, B - Exhibit B - District 2018 Letter, C - Exhibit C - District 2010 Letter, D - Exhibit D - Supporting Information		

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

Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board grant the refund of Chatfield Properties II, L.P. (Claimant") in the amount of \$76,379.38 in special assessments levied by the Reclamation District No. 501 ("District") and authorize the Auditor-Controller to pay the refund from such available funds as the District may have on deposit in the County treasury.

### **SUMMARY:**

Under the circumstances presented by this claim, only the Board of Supervisors can order a refund of taxes. In making this determination, the Board acts in a judicial capacity. Because the District is considered a revenue district as defined in Revenue and Taxation Code section 122, the Board may grant the refund claim of the Claimant since the District erroneously assessed the property as residential rather than agricultural. [Revenue and Taxation Code sections 5096 and 5099.]

Further, the Board may authorize the Auditor-Controller to pay the refund from a warrant drawn upon such available funds as the District may have on deposit in the County treasury, or in the event such funds are insufficient, then out of such funds subsequently accruing to the District and on deposit in the County treasury.

### **FINANCIAL IMPACT:**

Any refund ordered by the Board with respect to the District will not come from County funds. Rather, since the District is a revenue district any refund will be paid from the available funds as the District may have on deposit in the County treasury.

Under Revenue and Taxation code section 5097 (a) (2), the Board may refund amounts that were paid within

four years of the claim filing date.

**DISCUSSION:**

On December 7, 2018, Claimant filed its claim for a refund of the over payment of the District's special assessments levied and paid for in assessment years 2014/15 through 2017/18, in the aggregate amount of \$76,379.38. [Exhibit A]

Because the District authorizes Solano County officers to collect and pay special assessments, upon receipt of the payoff amounts, the County distributed the special assessment amounts to the District.

Claimant asserts that Assessor's Office and the District and its agents failed to correct the improper land use classification that occurred in in the 2010/2011 tax year and that this failure has resulted in the erroneous assessments since then.

Claimant owns approximately 153.63 acres in Reclamation District 501, including 150.13 acres located on APN 0042-220-160 ["the property"]. The property is a vineyard, improved with a single-family home, a detached 3-car garage, a horse barn and a metal farm building. For the assessment years 2013/2014 through 2018/2019, the Claimant's property was specially assessed based upon a residential use classification and not an agricultural use.

In August 2018, the District submitted its Special Assessment Number 7919, and listed the assessment for the property in the amount of \$25,820.32. On September 4, 2018, the District advised the Auditor-Controller that the property should have been assessed at \$6,227. 96 and requested that the special assessment of the property be reduced by \$19,592.36 for the current assessment year, which properly reflects the agricultural use. The Auditor-Controller processed the special assessment correction. A copy of the District's 2018 letter is attached as Exhibit B.

A strikingly similar special assessment correction to the same property [different owners] was processed by the Auditor-Controller at the request of the District in assessment year 2010/2011. The correction accurately reflected the agricultural use of the property. A copy of the District's 2010 letter is attached as Exhibit C.

The Solano County Property Tax System only allows one internal code to be inputted at a time. Since assessment year 2014/2015, the use code for the property has been an agricultural designation, 5053 - Vineyard, as reflected in the attached screen shots and explanatory emails as Exhibit D.

For reasons unclear, the same erroneous assessment for the assessment years 2014/2015 to 2017/2018 recurred as to the property - there was no assessment placed on the tax bill for 2013/2014.

The right to a refund of taxes is purely statutory and governed by specific provisions in the Revenue and Taxation Code, specifically sections 5096 through 5107. "By enacting sections 5096 through 5107, the Legislature established in the Revenue and Taxation Code an entire procedure for the consideration of tax refund claims by the board of supervisors, complete and separate and independent of any other statutory procedure." *Signal Oil & Gas Co. v. Bradbury* (1960) 183 Cal.App.2d 40, 46.]

Rev.& Tax. Code, § 5096 authorizes the refund of taxes in certain situations, including taxes paid that were erroneously or illegally collected.

Rev. & Tax. Code, § 5099 provides that any refund ordered by the board of supervisors may include taxes and assessments collected by county officers for a revenue district.

Rev. & Tax. Code, § 121 defines taxing agency including every district that assesses property for taxation

purposes and levies taxes or assessments on the property so assessed. Rev. & Tax. Code, § 122 defines a “revenue district” as including every district for which the county officers assess and collect taxes or assessments. As the Attorney General noted these two sections are mutually exclusive and that a taxing agency becomes a revenue district when it transfers these functions to the county. [ 59 Ops. Cal. Atty. Gen. 329, 331 (1973).] The opinion concludes, “A ... district cannot logically be both a “taxing agency” and a “revenue district” with respect to a particular year’s taxes on a specific parcel.” [*id.*]

Reclamation District 501 is a revenue district and collects its assessments by way of the tax bill issued by the Solano County Tax Collector. The assessments appear as a separate item on the tax bill and are collected at the same manner as the county ad valorem property taxes.

Under Water Code section 50904, on or before August 1 of each year, the District must certify to the Auditor-Controller the assessments to be collected. When the District submits its Special Assessment No. 7919 to the Auditor-Controller, it provides the assessor’s parcel number (APN), the amount and the special assessment number. Since the County merely acts as a collection agency for the District, the District is responsible for making sure that its data is correct.

In summary, the Assessor’s Office determines the *taxable assessed value of the property*, which it has been accurately doing for the assessment years in question. However, the *special assessment* is independently determined by the District and its Board of Trustees and placed separately on the tax bill. This is known as a “fixed charge” and not based on the Assessor-determined taxable assessed value.

While the Board of Supervisors makes the order that taxes shall be refunded, the refund order may “include county taxes and taxes collected by county officers for a ... revenue district.” [§ 5099.] Since the District is a revenue district, section 5101 provides in pertinent part:

“Refunds ordered by the board of supervisors ... in respect of county taxes shall be paid by warrant drawn upon the appropriate fund by the county auditor. *Refunds ordered in respect of revenue districts ... may be paid by warrant drawn by the county auditor, upon such available funds, if any, as the revenue district may have on deposit in the county treasury, or in the event such funds are insufficient, then out of the funds subsequently accruing to such revenue district in the county treasury.*” [Emphasis added.]

In requesting the special assessment correction to the property in 2010 and 2018, the District admits the classification error resides with its mandatory reporting requirements under Water Code section 50904.

In essence, the District was unjustly enriched at the expense of the Claimant taxpayer. Since Reclamation District 501 is the entity that erroneously received the tax revenues, it is ultimately responsible for the refund.

We recommend that:

1. The Board order the refund to Claimant in the amount of \$76,379.38, plus interest, if any.
2. The Board order the Auditor-Controller to pay the refund from a warrant drawn upon the District’s Fund in the County treasury, or in the event such funds are insufficient, then out of such funds subsequently accruing to the District and on deposit in the County treasury.

#### **ALTERNATIVES:**

The Board may reject the refund claim; however, this will probably result in the Claimant filing an action to recover the refund and naming the County and the Board as necessary parties, as authorized and mandated by Rev. & Tax. Code, § 5148.

Curiously, the District's Board of Trustees can order the refund of any assessment erroneously made by reason of inadvertence or clerical mistake at any time after its payment. [Wat. Code, § 51870.]

**OTHER AGENCY INVOLVEMENT:**

The Auditor-Controller, Assessor-Recorder, and Treasurer-Tax Collector-County Clerk assisted in preparing this item and endorses our recommendation.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

Item # 12  
File # 19-289

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.

[Exhibit A - Refund claim](#)

## Exhibit B

Craig Nakahara, Chairman  
Edward Hechtman, Trustee  
Gary Williamson, Trustee

**RECLAMATION DISTRICT NO. 501**  
**RYER ISLAND**  
3554 State Highway 84  
Walnut Grove, CA 95605  
(916) 775-1411

Michael J. Van Zandt, Counsel  
Stacey Boyd, Superintendent  
Christopher H. Neudeck, Engineer

4 September 2018

Rosemary Bettencourt  
Chief Deputy Auditor-Controller  
Solano County Auditor-Controller's Office  
675 Texas Street, Suite 2810  
Fairfield, CA 94533

SENT VIA EMAIL

Re: Assessment Adjustment for Reclamation District 501 – Ryer Island, Fund No. 7919,  
FY2018-19


Dear Ms. Bettencourt,

Reclamation District 501 – Ryer Island, submitted a Special Assessment for Fund No. 7919, FY2018-19. At this time we would like to submit an assessment correction to one parcel within the District Boundary.

APN 0042-220-160, owned by Chatfield Properties II LP, was assessed in the amount of \$25,820.32; however, the property should have been assessed in the amount of \$6,227.96. I am requesting the Special Assessment for APN 0042-220-160 be reduced by \$19,592.36 for the current assessment year (FY2018-19) to a total of \$6,227.96.

If you have any questions, or need additional information, please feel free to contact me. If I am unavailable, please contact Mike Conrad with Kjeldsen, Sinnock and Neudeck, Inc., and he would be happy to assist you as well. 209/946-0268.

Cordially,

  
Stacey T. Boyd, Superintendent  
Reclamation District 501

ARC # 2018001123

RB 9/27/18

Cc via email: Gilda Sanga, Solano County Accountant-Auditor  
Carey Madill & Chuck Chatfield  
RD501 Trustees  
Michael VanZandt, RD501 Counsel  
Chris Neudeck, RD501 Engineer

**Bunting, Dennis W.**

**From:** Bettencourt, Rosemary  
**Sent:** Friday, October 5, 2018 4:17 PM  
**To:** Bunting, Dennis W.  
**Cc:** Taynton, Phyllis  
**Subject:** RE: Re: Call Regarding Reclamation District 501 Assessment  
**Attachments:** doc01834920180927115422.pdf; doc01847120181005161138.pdf

We processed a special assessment correction for FY 18/19 per a letter we received from the Reclamation District (attachment #1). The taxpayer will receive a corrected 18/19 secured bill within two weeks. The original charge the district provided us was \$25,820.32 which was reduced to \$6,227.96.

Situation Address		Etal Name/Assessee Mailing Address	
<b>0042-220-160</b>		<b>Chatfield Properties II LP</b>	100.00 % SA
4868 State Highway 84 Unincorporated		Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240	
TRA : 84019			

Secured Arc Information		ARC - 2018001123 Asmt Yr - 2018/19			
Correction Type - Special Assessment/Bond		Approved-Pending Extension			
ARC Number	2018001123	Prior Values	New Values	Val Change	Net Change
Fiscal Year	2018/19	TRA 84019	84019	n/a	n/a
Origin	Auditor	Land Value 299,828	299,828	0	0
		Imp Value 744,356	744,356	0	0
Newbill	Required	Min Rights 0	0	0	0
		Trees&Vines 0	0	0	0
Date Entered	09/27/2018	Personalty 0	0	0	0
Date App'd	10/03/2018	Fixtures 0	0	0	0
		Penalty 0	0	0	0
Created By	AU24	HO Exm 0	0	0	0
ID Change	AU24	NPR Exm 0	0	0	0
Asr Approved		SSR Exm 0	0	0	0
Aud Approved	AU24	Total Value 1,044,184	1,044,184	0	0
Exem Approved		Total Exm 0	0	0	0
Esc Note Date	n/a	Net Value 1,044,184	1,044,184	0	0
Remarks - Adjust Lien #7919 Per Letter From Reclamation Dist No. 501 Dtd 9/4/18					

R&T Code Description	
Code	Description
90	4880 Correction To Roll

Special Assessments						
Roll Yr	Process	Fund	Type	Prior Value	New Value	Net Change
2018/19	Change	7919	Non Bond	\$25,820.32	\$6,227.96	\$-19,592.36
End of Listing						



Also, in 2010/11 a correction was processed requested by the district (attachment #2) with an original amount of \$21,277.18 corrected to \$4,255.43.

Situs Address		Etal Name/Assessee Mailing Address	
<b>0042-220-160</b>		<b>Chatfield Properties II LP</b> 100.00 % SA	
4868 State Highway 84 Unincorporated		Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240	
TRA : 84019			

Secured Arc Information		ARC - 2010003748 Asmt Yr - 2010/11	
<b>Correction Type - Special Assessment/Bond</b>			
<b>ARC Number</b>	2010003748	<b>Prior Values</b>	<b>New Values</b>
<b>Fiscal Year</b>	2010/11	<b>Val Change</b>	<b>Completed</b>
<b>Origin</b>	Auditor	<b>Net Change</b>	
<b>Newbill</b>	Completed		
<b>Date Entered</b>	11/22/2010		
<b>Date Appr'd</b>	11/30/2010		
<b>Created By</b>	AU20		
<b>ID Change</b>	AU20		
<b>Asr Approved</b>			
<b>Aud Approved</b>	AU20		
<b>Exem Approved</b>			
<b>Esc Note Date</b>	n/a		
<b>Remarks -</b>	Processing Error		

R&T Code Description	
<b>Code</b>	<b>Description</b>
81	4831 Processing Error

Special Assessments						
<b>Roll Yr</b>	<b>Process</b>	<b>Fund</b>	<b>Type</b>	<b>Prior Value</b>	<b>New Value</b>	<b>Net Change</b>
2010/11	Change	7919	Non Bond	\$21,277.18	\$4,255.43	\$-17,021.75
<b>End of Listing</b>						

Thx

Rosemary C. Bettencourt  
Deputy Auditor-Controller  
Property Tax Division 784-6413

**From:** Bunting, Dennis W.  
**Sent:** Friday, October 05, 2018 3:30 PM  
**To:** Bettencourt, Rosemary  
**Cc:** Taynton, Phyllis  
**Subject:** RE: Re: Call Regarding Reclamation District 501 Assessment

Rosemary:

I will respond.

## Exhibit C

**RECLAMATION DISTRICT 501**

3554 State Highway 84  
Walnut Grove, CA 95690  
916/775-1411 fax 916/775-1557  
rd501@riverdeltawireless.com

1125-0371

November 19, 2010

Mr. Jun Adeva  
Chief Deputy Auditor-Controller  
Solano County Auditor-Controller's Office  
675 Texas Street, Suite 2800  
Farfield, CA 94533

Re: Assessment Adjustment for Reclamation District 501 – Ryer Island, Fund No. 7919

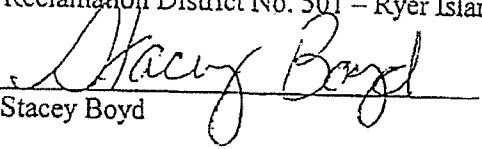
Dear Mr. Adeva,

Reclamation District No. 501 – Ryer Island submitted a Special Assessment for Fund Number 7919. At this time we would like to submit an assessment correction to one parcel within the District Boundary.

APN 0042-220-16-0, owned by John and Kathy Brimmer, was assessed in the amount of \$21,277.18 however; the property should have been assessed in the amount of \$4,255.43. I would like to request the special assessment for APN 0042-220-16-0 be reduced by \$17,021.75 for the current assessment year to a total of \$4,255.43.

If you have any questions, or need additional information or documentation to correct this discrepancy, please give me a call. If I am unavailable, please call Kimberly Maynard with Kjeldsen, Sinnock & Neudeck, Inc., and she would be happy to answer questions as well. (209) 946-0268.

Sincerely,  
Reclamation District No. 501 – Ryer Island

  
Stacey Boyd

cc:  
Kimberly Maynard  
Mr. & Mrs. Brimmer

Attachment 3



Per your t-call query to Ms Taynton

Monday, November 29, 2010 1:46 PM

From: "Adeva, Jun" <JGAdeva@solanocounty.com>

To: kathybrimmer@yahoo.com

Cc: "Taynton, Phyllis" <PTaynton@solanocounty.com>

1 File (109KB)



Brimmer...

Hello Ms Kathy Brimmer.

This has reference to your telephone call query to Ms Phyllis Taynton, Asst. Auditor-Controller regarding the corrections made by our office to your property. Attached you will find a print screen from the county's SCIPS (Property Tax System) which shows the information you need to confirm that the corrections requested by Reclamation District 501 about their erroneous assessment to your property is done.

Please direct your attention to the items I encircled. The ARC Number 2010003748 is the document number which is created whenever a required action is initiated to the taxpayer's record. The "Remarks" says it is a *Processing Error* made by the district. The one below shows the "Net Change" of \$17,021.75 which is the amount deducted from your original tax bill.

A new corrected tax bill should be coming soon.

Any questions please call me...

Thanks

Jun

Jun Adeva  
Chief Deputy Auditor-Controller  
Property Tax and Grants Division  
Solano County Auditor-Controller's Office Annex  
675 Texas Street, Suite 2810  
Fairfield, CA 94533  
Tel. Nos. (707) 784-3418/ (707) 784-6283  
Fax No. (707) 784-9006  
email: jgadeva@solanocounty.com

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Situs Address	Etal Name/Assessee Mailing Address
0042-220-160	Brimmer John TR 0.00 % SA
	Brimmer Kathy TR 0.00 % ET
4868 State Highway 84	
Unincorporated <input type="checkbox"/>	Brimmer John TR
	Po Box 1055
TRA : 84019	Rio Vista CA 94571 <input type="checkbox"/>

Secured Arc Information		Pending Auditor Approval		
Correction Type - Special Assessment/Bond				
ARC Number	2010003748	Prior Values	New Values	Net Change
Fiscal Year	2010/11	Tax Rate Area	84019	84019 n/a
Origin	Auditor	Land Value	\$253,656	\$253,656 \$0
		Improvement Value	\$144,304	\$144,304 \$0
Newbill	Required	Mineral Rights	\$0	\$0 \$0
		Trees & Vines	\$0	\$0 \$0
Date Entered	11/22/2010	Personalty	\$0	\$0 \$0
Date Appr'd	n/a	Fixtures	\$0	\$0 \$0
		Penalty	\$0	\$0 \$0
Created By	AU20	Home Owner Exm	\$0	\$0 \$0
ID Change	AU20	Non-Profit Exm	\$0	\$0 \$0
Asr Approved		Soldier/Sailor Exm	\$0	\$0 \$0
Aud Approved		Total Value	\$397,960	\$397,960 \$0
Exem Approved		Total Exemption	\$0	\$0 \$0
		Net Value	\$397,960	\$397,960 \$0
Remarks - Processing Error				

R&T Code Description	
Code	Description
81	4831 Processing Error

Special Assessments						
Roll Yr	Process	Fund	Type	Prior Value	New Value	Net Change
2010/11	Change	7919	Non Bond	\$21,277.18	\$4,255.43	\$-17,021.75
End of Listing						

<a href="#">Help</a> • <a href="#">Contact</a> • <a href="#">Print</a> • <a href="#">E-Mail</a>
---

## Exhibit D

## **Bunting, Dennis W.**

---

**From:** Wolk, Daniel M.  
**Sent:** Monday, November 5, 2018 12:06 PM  
**To:** smalcoun@mayallaw.com  
**Cc:** Bunting, Dennis W.; Tonnesen, Marc C.  
**Subject:** FW: Rec Dist 501 & APN 0042-220-160 Chatfield Properties  
**Attachments:** doc20181005123102.pdf

Mr. Malcoun:

We are in receipt of your most recent Public Records Act request, dated October 31, 2018. You have requested certain "screenshots" you discussed with Kathy Dossa of the Assessor's Office.

The attached documents and the email below are the records responsive to your request.

Please let me know if you should have any questions.

Thank you,

Daniel M. Wolk  
Deputy County Counsel  
Solano County  
675 Texas Street, Suite 6600  
Fairfield, CA 94533  
Phone: 707-784-6140  
Fax: 707-784-6862

-----Original Message-----

**From:** Bunting, Dennis W.  
**Sent:** Monday, November 5, 2018 11:32 AM  
**To:** Wolk, Daniel M. <DMWolk@SolanoCounty.com>  
**Subject:** FW: Rec Dist 501 & APN 0042-220-160 Chatfield Properties

-----Original Message-----

**From:** Dossa, Kathy L.  
**Sent:** Friday, October 5, 2018 12:47 PM  
**To:** Bunting, Dennis W. <DWBunting@SolanoCounty.com>  
**Cc:** Dossa, Kathy L. <KLDossa@SolanoCounty.com>  
**Subject:** Rec Dist 501 & APN 0042-220-160 Chatfield Properties

Hi Denny,

Attached are screen shots of the 3 APNs owned by Chatfield Properties. The main APN is 0042-220-160 and is under a Williamson Act contract.

There are improvements on the property : A Single family home, Det 3-car garage, Horse Barn , Metal farm building , etc...

Use Codes are internal department codes used for assessment purposes only and are not related to Zoning Codes.

Use Code 5053 is Vineyard

Use Code 5052 is Row crop

Use Code 9700 is below minimum value

Please call if you need further details,

Thanks,

Kathy Dossa  
Asst. Assessor/Recorder  
Solano County  
kldossa@solanocounty.com

-----Original Message-----

From: FFARK003@solanocounty.com [mailto:FFARK003@solanocounty.com]

Sent: Friday, October 5, 2018 12:31 PM

To: Dossa, Kathy L. <KLDossa@SolanoCounty.com>

Subject: Scan from Taskalfa 3011i

-----



**Bunting, Dennis W.**

---

**From:** Dossa, Kathy L.  
**Sent:** Friday, October 5, 2018 12:47 PM  
**To:** Bunting, Dennis W.  
**Cc:** Dossa, Kathy L.  
**Subject:** Rec Dist 501 & APN 0042-220-160 Chatfield Properties  
**Attachments:** doc20181005123102.pdf

Hi Denny,

Attached are screen shots of the 3 APNs owned by Chatfield Properties. The main APN is 0042-220-160 and is under a Williamson Act contract.

There are improvements on the property : A Single family home, Det 3-car garage, Horse Barn , Metal farm building , etc...

Use Codes are internal department codes used for assessment purposes only and are not related to Zoning Codes.

Use Code 5053 is Vineyard  
Use Code 5052 is Row crop  
Use Code 9700 is below minimum value

Please call if you need further details,

Thanks,

Kathy Dossa  
Asst. Assessor/Recorder  
Solano County  
1-707-784-6231  
kldossa@solanocounty.com

-----Original Message-----

From: FFARK003@solanocounty.com [mailto:FFARK003@solanocounty.com]  
Sent: Friday, October 5, 2018 12:31 PM  
To: Dossa, Kathy L. <KLDossa@SolanoCounty.com>  
Subject: Scan from Taskalfa 3011i

-----

675 Texas Street, Suite 6600  
Fairfield, CA 94533  
Phone: 707-784-6150  
Fax: 707-784-6862

---

**From:** Dossa, Kathy L.  
**Sent:** Tuesday, October 23, 2018 5:01 PM  
**To:** Wolk, Daniel M. <[DMWolk@SolanoCounty.com](mailto:DMWolk@SolanoCounty.com)>  
**Cc:** Tonnesen, Marc C. <[MCTonnesen@SolanoCounty.com](mailto:MCTonnesen@SolanoCounty.com)>  
**Subject:** PRA 501 Reclamation District/ Chatfield Properties L.P.

Hi Dan,  
Attached are the screen shots of the 10 yr. assessment history regarding the Chatfield Properties L.P.

Chatfield properties purchased the properties (3 APNs) August 22, 2013 and in processing the transfer, this office captured all of the available data included in the purchase which included a home, garage and several out bldgs.

The Solano County Property Tax System only allows **one internal use code to be input at a time.**

As you can see , since 2014/15 the use code has been an agricultural designation.

5052 is Row Crop  
5053 is Vineyard  
1012 Rural Single Family Residence- used in 2013 to capture the data regarding the SFR and outbuildings.

I do not have any record of the 501 Reclamation district agency requesting assessment roll data but they could have received assessment data from other sources.

Thanks for your help,

Kathy Dossa  
Asst. Assessor/Recorder  
Solano County  
1-707-784-6231  
[kldossa@solanocounty.com](mailto:kldossa@solanocounty.com)

-----Original Message-----

From: [FFARK003@solanocounty.com](mailto:FFARK003@solanocounty.com) [<mailto:FFARK003@solanocounty.com>]

Sent: Tuesday, October 23, 2018 4:45 PM  
To: Dossa, Kathy L. <[KLDossa@SolanoCounty.com](mailto:KLDossa@SolanoCounty.com)>  
Subject: Scan from Taskalfa 3011i

-----

Situs Address	Etal Name/Assessee Mailing Address
0042-220-160	Chatfield Properties II LP 100.00 % SA
4868 State Highway 84 Unincorporated	Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240
TRA : 84019	

Property Information - Roll Being Prepared		SSN
Land Value \$299,828	Acres 150.13	TRA Chg 200507 Valued By HP3K - 06/19/18
Improvements \$744,356	Lot SqFt 6,539,662	TRA 84019 Exempt By
Trees and Vines \$0	Units 0	TRA Last 84019 Census 2535.000
Personalty \$0	GovtOwn NO	TRA Year 0506 Record Map
Fixtures \$0	CIP Code NO	TaxRoll CIP NO Bill Control NR
Penalties \$0	Spec Stat NO	Sublink 0 Late File 00
Total Value \$1,044,184		
Exemption - NA \$0	Description 5053 - Vineyard	
Net Total \$1,044,184	Subdivison	
Created By Not Coded BOP-On //0		
Unit: n/a	Lot: n/a	
Block: n/a	Sublot: n/a	

Property Characterisitcs			
Quality Class	6.0	Year Built/Eff Age	1954 / 1954
Lot Description			
Floor Area	Rooms	Features	
1st Floor 840	Bedrooms 3	Fireplace 0	
2nd Floor 432	Baths 2.0	Central/Zoned Heat & Ac	
3rd Area 0	Dining Room Yes	Solar None	
Finished Basement 0	Family Room No	Swimming Pool None	
Add'l Area 0%	Utility Room Yes	Garage/Carport 854 / 0	
	Other Room 0	Non-Living Area 0	
Total Area 1,272	Total Rooms 7	Barn And Workshop 11,402	

SecRoll					
Auditor Information [ 2018/19 - 2004/05 ]					
	2013/14	2012/13	2011/12	2010/11	2009/10
Status	AC	AC	AC	AC	AC
Tax Rate Area	84019	84019	84019	84019	84019
TRA Last Year	84019	84019	84019	84019	84019
Use Code	1012	1000	5000	1000	1000
Govt Owned	NO	NO	NO	NO	NO
CIP Stat	NO	NO	NO	NO	NO
Exem Status	NA	NA	NA	NA	NA
Full Values					
Land	\$272,136	\$266,801	\$232,006	\$253,656	\$260,231
Improvements	\$213,689	\$209,499	\$145,391	\$144,304	\$144,647
Mineral Rights	\$0	\$0	\$0	\$0	\$0
Trees/Vines	\$0	\$0	\$0	\$0	\$0
Personalty	\$0	\$0	\$0	\$0	\$0
Fixtures	\$0	\$0	\$0	\$0	\$0
Penalties	\$0	\$0	\$0	\$0	\$0
Total Value	\$485,825	\$476,300	\$377,397	\$397,960	\$404,878
Exemptions	\$0	\$0	\$0	\$0	\$0
Net Total	\$485,825	\$476,300	\$377,397	\$397,960	\$404,878
End of Listing					

Situs Address	Etal Name/Assessee Mailing Address
0042-220-160	Chatfield Properties II LP 100.00 % SA
4868 State Highway 84 Unincorporated	Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240
TRA : 84019	

Property Information - Roll Being Prepared		SSN
Land Value \$299,828	Acres 150.13	TRA Chg 200507 Valued By HP3K - 06/19/18
Improvements \$744,356	Lot SqFt 6,539,662	TRA 84019 Exempt By
Trees and Vines \$0	Units 0	TRA Last 84019 Census 2535.000
Personalty \$0	GovtOwn NO	TRA Year 0506 Record Map
Fixtures \$0	CIP Code NO	TaxRoll CIP NO Bill Control NR
Penalties \$0	Spec Stat NO	Sublink 0 Late File 00
Total Value \$1,044,184		
Exemption - NA \$0	Description 5053 - Vineyard	
Net Total \$1,044,184	Subdivison	
Created By Not-Coded BOP On //0		
Unit: n/a Lot: n/a		
Block: n/a Sublot: n/a		

Property Characteristics			
Quality Class 6.0	Year Built/Eff Age 1954 / 1954	Lot Description	
Floor Area	Rooms	Features	
1st Floor 840	Bedrooms 3	Fireplace 0	
2nd Floor 432	Baths 2.0	Central/Zoned Heat & Ac	
3rd Area 0	Dining Room Yes	Solar None	
Finished Basement 0	Family Room No	Swimming Pool None	
Add'l Area 0%	Utility Room Yes	Garage/Carport 854 / 0	
	Other Room 0	Non-Living Area 0	
Total Area 1,272	Total Rooms 7	Barn And Workshop 11,402	

SecRoll					
Auditor Information [ 2018/19 - 2004/05 ]					
	2018/19	2017/18	2016/17	2015/16	2014/15
Status	AC	AC	AC	AC	AC
Tax Rate Area	84019	84019	84019	84019	84019
TRA Last Year	84019	84019	84019	84019	84019
Use Code	5053	5053	5053	5052	5052
Govt Owned	NO	NO	NO	NO	NO
CIP Stat	NO	NO	NO	NO	NO
Exem Status	NA	NA	NA	NA	NA
Full Values					
Land	\$299,828	\$375,531	\$426,435	\$452,266	\$426,087
Improvements	\$744,356	\$729,761	\$715,452	\$407,992	\$400,000
Mineral Rights	\$0	\$0	\$0	\$0	\$0
Trees/Vines	\$0	\$0	\$0	\$0	\$0
Personalty	\$0	\$0	\$0	\$0	\$0
Fixtures	\$0	\$0	\$0	\$0	\$0
Penalties	\$0	\$0	\$0	\$0	\$0
Total Value	\$1,044,184	\$1,105,292	\$1,141,887	\$860,258	\$826,087
Exemptions	\$0	\$0	\$0	\$0	\$0
Net Total	\$1,044,184	\$1,105,292	\$1,141,887	\$860,258	\$826,087
End of Listing					

Situs Address	Etal Name/Assessee Mailing Address		
<b>0042-340-010</b>	<b>Chatfield Properties II LP</b>	100.00 %	SA
No Situs record on file	<b>Chatfield Properties II LP</b> <b>19292 Atkins Rd.</b> <b>Lodi CA 95240</b>		
TRA : 84019			

Property Information - Roll Being Prepared						<b>SSN</b>	
Land Value	\$0	Acres	0.95	TRA Chg	200507	Valued By	HP3K - 06/19/18
Improvements	\$0	Lot SqFt	41,382	TRA	84019	Exempt By	
Trees and Vines	\$0	Units	0	TRA Last	84019	Census	2535.000
Personalty	\$0	GovtOwn	NO	TRA Year	0506	Record Map	
Fixtures	\$0	CIP Code	NO	TaxRoll CIP	NO	Bill Control	NR
Penalties	\$0	Spec Stat	NO	Sublink	0	Late File	00
Total Value	\$0						
Exemption - NA	\$0	Description	9700 - Taxable Below Minimum Value				
Net Total	\$0	Subdivison					
		Created By	Not Coded BOP On //0				
		Unit:	n/a	Lot:	n/a		
		Block:	n/a	Sublot:	n/a		

Property Characterisitcs
NO Property Characteristics Information Available

**SecRoll**

Auditor Information [ 2018/19 - 2004/05 ]					
	2013/14	2012/13	2011/12	2010/11	2009/10
Status	AC	AC	AC	AC	AC
Tax Rate Area	84019	84019	84019	84019	84019
TRA Last Year	84019	84019	84019	84019	84019
Use Code	9700	9700	9700	9700	9700
Govt Owned	NO	NO	NO	NO	NO
CIP Stat	NO	NO	NO	NO	NO
Exem Status	NA	NA	NA	NA	NA
	Full Values				
Land	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
Mineral Rights	\$0	\$0	\$0	\$0	\$0
Trees/Vines	\$0	\$0	\$0	\$0	\$0
Personalty	\$0	\$0	\$0	\$0	\$0
Fixtures	\$0	\$0	\$0	\$0	\$0
Penalties	\$0	\$0	\$0	\$0	\$0
Total Value	n/a	n/a	n/a	n/a	n/a
Exemptions	\$0	\$0	\$0	\$0	\$0
Net Total	\$0	\$0	\$0	\$0	\$0
End of Listing					

Situs Address	Etal Name/Assessee Mailing Address		
<b>0042-340-010</b>	<b>Chatfield Properties II LP</b>	100.00 %	SA
No Situs record on file	<u>Chatfield Properties II LP</u> <u>19292 Atkins Rd.</u> <u>Lodi CA 95240</u>		
TRA : 84019			

Property Information - Roll Being Prepared				SSN
Land Value	\$0	Acres	0.95	TRA Chg
Improvements	\$0	Lot SqFt	41,382	TRA
Trees and Vines	\$0	Units	0	TRA Last
Personalty	\$0	GovtOwn	NO	TRA Year
Fixtures	\$0	CIP Code	NO	TaxRoll CIP
Penalties	\$0	Spec Stat	NO	Sublink
Total Value	\$0			
Exemption - NA	\$0	Description	9700 - Taxable Below Minimum Value	
Net Total	\$0	Subdivison		
		Created By	Not Coded BOP On //0	
		Unit:	n/a	Lot: n/a
		Block:	n/a	Sublot: n/a

Property Characterisitcs
NO Property Characteristics Information Available

Auditor Information [ 2018/19 - 2004/05 ]					
	2018/19	2017/18	2016/17	2015/16	2014/15
Status	AC	AC	AC	AC	AC
Tax Rate Area	84019	84019	84019	84019	84019
TRA Last Year	84019	84019	84019	84019	84019
Use Code	9700	9700	9700	9700	9700
Govt Owned	NO	NO	NO	NO	NO
CIP Stat	NO	NO	NO	NO	NO
Exem Status	NA	NA	NA	NA	NA
	Full Values				
Land	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
Mineral Rights	\$0	\$0	\$0	\$0	\$0
Trees/Vines	\$0	\$0	\$0	\$0	\$0
Personalty	\$0	\$0	\$0	\$0	\$0
Fixtures	\$0	\$0	\$0	\$0	\$0
Penalties	\$0	\$0	\$0	\$0	\$0
Total Value	n/a	n/a	n/a	n/a	n/a
Exemptions	\$0	\$0	\$0	\$0	\$0
Net Total	\$0	\$0	\$0	\$0	\$0
End of Listing					

Situs Address	Etal Name/Assessee Mailing Address		
0042-350-010	Chatfield Properties II LP	100.00 %	SA
No Situs record on file	Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240		
TRA : 84019			

Property Information - Roll Being Prepared						SSN	
Land Value	\$0	Acres	2.55	TRA Chg	200507	Valued By	HP3K - 06/19/18
Improvements	\$0	Lot SqFt	111,078	TRA	84019	Exempt By	
Trees and Vines	\$0	Units	0	TRA Last	84019	Census	2535.000
Personalty	\$0	GovtOwn	NO	TRA Year	0506	Record Map	
Fixtures	\$0	CIP Code	NO	TaxRoll CIP	NO	Bill Control	NR
Penalties	\$0	Spec Stat	NO	Sublink	0	Late File	00
Total Value	\$0						
Exemption - NA	\$0	Description	9700 - Taxable Below Minimum Value				
Net Total	\$0	Subdivison					
		Created By	Not Coded BOP On //0				
		Unit:	n/a	Lot:	n/a		
		Block:	n/a	Sublot:	n/a		

Property Characterisitcs
NO Property Characteristics Information Available

Auditor Information [ 2018/19 - 2004/05 ]						<input type="button" value="Left"/> <input type="button" value="Right"/> <input type="button" value="First"/> <input type="button" value="Last"/>
	2013/14	2012/13	2011/12	2010/11	2009/10	
Status	AC	AC	AC	AC	AC	
Tax Rate Area	84019	84019	84019	84019	84019	
TRA Last Year	84019	84019	84019	84019	84019	
Use Code	9700	9700	9700	9700	9700	
Govt Owned	NO	NO	NO	NO	NO	
CIP Stat	NO	NO	NO	NO	NO	
Exem Status	NA	NA	NA	NA	NA	
	Full Values					
Land	\$0	\$0	\$0	\$0	\$0	
Improvements	\$0	\$0	\$0	\$0	\$0	
Mineral Rights	\$0	\$0	\$0	\$0	\$0	
Trees/Vines	\$0	\$0	\$0	\$0	\$0	
Personalty	\$0	\$0	\$0	\$0	\$0	
Fixtures	\$0	\$0	\$0	\$0	\$0	
Penalties	\$0	\$0	\$0	\$0	\$0	
Total Value	n/a	n/a	n/a	n/a	n/a	
Exemptions	\$0	\$0	\$0	\$0	\$0	
Net Total	\$0	\$0	\$0	\$0	\$0	
End of Listing						



Situs Address	Etal Name/Assessee Mailing Address
0042-350-010	Chatfield Properties II LP 100.00 % SA
No Situs record on file	Chatfield Properties II LP 19292 Atkins Rd. Lodi CA 95240
TRA : 84019	

Property Information - Roll Being Prepared		SSN
Land Value \$0	Acres 2.55 TRA Chg 200507	Valued By HP3K - 06/19/18
Improvements \$0	Lot SqFt 111,078 TRA 84019	Exempt By
Trees and Vines \$0	Units 0 TRA Last 84019	Census 2535.000
Personalty \$0	GovtOwn NO TRA Year 0506	Record Map
Fixtures \$0	CIP Code NO TaxRoll CIP NO	Bill Control NR
Penalties \$0	Spec Stat NO Sublink 0	Late File 00
Total Value \$0		
Exemption - NA \$0	Description 9700 - Taxable Below Minimum Value	
Net Total \$0	Subdivison	
	Created By Not Coded BOP On //0	
	Unit: n/a	Lot: n/a
	Block: n/a	Sublot: n/a

Property Characterisitcs
NO Property Characteristics Information Available

SecRoll					
Auditor Information [ 2018/19 - 2004/05 ]					
	2018/19	2017/18	2016/17	2015/16	2014/15
Status	AC	AC	AC	AC	AC
Tax Rate Area	84019	84019	84019	84019	84019
TRA Last Year	84019	84019	84019	84019	84019
Use Code	9700	9700	9700	9700	9700
Govt Owned	NO	NO	NO	NO	NO
CIP Stat	NO	NO	NO	NO	NO
Exem Status	NA	NA	NA	NA	NA
	Full Values				
Land	\$0	\$0	\$0	\$0	\$0
Improvements	\$0	\$0	\$0	\$0	\$0
Mineral Rights	\$0	\$0	\$0	\$0	\$0
Trees/Vines	\$0	\$0	\$0	\$0	\$0
Personalty	\$0	\$0	\$0	\$0	\$0
Fixtures	\$0	\$0	\$0	\$0	\$0
Penalties	\$0	\$0	\$0	\$0	\$0
Total Value	n/a	n/a	n/a	n/a	n/a
Exemptions	\$0	\$0	\$0	\$0	\$0
Net Total	\$0	\$0	\$0	\$0	\$0
End of Listing					

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# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	13	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	County Administrator
<b>File #:</b>	19-261	<b>Contact:</b>	Matthew A. Davis, 784-6111
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution and receive a presentation proclaiming the week of April 7-13, 2019 as National Volunteer Week in Solano County (Chairwoman Hannigan)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution, B - Volunteer Hours and Descriptions		

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

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

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a resolution declaring National Volunteer Week and receive a presentation on community volunteer support efforts in County programs.

### **SUMMARY:**

April 7-13, 2019 is National Volunteer Week. During this time, we celebrate the spirit of service in America and honor those who demonstrate the great character of our country through acts of kindness, generosity and compassion by volunteering to help others. This year the Solano County Board of Supervisors will host a recognition ceremony on April 9 at 10:30 a.m. to honor the 2,263 volunteers who gave unselfishly of their time and expertise in 2018 to support County operations. Volunteers served County departments in areas as diverse as youth and family services, master gardeners, 4H leadership, libraries, fire protection, community health, open space, the arts, parks and recreation, transportation, senior citizens, resource conservation, public safety and emergency preparedness - totaling 79,554 hours.

An additional 2,308 Solano County volunteers participated in the national Coastal Clean Up day on Saturday, September 15, 2018 in Solano County - a one day event - that featured 64 cleanup sites, including Lake Berryessa. The Solano County Volunteer program partnered with the Solano Resource Conservation District to help cleanup beach and waterfronts around the County, accounting for an additional 6,924 hours of volunteer service.

### **FINANCIAL IMPACT:**

The cost of preparing and disseminating this resolution is included in the County Administrator's budget. The cost of the County hosted reception is modest and was included in the Promotions budget.

### **DISCUSSION:**

This year marks the 45th anniversary of the first National Volunteer Week, which was established by executive order by President Richard Nixon as an annual celebration of volunteerism and the people who volunteer. Since that time, each U.S. President, along with many governors, mayors and other elected officials, have signed a proclamation promoting National Volunteer Week.

Per the Bureau of Labor Statistics, the volunteer data shows that our nation's seniors lead the way in time spent volunteering, followed up by busy adults aged 35 to 54. Nationwide, more than 60 million Americans volunteered through or for an organization in 2018 with a volunteer rate of approximately 24.6 percent. Volunteers worked an estimated 7.8 billion hours and at an estimated value of \$185 billion dollars. Volunteering is central to the American character and is a fundamental expression of responsible citizenship.

This volunteer spirit benefits Solano County immensely, as volunteers expand the capacity of department's ability to provide programs and services to the community, whether that is teaching an adult how to read, cleaning up our waterfronts, assisting on search and rescue missions, sprucing up a local landmark, mentoring an incarcerated individual, helping preserve Solano County's rich history or serving on a local board or commission.

The range of active volunteers varies greatly in Solano County. Some volunteers spend an hour or two here and there, supporting an event or cause to which they are passionate, whereas others donate hundreds of hours a year to a single cause. In 2018, 2,263 individuals volunteered a combined 79,554 hours of their time to support Solano County programs and services in the community. Their efforts add up to the equivalent of more than 38 full-time County employees providing program support and services to the Solano community over the course of the year.

An additional 2,308 Solano County volunteers participated in the national Coastal Clean Up day on Saturday, September 15, 2018 in Solano County - a one day event - that featured 64 cleanup sites, including Lake Berryessa. The Solano County Volunteer program partnered with the Solano Resource Conservation District to help cleanup beach and waterfronts around the County, accounting for an additional 6,924 hours of volunteer service.

A complete list of County departments that use volunteers to support their operations and a sampling of the kind of work volunteers perform, benefiting the Solano community is attached.

#### **ALTERNATIVES:**

The Board could choose not to receive this presentation; however, this is not recommended because it provides an opportunity to pay tribute to the contributions of volunteers who make a difference in the quality of life across the county.

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

All County departments, including the Center for Volunteers and Nonprofit Leadership (CVNL) contributed to this report. Departments utilize volunteers to support their programs and services and appreciate the contributions that volunteers make toward ensuring Solano County is a great place to live, learn, work and play.

#### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

# Resolution No. 2019 -

## RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS DESIGNATING APRIL 7 - 13, 2019 AS NATIONAL VOLUNTEER WEEK IN SOLANO COUNTY

**WHEREAS**, during National Volunteer Week, we celebrate the spirit of service in America and honor those who demonstrate the great character of our country through acts of kindness, generosity, and compassion; and

**WHEREAS**, National Volunteer Week was created in 1974 when President Richard Nixon signed an executive order to establish the week as an annual celebration of volunteering, and every year since that time, each U.S. President, along with many governors, mayors and other elected officials, has signed a proclamation promoting National Volunteer Week; and

**WHEREAS**, volunteers perform valuable work every day across the county and commit to do more for their neighbors in need. The Bureau of Labor Statistics estimates about 60 million people volunteer through or for an organization in 2018 with a volunteer rate of approximately 24.6 percent – volunteering an estimated 7.8 billion hours; and

**WHEREAS**, in Solano County, 2,263 volunteers served a combined 79,544 hours in 2018, all in support of County operations, serving on boards and commissions, as master gardeners, 4H leaders, reading to children and adults, search and rescue, fire protection, community health, open space, the arts, parks and recreation, transportation, senior citizens, resource conservation, public safety and emergency preparedness; and

**WHEREAS**, an additional 2,308 Solano County volunteers participated in a one-day national Coastal Cleanup day, serving at 64 sites throughout Solano County, helping maintain our scenic waterways, including parts of Lake Berryessa, giving a one-day total of 6,924 hours; and

**WHEREAS**, when tallied up, volunteers gave the equivalent of 38 full-time County employees time to assist and serve others in Solano County in 2018, significantly enhancing the County's programs and services.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors pause in its deliberations to proclaim the week of April 7-13, 2019 as National Volunteer Week in the County of Solano.

**BE IT FURTHER RESOLVED**, that the Solano County Board of Supervisors salutes and commends the volunteers across this county for their countless contributions and urge all residents to continue upholding this volunteer spirit and answering the call to service.

Dated this 9<sup>th</sup> day of April, 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

## **ATTACHMENT B**

2019 National Volunteer Week  
Solano County Board of Supervisors  
April 9, 2019 Meeting | 19-261

### **Boards & Commissions**

There are a variety of boards and commissions in which members of the public volunteer their service by providing their expertise and unique perspectives that assist the County in serving the public. This year, 209 members served on 32 boards and committees, including:

- Agricultural Advisory Committee
- Airport Land Use Commission
- Alcohol & Drug Advisory Board
- Area Agency on Aging Serving Napa-Solano
- Arts Council
- California Medical Facility Advisory Board
- Cordelia Fire Protection District
- Dixon Fire Protection District
- Dixon Resource Conservation District
- Equal Employment Opportunity Committee
- Fair Board of Directors
- Historical Records Commission
- Library Advisory Council
- Local Child Care Planning Council
- Mental Health Advisory Board
- Montezuma Fire Protection District
- Nut Tree Airport Advisory Committee
- Park & Recreation Commission
- Senior Coalition of Solano County
- Silveyville Cemetery District
- Solano Commission for Women and Girls
- Solano County Library Foundation
- Solano Partnership Against Violence
- Solano Resource Conservation District
- Solano Subbasin Groundwater Sustainability Agency
- Solid Waste Independent Hearing Panel
- Suisun Fire Protection District
- Suisun Resource Conservation District
- Tri-City and County Citizens Advisory Committee
- Vacaville Fire Protection District
- Vacaville-Elmira Cemetery District
- Workforce Development Board

### **County Administrator's Office**

Eighty volunteers worked a combined 210 hours to support the Solano County exhibit at the 2018 California State Fair and the Solano County Fair. Volunteers greeted visitors, talked about the County, including agriculture, tourism, arts and entertainment. They also handed out tens of thousands of free Jelly Belly samples to children, adults and families. Because of their efforts, Solano County won the Gold Award and the Best use of Agricultural Products in an exhibit.

### **Center for Volunteers and Nonprofit Leadership – Day of Service Events**

The Solano County Volunteer program hosted six day of service events in Solano County in 2018, including the Earth Day cleanup event, consisting of 735 volunteers giving a combined 2,940 hours of service to helping cleanup parts of Solano County. Additionally, 2,308 volunteers participated in the national Coastal Cleanup Day in Solano County, giving 6,924 hours of time to help cleanup coastlines along 64 sites throughout Solano County, including portions of Lake Berryessa.

### **District Attorney**

Eighteen volunteers assisted the District Attorney's office with 4,651 hours of volunteer service in 2018. Whether as a post-bar or pre-bar intern, an attorney or investigative assistant, a volunteer to the support staff, or even one of the canine volunteers, these individuals augment the ability of the District Attorney's Office to provide services, such as legal research, responding to motions, assisting in misdemeanor and juvenile cases and helping discovery. All the volunteers provided at least 5 hours of service, fourteen provided more than 100 hours, eleven provided more than 300 hours and two individuals provided more than 500 hours.

### **General Services – Nut Tree Airport**

Forty-seven volunteers working with the General Services Airport division worked a combined 1,095 hours, including the Nut Tree Advisory Committee, Young Eagle Flights for Kids and Legends of Flight pancake breakfast. Volunteers worked an average of 25 hours.

### **General Services – Historical Records Collection and Preservation**

Seven volunteers worked 21 hours in support of the County's Historical Records Collection and its mission to preserve and assist the public in accessing historic records.

### **Health and Social Services – Behavioral and Mental Health Services**

Behavioral and Mental Health Services had nine volunteers serve a combined 1,036 hours supporting programs that serve under-represented populations, including women and children. Volunteers also helped recruit, interview and assist in training In Home Support Services (IHSS) caregivers, including making recommendations on how to improve the program.

### **Library and Literacy Services**

Combined, the Solano County Library and Literacy Services programs benefits the most from community volunteers – more than any other department, program or service. With an army of 423 volunteers, the Solano County Library and Literacy Services provided 31,188 hours of service in 2018. The Literacy Program is in its 25<sup>th</sup> year of helping adults improve reading, writing and English speaking skills in on-on-one or small group situations.

#### Other volunteer opportunities that benefit the eight libraries include:

- Art Class Coordinator: Host a series of art workshops at the library, teaching art techniques and strategies
- Bilingual Internet Docent: Help Spanish-speaking users navigate the Internet and online library resources
- Craft Assistant: Assist with some craft preparations for children's story times
- Events Helper: Provide support during community outreach events, such as free flu shots, back-to-school events, farmers markets and Earth Day events, educating attendees on the benefits of the Library services
- Grand People and Books: Volunteers of all ages share books and their love of reading with children visiting in the library

- Homework Help Coordinator: Help recruit young adults and adults to help tutor elementary and middle age students after school with their homework. Help facilitate pairing between tutors and students
- Library Buddy: "Bring the Library" to the homebound by delivering books and other library materials thus returning them to the library as needed
- PAWS: Children are invited to read their favorite book to a furry four-pawed friend, a registered therapy dog. The reader receives a free book. Volunteer does the record keeping and coordinates the attendees
- Storytime at the Mall: Volunteers assist with reading, singing and informing children and parents about Library Services at the Fairfield Solano Town Centre Mall.
- Lawyers in the Library: Local Lawyers offer free legal advice and referral. Lawyer consultations last up to 20 minutes. There is no "attorney client" relationship. Program is held in Vacaville and Vallejo Libraries
- Friends of the Library: They are a nonprofit organization that promotes reading and learning through sponsorship of quality library services and events. They raise money through their book sales to help sponsor many of the children's programs and family events throughout the year
- Library Foundation: The mission of the Solano County Library Foundation is to support the programs of the Solano County Library and literacy and lifelong learning needs of the community it serves
- Gadget Clinic volunteers help users navigate their gadgets giving technical help and answering questions about cell phones, tablets, computers, lap tops, Nooks, and Kindles
- Chess Club volunteers welcome everyone from beginners to seasoned players. Welcome beginners to seasoned players
- Writers Club volunteers lead a group of writers who encourage each other and give them advice on how to get started and get published
- Knit/Crochet/Quilt Club volunteers lead a group of crafters of varying experience

### **Probation and Juvenile Hall Services**

Twenty-five volunteers served a collective 1,877 hours to support Probation and Juvenile Hall services, including religious and church services, mentoring, asset building, assistance with school, career planning and more. Volunteers help support the departments goal of providing programs and services that help offenders change behavior and become productive members of the community.

### **Public Defender and Alternate Public Defender**

Two volunteers provided 450 hours to the Public Defender and Alternate Public Defender's Office in 2018, supporting attorneys with clients and casework.

### **Resource Management – Parks and Recreation**

The Solano County Parks and Recreation Division benefited from the work of 270 volunteers who contributed 8,269 hours of volunteer service between March 2018 and February 2019. The Solano County Parks Volunteer program included many volunteer efforts and events at Lake Solano Park, Sandy Beach and Lynch Canyon Open Space, coordinated through the efforts of the County's contracted Volunteer and Outreach Coordinator from the Solano Land Trust.

Many of the volunteers are trained docents and led monthly hikes: birds-of-prey (raptors) at Lynch Canyon, and creek birds and wildlife along the shores of Putah Creek at Lake Solano Park, and canoe tours that provide a unique way to see Lake Solano. Lake Solano volunteers built exhibits at the Lake Solano Nature Center. Lynch Canyon volunteers toiled away at fixing trails that had washed out, become overgrown with vegetation, or otherwise needing renovation.

These efforts both make the trails look more attractive and improve the public's safety on the well-traveled trails.

### **Resource Management – Integrated Waste Management**

The Department of Resource Management recruited 22 volunteers from Travis Air Force Base and the Solano community to aid the public at the County's Prescription Drug Take Back events in 2018. A total of 112 hours was spent helping the public properly get rid of their old, expired and un-wanted prescriptions in a safe and environmentally friendly way.

### **Sheriff – Coroner's Office / Office of Emergency Services**

The Sheriff's Office of Emergency Services (OES) volunteers are specifically trained or experienced volunteers who support the County's Emergency Operations Center (EOC) during activations, exercises and training programs, including search and rescue, the dive team and auxiliary communication services. Eighty-four volunteers gave 12,995 hours assisting OES staff in 2018, including thousands of hours in mutual support for the Butte County Camp Fire.

### **Sheriff – Coroner's Office / Animal Care Services**

The Sheriff's Office, Animal Care Services division is responsible for all the stray, injured and owner surrendered animals for the seven cities and unincorporated Solano County. Sixteen volunteers gave a combined 1,543 hours of community service in 2018 by helping shelter employees with the care and wellbeing of animals, including feeding, walking, socializing and assisting before, during and after adoption events.

### **Sheriff – Coroner's Office / Sheriff's Active Volunteer Experience (S.A.V.E.)**

This dynamic group of volunteers is utilized throughout the Sheriff's Office to assist staff with a wide variety of jobs and assignments, including Patrol Division (Citizen Patrol), Investigations Bureau, Administrative Services, Property and ID, Records and Warrants, Office of Professional Responsibility, Animal Services and the office of the Public Information Officer. Seventeen volunteers gave a combined 2,372 hours in 2018 to the S.A.V.E. program.

### **Veterans Services Office**

Seventeen volunteers gave a combined 3,415 hours in 2018 to help members of the Solano veteran's community gain access to the programs and services to which they are entitled because of their service to this country.

### **UC Cooperative Extension – 4H Youth Development and Master Gardener Programs**

The UC Cooperative Extension's volunteers service to the community as part of its 4-H Youth Development Program and Master Gardener programs. Volunteers serve in a variety of capacities, ranging project leaders, community club leaders, resource leaders and serving on the 4-H Leadership Council. Altogether, the 158 4-H volunteers have more than 1,047 combined years of volunteer service to the community. Although their exact number of hours was not tracked, it is estimated to be in the hundreds of thousands.

The 124 Master Gardener volunteers provided 7,380 hours of volunteer service, including research-based home gardening information to the public via workshops, events, school gardens, newsletters, blogs and hands-on demonstrations.





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	14	<b>Status:</b>	Closed Session
<b>Type:</b>	Closed Session	<b>Department:</b>	County Counsel
<b>File #:</b>	19-277	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	04/09/2019	<b>Final Action:</b>	
<b>Title:</b>	Public Employee Appointment: Agricultural Commissioner/Sealer of Weights & Measures		
	Public Employee Performance Evaluation: County Administrator		
	Public Employee Appointment: County Administrator		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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

Public Hearing Required? Yes ☐ No ☒

## 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: Agriculture Commissioner/Sealer of Weights & Measures
  - b. Title: County Administrator
- H. PUBLIC EMPLOYMENT (GC § 54957)
  - a. Title:
- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)
  - a. Title: County Administrator
- 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.)