

# **Solano County**

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



## **Agenda - Final**

**Tuesday, June 4, 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      **19-396**      Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Georgia Cochran, 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)

In-Home Supportive Services Authority representatives: Marc Fox, Gerald Huber, Nancy Huston and Birgitta E. Corsello. Employee organization: SEIU Local 2015

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

Conference with Legal Counsel - Potential Litigation: One case

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**

### District Attorney:

- 2        **19-423**        Adopt and present a resolution proclaiming June 2019 as Elder and Dependent Adult Abuse Awareness Month and June 15, 2019 as World Elder Abuse Awareness Day in Solano County (Supervisor Spering)

Attachments:    [A - Resolution](#)

### Board of Supervisors:

- 3        **19-419**        Adopt and present a resolution recognizing June 2019 as National Alzheimer's and Brain Awareness Month and June 21, 2019 as the "Longest Day" in Solano County (Supervisor Vasquez)

Attachments:    [A - Resolution](#)

- 4      **19-404**      Adopt and present a resolution recognizing June 2019 as Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month 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

### Board of Supervisors:

- 5      **19-405**      Authorize the County's contribution of \$5,000 from the General Fund contribution allocated to District 1 to benefit Meals on Wheels Solano County (\$750), Florence Douglas Senior Center (\$750), Vallejo Community Arts Foundation (\$500), Solano County Fair Association (\$750) Solano Pride (\$750), Genesis House (\$750), and Loma Vista Farm (\$750)
- 6      **19-375**      Authorize the County's contribution of \$5,000 from the General Fund contribution allocated to District 2 to benefit Benicia Unified School District (\$1,400), Fairfield-Suisun Unified School District (\$850), Vallejo City Unified School District (\$750), Benicia Panthers Band Boosters (\$500), Rodriguez High School Music Boosters (\$500), Benicia Community Action Council (\$500) and Solano Winds (\$500)



Human Resources:

- 7      **19-409**      Approve a 3 year contract with Occu-Med, Ltd. for an amount not to exceed \$360,000, for occupational medicine and examination services for the period of July 1, 2019 through June 30, 2022, with an option for two additional years; and Authorize the County Administrator to execute the contract and any subsequent extensions within approved budget appropriations and any amendments not to exceed \$75,000 during any fiscal year

Attachments:    [A - Contract](#)

Auditor-Controller:

- 8      **19-418**      Adopt a resolution establishing Solano County's countywide appropriations limit of \$689,713,169, the Consolidated County Service Area appropriations limit of \$264,526, and the East Vallejo Fire Protection District appropriations limit of \$1,169,801 for FY2019/20, and delegating authority to the Auditor-Controller to implement the most advantageous method for establishing the appropriations limit for FY2019/20

Attachments:    [A - Resolution](#)  
                         [B - FY2019-20 GANN LIMIT Computation - Countywide](#)  
                         [C - FY2019-20 GANN LIMIT Computation - Special Districts](#)

Treasurer-Tax Collector-County Clerk:

- 9      **19-412**      Adopt a resolution to renew annual delegation of investment authority to County Treasurer and approve the proposed County Investment Policy; and Adopt a resolution to approve the proposed County PARS 115 Trust Investment Policy

Attachments:    [A - Resolution - Investment Policy](#)  
                         [B - Resolution - PARS 115 Policy](#)  
                         [C - Investment Policy 2019 \(Clean\)](#)  
                         [D - Investment Policy 2019 \(Redlined\)](#)  
                         [E - PARS 115 Policy \(Clean\)](#)  
                         [F - PARS 115 Policy \(Redlined\)](#)

- 10**      **19-413**      Approve a resolution authorizing the transfer of up to 85% of FY2019/20 anticipated tax revenues from the Treasury Pool funds to local school districts as mandated under Article XVI Section 6 of the California Constitution from July 1, 2019 to April 27, 2020

**Attachments:**    [A - Resolution](#)  
                          [B - Benicia USD Resolution](#)  
                          [C - Dixon USD Resolution](#)  
                          [D - Fairfield-Suisun USD Resolution](#)  
                          [E - Vacaville USD Resolution](#)  
                          [F - Vallejo USD Resolution](#)

General Services:

- 11**      **19-427**      Approve an agreement for \$849,732 with CB2 Builders, Inc. of San Francisco for the Registrar of Voters Relocation Project at 675 Texas Street, Suite 4600, in Fairfield; and Authorize the County Administrator or designee to execute the agreement and any amendments within the approved project budget

**Attachments:**    [A - Agreement](#)  
                          [B - Projected Budget Summary](#)  
                          [C - Bidders of Record](#)

- 12**      **19-428**      Set July 23, 2019 as a noticed public hearing date to consider adoption of a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon, Elmira, Vallejo, Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2019/20 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish notices of the public hearing in the Vacaville Reporter, Daily Republic, and Vallejo Times Herald at least 10 days prior to the hearing date

**Attachments:**    [A - Notice of Public Hearing](#)

- 13      **19-432**      Approve an agreement for \$153,343 with Mead & Hunt, Incorporated, of Santa Rosa for Schematic Design Phase 1 - Scope Validation for the Solano Justice Campus Asset Protection project; and Authorize the County Administrator or designee to execute the agreement and any further amendments within the approved project budget

Attachments:    [A - Agreement](#)

- 14      **19-433**      Approve 8 three year agreements beginning June 4, 2019 with AluCeron Consulting Group Inc of Vallejo, CSW/Stuber-Stroeh Engineering Group, Inc. of Novato, Dewberry Architects, Inc. of Sacramento, Geocon Consultants, Inc. of Fairfield, Gilbane Building Company of San Jose, LCA Architects, Inc. of Walnut Creek, Stanton Engineering of Sacramento and Vanir Construction Management, Inc. of Sacramento to provide as-needed consulting services to support approved capital improvement projects; and Authorize the County Administrator or designee to execute the agreements and any amendments within the approved project budgets

Attachments:    [A - Link to Contracts and RFQ](#)  
                          [B - Submitters of Record](#)

## LAND USE/TRANSPORTATION

### Resource Management:

- 15      **19-391**      Approve an Appropriation Transfer Request to recognize an unanticipated increase of \$40,000 of Federal U.S. Department of Housing & Urban Development (HUD) revenue and increase Other Professional Services in Resource Management's budget for the Solano County Housing Authority for FY2018/19 (4/5 vote required)

- 16      **19-426**      Adopt a resolution in support of the United States Fish and Wildlife Service acquisition of land for the San Pablo Bay Wildlife National Refuge (APN 0067-020-030), located at northeast corner of Highway 37 and Skaggs Island Road

Attachments:    [A - Location Map](#)  
                          [B - USFWS Request Letter](#)  
                          [C - Letter of Support Friends of San Pablo Bay](#)  
                          [D - Resolution](#)

**OTHER**Cooperative Extension:

- 17      **19-415**      Approve first amendment to the agreement between the Regents of the University of California, Sacramento County, Solano County and Yolo County (multi-county partnership) for the provision of the UC Cooperative Extension Program for the term of July 1, 2019 through June 30, 2024, including an amount not to exceed \$295,000 to the UC for the period of July 1, 2019 through June 30, 2020; and Authorize the County Administrator to execute the agreement

Attachments:    [A - Contract Amendment](#)  
                         [B - Link to Original Contract](#)

**MISCELLANEOUS ITEMS**Board of Supervisors:

- 18      **19-394**      Approve the appointment of Chris Mingay to the Montezuma Fire Protection District, representing District 5, for a 4 year term to expire March 1, 2023

Health and Social Services:

- 19      **19-420**      Approve the reappointment of Gerald Huber to the First 5 Solano Children and Families Commission effective July 1, 2019 through June 30, 2023

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

- A)
- B)
- C)

**GENERAL GOVERNMENT**Board of Supervisors:

- 20      **19-417**      Receive a verbal update and video presentation from Gerry Raycraft, President of the Solano-Napa Habitat for Humanity Board of Directors, regarding progress of the permanent supportive housing project at 250 South Jackson Street in Dixon which will house six veterans

**OTHER**East Vallejo Fire Protection District:

- 21**      **19-410**      Conduct Quarterly Meeting of the East Vallejo Fire Protection District Board of Directors; Receive a presentation from the Vallejo Fire Chief on the fire protection services being provided to the East Vallejo Fire Protection District; and Consider request from City of Vallejo for district cost share up to \$6,500 for a third party Cost of Services Analysis

**Attachments:**    [A - Letter from City of Vallejo](#)  
                              [B - NBS Study Proposal](#)  
                              [C - 2014 NBS Study](#)  
                              [D - EVFPD and City of Vallejo Agreement](#)  
                              [E - Revenue and Expense Worksheet](#)

**GENERAL GOVERNMENT**County Administrator:

- 22**      **19-407**      Receive an update from County Administrator's Office staff and the County's State Legislative Advocate on the Governor's State Budget May Revision and other items of interest to the County; Consider positions on Probation related legislation, AB 901 and SB 284, and Veteran Services related legislation, AB 55, that were discussed at the May 6, 2019 Legislative Committee and on AB 1356 related to Cannabis that was discussed at the May 22, 2019 Legislative Committee, and referred to the full Board for consideration; and Consider support for S. 923 at the request of Senator Feinstein

**Attachments:**    [A - Federal Update - May 6, 2019](#)  
                              [B - Federal Update - May 22, 2019](#)  
                              [C - CSAC Letter and Comparison of Housing & Homelessness Plans](#)  
                              [D - County Letter on Homeless Funding](#)  
                              [E - Overview of CMSP](#)  
                              [F - Support Letter - Homeless Aid for Planning & Shelter](#)  
                              [G - Oppose Letter - Termination of Realignment Funding to CMSP](#)  
                              [H - Senator Feinstein Request to Support S. 923](#)

General Services:

- 23**      **19-430**      Conduct a public hearing to review and consider adopting the updated Solano County 5-Year Capital Facilities Improvement Plan for Fiscal Years 2018/19 through 2022/23

Attachments:    [A - Link to CFIP Book](#)  
                         [B - Capital Project Budget Recommendation](#)  
                         [C - CIP Projects Status List](#)

Health and Social Services:

- 24**      **19-429**      Consider adopting a resolution amending the Position Allocation List to add 1.0 FTE Health Chief Deputy/Health Officer - TBD, add 1.0 FTE Behavioral Health Chief Deputy - TBD, add 1.0 FTE Human Services Chief Deputy - TBD, add 1.0 FTE Administration Chief Deputy - TBD, add 1.0 FTE Administrative Services Administrator - TBD, add 1.0 FTE Grant Writer - TBD, add 3.0 FTE Administrative Secretary, add 2.0 FTE Social Worker II (navigator positions), add 2.0 FTE Public Health Nurses (navigator positions), and delete 3.0 vacant FTE - TBD by July 14, 2019 to implement the proposed reorganization of the Department of Health and Social Services to support client/population-centric service delivery

Attachments:    [A - Organizational Chart](#)  
                         [B - May 21 Presentation](#)  
                         [C - Services Accessed](#)  
                         [D - Resolution](#)

**RECESS****CLOSED SESSION**

- 25**      **19-434**      Public Employee Appointment: County Counsel

Attachments:    [A - Memorandum](#)

**REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)****BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS****ADJOURN:**

*To the Board of Supervisors meeting of June 11, 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>	19-396	<b>Contact:</b>	Dennis Bunting, 784-6145
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	<p>Conference with Labor Negotiators: Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Georgia Cochran, 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)</p> <p>In-Home Supportive Services Authority representatives: Marc Fox, Gerald Huber, Nancy Huston and Birgitta E. Corsello. Employee organization: SEIU Local 2015</p> <p>Conference with Legal Counsel - Existing Litigation: Jensen v. County of Solano et al.</p> <p>Conference with Legal Counsel - Potential Litigation: One case</p>		
<b>Governing body:</b>	Civil Service Commission		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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

## CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a.
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  - a. Jensen v. County of Solano et al.
- 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): One case
- 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):

Solano County representatives: Marc Fox, Jeannine Seher, Mark Love, Georgia Cochran, 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)

In-Home Supportive Services Authority representatives: Marc Fox, Gerald Huber, Nancy Huston and Birgitta E. Corsello. Employee organization: SEIU Local 2015

- 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>	District Attorney
<b>File #:</b>	19-423	<b>Contact:</b>	Krishna Abrams, 784-6836
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution proclaiming June 2019 as Elder and Dependent Adult Abuse Awareness Month and June 15, 2019 as World Elder Abuse Awareness Day in Solano County (Supervisor Spring)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution		

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

### DEPARTMENTAL RECOMMENDATION:

The District Attorney recommends the Board of Supervisors adopt and present a resolution proclaiming June 2019 as Elder and Dependent Adult Abuse Awareness Month and June 15, 2019 as World Elder Abuse Awareness Day in Solano County.

### SUMMARY/DISCUSSION:

World Elder Abuse Awareness Day was created in 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization. Observance of the day also aligns with the United Nations International Plan of Action, which acknowledges the significance of elder abuse as a public health and human rights issue. The commemoration is meant to give communities around the world a platform for raising awareness of elder abuse and renewing a commitment to address the issue. The theme for this year's observance is "Lift Up Voices for Elder Justice."

According to the National Center on Elder Abuse, about one in ten Americans over the age of 60 years has experienced abuse; this represents an estimated five million older adults, according to the national Administration on Community Living. The Center on Elder Abuse's 2018 factsheet on elder abuse defines abuse as "intentional or negligent acts by a caregiver or trusted individual that causes harm to an older person." It states that abuse can take many forms, including: neglect and isolation; physical, sexual and financial abuse; and, emotional or psychological abuse. It lists common risk factors as dementia, mental health or substance abuse issues of an older person and/or a perpetrator, social isolation and poor physical health. The abuse can be addressed by greater community awareness and involvement, good public policy and strong social support systems.

The Older and Disabled Adult Services (ODAS) Bureau works continuously to address the problem through procedures and programs that increase awareness of the issue and encourage or require social work

professionals and others to report abuse when it is observed or suspected. The ODAS bureau also works with the Solano County District Attorney's Office, and many of its partner agencies, including Ombudsman Services of Contra Costa and Solano County, Health and Social Services and law enforcement representatives, to help ensure seniors in Solano County enjoy a life of dignity and respect, free from abuse and neglect.

**FINANCIAL IMPACT:**

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

**ALTERNATIVES:**

The Board can choose not to adopt the resolution; however, this action is not recommended as this is an opportunity to raise awareness of Elder and Dependent Adult Abuse Awareness Month and World Elder Abuse Awareness Day which have both been recognized annually in Solano County.

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING JUNE 2019 AS ELDER AND DEPENDENT ADULT ABUSE AWARENESS MONTH AND JUNE 15, 2019 AS WORLD ELDER ABUSE AWARENESS DAY**

**WHEREAS**, older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities; and

**WHEREAS**, in 2006, the International Network for the Prevention of Elder Abuse and the World Health Organization, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

**WHEREAS**, today our population lives longer, so we are presented with an opportunity to think about our collective needs and future as a nation and recognize that it is up to all of us to ensure that proper social structures exist so people can retain community and societal connections, to reduce the likelihood of abuse; and

**WHEREAS**, preventing abuse of older adults through maintaining and improving social supports like senior centers, human services and transportation will allow everyone to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

**WHEREAS**, where there is justice there can be no abuse; therefore, we urge all people to restore justice by honoring older adults and report suspected abuse of an elder or dependent adult by calling their local adult protective services agency, Long Term Care Ombudsman, law enforcement or emergency services agencies; and

**WHEREAS**, on June 14, 2019, the Solano County's District Attorney's Office will host the 4<sup>th</sup> Annual Elder Justice Forum at the Solano County Events Center where we will engage in conversation and collaboration with community partners.

**NOW, THEREFORE BE IT RESOLVED**, that the Solano County Board of Supervisors does hereby recognize the Solano County District Attorney's Office, the Solano Family Justice Center, and other community partners and agencies for their advocacy and accomplishments by proclaiming June 2019 as Elder and Dependent Adult Abuse Awareness Month and June 15<sup>th</sup> as World Elder Abuse Awareness Day.

Dated this 4<sup>th</sup> day of June, 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>	3	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-419	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution recognizing June 2019 as National Alzheimer's and Brain Awareness Month and June 21, 2019 as the "Longest Day" 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 ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Vasquez requests that the Board adopt and present a resolution recognizing June 2019 as National Alzheimer's and Brain Awareness Month and June 21, 2019 as the "Longest Day" in Solano County.

### **SUMMARY:**

*Alzheimer's Disease Facts and Figures*, an annual report released by the nonprofit Alzheimer's Association, reveals the burden of Alzheimer's and dementia on individuals, caregivers, government and the nation's health care system. According to the report, there are roughly 5.8 million Americans living with Alzheimer's disease. By 2050 this number is expected to rise to nearly 14 million. Every 65 seconds, someone in the United States develops the disease. This results in 1 in 3 senior citizens dying with Alzheimer's disease or another type of dementia. Alzheimer's disease is the sixth leading cause of death in America and Alzheimer's and other dementias will have cost the nation \$290 billion by 2019. By 2050, this cost could rise to \$1.1 trillion. More than 16 million Americans provide unpaid care for people with Alzheimer's or other dementias. In 2019, these caregivers will provide 18.5 billion hours of care valued at nearly \$234 billion. Early diagnosis can help, but only 16 percent of seniors report that they receive regular cognitive assessments.

In Solano County, more than 6,900 people are living with Alzheimer's and an estimated 20,700 caregivers in Solano County are caring for a loved one with the disease.

The Alzheimer's Association recognizes June as National Alzheimer's and Brain Awareness Month. This campaign is designed to raise awareness of Alzheimer's disease and encompasses "The Longest Day," or the summer solstice on June 21 when people across the world will participate in a fundraising activity that will support the research efforts of the Alzheimer's Association. More information can be found at

[www.alz.org/abam](http://www.alz.org/abam) <<http://www.alz.org/abam>>.

**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 purchase and preparation 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 raise awareness of a disease that affects thousands of Solano County residents and millions of individuals nationwide.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING JUNE 2019 AS NATIONAL ALZHEIMER'S AND BRAIN AWARENESS MONTH AND JUNE 21<sup>ST</sup> AS "THE LONGEST DAY" IN SOLANO COUNTY**

**WHEREAS**, roughly 5.8 million Americans live with Alzheimer's disease, a number that could grow to 14 million Americans by the year 2050, according to the Alzheimer's Association. In California, more than 600,000 residents live with Alzheimer's disease or a related dementia; and

**WHEREAS**, the current projected number of Californians age 65 or older living with Alzheimer's disease is 630,000. By the year 2025, that number may reach as high as 840,000, a 33 percent increase. In Solano County, more than 6,900 residents are living with Alzheimer's and an estimated 20,700 caregivers are providing care for a loved one with Alzheimer's in Solano County; and

**WHEREAS**, Alzheimer's dementia is considered one the most expensive conditions in the nation, costing a total of \$290 billion by 2019. By 2050, this cost could rise to \$1.1 trillion. The financial toll that caring for someone with Alzheimer's can be overwhelming, not to mention the strain it can put on families and loved ones. There are more than 16 million Americans providing unpaid care for people with Alzheimer's or other dementias. In 2019, these caregivers will provide 18.5 billion hours of care valued at nearly \$234 billion; and

**WHEREAS**, the frequency of Alzheimer's disease is projected to soar and costs for care are expected to skyrocket in coming decades. There is a tremendous need for ongoing research that will lead to effective treatment. Early diagnosis can help but only 16 percent of seniors report that they receive regular cognitive assessments; and

**WHEREAS**, in addition to June being recognized as National Alzheimer's and Brain Awareness Month, advocates observe June 21, 2019 as "The Longest Day," and encourage Solano County residents to visit [www.actionalz.org](http://www.actionalz.org) on the summer solstice for information on how to join the effort to find a cure.

**NOW, THEREFORE, BE IT RESOLVED**, that the Solano County Board of Supervisors hereby recognizes the month of June 2019 as Alzheimer's and Brain Awareness Month and June 21, 2019 as "The Longest Day" in Solano County.

Dated this 4<sup>th</sup> day of June, 2019

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ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	4	<b>Status:</b>	Presentation
<b>Type:</b>	Resolution-Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-404	<b>Contact:</b>	Erin Hannigan, 553-5363
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt and present a resolution recognizing June 2019 as Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month in Solano County (Chairwoman Hannigan)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 1		
<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 Hannigan requests that the Board adopt and present a resolution recognizing June 2019 as Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month in Solano County and order the rainbow flag to be flown June 10th through 17th in accordance with the County's Flag Display Policy.

### **SUMMARY:**

Lesbian, Gay, Bisexual and Transgender (LGBT) Pride month is recognized to commemorate the historic event of the Stonewall uprising where members of the gay community took a stand for human rights and dignity at the Stonewall Inn in New York City on June 28, 1969-fifty years ago this month.

### **FINANCIAL IMPACT:**

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

### **DISCUSSION:**

The Solano Pride Center is located at 1234 Empire Street, Suite 1560 in Fairfield. Solano Pride provides services for the LGBT citizens in Solano County by offering social, recreational and educational activities, counseling and youth groups. Founded in 1998, Solano Pride is a 501c3 organization, and is funded by Solano County Mental Health and individual contributions.

For more information, visit [www.SolanoPride.com](http://www.SolanoPride.com) <<http://www.SolanoPride.com>> or call (707) 207-3430.

### **ALTERNATIVES:**



The Board could also choose not to adopt this resolution. This is not recommended because this is an opportunity to recognize Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month in Solano County.

**OTHER AGENCY INVOLVEMENT:**

This resolution was prepared in conjunction with Solano Pride.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Resolution No. 2019 -

## **RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS RECOGNIZING JUNE AS LESBIAN, GAY, BISEXUAL, AND TRANSGENDER (LGBT) PRIDE MONTH IN SOLANO COUNTY**

**WHEREAS**, Lesbian, Gay, Bisexual and Transgender Pride (LGBT) month is recognized to commemorate the historic event of the Stonewall uprising where members of the gay community took a stand for human rights and dignity at the Stonewall Inn in New York City on June 28, 1969 - fifty years ago this month. This decisive moment in history was followed by the creation of gay rights organizations in every major city in the United States within two years of Stonewall; and

**WHEREAS**, in 1975, the Civil Service Commission eliminated the ban on the employment of homosexuals in most Federal jobs; in January 1978, Harvey Milk was sworn in as an openly gay elected official as a member of the San Francisco Board of Supervisors; in May 1996, in *Romer v. Evans*, the Supreme Court decided that a Colorado constitutional amendment preventing the enactment of protections for gays and lesbians in the State was unconstitutional; and

**WHEREAS**, on June 26, 2003, the Supreme Court ruled in *Lawrence v. Texas*, that under the 14th Amendment, States could not criminalize the private, intimate relationships of same-sex couples; on October 28, 2009, the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expanded existing Federal hate crimes laws to include crimes motivated by a victim's actual or perceived gender, sexual orientation, gender identity, or disability; in December 2010, Don't Ask, Don't Tell was repealed, allowing gays, lesbians, and bisexuals to serve openly in the Armed Forces; on June 26, 2013, the Supreme Court ruled, in *United States v. Windsor*, that section three of the Defense of Marriage Act (DOMA) was unconstitutional and that the Federal Government cannot discriminate against married lesbian and gay couples for the purposes of determining Federal benefits and protections; and

**WHEREAS**, the 2015 landmark Supreme Court decision was a historic victory for LGBT Americans, guaranteeing marriage equality in all 50 States, ensuring dignity for same-sex couples and therefore all couples; and

**WHEREAS**, 2019 is the 21<sup>st</sup> year of the LGBTQ Community coming together to show our pride in Solano County through service, and support that builds our community, in the organization known as Solano Pride; and

**WHEREAS**, Solano Pride provides services for the LGBT citizens in Solano County offering social, recreational and educational activities, counseling, information, and a youth group. Founded in 1998, Solano Pride is a 501(c)(3) organization, and is funded by Solano County Mental Health and individual contributions.

**NOW, THEREFORE BE IT RESOLVED** that the Solano County Board of Supervisors does hereby recognize June 2019, as Lesbian, Gay, Bisexual and Transgender Pride Month and orders the rainbow flag to be flown at the County Government Center June 10<sup>th</sup> through 17<sup>th</sup>.

Dated this 4<sup>th</sup> day of June, 2019

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ERIN HANNIGAN, Chairwoman  
Solano County Board of Supervisors

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

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



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	5	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Non-County Contributions	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-405	<b>Contact:</b>	Erin Hannigan, 853-3823
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Authorize the County's contribution of \$5,000 from the General Fund contribution allocated to District 1 to benefit Meals on Wheels Solano County (\$750), Florence Douglas Senior Center (\$750), Vallejo Community Arts Foundation (\$500), Solano County Fair Association (\$750) Solano Pride (\$750), Genesis House (\$750), and Loma Vista Farm (\$750)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 1		
<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 Hannigan requests that the Board of Supervisors authorize the County's contribution of \$ 5,000 from the General Fund contribution allocated to District 1 to benefit Meals on Wheels Solano County (\$750), Florence Douglas Senior Center (\$750), Vallejo Community Arts Foundation (\$500), Solano County Fair Association (\$750) Solano Pride (\$750), Genesis House (\$750), and Loma Vista Farm (\$750).

### **SUMMARY/DISCUSSION:**

During the 2018/2019 Budget Hearings, the Board appropriated \$ 5,000 to District 1 to support community service programs. District 1 recommends distribution of the \$5,000 as follows:

#### **Meals on Wheels Solano County - \$750**

The mission of Meals on Wheels Solano County is to provide nutritious meals, daily contact from a dedicated volunteer and to support independence while promoting the social, physical, and emotional well-being of seniors. They have been delivering meals to homebound seniors in Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo since 1977. Their registered dietitian plans all of the menus. All of the meals meet 1/3 of the daily basic nutritional requirements for older adults, follow the 2010 Dietary Guidelines for Americans, and meet state regulations for food safety and sanitation. They strive to limit sodium to less than 750 milligrams per meal, limit the calories from fat, serve whole grains, vegetables and fresh fruits for fiber. All meals are prepared and packaged fresh at our central kitchen in Suisun City, California.

To learn more about the Meals on Wheels Solano county, visit:

[www.MealsOnWheelsSolano.org](http://www.MealsOnWheelsSolano.org) <<http://www.MealsOnWheelsSolano.org>>

#### Florence Douglas Senior Center - \$750

The mission of the Florence Douglas Senior Center is to foster and promote charitable, educational, social and recreational programs and services, which meet the needs of senior citizens. Senior Center activities include: Games & Cards, Exercise, Arts & Crafts, Dining, Health & Legal Services, Educational Opportunities, Senior Roundtable, Support Groups, a Travel Office, Computer Lab and Thrift Store. The Florence Douglas Center works in partnership with Meals on Wheels to provide a "Diner's Delight" congregate lunch program Monday through Friday. As the only congregate meal sight in Vallejo, they average over 30 seniors participating in the lunch program daily.

To learn more about the Florence Douglas Senior Center, visit: [www.FlorenceDouglasSeniorCenter.org](http://www.FlorenceDouglasSeniorCenter.org)  
<<http://www.FlorenceDouglasSeniorCenter.org>>

#### Vallejo Community Arts Foundation - \$500

The Vallejo Community Arts Foundation (VCAF) is proud to showcase the rich visual, musical & theatrical resources of Vallejo and the San Francisco Bay Area and to manage the historic Empress Theatre, Vallejo's Center for Arts and Entertainment.

For over 23 years VCAF has been promoting and sponsoring arts organizations, artists and special community events, presenting award-winning art exhibitions, hosting public forums, providing grants to arts groups, and offering arts education programs such as our highly praised Summer Arts Camp for children 7-14 years of age. VCAF is proud to serve as an "umbrella organization" to small Vallejo arts groups and special projects, enabling them to develop funding and awareness for their art related programs.

This contribution will be used to advance education and programs through their youth summer arts camp in July.

To learn more about the Vallejo Community Arts Foundation, visit:  
[www.VallejoArts.org](http://www.VallejoArts.org) <<http://www.VallejoArts.org>>

#### Solano County Fair Ag Day - \$750

The annual Youth Ag Day is a collaborative effort of the Solano County Fair and agricultural related businesses, organizations, farmers, ranchers and other individuals to encourage Solano County third graders to experience agriculture first-hand.

This fun and educational event is free to all third-grade classes in Solano County and features a wide variety of rotational learning stations and displays. Activities are designed to give children the opportunity to learn about food and fiber production from new perspectives, with a particular emphasis on the agricultural wealth of Solano County. Children participate in hands-on displays and educational presentations as well as an optional pre-event classroom project to enhance the field trip learning experience.

There is no charge for the students to participate, but classes do need to provide their own transportation. This contribution will help to cover the cost of bus transportation.

To learn more about the Solano county Fair Ag Day, visit:  
[www.SCFair.com](http://www.SCFair.com) <<http://www.SCFair.com>>

#### Solano Pride - \$750

Solano Pride provides services for the Lesbian, Gay, Bisexual and Transgender (LGBT) citizens in Solano County offering social, recreational and educational activities, counseling, information, and a youth groups. Founded in 1998, Solano Pride is a 501c3 organization, and is funded by Solano County Mental Health and through individual contributions.

Current and recent activities include: Pizza Night on the 3rd Wednesday of the month, Comedy Night Productions, Youth Group, Peer support groups, Movie Nights, Welcoming Schools Coalition and a Book Club.

To learn more about Solano Pride, visit:

[www.SolanoPride.org](http://www.SolanoPride.org) <<http://www.SolanoPride.org>>

#### Genesis House - \$750

The Genesis House includes three licensed facilities - 45 beds, (31 treatment and 14 sober living). The primary function is to provide 9-11 months of residential treatment in a highly structured atmosphere for substance abusers. The facility may function as an alternative to jail but not as a half-way house and is for abstinence treatment only.

The program at the Genesis House provides services via individual client treatment plans, intensive group experiences, and one to one counseling. Strong program emphasis is placed on client growth from program dependence to personal independence. Development and implementation of vocational or educational plans are carefully staged in both the After-Care and Sober Living components. The facility is a self-sufficient community; cooking and maintenance is performed by clients.

To learn more about the Genesis House, visit:

[www.Genesis-House.com](http://www.Genesis-House.com) <<http://www.Genesis-House.com>>

#### Loma Vista Farm - \$ 750

Loma Vista Farm is a 5-acre outdoor classroom that provides hands-on educational activities involving plants and animals for children of all ages and abilities. It seeks to increase students' knowledge of nature and nutrition while enhancing academic learning, Eco literacy and psychosocial development.

Founded in 1974, Lomas Vista Farm has been making a difference in the community for almost four decades as a resource for environmental education. Loma Vista is a public and private venture between the Vallejo Unified School District and the Friends of Loma Vista Farm, a community-based nonprofit organization established in 2003. The Friends provide fiscal, administrative and organizational oversight and leadership. The Board is comprised of teachers, parents, community members and representatives from local businesses. The Friends' mission is to support Loma Vista Farm & Garden Center with funding, future planning and development, and management.

To learn more about the Loma Vista Farm, visit:

[www.LomaVistaFarm.org](http://www.LomaVistaFarm.org) <<http://www.LomaVistaFarm.org>>

#### Guidelines for Grant Funding Requests:

During the 2018/19 Budget Hearings, the Board appropriated \$25,000, \$5,000 to each supervisorial district, to allow Board members to support community service programs. The Board directed County Counsel to provide guidelines on how to recommend funding for qualifying agencies or programs. The guidelines are as follows:

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

**FINANCIAL IMPACT:**

This expenditure is included in the District 1 FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board could choose not to authorize this appropriation. However, this is not recommended as this item is consistent with Board policy.

**OTHER AGENCY INVOLVEMENT:**

This report was prepared in coordination with the County Auditor-Controller's Office and County Counsel.



# Solano County

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

## Agenda Submittal

**Agenda #:** 6  
**Status:** Consent Calendar  
**Type:** Non-County Contributions  
**Department:** Board of Supervisors  
**File #:** 19-375  
**Contact:** Monica Brown, 784-3031  
**Agenda date:** 06/04/2019  
**Final Action:**  
**Title:** Authorize the County's contribution of \$5,000 from the General Fund contribution allocated to District 2 to benefit Benicia Unified School District (\$1,400), Fairfield-Suisun Unified School District (\$850), Vallejo City Unified School District (\$750), Benicia Panthers Band Boosters (\$500), Rodriguez High School Music Boosters (\$500), Benicia Community Action Council (\$500) and Solano Winds (\$500)  
**Governing body:** Board of Supervisors  
**District:** District 2  
**Attachments:**

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

### **DEPARTMENTAL RECOMMENDATION:**

Supervisor Monica Brown requests that the Board of Supervisors authorize the County's contribution of \$5,000 from the General Fund contribution allocated to District 2 to benefit as follows: \$1,400 to Benicia Unified School District (with \$200 each to Matthew Turner & Joe Henderson Elementary and \$1,000 to Robert Semple for teacher supplies), \$850 to Fairfield-Suisun Unified School District (\$200 each to Nelda Mundy Elementary, Oakbrook Elementary, Cordelia Hills Elementary, and \$250 to Chrystal Middle School for the band), \$750 to Vallejo City Unified School District (\$250 to Franklin Middle School for school supplies and \$500 to the Hogan Middle School Wrestling team), \$500 to the Benicia Panthers Band Boosters, \$500 to Rodriguez High School Music Boosters, \$500 to the Benicia Community Action Council and \$500 to Solano Winds.

### **SUMMARY/DISCUSSION:**

#### Justification:

The requested funds will be used to benefit students and teachers in the county as well as community organizations. The money going directly to the schools is to be used by the teachers at the identified school sites for supplies, except for Hogan Middle School where the money will go to the wrestling program and Chrystal Middle School where the money will go to the band program. For the Benicia Panthers and the Rodriguez Boosters, those entities are 501(c)(3) non-profit entities to benefit music programs at Benicia High and Rodriguez High respectively. The Benicia Community Action Council is a 501(c)(3) non-profit that provides support to those in need in Benicia. The Solano Winds is a 501(c)(3) non-profit organization that provides performances of concerts in Solano County.

#### Guidelines for Grant Funding Requests:

During the 2018/2019 Budget Hearings, the Board appropriated \$25,000, \$5,000 to each supervisorial district, to allow Board members to support community service programs. The Board directed County Counsel to provide guidelines on how to recommend funding for qualifying agencies or programs. The guidelines are as follows:

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

**FINANCIAL IMPACT:**

This expenditure is included in the District 2 FY 2018/2019 Adopted Budget.

**ALTERNATIVES:**

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

**OTHER AGENCY INVOLVEMENT:**

This report was prepared in coordination with the County Auditor-Controller's Office and County Counsel.





# Solano County

675 Texas Street  
Fairfield, California 94533  
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## Agenda Submittal

<b>Agenda #:</b>	7	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Human Resources
<b>File #:</b>	19-409	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve a 3 year contract with Occu-Med, Ltd. for an amount not to exceed \$360,000, for occupational medicine and examination services for the period of July 1, 2019 through June 30, 2022, with an option for two additional years; and Authorize the County Administrator to execute the contract and any subsequent extensions within approved budget appropriations and any amendments not to exceed \$75,000 during any fiscal year		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends that the Board of Supervisors approve a 3 year contract with Occu-Med, Ltd. for an amount not to exceed \$360,000, for occupational medicine and examination services for the period of July 1, 2019 through June 30, 2022, with an option for two additional years; and Authorize the County Administrator to execute the contract and any subsequent extensions within approved budget appropriations and any amendments not to exceed \$75,000 during any fiscal year.

### **SUMMARY:**

The current contract for occupational medicine and examination services with the current vendor, Occu-Med, Ltd., expires June 30, 2019. In anticipation of the contract expiration date, the County issued a Request for Proposals (RFP) in March 2019. There were two respondents to the RFP. Occu-Med, Ltd. was the apparent best-evaluated proposer and was sent the Notice of Intent to Award. The Director of Human Resources recommends that the Board of Supervisors approve a 3 year contract with Occu-Med, Ltd. beginning July 1, 2019.

Pursuant to the terms of the RFP, the County reserves the right to extend this contract for an additional two years, provided the County notifies Occu-Med, Ltd. in writing of its intention to do so at least ninety (90) days prior to the contract expiration date.

### **FINANCIAL IMPACT:**

The estimated costs of the services are projected to not exceed \$120,000 per year, and includes an \$800 monthly fee, costs of pre-employment and fitness for duty examinations, scheduling and reviews, job

functional analyses creation, periodic review of medical examination profiles specifically designed for a job classification, CPR/First Aid/AED training, hearing conservation and respirator fit testing evaluations. The costs for this contract will be included in the Department of Human Resources' Risk Management Division's FY2019/20 budget and is funded by charges to user departments for their allocated share.

### **DISCUSSION:**

Occu-Med, Ltd., has provided the occupational medicine and examination services for the County since July 2007 and was awarded a second 3 year contract period beginning July 1, 2010. After two 12 month contract extensions, the County issued an RFP in February 2015. On June 23, 2015, Occu-Med, Ltd. was awarded the contract to continue to provide occupational medicine and examination services for the County. The County extended the contract in June 2018 to June 30, 2019.

In March 2019, the County issued an RFP for occupational health and examination services and the Notice of Intent to Award was sent to Occu-Med, Ltd. on May 2, 2019 after evaluation of the two proposals submitted.

Highlights of the proposed occupational medicine and examination services contract with Occu-Med, Ltd., include:

- Coordination and scheduling pre-employment physical examinations.
- Review of each physical examination result and providing the County with a recommendation report reflecting medically qualified, conditionally qualified or medically disqualified.
- Coordination and scheduling of fitness-for-duty evaluations as requested by the County.
- Job functional analyses and corresponding medical examination profile specifically designed for each new job classification requiring pre-employment physical examination.
- CPR/First Aid/AED training provided on-site for non-medical personnel.
- Hearing Conservation Program services and follow up.
- Respirator Fit Testing oversight.

By utilizing the services of Occu-Med, Ltd., pre-employment physical examination requirements are comprehensive and specifically tailored to the physical demands of the job classification. This contract allows Occu-Med, Ltd. to continue providing these services to the County as recruitments and selections occur. The medical legal review provided by the vendor helps to ensure the County is compliant with The Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and the State of California's Fair Employment and Housing Act (FEHA). Further, the summary reports to the County identifying specific medical restrictions or limitations provide applicants the opportunity to be considered for reasonable job accommodation as required by law.

### **ALTERNATIVES:**

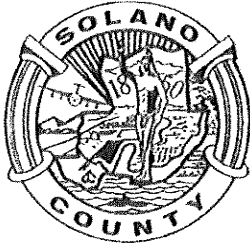
The Board of Supervisors may choose not to execute this contract. However, this is not recommended since the County is required to meet its legal obligation to ensure that an applicant is able to safely perform the essential job functions of a specific classification as provided by the ADAAA and FEHA.

### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the contract to ensure it meets all of the legal and contractual requirements.

### **CAO RECOMMENDATION:**

## **APPROVE DEPARTMENTAL RECOMMENDATION**



**County of Solano  
Standard Contract**

*For County Use Only*  
CONTRACT NUMBER:  
(Date, District, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

1. This Contract is entered into between the County of Solano and the Contractor named below:

Occu-Med, Ltd.

CONTRACTOR'S NAME

2. The Term of this Contract is:  
July 1, 2019 to June 30, 2022

3. The maximum amount of this Contract is:

\$360,000 (or \$120,000 per fiscal year for each year of the contract)

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

Exhibit A – Scope of Work

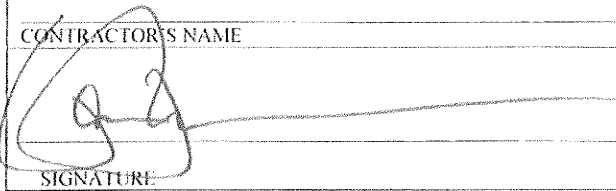
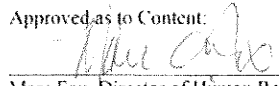
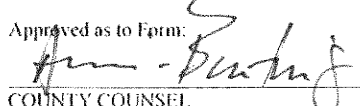
Exhibit B – Budget Detail and Payment Provision

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions

Exhibit D-1 – HIPAA Contractor Agreement

The parties have executed this Contract as of the \_\_\_\_ day of \_\_\_\_\_, 2019.

CONTRACTOR	COUNTY OF SOLANO
Occu-Med, Ltd.	
CONTRACTOR'S NAME	AUTHORIZED SIGNATURE
	Birgitta E. Corsello, County Administrator
SIGNATURE	TITLE
James A. Johnson, President	675 Texas Street Suite 1800
PRINTED NAME AND TITLE	ADDRESS
2121 W. Bullard	Fairfield CA 94533
ADDRESS	CITY STATE ZIP CODE
Fresno CA 93711	Approved as to Content:
CITY STATE ZIP CODE	 Marc Fox, Director of Human Resources
	Approved as to Form:
	 COUNTY COUNSEL

**CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE**

Rev. 1/25/12

**EXHIBIT A**  
**SCOPE OF WORK**

**I. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

CONTRACTOR will provide occupational medicine and examination services, including but not limited to the following:

**A. PRE-EMPLOYMENT PHYSICALS**

County will provide the physical exam request to the CONTRACTOR. CONTRACTOR will contact the applicant within 24 hours to schedule the exam with the CONTRACTOR clinic. The CONTRACTOR will notify the applicant of date, time and location of exam. The CONTRACTOR will provide the County confirmation of appointment information for each candidate.

CONTRACTOR shall perform its medical examination service and provide to the County the recommendation for the candidate.

- 1) Medically qualified;
- 2) Conditionally qualified;
- 3) Delayed pending additional information; or
- 4) Medically disqualified.

CONTRACTOR shall submit its report to the County

- a) If medically qualified, the applicant is placed without restrictions or accommodations;
- b) If conditionally qualified, CONTRACTOR will provide the County the specific facts contributing to this determination (examples: use of corrective lenses, hearing aid, wheel chair, etc.). An agreement with the recommendations for the specific accommodations required for placement must be included.
- c) If determination is delayed pending additional information, the report of delayed status will be forwarded to the County and will include reason(s) for the delay and what action the CONTRACTOR has taken to contact the applicant to resolve the delay. The anticipated date of resolution should not exceed 10 calendar days from the date the applicant was notified to provide additional information.
- d) The CONTRACTOR will generate an additional report when the recommendation changes to either qualified, conditionally qualified or medically unqualified based upon the information submitted. CONTRACTOR is required to manage this process in most expeditious manner possible so as not to cause undue delay to County; or
- e) If medically unqualified, the CONTRACTOR will prepare a report appropriate to support the decision in the event a challenge to the decision is filed by the candidate. When appropriate, the report will include CONTRACTOR's recommendations relative to reasonable accommodation. This report will only be submitted after a thorough review and the legal requirement of "individual assessment" of any medical findings is completed.

## **B. BLOOD CHEMISTRY PANELS**

1. CONTRACTOR shall supply laboratory kits for the purposes of collecting blood chemistry panels to assure the highest quality medical results from these tests.
2. Updated laboratory collection protocols will be implemented for blood draws that are specifically job-related and consistent with business necessity, in compliance with Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA) and Department of Transportation (DOT) regulations.

## **C. OUT OF AREA EXAMINATIONS**

1. CONTRACTOR will assist in locating an acceptable medical facility close to the applicant's residence and supply the facility all the necessary documentation and instructions for conducting the exam to ensure only the tests relevant to the job classification are conducted. Approval will be obtained from the County before proceeding with the examination.

## **D. FITNESS-FOR-DUTY**

1. CONTRACTOR shall, when requested by the County, conduct fitness-for-duty evaluations of current employees returning to work following injury or medical condition or employees with declining health brought on by injury or medical condition, as follows:
  - a) CONTRACTOR will evaluate the employee's specific situation and develop a plan to assure that full and adequate medical and job information is available to allow for a correct and legally defensible determination of his/her ability to continue performing the job or to return to the job—either to full or to modified duty.
  - b) CONTRACTOR will prepare a document for the job in question accompanied by a Job Profile that has been developed previously or a Job Description to ensure the physician has a thorough understanding of the essential job duties during his/her evaluation of the employee's fitness-for-duty.
  - c) Based on the CONTRACTOR's consulting physician's evaluation, the CONTRACTOR will provide a report to the County with CONTRACTOR's recommendation with no medical diagnosis to be included.
  - d) If the recommendation is that the employee be retained in or returned to the job with work accommodations or restrictions, CONTRACTOR will prepare an employment agreement to be signed by the employee setting forth specifically the restrictions to which the employee will be held.
  - e) CONTRACTOR will discuss with County appropriateness of Reasonable Accommodation, and documentation of the decision, will be initiated by Vendor for each Medical Disqualification recommendation.

## **E. MEDICAL EXAMINATION BILLING REVIEW**

CONTRACTOR shall submit a monthly invoice to the County for each medical examination scheduled pursuant to a negotiated fee schedule that will show one cost for each job description and review for accuracy.

## **F. EVALUATION AND JOB ANALYSIS**

1. CONTRACTOR shall assist and/or conduct job analyses, when requested by the County, necessary to create or update the medical standards/guidelines for selected job classifications requiring pre-employment exam as designated by the County. A medical examination profile for each job classification analyzed shall be submitted to the County.
2. CONTRACTOR shall conduct an on-site client orientation meeting no less than annually for any County staff with any direct or indirect interest in the services to be provided under this Agreement. During this orientation, CONTRACTOR shall provide background information and orientation to the County relating to the research methodology used and the practical aspects of implementation of the system.

## **G. ASSISTANCE WITH APPEALS**

1. CONTRACTOR shall assist the County, when requested by the County, in responding to appeals that may be filed as a result of determination that the applicant is medically unqualified. This assistance will include a review of medical information submitted by the applicant and in person consultation with the County, including but not limited to Administrative Hearings, Court of Competent Jurisdiction, quasi-legal and quasi-judicial hearings.

## **H. ADDITIONAL COUNTY CONSULTATION**

1. CONTRACTOR shall assist with review of examinations for job classifications not analyzed by Vendor, with Return-to-Work and Fitness-for-Duty evaluations, special issues related to the medical hiring process, and the analysis of newly created job classifications or re-analysis of previously analyzed job classifications, as necessary.

## **I. REPORTING**

CONTRACTOR shall provide the County with monthly reports on the number and types of exams processed and the outcome of each exam. CONTRACTOR shall also provide the County, in response to a specific request, other periodic or status reports.

## **J. OCCUPATIONAL HEALTH SERVICES**

1. Vendor shall provide the County with the following services and oversight:
  - Provide training and oversight of first aid/CPR/AED training for designated employees and CPR recertification classes for nurses and physicians as needed
  - Provide physician oversight of the respirator fit testing program as necessary and appropriate.
    - Evaluate using a medical questionnaire to determine the ability to safely use a respirator for candidates or employees in job classes requiring respirator use as identified by the County
    - Issue a written recommendation regarding the applicant's or employee's ability to use a respirator consistent with OSHA/CalOSHA standards.

**K. HEARING CONSERVATION PROGRAM SERVICES**

1. Provide follow up for hearing examinations that show a standard threshold shift relative to the original baseline audiogram, in accordance with Title 8, CCR, Sections 5097, State Hearing Conservation Program.

Provide further evaluation by an audiologist or otolaryngologist, an occupational health physician, or a technician accredited by the Council of Accreditation in Occupational Hearing Conservation (CAOHC) to confirm a standard threshold shift.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**FEE FOR SERVICES**

CONTRACTOR shall prepare and present to COUNTY detailed monthly invoices for its services under this contract. Upon submission of an invoice by the CONTRACTOR and upon approval of COUNTY's representative, COUNTY shall pay CONTRACTOR in arrears for fees and expenses incurred in the prior month for the amount not to exceed \$120,000 per year for a three (3) year term, unless an extension to the approved appropriated budget is authorized by the County Administrator. Payments to CONTRACTOR for these services shall be made as follows:

- A. For services outlined in this Agreement, COUNTY shall pay to CONTRACTOR a monthly service fee of \$800.00, payable upon receipt of the monthly invoice, for the three (3) year term of this contract.
- B. COUNTY shall pay CONTRACTOR monthly invoices for pre-employment medical examination billing using the prices outlined in Medical Examination Fees below, for the term of this contract.
- C. COUNTY shall pay CONTRACTOR invoices for independent medical examination necessary for fitness-for-duty evaluation services requested by the COUNTY.
- D. COUNTY shall pay CONTRACTOR invoices for job analysis billing at a rate of \$1,500 a day for on-site job analysis plus pass-through charges for travel, lodging and meals for services requested by the COUNTY.
- E. COUNTY shall pay CONTRACTOR invoices for CPR/First Aid/AED Training at a rate of \$96 per person for on-site courses for designated employees.
- F. COUNTY shall pay CONTRACTOR invoices for Hearing Conservation Program required follow up testing per OSHA regulations as per below:
  - Baseline / screening audiograms -- \$40.25 (sound booth)
  - Periodic Audiogram -- \$40.25 (sound booth)
  - Threshold shift assessment -- \$36
- G. COUNTY shall pay CONTRACTOR invoices for the provision of physician oversight of the respirator fit testing program as per below:
  - OSHA Respirator Medical Evaluation (Questionnaire Only) -- \$30
  - OSHA Respirator Medical Examination of skin and respiratory tract (by MD, DO, NP or PA) -- \$120
  - Qualitative fit test -- \$54



**Standard Fees Charged for Medical Examination Services**

Pursuant to Job Class as Outlined in Occu-Med's Medical Exam Component Profiles for specific  
County Job Classifications  
July 1, 2019

Agricultural Biologist/Weights & Measures Inspector/Commissioner/Aide	\$300.33
Animal Care Specialist/Lead/Supervisor & Vet Tech	\$386.58
Animal Control Officer	\$386.58
Building Inspector I/II/Senior	\$242.83
Building Maintenance Assistant	\$294.58
Building Trades Mechanic	\$300.83
Civil Engineer	\$237.08
Clinic Physician	\$291.13
Clinic Registered Nurse	\$296.88
Clinical Services Associate	\$237.08
Code Compliance	\$237.08
Cogen Industrial Engine Mechanic	\$300.33
Communications Technician I/II/Senior	\$294.58
Cook/Supervising/Food Service Coordinator	\$242.83
Coroner Forensic Technician/Entry	\$202.58
Correctional Officer Series	\$727.55
Courier	\$237.08
Custodian/Lead/Custodial Supervisor	\$300.33
Dental Assistant, Registered-Lead	\$202.58
Deputy Probation Officer Series	\$727.55
District Attorney Investigator/Supervising Investigator	\$727.55
Duplicating Equipment Operator	\$242.83
Duplicating Services Assistant/Supervisor	\$242.83
Emergency Services Tech/Manager	\$187.75
Engineering Technician/Senior/Supervisor	\$300.33
Environmental Health Specialist/Senior/Supervisor	\$237.08
Equipment Service Worker/Mechanic	\$300.33
Estate Inventory Specialist	\$294.58
Evidence Technician	\$237.08
Facilities Operations Supervisor	\$294.58
Fleet Services Supervisor	\$300.33
Geologist	\$237.08
Groundskeeper/Supervisor	\$300.33
Group Counselor/Senior/Entry/Supervisor	\$722.38
Hazardous Materials Specialist/Entry/Senior/Supervisor	\$300.33
Health Assistant	\$196.83
Identification & Records Services Manager/Supervisor	\$237.08
Institutional Services Aide	\$300.33
Inventory Clerk	\$294.58
Inventory Coordinator	\$294.58
Laundry Coordinator	\$242.83
Licensed Vocational Nurse	\$291.13

Medical Assistant	\$202.58
Mental Health Clinician	\$242.83
Mental Health Nurse	\$291.13
Mental Health Specialist I/II	\$306.08
Mid-Level Practitioner	\$242.83
Nurse Practitioner	\$202.58
Nursing Supervisor	\$291.13
Occupational Therapist	\$196.83
Park Ranger/Supervisor	\$727.55
Public Defender Investigator/Chief	\$242.83
Public Health Nurse/Senior	\$291.13
Public Safety Dispatcher	\$237.08
Public Works Maintenance Worker/Senior/Lead/Supervisor	\$300.33
Sheriff Security Officer	\$722.38
Sheriff Series	\$727.55
Sheriff's Services Technician	\$187.75
Small Projects Coordinator	\$300.33
Social Services Worker/Supervisor	\$242.83
Social Worker I/II/III	\$242.83
Stationary Engineer	\$300.33
Stores Supervisor	\$237.08
Survey Party Chief	\$237.08
Therapist (Senior)	\$196.83
Welfare Fraud Investigator I/II/Supervising	\$483.75

**EXHIBIT C**  
**GENERAL TERMS AND CONDITIONS**

**1. CLOSING OUT**

A. County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract or any other contract and/or obligation that Contractor may have with the County. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

B. A final undisputed invoice shall be submitted for payment no later than ninety (90) calendar days following the expiration or termination of this Contract, unless a later or alternate deadline is agreed to in writing by the County. The final invoice must be clearly marked "FINAL INVOICE", thus indicating that all payment obligations of the County under this Contract have ceased and that no further payments are due or outstanding.

C. The County may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written approval of an alternate final invoice submission deadline. Written County approval shall be sought from the County prior to the expiration or termination of this Contract.

**2. TIME**

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

**3. TIME OF PERFORMANCE**

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

**4. TERMINATION**

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

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

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

**5. SIGNATURE AUTHORITY**

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

**6. REPRESENTATIONS**

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

a waiver or release of Contractor from professional responsibility.

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

## 7. INSURANCE

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

B. Minimum Scope of Insurance  
Coverage must be at least as broad as:

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

(2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code1 (any auto).

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

C. Minimum Limits of Insurance  
Contractor must maintain limits no less than:

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

D. Additional Insurance Coverage

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

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

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

F. Deductibles and Self-Insured Retentions

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

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

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

G. Other Insurance Provisions

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

(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

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

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

H. Waiver of Subrogation

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

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

I. Acceptability of Insurers

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

J. Verification of Coverage

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

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

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

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

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above at any time.

#### **8. BEST EFFORTS**

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

#### **9. DEFAULT**

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

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

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

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

#### **10. INDEMNIFICATION**

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

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

#### **11. INDEPENDENT CONTRACTOR**

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

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

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations nor shall County be responsible for any employer-related costs not otherwise agreed to in advance between the County and Contractor.

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

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

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

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

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

## **12. RESPONSIBILITIES OF CONTRACTOR**

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

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

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

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

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

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

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

### **13. COMPLIANCE WITH LAW**

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

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

### **14. CONFIDENTIALITY**

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

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

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

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

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

### **15. CONFLICT OF INTEREST**

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

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

### **16. DRUG FREE WORKPLACE**

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



## **17. HEALTH AND SAFETY STANDARDS**

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

## **18. CHILD/ADULT ABUSE**

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

## **19. INSPECTION**

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

## **20. NONDISCRIMINATION**

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

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

## **21. SUBCONTRACTOR AND ASSIGNMENT**

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

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

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

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

## **22. UNFORESEEN CIRCUMSTANCES**

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

## **23. OWNERSHIP OF DOCUMENTS**

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

## **24. NOTICE**

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

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

## **25. NONRENEWAL**

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

## **26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS**

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

B. Payment shall not exceed the amount allowable for appropriation by the Board of Supervisors. If the Contract is terminated for non-appropriation of funds:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

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

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

(1) Cancel this Contract; or,

(2) Offer a contract amendment reflecting the reduced funding.

## **27. CHANGES AND AMENDMENTS**

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

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

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

## **28. CHOICE OF LAW**

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

## **29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

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

## **30. WAIVER**

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

## **31. CONFLICTS IN THE CONTRACT DOCUMENTS**

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

## **32. FAITH BASED ORGANIZATIONS**

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this Contract.

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

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

### **33. PRICING**

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

### **34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES**

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

### **35. DISBARMENT OR SUSPENSION OF CONTRACTOR**

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

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

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

### **36. EXECUTION 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.

**37. LOCAL EMPLOYMENT POLICY**

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

**38. ENTIRE CONTRACT**

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

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**

**1. CONTRACT EXTENSION**

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

**2. TERMINATION**

A. Notwithstanding Section 5 in Exhibit C, this Contract may be terminated by County or Contractor, at any time, with good cause, upon \_\_\_ days written notice from one to the other.

**3. ADDITIONAL INSURANCE**

(1) *Errors and Omissions insurance against loss due to negligent acts, errors and/or omissions, in an amount no less than one million dollars (\$1,000,000) combined single limit per claim and in the aggregate. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.*

(2) *Professional malpractice insurance of all activities of Contractor (and its subcontractors) arising out of or in connection with this Contract in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.*

**4. DRUG FREE WORKPLACE**

*Contractor shall execute the form attached as Exhibit " ".*

**5. CHILD/ADULT ABUSE**

*Contractor shall execute the form attached as Exhibit " ".*

**6. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

*Contractor shall execute the form attached as Exhibit "D-1".*

**7. CONFIDENTIALITY OF MENTAL HEALTH RECORDS**

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

**8. EARLIER DEFAULT**

Services provided under this Contract are of a time-sensitive nature. Accordingly, notwithstanding the requirements of Section 10 in Exhibit D, the time period for notifying Contractor of default shall be \_\_\_\_ days. If Contractor fails to cure a default within \_\_\_\_ days after notification, or if the default requires more than \_\_\_\_ days to cure and Contractor fails to commence to cure the default within \_\_\_\_ days after notification, then Contractor's failure shall terminate this Contract.

**9. INDEMNIFICATION FOR PHYSICIANS**

*Pursuant to Government Code section 800 et seq., County shall indemnify Contractor against all claims, losses and damages arising out of Contractor's performance to the extent that Contractor would be entitled to indemnification if Contractor were a County employee. County may indemnify either by self-insuring or by purchasing insurance for such purpose.*

**10. CONFIDENTIAL RECORDS**

Contractor acknowledges that any information generated, received or disseminated pursuant to its performance under this Contract is confidential and shall not be disclosed in any manner unless authorized by law. Furthermore, Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code sections applicable to the subject of this Contract, particularly, sections 10850 and 11478.1 and will abide by its requirements.

**11. FEDERAL/STATE HEALTH CARE PROGRAMS**

**Contractor shall execute Exhibit “ “ for services which may be reimbursed by Federal or State Health Care Programs (including, but not limited to, Medicare, MediCal and Grants), when such services are either provided on Solano County premises or for which County may seek reimbursement from Federal or State Health Care Programs or grants.**

SOLANO COUNTY  
HIPAA CONTRACTOR AGREEMENT

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Occu-Med, LTD

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This Exhibit shall constitute the Business Associate Agreement (the "Agreement") between the County of Solano (the "County") and the Contractor or grant recipient (the "Contractor") and applies to the functions Contractor will perform on behalf of the County (collectively, "Services"), that is identified in Exhibit A, Scope of Work.

- A County wishes to disclose certain information to Contractor pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI") (defined below).
- B County and its Contractor acknowledge that Contractor is subject to the Privacy and Security Rules (45 CFR parts 160 and 164) promulgated by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act), in certain aspects of its operations performed on behalf of the County.
- C As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require County to enter into an Agreement containing specific requirements with Contractor prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.

#### I. DEFINITIONS

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR parts 160 and 164.

- 1. **Breach** means the same as defined under the HITECH Act [42 U.S.C. section 17921].
- 2. **Contractor** means the same as defined under the Privacy Rule, the Security rule, and the HITECH Act, including, but not limited to, 42 U.S.C. section 17938 and 45 C.F.R. § 160.103.
- 3. **Breach of the Security of the Information System** means the unauthorized acquisition, including, but not limited to, access to, use, disclosure, modification or destruction, of unencrypted computerized data that materially compromises the security, confidentiality, or integrity of personal information maintained by or on behalf of the County. Good faith acquisition of personal information by an employee or agent of the information holder for the purposes of the information holder is not a breach of the security of the system; provided, that the personal information is not used or subject to further unauthorized disclosure.
- 4. **Commercial Use** means obtaining protected health information with the intent to sell, transfer or use it for commercial, or personal gain, or malicious harm; sale to third party for consumption, resale, or processing for resale; application or conversion of data to make a profit or obtain a benefit contrary to the intent of this Agreement.
- 5. **Covered Entity means the same as defined** under the Privacy Rule and the Security rule, including, but not limited to, 45 C.F.R. § 160.103.
- 6. **Designated Record Set means the same as defined** in 45 C.F.R. § 164.501.



7. **Electronic Protected Health Information (ePHI)** means the same as defined in 45 C.F.R. § 160.103.
8. **Electronic Health Record** means the same as defined shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. § 17921.
9. **Encryption** means the process using publicly known algorithms to convert plain text and other data into a form intended to protect the data from being able to be converted back to the original plain text by known technological means.
10. **Health Care Operations** means the same as defined in 45 C.F.R. § 164.501.
11. **Individual** means the same as defined in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
12. **Marketing** means the same as defined under 45 CFR § 164.501 and the act or process of promoting, selling, leasing or licensing any patient information or data for profit without the express written permission of County.
13. **Privacy Officer** means the same as defined in 45 C.F.R. § 164.530(a)(1). The Privacy Officer is the official designated by a County or Contractor to be responsible for compliance with HIPAA/HITECH regulations.
14. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR parts 160 and t 164, subparts A and E.
15. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. §§ 160.103 and 164.501].
16. **Required By Law** means the same as defined in 45 CFR § 164.103.
17. **Security Rule** means the HIPAA Regulation that is codified at 45 C.F.R. parts 160 and 164, subparts A and C.
18. **Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
19. **Security Event** means an immediately reportable subset of security incidents which incident would include:
  - a. a suspected penetration of Contractor's information system of which the Contractor becomes aware of but for which it is not able to verify immediately upon becoming aware of the suspected incident that PHI was not accessed, stolen, used, disclosed, modified, or destroyed;
  - b. any indication, evidence, or other security documentation that the Contractor's network resources, including, but not limited to, software, network routers, firewalls, database and application servers, intrusion detection systems or other security appliances, may have

been damaged, modified, taken over by proxy, or otherwise compromised, for which Contractor cannot refute the indication of the time the Contractor became aware of such indication;

- c. a breach of the security of the Contractor's information system(s) by unauthorized acquisition, including, but not limited to, access to or use, disclosure, modification or destruction, of unencrypted computerized data and which incident materially compromises the security, confidentiality, or integrity of the PHI; and or,
- d. the unauthorized acquisition, including but not limited to access to or use, disclosure, modification or destruction, of unencrypted PHI or other confidential information of the County by an employee or authorized user of Contractor's system(s) which materially compromises the security, confidentiality, or integrity of PHI or other confidential information of the County.

If data acquired (including but not limited to access to or use, disclosure, modification or destruction of such data) is in encrypted format but the decryption key which would allow the decoding of the data is also taken, the parties shall treat the acquisition as a breach for purposes of determining appropriate response.

- 20. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR parts 160 and 164, subparts A and C.
- 21. **Unsecured PHI** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. section 17932(h).

## II. OBLIGATIONS OF CONTRACTOR

- 1. Compliance with the Privacy Rule: Contractor agrees to fully comply with the requirements under the Privacy Rule applicable to "Business Associates" as defined in the Privacy Rule and not use or further disclose Protected Health Information other than as permitted or required by this agreement or as required by law.
- 2. Compliance with the Security Rule: Contractor agrees to fully comply with the requirements under the Security Rule applicable to "Business Associates" as defined in the Security Rule.
- 3. Compliance with the HITECH Act: Contractor hereby acknowledges and agrees it will comply with the HITECH provisions as proscribed in the HITECH Act.

## III. USES AND DISCLOSURES

Contractor shall not use Protected Health Information except for the purpose of performing Contractor's obligations under the Contract and as permitted by the Contract and this Agreement. Further, Contractor shall not use Protected Health Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by County.

- 1. Contractor may use Protected Health Information:
  - a. For functions, activities, and services for or on the Covered Entities' behalf for purposes specified in the Contract and this Agreement.

- b. As authorized for Contractor's management, administrative or legal responsibilities as a Contractor of the County. The uses and disclosures of PHI may not exceed the limitations applicable to the County;
  - c. As required by law.
  - d. To provide Data Aggregation services to the County as permitted by 45 CFR § 164.504(e)(2)(i)(B).
  - e. To report violations of law to appropriate Federal and State authorities, consistent with CFR § 164.502(j)(1).
2. Any use of Protected Health Information by Contractor, its agents, or subcontractors, other than those purposes of the Agreement, shall require the express written authorization by the County and a Business Associate Agreement or amendment as necessary.
  3. Contractor shall not disclose Protected Health Information to a health plan for payment or health care operations if the patient has requested this restriction and has paid out of pocket in full for the health care item or service to which the Protected Health information relates.
  4. Contractor shall not directly or indirectly receive remuneration in exchange for Protected Health Information, except with the prior written consent of County and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by the County to Contractor for services provided pursuant to the Contract.
  5. Contractor shall not use or disclosed Protected Health Information for prohibited activities including, but not limited to, marketing or fundraising purposes.
  6. Contractor agrees to adequately and properly maintain all Protected Health Information received from, or created, on behalf of County.
  7. If Contractor discloses Protected Health Information to a third party, Contractor must obtain, prior to making any such disclosure, i) reasonable written assurances from such third party that such Protected Health Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify Contractor of any breaches of confidentiality of the Protected Health Information, to the extent it has obtained knowledge of such breach [42 U.S.C. section 17932; 45 C.F.R. §§ 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

#### **IV. MINIMUM NECESSARY**

Contractor (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Health Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. section 17935(b); 45 C.F.R. § 164.514(d)(3)]. Contractor understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

#### **V. APPROPRIATE SAFEGUARDS**

1. Contractor shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Health Information otherwise than as permitted by this Agreement, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Health Information in accordance with 45 C.F.R. §§ 164.308, 164.310, and 164.312. [45 C.F.R. § 164.504(e)(2)(ii)(B); 45 C.F.R. § 164.308(b)]. Contractor shall comply with the policies and procedures and documentation

requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. § 164.316. [42 U.S.C. section 17931].

2. Contractor agrees to comply with Subpart 45 CFR part 164 with respect to Electronic Protected Health Information (ePHI). Contractor must secure all Electronic Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with the National Institute of Standards Technology (NIST) Standards and Federal Information Processing Standards (FIPS) as applicable.
3. Contractor agrees that destruction of Protected Health Information on paper, film, or other hard copy media must involve either cross cut shredding or otherwise destroying the Protected Health Information so that it cannot be read or reconstructed.
4. Should any employee or subcontractor of Contractor have direct, authorized access to computer systems of the County that contain Protected Health Information, Contractor shall immediately notify County of any change of such personnel (e.g. employee or subcontractor termination, or change in assignment where such access is no longer necessary) in order for County to disable previously authorized access.

#### **VI. AGENT AND SUBCONTRACTOR'S OF CONTRACTOR**

1. Contractor shall ensure that any agents and subcontractors to whom it provides Protected Health Information, agree in writing to the same restrictions and conditions that apply to Contractor with respect to such PHI and implement the safeguards required with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D) and 45 C.F.R. § 164.308(b)].
2. Contractor shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(I)).

#### **VII. ACCESS TO PROTECTED HEALTH INFORMATION**

1. If Contractor receives Protected Health Information from the County in a Designated Record Set, Contractor agrees to provide access to Protected Health Information in a Designated Record Set to the County in order to meet its requirements under 45 C.F.R. § 164.524.
2. Contractor shall make Protected Health Information maintained by Contractor or its agents or subcontractors in Designated Record Sets available to County for inspection and copying within five (5) days of a request by County to enable County to fulfill its obligations under state law, [Health and Safety Code section 123110] the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.524 [45 C.F.R. § 164.504(e)(2)(ii)(E)]. If Contractor maintains an Electronic Health Record, Contractor shall provide such information in electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. section 17935(e).
3. If Contractor receives a request from an Individual for a copy of the individual's Protected Health Information, and the Protected Health Information is in the sole possession of the Contractor, Contractor will provide the requested copies to the individual in a timely manner. If Contractor receives a request for Protected Health Information not in its possession and in the possession of the County, or receives a request to exercise other individual rights as set forth in the Privacy Rule, Contractor shall promptly forward the request to the County. Contractor shall then assist County as necessary in responding to the request in a timely manner. If a Contractor provides copies of Protected Health Information to the individual, it may charge a reasonable fee for the copies as the regulations shall permit.
4. Contractor shall provide copies of HIPAA Privacy and Security Training records and HIPAA policies and procedures within five (5) calendar days upon request from the County.

## **VIII.AMENDMENTOF PROTECTED HEALTH INFORMATION**

Upon receipt of notice from County, promptly amend or permit the County access to amend any portion of Protected Health Information in the designated record set which Contractor created for or received from the County so that the county may meet its amendment obligations under 45 CFR § 164.526. If any individual requests an amendment of Protected Information directly from Contractor or its agents or subcontractors, Contractor must notify the County in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by Contractor or its agents or subcontractors shall be the responsibility of the County [45 C.F.R. § 164.504(e)(2)(ii)(F)].

## **IX. ACCOUNTING OF DISCLOSURES**

1. At the request of the County, and in the time and manner designed by the County, Contractor and its agents or subcontractors shall make available to the County, the information required to provide an accounting of disclosures to enable the County to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.528, and the HITECH Act, including but not limited to 42 U.S.C. § 17935. Contractor agrees to implement a process that allows for an accounting to be collected and maintained by the Contractor and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that Contractor maintains an electronic health record and is subject to this requirement.
2. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Health Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
3. In the event that the request for an accounting is delivered directly to Contractor or its agents or subcontractors, Contractor shall forward within five (5) calendar days a written copy of the request to the County. It shall be the County's responsibility to prepare and deliver any such accounting requested. Contractor shall not disclose any Protected Information except as set forth in this Agreement [45 C.F.R. §§ 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this paragraph shall survive the termination of this Agreement.

## **X. GOVERNMENTAL ACCESS TO RECORDS**

Contractor shall make its internal practices, books and records relating to its use and disclosure of the protected health information it creates for or receives from the County, available to the County and to the Secretary of the U.S. Department of Health and Human for purposes of determining Contractors compliance with the Privacy rule [45 C.F.R. § 164.504(e)(2)(ii)(H)]. Contractor shall provide to the County a copy of any Protected Health Information that Contractor provides to the Secretary concurrently with providing such Protected Information to the Secretary.

## **XI. CERTIFICATION**

To the extent that the County determines that such examination is necessary to comply with the Contractor's legal obligations pursuant to HIPAA relating to certification of its security practices, County, or its authorized agents or contractors may, at the County's expense, examine Contractor's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to County the extent to which Contractor's security safeguards comply with HIPAA Regulations, the HITECH Act, or this Agreement.

## **XII. BREACH OF UNSECURED PROTECTED HEALTH INFORMATION**

1. In the case of a breach of unsecured Protected Health Information, Contractor shall comply with the applicable provisions of 42 U.S.C. § 17932 and 45 C.F.R. part 164, subpart D, including but not limited to 45 C.F.R. § 164.410.
2. Contractor agrees to notify County of any access, use or disclosure of Protected Health Information not permitted or provided for by this Agreement of which it becomes aware, including any breach as required in 45 C.F.R. § 164.410. or security incident immediately upon discovery by telephone at 707-784-2962 and [Risk@solanocounty.com](mailto:Risk@solanocounty.com) or 707-784-6171 and will include, to the extent possible, the identification of each Individual whose unsecured Protected Health Information has been, or is reasonably believed by the Contractor to have been accessed, acquired, used, or disclosed, a description of the Protected Health Information involved, the nature of the unauthorized access, use or disclosure, the date of the occurrence, and a description of any remedial action taken or proposed to be taken by Contractor. Contractor will also provide to County any other available information that the Covered entity requests.
3. A breach or unauthorized access, use or disclosure shall be treated as discovered by the Contractor on the first day on which such unauthorized access, use, or disclosure is known, or should reasonably have been known, to the Contractor or to any person, other than the individual committing the unauthorized disclosure, that is an employee, officer, subcontractor, agent or other representative of the Contractor.
4. Contractor shall mitigate, to the extent practicable, any harmful effect that results from a breach, security incident, or unauthorized access, use or disclosure of unsecured Protected Health Information by Contractor or its employees, officers, subcontractors, agents or representatives.
5. Following a breach, security incident, or any unauthorized access, use or disclosure of unsecured Protected Health Information, Contractor agrees to take any and all corrective action necessary to prevent recurrence, to document any such action, and to make all documentation available to the County.
6. Except as provided by law, Contractor agrees that it will not inform any third party of a breach or unauthorized access, use or disclosure of Unsecured Protected Health Information without obtaining the County's prior written consent. County hereby reserves the sole right to determine whether and how such notice is to be provided to any individuals, regulatory agencies, or others as may be required by law, regulation or contract terms, as well as the contents of such notice. When applicable law requires the breach to be reported to a federal or state agency or that notice be given to media outlets, Contractor shall cooperate with and coordinate with County to ensure such reporting is in compliance with applicable law and to prevent duplicate reporting, and to determine responsibilities for reporting.
7. Contractor acknowledges that it is required to comply with the referenced rules and regulations and that Contractor (including its subcontractors) may be held liable and subject to penalties for failure to comply.
8. In meeting its obligations under this Agreement, it is understood that Contractor is not acting as the County's agent. In performance of the work, duties, and obligations and in the exercise of the rights granted under this Agreement, it is understood and agreed that Contractor is at all times acting an independent contractor in providing services pursuant to this Agreement and Exhibit A, Scope of Work.

### XIII. TERMINATION OF AGREEMENT

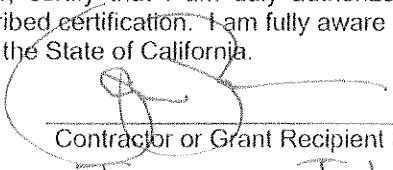
1. Upon termination of this Agreement for any reason, Contractor shall return or destroy, at County's sole discretion, all other Protected Health Information received from the County, or created or received by Contractor on behalf of the County.
2. Contractor will retain no copies of Protected Health Information P in possession of subcontractors or agents of Contractor.
3. Contractor shall provide the County notification of the conditions that make return or destruction not feasible, in the event that Contractor determines that returning or destroying the PHI is not feasible. If the County agrees that the return of the Protected Health Information is not feasible, Contractor shall extend the protections of this Agreement to such Protected Health Information and limit further use and disclosures of such Protected Health Information for so long as the Contractor or any of its agents or subcontractor maintains such information.
4. Contractor agrees to amend this Exhibit as necessary to comply with any newly enacted or issued state or federal law, rule, regulation or policy, or any judicial or administrative decision affecting the use or disclosure of Protected Health Information.
5. Contractor agrees to retain records, minus any Protected Health Information required to be returned by the above section, for a period of at least 7 years following termination of the Agreement. The determining date for retention of records shall be the last date of encounter, transaction, event, or creation of the record.

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### CERTIFICATION

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I, the official named below, certify that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

  
Contractor or Grant Recipient Signature

5/15/19  
Date

James Johnson

Official's Name (type or print)

President

Title

52-2333519

Federal Tax ID Number



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	8	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Auditor-Controller
<b>File #:</b>	19-418	<b>Contact:</b>	Phyllis S. Taynton, 784-6288
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution establishing Solano County's countywide appropriations limit of \$689,713,169, the Consolidated County Service Area appropriations limit of \$264,526, and the East Vallejo Fire Protection District appropriations limit of \$1,169,801 for FY2019/20, and delegating authority to the Auditor-Controller to implement the most advantageous method for establishing the appropriations limit for FY2019/20		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution, B - FY2019-20 GANN LIMIT Computation - Countywide, C - FY2019-20 GANN LIMIT Computation - Special Districts		

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

Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Auditor-Controller's Office (ACO) recommends the Board of Supervisors (BOS) adopt a resolution establishing Solano County's countywide appropriations limit of \$689,713,169, the Consolidated County Service Area appropriations limit of \$264,526, and the East Vallejo Fire Protection District appropriations limit of \$1,169,801 for FY2019/20, and delegating authority to the ACO to implement the most advantageous method for establishing the appropriations limit for FY2019/20.

### **SUMMARY:**

Under Government Code section 7910 and Article XIIIB of the California Constitution, each year the BOS shall, by resolution, establish its appropriations limit for the following fiscal year at a regularly scheduled meeting or noticed special meeting.

The County has the option to use either the growth of the California per capita personal income or the growth of the non-residential assessed valuation due to new construction within the County to establish the appropriations limit. The ACO has calculated the appropriations limits for the FY2019/20 based upon the California per capita personal income factor and the population growth rate, as set forth by the appropriations limit requirements. However, the BOS reserves the right to select the higher of the two methods in determining the appropriations limits.

### **FINANCIAL IMPACT:**

There is no cost to the County for the adoption of the resolution to establish the Countywide appropriations



limit for Solano County and appropriations limits for the Consolidated County Service Area and the East Vallejo Fire Protection District for FY2019/20.

**DISCUSSION:**

The appropriations limit, imposed by Propositions 4 and 111 (also known as the “Gann Limit”), restricts the amount of tax revenue which can be appropriated in any fiscal year. As provided in Attachment A, B and C, the calculated appropriations limits for FY2019/20 are as follows: Countywide Appropriations Limit \$689,713,169; Consolidated County Service Area \$264,526; East Vallejo Fire Protection District \$1,169,801. The appropriations limit is based on actual appropriations during FY1978/79, and is increased each year for the growth of population and inflation factors.

The inflation rate is defined as the “change in the cost of living.” There are two options for this rate. The County has the option to use either the growth of the California per capita personal income or the growth of the non-residential assessed valuation due to new construction within the County. Under Article XIII B, the BOS must select by recorded vote, which change in the cost of living adjustment the County will use.

These limits were calculated using the growth of the California per capita personal income, as the information to calculate the new non-residential construction factor is not available until after July 1, 2019. However, the BOS reserves the right to select the higher of the two factors in determining which method to use in the calculation, and not be bound by the per capita personal income factor. The BOS may delegate authority to the ACO to implement the most advantageous method for the County, once the local assessment roll data becomes available.

During any fiscal year, the County and applicable special districts, with certain exceptions, may not appropriate any “proceeds of taxes” (as defined by law) they receive in excess of their appropriations limit. Based on the FY2019/20 Recommended Budget, the estimated proceeds of taxes subject to the appropriations limit are as follows: Countywide \$193,295,857; Consolidated County Service Area \$145,746; East Vallejo Fire Protection District \$621,081.

Therefore, the County, the Consolidated County Service Area and the East Vallejo Fire Protection District are not expected to exceed their appropriations limits for FY2019/20.

**ALTERNATIVES:**

The BOS has no other alternative but to adopt the appropriations limits since this is a constitutional law of the State of California.

**OTHER AGENCY INVOLVEMENT:**

County Counsel approved the attached resolution. The County Administrator’s Office concurs with the recommendation.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

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

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
ESTABLISHING SOLANO COUNTY'S COUNTYWIDE APPROPRIATIONS LIMIT OF  
\$689,713,169, THE CONSOLIDATED COUNTY SERVICE AREA APPROPRIATIONS LIMIT  
OF \$264,526, AND THE EAST VALLEJO FIRE PROTECTION DISTRICT APPROPRIATIONS  
LIMIT OF \$1,169,801 FOR FISCAL YEAR 2019/20 AND DELEGATING AUTHORITY TO THE  
AUDITOR-CONTROLLER TO IMPLEMENT THE MOST ADVANTAGEOUS METHOD FOR  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FY2019/20**

**Whereas**, under California Government Code section 7910 and Article XIII B of the California Constitution, the Solano County Board of Supervisors shall establish the countywide appropriations limit and the appropriations limits for the Consolidated County Service Area and the East Vallejo Fire Protection District; and

**Whereas**, pursuant to those provisions, the appropriations limits are based on the appropriations limits for the prior fiscal year adjusted for the change in the cost-of-living and the change in population; and

**Whereas**, the County may annually select the cost-of-living factor to be used by the Auditor-Controller in establishing the appropriations limits from either (a) the percentage change in California per capita personal income from the preceding year, or (b) the percentage change in the local assessment roll from the preceding year due to the addition of non-residential new construction; and

**Whereas**, although the County may select the option most advantageous to the County, the only data available at this time is for the change in the per capita personal income, as the assessment roll change data is not available until mid-July; and

**Whereas**, the Auditor-Controller has thus calculated the figures for the Fiscal Year 2019/20 appropriations limits, based upon the per capita personal income factor, as set forth below; and

**Whereas**, the County will use the per capita personal income factor for establishing the Fiscal Year 2019/20 appropriations limits, but reserves the right to select the higher of the two factors, and not be bound by the per capita personal income factor, once the local assessment roll data becomes available; and

**Whereas**, the Auditor-Controller has determined that, using the per capita personal income factor method, the countywide appropriations limit for the Fiscal Year 2019/20 should be \$689,713,169; and

**Whereas**, the Auditor-Controller has also determined that using the same factor, the appropriations limits for the Fiscal Year 2019/20 for the following special districts should be:

Consolidated County Service Area	\$264,526
East Vallejo Fire Protection District	\$1,169,801; and

**Whereas**, under Government Code section 7910, any judicial action or proceeding to attack, review, set aside, void, or annul the appropriations limits established by the Solano County Board of Supervisors shall be commenced within 45 days of the effective date of this resolution.

**Resolved**, the Solano County Board of Supervisors establishes the appropriations limits for Fiscal Year 2019/20 as follows:

Countywide Appropriations Limit	\$689,713,169
Consolidated County Service Area	\$264,526
East Vallejo Fire Protection District	\$1,169,801

**Resolved**, the Solano County Board of Supervisors reserves the right, power, and authority to use the percentage change in the local assessment roll method for calculating the appropriations limits for Fiscal Year 2019/20, if that method is more advantageous to the County, once that information becomes available, and authorizes the Auditor-Controller to implement the most advantageous method.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 4, 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

**COUNTY OF SOLANO, CALIFORNIA  
GANN APPROPRIATIONS LIMITATION COMPUTATION\***

**FISCAL YEAR 2019-20**

2018/19 Limit		\$	663,148,916
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2019/20 Adjustment factors:

CA CPI		1.0385
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Population growth	X	<u>1.0015</u>
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Composite factor		<u>1.04005775</u>
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2019/20 Limit		\$	<u><u>689,713,169</u></u>
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\* Computed without adjustment for New Non-residential Construction rate (not available at this time).

**APPROPRIATIONS LIMIT  
FISCAL YEAR 2019-20  
SPECIAL DISTRICTS UNDER SOLANO COUNTY  
BOARD OF SUPERVISORS**

<b>DISTRICT</b>	<b>2018-19 LIMIT APPROVED</b>	<b>2019 - 20 LIMIT</b>
EAST VALLEJO FIRE PROTECTION DISTRICT	1,124,746	1,169,801
CONSOLIDATED COUNTY SERVICE AREA	254,338	264,526

**ADJUSTMENT FACTORS FOR 2019 - 20**

CALIFORNIA CONSUMER PRICE INDEX (CPI):	1.0385
POPULATION GROWTH (SOLANO COUNTY) (PG):	1.0015
COMBINED FACTOR (CPI x PG):	1.0401



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	9	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Treasurer-Tax Collector-County Clerk
<b>File #:</b>	19-412	<b>Contact:</b>	Charles Lomeli, 784-3419
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution to renew annual delegation of investment authority to County Treasurer and approve the proposed County Investment Policy; and Adopt a resolution to approve the proposed County PARS 115 Trust Investment Policy		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution - Investment Policy, B - Resolution - PARS 115 Policy, C - Investment Policy 2019 (Clean), D - Investment Policy 2019 (Redlined), E - PARS 115 Policy (Clean), F - PARS 115 Policy (Redlined)		

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 adopt the resolution renewing its annual delegation of investment authority to the County Treasurer for FY2019/20 and approve the proposed Investment Policy. It is further recommended that the Board of Supervisors adopt a resolution to approve the proposed PARS 115 Trust Investment Policy.

### **SUMMARY:**

California Government Code section 27000.3 provides that the Board of Supervisors is the agent of the County that serves as a fiduciary and is subject to the prudent investor standard for the County Investment Pool unless a delegation of authority has occurred pursuant to Government Code section 53607. Section 27000.1 permits the Board to delegate to the County Treasurer the authority to invest funds in the County Treasury for a period of one year. When such a delegation occurs, the County Treasurer and not the Board of Supervisors serves as the fiduciary and is subject to the prudent investor standard.

On February 10, 2015 this Board took action to adopt Resolution 2015-21 establishing the PARS 115 Pension Trust (the Trust). The Trust is to be used exclusively to fund contractual obligations to provide benefits under the post-employment health care plan and to contribute to a defined benefit pension plan maintained under section 401(a) of the Internal Revenue Code. This Board also delegated to the Treasurer investment authority for the Trust. While not mandated, in keeping with the tenets of Section 27000.1, the Treasurer is requesting an annual reaffirmation of the delegation and investment policy as a means of providing transparency.

### **Background**

Retirement trust funds have different objectives and statutory prohibitions than the County Treasurer's Pool and therefore require a separate investment policy that is reflective of those differences. The purpose of these funds requires staff to manage the funds to a risk profile unique from the investment pool.

These differences include an ability to purchase and hold equities, private placement securities, and fixed income investments whose risk profiles are greater than those found in a cash management pool such as the Treasurer's Pool. Since these funds will be held for a greater length of time and with a more predictable cash flow need they can be invested in securities that provide the potential for a greater return on investment that might otherwise be achievable.

#### Other Policy Considerations

Environmental, Social and Governance Investing (ESG) has developed as a new principle with regards to funds management. The objective of ESG investing is to influence social change through the restricting of investments to only those that have met and maintained certain yet to be fully defined ESG standards. Lacking fully defined standards and measurement tools, ESG standards are not incorporated in the current policy.

Additionally, while the value of ESG focused investing is recognized, the implementation of an effective ESG program at the county level may prove challenging within reasonable budgetary constraints. Preliminary estimates based on comparisons of similar ESG and non ESG focused funds has indicated that program implementation could add an additional ten basis points of overhead to Treasury costs. By comparison, total operating costs of the Treasury, as currently operating, are estimated to be less than eight basis points. The concern is that while the ESG investing may provide a difficult to quantify level of global benefit, the cost of implementation is likely to impose a more direct tangible cost on participating depositors and reduce their ability to provide socially beneficial services locally.

In addition to the cost concerns, the Treasurer is bound by a statutorily mandated fiduciary obligation to invest on behalf of the more than 80 depositing agencies, school districts, and other special districts under the guiding principal of providing a yield commensurate with appropriate levels of safety and liquidity. The potential impacts of ESG investing as it relates to Treasury investment management have not been defined or codified by law.

In lieu of an ESG program implementation at this time, the Treasurer anticipates maintaining overhead costs at current levels and continuing to provide the additional revenue to the pool participants as a revenue source for use at the public agency depositor's discretion. The Treasurer will continue to monitor ESG developments.

#### **FINANCIAL IMPACT:**

The preparation cost of this report is included in the Treasurer's annual appropriations. The full cost of operations for the Treasurer's Office is paid from investment earnings of the Treasury pool, which is allocated to all pool participants proportionately to their share of the pool investments. The General Fund share in the investment pool is approximately 12%. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

#### **ALTERNATIVES:**

The Board may choose not to renew the delegation of authority to the Treasurer and choose instead to keep the investment responsibilities and serve as fiduciary. The Board could elect to make changes to either of the proposed policies.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the policies

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



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

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
RENEWING DELEGATION OF INVESTMENT AUTHORITY TO THE SOLANO COUNTY  
TREASURER-TAX COLLECTOR-COUNTY CLERK AND APPROVING INVESTMENT  
POLICY**

**Whereas**, California Government Code section 27000.1 provides that the Board of Supervisors may annually delegate authority to invest or reinvest the funds in the County Treasury to the County Treasurer; and

**Whereas**, Solano County Code section 2-27 has made such delegation subject to annual renewal by resolution of the Board of Supervisors on or before July 1 of each year.

**Resolved**, that the Solano County Board of Supervisors renews its delegation of authority to invest or reinvest the funds of the County and the funds of other depositors in the County Treasury, pursuant to California Government Code Section 53600, et seq., to the Solano County Treasurer-Tax Collector-County Clerk.

**Resolved**, the County Treasurer will assume full responsibility for such transactions.

**Resolved**, the Solano County Board of Supervisors approves the Investment Policy attached to this resolution and incorporated by this reference.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 4, 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

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

**RESOLUTION OF THE BOARD OF SUPERVISORS OF SOLANO COUNTY  
APPROVING THE PARS 115 RETIREMENT TRUST FUND INVESTMENT POLICY**

**Whereas**, California Government Code section 53216 provides that the Board of Supervisors may establish a pension trust; and

**Whereas**, this Board adopted Resolution 2015-21 establishing the PARS 115 pension trust on February 10, 2015, and

**Whereas**, Investment authority was delegated to the Treasurer at that time.

**Resolved**, the Solano County Board of Supervisors approves the PARS 115 Pension Trust Investment Policy attached to this resolution and incorporated by this reference.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 4, 2019 by the following vote:

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

\_\_\_\_\_

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

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

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

ATTEST:  
BIRGITTA CORSELLO, Clerk  
Solano County Board of Supervisors

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

2019

# **SOLANO COUNTY TREASURER**

## **INVESTMENT POLICY**



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## **Purpose**

This policy provides guidance, control, and direction for the management of surplus funds entrusted to the care of the Solano County Treasurer. These funds are invested collectively and referred to as the Treasury Pool. In addition, the Treasurer is entrusted with segregated investments related to debt issuance and other sources. These funds are invested within the scope of all applicable bond issuance documents, government codes, trust agreements, or other restrictions in affect at the time of the deposit and during the holding period. Any funds entrusted and invested outside the Treasury Pool are accounted for separately.

## **Scope**

This policy applies to all funds over which the Treasurer has been granted fiduciary responsibility and direct control for their management.

## **Implementation**

The guidelines and restrictions found herein shall be applied to all actions taken after its adoption by the Board of Supervisors and shall remain in effect until replaced.

## **Participants**

This investment policy generally restricts deposits to those funds mandated by law or contractual agreement to be held in care of the County Treasurer.

On the consent of the Treasurer, exemptions may be granted pursuant to Government Code §53684 for non-mandatory depositing agencies or non-mandated funds, if it is determined that the additional deposit provides a benefit to the Treasury Pool as a whole while not creating an unmanageable liquidity risk.

Non-mandated depositors or funds may be subject to specific transactional limitations that mitigate the non-mandated deposit liquidity risk. These restrictions may include but are not limited to restrictions on the number of transactions per month, on the size of individual transactions, and on the amount of notification time required before processing a transaction. Non-mandated depositors must agree to the terms and conditions of deposit prior to the Treasurer's acceptance of any non-mandated funds. As a default, these restrictions shall be not more than five transactions per month, not more than the lesser of five million dollars or one percent of the portfolio in aggregate transaction totals per month, and a minimum of thirty days' prior notification for any transaction.

## General Policy Statement

It shall be the policy of the Solano County Treasurer to manage the Treasury Pool in accordance with applicable State codes and for the benefit of the pool participants. The Treasurer will make every reasonable effort to maintain the composition of the Treasury Pool within an acceptable risk – return profile. To achieve and maintain this profile, the Treasurer may direct investment purchases or sales to adjust the credit risk, interest rate risk, liquidity risk, or other risks inherent in investment pools.

## Objectives

It is the objective of the Solano County Treasurer to invest public funds in a manner that provides security of principal, sufficient liquidity to ensure that the specific portfolio is able to meet its cash flow needs, and generates returns commensurate with the inherent risks being managed. This practice is generally referred to as the “SLY” principal; which is Safety, Liquidity, and Yield.

**Safety:** Safety of principal seeks to insure the preservation of capital. The objective will be to manage credit risk and liquidity risk

Credit risk, also known as default risk, is the risk that the issuer of a fixed income security may be unable to make timely principal and interest payments. This risk is mitigated through diversification, a process whereby funds are invested in multiple issuers as opposed to a single name.

Liquidity risk is the risk that an investment will be difficult or impossible to sell at a reasonable price relative to its potential return. Marketability risk increases or decreases based on a number of factors including the notoriety of the debt issuer and the frequency at which they issue debt. The size, structure, and complexity of the particular deal, and the size of the market it is issued in are also factors that impact marketability of the security. Market risk is mitigated in the portfolio through the purchase and holding of securities issued by larger, more well-known, and higher rated issuers, such as the United States Treasury and Federal Agencies.

**Liquidity:** The investment pool shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by purchasing securities from large, well known, and highly rated issuers. As well as maintaining a ladder of investment whose maturities are timed to match the historical needs of depositors. This includes structuring the ladder to provide additional maturities in summer months when cash demands exceed deposits. The Treasury Pool also maintains cash balances in several Money Market and Money Market-like instruments including the Local Agency Investment Fund.

**Yield:** The Treasury Pool shall be managed with the objective of maintaining a rate of return commensurate with the risk through various budgetary and economic cycles. Taking into account prevailing interest rates, liquidity needs as described above, and the limits on the types of securities the Treasury Pool is authorized to purchase.

A prudent balancing of liquidity needs results in an investment return for Treasury pool participants that is higher, under most conditions, than that which would be available to them in an overnight investment. However, as a consequence of purchasing longer maturity investments with higher yields, the yield on the Treasury Pool can be expected to lag changes in market interest rates. The result is a buffered Treasury Pool yield that moves slowly and steadily in the direction of market rates, while providing higher long-term rates of return, and an increased ability to forecast depositor yields for budgetary purposes.

## **Standard of Care**

The following policies are designed in accordance with Government Code §53600 et al and the recommended best practices of the Government Finance Officers Association (GFOA) to provide transparency to Treasury operations while enhancing portfolio controls.

- a) **Mark to Market:** In accordance with Governmental Accounting Standard Board (GASB) Statement 40, the portfolio will be marked to market on a monthly or more frequent basis and treated as “Available for Sale” for reporting purposes.
- b) **Wires, ACH’s, and other electronic transfers:** Electronic transfers will require either dual control in the establishment of a repetitive transaction or dual control in the release of a non-repetitive transaction.
- c) **Prudent Investor:** Treasury staff will at all times be held to the “Prudent Investor Standard” when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds. The County Treasurer and his/her deputies shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of investing funds of a like character and with like aims to safeguard the principal and maintain the liquidity needs of the County and other depositors.
- d) **Indemnification:** The Treasurer and his or her staff, when acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own

affairs. Investments will not be made for speculation but for investment consistent with the stated objectives.

- e) **Ethics and Conflicts of Interest:** County officers, employees, agents and any others who may be directly involved in the investment decision making process shall adhere to all applicable laws regarding conflicts of interest and refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Individuals making or advising on investment decisions shall refrain from conducting personal investment transactions with the same individual firm with whom business is conducted on behalf of the County. The receipt of gifts is subject to the disclosure requirements and limitations set forth in sections §87200 and §89503 of the Government Code. In addition, the receipt of honoraria is prohibited.
- f) **Delegation of Authority – Government Code §53607:** California Government Code §53607 authorizes the County Board of Supervisors the authority to delegate the investment function to the County Treasurer for a one-year period. The Treasurer shall thereafter assume full responsibility for those transactions until the authority is revoked or expires.
- g) **Transactions Records:** All Treasury records will be maintained in accordance with the County's adopted records retention policy.

## **Banking**

Banking services are utilized to facilitate the financial transactions required by the pool participants. The bank or banks providing these services will be selected in accordance with Government Code §53635.2. Where possible the Treasurer will strive to consolidate banking services in order to achieve the most cost-effective means of meeting the needs of the pool participants.

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## **Safekeeping and Custody**

**Delivery vs. Payment:** Purchased, or otherwise acquired, investment securities will be delivered by Fed Book Entry, DTC, or physical deliver, and to the extent feasible, held in third party safekeeping with a designated custodian. To the greatest extent possible, all



transactions will be conducted on a Delivery Versus Payment (DVP) methodology where funds for payment are released simultaneously with the arrival of the investment.

**Third-party Safekeeping:** The trust department of a bank or other qualified provider will be designated as custodian for safekeeping specific securities. The custodian shall provide reporting and as needed real time access to financial records that show the specific instrument, selling broker/dealer, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information.

## **Reporting**

In accordance with the recommendations of Government Code §53646 the Treasurer will publish on the County public website, or make available through other electronic means, a detailed report of the investment transactions on a monthly basis. The report will also disclose the amount of liquidity available to meet cash flow demands for the subsequent six month period.

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## **Compensation**

In accordance with Government Code §§ 27013 and 53684, the Treasurer will charge all pool participants for administrative and overhead costs. Costs include, but are not limited to, employee salaries and benefits, portfolio management, bank and custodial fees, software maintenance fees, and other direct and indirect costs incurred from handling or managing funds. Costs will be deducted from interest earnings on the pool prior to apportioning and payment of interest. The Treasurer shall annually prepare a proposed budget providing a detailed itemization of all estimated costs which comprises the administrative fee charged in accordance with California Government Code § 27013. The administrative fee will be subject to change annually. At the end of each fiscal year the amount of the administrative fee is adjusted to reflect the actual Treasury costs for the year.

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As a trustee of public funds held on behalf of other governing bodies it is the Treasurer's policy to use those financial institutions and financial service providers who provide the greatest investment benefit to the pool participants.

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- b) Any decision to conduct financial transactions with an entity shall be made exercising the care, skill, prudence and diligence under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs.
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Pursuant to Article XVI, section 6 of the California Constitution, the County Treasurer, upon resolution of the Board of Supervisors, has the power and the duty to make temporary transfers of Treasury Pool funds to districts whose funds are in the custody of and paid out solely through the Treasurer's Office. In accordance with statute, these temporary transfers will be limited to 85% of all anticipated revenues accruing to the district that are mandated for deposit with the Treasury.

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The Solano County Investment Pool is comprised of monies from multiple units of the county, schools, agencies and districts. Each entity has unique cash flow demands, which dictate the type of investments the Treasurer must purchase. To ensure parity among the pool participants when apportioning interest, the following procedures have been developed.

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- c) Interest is calculated on an accrual basis for all investments in the Treasurer's Pool by the Treasurer and reported to the Auditor-Controller for distribution into the funds of the participants.
- d) The Auditor-Controller deducts accounting fees and makes any adjustments from the interest earning and apportions the remaining earnings to all participants based on the positive average daily balance.
- e) Negative average daily fund balance will be charged interest at the rate of interest that is being apportioned.

## **Deposit and Withdrawal Requests**

Solano County operates a Pooled Investment Portfolio that allows optimal liquidity and diversification for depositing agencies. Unless otherwise specified, monies from all units of government, schools, agencies and districts deposited into the Treasury are combined into the Treasury Pool. The purpose of the combined portfolio is to increase participant's liquidity and not limit them to specific investments. This portfolio is managed as a unit based on a calculated combined cash flow of all the participants. See "Participants" section for additional information and restrictions on deposits.

Per Government Code §27136, the Treasurer will approve all material withdrawals from the investment pool that are made for the purpose of investing or depositing those funds outside the County Treasury Pool. Transactions by non-mandatory depositors will be at a minimum subject to the limitations as described in Treasurer's pool participants section of this policy.

Exceptions to the combined pool are allowed for bond proceeds and other funds that must be segregated by applicable bond documents, trust agreements, statutes, or other restrictions in place at or during the time the funds are entrusted to the Solano County

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## **Authorized Investments and Restrictions**

The Solano County Treasurer’s Pool shall be governed by the tenets of Government Code § 53600 et seq. In addition to these tenets the portfolio is further restricted to the following percentages based on book value at the time of purchase.

- a) Bonds issued by Solano County as the local agency
  - i. Not more than 20% of the portfolio
  - ii. Maximum maturity of 30 years in accordance with Resolution 2008-96
- b) Treasury Bills, Notes, Bonds, and other Certificates of Indebtedness backed by the full faith and credit of the United States Government
  - i. No restrictions above those mandated by §53601
- c) Registered state warrants or treasury notes or bonds of the State of California
  - i. Not more than 20% of the portfolio
  - ii. Maximum maturity of 30 years in accordance with Resolution 2008-96
- d) Registered treasury notes or bonds issued by any of the other 49 states in accordance with §53601 (d)
  - i. Not more than 20% of the portfolio.
  - ii. Maximum maturity of 30 years in accordance with Resolution 2008-96
- e) Bonds, notes, warrants, or other evidences of indebtedness of any local agency within the State of California not including Solano County
  - i. Not more than 20% of the portfolio
  - ii. Maximum maturity of 30 years in accordance with Resolution 2008-96
- f) Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments
  - i. Not more than 80% of the portfolio
  - ii. Not more than 50% of the portfolio in any single agency
- g) Bankers Acceptances
  - i. No restrictions above those mandated by §53601
- h) Commercial Paper
  - i. Must be credit rated the equivalent of “A-1” or higher by at least two nationally recognized statistical rating organizations.
- i) Negotiable Certificates of Deposit
  - i. Not more than 20% of the portfolio

- j) Repurchase Agreement or Reverse Repurchase Agreements Collateral
  - i. No restrictions above those mandated by §53601
- k) Corporate Bonds, Notes, or other Certificates of Indebtedness
  - i. No restrictions above those mandated by §53601
- l) Shares of Beneficial Interest
  - i. No restrictions above those mandated by §53601
- m) Bond Proceeds
  - i. No restrictions above those mandated by §53601
- n) Security Interests
  - i. No restrictions above those mandated by §53601
- o) Any mortgage or other asset backed pass-through security or collateralization
  - i. No restrictions above those mandated by §53601
- p) JPA Participations
  - i. No restrictions above those mandated by §53601
- q) International Bank for Reconstruction and Development, International Finance Corporation, Inter-American Development Bank
  - i. Dollar denominated senior unsecured unsubordinated rated AA or better.
- r) Other Restrictions
  - i. Currently callable securities restricted to not more than 60% of the portfolio. Restriction does not apply to make whole calls.
  - ii. Securities downgraded to below investment grade shall be reviewed and sold at market prices if the determination is made that they present a material risk to the portfolio liquidity.
- s) Commercial Bank, Savings Bank, Savings and Loan Association, or Credit Union Certificate distribution mechanisms.
  - i. No Restrictions above those mandated by §53601

Any investment currently held in the portfolio that does not meet the guidelines established in this policy is exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

In accordance with California Government Code Section §53601 the Treasurer retains the right to petition the Solano County Board of Supervisors for approval to invest in securities with a final maturity in excess of five years. The Solano County Board of Supervisors adoption of any resolution allowing maturities beyond five years shall be considered an allowed modification to this policy and any investments made in accordance with the modification shall be allowable under this policy.

The Board's previously granted exception in the form of Resolution 2009-65 on April 07, 2009 shall remain in effect regarding the purchase of extended maturity securities, pursuant to Government Code §53601.

## **Other Policy Considerations**

**Disaster Recovery:** The County Treasury maintains disaster recovery policies, procedures, and practices that are tested and updated on a regular basis as technologies and conditions change. These items are intended first and foremost to provide the maximum protection to Treasury assets in the event of a natural or manmade disaster.

The Treasury also maintains contingency operating procedures to provide business continuity in the event that key County facilities or equipment are unavailable for extended periods of time.

**Auditing:** Pursuant to Government Code § 26920 the Treasury undergoes a quarterly review of the Treasurer's statement of assets conducted by the Internal Audit division of the Auditor-Controller's office. The Auditor's review shall be accomplished in accordance with the appropriate professional standards, as determined by the County Auditor. The Treasurer shall prepare a statement showing the amount and type of assets in the County Treasury as of the date of the review. The review shall include:

- a) Counting cash in the Treasury.
- b) Verifying that the records of the Treasurer and Auditor are reconciled pursuant to California Government Code § 26905.
- c) Issuing a report to the Board of Supervisors in accordance with the Statements on Standards of Accounting and Review Services issued by the American Institute of Certified Public Accountants.
- d) On an annual basis, the Internal Audit Division of the Auditor-Controller's Office shall perform or cause to be performed an audit of the assets in the County Treasury and express an opinion whether the Treasurer's statement of assets is presented fairly and in accordance with generally accepted accounting principles.
- e) The report shall be addressed to the Board of Supervisors. The quarterly review referenced above need not be performed for the period when an audit is conducted.

**Environmental, Social and Governance (ESG) considerations:** Industry standards for ESG compliance have not been universally defined and accepted. The Treasury will monitor ESG developments and recommend future policy changes when appropriate.

## **Investment of Segregated Funds**

As needed, the Treasurer may be entrusted to manage the proceeds of specific bond issuances or other deposited funds as separate investments from the Treasury Pool. These include, but are not limited to General Obligations of the County, County TRAns, Pension Trust Fund, School General Obligations, School TRAns, and State or other entity provided loans or deposits to local agencies including School Districts.

**Participation:** Participation in a “segregated funds” portfolio is restricted to the terms of the specific issues trust agreement or as directed by the appropriate legal counsel. Establishment of a segregated investment will be by mutual agreement of the requesting agency and the Treasurer

**Portfolio Restrictions:** Funds in any segregated portfolio will be governed by the tenets of the trust agreement, and any other agreed upon governance. Segregated investment will be held to the prudent investor standard.

- a) Investments in this portfolio are not subject to the limitations of §53601 - §53609 inclusive.
- b) For tax purposes portfolio investments may be restricted to tax exempt or other specific tax treatment securities.
- c) As a result of spending restrictions, portfolio funds may be invested in securities with durations of up to forty years or as otherwise proscribed in the trust agreement

**Withdrawing funds from the Portfolio:** Withdrawals are subject to the limitations and restrictions as described in the trust agreement. Any gains or losses realized as a result of changes in the anticipated withdrawal schedule will be apportioned to the depositor’s fund.

**Special Investments:** Special investments are subject to the restrictions of the individual bond issuance as described in the trust agreement or as directed by the appropriate legal counsel.

**Roles and Responsibilities:** The Treasurer manages these funds on behalf of the depositor and relies on the depositor to provide accurate information with regard to liquidity and other specific investment needs. It shall be the responsibility of the depositor to notify the Treasurer of any changes in the investment requirements. Balances are validated against records maintained by the Auditor – Controller’s office.

## **California Government Code Sections Referenced:**

§26900-26922

§27000-27137

§53600-53610

§53630-53692



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# SOLANO COUNTY TREASURER

## INVESTMENT POLICY



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## **Purpose**

This policy provides guidance, control, and direction for the management of surplus funds entrusted to the care of the Solano County Treasurer. These funds are invested collectively and referred to as the Treasury Pool. In addition, the Treasurer is entrusted with segregated investments related to debt issuance and other sources. These funds are invested within the scope of all applicable bond issuance documents, government codes, trust agreements, or other restrictions in affect at the time of the deposit and during the holding period. Any funds entrusted and invested outside the Treasury Pool are accounted for separately.

## **Scope**

This policy applies to all funds over which the Treasurer has been granted fiduciary responsibility and direct control for their management.

## **Implementation**

The guidelines and restrictions found herein shall be applied to all actions taken after its adoption by the Board of Supervisors and shall remain in effect until replaced.

## **Participants**

This investment policy generally restricts deposits to those funds mandated by law or contractual agreement to be held in care of the County Treasurer.

On the consent of the Treasurer, exemptions may be granted pursuant to Government Code §53684 for non-mandatory depositing agencies or non-mandated funds, if it is determined that the additional deposit provides a benefit to the Treasury Pool as a whole while not creating an unmanageable liquidity risk.

Non-mandated depositors or funds may be subject to specific transactional limitations that mitigate the non-mandated deposit liquidity risk. These restrictions may include but are not limited to restrictions on the number of transactions per month, on the size of individual transactions, and on the amount of notification time required before processing a transaction. Non-mandated depositors must agree to the terms and conditions of deposit prior to the Treasurer's acceptance of any non-mandated funds. As a default, these restrictions shall be not more than five transactions per month, not more than the lesser of five million dollars or one percent of the portfolio in aggregate transaction totals per month, and a minimum of thirty days' prior notification for any transaction.

## General Policy Statement

It shall be the policy of the Solano County Treasurer to manage the Treasury Pool in accordance with applicable State codes and for the benefit of the pool participants. The Treasurer will make every reasonable effort to maintain the composition of the Treasury Pool within an acceptable risk – return profile. To achieve and maintain this profile, the Treasurer may direct investment purchases or sales to adjust the credit risk, interest rate risk, liquidity risk, or other risks inherent in investment pools.

## Objectives

It is the objective of the Solano County Treasurer to invest public funds in a manner that provides security of principal, sufficient liquidity to ensure that the specific portfolio is able to meet its cash flow needs, and generates returns commensurate with the inherent risks being managed. This practice is generally referred to as the “SLY” principal; which is Safety, Liquidity, and Yield.

**Safety:** Safety of principal seeks to insure the preservation of capital. The objective will be to manage credit risk and liquidity risk

Credit risk, also known as default risk, is the risk that the issuer of a fixed income security may be unable to make timely principal and interest payments. This risk is mitigated through diversification, a process whereby funds are invested in multiple issuers as opposed to a single name.

~~Liquidity risk~~, Liquidity risk is the risk that an investment will be difficult or impossible to sell at a reasonable price relative to its potential return. Marketability risk increases or decreases based on a number of factors including the notoriety of the debt issuer and the frequency at which they issue debt. The size, structure, and complexity of the particular deal, and the size of the market it is issued in are also factors that impact marketability of the security. Market risk is mitigated in the portfolio through the purchase and holding of securities issued by larger, more well-known, and higher rated issuers, such as the United States Treasury and Federal Agencies.

**Liquidity:** The investment pool shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by purchasing securities from large, well known, and highly rated issuers. As well as maintaining a ladder of investment whose maturities are timed to match the historical needs of depositors. This includes structuring the ladder to provide additional maturities in summer months when cash demands exceed deposits. The Treasury Pool also maintains cash balances in several Money Market and Money Market-like instruments including the Local Agency Investment Fund.

**Yield:** The Treasury Pool shall be managed with the objective of maintaining a rate of return commensurate with the risk through various budgetary and economic cycles. Taking into account prevailing interest rates, liquidity needs as described above, and the limits on the types of securities the Treasury Pool is authorized to purchase.

A prudent balancing of liquidity needs results in an investment return for Treasury pool participants that is higher, under most conditions, than that which would be available to them in an overnight investment. However, as a consequence of purchasing longer maturity investments with higher yields, the yield on the Treasury Pool can be expected to lag changes in market interest rates. The result is a buffered Treasury Pool yield that moves slowly and steadily in the direction of market rates, while providing higher ~~long term~~long-term rates of return, and an increased ability to forecast depositor yields for budgetary purposes.

## Standard of Care

The following policies are designed in accordance with Government Code §53600 et al and the recommended best practices of the Government Finance Officers Association (GFOA) to provide transparency to Treasury operations while enhancing portfolio controls.

- a) Mark to Market: In accordance with Governmental Accounting Standard Board (GASB) Statement 40, the portfolio will be marked to market on a monthly or more frequent basis and treated as “Available for Sale” for reporting purposes.
- b) Wires, ACH’s, and other electronic transfers: Electronic transfers will require either dual control in the establishment of a repetitive transaction or dual control in the release of a non-repetitive transaction.
- c) Prudent Investor: Treasury staff will at all times be held to the “Prudent Investor Standard” when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds. The County Treasurer and his/her deputies shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of investing funds of a like character and with like aims to safeguard the principal and maintain the liquidity needs of the County and other depositors.
- d) Indemnification: The Treasurer and his or her staff, when acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own

affairs. Investments will not be made for speculation but for investment consistent with the stated objectives.

- e) **Ethics and Conflicts of Interest:** County officers, employees, agents and any others who may be directly involved in the investment decision making process shall adhere to all applicable laws regarding conflicts of interest and refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Individuals making or advising on investment decisions shall refrain from conducting personal investment transactions with the same individual firm with whom business is conducted on behalf of the County. The receipt of gifts is subject to the disclosure requirements and limitations set forth in sections §87200 and §89503 of the Government Code. In addition, the receipt of honoraria is prohibited.
- f) **Delegation of Authority – Government Code §53607:** California Government Code §53607 authorizes the County Board of Supervisors the authority to delegate the investment function to the County Treasurer for a one-year period. The Treasurer shall thereafter assume full responsibility for those transactions until the authority is revoked or expires.
- g) **Transactions Records:** All Treasury records will be maintained in accordance with the County's adopted records retention policy.

## **Banking**

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  - ii. Not more than 50% of the portfolio in any single agency
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  - i. Dollar denominated senior unsecured unsubordinated rated AA or better.
- r) Other Restrictions
  - i. Currently callable securities restricted to not more than 60% of the portfolio. Restriction does not apply to make whole calls.
  - ii. Securities downgraded to below investment grade shall be reviewed and sold at market prices if the determination is made that they present a material risk to the portfolio liquidity.
- s) Commercial Bank, Savings Bank, Savings and Loan Association, or Credit Union Certificate distribution mechanisms.
  - i. No Restrictions above those mandated by §53601

Any investment currently held in the portfolio that does not meet the guidelines established in this policy is exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

In accordance with California Government Code Section §53601 the Treasurer retains the right to petition the Solano County Board of Supervisors for approval to invest in securities with a final maturity in excess of five years. The Solano County Board of Supervisors adoption of any resolution allowing maturities beyond five years shall be considered an allowed modification to this policy and any investments made in accordance with the modification shall be allowable under this policy.

The Board's previously granted exception in the form of Resolution 2009-65 on April 07, 2009 shall remain in effect regarding the purchase of extended maturity securities, pursuant to Government Code §53601.

## **Other Policy Considerations**

**Disaster Recovery:** The County Treasury maintains disaster recovery policies, procedures, and practices that are tested and updated on a regular basis as technologies and conditions change. These items are intended first and foremost to provide the maximum protection to Treasury assets in the event of a natural or manmade disaster.

The Treasury also maintains contingency operating procedures to provide business continuity in the event that key County facilities or equipment are unavailable for extended periods of time.

**Auditing:** Pursuant to Government Code § 26920 the Treasury undergoes a quarterly review of the Treasurer's statement of assets conducted by the Internal Audit division of the Auditor-Controller's office. The Auditor's review shall be accomplished in accordance with the appropriate professional standards, as determined by the County Auditor. The Treasurer shall prepare a statement showing the amount and type of assets in the County Treasury as of the date of the review. The review shall include:

- a) Counting cash in the Treasury.
- b) Verifying that the records of the Treasurer and Auditor are reconciled pursuant to California Government Code § 26905.
- c) Issuing a report to the Board of Supervisors in accordance with the Statements on Standards of Accounting and Review Services issued by the American Institute of Certified Public Accountants.
- d) On an annual basis, the Internal Audit Division of the Auditor-Controller's Office shall perform or cause to be performed an audit of the assets in the County Treasury and express an opinion whether the Treasurer's statement of assets is presented fairly and in accordance with generally accepted accounting principles.
- e) The report shall be addressed to the Board of Supervisors. The quarterly review referenced above need not be performed for the period when an audit is conducted.

**Environmental, Social and Governance (ESG) considerations:** Industry standards for ESG compliance have not been universally defined and accepted. The Treasury will monitor ESG developments and recommend future policy changes when appropriate.

## **Investment of Segregated Funds**

As needed, the Treasurer may be entrusted to manage the proceeds of specific bond issuances or other deposited funds as separate investments from the Treasury Pool. These include, but are not limited to General Obligations of the County, County TRAns, Pension Trust Fund, School General Obligations, School TRAns, and State or other entity provided loans or deposits to local agencies including School Districts.

**Participation:** Participation in a “segregated funds” portfolio is restricted to the terms of the specific issues trust agreement or as directed by the appropriate legal counsel. Establishment of a segregated investment will be by mutual agreement of the requesting agency and the Treasurer

**Portfolio Restrictions:** Funds in any segregated portfolio will be governed by the tenets of the trust agreement, and any other agreed upon governance. Segregated investment will be held to the prudent investor standard.

- a) Investments in this portfolio are not subject to the limitations of §53601 - §53609 inclusive.
- b) For tax purposes portfolio investments may be restricted to tax exempt or other specific tax treatment securities.
- c) As a result of spending restrictions, portfolio funds may be invested in securities with durations of up to forty years or as otherwise proscribed in the trust agreement

**Withdrawing funds from the Portfolio:** Withdrawals are subject to the limitations and restrictions as described in the trust agreement. Any gains or losses realized as a result of changes in the anticipated withdrawal schedule will be apportioned to the depositor’s fund.

**Special Investments:** Special investments are subject to the restrictions of the individual bond issuance as described in the trust agreement or as directed by the appropriate legal counsel.

**Roles and Responsibilities:** The Treasurer manages these funds on behalf of the depositor and relies on the depositor to provide accurate information with regard to liquidity and other specific investment needs. It shall be the responsibility of the depositor to notify the Treasurer of any changes in the investment requirements. Balances are validated against records maintained by the Auditor – Controller’s office.

## **California Government Code Sections Referenced:**

§26900-26922

§27000-27137

§53600-53610

§53630-53692

# **SOLANO COUNTY TREASURER**

## **115 RETIREMENT TRUST**

### **INVESTMENT POLICY 2019**



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## **Purpose**

This policy provides guidance, control, and direction for the management 115 Retirement Trust Funds entrusted to the care of the Solano County Treasurer. These funds are invested collectively and referred to as the 115 Retirement Trust Fund. These funds are invested within the scope of all applicable government codes, trust agreements, or other restrictions in affect at the time of the deposit and during the holding period. Any funds entrusted and invested outside the 115 Retirement Trust Fund are accounted for separately.

Funds deposited in the 115 Retirement Trust Fund will be invested to optimize their earnings, within acceptable risk parameters, as recommended by the Pension Advisory Committee and adopted by the Board of Supervisors.

The parameters, recommended for adoption by the Board are no withdrawals of assets during the next three fiscal years through June 30, 2021, and an expectation that the funds may be invested with a longer duration target, additional credit risk, and principal risk including exposure to equities or other non-fixed income investments. Investments of these types should be considered long term holdings and will restrict availability of 115 Trust funds.

## **Scope**

This policy applies to all 115 Retirement funds over which the Treasurer has been granted fiduciary responsibility and direct control for their management.

## **Implementation**

The guidelines and restrictions found herein shall be applied to all actions taken after its adoption by the Board of Supervisors and shall remain in effect until replaced.

## **Participants**

This investment policy restricts deposits to those funds designated by the Solano County Board of Supervisors as self-directed 115 Retirement Trust Funds to be held in care of the County Treasurer.

## **General Policy Statement**

It shall be the policy of the Solano County Treasurer to manage the 115 Retirement Trust Funds in accordance with all applicable Federal, State, or Local statutes, laws, regulations, ordinances or codes. The Treasurer will make every reasonable effort to maintain the profile of the 115 Retirement Trust Fund within an acceptable risk – return profile based on the funds purpose and objectives. To achieve and maintain said

acceptable risk – return profile, and to manage the portfolio within the guidelines and objectives outlined in this policy, the Treasurer may direct investment purchases, sales, or other investment actions to adjust the credit risk, interest rate risk, liquidity risk, or other risks inherent in investment pools.

## Objectives

It is the objective of the Solano County Treasurer to invest public funds in a manner that provides security of principal, sufficient liquidity to ensure the specific portfolio is able to meet its cash flow needs, and generates returns commensurate with the inherent risks being managed. This practice is generally referred to as the “SLY” principal; which is Safety, Liquidity, and Yield.

It is the objective of this fund to be managed in a manner consistent with a retirement trust fund. Retirement trust funds will be subject to additional risk levels over and above those found in the Treasurer’s Pool. This includes the purchase and holding of equities and other securities that may be subject to substantial changes in value.

**Safety:** Safety of principal seeks to ensure the preservation of capital within acceptable risk tolerances. These risk tolerances will be greater than those found in the Treasurer’s Pool. Some capital risk is deemed acceptable given the longer duration and intended purpose of the 115 Retirement Trust Fund.

Within these higher risk tolerances, the Treasurer will employ management tools intended to mitigate and manage some of the credit and liquidity risks.

Credit risk, also known as default risk, is the risk the issuer of a security may be unable to make timely principal, interest, or dividend payments; resulting in a default on a fixed income; or the value of the equity investment will decline to zero. This risk is mitigated through diversification, a process whereby funds are invested in multiple issuers as opposed to a single name.

Liquidity risk is the risk an investment will be difficult or impossible to sell at a reasonable price relative to its potential return. Marketability risk increases or decreases based on a number of factors including the notoriety of the issuer and the frequency at which they issue. The size, structure, and complexity of the particular security, and the size of the market issued in are also factors that impact marketability of the security. Market risk is mitigated in the portfolio through the purchase and holding of securities issued by larger, more well-known, and higher rated issuers, such as the United States Treasury, Federal Agencies, and larger more widely recognized Corporations. Purchases of equities, either individually or as part of a mutual fund will be done in such a way as to provide earnings potential while managing overall portfolio risks.

**Liquidity:** The 115 Retirement Trust shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by purchasing securities from large, well known, and highly rated issuers. As well as maintaining a ladder of investment whose maturities are timed to match anticipated needs of 115 Retirement Trust. As a longer duration retirement portfolio, it is anticipated that the 115 Retirement Trust Fund will be maintained at a substantially lower liquidity position relative to a cash management pool.

**Yield:** The 115 Retirement Trust shall be managed with the objective of maintaining a rate of return commensurate with the risk while bearing in mind the funds are intended to be longer duration and higher risk. However, as a consequence of purchasing longer maturity investments with higher yields, and equity investments, the total return on the 115 Trust Fund can be expected to fluctuate with changes in market conditions.

## **Standard of Care**

The following policies are designed in accordance with Government Code §53215 et al and the recommended best practices of the Government Finance Officers Association (GFOA) to provide transparency to Treasury operations while enhancing portfolio controls.

- a) **Mark to Market:** In accordance with Governmental Account Standards Board (GASB) Statement 40, the portfolio will be marked to market on a monthly or more frequent basis and treated as “Available” for Sale” for reporting purposes.
- b) **Disbursements** will be made in accordance with the Trust agreement.
- c) **Prudent Investor:** Treasury staff will at all times be held to the “Prudent Investor Standard” when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds. The County Treasurer and his/her deputies shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of investing funds of a like character and with like aims to safeguard the principal and maintain the liquidity needs of the County and other depositors.
- d) **Indemnification:** The Treasurer and his or her staff, when acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own

affairs. Investments will not be made for speculation but for investment consistent with the stated objectives.

- e) **Ethics and Conflicts of Interest:** County officers, employees, agents and any others who may be directly involved in the investment decision process shall adhere to all applicable laws regarding conflicts of interest and refrain from personal business activity could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. The receipt of gifts is subject to the disclosure requirements and limitations set forth in sections §87200 and §89503 of the Government Code. In addition, the receipt of honoraria is prohibited.
- f) **Transactions Records:** All Treasury records will be maintained in accordance with the County's adopted records retention policy.

## **Banking**

Banking services are not currently utilized in connection with the PARS 115 Trust. Should any such services be required, they will be selected in accordance with Government Code §53635.2.

## **Safekeeping and Custody**

**Delivery vs. Payment:** Purchased, or otherwise acquired, investment securities will be delivered by Fed Book Entry, DTC, or physical deliver, and to the extent feasible, held in third party safekeeping with a designated custodian. To the greatest extent possible, all transactions will be conducted on a Delivery Versus Payment (DVP) methodology where funds for payment are released simultaneously with the arrival of the investment.

**Third-party Safekeeping:** The trust department of a bank or other qualified provider will be designated as custodian for safekeeping specific securities. The custodian shall provide reporting and as needed real time access to financial records that show the specific instrument, selling broker/dealer, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information.

## **Reporting**

In accordance with the recommendations of Government Code §53216.4 the Treasurer will publish on the County public website, or make available through other electronic means, a detailed report of the investment transactions on an annual basis. The report will include a description of securities held, transactions made, expenses incurred, compensation paid, fees paid, and the net profit or loss of the portfolio. In addition, the report will include the acquisition cost, book value, market value, and total assets of the trust.

In addition, it is the practice of the Treasurer to provide additional and more frequent information to provide transparency in Treasury operations.

Transaction records, bank statements, account reconciliations, and associated accounting materials are filed and maintained in accordance with Government Code §27000 - §27013 inclusive; and the County's adopted records retention policy.

## **Compensation**

In accordance with Government Code 53216.6, the Treasurer will charge the County 115 Retirement Trust Fund an administrative fee of 5 basis points for administrative and overhead costs. Costs include, but are not limited to, employee salaries and benefits, portfolio management, bank and custodial fees, software maintenance fees, and other direct and indirect costs incurred from handling or managing funds. The 115 Retirement Trust Fund will also be charged any fees or direct costs related to its management imposed by the Trustee. The administrative fee will be subject to change annually.

## **Financial Dealers and Institutions**

As a trustee of public funds held on behalf of other governing bodies, it is the Treasurer's policy to use those financial institutions and financial service providers who provide the greatest investment benefit to the agency whose funds are under management.

- a) Issues of public social concern and benefit will be evaluated on a case by case basis using the minimum criteria to be eligible to receive County funds, all banks, savings associations or federally insured industrial loan companies must have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record meeting the credit needs of California's communities, including low, moderate income neighborhoods pursuant to Section 2906 of Title 12 of the United States Code.
- b) Any decision to conduct financial transactions with an entity shall be made exercising the care, skill, prudence and diligence under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs.
- c) Authorization of Broker/Dealers to conduct business with the County is in the sole discretion of the Treasurer. In order to assist in the determination process, Broker/Dealers must provide reasonable proof of qualifications. The criteria for authorization of Broker/Dealers are as follows:
  - i. Any individual Broker/Dealer or Broker/Dealer firm that has made any political contribution to any agency, individual, or campaign within the potential scope of this policy, at any time during the prior 48 months that

exceeds the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board shall be barred from consideration.

- ii. Individual Broker/Dealers and Broker/Dealer firms must be in good standing with the NASD.
- iii. Individual Broker/Dealer and Broker/Dealer firms must be licensed to conduct business in the State of California.

## **Calculating and Apportioning 115 Retirement Trust Earnings**

The Solano County 115 Retirement Trust Fund is comprised of monies restricted by the Solano County Board of Supervisors for the funding of future retirement needs. All earnings from the fund, fees, costs, or expenses will be recorded and retained within the Retirement Trust Fund.

- a) Earnings apportioned on a quarterly basis in accordance with the California Government Code.
- b) When appropriate, earnings are calculated on an accrual basis for all investments in the 115 Retirement Trust.
- c) Management fees and related investment expenses will be deducted from the 115 Trust as needed.

## **Deposit and Withdrawal Requests**

Deposits to and withdrawals from the 115 Retirement Trust will be made with the approval of the Solano County Board of Supervisors.

## **Authorized Investments and Restrictions**

The Solano County Treasurer's 115 Retirement Trust Portfolio shall be governed by Government Code §53216 et seq. In addition, the portfolio is further restricted to the following percentages based on book value at the time of purchase.

### **Fixed Income Securities**

#### **Long-Term**

Minimum Maturity:	7 Years
Maximum Maturity:	N/A
Minimum Credit Rating:	AA-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%

Maximum Allocation:	10%
Intermediate Term	
Minimum Maturity:	3 Years
Maximum Maturity:	7 Years
Minimum Credit Rating:	A-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	50%
Short Term	
Minimum Maturity:	1 Day
Maximum Maturity:	3 Years
Minimum Credit Rating:	BBB-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	20%
Cash and Cash Equivalents	
Minimum Maturity:	1 Day
Maximum Maturity:	14 Months
Minimum Credit Rating:	BBB-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	100%
High Yield	
Minimum Allocation	0%
Maximum Allocation	10%
Convertible Debt	
Minimum Allocation	0%
Maximum Allocation	10%
Equity Securities	
Domestic Large Cap	
Minimum Allocation	0%
Maximum Allocation	55%
Domestic Mid Cap	
Minimum Allocation	0%
Maximum Allocation	20%
Domestic Small Cap	

Minimum Allocation	0%
Maximum Allocation	15%
International	
Minimum Allocation	0%
Maximum Allocation	20%
Real Estate	
Minimum Allocation	0%
Maximum Allocation	10%

## Permitted Asset Classes and Security Types

### Asset Class

#### Fixed Income

- Domestic including private placement 144A bonds
- Global

#### Equities

- Domestic
- Global
- Emerging Market
- Real Estate Investment Trusts (REITS)

### Security Types

#### Fixed Income

- US Government
- US Government Sponsored Enterprises
- US Municipal Debt including private placements
- Corporate Debt
- Mortgage Backed Securities
- Asset Backed Securities
- Unit Trusts
- International Bank of Redevelopment
- World Bank

#### Fixed Income Mutual Funds

- US Government
- US Government Sponsored Enterprises
- Corporate Debt
- Mortgage Backed Securities
- Asset Backed Securities
- Unit Trusts
- International Bank of Redevelopment



- World Bank
- High Yield
- International and Emerging Market
- Convertible
- Preferred

#### Closed End Funds

#### Cash and Cash Equivalents

- Money Market Mutual Fund
- Commercial Paper
- Certificates of Deposit
- Bankers Acceptances

#### Equity Securities

- Domestic listed and unlisted securities
- Equity and equity related securities of non-US corporations, in the form of American Depositary Receipts (ADR's)

#### Equity Mutual Funds

- Large Cap Growth and Value
- Mid Cap Core
- Small Cap Growth and Value
- International and Emerging Markets
- REIT's

#### Exchange Traded Funds

#### Prohibited Investments

- Precious Metals
- Venture Capital
- Short Sales
- Purchases of Letter Stock
- Private Placement Stock
- Direct Payments
- Leveraged Transactions
- Commodities
- Puts, Calls, Straddles, or Similar Option Investments
- Real Estate excluding REIT's
- Derivatives excluding ETF's

Any investment currently held in the portfolio that does not meet the guidelines established in this policy is exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

## **Other Policy Considerations**

**Disaster Recovery:** The County Treasury maintains disaster recovery policies, procedures, and practices that are tested and updated on a regular basis as technologies and conditions change. These items are intended first and foremost to provide the maximum protection to Treasury assets in the event of a natural or manmade disaster.

The Treasury also maintains contingency operating procedures to provide business continuity in the event that key County facilities or equipment are unavailable for extended periods of time.

## **California Government Code Sections Referenced:**

§27000-27013

§53215-53224

§87200-89503

# **SOLANO COUNTY TREASURER**

## **115 RETIREMENT TRUST**

### **INVESTMENT POLICY**

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## Purpose

This policy provides guidance, control, and direction for the management 115 Retirement Trust Funds entrusted to the care of the Solano County Treasurer. These funds are invested collectively and referred to as the 115 Retirement Trust Fund. These funds are invested within the scope of all applicable government codes, trust agreements, or other restrictions in affect at the time of the deposit and during the holding period. Any funds entrusted and invested outside the 115 Retirement Trust Fund are accounted for separately.

Funds deposited in the 115 Retirement Trust Fund will be invested to optimize their earnings, within acceptable risk parameters, as recommended by the Pension Advisory Committee and adopted by the Board of Supervisors.

The parameters, recommended for adoption by the Board are no withdrawals of assets during the next three fiscal years through June 30, 2021, and an expectation that the funds may be invested with a longer duration target, additional credit risk, and principal risk including exposure to equities or other non-fixed income investments. Investments of these types should be considered long term holdings and will restrict availability of 115 Trust funds.

## Scope

This policy applies to all 115 Retirement funds over which the Treasurer has been granted fiduciary responsibility and direct control for their management.

## Implementation

The guidelines and restrictions found herein shall be applied to all actions taken after its adoption by the Board of Supervisors and shall remain in effect until replaced.

## Participants

This investment policy restricts deposits to those funds designated by the Solano County Board of Supervisors as self-directed 115 Retirement Trust Funds to be held in care of the County Treasurer.

## General Policy Statement

It shall be the policy of the Solano County Treasurer to manage the 115 Retirement Trust Funds in accordance with all applicable Federal, State, or Local statutes, laws, regulations, ordinances or codes. The Treasurer will make every reasonable effort to maintain the profile of the 115 Retirement Trust Fund within an acceptable risk – return profile based on the funds purpose and objectives. To achieve and maintain ~~this~~

profile said acceptable risk – return profile, and to manage the portfolio within the guidelines and objectives outlined in this policy, the Treasurer may direct investment purchases, ~~or sales,~~ or other investment actions to adjust the credit risk, interest rate risk, liquidity risk, or other risks inherent in investment pools.

## Objectives

It is the objective of the Solano County Treasurer to invest public funds in a manner that provides security of principal, sufficient liquidity to ensure the specific portfolio is able to meet its cash flow needs, and generates returns commensurate with the inherent risks being managed. This practice is generally referred to as the “SLY” principal; which is Safety, Liquidity, and Yield.

It is the objective of this fund to be managed in a manner consistent with a retirement trust fund. Retirement trust funds will be subject to additional risk levels over and above those found in the Treasurer’s Pool. This includes the purchase and holding of equities and other securities that may be subject to substantial changes in value.

**Safety:** Safety of principal seeks to ensure the preservation of capital within acceptable risk tolerances. These risk tolerances will be greater than those found in the Treasurer’s Pool. Some capital risk is deemed acceptable given the longer duration and intended purpose of the 115 Retirement Trust Fund.

Within these higher risk tolerances, the Treasurer will employ management tools intended to mitigate and manage some of the credit and liquidity risks.

Credit risk, also known as default risk, is the risk the issuer of a security may be unable to make timely principal, interest, or dividend payments; resulting in a default on a fixed income; or the value of the equity investment will decline to zero. This risk is mitigated through diversification, a process whereby funds are invested in multiple issuers as opposed to a single name.

Liquidity risk is the risk an investment will be difficult or impossible to sell at a reasonable price relative to its potential return. Marketability risk increases or decreases based on a number of factors including the notoriety of the issuer and the frequency at which they issue. The size, structure, and complexity of the particular security, and the size of the market issued in are also factors that impact marketability of the security. Market risk is mitigated in the portfolio through the purchase and holding of securities issued by larger, more well-known, and higher rated issuers, such as the United States Treasury, Federal Agencies, and larger more widely recognized Corporations. Purchases of equities, either individually or as part of a mutual fund will be done in such a way as to provide earnings potential while managing overall portfolio risks.

**Liquidity:** The 115 Retirement Trust shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by purchasing securities from large, well known, and highly rated issuers. As well as maintaining a ladder of investment whose maturities are timed to match anticipated needs of 115 Retirement Trust. As a longer duration retirement portfolio, it is anticipated that the 115 Retirement Trust Fund will be maintained at a substantially lower liquidity position relative to a cash management pool.

**Yield:** The 115 Retirement Trust shall be managed with the objective of maintaining a rate of return commensurate with the risk while bearing in mind the funds are intended to be longer duration and higher risk.

However, as a consequence of purchasing longer maturity investments with higher yields, and equity investments, the total return on the 115 Trust Fund can be expected to fluctuate with changes in market conditions.

## Standard of Care

The following policies are designed in accordance with Government Code §53215 et al and the recommended best practices of the Government Finance Officers Association (GFOA) to provide transparency to Treasury operations while enhancing portfolio controls.

- a) Mark to Market: In accordance with Governmental Account Standards Board (GASB) Statement 40, the portfolio will be marked to market on a monthly or more frequent basis and treated as “Available” for Sale” for reporting purposes.
- b) Disbursements will be made in accordance with the Trust agreement.
- c) Prudent Investor: Treasury staff will at all times be held to the “Prudent Investor Standard” when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds. The County Treasurer and his/her deputies shall act with care, skill, prudence, and diligence under the circumstances then prevailing, specifically including, but not limited to, the general economic conditions and the anticipated needs of the County and other depositors a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of investing funds of a like character and with like aims to safeguard the principal and maintain the liquidity needs of the County and other depositors.
- d) Indemnification: The Treasurer and his or her staff, when acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes. Investments shall be made with judgment and care under circumstances then prevailing, which persons of

prudence, discretion and intelligence exercise in the management of their own affairs. Investments will not be made for speculation but for investment consistent with the stated objectives.

- e) **Ethics and Conflicts of Interest:** County officers, employees, agents and any others who may be directly involved in the investment decision process shall adhere to all applicable laws regarding conflicts of interest and refrain from personal business activity could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. The receipt of gifts is subject to the disclosure requirements and limitations set forth in sections §87200 and §89503 of the Government Code. In addition, the receipt of honoraria is prohibited.
- f) **Transactions Records:** All Treasury records will be maintained in accordance with the County's adopted records retention policy.

## **Banking**

Banking services are not currently utilized in connection with the PARS 115 Trust. Should any such services be required, they will be selected in accordance with Government Code §53635.2.

## **Safekeeping and Custody**

**Delivery vs. Payment:** Purchased, or otherwise acquired, investment securities will be delivered by Fed Book Entry, DTC, or physical deliver, and to the extent feasible, held in third party safekeeping with a designated custodian. To the greatest extent possible, all transactions will be conducted on a Delivery Versus Payment (DVP) methodology where funds for payment are released simultaneously with the arrival of the investment.

**Third-party Safekeeping:** The trust department of a bank or other qualified provider will be designated as custodian for safekeeping specific securities. The custodian shall provide reporting and as needed real time access to financial records that show the specific instrument, selling broker/dealer, issuer, coupon, maturity, CUSIP number, purchase or sale price, transaction date, and other pertinent information.

## **Reporting**

In accordance with the recommendations of Government Code §53216.4 the Treasurer will publish on the County public website, or make available through other electronic means, a detailed report of the investment transactions on an annual basis. The report will include a description of securities held, transactions made, expenses incurred, compensation paid, fees paid, and the net profit or loss of the portfolio. In addition, the report will include the acquisition cost, book value, market value, and total assets of the trust.



In addition, it is the practice of the Treasurer to provide additional and more frequent information to provide transparency in Treasury operations.

Transaction records, bank statements, account reconciliations, and associated accounting materials are filed and maintained in accordance with Government Code §27000 - §27013 inclusive; and the County's adopted records retention policy.

## **Compensation**

In accordance with Government Code 53216.6, the Treasurer will charge the County 115 Retirement Trust Fund an administrative fee of 5 basis points for administrative and overhead costs. Costs include, but are not limited to, employee salaries and benefits, portfolio management, bank and custodial fees, software maintenance fees, and other direct and indirect costs incurred from handling or managing funds. The 115 Retirement Trust Fund will also be charged any fees or direct costs related to its management imposed by the Trustee. The administrative fee will be subject to change annually.

## **Financial Dealers and Institutions**

As a trustee of public funds held on behalf of other governing bodies, it is the Treasurer's policy to use those financial institutions and financial service providers who provide the greatest investment benefit to the agency whose funds are under management.

- a) Issues of public social concern and benefit will be evaluated on a case by case basis using the minimum criteria to be eligible to receive County funds, all banks, savings associations or federally insured industrial loan companies must have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record meeting the credit needs of California's communities, including low, moderate income neighborhoods pursuant to Section 2906 of Title 12 of the United States Code.
- b) Any decision to conduct financial transactions with an entity shall be made exercising the care, skill, prudence and diligence under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs.
- c) Authorization of Broker/Dealers to conduct business with the County is in the sole discretion of the Treasurer. In order to assist in the determination process, Broker/Dealers must provide reasonable proof of qualifications. The criteria for authorization of Broker/Dealers are as follows:
  - i. Any individual Broker/Dealer or Broker/Dealer firm that has made any political contribution to any agency, individual, or campaign within the potential scope of this policy, at any time during the prior 48 months that

exceeds the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board shall be barred from consideration.

- ii. Individual Broker/Dealers and Broker/Dealer firms must be in good standing with the NASD.
- iii. Individual Broker/Dealer and Broker/Dealer firms must be licensed to conduct business in the State of California.

## **Calculating and Apportioning 115 Retirement Trust Earnings**

The Solano County 115 Retirement Trust Fund is comprised of monies restricted by the Solano County Board of Supervisors for the funding of future retirement needs. All earnings from the fund, fees, costs, or expenses will be recorded and retained within the Retirement Trust Fund.

- a) Earnings apportioned on a quarterly basis in accordance with the California Government Code.
- b) When appropriate, earnings are calculated on an accrual basis for all investments in the 115 Retirement Trust.
- c) Management fees and related investment expenses will be deducted from the 115 Trust as needed.

## **Deposit and Withdrawal Requests**

Deposits to and withdrawals from the 115 Retirement Trust will be made with the approval of the Solano County Board of Supervisors.

## **Authorized Investments and Restrictions**

The Solano County Treasurer's 115 Retirement Trust Portfolio shall be governed by Government Code §53216 et seq. In addition, the portfolio is further restricted to the following percentages based on book value at the time of purchase.

### **Fixed Income Securities**

#### **Long-Term**

Minimum Maturity:	7 Years
Maximum Maturity:	N/A
Minimum Credit Rating:	AA-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%

Maximum Allocation:	10%
Intermediate Term	
Minimum Maturity:	3 Years
Maximum Maturity:	7 Years
Minimum Credit Rating:	A-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	50%
Short Term	
Minimum Maturity:	1 Day
Maximum Maturity:	3 Years
Minimum Credit Rating:	BBB-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	20%
Cash and Cash Equivalents	
Minimum Maturity:	1 Day
Maximum Maturity:	14 Months
Minimum Credit Rating:	BBB-
Maximum Credit Rating:	N/A
Minimum Allocation:	0%
Maximum Allocation:	100%
High Yield	
Minimum Allocation	0%
Maximum Allocation	10%
Convertible Debt	
Minimum Allocation	0%
Maximum Allocation	10%
Equity Securities	
Domestic Large Cap	
Minimum Allocation	0%
Maximum Allocation	55%
Domestic Mid Cap	
Minimum Allocation	0%
Maximum Allocation	20%
Domestic Small Cap	

Minimum Allocation	0%
Maximum Allocation	15%
International	
Minimum Allocation	0%
Maximum Allocation	20%
Real Estate	
Minimum Allocation	0%
Maximum Allocation	10%

## Permitted Asset Classes and Security Types

### Asset Class

#### Fixed Income

- Domestic including private placement 144A bonds
- Global

#### Equities

- Domestic
- Global
- Emerging Market
- Real Estate Investment Trusts (REITS)

### Security Types

#### Fixed Income

- US Government
- US Government Sponsored Enterprises
- US Municipal Debt including private placements
- Corporate Debt
- Mortgage Backed Securities
- Asset Backed Securities
- Unit Trusts
- International Bank of Redevelopment
- World Bank

#### Fixed Income Mutual Funds

- US Government
- US Government Sponsored Enterprises
- Corporate Debt
- Mortgage Backed Securities
- Asset Backed Securities
- Unit Trusts
- International Bank of Redevelopment

- World Bank
- High Yield
- International and Emerging Market
- Convertible
- Preferred

#### Closed End Funds

#### Cash and Cash Equivalents

- Money Market Mutual Fund
- Commercial Paper
- Certificates of Deposit
- Bankers Acceptances

#### Equity Securities

- Domestic listed and unlisted securities
- Equity and equity related securities of non-US corporations, in the form of American Depository Receipts (ADR's)

#### Equity Mutual Funds

- Large Cap Growth and Value
- Mid Cap Core
- Small Cap Growth and Value
- International and Emerging Markets
- REIT's

#### Exchange Traded Funds

#### Prohibited Investments

- Precious Metals
- Venture Capital
- Short Sales
- Purchases of Letter Stock
- Private Placement Stock
- Direct Payments
- Leveraged Transactions
- Commodities
- Puts, Calls, Straddles, or Similar Option Investments
- Real Estate excluding REIT's
- Derivatives excluding ETF's

Any investment currently held in the portfolio that does not meet the guidelines established in this policy is exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

## **Other Policy Considerations**

**Disaster Recovery:** The County Treasury maintains disaster recovery policies, procedures, and practices that are tested and updated on a regular basis as technologies and conditions change. These items are intended first and foremost to provide the maximum protection to Treasury assets in the event of a natural or manmade disaster.

The Treasury also maintains contingency operating procedures to provide business continuity in the event that key County facilities or equipment are unavailable for extended periods of time.

## **California Government Code Sections Referenced:**

§27000-27013

§53215-53224

§87200-89503



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	10	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Treasurer-Tax Collector-County Clerk
<b>File #:</b>	19-413	<b>Contact:</b>	Charles Lomeli, 784-3419
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve a resolution authorizing the transfer of up to 85% of FY2019/20 anticipated tax revenues from the Treasury Pool funds to local school districts as mandated under Article XVI Section 6 of the California Constitution from July 1, 2019 to April 27, 2020		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Resolution, B - Benicia USD Resolution, C - Dixon USD Resolution, D - Fairfield-Suisun USD Resolution, E - Vacaville USD Resolution, F - Vallejo USD 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 approve a resolution authorizing the transfer of 85% of FY 2019/20 anticipated tax revenues from the Treasury Pool funds to local school districts under Article XVI Section 6 of the California Constitution from July 1, 2019 to April 27, 2020.

### **SUMMARY:**

Various State mandates require the County, using available fund balances, or the County Treasurer, using Pooled Funds, to provide temporary funding to the local school districts in order to cover any cash deficits they may experience in meeting their operational requirements. The applicability of each mandate is dependent upon the type of district to be covered, the portion of time to be covered, and the availability of funds not immediately needed to pay claims against the funds.

The requesting of funds does not indicate an actual or anticipated revenue shortfall from the respective requesting district. Funding requests are intended to function as a temporary funding line of credit that the district may choose to access should they experience delays in the timing of anticipated funding.

The attached resolution will enable the requesting local school districts to fulfill their educational mandates by providing them with a stable source of available operational cash from July 1, 2019 to the last Monday in April of 2020, while keeping the County in compliance with all applicable mandatory statutes. Transfers will be payable with interest at the rate the County applies to funds of the districts on deposit with the County.

In accordance with Article XVI, Section 6 of the California Constitution, the County Treasurer shall make mandatory advances of up to 85% of anticipated property tax revenues accruing to the respective districts during FY2019/20 as needed. All advances will be repaid prior to April 27, 2020 as required by law, 85% of

anticipated property revenues will be determined by the Auditor - Controller.

While the districts may not utilize an advance, Constitutional Advance funding requests for FY2019/20 are as follows:

Benicia USD	12,827,000
Dixon USD	4,000,000
Fairfield Suisun USD	25,800,000
Vacaville USD	19,686,371
<u>Vallejo City USD</u>	<u>23,000,000</u>
Total	\$85,313,371

**FINANCIAL IMPACT:**

The Constitutional transfers of funds will be made using cash available in the Treasury Pool. The Treasurer has determined that the temporary transfers of funds will not adversely affect the County Treasury Pool. There is sufficient liquidity in the Treasury Pool to fund these advances. The advances will be repaid from the first available revenues accruing to the district. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

The Board of Supervisors could elect not to authorize the transfers of funds to the Districts; however, this is not recommended as the transfers are mandated should the districts require funding, and a failure to adopt the resolutions may cause the requesting school districts to be unable to meet their functional mandates and could place the County in noncompliance with State mandates.

**OTHER AGENCY INVOLVEMENT:**

The Auditor-Controller, County Counsel, County Administrator, Solano County Office of Education, and the respective requesting districts have been directly involved in this request. Formal transfer request resolutions from the respective districts are attached.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



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

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
AUTHORIZING THE TREASURER TO MAKE AVAILABLE TEMPORARY TRANSFERS  
OF MONIES TO SOLANO COUNTY SCHOOL DISTRICTS FROM THE TREASURY  
POOL DURING FY2019/20**

**Whereas**, the Benicia Unified School District, the Dixon Unified School District, the Fairfield Suisun Unified School District, the Vacaville Unified School District, and the Vallejo City Unified School District (collectively, the "Districts") anticipate being without sufficient funds to meet their operating expenses in FY2019/20 due to the timing of payments from the State; and

**Whereas**, pursuant to Article XVI, section 6 of the California Constitution, the County Treasurer, upon resolution of the Board of Supervisors, has the power and the duty to make temporary transfers of Treasury Pool funds to the Districts as loans against revenues anticipated to accrue to the Districts for the purpose of meeting the Districts' operating expenses; and

**Whereas**, the amount of the transfers to each district may not exceed 85% of the amount of money anticipated to accrue to each district during FY2019/20; and

**Whereas**, the Districts have requested approximately \$85.3 million as follows:

District	Constitutional Advance
Benicia USD	\$ 12,827,000
Dixon USD	\$ 4,000,000
Fairfield Suisun USD	\$ 25,800,000
Vacaville USD	\$ 19,686,371
Vallejo City USD	\$ 23,000,000
Total	<u>\$ 85,313,371</u>

**Whereas**, these amounts are less than or equal to 85% of the anticipated property tax revenues accruing to the respective districts in FY2019/20 as estimated by the County Auditor; and

**Whereas**, the Districts are entitled to, but do not currently anticipate needing, 85% of all anticipated revenues, which is greater than the 85% of anticipated property tax revenues; and

**Whereas**, the Treasurer will make additional requests of the Board for transfer authorizations should they become needed; and

**Whereas**, the Districts must repay any temporary transfers from revenues accruing to the Districts before any other obligation is met from such revenues at an interest rate the County applies to funds of the Districts on deposit with the County.

**Resolved**, the Solano County Board of Supervisors authorizes the County Treasurer, beginning July 1, 2019 and ending on April 27, 2020, to make available temporary transfers of monies to the Districts at an amount not to exceed 85% of anticipated revenues accruing to the Districts (as certified by the Auditor-Controller). The Districts must repay such transfers from revenues accruing to the Districts before any other obligation is met from those revenues, payable with interest at the rate the County applies to funds of the Districts on deposit with the County.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 4, 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

**RESOLUTION NO. 18-19-34**

**RESOLUTION OF THE BENICIA UNIFIED SCHOOL DISTRICT ("District") REQUESTING  
THE TREASURER TO MAKE A CONSTITUTIONAL ADVANCE TO DISTRICT**

**WHEREAS**, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$12,827,000 to the District and,

**WHEREAS**, the amount is less than or equal to the 85% of fiscal year 2019-20 anticipated property tax revenues for the District, as estimated by the Solano County Auditor, and,

**WHEREAS**, the Treasurer will make available one or more advances between July 1, 2019 and the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue.

**WHEREAS**, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

**RESOLVED**, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$12,827,000 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

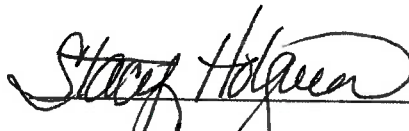
The District adopted this resolution at its regular meeting on Thursday, May 2, 2019 by the following vote:

AYES: 5

NOES: 0

ABSTAIN: 0

ABSENT: 0

  
\_\_\_\_\_  
Clerk of the Governing Board

**RESOLUTION NO. 19-1604**

**RESOLUTION OF THE DIXON UNIFIED SCHOOL DISTRICT ("District")  
REQUESTING THE TREASURER TO MAKE A CONSTITUTIONAL  
ADVANCE TO DISTRICT**

**WHEREAS**, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$4,000,000 to the District and,

**WHEREAS**, the amount is less than or equal to the 85% of fiscal year 2019-20 anticipated property tax revenues for the District, as estimated by the Solano County Auditor, and,

**WHEREAS**, the Treasurer will make available one or more advances between July 1, 2019 the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue.

**WHEREAS**, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

**RESOLVED**, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$4,000,000 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

The District adopted this resolution at its regular meeting on May 2, 2019, by the following vote:

**AYES:**

Fink, O'Halloran, Foster, Maseda

**NOES:**

\_\_\_\_\_

**EXCUSED:**

Gabby \_\_\_\_\_

Caiti O'Hall

Clerk of the Governing Board  
Dixon Unified School District



**RESOLUTION NO. 64-1819**

**REQUESTING CONSTITUTIONAL ADVANCE OF ANTICIPATED  
TAX REVENUES**

**WHEREAS**, the Fairfield-Suisun Unified School District desires to request Solano County Treasurer to make a temporary transfer (the "Transfer") of approximately \$25,800,000 to meet its current maintenance expenses; and

**WHEREAS**, California Constitution Article XVI, Section 6, provides that the County Treasurer shall have the power and the duty to make temporary transfers of monies, as further specified therein, upon resolution adopted by the Board of Supervisors authorizing such temporary transfer; and

**WHEREAS**, the amount of the Transfer may not exceed 85% of the amount of money which will accrue to the District during the fiscal year; and

**WHEREAS**, the Transfer to the District will be made from and limited to the County of Solano Educational Investment Pool,

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board does hereby;

1. Find and determine that the Transfer is in the public interest and serves a valid public purpose.
2. Request a transfer of monies to the District from County monies in the County Treasurer's custody. The Transfer shall be in an amount, if any, determined by the Treasurer, not to exceed the lesser of 85% of the anticipated revenues accruing to the District as certified by the District and confirmed by the County Auditor-Controller.
3. Authorize and direct the District Superintendent for and on behalf of the District to formally request a Transfer in an amount and upon a date designated by the District Superintendent, not to exceed the limitations to such Transfer as provided herein.
4. Request that the Transfer be made by the Treasurer not prior to July 1, 2019, no later than April 30, 2020.
5. Request that the Treasurer deposit the Transfer to the District's General Fund.
6. Request that the Transfer to the District be made from and limited to the County of Solano Educational Investment Pool.
7. Authorize that repayment of any Transfer shall be made from the revenues accruing to the District before any other obligation of the District is met from such revenue.
8. Authorize that interest on any Transfer installment will accrue and be payable by the District at the same interest rate the Educational Pool is earning until the entire Transfer is repaid.
9. Direct the Clerk/Secretary of the Board of Trustees to submit a certified copy of this Resolution to the Solano County Treasurer-Tax Collector.

**IN WITNESS WHEREOF**, and the passage of the Resolution, we, the undersigned being a majority of the member of the Governing Board of said Fairfield-Suisun Unified School District, of Solano and Napa Counties, State of California, have hereunto subscribed our names the 25<sup>th</sup> day of April 2019.

AYES:	<u>David Isom, Judi Honeychurch, Bethany Smith, Joan Gaut,</u> <u>Jonathan Richardson, John Silva, Craig Wilson</u>
NOES:	<u>N/A</u>
ABSENT:	<u>N/A</u>
ABSTENTION:	<u>N/A</u>

I, Kris Corey, Secretary of the Governing Board of the Fairfield-Suisun Unified School District of Solano and Napa Counties, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said Board at a regular place of meeting on the date and by the vote stated, which resolution is on file in the office of said Board.

  
\_\_\_\_\_  
Kris Corey, Secretary  
Fairfield-Suisun Unified School District  
Governing Board

**VACAVILLE UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 31, 2018-19**

**RESOLUTION OF THE VACAVILLE UNIFIED SCHOOL DISTRICT ("District")  
REQUESTING THE TREASURER TO MAKE A CONSTITUTIONAL  
ADVANCE TO DISTRICT**

**WHEREAS**, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$19,686,370.60 to the District; and

**WHEREAS**, the amount is less than or equal to the 85% of fiscal year 2019-2020 anticipated property tax revenues for the District, as estimated by the Solano County Auditor; and

**WHEREAS**, the Treasurer will make available one or more advances between July 1, 2019 and the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue; and

**WHEREAS**, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County; and

**NOW, THEREFORE, BE IT RESOLVED**, the District requests that the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$19,686,370.60 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of May 2019 by the Vacaville Unified School District Governing Board of Solano County, California, by the following vote:

**AYES:**            Michael Kitzes, Sherie Mahlberg, Michael Silva,

Tracee Stacy, Shawn Windham

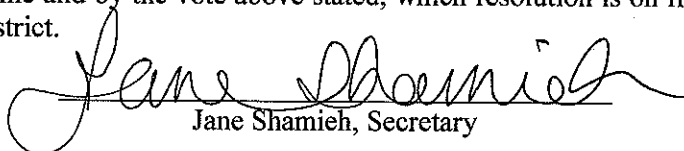
**NOES:**            \_\_\_\_\_

**ABSENT:**        Michele Dally, John Jansen

**ABSTAIN:**        \_\_\_\_\_

**CERTIFICATION**

I, Jane Shamieh, Secretary to the Vacaville Unified School District Governing Board, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the said Board at a regular meeting thereof at the time and by the vote above stated, which resolution is on file in the administrative offices of said school district.

  
Jane Shamieh, Secretary

**RESOLUTION NO. 2848**

**RESOLUTION OF THE VALLEJO CITY UNIFIED SCHOOL DISTRICT ("District")  
REQUESTING THE TREASURER TO MAKE A CONSTITUTIONAL ADVANCE TO DISTRICT**

**WHEREAS**, the District requests that the County Board of Supervisors authorize a Constitutional advance under article XVI, section 6 of the California Constitution of approximately \$23,000,000 to the District and,

**WHEREAS**, the amount is less than or equal to the 85% of fiscal year 2019-20 anticipated property tax revenues for the District, as estimated by the Solano County Auditor, and,

**WHEREAS**, the Treasurer will make available one or more advances between July 1, 2019 and the last Monday in April of the same fiscal year, and the school district will repay the advance(s) from revenues accruing to the district before any other obligation of the district is met from such revenue.

**WHEREAS**, the District will be charged an interest rate equal to the rate the County applies to funds of the district on deposit with the County.

**RESOLVED**, the District requests the Solano County Board of Supervisors authorize the County Treasurer to transfer approximately \$23,000,000 in one or more loans to the school district listed above to cover one or more cash shortages caused by delays in receipt of revenues from the State to which the district is lawfully entitled.

The District adopted this resolution at its regular meeting on April 17, 2019 by the following vote:

**AYES:** 5

**NOES:** 0

**EXCUSED:** 0



Clerk of the Governing Board





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	11	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	19-427	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve an agreement for \$849,732 with CB2 Builders, Inc. of San Francisco for the Registrar of Voters Relocation Project at 675 Texas Street, Suite 4600, 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 - Agreement, B - Projected 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 \$849,732 with CB2 Builders, Inc. of San Francisco for the Registrar of Voters Relocation Project at 675 Texas Street, Suite 4600, 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 approve an agreement (Attachment A) for \$849,732 with CB2 Builders, Inc. as the lowest responsible bidder for the Registrar of Voters (ROV) Relocation Project (Project) located at 675 Texas Street, Suite 4600, in Fairfield.

### **FINANCIAL IMPACT:**

The total approved budget for the Project is \$1,145,000 funded. The total project construction cost is estimated to be \$1,145,000 which includes the recommended construction contract for \$849,732; project management costs for \$59,130; engineering and design fees for \$141,362; permits and inspections for \$8,370; Security Card Readers and Network Equipment for \$25,168; Miscellaneous Expenses for \$1,000; and contingency for \$60,238. The project is financed from the Accumulated Capital Outlay and Capital Renewal Reserve Funds and budgeted in Accumulated Capital Outlay Budget Unit 1662. Attachment B provides a summary of the estimated project cost and funding sources for the Project.

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

**DISCUSSION:**

The Project consists of renovation of a "cold shell" fourth floor office space (Suite 4600) for the Registrar of Voters (ROV) Vote-by-Mail (VBM) and Ballot Processing functions, relocating both operations from the sixth floor and partially from the second floor, respectively of the County Administration Center. In addition, code improvements will be made to the fourth floor restrooms and breakroom adjacent to the renovated ROV suite.

The Project was advertised as required by Public Contract Code. A total of 448 contractors were notified (56 local); of those, 18 contractors (3 local) showed for the site walk. A total of seven bids were received (Attachment C). After the bids were opened, Norwood Construction Services of Orangevale, the apparent lowest bidder, was deemed to be a non-responsive bid. The Department of General Services is recommending the Board approve a contract for \$849,732 with CB2 Builders, Inc. of San Francisco, the second lowest bidder, to construct the Project.

**ALTERNATIVES:**

The Board could reject, postpone, or re-bid the project. These actions are not recommended since the Project precludes an opportunity to meet the ongoing, but periodic needs of the Registrar of Voters to efficiently and accurately process vote-by-mail ballots, which is an integral component of each election cycle. The bid process was conducted in conformance with the Public Contract Code.

**OTHER AGENCY INVOLVEMENT:**

Department of Information Technology and Registrar of Voters were consulted during preparation of the plans and technical specifications for the project. The Department of Resource Management Building and Safety 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 4<sup>th</sup> day of June, 2019 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as 'Owner') and **CB2 BUILDERS, INC.** (referred to as "Contractor") for the following Project:

The Project:           **REGISTRAR OF VOTERS (ROV) RELOCATION PROJECT**  
675 Texas Street, Suite 4600, Fairfield, CA

Architect/Engineer: Brick Architects  
1266 66<sup>th</sup> 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 **REGISTRAR OF VOTERS (ROV) RELOCATION PROJECT**, 675 Texas Street, Suite 4600, 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 73 00/ Supplementary Conditions, Section 00 11 00/ Notice to Bidders, and Section 01 32 16/ Construction Progress Schedules and Reports.

The Contractor agrees that the Work will be substantially completed in **95** 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 95 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 \$849,732; which consists of the Base Bid of \$794,388, plus Alternate 1 for \$37,750 and plus Alternate 2 for \$17,594.

#### **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. Payment(s) to the Contractor will also be contingent upon receiving proper conditional & unconditional releases as outlined in Section 00 65 19/ Waiver and Release Submittal.

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:
- |  |  |
|--|--|
| <p>OWNER:<br/><b>COUNTY OF SOLANO</b><br/><b>Birgitta E. Corsello, County Administrator</b><br/>675 Texas Street, Suite 2500<br/>Fairfield, CA 94533</p> | <p>CONTRACTOR:<br/><b>CB2 BUILDERS, INC.</b><br/><b>Tony Campagna, President</b><br/>505 Beach Street, Suite 210<br/>San Francisco, CA 94133</p> |
|--|--|
- 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: T. Campagna  
Tony Campagna, President  
CB2 Builders, Inc.

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

Date: 5/22/19

APPROVED AS TO FORM:

County Counsel of Solano County, California

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

Bernadette Cruz, Deputy

NOTE: If the Contractor is a corporation, attach to this Contract a certified copy of the by-laws, resolutions, or excerpts of a meeting of the Board of Directors of the Corporation authorizing the person executing this Agreement to do so for the Corporation

**REGISTRAR OF VOTERS RELOCATION  
675 TEXAS STREET, SUITE 4600, FAIRFIELD**

**Project Funding**

BU 1662 (Accumulated Capital Outlay)	\$ 1,000,000
BU 1662 (Capital Renewal Reserve)	\$ 145,000
	<hr/>
<b>Total Project Funding</b>	<b>\$ 1,145,000</b>
	<hr/> <hr/>

**Construction Budget**

Construction Contract	\$ 849,732
Project Management	\$ 59,130
Engineering and Design Fees	\$ 141,362
Permits and Inspections	\$ 8,370
Security Card Readers and Network Equipment	\$ 25,168
Miscellaneous Expenses	\$ 1,000
Contingency	\$ 60,238
	<hr/>
<b>Total Estimated Project Budget</b>	<b>\$ 1,145,000</b>
	<hr/> <hr/>

Bid Results  
 Registrar of Voters Relocation (1662)  
 675 Texas Street, Suite 4600, Fairfield

Name of Firm	Location	Bid	
Norwood Construction Services *	Orangevale	\$	823,000
CB2 Builders, Inc.	San Francisco	\$	849,732
RBH Construction, Inc.	Folsom	\$	880,343
Anthem Builders, Inc.	Roseville	\$	884,435
MVP Construction, LLC	Martinez	\$	915,632
REM Construction, Inc.	Chico	\$	1,060,737
Saboo Inc.	Brentwood	\$	1,280,000

*\*non-responsible bidder*





# Solano County

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

## Agenda Submittal

**Agenda #:** 12  
**Type:** Miscellaneous  
**File #:** 19-428  
**Agenda date:** 06/04/2019  
**Status:** Consent Calendar  
**Department:** General Services  
**Contact:** Megan M. Greve, 784-7900  
**Final Action:**

**Title:** Set July 23, 2019 as a noticed public hearing date to consider adoption of a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon, Elmira, Vallejo, Fairfield and Suisun; Approving a \$50 administrative charge for lien processing; Directing the Clerk of the Board to file a certified copy of the resolution with the County Recorder; Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2019/20 property tax roll; Authorizing the Department of General Services to record a Release of Lien when delinquent amounts are paid; and Direct the Clerk of the Board to publish notices of the public hearing in the Vacaville Reporter, Daily Republic, and Vallejo Times Herald at least 10 days prior to the hearing date

**Governing body:** Board of Supervisors

**District:** All

**Attachments:** A - Notice of Public Hearing

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 General Services recommends that the Board of Supervisors:

1. Set July 23, 2019 for a noticed public hearing to consider adoption of a resolution:
  - a) Confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon, Elmira, Vallejo, Fairfield and Suisun;
  - b) Approving a \$50 administrative charge for lien processing;
  - c) Directing the Clerk of the Board to file a certified copy of this resolution with the County Recorder allowing the placement of liens against the parcels contained in the confirmed report of delinquent accounts;
  - d) Authorizing the County Auditor-Controller to impose the delinquent fees and administrative charges as special assessments on the FY2019/20 property tax roll;
  - e) Authorizing the Department of General Services to record a Release of Lien when delinquent amounts

are paid; and,

2. Direct the Clerk of the Board to publish notices of the public hearing (Attachment A) in the Vacaville Reporter, Daily Republic and Vallejo Times Herald at least 10 days prior to the hearing.

#### **SUMMARY:**

In accordance with service agreements between the County and garbage collection companies (Recology, Republic Services and Rio Vista Sanitation Service), the companies provide mandatory garbage collection, disposal and recycling services for homeowners and customers in the unincorporated areas surrounding the cities of Vacaville, Dixon, Elmira, Rio Vista, Vallejo, Fairfield and Suisun. Solano County Code section 23-72 allows the provider of mandatory garbage services to assign accounts that have gone unpaid for more than 60 days to the County for collection. A list of these accounts can be provided to the County once per year during the month of May.

A noticed public hearing is required under California Government Code section 25831. The Board shall hold a public hearing where they shall hear the report of delinquent fees and any objections or protests to the report. The Board may make revisions or corrections to the report as it deems just, after which by resolution, the report shall be confirmed. Adoption of the resolution confirming delinquent garbage accounts at the noticed public hearing will enable the County to place liens on properties with delinquent garbage accounts and collect the unpaid amount plus the \$50 administrative charge per account on the property tax bills.

The noticed public hearing date of July 23, 2019 will allow the confirmed report of delinquent accounts to be submitted to the Auditor-Controller's Office by the August 10, 2019 deadline in order to impose the delinquent fees and administrative charges as special assessments on the FY2019/20 property tax roll.

#### **FINANCIAL IMPACT:**

Collection of delinquent fees will be remitted to Recology and Republic Services, while the \$50 administration charge per account will be transferred to the General Services, Real Estate Budget Unit 1642, to cover the cost of processing the delinquent fees including the release of liens. These revenues have been included in the FY2019/20 Recommended Budget.

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

#### **DISCUSSION:**

Recology, Republic Services and Rio Vista Sanitation Service send delinquency notices to property owners for bills that have not been paid within 30 days of the billing date at which time those accounts become delinquent. Solano County Code section 23-72 requires that these notices be sent within 15 days after the date of the delinquency. Recology, Republic Services and Rio Vista Sanitation Service submit to the County, on an annual basis, current reports of accounts that have gone unpaid for more than 60 days as of May 1st for assignment to the County. In early June of each year, Recology, Republic Services and Rio Vista Sanitation Service send the affected property owners a final delinquency notice by certified mail stating that they can appear before the Board of Supervisors at a noticed public hearing. The recommendation is that the public hearing by the board be set and held on July 23, 2019.

A noticed public hearing to confirm delinquent garbage service accounts is mandatory pursuant to the contractual requirements of the service agreements with Recology, Republic Services and Rio Vista Sanitation Service and with the requirements of California Government Code section 25831, and section

23-72 of the Solano County Code. The Board of Supervisors must hear any objections or protests to the report of delinquent accounts from liable landowners, make any revisions or corrections as deemed appropriate and confirm the report of delinquent accounts by resolution.

At the time of this report, Rio Vista Sanitation Services reported no delinquent accounts, therefore there will be no publication in the River-News Herald.

**ALTERNATIVES:**

The Board could choose to set another noticed public hearing date to confirm delinquent accounts. This alternative is not recommended since requests to impose special assessments for FY2019/20 must be received by the Auditor-Controller's Office by August 10, 2019. The hearing date of July 23, 2019 will allow the delivery of the confirmed report of delinquent accounts by the deadline.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has previously reviewed the lien process for legal sufficiency. The Auditor-Controller's Office has notified General Services of the deadline to include special assessments for the FY2019/20 real property tax roll being prepared.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

**NOTICE OF PUBLIC HEARING  
CONCERNING DELINQUENT GARBAGE SERVICE ACCOUNTS IN THE  
UNINCORPORATED AREAS OF VACAVILLE, DIXON, ELMIRA, VALLEJO,  
FAIRFIELD AND SUISUN**

Notice is hereby given that the Solano County Board of Supervisors will meet in public session to conduct a noticed public hearing on July 23, 2019 at 9:00 a.m., or as soon as possible as may be heard, in the Board of Supervisors Chamber located at 675 Texas Street, Fairfield CA, to receive a Report of Delinquent Accounts and adopt a resolution confirming delinquent accounts for mandatory garbage collection, disposal and recycling services in the unincorporated areas of Vacaville, Dixon, Elmira, Vallejo, Fairfield and Suisun. The noticed public hearing will allow any property owners with delinquent accounts to object to or protest the delinquent amount(s). Additional information or assistance may be obtained by calling the Solano County General Services Department at (707) 784-7900.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	13	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	19-432	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve an agreement for \$153,343 with Mead & Hunt, Incorporated, of Santa Rosa for Schematic Design Phase 1 - Scope Validation for the Solano Justice Campus Asset Protection project; and Authorize the County Administrator or designee to execute the agreement and any further amendments within the approved project budget		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Agreement		

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 \$153,343 with Mead & Hunt, Incorporated, of Santa Rosa for Schematic Design Phase 1 - Scope Validation for the Solano Justice Campus Asset Protection project (previously, "Clay Street Ditch and Drainage"); and
2. Authorize the County Administrator or designee to execute the agreement and any further amendments necessary to complete the work within the approved project budget.

### **SUMMARY:**

The Department of General Services is recommending the Board of Supervisors approve an agreement with Mead & Hunt, Incorporated, of Santa Rosa for \$153,343 for Schematic Design Phase 1 - Scope Validation for the Solano Justice Campus Asset Protection project (previously, "Clay Street Ditch and Drainage"), pursuant to the approved qualifications-based contract for engineering consultant services of November 7, 2017, ending November 6, 2020.

### **FINANCIAL IMPACT:**

Previously approved project funding for design phase services totals \$1,478,567. Expenses and encumbrances to-date total \$451,584, with an available balance of \$1,026,983 in Budget Unit 1791. The estimated cost of the proposal Schematic Design Phase 1 - Scope Validation is \$205,243, including the professional engineering fee of \$153,343. Under the existing project cost share agreement with the State Judicial Council of California, the County's share of the cost of this next phase is 72.72%, equaling \$149,253

for the first phase Schematic Design Phase 1 - Scope Validation. An Excess Cost Notification letter was issued on May 15, 2019 informing the JCC of their additional share of project cost. The initial Schematic Design Phase 1 work effort will allow design fees for subsequent full design services to be developed. The estimated total cost for the project design phase, including professional engineering fees and pro-rata staff/project management services County share is approximately \$679,814. It is anticipated that current project funding is sufficient to cover all design phase costs. The total project cost including construction and associated delivery expense is estimated to be on the order of \$12 million, based on the most recently prepared Basis of Design concept, with the County's total project cost share at about \$8.73 million. The Schematic Design Phase 1 - Scope Validation effort will seek to identify alternative design approaches that may reduce the overall project cost.

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

### **DISCUSSION:**

The southeast portion of the Downtown Fairfield County Justice Campus has a history of periodic, localized flooding with storm events occurring in 1978, 1982, 1995, 1999, and 2005. Recovery costs from the 2005 storm event exceeded \$1.2 million and the JCC (formerly Administrative Office of the Courts - AOC) and County annually spend about \$26,000 jointly in seasonal flood protection efforts for Court-occupied facilities. A regional solution to prevent flooding would be time/resource intensive, expensive, and involve numerous local, state and federal agencies to successfully complete. On March 26, 2013, County and JCC staff previously received authorization to proceed with an asset Protection Validation and Conceptual Design Study to analyze information specifically pertaining to the affected campus area and to develop a feasible conceptual design considering cost and value. The resulting Due Diligence and Basis of Design report (less Exhibits) was finalized late in 2017 and forms the basis for the next project work effort (On file with the Clerk of the Board).

The next effort, Schematic Design Phase 1 - Scope Validation continues the development of previous project planning and conceptual design work initiated and managed by Judicial Council of California (JCC) staff pursuant to the project Memorandum of Understanding (MOU) of August 15, 2013 and subsequent Cost Share Agreement of December 15, 2015 between JCC and County. The prior Due Diligence and Basis of Design report of 2017, prepared by Lionakis under contract to the JCC, is the basis for the next phases of work. Lionakis will not be continuing with the project and their contract with JCC has been closed out. Ongoing design services for the project will now be contracted and managed by Solano County. A subsequent proposal from Mead & Hunt for full Asset Protection design services will follow upon conclusion of Phase 1 - Scope Validation, to deliver a fully designed and entitled project, ready for funding and construction. The constructed project is intended to protect JCC and County justice facility assets from recurring storm water damage and resulting impairment of Court and County justice-related operations. The recently completed Due Diligence and Basis of Design report by Lionakis proposes a permanent perimeter system of low barrier walls and earthen berms around downtown Solano County Justice campus facilities to protect from storm water intrusion. The conceptual design proposes a broad, shallow "compensatory storage" basin located in the east justice campus parking lot, provided to mitigate off-site impacts of storm water displacement. Execution of ASA #8 (Attachment A) with Mead & Hunt allows development of the project design to proceed.

### **ALTERNATIVES:**

1. The Board could elect not to authorize the agreement with Mead & Hunt, Inc. This is not recommended since further design services are needed to advance the development of earlier project due diligence and basis of design work in which the County has already invested funds. Discontinuing or canceling the design work eliminates the potential for construction funding opportunities and leaves County Justice-related facilities vulnerable to storm water intrusion, relying on less effective ad-hoc

sandbagging and temporary barrier/plank systems to protect Court, Sheriff and additional operations from disruption.

2. The Board could elect not to delegate signing authority to the County Administrator to execute contract amendments or work authorizations within approved project budgets. This action is not recommended since the timing of Board meetings may be inconsistent with activities required to progress projects.

**OTHER AGENCY INVOLVEMENT:**

The prior Due Diligence and Basis of Design phase included input from and participation by representatives from the Judicial Council of California, City of Fairfield, County Administrator's Office, County Resource Management Department, County General Services Department and County Counsel. County Counsel also approved the current ASA agreement as to form.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

## ADJUSTED SERVICES AUTHORIZATION NO. 8

REQUESTED BY: Solano County General Services  
Capital Projects Management  
ADDRESS: 675 Texas Street, Suite 2500  
Fairfield, California 94533

DATE: May 7, 2019  
REFERENCE JOB NO.: 1791

To confirm authorization for Adjusted Services as they relate to the existing Agreement between the County of Solano and Mead & Hunt, Incorporated dated November 7, 2017. This Adjusted Services Authorization (ASA) authorizes Mead & Hunt to perform the following under the existing agreement:

- ☐ **Provide civil engineering and related services to validate the scope of the proposed Solano County Justice Campus (SCJC) asset protection project as described in the SCJC Due Diligence Report & Basis of Design by Lionakis, December 22, 2017. The attached Mead & Hunt proposal "Fairfield Justice Campus Asset Protection – Phase I – Scope Validation of April 19, 2019, is hereby incorporated as "Attachment A".**

The cost of the above services is for a total amount not to exceed of \$153,343 including all expenses, to be billed monthly based on the actual costs of services provided, bringing the total Contract Amount to \$828,709. Mead & Hunt has verified and reviewed the scope of work to be performed in this ASA and agrees that in Mead & Hunt's professional judgment, the work can and shall be completed for the costs within the maximum amount set forth in this ASA and the adjusted contract amount.

All other terms and conditions of the original agreement dated November 7, 2017 remain in effect. If the above meets with your approval, please sign below and return this document to Solano County General Services, Capital Projects Management Division. A fully executed copy will be returned to you for your files.

Agreed to:  
Solano County, General Services Department

Agreed to:  
Mead & Hunt, Incorporated

By: \_\_\_\_\_  
Authorized Signature

By:   
Authorized Signature

Birgitta E. Corsello  
Signer's Name (Typed or Printed)

Nathan Rockwood, P.E., S.E.  
Signer's Name (Typed or Printed)

Title: County Administrator

Title: Vice President

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

Date: 5/13/19





# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	14	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	General Services
<b>File #:</b>	19-433	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve 8 three year agreements beginning June 4, 2019 with AluCeron Consulting Group Inc of Vallejo, CSW/Stuber-Stroeh Engineering Group, Inc. of Novato, Dewberry Architects, Inc. of Sacramento, Geocon Consultants, Inc. of Fairfield, Gilbane Building Company of San Jose, LCA Architects, Inc. of Walnut Creek, Stanton Engineering of Sacramento and Vanir Construction Management, Inc. of Sacramento to provide as-needed consulting services to support approved capital improvement projects; and Authorize the County Administrator or designee to execute the agreements and any amendments within the approved project budgets		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Link to Contracts and RFQ, B - Submitters of Record		

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 General Services recommends that the Board of Supervisors:

1. Approve 8 three year agreements beginning June 4, 2019 with AluCeron Consulting Group Inc of Vallejo, CSW/Stuber-Stroeh Engineering Group, Inc. of Novato, Dewberry Architects, Inc. of Sacramento, Geocon Consultants, Inc. of Fairfield, Gilbane Building Company of San Jose, LCA Architects, Inc. of Walnut Creek, Stanton Engineering of Sacramento and Vanir Construction Management, Inc. of Sacramento to provide as- needed consulting services to support approved capital improvement projects; and
2. Authorize the County Administrator or designee to execute the agreements and any amendments within the approved project budgets.

### SUMMARY:

The Department of General Services is recommending the Board of Supervisors approve the agreements as a competitive qualifications-based selection process was conducted in the open marketplace by the Department of General Services that resulted in the selection of AluCeron Consulting Group Inc of Vallejo, CSW/Stuber-Stroeh Engineering Group, Inc. of Novato, Dewberry Architects, Inc. of Sacramento, Geocon Consultants, Inc. of Fairfield, Gilbane Building Company of San Jose, LCA Architects, Inc. of Walnut Creek, Stanton Engineering of Sacramento and Vanir Construction Management, Inc. of Sacramento to provide

consulting services on an as-needed basis to support approved capital improvement projects.

**FINANCIAL IMPACT:**

Expenses for consultant professional/technical support services, when required, will be paid from funds appropriated for individual capital improvement projects and/or the General Services Department operating budget. As work authorizations are executed, the total value of the contracts will increase. There is no dollar value associated with approval of these master agreements - dollar values will be associated with each subsequent and separately approved work authorization. There is therefore no financial obligation in having these master services agreements in place, to be activated only as services are needed on a project-by-project basis. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**DISCUSSION:**

On March 5, 2019, a Request for Qualifications (RFQ) to provide technical support, professional consulting and project related services was advertised on the County website, including direct outreach to professional consultants that have expressed interest in doing business with the County. The services requested include architectural, civil, structural, plumbing, mechanical, electrical and geotechnical engineering services. Examples of capital improvement projects where these types of professional services are needed include major building system replacements (i.e. roofing, HVAC, plumbing), remodel projects, code upgrade projects, and new construction projects.

Firms to receive contracts were selected based on qualifications and "fit" between experience, representative projects and the type of County projects needing on-call services over the coming three fiscal years. Approximately 224 firms were notified of the opportunity. 20 firms submitted Statements of Qualifications (SOQs) in response to the RFQ including 2 firms with offices in Solano County. General Services and Resource Management staff evaluated the SOQs and ranked each firm according to the evaluation criteria listed in the RFQ including Approach and Management Plan; Qualifications, Experience and References; Work Plan and Sequence; Quality Control; Cost Control; Representative Projects/Work Efforts; Additional Relevant Information; and relative competitiveness of Fee Schedule. The eleven highest-ranking firms were invited to participate in negotiations with the County and represent a range of technical and design capabilities.

At the end of the evaluation process, 11 firms were selected to provide specific services and determined to be the best qualified firms with capabilities best suited to the County's needs. These firms were selected based on their emphasis in, but not limited to:

Architecture and Engineering:

Cannon Parkin Inc., d/b/a CannonDesign of Los Angeles  
Dewberry Architects, Inc. of Sacramento  
Dreyfuss + Blackford Architecture of Sacramento  
LCA Architects, Inc. of Walnut Creek

Civil Engineering:

AluCeron Consulting Group Inc of Vallejo  
CSW/Stuber-Stroeh Engineering Group, Inc. of Novato

Mechanical-Electrical-Plumbing Engineering:

Stanton Engineering of Sacramento  
Salas O'Brien Engineers, of Oakland

Geotechnical Engineering and Materials Testing  
Geocon Consultants, Inc. of Fairfield

Project/Construction Management:  
Gilbane Building Company of San Jose  
Vanir Construction Management, Inc. of Sacramento

Of the eleven contracts, contract negotiations with eight are concluded and now presented to the Board for approval. The remaining three contracts will be presented to the Board in the near future pending resolution of contract negotiation.

**ALTERNATIVES:**

1. The Board could elect to award fewer contracts. This action is not recommended since the firms were selected to provide a range of licensed technical and professional services required to deliver capital improvement projects. If the contracts are not awarded, flexibility and project responsiveness will be diminished since multiple, individual professional services Requests For Qualifications and contracts must be let on a project by-project basis, significantly slowing the development and delivery of these projects, resulting in schedule delays and possible increased project costs.
2. The Board could elect not to delegate signing authority to the County Administrator to execute contract amendments or work authorizations within approved project budgets. This action is not recommended since the timing of Board meetings may be inconsistent with activities required to progress projects.

**OTHER AGENCY INVOLVEMENT:**

County Counsel provided legal guidance during the selection and contract negotiation process and approved the agreements as to form.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

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

[1 - Contract - AluCeron Consulting Group](#)

[2 - Contract - CSW Stuber-Stroeh Engineering](#)

[3 - Contract - Dewberry Architects](#)

[4 - Contract - GeoCon Consultants](#)

[5 - Contract - Gilbane Building Company](#)

[6 - Contract - LCA Architects](#)

[7 - Contract - Stanton Engineering](#)

[8 - Contract - Vanir Construction Management](#)

[Request for Qualifications](#)

Submitters of Record  
Request For Qualifications #906-0201-19, 3/5/2019  
Architectural and Engineering Professional Services

Name of Firm	Location
ALISTO Engineering Group, Inc.	Walnut Creek
AluCeron Consulting Group Inc	Vallejo
Blue Line Logic , LLC	Denver
Brick Architecture & Interiors, Inc.	Emeryville
Cannon Parkin Inc., d/b/a CannonDesign	Los Angeles (San Francisco)
CSW/Stuber-Stroeh Engineering Group, Inc.	Novato
Dewberry Architects, Inc.	Sacramento
Dreyfuss + Blackford Architecture	Sacramento
Geocon Consultants, Inc.	Fairfield
Gilbane Building Company	San Jose
Indigo Architects	Davis
Interactive Resources	Richmond
Jeff Katz Architecture	Sonoma
LCA Architects, Inc.	Walnut Creek
M. Arthur Gensler, Jr. & Associates, Inc.	San Francisco
NORR Associates, Inc.	Sacramento
Salas O'Brien Holdings, Inc.	Oakland
Stanton Engineering	Sacramento
Vanir Construction Management, Inc.	Sacramento
WLC Architects, Inc.	Folsom



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	15	<b>Status:</b>	Consent Calendar
<b>Type:</b>	ATR	<b>Department:</b>	Resource Management
<b>File #:</b>	19-391	<b>Contact:</b>	Terry Schmidtbauer, 784-3157
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve an Appropriation Transfer Request to recognize an unanticipated increase of \$40,000 of Federal U.S. Department of Housing & Urban Development (HUD) revenue and increase Other Professional Services in Resource Management's budget for the Solano County Housing Authority for FY2018/19 (4/5 vote required)		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Resource Management recommends that the Board Approve an Appropriation Transfer Request to recognize an unanticipated increase of \$40,000 of Federal U.S. Department of Housing & Urban Development (HUD) revenue and increase Other Professional Services in Resource Management's budget for the Solano County Housing Authority for FY2018/19 (4/5 vote required).

### **SUMMARY/DISCUSSION:**

The Solano County Housing Authority (SCHA), under an agreement with U.S. Department of Housing and Urban Development (HUD), provides housing assistance to income qualified individuals in unincorporated Solano County and the cities of Dixon and Rio Vista through the Section 8 voucher program, which issues vouchers to offset rent for participating rental housing units. Since July 2002, the City of Vacaville (City), through its Housing Authority, administers this program on SCHA's behalf through a contract with SCHA. This includes the administration and financial management of the Section 8 Housing Assistance Program and the Family Self-Sufficiency Program. For budgetary purposes, the County is a "pass through" agency for this program, collecting the money from HUD for the program and providing it to the City for implementation.

For FY2018/19, it was estimated that HUD would provide \$2,300,000 in funding for this program. HUD has now increased its funding to SCHA by \$40,000 and there is a need to increase the SCHA budget to recognize the increased revenue and to increase the expense in order to pass the funding on to the City for use in the Section 8 voucher program.

### **FINANCIAL IMPACT:**

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

FY2018/19 Adopted Budget. All revenue from HUD is transferred to the City to manage the program and pay for vouchers.

**ALTERNATIVES:**

The Board may choose not to approve the ATR. This is not recommended as the increase can be used by the City to fund vouchers for SCHA's Section 8 housing program.

**OTHER AGENCY INVOLVEMENT:**

SCHA implements the housing assistance program through an agreement with HUD. SCHA contracts with the City of Vacaville Housing Authority to perform administration and financial management for the program with SCHA serving as the pass-through agency.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	16	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Resource Management
<b>File #:</b>	19-426	<b>Contact:</b>	Bill Emlen, 784-6062
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Adopt a resolution in support of the United States Fish and Wildlife Service acquisition of land for the San Pablo Bay Wildlife National Refuge (APN 0067-020-030), located at northeast corner of Highway 37 and Skaggs Island Road		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Location Map, B - USFWS Request Letter, C - Letter of Support Friends of San Pablo Bay, D - Resolution		

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

### DEPARTMENTAL RECOMMENDATION:

The Department of Resource Management recommends that the Board of Supervisors adopt a resolution in support of the United States Fish and Wildlife Service (Service) acquisition of land for the San Pablo Bay Wildlife National Refuge (APN 0067-020-030), located at the northeast corner of Highway 37 and Skaggs Island Road.

### SUMMARY/DISCUSSION:

The Service manages the San Pablo Bay National Wildlife Refuge, which lies along the north shore of the San Pablo Bay, and includes properties within the Solano, Napa and Sonoma Counties. The Refuge includes open bay/tidal marsh, mud flats and managed wetlands which provide critical habitat for migratory birds and endangered species. The Service is seeking funding approval from the Migratory Bird Conservation Fund to purchase the subject property from the Migratory Bird Conservation Commission (MBCC). The authority to approve the funds, has been delegated to the Executive Director of the California Fish and Game Commission, and as a condition of approval, County support is required in order to approve the funds. The property is within the approved boundary of the Refuge, approved by the Migratory Bird Conservation Commission, and acquisition of the property would allow the Service to manage the lands.

The Service has entered into a purchase agreement to acquire 420 acres at the border of Napa and Solano County. 358 acres is located within Solano County (APN 0067-020-030) and the remainder is within Napa County. A similar Resolution is requested of Napa County as well. The property is tidal marsh lands and was used as recreational duck hunting. Minimal restoration by the Service is anticipated, which would include more tidal circulation in the ponds, improve the food source and reduce mosquito population. Once the land is acquired, the potential for public hunting access will be considered by the Service.



The property is under private ownership and zoned Exclusive - Agriculture 20-acre minimum. The General Plan land use designation is Marsh and not encumbered by a Williamson Act Contract. Developable potential for the property is limited due to environmental constraints. Acquisition and management by the Service would protect the environmental value of the land.

Attached is the letter by the Service requesting Solano County's support and additional background information, and letter of support by the Friends of San Pablo Bay National Wildlife Refuge.

**FINANCIAL IMPACT:**

Acquisition of property will impact the County's property tax revenue as public agencies are exempt from paying taxes. Currently, the County receives \$3047.50 in property taxes. However, the Service will continue to make annual payments to Counties under the authority of the Refuge Revenue Sharing Act. According to the Service, payments are calculated based upon the approved value of the Service's land holdings in each County throughout the Country and the exact payment amount is dependent on many variables. The loss in revenue is a nominal amount.

**ALTERNATIVES:**

The Board could choose to not support the resolution. This is not recommended as this will prevent the proposed acquisition for the San Pablo Bay National Wildlife Refuge which is a critical effort in restoring the San Pablo Bay and associated wetlands.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator has reviewed this item and concurs with the recommended action.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

# USFWS Acquisition of APN 0067-020-030

## San Pablo Bay National Wildlife Refuge



### Department of Information Technology, GIS Services



### Solano County GIS Services

Department of Information Technology  
675 Texas Street, Suite 3700  
Fairfield, CA 94533  
Phone: 707-784-6340  
Email: GISStaff@SolanoCounty.com  
PRJ\_1892, Date: 05/22/2019

### Disclaimer:

This map was made using Solano County GIS files with varying degrees of scale, accuracy, precision, currentness, and alignment and therefore cannot be used for situations requiring survey grade measurement or legal boundary determination. Solano County disclaims liability for any loss that may result from the use of this map. User acknowledges data limitations and accepts responsibility for map based judgments.





# United States Department of the Interior



FISH AND WILDLIFE SERVICE  
Pacific Southwest Region  
Division of Realty  
2800 Cottage Way, Suite W-1832  
Sacramento, California 95825  
(916) 414-6445

IN REPLY REFER TO:  
FWS/R8/RE

May 18, 2019

Board of Supervisors  
Solano County  
675 Texas Street, Suite 6500  
Fairfield, California 94533

Re: REQUEST FOR RESOLUTION SUPPORTING ADDITION OF APN 0067-020-030 TO  
SAN PABLO BAY NATIONAL WILDLIFE REFUGE

Dear Board of Supervisors, Solano County:

At the suggestion of Senior Planner Ms. Nedzlene Ferrario I am sending you this information in the hope that you'll find it useful in evaluating and approving the addition of one property (APN 0067-020-030) to the San Pablo Bay National Wildlife Refuge (refuge).

The U.S. Fish and Wildlife Service (Service) manages the refuge, which includes properties along the north shore of San Pablo Bay in Solano, Napa, and Sonoma Counties. In response to rapidly disappearing wetlands and its prime location within the Pacific Flyway, the refuge was created in 1974 to protect migratory birds, wetland habitat, and endangered species. The refuge and San Pablo Bay support the largest wintering population of canvasbacks on the west coast as well as help protect the California clapper rail and the salt marsh harvest mouse, both of which are state and federally listed endangered species. The refuge includes open bay, tidal marsh, mud flats, and wetland habitats.

Since its establishment 8,620 acres have been acquired for the refuge. Most of the land has been donated, some has been purchased using funds from the Migratory Bird Conservation Fund and from the Land and Water Conservation Fund, and the old military base at Skaggs Island was transferred to the Service. The refuge also manages 11,200 acres under a lease from the State of California.

This proposal is to purchase one ownership comprising approximately 420 acres in Solano and Napa counties combined. Approximately 358 acres of this land is located in Solano County. The property has been in the ownership of the same two families for many decades. It had been used as a recreational property for duck hunting until several years ago. The families are now

interested in selling the property and would prefer that it continue to be used to protect and benefit wildlife. They've entered into a purchase agreement with the Service, presuming, since it lies within the refuge's approved boundary, that it will become part of the refuge.

The property is unique in that it was never "leveed off" and farmed and the soil structure has remained intact. It's bordered on the east and west by State-owned land and on the north and south by Service-managed land. The Service anticipates minimal restoration costs which would include allowing more tidal circulation in the ponds, to improve the food source and reduce the mosquito population. Once it's part of the refuge the property will also be considered for potential public hunting access.

An understandable concern of the county may be the possible loss of revenue from property taxes. As a federal agency the Service is prohibited from paying taxes. It does, however, make annual payments to counties under the authority of the Refuge Revenue Sharing Act (as amended, 1964). The Service follows the requirements of the Act and makes adjustments based upon revenue received during the past year to calculate payments to the counties based upon the appraised value of the Service's land holdings in each county throughout the country.

The Service is requesting funding for this purchase from the Migratory Bird Conservation Fund (MBCF). Service Regions around the country compete for this funding but because of the importance of this property the Director of the Service has approved this property for purchase. Our next step is to present the funding proposal to the Migratory Bird Conservation Commission on June 23. In order to request funding from the MBCF the Service must receive approval from the Governor. This authority has been delegated to the Executive Director of California Fish and Game Commission (CFGF). To support our request for funding we must show that the counties where the land would be acquired also support the acquisition. We are now seeking the support of this county and of Napa County.

We are requesting that the Solano County Board of Supervisors (Board) add this request to their agenda for the board meeting on June 4. We hope that at that meeting the board will pass and sign a resolution in support of the proposed acquisition. The CFGF has requested that materials for their meeting on June 12 be submitted by May 30 but because of the holiday weekend should be willing to accept them up to June 5. It's for this reason that we hope to be able to obtain evidence of the county's support at its June 4 meeting. We appreciate the awkwardness this may create but hope that the Board will help us accommodate the Commission. We will do everything in our power to minimize any inconvenience to the Board.

Thank you for your time and attention. If you have any questions please feel free to contact Michael Borkoski, Realty Management Branch Chief at (916) 978-4693 or [Michael\\_Borkoski@fws.gov](mailto:Michael_Borkoski@fws.gov).

Sincerely,



Thomas Sampson  
Realty Officer  
U.S. Fish and Wildlife Service  
Pacific Southwest Region



## Friends of the San Pablo Bay National Wildlife Refuge

7715 Lakeville Hwy  
Petaluma, CA 94954

FSPBNWR@gmail.com  
sanpablobayrefugefriends.org

May 9, 2019

Honorable Mike Thompson  
Migratory Bird Commission

Subject: Detjen acquisition

Congressman Thompson,

I am pleased to write this letter in full support of the U.S. Fish and Wildlife Service's (Service) acquisition of 428 acres of land at the San Pablo Bay National Wildlife Refuge. The Detjen acquisition will allow the refuge to restore tidal circulation on the property that will provide habitat for migratory waterfowl and shorebirds.

Since the 1960s conservation agencies and non-profit organizations have worked to restore tidal marsh habitats and protect the Bay. Only 15 percent of the Bay's historic tidal lands remain. This property is unique in that the land was never farmed and the soil structure has remained intact. Unlike other properties in the area, restoration of this tract will take minimal effort. This acquisition will also complement the restoration that has already been completed on surrounding lands.

The Friends of San Pablo Bay National Wildlife Refuge support the refuge's efforts to protect the Bay and are in full support of efforts to acquire this tract.

Sincerely,

Justin Bodell

President, Friends of the San Pablo Bay National Wildlife Refuge



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

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS SUPPORTING  
THE ACQUISITION OF APN 0067-020-030 BY THE U.S. FISH AND WILDLIFE  
SERVICE FOR MANAGEMENT AS PART OF THE SAN PABLO BAY NATIONAL  
WILDLIFE REFUGE**

**Whereas**, the U.S. Fish and Wildlife Service(USWFS) manages the San Pablo Bay National Wildlife Refuge(Refuge) along the northern edge of San Pablo Bay in Solano, Napa and Sonoma counties; and

**Whereas**, the USFWS manages the Refuge to protect migratory birds, wetland habitat, and endangered species; and provides open space and recreational opportunities to the local population including hunting, fishing, wildlife viewing, photography, and environmental education; and

**Whereas**, USFWS is seeking funding approval from the Migratory Bird Conservation Fund for the acquisition, from the Migratory Bird Conservation Commission(MBCC); and

**Whereas**, the MBCC requires approval by the Governor before it will fund an acquisition. In California that authority has been delegated to the Executive Director of the California Fish and Game Commission(CFGC). As a condition of approval, the CFGC requires a resolution of support from the county where the acquisition will happen; and

**Whereas**, USFWS is seeking support from Solano County with regard to the acquisition.

**Resolved**, the Solano County Board of Supervisors supports the acquisition of Assessor's Parcel Number 0067-020-030 for addition to the refuge in order to continue to protect the environmental value of the land.

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on June 4, 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  
Fairfield, California 94533  
www.solanocounty.com

## Agenda Submittal

<b>Agenda #:</b>	17	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Contract	<b>Department:</b>	Cooperative Extension
<b>File #:</b>	19-415	<b>Contact:</b>	Morgan Doran, 784-1326
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve first amendment to the agreement between the Regents of the University of California, Sacramento County, Solano County and Yolo County (multi-county partnership) for the provision of the UC Cooperative Extension Program for the term of July 1, 2019 through June 30, 2024, including an amount not to exceed \$295,000 to the UC for the period of July 1, 2019 through June 30, 2020; and Authorize the County Administrator to execute the agreement		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Contract Amendment, B - Link to Original Contract		

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 County Administrator and UC Cooperative Extension recommend that the Board of Supervisors:

- 1) Approve first amendment to the agreement between the Regents of the University of California (UC), Sacramento County, Solano County and Yolo County (multi-county partnership) for the provision of the UC Cooperative Extension Program for the term July 1, 2019 through June 30, 2024, including an amount not to exceed \$295,000 to the UC for the period of July 1, 2019 through June 30, 2020, and
- 2) Authorize the County Administrator to execute the agreement.

### SUMMARY:

On April 8, 2014, the Board approved a 5 year Interlocal Agreement (IA) between the Regents of the University of California (UC), Sacramento County, Solano County and Yolo County for a multi-county partnership for the provision of the UC Cooperative Extension Program (UCCE) for the term of July 1, 2014 through June 30, 2019. The agreement created the Capitol Corridor Multi-County Partnership (MCP) operational model and enhanced efficiencies and reduced expenses through cost-sharing for administration of county-based UCCE programs. Through the agreement, UC provides various programs, including several agriculture programs, 4-H youth development programs, Master Gardener program and the Master Food Preserver program to Solano County.

This amendment renews the IA for an additional 5 year period, July 1, 2019 through June 30, 2024, and includes an amount not to exceed \$295,000 to the UC for the period of July 1, 2019 through June 30, 2020.

### **FINANCIAL IMPACT:**

UCCE is primarily funded through the General Fund. The annual agreement of support provides for an amount not to exceed \$295,000 from each county to the UC for the period of July 1, 2019 through June 30, 2020. Payment is to be made in two installments, July 31, 2019 and January 30, 2020, with the accounting for actual costs reconciled at fiscal year-end. In addition, the Solano County in-kind contribution is estimated at \$36,833 for FY2019/20. The in-kind contribution is to support such things as a facility to house program operations, custodial and grounds keeping services, telephones, and print services.

When compared to the department's FY2018/19 Adopted Budget, there is an anticipated increase of \$17,000 in the annual agreement for program services. The increase is to support 4-H program costs no longer covered by UC due to fiscal constraints at the federal and state levels, resulting in UC budget reductions. The State budget continues to flat-fund the University of California's Division of Agriculture and Natural Resources, which is where the UCCE is housed.

Future annual support (direct payments and in-kind support) will be dependent upon the agreed program levels and budgetary limits discussed during the course of the annual budget development by the MCP Leadership Advisory Committee, and will be subject to approval of the counties' respective Boards of Supervisors and UC.

### **DISCUSSION:**

In 2014, in response to fiscal challenges at the county, federal and state levels, and ongoing UC budget reductions, UCCE moved to a regional administrative structure while maintaining a county-based program structure.

This operational model enabled UC to expand Cooperative Extension programs within the three counties. It also enhanced efficiencies and reduced expenses through cost-sharing for administrative and program support functions of county-based UCCE programs across the three-county region. The model also eliminated redundancy in administrative and employee activities and facility use, and improved efficiency by realigning personnel around programs.

The Current MCP model consists of an UC administrative structure with UC employees and one UC director.

### **Programs**

UCCE consists of local programs that are developed and delivered by UCCE Advisors, Program Representatives and staff at the county level. UCCE Advisors and campus-based UCCE Specialists and UC faculty together create a coordinated and synergistic network addressing issues at the local level through research and outreach programs with relevance from the local to international levels. The partnership between California's counties and UC helps keep UC's research focus relevant to local needs, invests in research and outreach education within counties to account for local variation and delivers results to solve local problems.

Programs provided in the counties are primarily determined by UCCE Advisors and the programs they build over their careers. Developing and prioritizing Advisor positions requires long-term visioning to address future clientele needs. The IA establishes an MCP Leadership Advisory Committee comprised of two (2) representatives from each of the counties. One (1) of the two (2) representatives will be the County CAO/CEO (or their designee); and one (1) will be a Supervisor (or an alternate Supervisor). The MCP Leadership Advisory Committee works with the MCP Director to prioritize current and long-term issues and needs that shape the programs offered in the three-county region, and provide long-term strategic planning for the MCP.



UCCE programs currently provided in Solano County include Delta crops, livestock and natural resources, pest management, Delta natural resources, 4-H Youth Development, Master Gardener and Master Food Preserver. However, due to the Governor's budget remaining flat for ANR, advisors for vegetable crops, viticulture programs, and youth and nutrition education have been placed on hold for Solano County. Additionally, the agreement includes counties funding a portion of the 4-H Program Representative's cost. In future years, this cost is to be covered by local 4-H program fees in order to reduce the fiscal impact to counties.

### **History of UCCE**

In 1913, Congress established Cooperative Extension (formerly known as the Agricultural Extension Service) through the Smith-Lever Act. This legislation established a three way cooperative effort for the USDA, the State Land-Grant University System and local governments to extend research based information, education, and technology to the people through Cooperative Extension offices in almost every county in the nation. Three land-grant universities, UC Berkeley, UC Davis and UC Riverside are part of the Cooperative Extension network in California. Initially rural and dominantly agriculturally oriented, Cooperative Extension together with the UC have been responsible for the vast majority of production technologies, passed on to growers, that has made agriculture a strong economic base in California and Solano County. UCCE is also responsible for the management of the 4-H Youth Development program, the Master Gardener program and many other educational programs determined to be of value to the local population.

### **ALTERNATIVES:**

The Board may choose not to approve the IA; however, this is not recommended as the MCP enables UC to enhance program delivery to Solano County citizens. If the IA is not approved by the Board, UCCE would continue to operate in Solano County on a status quo basis, which has been severely limited by UC and County budget and staff reductions in recent years.

### **OTHER AGENCY INVOLVEMENT:**

The agreement amendment was negotiated between the UC and the County Administrator's Offices and County Counsel Offices for the Counties of Sacramento, Solano and Yolo. The Yolo County Board of Supervisors approved the IA at their April 23, 2019 meeting. The Sacramento County Board of Supervisors will address the IA at a date yet to be determined. Solano County Counsel has reviewed the agreement amendment and approved as to form.

### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



OFFICE OF THE VICE-PRESIDENT —  
AGRICULTURE AND NATURAL RESOURCES

OFFICE OF THE PRESIDENT  
Division of Agriculture and Natural Resources  
1111 Franklin Street, 10th Floor  
Oakland, California 94607-5200

**FIRST AMENDMENT**  
*to the*  
**INTERLOCAL AGREEMENT**  
*between*  
**The Regents of the University of California – Cooperative Extension,  
Sacramento County,  
Solano County,  
and  
Yolo County**  
*for a*  
**Multi-County Partnership**  
*for the*  
**Provision of the University of California Cooperative Extension Program  
Dated April 28<sup>th</sup>, 2014**

**WITNESSETH**

**WHEREAS** on April 28, 2014, the Counties of Sacramento, Solano and Yolo (collectively "Counties"); and The Regents of the University of California ("University"), entered into an Interlocal Agreement ("IA") for the provision of the University of California Cooperative Extension Program to Counties; and

Whereas the parties now mutually desire to renew the IA for a five-year period;  
**NOW THEREFORE**, the parties to the IA agree as follows:

- I. Item VII.E., *Term* of the IA is hereby amended to read as follows:  
"The term of this First Amendment to the IA will be in effect as of July 1, 2019 and concluding on June 30, 2024."
- II. Except as expressly modified as provided above, all other terms of the IA shall remain in full force and effect.

In witness whereof, the parties have executed this First Amendment to the IA as of the latest date of execution set forth below.

COUNTY OF SACRAMENTO

\_\_\_\_\_  
Nav Gill  
County Executive  
As approved by the Board of Supervisors through Minute Order Action / Resolution No. \_\_\_\_\_ on \_\_\_\_\_  
circle one date

APPROVED AS TO FORM  
Office of County Counsel

By: [Signature]  
Date: 5/20/19

COUNTY OF SOLANO

\_\_\_\_\_  
Birgitta E. Corsello  
County Administrator  
As approved by the Board of Supervisors through Minute Order Action / Resolution No. \_\_\_\_\_ on \_\_\_\_\_  
circle one date

COUNTY OF YOLO

\_\_\_\_\_  
Patrick S. Blacklock  
County Administrator  
As approved by the Board of Supervisors through Minute Order Action / Resolution No. \_\_\_\_\_ on \_\_\_\_\_  
circle one date

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

\_\_\_\_\_  
Wendy Powers  
Associate Vice President  
University of California, Agriculture & Natural Resources  
Date

*Reviewed and Recommended:*

\_\_\_\_\_  
Morgan Doran, UCCE Director  
University of California, Agriculture & Natural Resources  
Date

Item # 17  
File #19-415

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.

[B – Original Contract](#)



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	18	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-394	<b>Contact:</b>	Skip Thomson, 784-6131
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve the appointment of Chris Mingay to the Montezuma Fire Protection District, representing District 5, for a 4 year term to expire March 1, 2023		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	District 5		
<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 Skip Thomson requests that the Board of Supervisors approve the appointment of Chris Mingay to serve on the Montezuma Fire Protection District representing District 5, for a 4 year term to expire March 1, 2023.

### **SUMMARY/DISCUSSION:**

Chris Mingay has been a long-time Solano County resident with more than 20 years' experience as a sheet metal worker. Currently, he serves our local youth as a Rio Vista Boy Scout Master. Mr. Mingay's dedication and drive to serve in a public service capacity is welcomed. He seeks to maintain fiscal responsibility and up-to-date equipment for the District. He will help improve efficiency and enhance the operations of the Montezuma Fire Protection District.

### **FINANCIAL IMPACT:**

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

### **ALTERNATIVES:**

The Board could choose not to approve the appointment, but this would not be recommended as this gives our long-time resident the opportunity to contribute his efforts to maintaining and improving the District.

### **OTHER AGENCY INVOLVEMENT:**

None.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	19	<b>Status:</b>	Consent Calendar
<b>Type:</b>	Appointment	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-420	<b>Contact:</b>	Jerry Huber, 784-8400
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Approve the reappointment of Gerald Huber to the First 5 Solano Children and Families Commission effective July 1, 2019 through June 30, 2023		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>			

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends that the Board approve the reappointment of Gerald Huber, Director of H&SS, to the First 5 Solano Children and Families Commission for a term of July 1, 2019 through June 30, 2023.

### **SUMMARY/DISCUSSION:**

The First 5 Solano Children and Families Commission was established by the Solano County Board of Supervisors on June 8, 1999. The ordinance established a Commission with nine members, including two representatives of the County Health and Social Services Department. Gerald Huber, the H&SS Director, has been serving on the Commission since January 13, 2015 and the Department is recommending he be reappointed as one of two First 5 Commissioners for H&SS. Aaron Crutison, H&SS Deputy Director for Child Welfare Services will continue to serve on the Commission as the second H&SS member through September 2020.

Mr. Huber has been involved with health and human service programs at county, state and federal levels of government for more than 30 years in Minnesota, Wisconsin and New York and began as the H&SS Director with Solano County November 2014.

### **FINANCIAL IMPACT:**

There is no impact to the County General Fund with this appointment. Cost associated with preparation of this item are included in the Department's FY2018/19 budget.

### **ALTERNATIVES:**

The Board may choose not to approve this appointment to the First 5 Solano Children and Families

Commission. This is not recommended as Mr. Huber will represent H&SS to coordinate services and will bring professional and personal knowledge to the Commission which will enhance its ability to fulfill its roles within the community.

**OTHER AGENCY INVOLVEMENT:**

The Department worked with First 5 Solano staff on this appointment.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	20	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Presentation	<b>Department:</b>	Board of Supervisors
<b>File #:</b>	19-417	<b>Contact:</b>	John M. Vasquez, 784-6129
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive a verbal update and video presentation from Gerry Raycraft, President of the Solano-Napa Habitat for Humanity Board of Directors, regarding progress of the permanent supportive housing project at 250 South Jackson Street in Dixon which will house six veterans		
<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 John M. Vasquez requests that the Board receive a presentation from Gerry Raycraft, President of the Solano-Napa Habitat for Humanity Board of Directors, regarding progress of the permanent supportive housing project at 250 South Jackson Street in Dixon which will house six veterans.

### SUMMARY/DISCUSSION:

During the June 28, 2016 meeting of the Board of Supervisors, the Board unanimously approved a 30-year loan agreement for the purchase of a property at 250 South Jackson Street in Dixon to provide permanent supportive housing for six veterans in collaboration with Solano-Napa Habitat for Humanity and Community Action North Bay. The County utilized \$88,000 of one-time housing reserve funds established as a result of SB375 and the dissolution of redevelopment agencies to fund the loan agreement.

After demolishing a dilapidated home on the property, the foundation for the new veteran's home was poured in May 2018. Numerous fundraisers and volunteer and community build days have occurred since then in support of completing construction on the home. Work is being completed on the exterior and interior of the home and a completion date is expected sometime in August 2019. In March, Solano-Napa Habitat for Humanity presented the project during Habitat for Humanity's 2019 Affiliate Conference in Atlanta, Georgia and received overwhelming positive feedback for the project. The video that the Board will see was included in the presentation and is on file with the Clerk of the Board for public review.

For detailed background information about the project, a link to the June 28, 2016 Board of Supervisors agenda item is provided here:

<https://solano.legistar.com/LegislationDetail.aspx?ID=2769189&GUID=DDC51295-38C6-43DE-8640-B00DC0886BE9>



**FINANCIAL IMPACT:**

The costs associated with preparing this agenda item are nominal and absorbed by the District 4 FY2018/19 Adopted Budget. There is no additional impact to the County General Fund.

**ALTERNATIVES:**

The Board could choose not to accept this presentation, however, that is not recommended as this is an opportunity to hear a progress report on the status of a housing project in Dixon that will provide permanent supportive housing for six Solano County veterans.

**OTHER AGENCY INVOLVEMENT:**

District 4 worked with Solano-Napa Habitat for Humanity on the Board report.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	21	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Miscellaneous	<b>Department:</b>	East Vallejo Fire Protection District
<b>File #:</b>	19-410	<b>Contact:</b>	Magen Yambao, 784-1969
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Conduct Quarterly Meeting of the East Vallejo Fire Protection District Board of Directors; Receive a presentation from the Vallejo Fire Chief on the fire protection services being provided to the East Vallejo Fire Protection District; and Consider request from City of Vallejo for district cost share up to \$6,500 for a third party Cost of Services Analysis		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Letter from City of Vallejo, B - NBS Study Proposal, C - 2014 NBS Study, D - EVFPD and City of Vallejo Agreement, E - Revenue and Expense Worksheet		

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 Quarterly Meeting of the East Vallejo Fire Protection District (EVFPD) be held and that the Board of Directors receive a presentation from the Vallejo Fire Chief on the fire protection services being provided to the EVFPD and consider request from City of Vallejo for district cost share up to \$6,500 for a third party Cost of Services Analysis.

### **SUMMARY:**

Regular quarterly meetings are required by the Fire Protection District Law of 1987 which governs the operation of the District. County Resolution No. 2007-147 establishes that the Board of Directors shall meet in March, June, September and December of each year on the first Tuesday meeting of the Board of Supervisors.

The District under the existing agreement with the City, remits all of the property tax revenues collected less administrative fees to the City as part of the agreement. See Attachment E for table of Revenues Collected and Payments to City of Vallejo (less administrative expense). The City is requesting the District to participate in equally sharing the cost of the study. The total cost of the study is \$13,000. (Attachment B) In addition, the City is requesting more funding from the District to offset the City's current actual cost of services. Included in today's agenda is a request from the City of Vallejo Fire Chief to discuss services provided under existing agreement and a request for City/EVFPD to share in the cost of a new study by a third party for services to quantify and assess all services provided by the City of Vallejo Fire Department to EVFPD. The study seeks to update the 2014 cost of services analysis which was completed by NBS. (Attachment C)

### **FINANCIAL IMPACT:**

There is no cost to the County General Fund or any other fund associated with preparing the information provided in this report or with conducting this quarterly meeting. The EVFPD secures its fire protection services through an agreement with the City of Vallejo which is funded by property tax revenue collected from within the District boundaries.

The Board of Supervisors receives no compensation for sitting as the Board of Directors of the East Vallejo Fire Protection District.

The total cost of the study the City is proposing is \$13,000 and the City is asking for EVFPD to share in the cost which is estimated at \$6,500 to be paid from EVFPD funds. This amount is not budgeted. If the study cost share is approved by the EVFPD Board, the funding source is the property tax revenue collected by the District. The funds available from the District to the City would be deducted from the fire service related payment to the City. The County Administrator's staff has prepared a spreadsheet showing the funding and payment details for East Vallejo Fire Protection District which is Fund 134. (Attachment E)

## **DISCUSSION:**

### **Agreement for Contractual Services EVFPD and City of Vallejo**

The EVFPD has an agreement with the City to provide fire protection services to the District. The current agreement was entered into in 1995 and has been extended several times with the most recent amendment being approved by the Board of Directors in May 2002. The agreement focuses on the need for fire protection services for the area covered by the EVFPD due to the "lack of sufficient funds to adequately equip, staff and operate full fire protection service at the levels required for health and safety within the boundaries of the District." The agreement goes on to define the fire protection services, "which shall be the same priorities, level and responsiveness of services as are provided within the city limits for services." The City, under the agreement is compensated with all EVFPD revenues less property tax administration fee and other administration costs incurred by County staff to the District. (Attachment D)

### **Presentation on Fire Protection Services Provided**

Vallejo Fire Chief Daryl Arbuthnott will provide an overview of the fire protection services being provided to the District. The focus of the update is about the fire and emergency medical service calls to the district and weed abatement. The EVFPD contract lists the services that are to be provided by the City under the agreement to be at the same level as that provided to the rest of the City. Those services listed include - plan review, fire investigation, disaster preparedness, fire inspection, weed abatement, pre-fire planning administration, complaint handling, fire prevention, fire training/public education, fire suppression and emergency medical services.

### **City Request for Third Party Cost of Service Study**

The City of Vallejo has requested that they discuss with the EVFPD Board of Directors authorizing a third party cost of services study to quantify and assess all services provided by the City of Vallejo Fire Department to EVFPD and share in the cost of the study. The City is seeking support to update the 2014 cost of services analysis which was completed by NBS. The initial analysis was completed by NBS, however, the parties ended communications due to lack of follow-through. In addition, the City is requesting the District to participate in equally sharing the cost of the study. The total cost of the study is \$13,000. (Attachment A)

## **ALTERNATIVES:**

The EVFPD Board could choose to:

1. Not hold their regular quarterly meeting. However, this is not recommended as the regular quarterly meetings were agreed in the existing agreement with the City of Vallejo and are required by the Fire Protection District Law of 1987 which governs the operation of the District. County Resolution No. 2007-147 establishes that the EVFPD Board of Directors shall meet in March, June, September and December of each year on the first Tuesday meeting of the Board of Supervisors.
2. Not receive an update from the City of Vallejo Fire Chief; however, this is not recommended as it provides an overview of the fire protection services being provided by the Vallejo Fire Department to the EVFPD.
3. Not support moving forward with the third party cost of services study. This is not recommended because the City requests update of the cost of service study or to not participate in the funding on half of the cost of the study to update the cost of City of Vallejo Fire services and to quantify and assess all services provided to the EVFPD. If the EVFPD Board would like to participate, the Board will need to direct County Administrator's staff to adjust EVFPD budget to allow for the estimated \$6,500 as part of the FY2019/20 budget.

**OTHER AGENCY INVOLVEMENT:**

The presentation was prepared by the City of Vallejo Fire Department staff.



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Fire Administration • 970 Nimitz Ave., Second Floor • Vallejo • CA • 94592 • 707.648.4526

April 30, 2019

Ms. Birgitta E. Corsello  
Solano County Administrator  
East Vallejo Fire Protection District  
675 Texas Street, Suite 6500  
Fairfield, CA 94533

**RE: AGENDA REQUEST FOR EAST VALLEJO FIRE PROTECTION DISTRICT FIRE SERVICE AGREEMENT COST OF SERVICES ANALYSIS**

Dear Ms. Corsello,

The City of Vallejo is interested in reviving discussions of authorizing a third-party cost of services study to quantify and assess all services provided by the City of Vallejo Fire Department to the East Vallejo Fire Protection District (EVFPD). In 2014 the City, and the EVFPD, entered into an agreement to retain NBS for the completion of a cost services analysis for both parties. The initial analysis was completed by NBS, however, the parties ended communications due to lack of follow-through. Our goal is to restart discussions by requesting NBS to update their previous work to include current service status.

We are requesting this item be added to the Tuesday, June 4, 2019 quarterly meeting agenda. We are requesting EVFPD participate in equally sharing the cost of the cost of services study. During the meeting the Vallejo Fire Department will present and answer questions related to the current proposal from NBS to continue the analysis process.

If you need clarification of the information please do not hesitate to contact me at (707) 648-4420.

A handwritten signature in black ink, appearing to read "Daryl Arbuthnott".

Daryl Arbuthnott, Fire Chief  
Vallejo Fire Department

*Attachment: NBS Proposal dated April 29, 2019*



870 Market Street, Suite 1223  
San Francisco, CA 94102  
Toll free: 800.434.8349  
[www.nbsgov.com](http://www.nbsgov.com)

April 29, 2019

Vince Sproete  
Division Chief-Fire Prevention Manager  
**City of Vallejo**  
555 Santa Clara St., 2nd Floor  
Vallejo, CA 94590

**Re: Proposal for an Update to the 2014 Cost of Service Analysis**

Dear Vince Sproete:

Thank you for reaching out regarding an update to the work we did together in 2014, titled, *"Cost Analysis for Fire Protection Services Provided by the City of Vallejo to the East Vallejo Fire Protection District"*. The goal of that effort was to:

- ✓ Evaluate the total costs of fire protection services provided by the Vallejo Fire Department to the District, including: Fire Inspection, Weed Abatement, Pre-fire Planning Administration, Complaint Handling, Fire Prevention, Fire Training and Public Education, Fire Suppression, and Emergency Medical Services.
- ✓ Review the historically applied weighted cost sharing formula shown in the agreement between the City and the District
- ✓ Calculate the total cost of services for the City's Fire Department, and update the District's allocated share based on the existing formula
- ✓ Evaluate the overall cost recovery performance of payments received from the District
- ✓ Recommend options for alternative cost sharing formulas and revenue tools to help recover costs associated with providing services to the District

We understand the City would like to update the analysis performed in 2014, and pursue an alternate cost sharing formula, based on a "per capita" basis. The following provides a summary of our proposed work plan, staffing, and professional fees for this project.

**WORK PLAN**

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**TASK 1. INITIATE PROJECT**

Acquire published or accessible data from the City, to include the most recent adopted budget, last year of actual financial performance (revenues and expenditures), current labor cost detail and classifications, and other items of a more global nature. Conduct one onsite or remotely conducted project

commencement meeting to discuss expectations and an overview of the process, timeline for project completion, general data needs, established policies and procedures, etc.

## **TASK 2. ANNUAL COST ANALYSIS**

NBS will perform an annual cost analysis of the Fire Department, as follows

- Interview Fire Department staff to determine reasonable estimates of annual time spent on primary services
- Review line-item level expenditures to determine the estimated, reasonable, and total cost of providing services
- Include all direct, indirect, support, and overhead costs that can be reasonably identified within the City's accounting structure and internally-maintained analyses such as a cost allocation plan<sup>1</sup>
- Transfer data into the NBS cost allocation model to incorporate all financial and allocation estimate information retrieved
- Review a draft of the cost analysis outcomes with Department management in PDF format

## **TASK 3. REVISE COST SHARING FORMULA**

Calculate the costs of providing services on a "per capita" basis. Collect, review, organize and analyze data on existing service population in the Fire Department's service area, and compile it in a form useful for this study. This step requires consideration and definition of the Department's existing service area to be used in the analysis, and development of service population estimates based on available population data, or a combination of population and land use assumptions.

## **TASK 4. COMPLETE COST SHARING ANALYSIS**

Establish the full cost of service and the cost of service per capita. The full cost of service defined by NBS serves as the analytically-justified maximum amount that may be recovered through a cost sharing agreement with the District. Compare resulting per capita cost calculation to the existing cost sharing formula. Prepare a draft report in memorandum format, not to exceed 10 pages in length, describing the approach and findings of the project. Conduct one round of review events by teleconference, revise and finalize the report.

## **TASK 5. IMPLEMENTATION ASSISTANCE**

If requested, NBS will support the City's process of reviewing and explaining outcomes with the District. NBS can be available to provide presentations, in-person consultation, or remote interaction, as needed.

## **PROJECT TIMELINE**

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We suggest a 60 to 90 day timeline for this engagement. This is a reasonable timeline allowing for quality data submittals from City staff amongst competing priorities. If the project requires shorter timeline, NBS can accommodate such a request. Upon project initiation, NBS will provide a detailed project schedule for mutual review and acceptance by the City's project manager.

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<sup>1</sup> NBS will rely on information as provided by the City. Proposed scope of work does not include completion of a Citywide Cost Allocation Plan

## PROFESSIONAL STAFF

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The following provides an overview of NBS professional staff that would be assigned to this project. Full-length resumes for the key project team staff are available upon request.

### NICOLE KISSAM, DIRECTOR

Nicole Kissam will manage the ongoing administration of the project, and will work closely with the City's designated project manager to monitor the schedule and delivery of work products to satisfaction. She will also provide project management and/or senior-level technical analysis as warranted. As Director of NBS' Financial Consulting Group, Nicole has an extensive 15-year background in public sector consulting, city government, corporate management, marketing and public relations.

### KEVIN GARDNER AND NICOLE HUERTA, CONSULTANTS

Under the direction of the project manager, NBS Consultants support projects as needed with the completion of key aspects of the project's Task Plan, including but not limited to, organizational interviews, fee model development, data collection, timeline management, draft reviews, and documentation efforts. All NBS Consultants have a minimum Bachelors-level degree and between three to five years of professional work experience with NBS or in a related field.

### LAUREN GUIDO, FINANCIAL ANALYST

Lauren Guido will support the project manager with large-scale data analysis and validation. She will design and implement cost allocation and rate models, and prepare technical outcomes for the project. She will also facilitate data collection and reminders for City staff in order to keep projects moving along the agreed upon timeline for completion. All NBS Financial Analysts have a minimum Bachelors-level degree and between one and three years of professional work experience with NBS or in a related field.

### TIM SEUFERT, CLIENT SERVICES DIRECTOR

Tim Seufert will ensure NBS' study team delivers the high quality work products and service standards that differentiate NBS from other firms. Tim is Managing Director with NBS, with 20+ years of experience in public finance working for cities, counties, and special districts.

## PROFESSIONAL FEES

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Our fees are based on our understanding of the City's needs and the effort we believe is necessary to complete the scope of services/task plan described. We express this honestly and transparently through our price proposal. For all tasks noted in our Proposed Work Plan, NBS suggests an initial project budget cap of \$13,000 for this engagement, billed on a "time and materials" basis. Our project budget assumes that NBS will only bill for hours and expense up to the amount incurred on the project on a monthly basis. We believe this will provide maximum flexibility for the City in determining the level of consulting effort required to develop the Study's results.



NBS applies the following hourly rates to derive project pricing and monthly billings for requested scopes of service. These hourly rates will apply for the duration of our contract with the City, and are inclusive of all costs for expenses such as printing, travel, etc.

- Director, \$205 per hour
- Consultant, \$140 per hour
- Analyst, \$120 per hour

## TERMS

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At no time will we invoice for charges in excess of the fee to which the City and NBS mutually agree. Should the City specifically request additional services beyond those described in this document, we will discuss those requests and associated costs at that later time and only invoice for additional fees upon separate written authorization from the City. NBS proposes to invoice the City on a monthly basis, following recorded consultant time on the project, paralleling our completion of the work. If payment is not received within 90 days, simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel contracts with 30 day's written notice.

\*\*\*\*\*

We deeply value our relationship built with the City's Fire Department over the years and appreciate the opportunity to potentially return and update our prior work product. Please feel free to reach out to me at any time if with questions about our proposal or about preparation of a professional services agreement.

Sincerely,



Nicole Kissam  
Director, NBS



32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516  
Fax: 951.296.1998

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## MEMORANDUM

To: Jack McArthur, Fire Chief, City of Vallejo  
Vince Sproete, Division Chief – Fire Prevention Manager, City of Vallejo  
Donna Mooney, Deputy City Attorney, City of Vallejo  
Chris Rodgers, Management Analyst, Solano County  
Carrie Scarlata, Solano County Counsel

From: Nicole Kissam, Director, NBS

Date: July 16, 2014

Re: Cost Analysis of Fire Protection Services Provided by the City of Vallejo to the East Vallejo Fire Protection District

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Over the past several months, NBS successfully engaged in an evaluation of the costs of providing services by the City of Vallejo's Fire Department (City) to the Solano County East Vallejo Fire Protection District (District).

The purpose of this Memorandum is to document NBS' understanding of the costs of services provided, consider revenues available to offset these costs, and recommend potential methods for the sharing of costs between the two agencies.

### 1. Introduction to NBS

NBS was founded in 1996 by experienced finance and engineering professionals, and has worked with more than 300 public agencies to date. NBS is an independent consulting firm serving local governmental agencies, including cities, towns, counties, municipal utilities, and special purpose districts.

Our Financial Consulting practice focuses primarily on cost recovery mechanisms and supporting justification for various agency revenue streams, including:

- Formation of Special Tax, Fee and Assessment Districts
- Special Tax, Fee, and Assessment District Administration
- User Fee and Development Impact Fee Studies
- Utility Rate Studies
- Proposition 218 Consulting
- Overhead Cost Allocation Plans
- Fiscal Impact Analyses

Our professional staff completing the analysis described in this document possesses decades of experience performing similar cost allocation and revenue consulting services for local governments.

### 2. Project Background

The City of Vallejo's Fire Department provides fire protection services to the unincorporated areas adjacent to the City included in the District. The City's agreement for fire services with the District

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includes miscellaneous agreements and amendments dating back to 1989. Under the agreement, the City is compensated through receipt of all District property tax revenues and other income, less expenses of property tax administration and administrative costs. The agreement defines eleven types of fire protection services provided by the City to the District, including: Plan Review, Fire Investigation, Disaster Preparedness, Fire Inspection, Weed Abatement, Pre-fire Planning Administration, Complaint Handling, Fire Prevention, Fire Training and Public Education, Fire Suppression, and Emergency Medical Services. Importantly, the agreement also provides a weighted factor formula for determining the actual costs of City fire protection services proportional to the relationship of the District, as follows:

Factor	Percentage
Assessed Valuation	70%
Population	15%
Service Demand	10%
Square Miles Protected	5%

The formula above is applied to the total cost of City fire services, invoiced to the District, and paid in two installments each year.

### 3. Historical Cost Allocation and Recovery Snapshot

Attachment A to this Memorandum provides NBS' interpretation of how cost allocations to the District would be assessed via the weighted factor formula described in the previous section. The attachment compares the total costs allocated to the District to the City's billing amounts and revenues received between fiscal years 2008-09 and 2012-13. The following are important points regarding the outcomes shown in the attachment:

- The Vallejo Fire Department's total budget appropriation declined by a total of \$2.9 million between FY 2008-09 and FY 2011-12, and increased by \$5.6 million between FY 2011-12 and FY 2013-14.
- Historically, the City of Vallejo has not included Citywide overhead costs as part of their billings to the District. This analysis assumes Citywide overhead costs, established through a defensible cost allocation plan, are eligible for recovery per the existing cost sharing agreement, Section 5, Item c. Any future agreement to charge or not charge overhead costs in practice is policy discussion between the agencies.
- Ratios of allocated costs between the City and District have remained constant over the past five years. The District receives approximately two to three percent of allocated costs for each element of the weighted factor formula.
- NBS' interpretation of the weighted factor formula indicates the District was under-billed between by approximately 6% for services received in years 2008-09 and 2009-10, and over-billed between by approximately 11% in 2010-11, 14% in 2011-12, and 44% in 2012-13; resulting in a cumulative surplus in billings to the District of approximately \$252,000 over five years.
- The District's available revenues to compensate the City for services received have declined over the past five years. Revenue received from the District under the existing agreement has declined for five consecutive years, as has assessed valuation for the District. Revenue declined from approximately \$494,000 to \$326,000, an overall decrease of \$168,000, or -34%.

The City of Vallejo experienced a cumulative loss in cost recovery from the District of approximately \$548,000. Although ratios of allocated costs between the two agencies have remained constant,

#### 4. Cost Analysis Methodology

This Cost Analysis is a quantitative effort which compiles the total City cost of providing fire protection services to the District. Similar to the current agreement between the City and District, the Analysis identified twelve major categories of services provided to the District:

1. Construction Plan Review
2. Systems Plan Review
3. Fire Investigation
4. Disaster Preparedness
5. Construction Inspection and System Inspection
6. CFC, Mandated, and Other Occupancy Annual Inspections
7. Weed Abatement
8. Pre-Fire Planning Administration
9. Complaint Handling
10. Fire Training and Public Education
11. Fire Suppression
12. Emergency Medical Services

For the City's detailed description of each service noted above, reference Attachment B to this Memorandum. It should be noted that not included in the list above are areas in the County of Solano, for example the Fair Grounds and other land areas, that the City of Vallejo provides service to without compensation.

To determine the total City cost of each service listed above, there were two primary types of costs considered by NBS in the Cost Analysis: direct and indirect costs. Direct costs are those which specifically relate to the activity in question, including the real-time provision of the service. Indirect costs are those which support the provision of services but cannot be directly or easily assigned to the activity in question. An example of a direct cost is the salary and benefit expense associated with an individual performing a service. In the same example, an indirect cost would include the expenses incurred to provide an office and equipment for that individual to perform his or her duties, including (but not exclusive to) the provision of the service in question.

Components of the total cost of service include direct labor costs, indirect labor costs, allocated recurring non-labor costs, and allocated City-wide overhead. Definitions of these cost components are as follows:

- **Direct Labor Costs** – These are the salary/wage and benefits expenses for personnel specifically involved in the provision of services and activities to the District.
- **Indirect Labor Costs** – These are the salary/wage and benefits expenses for personnel supporting the provision of services and activities. This can include line supervision, departmental management, and administrative support within a department, as well as staff involved in technical activities related to the direct services provided to the public.
- **Allocated Recurring Non-labor Costs** – These are expenses other than labor involved in the provision of services. Throughout the cost of service analysis, non-labor expenses have been directly attributed to a specific service, or allocated based on a pro rata basis determined by estimated labor cost per activity.
- **Allocated Indirect City-wide Overhead** – These are expenses, both labor and non-labor, related to the City's support services. Support services include: general administrative services provided internally such as human resources, payroll, financial management, information technology, and other similar business functions.

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These cost components were expressed using annual (or annualized) figures, representing a twelve-month fiscal year cycle of budgeted expenses (fiscal year 2013-14) incurred by the City in the provision of the services studied.

The Analysis primarily applied professional time estimates provided by the City's Fire Department to allocate direct and indirect costs across the services and activities listed above. In completing estimates, interviews and questionnaires were used to develop the necessary data sets describing labor time. In most cases, staff were asked to estimate the average annual amount of time (in percentages each staff member of the department spends on the activities studied. It should be noted that the development of these time estimates was not a one-step process: submitted estimates were carefully reviewed by both the consultant and City staff to assess the accuracy and reasonableness of such estimates. Based on this review, time estimates were, in some cases, reconsidered until each of the parties were comfortable that the estimates reasonably reflected average workload required by the City per activity. Once these were finalized, staff time estimates were then applied to salary and benefit expense, and subsequently to all other types of expenses considered in the Analysis, to yield an average annual cost of the service or activity performed.

## 5. Cost Allocation Study Results

The following table summarizes the results of NBS' Cost Analysis for each service studied.

**Total Allocated Cost Summary**

	<b>Service</b>	<b>Total</b>	<b>Percentage</b>
1	Construction Plan Review	\$ 36,284	0.14%
2	Systems Plan Review	36,284	0.14%
3	Fire Investigation	117,649	0.46%
4	Disaster Preparedness	321,515	1.26%
5	Construction Inspection / System Inspection	41,348	0.16%
6	CFC, Mandated, And Other Occupancy Annual Inspections	368,493	1.44%
7	Weed Abatement	129,133	0.51%
8	Pre-Fire Planning Administration	200,384	0.78%
9	Complaint Handling	147,029	0.57%
10	Fire Training/Public Education	1,073,683	4.20%
11	Fire Suppression	7,262,144	28.40%
12	Emergency Medical Services	15,836,640	61.93%
	<b>Total</b>	<b>\$ 25,570,587</b>	<b>100.00%</b>

These figures represent the total estimated annual City costs of providing each service for fiscal year 2013-14. By far, Suppression and Emergency Medical Services are the largest share of City fire protection services. For the full detailed Analysis, reference Attachment C to this Memorandum.

## 6. Cost Recovery and Cost Sharing Options

In revisiting the agreement for fire protection services, the City and District could continue with the exiting agreement's weighted factor formula, consider a new formula, and/or consider other options for cost recovery and revenue enhancement.

**Option 1: Continue with Existing Agreement:** Should the City and District continue a cost sharing agreement based on the current weighted factor formula, Attachment D projects approximately \$544,000 total allocable costs to the District for fiscal year 2013-14. However, this method of compensation for services is proving problematic because the District's property tax revenues do not

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fully recover the City's total costs of providing fire protection services. Also, as discussed in the Historical Cost Allocation and Recovery section of this report, any future agreement to charge or not charge overhead costs in practice is policy discussion between the agencies, and should be clearly documented in the revised agreement.

**Option 2: Consider an Alternate Cost Sharing Formula:** NBS believes that the existing cost sharing formula could continue to work for the City and District. However, alternate methods such as a formula that assesses cost on a per capita, or other basis could be explored.

**Option 3: Consider User and Regulatory Fees, Fines and Penalties:** At a minimum, the District should adopt the City's existing user fees, regulatory fees, cost reimbursement, punitive fines and penalties, for the following services: Construction Plan Review, Systems Plan Review, Fire Investigation, Construction Inspection and Systems Inspection, CFC, Mandated, and Other Occupancy Annual Inspections, Weed Abatement (administration and enforcement), and Complaint Handling.

Doing so would supplement the District's property tax revenue and provide a higher degree of cost recovery for these services. The City's existing Fee Schedule is provided as Attachment E to this memorandum.

Under this scenario, either the bills or payments for fire protection services would need to be adjusted by the amount of revenues received in fees and charges. Any costs not recovered would continue to be reimbursed under the existing cost sharing formula.

**Other Options:** NBS recommends the City and District agree to pursue a combination of Options 1 and Option 3 above.

Alternately, the City and County could enter into a service level agreement that funds an agreed upon number of positions and expense each year instead of the weighted factor formula.

When District property tax revenues continue to fall short of recovering City costs of providing services, the District could pursue a Special Financing District such as a benefit assessment district, a community facilities district, or, if the District has taxing authority, a parcel tax. NBS can discuss these options in more detail, if needed.

## **7. Conclusion**

NBS' Cost Analysis finds that an annual subsidy for fire protection services is provided to the District from the City of Vallejo. For this reason, additional revenue opportunities should be pursued by the City and District to supplement the current cost and revenue sharing agreement between the agencies. We look forward to discussing the contents of this Memorandum at your earliest convenience.

## City of Vallejo and East Valejo Fire Protection District Cost Allocation Agreement, Historical FY 09 - FY 13

## ATTACHMENT A

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Vallejo Fire Department Total Budget Appropriation <sup>[1]</sup>	20,722,477	18,241,120	18,403,565	17,829,040	21,087,573
Citywide Overhead Allocation <sup>[2]</sup>	1,865,023	1,641,701	1,656,321	1,604,614	1,897,882
<b>Total Cost of City Fire Services</b>	<b>22,587,500</b>	<b>19,882,821</b>	<b>20,059,886</b>	<b>19,433,654</b>	<b>22,985,455</b>
<b>ASSESSED VALUATION - 70%</b> <sup>[3]</sup>					
City of Vallejo Assessed Valuation - Net	9,800,152,376 98%	7,963,418,702 98%	7,491,827,887 98%	7,226,190,617 98%	7,533,543,484 98%
EVFPD Assessed Valuation - Net	214,388,300 2%	176,396,749 2%	150,545,280 2%	142,586,091 2%	132,102,521 2%
<b>Total Assessed Valuation</b>	<b>10,014,540,676</b>	<b>8,139,815,451</b>	<b>7,642,373,167</b>	<b>7,368,776,708</b>	<b>7,665,646,005</b>
City of Vallejo - Share of Costs	15,472,767	13,616,360	13,765,312	13,340,328	15,812,541
EVFPD - Share of Costs	338,483	301,614	276,608	263,229	277,277
<b>Total Cost Share - Assessed Valuation</b>	<b>15,811,250</b>	<b>13,917,975</b>	<b>14,041,920</b>	<b>13,603,558</b>	<b>16,089,818</b>
<b>POPULATION - 15%</b> <sup>[4]</sup>					
City of Vallejo Population	116,760 97%	116,760 97%	114,622 97%	114,622 97%	116,829 97%
Population-East Vallejo Fire Protection District	3,081 3%	3,081 3%	3,081 3%	3,081 3%	3,329 3%
<b>Total Population Served</b>	<b>119,841</b>	<b>119,841</b>	<b>117,703</b>	<b>117,703</b>	<b>120,158</b>
City of Vallejo - Share of Costs	3,301,019	2,905,748	2,930,220	2,838,744	3,352,296
EVFPD - Share of Costs	87,106	76,675	78,763	76,304	95,522
<b>Total Cost Share - Service Population</b>	<b>3,388,125</b>	<b>2,982,423</b>	<b>3,008,983</b>	<b>2,915,048</b>	<b>3,447,818</b>
<b>SERVICE DEMANDS - 10%</b> <sup>[5]</sup>					
VFD Service Demands	11,739 97%	12,098 97%	11,793 98%	12,119 98%	12,518 97%
EVFPD Service Demands	363 3%	366 3%	292 2%	261 2%	327 3%
<b>Total Service Demands</b>	<b>12,102</b>	<b>12,464</b>	<b>12,085</b>	<b>12,380</b>	<b>12,845</b>
City of Vallejo - Share of Costs	2,190,999	1,929,897	1,957,520	1,902,395	2,240,031
EVFPD - Share of Costs	67,751	58,385	48,469	40,971	58,515
<b>Total Share - Service Demands</b>	<b>2,258,750</b>	<b>1,988,282</b>	<b>2,005,989</b>	<b>1,943,365</b>	<b>2,298,545</b>
<b>SQUARE MILES PROTECTED - 5%</b> <sup>[3]</sup>					
Square Miles (Land and Water) Protected by Vallejo Fire Department	51 97%	51 97%	51 97%	51 97%	51 97%
EVFPD Square Miles	1.5 3%	1.5 3%	1.5 3%	1.5 3%	1.5 3%
<b>Total Service Demands</b>	<b>52.5</b>	<b>52.5</b>	<b>52.5</b>	<b>52.5</b>	<b>52.5</b>
City of Vallejo - Share of Costs	1,097,107	965,737	974,337	943,920	1,116,436
EVFPD - Share of Costs	32,268	28,404	28,657	27,762	32,836
<b>Total Share - Service Demands</b>	<b>1,129,375</b>	<b>994,141</b>	<b>1,002,994</b>	<b>971,683</b>	<b>1,149,273</b>
<b>EVFPD Combined Cost Allocation</b>					
Assessed Valuation	338,483	301,614	276,608	263,229	277,277
Population	87,106	76,675	78,763	76,304	95,522
Service Demands	67,751	58,385	48,469	40,971	58,515
Square Miles Protected	32,268	28,404	28,657	27,762	32,836
<b>Total</b>	<b>525,607</b>	<b>465,079</b>	<b>432,498</b>	<b>408,267</b>	<b>464,151</b>
<b>Total Billed to District</b> <sup>[1]</sup>	<b>493,903</b>	<b>437,050</b>	<b>480,609</b>	<b>466,030</b>	<b>670,286</b>
Surplus / (Deficit) Comparison to Combined Allocation	(31,704) -6%	(28,028) -6%	48,112 11%	57,763 14%	206,136 44%
<b>Actual Received from District</b> <sup>[1]</sup>	<b>493,903</b>	<b>431,094</b>	<b>373,483</b>	<b>374,746</b>	<b>326,176</b>
Surplus / (Deficit) Comparison to Total Billed to District	-	(5,956)	(107,126)	(91,284)	(344,110)
Surplus / (Deficit) Comparison to Combined Allocation	(31,704)	(33,985)	(59,015)	(33,521)	(137,975)

## Notes

[1] Source: City of Vallejo Finance Department

[2] Assumes average of 9% on top of budgeted expenditures, consistent with City's FY 12/13 cost allocation plan

[3] Source: Solano County Auditor's Website, Assessed Values by Fund

[4] City of Vallejo data from Census, EVFPD data from Lafco for 08-09 through 11-12. 12-13 EVFPD data is from County GIS System

[5] Source: Calls for Service data from City of Vallejo Fire Department, matched to County GIS records specific to EVFPD parcels

The City of Vallejo performs the following Fire Protection Services

**1. Construction Plan Review:**

All new and existing improvement projects & new construction reviewed by the City of Vallejo Building, Planning and the County of Solano.

**2. Systems Plan Review:**

- Automatic Fire Extinguishing Systems – Hood & Duct
- Fire Alarms – Systems and Monitoring Equipment
- Fire Sprinklers - New & Tenant Improvements
- Hazardous Materials Storage
- Hazardous Materials Installation – Above or underground storage tanks
- Bell & Pull Station Installation
- Installation of Liquid Petroleum Gas Tanks
- Installation of Medical Gas Systems
- Installation of Spray Booths
- Hydrant Flow Testing
- Underground Fire Service Installation
- Site Plan Reviews (New & existing buildings)
- Building Fire Flow Requirements
- Sprinkler Water Flow Design Tests
- Hydrant Flow Testing

**3. Fire Investigation:**

- All structure fires of unknown origin.
- Vehicle fires

**4. Disaster Preparedness:**

- CERT Program
- EOC Training

**5. Construction Inspection and System Inspection**

**6. CFC, State Mandated, and Other Occupancy Annual Inspections:**

- Assemblies
- Automotive
- Schools
- Day Cares & Residential Care Facilities
- Residential Occupancies (R-1, R-2, R-2.1, R-3, R-3.1 & R-4)
- Institutional Occupancies (I-2, I-2.1, I-3)
- High Rise
- Clinics
- Gas Stations
- Mercantile

**7. Weed Abatement:**

- Vacant lots – City
- Vacant lots – County EVFPD
- Lots with Structures – County – EVFPD

**8. Pre-Fire Planning Administration:**

**9. Complaint Handling**

- Fire Suppression Support & Citizen Complaints

**10. Fire Training and Public Education**

**11. Fire Suppression**

**12. Emergency Medical Services**



**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

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**LABOR EXPENDITURES AND STATISTICS**

		Allocated or Direct Assignment of Cost to Functional Activity								
Expenditure		Fire Department Total	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections
<b>Labor Cost Allocation Bases:</b>	[1]									
Department Total		100%	1.78%	11.32%	0.09%	0.09%	0.28%	0.64%	0.10%	0.87%
Fire Administration		100%	53.47%	0.00%	0.00%	0.00%	0.00%	19.24%	0.00%	0.00%
Fire Prevention		100%	0.00%	40.35%	2.43%	2.43%	7.86%	0.00%	2.76%	24.63%
Fire Training		100%	0.00%	60.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fire Suppression		100%	0.00%	9.61%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Paramedic Program		100%	0.00%	30.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>2301 - FIRE ADMINISTRATION - Salaries and Benefits</b>										
Fire Administration	[2]	\$ 695,177	\$ 371,705	\$ -	\$ -	\$ -	\$ -	\$ 133,777	\$ -	\$ -
Fire Prevention	[2]	738,452	-	297,947	17,908	17,908	58,065	-	20,407	181,866
Fire Training	[2]	292,241	-	175,345	-	-	-	-	-	-
Fire Suppression	[2]	18,899,230	-	1,815,743	-	-	-	-	-	-
Paramedic Program	[2]	239,759	-	71,928	-	-	-	-	-	-
OVERTIME	[3]	965,102	-	92,722	-	-	-	-	-	-
ACTING PAY	[3]	56,000	-	5,380	-	-	-	-	-	-
<b>Subtotal - Salaries and Benefit Costs</b>		<b>\$ 21,885,962</b>	<b>\$ 371,705</b>	<b>\$ 2,459,064</b>	<b>\$ 17,908</b>	<b>\$ 17,908</b>	<b>\$ 58,065</b>	<b>\$ 133,777</b>	<b>\$ 20,407</b>	<b>\$ 181,866</b>

City of Vallejo  
Fire Department Cost Allocation and Cost Recovery Study  
Allocation of Fire Department Costs to Functional Activities

ATTACHMENT C

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LABOR EXPENDITURES AND STATISTICS

Expenditure		Allocated or Direct Assignment of Cost to Functional Activity					
		Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>Labor Cost Allocation Bases:</b>	[1]						
Department Total		0.27%	0.45%	0.34%	2.41%	17.96%	63.41%
Fire Administration		0.00%	13.52%	2.32%	9.53%	1.91%	0.00%
Fire Prevention		7.58%	0.00%	7.53%	4.44%	0.00%	0.00%
Fire Training		0.00%	0.00%	0.00%	0.00%	20.00%	20.00%
Fire Suppression		0.00%	0.00%	0.00%	1.38%	19.45%	69.57%
Paramedic Program		0.00%	0.00%	0.00%	60.00%	0.00%	10.00%
<b>2301 - FIRE ADMINISTRATION - Salaries and Benefits</b>							
Fire Administration	[2]	\$ -	\$ 94,010	\$ 16,151	\$ 66,279	\$ 13,256	\$ -
Fire Prevention	[2]	55,991	-	55,574	32,787	-	-
Fire Training	[2]	-	-	-	-	58,448	58,448
Fire Suppression	[2]	-	-	-	260,161	3,675,782	13,147,545
Paramedic Program	[2]	-	-	-	143,855	-	23,976
OVERTIME	[3]	-	-	-	13,285	187,706	671,388
ACTING PAY	[3]	-	-	-	771	10,892	38,957
<b>Subtotal - Salaries and Benefit Costs</b>		<b>\$ 55,991</b>	<b>\$ 94,010</b>	<b>\$ 71,725</b>	<b>\$ 517,139</b>	<b>\$ 3,946,084</b>	<b>\$ 13,940,314</b>

**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

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**RECURRING NON-LABOR EXPENDITURES**

Operating Expenditures By Budget Unit		2013-14 Adopted Budget	Adjustments	Net Divisional Expenditures to be Considered	Allocated or Direct Assignment of Cost to Functional Activity					
					Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
<b>Fund: 101</b>										
0 OTHER PROFESSIONAL SERV	[4]	\$ 110,250	\$ (49,944)	\$ 60,306	\$ -	\$ 5,794	\$ -	\$ -	\$ -	\$ -
0 MEASURE B FUND		-	28,980	28,980	-	-	-	-	-	28,980
0 POSTAGE & MAILING		500	-	500	267	-	-	-	-	96
0 PRINTING & BINDING		2,500	500	3,000	1,604	-	-	-	-	577
0 DUES & PUBLICATIONS		4,000	-	4,000	2,139	-	-	-	-	770
0 OFFICE SUPPLIES		13,000	3,500	16,500	8,822	-	-	-	-	3,175
0 COMPUTER SUPPLIES		3,000	-	3,000	1,604	-	-	-	-	577
0 CLOTHING & UNIFORMS		20,360	-	20,360	10,886	-	-	-	-	3,918
0 OTHER SUPPLIES		-	-	-	-	-	-	-	-	-
0 CLEANING SUPPLIES		20,650	-	20,650	11,041	-	-	-	-	3,974
0 BUILDING R & M SERVICES		27,000	-	27,000	14,437	-	-	-	-	5,196
0 GROUNDS R/M SERVICES		5,000	-	5,000	2,673	-	-	-	-	962
0 RADIO R/M SERVICES		50,000	-	50,000	26,735	-	-	-	-	9,622
0 OTHER SERVICES		12,000	-	12,000	6,416	-	-	-	-	2,309
0 GAS & ELECTRICITY		100,000	(10,000)	90,000	48,122	-	-	-	-	17,319
0 TELECOMMUNICATIONS		85,000	42,407	127,407	68,123	-	-	-	-	24,518
0 WATER		30,000	-	30,000	16,041	-	-	-	-	5,773
0 T:COST & VEHICLE		35,022	-	35,022	18,726	-	-	-	-	6,739
0 T:REPLACEMNT COST-VEHICLE		17,000	-	17,000	9,090	-	-	-	-	3,271
0 MACHINERY & EQUIP RENTAL		7,000	-	7,000	3,743	-	-	-	-	1,347
0 OFFICE SPACE RENT		4,000	8,214	12,214	6,531	-	-	-	-	2,350
0 NON CAPITAL ASSETS (<\$5K)		5,000	-	5,000	2,673	-	-	-	-	962
<b>Subtotal Fire Administration</b>		<b>\$ 551,282</b>	<b>\$ 23,657</b>	<b>\$ 574,939</b>	<b>\$ 259,674</b>	<b>\$ 5,794</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,437</b>

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## RECURRING NON-LABOR EXPENDITURES

Operating Expenditures By Budget Unit	Allocated or Direct Assignment of Cost to Functional Activity							
	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>Fund: 101</b>								
0 OTHER PROFESSIONAL SERV	[4] \$ -	\$ -	\$ -	\$ -	\$ -	\$ 830	\$ 11,729	\$ 41,953
0 MEASURE B FUND	-	-	-	-	-	-	-	-
0 POSTAGE & MAILING	-	-	-	68	12	48	10	-
0 PRINTING & BINDING	-	-	-	406	70	286	57	-
0 DUES & PUBLICATIONS	-	-	-	541	93	381	76	-
0 OFFICE SUPPLIES	-	-	-	2,231	383	1,573	315	-
0 COMPUTER SUPPLIES	-	-	-	406	70	286	57	-
0 CLOTHING & UNIFORMS	-	-	-	2,753	473	1,941	388	-
0 OTHER SUPPLIES	-	-	-	-	-	-	-	-
0 CLEANING SUPPLIES	-	-	-	2,793	480	1,969	394	-
0 BUILDING R & M SERVICES	-	-	-	3,651	627	2,574	515	-
0 GROUNDS R/M SERVICES	-	-	-	676	116	477	95	-
0 RADIO R/M SERVICES	-	-	-	6,762	1,162	4,767	953	-
0 OTHER SERVICES	-	-	-	1,623	279	1,144	229	-
0 GAS & ELECTRICITY	-	-	-	12,171	2,091	8,581	1,716	-
0 TELECOMMUNICATIONS	-	-	-	17,229	2,960	12,147	2,429	-
0 WATER	-	-	-	4,057	697	2,860	572	-
0 T:COST & VEHICLE	-	-	-	4,736	814	3,339	668	-
0 T:REPLACEMNT COST-VEHICLE	-	-	-	2,299	395	1,621	324	-
0 MACHINERY & EQUIP RENTAL	-	-	-	947	163	667	133	-
0 OFFICE SPACE RENT	-	-	-	1,652	284	1,164	233	-
0 NON CAPITAL ASSETS (<\$5K)	-	-	-	676	116	477	95	-
<b>Subtotal Fire Administration</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,676</b>	<b>\$ 11,283</b>	<b>\$ 47,133</b>	<b>\$ 20,990</b>	<b>\$ 41,953</b>

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				Allocated or Direct Assignment of Cost to Functional Activity					
Operating Expenditures By Budget Unit	2013-14 Adopted Budget	Adjustments	Net Divisional Expenditures to be Considered	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
<b>2302 - Fire Suppression</b>									
0 OTHER PROFESSIONAL SERV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0 FUEL & LUBE SUPPLIES	-	-	-	-	-	-	-	-	-
0 GENERAL R/M SUPPLIES	-	-	-	-	-	-	-	-	-
0 OTHER R/M SUPPLIES	40,000	-	40,000	-	3,843	-	-	-	-
0 OTHER SUPPLIES	90,000	10,000	100,000	-	9,607	-	-	-	-
0 POLICE CADETS/FIRE TRNEE	10,000	-	10,000	-	961	-	-	-	-
0 SAFETY TRAINING SUPPLIES	140,000	(9,450)	130,550	-	12,543	-	-	-	-
0 FIRE DEPT-HAZARDOUS WASTE	9,000	-	9,000	-	865	-	-	-	-
0 WATER RESCUE OPERATIONS	-	-	-	-	-	-	-	-	-
0 CLEANING & JANITORIAL	-	-	-	-	-	-	-	-	-
0 EQUIPMENT R/M SERVICES	12,000	-	12,000	-	1,153	-	-	-	-
0 OTHER SERVICES	29,000	163	29,163	-	2,802	-	-	-	-
0 T:COST & VEHICLE	257,013	-	257,013	-	24,693	-	-	-	-
0 T:REPLACEMNT COST-VEHICLE	219,100	-	219,100	-	21,050	-	-	-	-
0 OFFICE SPACE RENT	-	-	-	-	-	-	-	-	-
0 MISC EQUIPMENT	17,500	-	17,500	-	1,681	-	-	-	-
0 GENERAL COST DISTRIBUTION	(83,700)	-	(83,700)	-	(8,041)	-	-	-	-
<b>Subtotal Fire Suppression</b>	<b>\$ 739,913</b>	<b>\$ 713</b>	<b>\$ 740,626</b>	<b>\$ -</b>	<b>\$ 71,156</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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Operating Expenditures By Budget Unit	Allocated or Direct Assignment of Cost to Functional Activity							
	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>2302 - Fire Suppression</b>								
0 OTHER PROFESSIONAL SERV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0 FUEL & LUBE SUPPLIES	-	-	-	-	-	-	-	-
0 GENERAL R/M SUPPLIES	-	-	-	-	-	-	-	-
0 OTHER R/M SUPPLIES	-	-	-	-	-	551	7,780	27,827
0 OTHER SUPPLIES	-	-	-	-	-	1,377	19,449	69,567
0 POLICE CADETS/FIRE TRNEE	-	-	-	-	-	138	1,945	6,957
0 SAFETY TRAINING SUPPLIES	-	-	-	-	-	1,797	25,391	90,819
0 FIRE DEPT-HAZARDOUS WASTE	-	-	-	-	-	124	1,750	6,261
0 WATER RESCUE OPERATIONS	-	-	-	-	-	-	-	-
0 CLEANING & JANITORIAL	-	-	-	-	-	-	-	-
0 EQUIPMENT R/M SERVICES	-	-	-	-	-	165	2,334	8,348
0 OTHER SERVICES	-	-	-	-	-	401	5,672	20,288
0 T:COST & VEHICLE	-	-	-	-	-	3,538	49,987	178,795
0 T:REPLACEMNT COST-VEHICLE	-	-	-	-	-	3,016	42,614	152,420
0 OFFICE SPACE RENT	-	-	-	-	-	-	-	-
0 MISC EQUIPMENT	-	-	-	-	-	241	3,404	12,174
0 GENERAL COST DISTRIBUTION	-	-	-	-	-	(1,152)	(16,279)	(58,227)
<b>Subtotal Fire Suppression</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,195</b>	<b>\$ 144,047</b>	<b>\$ 515,228</b>

**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

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					Allocated or Direct Assignment of Cost to Functional Activity					
Operating Expenditures By Budget Unit		2013-14 Adopted Budget	Adjustments	Net Divisional Expenditures to be Considered	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
2303 - Fire Prevention										
0 OTHER PROFESSIONAL SERV	[5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0 POSTAGE & MAILING		-	-	-	-	-	-	-	-	-
0 TRAINING & CONFERENCES		-	-	-	-	-	-	-	-	-
0 PUBLICITY & ADVERTISING		3,500	-	3,500	-	1,412	85	85	275	-
0 OFFICE SUPPLIES		5,000	-	5,000	-	2,017	121	121	393	-
0 OTHER SUPPLIES		1,500	-	1,500	-	605	36	36	118	-
0 GROUNDS R/M SERVICES		12,500	-	12,500	-	-	-	-	-	-
0 T:COST & VEHICLE		18,202	-	18,202	-	7,344	441	441	1,431	-
0 T:REPLACEMNT COST-VEHICLE		8,100	-	8,100	-	3,268	196	196	637	-
Subtotal Fire Prevention		\$ 48,802	\$ -	\$ 48,802	\$ -	\$ 14,647	\$ 880	\$ 880	\$ 2,854	\$ -

**RECURRING NON-LABOR EXPENDITURES (CON'T)**

					Allocated or Direct Assignment of Cost to Functional Activity					
Operating Expenditures By Budget Unit		2013-14 Adopted Budget	Adjustments	Net Divisional Expenditures to be Considered	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
<b>2304 - Fire Training</b>										
0 TRAINING & CONFERENCES		\$ 30,000	\$ (1,990)	\$ 28,010	\$ -	\$ 16,806	\$ -	\$ -	\$ -	\$ -
0 DUES & PUBLICATIONS		500	-	500	-	300	-	-	-	-
0 OTHER SUPPLIES		2,000	-	2,000	-	1,200	-	-	-	-
0 T:COST & VEHICLE		33,265	-	33,265	-	19,959	-	-	-	-
0 T:REPLACMNT COST-VEHICLE		18,300	-	18,300	-	10,980	-	-	-	-
0 MISC EQUIPMENT		5,000	-	5,000	-	3,000	-	-	-	-
Subtotal Fire Training		\$ 89,065	\$ (1,990)	\$ 87,075	\$ -	\$ 52,245	\$ -	\$ -	\$ -	\$ -

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Allocated or Direct Assignment of Cost to Functional Activity									
Operating Expenditures By Budget Unit		Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>2303 - Fire Prevention</b>									
0 OTHER PROFESSIONAL SERV	[5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
0 POSTAGE & MAILING		-	-	-	-	-	-	-	-
0 TRAINING & CONFERENCES		-	-	-	-	-	-	-	-
0 PUBLICITY & ADVERTISING		97	862	265	-	263	155	-	-
0 OFFICE SUPPLIES		138	1,231	379	-	376	222	-	-
0 OTHER SUPPLIES		41	369	114	-	113	67	-	-
0 GROUNDS R/M SERVICES		-	-	12,500	-	-	-	-	-
0 T:COST & VEHICLE		503	4,483	1,380	-	1,370	808	-	-
0 T:REPLACEMNT COST-VEHICLE		224	1,995	614	-	610	360	-	-
<b>Subtotal Fire Prevention</b>		<b>\$ 1,003</b>	<b>\$ 8,940</b>	<b>\$ 15,252</b>	<b>\$ -</b>	<b>\$ 2,732</b>	<b>\$ 1,612</b>	<b>\$ -</b>	<b>\$ -</b>

## RECURRING NON-LABOR EXPENDITURES (CON'T)

Allocated or Direct Assignment of Cost to Functional Activity									
Operating Expenditures By Budget Unit		Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>2304 - Fire Training</b>									
0 TRAINING & CONFERENCES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,602	\$ 5,602
0 DUES & PUBLICATIONS		-	-	-	-	-	-	100	100
0 OTHER SUPPLIES		-	-	-	-	-	-	400	400
0 T:COST & VEHICLE		-	-	-	-	-	-	6,653	6,653
0 T:REPLACEMNT COST-VEHICLE		-	-	-	-	-	-	3,660	3,660
0 MISC EQUIPMENT		-	-	-	-	-	-	1,000	1,000
<b>Subtotal Fire Training</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,415</b>	<b>\$ 17,415</b>



**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

Input cells in blue font; formula based cells in black font

					Allocated or Direct Assignment of Cost to Functional Activity					
Operating Expenditures By Budget Unit		2013-14 Adopted Budget	Adjustments	Net Divisional Expenditures to be Considered	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
<b>2306 - Paramedic Program</b>										
0 OTHER PROFESSIONAL SERV	[6]	\$ 26,500	\$ -	\$ 26,500	\$ -	\$ 7,950	\$ -	\$ -	\$ -	\$ -
0 MEDICAL SUPPLIES		41,000	-	41,000	-	12,300	-	-	-	-
0 SAFETY TRAINING SUPPLIES		43,000	-	43,000	-	12,900	-	-	-	-
0 T:COST & VEHICLE		4,229	-	4,229	-	1,269	-	-	-	-
0 T:REPLACEMNT COST-VEHICLE		3,400	-	3,400	-	1,020	-	-	-	-
<b>Subtotal Paramedic Program</b>		<b>\$ 118,129</b>	<b>\$ -</b>	<b>\$ 118,129</b>	<b>\$ -</b>	<b>\$ 35,439</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>TOTAL RECURRING NON-LABOR EXPENDITURES</b>		<b>\$ 1,547,191</b>	<b>\$ 22,380</b>	<b>\$ 1,569,571</b>	<b>\$ 259,674</b>	<b>\$ 179,280</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 2,854</b>	<b>\$ 122,437</b>
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**CITYWIDE OVERHEAD COST ALLOCATION**

					Allocated or Direct Assignment of Cost to Functional Activity					
Allocated Indirect/Support Services		Overhead Cost	Adjustments	Net Divisional Expenditures to be Considered	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness
Citywide Overhead	[7]	\$ 2,115,054	\$ -	\$ 2,115,054	\$ 56,933	\$ 237,907	\$ 1,694	\$ 1,694	\$ 5,493	\$ 23,104
<b>TOTAL CITYWIDE OVERHEAD COSTS</b>		<b>\$ 2,115,054</b>	<b>\$ -</b>	<b>\$ 2,115,054</b>	<b>\$ 56,933</b>	<b>\$ 237,907</b>	<b>\$ 1,694</b>	<b>\$ 1,694</b>	<b>\$ 5,493</b>	<b>\$ 23,104</b>
Allocation Basis: <i>Percentage of Total Labor and Non-Labor Costs</i>				100.00%	2.69%	11.25%	0.08%	0.08%	0.26%	1.09%

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Allocated or Direct Assignment of Cost to Functional Activity									
Operating Expenditures By Budget Unit		Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
<b>2306 - Paramedic Program</b>									
0 OTHER PROFESSIONAL SERV	[6]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,900	\$ -	\$ 2,650
0 MEDICAL SUPPLIES		-	-	-	-	-	24,600	-	4,100
0 SAFETY TRAINING SUPPLIES		-	-	-	-	-	25,800	-	4,300
0 T:COST & VEHICLE		-	-	-	-	-	2,537	-	423
0 T:REPLACEMNT COST-VEHICLE		-	-	-	-	-	2,040	-	340
<b>Subtotal Paramedic Program</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,877	\$ -	\$ 11,813
<b>TOTAL RECURRING NON-LABOR EXPENDITURES</b>		\$ 1,003	\$ 8,940	\$ 15,252	\$ 65,676	\$ 14,015	\$ 129,817	\$ 182,452	\$ 586,409

## CITYWIDE OVERHEAD COST ALLOCATION

Allocated or Direct Assignment of Cost to Functional Activity									
Allocated Indirect/Support Services		Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
Citywide Overhead	[7]	\$ 1,931	\$ 17,206	\$ 6,424	\$ 14,399	\$ 7,731	\$ 58,338	\$ 372,282	\$ 1,309,917
<b>TOTAL CITYWIDE OVERHEAD COSTS</b>		\$ 1,931	\$ 17,206	\$ 6,424	\$ 14,399	\$ 7,731	\$ 58,338	\$ 372,282	\$ 1,309,917
Allocation Basis: <i>Percentage of Total Labor and Non-Labor Costs</i>		0.09%	0.81%	0.30%	0.68%	0.37%	2.76%	17.60%	61.93%

**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

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**TOTAL COST SUMMARY**

			Allocated or Direct Assignment of Cost to Functional Activity							
Cost Element		Established Cost	Dept. Admin	Division Administration	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections
Labor		\$ 21,885,962	\$ 371,705	\$ 2,459,064	\$ 17,908	\$ 17,908	\$ 58,065	\$ 133,777	\$ 20,407	\$ 181,866
Recurring Non-Labor		1,569,571	259,674	179,280	880	880	2,854	122,437	1,003	8,940
Citywide Overhead		2,115,054	56,933	237,907	1,694	1,694	5,493	23,104	1,931	17,206
TOTAL LABOR, NON-LABOR, & OVERHEAD COST		\$ 25,570,587	\$ 688,312	\$ 2,876,251	\$ 20,482	\$ 20,482	\$ 66,412	\$ 279,318	\$ 23,341	\$ 208,012

9.0%

**ALLOCATION OF COMMON ACTIVITIES COSTS**

			Allocated or Direct Assignment of Cost to Functional Activity							
Cost Layer		Established Cost	Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration
Departmental Administration		\$ 688,312	\$ 2,285	\$ 2,285	\$ 7,410	\$ 31,163	\$ 2,604	\$ 23,208	\$ 8,665	\$ 19,422
Division Administration:										
Fire Administration		\$ 5,794	\$ 19	\$ 19	\$ 62	\$ 262	\$ 22	\$ 195	\$ 73	\$ 163
Fire Suppression		\$ 1,985,001	-	-	-	-	-	-	-	-
Fire Prevention		\$ 312,593	12,708	12,708	41,204	-	14,481	129,057	39,733	-
Fire Training		\$ 227,590	-	-	-	-	-	-	-	-
Paramedic Program		\$ 107,366	-	-	-	-	-	-	-	-
Citywide Overhead - Division Admin		\$ 237,907	790	790	2,561	10,771	900	8,021	2,995	6,713
Total		\$ 3,564,564	\$ 15,802	\$ 15,802	\$ 51,237	\$ 42,197	\$ 18,007	\$ 160,481	\$ 51,466	\$ 26,299
Allocation Basis: Percentage of Total Labor and Non-Labor Costs		100.00%	0.33%	0.33%	1.08%	4.53%	0.38%	3.37%	1.26%	2.82%

City of Vallejo  
Fire Department Cost Allocation and Cost Recovery Study  
Allocation of Fire Department Costs to Functional Activities

ATTACHMENT C

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TOTAL COST SUMMARY

Cost Element	Allocated or Direct Assignment of Cost to Functional Activity					
	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling	Fire Training/Public Education	Fire Suppression	Emergency Medical Services
Labor	\$ 55,991	\$ 94,010	\$ 71,725	\$ 517,139	\$ 3,946,084	\$ 13,940,314
Recurring Non-Labor	15,252	65,676	14,015	129,817	182,452	586,409
Citywide Overhead	6,424	14,399	7,731	58,338	372,282	1,309,917
<b>TOTAL LABOR, NON-LABOR, &amp; OVERHEAD COST</b>	<b>\$ 77,668</b>	<b>\$ 174,085</b>	<b>\$ 93,471</b>	<b>\$ 705,294</b>	<b>\$ 4,500,817</b>	<b>\$ 15,836,640</b>

ALLOCATION OF COMMON ACTIVITIES COSTS

Cost Layer	Allocated or Direct Assignment of Cost to Functional Activity		
	Complaint Handling	Fire Training/Public Education	Fire Suppression
Departmental Administration	\$ 10,429	\$ 78,689	\$ 502,152
Division Administration:			
Fire Administration	\$ 88	\$ 662	\$ 4,227
Fire Suppression	-	131,206	1,853,794
Fire Prevention	39,437	23,267	-
Fire Training	-	-	227,590
Paramedic Program	-	107,366	-
Citywide Overhead - Division Admin	3,604	27,198	173,563
<b>Total</b>	<b>\$ 53,558</b>	<b>\$ 368,389</b>	<b>\$ 2,761,326</b>
<i>Allocation Basis: Percentage of Total Labor and Non-Labor Costs</i>	1.52%	11.43%	72.95%

**Fire Department Cost Allocation and Cost Recovery Study**  
**Allocation of Fire Department Costs to Functional Activities**

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**TOTAL ALLOCATED COST SUMMARY**

		Allocated or Direct Assignment of Cost to Functional Activity								
Expenditure Type		Construction Plan Review	Systems Plan Review	Fire Investigation	Disaster Preparedness	Construction Inspection / System Inspection	CFC, Mandated, And Other Occupancy Annual Inspections	Weed Abatement	Pre-Fire Planning Administration	Complaint Handling
Labor		\$ 17,908	\$ 17,908	\$ 58,065	\$ 133,777	\$ 20,407	\$ 181,866	\$ 55,991	\$ 94,010	\$ 71,725
Recurring Non-Labor		880	880	2,854	122,437	1,003	8,940	15,252	65,676	14,015
Citywide Overhead		1,694	1,694	5,493	23,104	1,931	17,206	6,424	14,399	7,731
Allocated Common Activities		15,802	15,802	51,237	42,197	18,007	160,481	51,466	26,299	53,558
Department Total		\$ 36,284	\$ 36,284	\$ 117,649	\$ 321,515	\$ 41,348	\$ 368,493	\$ 129,133	\$ 200,384	\$ 147,029

**Notes**

- [1] Per Labor Time estimates by position noted in Staffing Detail Worksheet. Source: Vallejo FD estimates  
 [2] Derived from Labor Time estimates by position noted in Staffing Detail Worksheet. Costs tie within 3% of Adopted Budget for FY 14. Source: Vallejo FD estimates  
 [3] Per FY 13/14 Adopted Budget. Source: Vallejo Finance Department  
 [4] Physical fitness program (includes annual check up). Allocated per Suppression cost distribution  
 [5] Contract Services are included in salaries distribution above for PT staff  
 [6] paramedic recertification, medical waste disposal services  
 [7] From FY 12/13 Cost Allocation Plan. Source: Vallejo Finance Department

City of Vallejo  
Fire Department Cost Allocation and Cost Recovery Study  
Allocation of Fire Department Costs to Functional Activities

ATTACHMENT C

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TOTAL ALLOCATED COST SUMMARY

Expenditure Type	Allocated or Direct Assignment of Cost to Functional Activity			
	Fire Training/Public Education	Fire Suppression	Emergency Medical Services	Total
Labor	\$ 517,139	\$ 3,946,084	\$ 13,940,314	\$ 19,037,285
Recurring Non-Labor	129,817	182,452	586,409	1,129,736
Citywide Overhead	58,338	372,282	1,309,917	1,818,519
Allocated Common Activities	368,389	2,761,326	-	3,548,762
<b>Department Total</b>	<b>\$ 1,073,683</b>	<b>\$ 7,262,144</b>	<b>\$ 15,836,640</b>	<b>\$ 25,570,587</b>

Notes

- [1] Per Labor Time estimates by position noted in Staffing Detail Worksheet. Source: Vallejo Finance Department
- [2] Derived from Labor Time estimates by position noted in Staffing Detail Worksheet. Source: Vallejo Finance Department
- [3] Per FY 13/14 Adopted Budget. Source: Vallejo Finance Department
- [4] Physical fitness program (includes annual check up). Allocated per Suppression
- [5] Contract Services are included in salaries distribution above for PT staff
- [6] paramedic recertification, medical waste disposal services
- [7] From FY 12/13 Cost Allocation Plan. Source: Vallejo Finance Department

**City of Vallejo and East Vallejo Fire Protection District Cost Allocation Agreement  
Projected FY 13/14**

**FY 13-14**

Vallejo Fire Department Total Budget Appropriation [1]	23,455,533
Citywide Overhead Allocation [2]	2,115,054
<b>Total Cost of City Fire Services</b>	<b>25,570,587</b>

<b>ASSESSED VALUATION - 70%</b> [3]	
City of Vallejo Assessed Valuation - Net	7,448,339,064 98%
EVFPD Assessed Valuation - Net	142,652,586 2%
<b>Total Assessed Valuation</b>	<b>7,590,991,650</b>
City of Vallejo - Share of Costs	17,563,039
EVFPD - Share of Costs	336,372
<b>Total Cost Share - Assessed Valuation</b>	<b>17,899,411</b>
<b>POPULATION - 15%</b> [4]	
City of Vallejo Population - Census	116,829 97%
Population-East Vallejo Fire Protection District-LAFCD Number	3,329 3%
<b>Total Population Served</b>	<b>120,158</b>
City of Vallejo - Share of Costs	3,729,322
EVFPD - Share of Costs	106,266
<b>Total Cost Share - Service Population</b>	<b>3,835,588</b>
<b>SERVICE DEMANDS - 10%</b> [5]	
VFD Service Demands	12,518 97%
EVFPD Service Demands	327 3%
<b>Total Service Demands</b>	<b>12,845</b>
City of Vallejo - Share of Costs	2,491,963
EVFPD - Share of Costs	65,096
<b>Total Share - Service Demands</b>	<b>2,557,059</b>
<b>SQUARE MILES PROTECTED - 5%</b> [3]	
Square Miles (Land and Water) Protected by Vallejo Fire Department	51 97%
EVFPD Square Miles	1.5 3%
<b>Total Service Demands</b>	<b>52.5</b>
City of Vallejo - Share of Costs	1,242,000
EVFPD - Share of Costs	36,529
<b>Total Share - Service Demands</b>	<b>1,278,529</b>

<b>EVFPD Combined Cost Allocation</b>	
Assessed Valuation	336,372
Population	106,266
Service Demands	65,096
Square Miles Protected	36,529
<b>Total</b>	<b>544,263</b>
<b>Total Billed to District [1]</b>	<b>506,698</b>
Surplus / (Deficit) Comparison to Combined Allocation	(37,565) -7%

**Notes**

[1] Source: City of Vallejo Finance Department for FY 13/14 Budget Info, and NBS Cost Allocation Analysis, Attachment C

[2] Assumes average of 9% on top of budgeted expenditures, consistent with City's FY 12/13 cost allocation plan

[3] Source: Solano County Auditor's Website, Assessed Values by Fund

[4] City of Vallejo data from Census, EVFPD data from Lafco for 08-09 through 11-12. 12-13 EVFPD data is from County GIS System

[5] Source: Calls for Service data from City of Vallejo Fire Department, matched to County GIS records specific to EVFPD parcels



## VALLEJO FIRE DEPARTMENT FEE SCHEDULE 2013-2014

Listed below are the fees for plan checking and inspection services performed by the Fire Prevention Department. For one-time usage permits, the owner or operator is required to pay fees prior to operation. Permits are not transferable. The Fire Prevention Department requires 48 hours advance notice for all inspection requests. All fees based upon the City of Vallejo Fee Schedule, effective October, 2013.

### **PLAN CHECK & FIELD INSPECTION FEES**

Automatic Fire Extinguishing Systems (Non-Sprinkler types-Ansul)	\$ 676.00
Fire Alarm Systems	\$ 555.00 + \$6.00 per device
Installation of Liquid Petroleum Gas Tanks	\$ 422.00
Installation of Medical Gas Systems	\$ 422.00
Installation of Spray Booths	\$ 676.00
Site Plan Review	\$ 253.00
Bell & Pull Stations (Residential Care Homes)	\$ 253.00
New Building Plan Review & Inspection	26% of Building Permit & Plan Check fee
Building Fire Flow Requirement	\$ 253.00
Monitoring Equipment for Sprinkler/Alarm System	\$ 253.00 + \$6.00 per device
Underground Fire Service Installation	\$ 591.00
Automatic Fire Sprinkler Systems	
NFPA 13/13R Systems (new installs per riser)	\$ 567.00*
NFPA 13/13D Systems (new installs per riser)	\$ 498.00*
NFPA 13/13R Systems (tenant improvement)	\$ 357.00*
NFPA 13/13D Systems (tenant improvement)	\$ 274.00*
*NFPA Systems-add an additional \$6.00 per sprinkler head to each of the above listed fees.	
Sprinkler Water Flow Design Test	\$ 517.00
Hydrant Flow Testing	\$ 256.00
After Hours Inspections	\$ 195.00 per hour/2 hour minimum (\$390.00)

### **INSPECTIONS REQUIRED BY THE STATE OF CALIFORNIA, CITY OF VALLEJO, FIRE CHIEF, OR OTHER APPROVED LICENSING AGENCY (INITIAL & ANNUAL)**

Business License-Fire & Life Safety Inspection (New or changed)	\$ 189.00
Pre-Inspection of Residential Care Facilities (up to 25 Residents)	\$ 189.00
Pre-Inspection of Residential Care Facilities (26+ Residents)	\$ 253.00
Clinics (Requiring licensing clearance)	\$ 253.00
Residential Occupancies (R-1, Non-licensed-Hotels, Motels & Boarding Houses – Transient)	\$ 444.00
Residential Occupancies (R-2, Non-licensed-Congregate Housing, Apartments, Dormitories – 3+ units)	
3-5 units	\$ 283.50
6-15 units	\$ 378.00
16-25 units	\$ 472.50
26-60 units	\$ 567.00
61-100 units	\$ 661.50
101-200 units	\$ 756.00
201-300 units	\$ 850.50
301-400 units	\$ 945.00
401+ units	Fee will be based on the # of units using the same formula as above.



Residential Occupancies (R-2.1, Assisted Living, Rehabilitation & Residential Care Facilities)	\$ 253.00
Residential Occupancies (R-3, any age – less than 24 hours/not already classified above)	\$ 168.00
Residential Occupancies (R3.1, licensed by governmental agency for 24 hour care, 6 or fewer residents, any age)	No Fee Charged
Small Daycares (up to 6 children)	No Fee Charged
Family Daycares (R-3, (7 to 14 children-Residential)	\$ 168.00
Large Daycares (I-4, 13+ Children-Commercial)	\$ 253.00
Residential Occupancies (R-4, Assisted Living/Res. Care Elderly, 6+ residents)	\$ 253.00
Hospitals or Nursing Homes, Mental Hospitals & Detoxification Facilities (I-2)	\$ 571.00
Ambulatory Health Care Facilities-Outpatient (I-2.1)	\$ 507.00
Jails, Correctional Centers or Detention Centers (I-3)	\$ 507.00
High-Rise Annual Inspection	\$1,334.00
Late or Non-Renewal Penalty Fee	\$ 189.00
Re-inspection Fee	\$ 189.00

**SPECIAL PERMITS – One Time/Limited Use**

Carnivals, Fairs or Parades	\$ 444.00
Christmas Tree Lots	\$ 189.00
Explosives/Blasting Agents	\$ 189.00
Hot Work-Welding	\$ 211.00
Haunted Houses (or similar amusement uses)	\$ 189.00
Pyrotechnics/Fireworks Displays & Special Effects (per day)	\$ 444.00
Fireworks Display-Standby Time	\$ 390.00 – per day
Malls (Special Events, Fueled Vehicle Displays-Floats, etc.)	\$ 211.00
Open Burning (Approval required)	\$ 189.00
Tents or Air Supported Structures (180 day permit – 400 Sqft +)	\$ 317.00

**FIRE SAFETY INSPECTIONS-INITIAL/PERMIT OR ANNUAL**

Various	\$ 189.00
Stand By	\$ 189.00
Aerosol Products	\$ 189.00
Aircraft/boat Refueling Vehicles	\$ 317.00
Aircraft Repair Hangers	\$ 825.00
Automobile Wrecking Yard	\$ 571.00
Bowling pin or alley refinishing	\$ 317.00
Candles and open flame in assembly areas	\$ 211.00
Cellulose nitrate film	\$ 126.00
Cellulose nitrate storage	\$ 126.00
Combustible Fiber Storage	\$ 211.00
Combustible Material Storage	\$ 317.00
Compressed Gases-Cryogenics	\$ 253.00
Dry Cleaning Plants	\$ 317.00
Dust Producing Operations (Wood or Dust)	\$ 444.00
Flammable/Combustible Liquid Tanks – Storage/Use/Dispensing	
Above Ground – Annual Permit to Store	\$ 253.00
Above Ground – Permit to Install	\$ 444.00
Fruit Ripening	\$ 168.00
Fumigation or thermal insecticide fogging	\$ 189.00
Garages - Repair	\$ 317.00
Hazardous materials & production materials	\$ 295.00

Hazardous Materials Installation Permit	
Underground Storage Tanks	\$ 473.50
Aboveground Storage Tanks	\$ 378.00
High-Piled Combustible Storage	\$ 317.00
Junk Yards	\$ 380.00
Liquid or Gas Fueled Equipment - In Assembly Buildings	\$ 211.00
LPG Dispensing	\$ 317.00
Lumber Yards	\$ 337.00
Magnesium working	\$ 253.00
Malls – Covered (Temporary Kiosks, etc.)	\$ 189.00
Malls – Covered (As Assembly)	\$ 380.00
Malls – Covered (Open flame or flame producing device)	\$ 253.00
Malls – Covered (Display liquid or gas fueled equipment)	\$ 253.00
Matches/Lighters	\$ 211.00
Occupant Load Increase	\$ 182.00
Open Burning	\$ 189.00
Organic Coatings Application	\$ 211.00
Ovens, Industrial Baking or Drying	\$ 243.00
Parade Floats	\$ 211.00
Places of Assembly	
A-1 – Fixed seating (Theaters/Concert Halls)	\$ 380.00
A-2 – Food & Drink (Restaurants, Clubs, Banquet Halls)	\$ 295.00
A-3 – (Worship, Recreation, Amusement and all Others Not Included in A-1 or A-2)	\$ 211.00
A-4 – Viewing of Indoor Sporting Events & Activities with Spectator Seating	\$ 380.00
A-5 – Viewing of Outdoor Sporting Events & Activities with Spectator Seating	\$ 380.00
Private Schools (K – 12)	\$ 232.00
Pyrotechnic Special Effects Materials	\$ 444.00
Radioactive Materials	\$ 444.00
Refrigeration Equipment	\$ 317.00
Repair of Automatic Fire Sprinkler System	\$ 105.00
Spraying or Dipping	\$ 211.00
Tanks, LPG – Dispensing	\$ 304.00
Tanks, Underground storage	\$ 473.50
Tanks, Aboveground	\$ 378.00
Tire Recapping and/or Storage	\$ 211.00
Waste Material Handling Plant	\$ 444.00
Welding & Cutting Operations	\$ 211.00

## **EMERGENCY RESPONSE, FIRE WATCH AND SPECIAL INSPECTIONS**

### **Special Inspections**

After Hours Inspections	\$ 195.00 per hour/2 hour minimum (\$390.00)
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### **Excessive Inspections**

Inspections required due to contractor, property owner, or business owner negligence or error	\$ 189.00
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## **ADMINISTRATIVE FEES**

Incident or Investigation Report Copy	\$ 10.00 each
Copies of other Documents-Business size	\$ .10 per page
Copies of photographs	\$ 2.10 each

THIRD AMENDMENT

AMENDMENT TO AGREEMENT FOR CONTRACTUAL SERVICES

CITY OF VALLEJO AND EAST VALLEJO FIRE PROTECTION DISTRICT

This Amendment is made and entered into this 28th day of May, 2002 by and between the CITY OF VALLEJO (hereinafter "CITY") and the EAST VALLEJO FIRE PROTECTION DISTRICT (hereinafter "DISTRICT").

The parties amend their original Agreement previously entered into February 7, 1995 and amended on May 6, 1997 and February 15, 2000, as follows:

Section 4. TERM is amended as follows:

4. TERM: This Agreement shall commence February 7, 1995 and remain in effect until such time as it is superseded or terminated by either party. The Agreement is subject to renegotiation upon a 90-day written notice by either party. The Agreement is subject to termination without cause by either party. The terminating party must provide a written notice of intent to terminate no later than March 31 of the year preceding the fiscal year for which the termination takes effect.

All other terms and conditions specified in the original Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first written above.

CITY OF VALLEJO

EAST VALLEJO FIRE  
PROTECTION DISTRICT

Daniel R. Martinez  
City Manager

Duane K.  
Vice-Chair

APPROVED AS TO FORM:

By \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT "A"

AMENDMENT TO AGREEMENT FOR CONTRACTUAL SERVICES  
CITY OF VALLEJO and EAST VALLEJO FIRE PROTECTION DISTRICT

This Amendment is made and entered into this 15th day of February, 2000 by and between the CITY OF VALLEJO (hereinafter referred to as "CITY") and the EAST VALLEJO FIRE PROTECTION DISTRICT (hereinafter referred to as "DISTRICT").

The parties hereby amend their original Agreement previously entered into on February 7, 1995 and amended on May 6, 1997, as follows:

SECTION 4. TERM is amended in full as follows:

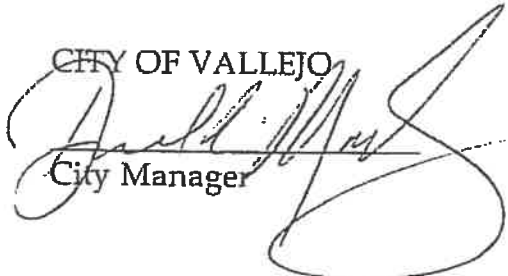
4. TERM: The term of this Agreement shall be February 2, 1995 through June 30, 2001; provided, however, that either party shall have the option to terminate this Agreement upon giving six (6) months advanced notice of the intention to terminate. Any notice of termination shall be in writing, and delivered to the other party as provided for in Paragraph 9.

If all terms and conditions of the contract are being met satisfactorily, DISTRICT has the option to extend the term an additional two years to June 30, 2003 by providing written notice of their intent to exercise this option to the CITY as provided for in Paragraph 9.

All other terms and conditions specified in the original Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first written above.

CITY OF VALLEJO

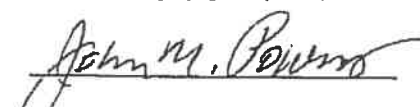
  
City Manager

EAST VALLEJO FIRE PROTECTION DISTRICT

  
Chair

APPROVED AS TO FORM:

By:



Date:

2-24-00

AMENDMENT TO AGREEMENT FOR CONTRACTUAL SERVICES

City of Vallejo and East Vallejo Fire Protection District

This Amendment is made and entered into this 6th day of May, 1997 by and between the City of Vallejo (hereinafter "City") and the East Vallejo Fire Protection District (hereinafter "District").

The parties hereby amend their original Agreement previously entered into on February 7, 1995, as follows:

Section 4 is amended as follows:

The term of this Agreement shall be two (2) years commencing on the date set forth above.

All other terms and conditions specified in the original Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first written above.

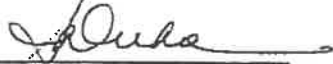
CITY OF VALLEJO,

By \_\_\_\_\_

EAST VALLEJO FIRE PROTECTION DISTRICT

By 

APPROVED AS TO FORM

By   
County Counsel

ORIGINAL CONTRACT

AGREEMENT BETWEEN THE CITY OF VALLEJO  
AND THE EAST VALLEJO FIRE PROTECTION  
DISTRICT FOR THE PURCHASE OF SERVICES

THIS AGREEMENT is entered into as of the 7th day of Feb., 1995, between the City of Vallejo, hereinafter referred to as CITY, and the East Vallejo Fire Protection District, hereinafter referred to as DISTRICT.

WITNESSETH

WHEREAS, CITY is a chartered California Municipal Corporation and as such is lawfully authorized and empowered to enter into the Agreement hereinafter set forth; and

WHEREAS, DISTRICT is a Fire Protection District created and existing under the provision of California Health and Safety Code Sections 13800 and following, and DISTRICT is empowered to enter into the Agreement hereinafter set forth; and

WHEREAS, the Board of Directors of the DISTRICT is the Board of Supervisors of the County of Solano, and

WHEREAS, DISTRICT lacks sufficient funds to adequately equip, staff and operate full fire protection service at the levels required for public health and safety within the boundaries of the District; and

WHEREAS, DISTRICT desires to have fire protection services provided by CITY and to pay for such services under the terms of this Agreement; and

WHEREAS, CITY is willing to furnish fire protection services to DISTRICT, at the level identified and set forth in this Agreement.

NOW, THEREFORE, CITY AND DISTRICT agree as follows:

1. DEFINITIONS: For the purposes of this Agreement, the following definitions shall apply:

a. The term assessed valuation shall mean assessed valuation as determined by the Solano County Assessor, and shall not include exemptions.

b. The term fire service area shall mean the territory

b. The term fire service area shall mean the territory included within the boundaries of the DISTRICT as those boundaries may now exist are may be adjusted from time to time.

c. The term fire protection service shall mean that form of services which CITY shall provide to DISTRICT, which shall be the same priorities, level and responsiveness of services as are provided within the City limits for the services included hereinbelow:

- (1) Plan review.
- (2) Fire investigation.
- (3) Disaster preparedness.
- (4) Fire Inspection.
- (5) Weed abatement.
- (6) Prefire planning administration.
- (7) Complaint handling.
- (8) Fire prevention.
- (9) Fire training/public education.
- (10) Fire suppression.
- (11) Emergency medical services.

2. FIRE SERVICES: Subject to the conditions and qualifications set forth in Paragraph 3 herein, CITY will provide to DISTRICT during the term of this Agreement, fire protection by CITY'S Fire Department.

3. LIMITATIONS ON SERVICE: Fire protection services not set forth in Paragraph 1.c. above, would have to be specifically added to this Agreement in a written addendum, wherein the a description of the service and the compensation for such services would be agreed to between the parties.

4. TERM: The term of this Agreement shall be two (2) years, commencing on the date set forth above; provided, however, that either party shall have the option to terminate this Agreement upon giving six (6) months advanced notice of the intention to terminate. Any notice of termination shall be in writing, and delivered to the other party as provided for in Paragraph 9, below.

5. PAYMENT: DISTRICT shall pay to CITY as and for full payment for fire protection services, the DISTRICT'S entitlement to all DISTRICT'S revenues and income, including interest earned and any prior year roll-over balance subject to the following:

a. DISTRICT shall be entitled to deduct from its gross income and revenue, prior to paying for fire protection services, the expenses of the Property Tax Administration Fee and any expenses incurred in connection with annexation of property to the DISTRICT, and administrative costs incurred by staff to the District up to a maximum of \$5,000 per year.

b. Payments required under the terms of this Agreement shall be made in two installments, with the first on or about January 20th and the second on or about May 20 of each fiscal year.

c. The actual costs of CITY fire protection services covered under this Agreement shall be determined by applying to the total cost of CITY fire services set forth under Paragraph 1, the proportional relationship of the DISTRICT to the CITY'S assessed valuation, population, service demand, and square miles protected using the following weighted factors applied to these elements:

(1) Assessed valuation	70%
(2) Population	15%
(3) Service demand	10%
(4) Square miles protected	5%

6. DISTRICT BOUNDARIES: Should there be any annexations or detachments to the boundaries of DISTRICT, CITY shall be entitled to the adjusted tax proceeds as compensation for services under this Agreement. The description of the current DISTRICT boundaries are set forth in Exhibit "A", attached. These boundaries do not include properties recently annexed through the Solano County Local Agency Formation Commission.

7. MANAGEMENT OF CITY FIRE DEPARTMENT: The management, regulation and control of the City Fire Department shall remain solely under the direction and control of CITY, and the relationship of the parties hereto shall be that of independent contractors.

8. LIABILITY: Each of the parties hereto shall be liable for acts of its own personnel, and shall not hold the other party responsible conduct of its own personnel.

9. NOTICE: All notice required to be provided pursuant to the provisions of this Agreement shall be deemed provided when deposited in the United States Mail, postage prepaid, and addressed to the parties to this Agreement as follows:

CITY



CITY MANAGER  
City of Vallejo  
555 Santa Clara St.  
Vallejo, CA 94590

DISTRICT

CHAIR  
East Vallejo Fire  
Protection District  
% Board of Supervisors  
580 Texas Street  
Fairfield, CA 94533



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

CITY OF VALLEJO

EAST VALLEJO FPD

By *[Signature]*  
City Manager

By *[Signature]* R. Kinley  
Chair 2-7-95

## EXHIBIT "A"

The Boundaries of the DISTRICT are currently those included within the County Tax Area Codes listed below:

- a. 7080
- b. 92002
- c. 92003
- d. 92006
- e. 92010
- f. 92011
- g. 92012

These Boundaries do not include the parcels annexed to the District by recent proceeding by the Solano County Local Agency Formation Commission.

East Vallejo Fire Protection District  
Fund 134  
Accounting of Revenues and Expenses  
As of May 23, 2019

ATTACHMENT E

	Fiscal Year 2009/10	Fiscal Year 2010/11	Fiscal Year 2011/12	Fiscal Year 2012/13	Fiscal Year 2013/14	Fiscal Year 2014/15	Fiscal Year 2015/16	Fiscal Year 2016/17	Fiscal Year 2017/18	Fiscal Year 2018/19	Fiscal Year 2019/20 <sup>(b)</sup>
<b>Revenues</b>	<b>439,153</b>	<b>384,428</b>	<b>370,145</b>	<b>337,587</b>	<b>391,145</b>	<b>432,873</b>	<b>487,874</b>	<b>520,866</b>	<b>554,927</b>	<b>597,329</b>	<b>621,188</b>
<b>Expenses</b>											
Prior Year Tax Charges-Refunds	(3,470)	(5,852)	(3,657)	(3,403)	(2,323)	(984)	(1,789)	(1,181)	(1,287)	(1,446)	(1,900)
Administrative Expense	(8,395)	(7,266)	(7,743)	(6,582)	(12,510)	(7,172)	(7,521)	(7,884)	(7,664)	(7,627)	(8,867)
<b>Total Expenses</b>	<b>(11,865)</b>	<b>(13,118)</b>	<b>(11,400)</b>	<b>(9,985)</b>	<b>(14,833)</b>	<b>(8,156)</b>	<b>(9,310)</b>	<b>(9,065)</b>	<b>(8,951)</b>	<b>(9,073)</b>	<b>(10,767)</b>
Net Revenue	427,288	371,310	358,745	327,602	376,312	424,717	478,564	511,801	545,976	588,256	610,421
<b>Payment to City of Vallejo</b>	<b>(431,094)</b>	<b>(373,483)</b>	<b>(374,746)</b>	<b>(326,176)</b>	<b>(374,238)</b>	<b>(420,000)</b>	<b>(473,725)</b>	<b>(526,204)</b>	<b>(544,944)</b>	<b>(590,286)</b>	<b>(610,421)</b>
Paid next Fiscal Year											
(Prior Year Revenue Paid in Current Year)	(3,806)	(2,173)	(16,001)	1,426	2,074	4,717	4,839	(14,403)	1,032	(2,030)	-

(a) Payment in process as to date

(b) Based on Recommended Budget



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	22	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Legislation	<b>Department:</b>	County Administrator
<b>File #:</b>	19-407	<b>Contact:</b>	Michelle Heppner, 784-3002
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Receive an update from County Administrator's Office staff and the County's State Legislative Advocate on the Governor's State Budget May Revision and other items of interest to the County; Consider positions on Probation related legislation, AB 901 and SB 284, and Veteran Services related legislation, AB 55, that were discussed at the May 6, 2019 Legislative Committee and on AB 1356 related to Cannabis that was discussed at the May 22, 2019 Legislative Committee, and referred to the full Board for consideration; and Consider support for S. 923 at the request of Senator Feinstein		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Federal Update - May 6, 2019, B - Federal Update - May 22, 2019, C - CSAC Letter and Comparison of Housing & Homelessness Plans, D - County Letter on Homeless Funding, E - Overview of CMSP, F - Support Letter - Homeless Aid for Planning & Shelter, G - Oppose Letter - Termination of Realignment Funding to CMSP, H - Senator Feinstein Request to Support S. 923		

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 receive an update from County Administrator's Office staff and the County's State Legislative Advocate on the Governor's State Budget May Revision and other items of interest to the County; Consider positions on Probation related legislation, AB 901 and SB 284, and Veteran Services related legislation, AB 55, that were discussed at the May 6, 2019 Legislative Committee and on AB 1356 related to Cannabis that was discussed at the May 22, 2019 Legislative Committee, and referred to the full Board for consideration; and Consider support for S. 923 at the request of Senator Feinstein.

### **SUMMARY:**

Staff will provide an overview of legislation considered by the Board's Legislative Committee on May 6, 2019, May 22, 2019, and a request from Senator Feinstein to support her "Fighting Homelessness through Services and Housing Act" bill. The County's Legislative Advocate, Karen Lange of Shaw/Yoder/Antwih, Inc., will provide a verbal update on the Governor's State Budget May Revision and other developments at the Capitol. Senator As noted, the action items before the Board were reviewed by the County's Legislative Committee and are discussed individually in the discussion section below.

### **FINANCIAL IMPACT:**

The legislative program is designed to result in additional funding and cost avoidance relative to Solano County. The cost of preparing this report and compiling the information is a General Fund cost covered in the County Administrator's administration budget.

## **DISCUSSION:**

The County's Legislative Committee has met twice since the last report to the Board. They first met on May 6, 2019 however Supervisor John Vasquez was unable to attend the meeting which resulted in no recommendation for AB 901, SB 284, and AB 55, being forwarded to the full Board as part of this staff report. Karen Lange of Shaw/Yoder/Antwih Inc., the County's state legislative advocate and Joe Krahn of Paragon Government Relations, the County's federal legislative advocacy team, participated in the meeting as well.

Included in the May 6, 2019 Legislative Committee agenda was three bills, two related to Probation and the third related to Veterans Services. All three bills are discussed separately below. The County's May 6, 2019 Legislative Committee agenda packet can be accessed at the following link:

### May 6 agenda:

[<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=30308>](http://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=30308)

The County's Legislative Committee Members, Supervisor Erin Hannigan and Supervisor John Vasquez met on May 22, 2019 to discuss Federal and State issues. Karen Lange of Shaw/Yoder/Antwih Inc., the County's state legislative advocate and Joe Krahn and Tom Joseph of Paragon Government Relations, the County's federal legislative advocacy team, participated in the meeting as well.

Included in the May 22, 2019 Legislative Committee agenda was one bill relating to cannabis. The County's May 22, 2019 Legislative Committee agenda packet can be accessed at the following link:

### May 22 agenda:

[<https://admin.solanocounty.com:4433/civicax/filebank/blobdload.aspx?BlobID=30385>](https://admin.solanocounty.com:4433/civicax/filebank/blobdload.aspx?BlobID=30385)

At the meeting, staff requested the Legislative Committee add two urgency items relate to State funding in the Governor's May Revision, one relating to homelessness funding for counties and the other relating to the Governor's proposal to terminate realignment funding to County Medical Services Program (CMSP). Both are discussed separately at the end of this report.

### Senator Feinstein Request for Support for S. 923

The County recently received a written request from Senator Feinstein to support newly introduced legislation, S. 923 - Fighting Homelessness Through Services and Housing Act of 2019. This legislation was not heard by the Legislative Committee as it was received after the committee last met however, the County's federal legislative advocacy team has previously advised the County of the Senator's intention to introduce this legislation. The legislation is discussed separately in more detail at the end of this report.

## **Bills discussed at the Legislative Committee meeting on May 6, 2019 for Full Board Consideration.**

### **Probation related Legislation:**

1. [AB 901 \(Gipson\) Juveniles <http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB901>](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB901)

Current law permits a probation department to engage in activities designed to prevent juvenile delinquency, including rendering direct and indirect services to persons in the community. Under current

law, a probation department is not limited to providing services only to those persons who are on probation and under supervision but is authorized to provide these services to any juveniles in the community.

This bill would only authorize a probation department to render direct and indirect services to those persons in the community who are on probation and subject to supervision under the jurisdiction of the juvenile court system, as specified.

This bill would delete the authority of the juvenile court to adjudge a person who is between 12 and 17 years of age as a ward of the court based on truancy, and the authority of a school administrator to issue a notice to appear to a minor under these provisions. Prior to issuing notices to appear under these provisions, the bill would instead require peace officers to refer any minor under their jurisdiction to community-based diversion, if reasonably available. To the extent the bill would impose new duties on peace officers, the bill would impose a state-mandated local program. The bill would make conforming changes to related provisions.

This bill would delete the authority of a probation officer to take the above-described actions when the probation officer concludes that a minor is probably within the jurisdiction of the juvenile court, and would instead authorize a probation officer, in lieu of requesting that a petition be filed by the prosecuting attorney to declare a minor a ward of the court, as specified, to delineate specific programs of supervision for the minor, not to exceed 6 months, and attempt to adjust the situation that brings the minor within the jurisdiction of the court. The bill would instead require the program of supervision to encourage the parents or guardians of the minor to participate with the minor in counseling or education programs.

According to the author, AB 901 would ensure that youth receive appropriate interventions and are not criminalized for academic reasons or typical child/adolescent behavior by: limiting probation departments' overbroad discretion to provide services to any youth in the state they deem 'at-risk,' as well as ensuring that truancy or disobeying a teacher alone is not a reason to place a child under the jurisdiction of the juvenile court system.

The Legislative Committee heard a presentation on AB 901 from Chief Probation Officer, Chris Hansen who noted that it limits Probation's role in diversion for youth that are under supervision. For example, youth that are in diversion programs in the cities (Fairfield, Vacaville, and Benicia) currently come to the County if they fail out of the city program. Vallejo does not have a diversion program, so they all come to the County. The County also contracts out diversion services because children do better in life if they don't touch the juvenile justice system. This bill would limit the County providing or contracting out diversion services. In addition, the bill aims to direct these children to Community Based Organizations (CBO) which are prevalent in the large urban counties like LA and Alameda however Solano County is not CBO rich and therefore the concern is which agency will provide the services under this bill. Probation alone diverts a few hundred youth each year. There is also a fiscal impact to the County for State funds supporting these programs being reduced.

Probation staff requested the Legislative Committee OPPOSE the bill and noted the Chief Probation Officers of California (CPOC) also oppose the bill.

Currently Opposed by:

- California District Attorneys Association
- California State Sheriffs' Association
- Chief Probation Officers of California (CPOC)
- State Coalition of Probation Organizations of California (SCOPO)
- Sacramento County Probation Association
- San Joaquin County Probation Officers Association

- Del Norte County Probation
- Fraternal Order of Police, Northern California Probation, Lodge 19

2. [SB 284 \(Beall\) Juvenile justice: county support of wards](#)  
<[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200SB284](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB284)>

Existing law generally requires a county from which a person is committed to the Department of Corrections and Rehabilitation, Division of Juvenile Justice, to pay to the state an annual rate of \$24,000 while the person remains under the direct supervision of the division or remains cared for and supported at the expense of the division. This bill would increase that annual rate to \$125,000 if the offense on which the commitment is based, had it been filed in a court of criminal jurisdiction at the time of adjudication, had a maximum aggregate sentence of fewer than 7 years or if the offense on which the commitment is based occurred when the person was 15 years of age or younger.

The Legislative Committee heard a presentation on SB 284 from Assistant Chief Probation Officer, Donna Robinson who noted that Probation does not control the number of youth committed, it is up to the Juvenile Court. Also, this is an unfunded mandate and Probation has not accounted for this potential increase in the Recommended budget. Supporters of this bill believe that the increased costs will deter counties from sending their youth and will serve them locally. Solano County currently has 12 children under the Department of Corrections and Rehabilitation, Division of Juvenile Justice care.

Probation staff requested the Legislative Committee OPPOSE the bill and noted the Chief Probation Officers of California (CPOC) also oppose the bill.

Currently Opposed by:

- California State Association of Counties (CSAC)
- Chief Probation Officers of California (CPOC)

#### **Veteran Services Related Legislation:**

3. [AB 55 \(Eduardo Garcia\) Department of Veterans Affairs: veterans services](#)  
<[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB55](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB55)>

Current law requires the Department of Veterans Affairs to disburse funds, appropriated to the department for the purpose of supporting county veterans service officers pursuant to the annual Budget Act, on a pro rata basis, to counties that have established and maintain a county veterans service officer in accordance with the staffing level and workload of each county veterans service officer under a formula based upon performance developed by the department. This bill would define a workload unit for purposes of these provisions to mean a specific claim activity that is used to allocate subvention funds to counties, which is approved by the department, and performed by county veterans service officers.

The Legislative Committee heard a presentation on AB 55 from Ted Puntillo, Solano County's Veteran's Services Officer who noted

#### **Items discussed at the Legislative Committee meeting on May 22, 2019 for Full Board Consideration.**

#### **Cannabis related legislation**

1. [AB 1356 \(Ting\) Cannabis: local jurisdictions: retail commercial cannabis activity](#)  
<[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB1356](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB1356)>

The Control, Regulate and Tax Adult Use of Marijuana Act (AUMA), an initiative measure approved as Proposition 64 at the November 8, 2016, statewide general election, authorizes a person who obtains a state license under AUMA to engage in commercial adult-use cannabis activity pursuant to that license and applicable local ordinances. The Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), among other things, consolidates the licensure and regulation of commercial medicinal and adult-use cannabis activities, including retail commercial cannabis activity. MAUCRSA gives the Bureau of Cannabis Control in the Department of Consumer Affairs the power, duty, purpose, responsibility, and jurisdiction to regulate commercial cannabis activity in the state as provided by the act. MAUCRSA does not supersede or limit the authority of a local jurisdiction to adopt and enforce local ordinances to regulate commercial cannabis businesses within that local jurisdiction. This bill, if more than 50% of the electorate of a local jurisdiction voted in favor of AUMA, would require a local jurisdiction to issue a minimum number of local licenses authorizing specified retail cannabis commercial activity within that jurisdiction that would be permitted by a retailer license issued under MAUCRSA. The bill would require the minimum number of those local licenses required to be issued in that jurisdiction to be 1/6 of the number of currently active on-sale general licenses for alcoholic beverage sales in that jurisdiction, as specified, unless the minimum number would result in a ratio greater than one local license for retail cannabis commercial activity for every 15,000 residents of the local jurisdiction, in which case the bill would require the minimum number to be determined by dividing the number of residents in the local jurisdiction by 15,000 and rounding down to the nearest whole number. The bill would authorize a local jurisdiction to impose a fee on licensees to cover the regulatory costs of issuing those local licenses. The bill would exempt from these provisions a local jurisdiction that, on or after January 1, 2017, and until January 1, 2020, submitted to the electorate of the local jurisdiction a specified local ordinance or resolution relating to retail cannabis commercial activity that received a specified vote of the electorate. This bill contains other related provisions and other existing laws.

The Legislative Committee heard a presentation on AB 1356 from Resource Management and County Counsel. AB 1356 would mandate that the counties or cities where Prop 64 passed with at least 50% of the vote of the electorate have a certain number of cannabis retailers. This number of cannabis retailers would be tied to the numbers of bars and restaurants that have received ABC licenses to serve alcohol in the local jurisdiction. If a local jurisdiction did not want to comply with the bill, it would have to place the question before the voters before the end of 2020 to determine if cannabis retailers would be allowed.

Resource Management staff noted that AB 1356 takes away land use control from the local jurisdiction to decide if commercial cannabis businesses are an appropriate use and how many such retailers are appropriate. Proposition 64 laid out a system of dual permitting for commercial cannabis operations to ensure that there was both local and state approval. This dual system was a part of what the voters approved. AB 1356 would take away that dual system and affirmatively require cities or counties to allow cannabis retailers, regardless of whether the local jurisdiction is agricultural such as Solano with little commercial development outside of its cities. This bill would not even give discretion to allow a local jurisdiction to pick a different type of commercial cannabis operation, such as cultivation or manufacturing, that would be better suited to local land use policies. Instead it takes a "one-size-fits-all" approach and assumes that cannabis retailer facilities are appropriate for all cities and counties, which is simply correct.

In addition, AB 1356 doesn't solve the problem that it claims it does. The author of AB 1356 asserts that it will help end the black market for cannabis in California. However, mandating that a majority of the cities and counties in California allow at least one cannabis retail establishment will not even insure that there is a cannabis retailer who will open and operate in that jurisdiction. Resource Management is concerned that it won't address any of the issues at the root of the black market, such as the massive oversupply of black market cannabis grown outside of the track and trace program, or the disparity in prices obtained for regulated cannabis in California compared to the prices for black market California cannabis in other parts of the country, or the high state and local taxes on regulated cannabis that encourage purchases of cheaper black market cannabis, or the lack of any meaningful deterrence to those who participate in the



black market, either as a producer or a consumer. The vast majority of people in California, regardless of whether they have a cannabis retail operation in their jurisdiction or not, can choose to obtain regulated cannabis and cannabis products by licensed mobile retailers (delivery), by traveling to or having their caretaker travel to a jurisdiction that has a licensed cannabis retail operation, or by growing their own cannabis. This bill does not change that and in fact, does nothing to eliminate the black market.

The Legislative Committee discussed this bill and for the reasons stated above, recommended an OPPOSE position.

Currently Opposed by:

- League of California Cities
- California State Association of Counties (CSAC)
- Rural County Representatives of California (RCRC)
- Smart Approaches to Marijuana California

#### **State Budget related Items added to the agenda during the May 22 Legislative Committee meeting.**

##### **1. State funding for homelessness allocated to counties**

On May 21, 2019 CSAC sent out a last-minute request to all counties asking them to support the Governor's FY 2019/20 May Revision homelessness proposal to provide \$275 million directly to counties. The proposal also includes \$100 million to Continuums of Care (CoCs) and \$275 million to the Big 13 cities. CSAC noted that the Legislature is expected to convene Budget Conference Committee the following week to work out differences between the versions of the budget approved by each house. The reason for the last-minute request is the Budget subcommittees in both the Senate and Assembly approved funding to go directly to the Big 13 Cities, but not directly to counties.

The Legislative Committee discussed the request and recommends supporting the Governor's FY 2019/20 May Revision homelessness proposal. Due to the timing of the State Budget Conference Committee's meeting schedule, the Support letter contained in Attachment F of this report was sent to the State Budget Conference Committee supporting the Governor's FY 2019/20 May Revision proposal to be approved over the Senate and Assembly versions.

##### **2. Termination for realignment funding to the County Medical Services Program (CMSP)**

Solano County is one of 35 counties that belong to CMSP which provides health coverage for indigent adults between the ages of 21 and 64. The CMSP Board recently approved an expansion to its current programs which would increase its cost significantly once implemented. Attachment E provides more in-depth information on CMSP.

Currently, CMSP has a large reserve that is being targeted in Governor's FY 2019/20 May Revision Budget. The Governor's FY 2019/20 May Revision Budget proposal redirects all Health Realignment funding for CMSP until the Board reaches a two-year (total expenditure) operating reserve. When the CMSP Board reduces its reserve amount to the two-year limit, the Governor's proposed change to the Health Realignment allocation formula - changing to 75% (state)/25% (county) - would result in the permanent loss of annual funding to CMSP beginning this new fiscal year. The Legislative Analyst's Office (LAO) concurred with this determination.

Solano County staff are concerned that funding may not get reinstated in the out years and prefers CMSP's ask to instead adopt a compromise that would annually redirect to the State \$20 million from Realignment funding that CMSP would otherwise receive. Additionally, staff supports the State adopting a reserve spend-down plan for CMSP, in collaboration with its Board, that takes into consideration current and proposed expansion programs that improve health care delivery in California's rural counties.

The Legislative Committee discussed the request and recommends opposing the FY 2019/20 May Revision proposal to eliminate Health Realignment funding to the CMSP Board. Due to the timing of the State Budget Conference Committee's meeting schedule, the letter contained in Attachment G of this report was sent to the State Budget Conference Committee opposing the Governor's May Revision proposal.

### **3. S. 923 (Feinstein) Fighting Homelessness Through Services and Housing Act of 2019**

Contained in Attachment H of this report is a written request from Senator Feinstein to support her newly introduced legislation, S. 923 - Fighting Homelessness Through Services and Housing Act of 2019.

The intent of the legislation is to authorize a new funding stream for supportive housing models that provide comprehensive services and intensive care case management to homeless populations. It will authorize \$750 million per year subject to annual appropriations. Up to \$5 million would be available for planning grants (not to exceed \$100,000 per grant), and the remaining balance would be available for housing and services. Grants for housing and services would require a 25% match from non-federal funds. Grants may be used for any combination of operations and capital building costs, if the housing and services requirements are met. Reporting on the housing stability and improvements in health and wellbeing would be a requirement of receiving funds. Below is a link to the full language for S. 923.

[<https://www.congress.gov/bill/116th-congress/senate-bill/923/text>](https://www.congress.gov/bill/116th-congress/senate-bill/923/text)

Staff recommends the Board Support S. 923, the Fighting Homelessness Through Services and Housing Act of 2019.

**Summary of Federal Legislative Report – May 22, 2019 Legislative Committee Meeting**

**Fiscal Year 2020 Appropriations Update**

House appropriators have begun the process of moving the first spending bills for the fiscal year that begins October 1. Despite not having a top-line discretionary spending level for fiscal year 2020, three Appropriations subcommittees recently approved their respective funding measures – Military Construction-Veterans Affairs (MilCon); Legislative Branch; and, Labor-Health and Human Services (HHS)-Education.

The MilCon bill, which would provide over \$108 billion in discretionary funding, is approximately \$10 billion more than current levels. This total includes \$921 million in Overseas Contingency Operations funds, which would not count against current top-line budget caps. Notably, the legislation includes a policy rider that would bar the use of funds appropriated between fiscal year 2015 and 2020 for any kind of barrier along the southern border. This funding prohibition is a direct rebuke of President Trump's plan to reprogram military construction funds without congressional approval in order to build more fencing along the border. While this particular bill has generally steered clear of controversial provisions in the past, the policy rider could bog down negotiations later in the year.

Looking ahead, House Appropriations Committee leaders are aiming to complete action on all 12 of the annual spending measures by late May, with the goal of marshaling the bills through the House by the end of June. Across Capitol Hill, Senate Appropriations Committee Chairman Richard Shelby (R-AL) has indicated that he will not introduce any funding bills until House and Senate leaders come to an agreement on topline spending levels. Once a deal is in place, Shelby intends to bundle a few pieces of legislation at a time to expedite their passage.

**Markup of Labor-HHS-Education Bill**

The Labor-HHS-Education spending bill, which was approved by the Appropriations Committee on a 30-23 vote, would appropriate nearly \$190 billion in discretionary funding. This would amount to an increase of \$11.7 billion over the fiscal year 2019 enacted levels and \$47.8 billion more than the president's budget request.

As expected, the legislation rejects all of the Trump administration's budget cuts, including the proposed elimination of the Community Services Block Grant (CSBG), the Low Income Home Energy Assistance program (LIHEAP), and the Social Services Block Grant (SSBG).

The bill also includes a number of proposed spending increases, including an overall six percent increase in funding for job-training programs. Moreover, the legislation would provide large increases in child care (+45%) and Head Start (+15%).

During committee consideration of the bill, Democrats added an amendment that would block the Trump administration's "refusal of care" rule, which allows health-care providers to deny service by citing religious objections. Republicans on the committee indicated that the amendment amounts to a "poison pill" rider and will erode any potential Republican support for the bill moving forward.

## Infrastructure

President Trump recently hosted House Speaker Nancy Pelosi (D-CA) and Senate Minority Leader Charles Schumer (D-NY) at the White House for a discussion on infrastructure. The 90-minute meeting yielded an agreement in principle to spend \$2 trillion on a broad infrastructure package. While the two sides were able to concur on the aforementioned top-line funding number, they did not resolve how to raise the revenue for the ambitious new investment.

Looking ahead, the president and Democratic congressional leaders have agreed to meet in several weeks to discuss revenue-raising options. In the meantime, some prominent Republicans have thrown cold water on the notion that Congress will be able to produce a bill that will provide \$2 trillion in funding for infrastructure over 10 years. Additional hearings and committee-level discussions are expected to occur in the coming weeks before any draft bill is released.

### Representative Harder Announces Water Bill

Congressman Josh Harder (D-CA) recently announced the introduction of an ambitious new water bill. The legislation, known as the Securing Access for the *Central Valley and Enhancing (SAVE) Water Resources Act*, is cosponsored by Democratic Representatives John Garamendi, Jerry McNerney, Ami Bera, Jim Costa, and TJ Cox.

The Harder bill (HR 2473) would provide a “wraparound approach” to addressing ongoing drought and water-supply challenges in California. Among other things, the measure would authorize a Reclamation Infrastructure Financing and Innovation Act (RIFIA) program whereby the Bureau of Reclamation would be able to offer low-interest, low-cost loans to sponsors to fund water infrastructure projects (similar to EPA’s WIFIA program).

In addition, the bill would create an ambitious new Water Infrastructure and Drought Solutions Fund. Under the legislation, the fund would come into effect in 2030 and is designed to provide support for a variety of new water infrastructure projects. Specifically, the bill authorizes \$100 million annually for new surface or groundwater storage projects; \$100 million for water reclamation and reuse projects; and, \$100 million for WaterSMART program projects.

While HR 2473 could move as a stand-alone measure, Representative Harder and his fellow bill sponsors will be looking to add the text of the legislation to the would-be broad infrastructure package that congressional leaders are hoping to develop later this year.

### House Natural Resources Committee Approves “Clean *Carcieri* Fix”

On May 1, the House Committee on Natural Resources approved legislation that would reverse the U.S. Supreme Court’s *Carcieri v. Salazar* decision. Championed by Representative Tom Cole (R-OK), the so-called “clean *Carcieri* fix” (HR 375) passed the committee on a 29 to seven vote. The “no” votes were cast by Republican members of the panel, including several who wanted to see gaming prohibitions included in the legislation.

In *Carcieri*, the Supreme Court determined that the secretary of the Interior’s trust land acquisition authority is limited to those tribes that were “under federal jurisdiction” at the time of the passage of the Indian Reorganization Act (IRA) of 1934. The effect of the landmark ruling was the creation of two classes of Indian tribes: those that can have land taken into trust on

their behalf by the U.S. Department of the Interior (pre-1934 tribes) and those that cannot (post-1934 tribes).

Since the Court's decision, many Indian tribes have demanded that Congress pass a clean Carcieri fix, which would simply reverse the now decade-old ruling. In contrast, county governments have urged lawmakers to include comprehensive legislative reforms in the Interior Department's deeply flawed fee-to-trust process as part of any legislation that addresses *Carcieri*.

During consideration of HR 375, the ranking member of the Natural Resources Committee, Representative Rob Bishop (R-UT), entered into the record correspondence sent by CSAC to committee leaders. Along with laying out the rationale for overhauling the Interior Department's trust-acquisition process, the CSAC letter includes the association's comprehensive fee-to-trust reform package. As part of his remarks, Congressman Bishop highlighted CSAC's call for counties to have a seat at the fee-to-trust table while pointing out that HR 375 fails to accomplish this objective. Similarly, Congressman Jared Huffman (D-CA) noted that there is a need to codify standards that provide counties with a meaningful opportunity to engage in good-faith consultations within the context of trust-land decisions.

Despite plans to move the clean fix bill to the full House for immediate consideration, Democratic leaders were forced to pull HR 375 from the floor. It appears as though the decision to remove the bill from the floor was prompted by a tweet from President Trump in which he stated that Republicans shouldn't vote for another unrelated tribal bill (HR 312). That particular measure would reaffirm the Mashpee Wampanoag Tribe's reservation as trust land in the state of Massachusetts.

Looking ahead, Democratic congressional leaders are expected to advance HR 375 to the floor at the next available opportunity. Even if the House ultimately approves the legislation, it will face very uncertain prospects in the upper chamber.

## **Summary of Federal Legislative Report – May 22, 2019 Legislative Committee Meeting**

### **Budget and Appropriations Update**

Despite the absence of a bipartisan, bicameral agreement on a topline budget number for fiscal year 2020, Democratic leaders of the House Appropriations Committee have continued to advance several key funding measures. To date, appropriators have taken action on 10 of the 12 annual spending bills for the fiscal year that begins October 1.

Across Capitol Hill, the Republican leaders of the Senate Appropriations Committee have indicated that they will not take up any fiscal year 2020 spending legislation until lawmakers reach a deal on a new budgetary framework.

### **Commerce-Justice-Science**

On May 22, the House Appropriations Committee cleared the fiscal year 2020 Commerce-Justice-Science (CJS) spending bill. The legislation, which would provide \$73.9 billion in total discretionary funding to the Departments of Commerce and Justice, NASA, and related agencies, was approved on a 30-22 vote. All told, the proposed spending represents a \$9.8 billion increase over the fiscal year 2019 enacted level.

While Democrats touted the bill's investment in a variety of areas, including programs that would address climate change, committee Republicans were critical of the legislation's overall funding level. Additionally, Republicans expressed opposition to a number of policy add-ons, including a rider that would bar the Census Bureau from including a question about citizenship status in the 2020 census.

With regard to state and local law enforcement assistance, the bill would provide \$3.4 billion for a variety of key programs in fiscal year 2020. This includes \$260 million for the State Criminal Alien Assistance Program (SCAAP), an increase of roughly \$16 million. In addition, the bill would boost funding for the Byrne-Justice Assistance Grant program (+\$106 million), as well as *Violence Against Women Act* programs (+\$85 million). The legislation also includes additional funding (\$11 million) for the COPS hiring grant program.

With regard to the *Victims of Crime Act* (VOCA), the measure would provide \$2.8 billion for programs authorized under the law, or a \$515 million decrease. It should be noted, however, that the House bill's funding level for VOCA is approximately \$500 million more than the cap recommended by the Trump administration in its fiscal year 2020 budget proposal.

Finally, the legislation includes language – often referred to as the Rohrabacher-Farr amendment – that would prohibit federal funding from being used to prosecute individuals or businesses acting in compliance with state-legal medical cannabis laws.

### **Interior-Environment**

Along with the CJS bill, the House Appropriations Committee approved the fiscal year 2020 Interior spending measure. The legislation would provide roughly \$37.3 billion in funding for the Department of the Interior (excluding the Bureau of Reclamation), the Environmental Protection Agency, and a number of related agencies. The proposed spending is \$1.73 billion more than the fiscal year 2019 enacted level and \$7.24 billion more than President Trump's budget request.

Similar to the CJS measure, Republicans expressed opposition to the Interior bill's proposed spending increases. Additionally, GOP members were critical of the removal of several policy provisions that have been enacted as part of previous spending measures for the Department of the Interior. Accordingly, no Republicans on the panel voted to advance the bill.

Among other things, the legislation includes \$3.11 billion for Clean Water and Drinking Water State Revolving Funds, an increase of \$345 million above the 2019 enacted level and \$1.13 billion above the president's budget request.

With regard to wildfires, the measure would provide over \$5.2 billion for management and suppression activities, or a \$1.6 billion increase over current spending. The legislation also includes a \$2.25 billion budget-cap adjustment that would provide additional spending authority to meet suppression costs that exceed the 10-year average.

### **Energy-Water Development**

On May 21, the full House Appropriations cleared the fiscal year 2019 Energy-Water spending bill, which funds the Department of Energy (DOE), the U.S. Army Corps of Engineers, the Bureau of Reclamation, and several independent agencies. The legislation was passed on a 31-21 vote.

The measure would spend \$46.4 billion, or \$1.8 billion above the fiscal year 2019 enacted level. Notably, the Energy Department would see its budget increase by \$1.4 billion, while an extra \$82.8 million would be set-aside for the Bureau of Reclamation. In addition, the Army Corps would be in line for an additional \$357 million that would help provide for six new construction projects and six new feasibility studies.

For Army Corps dredging activities, the bill includes nearly \$2.9 million for San Pablo Bay and Mare Island Strait and \$5.8 million for the Suisun Bay Channel. In addition, the legislation includes \$3.4 million for the Bureau of Reclamation's Solano Project.

### **House Approves *Carcieri* Fix Legislation**

A week after being pulled from the House floor, legislation that would reverse the U.S. Supreme Court's *Carcieri v. Salazar* decision was approved by the chamber on May 15 by a vote of 323 to 96. Championed by Representative Tom Cole (R-OK), the so-called "clean *Carcieri* fix" (HR 375) was cleared earlier this month by the House Natural Resources Committee on a 29 to seven vote.

In *Carcieri*, the Supreme Court determined that the secretary of the Interior's trust land acquisition authority is limited to those tribes that were "under federal jurisdiction" at the time of the passage of the *Indian Reorganization Act* (IRA) of 1934. The effect of the landmark ruling was the creation of two classes of Indian tribes: those that can have land taken into trust on their behalf by the U.S. Department of the Interior (pre-1934 tribes) and those that cannot (post-1934 tribes).

Since the Court's decision, many Indian tribes have demanded that Congress pass a clean *Carcieri* fix, which would simply reverse the now decade-old ruling. In contrast, California's counties have urged lawmakers to include comprehensive legislative reforms in the Interior Department's deeply flawed fee-to-trust process as part of any legislation that addresses *Carcieri*.

Looking ahead, HR 375 will face very uncertain prospects in the upper chamber. In past years, Senate opposition has thwarted *Carcieri* clean-fix bills, with various senators calling for the inclusion of provisions that would overhaul the fee-to-trust process. Additionally, a number of senators have attempted to include as part of previous *Carcieri* legislation controversial amendments to the *Indian Gaming Regulatory Act* (IGRA), further complicating any potential legislative solution.

### SCAAP Reauthorization Bill Introduced in the Senate

On May 14, Senator Martha McSally (R-AZ) introduced legislation (S 1470) that would reauthorize the State Criminal Alien Assistance Program (SCAAP). Although Congress has continued to fund SCAAP through the annual appropriations process, the program has been without a formal authorization since fiscal year 2011.

The McSally bill would do the following:

- Reauthorize SCAAP at \$950 million annually through fiscal year 2024 (SCAAP is currently funded at \$243.5 million).
- Require the Department of Justice to distribute SCAAP funds to eligible jurisdictions within four months of closing the program's application period in any given fiscal year.
- Expand the allowable uses of SCAAP. Currently, jurisdictions may only be reimbursed for eligible incarceration costs for individuals who have been convicted of a felony or two or more misdemeanors. The bill would allow counties and States to be reimbursed for the following expenses:
  - Incarceration costs for undocumented individuals who have been *charged with* a felony or two or more misdemeanors.
  - Incarceration costs for individuals with an "unknown" (or unverified) immigration status.
  - Medical expenses.

Looking ahead, the McSally bill may be the subject of a hearing or a markup in the Senate Judiciary Committee.

### Water Infrastructure Update

Key members of the Senate Energy and Natural Resources Committee, in consultation with Senator Dianne Feinstein and others, are in the process of developing a broad water infrastructure bill. Among other things, the draft legislation would authorize support for water reuse and desalination projects, surface and groundwater storage projects, and a new Reclamation Infrastructure Financing and Innovation Act (RIFIA) program.

For its part, the Delta Counties Coalition (DCC) has conveyed to Senator Feinstein that any potential DCC support for the bill would be predicated upon the inclusion of language barring any funds or new authorities to support conveyance/a Delta tunnel(s).

While the new Senate bill could move as a stand-alone measure, committee leaders may look to add the text of the legislation to the infrastructure package that congressional leaders are hoping to develop later this year.



## **HUD Issues Proposal to Bar Federal Housing for Some Immigrants**

On May 10, the U.S. Department of Housing and Urban Development (HUD) published a proposed rule that, if finalized, would no longer allow legal-status families with undocumented or other ineligible relatives living with them to live in public housing. It should be noted that ineligible individuals currently living in those arrangements do not receive any federal subsidy.

Pursuant to the new HUD proposal, all subsidized housing residents (who are not elderly) would be required to have their immigration status verified. If it is determined that an “ineligible” individual resides in the home, the entire family would be evicted from subsidized housing within 18 months. According to HUD estimates, approximately 25,000 households – or about 108,000 people – would lose their housing under this proposal. Of those individuals, 76,000 are legally eligible for benefits, including 55,000 citizen children.

Congressional Democrats are in the process of devising legislative strategies that would block implementation of the controversial HUD proposal.



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May 14, 2019

The Honorable Gavin Newsom  
Governor, State of California  
State Capitol Building, 1st Floor  
Sacramento, CA 95814

**RE: 2019-20 May Revision – Homeless Aid for Planning and Shelter Program**

Dear Governor Newsom,

The California State Association of Counties (CSAC), Urban Counties of California (UCC), and the Rural County Representatives of California (RCRC) are pleased to partner with you on combatting the homelessness crisis in our communities.

We would like to express our sincere appreciation and support for the May Revision budget proposal related to the Homeless Aid for Planning and Shelter Program. We not only appreciate the increase of \$150 million over the January proposal and the direct allocation of \$275 million to counties, but also the flexibility attached to the proposal.

In our March 27, 2019 letter, we explained that flexibility is the key to addressing the needs of the homeless population with targeted, specific responses to local needs. The May Revision proposal provides this flexibility by including funding directly for counties, cities, and Continuums of Care and also expanding the eligible uses of funds beyond shelters and navigation centers. We support the expanded uses identified in the May Revision—rapid rehousing, prevention, permanent supportive housing, innovative job programs, and innovative housing projects such as hotel/motel conversions. We also commend the reprioritization of these one-time funds to focus on front-end allocations for regional planning and implementation rather than back-end milestone accomplishment funding.

With an increased emphasis on more accurate data collection at the local level, we support the May Revision's proposed use of 2019 point-in-time counts as the underlying data for each allocation. Lastly, we agree with the provision requiring each applicant to submit a joint regional plan to receive funding as it is clear that this local collaboration will yield better outcomes.

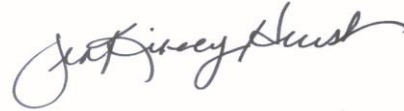
Counties serve in a regional, collaborative role and specialize in bringing multiple government jurisdictions together with community based organizations to implement programs that have a lasting impact. Accordingly, we want to reiterate that a direct allocation of \$275 million to counties for the Homeless Aid for Planning and Shelter Program is an investment in system-level, collaborative approaches to meaningfully address the homelessness crisis in our communities—not just an investment in county projects.

We appreciate the continuing discussions surrounding this important issue.

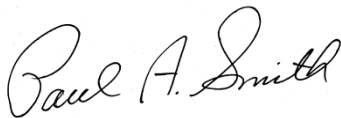
Respectfully,

A blue ink signature of Graham Knaus, written in a cursive style.

Graham Knaus  
CSAC Executive Director

A blue ink signature of Jean Kinney Hurst, written in a cursive style.

Jean Kinney Hurst  
UCC Legislative Representative

A black ink signature of Paul A. Smith, written in a cursive style.

Paul Smith  
RCRC Vice President, Governmental Affairs

cc: The Honorable Holly Mitchell, Chair, Senate Budget and Fiscal Review Committee  
The Honorable Phil Ting, Chair, Assembly Budget Committee  
Ana Matosantos, Cabinet Secretary, Office of the Governor  
Tam Ma, Deputy Legislative Secretary, Office of Governor Newsom  
Keely Bosler, Director, Department of Finance  
Adam Dorsey, Program Budget Manager, Department of Finance  
Erika Li, Program Budget Manager, Department of Finance  
Danielle Brandon, Principal Program Budget Analyst, Department of Finance  
Stephanie Park, Consultant, Office of Senate pro Tempore  
Marjorie Swartz, Office of the Senate pro Tempore  
Misa Lennox, Consultant, Office of the Senate pro Tempore  
James Hacker, Policy Consultant, Senate Budget and Fiscal Review Committee  
Christian Griffith, Chief Consultant, Assembly Budget Committee  
Katie Kolitsos, Office of the Assembly Speaker  
Genevieve Morelos, Consultant, Assembly Budget Committee  
Andrea Margolis, Policy Consultant, Assembly Budget Committee  
Joe Parra, Senate Republican Caucus  
Anthony Archie, Senate Republican Caucus  
Cyndi Hillery, Assembly Republican Caucus  
William Weber, Assembly Republican Caucus  
Ginni Bella Navarre, Legislative Analyst's Office  
Ginny Puddefoot, Homeless Coordinating and Financing Council  
County Caucus

## CSAC Comparison of Housing & Homelessness Budget Proposals

May 21, 2019

	Governor's May Revision	Assembly's Framework	Senate's Framework
<b>Homelessness Emergency Aid Program</b>	<ul style="list-style-type: none"> <li>* <b>\$650 million</b> for local government responses to homelessness.                             <ul style="list-style-type: none"> <li>▪ <b>\$275 million</b> to 13 largest cities.</li> <li>▪ <b>\$275 million</b> to counties.</li> <li>▪ <b>\$100 million</b> to Continuums of Care (CoCs)</li> </ul> </li> <li>* Allocations based on 2019 Point-in-Time Counts.</li> <li>* Eligible uses expanded from shelters and navigation centers to include motel conversions, traditional and non-traditional permanent supportive housing, rapid rehousing and jobs programs.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>\$600 million</b> for local responses to homelessness using a modified Homeless Emergency Aid Program.                             <ul style="list-style-type: none"> <li>▪ <b>\$300 million</b> to CoCs.</li> <li>▪ <b>\$300 million</b> to the 13 largest cities.</li> </ul> </li> <li>* Maintains flexibility from HEAP program.</li> <li>* Includes additional reporting requirements to gather more data on the effectiveness of the program.</li> <li>* Considers a higher percentage to be used on homeless youth.</li> <li>* Removes HEAP emergency declaration but requires an agency to show that the funding from the previous year has been allocated.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$650 million</b> for local government responses to homelessness through an expanded Homeless Emergency Aid Program.*</li> <li>• 10 percent of this funding will be directed to homeless youth.</li> <li>• Includes statutory changes to ensure that local jurisdictions are adequately addressing the full spectrum of services required along the homeless-to-housed continuum.</li> <li>* <i>The Subcommittee adopted \$650 million for the Senate homelessness package on 5/16. The prior version of the Senate package allocated \$400 million for Continuums of Care and \$200 million for the 13 largest cities.</i></li> </ul>

	Governor's May Revision	Assembly's Framework	Senate's Framework
<b>Planning and Production Grants</b>	<p>* <b>\$250 million</b> in planning and technical assistance support to local governments</p> <ul style="list-style-type: none"> <li>▪ Funding split evenly between Councils of Government (COGs) and direct allocations to local governments.</li> <li>▪ School districts and county offices of education are eligible for a portion of this funding for teacher housing on surplus property.</li> </ul> <p>* <b>\$500 million</b> for the general purpose incentive payments for the Infill Infrastructure Grant Program administered by the Department of Housing and Community Development (HCD).</p>	<p>* <b>\$250 million</b> to Council of Governments (COGS) and local jurisdictions to plan for the upcoming Regional Housing Need Allocation (RHNA) cycle. Funding will be split 50/50 for COGs and focused on planning for 5<sup>th</sup> and 6th housing element cycle.</p> <p>* <b>\$500 million</b> to an over-the-counter housing grant program modeled after the Infill Infrastructure Grant program.</p>	<p>* <b>\$250 million</b> in planning assistance funding to be shared equally amongst COGs and local jurisdictions for the 6th cycle housing element implementation and planning for increased housing at the local and regional level. This will be provided through an expanded version of the existing HCD SB 2 Planning Grant Program.</p> <p>* <b>\$500 million</b> ongoing for housing and housing-related infrastructure. In 2019-20, this will be provided through an expanded Infill Infrastructure Grant Program at HCD, with future years' funding to be provided through a new statutory structure agreed upon by the Legislature and Governor.</p>

	Governor's May Revision	Assembly's Framework	Senate's Framework
<b>Long-term Housing Production Strategy</b>	<ul style="list-style-type: none"> <li>• <b>Ties SB 1 Funding to Housing Planning Requirements:</b> SB 1 local formula funding will be withheld from jurisdictions without a compliant housing element or that have not zoned or entitled to meet RHNA.</li> <li>* <b>Creates a RHNA Working Group:</b> HCD will continue to develop long-term regional housing production targets through a new RHNA process by no later than 2022.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Rejects language tying housing element compliance to SB 1 funding</b></li> <li>* <b>Creates a RHNA Working Group:</b> Creates an advisory panel consisting of HCD, OPR, and stakeholders to provide recommendations on improving the RHNA process. The advisory panel must meet after HCD implements RHNA changes from 2018 and information is available to evaluate next steps.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Rejects language tying housing element compliance to SB 1 funding.</b></li> <li>* <b>Supports creating a RHNA Working Group:</b> Develops a working group to examine the state's regional housing need allocation process has merit. This group should be led by HCD, and include OPR and the Strategic Growth Council.</li> </ul>
<b>Housing Tax Credits</b>	<ul style="list-style-type: none"> <li>* <b>\$500 million</b> for the expansion of the state tax credit program.</li> <li>• Allows for state tax credits to be used for preservation projects and repeals 2020 sunset date for certificated state tax credits.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>\$500 million</b> increase to the state tax credit program. <ul style="list-style-type: none"> <li>▪ <b>\$200 million</b> will be available for a mixed-income set aside.</li> </ul> </li> <li>* <b>Lifts the \$75,000 cap</b> on the state tax credit allowed to be claimed per calendar year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$500 million</b> increase to the state tax credit program. <ul style="list-style-type: none"> <li>▪ <b>\$200 million</b> will be reserved to finance low-income units within mixed-income developments.</li> </ul> </li> </ul>
<b>CalHFA Loan Programs</b>	<ul style="list-style-type: none"> <li>* <b>\$500 million</b> in one-time funding to the CalHFA mixed-income loan program.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>\$500 million</b> in one-time funding to the CalHFA mixed-income loan program.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$500 million</b> for CalHFA Mixed-Income Loan Program.</li> <li>• <b>\$50 million</b> for CalHFA to expand ADU pilot loan program.</li> </ul>

		Governor's May Revision		Assembly's Framework		Senate's Framework
<b>State Surplus Property for Housing</b>	*	<b>\$2.5 million</b> in one-time funding for real estate consultants for HCD and the California Department of General Services.	*	No proposal.	*	No proposal.
	*	<b>\$780,000</b> in ongoing funding for HCD to help develop proposals and monitor housing projects.				
<b>Other Proposals</b>	*	Proposes making the Director of the California Housing Finance Authority and the HCD Director voting members of the California Tax Credit Allocation Committee.			*	<b>\$60 million</b> in brownfields redevelopment funding to the Pollution Control Financing Authority for the California Recycle Underutilized Sites Program.
					*	<b>\$5 million</b> in down payment assistance to purchase properties related to the SR 710 project.



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**Urban Counties of California**

1100 K Street, Suite 101  
Sacramento, CA 95814  
(916) 327-7531



**Rural County Representatives of California**

1215 K Street, Suite 1650  
Sacramento, CA 95814  
(916) 447-4806

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May 14, 2019

The Honorable Gavin Newsom  
Governor, State of California  
State Capitol Building, 1st Floor  
Sacramento, CA 95814

**RE: 2019-20 May Revision – Homeless Aid for Planning and Shelter Program**

Dear Governor Newsom,

The California State Association of Counties (CSAC), Urban Counties of California (UCC), and the Rural County Representatives of California (RCRC) are pleased to partner with you on combatting the homelessness crisis in our communities.

We would like to express our sincere appreciation and support for the May Revision budget proposal related to the Homeless Aid for Planning and Shelter Program. We not only appreciate the increase of \$150 million over the January proposal and the direct allocation of \$275 million to counties, but also the flexibility attached to the proposal.

In our March 27, 2019 letter, we explained that flexibility is the key to addressing the needs of the homeless population with targeted, specific responses to local needs. The May Revision proposal provides this flexibility by including funding directly for counties, cities, and Continuums of Care and also expanding the eligible uses of funds beyond shelters and navigation centers. We support the expanded uses identified in the May Revision—rapid rehousing, prevention, permanent supportive housing, innovative job programs, and innovative housing projects such as hotel/motel conversions. We also commend the reprioritization of these one-time funds to focus on front-end allocations for regional planning and implementation rather than back-end milestone accomplishment funding.

With an increased emphasis on more accurate data collection at the local level, we support the May Revision's proposed use of 2019 point-in-time counts as the underlying data for each allocation. Lastly, we agree with the provision requiring each applicant to submit a joint regional plan to receive funding as it is clear that this local collaboration will yield better outcomes.



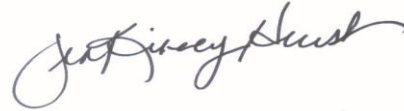
Counties serve in a regional, collaborative role and specialize in bringing multiple government jurisdictions together with community based organizations to implement programs that have a lasting impact. Accordingly, we want to reiterate that a direct allocation of \$275 million to counties for the Homeless Aid for Planning and Shelter Program is an investment in system-level, collaborative approaches to meaningfully address the homelessness crisis in our communities—not just an investment in county projects.

We appreciate the continuing discussions surrounding this important issue.

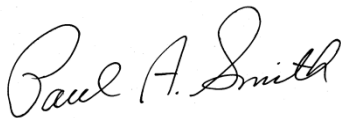
Respectfully,

A blue ink signature of Graham Knaus, written in a cursive style.

Graham Knaus  
CSAC Executive Director

A blue ink signature of Jean Kinney Hurst, written in a cursive style.

Jean Kinney Hurst  
UCC Legislative Representative

A black ink signature of Paul A. Smith, written in a cursive style.

Paul Smith  
RCRC Vice President, Governmental Affairs

cc: The Honorable Holly Mitchell, Chair, Senate Budget and Fiscal Review Committee  
The Honorable Phil Ting, Chair, Assembly Budget Committee  
Ana Matosantos, Cabinet Secretary, Office of the Governor  
Tam Ma, Deputy Legislative Secretary, Office of Governor Newsom  
Keely Bosler, Director, Department of Finance  
Adam Dorsey, Program Budget Manager, Department of Finance  
Erika Li, Program Budget Manager, Department of Finance  
Danielle Brandon, Principal Program Budget Analyst, Department of Finance  
Stephanie Park, Consultant, Office of Senate pro Tempore  
Marjorie Swartz, Office of the Senate pro Tempore  
Misa Lennox, Consultant, Office of the Senate pro Tempore  
James Hacker, Policy Consultant, Senate Budget and Fiscal Review Committee  
Christian Griffith, Chief Consultant, Assembly Budget Committee  
Katie Kolitsos, Office of the Assembly Speaker  
Genevieve Morelos, Consultant, Assembly Budget Committee  
Andrea Margolis, Policy Consultant, Assembly Budget Committee  
Joe Parra, Senate Republican Caucus  
Anthony Archie, Senate Republican Caucus  
Cyndi Hillery, Assembly Republican Caucus  
William Weber, Assembly Republican Caucus  
Ginni Bella Navarre, Legislative Analyst's Office  
Ginny Puddefoot, Homeless Coordinating and Financing Council  
County Caucus

**COUNTY MEDICAL SERVICES PROGRAM (CMSP)  
BACKGROUND INFORMATION  
MAY 2019**



**Medical, Dental and Pharmacy Coverage for Low Income Adults in 35 Counties**

- CMSP provides:
  - Coverage for adults ages 21-64 (incomes up to 300% FPL)
  - Full scope benefit coverage for legal residents
  - Emergency benefit coverage for undocumented adults
  - No-cost primary care benefits for all CMSP enrollees
- Path to Health (*Camino a la Salud*) provides:
  - No-cost primary care benefits for undocumented adults (up to 138% FPL)
  - Aligns with Governor's priority of Medi-Cal coverage expansion
  - Initial member enrollment goal: 25,000 (future goal: 50,000)

**Projected CMSP Budget for FY 2019-20**

- Approximately \$42 million (with program expansions)
- AB 85 allocation (current law) projected to be @ \$45 million
- AB 85 allocation (budget proposal) projected to be \$0

**CMSP Reserve and Future Budgets**

- @ \$382 million (as of February 2019)
- Budget of approximately \$65 million per year (after full implementation of program expansions)
- If \$0 AB 85 allocation, CMSP Reserve nearly depleted by the end of FY 2026-27

**Governing Board Efforts Since 2015**

- Expanded CMSP eligibility to 300% FPL, increased allowable assets for eligibility, and reduced members' monthly share of cost by 75%
- Established Path to Health program (effective 2/1/19)
- Funded grants for local health priorities in CMSP counties
- Funded educational loan repayment programs for healthcare professionals

**Program Expansion Concepts Approved in 2019**

- Expansion of primary care benefit to uninsured CMSP county residents through new on-line enrollment system (in addition to full-scope CMSP)
- Expansion of Path to Health to cover undocumented adults ages 65+
- Grant Program for CMSP counties to address locally defined indigent care needs in areas of behavioral health, homelessness, and others
- Grant Program for contracting hospitals and health centers to fund specialty care services for uninsured residents of CMSP counties

**Future CMSP Budget Priorities**

- Continue to address county indigent health care needs (WIC Section 17000)
- Expand Path to Health to maximum enrollment (50,000)
- Support county indigent care priorities (behavioral health, homelessness, other)
- Fund specialty care for uninsured residents of CMSP counties

**ERIN HANNIGAN**

District 1, Chairwoman, (707) 553-5363

**MONICA BROWN**

District 2, Vice-Chair (707) 784-3031

**JAMES P. SPERING**

District 3, (707) 784-6136

**JOHN M. VASQUEZ**

District 4, (707) 784-6129

**SKIP THOMSON**

District 5, (707) 784-6030

**BOARD OF SUPERVISORS****SOLANO  
COUNTY****BIRGITTA E. CORSELLO**County Administrator  
(707) 784-6100675 Texas Street, Suite 6500  
Fairfield, CA 94533-6342  
Fax (707) 784-6665[www.solanocounty.com](http://www.solanocounty.com)

May 29, 2019

The Honorable Holly Mitchell  
Chairwoman, Budget Conference Committee  
State Capitol, Room 5050  
Sacramento, CA 95814

The Honorable Phil Ting  
Chairman, Budget Conference Committee  
State Capitol, Room 6026  
Sacramento, CA 95814

**Re: 2019-20 May Revision, Homeless Aid for Planning and Shelter Program – SUPPORT**

Dear Chairwoman Mitchell and Chairman Ting:

On behalf of the Solano County Board of Supervisors, I write in support of Governor Newsom's FY 2019/20 May Revision budget proposal related to the Homeless Aid for Planning and Shelter Program that directly allocates \$275 million to counties.

As you know, counties provide the services that address the root causes of homelessness by providing the programs and services necessary to help keep people off the streets. These services include substance abuse, behavioral health, health care and human service assistance programs. Counties are also uniquely positioned as full-range service providers to coordinate with the state, cities and community-based organizations to manage the challenges of homelessness.

Homelessness continues to be a challenge in Solano County as findings from our most recent Point-in-Time Count demonstrate. In January 2017, the latest date the data is available, the homeless population (who met the HUD definition of homelessness in a single 24-hour period) in Solano County was 1,232, an increase of 14 percent (or by 150 individuals) when compared to the 2015 findings. Additionally, more than half of the homeless population living in Solano County reported that their current episode of homelessness has lasted for more than a year (59 percent) and that 91 percent of those surveyed said they would be interested in moving into a safe, affordable, permanent housing solution should something become available.

Budget subcommittees in both the Senate and Assembly approved funding to go directly to the Big 13 Cities, but not directly to counties. Under the Governor's FY 2019/20 May Revision proposal overall funding for the Homeless Aid for Planning and Shelter Program, would increase to \$650 million and provide a direct allocation of \$275 million to counties.

Solano County supports the Governor's the FY 2019/20 May Revision proposal to allocate funding directly to counties to provide the flexibility to address the needs of our homeless population with targeted, specific responses to local needs. This includes the expansion of rapid housing, prevention, permanent supportive housing, innovative job programs and innovative housing projects. We believe that funding direct-to-counties is an investment in system-level, collaborative, regional approaches to meaningfully address the homelessness crisis in our communities.

The Honorable Holly Mitchell and the Honorable Phil Ting

May 29, 2019

Page 2

For these reasons, Solano County Board of Supervisors is pleased to support the Homeless Aid for Planning and Shelter Program proposal and urge the Budget Conference Committee to approve the Governor's FY 2019/20 May Revision proposal.

Sincerely,



Erin Hannigan, Chairwoman  
Solano County Board of Supervisors

CC: Honorable Members, Budget Conference Committee  
Chris Woods, Office of the Speaker Pro Tem  
Jason Sisney, Office of the Assembly Speaker  
Keely Bosler, Director, Department of Finance  
Adam Dorsey, Department of Finance  
Jennifer Kent, Acting Director, Department of Health Care Services  
Tam Ma, Deputy Legislative Secretary, Office of Governor Newsom  
CMSP Governing Board  
Solano County State Legislative Delegation  
Solano County Board of Supervisors  
Karen Lange, Shaw/Yoder/Antwih

**ERIN HANNIGAN**

District 1, Chairwoman, (707) 553-5363

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**BOARD OF SUPERVISORS****SOLANO  
COUNTY****BIRGITTA E. CORSELLO**County Administrator  
(707) 784-6100675 Texas Street, Suite 6500  
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May 29, 2019

The Honorable Holly Mitchell  
Chairwoman, Budget Conference Committee  
State Capitol, Room 5050  
Sacramento, CA 95814

The Honorable Phil Ting  
Chairman, Budget Conference Committee  
State Capitol, Room 6026  
Sacramento, CA 95814

**Re: May Revise Termination of Realignment Funding to CMSP - OPPOSE**

Dear Chairwoman Mitchell and Chairman Ting:

On behalf of the Solano County Board of Supervisors, and as a participating county in the County Medical Services Program (CMSP), I write to express Solano County's opposition to the provision of the May Revise proposed budget that permanently ends Realignment funding to CMSP. The Senate budget action approved the Revision; the Assembly budget action approved placeholder language that would modify the May Revision.

The proposed change in the May Revision to the Health Realignment allocation formula – changing to 75% (state)/25% (county), as adopted by the Senate, would result in the permanent loss of annual funding to CMSP beginning this new fiscal year. The Legislative Analyst has concurred with this determination at both Budget Sub-Committee hearings on the May Revision.

CMSP has successfully served rural counties for over thirty years. The program's latest project, Path to Health (Camino a la Salud), serves low-income undocumented adults (ages 21-64) that are enrolled in emergency Medi-Cal. Path to Health provides no-cost primary care and low-cost pharmacy benefit coverage through health centers throughout CMSP counties. The project has the potential to reach up to 50,000 undocumented adults, which goes far beyond what has been proposed in the budget.

The May Revision budget proposal would permanently end the allocation of Realignment revenues to CMSP. As an alternative to what is in the May Revise, the CMSP Governing Board has proposed a compromise in which \$20 million of future CMSP Realignment allocations be rededicated to the State to assist with the expansion of Medi-Cal coverage to undocumented young people up to age 26. The CMSP Governing Board has already approved several additional programs and program expansions that will have a direct benefit to Californians; however, the Board cannot move forward with these projects (which will spend down their reserve over the next 8 years to supplement the reduction in funding) unless their long-term funding stream and financial viability is assured.



The Honorable Holly Mitchell and the Honorable Phil Ting

May 29, 2019

Page 2

As a county participating in CMSP, the Solano County Board of Supervisors supports the alternative proposal offered by CMSP. We ask that the Conference Committee develop trailer bill language that reflects this compromise as afforded through the Assembly Budget Sub Committee action and abandon the current proposal in the May Revision and as approved by the Senate. The Solano County Board of Supervisors is deeply concerned that the Realignment formula change and the loss of ongoing funding to CMSP will force the CMSP Governing Board to scale back its health coverage expansion efforts, which would hurt Solano County and impact many Solano County residents.

Thank you for your consideration of our concerns and this compromise recommendation.

Sincerely,



Erin Hannigan, Chairwoman  
Solano County Board of Supervisors

cc: Honorable Members, Budget Conference Committee  
Chris Woods, Office of the Speaker Pro Tem  
Jason Sisney, Office of the Assembly Speaker  
Keely Bosler, Director, Department of Finance  
Adam Dorsey, Department of Finance  
Jennifer Kent, Acting Director, Department of Health Care Services  
Tam Ma, Deputy Legislative Secretary, Office of Governor Newsom  
CMSP Governing Board  
Solano County State Legislative Delegation  
Solano County Board of Supervisors  
Karen Lange, Shaw/Yoder/Antwih

## United States Senate

WASHINGTON, DC 20510-0504

<http://feinstein.senate.gov>

May 21, 2019

Hon. Erin Hannigan  
675 Texas St. Suite 6500  
Fairfield, CA 94533

Dear Chairwoman Hannigan:

I am writing to ask the County of Solano to consider joining your colleagues from around the state in supporting S. 923, the “Fighting Homelessness Through Services and Housing Act of 2019”.

According to the latest national assessment by the U.S. Department of Housing and Urban Development, nearly 25 percent of the nation’s homeless population is in California, with more than 129,000 homeless people sleeping on our streets on any given night. And, as the results of the 2019 Homeless Count are released, this number is sure to grow in almost every California county.

We now have homeless families with young children who simply cannot afford rising rents in our major cities, formerly stable adults faced with unexpected life circumstances, such as losing their jobs or getting sick, victims of domestic violence, those with untreated mental illness and individuals suffering from substance abuse disorders.

I truly believe that local, state and federal governments must work hand-in-hand with public and private entities to devote more resources in order to significantly address the issue of homelessness. I am pleased to see that many local governments have made shelter, supportive housing and related services a top priority. In addition, I am thrilled Governor Newsom has revised his state budget proposal to include \$1 billion to combat homelessness. To support these efforts, the federal government must also do more.

Earlier this year Sen. Murkowski and I introduced S. 923, the “Fighting Homelessness Through Services and Housing Act of 2019”, which would authorize a new grant program for supportive housing models that provide comprehensive, wraparound services and intensive case management to best serve homeless individuals and families.

We believe this bill represents a significant, yet commonsense, first step toward ending chronic homelessness in California and across America. Enclosed is a copy of the bill and a bill summary. Should you have any questions or you would like to list the County of Solano as supportive of this important piece of legislation, please feel free to contact my State Director Jim Lazarus, at 415-393-0760.

I look forward to working with you to ensure that California has the resources necessary to fight this growing epidemic and see this bill become law.

Sincerely,

A handwritten signature in blue ink, reading "Dianne Feinstein", with a stylized, flowing script.

Dianne Feinstein  
United States Senator

DF:jl



## **“Fighting Homelessness Through Services and Housing Act”**

### **What the bill would do:**

- Authorize a new funding stream for supportive housing models that provide comprehensive services and intensive case management.

### **How the bill would work:**

- Authorize \$750 million per year subject to annual appropriations. Up to \$5 million would be available for planning grants (not to exceed \$100,000 per grant), and the rest would be available for housing and services.
- Grants for services and housing would require a 25% match from non-federal funds.
- Grants may be used for any combination of operations and capital building costs, as long as the housing and services requirements are fulfilled.
- Grantees must track outcomes and report on housing stability and improvements in health and wellbeing (including education of children).

### **Who is eligible for the grants:**

- Local government entities (including cities, counties, regions, and tribal organizations) that provide supportive housing with services described below. Most applicants will represent partnerships among several entities, including non-profit providers.

### **Supportive housing services required to be eligible:**

- Ensure that the capacity for services provided includes addressing mental health, substance use disorders, disabling or other chronic health conditions, educational and job training/employment outcomes, and life skills classes (ex: financial literacy).
- Intensive case management provided with a ratio of no greater than 1 case manager to every 20 people served.
- When serving families with children, the services available must also include (but are not limited to): children’s behavioral and mental health services, early childhood education, regular and age-appropriate children’s programming and activities, child health and nutrition screening and education (including coordination of medical and well-child services), and parenting classes and support programs.
- Services must also have in place protocol for staff training and best practices to identify and prevent child trafficking, abuse, and neglect.



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	23	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Presentation	<b>Department:</b>	General Services
<b>File #:</b>	19-430	<b>Contact:</b>	Mark Hummel, 784-7908
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Conduct a public hearing to review and consider adopting the updated Solano County 5-Year Capital Facilities Improvement Plan for Fiscal Years 2018/19 through 2022/23		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Link to CFIP Book, B - Capital Project Budget Recommendation, C - CIP Projects Status List		

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of General Services recommends that the Board of Supervisors conduct a public hearing to review and consider adopting the updated Solano County 5-Year Capital Facilities Improvement Plan for Fiscal Years 2018/19 through 2022/23.

### **SUMMARY:**

In accordance with Section 66002 of the California Government Code, the 5-year Capital Facilities Improvement Plan (CFIP) has been updated for 2018/19 through 2022/23 (Attachment A). A hardcopy of the CFIP is also on file with the Clerk of the Board. The CFIP is being presented in advance of the FY2019/20 Budget Hearings to allow Board input prior to finalizing the CFIP funding request for the upcoming fiscal year. A preliminary budget summary for the recommended capital projects in FY2019/20 is included in Attachment B.

### **FINANCIAL IMPACT:**

The General Services Department capital projects budget recommendation for FY2019/20 will include requested funding in the amount of \$3,678,000 from the Capital Renewal Reserve Fund, \$500,000 from the Criminal Justice Temporary Construction Fund, and \$2,677,000 from the Accumulated Capital Outlay Fund. Funding for the recommended capital improvement projects will be presented to the Board for approval during the FY2019/20 Budget Hearings. An additional \$120,000 will be requested to support other Department funded capital projects. The total FY2019/20 capital project budget recommendation is \$6,975,000.

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

**DISCUSSION:**

The CFIP is essentially a planning document that is used as the basis to report project progress and to establish project priorities and develop estimated costs, annual budget requests, and financing plans for improvements to County facilities over a five year period. The CFIP is also used as a resource document to prepare the annual update for the County's Public Facilities Fees. The updated CFIP does not include projects administered by the Resource Management Department/Public Works, the Nut Tree Airport, Parks (except Lake Solano Nature Center) and the County Fairgrounds in Vallejo since these projects are reported separately to the Board.

The CFIP identifies planned facility renewal, renovation, new construction, and major maintenance over a five year period and provides a practical and qualified framework to assist the Board in making well-informed decisions for investing County funds to preserve the quality and value of the County's real estate assets. In developing the CFIP, General Services Department works with Departments and the County Administrator's Office to validate future County operational needs related to building space requirements and potential changes in service delivery models. In addition, the cost of facilities operations and maintenance is evaluated to determine replacement and renewal cycles for major building systems.

The CFIP is updated annually and was last presented to the Board in May 2018. The CFIP projects that have been completed since the last update, CFIP projects to be completed by June 2019, CFIP projects currently in progress that will carry over into the FY2019/20, and new projects that have been added to the updated CFIP are included in Attachment C.

Review and adoption of the updated CFIP does not commit the Board to funding specific projects and is exempt from the California Environmental Quality Act (CEQA). Individual projects in the CFIP that have not been previously approved by the Board are presented for consideration through the annual budget process or on an individual basis as necessary. CEQA review of individual projects in the CFIP will be conducted, if required, before each project is authorized to proceed with construction.

**ALTERNATIVES:**

The Board may choose not to adopt the updated CFIP. This is not recommended because an approved CFIP validates and confirms the prioritization of proposed County capital investments. The Board may direct staff to make changes to the CFIP, and/or direct staff to return at a later date for approval of a revised CFIP.

**OTHER AGENCY INVOLVEMENT:**

The projects included in the updated CFIP were prepared and developed with input from County Departments and reviewed by the County Administrator's Office.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**

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

[1 - CFIP FY2018-19 through FY2022-23](#)

**Capital Projects Budget Recommendation**  
**FY 2019/20**

ATTACHMENT B

Item No.	Project Description	Project Location	Est. Funding Amount
<b>Funding Source: Capital Renewal Reserve Fund</b>			<b>\$ 3,678,000</b>
1	Elevator Controls Upgrade at William J. Carroll Government Center	1119 East Monte Vista Avenue, Vacaville	\$ 175,000
2	Registrar of Voters Relocation	675 Texas Street, Fairfield	\$ 500,000
3	Shower Replacement @ Fairfield Main Jail	500 Union Avenue, Fairfield	\$ 1,000,000
4	Sheriff Water Piping Replacement	500 Union Avenue, Fairfield	\$ 1,400,000
5	Former Hall of Records HazMat Site Remediation	701 Texas Street, Fairfield	\$ 303,000
6	Security Camera Replacement @ Fairfield Main Jail	500 Union Avenue, Fairfield	\$ 300,000
<b>Funding Source: Criminal Justice Temporary Construction Fund</b>			<b>\$ 500,000</b>
7	Security Camera Replacement @ Fairfield Main Jail	500 Union Avenue, Fairfield	\$ 500,000
<b>Funding Source: Accumulated Capital Outlay Fund</b>			<b>\$ 2,677,000</b>
8	Uninterruptible Power Source (UPS) Replacement	275 Beck Avenue, Fairfield	\$ 140,000
9	Re-Carpet H&SS Substance Abuse	2101 Courage Drive, Fairfield	\$ 80,000
10	Former Hall of Records HazMat Site Remediation	701 Texas Street, Fairfield	\$ 397,000
11	Elevator Cab Upgrades*	500 Union Avenue, Fairfield	\$ 785,000
12	Juvenile Detention Control Panel*	740 Beck Avenue, Fairfield	\$ 1,275,000
<b>Funding Source: Other County Department</b>			<b>\$ 120,000</b>
13	Fleet Roofing Upgrade @ Light Equipment Shop	447 Texas Street, Fairfield	\$ 120,000
<b>Total All Sources</b>			<b>\$ 6,975,000</b>

\*Transferring funds from BU 1667 which was funded by Reimbursements of SB90 Mandated Costs that will be reverting to Accumulated Capital Outlay fund balance.

## Capital Improvement Plan

### Project Update FY2018/19 - 2022/23

	CIP Projects Completed Since Last CIP Update (May 2018)	Project Location	Final Budget (\$)
1	Agriculture Commissioner Domestic Waterline Connection	2543 Cordelia Road, Fairfield	\$ 390,660
2	Agriculture Commissioner/General Services Parking Lot Improvements	2543 Cordelia Road, Fairfield	\$ 45,000
3	Assessor Office Space Modification	675 Texas Street, Suite 2700, Fairfield	\$ 500,000
4	Benicia Vets Hall Elevator Pit Repair	1150 1st Street, Benicia	\$ 65,000
5	Claybank Emergency Generator Replacement	2500 Claybank Road, Fairfield	\$ 267,524
6	County Administration Center Parking Structure Cleaning and Restriping	675 Texas Street, Fairfield	\$ 200,000
7	Fouts Springs Youth Facility Demolition- Phase II	1333 Fouts Springs Road, Stonyford	\$ 1,218,249
8	Health & Social Services Building Code Improvements, Restrooms	275 Beck Avenue, Fairfield	\$ 480,701
9	Juvenile Detention Facility Emergency Generator - New Foundations/Challenge	740 Beck Avenue, Fairfield	\$ 324,821
10	Main Jail Code Upgrades (Phase 1)	500 Union Avenue, Fairfield	\$ 946,000
11	Main Jail Wireless Connectivity Study	500 Union Avenue, Fairfield	\$ 12,073
12	Parking Lot Improvement Study	1500 Solano Avenue, Vallejo	\$ 12,853
14	Stanton Correctional Facility Uninterruptible Power Supply Replacement	2450 Claybank Road, Fairfield	\$ 133,048
15	Travis Civil Engineering Complex, Space Programming Phase	Travis Air Force Base, Fairfield	\$ 70,000
16	Vacaville Library & Cultural Center Expansion Feasibility Study/Condition Assessment	1020 Ulatis Drive, Vacaville	\$ 89,100

## Capital Improvement Plan

### Project Update FY2018/19 - 2022/23

	CIP Projects to be Completed by June 2019	Project Location	Budget (\$)
1	AB109 Miscellaneous Projects	Various Locations	\$ 602,900
2	Above Ground Fuel Tank Removal at Rio Vista and Dixon Corp Yards	580 North 1st Street, Dixon 940 St. Francis Way, Rio Vista	\$ 121,000
3	Claybank Detention HVAC/Controls Replacement	2500 Claybank Road, Fairfield	\$ 2,100,000
4	Claybank Domestic Hot Water Boiler Replacement	2500 Claybank Road, Fairfield	\$ 247,000
5	Fairfield Library Mechanical Equipment Replacement	1150 Kentucky Street, Fairfield	\$ 1,802,000
6	Former Weights and Measures Building Demolition	540 Fairgrounds Drive, Vallejo	\$ 392,000
7	Health & Social Services HVAC Boiler Replacement	2101 Courage Drive, Fairfield	\$ 233,000
8	Juvenile Detention Facility Roof Re-Coating (partial) - Challenge Facility	740 Beck Avenue, Fairfield	\$ 109,000
9	Juvenile Detention Facility Roof Re-Coating (partial) - Main Facility	740 Beck Avenue, Fairfield	\$ 389,000
10	Juvenile Detention Facility Roof Re-Coating (partial) - New Foundations Facility	740 Beck Avenue, Fairfield	\$ 102,000
11	Main Jail Emergency Generator Replacement	500 Union Avenue, Fairfield	\$ 1,386,690
12	Main Jail HVAC Unit Replacement	500 Union Avenue, Fairfield	\$ 20,000
13	New Water Filling Stations	Various H&SS Facility	\$ 49,500
14	North Texas Street Road Yard New Security Access Gate	3255 North Texas St., Fairfield	\$ 75,000
15	Public Works Roof Gutter and Downspout Replacement	3255 North Texas St., Fairfield	\$ 120,000
16	Rourk Vocational Training Center	2456/2458 Claybank Road, Fairfield	\$ 26,252,000
17	Vacaville Veterans Facility Improvements and Renovations	549 Merchant Street, Vacaville	\$ 1,445,000

## Capital Improvement Plan

### Project Update FY2018/19 - 2022/23

	CIP Projects in Progress Continued in 19/20	Project Location	Budget (\$)
1	Animal Care HVAC and Interior Improvements	2510 Claybank Road, Fairfield	\$ 3,275,788
2	Claybank Detention Housing Unit Shower Replacement	2500 Claybank Road, Fairfield	\$ 100,000
3	Claybank Perimeter Fence Replacement	2500 Claybank Road, Fairfield	\$ 686,000
4	Claybank Warehouse Freezer Replacement	2500 Claybank Road, Fairfield	\$ 600,000
5	Family Justice Center HVAC Replacement	604 Empire Street, Fairfield	\$ 315,000
6	Health & Social Services (H&SS) Headquarters Building Exterior Repainting	275 Beck Avenue, Fairfield	\$ 432,000
7	Justice Campus Asset Protection	550/600 Union Avenue, Fairfield	\$ 1,050,000
8	Juvenile Detention Security Controls Replacement	740 Beck Avenue, Fairfield	\$ 550,000
9	Law & Justice Hot Water Piping Replacement	500 Union Avenue, Fairfield	\$ 2,420,000
10	Law and Justice HVAC Controls Assessment	530 Union Avenue, Fairfield	\$ 45,000
11	Library Office Conversion	1150 Kentucky Avenue, Fairfield	\$ 385,000
12	Main Jail Housing Unit Shower Replacement (Phase I)	500 Union Avenue, Fairfield	\$ 1,200,000
13	Main Jail Security Upgrade	500 Union Avenue, Fairfield	\$ 2,091,000
14	New Foundations Shade Structure	740 Beck Avenue, Fairfield	\$ 27,000
15	Parking Lot Seal Coat (phased)	275 Beck Avenue, Fairfield 2101 Courage Drive, Fairfield	\$ 608,000
16	Post Office Interior Access and Exterior Building Painting (Phase II)	600 Kentucky Avenue, Fairfield	\$ 567,000
17	Registrar of Voters Vote by Mail Relocation	675 Texas Street, Fairfield	\$ 1,145,000
18	Solano Avenue Parking Lot Improvements	1500 Solano Avenue, Vallejo	\$ 200,000
19	Suisun Veterans Hall Exterior Wall Repair	427 Main Street, Suisun	\$ 100,000



## Capital Improvement Plan

### Project Update FY2018/19 - 2022/23

	New Projects for 5-Year CIP Update (FY18/19 to 22/23)	Project Location
1	701 Texas Street Building HazMat Remediation	701 Texas Street, Fairfield
2	Building Retrocommissioning	Various Locations
3	CAC Exterior Walkway Joint Replacement	675 Texas Street, Fairfield
4	Claybank Air Compressor Replacements	2500 Claybank Road, Fairfield
5	Claybank Detention Lighting Control Replacement	2500 Claybank Road, Fairfield
6	Cordelia Warehouse Roof Re-Coating	2543 Cordelia Road, Fairfield
7	County -Wide Card Access Systems Upgrade	Various Locations
8	Fleet Light Equipment Roof Replacement	477 N. Texas Street, Fairfield
9	Health & Social Services Headquarters Roof Recoat	275 Beck Avenue, Fairfield
10	Health & Social Services Headquarters UPS Replacement	275 Beck Avenue, Fairfield
11	Health & Social Services Substance Abuse Recarpeting	2101 Courage Drive, Fairfield
12	Lake Solano Park Transformer Replacements	8685 Pleasants Valley Road, Winters
13	Main Jail Elevator Cab Upgrades	500 Union Avenue, Fairfield
14	Social Services Elevator Cab Upgrades	355 Tuolumne Street, Vallejo
15	William J. Carroll Government Center Elevator Control Upgrades	1119 Monte Vista Avenue, Vacaville

(See CIP report for corresponding Project Detail sheets)



# Solano County

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

## Agenda Submittal

<b>Agenda #:</b>	24	<b>Status:</b>	Regular Calendar
<b>Type:</b>	Resolution	<b>Department:</b>	Health and Social Services
<b>File #:</b>	19-429	<b>Contact:</b>	Gerald Huber, 784-8400
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Consider adopting a resolution amending the Position Allocation List to add 1.0 FTE Health Chief Deputy/Health Officer - TBD, add 1.0 FTE Behavioral Health Chief Deputy - TBD, add 1.0 FTE Human Services Chief Deputy - TBD, add 1.0 FTE Administration Chief Deputy - TBD, add 1.0 FTE Administrative Services Administrator - TBD, add 1.0 FTE Grant Writer - TBD, add 3.0 FTE Administrative Secretary, add 2.0 FTE Social Worker II (navigator positions), add 2.0 FTE Public Health Nurses (navigator positions), and delete 3.0 vacant FTE - TBD by July 14, 2019 to implement the proposed reorganization of the Department of Health and Social Services to support client/population-centric service delivery		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Organizational Chart, B - May 21 Presentation, C - Services Accessed, D - Resolution		

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

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

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health and Social Services (H&SS) recommends the Board of Supervisors consider adopting a resolution amending the Position Allocation List to add 1.0 FTE Health Chief Deputy/Health Officer - TBD, add 1.0 FTE Behavioral Health Chief Deputy - TBD, add 1.0 FTE Human Services Chief Deputy - TBD, add 1.0 FTE Administration Chief Deputy - TBD, add 1.0 FTE Administrative Services Administrator - TBD, add 1.0 FTE Grant Writer - TBD, add 3.0 FTE Administrative Secretary, add 2.0 FTE Social Worker II (navigator positions), add 2.0 FTE Public Health Nurses (navigator positions), and delete 3.0 vacant FTE - TBD by July 14, 2019 to implement the proposed reorganization of the Department of Health and Social Services to support client/population-centric service delivery.

### **SUMMARY/DISCUSSION:**

For the past two years H&SS has been involved in departmentwide discussions and engagement efforts and looking at operational needs in light of changing demands on its systems of services. On June 26, 2018, the Board received a presentation from H&SS and approved its new mission to "Promote Health, Safe & Stable Lives," and its vision of "A Health, Safe & Stable Community." At that time, H&SS identified its commitment to continue with internal culture improvement, effectiveness and efficiency improvements, and to conduct an external scan of community partners for feedback. H&SS partnered with two consultant organizations, Performance Works and the American Public Human Services Associates (APHSA) to assist with these efforts.

As part of H&SS' work with the two consultants, multiple surveys and listening sessions were conducted with program participants, staff and various community stakeholders. Feedback indicated that H&SS could do more to serve and coordinate care for the whole person/family and program participants shared that they would prefer a coordinated, multi-program application process with information shared between programs in order to optimize care. Responding to this feedback requires better data sharing between H&SS divisions and other County departments, better integrated IT systems, less "siloed" funding sources, and more multi-disciplinary teams.

On November 6, 2018 the Board adopted a resolution, authorized by Assembly Bill (AB) 1421 and effective January 1, 2019, authorizing H&SS to operate as an integrated and comprehensive County Health and Human Services agency. This integration initiates the process of addressing "siloed" funding sources by allowing funding to follow clients based on need; however, additional work is required to achieve client focused integration.

On March 12, 2019 H&SS presented the results of from the consultants' work and the staff engagement research and proposed a reorganization of H&SS to the Board of Supervisors. At that meeting the Board requested that H&SS schedule a workshop to facilitate a more detailed discussion about the proposed plans for the redirection of services around population groups, outline the benefits to clients, and explain how its proposed reorganization will achieve the service goals.

On May 21, 2019 H&SS participated with the Board of Supervisors in a workshop (Attachment B - May 21 Presentation) that focused on three areas: (1) national and State trends and changes in health and social services delivery; (2) results of an internal assessment of strengths and vulnerabilities within H&SS; and (3) how H&SS proposes to improve health and social services delivery over the next 3-5 years. As discussed during the workshop, implementation of the proposed reorganization will create a client/population-centric focus for H&SS and integrate programs and activities to generate a more streamlined client experience. Part of the initial implementation is a pilot program of navigation teams and a navigation kiosk system to target and assist clients utilizing multiple programs.

Ongoing, comprehensive and effective navigation services will be provided so that clients can both readily identify and engage in all of the services for which they are eligible and have their services coordinated to the extent feasible. For clients seeking only one or a few H&SS services, the navigation system will assist them with rapid enrollment and management of their needs. For individuals and families eligible for multiple H&SS services, and for clients with complex needs or who are experiencing difficulties in accessing services, more intensive navigation services will be provided by teams skilled in case management. In these situations, clients will be assisted with enrollment processes, coordination of service delivery and ongoing follow-up as needed. The intent of the focused case management and navigation for higher need population of clients is to have improved and more efficient overall access to care resulting in successful outcomes, earlier intervention to address clients' needs and prevention of the need for more intensive services.

During year one, clients currently utilizing four or more H&SS services, who typically experience a combination of complex health, behavioral health and social services issue will be assisted by the pilot navigator teams as these types of needs are best case managed by a team comprised of navigators skilled in public health nursing and social work (Attachment C). As the navigator pilot program is evaluated and refined, additional teams will be established. Also in year one, development of the navigator kiosk and call-in system will be initiated to assist clients utilizing fewer than four services and a consultant will be hired to study the consolidation of children and families' programs to develop an optimal service delivery model.

For H&SS, program and activity integration is intended to break down the current funding and programmatic siloes and result in a more productive and efficient service delivery. Programs performing similar functions and focusing on the same populations will be able to serve their clients in a more comprehensive manner,

provide more robust services and perhaps serve more clients with the same staffing levels.

The H&SS reorganization, which is expected to evolve and take up to 3-5 years to complete, is intended to create a more effective organizational structure and strengthened leadership. Employees will be more actively engaged in decision-making regarding program activities and in optimizing how their programs serve clients; they will also be able to serve their clients more knowledgeably and comprehensively, and they will have more promotional opportunities. Interoperability of current IT systems will be improved, and programs will be able to braid funding from multiple sources. The H&SS reorganization is intended to enable staff and resources to will be able to focus on clients' needs and outcomes and look further upstream, thereby intervening earlier to improve outcomes for our community. As examples, H&SS will be better positioned to prevent sudden homelessness, clients' chronic diseases would be better managed, and clients would need to return to H&SS for services less frequently.

#### **FINANCIAL IMPACT:**

The cost associated with the requested positions is estimated at \$1.65 million for the first full year and \$2.01 million annually after all positions are filled. H&SS intends for some of the requested positions to be internal promotions. The Department is requesting \$300,000 in FY2019/20 and ongoing in County General Fund to support one team of navigators (1 Public Health Nurse and 1 Social Worker II) and the balance will be paid with federal, State and Intergovernmental Transfer (IGT) revenue, 1991 and 2011 Realignment, and Mental Health Services Act (MHSA). As the organization evolves over the next 3-5 years, there may be opportunities for staffing changes as a result of integration efforts and increased efficiencies.

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

#### **ALTERNATIVES:**

The Board could choose not to approve the proposed reorganization and association position allocation changes. This is not recommended as the current organizational structure is less likely to support client/population-centric service delivery.

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

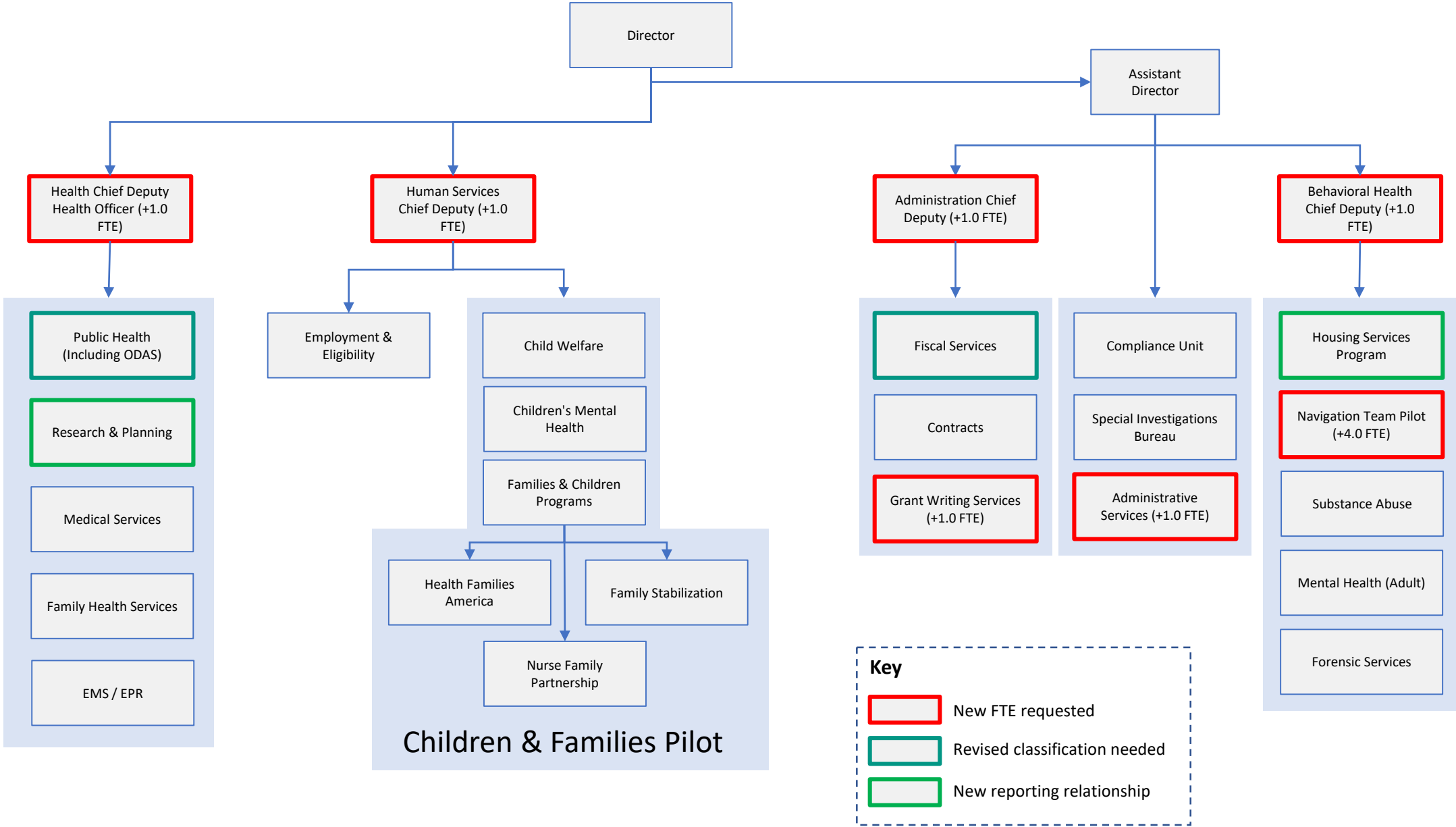
H&SS worked with the County Administrator's Office in developing the agenda item.

#### **CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION

# Organizational Structure by 2022

Attachment A



Note: Org Design also adds 3 FTE Administrative Secretary, not shown



# Proposed Health and Social Services Reorganization

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## Workshop Presentation

Presented to Board of Supervisors and public  
on May 21, 2019

Presented by Gerald Huber, Director, H&SS and H&SS Team, and Loree  
Goffigon, Performance Works



# **Health and Human Services delivery marches toward integrated care to address increasingly complex needs**

Within the the last 5 years, Shasta, Placer and Yolo Counties have transformed into integrated organizations to better serve their communities

San Diego County paved the way toward integration beginning in 1998



**Our objective is a fully integrated agency, organized around the people we serve and delivering population-centric care**





## **Changes in health and social services**

**Understanding where we are now**

**How we propose to improve H&SS**



# We've been successful delivering services in a less complex environment

- H&SS has **long history of providing critical support** to residents of Solano County.
- Historically, H&SS served a smaller, more rural county and a **less complex constituency**.
- Structure of H&SS at the time was **largely effective** and suitable for our work.



# Our landscape is changing quickly



As of **May 2018, 24.5% of the County population was receiving public assistance** benefits, up from 19.2% five years earlier.



The unmet need for mental health and substance abuse services is leading to higher rates of emergency department visits and hospitalizations compared to state benchmarks: **75% higher for mental health issues and 84% higher for substance abuse issues.**



The **senior population is growing** and the requests for In-Home Supportive Services are increasing.



**Single parent households have increased to 37%** (2016) from 30% (2011) and **domestic violence rates are higher than the state** average.



The number of **homeless individuals is up 14% since 2015**, with 62% of those people saying they have a disabling condition such as physical disability, mental illness, alcohol or drug abuse.



# We face different challenges today

- Solano County
  - Population size
  - Diversity
  - Complexity
- H&SS
  - Expanded locations
  - Programs siloed
  - Collaboration is more difficult.
- Client experience
  - Range of services, support

We have opportunities to become more customer-centric and more effective.



# Complexity of health issues

- **Solano County compared to California**
  - Higher rates of obesity, smoking, inactivity
  - Higher rates of diabetes, heart disease, some cancers, STDs
  
- **Among Medi-Cal clients and undocumented persons**
  - Higher rates of chronic diseases, multiple conditions
  
- **Among the severely mentally ill, substance users, and chronically homeless persons**
  - Much higher rates of chronic diseases
  - Generally have multiple conditions, are medically complex
  - On average, die 20-25 years earlier than rest of us



# Causes of complex health issues

## ■ Behavioral risk factors

- Poor nutrition, inactivity, smoking, substance use
- Obesity, hypertension, self-care neglect result

## ■ Underlying upstream causes

### ■ Social determinants of health

- Barriers that operate at a community level
- Examples: education system, poverty, employment options, single parent home, access to care, neighborhood crime, nearby green space and exercise options

### ■ Adverse childhood experiences (ACEs)

- Traumas that cause harm at the individual level
  - closely correlate with later health inequities
  - significantly correlate with adolescent and adult chronic diseases, substance use, mental illnesses



# Looking forward we need to approach service delivery differently

- Rethink organization of service delivery
- Focus on customer-centricity
- Group services by population.



## **Changes in health and social services**

**Understanding where we are now**

**How we propose to improve H&SS**





# **We took a hard look at how we can improve**

**In the past 2 years we have taken substantial steps to identify how we can improve, we:**

- Looked at the capacity of the organization
- Conducted an organizational assessment to help us identify the best organization model
- Researched trends and best practices
- Benchmarked similar organizations to capture learnings
- Talked to H&SS partner Community-Based Organizations



# We engaged a significant number of employees to understand challenges

We directly engaged **500+** members of H&SS for input to find out how we improve

- Met with **90+** employees and managers, across 10 focus groups
- Interviewed **16** H&SS deputies and administrators
- Facilitated meetings on Leadership Principles
- Conducted listening sessions across H&SS locations with **400+** employees
- Met with **union** representatives



# We've focused on increased employee communications and engagement

- Launched Leadership Principles, and will rollout organization-wide in Summer 2019
- Regular program-level meetings led by supervisor and/or manager
- Regular management-level meetings with managers and/or supervisors
- Periodic Division-level meetings for all staff

## From Senior Leadership

**8 update emails** to all staff

**5** quarterly **newsletters** to all staff

**8 Brown bag** meetings with staff through 2018-19

**100 flyers** distributed throughout locations

Occasional **videos**



# **We looked externally for trends and best practices**

## **We spoke to similar CA counties and consulted sources across the nation**

- Researched trends in the County, State and beyond
- Benchmarked 5 peer counties and interviewed their senior leaders
- Referenced 30+ research sources



# What we discovered: H&SS in 2019

## **Programs and activities are siloed**

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- Collaboration for more effective service delivery is complicated by divisional silos.
  - Success is enabled by employees' commitment to service, rather than systemic practices or approaches to integrated service delivery.
- 

## **Organizational structure is inefficient and a barrier to collaboration**

---

- Organizational structure reflects funding streams and legislative initiatives, rather than service requirements.
  - Similar programs are scattered throughout H&SS despite shared populations and similar outcome goals.
  - Management to supervisor to non-supervisory staff ratios are not appropriate or effective throughout H&SS.
  - Work process redesign and/or streamlining are necessary for improving performance and unleashing productivity.
  - Information sharing across groups is labored. Data management and sharing are seen as the key to positive client outcomes.
- 

## **Client experience is often disjointed and complicated**

- Significant opportunities exist for better linking services and enabling collaboration across programs to have a greater impact on client care.



# We have opportunities to improve in five key areas

## Structure

- Build a compelling vision around customer-centricity
- Design the organization to address specific objectives
- Build structured collaboration in key areas
- Increase cross-functional/program awareness

## Work Process

- Design/redesign work processes
- Enhance onboarding and professional development training
- Clarify consistent work practices to improve efficiency

## Culture

- Build an employee-centric culture
- Create a dedicated Workforce Culture role within H&SS
- Foster innovation and creative problem solving
- Prioritize commitment, trust, and engagement of employees

## Job Design

- Assess relevance and impact of job classifications
- Shift deputy mindset from divisional oversight to H&SS leadership

## Resources

- Assess data systems and leverage existing best practices from peers
- Address employee workloads and caseloads



# Vision for H&SS 2025

- **A system that is more efficiently organized**
  - Integrate like programs and activities; reduce duplication of effort
  - Modify organizational structure as necessary
- **Clients have easier service access, a better experience and optimal outcomes**
  - Implement client navigation services
  - Integrate appropriate programs
  - Collaborate across programs to optimize prevention strategies
- **Employees are more satisfied and retention improves**
  - Employees are engaged, informed and actively involved across systems
  - Monitor workloads and address when necessary
  - Provide professional growth and promotional opportunities











# Selected New Programs and Key Regulations Since 2010

E&E	FHS	PH	BH	CWS
SSI Cash Out	New Guidelines for HRSA Audits	WIC Automation	Proposition 47 Housing Program	AB403 – CCR Requirements
CalSAWS Implementation	Changes in 340B Pharmacy Programs	Area Agency on Aging	Laura's Law	New Statewide Child Welfare Data System
1 And Done	Aging Population Demands	Healthy Families America program	Mental Health Diversion	Enhanced Case Review Requirements
Federal Immigration Impact	Managing Encounters to Enhance Revenues	IHSS New Assessment Methodology	Mobile Crisis Implementation	Resource Family Approval
Healthcare for Undocumented	Competition for Providers	Whole Childcare Conversion	Drug/Medi-Cal Organized Delivery System	Federal Family First Implementation
CalWorks Home Visiting initiative	Meeting Fiscal and QA Structure Requirements	Chronic Disease prevention	No Place Like Home and Other Homeless Initiatives	Transitions in Congregate Care for Youth
CalOAR	Service Demands	Strive2BHealthy	CCR Requirements	Presumptive Transfer
	Food pharmacy van	Whole Person Care		Bringing Families Home
		Trauma Center program		Family Team Meetings
		Solano HEALS		QPI



# Emerging Issues

E&E	FHS	PH	BH	CWS
Employment First Implementation	Stability of Affordable Care Act	Community-wide Health Inequities	Forensics and Re-entry services	Continuum of Care Reform Implementation
Federal Immigration Policy	Healthcare for Undocumented Population	Social Determinants of Health	Homeless with Mental Health Issues	Foster Care Placements
Supplemental SSI Cash Out	Market Competition for Providers	Adverse Childhood Experiences	Housing Resources	New Statewide IT System
New Statewide IT System	Accountable Healthcare	Opiate Abuse	Insufficient continuum of Mental Health care	Transitioning Foster Care Youth
	Behavioral Health Services Integration	Chronic Disease Prevention, Including Dementia	Drug Medi-Cal Organized Delivery System	
	Telehealth	Aging Population	Mobile Crisis Implementation	
		Affordable Housing and Population Dislocation	Mental Health Jail Diversion	



# Resulting constraints and challenges

- **The breadth of service delivery is expansive but depth of staffing is generally shallow** (driven by funding)
  - Most H&SS programs are relatively small and lack enough scale to adjust to surges in demand
  - Limits staff exposure to other programs and cross-training opportunities
  - In contrast, E&E and IHSS are larger in size and numbers with better opportunity for cross-training
- **Over past decade, managers have had to oversee more non-supervisory staff; additionally program and regulatory demands are greater**
  - Added 226 non-supervisory staff, 14 supervisors, 3 managers since 2010
  - Programs added since 2010 represent 44% of total programs; i.e., there has been a 78% increase in number of programs



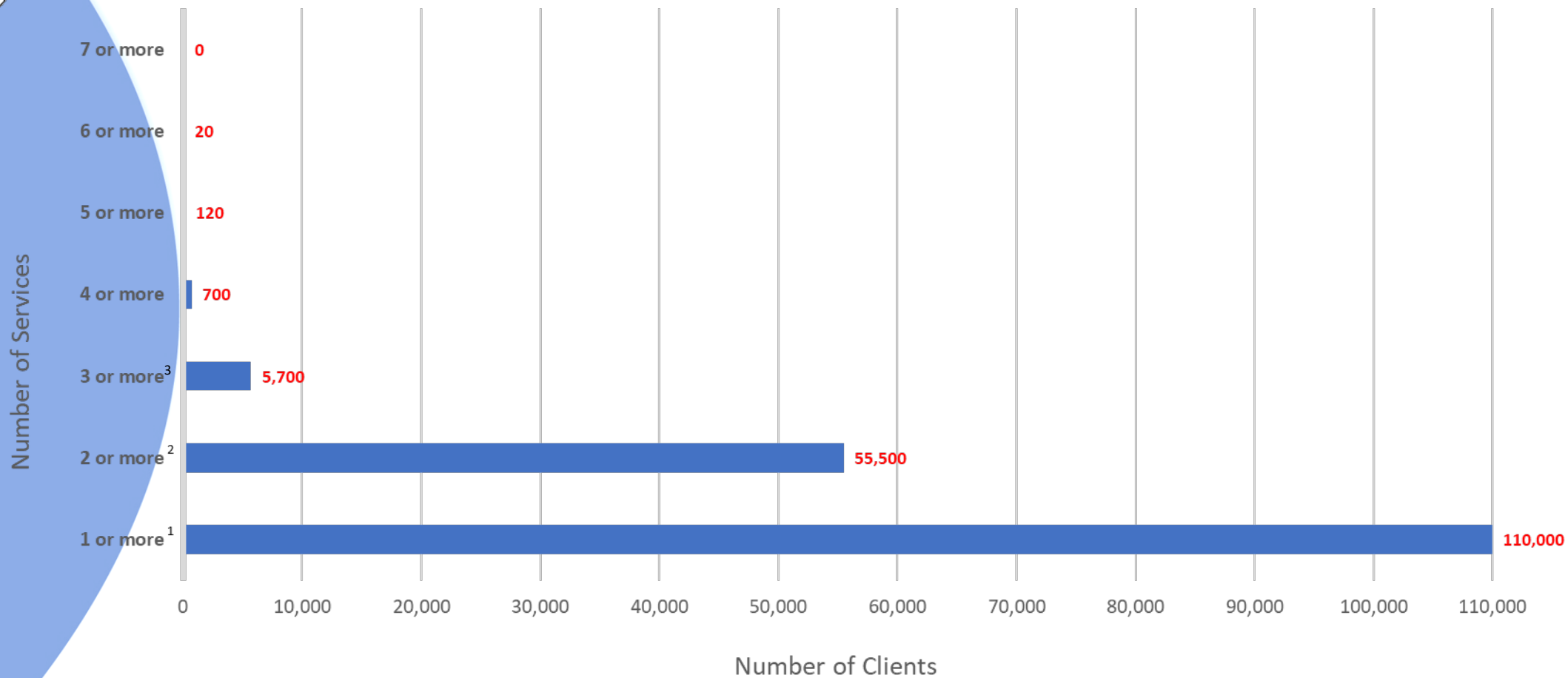
# Staffing changes over past decade

	Managers	Supervisors	Non-Supervisory Staff
2019	63	112	1118
2010	60	98	892
% Change	+5%	+14%	+25%





# H&SS Services Accessed by Clients



<sup>1</sup> 1 or more services largely driven by Medi-Cal  
<sup>2</sup> 2 or more services mostly Family Health Services, other Employment & Eligibility Services (CalWorks, CalFresh), WIC, IHSS, and Mental Health Services  
<sup>3</sup> 3 or more services mostly Behavioral Health and Child Welfare Services



# Service delivery is becoming increasingly complex

- **Client needs are becoming more complex, especially in Child Welfare Services, Behavioral Health, Family Health Services, nursing programs and senior services**
- **Programs are becoming more complex**
  - Federal and state requirements are being added all the time
  - Documentation requirements are increasingly burdensome
  - Service delivery requirements vary considerably across programs, e.g. E&ES vs. IHSS/APS vs. CWS vs. public health programs
  - H&SS operates over 40 different IT systems required to receive state and federal funds



# Managing employee workloads and caseloads is challenging

- **Workloads and caseloads are difficult to compare across programs; services are often very different and are affected by state and federal requirements**
- **They vary across counties; may be affected by a cap (e.g. E&ES) or local needs**
- **Workloads and caseloads are dynamic**
  - Can increase or decrease based upon the economy and other local factors
  - Some caseloads have grown; others have not
- **Workloads and caseloads are impacted by recruitment and retention**
- **Optimum caseloads are difficult to determine**





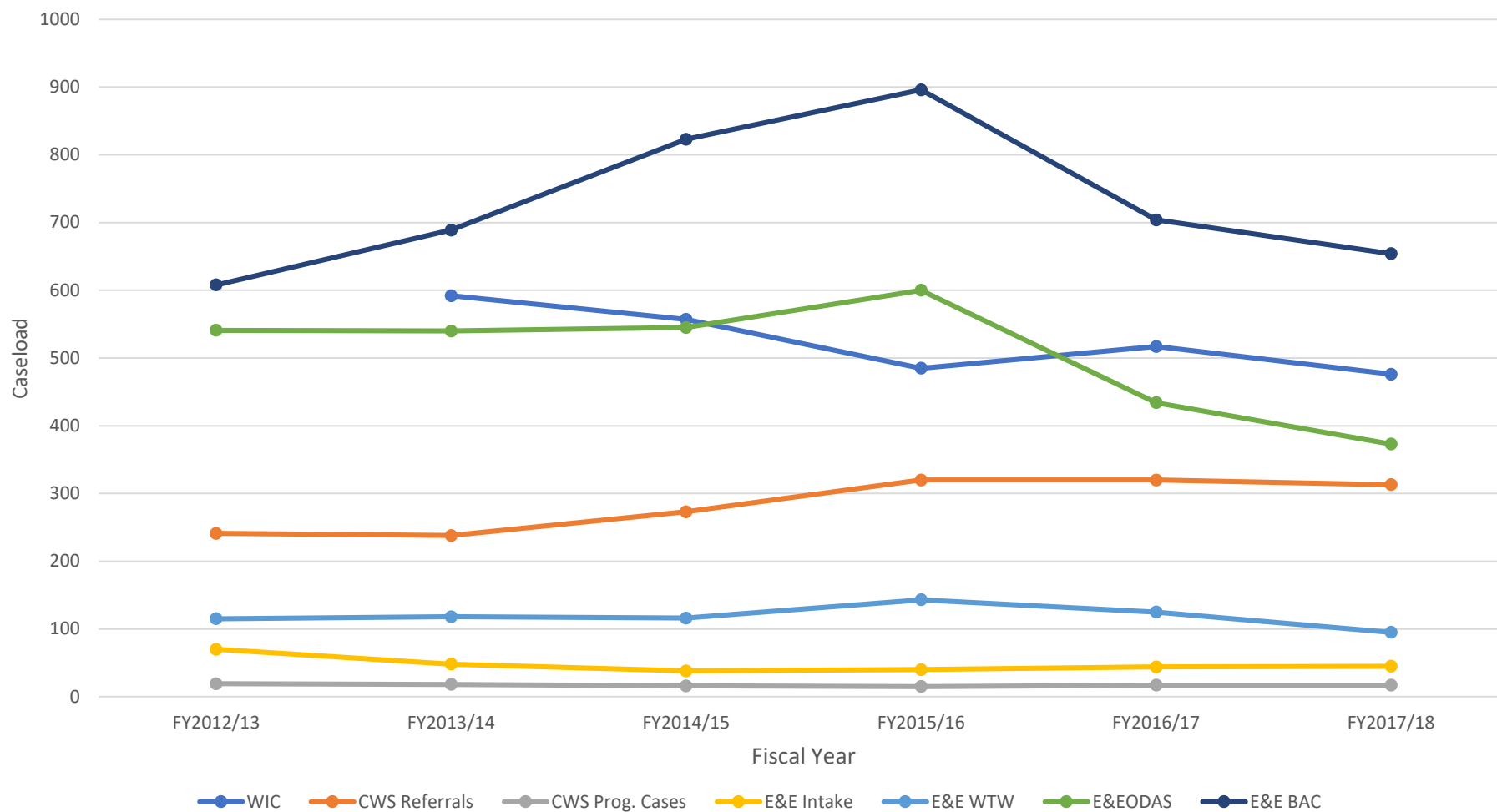
# FY2017/18 employee caseloads for selected programs\*

Area/Program	Number of clients/worker*
IHSS/APS	195
Public Guardian	57
CWS Referrals	313
CWS Program Cases	17
E&ES Intake	45
E&ES Welfare to Work	95
E&ES ODAS	373
E&ES BAC	654
WIC	476
FHS Primary Care	157 patient visits/provider/month

\*Actual caseloads, adjusted for vacancies

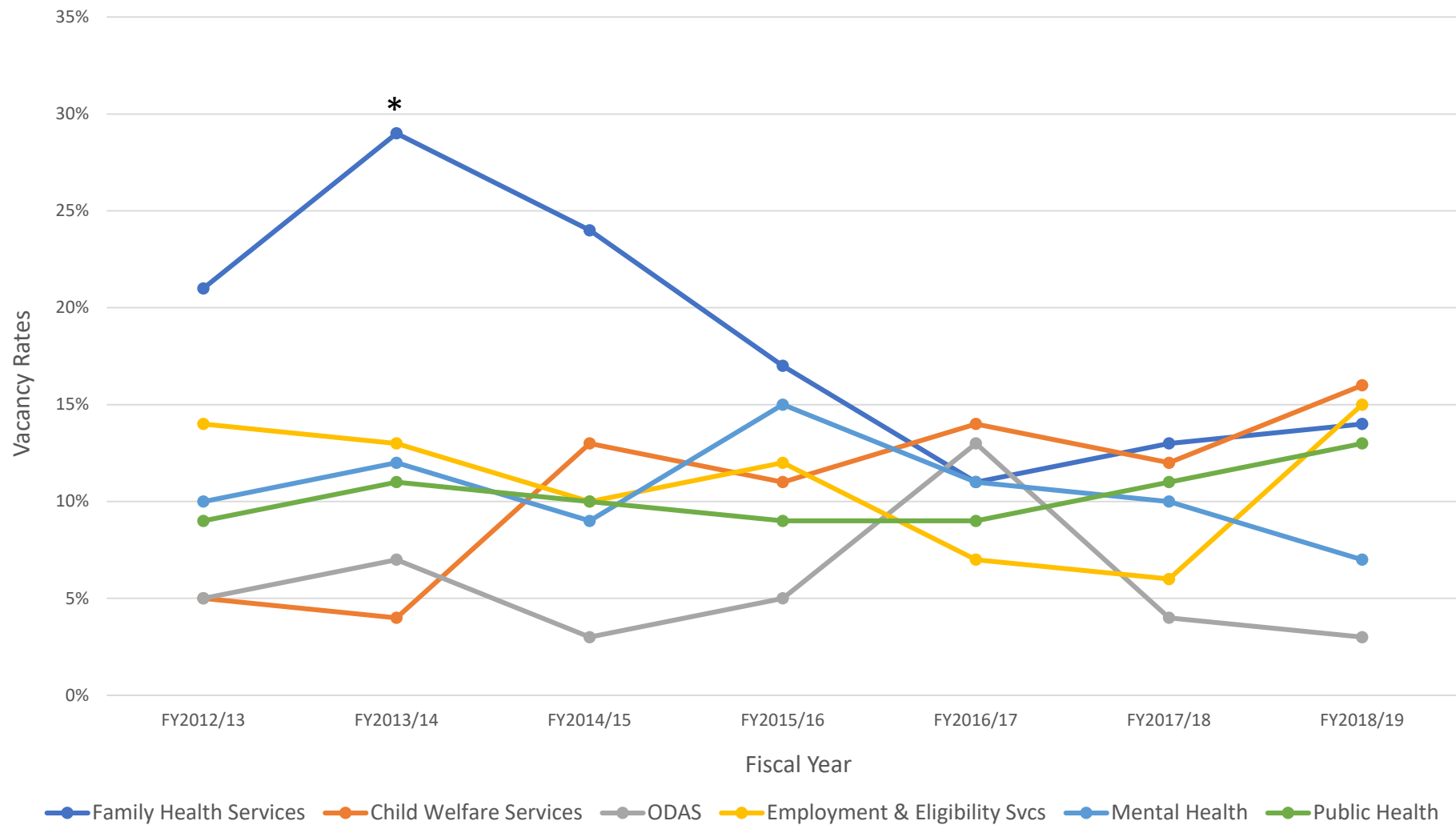


# Caseload Growth, selected programs





# Vacancy Rates Trends, selected programs



\*This spike is due to several dozen allocated positions being provided by the Board for opening the WJCGC and for staffing ACA-related expansion and time required for hiring staff.



**Changes in health and social services**

**Understanding where we are now**

**How we propose to improve H&SS**



# **We believe through organizational redesign and development...**

- **Program efficiency can improve productivity and outcomes**
- **More combined and shared team approaches can create more comprehensive, integrated service**
  - Better client and staff satisfaction
  - Respond and adjust to changes in service demand
- **Collaborative leadership can promote collaborative care**



# CA counties are achieving better outcomes through integrated org models

## Placer County

**2011: Moved to a Population-Centric Model organized around Adult and Children's Service branches.**

Sample outcomes:

- Created 19 Whole Person Care Centers throughout the County.
- Reduced response time for adult mental health patients from 3 months to 3 weeks.

## San Diego County

**1998: Moved to Integrated Model organized around 6 programs and 6 regions.**

Sample outcomes:

- Diverted 47% of individuals from hospitalization or incarceration through crisis intervention.
- Recertified 98% of seniors receiving benefits ensuring they are able to remain in their homes.
- Enabled 90% of youth enrolled in services to stay at home

## Yolo County

**2015: Moved to a Population-Centric Structure focused on Children's and Adult Service branches.**

Sample outcomes:

- Doubled number of clients served by Senior Peer Counseling.
- Adult Wellness Program resulted in 40% reduction in hospitalization and 61% reduction in days spent homeless.

## Shasta County

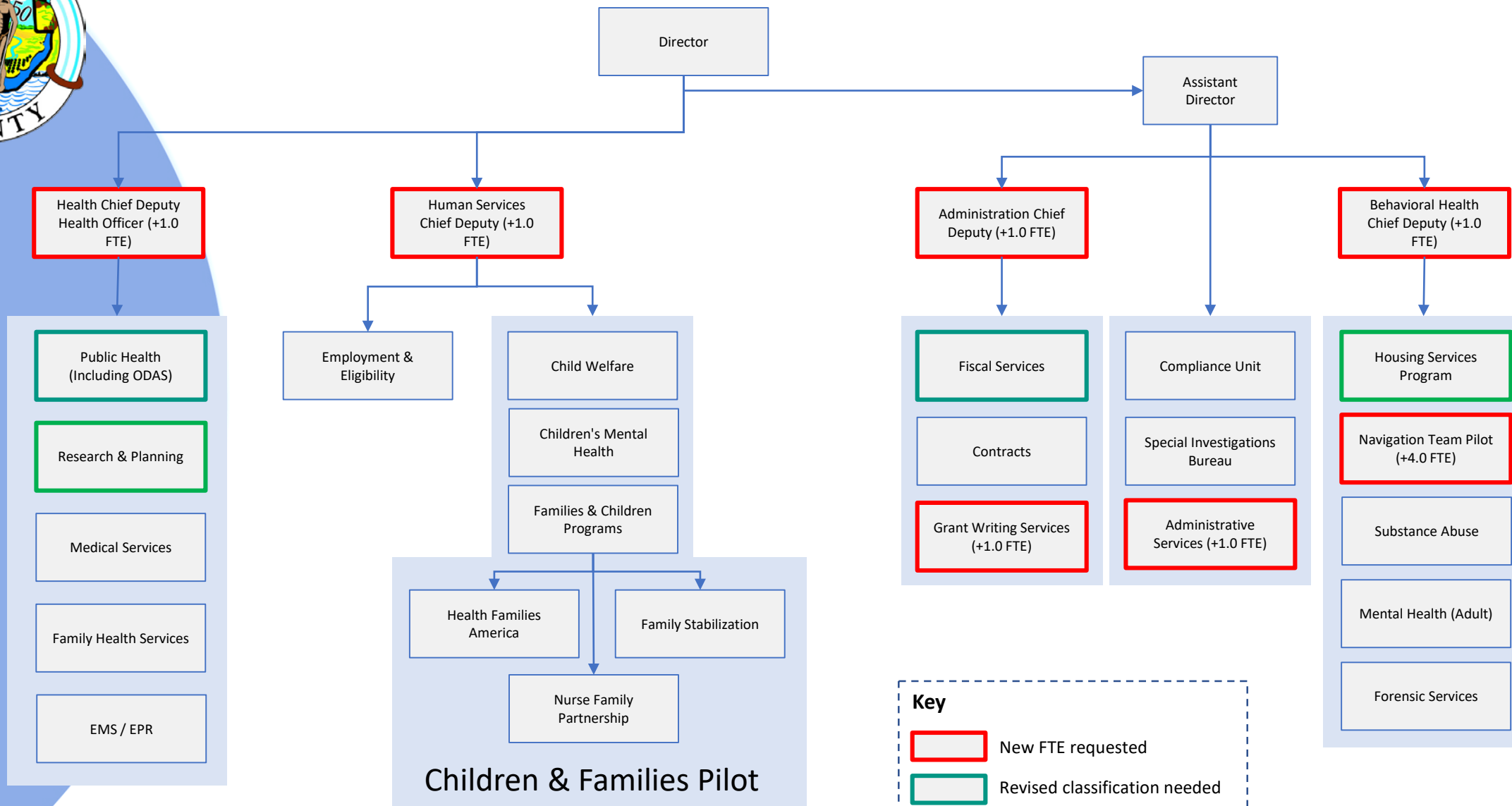
**2007: Moved to a Population-Centric Structure organized around Customer Life Cycles and Region.**

Sample outcomes:

- Increased fiscal efficiency
- Reduction in hospitalization costs
- Increased Agency director leadership capacity



# Organizational Structure by 2022



Note: Org Design also adds 3 FTE Administrative Secretary and 1 FTE MCAH Medical Officer positions, not shown



# Our roadmap for change

## Step One

Year 1

**Plan for population-organized care,** prioritizing complex care and child/family programs

**Take early action to increase efficiency**

**Strengthen cross-functional leadership capacity**



## Step Two

Year 2

**Integrate Child and Family programs**

**Continue to assess capacity and efficiency**



## Step Three

Year 3

**Assess Child and Family integration**

**Integrate other areas** based on lessons learned

**Continue to assess capacity and efficiency**





# Service Integration to begin in the first 12 months

- **Begin moving toward population-organized care**
- **Prioritize complex care that crosses divisions:**
  - Establish pilot client navigation teams (4.0 FTE) to help clients with complex needs access the programs and services they need
  - Develop electronic client navigation, with web-based, kiosk and call-in options
- **Plan for consolidation of Child/Family programs**
  - Develop an implementation plan based upon a feasibility analysis



# Infrastructure Actions in the first 12 months

- **Early actions already in place to increase efficiency:**
  - Consolidated Research & Planning with Epidemiology in Public Health
  - Combined homeless navigators as a unit in Behavioral Health
  - Refocused Compliance Program
  
- **Strengthen cross-functional leadership capacity**
  - Add leadership positions
  - Add administrative support
  - Begin to integrate, embed or co-locate “like” programs
  - Report to the Board on progress



# In the Second Year

- **Begin integration of Children and Families Programs under shared leadership structure**
  - Driven by initial analysis and plan
- **Continue to assess the ratio of managers, supervisors and non-supervisory staff to achieve efficiency and integration goals**
- **Assess effectiveness of navigation teams and expand if successful**
- **Report to the Board on progress**



# In the Third Year

- **Assess the integration of Children and Families Programs**
- **Integrate other programs based upon lessons learned**
- **Evaluate all levels of staffing in accordance with goals of efficiency and integration leading to better service delivery and outcomes**
- **Report to the Board on progress**



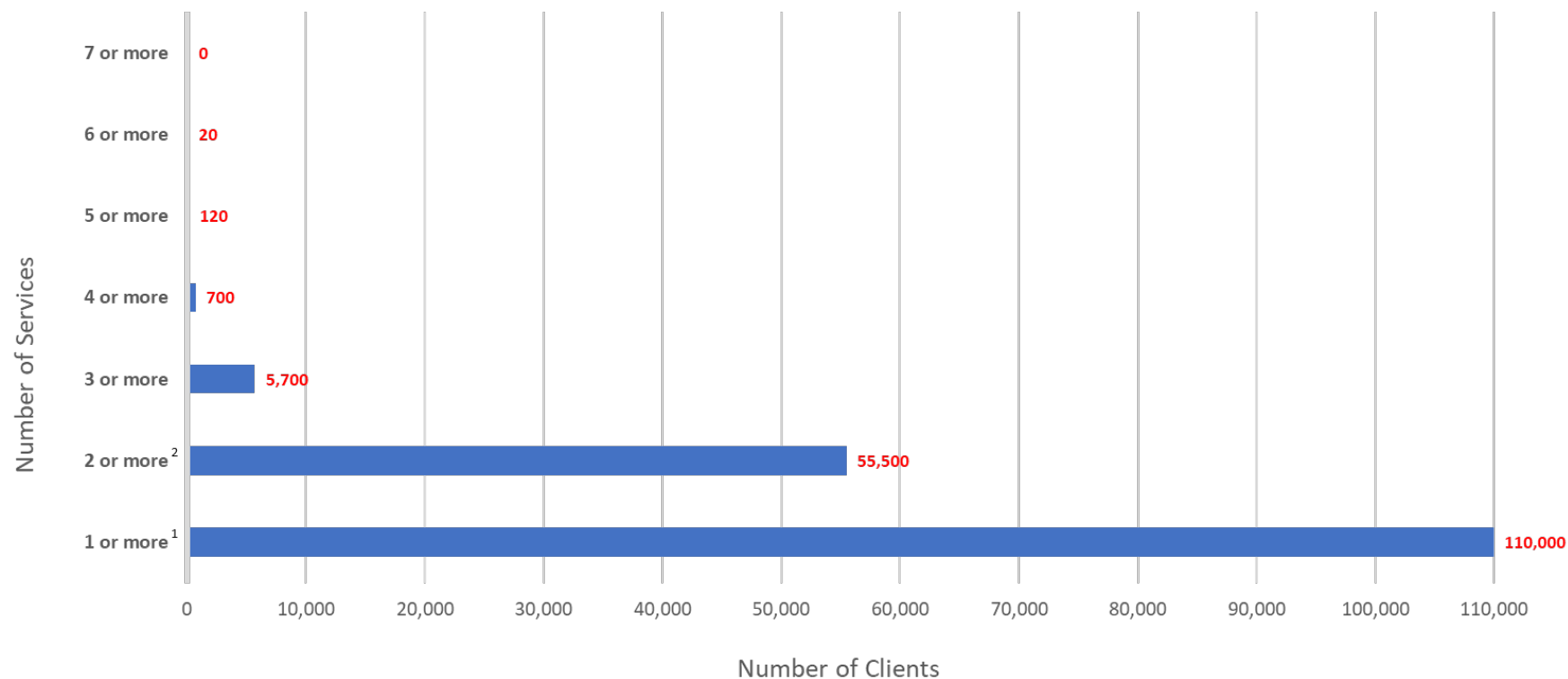
# H&SS in the Future

- **Optimum integration** of programs and activities create a streamlined client experience
- **Coherent and effective** client navigation services
- **More efficient organizational structure** with strengthened leadership infrastructure
- **Population and community outcomes monitored** for improvement; not just program metrics



# Questions & Answers

# H&SS Services Accessed by Clients



<sup>1</sup> 1 or more services largely driven by Medi-Cal

<sup>2</sup> 2 or more services mostly Family Health Services, other Employment & Eligibility Services (CalWorks, CalFresh), WIC, IHSS, and Mental Health Services

<sup>3</sup> 3 or more services mostly Behavioral Health and Child Welfare Services

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SOLANO  
AMENDING THE LIST OF NUMBERS AND CLASSIFICATIONS OF POSITIONS  
WITHIN SOLANO COUNTY**

**Resolved**, that the Solano County Board of Supervisors authorizes the Director of Human Resources to make any technical corrections if needed; and,

**Further resolved**, that the Solano County Board of Supervisors does hereby amend, modify and/or alter its Allocation List of Positions of Solano County as set forth below:

Department	Budget Unit	Class No.	Position Control No.	Class Title	Effective Date	Departmental Total Positions			
						Allocated	Filled	Proposed	Change
H&SS – Administration	7503	TBD	NEW	Health Chief Deputy/Health Officer – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	TBD	NEW	Human Services Chief Deputy – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	TBD	NEW	Administration Chief Deputy – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	TBD	NEW	Administrative Services Administrator – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	TBD	NEW	Grant Writer – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	TBD	NEW	Behavioral Health Chief Deputy – TBD	7/14/19	0.0	0.0	1.0	1.0
H&SS – Administration	7503	783250	NEW	Administrative Secretary	7/14/19	9.0	8.0	12.0	3.0
H&SS – Administration	7503	343130	NEW	Social Worker II	7/14/19	40.0	34.0	42.0	2.0
H&SS – Administration	7503	333110	NEW	Public Health Nurse	7/14/19	31.5	24.25	33.5	2.0
H&SS – Administration	7503	TBD	TBD	Vacant – TBD	7/14/19	3.0	0.0	0.0	(3.0)

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

*May 30, 2019*

Passed and adopted by the Solano County Board of Supervisors at its regular meeting on \_\_\_\_\_  
by the following vote:

AYES: SUPERVISORS \_\_\_\_\_  
\_\_\_\_\_  
NOES: SUPERVISORS \_\_\_\_\_  
EXCUSED: SUPERVISORS \_\_\_\_\_

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

ATTEST:

BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

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





# Solano County

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

## Agenda Submittal

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<b>Agenda #:</b>	25	<b>Status:</b>	Closed Session
<b>Type:</b>	Closed Session	<b>Department:</b>	County Counsel
<b>File #:</b>	19-434	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	06/04/2019	<b>Final Action:</b>	
<b>Title:</b>	Public Employee Appointment: County Counsel		
<b>Governing body:</b>	Board of Supervisors		
<b>District:</b>	All		
<b>Attachments:</b>	A - Memorandum		

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

## CLOSED SESSION MEMO

- A. LICENSE/PERMIT DETERMINATION (GC § 54956.7)
  - a. Number of applicants:\_\_\_\_\_
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC § 54956.8)
  - a.
- C. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
  - a.
- D. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (GC § 54956.9)
  - a. Significant exposure to litigation pursuant to GC § 54956.9 (b):
  - b. Initiation of litigation pursuant to GC § 54956.9(c):
- E. LIABILITY CLAIMS-JOINT POWERS AUTHORITY (GC § 54956.95)
  - a. Claimant:\_\_\_\_\_
  - b. Agency against whom claim filed:\_\_\_\_\_
- F. THREAT TO PUBLIC SERVICES OR FACILITIES (GC § 54957)
  - a. Consultation with:\_\_\_\_\_
- G. PUBLIC EMPLOYEE APPOINTMENT
  - a. Title: County Counsel
- H. PUBLIC EMPLOYMENT (GC § 54957)
  - a. Title:
- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)
  - a. Title:
- J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC § 54957)
  - a. No information required
- K. CONFERENCE WITH LABOR NEGOTIATORS (GC § 54957.6):
- L. CASE REVIEW/PLANNING (GC § 54957.8)
- M. REPORT INVOLVING TRADE SECRET (GC § 54962, etc.)
  - a. Estimated year of public disclosure:\_\_\_\_\_
- N. HEARINGS
  - a. Subject matter:\_\_\_\_\_

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