

COUNTY ADMINISTRATOR'S OFFICE

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COUNTY OF SOLANO

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To: Board of Supervisors
From: Birgitta Corsello, County Administrator
Date: December 19, 2011
Subject: Biweekly Update of Significant Issues

1. County Administrator's Update on Contracts

The County Administrator did not sign any contracts of significance since the last Significant Issues update.

2. Recognition of IHSS Workers Coming in January 2011

At the December 6, 2011 Board of Supervisors meeting a number of speakers expressed dissatisfaction with the Board of Supervisors not acknowledging In-Home Supportive Services (IHSS) Workers Month in November. The request from Service Employees Union International 1021 to recognize local IHSS workers came after the cutoff dates that are required to submit an item on the agenda. The department promised we would honor them in January. The Board will see an item honoring the contributions of in-home providers during the first meeting in January.

- Contact: Patrick Duterte, Director, Health and Social Services, 784-8400

3. Alternative Interim FY2011/12 Funding for Fraud Investigation Efforts in IHSS Program

On September 27, 2011, the Board considered options for funding the fraud investigation efforts for In-Home Supportive Services if the State budget triggers were initiated in December. At that time, the Board opted to continue funding the program through December 31, 2011, pending the outcome of the State budget trigger. As a result of the State not meeting its revenue targets, the budget "triggers" were initiated on December 15, 2011 and includes the elimination of State funding for In-Home Supportive Services Fraud Recovery grants.

Health and Social Services was informed by the State in November 2011 that Solano County would receive Fraud Incentive funding in FY2011/12 which was not anticipated. These funds will be used to cover the State's share of IHSS Program Integrity activities for the first half of the fiscal year. In addition, the department is developing a proposal for consideration by the Board In January 2012 to use these funds to continue the program through June 30, 2012, which will allow sufficient time for an evaluation of the effectiveness of these fraud activities and to develop a sustainable funding plan for this program, if warranted.

- Contact: Patrick Duterte, Director, Health and Social Services, 784-8400

4. Fouts Springs Transfers Caretaker Responsibility to General Services

The Department of General Services assumed responsibility for management and maintenance of the Fouts Springs facilities when the facility closed in August 2011. Since that time, General Services has employed staff resources to ensure that the water, utility, septic, and fire suppression systems remain operational and in compliance with the requirements of the Term Special Use Permit between the County and the U.S. Forest Service. Terminating water and utility service risks costly damage to the water and septic systems, which would impact facility repurposing and reuse. General Services has also implemented measures to secure and maintain the various buildings on the site, including weatherization, weed abatement, and protection from vandalism and theft.

The cost of maintaining Fouts Springs in this state of readiness is currently estimated at \$16,200 per month. Of this amount, staff costs represent approximately \$6,000, other charges (including fuel, water testing, permit fees, and utilities) represent approximately \$5,000, and insurance costs are approximately \$5,200 per month.

Under the terms of the Special Use Permit, the Forest Service may require the County to remove all buildings, fixtures and systems from the site absent transfer to a successor entity. The County's cost exposure under such an outcome is estimated at approximately \$1.5 million.

Accordingly, the County is actively working with the Forest Service to identify a successor entity to take possession of the facility. County staff has arranged site visits with representatives of the Forest Service and the California Department of Forestry and Fire Protection (CalFire). Given the impact of AB 109 and CalFire's emerging need for an additional training facility, staff is pursuing the possibility of transferring the Fouts facilities to CalFire and will be exploring other transfer opportunities in consultation with the Forest Service.

- Contact: Mike Lango, Director, Department of General Services, 784-7902

5. AB 1053 Statutorily Increases Fees in Assessor-Recorder and Public Defender Offices

Effective January 1, 2012, AB 1053 will increase fees for death and birth certificate applications and for juveniles receiving public defender services.

Death and Birth Certificates: The bill requires the fee increase for birth and death certificates to be applied incrementally, imposing a net fee increase of \$5 on January 1, 2012 and additional \$2 fee increases on January 1, 2013 and January 1, 2014. Commencing July 1, 2014, the fee would be adjusted annually.

Public Defender Juvenile Services: The bill also increases the registration fee for use of public defender services by juveniles from a maximum fee of \$25 to a maximum fee of \$50.

- Contact: Amy Jenkins, Legislative, Intergovernmental and Public Affairs Officer, 784-3002

6. Technology Solutions Fund -- Progress on Technology Improvements

During the Budget Workshop held on May 4, 2010, staff presented a list of proposed technology improvements projects aimed at improving internal processes and lowering future costs. The Board approved a \$1 million Technology Solutions budget in General Expenditures during

Budget Hearings on June 28, 2010, to fund these or other projects that meet a reasonable pay-back threshold, as recommended by the Performance Improvement Committee.

Progress on these projects is reported in Attachment A. Significant projects not being funded by the Technology Solutions budget have also been included in the report so that the Board can stay informed on all of the productivity enhancing technology projects in which staff are engaged.

Other projects are being considered that continue improving internal processes and lowering future costs. As these projects complete the evaluation process, they will be brought forward as appropriate for the Board's consideration.

- Contact: Ira Rosenthal, Director, Department of Information Technology, 784-2703

7. MOU Signed with Court Appointed Special Advocates of Solano County

The County Administrator has signed the sixth amendment to the Memorandum of Understanding (MOU) between the County and the Court Appointed Special Advocates of Solano County. The agreement was first executed in FY2005/06 and has been updated annually. The MOU maintains the County's existing relationship with CASA with some clarifying language regarding the setting of the value of the County's in-kind contribution in the form of office space and the ability of CASA to make non-structural alterations to the space. CASA will receive \$76,500 in FY2011/12, which was included in the FY2011/12 Adopted Budget and was pursuant to Board recommendations during the May 3, 2011 Board Nonprofit Workshop.

- Contact: Bob Lawton, Principal Management Analyst, County Administrator's Office, 784-6116

8. Solano County Public Art Program and Public Art for Claybank AB900 Project

During the discussion on October 4, 2011 about the public art for the William J. Carroll Government Center in Vacaville, the Board requested that County staff return to the Board with a policy pertaining to a proposed rotating art program, specifically on the use of loaned art pieces from local artists versus purchased art for the program.

After reviewing the Solano County Public Art Ordinance and associated guidelines and policies, staff has determined that the current *Art Exhibit Guidelines and Policies* (see Attachment B), already provides the necessary framework to establish a rotating art program using the display of art pieces on loan from local artists. Therefore, staff will not be presenting a new policy for approval by the Board at this time. The review committee consisted of the Public Art Committee Chairperson and staff from the County Administrator's Office and Department of General Services. The Public Art Committee will be examining the possibility of partnering with local arts groups to organize displays of artwork produced by local artists on a more regular basis within County facilities.

Staff is also reviewing the County Ordinance as requested and evaluating the Public Art Committee's concepts for public art at the new Claybank Jail. The current concepts envisioned "art in architecture" and art pieces with a budget estimate of \$600,000, which is less than the one-and-a-half percent of construction cost budget estimate (\$960,000) outlined in the current County Public Art Ordinance. The Art Committee is aware that there is a general sentiment that this amount is still high. Consequently, the County Administrator has directed staff to scale back and revise the art concepts for this project to significantly reduce the scale and application of

“art in architecture” and public art with concepts not-to-exceed \$250,000. A revised recommendation will be incorporated in the report seeking final Board approval for the construction of the new Claybank Jail when State funding is confirmed. Approval of funding by the State is expected to occur in March 2012.

In addition, staff will be referring the current Public Art Ordinance to the Public Art Committee to develop suggestions to modify the ordinance so that it provides greater flexibility for the Board, particularly as it relates to the funding set aside for public art, which may need to vary based on economic cycles as well as project and community needs. After the ordinance has been reviewed by the Public Art Committee and County staff, modifications to the Public Art Ordinance will be presented to the Board for approval.

“The Public Art Committee will be examining the possibility of partnering with local arts groups to organize displays of artwork produced by local artists on a more regular basis within County facilities.”

- Contact: Kanon Artiche, County Architect, General Services, 784-7908
George Untal, Senior Management Analyst, County Administrator’s Office,
784-6111

9. County Vacancy Rate

There were 2,503.50 allocated positions in the County as of the Dec. 10, 2011 pay period, of which 166.6 or 6.65% were vacant. Departments obtained authorization to fill 91 of those vacant positions, which represents a vacancy rate of 3.75% for requested positions. A spreadsheet detailing the vacancies by department is in Attachment C.

- Contact: Georgia Cochran, Interim Director of Human Resources, 784-3406

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Funded by Board of Supervisors Technology Solutions Fund							
AES modules Appeals & Sale/Transfer	\$285,000	\$285,000		Software designed to integrate into the existing property system addressing transfers of property (upwards of 10,000/yr.) and Assessment Appeals utilizing a computer aided valuation model. Cost Avoidance to address State mandated performance timeline. With a 400% workload increase due to the real estate market decline. The additional software will allow the Assessor to maintain and update valuations in a timely manner.	36 months	Assessor/Auditor-Controller	Two phase implementation: 3 months for Appeals; 6-8 months for Sales/Transfers. <ul style="list-style-type: none"> Prerequisite refresh of Assessor Department desktop systems is complete. AES has completed the initial load of the Database and client software for the two new modules. SCIPS modifications estimated to be 85% complete: SCIPS has developed modifications to screens and database tables to include required data; Assessor has tested the screen and database changes; SCIPS is in the process of adding the new data elements to the interface programs; Interface testing - Not started . Existing AES Prop 8 mass appraisal module is in the process of upgraded and data migrated. Business process analysis to determine the best methodology for implementing the sales/transfer module within the existing rule set is in progress.
Automation of Agenda Process and Board Reports		\$83,000		Streamline creation of BOS reports and creation of agenda package. Reduce paper and copying costs. Improve online access to information	36 months	Countywide project-affects all departments.	Completed. System went live August 2011. Improvements continue to be made to workflow processes and improvements to the application are ongoing
Technology Improvement Funds Remaining		\$632,000					
Projects Funded by DoIT Budget Appropriations							
Automate Payroll Time and Attendance, time studies, and labor distribution	\$360,000 appropriated FY2009/10	\$370,000		Implement third-party software and integrate to PeopleSoft for Time & Attendance reporting, time studies, labor costing and distribution. Automation of both Payroll and Time Study processes - preliminary analysis indicates potential workforce changes for estimated 20 FTEs.	36 months	Countywide project-affects all departments.	Configuration, customization and implementation activities ongoing. Project has been delayed due to complexity of implementing all MOU rules. User training has started in conjunction with final system testing. Planning phased deployment starting Jan. 2012.

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Automation and workflow improvements to Personnel Action Form and other HR business processes	\$100K	\$85,000		Implement third-party software and integrate to PeopleSoft. Replaces paper document process - implementation with existing staff. Reduction of manual, paper-based processes. Improved productivity.	36 months- depending upon PAF volume	Countywide project- affects all departments.	Completed. Go-live June 2011. The ePAF has streamlined the PAF process using built-in workflow, and populating many of the PAF's data fields with existing data from PeopleSoft, thus saving the department payroll clerks time. On average, this has reduced processing time for these documents by more than 50%. In Human Resources alone, staff who performed this function (in addition to other duties) reduced by 1.0 FTE.
Automation and workflow improvements for "Procurement to Pay" business process.	Current staff and systems will be used.	\$120,000		Configure IFAS workflow and implement IFAS automated processes using current software Utilize existing staff resources to the extent possible. May need to purchase additional document scanners. Reduction of manual, paper-based processes. Improved productivity and financial controls.		Countywide project- affects all departments.	Workflow automation process (requisition to PO) has been implemented with the Sheriff's Office. Based on the success of these improvements the entire "Procure to Pay" business process is being redesigned and rolled out dept by dept. This rollout process is expected to continue into mid-2012.
Automation of Parcel Mapping		\$113,000		Streamline basemap maintenance. Improves workflow and productivity. Improves data analysis and decision making.	24 months		<ul style="list-style-type: none"> Initial project complete: Software installed and users have received training. Pilot data migration (5% map conversion) complete: Custom software programming delivered and tested; Operational procedures complete; Users have been trained on the usage. Post-delivery report of lessons learned from the pilot project is yet to be delivered (additional work outside of the project provided at no cost by vendor)
Upgrade of PeopleSoft HR/Payroll and IFAS Financials applications to latest vendor supported release			\$625,000			Countywide project- affects all departments.	<p>Projects have not started. RFP for PeopleSoft upgrade prepared and issued Dec. 8th.</p> <p>IFAS Upgrade – Project will proceed following the Procurement to Pay process implementation. As resources are available, the following work has been accomplished.</p> <ul style="list-style-type: none"> New system hardware installed and partitioned. Database has been upgraded to Informix 11 and data has been migrated for testing. Requested quote from SunGard to perform a System Software Configuration audit and assist with the initial load of the application software on the new platform.

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Projects Funded by State/Fed Funds							
Electronic Health Records - Family Health Services	\$400,000 for acquisition/ implementation of EHR in Family Health Services (Primary care clinic) funded w/federal HRSA grant, no County General Fund contribution.	State/Federal Funds		Implementation of EHR as required by federal mandate; improved patient care - all info available to (multiple) providers; ability to respond to subpoenas & other requests for records. Clerical workload reduced for data input into billing systems, setup /retrieving medical charts; reduction in lost revenues due to denied claims; unclaimed costs, improved quality of patient care (reduced malpractice liability).	Mandated compliance; increased revenue due to improved billing	Within H&SS - Mental Health services, Family Health Clinics, SA & possibly other divisions; coordinate w/ PHLab & local hospitals.	NextGen software selected. Servers purchased and installed. Phase 1 Practice Management, complete and live Oct. 2011. Clinic technology installation completed. Phase II, Dental underway. Phase III, Electronic Health Records system is underway and scheduled to go live by April 2012 and the entire project will be completed by June 2012.
Electronic Health Records - Mental Health	\$800,000 for acquisition/ implementation of EHR in Mental Health Services funded w/federal HRSA grant, no County General Fund contribution.	State/Federal Funds		Implementation of EHR as required by federal mandate; improved patient care - all info available to (multiple) providers; ability to respond to subpoenas & other requests for records. Clerical workload reduced for data input into billing systems, setup /retrieving medical charts; reduction in lost revenues due to denied claims; unclaimed costs, improved quality of patient care (reduced malpractice liability).	Mandated compliance; increased revenue due to improved billing	Within H&SS - Mental Health services, Family Health Clinics, SA & possibly other divisions; coordinate w/ PHLab & local hospitals.	Netsmart software selected. Contract negotiations completed with Board approval expected in December. Servers and clinic equipment in procurement stage. Training, configuration and implementation activities expected to start Jan. 2012 and proceed in three phases over the next 18 months.
Electronic Health Records - Health Information Exchange		State/Federal Funds		Enable different providers to exchange health information regardless of the system used.	Improve service to clients and data sharing.	Initially, data exchange from the Lab, FHS and MH will be the primary areas for collaboration. Then, external providers.	Working with Redwood Mednet to develop a regional HIE system. The HIE engine (MIRTH) will be installed at Solano by the first quarter of 2012, subject to the execution of the agreement with H&SS and Redwood Mednet. Also, started working with a local group to establish another HIE locally.
Integrated Voice Recognition/Automated Authentication for transactions		Funded by CalWin Consortium		Using pin ID/or other unique authentication ID - automate data inquiries & transactions via phone systems. Reduction of clerical workload; more effective use of department resources; better customer service.	12 months		Completed. CalWin Funded IVR was implemented in September for E&ES and incorporates IVR technology in Solano along with workflow in SharePoint to improve worker productivity.
Integrate document imaging into additional departments- E&ES		Funded by CalWin Consortium		Integrating documents will save staff time spent on paper processing, record retrieval, record storage, file access, and record searches. Purchase and implement application specifically designed to integrate with CalWin.	36 months		Completed, E&ES implementing a third-party product for CalWin document imaging.

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Expand Web-Based Applications: Intake for E&ES		Funded by CalWin Consortium		Reduction of clerical workload; more effective use of department resources; better customer service.			Implemented November, 2010
Projects Funded by Departments' Budget Appropriations							
Credit /Debit Card/ Electronic Check payments on web.	Majority of work to implement improved electronic payment processing on the web would be performed by County staff. Cost is revenue offset either through fee adjustments or convenience fees. (\$250,000 in fees to provider)	\$0		Internally developed add-on to web, based on newly selected credit/debit card service.	24 months	Countywide project; Pursue legislation that would allow fee increases to cover the cost of credit card processing.	Completed. Implemented for tax and building permits. Additional services are in the process of being added, including services for Environmental Permits, Code Enforcement, and Parks/Recs reservations. Also investigating taking donations on the County website.
Implement a common "cash register" County-wide. Credit /Debit Card/ Electronic Check payments over the counter.	Out of pocket costs will be needed for cashing and other front counter systems. Internal staff time for integration with back-office systems.	\$300,000		Provide same e-payment services at the counter and over the web. Reduction in cash handling staff work & charges from bank; integrate cash drawers with back-end systems to reduce manual workload and improve controls over cash handling.	24 months	Countywide project; Pursue legislation that would allow fee increases to cover the cost of credit card processing.	Project suspended. Pursuing Lock-Box cash processing and other productivity improvements in Treasury operations. (RFP issued and new cashing vendor selected. Project suspended while Treasurer and Auditor review financial controls and IFAS integration.)
Video communication Applications: jail visitations (Pilot project); other opportunities - arraignments; etc.	Low initial cost for pilot.	\$10,000		Pilot project would establish video visitation on limited basis. Could be expanded to create larger savings if applied to arraignment proceedings and other court related appearances in the future. Potential savings from reduced visitation cost at detention centers, better security due to less movement of prisoners and staff coordination workload.	12 months	Sheriff initially, potential savings/or efficiencies for public safety departments, but requires court cooperation.	Court has expressed interest in support of this effort for arraignments. However, due to complexities of implementing this technology in current facilities, the Sheriff has withdrawn his request for this pilot project. Video visitation and arraignment is being planned into the new jail facility and its full integration into jail operations is necessary to meet custody staffing plans. The Sheriff's Office is exploring the possibility of installing several web-based video visitation stations in existing Visiting Booths at the FF Main Jail. If this can be funded by the Technology portion of our County's AB109 allocation, the SO will pilot AB109 associated Probation/Professional interviews via this web-based video system. SO is in the cost gathering phase.

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Electronic poll book	No General Fund Cost - HAVA funds	\$30,000		Automate rosters and precinct activates. Possibly reduce number of poll workers. More efficient canvas process will lead to reduction in extra help costs and faster process.			Piloted in June 2010 primary. Modifications made based on lessons learned and poll worker input. Pilot expanded for Nov 2010 election and Nov 2011 elections. Further improvements planned for 2012 election cycle.
Integrate document imaging into additional departments-Public Defender, Probation.	Low cost for public safety departments -- costs just for scanners and software licenses.		\$50,000	Integrating documents will save staff time spent on paper processing, record retrieval, record storage, file access, and record searches. Leverage current systems. Will need to purchase document scanners, possibly add'l disk space, some new software licenses for departments as they begin.	12 months	Countywide project- that needs to continue to expand the use of records imaging.	Implementation of document imaging into Public Defender workflows has been initiated. Case reports and other related documents are being scanned. Interface of imaged data to the Defender Data system is being investigated. Also, investigating document workflow automation between CWS and the Court. Additionally, document imaging for DCSS is being studied (except for Child Support agreements that are imaged by the State).

Projects Under Discussion

Expand Web-Based Applications (intake): Marriage licenses	Low -- work to be performed by County staff			Reduction of clerical workload; more effective use of department resources; better customer service. Internally developed add-on to web application; will require some programming cost.		Countywide application (potential), initial Tax Collector/County Clerk DoIT.	Waiting for specifications and funding. Preliminary discussions had been made but no coding had been performed.
Automated Tax Refund system/software solution	Work to be performed by County Staff			Automate property tax refunds- additional internal programming for SCIPS & IFAS to allow system to generate refund checks rather than manual retrieval and data entry process. Will yield staff time savings compared with current manual process.		Auditor/Assessor	Systems analysis underway. Two of three refund flows have been completed, Secured and Supplemental. Auditor is now verifying accuracy of the Supplemental. Work on the unsecured will start in January.
Integrated Voice Recognition/Automated Authentication for transactions	Work to be performed by County Staff			Using pin ID/or other unique authentication ID - automate data inquiries & transactions via phone systems. Reduction of clerical workload; more effective use of department resources; better customer service.	12 months	Countywide project- possibilities for all departments.	Project not funded at this time.
Integrate Resource Mgmt permitting software with IVR and on-line application to include inspection scheduling, permit status, automated notifications and zoning information	\$225,000			Existing third party software available to integrate directly with Accela's PermitsPlus software. Cost avoidance for additional staff to respond to permit inquires and inspection scheduling.	48 months /depending - building permit activity		Project not funded at this time.

Technology Solutions & Investments to Reduce Future Costs	Out of Pocket Cost/Investment	Revised FY10/11 Estimate	FY11/12 Estimate	Benefit	Pay-Back	Need for Collaboration	Status
Wireless inspection & Permit Issuance (Resource Mgmt)	\$150,000			Existing third party software available to integrate directly with Accela's PermitsPlus software. Time saving for field inspectors. Issue "over the counter" permits in field using credit card, time saver for staff and public. Increase in the number of permits issued.	48 months /depending - building permit activity	Resource Management staff, building permit holders.	Project not funded at this time.
Benefits Elections - Self-Service				Implement employee self-service functionality for electing benefits. Will save staff time spent on paper processing, record retrieval, record storage, file access, and record searches.		County-wide; all employees	Project not scheduled or funded at this time.
W-2 employee self-service				Implement employee self-service functionality for W-2 forms. Will save staff time spent on paper processing, record retrieval, record storage, file access, and record searches. Leverage system developed for e-paychecks.		County-wide; all employees	Project not scheduled or funded at this time. May be included in scope of PeopleSoft upgrade.
Appointment Scheduling - develop/identify software application to enable departments to proceed.	\$50K (software estimate)			Third-party software or custom development to develop application to enable departments to automated appointment scheduling. Reduction of clerical workload; more effective use of department resources; better customer service.		Countywide project-possibilities for all departments.	No progress at this time.
Web Based Integrated/Automated Court Case Management system	Work to be performed by County Staff			Sharing data electronically with Court systems, but ultimate savings in fully intergraded court system with all public safety departments. Requires extensive programming, possibly new software, and computer equipment. Potential staff & time savings from duplicate record systems maintained, data entry of records, tracking records		Sheriff, DA, Public Defender & Conflict defender, Probation, requires Court cooperation to be most effective	Concept. Not funded.
On-line Special Event Registration - Coordination (Res Mgmt)	\$10,000			On-line application used for registration and management of food vendors for special events. Cost avoidance for additional staff. Time saving for inspection staff by creating more efficient event management solution.	24 months		Project not funded at this time.

Art Display Policy

In order to promote civic, cultural, educational and intellectual creativity in our county, Solano County will make available space on the first and second floors for art exhibits in the County Administration Center and in designated spaces in other County facilities.

Guidelines

Exhibits at the County Administration Center are conducted under the auspices of the Solano County Art Committee. This committee consists of 7 members. A staff member from the Division of Architectural Services serves as the Exhibit Coordinator for the County Administration Center and primary contact person with the public as well as coordinates with other departmental liaisons as designated for other County facilities. The Art Committee approves all art exhibits.

The Art Committee shall decide on the suitability of any art. The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the committee is mindful that all segments of the community and all age groups use the display area.

Specifically, the Art Committee seeks to satisfy the following objectives in selecting and developing exhibitions:

- ♦ To present a variety of exhibitions by local artists in the visual arts;
- ♦ To help local artists (including organizations and amateurs) increase their public exposure;
- ♦ To provide a venue to encourage and display the artwork of children and youth;
- ♦ To promote Solano County and art activities throughout the county.
- ♦ To provide artwork consistent with the Solano County Public Art Program and its objectives.

Residence in Solano County is not required but may be considered in the selection process.

Conditions for Display Spaces

1. All art must be suitably framed, with hanging apparatus (screw eyes and wire) or mounted and stabilized for pedestal or showcase display. All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile or whose framing or display arrangement is of questionable durability may be rejected. Framing must meet the load requirements of the support structure in the exhibit areas. Any visual or written material that might accompany an exhibit must be approved by the Art Committee prior to display.
2. Solano County does not assume any responsibility for damage to or loss of art displayed. Artists submitting exhibits for display do so at their own risk. By

submitting artwork for display, artists acknowledge and agree to this limit on liability. This limit of liability also applies to any artwork sold during the course of the exhibition that remains that is damaged or lost after sale but prior to pick up of work by artist following the exhibition.

3. Artists must submit representations of their work. Exhibitors must provide photos or a digital file of each item. On the back of each photo the title of the work, dimensions and name, address, telephone number of the artist must be written. After initial review, the committee may request that the artist submit or make accessible actual samples at no cost to the County. The committee will determine the specific pieces to be exhibited, the duration of an exhibition and its location, but will attempt to accommodate an artist's preferences. The committee reserves the right to select individual works to show with the works of other artists or may provide the opportunity for a one-person show.
4. All work must be original by the submitting artist (or with signed authorization for display from the artist if the exhibition is organized by a sponsoring organization).
5. Works of art may be offered for sale, but this is not a requirement and will not affect committee decisions. If artwork is offered for sale, the prices are established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through County staff. Works not available for purchase must be clearly designated "NFS" (Not for Sale) on any promotional materials.
6. For each work, the artist is to provide a display card or title label with the name of the work, artist's name and medium. Prices will not be displayed on individual works but will be available as part of the promotional materials available free to the public. The artist must provide the promotional materials at no cost to the County. No labels, signs, artwork or other material are to be attached to any walls without both the item and the means of adhesion being approved first by the Art Committee.
7. Work sold must remain on exhibit throughout the designated display period.
8. For theme events or art programs in the County (e.g. Red Ribbon Week) in which students from schools in the county compete, the winning entries are displayed in the County Administration Center. These art displays are not subject to the regulations listed above for individual artists. The Art Committee has oversight of these displays and the Exhibit Coordinator develops an annual calendar for these exhibits.
9. Artists are responsible for delivering works to be exhibited to the Exhibit Coordinator. The date and time should be established *at least five business days before the opening of the exhibition*. Installation will be handled by the Exhibit Coordinator for the County Administration Center or art liaison in other County

Solano County Public Art Program Art Exhibit Guidelines and Policies

EXHIBIT 1

facilities. Artists may assist in the installation if they make arrangements in advance. Artists must pick up their works *within 2 business days of the conclusion of the exhibit* (preferably on the actual date of closing, as secure storage space is very limited). Solano County does not accept any responsibility for artwork not picked up in the designated timeframe.

10. *Within two weeks of being notified* that a submission is accepted for exhibition, the artist must contact the exhibit coordinator to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
11. *At least two weeks prior to installation*, artists must submit a draft of their promotional materials listing all works to be shown, together with the retail-selling price, if any. The listing must include the artist's name, telephone number, and instructions for contacting the artist to arrange for the purchase of any artwork. Artists should also include a brief biography and artist's statement.

Appeals

Decisions by the Art Committee to reject an applicant's exhibit for display may be appealed to the Solano County Board of Supervisors. A written appeal must be submitted within 15 calendar days of the notice of rejection of a proposed exhibit for display. Any decision by the Board of Supervisors is final. Any legal challenges brought to a decision by the Board of Supervisors related to an appeal pursuant to this policy must be filed within 30 calendar days of notice of the decision.

Art Allocation

The County allocates a 1.5% of the project construction cost art allowance pursuant to the Public Art Program Ordinance. For those projects, the Art Committee will administer these funds in accordance with the Public Art Program Ordinance, Art Program policies and guidelines and all other applicable County policies and procedures. The art allowance is tied to the construction cost at the time of the initial construction contract award.

Donated Art

Donated works of art must meet the same guidelines as artwork commissioned or approved for display in County facilities.

Questions? Call the Exhibit Coordinator at ~~421-7908~~. 784-7908.



COUNTYWIDE VACANCY REPORT

Department	Current # Allocations	Current # Filled	Current # Vacant	Current # Req's	Current % Requested to Fill	Pay Period of 12/10/11		Pay Period of 07/09/11		Pay Period of 12/25/10		Pay Period of 07/10/10		Pay Period of 12/26/09		Pay Period of 7/11/09	
						Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate	Vacancy Rate for Requisitioned Positions	Vacancy Rate
Agriculture	17.5	16.5	1	1	100.00%	5.71%	5.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	4.35%
Assessor/Recorder	47	46	1	1	100.00%	2.13%	2.13%	2.22%	10.20%	7.69%	9.43%	2.00%	5.77%	0.00%	0.00%	1.72%	8.06%
Auditor/Controller	29	29	0	0	N/A	0.00%	0.00%	0.00%	3.33%	3.23%	3.23%	3.13%	3.13%	3.13%	6.06%	0.00%	2.86%
Board of Supervisors	10	10	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cooperative Extension-UC	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
County Administrator's Office	24	23	1	0	N/A	0.00%	4.17%	4.00%	7.69%	4.00%	7.69%	11.54%	14.81%	4.76%	16.67%	0.00%	3.85%
- CAO - Administration	14	14	0	0	N/A	0.00%	0.00%	7.14%	13.33%	7.14%	13.33%	20.00%	25.00%	10.00%	30.77%	0.00%	6.25%
- CAO - Clerk of the BOS	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- CAO - 1st 5	8	7	1	0	N/A	0.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
County Counsel	16.55	16.55	0	0	N/A	0.00%	0.00%	0.00%	6.76%	0.00%	2.11%	0.00%	2.96%	0.00%	7.72%	0.00%	2.14%
Child Support Services	105	104	1	0	N/A	0.00%	0.95%	3.85%	4.76%	7.41%	5.66%	1.90%	3.27%	0.00%	1.40%	0.83%	0.83%
Information Technology	52	52	0	0	N/A	0.00%	0.00%	0.00%	1.92%	0.00%	1.75%	0.00%	0.00%	0.00%	6.45%	1.56%	7.35%
District Attorney	109	103	6	3	50.00%	2.83%	5.26%	1.91%	10.15%	0.00%	6.81%	0.85%	6.30%	3.94%	10.29%	0.75%	6.01%
- Office of Family Violence Prevention	5	5	0	0	N/A	0.00%	0.00%	0.00%	20.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
General Services	89	88	1	0	N/A	0.00%	1.12%	1.07%	1.07%	0.86%	2.53%	0.00%	3.20%	0.72%	4.39%	0.71%	9.90%
Health & Social Services	1024.95	926.60	98.35	42	42.70%	4.34%	9.60%	4.42%	10.83%	3.13%	7.20%	4.62%	8.14%	3.34%	9.28%	1.31%	10.60%
- H&SS - Admin	73	65	8	2	25.00%	2.99%	10.96%	9.66%	12.08%	0.00%	2.58%	0.00%	5.56%	2.45%	4.22%	2.47%	7.06%
- H&SS - CWS	100	97	3	0	N/A	0.00%	3.00%	6.00%	9.62%	0.00%	1.90%	7.62%	8.49%	0.00%	7.44%	0.83%	10.45%
- H&SS - E&ES	308.8	283.8	25	24	96.00%	7.80%	8.10%	5.50%	10.43%	2.33%	6.67%	3.56%	5.19%	5.12%	9.25%	0.00%	7.93%
- H&SS - FHS	126.75	92.75	34	12	35.29%	11.46%	26.82%	10.61%	13.81%	4.72%	8.50%	14.00%	14.55%	1.53%	10.41%	3.05%	8.63%
- H&SS - IHSS	3.75	3.75	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	20.00%	0.00%	25.00%	0.00%	25.00%	16.67%	16.67%
- H&SS - MH Managed Care	5	5	0	0	N/A	0.00%	0.00%	0.00%	25.00%	0.00%	25.00%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%
- H&SS - MH	134.6	125	9.6	1	10.42%	0.79%	7.13%	0.68%	15.32%	4.20%	10.90%	4.50%	11.61%	1.56%	6.02%	1.58%	14.67%
- H&SS - ODAS	55.5	53.5	2	1	50.00%	1.83%	3.60%	3.60%	10.08%	3.48%	9.76%	0.00%	2.06%	4.12%	26.19%	0.00%	10.00%
- H&SS - PHS	126.55	114.8	11.75	0	N/A	0.00%	9.28%	0.87%	8.80%	6.69%	8.72%	3.72%	8.33%	5.70%	9.11%	3.59%	16.36%
- H&SS - Substance Abuse	17.5	17.5	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	5.13%	7.50%	0.00%	0.00%	15.22%	0.00%	4.17%
- H&SS - Tobacco Prev/Edu	2	2	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
- H&SS - Welfare Admin	71.5	66.5	5	2	40.00%	2.92%	6.99%	0.00%	4.20%	4.32%	5.67%	8.14%	4.26%	9.40%	0.00%	7.64%	
Human Resources	26	25	1	0	N/A	0.00%	3.85%	0.00%	5.66%	3.64%	3.64%	3.85%	10.71%	3.45%	9.68%	3.13%	11.43%
Library	113.5	112.25	1.25	0	N/A	0.00%	1.10%	0.00%	3.22%	0.00%	5.86%	0.00%	5.26%	0.77%	4.43%	0.00%	3.63%
Probation	192.5	175.5	17	10	58.82%	5.39%	8.83%	2.11%	9.49%	0.92%	1.83%	0.00%	2.44%	0.00%	5.03%	0.37%	6.40%
Public Defender	71	69	2	3	150.00%	4.17%	2.82%	4.35%	4.35%	2.70%	2.70%	4.35%	4.35%	0.00%	12.35%	2.35%	7.78%
Resources Management	111.5	106.5	5	3	60.00%	2.74%	4.48%	0.90%	2.64%	2.74%	2.71%	0.00%	2.72%	1.75%	11.79%	0.78%	6.59%
- Delta Water Act Division	1	1	0	0	N/A	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	N/A	N/A
- Public Works	60.5	56.5	4	3	75.00%	5.04%	6.61%	1.65%	3.25%	4.72%	4.72%	0.00%	1.57%	3.15%	16.33%	1.42%	7.95%
- Resource Management	50	49	1	0	N/A	0.00%	2.00%	0.00%	1.96%	0.00%	2.17%	0.00%	4.35%	0.00%	5.66%	0.00%	4.92%
Sheriff's Office	425	396	29	27	93.10%	6.38%	6.58%	2.22%	2.45%	0.99%	1.47%	2.92%	3.27%	1.12%	4.22%	1.28%	10.01%
- Sheriff Animal Care Services	16	16	0	0	N/A	0.00%	0.00%	0.00%	0.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Treasurer-Tax Collector-County Clerk	13	11	2	1	50.00%	8.33%	15.38%	7.69%	7.69%	0.00%	0.00%	0.00%	6.67%	0.00%	0.00%	0.00%	11.11%
Veterans Services	4	4	0	0	N/A	0.00%	0.00%	20.00%	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Countywide Total	2503.50	2336.900	166.600	91.00	54.62%	3.75%	6.65%	2.93%	7.27%	2.32%	4.93%	2.79%	5.56%	1.93%	7.28%	1.05%	8.47%