



To: Board of Supervisors  
From: Birgitta E. Corsello, County Administrator  
Date: August 6, 2019  
Subject: Significant Issues Update

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### **1) County Administrator's update on contracts**

The County Administrator signed the following contracts within her authority since the last Significant Issues memo, including:

- (1) The Human Resource Department, Training and Development division, a contract with Kris Oxford to develop and facilitate Microsoft Office 2010 training sessions for County employees, \$27,000, from July 1, 2019 to June 30, 2020. The funding source is County General Fund.
- (2) The Human Resource Department, a contract with Employee Relations, Inc., to provide background checks and e-Verify, \$35,000, from July 2, 2019 to June 30, 2021. The funding source is County General Fund.
- (3) The Department of General Services, Capitol Projects division, a contract with Brick, Inc., to provide architectural services for the five (5) County library sites, \$47,620, from July 26, 2019 to March 29, 2020. The funding source is County General Fund.
- (4) The Department of Information Technology, a contract with Cherry Road Technologies, to provide managed services support and assistance to maintain the County's Enterprise Resource Planning (ERP) system, \$60,000, from August 1, 2019 to January 31, 2020. The funding source is County General Fund.

### **2) Update on Microenterprise Home Kitchens**

During Board member comment on July 23, 2019, Supervisor Brown requested future Board discussion on the topic of Microenterprise Home Kitchens (MHKs) in Solano County. AB 626 (Garcia), which became effective January 1, 2019, gave the Board the authority to adopt an ordinance allowing MHKs to operate countywide in Solano County in compliance with state Health and Safety Code requirements. The following information is provided to assist the Board in any subsequent discussion on this topic.

An MHK is a new type of retail food facility that allows a resident to use their home kitchen to prepare and sell perishable foods to the public. MHKs are limited to selling up to 30 meals per day or 60 meals per week and earning up to a maximum of \$50,000 annually. The meals must be made and sold the same day and can only be given directly to the consumer (including internet sales) for either sit down or take out service. All individuals preparing the food must have approved food preparation/handling training. Since MHKs use home kitchens they are exempted from many standards required of commercial kitchens that prepare and sell perishable foods. For example, family members (adults and children) and pets have access to the kitchen when the MHK is not in operation, handwashing sinks are only required in

the bathrooms (not in the kitchen), consumers can walk through the kitchen to access other areas of the MHK, and residential grade appliances, equipment and finishes are acceptable. Environmental Health is also restricted to performing one routine inspection annually, with additional inspection(s) only allowed to investigate complaints. The law also exempts MHKs from certain planning and permitting provisions, such as building occupancy changes and most zoning restrictions, and requires one lead agency to be designated to collect all fees and permit/license applications associated with the MHK where there are overlapping jurisdictions (for example: an MHK in a city potentially being subject to both city and county permitting).

During the legislative review process, the Solano County's Legislative Committee, with input from the Public Health Officer and the Environmental Health Division, recommended an oppose position to AB 626 due to various public health and safety concerns, including those related to foodborne illness, sanitation, parking, water/wastewater, fire hazards, and ADA accessibility. Additional concerns involved implementation of the program, such as the potential difficulty and cost to regulate private homes. The Solano County Board of Supervisors provided an oppose letter to the Assembly Appropriations Committee on January 17, 2018, and a request for veto letter to the Governor on August 29, 2018.

At this time, none of the seven cities in Solano County have adopted their own local ordinances to allow MHKs and the statutory language regarding concurrent city and county jurisdiction over an MHK is vague and confusing. To clarify provisions within the law, AB 377 (Garcia) was introduced on February 05, 2019. Some interested jurisdictions outside Solano County are waiting for this cleanup bill to be enacted prior to proceeding with any actions. To date, the Department of Resource Management is aware that the County of Riverside has adopted an ordinance allowing the permitting and operation of MHKs within its jurisdiction, while the Siskiyou County Board of Supervisors adopted a resolution to formally opt-out of the provisions established by AB 626, though such an opt-out resolution is not required.

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### **3) Introduction of Sheriff's Office new Animal Care Manager**



Renee Gutierrez is the newest member of the Solano County Sheriff's Office who was selected for promotion to the position of Animal Care Manager, effective June 30, 2019. Ms. Gutierrez began her career on August 16, 2004 when she was hired as a limited-term Animal Care Supervisor and Registered Veterinary Technician (RVT) at the Animal Care Facility – a position that was converted to full-time on March 28, 2005.

Ms. Gutierrez quickly began educating herself about herd health and disease control to benefit the animals in her care. She has worked closely with UC Davis to enhance and improve the lives of all animals that arrive at the shelter in Solano County. Her vast knowledge in the animal care field – both medically and behaviorally – have contributed to her success in ensuring daily operations run smooth and that the animals are well taken care of and available for adoption in a timely manner. Her transition from Supervisor to Manager was the next logical step in her career and to continue the protection and improvement of lives of all animals in the Solano County Animal Shelter.

Ms. Gutierrez is excited to serve in her new role in representing the County in all matters relating to the Animal Shelter. She can be reached at (707) 784-1357 and [RGutierrez@SolanoCounty.com](mailto:RGutierrez@SolanoCounty.com).

**Contact:** Angelica Russell, Director of Administrative Services, Sheriff's Office  
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#### **4) County Probation Department Celebrates 100-Years of Service**

The Solano County Board of Supervisors adopted a resolution recognizing July 21 – 27, 2019 as Probation and Community Supervision Week at their July 23 meeting. The theme for the 2019 was “Restoring Trust and Building Hope.” The Probation Department also celebrated 100-years of service to Solano County (1919 – 2019) at a celebration hosted on July 23.

Christopher Hansen, Chief of Probation and Judge John B. Ellis of the Superior Court of California – Solano County, acknowledged Probation employees and their hard work and dedication to service at the special event. Thirteen Probation employees were also recognized and honored at the celebration, including Elba Ruvalcalba, Administrative Service Employee of the Year; Scott Silvernail, Collaborative Partner of the Year; Kevin Kahn, Deputy Probation Officer of the Year; Kelley Baulwin-Johnson, Manager of the Year; Edward Holloman, Group Counselor of the Year; Nadia Holloman, Chief’s Award Recipient and Shelby Burchell, Albert Law, Dedra Rance, Ed Del Rosario, Anthony Nicks, Barbara Dietrich and Bryan Enslow for Meritorious Service Awards.

An original 100-year anniversary coin was designed by SDPO Melani Zamora and Edgar Elrod was presented by the Probation management team to all staff in the department.

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