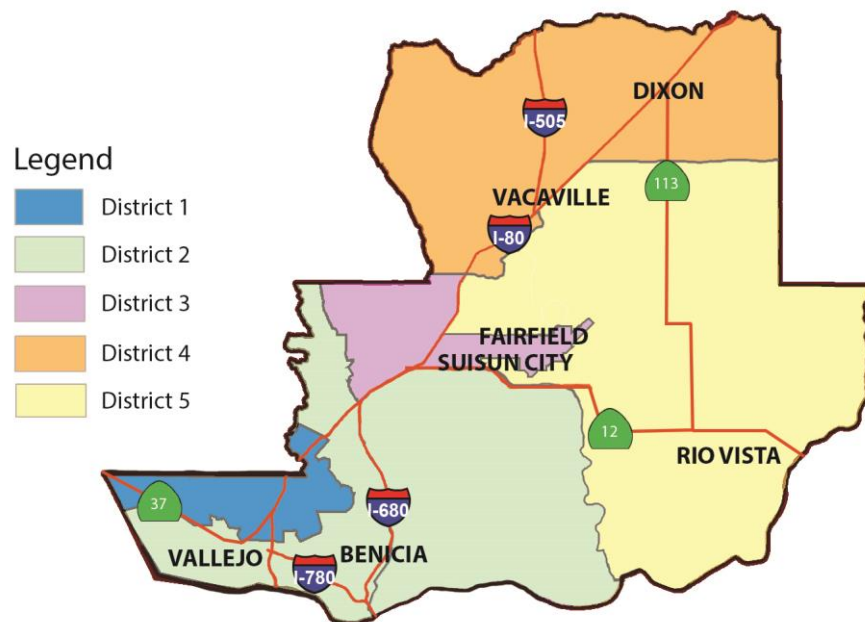


## Board of Supervisors



## County of Solano



## **1000 – Fund 001-Board of Supervisors**

**John M. Vasquez, Chair**  
**Legislative & Administration**

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### **STATEMENT OF PURPOSE**

Solano County is a political subdivision of the State of California, established pursuant to Article XI of the State Constitution and vested with the powers necessary to provide for the health and welfare of the people within its borders.

The Board of Supervisors (Board) serves as the County's Governing Body and sets policies for County Government, subject to changing demands and expectations.

The Board approves and sets priorities for a yearly balanced budget for operations of County government, including general government, public protection, public assistance, health and sanitation, as well as education and recreation. To provide these service needs, the County's budget is linked to the State and federal budgets as well as the nation's economy.

In FY2017/18 the Board will continue to manage persistent operational funding challenges lingering from the Great Recession, while providing for essential services and operational needs of the citizens of the County. The Board is committed to remaining fiscally prudent while working to develop policies and programs that will help to restore the local economy.

The Board's responsibilities include:

- Approve a balanced budget for all operations of County government, including general government, public protection, public assistance, health and sanitation, and recreation.
- Enact ordinances and resolutions which may apply to the entire county or only to unincorporated areas (not under the jurisdiction of a city or town).
- Determine land use zoning and policy for the unincorporated area of the county through the preparation and implementation of a voter-approved General Plan and enabling ordinances.
- Establish salary and benefits for employees.
- Approve additions/deletions to the County's position allocation list.
- Direct and control litigation.
- Approve contracts and appropriate funds.
- Acquire and sell property.
- Act as the final arbiter of decisions made by commissions and committees appointed by and serving the Board.
- Represent the County of Solano on other county, regional and state boards and commissions.

**Budget Summary:**

FY2016/17 Third Quarter Projection:	496,811
FY2017/18 Recommended:	507,949
County General Fund Contribution:	507,949
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

**FUNCTION AND RESPONSIBILITIES**

The District 1 Supervisor represents citizens residing within the central and northern sections of the City of Vallejo, and maintains an office at the County Government Center at 675 Texas Street in Fairfield. Supervisor Hannigan also holds office hours on a regular basis at the Florence Douglas Senior Center in the City of Vallejo. The District 1 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two full time staff positions.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Hannigan represents the Board of Supervisors on over 20 County, State, Regional and District boards and commissions. She is directly working with County initiatives serving as Chairwoman of each the Board's Legislative Committee and its Solano360 Implementation Committee. She is a Commissioner of First 5 Solano, a member of the Regional Park Committee and a member of the Solano County Blue Ribbon Commission on Children in Foster Care and serves as a Co-Chair of the Cannabis Committee.

Supervisor Hannigan is a Board Member of the California State Association of Counties (CSAC) where she is the Chairwoman of the Government Finance and Administration Committee. She also represents Solano County on the Association of Bay Area Governments (ABAG) where she serves as Executive Board Member and Member of the General Assembly.

Supervisor Hannigan's FY2016/17 Highlights and Accomplishment include:

Connecting with regional organizations through her service as a Board Member of the Solano County Water Agency Board, as a Joint Steering Committee and Regular Member of the City County Coordinating Committee, as Executive Committee Member and Director of the Solano Economic Development Corporation, as Chairwoman of the Community Action Partnership Solano's Tripartite Advisory Board, Member of the Law Library Board of Trustees, and as an Alternate Member to each the Solano Transportation Authority, and Solano Open Space.

In Vallejo, Supervisor Hannigan serves as Chairwoman of the Oversight Board for the Successor Agency to the Vallejo Redevelopment Agency, as Trustee to the Vallejo Sanitation & Flood Control District, Member of the Vallejo Interagency Committee, and as a Founding Board Member of the Vallejo Education Business Alliance.

In order to combat human trafficking, Supervisor Hannigan participates in the Commercially Sexually Exploited Children (CSEC) Steering Committee. The mission of the interagency CSEC Steering Committee is to establish a protocol to foster collaboration and coordination among multi-jurisdictional agencies to improve the capacity to identify victims and to provide services for them and their family/caregivers. They work to end their exploitation and to hold exploiters accountable. The committee has formed a Memorandum of Understanding (MOU) to establish multidisciplinary teams on behalf of commercially sexual exploited children in Solano County. In addition, Supervisor Hannigan has opened communications with the Vallejo Police Department, Vallejo Unified School District and Fighting Back Partnership to be involved and raise awareness about human trafficking.

Supervisor Hannigan is involved in providing a network for mentoring, supporting and empowering elected women leaders who are affiliated with the California State Association of Counties (CSAC) as they engage in leadership roles in their communities and within the CSAC organization. She co-founded the Woman's Leadership Forum (WLF) which serves as a forum to introduce and elevate issues and policy matters (such as human trafficking and poverty) affecting women bringing them to the forefront of CSAC leadership. Supervisor Hannigan continues to work with the WLF to stay informed on legislation of interest that will be appropriate for Solano County.

**Erin Hannigan**  
**Legislative & Administration**

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Supervisor Hannigan convened an Ad Hoc Homeless Committee jointly with Vallejo Councilmembers and the Director of the Vallejo Housing Authority to collaboratively address the immediate and long-term needs of the homeless in Vallejo. In recognition of the serious health and environment effects of tobacco and tobacco related products have on our residents the Supervisor championed the Solano County Smoke-Free Facility Ordinance and Policy, which implemented smoke-free County parks and campuses. In line with her concern for the health of the environment, Supervisor Hannigan continues to support and advocate for the elimination of one-time use plastic bags at the point of purchase. Last year, she worked to address Food Deserts in Solano County by working to introduce the concept of a Food Oasis. The Food Oasis event brought policy makers and the community together to try and remove physical and economic barriers that prevent Solano County residents from accessing fresh and healthy foods

Through a \$30,000 “Walking for Health” grant with Sutter Health, Supervisor Hannigan has partnered with the Florence Douglas Senior Center in Vallejo to provide shoes for seniors. To date, this program has given away over 1,000 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles. She actively promotes exercise through her weekly “Walk with the Supervisor” which takes place every Friday at 9:00 am along the Vallejo Waterfront.

On a countywide level, Supervisor Hannigan has been working on advancing Moving Solano Forward. Moving Solano Forward (MSF) is an economic development initiative financed by Solano County in partnership with the Solano Economic Development Corporation that developed a countywide marketing program. MSF is focused on developing local jobs for residents; reducing demand on safety net services; and partnering with our seven cities to market their individual strengths. Supervisor Hannigan is championing the collaboration and implementation of MSF countywide.

On a regional level, Supervisor Hannigan is involved with Rise Together. Rise Together is a coalition of over 200 partners working to create economic opportunity and prosperity for all through collective action, shifting systems that are no longer working, and redefining what is possible for Bay Area residents. Supervisor Hannigan serves as a member of the Steering Council and is a Member of the Power of 9 Committee which is made up of a diverse array of representatives from each of the nine Bay Area Counties.

Goals and Objectives:

- Collaborate effectively with the City of Vallejo.
- Engage residents of District 1 in the action and operations of the County.
- Invigorate all of Solano County in advancing the County’s mission, vision, core values and goals.
- Lead collaboratively and energetically with each member of the Board of Supervisors.
- Listen to the concerns of the citizens of Solano County.
- Implement a healthy community strategy.
- Work to bring solutions to homelessness and an end to the sexual exploitation of children.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$16,822 or 3.4% in appropriations when compared to the FY2016/17 Adopted Budget primarily due to a \$10,154 increase in CAC Building Charges, an increase in Salaries and Employee Benefits costs, and Services and Supplies.

**DEPARTMENT COMMENTS**

As the Solano County District 1 Supervisor, Erin Hannigan brings her experience of balancing budgets, improving the quality of life and protecting the environment. As a mother, Erin understands the importance of the health and well-being of the family. She is seeking solutions to connecting essential services to those in our communities who need them the most. Supervisor Hannigan is very present in the local community attending and participating in community, veterans and civic events.

Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care including mental health services and the environment have been significant areas of connecting County services to the citizens. Supervisor Hannigan worked to help Vallejoans who were affected by the 2014

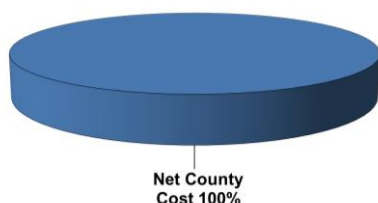
earthquake. With the implementation of the County contract for Animal Control Services in Vallejo, her office assists in connecting District 1 residents with Animal Control Services. A large population of Military Veterans resides in District 1, Supervisor Hannigan spends quality time connecting our veterans with Veteran's Services at Federal, State and County levels.

Supervisor Hannigan and her staff continue to be significantly involved in legislative issues at all levels of government. Supervisor Hannigan works to ensure that the County's interests are included in discussions of legislation in the City of Vallejo, the State of California and at our Nation's Capital. One example is Supervisor Hannigan's direct advocacy to our Congressional Representatives for the re-appropriation of funding to support the Home Visiting Program which is a successful resource to new mothers and their babies in our County.

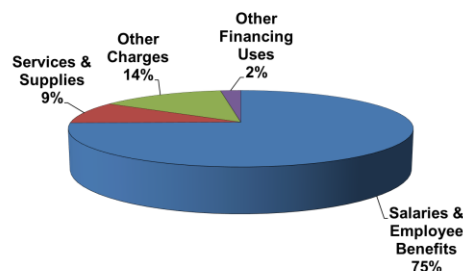
One significant project of Solano County is located in District 1. The Solano360 project is a public-public-private partnership among Solano County, the City of Vallejo and Solano Community Development, LLC. This project will continue to see development of a proposed land plan supported by a feasibility/market study consistent with the uses defined in the Specific Plan which was approved in 2013.

Supervisor Hannigan is honored to serve as Vice Chairwoman of the Board of Supervisors. With the assistance of her staff, she is able to serve as a strong conduit between the Board of Supervisors and the County Administration. Vice Chairwoman Hannigan enjoys representing the County and Board of Supervisors not only in District 1, but alongside the other four Supervisors representing the County of Solano.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	365,221	375,668	379,381	3,713	1.0%
SERVICES AND SUPPLIES	42,372	42,875	47,293	4,418	10.3%
OTHER CHARGES	50,108	60,556	69,863	9,307	15.4%
OTHER FINANCING USES	13,230	11,928	11,312	(616)	(5.2%)
INTRA-FUND TRANSFERS	941	100	100	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>471,871</b>	<b>491,127</b>	<b>507,949</b>	<b>16,822</b>	<b>3.4%</b>
<b>NET COUNTY COST</b>	<b>471,871</b>	<b>491,127</b>	<b>507,949</b>	<b>16,822</b>	<b>3.4%</b>

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

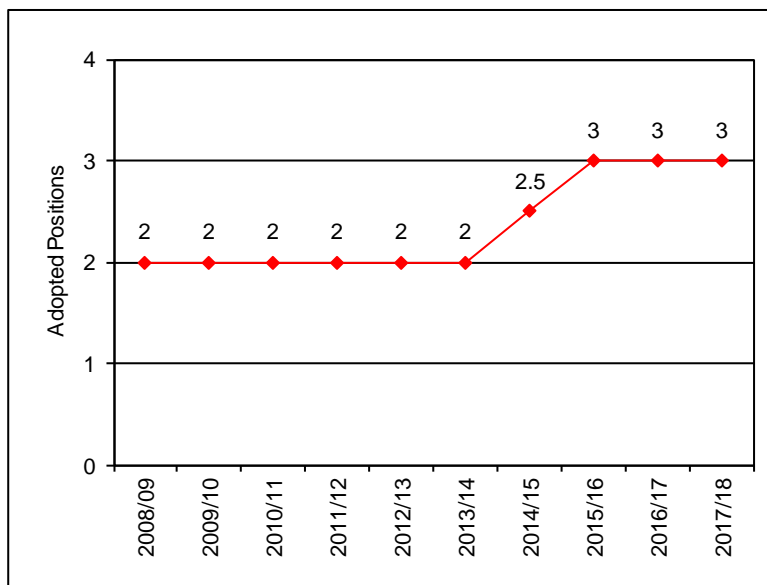
None.

#### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Erin Hannigan  
Legislative & Administration

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

None

<b>Budget Summary:</b>	
FY2016/17 Third Quarter Projection:	489,544
FY2017/18 Recommended:	485,704
County General Fund Contribution:	485,704
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

The District 2 Supervisor represents citizens residing within the City of Benicia, a portion of the Cities of Vallejo and Fairfield, the unincorporated areas of Homeacres, Cordelia, Green Valley, and the Suisun Marsh. The District maintains an office at the County Government Center at 675 Texas Street in Fairfield and schedules special office hours in Benicia, Vallejo and Fairfield. The District 2 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two staff positions.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Brown represents the Board of Supervisors on over 15 County and regional boards and commissions as a member or alternate member. Appointments as a member include Association of Bay Area Governments (ABAG) Regional Planning Committee, Yolo-Solano Air Quality Board, City-County Coordinating Council, East Vallejo Fire Protection District, In-Home Support Services Public Authority, Mental Health Advisory Board, Solano Open Space, Solano County Water Agency, Historical Records Committee, Senior Issues Committee, and the Solano Children's Alliance. Appointments as an alternative member include Association of Bay Area Governments (ABAG) Executive Board and General Assembly, Vallejo Sanitation & Flood Control District, and the California State Association of Counties (CSAC) Board of Directors.

### Supervisor Brown's priorities include:

- Serving district constituents by investigating and responding to their concerns concerning the county, meeting with them on requests, and reaching out to them through community meetings and forums.
- Supporting and initiating efforts that will enhance the lives of the residents of Solano County through collaboration with county stakeholders, local, state and federal legislators, business communities, and non-profit organizations serving various communities such as children and families, the homeless, mental health and veterans advocates.
- Working to address homelessness throughout Solano County including homeless students and persons needing permanent housing in District 2.
- Collaborating with the County H&SS Mental Health Services Division, the Mental Health Advisory Board and non-profit organizations to increase services and resources allocated to mental health patients and their families.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 2 residents have experienced with the 2017 rain storm events. This includes working with cities within the District as well as state and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Engage with her fellow members, Board, cities, and residents in the formation of a regional park district to allow residents more access to open space and healthy living.
- Supporting AB 1 and SB 1 to advocate on the local and state level for infrastructure investment and spending in Solano County.
- Supporting SB 2, the Building Homes and Jobs Act, which takes a significant step toward creating a permanent source of funding for affordable housing development to serve families, seniors, veterans, people with disabilities, and people experiencing homelessness.

**Monica Brown**  
**Legislative & Administration**

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- Supporting AB 377 to develop and implement an individualized county child care subsidy plan that will increase access to child care for families in Solano County
- Supporting AB 441 and AB 442 to help small businesses in California, specifically by creating a venue for agricultural producers to engage in small scale production and giving owners a chance to correct their non-serious violations before being fined amounts that could potentially force their business into closure.

Several FY2017 highlights thus far include:

- Collaborating with the Solano County Department of Resource Management-Public Works Division, the City of Fairfield, the State Office of Emergency Services, the Solano County Water Agency (SCWA) and the SCWA Flood Control Advisory Committee in order to resolve the many ongoing water issues impacting residents in District 2 and throughout the County.
- Working with the Solano County Department of Resource Management-Public Works Division and Sheriff's Office of Emergency Services to address and remediate flooding in Cordelia at Thomasson Lane and Erikson's Ranch, where residents were extremely affected by storms throughout January and February 2017.
- Meeting with all Solano County Department Heads and the County staff to discuss backgrounds, plans, and policies of each Department and Supervisor priorities as it relates to each Department's areas of focus.
- Establishing Supervisor Office Hours in Benicia, Vallejo and Fairfield so that constituents of District 2 are able to talk with Supervisor Brown on a regular basis within their own communities.
- Worked with Vallejo Planning Commission and Vallejo constituents on important ORCEM cement plant that would potentially be located in South Vallejo, part of District 2.
- Participated in field work with the consultants and volunteers on the homeless count; met with non-profit organizations serving homeless populations, and continued advocacy for further homeless services and resources.
- Working with the Mental Health Advisory Board as a Board Member in creating more public awareness of mental health issues and supporting more patient access.
- Working with County staff and advisory committee for In-Home Support Services regarding the Governor's Budget changes and the impacts to the local funding and potential negative impacts of the service.
- Represent Solano County as an Alternate on the CSAC Board of Directors working to influence legislation that will benefit counties and the public.
- Attend Association of Bay Area Governments as an Alternate to learn about regional concerns that affect Solano County.
- Meeting with Green Valley constituents and the Green Valley Land Owners Association on issues related to development, land use, water, traffic, and preservation of open space.
- Meet monthly with Homeacres Association on their unique issues.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assist them with various state and local agencies.
- Represent District 2 at numerous events in the community.

**DEPARTMENTAL BUDGET SUMMARY**

Supervisor Brown took office January 2017, the FY2017/18 Budget reflects the first full year for her District.

The Recommended Budget represents a decrease of \$6,610 or 1.3% in appropriations when compared to the FY2016/17 Adopted Budget, primarily due to Longevity costs in Salaries and Employee Benefits associated with the prior supervisor and staff.

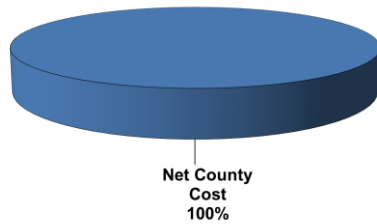
The increase in other charges reflects an Auditor-Controller accounting change related to the calculation of CAC Building Charges and Administrative Overhead costs.



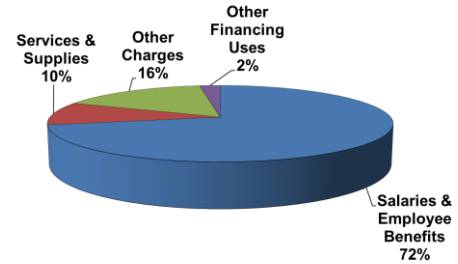
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	362,336	378,925	348,489	(30,436)	(8.0%)
SERVICES AND SUPPLIES	44,059	42,336	47,452	5,116	12.1%
OTHER CHARGES	55,050	58,813	78,778	19,965	33.9%
OTHER FINANCING USES	13,326	12,240	10,985	(1,255)	(10.3%)
INTRA-FUND TRANSFERS	1,314	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>476,084</b>	<b>492,314</b>	<b>485,704</b>	<b>(6,610)</b>	<b>(1.3%)</b>
<b>NET COUNTY COST</b>	<b>476,084</b>	<b>492,314</b>	<b>485,704</b>	<b>(6,610)</b>	<b>(1.3%)</b>

SUMMARY OF SIGNIFICANT ADJUSTMENTS

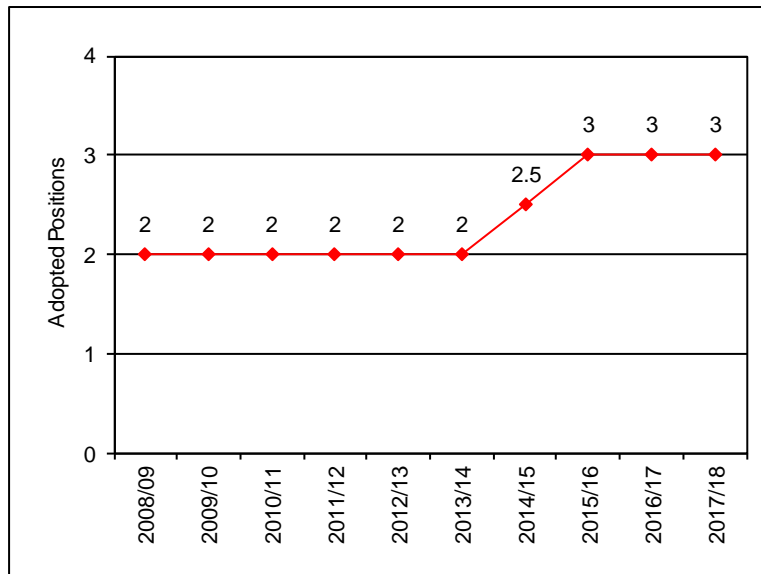
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Monica Brown  
Legislative & Administration

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**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**Budget Summary:**

FY2016/17 Third Quarter Projection:	471,001
FY2017/18 Recommended:	489,513
County General Fund Contribution:	489,513
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.75

**FUNCTION AND RESPONSIBILITIES**

The District 3 Supervisor represents citizens residing within the City of Fairfield (excluding the section north of Air Base Parkway), portions of Suisun City and Travis Air Force Base, Suisun Valley and parts of Green Valley, and maintains an office at the County Government Center at 675 Texas Street in Fairfield. The District 3 Supervisor's Office budget provides for the expenditures of the elected Supervisor, a full-time and a three-quarter time staff position.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Spering serves on over 20 County, and regional boards and commissions, including the Bay Area Air Quality Management District, Metropolitan Transportation Commission, Solano Local Agency Formation Commission, Solano Transportation Authority, Solano County Water Agency, and Board Land Use and Transportation Committee.

Supervisor Spering's FY2016/17 highlights:

- Senior Poverty Working Group - Continued to chair the countywide Senior Poverty Working Group as members explored solutions to address the increasing poverty and mobility issues for seniors, people with disabilities and low-income constituents. The committee presented the Addressing Senior Poverty program at the City County Coordinating Council, and received strong support from all the mayors to implement the programs within their cities. In coordination with the County's Senior Coalition, this program will be introduced to the first of the seven cities in the next few months.
- Volunteer Coordinator – Led the effort with representatives of senior non-profit organizations and County staff in the development of an RFP for a Volunteer Coordinator position. This position is intended to help expand current use of volunteers through technology and the creation of community connections to foster a vibrant volunteer culture between citizens and non-profit organizations. The Supervisor plans to host a workshop for interested non-profit agencies to highlight the web portal and program setup as well as introduce the Coordinator.
- Network of Care - Championed the implementation of the Solano County Network of Care, including supporting staffing in Health and Social Services (H&SS) to implement an information system/website portal and to oversee the process of involving stakeholders to customize the website to meet the needs of Solano County residents. Realizing the potential for a software/web solution he has encouraged staff to expand the focus to include transportation, the Volunteer Coordinator services and homelessness efforts.
- Area Agency on Aging (AAoA) Napa-Solano - In cooperation with Napa County, led the effort to bring together stakeholders in both counties to discuss how to strengthen the AAoA as the lead organization in providing expanded services to the growing numbers of senior and reassess the best use of the funding in terms of needs in both counties. As one outcome, both Counties and the AAoA hired a consultant to conduct and Organizational Assessment.
- Homelessness Issues – The Supervisor continues to meet with Fairfield and County staff to discuss solutions to the challenges of the growing number of homeless constituents and to look into alternate program approaches and opportunities in existing facilities.
- Lakes Water System – Spearheaded the effort to examine options to address increasing water costs and antiquated infrastructure by bringing together stakeholders from Cities of Vallejo and Fairfield, Solano and Napa County, SID, SCWA and residents of Green Valley, Suisun and Gordon Valley, including a tour of the Lakes Water System. Assisted in drafting and coordinating a due diligence agreement between the City of Vallejo and Solano County to begin the process.

**James P. Spering**  
**Legislative & Administration**

- Solano360 – Continues to actively work on the Solano360 Implementation Committee with County, City of Vallejo, STA and consultants to develop the Solano County fairgrounds into a multi-faceted iconic destination that will draw regionally and enhance the Fair and City of Vallejo experiences.
- Consolidated Transportation Services Agency - Chairs a consortium of transit stakeholders who work to address the gaps in mobility services for seniors, people with disabilities and low-income residents. Under his direction, the consortium members continue to identify strategies and funding streams and work to expand existing transportation services.
- Oversight Board for the Successor Agency to Redevelopment Agencies - Serves as a member of the City of Fairfield and City of Suisun City Oversight committees, which provide fiscal oversight for their respective cities for property and investments since redevelopment agencies were dissolved.
- Land Use and Transportation Committee - As one of two supervisors on this committee, he has worked closely with staff to address numerous land use and transportation issues, including zoning regulations, and updates to the land use compatibility plans for Travis Air Force Base and other local airports. Current areas of discussion include the development of the short-term Vacation Rental Policy, the development of the Solano County Marijuana Ordinance, and updating the Noise Ordinance.
- Locally serves on the Solano Transportation Authority, SolTrans JPA, Solano County Water Authority, Solano County Water Agency, Local Agency Formation Commission (LAFCo), focusing on the transportation needs and development on behalf of Solano County residents and businesses.
- Regionally serves on the Metropolitan Transportation Commission, the Bay Area Air Quality Management District Board of Directors and the Capitol Corridor JPA, representing the needs and interests of Solano County in a regional framework. As the longest serving Commissioner on the Metropolitan Transportation Commission, he was an integral player to facilitate the merger between Metropolitan Transportation Commission and Association of Bay Area Government.

Goals and Objectives:

Supervisor Spering's priorities include: providing leadership, formulating new ideas and building partnerships and consensus on programs and projects benefiting the Third District and Solano County. He also places a high priority on being a conduit between constituents and County government.

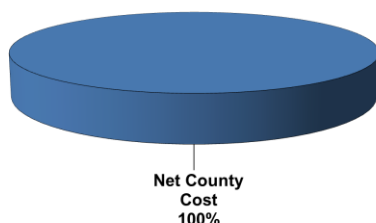
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$28,323 or 6.1% when compared to the FY2016//7 Adopted Budget. The increase is primarily due to an increase of \$16,226 in CAC Building Charges and administrative overhead costs, some minor increases in Salaries and Employee Benefits costs and Services and Supplies.

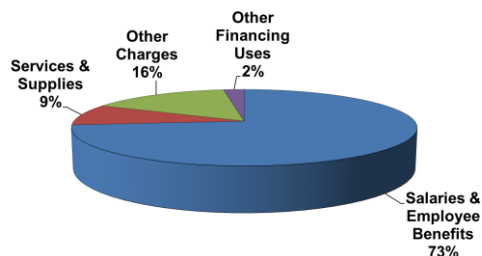
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	328,223	350,695	358,919	8,224	2.3%
SERVICES AND SUPPLIES	34,966	38,925	43,335	4,410	11.3%
OTHER CHARGES	49,234	59,364	75,590	16,226	27.3%
OTHER FINANCING USES	12,242	11,606	11,069	(537)	(4.6%)
INTRA-FUND TRANSFERS	733	600	600	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>425,398</b>	<b>461,190</b>	<b>489,513</b>	<b>28,323</b>	<b>6.1%</b>
<b>NET COUNTY COST</b>	<b>425,398</b>	<b>461,190</b>	<b>489,513</b>	<b>28,323</b>	<b>6.1%</b>

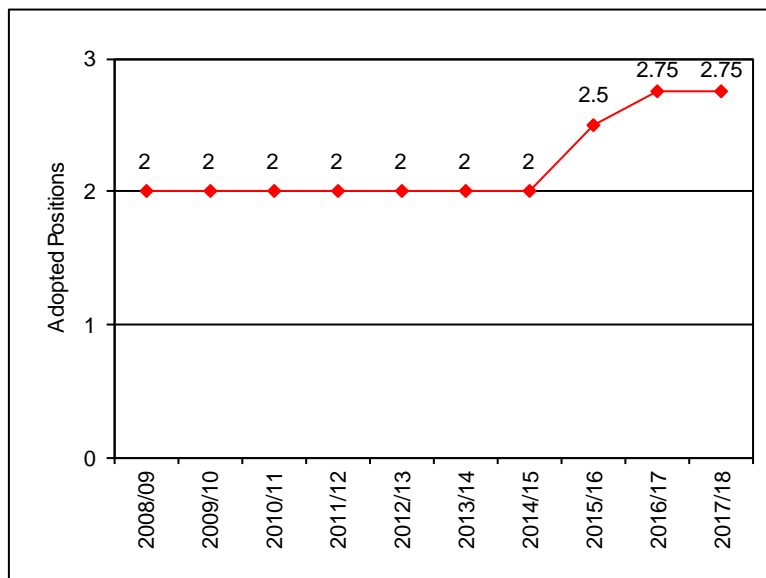
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The FY2017/18 Recommended Budget includes funding for 1.75 FTE Board Aides.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

**John M. Vasquez, Chair**  
**Legislative & Administration**

**Budget Summary:**

FY2016/17 Third Quarter Projection:	540,390
FY2017/18 Recommended:	549,736
County General Fund Contribution:	549,736
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

**FUNCTION AND RESPONSIBILITIES**

The District 4 Supervisor represents the citizens of Vacaville from the city limit in the south, to areas west of Peabody Road, north of Marshall Road and west of Nut Tree Road up the north side of Interstate 80 to encompass all of the City of Dixon together with the agricultural areas of Lagoon Valley, Pleasants Valley, Winters and Dixon Ridge. As the elected representative for District 4, Supervisor Vasquez is available to meet or speak with his constituents in his office and in the field to assist them in resolving issues that arise. The District 4 office is maintained at the County Administration Center at 675 Texas Street in Fairfield. The District 4 Supervisor's Office budget provides for the expenditure of the elected Supervisor and two full-time staff positions.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Vasquez represents his district and Solano County on 29 local, regional and state boards and commissions as a member, or alternate member (ALT). These appointments include the Bay Conservation and Development Commission, Delta Counties Coalition, Delta Protection Commission (ALT), Delta Conservancy Board (ALT), Northern California Counties Tribal Matters Consortium, Solano Land Trust, Solano County Water Agency, Solano Local Agency Formation Commission, Yolo-Solano Air Quality Management District and the Board's Legislative Committee, Land Use and Transportation Committee, Regional Park Committee and more. The preservation of agriculture and natural resources, along with issues affecting seniors and those in poverty remain significant priorities for Supervisor Vasquez.

In January 2017, Supervisor Vasquez was chosen by his peers to serve as Chair of the Board of Supervisors. It is the fourth time he has been selected to do so since being sworn into office in 2003. He has been recognized nationally as a leader on the issue of childhood obesity and continues to work toward ensuring Solano County is the best place to Live, Work, Learn, Play and Age.

Supervisor Vasquez's Accomplishments in FY2016/17 include:

- Oversaw the completion of the Rocky Hill Trail in Vacaville. The need for a safe, paved walking trail was addressed by the Vacaville REACH Coalition. Solano County worked collaboratively with the City of Vacaville, Solano Transportation Authority and the Yolo-Solano Air Quality Management District to make the trail a reality.
- Celebrated the dedication of the historic Winters Road Bridge, collaboration between local, state and federal agencies to rebuild the aging 1907 road bridge that provides an important link between Solano and Yolo counties.
- Worked with Supervisor Hannigan and Supervisor Seifert to create a successful Food Oasis event that addresses the issue of food deserts in Solano County.
- Supported a loan agreement between Solano County and Solano Habitat for Humanity and Community Action North Bay for the purchase of land to build permanent supportive housing in Dixon for six disabled veterans.
- Co-hosted a Solano County non-profit seminar titled "Strategies for Success in Today's Economy," with Assemblymember Jim Frazier and Senator Bill Dodd at the Ulatis Cultural Center in Vacaville.
- Worked toward the formation of a Regional Park District as a member of the Board's Regional Park Committee. The plan received unanimous Board support and from the Cities in the County and has the support from Senator Bill Dodd

and Assemblymembers Jim Frazier and Tim Grayson, who introduced special legislation in early 2017 in support of the district's formation.

- Increased engagement with the public through a monthly newsletter that highlights issues affecting District 4 and the county as a whole. In addition, the use of social media such as Twitter and Facebook has added more opportunity to interact with constituents and promote exceptional people and events in Solano County.

Supervisor Vasquez's goals and commitments in the coming fiscal year:

- Continue to build upon the collaborative efforts of the many public, private and non-profit agencies in the County and ensure a cohesive approach to serving the constituency.
- Keep a close watch on legislation that impacts our most important natural resource-water. Supervisor Vasquez is committed to being an advocate for all Solano County residents at the local, regional and state level on matters involving water.
- With agriculture being a big part of the District 4 landscape, Supervisor Vasquez will continue to be a proponent of Solano County's farmers and ranchers. This includes working with the Solano County Farmbudsman to address and resolve issues in the agriculture community. This support also extends to the work being done at the University of California, Davis, where innovation and advancement in agricultural practices are continually being made.
- With the unpredictable nature of extreme weather related events, Solano County must prepare for the reality of rising tides. Through his work on the Bay Conservation and Development Commission, Supervisor Vasquez held the county's first Rising Tides workshop and he will continue to work toward finding solutions that protect the county's residents and infrastructure from the threat of rising tides.
- Being homeless in Solano County is a concern to Supervisor Vasquez and he will continue to work with the Board of Supervisors to collaborate and partner with the seven cities, non-profit agencies and service providers.
- Supervisor Vasquez has made it a point to champion issues related to our youth and older adults. In the fall of 2016, Supervisor Vasquez partnered with Solano County District Attorney Krishna Abrams to sponsor a "Kindness Campaign," in which all Solano County students were encouraged to participate in a video contest. The contest asked them to show the community what "kindness" looks like. The results of this will culminate in a policy forum in October, which is also National Bullying Prevention Awareness Month.
- Building upon his work in FY2015/16 to address women in poverty in Solano County, Supervisor Vasquez is planning a workshop on Alzheimer's, a disease that unfairly affects women in greater numbers than men and can pose more than a physical and emotional but often a financial burden for those suffering from the disease and their families.
- Given the Board of Supervisor's multiyear work on the "Moving Solano Forward" economic sustainability study and workforce development analysis, Supervisor Vasquez aims to engage the next generation of workers before their high school graduation. With the growing interest in robotics programs in Solano County's schools and an emphasis on Science, Technology, Engineering and Math (STEM) curriculum, Supervisor Vasquez plans to host a programming workshop for the public.

## **DEPARTMENTAL BUDGET SUMMARY**

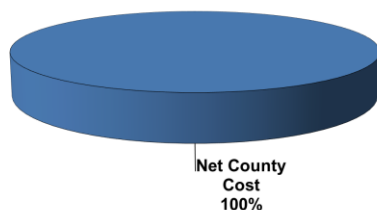
The Recommended Budget represents an increase of \$8,068 or 1.5% in appropriations when compared to the FY2016/17 Adopted Budget. The increase is primarily due to an increase of \$10,096 in CAC Building Charges and other minor adjustments in salaries and employee benefits costs and services and supplies.

## **DEPARTMENT COMMENTS**

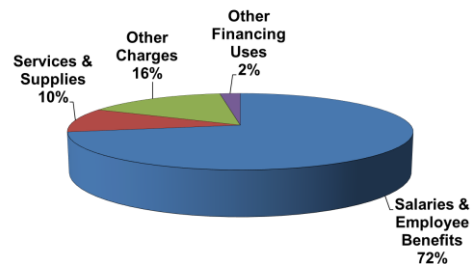
It's been said that county government is the "invisible government," a term that indicates many aren't aware of all the work that counties do. Supervisor Vasquez will continue to support the hard work of county workers who day in and day out, care for the health of our residents, ensure our roads are safe, provide for and protect our safety and property, serve our veterans, sustain our agricultural heritage, provide assurance that each pound of produce or gallon of gas you buy is accurately measured and so much more.

John M. Vasquez, Chair  
Legislative & Administration

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	383,796	392,437	396,170	3,733	1.0%
SERVICES AND SUPPLIES	42,714	51,307	55,805	4,498	8.8%
OTHER CHARGES	55,929	76,292	84,694	8,402	11.0%
OTHER FINANCING USES	12,841	19,382	12,317	(7,065)	(36.5%)
INTRA-FUND TRANSFERS	834	2,250	750	(1,500)	(66.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>496,114</b>	<b>541,668</b>	<b>549,736</b>	<b>8,068</b>	<b>1.5%</b>
<b>NET COUNTY COST</b>	<b>496,114</b>	<b>541,668</b>	<b>549,736</b>	<b>8,068</b>	<b>1.5%</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

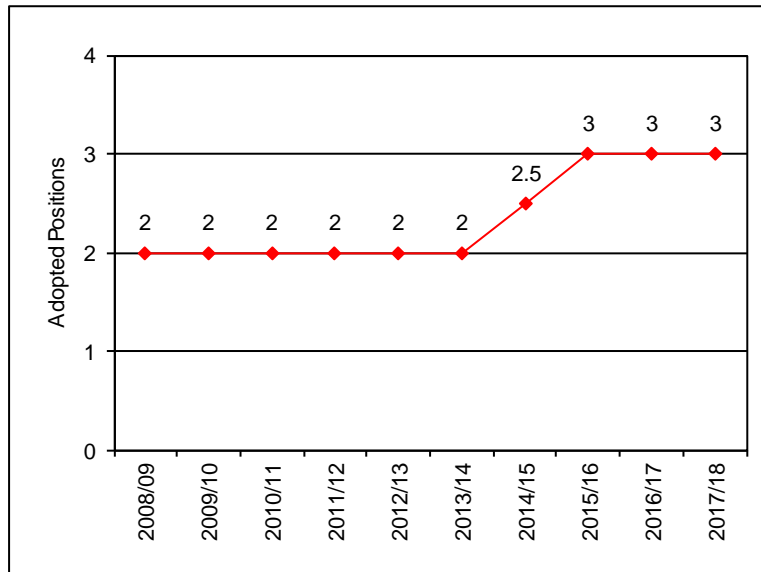
None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.



**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**Skip Thomson**  
**Legislative & Administration**

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**Budget Summary:**

FY2016/17 Third Quarter Projection:	417,523
FY2017/18 Recommended:	500,072
County General Fund Contribution:	500,072
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

**FUNCTION AND RESPONSIBILITIES**

The District 5 Supervisor represents residents living in the City of Rio Vista, parts of the cities of Vacaville, Fairfield, Suisun City, and the unincorporated areas of Elmira, Collinsville, Birds Landing, and Ryer Island. The Supervisor maintains an office at the County Government Center, located at 675 Texas Street, Suite 6500. The Office budget provides for the expenditures of the elected Supervisor and two full-time staff members.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Thomson represents the Board on over 15 County, regional and state boards and commissions (and their subcommittees); including the Delta Counties Coalition, the Solano County Water Agency, the Yolo/Cache Slough Partnership, and the Yolo-Solano Air Quality Board. Supervisor Thomson was elected as the 2017 Chair of the Delta Protection Commission, and that commission's representative on the Delta Stewardship Council. In addition, he is also a county representative to both the Vacaville and Rio Vista Redevelopment Successor Agencies.

Supervisor Thomson:

- Defends the County's water interests by working with leading stakeholders on finding alternatives to the CA Water Fix as well as working with the Delta Protection Commission and Delta Stewardship Council to ensure flood protection through levee investment strategies as well as explore long-term water storage and conservation projects.
- Works collaboratively with County agencies, community and faith-based organizations to provide resources and services to our neighbors experiencing homelessness. Supervisor Thomson volunteered to participate in the Point-In-Time count for 2017 to help secure continued CDBG and HUD funding for CBOs to provide services to this vulnerable population.
- Advocates for Solano County employees by actively listening to their needs, engaging in collaborative solution building, and meeting with Union representatives.
- Defends the Travis Air Force base by proposing and voting in favor of ordinances that protect the base from encroachment and potentially harmful development projects. Bi-monthly meetings with the Base Commanders, the monthly Travis Regional Air Force Committee, and the quarterly Travis Community Consortium provide the opportunity for the Supervisor to hear and understand the concerns of the Base.

Supervisor Thomson's Goals and Objectives include:

- Continue to strengthen the welfare of the County's General Fund by implementing cost-saving reductions while maintaining a high-level of services for County residents.
- Work to secure the safety and welfare of the Delta community by working with the State of California, local water districts, and surrounding counties to bring problems to the forefront and find equitable solutions.
- Collaborate with neighboring jurisdictions and relevant stakeholders to finalize formation of a new Groundwater Sustainability Agency as mandated by the Sustainable Groundwater Management Act.
- Ensure that Board decisions concerning County contracts and labor agreements are fair, equitable, fiscally responsible, and sustainable.

- Continue to develop solutions and services for community members experiencing homelessness such as fostering and supporting programming that is needed and unavailable to this vulnerable community such as city-county collaborative mobile showering project.

FY2016/17 Achievements/Highlights:

- Continued to support programs and policies that serve the County's most vulnerable populations, children, seniors, individual with physical, emotional, or cognitive barriers, and community members facing or experiencing homelessness.
- Held office hours in Rio Vista to meet with constituents and with the local food bank to hear their concerns. Continues to partner with Rio Vista leaders to ensure safe and efficient water management strategies are implemented.
- Actively support and advocate for all County public safety workers and first responders.
- Continued to support the Collinsville Levee District as loan repayments leave administrative funds minimal. Worked with the Collinsville community during heavy rains and flooding to ensure residents could access needed services.
- Partnered with the Solano Workforce Development Board to maximize community impact and ensure a smooth and seamless change in executive leadership in the coming year.

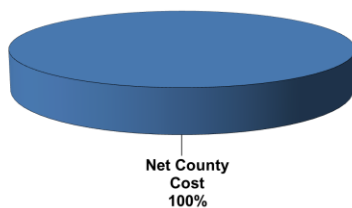
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$143,882 or 40.4% in appropriations when compared to the FY2016/17 Adopted Budget primarily due to a \$110,799 increase in salaries and employee benefits for the addition of a new 1.0 FTE Board of Supervisors Aide added during FY2016/17, and an increase in CAC Building Charges and countywide administrative overhead costs of \$28,887.

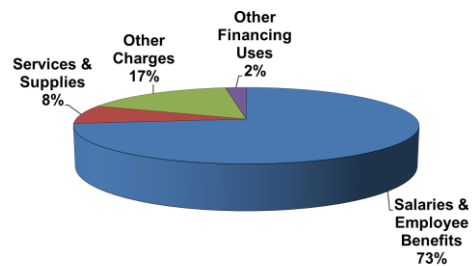
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



**Skip Thomson**  
**Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	242,745	255,180	365,979	110,799	43.4%
SERVICES AND SUPPLIES	31,333	38,111	39,320	1,209	3.2%
OTHER CHARGES	50,783	54,536	83,413	28,877	53.0%
OTHER FINANCING USES	3,955	8,363	11,360	2,997	35.8%
INTRA-FUND TRANSFERS	170	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>328,986</b>	<b>356,190</b>	<b>500,072</b>	<b>143,882</b>	<b>40.4%</b>
<b>NET COUNTY COST</b>	<b>328,986</b>	<b>356,190</b>	<b>500,072</b>	<b>143,882</b>	<b>40.4%</b>

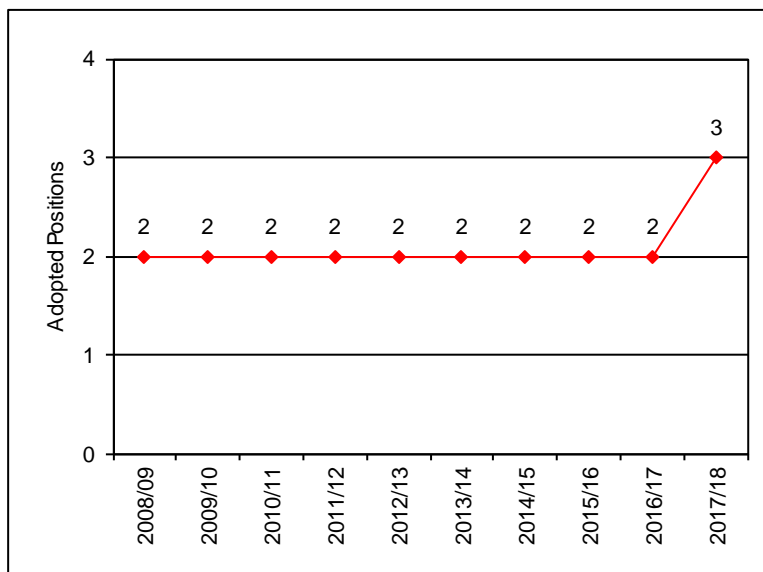
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

Given the increase in duties associated with the Chair assignment on the Delta Protection Commission as well as the scope of material covered by the Delta Stewardship Council, while maintaining all ongoing appointments and working actively within the community on homelessness issues, Supervisor Thomson is currently enlisting the work of two district representatives. This action was approved by the Board of Supervisors in December 2016 and brings the district office staff size comparable now to that of some of the other Board of Supervisors district offices.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

<b>Budget Summary:</b>	
FY2016/17 Third Quarter Projection:	232,937
FY2017/18 Recommended:	226,630
County General Fund Contribution:	226,630
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

## FUNCTION AND RESPONSIBILITIES

This budget unit reflects the administrative costs of the Board of Supervisors' operations which are not unique to an individual Board Member's District. Appropriations include shared services and supplies; memberships in the Association of Bay Area Governments (ABAG) and National Association of Counties (NACo); and County contributions to non-County agencies.

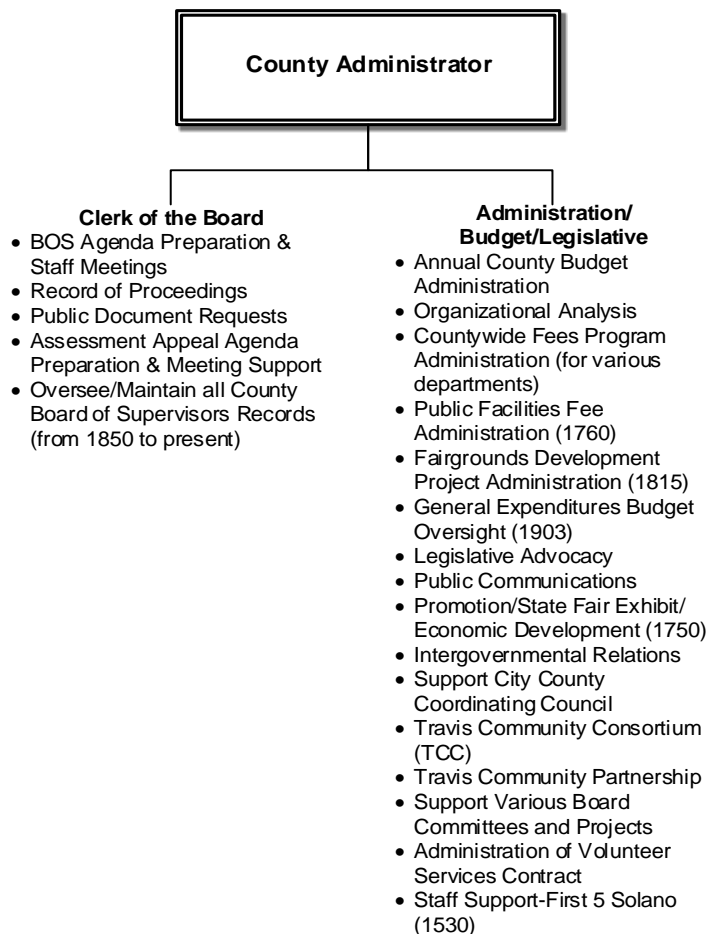
## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$6,702 or 2.9% in appropriations when compared to the FY2016/17 Adopted Budget. The decrease is the difference between \$31,226 in unanticipated Salaries and Employee Benefits cost for Workers Compensation charges incurred by the Board of Supervisors' District 2 office under the prior Board Member and savings in Liability Insurance costs in Services and Supplies. Services and Supplies also includes costs for recording, editing and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, memberships, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, meals and refreshments for the Board of Supervisors Closed Sessions and contributions to Non-County agencies.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	0	0	31,226	31,226	0.0%
SERVICES AND SUPPLIES	175,533	205,582	167,304	(38,278)	(18.6%)
OTHER CHARGES	25,000	27,500	27,500	0	0.0%
INTRA-FUND TRANSFERS	443	250	600	350	140.0%
<b>TOTAL APPROPRIATIONS</b>	<b>200,976</b>	<b>233,332</b>	<b>226,630</b>	<b>(6,702)</b>	<b>(2.9%)</b>
<b>NET COUNTY COST</b>	<b>200,976</b>	<b>233,332</b>	<b>226,630</b>	<b>(6,702)</b>	<b>(2.9%)</b>

## PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2016/17 Budget includes the continued appropriation of \$27,500 in contributions to non-County agencies for Travis Community Consortium (TCC). The CAO recommends the Board affirm the non-County agency contribution for FY2017/18.



## DEPARTMENTAL PURPOSE

The County Administrator is the Chief Administrative Officer of the County and is responsible to the Board of Supervisors for the proper and efficient administration of all County offices, Departments, Institutions and Special Districts under the jurisdiction of the Board of Supervisors.

## Budget Summary:

FY2016/17 Third Quarter Projection:	3,634,138
FY2017/18 Recommended:	3,952,078
County General Fund Contribution:	561,846
Percent County General Fund Supported:	14.2%
Total Employees (FTEs):	16

## FUNCTION AND RESPONSIBILITIES

Responsibilities of the County Administrator are:

- Plan, monitor and oversee County operations to ensure Board policies are carried out in the most efficient, cost-effective and service-oriented manner.
- Formulate short- and long-range plans through strategic planning and the Annual Budget.
- Review and monitor County structure, programs, services and budgets, and make recommendations to the Board regarding reorganizations, funding and positions necessary to conduct departmental functions.
- As Clerk of the Board of Supervisors, prepare and coordinate Board agendas and minutes, coordinate appointments to County Boards and Commissions and provide support to the Assessment Appeals Board.
- Implement the County's Legislative Advocacy Program; review impacts of Federal/State legislation; initiate legislative proposals and prepare position recommendations.

- Supervise appointed Department Heads.
- Meet with Board Members individually or in committees to discuss Board policies and interpretations; participate in Board Committees including Legislation, Delta County Coalition, Land Use and Transportation, Solano360 and Cannabis regulations
- Represent the Board in the County's intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
- Provide administrative and fiscal oversight to First 5 Solano Commission.
- Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair.

The County Administrator is responsible for the preparation of and overseeing the County Budget, which is mandated under the California Government Code (GC §29000 et. seq.). Additionally, the County Administrator serves as the Clerk to the Board of Supervisors, which under the California Government Code (GC §25101 et. seq.) is subject to a number of legal requirements regarding the Board meetings, minutes, maintenance of records and files.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Worked with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association – to continue moving the project forward in conjunction with Solano Community Development LLC (under negotiation agreement thru 6/2017) to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Engaged in the Air Force Community Partnership (AFCP) with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs a collaboration between Air Force, County and 7 cities.
- Worked closely with the CAO's Debt Advisory Committee to implement strategies to address escalating retirement costs and established a Post-Employment Benefits Trust program.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment which has altered and will continue to alter how the County manages the offender population in the criminal justice system.
- Continued work on "Moving Solano Forward", economic development and diversification strategies with Solano EDC and 7 cities.
- Continued to provide guidance and support to the Delta Counties Coalition.
- Continued to provide guidance and support in Board discussion on new state mandate for Groundwater Management Plan.
- Provided leadership in a review of the workforce training programs as part of implementing HIRE recommendations.
- Secured additional OEA funding and contracts to advance the "Moving Solano Forward" economic diversity strategies.
- Continued support of CAPSolano JPA, including completion of a strategic plan to address homeless issues throughout the county in partnership with all seven (7) cities and the initiation and preparation of an implementation plan, and the conducting of 2017 Homeless Count.
- Provided leadership and support in the development of SB1022 Adult Local Criminal Justice Facilities Construction project to construct a new vocational and education facility for delivery of in-custody programming at the Claybank campus, contract awarded Spring 2017, work to begin Summer 2017.
- Continued to guide the implementation of the Affordable Care Act, a key Federal legislative bill that expanded Medi-Cal and will continue to impact Medi-Cal enrollments. Implementing these changes has required increased funding and significant changes to staffing levels to meet State and federal implementation deadlines.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in \$35,280 donated by Solano County employees toward the 2016 campaign and a grand total of \$326,006 donated by Solano County employees since 2004.
- Provided support in the review of Lakes Water System under an approved Due Diligence Right to Negotiate Agreement with City of Vallejo.

**WORKLOAD INDICATORS**

During FY2016/17, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 30 meetings of various Board of Supervisors meetings.
- Processed 561 Agenda Submittals and developed/published Minutes for 30 Board of Supervisors' Regular Meetings, 14 Assessment Appeal Hearings, 2 City Selection Committee meetings and 312 Public Comment Cards from the public present at the Board meetings.
- Recorded 17 Ordinances and 283 Resolutions adopted by the Board.
- Processed 240 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee, Executive Committee and Joint Committee for a total of 9 meetings.
- Received 13 requests for information under the California Public Records Act (GC §6250).
- Filed 102 California Environmental Quality Act (CEQA) documents.
- Processed 80 claims against the County and 7 lawsuits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CLERK OF THE BOARD	36,602	44,520	35,220	(9,300)	(20.9%)
ADMINISTRATIVE OFFICE	2,384,623	2,521,623	3,355,012	833,389	33.0%
<b>TOTAL REVENUES</b>	<b>2,421,225</b>	<b>2,566,143</b>	<b>3,390,232</b>	<b>824,089</b>	<b>32.1%</b>
<b>APPROPRIATIONS</b>					
CLERK OF THE BOARD	367,577	490,540	511,019	20,479	4.2%
ADMINISTRATIVE OFFICE	3,023,444	3,298,554	3,441,059	142,505	4.3%
<b>TOTAL APPROPRIATIONS</b>	<b>3,391,021</b>	<b>3,789,094</b>	<b>3,952,078</b>	<b>162,984</b>	<b>4.3%</b>
<b>NET COUNTY COST</b>					
CLERK OF THE BOARD	330,975	446,020	475,799	29,779	6.7%
ADMINISTRATIVE OFFICE	638,821	776,931	86,047	(690,884)	(88.9%)
<b>NET COUNTY COST</b>	<b>969,796</b>	<b>1,222,951</b>	<b>561,846</b>	<b>(661,105)</b>	<b>(54.1%)</b>
<b>STAFFING</b>					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	14	14	14	0	0.0%
<b>TOTAL STAFFING</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The County Administrator's primary cost centers are Administration (BU 1115) and Clerk of the Board (BU 1114). The County Administrator also administers nine other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets.

**1115 - Administration:**

The Recommended Budget represents an increase of \$833,389 or 33.0% in revenues and an increase of \$142,505 or 4.3% in appropriations when compared to the FY2016/17 Adopted Budget. The Net County Cost for the Administration budget decreased by \$690,884 or 88.9%.



## Functional Area Summary

## 1100 – Fund 001-County Administrator Birgitta E. Corsello, County Administrator Legislative & Administration

The principal factors leading to the increase in appropriations are employee benefit costs, contract employee costs, and CAC Building Charges due to accounting changes made by the Auditor-Controller. In addition, Countywide Administrative Overhead (A87) revenue increased by \$833,389 or 33.0%. The (A87) revenues are calculated by the Auditor-Controller's office based on Administration's actual expenditures incurred in FY2015/16 and allocated to departments.

### 1114 - Clerk of the Board:

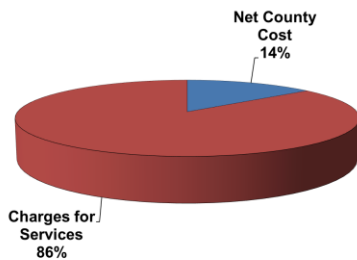
The Recommended Budget represents a decrease of \$9,300 or 20.9% in revenues and an increase of \$20,479 or 4.2% in appropriations when compared to the FY2016/17 Adopted Budget. The Net County Cost for the Clerk of the Board's budget increased by \$29,779 or 6.7%.

The principal factors leading to the increase in appropriations are an increase in employee benefit costs and a decrease in anticipated revenues from assessment appeals.

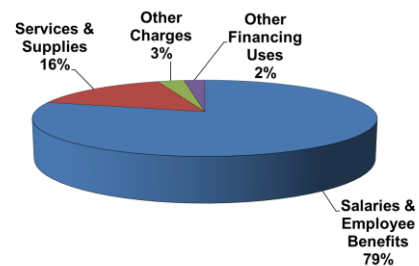
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



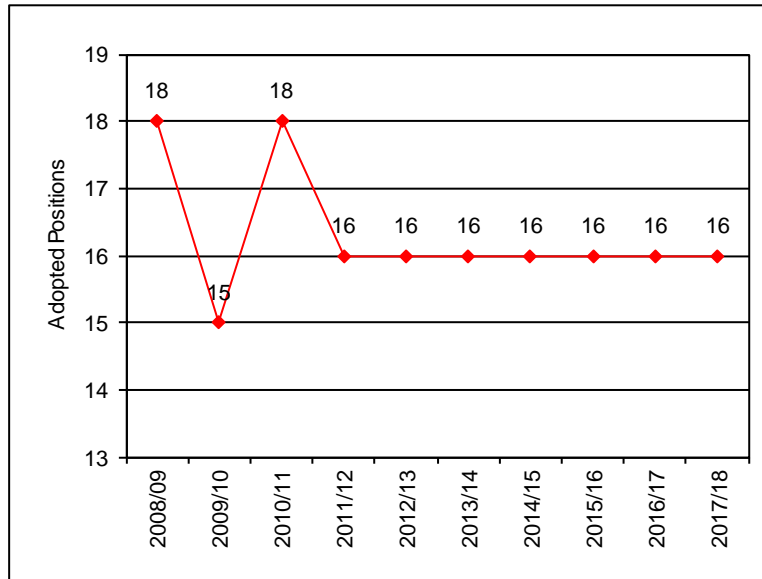
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	2,421,207	2,566,098	3,390,187	824,089	32.1%
MISC REVENUE	18	45	45	0	0.0%
<b>TOTAL REVENUES</b>	<b>2,421,225</b>	<b>2,566,143</b>	<b>3,390,232</b>	<b>824,089</b>	<b>32.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,799,264	3,060,061	3,130,373	70,311	2.3%
SERVICES AND SUPPLIES	421,171	565,633	614,912	49,279	8.7%
OTHER CHARGES	68,894	68,986	115,349	46,363	67.2%
OTHER FINANCING USES	98,872	93,173	90,261	(2,912)	(3.1%)
INTRA-FUND TRANSFERS	2,820	1,241	1,184	(57)	(4.6%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,391,021</b>	<b>3,789,094</b>	<b>3,952,078</b>	<b>162,984</b>	<b>4.3%</b>
<b>NET COUNTY COST</b>	<b>969,796</b>	<b>1,222,951</b>	<b>561,846</b>	<b>(661,105)</b>	<b>(54.1%)</b>

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### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

## Summary of Other Administered Budgets

**1100 – Fund 001-County Administrator**  
**Birgitta E. Corsello, County Administrator**  
**Legislative & Administration**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1750 PROMOTION	233,269	181,384	0	(181,384)	(100.0%)
1903 GENERAL EXPENDITURES	2,683,147	2,375,000	2,361,075	(13,925)	(0.6%)
1905 A87 - OFFSET	(3,038,605)	(3,336,852)	(4,440,050)	(1,103,198)	33.1%
6730 OTHER PUBLIC DEFENSE	2,481,973	2,369,516	2,654,244	284,728	12.0%
6800 C M F CASES	247,421	206,880	382,642	175,762	85.0%
6901 ADMINISTRATION	109,922	109,574	86,574	(23,000)	(21.0%)
2380 SE VALLEJO REDEVELOPMENT SETT	7	0	0	0	0.0%
<b>APPROPRIATIONS</b>					
1750 PROMOTION	423,196	405,749	249,677	(156,072)	(38.5%)
1903 GENERAL EXPENDITURES	136,983,776	147,137,379	162,250,679	15,113,300	10.3%
1905 A87 - OFFSET	(3,038,605)	(3,336,852)	(4,440,050)	(1,103,198)	33.1%
1906 GENERAL FUND-OTHER	3,033,426	3,091,259	2,018,709	(1,072,550)	(34.7%)
2400 GRAND JURY	132,499	128,049	137,490	9,441	7.4%
6730 OTHER PUBLIC DEFENSE	2,714,099	2,369,516	2,654,244	284,728	12.0%
6800 C M F CASES	249,634	194,691	382,642	187,951	96.5%
6901 ADMINISTRATION	109,922	173,305	86,574	(86,731)	(50.0%)
2380 SE VALLEJO REDEVELOPMENT SETT	1,062	0	0	0	0.0%
<b>NET CHANGE</b>					
1750 PROMOTION	189,927	224,365	249,677	25,312	11.3%
1903 GENERAL EXPENDITURES	134,300,629	144,762,379	159,889,604	15,127,225	10.4%
1905 A87 - OFFSET	0	0	0	0	0.0%
1906 GENERAL FUND-OTHER	3,033,426	3,091,259	2,018,709	(1,072,550)	(34.7%)
2400 GRAND JURY	132,499	128,049	137,490	9,441	7.4%
6730 OTHER PUBLIC DEFENSE	232,126	0	0	0	0.0%
6800 C M F CASES	2,212	(12,189)	0	12,189	(100.0%)
6901 ADMINISTRATION	0	63,731	0	(63,731)	(100.0%)
2380 SE VALLEJO REDEVELOPMENT SETT	1,055	0	0	0	0.0%
2390 TOBACCO SETTLEMENT	0	0	0	0	0.0%

A summary of the budgets administered by the County Administrator's Office is provided on the following pages.

**Birgitta E. Corsello, County Administrator**  
**Promotion**

## FUNCTION AND RESPONSIBILITIES

The purpose of the Promotions budget is to provide accounting for County contributions to various entities supported by the Board of Supervisors. At the direction of the Board, contributions are designated and reflected in this budget to serve a variety of social needs and public purposes that are considered in the best interests of the County and the general public. The Promotions budget finances County marketing and promotional efforts, the State Fair exhibit, and economic development and tourism initiatives.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Published the *2016 Index of Economic and Community Progress* in April 2017 that addressed the changing Solano County economy, focusing on job, housing and population trends. The *Index* was prepared by Economic Forensics and Analytics as a project of the County Administrator's Office in partnership with the Solano Economic Development Corporation (EDC).
- The 2016 Solano County State Fair exhibit – entitled “Solano County Delivers,” promotes a positive image of the county's rich agricultural history, industry, entertainment, recreation and tourism destinations to tens of thousands of Californians that visit the fair every day through a unique and engaging display. The exhibit won multiple awards, including the Gold Award, Division One Award for Craftsmanship, and Best in Show-Golden Bear and the People's Choice “Most Fun” awards.
- The Solano County display at the State Capitol “County Exhibit Hall” in Sacramento, was refreshed this year after more than 15 years, highlighting some of County's best features, including agriculture, business, technology, education and entertainment. The exhibit includes a hand-painted map of the County, vibrant photographs and a television screen that loops video vignettes on what makes Solano County a great place to “live, learn, work and play.”
- In 2015 the Board of Supervisors approved contracts with the Economic Forensics and Analytics (EFA) and Solano EDC. The contracts were to produce an economic diversification study for the analysis, preparation and release of a comprehensive study of the local economy with the focus on developing a countywide strategic approach for diversifying the economic base known as “Moving Solano Forward” Phase II. The project funded by an Office of Economic Adjustment Grant and matched by County General Fund is scheduled to be completed in FY2016/17, although a portion of the Solano EDC work funded separately from the grant will continue until September 30, 2017.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$181,384 or 100.0% in revenues and \$156,072 or 38.5% in appropriations when compared to the FY2016/17 Adopted Budget. As a result, the Net County Cost increased by \$25,312 or 11.3%. The reduction in both revenue and appropriations is the result of the expiring Office of Economic Adjustment (OEA) grant.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	224,850	181,384	0	(181,384)	(100.0%)
CHARGES FOR SERVICES	8,419	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>233,269</b>	<b>181,384</b>	<b>0</b>	<b>(181,384)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	423,196	404,834	245,050	(159,784)	(39.5%)
OTHER CHARGES	0	865	4,627	3,762	434.9%
INTRA-FUND TRANSFERS	0	50	0	(50)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>423,196</b>	<b>405,749</b>	<b>249,677</b>	<b>(156,072)</b>	<b>(38.5%)</b>
<b>NET COUNTY COST</b>	<b>189,927</b>	<b>224,365</b>	<b>249,677</b>	<b>25,312</b>	<b>11.3%</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant projects supported by the Promotions budget include:

- \$100,000 contribution to the Solano Economic Development Corporation (EDC) in FY2017/18 for the launch of the new “Solano Means Business” economic development campaign including software and web investment support.

- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2017 California State Fair which will then be displayed at the Solano County Fair as well.
- \$35,000 as the County's share of the Farmbudsman position.
- \$20,000 for economic development studies to produce the *2016 Index of Economic and Community Progress*.
- \$5,000 for the Solano Business Development Center (SBDC) contract for small business training and education.
- \$5,000 for the cost of promotional campaigns and projects that market the County throughout the region.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The County will continue to work with its city partners and Solano EDC to attract and retain industries that drive our economy and make us competitive for business expansion and job growth and attract, create and grow employment opportunities locally. This will be accomplished through an inclusive collaboration of public and private stakeholders, all led by the County of Solano and Solano EDC as part of the ongoing implementation of the "Moving Solano Forward" initiative – a forward-thinking strategy based on extensive research, data and community engagement.

**FUNCTION AND RESPONSIBILITIES**

The General Expenditures budget exists to reflect the financing of programs outside of the General Fund such as Public Safety, Health and Social Services, In-Home Support Services, Parks and Recreation, and the Library Director's position. This budget also contains funding to the Courts as County obligation under agreements for Maintenance of Efforts (MOE) with the State. Other expenditures budgeted in this budget unit cover costs not readily allocated to departmental budgets.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	1,092,541	1,112,000	1,122,075	10,075	0.9%
CHARGES FOR SERVICES	1,590,606	1,253,000	1,239,000	(14,000)	(1.1%)
MISC REVENUE	0	10,000	0	(10,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>2,683,147</b>	<b>2,375,000</b>	<b>2,361,075</b>	<b>(13,925)</b>	<b>(0.6%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	0	940,000	960,000	20,000	2.1%
SERVICES AND SUPPLIES	289,305	810,668	867,910	57,242	7.1%
OTHER CHARGES	9,445,644	9,476,526	9,399,469	(77,057)	(0.8%)
OTHER FINANCING USES	127,302,232	135,935,185	151,023,300	15,088,115	11.1%
INTRA-FUND TRANSFERS	(53,405)	(25,000)	0	25,000	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>136,983,776</b>	<b>147,137,379</b>	<b>162,250,679</b>	<b>15,113,300</b>	<b>10.3%</b>
<b>NET COUNTY COST</b>	<b>134,300,629</b>	<b>144,762,379</b>	<b>159,889,604</b>	<b>15,127,225</b>	<b>10.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget represents a decrease of \$13,925 or 0.6% in revenues and an increase of \$15,113,300 or 10.3% in appropriations when compared to the FY2016/17 Adopted Budget. The Net County Cost for the General Expenditures budget is thus increased by \$15,127,225.

The decrease in revenues is primarily due to the continued reduction in the collection and receipt of court revenues including vehicle code fines, other assessments, and traffic school fees due to lower collections. The County Administrator's Office continues to work with the Courts to look at fine collection.

The General Expenditures appropriations of \$162,250,679 reflect an increase in appropriations of \$15,113,300 which is primarily the net result of changes in Services and Supplies (\$57,242 increase), Other Charges (\$77,057 decrease) and Other Financing Uses (\$15,088,115 increase). The General Expenditures appropriations include the following:

Accrued Leave Payoff allocation of \$960,000, which is an increase when compared to the FY2016/17 Adopted Budget. This appropriation is funded by the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service and is used when a department's operating budget is unable to absorb the payoff.

Services and Supplies include the following appropriations:

- \$215,200 for technology investments to fund automation projects in County departments that promote efficiency thru the use of technology.
- \$223,600 for the County's share of LAFCo's costs per the MOU with LAFCo.
- \$255,000 for contracted services to cover costs of management reviews and organizational studies that may be required to identify opportunities for efficiencies in departments.
- \$134,750 for the cost of the Solano County Volunteer Coordinator contract through December 31, 2017.
- \$39,300 for annual subscription charges related to eCivis, a countywide grant online research service, and OpenGov, a countywide budget tracking and analysis tool.

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Other Charges includes payments to the Trial Courts in accordance with the Maintenance of Effort (MOE) agreement and contributions to non-County agencies and includes the following appropriations:

- \$8,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.
- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
- \$170,928 for GF contribution to non-County agencies.

Other Financing Uses reflects the General Fund (GF) Contributions to other Non-General Fund County Departments totaling \$151,023,300 an increase of \$15,088,115 when compared to the FY2016/17 Adopted Budget as noted below:

#### Public Safety Fund

The GF Contribution to the Public Safety Departments increased by \$6,195,200 or 5.9% from \$104,631,523 to \$110,826,723. The \$6,195,200 increase is the net result of the following:

- The GF Contribution and changes to the amounts to the Public Safety departments are:
  - Sheriff's Office: \$55,397,729 GF Contribution which represents a \$3,312,918 increase primarily the result of increases in insurance, central data processing charges, countywide administrative overhead costs, combined with a reduction in other revenue sources such as institutional care and 2011 Public Safety Realignment.
  - Probation: \$23,386,609 GF Contribution which represents a \$518,547 increase which is primarily the result of increased labor costs, central data processing charges, countywide administrative overhead costs and building use charges.
  - District Attorney: \$12,874,073 GF Contribution which represents a \$1,041,147 increase to the District Attorney, primarily due to increases in labor costs, central data processing charges, countywide administrative overhead costs and building use charges.
  - Public Defender: \$12,309,555 GF Contribution which represents a \$787,345 increase. The increased need for GF support is primarily the result of increased labor costs, countywide administrative overhead costs, building use charges and increased psychological and consulting services related to legal defense.
  - Alternate Public Defender: \$4,204,513 GF Contribution which represents a \$250,515 increase. The Alternate Public Defender does not receive other revenues. The increased need for GF support is primarily the result of increased labor costs, countywide administrative overhead costs, building use charges and increased psychological and consulting services related to legal defense.
  - Other Public Defense: \$2,654,244 in GF Contribution which represents an increase of \$284,728 due to a slightly higher projection of expenditures for Court-appointed private attorney services.

Public Safety revenues, including Proposition 172 and AB 109 funding which are largely depended on sales tax continue face challenges. In the past, these revenue sources have been utilized to defray some public safety department cost increases in the operating budgets thereby offsetting a portion of the cost increases and the GF Contribution. In FY2017/18 the County Administrator in coordination with Public Safety Departments are monitoring these revenue sources closely, and working to address shortfalls to minimize impact on the General Fund. For more detail see Public Safety section of the Budget.

#### Health & Social Services Fund

The GF Contribution to Fund 902, Health & Social Services of \$29,987,975 reflects a \$4,614,993 increase when compared to the FY2016/17 Adopted Budget. The increase is due to the following:

- H&SS Programs: increased by \$533,333 from \$16,382,796 to \$16,916,129, an increase of 3.3%. The increase is primarily attributed to the increase in In-Home Supportive Services (IHSS) administration costs associated with the elimination of the IHSS MOE effective July 1, 2017 (See Fund 152 – BU 1520 for a detailed explanation.)
- Assistance Programs, which include General Assistance, County share of CalWORKs and Foster Care of \$3,980,638 reflects a decrease of \$248,969 in GF Contribution from the FY2016/17 Adopted Budget.

**1903 – Fund 001-General Expenditures**  
**Birgitta E. Corsello, County Administrator**  
**Other General**

**Summary of Other Administered Budgets**

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- IHSS Public Authority increased by \$4,330,629 from \$4,760,579 to \$9,091,208 due to the County's increased share of IHSS Public Authority administration costs and IHSS provider wages.

Additional transfers to H&SS - Public Health of \$1,319,975 which represents a GF Contribution to Non-County agencies to fund various contracts will be detailed for Board consideration in the Supplemental Budget document and addressed at Budget Hearings.

Transfers-Out to Other County Departments/Funds include the following:

- \$6,238,300 to (Fund 006 - BU 1700) to fund capital projects and deferred maintenance for various projects. Funded projects represent available resources to fund new projects and previously authorized projects to support the County's Capital Improvement Plan (CIP). (See the Accumulated Capital Outlay (BU 1700) for more detail). Funding source for transfer is the General Fund Capital Renewal Reserves.
- \$500,000 to (Fund 001 - BU 2801) – Fouts Springs for the continued effort in completing the site demolition and restoration. Funding source for transfer is the General Fund Capital Renewal Reserves.
- \$280,045 to (Fund 004 - BU 6300) – Library for the Library Director's salary and benefits in accordance with Education Code §19147.
- \$266,750 to (Fund 016 - BU 7000) - Parks & Recreation which reflects the County's share of cost for operation of the Parks supported by the General Fund.
- \$909,972 to pay for the County's share of: (1) the IHSS Public Authority's administrative costs, (2) the IHSS Advisory Committee costs, and (3) insurance costs for IHSS service providers.
- \$616,560 to (Fund 151 - BU 1570) - First 5 for contract services and direct services to the Family Resource Centers and Local Child Care Planning Councils.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.



**Summary of Other Administered Budgets    1905 – Fund 001-Countywide Cost Allocation Plan**  
**Birgitta E. Corsello, County Administrator**  
**Other General**

**FUNCTION AND RESPONSIBILITIES**

This budget is a “contra” budget. It is used to offset the operating expenditures allocated to all General Fund User Departments for Administrative Overhead Costs, and the revenues received by the General Fund Central Services Departments for the same. There are five Central Services Departments: County Administrator, County Counsel, Human Resources, Auditor-Controller and General Services. The allocated costs and revenues are shown on the Countywide Cost Allocation Plan, calculated yearly by the Auditor-Controller’s Office, and approved by the State Controller’s Office.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$1,103,198 or 33.1% in revenues and appropriations when compared to the FY2016/17 Adopted Budget, which is a net offset of \$4,440,050. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the mandated Administrative Overhead Cos Plan annually.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	(3,038,605)	(3,336,852)	(4,440,050)	(1,103,198)	33.1%
<b>TOTAL REVENUES</b>	<b>(3,038,605)</b>	<b>(3,336,852)</b>	<b>(4,440,050)</b>	<b>(1,103,198)</b>	<b>33.1%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	(3,038,605)	(3,336,852)	(4,440,050)	(1,103,198)	33.1%
<b>TOTAL APPROPRIATIONS</b>	<b>(3,038,605)</b>	<b>(3,336,852)</b>	<b>(4,440,050)</b>	<b>(1,103,198)</b>	<b>33.1%</b>
<b>NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**1906 – Fund 001-General Fund Other – Debt Service Summary of Other Administered Budgets**  
**Birgitta E. Corsello, County Administrator**  
**Other General**

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**FUNCTION AND RESPONSIBILITIES**

This budget is used as a General Fund conduit to finance the 2007 and 2013 Certificates of Participation (COP). The 2007 COPs were issued to refinance the 2002 COPs at a lower interest rate. The 2002 COPs were issued for the construction of the 6-story Government Center, 5-story parking structure, 2-story Probation Facility, and improvement to the Central Utility Plant and the Library, all located in Fairfield. As of November 1, 2012, the 2002 COPs were fully redeemed.

Departments using the Government Center and the Probation Facility are allocated their corresponding share of the Debt Service due on the 2007 COPs based on their building space usage and a share of the parking structure. Any vacant office space in the Government Center is assigned to the General Fund for purpose of allocating the costs of the 2007 COP debt service payments.

The 2013 COPs were issued to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Animal Care Expansion Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter building. In accordance with a Memorandum of Understanding, the County and the seven cities in the county agreed to share in the annual debt service requirements of the 2013 COPs. The County General Fund's share is approximately 10% of the annual debt service requirements.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$1,072,550 or 34.7% when compared to the FY2016/17 Adopted Budget. This represents the General Fund's share of the principal and interest payments on the 2007 COPs (\$1,973,739), and the 2013 COPs (\$44,970). The decrease in the General Fund's share of principal and interest payments on the 2007 COP's in (BU 1906) is the result of a change in the calculation of costs to Departments who occupy building space in the Government Center and the Probation Facility. The change in methodology shifted costs to departments for grant claiming purposes as mandated by the Federal Awarding Agency effective for FY2017/18 Countywide Cost Allocation Plan, thereby increasing the Department costs.

(See related BU 8032, BU 8036 and BU 8037 under the Auditor-Controller)

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	3,033,426	3,091,259	2,018,709	(1,072,550)	(34.7%)
TOTAL APPROPRIATIONS	3,033,426	3,091,259	2,018,709	(1,072,550)	(34.7%)
NET COUNTY COST	3,033,426	3,091,259	2,018,709	(1,072,550)	(34.7%)

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**DEPARTMENTAL PURPOSE**

The Grand Jury is organized under the State constitution. It examines all aspects of local government (the County and cities and special districts within the County) to ensure the best interests of the residents of Solano County are served.

**FUNCTION AND RESPONSIBILITIES**

The Grand Jury is an independent entity that monitors the legislative and administrative departments that make up county, city, and special district government. Composed of 19 citizens, the Grand Jury examines the performance of local government and makes recommendations on the appropriation of public funds and service delivery. The Grand Jury is required by state law to investigate and report on the conditions of the seven "public prisons" in Solano County. It may also investigate citizen complaints and allegations of misconduct, and examine fiscal and management practices within local governments. Grand Jury members are selected annually by the Superior Court of California. State law requires the Grand Jury to publish an annual report of its findings and recommendations.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

The Solano County Grand Jury anticipates issuing 10 reports which will be released later in June 2017.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$9,441 or 7.4% in appropriations when compared to the FY2016/17 Adopted Budget. The increase in the FY2017/18 Recommended Budget is a result of increases in County Administrative Overhead costs and increases in Professional Services for the Grand Jury Administrative Assistant.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	103,729	110,453	115,700	5,247	4.8%
OTHER CHARGES	27,780	16,846	21,040	4,194	24.9%
INTRA-FUND TRANSFERS	989	750	750	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>132,499</b>	<b>128,049</b>	<b>137,490</b>	<b>9,441</b>	<b>7.4%</b>
<b>NET COUNTY COST</b>	<b>132,499</b>	<b>128,049</b>	<b>137,490</b>	<b>9,441</b>	<b>7.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Corrective action to address increased cost is not feasible. The unpredictable cost for mileage reimbursement, which is set by the Internal Revenue Service, impacts the budget. Ongoing expenses in the form of meeting per diem and mileage reimbursement for active jurors varies from year to year depending on where the jurors are located and whether or not they choose to submit claims for their reimbursable expenses. This creates budget forecast challenges because the Grand Jury is selected after the recommended budget is completed.

The Grand Jury does not have the option to eliminate positions as a budget management tool. The Administrative Assistant occupies a part-time position and the work of the Grand Jury would not be able to move forward in an effective and efficient way without an Administrative Assistant.

**DEPARTMENTAL PURPOSE**

This budget unit funds the cost of indigent defense in cases where a conflict is present with the County-staffed Public Defender or Alternate Public Defender Offices, and the services of Court-appointed counsel are arranged. The United States Supreme Court decisions *Gideon v. Wainwright* and *Argersinger v. Hamlin* provide that no accused may be deprived of liberty as the result of any criminal prosecution in which they were denied the assistance of counsel.

**FUNCTION AND RESPONSIBILITIES**

California Penal Code Section 987.2 (a) (3) provides that in any case in which a person desires but is unable to employ counsel, and in which the public defender has properly refused to represent the accused, counsel is assigned by the Superior Court and shall receive a reasonable sum for compensation and necessary expenses, paid out of the General Fund of the County.

While the County Administrator is responsible for management of this budget, the Court has historically served as its *ad hoc* administrator by appointing private attorneys subject to Court screening, and by providing initial processing of claims for services rendered consistent with a set of fees of services guidelines.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

None.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$284,728 or 12.0% in both revenues and appropriations when compared to FY2016/17 Adopted Budget. The increase in Net County Cost is primarily due to an increase in the number of capital cases assigned to Court-appointed private attorney services.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
GENERAL FUND CONTRIBUTION	2,481,973	2,369,516	2,654,244	284,728	12.0%
<b>TOTAL REVENUES</b>	<b>2,481,973</b>	<b>2,369,516</b>	<b>2,654,244</b>	<b>284,728</b>	<b>12.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	85,961	106,448	303,495	197,047	185.1%
SERVICES AND SUPPLIES	2,507,265	2,224,813	2,307,505	82,692	3.7%
OTHER CHARGES	117,749	38,255	43,244	4,989	13.0%
OTHER FINANCING USES	3,125	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,714,099</b>	<b>2,369,516</b>	<b>2,654,244</b>	<b>284,728</b>	<b>12.0%</b>
<b>NET CHANGE</b>	<b>232,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

General Fund costs in this department are a Constitutional responsibility. The County's General Fund exposure, represented by the Court's appointment of private attorneys is driven by two factors: the availability of Public Defender and/or Alternate Public Defender staff to provide representation where appropriate, and the number of hours required by private attorney/investigator/special witness/psychiatric evaluations/court reporter to properly represent indigent defendants. Cost exposures related to the number of private defense hours and, by implication, the incidence of criminal activity and arrest rates, are beyond the County's control.

**Summary of Other Administered Budgets 6800 – Fund 901-California Med. Fac. (CMF) Cases**  
**Birgitta E. Corsello, County Administrator**  
**Judicial**

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**DEPARTMENTAL PURPOSE**

This budget unit provides for the payment of County costs on adjudicating crimes committed on the grounds of the California Medical Facility and Solano State Prison in Vacaville.

**FUNCTION AND RESPONSIBILITIES**

The California Department of Corrections and Rehabilitation operates two institutions within Solano County, the California Medical Facility and Solano State Prison, which together house more than 5,000 inmates. The District Attorney prosecutes crimes committed on the grounds of the facilities, while the County is also responsible for assuring the accused's defense.

The Superior Court, serving as lead agency in this matter, has entered into agreements with private attorneys to provide defense services to inmates for payment by the County. The agreements also include the provision of investigative, psychological and transcription services in connection with the assigned case when required. Pursuant to California Penal Code Section 4750, these costs are, in turn, eligible for almost full reimbursement by the State. Countywide administrative overhead, interest expense and certain treatment costs covered under PC §2970 are not reimbursed by the State.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$175,762 or 85.0% in revenues and \$187,951 or 96.5% in appropriations when compared to FY2016/17 Adopted Budget. Expenditures in this budget unit are offset by State reimbursement. However, due to the timing of State reimbursement some revenues are accrued into the next fiscal year.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	247,421	206,880	382,642	175,762	85.0%
<b>TOTAL REVENUES</b>	<b>247,421</b>	<b>206,880</b>	<b>382,642</b>	<b>175,762</b>	<b>85.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	246,043	190,711	377,500	186,789	97.9%
OTHER CHARGES	3,591	3,980	5,142	1,162	29.2%
<b>TOTAL APPROPRIATIONS</b>	<b>249,634</b>	<b>194,691</b>	<b>382,642</b>	<b>187,951</b>	<b>96.5%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>2,212</b>	<b>(12,189)</b>	<b>0</b>	<b>12,189</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The increase in revenues and appropriations is primarily a result of an increase in the need for professional and legal services due to the increase in the severity of cases at the California Medical Facility and Solano State Prison offset by State revenue.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

## 6901 – Fund 905-2011 Realignment-Administration Summary of Other Administered Budgets

Birgitta E. Corsello, County Administrator  
Judicial

### FUNCTION AND RESPONSIBILITIES

In April 2011, the State enacted legislation intended to ease State prison overcrowding and bring its penal system into compliance with the Supreme Court's decision in *Brown v. Plata*. Collectively known as the 2011 Public Safety Realignment (Realignment), the legislation, which included AB 109, AB 117, AB 118, AB 116, ABX1 16 and ABX 1 17, took effect on October 1, 2011. Realignment is intended to reduce state prison overcrowding, save the State money and reduce recidivism by expanding local responsibility for custody and control of specified offenders and their treatment and rehabilitation.

The legislation provided funding to counties and required the development of a local plan for the implementation of Realignment. The Implementation Plan was to be developed by a body created under AB 109 and modified by AB 117 known as the Community Corrections Partnerships (CCP) Executive Committee. On November 1, 2011, the Board of Supervisors approved the County of Solano 2011 Public Safety Realignment Act Implementation Plan.

To enable counties to plan for the implementation of Realignment, the State provided two separate "buckets" of one-time funds. The first was for planning and/or technical assistance for the County's CCP Executive Committee to develop the local Implementation Plan, and second was to cover County departments' implementation start-up costs. This budget was created to track the expenditure of these one-time funds. Additionally, this budget is used to track ongoing general administration expenditures related to the actions of the County's CCP.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$23,000 or 21.0% in revenues and a decrease of \$86,731 or 50.0% in appropriations when compared to the FY2016/17 Adopted Budget. The Recommended Budget includes \$68,971 which will be provided to the Superior Court of California County of Solano for partial funding of the Court's Collaborative Court Manager and \$15,603 for partial funding of the Veterans Court Case Manager. The Budget also includes funds allocated for the continued implementation of the Board approved 2011 Local Realignment Implementation Plan funded by the allocation one-time funds from the State.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	109,922	109,574	86,574	(23,000)	(21.0%)
<b>TOTAL REVENUES</b>	<b>109,922</b>	<b>109,574</b>	<b>86,574</b>	<b>(23,000)</b>	<b>(21.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	117	60,000	0	(60,000)	(100.0%)
OTHER CHARGES	109,805	113,305	86,574	(26,731)	(23.6%)
<b>TOTAL APPROPRIATIONS</b>	<b>109,922</b>	<b>173,305</b>	<b>86,574</b>	<b>(86,731)</b>	<b>(50.0%)</b>
<b>NET CHANGE</b>	<b>0</b>	<b>63,731</b>	<b>0</b>	<b>(63,731)</b>	<b>(100.0%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The State allocation of AB 109 funding is dependent on the statewide sales tax and Vehicle License Fees (VLF) collections. In FY2017/18 the State allocation of funds to Solano County remains insufficient to cover AB 109 costs. To balance the AB 109 budget Departments rely on the use of one-time unspent carryforward revenue from prior years. The continued use of unspent carryforward to balance the budget in future years is unsustainable, and program expenditures must be reduced to balance AB 109 revenues. In an effort to align appropriations for programs and services with ongoing revenues County Departments are implementing necessary budget reductions. In-line with this effort the FY2017/18 Realignment Administration appropriations have been reduced by \$86,731.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

**Summary of Other Administered Budgets 6901 – Fund 905-2011 Realignment–Administration**  
**Birgitta E. Corsello, County Administrator**  
**Judicial**

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

Adjustments may have to be made to this budget in FY2017/18 based on actual figures at year-end and what the State's final budget provides in funding.

**FUNCTION AND RESPONSIBILITIES**

This budget was established as a “holding account” to track revenues from the City of Vallejo to the County, resulting from the FY2000/01 Southeast Vallejo Redevelopment Agreement between the County and the City of Vallejo.

This budget accounts for Southeast Vallejo Redevelopment Agreement settlement funds from prior years’ settlement with the City of Vallejo and disburses funds to the Department of Resource Management-Public Works Division for eligible redevelopment projects.

**DEPARTMENTAL BUDGET SUMMARY**

All funds were distributed in FY2012/13. Therefore, there is no Recommended Budget for FY2017/18. FY2015/16 Actuals represent the final transactions to close out this budget unit. Going forward any remaining Fund Balance and residual interest will reside in Fund 120 – Homeacres Loan Program. This budget is closed.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	7	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
RESIDUAL EQUITY TRANSFERS	1,062	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>NET COUNTY COST</b>	<b>1,055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

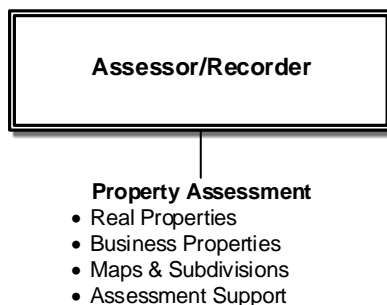
**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.





### DEPARTMENTAL PURPOSE

As mandated by the California Constitution, the County Assessor, an elected official, is governed by the California Constitution, the laws passed by the Legislature, and the rules adopted by the State Board of Equalization. The primary purpose of the County Assessor is to determine annually the full value of all taxable property within the county. In accordance with specific mandates by State, County and local jurisdictions, the County Assessor is responsible for identifying property and its ownership, and placing value on all taxable property within the county. This information is compiled into the Annual Assessment Roll and is reported to the State, the County Administrator's

Office, Treasurer/Tax Collector/County Clerk, Auditor-Controller, other public agencies and to the public. In Solano County, the elected office of the County Assessor is combined with the County Recorder as a single Countywide elected position.

#### Budget Summary:

FY2016/17 Third Quarter Projection:	6,766,630
FY2017/18 Recommended:	7,376,013
County General Fund Contribution:	4,384,013
Percent County General Fund Supported:	59.4%
Total Employees (FTEs):	38

### FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 145,000 parcels, 7,300 business properties, 7,000 boats, 1,200 manufactured homes, and 200 aircraft located in the county. Additionally, the County Assessor reviews approximately 20,000 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annually approximately 62 mandatory audits; 600 Possessory Interest properties, 122 government-owned properties, and 2,300 California Land Conservation (Williamson) Act properties; responds to written appeals from property owners contesting the taxable value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the county.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continue to address the workload volume associated with the recovering real estate market. The close of property tax year ending June 30, 2016 saw approximately 3,500 properties removed from Proposition 8 status (20% decrease over prior year), which brings the estimate for remaining properties on Proposition 8 status to 18,323 where the values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Continued success using the automated valuation model (AVM) software program to assist in the review of residential properties for adjustments to current assessed values.
- Completed 13,325 changes in ownership and new construction valuations, and 322 assessment appeals settled.

### WORKLOAD INDICATORS

- Perform annual reviews of 19,000 residential parcels and approximately 2,500 non-residential property types for Proposition 8 valuation purposes.

Marc Tonnesen, Assessor/Recorder

## Finance

- Perform 12,000 changes in ownership and new construction reassessments and valuations.
- Review, analyze and defend enrolled assessed values of 381 residential and non-residential properties under appeal by property owners.
- Continue to service high volumes of customer inquiries due to increases in market values as the real estate market recovers.
- Offer online e-filing for Solano County Business Property Statements. The Standard Data Record (SDR) site that hosts the e-filing is a complete online solution for filing business property statements for the state of California. It is a secured and controlled county government website. All businesses were sent secure registration numbers along with their paper business property statements in order to participate in e-filing.
- Review and process 6,500 business property statements to determine unsecured assessments, assess 3,500 boats and 150 aircraft and conduct approximately 62 business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
PROPERTY ASSESSMENT	2,804,654	2,593,000	2,992,000	399,000	15.4%
<b>TOTAL REVENUES</b>	<b>2,804,654</b>	<b>2,593,000</b>	<b>2,992,000</b>	<b>399,000</b>	<b>15.4%</b>
<b>APPROPRIATIONS</b>					
PROPERTY ASSESSMENT	6,312,458	6,895,541	7,376,013	480,472	7.0%
<b>TOTAL APPROPRIATIONS</b>	<b>6,312,458</b>	<b>6,895,541</b>	<b>7,376,013</b>	<b>480,472</b>	<b>7.0%</b>
<b>NET COUNTY COST</b>					
PROPERTY ASSESSMENT	3,507,804	4,302,541	4,384,013	81,472	1.9%
<b>NET COUNTY COST</b>	<b>3,507,804</b>	<b>4,302,541</b>	<b>4,384,013</b>	<b>81,472</b>	<b>1.9%</b>
<b>STAFFING</b>					
PROPERTY ASSESSMENT	38	38	38	0	0.0%
<b>TOTAL STAFFING</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>0</b>	<b>0.0%</b>

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$399,000, or 15.4%, in revenues and \$480,472, or 7.0%, in appropriations when compared to FY2016/17 Adopted Budget. As a result, the Net County Cost increased by \$81,472 or 1.9%.

The primary funding source for the Department is Assessment and Tax Collection Fees of \$2,290,000. These revenues are primarily comprised of the Department's proportional share of property tax administration fees charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection and allocation and represents the 52% of recoverable costs of Property Tax Administration. Not recovered is the portion of cost for the General Fund of 23% and School districts of 25% (exempt by law).

Another revenue source for the Department is SB 813 Collection Fees, which represents the Assessor's share of 5% of supplemental tax billing receipts for the administration of the supplemental tax process. This revenue is shared with the Tax Collector and the Auditor-Controller. The projected revenue of \$500,000 is an increase of \$200,000 or 66.7%, indicating an anticipated growth in supplemental tax billings for FY2017/18.

Significant changes in the cost categories include:

- Salaries and Employee Benefits costs of \$4,463,012 are projected to increase by \$6,444 or 0.1%. This is the net result of increases in retirement costs offset by decreases in compensation insurance. The net increase in Salary and Employee

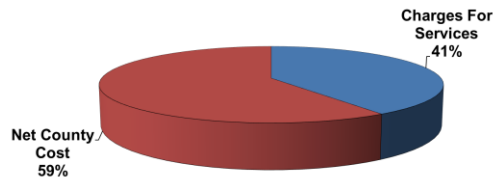
Benefits costs includes savings of approximately \$30,000 from deleting 1.0 FTE Appraiser while adding 1.0 FTE clerical operations supervisor position.

- Services and Supplies reflect a net increase of \$342,348 or 16.2%. This is primarily due to the increase in contracted services. Contracted services are used by the Department for specialized skills or short-term needs. These funds are also used to address the "at risk" assessed value exposure through assessment appeals. For FY2017/18, the following contracted services are proposed:
  - \$160,000 for mineral rights appraisals and appeals defense.
  - \$590,000 for consulting services to assist with assessment appeals defense.
- Other Charges reflects an increase of \$125,593 due to increases of \$71,254 in countywide administrative overhead and \$54,339 for CAC Building Charges.
- Fixed asset Equipment reflects an increase of \$18,000 primarily due to the anticipated purchase of a replacement microfilm machine.

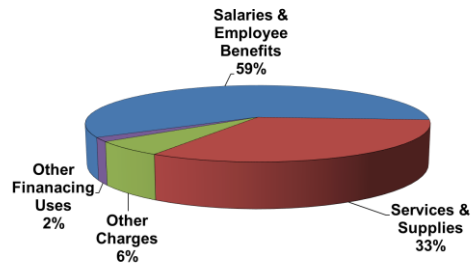
#### DEPARTMENT COMMENTS

The recovering real estate market impacts the Assessor workload in a variety of ways including work associated with changes in number of properties on Proposition 8 which declined and increases in the numbers of new maps filed and building permits issued. The volume of customer inquiries remains consistent as the Department continues to educate the public on property value increases and restoration of Proposition 13 base values (i.e. removed from Proposition 8 temporary decline in value status).

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	2,804,496	2,593,000	2,992,000	399,000	15.4%
MISC REVENUE	158	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>2,804,654</b>	<b>2,593,000</b>	<b>2,992,000</b>	<b>399,000</b>	<b>15.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,144,009	4,456,568	4,463,012	6,444	0.1%
SERVICES AND SUPPLIES	1,810,027	2,107,747	2,450,095	342,348	16.2%
OTHER CHARGES	367,033	339,779	465,372	125,593	37.0%
F/A EQUIPMENT	6,484	0	18,000	18,000	0.0%
OTHER FINANCING USES	142,669	140,303	133,375	(6,928)	(4.9%)
INTRA-FUND TRANSFERS	(157,764)	(148,856)	(153,841)	(4,985)	3.3%
<b>TOTAL APPROPRIATIONS</b>	<b>6,312,458</b>	<b>6,895,541</b>	<b>7,376,013</b>	<b>480,472</b>	<b>7.0%</b>
<b>NET COUNTY COST</b>	<b>3,507,804</b>	<b>4,302,541</b>	<b>4,384,013</b>	<b>81,472</b>	<b>1.9%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

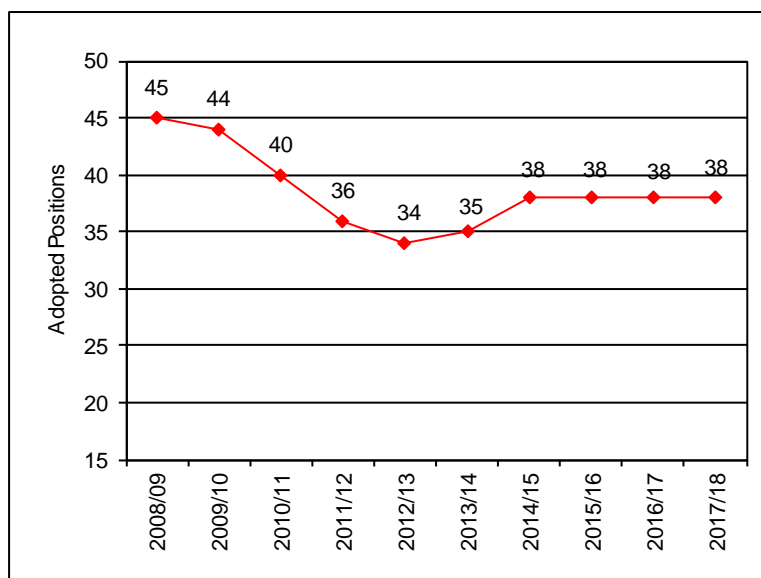
### SUMMARY OF POSITION CHANGES

The FY2017/18 Recommended Budget includes the following position changes:

- Deleted 1.0 FTE Appraiser
- Added 1.0 FTE Clerical Operations Supervisor

Current appraisal workload is sustained with existing appraisal staff and the use of automated assessment programs. The Recommended change adding a Clerical Operations Supervisor is intended to support clerical work associated with the increase in ownership changes, data input, notice creation, and other tasks related to a recovering real estate market.

### STAFFING TREND

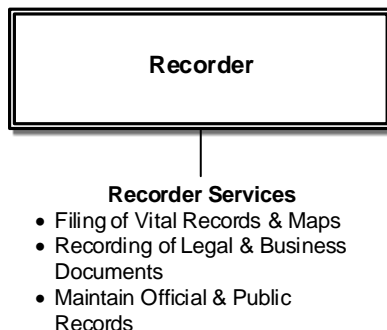


**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Assessor/Recorder, Auditor-Controller and Treasurer/Tax Collector/County Clerk are working with DoIT to replace the Solano County Integrated Property System approved by the Board of Supervisors in FY2016/17. This project is in the initial phase of a multiyear project with an expected project cost of \$10 million.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
2909 RECORDER	1,900,233	1,625,800	1,784,540	158,740	9.8%
4000 RECORDER SPECIAL REVENUE	898,669	815,000	815,600	600	0.1%
<b>APPROPRIATIONS</b>					
2909 RECORDER	1,620,527	1,946,914	1,926,724	(20,190)	(1.0%)
4000 RECORDER SPECIAL REVENUE	661,754	1,089,150	811,050	(278,100)	(25.5%)
<b>NET CHANGE</b>					
2909 RECORDER	(279,706)	321,114	142,184	(178,930)	(55.7%)
4000 RECORDER SPECIAL REVENUE	(236,915)	274,150	(4,550)	(278,700)	(101.7%)

A summary of the budgets administered by the Assessor/Recorder's Office is provided on the following pages.



## DEPARTMENTAL PURPOSE

The County Recorder is an elected official who acts as the perpetual guardian of land, birth, death and marriage records that have been entrusted to his safety and care. All functions of the Recorder are conducted under and adhere to the provisions of the State Constitution, State Codes and County Codes. In Solano County, the elected office of the County Recorder is combined with the County Assessor as a single countywide elected position.

### Budget Summary:

FY2016/17 Third Quarter Projection:	1,848,757
FY2017/18 Recommended:	1,926,724
County General Fund Contribution:	142,184
Percent County General Fund Supported:	7.4%
Total Employees (FTEs):	14

## FUNCTION AND RESPONSIBILITIES

Under the Recorder's Office, four units work together to securely handle a variety of documents on behalf of the public and state.

- The Examining Unit receives, examines and records land title documents, military records, maps and construction contracts. It also provides certified copies of documents and assists the general public.
- The Indexing/Verifying Unit indexes all land title and vital records to create a searchable database so all records are easily retrievable. To ensure accuracy of the recorded documents index, every document is quality-control checked by the unit's staff.
- The Scanning Unit images all records, filed and registered, that are accepted by the Recorder's Office. To ensure accuracy and reproducibility, every document is quality-control checked by the unit's staff. In addition, microfilm copies of records are produced for archival storage in compliance with law.
- The Vital Records Unit, by statute, provides search, retrieval and certified record services where the public can obtain legal copies of birth, death and marriage documents.

In accordance with the California Revenue and Taxation Code, a tax is imposed on each recorded document in which real property is sold; a tax on deeds transferring, granting, assigning or otherwise conveying title of property within the county. The Recorder's Office collects and distributes these Documentary Transfer Taxes on behalf of the County and cities.

The Recorder's Office also acts as the central collector of additional mandated fees associated with the recording of documents and distributes that revenue to the benefiting agencies. On a daily basis the Recorder collects and disburses special fees and surcharges over and above actual recording fees for these agencies. Presently, the Recorder's Office collects funds for Trial Court Funding, family violence prevention, local spousal and child abuse programs, the Assessor, the District Attorney, Resource Management's Public Works Division, State Department of Health, and all cities in Solano County.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2016, the Recorder's Office collected \$11,500 for the State of California's Family Law Trust Fund, \$32,600 for the County's Office of

**Marc Tonnesen, Assessor/Recorder  
Other Protection**

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Family Violence Prevention and \$33,700 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$419,600 for the Trial Court Fund to help State court operating costs and \$723,500 for the District Attorney's Real Estate Fraud Prosecution Fund. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$6.8 million.

The Recorder's Office continues to aid the District Attorney (DA) in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code 27388, Senate Bill 1342, the County Board of Supervisors approved the District Attorney's increase of the Real Estate Fraud Fee to \$10.00 effective January 1, 2014, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2016, the fee was applied to 68,000 of the over 135,400 official documents recorded. In collaboration with the District Attorney's Office, a visual monitoring system has been connected in the Recorder's lobby area to aid in the identification of individuals filing fraudulent real estate documents.

In 2007, the Governor signed into law Assembly Bill 1168 which requires county recorders to establish a social security number truncation program. Under the program any social security number contained in the public record dating back to January 1, 1980 was to be truncated by redacting the first five digits of the number. In 2016 a total of 1,357 social security numbers were redacted from current official documents.

The Recorder's Office continues the process of upgrading and replacing its existing public access and records management system software with Conduent AgileFlow Records Manager software. The upgrade includes the conversion of the current obsolete legacy system software to a web-based system that provides staff and the public easy access to information, search modules using an intuitive screen layout, and provides greater security capabilities. Phase I of the upgrade, which includes hardware/software configuration and the upgrade of the Public Search Module was completed in January 2016. Phase II, which includes upgrading recording application software, was implemented in September 2016 and is currently the sole application used for recording documents.

The Solano County Recorder resumed the historic records restoration project where official records dating back to 1850 were restored, preserved, and digitized. Eighty-two volumes of historic indexes went through imaging and the preservation process, and the Records Office intends to continue the project into the new fiscal year.

### **WORKLOAD INDICATORS**

- In 2016, the Department examined recorded, indexed, verified and mailed back to customers over 135,400 documents.
- In the same period, approximately 16,300 official birth, death, and marriage certificates were issued as well as over 5,400 certified copies of official records.

### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$158,740 or 9.8% in revenues and a decrease of \$20,190 or 1.0% in appropriations when compared to FY2016/17 Adopted Budget. As a result, the Net County Cost is decreased by \$178,930.

- The primary funding source for the Recorder's Office is Recording Fees of \$1,460,000 for the recording of official documents and is projected to increase by \$160,000 from FY2016/17. This is due to an overall increase in projected official recorded documents. Photo/Microfiche Copy fees, which are charged for the issuance of official records and vital statistics such as marriage and birth certificates, are estimated to remain consistent with prior year at \$230,000.
- In FY2017/18 the Recorder Fraud Administration (DA) revenues will be posted directly to the Department's operating budget as opposed to its Special Revenue Fund in an effort to streamline processes and reflect revenues aligned with the cost of collection. This accounts for an increase of \$72,000 in revenue, representing 10% of the total real estate fraud fee for cost incurred in the collection and distribution of the fee. In FY2016/17, the fee was collected in the Special Revenue Fund (BU 4000) and transferred to the Recorder's operating budget at year end.
- Salaries and Employee Benefits of \$1,335,003 reflect an increase of \$19,789 or 1.5% due to salaries and wages and retirement increases.
- Services and Supplies are anticipated to increase \$7,119 or 4.1% primarily due to an increase of \$3,000 in rents and leases for equipment and \$3,632 in central data processing services.



**Summary of Other Administered Budgets**

**2909 – Fund 001-Recorder**  
**Marc Tonnesen, Assessor/Recorder**  
**Other Protection**

- Other Charges increased \$25,271 or 23.1% due to increases in countywide administrative overhead.
- Other Financing Uses reflect a decrease of \$74,504 or 66.2% due to an Operating Transfers-Out which was eventually adjusted in FY2016/17 as a technical adjustment.
- A portion of the Salaries and Employee Benefits for the Department Head, Assistant Department Head and Office Coordinator are reflected as an intrafund transfer of \$175,941. This represents an increase of \$2,085 due to increases in Salaries and Employee Benefits.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	1,703,978	1,530,000	1,762,000	232,000	15.2%
MISC REVENUE	21,239	22,800	22,540	(260)	(1.1%)
OTHER FINANCING SOURCES	175,016	73,000	0	(73,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>1,900,233</b>	<b>1,625,800</b>	<b>1,784,540</b>	<b>158,740</b>	<b>9.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,142,729	1,315,214	1,335,003	19,789	1.5%
SERVICES AND SUPPLIES	116,810	175,631	182,750	7,119	4.1%
OTHER CHARGES	99,968	109,448	134,719	25,271	23.1%
OTHER FINANCING USES	39,395	112,465	37,961	(74,504)	(66.2%)
INTRA-FUND TRANSFERS	221,626	234,156	236,291	2,135	0.9%
<b>TOTAL APPROPRIATIONS</b>	<b>1,620,527</b>	<b>1,946,914</b>	<b>1,926,724</b>	<b>(20,190)</b>	<b>(1.0%)</b>
<b>NET COUNTY COST</b>	<b>(279,706)</b>	<b>321,114</b>	<b>142,184</b>	<b>(178,930)</b>	<b>(55.7%)</b>
<b>STAFFING</b>					
RECORDER	13	14	14	0	0.0%
<b>TOTAL STAFFING</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**FUNCTION AND RESPONSIBILITIES**

The purpose of this Special Revenue Fund is to recognize and account for the restricted use of fees collected as part of the Recorder's Office Micrographic, Modernization, Social Security Number (SSN) Truncation Program and Recorder Fraud Administration funds, which are collected on behalf of the District Attorney's Office (DA). Under the authority of Government Codes 27361.4, 27361(c), 27361(d) and 27388 these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund's budget unit (BU) and use is described below.

- (BU 4001): The Micrographics fund defrays the cost of converting the Recorder's document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. Government Code 27361.4.
- (BU 4002): The Modernization fund is available solely to support, maintain, improve and provide for the full operation for modernized creation, retention and retrieval of information in the Recorder's system for recorded documents. Examples in the use of this fund is to enhance and maintain the document management system, upgrade computers used by staff and the general public, and for the purpose of training staff on the system. Government Code 27361 (c).
- (BU 4003): The SSN Truncation Program fund is used for the creation and maintenance of the Recorder's SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to create and maintain a dual records system, containing two separate yet similar data bases, one for "Official Records" which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for "Public Records" that are an exact copy of the "Official Records" except for a truncated Social Security Number. Government Code 27361 (d).

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

The Recorder's Special Revenue Fund financed the complete remodel of the Recorder Lobby. The renovation is designed to modernize and streamline the customer service experience.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$600 or 0.1% in revenues and a decrease of \$278,100 or 25.5% in appropriations when compared to FY2016/17 Adopted Budget. As a result, Fund Balance is increased by \$278,700.

- Revenues reflect a net increase of \$600, due to an increase in revenue due to an estimated increase in the number of documents recorded and offset by a decrease in revenue resulting from the realignment of the collection of Recorder Fraud Administration (DA) fee to the Recorder's Operating Budget. The Recorder Special Revenue fees are now split between three programs: \$128,000 (\$8,000 increase) for Micrographics (BU 4001), \$530,000 (\$50,000 increase) for Modernization (BU 4002), and \$107,000 (\$2,000 increase) for Social Security Number Truncation (BU 4003).
- Other Financing Uses decreased by \$205,000 related to the Recorder Lobby Remodel in FY2016/17. This amount was eventually adjusted to \$358,000 in the FY2016/17 Third Quarter which represents the final payment for the project. No funds were associated with this project in FY2017/18.
- Fixed Asset Equipment decreased by \$55,000 due to the one-time purchase of specialized computer equipment in the prior year.
- Services and Supplies decreased by \$18,100 primarily due to reduced appropriations for the refresh of department computers which were expended in FY2016/17 and are not needed in the current fiscal year and decreases in SCIPS – DP Service charges. These decreases are partially offset by increased costs associated with the implementation of the new recording system, Agile Flow, which has increased software maintenance costs to maintain both Agile Flow and the legacy system (Exigent) until all functionality has been transferred to the new recording system.
- Other Charges for Interfund Services cost of \$50,000 has been re-budgeted in order to complete the renovation of office space for archived and historic Recorder's books and documents.

See related Budget Unit 9115- Fund 215 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

None.

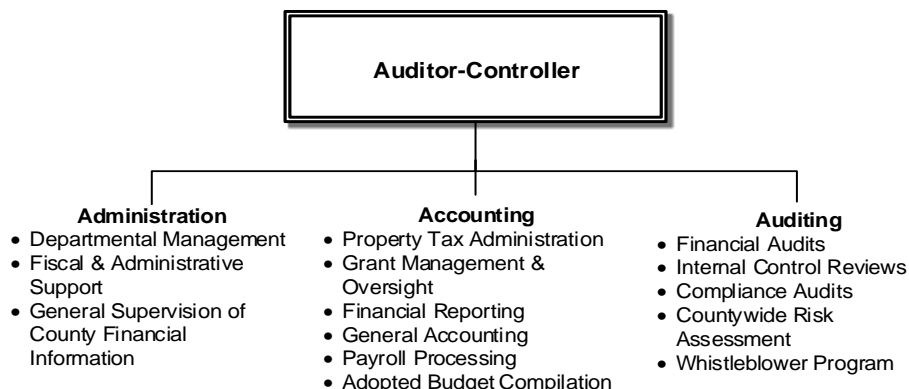
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	58,239	40,000	50,600	10,600	26.5%
CHARGES FOR SERVICES	840,430	775,000	765,000	(10,000)	(1.3%)
<b>TOTAL REVENUES</b>	<b>898,669</b>	<b>815,000</b>	<b>815,600</b>	<b>600</b>	<b>0.1%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	263,743	779,150	761,050	(18,100)	(2.3%)
OTHER CHARGES	2,995	50,000	50,000	0	0.0%
F/A EQUIPMENT	0	55,000	0	(55,000)	(100.0%)
OTHER FINANCING USES	395,016	205,000	0	(205,000)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>661,754</b>	<b>1,089,150</b>	<b>811,050</b>	<b>(278,100)</b>	<b>(25.5%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(236,915)</b>	<b>274,150</b>	<b>(4,550)</b>	<b>(278,700)</b>	<b>(101.7%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

In FY2016/17 Recorder Micrographic included Recorder Fraud Administration (DA) revenues collected pursuant to Government Code 27388 and Senate Bill 1342, which authorized a \$10 fee on the recording of real estate documents to fund the investigation and prosecution of real estate fraud by the District Attorney. The Recorder receives 10% of the real estate fraud fee for cost incurred in the collection and distribution of the fee. In FY2017/18 this fee will be reflected in the Recorder operating budget (BU 2909) in an effort to streamline processes and reflect revenues inline with the cost of collection.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.



## DEPARTMENTAL PURPOSE

The elected Auditor-Controller performs the duties of the office under the legal authority provided within Government Code sections 26880 and 26900. The Auditor-Controller is the principal financial and accounting officer of the County.

## Budget Summary:

FY2016/17 Third Quarter Projection:	4,753,145
FY2017/18 Recommended:	4,967,813
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	34

## FUNCTION AND RESPONSIBILITIES

The Auditor-Controller exercises general supervision of the financial information and accounts of all departments, districts and agencies under the control of the Board of Supervisors. The Auditor-Controller exercises this authority through its Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; ensures financial reporting in accordance with County policies, state and federal laws, and Governmental Accounting Principles; processes payroll and related transactions for over 3,100 employees; calculates and processes all State Disability Insurance (SDI) integration for employees on disability leave; manages the debt service funds for all long-term debt of the County; manages the Countywide Financial Information System, the PeopleSoft System (for payroll-related functions) and IntelliTime countywide time keeping system; administers the property tax apportionment system of the County; monitors all federal and state assistance; prepares the Countywide Cost Allocation Plan; performs audits, internal control reviews; administers the County's Whistleblower Program and promotes internal controls.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Worked with the Department of Information Technology (DoIT) to automate various processes:
  - Implemented electronic employee self-service for IRS Form W-4 Withholding Allowance to allow county employees to adjust their federal tax withholding through PeopleSoft, eliminating Auditor staff processing time for these requests.
  - Upgraded the SunGard ONESolution financial system to remain current on the latest technology for financial accounting.
  - Implemented improvements to the IntelliTime timecards in the Sheriff's Department.
- Worked with DoIT, Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk in looking at various property tax systems to replace the existing property tax system, Solano County Integrated Property System (SCIPS). Attended demonstrations from three vendors and made site visits to other counties to review property tax systems. On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear project, at an estimated cost of \$10 million (excluding staff resources for project management and testing).
- Recipient of two awards for excellence in financial reporting from the Government Finance Officers Association and the State Controller's Office. Continue to receive unqualified (clean) audit opinions on the County's Comprehensive Annual Financial Report.

**WORKLOAD INDICATORS**

During FY2016/17, the Department:

- Processed over 65,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers-in the financial system.
- Converted over 65,000 forms and the supporting documentation into an electronic format for countywide department access.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, tax withholding changes, garnishments, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Processed biweekly payroll adjustments for County employees on some type of leave. Since FY2012/13, the average number of employees on some type of leave increased from 100 employees to now over 421.
- Administered the county tax apportionment process for over 1,000 countywide tax rate areas generating over \$658 million in property taxes, which were calculated, allocated and paid to 75 taxing entities. Administered over 217,000 special assessments levied by cities, agencies and special districts totaling \$58 million. Researched, calculated, and paid over 1,300 property tax refunds.
- Administered monitoring and reporting on redevelopment dissolution. Distributed over \$22.7 million to taxing entities pursuant to redevelopment pass-through agreements, \$19.1 million to the six successor agencies for payment of recognized obligations and \$47.9 million in residual balances to the taxing entities.
- Employed over 5,800 hours of staff time to perform financial/compliance audits, process reviews, reviews of internal controls, and administration of the Whistleblower Program. The audit hours were allocated as follow:
  - 414 hours to Health and Social Services
  - 964 hours to Mandated Financial Audits
  - 2,648 hours to Special Districts and Other Financial Audits
  - 1,813 hours to Countywide Reviews and Other Activities
- Employed over 2,500 hours on Redevelopment Dissolution Act (ABX1 26).

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ACO-ADMINISTRATION	22,284	22,000	23,000	1,000	4.5%
ACO-ACCOUNTING	4,031,821	3,869,210	4,162,352	293,142	7.6%
ACO-AUDITING	588,110	649,513	788,155	138,642	21.3%
<b>TOTAL REVENUES</b>	<b>4,642,215</b>	<b>4,540,723</b>	<b>4,973,507</b>	<b>432,784</b>	<b>9.5%</b>
<b>APPROPRIATIONS</b>					
ACO-ADMINISTRATION	22,284	20,002	22,725	2,723	13.6%
ACO-ACCOUNTING	3,671,155	4,043,789	4,181,881	138,092	3.4%
ACO-AUDITING	658,772	774,348	763,207	(11,141)	(1.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>4,352,211</b>	<b>4,838,139</b>	<b>4,967,813</b>	<b>129,674</b>	<b>2.7%</b>
<b>NET COUNTY COST</b>					
ACO-ADMINISTRATION	0	(1,998)	(275)	1,723	(86.2%)
ACO-ACCOUNTING	(360,666)	174,579	19,529	(155,050)	(88.8%)
ACO-AUDITING	70,662	124,835	(24,948)	(149,783)	(120.0%)
<b>NET COUNTY COST</b>	<b>(290,004)</b>	<b>297,416</b>	<b>(5,694)</b>	<b>(303,110)</b>	<b>(101.9%)</b>
<b>STAFFING</b>					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	26	26	26	0	0.0%
ACO-AUDITING	5	5	5	0	0.0%
<b>TOTAL STAFFING</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>0</b>	<b>0.0%</b>

#### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$432,784 or 9.5% in revenues and \$129,674 or 2.7% in appropriations when compared to FY2016/17 Adopted Budget. As a result, the Net County Cost decreased by \$303,110 when compared to the FY2016/17 Adopted Budget.

The primary funding sources for the Auditor-Controller's Office are charges and fees for services and include:

- County administrative overhead (A87) revenues of \$3,233,032 reflect an increase of \$399,147 or 14.1% from prior year primarily due to an increase in the Department's costs and an increase in the roll forward adjustment. Administrative Overhead revenues are received from County departments for their allocated share of costs for accounting, financial and/or audit services provided by the Auditor-Controller's Office.
- Assessment and tax collection fees of \$695,000 reflect an increase of \$58,000 or 9.1% from prior year. These revenues are for financial and accounting services provided to other funds, taxing entities and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities excluding school districts who are exempt by law. The Auditor-Controller also recovers direct costs related to the Redevelopment Agencies (RDA) dissolution from the successor agencies of the former redevelopment agencies. See Other Charges for Services revenues below.
- Auditing and accounting fees of \$323,508 reflect a decrease of \$50,270 or 13.5%. These are fees/charges for services to special districts and other governmental agencies audited on a biennial cycle.
- Other Charges for Services revenues of \$302,800 reflect a decrease of \$8,740 or 2.8%. This revenue represents charges to redevelopment successor agencies for administrative support costs.
- Revenues from Interfund Services of \$317,116 reflect an increase of \$9,517 or 3.1%. These are revenues from non-General Fund departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting, payroll and auditing services.

- 
- Revenues from Intrafund Services – Accounting and Audit of \$181,682 reflect an increase of \$26,000 or 16.7%. These revenues are from charges to the Treasury and Tax Collector for accounting and auditing services.

The primary costs for the Auditor-Controller's Office are as follows:

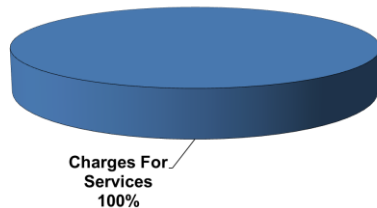
- Appropriations for Salaries and Employee Benefits for FY2017/18 total \$4,271,775, a net increase of \$139,219 or 3.4% from the FY2016/17 Adopted Budget. The net increase is primarily due to the following:
  - Salaries/Wages are expected to increase by \$43,324 primarily due to 15 positions (out of 34) due merit increases (5%) during the fiscal year.
  - Extra Help wages are expected to increase \$51,178 primarily due to the addition of a college Intern and two extra-help departmental aides.
  - Retirement costs are expected to increase \$52,586 due to an increase in the CalPERS contribution rate and ending of the 1% rate share.
- Data processing and Solano County Integrated Property System (SCIPS) charges of \$217,434 and \$133,495, respectively, are expected to decrease by \$55,146 or 13.6% over prior year. The rates are determined by the Department of Information Technology (DoIT) based on departmental costs to provide, maintain and support the County's network infrastructure, computer hardware, software and systems for the ONESolution, PeopleSoft, IntelliTime (key central automated systems) and SCIPS.
- The Recommended Budget also includes accounting and financial contract services totaling \$119,500 of which \$105,000 is for Vavrinek, Trine, Day & Co., LLP, an independent firm of Certified Public Accountants (CPA), to perform the countywide audit of the County's Comprehensive Annual Financial Report and Single Audit; \$5,000 to CalPERS for the GASB 68 Actuarial Report; \$2,500 to Romeo Blanquera, CPA, for the Transportation Development Act (TDA) Audit, and \$7,000 to Wells Fargo Bank for direct deposit services.
- Fixed Assets of \$7,000 includes the purchase of a new document scanner for the General Accounting Division to replace the existing one which is over eight years old, showing signs of wear, and no longer under a maintenance contract. This item was requested and approved in the prior budget but because the equipment is still working it has not been replaced. Therefore, this item is being re-budgeted.

## **DEPARTMENT COMMENTS**

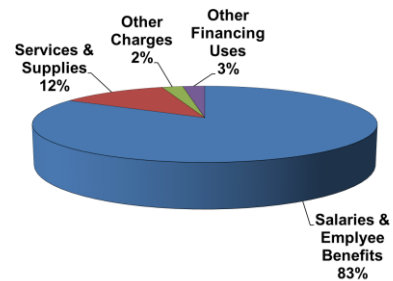
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations, over \$1.0 billion as reflected in the FY2016/17 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- Begin the next phase of the IntelliTime System to address time study and specialized time-reporting requirements.
- Automate and electronically route various forms such as deposits and journal entries into the financial system.
- Replace the Solano County Integrated Property System with a newer and more efficient system.
- Continue to convert vendor payments to electronic payments.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	10,506	6,895	7,011	116	1.7%
CHARGES FOR SERVICES	4,631,638	4,533,348	4,966,376	433,028	9.6%
MISC REVENUE	71	480	120	(360)	(75.0%)
<b>TOTAL REVENUES</b>	<b>4,642,215</b>	<b>4,540,723</b>	<b>4,973,507</b>	<b>432,784</b>	<b>9.5%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,772,525	4,132,556	4,271,775	139,219	3.4%
SERVICES AND SUPPLIES	531,220	635,292	608,569	(26,723)	(4.2%)
OTHER CHARGES	74,201	71,276	119,029	47,753	67.0%
F/A EQUIPMENT	0	7,000	7,000	0	0.0%
OTHER FINANCING USES	131,800	128,447	123,722	(4,725)	(3.7%)
INTRA-FUND TRANSFERS	(157,535)	(136,432)	(162,282)	(25,850)	18.9%
<b>TOTAL APPROPRIATIONS</b>	<b>4,352,211</b>	<b>4,838,139</b>	<b>4,967,813</b>	<b>129,674</b>	<b>2.7%</b>
<b>NET COUNTY COST</b>	<b>(290,004)</b>	<b>297,416</b>	<b>(5,694)</b>	<b>(303,110)</b>	<b>(101.9%)</b>

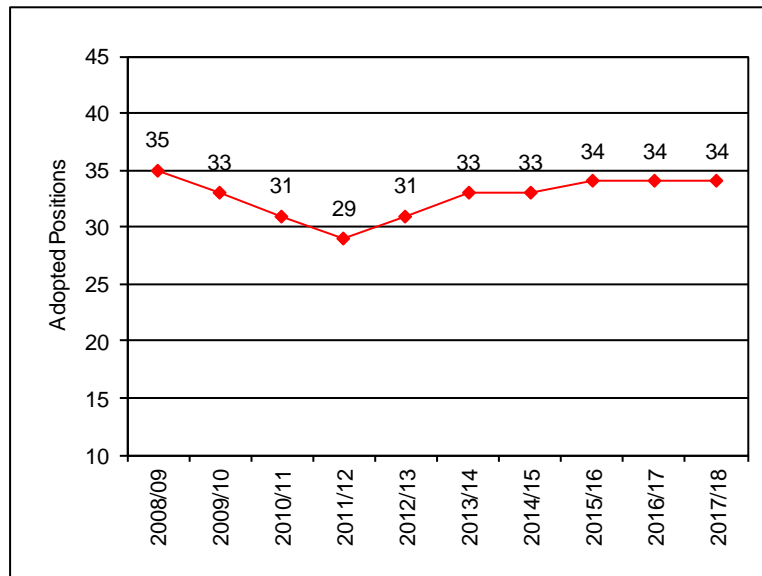
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.



**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

The Auditor-Controller, Treasurer/Tax Collector/County Clerk, and Assessor/Recorder are working with DoIT to replace the Solano County Integrated Property System approved by the Board of Supervisors in FY2016/17. This project is in the initial phase of a multiyear project with an expected project cost of \$10 million (excluding staff resources).

**1200 – Fund 001-Auditor-Controller**  
**Simona Padilla-Scholtens, Auditor-Controller**  
**Finance**

**Summary of Other Administered Budgets**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1101 GENERAL REVENUE	158,865,418	161,876,089	172,816,800	10,940,711	6.8%
5908 COUNTY DISASTER	1,125,246	2,833,518	2,625,941	(207,577)	(7.3%)
8006 PENSION DEBT SERVICE	14,432,492	14,369,016	13,157,936	(1,211,080)	(8.4%)
8037 2007 CERTIFICATES OF PARTICIPA	7,944,234	7,902,145	7,896,805	(5,340)	(0.1%)
8034 HSS ADMIN/REFINANCE SPHF	1,760,043	1,750,680	1,756,560	5,880	0.3%
8036 2013 COP ANIMAL CARE PROJECT	462,740	462,781	462,581	(200)	(0.0%)
<b>APPROPRIATIONS</b>					
1101 GENERAL REVENUE	92,310	485,000	485,000	0	0.0%
5908 COUNTY DISASTER	1,641,956	2,100,686	2,625,941	525,255	25.0%
8006 PENSION DEBT SERVICE	9,892,801	10,253,012	8,829,020	(1,423,992)	(13.9%)
8037 2007 CERTIFICATES OF PARTICIPA	7,921,417	7,924,962	7,896,805	(28,157)	(0.4%)
8034 HSS ADMIN/REFINANCE SPHF	1,759,263	1,755,237	1,756,560	1,323	0.1%
8036 2013 COP ANIMAL CARE PROJECT	472,849	473,714	476,193	2,479	0.5%
<b>NET CHANGE</b>					
1101 GENERAL REVENUE	158,773,108	161,391,089	172,331,800	10,940,711	6.8%
5908 COUNTY DISASTER	(516,710)	732,832	0	(732,832)	(100.0%)
8006 PENSION DEBT SERVICE	4,539,691	4,116,004	4,328,916	212,912	5.2%
8032 2002 CERTIFICATES OF PARTICIPA	0	0	0	0	0.0%
8037 2007 CERTIFICATES OF PARTICIPA	22,817	(22,817)	0	22,817	(100.0%)
8034 HSS ADMIN/REFINANCE SPHF	780	(4,557)	0	4,557	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	(10,109)	(10,933)	(13,612)	(2,679)	24.5%

A summary of the budgets administered by the Auditor-Controller's Office is provided on the following pages.

**FUNCTION AND RESPONSIBILITIES**

The General Revenue budget accounts for revenues not attributable to a specific County service or department. These revenues are the source of funding to support the County's general-purpose appropriations including mandated Maintenance of Effort contributions, mandated minimum levels of program service, general government programs and services, as well as other Board priorities. The types of revenues included are property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment revenues including pass through and successor agency business license tax disposal fees.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a net increase of \$10,940,711 or 6.8% in revenues and no increase in appropriations when compared to the FY2016/17 Adopted Budget. Appropriations reflect \$35,000 for professional services for sales tax financial services, \$400,000 for the General Fund's share of property tax refunds, and \$50,000 for general accounting and auditing services for the Solano County Fair.

Significant changes to the revenues projected and included consist of the following increases:

- \$4,733,804 increase in Current Secured Property Taxes reflects a projected increase of 4% in assessed values from the FY2016/17 corrected assessment roll.
- \$800,000 increase in Supplemental Taxes due to an increase in supplemental billings as the current real estate market recovers from the economic downturn over the past several years.
- \$700,000 increase in Property Transfer Tax due to an anticipated increase in real estate sales.
- \$2,732,000 increase in Property Tax in Lieu revenues due to a projected increase of 4% in assessed values.
- \$428,788 increase in ABX1 26 Residual Taxes and \$1,135,137 in ABX1 26 Pass-Through due to a projected increase of 4% in assessed values.
- \$150,000 increase in Interest Income due to a projected increase in cash flow of the General Fund.
- \$1,000,000 increase in Disposal Fees due to projected increases in tonnages at both the Potrero Hills and Hay Road Landfill sites due to additional municipal solid waste from Marin and short term contracts for construction soil from Bay Area projects.

The increases were offset by a \$1,000,000 decrease from the Tax Loss Reserve due to anticipated decrease in penalties and interest collections.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
TAXES	142,723,337	147,486,089	158,168,000	10,681,911	7.2%
LICENSES, PERMITS & FRANCHISE	781,366	600,000	581,000	(19,000)	(3.2%)
REVENUE FROM USE OF MONEY/PROP	2,620,014	952,000	1,102,000	150,000	15.8%
INTERGOVERNMENTAL REV STATE	1,438,552	1,438,000	1,453,800	15,800	1.1%
INTERGOVERNMENTAL REV OTHER	973,731	0	62,000	62,000	0.0%
CHARGES FOR SERVICES	6,146,422	6,350,000	7,400,000	1,050,000	16.5%
MISC REVENUE	4,181,997	5,050,000	4,050,000	(1,000,000)	(19.8%)
<b>TOTAL REVENUES</b>	<b>158,865,418</b>	<b>161,876,089</b>	<b>172,816,800</b>	<b>10,940,711</b>	<b>6.8%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	17,590	35,000	35,000	0	0.0%
OTHER CHARGES	74,720	450,000	450,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>92,310</b>	<b>485,000</b>	<b>485,000</b>	<b>0</b>	<b>0.0%</b>
<b>NET COUNTY COST</b>	<b>(158,773,108)</b>	<b>(161,391,089)</b>	<b>(172,331,800)</b>	<b>(10,940,711)</b>	<b>6.8%</b>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are a number of significant property assessment appeals pending which may negatively impact property tax revenues depending on the outcome of the appeal.

**FUNCTION AND RESPONSIBILITIES**

To provide a separate budget unit to account for the payment of County costs associated with disasters.

2014 Napa Earthquake

On August 24, 2014, a 6.0 magnitude earthquake occurred at 3:20 a.m. in south Napa, California. Due to the scale of the event, the conditions creating and/or impacts of the emergency became such that the local resources could no longer cope with the effects of the emergency. The County Administrator proclaimed a local emergency pursuant to Government Code section 8630 and a resolution was adopted by the Board on August 26, 2014. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the South Napa earthquake and on September 11, 2014, President Obama declared California a major disaster, allowing for the provision of Federal aid to assist with recovery efforts. On September 23, 2014, based on the estimated cost of damages incurred to County Facilities, the Board authorized the use of up to \$2.0 million in General Fund Contingency to pay for damages on an interim basis until qualifying reimbursements from the State or the Federal Emergency Agency (FEMA). Since that time, all earthquake related projects have been completed and are anticipated to be closed-out in FY2016/17 with payment in full received from the federal and State agencies.

2017 Winter Storm Flooding

From January 3 through February 22, 2017, Solano County experienced a series of intense winter storm events which resulted in significant flood related damage throughout the County. On January 18, 2017, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on January 24, 2017. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the storm damage and on February 14, 2017, President Trump approved a Major Disaster Declaration for California, allowing for the provision of Federal aid to assist with recovery efforts. On February 7, 2017, based on the estimated cost of damages, the Board authorized the use of up to \$2.0 million in General Fund Contingency to pay for damages on an interim basis until receipt of qualifying reimbursements from the State, the Federal Emergency Agency (FEMA) and the Federal Highway Administration (FHWA). Damages to County roads related to the events include erosion, slope failures, debris flows, bridge scour, levee failures, and culvert failures with an estimated cost of \$3 million.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$207,577 or 7.3% in revenues and an increase of \$525,255 or 25% in appropriations when compared to the FY2016/17 Adopted Budget. Revenue and appropriations represent estimated costs related to the 2017 Winter Storm Flooding of \$2,625,941 expected to be incurred in FY2017/18 with additional costs expected in FY2018/19 (The total estimated cost for the 2017 Winter Storm Flooding is \$3 million). The County's estimated share of cost for these expenses is 6.25%, or \$282,191. Revenues represent federal and State reimbursements of costs and a loan from the General Fund until qualifying reimbursements are received. The FY2017/18 Recommended Budget includes no revenues or appropriations associated with the earthquake as all projects are anticipated to be closed-out in FY2016/17.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	193,994	374,535	468,750	94,215	25.2%
INTERGOVERNMENTAL REV FEDERAL	774,342	1,592,166	1,875,000	282,834	17.8%
OTHER FINANCING SOURCES	156,910	866,817	282,191	(584,626)	(67.4%)
<b>TOTAL REVENUES</b>	<b>1,125,246</b>	<b>2,833,518</b>	<b>2,625,941</b>	<b>(207,577)</b>	<b>(7.3%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	1,641,956	2,091,762	2,600,000	508,238	24.3%
OTHER CHARGES	0	8,924	25,941	17,017	190.7%
<b>TOTAL APPROPRIATIONS</b>	<b>1,641,956</b>	<b>2,100,686</b>	<b>2,625,941</b>	<b>525,255</b>	<b>25.0%</b>
<b>NET CHANGE</b>	<b>516,710</b>	<b>(732,832)</b>	<b>0</b>	<b>732,832</b>	<b>(100.0%)</b>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**Debt Service Overview**  
**Simona Padilla-Scholtens, Auditor-Controller**  
**Debt**

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Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debts as of June 30, 2017 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,023,890
Certificates of Participation	92,625,000
Pension obligation bonds	32,880,000
Total	<u>\$ 126,528,890</u>

Notes payable

The County entered into a note payable agreement with the former Suisun Redevelopment Agency to finance the County's share of the construction costs of the Suisun City Library. Due to the dissolution of redevelopment agencies under ABX1 26, effective February 1, 2012 this note was transferred to the Suisun City Successor Agency.

Certificates of Participation

The County issued Certificates of Participation (COP) for the acquisition and construction of major capital facilities. The proceeds of the COP were used for the construction of the County Administration Center in downtown Fairfield, the Probation Facility, improvements to the Central Utility Plant, and the Library in Fairfield (2007 COPs: \$88,120,000) the Health and Social Services Administration Building (2009 COP's: \$5,605,000), and the Animal Shelter (2013 COPs: \$4,640,000).

Taxable Pension Obligation Bonds

On June 16, 2004, the County issued \$96.6 million of Taxable Pension Obligation Bonds (POB) to prepay a partial obligation under its contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL). On November 1, 2005, the County issued an additional \$42.3 million of Taxable Pension Obligation Bonds for an additional pre-payment to CalPERS, thus reducing its UAAL.

Credit Rating

Moody's and Standard & Poor's both rated the County's pension obligation bonds as A1 and AA-, respectively and certificates of participation as Aa3 and AA-, respectively. The affirmation of the ratings on the County's certificates of participation and pension obligation bonds reflect the County's large tax base, solid financial and liquidity position, recovering but sound long-term economic fundamentals, and slightly above average socioeconomic profile compared to similarly rated counties nationally.

The Solano County Investment Pool is rated AA+/S1 by Standard & Poor's, the second highest rating available from them. The rating is reflective of the portfolio's structural diversification and strong position in government-guaranteed debt obligations. The rating also reflects on the prudence and judgment of the portfolio managers. The "S1" volatility rating signifies the Pool's net asset value possesses a low sensitivity to changing market conditions.

## Debt Service Overview

Simona Padilla-Scholtens, Auditor-Controller

### Debt

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**COUNTY OF SOLANO, CALIFORNIA**  
**Legal Debt Margin Information**  
**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>(1) Assessed Value of Property</b>	<b>(2) Debt Limit, 5% of Assessed Value</b>	<b>(3) Debt Applicable to the Limit</b>	<b>(4) Legal Debt Margin</b>	<b>Total net debt applicable to the limit as a percentage of debt limit</b>
2015-16	\$48,822,843,080	\$2,441,142,154	\$99,916,146	\$2,341,226,008	4.09%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.08%
2013-14	43,722,958,674	2,186,147,934	53,945,000	2,132,202,934	2.47%
2012-13	40,593,049,481	2,029,652,474	61,285,000	2,029,652,474	3.02%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,939,981,605	3.59%
2010-11	38,644,020,806	1,932,201,040	77,805,000	1,932,201,040	4.03%
2009-10	39,256,945,402	1,962,847,270	81,105,000	1,962,847,270	4.13%
2008-09	40,873,042,919	2,043,652,146	88,830,000	2,043,652,146	4.35%
2007-08	45,318,102,865	2,265,905,143	121,020,000	2,265,905,143	5.34%
2006-07	45,688,693,224	2,284,434,661	127,805,000	2,284,434,661	5.59%

#### Notes:

- (1) Assessed property value data can be found in Schedule "Assessed Value of Taxable Property and Actual Value of Property."
- (2) California Government Code, Section 29909, states the total amount of bonded indebtedness shall not at any time exceed 5 percent of the taxable property of the county as shown by the last equalized assessment roll.
- (3) Bonded debt financed with general governmental resources include Pension Obligation Bonds.
- (4) The legal debt margin is the County's available borrowing authority under state finance statutes and is calculated by subtracting the debt applicable to the legal debt limit from the legal debt limit.



**FUNCTION AND RESPONSIBILITIES**

This budget unit is the conduit for the principal and interest payments for the Pension Obligation Bonds (POB) Series 2004 and Series 2005. The proceeds from the Pension Obligation Bonds were used to reduce the County's obligation with the California Public Employees' Retirement System (CalPERS) for the Unfunded Accrued Actuarial Liability for retirement benefits.

The POBs were issued to reduce the future interest rate risk and to stabilize retirement contribution rates through defined fixed rates and fixed maturity terms, thereby allowing the County to predict trends and manage the retirement program. Funding for this debt is collected through regular bi-weekly deductions from all County departments and the Solano County Fair.

In FY2008/09, the County redeemed \$30 million of pension bonds partially funded by a loan from the General Fund. The General Fund loan will be repaid through charges from the Departments. The outstanding loan balance as of June 30, 2016 will be \$8,000,000.

The Auditor-Controller is responsible for administering the debt service of the POBs through the dates of redemption: January 15, 2018, for Series 2004 and; January 15, 2025, for Series 2005.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represent decreases of \$1,211,080 or 8.4% in revenues and \$1,423,992 or 13.9% in appropriations when compared to the FY2016/17 Adopted Budget.

The primary factors contributing to the significant changes in revenues are:

- Decrease of \$2,244,812 in Long-term Debt Proceeds. This is only a budgetary entry necessary to account for any deficit Fund Balance created from the early redemption of the Pension Obligation Bonds. We are not projecting a deficit Fund Balance.
- \$1,014,335 increase in Other Revenue due to savings from prepaying the FY2017/18 unfunded liability.

Significant changes in appropriations include:

- \$1,422,492 net decrease in Other Charges as a result of a decrease of \$1,135,000 in Bond Redemption and a decrease of \$442,668 in Interest on Long Term Debt due to payment in full of 2004 POB's in FY2017/18. The decreases are partially offset by an increase in interest charges of \$145,000 on the County Pool due to the prepayment of unfunded liability to CalPERS.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	4,624	5,000	13,000	8,000	160.0%
MISC REVENUE	3,658,888	1,178,035	2,192,370	1,014,335	86.1%
OTHER FINANCING SOURCES	10,768,980	13,185,981	10,952,566	(2,233,415)	(16.9%)
<b>TOTAL REVENUES</b>	<b>14,432,492</b>	<b>14,369,016</b>	<b>13,157,936</b>	<b>(1,211,080)</b>	<b>(8.4%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	557	750	750	0	0.0%
SERVICES AND SUPPLIES	5,608	6,500	5,000	(1,500)	(23.1%)
OTHER CHARGES	9,886,636	10,245,762	8,823,270	(1,422,492)	(13.9%)
<b>TOTAL APPROPRIATIONS</b>	<b>9,892,801</b>	<b>10,253,012</b>	<b>8,829,020</b>	<b>(1,423,992)</b>	<b>(13.9%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(4,539,691)</b>	<b>(4,116,004)</b>	<b>(4,328,916)</b>	<b>(212,912)</b>	<b>5.2%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

## FUNCTION AND RESPONSIBILITIES

This budget unit is the conduit for the principal and interest payments for the 2007 Certificates of Participation (COP).

The 2007 COP were issued to refund the 2002 COP at a lower rate of interest, resulting in interest savings to the County of about \$2.9 million in present value dollars over the term of the bonds. The 2002 Certificates of Participation were issued to finance the construction of the County Administration Center, the Probation Facility, improvements to the Central Utility Plant and the Library in Fairfield. The 2002 COP were redeemed in their entirety on November 1, 2012.

The Auditor-Controller is responsible for administering the debt service on the 2007 COP through the date of redemption on November 1, 2032. Debt service payments are financed through Operating Transfers-In from Public Facilities Fees, the Accumulated Capital Outlay Fund, the General Fund, the Library Fund, the Road Fund, the Courthouse Temporary Construction Fund, and the Depreciation charged to the departments with offices and staff in the County Administration Center and the Probation buildings.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$5,340 or 0.1% in revenues and a decrease of \$28,157 or 0.4% in appropriations when compared to the FY2016/17 Adopted Budget.

The revenue sources consist of the following:

- \$5,079,426 in Operating Transfers-In as follows:
  - \$502,863 from the Library Fund.
  - \$726,660 from the Public Facilities Fees – Public Protection.
  - \$580,026 from the Public Facilities Fees – General Government.
  - \$396,138 from the Courthouse Temporary Construction Fund.
  - \$900,000 from the Accumulated Capital Outlay Fund.
  - \$1,973,739 from the General Fund.
- \$2,778,441 from a depreciation charge allocated to departments residing in the County Administration Center and the Probation buildings.
- \$15,938 from The Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Appropriations reflect the principal and interest payments, accounting and financial services, and countywide administrative overhead charges due in FY2017/18.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	35,250	41,424	38,938	(2,486)	(6.0%)
CHARGES FOR SERVICES	1,637,798	1,636,848	2,778,441	1,141,593	69.7%
OTHER FINANCING SOURCES	6,271,186	6,223,873	5,079,426	(1,144,447)	(18.4%)
<b>TOTAL REVENUES</b>	<b>7,944,234</b>	<b>7,902,145</b>	<b>7,896,805</b>	<b>(5,340)</b>	<b>(0.1%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,926	27,117	3,500	(23,617)	(87.1%)
OTHER CHARGES	7,917,491	7,897,845	7,893,305	(4,540)	(0.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>7,921,417</b>	<b>7,924,962</b>	<b>7,896,805</b>	<b>(28,157)</b>	<b>(0.4%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(22,817)</b>	<b>22,817</b>	<b>0</b>	<b>(22,817)</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

Charges for Services for building use allowance allocated to departments residing in the County Administration Center and the Probation buildings increased due to a change in the allocation methodology, per Office of Management & Budget (OMB) Circular A87, from 2% building use allowance to a depreciation allocation. This change in methodology for grant claiming purposes as mandated by the Federal Awarding Agency resulted in increased depreciation charges to departments, which is offset by a decrease in contribution from the General Fund in Other Financing Sources.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**FUNCTION AND RESPONSIBILITIES**

This budget unit serves as the conduit for the principal and interest payments for the 2009 Refunding Certificates of Participation. The proceeds of the 2009 Certificates of Participation (COP) were used to redeem the 1999 Refunding Certificates of Participation.

The 1999 Certificates of Participation (COP) were used to acquire a 4.89-acre parcel of undeveloped land to construct the Health and Social Services Administration building adjacent to the Solano Park Health Facility and to defease the 1994 Certificates of Participation.

The Auditor-Controller is responsible for administering the debt service on the 2009 Certificates through maturity on November 15, 2019. Debt service payments are financed through Operating Transfers-In from Health and Social Services and Public Facilities Fees.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$5,880 or 0.3% in revenues and an increase of \$1,323 or 0.1% in appropriations when compared to the FY2016/17 Adopted Budget.

Revenues consist of an Operating Transfers-In for Health and Social Services in the amount of \$1,753,560.

The appropriations reflect the principal payment of \$1,580,000 and interest payment of \$165,750, accounting and financial services, and fees and permits due in FY2017/18 of \$5,998, and countywide administrative overhead charges of \$4,812.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	1,151	240	3,000	2,760	1150.0%
OTHER FINANCING SOURCES	1,758,892	1,750,440	1,753,560	3,120	0.2%
<b>TOTAL REVENUES</b>	<b>1,760,043</b>	<b>1,750,680</b>	<b>1,756,560</b>	<b>5,880</b>	<b>0.3%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,902	8,692	5,998	(2,694)	(31.0%)
OTHER CHARGES	1,755,361	1,746,545	1,750,562	4,017	0.2%
<b>TOTAL APPROPRIATIONS</b>	<b>1,759,263</b>	<b>1,755,237</b>	<b>1,756,560</b>	<b>1,323</b>	<b>0.1%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(780)</b>	<b>4,557</b>	<b>0</b>	<b>(4,557)</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**FUNCTION AND RESPONSIBILITIES**

This budget unit is the conduit for the principal and interest payments for the 2013 Certificates of Participation (COP). The 2013 Certificates of Participation were issued in Spring 2013 for the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Animal Care Expansion Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter building.

The source of funding for the debt is the General Fund and the seven cities within the County. The County has entered into a Memorandum of Understanding (MOU) with all the cities in the County in which each city agrees to pay its share of debt service based on the level of animal care services provided to each jurisdiction.

The Auditor-Controller is responsible for administering the debt service on the 2013 COP through their maturity on November 15, 2027.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$200 or 0.0% in revenues and an increase of \$2,479 or 0.1% in appropriations when compared to the FY2016/17 Adopted Budget. The appropriations reflect the principal and interest payments, and accounting and professional fees due in FY2017/18.

The revenue sources consist of the Operating Transfers-in from the County General Fund and intergovernmental revenues from the seven cities according to the MOU.

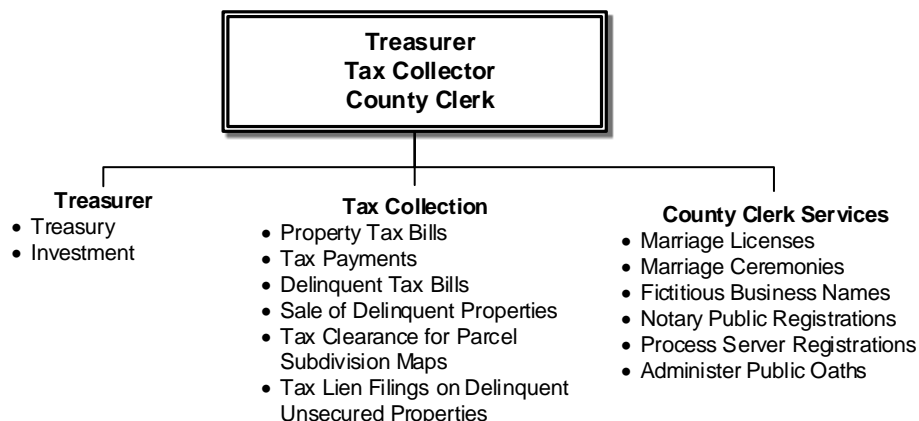
<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	559	600	400	(200)	33.3%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
<b>TOTAL REVENUES</b>	<b>462,740</b>	<b>462,781</b>	<b>462,581</b>	<b>(200)</b>	<b>(0.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,080	3,500	6,100	2,600	74.3%
OTHER CHARGES	470,769	470,214	470,093	(121)	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>472,849</b>	<b>473,714</b>	<b>476,193</b>	<b>2,479</b>	<b>0.1%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>10,109</b>	<b>10,933</b>	<b>13,612</b>	<b>2,679</b>	<b>24.5%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.



## DEPARTMENTAL PURPOSE

Headed by an elected official, the Divisions of the Tax Collector and of the County Clerk are mandated by Sections 24000 and 24009 of the California Government Code. The duties and responsibilities of the Divisions are further mandated by sections 274000 - 27401 and 268001 - 26863 of the California Government Code. In Solano County, the Divisions of the Tax Collector, County Clerk and Treasurer are a combined countywide elected position.

The Tax Collector collects real and personal property taxes on behalf of various tax-levying entities in Solano County. This revenue is then distributed to the tax-levying agencies as funding they can use to provide essential services to the residents of Solano County.

The County Clerk has a four-fold mission:

- Issue a variety of official public records, including marriage licenses and fictitious business names;

- Register all professional photocopiers, process servers, unlawful detainer assistants and legal document assistants;
- Administer public notary oaths of office and deputy oaths of office; and
- File, maintain and verify a variety of documents, schedules and official reports for public view.

In addition, the County Clerk conducts wedding ceremonies.

Budget Summary:	
FY2016/17 Third Quarter Projection:	2,144,138
FY2017/18 Recommended:	2,358,556
County General Fund Contribution:	1,136,076
Percent County General Fund Supported:	48.2%
Total Employees (FTEs):	11

## FUNCTION AND RESPONSIBILITIES

The Tax Collector is responsible for billing and collecting more than 140,000 secured, supplemental and unsecured tax bills. The Division carries out these responsibilities through its tax bill issuance and collection process, a process which provides all taxing agencies fully or partially within Solano County one of their primary sources of discretionary revenues. The Division's activities are funded primarily through property tax administration fees paid by the local taxing agencies for tax collection.

The County Clerk is responsible for issuing marriage licenses and other official documents. The Division carries out these responsibilities primarily through its official documents customer service counter.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continued to encourage customers to use self-service tools by working with the Department of Information Technology (DoIT) in refining self-help features. This includes the consolidation of the Department's self-help services into a single one stop kiosk experience.
- Expanded use of online electronic payments in the form of credit cards and electronic checks.
- Conducted a successful tax sale for default of 107 defaulted properties that resulted in the collection of more than \$3.5 million in delinquent taxes.

## Functional Area Summary

## 1300 – Fund 001-Tax Collector/County Clerk Charles Lomeli, Tax Collector/County Clerk Finance

- Migrated the online tax auction process to a new service provider that provides additional online security and stability in conducting auctions.
- Worked with DoIT, Assessor/Recorder, and the Auditor/Controller in looking at various property tax systems to replace the existing property tax system, Solano County Integrated Property System (SCIPS). Attended demonstrations from three vendors and inquired about other counties systems. On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear implementation project, at an estimated cost of \$10 million (excluding staff resources potentially needed for project management and testing).

### WORKLOAD INDICATORS

- In FY2017/18, the Tax Collector – County Clerk expects to issue and process payments and collections on 175,000 property tax bills; the Division estimates handling around 172,000 in FY2016/17.
- In FY2016/17, the Tax Collector – County Clerk expects to issue 1,650 marriage licenses and 1,950 fictitious business name statements, with expectations to issue approximately 1,700 marriage licenses and 2,000 fictitious business names in FY2017/18.
- Department shows that approximately 5% of all payments are processed at the front counter, 7% are processed online, 44% are processed through mortgage Company's County Reciprocal Tax Accounting (CORTAC) payments, which is a simplified bill routing and paying procedure, and 44% are processed via mailed payments. The growth seen in online payments is reducing the volume of mailed payments. The Department anticipates that additional improvements for online payments will reduce the front counter volume of customers paying at the county office.
- Answered 19,000 requests for additional information received via phone and e-mail.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAX COLLECTOR	925,708	902,951	976,525	73,574	8.1%
COUNTY CLERK	241,133	230,250	245,955	15,705	6.8%
<b>TOTAL REVENUES</b>	<b>1,166,841</b>	<b>1,133,201</b>	<b>1,222,480</b>	<b>89,279</b>	<b>7.9%</b>
<b>APPROPRIATIONS</b>					
TAX COLLECTOR	1,859,699	1,988,575	2,095,379	106,804	5.4%
COUNTY CLERK	226,700	237,020	263,177	26,157	11.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,086,399</b>	<b>2,225,595</b>	<b>2,358,556</b>	<b>132,961</b>	<b>6.0%</b>
<b>NET COUNTY COST</b>					
TAX COLLECTOR	933,991	1,085,624	1,118,854	33,230	3.1%
COUNTY CLERK	(14,433)	6,770	17,222	10,452	154.4%
<b>NET COUNTY COST</b>	<b>919,558</b>	<b>1,092,394</b>	<b>1,136,076</b>	<b>43,682</b>	<b>4.0%</b>
<b>STAFFING</b>					
TAX COLLECTOR	9	9	9	0	0.0%
COUNTY CLERK	2	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$89,279 or 7.9% in revenues and \$132,961 or 6.0% in appropriations when compared to FY2016/17 Adopted Budget. As a result, Net County Cost is increased by \$43,682 or 4.0%.

The Department has two major functions, Tax Collection and County Clerk Services.

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Revenue increased by \$89,279 primarily due to the following:

- Charges for Services in the Tax Collection function increased by \$68,574 due to the imposition of the credit card convenience fees for front counter payments. This revenue is partially offset by a decrease of \$2,000 in SB 813 collection to reflect the slowdown in Supplemental Property Tax Bill issuance, and a decrease of \$3,275 in Other Professional Services to reflect a reduction in the number of properties incurring redemption fees.
- County Clerk's Revenues from Marriage Licenses and Clerk's Fees reflect an increase of \$15,705 primarily due to anticipated increases in Fictitious Business Name filings and the conducting of marriage ceremonies.

Appropriations increased by \$132,961 primary due to the following:

- Total Salaries and Employee Benefit expenses increased by \$13,530 from the FY2016/17 Adopted Budget resulting from increased salaries and wages, overtime, and retirement and health benefit costs.
- Services and Supplies increased by \$99,563 due to the following:
  - Credit Card Fees are anticipated to increase by \$40,000, all increases will be dollar for dollar offset by the imposition of the cost recovery fee.
  - Other Professional Services increases of \$15,600 are tied to additional lockbox costs associated with the inability to update or modify the SCIPS system to provide complete records.
  - Charges from the Department of Information Technology (DoIT) for central data processing services and SCIPS of \$101,229 and \$320,388, respectively, are determined based on the Department's share of DoIT's costs to maintain, provide and support the Department's data processing services and SCIPS. These charges are \$14,084 more than the FY2016/17. The Adopted Budget reflects a decrease in SCIPS charges but an increase in central data processing charges.
  - Postage increases of \$14,600 are the result of postage payment volume and the timing of bill mailings.
  - Controlled Asset increases of \$10,000 are related to the need to replace several PC's to remain compliant with County security standards.
- Other Charges increased by \$25,247 related to countywide administrative overhead and building occupancy charges due to accounting changes for the County Government Center.

#### **DEPARTMENT COMMENTS**

The Tax Collector – County Clerk anticipates continuing the project to replace the Solano County Integrated Property System (SCIPS). During the extensive process the focus of the Department will be on maintaining quality public service, maintaining appropriate internal controls, and migrating as efficiently and quickly as is feasible.

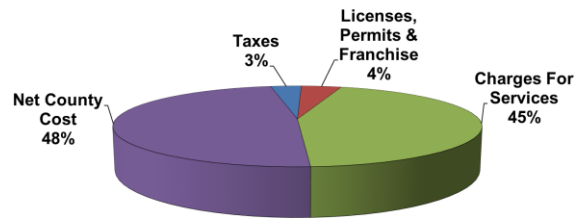
In addition to these efforts, the Tax Collector is working with the SCIPS team to provide additional payment history to the public via the online portal. This should reduce staff workload and provide an improved customer service experience.



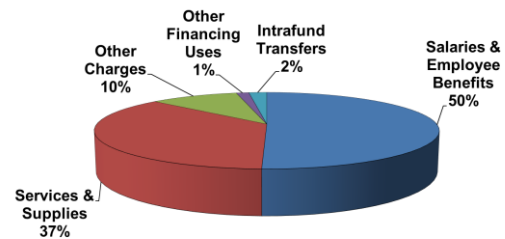
## Functional Area Summary

## 1300 – Fund 001-Tax Collector/County Clerk Charles Lomeli, Tax Collector/County Clerk Finance

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	81,740	70,000	75,000	5,000	7.1%
LICENSES, PERMITS & FRANCHISE	96,449	90,000	98,378	8,378	9.3%
CHARGES FOR SERVICES	983,651	973,201	1,049,002	75,801	7.8%
MISC REVENUE	5,000	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,166,840</b>	<b>1,133,201</b>	<b>1,222,380</b>	<b>89,179</b>	<b>7.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,069,379	1,175,110	1,188,640	13,530	1.2%
SERVICES AND SUPPLIES	709,212	760,912	860,475	99,563	13.1%
OTHER CHARGES	192,276	205,087	230,334	25,247	12.3%
OTHER FINANCING USES	37,915	36,486	32,557	(3,929)	(10.8%)
INTRA-FUND TRANSFERS	77,616	48,000	46,550	(1,450)	(3.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>2,086,398</b>	<b>2,225,595</b>	<b>2,358,556</b>	<b>132,961</b>	<b>6.0%</b>
<b>NET COUNTY COST</b>	<b>919,558</b>	<b>1,092,394</b>	<b>1,136,176</b>	<b>43,782</b>	<b>4.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

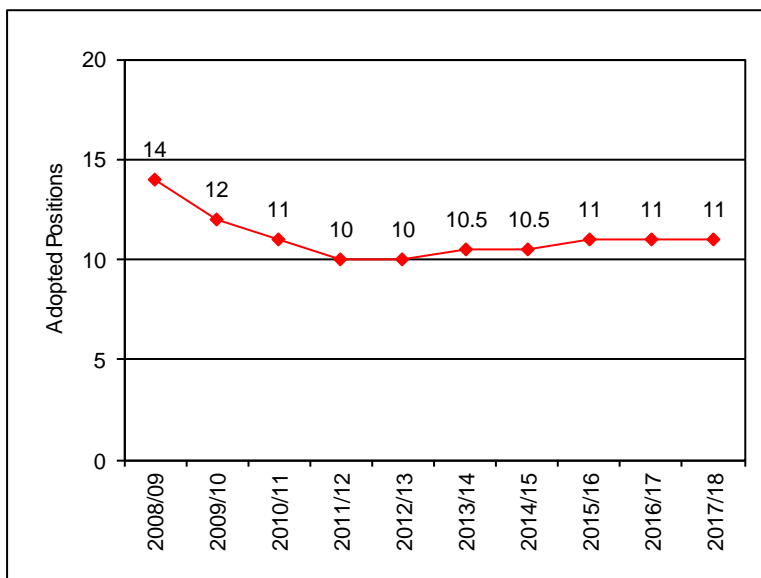
None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

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**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Treasurer/Tax Collector/County Clerk, Auditor-Controller and Assessor/Recorder are working with DOIT to replace the existing property tax system, Solano County Integrated Property System. On April 4, 2017, the Board of Supervisors approved the replacement of the SCIPS as a multiyear implementation project at an estimated cost of \$10 million.

**Summary of Other Administered Budgets****1300 – Fund 001-Tax Collector/County Clerk  
Charles Lomeli, Tax Collector/County Clerk  
Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1350 TREASURER	900,010	1,019,983	1,117,629	97,646	9.6%
<b>APPROPRIATIONS</b>					
1350 TREASURER	900,010	1,019,983	1,117,629	97,646	9.6%
<b>NET CHANGE</b>					
1350 TREASURER	0	0	0	0	0.0%

A summary of the budgets administered by the Tax Collector/County Clerk's Office is provided on the following pages.

**Charles Lomeli, Tax Collector/County Clerk  
Finance**

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**DEPARTMENTAL PURPOSE**

Headed by the elected County Treasurer as prescribed in Government Code §27000, the Division of the Treasurer is responsible for managing funds not needed for immediate use, as mandated by sections 24000 and 24009 of the California Government Code. The duties and responsibilities are further mandated by sections 27000 - 27137 of the Code. In Solano County, the County Treasurer function is combined with the County Tax Collector-County Clerk as one Countywide elected position.

**FUNCTION AND RESPONSIBILITIES**

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the county and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County's fiduciary expert in the area of debt issuance. The Division manages over \$900 million in funds not immediately needed for use by County, local school districts and other local agencies participating in the Pool.

The Treasurer serves on the County's Debt Advisory Committee and Pension Oversight Committee, and provides fund management on all debt proceeds.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Maintained a rating of AA+ by Standard and Poor's, a Nationally Recognized Statistical Rating Organization who conducts a thorough analysis of the Treasury Pool on a monthly basis to measure and disclose risks.
- Audited on an at least quarterly basis with no findings.
- Working in conjunction with the Solano County Office of Education and the Solano Community College, coordinated the arrangement of \$50 million in bridge loan financings that allowed local education to continue uninterrupted.
- Continued to diversify and actively invest the Treasury portfolio to maximize returns within established and acceptable risk parameters.
- Coordinated the issuance of \$110,000 in registered warrant financing on behalf of Reclamation District 1607 that allowed them to begin emergency repairs associated with a levee overtopping that occurred as a result of the severe winter storms.
- Provided oversight to various school districts on the issuance of \$150 million in district general obligation debt to ensure the debt was issued at rates and terms most favorable to the district.
- Managed the PARS 115 \$20 million investment trust to provide additional income above pool rates.
- Consolidated the issuance of Public Administer / Public Guardian warrants into the Treasury primary banking relationship in order to provide enhanced internal controls, automatic accounting processes, and reduce overall County costs.
- Issued RFQ's for the provision of Financial Advisory and Banking services.
- Retained the services of a Financial Advisor who will perform analysis and advisory services with regard to the County's debt issuance and financing needs.

**WORKLOAD INDICATORS**

During FY2017/18, the Treasurer anticipates processing 9,000 deposit permits.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$97,646 or 9.6% in revenues and appropriations when compared to the FY2016/17 Adopted Budget. In accordance with Government Code section 27013, the Treasurer's Division is funded by a portion of the interest earnings from funds under management, and therefore has no Net County Cost.

Salaries and Employee Benefits costs are projected to increase by \$9,985, or 2.3%, due to increase in wages, health benefits and retirement. Services and Supplies and countywide administrative overhead are projected to increase by \$84,689 and \$5,921, respectively. Much of this additional cost is either directly or indirectly related to costs associated with migrating the Treasury's primary banking relationship.

**DEPARTMENT COMMENTS**

The Treasurer's primary focus for the fiscal year will be to provide a smooth migration of banking services should the decision be made to change primary banking providers. As part of the migration process, the Treasurer envisions employing the most efficient and effective processing for banking services in an effort to reduce costs, enhance controls, and improve public service. Many of these developments will need to be made in conjunction with individual departments as the Treasury works to direct departments to the implementation of more electronic payment services.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	897,259	1,017,683	1,115,129	97,446	9.6%
MISC REVENUE	2,750	2,300	2,500	200	8.7%
<b>TOTAL REVENUES</b>	<b>900,010</b>	<b>1,019,983</b>	<b>1,117,629</b>	<b>97,646</b>	<b>9.6%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	423,727	438,919	448,904	9,985	2.3%
SERVICES AND SUPPLIES	268,176	362,638	447,327	84,689	23.4%
OTHER CHARGES	16,922	43,441	49,362	5,921	13.6%
F/A EQUIPMENT	0	5,440	0	(5,440)	(100.0%)
OTHER FINANCING USES	15,126	13,863	13,354	(509)	(3.7%)
INTRA-FUND TRANSFERS	176,058	155,682	158,682	3,000	1.9%
<b>TOTAL APPROPRIATIONS</b>	<b>900,010</b>	<b>1,019,983</b>	<b>1,117,629</b>	<b>97,646</b>	<b>9.6%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

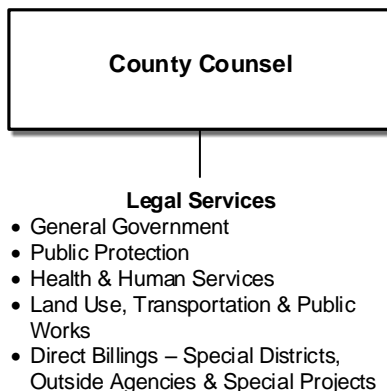
None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There is a high probability that the Treasury will change the primary banking services providers. As a result of certain management failures at the existing bank, the Treasurer is carefully evaluating the ability of the institution to continue to provide service to the County. Changing providers is a complicated process that will involve resources from nearly all County departments, as well as a significant number of other agencies and districts in the county that utilize the services of the Treasurer. Should a change be implemented, it is expected that the migration process will take a minimum of one year.



## DEPARTMENTAL PURPOSE

The Office of County Counsel was created by statute under Government Code sections 26526, 26529 and 27640. The Office provides both discretionary and mandated legal services to more than 150 separate areas of County responsibility, including all of its elected and appointed officials, officers, departments, boards, commissions and committees. It also serves many special districts and agencies within the County, including the Rural North Vacaville Water District, the Solano Transportation Authority, Solano County Transit (SolTrans), the Fairfield Suisun Sewer District, the Collinsville Levee and

Maintenance District, the Solano County Office of Education and several school districts.

### Budget Summary:

FY2016/17 Third Quarter Projection:	4,238,061
FY2017/18 Recommended:	4,497,390
County General Fund Contribution:	436,345
Percent County General Fund Supported:	9.7%
Total Employees (FTEs):	20

## FUNCTION AND RESPONSIBILITIES

The broad scope of the Office's duties affects matters of great importance to the operation of County government in such diverse areas as labor and employment issues, real estate development contracts, purchasing contracts, public works projects, law enforcement policies and procedures, planning and environmental matters, water law and groundwater regulation, public finance, tax assessment and collection, child protection, public health and safety, civil litigation, and other matters of great interest to the citizens of Solano County.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Federal and state policies present several challenging legal issues for the County: for example, evaluating and addressing the potential impacts of the President's Executive Order on Interior Enforcement of immigration laws; the implementation of the Sustainable Groundwater Management Act and the formation of Groundwater Sustainability Agencies; the environmental and administrative review of the Bay Delta Conservation Plan/Waterfix; and the regulation of the use of medical and recreational marijuana/cannabis. As significant, local issues also require skillful and creative representation: for example, the resolution of two complex assessment appeals involving Genentech and Valero; the regulation of short term rentals (Airbnb); the exploration of a water system for the Green Valley region; and the vigorous enforcement of the County's ordinances. Experienced and knowledgeable attorneys in the office address these issues in collaboration with equally qualified county employees and retained private counsel.

## WORKLOAD INDICATORS

In FY2015/16, the Office's attorneys billed a total of 33,083 hours for legal services; the FY2016/17 billable hours are estimated to be in excess of 33,000 hours; and FY2017/18 estimated billable hours are expected to match or exceed the previous year's totals.

## Functional Area Summary

## 1400 – Fund 001-County Counsel Dennis Bunting, County Counsel General Counsel

- The Office provided legal services to 94 internal and 38 external clients. Of these, 42 clients increased billable hours greater than 50% from the previous year. Thirty of these more than doubled, and in some instances, tripled the number of attorney hours provided in FY2015/16.
- For the past three years, the average annual number of hours per attorney is 2,259, which is 34% more than the 1,688 hour standard used to calculate the annual productive hourly rate recommended by the Auditor-Controller's Office. The estimated excess percentage of annual productive hours of 30% is expected to be consistent through FY2017/18.
- In addition to providing legal services, the Office provided several trainings and workshops to include Child Protective Services procedures, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information Portability and Accountability Act requirements and records and subpoenas. Training audiences include County personnel and appointed and elected members of various boards, commissions, committees, and the Board of Supervisors.
- In addition to the staff supporting attorneys in daily processing of files and documents, they are also responsible for maintaining, processing and accounting for several programs which include subpoenas, bail bonds, and the law library. Subpoenas have increased nearly 10% since last year, and to assist the staff, the office supervisor currently maintains the Bail Bond program and law library. The addition of one part-time Office Assistant II position in FY2015/16 assisted in alleviating some of the clerical tasks performed by the legal secretaries and the office supervisor. This position has been vacant for the majority of the fiscal year because it was determined filling it with a Legal Procedures Clerk (LPC) was more appropriate for the required job tasks. The filling of the LPC position is expected to assist in alleviating certain tasks from the legal secretaries and office supervisor and improve office housekeeping and completion of projects.
- Currently there are fifteen attorneys assigned to represent the County in all facets of legal representation. There are four allocated support staff positions assigned to support these attorneys (3.75 attorneys per staff member). The Office Supervisor also assists attorneys and staff, as needed. Of note, two legal secretaries primarily support three Child Protective Services (CPS) attorneys and one CPS Appeals attorney due to the number of cases. One part-time legal secretary provides support primarily to the Conservatorship and Probate attorney and maintains 300+ files. The remaining attorneys are assigned to a legal secretary to assist them, as needed.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LEGAL SERVICES	3,638,261	3,696,060	4,061,045	364,985	9.9%
<b>TOTAL REVENUES</b>	<b>3,638,261</b>	<b>3,696,060</b>	<b>4,061,045</b>	<b>364,985</b>	<b>9.9%</b>
<b>APPROPRIATIONS</b>					
LEGAL SERVICES	3,980,860	4,296,113	4,497,390	201,277	4.7%
<b>TOTAL APPROPRIATIONS</b>	<b>3,980,860</b>	<b>4,296,113</b>	<b>4,497,390</b>	<b>201,277</b>	<b>4.7%</b>
<b>NET COUNTY COST</b>					
LEGAL SERVICES	342,598	600,053	436,345	(163,708)	(27.3%)
<b>NET COUNTY COST</b>	<b>342,598</b>	<b>600,053</b>	<b>436,345</b>	<b>(163,708)</b>	<b>(27.3%)</b>
<b>STAFFING</b>					
LEGAL SERVICES	19.55	19.75	20.00	0.25	1.3%
<b>TOTAL STAFFING</b>	<b>19.55</b>	<b>19.75</b>	<b>20.00</b>	<b>0.25</b>	<b>1.3%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$364,985 or 9.9% in revenues and \$201,277 or 4.7% in appropriations when compared to FY2016/17 Adopted Budget. While the Net County Cost is expected to be \$436,345, this amount decreased by \$163,708 or 27.3% from the previous year.

**Dennis Bunting, County Counsel  
General Counsel**

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The primary funding sources for the Office are charges for legal services provided to County departments that are reimbursed through the Countywide Cost Allocation Plan (A87), and fees direct-billed to outside agencies and certain non-General Fund County departments. Expenditures that are not offset by direct billed revenues become General Fund costs or are recouped through the Countywide Cost Allocation Plan.

The Recommended budget includes countywide administrative overhead revenues of \$3,209,145, which reflects an increase of \$399,485 or 14.2% from the FY2016/17 Adopted Budget. Although County Counsel, as a central service department, recovers net operating costs from user departments through the Countywide Cost Allocation Plan, there are certain legal services provided to County departments, such as the Board of Supervisors, that are non-reimbursable under the provisions of 2 CFR Part 225 (formerly OMB Circular A87). These unreimbursed expenditures remain General Fund costs.

The primary outlays for the Office are labor costs. Appropriations for Salaries and Employee Benefits for FY2017/18 are projected at \$3,970,549, an increase of \$129,354 or 3.4% from the FY2016/17 Adopted Budget. This increase reflects merit and longevity increases.

Services and Supplies reflect an increase of \$33,993 primarily due to the following:

- Property and liability insurances reflect increases of \$3,754 and \$3,279, respectively.
- Controlled Assets increased by \$8,806 to replace obsolete computers per the County's Computer Refresh Policy.
- Central Data Processing charges increased by \$10,955.

Other Charges reflect an increase of \$36,093 resulting from an increase in building use charges.

**DEPARTMENT COMMENTS**

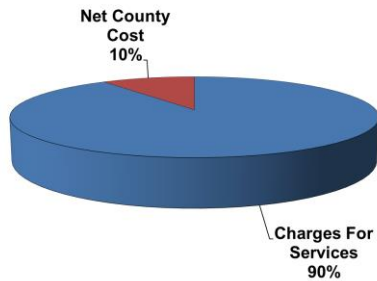
In addition to providing legal representation to internal departments, five of which are direct billed, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office provides legal representation to 38 external clients which are direct billed for services. These clients include transportation entities, levee, sewer and water districts, veteran mental health hearings, and several conservation, fire and school districts.

Interdepartmental direct billing revenue is expected to be reduced somewhat due to the change in interdepartmental direct billing rate calculation methodology as recommended by the Auditor-Controller's Office. The expected reduction from FY2016/17 Adopted Budget amount is \$27,700 or 4.2%. It should be noted, that indirect costs will be recovered through the Countywide Cost Allocation Plan. The recovered costs may be significant due to the difference between the interdepartmental direct billed attorney rate, based on current calculation methodology, and the calculated Productive Hourly Rate (PHR) used in the Cost Allocation Plan.

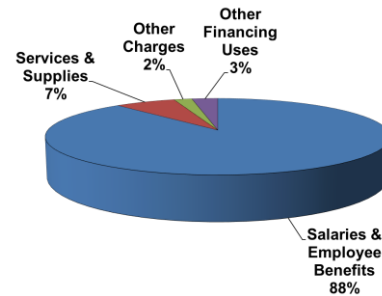
The Productive Hourly Rate recommended amount is \$180 per hour. The increase in the PHR is primarily due to increases in salary and benefits, as previously discussed, and increases in expenses external to the Department. The increase in expenses include increases in central data processing services, which increased by 12%, property and liability insurance increased by 107% and 34%, respectively, and CAC Building Use Charges increased by 68%.



## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,633,207	3,696,060	4,061,045	364,985	9.9%
MISC REVENUE	5,054	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,638,261</b>	<b>3,696,060</b>	<b>4,061,045</b>	<b>364,985</b>	<b>9.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,504,794	3,841,195	3,970,549	129,354	3.4%
SERVICES AND SUPPLIES	282,320	265,790	299,783	33,993	12.8%
OTHER CHARGES	53,296	53,260	89,353	36,093	67.8%
OTHER FINANCING USES	136,642	131,568	127,905	(3,663)	(2.8%)
INTRA-FUND TRANSFERS	3,809	4,300	9,800	5,500	127.9%
<b>TOTAL APPROPRIATIONS</b>	<b>3,980,860</b>	<b>4,296,113</b>	<b>4,497,390</b>	<b>201,277</b>	<b>4.7%</b>
<b>NET COUNTY COST</b>	<b>342,598</b>	<b>600,053</b>	<b>436,345</b>	<b>(163,708)</b>	<b>(27.3%)</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

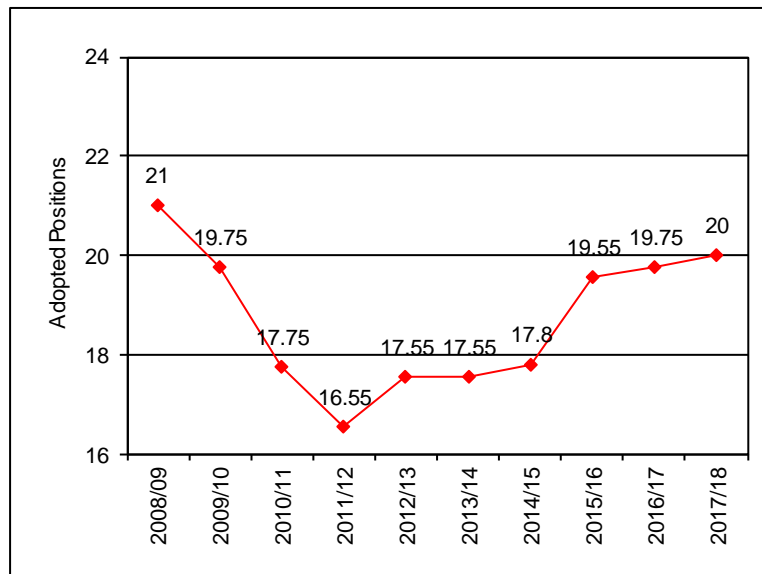
None.

## SUMMARY OF POSITION CHANGES

The FY2016/17 Midyear Report included the deletion of 0.75 FTE Office Assistant II and the addition of 1.0 FTE Legal Procedures Clerk. The work duties of the position changed and required a Legal Procedures Clerk.

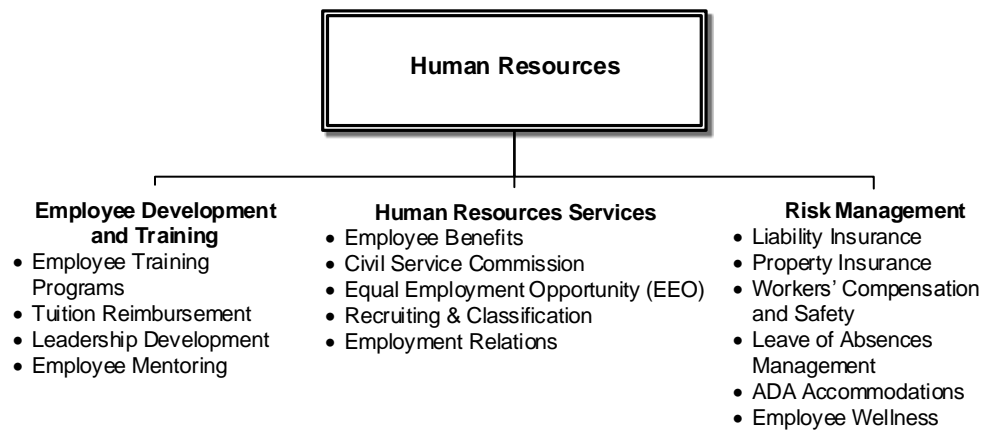
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**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.



### DEPARTMENTAL PURPOSE

The Department provides centralized administrative support services to assist County departments in addressing the Board's priorities in relation to the County's workforce.

#### Budget Summary:

FY2016/17 Third Quarter Projection:	3,637,362
FY2017/18 Recommended:	4,119,493
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	20

### FUNCTION AND RESPONSIBILITIES

The Human Resources Department's mission is to be a strategic partner who provides our customers with high quality services and fosters an environment where a well-qualified and trained workforce succeeds. The Department aims to be a trusted and credible partner, providing quality human resources programs and services which meet ever-changing needs of the County and its employees. The Department has three principal units.

Human Resources (BU 1500) provides centralized human resources services in all areas including personnel and civil service administration, recruitment and selection, equal employment opportunities, employee and labor relations, classification, and benefits administration.

Employee Development and Training (BU 1103) provides skill development and supervisory training, funds the County's tuition reimbursement program, and provides recognition to employees for exceptional service contributions to the County.

Risk Management (BU 1830) administers loss control insurance, workers' compensation and safety programs, and manages the disability and disabled employee leave programs.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### During FY2016/17:

- Amended 12 sections of the Civil Service Rules, streamlining processes to achieve greater efficiencies in the hiring process and enhancing our ability to help meet departments' hiring needs.
- Amended and/or created 32 classification specifications covered under the Civil Service System and 4 classification specifications exempted from the Civil Service System.
- Launched Solano County Jobs Facebook page in January 2017, reaching 1,000 "likes" in less than 45 days from initial launch, and intended to expand the outreach on recruitments, training and other County communication.
- Revised the Progressive Discipline Processes training class, and created and conducted a new Investigations and Documentation class for supervisors and managers.
- Participated in eight job fairs promoting employment opportunities with Solano County.

**WORKLOAD INDICATORS**

During the period July 1, 2016 – February 28, 2017:

- Reviewed 8,943 job applications compared to 8,016 during that same period in FY2015/16.
- Opened 139 recruitments compared to 153 in FY2015/16.
- Processed 434 requisitions to fill vacancies compared to 505 during the same period in FY2015/16.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
HUMAN RESOURCES SERVICES	3,240,281	3,395,440	4,149,439	753,999	22.2%
<b>TOTAL REVENUES</b>	<b>3,240,281</b>	<b>3,395,440</b>	<b>4,149,439</b>	<b>753,999</b>	<b>22.2%</b>
<b>APPROPRIATIONS</b>					
HUMAN RESOURCES SERVICES	3,324,244	3,661,934	4,119,493	457,559	12.5%
<b>TOTAL APPROPRIATIONS</b>	<b>3,324,244</b>	<b>3,661,934</b>	<b>4,119,493</b>	<b>457,559</b>	<b>12.5%</b>
<b>NET COUNTY COST</b>					
HUMAN RESOURCES SERVICES	83,963	266,494	(29,946)	(296,440)	(111.2%)
<b>NET COUNTY COST</b>	<b>83,963</b>	<b>266,494</b>	<b>(29,946)</b>	<b>(296,440)</b>	<b>(111.2%)</b>
<b>STAFFING</b>					
HUMAN RESOURCES SERVICES	18	19	20	1	5.3%
<b>TOTAL STAFFING</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>1</b>	<b>5.3%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$753,999 or 22.2% in revenues and \$457,559 or 12.5% in appropriations when compared to the FY2016/17 Adopted Budget. As a result, Net County Cost decreased by \$296,440.

The primary funding source for the Department of Human Resources (HR) is Administration Overhead (A87) of \$4,034,039 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the Department.

In addition, HR receives departmental administration overhead revenue for the HR Director's time spent in Risk Management. Estimated revenues for these services are \$75,000, and other revenue of \$40,000 in administrative allowances from the 457 Deferred Compensation Plan providers.

Primary costs for the Department are:

- Salaries and Employee Benefits of \$2,826,836 are projected to increase by \$122,894 or 4.5%. This is primarily resulting from merit increases, retirement costs, and accrued leave pay-outs and the addition of 1.0 FTE Human Resources Assistant (Limited-Term) position.

Services and Supplies include:

- Property Insurance charges of \$7,537 increased by \$3,904.
- Liability Insurance charges decreased by \$9,505.
- Controlled Assets increased by \$3,866 to replace obsolete computers per the County's Computer Refresh Policy.

## Functional Area Summary

## 1500 – Fund 001-Human Resources Marc Fox, Director of Human Resources Personnel

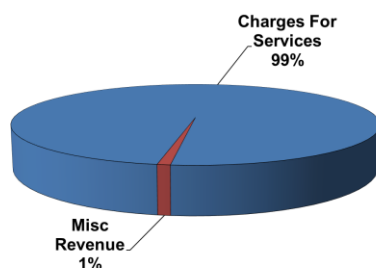
- Other Professional Services of \$743,000 are projected to increase by \$317,500 or 74.6%. These appropriations cover the estimated FY2017/18 contract costs as follows:
  - \$197,000 for labor relations negotiation services.
  - \$110,000 for CalPERS health administration fees.
  - \$75,000 for Equal Employment Opportunity (EEO) investigation services.
  - \$65,000 for recruitment testing services provided by either Cooperative Personnel Services or Western Region Inventory Board (WRIB) and bilingual testing through Language People.
  - \$60,000 for an update on the County's CalPERS rates by the independent, external actuary and labor negotiation fact finding services.
  - \$50,000 for ongoing review of the County's deferred compensation plans and investment fund review of the 401 and Retirement Health Savings accounts.
  - \$50,000 for classification study of accounting paraprofessional positions.
  - \$40,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
  - \$35,000 for document imaging fees and special projects.
  - \$20,000 for recruitment videos.
  - \$16,000 for arbitration services.
  - \$12,500 for salary surveys for unrepresented employees.
  - \$8,500 for PARS actuarial study.
  - \$4,000 for court reporter fees for Civil Service Commission appeal hearings.
- Central Data Processing charges of \$114,136 are projected to decrease by \$31,329. Beginning in FY2017/18, a share of the cost will be appropriated to the Employee Development and Recognition Division (BU 1103).
- Increase of \$20,000 in Rents & Leases – Equipment for photocopier charges that have been reclassified from Managed Print Cost per Copy, which decreased by \$18,500.
- \$3,900 increase in Car Allowance for the newly approved auto allowance for department heads.

Other Charges reflect an increase of \$41,591 in building use charges.

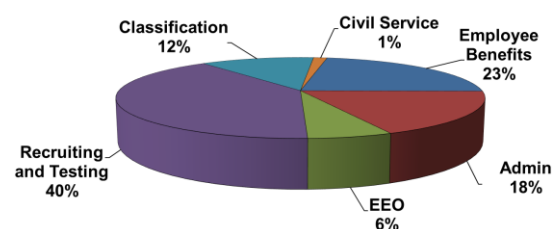
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



## 1500 – Fund 001-Human Resources

## Functional Area Summary

Marc Fox, Director of Human Resources  
Personnel

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,178,791	3,345,040	4,109,039	763,999	22.8%
MISC REVENUE	61,490	50,400	40,400	(10,000)	(19.8%)
<b>TOTAL REVENUES</b>	<b>3,240,281</b>	<b>3,395,440</b>	<b>4,149,439</b>	<b>753,999</b>	<b>22.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,349,188	2,703,942	2,826,836	122,894	4.5%
SERVICES AND SUPPLIES	809,949	806,543	1,096,975	290,432	36.0%
OTHER CHARGES	61,071	60,283	101,874	41,591	69.0%
OTHER FINANCING USES	84,219	84,116	83,158	(958)	(1.1%)
INTRA-FUND TRANSFERS	19,817	7,050	10,650	3,600	51.1%
<b>TOTAL APPROPRIATIONS</b>	<b>3,324,244</b>	<b>3,661,934</b>	<b>4,119,493</b>	<b>457,559</b>	<b>12.5%</b>
<b>NET COUNTY COST</b>	<b>83,963</b>	<b>266,494</b>	<b>(29,946)</b>	<b>(296,440)</b>	<b>(111.2%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

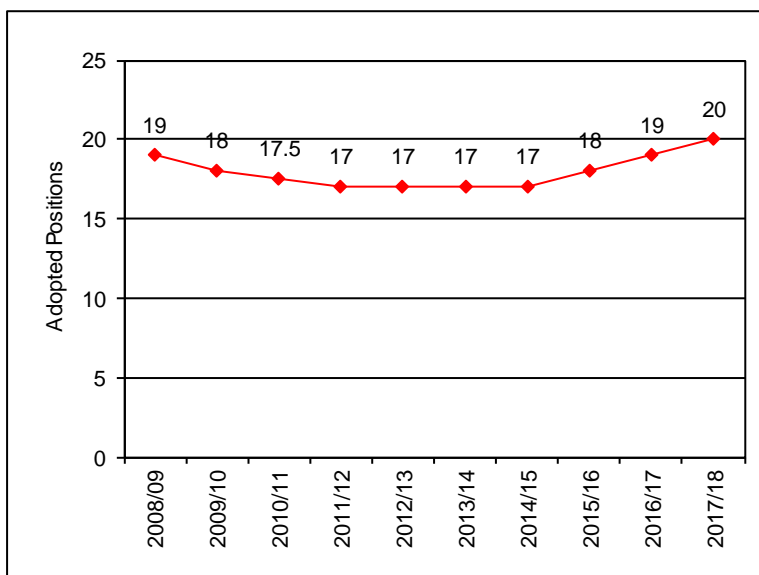
None.

### SUMMARY OF POSITION CHANGES

The FY2017/18 Recommended Budget includes the following position change:

- Add 1.0 FTE Human Resources Assistant Limited-Term to June 30, 2018, effective July 2, 2017, to assist the Employee Benefits Division in processing personnel and benefits transactions.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

With more than one-third of the County's workforce retirement eligible (the average age of a county employee is 45.61 years of age), and a vacancy rate during the period of July 1, 2016 and February 28, 2017 that has ranged between 8.07% and 8.91%, recruiting, retaining and developing the next generation of County employees will continue to play a critical role in successfully achieving the County's mission. It is estimated that in FY2017/18, approximately 64 of the 539 retirement eligible employees will

retire. As the “baby boomer” generation retires, recruiting well qualified talent may become more challenging. The “boomer generation” fills a large percentage of government jobs. We find ourselves competing in a job market where job growth has focused on science, technology and engineering and in the greater Bay Area potential employees have career choices. Consequently, it will be incumbent upon us to continue to expand our recruitment presence using social media avenues.

The Department piloted a “Retention Interview” project in collaboration with the Child Welfare Services Division of the Department of Health and Social Services aimed at increasing retention of Social Worker IIIs. The feedback received from employees generated a Division action plan, which is actively being worked on by management, supervisors, and line staff across the Division. The Human Resources Department will make the program available to all departments in FY2017/18.

The Department will begin preparations for collective bargaining which will likely begin in late spring/early summer 2017.

Due to competing priorities, the Department’s implementation of the software for competency based interviewing is taking longer than originally anticipated. Progress has been made and input has been requested from affected employees.

As more departments seek ways to streamline processes, the Human Resources Department will begin exploring options for an automated performance evaluation tool. The automated performance evaluation tool will incorporate data previously collected on job related competencies to strengthen the feedback provided to employees, while reducing the time it takes to complete the actual form and provide employees their performance evaluation.

**1500 – Fund 001-Human Resources**  
**Marc Fox, Director of Human Resources**  
**Personnel**

**Summary of Other Administered Budgets**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1103 EMPLOYEE DEVELOP & RECOGNITION	430,456	452,455	580,754	128,299	28.4%
1830 RISK MANAGEMENT	15,678,326	15,235,660	15,086,189	(149,471)	(1.0%)
<b>APPROPRIATIONS</b>					
1103 EMPLOYEE DEVELOP & RECOGNITION	509,664	693,362	760,311	66,949	9.7%
1830 RISK MANAGEMENT	15,084,203	17,282,195	16,923,186	(359,009)	(2.1%)
<b>NET CHANGE</b>					
1103 EMPLOYEE DEVELOP & RECOGNITION	79,208	240,907	179,557	(61,350)	(25.5%)
1830 RISK MANAGEMENT	594,123	(2,046,535)	(1,836,997)	209,538	(10.2%)

A summary of the budgets administered by the Human Resources Department is provided on the following pages.



## Summary of Other Administered Budgets 1103 – Fund 001-Employee Development & Training

Marc Fox, Director of Human Resources  
Legislative & Administration

### FUNCTION AND RESPONSIBILITIES

The Employee Development and Recognition Program provides skill development and supervisory training, funds the County's tuition reimbursement program, and provides recognition to employees for exceptional service contributions to the County.

#### Budget Summary:

FY2016/17 Third Quarter Projection:	583,733
FY2017/18 Recommended:	760,311
County General Fund Contribution:	179,557
Percent County General Fund Supported:	23.6%
Total Employees (FTEs):	3

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Reestablished the Center for Staff Development Training Consortium and offered four new training classes:
  - Shifting to a Manager's Mindset
  - Persuasive Communication Skills
  - Preparing for Written Employment Exams
  - Effective Presentation Skills
- Implemented Phase II of the Human Resources Leadership Essentials Program including Investigations and Documentation training for supervisors and managers.
- Partnered with Managed Health Network (MHN) to implement new training class for County employees: Career Planning.
- Hosted 10<sup>th</sup> Annual Education Fair for County employees.
- Coordinated and sponsored 7<sup>th</sup> cohort of County employees through County's Mentoring Program.
- Provided countywide internship opportunities for two foster youth through A First Place for Youth and 15 college interns.

### WORKLOAD INDICATORS

- 5,049 employees attended County training sessions from July 1, 2016 through February 28, 2017 compared to 4,647 employees during that same period in FY2015/16.
- Offered 108 professional development/training classes, excluding County-mandated sessions, to all County employees compared to 91 classes last fiscal year.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$128,299 or 28.4% in revenues and \$66,949 or 9.7% in appropriations when compared to the FY2016/17 Adopted Budget. As a result, Net County Cost decreased by \$61,350 or 25.5% for FY2017/18.

The primary funding source for this Division is Countywide Administrative Overhead (A87) of \$574,754 for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Recognition Division. These revenues are estimated to increase by \$127,299 or 28.5% from the previous fiscal year.

Primary costs for the Employee Development and Recognition Division are:

Salaries and Employee Benefits of \$492,880 are projected to decrease by \$27,925 or 5.4% primarily resulting from decreases in health insurance costs for the County-sponsored paid internship program, partially offset by increases resulting from higher retirement costs.

Services and Supplies of \$244,480 are projected to increase by \$93,203 or 61.6% primarily due to the following:

- Controlled Assets are increasing by \$18,760 to replace 12 obsolete computers in the Computer Training Room per the County's Computer Refresh Policy.
- Central Data Processing (CDP) Services reflects an increase of \$20,370 for the CDP costs attributed to the Division.
- Other Professional Services are increasing by \$4,000 for video production costs for HR Leadership Essentials classes.

**1103 – Fund 001-Employee Development & Training Summary of Other Administered Budgets****Marc Fox, Director of Human Resources****Legislative & Administration**

- Tuition Reimbursement is increasing by \$5,000.
- Education and Training of \$109,050 reflects an increase of \$40,550 or 59.2%, primarily due to the inclusion of the Solano Leadership Academy, which is being offered every other fiscal year, and requested funding for Talent Management/Succession Planning training. Included in the Division's budget are costs for the following training programs:
  - \$12,000 for SkillSoft online/e-learning training.
  - \$38,000 contract with UC Davis for Solano Leadership Academy.
  - \$22,000 contract to provide Microsoft Office 2010 training.
  - \$6,000 for Executive Leadership Development courses.
  - \$10,000 for guest speakers/trainers at Quarterly Manager's Meetings.
  - \$6,000 for Liebert Cassidy Whitmore Training Consortium.
  - \$5,000 for Center for Staff Development Training Consortium.
  - \$9,050 for Talent Management/Succession Planning training.
  - \$1,000 for Organizational Development/Training Officer training.

**DEPARTMENT COMMENTS**

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2015/16 ACTUAL</b>	<b>2016/17 ADOPTED BUDGET</b>	<b>2017/18 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	430,456	452,455	580,754	128,299	28.4%
<b>TOTAL REVENUES</b>	<b>430,456</b>	<b>452,455</b>	<b>580,754</b>	<b>128,299</b>	<b>28.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	270,211	520,805	492,880	(27,925)	(5.4%)
SERVICES AND SUPPLIES	206,836	151,277	244,480	93,203	61.6%
OTHER CHARGES	7,554	8,839	10,875	2,036	23.0%
OTHER FINANCING USES	8,686	10,341	9,976	(365)	(3.5%)
INTRA-FUND TRANSFERS	16,378	2,100	2,100	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>509,664</b>	<b>693,362</b>	<b>760,311</b>	<b>66,949</b>	<b>9.7%</b>
<b>NET COUNTY COST</b>	<b>79,208</b>	<b>240,907</b>	<b>179,557</b>	<b>(61,350)</b>	<b>(25.5%)</b>
<b>STAFFING</b>					
EMPLOYEE DEV. & TRAINING	2	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The County of Solano continues to face a demographic change of an aging workforce with mid-management, senior and executive managers in the County nearing retirement in larger numbers, leaving a potential gap. In anticipation of the forecasted change, the County reinstated the Solano Leadership Academy training program in FY2013/14 to help address development of mid-managers and supervisors, and has established another senior leadership development training cohort to prepare

**Summary of Other Administered Budgets    1103 – Fund 001-Employee Development & Training**  
**Marc Fox, Director of Human Resources**  
**Legislative & Administration**

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individuals for executive leadership roles. These programs will continue to be offered every other fiscal year. In addition, the County will need to expand and fund strategies designed to recruit and retain the younger generations that will be entering the workforce in the coming years. County departments are providing internship assignments to college students to offer students the opportunity to gain County work experience while attending college. The average assignment allows students to work up to a maximum of 29 hours per week. Annual recruitment efforts will be made to provide interns the opportunity to begin their internship in July each fiscal year.

**FUNCTION AND RESPONSIBILITIES**

The Risk Management Division administers loss control insurance, workers' compensation and safety programs, and manages the disability and disabled employee leave programs.

**Budget Summary:**

FY2016/17 Third Quarter Projection:	16,141,057
FY2017/18 Recommended:	16,923,186
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	7.7

1821 Administration

This program oversees and directs the administration and management of the Liability and Workers' Compensation Programs; directs the administration and management of the Occupational Health Program; coordinates employee wellness programs, pre-appointment physical examinations, ADA accommodations and disability leave management; purchases commercial property insurance for County-owned and/or leased buildings, and purchases other insurance for specific risks associated with operations of various departments.

1822 Liability

This program administers the County's Liability Insurance programs; monitors and directs administration of the program through the California State Association of Counties - Excess Insurance Authority (CSAC-EIA) Primary General Liability Insurance Program, Excess Liability Insurance Program, Medical Malpractice Insurance Program; and Cyber Liability Program; works collaboratively with County Counsel on civil lawsuits; and manages County risks.

1823 Workers' Compensation and Safety

This program monitors and directs administration of the Workers' Compensation program through the County's self-insurance program; provides disability management services; implements Cal-OSHA mandated loss prevention and safety programs; administers the County's Occupational Health and Safety Program; and administers the County's Employee Wellness Program.

1824 Property

This program ensures that all County property is covered by adequate property casualty, boiler and machinery, and earthquake insurance policies, and works on behalf of departments and with departments to recover losses from the County's insurer.

1825 Unemployment

This Division provides unemployment insurance coverage for all County employees on a self-insured basis.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- The County of Solano was awarded the American Heart Association's "Workplace Health Achievement" for the third consecutive year.
- The Employee Wellness Program continues an "Ambassador Program," which enlists employee volunteers who enthusiastically spread the word about the wellness program, with 37 Ambassadors representing departments.
- A new wellness website, *My Well Site*, was set up, tested and launched during this period, enabling the County to conduct employee wellness challenges.
- Disability leave management software application is now fully implemented and is being used to generate required notices, track leaves of absence and Americans with Disability Act (ADA) legally mandated interactive meetings.
- Assumed programmatic responsibility for the non-medical portion of the Occupational Health Program resulting in cost avoidance savings of approximately \$117,000 a year.

**WORKLOAD INDICATORS**

During the period July 1, 2016 – February 28, 2017:

- The number of reported workers' compensation claims was 204 compared to 152 during the same period in FY2015/16. Medical-only claims have gone up, while indemnity claims have gone down. This is a positive trend insofar as the severity of injuries is less.
- Processed 1,577 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 1,128 in FY2015/16.
- Completed 129 ergonomic evaluations compared to 220 in FY2015/16. More online access to self-evaluate workstations has been made available, and more training is provided.
- Nine fitness club discounts and expanded club locations for employees and families were updated and re-negotiated at no cost to the County, compared to eight last year.
- The Wellness Ambassador Program has been active with 37 Ambassadors, up from 32 last year.
- Completed 140 ADA interactive meetings compared to 107 in last fiscal year. A majority of these are related to workers' compensation claims and the return-to-work process.
- Provided 11 employees guidance on pregnancy leave and required documentation.
- Coordinated 163 pre-appointment physicals compared to 296 in the prior fiscal year.
- 1,186 vaccines administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen CalOSHA standard vaccine requirements compared to 1,089.
- Coordinated 83 pre-appointment drug screens compared to 145 in last fiscal year.
- Coordinated quarterly workers' compensation updates with departments to keep them apprised of their respective claims' status.
- Coordinated quarterly meetings of the Countywide Safety/Health Board comprised of senior executives in support of health and safety of the workforce.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents decreases of \$149,471 or 1.0% in revenues and \$359,009 or 2.1% in appropriations when compared to the FY2016/17 Adopted Budget. As a result, use of Fund Balance is decreased by \$209,538 or 10.2% when compared to FY2016/17 Adopted Budget.

**1821 Administration**

The Administration Division is funded through intrafund transfers of \$1,173,497 to the Risk Management operating divisions. These charges are estimated to increase by \$155,722 when compared to FY2016/17 Adopted Budget.

The primary costs for the administration division are:

- Salary and Employee Benefits of \$576,548 which are projected to increase by \$19,615 primarily due to merit increases and retirement costs for existing employees.
- Memberships of \$60,125, which are increasing by \$125 when compared to last fiscal year, covers the cost of the County's membership with CSAC as well as other risk management-related professional organizations.
- Other Professional Services of \$28,391 is primarily for legislative advocacy and representation.
- Software Maintenance and Support of \$37,763 is for annual maintenance and additional licenses for the Family Medical Leave Act (FMLA) tracking software and the Wellness Program Challenge platform.
- Central Data Processing charges of \$41,871 are projected to increase by \$12,634.
- Other charges include countywide administrative overhead, which reflects an increase of \$112,732, and departmental administrative overhead from the Department of Human Resources for the Director's time.

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1822 Liability

The primary funding source for the Liability Division is \$4,971,803 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$1,008,791 when compared to last fiscal year. For FY2017/18, the Department will use \$284,715 in Fund Balance to offset the cost of liability insurance for departments.

Other Revenue of \$220,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf. It reflects a \$37,000 increase due to an anticipated increase in malpractice insurance costs.

The primary costs for Liability are:

- Insurance – Other of \$3,585,557 reflects an increase of \$516,473 due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority which primarily include:
  - Primary Liability Insurance of \$877,000.
  - Excess Liability Insurance of \$2,693,000.
  - Pollution Program Insurance of \$4,457.
  - Cyber Liability of \$7,100.
  - Special Liability Insurance Program of \$4,000.
- Insurance Claims of \$391,581 for primary liability insurance payments under the \$10,000 deductible limit is \$9,083 lower than last fiscal year.
- Malpractice Insurance of \$220,000 reflects an increase of \$37,000 due to higher anticipated malpractice insurance rates.
- Non-Covered Liability Claims of \$492,515, for claims that are not covered by the Primary General Liability Program, is decreased by \$307,485.

1823 Workers' Compensation and Safety

The primary funding source for the Workers' Compensation Division is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to decrease by \$1,998,923 when compared to last fiscal year for a total recovery in FY2017/18 of \$8,220,077. This reduction is attributed to a decrease in claims costs as well as one-time use of \$1,208,923 in Fund Balance to offset the cost of workers' compensation insurance for departments.

Primary costs for Workers' Compensation and Safety are:

- Insurance – Other of \$2,931,000 which reflects an increase of \$17,000 due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority. Included are:
  - Excess Workers' Compensation Insurance of \$2,771,000.
  - Department of Industrial Relations of \$160,000.
- Insurance Claims of \$4,842,158 reflect a decrease of \$856,128 due to lower anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$786,366 reflect an increase of \$28,140 for the following contracts:
  - Workers' Compensation third party claims administration fees of \$421,814.
  - Occu-Med contract of \$135,000.
  - Contract with Department of Health & Social Services for Occupational Health medical-related services of \$190,052.
  - Ergonomic evaluations of \$10,000.
  - Industrial Hygienist of \$20,000 for indoor air quality issues, CalOSHA responses, and noise monitoring related to the Hearing Conservation Program.

- Hearing tests required in the Hearing Conservation Program of \$5,000.
- Annual workers' compensation actuarial evaluation of \$4,500.
- Psychological Evaluation Service of \$125,000 to cover the costs of the countywide Employee Assistance Program remains unchanged when compared to last fiscal year.

**1824 Property**

The primary funding source for the Property Insurance Division is \$1,427,905 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$736,515 when compared to last fiscal year. For FY2017/18, the Department will use \$564,765 less in Fund Balance to offset the cost of property insurance for departments.

Primary costs for Property are:

- Insurance – \$1,511,500 reflects an increase of \$163,964 due to higher projected insurance rates for the following programs:
  - Property Insurance of \$1,491,000.
  - Bond Insurance of \$14,300.
  - Airport Liability Insurance of \$4,000.
  - Watercraft Insurance of \$2,200.
- Insurance Claims of \$100,000 to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County departments for deductibles for property insurance claims remain unchanged when compared to FY2016/17.

**1825 Unemployment**

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on a percentage of payroll. These revenues from charges to user departments are estimated to increase by \$34,646 when compared to last fiscal year. For FY2017/18 the Department will use \$118,053 less in Fund Balance to offset the cost of unemployment insurance for departments.

Primary costs for Unemployment are:

- Insurance Claims of \$185,319 are projected to decrease by \$91,193.

**DEPARTMENT COMMENTS**

None.

**1830 – Fund 060-Risk Management**  
**Marc Fox, Director of Human Resources**  
**Other General**

**Summary of Other Administered Budgets**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	111,631	74,000	106,500	32,500	43.9%
CHARGES FOR SERVICES	15,261,164	14,978,660	14,759,689	(218,971)	(1.5%)
MISC REVENUE	305,531	183,000	220,000	37,000	20.2%
<b>TOTAL REVENUES</b>	<b>15,678,326</b>	<b>15,235,660</b>	<b>15,086,189</b>	<b>(149,471)</b>	<b>(1.0%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	935,751	1,042,567	1,059,705	17,138	1.6%
SERVICES AND SUPPLIES	13,767,486	15,152,264	14,959,228	(193,036)	(1.3%)
OTHER CHARGES	348,877	1,054,439	872,453	(181,986)	(17.3%)
OTHER FINANCING USES	32,089	32,925	31,800	(1,125)	(3.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>15,084,203</b>	<b>17,282,195</b>	<b>16,923,186</b>	<b>(359,009)</b>	<b>(2.1%)</b>
<b>NET GAIN(LOSS)</b>	<b>594,123</b>	<b>(2,046,535)</b>	<b>(1,836,997)</b>	<b>209,538</b>	<b>(10.2%)</b>
<b>STAFFING</b>					
RISK MANAGEMENT	7.7	7.7	7.7	0	0.0%
<b>TOTAL STAFFING</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

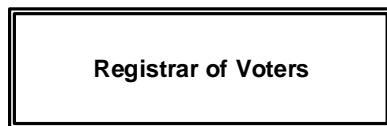
**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

As the County is self-insured for unemployment insurance claims, the Human Resources Department, Risk Management Division, will continue to monitor unemployment insurance (UI) utilization.



**Elections**

- Voter Registration
- Election Administration
- Redistricting Coordination
- Voter Information
- Candidate Information
- Campaign Disclosures
- Economic Interest
- Initiatives / Petitions

**DEPARTMENTAL PURPOSE**

The Registrar of Voters (ROV) is a Division of the Department of Information Technology charged with conducting fair and impartial federal, state, local and school elections as mandated by the Constitutions of the United States and the State of California, the State of California Elections Code, Government Code, Education Code, Health & Safety Code, and the Water Code.

**Budget Summary:**

FY2016/17 Third Quarter Projection:	4,567,839
FY2017/18 Recommended:	4,130,500
County General Fund Contribution:	4,097,900
Percent County General Fund Supported:	99.2%
Total Employees (FTEs):	9

**FUNCTION AND RESPONSIBILITIES**

There are six established election dates over a two-year election cycle. Elections are scheduled in Solano County in November every year, June in even years. Additional elections may be scheduled in April in even years, and March in odd years. Mail ballot elections may be conducted in May and August of each year as well as in March of even-numbered years. Special, initiative, referendum, recall, and school bond elections are not limited to the regular election dates.

Costs for federal, state, and county elections are borne by the County, while the other jurisdictions (cities, schools and special districts) reimburse the County for the cost of conducting their elections. State special elections may be reimbursed at the discretion of the Legislature and Governor.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Successfully conducted the 2016 November Presidential election with record increases in Vote by Mail voting, voter registration, number of poll workers and in districts participating in the election.
- Continued to work closely with the Secretary of State to implement business process improvements to the statewide voter registration system known as "VoteCal." Solano County continues to chair the VoteCal Business Process Committee providing direction on business process decisions to all 58 counties and helping the state to implement new business processes.
- Continued to increase efficiencies in Vote-by-mail (VBM) processing by utilizing new VBM sorting and envelope handling equipment and implementing ballot pickup throughout election day.
- Successfully modified business process which prepared the Department for the 20% increase in registered voters during the months of September and October with minimal increase in operating expenses.
- Continued advancement in use of Online Poll Worker Training and Management software, improving outreach, education and retention for over 1,200 poll workers.
- Worked with various stakeholders to ensure voters' needs for accessibility and alternative language requirements are being met in preparation for new requirements in future elections.

**1550 – Fund 001-Registrar of Voters**  
**Ira Rosenthal, Chief Information Officer**  
**Elections**

**Functional Area Summary**

- Continued to utilize federal grant money along with 12 other California counties to better serve the county's active duty military, overseas voters and family members by sending ballots electronically during the VBM period.
- Implemented many new processes to meet legal requirements for registering underage voters, and Conditional Voter Registration.
- With VoteCal being established as the system of record for voter registration, the ROV is now required to:
  - Register voters on Election Day and to continue our practice of connecting e-rosters to polling places;
  - Perform pre-registration of underage voters – 16 years old and up; and
  - Processing voters through the new Motor Voter Program which should increase voter registrations by another 10-15% over current registrations.

**WORKLOAD INDICATORS**

- ROV staff processed a total of 148,651 voter file transactions in the 2016 calendar year. This represents an overall voter registration increase in 2016 of 30,604 new registered voters. The 15.5% increase in registrations during the 2016 November General Election were handled primarily through the online voter registration system (90,000 records). ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than 65% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, VBM turnout continues at a high level and comprises a significant portion of the work for the ROV office. Approximately 65% of all voters are permanent VBM voters, and typically 75% return their ballots each election. In addition, over 25% of VBM voters return their ballots at the polls or in the ROV office on Election Day. In 2016, the ROV received over 112,000 vote by mail ballots for the November Presidential Election. The ROV has implemented new equipment and procedures to handle the increased work-load, processing most of the VBM return ballots on election night.
- ROV has increased efficiencies in the recruitment and retention of poll workers. In 2016, ROV implemented an online training and management portal for poll workers. While increasing the number of poll workers utilized from 750 to 1,200, almost 95% of poll workers self-registered and utilized the online tools reducing manual processes. ROV staff was able to effectively communicate to large numbers of poll workers to ensure they completed assignments and showed up for election duties on Election Day.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ELECTIONS	665,373	836,800	32,600	(804,200)	(96.1%)
<b>TOTAL REVENUES</b>	<b>665,373</b>	<b>836,800</b>	<b>32,600</b>	<b>(804,200)</b>	<b>(96.1%)</b>
<b>APPROPRIATIONS</b>					
ELECTIONS	4,070,580	3,846,605	4,130,500	283,895	7.4%
<b>TOTAL APPROPRIATIONS</b>	<b>4,070,580</b>	<b>3,846,605</b>	<b>4,130,500</b>	<b>283,895</b>	<b>7.4%</b>
<b>NET COUNTY COST</b>					
ELECTIONS	3,405,207	3,009,805	4,097,900	1,088,095	36.2%
<b>NET COUNTY COST</b>	<b>3,405,207</b>	<b>3,009,805</b>	<b>4,097,900</b>	<b>1,088,095</b>	<b>36.2%</b>
<b>STAFFING</b>					
ELECTIONS	9	9	9	0	0.0%
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$804,200 or 96.1% in revenues and an increase of \$283,895 or 7.4% in appropriations when compared to FY2016/17 Adopted Budget. As a result, the Net County Cost increased by \$1,088,095 or 36.2%.

ROV primarily depends on the General Fund. To the greatest extent permitted by law, ROV costs are billed to the entities participating in each election. Generally, federal and state election costs are borne by the County. FY2017/18 has one scheduled election, the June 2018 Gubernatorial Primary Election. For the 2018 Primary Election, the budget reflects \$25,000 in election related service revenue and \$1,054,408 in appropriations.

Revenue for election related services includes:

- \$10,000 for candidate statement fees.
- \$15,000 for candidate filing fees.

Other non-election related revenue for ROV includes:

- \$ 2,000 for maps, copies and reports.
- \$ 4,800 for the State quarterly postage reimbursement.
- \$ 800 for the State ballot reimbursement.

Significant changes to ROV's appropriations include:

- Salaries and Employee Benefits costs reflect a net decrease of \$10,238 due to a decrease in salaries/wages overtime and partially offset by increases in retirement costs and salaries and wages as a result of merit increases.
- Services and Supplies reflect an increase of \$159,631 primarily due to anticipation of the needs for the 2018 Gubernatorial Primary Election, as follows:
  - \$36,070 increase in Postage.
  - \$49,217 increase in Other Professional Services for election day support from contractors.
  - \$48,812 increase in Special Department Expense to prepare for the 2018 Gubernatorial Primary Election. Costs are mostly attributed to increased expenses related to printing official election materials. Due to continued increase in costs, the ROV is reviewing this contract and comparing costs with other vendors for potential savings.
- Other Charges reflect an increase of \$98,416 primarily due to an increase in countywide administrative overhead and CAC Building Charges.
- Fixed Assets reflect an increase of \$23,000 for the purchase of an envelope printer for processing vote-by-mail ballots.
- Contract for services include:
  - \$33,500 with Election Administrators for maintenance on e-rosters.
  - \$1,191,502 in various agreements with the following contractors to provide election related services: Asset Shadow, Assistance Plus, Bell and Howell, Data Information Management Systems (DIMS), Election Administrators, Election Systems and Software (ES&S), Global Mobile, Integra Business, Martin and Chapman Company, Poll Worker Management System, SouthTech, Transcend, and Valley Relocation.

**DEPARTMENT COMMENTS**

The ROV's FY2017/18 budget includes an increase in anticipated extra-help, and services and supplies. The Department continues to review business process improvements to further streamline services and reduce operating costs.

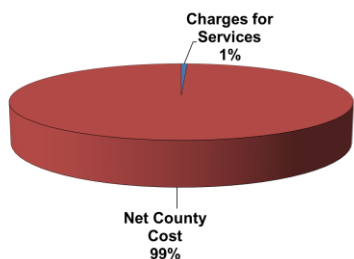
The ROV also continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will continue to evaluate "low performing" polling places and utilization of County owned facilities for future polling places where possible.

**1550 – Fund 001-Registrar of Voters**  
**Ira Rosenthal, Chief Information Officer**  
**Elections**

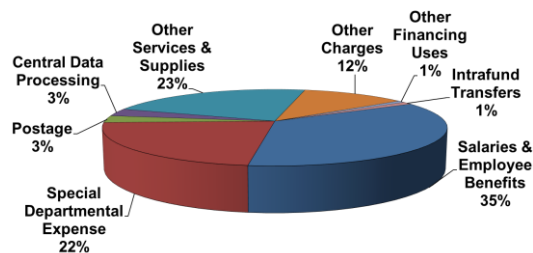
**Functional Area Summary**

The ROV continues to meet with stakeholders throughout the calendar year to discuss election process changes and how these changes may impact the citizens of Solano County.

**SOURCE OF FUNDS**



**USE OF FUNDS**



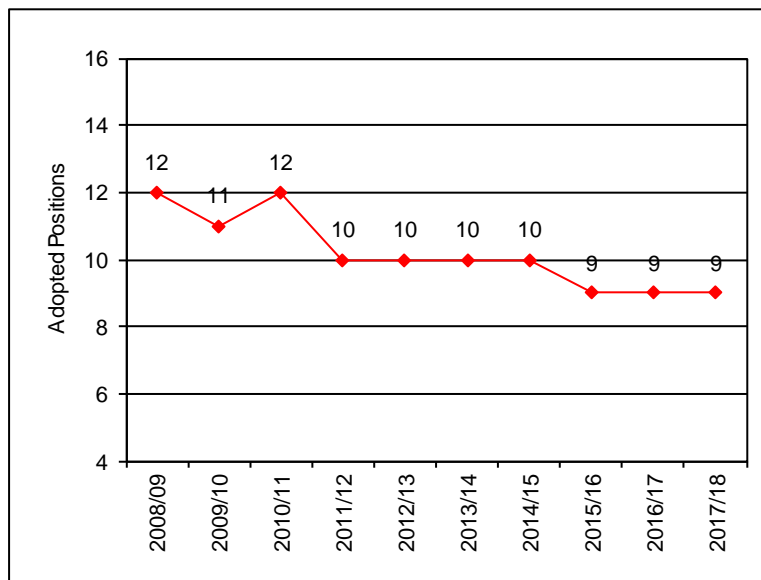
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	4,811	4,800	5,600	800	16.7%
INTERGOVERNMENTAL REV FEDERAL	394,475	0	0	0	0.0%
CHARGES FOR SERVICES	265,999	832,000	27,000	(805,000)	(96.8%)
MISC REVENUE	89	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>665,373</b>	<b>836,800</b>	<b>32,600</b>	<b>(804,200)</b>	<b>(96.1%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,277,129	1,452,204	1,441,966	(10,238)	(0.7%)
SERVICES AND SUPPLIES	1,877,888	1,962,720	2,122,351	159,631	8.1%
OTHER CHARGES	465,341	368,982	467,398	98,416	26.7%
F/A EQUIPMENT	363,168	0	23,000	23,000	0.0%
OTHER FINANCING USES	37,488	33,999	32,785	(1,214)	(3.6%)
INTRA-FUND TRANSFERS	49,565	28,700	43,000	14,300	49.8%
<b>TOTAL APPROPRIATIONS</b>	<b>4,070,580</b>	<b>3,846,605</b>	<b>4,130,500</b>	<b>283,895</b>	<b>7.4%</b>
<b>NET COUNTY COST</b>	<b>3,405,207</b>	<b>3,009,805</b>	<b>4,097,900</b>	<b>1,088,095</b>	<b>36.2%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

There is a \$1,088,095 increase in Net County Cost when compared to the FY2016/17 Adopted Budget. Having only the gubernatorial Primary Election in June 2018, which is largely a county cost and no other anticipated elections for cities and special districts, etc., is the reason for the significant reduction in revenues. The Department continues to implement automation projects which will continue to decrease ROV expenses, however, with expanded registration periods and increasing numbers of voters, there remains a need for core staffing in the Department year-round as well as costs for the storage of equipment deployed during elections, and the software licenses.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

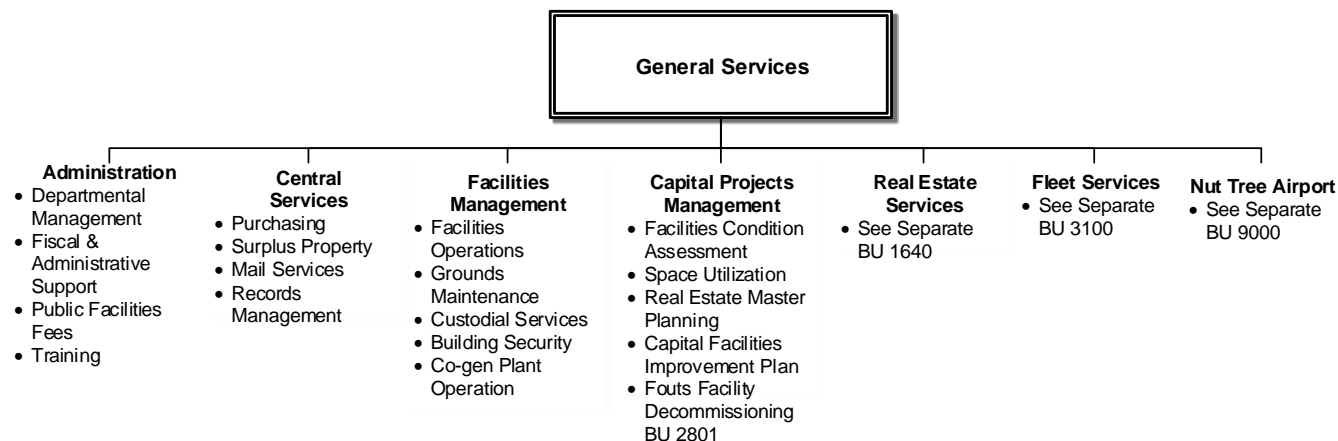
**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

The ROV continues to monitor a number of pending election bills that could potentially change election processes statewide. Several bills focus on establishing “Voters Choice” (Vote Centers), however, no funding mechanism is in place to upgrade aging, limited voting equipment. This change would also require technology for connections at polling places to be upgraded to allow for voter registration at all vote centers. There is also a proposal under consideration at the State for California to conduct elections that include sending a vote-by-mail ballot to all voters, increasing VBM workload significantly.

The potential changes to voting methods in California would also require new voting equipment both for VBM and Vote Center voters. Our current voting system was purchased in 2004 for \$4,187,648. Current estimates for replacements range from \$2,175,000 to \$4,675,000 depending on a variety of solutions. The ROV has roughly \$800,000 available in voting equipment grant funding however the remainder of the costs will be an expense to the General Fund. ROV will continue to monitor these estimated costs as additional vendors certify voting systems creating competition in the California market to determine the best working solution for the County needs.

Michael J. Lango, Director of General Services

Other General



## DEPARTMENTAL PURPOSE

To provide County Departments with reliable, quality, innovative support services in the areas of facilities management, capital projects management, and central services that promote a clean, safe and healthy place to live, learn, work and play.

### Budget Summary:

FY2016/17 Third Quarter Projection:	17,302,920
FY2017/18 Recommended:	19,007,484
County General Fund Contribution:	2,752,228
Percent County General Fund Supported:	14.5%
Total Employees (FTEs):	88

## FUNCTION AND RESPONSIBILITIES

### Administration

Set and administer departmental policies and procedures and monitors for compliance; provides financial administration and fiscal control; manages personnel and payroll; provides administrative support for the Department's six operating divisions; and administers the County's capital projects and departmental budgets.

### Central Services

Provides support services to County departments, including purchasing, surplus property disposal, mail and courier services, records management services, and support to the County Historical Records Commission.

### Facilities Management

#### • Facilities Operations

Provides comprehensive facilities management services; assists with Facilities project development and implementation; maintains HVAC systems; provides roofing, plumbing, electrical, keying, signage, masonry and carpentry services. In addition, Facilities Operations oversees the County's energy management functions, monitors utility usage, delivers conservation and renewable energy projects, and operates the County's Cogeneration Plant.

#### • Grounds Maintenance

Maintains turf areas, shrubs, trees, and other landscaping for County-owned property and provides outside litter removal for County owned buildings/parking lots.

#### • Custodial Services

Provides custodial services for County-owned buildings including assisting with recycling.

### Capital Projects Management

Leads capital improvement planning, development, and facility renewal of new and existing County facilities by providing architectural, engineering, and project management services. Also, see separate (BU 1700) for Capital Projects funding.

### Real Estate Services

Real Estate Services department is described under (BU 1640).

### Fleet Services

The Fleet Management Division is described under the narrative for (BU 3100) because it is not a part of the General Fund.

### Nut Tree Airport

The Airport operation division is described under the narrative for (BU 9000) because it is not a part of the General Fund.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Significant Challenges

- Implement a new Computerized Maintenance Management System including training of facilities staff on new integrated handheld technology and connectivity, and development of Key Performance Indicators. (Facilities Management)

### Accomplishments:

- Updated the Department's Automation Plan to reflect new technology initiatives and anticipated hardware/software needs department wide. (*Administration*)
- Completed a facility condition analysis of 51 County property locations including 47 buildings resulting in a finding that the overall County real estate portfolio is in good condition and provided funding recommendations to maintain the portfolio in good condition over the next ten years. (*Capital Projects Management*)
- Presented to the Board of Supervisors master plans for three County campuses in Fairfield (downtown Fairfield, Solano Business Park, and Clay Bank Road) including conceptual site plans based on 20-year staff forecasts and estimated building space for County facilities and services. (*Capital Projects Management*)
- Increased use of the Cal Card procurement card, over the past two fiscal years, increasing savings/rebate revenue by \$6,541 for a total of \$16,285. (*Central Services*)
- Implemented an electronic bidding platform to streamline the procurement and vendor bidding process, automate bid tabulation, and expand competition for services and commodities. (*Central Services*)
- Established a Records Coordinator position to advance the County's Records and Information Management program. (*Central Services*)
- Completed design and installation of new signage for single-user toilet facilities in County buildings ensuring compliance with Health and Safety Code Sec. 118600 (AB 1732 effective March 1, 2017) which requires all single-user toilet facilities. (*Facilities Management*)
- Completed the 2014 Napa Earthquake repairs and provided the Federal Emergency Management Agency (FEMA) with all required reimbursement documentation. (*Facilities Management*)
- Completed design and bid documents for SB1022 Sheriff Classroom/Training facility; Solicited bids and awarded construction contract. (*Capital Projects Management*)

## **WORKLOAD INDICATORS**

### Administration

- Responsible for the oversight and fiscal management of 14 departmental budgets, totaling approximately \$79 million. These departmental budgets include 115 individual budgets requiring direct oversight and fiscal management.
- Processed over 11,338 invoices totaling over \$22 million in payments and tracked 649 departmental purchase orders. Responsible for tracking 129 Countywide utility accounts (53 Gas/Electric, 17 Garbage & 59 Water).
- From March 2016 through February 2017 processed 163 personnel actions, audited approximately 2,360 time studies, and scheduled/completed 104 mandated trainings for over 100 employees.

**Michael J. Lango, Director of General Services  
Other General**

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- Managed cost accounting and financial reporting associated with over 70 capital projects in FY2016/17 with a value of approximately \$47.7 million.

Capital Projects Management

- Managed over 70 consultant and construction contracts valued at \$28.5 million.
- Managed over 70 design, planning, and construction projects with a total FY2016/17 Working Budget of \$47.7 million and total projects valued at approximately \$100 million.
- Processed over 250 additional small project requests for County departments.
- Maintained space utilization and document databases for 2.5 million square feet of County facilities.

Central Services

- Processed 2,018 purchase orders, an increase of 593 over FY2015/16 and processed 83 bids and RFPs from July 1, 2016 through March 2017.
- Maintained 24,121 boxes of official County records including auditing for appropriate retention period.
- Provided 172 County personnel with training on the Records and Information program.
- Completed 223 County surplus property moves in FY2015/16.
- Conducted 848 surplus auctions were conducted, including 143 lots of bulk items (pallets of unusable computers, monitors, and miscellaneous items) returning \$102,245 to the General Fund. In addition, sale of scrap metal (damaged file cabinets, metal system furniture panels) and recycled toner cartridges generated \$1,390.
- Surplus donations included over 40 computers and related accessories to various public agencies including the Cordelia Fire Protection District, Suisun Fire Protection District, Vacaville Fire Protection District, Vacaville Heritage Council, and the Solano County Fairgrounds.

Facilities Management

- Completed 8,064 work orders for the maintenance and improvements of County facilities for the period of February 2015 through February 2016.
- Produced over 12,127,000 kilowatt hours of electricity from the County's Cogeneration Plant and 4 Photovoltaic Facilities on County campuses.
- Processed 270 purchase orders for services and supplies in support of Facilities Management.
- Processed over 3,060 invoices pertaining to facilities services, supplies, and equipment.



## Functional Area Summary

## 1117 – Fund 001-General Services Michael J. Lango, Director of General Services Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	1,057,180	980,868	1,023,729	42,861	4.4%
ARCHITECTURAL SERVICES	1,083,767	1,651,066	1,721,700	70,634	4.3%
CENTRAL SERVICES	1,923,527	2,132,316	2,124,770	(7,546)	(0.4%)
FACILITIES MAINTENANCE	11,354,540	10,345,857	11,385,057	1,039,200	10.0%
<b>TOTAL REVENUES</b>	<b>15,419,014</b>	<b>15,110,107</b>	<b>16,255,256</b>	<b>1,145,149</b>	<b>7.6%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	1,403,026	1,521,224	1,470,745	(50,479)	(3.3%)
ARCHITECTURAL SERVICES	1,533,852	1,909,377	2,081,920	172,543	9.0%
CENTRAL SERVICES	1,873,900	2,163,179	1,975,706	(187,473)	(8.7%)
FACILITIES MAINTENANCE	11,430,312	12,553,319	13,479,113	925,794	7.4%
<b>TOTAL APPROPRIATIONS</b>	<b>16,241,090</b>	<b>18,147,099</b>	<b>19,007,484</b>	<b>860,385</b>	<b>4.7%</b>
<b>NET COUNTY COST</b>					
ADMINISTRATION	345,846	540,356	447,016	(93,340)	(17.3%)
ARCHITECTURAL SERVICES	450,085	258,311	360,220	101,909	39.5%
CENTRAL SERVICES	(49,627)	30,863	(149,064)	(179,927)	(583.0%)
FACILITIES MAINTENANCE	75,772	2,207,462	2,094,056	(113,406)	(5.1%)
<b>NET COUNTY COST</b>	<b>822,076</b>	<b>3,036,992</b>	<b>2,752,228</b>	<b>(284,764)</b>	<b>(9.4%)</b>
<b>STAFFING</b>					
ADMINISTRATION	9	9	9	0	0.0%
ARCHITECTURAL SERVICES	5	6	6	0	0.0%
CENTRAL SERVICES	10	11	11	0	0.0%
FACILITIES MAINTENANCE	62	61	62	1	1.6%
<b>TOTAL STAFFING</b>	<b>86</b>	<b>87</b>	<b>88</b>	<b>1</b>	<b>1.1%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$1,145,149 or 7.6% in revenues and \$860,385 or 4.7% in appropriations when compared to the FY2016/17 Adopted Budget. As a result, Net County Cost decreased by \$284,764 or 9.4%.

The increase of \$1,145,149 in revenue is due to an increase in countywide administrative overhead (A87) revenue reimbursement for operational costs. The reimbursement is from County departments for their share of facilities maintenance, custodial services, grounds maintenance, central purchasing and architectural services.

The increase in appropriations of \$860,385 is primarily the net result of the following:

A \$100,280 increase in Salaries and Employee Benefits is due to increases in employee wages and retirement costs and the addition of 1.0 FTE Senior Stationary Engineer position to provide backup support for the County Co-Generation Plant in Fairfield.

The increase in Services and Supplies of \$507,507 is primarily the net result of:

- \$314,556 increase in central data processing due to increase in Department of Information Technology rates as a result of planned conversion of 29 users from basic email users to full level users, and addition of new users in preparation for the implementation of the Computerized Maintenance Management System (CMMS) software.
- \$255,057 increase in maintenance building and improvements for the county jail.

**Michael J. Lango, Director of General Services**  
**Other General**

- \$149,214 increase representing \$76,106 software maintenance for annual renewal of various new software and \$73,108 for other professional services for advanced diagnostic troubleshooting of cogeneration equipment and recycling of light bulbs and batteries.
- \$127,288 increase in utilities due to anticipated increases in electric rates.
- \$212,126 decrease in purchases for resale due to anticipated decreased usage of postage and decrease in cost related to anticipated small projects materials/services as requested by County departments.
- \$162,857 decrease in contracted services is due to reduced cost of records management services and a lower negotiated price for carpet cleaning services for FY2017/18.

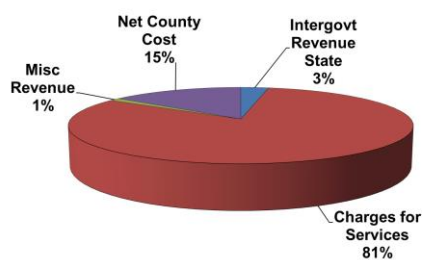
A net increase of \$319,036 in Other Charges is primarily the result of accounting change made in the Countywide Cost Allocation Plan (A87) for building use related changes for all divisions within the CAC.

The decrease of \$29,062 in Fixed Assets reflects reduced equipment purchases anticipated. The budget includes \$25,000 for the purchase of a videoscope for the Cogeneration Plant for internal engine inspections to reduce system downtime during preventative maintenance.

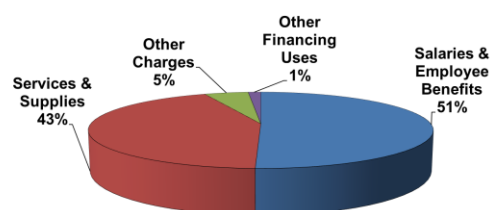
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	6,536	7,000	13,500	6,500	92.9%
INTERGOVERNMENTAL REV STATE	610,820	600,000	580,000	(20,000)	(3.3%)
CHARGES FOR SERVICES	14,449,519	14,088,679	15,336,991	1,248,312	8.9%
MISC REVENUE	211,458	310,428	220,098	(90,330)	(29.1%)
OTHER FINANCING SOURCES	140,680	104,000	104,667	667	0.6%
<b>TOTAL REVENUES</b>	<b>15,419,014</b>	<b>15,110,107</b>	<b>16,255,256</b>	<b>1,145,149</b>	<b>7.6%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	8,499,844	9,628,461	9,728,741	100,280	1.0%
SERVICES AND SUPPLIES	7,156,691	7,854,113	8,361,620	507,507	6.5%
OTHER CHARGES	608,672	614,340	933,376	319,036	51.9%
F/A EQUIPMENT	17,010	54,062	25,000	(29,062)	(53.8%)
OTHER FINANCING USES	285,359	276,564	267,185	(9,379)	(3.4%)
INTRA-FUND TRANSFERS	(326,487)	(280,441)	(308,438)	(27,997)	10.0%
<b>TOTAL APPROPRIATIONS</b>	<b>16,241,090</b>	<b>18,147,099</b>	<b>19,007,484</b>	<b>860,385</b>	<b>4.7%</b>
<b>NET COUNTY COST</b>	<b>822,076</b>	<b>3,036,992</b>	<b>2,752,228</b>	<b>(284,764)</b>	<b>(9.4%)</b>

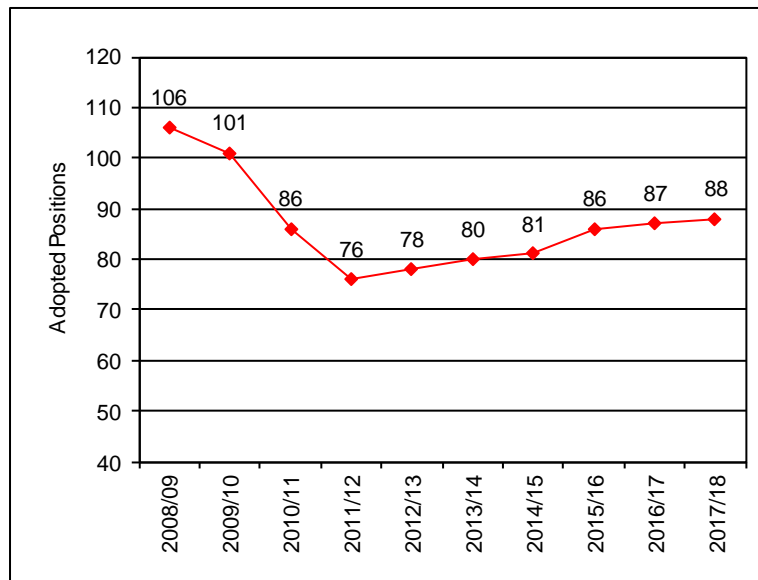
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

The FY2017/18 Recommended Budget includes the proposed position changes:

- Add 1.0 FTE Stationary Engineer (Senior) – The position will provide staff backup and support for the County Co-Generation Plant and will serve in a lead stationary engineer role in reviewing, developing, implementing and maintaining a comprehensive preventive maintenance program for all General Services Department maintained buildings and equipment.

**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**1117 – Fund 001-General Services**
**Summary of Other Administered Budgets**

**Michael J. Lango, Director of General Services**  
**Other General**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1640 REAL ESTATE SERVICES	1,063,768	966,133	974,544	8,411	0.9%
3001 GEN SVCS SPECIAL REVENUE FUND	166	0	0	0	0.0%
3100 FLEET MANAGEMENT	4,804,779	5,004,421	5,076,035	71,614	1.4%
9000 AIRPORT	1,825,021	1,871,882	1,793,354	(78,528)	(4.2%)
9010 AIRPORT PROJECT	646,853	1,020,744	79,204	(941,540)	(92.2%)
9050 SPECIAL AVIATION DEPT	10,006	10,000	10,000	0	0.0%
2801 FOUTS SPRINGS RANCH	193,025	109,595	503,000	393,405	359.0%
<b>APPROPRIATIONS</b>					
1640 REAL ESTATE SERVICES	617,505	836,140	729,641	(106,499)	(12.7%)
3001 GEN SVCS SPECIAL REVENUE FUND	186	0	0	0	0.0%
3100 FLEET MANAGEMENT	4,965,288	4,960,721	5,556,475	595,754	12.0%
9000 AIRPORT	1,585,098	1,874,521	1,831,954	(42,567)	(2.3%)
9010 AIRPORT PROJECT	644,377	1,057,280	18,067	(1,039,213)	(98.3%)
9050 SPECIAL AVIATION DEPT	10,000	10,000	10,000	0	0.0%
2801 FOUTS SPRINGS RANCH	402,224	1,029,864	881,707	(148,157)	(14.4%)
<b>NET CHANGE</b>					
1640 REAL ESTATE SERVICES	(446,264)	(129,993)	(244,903)	(114,910)	88.4%
3001 GEN SVCS SPECIAL REVENUE FUND	20	0	0	0	0.0%
3100 FLEET MANAGEMENT	(160,508)	43,700	(480,440)	(524,140)	(1199.4%)
9000 AIRPORT	239,923	(2,639)	(38,600)	(35,961)	1362.7%
9010 AIRPORT PROJECT	2,475	(36,536)	61,137	97,673	(267.3%)
9050 SPECIAL AVIATION DEPT	6	0	0	0	0.0%
2801 FOUTS SPRINGS RANCH	(209,199)	(920,269)	(378,707)	541,562	(58.8%)

A summary of the budgets administered by the General Services Department is provided on the following pages.

**DEPARTMENTAL PURPOSE**

Real Estate Services provides real estate and property management services in support of the County's operational needs.

**FUNCTION AND RESPONSIBILITIES**

Real Estate Services manages the County's portfolio of real estate assets to evaluate disposition and development potential, adaptive reuse, and to minimize operating expenses and maximize revenues, including but not limited to, the acquisition, sale, and lease of real properties. In addition, Real Estate Services administers the franchise agreements with service providers for the collection of garbage, recyclables, and yard waste in the unincorporated areas of the County. Real Estate Services is also responsible for the management of the County Events Center and the County Administration Center common conference rooms.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Completed new Operation and Management Agreements for the six Veterans' Memorial buildings.
- Received approximately \$22,000 in one-time General Fund revenues from twenty private rental events held at the County Events Center.
- As a result of the 2014 service agreements for garbage, recyclables, and green waste collection in the unincorporated areas of the County, the amount of garbage collected decreased by 8.3% while recyclables collected increased by 8.6%.
- Manage the completion of a conceptual design for parking lot improvements at 1500 Solano Avenue in Vallejo.
- Manage the analysis and preparation for the site demolition of the former Weights and Measures building at 560 Fairgrounds Drive in Vallejo.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$8,411 or 0.9% in revenues and a decrease of \$106,499 or 12.7% in appropriations when compared to FY2016/17 Adopted Budget. As a result, the Net County Cost decreased by \$114,910 or 88.4%.

The primary funding source for Real Estate Services is Building Rental and Leases, which reflect a \$3,603 increase. Garbage franchise revenue also reflects a \$3,526 increase. A net increase of \$1,282 in Charges for Services is reflected which represents billable work for capital projects.

The decrease in appropriations is primarily due to a decrease of \$135,858 in Countywide Cost Allocation Plan costs resulting from roll forward adjustments in the Plan offset by a net increase in Services and Supplies primarily due to insurance related costs charged through Risk Management.

**1640 – Fund 001-Real Estate Services**  
**Michael J. Lango, Director of General Services**  
**Property Management**

**Summary of Other Administered Budget**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	153,956	146,289	149,815	3,526	2.4%
REVENUE FROM USE OF MONEY/PROP	840,165	772,362	775,965	3,603	0.5%
CHARGES FOR SERVICES	68,072	47,482	48,764	1,282	2.7%
MISC REVENUE	1,575	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,063,768</b>	<b>966,133</b>	<b>974,544</b>	<b>8,411</b>	<b>0.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	167,046	174,073	178,755	4,682	2.7%
SERVICES AND SUPPLIES	100,433	86,786	111,281	24,495	28.2%
OTHER CHARGES	366,080	582,224	448,011	(134,213)	(23.1%)
OTHER FINANCING USES	5,796	5,254	5,291	37	0.7%
INTRA-FUND TRANSFERS	(21,850)	(12,197)	(13,697)	(1,500)	12.3%
<b>TOTAL APPROPRIATIONS</b>	<b>617,505</b>	<b>836,140</b>	<b>729,641</b>	<b>(106,499)</b>	<b>(12.7%)</b>
<b>NET COUNTY COST</b>	<b>(446,264)</b>	<b>(129,993)</b>	<b>(244,903)</b>	<b>(114,910)</b>	<b>88.4%</b>
<b>STAFFING</b>					
REAL ESTATE	1	1	1	0	0.0%
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are no pending issues or policy considerations at this time.

**Summary of Other Administered Budget    3001 – Fund 301-General Services Special Rev. Fund**

**Michael J. Lango, Director of General Services  
Other General/Property Management**

**FUNCTION AND RESPONSIBILITIES**

The General Services Special Revenue Fund accounts for the expenditure of revenues collected or contributed to the Solano County Historical Records Commission for the maintenance of historical records on loan to the Commission for indexing and public access. The General Services Special Revenue Fund is a function of the Central Services Division of the General Services Department.

**DEPARTMENTAL BUDGET SUMMARY**

The General Services Special Revenue Fund has exhausted all available funding in FY2015/16 therefore there is no change in revenue or appropriations when compared to FY2016/17 Adopted Budget. General Services' Central Services Records Management (BU 1286) is absorbing the storage costs of \$5,612 for the historical records collection until a permanent location has been identified.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	81	0	0	0	0.0%
MISC REVENUE	85	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	162	0	0	0	0.0%
OTHER CHARGES	24	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>186</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Department of General Services will continue to evaluate options for the future permanent location for the historical records collection.

**Michael J. Lango, Director of General Services**  
**Other General**

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## **DEPARTMENTAL PURPOSE**

Fleet Management provides comprehensive low emission and advanced technology fleet management and transportation services to County Departments, two cities and six Special Districts within Solano County.

## **FUNCTION AND RESPONSIBILITIES**

Fleet Management is responsible for providing the following services: monthly and daily vehicle rentals, equipment maintenance and repair, management of five fuel sites, and acquisition and disposal of vehicles and equipment. Fleet Management is a Division of the General Services Department.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Added 8 hybrid vehicles to the County fleet in FY2016/17, increasing the total number of hybrid vehicles from 63 to 71 which is 71% of the approximately 100 possible applications where hybrid vehicles could be used in the County fleet.
- Increased the number of light equipment vehicles in the fleet that are capable of operating on E85 alternative fuel from 44% to 52% (254 of 491 total vehicles).

## **WORKLOAD INDICATORS**

- Maintains and services 491 County vehicles including 65 vehicles leased to outside agencies.
- Maintains and services over 125 Department owned vehicles including road graders, loaders, and other public works heavy equipment.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$71,614 or 1.4% in revenues and \$595,754 or 12.0% in appropriations when compared to the FY2016/17 Adopted Budget.

The primary funding source for the Fleet Management Division is Charges for Services. Revenues of \$4,820,500 represent an increase of \$148,414 when compared to the FY2016/17 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery. This increase is offset by a decrease of \$16,700 in Miscellaneous Revenues and \$60,350 in Other Financing Sources.

The increase in appropriations is primarily due to increase in equipment and vehicle acquisitions and Salaries and Employee Benefits offset by purchases for resale.

The primary costs for the Division are:

- Salaries and Employee Benefits \$1,242,888 reflect an increase of \$119,220 due to general increases in salaries, retirement benefits and health insurance costs.
- Services and Supplies of \$2,062,235 reflects a net increase of \$50,465 due to increases in telephone services and software purchase costs, offset by a decrease in purchases for resale due to decreases in fuel cost.
- Other Charges of \$262,781 reflect an increase of \$27,830 primarily due to increased countywide administrative overhead costs.
- Fixed Assets of \$1,953,879 which is expected to increase by \$400,134 due to more vehicles requiring replacement in FY2017/18 based on the replacement schedule.

## **DEPARTMENT COMMENTS**

The total fleet includes 491 vehicles, which remains midway between the low point of 450 in FY2013/14 and the high of 513 vehicles in FY2008/09.

Use of daily pool vehicle rental and miles traveled in monthly leased and department-owned vehicles has gradually increased over the past years. Daily rental revenues and mark-up on fuel used have had corresponding increases as the number of vehicles and amount of travel in many department increases.



## Summary of Other Administered Budgets

## 3100 – Fund 034-Fleet Management Michael J. Lango, Director of General Services Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	19,198	14,750	15,000	250	1.7%
CHARGES FOR SERVICES	4,256,564	4,672,086	4,820,500	148,414	3.2%
MISC REVENUE	50,779	92,269	75,569	(16,700)	(18.1%)
OTHER FINANCING SOURCES	478,238	225,316	164,966	(60,350)	(26.8%)
<b>TOTAL REVENUES</b>	<b>4,804,779</b>	<b>5,004,421</b>	<b>5,076,035</b>	<b>71,614</b>	<b>1.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,013,000	1,123,668	1,242,888	119,220	10.6%
SERVICES AND SUPPLIES	1,828,272	2,011,770	2,062,235	50,465	2.5%
OTHER CHARGES	293,463	234,951	262,781	27,830	11.8%
F/A EQUIPMENT	1,780,844	1,553,745	1,953,879	400,134	25.8%
OTHER FINANCING USES	49,708	36,587	34,692	(1,895)	(5.2%)
<b>TOTAL APPROPRIATIONS</b>	<b>4,965,288</b>	<b>4,960,721</b>	<b>5,556,475</b>	<b>595,754</b>	<b>12.0%</b>
<b>NET GAIN(LOSS)</b>	<b>(160,508)</b>	<b>43,700</b>	<b>(480,440)</b>	<b>(524,140)</b>	<b>(1199.4%)</b>
<b>STAFFING</b>					
FLEET	9	10	10	0	0.0%
<b>TOTAL STAFFING</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

**DEPARTMENTAL PURPOSE**

The General Services Department is responsible for providing a safe, convenient, well-maintained regional airport for general aviation and business aviation use.

**FUNCTION AND RESPONSIBILITIES**

The Nut Tree Airport is located in Vacaville and serves both businesses and residents of Solano County and the surrounding region by providing a safe and well-maintained airport which includes a runway, taxiways, tie down areas, helicopter parking, County-owned hangars, ground lease space for privately-owned hangars, and office space for airport customers, businesses and events. The Airport Manager is responsible for planning and implementing airport capital projects funded primarily by federal and State grants in addition to administering day-to-day maintenance and operation of the Airport.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- The Airport updated the Implementing Actions of the Nut Tree Airport Business Plan to reflect an action schedule and to provide the status of actions completed since approval of the Business Plan in 2015. The Airport Business Plan is assisting with the growth and economic development of the Airport and enhancement and improvement of the Airport as a regional asset.
- Completed the Runway 2-20 Pavement Rehabilitation Project extending the useful life of the Airport runway and connecting taxiway.
- Updated the Airport Capital Improvement Plan (ACIP) for 2017 – 2022 outlining Federal Aviation Administration (FAA) funding on eligible capital improvement projects.
- In collaboration with the City of Vacaville, Solano Community College, Jimmy Doolittle Center, and the Solano County Water Agency, the Airport completed the East Grove Tree Obstruction Removal Project. The project involved the removal of numerous large trees in compliance with FAA, State and local airspace protection standards and policies regarding safe navigable airspace.
- All office and hangar spaces at the Airport are at 100% occupancy. The Airport's current waiting list for hangar space has increased considerably over the last three years. The Airport's aircraft tie-down apron is also nearing capacity. The Airport is working with private hangar development interests and private office interests to increase available hangar and office space at the Airport. The Airport is also working extensively on the ICON Aircraft proposed Water Operating Area project.

**WORKLOAD INDICATORS**

- The Airport manages, operates and maintains the airport fuel system, and provides fuel services and retail sales of aviation fuel to the flying public, including over 165,000 gallons of fuel sold and involving 26,700 customer transactions during FY2015/16.
- The Airport plans, manages and implements airport capital projects and obtains federal and state funding. With the financial assistance of the FAA and private property owners the Airport completed \$1,273,000 in capital and air safety improvements during FY2016/17.
- The Airport is further implementing the Airport Business Plan through the marketing of business and aeronautical development properties and opportunities.
- The Airport manages, rents and maintains 69 County hangars and administers 39 private corporate ground leases, seven office space leases, and an average of 59 airplane tie-down rentals generating approximately 1,470 rental transactions and total estimated annual rental revenue in the amount of \$559,549.
- The Airport maintains 286 acres of Airport property, and operates infrastructure and airport systems including runway and taxiway lighting and navigation systems; water, sewer and storm drainage systems; storm water pollution prevention; weed control and abatement, and repair of airfield facilities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents decreases of \$78,528 or 4.2% in revenues and \$42,567 or 2.3% in appropriations when compared to the FY2016/17 Adopted Budget.

The primary funding sources for the Airport include:

- Property Tax revenues in the amount of \$382,889 which reflects an increase of \$26,245 or 7.4% when compared to the FY2016/17 Adopted Budget.
- Revenue from Use of Money/Prop in the amount of \$603,918 which reflects a net decrease of 39,056 or 6.1% primarily due to decrease of \$70,884 attributed to interest income on the ICON loan, which is anticipated to be paid in full during the first quarter. This increase is offset by the \$31,828 increase in leases, due to the automatic annual increases in private hangar rates per ground lease contracts.
- Charges for Services in the amount of \$748,050, which reflects a decrease of \$63,618 or 7.8% primarily due to a decrease in fuel costs.
- Other Financing Sources of \$10,000 which represents the annual receipt of Caltrans, Division of Aeronautics Grant for Nut Tree Airport operations.

The primary costs for the Airport include:

- Salaries and Employee Benefits of \$423,000, which represents an increase of \$28,731 or 7.3% due to increases in wages and retirement costs.
- Services and Supplies of \$926,542, which represents a net decrease of \$14,058 or 1.5% due to a decrease in fuel costs for purchases for resale, offset by maintenance for building and equipment, advertising, utilities and water.
- Other Charges of \$154,630, which represents a decrease of \$43,847 or 22.1% largely due to decrease in countywide administrative charges.
- Intrafund Transfers of \$315,192 which represents a decrease of \$13,609 or 4.1% primarily due to decrease in transfer to the Airport Capital Project to finance capital projects.

**DEPARTMENT COMMENTS**

The Airport is planning for the future and has developed a business plan in order to identify and implement the development of short and long-term capital facilities and additional business development and revenue opportunities.

**9000 – Fund 047-Airport****Summary of Other Administered Budgets**

**Michael J. Lango, Director of General Services**  
**Public Ways**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	362,009	356,644	382,889	26,245	7.4%
REVENUE FROM USE OF MONEY/PROP	661,768	642,974	603,918	(39,056)	(6.1%)
INTERGOVERNMENTAL REV STATE	3,654	3,710	3,612	(98)	(2.6%)
INTERGOVERNMENTAL REV OTHER	3,482	486	935	449	92.4%
CHARGES FOR SERVICES	728,805	811,668	748,050	(63,618)	(7.8%)
MISC REVENUE	49,553	46,400	43,950	(2,450)	(5.3%)
OTHER FINANCING SOURCES	15,750	10,000	10,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,825,021</b>	<b>1,871,882</b>	<b>1,793,354</b>	<b>(78,528)</b>	<b>(4.2%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	379,624	394,269	423,000	28,731	7.3%
SERVICES AND SUPPLIES	901,292	940,600	926,542	(14,058)	(1.5%)
OTHER CHARGES	130,965	198,477	154,630	(43,847)	(22.1%)
OTHER FINANCING USES	13,414	12,374	12,590	216	1.7%
INTRA-FUND TRANSFERS	159,803	328,801	315,192	(13,609)	(4.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>1,585,098</b>	<b>1,874,521</b>	<b>1,831,954</b>	<b>(42,567)</b>	<b>(2.3%)</b>
<b>NET GAIN(LOSS)</b>	<b>239,923</b>	<b>(2,639)</b>	<b>(38,600)</b>	<b>(35,961)</b>	<b>1362.7%</b>
<b>STAFFING</b>					
AIRPORT	3	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes to position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

In FY2017/18 the Nut Tree Airport anticipates collecting a total of \$1.9 million representing the balloon payment that is due at the beginning of the 2<sup>nd</sup> Quarter of FY2017/18 for the 14-acre land purchase made by ICON. The money is to be applied against the Nut Tree Airport's General Fund Loan. The Department is evaluating the possibility of re-purposing the Airport's General Fund loan dollars received from ICON for development and maintenance upgrades to the Airport Administration Building and will seek to establish a revised payment plan for the General Fund Loan for Board consideration.

**FUNCTION AND RESPONSIBILITIES**

This budget is used for Airport improvement projects with funding sources including the Airport Fund and State and Federal Aviation Administration (FAA) grants.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Completed the Runway 2-20 Pavement Rehabilitation Project extending the useful life of the Airport runway and connecting taxiway.
- Updated the Airport Capital Improvement Plan (ACIP) for 2017 – 2022 outlining Federal Aviation Administration (FAA) funding on eligible capital improvement projects.
- In collaboration with the City of Vacaville, Solano Community College and the Solano County Water Agency, the Airport completed the East Grove Tree Obstruction Removal Project. The project involved the removal of numerous large trees in compliance with FAA, State and local airspace protection standards and policies regarding safe navigable airspace.
- Revenue generation and improving airport revenues through further economic development of airport property will be important in the future to provide local matching funds for FAA and state capital improvement grants.

**WORKLOAD INDICATORS**

- The Airport plans, manages and implements airport capital projects and obtains federal and state funding. With the financial assistance of the FAA and private property owners, the Airport completed \$1,273,000 in capital and air safety improvements during FY2016/17.
- The Airport is further implementing the Airport Business Plan through the marketing of business and aeronautical development properties and opportunities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents decreases of \$941,540 or 92.2% in revenues and \$1,039,213 or 98.3% in appropriations when compared to the FY2016/17 Adopted Budget. The reductions in revenue and appropriations are the result of less capital projects planned for FY2017/18. Prior year projects were funded by various sources, including federal, State and neighboring local agencies, which are not reflected in the current year. Total appropriations include funds for projects planned for FY2017/18, including the proposed Icon Aircraft Water Operating Area Project; Restoration of the County's Hangar "A" Roof; and design of new segments of Airport Perimeter Fencing. These projects are funded with \$79,204 of Intergovernmental Revenue-Federal FAA grants for Airport improvement projects and Interfund transfers of \$315,192 from the Airport operating budget (BU 9000).

**DEPARTMENT COMMENTS**

The Airport will continue to support private aeronautical and commercial economic development opportunities not limited to hangar and office development.

**9010 – Fund 047-Airport Special Projects**  
**Michael J. Lango, Director of General Services**  
**Public Ways**

**Summary of Other Administered Budgets**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	0	148,500	0	(148,500)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	540,070	717,684	79,204	(638,480)	(89.0%)
MISC REVENUE	106,783	154,560	0	(154,560)	(100.0%)
<b>TOTAL REVENUES</b>	<b>646,853</b>	<b>1,020,744</b>	<b>79,204</b>	<b>(941,540)</b>	<b>(92.2%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	801,093	1,357,545	315,192	(1,042,353)	(76.8%)
OTHER CHARGES	3,087	28,536	18,067	(10,469)	(36.7%)
INTRA-FUND TRANSFERS	(159,803)	(328,801)	(315,192)	13,609	(4.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>644,377</b>	<b>1,057,280</b>	<b>18,067</b>	<b>(1,039,213)</b>	<b>(98.3%)</b>
<b>NET GAIN(LOSS)</b>	<b>2,475</b>	<b>(36,536)</b>	<b>61,137</b>	<b>97,673</b>	<b>(267.3%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Airport will need to continue to generate sufficient revenue through further economic development of airport property to provide for required local matches for state and Federal grants.

## Summary of Other Administered Budgets

**9050 – Fund 310-Special Aviation**  
**Michael J. Lango, Director of General Services**  
**Public Ways**

### FUNCTION AND RESPONSIBILITIES

This budget is used to record receipt of the annual California Aid to Airports program grant administered by Caltrans. This grant can only be used to fund Nut Tree Airport operations.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues or in appropriations when compared to the FY2016/17 Adopted Budget. This California Aid to Airports grant was previously part of the Nut Tree Airport operating budget; however, due to State reporting requirements, this grant must be budgeted in a separate fund and subsequently transferred to the Airport operating fund.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	6	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>10,006</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0.0%</b>
<b>NET GAIN(LOSS)</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

### PENDING ISSUES AND POLICY CONSIDERATIONS

There are no pending issues or policy considerations at this time.

## FUNCTION AND RESPONSIBILITIES

In August 2011, after nearly 50 years of operation, the Board of Supervisors terminated the Probation Department's program at the Fouts Springs Youth Facility (Fouts) in Colusa County because of a loss of a State Youth Authority funded program and a State driven change in philosophy regarding juvenile detention. The Special Use Permit for the Fouts facility issued to Solano County by the United States Forest Service requires the County to remove approximately 34 existing buildings/structures (approximately 62,000 square feet) and return the site to its natural state. The County has developed the Fouts decommissioning and site restoration plan pursuant to the Forest Service requirements.

The Department of General Services oversees the maintenance and safeguard of the grounds and facilities and is serving as lead in the decommissioning process to terminate the Special Use Permit with the U.S. Department of Agriculture/Forest Service who owns the land. The initial phase (Phase I) of demolition and decommissioning has been completed. The remaining decommissioning process (Phase 2) is anticipated to be completed in FY2018/19.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Phase I demolition and decommissioning of the Fouts Springs Youth Facility is completed. This include the demolition of approximately 18 separate buildings and service structures, erosion and storm water control measures, re-vegetation of native plant species, and decommissioning of a portion of the onsite septic system for \$467,782. This resulted in a reduction of ongoing maintenance costs.
- Final demolition and decommissioning (Phase 2) of the remaining 16 structures and smaller outbuildings is planned to be initiated in the spring of FY2017/18 and completed in FY2018/19.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$393,405 or 359.0% in revenues and a decrease of \$148,157 or 14.4% in appropriations when compared to the FY2016/17 Adopted Budget.

The appropriations included in the Recommended Budget include decommissioning costs of \$784,156, as well as the costs for maintenance and insurance of the facility for \$97,551. With the closure of the facility, program revenues, along with State and federal grants stopped in 2011. All costs associated with this facility are funded by the General Fund as decommissioning work has progressed.

## DEPARTMENT COMMENTS

As part of the FY2012/13 Adopted Budget, the Board previously approved funding in the amount of \$1.5 million to support decommissioning efforts. The original budget for this project was based on partial (phased) demolition, of which approximately \$1.2 million has been spent on decommissioning efforts through Phase I, including developing an approved scope of work, completing required studies, and obtaining environmental approvals from the U.S. Forest Service.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	7,207	2,000	3,000	1,000	50.0%
OTHER FINANCING SOURCES	185,818	107,595	0	(107,595)	(100.0%)
GENERAL FUND CONTRIBUTION	0	0	500,000	500,000	0.0%
<b>TOTAL REVENUES</b>	<b>193,025</b>	<b>109,595</b>	<b>503,000</b>	<b>393,405</b>	<b>359.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	89,840	40,093	412	(39,681)	(99.0%)
SERVICES AND SUPPLIES	281,903	988,569	881,295	(107,274)	(10.9%)
OTHER CHARGES	27,766	0	0	0	0.0%
OTHER FINANCING USES	2,714	1,202	0	(1,202)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>402,224</b>	<b>1,029,864</b>	<b>881,707</b>	<b>(148,157)</b>	<b>(14.4%)</b>
<b>NET GAIN(LOSS)</b>	<b>(209,199)</b>	<b>(920,269)</b>	<b>(378,707)</b>	<b>541,562</b>	<b>(58.8%)</b>



**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

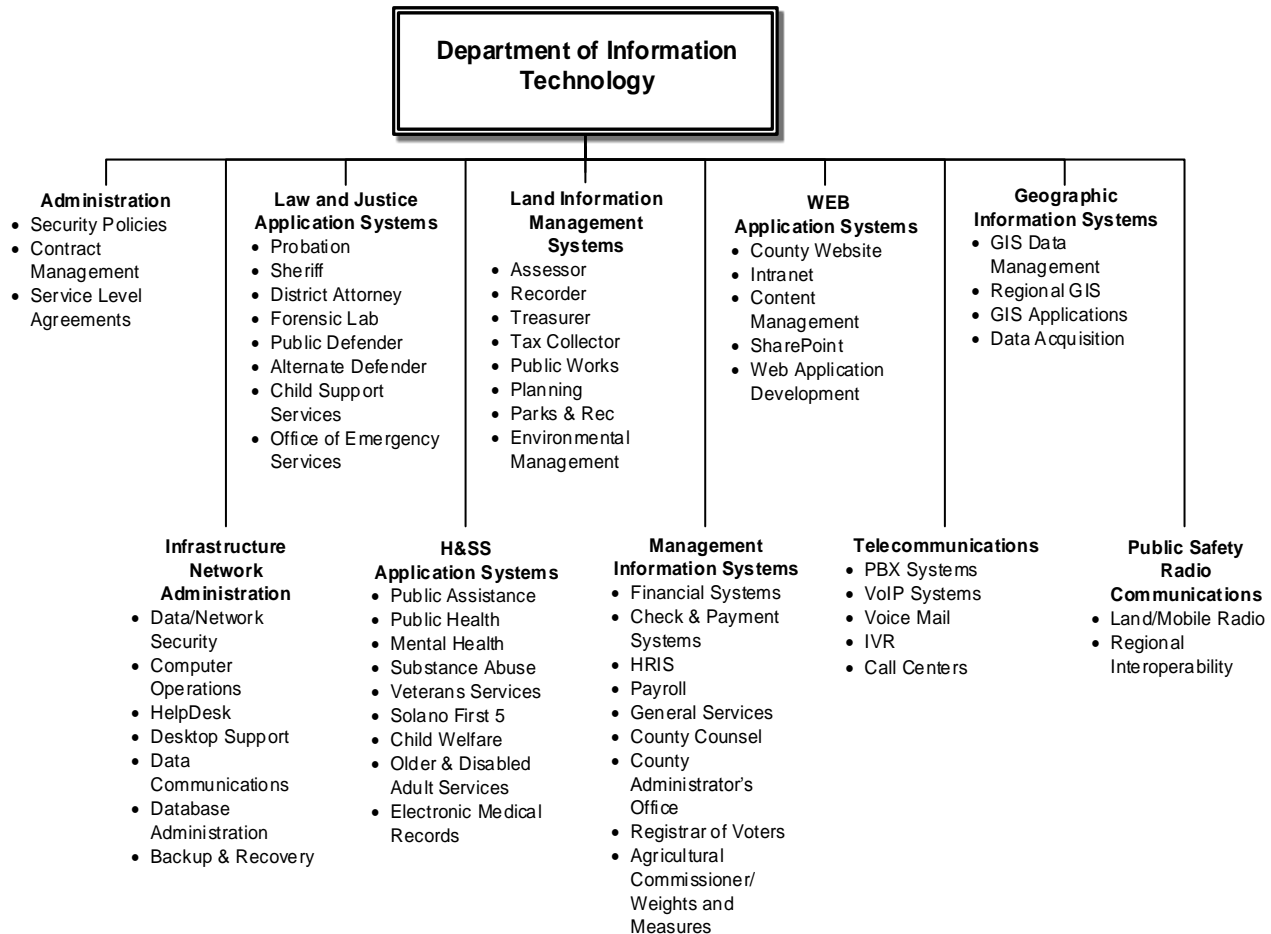
Changes in the Fouts Springs' position allocation from the FY2016/17 Adopted Budget are provided below:

- In December 2016, the 0.60 FTE Limited-Term Building Trades Mechanic (Lead) incumbent retired. There is no request to extend the Limited-Term position into FY2017/18.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

It is anticipated that Phase 2 of the decommissioning plan will begin in FY2017/18, subject to available funding, and will be completed in FY2018/19. The approximate total funding needed to complete Phase 2 is \$2.6 million. The Department plans to request the remaining funds needed to complete the Phase 2 decommissioning of approximately \$1.8 million in Midyear of FY2017/18 for Board consideration, so that the plans for bidding and awarding a final decommissioning bid can be solicited in the Spring of 2018, and work can commence in FY2018/19 within the permitted time window set by the Department of Forestry environmental and oversight requirements.

Ira Rosenthal, Chief Information Officer  
Other General



## DEPARTMENTAL PURPOSE

The Department of Information Technology (DoIT) develops, implements and supports computing and communications technologies and provides related technical services in support of the County's business processes. DoIT supports all County departments in automating and improving the delivery of programs and services to the public.

### Budget Summary:

FY2016/17 Third Quarter Projection:	21,833,283
FY2017/18 Recommended:	25,696,214
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	64

## FUNCTION AND RESPONSIBILITIES

DoIT is responsible for providing information technology and communications infrastructure, software application development and technology support services to all County departments. It carries out this responsibility through ten divisions. Six divisions, organized by business area, provide application development and management services to departments. Three divisions provide infrastructure support for all computing technologies, telecommunications, and public safety radio communications. The Department also includes one administrative division responsible for fiscal activities, security and operational policies and project coordination.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

DoIT has been addressing the cost, flexibility and resiliency of the County's information technology services through consolidation, implementation of virtualization technologies and, most recently, the leveraging of cloud-based services. The County is in need of automation to carry out mandated activities and to implement new productivity-improving tools like mobile

technology, improved case management applications, Electronic Health Records and the integration of several systems, and automation for the County jail facilities and law enforcement support systems. DoIT (including services from Xerox-Conduent) comprises only 2.5% of the total County Budget and approximately 3% of the total workforce. However, with the support of its business partners in departments throughout the County, it has been able to make significant progress in improving the technology tools and capabilities available to County users, and in the automation of business processes.

Business Process Automation and Workflow:

Document Management:

- Continued the deployment and maintenance of over 280 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in various departments. Expanded the number of document types accessible through the Solano County Integrated Property System (SCIPS) using the Documentum Application Programming Interface. Continued developing Documentum automation projects for Health and Social Services (H&SS) administration units.
- Completed the Documentum workflow automation project (Tacoma) with H&SS Older and Disabled Adult Services to provide web-based field collection forms, process workflow, e-signature, and electronic document storage and retention. Phase II of the project would include additional form creation and submissions used by H&SS ODAS unit.
- Continue participation on the Records Information Management (RIM) initiative. Implemented the RIM application for Veteran Services Department. DoIT expects to make additional investments in Documentum tools and to deploy many new applications in conjunction with the Countywide RIM Project.
- Continue to work on a proof-of-concept in migrating Documentum to the cloud-based Microsoft Azure service.
- Plan and upgrade Documentum to latest version (8X) to take advantage of the improved user interface.

Geographic Information Systems (GIS):

- Received the second of three aerial image captures under the six year Pictometry contract and the imagery layer to implement Change Finder, a software package used to detect changes in building outlines to aid jurisdictions in enforcing building permit compliance.
- Began work on adapting to the national Local Government Information Modal (LGIM) data modal. This will allow a uniform data exchange between GIS partners and be able to deploy quick COTS (commercial off the shelf) GIS applications. Continued refining the software and process to facilitate the conversion of the existing Geodatabase. This project is ongoing and is being coordinated with the regional GIS partners throughout the county.
- Produced new maps showing Groundwater Sustainability Agencies (GSA) in Solano County. Also, mapped the CalFresh Recipients program for the County Administrators Office.

Web Development:

- Continue to explore impact of new Department of Justice rules on County web site that would make compliance with WCAG 2.0 Level AA web accessibility guidelines a requirement.
- Continue to look at upgrading both internal Intranet and external website to new cloud service with responsive design.
- Migrated all on-premise SharePoint sites to SharePoint cloud service. All departments will be migrated by June 1, 2017.
- Worked with the Board of Equalization and the County Administrator's Office to redesign assessment appeal forms for the Solano County Assessment Appeal Board to make them ADA compliant.
- Expanded the Legistar user base by adding a new agenda workflow for the Countywide Safety Board. Worked with the Clerk of the Board to redesign the Legistar Minutes report. Assisted Human Resources with the video streaming of their first online Job Fair utilizing the Granicus Audio Visual system.
- Continued administration and maintenance of the SouthTech suite of applications for the County Clerk's office and Registrar of Voters. The following modules are currently supported in the County Clerk's Office: eMarriage,

**Ira Rosenthal, Chief Information Officer**  
**Other General**

eMarriageScheduler, eFBN, eNotary, ProcessServer, LegalDocAssist, PPC, UnlawfulDetainerAssistant. The following modules are currently supported in the Registrar of Voters Office: CampaignDocs and eDisclosure. Updated system architecture to allow independent administration of CampaignDocs and eDisclosure, increasing uptime availability of both applications.

- Completed the upgrade of the Accela Automation suite used for permitting and inspection to Version 8.0 for Resource Management. This upgrade improves the look and feel as well as replaced outdated programming technology. Continued the development of accounting reports for Resource Management and additional reporting to State Agencies.
- Continued implementing software enhancements to Resource Management's Cost Accounting Management Software (CAMS) system and State permit and time keeping software system (SWEEPS).
- Investigated the feasibility of replacing the internally developed Property Tax System with a commercial off the shelf product and coordinated software demonstrations with product vendors and internal stake holders. This project will be managed and tracked separately in newly created (BU 1878).
- Property Systems Division completed the development of the Property Tax Postponement module in support of (AB-2231). This program allows senior, blind, and disabled citizens with an annual household income of \$35,500 or less and 40% equity in their homes to apply to defer payment of property taxes on their principal residence.
- Continued to expand SharePoint to implement workflow efficiencies between Courts, District Attorney (DA), Sheriff Custody, and Probation (added Amnesty Log).
- Implemented a replacement for Department of Health and Social Services "Job Opportunities," internal transfer application. The new application, Voluntary Change of Assignment (VCA), implements a workflow process. This allows staff to request reassignment to the open position in the Department and routes the request to the current manager and hiring manager.
- Created and refined extracts of IntelliTime, County timekeeping system, information of hours worked for import into Risk Managements QCera application, which then helps manage FMLA (Family and Medical Leave Act) requests and approvals. Completed videos for IntelliTime for Login process, use of Start-Stop Timecard, and Dynamic Schedule Timecard. Completed IntelliTime modifications to meet Memorandum of Understanding rules that needed clarification. Also, completed modifications to address time-clock issues in the Sheriff Department to remove leave without pay or overtime for minor minute differences from schedule.
- Completed the migration of Bottomline's WebSeries/Paybase check printing software to CSeries Payment Platform. This included implementation of two servers, migration from Oracle to SQL Server databases, with new check designs and payment modules. Additionally, Check Fraud Avoidance, eSend, and Automated Clearing House check acceptance software installed and implementation is on-going.
- Completion of update of Federally mandated EEO-4 Reporting for Human Resources, with modifications to Race and Ethnicity definitions and categories for 2017 reporting.

New System Development and Implementation:

- Continued testing the implementation of ArcGIS On-Line. Utilizing the ESRI cloud based software for access to applications and data layers can be easily shared with the public and regional partners through the use of role based security. Currently evaluating the potential cost savings from reducing server administration and maintenance. Continue to research hosting County Image server with ESRI cloud service.
- Property Systems Division in collaboration with the Assessor Recorder completed the implementation of the AgileFlow Records Management System; replacing an aging AS/400 system with a modern windows based system for recording official records.
- Completed the upgrade the County's financial system, ONESolution, to version 16.2 Major improvements include: more granular Fixed Asset Security to better support the distributed inventory process the County has in place; additional Purchase Order reporting; and, Purchase Order data entry screen validation changes to improve operation.

**PeopleSoft HR and Payroll System:**

- Employee self-service for W-2 viewing and printing was expanded to over 2300 employees. Completion of Federal W-4 self-service which allows employees to update withholding allowance documents without previously required Payroll staff intervention. Groundwork and research completed for future implementation of employee self-service to State withholding documentation, Form DE4.
- Completed the modifications of Electronic Personnel Action Form (ePAF) to conform with HR PeopleSoft system changes required by Affordable Care Act reporting.
- Completed the table modifications and other enhancements of the Salary Projection Application. Updated reporting process for determining eligibility and affordability of all employees for the Affordable Care Act for medical coverage with IRS modified requirements, and provided IRS forms to all employees, and electronic report to IRS. This included a long list of PeopleSoft patches to Affordable Care Act Reporting, as well as multiple tax updates.

**Electronic Health Records Systems/NextGen System:**

- Implemented an internal Health Information Exchange (HIE) system using the cloud-based Mirth system in order to create a longitudinal record of health information from the Family Health Services Electronic Health System (NextGen) and the Mental Health Electronic Records System (Avatar) and the new Public Health laboratory system. This will provide medical staff the ability to view a patient record across systems through a secured web browser interface. The Mirth system will be used to create the master patient index (MPI) record and to securely share data between these systems.
- Continue enhancement of the regional Health Information Exchange (Solano County Public Health Hub) and exchange appropriate information between the County's Electronic Health Records (EHR) systems and external entities such as other regional clinics, hospitals, immunization registries, radiology departments, and the Public Health syndromic surveillance system.
- Continue implementation of the NextGen Patient Portal to allow the Public Health Clinic patients to electronically interact with their providers and clinic staff. Some patient portal features include the ability to send an email to the provider, request an appointment and check lab results. This functionality is a requirement of the federal government's Meaningful Use program.
- Continue implementation of the NextGen Share system to automate referrals between Solano County Family Health Services providers and external providers/agencies.
- Implement an interface between NextGen and radiology vendor systems to enhance and streamline patient care and meet Meaningful Use requirements.
- Implement Dragon Medical Dictation interface within NextGen to expedite and streamline the documentation of patient visits in NextGen.
- Developed and configured system templates in NextGen to streamline the data input by providers and clinic staff, resulting in better patient care and higher productivity.
- Development of enhanced NextGen management reports to track productivity, tasks and revenue for H&SS management staff.

**Other Health and Social Services System:**

- Implemented the new Public Health Laboratory electronic records system (Orchard) supporting Solano, Napa, Yolo and Marin counties. Work continues on creating an archival system for historical Public Health Laboratory records from the previous system (MLab).
- Assist with technical analysis and expertise to ensure the success of the Whole Person Care grant project. Key staff dedicated to planning/OPS and IT committees to ensure coordination between County and Solano Coalition for Better Health. Utilize Mirth system to provide cross platform information on participants in this project.
- Continue planning and implementation of automated flow of information from local hospitals to Emergency Management Services System (Trauma One).

**Ira Rosenthal, Chief Information Officer**  
**Other General**

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- Continue the implementation of additional modules in the Avatar EHR System for H&SS Mental Health and Substance Abuse Divisions. Implemented the electronic Lab Orders and Results, electronic Prescription of Controlled Substances, Consoles, Tele-psych Services, system generated password resets, and customizations for enhanced data collection and reporting. Continue to evaluate, modify, and customize the various modules and configurations to improve the clinical and financial workflows and management oversight.
  - Migrated Avatar to Netsmart's hosted cloud services platform, which allows for more robust server/application management and DRP, and provides more efficient system access for contract providers and better integration of Avatar modules, including document scanning, medications/lab results, and enables custom KPI dashboards.
  - Implemented CalWIN secured FTP site for transmitting secured files and extracts from the vendor and state sources to the county for processing and reporting.
  - Implemented text messaging for clients with myBCW (Benefits CalWIN system), where clients opt in/opt out to receive select text message notifications regarding their case.
  - Continue planning and implementation of Fidelity, the new Electronic Benefits Transfer system for CalWIN, which will replace the current EPPIC system.
  - Redesigned and updated the Network of Care site for the H&SS Older & Disabled Adult Services Division. The Network of Care is an internet application that provides information for individuals and families to find all the relevant information they need online to make the best, most informed decisions regarding care in their lives. It offers government-sponsored Web sites that provide faster, easier access to comprehensive community services, information, support, advocacy, news, and assistance on a local level.
  - Continue planning and implementation of changes to the Network of Care sites for other H&SS Divisions.
  - Implemented JUMP (the system replacement of AACTS) for H&SS Older & Disabled Adult Services Division.
  - Implemented IVR/IWR communication solutions for H&SS Older & Disabled Adult Services Division. This interactive voice response and interactive web response system provides self-service access to information for In-Home Support Services (IHSS) providers and recipients. The primary function of the system is to provide payroll information to these providers.
  - Implemented hoteling for H&SS Divisions to allow for flexibility in employee work locations (work remotely) while reducing costs and maintaining or enhancing County services and productivity levels. Expanded WiFi access in designated buildings to accommodate the increased workload from mobile devices.
  - Continue to evaluate Policy & Procedure software systems for H&SS Divisions to allow for a centralized and more efficient method of creating, editing, routing, approving, distributing and tracking policies and procedures. This will replace the current CWS Online Practice Guide, among others.
  - Continue planning and research for Mobile Document Imaging for H&SS Employment & Eligibility Services Division. This will allow staff to more readily serve clients at the different site lobbies by securely capturing and uploading client documents to CompassPilot from a mobile device, such as an iPad.
  - Continue planning and research for Task Management and Workflow software for H&SS Employment & Eligibility Services Division. The new system should provide staff the tools needed to more efficiently process the applications and enhance services to their clients, as well as provide better coordination, automation and oversight for management.
  - Continue to explore mobile solutions for H&SS Divisions in order to expand service delivery, provide client notifications, and improve access to corresponding software applications via secure methods.
  - Continue to research viable Learning Management Systems for H&SS Divisions to more efficiently provide and monitor staff training to ensure compliance to State and federal requirements. This will replace the current CWS Staff Training Supplemental Tool.

**Other County Department Automation/Information System Changes:**

- Continued expanding the implementation of the County's standardized credit card acceptance and processing solution through the installation of point-of-sale terminals and virtual terminals. Currently, 10 Departments are utilizing the point-of-

sale systems and there are over 50 virtual terminal applications imbedded in County systems to handle electronic payments. Increased adoption across the County resulted in a 13.84% increase in transaction volume to 39,922 transactions in 2015 and a 16.98 % increase in dollar volume (\$37,985,000).

- Expanding Probation's AutoMon Assessments Case Management System to include Sheriff's Office. Custody and Probation share clients and using a common system will afford significant collaboration; with assessment and case plans being available as clients move between departments.
- Completed the project to replace the Inmate Management System at all correctional facilities. The system integrates with the Stanton facility's security systems and interfaces to numerous custody support systems. The new system will allow for more efficient operations due to data sharing across systems (AFIS, Records, Jail, Probation, commissary, etc.) and the ability of custody officers to access data via tablets or other "smart" devices. Major enhancements to the ATIMS JMS are complete and awaiting testing/deployment. These enhancements will streamline Booking.
- Deploying webRMS Field Based Reporting (FBR) with workflow. This will allow Officers to write their reports and have the data directly available in RMS, saving Records data entry and gaining efficiencies. Call data from the Dispatch system is available to the Officers inside FBR, with click and drag, saving them data entry. Target to Go-Live by end of FY2016/17.
- Added Dixon Police Department (PD) onto the Sheriff's Records Management System. By expanding access to the Records system via Citrix and/or the Solano Public Safety WAN. Sheriff's Office dispatches for Dixon PD.
- Began a 2-phased project to acquire a new Biometric system (used countywide). This will replace our end-of-life Fingerprint system. With the help of industry experts, we have completed requirements for the 2 phases and will be gathering quotes.
- Completed a UASI funded Solano data warehouse project which will make Solano LE records/jail data available to our regional law enforcement data sharing system (ARIES) for crime analysis.
- Completed and preparing to deploy an new online booking system that will be used by all arresting agencies to enter "Arrest and Detention" information electronically.
- Continue implementation and deployment activities for an upgrade to the DA's new case management system. Began implementation of the system for the Public Defender and planning for the Probation Department. The new system will allow for the sharing of case files between the Departments as well as outside agencies and attorneys. The new case management system is part of an integrated criminal justice system that will eventually replace the systems currently used by the Public Defender and Probation departments.
- Completed implementation of the QCera system for Risk Management to connect and monitor leaves of absence with Family Medical Leave Act requirements.

#### Infrastructure Improvements:

Implemented measures to better address the confidentiality, integrity, and availability of Solano County data including:

- Implemented automation to disable and delete inactive computer accounts protecting Solano County network against unpatched systems. Developed automation to remove older, vulnerable versions of Adobe Flash and Shockwave from computers. Also, implemented automation to disable and delete stale user accounts.
- All Law & Justice (L&J) virtual servers were migrated from a standard server and storage area network design to a "hyper-converged" virtual platform called Simplivity. The new technology provides onsite redundancy within the Sheriff's data center and additional redundancy to the County Administration Center (CAC) data center.
- Continued to upgrade to the latest versions of Active Directory services, server operating systems, and databases with the goal to retire all unsupported Microsoft products. Upgrades will maintain integrity of all County systems and business applications. Replaced over 20 physical servers and moved the workload into the County's virtual server infrastructure.
- Completed implementation of new wide-area network connections to increase bandwidth and resiliency between sites with multiple, diverse paths for service. Also, planning to replace legacy phone circuits with Simple Internet Protocol services (SIP) and to implement a redundant internet connection. Once SIP is implemented the County should see a substantial reduction in costs for telecommunication services (estimated at \$300,000 annually). Began planning for moving the VoIP

**Ira Rosenthal, Chief Information Officer  
Other General**

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system to a cloud provider in an effort to improve reliability, reduce overall costs, and provide expanded services and features.

- Completed the data network and telecommunications build-out for the Probation office at Sullivan Middle School and the Agriculture Department relocation to Cordelia. Completed the 100% Construction Document Submittal Review for the SB 1022 training facility.
- Completed the network upgrade and replacement - 740 Beck Street Juvenile Hall to County Voice over Internet Protocol system (VoIP) and reworked the paging system by installing eight paging zones allowing users the ability to use the new VoIP phones to initiate zone paging.
- Worked with state contacts to consolidate Child Welfare Services / Case Management System (CWS/CMS) servers and replace CalWIN servers.
- Continue to implement expanded WiFi capabilities countywide. During this period, WiFi has been completed at 275 Beck and at the CAC 2nd, 3rd, and 6th floors. WiFi Infrastructure upgrades are currently in progress at five county sites with completion planned for early FY2017/18. Worked with the Courts to provide County WiFi in all of the Court rooms.
- Completed building a new cellular based network for the H&SS Mobile Dental Van allowing all networked devices to seamlessly connect to the County network.

**WORKLOAD INDICATORS**

- During the period of March 1, 2016 to February 28, 2017 there were a total of 18,192 work orders and trouble tickets received by the Helpdesk. Of the trouble tickets received there were 7 Priority 1 incidents, 23 Priority 2 incidents, 2,391 Priority 3 incidents, and 7,496 Priority 4 Requests reported to the Helpdesk and resolved within published service level targets.
- A total of 450 servers were hosted on 115 physical servers, and over 155 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,000 computers, 3,700 telephones, 800 printers, and 697 network devices are supported across 50 wide-area network locations.



# Functional Area Summary

1870 – Fund 370-Department of Information Technology

Ira Rosenthal, Chief Information Officer

Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
DOIT-ADMINISTRATION	908,929	975,102	1,003,428	28,326	2.9%
INFRASTRUCTURE	9,520,337	10,462,305	11,734,790	1,272,485	12.2%
LAW & JUSTICE APPLICATION SYSTEMS	1,125,217	1,410,260	1,381,368	(28,892)	(2.0%)
H&SS APPLICATION SYSTEMS	1,597,297	2,339,141	2,545,910	206,769	8.8%
MANAGEMENT INFORMATION SYSTEMS	1,744,805	1,733,784	1,537,067	(196,717)	(11.3%)
LAND INFORMATION MANAGEMENT SYSTEMS	1,692,272	1,863,258	1,855,892	(7,366)	(0.4%)
WEB APPLICATION SYSTEMS	679,746	730,298	841,251	110,953	15.2%
GEOGRAPHIC INFORMATION SYSTEMS	1,225,153	1,345,255	1,359,619	14,364	1.1%
TELECOMMUNICATIONS	1,332,015	1,589,261	1,773,703	184,442	11.6%
PUBLIC SAFETY RADIO COMMUNICATION	375,551	334,223	440,688	106,465	31.9%
<b>TOTAL REVENUES</b>	<b>20,201,322</b>	<b>22,782,887</b>	<b>24,473,716</b>	<b>1,690,829</b>	<b>7.4%</b>
<b>APPROPRIATIONS</b>					
DOIT-ADMINISTRATION	853,498	950,535	1,094,144	143,609	15.1%
INFRASTRUCTURE	9,749,281	12,018,245	12,476,220	457,975	3.8%
LAW & JUSTICE APPLICATION SYSTEMS	1,129,333	1,373,866	1,387,802	13,936	1.0%
H&SS APPLICATION SYSTEMS	1,597,537	2,282,469	2,585,165	302,696	13.3%
MANAGEMENT INFORMATION SYSTEMS	1,576,502	1,445,240	1,550,562	105,322	7.3%
LAND INFORMATION MANAGEMENT SYSTEMS	1,692,421	1,813,773	1,874,997	61,224	3.4%
WEB APPLICATION SYSTEMS	638,360	711,242	851,379	140,137	19.7%
GEOGRAPHIC INFORMATION SYSTEMS	1,321,176	1,331,670	1,369,742	38,072	2.9%
TELECOMMUNICATIONS	1,464,592	1,556,463	1,982,403	425,940	27.4%
PUBLIC SAFETY RADIO COMMUNICATION	434,445	429,801	523,800	93,999	21.9%
<b>TOTAL APPROPRIATIONS</b>	<b>20,457,145</b>	<b>23,913,304</b>	<b>25,696,214</b>	<b>1,782,910</b>	<b>7.5%</b>
<b>NET GAIN(LOSS)</b>					
DOIT-ADMINISTRATION	55,431	24,567	(90,716)	(115,283)	(469.3%)
INFRASTRUCTURE	(228,943)	(1,555,940)	(741,430)	814,510	(52.3%)
LAW & JUSTICE APPLICATION SYSTEMS	(4,116)	36,394	(6,434)	(42,828)	(117.7%)
H&SS APPLICATION SYSTEMS	(240)	56,672	(39,255)	(95,927)	(169.3%)
MANAGEMENT INFORMATION SYSTEMS	168,303	288,544	(13,495)	(302,039)	(104.7%)
LAND INFORMATION MANAGEMENT SYSTEMS	(149)	49,485	(19,105)	(68,590)	(138.6%)
WEB APPLICATION SYSTEMS	41,386	19,056	(10,128)	(29,184)	(153.1%)
GEOGRAPHIC INFORMATION SYSTEMS	(96,023)	13,585	(10,123)	(23,708)	(174.5%)
TELECOMMUNICATIONS	(132,576)	32,798	(208,700)	(241,498)	(736.3%)
PUBLIC SAFETY RADIO COMMUNICATION	(58,893)	(95,578)	(83,112)	12,466	(13.0%)
<b>NET GAIN(LOSS)</b>	<b>(255,820)</b>	<b>(1,130,417)</b>	<b>(1,222,498)</b>	<b>(92,081)</b>	<b>8.1%</b>
<b>STAFFING</b>					
DOIT-ADMINISTRATION	5	5	5	0	0.0%
INFRASTRUCTURE	5	5	11	6	120.0%
LAW & JUSTICE APPLICATION SYSTEMS	8	8	8	0	0.0%
H&SS APPLICATION SYSTEMS	11	13	14	1	7.7%
MANAGEMENT INFORMATION SYSTEMS	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	10	10	10	0	0.0%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	1	0	0.0%
TELECOMMUNICATIONS	2	2	2	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2	2	4	2	100.0%
<b>TOTAL STAFFING</b>	<b>53</b>	<b>55</b>	<b>64</b>	<b>9</b>	<b>16.4%</b>

Ira Rosenthal, Chief Information Officer  
Other General

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$1,690,829 or 7.4% in revenues and \$1,782,910 or 7.5% in appropriations when compared to the FY2016/17 Adopted Budget.

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments and other agencies. The Department's cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and with the exception of capital asset expenditures, which are charged to departments based on standard depreciation schedules. The projected decrease in Fund Balance of \$1,222,498 is primarily due to \$1,020,314 in undepreciated fixed assets (that will be charged in future years) and an increase in A87 and building use charges of \$202,184, minus a few other minor amounts.

The Department's three primary cost centers include: Infrastructure; Applications Development Management and Support; and, Communications. The Recommended Budget continues to focus on maintenance and support of current systems with limited development of new systems to support high-priority department objectives and State and federal mandates. The Recommended Budget reflects some increases in expenses for eliminating single points of failure in the County's infrastructure, enhancing security, and investments in software to improve both IT and end-users' productivity.

### Infrastructure

Total appropriations for Infrastructure is projected to be \$12,476,220 which consists of \$4,557,596 in contract staffing (Xerox-Conduent), \$1,464,785 for County staff, \$506,826 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$5,947,013 for software licenses, hardware, and communications services. Infrastructure functions include Network Administration, Data Communications, Network Security, Computer Operations, Help Desk, Desktop Support, Database and Operating Systems Administration, Data Storage Management, and Backup and Recovery.

Major contracts for Infrastructure include \$930,000 for Microsoft Office365, \$101,000 for Symantec backup software, \$162,000 for Palo Alto Traps anti-malware software, \$157,000 for Web Access Firewall, \$162,000 for Enterprise Cloud Suite, \$128,000 for Cisco SmartNet contracts plus network servers, wireless infrastructures, storage infrastructure, wireless infrastructure, and Internet redundancy of \$1,983,000.

### Applications Development Management and Support

Applications Development Management and Support includes Law & Justice Application Systems, H&SS Applications Systems, Management Information Systems, Land information Management Systems, Web Application Systems, Geographic Information Systems, and Administration. Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems processes improvement, and public access to information and services. Total appropriations for Applications Development Management and Support are projected to be \$10,713,719 which consists of \$6,879,884 for staffing, \$777,186 in Contractor (Xerox-Conduent) cost, \$501,078 in County cost allocations for Administrative Overhead, Building Use, Insurances, and \$2,555,643 for hardware, software and other third party services.

Major contracts within the Applications Services cost centers include: \$130,365 for contract help in Child Support Services, \$122,000 for Gartner Market Consulting Services, \$175,000 for Learning Management Software, \$200,000 in software subscription to support Mirth/HIE health records systems, \$100,000 for eBenefits implementation, \$203,000 for PeopleSoft maintenance, \$139,000 for IFAS maintenance, \$53,000 for IntelliTime maintenance \$50,000 in services for SCIPS platform enhancements, \$119,000 in SCIPS software tools maintenance, \$49,000 for GIS software, \$75,362 for Oracle for GIS, \$240,000 for Pictometry ortho-photography flyover and building footprint change detection, \$647,000 for the Xerox-Conduent contract for GIS and \$200,000 for Web software migration, web hosting software, and web maintenance.

### Communications

Communications cost centers include: Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Total appropriations for Communications is projected to be \$2,506,203 which consists of \$631,836 in staffing, \$89,814 in County Administrative Overhead, Building Use, and Insurances, \$188,167 for a Xerox-Conduent Voice over IP engineer, \$700,000 as pass-through telephone usage, voicemail and other charges, and \$896,386 for hardware, software and vendor services.

Major contracts within the communications cost centers include \$60,000 for VOIP maintenance, \$700,000 to AT&T for phone circuits and usage, and \$180,000 for Cisco support.

### DEPARTMENT COMMENTS

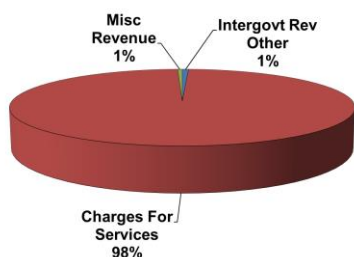
Working with the Performance Improvement Committee, the Department put in place a new automation planning cycle to improve both short-term and long-term technology planning. The planning effort identified a number of projects with countywide applicability including:

- Improvements to “mobility” technologies (Build-out WiFi infrastructure; Provide enabling technologies to field workers; Accelerate adoption of virtual desktop technologies to better enable tablets and other field-oriented devices).
- Move beyond document management to fully integrated document workflows including electronic signatures.
- Improve data analysis capabilities by employing “business intelligence” tools and data warehousing.
- Redesign/update of County website to improve responsiveness and accessibility.

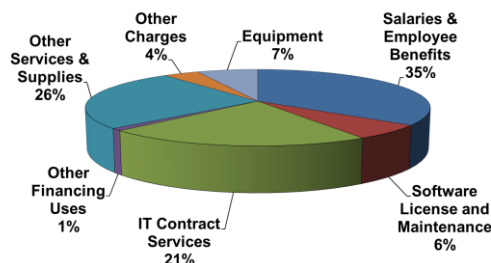
These major, multiyear efforts are in addition to over thirty additional projects in various states of planning and implementation. At the same time the Department is also working on upgrading Microsoft Active Directory and all Microsoft server/database products, and other areas where maintenance has been deferred due to financial constraints. Additionally, the Department will be deploying new security products, investigating improvements to the server and data storage platforms in the main data center, and pursuing “cloud” initiatives to improve the resilience of the County’s technology platforms.

The volume of work in addressing deferred maintenance items, the development of new infrastructure capabilities needed to support County needs, and an aggressive work plan for new business applications will require careful priority setting and analysis of trade-offs. Some projects may need to be delayed due to insufficient resources or if work needs to be directed to unplanned activities during FY2017/18.

### SOURCE OF FUNDS



### USE OF FUNDS



Ira Rosenthal, Chief Information Officer  
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	53,912	57,058	57,058	0	0.0%
INTERGOVERNMENTAL REV OTHER	0	156,311	177,189	20,878	13.4%
CHARGES FOR SERVICES	19,809,704	22,453,518	24,113,469	1,659,951	7.4%
MISC REVENUE	337,707	116,000	126,000	10,000	8.6%
<b>TOTAL REVENUES</b>	<b>20,201,323</b>	<b>22,782,887</b>	<b>24,473,716</b>	<b>1,690,829</b>	<b>7.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	6,179,671	8,054,882	8,976,504	921,622	11.4%
SERVICES AND SUPPLIES	12,882,704	13,297,602	13,740,806	443,204	3.3%
OTHER CHARGES	852,522	800,314	1,002,498	202,184	25.3%
F/A BLDGS AND IMPRMTS	2,695	0	0	0	0.0%
F/A EQUIPMENT	312,519	1,493,875	1,724,000	230,125	15.4%
OTHER FINANCING USES	227,712	266,631	252,406	(14,225)	(5.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>20,457,823</b>	<b>23,913,304</b>	<b>25,696,214</b>	<b>1,782,910</b>	<b>7.5%</b>
<b>NET GAIN(LOSS)</b>	<b>(256,499)</b>	<b>(1,130,417)</b>	<b>(1,222,498)</b>	<b>(92,081)</b>	<b>8.1%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

Overall, the \$1,690,829 increase in revenue is predominantly the result of a \$1,464,784 increase in charges for new staff in (BU 1871), which was previously taken from Fund Balance, and an increase of recoverable costs including operating costs and depreciation.

### SUMMARY OF POSITION CHANGES

Changes in position allocations since the adoption of the FY2016/17 Budget are provided below.

On August 9, 2016, the Board approved the following position change:

- Add 1.0 FTE Business Systems Analyst

On April 25, 2017, the Board approved the following position changes:

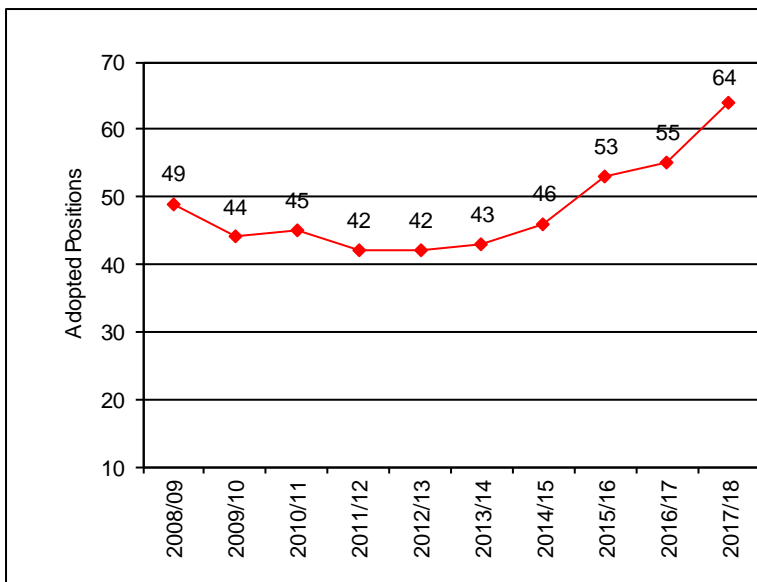
- Add 1.0 FTE Information Technology Manager – TBD
- Add 4.0 FTE Information Technology Analyst (Principal) – TBD
- Add 1.0 FTE Information Technology Analyst IV – TBD

In April 2017, the Director of Human Resources, with the County Administrator's concurrence, authorized the temporary increase of the following positions (per Resolution No. 2015-119) to advance the recruitment for critical Department positions that will be vacated due to retirements to assure the position replacements are in place and trained with limited disruption to County administrative processes:

- Add 1.0 FTE Communications Supervisor, Limited-Term effective July 2, 2017 through September 23, 2017
- Add 1.0 FTE Communications Technician (Senior), Limited-Term effective May 7, 2017 through September 23, 2017
- Add 1.0 FTE Administrative Services Manager, Limited-Term effective July 2, 2017 through August 12, 2017

The FY2017/18 Recommended Budget includes the following changes:

- Delete 1.0 FTE Systems and Programming Manager
- Convert 1.0 FTE Administrative Services Manager, Limited-Term, to a regular FTE position to replace Systems and Programming Manager upon the incumbent's retirement

**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

The classification descriptions for most IT workers in DoIT have not changed in over two decades. As such they do not properly reflect the knowledge, skills, abilities, and tasks expected of today's technology workforce. Additionally, the classification structure does not offer enough flexibility and opportunities for advancement to make the Department attractive to job candidates and to provide an incentive for employees to stay with the County and expand their skills and responsibilities. The Department is continuing to work with Human Resources on the review of classifications with proposed updates to be presented to the Board early in FY2017/18.

**1870 – Fund 370-Department of Information Technology      Summary of Other Administered Budgets**  
**Ira Rosenthal, Chief Information Officer**  
**Other General**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2015/16 ACTUAL	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1878 SCIPS REPLACEMENT PROJECT	0	0	980,000	980,000	0.0%
<b>APPROPRIATIONS</b>					
1878 SCIPS REPLACEMENT PROJECT	0	0	980,000	980,000	0.0%
<b>NET CHANGE</b>					
1878 SCIPS REPLACEMENT PROJECT	0	0	0	0	0.0%

A summary of the budgets administered by the Department of Information Technology is provided on the following pages.

## FUNCTION AND RESPONSIBILITIES

Solano County's property tax system was initially created in 1982. Over the past 35 years, the system has been expanded and modernized to its current state.

The original 1982 system was developed in Cobol and Cognos PowerHouse on an HP3000 platform. In 2010, a system modernization project was completed, primarily to replace the unsupported HP3000 computer system platform. The system resulting from this modernization project, is running on a combination of Unix and Windows servers to support the programming technologies. All the programming and systems support is done in-house using a combination of newer development tools while still relying heavily on the legacy Cobol programming language. The system also employs emulation technologies that allow much of the system to mimic the way the old technology worked.

While the resulting system is hosted on a modern platform, the underlying application structure and business rules are approximately 30 years old. The current system has been in production for over seven years and continues to be maintained by seven technical positions for the application, and contracted positions support the hardware platforms and database. The system complexity and 30-year-old design has proven to be a maintenance challenge and continues to limit departments' ability to improve business processes as well as limits the County's ability to take advantage of new service-based technology. Operation of the system is heavily dependent upon the institutional knowledge of how the application works, including its idiosyncrasies and numerous workarounds. The system is in need of major platform overhaul to ensure its components remain supported by their manufacturers.

Understanding the limitations, short comings, and risks inherent in the current system, County stakeholders (Assessor/Recorder, Auditor/Controller, and Treasurer/Tax Collector) performed an evaluation of system replacement options in FY2015/16 and FY2016/17. Based on the results of the evaluations, the stakeholders determined that the Thomson Reuters Aumentum package is the most complete system for Solano County's needs and recommended to the Board that work begin and funding be allocated to undertake the project of replacement.

The project is expected to be a multiyear effort for data migration and implementation of a new system. The Department of Information Technology (DoIT) and the SCIPS stakeholders are committed to work together with their staff for a timely and successful implementation. The Board of Supervisors authorized staff to proceed with the replacement of the SCIPS system at their April 4, 2017 meeting and authorized the creation of a reserve for the project in the amount of \$10,000,000, funded by the General Fund - General Reserve. Recovery of the cost of the system occurs once it is completed and operational.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Implementation of the new property tax system is planned over a three-year period and across thirteen phases of work as outlined, below:

- Phase 0 Pre-Project Startup-Database Cleanup, Validation, and Migration to staging environment
- Phase 1 Project team Start Up
- Phase 2 Base Configuration
- Phase 3 Initial Data Conversion – Estimated to be 8 -10 months in duration
- Phase 4 Business Process Analysis and Mapping – Estimated to be 4-6 months in duration
- Phase 5 System/Client Configuration
- Phase 6 Full Conversion mapping, extraction, and migration – Estimated to be 6-8 months in duration
- Phase 7 User Acceptance Testing (UAT) Configuration
- Phase 8 User Acceptance Testing Conversion – Estimated to be 1-2 month in duration
- Phase 9 Implementation Services-Engineering/Programming (reports, interfaces, documentation)
- Phase 10 Final User Acceptance Testing – Estimated to be 3 months in duration
- Phase 11 Client Training
- Phase 12 Go-Live

Ira Rosenthal, Chief Information Officer  
Other General

Phase 0 is estimated to be a minimum of twelve months in duration and will be the focus of the work effort in FY2017/18. Over the course of the project it is anticipated there will be a need for dedicated project staff to focus on the implementation phases to assist with analysis, mapping configuration, testing and validation in each of the stakeholder departments. At this stage of the project, it is difficult to determine the level of staffing required. Based on staffing augmentation levels from similar projects in other counties it is likely that two additional staff in the Assessor, and one each in the Auditor/Controller, and Treasurer/Tax Collector departments will be needed for the configuration and implementation phases. These positions would be Limited-Term. More staffing will be needed for the acceptance testing phases but the extent of that supplemental staffing cannot be determined at this time. Due to the difficulty of providing accurate estimates at this early stage of the project, the budget may need to be revised as the project progresses and more becomes known of the experience of other counties implementing this software. Technical staff involvement in the project will be heaviest in "Phase 0" performing data migration and validation activities as well as for building an archive system for historical data. We estimate that IT staff will need to be augmented with one full-time project manager and two analysts that would focus on testing. Current technical staff would be focused on data migration, building a historical archive, and rewriting system interfaces.

#### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents \$980,000 in revenues and \$980,000 in appropriations resulting in \$980,000 Net County Cost. This is a newly created budget unit and has no prior year data. These funds will be utilized by the Department to begin work on Phase 0 of the implementation of the new property tax system.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2015/16 ACTUALS	2016/17 ADOPTED BUDGET	2017/18 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	0	0	980,000	980,000	0.0%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>980,000</b>	<b>980,000</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	0	0	980,000	980,000	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>980,000</b>	<b>980,000</b>	<b>0.0%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

#### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget unit.

#### PENDING ISSUES AND POLICY CONSIDERATIONS

During FY2017/18, we anticipate "Phase 0" activities will be performed by current Information Technology Department staff. Staff will provide a progress report to the Board at Third Quarter that will outline progress, budget status, and the anticipated need for additional, limited-staffing for the Information Technology and stake-holder departments, as discussed above.