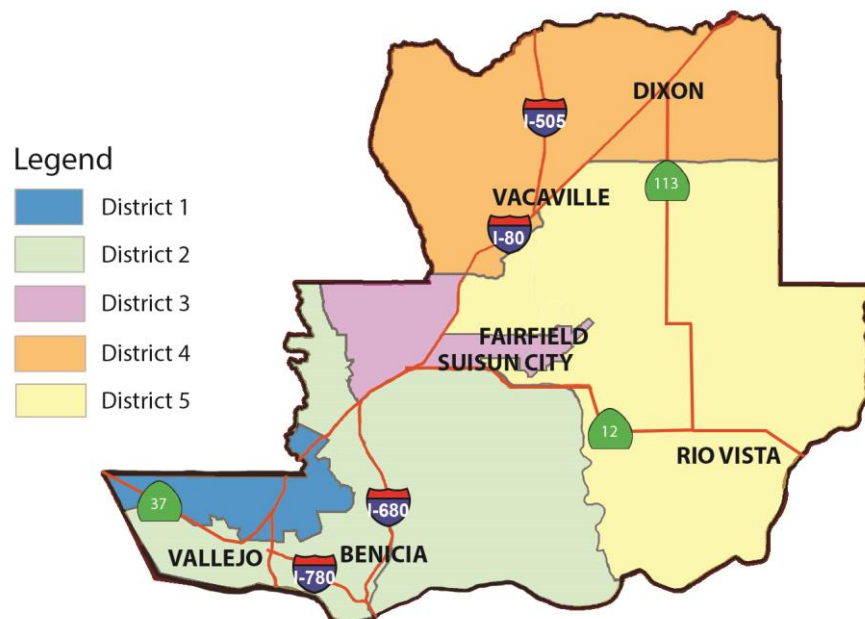


Board of Supervisors



Monica Brown-District 2, Skip Thomson-District 5, John M. Vasquez, Chair-District 4, James P. Sperring-District 3, Erin Hannigan-District 1

County of Solano



1000 – Fund 001-Board of Supervisors

John M. Vasquez, Chair
Legislative & Administration

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.

With the economy remaining stable, 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:	
FY2017/18 Midyear Projection:	525,427
FY2018/19 Recommended:	534,461
County General Fund Contribution:	534,461
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. This past year she has invited special guests from other agencies, including representatives from Adult Protective Services, Solano Mobility, Meals on Wheels, Public Health, Veteran Services, Area Agency on Aging and a Nutritionist. 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 on County initiatives serving as Chairwoman of the Board's Legislative Committee and Solano360 Implementation Committee. She is Chairwoman of First 5 Solano Commission, a member of the Solano Regional Park Committee and a member of the Solano County Blue Ribbon Commission on Children in Foster Care and serves as Co-Chair of the Cannabis Committee.

Supervisor Hannigan represents Solano County at the California State Association of Counties (CSAC) where she serves as a Member of the Board of Directors and 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, Member of the Finance Committee and Member of the General Assembly.

Accomplishments:

- Connecting with regional organizations through her service as a Board Member of the Solano County Water Agency Board, as a Joint Steering Committee Member and Regular Member of the City County Coordinating Council, 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 the Solano Transportation Authority and Solano Open Space.
- In Vallejo, Supervisor Hannigan serves as Chairwoman of the Vallejo Oversight Board for the Successor Agency to the Vallejo Redevelopment Agency, as Trustee to the Vallejo Flood and Wastewater District, Member of the City of Vallejo Interagency Committee, and as a Founding Board Member of the Vallejo Education Business Alliance.
- Supervisor Hannigan lead development of a partnership with the Yocha Dehe Wintun Nation which was highlighted by their contribution of \$1,000,000 in October 2017 to fund three programs to assist people in need in Solano County. The first program, Vibe Solano will enable Public Health to continue its work installing water stations at school sites, completing corner store healthy makeovers, and generating healthy messaging to smoke less and exercise more with \$400,000. The second program, First 5 Solano provides basic needs support of \$200,000 through the Family Resource Centers that will directly assist families in crisis by addressing immediate needs such as housing, utility bills, diapers and grocery support to name a few. The third program is a Mobile Food Pharmacy which collaborates with the Contra Costa Solano Food Bank received \$400,000 to assist with the purchase of a mobile vehicle which will provide in-season produce that will visit our County Medical clinics where medical professionals will provide a food prescription, called Food Rx, to their patients.
- A Large Animal Evacuation site was set up in October 2017 as a result of the Northern California wine country wildfires. For two weeks, the Solano County Fairgrounds horse barns and other barn animal enclosures housed over 600 animals

Erin Hannigan
Legislative & Administration

that were evacuated from the Wildfires in Sonoma, Napa and Solano Counties. Supervisor Hannigan's team was there every day working in partnership with the Solano County Fair Association, the County Office of Emergency Services, the Sheriff's Office and its divisions of Animal Care and Animal Control working to ensuring supplies and resources were available to complete the mission.

- In conjunction with Supervisor Hannigan's office, a Human Trafficking Awareness Forum was formed in Vallejo that included an introduction of the topic along with a panel discussion of both social workers and law enforcement representatives. Prior to the forum, she went to every motel and hotel in the city of Vallejo requesting the owners display a Human Trafficking Awareness poster in their lobby. This poster identifies human trafficking as a form of modern-day slavery. This crime occurs when a trafficker uses force, fraud or coercion to control another person for the purpose of engaging in commercial sex acts or soliciting labor or services against his/her will. The poster includes in 3 languages contact information for the National Human Trafficking Resource Center 1-888-373-7888.
- Supervisor Hannigan supported the development of the Memorandum of Understanding (MOU) with the City of Vallejo to address Homelessness issues in March 2017. The City council unanimously approved authority for the City Manager to enter into negotiations with the County to utilize \$588,000 of the City's Participatory Budget funds. The Solano County Department of Health and Social Services is anticipating these funds will be used to provide housing and housing supports for participants in Whole Person Care.
- Supervisor Hannigan actively promotes exercise through her weekly "Walk with the Supervisor" which takes place every Friday at 9:00 am along the Vallejo Waterfront and through a \$30,000 "Walking for Health" grant from Sutter Health which has partnered with the Florence Douglas Senior Center in Vallejo to provide shoes for seniors. To date, this program has given away over 1,300 pairs of walking shoes to seniors to encourage walking and healthy lifestyles.
- In November 2017, Supervisor Hannigan began work with an Organizing Committee, made up of 15 committed women, who believe that it is important that Solano County lead the way in championing opportunities for women and girls. On April 24, 2018, the Board of Supervisors approved The Solano Commission for Women and Girls. This commission will foster increased awareness of women's issues, celebrate the achievements of local deserving women and recommend legislative solutions at the city, county, state and federal level in the years to come.

Priorities:

- Supervisor Hannigan is working with First 5 Solano and the Department of Health and Social Services to improve foundation giving to the non-profits of our County to increase from the 2012 level of \$3 per capita. Since 2006 to 2012 surrounding Counties have increased their grant dollars while Solano County has remained stagnant.
- 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. 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 regular communications with the Vallejo Police Department, Vallejo Unified School District and Fighting Back Partnership to be involved and raise awareness about human trafficking.
- Advocacy for Solano County to State and Federal governments is a priority. Supervisor Hannigan participated in the National Association of Counties (NACo) Legislative Conference in March. This visit included in-person visits with our Senators and Congressmen as well as various agencies that impact Solano County. She regularly participates in the California State Association of Counties (CSAC) and attended conferences and meetings in Sacramento in March, May and November. After the Board of Supervisors unanimously passed a resolution of intent to create a regional park district in Solano County, she testified before a Senate committee to advocate for SB 365 which was the legislation introduced by Senator Dodd whereby the state allows the County to form a Solano Parks District.
- Senate Bill 365 was signed by the Governor giving Solano County the foundation to develop a County-wide parks district. Supervisors Vasquez and Hannigan continue to work with County staff and community stakeholders to further define the District formation roadmap going forward that will include addressing access and funding.

- 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.
- Supervisor Hannigan serves on the SR 37 Policy Committee which is focused on Hwy 37 traffic and flood solutions. This last year the committee focused on comparing the impacts of Hwy 37 status quo and installing a raised road way to the environment. Different solutions and their associated costs to address traffic and the environment were also reviewed this year.

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.
- Expand Foundation funding for the County and our Non-Profit organizations.
- Continue to foster our partnership with the Yocha Dehe Wintun Nation and its tribal members.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$24,012 or 4.7% in appropriations when compared to the FY2017/18 Adopted Budget primarily due to increases in costs associated with Countywide Administrative Overhead including Central Data Processing Services as well as an increase in Salaries and Employee Benefits costs.

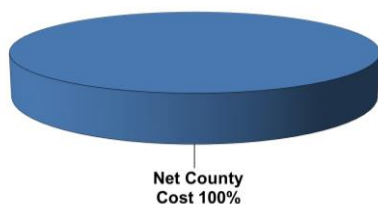
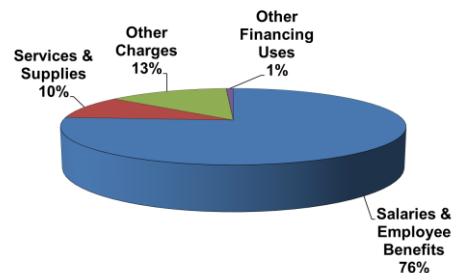
DEPARTMENT COMMENTS

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, she 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 taking office in January of 2013, Supervisor Hannigan continues her work 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. Since 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 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. Her greatest priority is serving the people who live, work and visit Solano County.

Erin Hannigan
Legislative & Administration

SOURCE OF FUNDS**USE OF FUNDS**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	380,702	379,381	406,752	27,371	7.2%
SERVICES AND SUPPLIES	39,594	49,793	51,989	2,196	4.4%
OTHER CHARGES	60,556	69,863	70,934	1,071	1.5%
OTHER FINANCING USES	11,894	11,312	4,186	(7,126)	(63.0%)
INTRA-FUND TRANSFERS	205	100	600	500	500.0%
TOTAL APPROPRIATIONS	492,953	510,449	534,461	24,012	4.7%
NET COUNTY COST	492,953	510,449	534,461	24,012	4.7%

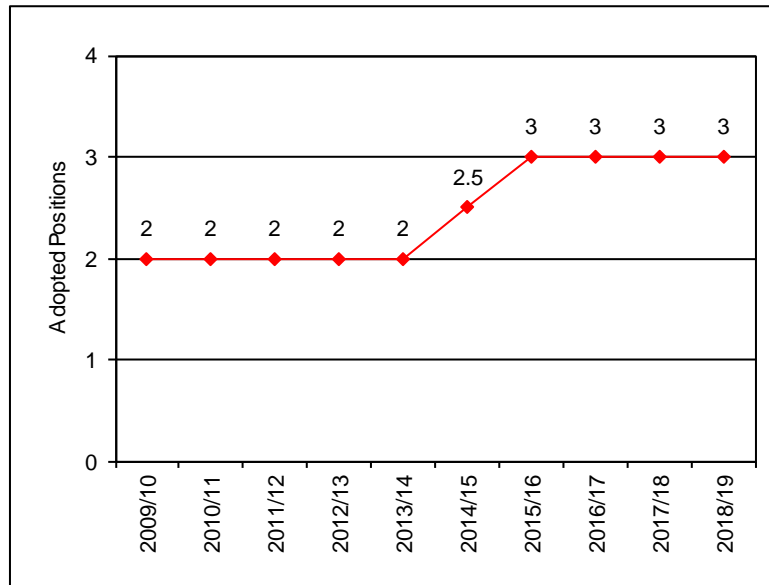
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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.

Monica Brown
Legislative & Administration

Budget Summary:	
FY2017/18 Midyear Projection:	492,200
FY2018/19 Recommended:	520,612
County General Fund Contribution:	520,612
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 Home Acres, 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 monthly office hours in Benicia, Vallejo and Fairfield. The District 2 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two full-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Brown serves as the Board Chair Pro-Tem and represents the Board of Supervisors on 19 County and regional boards and commissions including the Association of Bay Area Governments (ABAG) where she serves as the Alternate Executive Board Member on the Executive Board and General Assembly as well as a Member of their Regional Planning Committee. Supervisor Brown also serves as a Member of the Board of Directors for the California State Association of Counties (CSAC), a Member of the Yolo-Solano Air Quality Management District (YSAQMD), a Member of the City-County Coordinating Council (CCCC), a Member of the East Vallejo Fire Protection District (EVFPD), a Member of the In-Home Support Services Public Authority, serves on the Board Committee for Mental Health Advisory Board, a Member of Solano Open Space, a Member of the Solano County Water Agency (SCWA), an Alternate Member of the Vallejo Flood & Wastewater District, a Member of the City of Vallejo Interagency Committee, a member of the Solano County Fair Governance Committee, a Member of the Board Committee for Historical Records, a Member of the Board's Senior Issues Committee, and a Member of the Solano Children's Alliance.

Priorities:

- Since first assuming office in January 2017, Supervisor Brown continues 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 Department of Health & Social Services - 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 District 2 residents experienced with the 2017 rain storms. This includes working with cities within District 2 as well as state and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Advocating for a county tourist house and noise ordinance.
- Continue to hold town hall meetings with other elected officials.

Highlights:

- Hold monthly open 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.

- Collaborated with the Solano County Department of Resource Management - Public Works Division staff, the City of Fairfield, the State Office of Emergency Services, the Solano County Water Agency and the 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 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.
- Met with many Solano County Department Heads and leaders to discuss history, plans, and policies of each department and Supervisor Brown's priorities as they relate to each department's responsibilities and focus.
- Lobbied Vallejo Planning Commission and worked with Vallejo constituents on important ORCEM cement plant that would potentially be located in South Vallejo, part of District 2.
- Participated in 2017 point-in-time homeless count, met with non-profit organizations serving homeless populations, and continued advocacy at the Board level for further homeless services and resources.
- Working as the Board member on the Mental Health Advisory Board in creating more public awareness of mental health issues and supporting more patient access.
- Work on educating the public on transportation funding issues surrounding Regional Measure 3.
- Work with Solano County Department of Resource Management to utilize SB 1 funding to improve roads in District 2.
- Participate in community meetings regarding the Fairfield-Suisun Sewer District.
- Collaborate with the Contra Costa/Solano Food Bank on getting school children more access to food on weekends.
- Work with the Solano Transportation Authority on Safe Routes to Schools.
- Working with unincorporated Cordelia residents on water issues.
- Worked on a draft ordinance regarding redistricting to ensure independent oversight of the way Supervisor district lines are drawn.
- Meet monthly with Home Acres group to help with their unique issues.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assistance with various state and local agencies.
- Attend trainings on relevant policy issues.
- Appear at numerous events on behalf of District 2.

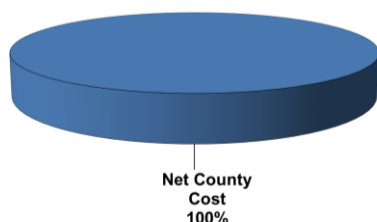
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$34,908 or 7.2%, when compared to the FY2017/18 Adopted Budget primarily due to increases in costs associated with Countywide Administrative Overhead including Central Data Processing Services as well as an increase in Salaries and Employee Benefits costs.

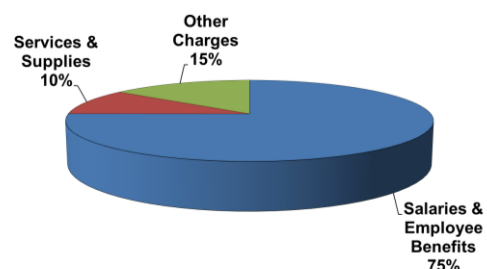
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Monica Brown
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	383,797	348,489	388,863	40,374	11.6%
SERVICES AND SUPPLIES	37,154	47,452	53,829	6,377	13.4%
OTHER CHARGES	62,813	78,778	75,516	(3,262)	(4.1%)
OTHER FINANCING USES	9,216	10,985	2,254	(8,731)	(79.5%)
INTRA-FUND TRANSFERS	2,253	0	150	150	0.0%
TOTAL APPROPRIATIONS	495,233	485,704	520,612	34,908	7.2%
NET COUNTY COST	495,233	485,704	520,612	34,908	7.2%

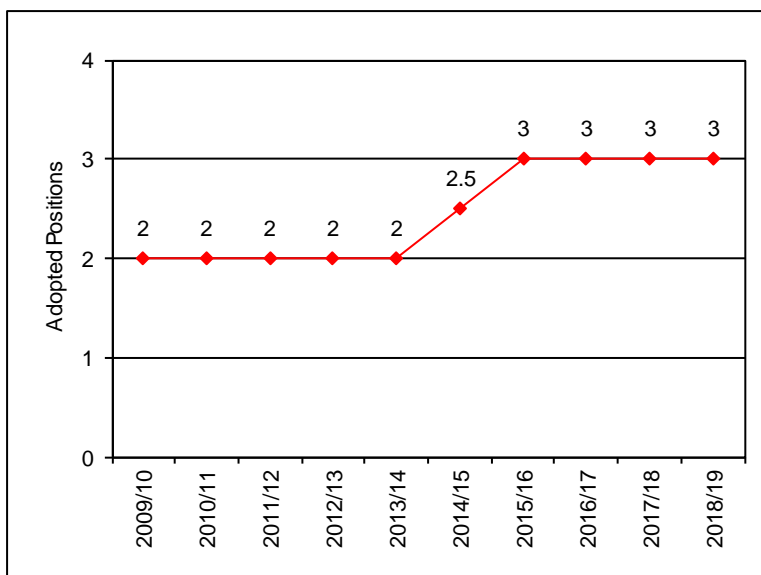
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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.

Budget Summary:	
FY2017/18 Midyear Projection:	507,206
FY2018/19 Recommended:	511,559
County General Fund Contribution:	511,559
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 Sperring 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 of Supervisor's Land Use and Transportation Committee.

Challenges:

- In collaboration with the City of Fairfield, finding ways to address the increasing homeless population, especially those with mental health and substance abuse issues, with limited funding sources and fragile, non-profit service delivery in the Fairfield/Suisun area.
- Developing a solution between City of Vallejo and Solano County to provide an affordable and sustainable water source for Green Valley, Gordon Valley and Suisun Valley.
- Working on mobility issues for non-ambulatory seniors.
- Working with Napa County to strengthen formation of a new Area Agency on Aging to serve the needs of our seniors.

Accomplishments:

- Homelessness Issues in the Fairfield/Suisun area – The Supervisor facilitated numerous meetings with the City of Fairfield, County staff and locals to discuss solutions to the challenges of the growing number of homeless constituents and to consider alternate program approaches and opportunities using existing facilities. He is encouraging the City of Fairfield to work with County staff to modernize Heather House to meet some of the growing demand. He and his staff also met with regional non-profit staff members and toured their facilities to explore fresh ideas and best practices models for Solano County.
- Lakes Water System – Actively pursued extending the Memorandum of Understanding agreement between the City of Vallejo and Solano County to allow progress in addressing increasing water costs and antiquated infrastructure, and continued to have dialogue with all the stakeholders, including the Cities of Vallejo and Fairfield, Solano and Napa County, SID, SCWA and residents of Green Valley, Suisun and Gordon Valley.
- Senior Poverty Working Group - Chaired the 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 in Solano County. The launch of the Network of Care site for Seniors and the hiring of a Volunteer Coordinator, both initiatives of the Group, were successfully implemented in this past year. Under the supervisor's auspices, the group is working in conjunction with the Senior Coalition to roll out the Bridging Opportunities program to the next of the seven cities.
- Network of Care – Hosted a successful, well-attended launch of the Solano Care 4 Seniors website, which included a multifaceted outreach campaign using numerous media sources, including the electronic bill board sign at the Vallejo

James P. Spring
Legislative & Administration

Fairgrounds. Continued to champion the Solano County Network of Care, with its next website customization for people with disabilities and the family and caregivers who support them.

- 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. Some of the significant focus areas included the development of a short-term Vacation Rental Policy, development of a Solano County Ordinance for Cannabis, and updating the Noise Ordinance.
- Solano Transportation Authority (STA). In his role as STA chair, one of his priorities this past year was to develop a plan and obtain funding sources to improve the North Gate access road to Travis Air Force Base, an ongoing concern of Base Officials. The supervisor is working with Fairfield and Vacaville mayors and their respective staff, STA staff and Travis to find the best solution.
- Consolidated Transportation Services Agency (CTSA) - 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. High priority for the group is making progress in developing the next phase of the “taxi scrip” program – subsidized taxi service – for the non-ambulatory.
- Locally serves on many Solano committees including the Solano Transit Joint Powers Authority (SolTrans JPA), Solano County Water Agency, Local Agency Formation Commission (LAFCo), committees that focus on transportation and development needs on behalf of Solano County residents and businesses.
- Regionally serves on the Metropolitan Transportation Commission and four associated committees, the Bay Area Air Quality Management District Board of Directors and seven of its standing committees, and the Capitol Corridor Joint Powers Authority, representing the needs and interests of Solano County in a regional framework.

Goals and Objectives:

Supervisor Spring’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.

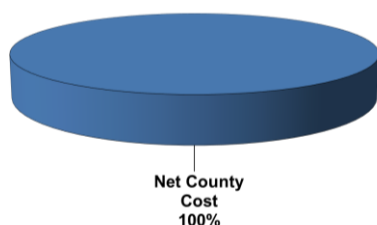
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$22,046 or 4.5% when compared to the FY2017/18 Adopted Budget. The increase is primarily due to some salary and benefit increases and some minor increases in the cost for data and phone services.

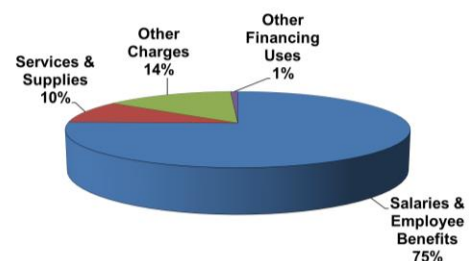
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Department Summary

1003 – Fund 001-Board of Supervisors – District 3

James P. Sperring
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	361,014	358,919	385,644	26,725	7.4%
SERVICES AND SUPPLIES	34,351	43,335	48,627	5,292	12.2%
OTHER CHARGES	59,364	75,590	72,617	(2,973)	(3.9%)
OTHER FINANCING USES	11,828	11,069	4,071	(6,998)	(63.2%)
INTRA-FUND TRANSFERS	1,092	600	600	0	0.0%
TOTAL APPROPRIATIONS	467,648	489,513	511,559	22,046	4.5%
NET COUNTY COST	467,648	489,513	511,559	22,046	4.5%

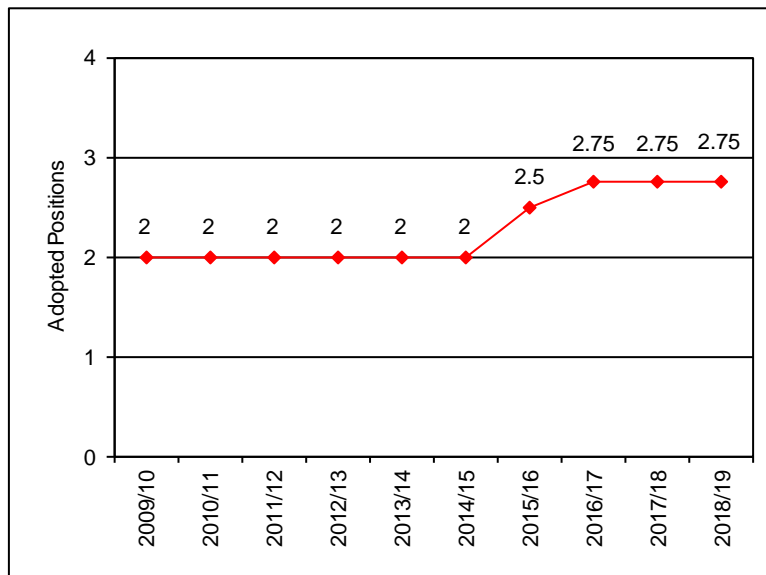
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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.

John M. Vasquez, Chair
Legislative & Administration

Budget Summary:	
FY2017/18 Midyear Projection:	563,565
FY2018/19 Recommended:	548,003
County General Fund Contribution:	548,003
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 4 Supervisor represents the City of Dixon and a portion of Vacaville and the Northern part of Solano County including the agricultural areas of Lagoon Valley, Pleasants Valley, Winters and Dixon Ridge. The District 4 Supervisor's budget provides for the expenditures of the elected supervisor and two full-time staff positions. As the elected representative for District 4, Supervisor Vasquez is available to meet or speak with his constituents 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.

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 2018, Supervisor Vasquez was chosen by his peers to serve as Chair of the Board of Supervisors two years in a row. It is the fifth 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.

Accomplishments:

- Addressed the long-term financial health of the County through the restructuring of bonds issued in 2007 as the lead in the presentation to the rating agency. The County successfully refinanced \$84.2 million in bonds used to construct the County Administration Center, Probation office and other capital projects, saving taxpayers \$20.8 million over the remaining term.
- Worked closely with cities, special districts and water agencies to complete formation of the Solano Sub-Basin Groundwater Sustainability Agency (GSA). The Joint Powers Agreement between Solano County and its partners ensures that a plan is crafted for the responsible management of our groundwater supply.
- Testified before the Senate Committee on Governance and Finance in support of SB 365, authored by Senator Bill Dodd. The legislation, signed by the governor in September of 2017, paves the way for the formation of a regional park district in Solano County
- Broke ground on the SB 1022 Classroom and Vocational Training Center. The \$23 million project adjacent to the Stanton Correctional Facility will provide incarcerated individuals with vocational training and job skills which will increase their opportunities for success upon release.
- Solano County was fortunate that longtime Assistant Ag Commissioner Simone Hardy stepped up to the task of leading the Department following Ag Commissioner Jim Allan's retirement in 2017. As a supporter of agriculture, Supervisor Vasquez was also pleased to welcome a new Farmbudsman to Solano County who can help our farmers and ranchers navigate the regulatory landscape and connect them with resources.

- Made strides in improving the welfare of some of Solano County's vulnerable populations, such as seniors and older adults. In 2017, worked with District 3 Supervisor Jim Spering on the roll out of SolanoCares4Seniors.org. The new website is a one-stop resource for seniors, their family members and caregivers which allows them to easily locate services, search health-related articles and even track legislation at the click of a button. Supervisor Vasquez has also proudly worked with the Solano Transportation Authority on several Senior Mobility Summits to address the transportation needs of seniors in Solano County.
- Celebrated our largest group of centenarians (47) during the 11th annual centenarian celebration before the Board of Supervisors. The event provides the opportunity to recognize and honor our oldest living residents for the wonderful things they have achieved and continue to experience in their lives.
- Selected by his peers to serve as Chair of the Board of Supervisors for a fifth time.
- Successfully co-sponsored the first-ever Solano County Kindness Campaign video contest with District Attorney Krishna Abrams. The program allowed for Solano County's youth to speak out on the topic of bullying through the creation of short videos that emphasized positive behavior. The inspirational work was featured at a red-carpet gala at Brenden Theatres in Vacaville where the students, their families and teachers had the opportunity to view their videos on the big screen.
- Continues to engage 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 have added more opportunity to interact with constituents and promote exceptional people and events in Solano County.

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 our residents.
- Closely watch legislation that impacts our most important natural resource-water. Supervisor Vasquez is committed to being an advocate for all of Solano County at the local, state and federal level on matters involving water. It is critical to all residents that our current water sources are protected while working to create more storage for growing demands.
- 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. As a member of the Solano Sub-basin GSA, Supervisor Vasquez will work to ensure the farming community has a voice in the responsible management of groundwater.
- With the unpredictable nature of extreme weather-related events, Solano County must prepare for the reality of rising tides. Through his work as a Board member on the Bay Conservation and Development Commission, Supervisor Vasquez continues to advance solutions that protect the County's residents and infrastructure from the threat of rising tides.
- Homelessness in Solano County is a concern to Supervisor Vasquez and he plans to continue to work with the Board of Supervisors to collaborate and partner with the seven cities, non-profit agencies and service providers to address the myriad issues contributing to homelessness.
- Supervisor Vasquez has made it a point to champion issues related to our youth and older adults. Supervisor Vasquez, for second consecutive year, has sponsored a "Kindness Campaign," in which all Solano County students are encouraged to participate in a video contest that shows the community what "kindness" looks like.
- Building upon his work in fiscal year 2015/16 to address women in poverty in Solano County, Supervisor Vasquez looks forward to hosting a future workshop on Alzheimer's, a disease that unfairly affects women in greater numbers than men and oftentimes can pose a financial burden for those suffering the disease and their families.
- Given the Board of Supervisor's multi-year work on the Moving Solano Forward study and workforce development, 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.
- Supervisor Vasquez will continue to work to promote the hard work of county workers who day in and day out, care for the health of our residents, ensure our roads are safe, protect our safety and property, serve our veterans, sustain our agricultural heritage, educate our children and so much more.

John M. Vasquez, Chair
Legislative & Administration

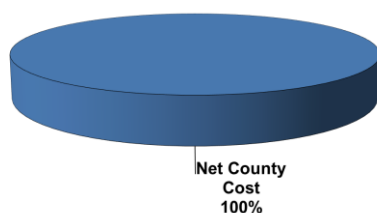
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,733 or 0.3% in appropriations when compared to the FY2017/18 Adopted Budget.

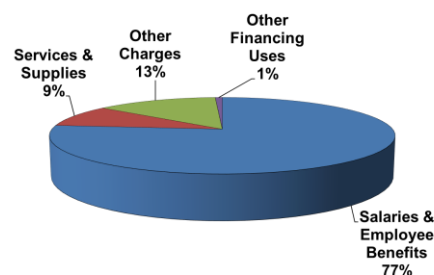
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	402,637	396,170	419,960	23,790	6.0%
SERVICES AND SUPPLIES	38,339	55,805	50,321	(5,484)	(9.8%)
OTHER CHARGES	76,142	84,694	73,485	(11,209)	(13.2%)
OTHER FINANCING USES	12,249	12,317	4,237	(8,080)	(65.6%)
INTRA-FUND TRANSFERS	822	750	0	(750)	(100.0%)
TOTAL APPROPRIATIONS	530,190	549,736	548,003	(1,733)	(0.3%)
NET COUNTY COST	530,190	549,736	548,003	(1,733)	(0.3%)

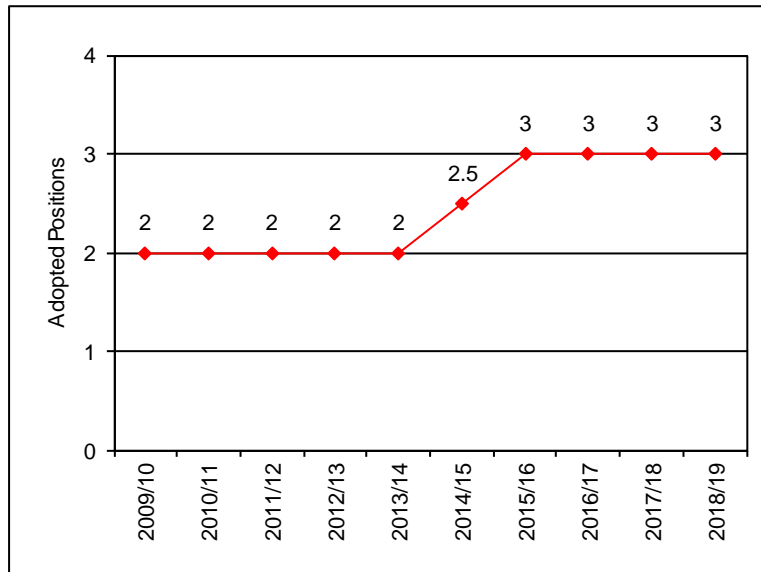
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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

Budget Summary:	
FY2017/18 Midyear Projection:	470,270
FY2018/19 Recommended:	487,069
County General Fund Contribution:	487,069
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. Supervisor Thomson represents the Board on over 15 County, Regional and State boards and commissions, and their subcommittees; including the Delta Counties Coalition (DCC), the Solano County Water Agency (SCWA), the Yolo/Cache Slough Partnership, and the Yolo-Solano Air Quality Management Board (YSAQMD). Supervisor Thomson Chairs the Delta Protection Commission, and Groundwater Sustainability Agency and remains as a representative on the Delta Stewardship Council. In addition, he is also a county representative to both the Vacaville and Rio Vista Redevelopment Successor Agencies. 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

Challenges:

- There have been significant challenges in working with nonprofits and their boards of whom are not willing to change their program models to address the current needs of those experiencing homelessness in the community.
- Advocating for the preservation of the Delta to prevent the California Water Fix Twin Tunnels Project despite influence from Southern California water interests.
- Instability in funding, taxes, and policy at the Federal level has proven to be an obstacle to forward momentum in policy and state level resources.

Accomplishments:

- Toured and made point-of-contacts with three neighboring counties regarding affordable/transitional housing programs to better understand what efforts could be duplicated in our Solano County homeless efforts.
- Currently spearheading a city-county pilot project for tiny home transitional housing including collaboration with Solano County Health and Human Services for wraparound services to address those experiencing homelessness in the community.
- Played a role in the Atlas Peak Fire relief by securing feed from local retailers in District 5 to be delivered to the Solano County Fairgrounds to assist in the volunteers working at the shelter housing livestock and animals.
- Continue to strengthen the welfare of the County's General Fund by implementing cost-saving reductions and reducing duplicative services while maintaining a high-level of services for County residents.
- Work to protect the rich agricultural, Delta and the communities that rely on it, by working with the State of California, local water districts, and surrounding counties to bring problems to the forefront and find equitable solutions.
- Collaborated with neighboring jurisdictions and relevant stakeholders to sustain the new Groundwater Sustainability Agency as mandated by the Sustainable Groundwater Management Act.
- Coordinated a meeting with our 3 local hospitals, community-based organizations, and faith-based organizations to discuss how upstream investing could greatly reduce downstream expenses for our communities, and improve individual outcomes,

especially for those individuals experiencing homelessness, housing insecurity, or other critical behavioral health challenges.

- Continued to ensure that Board decisions concerning County contracts and labor agreements are fair, equitable, fiscally responsible, and sustainable. Advocate for measurable outcomes from County contractors and community based organizations that collaborate with the County.
- Continued to support programs and policies that serve the County's most vulnerable populations, children, seniors, individuals with physical, emotional, or cognitive barriers, and community members facing or experiencing homelessness.
- 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.
- Joined an ad hoc committee in February 2018 with District 2 to oversee improvements to the Solano County Fair Association and the Fairgrounds operations.
- Committed back to County entirety of \$5,000 General Fund Contribution budget toward hiring a new Code Compliance Officer for the Resource Management Department to investigate housing and zoning code violations, as well as, vehicle and nuisance abatement.

WORKLOAD INDICATORS

- Since July 1, 2017, met with fifty-two (52) constituents (as of 3/1/18) to address their individual/community concerns ranging from property-related questions, board/commission appointments, Board agenda items, labor issues, homeless outreach, and Health & Social Services resources.
- Participated in seven (7) speaking engagements addressing Delta/water-related issues, community-based outreach, and Supervisorial duties.
- Attended twelve (12) Delta Stewardship Council Meetings representing Solano County and the Delta Counties Coalition, participated in approximately forty-five (45) Delta Counties Coalition meetings, and attended five (5) Delta Protection Commission meetings.
- Presented six (6) resolutions recognizing constituents including those achieving the rank of Eagle Scout, educational leaders, corrections officers, and philanthropists.

Attended/participated more than (80) community engagements/activities for relationship building and future planning including: Delta-landowner meetings, events recognizing Travis Air Force Base personnel, parades, grand-openings, retirements, hosting military and veteran meetings, K-12 educational achievement awards, and year-end celebrations recognizing many accomplishments.

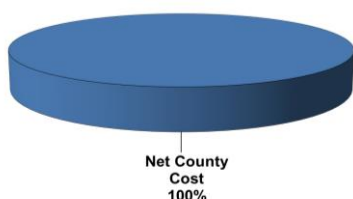
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$8,003 or 1.6% in appropriations when compared to the FY2017/18 Adopted Budget due to changes in staff that do not participate in some County benefit plans.

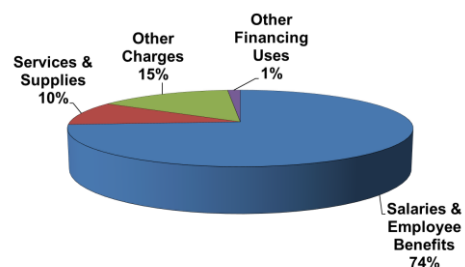
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Skip Thomson
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	314,058	365,979	359,885	(6,094)	(1.7%)
SERVICES AND SUPPLIES	36,073	39,320	48,579	9,259	23.5%
OTHER CHARGES	54,536	78,413	71,811	(6,602)	(8.4%)
OTHER FINANCING USES	5,570	11,360	6,774	(4,586)	(40.4%)
INTRA-FUND TRANSFERS	406	0	20	20	0.0%
TOTAL APPROPRIATIONS	410,643	495,072	487,069	(8,003)	(1.6%)
NET COUNTY COST	410,643	495,072	487,069	(8,003)	(1.6%)

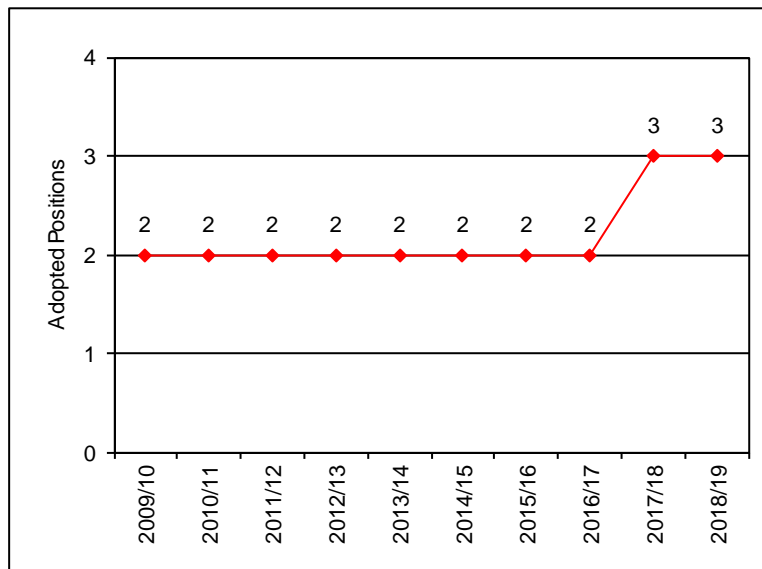
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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.

Budget Summary:	
FY2017/18 Midyear Projection:	219,249
FY2018/19 Recommended:	235,775
County General Fund Contribution:	235,775
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.

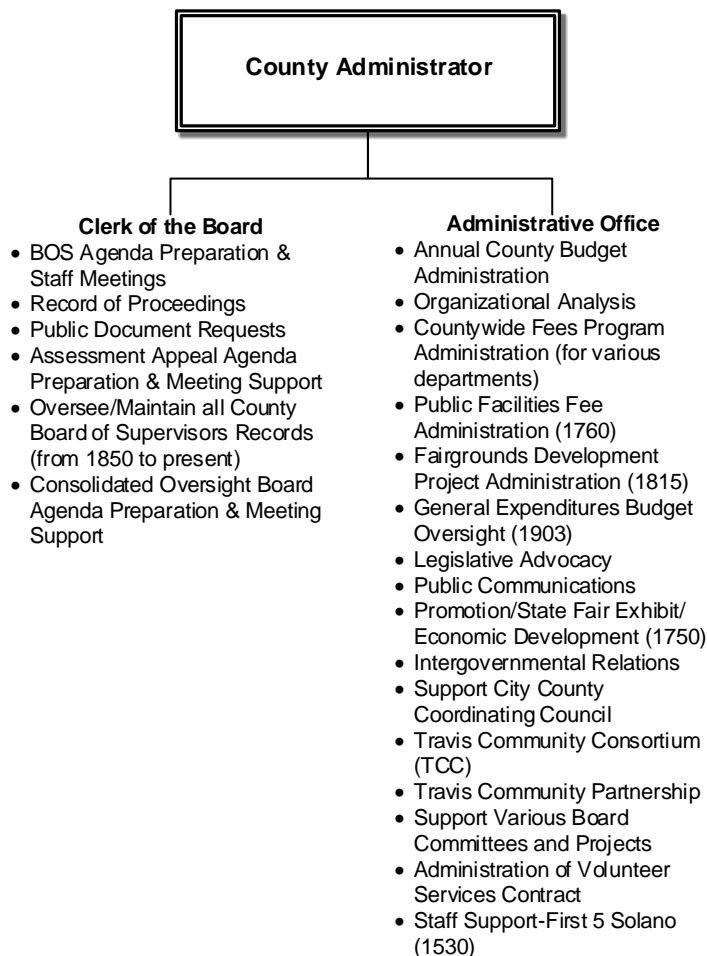
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$9,145 or 4.0% in appropriations when compared to the FY2017/18 Adopted Budget. The increase is in part due to increase in Salaries and Employee Benefits cost for Workers Compensation charges incurred by the Board of Supervisors' District 2 office under the prior Board Member and in Services and Supplies for Liability Insurance costs. 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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	0	31,226	35,885	4,659	14.9%
SERVICES AND SUPPLIES	180,438	167,304	171,390	4,086	2.4%
OTHER CHARGES	25,000	27,500	27,500	0	0.0%
INTRA-FUND TRANSFERS	2,656	600	1,000	400	66.7%
TOTAL APPROPRIATIONS	208,094	226,630	235,775	9,145	4.0%
NET COUNTY COST	208,094	226,630	235,775	9,145	4.0%

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2017/18 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 FY2018/19.



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:

FY2017/18 Midyear Projection:	3,886,780
FY2018/19 Recommended:	4,062,865
County General Fund Contribution:	432,111
Percent County General Fund Supported:	10.7%
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 and the Consolidated Oversight Board.

- Implement the County's Legislative Advocacy Program; review impacts of federal and 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 ACCOMPLISHMENTSAccomplishments:

- Worked extensively with the County Administrator's Office Debt Advisory Committee to refinance the 2007 COPs in 2017 saving the County in future debt interest costs.
- Continued to work with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Continued to engage and participate 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.
- Continued work with the CAO's Pension Advisory Committee to implement strategies to address escalating retirement costs and established investment guidelines for Post-Employment Benefits Trust program.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment for program and funding with the public safety departments.
- 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.
- Successfully coordinated the contractor and vendors for the 2017 State Fair exhibit, and received five awards including Gold Award, Best Visitor Experience, People's Choice, People's Choice-Most Fun, and People's Choice-Most Educational.
- Successfully completed the refresh/upgrade of the County permanent display in the State Capital.
- Successfully oversaw the installation and staffing of the County exhibit at the 2017 County Fair.
- Provided support to the annual Board Centenarian reception as part of the transfer of this event from Senior coalition to County staff.
- Continued to provide guidance and support in Board discussion on new state mandate for Groundwater Management Plan.
- Continued to provide support in the implementing of the (workforce training program) HIRE recommendations thru the Workforce Development Board.
- Continued support of CAPSolano JPA, as work efforts focus on the strategic plan to address homeless issues throughout the County in partnership with all seven (7) cities and began work on implementation strategies and partnerships.

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

Functional Area Summary

- Continued to provide leadership and support in the development of SB 1022 Adult Local Criminal Justice Facilities Construction project to construct a new vocational and education facility for delivery of in-custody programing at the Claybank campus, project completion anticipated in Winter FY2018/19.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in \$37,087 donated by Solano County employees toward the 2017 “Peace, Love and Veggies Holiday Food Fight” campaign and a grand total of \$377,739 donated by Solano County employees since 2004 – Winning the 2017 Food Challenge.
- Provided support in the review of Lakes Water System under an approved Due Diligence Right to Negotiate Agreement with City of Vallejo, which ended December 2017. Continued discussions with city while working on a new Memorandum of Understanding.

WORKLOAD INDICATORS

During FY2017/18, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 35 meetings of various Board of Supervisors meetings.
- Provided staff support to multiple Board of Supervisor subcommittees.
- Processed 477 Agenda Submittals and developed/published Minutes for 35 Board of Supervisors’ Regular Meetings, 9 Assessment Appeal Hearings, 3 City Selection Committee meetings and 279 Public Comment Cards from the public present at the Board meetings.
- Recorded 6 Ordinances and 263 Resolutions adopted by the Board.
- Processed 283 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 10 meetings.
- Received 12 requests for information under the California Public Records Act (GC §6250).
- Filed 150 California Environmental Quality Act (CEQA) documents.
- Processed 73 claims against the County and 8 lawsuits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	36,718	35,220	36,768	1,548	4.4%
ADMINISTRATIVE OFFICE	2,520,916	3,355,012	3,593,986	238,974	7.1%
TOTAL REVENUES	2,557,634	3,390,232	3,630,754	240,522	7.1%
APPROPRIATIONS					
CLERK OF THE BOARD	390,436	511,019	551,072	40,053	7.8%
ADMINISTRATIVE OFFICE	3,185,865	3,441,059	3,511,793	70,734	2.1%
TOTAL APPROPRIATIONS	3,576,301	3,952,078	4,062,865	110,787	2.8%
NET COUNTY COST					
CLERK OF THE BOARD	353,718	475,799	514,304	38,505	8.1%
ADMINISTRATIVE OFFICE	664,949	86,047	(82,193)	(168,240)	(195.5%)
NET COUNTY COST	1,018,667	561,846	432,111	(129,735)	(23.1%)

Functional Area Summary

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

STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	14	14	14	0	0.0%
TOTAL STAFFING	16	16	16	0	0.0%

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 \$238,974 or 7.1% in revenues and an increase of \$70,734 or 2.1% in appropriations when compared to the FY2017/18 Adopted Budget. The Net County Cost for the Administration budget decreased by \$168,240 or 195.5%. This budget is primarily funded by County General Fund.

The principal factors leading to the increase in appropriations are employee benefit costs. In addition, Countywide Administrative Overhead revenue increased by \$225,962 or 6.7%. The Countywide Administrative Overhead revenues are calculated by the Auditor-Controller's office based on Administration's actual expenditures incurred in FY2016/17 and allocated to departments.

Contracts

The FY2018/19 Recommended Budget includes a total of \$164,835 or 4.7% in contracted services which includes the following significant contracts:

- \$159,835 Legislative Advocacy Services on General County Issues

Fixed Assets

None requiring Board action.

1114 - Clerk of the Board:

The Recommended Budget represents an increase of \$1,548 or 4.4% in revenues and an increase of \$40,053 or 7.8% in appropriations when compared to the FY2017/18 Adopted Budget. This budget is primarily funded by County General Fund.

The principal factors leading to the increase in appropriations are salary increases for existing allocated positions and increases in contracts for live-stream support of Board meetings and training expenses under Services and Supplies.

Contracts

The FY2018/19 Recommended Budget includes a total of \$53,902 or 9.8% in contracted services which includes the following significant contracts:

- \$27,000 Support to live-stream meetings in the Board Chamber
- \$26,902 Software maintenance and/or service agreements for the Legistar Agenda Management Program

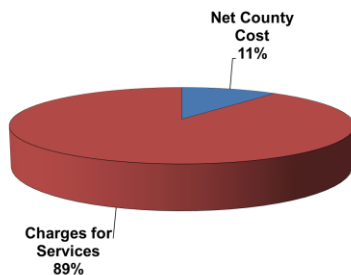
Fixed Assets

None requiring Board action.

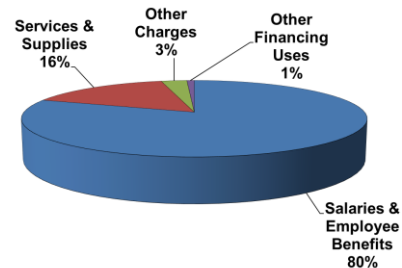
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS

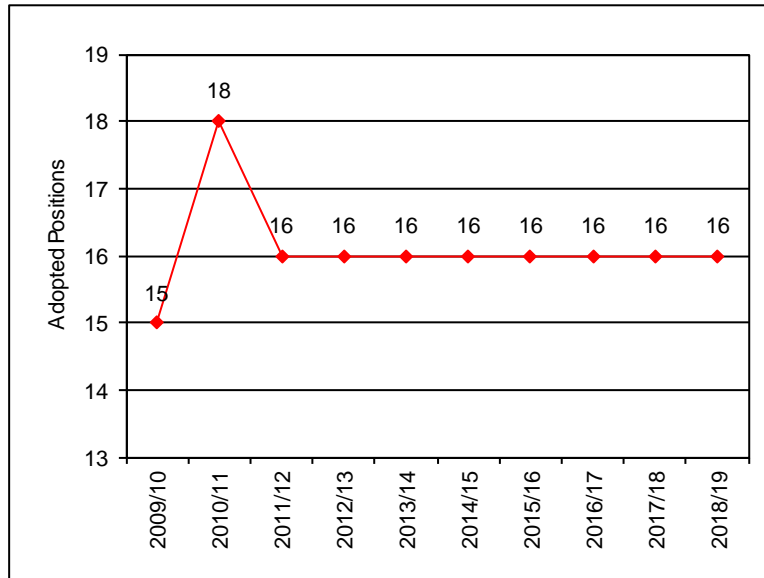


DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,557,589	3,390,187	3,630,709	240,522	7.1%
MISC REVENUE	45	45	45	0	0.0%
TOTAL REVENUES	2,557,634	3,390,232	3,630,754	240,522	7.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,986,287	3,130,373	3,270,665	140,292	4.5%
SERVICES AND SUPPLIES	425,227	614,912	642,496	27,584	4.5%
OTHER CHARGES	68,986	115,349	114,947	(402)	(0.3%)
OTHER FINANCING USES	92,186	90,261	33,117	(57,144)	(63.3%)
INTRA-FUND TRANSFERS	3,616	1,184	1,641	457	38.6%
TOTAL APPROPRIATIONS	3,576,301	3,952,078	4,062,865	110,787	2.8%
NET COUNTY COST	1,018,667	561,846	432,111	(129,735)	(23.1%)

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.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	230,243	0	0	0	0.0%
1903 GENERAL EXPENDITURES	2,589,475	2,361,075	2,361,000	(75)	(0.0%)
1905 COUNTYWIDE COST ALLOCATION PLA	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
6730 OTHER PUBLIC DEFENSE	2,864,873	2,654,244	3,160,661	506,417	19.1%
6800 C M F CASES	496,176	382,642	375,419	(7,223)	(1.9%)
6901 2011 REALIGNMENT-ADMINISTRATIO	109,805	22,843	134,574	111,731	489.1%
APPROPRIATIONS					
1750 PROMOTION	444,755	249,677	178,886	(70,791)	(28.4%)
1903 GENERAL EXPENDITURES	141,917,163	157,769,506	165,976,295	8,206,789	5.2%
1905 COUNTYWIDE COST ALLOCATION PLA	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
1906 GENERAL FUND OTHER-DEBT SERV	3,066,630	2,018,709	2,019,747	1,038	0.1%
2400 GRAND JURY	114,303	137,490	135,055	(2,435)	(1.8%)
6730 OTHER PUBLIC DEFENSE	2,864,873	2,654,244	3,160,661	506,417	19.1%
6800 C M F CASES	504,840	361,788	375,419	13,631	3.8%
6901 2011 REALIGNMENT-ADMINISTRATIO	109,805	86,574	134,574	48,000	55.4%
NET CHANGE					
1750 PROMOTION	214,512	249,677	178,886	(70,791)	(28.4%)
1903 GENERAL EXPENDITURES	139,327,687	155,408,431	163,615,295	8,206,864	5.3%
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	3,066,630	2,018,709	2,019,747	1,038	0.1%
2400 GRAND JURY	114,303	137,490	135,055	(2,435)	(1.8%)
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	8,665	(20,854)	0	20,854	(100.0%)
6901 2011 REALIGNMENT-ADMINISTRATIO	0	63,731	0	(63,731)	(100.0%)

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

FUNCTION AND RESPONSIBILITIES

The purpose of the Promotions budget is to provide accounting for County contributions to various activities 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 ACCOMPLISHMENTSAccomplishments:

- Anticipates publishing the *2017 Index of Economic and Community Progress* in June 2018 that will address the changing Solano County economy, focusing on job, housing and population trends. The *Index* is 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 2017 Solano County State Fair exhibit – entitled "The Bounty of the County," 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 from July 14 – July 30, 2017. The exhibit won multiple awards, including the Gold Award, Best Visitor's Experience, the People's Choice "Most Fun, and the People's Choice "Most Educational" awards and was transferred to the County Fair for local promotion from August 2 – August 6, 2017.
- In August 2017, the Board of Supervisors adopted a resolution approving the Comprehensive Economic Development Strategy (CEDS) prepared by Solano EDC on behalf of the cities and the County and funded by Office of Economic Adjustment (OEA) grant, and submitted it to the U.S. Economic Development Administration (EDA) which will allow the cities and County to access future EDA funding and Grants.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and a decrease of \$70,791 or 28.4% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$70,791 or 28.4%. The reduction in appropriations is the result of the completion of the OEA grant used for the comprehensive economic development strategy work.

Primary Funding Sources

The primary funding sources for programs are County General Fund and revenues from grants. In FY2018/19 there are no anticipated grants.

Primary Costs

The FY2018/19 Recommended Budget includes the following significant projects:

- \$45,000 contribution to the Solano Economic Development Corporation (EDC) in FY2018/19 for the continued implementation of the "Solano Means Business" economic development campaign.
- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2018 California State Fair.
- \$35,000 as the County's share of the Farmbudsman program.
- \$20,000 for economic development studies to produce the *2018 Index of Economic and Community Progress* and for other economic and marketing studies the Board may consider.
- \$25,000 for Economic Development projects relating to Business Retention, Expansion and Attraction.
- \$5,000 for Advertising and Marketing.
- \$2,550 for Special Department Expense, Meals/Refreshments and Office Expenses.

1750 – Fund 001-Promotion**Summary of Other Administered Budgets**

Birgitta E. Corsello, County Administrator
Promotion

Contracts

None requiring Board Action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	228,465	0	0	0	0.0%
MISC REVENUE	1,778	0	0	0	0.0%
TOTAL REVENUES	230,243	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	443,790	245,050	172,550	(72,500)	(29.6%)
OTHER CHARGES	865	4,627	6,336	1,709	36.9%
INTRA-FUND TRANSFERS	101	0	0	0	0.0%
TOTAL APPROPRIATIONS	444,755	249,677	178,886	(70,791)	(28.4%)
NET COUNTY COST	214,512	249,677	178,886	(70,791)	(28.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Services and Supplies reflect a decrease of \$72,500 from last year due the expiration of the OEA grant and the completion of the project.

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 Supportive Services Public Authority, Parks and Recreation, and the Library Director's position. This budget also contains funding to the Courts as a 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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,212,031	1,122,075	1,122,000	(75)	(0.0%)
CHARGES FOR SERVICES	1,367,444	1,239,000	1,239,000	0	0.0%
MISC REVENUE	10,000	0	0	0	0.0%
TOTAL REVENUES	2,589,475	2,361,075	2,361,000	(75)	(0.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	0	960,000	1,500,000	540,000	56.3%
SERVICES AND SUPPLIES	496,799	867,910	1,134,396	266,486	30.7%
OTHER CHARGES	9,404,864	9,399,469	9,470,832	71,363	0.8%
OTHER FINANCING USES	132,014,812	146,542,127	153,871,067	7,328,940	5.0%
INTRA-FUND TRANSFERS	687	0	0	0	0.0%
TOTAL APPROPRIATIONS	141,917,163	157,769,506	165,976,295	8,206,789	5.2%
NET COUNTY COST	139,327,687	155,408,431	163,615,295	8,206,864	5.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a decrease of \$75 or less than 0.0% in revenues and an increase of \$8,206,789 or 5.2% in appropriations when compared to the FY2017/18 Adopted Budget. The Net County Cost increased by \$8,206,864 or 5.3%.

The appropriations increased by \$8,206,789 which is primarily the net result of an increase of \$540,000 in Salaries and Employee Benefits, an increase of \$266,486 in Services and Supplies, an increase of \$71,363 in Other Charges and an increase of \$7,328,940 in Other Financing Uses. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is an increase when compared to the FY2017/18 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 cost. The FY2018/19 Recommended Budget includes an increase appropriation over the prior year to address an anticipated increase in retirements as a greater percentage of our workforce are eligible for retirement.

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.
- \$235,146 for the County's share of LAFCo's costs per the MOU with LAFCo for FY2018/19 Budget.
- \$310,000 for contracted and other professional services for management reviews, organizational studies and other services that may be required to identify or implement opportunities for efficiencies in departments.
- \$134,750 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2019.
- \$200,000 for the purchase and implementation of new budget software to promote efficiency in the budget process.
- \$39,300 for annual subscription charges related to eCivis, a countywide grant online research service, and OpenGov, a countywide budget analysis tool.

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.
- \$242,291 for GF contribution to non-County agencies, which includes the following:
 - \$130,325 contribution to CASA of Solano County, representing a \$50,000 increase contribution from FY2017/18 to provide for staffing levels necessary to address an increased case load, based on a request received from CASA which was presented to the Board of Supervisors on April 24, 2018.
 - \$111,966 contribution to the Solano County Superior Court for a Legal Process Clerk II (\$71,363), Court Collaborative Manager (\$25,000), and a 1/3 FTE Case Manager for the Veterans Court (\$15,603).

Other Financing Uses reflects the General Fund (GF) Contributions to other Non-General Fund County Departments totaling \$153,871,067 an increase of \$7,328,940 when compared to the FY2017/18 Adopted Budget as noted below:

Public Safety Fund

The GF Contribution to the Public Safety departments increased by \$8,974,726 or 8.1% from \$110,981,485 to \$119,956,211. The \$8,974,726 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: \$61,819,978 GF Contribution which represents a \$6,377,249 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: \$23,616,896 GF Contribution which represents a \$140,286 increase primarily the result of increased labor costs, central data processing charges, Countywide Administrative Overhead costs and building use charges.
 - District Attorney: \$13,725,007 GF Contribution which represents a \$831,173 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: \$13,292,665 GF Contribution which represents a \$983,110 increase. The increased need for GF support is primarily the result of increased labor costs.
 - Alternate Public Defender: \$4,341,004 GF Contribution which represents a \$136,491 increase. The Alternate Public Defender does not receive other revenues. The increased need for GF support is primarily the result of increased labor costs.
 - Other Public Defense: \$3,160,661 in GF Contribution which represents an increase of \$506,417 due to a higher projection of expenditures for Court-appointed private attorney services.

Public Safety revenues, including Proposition 172 and AB 109 funding are largely dependent on sales tax generated statewide. In the past, these revenue sources have been utilized to defray some Public Safety department program cost increases, thereby offsetting a portion of the cost increases and the GF Contribution. In FY2018/19 the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely, and working to address shortfalls to avoid new impacts on the General Fund. For more detail see Public Safety section of the Budget.

Health & Social Services Fund

The General Fund Contribution to Health and Social Services (H&SS), Fund 902, of \$21,012,430 reflects a \$4,076,728 decrease when compared to the FY2017/18 Adopted Budget. The decrease is due to the following:

- H&SS programs increase of \$1,153,284 from \$15,621,338 to \$16,774,622, an increase of 7.38%. The increase is primarily due to the participation fee for the County Medical Services Program (CMSP) which was waived in FY2017/18, and to

increases in Social Services programs, primarily the administration of the Public Guardian, Cal Fresh and In-Home Supportive Services (IHSS).

- Assistance programs, which include General Assistance, the County share of CalWORKs and Foster Care, increase of \$257,170 from \$3,980,638 to \$4,237,808, an increase of 6.46% due to projected foster care assistance expenditures.
- Fund 902 contribution for IHSS Public Authority decrease of \$5,487,182 reflecting the change in account structure which transferred IHSS services and IHSS Advisory Committee budgets from (Fund 902 - BU 7690) to (Fund 152 – BU 1520) IHSS Public Authority (see below).

Additional transfers to H&SS – Administration, Public Health, and Social Services of \$671,774 represent a General Fund Contribution to non-County agencies to fund various contracts. Further details for the Board's consideration will be included in the Supplemental Budget document and addressed during Budget Hearings.

IHSS Public Authority Fund

The General Fund Contribution to Fund 152, IHSS Public Authority of \$6,911,533 increased by \$6,327,842 from \$583,691 in FY2017/18 due to a change in account structure which transferred IHSS services and IHSS Advisory Committee budgets from (Fund 902 - BU 7690) to (Fund 152). This includes increases in the IHSS Maintenance of Effort (MOE) resulting from legislative changes to the MOE and from negotiated provider increases.

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

- \$1,000,000 to (Fund 060 – BU 1830) to fund increase costs in Risk Management for unforeseen litigation exposure.
- \$1,500,000 to (Fund 107 – BU 1820) to fund increased costs related to the demolition project at the Solano County Fairgrounds.
- \$965,000 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.
- \$294,451 to (Fund 004 - BU 6300) – Library for the Library Director's salary and benefits in accordance with Education Code §19147.
- \$366,108 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.
- \$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.

1905 – Fund 001-Countywide Cost Allocation Plan Summary of Other Administered Budgets**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 \$267,955 or 6.0% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. The net offset for FY2018/19 is \$4,708,005. 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 annual mandated Countywide Administrative Overhead.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
TOTAL REVENUES	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
APPROPRIATIONS					
OTHER CHARGES	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
TOTAL APPROPRIATIONS	(3,336,852)	(4,440,050)	(4,708,005)	(267,955)	6.0%
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

FUNCTION AND RESPONSIBILITIES

This budget is used as a General Fund conduit to finance the 2017 and 2013 Certificates of Participation (COP).

The 2017 COP were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County. The COP 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. Departments using the Government Center and the Probation Facility are allocated their corresponding share of the Debt Service due on the 2017 COP 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 2017 COP debt service payments. This is the General Fund share for (BU 8037).

The 2013 COP 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 COP. The County General Fund share is approximately 10% of the annual debt service requirements. This is the General Fund share for (BU 8036).

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,038 or 0.1% when compared to the FY2017/18 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2017 COPs (\$1,974,777), and the 2013 COPs (\$44,970).

See related 2013 Certificates of Participation (BU 8036) and 2017 Certificates of Participation (BU 8037) under the Auditor-Controller.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	3,066,630	2,018,709	2,019,747	1,038	0.1%
TOTAL APPROPRIATIONS	3,066,630	2,018,709	2,019,747	1,038	0.1%
NET COUNTY COST	3,066,630	2,018,709	2,019,747	1,038	0.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Birgitta E. Corsello, County Administrator
Judicial

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 institution 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 2018.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$2,435 or 1.8% in appropriations when compared to the FY2017/18 Adopted Budget. The two major decreases in the FY2018/19 budget are a result of a decrease in the amount of the Countywide Administrative Overhead costs and a decrease in the communications and refreshments materials costs in the Grand Jury's Services and Supplies.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	96,327	115,700	114,219	(1,481)	(1.3%)
OTHER CHARGES	16,846	21,040	20,086	(954)	(4.5%)
INTRA-FUND TRANSFERS	1,131	750	750	0	0.0%
TOTAL APPROPRIATIONS	114,303	137,490	135,055	(2,435)	(1.8%)
NET COUNTY COST	114,303	137,490	135,055	(2,435)	(1.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

The unpredictable cost for mileage reimbursement, which is set by the Internal Revenue Service, impacts the budget if the total allocated funds remain static. Ongoing expenses in the form of per diem and mileage reimbursement for active jurors vary 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 County General Fund.

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 increases of \$506,417 or 19.1% in both revenues and appropriations when compared to FY2017/18 Adopted Budget and is funded by the County General Fund. 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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
GENERAL FUND CONTRIBUTION	2,864,873	2,654,244	3,160,661	506,417	19.1%
TOTAL REVENUES	2,864,873	2,654,244	3,160,661	506,417	19.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	89,293	303,495	303,495	0	0.0%
SERVICES AND SUPPLIES	2,695,030	2,307,505	2,815,505	508,000	22.0%
OTHER CHARGES	79,417	43,244	41,661	(1,583)	(3.7%)
OTHER FINANCING USES	1,133	0	0	0	0.0%
TOTAL APPROPRIATIONS	2,864,873	2,654,244	3,160,661	506,417	19.1%
NET CHANGE	0	0	0	0	0.0%

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.

6800 – Fund 901-California Med. Fac. (CMF) Cases Summary of Other Administered Budgets

Birgitta E. Corsello, County Administrator
Judicial

DEPARTMENTAL PURPOSE

This budget unit provides for the payment of County costs for 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 ensuring 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 at the County's cost. 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 a decrease of \$7,223 or 1.9% in revenues and an increase of \$13,631 or 3.8% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution increased by \$20,854 or 100.0%.

Primary Funding Sources

The primary funding source for the budget unit is State reimbursement, which does not cover Countywide Administrative Overhead, interest expense, and certain treatment costs. Due to the timing of State reimbursement, some revenues are accrued into the next fiscal year.

Primary Costs

The net increase in 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.

Contracts

None requiring Board action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	496,176	382,642	375,419	(7,223)	(1.9%)
TOTAL REVENUES	496,176	382,642	375,419	(7,223)	(1.9%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	499,146	356,646	364,896	8,250	2.3%
OTHER CHARGES	5,695	5,142	10,523	5,381	104.6%
TOTAL APPROPRIATIONS	504,840	361,788	375,419	13,631	3.8%
CHANGE IN FUND BALANCE	8,665	(20,854)	0	20,854	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

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 ABX1 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 the 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 an increase of \$111,731 or 489.1% in revenues and an increase of \$48,000 or 55.4% in appropriations when compared to the FY2017/18 Adopted Budget, funded entirely by one-time AB 109 planning funds. 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 \$50,000 allocated for the continued implementation of the Board approved 2011 Local Realignment Implementation Plan funded by the allocation of one-time funds from the State.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	109,805	22,843	134,574	111,731	489.1%
TOTAL REVENUES	109,805	22,843	134,574	111,731	489.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	0	50,000	50,000	0.0%
OTHER CHARGES	109,805	86,574	84,574	(2,000)	(2.3%)
TOTAL APPROPRIATIONS	109,805	86,574	134,574	48,000	55.4%
NET CHANGE	0	63,731	0	(63,731)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

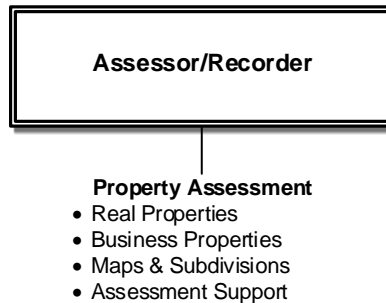
PENDING ISSUES AND POLICY CONSIDERATIONS

The State allocation of AB 109 funding is dependent on the statewide sales tax and Vehicle License Fees (VLF) collections. In FY2018/19 the State allocation of funds to Solano County remains insufficient to cover AB 109 associated program costs. To balance the AB 109 budget the programming of services and staff in department budgets for Sheriff, Probation, Public Defender, District Attorney and Health and Social Services rely on the use of one-time unspent carryforward AB 109 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

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

ongoing revenues affected County departments are continuing efforts to identify budget reductions. Further adjustments may have to be made to this budget in FY2018/19 based on actual FY2017/18 year-end figures and funding included in the State's final FY2018/19 budget.

Marc Tonnesen, Assessor/Recorder
Finance



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:

FY2017/18 Midyear Projection:	7,226,969
FY2018/19 Recommended:	7,376,246
County General Fund Contribution:	4,214,246
Percent County General Fund Supported:	57.1%
Total Employees (FTEs):	38

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 146,000 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 2,100 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

- The close of property tax year ending June 30, 2017 saw approximately 3,000 properties removed from Proposition 8 status (22% decrease over last year), which brings the estimated remaining on Proposition 8 status to 14,400 properties whose 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 11,000 changes in ownership and new construction valuations, and 364 assessment appeals settled.
- Offered online e-filing for Solano County Business Property Statements. The 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.

WORKLOAD INDICATORS

- Performed annual review of 13,800 residential parcels and approximately 600 non-residential property types for Proposition 8 valuation purposes.
- Review, analyze and defend enrolled assessed values of 364 residential and non-residential properties under appeal by property owners.
- Continued high volume of customer inquiries due to increases in market values as the real estate market recovers.
- Review and process 6,500 business property statements, 2,300 of which were submitted through e-filing, to determine unsecured assessments, assess 3,500 boats and 225 aircraft and conduct approximately 62 required business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	3,251,711	2,992,000	3,162,000	170,000	5.7%
TOTAL REVENUES	3,251,711	2,992,000	3,162,000	170,000	5.7%
APPROPRIATIONS					
PROPERTY ASSESSMENT	6,355,858	7,376,013	7,376,246	233	0.0%
TOTAL APPROPRIATIONS	6,355,858	7,376,013	7,376,246	233	0.0%
NET COUNTY COST					
PROPERTY ASSESSMENT	3,104,147	4,384,013	4,214,246	(169,767)	(3.9%)
NET COUNTY COST	3,104,147	4,384,013	4,214,246	(169,767)	(3.9%)
STAFFING					
PROPERTY ASSESSMENT	38	38	38	0	0.0%
TOTAL STAFFING	38	38	38	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$170,000 or 5.7%, in revenues and \$233 or 0.0% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$169,767 or 3.9%.

Primary Funding Source

The primary funding sources for the Department are General Fund, which comprises of \$4,214,246 or 57.1% and Charges for Services, which comprises of \$3,162,000 or 42.9% of the Recommended Budget.

The FY2018/19 Recommended Budget includes a \$170,000 or 5.7% increase in revenues primarily due to increase in Charges for Services resulting from increased share in the Assessor's portion of the 5% of supplemental tax billing for the administration of the supplemental tax process. The projected revenue for administration of the supplemental tax process is \$575,000 an increase of \$75,000 or 15.0%, indicating an anticipated growth in supplemental tax billings for FY2018/19. Charges for Services also increased by \$85,000 representing the reimbursement made by Department of Information Technology (DoIT) for the anticipated labor cost associated with the Solano County Integrated Property System (SCIPS) replacement project.

Primary Costs

The FY2018/19 Recommended Budget includes a \$233 or 0% increase in appropriation. The Department is reflecting an increase in Salaries and Employee Benefits due to increases in salaries and wages, benefit costs and staff overtime for work associated with the SCIPS replacement project. This increase is offset by savings in Services and Supplies attributed to a decrease in contracted services for specialized skills or short-term needs and to address the "at risk" assessed value exposure through assessment appeals, resulting from the settlement of appeals cases in FY2017/18.

1150 – Fund 001-Assessor/Recorder
Marc Tonnesen, Assessor/Recorder
Finance

Functional Area Summary

Contracts

The FY2018/19 Recommended Budget includes a total of \$500,000 for contracted services which include the following significant contracts:

- \$330,000 for legal services for property tax appeals
- \$170,000 for consultant for mineral rights assessment services

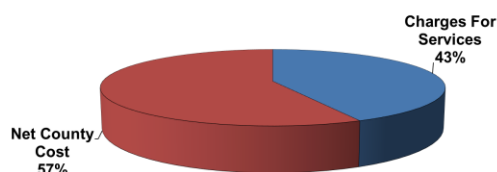
Fixed Assets

None.

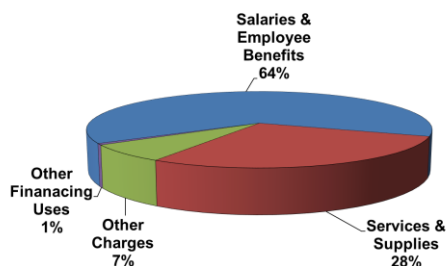
DEPARTMENT COMMENTS

The recovering real estate market impacts the Assessor workload in a variety of ways including changes in the number of properties on Proposition 8 which declined while the numbers of new maps filed and building permits issued has increased. The volume of customer inquiries remains steady as the Department continues to educate the public on property value increases and restoration of Proposition 13 base values.

SOURCE OF FUNDS



USE OF FUNDS



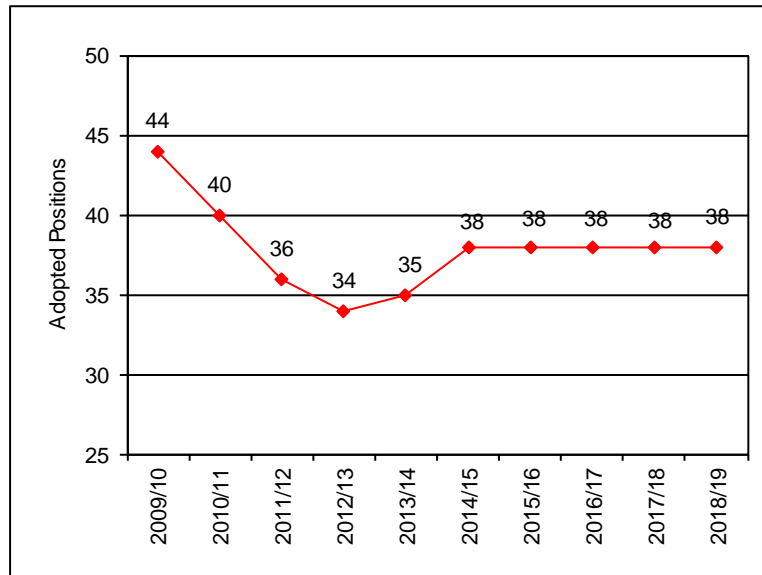
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	3,219,339	2,992,000	3,162,000	170,000	5.7%
MISC REVENUE	32,372	0	0	0	0.0%
TOTAL REVENUES	3,251,711	2,992,000	3,162,000	170,000	5.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,218,535	4,463,012	4,837,527	374,515	8.4%
SERVICES AND SUPPLIES	1,820,836	2,450,095	2,140,554	(309,541)	(12.6%)
OTHER CHARGES	339,629	465,372	555,227	89,855	19.3%
F/A EQUIPMENT	0	18,000	0	(18,000)	(100.0%)
OTHER FINANCING USES	134,006	133,375	48,285	(85,090)	(63.8%)
INTRA-FUND TRANSFERS	(157,361)	(153,841)	(205,347)	(51,506)	33.5%
TOTAL APPROPRIATIONS	6,355,644	7,376,013	7,376,246	233	0.0%
NET COUNTY COST	3,103,933	4,384,013	4,214,246	(169,767)	(3.9%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

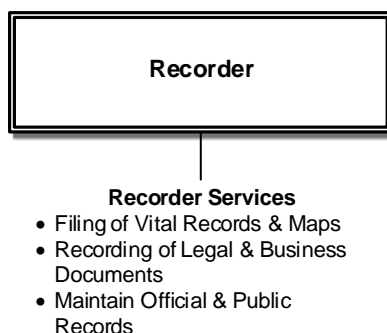
There are no changes in position allocation.

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Assessor/Recorder, Auditor-Controller and Treasurer/Tax Collector/County Clerk continue to work 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. As the project progresses, additional demands on limited staff resources may require the adding of additional positions to provide public service while existing staff is focused on migration related efforts.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	1,981,767	1,784,540	2,006,500	221,960	12.4%
4000 RECORDER SPECIAL REVENUE	1,000,252	815,600	859,000	43,400	5.3%
APPROPRIATIONS					
2909 RECORDER	1,822,244	1,926,724	2,057,595	130,871	6.8%
4000 RECORDER SPECIAL REVENUE	934,409	811,050	674,200	(136,850)	(16.9%)
NET CHANGE					
2909 RECORDER	(159,522)	142,184	51,095	(91,089)	(64.1%)
4000 RECORDER SPECIAL REVENUE	(65,843)	(4,550)	(184,800)	(180,250)	3961.5%

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 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:

FY2017/18 Midyear Projection:	1,922,640
FY2018/19 Recommended:	2,057,595
County General Fund Contribution:	51,095
Percent County General Fund Supported:	2.5%
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, State Controller 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 2017, the Recorder's Office collected \$12,300 for the State of California's Family Law Trust Fund, \$35,800 for the County's Office of

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

Family Violence Prevention and \$75,600 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$358,200 for the Trial Court Fund to help State court operating costs and \$647,400 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 \$7.4 million.

The Recorder's Office continues to aid the District Attorney in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code 27388, State Bill 1342, the County Board of Supervisors approved the District Attorney's permanent increase of the Real Estate Fraud Fee to \$10.00 effective November 3, 2015, 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 2017, the fee was applied to 72,000 of the over 129,000 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 current program any social security number contained in the public record may be truncated by redacting the first five digits of the number. In 2017 a total of 1,500 social security numbers were redacted from current official documents. The Recorder has let the collection of the Social Security Truncation fee sunset. However, the Recorder continues to dedicate staff time and effort to continue truncating all social security numbers recorded with the Department.

The Recorder's Office has completed the process of upgrading and replacing its existing public access and records management system software with Conduent AgileFlow Records Manager software. The upgrade included 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.

The Solano County Recorder continues the historic records restoration project where official records dating back to 1850 were restored, preserved, and digitized. Approximately 200 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.

In September 2017, the Governor signed into law Senate Bill 2 Building Homes and Jobs Act, which requires the County recorder to collect a fee on real estate instruments, paper or notices on behalf of the State of California. These funds will be dedicated to the development of affordable housing throughout the State. On January 1, 2018, the Recorder began collecting the SB 2 fee on all qualifying official records and recordings.

WORKLOAD INDICATORS

- In FY2017/18, the Department examined recorded, indexed, verified and mailed back to customers over 129,000 documents.
- In FY2017/18, approximately 17,900 official birth, death, and marriage certificates were issued as well as over 5,600 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$221,960 or 12.4% in revenues and of \$130,871 or 6.8% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost is decreased by \$91,089.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$1,970,000 or 98.2% of the total revenue representing the Recording Fees for the recording of official documents.

The FY2018/19 Recommended Budget includes a \$221,960 or 12.4% increase in revenues primarily due to the Recorder's Administration Services Fees resulting from the following:

- Newly enacted fees by the State Senate known as Senate Bill 2, Building Homes and Jobs Act. Government Code 27388.1 requires a \$75 not to exceed \$225 fee be paid at the time of recording of every real estate instrument, paper or notice required or permitted by law to be recorded, except those expressly exempt. This code also allows the County Recorder to keep \$4 to cover the administrative costs incurred and remit \$71 to the State Controller.

Summary of Other Administered Budgets

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

- The Real Estate Fraud Fee which the Recorder's Office receives 10% for its cost incurred in collecting and administering the fee.

Primary Costs

The FY2018/19 Recommended Budget includes a \$130,871 or 6.8% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$56,238 or 4.2% resulting from increase in salaries in wages, health and retirement costs.
- Services and Supplies reflect a decrease of \$1,410 or .8% primarily due to decrease in Central Data Processing Services charged by Department of Information Technology.
- Other Charges reflect an increase of \$52,231 or 38.8%, due to increases in Countywide Administration Overhead.
- Other Financing Uses reflect a decrease of \$24,194 or 63.7% due to reduction in the Pension Obligation Bond rate.
- Intrafund Transfers reflect an increase of \$48,006 or 20.3% for the share of the Department's portion of the salaries and employee benefits of the Department Head, Assistant Department Head and Office Coordinator.

Contracts

None.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,876,044	1,762,000	1,970,000	208,000	11.8%
MISC REVENUE	27,722	22,540	36,500	13,960	61.9%
OTHER FINANCING SOURCES	78,000	0	0	0	0.0%
TOTAL REVENUES	1,981,767	1,784,540	2,006,500	221,960	12.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,291,050	1,335,003	1,391,241	56,238	4.2%
SERVICES AND SUPPLIES	156,438	182,750	181,340	(1,410)	(0.8%)
OTHER CHARGES	109,431	134,719	186,950	52,231	38.8%
OTHER FINANCING USES	39,043	37,961	13,767	(24,194)	(63.7%)
INTRA-FUND TRANSFERS	226,282	236,291	284,297	48,006	20.3%
TOTAL APPROPRIATIONS	1,822,244	1,926,724	2,057,595	130,871	6.8%
NET COUNTY COST	(159,522)	142,184	51,095	(91,089)	(64.1%)

STAFFING					
RECORDER	14	14	14	0	0.0%
TOTAL STAFFING	14	14	14	0	0.0%

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.

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

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 Electronic Recording funds. Under the authority of Government Codes 27361.4, 27361(c), 27361(d), 27388, and 27319 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)
- (BU 4005): The Electronic Recording Fund was created to collect the \$1.00 fee per recorded document to support and administer an Electronic Recording Delivery System (ERDS). Govt Code 27391 Et Seq. enacted the Electronic Recording Delivery Act of 2004 (Act), authorizing a county recorder, upon approval by resolution of the Board of Supervisors and system certification by the Department of Justice, to establish an electronic recording delivery system for use by title companies, lending institutions and certified submitters who wish to avail of the electronic recording service. The Recorder intends to start the program in FY2018/19 and begin to collect the fee afforded by the Act. The Act provides the authority for a County to collect up to an additional \$1 per recorded instrument.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Recorder's Special Revenue Fund financed the complete remodel of the Assessor/Recorder Lobby. The renovation is designed to modernize and streamline the customer service experience. In August 2017, the Assessor/Recorder completed its lobby remodel and opened to the public. The new spacious design enables more room for customer interaction, clearly defines each divisions responsibility, and provides additional efficiencies for department operations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$43,400 or 5.3% in revenues and a decrease of \$136,850 or 16.9% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Fund Balance is increased by \$184,800.

Primary Funding Sources

The primary funding source for the Department is the Charges for Services, which comprise of \$782,000 or 91% of the total revenues.

The FY2018/19 Recommended Budget includes \$43,400 or 5.3% net increase in revenues primarily due to the collection of the new Electronic Recording Delivery Service fee which allows the Department to collect \$1.00 for every document submitted for recording. This increase is offset by the decrease in revenue attributed to the non-collection of the Social Security Truncation fee which sunsets on January 1, 2018.

Primary Costs

The FY2018/19 Recommended Budget includes a \$136,850 decrease in appropriations primarily due to one-time costs in FY2017/18 for contracted services related to Electronic Delivery Service and software for the upgrade of the recording system.

Summary of Other Administered Budgets

4000 – Fund 215-Recorder/Micrographic

Marc Tonnesen, Assessor/Recorder
Other Protection

Contracts

None.

Fixed Assets

None.

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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP CHARGES FOR SERVICES	87,113 913,139	50,600 765,000	77,000 782,000	26,400 17,000	52.2% 2.2%
TOTAL REVENUES	1,000,252	815,600	859,000	43,400	5.3%
APPROPRIATIONS					
SERVICES AND SUPPLIES	499,642	761,050	624,200	(136,850)	(18.0%)
OTHER CHARGES	3,482	50,000	50,000	0	0.0%
F/A EQUIPMENT	73,285	0	0	0	0.0%
OTHER FINANCING USES	358,000	0	0	0	0.0%
TOTAL APPROPRIATIONS	934,409	811,050	674,200	(136,850)	(16.9%)
CHANGE IN FUND BALANCE	(65,843)	(4,550)	(184,800)	(180,250)	3961.5%

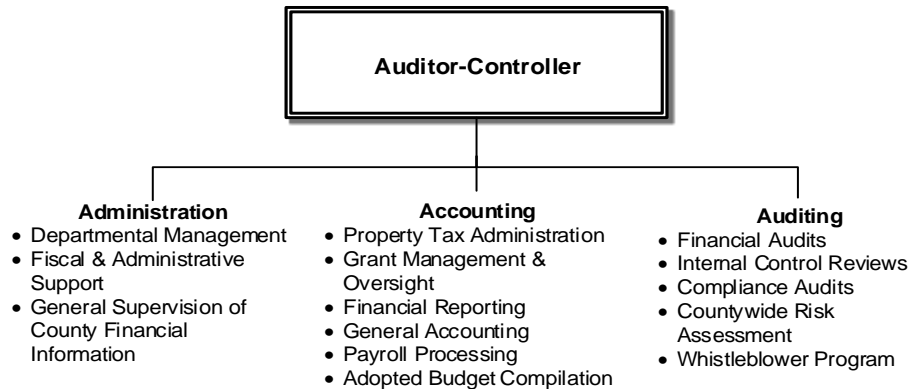
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Simona Padilla-Scholtens, Auditor-Controller
Finance



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:

FY2017/18 Midyear Projection:	4,855,463
FY2018/19 Recommended:	5,368,392
County General Fund Contribution:	3,054
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 changes to the IntelliTime System resulting from Board-approved contract changes with the County's nineteen employee organizations.
 - Automated the workflow of the Accounts Payable process for County departments to increase efficiency by reducing handling of paperwork and automating the approval process.
- Continue to work with DoIT, Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to replace the County's existing property tax system, Solano County Integrated Property System (SCIPS). On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear project, at an estimated cost of \$10 million. The three user departments selected Thomson Reuters' Aumentum System to replace the aging SCIPS. The contract is expected to be signed in spring 2018 and the DoIT team is in the early phase of mapping and cleaning-up the existing property tax data to conform with the new system requirements.
- 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 FY2017/18, the Department:

- Processed over 65,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system.
- Converted over 64,000 forms and the supporting documentation into an electronic format for countywide department access. Automated the workflow of the contract and encumbrance approval process, thereby, reducing paper forms.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$713 million in property taxes, which were calculated, allocated and paid to 75 taxing entities and over 60 ad valorem bonds to school districts, community colleges, special districts and cities. Administered over 221,000 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 \$25.3 million to taxing entities pursuant to redevelopment pass-through agreements, \$20.2 million to the six successor agencies for payment of recognized obligations and \$51.5 million in residual balances to the taxing entities.
- Employed almost 5,300 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:
 - 1,015 hours to Health and Social Services
 - 530 hours to Mandated Financial Audits
 - 2,846 hours to Special Districts and Other Financial Audits
 - 901 hours to Countywide Reviews and Other Activities
- Employed over 2,200 hours on Redevelopment Dissolution Act (ABX1 26). Effective July 1, 2018, the six successor agencies' oversight boards will be eliminated and a countywide consolidated oversight board will be established pursuant to Health & Safety Code section 34179(j). The Auditor-Controller's Office will provide staff support to this countywide consolidated oversight board. During the fiscal year, the ACO coordinated with the applicable organizations to establish the consolidated oversight board.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	16,969	23,000	23,000	0	0.0%
ACO-ACCOUNTING	3,882,066	4,162,352	4,610,670	448,318	10.8%
ACO-AUDITING	552,924	788,155	731,668	(56,487)	(7.2%)
TOTAL REVENUES	4,451,959	4,973,507	5,365,338	391,831	7.9%
APPROPRIATIONS					
ACO-ADMINISTRATION	16,969	37,725	161,000	123,275	326.8%
ACO-ACCOUNTING	4,046,760	4,181,881	4,379,234	197,353	4.7%
ACO-AUDITING	638,206	763,207	828,158	64,951	8.5%
TOTAL APPROPRIATIONS	4,701,935	4,982,813	5,368,392	385,579	7.7%
NET COUNTY COST					
ACO-ADMINISTRATION	0	14,725	138,000	123,275	837.2%
ACO-ACCOUNTING	164,695	19,529	(231,436)	(250,965)	(1285.1%)
ACO-AUDITING	85,283	(24,948)	96,490	121,438	(486.8%)
NET COUNTY COST	249,978	9,306	3,054	(6,252)	(67.2%)
STAFFING					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	26	26	26	0	0.0%
ACO-AUDITING	5	5	5	0	0.0%
TOTAL STAFFING	34	34	34	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$391,831 or 7.9% in revenues and an increase of \$385,579 or 7.7% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$6,252 when compared to the FY2017/18 Adopted Budget.

Primary Funding Sources

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

- Countywide Administrative Overhead revenues of \$3,409,718 reflect an increase of \$176,686 or 5.5% 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 \$894,000 reflect an increase of \$199,000 or 28.6% 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 that 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 \$367,768 reflect an increase of \$44,260 or 13.7%. These are fees/charges for services to special districts and other governmental agencies audited on a biennial cycle.
- Other Charges for Services revenues of \$326,500 reflect an increase of \$23,840 or 7.8% due to charges to redevelopment successor agencies for administrative support costs and reimbursements for the labor associated with the SCIPS replacement.
- Revenues from Interfund Services of \$275,857 reflect a decrease of \$41,399 or 13%. 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/or auditing services. Audit services for First 5 Solano will be incorporated into the countywide audit provided by Vavrinek, Trine, Day & Co.

- Revenues from Intrafund Services – Accounting and Audit of \$169,365 reflect a decrease of \$12,317 or 6.8%. These revenues are from charges to the Treasury for accounting and auditing service. Prior year revenues included a triennial audit of the Property Tax Redemption Fund.

Primary Costs

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

- Salaries and Employee Benefits for FY2018/19 total \$4,678,359, a net increase of \$406,584 or 9.5% from the FY2017/18 Adopted Budget. The net increase is primarily due to increases in salaries/wages due approved labor agreements, increased retirement costs, and an increase in anticipated accrued leave payoff.
- Data processing and Solano County Integrated Property System (SCIPS) charges of \$250,103 and \$143,746, respectively, are expected to increase by \$42,920 or 12.2% 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.
- Accounting and financial contract services totaling \$120,000 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 \$7,500 to Wells Fargo Bank for direct deposit services.

Contracts

The FY2018/19 Recommended Budget includes a total of \$120,000 or 2% in accounting and financial contracted services which is primarily for audit services.

Fixed Assets

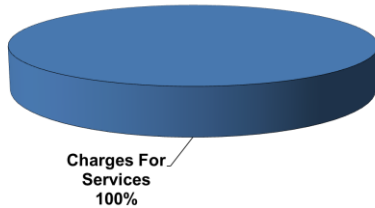
None.

DEPARTMENT COMMENTS

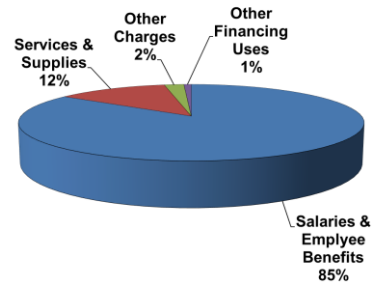
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.0 billion as reflected in the FY2017/18 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency 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 accounting forms such as deposits and journal entries into the financial system.
- Replace the Solano County Integrated Property System with Thomson Reuters' Aumentum System, a more integrated and efficient system.
- Continue to automate vendor payments to electronic payments.

SOURCE OF FUNDS



USE OF FUNDS



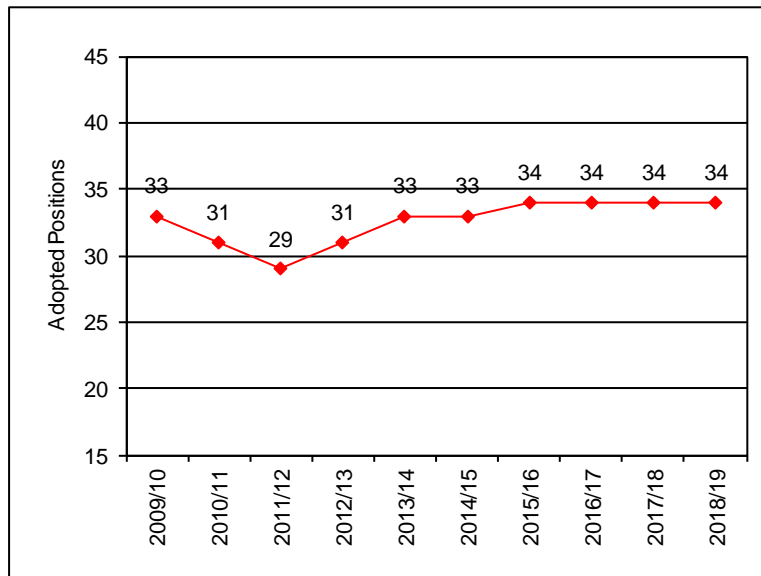
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	7,348	7,011	7,500	489	7.0%
CHARGES FOR SERVICES	4,444,610	4,966,376	5,357,838	391,462	7.9%
MISC REVENUE	0	120	0	(120)	(100.0%)
TOTAL REVENUES	4,451,959	4,973,507	5,365,338	391,831	7.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,081,166	4,271,775	4,678,359	406,584	9.5%
SERVICES AND SUPPLIES	563,021	623,569	676,109	52,540	8.4%
OTHER CHARGES	71,276	119,029	118,966	(63)	(0.1%)
F/A EQUIPMENT	0	7,000	0	(7,000)	(100.0%)
OTHER FINANCING USES	121,499	123,722	44,923	(78,799)	(63.7%)
INTRA-FUND TRANSFERS	(135,026)	(162,282)	(149,965)	12,317	(7.6%)
TOTAL APPROPRIATIONS	4,701,936	4,982,813	5,368,392	385,579	7.7%
NET COUNTY COST	249,977	9,306	3,054	(6,252)	(67.2%)

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 continue to work 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. As the project progresses, additional demands on limited staff resources may require some extra help resources to backfill daily tasks.

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

Summary of Other Administered Budgets

AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	ADOPTED BUDGET	2018/19 RECOMMENDED	ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	169,074,945	172,816,800	182,265,800	9,449,000	5.5%
5908 COUNTY DISASTER	944,017	2,703,670	100,648	(2,603,022)	(96.3%)
8006 PENSION DEBT SERVICE FUND	15,609,147	13,239,035	7,106,946	(6,132,089)	(46.3%)
8037 2017 CERTIFICATES OF PARTICIPA	7,881,670	7,896,804	7,239,929	(656,875)	(8.3%)
8034 HSS ADMIN/REFINANCE SPHF	1,747,918	1,756,560	1,758,943	2,383	0.1%
8036 2013 COP ANIMAL CARE PROJECT	462,882	462,581	462,882	301	0.1%
APPROPRIATIONS					
1101 GENERAL REVENUE	190,447	485,000	500,000	15,000	3.1%
5908 COUNTY DISASTER	374,284	2,625,941	3,799	(2,622,142)	(99.9%)
8006 PENSION DEBT SERVICE FUND	10,436,803	8,829,020	4,303,090	(4,525,930)	(51.3%)
8037 2017 CERTIFICATES OF PARTICIPA	7,904,486	7,896,805	7,394,408	(502,397)	(6.4%)
8034 HSS ADMIN/REFINANCE SPHF	1,749,823	1,759,212	1,758,943	(269)	(0.0%)
8036 2013 COP ANIMAL CARE PROJECT	472,364	477,644	476,387	(1,257)	(0.3%)
NET CHANGE					
1101 GENERAL REVENUE	(168,884,497)	(172,331,800)	(181,765,800)	(9,434,000)	5.5%
5908 COUNTY DISASTER	(569,733)	(77,729)	(96,849)	(19,120)	24.6%
8006 PENSION DEBT SERVICE FUND	(5,172,344)	(4,410,015)	(2,803,856)	1,606,159	(36.4%)
8037 2017 CERTIFICATES OF PARTICIPA	22,816	1	154,479	154,478	15447800.0%
8034 HSS ADMIN/REFINANCE SPHF	1,905	2,652	0	(2,652)	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	9,482	15,063	13,505	(1,558)	(10.3%)

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.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$9,449,000 or 5.5% in revenues and an increase in appropriations of \$15,000, or 3.0% when compared to the FY2017/18 Adopted Budget. As a result, the net increase to the General Fund is \$9,434,000 or 5.5%.

Primary Funding Sources

General Revenues include: 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. The significant changes in revenues projected are due to the following:

- \$5,340,000 increase in Current Secured Property Taxes reflects a projected increase of 4% in assessed values from the FY2017/18 corrected assessment roll.
- \$300,000 decrease in Supplemental Taxes due to less supplemental billings.
- \$2,780,000 increase in Property Tax in Lieu due to a projected increase of 4% in assessed values.
- \$200,000 increase in Unitary Taxes due to a projected increase of 4% in assessed values.
- \$184,000 increase in ABX1 26 Residual Taxes and \$656,000 in ABX1 26 Pass-Through due to a projected increase of 4% in assessed values.
- \$500,000 increase in Interest Income due to a projected increase in cash balance of the General Fund and higher interest yield.
- \$900,000 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.

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

Primary Costs

Appropriations of \$500,000 include: \$400,000 for the General Fund share of property tax refunds, \$50,000 for general accounting and auditing services for the Solano County Fair, and \$50,000 for professional services for sales tax financial services. The \$15,000 increase in appropriations is due to an increase in professional services costs for sales tax and financial services.

Contracts

None.

Fixed Assets

None.

1101 – Fund 001-General Revenue
Simona Padilla-Scholtens, Auditor-Controller
Legislative & Administration

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	152,395,535	158,168,000	167,175,000	9,007,000	5.7%
LICENSES, PERMITS & FRANCHISE	626,842	581,000	600,000	19,000	3.3%
REVENUE FROM USE OF MONEY/PROP	1,557,123	1,102,000	1,601,000	499,000	45.3%
INTERGOVERNMENTAL REV STATE	1,477,249	1,453,800	1,453,800	0	0.0%
INTERGOVERNMENTAL REV OTHER	526,281	62,000	106,000	44,000	71.0%
CHARGES FOR SERVICES	8,450,353	7,400,000	8,280,000	880,000	11.9%
MISC REVENUE	4,041,562	4,050,000	3,050,000	(1,000,000)	(24.7%)
TOTAL REVENUES	169,074,945	172,816,800	182,265,800	9,449,000	5.5%
APPROPRIATIONS					
SERVICES AND SUPPLIES	27,596	35,000	50,000	15,000	42.9%
OTHER CHARGES	162,852	450,000	450,000	0	0.0%
TOTAL APPROPRIATIONS	190,447	485,000	500,000	15,000	3.1%
NET COUNTY COST	(168,884,497)	(172,331,800)	(181,765,800)	(9,434,000)	5.5%

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 the County is working to finalize and receive all claims from 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. Permanent restoration of Cantelow, Steiger Hill and Gates Canyon are still in process. Upon completion of these final three projects related to the 2017 Winter Storm Flooding the County will finalize all claims with federal and state agencies.

2017 October Wildfires

From October 8, 2017 through October 15, 2017, Solano County experienced wildfires particularly the Atlas Peak Fire, which started on October 8, 2017 in Napa County and then spread to Solano County. On October 10, 2017, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on October 17, 2017. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the fire damage on October 10, 2017, President Trump approved a Major Disaster Declaration for California, including Solano County on October 13, 2017, allowing for the provision of Federal aid to assist with recovery efforts. On October 17, 2017 based on the estimated cost of damages, the Board authorized the use of up to \$1.5 million in General Fund Contingency to pay for damages including County Fair for large animal evacuation center operations. The County's Office of Emergency Services is pursuing reimbursements from the State, the Federal Emergency Agency (FEMA). County emergency protective measure costs related to the fires including mutual aid is estimated at approximately \$532,459 and the County Fair advances are \$107,088.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$2,603,022 or 96.3% in revenues and a decrease of \$2,622,142 or 99.9% in appropriations when compared to the FY2017/18 Adopted Budget. The FY2018/19 Recommended Budget includes no revenues or appropriations associated with the 2104 Napa Earthquake, 2017 Winter Storm Flooding or the 2017 October Wildfires as all projects are anticipated to be closed-out in FY2017/18. The Recommended Budget reflects residual Countywide Administrative Overhead and offsetting revenue from Long Term Debt proceeds representing accumulated advances from the General Fund which are not anticipated to be recovered from State and Federal disaster claims.

5908 – Fund 282-County Disaster Fund
Simona Padilla-Scholtens, Auditor-Controller
Other Assistance

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	187,370	468,750	0	(468,750)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	756,647	1,875,000	0	(1,875,000)	(100.0%)
CHARGES FOR SERVICES	0	0	91	91	0.0%
OTHER FINANCING SOURCES	0	359,920	100,557	(259,363)	(72.1%)
TOTAL REVENUES	944,017	2,703,670	100,648	(2,603,022)	(96.3%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	365,360	2,600,000	0	(2,600,000)	(100.0%)
OTHER CHARGES	8,924	25,941	3,799	(22,142)	(85.4%)
TOTAL APPROPRIATIONS	374,284	2,625,941	3,799	(2,622,142)	(99.9%)
NET CHANGE	(569,733)	(77,729)	(96,849)	(19,120)	24.6%

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

Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debts as of June 30, 2018 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,023,890
Certificates of Participation	73,470,000
Pension obligation bonds	26,085,000
Total	<u>\$ 100,578,890</u>

Notes payable

The County entered into a note payable agreement with the 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 Health and Social Services Administration Building, the County Administration Center in downtown Fairfield, the Probation Administration Facility (Fairfield), the improvements to the Central Utility Plant, the Library in Fairfield, and the Animal Shelter.

On August 8, 2017, the BOS adopted a resolution authorizing the execution, sale and delivery of the Series 2017 Refunding Certificates of Participation to refund the 2007 COP. On September 20, 2017, the County refunded the 2007 Certificates of Participation resulting in interest savings to the County of approximately \$16.2 million over the term of the bonds.

Taxable Pension Obligation Bonds

On November 1, 2005, the County issued \$42.3 million of Taxable Pension Obligation Bonds (POB) to prepay an obligation under its contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL), 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. In addition, the County currently has three certificates of participation series outstanding. The credit ratings are as follows:

2009 COP rated at Aa3 from Moody's and AA from S&P.

2013 COP is private placement with no rating.

2017 COP rated AA from S&P, but is not rated by Moody's.

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 AAAfS1 by Standard & Poor's, the second highest rating available. 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 indicates the Pool's net asset value possesses a low sensitivity to changing market conditions.

Debt Service Overview

Simona Padilla-Scholtens, Auditor-Controller

Debt

COUNTY OF SOLANO, CALIFORNIA

Legal Debt Margin Information

Last Ten Fiscal Years

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2016-17	\$51,753,424,096	\$2,587,671,205	\$32,880,000	\$2,554,791,205	1.27%
2015-16	\$48,822,843,080	\$2,441,142,154	\$40,810,000	\$2,400,332,154	1.67%
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%

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 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, 2018 will be \$4,000,000.

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$6,132,089 or 46.3% in revenues and a decrease of \$4,525,930 or 51.3% in appropriations when compared to the FY2017/18 Adopted Budget.

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

- Decrease of \$6,372,790 in Operating Transfers-In due to lower rates subject to pension contributions from County departments from the final payment of the 2004 POB's in FY2017/18.

Significant changes in appropriations include:

- Decrease of \$4,085,000 in Bond Redemption and a decrease of \$447,472 in Interest on Long Term Debt due to the final principal payment on the 2004 Series POB's paid in FY2017/18

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	22,567	13,000	27,000	14,000	107.7%
MISC REVENUE	5,673,058	2,273,299	2,500,000	226,701	10.0%
OTHER FINANCING SOURCES	9,913,522	10,952,736	4,579,946	(6,372,790)	(58.2%)
TOTAL REVENUES	15,609,147	13,239,035	7,106,946	(6,132,089)	(46.3%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	755	750	825	75	10.0%
SERVICES AND SUPPLIES	4,320	5,000	5,200	200	4.0%
OTHER CHARGES	10,431,728	8,823,270	4,297,065	(4,526,205)	(51.3%)
TOTAL APPROPRIATIONS	10,436,803	8,829,020	4,303,090	(4,525,930)	(51.3%)
CHANGE IN FUND BALANCE	(5,172,344)	(4,410,015)	(2,803,856)	1,606,159	(36.4%)

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 2017 Certificates of Participation (COP).

The 2017 COP were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County of approximately \$16.2 million in present value dollars over the term of the bonds. The 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 Auditor-Controller is responsible for administering the debt service on the 2017 COP through the date of redemption on November 1, 2030. Debt service payments are financed through Operating Transfers-In from Public Facilities Fees, the Accumulated Capital Outlay Fund, the General Fund, the Courthouse Temporary Construction Fund, and the depreciation charged to the Departments occupying offices in the County Administration Center and the Probation building.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$656,875 or 8.3% in revenues and a decrease of \$502,397 or 6.4% in appropriations when compared to the FY2017/18 Adopted Budget.

Primary Funding Sources

The FY2018/19 Recommended Budget includes revenues of \$7,239,929 a decrease of \$656,875 or 8.3% from FY2017/18, due to reduced contributions from the Library of \$501,467 as their portion of the debt service was fully paid in FY2017/18. Additionally, the contribution from Courthouse Construction Fund decreased by \$154,479 due to a shortfall in the actual collection of court fees. To offset the shortfall from the Courthouse Construction Fund, the Debt Service Fund will draw money from the reserve.

The primary funding sources include the following:

- \$4,423,480 in Operating Transfers-In as follows:
 - \$1,974,777 from the General Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$726,690 from the Public Facilities Fees - Public Protection.
 - \$580,066 from the Public Facilities Fees - General Government.
 - \$241,947 from the Courthouse Temporary Construction Fund.
- \$2,770,011 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$15,938 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Primary Costs

The FY2018/19 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2018/19.

Summary of Other Administered Budgets**8037 – Fund 332-2017 Certificates of Participation****Simona Padilla-Scholtens, Auditor-Controller****Debt**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	46,097	38,938	46,438	7,500	19.3%
CHARGES FOR SERVICES	1,636,848	2,778,441	2,770,011	(8,430)	(0.3%)
MISC REVENUE	0	(1)	0	1	(100.0%)
OTHER FINANCING SOURCES	6,198,725	5,079,426	4,423,480	(655,946)	(12.9%)
TOTAL REVENUES	7,881,670	7,896,804	7,239,929	(656,875)	(8.3%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	6,642	3,500	3,700	200	5.7%
OTHER CHARGES	7,897,844	7,893,305	7,390,708	(502,597)	(6.4%)
TOTAL APPROPRIATIONS	7,904,486	7,896,805	7,394,408	(502,397)	(6.4%)
CHANGE IN FUND BALANCE	22,816	1	154,479	154,478	15447800.0%

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 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 \$2,383 or 0.1% in revenues and a decrease of \$269 or 0.0% in appropriations when compared to the FY2017/18 Adopted Budget.

Revenues consist of an Operating Transfers from the Health & Social Services for \$1,601,012 Fund and Public Facilities Fees Fund for \$150,000.

The appropriations reflect the principal and interest payments, accounting and financial services, fees and permits, and Countywide Administrative Overhead charges for FY2018/19.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	6,615	3,000	7,931	4,931	164.4%
OTHER FINANCING SOURCES	1,741,303	1,753,560	1,751,012	(2,548)	(0.1%)
TOTAL REVENUES	1,747,918	1,756,560	1,758,943	2,383	0.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	3,172	8,650	7,210	(1,440)	(16.6%)
OTHER CHARGES	1,746,651	1,750,562	1,751,733	1,171	0.1%
TOTAL APPROPRIATIONS	1,749,823	1,759,212	1,758,943	(269)	(0.0%)
CHANGE IN FUND BALANCE	1,905	2,652	0	(2,652)	(100.0%)

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 COP were issued on April 17, 2013 to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The 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 of the cities in the County in which each city agrees to pay its share of debt service. 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 an increase of \$301 or 0.1% in revenues and a decrease of \$1,257 or 0.1% in appropriations when compared to the FY2017/18 Adopted Budget. The appropriations reflect the principal and interest payments, accounting and financial services, and fees and permits due in FY2018/19.

The revenue sources consist of the Operating Transfers-In from County General Fund and Other Governmental Agencies from the seven cities according to the MOU.

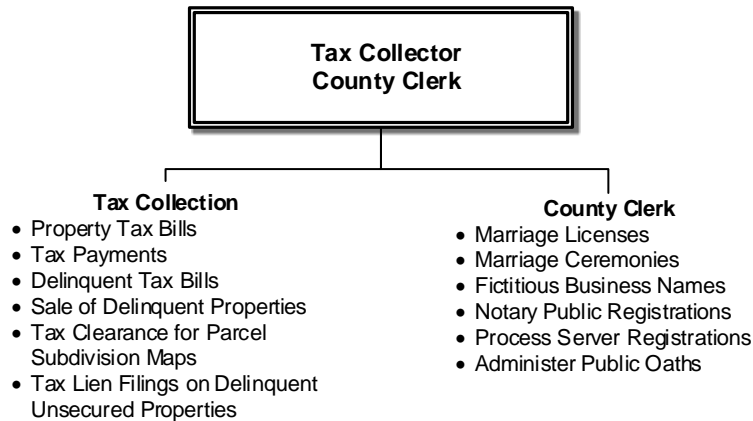
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	701	400	701	301	(75.3%)
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	462,882	462,581	462,882	301	0.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	2,150	7,551	2,700	(4,851)	64.2%
OTHER CHARGES	470,214	470,093	473,687	3,594	(0.8%)
TOTAL APPROPRIATIONS	472,364	477,644	476,387	(1,257)	(0.1%)
CHANGE IN FUND BALANCE	9,482	15,063	13,505	(1,558)	(10.3%)

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 a funding source 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:

FY2017/18 Midyear Projection:	2,331,331
FY2018/19 Recommended:	2,448,483
County General Fund Contribution:	1,176,883
Percent County General Fund Supported:	48.1%
Total Employees (FTEs):	11

FUNCTION AND RESPONSIBILITIES

The Tax Collector is responsible for billing and collecting more than 165,000 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 partially funded 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 through its kiosk terminals, online portal, and customer service counter for official documents.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Developed and refined the required Scope of Work for the impending migration of property tax administration from the Solano County Integrated Property Tax Administration System (SCIPS) to the replacement platform.
- Implemented convenience fees for electronic payments made over the counter to reduce the costs incurred by the County for the acceptance and processing of electronic payments.
- Conducted a successful tax sale for default of 75 defaulted properties that resulted in the collection of more than \$1.8 million in delinquent taxes.

Functional Area Summary

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

- Developed a new budget unit for the collection and tracking of non-property tax related collections including Transient Occupancy Taxes and Public Facilities Fees.

WORKLOAD INDICATORS

- In FY2017/18, the Tax Collector – County Clerk expects to issue and process payments and collections on 165,000 property tax bills; the Division estimates handling around 166,000 in FY2018/19.
- In FY2017/18, the Tax Collector – County Clerk expects to issue 1,920 marriage licenses and 2,900 fictitious business name statements, with expectations to issue approximately 1,900 marriage licenses and 2,950 fictitious business names in FY2018/19.
- Department shows that approximately 5% of all payments are processed at the front counter, 7% are processed online, 44% are processed through mortgage companies 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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	916,459	976,525	1,004,600	28,075	2.9%
COUNTY CLERK	267,458	245,955	267,000	21,045	8.6%
TOTAL REVENUES	1,183,917	1,222,480	1,271,600	49,120	4.0%
APPROPRIATIONS					
TAX COLLECTOR	1,856,283	2,095,379	2,174,722	79,343	3.8%
COUNTY CLERK	230,243	263,177	273,761	10,584	4.0%
TOTAL APPROPRIATIONS	2,086,526	2,358,556	2,448,483	89,927	3.8%
NET COUNTY COST					
TAX COLLECTOR	939,824	1,118,854	1,170,122	51,268	4.6%
COUNTY CLERK	(37,215)	17,222	6,761	(10,461)	(60.7%)
NET COUNTY COST	902,609	1,136,076	1,176,883	40,807	3.6%
STAFFING					
TAX COLLECTOR	9	9	9	0	0.0%
COUNTY CLERK	2	2	2	0	0.0%
TOTAL STAFFING	11	11	11	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$49,120 or 4.0% in revenues and an increase of \$89,927 or 3.8% in appropriations when compared to FY2017/18 Adopted Budget. As a result, Net County Cost is increased by \$40,807 or 3.6%.

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

Primary Funding Sources

The primary funding sources for the Department are General Fund, which comprises of \$1,176,883 or 48.1% and Charges for Services, which comprises of \$1,089,600 or 44.5% of the Recommended Budget.

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

The FY2018/19 Recommended Budget includes a \$49,120 or 4.0% increase in revenues primarily due to increases in Charges for Services for the Tax Collector's SB 813 Fees due to an anticipated increase in the number of supplemental tax bills and the County Clerk's revenue from Marriage Licenses and Clerk's Fees.

Primary Costs

The FY2018/19 Recommended Budget includes a \$89,927 or 3.8% increase in appropriations primarily due to an increase in Salaries and Employee Benefits resulting from increased salaries and wages, overtime and retirement and health benefits.

Contracts

The FY2018/19 Recommended Budget includes a total of \$163,250 for contracted services and professional services which include the following significant contracts:

- \$64,000 for lock box services.
- \$60,000 for tax bill printing services.
- \$39,250 for tax Sale/Auction services.

Fixed Assets

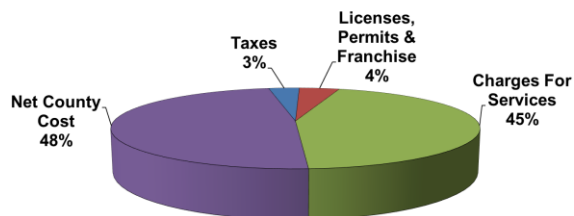
None.

DEPARTMENT COMMENTS

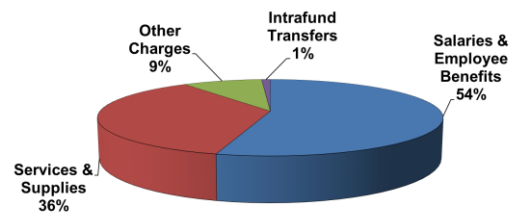
The Tax Collector – County Clerk anticipates that the enterprise system migration to replace the Solano County Integrated Property System (SCIPS) will continue moving forward. During the migration process, the focus of the Department will be on maintaining quality public service, maintaining appropriate internal controls, and completing the project as efficiently as possible.

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.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

1300 – Fund 001-Tax Collector/County Clerk

Charles Lomeli, Tax Collector/County Clerk
Finance

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	82,928	75,000	76,000	1,000	1.3%
LICENSES, PERMITS & FRANCHISE	106,088	98,378	106,000	7,622	7.7%
FINES, FORFEITURES, & PENALTY	165	0	0	0	0.0%
CHARGES FOR SERVICES	994,736	1,049,102	1,089,600	40,498	3.9%
TOTAL REVENUES	1,183,917	1,222,480	1,271,600	49,120	4.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,130,147	1,188,640	1,322,233	133,593	11.2%
SERVICES AND SUPPLIES	692,190	860,475	876,982	16,507	1.9%
OTHER CHARGES	205,087	230,334	213,492	(16,842)	(7.3%)
OTHER FINANCING USES	34,235	32,557	12,776	(19,781)	(60.8%)
INTRA-FUND TRANSFERS	24,768	46,550	23,000	(23,550)	(50.6%)
TOTAL APPROPRIATIONS	2,086,426	2,358,556	2,448,483	89,927	3.8%
NET COUNTY COST	902,509	1,136,076	1,176,883	40,807	3.6%

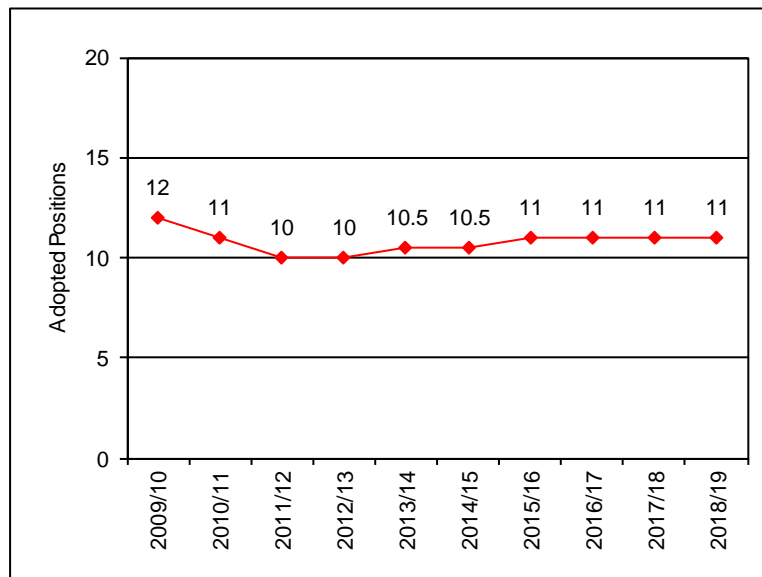
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

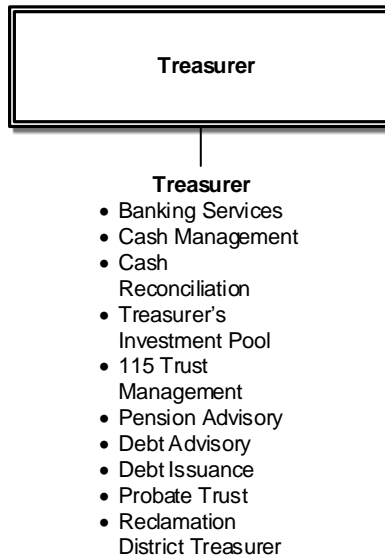
The Treasurer/Tax Collector/County Clerk, Auditor-Controller, and Assessor/Recorder continue to work with Department of Information Technology (DoIT) to replace SCIPS approved by the Board of Supervisors in FY2016/17. This project is in the initial phase of a multiyear project with an expected project cost of \$10 million. As the project progresses, additional demands on limited staff resources may require the adding of additional positions to provide public service while existing staff is focused on migration related efforts.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	941,333	1,117,629	1,132,557	14,928	1.3%
APPROPRIATIONS					
1350 TREASURER	941,333	1,117,629	1,132,557	14,928	1.3%
NET CHANGE					
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.



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 \$1.1 billion 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

- Received an upgrade to AAfS1 from 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.
- Coordinated the refinancing of the 2007 Certificates of Participation via the issuance of the 2017 Certificates of Participation that resulted in a two-year shortening of the borrowing term and an interest savings of \$16.2 million in present value dollars to the County.
- Audited on an at least quarterly basis with no findings.
- Working in conjunction with the Solano County Office of Education on the establishment of new funds to account for newly formed charter schools.
- Provided reconciliation information to schools and other pool participants on a daily basis to afford them the ability to independently verify all Treasury activity.
- Continued to diversify and actively invest the Treasury portfolio to maximize returns within established and acceptable risk parameters.

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

- Managed the PARS 115 \$20 million investment trust to provide additional income above pool rates.
- Integrated the investment portfolio accounting application with the Treasury general ledger application to allow for the seamless updating of systems and a reduction in manual posting work.
- Added additional portfolio accounting capabilities and implemented a full accounting of the PARS115 Trust
- Issued Request for Qualifications (RFQ) for the provision of Financial Advisory services.
- Conducted RFQ and negotiations for banking services that resulted in cost reductions, improved efficiencies, and greater bank transparency.

WORKLOAD INDICATORS

During FY2018/19, the Treasurer anticipates processing 9,000 deposit permits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$14,928 or 1.3% in both revenues and appropriations when compared to the FY2017/18 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.

Primary Funding Sources

The primary funding source for the Department is the Charges for Services, comprise of \$1,132,557 or 100% of the Recommended Budget.

Primary Costs

The FY2018/19 Recommended Budget includes \$1,132,557 or 1.3% increase in appropriations primarily due to an increase in Salaries and Benefits resulting from increases in approved wages, health and retirement costs. This is offset by a decrease in Services and Supplies due to savings in software expense and contracted services with the discontinuance of the non-mandated S&P rating services on the Treasury Pool. S&P rating services remain in effect for the County Investment Portfolio.

Contracts

The FY2018/19 Recommended Budget includes a total of \$52,230 for contracted services primarily for financial information services.

Fixed Assets

None.

DEPARTMENT COMMENTS

The Treasurer's primary focus for the fiscal year will be continuing to provide smooth fiscal services to pool participants. The Treasury will also work on increasing and enhancing the automated flow of reconciliation information back to pool participants as an enhancement to internal controls.

The Treasurer also anticipates completing RFQ's for a variety of services related to the issuance of County debt.

Summary of Other Administered Budgets**1350-Treasurer****Charles Lomeli, Tax Collector/County Clerk
Finance**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	939,136	1,115,129	1,130,557	15,428	1.4%
MISC REVENUE	2,197	2,500	2,000	(500)	(20.0%)
TOTAL REVENUES	941,333	1,117,629	1,132,557	14,928	1.3%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	440,713	448,904	484,298	35,394	7.9%
SERVICES AND SUPPLIES	288,756	447,327	418,639	(28,688)	(6.4%)
OTHER CHARGES	43,441	49,362	53,906	4,544	9.2%
OTHER FINANCING USES	13,863	13,354	6,349	(7,005)	(52.5%)
INTRA-FUND TRANSFERS	154,560	158,682	169,365	10,683	6.7%
TOTAL APPROPRIATIONS	941,333	1,117,629	1,132,557	14,928	1.3%
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

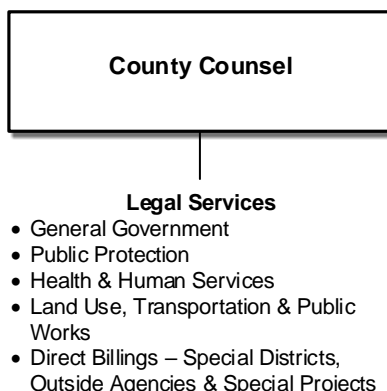
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.



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:	
FY2017/18 Midyear Projection:	4,615,215
FY2018/19 Recommended:	4,764,756
County General Fund Contribution:	240,813
Percent County General Fund Supported:	5.1%
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 Orders on enforcement of immigration laws; the implementation of the Sustainable Groundwater Management Act and the preparation of a Groundwater Sustainability Plan; the Board authorized legal challenges to the Department of Water Resources' CEQA approval of the WaterFix project and its Validation action to use water bonds to fund the project; 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 several complex assessment appeals involving Genentech and numerous wind farm projects: Shiloh Wind Project II LLC, Shiloh Wind Project III LLC, Shiloh Wind Project IV LLC, Solano 3 Wind LLC and NEE Montezuma II Wind LLC; the regulation of short-term rentals; 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 FY2016/17, the Office's attorneys logged a total of 25,352 billable legal service hours to internal and external clients. However, the FY2017/18 and FY2018/19 direct billable hours are estimated to be less than previous years' totals primarily due

Functional Area Summary

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

to anticipated reduction in the number of hours billed directly to Child Welfare Services (CWS) because of fewer (37%) new cases being filed.

The Office currently provides legal services to all County departments and 28 external clients.

- In FY2016/17, the average annual number of billable legal service hours per attorney was 1,690 hours.
- 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, the law library and Drug Dependency Court documents, and administrative tasks. To assist staff, the Office Supervisor continues to maintain the Bail Bond program.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	3,558,210	4,061,045	4,523,943	462,898	11.4%
TOTAL REVENUES	3,558,210	4,061,045	4,523,943	462,898	11.4%
APPROPRIATIONS					
LEGAL SERVICES	4,222,371	4,504,035	4,764,756	260,721	5.8%
TOTAL APPROPRIATIONS	4,222,371	4,504,035	4,764,756	260,721	5.8%
NET COUNTY COST					
LEGAL SERVICES	664,161	442,990	240,813	(202,177)	(45.6%)
NET COUNTY COST	664,161	442,990	240,813	(202,177)	(45.6%)
STAFFING					
LEGAL SERVICES	19.75	20	20	0	0.0%
TOTAL STAFFING	19.75	20	20	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$462,898 or 11.4% in revenues and an increase of \$260,721 or 5.8% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$202,177 or 45.6%.

Primary Funding Sources

The primary funding source for the Office are charges for legal services provided to County departments that are reimbursed through the Countywide Cost Allocation Plan, 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. 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 FY2018/19 Recommended Budget includes a \$462,898 or 11.4% net increase in revenues primarily due to an increase of \$655,898 in Countywide Administrative Overhead charges, offset by decreases of \$175,900 in legal services provided primarily to H&SS for child protection services and \$15,000 in legal services direct-billed to outside agencies.

**Dennis Bunting, County Counsel
General Counsel**

Primary Costs

The FY2018/19 Recommended Budget includes a \$260,721 or 5.8% net increase in appropriations when compared to the FY2017/18 Adopted Budget, primarily due to increases of \$326,687 in salaries and benefits costs and \$18,773 in central data processing charges; offset by an \$81,337 reduction in pension obligation bond costs.

Contracts

None requiring Board action.

Fixed Assets

None.

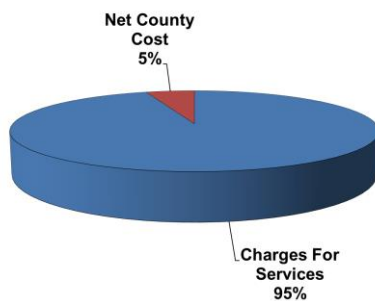
DEPARTMENT COMMENTS

In addition to providing legal representation to all County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office currently provides legal representation to 28 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.

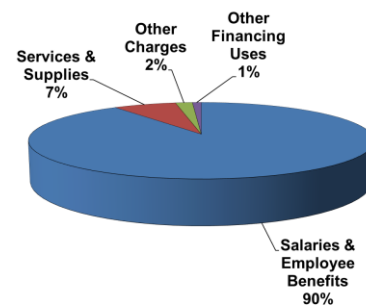
There is an expected decrease in revenue of \$175,900 or 27.7% for Interfund legal services. This is primarily attributed to the reduced number of hours billed directly to Child Welfare Services (CWS) because of fewer (37%) new cases being filed. The reduced hours from CWS are absorbed by other internal and external agencies requiring legal services.

The Productive Hourly Rate (PHR) recommended amount is \$190 per hour. The increase in the PHR is primarily due to the increases in salaries and benefits, as previously discussed, and increases in expenses external to the Department. These increases in expenses include the functional costs of the central data processing services and property insurance, which increased by 18% and 28%, respectively. Any approved increases in fees help to offset changes in the direct billed revenue.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

1400 – Fund 001-County Counsel

Dennis Bunting, County Counsel
General Counsel

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	3,558,125	4,061,045	4,523,943	462,898	11.4%
MISC REVENUE	85	0	0	0	0.0%
TOTAL REVENUES	3,558,210	4,061,045	4,523,943	462,898	11.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,800,647	3,970,549	4,297,236	326,687	8.2%
SERVICES AND SUPPLIES	235,413	306,428	328,693	22,265	7.3%
OTHER CHARGES	53,260	89,353	88,859	(494)	(0.6%)
OTHER FINANCING USES	129,785	127,905	46,568	(81,337)	(63.6%)
INTRA-FUND TRANSFERS	3,267	9,800	3,400	(6,400)	(65.3%)
TOTAL APPROPRIATIONS	4,222,371	4,504,035	4,764,756	260,721	5.8%
NET COUNTY COST	664,161	442,990	240,813	(202,177)	(45.6%)

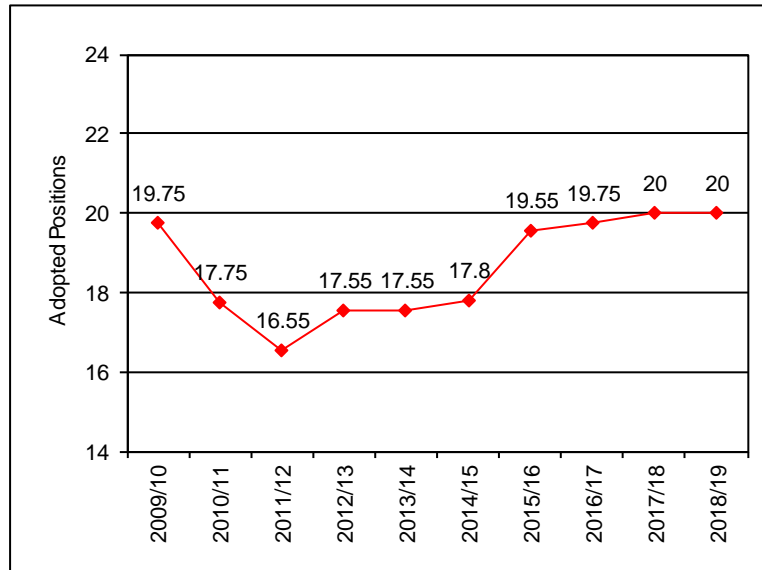
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

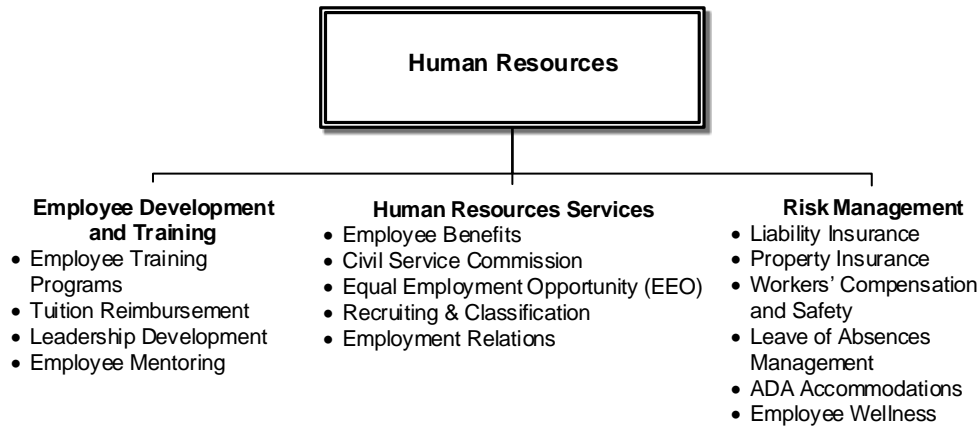
STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Marc Fox, Director of Human Resources
Personnel



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:

FY2017/18 Midyear Projection:	3,963,718
FY2018/19 Recommended:	3,988,137
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

Accomplishments:

- Negotiated 18 successor collective bargaining agreements.
- Negotiated and implemented a comprehensive information technology classification study.
- Amended and/or created 16 classification specifications covered under the Civil Service System and 4 classification specifications exempted from the Civil Service System.
- Expanded recruitment outreach efforts through Careers in Government's diversity program.
- Increased social media followers to over 4,700 through Solano County Jobs' Facebook page.
- Participated in eight job fairs promoting employment opportunities with Solano County.

Functional Area Summary

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

WORKLOAD INDICATORS

During the period July 1, 2017 – February 28, 2018, the Department of Human Resources:

- Reviewed 5,334 job applications compared to 8,943 during that same period in FY2016/17.
- Opened 125 recruitments compared to 139 in FY2016/17.
- Processed 370 requisitions to fill vacancies compared to 434 during the same period in FY2016/17.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	3,408,748	4,149,439	4,178,945	29,506	0.7%
TOTAL REVENUES	3,408,748	4,149,439	4,178,945	29,506	0.7%
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	3,435,871	4,119,493	3,988,137	(131,356)	(3.2%)
TOTAL APPROPRIATIONS	3,435,871	4,119,493	3,988,137	(131,356)	(3.2%)
NET COUNTY COST					
HUMAN RESOURCES SERVICES	27,123	(29,946)	(190,808)	(160,862)	537.2%
NET COUNTY COST	27,123	(29,946)	(190,808)	(160,862)	537.2%
STAFFING					
HUMAN RESOURCES SERVICES	19	20	20	0	0.0%
TOTAL STAFFING	19	20	20	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$29,506 or 0.7% in revenues and a decrease of \$131,356 or 3.2% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, Net County Cost decreased by \$160,862 or 537.2%.

Primary Funding Sources

The primary funding source for the Department of Human Resources (HR) is Countywide Administrative Overhead of \$4,061,545 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 Administrative Overhead revenue for the HR Director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan providers.

The FY2018/19 Recommended Budget includes a \$29,506 or 0.7% net increase in revenues primarily due to the following:

- Countywide Administrative Overhead reflects an increase of \$27,506.
- Departmental Administrative Overhead reflects an increase of \$2,000.

Primary Costs

The FY2018/19 Recommended Budget includes a \$131,356 or 3.2% net decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase by \$124,657. This is primarily resulting from increases in salaries and benefits costs, including merit increases.
- Services and Supplies reflect a decrease of \$201,888 or 18.4% primarily due to increases of \$30,216 in liability insurance, \$29,699 in central data processing services, and offset by a decrease of \$252,250 in other professional services.

**Marc Fox, Director of Human Resources
Personnel**

- Other Financing Uses reflect a decrease of \$53,099 due to a reduction in the pension obligation bond rate.

Contracts

The FY2018/19 Recommended Budget includes the following contracts:

- \$120,000 for CalPERS health administration fees.
- \$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 labor relations negotiation services.
- \$50,000 for Equal Employment Opportunity (EEO) investigation services.
- \$50,000 for classification studies.
- \$45,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
- \$35,000 for document imaging fees and special projects.
- \$30,000 for ongoing review of the County's Internal Revenue Code (IRC) deferred compensation plans, which includes the IRC 457, IRC 401 and Retirement Health Savings accounts.
- \$22,500 for an actuarial study of the County's Other Post-Employment Benefits (OPEB) liability.
- \$8,500 for PARS actuarial study.

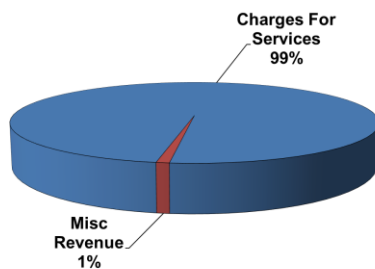
Fixed Assets

None.

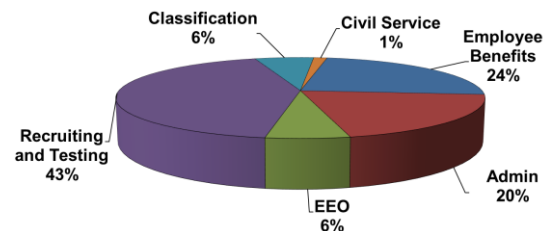
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	3,354,838	4,109,039	4,138,545	29,506	0.7%
MISC REVENUE	53,910	40,400	40,400	0	0.0%
TOTAL REVENUES	3,408,748	4,149,439	4,178,945	29,506	0.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,549,803	2,826,836	2,951,493	124,657	4.4%
SERVICES AND SUPPLIES	736,142	1,096,975	895,087	(201,888)	(18.4%)
OTHER CHARGES	60,283	101,874	100,998	(876)	(0.9%)
OTHER FINANCING USES	79,609	83,158	30,059	(53,099)	(63.9%)
INTRA-FUND TRANSFERS	10,034	10,650	10,500	(150)	(1.4%)
TOTAL APPROPRIATIONS	3,435,871	4,119,493	3,988,137	(131,356)	(3.2%)
NET COUNTY COST	27,123	(29,946)	(190,808)	(160,862)	537.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

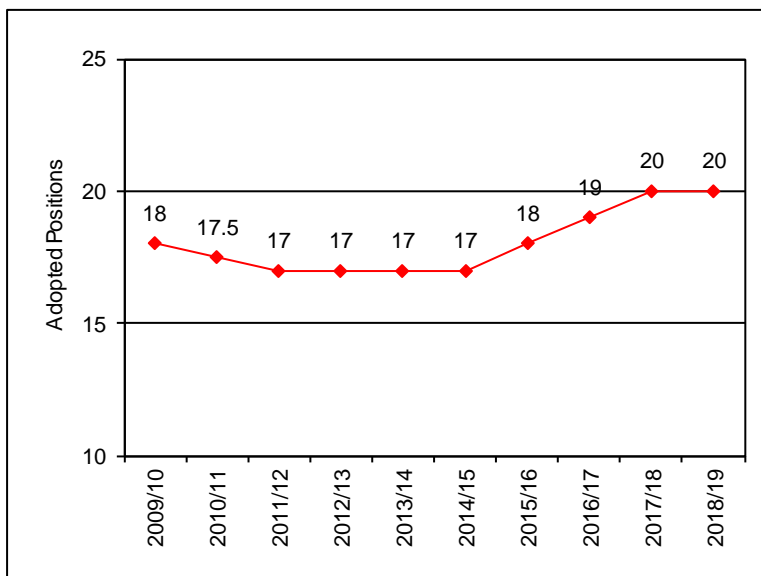
None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2017/18 Budget are provided below:

- On March 13, 2018, 1.0 FTE Limited-Term Human Resources Assistant was extended through June 30, 2019.

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 45.11 years of age), and a vacancy rate during the period of July 1, 2017 and February 28, 2018 that has ranged between 7.89% and 8.51%, recruiting, retaining and developing the next generation of County employees will continue to play a critical role in successfully achieving the County's mission. 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

**Marc Fox, Director of Human Resources
Personnel**

where the unemployment rate is 4.1% which suggests that we have reached full employment. Consequently, it will be incumbent upon us to continue to expand our recruitment presence using social media avenues.

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.

The Department will begin negotiating all 19 successor collective bargaining agreements in FY2018/19.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOPMENT & TRAINING	458,102	580,754	660,923	80,169	13.8%
1830 RISK MANAGEMENT	15,365,745	15,086,189	19,525,713	4,439,524	29.4%
APPROPRIATIONS					
1103 EMPLOYEE DEVELOPMENT & TRAINING	572,125	760,311	643,114	(117,197)	(15.4%)
1830 RISK MANAGEMENT	15,770,535	16,923,186	19,726,101	2,802,915	16.6%
NET CHANGE					
1103 EMPLOYEE DEVELOPMENT & TRAINING	114,023	179,557	(17,809)	(197,366)	(109.9%)
1830 RISK MANAGEMENT	404,790	1,836,997	200,388	(1,636,609)	(89.1%)

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

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

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:

FY2017/18 Midyear Projection:	664,186
FY2018/19 Recommended:	643,114
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	3

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- The following training classes were offered during the second year of participation in the Center for Staff Development Training Consortium:
 - Shifting to a Manager's Mindset
 - Improving Productivity
 - Building a Cohesive Team
- Partnered with Managed Health Network (MHN) to provide trainings on Creating a Respectful Work Environment, Effective Workplace Communication, Compassion Fatigue, Intergenerational Communication in the Workplace, Readiness for Change, Managing Personal Finances, and Managing Change.
- Hosted 11th Annual Education Fair for County employees.
- Coordinated and sponsored 5th cohort of County employees through the Solano County Leadership Academy with University of California, Davis.
- Implemented and provided Myers-Briggs Type Indicator (MBTI) Personality Preference Assessments to Supervisors and Managers to improve their conflict resolution, communication, decision making, and leadership skills.
- Provided countywide internship opportunities for two foster youth through A First Place for Youth and for 12 college interns working in various County departments.

WORKLOAD INDICATORS

- 6,070 County training session spaces were occupied by employees from July 1, 2017 through February 28, 2018, compared to 5,049 employees during that same period in FY2016/17.
- Offered 131 professional development/training classes, excluding County-mandated sessions, to County employees compared to 108 classes last fiscal year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$80,169 or 13.8% in revenues and a decrease of \$117,197 or 15.4% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, Net County Cost decreased by \$197,366 or 109.9%.

Primary Funding Source

The primary funding source for this Division is Charges for Services, which includes Countywide Administrative Overhead of \$655,923 for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Training Division in the Human Resources Department.

The FY2018/19 Recommended Budget includes an \$80,169 or 13.8% net increase in revenues primarily due to an increase in Countywide Administrative Overhead reimbursement.

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

Marc Fox, Director of Human Resources
Legislative & Administration

Primary Costs

The FY2018/19 Recommended Budget includes a \$117,197 or 15.4% net decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect a decrease of \$51,122 or 10.4% primarily resulting from decreases for extra-help wages for the County-sponsored paid internship program as interns worked fewer hours per week than anticipated and less college interns were requested by departments, and partially offset by increases resulting from merit and salary/benefit cost increases.
- Services and Supplies reflect a decrease of \$60,000 or 24.5% primarily due to reductions of \$18,700 for computer refreshes as there are fewer computers in the Computer Training room requiring replacement per the County's Computer Refresh Policy; \$7,500 in consulting/professional services; \$41,500 in education/training as the Solano Leadership Academy has been offered every other fiscal year; and offset by increases of \$4,132 in central data processing services and \$5,000 for employee tuition reimbursement.
- Other Financing Uses reflect a decrease of \$6,327 due to a reduction in the pension obligation bond rate.

Contracts

None requiring Board action.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	458,102	580,754	660,923	80,169	13.8%
TOTAL REVENUES	458,102	580,754	660,923	80,169	13.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	412,951	492,880	441,758	(51,122)	(10.4%)
SERVICES AND SUPPLIES	137,879	244,480	184,480	(60,000)	(24.5%)
OTHER CHARGES	8,259	10,875	11,127	252	2.3%
OTHER FINANCING USES	10,320	9,976	3,649	(6,327)	(63.4%)
INTRA-FUND TRANSFERS	2,715	2,100	2,100	0	0.0%
TOTAL APPROPRIATIONS	572,125	760,311	643,114	(117,197)	(15.4%)
NET COUNTY COST	114,023	179,557	(17,809)	(197,366)	(109.9%)

STAFFING					
EMPLOYEE DEV. & TRAINING	2	3	3	0	0.0%
TOTAL STAFFING	2	3	3	0	0.0%

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

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

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 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 internships assignments to offer youth and college students the opportunity to gain County work experience. The average assignment allows individuals 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:

FY2017/18 Midyear Projection:	17,687,430
FY2018/19 Recommended:	19,726,101
County General Fund Contribution:	1,000,000
Percent County General Fund Supported:	5.1%
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 program provides unemployment insurance coverage for all County employees on a self-insured basis.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments:

- Solano County received the "Healthy Workplace Achievement" recognition in 2017 from the American Heart Association.
- Solano County was selected as one of five overall winners of Kaiser Permanente's new "Wellness Ambassador" 2018 awards program from 1,400 CalPERS accounts to recognize those who have distinguished themselves in workforce health and to acknowledge exemplary efforts to support and enhance employee wellbeing.
- Implemented an "Ergo Express" program to provide a streamlined ergonomic tune-up of workstations aimed at preventing workplace injuries.
- Formed a County work group to review County workplace safety and exposures due to the changed landscape of marijuana legalization.
- Created and implemented performance objectives and goals for the County's third-party administrator for the workers' compensation claims to reduce claims costs.

WORKLOAD INDICATORS

During the period July 1, 2017 – February 28, 2018:

- The number of reported workers' compensation claims was 245 compared to 204 during the same period in FY2016/17. Of the claims filed, 35 claims were smoke exposures due to the October 2017 fires.
- Closed 229 workers' compensation claims as compared to 183 during the same period in FY2016/17.
- Processed 1,738 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 1,577 in FY2016/17.
- Completed 98 ergonomic evaluations of employee workspaces compared to 129 in FY2016/17. Ergo Express evaluations were introduced in FY2017/18 and 261 ergo express evaluations have been completed. Increased online access to self-evaluate workstations and training has also been provided.
- The Wellness Program conducted 4 wellness campaigns with digital challenges and 3 wellness event series held at multiple locations throughout this period.
- Employee fitness meet-ups were coordinated by the Wellness Program and Department Wellness Ambassadors. Currently, 15 weekly sessions are available in various departments around the County. In addition, 2 weekly, fee-based fitness classes are available.
- Completed 245 ADA interactive meetings compared to 140 in last fiscal year. A majority of these are related to workers' compensation claims and the return-to-work process.
- Coordinated 107 pre-appointment physicals compared to 163 in the prior fiscal year.
- 1,514 vaccines administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,186 in the prior year comparable period.
- 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 of \$19,726,101 represents an increase of \$4,439,524 or 29.4% in revenues and an increase of \$2,802,915 or 16.6% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, use of Fund Balance decreased by \$1,636,609 or 89.1%.

1821 Administration

Primary Funding Source

The Administration Division is funded through intrafund transfers of \$1,255,912 to the Risk Management operating divisions. These charges are estimated to increase by \$82,415 or 7% when compared to FY2017/18 Adopted Budget.

Primary Costs

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$620,582, a projected increase of \$44,034 primarily due to increases in salaries and benefits costs, and workers' compensation charges.
- Services and Supplies of \$192,967 reflects a projected decrease of \$7,088 primarily due to reductions of \$3,330 in Memberships for the County's membership with CSAC as well as other risk management-related professional organizations, \$2,000 for computer refreshes, \$3,391 for professional services, \$5,346 for software maintenance/support and offset by an increase of \$7,423 in central data processing services.

Summary of Other Administered Budgets

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

- Other Charges of \$436,330 are projected to increase by \$59,392 primarily due to an increase of \$54,237 in Countywide Administrative Overhead charges and \$2,000 in departmental Administrative Overhead from the Department of Human Resources for the Director's time.
- Other Financing Uses are projected to decrease \$10,923 due to a reduction in the pension obligation rate.

Contracts

None requiring Board Action.

Fixed Assets

None.

1822 Liability

The Recommended Budget of \$5,289,608 represents an increase of \$92,805 or 1.8% in revenues and a decrease of \$191,910 or 3.5% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, use of Fund Balance decreased by \$284,715 or 100%.

Primary Funding Sources

The primary funding source for the Liability Division is \$5,068,108 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$96,305 or 1.9% when compared to the FY2017/18 Adopted Budget.

Miscellaneous/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. Other Financing Sources reflects a \$1,000,000 Transfers-In from the County General Fund for unanticipated litigation exposures during the fiscal year.

Primary Costs

The primary costs for the Liability Division are:

- Insurance – Other of \$3,425,500 reflects a decrease of \$160,057 or 4.5% due to a decrease in the preliminary insurance rates received from CSAC Excess Insurance Authority which include:
 - Primary Liability Insurance of \$698,000
 - Excess Liability Insurance of \$2,703,000
 - Pollution Program Insurance of \$13,400
 - Cyber Liability of \$7,100
 - Special Liability Insurance Program of \$4,000
- Insurance Claims of \$300,000 for primary liability insurance payments under the \$10,000 deductible limit is \$91,581 or 23.4% lower than last fiscal year.
- Malpractice Insurance of \$220,000 reflects no change when compared to last fiscal year.
- Non-Covered Liability Claims of \$1,500,000, for claims that are not covered by the Primary General Liability Program, increased by \$1,007,485.

Contracts

None requiring Board action.

Fixed Assets

None.

1823 Workers' Compensation and Safety

Primary Funding Source

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 increase by \$2,848,923 or 34.7% when compared to last fiscal year for a total recovery in FY2018/19 of \$11,069,000.

Primary Costs

The primary costs for Workers' Compensation and Safety Division are:

- Insurance – Other of \$2,778,000 reflects a decrease of \$153,000 or 5.2% due to a decrease in the preliminary insurance rates received from CSAC Excess Insurance Authority. Included are:
 - Excess Workers' Compensation Insurance of \$2,528,000
 - Department of Industrial Relations of \$250,000
- Insurance Claims of \$6,612,041 reflect an increase of \$1,769,883 or 36.6% due to higher anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$779,468 in contracts reflect a decrease of \$6,898.

Contracts

The Recommended Budget includes a total of \$779,468 in contracted services which include the following significant contracts:

- \$434,468 for Workers' Compensation third party claims administration fees.
- \$135,000 Occu-Med contract.
- \$170,000 with Department of Health & Social Services for Occupational Health medical-related services.

Fixed Assets

None.

1824 Property

Primary Funding Source

The primary funding source for the Property Insurance Division is \$1,838,996 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$411,091 or 28.8% when compared to last fiscal year. For FY2018/19, the Department will use \$107,270 less in Fund Balance to offset the cost of property insurance for departments.

Primary Costs

The primary costs for the Property are:

- Insurance – Other of \$1,785,200 reflects an increase of \$273,700 or 18.1% due to higher projected insurance rates for the following programs:
 - Property Insurance of \$1,760,100
 - Bond Insurance of \$18,100
 - Airport Liability Insurance of \$3,800
 - Watercraft Insurance of \$3,200
- Insurance Claims of \$125,000 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 is increased by \$25,000 when compared to FY2017/18.

Summary of Other Administered Budgets

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

Contracts

None.

Fixed Assets

None.

1825 Unemployment

Primary Funding Source

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 \$62,705 when compared to last fiscal year. For FY2018/19 the Department will use \$35,701 less in Fund Balance to offset the cost of unemployment insurance for departments.

Primary Costs

The primary costs for the Unemployment Division are Insurance Claims of \$208,202 and are projected to increase by \$22,883.

Contracts

None requiring Board action.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	154,807	106,500	127,000	20,500	19.2%
CHARGES FOR SERVICES	14,838,550	14,759,689	18,178,713	3,419,024	23.2%
MISC REVENUE	372,388	220,000	220,000	0	0.0%
OTHER FINANCING SOURCES	0	0	1,000,000	1,000,000	0.0%
TOTAL REVENUES	15,365,745	15,086,189	19,525,713	4,439,524	29.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,016,411	1,059,705	1,146,959	87,254	8.2%
SERVICES AND SUPPLIES	13,943,349	14,959,228	16,631,303	1,672,075	11.2%
OTHER CHARGES	778,583	872,453	1,936,330	1,063,877	121.9%
OTHER FINANCING USES	32,194	31,800	11,509	(20,291)	(63.8%)
TOTAL APPROPRIATIONS	15,770,535	16,923,186	19,726,101	2,802,915	16.6%
NET GAIN(LOSS)	(404,790)	(1,836,997)	(200,388)	1,636,609	(89.1%)
STAFFING					
RISK MANAGEMENT	7.7	7.7	7.7	0	0.0%
TOTAL STAFFING	7.7	7.7	7.7	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

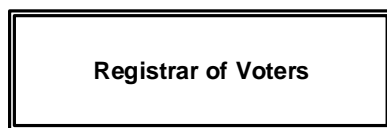
None.

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:

FY2017/18 Midyear Projection:	4,159,445
FY2018/19 Recommended:	4,559,098
County General Fund Contribution:	3,656,098
Percent County General Fund Supported:	80.2%
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

- 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. Our role was pivotal in coordinating a third state-wide mock election to ensure the system can administer new legislative requirements and minimizing voter fraud in the 2018 June Primary election.
- Incurred election cost savings by contracting with a new print vendor for cost and production time savings.
- Through business process changes, reported a 20% increase in registered voters throughout the year with minimal operational expenses.
- Continued outreach to community partners in disseminating the election process and providing education on services offered by our office to ensure voters' needs for accessibility and alternative language requirements are being met in preparation for new requirements in future elections.
- The current schedule of elections provides for large gaps of time where community partners are not involved with our operation. This gap has made for difficulties in recruitment of polling locations causing more voters to be moved to a new location compared to previous election cycles. The ROV emphasizes this during outreach and tries to work more closely with these organizations throughout the off-election years.

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

Functional Area Summary

- Successfully implemented many new processes to meet legal requirements for registering underage voters, Conditional Voter Registration and automatic registration through the Department of Motor Vehicle.
- 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.
 - Process voters through the new Motor Voter program which continues to increase voter registrations by 10-15% for each election.
- Anticipate a successfully conducted 2018 Statewide Primary election increasing staff efficiencies in Vote by Mail processing, voter registration processing, poll worker recruitment, and poll place operations.

WORKLOAD INDICATORS

- ROV staff processed a total of 83,522 voter file transactions in FY2017/18. This represents an overall voter registration increase of 8,928 new registered voters. The 4.1% increase in registrations during the fiscal year were handled primarily through the online voter registration system (6,360 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, Vote By Mail (VBM) turnout continues at a high level and comprises a significant portion of the work for the ROV office. Approximately 68% of all voters are permanent VBM voters, and typically 75% of the voters 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. The ROV continues to receive 25% of the VBM returns on election day and has implemented procedures to process most of them on election night.
- ROV has implemented a significant number of legislative changes, modifying election processing. These changes along with cross-training of staff have required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative desires. The ROV staff has been involved with three internal test elections and one coordinated state-wide mock election in addition to the scheduled June Primary Election.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	1,605,369	32,600	903,000	870,400	2669.9%
TOTAL REVENUES	1,605,369	32,600	903,000	870,400	2669.9%
APPROPRIATIONS					
ELECTIONS	4,456,080	4,130,500	4,559,098	428,598	10.4%
TOTAL APPROPRIATIONS	4,456,080	4,130,500	4,559,098	428,598	10.4%
NET COUNTY COST					
ELECTIONS	2,850,711	4,097,900	3,656,098	(441,802)	(10.8%)
NET COUNTY COST	2,850,711	4,097,900	3,656,098	(441,802)	(10.8%)
STAFFING					
ELECTIONS	9	9	9	0	0.0%
TOTAL STAFFING	9	9	9	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$870,400 or 2,669.9% in revenues and an increase of \$428,598 or 10.4% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$441,802 or 10.8%.

Primary Funding Sources

The primary funding source for the Department is General Fund, which comprises of \$3,656,098 or 80.2% of the Recommended Budget.

The FY2018/19 Recommended Budget includes a \$870,400 or 2,669.9% net increase in revenues. 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, which is the case in the FY2017/18 Primary election. In FY2018/19 there is one scheduled election, the November 2018 General Election, where costs of conducting elections are reimbursable by cities, school districts and special districts. Revenue for election services includes \$880,000 for election reimbursements and \$20,000 for State grants.

Primary Costs

The FY2018/19 Recommended Budget of \$4,559,098 includes a \$428,598 or 10.4% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$178,820 or 12.4% as a result of increases in salary and employee benefit costs and increased use of Extra Help for the anticipated high-turnout during the November 2018 General Election and required State changes in voting process.
- Services and Supplies reflect an increase of \$212,285 or 10.0% primarily due to anticipation of needs for the 2018 Gubernatorial General
- Other Charges reflect an increase of \$101,620 or 21.7% primarily due to an increase in Countywide Administration Overhead.

Contracts

The FY2018/19 Recommended Budget includes a total of \$299,959 or 12.8% in contracted services and other professional services which includes the following significant contracts:

- \$100,000 for drayage.
- \$70,780 for poll worker management system and online training.
- \$35,000 for ballot access application for military/overseas voters.

Fixed Assets

None.

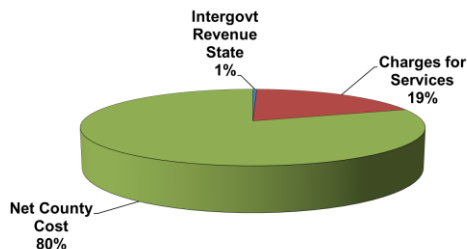
DEPARTMENT COMMENTS

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

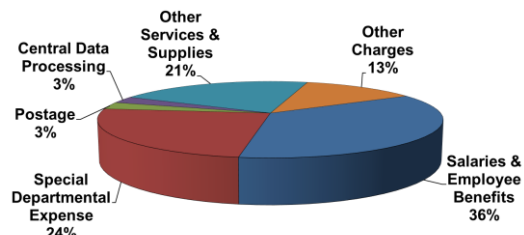
The ROV also continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will continue to evaluate "low performing" polling places and utilization of County owned facilities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

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



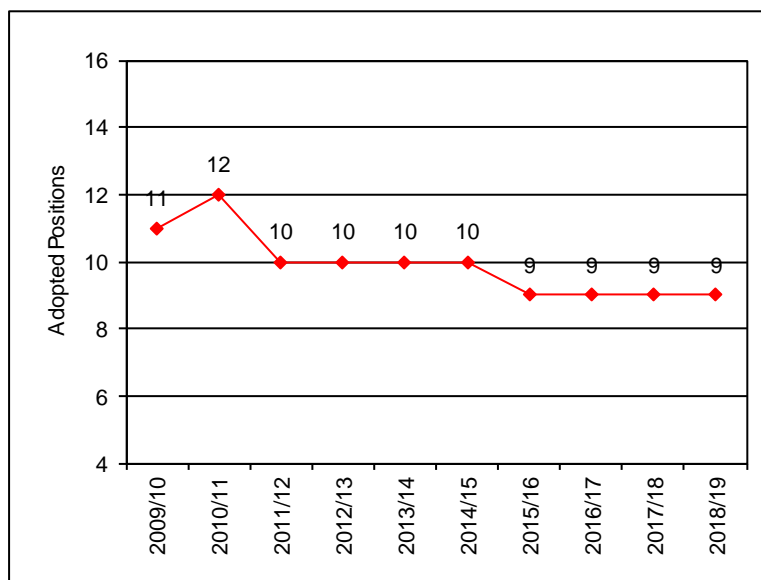
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	234,055	5,600	20,000	14,400	257.1%
INTERGOVERNMENTAL REV FEDERAL	12,207	0	0	0	0.0%
CHARGES FOR SERVICES	1,353,907	27,000	883,000	856,000	3170.4%
MISC REVENUE	5,200	0	0	0	0.0%
TOTAL REVENUES	1,605,369	32,600	903,000	870,400	2669.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,487,173	1,441,966	1,620,786	178,820	12.4%
SERVICES AND SUPPLIES	2,483,030	2,122,351	2,334,636	212,285	10.0%
OTHER CHARGES	367,468	467,398	569,018	101,620	21.7%
F/A EQUIPMENT	7,114	23,000	0	(23,000)	(100.0%)
OTHER FINANCING USES	33,530	32,785	11,658	(21,127)	(64.4%)
INTRA-FUND TRANSFERS	77,764	43,000	23,000	(20,000)	(46.5%)
TOTAL APPROPRIATIONS	4,456,080	4,130,500	4,559,098	428,598	10.4%
NET COUNTY COST	2,850,711	4,097,900	3,656,098	(441,802)	(10.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

There is a \$441,802 decrease in Net County Cost when compared to the FY2017/18 Adopted Budget. Having the Gubernatorial General election consolidated with all municipalities, school and special districts in the fiscal year results in an increase in revenue. The Department continues to implement automation projects which will continue to decrease ROV expenses.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

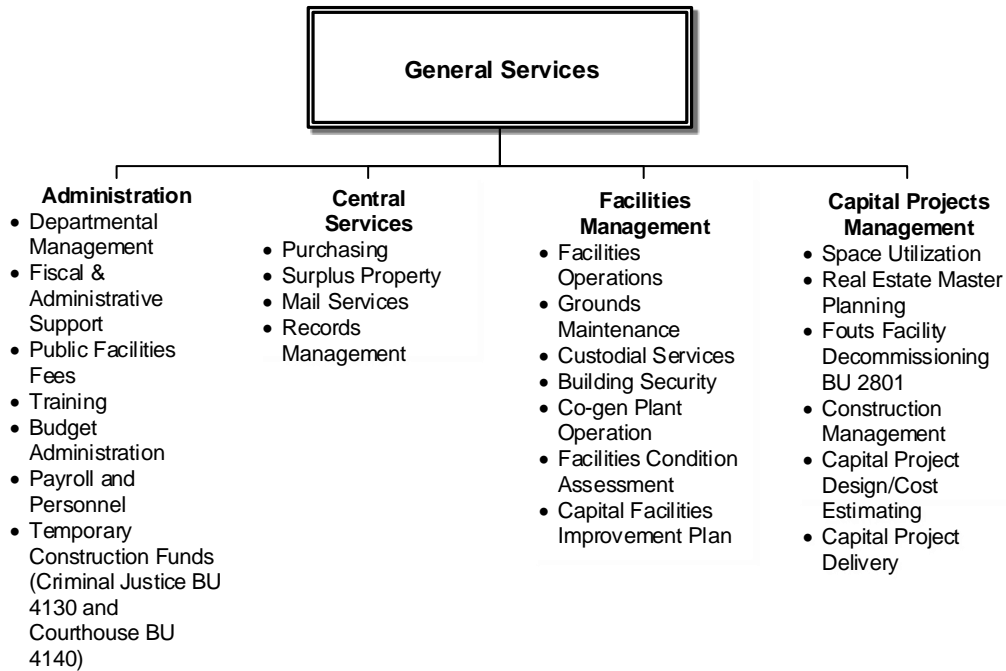
STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

In addition to the major changes the ROV implemented in 2018, counties will have the choice of adopting a new model of voting in 2020 elections and beyond. The new model called "Voters Choice" requires mailing all voters a ballot and allowing them to choose to return it by mail or vote in-person at one of 25 "vote centers" around the County. The "Vote Centers" would replace the existing 100 polling places but would require all services provided by the ROV. This new model has substantial start-up costs and is operationally quite different from existing election administration models. There is a potential for matching grant funding by the state. This change would also require technology for connections at polling places to be upgraded to allow for voter registration at all vote centers. With this change, we anticipate that California will be conducting elections that include sending a vote by mail ballot to all voters, increasing our VBM workload significantly.

These 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's needs.

Michael J. Lango, Director of General Services

Other General



DEPARTMENTAL PURPOSE

The purpose of the Department of General Services is 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:

FY2017/18 Midyear Projection:	19,137,099
FY2018/19 Recommended:	20,404,657
County General Fund Contribution:	2,253,152
Percent County General Fund Supported:	11.0%
Total Employees (FTEs):	88

FUNCTION AND RESPONSIBILITIES

Administration

Sets and administers 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, central records storage, and support to the County Historical Records Commission.

Facilities Operations

• Building Maintenance

Provides a comprehensive facilities operations and management program including project support services, HVAC, electrical, life safety, building security services, and plumbing systems maintenance for the counties over 2 million sq. ft. buildings and associated grounds including parking lots. Facilities Operations also oversees the County's energy management functions, which include operating and maintaining a cogeneration plant, solar arrays, monitoring of utility usage, and developing and implementing utility efficiency measures and projects.

- **Grounds Maintenance**

Provides a comprehensive landscaping program to include maintaining turf, shrubs, trees, gardens, irrigation systems and weed/litter control on county owned property.

- **Custodial Services**

Provides a comprehensive custodial program to include daily cleaning, floor and carpet care, window washing, floor restoration, recycling, and procurement of sanitary products for county owned facilities.

Capital Projects Management

Leads capital improvement planning, development, and facility renewal of new and existing County facilities by providing comprehensive project management services. Capital Projects funding is included in Accumulated Capital Outlay (BU 1700).

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Implement a new Computerized Maintenance Management System to include training for requestors, users, and administrators. Develop standardized workflow practices and integration of handheld technology to optimize the new system and improve labor reporting efficiencies and increase productivity. Develop Key Performance Indicators to measure operational effectiveness. (Facilities Management)
- As Solano County continues to expand the square footage of building space it maintains, the Department of General Services, Facilities and Custodial divisions, are reviewing staffing models to maintain the growing space, including the associated ground work and parking lot maintenance. (Facilities Management)
- Implement a robust preventive maintenance program to extend the lifecycle of building infrastructure reducing downtime, failures, and costs associated with reacting to emergencies. (Facilities Management)

Accomplishments:

- Updated the Department's Policies to reflect current department programs and strategic plans. (*Administration*)
- Identified priority Capital Renewal projects recommended for funding in FY2018/19 based on findings from the 2016 Facility Condition Assessment of County buildings consistent with the Board of Supervisor's direction to maintain County real estate assets in good condition over time. (*Capital Projects Management*)
- Initiated construction of the SB 1022 Sheriff Classroom/Vocational Training facility. (*Capital Projects Management*)
- Increased use of the Cal Card procurement card by 5%, with annual expenditures of \$1,960,202, resulting in rebates of \$26,388 deposited into the County General Fund. (*Central Services*)
- Updated the County Purchasing and Contracting Policy Manual. (*Central Services*)
- Conducted Countywide training on Personal Property Surplus and Mail Services policies and procedures to improve efficiencies and effectiveness of operations. (*Central Services*)
- Continue work on managing records and historical records including updating and developing policies, procedures, and an action plan for the preservation of County historical records. (*Central Services*)
- Completed installation of 201 flow plumbing fixtures in 13 county owned facilities to reduce water consumption. The project was executed in conjunction with local water purveyors at no cost to the County. (*Facilities Management*)
- Completed audit of the 2014 Napa Earthquake repairs and provided the Federal Emergency Management Agency (FEMA) with all required support documentation necessary for reimbursement. (*Facilities Management*)

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

WORKLOAD INDICATORSAdministration

- Responsible for the oversight and fiscal management of 14 departmental budgets, totaling approximately \$100 million. These departmental budgets include 121 individual budgets requiring direct oversight and fiscal management.
- Processed over 11,000 invoices totaling over \$22 million in payments and tracked 505 departmental purchase orders. Responsible for tracking 125 Countywide utility accounts (52 Gas/Electric, 17 Garbage & 56 Water).
- From March 2017 through February 2018 processed 213 personnel actions, audited 85 employees time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 277 mandated trainings for over 100 employees.
- Managed cost accounting and financial reporting associated with over 75 capital projects in FY2017/18 with a value of approximately \$43.6 million.

Central Services

- Processed 1,095 purchase orders and processed 50 bids and RFPs from March 1, 2017 through February 2018.
- Provided oversight and support for County records storage services to ensure appropriate retention period in accordance with County retention schedules and policies.
- Completed 355 County surplus property moves in FY2016/17
- Processed 129 equipment movement reports.
- Administered and managed 7 County-Wide contracts for various services used by County departments.
- Processed and metered 912,794 individual pieces of USPS mail.
- Conducted 1,304 surplus auctions and recyclable materials, generated \$64,314 in revenues for the General Fund.

Facilities Management

- Completed 8,147 work orders for maintenance and improvements of County facilities.
- Produced over 12,112,000 kilowatt hours of electricity from the County's Cogeneration Plant and 4 Photovoltaic Facilities on County campuses.
- Processed 231 purchase orders for services and supplies in support of Facilities Management.
- Processed over 2,056 invoices for payments pertaining to facilities services, supplies, and equipment.

Capital Projects Management

- Managed over 75 design, planning, and construction projects with a total value of \$43.6 million in FY2017/18.
- Processed and reviewed over 500 furniture/work station requests including add, move and changes for County departments.
- Maintained space utilization and document databases for 2.5 million square feet of County facilities.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	976,968	1,023,729	1,084,219	60,490	5.9%
CAPITAL PROJECTS MANAGEMENT	1,146,567	1,721,700	1,662,651	(59,049)	(3.4%)
CENTRAL SERVICES	2,014,563	2,124,770	2,126,284	1,514	0.1%
FACILITIES MAINTENANCE	10,339,107	11,385,057	13,278,351	1,893,294	16.6%
TOTAL REVENUES	14,477,205	16,255,256	18,151,505	1,896,249	11.7%
APPROPRIATIONS					
ADMINISTRATION	1,437,329	1,470,745	1,538,772	68,027	4.6%
CAPITAL PROJECTS MANAGEMENT	1,479,213	2,081,920	1,789,141	(292,779)	(14.1%)
CENTRAL SERVICES	1,639,369	1,975,706	1,982,751	7,045	0.4%
FACILITIES MAINTENANCE	12,068,402	13,479,113	15,093,993	1,614,880	12.0%
TOTAL APPROPRIATIONS	16,624,313	19,007,484	20,404,657	1,397,173	7.4%
NET COUNTY COST					
ADMINISTRATION	460,362	447,016	454,553	7,537	1.7%
CAPITAL PROJECTS MANAGEMENT	332,646	360,220	126,490	(233,730)	(64.9%)
CENTRAL SERVICES	(375,195)	(149,064)	(143,533)	5,531	(3.7%)
FACILITIES MAINTENANCE	1,729,295	2,094,056	1,815,642	(278,414)	(13.3%)
NET COUNTY COST	2,147,108	2,752,228	2,253,152	(499,076)	(18.1%)
STAFFING					
ADMINISTRATION	9	9	9	0	0.0%
ARCHITECTURAL SERVICES	6	6	6	0	0.0%
CENTRAL SERVICES	11	11	11	0	0.0%
FACILITIES MAINTENANCE	61	62	62	0	0.0%
TOTAL STAFFING	87	88	88	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,896,249 or 11.7% in revenues and an increase of \$1,397,173 or 7.4% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost is decreased by \$499,076 or 18.1%.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$17,396,707 or 85.3% of the total revenue.

The FY2018/19 Recommended Budget includes a \$1,896,249 or 11.7% net increase in revenues primarily due to a \$2,059,716 or 13.4% increase in Charges for Services resulting from an increase in Countywide Administrative Overhead revenue reimbursement for operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, central purchasing and architectural services.

Primary Costs

The FY2018/19 Recommended Budget includes a \$1,397,173 or 7.4% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$519,560 or 5.3% as a result of increases in salary and employee benefit costs, merit/longevity increases and compensation insurance charged by Risk Management.
- Services and Supplies reflect an increase of \$910,344 or 10.9% due to increases in equipment maintenance for the overhaul of the main engine at Cogeneration plant, building maintenance resulting from the need to for fire suppression

Michael J. Lango, Director of General Services
Other General

system testing and maintenance for all county facilities to achieve regulatory compliance, central data processing, utility costs and software costs primarily for the electronic procurement software to increase procurement efficiencies. These increases are offset by a decrease in Purchases for Resale due to a reduction in postage and small projects materials/service requests.

- Other Charges reflects a decrease of \$95,498 or 10.2% primarily due to a reduction in cost allocation plan charges for the Capital Projects Management Division and CAC Building Charges for all Divisions for the space allocated within the CAC. This is the second year of true-ups for the Capital Projects Management Division since their function was removed from the cost allocation plan and converted to a direct billing model for cost reimbursement. These reductions are partially offset by an increase in Fairfield campus security charges provided by Sheriff's Office which includes increased staffing costs.
- Fixed Assets reflect an increase of \$170,513 or 682.1% attributable to the purchase of equipment such as multidirectional lift with outriggers, utility trailer, battery and charger for \$135,812 which will allow the facilities division to conduct all indoor and outdoor maintenance above 14 feet; a portable reciprocating machinery maintenance analyzer which includes a multiple event encoder; and a work station license and a wireless encoder link for \$59,701 which are necessary to implement an enhanced preventive maintenance program protecting the integrity of the Cogeneration plant by minimizing down time through proactive and predictive planning for timely equipment renewal and replacement to avoid critical failure.
- Other Financing Uses reflects a decrease of \$140,296 or 52.5% due to a reduction in the Pension Obligation bond rate offset by Transfers-Out to Fleet for the purchase of one vehicle for the Facilities Division.

Contracts

The FY2018/19 Recommended Budget includes a total of \$929,442 for contracted services and professional services which include the following significant contracts:

- \$200,000 for hazmat handling, fire suppression system inspection/certification, elevator inspection/certification, Underground storage tank inspection/certification services, Uninterruptible Power Supply testing services
- \$177,000 for field inspection and quality assurance project services.
- \$170,000 for carpet cleaning services.
- \$120,000 for advanced diagnostic and engineering services.
- \$125,000 for palm tree care and maintenance services.
- \$60,000 for window care and maintenance services.
- \$50,000 for building automation systems software assessment.
- \$26,798 for mailing services (presorting of bar code).

Fixed Assets

The FY2018/19 Recommended Budget includes a total of \$195,513 for Fixed Assets which include the following:

- \$135,812 for multidirectional lift for the facilities operations division.
- \$59,701 for portable reciprocating machinery maintenance analyzer for use in the cogeneration plant.

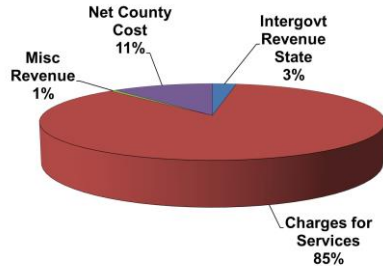
DEPARTMENT COMMENTS

None.

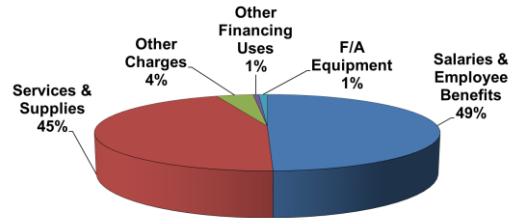
Functional Area Summary

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

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	11,051	13,500	11,844	(1,656)	(12.3%)
INTERGOVERNMENTAL REV STATE	590,589	580,000	536,000	(44,000)	(7.6%)
CHARGES FOR SERVICES	13,582,717	15,336,991	17,396,707	2,059,716	13.4%
MISC REVENUE	219,975	220,098	140,954	(79,144)	(36.0%)
OTHER FINANCING SOURCES	72,873	104,667	66,000	(38,667)	(36.9%)
TOTAL REVENUES	14,477,205	16,255,256	18,151,505	1,896,249	11.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	8,797,255	9,728,741	10,248,301	519,560	5.3%
SERVICES AND SUPPLIES	7,280,115	8,361,620	9,271,964	910,344	10.9%
OTHER CHARGES	608,814	933,376	837,878	(95,498)	(10.2%)
F/A EQUIPMENT	47,041	25,000	195,513	170,513	682.1%
OTHER FINANCING USES	247,295	267,185	126,889	(140,296)	(52.5%)
INTRA-FUND TRANSFERS	(356,208)	(308,438)	(275,888)	32,550	(10.6%)
TOTAL APPROPRIATIONS	16,624,313	19,007,484	20,404,657	1,397,173	7.4%
NET COUNTY COST	2,147,108	2,752,228	2,253,152	(499,076)	(18.1%)

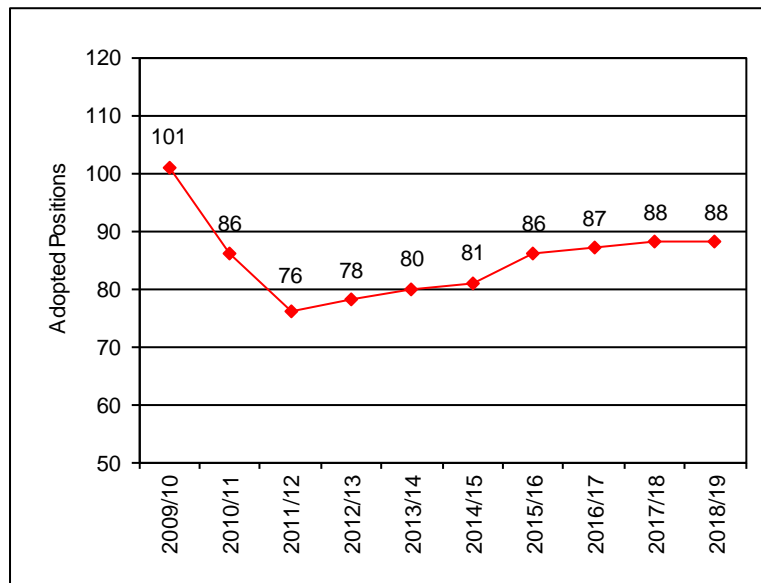
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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.

Summary of Other Administered Budget

1117-General Services
Michael J. Lango, Director of General Services
Other General

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	1,060,410	974,544	1,011,472	36,928	3.8%
3100 FLEET MANAGEMENT	5,117,631	5,076,035	5,478,775	402,740	7.9%
9000 AIRPORT	1,725,341	1,793,354	1,838,513	45,159	2.5%
9010 AIRPORT SPECIAL PROJECTS	802,669	235,459	3,444,250	3,208,791	1362.8%
9050 SPECIAL AVIATION	10,006	10,000	10,000	0	0.0%
2801 FOOTS SPRINGS RANCH	113,373	503,000	503,000	0	0.0%
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	837,183	729,641	920,643	191,002	26.2%
3100 FLEET MANAGEMENT	4,995,400	5,556,475	5,899,798	343,323	6.2%
9000 AIRPORT	1,743,933	1,831,954	1,496,032	(335,922)	(18.3%)
9010 AIRPORT SPECIAL PROJECTS	833,167	253,526	3,504,975	3,251,449	1282.5%
9050 SPECIAL AVIATION	10,000	10,000	10,000	0	0.0%
2801 FOOTS SPRINGS RANCH	747,880	881,707	518,300	(363,407)	(41.2%)
NET CHANGE					
1640 REAL ESTATE SERVICES	(223,227)	(244,903)	(90,829)	154,074	(62.9%)
3100 FLEET MANAGEMENT	(122,231)	480,440	421,023	(59,417)	(12.4%)
9000 AIRPORT	18,592	38,600	(342,481)	(381,081)	(987.3%)
9010 AIRPORT SPECIAL PROJECTS	30,498	18,067	60,725	42,658	236.1%
9050 SPECIAL AVIATION	(6)	0	0	0	0.0%
2801 FOOTS SPRINGS RANCH	634,507	378,707	15,300	(363,407)	(96.0%)

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

DEPARTMENTAL PURPOSE

The Real Estate Services program provides real estate and property management services in support of the County's operational needs and is a part of the General Services Department.

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

Received approximately \$30,000 in one-time General Fund revenues from thirty-six private rental events held at the County Events Center.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$36,928 or 3.8% in revenues and an increase of \$191,002 or 26.2% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost increased by \$154,074 or 62.9%.

Primary Funding Sources

The primary funding source for the Real Estate Services is Building Rental and Leases, which reflects a \$31,561 increase. Garbage franchise revenue also reflects a \$6,702 increase. A net decrease of \$1,335 in Charges for Services is primarily due to decreased billable work for capital projects.

Primary Costs

The FY2018/19 Recommended Budget includes a \$191,002 or 26.2% net increase in appropriations when compared to the FY2017/18 Adopted Budget, primarily due to \$122,253 increase in Countywide Cost Allocation Plan Costs resulting from roll forward adjustments in the Plan for costs attributed to Real Estate Services and a \$66,768 increase in Service and Supplies due to insurance costs charged through Risk Management.

Contracts

None requiring Board action.

Fixed Assets

None.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	154,635	149,815	156,517	6,702	4.5%
REVENUE FROM USE OF MONEY/PROP	855,949	775,965	807,526	31,561	4.1%
CHARGES FOR SERVICES	49,826	48,764	47,429	(1,335)	(2.7%)
TOTAL REVENUES	1,060,410	974,544	1,011,472	36,928	3.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	173,636	178,755	186,717	7,962	4.5%
SERVICES AND SUPPLIES	84,605	111,281	178,049	66,768	60.0%
OTHER CHARGES	582,648	448,011	570,260	122,249	27.3%
OTHER FINANCING USES	5,254	5,291	1,814	(3,477)	(65.7%)
INTRA-FUND TRANSFERS	(8,961)	(13,697)	(16,197)	(2,500)	18.3%
TOTAL APPROPRIATIONS	837,183	729,641	920,643	191,002	26.2%
NET COUNTY COST	(223,227)	(244,903)	(90,829)	154,074	(62.9%)
STAFFING					
REAL ESTATE	1	1	1	0	0.0%
TOTAL STAFFING	1	1	1	0	0.0%

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.

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

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

- Five new hybrid vehicles were purchased in FY2017/18 in addition to the 66 hybrids already in service.
- 92% of gasoline powered vehicles in the County fleet are certified low emission vehicles.
- There are 65 vehicles on replacement plan for FY2018/19, in addition to department requests to add 3 new vehicles to the fleet.

WORKLOAD INDICATORS

- Maintains and services 504 County vehicles including 65 vehicles leased to outside agencies.
- Maintains and services over 125 Department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$402,740 or 7.9% in revenues and an increase of \$343,323 or 6.2% in appropriations when compared to the FY2017/18 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$5,051,199 representing an increase of \$230,699 or 4.8% when compared to the FY2017/18 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery. In FY2018/19, based on an increase in vehicle costs, the Department recommends to draw funds from reserves for the purchase of vehicles under the replacement plan.

Primary Costs

The FY2018/19 Recommended Budget includes \$5,899,798 in appropriations representing a \$343,323 or 6.2% net increase due to the following:

- Salaries and Employee Benefits of \$1,276,922 reflect an increase of \$34,034 or 2.7% due to approved increases in salaries, retirement benefits and health insurance costs.
- Services and Supplies of \$2,014,188 reflects a net decrease of \$48,047 or 2.3% primarily due to reduced telephone services and software purchase costs.
- Other Charges of \$385,379 reflect an increase of \$122,598 or 46.7% primarily due to increased Countywide Administrative Overhead costs.
- Fixed Assets of \$2,173,778 which is expected to increase by \$219,899 or 11.3% due to more vehicles requiring replacement in FY2018/19 based on the replacement schedule and the increased cost of hybrid purchases which are at least 40% more than the non-hybrid vehicles.

Contracts

None requiring Board Action.

Fixed Assets

The FY2018/19 Recommended Budget includes \$2,173,778 for vehicle purchases.

Summary of Other Administered Budgets

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

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	26,574	15,000	20,500	5,500	36.7%
CHARGES FOR SERVICES	4,593,574	4,820,500	5,051,199	230,699	4.8%
MISC REVENUE	101,475	75,569	75,569	0	0.0%
OTHER FINANCING SOURCES	396,008	164,966	191,507	26,541	16.1%
FROM RESERVE	0	0	140,000	140,000	0.0%
TOTAL REVENUES	5,117,631	5,076,035	5,478,775	402,740	7.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,072,115	1,242,888	1,276,922	34,034	2.7%
SERVICES AND SUPPLIES	1,664,445	2,062,235	2,014,188	(48,047)	(2.3%)
OTHER CHARGES	234,951	262,781	385,379	122,598	46.7%
F/A EQUIPMENT	1,991,833	1,953,879	2,173,778	219,899	11.3%
OTHER FINANCING USES	32,056	34,692	49,531	14,839	42.8%
TOTAL APPROPRIATIONS	4,995,400	5,556,475	5,899,798	343,323	6.2%
NET GAIN(LOSS)	122,231	(480,440)	(421,023)	59,417	(12.4%)
STAFFING					
FLEET	10	10	10	0	0.0%
TOTAL STAFFING	10	10	10	0	0.0%

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.

Michael J. Lango, Director of General Services
Public Ways

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

- 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 4-years. The Airport's aircraft tie-down apron is also nearing capacity.
- The Airport is in the process of designing new County rental hangars and office building remodels including renovation of unoccupied offices to provide added business operating space. The airport completed a re-roofing project of the County's Hangar - A building which contains aircraft repair services, car rental services and the future renovated office spaces.
- In coordination with the Federal Aviation Administration (FAA) the Airport updated the Airport Capital Improvement Plan (ACIP) for 2018 - 2023 which identifies 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.

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 135,000 gallons of fuel sold and involving 7,050 customer transactions during FY2016/17. Fuel sales in FY2016/17 generated \$545,745 in Airport operating revenue.
- 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 \$726,972 in capital and air safety improvements in FY2016/17.
- The Airport is further implementing the Airport Business Plan through the marketing of business and aeronautical development properties and opportunities and through development of additional County rental hangars and rental office spaces.
- 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 rent revenue during FY2016/17 in the amount of \$602,155.
- The Airport maintains 301 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 an increase of \$45,159 or 2.5% in revenues and a decrease of 335,922, or 18.3% in appropriations when compared to the FY2017/18 Adopted Budget.

Primary Funding Sources

- Property Tax revenues in the amount of \$398,204 which reflects an increase of \$15,315 or 4% when compared to the FY2017/18 Adopted Budget.

Summary of Other Administered Budgets

9000 – Fund 047-Airport
Michael J. Lango, Director of General Services
Public Ways

-
- Revenue from Use of Money/Prop in the amount of \$633,926 which reflects an increase of 30,008 or 5% primarily due to increase of \$12,599 attributed to interest income due to anticipated increase in cash balance and an additional increase of \$21,162 in leases, due to the automatic annual increases in private hangar rates per ground lease contracts and increase in hangar occupancy and business activity.
 - Charges for Services in the amount of \$753,302, which reflects an increase of \$5,252 or .7% primarily due to increase in fuel costs.

Primary Costs

- Salaries and Employee Benefits of \$431,530, which represents a net increase of \$8,530 or 2% due to increases in wages and retirement costs offset by decrease in overtime costs.
- Services and Supplies of \$931,964, which represents a net increase of \$5,422 or .6% due to increase in central data processing services offset by a decrease in special departmental expense for a parcel bond which was paid off in FY2017/18.
- Other Charges of \$128,223, which represents a decrease of \$26,407 or 17.1% largely due to a decrease in Countywide Administrative Overhead charges.
- Intrafund Transfers represents a decrease of \$315,192 or 100% primarily due to a change in the Departments' methodology for utilizing Fund Balance for Airport Special Projects. In the prior year, the Department would account for the use of Fund Balance for capital projects in this budget and then reflect an Interfund Transfer to Airport Special Projects (BU 9010). Beginning in FY2018/19 the Department is reflecting the use of Fund Balance directly in Airport Special Projects, eliminating the need for the Interfund Transfers-In the Airport.

Contracts

None requiring Board action.

Fixed Assets

None.

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	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	387,912	382,889	398,204	15,315	4.0%
REVENUE FROM USE OF MONEY/PROP	666,699	603,918	633,926	30,008	5.0%
INTERGOVERNMENTAL REV STATE	3,657	3,612	3,612	0	0.0%
INTERGOVERNMENTAL REV OTHER	1,790	935	935	0	0.0%
CHARGES FOR SERVICES	604,502	748,050	753,302	5,252	0.7%
MISC REVENUE	50,781	43,950	38,534	(5,416)	(12.3%)
OTHER FINANCING SOURCES	10,000	10,000	10,000	0	0.0%
TOTAL REVENUES	1,725,341	1,793,354	1,838,513	45,159	2.5%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	400,721	423,000	431,530	8,530	2.0%
SERVICES AND SUPPLIES	792,863	926,542	931,964	5,422	0.6%
OTHER CHARGES	209,171	154,630	128,223	(26,407)	(17.1%)
OTHER FINANCING USES	12,377	12,590	4,315	(8,275)	(65.7%)
INTRA-FUND TRANSFERS	328,801	315,192	0	(315,192)	(100.0%)
TOTAL APPROPRIATIONS	1,743,933	1,831,954	1,496,032	(335,922)	(18.3%)
NET GAIN(LOSS)	(18,592)	(38,600)	342,481	381,081	(987.3%)
STAFFING					
AIRPORT	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Beginning in FY2018/19 the Department is reflecting the use of Fund Balance directly in Airport Special Projects (BU 9010) eliminating the need for the Interfund Transfer from the Airport to Airport Special Projects. This change in methodology resulted in a decrease in Intrafund Transfers of \$315,922.

SUMMARY OF POSITION CHANGES

There are no changes to position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

This budget is used for Airport improvement projects of which a percentage is funded through State and Federal Aviation Administration (FAA) grants.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- 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, Caltrans and Airport funding sources, the Airport planned and designed capital projects in FY2017/18 for \$455,000.
- The Airport is further implementing the Airport Business Plan through the marketing of business and aeronautical development properties and opportunities and through development of additional County rental hangars and rental office spaces.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$3,208,791 or 1362.8% in revenues and an increase of \$3,251,449 or 1282.5% in appropriations when compared to the FY2017/18 Adopted Budget. The increases in revenue and appropriations are the result of the increased capital projects planned for FY2018/19.

Primary Funding Sources

The primary funding sources for the Department are the repurposed General Fund loan representing ICON's land purchase payment of \$1,678,908, loans from the State for \$1,299,277, and a federal grant from Federal Aviation Administration for \$466,065.

Primary Costs

The Airport Special Projects budgeted costs are directly related to individual project costs and are subject to change based on the projects in process at a given time. In FY2018/19 the projects include Airport Office Building Improvements for \$710,000, Perimeter Security Fencing for \$517,850 and T Hangar Development for \$2,268,185.

Contracts

The FY2018/19 Recommended Budget includes a total of \$3,496,035 in Professional Services for Airport projects construction services.

Fixed Assets

None requiring Board Action.

DEPARTMENT COMMENTS

Airport Capital Improvement Projects during FY2018/19 will include Airport perimeter fencing and drive-thru gate upgrades; development of new County rental hangars; and remodel and renovation of the airport office building and Hangar - A business office spaces. The Airport will also 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	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	0	1,299,277	1,299,277	100.0%
INTERGOVERNMENTAL REV FEDERAL	650,621	0	466,065	466,065	100.0%
MISC REVENUE	152,048	0	0	0	0.0%
OTHER FINANCING SOURCES	0	235,459	1,678,908	1,443,449	613.0%
TOTAL REVENUES	802,669	235,459	3,444,250	3,208,791	1362.8%
APPROPRIATIONS					
SERVICES AND SUPPLIES	(41,160)	550,651	3,496,035	2,945,384	534.9%
OTHER CHARGES	28,536	18,067	8,940	(9,127)	(50.5%)
F/A BLDGS AND IMPRMTS	1,174,592	0	0	0	0.0%
INTRA-FUND TRANSFERS	(328,801)	(315,192)	0	315,192	(100.0%)
TOTAL APPROPRIATIONS	833,167	253,526	3,504,975	3,251,449	1282.5%
NET GAIN(LOSS)	(30,499)	(18,067)	(60,725)	(42,658)	236.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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.

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 appropriations when compared to the FY2017/18 Adopted Budget. This California Aid to Airports grant was previously part of the Nut Tree Airport Operating budget; however, due to the 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	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	6	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
TOTAL REVENUES	10,006	10,000	10,000	0	0.0%
APPROPRIATIONS					
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
TOTAL APPROPRIATIONS	10,000	10,000	10,000	0	0.0%
NET GAIN(LOSS)	6	0	0	0	0.0%

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 safeguarding 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 which 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 1 demolition and decommissioning of the Fouts Springs Youth Facility was previously completed in FY2016/17. This included the demolition of approximately 18 buildings, erosion and storm water control measures, re-vegetation of native plant species, and decommissioning of a portion of the onsite septic system, which resulted in a reduction of ongoing maintenance costs.
- Final demolition and decommissioning, including demolition of the remaining 16 structures and smaller outbuildings is planned to be completed in FY2018/19. Work includes demolition of structures, regrading of demolished structure sites to natural grade, erosion and storm water control measures and re-vegetation of native plant species. Final demolition and decommissioning of the Fouts Springs Youth Facility relieves the County of associated maintenance and operations costs.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and a decrease of \$363,407 or 41.2% in appropriations when compared to the FY2017/18 Adopted Budget.

Primary Funding Sources

The primary funding source for the program/site decommission is General Fund - County Contribution.

Primary Costs

The appropriations included in the Recommended Budget include decommissioning costs of \$422,482, as well as the costs for maintenance and insurance of the facility for \$95,818. With the closure of the facility, program revenues, along with State and federal grants stopped in 2011.

Contracts

None requiring Board Action.

Fixed Assets

None.

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 phased demolition, of which approximately \$1.2 million has been spent on decommissioning efforts to date including developing an approved scope of work, completing required studies, and obtaining environmental approvals from the U.S. Forest Service.

In FY2017/18 the total working budget of \$941,451 includes \$844,312 for Phase 2 decommissioning project. In FY2018/19 the \$518,300 Recommended Budget includes \$422,482 as additional Phase 2 decommissioning project budget costs. The total budget for Phase 2 decommissioning is \$1,266,794.

Summary of Other Administered Budgets**2801 – Fund 031-Fouts Springs Youth Facility****Michael J. Lango, Director of General Services
Detention & Corrections**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	5,778	3,000	3,000	0	0.0%
OTHER FINANCING SOURCES	107,595	0	0	0	0.0%
GENERAL FUND CONTRIBUTION	0	500,000	500,000	0	0.0%
TOTAL REVENUES	113,373	503,000	503,000	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	67,149	412	0	(412)	(100.0%)
SERVICES AND SUPPLIES	632,425	881,295	518,300	(362,995)	(41.2%)
OTHER CHARGES	46,818	0	0	0	0.0%
OTHER FINANCING USES	1,489	0	0	0	0.0%
TOTAL APPROPRIATIONS	747,880	881,707	518,300	(363,407)	(41.2%)
NET GAIN(LOSS)	(634,508)	(378,707)	(15,300)	363,407	(96.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

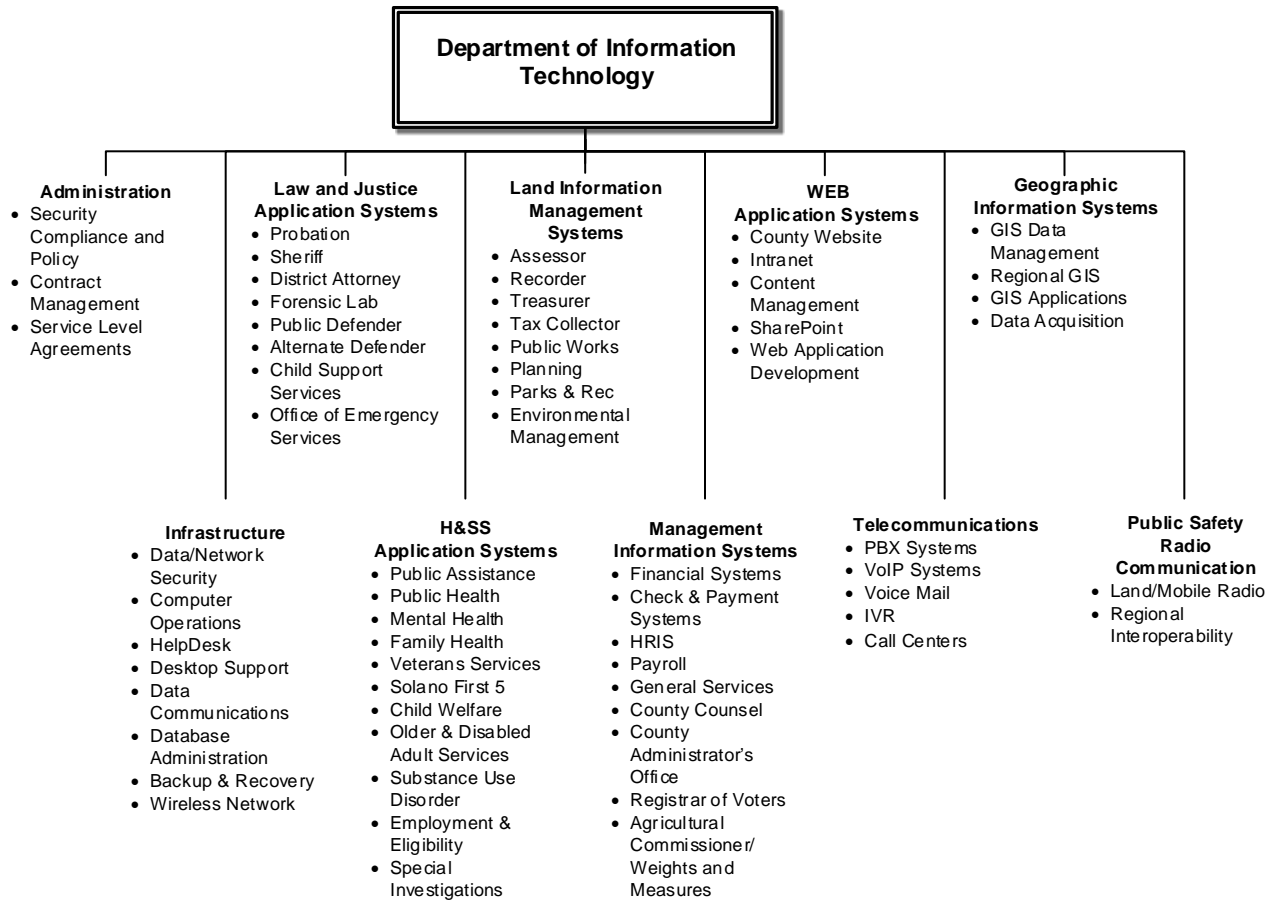
SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

It is anticipated that Phase 2 of the Fouts decommissioning process will be completed in FY2018/19. After the remaining buildings are demolished, there will be a period of time for site restoration and re-vegetation of native plant species after which the Fouts property will be returned to the U.S. Forest Service and the special use permit between the Forest Service and County will be terminated.

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:

FY2017/18 Midyear Projection:	25,558,594
FY2018/19 Recommended:	26,592,052
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. The Department provides these services utilizing a combination of County staff and contracted services.

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 automation of the County jail facilities and

law enforcement support systems. DoIT (including contracted services from Conduent) comprises only 2.5% of the total County Budget and approximately 2% 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. Accomplishments include:

Information Technology Service Management (ITSM):

- Initiated an ITSM project aimed at implementing best practice, prescriptive deployment of the cloud-based ServiceNow® IT Service Management (ITSM) solution. The overall project objectives are to modernize IT critical processes and supporting technologies, gain control and visibility of IT assets and align IT services to business needs. The project includes a complete design of a Solano County Self-Service Portal, and a scalable Configuration Management Database (CMDB) that will be used for planning, approving and managing all infrastructure changes and assets.

Infrastructure:

- Completed the Cisco HyperFlex project for the Law & Justice data center and initiated the HyperFlex Project for the CAC location. This project aims to replace Solano County's aging virtual server infrastructure with new "hyper converged" technology. The project started in late 2017 and is projected to be completed in 2018.
- Implemented Veeam backup and replication in the Law and Justice Datacenter. The current Netbackup Enterprise solution was not able to keep up with the daily video storage demands. The Department is considering expanding the Veeam backup technology to the CAC data center.
- Initiated a project to develop an enterprise cloud plan to optimize the adoption and governance of cloud services.

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. DoIT expects to make additional investments in Documentum tools and to deploy new applications in conjunction with the Countywide Records Information Management (RIM) Project. Continued to work on a proof-of-concept in migrating Documentum to the cloud-based Microsoft Azure service.
- Completed the Documentum workflow automation project (Tacoma) with Health & Social Services (H&SS) Older and Disabled Adult Services (ODAS) to provide web-based field collection forms, process workflow, e-signature, and electronic document storage and retention. Phase III of the project included additional forms creation and submissions used by H&SS ODAS unit, as well as necessary changes made to meet new state requirements. Phase IV would include workflow enhancements, calendar time tracking, and additional forms and reporting.
- Continued the administration of the Accela Automation suite used for permitting and inspection for Resource Management. Continued the development of accounting reports in SSRS for Resource Management. Developed custom workflow for the soil evaluation permit and added the associated permit report.

Geographic Information Systems (GIS):

- Successfully deployed Solano County Aerial Image service to Esri Cloud.
- Updated a newer version of Sheriff Dispatch GIS Computer Aided Design (CAD) on the wall application which tracks 911 calls in real time, maps the call on GIS map and also tracks our response units via Automatic Vehicle Locator (AVL).

Web Development:

- Successfully migrated the content management system for the County's Intranet system to SharePoint. The Department will continue to look for other opportunities to consolidate applications and tools to simplify our technology portfolio and reduce costs.
- Updated the EMS Electronic Application and Incident Reporting (eAir) to include Mobile Intensive Care Nurse (MICN) and Volunteer Disaster Services (VDS) application forms and business logic.

Ira Rosenthal, Chief Information Officer
Other General

PeopleSoft HR and Payroll System:

- Continued enhancements and phased implementation of the e-Benefits module in PeopleSoft. Continued upgrade to the system's underlying toolset and user interface.

Health Systems:

- Implement NextGen's Population Health tool to provide data analytics to improve patient care.
- Continue implementation of an internal Health Information Exchange (HIE) system using the cloud-based Mirth/Connected Health system to capture 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 (Orchard Harvest). This will provide medical staff the ability to view a patient record across systems through a secured web browser interface. The Mirth/Connected Health system is used to create the master patient index (MPI) record and to securely.
- Implement improvements to NextGen System to streamline data input for providers and clinic staff, resulting in better patient care and higher productivity, including development and configuration of System forms.
- Implemented Avatar Data Analytics tool, Key Performance Indicators (KPI) Dashboards, which provides at-a-glance metrics to clinical, financial and operational decision makers to help if the organization in meeting organizational goals.
- Developed enhanced Avatar management reports to track productivity, timeliness, and revenue for H&SS management staff.

Social Services Systems:

- Enhanced text messaging functionality for myBCW (Benefits CalWIN system) clients.
- Transitioned from Xerox to Fidelity National Information Services (FIS) for the new Electronic Benefits Transfer system for CalWIN. Replaced the card printers at the three designated sites.
- Continue to plan and implement the replacement system for the legacy Case Folder Tracking (CFT) system. The current CFT system is used to track the location of the physical case folders for multiple H&SS Divisions as well as generating new case numbers for Child Welfare Services (CWS).
- Continue to plan and implement the replacement system for H&SS Employment & Eligibility Services Division Work Participation Rate (WPR) application system. This will allow the oversight and management of client required activities and allow staff to measure participation rates for reporting and process improvement.
- Continue to plan and implement a case audit tool to allow H&SS Employment & Eligibility Services Division QA staff to select, evaluate and record case review findings.
- Continue updating and expanding the Network of Care site, an internet based online information system, for the H&SS Older & Disabled Adult Services Division.
- Implemented Smart Cash Register Solution for H&SS Public Health Services Division to streamline end-of-day register reconciliation process, providing for a more efficient process and improving data integrity.
- Implemented DocuSign for the H&SS Public Health Nursing/Vital Stats Division Medical Marijuana ID Card Project. DocuSign will provide a more efficient and secure method of obtaining and managing the paperwork required to apply for the requested ID card.
- Refreshed H&SS Child Welfare Services Division computers and laptops in preparation of state system upgrade which required Windows 10 and specific software configurations. Completed rollout ahead of schedule.
- Plan and implement Policy & Procedure software systems for H&SS Divisions (PowerDMS) 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.

- Plan and implement Learning Management Systems for H&SS Divisions (PowerDMS) 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.

Network Improvements:

- Created an ad-hoc Internet connection to maintain internet service and critical county services when the main County internet circuit was down for 15 days due to the Atlas fire.
- Configured and installed a new network in support of the Board of Supervisors (BOS) chamber equipment for audio/video.
- The Hosted Communications System (HCS) project is underway to move the County's on-premise voice over internet protocol (VOIP) systems to the cloud provider. This is in an effort to improve reliability, reduce overall costs, and provide expanded services and features. The move of the VOIP systems to cloud, in conjunction with the replacement of legacy telecommunications services with IP-based phone services, is expected to save Solano County \$300,000.00 annually.
- Continue to implement expanded Wi-Fi capabilities countywide including enhanced security features in conjunction with Cisco Identity Service Engine (ISE).
- Reduced response times for telecommunication service request to an average time of one to four hours.
- Continue to work with the Sheriff's Office and General Services on planning and implementation of network services for the SB 1022 inmate training facility.

Information Security Improvements:

- Temporarily setup external Network Solutions domain name services during the Atlas Fires. This allowed external users access to County public websites.
- Continue improving the security of the County's wireless infrastructure by implementing strong wireless authentication and authorization through the use of Cisco Identity Services Engine (ISE). Once we have implemented Cisco ISE, we have plans in the FY2018/19 to conduct a 3rd party wireless penetration testing to identify any weaknesses in the wireless network infrastructure.
- Updated old security policies and standards as well creating new policies and standards to address new security threats and vulnerabilities as part of risk assessment of County systems.
- Continue deploying Microsoft Local Administrator Password Solution (MS LAPS) to County and CJIS servers. We have completed deploying MS LAPS to County and CJIS workstations. MS LAPS will randomize the local administrator passwords on workstations and servers to help prevent workstation compromise.
- Completed the retirement of Critical Watch vulnerability scanner and replaced it with Tenable, a cloud-based scanner solution. Tenable vulnerability scanner is a key component of the vulnerability management program. Servers, workstations, and network devices connected to the network are scanned monthly. Monthly security vulnerability reports are provided to system owners so they could take action to remediate the vulnerabilities found on their systems.
- Continue planning the deployment of an enterprise database (DB) monitoring tool that will address audit findings by the California Department of Health Care Services (DHCS) and the California Department of Social Services (CDSS). The plan is to implement the DB monitoring tool by June 2019.

Property and Finance Systems:

- Continue administration and operation of the Property Systems Division's Property Tax System.
- In partnership with the Property Systems Division and Assessor Recorder, continue enhancements of the AgileFlow Records Management System (AFRM). Working to migrate historical cashiering data from the AS/400 system in preparation for system retirement.
- Completed the Property Systems Division re-development of the Property Tax Assessment Appeals system. Converted the legacy Access application.

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

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- Initiated work on re-engineering and re-development of the Ag Preserve (Williamson Act) module to convert from a desktop driven Access application to a .NET / SQL application.
 - Completed the upgrade of the units' bug tracking system from version 1.1 to version Mantis 2.0; consolidating three different implementations into a single instance.
 - Property Systems Division completed the implementation of the new Tax Bill printing system. New system utilizes a multifunction device capable of form storage; removing the requirement to use preprinted forms. Cost savings is expected to be achieved through the use of plain paper.
 - Continued the administration of the County's financial system, ONESolution. Added additional infrastructure to support development and test environments in preparation for the next major release, version 18.X.
 - Upgraded County Administration Office (CAO) mobile devices used for agenda packet review to current versions of Apple iPads and Microsoft Surface tablets and replace our Flash based streaming client with HTML5.

Law & Justice Systems:

- Completed first phase of a two-phased project to replace the Solano Fingerprint System. Phase One standardized interfaces and implemented a National Institute of Standards and Technology (NIST) Archive: migrating all proprietary fingerprint data into industry standard format and into a new storage system.
- Deployed a new web-based Solano Arrest & Detention Form application that will be used by every Solano arresting officer. It tracks all Arrest and Detentions (Onview and Warrant), with judicial review if applicable. Custody Intake (Adult & Juvenile) can see all bookings bound for their facilities.
- Deployed the District Attorney's (DA) JusticeWeb portal which is used by Solano Law Enforcement Agency to upload their arrest reports and receive agency reports, eliminating paper. JusticeWeb is a sister application of the DA's case management system - Journal Technologies Inc (JTI) JustWare.
- Implementing the JTI eDefender, the Public Defender's new case management system. Also, implementing the JTI eProbation, Probation's new case management system. This is the sister application to eDefender.
- Implementing AXON Evidence.com "cloud" service to manage the volume of bodycam video data including equipment, data storage, and a "cloud" application that simplifies sharing evidence with the DA and attorneys.
- Consolidated the Security System support for the Stanton and Claybank facilities to a single vendor after the Claybank security vendor when out of business.

WORKLOAD INDICATORS

- During the period of March 1, 2017 to February 28, 2018 there were a total of 13,754 work orders and trouble tickets received by the Helpdesk.
- A total of 540 servers were hosted on 85 physical servers, and over 165 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,700 computers, 4,251 telephones, 420 tablets, and 800 printers are supported across the Counties' 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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	940,477	1,003,428	1,193,160	189,732	18.9%
INFRASTRUCTURE	9,970,287	11,734,790	13,241,982	1,507,192	12.8%
LAW & JUSTICE APPLICATION SYSTEMS	1,197,966	1,381,368	1,449,632	68,264	4.9%
H&SS APPLICATION SYSTEMS	1,608,472	2,545,910	2,568,105	22,195	0.9%
MANAGEMENT INFORMATION SYSTEMS	1,766,171	1,537,067	1,754,453	217,386	14.1%
LAND INFORMATION MANAGEMENT SYSTEMS	1,560,291	1,855,892	1,984,236	128,344	6.9%
WEB APPLICATION SYSTEMS	493,256	841,251	793,985	(47,266)	(5.6%)
GEOGRAPHIC INFORMATION SYSTEMS	1,305,501	1,359,619	1,412,931	53,312	3.9%
TELECOMMUNICATIONS	1,626,703	1,773,703	1,515,769	(257,934)	(14.5%)
PUBLIC SAFETY RADIO COMMUNICATION	343,565	440,688	458,930	18,242	4.1%
TOTAL REVENUES	20,812,689	24,473,716	26,373,183	1,899,467	7.8%
APPROPRIATIONS					
DOIT-ADMINISTRATION	952,462	1,094,144	1,234,445	140,301	12.8%
INFRASTRUCTURE	10,335,964	12,476,220	13,485,799	1,009,579	8.1%
LAW & JUSTICE APPLICATION SYSTEMS	1,199,616	1,387,802	1,553,859	166,057	12.0%
H&SS APPLICATION SYSTEMS	1,604,701	2,585,165	2,701,990	116,825	4.5%
MANAGEMENT INFORMATION SYSTEMS	1,434,935	1,550,562	1,782,922	232,360	15.0%
LAND INFORMATION MANAGEMENT SYSTEMS	1,560,776	1,874,997	1,602,970	(272,027)	(14.5%)
WEB APPLICATION SYSTEMS	495,375	851,379	826,833	(24,546)	(2.9%)
GEOGRAPHIC INFORMATION SYSTEMS	1,170,675	1,369,742	1,449,250	79,508	5.8%
TELECOMMUNICATIONS	1,320,972	1,982,403	1,480,065	(502,338)	(25.3%)
PUBLIC SAFETY RADIO COMMUNICATION	442,244	523,800	473,919	(49,881)	(9.5%)
TOTAL APPROPRIATIONS	20,517,720	25,696,214	26,592,052	895,838	3.5%
NET GAIN(LOSS)					
DOIT-ADMINISTRATION	(11,985)	(90,716)	(41,285)	49,431	(54.5%)
INFRASTRUCTURE	(365,677)	(741,430)	(243,817)	497,613	(67.1%)
LAW & JUSTICE APPLICATION SYSTEMS	(1,650)	(6,434)	(104,227)	(97,793)	1519.9%
H&SS APPLICATION SYSTEMS	3,771	(39,255)	(133,885)	(94,630)	241.1%
MANAGEMENT INFORMATION SYSTEMS	331,236	(13,495)	(28,469)	(14,974)	111.0%
LAND INFORMATION MANAGEMENT SYSTEMS	(485)	(19,105)	381,266	400,371	(2095.6%)
WEB APPLICATION SYSTEMS	(2,119)	(10,128)	(32,848)	(22,720)	224.3%
GEOGRAPHIC INFORMATION SYSTEMS	134,826	(10,123)	(36,319)	(26,196)	258.8%
TELECOMMUNICATIONS	305,731	(208,700)	35,704	244,404	(117.1%)
PUBLIC SAFETY RADIO COMMUNICATION	(98,679)	(83,112)	(14,989)	68,123	(82.0%)
NET GAIN(LOSS)	294,969	(1,222,498)	(218,869)	1,003,629	(82.1%)
STAFFING					
DOIT-ADMINISTRATION	5	5	5	0	0.0%
INFRASTRUCTURE	5	11	11	0	0.0%
LAW & JUSTICE APPLICATION SYSTEMS	8	8	8	0	0.0%
H&SS APPLICATION SYSTEMS	13	14	14	0	0.0%
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	4	4	0	0.0%
TOTAL STAFFING	55	64	64	0	0.0%

Ira Rosenthal, Chief Information Officer
Other General

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,899,467 or 7.8% in revenues and an increase of \$895,838 or 3.5% in appropriations when compared to the FY2017/18 Adopted Budget.

Primary Funding Sources

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 except for capital asset expenditures, which are charged to departments based on standard depreciation schedules. The projected decrease in Fund Balance of \$218,869 is primarily due to \$677,906 in undepreciated fixed assets (that will be charged in future years) and an increase of \$128,858 in the Countywide Administrative Overhead, compensation insurance and other minor amounts.

Primary Costs

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 \$13,485,799 which consists of \$5,076,532 in contract staffing (Conduent), \$2,119,911 for County staff, \$266,670 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$6,022,686 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.

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 \$11,152,269 which consists of \$7,012,608 for staffing, \$760,160 in Contractor (Conduent) cost, \$876,162 in County cost allocations for Administrative Overhead, Building Use, Insurances, and \$2,503,339 for hardware, software and other third-party services.

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 \$1,953,984 which consists of \$580,438 in staffing, \$89,681 in County Administrative Overhead, Building Use, and Insurances, \$918,520 as pass-through telephone usage, voicemail and other charges, and \$365,345 for hardware, software and vendor services.

Contracts

The FY2018/19 Recommended Budget includes a total of \$11,407,903, or 41.96% in contracted services which includes the following significant contracts:

- \$5,836,962 for Conduent staffing.
- \$1,001,206 for Microsoft Office365.
- \$610,520 for VoIP service and connectivity.

-
- \$250,000 for Microsoft Azure cloud infrastructure.
 - \$240,504 for Pictometry.
 - \$206,940 for eBenefits implementation.
 - \$200,000 in software subscription to support Mirth/HIE health records systems.
 - \$158,000 for Cisco maintenance.
 - \$150,000 for Network performance monitoring system.
 - \$150,000 for Palo Alto Traps anti-malware software.
 - \$150,000 for Service Now.
 - \$125,000 for Gartner technical consulting services.

Fixed Assets

The FY2018/19 Recommended Budget includes the following fixed assets:

- \$500,000 for data center infrastructure refresh.
- \$230,000 for physical server replacement and server maintenance costs.
- \$175,000 for network infrastructure refresh.
- \$171,162 for an intrusion prevention system for the Law & Justice data center.
- \$90,000 for Virtual Machine (VM) hardware and software for additional virtual servers.
- \$88,000 for Cisco Stealthwatch for network visibility and security analytics.
- \$60,000 for spare switches and routers for break/fix and refresh of county systems.
- \$50,000 for internet connection replacement for establishing redundancy.
- \$47,300 for wireless LAN controllers to replace aging network controllers.

DEPARTMENT COMMENTS

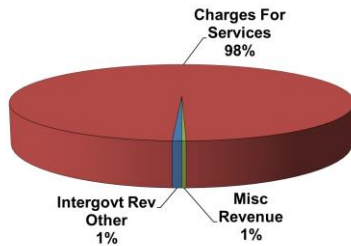
Starting in FY2016/17 and continuing through FY2018/19 the Department is going through an organizational transition focused on expanding its technical capacity to provide greater levels of service and value. For the FY2018/19 budget the Department of Information Technologies (DoIT) outlined five priorities that the budget must address. These priorities focus on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The Departmental budget request seeks to address:

- System Performance Issues
- Backup and Disaster Recovery
- Technology Consolidation
- Security and Compliance
- Process Improvements

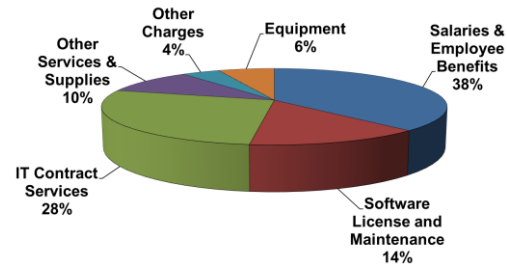
Many ongoing and planned projects seek to meet these priorities including network security, infrastructure refresh, Wi-Fi security, technologies to aid in disaster recovery, and implementing software solutions for process improvements. One of the new software solutions DoIT is implementing is Service Now. Service Now is an IT Service Management tool that can consolidate much of the information we depend on, in one place, such as help desk tickets, incident management, fixed asset tracking and software management. Currently these processes are handled by different software solutions and the consolidation will transform the way the Department interacts with the other County departments.

Ira Rosenthal, Chief Information Officer
Other General

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	67,207	57,058	57,858	800	1.4%
INTERGOVERNMENTAL REV OTHER	0	177,189	198,453	21,264	12.0%
CHARGES FOR SERVICES	20,505,241	24,113,469	26,026,872	1,913,403	7.9%
MISC REVENUE	240,241	126,000	90,000	(36,000)	(28.6%)
TOTAL REVENUES	20,812,689	24,473,716	26,373,183	1,899,467	7.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	6,566,739	8,976,504	10,192,957	1,216,453	13.6%
SERVICES AND SUPPLIES	11,811,670	13,740,806	14,233,965	493,159	3.6%
OTHER CHARGES	800,312	1,002,498	1,131,564	129,066	12.9%
F/A EQUIPMENT	1,127,753	1,724,000	1,411,462	(312,538)	(18.1%)
OTHER FINANCING USES	210,286	252,406	102,104	(150,302)	(59.5%)
INTRA-FUND TRANSFERS	(0)	0	(480,000)	(480,000)	0.0%
TOTAL APPROPRIATIONS	20,516,759	25,696,214	26,592,052	895,838	3.5%
NET GAIN(LOSS)	295,929	(1,222,498)	(218,869)	1,003,629	(82.1%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

The Information Technology Classification and Compensation Study was completed resulting in the reclassification of thirty-nine positions. The Board approved the resolution to amend the classifications at its December 12, 2017 meeting. In addition, the following changes in position allocations have occurred since the adoption of the FY2017/18 Budget:

In September 2017, 2.0 FTE Limited-Term positions approved to assist in the transition of retiring staff, expired as planned.

On March 13, 2018, the Board approved the following position:

- Add 1.0 FTE IT Analyst II to support the District Attorney's case management

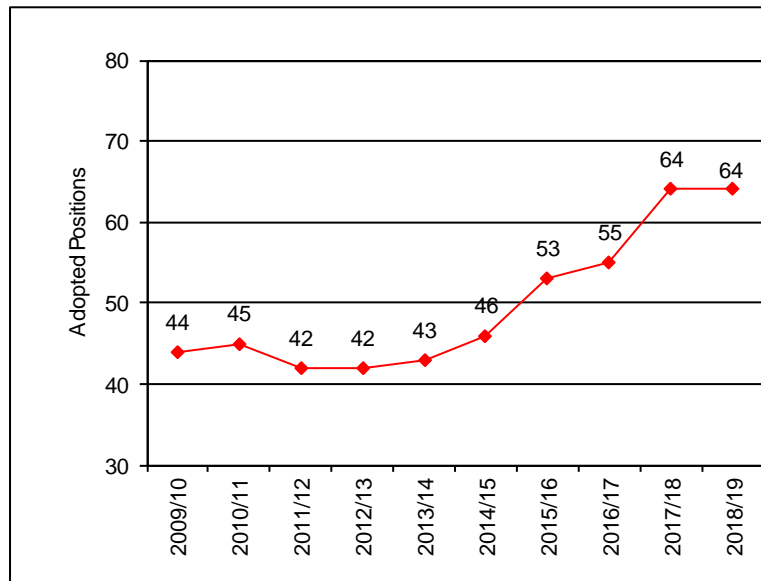
The Department requests the following changes in the FY2018/19 Recommended Budget:

- Add 1.0 FTE Info Technology Analyst IV -- this position is to address the workload backlog in networking and security. The growing complexity and criticality of the County network requires additional resources to address demands for network and

wireless services. Additionally, there has been an expansion of security tools, services, and firewalls that require maintenance and management exceeding the allocated resources.

- Add 1.0 FTE Staff Analyst and delete 1.0 FTE Office Supervisor – this add/delete is part of a reorganization of procurement responsibilities between Conduent staff and the Department. With this change in position allocation the Department will take responsibility for all procurement and vendor management activities currently performed by our outsourcing partner.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department's contract with Conduent expires on December 31, 2018. While the Department has expanded its technical management staff and insourced several responsibilities, the outsourcing contract still covers 42 contract staff that perform critical functions in IT Operations, Help Desk, Desktop Services, Network Administration, Database Administration and Geographic Information Systems (GIS). The Department is in the process of developing and issuing a Request for Proposal to obtain bids from other service providers. The Department expects to present contracting options to the Board in the Fall of 2018.

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	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1878 SCIPS REPLACEMENT PROJECT	0	980,000	1,510,053	530,053	54.1%
APPROPRIATIONS					
1878 SCIPS REPLACEMENT PROJECT	0	980,000	1,510,053	530,053	54.1%
NET CHANGE					
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

This Budget has been established to track separately the costs for the replacement of the Solano County property tax system which was initially created in 1982 and its functionality greatly expanded over the past 35 years. The technology platform of the original system reached obsolescence over 15 years ago and it was re-architected with a combination of modern components and emulation technologies that allow much of the system to mimic the way the old technology worked. The re-architected system was placed in production use in 2010. The Board in 2017, approved a loan for the County General Fund to fund a multi-year multi department project to replace the Solano County Integrated Property Systems (SCIPS).

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

The existing system is hosted on a modern platform, the underlying application structure and business rules are approximately 30 years old. 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 institutional knowledge of its idiosyncrasies and numerous workarounds. The system needs 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 recommended, and the Board approved at their April 4, 2017 meeting, replacing the system with Thomson Reuters Aumentum software package. The Board 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.

Over the course of the project thirteen phases of work are planned, 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

Accomplishments:

- Working with County Counsel, the Master Agreement and Master Schedules were completed. Work continues with the stakeholder departments on clarifications in the scope of work for system to meet operational needs. The Department estimates that the Agreement with Thomson Reuters will be finalized before the end of the fiscal year.
- Began working with Simpler Systems on a Proof of Concept for a web-based property systems archive. Initial data application will demonstrate the ability to craft custom queries with limited technical involvement and prove the data transformation methodology for production data moving to archive storage.
- DoIT staff attended the Thomson Reuters database schema architecture training in preparation for the data migration.

Ira Rosenthal, Chief Information Officer
Other General

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$530,053 or 54.1% in revenues and an increase of \$530,053 or 54.1% in appropriations when compared to the FY2017/18 Adopted Budget, resulting in the total cost of the project to increase to \$1,510,053. These funds will be utilized by the Department to continue work on Phases 0 through 4 of the implementation of the new property tax system. There were minimal expenditures in the current fiscal year for consulting services.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	980,000	1,510,053	530,053	54.1%
TOTAL REVENUES	0	980,000	1,510,053	530,053	54.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	980,000	750,000	(230,000)	(23.5%)
F/A - INTANGIBLES	0	0	280,053	280,053	0.0%
INTRA-FUND TRANSFERS	0	0	480,000	480,000	0.0%
TOTAL APPROPRIATIONS	0	980,000	1,510,053	530,053	54.1%
NET CHANGE	0	0	0	0	0.0%

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, the project faced challenges in contract negotiations and in creating prototypes of a web-based portal for historical data to support the overall data migration effort. To accelerate progress on the project, DoIT will advance the plan for hiring contract staff for Project Management and Systems Analysis so that more work on Phases 0 through 4 can be done in parallel. The use of contract staff on the project in the early phase of the work is not anticipated to impact the overall budget. However, as stated last year, this is a very complex undertaking and at this stage in the project it is difficult to determine the full level of staffing that may be required. The Departments are evaluating their needs for FY2018/19 and the budget may need to be revised as the project progresses.

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