

## DEPARTMENTAL PURPOSE

Under provisions of Title IV-D of the Federal Social Security Act, the Department of Child Support Services (DCSS) enriches our community by promoting parental responsibility to enhance the well-being of children by providing child support services to establish parentage and collect child support.

### Budget Summary:

FY2017/18 Midyear Projection:	12,500,871
FY2018/19 Recommended:	12,790,410
County General Fund Contribution:	40,000
Percent County General Fund Supported:	0.3%
Total Employees (FTEs):	95

## FUNCTION AND RESPONSIBILITIES

DCSS works closely with parents and guardians to ensure families needing child support services receive them. A wide variety of activities are undertaken by DCSS to achieve these objectives, including: establishing paternity, which may include genetic testing, locating parents and their income and assets, obtaining court-ordered child support and health insurance coverage, enforcing monthly and past due child support utilizing appropriate enforcement tools, modifying existing child support orders, working with the State Disbursement Unit (SDU) to collect and distribute child support payments, and conducting complaint resolution and formal hearings. The Department partners with parents and guardians to set realistic child support orders that allow steady and reliable income for the child and family. In keeping with a program recognized for providing economic stability for low-income families, all parents and guardians, regardless of income or immigration status, are eligible for child support services. Research has shown that the child support program is among the most effective means of reducing child poverty and improves outcomes for children.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Challenges:

Since FY2003/04, funding from the state and federal government has remained relatively flat and is expected to remain flat in FY2018/19, the fifteenth consecutive year. The Department is funded with 34% state funds and 66% federal funds. As such, the Department continues to experience cost pressures related to rising salaries and increases in retirement and health benefit costs. Consequently, staffing has been reduced from 156 employees to 95 employees, a 39% reduction, during the same fifteen-year period, mostly through attrition. To mitigate the unyielding impacts of continuous flat funding, the Department has

**Pamela Posehn, Director of Department of Child Support Services**  
**Judicial**

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moved its staff into one office building to reduce building lease and operating expenses. The Department also continues to investigate and implement new technology and automation projects to make business processes more efficient and effective. In addition, DCSS participates in shared services agreements with other local child support agencies, including receiving call center services from another local child support agency.

Accomplishments:

- Distributed \$37,131,522 in child support payments in the Federal Fiscal Year (FFY) 2017, which represents needed money that helps families reach and maintain economic security.
- Achieved a collection rate of 70.5% on cases with past due child support, above the state average of 66.4%.
- Established a partnership with the Family Law branch of the Superior Court to provide an ongoing presence in the Family Law courtrooms. At the start of court proceedings, a DCSS representative explains in English and Spanish, the services available from DCSS, and court visitors are encouraged by the judge to utilize DCSS services, when appropriate.
- Provided new ways for customers to pay child support including using TouchPay kiosks, which are conveniently located in the lobbies of Child Support Services, Probation, and Sheriff's Office. The kiosks accept cash, as well as debit and credit cards and provide a fast and efficient payment method for customers owing child support.
- Introduced an automated "banding tool" for caseworkers to more effectively manage cases and provide improved customer service.
- In partnership with the Superior Court, implemented a system for obtaining signed court orders immediately following court hearings; both parties receive a copy of the order before leaving court. Judgment orders are also filed with the court on the same day as the hearing, ensuring that financial and medical support orders are established faster and first payments to families are received earlier.
- Collaborated with other County departments and community organizations to explore ways to assist shared customers.

**WORKLOAD INDICATORS**

- During the period October 2016 through September 2017 (FFY2017), the Department opened and administered 2,293 new child support cases through referrals from Solano County Department of Health and Social Services or applications received via the internet, by mail or in person. The Department managed approximately 15,778 child support cases throughout the year. Of those cases, 93.4% had child support orders established.
- During the same 12-month period, the Department:
  - Collected \$26,682,802 through income withholding orders served on employers.
  - Collected \$2,263,334 through federal and state tax intercepts.
  - Successfully served 1,135 Summons and Complaints documents to parents.
  - Reviewed 1,868 requests to review court ordered child support obligations due to a change in circumstances. Of those requests, 277 resulted in a modification of the monthly child support obligations that better reflected the parents' ability to pay.
  - With a staff of three attorneys, attended 1,206 court hearings to establish, modify, or enforce child support on behalf of children and families.
  - Scanned 39,275 case documents into the Department and statewide document imaging systems.
  - Achieved a cost effectiveness ratio of \$3.02, well above the state average of \$2.52. For every \$1.00 of state/federal money spent on the program, the Department collected and distributed \$3.02 for families.
  - Directly assisted 6,154 customers in the office.
  - Facilitated genetic testing for 233 customers.

## Functional Area Summary

## 2480 – Fund 369-Department of Child Support Services Pamela Posehn, Director of Department of Child Support Services Judicial

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OPERATIONS	12,375,622	12,632,286	12,545,882	(86,404)	(0.7%)
<b>TOTAL REVENUES</b>	<b>12,375,622</b>	<b>12,632,286</b>	<b>12,545,882</b>	<b>(86,404)</b>	<b>(0.7%)</b>
<b>APPROPRIATIONS</b>					
CHILD SUPPORT CASE MANAGEMENT	7,780,676	8,066,077	7,820,977	(245,100)	(3.0%)
ADMINISTRATION	484,267	494,362	518,169	23,807	4.8%
CLERICAL SUPPORT SERVICES	2,274,242	2,271,616	2,322,041	50,425	2.2%
OPERATIONS	1,838,199	2,040,393	2,129,223	88,830	4.4%
<b>TOTAL APPROPRIATIONS</b>	<b>12,377,384</b>	<b>12,872,448</b>	<b>12,790,410</b>	<b>(82,038)</b>	<b>(0.6%)</b>
<b>CHANGE IN FUND BALANCE</b>					
CHILD SUPPORT CASE MANAGEMENT	7,780,676	8,066,077	7,820,977	(245,100)	(3.0%)
ADMINISTRATION	484,267	494,362	518,169	23,807	4.8%
CLERICAL SUPPORT SERVICES	2,274,242	2,271,616	2,322,041	50,425	2.2%
OPERATIONS	(10,537,423)	(10,591,893)	(10,416,659)	175,234	(1.7%)
<b>CHANGE IN FUND BALANCE</b>	<b>1,762</b>	<b>240,162</b>	<b>244,528</b>	<b>4,366</b>	<b>1.8%</b>
<b>STAFFING</b>					
CHILD SUPPORT CASE MANAGEMENT	75	72	70	(2)	(2.8%)
ADMINISTRATION	2	2	2	0	0.0%
CLERICAL SUPPORT SERVICES	25	23	23	0	0.0%
INFRASTRUCTURE/OPERATIONS	0	0	0	0	0.0%
<b>TOTAL STAFFING</b>	<b>102</b>	<b>97</b>	<b>95</b>	<b>(2)</b>	<b>(2.1%)</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$86,404 or 0.7% in revenues and a decrease of \$82,038 or 0.6% in appropriations when compared to the FY2017/18 Adopted Budget.

#### Primary Funding Sources

The Department receives 34% of its intergovernmental funding from the state and 66% from the federal government. The state and federal revenues are expected to remain flat for the fifteenth consecutive year. The Department continues to receive income from Health and Social Services (H&SS) for subleased office space occupied by the Special Investigations Bureau (SIB). This revenue will end after December 2018, when the Department vacates the office space in one of two buildings currently occupied.

#### Primary Costs

The FY2018/19 Recommended Budget includes an \$82,038 or 0.6% net decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$22,725 or 0.2%. The increase is mainly due to increases in salaries, retirement, health insurance and workers compensation costs; and offset by the deletion of two vacant positions as well as a decrease of \$122,444 in accrued leave payoff for anticipated retirements in FY2018/19.
- Services and Supplies reflect an increase of \$10,159. The increase is primarily due to increases of \$120,315 in central data processing costs and \$15,000 for marketing and outreach. This is offset by decreases of \$19,635 to education and training; and, \$87,880 to rents and leases, and \$12,000 to utilities as a result of vacating one office building in December 2018.

## 2480 – Fund 369-Department of Child Support Services

## Functional Area Summary

Pamela Posehn, Director of Department of Child Support Services  
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- Other Charges reflect an increase of \$76,465 primarily due to an increase in Countywide Administrative Overhead charges.
- Other Financing Uses reflect a decrease of \$191,387 in pension obligation bond costs.

### Contracts

The FY2018/19 Recommended Budget includes \$105,203 in contracted services as follows:

- \$58,000 for service of legal documents to customers
- \$27,203 for janitorial services
- \$11,000 for genetic testing services
- \$9,000 to continue marketing and outreach efforts to promote child support services

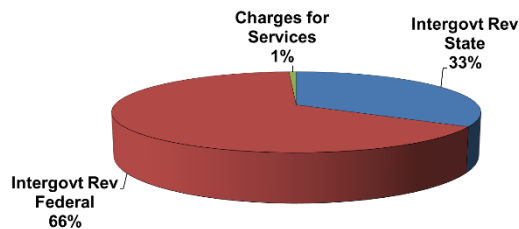
### Fixed Assets

None.

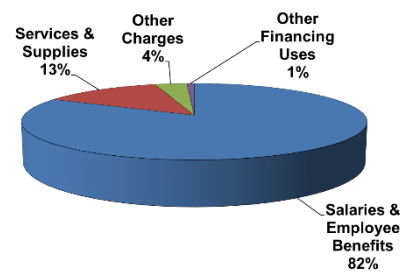
### DEPARTMENT COMMENTS

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
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	6,838	6,000	6,000	0	0.0%
INTERGOVERNMENTAL REV STATE	4,124,488	4,190,460	4,190,460	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	8,057,350	8,214,422	8,214,422	0	0.0%
CHARGES FOR SERVICES	186,931	181,404	95,000	(86,404)	(47.6%)
MISC REVENUE	15	0	0	0	0.0%
GENERAL FUND CONTRIBUTION	0	40,000	40,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>12,375,622</b>	<b>12,632,286</b>	<b>12,545,882</b>	<b>(86,404)</b>	<b>(0.7%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	10,236,985	10,530,557	10,553,282	22,725	0.2%
SERVICES AND SUPPLIES	1,563,297	1,672,504	1,682,663	10,159	0.6%
OTHER CHARGES	275,516	373,710	450,175	76,465	20.5%
OTHER FINANCING USES	301,587	295,677	104,290	(191,387)	(64.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>12,377,384</b>	<b>12,872,448</b>	<b>12,790,410</b>	<b>(82,038)</b>	<b>(0.6%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>1,762</b>	<b>240,162</b>	<b>244,528</b>	<b>4,366</b>	<b>1.8%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Department is anticipating several staff retirements in FY2018/19 at a cost of \$120,000 in accrued leave payouts. To help fund this cost and prevent the loss of additional staff, the Recommended Budget includes a \$40,000 contribution from the Accrued Leave Payoff reserve to help offset the cost of the anticipated retirements. The Department will leverage these (local match) dollars to draw down additional federal monies as part of the Federal Financial Participation Match Program (FFP). Absent the contribution and accompanying federal match, the Department asserts that services will be negatively impacted.

### SUMMARY OF POSITION CHANGES

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

On February 6, 2018, the Board approved the following position changes:

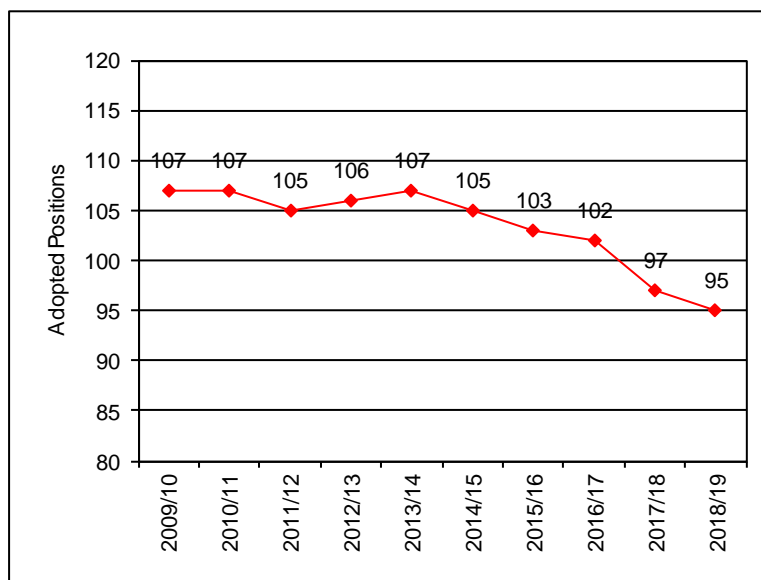
- Deleted 1.0 FTE Child Support Training Specialist
- Added 1.0 FTE Child Support Specialist (Supervising)

The FY2018/19 Recommended Budget includes the following changes:

- Delete 1.0 FTE Staff Analyst (Senior)
- Delete 1.0 FTE Child Support Attorney IV

The Staff Analyst (Senior) retired in September 2017. After careful review, the Department determined that the work could be absorbed by the remaining management, fiscal, and accounting staff. Similarly, the Child Support Attorney IV work has been absorbed by the remaining legal staff as part of a reorganization implemented in October 2017.

### STAFFING TREND

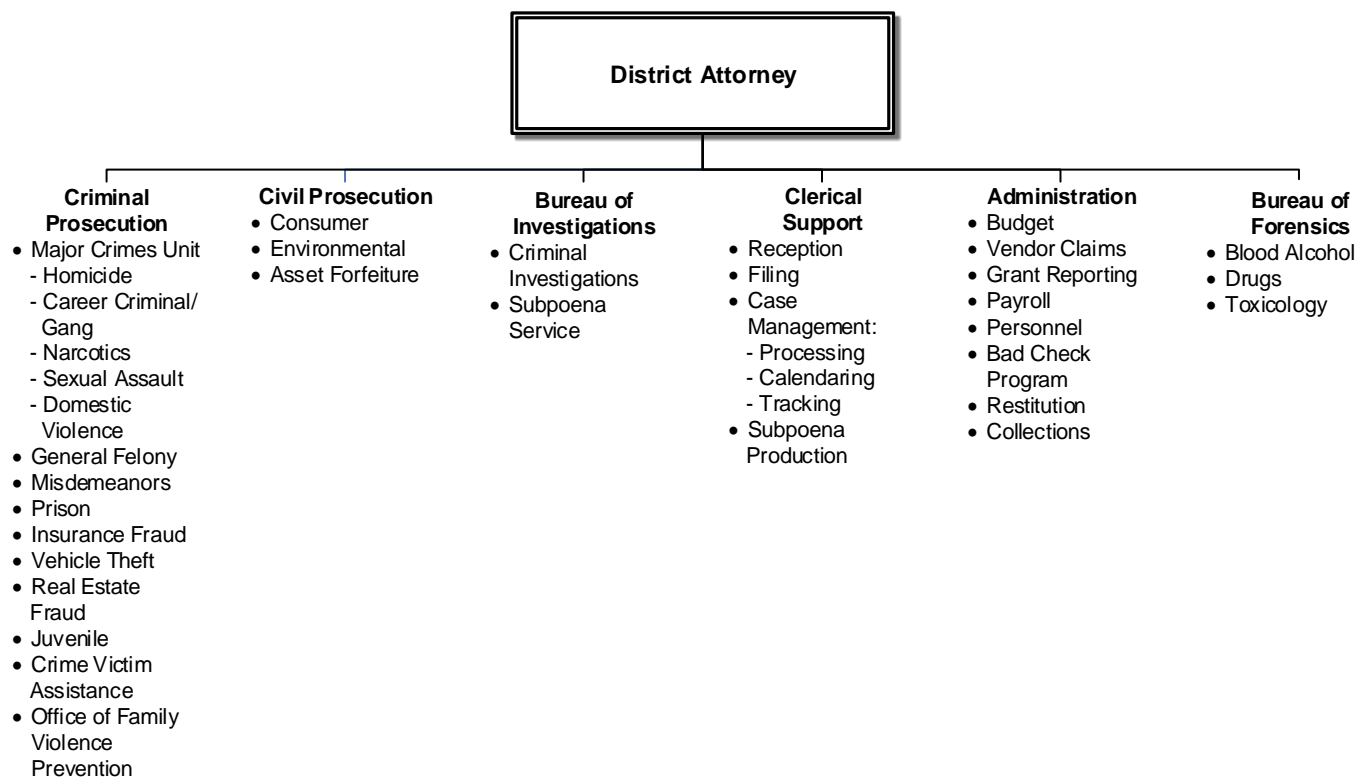


### PENDING ISSUES AND POLICY CONSIDERATIONS

The Department is experiencing leadership changes at both the state and federal level. In June 2017, Mr. Scott Lekan was appointed as the Department of Health & Human Services' Administration for Children and Families (ACF), Office of Child Support Enforcement (OCSE) Commissioner. Mr. Lekan brings a unique mix of state-level leadership and a law enforcement background.

Mr. Lekan begins his appointment by reassessing four core principles: communication, collaboration, efficiency, and fiscal responsibility with a focus on building relationships with partners in the human services profession.

In February 2018, Michael Wilkening became the Acting Director of the California Department of Child Support Services while a search for a new state director is underway. Mr. Wilkening has served as Undersecretary of the California Health and Human Services Agency since 2008.



## DEPARTMENTAL PURPOSE

The District Attorney is the County's public prosecutor and chief law enforcement official, initiating and conducting, on behalf of the people, all prosecutions for public offenses.

### Budget Summary:

FY2017/18 Midyear Projection:	25,269,139
FY2018/19 Recommended:	26,177,095
County General Fund Contribution:	13,725,007
Percent County General Fund Supported:	52.4%
Total Employees (FTEs):	132

## FUNCTION AND RESPONSIBILITIES

Headed by the elected District Attorney, as set forth in both the California Constitution and Government Code section 26500, the District Attorney's Office is responsible for assisting law enforcement and other public agencies in the prosecution of those cases that can be proven beyond a reasonable doubt. The District Attorney carries out these responsibilities through various bureaus, located in the cities of Fairfield and Vallejo, including; major crimes, general felony and misdemeanors, career criminal, narcotics, fraud prosecutions, prison crimes, and civil prosecutions. The Office also provides county law enforcement agencies with forensic laboratory services and evidence collection and storage in support of criminal offense prosecution. Additionally, the District Attorney may sponsor, supervise, or participate in any project or program to improve the administration of justice. Through these efforts, the District Attorney's Office pursues its mission to achieve justice for victims and to protect the community.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Challenges:

- Revenue from the Prop. 172 (Local Public Safety Protection and Improvement Act of 1993), the ½ cent sales tax dedicated for public safety, has plateaued, which has impacted the Department's ability to add staffing. Since the budget reductions in FY2011/12, increases in Prop. 172 revenues over the last few years have allowed the District Attorney's Office to bring back some of the positions that were lost due to layoff and early retirements. The Department's Misdemeanor Prosecution

Unit and Bureau of Investigations remain understaffed relative to the increased case filings and the increased needs of crime victims.

Accomplishments:

- Juvenile Justice Forum: On September 28, 2017, representatives from the Solano County District Attorney's Office, the Solano County Probation Department and the Vallejo Police Department participated in a public forum on the Juvenile Justice System. The event provided members of the community an opportunity to connect with the criminal justice agencies that are responsible for administering juvenile justice in Solano County and discuss community issues. The public forum consisted of an educational presentation covering the many facets of the Juvenile Justice System and concluded with a panel discussion with members of the participating criminal justice agencies.
- City of Benicia's Neighborhood Court Program: On November 9, 2017, the Solano County District Attorney's Office and the Benicia Police Department announced the creation of a Neighborhood Court Program. The Neighborhood Court Program is a Restorative Justice Program initiated by the Solano County District Attorney's Office in cooperation with the Benicia Police Department and the City of Benicia that is designed to address low level crimes (misdemeanors and infractions) through community based solutions to swiftly address the harm caused by the offense, while resolving the case outside of the criminal justice system. The Neighborhood Court convenes on a monthly basis.
- Elder Abuse Unit/Financial Abuse Specialist Team (F.A.S.T.): The District Attorney's Office continues to administer the Financial Abuse Specialist Team (F.A.S.T.). F.A.S.T., which is a collaborative multi-disciplinary team of public, private, and non-profit agencies and specialists that assist financially abused elders to recover from the loss of assets, prevent further financial loss, and help elders improve the quality of life as older adults. In 2017, the Unit received 56 new cases and has done 23 home visits to elders suspected of being abused.
- Courage Center 2: The Courage Center 2, a Child Advocacy Center (CAC), staffed and managed by Napa-Solano SANE/SART (Sexual Assault Nurse Examiner/Sexual Assault Response Team), continues to be co-located at the Family Justice Center. The Center provides a multi-disciplinary approach to interviewing children who have been victims of crime in a child-friendly atmosphere where a child can feel safe in telling his or her story. Starting July 1, 2018, the Courage Center 2 will be sustained annually through a California Office of Emergency Services (CalOES) Child Advocacy Center grant program that provides \$200,000 annually to Napa-Solano SANE/SART for CAC services. In 2017, the Courage Center 2 helped 149 children through forensic interviews and performed 40 non-acute SART exams.
- Community Prosecutor: The District Attorney's Office continues to assign an attorney to address community quality of life issues as they exist in each city. The Community Prosecutor is available to educate the public about the criminal justice system and address concerns of community residents, while working with local law enforcement agencies, business improvement districts, chambers of commerce, faith-based groups, school districts, and other non-profit organizations to form collaborative partnerships that will assist in identifying and implementing strategies for dealing with crime and quality of life issues. The emphasis is not on arrest and prosecution, but rather on learning new ways to prevent crime from occurring.
- Consumer and Environmental Crimes Unit: The following settlements occurred between January 2017 to February 2018:
  - In January 2017, a multi-jurisdictional settlement was reached by the California Food Drug and Medical Device (FDMD) Task Force, of which Solano County is a part, with Sears Holdings Management Corporation ("Sears"), for selling nutritional supplements that contained illegal drug ingredients banned by the FDA. As part of the settlement, Sears agreed to pay civil penalties and costs in the amount of \$235,000 and to be permanently ordered not to sell any nutritional supplements containing FDA banned illegal drug ingredients directly or through its online marketplace. Solano County's share of the penalties and costs was \$23,500.
  - In April 2017, a settlement was reached between the District Attorney's Offices of Solano, Yolo and San Joaquin Counties with Woodland Biomass Power, Ltd (Woodland Biomass) for causing tens of thousands of tons of ash—some of which was hazardous waste—to be disposed of on properties not authorized to receive hazardous waste, including thousands of tons of contaminated bed ash disposed of at Potrero Hills landfill in Solano County. Under the settlement, Woodland Biomass Power must pay \$2.12 million in civil penalties, \$850,000 to reimburse for the costs of investigation, and over \$1.25 million to remediate the one site where testing has indicated hazardous materials are present in concentrations that exceed regulatory thresholds. The company must also implement improved ash-management



procedures designed to prevent future violations of hazardous-waste laws. The monetary settlement includes a total of \$165,000 in penalties and costs to Solano County District Attorney's Office and Solano County Department of Resource Management.

- In December 2017, a multi-jurisdictional settlement was reached by the FDMD Task Force with Savvier, LP, Savvier Data Management LP and Savvier, Inc., (Savvier), for making representations regarding the effects or attributes of its products that mischaracterized the products as medical devices or drugs, and which were not supported by competent and reliable scientific evidence, including that Savvier products could reduce belly fat. Savvier also failed to properly disclose return charges and automatic renewal terms. As part of the settlement, Savvier is permanently ordered not to make any unsupported claims in the future; not to advertise their products as drugs or medical devices; and must make proper disclosures regarding returns and automatic renewal charges. Savvier also agreed to pay \$848,113 in civil penalties, to make an additional \$100,000 in restitution to consumer protection, and pay \$120,000 in cost reimbursement to the prosecuting agencies. Solano County's share of the penalties and costs was \$93,224.
- County Victim Services Grant Program: This program funded by a grant from the CalOES XC Program provides services to fill crime victim service gaps by increasing victim advocacy on middle and high school campuses in Solano County. The program also increases support for crime victims seeking protection orders through advocacy, and increases courtroom advocacy through Court Appointed Special Advocates (CASA) for children in foster care as the result of being victims of abuse and neglect. The grant expires on December 31, 2019.
- Outreach Efforts and Community Activities: In 2017, the District Attorney's Office outreach efforts and community activities included: Pursuit of Justice forums, where the public meets with the District Attorney and staff to discuss matters related to crime in Solano County; informational booths at the Dixon May Fair, Vacaville Fiesta Days, Solano County Fair, Grillin' & Chillin' street fair in Dixon; Hog August Bites street fair in Rio Vista; a collaborative forum with Fairfield Police Department to discuss ways families in Solano County can keep their children safe from potential abuse; Human Trafficking/Commercial Sexual Exploitation of Children (CSEC) information forums in Vallejo, Benicia, Dixon, and Suisun that addressed the issues facing victims, law enforcement, and community organizations when combatting human trafficking and CSEC; "The Power of Kindness" video contest, a collaboration between District Attorney Abrams and District 4 Supervisor John M. Vasquez that seeks to address bullying on middle and high school campuses by challenging students to create videos that illustrate what positive behavior looks like and show others the effect the power of kindness can have on campus and in the community; National Night Out where District Attorney's Office staff partnered with local law enforcement in Suisun, Vacaville, Vallejo, Benicia, Fairfield, and Dixon to strengthen neighborhood spirit and heighten crime prevention awareness in Solano County.
- Victim Witness Assistance Program: The District Attorney's Office continues to operate its Victim Witness Assistance Program as part of its commitment to obtaining justice for crime victims and ensuring that the office complies with Marsy's Law (Victims' Bill of Rights Act of 2008). The District Attorney's Office continues to employ two victim witness advocates fluent in Tagalog and Spanish to lead advocacy efforts for limited English proficient Filipino- and Spanish-speaking victims to work closely with community leaders and key stakeholders to develop an outreach and communications plan that effectively reaches victims and engages them with trauma-informed services that build trust through cultural sensitivity and comprehensive, individualized support.

## **WORKLOAD INDICATORS**

- As of March 2018, the District Attorney's Major Crimes Unit has 62 active homicide cases.
- In 2017, the District Attorney's Office filed 2,812 felony cases and 6,618 misdemeanor cases.
- During the same period, the Auto Theft Prosecution Unit filed 314 cases, an increase of 17 cases from 2016.
- Since November 2014, the Bureau of Investigations Cold Case Unit has reviewed 21 cases, with 6 current open cases, 1 arrest, and 1 warrant issued.

- During FY2016/17, the forensic laboratory received the following submissions:  
 Alcohol: 1,196 requests for analysis (increase of 7% over FY2015/16)  
 Controlled Substances: 1,798 requests for analysis (decrease of 14% over FY2015/16)  
 Toxicology Screening: 463 requests for analysis (increase of 3% over FY2015/16)  
 Toxicology Confirmation: 437 requests for confirmations (increase of 15% over FY2015/16)
- During the same period, there were 137 Firearms Test Firings for the National Integrated Ballistic Information Network (NIBIN).
- During the same period, a total of 71,482 real estate recording documents were filed.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUALS	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CRIMINAL PROSECUTION	21,505,751	23,066,808	24,291,539	1,224,731	5.3%
CIVIL PROSECUTION	1,002,895	1,006,443	1,237,041	230,598	22.9%
BUREAU OF INVESTIGATIONS	0	0	0	0	0.0%
CLERICAL SUPPORT	0	0	0	0	0.0%
ADMINISTRATION	24,072	53,746	80,056	26,310	49.0%
BUREAU OF FORENSICS	95,454	111,132	568,459	457,327	411.5%
<b>TOTAL REVENUES</b>	<b>22,628,172</b>	<b>24,238,129</b>	<b>26,177,095</b>	<b>1,938,966</b>	<b>8.0%</b>
<b>APPROPRIATIONS</b>					
CRIMINAL PROSECUTION	12,921,503	15,315,641	15,734,600	418,959	2.7%
CIVIL PROSECUTION	1,003,408	1,006,443	1,237,041	230,598	22.9%
BUREAU OF INVESTIGATIONS	3,393,766	2,901,500	3,290,338	388,838	13.4%
CLERICAL SUPPORT	3,393,766	3,000,685	3,315,178	314,493	10.5%
ADMINISTRATION	678,753	725,208	730,709	5,501	0.8%
BUREAU OF FORENSICS	1,233,912	1,288,652	1,869,229	580,577	45.1%
<b>TOTAL APPROPRIATIONS</b>	<b>22,625,109</b>	<b>24,238,129</b>	<b>26,177,095</b>	<b>1,938,966</b>	<b>8.0%</b>
<b>NET CHANGE</b>					
CRIMINAL PROSECUTION	7,197,457	8,509,930	8,893,805	383,875	4.5%
CIVIL PROSECUTION	0	0	0	0	0.0%
BUREAU OF INVESTIGATIONS	1,889,633	1,611,729	1,729,351	117,622	7.3%
CLERICAL SUPPORT	1,889,633	1,663,305	1,743,076	79,771	4.8%
ADMINISTRATION	373,112	399,709	384,300	(15,409)	(3.9%)
BUREAU OF FORENSICS	686,045	709,161	974,475	0	37.4%
<b>NET CHANGE</b>	<b>12,035,880</b>	<b>12,893,834</b>	<b>13,725,007</b>	<b>831,173</b>	<b>6.4%</b>
<b>STAFFING</b>					
CRIMINAL PROSECUTION	61.75	61.75	61.75	0.0	0.0%
CIVIL PROSECUTION	5.0	5.0	6.00	1.0	20.0%
BUREAU OF INVESTIGATIONS	19.5	19.5	19.50	0.0	0.0%
CLERICAL SUPPORT	30.0	32.0	32.00	0.0	0.0%
ADMINISTRATION	5.75	5.75	5.75	0.0	0.0%
BUREAU OF FORENSICS	7.0	7.0	7.00	0.0	0.0%
<b>TOTAL STAFFING</b>	<b>129.00</b>	<b>131.00</b>	<b>132.00</b>	<b>1.00</b>	<b>0.8%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$1,938,966 or 8.0% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution increases by approximately \$831,173 or 6.4%.

Primary Funding Sources

The primary funding source for the Department is the General Fund, which comprises approximately \$13,725,007 or 52.4% of the Recommended Budget. For FY2018/19, the General Fund Contribution increased by \$831,173 or 6.4% when compared to the FY2017/18 Adopted Budget. The increase is primarily due to increases in Salaries and Benefits, Central Data Processing Services, and Countywide Administrative Overhead costs.

Other funding sources include the following:

- Fine, Forfeitures, and Penalties of \$116,600 represents a decrease of \$25,920 or 18.2%, primarily due to decreased fee collection related to clients' ability to pay.
- Intergovernmental Revenue, which includes federal and State grants as well as State allocations, includes \$9,984,271, an increase of \$848,748 or 9.3%, which includes the following:
  - State allocation of \$5,201,580 from the Public Safety Augmentation Fund, which is funded from the public safety-dedicated ½ cent sales tax (Proposition 172), reflects an increase in FY2018/19 of \$193,269 or 3.9%.
  - State reimbursement of \$1,118,000 for the prosecution of crimes committed within California State Prison (CSP) Solano and California Medical Facility under Penal Code section 4700.
  - State 2011 Realignment of \$835,085 for parole revocation, prosecution of cases related to the Post-Release to Community Supervision (PRCS), and other program services under AB 109, reflecting no change when compared to the FY2017/18 Adopted Budget.
  - Recurring State grant of \$459,859 from the Office of Traffic Safety DUI Equipment Program for toxicology equipment for the Bureau of Forensic Services.
  - Federal/State grant of \$386,749 from CalOES Victim Services XC for crime victim advocacy services. The grant period is through December 31, 2019 and funds contracts with SafeQuest and CASA for services at the Solano Family Justice Center and the Vallejo branch of the Superior Court of Solano County.
  - Federal/State grant of \$374,352 from the Crime Victim Assistance Program to assist victims of crime.
  - Recurring State grant of \$309,900 from the DUI Vertical Prosecution Program for the prosecution of Driving Under the Influence (DUI) cases.
  - Vehicle License Fees of \$275,500 for the prosecution of vehicle theft criminal cases.
  - State grant of \$193,351 from CalOES XV Unserved/Underserved Victim Advocacy to assist victims of crimes, and provide counseling and grief services. The grant period is through December 31, 2019.
  - Recurring State grant of \$169,220 from the Workers' Compensation Fraud Program for the prosecution of workers' compensation fraud cases.
  - Recurring State grant of \$102,860 from the Auto Insurance Fraud Program for the investigation and prosecution of auto insurance fraud cases.
  - Victim Compensation Board (VCB) funds of \$75,586 for the recovery of restitution owed to VCB by a defendant.
  - Recurring Federal formula grant of \$6,402 from the Paul Coverdell Forensic Science Improvement Program for education and training.
- Charges for Services includes \$853,848, or a decrease of \$88,646 or 9.4%, primarily due to a decrease in the number of welfare fraud cases prosecuted and therefore eligible for reimbursement.

- Misc. Revenue represents \$335,328, an increase of \$143,013 or 74.4% in vital record fees, due primarily to an anticipated reduction in CalOES grant revenue.
- Other Financing Sources represents \$1,162,041, an increase of \$230,598 or 24.8%, due to an increase in Transfers-In from the Consumer Protection Division.

The Department continues to seek alternative ways to meet mandated service requirements while decreasing General Fund Contributions by seeking grants and other funding sources.

#### Primary Costs

The Office's primary cost centers are the Criminal Prosecution Division, Clerical, Investigations, Civil Division, and Bureau of Forensics Services. The FY2018/19 Recommended Budget includes a \$1,938,966 or 8.0% net increase in appropriations due to the following:

- Salaries and Employee Benefits represent \$20,654,746, an increase of \$1,621,251 or 8.5%, due primarily to approved labor cost and merit increases.
- Services and Supplies of \$3,148,934 represent 12.0% of the total budget, an increase of \$172,602 or 5.8% primarily due to increases in central data processing charges offset by decreases in contracted services and the purchase of computers per the County refresh policy.
- Other Charges of \$1,712,249 represent 6.5% of the total budget, an increase of \$93,392 or 5.8% when compared to the FY2017/18 Adopted Budget, primarily due to an increase in Countywide Administrative Overhead cost.
- Other Financing Uses represents \$230,684, a decrease of \$344,673 or 59.9%, due primarily to a reduction in the pension obligation bond rate.

#### Contracts

The FY2018/19 Recommended Budget includes a total of \$379,835, a decrease of \$104,395 or 21.6%, in contracted services which includes the following significant contracts:

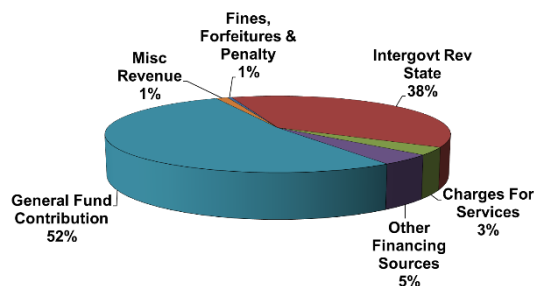
- \$115,429 with SafeQuest for crime victim advocacy services, funded by a CalOES grant.
- \$50,000 with Solano Advocates for Victims of Violence for confidential victim advocacy services at the Solano Family Justice Center.
- \$37,500 with CASA to fund a volunteer supervisor to recruit and train CASA volunteers, funded by a CalOES grant.

#### Fixed Assets

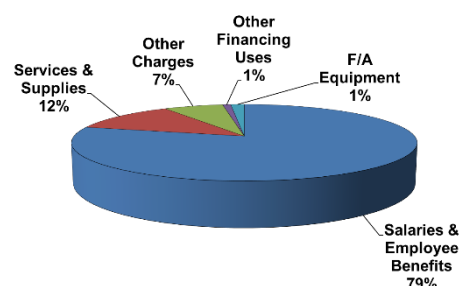
The FY2018/19 Recommended Budget includes the following fixed assets:

- \$390,000 for additional toxicology equipment for the Bureau of Forensic Services.

**SOURCE OF FUNDS**



**USE OF FUNDS**



## Functional Area Summary

**6500 – Fund 900-District Attorney**  
**Krishna A. Abrams, District Attorney**  
**Judicial**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	834,159	142,520	116,600	(25,920)	(18.2%)
INTERGOVERNMENTAL REV STATE	8,582,603	9,135,523	9,984,271	848,748	9.3%
CHARGES FOR SERVICES	98,275	942,494	853,848	(88,646)	(9.4%)
MISC REVENUE	139,609	192,315	335,328	143,013	74.4%
OTHER FINANCING SOURCES	937,643	931,443	1,162,041	230,598	24.8%
GENERAL FUND CONTRIBUTION	12,035,882	12,893,834	13,725,007	831,173	6.4%
<b>TOTAL REVENUES</b>	<b>22,628,172</b>	<b>24,238,129</b>	<b>26,177,095</b>	<b>1,938,966</b>	<b>8.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	18,391,814	19,033,495	20,654,746	1,621,251	8.5%
SERVICES AND SUPPLIES	2,319,487	2,976,332	3,148,934	172,602	5.8%
OTHER CHARGES	1,310,353	1,618,857	1,712,249	93,392	5.8%
F/A EQUIPMENT	0	0	390,000	390,000	0.0%
OTHER FINANCING USES	563,735	575,357	230,684	(344,673)	(59.9%)
INTRA-FUND TRANSFERS	39,721	34,088	40,482	6,394	18.8%
<b>TOTAL APPROPRIATIONS</b>	<b>22,625,109</b>	<b>24,238,129</b>	<b>26,177,095</b>	<b>1,938,966</b>	<b>8.0%</b>
<b>NET CHANGE</b>	<b>(3,062)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

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

On January 9, 2018, the following position allocation changes were approved:

- Extended 2.0 FTE Victim Witness Assistant Limited-Term to December 31, 2019, funded with CalOES Underserved Victims Grant revenue.

On March 13, 2018, the following position allocation changes occurred in connection with Midyear:

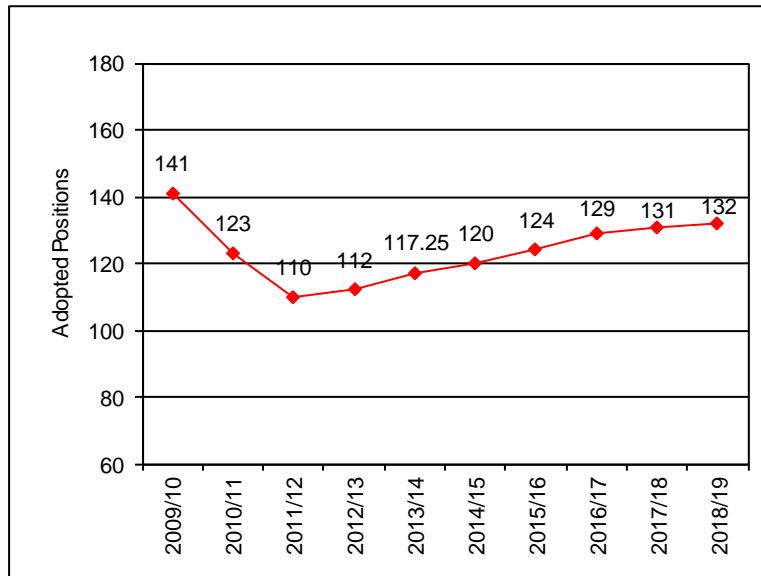
- Added 1.0 FTE Deputy District Attorney IV Limited-Term to June 30, 2019 to the Consumer and Environmental Crimes Unit.
- Added 1.0 FTE Victim Witness Assistant Limited-Term to September 30, 2019, funded with CalOES Victim Witness Grant revenue.
- Extended 1.0 FTE Victim Witness Assistant Limited-Term to September 30, 2019, funded with CalOES Victim Witness Grant revenue.
- Extended 1.0 FTE Legal Secretary Limited-Term to June 30, 2019, funded by 1991 Realignment for the Juvenile Prosecution Unit.
- Extended 1.0 FTE Deputy District Attorney IV Limited-Term to June 30, 2019, assigned to Auto Theft Unit and funded with Vehicle License Fee revenue.
- Extended 2.0 FTE Deputy District Attorney IV Limited-Term to September 30, 2019, assigned to the DUI Vertical Prosecution Unit.

The FY2018/19 Recommended Budget includes the following position allocation changes:

- Add 1.0 FTE Paralegal (Sr.) – TBD to the Consumer and Environmental Crimes Unit.
- Delete 1.0 FTE Paralegal in the Consumer and Environmental Crimes Unit.
- Add 1.0 FTE District Attorney Investigator (Supervising) to the Bureau of Investigations.

- Delete 1.0 FTE District Attorney Investigator in the Bureau of Investigations.
- Expire 1.0 FTE Deputy District IV Limited-Term on June 30, 2018.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

Assembly Bill 42 regarding bail and pretrial release could impact offender accountability. Existing law requires that bail be set in a fixed amount, as specified, and requires - in setting, reducing, or denying bail - a judge or magistrate to take into consideration the protection of the public, the seriousness of the offense charged, the previous criminal record of the defendant, and the probability of his or her appearing at trial or at a hearing of the case. AB 42 would revise pretrial release procedures, including pretrial risk assessments on arrested persons, hearings to determine whether to release the person pending trial, and the establishment of a county pretrial services agency that would gather information about the newly arrested person.

Proposition 64, which legalized marijuana use by adults 21 and over, could impact the prosecution of DUI cases as there is currently no legal standard for intoxication by marijuana.

## Functional Area Summary

**6500 – Fund 900-District Attorney  
Krishna A. Abrams, District Attorney  
Judicial**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
4100 DA SPECIAL REVENUE	1,220,739	302,516	302,000	(516)	(0.2%)
5500 OFFICE OF FAMILY VIOLENCE PREV	264,551	182,332	138,829	(43,503)	(23.9%)
<b>APPROPRIATIONS</b>					
4100 DA SPECIAL REVENUE	1,034,358	931,443	1,163,457	232,014	24.9%
5500 OFFICE OF FAMILY VIOLENCE PREV	665,023	792,384	801,039	8,655	1.1%
<b>NET CHANGE</b>					
4100 DA SPECIAL REVENUE	(186,381)	628,927	861,457	232,530	37.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	400,472	610,052	662,210	52,158	8.5%

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

**FUNCTION AND RESPONSIBILITIES**

This special revenue fund provides a funding source for the investigation, detection, and prosecution of crime, including drug use and gang activity, consumer protection, and environmental protection.

This budget is under the direction of the District Attorney (DA) and is divided into three principal budgetary divisions:

Division 4101 – DA Narcotic Asset Forfeiture Fund - Pursuant to the California Health and Safety Code section 11489, the sources of revenue for this fund are cash and proceeds from the sale of seized property that has been used or obtained through illegal narcotics trafficking, including vehicles, boats, and real estate. Asset forfeiture proceeds provide a source of funding for general investigation, training, and all aspects of the prosecution of crimes.

Division 4102 – DA Consumer Protection Fund – Pursuant to the provisions of the California Business and Professions Code, court-ordered fines and forfeitures accrue to this fund for the support of general investigation and all aspects of the prosecution of consumer protection cases.

Division 4103 – DA Environmental Protection Fund – California Health and Safety Code section 25192 provides that a percentage of fines levied against the commission of environmental offenses be provided to the prosecuting agency bringing the action. The District Attorney has established this division of the DA Special Revenue Fund to provide a funding source in support of general investigation and all aspects of the investigation and prosecution of environmental crimes. This division reimburses the DA's operating budget in (Fund 900 - BU 6500).

The Fund Balance in this Fund is restricted by funding source for each of the applicable divisions above.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$516 or 0.2% in revenues and an increase of \$232,014 or 24.9% in appropriations when compared to the FY2017/18 Adopted Budget. Budgeted revenues and appropriations may vary depending on the status and outcomes of various cases. The difference between the budgeted revenues and appropriations is funded by available Fund Balance. Any unused fund balance is appropriated in Contingencies (BU 9116).

Division 4101 – The District Attorney's Narcotic Asset Forfeiture Fund Recommended Budget reflects \$2,000 in budgeted revenue, a decrease of \$516 or 20.5% when compared to the FY2017/18 Adopted Budget. The Division's budget reflects \$1,416 in budgeted expenditures, an increase of \$1,416 when compared to the FY2017/18 Adopted Budget.

Division 4102 – The District Attorney's Consumer Protection Recommended Budget funds the Consumer Protection Unit (BU 6500) via an Operating Transfer-Out. The Division's budgeted revenues of \$300,000 are consistent with FY2016/17 and FY2017/18. Appropriations of \$1,162,041 reflect an increase of \$230,598 or 24.8% from the FY2017/18 Adopted Budget primarily due to the addition of 1.0 FTE Deputy District Attorney IV Limited-Term and increases in Salaries and Employee Benefits costs for FY2018/19.

Division 4103 – The District Attorney's Environmental Protection Fund does not budget any revenue or appropriations until funds are actually received.

See related BU 9116 – Fund 233 Contingencies (refer to Contingency section of the Budget).



**Summary of Other Administered Budgets****4100 – Fund 233-DA Special Revenue Fund****Krishna A. Abrams, District Attorney  
Judicial**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ADOPTED BUDGET</b>	<b>2018/19 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	1,173,821	302,000	302,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	45,734	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	1,185	0	0	0	0.0%
CHARGES FOR SERVICES	0	516	0	(516)	(100.0%)
<b>TOTAL REVENUES</b>	<b>1,220,739</b>	<b>302,516</b>	<b>302,000</b>	<b>(516)</b>	<b>(0.2%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	89,870	0	0	0	0.0%
OTHER CHARGES	6,846	0	1,416	1,416	0.0%
OTHER FINANCING USES	937,643	931,443	1,162,041	230,598	24.8%
<b>TOTAL APPROPRIATIONS</b>	<b>1,034,358</b>	<b>931,443</b>	<b>1,163,457</b>	<b>232,014</b>	<b>24.9%</b>
<b>NET CHANGE</b>	<b>(186,381)</b>	<b>628,927</b>	<b>861,457</b>	<b>232,530</b>	<b>37.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

## **FUNCTION AND RESPONSIBILITIES**

The Office of Family Violence Prevention (OFVP) was created by the Board of Supervisors on June 23, 1998 to reduce family violence in Solano County through collaborative and coordinated activities with County departments, community-based organizations, and non-profit victim service agencies with a focus on countywide prevention efforts.

This budget unit was established in the General Fund to record funding to administer violence prevention activities on a countywide basis, and enable the Office of Family Violence Prevention to receive and separately account for various federal, state, and private foundation grants, as mandated by funding agency guidelines. A portion of OFVP's appropriations are offset by dedicated revenue sources including Domestic Violence Oversight/Vital Records Fees. The OFVP also serves as a pass-through agency for award of Battered Women's Shelter Fees and Marriage License Fee Surcharge Funding collected pursuant to the California State Domestic Violence Centers Act.

The principal budgetary activities are:

### 5501 OFVP Administration

Monitoring available funding opportunities, collaborating with County departments and non-profit community partners to write and submit grant applications; providing education/training on the negative effects of family violence on children; providing oversight of AB 2405 (2008) funding imposed and collected by the Courts upon convictions of crimes of domestic violence California Penal Code section 1463.27. (Fees are restricted to enhance services for Domestic Violence (DV) victims who are immigrants, refugees and/or rural community members); providing direction and staff support to the Solano Partnership Against Violence, the Board-Appointed DV Coordinating Council and advisory board; and providing program oversight and fiscal support for the grant or dedicated revenue-funded projects outlined below.

### 5511 Solano Family Justice Center — Grant to Encourage Arrest Policies & Enforcement of Protection Orders Program (GTEAP)

The Solano Family Justice Center (SFJC) is a coordinated and collaborative victim service delivery model that co-locates victim services professionals in a single location. The goals are to improve victim safety, reduce costs through shared resources, improve offender accountability through increased successful prosecutions, and decrease children's exposure to violence by supporting victims' long-term safety through economic empowerment. The SFJC grant, funded by the US Department of Justice, Office on Violence against Women, was awarded continuation funding of \$300,000 in September 2014, to support victim advocacy through September 2018.

### 5503 OFVP Domestic Violence Oversight — Vital Records Fees (DVO-VRF's)

Solano County's Vital Records Fees (Health and Safety Code section 103628 and Welfare and Institutions Code section 18309.5) were authorized pursuant to state legislation first enacted in 2005 (AB 2010) allowing for collection of an extra \$2 on certain vital records requests in order to fund governmental coordination and oversight of domestic violence related services. Subsequent legislation SB 154 (Wolk) enacted in 2011 eliminated the sunset date for this legislation, ensuring Solano County a continued revenue source dedicated to oversight of domestic violence related services. DVO-VRF funding was instrumental in the planning, development and launch of the Solano Family Justice Center.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Elder Abuse Forum: On June 15, 2017, the Solano Family Justice Center and the Senior Coalition hosted the 2nd Annual Elder Abuse Forum at the Joseph Nelson Center in Suisun City. Over 100 people attended this forum. Topics discussed at the forum included types of elder abuse, self-neglect, financial abuse, and offender accountability. Agencies and community groups offered information about programs and resources before and after the forum. The 3rd Annual Elder Abuse Forum is scheduled for June 13, 2018, at the County Events Center in Fairfield.
- Health Fair: The Solano Family Justice Center hosted the 3<sup>rd</sup> Annual Health Fair in October 2017 where approximately 1,000 people came out to see what services and wellness programs are offered in Solano County. Over 75 vendors including representatives from law enforcement, fire department, health department, and non-profit organizations, came out and donated their time to meet with members of the community and to share resources.
- SFJC Meet and Greet: On September 21, 2017, the Solano County District Attorney's Office and the OFVP hosted a free community meet and greet event at the SFJC. The meet-and-greet featured the SFJC's expansion of services, including a

**Summary of Other Administered Budgets 5500 – Fund 001-Office of Fam. Violence Prevention**  
**Krishna A. Abrams, District Attorney**  
**Other Protection**

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chance to meet with all on-site partners and representatives from the center's newest service providers, Solano Advocates for Victims of Violence and the Solano Trauma Recovery Center.

- SFJC Domestic Violence Forum: On November 16, 2017, the Solano Family Justice Center and the Solano County District Attorney's Office presented a forum on domestic violence, bringing awareness and education regarding domestic violence in our community, as well as a discussion about available resources and services. Panelists included prosecutors, law enforcement, victim advocates, and survivors of crime.

#### **WORKLOAD INDICATORS**

- In 2017, SFJC Social Workers served 330 clients and received 161 new cases which included 108 domestic violence cases, 13 elder abuse cases, 10 child sexual assault cases, and 8 child abuse/neglect cases.
- In 2017, the Courage Center 2 had 149 clients and provided 40 non-acute Sexual Assault Response Team (SART) exams to children suspected of being abused.
- From its debut in August 2017 through December 2017, the Trauma Recovery Center has seen 33 new clients.
- Since being collocated at the SFJC in August 2017, the Health & Social Services Help Bureau/Eligibility/Stabilization Unit has seen 119 clients.
- In 2017, SafeQuest Solano saw 130 clients on-site at the SFJC.

#### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$43,503 or 23.9% in revenues and an increase of \$8,655 or 1.1% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost increased \$52,158 or 8.5% from last year. The General Fund Contribution is \$662,210.

##### Primary Funding Sources

OFVP revenues of \$138,829 include \$45,000 in Marriage License Fees; \$1,600 in Battered Women fee revenue; \$52,492 in remaining Office on Violence Against Women's Grants to Encourage Arrests and Enforcement of Protection Orders Program (GTEAP); and \$39,737 in vital record fee revenue.

The Recommended Budget includes a \$43,503 or 23.9% net increase in revenues primarily due to the following:

- Vital Record Fee revenue includes a \$35,747 or 47.4% decrease due to grant funds received by Courage Center 2 program administrator, resulting in discontinuation of Vital Record Fee revenue for program support.
- GTEAP grant revenue includes a \$7,756 or 12.9% decrease due to expiration of the grant on September 30, 2018.

##### Primary Costs

The Recommended Budget includes a \$8,655 or 1.1% net decrease in appropriations due to the following:

Salaries and Employee Benefits of \$428,000 include a \$5,218 or 1.2% net decrease. This is due to budgeting the 1.0 FTE Social Worker III position at step 3 in FY2018/19 compared to step 5 in FY2017/18.

Services and Supplies of \$155,590 include a \$9,770 or 5.9% net decrease. The decrease reflects reductions in contracted services, travel expenses, liability insurance, and publications, offset by an increase in property insurance and central data processing services' costs.

Other Charges of \$112,079 include a \$26,596 or 31.1% net increase, primarily due to increases in Countywide Administrative Overhead charges.

Other Financing Uses of \$3,517 include a \$7,079 or 66.8% net decrease, primarily due to a decrease in the pension obligation bond rate.

Intrafund Transfers of \$101,853 include a \$4,126 or 4.2% net increase in General Services' Facilities Division costs for building maintenance, grounds, and custodial services at the SFJC.

**5500 – Fund 001-Office of Fam. Violence Prevention Summary of Other Administered Budgets****Krishna A. Abrams, District Attorney  
Other Protection**Contracts

Contracts for Other Professional Services of \$89,108 are projected to include a \$14,556 or 14.0% net decrease. These appropriations include:

- \$40,000 for local domestic violence crisis shelter services from SafeQuest funded with Marriage License Fee and Battered Women Fee revenue pursuant to California Penal Code section 1203.097(a).
- \$49,108 for victim advocacy services from Solano Advocates for Victims of Violence related to the GTEAP grant program.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

The District Attorney remains committed to increasing direct services at the SFJC. The SFJC continues to add new services and programming specific for victims of elder abuse and child victims of abuse and sexual assault. Collaborative efforts between the on-site social workers and the Victim Witness Unit at the SFJC continue to result in increased outreach and support to victims of domestic violence, sexual assault, and elder abuse, helping to both heal the victim and strengthen offender accountability. SFJC clients continue to receive confidential victim advocacy, crisis intervention, protection order services with court accompaniment, pro-bono family law and U-Visa attorney consultations, referrals for mental health services, child support services, and benefit eligibility.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ADOPTED BUDGET</b>	<b>2018/19 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	44,851	45,000	45,000	0	0.0%
FINES, FORFEITURES, & PENALTY	2,248	1,600	1,600	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	114,225	60,248	52,492	(7,756)	(12.9%)
MISC REVENUE	103,227	75,484	39,737	(35,747)	(47.4%)
<b>TOTAL REVENUES</b>	<b>264,551</b>	<b>182,332</b>	<b>138,829</b>	<b>(43,503)</b>	<b>(23.9%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	326,574	433,218	428,000	(5,218)	(1.2%)
SERVICES AND SUPPLIES	190,796	165,360	155,590	(9,770)	(5.9%)
OTHER CHARGES	37,416	85,483	112,079	26,596	31.1%
OTHER FINANCING USES	7,840	10,596	3,517	(7,079)	(66.8%)
INTRA-FUND TRANSFERS	102,241	97,727	101,853	4,126	4.2%
<b>TOTAL APPROPRIATIONS</b>	<b>664,866</b>	<b>792,384</b>	<b>801,039</b>	<b>8,655</b>	<b>1.1%</b>
<b>NET COUNTY COST</b>	<b>400,314</b>	<b>610,052</b>	<b>662,210</b>	<b>52,158</b>	<b>8.5%</b>
<b>STAFFING</b>					
OFFICE OF FAMILY VIOLENCE MGMT	5	4	3	(1)	0.0%
<b>TOTAL STAFFING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>(1)</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

- Help Bureau/Eligibility/Stabilization Social Workers, co-located from H&SS, now provide public benefit eligibility for CalFresh, CalWORKs, Medi-Cal, and housing assistance to SFJC clients.
- In August 2017, the Trauma Recovery Center (TRC) returned to the SFJC as an onsite partner. Funded by a grant from the Victim Compensation Board, TRC connects victims with the Victim Compensation Board to provide financial help for costs related to victimization, provides referrals for services both on-site and off-site SFJC partners, and provides case management.
- Solano Advocates for Victims of Violence (SAVV) provides on-site confidential victim advocacy, safety planning, protection orders, and case management at the SFJC. In September 2017, SAVV was awarded the CalOES Victim Legal Assistance

**Summary of Other Administered Budgets    5500 – Fund 001-Office of Fam. Violence Prevention**  
**Krishna A. Abrams, District Attorney**  
**Other Protection**

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(KL) Grant, a 2-year grant program designed to increase the availability of holistic civil and criminal legal assistance needed to effectively aid adult and youth victims of crime who are seeking assistance in legal matters relating to that crime at no cost to the victim.

- In December 2016, the Board of Supervisors approved receipt of a one-time 2016 CalOES County Victim Services Grant Program award of \$532,430 in the District Attorney's Office. The grant addresses service gaps and needs for victims of crime. The award provides for the following services at the Solano Family Justice Center: confidential victim advocacy for domestic violence, sexual assault, elder abuse, and human trafficking; protection order assistance with court accompaniment; and emergency resources such as clothing, shelter, and transportation. This grant program ends December 2019.

**SUMMARY OF POSITION CHANGES**

The FY2018/19 Recommended Budget reflects the following position changes:

- 1.0 FTE Assistant Family Violence Prevention Coordinator, Limited-Term, expired September 30, 2017 and was deleted.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Family Violence Prevention Officer is in the process of developing a new foundation to fundraise and increase direct services at the SFJC.

Starting July 1, 2018, the Courage Center 2 will be 100% funded by the CalOES Child Advocacy Center (KC) Grant program, a program that funds affiliate, developing, and accredited Child Advocacy Centers in California who work with child abuse victims to reduce trauma to children and their families by using a multidisciplinary team approach.

Lesli Caldwell, Public Defender  
Judicial

**Public Defender**

**Public Defender**

- Felony Division
- Misdemeanor Division
- Juvenile Delinquency
- Juvenile Dependency
- Civil
- Sexually Violent Predators
- Contempts
- Investigations
- Clerical Support
- Administration
- Proposition 47

## DEPARTMENTAL PURPOSE

The Public Defender's Office provides legal representation for indigents accused of criminal conduct, or who are in danger of losing a substantial right. In its 1963 decision, *Gideon v. Wainwright*, the United States Supreme Court found a Constitutional, Sixth Amendment, right to counsel for criminal defendants unable to afford their own attorney. Subsequent United States Supreme Court cases extended this right to persons in danger of losing a substantial right.

### Budget Summary:

FY2017/18 Midyear Projection:	13,038,244
FY2018/19 Recommended:	14,298,482
County General Fund Contribution:	13,292,665
Percent County General Fund Supported:	93.0%
Total Employees (FTEs):	66.5

## FUNCTION AND RESPONSIBILITIES

Like most California counties, Solano County fulfills its Constitutional mandate by means of a Public Defender's Office, established in 1968, pursuant to Government Code sections 27700-27712 and Penal Code section 987.2.

The Public Defender maintains offices in Fairfield and Vallejo where Superior Court proceedings are held. The scope of representation includes all phases of criminal litigation from arraignment through some post-conviction proceedings. As appropriate to each client, legal issues are researched, investigations are conducted, written motions are prepared, and oral presentations are made in all court hearings, including court and jury trials.

Most of the Public Defender's clients are adults and juveniles accused of criminal offenses ranging from misdemeanors to serious felonies, including capital offenses. The Civil Unit provides competent legal representation to individuals threatened with conservatorship proceedings.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Challenges:

- The passage of California Proposition 57 in November 2016 amended section 707 of the Welfare and Institutions Code (WIC). The change in State law requires that, before youths can be transferred to adult court, they must have a hearing in juvenile court to determine whether they should be transferred. These hearings require a complete mitigation investigation which increases the workload for investigators, lawyers and clerical, and the employing of experts in many different fields.
- Over 6,500 California prison inmates were committed based on crimes they committed as a child or youthful offender. Over the last few years the courts have been reevaluating the constitutionality of the length of these prison terms and the legislature has issued regulations about the "youthful offender" inmates. New and retroactive responsibilities for Public Defenders have been imposed. This requirement affects approximately 250 Public Defender clients; inmates who were under 26 years of age at the time of sentencing. *People v. Franklin* (2016) 63 Cal. 4<sup>th</sup> 261 expanded the defendant's rights

by requiring the trial court to determine whether the defendant was afforded an adequate opportunity to make a record of information relevant to a future determination under Penal Code sections 3051 and 4801 and the US Supreme Court matter of *Miller*. Experts will need to be hired to fulfill this statutory obligation to our clientele. These hearings also require a complete mitigation investigation, not unlike capital murder cases, and are also more complicated because they will require retroactive investigation. While most of the incarcerated clients here in Solano County have been identified (approximately 200 persons), the Department has not had the resources to reach out to them. Letters received from some, require the Public Defender to request appointment by the Court and representation in the matter. The number of these cases continues to grow. As with the Juvenile Transfer Hearings, these are labor intensive requiring extensive research and the hiring of numerous experts.

- Reasonable Professional Standards of Competency (RPSC) have been established as a result of US Supreme Court Cases (*Miller*) and California statutes. RPSC requires defenders currently representing juvenile clients and clients under 26 years of age who are facing potential punishment of life without possibility of parole (LWOP) or its “functional equivalent” to utilize experts, compile relevant records, conduct necessary investigations, and present a record of the *Miller* factors, as they relate to client’s diminished culpability, at sentencing. The RPSC requires the Public Defender’s Office to obtain psychological evaluations; evidence for mitigation, such as, letters from family members, friends, and school personnel. RPSC will increase investigations, experts, attorney and support staff time for these cases.

#### Accomplishments:

- Represented over 12,000 clients in 2017, including new and ongoing cases.
- Collaborated with the Solano Community Corrections Partnership (CCP) to continue providing services included in the County’s 2011 Public Safety Realignment Act Implementation Plan (AB 109).
- Collaborated with the Sheriff on the Mentally Ill Offenders Crime Reduction Grant (MIOCR) to keep mentally ill individuals out of the jails.

#### **WORKLOAD INDICATORS**

- In 2017, relying on a legal team of 39 attorneys, 7 investigators and 18 administrative/support staff, the Public Defender’s Office opened cases for 2,727 felony clients, 7,390 misdemeanor clients, 384 civil clients, 91 dependency clients and 220 juvenile clients plus provided services to an increased number of 2011 Public Safety Realignment (AB 109) clients.
- Caseloads in the Public Defender’s Office are increasing in the severity of charges filed, requiring increased resources for representation of clients. The District Attorney continues to file death penalty eligible cases, requiring two lawyers and two investigators, at the minimum, per case.
- The passage of California Proposition 57 in November 2016 amended section 707 of the Welfare and Institutions Code (WIC) which requires increased legal, investigation and clerical work. The measure changed State law to require that, before youths can be transferred to adult court, they must have a full hearing in juvenile court to determine whether they should be prosecuted as juveniles or adults. The Public Defender conducted four of these hearings during 2017.
- The US Supreme Court ruled in *Miller* and the California Supreme Court ruled in *Franklin* and Senate Bill 260 took effect on January 1, 2014. This has significantly increased the requirement for “youthful offenders.” This is a retroactive requirement outlined above. The effects of these Court decisions are in full effect in FY2017/18. Currently the Department represents seven prisoners on *Miller* / *Franklin* proceedings.
- Proposition 64 requires that the Public Defender file petitions to dismiss on prior marijuana cases of varying sorts. The Department is not seeking out these former clients or doing any community outreach, but receives numerous requests monthly.

Lesli Caldwell, Public Defender  
Judicial

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
PUBLIC DEFENDER	12,231,524	13,272,022	14,298,482	1,026,460	7.7%
<b>TOTAL REVENUES</b>	<b>12,231,524</b>	<b>13,272,022</b>	<b>14,298,482</b>	<b>1,026,460</b>	<b>7.7%</b>
<b>APPROPRIATIONS</b>					
PUBLIC DEFENDER	12,303,065	13,272,022	14,298,482	1,026,460	7.7%
<b>TOTAL APPROPRIATIONS</b>	<b>12,303,065</b>	<b>13,272,022</b>	<b>14,298,482</b>	<b>1,026,460</b>	<b>7.7%</b>
<b>NET CHANGE</b>					
PUBLIC DEFENDER	71,541	0	0	0	0.0%
<b>NET CHANGE</b>	<b>71,541</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>STAFFING</b>					
PUBLIC DEFENDER	62.5	65	66.5	1.5	2.3%
<b>TOTAL STAFFING</b>	<b>62.5</b>	<b>65</b>	<b>66.5</b>	<b>1.5</b>	<b>2.3%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,026,460 or 7.7% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution increased by \$983,110 or 8.0%.

Primary Funding Sources

The primary funding source for the Department is General Fund Contribution, which comprises of \$13,292,665 or 93% of the Recommended Budget.

The FY2018/19 Recommended Budget includes a \$1,026,460 or 7.7% net increase in revenues primarily due to the following:

- Intergovernmental Revenues reflect revenues for 2011 Public Safety Realignment (AB 109) for representation of clients affected by the State's 2011 Realignment of the criminal justice system, and State sales tax revenue related to 1991 Realignment. These revenues represent an increase of \$124,838 generated by an increase in State sales tax related to 1991 Realignment and 2011 Realignment. Additionally, a limited-term position, funded with this revenue expired on November 1, 2017.
- Charges for Services reflect a decrease of \$81,488 primarily due to the expiration in November 2017 of a \$50,081 revenue contract with the Judicial Council for representation of clients for the Dependency Court as the contract was not renewed. The decrease also represents a reduction of \$31,407 in the collection of legal fees charged to Public Defender clients that are determined by the Court to be able to pay and to reduced collections by the Probation Department.
- Other Financing Sources of \$13,292,665 represent the General Fund Contribution, an increase of \$983,110 or 8% from the FY2017/18 Adopted Budget. The increase in the General Fund support is primarily the result of an increase in salary and employee benefit costs. To minimize the impact on the General Fund, the Public Defender has aggressively sought grants and other sources of funding; however, very few grants and other sources of funding for the Department to enhance its revenues exist for criminal defense work.

Primary Costs

The FY2018/19 Recommended Budget includes a \$1,026,460 or 7.7% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$1,186,430 or 11.3% as a result of increases in salary and employee benefit costs, department promotions, and costs for the recommended addition of 2.5 FTE positions offset by the expiration of a limited-term attorney position that expired on November 1, 2017.



## Functional Area Summary

6530 – Fund 900-Public Defender

Lesli Caldwell, Public Defender  
Judicial

- Services and Supplies reflect an increase of \$274,766 primarily due to increases in central data processing services and software maintenance/support for the annual maintenance/license cost for the new case management system.
- Fixed Assets reflect a decrease of \$231,000 which was a one-time cost in FY2017/18 for the installation of a case management system enabling the Department to migrate to a paperless model.
- Other Financing Uses reflect a decrease of \$200,710 due to reduction in the pension obligation bond rate.
- Intrafund Services reflect an increase of \$5,451 for Sheriff's security services at the Vallejo campus.

### Contracts

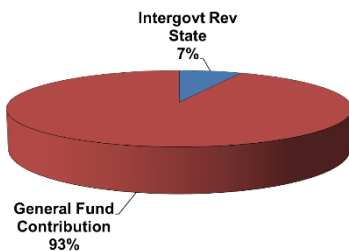
The FY2018/19 Recommended Budget includes a total of \$122,238 for contracted services which includes the following significant contracts:

- \$49,000 (\$98,000 over two years) with Lawyers for America to support Legal Fellowships.
- \$73,238 for the annual software maintenance/license of the Department's new case management system.

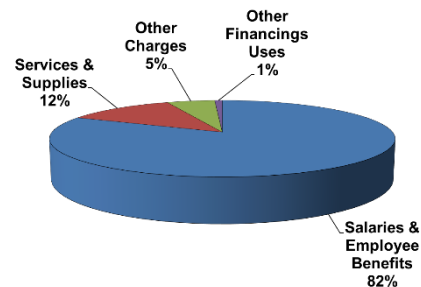
### Fixed Assets

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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	868,167	855,979	980,817	124,838	14.6%
CHARGES FOR SERVICES	294,791	106,488	25,000	(81,488)	(76.5%)
GENERAL FUND CONTRIBUTION	11,068,565	12,309,555	13,292,665	983,110	8.0%
<b>TOTAL REVENUES</b>	<b>12,231,524</b>	<b>13,272,022</b>	<b>14,298,482</b>	<b>1,026,460</b>	<b>7.7%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	10,088,836	10,504,449	11,690,879	1,186,430	11.3%
SERVICES AND SUPPLIES	1,262,029	1,441,390	1,716,156	274,766	19.1%
OTHER CHARGES	619,687	756,062	747,585	(8,477)	(1.1%)
F/A - INTANGIBLES	0	231,000	0	(231,000)	(100.0%)
OTHER FINANCING USES	311,139	319,870	119,160	(200,710)	(62.7%)
INTRA-FUND TRANSFERS	21,373	19,251	24,702	5,451	28.3%
<b>TOTAL APPROPRIATIONS</b>	<b>12,303,065</b>	<b>13,272,022</b>	<b>14,298,482</b>	<b>1,026,460</b>	<b>7.7%</b>
<b>NET CHANGE</b>	<b>71,541</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Department's new case management system, a one-time cost included in the FY2017/18 Adopted Budget, should be operational by June 4, 2018. This system will be compatible with the Solano County District Attorney and eventually Solano County Probation, and will allow for the migration of case files to a paperless system.

**SUMMARY OF POSITION CHANGES**

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

On August 8, 2017, the following position allocation changes were approved to address operational changes:

- Added 0.5 FTE Social Worker II
- Added 1.0 FTE Staff Analyst
- Deleted 0.5 FTE Social Worker III
- Deleted 1.0 FTE Clerical Operations Manager

On November 1, 2017, the following limited-term position expired and was deleted from the position allocations:

- Expired 1.0 FTE Limited-Term Deputy Public Defender IV, due to funding loss as revenue contract with Judicial Council for representation of clients for the Dependency Court expired.

On December 5, 2017, the following position allocation changes, funded primarily with County General Fund, were approved to address operational changes:

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

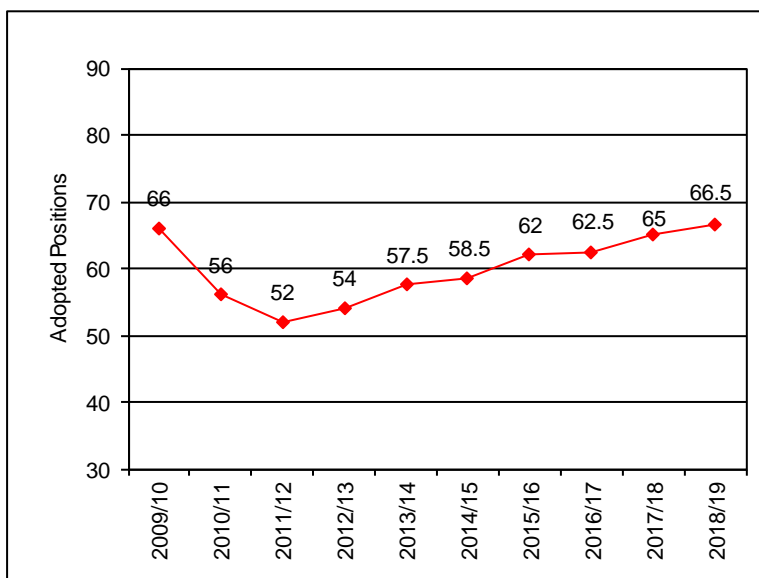
On January 9, 2018, the following limited-term positions, funded primarily with County General Fund, were extended through October 20, 2018 to address continuing increased caseloads:

- Extended 1.0 FTE Limited-Term Office Assistant II through October 20, 2018
- Extended 1.0 FTE Limited-Term Process Server through October 20, 2018

The FY2018/19 Recommended Budget includes the following position allocation changes primarily funded with County General Fund, and State sales tax realignment revenues:

- Add 2.0 FTE Limited-Term Office Assistant IIs through June 30, 2019 to assist with scanning current case files in to the new case management system as the Department transitions to paperless files. Caseloads continue to be heavy and the Department anticipates one year to complete scanning of current case files into the new system. New case files will be scanned and entered into the new system as they are opened.
- Increase 0.5 FTE Paralegal to 1.0 FTE split between (BU 6531) and (BU 6534) to assist with expungements, Proposition 47 (reduces penalties for current offenders convicted of non-serious and nonviolent property and drug crimes) and Proposition 64, the Adult Use of Marijuana Act, as well as assist with trials.
- Convert 1.0 FTE Limited-Term Office Assistant II to a regular FTE. Position provides office reception and clerical support needed due to continuing increase in caseloads.
- Extend 1.0 FTE Limited-Term Process Server through June 30, 2019, to address continuing increase in caseloads.
- Extend 2.0 FTE Limited-Term Deputy Public Defender I-IV through June 30, 2019, to address continuing increase in caseloads.

## STAFFING TREND



## PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2018/19 Recommended Budget includes funding needed to provide for a continuation of the staffing and other costs previously approved by the Board under the 2011 Solano Public Safety Realignment Act Implementation Plan. These costs are funded by the State AB 109 allocation in FY2018/19. The FY2018/19 budget reflects an increase in this allocation. The Department and the County Administrator's Office are continuing to monitor the State allocation of AB 109 funds.

The Public Defender's Office is working with Department of Information Technology to launch a new case management system. This system is anticipated to be implemented by June 4, 2018, and will bring the Public Defender's Office in line with the District Attorney's Office, the Probation Department and the Courts, in order to achieve sharing of data in an electronic format. The long-range goal of this project includes the Office going "paperless."

The following cases have driven further requirement of the Public Defender's Office. *Graham v. Florida* (2010) 560 U.S. 48, 74- holding no life without the possibility of parole (LWOP) for juveniles convicted of non-homicide offenses; *Miller v. Alabama* (2012) 567 U.S.-; 132 S. Ct. 2455, 2460 – holding no mandatory LWOP for juveniles convicted of murder; *People v. Caballero* (2012) 55 Cal. 4<sup>th</sup> 262-Miller applies to sentence which are the functional equivalent of LWOP. *Montgomery v. Alabama* (2016) \_U.S.\_ [136 S.Ct 718,729- held that *Miller* applies retroactively. Further, Proposition 57 requires a full hearing in Juvenile Court regarding whether a minor can be prosecuted in Adult Court or should be held in Juvenile Court. All of these hearings are extensive and complicated requiring investigation and presentation of evidence.

Reasonable Professional Standards of Competency (RPSC) will very likely require the use of experts including, but not limited to, psychologists, social workers, mitigation specialists, prison, various medical, and gang experts. Other consultation or investigations will need to be completed, such as compiling birth, hospital, and school records. These costs may increase Services and Supplies for the Public Defender's budget and only a portion are reflected in the Recommended Budget. By midyear, the impacts on the Department's budget should be more widely known and realized which may require a budget adjustment.

**6530 – Fund 900-Public Defender**  
**Lesli Caldwell, Public Defender**  
**Judicial**

**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
<b>REVENUES</b>					
6540 ALTERNATE PUBLIC DEFENDER	3,972,323	4,300,116	4,386,261	86,145	2.0%
<b>APPROPRIATIONS</b>					
6540 ALTERNATE PUBLIC DEFENDER	3,907,967	4,300,116	4,386,261	86,145	2.0%
<b>NET CHANGE</b>					
6540 ALTERNATE PUBLIC DEFENDER	(64,356)	0	0	0	0.0%

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

**DEPARTMENTAL PURPOSE**

The Alternate Public Defender provides Court-appointed legal representation to indigents for whom the Public Defender is unable to represent due to a conflict of interest or unavailability.

<b>Budget Summary:</b>	
FY2017/18 Midyear Projection:	4,335,115
FY2018/19 Recommended:	4,386,261
County General Fund Contribution:	4,341,004
Percent County General Fund Supported:	99.0%
Total Employees (FTEs):	20.5

**FUNCTION AND RESPONSIBILITIES**

The Constitutions of both the State of California and the United States of America extend the right of appointed legal representation to indigents accused of criminal conduct or in danger of losing a substantial right. Most counties in California, including Solano County, fulfill their Constitutional duty by establishment of a Public Defender's Office. In certain cases, however, the Public Defender may have a conflict of interest, commonly occurring when a single case involves multiple indigent defendants, or some prior relationship exists with a party to the case. In these instances, the Public Defender must decline appointment, and the County's obligations to provide counsel are met by the Alternate Public Defender's Office, unless a conflict of interest exists there as well. If both the Public Defender and the Alternate Defender are unable to provide representation, the case is assigned to private counsel under Other Public Defense (BU 6730).

The Office of the Alternate Public Defender maintains separate offices in Fairfield and Vallejo, where the Superior Courts hear cases. The Office provides representation at all phases of criminal litigation, from arraignment through post-conviction proceedings. As appropriate to each client, legal issues are researched, investigations are conducted, written motions are prepared, and oral presentations are made in all court hearings, including court and jury trials.

Since approximately June 2000, the Alternate Public Defender's Office has operated under the administrative authority of the Public Defender. The Office's duties and characteristics are similar to those of the main Public Defender's Office (BU 6530). However, pursuant to California Penal Code section 987.2 and the case law, the Alternate Public Defender's Office is organized as a separate division of the Public Defender's Office, under the direct supervision of a Chief Deputy Public Defender.

The majority of the clients represented by the Office are adults and juveniles accused of criminal offenses. The offenses range from traffic misdemeanors to serious felonies, including capital murder. A small portion of the cases involve advising witnesses, whose testimony could be incriminating and conservatorships.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- The passage of California Proposition 57 in November 2016 amended section 707 of the Welfare and Institutions Code (WIC). The change in State law requires that, before youths can be transferred to adult court, they must have a hearing in juvenile court to determine whether they should be transferred. These hearings require a complete mitigation investigation which increases the work load for investigators, lawyers and clerical, and the employing of experts in many different fields.
- Over 6,500 California prison inmates were committed based on crimes they committed as a child or youthful offender. Over the last few years the courts have been reevaluating the constitutionality of the length of these prison terms and the legislature has issued regulations about the "youthful offender" inmates. New and retroactive responsibilities for Public Defenders have been imposed. This requirement affects approximately 250 Public Defender clients; inmates who were under 26 years of age at the time of sentencing. *People v. Franklin* (2016) 63 Cal. 4<sup>th</sup> 261 expanded the defendant's rights by requiring the trial court to determine whether the defendant was afforded an adequate opportunity to make a record of information relevant to a future determination under Penal Code sections 3051 and 4801 and the US Supreme Court matter of *Miller*. Experts will need to be hired to fulfill this statutory obligation to our clientele. These hearings also require a complete mitigation investigation, not unlike capital murder cases, and are also more complicated because they will require retroactive investigation. While most of the incarcerated clients here in Solano County have been identified, the Department has not had the resources to reach out to them. Letters received from some, require the Alternate Public Defender to accept the cases. The number of these cases continues to grow. As with the Juvenile Transfer Hearings, these are labor intensive, requiring extensive research, and the hiring of numerous experts.

**Lesli Caldwell, Public Defender**  
**Judicial**

- Reasonable Professional Standards of Competency (RPSC) have been established as a result of US Supreme Court Cases (*Miller*) and California statutes. RPSC requires defenders currently representing juvenile clients and clients under 26 years of age who are facing potential punishment of life without possibility of parole (LWOP) or its “functional equivalent” to utilize experts, compile relevant records, conduct necessary investigations, and present a record of the *Miller* factors, as they relate to client’s diminished culpability, at sentencing. The RPSC requires the Public Defender’s Office to obtain psychological evaluations; evidence for mitigation, such as, letters from family members, friends, and school personnel. RPSC will increase investigations, experts, attorney and support staff time for these cases.

Accomplishments:

- Represented over 4,000 clients in 2017, including new and ongoing cases.
- Collaborated with the Solano Community Corrections Partnership to continue providing services included in the County’s 2011 Public Safety Realignment Act Implementation Plan (AB 109).
- Collaborated with H&SS and community groups to represent women with children in the Women Reentry Achievement Program (WRAP).
- Collaborated with H&SS to inform the community of services to expunge criminal records.
- Collaborated with the Sheriff on the Mentally Ill Offender Crime Reduction Grant (MIOCR) to keep the mentally ill out of our jails.

**WORKLOAD INDICATORS**

- Relying on a legal team of 13 attorneys, 2 investigators and 5.5 support staff, the Alternate Public Defender’s Office represented over 4,000 clients. During 2017, the Alternate Public Defender opened cases for 923 felony clients, 1,678 misdemeanor clients, 50 civil clients, 83 dependency clients, and 108 juvenile clients.
- The Safe Neighborhoods and Schools Act, or Proposition 47, was a ballot initiative passed by California voters on November 4, 2014. Proposition 47 reduces certain non-serious and nonviolent property and drug offenses from wobblers or felonies to misdemeanors, reducing penalties to offenders who have not committed certain severe crimes including murder and certain sex and gun crimes. The Alternate Public Defender’s Office is required to review cases on behalf of current and past clients to determine Proposition 47 eligibility when the defendant so requests. This duty also applies to prior marijuana convictions pursuant to Proposition 64, the California Marijuana Legalization Initiative.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$86,145 or 2.0% in revenues and appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution increased by \$136,491 or 3.2%. The increase in the General Fund Contribution is primarily the result of an increase in salaries and employee benefits, and costs related to Countywide Administrative Overhead costs.

Primary Funding Sources

The Department’s primary funding source is the County General Fund. In an effort to minimize costs, the Office has eliminated services and programs that are not constitutionally mandated, and aggressively sought grants and other sources of funding to enhance revenues. It should be noted that there are very few grant opportunities available to criminal defense work.

The FY2018/19 Recommended Budget includes an \$86,145 or 2% net increase in revenues primarily due to the following:

- Intergovernmental Revenues reflect an increase of \$2,518 in 2011 Public Safety Realignment (AB 109) revenue for representation of clients affected by the State’s 2011 Realignment of the criminal justice system from the State to counties.
- Charges for Services reflect a decrease of \$52,864 primarily due to the expiration in November 2017 of a \$50,081 revenue contract with the Judicial Council for representation of clients for the Dependency Court as the contract was not renewed, and a reduction of \$2,783 in legal fees charged to clients and collected by the Probation Department.
- Other Financing Sources of \$4,341,004 represent the General Fund Contribution, an increase of \$136,491 or 3.2% from the FY2017/18 Adopted Budget.

Primary Costs

The FY2018/19 Recommended Budget includes an \$86,145 or 2% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$188,402 or 5.6% primarily due to increases in salaries and employee benefit costs, department promotions, and costs for the addition of an extra-help position.
- Services and Supplies reflect an increase of \$54,947 or 11.3% primarily due to increases in software maintenance/support for annual maintenance/license cost for the new case management system and in central data processing services.
- Other Charges reflect a decrease of \$13,858 primarily due to reductions in Countywide Administrative Overhead costs.
- Fixed Assets reflect a decrease of \$77,000 which was a one-time cost in FY2017/18 for the installation of a case management system enabling the Department to migrate to a paperless model.
- Other Financing Uses reflect a decrease of \$68,229 primarily due to a reduction in the pension obligation bond rate.
- Intrafund Transfers reflect an increase of \$1,883 for Sheriff's security services at the Vallejo campus.

Contracts

The FY2018/19 Recommended Budget includes the following contract:

- \$24,413 for the annual software maintenance/license of the Department's new case management system.

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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	40,112	40,739	43,257	2,518	6.2%
CHARGES FOR SERVICES	222,132	54,864	2,000	(52,864)	(96.4%)
GENERAL FUND CONTRIBUTION	3,710,079	4,204,513	4,341,004	136,491	3.2%
<b>TOTAL REVENUES</b>	<b>3,972,323</b>	<b>4,300,116</b>	<b>4,386,261</b>	<b>86,145</b>	<b>2.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,250,540	3,344,798	3,533,200	188,402	5.6%
SERVICES AND SUPPLIES	334,706	486,893	541,840	54,947	11.3%
OTHER CHARGES	208,326	281,500	267,642	(13,858)	(4.9%)
F/A - INTANGIBLES	0	77,000	0	(77,000)	(100.0%)
OTHER FINANCING USES	107,011	103,274	35,045	(68,229)	(66.1%)
INTRA-FUND TRANSFERS	7,384	6,651	8,534	1,883	28.3%
<b>TOTAL APPROPRIATIONS</b>	<b>3,907,967</b>	<b>4,300,116</b>	<b>4,386,261</b>	<b>86,145</b>	<b>2.0%</b>
<b>NET CHANGE</b>	<b>(64,356)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>STAFFING</b>					
ALTERNATE PUBLIC DEFENDER	21.5	21.5	20.5	(1)	(4.7%)
<b>TOTAL STAFFING</b>	<b>21.5</b>	<b>21.5</b>	<b>20.5</b>	<b>(1)</b>	<b>(4.7%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Department's new case management system, a one-time cost included in the FY2017/18 Adopted Budget, should be operational by June 4, 2018. This system will be compatible with the Solano County District Attorney and eventually Solano County Probation, and will allow for the migration of case files to a paperless system.

Lesli Caldwell, Public Defender  
Judicial

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### SUMMARY OF POSITION CHANGES

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

On November 1, 2017, the following limited-term position expired and was deleted from the position allocations:

- Expired 1.0 FTE Limited-Term Deputy Public Defender IV, due to loss of funding resulting from the expiration of a revenue contract with Judicial Council for representation of clients for the Dependency Court.

### PENDING ISSUES AND POLICY CONSIDERATIONS

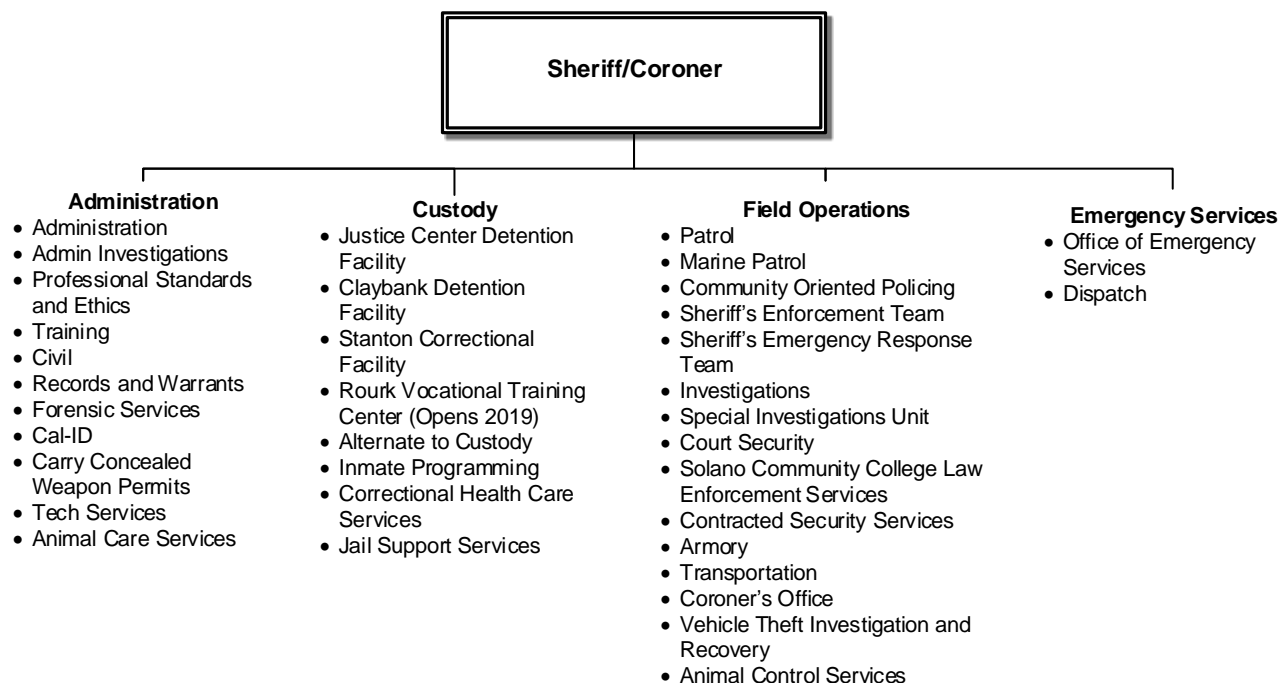
The FY2018/19 Recommended Budget includes funding needed to provide for a continuation of the staffing and other costs previously approved by the Board under the 2011 Solano Public Safety Realignment Act Implementation Plan. These costs are partially funded by the State AB 109 allocation in FY2018/19. The Department and the County Administrator's Office are continuing to monitor the State allocation of AB 109 funds.

The Alternate Public Defender's Office is working with Department of Information Technology to launch a new case management system. This system is anticipated to be implemented by June 4, 2018 and will bring the Alternate Public Defender's Office in line with the District Attorney's Office, the Courts and Probation in order to achieve sharing of discovery, filings and other reports in an electronic format. The long-range goal of this project includes the Office going "paperless."

The following cases have driven further requirements of the Alternate Public Defender's Office. *Graham v. Florida* (2010) 560 U.S. 48, 74- holding no life without the possibility of parole (LWOP) for juveniles convicted of non-homicide offenses; *Miller v. Alabama* (2012) 567 U.S.-; 132 S. Ct. 2455, 2460 – holding no mandatory LWOP for juveniles convicted of murder; *People v. Caballero* (2012) 55 Cal.4<sup>th</sup> 262-Miller applies to sentence which are the functional equivalent of LWOP. *Montgomery v. Alabama* (2016) \_U.S.\_ [136 S.Ct718,729- held that *Miller* applies retroactively. Further, Proposition 57 requires a full hearing in Juvenile Court regarding whether a minor can be prosecuted in Adult Court or Juvenile Court. All of these hearings are extensive and complicated requiring investigation and presentation of evidence. Proposition 64 has added additional requirements to review prior convictions and petition the court for dismissal.

Reasonable Professional Standards of Competency (RPSC) will also increase the costs of experts including, but not limited to, psychologists, social workers, mitigation specialists, prison, various medical, and gang experts. Other consultation or investigations will need to be completed, such as compiling birth, hospital, and school records. These costs may increase Services and Supplies for the Alternate Public Defender's budget and only a portion are reflected in the Recommended Budget. By midyear the impacts on the Department's budget should be more widely known and realized which may require a budget adjustment.





## DEPARTMENTAL PURPOSE

Headed by the elected Sheriff as prescribed in Government Code §24000(b), the Sheriff's Office is responsible for providing public safety services in the County, including patrol, investigations and custody of adult offenders, and overseeing the Coroner's Office, Animal Care/Control, and the Office of Emergency Services (OES). The Sheriff's Office also provides a variety of support services including dispatch of public safety personnel and maintenance of criminal records.

### Budget Summary:

FY2017/18 Midyear Projection:	106,622,265
FY2018/19 Recommended:	110,337,801
County General Fund Contribution:	61,819,978
Percent County General Fund Supported:	56.0%
Total Employees (FTEs):	531

## FUNCTION AND RESPONSIBILITIES

- Administration function provides a variety of administrative and support services including strategic planning; fiscal administration; personnel administration; implementation of operational standards; maintenance of criminal records; crime reporting; evidence collection and storage; service of legal notices such as restraining orders, actions of divorce, and eviction notices; collection and distribution of civil judgments; management of the automated biometrics identification system; oversight of employees' training and standards; and maintenance and implementation of its automated systems.
- Custody function provides for the custodial care of the inmates housed at the jail facilities, including both sentenced and pre-trial inmates, through supervision of the inmate population and provision of clothing and meals, and medical, mental health, and dental services; preparation of the inmate for return to the community through provision of substance abuse treatment services, case management re-entry services, and vocational services; and management of the work furlough, work release and electronic monitoring programs for low level offenders.
- Field Operations function provides for the protection of county residents in unincorporated areas and their property through prevention and detection of criminal activity and apprehension of those responsible for the crime; safety and enforcement of Solano County waterways; crime scene investigations; cold-case investigations; narcotics investigations; compliance checks of post-release community supervision clients; mutual aid response; building and perimeter security services to the Courts; law enforcement and security services to Solano Community College and other County departments; transportation

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of inmates to and from court, state prison facilities, other county jail facilities, and medical appointments; conduction of death investigations and autopsies; and oversight of indigent burials.

- Emergency Services function provides for the central coordination in all county disaster events, establishment of an emergency operations plan, provision of direction to first responders, and enlistment of aid from various state and local agencies; coordination of local search and rescue efforts; dispatch of Field Operations personnel to calls for service, and dispatch of local fire personnel and equipment through the countywide consolidated fire dispatch center.

At the direction of the County Administrator and approval of the Board of Supervisors, is responsible for the operation and management of the County's Animal Care shelter and provision of animal control services to the unincorporated areas.

### **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

#### Challenges:

- Separated Inmates: During the prior five years, the number of Administrative Segregations (AdSep) has fluctuated between 100 and 200 inmates. Although the average daily population in the jail facilities over the last year has declined, the number of AdSeps continues to remain close to 200 or 25% of the current inmate population. AdSep inmates are identified as those who are prone to: promote activity or behavior that is criminal in nature or disruptive to facility operations; demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility; escape; assault, attempt to assault, or participate in a conspiracy to assault or harm other inmates or facility staff; or is likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of inmates and staff and includes use of single cell occupancy, which has impacted staffing needs and costs.
- Court Security Services: Since the 2011 Public Safety Realignment, state funds for building and perimeter security were diverted from the Courts and given directly to the County. For FY2018/19 Trial Court Security funding is insufficient by approximately \$750,000 to continue providing court security services at the current court level. The Sheriff's Office is working with the Presiding Judge and court administration to review operations and mandated services, and determine an acceptable level of service given available funding. This is a statewide funding issue and many counties are reviewing service options to avoid using County General Fund.
- OES Staffing: The number of declared disasters has grown from one every three to four years to one or more a year. In 2017, Solano County experienced flooding in January and again in February, and then the Atlas Fire in October. Additionally, the Sheriff's Office of Emergency Services' staff is responsible for managing the Emergency Management Performance Grants, the Homeland Security Grants, the Urban Area Security Initiative grants, and the Delta Flood Response grants. Current staffing is inadequate to fully comply with administrative requirements for disaster events and grants management, while maintaining the required training, training exercises, and other disaster preparation efforts FEMA expects. OES is exploring possible funding sources to augment staffing needs.

#### Accomplishments:

- Prison Rape Elimination Act-Compliance (PREA): In March 2018, the Stanton Correctional Facility received a passing mark for PREA compliance. The audit process lasted several months, and through that time numerous policies and procedures were established or amended, staff training was implemented, and inmate education was given on our zero-tolerance policy for sexual harassment and/or abuse. The next phase of the audit process will include the Claybank Detention Facility.
- Response to the Atlas Fire and Assistance Provided to Napa and Sonoma Counties: During the immediate response to the Atlas Fire in October 2017, the Solano Emergency Operations Center (EOC) was activated for eight days and the Solano Dispatch Center brought in additional personnel to handle the rapid increase in call volume and facilitated the evacuation efforts in Green Valley and Twin Sisters areas of Solano County. Advanced notice of the fire was obtained by OES personnel on scene in Napa County when the fires erupted, resulting in a safe and timely response with minimal damages and no loss of life or significant injuries in Solano.

The EOC staff, utilizing personnel from many County departments, facilitated the creation of a large animal shelter at the Vallejo Fairgrounds, a 300-bed field hospital at the Dixon Fairgrounds, and an evacuee shelter at Solano Community

College in Fairfield. The influx of people and animals from Napa and Sonoma Counties highlighted the potential that in a major Bay Area disaster, Solano County will be a safe-haven for those evacuating disaster areas. Through mutual aide, the Sheriff's Office also sent 22 law enforcement personnel to Napa and Sonoma Counties to assist with resident evacuations and securing burned out neighborhoods as did the cities in Solano who assisted the Sheriff locally.

- **Homeless Outreach:** The Sheriff's resident deputies partnered with more than 20 public and private sector groups including local law enforcement, Social Services, Veteran's Affairs, Mission Solano, and local church groups, to conduct three multi-day homeless outreach operations during 2017, resulting in the contact of 236 homeless persons, of which 167 accepted services. Cal-Trans and Solano County Public Works assisted with clean-up and debris removal. Bi-monthly meetings continue with other law enforcement agencies and non-law enforcement partners to discuss current concerns and identify ways in which services can be provided to our residents experiencing homelessness.
- **Inmate Education:** The Sheriff's Office has successfully partnered with Five Keys Charter School to deliver educational programming to inmates housed in the Solano County jail facilities. Five Keys has provided seven teachers and a re-entry specialist serving in the three jail facilities. Between 150-185 inmates receive educational services on a daily basis through classroom education, independent study, English as a Second Language, or Special Education Services. With the assistance of Five Keys Charter Schools, 20 inmates received their high school diplomas in 2017.
- **Inmate Care Coordination Committee:** A newly established Inmate Care Coordination Committee, a multi-disciplinary team comprised of the Inmate Program Manager, programming staff, and community-based service providers work together to develop a treatment case plan and a re-entry plan for inmates.
- **Cameras:** The Sheriff's Office installed two additional cloud-based camera systems in high crime areas within the unincorporated area of Fairfield/Suisun and near Solano Community College to assist with both in-progress incidents, as well as post-incident investigation. The camera systems record roadway/intersection activity and allows for live streaming video from any computer or mobile device such as a cell phone or tablet. Cameras continue to be an invaluable tool for aiding in the identification and capture of individuals suspected of criminal activity.
- **Replacing the Automated Biometrics Identification System:** Phase 1 of the Automated Biometrics Identification System (ABIS) project has been completed. Phase 1 included the purchase of hardware and software to upgrade the current multi-print station used to input latent prints; conversion and archive of current AFIS and DNA records and hard-copy legacy records to a database using standardized formats; provision of a web-based application interface; implementation of Morpho Archive Service to include search and report features; interface upgrade to existing Livescan stations and mobile ID devices; and enhancement of the ATIMS jail booking workflow.
- **Reducing the Number of Firearms in the Community:** During 2017, 45 firearms were taken off the streets as a result of post release community supervision compliance checks, narcotics investigations, and warrant services.

## WORKLOAD INDICATORS

Administration	2013	2014	2015	2016	2017
Total annual civil papers received for processing	9,282	9,259	8,228	8,244	7,887
Number of restraining orders processed	2,177	2,122	2,131	2,143	2,143
Number of warrants processed	8,037	9,270	9,490	9,999	10,324
Number of call-outs to crime scenes	20	27	45	49	41
Number of suspect fingerprints analyzed	279	510	607	395	382
Number of background investigations processed	540	625	585	486	346
Number of training hours provided to staff	24,904	33,651	39,662	30,130	30,771

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**Functional Area Summary**

<b>Custody</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of bookings	14,537	16,293	16,192	16,205	15,555
Felonies <sup>1</sup>	8,120	8,852	7,067	6,719	6,499
Misdemeanors <sup>1</sup>	6,417	7,441	8,642	8,977	8,617
Other	N/A	N/A	483	498	439
Average daily population	924	939	940	985	975
Average stay (days)	22.9	21.0	21.0	22.4	22.9

<b>Law Enforcement and Investigative Services</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of calls for service - Patrol	52,381	55,706	56,474	60,413	58,624
Number of arrests	3,454	3,666	3,692	3,449	2,802
Number of Sheriff Emergency Response Team call-outs	26	26	49	9	7
Number of illegal dumping cases investigated	128	238	243	478	447
Number of calls for service – Court Security	668	1,469	1,497	1,970	1,700
Number of prisoners transported - Court and other facilities	19,338	15,806	17,201	18,704	12,912
Number of prisoners transported – Medical & hospitalizations	1,157	708	972	365	416
Number of crime investigations	1,020	848	1,131	1,051	1,098
Street Value of illegal drugs confiscated	\$3.0M	\$4.4M	\$20M	\$234M	\$14M
Number of felony sexual assault offender sweeps	3	4	16	9	12
Number of vessel inspections	1,384	1,237	1,045	556	704
Number of vessel assists	72	80	228	47	55
Number of Sheriff Enforcement Team compliance checks	594	276	298	210	245
Number of decedents received by Coroner	1,283	1,317	1,331	1,257	1,281
Number of autopsies	180	236	242	232	238

<b>Emergency Services</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Emergency Operations Center Activations	0	1	1	0	3
Number of search and rescue operations	14	13	20	14	16
Number of calls for service - Dispatch	95,621	99,254	100,739	108,388	104,654

<sup>1</sup> As a result of the passing of Prop 47 by voters in November 2014, certain felony drug offenses were reduced to misdemeanors, allowing people who were already serving a felony conviction for these crimes to petition the court for resentencing and impacting booking statistics going forward.

## Functional Area Summary

## 6550 – Fund 900-Sheriff/Coroner Thomas A. Ferrara, Sheriff/Coroner Public Protection

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	79,877,122	83,797,878	90,808,405	7,010,527	8.4%
CUSTODY	10,883,869	9,881,633	7,463,262	(2,418,371)	(24.5%)
FIELD OPERATIONS	12,238,202	12,276,602	11,744,134	(532,468)	(4.3%)
EMERGENCY SERVICES	325,993	316,864	322,000	5,136	1.6%
<b>TOTAL REVENUES</b>	<b>103,325,186</b>	<b>106,272,977</b>	<b>110,337,801</b>	<b>4,064,824</b>	<b>3.8%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	21,778,634	24,548,097	25,350,952	802,855	3.3%
CUSTODY	51,776,970	51,475,227	53,877,608	2,402,381	4.7%
FIELD OPERATIONS	26,919,444	26,849,024	27,685,349	836,325	3.1%
EMERGENCY SERVICES	3,107,861	3,400,629	3,423,892	23,263	0.7%
<b>TOTAL APPROPRIATIONS</b>	<b>103,582,909</b>	<b>106,272,977</b>	<b>110,337,801</b>	<b>4,064,824</b>	<b>3.8%</b>
<b>NET CHANGE</b>	<b>257,723</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>STAFFING</b>					
ADMINISTRATION	61	61	60	(1)	(1.6%)
CUSTODY	297	292	289	(3)	(1.0%)
FIELD OPERATIONS	157	157	157	0	0.0%
EMERGENCY SERVICES	25	25	25	0	0.0%
<b>TOTAL STAFFING</b>	<b>540</b>	<b>535</b>	<b>531</b>	<b>(4)</b>	<b>(0.7%)</b>

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$4,064,824 or 3.8% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution is increased by \$6,422,249 or 11.6%. The increase is largely attributed to County-approved employer-paid costs.

The primary funding source for the Sheriff's Office is County General Fund Contribution of \$61,819,978 or 56.0% of the Recommended Budget. The primary source of non-County revenue is Proposition 172 Public Safety Tax; \$27,753,381 or 25.2% of total revenues. The Public Safety Tax is tied to State sales tax revenue and is directly impacted by the State's economy. The Sheriff's Office is projecting an increase of \$1,031,200 or 3.9% in Proposition 172 tax revenues over the current year Adopted Budget as California's economy continues to grow as supported by continued upward sales trends. Other principal funding sources include: state payments for providing court security services, \$6,688,123 or 6.1% of total revenues; and state allocations under the 2011 Public Safety Realignment, \$7,242,608 or 6.6% of total revenues.

The Sheriff's Office is organized in four distinct functions: Administration, Custody, Field Operations and Emergency Services. The tables and graphs that follow illustrate the distribution of revenues and appropriations for the four functions.

### Administration and Support

The primary programs for Administration are Administrative Services, Personnel Services, and Training. Other programs include Records and Warrants, Civil, Forensic Identification Services, and Technology Services.

The Recommended Budget for Administration is \$90,808,405 in revenues and \$25,350,952 in appropriations. These represent an increase of \$7,010,527 or 8.4%, in revenues and an increase of \$802,855 or 3.3% in appropriations when compared to the FY2017/18 Adopted Budget.

The Sheriff's Office records all revenues and expenditures that are not directly related to a specific program or function in the Administration Division. The net increase in revenues in Administration and Support is primarily from increases to General Fund Contribution and Proposition 172 revenues which represent \$89,573,359 of the total revenue. Appropriations include Countywide Administrative Overhead, liability and risk insurance, workers' compensation, communications costs, and central

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data processing services for the Sheriff's Office totaling \$14,819,632. Administration's Recommended Budget assumes Standards and Training for Corrections and Peace Officer Training and Standards monies will continue to offset training costs for Correctional Officers and Deputies. The increase in expenditures is primarily due to the increased worker's compensation insurance costs.

The Administration Recommended Budget funds 60.0 FTE positions.

Custody

The primary programs for Custody are the Justice Center Detention Facility, the Claybank Detention Facility, and the Stanton Correctional Facility. Other programs include Alternative to Custody, Inmate Health Care, Inmate Programming, and the Rourk Vocational Training Center.

The Recommended Budget for Custody is \$7,463,262 in revenues and \$53,877,608 in appropriations. This represents a decrease of \$2,418,371, or 24.5%, in revenues and an increase of \$2,402,381, or 4.7%, in appropriations when compared to the FY2017/18 Adopted Budget. The decrease in revenues is primarily due to a reduction in leased bed revenue reflecting no inmates housed through contracted beds for FY2018/19 with Napa or Sonoma County, and lower jail access fee revenues associated with eligible misdemeanor bookings by local law enforcement agencies. Custody's Recommended Budget assumes State Supplemental Law Enforcement Services Fund (SLESF) monies will continue to fund maintenance projects; and 2011 Public Safety Realignment funding, State Criminal Alien Assistance Program and State booking allocation will continue to support Custody operations and inmate programming. The net increase in expenditures is primarily due to the County-approved labor costs, offset by decreased food, clothing, and maintenance costs associated with a lower inmate average daily population (ADP), based on an Average Daily Population (ADP) of 800 for purposes of the Recommended Budget.

The 2011 Public Safety Realignment funding for Community Corrections is \$4,649,679 for FY2018/19. These funds help to offset much of the costs of housing Public Safety Realignment (AB 109) inmates, such as staff salaries and benefits, operational costs including medical and food costs, and programming costs.

The Recommended Custody Budget funds 289.0 FTE positions.

Field Operations

The primary programs for Field Operations are Patrol, Court Services, and Security Services. Other programs include Marine Patrol, Resident Deputy, Transportation, Investigations, the Special Investigations Unit, the Sheriff's Emergency Response Team, the Armory, and the Coroner's Office.

The Recommended Budget for Field Operations is \$11,744,144 in revenues and \$27,685,349 in appropriations. This represents a decrease of \$532,468, or 4.3%, in revenues and an increase of \$836,325, or 3.1%, in appropriations when compared to the FY2017/18 Adopted Budget. The decrease in revenues is primarily due to less Trial Court Security funds available to provide building and perimeter security to the Courts. Field Operations' Recommended Budget assumes State Supplemental Law Enforcement Services Fund (SLESF) monies will continue to support warrant service activities, Cal-MMET funding will continue to support a sergeant and deputy assigned to the Special Investigations Unit, and 2011 Public Safety Realignment funding will continue to support the Sheriff's Enforcement Team. The increase in expenditures is due to the County-approved labor costs.

The 2011 Public Safety Realignment program budget allocation for Community Corrections is \$1,073,743 in FY2018/19. The Realignment funding pays for the salary and benefits costs for 5.0 FTE positions: 1 Sergeant-Sheriff and 4 Deputy Sheriffs; and certain operating costs associated with these positions, such as county garage service, fuel, communications, and office expense. This program was established in response to and in compliance with the California Public Safety Realignment legislation as outlined in Assembly Bills 109, 111, 117, and 118.

The Recommended Law Enforcement and Investigative Services budget funds 157.0 FTE positions.

Emergency Services

The primary programs for Emergency Services are the Office of Emergency Services (OES) and Dispatch. Other volunteer programs within OES include Search and Rescue, the Dive Team, and the Cadet program.

The Recommended Budget for Emergency Services is \$322,000 in revenues and \$3,423,892 in appropriations. This represents an increase of \$5,136, or 1.6%, in revenues and an increase of \$23,263, or 0.7%, in appropriations when compared to the

## Functional Area Summary

## 6550 – Fund 900-Sheriff/Coroner Thomas A. Ferrara, Sheriff/Coroner Public Protection

FY2017/18 Adopted Budget. The increase in revenues is primarily due to cost recovery of dispatch services. The increase in expenditures is due to the County-approved labor costs.

The Recommended Emergency Services division funds 25.0 FTE positions.

### Contracts

Contract services (excluding software maintenance and support) represent a significant portion of the services and supplies section of the budget with a total of \$14.0 million. Services with significant appropriations represented by individual and/or multiple service contracts are listed below. Several contracts are revenue-offset.

• Medical, dental & mental health care to inmates:	\$ 11,195,000
• Food service to inmates:	\$ 1,405,000
• Case management service to inmates:	\$ 348,000
• Re-entry services for female inmates:	\$ 283,000
• Forensic pathology services:	\$ 275,000
• Pre-employment background investigative services:	\$ 133,000
• Employment readiness skills for inmates:	\$ 100,000
• Electronic monitoring for ATC program:	\$ 81,000
• Consultant services for Automated Biometrics ID System:	\$ 79,000
• Forensic toxicology screening services of decedents:	\$ 58,000
• LSCMI inmate assessments	\$ 50,000

### Fixed Assets

None.

## DEPARTMENT COMMENTS

### Public Safety Realignment for Community Corrections

The 2017 calendar year reflects an upturn as the average daily population under AB 109 was 210 inmates, slightly up from 187 inmates for the 2016 calendar year. Using the 2017 ADP and the FY2018/19 Board-approved daily bed rate of \$214.00, approximately \$16.4 million of costs may be attributed to Public Safety Realignment inmates. Although the Sheriff's Office anticipates receiving \$4.7 million of the County's share of Public Safety Realignment for custody operations, the revenue is decidedly insufficient to cover the full program costs. County General Fund dollars must then make up the difference.

### Overtime Costs

Overtime costs are incurred primarily for the replacement of employees out on extended leave (i.e., Family Medical Leave Act, California Family Rights Act Leave, Worker's Compensation, State Disability, and Leave of Absence) and regular leave (e.g., annual, and sick leave), as well as vacancies, averaging 90 to 100 employees daily which equates to approximately 17% of our workforce. This is especially true for the Custody Division, as staffing levels must be maintained to keep the level of security required to supervise the inmate population and meet Title 15 Standards for Local Detention Facilities. Since 2011 Public Safety Realignment, inmates in the jail system who would have been previously sentenced to state prison are of a higher criminal sophistication and their knowledge of the prison system and abuse of the jail grievance system has contributed to heightened security needs. While the inmate population has decreased over the last year, staffing levels have not seen a commensurate decrease due to the increase in the number of inmates requiring Administrative Segregation. Other reasons for overtime are described by the Sheriff's Divisions below.

- Administration: Training and training replacement; and special projects.
- Custody: Crisis incidents, Custody Response Team and/or Search Team actions, SB 1022 transition team activities, and impacts of facility repairs.

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- Field Operations: Contracted law enforcement and security services; hospital transports; crime scene response; mutual aid response; and special events.
- Emergency Services: Disaster response; search and rescue response; and mutual aid callouts.

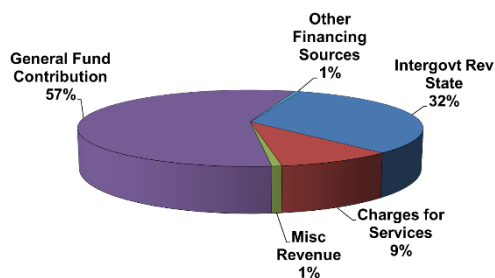
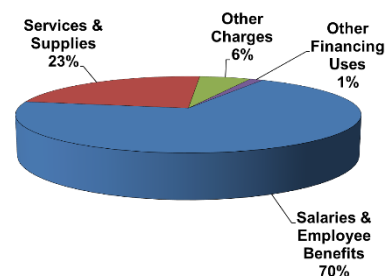
Revenue Reduction for Contracted Jail Bed Space

As of March 2018, and following completion of repairs to Napa County jail facilities, Napa County removed the last of its inmates housed in Solano jail facilities. The FY2018/19 Recommended Budget does not include a projection for revenue generated through leased beds resulting in a \$2.3 million reduction to revenue. This revenue helped to offset some of the jail facilities' fixed costs. The FY2018/19 Recommended Budget does not include an increase in General Fund Contribution to offset this reduction.

Rourk Vocational Training Center

The Board of Supervisors accepted a \$23 million construction award from the Board of State and Community Corrections on May 13, 2014 under Senate Bill 1022, the Adult Local Criminal Justice Facilities Construction Program (SB 1022). The construction of the Rourk Vocational Training Center (Center) is anticipated to be completed by December 2018 and occupied within 90 days of completion. Once a certificate of occupancy is received, some of the contracted community-based organizations such as Leaders in Community Alternatives and Five Keys Charter School will provide rehabilitation and re-entry services at the center.

The construction phase of the project, including some transitional tasks, is funded by SB 1022. The Sheriff's FY2018/19 Recommended Budget includes appropriations of \$540,440 primarily for the salaries and benefits for one regular full-time Custody Sergeant, two regular full-time Correctional Officers, and one Correctional Officer working regular full-time for six months. These expenditures are somewhat offset by \$261,633 in SB 1022 revenue for activities through December 2018. After occupancy, the one Correctional Officer will be needed to supervise the inmates receiving rehabilitation and/or re-entry services and the Custody Sergeant will assist the Inmate Program and Services Manager in developing the vocational program and establishing relationships with local businesses to offer vocational training such as truck/bus driver training, diesel/automotive mechanic training, green energy installation and maintenance, and training in the building trades such as carpentry and electrical work. Once the vocational training starts, two additional Correctional Officers will be needed to provide supervision of those inmates in the program. As a result of Prop 47, approved by the voters in November 2014, the pool of inmates available for the program has changed from what was envisioned. The anticipated pool of inmates will require increased supervision.

**SOURCE OF FUNDS**

**USE OF FUNDS**




## Functional Area Summary

## 6550 – Fund 900-Sheriff/Coroner Thomas A. Ferrara, Sheriff/Coroner Public Protection

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	76,057	66,295	78,330	12,035	18.2%
FINES, FORFEITURES, & PENALTY	398,063	353,766	464,175	110,409	31.2%
REVENUE FROM USE OF MONEY/PROP	0	0	12,000	12,000	0.0%
INTERGOVERNMENTAL REV STATE	34,852,526	34,676,053	35,579,157	903,104	2.6%
INTERGOVERNMENTAL REV FEDERAL	379,376	302,448	280,716	(21,732)	(7.2%)
INTERGOVERNMENTAL REV OTHER	347,254	336,055	328,800	(7,255)	(2.2%)
CHARGES FOR SERVICES	13,114,971	13,298,308	10,235,130	(3,063,178)	(23.0%)
MISC REVENUE	740,131	784,887	874,596	89,709	11.4%
OTHER FINANCING SOURCES	584,670	1,057,436	664,919	(392,517)	(37.1%)
GENERAL FUND CONTRIBUTION	52,832,138	55,397,729	61,819,978	6,422,249	11.6%
<b>TOTAL REVENUES</b>	<b>103,325,186</b>	<b>106,272,977</b>	<b>110,337,801</b>	<b>4,064,824</b>	<b>3.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	71,881,032	71,191,860	77,064,374	5,872,514	8.2%
SERVICES AND SUPPLIES	24,987,328	27,090,121	25,933,458	(1,156,663)	(4.3%)
OTHER CHARGES	5,251,632	6,170,568	6,267,504	96,936	1.6%
F/A EQUIPMENT	19,282	179,310	0	(179,310)	(100.0%)
OTHER FINANCING USES	1,965,431	2,153,233	1,575,568	(577,665)	(26.8%)
INTRA-FUND TRANSFERS	(521,796)	(512,115)	(503,103)	9,012	(1.8%)
<b>TOTAL APPROPRIATIONS</b>	<b>103,582,909</b>	<b>106,272,977</b>	<b>110,337,801</b>	<b>4,064,824</b>	<b>3.8%</b>
<b>NET CHANGE</b>	<b>257,723</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(100.0%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes the following significant adjustments:

- \$4,783,000 net increase in employer-paid costs:
  - \$2,524,000 for COLA increase plus wage driven costs (e.g., retirement, OPEB, and FICA/Medicare) and overtime based on approved labor agreements.
  - \$1,262,000 for merit and longevity increases plus wage driven costs (e.g., retirement, OPEB, and FICA/Medicare) based on approved labor agreements.
  - \$1,303,000 for employer-paid retirement cost increases for County-approved PERS rate increase based on approved labor agreements.
  - \$951,000 for employer-paid pension obligation bonds due to rate decrease for both miscellaneous and safety employees.
  - \$348,000 increase in health care insurance.
  - \$234,000 increase for employee incentive pay for employees with POST intermediate and advanced certifications based on approved labor agreements.
  - \$60,000 increase for shift pay for Deputy Sheriffs and Sergeant Sheriffs based on approved labor agreements.
  - \$3,000 increase for PARS retirement costs.
- \$2,336,000 decrease in leased bed revenue as the Sheriff's Office does not anticipate leasing any beds in FY2018/19.
- \$851,000 decrease in Trial Court Security funds for providing building and perimeter security services to the Solano Courts. The decrease in revenue is offset by a net decrease in expenditures to contracted services, overtime and extra-help costs, and salary savings.
- \$589,000 net decrease in salary savings due to the deletion of 10.0 FTE Limited-term Correctional Officers together with increased savings from anticipated vacancies in court security.

- \$467,000 decrease in professional services for the Automated Biometrics System project as Phase 1 has been completed by MorphoTrak. Phase 2 covers the purchase of a new system and does not require professional services.
- \$417,000 decrease in inmate food costs due to the decreasing inmate population. For FY2018/19, the average daily population of inmates is estimated to be 800, down 200 from FY2017/18 estimated average daily population of 1,000 inmates.
- \$261,000 increase in Transfers-Out to Fund 254 to offset the Mentally Ill Offender Crime Reduction grant program costs. The grant agreement requires that the County sustain the program for an additional year after the initial grant funding period.
- \$252,000 increase in salary and benefits costs related to the Rourk Vocational Training Center due to increased construction and transitional activities required to complete the project. Expenditures for the Center after occupancy and in subsequent years will become General Fund obligation.
- \$145,000 decrease in jail access fee revenues due to rising three-year eligible booking averages as local agencies are only charged for those eligible bookings that exceed their most recent three-year average.
- \$145,000 decrease in substance abuse treatment counseling services as the entire cost is now paid from the Inmate Welfare Fund.
- \$128,000 increase in software subscription licensing for Evidence.com to store video from patrol vehicles, body cams, taser cams, investigative services, and security cameras.
- \$79,000 increase for consulting services to assist with Phase 2 of the Automated Biometrics Identification System project.
- \$42,000 increase in Transfers-Out to County Fleet to purchase a new replacement vehicle to transport inmates. The vehicle purchase price is \$185,000; however, the Sheriff's Office has already paid Fleet replacement costs of approximately \$143,000 thru the rate structure.

Changes in allocated Share of County Costs:

- \$102,000 increase in Countywide Administrative Overhead and Building Use costs.
- \$1,060,000 increase to worker's compensation insurance.

**SUMMARY OF POSITION CHANGES**

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

In December 2017, the Board approved:

- Delete 3.0 FTE Limited-Term Correctional Officers.

In December 2017, the County Administrator approved:

- Delete 2.0 FTE Limited-Term Correctional Officers.
- Delete 1.0 FTE Legal Procedures Clerk.

In February 2018, the Human Resource Director approved:

- A technical adjustment to reclassify 1.0 FTE Office Supervisor to 1.0 FTE Clerical Operations Supervisor.
- Add 2.0 FTE Limited-Term Custody Sergeants to backfill employees out on extended leave.

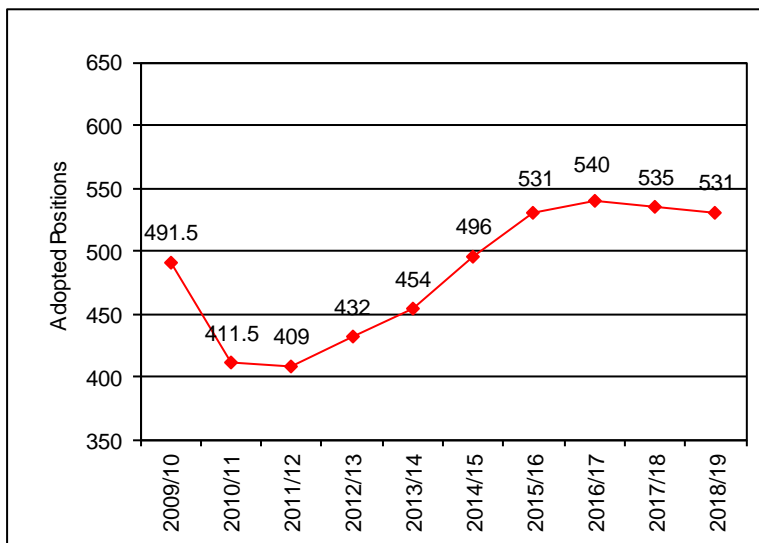
In March 2018 (Midyear), the Board approved:

- Add 4.0 FTE Public Safety Dispatcher (Supervising) to increase supervisory support for the Dispatch Center swing and weekend shifts; funded by the savings from the deletion of 4.0 FTE Senior Public Safety Dispatchers and an increase in Prop 172 revenues.
- Delete 4.0 FTE Senior Public Safety Dispatchers.

The Recommended Budget includes:

- Delete 1.0 FTE Limited-Term Custody Lieutenant to expire June 30, 2018.
- Transfer 1.0 FTE Custody Lieutenant from Animal Care Services to the Sheriff's Office.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

The Sheriff's Office continues to work on fully implementing the requirements of the Prison Rape Elimination Act (PREA). Compliance requires program oversight, new and updated policies and procedures, department training, and adequate staffing and/or cameras to eliminate "blind" spots. With the Stanton Correctional Facility receiving a passing mark, the PREA auditor will next focus on the Claybank Detention Facility (CDF) before finishing with the Justice Center Detention Facility (JCDF). It is anticipated that cameras will need to be added to each facility's current security system. General Services will bring this security enhancement project as part of the capital projects request to the Board for approval once details and cost estimates are complete.

The lack of an adequate pool of board-certified forensic pathologists is considered a national crisis, as there are estimated to be only around 500 such pathologists currently practicing forensic pathology full-time in the U.S. The Sheriff's Office is working on a succession plan for the two contracted part-time forensic pathologists providing autopsy services in the Coroner's Office.

**6550 – Fund 900-Sheriff/Coroner**  
**Thomas A. Ferrara, Sheriff/Coroner**  
**Public Protection**

**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
<b>REVENUES</b>					
4110 CIVIL PROCESSING FEES	192,119	183,500	161,323	(22,177)	(12.1%)
4120 SHERIFF ASSET SEIZURE	191,460	1,000	1,500	500	50.0%
2540 MENTALLY ILL OFFENDER GRANT	419,329	511,310	522,000	10,690	2.1%
2535 EMERGENCY MGMT PERFORM GRANTS	319,952	40,000	82,500	42,500	106.3%
2536 FLOOD EMERGENCY RESPONSE GRANT	202,830	25,408	0	(25,408)	(100.0%)
2538 URBAN AREAS SEC INITIATIVE	88,468	0	104,590	104,590	0.0%
2539 HOMELAND SECURITY GRANTS	222,261	792,657	852,940	60,283	7.6%
4050 AUTOMATED IDENTIFICATION	973,970	478,500	476,000	(2,500)	(0.5%)
4052 VEHICLE THEFT INVES/RECOVERY	501,789	450,000	502,200	52,200	11.6%
2850 ANIMAL CARE SERVICES	3,077,005	3,320,419	4,056,819	736,400	22.2%
5460 IND BURIAL VETS CEM CARE	8,416	7,025	9,000	1,975	28.1%
<b>APPROPRIATIONS</b>					
4110 CIVIL PROCESSING FEES	88,419	89,557	89,585	28	0.0%
4120 SHERIFF ASSET SEIZURE	363,005	68,466	162,139	93,673	136.8%
2540 MENTALLY ILL OFFENDER GRANT	419,329	511,310	522,000	10,690	2.1%
2535 EMERGENCY MGMT PERFORM GRANTS	320,058	40,000	82,500	42,500	106.3%
2536 FLOOD EMERGENCY RESPONSE GRANT	240,289	25,408	0	(25,408)	(100.0%)
2538 URBAN AREAS SEC INITIATIVE	88,468	0	104,590	104,590	0.0%
2539 HOMELAND SECURITY GRANTS	222,261	761,465	852,940	91,475	12.0%
4050 AUTOMATED IDENTIFICATION	883,664	871,244	546,788	(324,456)	(37.2%)
4052 VEHICLE THEFT INVES/RECOVERY	379,646	539,850	550,926	11,076	2.1%
2850 ANIMAL CARE SERVICES	3,776,041	4,676,198	5,243,462	567,264	12.1%
5460 IND BURIAL VETS CEM CARE	25,592	24,368	27,383	3,015	12.4%
<b>NET CHANGE</b>					
4110 CIVIL PROCESSING FEES	(103,700)	(93,943)	(71,738)	22,205	(23.6%)
4120 SHERIFF ASSET SEIZURE	171,545	67,466	160,639	93,173	138.1%
2540 MENTALLY ILL OFFENDER GRANT	0	0	0	0	0.0%
2535 EMERGENCY MGMT PERFORM GRANT	106	0	0	0	0.0%
2536 FLOOD EMERGENCY RESPONSE GRAI	37,459	0	0	0	0.0%
2538 URBAN AREAS SEC INITIATIVE	0	0	0	0	0.0%
2539 HOMELAND SECURITY GRANTS	0	(31,192)	0	31,192	(100.0%)
4050 AUTOMATED IDENTIFICATION	(90,306)	392,744	70,788	(321,956)	(82.0%)
4052 VEHICLE THEFT INVES/RECOVERY	(122,144)	89,850	48,726	(41,124)	(45.8%)
2850 ANIMAL CARE SERVICES	699,036	1,355,779	1,186,643	(169,136)	(12.5%)
5460 IND BURIAL VETS CEM CARE	17,176	17,343	18,383	1,040	6.0%

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

**FUNCTION AND RESPONSIBILITIES**

Under authority of Government Code sections 26720 et seq., the Sheriff collects certain fees related to services provided through the Department's Civil Bureau (i.e., service of process, etc.). The specific code sections cited below provide for portions of fees collected to be deposited into a special fund to be used for specified purposes.

Recommended Budget revenues are driven by Government Code (GC) section 26731 (Portion of Civil Fees Collected) and section 26746 (Debtor Processing Assessment Fee):

- GC 26731 – \$15 of any fee collected by the Sheriff's Civil Division is deposited into a special fund. Ninety-five percent (95%) of revenue in this special fund supplements costs for the implementation, maintenance and purchase of auxiliary equipment and furnishings for automated systems or other non-automated operational equipment and furnishings necessary for the Sheriff's Civil Division. The remaining five percent (5%) of revenue in the special fund supplements expenses of the Sheriff's Civil Division in administering the funds.
- GC 26746 – A \$12 processing fee is assessed for certain specified disbursements. Monies collected and deposited pursuant to this section supplement the cost for civil process operations.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$22,177 or 12.1% in revenues and an increase of \$28 or less than 0.0% in appropriations when compared to the FY2017/18 Adopted Budget. The decrease in revenues is primarily due to the continued trend of lower civil court assessments associated with GC 26731. Other Financing Uses includes an Operating Transfers to the Sheriff's operating budget (Fund 900 - BU 6550) to offset costs within the Civil program. No County General Fund dollars are included in this budget.

Fixed Assets

None.

See related Budget Unit 9117 – Fund 241 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

Revenue from GC section 26731 will increase the Fund Balance as the Sheriff's Office is limited in how funds can be expended with 95% restricted for the implementation, maintenance and purchase of auxiliary equipment and furnishings for automated systems or other non-automated operational equipment and furnishings. These funds are not available for operations.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	120,327	122,000	94,737	(27,263)	(22.3%)
REVENUE FROM USE OF MONEY/PROP	9,088	6,500	11,586	5,086	78.2%
CHARGES FOR SERVICES	62,705	55,000	55,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>192,119</b>	<b>183,500</b>	<b>161,323</b>	<b>(22,177)</b>	<b>(12.1%)</b>
<b>APPROPRIATIONS</b>					
OTHER FINANCING USES	88,419	89,557	89,585	28	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>88,419</b>	<b>89,557</b>	<b>89,585</b>	<b>28</b>	<b>0.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(103,700)</b>	<b>(93,943)</b>	<b>(71,738)</b>	<b>22,205</b>	<b>(23.6%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

Government Code section 26731 restricts 95% of funds for implementation, maintenance and purchase of auxiliary equipment and furnishings for automated systems for the Sheriff's Civil Division and only 5% can be used for operations. It would be advantageous for Solano County to pursue a legislative change to modify these percentages.

**FUNCTION AND RESPONSIBILITIES**

The Sheriff's Office, in its role as a law enforcement agency, arrests and assists other local law enforcement agencies with the arrests of suspected drug dealers. Often personal property associated with illegal drug activity is seized by the arresting agencies, declared "forfeited" by a court order, and then sold. The Sheriff's Office's portion of any applicable sale proceeds is deposited in a special revenue fund and expended to support programs in the Sheriff's operating budget for the investigation, detection, and prosecution of criminal activities, and to combat drug abuse and gang activity.

Health and Safety Code section 11489 authorizes the distribution of net sale proceeds from the sale of forfeited property seized from illegal drug activity. Sixty-five percent of the net sale proceeds are distributed to the agencies that participated in the seizure, on a proportionate contribution basis, with 15% of the 65% distributed into a special fund administered by the County District Attorney for the sole purpose of funding programs designed to combat drug abuse and divert gang activity, and shall, wherever possible, involve educators, parents, community-based organizations, local businesses, and uniformed law enforcement officers. Further distributions include 24% to the State of California General Fund, and 10% to the County District Attorney for reimbursement of the costs of publication and agreed upon deposition costs. The remaining 1% is distributed to the State Asset Forfeiture Distribution Fund.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$500 or 50.0% in revenues and an increase of \$93,673 or 136.8% in appropriations when compared to the FY2017/18 Adopted Budget, resulting in a decrease to Fund Balance of \$160,639. The increase in appropriations is primarily due to an increase in Countywide Administrative Overhead, and funding for 50% of a Benicia Police Officer's time to participate in the Sheriff's Special Investigations Unit to support narcotics investigations, as approved in an MOU with the Benicia Police Department in July 2016. Funding for the costs related to the MOU were not reflected in the FY2017/18 Adopted Budget, but were reflected in the FY2017/18 Midyear budget projection. Other financing uses include an Operating Transfers-Out of \$38,104 to the Sheriff's operating budget (Fund 900 - BU 6550), of which \$22,104 is used to offset overtime and training cost for the Sheriff's Narcotics Task Force and \$16,000 to support the Narcotics Canine Program. No County General Fund dollars are included in this budget.

See related Budget Unit 9118 – Fund 253 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

California State Senate Bill 443 was effective January 1, 2017. This law requires that law enforcement agencies confirm a criminal conviction was obtained before they can receive federal equitable-sharing payments from forfeited real estate, vehicles, boats and cash valued at under \$40,000. Currently, Fund Balance includes \$95,000 in equitable-sharing funds distributed to the County after January 1, 2017 that is under the limit. Most of these seizures were by the U.S. Post Office with help from a Sheriff's Deputy and his canine. The Sheriff's Office is working to confirm criminal convictions in these cases to ensure all funds received are proper and need not be returned.

The U.S. Department of Justice budgetary guidelines states that revenues should not be budgeted before they are actually received. The Recommended Budget assumes Fund Balance can continue to fund the Sheriff's canine program and some overtime costs related to narcotics investigations.

**Thomas A. Ferrara, Sheriff/Coroner  
Public Protection**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	184,847	0	0	0	0.0%
REVENUE FROM USE OF MONEY/PROP	3,253	1,000	1,500	500	50.0%
INTERGOVERNMENTAL REV FEDERAL	3,360	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>191,460</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>	<b>50.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	13,160	0	0	0	0.0%
OTHER CHARGES	80,180	442	124,035	123,593	27962.2%
F/A EQUIPMENT	196,240	0	0	0	0.0%
OTHER FINANCING USES	73,425	68,024	38,104	(29,920)	(44.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>363,005</b>	<b>68,466</b>	<b>162,139</b>	<b>93,673</b>	<b>136.8%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>171,545</b>	<b>67,466</b>	<b>160,639</b>	<b>93,173</b>	<b>138.1%</b>

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes the following significant adjustment:

- \$44,000 increase in Countywide Administrative Overhead costs due to a roll-forward adjustment.

#### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

#### PENDING ISSUES AND POLICY CONSIDERATIONS

County Counsel is researching SB 443 to determine whether this law applies to seizures by a federal agency using federal statutes and where the Sheriff's Office assisted with the investigation and seizure.



**FUNCTION AND RESPONSIBILITIES**

The Mentally Ill Offender Crime Reduction (MIOCR) budget is used to track grant dollars received from the California Board of State and Community Corrections (BSCC) that supports prevention, intervention, supervision, and incarceration-based services to improve outcomes for mentally ill adult offenders and reduce recidivism. The program design targets reducing the number of mentally ill offenders incarcerated by diverting low level offenders prior to and shortly after booking; providing jail-based mental health programming for offenders based on assessment; and providing comprehensive re-entry planning and intensive case management aftercare services prior to and after release. The collective grant funds received are administered by the Sheriff's Custody Division and used in accordance with an agreed upon expenditure plan.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Accomplishments:

- The MIOCR Program is in its fourth and final year required by the grant, and participants are receiving a coordinated continuum of services while incarcerated and at re-entry, where they are linked to community services that promote sober living, housing and employment. We will soon celebrate the success of fifteen graduates who have effectively completed their milestones.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$10,690 or 2.1% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. The nominal increase in expenditures is due primarily to increased contracted mental health case management services. Contract services provide mental health screenings and assessments, re-entry planning, and community-based case management to the mentally ill adults in the justice system.

**DEPARTMENT COMMENTS**

FY2018/19 will be the fourth program year and a requirement of the grant is that the County sustain its MIOCR programs with its own funds for the fourth year. The Department of Health and Social Services is providing \$261,000 in County Mental Health Services Act (MHSA) funds to help sustain the program.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ADOPTED BUDGET</b>	<b>2018/19 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	225,821	511,310	0	(511,310)	(100.0%)
MISC REVENUE	193,508	0	261,000	261,000	0.0%
OTHER FINANCING SOURCES	0	0	261,000	261,000	0.0%
<b>TOTAL REVENUES</b>	<b>419,329</b>	<b>511,310</b>	<b>522,000</b>	<b>10,690</b>	<b>2.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	8,529	20,800	0	(20,800)	(100.0%)
SERVICES AND SUPPLIES	410,801	490,510	522,000	31,490	6.4%
<b>TOTAL APPROPRIATIONS</b>	<b>419,329</b>	<b>511,310</b>	<b>522,000</b>	<b>10,690</b>	<b>2.1%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget includes the following significant adjustment:

- \$261,000 increase in Transfers-In from the Sheriff's Operating Budget to help fund the fourth year of MIOCR as it is a sustainable year. This is in addition to the amount provided in MHSA funds.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**Thomas A. Ferrara, Sheriff/Coroner  
Public Protection**

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

Although it is the Board's policy not to backfill state or federal funding of programs, this program is greatly needed as the mentally ill population in the jail continues to grow and the population has, historically, been greatly underserved, costing the County and the Courts hundreds of thousands of dollars. The MIOCR Grant established a continuum of services to allow these individuals to recover, improve wellness, and reduce recidivism. Stakeholders include Case Managers, Solano County Mental Health Court, Community Based Diversion (including Employment and Housing), Substance Abuse Treatment, and Health and Social Services. Program services and staffing are implemented, processes structured and controls validated, therefore, efficiencies in service are accomplished and the potential for intervention limited only by the participants themselves. Mental health programming within the jail is unprecedented in the County and sustaining the program another year, making the most of a constructed program, maximizes our opportunity to serve this population and reduce recidivism.

**FUNCTION AND RESPONSIBILITIES**

The Emergency Management Performance Grants (EMPG) budget is used to track grant dollars received from the U.S. Federal Emergency Management Agency (FEMA) via the California Governor's Office of Emergency Services that supports countywide emergency management activities that prevent, prepare for, mitigate against, respond to, and recover from emergencies and natural and manmade disasters. The Sheriff's Office of Emergency Services coordinates countywide efforts to improve preparedness, mitigation, response and recovery efforts of all hazards. The Office of Emergency Services participates with other members of the Solano County Operational Approval Authority, consisting of representatives from local fire, health, and law enforcement agencies (i.e., city fire departments, fire districts, city police departments, and County Health & Social Services) to apply for federal EMPG program funds. The collective grant funds received are administered by the Office of Emergency Services and used in accordance with an agreed upon expenditure plan.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$42,500 or 106.3% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. The net increase in revenues is the result of an approved three-month extension of the grant period and the carry forward balance from the 2017 EMPG. The net increase in appropriations supports the remaining 2017 EMPG funded projects, which include:

- \$20,000 to contract for consultant services to conduct a Homeland Security Exercise and Evaluation Program focusing on the County and Cities' EOCs to evaluate communications and coordination of disaster response throughout the County.
- \$50,000 to complete the update of the County's mass care and shelter plan.

No County General Fund dollars are included in this 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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	319,952	40,000	82,500	42,500	106.3%
<b>TOTAL REVENUES</b>	<b>319,952</b>	<b>40,000</b>	<b>82,500</b>	<b>42,500</b>	<b>106.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	27,919	0	1,000	1,000	0.0%
SERVICES AND SUPPLIES	106,225	40,000	81,500	41,500	103.8%
OTHER CHARGES	2,387	0	0	0	0.0%
F/A EQUIPMENT	183,527	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>320,058</b>	<b>40,000</b>	<b>82,500</b>	<b>42,500</b>	<b>106.3%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

## 2536 – Fund 256-Flood Emergency Response Grants Summary of Other Administered Budgets

Thomas A. Ferrara, Sheriff/Coroner  
Public Protection

### FUNCTION AND RESPONSIBILITIES

The Flood Emergency Response Grant budget is used to track grant dollars received from the State Department of Water Resources that supports county activities to improve local flood emergency response and contribute to increased public safety. The Sheriff's Office of Emergency Services (OES) coordinates countywide efforts to enhance catastrophic incident planning, preparedness, response, and recovery, and strengthen public safety communication capabilities. OES participates with other members of the Solano County Operational Area Working Group, consisting of representatives from local fire, health and law enforcement agencies (i.e., city fire departments, fire districts, city police departments, and County Health & Social Services) to apply for Flood Emergency Response Grant program funds. The collective grant funds received are administered by OES and expended in accordance with an agreed upon expenditure plan.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$25,408 or 100.0% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. The decrease in revenues and appropriations are the result of completing the Flood Emergency Operations Response and Evacuation Plans for the Solano County Delta in FY2017/18. No County General Fund dollars are included in this 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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	202,830	25,408	0	(25,408)	(100.0%)
<b>TOTAL REVENUES</b>	<b>202,830</b>	<b>25,408</b>	<b>0</b>	<b>(25,408)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	240,289	25,408	0	(25,408)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>240,289</b>	<b>25,408</b>	<b>0</b>	<b>(25,408)</b>	<b>(100.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>37,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The \$25,000 decrease in revenue and appropriations is due to the completion of the Flood Emergency Operations Response and Evacuation Plans in FY2017/18.

### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

### PENDING ISSUES AND POLICY CONSIDERATIONS

The Office of Emergency Services has submitted an application to participate in the Delta Flood Emergency Grant Program and if approved in FY2018/19, the Sheriff will request the Board accept the grant recognizing unanticipated revenue and appropriate grant funds.

**FUNCTION AND RESPONSIBILITIES**

The Urban Area Security Initiative (UASI) Grant budget is used to track grant dollars received from the U.S. Department of Homeland Security via the California Governor's Office of Emergency Services and the City and County of San Francisco that supports countywide homeland security activities. The Sheriff's Office of Emergency Services (OES) coordinates countywide efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. OES participates with other members of the Solano County Operational Approval Authority, consisting of representatives from local fire, health, and law enforcement agencies (i.e., city fire departments, fire districts, city police departments, and County Health & Social Services) to apply for federal Urban Area Security Initiative Grant program funds. The collective grant funds received are administered by OES and used in accordance with an agreed upon expenditure plan.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$104,590 or 10.0% in both revenues and appropriations when compared to the FY2017/18 Adopted Budget. The increases in revenue and appropriations are due to the receipt of the 2017 UASI award in FY2017/18 and re-budgeting the purchase of six or more Automated License Plate Reader systems. No County General Fund dollars are included in this 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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	88,468	0	104,590	104,590	100.0%
<b>TOTAL REVENUES</b>	<b>88,468</b>	<b>0</b>	<b>104,590</b>	<b>104,590</b>	<b>100.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	88,468	0	0	0	0.0%
F/A EQUIPMENT	0	0	104,590	104,590	100.0%
<b>TOTAL APPROPRIATIONS</b>	<b>88,468</b>	<b>0</b>	<b>104,590</b>	<b>104,590</b>	<b>100.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The \$104,000 increase in revenue and appropriations is the result of re-budgeting the purchase of six or more Automated License Plate Reader systems under the 2017 UASI grant. The grant period ends February 28, 2019.

**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.

**Thomas A. Ferrara, Sheriff/Coroner  
Public Protection**

### FUNCTION AND RESPONSIBILITIES

The Homeland Security Grants (HSG) budget is used to track grant dollars received from the U.S. Department of Homeland Security via the California Governor's Office of Emergency Services that supports countywide homeland security activities. The Sheriff's Office of Emergency Services (OES) coordinates countywide efforts to address high-priority preparedness gaps where a nexus to terrorism exists to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. OES participates with other members of the Solano County Operational Approval Authority, consisting of representatives from local fire, health, and law enforcement agencies (i.e., city fire departments, fire districts, city police departments, and County Health & Social Services) to apply for federal Homeland Security Grant program funds. The collective grant funds received are administered by OES and used in accordance with an agreed upon expenditure plan.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$60,283 or 7.6% in revenues and an increase of \$91,475 or 12.0% in appropriations when compared to the FY2017/18 Adopted Budget. The increase in revenues is the result of carry forward balances from the 2016 and 2017 HSGs awarded in FY2016/17 and FY2017/18 respectively. The appropriations support the remaining 2016 and 2017-HSG funded projects which include:

- \$237,685 for the purchase of a medical evacuation rescue vehicle for the Vallejo Police Department.
- \$145,498 for an urban search and rescue vehicle for the Fairfield Police Department.
- \$128,000 to purchase an Automated License Plate Reader system and 5 system cameras.
- \$111,000 towards funding special equipment for the city fire departments and fire districts.
- \$104,000 for training of emergency response teams including Community Emergency Response, Hazardous Materials Urban Search and Rescue, Swift Water Rescue, and Fire Investigations.
- \$63,000 simulation table for the Fairfield Police Department.
- \$50,000 for a fire interoperability integration feasibility study to facilitate a closer working arrangement among the various city fire departments and fire districts in Solano County.
- \$6,000 to purchase a mass search and rescue trailer for the Sheriff's Office.

No County General Fund dollars are included in this 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
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	222,261	792,657	852,940	60,283	7.6%
<b>TOTAL REVENUES</b>	<b>222,261</b>	<b>792,657</b>	<b>852,940</b>	<b>60,283</b>	<b>7.6%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,918	0	0	0	0.0%
SERVICES AND SUPPLIES	49,858	108,988	0	(108,988)	(100.0%)
OTHER CHARGES	170,485	652,477	713,773	61,296	9.4%
F/A EQUIPMENT	0	0	139,167	139,167	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>222,261</b>	<b>761,465</b>	<b>852,940</b>	<b>91,475</b>	<b>12.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>(31,192)</b>	<b>0</b>	<b>31,192</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**Thomas A. Ferrara, Sheriff/Coroner  
Public Protection**

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**FUNCTION AND RESPONSIBILITIES**

The Automated Identification budget was established to enable accounting for receipt of special revenues accruing from add-on vehicle registration fees approved by the Board of Supervisors and levied by the California Department of Motor Vehicles in accordance with State statutes. Each of the special revenues within Fund 326 maintains its own dedicated Fund Balance. The specific special revenue streams cited below provide for fees collected to be deposited into a special fund to be used for specified purposes.

- Automated Fingerprint Fees. Under the authority of Government Code section 76102 and California Vehicle Code section 9250.19f, the County Automated Fingerprint Identification Fund is intended to assist the County in the implementation of an Automated Fingerprint Identification System (AFIS), including the purchase, lease, operation, maintenance or replacement of automated fingerprint equipment. The source of revenue is assessments on criminal and traffic fines collected by the Court, and a fee of \$1 tied to the State vehicle registration fee. Expenditures are approved by a seven-member Remote Access Network (RAN) Board as required by the California Penal Code.
- Cal-ID Auto Fees Fingerprint. The California Identification System (Cal-ID), as described in section 11112.2 of the Penal Code, is the automated system maintained by the State Department of Justice for retaining fingerprint files and identifying latent fingerprints. This special revenue funds the conduct of automated fingerprint searches and fingerprint identification services for Solano County and the surrounding allied law enforcement agencies.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Accomplishments:

- *Replacing the Automated Biometrics Identification System:* Phase 1 of the Automated Biometrics Identification System (ABIS) project has been completed. Phase 1 included the transfer of historical data to a nationally standardized format that will enable the Sheriff's Office to select a new and expanded ABIS that will best suit the County's future needs while also housing its historical data. Phase 2 includes purchase of an Automated Biometrics Identification System.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$2,500 or 0.5% in revenue and a decrease of \$324,456 or 37.2% in appropriations when compared to the FY2017/18 Adopted Budget, resulting in a decrease in Fund Balance of \$70,788. Revenues collected from Automated Fingerprint Fees and Cal-ID Auto Fees are used to fund the Sheriff's Cal-ID program in the Sheriff's operating budget (Fund 900 – BU 6550). The decrease in appropriations is primarily due to a decrease in project related expenditures and thereby reducing Transfers-Out to the Sheriff's operating budget as Phase 1 costs for the ABIS project were reflected in FY2017/18 and Phase 1 is now complete.

See related Budget Unit 9125 – Fund 326 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

The current Automated Fingerprint Identification System is nearing the end of its useful life and has passed the normal maintenance period. MorphoTrak has agreed to continue to maintain support to allow the County time to convert to a new system now that historical data has been standardized, the Sheriff's Office and DoIT intend to proceed with Phase 2, which is expected to be funded by Fund Balance and grants that are being pursued.



**Summary of Other Administered Budgets****4050 – Fund 326-Automated Identification****Thomas A. Ferrara, Sheriff/Coroner  
Public Protection**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	4,689	3,500	2,000	(1,500)	(42.9%)
CHARGES FOR SERVICES	68,997	65,000	0	(65,000)	(100.0%)
FINES, FORFEITURES, & PENALTY	0	0	474,000	474,000	0.0%
MISC REVENUE	413,300	410,000	0	(410,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>486,985</b>	<b>478,500</b>	<b>476,000</b>	<b>(2,500)</b>	<b>(0.5%)</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	19,006	16,389	9,558	(6,831)	(41.7%)
OTHER FINANCING USES	422,826	854,855	537,230	(317,625)	(37.2%)
<b>TOTAL APPROPRIATIONS</b>	<b>441,832</b>	<b>871,244</b>	<b>546,788</b>	<b>(324,456)</b>	<b>(37.2%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(45,153)</b>	<b>392,744</b>	<b>70,788</b>	<b>(321,956)</b>	<b>(82.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The FY2018/19 Recommended Budget reflects the following significant adjustments:

- \$318,000 net decrease in one-time Transfers-Out to the Sheriff's operating budget for the ABIS project as Phase 1 has been completed by MorphoTrak.
- Reclassification of Automated Fingerprint Fees and Cal-ID Auto Fees revenue from Misc. Revenue and Charges for Services to Fines, Forfeitures, & Penalty.

**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.

**Thomas A. Ferrara, Sheriff/Coroner**  
**Public Protection/Protection & Inspect**

### FUNCTION AND RESPONSIBILITIES

The Vehicle Theft Investigation and Recovery budget was established to enable accounting for receipt of special revenues accruing from add-on vehicle registration fees approved by the Board of Supervisors and levied by the California Department of Motor Vehicles in accordance with State statutes that have restricted uses. Under the authority of Government Code section 76102 and California Vehicle Code section 9250.14, funds are accrued from a \$2 State vehicle registration fee assessment for the enhancement of programs to investigate and prosecute vehicle theft crimes. The Auto Theft Task Force is a proactive investigative unit consisting of undercover detectives from the Sheriff's Office and the California Highway Patrol. Detectives devote their full efforts to combat and reduce auto thefts. To achieve its goal of reducing vehicle theft in Solano County, the task force conducts surveillance in high theft areas, seeks out possible "chop shop" operations, and conducts probation and parole searches on persons previously convicted of vehicle theft.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### Accomplishments:

In 2017, the task force recovered 282 stolen vehicles valued at \$2,343,641, and made 62 arrests during the course of their investigations.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$52,200 or 11.6% in revenues and an increase of \$11,076 or 2.1% in appropriations when compared to the FY2017/18 Adopted Budget, resulting in a net decrease of \$41,124 in use of Fund Balance. The increase in revenues is due to more vehicles projected to be registered within the County. The increase in appropriations reflects the purchase request of two automated license plate reader (ALPR) systems instead of one ALPR in FY2017/18 as the cost dropped significantly. No County General Fund dollars are included in this budget.

#### Contracts

None requiring Board approval.

#### Fixed Assets

The FY2018/19 Recommended Budget includes \$115,000 in fixed assets for the purchase of two automated license plate reader systems.

See related Budget Unit 9125 – Fund 326 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
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	501,789	450,000	0	(450,000)	(100.0%)
FINES, FORFEITURES, & PENALTY	0	0	502,200	502,200	100.0%
<b>TOTAL REVENUES</b>	<b>501,789</b>	<b>450,000</b>	<b>502,200</b>	<b>52,200</b>	<b>11.6%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	300,114	338,195	338,321	126	0.0%
SERVICES AND SUPPLIES	71,274	86,043	91,513	5,470	6.4%
F/A EQUIPMENT	0	106,000	115,000	9,000	8.5%
OTHER FINANCING USES	8,257	9,612	6,092	(3,520)	(36.6%)
<b>TOTAL APPROPRIATIONS</b>	<b>379,646</b>	<b>539,850</b>	<b>550,926</b>	<b>11,076</b>	<b>2.1%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(122,144)</b>	<b>89,850</b>	<b>48,726</b>	<b>(41,124)</b>	<b>(45.8%)</b>

**Summary of Other Administered Budgets****4052 – Fund 326-Vehicle Theft Inves/Recovery****Thomas A. Ferrara, Sheriff/Coroner  
Public Protection/Protection & Inspect**

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<b>STAFFING</b>					
VEHICLE THEFT INVES/RECOVERY	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL STAFFING</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The FY2018/19 Recommended Budget reflects a reclassification of add-on vehicle registration fees revenue from Licenses, Permits & Franchise to Fines, Forfeitures, & Penalty.

**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.

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## **DEPARTMENTAL PURPOSE**

Animal Care Services is organized into two distinct functions: Animal Care and Animal Control. The Animal Care division provides countywide shelter services, which includes the seven cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo. The Animal Control Division provides services for the unincorporated areas of the County and for the City of Vallejo through a service contract.

## **FUNCTION AND RESPONSIBILITIES**

### Animal Care

Under the authority of Chapter 4 of the Solano County Ordinances, Animal Care is responsible for providing animal care services through the following activities: care, shelter and placement of stray and/or abandoned animals; spay and neutering of adoptable animals; disposing of ill or deceased animals; and countywide dog licensing. Moreover, Animal Care provides the public with low-cost spay/neuter and low-cost vaccination services.

### Animal Control

Animal Control is responsible for providing animal control services and promoting responsible animal ownership through education and enforcement to the City of Vallejo and the unincorporated areas through patrols in areas of jurisdiction, enforcement of animal codes and regulations, and investigation of charges of animal abuse. Animal Control administers the countywide rabies control program that is legally mandated by the California Code of Regulations, Title 17(Public Health), and CCR section 2606 (Rabies, Animal) and associated state regulations.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Challenges:

- *Health of Shelter Animals:* With the constant intake of animals, Animal Care staff must be vigilant to identify animals upon intake that may have health issues such as Parvo or Distemper that could spread throughout the Shelter. The latest health scare is related to canine influenza. The Shelter's resident veterinarian has recommended vaccinating all dogs for canine influenza upon intake.
- *Collections.* Sometimes clients are unable to pay all fees related to impounds and are offered an installment payment option. The animal is often released to the client upon their promise to pay. Unfortunately, a number of clients default. Also, there is no convenient payment option for clients whose animals were home quarantined, as the Animal Control Officer is unable to collect the fee in the field via a debit or credit card. The client must either mail in the payment or pay in person at the Shelter. Many of these fees remain uncollected. After numerous attempts to collect, Animal Care and Control sends the overdue balance to collection. Collection rates are less than 15 percent.
- *Phase III Construction:* With Phase III of construction of the Animal Shelter Project still in design, the business lobby is currently housed in a temporary double-wide trailer. The office space is inadequate and the parking is limited for both staff and public needs. Once construction is underway, the new Shelter clinic will be closed during portions of construction which may hinder adoption efforts.

### Accomplishments:

In July 2011, the Sheriff took over the operations of the Animal Care Services Division. Significant achievements have been made that contribute to the overall mission of increasing live animal releases. The Shelter live release rate increased from 39% in 2011 to 69% in 2017.

- *Euthanasia:* Animal Care's euthanasia numbers have declined dramatically from 6,013 in 2011 to 2,173 in 2017, a 63.9% decrease. This achievement is largely due to the dedication and passion of the Animal Care Services Team to promote adoptions and live releases of all the animals entrusted in our care. This dedication has led to strengthened partnerships with rescue organizations and increased opportunities to transfer animals to other shelters by partnering with other California counties, as well as shelters in other states.
- *Adoption Events:* Animal Care held 21 off-site and sponsored community adoption events that resulted in more than 300 adoptions. Of the many adoption events held, the largest was the August 19, 2017 "Clear the Shelters" event, in partnership

with VIP Pet Care and NBC Universal Television Stations, which resulted in 134 animals adopted from our shelter into new homes.

- *Disaster Response:* In October 2017, Animal Care and Control responded to the fires in Solano, Napa, and Sonoma Counties by coordinating and assisting in the evacuation of a multitude of domestic pets and over 500 large animals. Animal Care and Control provided staff for the Large Animal Evacuation Center at the Solano County Fairgrounds for animals needing temporary housing and care during and after the fires.
- *Licensing:* Animal Care began offering pet owners the option of obtaining animal license tags directly from both the shelter business office and the new clinic in addition to being able to purchase the tags through the mail from PetData. This change was the direct result of community suggestions, and provides clients with added convenience as they may immediately place the tag on their pet.
- *Partnership:* Animal Care's partnership with the University of California, School of Veterinary Medicine, U.C. Davis, is in its third year of collaboration and continues to be successful by not only saving the County thousands of dollars in veterinary costs (U.C. Davis performed procedures on 18 animals during 2017 free of charge), but it also provides hands-on educational experience for the veterinary students.

#### WORKLOAD INDICATORS

Animal Shelter Services	2013	2014	2015	2016	2017
Number of animals received for processing	9,283	8,759	7,984	8,350	8,187
Number of animals adopted	1,208	1,184	1,241	1,398	1,704
Number of animals returned to their owner	1,021	922	856	884	989
Number of animals rescued by nonprofits	1,134	776	1,228	985	1,415
Number of animals transferred to other shelters	84	319	344	754	774
Number of public clinic vaccinations	15	7	0	108	1,049

Animal Control Services	2013	2014	2015	2016	2017
Number of call outs for animal bites	550	735	983	547	908
Number of animals quarantined	500	672	771	842	567
Number of animal abuse investigations conducted	23	28	75	97	49

#### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$736,400 or 22.2% in revenues and an increase of \$567,264 or 12.1% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost decreased by \$169,136 or 12.5%. The decrease is largely attributed to increased shelter service revenue for spay/neuter procedures, vaccinations, and pet adoptions.

##### Primary Funding Sources

The primary funding sources are Charges for Services and Intergovernmental Revenues which represent \$3,818,824 or 94.1% of total revenues. Intergovernmental revenues of \$2,793,370 reflect cost recovery of prior year expenditures from the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo in accordance with the prevailing Memorandum of Understanding. Charges for Services of \$1,025,454 include City of Vallejo payments totaling \$544,516 (10.4% of total revenue) for providing animal control services in Vallejo city limits, and fees charged to the public for services such as spay/neuter procedures, dog licensing, and pet adoptions totaling \$480,938 (9.2% of total revenues).

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Animal Care

The Recommended Budget for Animal Care is \$3,380,888 in revenues and \$4,050,531 in appropriations. This represents an increase of \$712,433 or 26.7% in revenues and an increase of \$471,286 or 13.2% in appropriations when compared to the FY2017/18 Adopted Budget. The revenue increase is primarily from higher shares-of-cost by our city partners (\$503,915) due to the implementation of a two-part canine influenza vaccination to all dogs processed at the animal shelter. Increases in salary and benefit costs resulting from County-approved employer-paid costs also contributed to the increase in appropriations.

The Animal Care Recommended Budget funds 20.0 FTE positions, including 1.0 FTE Animal Control Officer providing rabies services under the Animal Care MOU with the cities.

Animal Control

The Recommended Budget for Animal Control is \$675,931 in revenues and \$1,192,931 in appropriations. This represents an increase of \$23,967 or 3.7% in revenues and an increase of \$95,978 or 8.8% in appropriations when compared to the FY2017/18 Adopted Budget. The increase in revenues is primarily due to reimbursement of higher costs from the City of Vallejo for contracted animal control services. Animal Control's Recommended Budget also assumes the Sheriff's Office will continue to transfer \$84,795 from the Sheriff's main operating budget to Animal Control to offset a portion of the salary and benefit cost of the Sergeant-Sheriff providing supervision. The increase in appropriations is primarily due to increases in salary and benefit costs resulting from County-approved salaries and employee benefits costs, and Countywide Administrative Overhead.

The Animal Control Recommended Budget funds 7.0 FTE positions.

Contracts

The FY2018/19 Recommended Budget includes a total of \$389,000 in contracted services which includes the following significant contracts:

- |  |           |
|--|-----------|
| • Veterinary services (performed by Contract Employees)  | \$266,000 |
| • Animal licensing (county and cities)                   | \$ 96,000 |
| • Software maintenance service and support for Chameleon | \$ 24,000 |

Fixed Assets

None.

**DEPARTMENT COMMENTS**

City Payments for Animal Shelter Services

The Memorandum of Understanding requires the cities to make payments covering the prior year net shelter costs based on the percentages of animals received from each city to the total animals received by the shelter. Due to the fact that the recovery method is in arrears, General Fund Contribution fluctuates.

Spay/Neuter and Vaccination Clinic

The clinic is open to the public for spay/neuter services Tuesday, Wednesday, and Thursday 8:00 a.m. – 4:30 p.m. and for vaccinations Tuesday, Wednesday, and Thursday from 2:00 p.m. - 4:30 p.m. The FY2018/19 Recommended Budget includes a projection for revenue from spay/neuter and vaccination services; however, this revenue stream is not guaranteed and will fluctuate based on the need of county residents and unforeseen impacts due to Phase III construction.

Canine Influenza

Canine influenza, or dog flu, is a highly contagious viral infection affecting dogs. Multiple instances of dog flu were reported in Northern California in 2017. Dog flu virus can live on surfaces for up to 48 hours, and dogs can pick up the virus from kennel surfaces, water and food bowls, collars, leashes, etc. The virus can live on clothing for 24 hours and on human hands for 12 hours. Humans can also carry the virus from infected dogs to uninfected dogs. All dogs are susceptible to the virus at any time but dogs in restricted spaces, such as shelters, are at a much higher risk. Dogs infected with the dog flu virus will show

## Summary of Other Administered Budgets

## 2850 – Fund 001-Animal Care Services

Thomas A. Ferrara, Sheriff/Coroner  
Public Protection/Protection & Inspect

symptoms two to three days after being exposed. The recommendation of the shelter's resident veterinarian is to vaccinate all dogs brought to the shelter for dog flu. The first dog flu vaccination will be administered immediately at intake and at two weeks.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	40,868	40,500	38,200	(2,300)	(5.7%)
INTERGOVERNMENTAL REV OTHER	1,997,690	2,289,455	2,793,370	503,915	22.0%
CHARGES FOR SERVICES	816,381	814,669	1,025,454	210,785	25.9%
MISC REVENUE	137,270	91,000	115,000	24,000	26.4%
OTHER FINANCING SOURCES	84,795	84,795	84,795	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,077,005</b>	<b>3,320,419</b>	<b>4,056,819</b>	<b>736,400</b>	<b>22.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,646,375	2,983,097	3,290,886	307,789	10.3%
SERVICES AND SUPPLIES	754,489	1,040,186	1,363,107	322,921	31.0%
OTHER CHARGES	296,000	581,208	560,158	(21,050)	(3.6%)
OTHER FINANCING USES	73,665	70,707	26,311	(44,396)	(62.8%)
INTRA-FUND TRANSFERS	5,513	1,000	3,000	2,000	200.0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,776,041</b>	<b>4,676,198</b>	<b>5,243,462</b>	<b>567,264</b>	<b>12.1%</b>
<b>NET COUNTY COST</b>	<b>699,036</b>	<b>1,355,779</b>	<b>1,186,643</b>	<b>(169,136)</b>	<b>(12.5%)</b>
<b>STAFFING</b>					
ANIMAL CARE	21	21	20	(1)	(1.0%)
ANIMAL CONTROL	7	7	7	0	0.0%
<b>TOTAL STAFFING</b>	<b>28</b>	<b>28</b>	<b>27</b>	<b>(1)</b>	<b>(1.0%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes the following significant adjustments:

- \$160,000 increase to vaccinate an estimated 4,000 dogs for Canine Influenza. The two-part vaccine will need to be administered to each dog upon intake, and again two weeks later. Additionally, vaccinations will be made available through the Shelter Clinic to Solano County residents' pets. This increase is partially offset with vaccination fee revenue.
- \$85,000 increase in contracted services for animal licensing due to an accounting change to reflect the licensing costs of the cities as directed by the Auditor-Controller. This increase is entirely offset with animal licensing revenue from the cities.
- \$20,000 increase in emergency veterinarian service due to more animals in the City of Vallejo needing immediate and/or after-hours care. This increase is entirely offset with revenue from the City of Vallejo.
- \$8,000 increase in Fleet costs due to a reclassification in vehicle class of three Animal Control vehicles resulting in higher monthly replacement costs.

### SUMMARY OF POSITION CHANGES

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

In January 2018, the Sheriff's Office approved:

- Transfer 1.0 FTE Custody Lieutenant from Animal Care back to the Sheriff's Office Custody Division.

The Recommended Budget includes the following position allocation change:

- Convert 1.0 FTE Animal Care Manager Limited-Term to a Regular FTE.
- Add 1.0 FTE Animal Care Specialist (Lead) to increase supervisory support for the Animal Shelter weekend shifts.
- Delete 1.0 FTE Limited-Term Animal Care Specialist, to expire June 30, 2018.

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

Chapter 4 of the County Code needs to be updated and should cover topics such as licensing and adoptions more fully. The County Code still refers to General Services as having oversight over Animal Care and Animal Control even though oversight moved to the Sheriff's Office in July 2011. In addition, the Code currently states license tags will be issued every year; however, to reduce costs and increase efficiency, the Sheriff's Office, after consultation with the cities, County Counsel, and the County Administrator's Office, has proposed to revisit this practice. The Sheriff's Office will be working with County Counsel and the County Administrator's Office to propose changes to Chapter 4 and will bring these changes to the Board for approval.

Currently, the County and the cities of Benicia and Vacaville have different animal licensing costs than the other five cities. Having four different sets of licensing costs makes the licensing process more difficult for Animal Care and PetData when reconciling license fee revenue and applying licensing costs. The Sheriff's Office is in discussions with the cities to establish uniform licensing costs throughout Solano County.

The Sheriff's Office submitted a proposal to provide animal control services to Solano Animal Control Authority (SACA) which represents the cities of Dixon, Fairfield, Rio Vista, Suisun City, and Vacaville. The proposals are under review and notice of award is expected to be issued in July or August 2018. The budget offered in the proposal covers all projected expenses, including, but not limited to, salary and benefits costs for additional staff, uniform and personal expenses, equipment costs, communication expense, office expense, Fleet costs for additional vehicles, computers and cameras for the vehicles, and county shared costs. Should the Sheriff's Office receive the award, the Sheriff's Office would return to the Board to request appropriate expenditures and recognize the unanticipated revenue.



**DISTRICT PURPOSE**

This budget is administered by the Sheriff/Coroner and provides for the cost of indigent burials. According to Government Code section 27462, if the value of the estate of a deceased person is insufficient to cover the costs of burial, the expenses are a legal charge against the County.

**FUNCTION AND RESPONSIBILITIES**

This budget provides for the cost of indigent burials. According to Health and Safety Code section 103680, \$2.00 of the fee for the issuance of a permit for the disposition of human remains shall be paid to the County Treasury for indigent burial. Additionally, per Government Code section 27462, if the value of the estate of a deceased person is insufficient to cover the costs of burial, the expenses are a legal charge of the County.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,975 or 28.1% in revenues and an increase of \$3,015 or 12.4% in appropriations when compared to the FY2017/18 Adopted Budget, resulting in an increase of \$1,040 or 6.0% in General Fund support for the State mandated functions for costs not supported by available fee revenue collected. This budget anticipates and reflects a relatively constant number of indigent burials annually, representing roughly 40 per year.

**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
<b>REVENUES</b>					
MISC REVENUE	8,416	7,025	9,000	1,975	28.1%
<b>TOTAL REVENUES</b>	<b>8,416</b>	<b>7,025</b>	<b>9,000</b>	<b>1,975</b>	<b>28.1%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	25,592	24,368	27,383	3,015	12.4%
<b>TOTAL APPROPRIATIONS</b>	<b>25,592</b>	<b>24,368</b>	<b>27,383</b>	<b>3,015</b>	<b>12.4%</b>
<b>NET COUNTY COST</b>	<b>17,176</b>	<b>17,343</b>	<b>18,383</b>	<b>1,040</b>	<b>6.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

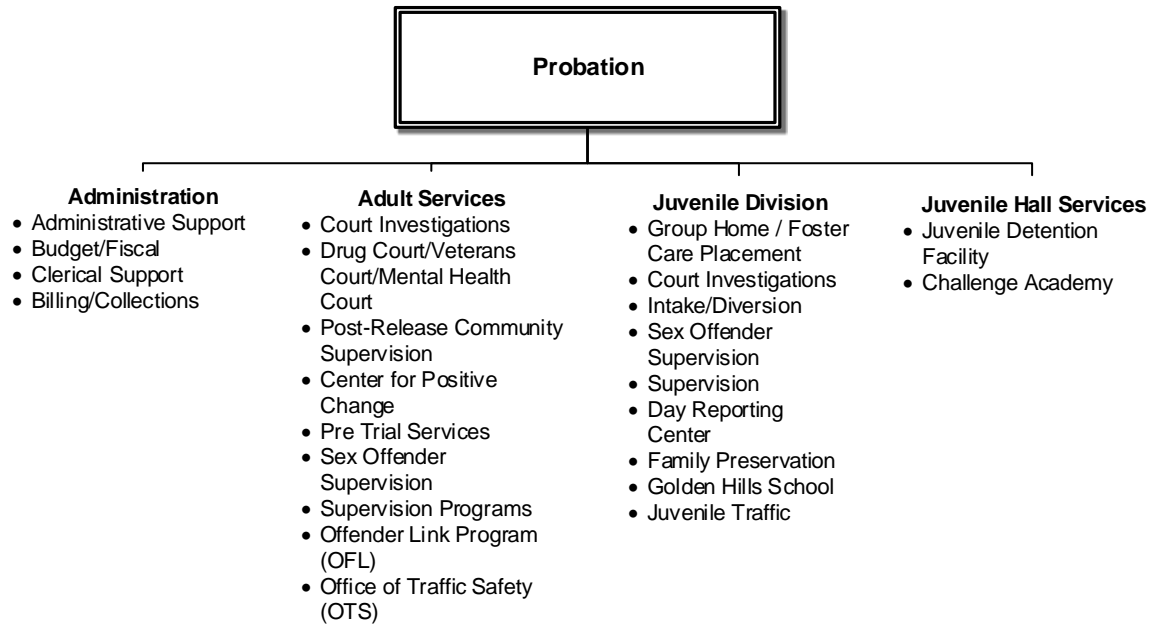
**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**Christopher Hansen, Chief Probation Officer**  
**Public Protection/Detention & Corrections**



### DEPARTMENTAL PURPOSE

Under the direction of the Chief Probation Officer as prescribed in section 270 of the California Welfare and Institutions Code and sections 1203.5 and 1203.6 of the California Penal Code (PC), the Department provides community protection by providing treatment services and interventions to justice involved adults and juveniles. California Welfare and Institutions Code section 850 establishes the requirement for a Juvenile Hall, and California Welfare and Institutions Code section 854 places

the appointment of the staff assigned to a Juvenile Hall under the direction of the Chief Probation Officer.

#### Budget Summary:

FY2017/18 Midyear Projection:	40,780,148
FY2018/19 Recommended:	43,210,421
County General Fund Contribution:	23,616,896
Percent County General Fund Supported:	54.7%
Total Employees (FTEs):	219.5

### FUNCTION AND RESPONSIBILITIES

The Probation Department is responsible for providing safe and secure juvenile detention and treatment programs, conducting investigations for the Court, holding clients accountable through enforcement and supervision, addressing treatment needs, and supporting victim restoration efforts. The Department consists of four (4) divisions which include Administration/Support, Juvenile Field Services, Adult Field Services, and the Juvenile Detention Facility (JDF). The Department's goal is to rehabilitate clients by reducing recidivism through positive behavior change. The Department also provides a variety of support services including the maintenance of criminal records, maintenance of employees' training records, fiscal administration, grant administration, and the collection of fines, fees, and victim restitution. Since October 2011, the Department has assumed responsibility for supervising clients released from the California Department of Corrections and Rehabilitation (CDCR) as a result of Public Safety Realignment. To address the needs of those under Post Release Community Supervision, Mandatory Supervision, and Formal Probation, the Department has continued to implement an array of programs and services which will continue in FY2018/19.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### Challenges:

- The Department continues to balance the monitoring and supervision of clients with providing client services to prevent recidivism. For clients convicted of a domestic violence offense, the ability for clients to pay for a 52-week course can be challenging. The Department is considering providing domestic violence classes on site to ensure treatment is accessible and treatment needs are addressed.

- The Department continues to review the impact of programs and services offered to clients and its correlation to recidivism reduction. The ability to review data and analyze programs within a comprehensive case management system continues to be challenging. The Department plans to launch eProbation as the new case management system in Fall 2018. The eProbation system will allow the Department to collect and analyze more comprehensive data, as well as replace additional data management systems. Additionally, through interfaces with the eProbation system, the Department will improve its ability to exchange information with other justice agencies and program service providers.
- The Department has worked hard to ensure that the youth at the Juvenile Detention Facility (JDF) participate in programs and receive services to address their needs. Because of the new booking criteria for offenses committed by minors, and the use of a detention screening tool, the population at the JDF includes youth who have a myriad of intensive needs. Addressing youth in a detention setting who pose a high risk to recidivate and have such needs is a challenge. The Department continues to partner with community-based organizations and county agencies to support the youth in detention. The average daily population of the JDF is 50 youth.
- Providing treatment services, including gender specific groups, to youth throughout the County continues to be a need. The Department is looking at ways to provide mobile treatment services to youth in some communities by partnering with community-based organizations and county agencies.

**Accomplishments:**

- Through a collaborative effort with the Solano County Office of Education (SCOE) and Five Keys Charter School, 16 youth and 13 adults obtained their high school diplomas. In addition, nine youth at the JDF are taking online classes through Solano Community College.
- To better address the requirements outlined in the Continuum of Care Reform (CCR), the Department added a full-time Social Worker to work with youth who are in foster care or at risk of entering foster care. In addition to certifying homes for placement, the Social Worker also assists youth exiting placement with services to enhance independent living skills.
- The Department, in collaboration with the Solano County Courts, District Attorney, and Public Defender's Office, expanded the Pretrial Services Program. This program has not only made strides in minimizing the jail population, but it has allowed those with pending criminal charges the opportunity to remain in the community through the Court process, enabling them to continue working and meeting family commitments. The supervision provided by the Department includes court reminders, which are critical to the program's success. Pretrial Services are an essential component of the justice system as it focuses on risk to recidivate and those at risk of fleeing from Court jurisdiction.
- The Department partnered with Beyond the Arc, Inc. to conduct a review of data related to recidivism rates for adults in three cohorts: (1) 10/1/11-9/30/12; (2) 10/1/12-9/30/13; and (3) 10/1/13-9/30/14. Preliminary results show an overall recidivism reduction rate of 16% when comparing Cohort One to Cohort Three.

**WORKLOAD INDICATORS**

- During FY2017/18, the Probation Enforcement Search Team conducted 30 Special Operation Field Compliance Checks with the Solano County Sheriff's Office and other Solano County police agencies.
- During FY2017/18, 349 clients were released on Pretrial Services, and an additional 286 clients were released on their own recognizance following the submission of a Pretrial Services report. A total of 107 clients completed Pretrial Services successfully. The release of a client on Pretrial Services results in reduced jail bed demand and a net savings per inmate per day.
- During FY2017/18, 234 youth received diversion services. Of those, 177 participated in the JCAP program and 153 completed the program successfully. A total of 57 participated in the Felony/Misdemeanor program and 20 completed the program successfully. A successful completion of diversion means the youth was held accountable for his/her actions without formal juvenile court intervention.
- During FY2017/18, 436 clients received services through the Centers for Positive Change, and 372 received employment services through the Department's partnership with Leaders in Community Alternatives (LCA).

**Christopher Hansen, Chief Probation Officer**  
**Public Protection/Detention & Corrections**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	19,755,020	23,878,733	24,152,217	273,484	1.1%
ADULT SERVICES	6,306,898	8,257,785	8,957,717	699,932	8.5%
JUVENILE DIVISION	6,715,340	7,475,911	7,981,590	505,679	6.8%
JUVENILE HALL SERVICES	4,520,957	2,213,630	2,118,897	(94,733)	(4.3%)
<b>TOTAL REVENUES</b>	<b>37,298,215</b>	<b>41,826,059</b>	<b>43,210,421</b>	<b>1,384,362</b>	<b>3.3%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	6,731,727	4,766,494	4,712,463	(54,031)	(1.1%)
ADULT SERVICES	12,003,181	14,670,644	15,126,324	455,680	3.1%
JUVENILE DIVISION	8,286,820	9,492,980	10,310,854	817,874	8.6%
JUVENILE HALL SERVICES	10,376,488	12,895,940	13,060,780	164,840	1.3%
<b>TOTAL APPROPRIATIONS</b>	<b>37,398,216</b>	<b>41,826,058</b>	<b>43,210,421</b>	<b>1,384,363</b>	<b>3.3%</b>
<b>NET CHANGE</b>					
ADMINISTRATION	(13,023,294)	(19,112,239)	(19,439,754)	(327,515)	1.7%
ADULT SERVICES	5,696,282	6,412,859	6,168,607	(244,252)	(3.8%)
JUVENILE DIVISION	1,571,480	2,017,069	2,329,264	312,195	15.5%
JUVENILE HALL SERVICES	5,855,531	10,682,310	10,941,883	259,573	2.4%
<b>NET CHANGE</b>	<b>99,999</b>	<b>(1)</b>	<b>0</b>	<b>1</b>	<b>0.0%</b>
<b>STAFFING</b>					
ADMINISTRATION	20.0	18.0	17.0	(1)	(5.6%)
ADULT SERVICES	81.0	86.5	88.5	2	2.3%
JUVENILE DIVISION	50.5	43.0	42.0	(1)	(2.3%)
JUVENILE HALL SERVICES	72.0	76.0	72.0	(4)	(5.3%)
<b>TOTAL STAFFING</b>	<b>223.5</b>	<b>223.5</b>	<b>219.5</b>	<b>(4)</b>	<b>(1.8%)</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,384,362 or 3.3% in revenues and an increase of \$1,384,363 or 3.3% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the General Fund Contribution has increased by \$230,287 or 1.0% largely due to increases in salaries and benefits, worker's compensation insurance, insurance-risk management, central data processing charges, administrative overhead, and county building charges.

#### Primary Funding Sources

The primary funding sources for the Department are the General Fund and Intergovernmental Revenues from the State, which account for \$41.9 million or 96.9% of total revenues. The Recommended Budget includes a net increase of \$1,384,362 or 3.3% in revenues primarily due to the following:

- Intergovernmental Revenue, which includes Federal and State grants as well as State allocations, includes \$19,036,268, an increase of \$1,312,906 or 7.4% and includes the following:
  - \$12,065,628 in "Safety Realignment Funding" – These revenues fund the implementation of the Post Release Community Supervision (PRCS) and the Center for Positive Change (CPC) programs under AB 117/AB 109, the Juvenile Justice Crime Prevention Act (JJCPA), Juvenile Probation and Camps Funds (JPCF), and the Youthful Offender Block Grant (YOBG).
  - \$4,518,196 in State Public Safety Augmentation Fund – These revenues are funded by the public safety-dedicated ½ cent sales tax (Proposition 172) and are tied to State sales tax revenues which is directly impacted by the State's economy.

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- \$733,187 in “State-Other Revenues” – These revenues are comprised of reimbursements for the Department’s costs for mandated training for peace officers, youth breakfast/lunch programs at the JDF, and efforts to reduce prison overcrowding and enhance public safety under Senate Bill 678.
  - \$440,596 in “State Sales Tax 1991 Realignment” – These revenues are allocated to the Department through the 1991 Realignment Sales Tax receipts used to fund Social Services. The funds are used to support juvenile programs.
  - \$345,600 in 2011 “Realignment Foster Care Assistance” – These revenues support the State’s share of placement costs for youth in foster care/group home placement.
  - \$337,070 in “Federal Other” – These revenues include the federal share of the State Nutrition Program, which provides breakfast and lunch for youth detained at the JDF, and funding for the Office of Traffic and Safety (OTS) grant.
  - \$226,054 in “Title IV-E Grant” – These revenues pay for services provided to youth who are “at imminent risk” of foster care/group home placement.
  - \$183,706 in “Federal Aid” – These revenues support the Federal share of placement costs for youth in foster care/group home placement.
  - Charges for Services represents \$375,771, a decrease of \$56,916 or 13.2%, due to the County-approved elimination of fees for juvenile services.
  - Misc. Revenue represents \$170,546, a decrease of \$11,854 or 6.5%, due primarily to the expiration of a grant from the Board of State and Community Corrections.

**Primary Costs**

The Department’s primary costs are:

- \$27,877,418 in Salaries and Employee Benefits, which reflect a \$1,625,175 or 6.2% net increase due to County-approved labor costs, and increases in medical, retirement, and worker’s compensation insurance.
- \$8,515,952 in Services and Supplies reflects a net decrease of \$300,517 or 3.4% due primarily to a reduction in contracts for services that were either completed or re-negotiated. The major appropriations in this category include:
  - \$3,376,260 in Contracted Services to provide mental health, medical, and dental services at JDF, case management, and other services (see list of significant contracts below).
  - \$1,949,688 in Central Data Processing services.
  - \$1,149,952 in Other Professional Services.
- \$5,941,390 in Other Charges reflects a net increase of \$413,601 or 7.5% primarily due to an increase in Countywide Administrative Overhead costs and an increase in the number of out-of-state youth referrals to group home placements. The major appropriations in this category include:
  - \$2,339,073 in Countywide Administrative Overhead to cover the costs of central services support.
  - \$1,920,000 in Support/Care of Persons to cover the costs of foster care placements.
  - \$550,000 in job readiness services for clients at the CPC programs (AB 109 funded).
  - \$438,478 in County building use charges.
  - \$242,000 in Youth Authority for youth commitments to CDCR, Division of Juvenile Facilities (DJF).
  - \$126,500 in transitional housing for clients at the CPC programs (AB 109 funded).
- \$446,276 in Other Financing Use represents a decrease of \$331,156 or 42.6% due to a decrease in the pension obligation bonds rate.

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**Public Protection/Detention & Corrections**

- \$429,385 in Intrafund Transfers, a net decrease of \$22,740 or 5.0% which include security services for the Fairfield Office and Centers for Positive Change (CPC), and dispatch services, pre-employment background/administrative investigations, and the maintenance of Livescan machines provided by the County Sheriff's Office.

#### Contracts

The FY2018/19 Recommended Budget includes a total of \$3,376,260, a decrease of \$491,457 or 12.7%, in contracted services which includes the following significant contracts:

- \$1,768,000 for mental health, medical, and dental services at the JDF.
- \$382,500 for operational services of the Juvenile Day Reporting Center.
- \$321,800 for drug testing services.
- \$205,000 for food services at the JDF.

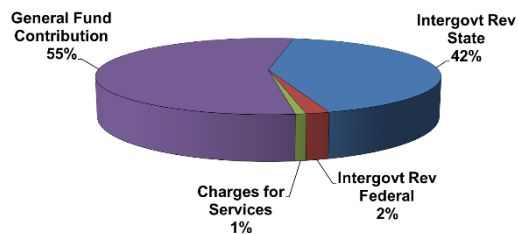
#### Fixed Assets

None.

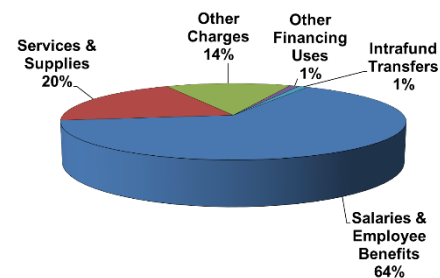
### DEPARTMENT COMMENTS

The Department continues to focus on changing lives and reducing recidivism through positive behavior change. To accomplish this goal, the Department established collaborative partnerships with the Solano County Courts, Health and Social Services, Sheriff's Office, local law enforcement, local school districts, and community-based organizations who together implement programs and services for justice-involved adults and juveniles. In addition to conducting reviews of procedures in supervision and support services, the Department also continues to focus on aligning supervision strategies and policies with evidence-based and evidence-informed practices. In FY2018/19, the Department will continue to enhance diversion services for juveniles and collaborate with the Superior Court in specialty court programs for adults. These increased partnerships coupled with co-locating staff within the Department have contributed to the success of these programs.

**SOURCE OF FUNDS**



**USE OF FUNDS**



## Functional Area Summary

## 6650 – Fund 900-Probation Christopher Hansen, Chief Probation Officer Public Protection/Detention & Corrections

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	10,890	11,000	10,940	(60)	(0.5%)
INTERGOVERNMENTAL REV STATE	15,933,272	16,701,038	18,240,938	1,539,900	9.2%
INTERGOVERNMENTAL REV FEDERAL	1,054,372	1,022,324	795,330	(226,994)	(22.2%)
CHARGES FOR SERVICES	425,539	432,687	375,771	(56,916)	(13.2%)
MISC REVENUE	264,392	182,400	170,546	(11,854)	(6.5%)
OTHER FINANCING SOURCES	7,650	90,001	0	(90,001)	(100.0%)
GENERAL FUND CONTRIBUTION	19,602,102	23,386,609	23,616,896	230,287	1.0%
<b>TOTAL REVENUES</b>	<b>37,298,216</b>	<b>41,826,059</b>	<b>43,210,421</b>	<b>1,384,362</b>	<b>3.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	24,253,949	26,252,243	27,877,418	1,625,175	6.2%
SERVICES AND SUPPLIES	7,397,301	8,816,469	8,515,952	(300,517)	(3.4%)
OTHER CHARGES	4,571,759	5,527,789	5,941,390	413,601	7.5%
OTHER FINANCING USES	717,911	777,432	446,276	(331,156)	(42.6%)
INTRA-FUND TRANSFERS	453,318	452,125	429,385	(22,740)	(5.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>37,394,239</b>	<b>41,826,058</b>	<b>43,210,421</b>	<b>1,384,363</b>	<b>3.3%</b>
<b>NET CHANGE</b>	<b>96,022</b>	<b>(1)</b>	<b>0</b>	<b>1</b>	<b>(100.0%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant Adjustments are discussed in the Department Budget Summary herein.

### SUMMARY OF POSITION CHANGES

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

On October 19, 2017, the following Limited-Term position expired and was deleted:

- Expire 1.0 FTE Group Counselor

On December 12, 2017, the following position changes occurred:

- Added 1.0 FTE Social Services Manager.
- Added 1.0 FTE Supervising Group Counselor.
- Added 1.0 FTE Senior Group Counselor.
- Deleted 1.0 FTE Senior Legal Procedures Clerk.
- Deleted 1.0 FTE Account Clerk II.
- Deleted 3.0 FTE Group Counselor.

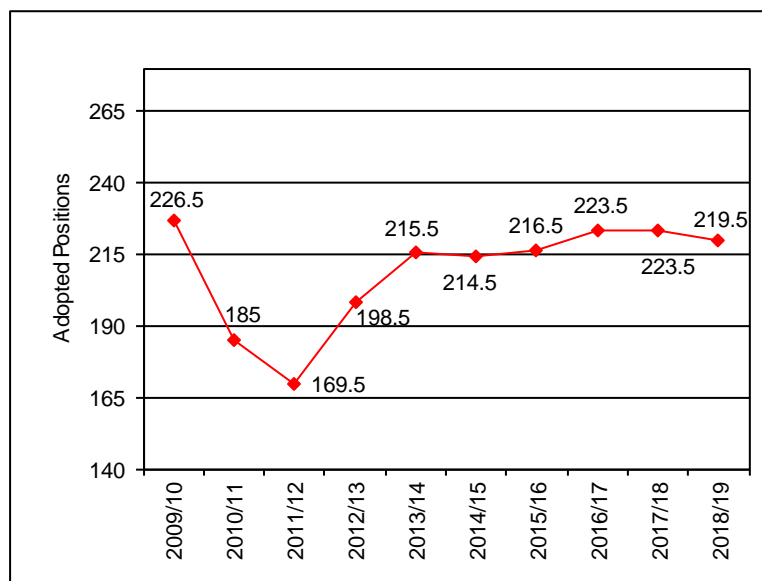
The FY2018/19 Recommended Budget includes the following position changes:

- Add 1.0 FTE Supervising Deputy Probation Officer.
- Add 1.0 FTE Senior Deputy Probation Officer.
- Add 4.0 FTE Deputy Probation Officer.
- Add 2.0 FTE Group Counselor.
- Add 1.0 FTE Legal Procedures Clerk.
- Delete 1.0 FTE Limited-Term Supervising Deputy Probation Officer.
- Delete 1.0 FTE Senior Deputy Probation Officer.

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**Public Protection/Detention & Corrections**

- Delete 1.0 FTE Limited-Term Senior Deputy Probation Officer.
- Delete 2.0 FTE Group Counselor.
- Delete 2.0 FTE Limited-Term Deputy Probation Officer.
- Delete 2.0 FTE Limited-Term Group Counselor.
- Delete 1.0 FTE Limited-Term Legal Procedures Clerk.
- Extend 1.0 FTE Limited-Term Senior Deputy Probation Officer –position in the Office of Traffic Safety through June 30, 2019.
- Extend 1.0 FTE Limited-Term Deputy Probation Officer position in the Office of Traffic Safety through June 30, 2019.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

The uncertainty of funding allocations from the State impacts programs and services that are offered to adult and juveniles. Monies received through Vehicle License Fees (VLF) are used to support programs under the Juvenile Justice Crime Prevention Act (JJCPA), Youthful Offender Block Grant (YOBG), and Public Safety Realignment. In addition, funding provided by Senate Bill 678 varies. The final allocation of these dollars will ultimately dictate the level and types of programs that are offered in the future.

The passage of Proposition 64 continues to have an impact on Department operations. The legalization of marijuana for adults 21 and over will change the monitoring and enforcement of marijuana use for those whose use is deemed legal per legislation. There continues to be questions and challenges posed with clients engaged in treatment whose internal policies for successful treatment completion include abstention from mind altering substances. In addition, there continues to be concerns and questions about how to address marijuana use for juveniles since possession of marijuana is classified as an infraction.

California Senate Bill 266 states that each county probation department shall develop a response matrix that establishes protocols for the imposition of graduated sanctions for violations of the conditions of probation to include the use of flash incarceration. The Department continues to work with the Courts and other justice partners in monitoring the use of the response matrix/sanctions grid. Moving forward, the Department will be implementing an incentive grid to reward and acknowledge positive behavior and compliance.



Proposition 63 became effective on January 1, 2018 which tasks the Probation Department with investigating every felony case as well as 40 categories of misdemeanor offenses to determine whether the client has a firearm registered to them and if so, the status of the firearm. This new requirement will add some additional time during the investigation process. The Department will continue to work with the Courts to monitor the impact.

California Senate Bill 10, the California Money Bail Reform Act of 2017, will have an impact on Department operations if passed. While the Department has expanded Pretrial services, money bail reform will likely increase the number of offenders referred and served in the program. The Department will continue to monitor the outcome of SB 10 and work with other stakeholders to make modifications as needed.

**6650 – Fund 900-Probation****Summary of Other Administered Budgets**

**Christopher Hansen, Chief Probation Officer**  
**Public Protection/Detention & Corrections**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
8035 JH REC HALL - WARD WELFARE	9,433	10,361	11,361	1,000	9.7%
<b>APPROPRIATIONS</b>					
8035 JH REC HALL - WARD WELFARE	3,504	10,361	11,038	677	6.5%
<b>NET CHANGE</b>					
8035 JH REC HALL - WARD WELFARE	(5,929)	0	(323)	(323)	0.0%

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

**Summary of Other Administered Budgets      8035 – Fund 035-Juv. Hall Rec.-Ward Welfare Fund**  
**Christopher Hansen, Chief Probation Officer**  
**Detention & Corrections**

**FUNCTION AND RESPONSIBILITIES**

Pursuant to Welfare and Institutions Code section 873, the source of revenue for this fund is from the telephone company that facilitates collections attributable to collect calls made by youth detained at the Juvenile Detention Facility (JDF) to include the Challenge Academy.

The money deposited in the Ward Welfare Fund must be expended by the Probation Department for the benefit, education, and welfare of the youth detained within the JDF or other juvenile facilities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,000 or 9.7% in revenues and an increase of \$677 or 6.5% in appropriations when compared to the FY2017/18 Adopted Budget. The revenues projected in FY2018/19 will be transferred from Fund 035 to offset expenditures for the education, benefit, education, and welfare of youth detained in JDF that are budgeted in the Operating Budget.

See related Budget Unit 9151 – Fund 035 Contingencies (refer to Contingencies section of the Budget).

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ADOPTED BUDGET</b>	<b>2018/19 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	1,033	0	1,000	1,000	0.0%
MISC REVENUE	8,400	10,361	10,361	0	0.0%
<b>TOTAL REVENUES</b>	<b>9,433</b>	<b>10,361</b>	<b>11,361</b>	<b>1,000</b>	<b>9.7%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,112	10,000	5,000	(5,000)	(50.0%)
OTHER CHARGES	392	361	6,038	5,677	1572.6%
<b>TOTAL APPROPRIATIONS</b>	<b>3,504</b>	<b>10,361</b>	<b>11,038</b>	<b>677</b>	<b>6.5%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(5,929)</b>	<b>0</b>	<b>(323)</b>	<b>(323)</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**Simone Hardy, Agricultural Commissioner/Sealer of Weights & Measures  
Protection & Inspect**

<b>Agricultural Commissioner and Sealer of Weights and Measures</b>
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- Pesticide Use Enforcement
- Weights and Measures
- Pest Detection
- Pest Exclusion
- Pest Management
- Nursery
- Ag Commodity Export Certification

### DEPARTMENTAL PURPOSE

The Department of Agriculture combines the functions of the County Agricultural Commissioner and County Sealer of Weights and Measures into a consolidated unit. The Ag Commissioner/Sealer of Weights and Measures is licensed by the Secretary of the California Department of Food and Agriculture (CDFA) and is appointed by the Board of Supervisors. Specific duties and responsibilities of the Department are enumerated in the provisions of the Food and Agricultural Code and the Business and Professions Code. The Department is responsible for the implementation

and enforcement of specified State laws and regulations at the local level as well as other duties as assigned or directed by the Board of Supervisors.

**Budget Summary:**

FY2017/18 Midyear Projection:	3,367,827
FY2018/19 Recommended:	3,651,148
County General Fund Contribution:	1,664,569
Percent County General Fund Supported:	45.6%
Total Employees (FTEs):	23

### FUNCTION AND RESPONSIBILITIES

The Agricultural Commissioner's Office is responsible for protecting and promoting agriculture in the County. This is accomplished through its Pest Prevention, Pesticide Use Enforcement, Export Certification, and Inspection Services programs.

The Sealer of Weights and Measures verifies equity in commercial transactions. It carries out this responsibility through its Device Inspections, Weighmaster Inspections, Petroleum Product Inspections, Quantity Control, and point-of-sale (price scanner) inspections.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### Challenges:

- On August 23, 2017, a single Mediterranean fruit fly was trapped in Fairfield by Department staff, resulting in delimitation trapping by the California Department of Food and Agriculture (CDFA). Additional fly finds resulted in the declaration of a 108-square mile quarantine for the Mediterranean fruit fly encompassing the City of Fairfield, extending east onto Travis Air Force Base, west to the edge of Suisun Valley, south into the Delta and north to the perimeter of Pleasants Valley Road in Vacaville. In total, 10 flies were found from August until November of 2017. CDFA initiated fruit cutting on all properties on and within 100 meters of the find sites, which were examined for the larval stage of the pest. Over 2,000 pounds of fruit were removed, no larval properties were identified. Additional treatments were conducted to control the pest, and sterile insect technique (SIT) was employed. SIT is the use of sterile male Mediterranean fruit flies which are released by plane over the core quarantine area. Each release per square mile consists of 500,000 flies. As of March 2018, 67 releases had been completed with a total of 570.3 million flies disbursed. The number of sterile males reduces the potential of a female fly mating with a wild male fly, ending the breeding cycle. In order to determine whether an infestation has established, trapping will continue for three pest generations. The generation timeline is based on the rate of development from larvae to adult, which is temperature dependent. If there are no new finds in the early spring and summer of 2018, the pest will be declared eradicated in late July 2018. Two grower meetings have been sponsored by the Department and impacts to growers include additional treatments with an organic pesticide and compliance agreements. To prevent additional infestations, residents in the quarantine areas should consume fruits and vegetables on site, or prepare foods, by canning

**Functional Area Summary      2830 – Fund 001-Agricultural Commissioner/Weights & Measures**  
**Simone Hardy, Agricultural Commissioner/Sealer of Weights & Measures**  
**Protection & Inspect**

or preserving. Most fruit fly infestations are from introduced fruit or vegetables from host areas. It is important not to pack or mail fruit from areas which have established fruit fly populations including Hawaii, Asia, most Pacific Islands, Mexico, Australia and South America.

- It is anticipated that work on Track and Trace for Cannabis licensees will begin in late 2018 into 2019. Currently there are seven pilot counties who are working with CDFA on the framework for conducting inspections in support of the Track and Trace program. The California Department of Pesticide Regulation is also looking at outreach for those using pesticides in production, and is developing materials for distribution to growers. At this time, it is anticipated the Department's activities in this area will only be in those cities within the County that have granted commercial growing licenses.
- The Road Repair and Accountability Act (SB 1), signed into law on April 28, 2017, provides the potential for increased revenues for core agricultural programs. A portion of the gas tax that is un-refunded, used on farms and in farm equipment, has been historically designated to augment agricultural programs. With the increase in the gas tax, the UGT would also potentially increase. Such funds would be used to restore service levels to programs that have been defunded or underfunded and are within the Agricultural Commissioner's mandated functional areas (High Risk Pest Inspections, Pest Detection Programs and Weed Management). As there is a challenge to the Road Repair and Accountability Act, which may modify the provisions of the bill or repeal the bill entirely, the sustainability of this funding is uncertain. Additional funds will be received in FY2018/19 but may not be sustained moving forward. In order to utilize the funds, while recognizing that this funding may be at risk, the Department included within the Recommended Budget, the addition of a limited-term project-based Agricultural Biologist Weights and Measures Inspector funded with the anticipated additional UGT revenue.

Accomplishments:

- The Department continues moving to information technology solutions to assist staff with field work and inspections. In 2018, a new trapping and detection software program will be deployed. This program provided by CDFA will be used as pest detection traps are serviced in the field. Agricultural staff will use tablets and data will be provided to CDFA as the work is conducted.

**WORKLOAD INDICATORS**

- During the period of January 1, 2017 through December 31, 2017, staff in the Pesticide Regulatory Program reviewed and issued 542 pesticide permits, conducted 287 pesticide inspections and conducted five outreach events with a total of 191 attendees for Continuing Education Units. The Plant Quarantine and Plant Protection Program inspected 458 fields for Phytosanitary Certification, totaling 4,956 acres of inspected fields with two walks per field, issued 932 Federal Certificates of Inspection for shipment to 37 different countries and 385 Interstate certifications, inspected 1,028 incoming shipments for pests of concern and completed 27,709 trap servicing for the 2,854 monitoring traps placed in the County.
- During the same 12-month period, Weights and Measures inspectors inspected a total of 3,367 different devices conducted 17 weighmaster audits, and issued 37 violation notices with associated follow-up activities.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
AGRICULTURE COMMISSIONER/WEIGHTS & MEASURE	1,861,924	1,820,535	1,986,579	166,044	9.1%
<b>TOTAL REVENUES</b>	<b>1,861,924</b>	<b>1,820,535</b>	<b>1,986,579</b>	<b>166,044</b>	<b>9.1%</b>
<b>APPROPRIATIONS</b>					
AGRICULTURE COMMISSIONER/WEIGHTS & MEASURE	2,924,621	3,456,749	3,651,148	194,399	5.6%
<b>TOTAL APPROPRIATIONS</b>	<b>2,924,621</b>	<b>3,456,749</b>	<b>3,651,148</b>	<b>194,399</b>	<b>5.6%</b>
<b>NET COUNTY COST</b>					
AGRICULTURE COMMISSIONER/WEIGHTS & MEASURE	1,062,697	1,636,214	1,664,569	28,355	1.7%
<b>NET COUNTY COST</b>	<b>1,062,697</b>	<b>1,636,214</b>	<b>1,664,569</b>	<b>28,355</b>	<b>1.7%</b>

**2830 – Fund 001-Agricultural Commissioner/Weights & Measures      Functional Area Summary****Simone Hardy, Agricultural Commissioner/Sealer of Weights & Measures****Protection & Inspect**

<b>STAFFING</b>					
AGRICULTURE COMMISSIONER/WEIGHTS & MEASURE	25	24	23	(1)	(4.2%)
<b>TOTAL STAFFING</b>	<b>25</b>	<b>24</b>	<b>23</b>	<b>(1)</b>	<b>(4.2%)</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$166,044 or 9.1% in revenues and an increase of \$194,399 or 5.6% in appropriations when compared to the FY2017/18 Adopted Budget. As a result, the Net County Cost increased \$28,355 or 1.7%.

Primary Funding Sources

The primary funding sources for the Department are County General Fund and Intergovernmental Revenues. Intergovernmental Revenues are mainly received from the State, and are associated with various contracted agricultural inspection services and other mandated and subvented agricultural activities such as pesticide use enforcement and regulatory activities. These contract revenues are driven by available workloads and staffing.

The Department's other significant funding sources are: (1) Licenses, Permits and Franchise revenue received in the form of user fees for device registration and other inspections and certifications provided by the Department, and (2) Charges for Services, which is received for field inspections carried out by staff.

The FY2018/19 Recommended Budget includes a net increase of \$166,044 or 9.1% in revenues primarily due to the following:

- Licenses, Permits and Franchise revenues reflect a decrease of \$5,000 in user fees for device registration and other inspections and certifications provided by the Department.
- Intergovernmental Revenues reflect an increase of \$192,044 primarily in State unclaimed gas tax (UGT) revenue anticipated from the gas tax increase resulting from the Governor signing SB 1 in to law in April 2017, and offset by reductions in the State pest detection contract for the Asian Citrus Psyllid and State contract reimbursement for submittal of electronic Pesticide Use Enforcement (PUE) reports as more growers are entering the data themselves online directly.
- Charges for Services reflect a decrease of \$21,000 primarily due to a \$20,000 reduction in fee revenue received for phytosanitary field inspections as fewer growers are anticipated to export plant products.

Primary Costs

The FY2018/19 Recommended Budget includes a net increase of \$194,399 or 5.6% in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$166,704 primarily resulting from increases in salaries and benefits costs, and adjustments in staffing to meet workload and contract needs.
- Services and Supplies reflect an increase of \$92,340 primarily due to increases of \$24,296 in liability insurance, \$48,140 in central data processing services and \$9,192 in county garage services.
- Other Charges reflect a decrease of \$18,350 due to a reduction in Countywide Administrative Overhead charges.
- Other Financing Uses reflect a decrease of \$46,295 due to a reduction in the pension obligation bond rate.
- Additionally, at the request of the Agricultural Advisory Committee (AAC), the Recommended Budget includes \$4,000 for the AAC to conduct an agricultural tour during FY2018/19.

Contracts

The Recommended Budget includes the following contract:

- \$78,550 for State wildlife trapping services.

Fixed Assets

None.

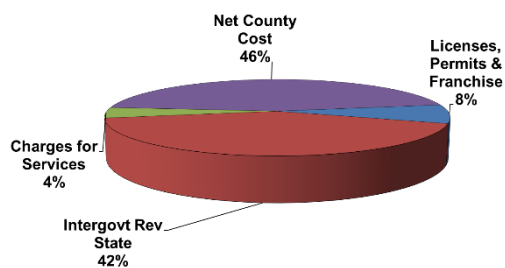
**Functional Area Summary      2830 – Fund 001-Agricultural Commissioner/Weights & Measures**  
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**Protection & Inspect**

**DEPARTMENT COMMENTS**

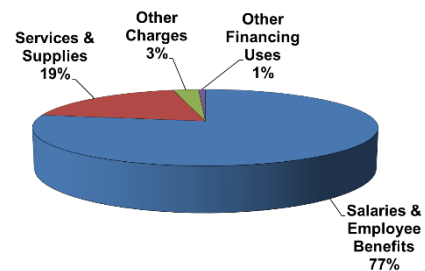
To ensure continuity and address current workloads, the Department is proposing adjustments that will address operational needs with a minimum of staffing additions and to allow biologist coverage of contracted activities and delivery of program services such as high-risk pest inspection and detection.

The Department is considering occupying a satellite location at the Public Works facility yard in Dixon to better service the needs of the growers in the vicinity of Vacaville and Dixon. If this comes to fruition, the Department will include additional information, including any increased cost, in the Supplemental Budget.

**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
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	288,014	294,000	289,000	(5,000)	(1.7%)
FINES, FORFEITURES, & PENALTY	3,270	5,000	5,000	0	0.0%
INTERGOVERNMENTAL REV STATE	1,392,666	1,338,335	1,530,379	192,044	14.3%
CHARGES FOR SERVICES	177,957	182,200	161,200	(21,000)	(11.5%)
MISC REVENUE	18	1,000	1,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,861,924</b>	<b>1,820,535</b>	<b>1,986,579</b>	<b>166,044</b>	<b>9.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,263,015	2,669,996	2,836,700	166,704	6.2%
SERVICES AND SUPPLIES	416,903	593,333	685,673	92,340	15.6%
OTHER CHARGES	163,433	120,412	102,062	(18,350)	(15.2%)
OTHER FINANCING USES	67,257	73,008	26,713	(46,295)	(63.4%)
INTRA-FUND TRANSFERS	14,014	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,924,621</b>	<b>3,456,749</b>	<b>3,651,148</b>	<b>194,399</b>	<b>5.6%</b>
<b>NET COUNTY COST</b>	<b>1,062,697</b>	<b>1,636,214</b>	<b>1,664,569</b>	<b>28,355</b>	<b>1.7%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The FY2018/19 Recommended Budget includes an increase of \$239,000 in UGT funding resulting from the Road Repair and Accountability Act. The anticipated additional revenue will be used to fund a project-based limited-term position. The position allows for increased biologist coverage and delivery of program services.

**2830 – Fund 001-Agricultural Commissioner/Weights & Measures      Functional Area Summary**  
**Simone Hardy, Agricultural Commissioner/Sealer of Weights & Measures**  
**Protection & Inspect**

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**SUMMARY OF POSITION CHANGES**

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

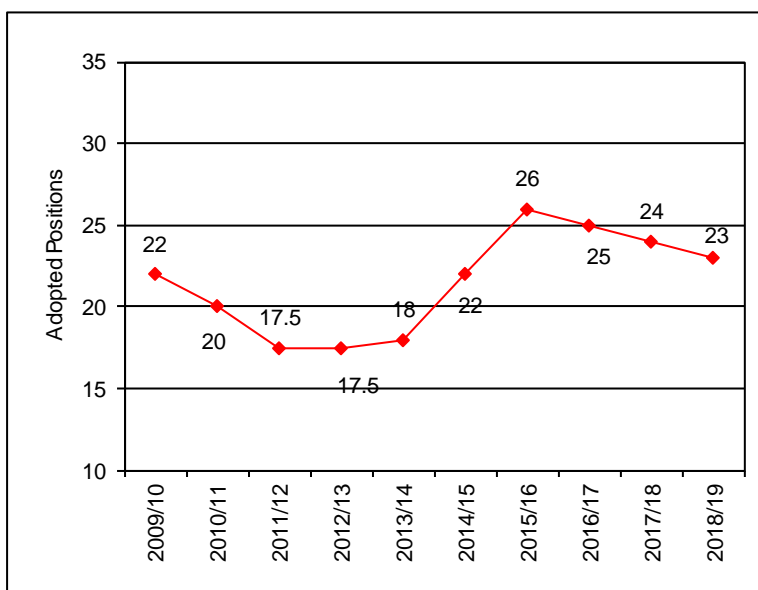
On October 31, 2017, the following positions expired:

- Deleted 2.0 FTE Limited-Term Agricultural/ Weights and Measures Aides

The FY2018/19 Recommended Budget includes the following changes:

- Add 1.0 FTE project-based Limited-Term Agricultural Biologist/Weights and Measures Inspector (Senior) through June 30, 2019, funded with additional UGT revenue as a result of the passage of SB 1. However, due to the uncertainty of the continuation of this funding source, the Department is recommending a limited-term position.
- Reclassify 1.0 FTE Office Aide to 1.0 FTE Office Assistant I (TBD) to accurately reflect the position duties and responsibilities.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

Timely hiring of staff for detection programs is an ongoing need due to contractual requirements to begin those activities when the insects are biologically active in our climate area.

Recruitment and retention of Agricultural Biologist / Weights and Measures Inspectors is important for service and succession delivery. Due to high turnover, with 65% of the biologists having less than three years, the Department is currently devoting resources to training new staff. This comes with substantial future opportunities, but impacts production and timeliness in operations at the current time.

Recent passage of the recreational Cannabis legislation in California may impact the Department staffing needs if the County or municipalities within the County allow for cultivation.

Procurement of municipal water at the County Cordelia campus (Agriculture and Surplus Mail) remains a priority after discovery of high levels of natural occurring contaminants in the onsite well water in the summer of 2016. The County has provided mitigation to the site in the form of a fresh water tank system, approved by the State Water Resources Board and monitored for compliance with applicable water standards and connection to municipal water is being pursued. Construction work for the water line in late 2018 may temporarily impact some areas of the parking or driveway and potentially interrupt services to the public during the transition to the new water supply.





## DEPARTMENTAL PURPOSE

The Department of Resource Management consists of seven organizational divisions that receive general direction from the Office of the Director and provide a variety of legally mandated and non-mandated programs and services summarized below.

### Budget Summary:

FY2017/18 Midyear Projection:	11,371,947
FY2018/19 Recommended:	11,658,268
County General Fund Contribution:	3,508,419
Percent County General Fund Supported:	30.1%
Total Employees (FTEs):	50

## FUNCTION AND RESPONSIBILITIES

Planning Services Division has administrative authority over land use within the unincorporated areas of the County. Its primary responsibilities are to:

- Oversee the County's General Plan for land use; implement policy planning activities including General Plan amendments and updates; prepare specific plans and neighborhood plans; and provide staff support to special projects and functions as County liaison to other planning efforts and organizations.
- Implement the functions associated with land use planning, including the application of zoning regulations, processing of subdivision maps, conducting environmental review of proposed projects, facilitating the public review process, and implementing the Surface Mining and Reclamation Act requirements.
- Provide technical support for various long-range and regional planning-related projects, including the Housing Element, Solano Transportation Authority (STA) projects, the Decennial Census, and Association of Bay Area Government's (ABAG) Regional Housing Needs Allocation and FOCUS programs.
- Support the Board of Supervisors and Planning Commission in developing land use policy and assisting in the decision-making process on land use matters.
- Provide technical and staff support to the Solano County Airport Land Use Commission and Tri-city & County Cooperative Planning Group.
- Operate the Integrated Waste Management Program that prepares, maintains, administers, and implements the Countywide Integrated Waste Management Plan (CIWMP) subject to the California Integrated Waste Management Act of 1989 (AB 939), as amended.

Building and Safety Services Division has administrative authority over the unincorporated areas of the County and County-owned buildings within the various cities. Its primary responsibilities are to:

- Administer State and Federal codes and County ordinances related to all functions of construction, including the California codes for building, plumbing, electrical, mechanical, fire prevention, accessibility, energy and addressing.

**Bill Emlen, Director of Resource Management  
Other Protection**

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- Implement the functions associated with the responsibility of being the County Flood Plain Administrator for construction and development.
- Administer the County's Code Enforcement program in the areas of zoning, grading, construction, inoperable / abandoned vehicles and business licenses.

Environmental Health Services Division has a mission to protect public health and the environment by ensuring compliance with environmental laws and regulation by providing training, permitting and inspection services to businesses and residents throughout Solano County. Various programs within this division are:

- Consumer Protection programs, which include retail food protection, ensuring safety and sanitation of public pools, and implementing minimum health standards for housing and institutions, vector management, and body art and massage practitioners and facilities. Consumer Protection also assists Public Health Nursing by assessing and abating environmental lead hazards for children.
- Water Protection and Waste Management programs, which include land development standards for sewage disposal, landfill operations and refuse disposal, land application of biosolids, state small public water systems, water wells, and large confined animal facilities; and participates in activities related to the Solano Subbasin Groundwater Sustainability Agency and other regional water supply issues.
- Hazardous Materials programs that ensure compliance with Health and Safety codes pertaining to the handling and storage of hazardous materials and hazardous waste, treatment of hazardous wastes, the operation of underground and aboveground petroleum storage tanks, the removal of leaking underground storage tanks, mitigation of contaminated sites, health and safety inspections at the refinery, technical assistance and oversight of the cleanup of hazardous materials spills, and proper storage and reporting of waste tires.

**Administrative Support Division**

- Provides administrative support to all Department divisions, including handling incoming phone calls and public inquiries; maintaining and assisting with inspection recordkeeping; maintaining office equipment inventories; assisting with invoicing and activities associated with permitting; performing imaging processing and implementing retention schedules; maintaining and updating data information systems; and assisting in coordination of recruitments and other personnel matters.
- Administers the County Business License Program.

**Public Works Divisions**

- Public Works Divisions are described under the narrative (BU 3010) because it is not part of the General Fund and includes Engineering Services and Public Works operations.

**Parks and Recreation Division**

- The Parks & Recreation Division is described under the narrative (BU 7000) because it is not part of the General Fund.

**Delta Water Activities**

- The Delta Water Activities program is described under the narrative (BU 1450).

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- Beginning in 2013, the state required all businesses with reportable quantities of hazardous materials to log their chemical inventories and plans into a statewide web-based electronic database called the California Environmental Reporting System (CERS). This requirement, while beneficial to public safety and emergency responders, has significantly increased workload as Hazardous Materials staff who must now balance their mandated inspection demands with increased requests for assistance from businesses that are still struggling with CERS implementation. Approximately 0.84 FTE is required to provide this business assistance. To help address this issue, the Department is utilizing a consultant to provide free

individual CERS assistance along with help on other hazardous materials programs on a referral basis to Solano County businesses, which is being funded by statewide and local enforcement penalties that the Department receives.

- There has been a noticeable increase in illegal roadside dumping in the past year. Staff continues to explore options to ensure quick cleanup occurs, improve identification of offending parties who are dumping, and to implement proactive preventive measures to stop the dumping from occurring.
- There continues to be an increase in the number of private and public events occurring in residential and agricultural areas. New standards are under consideration to address health and safety and operational concerns associated with a range of these types of events.
- The Department and County continue to work with the City of Vallejo and county residents to seek ways to improve water delivery and service in the Lakes Water System service area. This work is expected to continue throughout FY2018/19.

**Accomplishments:**

- Prepared, and the Board adopted, two ordinances regulating cannabis in the unincorporated area of Solano County. One ordinance establishes requirements for personal and noncommercial caregiver cannabis use. The other ordinance, as an urgency measure, establishes prohibitions for commercial recreational and medical cannabis activity, including commercial cultivation, delivery, distribution, transportation, manufacturing, retail operations, and testing facilities.
- Completed, and the Board adopted updates to the Middle Green Valley Specific Plan to be consistent with existing State legislation and to further clarify the vision for the Middle Green Valley.
- Completed, and the Airport Land Use Commission adopted, the Rio Vista Airport Land Use Compatibility Plan update, and completed the Travis Air Force Base Sustainability Study, which is intended to identify potential use compatibility issues along with possible approaches to resolve the issues.
- Continued evaluating the potential for creating a Regional Park and Open Space District in Solano County. Notable accomplishment included passage of special legislation for the formation of a regional park and open-space district under Board direction, which was signed into law in September 2017, and initiation of work on an Administrative Finance Plan.
- Participation in the Statewide Refinery Safety Task Force assisted in the development and adoption of new health and safety requirements, known as Program 4 standards, for all California refineries effective October 2018. Hazardous Materials staff quickly implemented Program 4 requirements at Valero Benicia Refinery upon adoption by developing procedures and performing inspections to establish compliance. Regulators from Southern California subsequently contacted Department staff to obtain information about our program implementation for their use in their implementation efforts.
- Hazardous Materials staff coordinated free training classes on compliance with hazardous materials requirements throughout FY2017/18. This included workshops open to all businesses provided by the Department which were attended by approximately 95 Solano County hazardous materials facility operators and, beginning in March 2018, free workshop trainings to small and medium sized businesses provided through a partnership with a large private company.
- The Consumer Protection program of the Environmental Health Services Division performed over 290 inspections of high risk restaurants as part of the “Cooling” campaign. This educational campaign focused on proper cooling practices for foods that would be later re-heated to serve during inspections at restaurants.
- The County Building and Safety Services Division plan checked, permitted and is currently inspecting the new vocational /classroom training center for inmates under the SB 1022 legislation. The SB 1022 project which consists of two buildings, one with 10,000 sq. ft. of office space/classrooms and the second with 30,000 sq. ft. of space for vocational training. This project has been under construction since April 2017 and is scheduled to be completed in November 2018.

**WORKLOAD INDICATORS**

- During the period of July 1, 2017 - June 30, 2018, the Planning Division processed four Use Permits, including one involving Environmental Impact Report, three Minor Use Permits, three Administrative Permits, six Lot Line Adjustments, one major subdivision with a policy plan overlay, three Minor Subdivisions and eight certificates of compliance, prepared

**Bill Emlen, Director of Resource Management  
Other Protection**

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five mitigated negative declarations and conducted plan checks of building permits to ensure compliance with zoning regulations.

- During the period of July 1, 2016 - June 30, 2017, the Building Division performed 3208 building permit inspections associated with 908 building permits, including permits for 23 new primary single-family dwelling units, 10 new secondary dwelling units, and 184 for photo-voltaic (Solar) units.
- During the period of July 1, 2016 - June 30, 2017, Code Compliance received 208 complaints, including 87 complaints for building violations, 41 complaints for land use violations, 26 complaints for junk and debris, and 17 complaints each for inoperative vehicles and operating without a business license.
- During the period of July 1, 2016 - June 30, 2017, Environmental Health staff completed 2,922 routine inspections at 1,649 retail food establishments throughout Solano County to ensure safe food handling practices were being used, and responded to 876 complaints concerning the areas of food protection, housing, and waste management programs.
- During the period of July 1, 2016 - June 30, 2017, Hazardous Materials staff inspected 536 of the 1,834 businesses in Solano County that handle reportable quantities of hazardous materials to ensure that their chemical inventories were accurate and that their emergency response plans were complete; and performed 246 routine inspections at business that generate or haul waste tires to ensure compliance with state requirements for the Waste Tire Enforcement Program.
- During the period of July 1, 2016 – June 30, 2017, Environmental Health Services Division staff implemented a contract with the Fairfield Suisun Sewer District by performing storm water inspections at 207 retail food establishments and 101 businesses handling reportable quantities of hazardous materials to ensure that grease traps were being maintained and hazardous chemicals were not discharged into the sewer system within the district's boundaries.

## Functional Area Summary

## 2910 – Fund 001-Resource Management Bill Emlen, Director of Resource Management Other Protection

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	432,590	455,556	481,951	26,395	5.8%
PLANNING SERVICES	477,803	629,752	558,290	(71,462)	(11.3%)
CODE ENFORCEMENT	13,688	15,634	16,436	802	5.1%
BUILDING & SAFETY SERVICES	1,068,366	764,914	774,678	9,764	1.3%
ENVIRONMENTAL HEALTH SERVICES	4,195,363	3,955,416	4,090,519	135,103	3.4%
HAZARDOUS MATERIALS PROGRAM	1,414,252	1,500,853	1,531,399	30,546	2.0%
ENVIRONMENTAL HEALTH-UST OVERSIGHT	247,400	290,000	218,061	(71,939)	(24.8%)
INTEGRATED WASTE MANAGEMENT	408,991	698,650	478,515	(220,135)	(31.5%)
<b>TOTAL REVENUES</b>	<b>8,258,453</b>	<b>8,310,775</b>	<b>8,149,849</b>	<b>(160,926)</b>	<b>(1.9%)</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	1,781,904	1,910,903	1,954,749	43,846	2.3%
PLANNING SERVICES	2,117,364	2,536,916	2,557,644	20,728	0.8%
CODE ENFORCEMENT	230,727	398,720	399,522	802	0.2%
BUILDING & SAFETY SERVICES	831,432	1,065,167	1,055,520	(9,647)	(0.9%)
ENVIRONMENTAL HEALTH SERVICES	2,969,652	3,514,143	3,650,846	136,703	3.9%
HAZARDOUS MATERIALS PROGRAM	1,138,401	1,319,319	1,347,366	28,047	2.1%
ENVIRONMENTAL HEALTH-UST OVERSIGHT	240,147	286,045	214,106	(71,939)	(25.1%)
INTEGRATED WASTE MANAGEMENT	408,991	698,650	478,515	(220,135)	(31.5%)
<b>TOTAL APPROPRIATIONS</b>	<b>9,718,618</b>	<b>11,729,863</b>	<b>11,658,268</b>	<b>(71,595)</b>	<b>(0.6%)</b>
<b>NET COUNTY COST</b>					
ADMINISTRATION	1,349,314	1,455,347	1,472,798	17,451	1.2%
PLANNING SERVICES	1,639,561	1,907,164	1,999,354	92,190	4.8%
CODE ENFORCEMENT	217,039	383,086	383,086	0	0.0%
BUILDING & SAFETY SERVICES	(236,933)	300,253	280,842	(19,411)	(6.5%)
ENVIRONMENTAL HEALTH SERVICES	(1,225,711)	(441,273)	(439,673)	1,600	(0.4%)
HAZARDOUS MATERIALS PROGRAM	(275,851)	(181,534)	(184,033)	(2,499)	1.4%
ENVIRONMENTAL HEALTH-UST OVERSIGHT	(7,253)	(3,955)	(3,955)	0	0.0%
<b>NET COUNTY COST</b>	<b>1,460,166</b>	<b>3,419,088</b>	<b>3,508,419</b>	<b>89,331</b>	<b>2.6%</b>
<b>STAFFING</b>					
ADMINISTRATION	7	7	7	0	0.0%
PLANNING SERVICES	8	8	8	0	0.0%
CODE ENFORCEMENT	1	1	1	0	0.0%
BUILDING & SAFETY SERVICES	6	6	6	0	0.0%
ENVIRONMENTAL HEALTH SERVICES	16	19	19	0	0.0%
HAZARDOUS MATERIALS PROGRAM	6	6	6	0	0.0%
ENVIRONMENTAL HEALTH-UST OVERSIGHT	2	2	2	0	0.0%
INTEGRATED WASTE MANAGEMENT	1	1	1	0	0.0%
<b>TOTAL STAFFING</b>	<b>47</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of represents a decrease of \$160,926 or 1.9% in revenues and a decrease of \$71,595 or 0.6% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost increased by \$89,331 or 2.6%.

#### Primary Funding Sources:

The primary funding source for the Department are fees charged for permits and services with the remaining funding coming from grants, contracts or fees for service, and the General Fund.

**Bill Emlen, Director of Resource Management  
Other Protection**

The FY2018/19 Recommended Budget includes a \$160,926 or 1.9% net decrease in revenues primarily due to the following:

- Licenses, Permits and Franchises revenue of \$6,116,799 reflects a net increase of \$194,135, primarily from implementation of new statewide health and safety standards at Valero Benicia refinery and ongoing increases in disposal of solid waste at the two private landfills in the County based on existing contracts and private hauling, which is consistent with statewide disposal trends given the current economy. This projected revenue does not include disposal of fire debris, which is anticipated to be completed in FY2017/18. Revenues related to development, such as zoning reviews, septic construction, and electronically issued building permits, and related to business activity, such as operation of food facilities, public swimming pools, body art facilities and penalty fees for late permit payment, also increased. Revenue from business licenses is decreased nominally to match inventory.
- Intergovernmental Revenues of \$469,099 reflect a net decrease of \$234,162 as a result of completion of several grants or contracts with the state and federal government in FY2017/18, and from a reduction in the number of contaminated sites requiring cleanup oversight resulting in less state-contract reimbursable work. Work on the Rio Vista Airport Land Use Compatibility Plan (ALUCP), a state grant, and the Travis Air Force Base Sustainability Study, a federal grant, was completed in FY2017/18. Included in the revenues anticipated for FY2018/19 is \$228,039 in grants from CalRecycle for implementation of solid waste enforcement and recycling programs, and \$200,000 from the State Water Resources Control Board for oversight of contaminated site mitigation.
- Charges for Services of \$1,243,423 reflect a net increase of \$15,475. This net increase results predominantly from an increase in Departmental Administrative Overhead from other funds paying their proportional share of administrative costs, and increases for plan and land divisions reviews and water well permits. There are decreases for Other Professional Services and Interfund Professional Services resulting from completion of environmental review and monitoring work in FY2017/18, reduction in the number of contaminated sites requiring local cleanup oversight, and to reflect the reimbursable time assisting Public Health with environmental investigations to protect children from lead exposure.
- Miscellaneous Revenue of \$320,528 has a \$136,374 decrease in Other Revenue from the net effect of reductions in energy and green business-related program funding and fewer reimbursable expenses being anticipated that require revenue offset from the hazardous materials enforcement fund and biosolids research trust.

Primary Costs

The FY2018/19 Recommended Budget Includes a \$71,595 or 0.6% net decrease in appropriations due to the following:

- Salaries and Benefits of \$7,374,096 reflects a net increase of \$516,273, primarily attributable to general increases in expenses for salary, retirement, health insurance and other employment costs for existing staff. The salary for extra help continues to provide project specific assistance to Environmental Health, Integrated Waste Management, and Code Compliance at 86% to 100% revenue offset.
- Services and Supplies of \$2,322,319 reflects an overall net decrease of \$630,230 as a result of various increases and decreases in operating expenses when compared to the FY2017/18 Adopted Budget. This includes decreases in Other Professional Services and Contracted Services from completion of a Used Oil Competitive Grant, the Rio Vista ALUCP, the Travis Sustainability Study, and other projects in FY2017/18. The Department also expects a decrease in liability Insurance costs. The Department's use of technology to facilitate efficient service to the public and businesses is resulting in increases for Central Data Processing and Supplemental Services, Controlled Assets \$1500 to \$4999, and Software Maintenance and Support. This includes costs associated with the installation and use of new software and hardware to enhance electronic plan review and approval. Advertising and Marketing is also increasing to promote recycling of beverage containers, used oil and oil filters, prescription drug take back events, and prevention of illegal dumping along county roads, and is fully revenue offset by grants from CalRecycle for waste diversion programs or through solid waste fees.
- The combined Contracted Services and Other Professional Services expense totals \$845,091 which includes:  
Projects and Studies which are revenue offset:
  - \$250,481 for environmental work related to an expansion of Recology Hay Road paid for by Recology. This work began in FY2017/18 with Board of Supervisors' approval.

- \$195,644 for various contracts and activities for waste diversion and educational programs reimbursed by grants from CalRecycle and from solid waste fees.
- \$100,000 for assistance to businesses with hazardous materials regulation compliance, including CERS, and to sample and clean-up hazardous wastes during emergency response efforts.
- \$89,500 for continuing research on the land application of biosolids paid from fees collected from the applicators.
- \$80,468 for evaluation of compliance with use permit conditions at various existing wind turbine projects.
- \$30,490 for installation of a software program that facilitates electronic plan submission and review department wide and for general assistance with data management systems used by the Department.
- \$15,737 for Building Inspection and permitting services associated with the SB 1022 vocational facility.
- \$11,771 for towing costs associated with removal of inoperative vehicles.

Studies that are General Fund supported include:

- \$40,000 for ongoing effort regarding Regional Park District formation.
- \$25,000 for cannabis related research efforts.
- Other Charges of \$1,918,073 reflect a net increase of \$209,752, primarily due to an increase in Countywide Administrative Overhead. Interfund Services Professional is increasing to further offset costs of Public Works Road Crews and a dedicated Sheriff Deputy to assist in illegal roadside dumping response. There is a decrease in Contributions to Non-County Agencies as there is no anticipated contribution required to operate the Solano Subbasin Groundwater Sustainability Agency in FY2018/19.
- Other Financing Uses of \$72,867 reflects a decrease of \$158,516 as a net result of a decrease in Transfers-Out POBs due to new rates and no vehicles being purchased this fiscal year.
- Intrafund Transfers of (\$29,087) reflects a net decrease of \$8,874 primarily resulting from a decrease in Postage from continued use of more electronic methods of communication which is partially offset by an increase in Intrafund Services – Professional for providing assistance to Delta Water Activities. (See separate Delta Water Budget)

#### Contracts

The FY2018/19 Recommended Budget includes a total of \$845,091 or 7.3% in contracted services which includes the following significant contracts:

- \$250,481 for environmental consultant work related to an expansion of Recology Hay Road paid for by Recology. This work began in FY2017/18 with Board of Supervisors' approval.
- \$89,500 for continuing research on the land application of biosolids paid from fees collected from the applicators.

#### Fixed Assets

None.

### **DEPARTMENT COMMENTS**

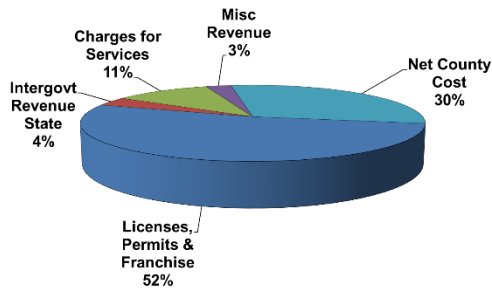
Budget Unit 2910 is driven largely by permit activity, special projects to address Board directives, and work to meet state requirements. During FY2018/19, the Department will be involved in a number of ongoing and new projects at the request of the Board or in response to new state laws. These include continued work on development of a Regional Park District, refinement of recreational and medicinal cannabis ordinances, potential changes to zoning in the Pleasants Valley area, and development of an ordinance addressing short-term residential vacation rentals. With the improving economy, permit activity continues to increase, resulting in additional demands from the public and businesses for assistance and service, which must be balanced with meeting new and existing mandated state inspection or program implementation requirements. New regulations, including the requirement for enhanced oversight at Valero Benicia Refinery, and assistance to businesses to ensure compliance with existing requirements, such as CERS, continually place additional work demands on the Department. At the same time, costs for providing these services and implementing these programs is increasing. The Department will continue to balance its

**2910 – Fund 001-Resource Management**  
**Bill Emlen, Director of Resource Management**  
**Other Protection**

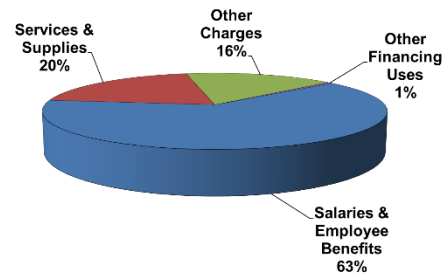
**Functional Area Summary**

mission to provide service to the public and business and to protect public health and safety, while also looking for methods to generate revenue and control costs in order to limit impacts to businesses and the General Fund.

**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
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	6,257,994	5,922,664	6,116,799	194,135	3.3%
INTERGOVERNMENTAL REV STATE	468,815	619,149	434,099	(185,050)	(29.9%)
INTERGOVERNMENTAL REV FEDERAL	184,368	49,092	0	(49,092)	(100.0%)
INTERGOVERNMENTAL REV OTHER	25,322	35,020	35,000	(20)	(0.1%)
CHARGES FOR SERVICES	1,092,886	1,227,948	1,243,423	15,475	1.3%
MISC REVENUE	229,068	456,902	320,528	(136,374)	(29.8%)
<b>TOTAL REVENUES</b>	<b>8,258,453</b>	<b>8,310,775</b>	<b>8,149,849</b>	<b>(160,926)</b>	<b>(1.9%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	6,120,323	6,857,823	7,374,096	516,273	7.5%
SERVICES AND SUPPLIES	1,914,445	2,952,549	2,322,319	(630,230)	(21.3%)
OTHER CHARGES	1,495,015	1,708,321	1,918,073	209,752	12.3%
OTHER FINANCING USES	215,844	231,383	72,867	(158,516)	(68.5%)
INTRA-FUND TRANSFERS	(27,052)	(20,213)	(29,087)	(8,874)	43.9%
<b>TOTAL APPROPRIATIONS</b>	<b>9,718,575</b>	<b>11,729,863</b>	<b>11,658,268</b>	<b>(71,595)</b>	<b>(0.6%)</b>
<b>NET COUNTY COST</b>	<b>1,460,122</b>	<b>3,419,088</b>	<b>3,508,419</b>	<b>89,331</b>	<b>2.6%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

- The State adopted new health and safety regulations for refineries in October 2017, resulting in significantly increasing inspection time at Valero Refinery by an annual estimate of 0.25 FTE, leading to an estimated \$65,500 in additional revenue. The Department will evaluate the effect of this on its ability to meet other mandated inspection requirements and its current staffing model in the hazardous material program as it responds to this increased workload and demands for service from other businesses.
- Completion of work related to the Used Oil Competitive Grant and the Rio Vista Airport Land Use Compatibility Plan in FY2017/18, and a reduction in the number of sites contaminated by leaking underground fuel tanks in the Local Oversight Program (LOP) contributes to a \$185,050 reduction in State Other revenue. The Department anticipates it will receive \$228,039 in state grants from CalRecycle in FY2018/19 to enforce requirements at solid waste facilities and waste tire generators, implement programs to increase collection of used motor oil and filters and improve collection of recyclable beverage containers, reduce litter; and to promote waste reduction. The Department is anticipating receipt of \$200,000 from the State Water Resources Control Board to implement the LOP program.

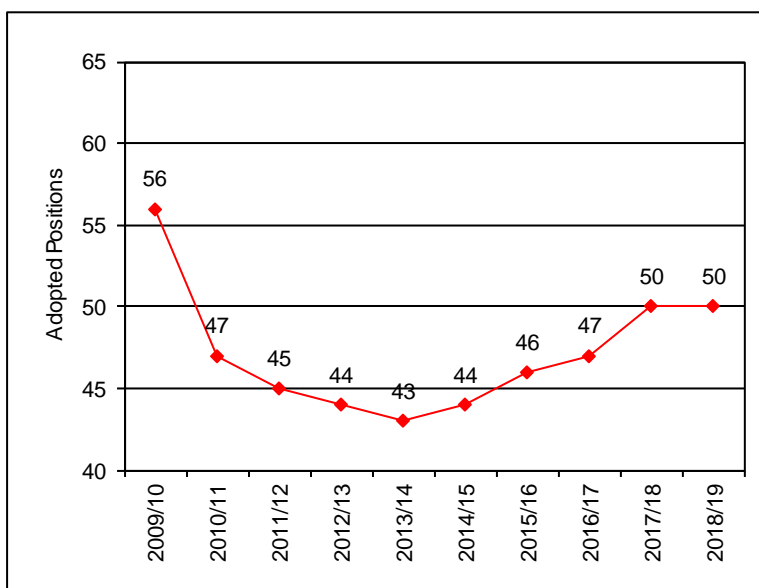


- Completion of the Travis AFB Sustainability Study results in a reduction of \$49,092 in Federal revenues.
- There is an \$141,365 decrease in energy and green business-related program funding as the California Public Utilities Commission has not yet decided whether it will fund these programs in 2018 or due to implementation by of similar programs by other agencies. The Department may request additional Board action to renew implementation of these programs should funding become available or the other agencies discontinue implementation.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

The change in federal administration may impact projects and programs the Department is currently implementing. For example, the new administration has stated that it will focus on implementation of existing laws and statements from key administration officials show that they view the use of cannabis differently than the previous administration. The Department will monitor the federal position and California state agencies recommendations on implementing the recently approved cannabis requirements as it continues to develop local recommendations for cannabis regulation for Board consideration.

The Department continues to lead the process towards development of a regional park and open space district for Solano County, following the recent passage of special legislation in 2016. The Department will continue working on exploring partnerships with cities and other agencies to determine the level of support for a regional park and open space district.

The Department will review and recommend updates for the land uses and development standards for the Suisun Valley Strategic Plan to reflect the current and future vision for the valley; work with Bay Conservation and Development Commission staff regarding development proposals in the Suisun Marsh; and work with County residents zoning in the Pleasants Valley area. The Department will bring recommendations regarding these for Board consideration.

The California Department of Public Health (CDPH) is developing regulations for Medicinal and Adult-Use Cannabis Regulation and Safety Act. It is not clear whether CDPH will regulate the food based cannabis products manufactured at such businesses located in the cities within Solano County that have approved such activity. In the absence of CDPH regulation it may fall to Resource Management Environmental Health staff to provide public health protection at these businesses, resulting in the need for agreements with the cities and an additional workload.

**Bill Emlen, Director of Resource Management  
Other Protection**

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A Groundwater Sustainability Plan will need to be developed for the Solano Subbasin by 2022. It is anticipated that work towards this effort, including coordination and collaboration with multiple agencies in the Solano Subbasin, will continue and escalate in FY2018/19. While a state grant in the amount of \$1,000,000 has been obtained for use by Groundwater Sustainability Agencies (GSA) in the Solano Subbasin, additional matching funds are required. The Department will continue to be a part of the discussions to develop the plan and to seek funding avenues for the new mandate that protects the General Fund.

FY2018/19 will be the final year that Environmental Health will be certified as the Local Oversight Program (LOP) agency by the state with responsibility for overseeing the cleanup of the sites contaminated by leaking underground fuel tanks in Solano County. During implementation of the program, 466 contaminated sites were cleaned up to state standards. The current inventory is now too low for the state to renew the certification past June 30, 2018, and the state will take on the responsibility after that date. At the same time, the Department is experiencing increased work demand in other hazardous materials programs, such as those pertaining to reporting chemical information and refinery inspections. As program priorities, costs and revenue sources shift, the Department will need to evaluate its staffing and fee models to adjust to the changing work load accordingly.

## Summary of Other Administered Budgets

## 2910 – Fund 001-Resource Management Bill Emlen, Director of Resource Management Other Protection

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1450 DELTA WATER ACTIVITIES	242,985	0	0	0	0.0%
1904 SURVEYOR/ENGINEER	38,843	46,651	47,851	1,200	2.6%
1950 SURVEY MONUMENT	10,675	11,140	11,605	465	4.2%
8217 HOME 2010 PROGRAM	37	13	0	(13)	(100.0%)
8220 HOMEACRES LOAN PROGRAM	51,360	10,000	18,000	8,000	80.0%
1510 HOUSING & URBAN DEVELOPMENT	2,225,538	2,300,000	2,300,000	0	0.0%
2110 MICROENTERPRISE BUSINESS	249,359	5,250	2,809	(2,441)	(46.5%)
2950 FISH/WILDLIFE PROPAGATION PROG	4,427	2,203	2,021	(182)	(8.3%)
7000 PARKS & RECREATION	1,638,712	1,541,408	1,737,613	196,205	12.7%
<b>APPROPRIATIONS</b>					
1450 DELTA WATER ACTIVITIES	735,107	939,087	893,816	(45,271)	(4.8%)
1904 SURVEYOR/ENGINEER	90,563	76,307	105,794	29,487	38.6%
1950 SURVEY MONUMENT	919	15,727	15,817	90	0.6%
8220 HOMEACRES LOAN PROGRAM	892	919	80,900	79,981	8703.0%
1510 HOUSING & URBAN DEVELOPMENT	2,225,538	2,300,000	2,300,000	0	0.0%
2110 MICROENTERPRISE BUSINESS	200,037	4,553	2,809	(1,744)	(38.3%)
2950 FISH/WILDLIFE PROPAGATION PROG	2,891	14,940	14,940	0	0.0%
7000 PARKS & RECREATION	1,604,659	1,744,525	1,784,635	40,110	2.3%
<b>NET CHANGE</b>					
1450 DELTA WATER ACTIVITIES	492,122	939,087	893,850	(45,237)	(4.8%)
1904 SURVEYOR/ENGINEER	51,720	29,656	57,943	28,287	95.4%
1950 SURVEY MONUMENT	(9,756)	4,587	4,212	(375)	(8.2%)
8217 HOME 2010 PROGRAM	(37)	(13)	0	13	(100.0%)
8220 HOMEACRES LOAN PROGRAM	(50,467)	(9,081)	62,900	71,981	(792.7%)
1510 HOUSING & URBAN DEVELOPMENT	0	0	0	0	0.0%
2110 MICROENTERPRISE BUSINESS	(49,322)	(697)	0	697	(100.0%)
2950 FISH/WILDLIFE PROPAGATION PROG	(1,536)	12,737	12,919	182	1.4%
7000 PARKS & RECREATION	(34,053)	203,117	47,022	(156,095)	(76.8%)

A summary of the budgets administered by the Department of Resource Management is provided on the following pages.

**Bill Emlen, Director of Resource Management  
Legislative & Administration**

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**DEPARTMENTAL PURPOSE**

The Delta Water Activities budget funds monitoring, engagement and proactive actions related to Delta and other water related plans, programs and projects at the federal, state and local levels that have potential to impact the County. It provides support to Board members, the Board's Legislative Committee and County departments in evaluating water-related legislation, regulations, other plans and projects and bond initiatives.

**FUNCTION AND RESPONSIBILITIES**

This budget unit addresses emerging Federal, State and local water-related planning proposals with potential to impact Solano County. These include the proposed California WaterFix (WaterFix) "Tunnels" plan to develop additional water supply and Delta conveyance infrastructure, which remains a Gubernatorial priority and poses significant potential impacts to the region, and the Delta Conservation Framework that knits habitat into the larger landscape and for which several agencies are developing adaptive management policies and programs that could lead to a loss of valuable agricultural lands in Solano County. The State and Federal governments are planning major flood infrastructure improvements and ecosystem restoration projects that if implemented will directly affect agricultural lands within the County's jurisdictional area. The Delta Water Activities funds efforts which monitor and engage in all these processes through its single manager position with support from technical professionals in the Department of Resource Management and through the use of contractors.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- The level of activity associated with the proposed WaterFix tunnels project, including participation in State Water Resource Control Board hearings on permits, will continue to require significant staff resources on behalf of the County and as part of the Delta Counties Coalition in order to protect County interests, including impacts on agriculture, through FY2018/19.
- Increased engagement in state and federal agencies ecosystem and flood planning efforts in the Yolo Bypass/Cache Slough region will continue into FY2018/19, including negotiations on several potential actions/projects in the region to obtain local protection assurances for agriculture, property owners and other uses important to the County, its farmers and businesses, and residents.

Accomplishments:

- The Water and Natural Resources Program Manager (Program Manager) provided substantial support to the members of the County Board of Supervisors serving on various Delta Boards and Commissions. The support by the Program Manager involved monitoring activities and meetings of Delta Boards, Commissions and Councils, their subcommittees, various stakeholder groups, the Science Board and the Delta Plan Interagency Implementation Committee to provide useful analysis to the County's Board members serving in these functions.
- Collaboration among local flood agencies in the Yolo Bypass/Cache Slough region increased during FY2017/18 resulting in elements of locally-preferred plans being integrated into State flood planning documents. The local collaboration also resulted in creation of a local, state and federal partnership group of executives to oversee plans for the Yolo Bypass/Cache Slough region that will continue in FY2018/19.
- The U.S. Army Corps of Engineers and the Central Valley Flood Protection Board have initiated a General Reevaluation Report (GRR) with an ecosystem-flood focus on the Yolo Bypass. The County, with the local flood partners, have signed a Memorandum of Agreement that may help ensure GRR plans are consistent with the agreed-upon local vision contained in the local Corridor Management Framework (CMF) document.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommend Budget represents no change in revenues and a decrease of \$45,271 or 4.8% in appropriations when compared to FY2017/18 Adopted Budget. This Department is funded primarily by the General Fund.

## Summary of Other Administered Budgets

## 1450 – Fund 001-Delta Water Activities Bill Emlen, Director of Resource Management Legislative & Administration

### Primary Costs

The FY2018/19 Recommended Budget decreased primarily due to the following:

- Salaries and Employee Benefits decreased by \$69,511 due to a reduction in the utilization of extra-help staffing as the amount and duration of highly technical work limits the effectiveness of utilizing extra-help staff to accomplish goals.
- Services and Supplies increased by \$59,869 primarily due to increased professional services assistance in lieu of extra-help staffing to meet work load demands. Additionally, central data processing services increased to support the Department's use of technology, including GIS mapping services to illustrate proposals and impacts in the Delta. The above increase is offset by a reduction in contracted services as a result of completion of contracts in FY2017/18. Projected costs for contracted services in FY2018/19 include continued support of the County's share of Delta County Coalition's coordinator positions and to provide for legislative advocacy.
- Other Charges decrease by \$37,042 primarily due to a reduction in Countywide Administrative Overhead charges, resulting from a decrease in the reimbursable services used from other county agencies, such as County Counsel.
- Intrafund Professional Services increased by \$5,521 primarily to offset costs for use of a Senior Planner from the Planning Division and Hydro-Geological Analyst from the Environmental Health Division who directly assist with Delta Water Activities work. This multi divisional team approach, led by the Manager, provides a cost-efficient method to address the variety of tasks implemented by this budget.

### Fixed Assets

None.

### DEPARTMENT COMMENTS

The Delta Water Activities budget continues to support an increasing number of complex water-related issues affecting Solano County. Staff track various commissions, councils and committees, and coordinate with contractors and other professional experts to respond to issues involving the Delta. Work teams utilizing staff from other divisions in the Department and within the County, led by the Manager, are also utilized to accomplish goals. The budget unit has been successful in establishing partnerships with other local agencies to accomplish tasks and share costs to achieve mutually beneficial outcomes. While the Department believes the Recommended Budget can address work demands to protect County interest in the Delta, it may be necessary to request additional funding once state and federal projects are better delineated and the extent of our partner agencies involvement corresponding with County interests are known.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<strong>REVENUES</strong>					
INTERGOVERNMENTAL REV STATE	222,485	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	20,500	0	0	0	0.0%
<strong>TOTAL REVENUES</strong>	<strong>242,985</strong>	<strong>0</strong>	<strong>0</strong>	<strong>0</strong>	<strong>0.0%</strong>
<strong>APPROPRIATIONS</strong>					
SALARIES AND EMPLOYEE BENEFITS	197,909	282,902	213,391	(69,511)	(24.6%)
SERVICES AND SUPPLIES	380,452	293,657	353,526	59,869	20.4%
OTHER CHARGES	106,561	313,319	276,277	(37,042)	(11.8%)
OTHER FINANCING USES	6,834	6,522	2,414	(4,108)	(63.0%)
INTRA-FUND TRANSFERS	43,351	42,687	48,208	5,521	12.9%
<strong>TOTAL APPROPRIATIONS</strong>	<strong>735,107</strong>	<strong>939,087</strong>	<strong>893,816</strong>	<strong>(45,271)</strong>	<strong>(4.8%)</strong>
<strong>NET COUNTY COST</strong>	<strong>492,122</strong>	<strong>939,087</strong>	<strong>893,816</strong>	<strong>(45,271)</strong>	<strong>(4.8%)</strong>
<strong>STAFFING</strong>					
DELTA WATER ACTIVITIES	1	1	1	0	0.0%
<strong>TOTAL STAFFING</strong>	<strong>1</strong>	<strong>1</strong>	<strong>1</strong>	<strong>0</strong>	<strong>0.0%</strong>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

State and federal actions relative to water supply, conveyance and mitigation in the Delta have ramifications to Solano County interests, especially agriculture. Staff is monitoring federal and State legislation and other actions by agencies at all levels with an expectation of significant legislative change in FY2018/19 and beyond. Increased involvement with Delta agencies is anticipated to be significant, and require significant staff time. The need for collaborative approaches are becoming more imperative in grappling with the various competing interests for the same geographic area and water sources including Habitat restoration requiring conversion of agricultural lands, and large-scale flood risk reduction activities. Staff will continue to work with elected officials appointed to Delta oversight entities that oversee water supply, conveyance, levee investment and related activities.

The State's WaterFix (single or twin tunnels plan) has potential to significantly affect local water supply and quality for agricultural, municipal and industrial purposes. Staff will continue to actively monitor and report on activities and processes that advance permitting for the project.

Ecosystem restoration, target for the Bypass and Solano areas, will demand more attention given the State's need to implement habitat projects in FY2018/19 with looming Court and Federal Biological Opinion deadlines. The expansion of State agency habitat planning activities, and the effects of conversion of agricultural lands for tidal (and other) habitat restoration purposes, targets the southeastern portion of the County, due to its location, elevation, lack of urban development, and interconnected waterways Ecosystem restoration, could affect significant acreages identified and acquisition efforts continue. Dialogue has begun between the State and local governments to determine whether a collaborative plan for the region can be accomplished that includes all land uses and incorporated local protections.

The significance of California's changing climate pattern is evident by the recent long-term drought, followed by the flood emergency in early 2017 and a potentially dry 2017/18. Relative to drought, mandatory water restrictions will likely be reinstated for municipal and industrial users. Flood events in FY2016/17 were severe throughout the state and showcased problems with aging infrastructure and management of the State Water Project and the Federal Central Valley Project to accommodate flood events. There remains an inability to export water to the south during high flow events (when fish restrictions are minimal) due to lack of storage south of the Delta. Proposed improvements to flood infrastructure in the Yolo Bypass and Cache Slough area to reduce flood risk for other areas will affect County. Local efforts are underway and will continue in FY2018/19 to drive flood improvements in a manner that is compatible with existing land uses.

The State Water Resources Control Board has been involved in an ongoing, phased review and update to the Bay-Delta Water Quality Control Plan, which considers water quality and flow for all beneficial uses. This could revise water quality objectives for the Delta and generate additional changes in water quality.

**FUNCTION AND RESPONSIBILITIES**

The Surveyor/Engineer Budget exists to fund non-road-related surveying and engineering services provided to the public. Services funded include map checking for parcel maps, subdivision maps and records of survey; the reproduction of maps on file; parcel map indexing for records of survey; map amendment correction and survey filing; and filing of corner records. Map checking services are performed for the cities of Benicia, Dixon, and Suisun City on a reimbursable basis. In addition, the Division maintains a central repository and source of information on non-road surveying and engineering matters, and responds to public requests for information and service. The work is performed by Public Works Engineering Division employees on a reimbursable basis through fees for services or the General Fund.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,200 or 2.6% in revenues and an increase of \$29,487 or 38.6% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the Net County Cost increased by \$28,287 or 95.4%. The increase in the overall budget is primarily for public works surveyor and engineers to assist in map review due to a general increase in development.

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
<b>REVENUES</b>					
CHARGES FOR SERVICES	35,499	44,151	43,851	(300)	(0.7%)
MISC REVENUE	3,344	2,500	4,000	1,500	60.0%
<b>TOTAL REVENUES</b>	<b>38,843</b>	<b>46,651</b>	<b>47,851</b>	<b>1,200</b>	<b>2.6%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	90,563	76,307	105,794	29,487	38.6%
<b>TOTAL APPROPRIATIONS</b>	<b>90,563</b>	<b>76,307</b>	<b>105,794</b>	<b>29,487</b>	<b>38.6%</b>
<b>NET COUNTY COST</b>	<b>51,720</b>	<b>29,656</b>	<b>57,943</b>	<b>28,287</b>	<b>95.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

Interfund Services Used is increasing by \$30,000 as a result of increased demand for surveyor/engineer review of maps and inquiries from the public.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Department continues to evaluate potential fees and administrative adjustments to cover a larger percentage of the Surveyor/Engineer's budget.

## **FUNCTION AND RESPONSIBILITIES**

The Survey Monument Preservation Budget exists to account for and fund the establishment of survey monuments at critical points in the County, including within the cities. Survey monuments are markers of known location and elevation set at key points throughout the County for use as reference points when entities survey property for land development and public works construction projects. The work is funded by a small fee imposed on recorded deeds, and is performed by Public Works Engineering Division employees on a reimbursable basis.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$465 or 4.2% in revenues and an increase of \$90 or 0.6% in appropriations when compared to the FY2017/18 Adopted Budget. The change in the overall budget is due primarily to increased interest income, offset slightly by a decrease in recording fee revenue and increased Countywide Administrative Overhead cost allocation.

### Contracts

None.

### Fixed Assets

None.

See related Budget Unit 9123 – Fund 281 Contingencies (refer to Contingences section of the Budget).

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2016/17 ACTUAL</b>	<b>2017/18 ADOPTED BUDGET</b>	<b>2018/19 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP CHARGES FOR SERVICES	435 10,240	140 11,000	882 10,723	742 (277)	530.0% (2.5%)
<b>TOTAL REVENUES</b>	<b>10,675</b>	<b>11,140</b>	<b>11,605</b>	<b>465</b>	<b>4.2%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	121	10,000	10,000	0	0.0%
OTHER CHARGES	798	5,727	5,817	90	1.6%
<b>TOTAL APPROPRIATIONS</b>	<b>919</b>	<b>15,727</b>	<b>15,817</b>	<b>90</b>	<b>0.6%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(9,756)</b>	<b>4,587</b>	<b>4,212</b>	<b>(375)</b>	<b>(8.2%)</b>

## **SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

## **SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

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



**FUNCTION AND RESPONSIBILITIES**

HOME 2010 Program Budget was for a \$600,000 grant from the State Housing and Community Development in 2010. The joint purpose of this grant program was to provide low-interest loans to income-qualified homeowners for housing rehabilitation on substandard structures and for the operation of a First Time Homebuyer Program, which would provide gap financing for target income first time homebuyers. This program was closed out in 2013. The program is inactive, though future program income may become available to loan out as part of a revolving loan fund.

This budget unit is part of Fund 105, which includes past housing rehabilitation programs funded under Community Development Block Grants (CDBG) or the State Housing and Community Development (HOME) that provided low-interest loans to income-qualified homeowners to conduct housing rehabilitation work to address health and safety problems and bring the structure up to current building codes. These grants have closed (budget unit 8215 – CDBG 1999, budget unit 8216 – CDBG 2000, and budget unit 8225 – HOME 2006), but funding returns to the County as program income when property owners sell or refinance their homes. Each budget unit maintains its own dedicated fund balance. The program income from the repayment of loans is made available to loan out to other qualified homeowners based on the lending guidelines of the originating grant program as part of a revolving loan fund. Fund 105 represents approximately \$1.17 million in loans from these four programs with repayment schedules primarily linked to the sale or refinancing of the residence.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an overall decrease of \$13 or 100.0% in revenues when compared to the FY2017/18 Adopted Budget. There is no County Contribution for this program. The primary funding sources for this fund are repayment of loans when property owners sell or refinance their homes and from charges for Countywide Administrative Overhead to manage the fund. No revenue is anticipated in FY2018/19 from either of these sources.

Contracts

None.

Fixed Assets

None.

See related Budget Unit 9165 – Fund 105 Contingencies (refer to Contingencies section in the Budget), which reflects funds available for qualified low-interest loans to income-qualified homeowners.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	37	13	0	(13)	(100.0%)
<b>TOTAL REVENUES</b>	<b>37</b>	<b>13</b>	<b>0</b>	<b>(13)</b>	<b>(100.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>37</b>	<b>13</b>	<b>0</b>	<b>(13)</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

## FUNCTION AND RESPONSIBILITIES

The Homeacres Loan Program is funded by an initial housing set-aside funds from the Southeast Vallejo Redevelopment Project, interest earned over time on those set-aside funds, and from interest payments and loan balance payoffs made by loan recipients on existing loans. The services offered by this Program have included housing rehabilitation/reconstruction loans, relocation grants and exterior lead-based paint abatement grants.

In the past, the County has contracted with Mercy Housing California and NeighborWorks Sacramento to administer the Program. Under the Program, income qualified homeowners, specifically within the Homeacres area of unincorporated Vallejo, may apply for low interest loans to rehabilitate their homes for the purposes of abating health and safety deficiencies and bring the structure up to current building code standards. Presently, Fund 120 represents approximately \$737,371 in existing loans to income-qualified homeowners and approximately \$1.52 million in funds are available for loans (see Fund 120 Contingencies). Prior promotional activity by the Department to promote available homeowner assistance programs did not generate interested homeowners who qualified under the program guidelines. In FY2018/19, the Department intends to procure a contractor to actively advertise and market fund availability and serve as the liaison between the homeowner and contractors in order to facilitate structure rehabilitation and updates through the Fund.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$8,000 or 80.0% in revenues and an increase of \$79,981 or 8703.0% in appropriations when compared to FY2017/18 Adopted Budget. There is no County Contribution to this fund.

The primary source of revenue to the Fund is interest earnings and loan payoffs when they occur. Total anticipated revenue is \$18,000 in accrued interest income, which represents an increase of \$8,000 compared to the FY2017/18 Adopted Budget. Appropriations of \$80,900 result from \$80,000 fee for a contractor to re-vitalize the use of the Fund and serve as its administrator, \$550 for accounting services to the Fund, and \$350 for the Funds Countywide Administrative Overhead allocation. This results in a \$79,981 increase in appropriations compared to FY2017/18 Adopted Budget.

### Contracts

The FY2018/19 Recommended Budget includes a total of \$80,000 or 98.9% in contracted services which includes the following significant contracts:

- \$80,000 Marketing and Administration of Housing Rehabilitation Program

### Fixed Assets

None.

See related Budget Unit 9129 – Fund 120 Contingencies (see Contingencies section in the Budget), which reflects funds available for qualified low-interest loans to income-qualified homeowners.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	51,360	10,000	18,000	8,000	80.0%
<b>TOTAL REVENUES</b>	<b>51,360</b>	<b>10,000</b>	<b>18,000</b>	<b>8,000</b>	<b>80.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	535	550	80,550	80,000	14545.5%
OTHER CHARGES	357	369	350	(19)	(5.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>892</b>	<b>919</b>	<b>80,900</b>	<b>79,981</b>	<b>8703.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(50,467)</b>	<b>(9,081)</b>	<b>62,900</b>	<b>71,981</b>	<b>(792.7%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget includes \$80,000 for a contractor to administer the Fund, including actively advertise/market availability of the Fund, serve as a liaison between the homeowner and contractors as needed, and track individual project costs and reimbursements.

**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.

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## **FUNCTION AND RESPONSIBILITIES**

This budget was established to encompass programs funded directly from the U.S. Department of Housing and Urban Development (HUD), and where other public agencies are tasked with the administration of programs through contracts or agreements. For these programs, funds are passed through the County to the administration agencies. Each Division within the budget unit maintains its own dedicated fund balance. The principal budgetary activities are:

### 1517 Housing Authority

The Solano County Housing Authority (SCHA), under an agreement with the U.S. Department of Housing and Urban Development (HUD), provides housing assistance through the section 8 Housing Assistance Program for the unincorporated areas of Solano County and the cities of Dixon and Rio Vista. Since the program began in 1978, the SCHA has contracted out for the day-to-day administration and financial management of the section 8 Housing Assistance Program and the Family Self-Sufficiency Program. In July 2002, the County of Solano Housing Authority entered into a contractual agreement with the City of Vacaville Housing Authority (VHA) for the administration and financial management of the section 8 Housing Assistance Program and the Family Self-Sufficiency Program.

The Board of Supervisors serves as the SCHA Board. The Department of Resource Management, as staff to the SCHA, is responsible for the administration of the contracts with HUD and the contractual agreements for the housing program administration with the City of Vacaville.

### 1518 Neighborhood Stabilization Program 3

The Neighborhood Stabilization Program 3 (NSP3) grant program was closed out March 2014, though the program will continue as funds derived from program income can be utilized for ongoing assistance in the two target income areas.

The NSP3 provided grant funds to Solano County to address the rehabilitation and sale of foreclosed and abandoned homes in target neighborhoods within the County. Specifically, the funds are directed to the Homeacres community of unincorporated Vallejo and to a designated community within the City of Fairfield. The Board approved a Subrecipient Agreement with the City of Fairfield to administer the program on behalf of the County. This grant program is now closed, but did have a total budget of \$1,622,757 to utilize in the two targeted neighborhoods, during the life of the program.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents no changes in revenues or appropriations when compared to the FY2017/18 Adopted Budget. The Housing Authority budget tracks the pass-through of the \$2.3 million in Federal Revenue for section 8 housing programs for the unincorporated areas of Solano County and the cities of Rio Vista and Dixon. No NSP3 Program income is anticipated in FY2017/18. There is no County Contribution for this program.

### Contracts

The FY2018/19 Recommended Budget includes a total of \$2,300,000 or 100.0% in contracted services which includes the following significant contracts:

- \$2,300,000 for an existing agreement with City of Vacaville who serves as administrator of the Housing Authority program.

### Fixed Assets

None.

**Summary of Other Administered Budgets****1510 – Fund 150-Housing Authority  
Bill Emlen, Director of Resource Management  
Other Protection**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	2,225,538	2,300,000	2,300,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>2,225,538</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,225,538	2,300,000	2,300,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,225,538</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>0</b>	<b>0.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget. The Housing Authority is staffed by the City of Vacaville Housing Authority, and the NSP3 program is staffed by the City of Fairfield, both through approved agreements. General program oversight is conducted by Department of Resource Management staff.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

## FUNCTION AND RESPONSIBILITIES

This budget served as a conduit for a \$400,000 Community Development Block Grant from the California Department of Housing and Community Development (HCD) to provide a grant-funded program to offer technical assistance to microenterprise businesses. The program was administered with assistance of a sub-recipient agreement with the Solano Community College Small Business Development Center. The program closed in March 2017.

Under the Microenterprise Technical Assistance Program, existing and potential microenterprise businesses could receive training and counseling to grow their business. By definition, microenterprise means the business consists of five or fewer people. Technical assistance services were available to microenterprise businesses located in the unincorporated area of the County and the non-entitled communities of Benicia, Dixon, Rio Vista and Suisun City. The Microenterprise Loan Program provided businesses located in the unincorporated area of Solano County (and non-entitlement cities) with working capital to enhance the viability of their business. The program targeted businesses that were either owned by or employed residents who earned 80% or less of the median family income in Solano County.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Department discovered during initial implementation of this program that the loans were not suited for businesses typically located in the unincorporated area, and that they are more geared to city "store front" businesses and designed to bring economic development into a specific, defined area. Also, the loan rates were no better than those businesses could find in the open marketplace. This resulted in underutilization of the loans and this program. The Department worked closely with HCD to extend the time frame for implementation and to restructure the program so that the revenue previously allocated for loans could be used for technical assistance. This has resulted in this program being utilized by businesses located in the unincorporated area of Solano County and non-entitlement cities. The grant expired at the end of March 2017.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$2,441 or 46.5% in revenues and a decrease of \$1,744 or 38.3% in appropriations when compared to the FY2017/18 Adopted Budget. There is no County Contribution for this program. The decrease in revenue and appropriations results from the expiration of the grant in FY2017/18. The revenue and appropriations in FY2018/19 represent the final charges for Countywide Administrative Overhead and the offsetting revenue. As no future revenues are anticipated, this budget unit will be closed out in FY2018/19.

### 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
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	(54)	250	0	(250)	(100.0%)
INTERGOVERNMENTAL REV STATE	18,413	5,000	0	(5,000)	(100.0%)
MISC REVENUE	0	0	2,809	2,809	0.0%
OTHER FINANCING SOURCES	231,000	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>249,359</b>	<b>5,250</b>	<b>2,809</b>	<b>(2,441)</b>	<b>(46.5%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	199,407	2,853	0	(2,853)	(100.0%)
OTHER CHARGES	630	1,700	2,809	1,109	65.2%
<b>TOTAL APPROPRIATIONS</b>	<b>200,037</b>	<b>4,553</b>	<b>2,809</b>	<b>(1,744)</b>	<b>(38.3%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(49,322)</b>	<b>(697)</b>	<b>0</b>	<b>697</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

## **2950 – Fund 012-Fish/Wildlife Propagation Program    Summary of Other Administered Budgets**

### **Bill Emlen, Director of Resource Management**

### **Other Protection**

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#### **FUNCTION AND RESPONSIBILITIES**

The program is responsible for distributing fine monies collected within the County from violation of Fish and Game laws and mitigation funds collected from settlements involving wetlands. Funds collected are distributed through a competitive grant process to local applicant organizations and agencies for the improvement of wildlife habitat and propagation, environmental education and wildlife rescue. Grant awards are distributed via the Fish and Wildlife Propagation Fund (FWPF) Grant Program and Suisun Marsh Specific Fund (SMSF) Grant Program. These programs are administered by the Department of Resource Management, Parks and Recreation Division. The Division solicits and receives grant applications, and forwards them to the Solano County Park and Recreation Commission for evaluation. After evaluation, the Commission recommends grant awards to the Board of Supervisors for approval.

#### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$182 or 8.3% in revenues and no change in appropriations when compared to FY2017/18 Adopted Budget and a \$182 increase of the Fish and Wildlife Propagation Fund Balance.

##### Primary Funding Sources

The primary funding sources for the fund are fine monies collected within the County from violation of Fish and Game laws and mitigation funds collected from settlements involving wetlands. It is anticipated that revenues from Vehicle Code Fines will be \$1,921 and interest income on the fund will be \$100, which results in a \$182 decrease in revenues into the fund compared to FY2017/18 Adopted Budget.

##### Primary Costs

The FY2018/19 Recommended Budget Includes no change in appropriations.

Contribution to Non-County Agencies remains at \$12,500, which is the amount available in fund balance for grant awards for fish and wildlife projects in FY2018/19.

##### Contracts

None.

##### Fixed Assets

None.

See related Budget Unit 9312 – Fund 012 Contingencies (refer to Contingencies section of the Budget).

#### **DEPARTMENT COMMENTS**

An improved advertising strategy was implemented in FY2017/18 resulting in an increased number of applications being received during the competitive grant cycle. The Department intends to continue this strategy in FY2018/19 and expects to award \$12,500 in grants for projects. The success in FY2017/18 and projected for FY2018/19 in awarding grants means that there may be insufficient funds in FY2019/20 to award to projects. If the fund balance is not sufficient in subsequent fiscal years, then the Department will need to refrain from opening the competitive grant cycle until the fund balance is increased to an amount that will allow for a successful grant cycle.



**Summary of Other Administered Budgets    2950 – Fund 012-Fish/Wildlife Propagation Program**  
**Bill Emlen, Director of Resource Management**  
**Other Protection**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	4,059	1,921	1,921	0	0.0%
REVENUE FROM USE OF MONEY/PROP	368	100	100	0	0.0%
CHARGES FOR SERVICES	0	182	0	(182)	(100.0%)
<b>TOTAL REVENUES</b>	<b>4,427</b>	<b>2,203</b>	<b>2,021</b>	<b>(182)</b>	<b>(8.3%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	384	440	435	(5)	(1.1%)
OTHER CHARGES	2,507	14,500	14,505	5	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,891</b>	<b>14,940</b>	<b>14,940</b>	<b>0</b>	<b>0.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(1,536)</b>	<b>12,737</b>	<b>12,919</b>	<b>182</b>	<b>1.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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## **DEPARTMENTAL PURPOSE**

The Parks and Recreation Division is responsible for providing park services to the public at Solano County's four parks, Sandy Beach County Park, Lake Solano County Park, Belden's Landing Water Access Facility and Lynch Canyon Open Space Park.

## **FUNCTION AND RESPONSIBILITIES**

The functions of the Parks and Recreation Division (Division) include ensuring high quality customer service and safety for park patrons, park revenue fee collection, park maintenance and repairs, and being responsible stewards of our parks' resources so the parks remain available for public use and enjoyment. The Division is responsible for public access, public safety and maintenance operations of three campgrounds, two picnic areas, one sand beach, two motorized and one small craft boat launches, two fishing piers, one trail access and staging area and the Lake Solano Nature Center. Additional responsibilities include ongoing cleaning and maintenance of over 200 acres of turf, landscaping, paved roads and parking lots, restrooms and shower buildings, a fishing pond, water wells, sewage systems, exhibits, and other park facilities, assets, and equipment.

The Division, with the assistance of two contracted volunteer coordinators, administers a Park Volunteer Program that provides camp hosts, tour docent environmental education programs and volunteer labor for trail and environmental restoration projects. The Division also manages contracts and ensures completion of work to improve fish and wildlife education and habitat restoration efforts awarded through the County's Fish and Wildlife Propagation Fund.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Challenges:

- A shift from tent camping to recreational vehicle (RV) use is resulting in increased demand for electricity, water, and RV dump station use, especially at Sandy Beach Park. This transition has caused dramatic cost increases for providing these services. The parks' dump stations are relatively unmonitored, which can result in multiple dumps by single users and excessive water use to flush waste tanks, thereby increasing the frequency and costs to pump the dump stations' vaults. To address this, the Department will be partnering with a private vendor to install an automated pay device that controls access to the dump station at Sandy Beach Park. If successful, the Department may expand use of this device to the dump stations at Lake Solano Park in subsequent fiscal years.
- Maintaining adequate staffing levels to maintain operations during the extended peak season continues to be challenging given recent recruitment and retention trends for the seasonal Park Aides. The Park and Recreation Division's operational model is based on six permanent ranger staff being supported by up to nine Park Aides, which allows parks' staffing to expand and contract to efficiently meet seasonal use demands. Historically, the Department was successful in both recruiting and retaining seasonal staff to support this staffing model, with the majority of seasonal Park Aides returning year after year, and in some instances, being promoted into full-time positions as openings occurred. Recently, the Department has experienced a reduction in the number of qualified applicants for the Park Aide positions. This results in increased seasonal vacancies during the busy peak season, creating operational impacts. The Department will evaluate this staffing model during FY2018/19.

### Accomplishments:

- The Division's Park Volunteer Program provided over 50 public outreach events (guided tours and special events) during FY2017/18 at Lake Solano Park, Lynch Canyon Open Space Park and Sandy Beach, most of which were organized by two contracted volunteer coordinators and run by public volunteers. Volunteers contributed over 350 hours of their time. This included performing stewardship work, such as native vegetation planting, trail improvements, and organized community cleanup events at the parks, and acting as volunteer Camp Hosts at the Sandy Beach and Lake Solano campgrounds. The parks continue to utilize and develop new volunteers to perform restoration project work and maintain and build programs to attract visitors.

## **WORKLOAD INDICATORS**

- During the period of July 1, 2016 – June 30, 2017 (FY2016/17), an estimated 192,375 visitors were served at the County Parks, which is a 4.5% increase from the 183,653 visitors from the prior year (FY2015/16). This equates to 32,062 park visitors per permanent ranger position. This level of interaction with the public occurs in conjunction with performing park asset maintenance, cleaning, project coordination and working with our partners.

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- In FY2017/18, the Division maintained visitor use levels consistent with trends from FY2015/16 and FY2016/17, and at Midyear achieved 52% of FY2016/17 Recreation Services revenues.
  - During the period of July 1, 2017 – June 30, 2018, managed 9 grant contracts worth \$13,397 that were awarded to local organizations to improve fish and wildlife education and habitat restoration efforts in Solano County.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$196,205 or 12.7% in revenues and an increase of \$40,110 or 2.3% in appropriations when compared to FY2017/18 Adopted Budget. As a result, the General Fund Contribution is increased by \$99,358 and the Parks use of Fund Balance is decreased by \$156,095.

Primary Funding Sources

The primary funding sources for Parks are fees charged for services, property tax revenues and ABX1 26 pass-through revenues (formerly redevelopment pass-through revenues), with the remaining funding from the General Fund and grants.

For FY2018/19 the net increase in revenues are primarily due to the following:

- Revenue from Taxes, including property taxes and ABX1 26 pass-through revenues, of \$738,517 show a net increase of \$51,849.
- Use of Money and Property revenue of \$16,962 is a decrease of \$5,739 due to an anticipated reduction of kayak and canoe rentals based on trends from previous years and less anticipated Interest Income from fund balance.
- Intergovernmental Revenues remain unchanged and is expected to be \$8,216 from fines received by state agencies and property tax relief reimbursements.
- Charges for Service of \$599,210 are increasing by \$50,737 because of recreation fees collected from visitor use for camping, day use and boat launch. This increase also includes \$11,745 in projected revenue from use of an automated dump station access control device to be installed at Sandy Beach Park this fiscal year.
- Miscellaneous Revenues, which are the result of donations and sale for firewood at the campgrounds, remain unchanged at \$7,800.
- Other Financing Sources of \$366,108 is increasing by \$99,358 as a result of increased General Fund Contribution to offset operation costs.

Primary Costs

For FY2018/19 the net increase in appropriations are primarily due to the following:

- Salary and Benefits of \$897,411 are increasing by \$85,584 due to increases in salaries for regular and extra help staff, various retirement costs, and FICA costs. Medical, vision, life and disability insurances are increasing due to changes in plan types and costs. A decrease in unemployment and compensation insurance offset these costs.
- Services and Supplies of \$631,120 represent a net decrease \$29,977 primarily from the following:
  - \$102,846 net decrease in Maintenance Buildings and Improvements results from completion of one-time project work in FY2017/18. The projection for FY2018/19 includes continued repair or replacement of facilities and improvement projects associated with keeping the park facilities in proper condition to provide for a safe experience in the parks and the installation of the automated paid access control device on the dump station at Sandy Beach.
  - \$39,806 increase in Household Expense primarily due to increased costs for recreational vehicle (RV) dump station waste removal services.
  - \$12,946 increase in Utilities is based on increased park use, change in user demographic (trend towards more RV use), and current utility rates.
  - \$3,221 increase in Contracted Services for administration of docent and volunteer services, environmental education programs, and purchases of planting project materials at Lake Solano Park and Lynch Canyon Open Space.

**Bill Emlen, Director of Resource Management  
Recreation Facility**

- \$2,150 increase in Software Maintenance and Support includes \$1,800 software to operate the proposed automated paid access control device at the Sandy Beach Park dump station.
- Other Charges of \$248,775 has a net increase of \$9,805 resulting from increased costs for Countywide Administrative Overhead partially offset by a decreased cost for park patrol by Sheriff's Office personnel.
- Other Financing Uses of \$7,329 has a decrease of \$12,302 from reduction in the pension obligation bond rate.

Contracts

None.

Fixed Assets

None.

See related Budget Unit 9316 – Fund 016 Contingencies (refer to Contingencies section of the Budget).

**DEPARTMENT COMMENTS**

The Parks Recommended Budget continues the Division's current initiatives to maintain quality park facilities, ensure correct staffing levels to meet public demands for park operating hours and a 365-day per year schedule, expand public outreach and promotional efforts to improve revenues, and enhance park stewardship and environmental education by working with our partners.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2016/17 ACTUAL	2017/18 ADOPTED BUDGET	2018/19 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	660,497	686,668	738,517	51,849	7.6%
FINES, FORFEITURES, & PENALTY	709	800	800	0	0.0%
REVENUE FROM USE OF MONEY/PROP	24,657	22,701	16,962	(5,739)	(25.3%)
INTERGOVERNMENTAL REV STATE	(4,542)	8,216	8,216	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	93,487	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	3,045	0	0	0	0.0%
CHARGES FOR SERVICES	586,779	548,473	599,210	50,737	9.3%
MISC REVENUE	7,329	7,800	7,800	0	0.0%
GENERAL FUND CONTRIBUTION	266,750	266,750	366,108	99,358	37.2%
<b>TOTAL REVENUES</b>	<b>1,638,712</b>	<b>1,541,408</b>	<b>1,737,613</b>	<b>196,205</b>	<b>12.7%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	694,781	811,827	897,411	85,584	10.5%
SERVICES AND SUPPLIES	514,205	661,097	631,120	(29,977)	(4.5%)
OTHER CHARGES	224,221	238,970	248,775	9,805	4.1%
F/A EQUIPMENT	12,015	13,000	0	(13,000)	(100.0%)
OTHER FINANCING USES	159,437	19,631	7,329	(12,302)	(62.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>1,604,659</b>	<b>1,744,525</b>	<b>1,784,635</b>	<b>40,110</b>	<b>2.3%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(34,053)</b>	<b>203,117</b>	<b>47,022</b>	<b>(156,095)</b>	<b>(76.8%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

- Household Expense is increased by \$39,806 primarily due to increased costs for recreational vehicle (RV) dump station waste removal services resulting from use of the dump stations by RV campers at Sandy Beach and Lake Solano. The Recommended Budget includes costs to install an automated controlled access device that will help ensure proper use of the dump station and help recover a portion of the cost for its maintenance.
- Maintenance Buildings and Improvements expenses decreased by \$102,051 from completion of one-time project work associated with parking lot resurfacing, playground fall protection surface replacement, and drinking water well repairs in FY2017/18.

- The Department is projecting an increase of \$50,737 from the previous year in recreation fees projected to be collected from visitor use, such as those for camping, day use and boat launch. This increase corresponds with increasing trends in park use seen the past four fiscal years and is now being realized in the Recommended Budget as this higher trend in use is consistently occurring, and does not appear to be a short-term spike in use.
- Transfers-In County Contributions is increasing by \$99,358 General Fund Contribution to offset general operational costs for the parks.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Department continues its involvement in evaluating possible formation of a Regional Parks and Open Space District. Primary funding for this effort is provided through Resource Management (BU 2910) by utilization of Planning Division staff. However, the Parks Manager will be involved in this process throughout FY2018/19.

Current use of the Parks has been at or near record levels, providing improved recreational revenue to offset park operation costs. This is tempered by the fact that labor costs and costs associated with providing services to more parks' visitors have increased. The Department will continue to evaluate staffing options and operational cost control measures that maintains availability of the parks to the public and provides quality parks experiences, while controlling costs.

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