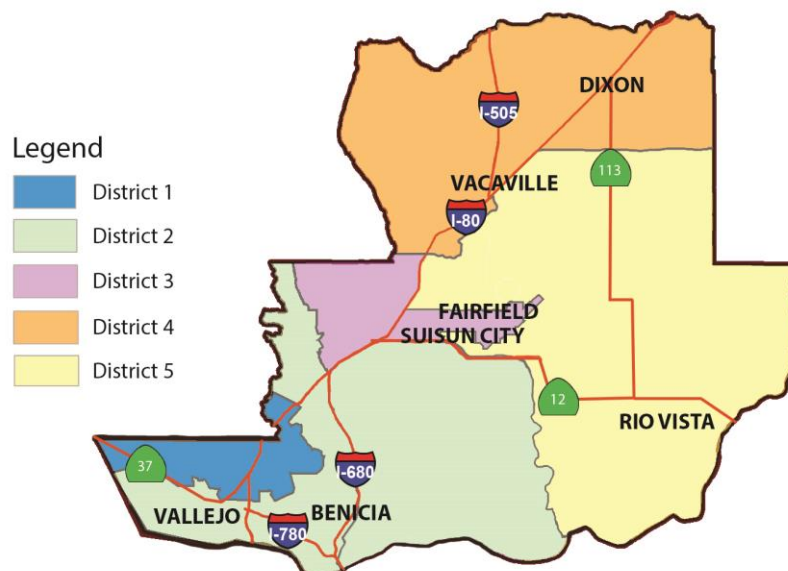


## Board of Supervisors



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

## County of Solano



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

**Erin Hannigan, Chairwoman**  
**Legislative & Administration**

---

### **STATEMENT OF PURPOSE**

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

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

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

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

The Board's responsibilities include:

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

<b>Budget Summary:</b>	
FY2018/19 Midyear Projection:	541,209
FY2019/20 Recommended:	556,346
County General Fund Contribution:	556,346
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

The District 1 Supervisor represents citizens residing within the central and northern sections of the City of Vallejo and maintains an office at 675 Texas Street in Fairfield. Supervisor Hannigan also holds office hours on a regular basis at the Florence Douglas Senior Center in Vallejo. Over the years, she has been joined by representatives from Adult Protective Services, Solano Mobility, Meals on Wheels, Public Health, Veteran Services, Area Agency on Aging and a Nutritionist. The District 1 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two full-time staff positions.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Hannigan represents the Board of Supervisors on over 25 County, State, Regional and District boards and commissions. She is directly working with County initiatives serving as Chairwoman of the Board's Legislative Committee and its Solano360 Implementation Committee. She is a Chairwoman of First 5 Solano Commission, and also serves as a member of the Solano Regional Park Committee, the Solano County Blue Ribbon Commission on Children in Foster Care, the Cannabis Committee, Public Art Committee, Solano Open Space, the Lakes Water Policy Committee, Health & Human Services and Family Justice Committee, and the Human Services Needs Assessment Committee.

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

Connecting with regional organizations through her service as a Board Member of the Solano County Water Agency Board, as a Joint Steering Committee and Regular Member of the City County Coordinating Committee, as Executive Committee Member and Director of the Solano Economic Development Corporation, as Chairwoman of the Community Action Partnership Solano's Tripartite Advisory Board, and as an Alternate Member to each the Napa/Solano Area Agency on Aging, the Northern CA Counties Tribal Matters Consortium, and the Solano Transportation Authority.

In Vallejo, the former City Councilmember serves as Trustee to the Vallejo Flood and Wastewater District, Member of the Vallejo Interagency Committee, and as a Founding Board Member of the Vallejo Education Business Alliance.

### Accomplishments:

- As a member of the Solano County Local Board for the "Emergency Food and Shelter National Board Program" which is funded through FEMA and the Department of Homeland Security, Supervisor Hannigan advocates for local non-profit organizations. This program has always been a unique public-private partnership between the federal government and the United Way. United Way of the Bay Area staffs the program locally. This program is one of the few dedicated sources of federal funding that nonprofits can use to buy food for meals programs and pantries. Organizations receiving funding totaling \$326,303 include Catholic Charities, Children's Network, Food Bank of Contra Costa and Solano, Meals on Wheels, and the Sparrow Project.
- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues through their second contribution of \$1,000,000 in 2018 to fund programs through 2019 to assist people in need in Solano County. This year's robust collection of programs includes the following: First 5 Solano provides basic needs support with \$200,000 through the Family Resource Centers that will directly assist families in crisis by addressing immediate needs, and \$300,000 is committed to opening the First 5 Center in Vallejo. The project with Family Health Services continues with an additional

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

---

\$50,000 to operate the Mobile Food Pharmacy which collaborates with the Contra Costa and Solano Food Bank. This Mobile Food Pharmacy visits our County Medical clinics where medical professionals will provide a food prescription, called Food Rx, to their patients. Vibe Solano is funded with \$333,500 to provide a multi-pronged health focused campaign intended to reduce chronic diseases like diabetes and hypertension by increasing access to healthy choices, places, messages, and community engagement to make a more vibrant, healthy community. Senior Injury Prevention is a top priority of this program.

- New programs funded by the Yocha Dehe Wintun Nation this year involve High School Diplomas and Transportation for Seniors. Funding of \$16,500 will allow for a match with funding from the State Library to offer 30 people the opportunity to earn a High School Diploma. Through our partnership with the Solano Transportation Authority, we have identified this great need to improve transportation options for seniors, especially those with mobility issues. Funding in the amount of \$100,000 will allow the STA to purchase two paratransit vans which will be operated by volunteer drivers who will bring seniors to various appointments and social events.
- The partnership with the Yocha Dehe Wintun Nation dovetails into her priority of enhancing a Foundation Giving campaign. Supervisor Hannigan is working with First 5 Solano and the Department of Health and Social Services to improve foundation giving to the non-profits of our County. Since 2006 Solano has remained the most under-resourced of all Bay Area counties in terms of foundation investment. Solano County's per capita foundation funding increased by approximately 46% between 2012 and 2016. In contrast, foundation funding per capita in other Bay Area counties has increased by as much as 321% in the same 4-year period. Developing relationships with foundations around the Bay Area and the Sacramento Valley has required that Solano stakeholders identify the foundations that have similar investment priorities and meet with the foundation representatives to clearly articulate the County's needs and how Solano agencies intend to address them.
- In order to combat human trafficking, Supervisor Hannigan participates in the Commercially Sexually Exploited Children (CSEC) Steering Committee. The mission of the interagency CSEC Steering Committee is to establish a protocol to foster collaboration and coordination among multi-jurisdictional agencies to improve the capacity to identify victims and to provide services for them and their family/caregivers. They work to end their exploitation and to hold exploiters accountable. The committee has formed a Memorandum of Understanding (MOU) to establish multidisciplinary teams on behalf of commercially sexual exploited children in Solano County.
- Supervisor Hannigan worked to bring the production of Jane Doe in Wonderland to Solano County. This is a new play and survivor talk raising awareness and education on sex trafficking, written through the collaboration of anti-sex trafficking non-profit organization Game Over, founded by survivor/leader Elle Snow, and MFA playwrights Grace Booth, Kate Tobie, and Erin Johnston. Based on multiple sex trafficking survivors' testimonials and Elle's educational training, Jane Doe in Wonderland draws parallels between the well-known story of Alice In Wonderland and how young women and men are lured into the world of sex trafficking—a world that exists in our own backyards.
- Advocacy for Solano County to State and federal governments is a priority. Supervisor Hannigan participates annually in the National Association of Counties (NACo) Legislative Conference. These visits include in-person meetings with our Senators and Congressmembers as well as various agencies that impact Solano County. She regularly participates in the California State Association of Counties (CSAC) and attended conferences and meetings in Sacramento and around the State.
- After years of work with Congressman Mike Thompson, the new Vallejo Post Office off Valle Vista Street was named the Janet Capello Post Office in August 2018. Based on a request from a Vallejo resident, Supervisor Hannigan worked with Thompson to bring about the Act of Congress that named the Post Office after an incredible community icon, Janet Capello.
- SB 365 was passed by the California State Legislature and signed by the Governor giving Solano County the foundation to develop a County-wide parks district. Supervisors Vasquez and Hannigan are working with County staff and community stakeholders to further define the operation of the Regional Parks District and create a roadmap going forward that will include addressing access and funding.
- Supervisor Hannigan is involved in providing a network for mentoring, supporting and empowering elected women leaders who are affiliated with the California State Association of Counties (CSAC) as they engage in leadership roles in their

communities and within the CSAC organization. She co-founded the Woman's Leadership Forum (WLF) which serves as a forum to introduce and elevate issues and policy matters affecting women, and bringing them to the forefront of CSAC leadership. Supervisor Hannigan continues to work with the WLF to stay informed on legislation of interest that will be appropriate for Solano County.

- In 2018, she championed and participated in the forming committee for the newly established Solano Commission on Women and Girls (SCWG), which was established as an advisory committee comprised of concerned citizens of Solano County to provide the Board of Supervisors with comments on general or specific issues relating to enabling women to have greater equality in the areas of housing, education, employment, community services, and related activities. The Commission is made up of diverse women and girls from throughout the County who are working to establish a report card on the status of women and girls. Initial funding for the SCWG was obtained by Soroptimist Clubs and other women centric groups.
- Through a \$30,000 "Walking for Health" grant with Sutter Health, Supervisor Hannigan has partnered with the Florence Douglas Senior Center in Vallejo to provide shoes for seniors. This program has given away over 1,300 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles--the partnership is looking forward to a renewed grant in 2019 to continue the program. She actively promotes exercise through her weekly "Walk with the Supervisor" which takes place every Friday at 9:00 am along the Vallejo Waterfront.
- State Route 37 traffic and flood protection is an issue of concern for Supervisor Hannigan. She serves on the Solano Transportation Authority SR 37 Policy Committee. The committee compared the impacts of status quo and solutions to address traffic congestion and environmental impacts. The focus should be to protect the existing roadway while exploring options to accommodate long-term solutions to address the traffic demands with a balance of short-term solutions.

#### Goals and Objectives:

- Collaborate effectively with the City of Vallejo.
- Engage residents of District 1 in the action and operations of the County.
- Invigorate all of Solano County in advancing the County's mission, vision, core values and goals.
- Lead collaboratively and energetically with each member of the Board of Supervisors.
- Listen to the concerns of the citizens of Solano County.
- Implement a healthy community strategy.
- Work to bring solutions to homelessness and an end to the sexual exploitation of children.
- Expand Foundation funding for the County and our non-profit organizations.
- Continue to foster our partnership with the Yocha Dehe Wintun Nation and its tribal members.

#### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$21,885 or 4.1% in appropriations when compared to the FY2018/19 Adopted Budget primarily due to increases in costs associated with Countywide Administrative Overhead as well as in Salaries and Employee Benefits.

#### **DEPARTMENT COMMENTS**

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

Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care, including mental health services and the environment have been significant areas of connecting County services to the citizens. Since the implementation of the County contract for Animal Control Services in

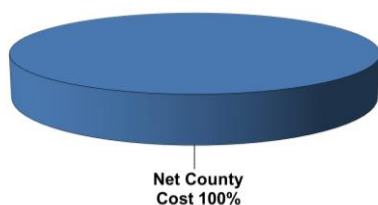
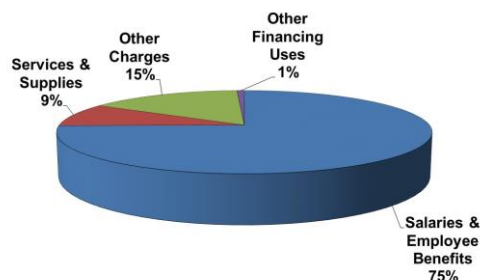
**Erin Hannigan**  
**Legislative & Administration**

Vallejo, her office assists in connecting District 1 residents with Animal Control Services. A large population of military veterans resides in District 1, and Supervisor Hannigan spends quality time connecting our veterans with Veteran's Services at federal, State and County levels.

Supervisor Hannigan and her staff continue to be significantly involved in legislative issues at all levels of government. Supervisor Hannigan works to ensure that the County's interests are included in discussions of legislation in the City of Vallejo, the State of California, and at our Nation's Capital.

One significant project of Solano County is located in District 1. The Solano360 project is a partnership between Solano County and the City of Vallejo. This project will continue to see development of a proposed land plan supported by a feasibility/market studies consistent with the uses defined in the Specific Plan which was approved in 2013. In 2018, the County cleared the grandstands and the old horse barns to prepare the property for development.

Supervisor Hannigan is honored to serve as Chairwoman of the Board of Supervisors. With the assistance of her staff, she is able to serve as a strong conduit between the Board of Supervisors and the County Administration. Chairwoman Hannigan enjoys representing the County and Board of Supervisors not only in District 1, but alongside the other four Supervisors representing the County of Solano. Her greatest priority is serving the people who live, work and visit Solano County. As she often says, "I love the work I do and will always work to further improve our community".

**SOURCE OF FUNDS****USE OF FUNDS**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	399,131	406,752	415,924	9,172	2.3%
SERVICES AND SUPPLIES	46,054	51,989	49,701	(2,288)	(4.4%)
OTHER CHARGES	69,863	70,934	86,422	15,488	21.8%
OTHER FINANCING USES	11,806	4,186	4,199	13	0.3%
INTRA-FUND TRANSFERS	3,704	600	100	(500)	(83.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>530,557</b>	<b>534,461</b>	<b>556,346</b>	<b>21,885</b>	<b>4.1%</b>
<b>NET COUNTY COST</b>	<b>530,557</b>	<b>534,461</b>	<b>556,346</b>	<b>21,885</b>	<b>4.1%</b>

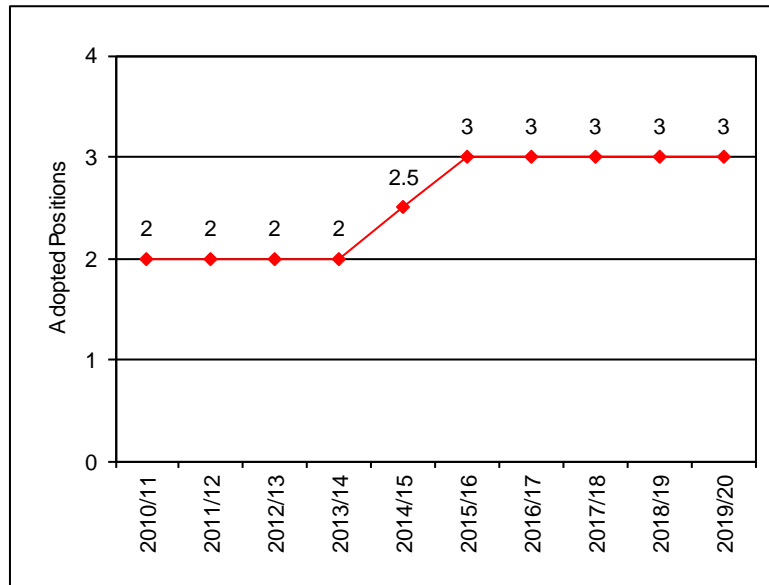
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

<b>Budget Summary:</b>	
FY2018/19 Midyear Projection:	514,764
FY2019/20 Recommended:	538,026
County General Fund Contribution:	538,026
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Brown, Vice-Chair, represents the Board of Supervisors on over 15 County and regional boards and commissions. Supervisor Brown is the Chair of the Area Agency on Aging of Napa and Solano Counties. Supervisor Brown also serves on the Association of Bay Area Governments (ABAG) Executive Board (Alternate), General Assembly (Alternate) and Regional Planning Committee, California State Association of Counties (CSAC) Board of Directors (Alternate), Yolo-Solano Air Quality Board, City-County Coordinating Council (CCCC), East Vallejo Fire Protection District, In-Home Support Services Public Authority, Mental Health Advisory Board, Solano Open Space, Solano County Water Agency, Vallejo Sanitation & Flood Control District (Alternate), Historical Records Committee and the Solano Children's Alliance.

### Accomplishments:

- Held monthly open office hours in Benicia, Vallejo and Fairfield so that constituents of District 2 are able to talk with Supervisor Brown on a regular basis within their own communities.
- Advocated at the Mental Health Board to pass Laura's Law and convened County stakeholder meeting about the law which ultimately passed unanimously at the Board of Supervisors.
- Chairs the newly reformed Area Agency on Aging of Napa and Solano Counties which provides much needed services to seniors.
- Collaborated with Marin Clean Energy (MCE) to join its Community Choice Aggregation program providing cleaner power energy in unincorporated Solano County.
- Sponsored resolution at the Board, which passed unanimously, to oppose the Department of Homeland Security's proposed public charge rule changes that would hurt our immigrant community.
- Studying and speaking about the negative impacts of a regional housing compact (CASA) that would not be in Solano County's best fiscal interests.
- Attended community meetings on district elections.
- Attended City Council and School Board meetings.
- Continue to monitor and educate people on the negative impacts the Orcem cement factory would have on the Vallejo community.
- Meet monthly with Health and Social Services regarding issues related to mental health and housing.
- Worked with the Solano County Department of Resource Management-Public Works division and the Solano County Water Agency to address and remediate flooding in Cordelia at Thomasson Lane and Erikson's Ranch, where residents were extremely affected by storms throughout 2017 and again in 2019.



- Collaborated with Benicia firefighters and worked to oppose a proposal to privatize emergency dispatch services.
- Meet with many Solano County Department Heads and leaders to discuss backgrounds, plans, and policies of each Department and Supervisor priorities as it relates to each Department's areas of focus.
- Continued advocacy at the Board level for further homeless services and resources.
- Work with the Department of Resource Management to utilize SB 1 funding to improve roads in District 2.
- Work with Solano Transportation Authority on Safe Routes to Schools.
- Meet monthly with Home Acres group to help with their unique issues.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assistance with various State and local agencies.
- Attended trainings on relevant policy issues.
- Appeared at numerous events on behalf of District 2
- Disseminate monthly newsletter to constituents.

**Priorities:**

- Serving district constituents by investigating and responding to their concerns concerning the County, meeting with them on requests, and reaching out to them through community meetings and forums.
- Supporting and initiating efforts that will enhance the lives of the residents of Solano County through collaboration with County stakeholders, local, State and federal legislators, business communities, and non-profit organizations serving various communities such as children and families, the homeless, mental health and veterans advocates.
- Working to address homelessness throughout Solano County including homeless students and persons needing permanent housing in District 2.
- Collaborating with the County Mental Health Services Department, the Mental Health Advisory Board and non-profit organizations to increase services and resources allocated to mental health patients and their families.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 2 residents have experienced with the 2017 and 2019 storm events. This includes working with cities within the District as well as State and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Continue to hold town hall meetings with other elected officials.

**DEPARTMENTAL BUDGET SUMMARY**

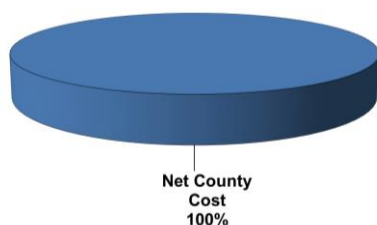
The Recommended Budget represents an increase of \$17,414 or 3.3% when compared to the FY2018/19 Adopted Budget primarily due to increases in Salaries and Employee Benefits, and Other Charges associated with Countywide Administrative Overhead costs.

**DEPARTMENT COMMENTS**

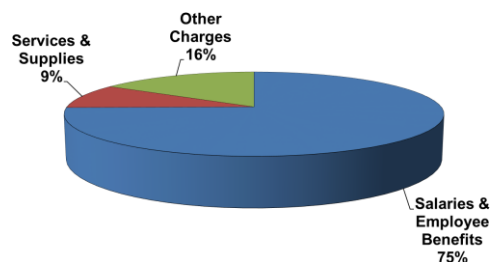
None.

Monica Brown  
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	364,805	388,863	400,421	11,558	3.0%
SERVICES AND SUPPLIES	35,546	53,829	50,095	(3,734)	(6.9%)
OTHER CHARGES	78,278	75,516	85,135	9,619	12.7%
OTHER FINANCING USES	6,249	2,254	2,225	(29)	(1.3%)
INTRA-FUND TRANSFERS	677	150	150	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>485,555</b>	<b>520,612</b>	<b>538,026</b>	<b>17,414</b>	<b>3.3%</b>
<b>NET COUNTY COST</b>	<b>485,555</b>	<b>520,612</b>	<b>538,026</b>	<b>17,414</b>	<b>3.3%</b>

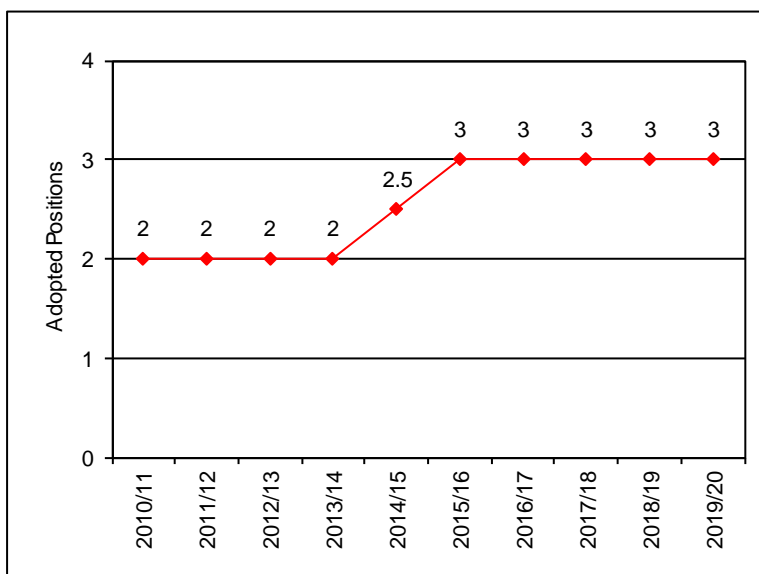
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

---

<b>Budget Summary:</b>	
FY2018/19 Midyear Projection:	516,787
FY2019/20 Recommended:	568,789
County General Fund Contribution:	568,789
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.75

## **FUNCTION AND RESPONSIBILITIES**

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

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

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

### Challenges:

- Finding ways to address the increasing homeless population, especially those with mental health and substance abuse issues, with limited funding sources and fragile, non-profit service delivery in the Fairfield/Suisun area.
- Developing a solution between City of Vallejo and Solano County to provide an affordable and sustainable water source for Green Valley, Gordon Valley and Suisun Valley.
- Meeting the need for transit services to seniors who are low income or have mobility challenges.
- Working to shape the future of a vibrant Solano County fair and a sustainable and attractive use of the fairgrounds property located on the I-80 corridor.

### Accomplishments:

- Homelessness Issues in the Fairfield/Suisun area – the Supervisor facilitated meetings with City of Fairfield, County staff and locals to bring a new shelter operator to the former Bridge of Life Center. With the current lack of a countywide overarching and comprehensive system to address the various levels of homelessness, he is working with community partners and committed to finding solutions.
- Lakes Water System – Actively worked with County and Vallejo staff and elected officials to gain approval of the Memorandum of Understanding (MOU) agreement between the City of Vallejo and Solano County. This signed agreement was an important milestone to indicate both organizations are still interested in working together to find solutions to address the aging infrastructure of the Lakes Water System and the increasing water costs to Solano constituents. The supervisor-maintained dialogue with all the stakeholders, including Cities of Vallejo and Fairfield, Solano Irrigation District, Solano County Water Agency and residents of Green Valley, Suisun and Gordon Valley, during the process.
- Suisun Valley flooding – worked closely with property owners along Suisun Creek to determine the best course of action to mitigate challenges resulting from the 2017 flooding, and facilitated contact with appropriate agencies, such as Solano County Water Agency and Solano Irrigation District. His office also participated in meetings with County planners and engineers, and project engineers and homeowners, to expedite solutions to ensure remedies were in place before the rains arrived in 2019.
- Network of Care – As one of the major proponents of Network of Care for Solano County and its easy on-line access to a "one-stop" resource center for constituents, Supervisor Spering continued to support the progress forward in customizing

new websites for the County. His office staff were involved as participants in reviewing and providing input for the next rollouts of website customization for “People with Disabilities” and the “Children & Families” sites.

- Supervisor Spering serves on the newly formed Solano Consolidated Oversight Board which took over from the six Successor Agencies of the former redevelopment agencies in Solano County. As part of this new Board, the Supervisor is responsible for the winding down of redevelopment activities in the County.
- Solano Transportation Authority (STA). Starting in 2017 and throughout 2018, Solano Transportation Authority in close coordination with Supervisor Spering hosted a series of mini summits in each of the seven cities to obtain input on mobility challenges for older adults and people with disabilities in their communities. On October 18, 2018, under Supervisor Spering's leadership, STA held a culminating Countywide Mobility Summit to bring the communities together to explore potential strategies and solutions to address mobility challenges and prioritize them for the entire County. Information from the summit, extensive outreach and staff analysis of all the data from the summits and surveys, revealed the highest transit priority for all seven cities is providing transportation to medical appointments for these two vulnerable populations. Supervisor Spering then proactively worked with Supervisor Hannigan and the Yocha Dehe Wintun Nation to gain funding and approval to set up a vehicle share 2-year pilot program to allow multiple non-profit agencies to have a vehicle to transport their clients and to start addressing some of the identified transportation gap.
- Consolidated Transportation Services Agency (CTSA) - Chairs a consortium of transit stakeholders who work to address the gaps in mobility services for seniors, people with disabilities and low-income residents. Under his direction, the consortium members continue to identify strategies and funding streams and work to expand existing transportation services. The CTSA, under Supervisor Spering's guidance, hosted a workshop with all the local care providers – North Bay, Kaiser and Sutter Regional – to learn the challenges for clients getting to and from medical appointments and to explore opportunities to work together to solve the issues and improve getting seniors and people with disabilities to medical appointments; this was a follow on to the results from the Countywide Mobility Summit. Progress was also made in purchasing a share ride van through Transportation Development Funds that can transport people who have mobility challenges.
- Locally serves on many Solano committees including the Solano Transit Joint Powers Authority (SolTrans JPA), Solano County Water Agency, and chairs the Local Agency Formation Commission (LAFCo) - committees that focus on transportation and development needs on behalf of Solano County residents and businesses.
- Regionally serves on the Metropolitan Transportation Commission and four associated committees, the Bay Area Air Quality Management District Board of Directors and seven of its standing committees, and the Capitol Corridor Joint Powers Authority, representing the needs and interests of Solano County in a regional framework.

**DEPARTMENTAL BUDGET SUMMARY**

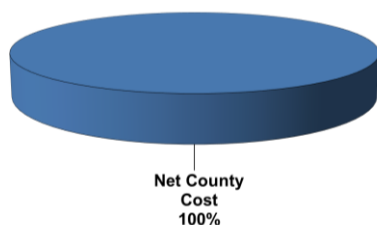
The Recommended Budget represents an increase of \$57,230 or 11.2% in appropriations when compared to the FY2018/19 Adopted Budget. The increase in the District 3 budget is due to the anticipated retirement of one Board Aide and the one-time payout of leave accrual. There is also an increase in medical benefits to reflect one of the aide positions no longer waiving medical coverage, other miscellaneous salaries and employee benefit increases, and an \$11,000 increase in building charges and Countywide Administrative Overhead costs.

**DEPARTMENT COMMENTS**

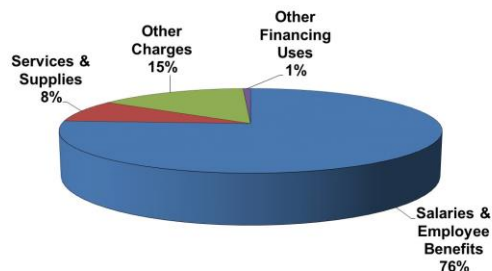
None.

James P. Spering  
Legislative & Administration

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	379,857	385,644	431,952	46,308	12.0%
SERVICES AND SUPPLIES	37,017	48,627	48,048	(579)	(1.2%)
OTHER CHARGES	75,090	72,617	83,939	11,322	15.6%
OTHER FINANCING USES	11,624	4,071	4,250	179	4.4%
INTRA-FUND TRANSFERS	407	600	600	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>503,995</b>	<b>511,559</b>	<b>568,789</b>	<b>57,230</b>	<b>11.2%</b>
<b>NET COUNTY COST</b>	<b>503,995</b>	<b>511,559</b>	<b>568,789</b>	<b>57,230</b>	<b>11.2%</b>

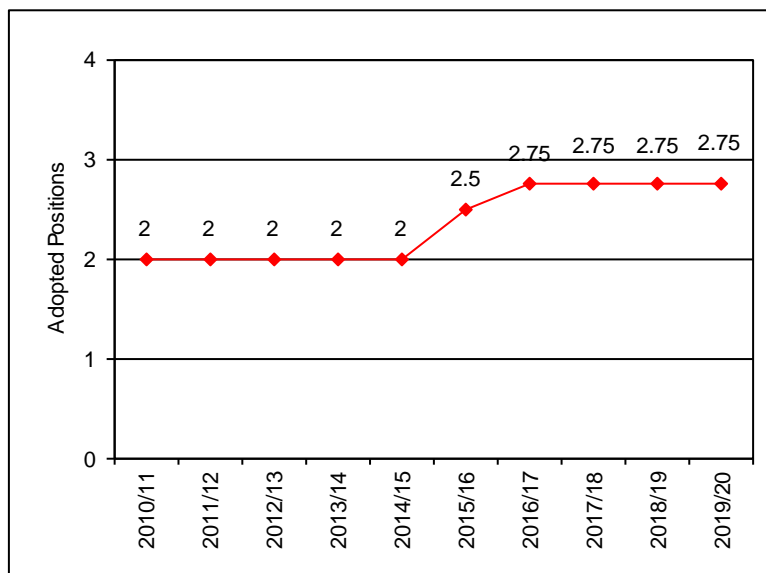
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

District 3 has projected an increase in staff costs due to increased salaries and employee benefits and the need to budget for health insurance benefits for the new Board Aide. Prior Board Aide waived medical benefits.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

## STAFFING TREND



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

<b>Budget Summary:</b>	
FY2018/19 Midyear Projection:	550,935
FY2019/20 Recommended:	574,674
County General Fund Contribution:	574,674
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## **FUNCTION AND RESPONSIBILITIES**

The District 4 Supervisor represents the cities of Vacaville and Dixon and the Northern part of Solano County including the agricultural areas of Pleasants Valley, Vaca Valley, Lagoon Valley, Winters and Dixon Ridge. The District 4 Supervisor's budget provides for the expenditures of the elected supervisor and two full-time staff positions. As the elected representative for District 4, Supervisor Vasquez is available to meet or speak with his constituents to assist them in resolving issues that arise. The District 4 office is maintained at the County Administration Center at 675 Texas Street in Fairfield.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Vasquez represents the citizens in portions of Vacaville and Dixon on 34 County, regional and State boards and commissions as a member or alternate member. These appointments include the Bay Conservation and Development Commission, Delta Counties Coalition, Delta Protection Commission, Delta Conservancy Board, Northern California Counties Tribal Matters Consortium, Solano Land Trust, Solano County Water Agency, Regional Parks Committee, Yolo-Solano Air Quality Management District and more. The preservation of agriculture and natural resources, along with issues affecting seniors and those in poverty remain significant priorities for Supervisor Vasquez.

Since being sworn into office in 2003, Supervisor Vasquez has been selected by his peers to act as Chair five times. He has been recognized nationally as a leader on the issue of childhood obesity and continues to work toward ensuring Solano County is the best place to Live, Work, Learn, Play and Age.

### Accomplishments:

- Transportation was an area that saw considerable activity with projects throughout the County being delivered through partnerships with the Solano Transportation Authority (STA) and Caltrans and the cities. Projects include the new Midway Road overcrossing at I-80, the Jepson Parkway Project, the Fairfield-Suisun Train Station, and Pleasants Valley Road safety improvements among others.
- Supported an intergovernmental agreement with the Yocha Dehe Wintun Nation to receive \$400,000 of a \$1 million grant to create a Mobile Food Rx program. The effort, led by District 1 Supervisor Erin Hannigan, created a partnership between the Yocha Dehe Wintun Nation, Solano County and the Food Bank of Contra Costa and Solano to activate a food truck that delivers healthy food to patients of the County's Health and Social Services Department. The County received an additional \$1 million in funding in November 2018.
- Witnessed completion of the Rourk Vocational Training Center. The \$26 million SB 1022 project adjacent to the Stanton Correctional Facility will provide incarcerated individuals with vocational training and job skills which will increase their opportunities for success upon release.
- As a supporter of agriculture, Supervisor Vasquez, presented resolutions in honor of the 100th anniversary of the Solano County Farm Bureau, 90th anniversary of the Future Farmers of America in addition to recognition before the Board of Supervisors in support of Ag Week and Ag Day.
- Made strides in improving the welfare of some of Solano County's vulnerable populations, such as seniors and older adults. Supervisor Vasquez has also proudly worked with the Solano Transportation Authority on several Senior Mobility Summits in Vacaville and Dixon which culminated in a countywide summit to address the transportation needs of seniors in Solano County.



- Celebrated our centenarians (41) during the 12th annual centenarian celebration before the Board of Supervisors. The event provides the opportunity to recognize and honor our oldest living residents for the wonderful things they have achieved and continue to experience in their lives.
- Worked with the California Dental Association Foundation to return their flagship CDA Cares event to the Solano County Fairgrounds in Vallejo. Over the course of two days, hundreds of volunteer dentists and hygienists from across the State descended on the fairgrounds to deliver free dental care to thousands of patients free of charge.
- Co-sponsored the Solano County Kindness Campaign video contest with District Attorney Krishna Abrams. The program allowed for Solano County's youth to speak out on the topic of bullying through the creation of short videos that emphasized positive behavior. The inspirational work is featured at a red-carpet gala each year in which the students, their families and teachers had the opportunity to view their videos on the big screen.
- Attended and supported the North Bay Stand Down held at the Dixon fairgrounds. The homeless veterans resource fair is a three-day encampment where veterans are provided medical care, dental, vision, recovery, housing, employment and other social services as a way of offering "a hand up."
- Continues to engage with the public through a monthly newsletter that highlights issues affecting District 4 and the County as a whole. In addition, the use of social media such as Twitter and Facebook have added more opportunity to interact with constituents and promote exceptional people and events in Solano County.
- Honored our military and our veterans by presenting resolutions to celebrate the 75th anniversary of Travis Air Force Base and the 100th anniversaries of the American Legion and American Legion Auxiliary.

Goals and commitments in the coming fiscal year:

- Continue to build upon the collaborative efforts of the many public, private and non-profit agencies in the County and ensure a cohesive approach to serving our residents.
- Closely watch legislation that impacts water, our most important natural resource. Supervisor Vasquez is committed to being an advocate for all of Solano County at the local, State and federal level on matters involving water. It is critical to all residents that our current water sources are protected while working to create more storage for growing demands.
- With agriculture being a large part of the District 4 landscape, Supervisor Vasquez will continue to be a proponent of Solano County's farmers and ranchers. As a member of the Solano Sub-basin Groundwater Sustainability Agency (GSA), Supervisor Vasquez will work to ensure the farming community has a voice in the responsible management of groundwater.
- Begin the conversation of creating a Pleasants Valley Specific Plan to address the growing appeal for agritourism while taking into consideration rural-urban interface issues.
- Homelessness in Solano County is a concern to Supervisor Vasquez and he will continue to work with the Board of Supervisors to collaborate and partner with the seven cities, non-profit agencies and service providers to address the myriad issues contributing to homelessness.
- Continue the work being done in the Cache Slough region, an area of significance in Solano County. This work requires a regional planning effort to develop a restoration strategy that considers multiple land use plans.
- Supervisor Vasquez has made it a point to champion issues related to our youth and older adults. Supervisor Vasquez, for a third consecutive year, has sponsored a "Kindness Campaign," in which all Solano County students are encouraged to participate in a video contest that shows the community what "kindness" looks like.
- Building upon his work in FY2015/16 to address women in poverty in Solano County, Supervisor Vasquez looks forward to hosting a future workshop on Alzheimer's, a disease that unfairly affects women in greater numbers than men and oftentimes does pose a financial burden for those suffering the disease and their families.

Supervisor Vasquez will continue to work to promote the hard work of County workers who, day in and day out, care for the health of our residents, ensure our roads are safe, protect our safety and property, serve our veterans, sustain our agricultural heritage, educate our children and so much more.

John M. Vasquez, Chair  
Legislative & Administration

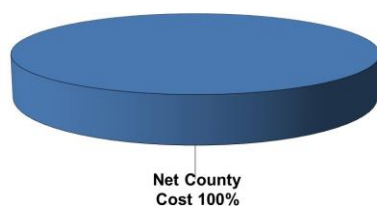
## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$26,671 or 4.9% in appropriations when compared to the FY2018/19 Adopted Budget. The increased costs are primarily due to Countywide Administrative Overhead and salaries and employee benefits.

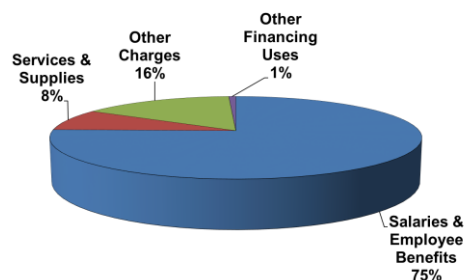
## DEPARTMENT COMMENTS

None.

### SOURCE OF FUNDS



### USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	410,561	420,960	433,480	12,520	3.0%
SERVICES AND SUPPLIES	38,310	49,321	47,940	(1,381)	(2.8%)
OTHER CHARGES	84,694	73,485	89,103	15,618	21.3%
OTHER FINANCING USES	12,094	4,237	4,151	(86)	(2.0%)
INTRA-FUND TRANSFERS	1,541	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>547,200</b>	<b>548,003</b>	<b>574,674</b>	<b>26,671</b>	<b>4.9%</b>
<b>NET COUNTY COST</b>	<b>547,200</b>	<b>548,003</b>	<b>574,674</b>	<b>26,671</b>	<b>4.9%</b>

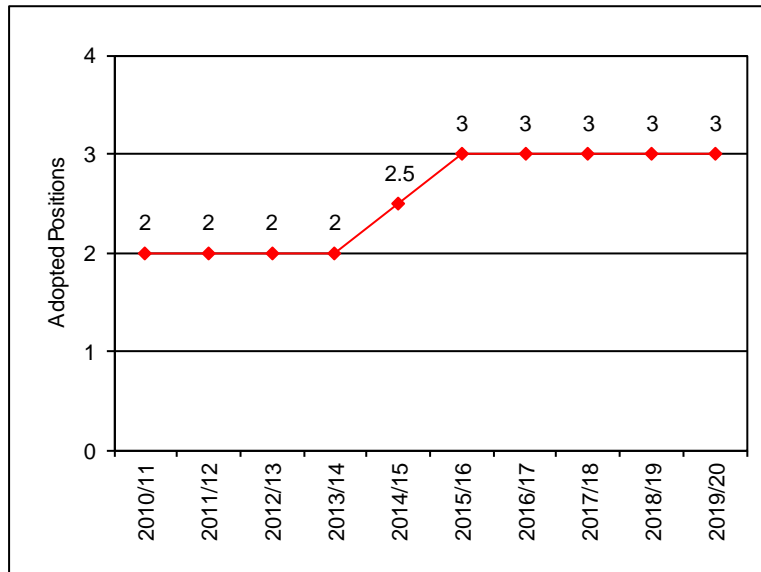
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

**Budget Summary:**

FY2018/19 Midyear Projection:	495,698
FY2019/20 Recommended:	533,133
County General Fund Contribution:	533,133
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

**FUNCTION AND RESPONSIBILITIES**

The District 5 Supervisor represents residents living in the City of Rio Vista, parts of the cities of Vacaville, Fairfield, Suisun City, and the unincorporated areas of Elmira, Collinsville, Birds Landing, and Ryer Island. Supervisor Thomson represents the Board on over 15 County, regional and State boards and commissions and their subcommittees; including the Delta Counties Coalition, the Solano County Water Agency, the Yolo/Cache Slough Partnership, and the Yolo-Solano Air Quality Board, and Historical Records Commission. Supervisor Thomson is a member of the Delta Protection Commission, and Groundwater Sustainability Agency, and the Delta Conservancy. In addition, he is alternate to the Solano County Consolidated Oversight Board. The Supervisor maintains an office at the County Government Center, located at 675 Texas Street, Suite 6500. The Office budget provides for the expenditures of the elected Supervisor and two full-time staff members.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- There have been significant challenges in working with the Brown Street neighborhood and City of Vacaville in implementing the 5th Impact Tiny Shelters Pilot Project that was approved by the Solano County Board of Supervisors on August 28, 2018.
- Serving on the Fair Governance Subcommittee unearthed many communication challenges between Solano County Fair staff and board, and County staff and board. The subcommittees' meetings over the last year brought forth a recommendation that was not accepted by the full Board of Supervisors.
- There was a significant amount of retirements at both the Department Head and lower staff levels leaving Departments short staffed for periods of time.
- Instability in funding, taxes, and policy at the federal level has proven to be an obstacle to forward momentum in policy and State level resources.

Accomplishments:

- Toured and made point-of-contacts with Yuba, San Joaquin, and Alameda counties regarding affordable/transitional housing properties, programs, and commissions to better understand what efforts could be duplicated in Solano County homeless efforts.
- Successfully advocating for the preservation of the Delta to prevent the California Water Fix Twin Tunnels Project despite influence from Southern California water interests and legal challenges from California Department of Water Resources.
- Currently spearheading the 5th Impact Tiny Shelters Pilot Project through collaboration with Solano County Health and Human Services, the Vacaville faith community, Resource Connect Solano (coordinated entry), Opportunity House, Vacaville Police Department's Community Resources Unit, and Community Action North Bay for wrap around services to address those experiencing homelessness in Vacaville.
- Began attending the Interfaith Council meetings as the organization regroups and begins a mobile shower project to meet the hygiene needs of those experiencing homelessness throughout Solano County.
- Continue to strengthen the welfare of the County's General Fund by implementing cost-saving reductions.

- Currently serving on the Board of Supervisor's Human Services Needs Assessment Committee to assist in reducing duplicative services, meeting constituents' needs, and focusing resources in areas of highest vulnerability while maintaining a high-level of services for County residents.
- Work to protect the rich agricultural Delta, and the communities that rely on it, by working with the State of California, local water districts, and surrounding counties to bring problems to the forefront and find equitable solutions.
- Collaborated with neighboring jurisdictions and relevant stakeholders to sustain the new Groundwater Sustainability Agency as mandated by the Sustainable Groundwater Management Act.
- Coordinated a meeting with three local hospitals, community-based organizations, and faith-based organizations to discuss how upstream investing could greatly reduce downstream expenses for our communities, and improve individual outcomes, especially for those individuals experiencing homelessness, housing insecurity, or other critical behavioral health challenges. Continued to ensure that Board decisions concerning County contracts and labor agreements are fair, equitable, fiscally responsible, and sustainable. Advocate for measurable outcomes from County contractors and community-based organizations that collaborate with the County.
- Continued to support programs and policies that serve the County's most vulnerable populations, children, seniors, individual with physical, emotional, or cognitive barriers, and community members facing or experiencing homelessness.
- Continued to support the Collinsville Levee District as loan repayments leave administrative funds minimal. Worked with the Collinsville community during heavy rains and flooding to ensure residents could access needed services.

**WORKLOAD INDICATORS**

- Since July 1, 2018, met with more than forty constituents to address their individual/community concerns ranging from property-related questions, board/commission appointments, Board agenda items, labor issues, homeless outreach, and Health & Social Services resources.
- Participated in more than forty meetings addressing Delta/water-related issues, community-based outreach, and Supervisorial duties including three days of hearings related to a legal challenge of the Delta Plan.
- Hosted two community outreach meetings to present the 5th Impact Tiny Shelters Pilot Project and hear questions and concerns from the Vacaville, Brown Street neighborhood.
- Attended or arranged over thirteen planning meetings for the 5th Impact Tiny Shelters Pilot Project concept.
- Attended three trainings including groundwater sustainability planning, social media bootcamp, and HUD's Point-in-Time homeless count.
- Attended/participated in at least twenty-eight community engagements/activities for relationship building and future planning including: Delta-landowner meetings, events recognizing Travis Air Force Base personnel, parades, grand-openings, retirements, hosting military and veteran meetings, K-12 educational achievement awards, and year-end celebrations recognizing many accomplishments.
- Attended three Human Services Needs Assessment Subcommittee meetings.
- Attended six Solano County Fair Governance subcommittee meetings to address concerns and progress with the current State of the County Fair. Provided two Key Informant Interviews on tobacco control and Health and Social Service's needs.

**DEPARTMENTAL BUDGET SUMMARY**

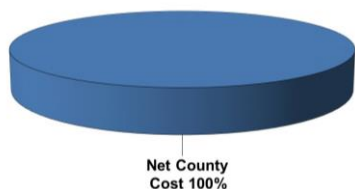
The Recommended Budget represents an increase of \$46,064 or 9.5% in appropriations when compared to the FY2018/19 Adopted Budget. The increase is primarily due to salaries and employee benefits for the addition of longevity pay for Supervisor Skip Thomson, and the addition of health insurance benefits for one Board of Supervisors Aide added during FY2018/19 open enrollment period.

**DEPARTMENT COMMENTS**

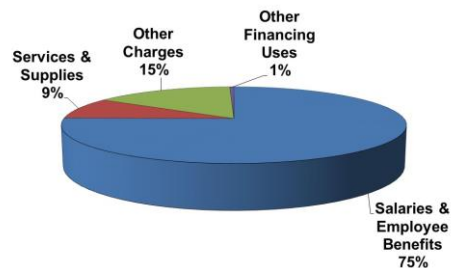
None.

Skip Thomson  
Legislative & Administration

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	339,900	359,885	400,957	41,072	11.4%
SERVICES AND SUPPLIES	31,411	48,579	47,502	(1,077)	(2.2%)
OTHER CHARGES	78,413	71,811	81,924	10,113	14.1%
OTHER FINANCING USES	6,401	6,774	2,450	(4,324)	(63.8%)
INTRA-FUND TRANSFERS	621	20	300	280	1400.0%
<b>TOTAL APPROPRIATIONS</b>	<b>456,746</b>	<b>487,069</b>	<b>533,133</b>	<b>46,064</b>	<b>9.5%</b>
<b>NET COUNTY COST</b>	<b>456,746</b>	<b>487,069</b>	<b>533,133</b>	<b>46,064</b>	<b>9.5%</b>

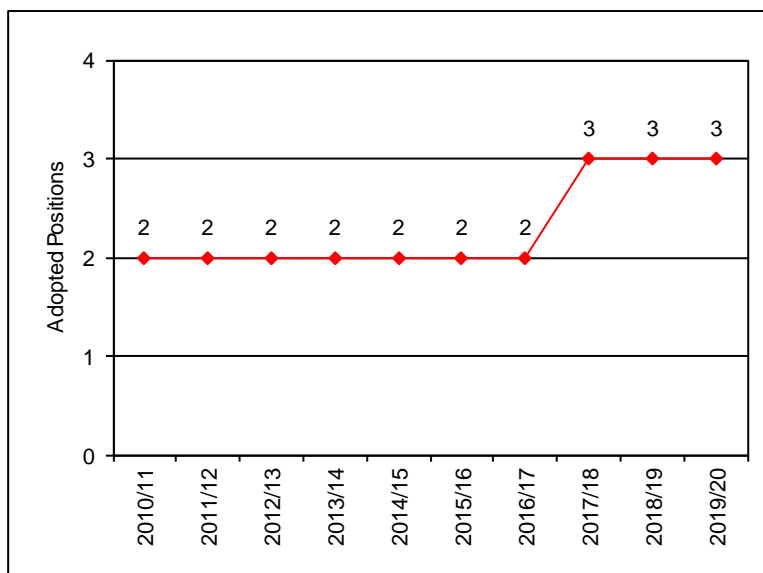
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

District 5 has projected an increased staff cost due to changes in longevity pay and health insurance benefits.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

## STAFFING TREND



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

Erin Hannigan, Chairwoman  
Legislative & Administration

<b>Budget Summary:</b>	
FY2018/19 Midyear Projection:	259,792
FY2019/20 Recommended:	220,784
County General Fund Contribution:	220,784
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

## FUNCTION AND RESPONSIBILITIES

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

## DEPARTMENTAL BUDGET SUMMARY

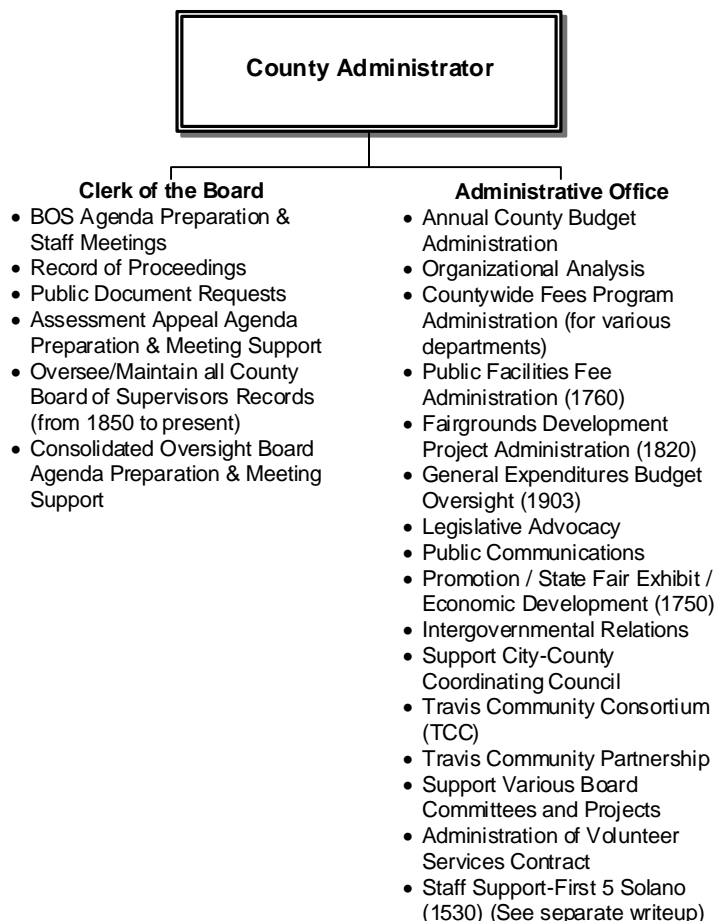
The Recommended Budget represents a decrease of \$39,782 or 15.3% in appropriations when compared to the FY2018/19 Adopted Budget. The decrease is in part due to a decrease in Services and Supplies for liability insurance costs and in Salaries and Employee Benefits due to the regression of workers compensation costs initially incurred by the prior Board Member for the Board of Supervisors' District 2 office. Services and Supplies also includes costs for recording, editing and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, memberships, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, and meals and refreshments for the Board of Supervisors Closed Sessions.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	31,226	35,885	30,957	(4,928)	(13.7%)
SERVICES AND SUPPLIES	132,069	196,181	158,827	(37,354)	(19.0%)
OTHER CHARGES	25,000	27,500	30,000	2,500	9.1%
INTRA-FUND TRANSFERS	39	1,000	1,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>188,334</b>	<b>260,566</b>	<b>220,784</b>	<b>(39,782)</b>	<b>(15.3%)</b>
<b>NET COUNTY COST</b>	<b>188,334</b>	<b>260,566</b>	<b>220,784</b>	<b>(39,782)</b>	<b>(15.3%)</b>

## PENDING ISSUES AND POLICY CONSIDERATIONS

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





## DEPARTMENTAL PURPOSE

The County Administrator is the Chief Administrative Officer of the County and is responsible to the Board of Supervisors for the proper and efficient administration of all County offices, Departments, Institutions and Special Districts under the jurisdiction of the Board of Supervisors. (Solano County Code sections 2-43)

## Budget Summary:

FY2018/19 Midyear Projection:	4,015,994
FY2019/20 Recommended:	4,167,898
County General Fund Contribution:	401,903
Percent County General Fund Supported:	9.6%
Total Employees (FTEs):	16

## FUNCTION AND RESPONSIBILITIES

Responsibilities of the County Administrator are:

- Plan, monitor and oversee County operations to ensure Board policies are carried out in the most efficient, cost-effective and service-oriented manner.
- Formulate short- and long-range plans through strategic planning and the Annual Budget.
- Review and monitor County structure, programs, services and budgets, and make recommendations to the Board regarding reorganizations, funding and positions necessary to conduct departmental functions.
- As Clerk of the Board of Supervisors, prepare and coordinate Board agendas and minutes, coordinate appointments to County Boards and Commissions and provide support to the Assessment Appeals Board, Solano Consolidated Oversight Board and to the Solano County City Selection Committee.

- 
- Implement the County's Legislative Advocacy Program; review impacts of federal and State legislation; initiate legislative proposals and prepare position recommendations.
  - Supervise the performance of County departments and appointed Department Heads.
  - Meet with Board Members individually or in committees to discuss Board policies and interpretations; participate in Board Committees including Legislation, Delta County Coalition, Land Use and Transportation, Solano360, Cannabis regulations, Economic Development, Vallejo Lakes Water System and Human Services Needs Assessment.
  - Represent the Board in the County's intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
  - Provide administrative and fiscal oversight to First 5 Solano Commission.
  - Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair.
  - Administer and supervise the Risk Management and Loss Prevention programs (Solano County Code sections 2-44).
  - Serve as Incident Commander for emergency services (Solano County Code Chapter 7).

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

#### **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

##### Accomplishments:

- Worked extensively with the County Administrator's Office Debt Advisory Committee to refinance the 2007 COPs in 2017 saving the County in future debt interest costs.
- Continued to work with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Continued to engage and participate in the Air Force Community Partnership (AFCP) Program with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs, a collaboration between Air Force, County and 7 cities, and coordinated closely with Travis Community Consortium (TCC) partners.
- Continued work with the CAO's Pension Advisory Committee to implement strategies to address escalating retirement costs and established investment guidelines for Post-Employment Benefits Trust program.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment for program and funding with the public safety departments.
- Continued work on "Moving Solano Forward", economic development strategies with Solano EDC.
- Continued to provide guidance and support to the Delta Counties Coalition.
- Successfully coordinated the contractor and vendors for the 2018 State Fair exhibit and received two awards including Gold Award and Best Agricultural Presentation.
- Provided staff support to the annual Board Centenarian reception.
- Continued to provide support in the implementing of the (workforce training program) HIRRE recommendations thru the Workforce Development Board.
- Continued support of CAPSolano JPA, as work efforts focus on the strategic plan to address homeless issues throughout the County in partnership with all seven (7) cities and began work on implementation strategies and partnerships.
- Continued to provide leadership and support in the development of SB 1022 Adult Local Criminal Justice Facilities Construction project for the new vocational and education facility, Rourk Training Center, located on the Claybank Campus, and completed and opened in 2019.

- Hosted together with Solano Transportation Authority (STA), a City-County Coordinating Council Summit on Housing and continue to work on Housing related legislation and funding strategies.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in a record breaking \$45,151 donated by Solano County employees toward the 2018 “Holiday Food Fight” campaign for a grand total of \$457,232 donated by Solano County employees since 2004 – Winning the 2018 Food Challenge.
- Provided support in the review of the Lakes Water System under an approved Due Diligence Right to Negotiate Agreement with City of Vallejo and a new Memorandum of Understanding was approved in early 2019.
- Facilitating and submitting the joint application to the State of California for the new Area Agency on Aging for Napa and Solano and implementing new service delivery contracts adding staff to keep these programs viable for the residents of Solano and Napa Counties.
- Evaluating the policy and fiscal implications before implementing a Jail-Based Competency Treatment Program.
- Providing technical support to both Board subcommittees on the Solano Fairgrounds Site, The Fair Governance subcommittee consisting of Supervisors Brown and Thomson and the Solano360 Implementation subcommittee consisting of Supervisors Hannigan and Spering.
- Negotiation and implementation of two initial operational agreements with Shelter Solano Inc that provided housing and programming for homeless individuals (replacing the former Mission Solano Shelter operation located in Fairfield).
- Producing the Midyear Financial Forecast for the County Budget and recommendations on the pre-payment of \$6 million on CalPERS public safety plan.
- With First 5 staff, a consultant Board Committee and department representative completes an initial County Human Services Needs Assessment.
- Actively monitoring legislative proposals and advocating for resources at State and federal levels to ensure delivery of services to County residents, including working with Assemblymembers Frazier and Grayson on special legislation for a Mental Health Treatment facility and a First 5 Children’s Center.

**WORKLOAD INDICATORS**

During FY2018/19, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 29 various Board of Supervisors meetings.
- Provided staff support to multiple Board of Supervisor subcommittees.
- Processed 521 Agenda submittals and developed/published Minutes for 29 Board of Supervisors’ Regular Meetings, 10 Assessment Appeal Hearings, 6 City Selection Committee meetings, 3 Solano Consolidated Oversight Board meetings, and 314 Public Comment Cards from the public present at the Board meetings.
- Recorded 13 Ordinances and 283 Resolutions adopted by the Board.
- Processed 307 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee, Executive Committee and Joint Committee for a total of 10 meetings.
- Received 8 requests for information under the California Public Records Act (GC §6250).
- Filed 173 California Environmental Quality Act (CEQA) documents.
- Processed 178 claims against the County and 14 lawsuits.

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

**Functional Area Summary**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CLERK OF THE BOARD	50,512	36,768	37,920	1,152	3.1%
ADMINISTRATIVE OFFICE	3,359,336	3,593,986	3,728,075	134,089	3.7%
<b>TOTAL REVENUES</b>	<b>3,409,848</b>	<b>3,630,754</b>	<b>3,765,995</b>	<b>135,241</b>	<b>3.7%</b>
<b>APPROPRIATIONS</b>					
CLERK OF THE BOARD	423,948	551,072	550,682	(390)	(0.1%)
ADMINISTRATIVE OFFICE	3,333,088	3,511,793	3,617,216	105,423	3.0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,757,036</b>	<b>4,062,865</b>	<b>4,167,898</b>	<b>105,033</b>	<b>2.6%</b>
<b>NET COUNTY COST</b>					
CLERK OF THE BOARD	373,436	514,304	512,762	(1,542)	(0.3%)
ADMINISTRATIVE OFFICE	(26,249)	(82,193)	(110,859)	(28,666)	34.9%
<b>NET COUNTY COST</b>	<b>347,187</b>	<b>432,111</b>	<b>401,903</b>	<b>(30,208)</b>	<b>(7.0%)</b>
<b>STAFFING</b>					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	14	14	14	0	0.0%
<b>TOTAL STAFFING</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The County Administrator's primary cost centers are Administration (BU 1115) and Clerk of the Board (BU 1114). The County Administrator also administers eight other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets (excludes First 5 budget).

**1115 - Administration:**

The Recommended Budget represents an increase of \$134,089 or 3.7% in revenues and an increase of \$105,423 or 3.0% in appropriations when compared to the FY2018/19 Adopted Budget. The Net County Cost for the Administration budget decreased by \$28,666 or 34.9%. This budget is primarily funded by County General Fund.

The principal factors leading to the increase in appropriations is the increase of \$3,088 or 34.1% in Liability Insurance and the increase of \$11,936 or 10.4% in the County Administration Center Building Charges. In addition, Countywide Administrative Overhead revenue increased by \$145,513 or 4.1%. The Countywide Administrative Overhead revenues are calculated by the Auditor-Controller's office based on Administration's actual expenditures incurred in FY2017/18 and allocated to departments.

Contracts

The FY2019/20 Recommended Budget includes a total of \$169,451 or 2.8% in contracted services which includes the following significant contracts:

- \$169,451 Legislative Advocacy Services on General County Issues

Fixed Assets

None requiring Board action.

**1114 - Clerk of the Board:**

The Recommended Budget represents an increase of \$1,152 or 3.1% in revenues and a decrease of \$390 or 0.1% in appropriations when compared to the FY2018/19 Adopted Budget. This budget is primarily funded by County General Fund.

## Functional Area Summary

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

The principal factors leading to the decrease in appropriations are salaries and employee benefit decreases as a result of the filling of the vacant Administrative Secretary/Deputy Clerk position at a lower step than the previous employee that retired and savings in longevity costs.

### Contracts

The FY2019/20 Recommended Budget includes a total of \$53,902 or 10.5% in contracted services which includes the following significant contracts:

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

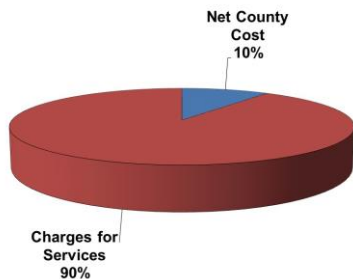
### Fixed Assets

None requiring Board action.

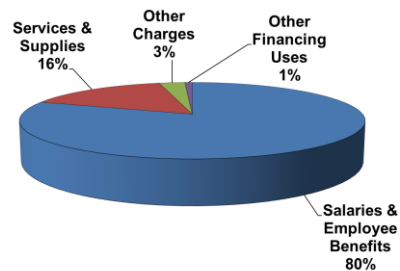
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**

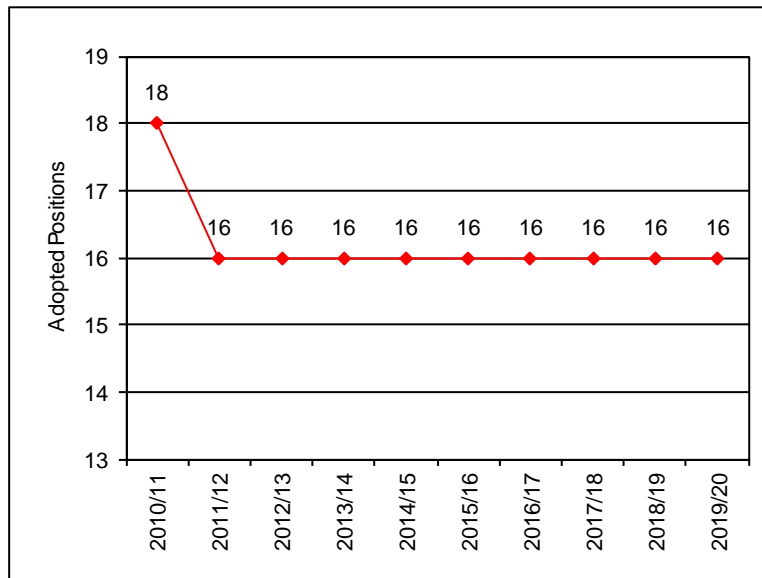


DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,409,807	3,630,709	3,765,950	135,241	3.7%
MISC REVENUE	42	45	45	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,409,848</b>	<b>3,630,754</b>	<b>3,765,995</b>	<b>135,241</b>	<b>3.7%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,060,688	3,270,665	3,333,442	62,777	1.9%
SERVICES AND SUPPLIES	489,558	642,496	670,655	28,159	4.4%
OTHER CHARGES	115,349	114,947	126,883	11,936	10.4%
OTHER FINANCING USES	89,565	33,117	32,894	(223)	(0.7%)
INTRA-FUND TRANSFERS	1,875	1,641	4,025	2,384	145.2%
<b>TOTAL APPROPRIATIONS</b>	<b>3,757,036</b>	<b>4,062,865</b>	<b>4,167,898</b>	<b>105,033</b>	<b>2.6%</b>
<b>NET COUNTY COST</b>	<b>347,187</b>	<b>432,111</b>	<b>401,903</b>	<b>(30,208)</b>	<b>(7.0%)</b>

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

Continuing efforts to recruit and hire Department Heads and key County positions due to retirements in the agency. Continued efforts to provide various training opportunities including leadership and technical skills to current staff for succession planning. Developing balanced budget recommendations that address increasing costs of retirement and health insurance for employees and provide staffing and technical investments to address the services and programs provided by the County. Understanding and planning for the aging demographics of the Solano County residents.

## Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1750 PROMOTION	0	0	1,055	1,055	0.0%
1903 GENERAL EXPENDITURES	2,394,410	2,361,000	2,320,500	(40,500)	(1.7%)
1905 COUNTYWIDE COST ALLOCATION PLA	(4,440,050)	(4,708,005)	(4,408,762)	299,243	(6.4%)
6730 OTHER PUBLIC DEFENSE	3,806,174	3,160,661	3,375,607	214,946	6.8%
6800 C M F CASES	339,009	375,419	450,000	74,581	19.9%
6901 2011 REALIGNMENT-ADMINISTRATIO	84,896	70,844	159,574	88,730	125.2%
<b>APPROPRIATIONS</b>					
1750 PROMOTION	178,922	158,886	152,550	(6,336)	(4.0%)
1903 GENERAL EXPENDITURES	162,249,146	176,644,709	175,048,681	(1,596,028)	(0.9%)
1905 COUNTYWIDE COST ALLOCATION PLA	(4,440,050)	(4,708,005)	(4,408,762)	299,243	(6.4%)
1906 GENERAL FUND OTHER-DEBT SERV	2,018,709	2,019,747	2,061,324	41,577	2.1%
2400 GRAND JURY	116,410	135,055	136,913	1,858	1.4%
6730 OTHER PUBLIC DEFENSE	3,806,174	3,160,661	3,375,607	214,946	6.8%
6800 C M F CASES	362,322	331,252	449,022	117,770	35.6%
6901 2011 REALIGNMENT-ADMINISTRATIO	84,896	134,574	159,574	25,000	18.6%
<b>NET CHANGE</b>					
1750 PROMOTION	178,922	158,886	151,495	(7,391)	(4.7%)
1903 GENERAL EXPENDITURES	159,854,736	174,283,709	172,728,181	(1,555,528)	(0.7%)
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	2,018,709	2,019,747	2,061,324	41,577	2.1%
2400 GRAND JURY	116,410	135,055	136,913	1,858	1.4%
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	23,313	(44,167)	978	43,189	(97.8%)
6901 2011 REALIGNMENT-ADMINISTRATIO	0	63,730	0	(63,730)	(100.0%)

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

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

---

## **FUNCTION AND RESPONSIBILITIES**

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

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Accomplishments:

- Published the *2018 Index of Economic and Community Progress* in May 2019 that addressed the changing Solano County economy, focusing on jobs, housing and population trends. The *Index* was prepared by Economic Forensics and Analytics as a project of the County Administrator's Office in partnership with the Solano Economic Development Corporation (EDC).
- The 2018 Solano County State Fair exhibit – entitled "Reach for the Stars," stood nearly twenty-five feet tall and promotes a positive image of the County's rich agricultural history, industry, arts and entertainment, recreation and tourism destinations to tens of thousands of fairgoers who visited the California State Fair each day through a unique and engaging display. The exhibit won multiple awards, including the Gold Award and the Best Agricultural Presentation Award.
- In April 2018, the Board of Supervisors authorized transmittal of a letter of support to the U.S. Economic Development Administration in support of the final Vision, Goals and Objectives of the Bay Area Regional Comprehensive Economic Development Strategy and for establishment of a Bay Area Economic Development District. The goal of establishing this District is to promote regional economic collaboration and improve access to grants and technical assistance which can be of benefit to the County.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,055 or 100.0% in revenues and a decrease of \$6,336 or 4.0% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, the Net County Cost decreased by \$7,391 or 4.7%.

### Primary Funding Sources

The primary funding sources for the Department are County General Fund and revenues from grants. In FY2019/20 the increase of \$1,055 or 0.0% in revenues is the result of a credit in Charges for Services of Countywide Administrative Overhead.

### Primary Costs

The FY2019/20 Recommended Budget includes the following significant projects:

- \$45,000 contribution to the Solano Economic Development Corporation (EDC) for the continued implementation of the "Solano Means Business" economic development campaign.
- \$35,000 as the County's share of the Farmbudsman program.
- \$25,000 for Economic Development projects relating to Business Retention, Expansion and Attraction.
- \$20,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2019 California State Fair.
- \$20,000 for economic development studies to produce the *2018 Index of Economic and Community Progress*.
- \$5,000 for the cost of promotional campaigns and projects that market the County throughout the region.

### Contracts

None requiring Board Action.

### Fixed Assets

None.



**Summary of Other Administered Budgets****1750 – Fund 001-Promotion  
Birgitta E. Corsello, County Administrator  
Promotion**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUAL</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	0	0	1,055	1,055	100.0%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>1,055</b>	<b>1,055</b>	<b>100.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	174,199	152,550	152,550	0	0.0%
OTHER CHARGES	4,627	6,336	0	(6,336)	(100.0%)
INTRA-FUND TRANSFERS	95	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>178,922</b>	<b>158,886</b>	<b>152,550</b>	<b>(6,336)</b>	<b>(4.0%)</b>
<b>NET COUNTY COST</b>	<b>178,922</b>	<b>158,886</b>	<b>151,495</b>	<b>(7,391)</b>	<b>(4.7%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	434	0	0	0	0.0%
FINES, FORFEITURES, & PENALTY	1,162,918	1,122,000	1,085,500	(36,500)	(3.3%)
CHARGES FOR SERVICES	1,231,058	1,239,000	1,235,000	(4,000)	(0.3%)
<b>TOTAL REVENUES</b>	<b>2,394,410</b>	<b>2,361,000</b>	<b>2,320,500</b>	<b>(40,500)</b>	<b>(1.7%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	6,584,608	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	509,580	1,134,396	1,194,813	60,417	5.3%
OTHER CHARGES	9,463,720	9,490,832	9,445,832	(45,000)	(0.5%)
OTHER FINANCING USES	145,691,103	164,519,481	163,308,036	(1,211,445)	(0.7%)
INTRA-FUND TRANSFERS	135	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>162,249,146</b>	<b>176,644,709</b>	<b>175,448,681</b>	<b>(1,196,028)</b>	<b>(0.7%)</b>
<b>NET COUNTY COST</b>	<b>159,854,736</b>	<b>174,283,709</b>	<b>173,128,181</b>	<b>(1,155,528)</b>	<b>(0.7%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget represents a decrease of \$40,500 or 1.7% in revenues and decrease of \$1,196,028 or 0.7% in appropriations when compared to the FY2018/19 Adopted Budget. The Net County Cost decreased by \$1,155,528 or 0.7%.

The appropriations decreased by \$1,196,028 which is primarily the net result of a decrease of \$1,211,445 in Other Financing Uses, and a decrease of \$45,000 in Other Charges. These decreases are partially offset by a \$60,417 increase in Services and Supplies. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in-line with the FY2018/19 Adopted Budget. This appropriation is funded by the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service and is used when a Department's operating budget is unable to absorb the cost.

Services and Supplies include the following appropriations:

- \$215,200 for technology investments to fund automation projects in County departments that promote efficiency through the use of technology.
- \$314,863 for the County's share of LAFCo's costs per the MOU with LAFCo for FY2019/20 Budget.
- \$330,000 for contracted and other professional services for management reviews, organizational studies and other services that may be required to identify or implement opportunities for efficiencies in Departments.
- \$134,750 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2020.
- \$200,000 for the re-budgeting of the purchase and implementation of new budget software to promote efficiency in the budget process, which was not able to be completed in FY2018/19.

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

- \$8,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.

- 
- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
  - \$217,291 for General Fund Contribution to Non-County Agencies, which includes the following:
    - \$130,325 contribution to CASA of Solano County to provide for ongoing operational support necessary to address case load.
    - \$86,966 contribution to the Solano County Superior Court for a Legal Process Clerk II (\$71,363), and a 1/3 FTE Case Manager for the Veterans Court (\$15,603).
    - Additional General Fund Contributions to Non-County Agencies are reflected in the respective Department budgets responsible for administering the contributions and related services. A detail of the Non-County Contributions will be provided in the FY2019/20 Supplemental Budget prior to Budget Hearings.

Other Financing Uses reflects the General Fund Contributions to other Non-General Fund County Departments totaling \$163,308,036 a decrease of \$1,211,445 when compared to the FY2019/20 Adopted Budget as noted below:

#### Public Safety Fund

The General Fund Contribution of \$126,254,680 to the Public Safety Departments, Fund 900, increased by \$6,195,055 or 5.2% and is the net result of the following:

- Sheriff's Office: \$65,451,024 General Fund Contribution which represents a \$3,572,632 increase primarily the result of increases in labor costs, liability insurance, inmate medical costs, and Countywide Administrative Overhead.
- Probation: \$23,601,948 General Fund Contribution which represents a decrease of \$14,948 primarily the result of reductions in building improvements and insurance costs.
- District Attorney: \$14,837,069 General Fund Contribution which represents a \$1,112,062 increase to the District Attorney, primarily due to increases in labor costs, liability insurance, and Countywide Administrative Overhead.
- Public Defender: \$13,984,275 General Fund Contribution which represents a \$646,610 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Alternate Public Defender: \$5,004,757 General Fund Contribution which represents a \$663,753 increase. The Alternate Public Defender does not receive other revenues. The increased need for General Fund support is primarily the result of increased labor costs.
- Other Public Defense: \$3,375,607 in General Fund Contribution which represents an increase of \$214,946 due to a higher projection of expenditures for Court-appointed private attorney services.

Public Safety revenues, including Proposition 172 and AB 109 funding are largely dependent on sales tax generated statewide. In the past, these revenue sources have been utilized to defray some Public Safety department program cost increases, thereby offsetting a portion of the cost increases and the General Fund Contribution. In FY2019/20 the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely. For more detail see Public Safety section of the Budget.

#### Health & Social Services Fund

The General Fund Contribution to Health and Social Services (H&SS), Fund 902, of \$20,352,749 reflects a \$4,659,681 decrease when compared to the FY2018/19 Adopted Budget. The decrease is primarily due to the following:

- Decrease due to the one-time transfer of \$4,000,000 in County General Fund funded by SB 90 Revenue from the State, to establish a Mental Health Reserve and a Permanent Supportive Housing Reserve in FY2018/19.
- Decrease of \$1,571,321 due to the payoff of the 2009 Certificates of Participation, representing the debt service used to acquire a 4.89-acre parcel of undeveloped land to construct the Health and Social Services Administration building.
- Decrease of \$446,334 in Assistance programs, primarily foster case, CalWORKs, and General Assistance.
- The above decreases are partially offset by an increase of \$1,356,712 in Social Services programs for increased Cal Fresh costs due to the Cal Fresh waiver phase-out and to continue funding SSI advocacy efforts.

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

**Summary of Other Administered Budgets**

---

Additional transfers to H&SS – Administration, Public Health, and Social Services of \$618,774 represent a General Fund Contribution to Non-County Agencies to fund various contracts. Further details for the Board's consideration will be included in the Supplemental Budget document and addressed during Budget Hearings.

IHSS Public Authority Fund

The General Fund Contribution to Fund 152, IHSS Public Authority of \$7,983,420 increased by \$1,071,887 from \$6,911,533 in FY2018/19 due to 7% inflation factor applied to the IHSS Maintenance of Effort (MOE).

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

- \$250,000 to (Fund 060 – BU 1830) to fund increase costs in Risk Management for unforeseen litigation exposure.
- \$500,000 to (Fund 107 – BU 1820) to fund additional projects at the Solano County Fairgrounds.
- \$5,678,000 to (Fund 006 - BU 1700) to fund capital projects and deferred maintenance for various projects. Funded projects represent available resources to fund new projects and previously authorized projects to support the County's Capital Improvement Plan (CIP). (See the Accumulated Capital Outlay (BU 1700) for more detail). Funding source for transfer is the General Fund Capital Renewal Reserves.
- \$316,371 to (Fund 004 - BU 6300) – Library for the Library Director's salaries and employee benefits in accordance with Education Code §19147.
- \$471,248 to (Fund 016 - BU 7000) - Parks & Recreation which reflects the County's share of cost for operation of the Parks supported by the General Fund.
- \$616,560 to (Fund 151 - BU 1570) - First 5 for contract services and direct services to the Family Resource Centers and Local Child Care Planning Councils.
- \$136,371 to (Fund 216 – BU 2160) – Area Agency on Aging for \$173,371 for Solano County's 25% share of cost and overmatch.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$299,243 or 6.4% in both revenues and appropriations when compared to the FY2018/19 Adopted Budget. The net offset for FY2019/20 is \$4,408,762. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUAL</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	(4,440,050)	(4,708,005)	(4,408,762)	299,243	(6.4%)
<b>TOTAL REVENUES</b>	<b>(4,440,050)</b>	<b>(4,708,005)</b>	<b>(4,408,762)</b>	<b>299,243</b>	<b>(6.4%)</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	(4,440,050)	(4,708,005)	(4,408,762)	299,243	(6.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>(4,440,050)</b>	<b>(4,708,005)</b>	<b>(4,408,762)</b>	<b>299,243</b>	<b>(6.4%)</b>
<b>NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

---

**FUNCTION AND RESPONSIBILITIES**

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

The 2017 COP were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County. The COP were issued for the construction of the 6-story Government Center, 5-story parking structure, 2-story Probation Facility, and improvement to the Central Utility Plant and the Library, all located in Fairfield. Departments using the Government Center and the Probation Facility are allocated their corresponding share of the Debt Service due on the 2017 COP based on their building space usage and a share of the parking structure. Any vacant office space in the Government Center is assigned to the General Fund for purpose of allocating the costs of the 2017 COP debt service payments. This is the General Fund share for (BU 8037).

The 2013 COP were issued to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Animal Care Expansion Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter building. In accordance with a Memorandum of Understanding, the County and the seven cities in the County agreed to share in the annual debt service requirements of the 2013 COP. The County General Fund share is approximately 10% of the annual debt service requirements. This is the General Fund share for (BU 8036).

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$41,577 or 2.1% in appropriations when compared to the FY2018/19 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2017 COPs (\$2,016,354), and the 2013 COPs (\$44,970).

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	2,018,709	2,019,747	2,061,324	41,577	2.1%
TOTAL APPROPRIATIONS	2,018,709	2,019,747	2,061,324	41,577	2.1%
NET COUNTY COST	2,018,709	2,019,747	2,061,324	41,577	2.1%

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

The Solano County Grand Jury anticipates issuing 8 reports which will be released later in June 2019.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,858 or 1.4% in appropriations when compared to the FY2018/19 Adopted Budget. The major factors leading to the increase in the FY2019/20 budget is an increased cost of \$4,899 in the County's Central Data Processing Services, mostly offset by a decrease of \$3,031 in the Countywide Administrative Overhead costs.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	94,815	114,219	119,108	4,889	4.3%
OTHER CHARGES	21,040	20,086	17,055	(3,031)	(15.1%)
INTRA-FUND TRANSFERS	555	750	750	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>116,410</b>	<b>135,055</b>	<b>136,913</b>	<b>1,858</b>	<b>1.4%</b>
<b>NET COUNTY COST</b>	<b>116,410</b>	<b>135,055</b>	<b>136,913</b>	<b>1,858</b>	<b>1.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The unpredictable cost for mileage reimbursement of grand jurors (rate per mile set by the Internal Revenue Service) impacts the budget if the total allocated funds remain static. Ongoing expenses in the form of per diem and mileage reimbursement for active jurors vary from year to year depending on where the jurors are located and whether they choose to submit claims for their reimbursable expenses. This creates budget forecast challenges because the Grand Jury is selected after the Recommended Budget is completed.

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

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

None.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$214,946 or 6.8% in both revenues and appropriations when compared to FY2018/19 Adopted Budget and is funded by the County General Fund. The increase in Net County Cost is primarily due to an increase in the number of cases assigned to Court-appointed private attorney services.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
GENERAL FUND CONTRIBUTION	3,806,174	3,160,661	3,375,607	214,946	6.8%
<b>TOTAL REVENUES</b>	<b>3,806,174</b>	<b>3,160,661</b>	<b>3,375,607</b>	<b>214,946</b>	<b>6.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	58,558	303,495	189,311	(114,184)	(37.6%)
SERVICES AND SUPPLIES	3,642,491	2,815,505	3,117,298	301,793	10.7%
OTHER CHARGES	103,418	41,661	65,585	23,924	57.4%
OTHER FINANCING USES	1,707	0	3,413	3,413	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,806,174</b>	<b>3,160,661</b>	<b>3,375,607</b>	<b>214,946</b>	<b>6.8%</b>
<b>NET CHANGE</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



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

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$74,581 or 19.9% in revenues and an increase of \$117,770 or 35.6% in appropriations when compared to the FY2018/19 Adopted Budget.

Primary Funding Sources

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

Primary Costs

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

Contracts

None requiring Board action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	339,009	375,419	450,000	74,581	19.9%
<b>TOTAL REVENUES</b>	<b>339,009</b>	<b>375,419</b>	<b>450,000</b>	<b>74,581</b>	<b>19.9%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	355,288	320,729	438,000	117,271	36.6%
OTHER CHARGES	7,034	10,523	11,022	499	4.7%
<b>TOTAL APPROPRIATIONS</b>	<b>362,322</b>	<b>331,252</b>	<b>449,022</b>	<b>117,770</b>	<b>35.6%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>23,313</b>	<b>(44,167)</b>	<b>(978)</b>	<b>43,189</b>	<b>(97.8%)</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.

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

## FUNCTION AND RESPONSIBILITIES

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

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

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

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$88,730 or 125.2% in revenues and \$25,000 or 18.6% increase in appropriations when compared to the FY2018/19 Adopted Budget, funded entirely by one-time AB 109 planning funds. The Recommended Budget includes \$93,971 which will be provided to the Superior Court of California County of Solano for partial funding of the Court's Collaborative Court Manager and \$15,603 for partial funding of the Veterans Court Case Manager. The Budget also includes \$50,000 allocated for the continued implementation of the Board approved 2011 Local Realignment Implementation Plan funded by the allocation of one-time funds from the State.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	84,896	70,844	159,574	88,730	125.2%
<b>TOTAL REVENUES</b>	<b>84,896</b>	<b>70,844</b>	<b>159,574</b>	<b>88,730</b>	<b>125.2%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	299	50,000	50,000	0	0.0%
OTHER CHARGES	84,598	84,574	109,574	25,000	29.6%
<b>TOTAL APPROPRIATIONS</b>	<b>84,896</b>	<b>134,574</b>	<b>159,574</b>	<b>25,000</b>	<b>18.6%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>63,730</b>	<b>0</b>	<b>(63,730)</b>	<b>(100.0%)</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

## PENDING ISSUES AND POLICY CONSIDERATIONS

The State allocation of AB 109 funding is dependent on the statewide sales tax and Vehicle License Fees (VLF) collections. In FY2019/20 the State allocation of funds to Solano County remains insufficient to cover AB 109 associated program costs. To balance the AB 109 budget the programming of services and staff in department budgets for Sheriff, Probation, Public Defender, District Attorney and Health and Social Services rely on the use of one-time unspent carryforward AB 109 revenue from prior years. The continued use of unspent carryforward to balance the budget in future years is unsustainable. In an effort to align

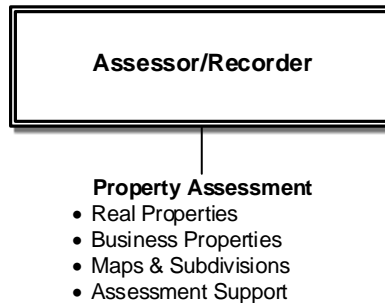
## **6901 – Fund 905-2011 Realignment-Administration   Summary of Other Administered Budgets**

**Birgitta E. Corsello, County Administrator**

### **Judicial**

---

appropriations for programs and services with ongoing revenues, affected County departments continue to identify budget reductions and monitor annual revenue allocations. Further adjustments may have to be made to this budget in FY2019/20 based on actual FY2018/19 year-end figures and funding included in the State's Adopted FY2019/20 Budget.



## DEPARTMENTAL PURPOSE

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

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

### Budget Summary:

FY2018/19 Midyear Projection:	7,321,856
FY2019/20 Recommended:	7,575,127
County General Fund Contribution:	4,143,127
Percent County General Fund Supported:	54.7%
Total Employees (FTEs):	40

## FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 146,000 parcels, 7,500 business properties, 7,000 boats, 1,300 manufactured homes, and 250 aircraft located in the County. Additionally, the County Assessor reviews approximately 20,000 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annually approximately 62 mandatory audits; 600 Possessory Interest properties, 116 government-owned properties, and 2,200 California Land Conservation (Williamson) Act properties; responds to written appeals from property owners contesting the taxable value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the County.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Accomplishments:

- The close of property tax year ending June 30, 2018 saw approximately 3,310 properties removed from Proposition 8 status (23% decrease over last year), which brings the estimated remaining on Proposition 8 status to 11,120 properties whose values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Continued success using the automated valuation model (AVM) software program to assist in the review of residential properties for adjustments to current assessed values.
- Completed 15,000 changes in ownership and new construction valuations, and 188 assessment appeals settled.
- Continued to offer online e-filing for Solano County Business Property Statements. The SDR site that hosts the e-filing is a complete online solution for filing business property statements for the State of California. It is a secured and controlled County government website. All businesses were sent secure registration numbers along with their paper business property statements in order to participate in e-filing.

**Marc Tonnesen, Assessor/Recorder**  
**Finance**

- Moved toward paperless processing by scanning incoming correspondence and forms and utilizing Official Recorded Document images instead of printed copies for the ownership change process.
- Participated in the initial phases for implementing the new Thomson Reuters' Aumentum Property Tax System. Also, hired additional limited-term staff to aid in documenting the current Solano County Integrated Property Tax System (SCIPS) in anticipation of Phase 0, data mapping, data cleansing and transfers to the new Aumentum System.

### WORKLOAD INDICATORS

- Performed annual review of 11,100 residential parcels and approximately 600 non-residential property types for Proposition 8 valuation purposes.
- Review, analyze and defend enrolled assessed values of 188 residential and non-residential properties under appeal by property owners.
- Continued high volume of customer inquiries due to real estate market activity and changes in market values.
- Review and process 5,200 business property statements, 2,600 of which were submitted through e-filing, to determine unsecured assessments, assess 3,500 boats and 250 aircraft and conduct approximately 62 required business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
PROPERTY ASSESSMENT	3,388,713	3,320,795	3,432,000	111,205	3.3%
<b>TOTAL REVENUES</b>	<b>3,388,713</b>	<b>3,320,795</b>	<b>3,432,000</b>	<b>111,205</b>	<b>3.3%</b>
<b>APPROPRIATIONS</b>					
PROPERTY ASSESSMENT	6,253,228	7,535,041	7,575,127	40,086	0.5%
<b>TOTAL APPROPRIATIONS</b>	<b>6,253,228</b>	<b>7,535,041</b>	<b>7,575,127</b>	<b>40,086</b>	<b>0.5%</b>
<b>NET COUNTY COST</b>					
PROPERTY ASSESSMENT	2,864,514	4,214,246	4,143,127	(71,119)	(1.7%)
<b>NET COUNTY COST</b>	<b>2,864,514</b>	<b>4,214,246</b>	<b>4,143,127</b>	<b>(71,119)</b>	<b>(1.7%)</b>
<b>STAFFING</b>					
PROPERTY ASSESSMENT	38	40	40	0	0.0%
<b>TOTAL STAFFING</b>	<b>38</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$111,205 or 3.3% in revenues and an increase of \$40,086 or 0.5% in appropriations when compared to FY2018/19 Adopted Budget. As a result, the Net County Cost decreased by \$71,119 or 1.7%.

#### Primary Funding Sources

The primary funding sources for the Department are General Fund, which comprises of \$4,143,127 or 54.7% and Charges for Services, which comprises of \$3,432,000 or 45.3% of the Recommended Budget.

The FY2019/20 Recommended Budget includes a \$111,205 or 3.3% increase in revenues primarily due to increase in Charges for Services resulting from increased share in the Assessor's portion of the 5% of supplemental tax billing for the administration of the supplemental tax process. The projected revenue for administration of the supplemental tax process is \$720,000 an increase of \$145,000 or 25.2%, indicating an anticipated growth in supplemental tax billings for FY2019/20. Reimbursement made by Department of Information Technology (DoIT) for the anticipated labor cost of a dedicated Aumentum project staff associated with the Solano County Integrated Property System (SCIPS) replacement project decreased by \$34,000.

Primary Costs

The FY2019/20 Recommended Budget includes a \$40,086 or 0.5% increase in appropriation. The budget reflects an increase in Salaries and Employee Benefits primarily due to increased benefit costs. Increases in Services and Supplies are due to Liability Insurance and SCIPS-DP service rates, as well as additional costs for online tools needed to calculate accurate assessments. Intrafund Transfers reflect an increase representing the Department's portion of the Salaries and Benefits of the Department Head, Assistant Department Head and Office Coordinator. These increases are offset by the decrease in Other Charges which represents the Countywide Admin Overhead resulting from decreased charges from Central Services Departments particularly, County Counsel and General Services.

Contracts

The FY2018/19 Recommended Budget includes a total of \$500,000 or 6.6% in contracted services which include the following significant contracts:

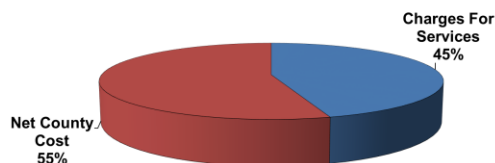
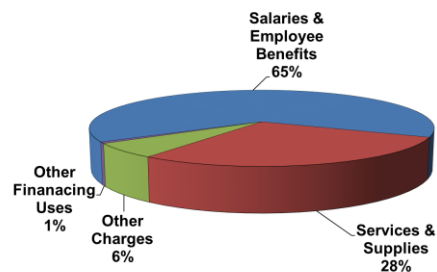
- \$330,000 for legal services for property tax appeals
- \$170,000 for consultant for mineral rights assessment services

Fixed Assets

None.

**DEPARTMENT COMMENTS**

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

**SOURCE OF FUNDS****USE OF FUNDS**

**Marc Tonnesen, Assessor/Recorder**  
**Finance**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,211,729	3,320,795	3,432,000	111,205	3.3%
MISC REVENUE	176,984	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,388,713</b>	<b>3,320,795</b>	<b>3,432,000</b>	<b>111,205</b>	<b>3.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,389,996	4,989,606	4,998,846	9,240	0.2%
SERVICES AND SUPPLIES	1,427,321	2,145,554	2,191,259	45,705	2.1%
OTHER CHARGES	465,222	555,227	483,182	(72,045)	(13.0%)
OTHER FINANCING USES	130,250	50,001	49,299	(702)	(1.4%)
INTRA-FUND TRANSFERS	(159,562)	(205,347)	(147,459)	57,888	(28.2%)
<b>TOTAL APPROPRIATIONS</b>	<b>6,253,228</b>	<b>7,535,041</b>	<b>7,575,127</b>	<b>40,086</b>	<b>0.5%</b>
<b>NET COUNTY COST</b>	<b>2,864,514</b>	<b>4,214,246</b>	<b>4,143,127</b>	<b>(71,119)</b>	<b>(1.7%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

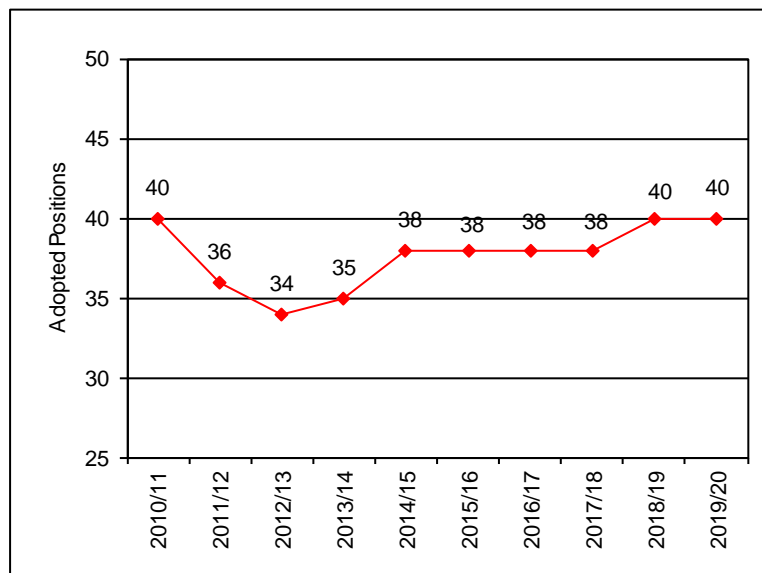
None.

### SUMMARY OF POSITION CHANGES

The FY2019/20 Recommended Budget includes the proposed position changes funded by the DOIT - SCIPS Replacement Project:

- Delete 1.0 FTE Office Assistant II Limited-Term to 06/30/2021
- Add 1.0 FTE Office Assistant III Limited-Term to 06/30/2021 (TBD)

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

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



# Summary of Other Administered Budgets

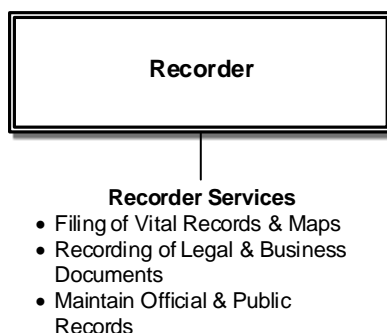
1150 – Fund 001-Assessor/Recorder

Marc Tonnesen, Assessor/Recorder  
Finance

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
2909 RECORDER	1,881,332	2,006,500	1,857,500	(149,000)	(7.4%)
4000 RECORDER SPECIAL REVENUE	813,122	859,000	799,500	(59,500)	(6.9%)
<b>APPROPRIATIONS</b>					
2909 RECORDER	1,880,032	2,057,595	2,001,013	(56,582)	(2.7%)
4000 RECORDER SPECIAL REVENUE	766,045	674,200	841,900	167,700	24.9%
<b>NET CHANGE</b>					
2909 RECORDER	(1,300)	51,095	143,513	92,418	180.9%
4000 RECORDER SPECIAL REVENUE	(47,077)	(184,800)	42,400	227,200	(122.9%)

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

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



## DEPARTMENTAL PURPOSE

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

### Budget Summary:

FY2018/19 Midyear Projection:	1,940,790
FY2019/20 Recommended:	2,001,013
County General Fund Contribution:	143,513
Percent County General Fund Supported:	7.2%
Total Employees (FTEs):	14

## FUNCTION AND RESPONSIBILITIES

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

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

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

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Accomplishments:

- The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2018, the Recorder's Office collected \$13,800 for the State of California's Family Law Trust Fund, \$38,400 for the County's Office

of Family Violence Prevention and \$80,200 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$313,900 for the Trial Court Fund to help State court operating costs, \$553,500 for the District Attorney's Real Estate Fraud Prosecution Fund, and \$3.7 million for the State Controller for the Building Homes and Jobs Act. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$7.7 million.

- The Recorder's Office continues to aid the District Attorney in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code section 27388, State Bill 1342, the County Board of Supervisors approved the District Attorney's permanent increase of the Real Estate Fraud Fee to \$10.00 effective November 3, 2015, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2018, the fee was applied to 61,000 of the over 99,000 official documents recorded. In collaboration with the District Attorney's Office, a visual monitoring system has been connected in the Recorder's lobby area to aid in the identification of individuals filing fraudulent real estate documents.
- In 2007, the Governor signed into law Assembly Bill 1168 which requires County recorders to establish a social security number truncation program. Under the current program any social security number contained in the public record may be truncated by redacting the first five digits of the number. In 2018 a total of 1,400 social security numbers were redacted from current official documents. The Recorder has let the collection of the Social Security Truncation fee sunset. However, the Recorder continues to dedicate staff time and effort to continue truncating all social security numbers recorded with the Department.
- The Solano County Recorder continues the historic records restoration project where official records dating back to 1850 were restored, preserved, and digitized. Approximately 170 volumes of historic indexes went through imaging and the preservation process, and the Records Office intends to continue the project into the new fiscal year.
- In September 2017, the Governor signed into law Senate Bill 2 Building Homes and Jobs Act, which requires the County recorder to collect a fee on real estate instruments, paper or notices on behalf of the State of California. These funds will be dedicated to the development of affordable housing throughout the State. On January 1, 2018, the Recorder began collecting the SB 2 fee on all qualifying official records and recordings and has since collected the fee on 52,000 official documents.
- In FY2018/19 the Recorder's Office began accepting and processing documents electronically as authorized by the Board of Supervisors on April 11, 2017. To facilitate the processing of electronic documents the Assessor/Recorder executed a Joint Powers Agreement with the California Electronic Recording Network Authority (CERTNA), under the oversight of State Department of Justice (DOJ). Since July 2018 the Recorder's Office accepted and processed over 10,000 documents electronically.

## **WORKLOAD INDICATORS**

- In FY2018/19, the Department examined, recorded, indexed, and verified over 99,000 documents.
- In FY2018/19, approximately 18,300 official birth, death, and marriage certificates were issued as well as over 5,500 certified copies of official records.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$149,000 or 7.4% in revenues and a decrease of \$56,582 or 2.7% in appropriations when compared to FY2018/19 Adopted Budget. As a result, the Net County Cost is increased by \$92,418.

### Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$1,831,000 or 98.6% of the total revenue representing the Recording Fees for the recording of official documents.

The FY2019/20 Recommended Budget includes a \$149,000 or 7.4% decrease in revenues primarily due to a reduction in Official Documents being recorded.

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

Primary Costs

The FY2018/19 Recommended Budget includes a \$56,582 or 2.7% net decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$20,108 or 1.4% resulting from an increase in health and retirement costs.
- Services and Supplies reflect an increase of \$1,681 or 0.9% primarily due to an increase in Liability Insurance Costs.
- Other Charges reflect a decrease of \$4,115 or 2.2%, due to decreases in Countywide Administration Overhead.
- Intrafund Transfers reflect a decrease of \$73,888 or 26.0% for a decrease in the share of the Department's portion of the salaries and employee benefits of the Department Head, Assistant Department Head and Office Coordinator and a decrease in postage due to the implementation of Electronic Recording.

Contracts

None.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	1,853,368	1,970,000	1,831,000	(139,000)	(7.1%)
MISC REVENUE	23,430	36,500	26,500	(10,000)	(27.4%)
OTHER FINANCING SOURCES	4,534	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,881,332</b>	<b>2,006,500</b>	<b>1,857,500</b>	<b>(149,000)</b>	<b>(7.4%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,312,830	1,391,241	1,411,349	20,108	1.4%
SERVICES AND SUPPLIES	177,031	181,340	183,021	1,681	0.9%
OTHER CHARGES	134,713	186,950	182,835	(4,115)	(2.2%)
OTHER FINANCING USES	37,579	13,767	13,399	(368)	(2.7%)
INTRA-FUND TRANSFERS	217,879	284,297	210,409	(73,888)	(26.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>1,880,032</b>	<b>2,057,595</b>	<b>2,001,013</b>	<b>(56,582)</b>	<b>(2.7%)</b>
<b>NET COUNTY COST</b>	<b>(1,300)</b>	<b>51,095</b>	<b>143,513</b>	<b>92,418</b>	<b>180.9%</b>
<b>STAFFING</b>					
RECORDER	14	14	14	0	0.0%
<b>TOTAL STAFFING</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

---

**FUNCTION AND RESPONSIBILITIES**

The purpose of this special revenue fund is to recognize and account for the restricted use of fees collected as part of the Recorder's Office Micrographic, Modernization, Social Security Number (SSN) Truncation Program and Electronic Recording funds. Under the authority of Government Code sections 27361.4, 27361(c), 27361(d), 27388, and 27319 these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund's Budget Unit (BU) and use is described below.

- (BU 4001): The Micrographics fund defrays the cost of converting the Recorder's document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. Government Code section 27361.4
- (BU 4002): The Modernization fund is available solely to support, maintain, improve and provide for the full operation for modernized creation, retention and retrieval of information in the Recorder's system for recorded documents. Examples in the use of this fund is to enhance and maintain the document management system, upgrade computers used by staff and the general public, and for the purpose of training staff on the system. Government Code section 27361 (c)
- (BU 4003): The SSN Truncation Program fund is used for the creation and maintenance of the Recorder's SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to create and maintain a dual records system, containing two separate yet similar data bases, one for "Official Records" which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for "Public Records" that are an exact copy of the "Official Records" except for a truncated Social Security Number. Government Code section 27361 (d)
- (BU 4005): The Electronic Recording Fund was created to collect the \$1.00 fee per recorded document to support and administer an Electronic Recording Delivery System (ERDS). Govt Code 27391 Et Seq. enacted the Electronic Recording Delivery Act of 2004 (Act), authorizing a County recorder, upon approval by resolution of the Board of Supervisors and system certification by the Department of Justice, to establish an electronic recording delivery system for use by title companies, lending institutions and certified submitters who wish to avail of the electronic recording service. The Recorder implemented the program in FY2018/19 and collects the \$1.00 fee per recorded instrument afforded by the Act.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$59,500 or 6.9% in revenues and an increase of \$167,700 or 24.9% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, the Fund Balance is decreased by \$42,400.

Primary Funding Sources

The primary funding source for the budget is Charges for Services, which comprise of \$671,000 or 83.9% of the total revenues.

The FY2019/20 Recommended Budget includes a \$59,500 or 6.9% decrease in revenues primarily due to a reduction in Official Documents being recorded. The overall decrease was partially offset by the increase in revenue attributed to interest income.

Primary Costs

The FY2019/20 Recommended Budget includes a net \$167,700 or 24.9% increase in appropriations due to a net increase of \$217,700 in Services and Supplies primarily due to cost to cover the indexing and integration of images of historic official records into the Department's Recording System in order to make historic information easily searchable by the public. Decrease of \$50,000 in Other Charges as the Recorder's small projects, the map room conversion and space reconfiguration have been completed.

Contracts

None.

Fixed Assets

None.

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

Marc Tonnesen, Assessor/Recorder  
Other Protection

**DEPARTMENT COMMENTS**

None.

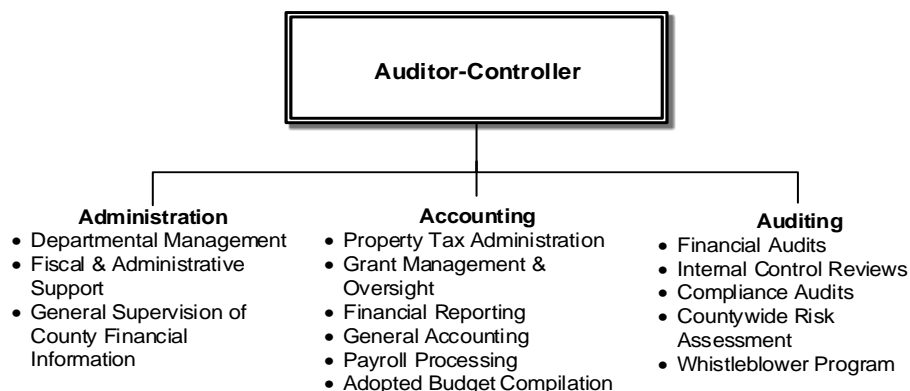
<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUAL</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	120,592	77,000	128,500	51,500	66.9%
CHARGES FOR SERVICES	684,437	782,000	671,000	(111,000)	(14.2%)
OTHER FINANCING SOURCES	8,093	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>813,122</b>	<b>859,000</b>	<b>799,500</b>	<b>(59,500)</b>	<b>(6.9%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	711,728	624,200	841,900	217,700	34.9%
OTHER CHARGES	16,465	50,000	0	(50,000)	(100.0%)
F/A EQUIPMENT	33,318	0	0	0	0.0%
OTHER FINANCING USES	4,534	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>766,045</b>	<b>674,200</b>	<b>841,900</b>	<b>167,700</b>	<b>24.9%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(47,077)</b>	<b>(184,800)</b>	<b>42,400</b>	<b>227,200</b>	<b>(122.9%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



## DEPARTMENTAL PURPOSE

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

### Budget Summary:

FY2018/19 Midyear Projection:	5,300,045
FY2019/20 Recommended:	5,486,344
County General Fund Contribution:	(166,004)
Percent County General Fund Supported:	0%
Total Employees (FTEs):	37

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Worked with the Department of Information Technology (DoIT) to automate various processes:
  - Converted a number of OneSolution financial reports using COGNOS.
  - Developed a workflow to electronically route various accounting forms such as deposits and journal entries into the financial system.
  - Improved automation of CalPERS reporting.
- Worked with the Department of Health & Social Services to streamline annual fixed asset inventory and ongoing tracking.
- Continue to work with DoIT, Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to replace the County's existing property tax system, Solano County Integrated Property System (SCIPS). On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear project, at an estimated cost of \$10 million (excluding staff resources for project management and testing). The three user departments, in coordination with the Department of Information Technology, selected Thomson Reuters' Aumentum System to replace the aging SCIPS.
- An ongoing challenge includes administration of the payroll function as payroll laws, regulations and interpretations continue to change (FLSA, IRS, PEPPA, CalPERS, etc.) and impact the workload. The Payroll Division also administers two

countywide systems (PeopleSoft and IntelliTime) which further add to the daily challenges. Payroll continues to use extra-help support and overtime to meet these challenges. In addition, the Division also addresses responses to Public Records Act Requests and additional system changes. The overall complexity of payroll and reliance on technology has increased significantly over the years and has led to the Auditor-Controller's request for a Deputy Auditor-Controller over Payroll/Systems to address the organizational and daily challenges in Payroll and payroll related activities and reports.

- Recipient of two awards for excellence in financial reporting from the Government Finance Officers Association and the State Controller's Office. Continue to receive unqualified (clean) audit opinions on the County's Comprehensive Annual Financial Report.

### **WORKLOAD INDICATORS**

During FY2018/19, the Department:

- Processed over 68,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system.
- Converted over 65,000 forms and the supporting documentation into an electronic format for countywide Department access.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$753 million in property taxes, which were calculated, allocated and paid to 75 taxing entities and over 50 ad valorem bonds to school districts, community colleges, special districts and cities. Administered over 384,000 special assessments levied by cities, agencies and special districts totaling \$94 million. Researched, calculated, and paid over 1,300 property tax refunds.
- Administered the requirements under the laws for the monitoring and reporting on redevelopment dissolution. Distributed over \$31.2 million to taxing entities pursuant to redevelopment pass-through agreements, \$14.5 million to the six successor agencies for payment of recognized obligations and \$67.6 million in residual balances to the taxing entities.
- Employed over 2,500 hours on Redevelopment Dissolution Act (ABX1 26). Effective July 1, 2018, the six successor agencies' oversight boards were eliminated, and a countywide consolidated oversight board was established pursuant to Health & Safety Code section 34179(j). The Auditor-Controller's Office provides staff support to this countywide consolidated oversight board.
- Employed over 3,800 hours of staff time to perform financial/compliance audits, process reviews, reviews of internal controls, and administration of the Whistleblower Program. The audit hours were allocated as follow:
  - 1,277 hours to Countywide Reviews and Other Activities
  - 1,024 hours to Mandated Financial Audits
  - 957 hours to Special Districts and Other Financial Audits
  - 561 hours to Health and Social Services



## Functional Area Summary

**1200 – Fund 001-Auditor-Controller**  
**Phyllis S. Taynton, Auditor-Controller**  
**Finance**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ACO-ADMINISTRATION	20,504	23,000	23,000	0	0.0%
ACO-ACCOUNTING	4,391,661	4,661,843	4,707,895	46,052	1.0%
ACO-AUDITING	702,781	731,668	921,453	189,785	25.9%
<b>TOTAL REVENUES</b>	<b>5,114,946</b>	<b>5,416,511</b>	<b>5,652,348</b>	<b>235,837</b>	<b>4.4%</b>
<b>APPROPRIATIONS</b>					
ACO-ADMINISTRATION	20,504	161,000	23,000	(138,000)	(85.7%)
ACO-ACCOUNTING	4,131,349	4,430,407	4,627,371	196,964	4.4%
ACO-AUDITING	712,171	828,158	835,973	7,815	0.9%
<b>TOTAL APPROPRIATIONS</b>	<b>4,864,024</b>	<b>5,419,565</b>	<b>5,486,344</b>	<b>66,779</b>	<b>1.2%</b>
<b>NET COUNTY COST</b>					
ACO-ADMINISTRATION	0	138,000	-	(138,000)	(100.0%)
ACO-ACCOUNTING	(260,312)	(231,436)	(80,524)	150,912	(65.2%)
ACO-AUDITING	9,390	96,490	(85,480)	(181,970)	(188.6%)
<b>NET COUNTY COST</b>	<b>(250,922)</b>	<b>3,054</b>	<b>(166,004)</b>	<b>(169,058)</b>	<b>(5535.6%)</b>
<b>STAFFING</b>					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	26	27	29	2	7.4%
ACO-AUDITING	5	5	5	0	0.0%
<b>TOTAL STAFFING</b>	<b>34</b>	<b>35</b>	<b>37</b>	<b>2</b>	<b>5.7%</b>

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$235,837 or 4.4% in revenues and an increase of \$66,779 or 1.2% in appropriations when compared to FY2018/19 Adopted Budget. As a result, the Net County Cost decreased by \$169,058 when compared to the FY2018/19 Adopted Budget.

### Primary Funding Sources

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

- County Administrative Overhead revenues of \$3,660,095 reflect an increase of \$250,377 or 7.3% from prior year primarily due to an increase in the Department's costs and an increase in the A87 reimbursement for actual costs (roll forward adjustment). Administrative Overhead revenues are received from County Departments for their allocated share of costs for accounting, financial and/or audit services provided by the Auditor-Controller's Office.
- Assessment and tax collection fees of \$880,000 reflect a decrease of \$14,000 or 1.6% from prior year. These revenues are for financial and accounting services provided to other funds, taxing entities and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities excluding school districts that are exempt by law. The Auditor-Controller also recovers direct costs related to the Redevelopment Agencies (RDA) dissolution from the successor agencies of the former redevelopment agencies. See Other Charges for Services revenues below.
- Auditing and accounting fees of \$396,323 reflect an increase of \$28,555 or 7.8%. These are fees/charges for accounting and auditing services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$342,382 reflect a decrease of \$88,512 or 23.4%. This revenue represents charges to redevelopment successor agencies for administrative support costs. FY2018/19 included charges resulting from the establishment of the Countywide Consolidated Oversight Board changing the level of effort and cost recovery for services.

- 
- Revenues from Interfund Services of \$324,474 reflect a net increase of \$48,617 or 17.6%. These are revenues from non-General Fund Departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting, payroll and/or auditing services. This also include reimbursements for the labor associated with the SCIPS replacement.
  - Revenues from Intrafund Services – Accounting and Audit of \$171,669 reflect an increase of \$2,304 or 1.4%. These revenues are from charges to the Treasury for required accounting and auditing services.

Primary Costs

The FY2018/19 Recommended Budget includes a \$66,779 or 1.2% increase in appropriations due to the following:

- Salaries and Employee Benefits include a net increase of \$41,459 or 0.9% from the FY2018/19 Adopted Budget. The net increase is primarily due to the following:
  - Salaries/wages/benefits are expected to increase by a net \$274,711 due to a request for a Deputy Auditor-Controller and an Accounting Technician, Limited-Term, offset by savings due to reclassifying a Chief Deputy Auditor-Controller to Deputy Auditor-Controller. These position changes are requested due to workload and as part of the Department's transition and succession planning needs.
  - Reduction of Accrued Leave Payoff of \$133,252 due to staff changes in FY2018/19.
  - Projected salary savings of \$100,000 due to timing of filling vacant Accountant/Auditor, Limited-Term (for Aumentum Project support) and Deputy Auditor-Controller.
- Services and Supplies include a net increase of \$25,458 or 3.8% primarily due to space reconfiguration for the new Deputy Auditor-Controller position requested in FY2019/20.

Contracts

The FY2019/20 Recommended Budget includes a total of \$131,350 or 2.4% in contracted services, which includes accounting and financial services contracts primarily for audit services.

Fixed Assets

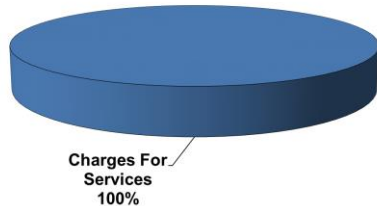
None

**DEPARTMENT COMMENTS**

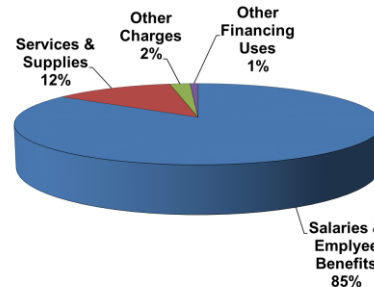
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.0 billion as reflected in the FY2018/19 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- Upgrade the OneSolution financial system to remain current on the software and to allow for future automation improvements.
- Replace the Solano County Integrated Property System with Thomson Reuters' Aumentum System, a more integrated and efficient system.

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	8,813	7,500	8,500	1,000	13.3%
CHARGES FOR SERVICES	5,106,109	5,409,011	5,643,848	234,837	4.3%
MISC REVENUE	25	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>5,114,946</b>	<b>5,416,511</b>	<b>5,652,348</b>	<b>235,837</b>	<b>4.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,171,728	4,727,032	4,768,491	41,459	0.9%
SERVICES AND SUPPLIES	609,549	678,609	704,067	25,458	3.8%
OTHER CHARGES	119,029	118,966	118,395	(571)	(0.5%)
OTHER FINANCING USES	119,878	44,923	46,830	1,907	4.2%
INTRA-FUND TRANSFERS	(156,160)	(149,965)	(151,439)	(1,474)	1.0%
<b>TOTAL APPROPRIATIONS</b>	<b>4,864,024</b>	<b>5,419,565</b>	<b>5,486,344</b>	<b>66,779</b>	<b>1.2%</b>
<b>NET COUNTY COST</b>	<b>(250,922)</b>	<b>3,054</b>	<b>(166,004)</b>	<b>(169,058)</b>	<b>(5535.6%)</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

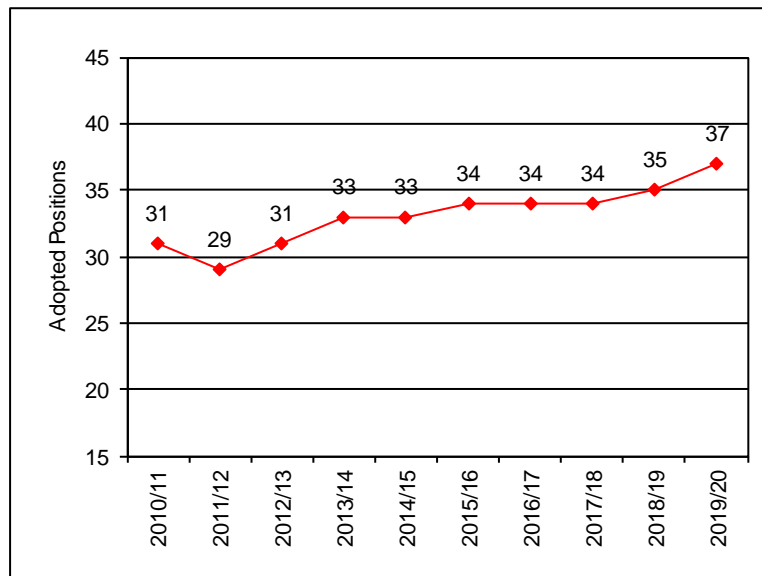
None.

## SUMMARY OF POSITION CHANGES

The FY2019/20 Recommended Budget includes the following position changes:

- Add 1.0 FTE Deputy Auditor-Controller to manage the payroll and systems divisions funded by Countywide Administrative Overhead Revenue.
- Add 1.0 FTE Deputy Auditor-Controller to manage the financial reporting and general accounting divisions funded by Countywide Administrative Overhead Revenue.
- Delete 1.0 FTE Chief Deputy Auditor-Controller that supports financial reporting, general accounting and payroll and systems divisions.
- Add 1.0 Limited-Term Accounting Technician – Confidential, to expire June 30, 2022, to assist the Payroll Division to meet the increasing demands of the division while allowing for cross-training of key duties to meet the succession planning needs of this division funded by Countywide Administrative Overhead Revenue.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

# Summary of Other Administered Budgets

**1200 – Fund 001-Auditor-Controller**  
**Phyllis S. Taynton, Auditor-Controller**  
**Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1101 GENERAL REVENUE	183,469,685	189,429,153	193,340,492	3,911,339	2.1%
5908 COUNTY DISASTER	(196,517)	801,238	24,169	(777,069)	(97.0%)
8006 PENSION DEBT SERVICE FUND	13,586,548	7,106,946	7,554,516	447,570	6.3%
8037 2017 CERTIFICATES OF PARTICIPA	94,555,576	7,239,929	7,447,305	207,376	2.9%
8034 HSS ADMIN/REFINANCE SPHF	1,770,131	1,758,943	10,000	(1,748,943)	(99.4%)
8036 2013 COP ANIMAL CARE PROJECT	463,527	462,882	462,882	0	0.0%
<b>APPROPRIATIONS</b>					
1101 GENERAL REVENUE	245,627	500,000	300,000	(200,000)	(40.0%)
5908 COUNTY DISASTER	523,193	3,799	4,062	263	6.9%
8006 PENSION DEBT SERVICE FUND	8,782,528	4,303,090	4,443,911	140,821	3.3%
8037 2017 CERTIFICATES OF PARTICIPA	94,514,966	7,394,408	7,396,378	1,970	0.0%
8034 HSS ADMIN/REFINANCE SPHF	1,753,992	1,758,943	1,770,496	11,553	0.7%
8036 2013 COP ANIMAL CARE PROJECT	472,243	476,387	475,907	(480)	(0.1%)
<b>NET CHANGE</b>					
1101 GENERAL REVENUE	(183,224,058)	(188,929,153)	(193,040,492)	(4,111,339)	2.2%
5908 COUNTY DISASTER	719,710	(797,439)	(20,107)	777,332	(97.5%)
8006 PENSION DEBT SERVICE FUND	(4,804,020)	(2,803,856)	(3,110,605)	(306,749)	10.9%
8037 2017 CERTIFICATES OF PARTICIPA	(40,610)	154,479	(50,927)	(205,406)	(133.0%)
8034 HSS ADMIN/REFINANCE SPHF	(16,139)	0	1,760,496	1,760,496	0.0%
8036 2013 COP ANIMAL CARE PROJECT	8,716	13,505	13,025	(480)	(3.6%)

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

---

**FUNCTION AND RESPONSIBILITIES**

The General Revenue budget accounts for revenues not attributable to a specific County service or department. These revenues are the source of funding to support the County's general-purpose appropriations including mandated Maintenance of Effort contributions, mandated minimum levels of program service, general government programs and services, as well as other Board priorities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a net increase of \$3,911,339 or 2.1%, in revenues and a decrease of \$200,000 or 40.0% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, the net increase to the General Fund is \$4,111,339 or 2.2%.

Primary Funding Sources

General Revenues include: property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment revenues including pass through and successor agency revenues, business license tax, and disposal fees. The significant changes in revenues projected are due to the following:

- \$4,582,500 increase in Current Secured Property Taxes due to an estimated increase of 3.75% in assessed values from the FY2018/19 corrected assessment roll.
- \$2,881,662 increase in Property Tax in Lieu due to an estimated increase of 3.75% in assessed values.
- \$900,000 increase in Interest Income due to expected increase in average cash balance of the General Fund and higher interest yield.
- \$870,000 increase in Operating Transfers-In resulting from the final closeout of the 2009 COP, and the return of excess Fund Balance.
- \$714,750 increase in ABX1 26 Residual Taxes and \$1,100,250 in ABX1 26 Pass-Through due to an estimated increase of 3.75% in assessed values.
- \$430,000 increase in Sales and Use Taxes due to estimated 1.5% statewide growth in retail sales.
- \$300,000 increase in Supplemental Taxes based on estimated growth due to new housing construction.
- \$300,000 decrease in Unsecured Taxes as business property values are declining and no growth is anticipated.
- \$400,000 decrease in disposal fees due to anticipated decline in municipal solid waste at the local landfills. The decrease is partial due to higher disposal fees in the prior year due to debris from the northern California wildfires.
- \$7,163,353 decrease in SB 90 Claims reimbursement due to prior year receipt of one-time monies from the State for mandated cost reimbursements dating back to FY2001/02. These funds were allocated to Mental Health and permanent supportive housing reserves in Health and Social Services, and Accumulated Capital Outlay for Law & Justice and Communications projects.

Primary Costs

Appropriations of \$300,000 include: \$200,000 for the General Fund's share of property tax refunds, \$50,000 for professional services for sales tax financial services, and \$50,000 for general accounting and auditing services for the Solano County Fair.

Contracts

None.

Fixed Assets

None.

## Summary of Other Administered Budgets

**1101 – Fund 001-General Revenue**  
**Phyllis S. Taynton, Auditor-Controller**  
**Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	166,470,819	167,175,000	176,963,866	9,788,866	5.9%
LICENSES, PERMITS & FRANCHISE	621,535	600,000	600,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	2,373,537	1,601,000	2,501,000	900,000	56.2%
INTERGOVERNMENTAL REV STATE	1,511,828	8,617,153	1,445,126	(7,172,027)	(83.2%)
INTERGOVERNMENTAL REV FEDERAL	4,561	0	3,500	3,500	0.0%
INTERGOVERNMENTAL REV OTHER	106,889	106,000	107,000	1,000	0.9%
CHARGES FOR SERVICES	9,261,104	8,280,000	7,800,000	(480,000)	(5.8%)
MISC REVENUE	3,119,412	3,050,000	3,050,000	0	0.0%
OTHER FINANCING SOURCES	0	0	870,000	870,000	0.0%
<b>TOTAL REVENUES</b>	<b>183,469,685</b>	<b>189,429,153</b>	<b>193,340,492</b>	<b>3,911,339</b>	<b>2.1%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	59,846	50,000	50,000	0	0.0%
OTHER CHARGES	185,782	450,000	250,000	(200,000)	(44.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>245,627</b>	<b>500,000</b>	<b>300,000</b>	<b>(200,000)</b>	<b>(40.0%)</b>
<b>NET COUNTY COST</b>	<b>(183,224,058)</b>	<b>(188,929,153)</b>	<b>(193,040,492)</b>	<b>(4,111,339)</b>	<b>2.2%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

---

**FUNCTION AND RESPONSIBILITIES**

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

2014 Napa Earthquake

On August 24, 2014, a 6.0 magnitude earthquake occurred at 3:20 a.m. in south Napa, California. Due to the scale of the event, the conditions creating and/or impacts of the emergency became such that the local resources could no longer cope with the effects of the emergency. The County Administrator proclaimed a local emergency pursuant to Government Code section 8630 and a resolution was adopted by the Board on August 26, 2014. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the South Napa earthquake and on September 11, 2014, President Obama declared California a major disaster, allowing for the provision of federal aid to assist with recovery efforts. On September 23, 2014, based on the estimated cost of damages incurred to County Facilities, the Board authorized the use of up to \$2.0 million in General Fund Contingency to pay for damages on an interim basis until qualifying disaster funding could be obtained from the State or the Federal Emergency Management Agency (FEMA). Since that time, the County qualified for Presidentially Declared Disaster, Public Assistance - Disaster Grant; has completed all earthquake related projects (16 projects), submitted all grant claims, received all obligated grant funds, and is awaiting formal close out documents (which have been delayed due to volume & magnitude of subsequent natural disasters receiving FEMA & State assistance). Solano County incurred \$2,636,344 in total Earthquake repair costs and recovered \$2,477,206 in federal & State funds from the public assistance grant, resulting in \$159,138 in General Fund costs. This declaration has been closed out.

2017 Winter Storm Flooding

From January 3 through February 22, 2017, Solano County experienced a series of intense winter storm events which resulted in significant flood related damage throughout the County. On January 18, 2017, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on January 24, 2017. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the storm damage and on February 14, 2017, President Trump approved a Major Disaster Declaration for California, allowing for the provision of federal aid to assist with recovery efforts. On February 7, 2017, based on the estimated cost of damages, the Board authorized the use of up to \$2.0 million in General Fund Contingency to pay for damages on an interim basis until receipt of qualifying reimbursements from the State, the Federal Emergency Management Agency (FEMA) and the Federal Highway Administration (FHWA). Damages to County roads related to the events include erosion, slope failures, debris flows, bridge scour, levee failures, and culvert failures resulting in total costs of \$1,226,742 in repairs. The County has submitted reimbursement requests for \$1,146,806 and is currently working to finalize all claims with federal and State agencies and receive reimbursements in the coming federal fiscal year. The estimated cost of \$79,936 not anticipated to be recovered through federal and State reimbursements will be paid by the Road Fund.

2017 October Wildfires

From October 8, 2017 through October 15, 2017, Solano County experienced wildfires particularly the Atlas Peak Fire, which started on October 8, 2017 in Napa County and then spread to Solano County. On October 10, 2017, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on October 17, 2017. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the fire damage on October 10, 2017, President Trump approved a Major Disaster Declaration for California, including Solano County on October 13, 2017, allowing for the provision of federal aid to assist with recovery efforts. On October 17, 2017 based on the estimated cost of damages, the Board authorized the use of up to \$1.5 million in General Fund Contingency to pay for damages including County Fair for large animal evacuation center operations. The County qualified for the Presidentially Declared Disaster, Public Assistance-Disaster Grant to recover costs incurred performing Emergency Protective Measures 100% funded by FEMA. The County recovered \$501,423 for emergency response efforts including \$150,576 in mutual aid and \$107,088 for the County Fair large animal evacuation center and obtained formal close out documents in March 2019. An additional \$23,504 was received under a pilot administrative program for costs associated with the approved emergency protective measures. This program contains mitigating elements, was partially funded by the State and has a projected completion date of October 2025.



**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$777,069 or 97.0% in revenues and an increase of \$263 or 6.9% in appropriations when compared to the FY2018/19 Adopted Budget. The FY2019/20 Recommended Budget includes no revenues or appropriations associated with the 2014 Napa Earthquake, 2017 Winter Storm Flooding or the 2017 October Wildfires as all projects are anticipated to be closed in FY2018/19. The Recommended Budget reflects residual Countywide Administrative Overhead.

See related Budget Unit 9382 - Fund 282 Contingencies (refer to Contingencies section of the Budget).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	(9,089)	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	(189,198)	700,590	0	(700,590)	(100.0%)
INTERGOVERNMENTAL REV OTHER	1,770	0	0	0	0.0%
CHARGES FOR SERVICES	0	91	24,169	24,078	26459.3%
OTHER FINANCING SOURCES	0	100,557	0	(100,557)	(100.0%)
<b>TOTAL REVENUES</b>	<b>(196,517)</b>	<b>801,238</b>	<b>24,169</b>	<b>(777,069)</b>	<b>(97.0%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	166,819	0	0	0	0.0%
SERVICES AND SUPPLIES	327,022	0	0	0	0.0%
OTHER CHARGES	25,941	3,799	4,062	263	6.9%
OTHER FINANCING USES	3,411	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>523,193</b>	<b>3,799</b>	<b>4,062</b>	<b>263</b>	<b>6.9%</b>
<b>NET CHANGE</b>	<b>719,710</b>	<b>(797,439)</b>	<b>(20,107)</b>	<b>777,332</b>	<b>(97.5%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

On March 6, 2019 the Board of Supervisors declared a local emergency in response to flooding and road damage from a series of storms on February 25-27, 2019. County staff are monitoring damage repair costs and will be working with State and federal agencies to submit claims for all allowable costs. The costs associated with the 2019 Winter Storm Flooding is being accounted for in the Road Fund (Fund 101).

## Debt Service Overview

### Phyllis S. Taynton, Auditor-Controller Debt

---

#### Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debts as of June 30, 2019 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,023,890
Certificates of Participation	67,315,000
Pension Obligation Bonds	23,375,000
Total	<u>\$ 91,713,890</u>

#### Notes payable

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

#### Certificates of Participation

The County issued Certificates of Participation (COP) for the acquisition and construction of major capital facilities. The proceeds of the COP were used for the construction of the Health and Social Services Administration Building, the County Administration Center in downtown Fairfield, the Probation Facility, the improvements to the Central Utility Plant, the Library in Fairfield, and the Animal Shelter.

#### Taxable Pension Obligation Bonds

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

#### Credit Rating

Moody's and Standard & Poor's (S&P) both rated the County's POB as A1 and AA+, respectively. In addition, the County currently has three certificates of participation series outstanding. The credit ratings are as follows:

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

2013 COP is private placement with no rating.

2017 COP rated at Aa3 from Moody's and AA from S&P.

The affirmation of the ratings on the County's COP and POB reflect the County's large tax base, solid financial and liquidity position, recovering but sound long-term economic fundamentals, and slightly above average socioeconomic profile compared to similarly rated counties nationally.

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

<b>Fiscal Year</b>	<b>(1) Assessed Value of Property</b>	<b>(2) Debt Limit, 5% of Assessed Value</b>	<b>(3) Debt Applicable to the Limit</b>	<b>(4) Legal Debt Margin</b>	<b>Total net debt applicable to the limit as a percentage of debt limit</b>
2017-18	54,604,488,570	2,730,224,429	26,085,000	2,704,139,429	1.0%
2016-17	51,753,424,096	2,587,671,205	32,880,000	2,554,791,205	1.3%
2015-16	48,822,843,080	2,441,142,154	40,810,000	2,400,332,154	1.7%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.1%
2013-14	43,722,958,674	2,186,147,934	53,945,000	2,132,202,934	2.5%
2012-13	40,593,049,481	2,029,652,474	61,285,000	1,968,367,474	3.0%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,870,351,605	3.6%
2010-11	38,644,020,806	1,932,201,040	77,805,000	1,854,396,040	4.0%
2009-10	39,256,945,402	1,962,847,270	81,105,000	1,881,742,270	4.1%
2008-09	40,873,042,919	2,043,652,146	88,830,000	1,954,822,146	4.4%

**Notes:**

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

Phyllis S. Taynton, Auditor-Controller  
Debt**FUNCTION AND RESPONSIBILITIES**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$447,570 or 6.3% in revenues and an increase of \$140,821 or 3.3% in appropriations when compared to the FY2018/19 Adopted Budget.

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

- Increase of \$374,125 in Other Revenue due to anticipated savings from the prepayment of the FY2019/20 unfunded liability and increased collections from the Courts due to higher rate.

Significant changes in appropriations include:

- Increase of \$290,000 in Bond Redemption and a decrease of \$142,546 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUAL</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	68,520	27,000	47,000	20,000	74.1%
MISC REVENUE	3,504,842	2,495,124	2,869,249	374,125	15.0%
OTHER FINANCING SOURCES	10,013,187	4,584,822	4,638,267	53,445	1.2%
<b>TOTAL REVENUES</b>	<b>13,586,548</b>	<b>7,106,946</b>	<b>7,554,516</b>	<b>447,570</b>	<b>6.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	966	825	1,000	175	21.2%
SERVICES AND SUPPLIES	4,204	5,200	6,200	1,000	19.2%
OTHER CHARGES	8,777,358	4,297,065	4,436,711	139,646	3.2%
<b>TOTAL APPROPRIATIONS</b>	<b>8,782,528</b>	<b>4,303,090</b>	<b>4,443,911</b>	<b>140,821</b>	<b>3.3%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(4,804,020)</b>	<b>(2,803,856)</b>	<b>(3,110,605)</b>	<b>(306,749)</b>	<b>10.9%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

---

**FUNCTION AND RESPONSIBILITIES**

This budget unit is the conduit for the principal and interest payments for the 2017 Certificates of Participation (COP).

The 2017 COP were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County of approximately \$16.2 million in present value dollars over the term of the bonds. The Certificates of Participation were issued to finance the construction of the County Administration Center, the Probation Facility, improvements to the Central Utility Plant and the Library in Fairfield.

The Auditor-Controller is responsible for administering the debt service on the 2017 COP through the date of redemption on November 1, 2030. Debt service payments are financed through Operating Transfers-In from Public Facilities Fees, the Accumulated Capital Outlay Fund, the General Fund, the Courthouse Temporary Construction Fund, and the depreciation charged to the Departments occupying offices in the County Administration Center and the Probation building.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$207,376 or 2.9% in revenues and an increase of \$1,970 or 0.0% in appropriations when compared to FY2018/19 Adopted Budget.

Primary Funding Source

The primary funding sources includes revenues of \$7,447,305 an increase of \$207,376 or 2.9% from FY2018/19 primarily due to increased contribution from the Courthouse Temporary Construction Fund. In the prior year, the Courthouse Temporary Construction Fund did not have sufficient funds to make a full contribution. In FY2019/20, it is anticipating sufficient court fees and fines collections and is anticipating a full contribution to the 2017 COP.

The primary funding sources include the following:

- The \$4,617,203 Operating Transfers-In are as follows:
  - \$725,769 from the Public Facilities Fees - Public Protection.
  - \$578,892 from the Public Facilities Fees - General Government.
  - \$396,188 from the Courthouse Temporary Construction Fund.
  - \$900,000 from the Accumulated Capital Outlay Fund.
  - \$2,016,354 from the General Fund.
- \$2,781,419 from a depreciation charge allocated to Departments occupying the County Administration Center and the Probation building.
- \$15,938 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Primary Costs

The FY2019/20 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2019/20.

Phyllis S. Taynton, Auditor-Controller

Debt

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	13,922,710	46,438	48,683	2,245	4.8%
CHARGES FOR SERVICES	2,778,441	2,770,011	2,781,419	11,408	0.4%
MISC REVENUE	(1)	0	0	0	0.0%
OTHER FINANCING SOURCES	77,854,426	4,423,480	4,617,203	193,723	4.4%
<b>TOTAL REVENUES</b>	<b>94,555,576</b>	<b>7,239,929</b>	<b>7,447,305</b>	<b>207,376</b>	<b>2.9%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	495,346	3,700	6,200	2,500	67.6%
OTHER CHARGES	94,019,620	7,390,708	7,390,178	(530)	(0.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>94,514,966</b>	<b>7,394,408</b>	<b>7,396,378</b>	<b>1,970</b>	<b>0.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(40,610)</b>	<b>154,479</b>	<b>(50,927)</b>	<b>(205,406)</b>	<b>(133.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$1,748,943 or 99.4% in revenues and an increase of \$11,553 or 0.7% in appropriations when compared to the FY2018/19 Adopted Budget. The 2009 COP will mature in FY2019/20 with final payments and closeout of the debt on November 15, 2019. In connection with the final closeout of the Certificates, any remaining Fund Balance will be returned to the General Fund.

Primary Funding Sources

The FY2019/20 Recommended Budget includes revenues of \$10,000 representing Interest Income and Fund Balance for \$1,760,496.

Primary Costs

The FY2019/20 appropriations of \$1,770,496 reflect the principal and interest payments, Operating Transfers-Out, accounting and financial services, and Countywide Administrative Overhead charges due in FY2019/20.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	20,416	7,931	10,000	2,069	26.1%
OTHER FINANCING SOURCES	1,749,716	1,751,012	0	(1,751,012)	(100.0%)
<b>TOTAL REVENUES</b>	<b>1,770,131</b>	<b>1,758,943</b>	<b>10,000</b>	<b>(1,748,943)</b>	<b>(99.4%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,422	7,210	9,210	2,000	27.7%
OTHER CHARGES	1,750,571	1,751,733	891,286	(860,447)	(49.1%)
OTHER FINANCING USES	0	0	870,000	870,000	100.0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,753,992</b>	<b>1,758,943</b>	<b>1,770,496</b>	<b>11,553</b>	<b>0.7%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(16,139)</b>	<b>0</b>	<b>1,760,496</b>	<b>1,760,496</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

- Other Financing Sources decrease of \$1,751,012 or 100.0% consisting of a reduction in Operating Transfers-In from Health and Social Services and Public Facilities Fees as the debt matures in November 2019. The Fund Balance will be used to pay the final FY2019/20 Interest and Principal outstanding.
- Other Charges decrease of \$860,447 of 49.1% represents the reduction in principal and interest payment based on a reduced final payment in the payment amortization schedule.
- Other Financing Uses increase of \$870,000 or 100.0% reflecting the Operating Transfers-Out to the General Fund of the remaining Fund Balance in the 2009 COP after final closeout which represents the initial General Fund one-time contribution at the onset of the Debt financing.

---

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



**FUNCTION AND RESPONSIBILITIES**

This budget unit is the conduit for the principal and interest payments for the 2013 Certificates of Participation (COP). The 2013 COP were issued on April 17, 2013 to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter Building. The source of funding for the debt is the General Fund and the seven cities within the County. The County has entered into a Memorandum of Understanding (MOU) with all of the cities in the County in which each city agrees to pay its share of debt service. The Auditor-Controller is responsible for administering the debt service on the 2013 COP through maturity on November 15, 2027.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents no change in revenues and a decrease of \$480 or 0.1% in appropriations when compared to the FY2018/19 Adopted Budget.

Primary Funding Sources

The FY2019/20 Recommended Budget includes revenues of \$417,211 from the Operating Transfers-In from County General Fund and Other Governmental Agencies from the seven cities in accordance with the MOU. Additionally, funding sources include a County General Fund contribution of \$44,970.

Primary Costs

The FY2019/20 appropriations of \$475,907 reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2019/20.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUAL</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	1,346	701	701	0	0.0%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
<b>TOTAL REVENUES</b>	<b>463,527</b>	<b>462,882</b>	<b>462,882</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,150	2,700	4,000	1,300	(48.1%)
OTHER CHARGES	470,093	473,687	471,907	(1,780)	0.4%
<b>TOTAL APPROPRIATIONS</b>	<b>472,243</b>	<b>476,387</b>	<b>475,907</b>	<b>(480)</b>	<b>(0.1%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>8,716</b>	<b>13,505</b>	<b>13,025</b>	<b>(480)</b>	<b>(3.6%)</b>

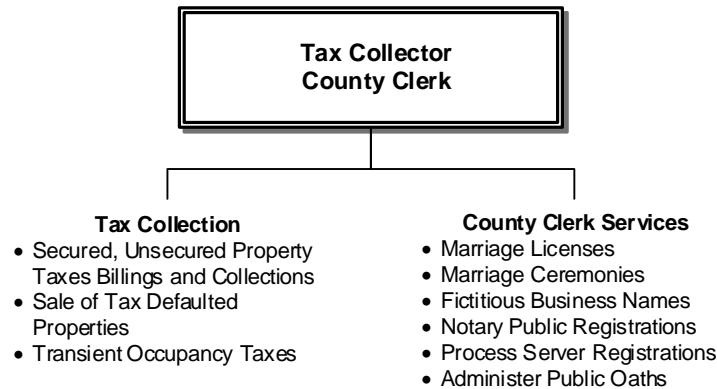
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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



### DEPARTMENTAL PURPOSE

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

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

The County Clerk has a four-fold mission:

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

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

#### Budget Summary:

FY2018/19 Midyear Projection:	2,390,538
FY2019/20 Recommended:	2,606,228
County General Fund Contribution:	1,340,060
Percent County General Fund Supported:	51.4%
Total Employees (FTEs):	12

### FUNCTION AND RESPONSIBILITIES

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

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

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Further developed and refined the required Scope of Work for the impending migration of property tax administration from the Solano County Integrated Property Tax System (SCIPS) to the replacement platform.
- Hired and trained additional staffing in preparation for SCIPS migration.
- Expanded in person electronic payment acceptance to include the payment of secured and unsecured property taxes.
- Conducted a successful tax sale for default of 73 defaulted properties that resulted in the collection of more than \$1.7 million in delinquent taxes.

## Functional Area Summary

## 1300 – Fund 001-Tax Collector/County Clerk

Charles Lomeli, Tax Collector/County Clerk  
Finance

- Implemented GIS solution to assist unsecured and power to sell field collections.
- Continue to coordinate with County Counsel to revise County ordinance related to the collection of Transient Occupancy Taxes (TOT) to include online home sharing services resulting in an anticipated increase of 73.2% in TOT collections.

### WORKLOAD INDICATORS

- In FY2018/19, the Tax Collector – County Clerk expects to issue and process payments on 166,000 property tax bills; the Division estimates the amount to increase by approximately 1,500 bills in FY2019/20.
- In FY2018/19, the Tax Collector – County Clerk expects to issue 2,172 marriage licenses and 2,151 fictitious business name statements, with expectations to issue approximately 2,150 marriage licenses and 2,200 fictitious business names in FY2019/20.
- Department analysis shows that approximately 5% of all property tax related payments are processed at the front counter, 7% are processed online, 44% are processed through mortgage companies utilizing the County Reciprocal Tax Accounting (CORTAC) payments process, which is a simplified bill routing and paying procedure, and 44% are processed via mailed payments. The convenience and growing acceptance of online payments has resulted in a migration of transactions from the traditional mailed check process to the lower cost online payment portal.
- The percentage of persons paying in person has remained reasonably constant year over year, indicating a payee preference that is unlikely to diminish in the foreseeable future. In anticipation of this, the Departmental design input for SCIPS replacement system included specific features and capabilities designed to improve efficiencies related to the in-person payment process. The Department continues to explore other changes that may be available, with the goal of improving Departmental efficiency while maintaining excellent public service and appropriate internal control processes.
- Answered approximately 19,500 requests for additional information received via phone and e-mail in FY2018/19.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAX COLLECTOR	891,455	1,089,770	997,168	(92,602)	(8.5%)
COUNTY CLERK	261,567	267,000	269,000	2,000	0.7%
<b>TOTAL REVENUES</b>	<b>1,153,022</b>	<b>1,356,770</b>	<b>1,266,168</b>	<b>(90,602)</b>	<b>(6.7%)</b>
<b>APPROPRIATIONS</b>					
TAX COLLECTOR	1,952,035	2,259,892	2,337,272	77,380	3.4%
COUNTY CLERK	242,950	273,761	268,956	(4,805)	(1.8%)
<b>TOTAL APPROPRIATIONS</b>	<b>2,194,985</b>	<b>2,533,653</b>	<b>2,606,228</b>	<b>72,575</b>	<b>2.9%</b>
<b>NET COUNTY COST</b>					
TAX COLLECTOR	1,060,580	1,170,122	1,340,104	169,982	14.5%
COUNTY CLERK	(18,617)	6,761	(44)	(6,805)	(100.7%)
<b>NET COUNTY COST</b>	<b>1,041,963</b>	<b>1,176,883</b>	<b>1,340,060</b>	<b>163,177</b>	<b>13.9%</b>
<b>STAFFING</b>					
TAX COLLECTOR	9	10	10	0	0.0%
COUNTY CLERK	2	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>11.0</b>	<b>12.0</b>	<b>12</b>	<b>0</b>	<b>0.0%</b>

---

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$90,602 or 6.7% in revenues and an increase of \$72,575 or 2.9% in appropriations when compared to FY2018/19 Adopted Budget. As a result, Net County Cost is increased by \$163,177 or 13.9%.

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

### Primary Funding Sources

The primary funding sources for the Department are General Fund, which comprises of \$1,340,060 or 51.4%, Charges for Services, which comprises of \$1,067,168 or 40.9%, and Taxes and Licenses, which combined comprise 7.6% of the Recommended Budget.

The FY2019/20 Recommended Budget includes a \$90,602 or 6.7% decrease in revenues primarily due to decreases in Charges for Services for the Tax Collector's as a result of streamlining that shifted electronic payment acceptance fees directly from the service provider to the payer; and a loss of revenue for the provision of electronic tax records determined to be subject to Public Records Act requests without the inclusion of overhead costs in cost recovery calculations.

### Primary Costs

The FY2019/20 Recommended Budget includes a \$72,575 or 2.9% increase in appropriations primarily due to an increase in Countywide Administration Overhead and, Salaries and Employee Benefits resulting from increased salaries and wages, retirement, and health benefits.

### Contracts

The FY2019/20 Recommended Budget includes a total of \$180,000 or 6.9% for contracted services and professional services which include the following significant contracts:

- \$65,000 for lock box services.
- \$65,000 for tax bill printing services.
- \$50,000 for tax Sale/Auction services.

### Fixed Assets

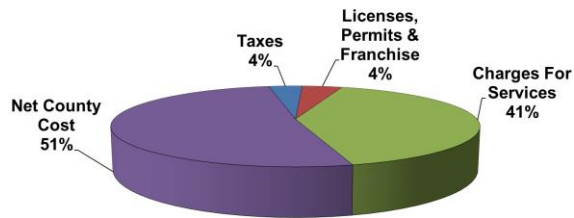
None.

## **DEPARTMENT COMMENTS**

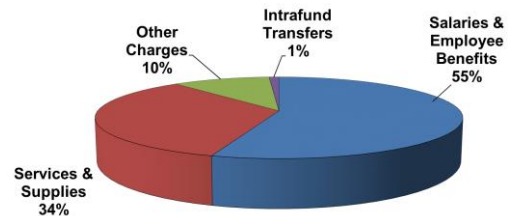
The Tax Collector – County Clerk anticipates that the enterprise system migration to replace the Solano County Integrated Property System (SCIPS) will continue moving forward. During the migration process, the focus of the Department will be on maintaining quality public service, maintaining appropriate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

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

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	82,306	76,000	91,000	15,000	19.7%
LICENSES, PERMITS & FRANCHISE	104,309	106,000	108,000	2,000	1.9%
CHARGES FOR SERVICES	966,407	1,174,770	1,067,168	(107,602)	(9.2%)
<b>TOTAL REVENUES</b>	<b>1,153,022</b>	<b>1,356,770</b>	<b>1,266,168</b>	<b>(90,602)</b>	<b>(6.7%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,183,532	1,404,130	1,426,977	22,847	1.6%
SERVICES AND SUPPLIES	702,062	879,482	877,256	(2,226)	(0.3%)
OTHER CHARGES	230,461	213,492	262,047	48,555	22.7%
OTHER FINANCING USES	34,047	13,549	13,598	49	0.4%
INTRA-FUND TRANSFERS	44,883	23,000	26,350	3,350	14.6%
<b>TOTAL APPROPRIATIONS</b>	<b>2,194,985</b>	<b>2,533,653</b>	<b>2,606,228</b>	<b>72,575</b>	<b>2.9%</b>
<b>NET COUNTY COST</b>	<b>1,041,963</b>	<b>1,176,883</b>	<b>1,340,060</b>	<b>163,177</b>	<b>13.9%</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

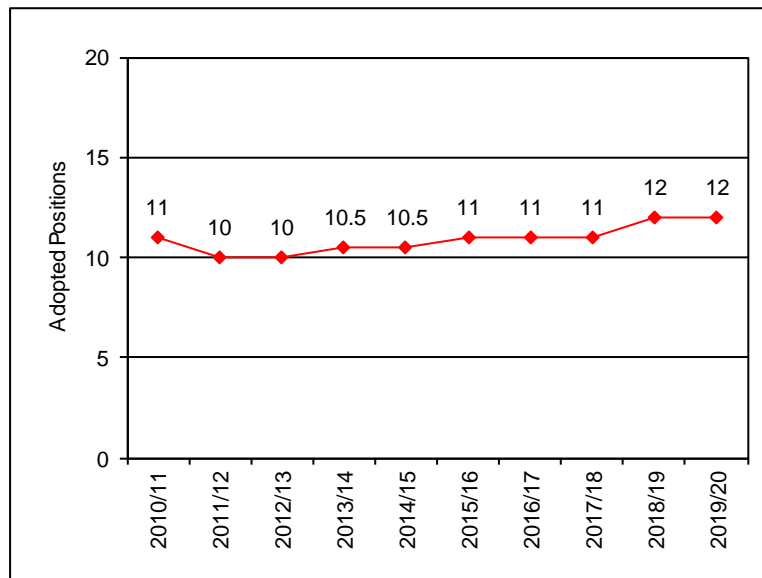
None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

---

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

Public Record Act Requests have impaired the ability of the Department to fully recover overhead costs for the provision of records. The Department is working to streamline provision processes in an effort to minimize unrecoverable costs.

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1350 TREASURER	943,956	1,132,557	1,170,068	37,511	3.3%
<b>APPROPRIATIONS</b>					
1350 TREASURER	943,956	1,132,557	1,170,068	37,511	3.3%
<b>NET CHANGE</b>					
1350 TREASURER	0	0	0	0	0.0%

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

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



**Treasurer**

- Banking Services
- Cash Management
- Cash Reconciliation
- Treasurer's Investment Pool
- 115 Trust Management
- Pension Advisory
- Debt Advisory
- Debt Issuance
- Probate Trust
- Reclamation District Treasurer

## DEPARTMENTAL PURPOSE

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

### Budget Summary:

FY2018/19 Midyear Projection:	979,355
FY2019/20 Recommended:	1,170,068
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the County and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County's fiduciary expert in the area of debt issuance. The Division manages over \$1.2 billion in funds not immediately needed for use by County, local school districts and other local agencies participating in the pool.

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Worked with Health and Social Services Department on expedited payment processing to ensure timely funds accessibility for the at-risk population.
- Audited on an at least quarterly basis with no findings.
- Working in conjunction with the Solano County Office of Education on the establishment of electronic payment acceptance at locations throughout the County.
- Working in conjunction with the Solano County Office of Education on the establishment of the State of California Online Community College as a new district for the provision of statewide education service.
- Provided reconciliation information to schools and other pool participants on a daily basis to afford them the ability to independently verify all Treasury activity.



## Summary of Other Administered Budgets

**1350 – Fund 001-Treasurer**  
**Charles Lomeli, Tax Collector/County Clerk**  
**Finance**

- Continued to diversify and actively invest the Treasury portfolio to maximize returns within established and acceptable risk parameters.
- Management of Vallejo City Unified School District nontaxable investments.
- Managed the County's PARS 115 \$30 million investment trust to provide additional income above pool rates.

### WORKLOAD INDICATORS

During FY2019/20, the Treasurer anticipates processing 9,000 deposit permits.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$37,511 or 3.3% in both revenues and appropriations when compared to the FY2018/19 Adopted Budget. In accordance with Government Code section 27013, the Treasurer's Division is funded by a portion of the interest earnings from funds under management, and therefore has no Net County Cost.

#### Primary Funding Sources

The primary funding source for the Department is Charges for Services which comprises \$1,167,568 or 99.8% of the Recommended Budget.

#### Primary Costs

The FY2019/20 Recommended Budget includes \$37,511 or 3.3% increase in appropriations primarily due to an increase in Countywide Administrative Overhead charges, and Salaries and Employee Benefits.

#### Contracts

The FY2018/19 Recommended Budget includes a total of \$260,000 for contracted services primarily for banking and securities trust services.

#### Fixed Assets

None.

### DEPARTMENT COMMENTS

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	941,454	1,130,557	1,167,568	37,011	3.3%
MISC REVENUE	2,502	2,000	2,500	500	25.0%
<b>TOTAL REVENUES</b>	<b>943,956</b>	<b>1,132,557</b>	<b>1,170,068</b>	<b>37,511</b>	<b>3.3%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	459,438	484,298	500,182	15,884	3.3%
SERVICES AND SUPPLIES	267,549	418,639	404,987	(13,652)	(3.3%)
OTHER CHARGES	49,362	53,906	88,236	34,330	63.7%
OTHER FINANCING USES	13,710	6,349	4,944	(1,405)	(22.1%)
INTRA-FUND TRANSFERS	153,896	169,365	171,719	2,354	1.4%
<b>TOTAL APPROPRIATIONS</b>	<b>943,956</b>	<b>1,132,557</b>	<b>1,170,068</b>	<b>37,511</b>	<b>3.3%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

Charles Lomeli, Tax Collector/County Clerk  
Finance

---

	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
STAFFING					
TREASURER	3	3	3	0	0.0%
TOTAL STAFFING	3.0	3.0	3.0	0	0.0%

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

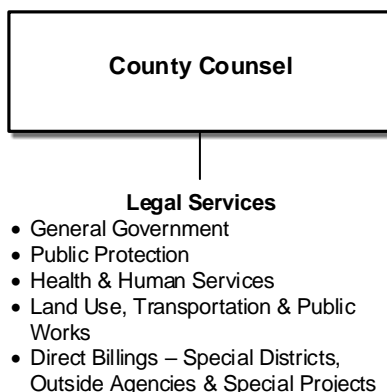
None.

#### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

#### PENDING ISSUES AND POLICY CONSIDERATIONS

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



## DEPARTMENTAL PURPOSE

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

Suisun Sewer District, the Collinsville Levee and Maintenance District, the Solano County Office of Education, and some school, cemetery and fire districts.

### Budget Summary:

FY2018/19 Midyear Projection:	4,444,609
FY2019/20 Recommended:	4,801,520
County General Fund Contribution:	124,082
Percent County General Fund Supported:	2.6%
Total Employees (FTEs):	20

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Water issues will continue to present challenging and contentious issues for the County. The Twin Tunnels project will re-emerge as a yet defined, revised project that will require extensive evaluation and participation with our Delta coalition of public agencies. Moreover, after floating for nearly a year, groundwater issues will percolate, including reviewing the new Solano Subbasin Collaborative MOU, an agreement between all the Groundwater Sustainability Agencies (GSA) in the Subbasin, and evaluating the adoption of a GSA fee during the next fiscal year. Additionally, a well permit ordinance and storm water ordinance amendment will require a fair amount of attorney participation and engagement.

Similarly, federal and State policies will continue to present several confounding legal issues for the County, such as, evaluating and addressing the potential impacts of the President's Executive Orders on enforcement of immigration laws; and the regulation of the use of medical and recreational marijuana/cannabis. As significant, local issues also require skillful and creative representation: for example, the resolution of several complex assessment appeals involving Genentech, Valero and Solano 3 Wind; the regulation of short term rentals; the exploration of a water system for the Green Valley region; and the vigorous enforcement of the County's ordinances. Experienced and knowledgeable attorneys in the Office address these issues in collaboration with equally qualified County employees and retained private counsel.

**Dennis Bunting, County Counsel**  
**General Counsel**

### WORKLOAD INDICATORS

The Office currently provides legal services to all County Departments and 28 external clients. In FY2017/18, the Office's attorneys logged a total of 23,332 billable legal service hours to internal and external clients, a decrease of 2,020 hours or eight percent from the previous year primarily due to an attorney vacancy. This vacancy resulted in the average number of billable legal service hours per attorney decreasing from 1,690 hours in FY2016/17 to 1,555 hours in FY2017/18.

- While some clients significantly increased billable hours, including Human Resources, Public Works, Solano County Fair, Fairfield/Suisun Sewer District, Cordelia Fire Protection District, Collinsville Levee District; others significantly reduced billable hours, including Auditor-Controller, County Administrator's Office, Child Support Services, Child Welfare Services, Resource Management's Administration Division and Sheriff's Office. Billable hours for external client hours increased by 16% and internal clients decreased by 7%, with an overall net decrease in billable hours of 6% from the previous year.
- In addition to providing legal services, the Office provided several trainings and workshops, including Child Protective Services procedures, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information Portability and Accountability Act requirements, and records and subpoenas. Training audiences include County personnel and appointed and elected members of various public boards, commissions and committees.
- Staff supported the attorneys in the processing and maintenance of several hundred files, the majority of which relate to Child Welfare Services and Conservatorships. Staff are also responsible for maintaining, processing and accounting for several programs to include subpoenas, personnel files, the law library, and various administrative tasks. To assist staff, the Office Supervisor continues to maintain the eminently successful Bail Bond recovery program, which include Summary Judgement accounting and distribution functions.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LEGAL SERVICES	3,871,644	4,523,943	4,677,438	153,495	3.4%
<b>TOTAL REVENUES</b>	<b>3,871,644</b>	<b>4,523,943</b>	<b>4,677,438</b>	<b>153,495</b>	<b>3.4%</b>
<b>APPROPRIATIONS</b>					
LEGAL SERVICES	4,481,241	4,764,756	4,801,520	36,764	0.8%
<b>TOTAL APPROPRIATIONS</b>	<b>4,481,241</b>	<b>4,764,756</b>	<b>4,801,520</b>	<b>36,764</b>	<b>0.8%</b>
<b>NET COUNTY COST</b>					
LEGAL SERVICES	609,596	240,813	124,082	(116,731)	(48.5%)
<b>NET COUNTY COST</b>	<b>609,596</b>	<b>240,813</b>	<b>124,082</b>	<b>(116,731)</b>	<b>(48.5%)</b>
<b>STAFFING</b>					
LEGAL SERVICES	20	20	20	0	0.0%
<b>TOTAL STAFFING</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$153,495 or 3.4% in revenues and an increase of \$36,764 or 0.8% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, the Net County Cost decreased by \$116,731 or 48.5%.

#### Primary Funding Sources

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

as a Central Service Department, recovers net operating costs from user departments through the Countywide Cost Allocation Plan, there are certain legal services provided to County Departments, such as the Board of Supervisors, that are non-reimbursable under the provisions of 2 CFR part 225 (formerly OMB Circular A87). Another more recent non-reimbursable item is the legal services billed relating to the vexing costs associated with the administration of cannabis programs as directed by the California State Controller in accordance with the Federal Office of Management and Budget Circular 2 CFR part 200. These unreimbursed expenditures remain General Fund costs.

The FY2019/20 Recommended Budget includes a \$153,495 or 3.4% net increase in revenues primarily due to an increase of \$143,195 in Countywide Administrative Overhead charges, and an increase of \$10,300 in other provided legal services.

#### Primary Costs

The FY2019/20 Recommended Budget includes a \$36,764 or 0.8% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$49,502. This is primarily due to an increase of \$166,791 for personnel longevity and merit pay adjustments, and increases in several benefit areas, including retirement and health care costs, and offset by \$117,289 in salary savings due to a vacant Deputy County Counsel position.
- Services and Supplies reflect a decrease of \$11,653 primarily due to decreases in property insurance, office expense, computer components, consulting services, and data processing services, partially offset by an increase in liability insurance.

#### Contracts

The FY2019/20 Recommended Budget includes the following contracted services:

- \$13,485 for online legal research services
- \$8,400 for County code publishing services
- \$3,000 for Rental/Lease of printers

#### Fixed Assets

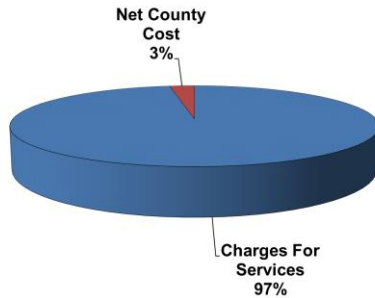
None.

### **DEPARTMENT COMMENTS**

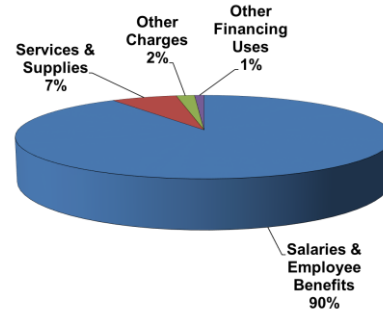
In addition to providing legal representation to all County Departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office currently provides legal representation to 28 external clients which are direct billed for services. These clients include transportation entities, levee, sewer and water districts, veteran mental health hearings, and several conservation, fire and school districts.

The Productive Hourly Rate (PHR) recommended amount is \$192 per hour. The increase in the PHR is due to the previously discussed increases in salaries and employee benefits.

**SOURCE OF FUNDS**



**USE OF FUNDS**



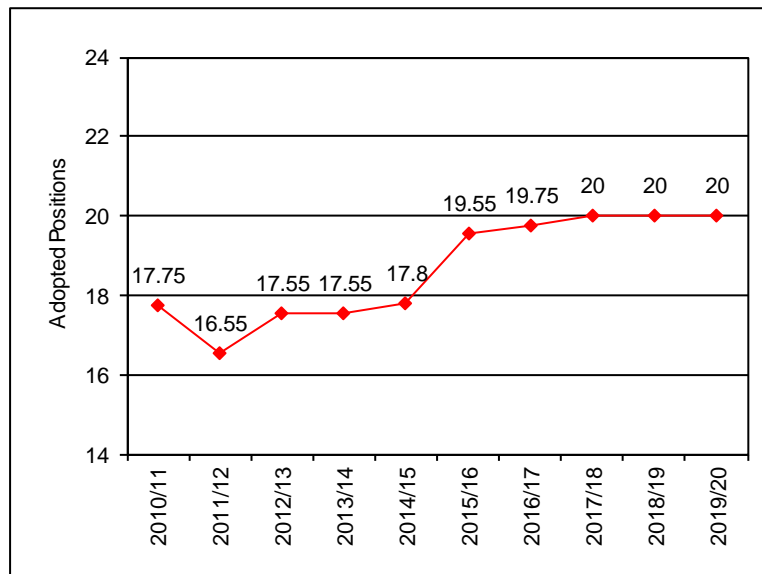
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,871,644	4,523,943	4,677,438	153,495	3.4%
<b>TOTAL REVENUES</b>	<b>3,871,644</b>	<b>4,523,943</b>	<b>4,677,438</b>	<b>153,495</b>	<b>3.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,994,591	4,297,236	4,346,738	49,502	1.2%
SERVICES AND SUPPLIES	261,265	328,693	317,040	(11,653)	(3.5%)
OTHER CHARGES	89,353	88,859	88,409	(450)	(0.5%)
OTHER FINANCING USES	127,008	46,568	45,933	(635)	(1.4%)
INTRA-FUND TRANSFERS	9,024	3,400	3,400	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>4,481,241</b>	<b>4,764,756</b>	<b>4,801,520</b>	<b>36,764</b>	<b>0.8%</b>
<b>NET COUNTY COST</b>	<b>609,596</b>	<b>240,813</b>	<b>124,082</b>	<b>(116,731)</b>	<b>(48.5%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

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

In January 2019, Senate Bill (SB) 176 was introduced in the Legislature to increase State Bar annual fees. If enacted, attorney fees could increase from an annual cost of \$6,925 to \$12,700 or more for County Counsel's Office. The Office will continue to monitor, and a budget adjustment may be required sometime during the fiscal year if the legislation is enacted.

Marc Fox, Director of Human Resources  
Personnel



### DEPARTMENTAL PURPOSE

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

#### Budget Summary:

FY2018/19 Midyear Projection:	3,929,708
FY2019/20 Recommended:	4,621,551
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	22

### FUNCTION AND RESPONSIBILITIES

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

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

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

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

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### Challenges:

- The County is experiencing an increase in the time it takes to fill vacancies and a higher vacancy rate, due in part to increasing numbers of County employee retirements, regional low unemployment rates, and a tight labor market. In a number of classifications, there is a need to conduct multiple recruitments for the same classification during the year, and some recruitments are yielding small numbers of qualified applicants.
- Negotiated wage increases, given by agencies in the local market, place a strain on Solano County's ability to remain competitive.

#### Accomplishments:

- Enhanced social media presence on Facebook including over 6,000 followers and over 2,000,000 views of Solano County page content/posts of one or more times.



## Functional Area Summary

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

- Revised and/or created 36 classification specifications.
- Automated exit interview process with a survey tool to provide insights into the reasons why employees are leaving Solano County.
- Implemented training on Advanced Interviewing Approach to assist supervisors and managers with competency-based interviewing and hiring.
- Conducted Org Publisher (organizational chart software) training sessions to assist departments with organizational charts to support budget planning and the position request process.
- Rolled out retention/stay interview process to provide supervisors and managers with additional tools to help retain employees.
- Held two Human Resources Summit sessions to update supervisors and hiring managers on Human Resources processes, procedures, and legal updates.
- Conducted executive recruitments.

### WORKLOAD INDICATORS

During the period July 1, 2018 – February 28, 2019, the Department of Human Resources:

- Processed 465 requisitions to fill vacancies compared to 370 during the same period in FY2017/18.
- Opened 151 recruitments compared to 125 in FY2017/18.
- Reviewed 7,424 job applications compared to 5,334 during that same period in FY2017/18.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
HUMAN RESOURCES SERVICES	4,184,100	4,178,945	4,765,779	586,834	14.0%
<b>TOTAL REVENUES</b>	<b>4,184,100</b>	<b>4,178,945</b>	<b>4,765,779</b>	<b>586,834</b>	<b>14.0%</b>
<b>APPROPRIATIONS</b>					
HUMAN RESOURCES SERVICES	3,795,417	3,988,137	4,621,551	633,414	15.9%
<b>TOTAL APPROPRIATIONS</b>	<b>3,795,417</b>	<b>3,988,137</b>	<b>4,621,551</b>	<b>633,414</b>	<b>15.9%</b>
<b>NET COUNTY COST</b>					
HUMAN RESOURCES SERVICES	(388,683)	(190,808)	(144,228)	46,580	24.4%
<b>NET COUNTY COST</b>	<b>(388,683)</b>	<b>(190,808)</b>	<b>(144,228)</b>	<b>46,580</b>	<b>24.4%</b>

<b>STAFFING</b>					
HUMAN RESOURCES SERVICES	20	20	22	2	10.0%
<b>TOTAL STAFFING</b>	<b>20</b>	<b>20</b>	<b>22</b>	<b>2</b>	<b>10.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$586,834 or 14.0% in revenues and an increase of \$633,414 or 15.9% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, Net County Cost increased by \$46,580 or 24.4%.

#### Primary Funding Sources

The primary funding source for the Department of Human Resources (HR) is Countywide Administrative Overhead of \$4,639,639 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits

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

administration and other HR functions provided by the Department. In addition, HR receives departmental Administrative Overhead revenue for the HR Director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan providers.

The FY2019/20 Recommended Budget includes a net increase of \$586,834 or 14.0% in revenues primarily due to the following:

- Countywide Administrative Overhead reflects an increase of \$578,094.
- Other Revenue reflects an increase of \$8,000.
- Departmental Administrative Overhead reflects an increase of \$840.

Primary Costs

The FY2019/20 Recommended Budget includes a net increase of \$633,414 or 15.9% in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase by \$412,324. This is primarily resulting from scheduled merit and longevity pay adjustments and increases in retirement, as well as annualized cost of 2.0 FTE HR Analyst positions approved and added during FY2018/19 Midyear.
- Services and Supplies reflect an increase of \$219,921 primarily due to an increase of \$269,754 in other professional services resulting from increases in recruitment and bilingual testing services, classification studies, and labor relations negotiation services; and offset by a decrease of \$62,226 in liability insurance.
- Other Charges reflect a decrease of \$1,729 in CAC building charges.
- Other Financing Uses reflect an increase of \$2,948 in charges for Pension Obligation Bonds.

Contracts

The FY2019/20 Recommended Budget includes a total of \$805,654 or 5.7% in contracted services which includes the following contracts:

- \$100,000 for CalPERS health administration fees.
- \$75,000 for Equal Employment Opportunity (EEO) investigation services.
- \$140,000 for recruitment and bilingual testing services.
- \$262,154 for labor negotiations fact-finding services.
- \$50,000 for JobAps applicant tracking services.
- \$45,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
- \$35,000 for document imaging fees and special projects.
- \$60,000 for classification studies.
- \$30,000 for ongoing review of the County's Internal Revenue Code (IRC) deferred compensation plans, which includes the IRC 457, IRC 401 and Retirement Health Savings accounts.
- \$8,500 for PARS actuarial study.

Fixed Assets

None.

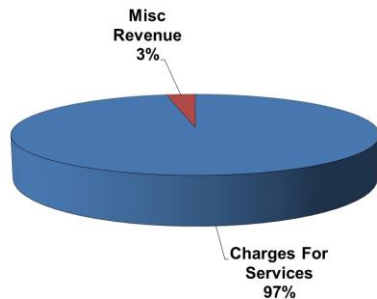
**DEPARTMENT COMMENTS**

None.

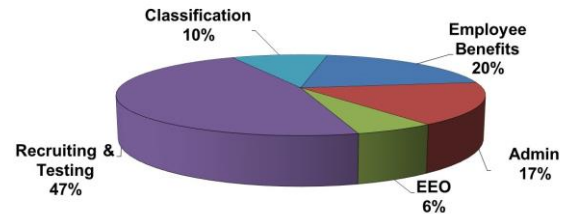
## Functional Area Summary

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

### SOURCE OF FUNDS



### USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,118,537	4,138,545	4,717,479	578,934	14.0%
MISC REVENUE	65,564	40,400	48,300	7,900	19.6%
<b>TOTAL REVENUES</b>	<b>4,184,100</b>	<b>4,178,945</b>	<b>4,765,779</b>	<b>586,834</b>	<b>14.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,766,636	2,951,493	3,363,817	412,324	14.0%
SERVICES AND SUPPLIES	834,593	895,087	1,115,008	219,921	24.6%
OTHER CHARGES	101,874	100,998	99,269	(1,729)	(1.7%)
OTHER FINANCING USES	82,146	30,059	33,007	2,948	9.8%
INTRA-FUND TRANSFERS	10,169	10,500	10,450	(50)	(0.5%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,795,417</b>	<b>3,988,137</b>	<b>4,621,551</b>	<b>633,414</b>	<b>15.9%</b>
<b>NET COUNTY COST</b>	<b>(388,683)</b>	<b>(190,808)</b>	<b>(144,228)</b>	<b>46,580</b>	<b>(24.4%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

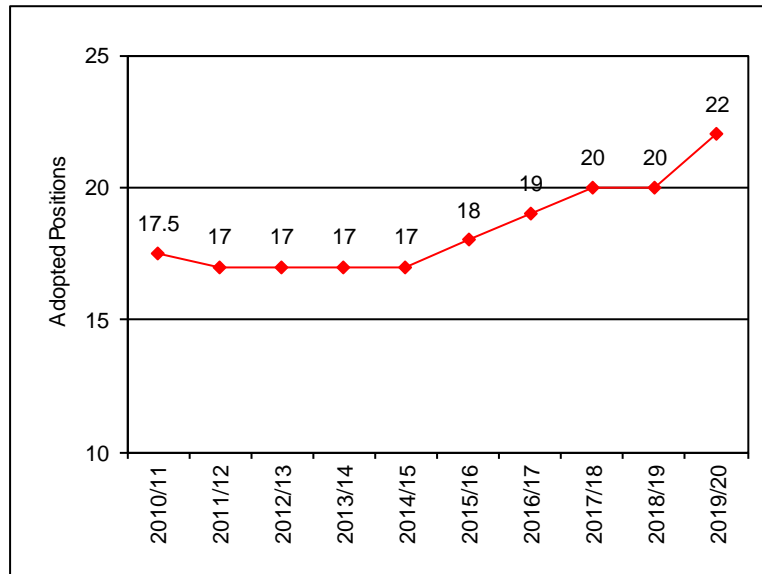
### SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2018/19 Budget are provided below.

On February 26, 2019, the Board approved the following position changes:

- Added 1.0 FTE Human Resources Analyst (Principal) to assist with recruitments for Health and Social Services. This position is funded through departmental charges through the cost allocation plan.
- Added 1.0 FTE Limited-Term Human Resources Analyst (Senior) through June 30, 2020 to provide support to the public safety departments and to assist with labor negotiations. This position is funded through departmental charges through the cost allocation plan.
- Extended 1.0 FTE Limited-Term Human Resources Assistant through June 30, 2020. This position assists the Employee Benefits Division in processing personnel and benefits transactions and continues to assist with the implementation of the PeopleSoft e-Benefits module. This position is funded through departmental charges through the cost allocation plan.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The County's vacancy rate has ranged between 8.7% and 11.3% over the current fiscal year as the County continues to experience retirements of employees in the baby boomer generation, and with the strong economic climate. In 2016, there were 88 retirements; in 2017, there were 108, a 22.7% increase; and in 2018, there were 129, a 19.4% increase. Recruiting, retaining and developing the next generation of County employees will continue to play a critical role in successfully achieving the County's mission. Recruiting well-qualified talent has become more challenging. We find ourselves competing in a job market where the unemployment rate is approximately 4%, which suggests that we have reached and continue to maintain full employment. Consequently, we continue expanding our recruitment presence using social media avenues.

As Departments seek ways to streamline processes, the Human Resources Department has explored revisions, and potential automation, to its hiring processes and Civil Services Rules. Automating and enhancing existing capabilities will strengthen the overall employee experience, including efficiencies in the hiring process, enhanced feedback provided to employees, and increased supervisorial tools.

The Department will begin negotiating all 19 successor collective bargaining agreements which will go into effect in FY2019/20.

## Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	582,434	660,923	747,534	86,611	13.1%
1830 RISK MANAGEMENT	16,689,719	19,525,713	19,463,305	(62,408)	(0.3%)
<b>APPROPRIATIONS</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	629,464	643,114	717,281	74,167	11.5%
1830 RISK MANAGEMENT	19,363,238	19,726,101	19,921,266	195,165	1.0%
<b>NET CHANGE</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	47,030	(17,809)	(30,253)	(12,444)	69.9%
1830 RISK MANAGEMENT	(2,673,518)	(200,388)	(457,961)	(257,573)	128.5%

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

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

Marc Fox, Director of Human Resources  
Legislative & Administration

### FUNCTION AND RESPONSIBILITIES

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

#### Budget Summary:

FY2018/19 Midyear Projection:	624,101
FY2019/20 Recommended:	717,281
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	3

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### Challenges:

- Finding an affordable software system that interfaces with the County's PeopleSoft Human Resources Management System to track employee mandated and elective online training efficiently, and thus eliminating the "double" data entry that is manually entered by Human Resources' staff for each County employee.

#### Accomplishments:

- Implemented HR Insight Academy for Lead Workers for those interested in becoming supervisors to develop the knowledge, skills and abilities required to be successful by learning key Public Sector Employment laws and Human Resources personnel practices.
- The following training classes were offered during the third year of participation in the Center for Staff Development Training Consortium:
  - Building a Cohesive Team
  - Basic Awesome Communication Skills
- Continued to partner with Managed Health Network (MHN) to provide trainings on Creating a Respectful Work Environment, Effective Workplace Communication, Diffusion and De-escalation Techniques, Identify Your Strengths, Managing Your Emotions, and Managing Personal Finances.
- Hosted 12<sup>th</sup> Annual Education Fair for County employees.
- Coordinated and sponsored 8<sup>th</sup> cohort of County employees through the Solano County Mentoring Program.
- Hosted 1<sup>st</sup> HR Hiring Summit for Supervisors and Managers on hiring procedures and best practices.
- Coordinated and hosted Advanced Interviewing Techniques to assist supervisors and managers in hiring candidates with skills identified through the Solano County Leadership Development Model.
- Provided countywide internship opportunities for 10 college interns working in various County departments.

### WORKLOAD INDICATORS

- 5,890 training spaces were occupied by employees from July 1, 2018 through February 28, 2019, compared to 6,070 training spaces during that same period in FY2017/18.
- Offered 109 professional development/training classes, excluding County-mandated sessions, to County employees compared to 131 classes last fiscal year.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$86,611 or 13.1% in revenues and an increase of \$74,167 or 11.5% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, Net County Cost decreased by \$12,444 or 69.9%.

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

Marc Fox, Director of Human Resources  
Legislative & Administration

### Primary Funding Source

The primary funding source for this Division is Charges for Services, which includes Countywide Administrative Overhead of \$742,534 for reimbursements from County Departments for their allocated share of costs for training services provided by the Employee Development and Training Division in the Human Resources Department.

The FY2019/20 Recommended Budget includes an \$86,611 or 13.1% net increase in revenues due to an increase in Countywide Administrative Overhead reimbursement.

### Primary Costs

The FY2019/20 Recommended Budget includes a \$74,167 or 11.5% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$2,575 or 0.6% primarily resulting from an increase in wages for a merit increase, as well as increases in health insurance. These increases are partially offset by a decrease in retirement costs for the County-sponsored paid internship program as interns are not expected to work enough hours to qualify for retirement benefits.
- Services and Supplies reflect an increase of \$64,670 or 35.1% primarily due to increases of \$55,150 in education/training and \$4,000 in meals/refreshments for addition of the Solano Leadership Academy which is offered every other fiscal year; \$5,000 in professional services for video production costs to create an online Customer Service Training course; and \$5,000 in employee recognition for the Countywide annual recognition program; and offset by a decrease of \$4,500 for computer components, as there are no computer or printer purchases anticipated in FY2019/20.
- Other Charges reflect an increase of \$3,922 for CAC building charges.
- Intra-Fund Transfers reflect an increase of \$3,000 for custodial charges to set up conference rooms for the additional training offered through the Solano Leadership Academy.

### Contracts

None requiring Board action.

### Fixed Assets

None.

## DEPARTMENT COMMENTS

Target Solutions, the County's primary Learning Management System (LMS) for online training has expanded their online course trainings to include Microsoft Office Computer Training, Wellness, and Skill Development courses. The new training courses have resulted in an increase in the number of courses employees can take online.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	582,434	660,923	747,534	86,611	13.1%
<b>TOTAL REVENUES</b>	<b>582,434</b>	<b>660,923</b>	<b>747,534</b>	<b>86,611</b>	<b>13.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	391,848	441,758	444,333	2,575	0.6%
SERVICES AND SUPPLIES	212,247	184,480	249,150	64,670	35.1%
OTHER CHARGES	10,875	11,127	15,049	3,922	35.2%
OTHER FINANCING USES	10,266	3,649	3,649	0	0.0%
INTRA-FUND TRANSFERS	4,228	2,100	5,100	3,000	142.9%
<b>TOTAL APPROPRIATIONS</b>	<b>629,464</b>	<b>643,114</b>	<b>717,281</b>	<b>74,167</b>	<b>11.5%</b>
<b>NET COUNTY COST</b>	<b>47,030</b>	<b>(17,809)</b>	<b>(30,253)</b>	<b>(12,444)</b>	<b>69.9%</b>

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

	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
STAFFING					
EMPLOYEE DEV. & TRAINING	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Target Solutions has been the County's primary Learning Management System (LMS) for online training, since it was implemented in 2008. It provides mandated and elective online training courses for employees that range from Leadership Development and Health and Safety to Regulatory/Compliance. However, Target Solutions does not interface with the County's PeopleSoft Human Resources Management System. Therefore, employee training completion reports from Target Solutions are downloaded to Microsoft Excel, which staff then manually enters into the employee's PeopleSoft training record requiring "double" data entry. The Department continues to search for an affordable LMS system that will interface with PeopleSoft, thereby reducing the extra work and tracking employees' training records more efficiently, as well reducing errors due to the manual entry.

Additionally, the County of Solano anticipates the changing demographic impacts of an aging workforce with mid-management, senior and executive managers in the County nearing retirement in larger numbers and has been expanding the training and development programs. In anticipation of the change the County reinstated the Solano Leadership Academy training program in FY2013/14 to help address development of mid-managers and supervisors and has established another senior leadership development training cohort to prepare individuals for leadership roles. These programs will continue to be offered every other fiscal year. In addition, the County developed and rolled-out a new lead worker training program, called HR Insight Academy, which provides lead workers with an overview of supervision principles and best practices, as well as employment and labor law to help better prepare workers for supervision. The County will also need to expand, and fund strategies designed to recruit and retain the younger generations that will be entering the workforce in the coming years.

County Departments continue to provide internship assignments to offer youth and college students the opportunity to gain County work experience. The average assignment allows individuals to work up to a maximum of 29 hours per week. Annual recruitment efforts will be made to provide interns the opportunity to begin their internship in July each fiscal year.



**FUNCTION AND RESPONSIBILITIES**

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

**Budget Summary:**

FY2018/19 Midyear Projection:	18,438,396
FY2019/20 Recommended:	19,921,266
County General Fund Contribution:	250,000
Percent County General Fund Supported:	1.3%
Total Employees (FTEs):	7.7

1821 Administration

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

1822 Liability

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

1823 Workers' Compensation and Safety

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

1824 Property

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

1825 Unemployment

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:

- Reducing workers' compensation costs and implementing programs to effectively reduce the County's overall program expenses.
- Reducing liability and property claims experience throughout the County.
- Increasing employee participation in the Solano County Wellness Program.

Accomplishments:

- Established and implemented the Athens Administrator Medical Provider Network to provide medical treatment for workers' compensation claims.
- Established and implemented the Solano County Hearing Conservation Program.
- Received the Exemplary Achievement in Government Leadership (EAGLE) Award for Innovation in Excellence in Development and Implementation in Risk Control for the County's Ergo Express Ergonomic and Injury Prevention Program.
- Received the EAGLE Award for Innovation in Excellence in Development and Implementation of Wellness Programs for the County's Know Your Numbers Financial Wellness Campaign.

- Solano County received the “Healthy Workplace Achievement” recognition in 2018 from the American Heart Association.

## **WORKLOAD INDICATORS**

During the period July 1, 2018 – February 28, 2019:

- The number of reported workers’ compensation claims was 190 compared to 245 during the same period in FY2017/18.
- The number of days absent from work due to a workers’ compensation injury (per OSHA Log 300) was 2,369 for 2018 as compared to 2,955 for 2017.
- Closed 211 workers’ compensation claims as compared to 229 during the same period in FY2017/18.
- Processed 1,725 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 1,738 in FY2017/18.
- Completed 99 ergonomic evaluations compared to 98 in FY2017/18. Completed 145 Ergo Express evaluations compared to 261 in FY2017/18.
- The Wellness Ambassador program has been active with 40 ambassadors, up from 32 ambassadors in FY2017/18. Solano County’s Wellness Ambassador program continues with volunteer employees who enthusiastically promote employee wellness in their departments.
- Solano County had a 40% increase in registered users of My Well Site, with total participation at 747 as of February 28, 2019.
- Completed 243 ADA interactive meetings compared to 245 in last fiscal year. A majority of these are related to workers’ compensation claims and the return-to-work process.
- Coordinated 95 pre-appointment physicals compared to 107 in the prior fiscal year.
- Administered 1,530 vaccines, including 975 flu vaccinations, for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,514, including 916 flu vaccinations in FY2017/18.
- Coordinated 73 pre-appointment drug screens compared to 42 in FY2017/18.
- Provided 39 respirator fit-tests for employees who are expected to wear respirators as personal protective equipment.
- Coordinated workers’ compensation updates with departments to keep them apprised of their respective claims’ status.
- Coordinated quarterly meetings of the Countywide Safety/Health Board comprised of senior executives in support of health and safety of the workforce.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$62,408 or 0.3% in revenues and an increase of \$195,165 or 1.0% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, use of Fund Balance increased by \$257,573 or 128.5%.

### **1821 Administration**

#### **Primary Funding Source**

The Administration Division is funded through Intrafund Transfers of \$1,384,455 to the Risk Management operating divisions. These charges are estimated to increase by \$128,543 or 10.2% when compared to FY2018/19 Adopted Budget.

#### **Primary Costs**

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$635,775, reflect a projected increase of \$15,193 primarily due to a scheduled merit increase and increased retirement costs.

## Summary of Other Administered Budgets

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

- Services and Supplies of \$201,275 reflect a projected increase of \$8,308 primarily due to increases of \$6,300 for computer refreshes, \$1,500 for photocopier lease payments, and \$1,090 in liability insurance; and offset by a decrease of \$2,015 in central data processing services.
- Other Charges of \$541,305 are projected to increase by \$104,975 primarily due to an increase of \$104,135 in Countywide Administrative Overhead charges.
- Other Financing Uses are projected to increase \$67 for Pension Obligation Bond costs.

### Contracts

None requiring Board action.

### Fixed Assets

None.

### 1822 Liability

The Recommended Budget of \$7,203,849 represents an increase of \$866,206 or 13.8% in revenues and an increase of \$914,241 or 14.5% in appropriations when compared to the FY2018/19 Adopted Budget. As a result, use of Fund Balance increased by \$48,035.

### Primary Funding Sources

The primary funding source for the Liability Division is \$6,484,314 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$1,416,206 or 27.9% when compared to the FY2018/19 Adopted Budget.

Miscellaneous/Other Revenue of \$414,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf.

Other Financing Sources reflects a \$250,000 Transfers-In from the County General Fund for unanticipated litigation exposures during the fiscal year.

### Primary Costs

The primary costs for the Liability Division are:

- Insurance – Other of \$4,743,423 reflects an increase of \$1,317,923 or 38.5% due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority which include:
  - General Liability Insurance of \$4,728,000.
  - Cyber Liability of \$8,100.
  - Special Liability Insurance Program of \$4,225.
  - Pollution Program Insurance of \$3,098.
- Malpractice Insurance of \$414,000 reflects an increase of \$194,000 when compared to last fiscal year. There is offsetting revenue from the Department of Health and Social Services included in the Other Revenue line item.
- Insurance Claims of \$200,000 for primary liability insurance payments under the \$10,000 deductible limit is \$100,000 or 33.3% lower than last fiscal year.
- Non-Covered Liability Claims of \$945,000, for claims that are not covered by the General Liability Program, decreased by \$555,000.

### Contracts

None requiring Board action.

---

Fixed Assets

None.

**1823 Workers' Compensation and Safety**

Primary Funding Source

The primary funding source for the Workers' Compensation Division is from charges to user Departments for their allocated share of workers' compensation insurance. These revenues are estimated to decrease by \$1,069,000 or 9.7% when compared to last fiscal year for a total recovery in FY2019/20 of \$10,000,000.

Primary Costs

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

- Insurance – Other of \$3,247,000 reflects an increase of \$469,000 or 16.9% due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority. Included are:
  - Excess Workers' Compensation Insurance of \$2,897,000.
  - Department of Industrial Relations of \$350,000.
- Insurance Claims of \$5,067,997 reflect a decrease of \$1,544,044 or 23.4% due to lower anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$807,000 in contracts reflect an increase of \$27,532.

Contracts

The Recommended Budget includes a total of \$807,000 in contracted services which include the following significant contracts:

- \$462,000 for Workers' Compensation third party claims administration fees.
- \$135,000 Occu-Med contract.
- \$170,000 with Department of Health & Social Services for Occupational Health medical-related services.

Fixed Assets

None.

**1824 Property**

Primary Funding Source

The primary funding source for the Property Insurance Division is \$1,708,059 in charges to user Departments for their allocated share of property insurance expenses. These revenues are estimated to decrease by \$130,937 or 7.1% when compared to last fiscal year. For FY2019/20, the Department will use \$344,812 more in Fund Balance to offset the cost of property insurance for departments.

Primary Costs

The primary costs for the Property Division are:

- Insurance – Other of \$1,995,648 reflects an increase of \$210,448 or 11.8% due to higher projected insurance rates which includes the following programs:
  - Property Insurance of \$1,932,600.
  - Equipment Maintenance Management Program of \$35,000.
  - Bond Insurance of \$20,800.
  - Airport Liability Insurance of \$3,748.

## Summary of Other Administered Budgets

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

- Watercraft Insurance of \$3,500.
- Insurance Claims of \$125,000 to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County Departments for deductibles for property insurance claims remains the same when compared to FY2018/19.

### Contracts

None.

### Fixed Assets

None.

### **1825 Unemployment**

#### Primary Funding Source

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on a percentage of payroll. These revenues from charges to user Departments are estimated to increase by \$179,323 when compared to last fiscal year.

#### Primary Costs

The primary costs for the Unemployment Division are Insurance Claims of \$244,824 and are projected to increase by \$36,622.

### Contracts

None requiring Board action.

### Fixed Assets

None.

## **DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	224,665	127,000	225,000	98,000	77.2%
CHARGES FOR SERVICES	14,871,932	18,178,713	18,574,305	395,592	2.2%
MISC REVENUE	443,122	220,000	414,000	194,000	88.2%
OTHER FINANCING SOURCES	1,150,000	1,000,000	250,000	(750,000)	(75.0%)
<b>TOTAL REVENUES</b>	<b>16,689,719</b>	<b>19,525,713</b>	<b>19,463,305</b>	<b>(62,408)</b>	<b>(0.3%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,084,318	1,146,959	1,180,571	33,612	2.9%
SERVICES AND SUPPLIES	15,464,099	16,631,303	17,242,842	611,539	3.7%
OTHER CHARGES	2,783,424	1,936,330	1,486,305	(450,025)	(23.2%)
OTHER FINANCING USES	31,396	11,509	11,548	39	0.3%
<b>TOTAL APPROPRIATIONS</b>	<b>19,363,238</b>	<b>19,726,101</b>	<b>19,921,266</b>	<b>195,165</b>	<b>1.0%</b>
<b>NET GAIN(LOSS)</b>	<b>(2,673,518)</b>	<b>(200,388)</b>	<b>(457,961)</b>	<b>(257,573)</b>	<b>128.5%</b>
<b>STAFFING</b>					
RISK MANAGEMENT	7.7	7.7	7.7	0	0.0%
<b>TOTAL STAFFING</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>	<b>0</b>	<b>0.0%</b>

---

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

The County participates in the General Liability I, Deductible Buy Down Program through CSAC-EIA. There has been significant loss development in the program over the last several quarters and a recognition that the 65% confidence level which was acceptable based on prior loss development and a very stable funding position was no longer acceptable. This development has led to increased rates and recognizing that funding would need to be increased to realize a more conservative 75% to 85% confidence level. This increase in confidence level funding is more in line with typical funding across the industry as well as other EIA programs. As the industry goes through this challenging time and the underwriting cycle for public entity insurance coverage hardens, EIA and members are being impacted. EIA continues to look at claims, renewals, messaging and resources to mitigate the risk to help members manage exposures moving forward. Risk Management continues to work closely with EIA and Alliant to monitor claims and the market.

Although the County purchases General Liability coverage through the EIA for liability claims, there are some instances of non-coverage that would include, for example, contract liability. County Counsel reviews these claims with the Board of Supervisors and establishes a budget. These estimated costs are included in the Risk Management Budget and reviewed with County Counsel.

Registrar of Voters

**Elections**

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

**DEPARTMENTAL PURPOSE**

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

**Budget Summary:**

FY2018/19 Midyear Projection:	4,198,948
FY2019/20 Recommended:	7,487,837
County General Fund Contribution:	5,376,320
Percent County General Fund Supported:	71.8%
Total Employees (FTEs):	9

**FUNCTION AND RESPONSIBILITIES**

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Continued to work closely with the Secretary of State in 2018 and 2019 to implement business process improvements to the statewide voter registration system known as "VoteCal." Solano County continues to chair the VoteCal Business Process Committee providing direction on business process decisions to all 58 counties and helping the State to implement new business processes. Our role in coordinating and providing input from local registrars and including testing continues to be critical to help direct the State to implement and address programs such as the automatic registration through Department of Motor Vehicles (DMV), conditional or same-day registration statewide, and statewide ballot processing guidelines to minimize voter fraud in elections.
- Significantly reduced election costs by contracting with a new print vendor resulting in cost and production time savings for 2018.
- ROV will implement new vote tabulating equipment for future elections commencing in 2020. This will require extensive outreach and staff training to ensure a successful transition to the new system.
- Through business process changes, reported a 20% increase in registered voters throughout the year and an additional 10% increase in Vote-by-Mail (VBM) voters with minimal operational expenses in 2018.
- Continued outreach to community partners in disseminating the election process and providing education on services offered by our ROV to ensure voters' needs for accessibility and alternative language requirements are being met in preparation for new requirements in future elections.

**Timothy P. Flanagan, Chief Information Officer  
Elections**

- The current schedule of elections provides for large gaps of time where community partners are not involved with County operations. The ROV continues to work with election partners to increase “adopted” polling places by groups and organizations (currently 30% of locations).
- Successfully implemented many new processes to meet State legal requirements for registering underage voters, Conditional Voter Registration and automatic registration through the Department of Motor Vehicles.
- With VoteCal being established as the system of record for voter registration, the ROV is now required to:
  - Register voters on Election Day and to continue our practice of connecting e-rosters to polling places.
  - Perform pre-registration of underage voters – 16 years old and up.
  - Process voters through the new Motor Voter program which continues to increase voter registrations by 10-15% for each election.

**WORKLOAD INDICATORS**

- ROV staff processed a total of 146,326 voter file transactions in FY2018/19. This represents an overall voter registration increase of 38,944 new registered voters. The increase in registrations during the fiscal year were handled primarily through the online voter registration system (107,420 records). ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than 70% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2018 Vote-by-Mail (VBM) turnout continued at a high level and comprises a significant portion of the work for the ROV office. Approximately 72% of all voters are permanent VBM voters, and typically 78% of the voters return their ballots each election. In addition, over 25% of VBM voters return their ballots at the polls or in the ROV office on Election Day. The ROV continues to receive 25% of the VBM returns on election day and has implemented procedures to process most of them on election night.
- ROV has implemented a significant number of legislative changes, modifying election processing. These changes along with cross-training of staff have required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative requirements. In FY2019/20 the ROV staff will conduct two internal test elections and one coordinated statewide mock election in addition to the scheduled State 2020 Primary Election in March.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ELECTIONS	868,295	903,000	2,111,517	1,208,517	133.8%
<b>TOTAL REVENUES</b>	<b>868,295</b>	<b>903,000</b>	<b>2,111,517</b>	<b>1,208,517</b>	<b>133.8%</b>
<b>APPROPRIATIONS</b>					
ELECTIONS	3,802,132	4,559,098	7,487,837	2,928,739	64.2%
<b>TOTAL APPROPRIATIONS</b>	<b>3,802,132</b>	<b>4,559,098</b>	<b>7,487,837</b>	<b>2,928,739</b>	<b>64.2%</b>
<b>NET COUNTY COST</b>					
ELECTIONS	2,933,837	3,656,098	5,376,320	1,720,222	47.1%
<b>NET COUNTY COST</b>	<b>2,933,837</b>	<b>3,656,098</b>	<b>5,376,320</b>	<b>1,720,222</b>	<b>47.1%</b>
<b>STAFFING</b>					
ELECTIONS	9	9	9	0	0.0%
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0.0%</b>



**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,208,517 or 133.8% in revenues and an increase of \$2,928,739 or 64.2% in appropriations when compared to FY2018/19 Adopted Budget. As a result, the Net County Cost increased by \$1,720,222 or 47.1%.

Primary Funding Sources

The primary funding source for the Department is General Fund, which is comprised of \$5,376,320 or 71.8% of the Recommended Budget.

The FY2019/20 Recommended Budget includes a \$1,208,517 or 133.86% net increase in revenues primarily due to the following:

- Intergovernmental Revenues reflect an increase of \$2,069,517 for State reimbursements for election services and federal and State Grants for vote tabulation equipment.
- Charges for Services reflect a decrease of \$861,000 which represents billings to participating entities. To the greatest extent permitted by law, ROV costs are billed to the entities participating in each election. Generally, federal and State election costs are borne by the County, which is the case in the FY2019/20 March 3, 2020 Primary election; the only scheduled election in the fiscal year.

Primary Costs

The FY2019/20 Recommended Budget of \$7,487,837 includes a \$2,928,739 or 64.2% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$29,053 or 1.8% as a result of increases in salaries and employee benefit costs and increased use of Extra Help for the anticipated high-turnout during the March 3, 2020 Presidential Primary Election and required State changes in voting process.
- Services and Supplies reflect an increase of \$96,491 or 4.1% primarily due to anticipation of needs for the 2020 Presidential Primary Election.
- Other Charges reflect a decrease of \$63,561 or 11.2% primarily due to Countywide Administrative Overhead.
- Fixed Assets reflect an increase of \$2,852,517 primarily due to the purchase of vote tabulation equipment to replace the existing equipment which was decertified by the California Secretary of State and is no longer allowed to be used in future Statewide elections.
- Intrafund transfers reflect an increase of \$14,500 or 63% primarily for postage in anticipation for increased mailings for poll workers reference manuals and County and State voter information guide.

Contracts

The FY2019/20 Recommended Budget includes a total of \$443,847 or 5.9% in contracted services and other professional services which includes the following significant contracts:

- \$180,000 for election equipment and supply deployment and retrieval.
- \$70,000 for electronic poll book annual maintenance and support.
- \$47,000 for poll worker management system, online training and election night reporting.
- \$41,000 for election setup and support services.
- \$35,000 for ballot access application for military/overseas and disabled voters.

Fixed Assets

The FY2019/20 Recommended Budget includes a \$2,852,517 vote tabulation equipment to replace the existing equipment which is no longer allowed for use in the 2020 Statewide elections and will be largely offset with a State reimbursement.

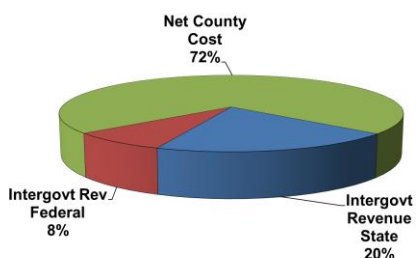
## DEPARTMENT COMMENTS

The FY2019/20 Recommended Budget includes an increase in anticipated extra-help, services and supplies. The Department continues to review business process improvements to further streamline services and reduce operating costs.

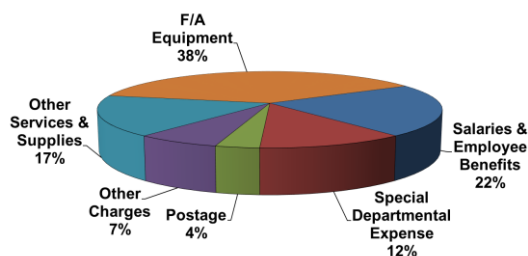
The ROV continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will continue to evaluate “low performing” polling places and utilization of County owned facilities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

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

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	10,112	20,000	1,434,500	1,414,500	7072.5%
INTERGOVERNMENTAL REV FEDERAL	19,615	0	655,017	655,017	0.0%
CHARGES FOR SERVICES	838,310	883,000	22,000	(861,000)	(97.5%)
MISC REVENUE	258	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>868,295</b>	<b>903,000</b>	<b>2,111,517</b>	<b>1,208,517</b>	<b>133.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,278,377	1,620,786	1,649,839	29,053	1.8%
SERVICES AND SUPPLIES	1,995,878	2,334,636	2,431,127	96,491	4.1%
OTHER CHARGES	467,734	569,018	505,457	(63,561)	(11.2%)
F/A EQUIPMENT	0	0	2,852,517	2,852,517	100.0%
OTHER FINANCING USES	29,646	11,658	11,397	(261)	(2.2%)
INTRA-FUND TRANSFERS	30,497	23,000	37,500	14,500	63.0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,802,132</b>	<b>4,559,098</b>	<b>7,487,837</b>	<b>2,928,739</b>	<b>64.2%</b>
<b>NET COUNTY COST</b>	<b>2,933,837</b>	<b>3,656,098</b>	<b>5,376,320</b>	<b>1,720,222</b>	<b>47.1%</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

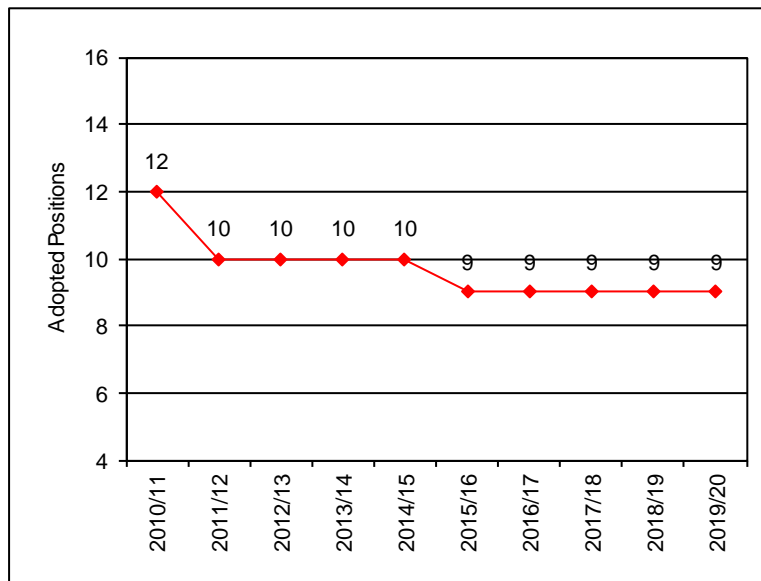
There is a \$1,720,222 increase in Net County Cost when compared to the FY2018/19 Adopted Budget; \$882,222 is attributed to the costs to administer the March 3, 2020 Presidential Primary Election. The Department continues to implement automation projects which will continue to decrease ROV expenses as registration, level of service, and turnout rates for elections continue

to grow. The remaining \$838,000 is the County's General Fund share for the purchase of the vote tabulation equipment that can no longer be used for future Statewide elections.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

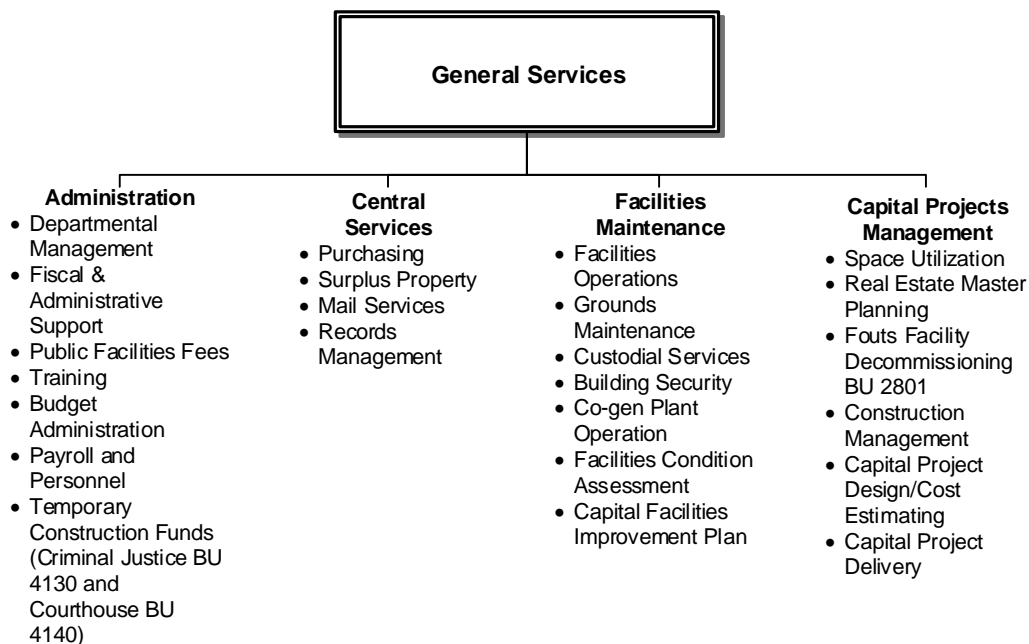
The ROV was notified by the California Secretary of State in February of 2019 that its existing vote tabulation equipment will no longer be allowed for use in Statewide elections. ROV has issued an RFP for equipment replacement, is evaluating the responses, and will be making a recommendation to the Board of Supervisors in late June 2019.

The current voting system was purchased in 2004 for \$4,187,648. Current estimates for replacements range from \$2,175,000 to \$3,675,000 depending on a variety of solutions. ROV has roughly \$600,000 available in federal funding (no County match) and \$1,400,500 in State funding (requires County match) for voting equipment funding; however, the remainder of the costs will be an expense to the General Fund. The current General Fund expense estimate is \$838,000.

Additionally, the ROV will have additional election costs for administrative changes required by the State Legislation for the 2020 elections and beyond. Specifically, ROV will pay the cost of postage for all returned Vote-by-Mail ballots and allow for same day registrations to take place at all polling places in the County.

Megan M. Greve, Director of General Services

Other General

**DEPARTMENTAL PURPOSE**

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

**Budget Summary:**

FY2018/19 Midyear Projection:	21,748,598
FY2019/20 Recommended:	22,918,544
County General Fund Contribution:	3,258,821
Percent County General Fund Supported:	14.2%
Total Employees (FTEs):	90

**FUNCTION AND RESPONSIBILITIES**Administration

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

Central Services

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

Facilities Maintenance

- Building Maintenance

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

- **Grounds Maintenance**

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

- **Custodial Services**

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

Capital Projects Management

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

- The square footage of maintained building space increased with the addition of the Rourk Vocational Center. The County buildings continue to age creating increased maintenance and repairs and increased possibilities of equipment failures. (Facilities Operations)
- Key staff retirements in Facilities leaves staffing and operational gaps and results in a loss of institutional knowledge thereby requiring a need for highly skilled and experienced staff to train and mentor newer staff. (Facilities Operations)
- The grounds staffs are currently maintaining 140 acres, some open ground susceptible to fire and the remaining is grass and landscape areas which are providing hiding space for homeless, resulting in increased staff time to clean debris around buildings. (Facilities Operations)
- Implement a robust preventive maintenance program to extend the lifecycle of building infrastructure reducing downtime, failures, and costs associated with reacting to emergencies. (Facilities Operations)

Accomplishments:

- Identified priority capital renewal projects recommended for funding in FY2019/20 based on findings from the 2016 Facility Condition Assessment of County buildings consistent with the Board of Supervisor's direction to maintain County real estate assets in good condition over time. (Capital Projects Management)
- Completed construction of the SB 1022 Rourk Vocational Training Facility. (Capital Projects Management)
- Completed pre-award process for the web-based software solution for electronic procurement system and implementation services to increase the efficiencies in the countywide procurement process (Central Services)
- Conducted Countywide training on purchasing and contracting, personal property surplus and mail services policies and procedures to improve efficiencies and effectiveness of operations. (Central Services)
- Conducted a comprehensive lighting assessment of all County owned facilities. Leveraged utility provider incentives to re-lamp facilities at no cost to the County to more energy efficient lighting to reduce energy consumption. (Facilities Operations)
- Completed major overhaul of the main engine at the Cogeneration plant to achieve regulatory compliance. (Facilities Operations)
- Implemented a new computer maintenance management system allowing work requirements to be dispatched to technicians via computer or smart phone. (Facilities Operations)

**WORKLOAD INDICATORS**

Administration

- Responsible for the oversight and fiscal management of 13 departmental budgets, totaling approximately \$100 million. These departmental budgets include 125 individual budgets requiring direct oversight and fiscal management.

**Megan M. Greve, Director of General Services  
Other General**

---

- Processed over 10,265 invoices totaling over \$32 million in payments and tracked 448 departmental purchase orders. Responsible for tracking 122 Countywide utility accounts (53 Gas/Electric, 13 Garbage & 56 Water).
- From March 2018 through February 2019 processed 151 personnel actions, audited 85 employees time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 256 mandated trainings for over 100 employees.
- Managed cost accounting and financial reporting associated with over 62 capital projects in FY2018/19 with a value of approximately \$41.9 million.

Central Services

- Processed 2,283 purchase orders and processed 73 bids and Requests for Proposals (RFP) from March 1, 2018 through February 2019.
- Provided oversight and support for County records storage services to ensure appropriate retention period in accordance with County retention schedules and policies.
- Conducted 1,035 surplus auctions and recyclable materials, generated \$93,207 in revenues for the General Fund and saved \$23,060 in redistributed surplus.
- Expanded surplus sales advertisements by utilizing social media platforms increasing community awareness resulting in increased sales.
- Processed and metered 1,531,082 individual pieces of United States Postal Service mail.
- Administered the County Procurement Card program. Maintained 351 accounts, which includes training 103 County staff. Management of the program brought \$26,401 back into the County's General Fund via rebate dollars.

Facilities Management

- Completed 8,729 work orders for maintenance and improvements of County facilities.
- Produced over 12,562,000 kilowatt hours of electricity from the County's cogeneration Plant and 4 photovoltaic facilities on County campuses.
- Processed 202 purchase orders for services and supplies in support of Facilities Management.
- Processed over 1,994 invoices for payments pertaining to facilities services, supplies, and equipment.

Capital Projects Management

- Managed over 60 design, planning, and construction projects, completing projects with a total value approaching \$45 million in FY2018/19
- Processed and reviewed over 400 furniture/work station requests including add, move and changes for County departments.
- Maintained space utilization and document databases for 2.5 million square feet of County facilities.

## Functional Area Summary

## 1117 – Fund 001-General Services Megan M. Greve, Director of General Services Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	1,033,509	1,084,219	986,325	(97,894)	(9.0%)
ARCHITECTURAL SERVICES	1,393,667	1,722,651	1,918,965	196,314	11.4%
CENTRAL SERVICES	2,146,103	2,126,284	2,230,280	103,996	4.9%
FACILITIES MAINTENANCE	11,739,415	13,278,351	14,524,153	1,245,802	9.4%
<b>TOTAL REVENUES</b>	<b>16,312,694</b>	<b>18,211,505</b>	<b>19,659,723</b>	<b>1,448,218</b>	<b>8.0%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	1,499,219	1,538,772	1,534,821	(3,951)	(0.3%)
ARCHITECTURAL SERVICES	1,930,188	1,874,141	2,136,965	262,824	14.0%
CENTRAL SERVICES	1,862,837	1,982,751	2,015,609	32,858	1.7%
FACILITIES MAINTENANCE	13,473,738	15,093,993	17,231,149	2,137,156	14.2%
<b>TOTAL APPROPRIATIONS</b>	<b>18,765,982</b>	<b>20,489,657</b>	<b>22,918,544</b>	<b>2,428,887</b>	<b>11.9%</b>
<b>NET COUNTY COST</b>					
ADMINISTRATION	465,710	454,553	548,496	93,943	20.7%
ARCHITECTURAL SERVICES	536,521	151,490	218,000	66,510	43.9%
CENTRAL SERVICES	(283,266)	(143,533)	(214,671)	(71,138)	49.6%
FACILITIES MAINTENANCE	1,734,323	1,815,642	2,706,996	891,354	49.1%
<b>NET COUNTY COST</b>	<b>2,453,288</b>	<b>2,278,152</b>	<b>3,258,821</b>	<b>980,669</b>	<b>43.0%</b>
<b>STAFFING</b>					
ADMINISTRATION	9	9	9	0	0.0%
ARCHITECTURAL SERVICES	6	6	6	0	0.0%
CENTRAL SERVICES	11	11	11	0	0.0%
FACILITIES MAINTENANCE	62	62	64	2	3.2%
<b>TOTAL STAFFING</b>	<b>88</b>	<b>88</b>	<b>90</b>	<b>2</b>	<b>2.3%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$1,448,218 or 8.0% in revenues and \$2,428,887 or 11.9% in expenditures when compared to the FY 2018/19 Adopted Budget. As a result, the Net County Cost has increased by \$980,669 or 43.0%.

#### Primary Funding Sources

The primary funding source for the Department is Charges for Services which comprises of \$18,841,202 or 95.8% of the total revenue.

The FY2019/20 Recommended Budget includes \$1,448,218 or 8% net increase in revenues primarily due to \$1,384,495 or 7.9% increase in Charges for Services resulting from an increase in Countywide Administrative Overhead revenue reimbursement for operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, and central services.

#### Primary Costs

The FY2019/20 Recommended Budget includes a \$2,428,887 or 11.9% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$460,830 or 4.5% as a result of increases in salaries and employee benefit costs, merit/longevity increases and requests for new positions including Senior Building Trade Mechanic and Groundskeeper.
- Services and Supplies reflect an increase of \$1,634,618 or 17.4% due to increases in special departmental expense for various maintenance projects to be administered by the Facilities Operations Division, utility costs, contracted services for

**Megan M. Greve, Director of General Services**  
**Other General**

an organizational analysis for Facilities Operations Division and Professional Services to assist the Capital Project Management Division. These increases are offset by a decrease in maintenance equipment since there is no scheduled engine overhaul at the cogeneration Plant in FY2019/20.

- Other Charges reflect an increase of \$489,852 or 58.5% primarily due to the expansion of security services for various County buildings.
- Fixed Assets reflect a decrease of \$172,011 or 88.0% which includes a forklift and vertical mill as outlined below.
- Other Financing Uses reflects an increase of \$11,320 or 8.9% primarily due to increased cost in the purchase of a vehicle for the Facilities Operations Division.

#### Contracts

The FY2019/20 Recommended Budget includes a total of \$1,246,489 or 5.4% for contracted services and professional services which include the following significant contracts:

- \$360,000 for project management services to assist with capital project management.
- \$235,000 for floor care, window care/maintenance and upholstery cleaning services.
- \$200,000 for uninterruptible power supply testing, hazmat handling, fire suppression system, elevator and underground storage tank inspections and certifications.
- \$125,000 for power washing, parking lot sweeping, palm tree and other tree trimming services.
- \$120,000 for advanced diagnostic and engineering services.
- \$65,000 for organizational analysis.
- \$65,000 for building automation systems programming and boiler source testing.
- \$30,700 for presort mail services to presort bar code compatible mail.
- \$45,000 for grounds keeping for Solano County Fairgrounds

#### Fixed Assets

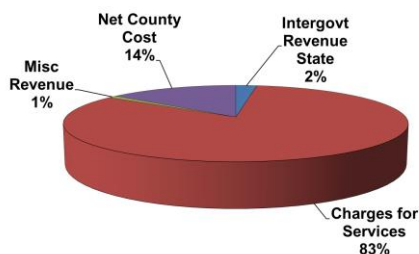
The FY2019/20 Recommended Budget includes a total of \$23,502 for Fixed Assets which include the following:

- \$13,900 for an electric forklift for the Central Services Division.
- \$9,602 for a 49" vertical mill with power feed for the Facilities Operations Division.

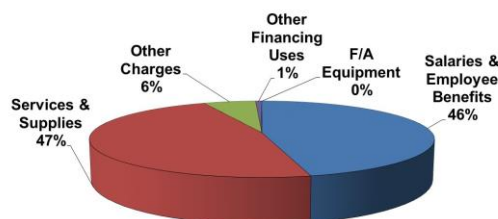
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**





## Functional Area Summary

## 1117 – Fund 001-General Services Megan M. Greve, Director of General Services Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	11,383	11,844	11,844	0	0.0%
INTERGOVERNMENTAL REV STATE	630,808	536,000	530,000	(6,000)	(1.1%)
CHARGES FOR SERVICES	15,363,194	17,456,707	18,841,202	1,384,495	7.9%
MISC REVENUE	140,607	140,954	210,677	69,723	49.5%
OTHER FINANCING SOURCES	166,701	66,000	66,000	0	0.0%
GENERAL FUND CONTRIBUTION	0	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>16,312,694</b>	<b>18,211,505</b>	<b>19,659,723</b>	<b>1,448,218</b>	<b>8.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	9,297,162	10,248,301	10,709,131	460,830	4.5%
SERVICES AND SUPPLIES	8,549,396	9,378,964	11,013,582	1,634,618	17.4%
OTHER CHARGES	936,513	837,878	1,327,730	489,852	58.5%
F/A EQUIPMENT	24,752	195,513	23,502	(172,011)	(88.0%)
OTHER FINANCING USES	247,488	126,889	138,209	11,320	8.9%
INTRA-FUND TRANSFERS	(289,329)	(297,888)	(293,610)	4,278	(1.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>18,765,982</b>	<b>20,489,657</b>	<b>22,918,544</b>	<b>2,428,887</b>	<b>11.9%</b>
<b>NET COUNTY COST</b>	<b>2,453,289</b>	<b>2,278,152</b>	<b>3,258,821</b>	<b>980,669</b>	<b>43.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

Changes in position allocation since the adoption of the FY2018/19 Budget are provided below:

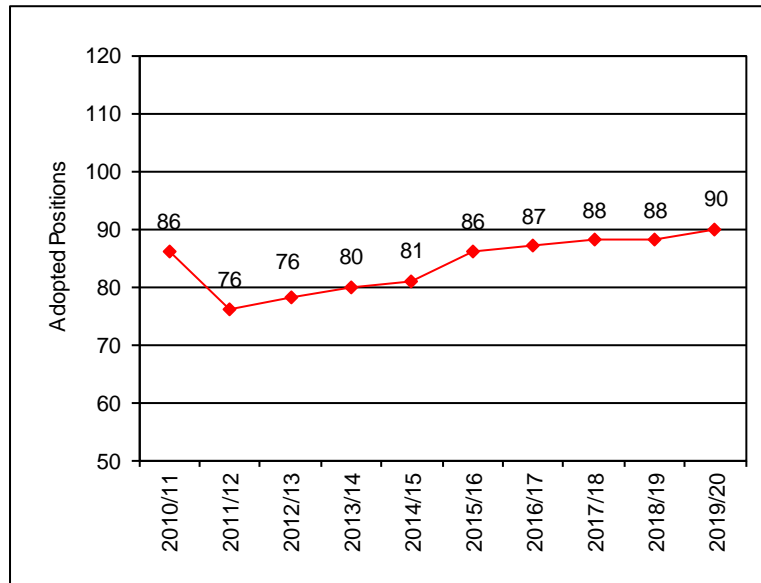
On February 26, 2018 as part of the Midyear Budget Hearing, the following positions were changed:

- Deleted 1.0 FTE Capital Projects Coordinator position, and
- Added 1.0 FTE Capital Projects Coordinator (Senior) position to address the service delivery skill needs for funded capital projects requiring experienced personnel.

The FY2019/20 Recommended Budget includes the proposed position changes:

- Add 1.0 FTE Building Trades Mechanic (Senior) (TBD) – The position will provide staff backup, internal training and development in preparation for pending retirements, and additional maintenance support for the Veterans Halls and Rourk Vocational Training Center. Funded by Countywide Administrative Overhead Revenue.
- Convert 1.0 Extra-Help Groundskeeper to 1.0 FTE – The position will help support and maintain the current 140 acres particularly the ground areas susceptible to fire, debris, litters and vandalisms. Funded by Countywide Administrative Overhead Revenue.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

# Summary of Other Administered Budget

**1117-General Services**  
**Megan M. Greve, Director of General Services**  
**Other General**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1640 REAL ESTATE SERVICES	1,083,457	1,011,472	1,044,180	32,708	3.2%
3100 FLEET MANAGEMENT	5,738,757	5,478,775	5,894,342	415,567	7.6%
9000 AIRPORT	1,906,839	1,838,513	2,094,595	256,082	13.9%
9010 AIRPORT SPECIAL PROJECTS	0	3,444,250	65,000	(3,379,250)	(98.1%)
9050 SPECIAL AVIATION	10,005	10,000	220,626	210,626	2106.3%
2801 FOUTS SPRINGS RANCH	508,004	503,000	3,000	(500,000)	(99.4%)
<b>APPROPRIATIONS</b>					
1640 REAL ESTATE SERVICES	729,889	920,643	912,560	(8,083)	(0.9%)
3100 FLEET MANAGEMENT	5,218,870	5,899,798	6,397,787	497,989	8.4%
9000 AIRPORT	1,577,531	1,496,032	1,768,316	272,284	18.2%
9010 AIRPORT SPECIAL PROJECTS	611,353	3,504,975	165,000	(3,339,975)	(95.3%)
9050 SPECIAL AVIATION	10,000	10,000	220,626	210,626	2106.3%
2801 FOUTS SPRINGS RANCH	182,620	518,300	229,654	(288,646)	(55.7%)
<b>NET CHANGE</b>					
1640 REAL ESTATE SERVICES	(353,568)	(90,829)	(131,620)	(40,791)	44.9%
3100 FLEET MANAGEMENT	519,887	(421,023)	(503,445)	(82,422)	19.6%
9000 AIRPORT	329,308	342,481	326,279	(16,202)	(4.7%)
9010 AIRPORT SPECIAL PROJECTS	(611,353)	(60,725)	(100,000)	(39,275)	64.7%
9050 SPECIAL AVIATION	5	0	0	0	0.0%
2801 FOUTS SPRINGS RANCH	325,384	(15,300)	(226,654)	(211,354)	1381.4%

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

---

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Received approximately \$16,800 in one-time General Fund revenues from twenty-five private rental events held at the County Events Center.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$32,708 or 3.2% in revenues and a decrease of \$8,083 or 0.9% in appropriations when compared to FY2018/19 Adopted Budget. As a result, the Net County Cost decreased by \$40,791 or 44.9%.

Primary Funding Sources

The primary funding source for the Real Estate Services is Revenue from Use of Money/Property which reflects a \$31,626 or 3.9% increase primarily due to increase in Building Rental and Leases. A net increase of \$1,506 or 3.2% in Charges for Services is primarily attributable to service charges from the rate reimbursements for the rental of the Portuguese Hall parking lot in Vallejo.

Primary Costs

The FY2019/20 Recommended Budget includes an \$8,083 or 0.9% net decrease in appropriations when compared to the FY2018/19 Adopted Budget primarily due to a \$90,637 decrease in Other Charges resulting from reduced Countywide Cost Allocation Plan charges from roll forward adjustments in the Plan for costs attributed to Real Estate Services and decreases in charges by departments using Central Services. These decreases are partially offset by increases in Salaries and Benefits of \$7,738 resulting from increases in retirement costs, Service and Supplies increases of \$68,794 primarily due to an increase in insurance costs charged by Risk Management, and an increase of \$6,000 in Intrafund Transfers primarily for the labor, maintenance and equipment fees for County Event Center.

Contracts

None requiring Board action.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

## Summary of Other Administered Budgets

**1640 – Fund 001-Real Estate Services**  
**Megan M. Greve, Director of General Services**  
**Property Management**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	165,678	156,517	156,093	(424)	(0.3%)
REVENUE FROM USE OF MONEY/PROP	871,274	807,526	839,152	31,626	3.9%
CHARGES FOR SERVICES	42,005	47,429	48,935	1,506	3.2%
MISC REVENUE	4,500	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,083,457</b>	<b>1,011,472</b>	<b>1,044,180</b>	<b>32,708</b>	<b>3.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	181,013	186,717	194,455	7,738	4.1%
SERVICES AND SUPPLIES	107,829	178,049	246,843	68,794	38.6%
OTHER CHARGES	448,011	570,260	479,623	(90,637)	(15.9%)
OTHER FINANCING USES	5,161	1,814	1,836	22	1.2%
INTRA-FUND TRANSFERS	(12,126)	(16,197)	(10,197)	6,000	(37.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>729,889</b>	<b>920,643</b>	<b>912,560</b>	<b>(8,083)</b>	<b>(0.9%)</b>
<b>NET COUNTY COST</b>	<b>(353,568)</b>	<b>(90,829)</b>	<b>(131,620)</b>	<b>(40,791)</b>	<b>44.9%</b>
<b>STAFFING</b>					
REAL ESTATE	1	1	1	0	0.0%
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

---

**DEPARTMENTAL PURPOSE**

Fleet Management provides comprehensive low emission and advanced technology fleet management and transportation services to County departments, two cities and six special districts within Solano County.

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Fleet has 65 hybrid vehicles in service and will be looking at additional opportunities to comply with new statewide targets for low/no emission vehicles.
- The County Fleet includes 92% of gasoline powered vehicles that are certified as low emission vehicles.
- There are 85 vehicles on the replacement plan for FY2019/20, in addition to department requests to add 9 new vehicles to the fleet.
- Fleet will lead the way to implementing Global Positioning System (GPS) to all Fleet owned vehicles including vehicle tracking and diagnostics in real time, increasing division productivity.

**WORKLOAD INDICATORS**

- During calendar year 2018, completed 2,579 work orders comprised of 6,460 mechanic labor hours.
- Maintains and services 511 County vehicles including 58 vehicles leased to outside agencies.
- Maintains and services over 115 Department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$415,567 or 7.6% in revenues and an increase of \$497,989 or 8.4% in appropriations when compared to the FY2018/19 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$5,310,700 representing an increase of \$259,501 or 5.1% when compared to the FY2018/19 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery.

Primary Costs

The FY2019/20 Recommended Budget includes \$6,397,787 in appropriations representing a \$497,989 or 8.4% net increase due to the following:

- Salaries and Employee Benefits of \$1,252,321 reflect a decrease of \$24,601 or 1.9% due to filling of vacancies on a lower step with no longevity and salary savings and timing of filling the vacant positions.
- Services and Supplies of \$2,050,537 reflect a decrease of \$36,349 or 1.8% due to an increase in Maintenance for Equipment and increase in Central Data Processing costs.
- Other Charges of \$305,224 reflect a decrease of \$80,155 or 20.8% primarily due to decreased Countywide Administrative Overhead costs.
- Fixed Assets of \$2,658,100 which is expected to increase by \$484,322 or 22.3% primarily due to more vehicles requiring replacement in FY2019/20 based on replacement schedule and for additional requests for new vehicles from various departments.
- Total Other Financing Uses of \$131,605 reflect an increase of \$82,074 or 165.7% primarily due to transfer of funds to Capital Project Fund to finance the roofing upgrade at the Light Equipment Shop located at 477 N Texas Street, Fairfield.

## Summary of Other Administered Budgets

## 3100 – Fund 034-Fleet Management Megan M. Greve, Director of General Services Other General

### Contracts

None requiring Board Action.

### Fixed Assets

The FY2019/20 Recommended Budget includes the following fixed assets:

- \$2,645,100 for vehicle purchases.
- \$13,000 for two automotive A/C charging machines.

### DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	43,045	20,500	47,000	26,500	129.3%
CHARGES FOR SERVICES	4,735,502	5,051,199	5,310,700	259,501	5.1%
MISC REVENUE	560,064	75,569	51,542	(24,027)	(31.8%)
OTHER FINANCING SOURCES	400,146	191,507	365,100	173,593	90.6%
FROM RESERVE	0	140,000	120,000	(20,000)	(14.3%)
<b>TOTAL REVENUES</b>	<b>5,738,757</b>	<b>5,478,775</b>	<b>5,894,342</b>	<b>415,567</b>	<b>7.6%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,196,338	1,276,922	1,252,321	(24,601)	(1.9%)
SERVICES AND SUPPLIES	1,951,141	2,014,188	2,050,537	36,349	1.8%
OTHER CHARGES	262,781	385,379	305,224	(80,155)	(20.8%)
F/A EQUIPMENT	1,774,985	2,173,778	2,658,100	484,322	22.3%
OTHER FINANCING USES	33,625	49,531	131,605	82,074	165.7%
<b>TOTAL APPROPRIATIONS</b>	<b>5,218,870</b>	<b>5,899,798</b>	<b>6,397,787</b>	<b>497,989</b>	<b>8.4%</b>
<b>NET GAIN(LOSS)</b>	<b>519,887</b>	<b>(421,023)</b>	<b>(503,445)</b>	<b>(82,422)</b>	<b>19.6%</b>
<b>STAFFING</b>					
FLEET	10	10	10	0	0.0%
<b>TOTAL STAFFING</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0.0%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### PENDING ISSUES AND POLICY CONSIDERATIONS

With State initiatives to reduce gas powered vehicle emissions, Fleet will continue to explore ways to improve our vehicle portfolio to include full electric vehicles where appropriate. This will involve the placement of vehicle charging stations at various County facilities in order to fully realize this goal.

The light equipment shop located at 477 N. Texas Street in Fairfield is in need of a roofing upgrade. This project is included in the FY2019/20 Capital Protects budget pending Board approval.

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenge

- All office and hangar spaces at the Airport are at 100% occupancy. The Airport's current waiting list for hangar space has increased considerably over the last 4-years. The Airport's aircraft tie-down apron is also nearing capacity.

Accomplishments

- The Airport provided oversight and management of the following projects:
  - Completion of new perimeter fencing and the upgrade of airport gates.
  - Secured funding and awarded contracts for new County hangar rentals and construction is underway to be completed in Summer 2019.
  - Completed renovation of the Airport office buildings.

**WORKLOAD INDICATORS**

- The Airport manages, operates and maintains the airport fuel system, and provides fuel services and retail sales of aviation fuel to the flying public, including over 145,000 gallons of fuel sold and involving 7,050 customer transactions during FY2018/19. Fuel sales in FY2018/19 generated \$700,452 in Airport operating revenue.
- The Airport plans, manages and implements airport capital projects and obtains federal and State funding. With the financial assistance of the FAA, and financing through the Caltrans Airport Loan Program, the Airport completed \$3.85 Million in capital improvements in FY2018/19.
- The Airport manages, rents and maintains County hangars, office spaces, private ground leases and other aircraft storage spaces which generated \$679,716 during FY2018/19.
- The Airport maintains 301 acres of Airport property and operates infrastructure and airport systems including runway and taxiway lighting and navigation systems; water, sewer and storm drainage systems; storm water pollution prevention; weed control and abatement, and repair and maintenance of airfield facilities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$256,082 or 13.9% in revenues and an increase of \$272,284 or 18.2% in appropriations when compared to the FY2018/19 Adopted Budget.

Primary Funding Sources

- Property Tax revenues in the amount of \$452,343 which reflects an increase of \$54,139 or 13.6% when compared to the FY2018/19 Adopted Budget.
- Revenue from Use of Money in the amount of \$808,428 which reflects an increase of \$174,502 or 27.5% due to an increase of \$8,000 for interest income due to anticipated increase in average cash balance and an additional increase in construction rental and lease revenue of \$166,502 or 17.5%, due to the automatic annual increases in private hangar rates per ground



## Summary of Other Administered Budgets

## 9000 – Fund 047-Airport Megan M. Greve, Director of General Services Public Ways

lease contracts and increase in hangar occupancy and business activities. The airport will be completing the new hangar project, increasing the number of hangars from 116 to 142 units.

- Charges for Services in the amount of \$770,133 which reflects an increase of \$16,831 or 2.2% for tie down fees, fuel revenue, and income on commercial aeronautical operators.
- Miscellaneous Revenues in the amount of \$49,180 which reflects an increase of \$10,646 or 27.6% for charges on private development fees.

### Primary Costs

- Salaries and Employee Benefits of \$435,394, which represents a net increase of \$3,864 or .9% due to increases in retirement costs offset by decrease in overtime costs.
- Services and Supplies of \$933,933, which represents a net increase of \$1,969 or .2% due primarily to an increase in credit card processing fees offset by a decrease in central data processing services.
- Other Charges of \$184,097, which represents an increase of \$55,874 or 43.6% largely due to an increase in Countywide Administrative Overhead charges.
- Other Financing Uses of \$214,892, which represents an increase of \$210,577 or 4,880.1% primarily due to Operating Transfer to Special Aviation Fund to pay the loan from California Department of Transportation. The Caltrans loan agreement requires that the loan be accounted for in the Special Aviation Fund.

### Contracts

None requiring Board action.

### Fixed Assets

None.

## DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	427,871	398,204	452,343	54,139	13.6%
REVENUE FROM USE OF MONEY/PROP	665,752	633,926	808,428	174,502	27.5%
INTERGOVERNMENTAL REV STATE	3,647	3,612	3,571	(41)	(1.1%)
INTERGOVERNMENTAL REV FEDERAL	0	0	5	5	0.0%
INTERGOVERNMENTAL REV OTHER	187	935	935	0	0.0%
CHARGES FOR SERVICES	773,059	753,302	770,133	16,831	2.2%
MISC REVENUE	26,323	38,534	49,180	10,646	27.6%
OTHER FINANCING SOURCES	10,000	10,000	10,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,906,839</b>	<b>1,838,513</b>	<b>2,094,595</b>	<b>256,082</b>	<b>13.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	415,913	431,530	435,394	3,864	0.9%
SERVICES AND SUPPLIES	979,385	931,964	933,933	1,969	0.2%
OTHER CHARGES	169,985	128,223	184,097	55,874	43.6%
OTHER FINANCING USES	12,248	4,315	214,892	210,577	4880.1%
<b>TOTAL APPROPRIATIONS</b>	<b>1,577,531</b>	<b>1,496,032</b>	<b>1,768,316</b>	<b>272,284</b>	<b>18.2%</b>
<b>NET GAIN(LOSS)</b>	<b>329,308</b>	<b>342,481</b>	<b>326,279</b>	<b>(16,202)</b>	<b>(4.7%)</b>

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

**Megan M. Greve, Director of General Services**  
**Public Ways**

---

	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
STAFFING					
AIRPORT	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The recent new hangar construction project and admin/airport office building renovation project were funded in part through an airport loan from Caltrans. Loan payments to Caltrans will require the transfer of \$210,626 from the Airport operating budget to the Airport Special Aviation Fund as required by the Caltrans Loan agreement.

**SUMMARY OF POSITION CHANGES**

There are no changes to position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Completed 6,700 feet of new perimeter fencing and the upgrade of airport gates improving safety and security. The project was completed with funding assistance from the FAA.
- Planned, designed, and constructed 26 new County rental hangars. The new hangars represent an economic development investment and will help to address a pent-up demand for aircraft storage space.
- Designed the renovation of airport office buildings with 75% of the improvements constructed during FY2018/19. The project will extend the useful life of airport office buildings and support expansion of flight training business operations.

**WORKLOAD INDICATORS**

- With the financial assistance of the FAA, and financing through the Caltrans Airport Loan Program, the Airport completed \$3.85 million in capital improvements in FY2018/19 which includes the airport perimeter security fencing and T-hangar development projects.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$3,379,250 or 98.1% in revenues and a decrease of \$3,339,975 or 95.3% in appropriations when compared to the FY2018/19 Adopted Budget. The decreases in revenue and appropriations are the result of fewer capital projects planned for FY2019/20.

Primary Funding Source

The primary funding sources for the Department are the Airport's Fund Balance of \$100,000 representing the proceeds of a Caltrans loan received in FY2018/19 and a grant for \$65,000 from FAA.

Primary Costs

The Airport Special Projects budgeted costs are directly related to individual project cost and are subject to change based on the projects in process at a given time. In FY2019/20 projects at the Nut Tree Airport include office building improvements for \$40,000 and airport taxiway rehabilitation for \$125,000.

Fixed Assets

Fixed Assets are appropriated in each project recommended for FY2019/20.

**DEPARTMENT COMMENTS**

None.

**9010 – Fund 047-Airport Special Projects**  
**Megan M. Greve, Director of General Services**  
**Public Ways**

**Summary of Other Administered Budgets**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUALS</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	0	1,299,277	0	(1,299,277)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	0	466,065	65,000	(401,065)	(86.1%)
OTHER FINANCING SOURCES	0	1,678,908	0	(1,678,908)	(100.0%)
<b>TOTAL REVENUES</b>	<b>0</b>	<b>3,444,250</b>	<b>65,000</b>	<b>(3,379,250)</b>	<b>(98.1%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	593,286	3,496,035	0	(3,496,035)	(100.0%)
OTHER CHARGES	18,067	8,940	0	(8,940)	(100.0%)
F/A BLDGS AND IMPRMTS	0	0	165,000	165,000	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>611,353</b>	<b>3,504,975</b>	<b>165,000</b>	<b>(3,339,975)</b>	<b>(95.3%)</b>
<b>NET GAIN(LOSS)</b>	<b>(611,353)</b>	<b>(60,725)</b>	<b>(100,000)</b>	<b>(39,275)</b>	<b>64.7%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Revenue generation and improving airport revenues through further economic development of airport property will be important in the future to provide local matching funds for FAA and State capital improvement grants.

In FY2019/20, the Department did not re-budget any unspent appropriations for the office building Improvement project which was approved in the prior year. The Department is requesting the Board authorize the Auditor/Controller, in consultation with the County Administrator, to carry forward Board-approved airport's capital project into subsequent years to facilitate the accounting and management of multi-year capital projects.

**FUNCTION AND RESPONSIBILITIES**

This budget is used to record receipt of the annual California Aid to Airports program including loans and grants provided by Caltrans. Funds received from Caltrans under these programs are restricted and may only be used to fund Nut Tree Airport operations and or capital projects.

In FY2018/19 the Airport Special Aviation Fund entered into the following loan agreements:

- In August 2018, the Airport Special Aviation Fund entered into a loan agreement with Caltrans to fund the Airport T-Hangar Construction Project (BU 9019) in the amount of \$1,857,313. The loan is amortized over 17 years at an annual interest rate of 3.91%, maturing in February 2035. In FY2019/20 payment is due in September 2019 for a principal payment of \$78,988 and interest of \$72,610.
- In March 2019, the Airport Special Aviation Fund entered into a loan agreement with Caltrans to fund Airport office building improvements (BU 9016) in the amount of \$759,924. The loan is amortized over 17 years at an annual interest rate of 3.34%, maturing in March 2036. In FY2019/20 payment is due in May 2020 for a principal payment of \$33,633 and interest of \$25,395.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

The annual \$10,000 grant from Caltrans was applied to airport operations. Financing in the form of loans were provided by Caltrans to fund the development of new T-hangars and office building renovations at the Nut Tree Airport.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$210,626 or 2106.3% in both revenues and appropriations when compared to the FY2018/19 Adopted Budget. The increases are the results of annual loan payment to Caltrans funded by operating transfer from the Airport Operating Budget.

**DEPARTMENT COMMENTS**

Loan payments to Caltrans are required to be accounted for and paid out of the Airport Special Aviation Fund. Accordingly, the Airport Operating Budget (BU 9000) will transfer funds for annual principal and interest due on the Caltrans loans to the Airport Special Aviation Budget (BU 9050).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	5	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	0	0	210,626	210,626	0.0%
<b>TOTAL REVENUES</b>	<b>10,005</b>	<b>10,000</b>	<b>220,626</b>	<b>210,626</b>	<b>2106.3%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	0	0	210,626	210,626	0.0%
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>10,000</b>	<b>10,000</b>	<b>220,626</b>	<b>210,626</b>	<b>2106.3%</b>
<b>NET GAIN(LOSS)</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The increase of \$210,626 in Operating Transfers-In from the Airport budget to the Airport Special Aviation budget represents funding for the principal and interest payments due on the loans to Caltrans in FY2019/20.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

---

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Phase 1 demolition and decommissioning of the Fouts Springs Youth Facility was previously completed in FY2016/17. This included the demolition of approximately 18 buildings, erosion and storm water control measures, re-vegetation of native plant species, and decommissioning of a portion of the onsite septic system, which resulted in a reduction of ongoing maintenance costs.
- Phase 2 final demolition and decommissioning was largely complete as of March 2019 and included demolition of the remaining 16 structures and smaller outbuildings, regrading of demolished structure sites to natural grade, erosion and storm water control measures and re-vegetation of native plant species. Monitoring and verification of successful site re-vegetation remains in progress, with full project completion expected in the 2019.
- Final decommissioning of the Fouts Springs Youth Facility relieves the County of associated maintenance and operations costs.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$500,000 or 99.4% in revenues and a decrease of \$288,646 or 55.7% in appropriations when compared to FY2018/19 Adopted Budget.

Primary Funding Sources

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

Primary Costs

The appropriations included in the Recommended Budget include insurance and anticipated costs to cover any additional cost to finalize transfer of the site to US Forest Service.

Contract

None requiring Board Action.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

The Board of Supervisors has previously approved funding for the decommissioning effort in the amount of \$2.4 million for two phases over the course of several fiscal years. Phase 1 is complete, and Phase 2 final decommissioning is expected to be completed in FY2018/19. The approximate cost of both phases is projected to cost \$2.4 million. It is anticipated that the project's funding balance will be carried over into FY2019/20 in the event any further site modifications should be required by United States Forest Service (USFS) as a condition of release. Upon final release by USFS, any remaining project balance will be returned to the source fund.

Megan M. Greve, Director of General Services  
Detention & Corrections

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	8,004	3,000	3,000	0	0.0%
OTHER FINANCING SOURCES	125,000	0	0	0	0.0%
GENERAL FUND CONTRIBUTION	375,000	500,000	0	(500,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>508,004</b>	<b>503,000</b>	<b>3,000</b>	<b>(500,000)</b>	<b>(99.4%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	412	0	0	0	0.0%
SERVICES AND SUPPLIES	106,792	518,300	229,654	(288,646)	(55.7%)
OTHER CHARGES	75,416	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>182,620</b>	<b>518,300</b>	<b>229,654</b>	<b>(288,646)</b>	<b>(55.7%)</b>
<b>NET GAIN(LOSS)</b>	<b>325,384</b>	<b>(15,300)</b>	<b>(226,654)</b>	<b>(211,354)</b>	<b>1381.4%</b>

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

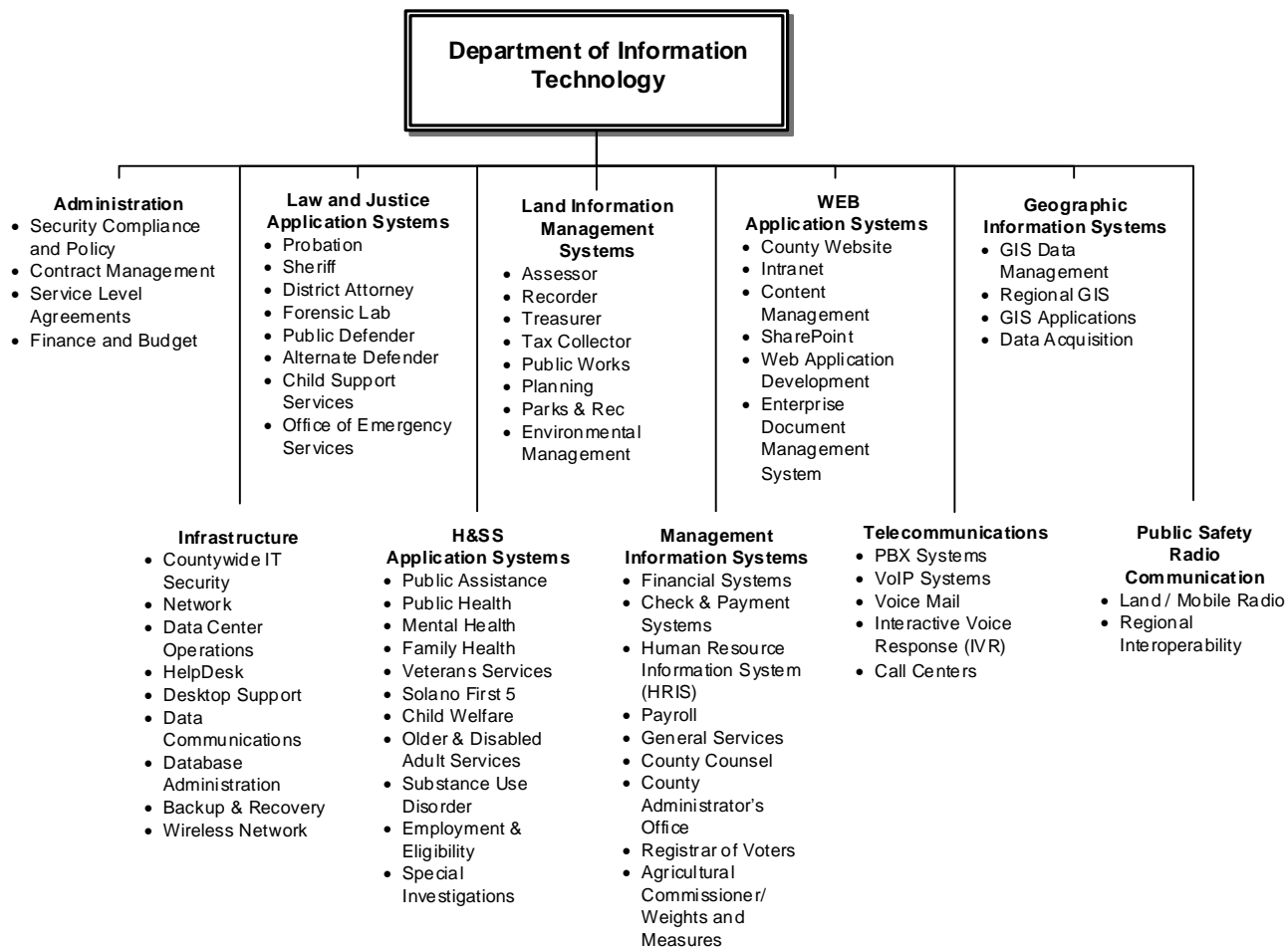
#### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

#### PENDING ISSUES AND POLICY CONSIDERATIONS

It is expected that Phase 2 of the Fouts decommissioning process will be completed in FY2018/19, with the property ready for return to the U.S. Forest Service and termination of the special use permit between the Forest Service and County. General Services Department staff remains in contact with USFS area representatives regarding USFS acceptance of final site re-vegetation, magnetometry survey confirming absence of underground storage tanks, and location-specific environmental sampling.





## DEPARTMENTAL PURPOSE

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

### Budget Summary:

FY2018/19 Midyear Projection:	26,961,255
FY2019/20 Recommended:	26,280,447
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	64

## FUNCTION AND RESPONSIBILITIES

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

Timothy P. Flanagan, Chief Information Officer  
Other General

---

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

DoIT has been addressing the cost, flexibility and resiliency of the County's information technology services through consolidation, implementation of virtualization technologies and, most recently, the leveraging of cloud-based services. The County needs automation to carry out mandated activities and to implement new productivity-improving tools like mobile technology, improved case management applications, new service management software and the integration of several systems, and automation for law enforcement support systems. DoIT (including services from contracted managed services) comprises only 2.6% of the total County Budget and approximately 2% of the total workforce. However, with the support of its business partners in departments throughout the County, it has been able to make significant progress in improving the technology tools and capabilities available to County users, and in the automation of business processes.

### Accomplishments:

#### Information Technology Service Management (ITSM):

- Continued the implementation and deployment of the cloud-based ServiceNow® ITSM solution. The project objectives are to modernize IT critical processes and supporting technologies, gain control and visibility of IT assets and align IT services to business needs.

#### Document Management:

- Continued the deployment and maintenance of over 280 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in multiple departments.

#### Health Systems:

- Implemented the NextGen Population Health (Eagle Dream) tool to provide analytics including gaps in care, Patients Not Seen, and reportable metrics for Uniform Data System (UDS) and Partnership Health Plan. System also provides a condition registry identifying populations with multiple conditions across the population.
- Implemented the new emocha system which is a Tuberculosis Surveillance product allowing Directly Observed Therapy (DOT) care utilizing a combination of video technology and human engagement on a secured cloud-based platform. This system improves medication adherence and minimizes the cost of staff traveling countywide to personally observe clients taking their Tuberculosis Meds.
- Implemented Document Imaging solution for Avatar Electronic Health Record (EHR) system to capture content in various formats from diverse locations, reduce paper content, and securely store scanned documents in the Avatar Electronic Health Record system.
- Developed enhanced Avatar data collection templates and management reports to meet new State reporting requirements and track outcomes, timeliness, and productivity for H&SS management staff.

#### Social Services Systems:

- Implemented the replacement system for the legacy Case Folder Tracking (CFT) system. The new Records Management Database (RMD) system will be used to track the location of the physical case folders for multiple H&SS Divisions as well as generating new case numbers for Child Welfare Services. The new RMD system will also allow for more streamlined method of requesting records and vitals and improve tracking of record movement.
- Completed Phase IV of the Documentum workflow automation project (Tacoma) with Health & Social Services (H&SS) Older and Disabled Adult Services (ODAS), which provides web-based field collection forms, process workflow, e-signature, and electronic document storage and retention. Tacoma Phase IV includes workflow enhancements, calendar time tracking, and additional forms and reporting, as well as necessary changes made to meet new State requirements.
- Migrated Employment & Eligibility Services (EES) Document Management System (DMS) and back-end infrastructure to upgraded platform. This provides more robust hardware, better performance, and continued support on current technology.
- Developed enhanced reporting and dashboard summaries for Social Services Divisions to more efficiently track and manage business operations and resource allocation, resulting in better client services and higher productivity.

**Information Security Improvements:**

- Implemented strong wireless authentication of the County's wireless infrastructure by using a new Identity Services Engine (ICE) followed by wireless penetration testing to identify weakness in the infrastructure.
- Deployed Microsoft Local Administrator Password Solution (MS LAPS) to County and Criminal Justice Information Services (CJIS) servers. MS LAPS will randomize the local administrator passwords on workstations and servers to help prevent workstation compromise.

**Network Improvements:**

- Completed the Dixon Corp-yard WAN and LAN installation to allow for connectivity to the Solano County network.
- Completed the Vacaville Corp-Yard WAN and LAN installation to allow for connectivity to the Solano County network.
- Completed the wireless enhancements at Solano County buildings for the General Services FacilityDude project. The FacilityDude is the new electronic system for building maintenance support.
- Completed the Data and VoIP Network infrastructure project for a vocational facility to provide classroom education to Solano County inmates.
- Completed hardware refresh of Department of Justice (DOJ) and Criminal Justice Information Services (CJIS) firewalls. These firewalls provide connectivity to DOJ and Law & Justice internal network connectivity.
- Continued installation of a second internet connection to allow for a redundant network connection if the current provider has an outage.

**Infrastructure:**

- Completed the Citrix environment upgrade to XenDesktop 7.15. This version allows the County to extend support through 2022. The platform upgrade also resolves several open issues, improves stability, and positions some departments to be able to segment services.
- Completed install of 5 nodes for the CAC Hyperflex environment with 130 Terabytes (TB) of storage and the phase I migration of 158 Virtual Servers onto the platform. This platform matches the technical deployment at the Law & Justice data center as the core storage environment across the enterprise.
- Completed the 6th node with an additional 182TB of disk space across all nodes and increased overall storage capacity and positioned the platform for future growth.
- Completed the migration of 62 Virtual Servers onto the Law & Justice Hyperflex platform. An additional 25TB of disk space was added across 3 nodes in response to an acute storage need for the Public Defender's Office eDefender application.
- Completed the Azure project by building a Virtual Data Center (VDC) that contains a production Active Directory Federation Services (ADFS) instance that supports PowerDMS and SharePoint. The VDC includes several virtual servers that can be used to establish a site recovery framework.
- Completed two data center assessments. Both assessments reviewed facilities footprints and associated environment, disaster recovery options, and storage and backup options.

**Web Development:**

- Migrated the content management system for the County's Intranet system to SharePoint. The Department will continue to look for other opportunities to consolidate applications and tools to simplify our technology portfolio and reduce costs.

**PeopleSoft HR and Payroll System:**

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

**Timothy P. Flanagan, Chief Information Officer**  
**Other General**

---

#### Geographic Information Systems (GIS):

- Updated to a newer version of Sheriff Dispatch GIS CAD on the wall application which tracks 911 calls in real time, maps the call on GIS map and tracks response units via Automatic Vehicle Locator.
- Deployed the Environmental Systems Research Institute (ESRI) Portal with single sign on and established connections to Solano County's ArcGIS Online which offers more functionality to County users.
- Launched training classes that teach County employees how to use and create their own web maps and generate Story Maps without knowing HTML editing. Story Maps gives a framework for publishing County initiatives.
- Created an Open Data Exchange site where GIS data can be downloaded into various formats for both public and private use.
- Developed a camera registration website where private citizens can sign up and register their cameras with the Sheriff's Department.
- Developed a relationship with ESRI, Yolo, and Sonoma OES departments to share ArcGIS Online applications that are essential for interagency OES events.
- Developed 3 applications that have been deployed for Regional GIS (ReGIS) partners.
- Revamped the ReGIS website ([www.solregis.net](http://www.solregis.net)) so that members can edit the site and add GIS news, events and/or pertinent information regarding their agency.
- Developed a new Parcel Fabric which will improve editing functionality of the GIS Parcel dataset.
- Deployed a new Local Government Model designed by experts in Local Government database design.

#### Law & Justice Systems:

- Continued a two-phased project to replace the end-of-life Solano Fingerprint System. Phase One standardized interfaces and implemented a National Institute of Standards and Technology (NIST) Archive: migrating all proprietary fingerprint data into industry standard format and into a new storage system. Phase Two, is the review and assessment of vendor options for completely replacing the current AFIS backend within the extremely tight budgetary constraints.
- Enhanced the new web-based Solano Arrest & Detention Form application & Judicial Review application to include "self-services" Password Reset capability. These applications are used by every Solano arresting officer and the Courts for Judicial Review of applicable arrest Probable Causes.
- Continued implementing JTI eProbation, the Probation's new case management system with an estimated go live date of July 2019.
- Completed the National Field Trial and entering into a subscription for 150-bodycam project for Sheriff's Office, using AXON Evidence.com "cloud" service.
- Completed implementation of Sun Ridge RIMS, a new Dispatch, Records, and Mobile solution for the Sheriff's Office.

#### WORKLOAD INDICATORS

- During the period of March 1, 2018 to February 28, 2019 there were a total of 16,488 work orders and trouble tickets received by the Helpdesk.
- A total of 582 servers were hosted on 76 physical servers, and over 125 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,500 computers, 4,215 telephones, 353 tablets, and 800 printers are supported across the Counties' wide-area network locations.

# Functional Area Summary

# 1870 – Fund 370-Department of Information Technology

Timothy P. Flanagan, Chief Information Officer

Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
DOIT-ADMINISTRATION	958,389	1,193,160	1,151,887	(41,273)	(3.5%)
INFRASTRUCTURE	11,857,826	13,241,982	13,033,949	(208,033)	(1.6%)
LAW & JUSTICE APPLICATION SYSTEMS	1,407,110	1,505,016	1,547,876	42,860	2.8%
H&SS APPLICATION SYSTEMS	2,162,285	2,568,105	2,563,687	(4,418)	(0.2%)
MANAGEMENT INFORMATION SYSTEMS	1,448,459	1,754,453	1,657,243	(97,210)	(5.5%)
LAND INFORMATION MANAGEMENT SYSTEMS	1,609,075	1,984,236	1,589,441	(394,795)	(19.9%)
WEB APPLICATION SYSTEMS	589,473	878,985	808,456	(70,529)	(8.0%)
GEOGRAPHIC INFORMATION SYSTEMS	1,366,877	1,412,931	1,417,771	4,840	0.3%
TELECOMMUNICATIONS	1,815,431	1,515,769	1,477,438	(38,331)	(2.5%)
PUBLIC SAFETY RADIO COMMUNICATION	448,883	458,930	521,252	62,322	13.6%
<b>TOTAL REVENUES</b>	<b>23,663,808</b>	<b>26,513,567</b>	<b>25,769,000</b>	<b>(744,567)</b>	<b>(2.8%)</b>
<b>APPROPRIATIONS</b>					
DOIT-ADMINISTRATION	960,319	1,234,445	1,155,406	(79,039)	(6.4%)
INFRASTRUCTURE	11,676,541	13,485,799	13,502,194	16,395	0.1%
LAW & JUSTICE APPLICATION SYSTEMS	1,420,907	1,609,243	1,558,102	(51,141)	(3.2%)
H&SS APPLICATION SYSTEMS	2,155,212	2,701,990	2,586,205	(115,785)	(4.3%)
MANAGEMENT INFORMATION SYSTEMS	1,386,728	1,782,922	1,651,384	(131,538)	(7.4%)
LAND INFORMATION MANAGEMENT SYSTEMS	1,621,400	1,602,970	1,580,367	(22,603)	(1.4%)
WEB APPLICATION SYSTEMS	589,473	911,833	806,524	(105,309)	(11.5%)
GEOGRAPHIC INFORMATION SYSTEMS	1,324,132	1,449,250	1,422,337	(26,913)	(1.9%)
TELECOMMUNICATIONS	1,478,995	1,480,065	1,487,798	7,733	0.5%
PUBLIC SAFETY RADIO COMMUNICATION	422,573	473,919	530,130	56,211	11.9%
<b>TOTAL APPROPRIATIONS</b>	<b>23,036,280</b>	<b>26,732,436</b>	<b>26,280,447</b>	<b>(451,989)</b>	<b>(1.7%)</b>
<b>NET GAIN(LOSS)</b>					
DOIT-ADMINISTRATION	(1,930)	(41,285)	(3,519)	37,766	(91.5%)
INFRASTRUCTURE	181,285	(243,817)	(468,245)	(224,428)	92.0%
LAW & JUSTICE APPLICATION SYSTEMS	(13,797)	(104,227)	(10,226)	94,001	(90.2%)
H&SS APPLICATION SYSTEMS	7,073	(133,885)	(22,518)	111,367	(83.2%)
MANAGEMENT INFORMATION SYSTEMS	61,730	(28,469)	5,859	34,328	(120.6%)
LAND INFORMATION MANAGEMENT SYSTEMS	(12,325)	381,266	9,074	(372,192)	(97.6%)
WEB APPLICATION SYSTEMS	-	(32,848)	1,932	34,780	(105.9%)
GEOGRAPHIC INFORMATION SYSTEMS	42,745	(36,319)	(4,566)	31,753	(87.4%)
TELECOMMUNICATIONS	336,437	35,704	(10,360)	(46,064)	(129.0%)
PUBLIC SAFETY RADIO COMMUNICATION	26,310	(14,989)	(8,878)	6,111	(40.8%)
<b>NET GAIN(LOSS)</b>	<b>627,528</b>	<b>(218,869)</b>	<b>(511,447)</b>	<b>(292,578)</b>	<b>133.7%</b>
<b>STAFFING</b>					
DOIT-ADMINISTRATION	5	5	5	0	0.0%
INFRASTRUCTURE	11	12	12	0	0.0%
LAW & JUSTICE APPLICATION SYSTEMS	8	9	9	0	0.0%
H&SS APPLICATION SYSTEMS	14	14	14	0	0.0%
MANAGEMENT INFORMATION SYSTEMS	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	10	10	10	0	0.0%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	1	0	0.0%
TELECOMMUNICATIONS	2	2	2	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	4	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>64</b>	<b>64</b>	<b>64</b>	<b>0</b>	<b>0.0%</b>

Timothy P. Flanagan, Chief Information Officer  
Other General

---

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$744,567 or 2.8% in revenues and a decrease of \$451,989 or 1.7% in appropriations when compared to the FY2018/19 Adopted Budget.

### Primary Funding Sources

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments and other agencies. The Department's cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and except for capital asset expenditures, which are charged to departments based on standard depreciation schedules. The FY2019/20 Recommended Budget includes a projected use of \$511,447 in Fund balance.

### Primary Costs

The Department's three primary cost centers include: Infrastructure; Applications Development Management and Support; and, Communications. The Recommended Budget continues to focus on maintenance and support of current systems with limited development of new systems to support high-priority department objectives and State and federal mandates. The Recommended Budget reflects some increases in expenses to enhance IT security needs, maintaining hardware and software support of critical systems, and investing in tools to improve both IT and end-user's productivity.

#### Infrastructure:

Total appropriations for Infrastructure are projected to be \$13,502,194 which consists of \$5,190,548 in contract staffing (Avenu), \$2,148,669 for County staff, \$244,470 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$5,918,507 for software licenses, hardware, Operating, and communications services. Infrastructure functions include Network Administration, Data Communications, Network Security, Computer Operations, Help Desk, Desktop Support, Database and Operating Systems Administration, Data Storage Management, and Backup and Recovery.

#### Applications Development Management and Support:

Applications Development Management and Support includes Law & Justice Application Systems, H&SS Applications Systems, Management Information Systems, Land information Management Systems, Web Application Systems, Geographic Information Systems, and Administration. Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems process improvement, and public access to information and services. Total appropriations for Applications Development Management and Support are projected to be \$10,760,325 which consists of \$7,200,043 for staffing, \$616,944 in Contractor (Avenu) cost, \$828,900 in County cost allocations for Administrative Overhead, Building Use, Insurances, and \$2,114,438 for hardware, software and other third-party services.

#### Communications:

Communications cost centers include: Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Total appropriations for Communications are projected to be \$2,017,928 which consists of \$551,365 in staffing, \$92,966 in County Administrative Overhead, Building Use, and Insurances, \$958,520 as pass-through telephone usage, voicemail and other charges, and \$415,077 for hardware, software and vendor services.

### Contracts

The FY2019/20 Recommended Budget includes a total of \$9,752,987 or 37.1% in contracted services which includes the following significant contracts:

- \$5,807,000 for Avenu staffing and support.
- \$1,001,000 for Microsoft Office365.
- \$611,000 for West IP VoIP Provider.

- 
- \$385,000 for Gartner technical consulting services.
  - \$241,000 for Pictometry.
  - \$210,000 for PeopleSoft Maintenance.
  - \$162,000 for Security Operation Center service 24x7.
  - \$155,000 for One Solution Maintenance.
  - \$138,000 for Cisco SmartNet.
  - \$125,000 for Microsoft Azure Roadmap implementation.
  - \$105,000 for IntelliTime.

#### Fixed Assets

The FY2019/20 Recommended Budget includes the following fixed assets:

- \$500,000 for data center infrastructure refresh.
- \$230,000 for physical server replacement and server maintenance costs.
- \$100,000 for Virtual Machine (VM) hardware and software for additional virtual servers.
- \$85,000 for Cisco Infrastructure refresh.
- \$77,000 for spare switches and routers for break/fix and refresh of County systems.
- \$58,000 for Public Safety Radio System infrastructure equipment.
- \$50,000 for BlueCoat Reverse Proxy Server refresh.
- \$47,300 for wireless LAN controllers to replace aging network controllers.
- \$25,000 for Performance Network Monitoring System enhancements for Law & Justice.

#### **DEPARTMENT COMMENTS**

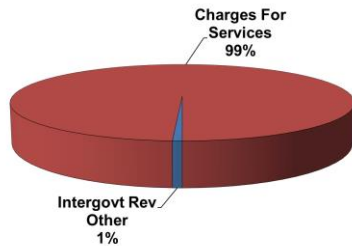
For the FY2019/20 budget the Department of Information Technologies (DoIT) outlined six priorities that the budget must address. These priorities focus on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The departmental budget request seeks to address:

- System Performance Issues
- Disaster Recovery and Business Continuity
- Technology Consolidation to improve efficiency
- Systems & Data Security and Compliance
- Business Process Improvements
- Anticipated Growth of Information Technology demand from Departments

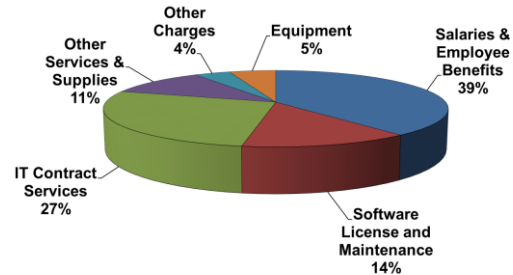
Many ongoing and planned projects seek to meet these priorities. They address areas such as network security, IT infrastructure refresh, Wi-Fi security, technologies to aid in disaster recovery, and implementing software solutions for process improvements. The department continues to look for ways to partner with other departments to find greater efficiencies, ensure data is secure, and ensure continuity of County services to the public.

Timothy P. Flanagan, Chief Information Officer  
Other General

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2017/18 ACTUALS	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	101,302	57,858	87,858	30,000	51.9%
INTERGOVERNMENTAL REV OTHER	0	198,453	198,453	0	0.0%
CHARGES FOR SERVICES	23,329,298	26,167,256	25,393,147	(774,109)	(3.0%)
MISC REVENUE	233,208	90,000	89,542	(458)	(0.5%)
<b>TOTAL REVENUES</b>	<b>23,663,808</b>	<b>26,513,567</b>	<b>25,769,000</b>	<b>(744,567)</b>	<b>(2.8%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	7,919,344	10,248,341	10,380,077	131,736	1.3%
SERVICES AND SUPPLIES	13,006,561	14,318,965	14,022,990	(295,975)	(2.1%)
OTHER CHARGES	1,002,498	1,131,564	1,047,589	(83,975)	(7.4%)
F/A BLDGS AND IMPRMTS	671,615	0	0	0	0.0%
F/A EQUIPMENT	199,923	1,411,462	1,172,300	(239,162)	(16.9%)
OTHER FINANCING USES	236,338	102,104	137,491	35,387	34.7%
INTRA-FUND TRANSFERS	1	(480,000)	(480,000)	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>23,036,280</b>	<b>26,732,436</b>	<b>26,280,447</b>	<b>(451,989)</b>	<b>(1.7%)</b>
<b>NET GAIN(LOSS)</b>	<b>627,527</b>	<b>(218,869)</b>	<b>(511,447)</b>	<b>(292,578)</b>	<b>133.7%</b>

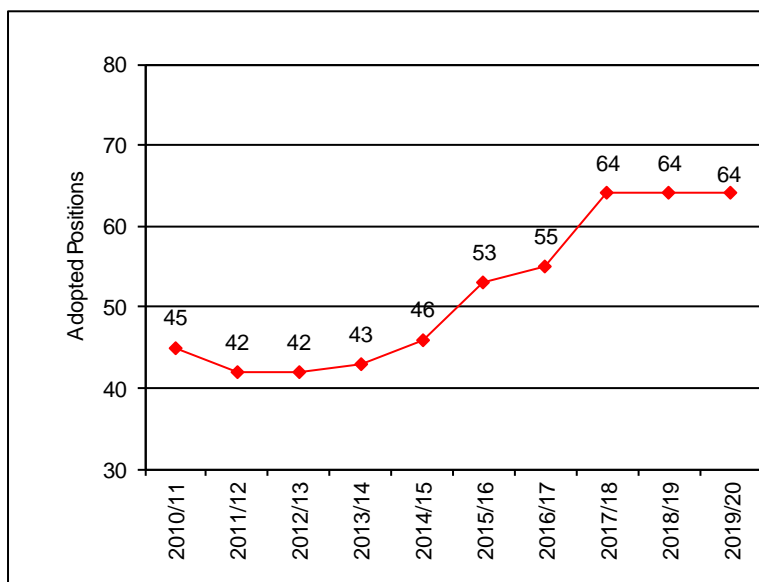
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.



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

The contract with Avenu Insights & Analytics expires on December 31, 2019. Changes to this contract, or a new vendor, could impact the overall FY2019/20 budget. The outsourcing contract provides contracted IT staff that perform critical functions in IT Operations, Help Desk, Desktop Services, Network Administration, Database Administration, and Geographic Information Systems (GIS). Expanded utilization of the County GIS systems – including engagement with local partners – is expected in FY2019/20.

The Department continues its process of implementing ServiceNow software through a contract with Cask, LLC. This implementation is expected to conclude in FY2019/20.

Highly reliable, redundant, and resilient information technology service delivery requires regular investment and ongoing maintenance. Data center equipment, network architecture, voice communication systems age and require both maintenance and periodic upgrades. Even in a rapidly evolving industry and marketplace, the investments required to consistently deliver reliable, redundant, resilient IT services can be planned – sometimes years in advance. One of the current top priorities of the Department of Information Technology is to examine the IT infrastructure that supports Solano County and assess where the Department has risks that can be mitigated, where we have aging infrastructure that needs to be upgraded, and where we have deferred maintenance that needs to be addressed. Over the next year the Department is expecting to bring investment opportunities forward for consideration that will both improve overall IT service delivery and also build upon our goal of creating reliability and resiliency.

**1870 – Fund 370-Department of Information Technology      Summary of Other Administered Budgets**  
**Timothy P. Flanagan, Chief Information Officer**  
**Other General**

---

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2017/18 ACTUAL	2018/19 ADOPTED BUDGET	2019/20 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1878 SCIPS REPLACEMENT PROJECT	0	1,805,191	1,961,526	156,335	8.7%
<b>APPROPRIATIONS</b>					
1878 SCIPS REPLACEMENT PROJECT	9,270	1,805,191	1,961,526	156,335	8.7%
<b>NET CHANGE</b>					
1878 SCIPS REPLACEMENT PROJECT	(9,270)	0	0	0	0.0%

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

---

**FUNCTION AND RESPONSIBILITIES**

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

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Accomplishments:

Over the past year, DoIT has focused on project organization and planning with internal stake holders and the Thomson Reuters representatives.

- Completed a Proof of Concept for a web-based property system archive with Simpler Systems. Initial data application will demonstrate the ability to craft custom queries with limited technical involvement and prove the data transformation methodology for production data moving to archive storage.
- Completed the initial three-day Phase 0 workshop on February 25, 2019; officially starting the project. Staff from DoIT, Assessor-Recorder, Auditor-Controller, and Treasurer-Tax Collector departments attended the workshop led by Thomson Reuters technical team. Phase 0 is estimated to be a minimum of twelve months in duration and will be the focus of the work effort in FY2019/20.

Challenges:

The existing system is hosted on a modern platform, while the underlying application structure and business rules are approximately 30 years old. The system complexity and 30-year-old design has proven to be a maintenance challenge and continues to limit departments' ability to improve business processes as well as limiting the County's ability to take advantage of new service -based technology. Operation of the system is heavily dependent upon institutional knowledge and numerous workarounds. The system needs major platform overhaul to ensure its components remain supported by their manufacturers.

Over the course of the project it was anticipated there would be a need for dedicated project staff to focus on the implementation phases to assist with analysis, mapping configuration, testing and validation in each of the stakeholder departments. In FY2018/19 the Board approved the addition of two additional staff in the Assessor, and one each in the Auditor/Controller, and Treasurer/Tax Collector departments for the configuration and implementation phases. These positions are Limited-Term through June 30, 2021. Additionally, the SCIPS Replacement Project has contracted with a dedicated Project Manager to oversee the entire project. More staffing will be needed for the acceptance testing phases, but the extent of that supplemental staffing cannot be determined at this time. Due to the difficulty of providing accurate estimates at this early stage of the project, the budget may need to be revised as the project progresses and more becomes known of the experience of other counties implementing this software. Technical staff involvement in the project will be heaviest in "Phase 0" performing data migration and validation activities as well as for building an archive system for historical data.

#### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$156,335 or 8.7% in both revenues and appropriations when compared to the FY2018/19 Adopted Budget. These funds will be utilized by the Department to continue work on Phases 0 through 4 of the implementations of the new property tax system.

The FY2019/20 Recommended Budget reflects the re-budget of revenues and appropriations included in the FY2018/19 Adopted Budget, as the Department only projects \$456,195 in actual expenditures through June 30, 2019. The total project expenditures through the end of FY2019/20 as estimated at \$2.4 million.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2017/18 ACTUALS</b>	<b>2018/19 ADOPTED BUDGET</b>	<b>2019/20 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
OTHER FINANCING SOURCES	0	1,805,191	1,961,526	156,335	8.7%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>1,805,191</b>	<b>1,961,526</b>	<b>156,335</b>	<b>8.7%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	9,270	1,045,138	882,000	(163,138)	(15.6%)
OTHER CHARGES	0	0	319,473	319,473	0.0%
F/A - INTANGIBLES	0	280,053	280,053	0	0.0%
INTRA-FUND TRANSFERS	0	480,000	480,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>9,270</b>	<b>1,805,191</b>	<b>1,961,526</b>	<b>156,335</b>	<b>8.7%</b>
<b>NET CHANGE</b>	<b>(9,270)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

#### **SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

#### **SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget unit.

#### **PENDING ISSUES AND POLICY CONSIDERATIONS**

During FY2019/20, DoIT anticipates "Phase 0" activities will be performed by current DoIT staff. Staff will provide a progress report to the Board that will outline progress, budget status, and the anticipated need for additional Limited-Term staffing for DoIT and stake-holder departments, as discussed above.