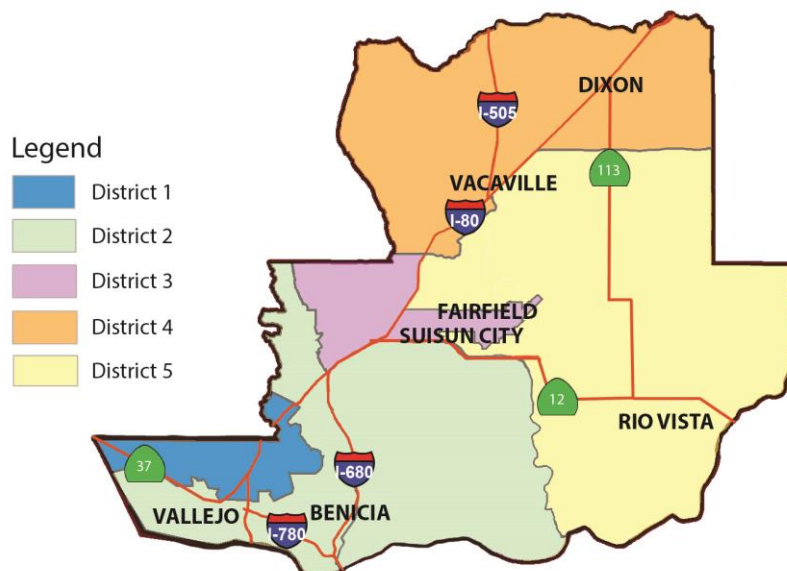


## Board of Supervisors



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**

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### **STATEMENT OF PURPOSE**

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

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

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

As we look to FY2020/21 Solano County, like our State, Nation, and the world face the consequences of the COVID-19 pandemic medical emergency declared by the World Health Organization on March 11, 2020. In responding to this emergency our economy faces a downturn not seen since the Great Recession. In responding to this emergency and throughout our recovery process, the Board will continue to manage operational funding challenges, 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>	
FY2019/20 Midyear Projection:	577,074
FY2020/21 Recommended:	597,938
County General Fund Contribution:	597,938
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

The District 1 Supervisor, Erin Hannigan, 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 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 serves on the 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 a member 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 \$191,125 include Catholic Charities, Children's Network, Food Bank of Contra Costa and Solano, Meals on Wheels, Shelter Inc. Solano, Solano Dream Center and the Sparrow Project.
- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues in 2019/20, the third year of a contribution of \$1,000,000 to fund programs through 2020 to assist people in need in Solano County. In 2020, a robust collection of programs includes the following: First 5 Solano provides basic needs support with \$200,000 that will directly assist families in crisis by addressing immediate needs, and \$300,000 is committed providing programs related to Early Learning, School Readiness, Social Engagement & Peer Support as well as Community Resource Information at the

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

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First 5 Center in Vallejo. The project with Family Health Services continues with an additional \$100,000 to operate the Mobile Food Pharmacy and its Food Rx Program in collaboration with the Food Bank of Contra Costa and Solano Counties. 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 \$194,000 to provide prevention and wellness programs.

- Programs that were added in FY2019/20, the second year of the program involve High School Diplomas and Transportation for Seniors. Funding of \$11,000 allows for a match with funding from the State Library to offer 20 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. Last year's funding in the amount of \$100,000 made it possible for the STA to purchase two paratransit vans which are operated by volunteer drivers who will bring seniors to various appointments and social events.
- Two new programs have been approved and were launched in the third year of the partnership with the Yocha Dehe Wintun Nation.
  - **Transition Support for At Risk Youth** is receiving \$ 150,000 in grant funding. Our County Chief of Probation has identified several gaps that, if filled, would help young people during probation supervision and/or exit from the juvenile justice system. This program will help fill a gap by providing youth in transition with: Professional Attire, Educational and Vocational Materials, Celebrations, Motivational Speakers, A Challenge Day, Mentoring, and other support such as housing and transportation assistance.
  - **Promote Youth Workforce Development** is receiving \$ 45,000 in grant funding. Our Healthy Solano Collaborative has identified unemployment as a priority issue and developed proactive strategies centered around workforce development. The two goals of this program are to provide communities with resources and guidance that support the cultivation of career interests and job skills in youth and to expose people of all ages to opportunities from assessment/education/experience/skill building for job readiness. Solano Public Health is offering mini-grants to assist young people in workforce readiness--this funding will allow us to engage 6 more inspiring proposals.
- The partnership with the Yocha Dehe Wintun Nation dovetails into Supervisor Hannigan's 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 February of 2020, after a two-year process, Supervisor Hannigan, as Chairwoman of the First 5 Solano Commission on Children and Families, helped open Solano County's First 5 Center in Vallejo with over 400 people in attendance. This is the first Center of its kind in Solano County. The location of the Center was determined through an equity lens that identified risk factors of children living in poverty throughout Solano County. The Center, run by Bay Area Community Resources, provides free classes and resources (County and non-profit partners) for family members with children under the age of 6. The Center has an indoor play area, free books, three activity rooms and a staff to support our most vulnerable residents. Tenant improvements totaled \$1.8 million and Supervisor Hannigan was able to help raise \$1.2 million.
- In order to combat human trafficking, Supervisor Hannigan participates in the Commercially Sexually Exploited Children (CSEC) Steering Committee. The mission of the interagency CSEC Steering Committee is to establish a protocol to foster collaboration and coordination among multi-jurisdictional agencies to improve the capacity to identify victims and to provide services for them and their family/caregivers. They work to end their exploitation and to hold exploiters accountable. The committee has formed a Memorandum of Understanding (MOU) to establish multidisciplinary teams on behalf of commercially sexual exploited children in Solano County.

- In May of 2019 Supervisor Hannigan attended Bike to School Day at Solano Middle School (Grades 6th-8th). While there she noticed great needs for students and families. She then coordinated a “Call to Action” a few weeks later. The first order of business was to partner with Assembly member Tim Grayson and Councilmember Hakeem Brown to replace the broken washer and dryer so that students would have an opportunity to have their clothing washed. Following school dismissal, lunch was provided and wrap around services were made available. Services included the mobile food pharmacy, mobile dental and doctor clinics, employment and eligibility, child support services, safe routes to school, Solano transportation authority, Solano pride, fighting back partnership and mobile bike repair station. A “Call to Action Part 2” followed when Elsa Widenmann School closed and the 2 schools combined to Solano-Widenmann K-8th. The same services were delivered and a \$2,000 grant was secured through Kaiser to cover the cost of dinner.

Supervisor Hannigan was then contacted by John Finney High School for a 3rd “Call to Action.” This took place in September 2019 and many local non-profits joined in with the same services provided to Solano-Widenmann K-8th. John Finney High School is a continuation high school with at-risk youth. This event made a positive impact on students and their families.

- 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.
- Supervisor Hannigan is proud of the lasting legacy of her family. In May 2019, the train station on Vanden Road was ceremoniously named **Fairfield-Vacaville Hannigan Station** after former Fairfield Assembly member Tom Hannigan, who contributed to the development of the *Capitol Corridor* service.
- The California State Legislature passed SB 365 and it was 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 have been working to establish a report card on the status of women and girls in 2019/20. Initial funding for the SCWG was obtained by Soroptimist Clubs and other women centric groups.
- What started with 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 1,500 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles--the partnership is excited to announce that Sutter Health contributed \$20,000 in 2019 to continue the program. Supervisor Hannigan actively promotes exercise through her weekly “Walk with the Supervisor” which has taken place every Friday at 9:00 a.m. along the Vallejo Waterfront prior to the COVID-19 pandemic medical emergency but will resume once it is safe to do so.
- 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 is to protect the existing roadway while exploring options to

**Erin Hannigan, Chairwoman  
Legislative & Administration**

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accommodate long-term and short-term solutions to address the traffic demands along an environmentally sensitive and flood prone State highway that is an east-west route.

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 Winton Nation and its tribal members.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$41,592 or 7.5% in appropriations when compared to the FY2019/20 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges and increases in Other Charges associated with Countywide Administrative Overhead costs.

**DEPARTMENT COMMENTS**

As the Solano County District 1 Supervisor, Erin Hannigan brings her experience of balancing budgets, improving the quality of life and protecting the environment. As a mother, 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 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 Solano County project 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. In 2020, the County along with its partner, the City of Vallejo are in the process of bringing on a private partner to help make that project become a reality.

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

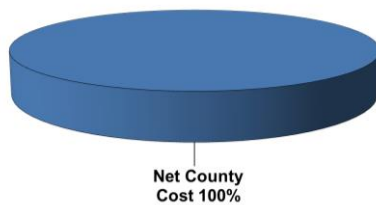
## Department Summary

## 1001 – Fund 001-Board of Supervisors – District 1

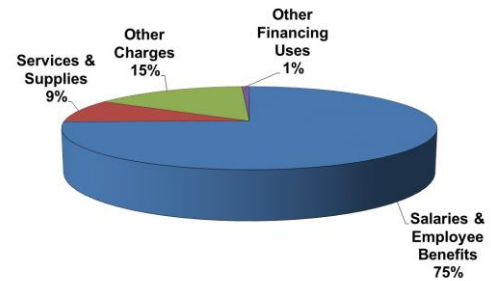
Erin Hannigan, Chairwoman  
Legislative & Administration

often says, “I love the work I do and will always work to further improve our community. In March 2020, Supervisor Hannigan was elected to her 3<sup>rd</sup> term as County Supervisor.

### SOURCE OF FUNDS



### USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<strong>APPROPRIATIONS</strong>					
SALARIES AND EMPLOYEE BENEFITS	418,946	415,924	452,159	36,235	8.7%
SERVICES AND SUPPLIES	45,275	49,701	53,393	3,692	7.4%
OTHER CHARGES	70,934	86,422	87,621	1,199	1.4%
OTHER FINANCING USES	4,218	4,199	4,665	466	11.1%
INTRA-FUND TRANSFERS	588	100	100	0	0.0%
<strong>TOTAL APPROPRIATIONS</strong>	<strong>539,962</strong>	<strong>556,346</strong>	<strong>597,938</strong>	<strong>41,592</strong>	<strong>7.5%</strong>
<strong>NET COUNTY COST</strong>	<strong>539,962</strong>	<strong>556,346</strong>	<strong>597,938</strong>	<strong>41,592</strong>	<strong>7.5%</strong>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

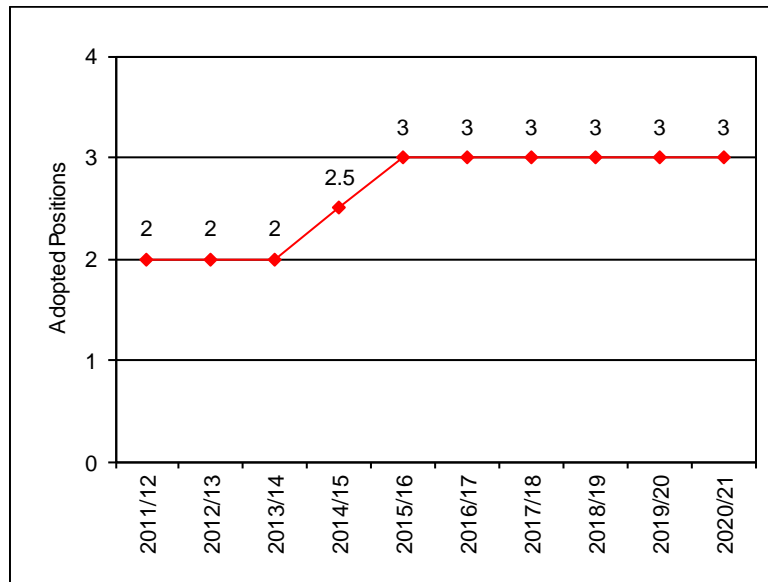
None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Erin Hannigan, Chairwoman  
Legislative & Administration

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

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the District 1 budget.

<b>Budget Summary:</b>	
FY2019/20 Midyear Projection:	528,406
FY2020/21 Recommended:	549,181
County General Fund Contribution:	549,181
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, 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 Bay Area effort focused on regional housing compact 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 respond to 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.

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

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- Meet with many Solano County Department Heads and leaders to discuss Department and program backgrounds, plans, and policies of each Department and to share the 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 community representatives, and non-profit organizations who are serving various vulnerable populations including children and families, seniors, 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 Department of Health and Social Services' Mental Health Services Division and 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.

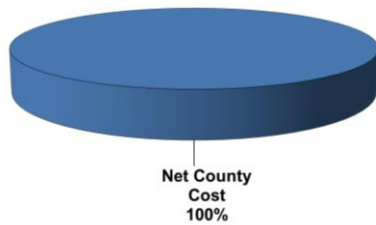
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$11,155 or 2.1% in appropriations when compared to the FY2019/20 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges and increases in Other Charges associated with Countywide Administrative Overhead costs.

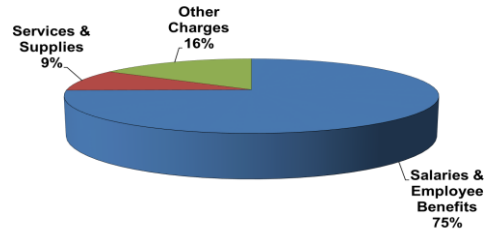
**DEPARTMENT COMMENTS**

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	382,422	400,421	408,172	7,751	1.9%
SERVICES AND SUPPLIES	41,846	50,095	51,908	1,813	3.6%
OTHER CHARGES	75,516	85,135	86,809	1,674	2.0%
OTHER FINANCING USES	2,305	2,225	2,292	67	3.0%
INTRA-FUND TRANSFERS	246	150	0	(150)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>502,335</b>	<b>538,026</b>	<b>549,181</b>	<b>11,155</b>	<b>2.1%</b>
<b>NET COUNTY COST</b>	<b>502,335</b>	<b>538,026</b>	<b>549,181</b>	<b>11,155</b>	<b>2.1%</b>

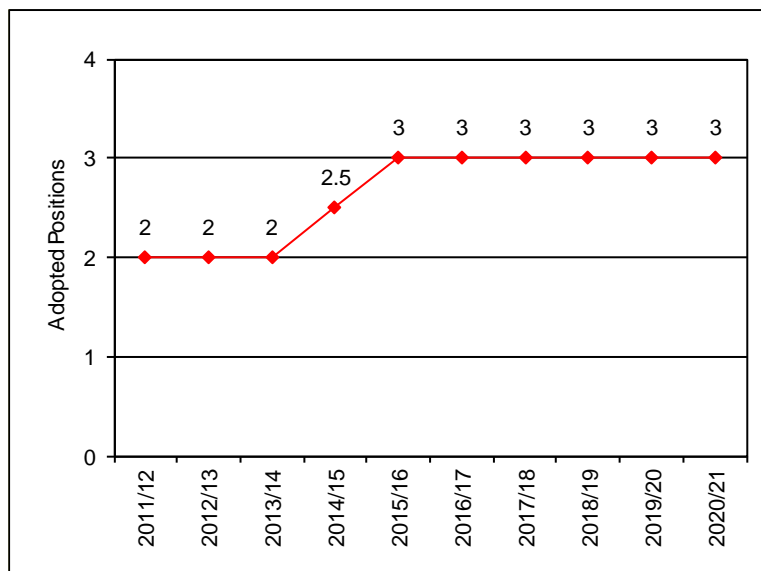
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



**Monica Brown**

**Legislative & Administration**

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the District 2 budget.

<b>Budget Summary:</b>	
FY2019/20 Midyear Projection:	602,186
FY2020/21 Recommended:	623,117
County General Fund Contribution:	623,117
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

## FUNCTION AND RESPONSIBILITIES

The District 3 Supervisor represents residents 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, and two full-time staff positions.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

### Challenges:

- Expanding transportation services to seniors who are low income or have mobility challenges.
- Finding ways to generate affordable housing so that the next generation of residents can afford to live in Solano County.
- Developing the infrastructure for an affordable and sustainable water source for Green Valley, Gordon Valley and Suisun Valley.
- Relieving congestion on the I-80 corridor.
- Providing fire protection in the rural parts of the county.

### Accomplishments:

- Supervisor Sperring secured \$4 million of the Regional Transportation dollars from the MTC affordable housing Incentive pool, known as Suburban Housing Incentive Pool (SUBHIP), that will be used to fund affordable housing units in Fairfield and Vacaville.
- Solano Transportation Authority (STA). Supervisor Sperring pushed to find ways to address the highest transit priority identified for all seven cities as transporting seniors and people with disabilities to medical appointments. Supervisor Sperring, working in sync with Supervisor Erin Hannigan, reached out to the Yocha Dehe Wintun Nation to gain funding and endorsement to purchase two wheelchair accessible vans to be used as part of a vehicle share 2-year pilot program. With these vans, multiple, qualifying, non-profit agencies have access to a vehicle to transport their clients. In its first year of implementation, the vehicle share program is receiving a lot of positive feedback from satisfied passengers who use the service, to the satisfied non-profits who are finding the program, access to the share vehicles and the training they receive, is working well. The Supervisor is looking for funding to add more vehicles to the successful program and to continue to address the transportation gap.
- Supervisor Sperring initiated and led the effort to rename the Fairfield-Vacaville train station in honor of the late California State Legislator Tom Hannigan, considered the "father of the Capitol Corridor". This effort included bringing together representatives from Cities of Fairfield and Vacaville, Capitol Corridor Joint Powers Authority, Solano Transportation Authority and Solano County; obtaining approval from each agency's council or board of directors; designing a bronze plaque replica of Mr. Hannigan; coordinating all bus, street and station signage for the train station, and hosting a well-attended event on September 27, 2019 with many dignitaries, family members and friends.

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

- Supervisor Spering serves on the Solano Consolidated Oversight Board currently in its second year of oversight. The Board took over from the Successor Agencies of the six former city redevelopment agencies in Solano County. As part of this Board, the supervisor is responsible for the winding down of redevelopment activities in the county.
- Consolidated Transportation Services Agency (CTSA) – The Supervisor 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 local hospitals and health 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 improve getting seniors and people with disabilities to medical appointments. In response to this workshop and in concert with the results of the STA Countywide Mobility Summit, another program – a concierge call center – was put in place in partnership with medical providers, STA and Solano county, using one-time funding available from the Area Agency on Aging.
- 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 of its associated committees, including the Bay Area Regional Collaborative; the Bay Area Air Quality Management District Board of Directors and seven of its standing committees; the Capitol Corridor Joint Powers Authority; and the Mega Region Working Group; representing the needs and interests of Solano County in a regional framework.

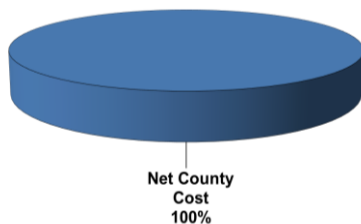
#### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$54,328 or 9.6% in appropriations when compared to the FY2019/20 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges and increases in Other Charges associated with Countywide Administrative Overhead costs.

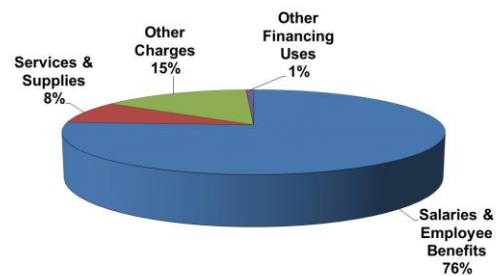
#### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	393,900	431,952	471,172	39,220	9.1%
SERVICES AND SUPPLIES	36,470	48,048	49,821	1,773	3.7%
OTHER CHARGES	72,617	83,939	96,729	12,790	15.2%
OTHER FINANCING USES	4,123	4,250	4,795	545	12.8%
INTRA-FUND TRANSFERS	283	600	600	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>507,393</b>	<b>568,789</b>	<b>623,117</b>	<b>54,328</b>	<b>9.6%</b>
<b>NET COUNTY COST</b>	<b>507,393</b>	<b>568,789</b>	<b>623,117</b>	<b>54,328</b>	<b>9.6%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

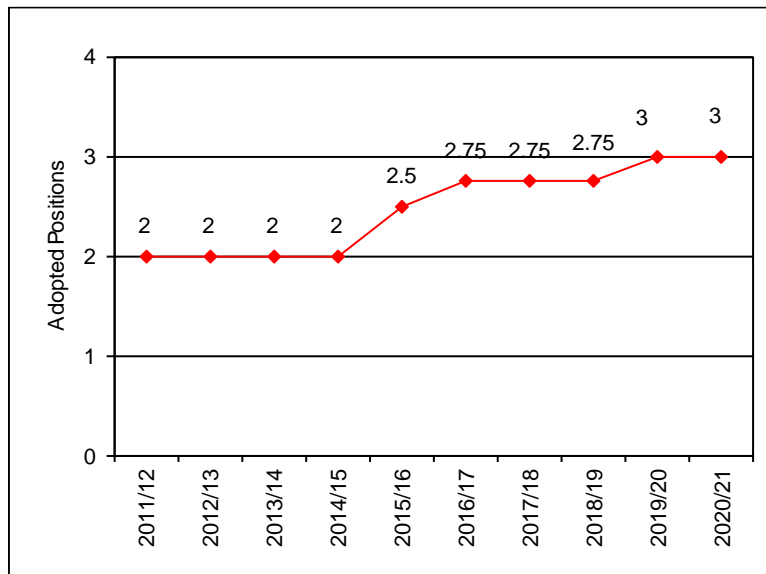
### SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2019/20 Budget are provided below:

On October 22, 2019, the following position allocation change was approved by the Board:

- Added 0.25 FTE Board of Supervisors Aide to District 3

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the District 3 budget.

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

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<b>Budget Summary:</b>	
FY2019/20 Midyear Projection:	589,753
FY2020/21 Recommended:	606,898
County General Fund Contribution:	606,898
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, English Hills, 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 of Solano County on more than 30 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 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:

- Worked with the California Dental Association to host CDA Cares Solano, the flagship program of the California Dental Association Foundation. Held at the Solano County Fairgrounds over the course of two days, hundreds of volunteer dentists and hygienists provided services such as fillings, extractions, partial and full dentures as well as oral health education and help establishing a dental home for follow up care to thousands of local residents and those from across the Bay Area and beyond.
- Continued to support an intergovernmental agreement with the Yocha Dehe Wintun Nation to operate a Mobile Food Rx program. The effort, led by District 1 Supervisor Erin Hannigan to create a partnership between the Yocha Dehe Wintun Nation, Solano County and the Food Bank of Contra Costa and Solano in 2018 and has continued. The partnership with the Yocha Dehe Wintun Nation has allowed in 2019 the Solano Transportation Authority (STA) to create a new Vehicle Share Program. The program was identified as a need after several Senior Mobility Summits were held across the county. Supervisor Vasquez co-hosted summits in Vacaville and Dixon in partnership with the STA.
- As a supporter of agriculture, Supervisor Vasquez worked with the Solano Ag Advisory Committee to put on an Ag Tour to highlight the importance of agriculture and its sustainability. The tour included visits to a local walnut orchard, row crop and cattle and sheep producers. A main theme of the tour centered on the use of water and the current efforts to study how groundwater is used and the steps being taken to sustain it for the future.
- The welfare of one of Solano County's most vulnerable populations, our seniors and older adults, continue to be a focus of Supervisor Vasquez's efforts. Supervisor Vasquez worked with Congressman John Garamendi and the Alzheimer's Association to host an Alzheimer's workshop and resource fair at the County Event Center in Fairfield. The workshop helped seniors and caregivers understand the 10 early warning signs of Alzheimer's as well as featured a discussion with

local health systems on how they are adapting to the growing number of people with Alzheimer's disease and the new emphasis on early detection and care planning.

- Celebrated Solano County's 54 centenarians during the 14th 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.
- In response to ever-growing wildfires throughout the state, Supervisor Vasquez worked with Vacaville Fire Protection District Chief Howard Wood to host a wildfire town hall for residents of the 4<sup>th</sup> District with an emphasis on those residing in the unincorporated area. CalFire and Solano County's Department of Resource Management and Office of Emergency Services also offered expert opinion and analysis of how to prepare for wildfire and what to do during a wildfire to keep yourself, your loved ones and animals safe.
- 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.
- 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 taking part in the re-dedication of the Vacaville Veterans Hall. The \$1.5 million renovation restored the 90-year-old hall to its original glory. The Veterans Halls that the County maintain are more than just a home for our veterans, organizations and auxiliaries, they are truly spaces for the community and hold myriad community events from town halls, to weddings, birthday celebrations and fundraising activities for many organizations.
- Worked with the Solano County Sheriff's Office and Deputy Sheriff's Association (DSA) to honor Deputy Jose Cisneros who was tragically killed in the line of duty August 25, 1985 while en route to provide back up for another deputy. A memorial plaque provided by the DSA in 1998 already existed at the intersection of Cherry Glen and Pleasants Valley Roads, however, it had become obscured by a guardrail. At the request of the DSA, Supervisor Vasquez was able to gain Board support to place signage along the roadway in Deputy Cisneros' memory.

Goals and commitments in the coming fiscal year:

- 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.
- Supervisor Vasquez has made it a point to champion issues related to our youth. For a fourth consecutive year, Supervisor Vasquez 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 that began in FY2015/16 to address women in poverty in Solano County, Supervisor Vasquez looks forward to continuing efforts to raise public awareness of Alzheimer's, a disease that unfairly affects women in greater numbers than men and oftentimes poses a financial burden for those suffering from the disease and their families.

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

- Supervisor Vasquez looks forward to celebrating the re-dedication of the Nut Tree Airport as it celebrates its 65<sup>th</sup> anniversary in 2020.

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.

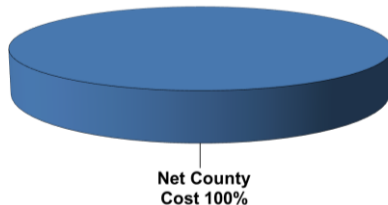
#### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$32,224 or 5.6% in appropriations when compared to the FY2019/20 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance and central data processing charges.

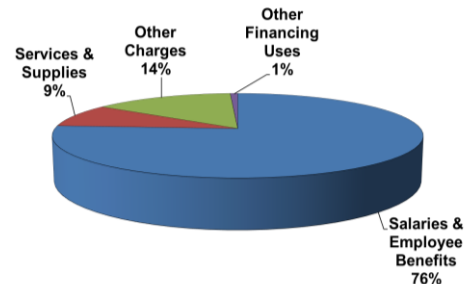
#### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	424,204	433,480	461,869	28,389	6.5%
SERVICES AND SUPPLIES	40,062	47,940	52,971	5,031	10.5%
OTHER CHARGES	73,485	89,103	87,396	(1,707)	(1.9%)
OTHER FINANCING USES	4,287	4,151	4,662	511	12.3%
INTRA-FUND TRANSFERS	610	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>542,648</b>	<b>574,674</b>	<b>606,898</b>	<b>32,224</b>	<b>5.6%</b>
<b>NET COUNTY COST</b>	<b>542,648</b>	<b>574,674</b>	<b>606,898</b>	<b>32,224</b>	<b>5.6%</b>

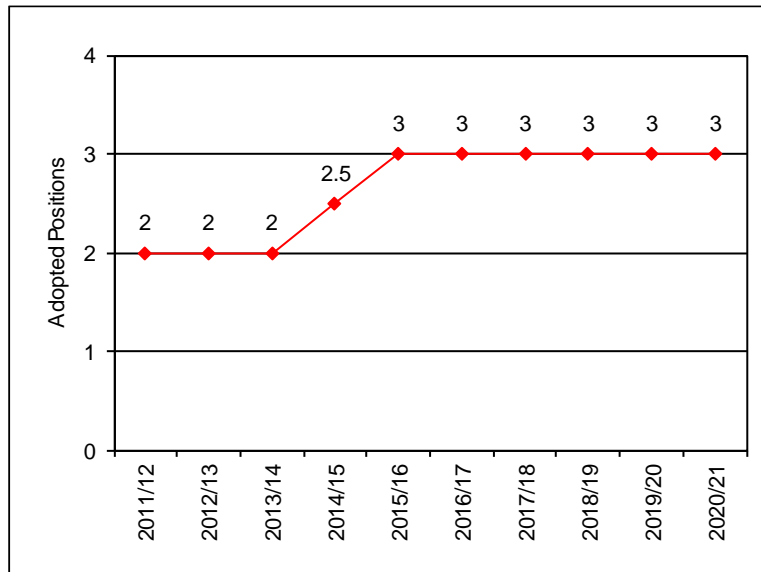
#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

#### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the District 4 budget.

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

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<b>Budget Summary:</b>	
FY2019/20 Midyear Projection:	502,173
FY2020/21 Recommended:	539,133
County General Fund Contribution:	539,133
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 District 5 Office budget provides for the expenditures of the elected Supervisor, one full-time staff member, and one part-time staff member.

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Challenges:

- There have been significant challenges in working with the Brown Street & Leisure Town Road neighborhoods and City of Vacaville in implementing the 5<sup>th</sup> Impact Tiny Shelters Project model that was approved by the Solano County Board of Supervisors on August 28, 2018.
- Once the proposed twin tunnels Delta project was declared halted, a new single tunnel project emerged with the same goal of pumping water to the central valley and Southern California. Advocating to protect the precious resource of water for our agricultural community, and for families that work, live, and play in the Delta areas will continue to be a challenge. Protecting fish, wildlife, and natural habitats that are native to Solano County can be negatively affected by these Delta conveyance project proposals.
- After the Federal government's actions to allow hemp to be an agriculturally grown crop, Solano County had a number of challenges with local hemp farms. After attending many neighborhood meetings and speaking to the neighboring farmers, the county is working on a solution through policy proposals that will work for both sides of the issue.
- The lack of mental health patient beds in Solano County continues to be an issue. Many providers are outside of Solano County making transportation an issue for families and released patients that have stabilized.
- 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:

- Attended the WeHOPE A Night without a Home event by spending the night in a homeless encampment with other elected officials in the San Jose Area followed by roundtable discussions with experts, other elected, and large corporations to better understand what efforts to address homelessness could be replicated in Solano County.
- Worked with the District 4 Supervisor, the Department of Resource Management staff, and County Counsel to negotiate a memorandum of understanding with the State Department of Water Resources and advocated for \$5.1 million in funding for Solano County levees and \$200,000 a year to administer the Lookout Slough Habitat Restoration Plan.

- Currently spearheading the 5<sup>th</sup> Impact Tiny Shelters emergency shelter project through collaboration with California Governor Gavin Newsom's Office, Caltrans, Solano County Health and Human Services, Workforce Development Board, Department of Resource Management, General Services, Sheriff's Office, Probation, Shelter Solano, the Vacaville faith community, Resource Connect Solano (coordinated entry), Opportunity House, Vacaville Police Department Community Resources Unit, and Community Action North Bay for wrap around services to address those experiencing homelessness in Vacaville.
- 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.
- Brought forward a supplemental pay and benefit policy update for military leave to ensure that reservists and national guard employees of Solano County are financially whole during deployment.
- Continue to strengthen the welfare of the County's General Fund by implementing cost-saving reductions.
- Work to protect the rich agricultural land and the Delta and the communities that rely on them, 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.
- Met with local hospitals to attempt to coordinate a response with Solano County the ongoing lack of mental health patient beds in Solano 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 resources from FEMA.

**WORKLOAD INDICATORS**

- Since July 1, 2019, met with more than fifty 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 thirty meetings addressing Delta/water-related issues, community-based outreach, and Supervisorial duties including 3 days of hearings related to a legal challenge of the Delta Plan.
- Attended two community meetings to hear questions and concerns from constituents regarding agricultural hemp farming issues.
- Attended two community stakeholder meetings regarding Delta conveyance and design in both Sacramento and Rio Vista.
- Participated in HUD's Point-in-Time homeless count and Solano County March for Meals campaign.
- Attended/participated in more than thirty 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.

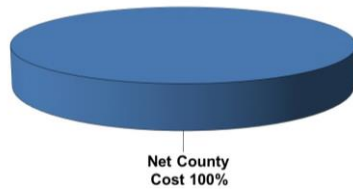
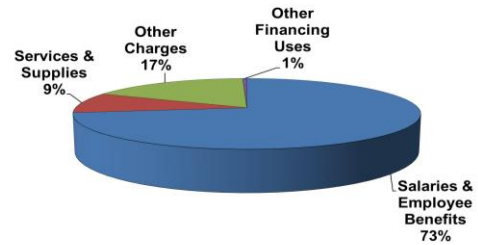
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$6,000 or 1.1% in appropriations when compared to the FY2019/20 Adopted Budget. The increased costs are primarily due to increases in Other Charges associated with Countywide Administrative Overhead costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance and central data processing charges.

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

**DEPARTMENT COMMENTS**

None.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	372,909	400,957	392,402	(8,555)	(2.1%)
SERVICES AND SUPPLIES	39,661	47,502	50,115	2,613	5.5%
OTHER CHARGES	76,811	81,924	94,066	12,142	14.8%
OTHER FINANCING USES	2,243	2,450	2,450	0	0.0%
INTRA-FUND TRANSFERS	295	300	100	(200)	(66.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>491,920</b>	<b>533,133</b>	<b>539,133</b>	<b>6,000</b>	<b>1.1%</b>
<b>NET COUNTY COST</b>	<b>491,920</b>	<b>533,133</b>	<b>539,133</b>	<b>6,000</b>	<b>1.1%</b>

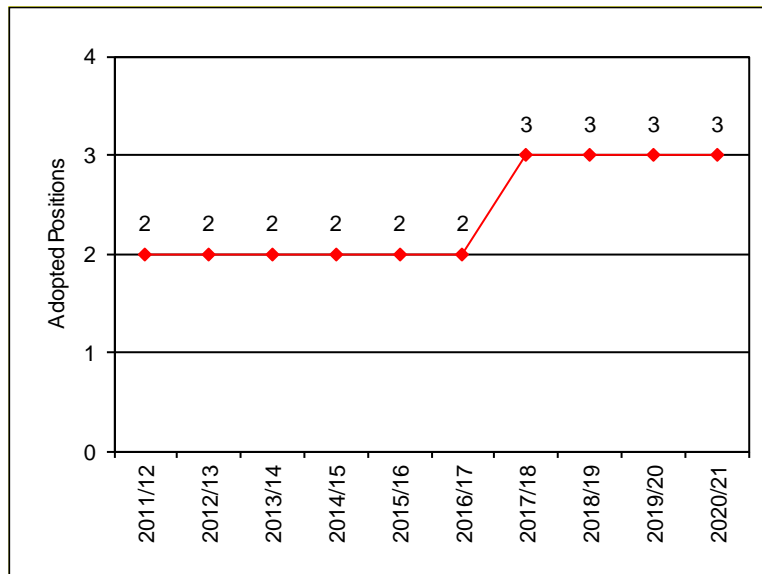
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget for District 5 reflects the appropriations for a full fiscal year. Supervisor Thomson will be retiring as a Board member at the end of his term and a new Board member will assume office in January 2021. The Budget reflects continued funding for the fiscal year and 2 FTE Board Aides.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 - The Recommended Budget was prepared during the COVID-19 pandemic medical emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the District 5 Budget.

Erin Hannigan, Chairwoman  
Legislative & Administration

<b>Budget Summary:</b>	
FY2019/20 Midyear Projection:	314,940
FY2020/21 Recommended:	308,887
County General Fund Contribution:	308,887
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).

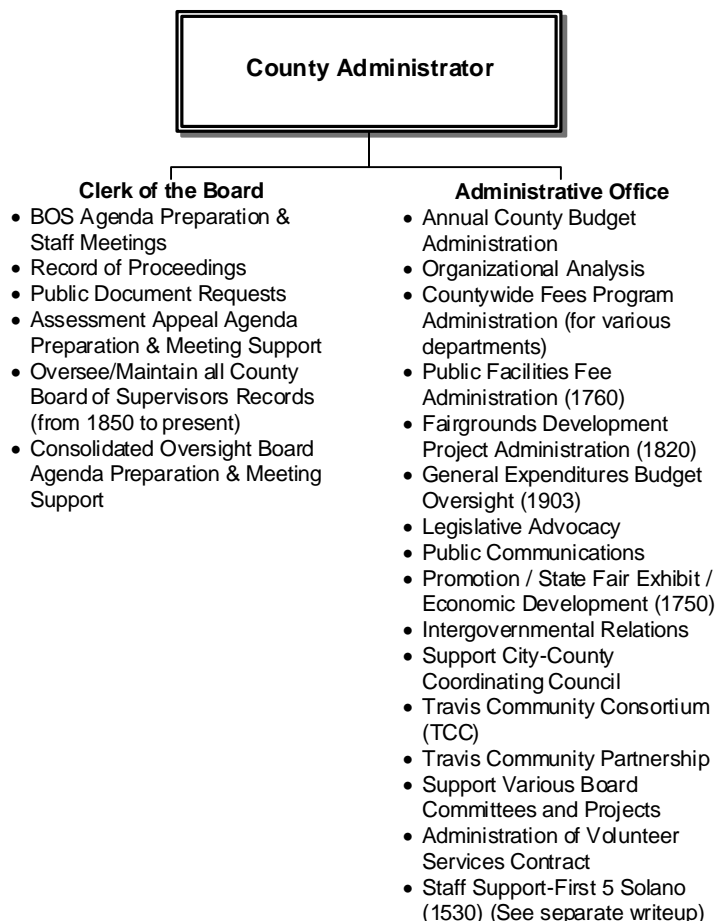
## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$11,897 or 3.7% in appropriations when compared to the FY2019/20 Adopted Budget. The decrease is primarily due to a decrease in Services and Supplies for membership costs for the Association of Bay Area Governments (ABAG). 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, 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	35,885	30,957	32,437	1,480	4.8%
SERVICES AND SUPPLIES	159,870	258,827	245,450	(13,377)	(5.2%)
OTHER CHARGES	25,000	30,000	30,000	0	0.0%
INTRA-FUND TRANSFERS	642	1,000	1,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>221,397</b>	<b>320,784</b>	<b>308,887</b>	<b>(11,897)</b>	<b>(3.7%)</b>
<b>NET COUNTY COST</b>	<b>221,397</b>	<b>320,784</b>	<b>308,887</b>	<b>(11,897)</b>	<b>(3.7%)</b>

## PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget does not yet reflect increase costs resulting from COVID-19 and any potential costs associated with altering the format of Board of Supervisors meetings to include changes such as web-based presentations or telephone participation from the public. Projected costs related to COVID-19 are being determined and will be reflected in the FY2020/21 Supplemental Budget adjustments if necessary.



## 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:

FY2019/20 Midyear Projection:	4,027,577
FY2020/21 Recommended:	5,005,414
County General Fund Contribution:	1,426,679
Percent County General Fund Supported:	28.5%
Total Employees (FTEs):	18

## 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:

- 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 produce the 12<sup>th</sup> annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyler.
- Continued to provide guidance and support to the Delta Counties Coalition.
- Successfully had a State Fair exhibit for 2019, developed by contracts and staffed by volunteers and received the "Gold" and "Best Video Production" awards, as well as honorable mention for the "Best Professional Build."
- Provided staff support to the annual Board Centenarian reception.
- 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.
- 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 \$46,295 donated by Solano County employees toward the 2019 "Holiday Food Fight" campaign for a grand total of \$505,440 donated by Solano County employees since 2004.
- Supported the policy and fiscal implications analysis of the Jail-Based Competency Treatment Program approved by the Board.

- Continued to provide support to Board subcommittee on the Solano 360 Implementation and operational agreements with the Fair.
- Continued to provide support to Board subcommittee on the Solano Fairgrounds for both the Solano 360 Implementation and the operational agreements with the Fair.
- Producing the Midyear Financial Forecast for the County Budget and preliminary budget figures while keeping the COVID-19 pandemic medical emergency impacts in mind.
- With First 5 staff, a consultant Board Committee and department representative continued to implement 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 with the assistance of the County's federal and State legislative advocates.
- Continued to coordinate with County Public Health and County OES the countywide and County responses to the impacts and emergency actions taken to address the concerns of the COVID-19 pandemic on county residents and County employees.
- Working with County Public Health and the Board and County OES on the COVID-19 recovery, including RoadMap to reopening businesses and restoring County services.
- Providing temporary department oversight of the Department of Human Resources.

**WORKLOAD INDICATORS**

During FY2019/20, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 32 various Board of Supervisors meetings.
- Provided staff support to multiple Board of Supervisor subcommittees.
- Processed 663 Agenda submittals and developed/published Minutes for 32 Board of Supervisors' Regular Meetings, 9 Assessment Appeal Hearings, 2 City Selection Committee meetings, 2 Solano Consolidated Oversight Board meetings, and processed 242314 Public Comment Cards from the public present at the Board meetings.
- Recorded 7 Ordinances and 217 Resolutions adopted by the Board.
- Processed 216 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 6 meetings.
- Received 27 requests for information under the California Public Records Act (GC §6250).
- Filed 175 California Environmental Quality Act (CEQA) documents.
- Processed 86 claims against the County and 19 lawsuits.

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

**Functional Area Summary**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CLERK OF THE BOARD	47,340	37,920	37,920	0	0.0%
ADMINISTRATIVE OFFICE	3,612,163	3,728,075	3,540,815	(187,260)	(5.0%)
<b>TOTAL REVENUES</b>	<b>3,659,503</b>	<b>3,765,995</b>	<b>3,578,735</b>	<b>(187,260)</b>	<b>(5.0%)</b>
<b>APPROPRIATIONS</b>					
CLERK OF THE BOARD	470,713	550,682	571,762	21,080	3.8%
ADMINISTRATIVE OFFICE	3,461,149	3,934,394	4,433,652	499,258	12.7%
<b>TOTAL APPROPRIATIONS</b>	<b>3,931,862</b>	<b>4,485,076</b>	<b>5,005,414</b>	<b>520,338</b>	<b>11.6%</b>
<b>NET COUNTY COST</b>					
CLERK OF THE BOARD	423,373	512,762	533,842	21,080	4.1%
ADMINISTRATIVE OFFICE	(151,014)	206,319	892,837	686,518	332.7%
<b>NET COUNTY COST</b>	<b>272,359</b>	<b>719,081</b>	<b>1,426,679</b>	<b>707,598</b>	<b>98.4%</b>
<b>STAFFING</b>					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	14	15	16	1	8.5%
<b>TOTAL STAFFING</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>1</b>	<b>7.5%</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 Preliminary Recommended Budget represents a decrease of \$187,260 or 5.0% in revenues and an increase of \$499,258 or 12.7% in appropriations when compared to the FY2019/20 Adopted Budget. The Net County Cost for the Administration budget increased by \$686,518 or 332.7%. This budget is primarily funded by County General Fund.

The principal factor leading to the increase in appropriations is increases in salaries and employee benefits of \$477,177 or 14.3% primarily due to negotiated and approved labor contracts resulting in increases in wages and the increase in allocated positions approved during FY2019/20.

Contracts

The FY2020/21 Recommended Budget includes a total of \$174,204 or 2.8% in contracted services which includes the following significant contracts:

- \$174,204 Legislative Advocacy Services on General County Issues

Fixed Assets

None requiring Board action.

**1114 - Clerk of the Board:**

The Preliminary Recommended Budget represents no increase in revenues and an increase of \$21,080 or 3.8% in appropriations when compared to the FY2019/20 Adopted Budget. This budget is primarily funded by County General Fund.

The principal factor leading to the increase in appropriations is increases in salaries and employee benefits of \$17,368 or 5.9% primarily due to negotiated and approved labor contracts resulting in increases in wages.

## Functional Area Summary

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

### Contracts

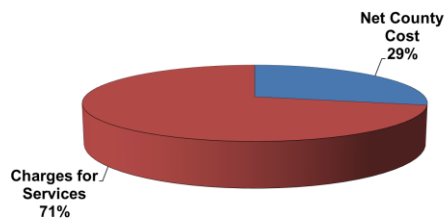
The Preliminary Recommended Budget includes a total of \$53,902 or 10.5% in contracted services which includes the following significant contracts:

- \$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

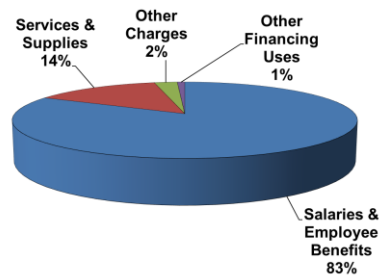
### DEPARTMENT COMMENTS

None.

#### SOURCE OF FUNDS



#### USE OF FUNDS



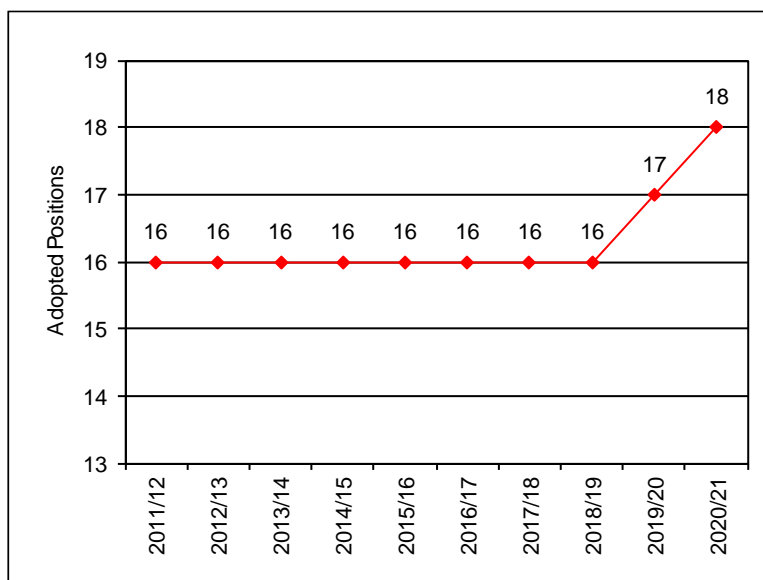
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	150	0	0	0	0.0%
CHARGES FOR SERVICES	3,659,308	3,765,950	3,578,690	(187,260)	(5.0%)
MISC REVENUE	45	45	45	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,659,503</b>	<b>3,765,995</b>	<b>3,578,735</b>	<b>(187,260)</b>	<b>(5.0%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,267,152	3,637,877	4,132,422	494,545	13.6%
SERVICES AND SUPPLIES	510,835	680,255	702,005	21,750	3.2%
OTHER CHARGES	114,947	126,883	126,636	(247)	(0.2%)
OTHER FINANCING USES	32,397	36,037	41,346	5,309	14.7%
INTRA-FUND TRANSFERS	6,531	4,025	3,005	(1,020)	(25.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,931,862</b>	<b>4,485,076</b>	<b>5,005,414</b>	<b>520,338</b>	<b>11.6%</b>
<b>NET COUNTY COST</b>	<b>272,359</b>	<b>719,081</b>	<b>1,426,679</b>	<b>707,598</b>	<b>98.4%</b>

### SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2019/20 Budget are provided below:

On September 8, 2019, 1.0 FTE Management Analyst (Entry/Journey) was added to backfill for the incumbent Legislative Intergovernmental and Public Affairs Officer that is out due to military leave through December 2020.

**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 and addressing various vacancies in the County Administrator's Office. Developing balanced budget recommendations that address the still uncertain short- and long-term impacts on revenues and expenditures from the COVID-19 pandemic medical emergency that resulted in State and federal emergency actions closing down much of the economy nationally and worldwide as part of the "Shelter at Home" orders. At the time of this Budget preparation, the County is awaiting a State Budget and a Federal Budget for FY2020/21. The County Administrator's Office will be preparing a supplemental budget document over the summer for Board consideration and action in September 2020.

## 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1750 PROMOTION	0	1,055	0	(1,055)	(100.0%)
1903 GENERAL EXPENDITURES	6,416,425	2,338,164	2,320,500	(17,664)	(0.8%)
1905 COUNTYWIDE COST ALLOCATION PLA	(4,708,005)	(4,408,762)	(4,347,768)	60,994	(1.4%)
6730 OTHER PUBLIC DEFENSE	3,124,004	3,375,607	3,425,910	50,303	1.5%
6800 C M F CASES	442,002	450,000	450,000	0	0.0%
6901 2011 REALIGNMENT-ADMINISTRATIO	84,574	95,844	150,000	54,156	56.5%
<b>APPROPRIATIONS</b>					
1750 PROMOTION	120,828	152,550	155,444	2,894	1.9%
1903 GENERAL EXPENDITURES	174,380,588	178,168,681	189,319,818	11,151,137	6.3%
1905 COUNTYWIDE COST ALLOCATION PLA	(4,708,005)	(4,408,762)	(4,347,768)	60,994	(1.4%)
1906 GENERAL FUND OTHER-DEBT SERV	2,019,747	2,061,324	1,893,858	(167,466)	(8.1%)
2400 GRAND JURY	122,454	136,913	132,315	(4,598)	(3.4%)
6730 OTHER PUBLIC DEFENSE	3,124,004	3,375,607	3,425,910	50,303	1.5%
6800 C M F CASES	439,371	408,464	408,429	(35)	(0.0%)
6901 2011 REALIGNMENT-ADMINISTRATIO	84,574	159,574	219,910	60,336	37.8%
<b>NET CHANGE</b>					
1750 PROMOTION	120,828	151,495	155,444	3,949	2.6%
1903 GENERAL EXPENDITURES	167,964,163	175,830,517	186,999,318	11,168,801	6.4%
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	2,019,747	2,061,324	1,893,858	(167,466)	(8.1%)
2400 GRAND JURY	122,454	136,913	132,315	(4,598)	(3.4%)
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	(2,631)	(41,536)	(41,571)	(35)	0.1%
6901 2011 REALIGNMENT-ADMINISTRATIO	0	63,730	69,910	6,180	9.7%

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

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

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### 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 *2019 Index of Economic and Community Progress* in May 2020 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 2019 Solano County State Fair exhibit – entitled "Picture Yourself in Solano County," featured a cherry red 1960 International Harvester 340 utility tractor as its centerpiece, showing off the County's rich agricultural history – and making for a great "selfie" moment for visitors. The exhibit also showcased the County's industry, arts and entertainment, recreation and tourism destinations to tens of thousands of fairgoers who visited the California State Fair. The exhibit won multiple awards, including the Gold Award, Best Craftsman and Best Professional Build.
- In December 2019, the County Administrator's Office created a "Things to see and do in Solano County" exhibit. The exhibit, prominently mounted in the County Administration Center's main lobby, is ideally situated in the elevator bay, showcasing what there is to see and do while in Solano County, including arts and entertainment venues, wineries, breweries, amusement parks, shopping, dining, parks and recreation, universities, waterways, historical sights, city venues and more. The exhibit, which can easily be updated with new photos and information, is seen by hundreds of County employees, residents and visitors each day.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,055 or 100.0% in revenues and an increase of \$2,894 or 1.9% in appropriations when compared to the FY2019/20 Adopted Budget. The additional costs are a result of increased membership fees and County Administration Overhead costs, and therefore the Net County Cost increased by \$3,949 or 2.6%.

#### Primary Funding Sources

The funding source for the Department is County General Fund.

#### Primary Costs

The FY2020/21 Preliminary Recommended Budget includes the following significant projects:

- \$47,500 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 2020 California State Fair. The State Fair has been cancelled for 2020; this amount will be reduced in the revisions to the Budget.
- \$20,000 for economic development studies to produce the *2020 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.

## Summary of Other Administered Budgets

## 1750 – Fund 001-Promotion Birgitta E. Corsello, County Administrator Promotion

### Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	0	1,055	0	(1,055)	(100.0%)
<b>TOTAL REVENUES</b>	<b>0</b>	<b>1,055</b>	<b>0</b>	<b>(1,055)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	114,492	152,550	153,800	1,250	0.8%
OTHER CHARGES	6,336	0	1,644	1,644	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>120,828</b>	<b>152,550</b>	<b>155,444</b>	<b>2,894</b>	<b>1.9%</b>
<b>NET COUNTY COST</b>	<b>120,828</b>	<b>151,495</b>	<b>155,444</b>	<b>3,949</b>	<b>2.6%</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 increase competitive efforts to support 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. It should be noted that included in the 2020 Federal Cares Act funding, there is funding for small businesses and for economic development, and Solano EDC and the County staff will be looking at grant funding opportunities that may exist to help with business attraction, retention and expansion efforts.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Promotion budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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.

<b>DETAIL BY REVENUE</b>		<b>2019/20</b>		<b>FROM</b>	
<b>CATEGORY AND</b>	<b>2018/19</b>	<b>ADOPTED</b>	<b>2020/21</b>	<b>ADOPTED TO</b>	<b>PERCENT</b>
<b>APPROPRIATION CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>	<b>CHANGE</b>
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	1,713,125	1,085,500	1,085,500	0	0.0%
CHARGES FOR SERVICES	1,433,299	1,235,000	1,235,000	0	0.0%
OTHER FINANCING SOURCES	3,270,000	17,664	0	(17,664)	(100.0%)
<b>TOTAL REVENUES</b>	<b>6,416,425</b>	<b>2,338,164</b>	<b>2,320,500</b>	<b>(17,664)</b>	<b>(0.8%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	6,000,000	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	554,409	1,394,813	1,305,619	(89,194)	(6.4%)
OTHER CHARGES	9,707,477	9,445,832	9,445,832	0	0.0%
OTHER FINANCING USES	158,115,878	165,828,036	177,068,367	11,240,331	6.8%
INTRA-FUND TRANSFERS	2,824	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>174,380,588</b>	<b>178,168,681</b>	<b>189,319,818</b>	<b>11,151,137</b>	<b>6.3%</b>
<b>NET COUNTY COST</b>	<b>167,964,163</b>	<b>175,830,517</b>	<b>186,999,318</b>	<b>11,168,801</b>	<b>6.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget represents a decrease of \$17,664 or 0.8% in revenues and increase of \$11,151,137 or 6.3% in appropriations when compared to the FY2019/20 Adopted Budget. The Net County Cost increased by \$11,168,801 or 6.4%.

The appropriations increased by \$11,151,137 which is primarily the net result of an increase of \$11,240,331 in Other Financing Uses. These increases are partially offset by a \$89,194 decrease in Services and Supplies. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in-line with the FY2019/20 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.
- \$355,869 for the County's share of LAFCo's costs per the MOU with LAFCo for FY2020/21 Budget.
- \$400,000 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, 2021.
- \$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 FY2019/20.

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 FY2020/21 Supplemental Budget prior to Adopted Budget Hearings.

Other Financing Uses reflects the General Fund Contributions to other Non-General Fund County Departments totaling \$177,068,367 an increase of \$11,240,331 when compared to the FY2019/20 Adopted Budget as noted below:

#### Public Safety Fund

The General Fund Contribution of \$138,783,345 to the Public Safety Departments, Fund 900, increased by \$12,528,665 or 10% and is the net result of the following:

- Sheriff's Office: \$73,162,239 General Fund Contribution which represents a \$7,711,215 increase primarily the result of increases in labor costs, liability insurance, inmate medical costs, and Countywide Administrative Overhead and a loss of Proposition 172 revenue.
- Probation: \$24,171,067 General Fund Contribution which represents an increase of \$569,119 primarily the result of increases in labor costs, liability insurance and a loss of Proposition 172 revenue.
- District Attorney: \$17,897,488 General Fund Contribution which represents a \$3,060,419 increase to the District Attorney, primarily due to increases in labor costs, liability insurance, and Countywide Administrative Overhead and a loss of Proposition 172 revenue.
- Public Defender: \$15,038,801 General Fund Contribution which represents a \$1,054,526 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Alternate Public Defender: \$5,087,840 General Fund Contribution which represents a \$83,083 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: \$3,425,910 in General Fund Contribution which represents an increase of \$50,303 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 FY2020/21, the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely as a result of COVID-19 emergency and Shelter at Home Order and the related impacts on the economy and statewide sales tax revenues. For more detail see Public Safety section of the Budget.

#### Health & Social Services Fund

The General Fund Contribution to Health and Social Services (H&SS), Fund 902, of \$21,929,851, an increase of \$1,057,102 when compared to the FY2019/20 Adopted Budget. The increase is comprised of the following:

- \$48,750 decrease in Administration due to the one-time contribution to community clinics in FY2019/20 offset by increases in non-claimable countywide administrative overhead, interest expense and Medi-Cal Administrative Activities (MAA) expenditures.
- \$1,360,613 increase in Social Services due to an increase in County share of cost for the administration of CalFresh, CalWORKs and Medi-Cal programs.

- 
- \$10,426 decrease in Health Services due to reduction in non-claimable countywide administrative overhead costs.
  - \$244,335 decrease in Assistance primarily due to a decrease in General Assistance and County Only Foster Care costs.

Additional transfers to H&SS – Administration, Public Health, and Social Services of \$492,196 represent a General Fund Contribution to Non-County Agencies to fund various contracts. Further details for the Board's consideration will be included in the Supplemental Budget document and addressed during Budget Hearings.

**IHSS Public Authority Fund**

The General Fund Contribution to Fund 152, IHSS Public Authority of \$6,545,803 decreased by \$1,437,617 from \$7,983,420 in FY2019/20 Adopted Budget due to changes in the IHSS Maintenance of Effort (MOE).

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

- \$6,385,000 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.
- \$320,827 to (Fund 004 - BU 6300) – Library for the Library Director's salaries and employee benefits in accordance with Education Code §19147.
- \$572,579 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.
- \$1,746,250 to (Fund 151 - BU 1570) - First 5 for contract services and direct services through the County's Community Investment Fund.
- \$252,516 to (Fund 216 – BU 2160) – Area Agency on Aging for Solano County's 25% share of cost and overmatch.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the General Expenditure budget. The General Expenditure reflects 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. The impacts of COVID-19 on these programs outside of the General Fund may result in significant changes to the General Expenditure budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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 60,994 or 1.4% in both revenues and appropriations when compared to the FY2019/20 Adopted Budget. The net offset for FY2020/21 is \$4,347,768. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	(4,708,005)	(4,408,762)	(4,347,768)	60,994	(1.4%)
<b>TOTAL REVENUES</b>	<b>(4,708,005)</b>	<b>(4,408,762)</b>	<b>(4,347,768)</b>	<b>60,994</b>	<b>(1.4%)</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	(4,708,005)	(4,408,762)	(4,347,768)	60,994	(1.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>(4,708,005)</b>	<b>(4,408,762)</b>	<b>(4,347,768)</b>	<b>60,994</b>	<b>(1.4%)</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**

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**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 a decrease of \$167,466 or 8.1% in appropriations when compared to the FY2019/20 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2017 COPs (\$1,848,888), 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	2,019,747	2,061,324	1,893,858	(167,466)	(8.1%)
TOTAL APPROPRIATIONS	2,019,747	2,061,324	1,893,858	(167,466)	(8.1%)
NET COUNTY COST	2,019,747	2,061,324	1,893,858	(167,466)	(8.1%)

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**DEPARTMENTAL PURPOSE**

The Civil 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 Civil 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 Civil Grand Jury examines the performance of local government and makes recommendations on the appropriation of public funds and service delivery. The Civil 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 2020.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$4,598 or 3.4% in appropriations when compared to the FY2019/20 Adopted Budget. The major factors leading to the decrease in the FY2020/21 budget is a decreased cost of \$7,067 in the County's Central Data Processing Services, offset by a \$2,000 increase in the cost of Other Professional Services, which goes to pay for the County's portion of the salary and benefits for the Civil Grand Jury's Administrative Assistant.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	95,703	119,108	113,400	(5,708)	(4.8%)
OTHER CHARGES	20,086	17,055	18,165	1,110	6.5%
INTRA-FUND TRANSFERS	6,665	750	750	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>122,454</b>	<b>136,913</b>	<b>132,315</b>	<b>(4,598)</b>	<b>(3.4%)</b>
<b>NET COUNTY COST</b>	<b>122,454</b>	<b>136,913</b>	<b>132,315</b>	<b>(4,598)</b>	<b>(3.4%)</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 Civil Grand Jury is selected after the Recommended Budget is completed.

The Civil 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 Civil Grand Jury would not be able to move forward in an effective and efficient way without an Administrative Assistant.

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COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Grand Jury budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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 of \$3,425,910 represents increases of \$50,303 or 1.5% in both revenues and appropriations when compared to FY2019/20 Adopted Budget. The primary funding source for the budget is the County General Fund.

The increase in County General Fund Contribution is primarily due to increases of \$75,000 in Psychological Services and \$25,000 in Legal Services primarily due to increases in the number of cases projected to need psychological and legal services, as well as a pending capital case; and offset by a decrease of \$25,000 in travel expenses.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
GENERAL FUND CONTRIBUTION	3,124,004	3,375,607	3,425,910	50,303	1.5%
<b>TOTAL REVENUES</b>	<b>3,124,004</b>	<b>3,375,607</b>	<b>3,425,910</b>	<b>50,303</b>	<b>1.5%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	650	189,311	197,081	7,770	4.1%
SERVICES AND SUPPLIES	2,990,879	3,117,298	3,186,731	69,433	2.2%
OTHER CHARGES	132,475	65,585	40,047	(25,538)	(38.9%)
OTHER FINANCING USES	0	3,413	2,051	(1,362)	(39.9%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,124,004</b>	<b>3,375,607</b>	<b>3,425,910</b>	<b>50,303</b>	<b>1.5%</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; however, extra help assists with cases where a conflict is present with the County-staffed Public Defender or Alternate Defender Offices, and the services of Court-appointed counsel are arranged.

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**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.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Other Public Defense budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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 no change in revenues and a decrease of \$35 in appropriations when compared to the FY2019/20 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 decrease in appropriations is due to a decrease in County Administrative Overhead.

Contracts

None requiring Board action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	442,002	450,000	450,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>442,002</b>	<b>450,000</b>	<b>450,000</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	427,800	397,442	397,442	0	0.0%
OTHER CHARGES	11,571	11,022	10,987	(35)	(0.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>439,371</b>	<b>408,464</b>	<b>408,429</b>	<b>(35)</b>	<b>(0.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(2,631)</b>	<b>(41,536)</b>	<b>(41,571)</b>	<b>(35)</b>	<b>0.1%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the CMF Cases budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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 \$54,156 or 56.5% in revenues and a \$60,336 or 37.8% increase in appropriations when compared to the FY2019/20 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 \$15,177 for partial funding of the Veterans Court Case Manager. The Budget also includes \$110,762 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	84,574	95,844	150,000	54,156	56.5%
<b>TOTAL REVENUES</b>	<b>84,574</b>	<b>95,844</b>	<b>150,000</b>	<b>54,156</b>	<b>56.5%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	0	50,000	110,762	60,762	121.5%
OTHER CHARGES	84,574	109,574	109,148	(426)	(0.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>84,574</b>	<b>159,574</b>	<b>219,910</b>	<b>60,336</b>	<b>37.8%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>63,730</b>	<b>69,910</b>	<b>6,180</b>	<b>9.7%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**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 FY2020/21 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 appropriations for programs and services with ongoing revenues, affected County departments continue to identify

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

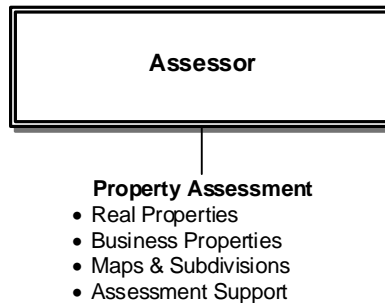
**Birgitta E. Corsello, County Administrator**

### **Judicial**

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budget reductions and monitor annual revenue allocations. While revenues were projected to increase in FY2019/20, the disruption of the economy caused by COVID-19 rapidly affected projected revenues for the remainder of FY2019/20. Further adjustments may have to be made to this budget in FY2020/21 based on actual FY2019/20 year-end figures and funding included in the State's Adopted FY2020/21 Budget.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the 2011 Realignment Administration budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.



### DEPARTMENTAL PURPOSE

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.

#### Budget Summary:

FY2019/20 Midyear Projection:	7,344,780
FY2020/21 Recommended:	8,871,996
County General Fund Contribution:	5,140,996
Percent County General Fund Supported:	57.9%
Total Employees (FTEs):	49

### FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and determines the assessed value of approximately 149,000 parcels, 7,500 business properties, 7,000 boats, 1,300 manufactured homes, and 200 aircraft located in the County. Additionally, the County Assessor reviews approximately 20,000 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annual mandatory audits; 600 Possessory Interest properties, 116 government-owned properties, and 2,200 California Land Conservation (Williamson) Act properties; responds to formal and informal appeals from property owners contesting the assessed 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, 2019 saw 2,213 properties removed from Proposition 8 status (20% decrease over last year), which brings the estimated remaining on Proposition 8 status to 8,907 properties during FY2019/20 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.
- Completed 16,000 changes in ownership and new construction valuations, representing an increase in assessment work over the prior year.
- Resolved 216 assessment appeals during the year.
- Continued success using the automated valuation model (AVM) software program to streamline the processing of residential property assessments.

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

- Maintained online e-filing option for Solano County businesses to submit Business Property Statements. The SDR site that hosts e-filing is a complete online solution for filing Business Property Statements in the State of California. The ability to e-file is provided to the public on a secured, county government-controlled website. All eligible businesses were sent secured login information in order to participate.
- Efforts to shift more of the daily processing work to paperless solutions have been ongoing and emphasized due to the COVID-19 restrictions.
- Actively participated in Phase 0 of the implementation of the new County Assessment Tax System (CATS) property tax system. Utilized staff resources to plan and review project details. Trained new limited-term staff and assigned data cleanup projects necessary for the information in the current Solano County Property Tax System (SCIPS) to be ready for conversion to CATS.

### WORKLOAD INDICATORS

- Performed annual review of 11,100 residential parcels and approximately 600 non-residential property types for Proposition 8 valuation purposes.
- Reviewed, analyzed and defended enrolled assessed values of 216 residential and non-residential properties under appeal by property owners.
- Timely responsiveness to a high volume of customer inquiries due to real estate market activity and changes in market values.
- Reviewed and processed 5,200 business property statements, 2,600 of which were submitted through e-filing, which were used to determine unsecured assessments, assess 3,500 boats and 200 aircraft and conduct approximately 20 mandated business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
PROPERTY ASSESSMENT	3,523,045	3,432,000	3,731,000	299,000	8.7%
<b>TOTAL REVENUES</b>	<b>3,523,045</b>	<b>3,432,000</b>	<b>3,731,000</b>	<b>299,000</b>	<b>8.7%</b>
<b>APPROPRIATIONS</b>					
PROPERTY ASSESSMENT	6,901,071	7,575,127	8,871,996	1,296,869	17.1%
<b>TOTAL APPROPRIATIONS</b>	<b>6,901,071</b>	<b>7,575,127</b>	<b>8,871,996</b>	<b>1,296,869</b>	<b>17.1%</b>
<b>NET COUNTY COST</b>					
PROPERTY ASSESSMENT	3,378,026	4,143,127	5,140,996	997,869	24.1%
<b>NET COUNTY COST</b>	<b>3,378,026</b>	<b>4,143,127</b>	<b>5,140,996</b>	<b>997,869</b>	<b>24.1%</b>

<b>STAFFING</b>					
PROPERTY ASSESSMENT	40	40	49	9	22.5%
<b>TOTAL STAFFING</b>	<b>40</b>	<b>40</b>	<b>49</b>	<b>9</b>	<b>22.5%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$299,000 or 8.7% in revenues and \$1,296,869 or 17.1% in appropriations when compared to FY2019/20 Adopted Budget. As a result, the Net County Cost increased by \$997,869 or 24.1%.

#### Primary Funding Source

The primary funding sources for the Department are the General Fund, which comprises of \$5,140,996 or 57.9% and Charges for Services, which comprises of \$3,731,000 or 42.1% of the Recommended Budget.

The FY2020/21 Recommended Budget includes a \$299,000 or 8.7% increase in revenues due to increase in Charges for Services for the reimbursement made by Department of Information Technology (DoIT) for the anticipated labor cost associated with County Assessment Tax System (CATS) Project and for the Department's share of Property Tax Administration Fee (PTAF) charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection, and allocation. These increases are offset by decrease in the share of the Assessor's portion of the 5% of supplemental tax billing for the administration of the supplemental tax process.

**Primary Costs**

The FY2020/21 Recommended Budget of \$8,871,996 includes a \$1,296,869 or 17.1% net increase in appropriations due to the following:

- Salaries and Employee Benefits of \$5,992,199 reflect a net increase of \$993,353 or 19.9% due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs and health insurance rates. Increase in salaries and wages is also attributed to the addition of 7 limited-term staff needed to backfill for subject matter experts working directly on the CATS project and the addition of 2 full time staff to assist in the processing of property exemption and ownership.
- Services and Supplies of \$2,484,212 reflect an increase by \$292,953 or 13.4% primarily driven by increases in liability insurance, computer related items, contracted services, SCIPS-data processing service rates, central data processing services and software.
- Other Charges of \$504,456 reflect an increase of \$21,271 or 4.4%, due to increase in Countywide Administrative Overhead.
- Intrafund Transfers - Revenue of \$168,615 reflect an increase of \$21,156 or 14.3% driven by the share of the Assessor in the salaries and employee benefits of the Department Head, Assistant Department Head and Office Coordinator.

**Contracts**

The FY2020/21 Recommended Budget includes a total of \$500,000 for contracted services which include the following significant contracts:

- \$324,000 for legal and consulting services for property tax appeals
- \$165,000 for consultant for mineral rights assessment services

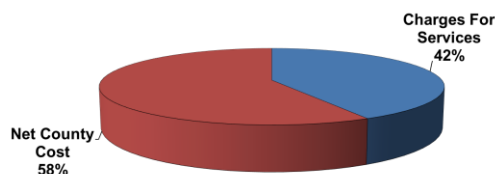
**Fixed Assets**

None.

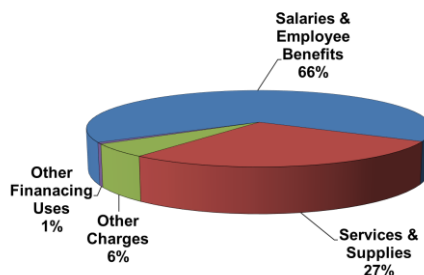
**DEPARTMENT COMMENTS**

Continued changes in the real estate market impacts the Assessor workload in a variety of ways. The number of properties on Proposition 8 has declined. New maps filed and building permits issued have also decreased. The volume of customer inquiries remains steadily high as the Department continues to educate the public on property value increases and restoration of Proposition 13 base values. Increased involvement in the CATS project will significantly impact the workload of the Department.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,518,558	3,432,000	3,731,000	299,000	8.7%
MISC REVENUE	4,488	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,523,045</b>	<b>3,432,000</b>	<b>3,731,000</b>	<b>299,000</b>	<b>8.7%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,792,400	4,998,846	5,992,199	993,353	19.9%
SERVICES AND SUPPLIES	1,656,300	2,191,259	2,484,212	292,953	13.4%
OTHER CHARGES	555,166	483,182	504,456	21,274	4.4%
OTHER FINANCING USES	45,225	49,299	59,744	10,445	21.2%
INTRA-FUND TRANSFERS	(148,019)	(147,459)	(168,615)	(21,156)	14.3%
<b>TOTAL APPROPRIATIONS</b>	<b>6,901,071</b>	<b>7,575,127</b>	<b>8,871,996</b>	<b>1,296,869</b>	<b>17.1%</b>
<b>NET COUNTY COST</b>	<b>3,378,026</b>	<b>4,143,127</b>	<b>5,140,996</b>	<b>997,869</b>	<b>24.1%</b>

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocation since the adoption of the FY2019/20 Budget are provided below:

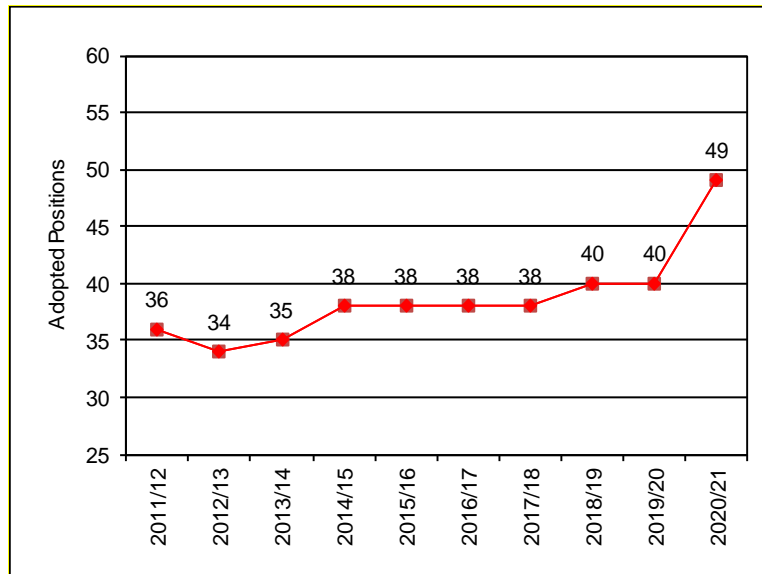
On March 10, 2020 the Board approved the following position changes:

- Added 4.0 FTE Appraiser Limited-Term through June 30, 2023
- Added 1.0 FTE Auditor/Appraiser Limited-Term through June 30, 2023
- Added 1.0 FTE Office Supervisor Limited-Term through June 30, 2023
- Added 1.0 FTE Office Assistant III Limited-Term through June 30, 2023

These Limited-Term positions will backfill the current staff who will be assisting in the implementation of the CATS Project, funded by Property Tax Administration Fee and General Fund.

The FY2020/21 Recommended Budget includes the following changes:

- Add 2.0 FTE Office Assistant III, to assist in the processing of the Property Exemptions and Ownership, funded by funded by Property Tax Administration Fee and General Fund.
- Extend 2.0 FTE Limited-Term Office Assistant III through June 30, 2023, to backfill the current staff who will be assisting in the implementation of the CATS Project, funded by Property Tax Administration Fee and General Fund.

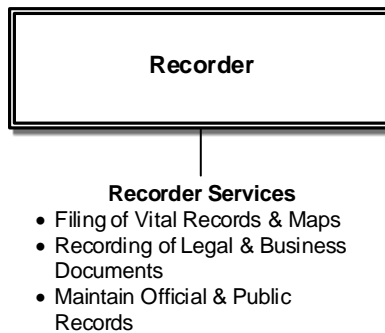
**STAFFING TREND****PENDING ISSUES AND POLICY CONSIDERATIONS**

The Assessor/Recorder, Auditor-Controller and Treasurer/Tax Collector/County Clerk continue to work with DoIT to replace the Solano County Integrated Property System approved by the Board of Supervisors in FY2016/17. The CATS project is a multiyear project with an expected project cost of \$10 million. In a continued effort with the CATS Project team, the Assessor/Recorder will dedicate staff subject matter experts to map, test, and validate the CATS data. This work will be done concurrently with preparing and closing the annual roll to which seven (7) additional Limited-Term Employees will be hired to assist.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. The Assessor's Office is currently focused on closing the assessment roll by July 1, 2020. COVID-19 is projected to have no significant influence on the current assessment values because the January 1, 2020 lien date for FY2020/21 roll values are based on the transactions that occurred in calendar year 2019. Any assessment changes resulting from COVID-19 will impact the roll close in July 2021. Supplemental Assessments could be impacted should properties sell below their assessed values; however, the Department does not have any data or projections at this time. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
2909 RECORDER	1,799,663	1,857,500	2,047,000	189,500	10.2%
4000 RECORDER SPECIAL REVENUE	801,165	799,500	789,902	(9,598)	(1.2%)
<b>APPROPRIATIONS</b>					
2909 RECORDER	1,838,720	2,001,013	2,045,603	44,590	2.2%
4000 RECORDER SPECIAL REVENUE	498,653	841,900	832,500	(9,400)	(1.1%)
<b>NET CHANGE</b>					
2909 RECORDER	39,057	143,513	(1,397)	(144,910)	(101.0%)
4000 RECORDER SPECIAL REVENUE	(302,512)	42,400	42,598	198	0.5%

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



### DEPARTMENTAL PURPOSE

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

#### Budget Summary:

FY2019/20 Midyear Projection:	1,931,905
FY2020/21 Recommended:	2,045,603
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
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.

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

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

### Accomplishments:

- The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2019, the Recorder's Office collected \$14,900 for the State of California's Family Law Trust Fund, \$39,100 for the County's Office of Family Violence Prevention, and \$81,000 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$394,600 for the Trial Court Fund to help State court operating costs, \$655,700 for the District Attorney's Real Estate Fraud Prosecution Fund, and \$4.4 million to 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 \$7.9 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 2019, the fee was applied to 72,900 of the over 109,000 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 2019, a total of 1,350 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.
- 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 are dedicated to the development of affordable housing throughout the State. In 2019, the Recorder collected the SB 2 fee on 41,800 qualifying official records.
- In 2006, the Board of Supervisors adopted Resolution 2006-220 which approved the County participation in the Electronic Recording Delivery Act of 2004 (ERDA), and authorized the Assessor/Recorder to execute a Memorandum of Understanding with the State Department of Justice (DOJ) in accordance with the ERDA, and approved the Assessor/Recorder to issue payments to the DOJ for the County's allocated share of the direct cost of program oversight. On April 11, 2017 the Board of Supervisors authorized the Assessor/Recorder to execute a Joint Powers Agreement with the California Electronic Recording Network Authority (CERTNA), a California Joint Powers Authority; and Delegate authority to the Assessor-Recorder to conduct negotiations, executions and submissions of documents which may be necessary for the participation of Solano County in CERTNA Electronic Delivery System. In 2019, 30,400 documents were recorded electronically, and 260 additional title companies are now able to record electronically with Solano County.

## **WORKLOAD INDICATORS**

- In 2019, the Department examined, recorded, indexed, and verified over 109,000 documents.
- In 2019, approximately 19,600 official birth, death, and marriage certificates were issued as well as over 5,000 certified copies of official records.

## **DEPARTMENTAL BUDGET SUMMARY**

The Preliminary Recommended Budget represents an increase of \$189,500 or 10% in revenues and an increase of \$44,590 or 2.2% in appropriations when compared to FY2019/20 Adopted Budget. As a result, the Net County Cost is decreased by \$144,910.

## Summary of Other Administered Budgets

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

### Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$2,021,000 or 98.7% of the total revenue representing the Recording Fees for the recording of official documents.

The FY2020/21 Recommended Budget includes a \$189,500 or 10.2% increase in revenues primarily due to a rise in Official Documents being recorded and \$12.00 Government Lien Release charge increase as approved by Senate Bill 780 and in accordance with Government Code 27361.3.

### Primary Costs

The FY2020/21 Recommended Budget includes a \$44,590 or 2.2% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$114,605 or 8.1% resulting from increase in salaries and wages resulting from the labor agreement, health and retirement costs.
- Services and Supplies reflect a decrease of \$34,197 or 18.7% primarily due to a decrease in Central Data Processing Services.
- Other Charges reflect a decrease of \$45,777 or 25.0% due to a decrease in Countywide Administration Overhead.
- Other Financing Uses reflect an increase of \$1,432 or 10.7% due to an increase in Pension Obligation Bond costs.
- Intra-Fund Transfers reflect an increase of \$8,527 or 4.1% for an increase in the share of the Department's portion of the salaries and employee benefits of the Department Head, Assistant Department Head and Office Coordinator (Reclassified To Be Determined position) offset by 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	1,768,471	1,831,000	2,021,000	190,000	10.4%
MISC REVENUE	31,193	26,500	26,000	(500)	(1.9%)
<b>TOTAL REVENUES</b>	<b>1,799,663</b>	<b>1,857,500</b>	<b>2,047,000</b>	<b>189,500</b>	<b>10.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,298,657	1,411,349	1,525,954	114,605	8.1%
SERVICES AND SUPPLIES	149,656	183,021	148,824	(34,197)	(18.7%)
OTHER CHARGES	186,736	182,835	137,058	(45,777)	(25.0%)
OTHER FINANCING USES	12,522	13,399	14,831	1,432	10.7%
INTRA-FUND TRANSFERS	191,148	210,409	218,936	8,527	4.1%
<b>TOTAL APPROPRIATIONS</b>	<b>1,838,720</b>	<b>2,001,013</b>	<b>2,045,603</b>	<b>44,590</b>	<b>2.2%</b>
<b>NET COUNTY COST</b>	<b>39,057</b>	<b>143,513</b>	<b>(1,397)</b>	<b>(144,910)</b>	<b>(101.0%)</b>

<b>STAFFING</b>					
RECORDER	14	14	14	14	0.0%
<b>TOTAL STAFFING</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0.0%</b>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

On March 10, 2020 the Board approved the following position changes:

- Reclassification 1.0 FTE Office Coordinator to a 1.0 FTE To Be Determined Position, funded by Property Tax Administration Fee, General Fund and Recorder's Charges for Services.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Recorder's Office budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended budget prior to final approval of the FY2020/21 Budget.

**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 and Electronic Recording Program 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). Government Code section 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 fee afforded by the Act.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$9,598 or 1.2% in revenues and a decrease of \$9,400 or 1.1% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, the fund balance is decreased by \$42,598.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprise of \$750,000 or 94.9% of the total revenues.

The FY2020/21 Recommended Budget includes a \$9,598 or 1.2% decrease in revenues primarily due to a rise in Official Documents being recorded. Interest Income shows a decrease of \$88,598 or 68.9% as a result of decreasing interest rates resulting from the effects of the COVID-19 on the economy.

Primary Costs

The FY2020/21 Recommended Budget includes a \$9,400 or 1.1% decrease in appropriations primarily due to a decrease of \$35,000 in costs for indexing and integration of images of historic microfilm which is vital to title research, partially offset by increases of \$25,600 primarily attributable to fees associated with the Electronic Recording System.

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.

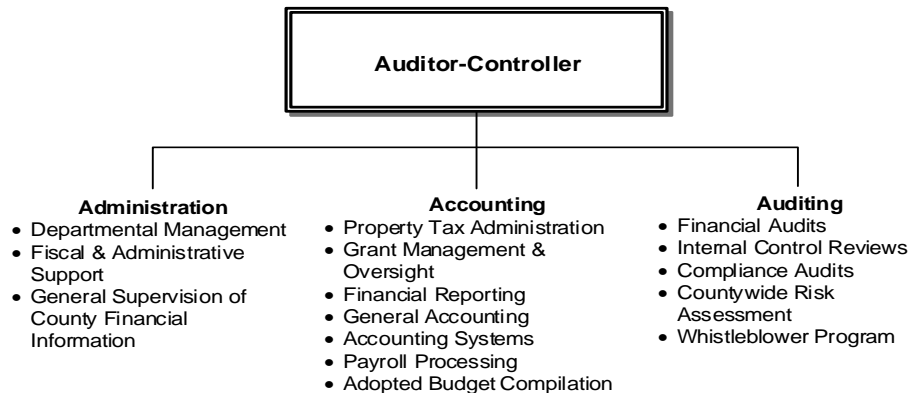
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	191,657	128,500	39,902	(88,598)	(68.9%)
CHARGES FOR SERVICES	609,330	671,000	750,000	79,000	11.8%
OTHER FINANCING SOURCES	178	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>801,165</b>	<b>799,500</b>	<b>789,902</b>	<b>(9,598)</b>	<b>(1.2%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	476,726	841,900	832,500	(9,400)	(1.1%)
OTHER CHARGES	21,926	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>498,653</b>	<b>841,900</b>	<b>832,500</b>	<b>(9,400)</b>	<b>(1.1%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(302,512)</b>	<b>42,400</b>	<b>42,598</b>	<b>198</b>	<b>0.5%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Recorder's Office Special Revenue Fund budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.



### 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:

FY2019/20 Midyear Projection:	5,189,422
FY2020/21 Recommended:	5,816,882
County General Fund Contribution:	193,638
Percent County General Fund Supported:	3.3%
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

- FY2019/20 posed significant challenges due to staff vacancies caused by promotions, retirements, and attrition. During FY2019/20, the Department had an average vacancy rate of 14.8% or an average of 5.5 vacancies throughout the year. This impacted our ability to do more automation projects.
- Completed the reorganization of the Payroll and Systems Division approved by the Board in FY2019/20 with the hiring of a new Deputy Auditor-Controller. The Payroll and Systems Division administers three countywide systems (OneSolution, PeopleSoft, and IntelliTime). An ongoing challenge includes administration of the payroll function as changes to Memoranda of Understanding, payroll laws, regulations and interpretations (FLSA, IRS, PEPR, CalPERS, etc.) impact the workload. Payroll is having staffing challenges and uses extra-help support and overtime to meet these challenges.
- Continue to work with the Department of Information Technology (DoIT) and Sheriff's Office on a pilot project to decentralize accounts payable invoice processing.
- 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 multi-year 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

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Information Technology, selected Thomson Reuters' Aumentum System (subsequently sold to Harris Computer Corp.) to replace the aging SCIPS. The project is known as the County Assessment and Taxation System (CATS).

- 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 opinion on the County's Comprehensive Annual Financial Report.

### **WORKLOAD INDICATORS**

During FY2019/20, 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 \$860 million in property taxes, which were calculated, allocated and paid to 75 taxing entities and more than 50 ad valorem bonds to school districts, community colleges, special districts, and cities. Administered over 399,000 special assessments levied by cities, agencies and special districts totaling \$100 million. Researched, calculated, and paid over 1,200 property tax refunds.
- Employed over 2,300 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.
- Administered the requirements under the laws for the monitoring and reporting on redevelopment dissolution. Distributed over \$29.1 million to taxing entities pursuant to redevelopment pass-through agreements, \$14.1 million to the six successor agencies for payment of recognized obligations and \$66.9 million in residual balances to the taxing entities.
- Employed over 5,100 hours of staff time to perform financial/compliance audits, process reviews, internal control reviews, and administration of the Whistleblower Program. The audit hours were allocated as follow:
  - 2,214 hours to Countywide Reviews and Other Activities
  - 687 hours to Mandated Financial Audits
  - 1,229 hours to Special Districts and Other Financial Audits
  - 1,009 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ACO-ADMINISTRATION	17,352	23,000	11,000	(12,000)	(52.2%)
ACO-ACCOUNTING	4,637,323	4,707,895	4,841,949	134,054	2.8%
ACO-AUDITING	744,461	921,453	770,295	(151,158)	(16.4%)
<b>TOTAL REVENUES</b>	<b>5,399,136</b>	<b>5,652,348</b>	<b>5,623,244</b>	<b>(29,104)</b>	<b>(0.5%)</b>
<b>APPROPRIATIONS</b>					
ACO-ADMINISTRATION	17,352	23,000	11,000	(12,000)	(52.2%)
ACO-ACCOUNTING	4,275,924	4,627,371	4,909,174	281,803	6.1%
ACO-AUDITING	675,377	835,973	896,708	60,735	7.3%
<b>TOTAL APPROPRIATIONS</b>	<b>4,968,653</b>	<b>5,486,344</b>	<b>5,816,882</b>	<b>330,538</b>	<b>6.0%</b>
<b>NET COUNTY COST</b>					
ACO-ACCOUNTING	(361,399)	(80,524)	67,225	147,749	(183.5%)
ACO-AUDITING	(69,083)	(85,480)	126,413	211,893	(247.9%)
<b>NET COUNTY COST</b>	<b>(430,482)</b>	<b>(166,004)</b>	<b>193,638</b>	<b>359,642</b>	<b>(216.6%)</b>
<b>STAFFING</b>					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	27	29	29	0	0.0%
ACO-AUDITING	5	5	5	0	0.0%
<b>TOTAL STAFFING</b>	<b>35</b>	<b>37</b>	<b>37</b>	<b>0</b>	<b>0.0%</b>

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$29,104 or 0.5% in revenues and an increase of \$330,538 or 6.0% in appropriations when compared to FY2019/20 Adopted Budget. As a result, the Net County Cost increased by \$359,642 when compared to the FY2019/20 Adopted Budget.

### Primary Funding Sources

The primary funding sources for the Auditor-Controller's Office are A87 charges and fees for services and include:

- County Administrative Overhead (A87) revenues of \$3,492,439 reflect a decrease of \$167,656 or 4.6% from prior year primarily due to a decrease in the Department's net recoverable costs. 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 \$936,000 reflect an increase of \$56,000 or 6.4% over 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 \$374,973 reflect a net decrease of \$21,350 or 5.4%. These are fees/charges for accounting and auditing services to special districts and other governmental agencies. The decrease is primarily due to the biennial audit schedule for some special districts.
- Other Charges for Services revenues of \$350,800 reflect an increase of \$61,639 or 21.3%. This revenue represents charges to redevelopment successor agencies and the Countywide Consolidated Oversight Board for administrative support costs and annual auditing services of the successor agencies' Prior Period Adjustments Schedule.
- Revenues from Interfund Services of \$370,737 reflect an increase of \$46,263 or 14.3%. 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 project.

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Primary Costs

The FY2020/21 Recommended Budget includes a \$330,538 or 6.0% increase in appropriations due to the following:

- Salaries and Employee Benefits include a net increase of \$346,889 or 7.3% from the FY2019/20 Adopted Budget. The net increase is primarily due to the following:
  - Salaries/wages/benefits are expected to increase primarily due to increases in wages from negotiated and approved labor agreements, merit/step/longevity increases for staff, increases in CalPERS rates on higher salaries and rates, increases in health benefit costs and coverage levels for staff. Increase in Extra Help for a college intern in the Payroll and Systems Division, currently used due to staff vacancies in Payroll, offset by Salary Savings.
  - Projected salary savings remained the same compared to FY19/20 Adopted Budget. Salary savings includes \$50,000 due to timing of filling the vacant Accountant/Auditor, Limited-Term (for CATS Project support) and \$50,000 for other vacancies that may occur during year.
- Services and Supplies include a net increase of \$35,747 or 5.3% primarily due to anticipated increase in countywide audit costs resulting from a request for proposal for audit services, increases in central data processing services, countywide insurance costs and communications costs.
- Intrafund Transfers decreased \$56,271 or 44.5% primarily due to increased charges for internal accounting and audit services and completion of a small office remodel project.

Contracts

The FY2020/21 Recommended Budget includes a total of \$151,400 or 2.6% in contracted services, which includes accounting and financial services contracts primarily for audit services.

Fixed Assets

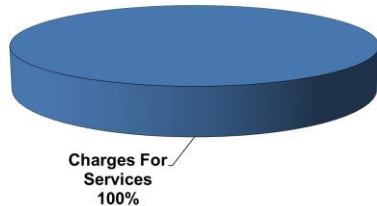
None.

**DEPARTMENT COMMENTS**

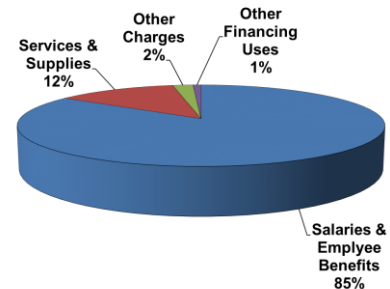
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.0 billion as reflected in the FY2019/20 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency 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.
- Upgrade PeopleSoft and IntelliTime Systems to remain current on the software and to allow for future automation improvements.
- Replace the Solano County Integrated Property System with Harris Computer Corporation (formerly Thomson Reuters) Aumentum System, a more integrated and efficient.

## SOURCE OF FUNDS



## USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	8,446	8,500	8,900	400	4.7%
CHARGES FOR SERVICES	5,390,171	5,643,848	5,614,344	(29,504)	(0.5%)
MISC REVENUE	519	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>5,399,136</b>	<b>5,652,348</b>	<b>5,623,244</b>	<b>(29,104)</b>	<b>(0.5%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,358,548	4,768,491	5,115,380	346,889	7.3%
SERVICES AND SUPPLIES	604,884	679,067	714,814	35,747	5.3%
OTHER CHARGES	120,026	118,395	118,429	34	0.0%
OTHER FINANCING USES	40,975	46,830	50,969	4,139	8.8%
INTRA-FUND TRANSFERS	(155,779)	(126,439)	(182,710)	(56,271)	44.5%
<b>TOTAL APPROPRIATIONS</b>	<b>4,968,654</b>	<b>5,486,344</b>	<b>5,816,882</b>	<b>330,538</b>	<b>6.0%</b>
<b>NET COUNTY COST</b>	<b>(430,482)</b>	<b>(166,004)</b>	<b>193,638</b>	<b>359,642</b>	<b>(216.6%)</b>

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

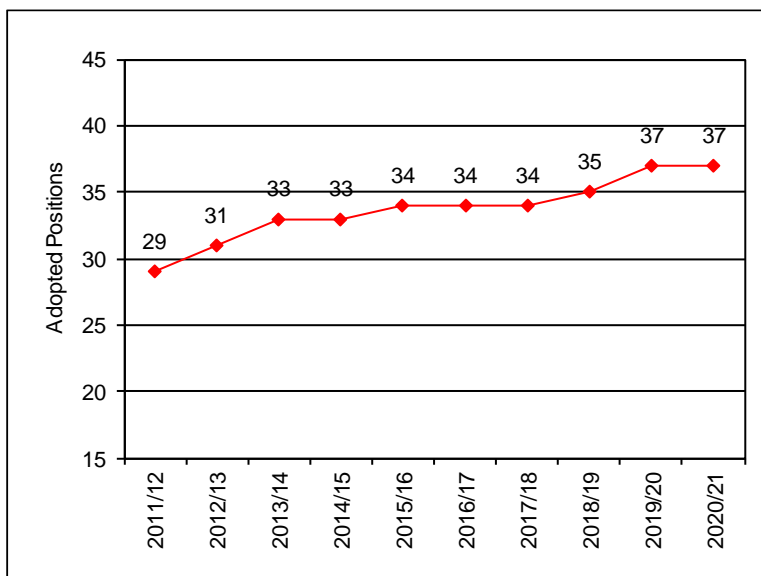
None.

## SUMMARY OF POSITION CHANGES

The FY2020/21 Recommended Budget includes the following position change:

- Extend 1.0 FTE Accountant/Auditor I, Limited-Term position set to expire June 30, 2021, to June 30, 2023 to backfill existing staff in the Property Tax Division who will be working on the CATS Project. This position is anticipated to be hired in January 2021.

## 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 CATS project is in the early phase of a multi-year project with an estimated project cost of \$10 million.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Auditor-Controller budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

## Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1101 GENERAL REVENUE	197,107,131	193,340,492	196,036,357	2,695,865	1.4%
5908 COUNTY DISASTER	829,235	24,169	6,018	(18,151)	(75.1%)
8006 PENSION DEBT SERVICE FUND	6,684,592	7,554,516	8,722,840	1,168,324	15.5%
8037 2017 CERTIFICATES OF PARTICIPA	7,282,511	7,447,305	7,376,153	(71,152)	(1.0%)
8034 HSS ADMIN/REFINANCE SPHF	1,772,526	10,000	0	(10,000)	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	463,654	462,882	462,488	(394)	(0.1%)
<b>APPROPRIATIONS</b>					
1101 GENERAL REVENUE	547,478	300,000	600,000	300,000	100.0%
5908 COUNTY DISASTER	3,799	4,062	6	(4,056)	(99.9%)
8006 PENSION DEBT SERVICE FUND	7,303,090	4,443,911	4,782,135	338,224	7.6%
8037 2017 CERTIFICATES OF PARTICIPA	7,395,153	7,396,378	7,376,153	(20,225)	(0.3%)
8034 HSS ADMIN/REFINANCE SPHF	1,754,862	1,788,160	0	(1,788,160)	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	475,837	475,907	473,785	(2,122)	(0.4%)
<b>NET CHANGE</b>					
1101 GENERAL REVENUE	(196,559,653)	(193,040,492)	(195,436,357)	(2,395,865)	1.2%
5908 COUNTY DISASTER	(825,436)	(20,107)	(6,012)	14,095	(70.1%)
8006 PENSION DEBT SERVICE FUND	618,498	(3,110,605)	(3,940,705)	(830,100)	26.7%
8037 2017 CERTIFICATES OF PARTICIPA	112,642	(50,927)	0	50,927	(100.0%)
8034 HSS ADMIN/REFINANCE SPHF	(17,664)	1,778,160	0	(1,778,160)	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	12,183	13,025	11,297	(1,728)	(13.3%)

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

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**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 \$2,695,865 or 1.4%, in revenues and an increase of \$300,000 or 100.0% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, the net increase to the General Fund is \$2,395,865 or 1.2%.

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 primarily due to the following:

- \$4,619,730 increase in Current Secured Property Taxes due to an estimated increase of 3.0% in assessed values from the FY2019/20 corrected assessment roll. Property Tax revenue in FY2020/21 is based on property values as of the lien date of January 1, 2020.
- \$2,542,674 increase in Property Tax in Lieu due to an estimated increase of 3.0% in assessed values.
- \$370,852 increase in ABX1 26 Residual Taxes and \$878,182 in ABX1 26 Pass-Through due to an estimated increase of 3.0% in assessed values.
- \$2,000,000 decrease in Interest Income due to the negative economic impacts of COVID-19.
- \$900,000 decrease in Supplemental Taxes based on current trend. Supplemental changes are not resulting in significant increases in values, therefore, supplemental tax revenues are anticipated to be less than prior year. Additionally, Supplemental activity is anticipated to decline due to the negative economic impacts of COVID-19.
- \$600,000 decrease in Unsecured Taxes as business property values have declined and wind farm appeals have resulted in lower values. COVID-19 may result in the closure of businesses, decreasing Unsecured Taxes.
- \$570,000 decrease in Disposal Fees due to decreases anticipated in municipal solid waste at the local landfills resulting from negative economic impacts due to COVID-19.
- \$490,643 decrease in Sales and Use Taxes based on current trend due to the negative economic impacts due to COVID-19. Sales and use tax revenues are expected to continue to be impacted throughout FY2020/21.
- \$870,000 decrease in Operating Transfers-In resulting from the final closeout of the 2009 COP, and the return of excess Fund Balance in FY2019/20.

Primary Costs

Appropriations of \$600,000 include: \$500,000 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	172,042,874	176,963,866	183,104,957	6,141,091	3.5%
LICENSES, PERMITS & FRANCHISE	696,715	600,000	600,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	3,934,681	2,501,000	500,500	(2,000,500)	(80.0%)
INTERGOVERNMENTAL REV STATE	8,664,826	1,445,126	1,439,100	(6,026)	(0.4%)
INTERGOVERNMENTAL REV FEDERAL	26,060	3,500	4,800	1,300	37.1%
INTERGOVERNMENTAL REV OTHER	355,571	107,000	107,000	0	0.0%
CHARGES FOR SERVICES	8,219,431	7,800,000	7,230,000	(570,000)	(7.3%)
MISC REVENUE	3,166,974	3,050,000	3,050,000	0	0.0%
OTHER FINANCING SOURCES	0	870,000	0	(870,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>197,107,131</b>	<b>193,340,492</b>	<b>196,036,357</b>	<b>2,695,865</b>	<b>1.4%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	16,320	50,000	50,000	0	0.0%
OTHER CHARGES	531,158	250,000	550,000	300,000	120.0%
<b>TOTAL APPROPRIATIONS</b>	<b>547,478</b>	<b>300,000</b>	<b>600,000</b>	<b>300,000</b>	<b>100.0%</b>
<b>NET COUNTY COST</b>	<b>(196,559,653)</b>	<b>(193,040,492)</b>	<b>(195,436,357)</b>	<b>(2,395,865)</b>	<b>1.2%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared and submitted factoring some initial assumptions on the impact of COVID-19. Revenue projections from key funding sources that have been adjusted to reflect initial reductions in the FY2020/21 Recommended Budget due to COVID-19 include Interest Income, Supplemental Taxes, Unsecured Taxes, Sales & Use Taxes, and Disposal Fees. These are all anticipated to decline due to COVID-19 impacts on the stock market, closure of businesses due to Shelter at Home Orders impacting sales and operations, increased unemployment, reduced building activity and the actual decline in these revenue sources are dependent on when recovery to the investment markets, construction and housing market, and the impact on local businesses might occur in 2020 or 2021. While these revenue sources have been reduced based on an initial evaluation, the actual impact will depend on the short- and long-term impacts of COVID-19, such as the length of the shutdown, the effect on consumer spending, and a number of other factors that cannot currently be determined. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget presented herein based on additional analysis surrounding the impacts of COVID-19 prior to final adoption of the FY2020/21 Budget.

**FUNCTION AND RESPONSIBILITIES**

Solano County utilizes the County Disaster Fund (Fund 282) to provide a separate budget unit to account for the payment of County costs associated with disasters impacting Solano County and the related subsequent reimbursement from the State and federal government. In prior years the Disaster Fund was utilized for tracking costs for the 2014 Napa Earthquake, 2017 Winter Storm Flooding and the 2017 October Wildfires. The following are the recent and/or active disaster events which are being accounted for in the Disaster Fund.

**2019 Public Safety Power Shutoffs (PSPS) and Wildfires**

During the months of October and November 2019, Solano County was impacted by conditions that caused or threatened to cause damage, including impacts related to PSPS, wildfires including the Glen Cove fire in Vallejo, and an emergency water conservation notice in the City of Vallejo. On October 28, 2019, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on November 5, 2019. The State and the federal government choose not to declare a state of emergency for the Public Safety Power Shutoffs and as a result little to no reimbursement is expected. The Governor did allocate \$75 million to help state and local governments mitigate the impacts of power shutoffs. This declaration was closed out on November 5, 2019. Solano County received \$463,843 in FY2019/20 which the Board accepted and approved allocations for prevention measures for future PSPS events.

**COVID-19**

On February 26, 2020, the U.S. Centers for Disease Control confirmed the first person-to-person transmission of the Novel Coronavirus COVID-19 had affected a Solano County resident. On February 27, 2020, the County Administrator proclaimed a local emergency pursuant to Government Code section 8630 which was ratified by the Board on March 3, 2020. Governor Newsom issued an emergency proclamation proclaiming a state of emergency in relation to the COVID-19 pandemic on March 4, 2020, and on March 22, 2020, President Trump approved the request for a Major Disaster Declaration, allowing for the provision of federal aid to assist with recovery efforts. The County's estimated direct costs are to be determined as work progresses and reports are completed. On May 4, 2020, the Board of Supervisors approved an appropriation from Contingencies to offset actual costs incurred pending FEMA and State future reimbursements.

**DEPARTMENTAL BUDGET SUMMARY**

The Preliminary Recommended Budget represents a decrease of \$18,151 or 75.1% in revenues and a decrease of \$4,056 or 99.9% in appropriations when compared to the FY2019/20 Adopted Budget. The FY2020/21 Preliminary Recommended Budget does not include revenues or appropriations associated with COVID-19 as work is still in the beginning stages and federal aid has not yet been received and will be revised prior to recommendations for the FY2020/21 Final Budget. The Budget reflects residual Countywide Administrative Overhead costs.

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

**Summary of Other Administered Budgets****5908 – Fund 282-County Disaster Fund****Phyllis S. Taynton, Auditor-Controller  
Other Assistance**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	70,336	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	758,899	0	0	0	0.0%
CHARGES FOR SERVICES	0	24,169	6,018	(18,151)	(75.1%)
<b>TOTAL REVENUES</b>	<b>829,235</b>	<b>24,169</b>	<b>6,018</b>	<b>(18,151)</b>	<b>(75.1%)</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	3,799	4,062	6	(4,056)	(99.9%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,799</b>	<b>4,062</b>	<b>6</b>	<b>(4,056)</b>	<b>(99.9%)</b>
<b>NET CHANGE</b>	<b>(825,436)</b>	<b>(20,107)</b>	<b>(6,012)</b>	<b>14,095</b>	<b>(70.1%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

While the declaration for PSPS was closed, it is expected that there will be more PSPS events in FY2020/21.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the County Disaster Fund budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

## Debt Service Overview

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

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#### Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debts as of June 30, 2020 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,217,533
Certificates of Participation	61,760,000
Pension Obligation Bonds	20,375,000
Total	<u>\$ 83,352,533</u>

#### Notes payable

The County entered into a note payable agreement with the Suisun Redevelopment Agency for \$1,023,890 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. The outstanding balance remains at \$1,023,890. During FY2018/19, the County entered into a loan agreement for \$578,785 with Sun Ridge Systems, Inc. for the Software Support and Services for all Regulatory Information Management System (RIMS) public safety software licenses. The balance remaining on the note as of June 30, 2020 is \$193,643.

#### 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 both rated the County's pension obligation bonds as A1 and AA+, respectively. In addition, the County currently has two certificates of participation series outstanding. The credit ratings are as follows:

2013 COP is private placement with no rating.

2017 COP AA from S&P.

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

**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>
2018-19	\$57,621,468,703	\$2,881,073,435	\$23,375,000	\$2,857,698,435	0.81%
2017-18	54,604,488,570	2,730,224,429	26,085,000	2,704,139,429	0.96%
2016-17	51,753,424,096	2,587,671,205	32,880,000	2,554,791,205	1.27%
2015-16	48,822,843,080	2,441,142,154	40,810,000	2,400,332,154	1.67%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.08%
2013-14	43,722,958,674	2,186,147,934	53,945,000	2,132,202,934	2.47%
2012-13	40,593,049,481	2,029,652,474	61,285,000	1,968,367,474	3.02%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,870,351,605	3.59%
2010-11	38,644,020,806	1,932,201,040	77,805,000	1,854,396,040	4.03%
2009-10	39,256,945,402	1,962,847,270	81,105,000	1,881,742,270	4.13%

**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 \$1,168,324 or 15.5% in revenues and an increase of \$338,224 or 7.6% in appropriations when compared to the FY2019/20 Adopted Budget.

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

- Increase of \$810,153 in Other Revenue due to anticipated savings from the prepayment of the FY2020/21 unfunded liability.
- Increase of \$393,113 in Operating Transfers In due to higher wages subject to pension contribution from County departments.

Significant changes in appropriations include:

- Increase of \$335,000 in Bond Redemption and a decrease of \$158,100 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	47,013	47,000	9,788	(37,212)	(79.2%)
CHARGES FOR SERVICES	0	0	2,270	2,270	0.0%
MISC REVENUE	2,567,878	2,861,710	3,671,863	810,153	28.3%
OTHER FINANCING SOURCES	4,069,701	4,645,806	5,038,919	393,113	8.5%
<b>TOTAL REVENUES</b>	<b>6,684,592</b>	<b>7,554,516</b>	<b>8,722,840</b>	<b>1,168,324</b>	<b>15.5%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,008	1,000	1,100	100	10.0%
SERVICES AND SUPPLIES	3,225	6,200	4,750	(1,450)	(23.4%)
OTHER CHARGES	4,298,857	4,436,711	4,776,285	339,574	7.7%
OTHER FINANCING USES	3,000,000	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>7,303,090</b>	<b>4,443,911</b>	<b>4,782,135</b>	<b>338,224</b>	<b>7.6%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>618,498</b>	<b>(3,110,605)</b>	<b>(3,940,705)</b>	<b>(830,100)</b>	<b>26.7%</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

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**FUNCTION AND RESPONSIBILITIES**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$71,152 or 1% in revenues and a decrease of \$20,225 or 0.3% in appropriations when compared to FY2019/20 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,376,153 a decrease of \$71,152 or 1% compared to FY2019/20.

The primary funding sources include the following:

- The \$4,448,363 Operating Transfers-In are as follows:
  - \$725,500 from the Public Facilities Fees - Public Protection.
  - \$578,551 from the Public Facilities Fees - General Government.
  - \$395,424 from the Courthouse Temporary Construction Fund.
  - \$900,000 from the Accumulated Capital Outlay Fund.
  - \$1,848,888 from the General Fund.
- \$2,838,825 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$16,965 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Primary Costs

The FY2020/21 appropriations reflect principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2020/21.

Phyllis S. Taynton, Auditor-Controller

Debt

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	89,020	48,683	88,965	40,282	82.7%
CHARGES FOR SERVICES	2,770,011	2,781,419	2,838,825	57,406	2.1%
OTHER FINANCING SOURCES	<u>4,423,480</u>	<u>4,617,203</u>	<u>4,448,363</u>	<u>(168,840)</u>	<u>(3.7%)</u>
<b>TOTAL REVENUES</b>	<b>7,282,511</b>	<b>7,447,305</b>	<b>7,376,153</b>	<b>(71,152)</b>	<b>(1.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	4,445	6,200	6,200	0	0.0%
OTHER CHARGES	<u>7,390,708</u>	<u>7,390,178</u>	<u>7,369,953</u>	<u>(20,225)</u>	<u>(0.3%)</u>
<b>TOTAL APPROPRIATIONS</b>	<b>7,395,153</b>	<b>7,396,378</b>	<b>7,376,153</b>	<b>(20,225)</b>	<b>(0.3%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>112,642</b>	<b>(50,927)</b>	<b>0</b>	<b>50,927</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

This budget 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.

On November 15, 2019, the Series 2009 Refunding Certificates of Participation were fully redeemed. Debt service payments were financed from Health and Social Services and Public Facilities Fees. The residual balance was transferred to the General Fund which funded the initial contribution at the onset of the debt financing.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$10,000 or 100% in revenues and a decrease of \$1,788,160 or 100% in appropriations when compared to the FY2019/20 Adopted Budget which included \$891,286 for the final principal, interest and administrative costs of the debt. The 2009 COP matured in FY2019/20 with final payments and closeout of the debt on November 15, 2019. In connection with the final closeout of the Certificates, the remaining Fund Balance of \$887,664 was returned to the General Fund which represented the initial General Fund Contribution at the onset of the debt financing.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2018/19 ACTUAL</b>	<b>2019/20 ADOPTED BUDGET</b>	<b>2020/21 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	39,068	10,000	0	(10,000)	(100.0%)
OTHER FINANCING SOURCES	1,733,458	0	0	0	(100.0%)
<b>TOTAL REVENUES</b>	<b>1,772,526</b>	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,235	9,210	0	(9,210)	(100.0%)
OTHER CHARGES	1,751,627	891,286	0	(891,286)	(100.0%)
OTHER FINANCING USES	0	887,664	0	(887,664)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>1,754,862</b>	<b>1,788,160</b>	<b>0</b>	<b>(1,788,160)</b>	<b>(100.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(17,664)</b>	<b>1,778,160</b>	<b>0</b>	<b>(1,778,160)</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

Phyllis S. Taynton, Auditor-Controller

Debt

**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 a decrease of \$394 or 0.1% in revenues and a decrease of \$2,122 or 0.1% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

The FY2020/21 Recommended Budget includes revenues of \$462,488 from the Operating Transfers-In from County General Fund and Other Governmental Agencies from the seven cities in accordance with the MOU. The County General Fund contribution is \$44,970. The difference of \$11,297 will be funded from Fund Balance.

Primary Costs

The appropriations reflect the principal and interest payments, and accounting and financial services fees in FY2020/21.

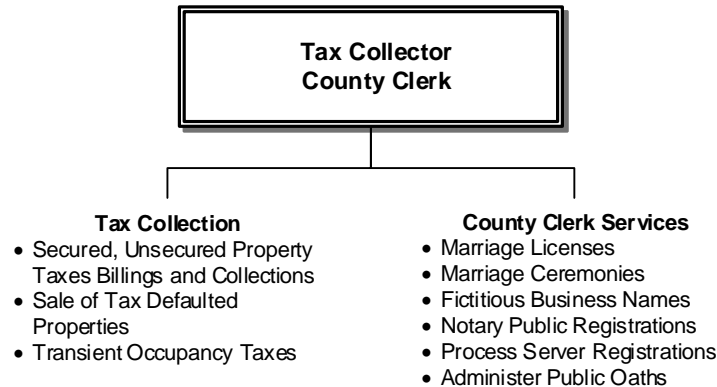
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	1,473	701	307	(394)	56.2%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
<b>TOTAL REVENUES</b>	<b>463,654</b>	<b>462,882</b>	<b>462,488</b>	<b>(394)</b>	<b>(0.1%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,150	4,000	3,500	(500)	12.5%
OTHER CHARGES	473,687	471,907	470,285	(1,622)	0.3%
<b>TOTAL APPROPRIATIONS</b>	<b>475,837</b>	<b>475,907</b>	<b>473,785</b>	<b>(2,122)</b>	<b>(0.1%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>12,183</b>	<b>13,025</b>	<b>11,297</b>	<b>(1,728)</b>	<b>(13.3%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



### DEPARTMENTAL PURPOSE

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

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

FY2019/20 Midyear Projection:	2,591,839
FY2020/21 Recommended:	2,703,782
County General Fund Contribution:	1,422,855
Percent County General Fund Supported:	52.6%
Total Employees (FTEs):	12

### FUNCTION AND RESPONSIBILITIES

The Tax Collector is responsible for billing and collecting secured, supplemental, unsecured and transient occupancy taxes. The Division carries out these responsibilities primarily through its property 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 non-court related official documents. The Division carries out these responsibilities through its lobby kiosks, online portal, and public service counter.

### 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 County Assessment and Taxation System (CATS).
- Hired and trained additional staffing in preparation for CATS Project.
- Conducted a successful tax sale for default of 125 defaulted properties that resulted in the collection of more than \$6.5 million in delinquent taxes.

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

**Functional Area Summary**

- Implemented a Voluntary Collection Agreement with AirBNB to streamline the collection of Transient Occupancy Taxes (TOT) applicable to online home sharing rentals resulting in a 92.9% budgeted increase in TOT collections.
- Working to implement AB 716 that authorizes the County Clerk to streamline the Fictitious Business Name registration and renewal process by allowing for a 100% electronic filing process that includes fee and electronic signature collection.

**WORKLOAD INDICATORS**

- In FY2019/20, the Tax Collector – County Clerk expects to issue and process payments on 168,000 property tax bills; the Division estimates the amount to increase by approximately 2,000 bills in FY2020/21.
- In FY2019/20, the Tax Collector – County Clerk expects to issue 1,900 marriage licenses, 2,300 fictitious business name statements, 375 notary oaths, and to conduct 525 marriage ceremonies, along with provided a variety of other clerk related functions and services; with expectations to issue approximately 2,000 marriage licenses, 2,300 fictitious business names, 400 notary oaths, and to conduct 550 marriage ceremonies, along with providing a variety of other clerk related functions and services in FY2020/21.
- Answered approximately 20,000 requests for additional information received via phone and e-mail in FY2019/20.
- Department analysis shows that approximately 6% of all property tax related payments are processed at the front counter, 12% are processed online, 47% are processed through mortgage companies utilizing the County Reciprocal Tax Accounting (CORTAC) payments process, which is a simplified bill routing and paying procedure, and 35% 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 and electronic bill delivery payment processes. 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.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAX COLLECTOR	1,093,381	997,168	995,927	(1,241)	(0.1%)
COUNTY CLERK	281,736	269,000	285,000	16,000	5.9%
<b>TOTAL REVENUES</b>	<b>1,375,117</b>	<b>1,266,168</b>	<b>1,280,927</b>	<b>14,759</b>	<b>1.2%</b>
<b>APPROPRIATIONS</b>					
TAX COLLECTOR	1,992,896	2,337,272	2,421,356	84,084	3.6%
COUNTY CLERK	280,985	268,956	282,426	13,470	5.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,273,881</b>	<b>2,606,228</b>	<b>2,703,782</b>	<b>97,554</b>	<b>3.7%</b>
<b>NET COUNTY COST</b>					
TAX COLLECTOR	899,515	1,340,104	1,425,429	85,325	6.4%
COUNTY CLERK	(751)	(44)	(2,574)	(2,530)	5750.0%
<b>NET COUNTY COST</b>	<b>898,764</b>	<b>1,340,060</b>	<b>1,422,855</b>	<b>82,795</b>	<b>6.2%</b>
<b>STAFFING</b>					
TAX COLLECTOR	10	10	10	0	0.0%
COUNTY CLERK	2	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$14,759 or 1.2% in revenues and an increase of \$97,554 or 3.7% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, Net County Cost is increased by \$82,795 or 6.2%.

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

Primary Funding Sources

The primary funding sources for the Department are the General Fund, which comprises of \$1,422,855 or 52.6%, Charges for Services, which comprises of \$1,043,927 or 38.6%, and Taxes and Licenses for \$237,000, which combined comprise 8.8% of the Recommended Budget.

The FY2020/21 Recommended Budget includes a \$14,759 or 1.2% increase in revenues primarily due to increased Transient Occupancy Tax collections resulting from the implementation of a Voluntary Collection Agreement with a short-term rental services provider.

Primary Costs

The FY2020/21 Recommended Budget includes a \$97,554 or 3.7% increase in appropriations primarily due to an increase in Countywide Administration Overhead, Intra fund Transfers and Salaries and Employee Benefits resulting from increased salaries and wages, retirement and health benefits.

Contracts

The FY2020/21 Recommended Budget includes a total of \$176,125 or 6.5% for contracted services and professional services which include the following significant contracts:

- \$61,500 for lock box services.
- \$60,000 for tax bill printing services.
- \$53,425 for tax Sale/Auction services.

Fixed Assets

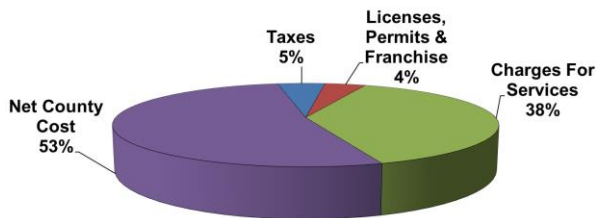
None.

**DEPARTMENT COMMENTS**

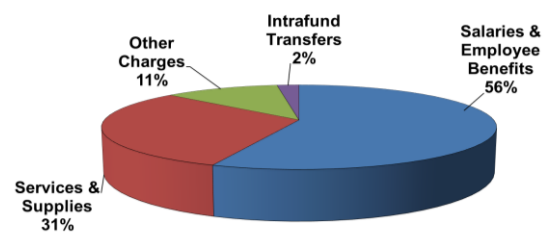
The Tax Collector – County Clerk anticipates that the enterprise system migration to replace the Solano County Integrated Property System (SCIPS) will continue moving forward. During the migration process, the focus of the Department will be on maintaining quality public service, maintaining appropriate 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	132,325	91,000	127,000	36,000	39.6%
LICENSES, PERMITS & FRANCHISE	108,283	108,000	110,000	2,000	1.9%
CHARGES FOR SERVICES	1,130,239	1,067,168	1,043,927	(23,241)	(2.2%)
MISC REVENUE	4,270	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,375,117</b>	<b>1,266,168</b>	<b>1,280,927</b>	<b>14,759</b>	<b>1.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,318,627	1,426,977	1,508,429	81,452	5.7%
SERVICES AND SUPPLIES	704,732	877,256	825,347	(51,909)	(5.9%)
OTHER CHARGES	214,618	262,047	298,419	36,372	13.9%
OTHER FINANCING USES	13,039	13,598	14,717	1,119	8.2%
INTRA-FUND TRANSFERS	22,865	26,350	56,870	30,520	115.8%
<b>TOTAL APPROPRIATIONS</b>	<b>2,273,881</b>	<b>2,606,228</b>	<b>2,703,782</b>	<b>97,554</b>	<b>3.7%</b>
<b>NET COUNTY COST</b>	<b>898,764</b>	<b>1,340,060</b>	<b>1,422,855</b>	<b>82,795</b>	<b>6.2%</b>

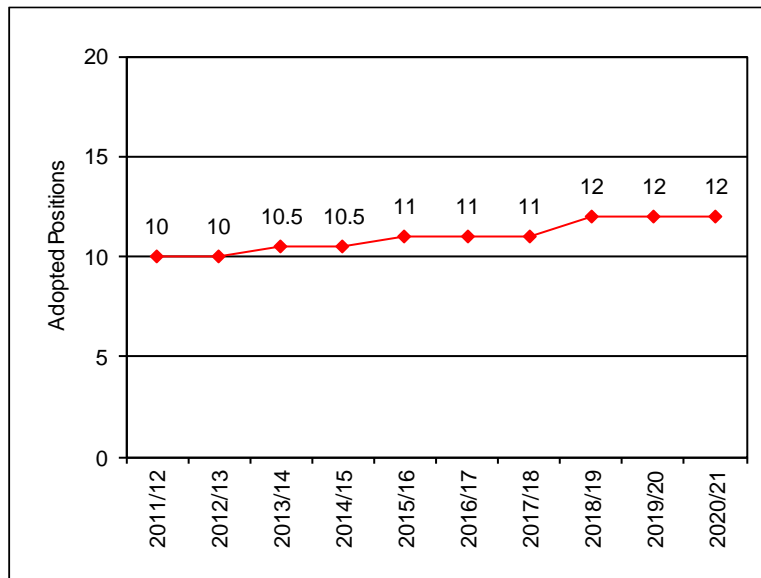
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

The FY2020/21 Recommended Budget includes the proposed position changes funded by General Fund:

- Extend 1.0 FTE Limited-Term Accounting Clerk II through June 30, 2023. This position assists in the CATS Project.

**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.

COVID-19 - In recognition of the operational and economic disruptions resulting from the COVID-19 pandemic, the Department has developed more robust tools to improve communications, enterprise systems, and operational procedures to maintain expected service standards under even the most disruptive of circumstances. The Department continues to be active in coordinating with state and local leaders in efforts to assist homeowners, small business, and other property owners that have been impacted by the COVID-19 crisis. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

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

**Summary of Other Administered Budgets**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1350 TREASURER	956,356	1,170,068	1,193,211	23,143	2.0%
<b>APPROPRIATIONS</b>					
1350 TREASURER	956,356	1,170,068	1,193,211	23,143	2.0%
<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.

**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:**

FY2019/20 Midyear Projection:	1,098,034
FY2020/21 Recommended:	1,193,211
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 \$1.4 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**

- Actively managed portfolio through the most significant market disruptions since the Great Recession.
- Processed approximately 103,000 inbound payments, 225,000 deposited items, and 350,000 outbound payments. This includes deposits of cash, checks, ACH credits, book transfers, and related inbound funds; and withdrawals of cash, checks, ACH originated debits, book transfers, Federal Wires, and related outbound funds as directed.
- Provided reconciliation information to schools and other pool participants on a daily basis to afford them the ability to independently verify all Treasury activity.
- Provide \$130,000,000 in Constitutionally mandated advances to the six school districts in Solano County.
- Management of Vallejo City Unified School District nontaxable investments.

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

- Managed the County's PARS 115 \$31.5 million investment trust to provide additional income above pool rates.

### WORKLOAD INDICATORS

During FY2020/21, the Treasurer anticipates processing 10,000 deposit permits.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$23,143 or 2% in both revenues and appropriations when compared to the FY2019/20 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 \$1,192,211 or 99.9% of the Recommended Budget.

#### Primary Costs

The FY2020/21 Recommended Budget includes \$23,143 or 2% increase in appropriations primarily due to an increase in Salaries and Employee Benefits and Intra fund Transfers offset by decreases in Countywide Admin Overhead and Services and Supplies.

#### Contracts

The FY2020/21 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	955,177	1,167,568	1,192,211	24,643	2.1%
MISC REVENUE	1,179	2,500	1,000	(1,500)	(60.0%)
<b>TOTAL REVENUES</b>	<b>956,356</b>	<b>1,170,068</b>	<b>1,193,211</b>	<b>23,143</b>	<b>2.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	475,313	500,182	529,525	29,343	5.9%
SERVICES AND SUPPLIES	247,846	404,987	395,284	(9,703)	(2.4%)
OTHER CHARGES	53,906	88,236	81,255	(6,981)	(7.9%)
OTHER FINANCING USES	4,859	4,944	5,339	395	8.0%
INTRA-FUND TRANSFERS	174,432	171,719	181,808	10,089	5.9%
<b>TOTAL APPROPRIATIONS</b>	<b>956,356</b>	<b>1,170,068</b>	<b>1,193,211</b>	<b>23,143</b>	<b>2.0%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>STAFFING</b>					
TREASURER	3	3	3	3	0.0%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

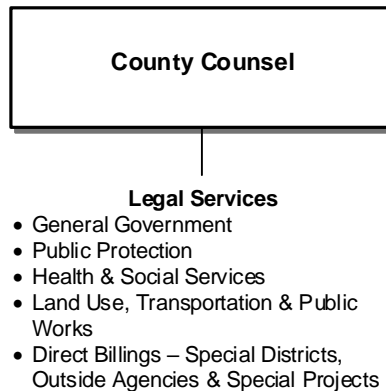
There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Treasurer budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Adopted Budget.

While Treasury services have always maintained robust security and workplace flexibility as part of a prudent disaster operations and recovery policy; in recognition of the operational and economic disruptions that have and will continue to occur for the foreseeable future as a result of the COVID-19 Pandemic, the Department is actively developing more robust tools to improve communications, controls, and procedures that will allow the Department to maintain expected service standards under even the most disruptive of circumstances.

Pool earnings are distributed to depositors in the form apportioned revenue. Treasury staff strive to take an active role in communicating to depositing agencies the current economic conditions and how those conditions may impact the depositors' projected revenues. This is achieved through quarterly reporting to the Board of Supervisors, monthly posting of all investment reports, and a practice of maintaining an open dialog with all stakeholders.



## 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, fire, resource conservation, and reclamation districts.

### Budget Summary:

FY2019/20 Midyear Projection:	4,782,470
FY2020/21 Recommended:	5,187,987
County General Fund Contribution:	645,344
Percent County General Fund Supported:	12.4%
Total Employees (FTEs):	20

## FUNCTION AND RESPONSIBILITIES

The broad scope of the Office's duties involves all areas of County government which includes such diverse areas as labor and employment, real estate development, purchasing and contracting, public works projects, criminal justice, 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

After a 19-year battle, the Office, along with counsel from eight other counties, settled the lead paint public nuisance litigation which resulted in a total award of \$305 million to be spent statewide on lead paint remediation, of which Solano County will receive nearly \$5 million. Though this litigation resolved, public health issues will continue to present challenging and contentious issues for the County. From the coronavirus pandemic to issues associated with increased fire seasons and Public Service Power Shutoffs (PSPS), the Office will continue to respond to legal issues arising throughout these public health emergencies as well as work proactively to provide innovative legal solutions to address other on-going public health needs such as homelessness and mental health court diversion programs.

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 legalization and regulation of cannabis and hemp. As significant, a focus on local issues will include a review and improvement to County's code enforcement procedures while continuing to provide legal direction to facilitate strategic land use development in accordance with Board-approved policies.

**WORKLOAD INDICATORS**

The Office currently provides legal services to all County departments and 28 external clients. In FY2018/19, the Office's attorneys logged a total of 22,813 billable legal service hours to internal and external clients, a decrease of 516 hours or 2% from the previous year primarily due to an attorney vacancy. Despite this vacancy, the average number of billable legal service hours per attorney increased from 1,555 hours in FY2017/18 to 1,629 in FY2018/19.

- In addition to providing legal services, the Office provided several trainings and workshops, including Child Protective Services procedures and legal updates, 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 included County personnel and appointed and elected members of various public boards, commissions and committees.
- Legal support staff assisted the attorneys in the processing and maintenance of several hundred cases, the majority of which relate to Child Welfare Services and LPS/Probate 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 bail bond recovery program, which includes summary judgement accounting and distribution functions of forfeited bail bonds.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LEGAL SERVICES	4,663,089	4,677,438	4,542,643	(134,795)	(2.9%)
<b>TOTAL REVENUES</b>	<b>4,663,089</b>	<b>4,677,438</b>	<b>4,542,643</b>	<b>(134,795)</b>	<b>(2.9%)</b>
<b>APPROPRIATIONS</b>					
LEGAL SERVICES	4,667,591	4,801,520	5,187,987	386,467	8.0%
<b>TOTAL APPROPRIATIONS</b>	<b>4,667,591</b>	<b>4,801,520</b>	<b>5,187,987</b>	<b>386,467</b>	<b>8.0%</b>
<b>NET COUNTY COST</b>					
LEGAL SERVICES	4,501	124,082	645,344	521,262	420.1%
<b>NET COUNTY COST</b>	<b>4,501</b>	<b>124,082</b>	<b>645,344</b>	<b>521,262</b>	<b>420.1%</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 a decrease of \$134,795 or 2.9% in revenues and an increase of \$386,467 or 8.0% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, the Net County Cost increased by \$521,262 or 420.1%.

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 directly 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 services 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-

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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 FY2020/21 Recommended Budget includes a \$134,795 or 2.9% decrease in revenues primarily due to a decrease of \$138,595 in Countywide Administration Overhead charges and decrease of \$12,500 in legal services. However, this is slightly offset by an expected increase in Interfund Legal Services of \$14,700.

Primary Costs

The FY2020/21 Recommended Budget includes a \$386,467 or 8.1% increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$264,411, or 6.1% primarily due to increases in wages from approved labor agreements, merit/step/longevity increases for staff, increases in CalPERS rates on higher salaries, increases in health benefit costs and coverage levels for staff.
- Services and Supplies reflect an increase of \$100,623 or 31.7% primarily due to an increase in Software in order to modernize the Office's programs and systems to include ProLaw case management and time collection, and WestLaw online research. This increase was partially offset by a reduction in the Books & Subscriptions subobject in an overall move towards online research services.
- Intrafund Transfers reflect an increase of \$18,500 or 544.1% related to adding shelving and reconfiguring a storage area to be more efficient.

Contracts

The FY2020/21 Recommended Budget includes a total of \$124,882 or 2.4% in contracted services, which include the following:

- \$43,591 WestLaw for online legal research services.
- \$73,291 ProLaw for case management and time collection.
- \$8,000 for Code Publishing services.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

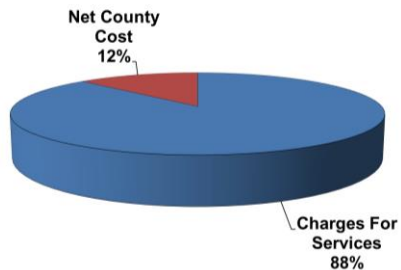
In addition to providing legal representation to all County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office currently provides legal representation and hearing officer services to 28 external clients which are direct billed for services. These clients include transportation entities, levee, sewer and water districts, and resource conservation, reclamation, fire, and school districts.

The Productive Hourly Rate (PHR) recommended amount is \$204 per hour, a 6% increase. The increase in the PHR is due to the previously discussed increases in salaries and employee benefits.

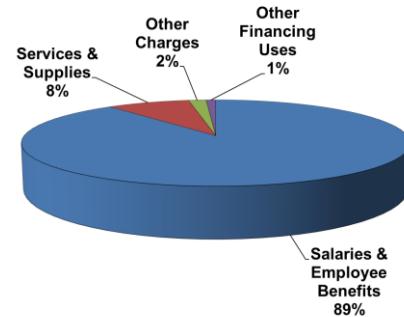
## Functional Area Summary

1400 – Fund 001-County Counsel  
Bernadette Curry, County Counsel  
General Counsel

### SOURCE OF FUNDS



### USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,655,092	4,677,438	4,542,643	(134,795)	(2.9%)
MISC REVENUE	7,997	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,663,089</b>	<b>4,677,438</b>	<b>4,542,643</b>	<b>(134,795)</b>	<b>(2.9%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,164,078	4,346,738	4,611,149	264,411	6.1%
SERVICES AND SUPPLIES	369,357	317,040	417,663	100,623	31.7%
OTHER CHARGES	88,859	88,409	88,380	(29)	(0.0%)
OTHER FINANCING USES	41,872	45,933	48,895	2,962	6.4%
INTRA-FUND TRANSFERS	3,424	3,400	21,900	18,500	544.1%
<b>TOTAL APPROPRIATIONS</b>	<b>4,667,591</b>	<b>4,801,520</b>	<b>5,187,987</b>	<b>386,467</b>	<b>8.0%</b>
<b>NET COUNTY COST</b>	<b>4,501</b>	<b>124,082</b>	<b>645,344</b>	<b>521,262</b>	<b>420.1%</b>

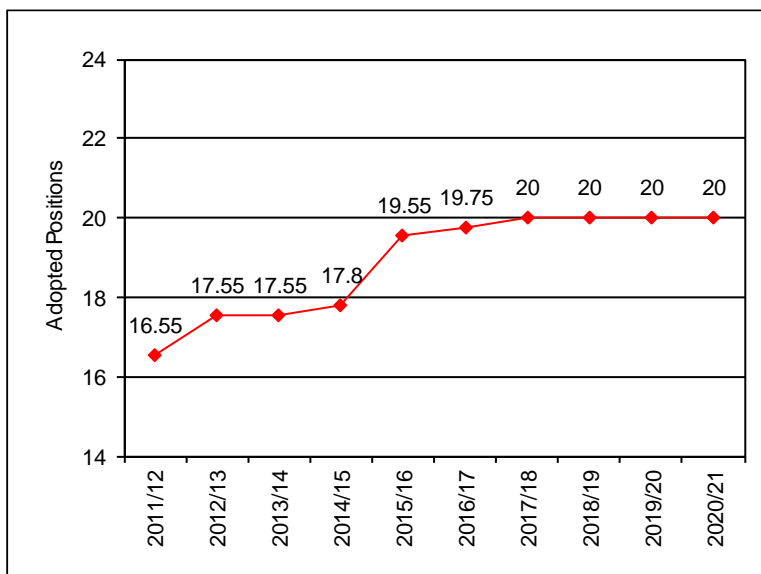
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

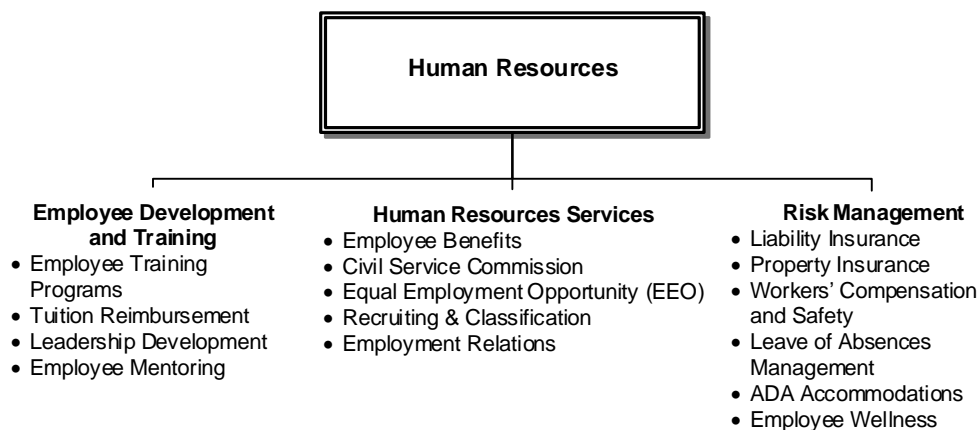
## STAFFING TREND



## PENDING ISSUES AND POLICY CONSIDERATIONS

With the increase in self-insured retention deductible in the County's Self-Insured General Liability Program, the Office anticipates a greater role in working with risk management to coordinate litigation defense and related services, including increasing the number of cases litigated by the Office and decreasing the number of smaller cases referred to outside counsel.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the County Counsel budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.



## 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:

FY2019/20 Midyear Projection:	4,592,692
FY2020/21 Recommended:	4,690,848
County General Fund Contribution:	330,807
Percent County General Fund Supported:	7.1%
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 continues to experience significant turnover due to a high number of retirements and a very tight labor market. This turnover results in the need to conduct multiple recruitments for the same classification during the year, and each recruitment yields small numbers of qualified applicants.

### Accomplishments:

- Enhanced social media presence on Facebook including over 7,700 followers and over 3,500,000 views of Solano County page content/posts of one or more times, since May 2017.
- Revised and/or created 11 classification specifications with 21 studies currently in progress.
- Initiated Employee Engagement and Retention Initiative to provide insights into what motivates employees, why employees choose to stay at Solano County and where we can improve to increase employee retention.

**Nancy L. Huston, Interim Director of Human Resources  
Personnel**

- Conducted OrgPublisher (organizational chart software) training sessions to assist departments with organizational charts to support budget planning and the position request process.
- Conducted the Countywide Workforce Data Analysis for recession planning.
- Implemented Live Scan criminal history checks as part of the pre-appointment Background process.
- Increased presence at Travis Air Force Base through attendance at Transitional Assistance Program (TAP).
- Revised Civil Service Rules to accommodate interviewing and potential contingent job offers at County-sponsored job fairs.

### WORKLOAD INDICATORS

During the period July 1, 2019 – February 29, 2020, the Department of Human Resources:

- Processed 524 requisitions to fill vacancies compared to 465 during the same period in FY2018/19.
- Opened 173 recruitments compared to 151 in FY2018/19.
- Reviewed 8,833 job applications compared to 7,424 during that same period in FY2018/19.
- Assisted departments to screen, clear and fill vacancies, internal promotions and external candidates.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
HUMAN RESOURCES SERVICES	4,217,703	4,765,779	4,360,041	(405,738)	(8.5%)
<b>TOTAL REVENUES</b>	<b>4,217,703</b>	<b>4,765,779</b>	<b>4,360,041</b>	<b>(405,738)</b>	<b>(8.5%)</b>
<b>APPROPRIATIONS</b>					
HUMAN RESOURCES SERVICES	3,765,075	4,621,551	4,690,848	69,297	1.5%
<b>TOTAL APPROPRIATIONS</b>	<b>3,765,075</b>	<b>4,621,551</b>	<b>4,690,848</b>	<b>69,297</b>	<b>1.5%</b>
<b>NET COUNTY COST</b>					
HUMAN RESOURCES SERVICES	(452,628)	(144,228)	330,807	475,035	(329.4%)
<b>NET COUNTY COST</b>	<b>(452,628)</b>	<b>(144,228)</b>	<b>330,807</b>	<b>475,035</b>	<b>(329.4%)</b>

<b>STAFFING</b>					
HUMAN RESOURCES SERVICES	20	22	22	0	0.0%
<b>TOTAL STAFFING</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$405,738 or 8.5% in revenues and an increase of \$69,297 or 1.5% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, Net County Cost increased by \$475,035 or 329.4%.

#### Primary Funding Sources

The primary funding source for the Department of Human Resources (HR) is Countywide Administrative Overhead of \$4,227,741 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the Department. In addition, HR receives departmental Administrative Overhead revenue for the HR Director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan providers.

The FY2020/21 Recommended Budget includes a decrease of \$405,738 or 8.5% in revenues primarily due to the following:

- Countywide Administrative Overhead reflects a decrease of \$411,898.

## Functional Area Summary

## 1500 – Fund 001-Human Resources Nancy L. Huston, Interim Director of Human Resources Personnel

- Departmental Administrative Overhead reflects an increase of \$4,160.
- Other Revenue reflects an increase of \$2,000.

### Primary Costs

The FY2020/21 Recommended Budget of \$4,690,848 reflects an increase of \$69,297 or 1.5% in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$3,590,216 reflect an increase of \$226,399 or 6.7% primarily due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs, and insurance rates.
- Services and Supplies of \$956,438 reflect a decrease of \$158,570 primarily due to a decrease of \$166,454 in other professional services resulting from decreases in classification studies and labor relations fact-finding services, which are offset by increases for a consultant services contract to assist with implementation of the automation/technology project to update the County's applicant tracking, performance management, and training registrations and a biennial OPEB actuarial study. Additional increases include, \$6,154 in property insurance charges, \$7,943 in central data processing charges, and \$5,000 for advertising the job fair and career expo.

### Contracts

The FY2020/21 Recommended Budget includes a total of \$649,200 for the following contracts:

- \$150,000 for consultant services to assist with the implementation of the of the automation/technology project to update the County's applicant tracking, performance management, and training registrations.
- \$100,000 for CalPERS health administration fees.
- \$75,000 for Equal Employment Opportunity (EEO) investigation services.
- \$70,000 for recruitment and bilingual testing services.
- \$60,000 for JobAps applicant tracking services and Org Publisher software.
- \$48,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
- \$35,000 for document imaging fees and special projects.
- \$33,500 for biennial OPEB and PARS actuarial studies.
- \$31,000 for ongoing investment fund review of the County's Internal Revenue Code 457 deferred compensation plans, 401(a) and Retirement Health Savings accounts.
- \$30,000 for outside recruiter for executive-level recruitments.
- \$14,200 for labor relations compensation studies and arbitration fees.
- \$2,500 for CalPERS social security administrator fees.

### Fixed Assets

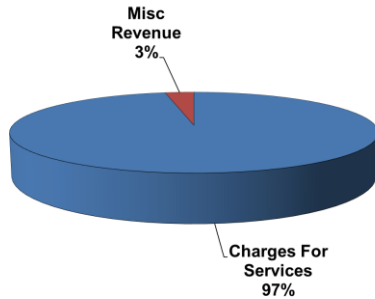
None.

## DEPARTMENT COMMENTS

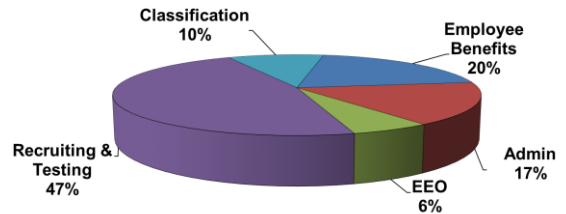
None.

Nancy L. Huston, Interim Director of Human Resources  
Personnel

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,140,158	4,717,479	4,309,741	(407,738)	(8.6%)
MISC REVENUE	77,546	48,300	50,300	2,000	4.1%
<b>TOTAL REVENUES</b>	<b>4,217,703</b>	<b>4,765,779</b>	<b>4,360,041</b>	<b>(405,738)</b>	<b>(8.5%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	2,852,195	3,363,817	3,590,216	226,399	6.7%
SERVICES AND SUPPLIES	759,059	1,115,008	956,438	(158,570)	(14.2%)
OTHER CHARGES	100,998	99,269	97,478	(1,791)	(1.8%)
OTHER FINANCING USES	28,962	33,007	35,966	2,959	9.0%
INTRA-FUND TRANSFERS	23,861	10,450	10,750	300	2.9%
<b>TOTAL APPROPRIATIONS</b>	<b>3,765,075</b>	<b>4,621,551</b>	<b>4,690,848</b>	<b>69,297</b>	<b>1.5%</b>
<b>NET COUNTY COST</b>	<b>(452,628)</b>	<b>(144,228)</b>	<b>330,807</b>	<b>475,035</b>	<b>(329.4%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

Changes in the position allocations since the adoption of the FY2019/20 Budget are provided below.

On September 10, 2019, the Board approved the following position changes:

- Reclassified 1.0 FTE Human Resources Analyst (Principal) to EEO Officer to more accurately reflect the scope of work being performed with the increase in formal and informal complaints of discrimination, harassment, and retaliation. This position is funded through departmental charges through the cost allocation plan.

On December 10, 2019, the Board approved the following position changes:

- Deleted a 1.0 FTE Employment Relations Manager position.
- Added a 1.0 FTE Human Resources Manager position to manage the Department's labor relations activities, as well as the classification and compensation activities. This position is funded through departmental charges through the cost allocation plan.

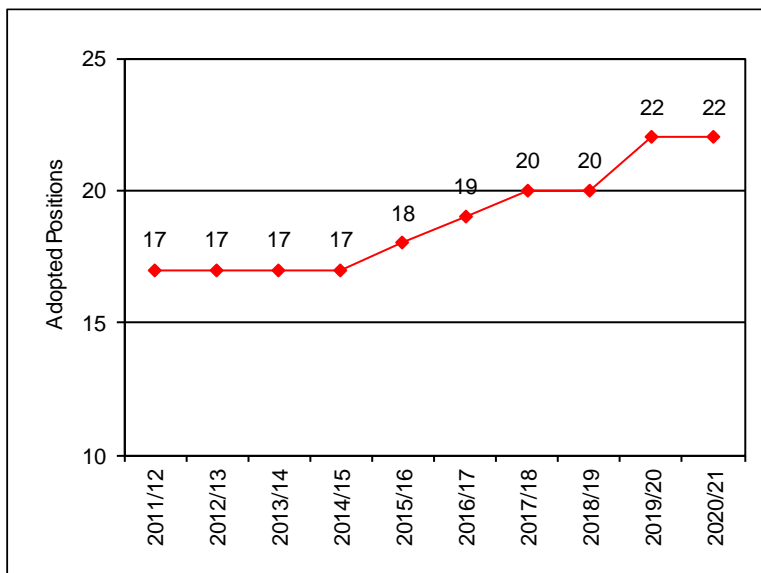
On March 10, 2020, the Board approved the following position changes:

- Extended 1.0 FTE Limited-Term Human Resources Analyst (Senior) through June 30, 2022 funded through departmental charges through the cost allocation plan.

- Extended 1.0 FTE Limited-Term Human Resources Assistant through June 30, 2022 funded through departmental charges through the cost allocation plan.

There are no recommended staffing changes for FY2020/21.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

As the County continues to experience retirements of employees reaching eligible retirement age, and with the strong economic climate, the County's vacancy rate has ranged between 9.94% and 11.48% during FY2019/20. Recruiting well-qualified talent has become more challenging as the County is competing in a job market where the unemployment rate was below 4% prior to the COVID-19 pandemic. The Department continues to expand its recruitment presence, including the use of social media and job fairs.

The Human Resources Department has explored revisions, and potential automation, to the hiring processes and Civil Services Rules. The Department's pending technology project will automate existing processes, integrate systems with the County's Human Resources Information System (PeopleSoft), enhance the employee/applicant's recruitment and onboarding experiences and, overall, increase department efficiencies.

The Department completed the labor negotiations process for 19 successor collective bargaining agreements, which have gone into effect during FY2019/20.

COVID-19 - The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Human Resources budget and the hiring process. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**1500 – Fund 001-Human Resources****Summary of Other Administered Budgets**

**Nancy L. Huston, Interim Director of Human Resources  
Personnel**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1103 EMPLOYEE DEVELOPMENT & TRAINING	661,557	747,534	624,508	(123,026)	(16.5%)
1830 RISK MANAGEMENT	20,339,871	19,463,305	18,767,108	(696,197)	(3.6%)
<b>APPROPRIATIONS</b>					
1103 EMPLOYEE DEVELOPMENT & TRAINING	562,293	717,281	689,775	(27,506)	(3.8%)
1830 RISK MANAGEMENT	16,882,206	19,921,266	21,840,487	1,919,221	9.6%
<b>NET CHANGE</b>					
1103 EMPLOYEE DEVELOPMENT & TRAINING	(99,264)	(30,253)	65,267	95,520	(315.7%)
1830 RISK MANAGEMENT	3,457,665	(457,961)	(3,073,379)	(2,615,418)	571.1%

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

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

Nancy L. Huston, Interim 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:

FY2019/20 Midyear Projection:	698,246
FY2020/21 Recommended:	689,775
County General Fund Contribution:	65,267
Percent County General Fund Supported:	9.5%
Total Employees (FTEs):	3

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

### Challenges:

- 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 that range from Leadership and Supervising Development and Health and Safety to Regulatory/Compliance. Target Solutions does not interface with the County's Human Resources Information System (PeopleSoft), which results in duplicative processes. Target Solutions expanded the 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. The challenge is to find an LMS that will interface with Peoplesoft, thereby reducing the extra work and track employees' training records more

### Accomplishments:

- Offered 3<sup>rd</sup> cohort of HR Insight Academy for County Lead Workers, and 50 have completed the Academy.
- Implemented True Colors Personality Assessment Training and Building Better Workplace Relationships.
- Partnered with Managed Health Network (MHN) to provide trainings on Healthy Boundaries at Work, Delegation – An Essential Skill for Supervisors and Managers, Managing Change, Time Management, Essential Skills for Effective Staff Management for Supervisors and Managers, and Diffusion and De-escalation Techniques.
- Hosted 13<sup>th</sup> Annual Education Fair for County employees.
- Coordinated and sponsored 6<sup>th</sup> cohort of County Managers for the Solano County Leadership Academy with UC Davis and CSAC Institute.
- Offered two new Advanced Level Classes for Microsoft Excel, Pivot Tables and Advanced Functions and Formulas.
- Coordinated project with HR Matrix to review existing core competencies on Solano County Leadership Model to determine competencies that are considered essential for Managers.
- Provided Countywide internship opportunities for 8 college interns working in various County departments.

## WORKLOAD INDICATORS

- 7,629 training spaces were occupied by employees from July 1, 2019 through February 29, 2020, compared to 5,890 training spaces during that same period in FY2018/19.
- Offered 125 professional development/training classes, excluding County-mandated sessions, to County employees compared to 109 classes last fiscal year.

## DEPARTMENTAL BUDGET SUMMARY

- The Recommended Budget represents a decrease of \$123,026 or 16.5% in revenues and a decrease of \$27,506 or 3.8% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, Net County Cost increased by \$95,520.

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

Nancy L. Huston, Interim, Director of Human Resources

Legislative & Administration

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### Primary Funding Source

The primary funding source for this Division is Charges for Services, which includes Countywide Administrative Overhead of \$619,508 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 FY2020/21 Recommended Budget includes a \$123,026 or 16.5% decrease in revenues due to a decrease in Countywide Administrative Overhead reimbursement.

### Primary Costs

The FY2020/21 Recommended Budget includes a \$27,506 or 3.8% decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$10,571 or 2.4% primarily due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs, and insurance rates. These increases are partially offset by a decrease in extra help wages for the County-sponsored paid internship program and in health insurance.
- Services and Supplies reflect a decrease of \$38,088 or 15.3% primarily due to a decrease of \$54,150 in education and training and \$4,000 in meals and refreshments for removal of the Solano Leadership Academy which is offered every other fiscal year. These decreases are offset by increases of \$12,800 in controlled assets to replace eight computers in the Computer Training Room, \$2,500 in professional services for video production costs to create an online training course, and \$3,047 in central data processing service.

### Contracts

The FY2020/21 Recommended Budget includes a total of \$54,000 or 7.8% in contracted services which includes the following contracts:

- \$7,500 for video production to create online training courses
- \$11,000 for SkillSoft Learning Management System
- \$30,000 to offer Microsoft Office computer training classes
- \$5,500 for Liebert Cassidy Whitmore Training

### Fixed Assets

None.

### **DEPARTMENT COMMENTS**

None.

**Summary of Other Administered Budgets    1103 – Fund 001-Employee Development & Training**  
**Nancy L. Huston, Interim, Director of Human Resources**  
**Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	661,557	747,534	624,508	(123,026)	(16.5%)
<b>TOTAL REVENUES</b>	<b>661,557</b>	<b>747,534</b>	<b>624,508</b>	<b>(123,026)</b>	<b>(16.5%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	383,799	444,333	454,904	10,571	2.4%
SERVICES AND SUPPLIES	160,200	249,150	211,062	(38,088)	(15.3%)
OTHER CHARGES	11,127	15,049	15,775	726	4.8%
OTHER FINANCING USES	3,539	3,649	3,934	285	7.8%
INTRA-FUND TRANSFERS	3,628	5,100	4,100	(1,000)	(19.6%)
<b>TOTAL APPROPRIATIONS</b>	<b>562,293</b>	<b>717,281</b>	<b>689,775</b>	<b>(27,506)</b>	<b>(3.8%)</b>
<b>NET COUNTY COST</b>	<b>(99,264)</b>	<b>(30,253)</b>	<b>65,267</b>	<b>95,520</b>	<b>(315.7%)</b>
<b>STAFFING</b>					
EMPLOYEE DEV. & TRAINING	3	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The County of Solano continues to face a demographic change of an aging workforce with mid-management, senior and executive managers in the County nearing retirement in larger numbers, leaving a potential gap. In anticipation of the forecasted change, the County reinstated the Solano Leadership Academy training program in FY2013/14 to help address development of mid-managers and supervisors and has established another senior leadership development training cohort to prepare individuals for executive leadership roles. These programs will continue to be offered every other fiscal year. In FY2018/19, 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 those entering the workforce in the coming years.

The County is currently updating the competencies on the Solano County Leadership Development Model and conducting an Employee Engagement Survey. Upon completion of these projects, the findings may provide feedback on additional learning and development initiatives the County may want to consider.

**PENDING ISSUES ON COVID-19**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Employee Development & Training budget; however, in response staff are working to offer virtual training programs. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

Nancy L. Huston, Interim, Director of Human Resources  
Other General

## 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:

FY2019/20 Midyear Projection:	18,417,712
FY2020/21 Recommended:	21,840,487
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	7.7

### 1821 Administration

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

### 1822 Liability

This program administers the County's Liability Insurance programs; monitors and directs administration of the program through the California State Association of Counties - Excess Insurance Authority (CSAC-EIA) 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.
- Continued implementation of cost containment programs countywide to maintain decreased workers' compensation costs per \$100 of payroll and reinforced safety initiatives to maintain this trend.
- With a 20.4% increase in general liability insurance premiums over FY2019/20 and anticipated increases in the near term, the Department is developing risk mitigation strategies for the County's self-insurance of liability program.
- Reducing liability and property claims experience that includes assessing the current loss deductibles charged to departments, evaluating frequency, severity and types of claims leading to loss prevention initiatives throughout the County.
- Continue to engage employee participation in the Solano County Wellness Program by offering personal, financial, and wellness trainings and activities.

**Accomplishments:**

- Solano County received the American Heart Association's "Healthy Workplace Achievement" recognition in 2019 for the fourth consecutive year.
- Mental Health First Aid pilot program implemented with four sessions completed and 76 county employees in attendance.
- Completed the request for proposal and contract award for third party administration services for workers' compensation. A three-year contract with a first-year increase of 1% for FY2020/21, which is lower than the current contract's inflationary increases.
- Completed actuarial study and provided recommendation for proposed increase in the general liability program deductible from \$10,000 to \$200,000 to provide cost savings to the County in future years.

**WORKLOAD INDICATORS**

During the period July 1, 2019 – February 29, 2020:

- The number of reported workers' compensation claims was 221 compared to 190 during the same period in FY2018/19.
- The number of days absent from work due to a workers' compensation injury (per OSHA Log 300) was 1,209 for 2019 as compared to 2,376 for 2018 and coordinated workers' compensation updates with departments to keep them apprised of their respective claims' status.
- Closed 204 workers' compensation claims as compared to 211 during the same period in FY2018/19.
- Processed 2,270 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 1,725 in FY2018/19.
- Completed 145 ergonomic evaluations compared to 99 in FY2018/19. Completed 8 Ergo Express evaluations compared to 145 in FY2018/19.
- Solano County's Wellness Ambassador program continues with volunteer employees who enthusiastically promote employee wellness in their departments. The Wellness Ambassador program has been active with 49 ambassadors, up from 40 last year.
- Registered users on the County's "My Well Site" increased by 27% with total participation at 949 as of February 28, 2020.
- Completed 343 ADA interactive meetings compared to 243 in last fiscal year. A majority of these are related to workers' compensation claims and the return-to-work process.
- Coordinated 211 pre-appointment physicals compared to 95 in the prior year.
- 1,602 vaccines, including 817 flu vaccinations, administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,530, including 975 flu vaccinations in FY2018/19.
- Coordinated 154 pre-appointment drug screens compared to 73 in FY2018/19.
- Provided 79 respirator fit-tests for employees who are expected to wear respirators as personal protective equipment compared to 39 last year.
- 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 Preliminary Recommended Budget represents a decrease of \$696,197 or 3.6% in revenues and an increase of \$1,919,221 or 9.6% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, use of Fund Balance increased by \$2,615,418.

**1821 Administration****Primary Funding Source**

The Administration Division is funded through Intrafund Transfers of \$1,442,590 to the Risk Management operating divisions. These charges are estimated to increase by \$58,135 or 4.2% when compared to FY2019/20 Adopted Budget.

**Primary Costs**

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$652,656, reflect an increase of \$16,881 primarily due to approved cost of living adjustments and increases in CalPERS retirement costs.
- Services and Supplies of \$215,529 reflect an increase of \$14,254 primarily due to increases of \$12,500 for respirators and \$1,489 in property insurance premiums.
- Other Charges of \$566,149 reflect an increase of \$24,844 primarily due to an increase of \$20,960 in Countywide Administrative Overhead charges.

**Contracts**

None.

**Fixed Assets**

None.

**1822 Liability**

The Preliminary Recommended Budget of \$7,639,411 represents an increase of \$466,107 or 6.5% in revenues and an increase of \$435,562 or 6.1% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, use of Fund Balance decreased by \$30,545 or 63.6%

**Primary Funding Sources**

The primary funding source for the Liability Division is \$7,169,113 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$684,799 or 10.6% when compared to the FY2019/20 Adopted Budget.

Miscellaneous/Other Revenue of \$450,298 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 decrease of \$250,000 in Transfers-In from the County General Fund for non-covered liability claims funding.

**Primary Costs**

The primary costs for the Liability Division are:

- Insurance – Other of \$5,713,091 reflects an increase of \$969,668 or 20.4% due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority which include:
  - General Liability Insurance of \$5,691,000.
  - Cyber Liability of \$14,000.
  - Special Liability Insurance Program of \$4,993.
  - Pollution Program Insurance of \$3,098.
- Malpractice Insurance of \$450,298 reflects an increase of \$36,298 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.

## Summary of Other Administered Budgets

## 1830 – Fund 060-Risk Management

Nancy L. Huston, Interim Director of Human Resources  
Other General

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- Insurance Claims of \$265,000 for primary liability insurance payments under the \$10,000 deductible limit is \$65,000 or 32.5% higher than last fiscal year.
  - Non-Covered Liability Claims of \$250,000, for claims that are not covered by the General Liability Program, decreased by \$695,000.

### Contracts

None.

### Fixed Assets

None.

### **1823 Workers' Compensation and Safety**

The Preliminary Recommended Budget of \$10,830,214 represents a decrease of \$2,379,786 or 23.3% in revenues and an increase of \$620,214 or 6.1% in appropriations when compared to the FY2019/20 Adopted Budget. As a result, use of Fund Balance increased by \$3,000,000.

### 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 \$2,251,000 or 22.5% when compared to last fiscal year for a total recovery in FY2020/21 of \$7,749,000.

### Primary Costs

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

- Insurance – Other of \$3,180,000 reflects a decrease of \$67,000 or 2.1% due to a decrease in the preliminary insurance rates received from CSAC Excess Insurance Authority. Included are:
  - Excess Workers' Compensation Insurance of \$2,880,000.
  - Department of Industrial Relations of \$300,000.
- Insurance Claims of \$5,611,525 reflect an increase of \$543,528 or 10.7% due to an increase in anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$897,698 reflect an increase of \$90,698.

### Contracts

The Preliminary Recommended Budget includes a total of \$897,698 or 8.2% in contracted services which include the following significant contracts:

- \$562,000 for Workers' Compensation third party claims administration fees.
- \$160,698 with Department of Health & Social Services for Occupational Health medical-related services.
- \$135,000 Occu-Med contract.
- \$25,000 for industrial hygienist for indoor air quality evaluations and noise monitoring related to Hearing Conservation Program.
- \$10,000 for ergonomic evaluations.
- \$5,000 for annual actuarial valuation.

### Fixed Assets

None.

**Nancy L. Huston, Interim Director of Human Resources  
Other General**

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**1824 Property****Primary Funding Source**

The primary funding source for the Property Insurance Division is \$2,925,052 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$1,216,993 or 71.3% when compared to last fiscal year. For FY2020/21, the Department will use \$371,526 or 78.3% less 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 \$2,833,922 reflects an increase of \$838,274 or 42.0% due to higher projected insurance rates which includes the following programs:
  - Property Insurance of \$2,751,822.
  - Equipment Maintenance Management Program of \$50,000.
  - Bond Insurance of \$23,000.
  - Airport Liability Insurance of \$5,000.
  - Watercraft Insurance of \$4,100.
- 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 FY2019/20.

**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 at \$387,260 which reflects an increase of \$5,328 or 1.4% when compared to last fiscal year.

**Primary Costs**

The primary costs for the Unemployment Division are Insurance Claims of \$266,031 an increase of \$21,207.

**Contracts**

None.

**Fixed Assets**

None.

**DEPARTMENT COMMENTS**

None.

## Summary of Other Administered Budgets

## 1830 – Fund 060-Risk Management

Nancy L. Huston, Interim Director of Human Resources  
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	414,950	225,000	86,385	(138,615)	(61.6%)
CHARGES FOR SERVICES	18,299,060	18,574,305	18,230,425	(343,880)	(1.9%)
MISC REVENUE	875,861	414,000	450,298	36,298	8.8%
OTHER FINANCING SOURCES	750,000	250,000	0	(250,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>20,339,871</b>	<b>19,463,305</b>	<b>18,767,108</b>	<b>(696,197)</b>	<b>(3.6%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,134,142	1,180,571	1,231,909	51,338	4.3%
SERVICES AND SUPPLIES	13,880,883	17,242,842	19,780,094	2,537,252	14.7%
OTHER CHARGES	1,855,796	1,486,305	816,149	(670,156)	(45.1%)
OTHER FINANCING USES	11,385	11,548	12,335	787	6.8%
<b>TOTAL APPROPRIATIONS</b>	<b>16,882,206</b>	<b>19,921,266</b>	<b>21,840,487</b>	<b>1,919,221</b>	<b>9.6%</b>
<b>NET GAIN(LOSS)</b>	<b>3,457,665</b>	<b>(457,961)</b>	<b>(3,073,379)</b>	<b>(2,615,418)</b>	<b>571.1%</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

Changes in the position allocation since the adoption of the FY2019/20 Budget are provided below.

- On March 10, 2020, reclassified a 1.0 FTE Human Resources Assistant to a 1.0 FTE Office Assistant III to more accurately reflect the scope of duties required for the position.

### 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 (EIA). EIA has experienced 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 is no longer acceptable. This development has led to increased rates and recognizing that funding would need to be increased to a more conservative 75% to 85% confidence level, thereby increasing insurance costs.

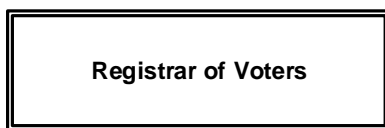
The County purchases General Liability coverage, there are some instances of non-coverage that would include, for example, contract liability. In these instances, County Counsel reviews these claims with the Board of Supervisors and establishes a budget for those unfunded liabilities which are included in the Risk Management Budget.

Risk Management had an actuarial study completed on the General Liability program to determine if an increase to the County's deductible would be advantageous. Based on the actuarial study, an increase from the current \$10,000 deductible to a \$200,000 deductible may provide cost savings in the program. To avoid fluctuations in rates in future fiscal years, including variances in the annual number of claims and their ultimate costs, the program could be funded at the 85% confidence level for the first five years. The long-term goal would be to reduce the confidence level to 75% at the end of year five, similar to the workers' compensation program.

The impact due to COVID-19 pandemic on the insurance industry is unclear and may impact the underwriting cycle for public entity insurance coverage. 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 to monitor claims and the market.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Risk Management budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended budget prior to final approval of the FY2020/21 Budget.

**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:**

FY2019/20 Midyear Projection:	7,489,435
FY2020/21 Recommended:	4,992,325
County General Fund Contribution:	3,887,842
Percent County General Fund Supported:	77.9%
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 2019 and 2020 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.
- 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 (34% of locations were adopted in the 2020 March Primary Election).

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

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- Continued outreach to community partners and schools 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.
- Successfully implemented new vote tabulating equipment in 2020. The Department conducted extensive community outreach and staff training through presentations to the public and a widespread mock election. This allowed for seamless deployment in the March Primary Election.
- 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 while maintaining a 5-day processing requirement of all documents.
- Successfully implemented additional/last minute requirements for the March Primary Election including:
  - Conducted three outreach mailings to all voters explaining the party process for the election;
  - Last minute rule changes on address or party changes at the polling places;
  - Allowing for same day registration at all polling places; and
  - Late staffing changes causing adjustments in planning.
- Significantly improved production time to deliver vote by mail ballots ahead of schedule for the March 2020 Primary Election.
- Continued to experience additional 20% increase in registered voters an additional 15% increase in Vote-by-Mail (VBM) voters with minimal increase to operational expenses in 2020.

**WORKLOAD INDICATORS**

- ROV staff processed a total of 178,214 voter file transactions in FY2019/20. This represents an overall voter registration increase of 18,490 new registered voters. The increase in registrations during the fiscal year were handled primarily through the online voter registration system or automated through the DMV automatic registration (127,450 records). ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than 80% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2020 Vote-by-Mail (VBM) turnout continued at a high level and comprises a significant portion of the work for the ROV office. Approximately 79% of all voters are permanent VBM voters, and typically 80% 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 FY2020/21 the ROV staff will conduct two internal test elections and one coordinated statewide mock election in addition to the scheduled State 2020 General Election in November.

## Functional Area Summary

## 1550 – Fund 001-Registrar of Voters Timothy P. Flanagan, Chief Information Officer Elections

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ELECTIONS	1,094,206	2,111,517	1,104,483	(1,007,034)	(47.7%)
<b>TOTAL REVENUES</b>	<b>1,094,206</b>	<b>2,111,517</b>	<b>1,104,483</b>	<b>(1,007,034)</b>	<b>(47.7%)</b>
<b>APPROPRIATIONS</b>					
ELECTIONS	3,951,426	7,487,837	4,992,325	(2,495,512)	(33.3%)
<b>TOTAL APPROPRIATIONS</b>	<b>3,951,426</b>	<b>7,487,837</b>	<b>4,992,325</b>	<b>(2,495,512)</b>	<b>(33.3%)</b>
<b>NET COUNTY COST</b>					
ELECTIONS	2,857,220	5,376,320	3,887,842	(1,488,478)	(27.7%)
<b>NET COUNTY COST</b>	<b>2,857,220</b>	<b>5,376,320</b>	<b>3,887,842</b>	<b>(1,488,478)</b>	<b>(27.7%)</b>
<b>STAFFING</b>					
ELECTIONS	9	9	9	0	0.0%
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0.0%</b>

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,007,034 or 47.7% in revenues and a decrease of \$2,495,512 or 33.3% in appropriations when compared to FY2019/20 Adopted Budget. As a result, the Net County Cost decreased by \$1,488,478 or 27.7%.

#### Primary Funding Sources

The primary funding sources for the Department is General Fund, which is comprised of \$3,887,842 or 77.9% of the Recommended Budget.

The FY2020/21 Recommended Budget includes a \$1,007,034 or 47.7% decrease in revenues primarily due to the following:

- Intergovernmental Revenues reflect a decrease of \$1,969,017 related to reimbursements for federal and State grants for vote tabulation equipment purchased in FY2019/20.
- Charges for Services reflect an increase of \$961,983 which represents billings to participating entities and filing fees. 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 November 3, 2020 General election occurring in FY2020/21; the only scheduled election in the fiscal year.

#### Primary Costs

The FY2020/21 Recommended Budget of \$4,992,325 reflects a \$2,495,512 or 33.3% decrease in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$1,719,444 reflects an increase of \$69,605 or 4.2% primarily due to negotiated and approved labor contracts resulting in increases in wages, CalPERS retirement costs, and insurance rates and increased use of Extra Help for the anticipated high-turnout during the November 3, 2020 Presidential General Election and required State changes in voting process.
- Services and Supplies of \$2,701,068 reflects an increase of \$269,941 or 11.1% primarily due to anticipation of needs for the 2020 Presidential General Election.
- Fixed Assets reflect a decrease of \$2,852,517 or 100% due to a one-time purchase of new voting equipment in FY2019/20 and pending Board approval of a fixed asset list.

Fixed Assets

None.

Contracts

The FY2020/21 Recommended Budget includes a total of \$416,325 or 8.3% in contracted services, which includes the following significant contracts:

- \$167,825 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.
- \$96,500 for election setup and support services.
- \$35,000 for ballot access application for military/overseas and disabled voters.

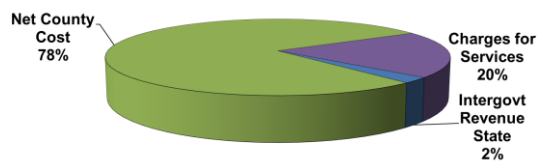
**DEPARTMENT COMMENTS**

The FY2020/21 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.

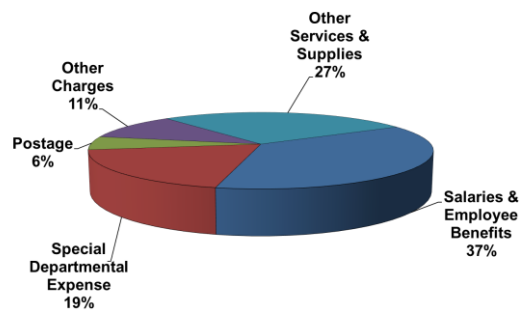
ROV continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will continue to evaluate “low performing” polling places and utilization of County owned facilities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



## Functional Area Summary

## 1550 – Fund 001-Registrar of Voters Timothy P. Flanagan, Chief Information Officer Elections

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	31,633	1,434,500	120,500	(1,314,000)	(91.6%)
INTERGOVERNMENTAL REV FEDERAL	20,000	655,017	0	(655,017)	(100.0%)
CHARGES FOR SERVICES	1,042,524	22,000	983,983	961,983	4372.7%
MISC REVENUE	50	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,094,206</b>	<b>2,111,517</b>	<b>1,104,483</b>	<b>(1,007,034)</b>	<b>(47.7%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,480,406	1,649,839	1,719,444	69,605	4.2%
SERVICES AND SUPPLIES	1,821,009	2,431,127	2,701,068	269,941	11.1%
OTHER CHARGES	576,530	505,457	509,026	3,569	0.7%
F/A EQUIPMENT	20,762	2,852,517	0	(2,852,517)	(100.0%)
OTHER FINANCING USES	10,116	11,397	11,387	(10)	(0.1%)
INTRA-FUND TRANSFERS	42,603	37,500	51,400	13,900	37.1%
<b>TOTAL APPROPRIATIONS</b>	<b>3,951,426</b>	<b>7,487,837</b>	<b>4,992,325</b>	<b>(2,495,512)</b>	<b>(33.3%)</b>
<b>NET COUNTY COST</b>	<b>2,857,220</b>	<b>5,376,320</b>	<b>3,887,842</b>	<b>(1,488,478)</b>	<b>(27.7%)</b>

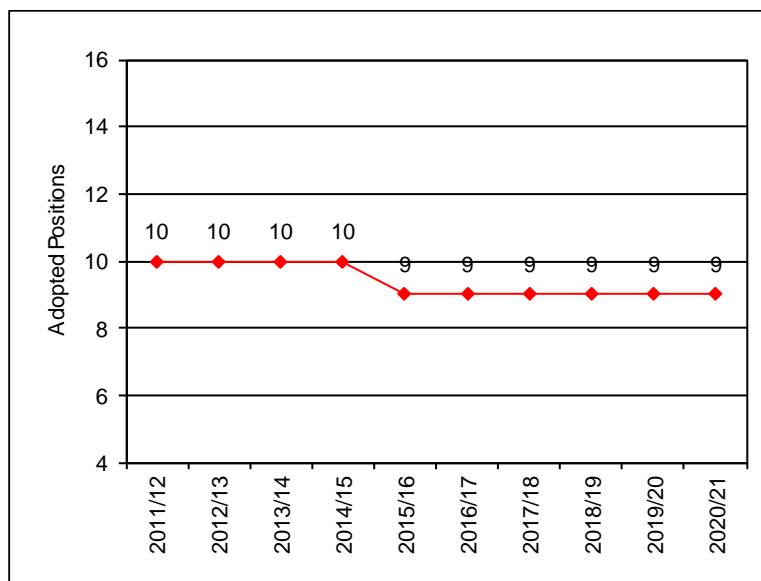
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

- \$961,983 increase in Charges for Services revenue is primarily attributable to the reimbursable costs from districts to administer the November 3, 2020 Presidential General Election.
- \$777,053 of the net decrease in Net County Cost is directly attributable to the one-time purchase of vote tabulation equipment and associated components in FY2019/20.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



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

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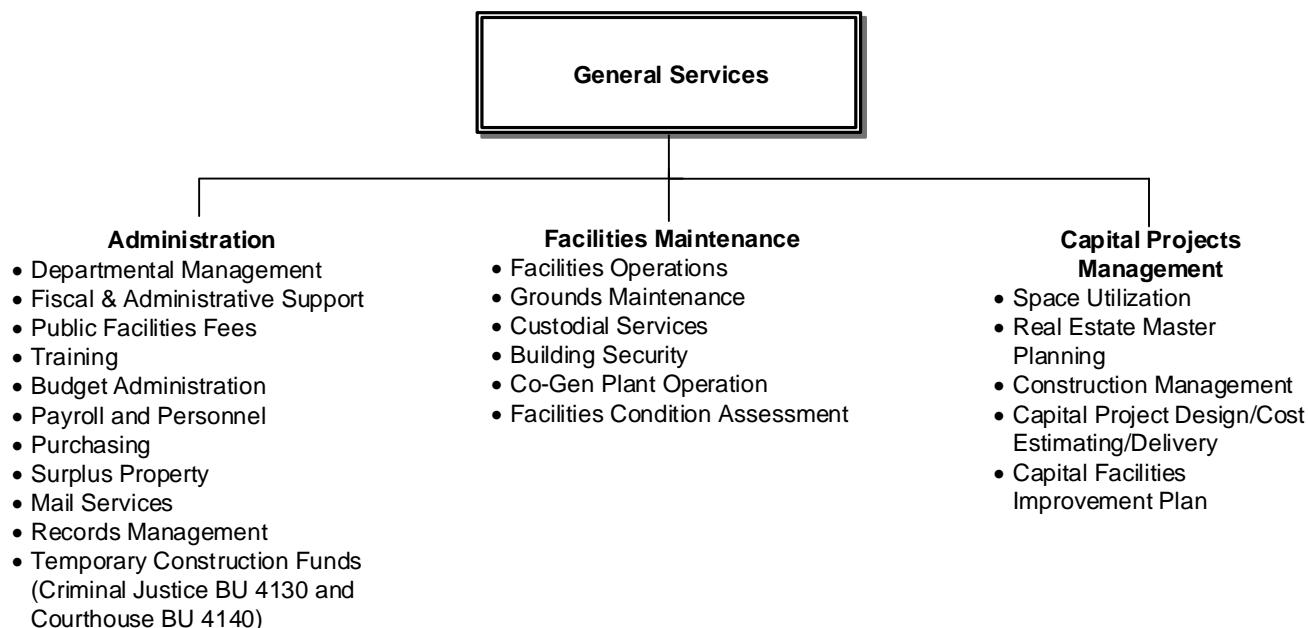
### **PENDING ISSUES AND POLICY CONSIDERATIONS**

ROV will have additional and continued election costs for administrative changes required by the State Legislation for the 2020 elections and beyond. Specifically, ROV will continue to pay the cost of postage for all returned Vote-by-Mail ballots, allow for same day registrations to take place at all polling places in the County, and provide additional countywide notices to voters to inform them of the upcoming election process changes.

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Registrar of Voters budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

ROV is monitoring draft legislation and recommendations to the Secretary of State and Governor's office on possible ways to conduct the November General Election while reducing options for in-person voting to help avoid the spread of the COVID-19 disease. These recommendations include sending a vote by mail ballot to every voter, increasing the use of our remote accessible ballot system, increasing ballot drop-off locations, reducing the number of in-person voting options.

ROV will continue to monitor health directives as it relates to the COVID-19 pandemic for ensuring public health protocols are enforced for the upcoming November 3, 2020 General Election. Steps will include providing additional protective equipment for staff and poll workers, increasing use of vote by mail options, and encouraging voting from home when possible.



## 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:

FY2019/20 Midyear Projection:	23,523,236
FY2020/21 Recommended:	23,739,160
County General Fund Contribution:	3,497,695
Percent County General Fund Supported:	14.7%
Total Employees (FTEs):	93

## FUNCTION AND RESPONSIBILITIES

### Administration – Support Services

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 five operating divisions; provides support services to County departments, including purchasing, surplus property disposal, mail and courier services, and central records storage; supports the County Historical Records Commission; and administers the County's capital projects and departmental budgets. This function includes the Central Services Division.

### 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).

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

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Facilities Operations

- Building Maintenance

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

- Grounds Maintenance

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

- Custodial Services

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

- Prepare a 5-Year update to the 2016 County Facilities Condition Assessment in FY2021/22, re-setting the County's facility portfolio Facility Condition Index and identifying preventive maintenance and capital renewal funding over the coming five fiscal years of the Capital Facilities Improvement Plan. (*Capital Projects Management*)
- The county buildings are aging, requiring increased maintenance and repairs and increased possibilities of equipment failures. The International Facility Management Association industry benchmark is 40,000 sq. ft. of space per staff person. Currently, Solano County's maintained space is over 55,000 per sq. ft. of space per staff person. (*Facilities Management*)
- Key staff retirements in Facilities left holes in institutional knowledge and a challenge when there is a lack of highly skilled staff to train and mentor new staff. (*Facilities Management*)
- The grounds maintenance staff are currently maintaining 180 acres. Some open ground is susceptible to fire and the remaining is grass and landscape areas which provides hiding space for homeless and increases staff time to clean debris around buildings. The International Facility Management Association industry benchmark is 10 acres per staff person. The current staff maintain approximately 30 acres per staff, which limits efforts to general maintenance and limits efforts to work on water saving initiatives or projects to discourage homeless around the buildings. (*Facilities Management*)
- Implement a robust preventive maintenance program to extend the lifecycle of building infrastructure reducing downtime, failures, and costs associated with reacting to emergencies. (*Facilities Management*)
- Continued procurement focused on COVID-19 related products and needs, will delay other operational purchases as staff is prioritizing the pandemic related purchases. (*Support Services – Central Services*)
- Overtime for Custodial staff working 12-hour days to do additional cleaning for COVID-19 pandemic. (*Facilities Management*)
- Delay of some projects due to contractor staff not working during COVID-19 pandemic. (*Capital Projects Management*)

Accomplishments:

- Completed 8,000 sq. ft. of new tenant improvements at the County Administration Center allowing operational consolidation of Registrar of Voters' Vote-by-Mail and vote tabulation functions. (*Capital Projects Management*)
- Successfully bid and awarded the contract for 12,000 sq. ft. of new tenant improvements at the County Administration Center allowing the Department of Child Support Services to co-locate with other County services while realizing cost savings over previously leased space. (*Capital Projects Management*)

- 
- Implemented a Web-Based software solution for Electronic Procurement System in September 2019 and the system now retains over 992 vendors. Additionally, 34 solicitations (RFP, RFQ, IFB, RFSQ, etc.) were administered through the procurement platform. Some of the key features of the system: includes evaluators, advisors and observers within the system's solicitation process; communicates with multiple and designated groups of vendors; and, manages the procurement process within one venue. (*Support Services – Central Services*)
  - Delivered a workshop to local businesses on Doing Business with the County: identifying opportunities, acquiring, managing and retaining services with the County. (*Support Services – 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. (*Support Services – Central Services*)
  - Completed a comprehensive energy audit. Findings used to reduce energy consumption and optimize building operations. (*Facilities Management*)
  - Completed a comprehensive water audit to ensure compliance with State water reduction mandates. (*Facilities Management*)
  - Identified energy efficiency measures and resiliency measures in countywide property portfolio to prepare for future public safety power shutdowns. (*Facilities Management*)

**WORKLOAD INDICATORS**Administration – Support Services

- Responsible for the oversight and fiscal management of 13 departmental budgets, totaling approximately \$103 million. These departmental budgets include 111 individual budgets requiring direct oversight and fiscal management.
- Processed over 10,765 invoices totaling over \$36.8 million in FY2018/19 payments and tracked 441 departmental purchase orders. Responsible for tracking 127 Countywide utility accounts (56 Gas/Electric, 13 Garbage & 58 Water).
- From March 2019 through February 2020 processed 181 personnel actions, audited 88 employees time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 274 mandated trainings for over 100 employees.
- Managed cost accounting and financial reporting associated with over 66 capital projects in FY2019/20 with a value of approximately \$38.8 million.
- Processed 2,127 purchase orders and processed 64 bids and RFPs from March 1, 2019 through February 2020.
- Provided oversight and support for County records storage services to ensure appropriate retention period in accordance with County retention schedules and policies.
- Conducted 922 surplus auctions and recyclable materials, generated \$101,238 in revenues for the General Fund and saved \$41,236 in redistributed surplus.
- Reached 425,283 people through the Solano County Surplus Facebook page, one outreach tool for surplus property sales.
- Processed and metered 1,197,506 individual pieces of USPS mail.

Capital Projects Management

- Managed over 65 completed or ongoing design, planning, and construction projects, with total value approaching \$39 million in FY2019/20.
- Processed and reviewed over 650 furniture/work station change requests for County departments.
- Maintained space utilization and document databases for 2.5 million sq. ft. of County facilities.

Facilities Management

- Completed 8,984 work orders for maintenance and improvements of County facilities.

# 1117 – Fund 001-General Services

# Functional Area Summary

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

- Produced over 12,761,000 kilowatt hours of electricity from the County's Cogeneration Plant and 4 Photovoltaic Facilities on County campuses.
- Processed 132 purchase orders for services and supplies in support of Facilities Management.
- Processed over 5034 invoices for payments pertaining to facilities services, supplies, and equipment.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ADMINISTRATION	1,082,578	986,325	1,078,548	92,223	9.4%
ARCHITECTURAL SERVICES	1,396,484	1,918,965	2,296,354	377,389	19.7%
CENTRAL SERVICES	2,153,913	2,230,280	2,061,915	(168,365)	(7.5%)
FACILITIES MAINTENANCE	13,520,422	14,524,153	14,804,648	280,495	1.9%
<b>TOTAL REVENUES</b>	<b>18,153,397</b>	<b>19,659,723</b>	<b>20,241,465</b>	<b>581,742</b>	<b>3.0%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	1,715,749	1,750,048	1,928,002	177,954	10.2%
ARCHITECTURAL SERVICES	1,736,074	2,282,020	2,446,017	163,997	7.2%
CENTRAL SERVICES	1,782,359	2,015,609	1,882,278	(133,331)	(6.6%)
FACILITIES MAINTENANCE	14,446,825	17,231,149	17,482,863	251,714	1.5%
<b>TOTAL APPROPRIATIONS</b>	<b>19,681,007</b>	<b>23,278,826</b>	<b>23,739,160</b>	<b>460,334</b>	<b>2.0%</b>
<b>NET COUNTY COST</b>					
ADMINISTRATION	633,171	763,723	849,454	85,731	11.2%
ARCHITECTURAL SERVICES	339,590	363,055	149,663	(213,392)	(58.8%)
CENTRAL SERVICES	(371,554)	(214,671)	(179,637)	35,034	(16.3%)
FACILITIES MAINTENANCE	926,403	2,706,996	2,678,215	(28,781)	(1.1%)
<b>NET COUNTY COST</b>	<b>1,527,610</b>	<b>3,619,103</b>	<b>3,497,695</b>	<b>(121,408)</b>	<b>(3.4%)</b>

<b>STAFFING</b>					
ADMINISTRATION	9	11	12	1	9.1%
ARCHITECTURAL SERVICES	6	6	6	0	0.0%
CENTRAL SERVICES	11	11	11	0	0.0%
FACILITIES MAINTENANCE	62	64	64	0	0.0%
<b>TOTAL STAFFING</b>	<b>88</b>	<b>92</b>	<b>93</b>	<b>1</b>	<b>1.1%</b>

## DEPARTMENTAL BUDGET SUMMARY

The Preliminary Recommended Budget represents increases of \$581,742 or 3% in revenues and \$460,334 or 2% in expenditures when compared to the FY2019/20 Adopted Budget. As a result, the Net County Cost has decreased by \$121,408 or 3.4%.

### Primary Funding Sources

The primary funding source for the Department is Charges for Services which comprises of \$19,467,096 or 96.2% of the total revenue.

The FY2020/21 Recommended Budget includes \$581,742 or 3% net increase in revenues primarily due to reimbursements from operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, project management, and administrative support services and are recovered through A87 charges and direct charges.

## Functional Area Summary

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

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### Primary Costs

The FY2020/21 Preliminary Recommended Budget includes a \$460,334 or 2% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$401,403 or 3.7% due to negotiated and approved labor contracts, merit/longevity increases and requests for new positions including Custodian and Support Services Manager and deletion of Central Services Manager.
- Services and Supplies reflect a decrease of \$222,559 or 2% primarily due to decrease in special departmental expense for various maintenance projects to be administered by the Facilities Operations Division, utility costs, contracted services and building maintenance and improvements. These decreases are offset by increase in maintenance equipment and purchases for resale.
- Other Charges reflect an increase of \$248,961 or 18.8% primarily due to increase in Countywide Administrative Overhead.
- Fixed Assets reflect an increase of \$61,028 or 259.7% which includes electric water jetter, vertical mill, tractor and mowers as outlined below.
- Other Financing Uses reflects an increase of \$13,501 or 9.6% primarily due Transfer Out to Fleet Management for purchase of a vehicle for the Facilities Operations Division and increase in pension obligation bonds cost.
- Intrafund Transfers reflects a decrease of \$42,000 or 13.2% representing service and small project requests and postage by various general fund departments.

### Contracts

The FY2020/21 Recommended Budget includes a total of \$1,177,240 for contracted and professional services which include the following significant contracts:

- \$326,600 for project management services to assist with capital project management.
- \$240,000 for floor care, window care/maintenance, and upholstery cleaning services.
- \$225,000 for uninterruptible power supply testing, hazmat handling, fire suppression system, elevator and underground storage tank inspections and certifications.
- \$170,000 for power washing, parking lot sweeping, palm tree and other tree trimming services.
- \$120,000 for advanced diagnostic and engineering services.
- \$65,000 for building automation systems programming, boiler source testing and boiler/chiller annual testing.
- \$30,000 for presort mail services to presort bar code compatible mail.

### Fixed Assets

The FY2020/21 Recommended Budget includes a total of \$84,530 in fixed asset equipment as follows:

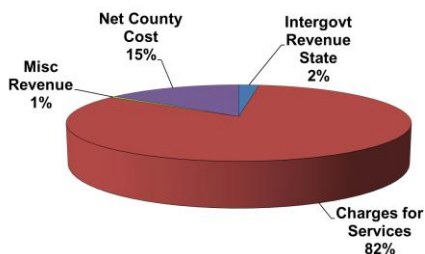
- \$45,598 for two 42" 20 Horsepower Diesel Walker Mowers with catcher and mulch deck assembly costing for the Grounds Division.
- \$25,906 for a 4-wheel drive 35 horsepower tractor with front loader & bucket and 5' box scraper for the Grounds Division.
- \$7,588 for a 49" vertical mill with power feed for Facilities Operations Division.
- \$5,438 for electric water jetter for the Facilities Operations Division.

## DEPARTMENT COMMENTS

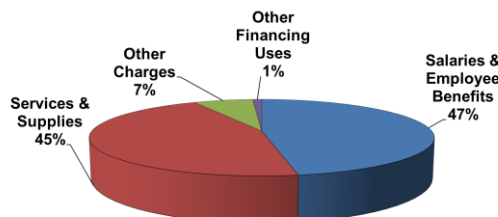
None.

Megan M. Greve, Director of General Services  
Other General

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	13,323	11,844	12,000	156	1.3%
INTERGOVERNMENTAL REV STATE	717,822	530,000	530,000	0	0.0%
CHARGES FOR SERVICES	17,086,755	18,841,202	19,467,096	625,894	3.3%
MISC REVENUE	234,260	210,677	157,369	(53,308)	(25.3%)
OTHER FINANCING SOURCES	101,238	66,000	75,000	9,000	13.6%
<b>TOTAL REVENUES</b>	<b>18,153,397</b>	<b>19,659,723</b>	<b>20,241,465</b>	<b>581,742</b>	<b>3.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	9,903,620	10,956,865	11,358,268	401,403	3.7%
SERVICES AND SUPPLIES	8,974,600	11,148,729	10,926,170	(222,559)	(2.0%)
OTHER CHARGES	848,222	1,327,730	1,576,691	248,961	18.8%
F/A EQUIPMENT	194,118	23,502	84,530	61,028	259.7%
OTHER FINANCING USES	118,064	140,610	154,111	13,501	9.6%
INTRA-FUND TRANSFERS	(357,618)	(318,610)	(360,610)	(42,000)	13.2%
<b>TOTAL APPROPRIATIONS</b>	<b>19,681,007</b>	<b>23,278,826</b>	<b>23,739,160</b>	<b>460,334</b>	<b>2.0%</b>
<b>NET COUNTY COST</b>	<b>1,527,609</b>	<b>3,619,103</b>	<b>3,497,695</b>	<b>(121,408)</b>	<b>(3.4%)</b>

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

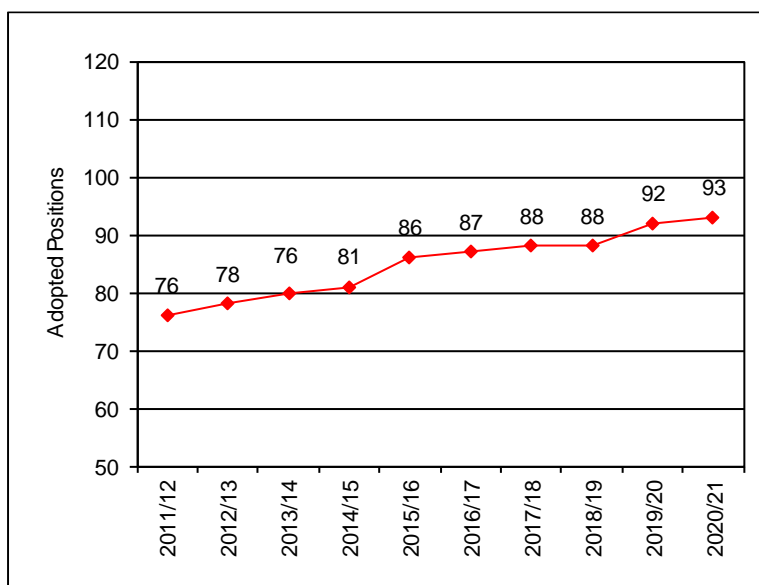
### SUMMARY OF POSITION CHANGES

The FY2020/21 Preliminary Recommended Budget includes the following organizational and proposed position changes:

- Reflected in the Budget is the combination of the Administration and Central Services Divisions into a newly created Administration - Support Services Division. This concept was originally presented to the Board in FY2019/20. This change in department organizational structure does not increase or decrease the total number of positions allocated in the Department's budget. Combining the Administration and Central Services Divisions under the Support Services Division results in operational efficiencies and improved services delivery.
- Add 1.0 FTE Support Services Manager (TBD) – This position will provide management duties over the Support Services Division. This will provide comprehensive management of all support services (administrative, accounting, personnel, purchasing, records management, and mail services) for the General Services Department as well as County-wide services provided.

- Delete of 1.0 FTE Central Services Manager – The responsibilities of this position will be disseminated to other management positions including the new Support Services Manager.
- Add 1.0 FTE Custodian - This position will provide additional custodial services to accommodate the build out of additional office space on the 4<sup>th</sup> and 5<sup>th</sup> floors within the County Administration Center at 675 Texas Street in Fairfield.

#### STAFFING TREND



#### PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the General Services budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

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

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1640 REAL ESTATE SERVICES	1,061,902	1,044,180	1,038,196	(5,984)	(0.6%)
3100 FLEET MANAGEMENT	5,831,407	5,870,842	5,577,746	(293,096)	(5.0%)
9000 AIRPORT	1,963,053	2,094,595	2,124,040	29,445	1.4%
9010 AIRPORT SPECIAL PROJECTS	2,795,586	65,000	0	(65,000)	0.0%
9050 SPECIAL AVIATION	23,800	220,626	206,901	(13,725)	(6.2%)
2801 FOUTS SPRINGS RANCH	508,260	3,000	0	(3,000)	(100.0%)
<b>APPROPRIATIONS</b>					
1640 REAL ESTATE SERVICES	891,621	835,080	914,625	79,545	9.5%
3100 FLEET MANAGEMENT	5,955,888	6,374,287	6,514,155	139,868	2.2%
9000 AIRPORT	1,494,349	1,773,996	1,770,974	(3,022)	(0.2%)
9010 AIRPORT SPECIAL PROJECTS	4,514,546	165,000	0	(165,000)	(100.0%)
9050 SPECIAL AVIATION	2,416,321	220,626	224,916	4,290	1.9%
2801 FOUTS SPRINGS RANCH	1,018,040	229,654	0	(229,654)	(100.0%)
<b>NET CHANGE</b>					
1640 REAL ESTATE SERVICES	(170,280)	(209,100)	(123,571)	85,529	(40.9%)
3100 FLEET MANAGEMENT	(124,481)	(503,445)	(936,409)	(432,964)	86.0%
9000 AIRPORT	468,704	320,599	353,066	32,467	10.1%
9010 AIRPORT SPECIAL PROJECTS	(1,718,961)	(100,000)	0	100,000	(100.0%)
9050 SPECIAL AVIATION	(2,392,521)	0	(18,015)	(18,015)	0.0%
2801 FOUTS SPRINGS RANCH	(509,781)	(226,654)	0	226,654	(100.0%)

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**Challenges:

- Conference room rental revenues are significantly lower as a result of cancellations due to COVID-19 related restrictions.
- Identify reservation software to improve internal customers booking experience relative to County Event Center and County Administration Center common conference room rentals.

Accomplishments:

- Researched County and State-owned vacant properties for homeless and transitional housing consistent with State and County policy objectives.
- Negotiated and executed LAFCO lease extension at County Administration Center.
- Began identifying reservation software to improve internal customers booking experience relative County Event Center and County Administration Center common conference room rentals.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$5,984 or 0.6% in revenues and an increase of \$79,545 or 9.5% in appropriations when compared to FY2019/20 Adopted Budget. As a result, the Net County Cost increased by \$85,529 or 40.9%.

Primary Funding Sources

The primary funding source for the Real Estate Services is Revenue from Use of Money/Property which reflects a \$19,321 or 2.3% decrease primarily due to decrease in building rental revenue resulting from First Five vacating the County Event Center (CEC) and reductions in County Events Center public reservations due to COVID-19 related restrictions. Licenses, Permits and Franchise reflects a \$10,633 or 6.8% increase due to increase in garbage service related costs and estimated increase of revenues from Fairfield and Rio Vista garbage companies. A net increase of \$2,704 or 5.5% in Charges for Services is attributable to service charges from the rate reimbursements for the rental of the Portuguese Hall parking lot in Vallejo and charges for real estate management services to capitalizable project budget.

Primary Costs

The FY2020/21 Recommended Budget includes a \$79,545 or 9.5% net increase in appropriations when compared to the FY2019/20 Adopted Budget due to a \$58,458 increase in Services and Supplies resulting from increases in property insurance, other professional services and controlled assets. Salaries and Employee Benefits will increase by \$40,469, primarily resulting from filling a vacant position for part of FY2019/20. Increase in Intra fund Transfer of \$5,078 is primarily attributable to costs charged by the Assessor/Recorder's Office for the Department's share in the use of the property comparable services application known as Costar. These increases are offset with a \$24,834 decrease in Other Charges from reduced Countywide Cost Allocation Plan charges from roll forward adjustments in the Plan for costs attributed to Real Estate Services.

**DEPARTMENT COMMENTS**

None.

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

**Summary of Other Administered Budget**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	152,174	156,093	166,726	10,633	6.8%
REVENUE FROM USE OF MONEY/PROP	858,896	839,152	819,831	(19,321)	(2.3%)
CHARGES FOR SERVICES	50,831	48,935	51,639	2,704	5.5%
<b>TOTAL REVENUES</b>	<b>1,061,902</b>	<b>1,044,180</b>	<b>1,038,196</b>	<b>(5,984)</b>	<b>(0.6%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	145,828	117,736	158,205	40,469	34.4%
SERVICES AND SUPPLIES	188,996	246,843	305,301	58,458	23.7%
OTHER CHARGES	570,260	479,623	454,789	(24,834)	(5.2%)
OTHER FINANCING USES	1,381	1,075	1,449	374	34.8%
INTRA-FUND TRANSFERS	(14,845)	(10,197)	(5,119)	5,078	(49.8%)
<b>TOTAL APPROPRIATIONS</b>	<b>891,621</b>	<b>835,080</b>	<b>914,625</b>	<b>79,545</b>	<b>9.5%</b>
<b>NET COUNTY COST</b>	<b>(170,280)</b>	<b>(209,100)</b>	<b>(123,571)</b>	<b>85,529</b>	<b>(40.9%)</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**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. However, impacts from COVID-19 are reflected in the budget as anticipated reductions in County Events Center public reservations. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Adopted Budget.

**DEPARTMENTAL PURPOSE**

Fleet Management provides comprehensive fleet management and transportation services to County departments, two cities, and six Special Districts within Solano County.

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Fleet has 71 hybrid vehicles in service, 12% of the light and medium duty fleet.
- Successfully transitioned from Diesel No.2 fuel to a fully renewable fuel source known as RD99 renewable diesel. This reduces carbon footprint and tailpipe emissions on diesel powered vehicles.
- There are 106 vehicles on the replacement plan for FY2020/21 and 17 vehicles on replacement plan for FY2021/22. Fleet management plans to replace only 69 vehicles in FY2020/21 and the remaining 37 low mileage vehicles in FY2021/22 to balance the cost. In addition, there are two vehicles to be purchased in FY2020/21 which are requested by departments.
- Fleet continually struggles to find qualified vehicle technicians; furthermore, technical school enrollment is declining. Fleet plans to begin evaluating an apprenticeship program to facilitate new entries to the field.

**WORKLOAD INDICATORS**

- Maintains and services 513 County fleet vehicles including 58 vehicles leased to outside agencies.
- Maintains and services over 107 department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2019, completed 2,365 work orders comprised of 5,106 mechanic labor hours.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget reflects a decrease of \$293,096 or 5.0% in revenues and an increase of \$139,868 or 2.2% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$5,299,615 representing an increase of \$11,085 or 0.2% when compared to the FY2019/20 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery.

Primary Costs

The FY2020/21 Recommended Budget includes \$6,514,155 in appropriations representing a \$139,868 or 2.2% net increase due to the following:

- Salaries and Employee Benefits of \$1,318,130 reflect an increase of \$65,809 or 5.3% due to increase in salaries wages resulting from the addition of Office Assistant and deletion of Equipment Service Worker and approved labor contracts resulting in increases in wages, CalPERS retirement cost and health insurance costs.
- Services and Supplies of \$2,174,018 reflect an increase \$123,481 or 6.0% due to an increase in Maintenance for Equipment, Maintenance for Buildings and Improvement and Purchases for Resale.
- Other Charges of \$264,772 reflect a decrease of \$40,452 or 13.3% primarily due to decreased Countywide Administrative Overhead costs.
- Fixed Assets of \$2,744,673 reflects an increase of \$110,073 or 4.2% due to computer equipment associated with the upgrade of the new Fleet Management System by Assetworks offset by decrease in vehicle purchase due to decreases in number of replacement vehicles and department requests for new vehicles in FY2020/21.

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

**Summary of Other Administered Budgets**

- Total Other Financing Uses of \$12,562 reflect a decrease of \$119,043 or 90.5% primarily due to transfer to Capital Project Fund in prior year to finance the roofing upgrade at the Light Equipment Shop located at 477 N Texas Street, Fairfield.

Contracts

None requiring Board action.

Fixed Assets

The FY2020/21 Recommended Budget includes:

- \$2,367,591 for 71 vehicle purchases.
- \$22,500 for a heavy-duty tire machine and heavy-duty jack/stands.
- \$354,582 for the upgrade of the Fleet Management System (FMS) to increase productivity, improve control, manage fuel and pool vehicles and reduce costs.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	67,877	47,000	14,131	(32,869)	(69.9%)
CHARGES FOR SERVICES	5,249,073	5,310,700	5,299,615	(11,085)	(0.2%)
MISC REVENUE	79,381	51,542	105,000	53,458	103.7%
OTHER FINANCING SOURCES	435,077	341,600	159,000	(182,600)	(53.5%)
FROM RESERVE	0	120,000	0	(120,000)	(100.0%)
<b>TOTAL REVENUES</b>	<b>5,831,407</b>	<b>5,870,842</b>	<b>5,577,746</b>	<b>(293,096)</b>	<b>(5.0%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,183,475	1,252,321	1,318,130	65,809	5.3%
SERVICES AND SUPPLIES	2,277,720	2,050,537	2,174,018	123,481	6.0%
OTHER CHARGES	385,379	305,224	264,772	(40,452)	(13.3%)
F/A EQUIPMENT	2,061,228	2,634,600	2,744,673	110,073	4.2%
OTHER FINANCING USES	48,086	131,605	12,562	(119,043)	(90.5%)
<b>TOTAL APPROPRIATIONS</b>	<b>5,955,888</b>	<b>6,374,287</b>	<b>6,514,155</b>	<b>139,868</b>	<b>2.2%</b>
<b>NET GAIN(LOSS)</b>	<b>(124,481)</b>	<b>(503,445)</b>	<b>(936,409)</b>	<b>(432,964)</b>	<b>86.0%</b>

<b>STAFFING</b>					
FLEET	10	10	10	10	0.0%
<b>TOTAL STAFFING</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

Fleet will be adding several modules to the FMS, converting the Fleet System to a windows-based platform and will interface with Telematics, a GPS vehicle tracking system into County vehicles. This will allow staff to better analyze the needs of the various departments, improving vehicle utilization and allowing departments to better manage their fleet needs.

**SUMMARY OF POSITION CHANGES**

The FY2020/21 Recommended Budget includes the following proposed position changes:

- Delete 1.0 FTE Equipment Services Worker
- Add 1.0 FTE Office Assistant II

These changes correlate to the changes in the Fleet Management Systems where management needs administrative support as the transactions will be dealt with electronically. The added position will be funded by the user fees.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

With State initiatives to reduce petroleum powered vehicle emissions, Fleet will continue to explore ways to change our vehicle portfolio to include hybrid, plug-in hybrid, and electric vehicles where appropriate; furthermore, Fleet will work with Facilities and Project Management to identify opportunities to install charging stations within the current infrastructure and for funding to expand infrastructure and charging stations around the county.

COVID-19 - The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Fleet Management budget. Fleet Management will continue to monitor the direct impacts of COVID-19 protocols on Fleet vehicle usage and fuel consumption. From a month to month standpoint, fleet vehicles traveled 33,000 fewer miles and pool vehicles operated 8,000 fewer miles. Additionally, Fleet vehicles consumed 615 fewer gallons of fuel while Public Works consumed 400 gallons more fuel when compared to pre-COVID 19 operations. This is attributed to vehicle sharing restrictions, modified inspection schedules and reduced home visits. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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**Challenges:

- All office and hangar spaces at the Airport are at full occupancy. The Airport's current waiting list for hangar space has increased considerably over the last 5 years. The Airport's aircraft tie-down apron is also nearing capacity.
- The Airport Manager retired in December 2019 and the Airport is currently operating under an interim manager as a solicitation for a new manager is under way.

Accomplishments:

- The Airport provided oversight and management of the completed office building renovations project.
- In coordination with the Federal Aviation Administration (FAA), the Airport updated the Airport Capital Improvement Plan (ACIP) for 2020 - 2025 which identifies FAA funding on eligible capital improvement projects.

**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 more than 6,300 customer transactions during FY2019/20. Fuel sales for FY2019/20 is estimated to generate \$701,593 in Airport operating revenue.
- The Airport manages, rents and maintains County hangars, office spaces, private ground leases and other aircraft storage spaces which is estimated to generate \$808,428 during FY2019/20.
- 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 \$29,445 or 1.4% in revenues and a decrease of \$3,022 or 0.2% in appropriations when compared to the FY2019/20 Adopted Budget.

Primary Funding Sources

- Property tax revenue in the amount of \$\$471,700 reflects an increase of \$19,357 or 4.3% when compared to FY2019/20 Adopted Budget.
- Revenue from Use of Money in the amount of \$820,170 which reflects an increase of \$12,282 or 1.5% when compared to FY2019/20 Adopted Budget due to an increase of \$46,782 or 6.1% for income from leases, hangar, office and building rentals resulting from completion of new hangars with higher lease rates offset by a decrease of \$34,500 or 78.0% in interest income.
- Charges for Services in the amount of \$781,279 which reflects an increase of \$11,146 or 1.4% primarily attributable to fuel and oil revenue.

## Summary of Other Administered Budgets

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

- Miscellaneous Revenues in the amount of \$33,000 which reflects a decrease of \$16,180 or 32.9% for development fees which are not expected to be collected in FY2020/21 as there is no anticipated service to be performed.
- Operating Transfers-In in the amount of \$12,873 which reflects an increase of \$2,873 or 28.7% representing transfers from Special Aviation fund for grant from Caltrans and interest income. The grant agreement requires that the receipts and disbursements be accounted in the Special Aviation Fund.

### Primary Costs

- Salaries and Employee Benefits of \$435,021, represents a decrease of \$6,053 or 1.4% due to savings in salaries and wages due to vacancy of the Airport Manager which is anticipated to be hired at a lower step and without longevity pay.
- Services and Supplies of \$953,540, represents a net increase of \$19,607 or 2.1% due to increases in utility rates and insurance costs which are partially offset by savings in other line items.
- Other Financing Uses of \$198,316 represents a decrease of \$16,576 or 7.7% 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	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	441,618	452,343	471,700	19,357	4.3%
REVENUE FROM USE OF MONEY/PROP	695,835	808,428	820,710	12,282	1.5%
INTERGOVERNMENTAL REV STATE	3,619	3,571	3,538	(33)	(0.9%)
INTERGOVERNMENTAL REV FEDERAL	102	5	5	0	0.0%
INTERGOVERNMENTAL REV OTHER	1,136	935	935	0	0.0%
CHARGES FOR SERVICES	765,510	770,133	781,279	11,146	1.4%
MISC REVENUE	45,233	49,180	33,000	(16,180)	(32.9%)
OTHER FINANCING SOURCES	10,000	10,000	12,873	2,873	28.7%
<b>TOTAL REVENUES</b>	<b>1,963,053</b>	<b>2,094,595</b>	<b>2,124,040</b>	<b>29,445</b>	<b>1.4%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	437,575	441,074	435,021	(6,053)	(1.4%)
SERVICES AND SUPPLIES	897,926	933,933	953,540	19,607	2.1%
OTHER CHARGES	154,532	184,097	184,097	0	0.0%
F/A EQUIPMENT	0	0	0	0	0.0%
OTHER FINANCING USES	4,316	214,892	198,316	(16,576)	(7.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>1,494,349</b>	<b>1,773,996</b>	<b>1,770,974</b>	<b>(3,022)</b>	<b>(0.2%)</b>
<b>NET GAIN(LOSS)</b>	<b>468,704</b>	<b>320,599</b>	<b>353,066</b>	<b>32,467</b>	<b>10.1%</b>
<b>STAFFING</b>					
AIRPORT	3	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Airport budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

**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 the renovations of office buildings during FY2019/20. The project will extend the useful life of airport office buildings and support expansion of flight training business operations.
- Began the design work for a major taxiway rehabilitation during FY2019/20 in anticipation of a future construction grant to be applied for in FY2020/21.

**WORKLOAD INDICATORS**

- With the financial assistance of the FAA, and financing through the Caltrans Airport Loan Program, the Airport completed more than \$370,000 in capital improvements in FY2019/20.

**DEPARTMENTAL BUDGET SUMMARY**

There are currently no special projects budgeted in FY2020/21 pending grant applications for funding. A taxiway project will be designed and scoped, pending FAA grant award cycle funding request.

Primary Funding Source

There are currently no special projects budgeted in FY2020/21. The Airport Manager will continue to secure FAA grants as project costs are identified for FY2021/22.

Primary Costs

There are currently no special projects budgeted in FY2020/21.

**DEPARTMENT COMMENTS**

All projects funded in FY2019/20 are anticipated to be completed in FY2019/20.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2018/19 ACTUALS</b>	<b>2019/20 ADOPTED BUDGET</b>	<b>2020/21 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV FEDERAL	389,265	65,000	0	(65,000)	(100.0%)
OTHER FINANCING SOURCES	<u>2,406,321</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL REVENUES</b>	<b>2,795,586</b>	<b>65,000</b>	<b>0</b>	<b>(65,000)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,576	0	0	0	0.0%
OTHER CHARGES	8,940	0	0	0	0.0%
F/A BLDGS AND IMPRMTS	<u>4,503,031</u>	<u>165,000</u>	<u>0</u>	<u>(165,000)</u>	<u>(100.0%)</u>
<b>TOTAL APPROPRIATIONS</b>	<b>4,514,546</b>	<b>165,000</b>	<b>0</b>	<b>(165,000)</b>	<b>(100.0%)</b>
<b>NET GAIN(LOSS)</b>	<b>(1,718,961)</b>	<b>(100,000)</b>	<b>0</b>	<b>100,000</b>	<b>(100.0%)</b>

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**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.

The adoption of the CARES act on March 27, 2020 by the federal government has opened up new grant and funding opportunities which Airport staff will pursue to support operations and to fund improvements and repairs to Airport facilities.

**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 FY2020/21 payment is due in September 2020 for a principal payment of \$82,076 and interest of \$69,522.
- 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 FY2020/21 payment is due in May 2021 for a principal payment of \$35,057 and interest of \$24,261.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- The annual \$10,000 grant from Caltrans was applied to airport operations.
- The Airport is in the second year of paying loans that were provided by Caltrans to fund the completed T-hangars and office building renovations at the Nut Tree Airport.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents decrease of \$13,725 or 6.2% in revenues and an increase of \$3,163 or 1.4% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Source

The primary funding source for this budget is an Operating Transfer-In from the Airport Operating Budget (BU 9000) of \$194,028 which reflects a decrease of \$16,598 or 7.9%. The decrease results from the Airport utilizing available fund balance to partially fund the annual payment of the Caltrans loan in FY2020/21. The Transfer-In revenue is from hanger and administrative building lease/space rental payments. Additional funding in this budget includes an annual Airport operations grant from Caltrans of \$10,000 and interest income of \$2,873.

Primary Costs

The Special Aviation Projects budget includes the annual payment of the Caltrans loan and an Operating Transfer-Out of the Caltrans grant funds and interest income to the Airport operating budget to fund Airport operations.

**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).

**9050 – Fund 310-Special Aviation**  
**Megan M. Greve, Director of General Services**  
**Public Ways**

**Summary of Other Administered Budgets**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	13,800	0	2,873	2,873	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	0	210,626	194,028	(16,598)	(7.9%)
<b>TOTAL REVENUES</b>	<b>23,800</b>	<b>220,626</b>	<b>206,901</b>	<b>(13,725)</b>	<b>(6.2%)</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	0	210,626	210,916	290	0.1%
OTHER FINANCING USES	2,416,321	10,000	14,000	4,000	40.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,416,321</b>	<b>220,626</b>	<b>224,916</b>	<b>4,290</b>	<b>1.9%</b>
<b>NET GAIN(LOSS)</b>	<b>(2,392,521)</b>	<b>0</b>	<b>(18,015)</b>	<b>(18,015)</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**FUNCTION AND RESPONSIBILITIES**

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

The Department of General Services oversaw the maintenance and safeguarding of the grounds and facilities and served 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 decommissioning and site clearance were completed in phases.

The decommissioning process was completed in 2019 and any remaining funds will be returned to the General Fund. The budget unit is anticipated to be closed at the end of FY2019/20.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Phase 2 final demolition and decommissioning, including demolition of the remaining 16 structures and smaller outbuildings, monitoring and verification of successful site re-vegetation was completed in spring of 2019. Work included demolition of structures, regrading of demolished structure sites to natural grade, erosion and storm water control measures and re-vegetation of native plant species.
- Final decommissioning of the Fouts Springs Youth Facility relieves the County of associated maintenance and operations costs. Acceptance of site restoration and Special Use Permit closure authorization by the United States Forest Service took place in July 2019.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents no revenues and no appropriations for FY2020/21.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	8,171	3,000	0	(3,000)	(100.0%)
MISC REVENUE	88	0	0	0	0.0%
OTHER FINANCING SOURCES	500,000	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>508,260</b>	<b>3,000</b>	<b>0</b>	<b>(3,000)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	930,864	229,654	0	(229,654)	(100.0%)
OTHER CHARGES	87,177	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,018,040</b>	<b>229,654</b>	<b>0</b>	<b>(229,654)</b>	<b>(100.0%)</b>
<b>NET GAIN(LOSS)</b>	<b>(509,781)</b>	<b>(226,654)</b>	<b>0</b>	<b>226,654</b>	<b>(100.0%)</b>

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**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

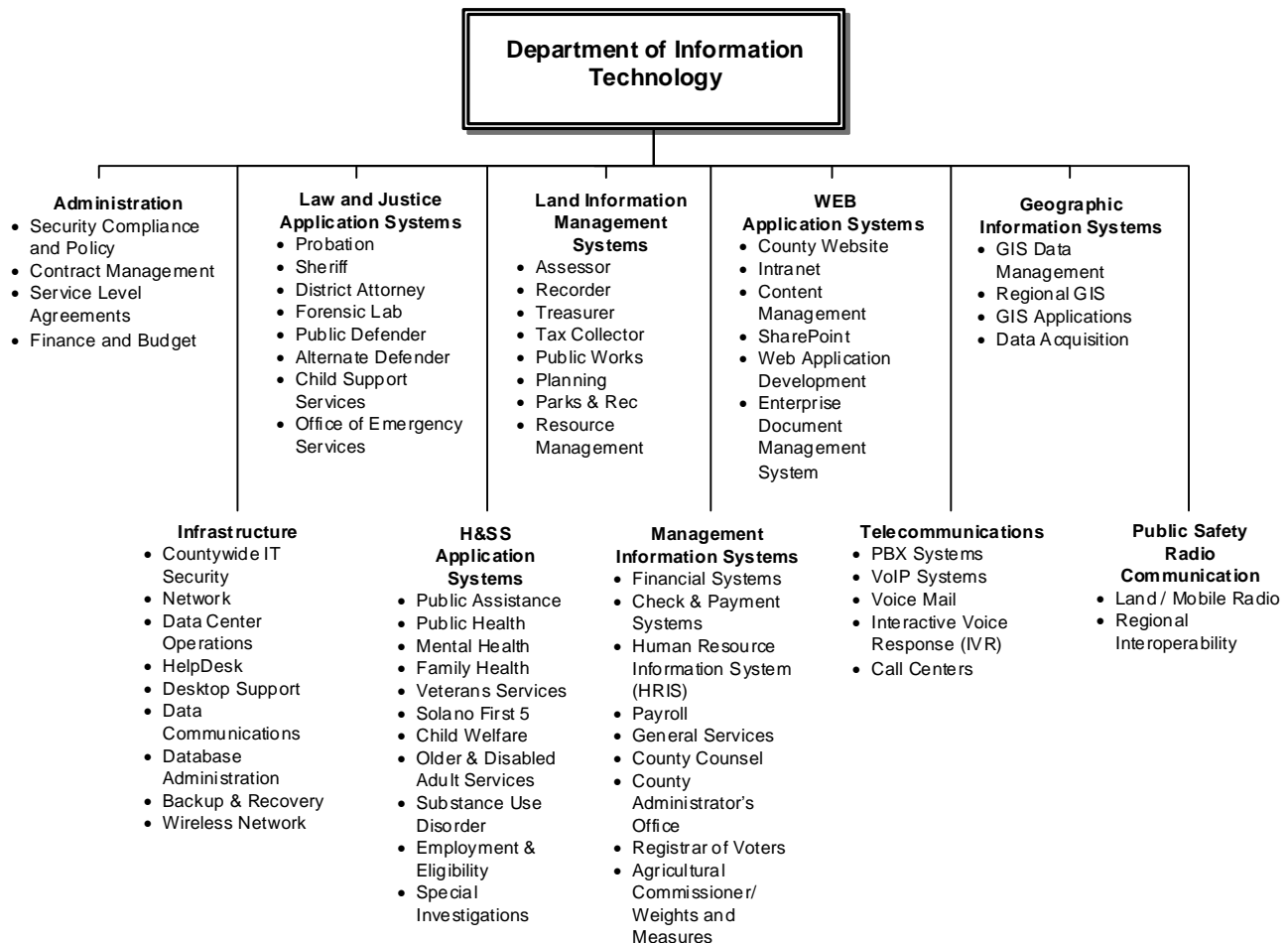
None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



## 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:

FY2019/20 Midyear Projection:	28,111,613
FY2020/21 Recommended:	29,722,005
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	72

## 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. 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):

- Focused on improving customer experience by offering a centralized user-friendly portal that serves as one-stop-shop for everything.
- Implemented the pilot release of Solano Connect (IT Portal).
- Established standards and processes for Change and Incident Management Process.
- Created end-user IT service catalog with ten services.
- Created Configuration Management Database (CMDB) which is a repository of managed configuration of items and devices.

#### 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.
- Completed the Documentum workflow automation project (Tacoma) with Health & Social Services (H&SS) Older and Disabled Adult Services (ODAS) to provide web-based field collection forms, process workflow, e-signature, and electronic document storage and retention.
- Completed on-premise SharePoint migration.
- Supported Tacoma, Documentum, FIS, PowerDMS, and DocuSign.
- Implementing policy and procedures (P&P) in Program Data and Management System (PDMS). The public facing P&P will be going live soon to support the Sheriff Office.

#### Health Systems:

- Implemented a Population Health Analytics which is caring for Solano Medical Services patients.
- Implemented a Qmatic expansion and upgrade for the Fairfield Adult Clinic. The Qmatic Intro 8 is a responsive, fast, and security self-service kiosk. The Vallejo and Vacaville clinics were upgrade to the new version.
- Implemented a DEXIS X-Ray for imaging. The DEXIS by KaVo is a multifaceted industry-leading imaging ecosystem.
- Implemented vendor change in the Identity Management for Electronic Prescribing of Controlled Substances for Behavioral Health Services. Re-registered twenty doctors. Worked with each doctor for a new process, application, and device.

#### Social Services Systems:

- Implemented the new California Women, Infants, and Children (WIC) card called eWIC. The card will provide a more convenient way for families to shop for WIC foods and provide flexibility to get just what they need at each shopping trip. In addition, families will not lose their WIC benefits if their WIC card is lost, stolen, or damaged.
- Upgraded Structured Query Language (SQL) server and migrated California Work Opportunity and Responsibility to Kids Information Network (CalWIN) data and replication server appliance for E&ES CalWIN locata data stores. Cleaned up and clarified data flow processes for documentation and retired the old server.

- Planned and upgraded the Compass Pilot/OnBase system to a new 2016 Virtual Machine (VMs) and Structured Query Language (SQL) Server 2016. This system is used by Employment & Eligibility Services Division for document imaging and document/task management.

**Information Security Improvements:**

- Implemented Local Admin Password Solutions (LAPS) on all workstations.
- Completed deployment of McAfee Database Monitoring Tool.
- Implemented ProofPoint Cloud Account Defense.
- Implemented Tenable Vulnerability Management tool.
- Deployed LastPass for Department of Information Technology.

**Network Improvements:**

- Connected the City of Rio Vista facility to Solano County's Wide Area Network.
- Completed new Registrar of Voter 4<sup>th</sup> floor office network.
- Upgraded internet Adaptive Security Appliance (ASA) firewalls with FirePower appliances.
- Upgraded six firewalls including Virtual Private Network (VPN) concentrators to new hardware and software.
- Upgraded 23 switches at three County Administration Center Intermediate Distribution Frame (IDF) closets.
- Moved a new network built for First 5 office to Vallejo including Wide Area Network (WAN) and Public Wi-Fi.
- Built new IDF closet in the Jail Tunnel Area and installed five 3800i access points.
- Aided 17 departments during the COVID-19 pandemic emergency to deploy tools and technical support that facilitated expanded teleworking.

**Infrastructure:**

- Retired old 2003 Oracle Server for antiquated Case Folder Tracking (CFT) system used by Child Welfare Services (CWS), Older Disabled Adult Services (ODAS), and Employment & Eligibility Services Divisions.

**Web Development:**

- Completed the following Web Applications: Records Management Db application for replacement of Case Folder Tracking, Employee Recognition application for creating online recognition certificates, Sheriff Camera Registration Page (collaborated with GIS), Board and Commission application for intaking applications electronically, and Health & Social Services Public Authority Caretaker application to intake applications electronically.
- Working on the full automation of the Board and Commission application for the County Administrator Office.
- Completed implementing security certificates to eProbation Server and Subject Matter Expert (SME) for Tomcat administration.
- Ongoing support for SolanoCounty.com and SharePoint.
- Supported multiple departments in adding/expanding/revising web pages and pandemic data links in support of the COVID-19 emergency communication software applications.

**PeopleSoft HR and Payroll System:**

- Implemented 30 bargaining team Memorandum of Understanding (MOU's) in Intellitime and PeopleSoft.
- Completed Tax update.
- Completed Salary projects and Affordable Care Act (ACA) reporting.
- Implemented new Cost of Living Adjustment (COLA) process automation.

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

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- Implemented new W4 form for the next payroll run.

**Geographic Information Systems (GIS):**

- Trained 30+ first responders over a weekend on GIS Search and Rescue application (field mobile application).
- Trained 60 County employees on ArcGIS Online. This is a geographic information system for working with maps and geographic information maintained by Environmental Systems Research Institute (ESRI).
- Responded to Napa County fire for (Office of Emergency Services) OES mutual aide.
- Hosted Regional Geographic Information Systems (ReGIS) GIS Professional Development Day in the City of Benicia.
- Delivered OPEN DATA Portal for Search and Download of GIS applications and Data.
- Took delivery of 2019 County Aerial Imagery.
- Began FY2021/22 Aerial Acquisition and Strategic Planning Cycle (1-year planning and QA).
- Started working on NextGen 911 street centerline file.
- Kicked off ESRI Enterprise Advantage Program (EAP).

**Law & Justice Systems:**

- Implemented (Go-Live February 2020) JTI eProbation, the Probation's new case management system. While this does not guarantee automatic data sharing between the JTI family case management systems: PubAlt Defender eDefender, Probation eProbations, and DA JustWare, it does create a foundation that can be built upon. There was a collaborative build-out of eProbation training/readiness room.
- Implemented Sun Ridge RIMS, a new 24/7 911 Dispatch, Records, and Mobile System for the Sheriff's Office. This was a regional move to standardize on one product across all Solano Law Enforcement Departments.
- Upgraded 24/7 Jail System and 13 interfaces to new Server 2016 Virtual Machines (VM), Structured Query Language (SQL) Server 2016 database, and 9 versions leap of the Activities Tracking Information Management System (ATIMS) application.
- Completed the Rourk Vocational Training Center. This included development of a new Jail System interface, security electronics (CCTV, intercom, door, and lighting controls), and IT support (KeyWatcher, classroom computers, etc.).
- Planned and refreshed the Claybank Detention Facility Security System Closed Circuit Television (CCTV) Network Attached Storage (NAS).
- Upgraded the District Attorney (DA) Crime Lab System JusticeTrax to a new 2016 Virtual Machine (VMs) and Structured Query Language (SQL) Server 2016. This system collects data and manages 10-12 lab instruments used by law enforcement countywide (ex: blood alcohol content).
- First upgrade of the PubAlt Defender system, eDefender, since its Go-Live in June 2018. The upgrade included creating a User Acceptance Testing (UAT) environment that will be used to test all future changes.

**WORKLOAD INDICATORS**

- During the period of March 1, 2019 to February 29, 2020 there were a total of 22,666 work orders and trouble tickets received by the Helpdesk.
- A total of 609 servers were hosted on 99 physical servers, and over 1,526 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,900 computers, 4,319 telephones, 182 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	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
DOIT-ADMINISTRATION	1,044,129	1,151,887	1,694,669	542,782	47.1%
INFRASTRUCTURE	11,824,308	13,033,949	13,715,264	681,315	5.2%
LAW & JUSTICE APPLICATION SYSTEMS	1,715,695	1,547,876	1,702,539	154,663	10.0%
H&SS APPLICATION SYSTEMS	2,302,548	2,563,687	3,605,023	1,041,336	40.6%
MANAGEMENT INFORMATION SYSTEMS	1,633,142	1,657,243	1,721,368	64,125	3.9%
LAND INFORMATION MANAGEMENT SYSTEMS	1,872,590	1,589,441	1,990,924	401,483	25.3%
WEB APPLICATION SYSTEMS	582,732	808,456	972,544	164,088	20.3%
GEOGRAPHIC INFORMATION SYSTEMS	1,201,852	1,417,771	1,452,365	34,594	2.4%
TELECOMMUNICATIONS	1,364,757	1,477,438	1,899,003	421,565	28.5%
PUBLIC SAFETY RADIO COMMUNICATION	446,816	521,252	488,106	(33,146)	(6.4%)
<b>TOTAL REVENUES</b>	<b>23,988,569</b>	<b>25,769,000</b>	<b>29,241,805</b>	<b>3,472,805</b>	<b>13.5%</b>
<b>APPROPRIATIONS</b>					
DOIT-ADMINISTRATION	1,032,756	1,155,406	1,694,669	539,263	46.7%
INFRASTRUCTURE	11,792,215	13,502,194	14,130,464	628,270	4.7%
LAW & JUSTICE APPLICATION SYSTEMS	1,726,807	1,558,102	1,702,539	144,437	9.3%
H&SS APPLICATION SYSTEMS	2,306,167	2,586,205	3,605,023	1,018,818	39.4%
MANAGEMENT INFORMATION SYSTEMS	1,619,190	1,651,384	1,721,368	69,984	4.2%
LAND INFORMATION MANAGEMENT SYSTEMS	1,870,463	1,580,367	1,990,924	410,557	26.0%
WEB APPLICATION SYSTEMS	582,265	806,524	972,544	166,020	20.6%
GEOGRAPHIC INFORMATION SYSTEMS	1,233,711	1,422,337	1,452,365	30,028	2.1%
TELECOMMUNICATIONS	1,621,964	1,487,798	1,899,003	411,205	27.6%
PUBLIC SAFETY RADIO COMMUNICATION	448,206	530,130	553,106	22,976	4.3%
<b>TOTAL APPROPRIATIONS</b>	<b>24,233,744</b>	<b>26,280,447</b>	<b>29,722,005</b>	<b>3,441,558</b>	<b>13.1%</b>
<b>NET GAIN(LOSS)</b>					
DOIT-ADMINISTRATION	11,373	(3,519)	-	3,519	(100.0%)
INFRASTRUCTURE	32,093	(468,245)	(415,200)	53,045	(11.3%)
LAW & JUSTICE APPLICATION SYSTEMS	(11,112)	(10,226)	-	10,226	(100.0%)
H&SS APPLICATION SYSTEMS	(3,619)	(22,518)	-	22,518	(100.0%)
MANAGEMENT INFORMATION SYSTEMS	13,952	5,859	-	(5,859)	(100.0%)
LAND INFORMATION MANAGEMENT SYSTEMS	2,127	9,074	-	(9,074)	(100.0%)
WEB APPLICATION SYSTEMS	467	1,932	-	(1,932)	(100.0%)
GEOGRAPHIC INFORMATION SYSTEMS	(31,859)	(4,566)	-	4,566	(100.0%)
TELECOMMUNICATIONS	(257,207)	(10,360)	-	10,360	(100.0%)
PUBLIC SAFETY RADIO COMMUNICATION	(1,390)	(8,878)	(65,000)	(56,122)	632.1%
<b>NET GAIN(LOSS)</b>	<b>(245,175)</b>	<b>(511,447)</b>	<b>(480,200)</b>	<b>31,247</b>	<b>(6.1%)</b>
<b>STAFFING</b>					
DOIT-ADMINISTRATION	6	6	8	2	33.3%
INFRASTRUCTURE	11	11	12	1	9.1%
LAW & JUSTICE APPLICATION SYSTEMS	9	9	9	0	0.0%
H&SS APPLICATION SYSTEMS	14	14	17	3	21.4%
MANAGEMENT INFORMATION SYSTEMS	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	10	10	12	2	20.0%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	1	0	0.0%
TELECOMMUNICATIONS	2	2	2	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>64</b>	<b>64</b>	<b>72</b>	<b>8</b>	<b>12.5%</b>

Timothy P. Flanagan, Chief Information Officer  
Other General

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## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$3,472,805 or 13.5% in revenues and \$3,441,558 or 13.1% in appropriations when compared to the FY2019/20 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. There is no expected change 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 \$14,113,464 which includes \$5,204,000 in contract staffing (Avenu), \$2,599,000 for County staff, \$254,000 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$6,088,000 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 \$13,139,432 which includes \$9,656,000 for staffing, \$625,000 in Contractor (Avenu) cost, \$914,000 in County cost allocations for Administrative Overhead, Building Use, Insurances, and \$2,031,000 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 \$2,452,109 which includes \$626,000 in staffing, \$91,000 in County Administrative Overhead, Building Use, and Insurances, \$925,000 as pass-through telephone usage, voicemail and other charges, and \$817,000 for hardware, software and vendor services.

### Contracts

The FY2020/21 Recommended Budget includes a total of \$12,134,000 or 40.8% in contracted services, which includes the following significant contracts:

- \$5,830,000 for Avenu staffing.
- \$1,031,000 for Microsoft Office 365.
- \$625,000 for Microsoft VStudio Team Development.
- \$385,000 for ConvergeOne Cisco VoIP Licenses.

- \$251,000 for Cisco SmartNet.
- \$241,000 for Pictometry.
- \$210,000 for Microsoft Azure Roadmap and Cloud Infrastructure.
- \$210,000 for PeopleSoft Maintenance.
- \$196,000 for PaloAlto Appliances and Traps.
- \$190,000 for ServiceNow Subscription.
- \$170,000 for Veritas NetBackup Maintenance.
- \$163,000 for One Solution Maintenance.
- \$152,000 for Cisco Umbrella Web Filter and Security.
- \$151,000 for Upgrade to Security Tools.
- \$140,000 for Documentum Professional Services.
- \$120,000 for Gartner technical consulting services.
- \$100,000 for new SolanoCounty.com Site.
- \$98,000 for Privilege Account Management.
- \$97,000 for IBM Systems Maintenance.
- \$88,000 for Security Incident Response Remediation and Awareness.
- \$86,000 for McAfee Maintenance.
- \$80,000 for Farallon Consulting.
- \$75,000 for Upgrade to Security Tools.
- \$75,000 for Solar Winds Maintenance.

**Fixed Assets**

The FY2020/21 Recommended Budget includes the following fixed assets:

- \$500,000 for data center infrastructure refresh.
- \$200,000 for physical server replacement and server maintenance costs.
- \$150,000 for Virtual Machine (VM) hardware and software for additional virtual servers.
- \$90,000 for spare switches and routers for break/fix and refresh of County systems.
- \$85,000 for Cisco Infrastructure refresh.
- \$65,000 for Public Safety Radio System infrastructure equipment.
- \$50,000 for BlueCoat Reverse Proxy Server refresh.
- \$32,000 for CJIS WAN Routers for Solano County ASE Circuits.

**DEPARTMENT COMMENTS**

For the FY2020/21 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:

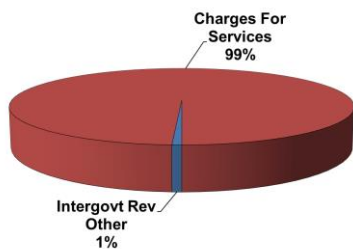
- Teleworking capabilities and a focus on a mobile workforce;

Timothy P. Flanagan, Chief Information Officer  
Other General

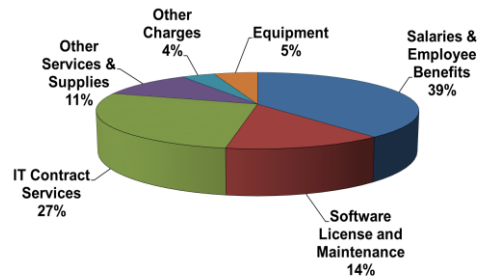
- Systems & Data Security to protect our investments;
- Technology standardization to improve efficiency;
- Disaster Recovery and Business Continuity;
- Anticipated Growth of Information Technology demand from Departments; and
- Building flexibility and adaptability to respond to rapidly evolving demands.

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.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	174,737	87,858	53,800	(34,058)	(38.8%)
INTERGOVERNMENTAL REV OTHER	0	198,453	156,311	(42,142)	(21.2%)
CHARGES FOR SERVICES	23,640,684	25,393,147	28,936,389	3,543,242	14.0%
MISC REVENUE	173,149	89,542	95,305	5,763	6.4%
<b>TOTAL REVENUES</b>	<b>23,988,570</b>	<b>25,769,000</b>	<b>29,241,805</b>	<b>3,472,805</b>	<b>13.5%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	9,008,087	10,380,077	12,765,026	2,384,949	23.0%
SERVICES AND SUPPLIES	12,994,003	14,022,990	14,859,825	836,835	6.0%
OTHER CHARGES	1,131,564	1,047,589	1,108,276	60,687	5.8%
F/A BLDGS AND IMPRMTS	94,888	0	0	0	0.0%
F/A EQUIPMENT	914,583	1,172,300	1,172,000	(300)	(0.0%)
OTHER FINANCING USES	90,619	137,491	131,878	(5,613)	(4.1%)
INTRA-FUND TRANSFERS	0	(480,000)	(315,000)	165,000	(34.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>24,233,743</b>	<b>26,280,447</b>	<b>29,722,005</b>	<b>3,441,558</b>	<b>13.1%</b>
<b>NET GAIN(LOSS)</b>	<b>(245,173)</b>	<b>(511,447)</b>	<b>(480,200)</b>	<b>31,247</b>	<b>(6.1%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

Changes in position allocation since the adoption of the FY2019/20 Budget are provided below:

On October 18, 2019, the following positions were approved:

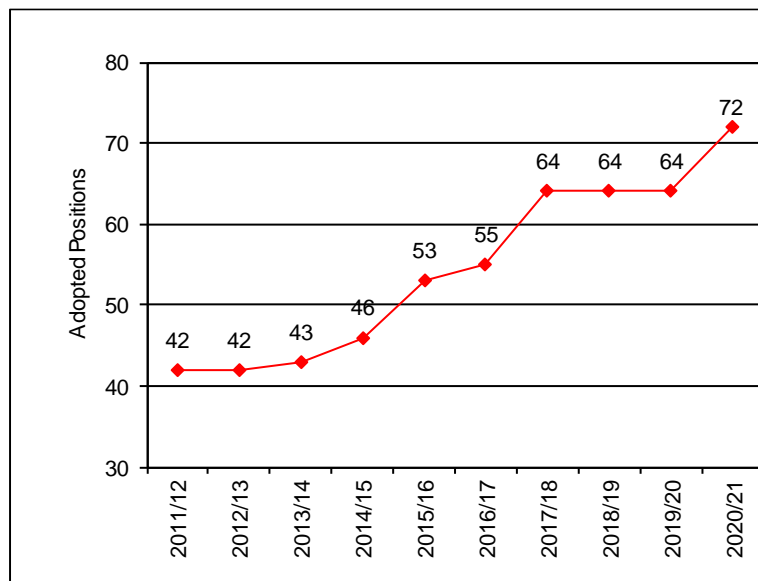
- Add 2.0 FTE Limited Term Information Technology Analyst IV positions to work in Solano County Integrated Property System (SCIPS) team to support transition to CATS.

On December 10, 2019, the following positions were approved:

- Add 2.0 FTE Information Technology Specialists II positions which allowed the IT Procurement function to be performed by County staff rather than contracted staff (service offramp).
- Add 1.0 FTE Information Technology Principal position to allow essential duties in the Data Center to be performed by County staff rather than contracted staff (service offramp).

The FY2020/21 Recommended Budget includes the proposed position changes:

- Add 2.0 FTE Information Technology Analyst IV for the Health & Social Services Department to support IT services for increased projects and succession planning for upcoming retirements (revenue offset).
- Add 1.0 FTE Senior Business Systems Analyst for the Health & Social Services Department to support IT services for increased projects and succession planning for upcoming retirements (revenue offset).

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

The Solano County Integrated Property System (SCIPS) Replacement Project Phase 0 started February 25, 2019. It is a multi-year project with vendor support for property tax and assessment. The primary stakeholders are Tax Collector, Auditor Controller, Assessor, and Department of Information Technology. Phase 1 and Phase 2 are expected to complete by June 30, 2021.

The Department of Information Technology has funding in FY2020/21 to begin a project to update the Solano County website. This project may go beyond FY2020/21.

Timothy P. Flanagan, Chief Information Officer  
Other General

COVID-19 - The Recommended Budget was prepared during the COVID-19 emergency and Shelter at Home Order. At this time, it is unclear how COVID-19 will impact the Department of Information Technology budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

Changing demand for IT services due to the COVID-19 pandemic has the potential to impact projects underway and planned starts of future projects. Service to maintain viable operations is a priority.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2018/19 ACTUAL	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1878 SCIPS REPLACEMENT PROJECT	0	1,961,526	3,387,044	1,425,518	72.7%
<b>APPROPRIATIONS</b>					
1878 SCIPS REPLACEMENT PROJECT	240,545	1,961,526	3,387,044	1,425,518	72.7%
<b>NET CHANGE</b>					
1878 SCIPS REPLACEMENT PROJECT	(240,545)	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     Underway - 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

On April 4, 2017, a \$10,000,000 General Fund (GF) loan was approved by the Board of Supervisors to finance the SCIPS Replacement Project. Most costs related to the SCIPS replacement project will be funded by this loan and later recovered via user charges once the system is up and running. On an annual basis, as costs are incurred, the Department of Information Technology (DoIT) submits a summary of costs eligible for funding by the GF loan to the Auditor-Controller's Office (ACO) and the County Administrator for review and approval. Upon approval, ACO prepares a journal entry to transfer cash from the GF loan to the DoIT Fund. The following shows the current and upcoming drawdowns from this loan:

Project Funding:	\$10,000,000
Actual Cost FY2018/19:	\$240,545
Anticipated Cost FY2019/20:	\$490,500
<u>Budgeted Cost FY2020/21:</u>	<u>\$3,387,044</u>
Balance Remaining:	\$5,881,911

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Accomplishments:

Over the past year, the Department of Information Technology (DoIT) has focused on project organization and planning with internal stake holders and the Harris Company representatives, the software system firm.

- Phase 0: Phase 0 is comprised of four groups of tables which need to be mapped to the new system. Significant efforts have occurred to complete phase 0 with County staff and high confidence remains that with sufficient time, success is possible. However, Harris Group (software firm that owns the Aumentum property tax product) has offered to staff this phase at their own expense and bring Phase 0 to completion significantly earlier than previously expected. The County has accepted this offer and expects to restart phase 0 with Harris consultants starting in Q3 or 2020.
- Reduced Timeline: It has been identified that by hiring new DoIT staff, the original timeline can be decreased by 9 months while mitigating the risk of current SCIPS resources potentially retiring. Approval has been given to hire these new resources.
- Re-negotiated with Harris Group, a commitment to the project. The Department has signed an agreement with Harris Group to take over the project in all phases and speed up the timeline for no additional cost to the County.

Challenges:

- Capacity Constraints: The current DoIT subject matter experts (SME) currently working on the SCIPS Replacement Project have other daily legacy SCIPS duties that pull them away from working of the replacement project to the extent that they are only working 40-50% of their time on this project. The offer from Harris Group to staff Phase 0 will allow the current SCIPS staff to focus on cross training new hires, support ongoing SCIPS operations, and provide SME direction to the Harris consulting team.

Mitigation: DoIT is in the process of hiring up to five limited-term staff members via a combination of County hiring and Managed Service Provider hiring through our existing contract with Avenu. Most of these new hires will be taken on to perform the daily legacy SCIPS duties which will allow the current DoIT SME's to spend more time on the migration project.

- Upcoming Retirements: Four of the current SCIPS SME are eligible for retirement in 2020/2021. Each SME has around 20 years' experience specific to the legacy SCIPS system. The system is "homegrown" and it would be difficult to find new hires who could be as effective without a lot of training.

Mitigation: The Department has been approved to hire new DoIT resources to help mitigate this risk, for succession planning.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,425,518 or 72.7% in both revenues and appropriations when compared to the FY2019/20 Adopted Budget. These funds will be utilized by the Department to continue work on Phases 0 through 2 of the implementations of the new property tax system.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2018/19 ACTUALS	2019/20 ADOPTED BUDGET	2020/21 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	0	1,961,526	3,387,044	1,425,518	72.7%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>1,961,526</b>	<b>3,387,044</b>	<b>1,425,518</b>	<b>72.7%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	240,545	882,000	552,000	(330,000)	(37.4%)
OTHER CHARGES	0	319,473	653,022	333,549	104.4%
F/A - INTANGIBLES	0	280,053	1,867,022	1,586,969	566.7%
INTRA-FUND TRANSFERS	0	480,000	315,000	(165,000)	(34.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>240,545</b>	<b>1,961,526</b>	<b>3,387,044</b>	<b>1,425,518</b>	<b>72.7%</b>
<b>NET CHANGE</b>	<b>(240,545)</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**

COVID-19 – The Recommended Budget was prepared and submitted prior to COVID-19. At this time, it is unclear how COVID-19 will impact the SCIPS Replacement Project budget. Department staff will continue to evaluate COVID-19 impacts and will provide any necessary revisions to the Recommended Budget prior to final approval of the FY2020/21 Budget.

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