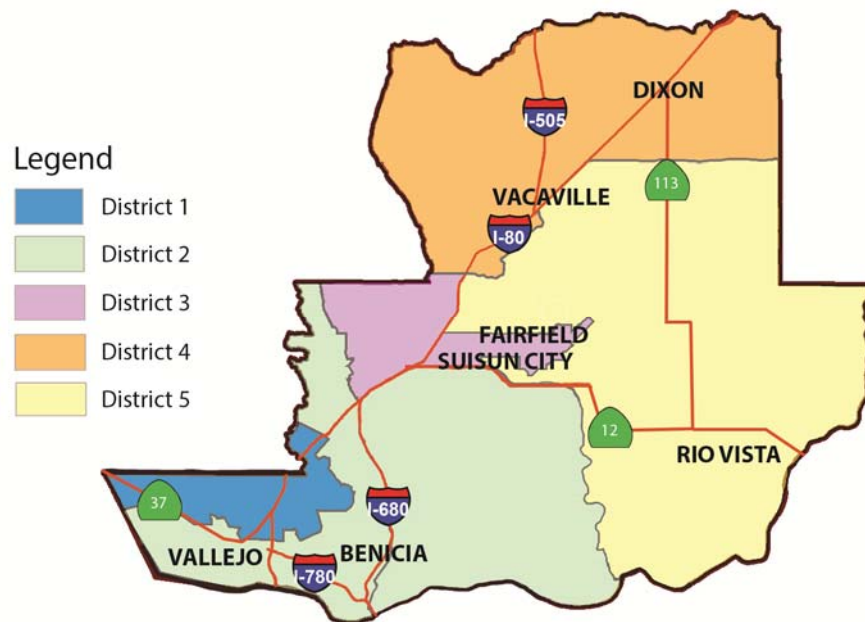


## Board of Supervisors



## County of Solano



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

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

---

### **STATEMENT OF PURPOSE**

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

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

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

With the economy stabilizing, in FY2016/17, the Board will continue to manage persistent operational funding challenges lingering from the Great Recession, while providing for essential services and operational needs of the citizens of the county. The Board is committed to remaining fiscally prudent while working to develop policies and programs that will help to restore the Solano 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 education 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>                 |         |
| FY2015/16 Third Quarter Projection:    | 468,967 |
| FY2016/17 Recommended:                 | 489,927 |
| County General Fund Contribution:      | 489,927 |
| Percent County General Fund Supported: | 100%    |
| Total Employees (FTEs):                | 3       |

## **FUNCTION AND RESPONSIBILITIES**

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

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Supervisor Hannigan represents the Board of Supervisors on over 20 County, Regional and State boards and commissions as a member or an alternate; including the Association of Bay Area Governments and its Hazardous Waste Management Facility Allocation Committee as well as its Regional Planning Committee, as the alternate to the California State Association of Counties, the Solano County Blue Ribbon Commission on Children in Foster Care, the Mental Health Advisory Board, the In-Home Supportive Services Public Authority, an alternate to the Solano Transportation Authority, a member of the City County Coordinating Committee, the Chairwoman of the Solano County Water Agency Board, the Napa Valley Vine Trail Board, Solano Open Space, First 5 Solano, the Children's Alliance, Solano Economic Development Corporation, the Vallejo Interagency Committee, as a Trustee to the Vallejo Sanitation & Flood Control District and a member of the Board's Legislation Committee as well as the Chairwoman Solano 360 Implementation Committee. Supervisor Hannigan is also the Chair of the Oversight Board for the Successor Agency to the Vallejo Redevelopment Agency, a board member of the Vallejo Education Business Alliance, and the Community Action Partnership Solano's Tripartite Advisory Board.

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 Commercial Sexual Exploitation of children in Solano County. In addition, Supervisor Hannigan has opened communications with the Vallejo Police Department, School District and Fighting Back Partnership to be involved and raise awareness

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

Supervisor Hannigan convened an Ad Hoc Homeless Committee jointly with Vallejo Councilmembers and the Director of the Vallejo Housing Authority to collaboratively address the immediate and long-term needs of the homeless in Vallejo. In recognition of the serious health and environment effects of tobacco and tobacco related products have on our residents the Supervisor championed the Solano County Smoke-Free Facility Ordinance and Policy, which implemented smoke-free County campuses. In line with her concern for the health of the environment, Supervisor Hannigan continues to support and advocate for the elimination of one-time use plastic bags at the point of purchase.

**Erin Hannigan, Chairwoman  
Legislative & Administration**

---

Goals and Objectives:

- Collaborate effectively with the City of Vallejo.
- Engage residents of District One 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.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$28,140 or 6.1% in appropriations when compared to the FY2015/16 Adopted Budget due to an increase in salaries and employee benefits and a \$10,448 increase in 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.

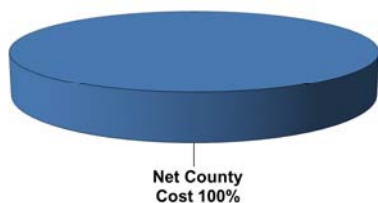
Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care including mental health services and the environment have been significant areas of connecting County services to the citizens. Supervisor Hannigan worked to help Vallejoans who were affected by the 2014 earthquake. With the addition of the County contract for Animal Control Services in Vallejo, her office assists in connecting District 1 residents with Animal Control Services.

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 recent example is Supervisor Hannigan's direct advocacy to our Congressional Representatives for the re-appropriation of funding to support the Home Visiting Program which is a successful resource to new mothers and their babies in our County.

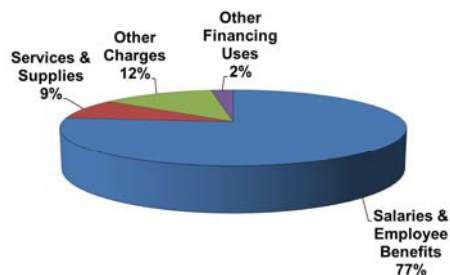
One significant project of Solano County is located in District 1. The Solano 360 project is a public-public-private partnership among Solano County, the City of Vallejo and Solano Community Development, LLC. This project will continue to see development of a proposed land plan supported by a feasibility/market study consistent with the uses defined in the Specific Plan which was approved in 2013.

Supervisor Hannigan is honored to serve as 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.

SOURCE OF FUNDS



USE OF FUNDS



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 294,510           | 353,144                      | 375,668                | 22,524                            | 6.4%              |
| SERVICES AND SUPPLIES                                       | 36,148            | 45,541                       | 41,675                 | (3,866)                           | (8.5%)            |
| OTHER CHARGES   | 42,441            | 50,108                       | 60,556                 | 10,448                            | 20.9%             |
| OTHER FINANCING USES  | 11,259            | 12,894                       | 11,928                 | (966)                             | (7.5%)            |
| INTRA-FUND TRANSFERS  | 125               | 100                          | 100                    | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>384,484</b>    | <b>461,787</b>               | <b>489,927</b>         | <b>28,140</b>                     | <b>6.1%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>384,484</b>    | <b>461,787</b>               | <b>489,927</b>         | <b>28,140</b>                     | <b>6.1%</b>       |

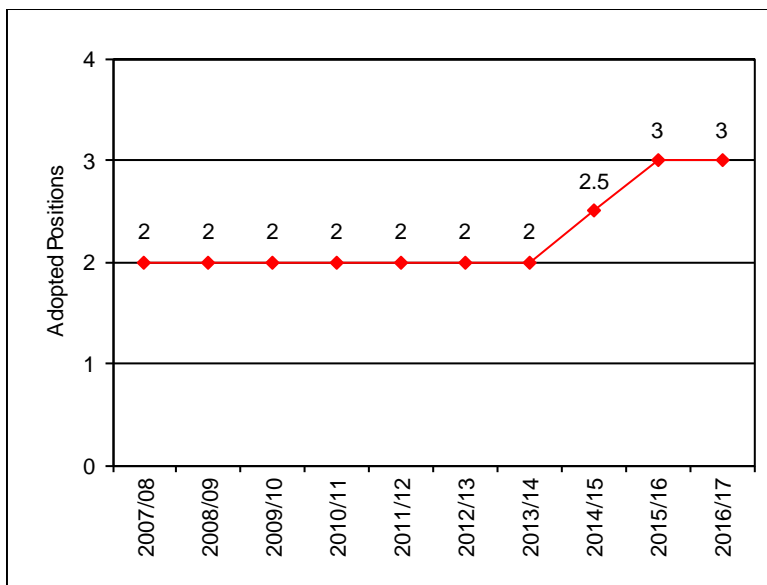
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



**Erin Hannigan, Chairwoman  
Legislative & Administration**

---

**PENDING ISSUES AND POLICY CONSIDERATIONS**

In FY2015/16, the Board approved \$2,000 in funding in Other Professional Services for District 1 for purposes of holding functions to address issues of interest to the Supervisor. The CAO recommends the Board affirm a funding level for FY2016/17 in Other Professional Services and determine whether it remains one-time or on-going funding.

|  |         |
|--|---------|
| <b>Budget Summary:</b>                 |         |
| FY2015/16 Third Quarter Projection:    | 479,913 |
| FY2016/17 Recommended:                 | 492,314 |
| County General Fund Contribution:      | 492,314 |
| 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 special office hours in Cordelia, Benicia, and Vallejo. The District 2 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two staff positions.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Seifert represents the Board of Supervisors on over 19 County and regional boards and commissions, including the California State Association of Counties [CSAC] Board of Directors and Executive Committee, CSAC Finance Corporation (President), Yolo-Solano Air Quality Management District, Association of Bay Area Governments, Solano Land Trust (President), the Solid Waste Independent Hearing Panel (Chair), Travis Community Consortium (Vice-Chair), Board of Supervisors (Vice-Chair) and the Board's Legislative Committee (Chair).

### Supervisor Seifert's priorities include:

- Serving district constituents by investigating and responding to their concerns concerning the county, meeting with them on request 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, state and federal legislators, business community, military active and veteran's community, non-profit organizations, and the faith community.
- Engaging the Board of Supervisors, cities and residents in the formation of a regional park system or district.

### Several FY2015/16 highlights include:

- Chaired the "Water Policy Committee" of the Solano County Water Agency to coordinate activities between various water agencies and interested groups on state and federal water policy including ground water issues.
- Worked on special events sponsored by the County, including an annual booth at the Solano County Fair Ag Day, which introduced over 3,000 third graders countywide to the County's number one industry—Agriculture.
- Spearheaded efforts and garnered support from the Board of Supervisor to explore the formation of a regional park system or district.
- Engaged diverse community partners, fellow Board members, and county departments in raising awareness to work toward the elimination of "food deserts" - geographic areas where affordable and nutritious food is difficult to obtain. A "Food Oasis" is planned for August 2016.
- Served as County elected representative on Air Force Community Partnership (AFCP) formerly known as the Public/Public Public/Private (P4) Travis Air Force Base leadership group to enhance base services and reduce base costs.
- Lobbied in Washington D.C. at the Pentagon and on Capitol Hill on issues of importance to Travis Air Force Base, the County, and local communities.

Linda J. Seifert  
Legislative & Administration

- Active in efforts to develop and implement solutions on California water issues (North-South Water Canals, Delta watershed protection and various proposed water bonds) and serving on the California State Association of Counties (CSAC) Board of Directors and Executive Committee.
- Continued work with community partners regarding water supply to the Green Valley Area, and for advocacy of State Parks in Benicia.
- Addressed constituent concerns on a variety of issues including code enforcement, land use planning, and assistance with various state agencies.
- Spoke at numerous events on behalf of the District and County.
- Represented Solano County on CSAC Board and Executive Committee working to influence legislation that will benefit counties and the public.

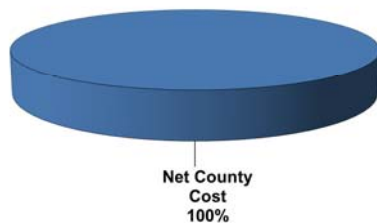
### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$ 31,042 or 6.7% in appropriations when compared to the FY2015/16 Adopted Budget. Factors related to budget change are the result of an increase in salaries and employee benefits by \$33,640, an increase in countywide administrative overhead costs by \$3,763, and a decrease in Services and Supplies by \$5,706.

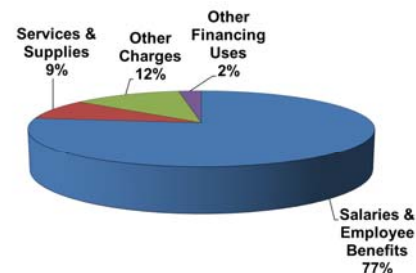
### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 264,835           | 345,285                      | 378,925                | 33,640                            | 9.7%              |
| SERVICES AND SUPPLIES                                       | 39,213            | 48,042                       | 42,336                 | (5,706)                           | (11.9%)           |
| OTHER CHARGES   | 47,784            | 55,050                       | 58,813                 | 3,763                             | 6.8%              |
| OTHER FINANCING USES  | 10,749            | 12,895                       | 12,240                 | (655)                             | (5.1%)            |
| INTRA-FUND TRANSFERS  | 181               | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>362,761</b>    | <b>461,272</b>               | <b>492,314</b>         | <b>31,042</b>                     | <b>6.7%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>362,761</b>    | <b>461,272</b>               | <b>492,314</b>         | <b>31,042</b>                     | <b>6.7%</b>       |

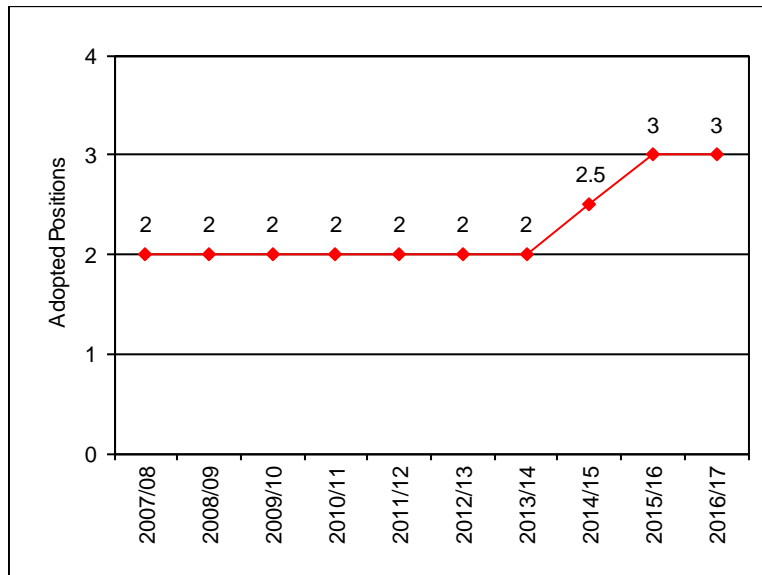
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

In FY2015/16, the Board approved \$2,000 in funding in Other Professional Services for District 2 for purposes of holding functions to address issues of interest to the Supervisor. The CAO recommends the Board affirm a funding level for FY2016/17 in Other Professional Services and determine whether it remains one-time or on-going funding.

A new Supervisor will be assuming office in January and budget adjustments may be necessary at that time.

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

---

|  |         |
|--|---------|
| <b>Budget Summary:</b>                 |         |
| FY2015/16 Third Quarter Projection:    | 428,336 |
| FY2016/17 Recommended:                 | 461,190 |
| County General Fund Contribution:      | 461,190 |
| Percent County General Fund Supported: | 100%    |
| Total Employees (FTEs):                | 3       |

### FUNCTION AND RESPONSIBILITIES

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

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

#### District 3 FY2015/16 highlights:

- Chaired the Senior Poverty Working Group as members explored solutions to address the increasing poverty and mobility issues for seniors, people with disabilities and low-income constituents. Steps included a presentation to the mayors and Supervisors at a City County Coordinating Committee and actively working to find ways to get the community engaged.
- Led the effort with representatives of senior non-profit organizations and staff in the development of a Volunteer Coordinator. This position will help expand current use of volunteers both through technology and through the creation of community connections to foster a vibrant volunteer culture between citizens and non-profit organizations.
- Active participant on the Solano 360 Implementation Committee, working with County, City of Vallejo, STA and consultants to develop the Solano County fairgrounds into a multi-faceted iconic destination that will draw regionally.
- 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, consortium members continue to identify strategies and funding streams and work to expand existing programs.
- Hosted a Senior Summit III to review progress of various senior issues that has been achieved since the 2009 summit and identified some existing gaps and ways to reduce them, and enhance current programs.
- Worked closely with Airport Manager and staff in the development of a Nut Tree Airport Business Plan that will attract businesses and still retain the iconic feel of the historic Nut Tree Airport. He helped expand the vision to encourage expansion of aeronautical and non-aeronautical development.
- Involved in the Plan Bay Area – a long range integrated transportation and land-use/housing strategy through 2040 for the nine counties of the San Francisco Bay Area, charting a course for transportation investment and land-use priorities for the next 25 years. His priority is protecting business and agricultural interests while ensuring adequate transportation to foster a thriving economy that creates new jobs for Solano County residents.
- Serves as a member of the City of Fairfield and City Suisun Oversight committees, which provide fiscal oversight for their respective cities since redevelopment agencies were dissolved.
- As one of two supervisors on the Board Land Use and Transportation Committee, has worked closely with staff to address numerous land use and transportation issues, including issues with zoning regulations, proposed developments, and

updates to the land use compatibility plans for Travis Air Force Base and other local airports.

- Locally serves on the Solano Transportation Authority, SolTrans JPA, Solano County Water Authority, Solano County Water Agency, Local Agency Formation Commission (LAFCo), focusing on the transportation needs and development on behalf of Solano County residents and businesses.
- Regionally serves on the Metropolitan Transportation Commission, the Bay Area Air Quality Management District Board of Directors and the Capitol Corridor JPA, representing the needs and interests of Solano County in a regional framework.
- Working with elected officials from the counties of Sonoma, Napa and Marin to find viable solutions to reduce traffic congestion on Highway 37.

Goals and Objectives:

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

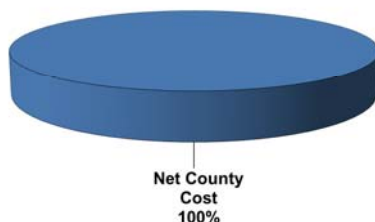
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$54,098, or 13.3% when compared to the FY2015/16 Adopted Budget. Factors related to budget change are the result of an increase in salaries in benefits and funding for an additional 0.25 FTE for one Board Aide position to go from 0.75 FTE to 1.0 FTE and includes an increase of \$10,064 in countywide administrative overhead costs.

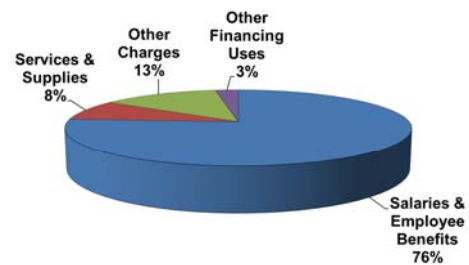
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 256,219           | 304,596                      | 350,695                | 46,099                            | 15.1%             |
| SERVICES AND SUPPLIES                                       | 37,247            | 41,097                       | 38,925                 | (2,172)                           | (5.3%)            |
| OTHER CHARGES   | 46,351            | 49,234                       | 59,364                 | 10,130                            | 20.6%             |
| OTHER FINANCING USES  | 10,205            | 11,565                       | 11,606                 | 41                                | 0.4%              |
| INTRA-FUND TRANSFERS  | 665               | 600                          | 600                    | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>350,687</b>    | <b>407,092</b>               | <b>461,190</b>         | <b>54,098</b>                     | <b>13.3%</b>      |
| <b>NET COUNTY COST</b>                                      | <b>350,687</b>    | <b>407,092</b>               | <b>461,190</b>         | <b>54,098</b>                     | <b>13.3%</b>      |

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

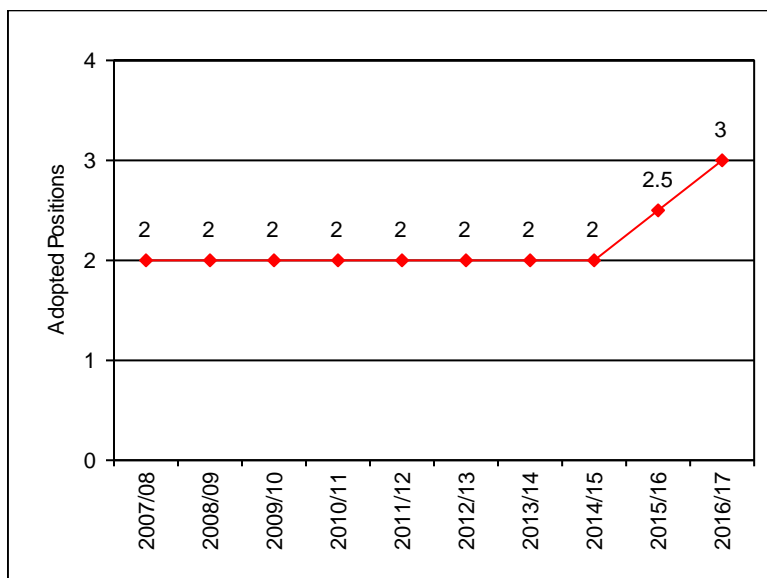
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The FY2016/17 Recommended Budget includes annualized funding for 1.75 FTE Board Aides although 2.0 FTE Board Aides were approved as part of the FY2015/16 Midyear Report by the Board of Supervisors on February 9, 2016.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation for FY2016/17.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

In FY2015/16, the Board approved \$2,000 in funding in Other Professional Services for District 3 for purposes of holding functions to address issues of interest to the Supervisor. The CAO recommends the Board affirm a funding level for FY2016/17 in Other Professional Services and determine whether it remains one-time or on-going funding.

|  |         |
|--|---------|
| <b>Budget Summary:</b>                 |         |
| FY2015/16 Third Quarter Projection:    | 511,527 |
| FY2016/17 Recommended:                 | 541,668 |
| County General Fund Contribution:      | 541,668 |
| Percent County General Fund Supported: | 100%    |
| Total Employees (FTEs):                | 3       |

## FUNCTION AND RESPONSIBILITIES

The District 4 Supervisor represents the citizens of Vacaville from the city limits in the south, west of Peabody Road, north of Marshall Road and west of Nut Tree Road up the north side of I-80 to encompass all of the City of Dixon together with the agricultural areas of Lagoon Valley, Pleasants Valley, Winters and the Dixon Ridge.

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 Government Center at 675 Texas Street in Fairfield. The District 4 Supervisor's office includes one elected Supervisor and two staff members.

Supervisor Vasquez is committed to working with his constituents and staff to find solutions to the issues brought before him. To tackle the big issues everyone must come to the table to build a common foundation of knowledge to move toward progress and have the greatest positive impact on the community. With a bit of passion and a solid foundation of knowledge Solano County will continue to be the best place to live, work, play, learn and age.

In 2016, we respectfully observed the passing of former District 4 Supervisor and spirited rancher, Don Pippo.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Vasquez represents the Board on 24 County, Regional and State boards and commissions; including Bay Conservation and Development Commission; California Fairs Financing Authority (Chair); Delta Counties Coalition; Delta Protection Commission; Northern California Counties Tribal Matters Consortium; Yolo Solano Air Quality Management Board, Chair; City-County Coordinating Council, Vice-Chair; Local Agency Formation Commission; Solano County Water Agency; Solano Water Authority; Health & Social Services & Family Justice Committee; Military and Veterans Affairs Committee; Board Committee on Regional Parks; Senior Issues Committee; Board Transportation and Land Use Committee; University of California Cooperative Extension Capital Corridor Multi-County Partnership Leadership Advisory Committee; and the Redevelopment Successor Agency Oversight Committee, City of Dixon.

### Achievements/Notable events of FY2015/16:

- Winters bridge project completion.
- Superior Farms lamb processing plant expansion, the nation's largest lamb producer.
- Secured funding to begin Rocky Hill Trail project in the City of Vacaville.
- Washington D.C. trip with the Delta Counties Coalition advocating for the Delta on matters of concern.
- Began the process of establishing the Sustainable Groundwater Management Act passed by the State legislature last year.
- Formed a Regional Parks Committee to benefit Solano County open space.
- Received 2015 Public Servant of the Year Award from Solano County Farm Bureau.
- Accepted to participate in the Delta Leadership Program.
- Working with UC Davis, Cal Trans and California Department of Fish and Wildlife to increase safety for members of the public who visit Stebbins Cold Canyon, part of the newly designated Berryessa Snow Mountain National Monument.

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

- 
- Worked with Solano County Water Agency and Putah Creek Streamkeeper Rich Marovich to bring a robust salmon run in Putah Creek over the winter.
  - Enrollment in Let's Move Cities and Counties initiative to encourage wellness and activity throughout the county.

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

- Continue to build upon the collaborative efforts of the many public and private agencies in the County to develop a cohesive approach to collectively serve the constituency.
- Planning a Food Oasis Event in partnership with Supervisor Seifert's office to bring awareness of the food deserts in Solano County.
- Continue to work to advance and advocate for a regional broadband initiative to address affordability and identify gaps in access that create a "digital divide" within our community.
- Revisit the issue of Childhood Obesity, 10 years after organizing a summit on the topic. How has the issue evolved and how can we encourage and enhance healthy communities moving forward?
- Facilitate convening of a Multi-County Ag Summit, Solano, Yolo, Sonoma, Napa and Marin. Discuss goals and barriers within the farming and Ag tourism communities with farmers and policy makers.
- Work with the Yolo Solano Farmbudsman to nurture and engage our agricultural industry while working directly with farmers, both established and prospective, to increase the recognition and distribution of the agricultural bounty of Solano County.
- Water is a crucial resource to our survival and agricultural livelihood. Supervisor Vasquez is committed to preserving our natural water resources while working with Solano County Water Agency and Solano Irrigation District to provide conservation measures for residents and agriculture. Supervisor Vasquez will continue to work with the Delta Counties while ensuring that Solano County's interests are protected.
- Assess the need for vision services in the county and conduct a vision clinic event with other local agencies.
- Develop an increased online presence to promote engagement between the supervisor and the public. Efforts will include information sharing via social media and electronic newsletter.
- In the spirit of collaboration, Supervisor Vasquez will stay connected to public agencies around the bay area, learning from their achievements and hardships to better assess progress in Solano County and to remain progressive in his approach to solving the issues at hand.

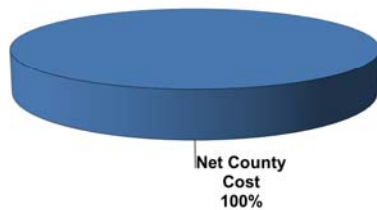
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a net increase of \$54,179 or 11.1% when compared to the FY2015/16 Adopted Budget. Increases include an increase in salary and benefit costs, Countywide Administrative Overhead, and anticipated travel expenses.

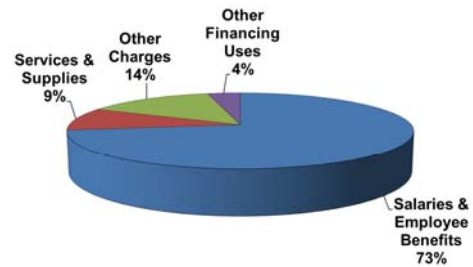
**DEPARTMENT COMMENTS**

None.

## SOURCE OF FUNDS



## USE OF FUNDS



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| MISC REVENUE  | 2,250             | 2,500                        | 0                      | (2,500)                           | (100.0%)          |
| <b>TOTAL REVENUES</b>                                       | <b>2,250</b>      | <b>2,500</b>                 | <b>0</b>               | <b>(2,500)</b>                    | <b>(100.0%)</b>   |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 306,577           | 366,669                      | 392,437                | 25,768                            | 7.0%              |
| SERVICES AND SUPPLIES                                       | 42,926            | 51,891                       | 51,307                 | (584)                             | (1.1%)            |
| OTHER CHARGES   | 46,795            | 55,929                       | 76,292                 | 20,363                            | 36.4%             |
| OTHER FINANCING USES  | 11,868            | 13,250                       | 19,382                 | 6,132                             | 46.3%             |
| INTRA-FUND TRANSFERS  | 1,885             | 2,250                        | 2,250                  | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>410,051</b>    | <b>489,989</b>               | <b>541,668</b>         | <b>51,679</b>                     | <b>10.5%</b>      |
| <b>NET COUNTY COST</b>                                      | <b>407,801</b>    | <b>487,489</b>               | <b>541,668</b>         | <b>54,179</b>                     | <b>11.1%</b>      |

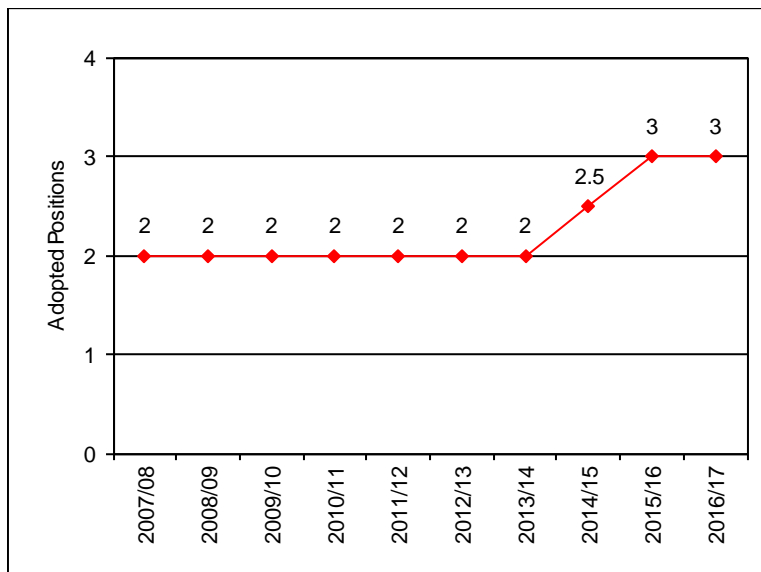
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

John M. Vasquez  
Legislative & Administration

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

In FY2015/16, the Board approved \$2,500 in funding in Other Professional Services for District 4 for purposes of holding functions to address issues of interest to the Supervisor. The CAO recommends the Board affirm a funding level for FY2016/17 in Other Professional Services and determine whether it remains one-time or on-going funding.

District 4 anticipates the possibility of revenues in the form of donations and contributions in the amount of \$2,500. The CAO recommends the Board affirm the collection of revenues to offset costs to host a community workshop.

|  |         |
|--|---------|
| <b>Budget Summary:</b>                 |         |
| FY2015/16 Third Quarter Projection:    | 336,353 |
| FY2016/17 Recommended:                 | 346,828 |
| County General Fund Contribution:      | 346,828 |
| Percent County General Fund Supported: | 100%    |
| Total Employees (FTEs):                | 2       |

## 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 and Collinsville, Birds Landing and Ryer Island. The Supervisor maintains an office at the County Government Center at 675 Texas Street Suite 6500. The Office budget provides for the expenditures of the elected Supervisor and one staff member.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Thomson represents the Board on more than 20 county, regional and State boards and commissions (and their subcommittees); including the Delta Counties Coalition, the Solano County Water Agency, the Delta Protection Commission, the Yolo/Cache Slough Partnership, the Delta Conservancy, and the Yolo-Solano Air Quality Board. In addition, he is also a county representative to both the Vacaville and Rio Vista Successor Agencies.

### Supervisor Thomson:

- Defends the County's water interests by working with leading stakeholders on finding alternatives to the CA Water Fix as well as meeting with the Governor's Secretary of Natural Resources for updates on the plans to protect our valuable water resources as the drought continues.
- Enhances services for members of the armed forces by providing up-to-date information on developments that impact military personnel through the quarterly Military and Veterans Affairs Committee. In addition, he also toured a local Veteran Center and participated in the Dixon Stand Down.
- Advocates for Solano County employees by actively listening to their needs and by engaging with Union representatives and met with many employees to hear their concerns as to the state of the budget process.
- Defends the Travis Air Force base by proposing and voting in favor of ordinances that protect the base from encroachment and potentially harmful development projects. Bi-monthly meetings with the Base Commanders, the monthly Travis Regional Air Force Committee, and the quarterly Travis Community Consortium provide the opportunity for the Supervisor to hear and understand the concerns of the Base. He also flew with the Travis airmen to Vandenberg for a tour of the Space Program.

### Supervisor Thomson's Goals and Objectives include:

- Continue to strengthen the welfare of the County's general fund by implementing cost-saving reductions while maintaining a high-level of services for County residents.
- Work to secure the safety and welfare of the Delta community by working with the State of California, local water districts, and surrounding counties to bring problems to the forefront and find equitable solutions.
- Ensure that Board decisions concerning County contracts and labor agreements are fair, equitable, fiscally responsible and sustainable.
- Implement human resources policies that help improve the quality of Solano County's labor pool by instituting an internship program that enables students and recent graduates to gain experience and secure positions with the County.

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

Achievements:

- Improved the state of the Rio Vista Veterans Hall by working collaboratively with County staff and local Veterans. Needed physical repairs and improvements to the Hall were identified by staff and veterans; General Services provided the blueprints and time table. Some of the projects have been completed; several of the remaining plans include: updating and modernizing the kitchen, painting the outside of the building, providing new ADA upgrades for the toilet rooms, landscaping, and repaving the parking lot.
- Chaired and continues to advocate for the return of medical facilities to Rio Vista. HMO's; clinics, Medi-Cal, and representatives from the Rio Vista City Council have joined the Supervisor in multiple meetings to begin the process.
- Organized a forum for parents of severely disabled special needs children who were struggling to find resources for their child. Approximately 120 people attended the first meeting including Congressional and State elected officials, School Districts, HMO's, non-profits, and subject experts from both Contra Costa and Solano Counties. Continuing monthly meetings have produced more resources for the parents and children as well as the beginning of a county-wide website which will be distributed to social workers, doctors, therapists, nurses, and other parents.
- Held office hours in Rio Vista to meet with constituents and with the local food bank to hear their concerns. Also addressed the Rio Vista City Council with updates on continuing projects.
- Supported probation officers and the Department to secure appropriate safety equipment.
- Provided resources to Collinsville residents with a loan for levees in need of repairs. The Supervisor also heard the residents' concerns regarding mobile homes and campers on properties where homes once stood. Working with Resource Management and the citizens of Collinsville, he helped draft a plan to assist residents. The Supervisor also arranged for dumpsters to be delivered for the trash removal.
- Served on the Board's Workforce Investment Board Transition Team to ensure a smooth and seamless changeover to the new program mandated by the Department of Labor.

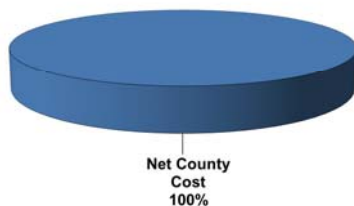
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$15,602 or 4.7% in appropriations when compared to the FY2015/16 Adopted Budget due to an increase in salaries and employee benefits by \$11,293, an increase in countywide administrative overhead costs by \$2,434, and a decrease in Services and Supplies by \$2,712.

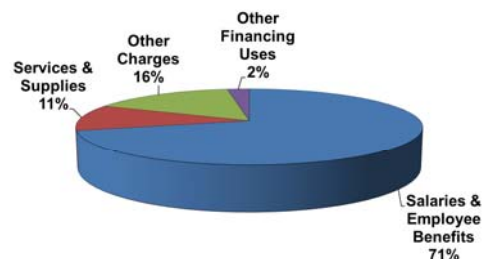
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



## Department Summary

## 1005 – Fund 001-Board of Supervisors – District 5

Skip Thomson  
Legislative & Administration

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| MISC REVENUE  | 18                | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>18</b>         | <b>0</b>                     | <b>0</b>               | <b>0</b>                          | <b>0.0%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 248,925           | 234,525                      | 245,818                | 11,293                            | 4.8%              |
| SERVICES AND SUPPLIES                                       | 32,269            | 40,823                       | 38,111                 | (2,712)                           | (6.6%)            |
| OTHER CHARGES   | 45,675            | 52,033                       | 54,536                 | 2,503                             | 4.8%              |
| OTHER FINANCING USES  | 4,279             | 3,845                        | 8,363                  | 4,518                             | 117.5%            |
| INTRA-FUND TRANSFERS  | 217               | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>331,365</b>    | <b>331,226</b>               | <b>346,828</b>         | <b>15,602</b>                     | <b>4.7%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>331,347</b>    | <b>331,226</b>               | <b>346,828</b>         | <b>15,602</b>                     | <b>4.7%</b>       |

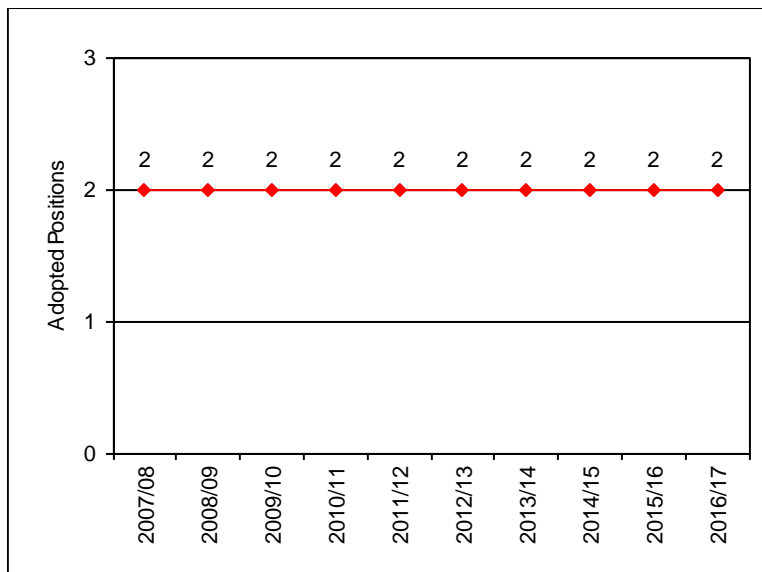
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

In FY2015/16, the Board approved \$2,000 in funding in Other Professional Services for District 5 for purposes of holding functions to address issues of interest to the Supervisor. The CAO recommends the Board affirm a funding level for FY2016/17 in Other Professional Services and determine whether it remains one-time or on-going funding.

Erin Hannigan, Chairwoman  
Legislative & Administration

|  |         |
|--|---------|
| <b>Budget Summary:</b>                 |         |
| FY2015/16 Third Quarter Projection:    | 237,118 |
| FY2016/17 Recommended:                 | 233,332 |
| County General Fund Contribution:      | 233,332 |
| Percent County General Fund Supported: | 100%    |
| Total Employees (FTEs):                | 0       |

## FUNCTION AND RESPONSIBILITIES

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

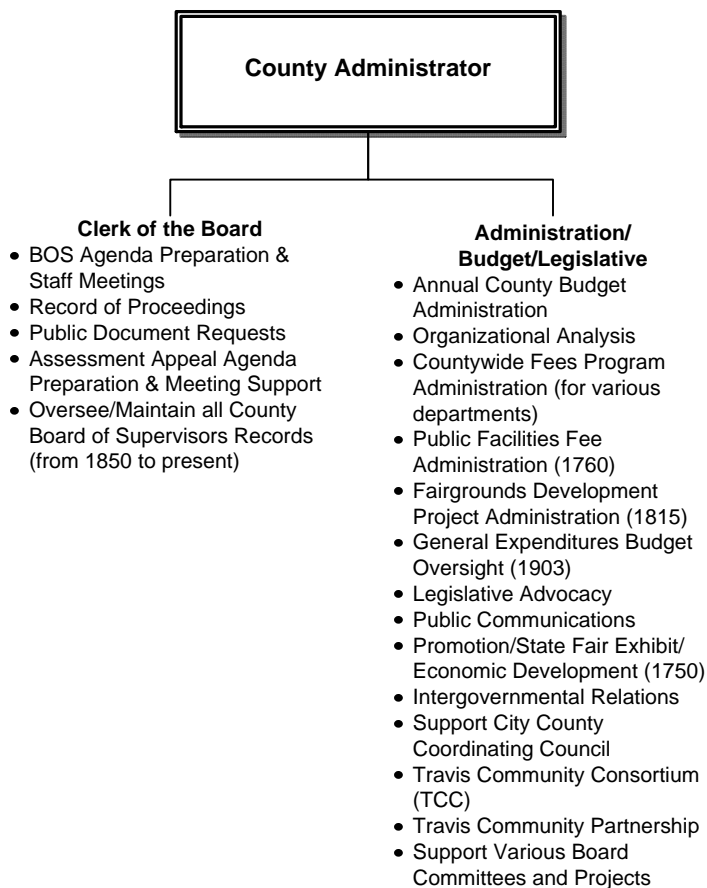
## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$3,856 or 1.6% in appropriations when compared to the FY2015/16 Adopted Budget. Services and Supplies includes costs for recording, editing and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, memberships, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, meals and refreshments for the Board of Supervisors Closed Sessions and contributions to Non-County agencies.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 8,634             | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>8,634</b>      | <b>0</b>                     | <b>0</b>               | <b>0</b>                          | <b>0.0%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 153,253           | 211,404                      | 205,582                | (5,822)                           | (2.8%)            |
| OTHER CHARGES   | 25,000            | 25,500                       | 27,500                 | 2,000                             | 7.8%              |
| INTRA-FUND TRANSFERS  | 240               | 284                          | 250                    | (34)                              | (12.0%)           |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>178,493</b>    | <b>237,188</b>               | <b>233,332</b>         | <b>(3,856)</b>                    | <b>(1.6%)</b>     |
| <b>NET COUNTY COST</b>                                      | <b>169,859</b>    | <b>237,188</b>               | <b>233,332</b>         | <b>(3,856)</b>                    | <b>(1.6%)</b>     |

## PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2015/16 Budget includes the continued appropriation of \$27,500 in contributions to non-County agencies for Travis Community Consortium (TCC) and the rebudgeting of \$5,200 in consulting services. The CAO recommends the Board affirm the non-County agency contribution for FY2016/17.



## DEPARTMENTAL PURPOSE

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

### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 3,509,344 |
| FY2016/17 Recommended:                 | 3,789,094 |
| County General Fund Contribution:      | 1,222,951 |
| Percent County General Fund Supported: | 32.3%     |
| Total Employees (FTEs):                | 16        |

## FUNCTION AND RESPONSIBILITIES

Responsibilities of the County Administrator are:

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

- 
- Supervise appointed Department Heads.
  - Meet with Board Members individually or in committees to discuss Board policies and interpretations; participate in Board Committees including Legislation, Delta County Coalition, Land Use and Transportation and Solano360.
  - 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.
  - Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair.

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

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

- Worked with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association – to continue moving the project forward in conjunction with Solano Community Development LLC (under negotiation agreement thru 12/2016) to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Engaged in the Air Force Community Partnership (AFCP) with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs. Completed a memorandum of agreement for continued cooperation and collaboration between seven (7) cities, county and Travis AFB.
- Worked closely with the Debt Advisory Committee to implement strategies to address escalating retirement costs and established a Post-Employment Benefits Trust program.
- Provided leadership and support for the AB 900 Steering Committee for the 362-bed adult detention facility under final construction adjacent to the existing detention facility on Clay Bank Road in Fairfield.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment which has altered and will continue to alter how the County manages the offender population in the criminal justice system. Implementing these changes have required significant staff time involved in community engagement and education efforts, the review and analysis of program and operational changes, and aligning of various funding streams to the distinct program efforts.
- Continued to provide guidance and support to the Delta Counties Coalition.
- Continued to provide guidance and support in Board discussion on new state mandate for Groundwater Management Plan.
- Secured additional OEA funding and contracts to advance the "Moving Solano Forward" economic diversity strategies.
- Facilitated reestablishment of CAPSolano JPA and commencement of work for development of a strategic plan to address homeless issues throughout the county in partnership with all seven (7) cities.
- Provided Leadership and support in the development of SB1022 Adult Local Criminal Justice Facilities Construction project proposal, which will provide \$23 million in State funding to construct a new vocation and education facility for delivery of in-custody programing at the Claybank campus.
- Continued to guide the implementation of the Affordable Care Act, a key Federal legislative bill that expanded Medi-Cal and will continue to impact Medi-Cal enrollments. Implementing these changes has required increased funding and significant changes to staffing levels to meet State and federal implementation deadlines.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in \$32,173 donated by Solano County employees toward the 2015 campaign and a grand total of \$290,726 donated by Solano County employees since 2004.

**WORKLOAD INDICATORS**

During FY2015/16, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 29 meetings of various Board of Supervisors meetings.
- Processed 584 Agenda Submittals and developed/published Minutes for 29 Board of Supervisors' Regular Meetings, 10 Assessment Appeal Hearings, 2 City Selection Committee meetings and 279 Public Comment Cards from the public present at the Board meetings.
- Recorded 12 Ordinances and 241 Resolutions adopted by the Board.
- Processed 215 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee, Executive Committee and Joint Committee for a total of 9 meetings.
- Received 12 requests for information under the California Public Records Act (GC §6250).
- Filed 140 California Environmental Quality Act (CEQA) documents.
- Processed 83 claims against the County and 14 lawsuits.

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CLERK OF THE BOARD  | 38,775            | 47,009                       | 44,520                 | (2,489)                           | (5.3%)            |
| ADMINISTRATIVE OFFICE                                     | 2,022,994         | 2,386,191                    | 2,521,623              | 135,432                           | 5.7%              |
| <b>TOTAL REVENUES</b>                                     | <b>2,061,769</b>  | <b>2,433,200</b>             | <b>2,566,143</b>       | <b>132,943</b>                    | <b>5.5%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| CLERK OF THE BOARD  | 348,441           | 461,295                      | 490,540                | 29,245                            | 6.3%              |
| ADMINISTRATIVE OFFICE                                     | 2,602,327         | 3,030,161                    | 3,298,554              | 268,393                           | 8.9%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>2,950,768</b>  | <b>3,491,456</b>             | <b>3,789,094</b>       | <b>297,638</b>                    | <b>8.5%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| CLERK OF THE BOARD  | 309,666           | 414,286                      | 446,020                | 31,734                            | 7.7%              |
| ADMINISTRATIVE OFFICE                                     | 579,332           | 643,970                      | 776,931                | 132,961                           | 20.6%             |
| <b>NET COUNTY COST</b>                                    | <b>888,998</b>    | <b>1,058,256</b>             | <b>1,222,951</b>       | <b>164,695</b>                    | <b>15.6%</b>      |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| CLERK OF THE BOARD  | 2                 | 2                            | 2                      | 0                                 | 0.0 %             |
| ADMINISTRATIVE OFFICE                                     | 14                | 14                           | 14                     | 0                                 | 0.0 %             |
| <b>TOTAL STAFFING</b>                                     | <b>16</b>         | <b>16</b>                    | <b>16</b>              | <b>0</b>                          | <b>0.0 %</b>      |

**DEPARTMENTAL BUDGET SUMMARY**

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

**1115 - Administration:**

The Recommended Budget represents an increase of \$135,432 or 5.7% in revenues and an increase of \$268,394 or 8.9% in appropriations when compared to the FY2015/16 Adopted Budget. The Net County Cost for the Administration budget increased by \$132,962 or 20.7%.

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

**Functional Area Summary**

The principal factors leading to the increase in appropriations are employee benefit costs and contract employee costs. In addition, Countywide Administration Overhead (A-87) revenue increased by \$135,432 or 5.7%. The A-87 revenues are estimated, based on Administration's expenditures incurred in FY2014/15 and allocated to departments who receive services from the CAO in that year.

**1114 - Clerk of the Board:**

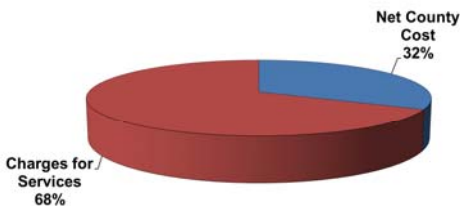
The Recommended Budget represents a decrease of \$2,489 or 5.3% in revenues and an increase of \$29,245 or 6.3% in appropriations when compared to the FY2015/16 Adopted Budget. The Net County Cost for the Clerk of the Board's budget increased by \$31,734 or 7.7%.

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

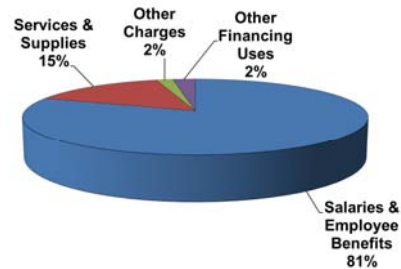
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



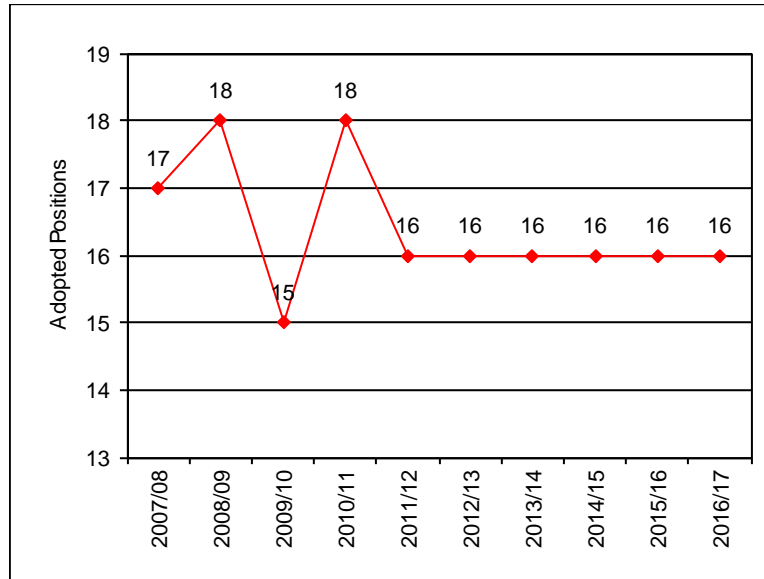
| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 2,061,665         | 2,433,155                    | 2,566,098              | 132,943                           | 5.5%              |
| MISC REVENUE  | 105               | 45                           | 45                     | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>2,061,770</b>  | <b>2,433,200</b>             | <b>2,566,143</b>       | <b>132,943</b>                    | <b>5.5%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 2,367,034         | 2,744,515                    | 3,060,061              | 315,546                           | 11.5%             |
| SERVICES AND SUPPLIES                                       | 420,067           | 577,254                      | 565,633                | (11,621)                          | (2.0%)            |
| OTHER CHARGES   | 69,519            | 68,894                       | 68,986                 | 92                                | 0.1%              |
| OTHER FINANCING USES  | 92,883            | 99,585                       | 93,173                 | (6,412)                           | (6.4%)            |
| INTRA-FUND TRANSFERS  | 1,265             | 1,208                        | 1,241                  | 33                                | 2.7%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,950,768</b>  | <b>3,491,456</b>             | <b>3,789,094</b>       | <b>297,639</b>                    | <b>8.5%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>888,998</b>    | <b>1,058,256</b>             | <b>1,222,951</b>       | <b>164,696</b>                    | <b>15.6%</b>      |

---

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

**Summary of Other Administered Budgets**

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|--|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>  |                   |                              |                        |                                   |                   |
| 1750 PROMOTION   | 20,219            | 461,879                      | 181,384                | (280,495)                         | (60.7%)           |
| 1903 GENERAL EXPENDITURES  | 2,152,344         | 2,420,500                    | 2,365,000              | (55,500)                          | (2.3%)            |
| 1905 A87 - OFFSET  | (2,180,923)       | (3,047,024)                  | (3,336,852)            | (289,828)                         | 9.5%              |
| 6730 OTHER PUBLIC DEFENSE  | 2,421,938         | 2,481,974                    | 2,369,516              | (112,458)                         | (4.5%)            |
| 6800 C M F CASES   | 195,348           | 202,900                      | 206,880                | 3,980                             | 2.0%              |
| 6901 ADMINISTRATION  | 137,899           | 149,471                      | 173,305                | 23,834                            | 15.9%             |
| 2380 SE VALLEJO REDEVELOPMENT SETT                                   | 5                 | 0                            | 0                      | 0                                 | 0.0%              |
| <b>APPROPRIATIONS</b>  |                   |                              |                        |                                   |                   |
| 1750 PROMOTION   | 125,454           | 777,285                      | 405,749                | (371,536)                         | (47.8%)           |
| 1903 GENERAL EXPENDITURES  | 121,841,156       | 147,426,525                  | 151,740,372            | 4,313,847                         | 2.9%              |
| 1905 A87 - OFFSET  | (2,180,923)       | (3,047,024)                  | (3,336,852)            | (289,828)                         | 9.5%              |
| 1906 GENERAL FUND-OTHER  | 2,773,195         | 3,033,426                    | 3,091,259              | 57,833                            | 1.9%              |
| 2400 GRAND JURY  | 115,724           | 138,342                      | 128,049                | (10,293)                          | (7.4%)            |
| 6730 OTHER PUBLIC DEFENSE  | 2,510,770         | 2,481,975                    | 2,369,516              | (112,459)                         | (4.5%)            |
| 6800 C M F CASES   | 195,793           | 192,924                      | 206,880                | 13,956                            | 7.2%              |
| 6901 ADMINISTRATION  | 113,168           | 213,201                      | 173,305                | (39,896)                          | (18.7%)           |
| <b>NET COUNTY COST</b>   |                   |                              |                        |                                   |                   |
| 1750 PROMOTION   | (105,235)         | (315,406)                    | (224,365)              | 91,041                            | (28.9%)           |
| 1903 GENERAL EXPENDITURES  | (119,688,812)     | (145,006,025)                | (149,375,372)          | (4,369,347)                       | 3.0%              |
| 1905 A87 - OFFSET  | 0                 | 0                            | 0                      | 0                                 | 0.0%              |
| 1906 GENERAL FUND-OTHER  | (2,773,195)       | (3,033,426)                  | (3,091,259)            | (57,833)                          | 1.9%              |
| 2400 GRAND JURY  | (115,724)         | (138,342)                    | (128,049)              | 10,293                            | (7.4%)            |
| 6730 OTHER PUBLIC DEFENSE  | (88,832)          | (1)                          | 0                      | 1                                 | (100.0%)          |
| 6800 C M F CASES   | (445)             | 9,976                        | 0                      | (9,976)                           | (100.0%)          |
| 6901 ADMINISTRATION  | 24,731            | (63,730)                     | 0                      | 63,730                            | (100.0%)          |
| 2380 SE VALLEJO REDEVELOPMENT SETT                                   | 5                 | 0                            | 0                      | 0                                 | 0.0%              |
| 2390 TOBACCO SETTLEMENT  | 0                 | 0                            | 0                      | 0                                 | 0.0%              |

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

**FUNCTION AND RESPONSIBILITIES**

The purpose of the Promotions budget is to provide County contributions to various entities supported by the Board of Supervisors. At the direction of the Board, contributions to this budget are designated 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**

- On January 15, 2013, the Board approved a joint operating agreement among the County of Solano, the County of Yolo and the Solano College Small Business Development Center to establish a Farmbudsman program that serves both counties by assisting farmers, ranchers and agriculture-related businesses with various permitting processes, including assistance with agricultural permitting and standards as required by regulatory agencies. The program's objective is to facilitate and expedite the development of promising value-added agricultural projects and was a key opportunity identified in the Solano and Yolo Counties Joint Economic Summit in November 2011. During FY2015/16, the Farmbudsman worked with several agriculture-related businesses (existing and potential startups) on a variety of subjects including permitting, financing and processing.
- Published the *2015 Index of Economic and Community Progress* in March 2016 that addressed the changing Solano County economy, focusing on job, housing and population trends. The *Index* was prepared Economic Forensics and Analytics as a project of the County Administrator's Office in partnership with the Solano Economic Development Corporation.
- The 2015 Exhibit at the California State Fair received a Gold Award. The exhibit puts forth a positive image of the county as well as exposes fairgoers to Solano Grown products, services and destinations.
- On November 25, 2015 the Board of Supervisors approved a contract with the Economic Forensics and Analytics (EFA) to produce an economic diversification study for the analysis, preparation and release of a comprehensive study of the local economy with a focus on developing a county-wide strategic approach for diversifying the economic base. This Implementation of Diversifying Economic Actions (IDEA) project is Phase 2 of the Moving Solano Forward effort.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$280,495 or 60.7% in revenues and a decrease of \$371,536 or 47.8% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, the Net County Cost decreased by \$91,041 or 28.9%.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| INTERGOVERNMENTAL REV FEDERAL                               | 20,175            | 453,460                      | 181,384                | (272,076)                         | (60.0%)           |
| CHARGES FOR SERVICES  | 44                | 8,419                        | 0                      | (8,419)                           | (100.0%)          |
| <b>TOTAL REVENUES</b>                                       | <b>20,219</b>     | <b>461,879</b>               | <b>181,384</b>         | <b>(280,495)</b>                  | <b>(60.7%)</b>    |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 125,341           | 777,235                      | 404,834                | (372,401)                         | (47.9%)           |
| OTHER CHARGES   | 35                | 0                            | 865                    | 865                               | 0.0%              |
| INTRA-FUND TRANSFERS  | 78                | 50                           | 50                     | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>125,454</b>    | <b>777,285</b>               | <b>405,749</b>         | <b>(371,536)</b>                  | <b>(47.8%)</b>    |
| <b>NET COUNTY COST</b>                                      | <b>105,235</b>    | <b>315,406</b>               | <b>224,365</b>         | <b>(91,041)</b>                   | <b>(28.9%)</b>    |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

Significant projects supported by the Promotions budget include:

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

---

- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2016 California State Fair which will then be displayed at the Solano County Fair as well.
- \$37,500 for the County's annual membership with the Solano Economic Development Corporation.
- \$25,000 for economic development studies to produce the *2016 Index of Economic and Community Progress*.
- \$37,750 as the County's share of the Farmbudsman position. An additional \$10,750 was approved by the Board of Supervisors in FY2015/16 for project management of a 2013 CA Department of Food and Agriculture Specialty Crop Grant.
- \$253,034 as the expected costs to be expended in FY2016/17 for the IDEA Project (OEA Grant and Solano EDC MOU).

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The County will continue to work with its city partners and Solano EDC as strategies to retain existing businesses and attract new companies are developed and implemented as part of the IDEA project.

**FUNCTION AND RESPONSIBILITIES**

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL  | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| FINES, FORFEITURES, & PENALTY                               | 1,137,009          | 1,217,500                    | 1,112,000              | (105,500)                         | (8.7%)            |
| CHARGES FOR SERVICES  | 1,015,335          | 1,203,000                    | 1,253,000              | 50,000                            | 4.2%              |
| <b>TOTAL REVENUES</b>                                       | <b>2,152,344</b>   | <b>2,420,500</b>             | <b>2,365,000</b>       | <b>(55,500)</b>                   | <b>(2.3%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 0                  | 800,000                      | 940,000                | 140,000                           | 17.5%             |
| SERVICES AND SUPPLIES                                       | 206,120            | 7,626,983                    | 5,325,668              | (2,301,315)                       | (30.2%)           |
| OTHER CHARGES   | 9,687,218          | 11,445,644                   | 9,459,026              | (1,986,618)                       | (17.4%)           |
| OTHER FINANCING USES  | 111,999,818        | 127,578,898                  | 136,040,678            | 8,461,780                         | 6.6%              |
| INTRA-FUND TRANSFERS  | (52,000)           | (25,000)                     | (25,000)               | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>121,841,156</b> | <b>147,426,525</b>           | <b>151,740,372</b>     | <b>4,313,847</b>                  | <b>2.9%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>119,688,812</b> | <b>145,006,025</b>           | <b>149,375,372</b>     | <b>4,369,347</b>                  | <b>3.0%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget represents a decrease of \$55,500 or 2.3% in revenues and an increase of \$4,313,847 or 2.9% in appropriations when compared to the FY2015/16 Adopted Budget. The Net County Cost for the General Expenditures budget is thus increased by \$4,369,347.

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

The General Expenditures appropriations of \$151,740,372 reflect an increase in appropriations of \$4,313,847 which is primarily the net result of changes in Services and Supplies (\$2,301,315 decrease), Other Charges (\$1,986,618 decrease) and Other Financing Uses (\$8,461,780 increase). The General Expenditures appropriations include the following:

Accrued Leave Payoff allocation of \$940,000, which is an increase when compared to the FY2015/16 Adopted Budget. This appropriation is funded by the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service and is used when a department's operating budget is unable to absorb the payoff.

Services and Supplies include the following appropriations:

- \$215,200 for technology investments to fund automation projects in County departments that promote efficiency thru the use of technology.
- \$188,000 for the County's share of LAFCo's costs per the MOU with LAFCo.
- \$224,000 for contracted services to cover costs of management reviews and organizational studies that may be required to identify opportunities for efficiencies in departments.
- \$40,000 for annual subscription charges related to eCivis, a countywide grant online research service, and OpenGov, a countywide budget tracking and analysis tool.
- \$30,000 for contracted services related to the implementation of the Smoke-Free Facilities Policy, including smoking cessation classes to be allocated based on demand/identified need.

- \$4,628,000 in remaining disaster funds resulting from the one-time State Reimbursement of Mandated Costs in FY2015/16 totaling \$6.8 million. Based on Board direction these funds were for a potential disaster recovery and other disaster related costs. During FY2015/16 the Board approved the use of \$2.2 million to fund improvements to Sheriff's Dispatch, partially fund a groundwater conditions study related to the drought, several drought related fund projects identified by General Services-Facilities and Public Works operations. The County Administrator recommends utilizing the remaining one-time funds rebudgeted in the FY2016/17 Recommended Budget to be moved to and used to address other deferred maintenance and capital renewal facility needs as identified in the CIP.

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.
- \$220,928 for GF contribution to non-County agencies

Other Financing Uses reflects the General Fund (GF) Contributions to other non-general fund County Departments totaling \$136,040,678 an increase of \$8,461,780 when compared to the FY2015/16 Adopted Budget as noted below:

#### Public Safety Fund

The GF Contribution to the Public Safety Departments increased by \$7,870,698 or 8.1% from \$96,800,506 to \$104,671,204. The \$7,870,698 increase is the net result of the following:

- The GF Contribution and changes to the amounts to the Public Safety departments are:
  - Sheriff's Office: \$52,124,492 GF Contribution which represents a \$4,408,530 increase primarily the result of increases labor costs resulting from approved collective bargaining agreements, insurance, and inmate medical and programming costs, offset by anticipated increase in Proposition 172 and other revenue.
  - Probation: \$22,868,062 GF Contribution which represents a \$1,436,718 increase which is primarily the result of increased labor costs resulting from approved collective bargaining agreements, offset in part by an anticipated increase in Proposition 172 revenues.
  - District Attorney: \$11,832,926 GF Contribution which represents a \$843,237 increase to the District Attorney, primarily due to increases in labor costs resulting from approved collective bargaining agreements, offset in part by an anticipated increase in Proposition 172 revenues.
  - Public Defender: \$11,522,210 GF Contribution which represents a \$961,709 increase. The increased need for GF support is primarily attributable to increased labor costs resulting from approved collective bargaining agreements.
  - Alternate Public Defender: \$3,953,998 GF Contribution which represents a \$332,962 increase. The Alternate Public Defender does not receive other revenues. The increased need for GF support is primarily the result of increased labor costs resulting from approved collective bargaining agreements.
  - Other Public Defense: \$2,369,516 in GF Contribution which represents a decrease of \$112,458 due to a slightly lower projection of expenditures for Court-appointed private attorney services.

An estimated total increase of \$2 million in projected Proposition 172 funding for FY2016/17 when compared to the FY2015/16 Adopted Budget was utilized to defray some public safety department cost increases in the operating budgets thereby offsetting a portion of the cost increases and the GF Contribution for FY2016/17, and \$2.4 million increase in 2011 Public Safety Realignment funding was utilized (for more detail see Public Safety section of the Budget).

#### Health & Social Services Fund

The GF Contribution to Fund 902, Health & Social Services of \$25,345,194 reflects a \$1,114,172 increase when compared to the FY2015/16 Adopted Budget. The increase is due to the following:

- H&SS Programs: increased by \$703,459 from \$15,651,549 to \$16,355,008, an increase of 4.5%. The increase can be attributed to changes in non-claimable costs (administrative overhead) and increased Institute for Mental Disease (IMD)

costs in the Behavioral Health Division for mandated care not eligible under Medi-Cal.

- Assistance Programs, which include General Assistance, Foster Care and IHSS wages, of \$8,990,186 reflects an increase of \$410,713 in GF Contribution from the FY2015/16 Adopted Budget.

Additional transfers to H&SS - Public Health of \$1,317,305 which represents a GF contribution to Non-County agencies to fund various contracts will be detailed for Board consideration in the Supplemental Budget document and addressed at Budget Hearings.

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

- \$268,877 to Fund 004 (BU 6300) – Library for the Library Director's salary and benefits in accordance with Education Code §19147.
- \$285,120 to Fund 016 (BU 7000) - Parks & Recreation which reflects an increase of \$119,577 from FY2014/15 Adopted Budget and is the result of Board authorized increase in hour of operation supported by the General Fund.
- \$539,726 to pay for the County's share of: (1) the IHSS Public Authority's administrative costs, and (2) insurance costs for IHSS service providers.
- \$620,657 to Fund 151 (BU 1570) - First 5 for contract services and direct services to the Family Resource Centers and Local Child Care Planning Councils.

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

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

**1905 – Fund 001-Countywide Cost Allocation Plan    Summary of Other Administered Budgets**

**Birgitta E. Corsello, County Administrator**  
**Other General**

---

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$289,828 or 9.5% in revenues and appropriations when compared to the FY2015/16 Adopted Budget, which is a net offset of \$3,336,852. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL  | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | (2,180,923)        | (3,047,024)                  | (3,336,852)            | (289,828)                         | 9.5%              |
| <b>TOTAL REVENUES</b>                                       | <b>(2,180,923)</b> | <b>(3,047,024)</b>           | <b>(3,336,852)</b>     | <b>(289,828)</b>                  | <b>9.5%</b>       |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| OTHER CHARGES   | (2,180,923)        | (3,047,024)                  | (3,336,852)            | (289,828)                         | 9.5%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>(2,180,923)</b> | <b>(3,047,024)</b>           | <b>(3,336,852)</b>     | <b>(289,828)</b>                  | <b>9.5%</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.

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

**FUNCTION AND RESPONSIBILITIES**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents the General Fund's share of the principal and interest payments on the 2007 COPs (\$3,046,289), and the 2013 COPs (\$44,970). This represents an increase of \$57,833 or 1.9% when compared to the FY2015/16 Adopted Budget.

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| APPROPRIATIONS  |                   |                              |                        |                                   |                   |
| OTHER FINANCING USES  | 2,773,195         | 3,033,426                    | 3,091,259              | 57,833                            | 1.9%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,773,195</b>  | <b>3,033,426</b>             | <b>3,091,259</b>       | <b>57,833</b>                     | <b>1.9%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>2,773,195</b>  | <b>3,033,426</b>             | <b>3,091,259</b>       | <b>57,833</b>                     | <b>1.9%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

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

## DEPARTMENTAL PURPOSE

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

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Solano County Grand Jury anticipates issuing 12 reports which will be released later in June 2016.

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$10,293 or 7.4% in appropriations when compared to the FY2015/16 Adopted Budget. The major decrease in the FY2016/17 budget is as result of a decrease in the amount of the County Administrative Overhead costs.

## DEPARTMENT COMMENTS

None.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 93,457            | 109,812                      | 110,453                | 641                               | 0.6%              |
| OTHER CHARGES   | 21,937            | 27,780                       | 16,846                 | (10,934)                          | (39.4%)           |
| INTRA-FUND TRANSFERS  | 330               | 750                          | 750                    | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>115,724</b>    | <b>138,342</b>               | <b>128,049</b>         | <b>(10,293)</b>                   | <b>(7.4%)</b>     |
| <b>NET COUNTY COST</b>                                      | <b>115,724</b>    | <b>138,342</b>               | <b>128,049</b>         | <b>(10,293)</b>                   | <b>(7.4%)</b>     |

## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

## PENDING ISSUES AND POLICY CONSIDERATIONS

The rising cost of mileage reimbursement, which is set by the Internal Revenue Service, impacts the budget if the total allocated funds remain static. On-going expenses in the form of per diem and mileage reimbursement for active jurors varies from year to year depending on where the jurors are located and whether or not they choose to submit claims for their reimbursable expenses. This creates budget forecast challenges because the Grand Jury is selected after the recommended budget is completed.

The Grand Jury does not have the option to eliminate positions as a budget management tool. The Administrative Assistant occupies a part-time position and the work of the Grand Jury would not be able to move forward in an effective and efficient way without an Administrative Assistant. Additionally, by the request of the District Attorney, a criminal Grand Jury may be summoned to investigate criminal matters, adding an additional and unpredictable cost to the Grand Jury 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 General Fund of the County.

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

None.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$112,458 or 4.5% in revenue and a decrease of \$112,459 or 4.5% in appropriations when compared to FY2015/16 Adopted Budget. The decrease in Net County Cost is due to a slightly lower projection of expenditures for Court-appointed private attorney services.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| GENERAL FUND CONTRIBUTION                                   | 2,421,938         | 2,481,974                    | 2,369,516              | (112,458)                         | (4.5%)            |
| <b>TOTAL REVENUES</b>                                       | <b>2,421,938</b>  | <b>2,481,974</b>             | <b>2,369,516</b>       | <b>(112,458)</b>                  | <b>(4.5%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 129,213           | 163,896                      | 106,448                | (57,448)                          | (35.1%)           |
| SERVICES AND SUPPLIES                                       | 2,362,986         | 2,295,751                    | 2,224,813              | (70,938)                          | (3.1%)            |
| OTHER CHARGES   | 15,934            | 22,328                       | 38,255                 | 15,927                            | 71.3%             |
| OTHER FINANCING USES  | 2,638             | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,510,770</b>  | <b>2,481,975</b>             | <b>2,369,516</b>       | <b>(112,459)</b>                  | <b>(4.5%)</b>     |
| <b>NET CHANGE</b>   | <b>88,832</b>     | <b>1</b>                     | <b>0</b>               | <b>(1)</b>                        | <b>(100.0%)</b>   |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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.

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

### DEPARTMENTAL PURPOSE

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

### FUNCTION AND RESPONSIBILITIES

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

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

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$3,980 or 2.0% in revenues and an increase of \$13,956 or 7.2% in appropriations when compared to FY2015/16 Adopted Budget. Most expenditures in this budget unit are offset by State reimbursement. Additionally, the State does not reimburse the County on a timely basis, and thus some revenues anticipated for FY2015/16 may not be received until FY2016/17.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| INTERGOVERNMENTAL REV STATE                                 | 195,348           | 202,900                      | 206,880                | 3,980                             | 2.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>195,348</b>    | <b>202,900</b>               | <b>206,880</b>         | <b>3,980</b>                      | <b>2.0%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 192,899           | 189,757                      | 202,900                | 13,143                            | 6.9%              |
| OTHER CHARGES   | 2,894             | 3,167                        | 3,980                  | 813                               | 25.7%             |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>195,793</b>    | <b>192,924</b>               | <b>206,880</b>         | <b>13,956</b>                     | <b>7.2%</b>       |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>445</b>        | <b>(9,976)</b>               | <b>0</b>               | <b>9,976</b>                      | <b>(100.0%)</b>   |

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$23,834 or 15.9% in revenues and a decrease of \$39,896 or 18.7% in appropriations when compared to the FY2015/16 Adopted Budget. The Recommended Budget includes \$94,202 which will be provided to the Superior Court of California County of Solano to fund the Court's Collaborative Court Manager and \$15,603 for partial funding of the Veterans Court Case Manager. The Budget also includes funds allocated for the continued implementation of the Board approved 2011 Local Realignment Implementation Plan funded by the allocation one-time funds from the State.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| INTERGOVERNMENTAL REV STATE                                 | 137,899           | 149,471                      | 173,305                | 23,834                            | 15.9%             |
| <b>TOTAL REVENUES</b>                                       | <b>137,899</b>    | <b>149,471</b>               | <b>173,305</b>         | <b>23,834</b>                     | <b>15.9%</b>      |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 4,438             | 98,396                       | 60,000                 | (38,396)                          | (39.0%)           |
| OTHER CHARGES   | 108,730           | 114,805                      | 113,305                | (1,500)                           | (1.3%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>113,168</b>    | <b>213,201</b>               | <b>173,305</b>         | <b>(39,896)</b>                   | <b>(18.7%)</b>    |
| <b>NET CHANGE</b>   | <b>(24,731)</b>   | <b>63,730</b>                | <b>0</b>               | <b>(63,730)</b>                   | <b>(100.0%)</b>   |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Adjustments may have to be made to this budget in FY2016/17 based on actual figures at year-end and what the State's final budget provides in funding.

**2380 – Fund 238-SE Vallejo Redev. Settlement**  
**Birgitta E. Corsello, County Administrator**  
**Other Protection**

**Summary of Other Administered Budgets**

---

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

All funds were distributed in FY2012/13. Therefore, there is no Recommended Budget for FY2016/17. This budget is closed.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| REVENUES  |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 5                 | 0                            | 0                      | 0                                 | 0.0%              |
| TOTAL REVENUES  | 5                 | 0                            | 0                      | 0                                 | 0.0%              |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

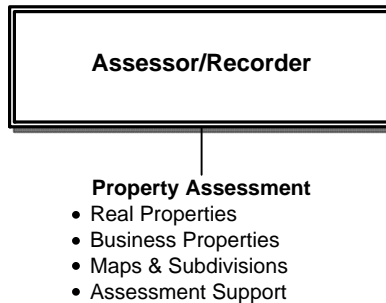
None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



### DEPARTMENTAL PURPOSE

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

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

#### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 6,573,748 |
| FY2016/17 Recommended:                 | 6,895,541 |
| County General Fund Contribution:      | 4,302,541 |
| Percent County General Fund Supported: | 62.4%     |
| Total Employees (FTEs):                | 38        |

### FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 144,000 parcels, 7,300 business properties, 7,000 boats, 1,200 manufactured homes, and 200 aircraft located in the county. Additionally, the County Assessor reviews approximately 25,000 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annually approximately 62 mandatory audits; 600 Possessory Interest properties, 122 government-owned properties, and 2,300 California Land Conservation (Williamson) Act properties; responds to written appeals from property owners contesting the taxable value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the county.

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continue to address the workload volume associated with the recovering real estate market. The close of property tax year ending June 30, 2015 saw approximately 7,523 properties removed from Proposition 8 status (25% decrease over last year), which brings the estimated remaining on Proposition 8 status to 23,075 properties whose values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Continued success using the automated valuation model (AVM) software program to assist in the review of residential properties for adjustments to current assessed values.
- Addressed 700 Proposition 8 review requests on all types of properties, both new and second reviews.
- Completed 11,852 changes in ownership and new construction valuations, and 408 assessment appeals settled.

**WORKLOAD INDICATORS**

- Perform annual reviews of 25,000 residential parcels and approximately 2,500 non-residential property types for Proposition 8 valuation purposes.
- Process an estimated 500 Proposition 8 review requests comprised of new and second reviews on all types of property.
- Perform 12,000 changes in ownership and new construction reassessments and valuations.
- Review, analyze and defend enrolled assessed values of 660 residential and non-residential properties under appeal by property owners.
- Continued high volume of customer inquiries due to increases in market values as the real estate market recovers.
- Review and process 6,500 business property statements to determine unsecured assessments, assess 3,500 boats and 150 aircraft and conduct approximately 62 required business audits.

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| PROPERTY ASSESSMENT                                       | 2,843,868         | 2,485,000                    | 2,593,000              | 108,000                           | 4.3%              |
| <b>TOTAL REVENUES</b>                                     | <b>2,843,868</b>  | <b>2,485,000</b>             | <b>2,593,000</b>       | <b>108,000</b>                    | <b>4.3%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| PROPERTY ASSESSMENT                                       | 5,842,358         | 6,682,282                    | 6,895,541              | 213,259                           | 3.2%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>5,842,358</b>  | <b>6,682,282</b>             | <b>6,895,541</b>       | <b>213,259</b>                    | <b>3.2%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| PROPERTY ASSESSMENT                                       | 2,998,490         | 4,197,282                    | 4,302,541              | 105,259                           | 2.5%              |
| <b>NET COUNTY COST</b>                                    | <b>2,998,490</b>  | <b>4,197,282</b>             | <b>4,302,541</b>       | <b>105,259</b>                    | <b>2.5%</b>       |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| PROPERTY ASSESSMENT                                       | 38                | 38                           | 38                     | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>38</b>         | <b>38</b>                    | <b>38</b>              | <b>0</b>                          | <b>0.0%</b>       |

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$108,000 or 4.3% in revenues and \$213,259 or 3.2% in appropriations when compared to FY2015/16 Adopted Budget. As a result, the Net County Cost increased by \$105,259 or 2.5%.

The primary funding source for the Department is Assessment and Tax Collection Fees of \$2,120,000. These revenues are primarily comprised of the department's proportional share of property tax administration fees charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection and allocation.

Another revenue source for the department is SB813 Collection Fees, which represents the Assessor's share of 5% of supplemental tax billing receipts for the administration of the supplemental tax process. This revenue is shared with the Tax Collector and the Auditor-Controller. The projected revenue of \$300,000 is an increase of \$70,000 or 30.4%, indicating an anticipated growth in supplemental tax billings for FY2016/17.

Significant changes in the cost categories include:

- Salaries and Employee Benefits costs of \$4,456,568 are projected to increase by \$195,811 or 4.6%. This is the net result of longevity, merit and COLA increases of \$127,710, increases in retirement costs of \$72,615, and increases in health insurance costs of \$41,506. Of this cost, approximately \$12,300 is associated with the deletion of a Cadastral Mapping Technician II and addition of a Cadastral Mapping Technician III.
- Services and Supplies reflect a net increase of \$63,526 or 3.1%. The primary driver of the increase is a \$66,633 or

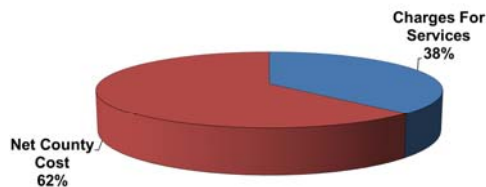
7.2% rise in the Department's share of Solano County Integrated Property System (SCIPS) charges. Also a rise in Central Processing Services costs by \$22,912 contributes to the overall increase.

- Other Charges reflects a decrease of \$27,233, primarily due to a decrease in Countywide Administrative Overhead.
- Contracted Services are projected to decrease by \$44,271. Contracted services are used by the Department to mitigate the need for full time staff to meet its needs for specialized skills or short-term needs. These funds are also used to address the "at risk" assessed value exposure through assessment appeals. For FY2016/17, the following contracted services are proposed:
  - \$160,000 for mineral rights appraisals and appeals defense.
  - \$350,000 for consulting services to assist with assessment appeals defense. This budget reflects the re-budget of an appropriation of \$165,000 for technical assistance with assessment appeals from FY2015/16 to FY2016/17 and an additional request of \$185,000.

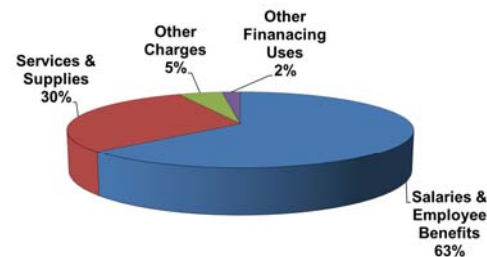
### DEPARTMENT COMMENTS

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

**SOURCE OF FUNDS**



**USE OF FUNDS**



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 2,843,368         | 2,485,000                    | 2,593,000              | 108,000                           | 4.3%              |
| MISC REVENUE  | 500               | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>2,843,868</b>  | <b>2,485,000</b>             | <b>2,593,000</b>       | <b>108,000</b>                    | <b>4.3%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 3,918,016         | 4,260,757                    | 4,456,568              | 195,811                           | 4.6%              |
| SERVICES AND SUPPLIES                                       | 1,631,165         | 2,044,221                    | 2,107,747              | 63,526                            | 3.1%              |
| OTHER CHARGES   | 287,389           | 367,012                      | 339,779                | (27,233)                          | (7.4%)            |
| F/A EQUIPMENT   | 7,354             | 0                            | 0                      | 0                                 | 0.0%              |
| OTHER FINANCING USES  | 149,714           | 152,955                      | 140,303                | (12,652)                          | (8.3%)            |
| INTRA-FUND TRANSFERS  | (151,280)         | (142,663)                    | (148,856)              | (6,193)                           | 4.3%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>5,842,358</b>  | <b>6,682,282</b>             | <b>6,895,541</b>       | <b>213,259</b>                    | <b>3.2%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>2,998,490</b>  | <b>4,197,282</b>             | <b>4,302,541</b>       | <b>105,259</b>                    | <b>2.5%</b>       |

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

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Assessor's share of property tax administration fees were first recognized in the departmental budget in FY2011/12. Property tax administration fees are charged to cities and agencies to reimburse the County Assessor, Tax Collector, and Auditor for their costs related to the administration of property tax assessment, collection and allocation. The projected revenues from property tax administration fees represent the 52% recoverable costs of property tax administration. The portion of the property tax administration costs that is not recovered is attributed to the General Fund at 23% and the school districts at 25%. School districts are exempted by law from paying property tax administration fees.

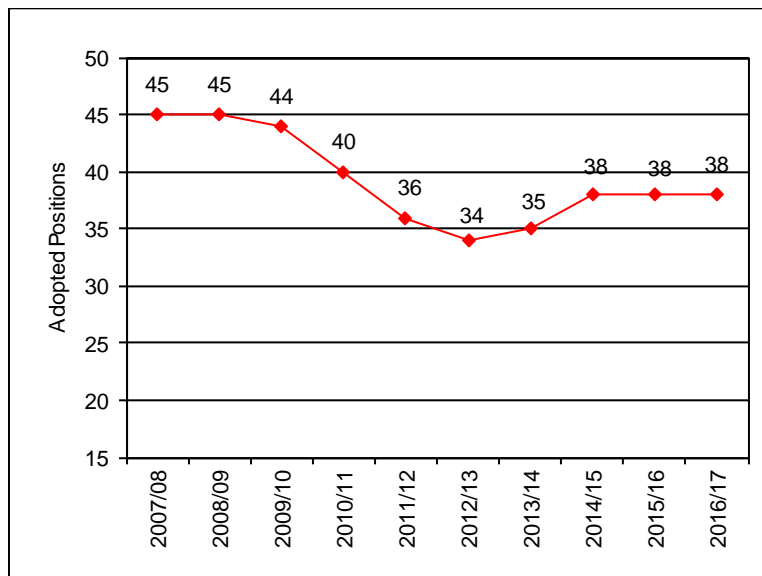
### SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2015/16 Budget are provided below:

On May 10, 2016, with the Third Quarter report an increase in real estate and mapping activities prompted to reclassify an existing position that can mitigate and prioritize the workload for the division. The Board approved the following changes to the Department's position allocations:

- Deleted 1.0 FTE Cadastral Mapping Technician II
- Added 1.0 FTE Cadastral Mapping Technician III

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

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

## Summary of Other Administered Budgets

1150 – Fund 001-Assessor/Recorder

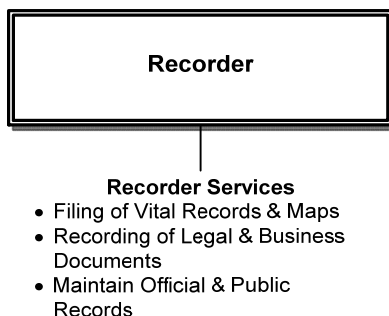
Marc Tonnesen, Assessor/Recorder

Finance

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|--|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>  |                   |                              |                        |                                   |                   |
| 2909 RECORDER  | 1,639,132         | 1,501,300                    | 1,625,800              | 124,500                           | 8.3%              |
| 4000 RECORDER SPECIAL REVENUE  | 819,674           | 760,000                      | 815,000                | 55,000                            | 7.2%              |
| <b>APPROPRIATIONS</b>  |                   |                              |                        |                                   |                   |
| 2909 RECORDER  | 1,541,323         | 1,641,759                    | 1,946,914              | 305,155                           | 18.6%             |
| 4000 RECORDER SPECIAL REVENUE  | 559,264           | 790,666                      | 1,089,150              | 298,484                           | 37.8%             |
| <b>NET COUNTY COST</b>   |                   |                              |                        |                                   |                   |
| 2909 RECORDER  | 97,809            | (140,459)                    | (321,114)              | (180,655)                         | 128.6%            |
| 4000 RECORDER SPECIAL REVENUE  | 260,411           | (30,666)                     | (274,150)              | (243,484)                         | 794.0%            |

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

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



### DEPARTMENTAL PURPOSE

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

#### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 1,644,920 |
| FY2016/17 Recommended:                 | 1,946,914 |
| County General Fund Contribution:      | 321,114   |
| Percent County General Fund Supported: | 16.5%     |
| Total Employees (FTEs):                | 14        |

### FUNCTION AND RESPONSIBILITIES

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

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

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

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

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2015, the Recorder's Office collected \$10,200 for the State of California's Family Law Trust Fund, \$28,000 for the County's Office of Family Violence Prevention and \$59,000 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$361,000 for the Trial Court Fund to help State court operating costs and \$666,000

for the District Attorney's Real Estate Fraud Prosecution Fund. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$5.9 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 27388, State Bill 1342, the County Board of Supervisors approved the District Attorney's increase of the Real Estate Fraud Fee to \$10.00 effective January 1, 2014, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2015, the fee was applied to 74,000 of the over 127,000 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 program any social security number contained in the public record dating back to January 1, 1980 was to be truncated by redacting the first five digits of the number. In 2015 a total of 1,400 social security numbers were redacted from current official documents.

The Recorder's Office continues the process of upgrading and replacing its existing public access and records management system software with Xerox AgileFlow Records Manager software. The upgrade includes the conversion of the current obsolete legacy system software to a web-based system that provides staff and the public easy access to information, search modules using an intuitive screen layout, and provides greater security capabilities. Phase I of the upgrade, which includes hardware/software configuration and the upgrade of the Public Search Module was completed in January 2016. Phase II, which includes upgrading recording application software, onsite training and parallel testing with the old system will begin in April 2016 with an anticipated implementation date in early FY2016/17.

The Recorder's Office experienced a Bank Note paper shortage due to the sudden closing of a national supplier that supplied the majority of California counties. California Health and Safety Code 103526.5 require County Recorders to print all vital records, such as birth, death and marriage certificates, on specialized Bank Note Paper. As a result, the Solano County Recorder limited purchasing of certificates in August 2015 and stopped issuing certificates in late October 2015. In late November 2015 a new supplier fulfilled Statewide orders and the Solano County Recorder resumed the regular issuing of vital certificates.

The closing of the Solano County Records Center prompted the Recorder division to re-house its over 1,000 historic books and records dated to the mid-1800's within the department. Of these are Deed Books, Official Records, Mortgages and various other volumes all vital to establishing historic property ownership.

## **WORKLOAD INDICATORS**

- In 2015, the department examined recorded, indexed, verified and mailed back to customers over 127,000 documents.
- In the same period close to 14,000 official birth, death, and marriage certificates were issued as well as over 5,700 certified copies of official records.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$124,500 or 8.3% in revenues and an increase of \$305,155 or 18.6% in appropriations when compared to FY2015/16 Adopted Budget. As a result, the Net County Cost is increased by \$180,655.

- The primary funding source for the Recorder's Office is Recording Fees of \$1,300,000 for the recording of official documents and is projected to increase by \$70,000 from FY2015/16. This is due to an overall increase in projected official recorded documents. Photo/Microfiche Copy fees, which are charged for the issuance of official records and vital statistics such as marriage and birth certificates, are estimated to decrease by \$20,000, resulting from a decrease in demand for vital records.
- Salaries and Employee Benefits of \$1,315,214 reflect an increase of \$173,923 or 15.2% due labor cost increases and additional cost of \$82,157 due to the additional Office Assistant III position.
- Services and Supplies are anticipated to increase \$38,954 or 28.5% primarily due to an increase of \$41,684 in Central Data Processing services.

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

- Other Charges increased \$10,245 due to increases in Countywide Administration Overhead.
- A portion of the Salaries and Employee Benefits for the Department Head, Assistant Department Head and Office Coordinator are reflected as an intra-fund transfer of \$182,545. This represents an increase of \$12,882 due to Countywide increases in salary and benefits.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUAL</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|---------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                           |                                       |                                |  |                           |
| CHARGES FOR SERVICES   | 1,615,733                 | 1,480,000                             | 1,530,000                      | 50,000                                     | 3.4%                      |
| MISC REVENUE   | 23,399                    | 21,300                                | 22,800                         | 1,500                                      | 7.0%                      |
| OTHER FINANCING SOURCES  | 0                         | 0                                     | 73,000                         | 73,000                                     | 0.0%                      |
| <b>TOTAL REVENUES</b>  | <b>1,639,132</b>          | <b>1,501,300</b>                      | <b>1,625,800</b>               | <b>124,500</b>                             | <b>8.3%</b>               |
| <b>APPROPRIATIONS</b>  |                           |                                       |                                |  |                           |
| SALARIES AND EMPLOYEE BENEFITS                                       | 1,085,733                 | 1,141,291                             | 1,315,214                      | 173,923                                    | 15.2%                     |
| SERVICES AND SUPPLIES  | 120,141                   | 136,677                               | 175,631                        | 38,954                                     | 28.5%                     |
| OTHER CHARGES  | 87,267                    | 99,203                                | 109,448                        | 10,245                                     | 10.3%                     |
| OTHER FINANCING USES   | 40,502                    | 39,774                                | 112,465                        | 72,691                                     | 182.8%                    |
| INTRA-FUND TRANSFERS   | 207,680                   | 224,814                               | 234,156                        | 9,342                                      | 4.2%                      |
| <b>TOTAL APPROPRIATIONS</b>  | <b>1,541,323</b>          | <b>1,641,759</b>                      | <b>1,946,914</b>               | <b>305,155</b>                             | <b>18.6%</b>              |
| <b>NET COUNTY COST</b>   | <b>(97,809)</b>           | <b>140,459</b>                        | <b>321,114</b>                 | <b>180,655</b>                             | <b>128.6%</b>             |
| <b>STAFFING</b>  |                           |                                       |                                |  |                           |
| RECORDER   | 13                        | 13                                    | 14                             | 1  | 7.7%                      |
| <b>TOTAL STAFFING</b>  | <b>13</b>                 | <b>13</b>                             | <b>14</b>                      | <b>1</b>                                   | <b>7.7%</b>               |

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

The FY2016/17 Recommended Budget includes the following position changes:

- Add 1.0 FTE Office Assistant III – This position is added to ensure timely processing, indexing, and return of official recorded documents to customers.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

---

**FUNCTION AND RESPONSIBILITIES**

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

- BU 4001: The Micrographics fund defrays the cost of converting the Recorder's document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. Government Code 27361.4
- BU 4002: The Modernization fund is available solely to support, maintain, improve and provide for the full operation for modernized creation, retention and retrieval of information in the Recorder's system for recorded documents. Examples in the use of this fund is to enhance and maintain the document management system, upgrade computers used by staff and the general public, and for the purpose of training staff on the system. Government Code 27361 (c)
- BU 4003: The SSN Truncation Program fund is used for the creation and maintenance of the Recorder's SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to create and maintain a dual records system, containing two separate yet similar data bases, one for "Official Records" which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for "Public Records" that are an exact copy of the "Official Records" except for a truncated Social Security Number. Government Code 27361 (d)
- BU 4004: The Recorder Fraud Administration (DA) fund will be used in the administration of the Real Estate Fraud Prosecution Trust Fund. Pursuant to Government Code 27388 and State Bill 1342, the Board of Supervisors approved on January 1, 2014 increasing the fee on the recording of real estate documents from \$3 to \$10 to fund the investigation and prosecution of real estate fraud by the District Attorney. On November 3, 2015 the Board of Supervisors approved a permanent increase of the fee. Establishing this Real Estate Fraud Fee also expanded the type of documents for which the fee applies to, from 18 to 58 document types. The Recorder's Office has updated and maintains its recording system to ensure the collection and distribution of the fee for which the Recorder receives 10% of the Real Estate Fraud Fee for its cost incurred in collecting the fee. Each year all fees collected will be transferred to the Recorder's Operating budget to offset costs associated with the collection and distribution of fees.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

None.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$55,000 or 7.2% in revenues and an increase of \$298,484 or 37.8% in appropriations when compared to FY2015/16 Adopted Budget. As a result, Fund Balance is decreased by \$243,484.

- Due to an estimated increase in the number of documents recorded, the Recorders Special Revenue Fund fees of \$775,000 are projected to increase by \$53,000 or 7.3%. These fees are split between four programs: \$120,000 for Micrographics (BU 4001), \$480,000 for Modernization (BU 4002), \$105,000 for Social Security Number Truncation (BU 4003) and \$70,000 for Recorder Fraud Administration (DA). The net increase in fee revenue is attributed to \$7,000 in Micrographics, \$40,000 in Modernization, \$5,000 in Social Security Truncation and \$1,000 in Recorder Fraud Administration (DA).
- Interfund Services cost is slated to increase by \$40,000 in order to renovate current office space into one dedicated to housing historic Recorder books.
- Due to aging equipment, the Recorder has set aside \$55,000 in Fixed Assets for specialized computer equipment. The department will be purchasing equipment needed for recording official documents. Other Financing Uses increases by \$205,000 due to an increase Operating Transfer Out to Accumulated Capital Outlay to finance the department's lobby remodel.

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

Marc Tonnesen, Assessor/Recorder  
Other Protection

**DEPARTMENT COMMENTS**

None.

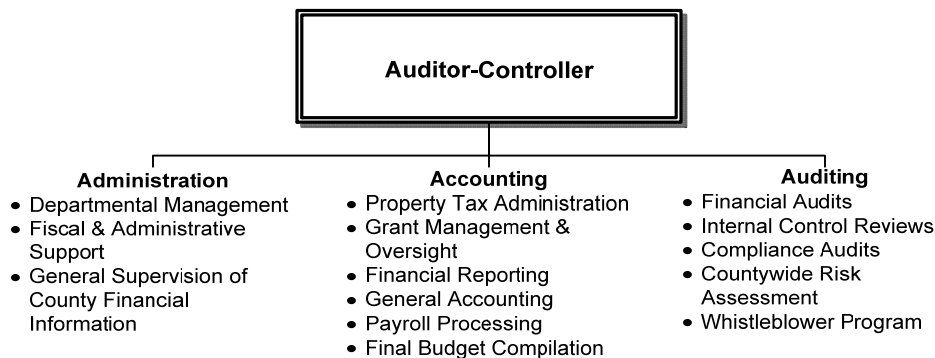
| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 45,347            | 38,000                       | 40,000                 | 2,000                             | 5.3%              |
| CHARGES FOR SERVICES  | 774,327           | 722,000                      | 775,000                | 53,000                            | 7.3%              |
| <b>TOTAL REVENUES</b>                                       | <b>819,674</b>    | <b>760,000</b>               | <b>815,000</b>         | <b>55,000</b>                     | <b>7.2%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 350,825           | 779,950                      | 779,150                | (800)                             | (0.1%)            |
| OTHER CHARGES   | 5,341             | 10,716                       | 50,000                 | 39,284                            | 366.6%            |
| F/A EQUIPMENT   | 0                 | 0                            | 55,000                 | 55,000                            | 0.0%              |
| OTHER FINANCING USES  | 203,098           | 0                            | 205,000                | 205,000                           | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>559,264</b>    | <b>790,666</b>               | <b>1,089,150</b>       | <b>298,484</b>                    | <b>37.8%</b>      |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>(260,411)</b>  | <b>30,666</b>                | <b>274,150</b>         | <b>243,484</b>                    | <b>794.0%</b>     |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



## DEPARTMENTAL PURPOSE

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

### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 4,406,128 |
| FY2016/17 Recommended:                 | 4,838,139 |
| County General Fund Contribution:      | 297,416   |
| Percent County General Fund Supported: | 6.1%      |
| Total Employees (FTEs):                | 34        |

## FUNCTION AND RESPONSIBILITIES

The Auditor-Controller exercises general supervision of the financial information and accounts of all departments, districts and agencies under the control of the Board of Supervisors. The Auditor-Controller exercises this authority through its Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; ensures financial reporting in accordance with County policies, State and federal laws, and Governmental Accounting Standards; processes payroll and related transactions for over 2,900 employees; calculates and processes all State Disability Insurance (SDI) integration for employees on disability leave; manages the debt service funds for all long-term debt of the County; manages the Countywide Financial Information System, the PeopleSoft System (for payroll-related functions) and IntelliTime countywide time keeping system; administers the property tax apportionment system of the County; monitors all Federal and State assistance; prepares the Countywide Cost Allocation Plan; performs audits, internal control reviews; administers the County's Whistleblower Program and promotes internal controls.

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Worked with the Department of Human Resources to implement the numerous changes resulting from the new Memoranda of Understanding with all of the bargaining units. The rules by bargaining unit were incorporated into the IntelliTime timekeeping system, which improves consistency and accuracy in time reporting and salary calculations.
- Worked with the Department of Information Technology (DoIT) to automate various processes:
  - Provided an electronic IRS Form W-2 Annual Wage Statement to county employees, saving the County money in postage and paper.
  - Completed the migration of the SunGard ONESolution financial information system (FIS) to remain current on the latest technology.
  - Worked with DoIT and Human Resources Department on a major upgrade of the PeopleSoft Human Resources/Payroll system to remain current on the latest technology.
  - Implemented online payment processing for COBRA payments.
  - Implemented an online Unclaimed Warrants database and claims submission process for the public to identify and claim any unclaimed warrants.

**Simona Padilla-Scholtens, Auditor-Controller**  
**Finance**

---

- Implemented Automated Clearing House/Electronic Fund Transfer (ACH/EFT) payment and remittance process for Accounts Payable disbursements reducing the need for paper warrants, remittance advices, and postage.
- Automated the compilation of the Comprehensive Annual Financial Report (CAFR).
- Recipient of two awards for excellence in financial reporting from the Government Finance Officers Association (GFOA) and the State Controller's Office. Continue to receive unqualified (clean) audit opinions on the County's Comprehensive Annual Financial Report.
- Since FY2013/14, the Department has had increased responsibilities and reporting requirements including the reporting for the dissolution of RDA's and has struggled to meet all new deadlines when there are staff vacancies. The Department continued to deal with staff vacancies due to staff on medical leave, retirements, transfer and promotions and unsuccessful recruitments requiring the Department to shift resources between the various divisions and to use extra help and overtime to address the workload. By fiscal year end FY2015/16 all positions will have been filled.

### **WORKLOAD INDICATORS**

During FY2015/16, the Department:

- Processed over 65,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers in the financial system.
- Converted over 65,000 forms and supporting documentation into an electronic format for countywide department access.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, tax withholding changes, garnishments, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Administered over 1,000 countywide tax rate areas generating over \$626 million in property taxes, which were calculated, allocated and paid to 75 taxing entities. Administered over 213,000 special assessments levied by cities, agencies and special districts totaling \$57 million. Researched, calculated, and issued over 1,600 property tax refunds.
- Administered redevelopment dissolution. Distributed over \$22.3 million to taxing entities pursuant to redevelopment pass-through agreements, \$21.5 million to the six successor agencies for payment of recognized obligations and \$44.7 million in residual balances to the taxing entities.
- Employed over 4,800 hours to perform financial/compliance audits, process reviews, reviews of internal controls, and administration of the Whistleblower Program. The audit hours were allocated as follow:
  - 530 hours to Health and Social Services
  - 775 hours to Mandated Financial Audits
  - 2,360 hours to Special Districts and Other Financial Audits
  - 1,180 hours to Countywide Reviews and Other Activities
- Employed over 2,300 hours on Redevelopment Dissolution Act (ABX1 26).

## Functional Area Summary

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

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| ACO-ADMINISTRATION  | 681,799           | 684,595                      | 22,000                 | (662,595)                         | (96.8%)           |
| ACO-ACCOUNTING  | 2,676,008         | 3,349,916                    | 3,869,210              | 519,294                           | 15.5%             |
| ACO-AUDITING  | 443,188           | 574,118                      | 649,513                | 75,395                            | 13.1%             |
| <b>TOTAL REVENUES</b>                                     | <b>3,800,995</b>  | <b>4,608,629</b>             | <b>4,540,723</b>       | <b>(67,906)</b>                   | <b>(1.5%)</b>     |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| ACO-ADMINISTRATION  | 916,840           | 888,380                      | 20,002                 | (868,378)                         | (97.7%)           |
| ACO-ACCOUNTING  | 2,838,161         | 3,039,431                    | 4,043,789              | 1,004,358                         | 33.0%             |
| ACO-AUDITING  | 423,037           | 557,887                      | 774,348                | 216,461                           | 38.8%             |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>4,178,038</b>  | <b>4,485,698</b>             | <b>4,838,139</b>       | <b>352,441</b>                    | <b>7.9%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| ACO-ADMINISTRATION  | 235,041           | 203,785                      | (1,998)                | (205,783)                         | (101.0%)          |
| ACO-ACCOUNTING  | 162,153           | (310,485)                    | 174,579                | 485,064                           | (156.2%)          |
| ACO-AUDITING  | (20,151)          | (16,231)                     | 124,835                | 141,066                           | (869.1%)          |
| <b>NET COUNTY COST</b>                                    | <b>377,043</b>    | <b>(122,931)</b>             | <b>297,416</b>         | <b>420,347</b>                    | <b>(341.9%)</b>   |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| ACO-ADMINISTRATION  | 3                 | 3                            | 3                      | 0                                 | 0.0%              |
| ACO-ACCOUNTING  | 26                | 26                           | 26                     | 0                                 | 0.0%              |
| ACO-AUDITING  | 4                 | 5                            | 5                      | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>33</b>         | <b>34</b>                    | <b>34</b>              | <b>0</b>                          | <b>0.0%</b>       |

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall decrease of \$67,906 or 1.5% in revenues and an increase of \$352,441 or 7.9% in appropriations when compared to FY2015/16 Adopted Budget. As a result, the Net County Cost increased \$420,347 from FY2015/16 Adopted Budget.

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

- County Administrative Overhead (A87) revenues of \$2,833,885 reflect a decrease of \$182,821 or 6.1% from prior year primarily due to a decrease in the roll forward adjustment. Prior year's A87 revenue included a significant roll forward adjustment due to significant accrued leave payouts in prior years. 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 \$637,000 reflect a projected increase of \$12,000 or 1.9% from prior year. These revenues are for financial and accounting services provided to other funds, taxing entities and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities. The Auditor-Controller recovers direct costs related to the Redevelopment Agencies (RDA) dissolution from the successor agencies of the former redevelopment agencies rather than through PTAF. See Other Charges for Services revenues below.
- Auditing and accounting fees of \$373,778 reflect a projected decrease of \$29,697. These are fees for services to special districts and other governmental agencies which are audited on a biennial cycle.
- Other Charges for Services revenues of \$311,400 reflect a projected increase of \$74,300 or 31.3%. The increase is due to an anticipated increase in the administrative rate charged to the successor agencies for administrative support costs due to increases in staff salaries/benefits. The FY2015/16 Adopted Budget does not reflect the increased rates over FY2014/15.
- Revenues from Interfund Services of \$307,599 reflect a projected increase of \$59,755 or 24.1%. These are revenues from

**Simona Padilla-Scholtens, Auditor-Controller**  
**Finance**

---

non-General Fund departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting, payroll and auditing services. The increase is primarily due to increased costs (salaries/benefits) which are the basis for charging for services to County departments in addition to increased service levels.

- Revenues from Intrafund Services – Accounting and Audit of \$155,682 reflect a projected decrease of \$20,318 or 11.5%. These revenues are from charges to the Treasury for accounting and financial services. The decrease is primarily due to a change in the allocation of General Accounting Division's overhead, resulting in less overhead to this function.

The primary costs for the Auditor-Controller's Office are salary and benefits and central data processing (CDP) charges.

- Appropriations for Salaries and Employee Benefits for FY2016/17 total \$4,132,556, a net increase of \$278,797 or 7.2%, from the FY2015/16 Adopted Budget. The net increase is the result of the following:
  - Salaries/Wages are expected to increase by \$186,744 primarily due to the negotiated 3% cost-of-living adjustment (COLA) effective in October 2016. In addition, the Department has 13 positions (out of 34) staff which are due merit increases (5%) during the fiscal year.
  - Retirement costs are expected to increase \$76,837 due to an increase in the contribution rate.
  - Health Insurance costs are projected to increase by a net \$6,544 due to increases in health insurance rates offset by varied coverage levels for newer staff.

#### Services and Supplies

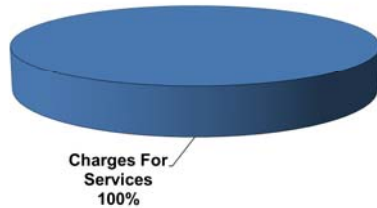
- Data processing and Solano County Integrated Property System (SCIPS) charges of \$252,758 and \$153,317, respectively, are expected to increase by \$62,847 or 18.3% over prior year. The rates are determined by the Department of Information Technology (DoIT) based on departmental costs to provide, maintain and support the County's network infrastructure, computer hardware, software and systems for the ONESolution, PeopleSoft (key central automated systems) and SCIPS.
- The Requested Budget also includes accounting and financial contract services totaling \$119,000 of which \$105,000 is for Vavrinek, Trine, Day & Co., LLP, an independent firm of Certified Public Accountants (CPA), to perform the countywide audit of the County's Comprehensive Annual Financial Report and Single Audit; \$5,000 to CalPERS for the GASB 68 Actuarial Report; \$2,500 to Romeo Blanquera, CPA, for the Transportation Development Act (TDA) Audit, and \$6,500 to Wells Fargo Bank for direct deposit services.
- Fixed Assets of \$7,000 includes the purchase of a new document scanner for the General Accounting Division to replace an obsolete one which is over 7 years old.

#### DEPARTMENT COMMENTS

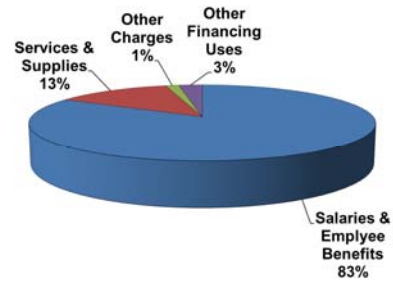
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budget, which was over \$1.0 billion as reflected in the FY2015/16 Adopted Budget. The department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- Begin the next phase of the IntelliTime System to address time study and specialized time-reporting requirements.

## SOURCE OF FUNDS



## USE OF FUNDS



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| INTERGOVERNMENTAL REV STATE                                 | 10,436            | 8,244                        | 6,895                  | (1,349)                           | (16.4%)           |
| CHARGES FOR SERVICES  | 3,790,000         | 4,600,065                    | 4,533,348              | (66,717)                          | (1.5%)            |
| MISC REVENUE  | 559               | 320                          | 480                    | 160                               | 50.0%             |
| <b>TOTAL REVENUES</b>                                       | <b>3,800,995</b>  | <b>4,608,629</b>             | <b>4,540,723</b>       | <b>(67,906)</b>                   | <b>(1.5%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 3,543,928         | 3,853,759                    | 4,132,556              | 278,797                           | 7.2%              |
| SERVICES AND SUPPLIES                                       | 598,053           | 574,243                      | 635,292                | 61,049                            | 10.6%             |
| OTHER CHARGES   | 74,911            | 74,153                       | 71,276                 | (2,877)                           | (3.9%)            |
| F/A EQUIPMENT   | 0                 | 0                            | 7,000                  | 7,000                             | 0.0%              |
| OTHER FINANCING USES  | 130,702           | 136,315                      | 128,447                | (7,868)                           | (5.8%)            |
| INTRA-FUND TRANSFERS  | (169,557)         | (152,772)                    | (136,432)              | 16,340                            | (10.7%)           |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>4,178,038</b>  | <b>4,485,698</b>             | <b>4,838,139</b>       | <b>352,441</b>                    | <b>7.9%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>377,043</b>    | <b>(122,931)</b>             | <b>297,416</b>         | <b>420,347</b>                    | <b>(341.9%)</b>   |

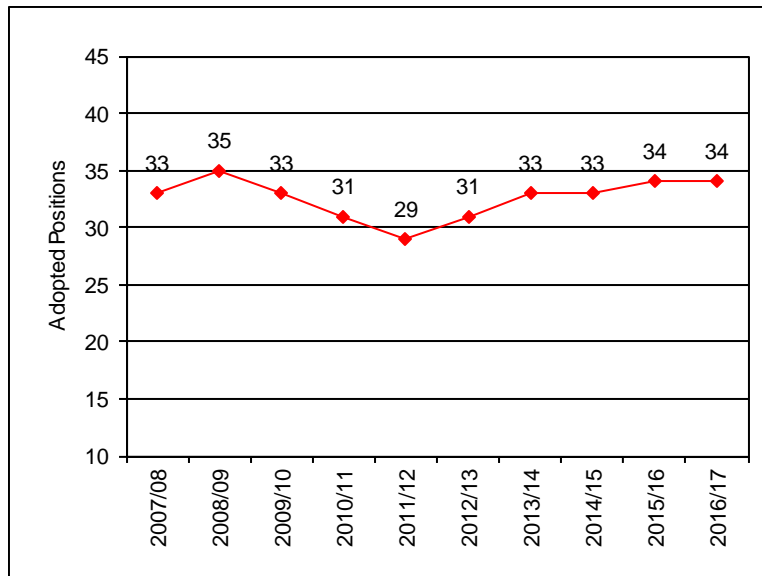
## SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

## SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

# Summary of Other Administered Budgets

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

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|--|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>  |                   |                              |                        |                                   |                   |
| 1101 GENERAL REVENUE   | 158,249,317       | 153,316,400                  | 161,876,089            | 8,559,689                         | 5.6%              |
| 5908 COUNTY DISASTER   | 573,127           | 5,634,254                    | 2,100,686              | (3,533,568)                       | (62.7%)           |
| 8006 PENSION DEBT SERVICE  | 11,613,963        | 19,608,491                   | 17,949,937             | (1,658,554)                       | (8.5%)            |
| 8037 2007 CERTIFICATES OF PARTICIPATION                              | 7,904,982         | 7,920,192                    | 7,902,145              | (18,047)                          | (0.2%)            |
| 8034 HSS ADMIN/REFINANCE SPHF  | 2,518,310         | 1,759,096                    | 1,750,680              | (8,416)                           | (0.5%)            |
| 8036 2013 COP ANIMAL CARE PROJECT                                    | 462,838           | 462,481                      | 462,781                | 300                               | 0.1%              |
| <b>APPROPRIATIONS</b>  |                   |                              |                        |                                   |                   |
| 1101 GENERAL REVENUE   | 473,207           | 485,000                      | 485,000                | 0                                 | 0.0%              |
| 5908 COUNTY DISASTER   | 703,879           | 5,355,516                    | 2,100,686              | (3,254,830)                       | (60.8%)           |
| 8006 PENSION DEBT SERVICE  | 9,199,142         | 9,813,553                    | 10,253,012             | 439,459                           | 4.5%              |
| 8037 2007 CERTIFICATES OF PARTICIPATION                              | 7,908,242         | 7,920,192                    | 7,902,145              | (18,047)                          | (0.2%)            |
| 8034 HSS ADMIN/REFINANCE SPHF  | 2,515,908         | 1,762,873                    | 1,750,680              | (12,193)                          | (0.7%)            |
| 8036 2013 COP ANIMAL CARE PROJECT                                    | 472,665           | 474,269                      | 473,714                | (555)                             | (0.1%)            |
| <b>NET COUNTY COST</b>   |                   |                              |                        |                                   |                   |
| 1101 GENERAL REVENUE   | 157,776,110       | 152,831,400                  | 161,391,089            | 8,559,689                         | 5.6%              |
| 5908 COUNTY DISASTER   | (130,752)         | 278,738                      | 0                      | (278,738)                         | (100.0%)          |
| 8006 PENSION DEBT SERVICE  | 2,414,821         | 9,794,938                    | 7,696,925              | (2,098,013)                       | (21.4%)           |
| 8037 2007 CERTIFICATES OF PARTICIPATION                              | (3,260)           | 0                            | 0                      | 0                                 | 0.0%              |
| 8034 HSS ADMIN/REFINANCE SPHF  | 2,402             | (3,777)                      | 0                      | 3,777                             | (100.0%)          |
| 8036 2013 COP ANIMAL CARE PROJECT                                    | (9,827)           | (11,788)                     | (10,933)               | 855                               | (7.3%)            |

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

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a net increase of \$8,559,689 or 5.6% in revenues and no increase in appropriations when compared to the FY2015/16 Adopted Budget. Appropriations reflect \$35,000 for professional services for sales tax financial services, \$400,000 for the General Fund's share of property tax refunds, and \$50,000 for general accounting and auditing services for the Solano County Fair.

Significant changes to the revenues include the following increases:

- \$4,070,196 increase in Current Secured Property Taxes due to a projected increase of 4% in assessed values from the FY2015/16 corrected assessment roll.
- \$300,000 increase in Supplemental Taxes due to an increase in supplemental billings as the current real estate market recovers from the economic downturn.
- \$1,768,000 increase in Property Tax in Lieu revenues due to a projected increase of 4% in assessed values.
- \$704,863 increase in ABX1 26 Pass-Through due to a projected increase of 4% in assessed values.
- \$200,000 increase in Interest Income due to a projected increase in cash flow of the General Fund.
- \$1,900,000 increase in Disposal Fees due to projected increases in tonnages at both sites with the Hay Road facility projecting a significant increase due to a new contract with San Francisco.

The increases were offset by decreases totaling \$508,370 in Current Unsecured Taxes, Prior Secured, Sales & Use Tax in Lieu (net of Sales & Use Tax), ABX1 26 Residual Taxes, and Homeowners Property Tax Relief.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL    | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|----------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                      |                              |                        |                                   |                   |
| TAXES   | 137,437,911          | 140,981,400                  | 147,486,089            | 6,504,689                         | 4.6%              |
| LICENSES, PERMITS & FRANCHISE                               | 746,703              | 600,000                      | 600,000                | 0                                 | 0.0%              |
| REVENUE FROM USE OF MONEY/PROP                              | 813,423              | 752,000                      | 952,000                | 200,000                           | 26.6%             |
| INTERGOVERNMENTAL REV STATE                                 | 9,333,906            | 1,508,000                    | 1,438,000              | (70,000)                          | (4.6%)            |
| INTERGOVERNMENTAL REV OTHER                                 | 62,000               | 0                            | 0                      | 0                                 | 0.0%              |
| CHARGES FOR SERVICES  | 4,633,631            | 4,425,000                    | 6,350,000              | 1,925,000                         | 43.5%             |
| MISC REVENUE  | 5,221,743            | 5,050,000                    | 5,050,000              | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>158,249,317</b>   | <b>153,316,400</b>           | <b>161,876,089</b>     | <b>8,559,689</b>                  | <b>5.6%</b>       |
| <b>APPROPRIATIONS</b>                                       |                      |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 14,016               | 35,000                       | 35,000                 | 0                                 | 0.0%              |
| OTHER CHARGES   | 459,191              | 450,000                      | 450,000                | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>473,207</b>       | <b>485,000</b>               | <b>485,000</b>         | <b>0</b>                          | <b>0.0%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>(157,776,110)</b> | <b>(152,831,400)</b>         | <b>(161,391,089)</b>   | <b>(8,559,689)</b>                | <b>5.6%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

There are several pending Redevelopment-related lawsuits filed by cities against the State Department of Finance which could impact the General Fund's share of the ABX1 26 residual balance depending on Court rulings in these cases.

**FUNCTION AND RESPONSIBILITY**

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

On August 24, 2014, a 6.0 magnitude earthquake occurred at 3:20 a.m. in south Napa, California. Due to the scale of the event, the conditions creating and/or impacts of the emergency became such that the local resources could no longer cope with the effects of the emergency. The County Administrator proclaimed a local emergency pursuant to Government Code section 8630 and a resolution was adopted by the Board on August 26, 2014. Governor Brown issued an emergency proclamation proclaiming a state of emergency in relation to the South Napa earthquake and on September 11, 2014 President Obama declared California a major disaster, allowing for the provision of Federal aid to assist with recovery efforts. On September 23, 2014, based on the estimated cost of damages incurred to County Facilities, the Board authorized the use of up to \$2.0 million in General Fund Contingency to pay for damages on an interim basis until qualifying reimbursements from the State or the Federal Emergency Agency (FEMA). Since that time, costs related to earthquake damage to County facilities has been reduced from the original \$5.9 million estimate to the current estimate of \$3.2 million based on actual construction costs.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$3,533,568 or 62.7% in revenues and a decrease of \$3,254,830 or 60.8% in appropriations when compared to the FY2015/16 Adopted Budget. Appropriations represent estimated costs of \$2,091,762 expected in FY2016/17 (for total estimated cost of \$3.2 million). The County's share of cost for these expenses is 6.25%, or \$200,000. Revenues represent Federal and State reimbursements of costs and a loan from the General Fund until qualifying reimbursements are received.

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

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUAL</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|---------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                           |                                       |                                |  |                           |
| INTERGOVERNMENTAL REV STATE  | 90,730                    | 0                                     | 374,535                        | 374,535                                    | 0.0%                      |
| INTERGOVERNMENTAL REV FEDERAL  | 357,397                   | 0                                     | 1,592,166                      | 1,592,166                                  | 0.0%                      |
| OTHER FINANCING SOURCES  | 0                         | 5,634,254                             | 133,985                        | (5,500,269)                                | (97.6%)                   |
| GENERAL FUND CONTRIBUTION  | 125,000                   | 0                                     | 0                              | 0  | 0.0%                      |
| <b>TOTAL REVENUES</b>  | <b>573,127</b>            | <b>5,634,254</b>                      | <b>2,100,686</b>               | <b>(3,533,568)</b>                         | <b>(62.7%)</b>            |
| <b>APPROPRIATIONS</b>  |                           |                                       |                                |  |                           |
| SALARIES AND EMPLOYEE BENEFITS                                       | 13,313                    | 0                                     | 0                              | 0  | 0.0%                      |
| SERVICES AND SUPPLIES  | 309,323                   | 5,355,516                             | 2,091,762                      | (3,263,754)                                | (60.9%)                   |
| OTHER CHARGES  | 50,403                    | 0                                     | 8,924                          | 8,924                                      | 0.0%                      |
| F/A EQUIPMENT  | 330,839                   | 0                                     | 0                              | 0  | 0.0%                      |
| <b>TOTAL APPROPRIATIONS</b>  | <b>703,879</b>            | <b>5,355,516</b>                      | <b>2,100,686</b>               | <b>(3,254,830)</b>                         | <b>(60.8%)</b>            |
| <b>NET CHANGE</b>  | <b>130,752</b>            | <b>(278,738)</b>                      | <b>0</b>                       | <b>278,738</b>                             | <b>(100.0%)</b>           |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

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

---

Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debts as of June 30, 2016 are as follows:

| <u>Type</u>                   | <u>Total</u>          |
|-------------------------------|-----------------------|
| Notes payable                 | \$ 1,023,890          |
| Certificates of Participation | 98,365,000            |
| Pension obligation bonds      | 40,810,000            |
| Total                         | <u>\$ 140,198,890</u> |

Notes payable

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

Certificates of Participation

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

Taxable Pension Obligation Bonds

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

Credit Rating

Moody's and Standard & Poor's both rated the County AA- and A1 respectively for pension obligation debt and certificates of participation. The affirmation of the County's 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 that of similarly rated counties nationally.

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

## Debt Service Overview

Simona Padilla-Scholtens, Auditor-Controller

### Debt

---

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

| <b>Fiscal Year</b> | <b>(1)<br/>Assessed Value of<br/>Property</b> | <b>(2)<br/>Debt Limit, 5%<br/>of Assessed<br/>Value</b> | <b>(3)<br/>Debt<br/>Applicable to<br/>the Limit</b> | <b>(4)<br/>Legal Debt<br/>Margin</b> | <b>Total net<br/>debt<br/>applicable to<br/>the limit as a<br/>percentage<br/>of debt limit</b> |
|--------------------|---|---|---|--------------------------------------|---|
| 2014-15            | \$46,023,290,342                              | \$2,301,164,517   | \$47,810,000  | \$2,253,354,517                      | 2.08%   |
| 2013-14            | \$43,722,958,674                              | \$2,186,147,934   | \$53,945,000  | \$2,132,202,934                      | 2.47%   |
| 2012-13            | 40,593,049,481                                | 2,029,652,474   | 61,285,000  | 2,029,652,474                        | 3.02%   |
| 2011-12            | 38,799,632,098                                | 1,939,981,605   | 69,630,000  | 1,939,981,605                        | 3.59%   |
| 2010-11            | 38,644,020,806                                | 1,932,201,040   | 77,805,000  | 1,932,201,040                        | 4.03%   |
| 2009-10            | 39,256,945,402                                | 1,962,847,270   | 81,105,000  | 1,962,847,270                        | 4.13%   |
| 2008-09            | 40,873,042,919                                | 2,043,652,146   | 88,830,000  | 2,043,652,146                        | 4.35%   |
| 2007-08            | 45,318,102,865                                | 2,265,905,143   | 121,020,000   | 2,265,905,143                        | 5.34%   |
| 2006-07            | 45,688,693,224                                | 2,284,434,661   | 127,805,000   | 2,284,434,661                        | 5.59%   |
| 2005-06            | 41,544,353,287                                | 2,077,217,664   | 133,195,000   | 2,077,217,664                        | 6.41%   |

**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 which include Pension Obligation Bonds.
- (4) The legal debt margin is the County's available borrowing authority under state finance statutes and is calculated by subtracting the debt applicable to the legal debt limit from the legal debt limit.

---

**FUNCTION AND RESPONSIBILITIES**

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

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

In FY2008/09, the County redeemed \$30 million of pension bonds partially funded by a loan from the General Fund. The General Fund loan will be repaid through charges from the departments. The outstanding loan balance as of June 30, 2016 will be \$11,000,000.

In addition, this fund was used to account for the prepayment of \$5.8 million to the Public Agency Retirement System (PARS), the plan administrator, for the County's supplemental retirement program offered in FY2010/11. The funding for this prepayment was recovered through charges to the departments whose staff participated in the program and was paid in full in FY2015/16.

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represent a decrease of \$1,658,544 or 8.5% in revenues and an increase of \$439,459 or 4.5% in appropriations when compared to the FY2015/16 Adopted Budget.

The primary factors contributing to the significant changes are:

**Revenues:**

- \$1,040,806 decrease in Operating Transfers In primarily due to lower rate subject to pension rate contribution.
- \$1,051,632 decrease in Long-term Debt Proceeds. This is only a budgetary entry necessary to account for the deficit fund balance created from the early redemption of the Pension Obligation Bonds. The budget deficit is being addressed through future rate recovery charges from the County departments.
- \$431,384 increase in Other Revenue due to a higher projected contribution rate and higher projected wages for the Superior Court Staff.

**Appropriations:**

- \$439,459 net increase in Other Charges as a result of the increase of \$930,000 in Bond Redemption offset by a decrease in interest charges.

**8006 – Fund 306-Pension Debt Service Fund**  
**Simona Padilla-Scholtens, Auditor-Controller**  
**Debt**

**Summary of Other Administered Budgets**

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL  | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 5,861              | 2,500                        | 5,000                  | 2,500                             | 100.0%            |
| MISC REVENUE  | 785,073            | 746,651                      | 1,178,035              | 431,384                           | 57.8%             |
| OTHER FINANCING SOURCES                                     | 10,823,029         | 18,859,340                   | 16,766,902             | (2,092,438)                       | (11.1%)           |
| <b>TOTAL REVENUES</b>                                       | <b>11,613,963</b>  | <b>19,608,491</b>            | <b>17,949,937</b>      | <b>(1,658,554)</b>                | <b>(8.5%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 786                | 750                          | 750                    | 0                                 | 0.0%              |
| SERVICES AND SUPPLIES                                       | 5,471              | 6,500                        | 6,500                  | 0                                 | 0.0%              |
| OTHER CHARGES   | 9,192,885          | 9,806,303                    | 10,245,762             | 439,459                           | 4.5%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>9,199,142</b>   | <b>9,813,553</b>             | <b>10,253,012</b>      | <b>439,459</b>                    | <b>4.5%</b>       |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>(2,414,821)</b> | <b>(9,794,938)</b>           | <b>(7,696,925)</b>     | <b>2,098,013</b>                  | <b>(21.4%)</b>    |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

---

**FUNCTION AND RESPONSIBILITIES**

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

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

The Auditor-Controller is responsible for administering the debt service on the 2007 COP through the date of redemption on November 1, 2032. Debt service payments are financed through Operating Transfers In from Public Facilities Fees, the Accumulated Capital Outlay Fund, the General Fund, the Library Fund, the Road Fund, the Courthouse Temporary Construction Fund, and the 2% Building Use Allowance charged to the departments with offices and staff in the County Administration Center and the Probation buildings.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$18,047 or 0.2% in both revenues and appropriations when compared to the FY2015/16 Adopted Budget.

The revenue sources consist of the following:

- \$6,223,873 in Operating Transfers In as follows:
  - \$502,931 from the Library Fund.
  - \$67,942 from the Road Fund.
  - \$727,369 from the Public Facilities Fees – Public Protection.
  - \$581,448 from the Public Facilities Fees – General Government.
  - \$397,894 from the Courthouse Temporary Construction Fund.
  - \$900,000 from the Accumulated Capital Outlay Fund.
  - \$3,046,289 from the General Fund.
- \$1,636,848 from a 2% Building Use Allowance allocated to departments residing in the County Administration Center and the Probation buildings.
- \$15,824 from The Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center beginning in FY2015/16.

Appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2016/17.

Simona Padilla-Scholtens, Auditor-Controller

Debt

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 19,703            | 11,208                       | 41,424                 | 30,216                            | 269.6%            |
| CHARGES FOR SERVICES  | 1,672,379         | 1,637,798                    | 1,636,848              | (950)                             | (0.1%)            |
| OTHER FINANCING SOURCES                                     | 6,212,900         | 6,271,186                    | 6,223,873              | (47,313)                          | (0.8%)            |
| <b>TOTAL REVENUES</b>                                       | <b>7,904,982</b>  | <b>7,920,192</b>             | <b>7,902,145</b>       | <b>(18,047)</b>                   | <b>(0.2%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 2,415             | 2,700                        | 4,300                  | 1,600                             | 59.3%             |
| OTHER CHARGES   | 7,905,827         | 7,917,492                    | 7,897,845              | (19,647)                          | (0.2%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>7,908,242</b>  | <b>7,920,192</b>             | <b>7,902,145</b>       | <b>(18,047)</b>                   | <b>(0.2%)</b>     |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>3,260</b>      | <b>0</b>                     | <b>0</b>               | <b>0</b>                          | <b>0.0%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**FUNCTION AND RESPONSIBILITY**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$8,416 or 0.5% in revenues and a decrease of \$12,193 or 0.7% in appropriations when compared to the FY2015/16 Adopted Budget.

Revenues consist of an operating transfer in for Health and Social Services in the amount of \$1,750,440.

The appropriations reflect the principal payment of \$1,500,000 and interest payment of \$242,750, and accounting and financial services, and fees and permits due in FY2016/17 of \$4,135.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 369               | 204                          | 240                    | 36                                | 17.6%             |
| OTHER FINANCING SOURCES                                     | 2,517,941         | 1,758,892                    | 1,750,440              | (8,452)                           | (0.5%)            |
| <b>TOTAL REVENUES</b>                                       | <b>2,518,310</b>  | <b>1,759,096</b>             | <b>1,750,680</b>       | <b>(8,416)</b>                    | <b>(0.5%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 6,030             | 7,512                        | 4,135                  | (3,377)                           | (45.0%)           |
| OTHER CHARGES   | 2,509,878         | 1,755,361                    | 1,746,545              | (8,816)                           | (0.5%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,515,908</b>  | <b>1,762,873</b>             | <b>1,750,680</b>       | <b>(12,193)</b>                   | <b>(0.7%)</b>     |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>(2,402)</b>    | <b>3,777</b>                 | <b>0</b>               | <b>(3,777)</b>                    | <b>(100.0%)</b>   |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The decrease in debt service costs is based on the loan amortization schedule.

Simona Padilla-Scholtens, Auditor-Controller

Debt

**FUNCTION AND RESPONSIBILITY**

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

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

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

**DEPARTMENTAL BUDGET SUMMARY**

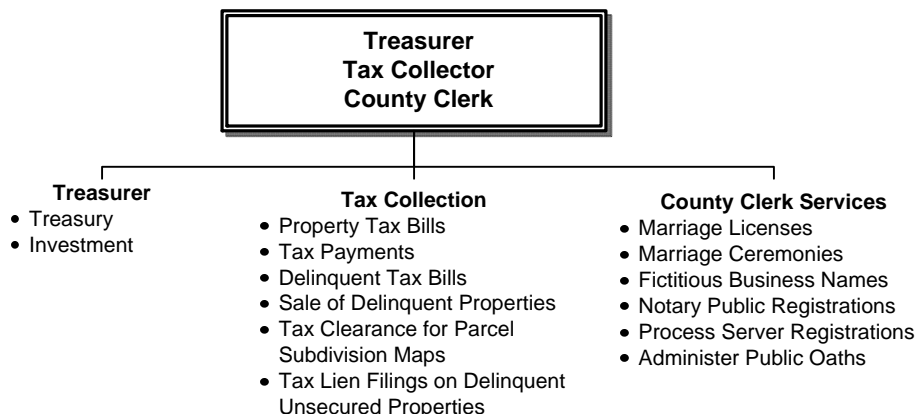
The Recommended Budget represents an increase of \$300 or 0.1% in revenues and a decrease of \$555 or 0.1% in appropriations when compared to the FY2015/16 Adopted Budget. The appropriations reflect the principal and interest payments, and accounting and professional fees due in FY2016/17.

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 657               | 300                          | 600                    | 300                               | 100.0%            |
| INTERGOVERNMENTAL REV OTHER                                 | 417,211           | 417,211                      | 417,211                | 0                                 | 0.0%              |
| GENERAL FUND CONTRIBUTION                                   | 44,970            | 44,970                       | 44,970                 | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>462,838</b>    | <b>462,481</b>               | <b>462,781</b>         | <b>300</b>                        | <b>0.1%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SERVICES AND SUPPLIES                                       | 2,325             | 3,500                        | 3,500                  | 0                                 | 0.0%              |
| OTHER CHARGES   | 470,340           | 470,769                      | 470,214                | (555)                             | (0.1%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>472,665</b>    | <b>474,269</b>               | <b>473,714</b>         | <b>(555)</b>                      | <b>(0.1%)</b>     |
| <b>CHANGE IN FUND BALANCE</b>                               | <b>9,827</b>      | <b>11,788</b>                | <b>10,933</b>          | <b>(855)</b>                      | <b>(7.3%)</b>     |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.



## DEPARTMENTAL PURPOSE

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

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

The County Clerk has a four-fold mission:

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

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

In addition, the County Clerk conducts wedding ceremonies.

### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 2,115,320 |
| FY2016/17 Recommended:                 | 2,225,595 |
| County General Fund Contribution:      | 1,092,394 |
| Percent County General Fund Supported: | 49.1%     |
| Total Employees (FTEs):                | 11        |

## FUNCTION AND RESPONSIBILITIES

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

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

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

**Functional Area Summary**

- Migrated the online tax auction process to a new service provider that provides additional online security and stability in conducting auctions.

**WORKLOAD INDICATORS**

- In FY2016/17, the Tax Collector – County Clerk expects to issue and process payments and collections on 172,000 property tax bills; the Division estimates handling around 170,000 in FY2015/16.
- During the same period, the Tax Collector – County Clerk expects to issue 1,650 marriage licenses and 1,950 fictitious business name statements, with expectations to issue approximately 1,700 marriage licenses and 2,000 fictitious business names in FY2016/17.
- Department shows that approximately 5% of all payments are processed at the front counter, 7% are processed online, 44% are processed through mortgage Company's County Reciprocal Tax Accounting (CORTAC) payments, which is a simplified bill routing and paying procedure, and 44% are processed via mailed payments. The growth seen in online payments has been achieved by reducing the volume of mailed payments. The Department anticipates that additional improvements for on-line payments will reduce the front counter volume for customers paying at the county office.
- Answered 18,700 requests for additional information received via phone and e-mail.

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| TAX COLLECTOR   | 909,336           | 859,241                      | 902,951                | 43,710                            | 5.1%              |
| COUNTY CLERK  | 234,488           | 231,600                      | 230,250                | (1,350)                           | (0.6%)            |
| <b>TOTAL REVENUES</b>                                     | <b>1,143,824</b>  | <b>1,090,841</b>             | <b>1,133,201</b>       | <b>42,360</b>                     | <b>3.9%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| TAX COLLECTOR   | 1,916,318         | 1,871,405                    | 1,988,575              | 117,170                           | 6.3%              |
| COUNTY CLERK  | 218,190           | 221,855                      | 237,020                | 15,165                            | 6.8%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>2,134,508</b>  | <b>2,093,260</b>             | <b>2,225,595</b>       | <b>132,335</b>                    | <b>6.3%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| TAX COLLECTOR   | 1,006,982         | 1,012,164                    | 1,085,624              | 73,460                            | 7.3%              |
| COUNTY CLERK  | (16,297)          | (9,745)                      | 6,770                  | 16,515                            | (169.5%)          |
| <b>NET COUNTY COST</b>                                    | <b>990,685</b>    | <b>1,002,419</b>             | <b>1,092,394</b>       | <b>89,975</b>                     | <b>9.0%</b>       |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| TAX COLLECTOR   | 8.5               | 9.0                          | 9                      | 0.0                               | 0.0%              |
| COUNTY CLERK  | 2                 | 2                            | 2                      | 0.0                               | 0.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>10.5</b>       | <b>11.0</b>                  | <b>11</b>              | <b>0.0</b>                        | <b>0.0%</b>       |

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$42,360 or 3.9% in revenues and an increase of \$132,335 or 6.3% in appropriations when compared to FY2015/16 Adopted Budget. As a result, Net County Cost is increased by \$89,975 or 9%.

The Department has two major functions, Tax Collection and County Clerk Services. Some changes are noted below:

Tax Collection

- Assessment and Tax Collection Fees of \$736,651 represents an increase of \$54,110 in revenues from Property Tax Administration Fees (PTAF) when compared to the FY2015/16 Adopted Budget. PTAF is directly related to the cost of collecting property taxes and is paid by recipient agencies via the property tax apportionment process. All agencies pay their share of costs with the exception of the County and school districts, which are specifically exempted by section 41000 of the California Education Code.

- 
- Revenue from SB813 Collection Fees of \$20,000 reflects a \$5,000 increase when compared to the FY2015/16 Adopted Budget. This represents fees levied by statute for the issuance and collection of supplemental bills.
  - Other Charges for Services for \$65,000 reflects a decrease of \$15,000 when compared to the FY2015/16 Adopted Budget. These represent tax information, electronic records requests and fees for delinquent tax collection. The improving economy reduces the bad check fee collection and delinquent tax collection.

**County Clerk Services**

- Clerk's Revenues (Marriage Licenses and Clerk's Fees) of \$230,250 reflect a slight decrease of \$1,350 primarily due to an anticipated decrease in Fictitious Business Name filings and the conducting of marriage ceremonies.

The Department has two primary cost drivers, labor costs and central data processing service charges as outlined below:

- Total Salary and Employee Benefit expenses of \$1,175,110 reflect an increase of \$70,312 from the FY2015/16 Adopted Budget resulting from increased salaries and wages, retirement and health benefit costs.
- Charges from the Department of Information Technology (DoIT) for central data processing services and SCIPS of \$75,347 and \$332,186, respectively, are determined based on the Department's share of DoIT's costs to maintain, provide and support the Department's data processing services and SCIPS. These charges are \$21,977 more than the FY2015/16 Adopted Budget amounts primarily due to an increase in SCIPS charges.

In addition, contracted services reflect an increase of \$20,500 which is attributed to the selection of a new tax auction provider who will provide enhanced security and features for conducting online tax sales. These costs are recovered in the form of fees attached to parcels subject to sale. Countywide Admin Overhead increased by \$12,814 and the computer components also increased by \$5,320.

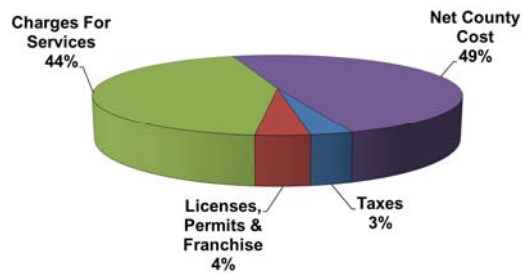
Included in the costs for Tax Collector operations is \$53,000 for contracted services for the printing and mailing of property tax bills. This function is mandated by statute and was outsourced in 2003 as a cost-saving measure. The division estimates it would require at least 1.0 FTE position and \$25,000 in one-time costs to bring the function in-house. The division also outsources the processing of payments via a lockbox service. This service is estimated to cost \$45,400 per year, and is offset by cost savings in overtime and extra help. The Department receives an additional savings by avoiding the purchase and maintenance of payment processing equipment. In addition to the tangible cost savings, lockbox services allow staff to focus on improved customer service during peak processing times.

**DEPARTMENT COMMENTS**

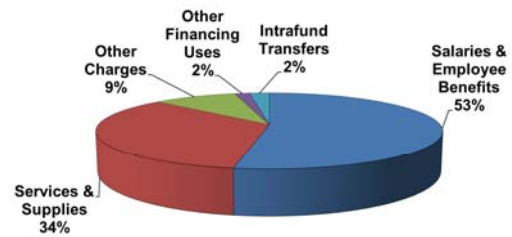
The Tax Collector – County Clerk plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service. These include changes to the Solano County Integrated Property System (SCIPS) to improve internal controls, reduce data entry and streamline functions. The division also anticipates redesigning online payment portals to modernize the process and improve the end user experience. Implementation of mobile payments solutions and multiple language options is also under development.

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. These should reduce staff workload and provide an improved customer service experience.

**SOURCE OF FUNDS**



**USE OF FUNDS**



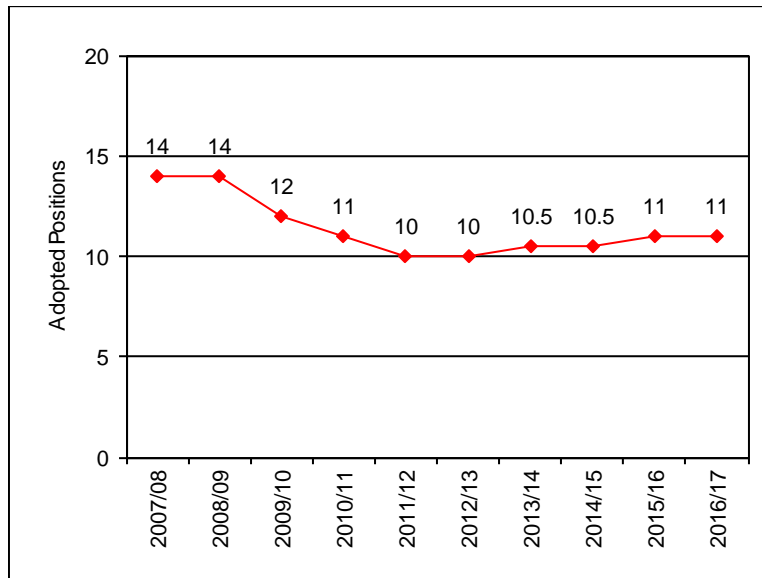
| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| TAXES   | 76,960            | 70,000                       | 70,000                 | 0                                 | 0.0%              |
| LICENSES, PERMITS & FRANCHISE                               | 91,877            | 90,000                       | 90,000                 | 0                                 | 0.0%              |
| CHARGES FOR SERVICES  | 959,817           | 930,841                      | 973,201                | 42,360                            | 4.6%              |
| MISC REVENUE  | 15,170            | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>1,143,824</b>  | <b>1,090,841</b>             | <b>1,133,201</b>       | <b>42,360</b>                     | <b>3.9%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 1,034,088         | 1,104,798                    | 1,175,110              | 70,312                            | 6.4%              |
| SERVICES AND SUPPLIES                                       | 782,663           | 709,317                      | 760,912                | 51,595                            | 7.3%              |
| OTHER CHARGES   | 175,885           | 192,276                      | 205,087                | 12,811                            | 6.7%              |
| OTHER FINANCING USES  | 39,986            | 39,632                       | 36,486                 | (3,146)                           | (7.9%)            |
| INTRA-FUND TRANSFERS  | 101,886           | 47,237                       | 48,000                 | 763                               | 1.6%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,134,508</b>  | <b>2,093,260</b>             | <b>2,225,595</b>       | <b>132,335</b>                    | <b>6.3%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>990,685</b>    | <b>1,002,419</b>             | <b>1,092,394</b>       | <b>89,975</b>                     | <b>9.0%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

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

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

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

**Summary of Other Administered Budgets**

| AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|-------------------|------------------------|---------------------------|-------------------|
| <b>REVENUES</b>                                 |                   |                   |                        |                           |                   |
| 1350 TREASURER                                  | 866,873           | 993,033           | 1,019,983              | 26,950                    | 2.7%              |
| <b>APPROPRIATIONS</b>                           |                   |                   |                        |                           |                   |
| 1350 TREASURER                                  | 866,873           | 993,033           | 1,019,983              | 26,950                    | 2.7%              |
| <b>NET COUNTY COST</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.

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Maintained a rating of AA+ by Standard and Poor's, a Nationally Recognized Statistical Rating Organization who conducts a thorough analysis of the Treasury Pool on a monthly basis to measure and disclose risks.
- Audited on an at least quarterly basis with no findings.
- Working in conjunction with the Solano County Office of Education and the Solano Community College, coordinated the arrangement of \$50 million in bridge loan financings that allowed local education to continue uninterrupted.
- Continued to diversify and actively invest the Treasury portfolio to maximize returns within established and acceptable risk parameters.
- Worked proactively with local Reclamation Districts on the collection of \$60,000 in delinquent District assessments.
- Provided oversight to various school districts on the issuance of district general obligation debt to ensure the debt was issued at rates and terms most favorable to the district.
- Established and provides ongoing management to the County's PARS 115 retirement trust fund.

**WORKLOAD INDICATORS**

During FY2015/16 the Treasurer anticipates processing 8,800 deposit permits, and expects to process around 8,900 in FY2016/17.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an overall increase of \$26,950, or 2.7%, in revenues and appropriations when compared to the FY2015/16 Adopted Budget. In accordance with Government Code 27013 the Treasurer's Division is funded by a portion of the interest earnings from funds under management, and therefore has no Net County Cost.

Salaries and Employee Benefits costs are projected to increase by \$20,868, or 5.0%, due to increase in wages, retirement and health benefits. Countywide Admin Overhead is projecting to increase by \$26,519 and equipment by \$5,440. However, services and supplies reflect a net decrease of \$4,569 primarily due to decrease in central data processing service charges. Other financing uses are projecting a \$956 decrease due to changes in POB costs. Intrafund services are projected to decrease by \$20,352 representing savings in check management charges.

Banking costs of \$236,000 are determined by usage in terms of the number and amount of items passing through the Treasury bank accounts. The Treasury anticipates some savings from active efforts to streamline deposit and withdrawal processes, as efforts to change from a cash/check process to electronic network transaction continue.

**DEPARTMENT COMMENTS**

The Treasurer plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating

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

costs and/or improve customer service. Many of these developments will need to be made in conjunction with individual departments as the Treasury works to direct departments to the implementation of more electronic payment services.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUAL</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|---------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                           |                                       |                                |  |                           |
| INTERGOVERNMENTAL REV STATE  | 33,540                    | 0                                     | 0                              | 0  | 0.0%                      |
| CHARGES FOR SERVICES   | 831,002                   | 990,533                               | 1,017,683                      | 27,150                                     | 2.7%                      |
| MISC REVENUE   | 2,331                     | 2,500                                 | 2,300                          | (200)                                      | (8.0%)                    |
| <b>TOTAL REVENUES</b>  | <b>866,873</b>            | <b>993,033</b>                        | <b>1,019,983</b>               | <b>26,950</b>                              | <b>2.7%</b>               |
| <b>APPROPRIATIONS</b>  |                           |                                       |                                |  |                           |
| SALARIES AND EMPLOYEE BENEFITS                                       | 407,733                   | 418,051                               | 438,919                        | 20,868                                     | 5.0%                      |
| SERVICES AND SUPPLIES  | 262,680                   | 367,207                               | 362,638                        | (4,569)                                    | (1.2%)                    |
| OTHER CHARGES  | 8,510                     | 16,922                                | 43,441                         | 26,519                                     | 156.7%                    |
| F/A EQUIPMENT  | 0                         | 0                                     | 5,440                          | 5,440                                      | 0.0%                      |
| OTHER FINANCING USES   | 15,580                    | 14,819                                | 13,863                         | (956)                                      | (6.5%)                    |
| INTRA-FUND TRANSFERS   | 172,369                   | 176,034                               | 155,682                        | (20,352)                                   | (11.6%)                   |
| <b>TOTAL APPROPRIATIONS</b>  | <b>866,873</b>            | <b>993,033</b>                        | <b>1,019,983</b>               | <b>26,950</b>                              | <b>2.7%</b>               |
| <b>NET CHANGE</b>  | <b>0</b>                  | <b>0</b>                              | <b>0</b>                       | <b>0</b>                                   | <b>0.0%</b>               |

#### SUMMARY OF SIGNIFICANT ADJUSTMENTS

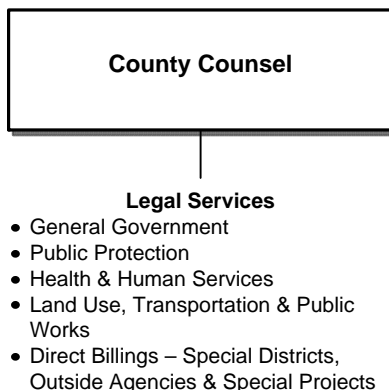
None.

#### SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

#### PENDING ISSUES AND POLICY CONSIDERATIONS

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



## DEPARTMENTAL PURPOSE

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

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

### Budget Summary:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 4,016,876 |
| FY2016/17 Recommended:                 | 4,362,513 |
| County General Fund Contribution:      | 666,453   |
| Percent County General Fund Supported: | 15.3%     |
| Total Employees (FTEs):                | 19.75     |

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The Office assisted in the drafting of the 2016 Transaction and Use Tax Ordinance, and its companion measure, the Advisory Vote and the Citizens' Oversight Committee.
- A complete twelve year (2003-present) audit was performed on the Bail Bond Program. All aspects of the program were updated and verified. Thirty-two summary judgments were closed/resolved resulting in the dissemination of \$123,284 of which the County received over \$25,000. In addition, \$65,640 was found to be unclaimed and subsequently forwarded to the bail bond account.
- The Office assisted in the implementation of the Sustainable Groundwater Management Act (SGMA) within Solano County. This Act empowers local agencies to form groundwater sustainability agencies and adopt groundwater sustainability plans that are tailored to the resources and needs of their communities.
- The Office assisted in County efforts to incorporate local perspectives into federal and state programs and planning processes regarding flood control, ecosystem restoration, and water infrastructure. For example, the Office drafted comment letters on the latest iteration of the Bay Delta Conservation Plan, participated in State Water Board hearings, and

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

---

drafted a memorandum of agreement between six local agencies to structure their participation in a U.S. Army Corps of Engineers flood control study process.

- The Office successfully obtained issuance of two complaints by the State Public Employment Relations Board on the basis that a strike by the union under the circumstances was unlawful. The Office then successfully obtained a preliminary injunction by the Superior Court enjoining “essential employees” from participating in the strike.
- The Office provided legal counsel concerning Airport Land Use Commission's 2015 Update to the Travis Air Force Base Land Use Compatibility Plan, which added protections for the Base concerning renewable energy and wildlife hazards.

### **WORKLOAD INDICATORS**

In FY2014/15, the Office's attorneys billed a total of 31,518 hours for legal services; the FY2015/16 billable hours are estimated to be in excess of 33,000 hours; and FY2016/17 estimated billable hours are expected to match or exceed the previous year's totals.

- The Office provided legal services to 94 internal and 38 external clients. Of these, 20 clients increased billable hours greater than 50% from the previous year. Twelve of these more than doubled, and in some instances tripled the number of attorney hours in FY2014/15.
- For the past three years the average annual number of hours per attorney is 2274, which is 35% more than the 1688 standard annual productive hours established by the Auditor-Controller's Office. The estimated excess percentage of annual productive hours for FY2015/16 is 30%, which is expected to be consistent through FY2016/17.
- In addition to providing legal services, the Office provided several training and workshops to include Child Protective Services procedures, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information Portability and Accountability Act requirements and records and subpoenas. Training audiences include County personnel and appointed and elected members of various boards, commissions, committees and the Board of Supervisors.
- Legal issues surrounding expanded water policies and the effects on Solano County resulted in the restoration of a Deputy County Counsel position that was deleted during the economic downturn. This position allows the Office to consolidate all water related issues into one assignment. The expanded water law issues include legislation impacting the Delta, water quality and supply; the revised Bay Delta Conservation Plan with its two parts, CA Water Fix and the Eco Restore, and the updated environmental documents; and critically, groundwater regulation. These issues affect Solano County significantly and this restored position provides for continuity in representing the County and its clients.
- As indicated in last fiscal year's budget narrative, the support staff has been reduced since FY2008/09. While the workload has not decreased, the addition of one part-time Office Assistant II position has assisted in alleviating some of the clerical tasks performed by the Legal Secretaries and the Office Supervisor.
- Currently there are fifteen attorneys assigned to represent the County in all facets of legal representation. There are four support staff, two of whom are part time, assigned to support these attorneys in addition to maintaining files, records, and basic office functions. The Office Supervisor also assists attorneys and staff as needed. Of note, two Legal Secretaries primarily support four Child Protective Services (CPS) attorneys due to the number of cases. One part time Legal Secretary provides support primarily to the Conservatorship and Probate attorney and maintains 300+ files. The remaining attorneys are assigned to a Legal Secretary to assist them, as needed.

## Functional Area Summary

1400 – Fund 001-County Counsel

Dennis Bunting, County Counsel  
General Counsel

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| LEGAL SERVICES  | 2,710,536         | 3,517,039                    | 3,696,060              | 179,021                           | 5.1%              |
| <b>TOTAL REVENUES</b>                                     | <b>2,710,536</b>  | <b>3,517,039</b>             | <b>3,696,060</b>       | <b>179,021</b>                    | <b>5.1%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| LEGAL SERVICES  | 3,547,244         | 4,067,728                    | 4,362,513              | 294,785                           | 7.2%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>3,547,244</b>  | <b>4,067,728</b>             | <b>4,362,513</b>       | <b>294,785</b>                    | <b>7.2%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| LEGAL SERVICES  | 836,707           | 550,689                      | 666,453                | 115,764                           | 21.0%             |
| <b>NET COUNTY COST</b>                                    | <b>836,707</b>    | <b>550,689</b>               | <b>666,453</b>         | <b>115,764</b>                    | <b>21.0%</b>      |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| LEGAL SERVICES  | 17.80             | 19.55                        | 19.75                  | 0.20                              | 1.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>17.80</b>      | <b>19.55</b>                 | <b>19.75</b>           | <b>0.20</b>                       | <b>1.0%</b>       |

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$179,021 or 5.1% in revenues and an increase of \$294,785 or 7.2% in appropriations when compared to FY2015/16 Adopted Budget. As a result, Net County Cost increased by \$115,764 or 21%.

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

The Office projects A87 revenues of \$2,809,660, which reflects an increase of \$85,421 or 3.1% from the FY2015/16 Adopted Budget. Although County Counsel, as a central service department, recovers net operating costs from user departments through the Countywide Cost Allocation Plan, there are certain legal services provided to County departments, such as the Board of Supervisors, that are non-reimbursable under the provisions of 2 CFR Part 225 (formerly OMB Circular A-87). These unreimbursed expenditures remain General Fund costs.

The primary outlays for the Office are labor costs. Appropriations for salaries and benefits for FY2016/17 are projected at \$3,841,195, an increase of \$288,977 or 8.1% from the FY2015/16 Adopted Budget. This increase reflects scheduled promotions, merit and longevity increases, and cost-of-living adjustments.

The Recommended Budget also includes a one-time operating transfer out of \$66,400 to the Accumulated Capital Outlay fund to reconfigure and enlarge work and file space.

## DEPARTMENT COMMENTS

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

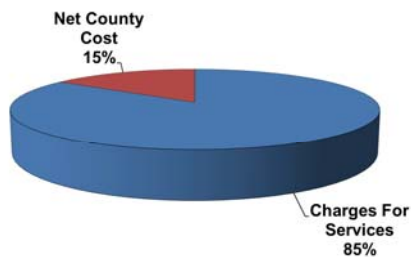
- Interdepartmental direct billing rate calculations methodology was reviewed by County Counsel's Office, Auditor-Controller's Office (ACO) and County Administrator's Office resulting in changes to meet the requirements set forth in the Auditor-Controller's memorandum dated July 1, 2013. Currently the only interdepartmental clients using the direct billing rate method are H&SS Child Protective Services (CPS) and Mental Health. However, as recommended by the ACO's representative the Workforce Investment Board, Solano First Five, and Public Facility Fees legal fees will begin using the direct billing rate method instead of the Productive Hourly Rate (PHR) in FY2016/17. Only salaries and benefits, to include POB's, Workers' Compensation and County Match are used to determine attorney hourly rates for the direct billing rate.

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

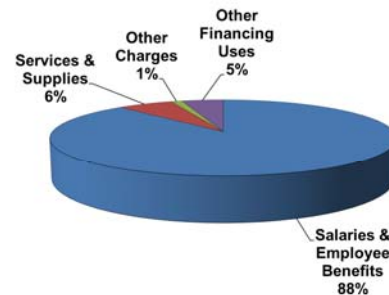
The annual hours used in the calculation methodology will also change from 1688 to 2080, resulting in a reduced attorney hourly rate when compared to the PHR. The indirect costs will be recovered through the Countywide Cost Allocation Plan.

- As a result of the previously mentioned change in direct billing methodology, the PHR calculation was also reviewed. Changes made to the PHR include moving POB's, Workers' Compensation and County Match amounts from indirect costs to direct costs. This, along with salary and benefit changes, increased the recommended PHR to \$165 per hour. Any approved increases in fees help to offset changes in the direct billed revenue.

### SOURCE OF FUNDS



### USE OF FUNDS



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 2,666,978         | 3,517,039                    | 3,696,060              | 179,021                           | 5.1%              |
| MISC REVENUE  | 43,558            | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>2,710,536</b>  | <b>3,517,039</b>             | <b>3,696,060</b>       | <b>179,021</b>                    | <b>5.1%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 3,118,943         | 3,552,218                    | 3,841,195              | 288,977                           | 8.1%              |
| SERVICES AND SUPPLIES                                       | 236,712           | 316,467                      | 265,790                | (50,677)                          | (16.0%)           |
| OTHER CHARGES   | 53,749            | 53,213                       | 53,260                 | 47                                | 0.1%              |
| OTHER FINANCING USES  | 128,221           | 140,055                      | 197,968                | 57,913                            | 41.4%             |
| INTRA-FUND TRANSFERS  | 9,619             | 5,775                        | 4,300                  | (1,475)                           | (25.5%)           |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>3,547,244</b>  | <b>4,067,728</b>             | <b>4,362,513</b>       | <b>294,785</b>                    | <b>7.2%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>836,707</b>    | <b>550,689</b>               | <b>666,453</b>         | <b>115,764</b>                    | <b>21.0%</b>      |

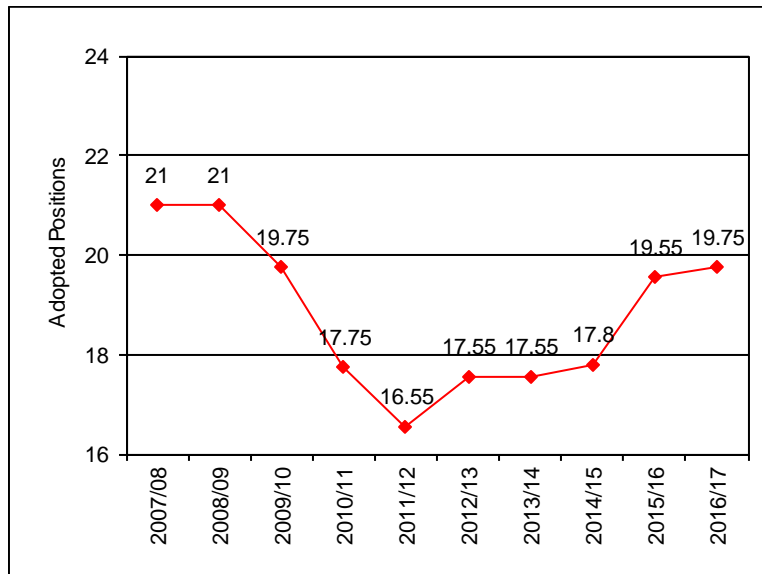
### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

In 2008, a Deputy County Counsel position was reduced from a full time position to 0.8 FTE. This reduction in hours was voluntary due to the Deputy's personal issues outside of the office. On August 4, 2015, the 0.8 FTE Deputy County Counsel was restored to a full-time position or 1.0 FTE. This position is assigned to represent the Public Guardian's Office (conservatorships). The issues involving conservatorship cases are becoming more complex, requiring additional time for research and representation.

There are no changes in position allocation.

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

The overall demand for legal services remains high, especially with the securing of outside public agency contracts that generate significant non-general fund revenue.

The hiring of the additional attorney and staff positively affected the Office's workload. However, as the number of hours recorded for each attorney increases, and with additional requirements placed on staff to support not only assigned attorneys but changes to County procedures, namely Documentum, additional full time staff may be required in the future.



### 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:

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 3,448,518 |
| FY2016/17 Recommended:                 | 3,661,934 |
| County General Fund Contribution:      | 266,494   |
| Percent County General Fund Supported: | 7.3%      |
| Total Employees (FTEs):                | 19        |

### 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 provides centralized human resources services in all areas including personnel and civil service administration, recruitment and selection, equal employment opportunities, employee and labor relations, classification, and benefits administration.

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

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

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

#### During FY2015/16:

- Successfully prepared for and negotiated successor MOU's for all 23 bargaining units (19 regular and 4 extra-help).
- Successfully completed the Request for Proposal process resulting in a contract for services for background checks for County applicants.
- Participated in the PeopleSoft Employee Records and Payroll upgrade and completed all required testing to ensure successful transition into updated system.
- Participated in software implementation project to comply with reporting requirements mandated by the Affordable Care Act for documentation of health insurance.
- Successfully implemented employee "leave management" software.
- Transitioned to new third party administrator for the handling of workers' compensation claims.

## Functional Area Summary

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

- Created recruitment video to highlight the organization.
- Held first on-line recruitment job fair for the Social Worker classification.

### WORKLOAD INDICATORS

During the period July 1, 2015 – February 29, 2016:

- Reviewed 8,016 job applications compared to 8,020 during that same period in FY2014/15.
- Opened 153 recruitments compared to 130 in FY2014/15.
- Processed 505 requisitions to fill vacancies compared to 511 during the same period in FY2014/15.
- Conducted and responded to 15 formal discrimination complaints compared to 14 during the same period in FY2014/15.

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| HUMAN RESOURCES SERVICES                                  | 2,508,293         | 3,223,615                    | 3,395,440              | 171,825                           | 5.3%              |
| <b>TOTAL REVENUES</b>                                     | <b>2,508,293</b>  | <b>3,223,615</b>             | <b>3,395,440</b>       | <b>171,825</b>                    | <b>5.3%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| HUMAN RESOURCES SER                                       | 2,824,813         | 3,524,487                    | 3,661,934              | 137,447                           | 3.9%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>2,824,813</b>  | <b>3,524,487</b>             | <b>3,661,934</b>       | <b>137,447</b>                    | <b>3.9%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| HUMAN RESOURCES SER                                       | 316,519           | 300,872                      | 266,494                | (34,378)                          | (11.4%)           |
| <b>NET COUNTY COST</b>                                    | <b>316,519</b>    | <b>300,872</b>               | <b>266,494</b>         | <b>(34,378)</b>                   | <b>(11.4%)</b>    |

|                          |           |           |           |          |              |
|--------------------------|-----------|-----------|-----------|----------|--------------|
| <b>STAFFING</b>          |           |           |           |          |              |
| HUMAN RESOURCES SERVICES | 17        | 18        | 19        | 1        | 5.6 %        |
| <b>TOTAL STAFFING</b>    | <b>17</b> | <b>18</b> | <b>19</b> | <b>1</b> | <b>5.6 %</b> |

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$171,825 or 5.3% in revenues and \$137,447 or 3.9% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, Net County Cost decreased by \$34,378 or 11.4%.

The primary funding source for the Department of Human Resources (HR) is administration overhead (A87) of \$3,274,040 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the Department.

In addition, HR receives departmental administration overhead revenue for the HR Director's time spent in Risk Management. Estimated revenues for these services are \$71,000.

Primary costs for the department are:

- Salary and Employee Benefits of \$2,703,942 are projected to increase by \$323,599 or 13.6%. This is primarily resulting from increases in wages and employee benefit costs, anticipated retirement costs and the addition of 1.0 FTE Human Resources Analyst position.

Services and Supplies include:

- Liability Insurance charges of \$56,465 increased by \$7,942.
- Managed Print Services cost per copy fees are budgeted at \$18,500 which is an increase of \$3,500.

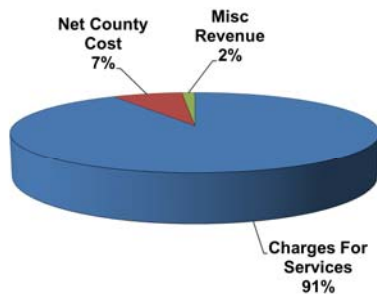
**Marc Fox, Director of Human Resources  
Personnel**

- Other Professional Services of \$425,500 are projected to decrease by \$210,500 or 33.1%. These appropriations cover the estimated FY2016/17 contract costs as follows:
  - \$108,000 for CalPERS health administration fees.
  - \$38,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
  - \$33,500 for biennial PARS actuarial study and actuarial review of the County's OPEB liability.
  - \$25,000 for ongoing review of the County's deferred compensation plans.
  - \$4,000 for court reporter fees for Civil Service Commission appeal hearings.
  - \$50,000 for Equal Employment Opportunity (EEO) investigation services.
  - \$55,000 for recruitment testing services provided by either Cooperative Personnel Services or Western Region Inventory Board (WRIB) and bilingual testing through Language People.
  - \$15,000 for classification and compensation studies.
  - \$20,000 for recruitment videos.
  - \$36,000 for labor relations services.
  - \$11,000 for an update on the County's CalPERS rates by the independent, external actuary.
  - \$30,000 for document imaging fees and special projects.
- Central Data Processing (CDP) charges of \$145,465 are projected to increase by \$6,453.
- Publications and Legal Notices costs of \$21,000 are increased by \$16,000, which includes countywide recruitment advertising costs and fees for job postings.

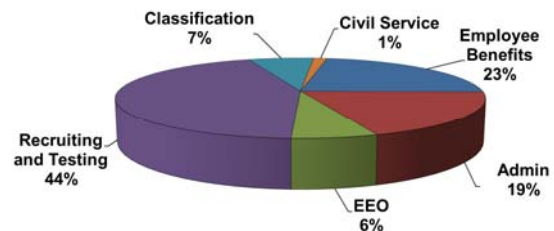
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



## Functional Area Summary

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 2,443,887         | 3,173,215                    | 3,345,040              | 171,825                           | 5.4%              |
| MISC REVENUE  | 64,407            | 50,400                       | 50,400                 | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>2,508,293</b>  | <b>3,223,615</b>             | <b>3,395,440</b>       | <b>171,825</b>                    | <b>5.3%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 2,002,778         | 2,380,343                    | 2,703,942              | 323,599                           | 13.6%             |
| SERVICES AND SUPPLIES                                       | 675,618           | 993,797                      | 806,543                | (187,254)                         | (18.8%)           |
| OTHER CHARGES   | 61,152            | 61,071                       | 60,283                 | (788)                             | (1.3%)            |
| OTHER FINANCING USES  | 77,561            | 84,126                       | 84,116                 | (10)                              | (0.0%)            |
| INTRA-FUND TRANSFERS  | 7,703             | 5,150                        | 7,050                  | 1,900                             | 36.9%             |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>2,824,813</b>  | <b>3,524,487</b>             | <b>3,661,934</b>       | <b>137,447</b>                    | <b>3.9%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>316,519</b>    | <b>300,872</b>               | <b>266,494</b>         | <b>(34,378)</b>                   | <b>(11.4%)</b>    |

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

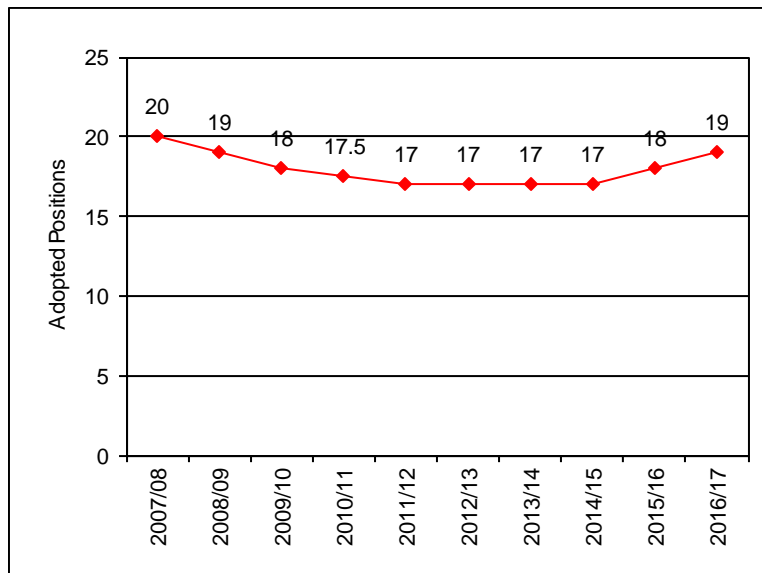
None.

### SUMMARY OF POSITION CHANGES

The FY2016/17 Recommended Budget includes the following position change:

- Add 1.0 FTE Human Resources Analyst (Senior), effective July 3, 2016, to assist the Recruitment and Testing Division in recruitment activities and classification work.

### STAFFING TREND



### PENDING ISSUES AND POLICY CONSIDERATIONS

With more than one-third of the County's workforce retirement eligible (the median county employee is 46 years of age), and a vacancy rate that has varied between 8% and 10.6%, recruiting, retaining and developing the next generation of County employees will continue to play a critical role in the success of achieving the mission of Solano County. Applicants who are part of the "millennial generation" are the next generation in line to replace "baby boomers" who are nearing retirement. To that end,

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

---

the department implemented new strategies for recruitment efforts, including a video and on-line job fair, and is reviewing classification specifications to ensure minimum qualifications are appropriate and job duties are accurate. Human Resources staff is working with several departments to review policies and practices and develop strategies that will make public service more appealing to millennials, with the focus on reviewing career opportunities for recent college graduates or other entry-level job applicants.

Given the heavy emphasis on Labor Relations, and internal vacancies, the implementation of competency-based interviewing has taken longer than originally anticipated. The department will be continuing to work with departments and their employees and the labor unions to receive input on competencies for successful performance of essential job functions.

The department will begin preparations for collective bargaining agreement negotiations which are set to begin in spring 2017.

The Affordable Care Act (ACA) mandates employer-paid health insurance for all employees working an average of 30 hours or more per week. The County has implemented the ACA for all Act-eligible employees. A remaining issue is the excise tax (now postponed to 2020). The federal government has not issued final regulations on the excise tax so Human Resources will continue to monitor.

## Summary of Other Administered Budgets

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

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|--|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>  |                   |                              |                        |                                   |                   |
| 1103 EMPLOYEE DEVELOP & RECOGNITION                                  | 316,161           | 426,121                      | 452,455                | 26,334                            | 6.2%              |
| 1830 RISK MANAGEMENT   | 14,186,823        | 15,438,667                   | 15,235,660             | (203,007)                         | (1.3%)            |
| <b>APPROPRIATIONS</b>  |                   |                              |                        |                                   |                   |
| 1103 EMPLOYEE DEVELOP & RECOGNITION                                  | 399,947           | 713,807                      | 693,362                | (20,445)                          | (2.9%)            |
| 1830 RISK MANAGEMENT   | 14,134,050        | 16,850,793                   | 17,282,195             | 431,402                           | 2.6%              |
| <b>NET COUNTY COST</b>   |                   |                              |                        |                                   |                   |
| 1103 EMPLOYEE DEVELOP & RECOGNITION                                  | (83,786)          | (287,686)                    | (240,907)              | 46,779                            | (16.3%)           |
| 1830 RISK MANAGEMENT   | 52,773            | (1,412,126)                  | (2,046,535)            | (634,409)                         | 44.9%             |

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

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

Marc Fox, Director of Human Resources  
Legislative & Administration

### FUNCTION AND RESPONSIBILITIES

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

#### Budget Summary:

|  |         |
|--|---------|
| FY2015/16 Third Quarter Projection:    | 553,342 |
| FY2016/17 Recommended:                 | 693,362 |
| County General Fund Contribution:      | 240,907 |
| Percent County General Fund Supported: | 34.7%   |
| Total Employees (FTEs):                | 3       |

### SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Coordinated and hosted 3<sup>rd</sup> Annual Worker Occupational Safety and Health (WOSH) Training for Solano County employees and neighboring cities and agencies.
- Implemented new training series: Creating a Respectful Work Environment, Essential Skills for Effective Staff Management, Setting Performance Expectations, and Effective Team Building through Managed Health Network for line staff, supervisors and managers.
- Coordinated and provided new training, Effective Coaching for Talent Management, for senior and executive managers.
- Coordinated and sponsored 4<sup>th</sup> cohort of supervisors and senior managers through the Solano Leadership Academy Program through University of California, Davis.
- Provided employment experience/training for four foster youth through A First Place for Youth and implemented new internship program.

### WORKLOAD INDICATORS

- 4,647 employees attended County training sessions from July 1, 2015 through February 29, 2016 compared to 4,041 employees during that same period in FY2014/15.
- Offered 91 professional development/training classes, excluding County-mandated sessions, to all County employees compared to 75 classes last fiscal year.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$26,334 or 6.2% in revenues and a decrease of \$20,445 or 2.9% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, Net County Cost decreased by \$46,779 or 16.3% for FY2016/17.

The primary funding source for this division is countywide administration overhead (A87) of \$447,455 for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Recognition Division. These revenues are estimated to increase by \$26,334 or 6.2% from the previous fiscal year.

Primary costs for the Employee Development and Recognition Division are:

- Salaries and Employee Benefits of \$520,805 are projected to increase by \$104,069 or 25% primarily resulting from increases in wages and employee benefit costs, and the transfer of a 1.0 FTE Office Assistant II to support the countywide training function, from the Risk Management Division to Employee Development and Training.

Services and Supplies:

- Maintenance Improvements and Computer Components reflect a decrease of \$21,000 and \$11,480, respectively for one-time costs for a project completed in FY2015/16 to relocate the Computer Training Room to a larger room that accommodates eight additional training stations.
- Other Professional Services are decreased by \$52,972. As a result of completing the 3-year phase-in of a 1.0 FTE Office Assistant II from the Risk Management Division to the Employee Development and Recognition Division, charges for this position are now posted in Salaries and Employee Benefits.
- Education and Training of \$68,500 reflects a decrease of \$37,800 or 35.6%, primarily due to the exclusion of the Solano

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

Leadership Academy which is being offered every other fiscal year. Included in the department's budget are costs for the following training programs:

- \$12,000 for SkillSoft online/e-learning training.
- \$21,600 contract to provide Microsoft Office 2010 training.
- \$6,750 for Harassment Prevention Training.
- \$6,000 for Executive Leadership Development courses.
- \$7,500 for guest speakers/trainers at Quarterly Manager's Meetings.
- \$6,000 for Liebert Cassidy Whitmore Training Consortium.
- \$5,000 for Project Management classes for supervisors and managers.
- \$1,600 for Managed Health Network employee development classes.
- \$1,050 for six (6) ICMA supervisory/management webinars.
- \$1,000 for Organizational Development/Training Officer training.

**DEPARTMENT COMMENTS**

None.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| CHARGES FOR SERVICES  | 316,161           | 426,121                      | 452,455                | 26,334                            | 6.2%              |
| <b>TOTAL REVENUES</b>                                       | <b>316,161</b>    | <b>426,121</b>               | <b>452,455</b>         | <b>26,334</b>                     | <b>6.2%</b>       |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 238,062           | 416,736                      | 520,805                | 104,069                           | 25.0%             |
| SERVICES AND SUPPLIES                                       | 142,073           | 280,811                      | 151,277                | (129,534)                         | (46.1%)           |
| OTHER CHARGES   | 8,191             | 7,554                        | 8,839                  | 1,285                             | 17.0%             |
| OTHER FINANCING USES  | 9,203             | 8,706                        | 10,341                 | 1,635                             | 18.8%             |
| INTRA-FUND TRANSFERS  | 2,418             | 0                            | 2,100                  | 2,100                             | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>399,947</b>    | <b>713,807</b>               | <b>693,362</b>         | <b>(20,445)</b>                   | <b>(2.9%)</b>     |
| <b>NET COUNTY COST</b>                                      | <b>83,786</b>     | <b>287,686</b>               | <b>240,907</b>         | <b>(46,779)</b>                   | <b>(16.3%)</b>    |

|                          |          |          |          |          |              |
|--------------------------|----------|----------|----------|----------|--------------|
| <b>STAFFING</b>          |          |          |          |          |              |
| EMPLOYEE DEV. & TRAINING | 2        | 2        | 3        | 1        | 50.0%        |
| <b>TOTAL STAFFING</b>    | <b>2</b> | <b>2</b> | <b>3</b> | <b>1</b> | <b>50.0%</b> |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

The Recommended Budget includes the following position change:

- Transfer 1.0 FTE Office Assistant II from the Risk Management Division to the Employee Development and Recognition Division, effective July 3, 2016.

**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 County leadership. In

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

---

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 addition, the County will need to expand and fund strategies designed to recruit and retain the younger generations that will be entering the workforce in the coming years.

**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:**

|  |            |
|--|------------|
| FY2015/16 Third Quarter Projection:    | 15,727,415 |
| FY2016/17 Recommended:                 | 17,282,195 |
| County General Fund Contribution:      | 2,046,535  |
| Percent County General Fund Supported: | 11.8%      |
| Total Employees (FTEs):                | 7.7        |

1821 Administration

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

1822 Liability

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

1823 Workers' Compensation and Safety

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

1824 Property

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

1825 Unemployment

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- The County of Solano was awarded the American Heart Association's "Fit Friendly Worksite" recognition for the second consecutive year for its work in the Wellness Program.
- The Employee Wellness Program established an "Ambassador Program," which enlists employee volunteers who enthusiastically spread the word about the wellness program.
- Implemented the new workers' compensation third-party claims administration contract, resulting in budgetary savings to the County.
- A new disability leave management software application is being used to generate required notices. Once fully implemented, expected summer 2016, the system will also track leaves of absence and improve tracking.

**WORKLOAD INDICATORS**

During the period July 1, 2015 – February 29, 2016:

- The number of reported workers' compensation claims was 152 compared to 156 during the same period in FY2014/15.
- Processed 1,128 FMLA/discretionary leave of absence letters compared to 964 in FY2014/15.
- Completed 220 ergonomic evaluations compared to 136 in FY2014/15.

- Eight fitness club discounts for employees and families were updated and re-negotiated at no cost to the County, compared to five last year.
- Completed 107 ADA interactive meetings compared to 145 in last fiscal year.
- Coordinated 296 pre-appointment physicals compared to 174 in the prior fiscal year.
- 1,089 vaccines administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,030.
- Coordinated 145 pre-appointment drug screens compared to 85 in last fiscal year.
- Provided 170 respirator fit-tests for employees who may wear respirators as part of their jobs.
- Coordinated quarterly updates with managers on the workers' compensation program.
- Coordinated quarterly meetings for the Countywide Safety/Health Board.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$203,007 or 1.3% in revenues and an increase of \$431,402 or 2.6% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, Fund Balance is decreased by \$634,409 or 44.9% when compared to FY2015/16 Adopted Budget.

**1821 Administration**

The Administration Division is funded through intra-fund transfers of \$1,017,775 to the Risk Management operating divisions. These charges are estimated to decrease by \$3,449 when compared to FY2015/16 Adopted Budget.

The primary costs for the administration division are:

- Salary and Employee Benefits of \$556,933 which are projected to increase by \$30,441 primarily due to increases in wages and employee benefit costs for existing employees.
- \$60,000 in Memberships, which remain unchanged compared to last fiscal year, covers the cost of the County's membership with CSAC as well as other risk management-related professional organizations.
- Other Professional Services of \$30,000 is primarily for legislative advocacy and representation.
- Software Maintenance and Support of \$33,668 is for annual maintenance and additional licenses for Family Medical Leave Act (FMLA) tracking software and to purchase a Wellness Program Challenge Platform (software).
- Other charges include countywide administrative overhead, which reflects a decrease of \$36,412, and departmental administrative overhead from the Department of Human Resources for the Director's time.

**1822 Liability**

The primary funding source for the Liability Division is \$3,963,012 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to decrease by \$287,796 when compared to last fiscal year. For FY2016/17, the department will use \$1,020,358 in Fund Balance to offset the cost of liability insurance for departments as a one-time savings to departments.

Other Revenue of \$183,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf. It reflects a \$4,000 decrease due to an anticipated decrease in malpractice insurance costs.

The primary costs for liability are:

- Insurance – Other of \$3,069,084 reflects a decrease of \$617,035 due to a decrease in the preliminary insurance rates received from CSAC Excess Insurance Authority which primarily include:
  - Primary Liability Insurance of \$899,000
  - Excess Liability Insurance of \$2,155,366

- Pollution Program Insurance of \$4,457
- Cyber Liability of \$5,600
- Special Liability Insurance Program of \$4,661
- Insurance Claims of \$400,664 for primary liability insurance payments under the \$10,000 deductible limit is \$664 higher than last fiscal year.
- Malpractice Insurance of \$183,000 reflects a decrease of \$4,000 due to lower anticipated insurance rates.
- Non-Covered Liability Claims of \$800,000, for claims that are not covered by the Primary General Liability Program, is increased by \$550,000.

**1823 Workers' Compensation and Safety**

The primary funding source for the Workers' Compensation Division is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to increase by \$759,028 when compared to last fiscal year for a total recovery in FY2016/17 of \$10,219,000 attributed to higher revenue from cost recovery from departments for the Workers' Compensation Program.

Primary costs are:

- Insurance – Other of \$2,914,000 which reflects a decrease of \$67,000 due to lower rates. Included are:
  - Excess Workers' Compensation Insurance of \$2,714,000
  - Department of Industrial Relations of \$200,000
- Insurance Claims of \$5,698,286 reflect an increase of \$1,006,161 due to higher anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$758,226 reflect a decrease of \$249,644 for the following contracts:
  - Workers' Compensation third party claims administration fees of \$409,674
  - Occu-Med contract of \$135,000
  - Contract with Department of Health & Social Services for Occupational Health medical-related services of \$190,052
  - Ergonomic evaluations of \$10,000
  - Industrial Hygienist of \$10,000
  - Annual workers' compensation actuarial evaluation of \$3,500
- Psychological Evaluation Service of \$125,000 to cover the costs of the countywide Employee Assistance Program is increased by \$5,000 compared to last fiscal year.

**1824 Property**

The primary funding source for the Property Insurance Division is \$691,390 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to decrease by \$631,291 when compared to last fiscal year. For FY2016/17, the department will use \$802,035 in Fund Balance to offset the cost of property insurance for departments as a one-time savings to departments.

Primary costs are:

- Insurance – \$1,347,536 reflects a decrease of \$177,428 due to projected lower insurance rates for the following programs:
  - Property Insurance of \$1,327,080
  - Bond Insurance of \$14,276
  - Airport Liability Insurance of \$4,000
  - Watercraft Insurance of \$2,180

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

- Insurance Claims of \$100,000 to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County departments for deductibles for property insurance claims are expected to decrease by \$50,000.

**1825 Unemployment**

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on a percentage of payroll. These revenues from charges to user departments are estimated to decrease by \$52,248 as a result of a reduction in unemployment reimbursable claims and one-time use of \$224,172 in available Fund Balance.

**DEPARTMENT COMMENTS**

None.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUALS</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                            |                                       |                                |  |                           |
| REVENUE FROM USE OF<br>MONEY/PROP                                    | 86,776                     | 60,700                                | 74,000                         | 13,300                                     | 21.9%                     |
| CHARGES FOR SERVICES   | 13,803,514                 | 15,190,967                            | 14,978,660                     | (212,307)                                  | (1.4%)                    |
| MISC REVENUE   | 296,533                    | 187,000                               | 183,000                        | (4,000)                                    | (2.1%)                    |
| <b>TOTAL REVENUES</b>  | <b>14,186,823</b>          | <b>15,438,667</b>                     | <b>15,235,660</b>              | <b>(203,007)</b>                           | <b>(1.3%)</b>             |
| <b>APPROPRIATIONS</b>  |                            |                                       |                                |  |                           |
| SALARIES AND EMPLOYEE BENEFITS                                       | 835,122                    | 945,265                               | 1,042,567                      | 97,302                                     | 10.3%                     |
| SERVICES AND SUPPLIES  | 12,763,463                 | 15,336,510                            | 15,152,264                     | (184,246)                                  | (1.2%)                    |
| OTHER CHARGES  | 504,847                    | 535,408                               | 1,054,439                      | 519,031                                    | 96.9%                     |
| OTHER FINANCING USES   | 30,617                     | 33,610                                | 32,925                         | (685)                                      | (2.0%)                    |
| <b>TOTAL APPROPRIATIONS</b>  | <b>14,134,050</b>          | <b>16,850,793</b>                     | <b>17,282,195</b>              | <b>431,402</b>                             | <b>2.6%</b>               |
| <b>NET GAIN(LOSS)</b>  | <b>52,773</b>              | <b>(1,412,126)</b>                    | <b>(2,046,535)</b>             | <b>(634,409)</b>                           | <b>44.9%</b>              |
| <b>STAFFING</b>  |                            |                                       |                                |  |                           |
| RISK MANAGEMENT  | 7.0                        | 7.7                                   | 7.7                            | 0  | 0.0%                      |
| <b>TOTAL STAFFING</b>  | <b>7.0</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**

The FY2016/17 Recommended Budget includes the following position changes:

- Add 1.0 FTE Risk Analyst, effective July 3, 2016. The Occupational Health Program will be transferred to Risk Management to administer. The Risk Analyst position will be responsible for planning and managing the County's Occupational Health Program and the vacant Occupational Health Program Manager position at H&SS will be deleted.
- Reclassify 1.0 FTE Office Assistant III to 1.0 FTE Human Resources Assistant, effective July 3, 2016, as this position provides technical support to the department.
- Transfer 1.0 FTE Office Assistant II to the Employee Development and Training Division (BU 1103), effective July 3, 2016, as this position supports the countywide training function.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**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:**

|  |           |
|--|-----------|
| FY2015/16 Third Quarter Projection:    | 4,147,817 |
| FY2016/17 Recommended:                 | 3,846,605 |
| County General Fund Contribution:      | 3,009,805 |
| Percent County General Fund Supported: | 78.2%     |
| Total Employees (FTEs):                | 9         |

**FUNCTION AND RESPONSIBILITIES**

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

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Worked closely with the Secretary of State to continue 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 VoteCal implement more efficient business processes.
- Increased efficiencies in Vote-by-mail (VBM) processing by implementing new VBM sorting and envelop handling equipment allowing for the faster processing of VBM ballots. Improvements allowed ROV to publish a higher percentage of VBM ballots on election night than in previous elections.
- Improved office operations to allow for faster processing of voter registration forms without increasing operating expenses.
- Successfully implemented Online Pollworker Training and Management software, reducing operating costs while providing automated registration and class sign-up for over 800 poll workers.
- Implemented online candidate filing programs allowing candidates to submit paperwork for Fair Political Practices Commission (FPPC) Documents electronically and providing increased visibility of filings to interested parties.
- Continued to work with a variety of vendors including Google, Konnech and 2Vote to provide voter service applications or "Apps" for mobile devices at no cost to the county. Voters can update voter registration information and find detailed election information such as polling places, ballot drop-off locations and candidate information from their smart-phone or tablet.

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

**Functional Area Summary**

- Continued along with 12 other California counties to utilize federal grant money to better serve the county's active duty military, overseas voters and family members by sending ballots electronically during the VBM period.
- Expanded the student poll worker program to help mitigate normal issues with the recruitment and placement of poll workers. Partnered with the California Secretary of State's office to host Student Voter Weeks at several high schools to encourage youth involvement in elections.
- Implemented many new processes to meet legal requirements for registering underage voters, and Conditional Voter Registration.

**WORKLOAD INDICATORS**

- ROV staff processed a total of 25,468 voter file transactions in the 2015 calendar year. Voter registration decreased in 2015 from 201,377 in 2014 to 197,931 in 2015. The ROV will anticipate a 7-10% increase in registrations during the 2016 November General Election. ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than half of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, VBM turnout continues at a high level and comprises a significant portion of the work for the ROV office. Approximately 60% of all voters are permanent VBM voters, and typically 75% return their ballots each election. In addition, over 25% of VBM voters return their ballots at the polls or in the ROV office on Election Day. The ROV has implemented new equipment and procedures to handle the increased work-load, processing most of the VBM return ballots on election night.
- ROV has increased efficiencies in the recruitment and retention of poll workers. In 2016, ROV implemented an online training and management portal for poll workers. Over 25% of poll workers self-registered and utilized the online tools reducing staff load and manual processes.

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| ELECTIONS   | 821,463           | 268,494                      | 836,800                | 568,306                           | 211.7%            |
| <b>TOTAL REVENUES</b>                                     | <b>821,463</b>    | <b>268,494</b>               | <b>836,800</b>         | <b>568,306</b>                    | <b>211.7%</b>     |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| ELECTIONS   | 3,181,148         | 4,048,624                    | 3,846,605              | (202,019)                         | (5.0%)            |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>3,181,148</b>  | <b>4,048,624</b>             | <b>3,846,605</b>       | <b>(202,019)</b>                  | <b>(5.0%)</b>     |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| ELECTIONS   | 2,359,685         | 3,780,130                    | 3,009,805              | (770,325)                         | (20.4%)           |
| <b>NET COUNTY COST</b>                                    | <b>2,359,685</b>  | <b>3,780,130</b>             | <b>3,009,805</b>       | <b>(770,325)</b>                  | <b>(20.4%)</b>    |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| ELECTIONS   | 10                | 9                            | 9                      | 0                                 | 0.0 %             |
| <b>TOTAL STAFFING</b>                                     | <b>10</b>         | <b>9</b>                     | <b>9</b>               | <b>0</b>                          | <b>0.0 %</b>      |

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$568,306 or 211.7% in revenues and a decrease of \$202,019 or 5.0% in appropriations when compared to FY2015/16 Adopted Budget. As a result, the Net County Cost decreased by \$770,325 or 20.4%.

ROV primarily depends on the General Fund. To the greatest extent permitted by law, ROV costs are billed to the entities participating in a given election. Generally, federal and state election costs are borne by the County. FY2016/17 has one scheduled election, the November 2016 General Election. Costs for this election will be partially offset by revenue from

participating districts. For the 2016 General Election, the budget reflects \$830,000 in election service revenue and \$1,409,686 in appropriations.

Revenue for election services includes:

- \$30,000 for candidate statement fees
- \$800,000 for billable election costs for the Districts participating in the election

Other non-election related revenue for ROV includes:

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

Significant changes to ROV's appropriations include:

- Labor costs reflect an increase of \$177,703. The increase is the net result of a cost of living increase, regular performance step increases by staff and increased use of Extra Help for the anticipated high-turnout General Election.
- Services and Supplies reflect an increase of \$156,986 primarily due to anticipation of needs for the 2016 General Election, as follows:
  - \$10,250 increase in Contracted Services for ballot on demand costs
  - \$40,935 increase in Other Professional Services for election day support from contractors
  - \$230,548 increase in Special Department Expense to prepare for the 2016 General Election which includes increases as follows:
    - \$174,500 for ballots – a two card ballot will be ordered due to a large number of statewide measures that are qualified for the ballot
    - \$4,621 for VBM and provisional envelopes
    - \$10,192 for miscellaneous election supplies, signs, printing, security and van rental
    - \$41,235 for poll workers, rovers and standby workers
  - \$117,318 net decrease due to decreases of \$92,108 in computer components, \$49,715 for central data processing offset by increase of \$24,505 in software maintenance and support
- Other Charges reflect a decrease of \$97,836 primarily due to a reduction in countywide administration overhead
- Fixed Assets reflect a decrease of \$435,388 – The ROV anticipates no new fixed assets requests for FY2016/17
- Contract for services include:
  - \$32,410 with Election Administrators for maintenance on e-rosters
  - \$1,205,681 in various agreements with the following contractors to provide election related services: Asset Shadow, Data Information Management Systems (DIMS), Election Systems and Software (ES&S), Integra Business, Marin and Chapman Company, SouthTech, Transcend, and Valley Relocation

## **DEPARTMENT COMMENTS**

The ROV's FY2016/17 budget includes an increase in anticipated extra-help, services and supplies, despite an overall decrease in net county costs. The department continues to review business process improvements to further streamline services and reduce operating costs.

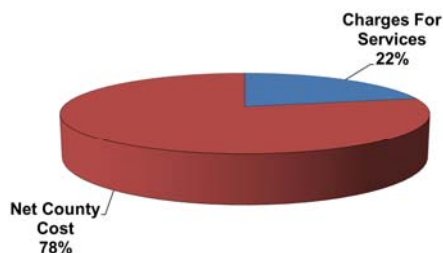
The ROV also continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will continue to evaluate "low performing" polling places and utilization of County owned facilities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

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

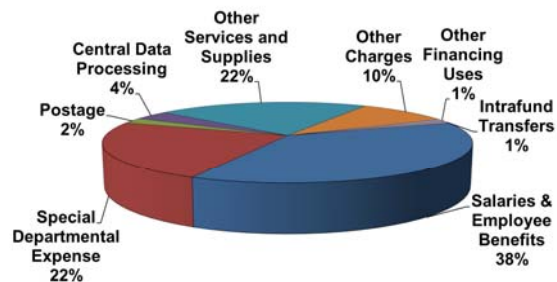
**Functional Area Summary**

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

**SOURCE OF FUNDS**



**USE OF FUNDS**



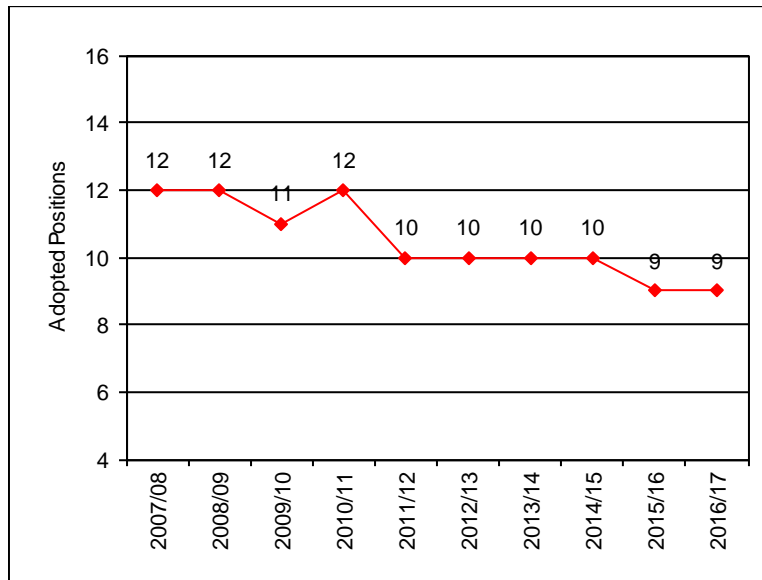
| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| INTERGOVERNMENTAL REV STATE                                 | 38,314            | 223,494                      | 4,800                  | (218,694)                         | (97.9%)           |
| CHARGES FOR SERVICES  | 781,957           | 45,000                       | 832,000                | 787,000                           | 1748.9%           |
| MISC REVENUE  | 1,191             | 0                            | 0                      | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>821,463</b>    | <b>268,494</b>               | <b>836,800</b>         | <b>568,306</b>                    | <b>211.7%</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 1,157,238         | 1,274,501                    | 1,452,204              | 177,703                           | 13.9%             |
| SERVICES AND SUPPLIES                                       | 1,443,160         | 1,805,734                    | 1,962,720              | 156,986                           | 8.7%              |
| OTHER CHARGES   | 514,774           | 466,818                      | 368,982                | (97,836)                          | (21.0%)           |
| F/A EQUIPMENT   | 0                 | 435,388                      | 0                      | (435,388)                         | (100.0%)          |
| OTHER FINANCING USES  | 37,953            | 36,418                       | 33,999                 | (2,419)                           | (6.6%)            |
| INTRA-FUND TRANSFERS  | 28,023            | 29,765                       | 28,700                 | (1,065)                           | (3.6%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>3,181,148</b>  | <b>4,048,624</b>             | <b>3,846,605</b>       | <b>(202,019)</b>                  | <b>(5.0%)</b>     |
| <b>NET COUNTY COST</b>                                      | <b>2,359,685</b>  | <b>3,780,130</b>             | <b>3,009,805</b>       | <b>(770,325)</b>                  | <b>(20.4%)</b>    |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

There is a \$770,325 decrease in Net County Cost when compared to the FY2015/16 Adopted Budget. Having one scheduled election in the fiscal year resulted in an increase in revenue. The department continues to implement automation projects which will continue to decrease ROV expenses.

**SUMMARY OF POSITION CHANGES**

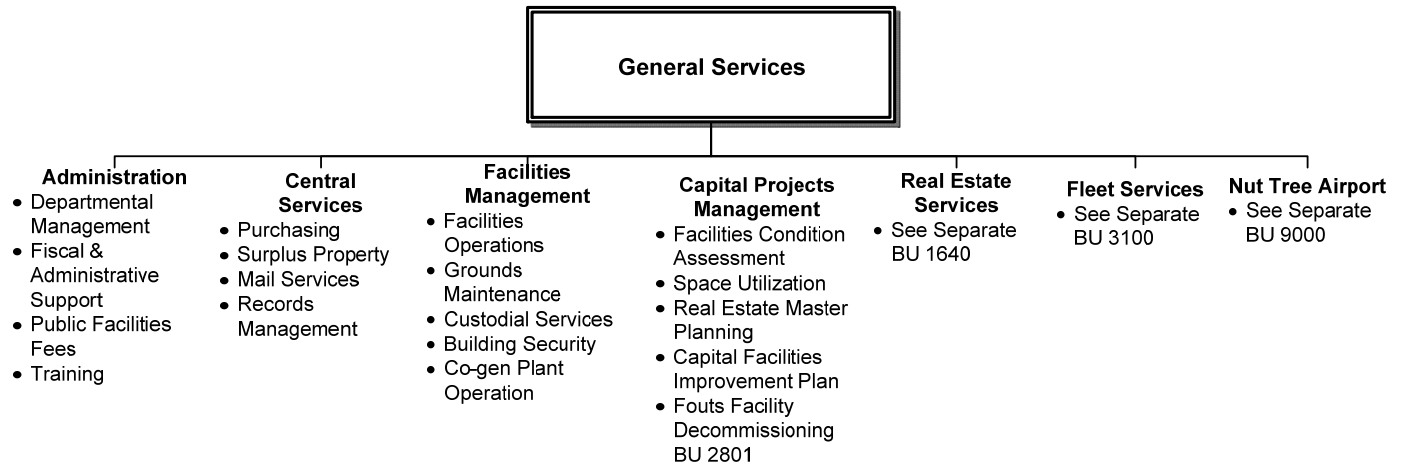
There are no changes in position allocation.

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

The ROV continues to monitor several election bills that will potentially change election processes statewide and assist with funding of the County's aging voting equipment. Current legislation changes will require ROV to register voters on Election Day. This change will be in effect on January 1, 2017 and will require e-rosters to have real-time connection of all polling place roster lists. Other bills are circulating that would provide a portion of funding for ROV to replace the existing voting equipment, provided the county switch to Vote Centers and increased costs associated with early voting.

Michael J. Lango, Director of General Services

Other General

**DEPARTMENTAL PURPOSE**

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

**Budget Summary:**

|  |            |
|--|------------|
| FY2015/16 Third Quarter Projection:    | 16,924,925 |
| FY2016/17 Recommended:                 | 18,070,556 |
| County General Fund Contribution:      | 2,960,449  |
| Percent County General Fund Supported: | 16.4%      |
| Total Employees (FTEs):                | 87         |

**FUNCTION AND RESPONSIBILITIES**Administration

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

Central Services

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

Facilities Management

- Facilities Operations

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

- Grounds Maintenance

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

- Custodial Services

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

**Capital Projects Management**

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

**Real Estate Services**

Real Estate Services department is described under BU 1640.

**Fleet Services**

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

**Nut Tree Airport**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS****Accomplishments:**

- Implemented Cost Accounting Management System (CAMS) for detailed tracking of employees' time and labor associated with requested maintenance and building support services (facilities, grounds and custodial). (Administration & *Facilities Management*)
- Completed a draft of the 20-Year Master Plans for three County campuses in Fairfield to guide phased development of new County facilities growth in services and programs. Corresponding implementation and financing options are being refined and anticipated Fall 2016.
- Increased use of the Cal Card procurement card and rebate revenue by \$9,600. (*Central Services*)
- Successfully vacated leased space where the County inactive records and historical records were stored. The lease cost approximately \$110,000 annually and the relocation of the records to the new Corodata records storage facility will reduce record storage expenses by approximately \$50,000 annually. (*Central Services*)
- The Surplus Property operation began accepting credit and debit cards for payment of goods to improve service and increase revenue and implemented the use of hand held scanners to more efficiently and accurately track inventory for fixed and controlled assets. (*Central Services*)
- Completed a comprehensive assessment of the County procurement program by the National Institute of Governmental Purchasing. The resulting report provides recommendations to improve purchasing operations and increase effectiveness through the use of technology, improved contract development and management, and policy improvement. Implementing the recommendations will be a department focus in FY2016/17. (*Central Services*)
- Increased maintenance operations to support an additional 16,000 square feet of office and shop space for Agricultural Commissioner/Weight and Measures program. (*Facilities Management*)
- Completed design and installation of new signage for County campuses in support of the County Smoke-Free Facilities Policy. Solano is the first County in California to have adopted a comprehensive policy that includes buildings, grounds, and sidewalks. (*Facilities Management*)
- Continued water conservation efforts have reduced water usage by 44% or approximately 9 million gallons annually. These water conservation measures include installation of low-flow plumbing fixtures and a water management system in the existing correctional facilities. Grounds Maintenance staff have installed more efficient drip irrigation systems to reduce watering durations in landscaped areas including a new Central Irrigation Control that received a "Solano Smart Irrigation Program Award" for reducing water use from the Solano County Water Agency. (*Facilities Management*)

**WORKLOAD INDICATORS****Administration**

- Responsible for the oversight and fiscal management of 14 departmental budgets, totaling approximately \$92 million. These

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

---

departmental budgets include 109 individual budgets requiring direct oversight and fiscal management.

- Processed over 10,730 invoices totaling almost \$30 million in payments in FY2014/15. Responsible for tracking 127 County-wide utility accounts (54 Gas/Electric, 17 Garbage & 56 Water).
- From March 2015 through February 2016 processed 142 personnel actions, audited approximately 2,100 time studies, and scheduled/completed 100 mandated trainings for over 90 employees.
- Managed cost accounting and financial reporting associated with over 50 capital projects in FY2015/16 with a value of approximately \$50 million.

Central Services

- Processed 1,425 purchase orders and 45 bids and RFPs from July 1, 2015 through February 2016.
- Maintained 19,924 boxes of official County records, including auditing for appropriate retention period and oversaw their transfer to new warehouse.
- Completed 456 County surplus property moves in FY2014/15. This represents an increase of 21% over FY2014/15
- In FY2014/15, 1,417 surplus items were sold, including 66 lots of bulk items (pallets of unusable computers) returning \$97,533 to the General Fund. In addition, sale of scrap metal (damaged file cabinets, metal system furniture panels) and recycled toner cartridges generated \$4,024.
- Surplus donations in FY2014/15 included:
  - 31 desktop computers, monitors, and keyboards to local school districts.
  - 87 pieces of office furniture to local schools, Cordelia Fire District, Boy Scouts Golden Empire Council, Vacaville Heritage Council and various non-profit organizations.
  - 3 pallets of hazardous waste were disposed of in environmentally safe manner.
- Administers the County Procurement Card Program. Maintained 224 cardholder accounts and generated \$20,222 in rebate revenue.

Facilities Management

- Completed 9,778 work orders for the maintenance and improvements of County facilities for the period of February 2015 through February 2016.
- Produced over 12,275,000 kilowatt hours of electricity from the County's Cogeneration Plant and 4 Photovoltaic Facilities on County campuses. The newest solar power generating system is located at Stanton Correctional Facility.
- Processed 363 purchase orders for services and supplies in support of Facilities Management.
- Processed over 2,012 invoices totaling over \$2.9 million in payments for facilities related services, supplies, and equipment.

Capital Projects Management

- Initiated 50 project contracts and delivered 50 projects under the Uniform Construction Cost Accounting Program's project delivery process; administered 120 construction contracts valued at \$25 million.
- Provided project management services to progress over 60 new construction, renovation, and facility renewal projects with a total budget of over \$100 million in FY2015/16.
- Maintained space utilization database for 2,411,910 square feet of County facilities.
- Maintained an indexed database with over 14,288 drawings of County-owned/occupied facilities.
- Processed requests for 108 departmental project requests.

## Functional Area Summary

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

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| ADMINISTRATION  | 636,174           | 1,058,907                    | 980,868                | (78,039)                          | (7.4%)            |
| ARCHITECTURAL SERVICES                                    | 661,264           | 1,363,040                    | 1,651,066              | 288,026                           | 21.1%             |
| CENTRAL SERVICES  | 1,695,335         | 2,056,768                    | 2,132,316              | 75,548                            | 3.7%              |
| FACILITIES MAINTENANCE                                    | 9,265,391         | 11,033,593                   | 10,345,857             | (687,736)                         | (6.2%)            |
| <b>TOTAL REVENUES</b>                                     | <b>12,258,164</b> | <b>15,512,308</b>            | <b>15,110,107</b>      | <b>(402,201)</b>                  | <b>(2.6%)</b>     |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| ADMINISTRATION  | 1,350,335         | 1,468,157                    | 1,521,224              | 53,067                            | 3.6%              |
| ARCHITECTURAL SERVICES                                    | 984,507           | 1,668,632                    | 1,909,377              | 240,745                           | 14.4%             |
| CENTRAL SERVICES  | 2,092,255         | 2,095,569                    | 2,095,879              | 310                               | 0.0%              |
| FACILITIES MAINTENANCE                                    | 10,844,946        | 11,820,226                   | 12,544,076             | 723,850                           | 6.1%              |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>15,272,043</b> | <b>17,052,584</b>            | <b>18,070,556</b>      | <b>1,017,972</b>                  | <b>6.0%</b>       |
| <b>NET COUNTY COST</b>                                    |                   |                              |                        |                                   |                   |
| ADMINISTRATION  | 714,161           | 409,250                      | 540,356                | 131,106                           | 32.0%             |
| ARCHITECTURAL SERVICES                                    | 323,243           | 305,592                      | 258,311                | (47,281)                          | (15.5%)           |
| CENTRAL SERVICES  | 396,919           | 38,801                       | (36,437)               | (75,238)                          | (193.9%)          |
| FACILITIES MAINTENANCE                                    | 1,579,555         | 786,633                      | 2,198,219              | 1,411,586                         | 179.4%            |
| <b>NET COUNTY COST</b>                                    | <b>3,013,878</b>  | <b>1,540,276</b>             | <b>2,960,449</b>       | <b>1,420,173</b>                  | <b>92.2%</b>      |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| ADMINISTRATION  | 9                 | 9                            | 9                      | 0                                 | 0.0%              |
| CAPITAL PROJECTS MGMT ADMIN                               | 5                 | 5                            | 5                      | 0                                 | 0.0%              |
| CENTRAL SERVICES  | 10                | 10                           | 11                     | 1                                 | 10.0%             |
| FACILITIES MAINTENANCE                                    | 57                | 62                           | 62                     | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>81</b>         | <b>86</b>                    | <b>87</b>              | <b>1</b>                          | <b>1.2%</b>       |

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$402,201 or 2.6% in revenues and an increase of \$1,017,972 or 6% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, Net County Cost increase by \$1,420,173 or 92.2%.

The decrease of \$402,201 in revenue, is due to a decrease in Countywide Administrative Overhead charges related to decreased facilities maintenance charges attributable to unfilled positions in the Facilities Operation and Grounds Maintenance divisions.

The increase in appropriations of \$1,017,972 is primarily the net result of the following:

A \$759,623 increase in Salaries and Employee Benefits is due to increases in employee wages, retirement, health insurance and workers' compensation insurance costs. In addition, the Department is recommending the addition of 1.0 FTE Records Management Analyst Position to lead, plan, develop, administer and implement document support functions that affect all County departments.

A \$277,219 increase in Services and Supplies is primarily the net result of:

- \$236,402 increase in utilities primarily due to anticipated increase in electric rates and usage offset by a \$44,780 decrease in water costs as a result of water conservation efforts
- \$219,972 increase in Purchases for Resale for supplies and materials purchased on behalf of other departments.

## 1117 – Fund 001-General Services

## Functional Area Summary

Michael J. Lango, Director of General Services  
Other General

- \$40,729 decrease in Rents & Leases – Building Improvement offset by an increase in records storage of \$26,951 due to the transfer of historical records from a leased facility to temporary records storage.
- \$119,325 decrease in professional services costs related to field inspection and quality assurance services and for the historical record consultancy work.

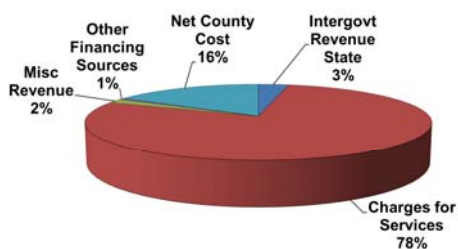
A decrease of \$50,078 in Interfund Transfers for costs related to security services at the Fairfield campus and a decrease in Countywide Administrative Overhead costs.

The increase of \$27,774 in Fixed Assets is due to purchase of hoist safety equipment to meet Cal OSHA requirements, laser alignment tool for Cogen, green waste trailer for grounds and commercial vacuum.

### DEPARTMENT COMMENTS

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 9,690             | 8,052                        | 7,000                  | (1,052)                           | (13.1%)           |
| INTERGOVERNMENTAL REV STATE                                 | 658,514           | 590,000                      | 600,000                | 10,000                            | 1.7%              |
| INTERGOVERNMENTAL REV OTHER                                 | 77,061            | 0                            | 0                      | 0                                 | 0.0%              |
| CHARGES FOR SERVICES  | 11,125,956        | 14,476,104                   | 14,088,679             | (387,425)                         | (2.7%)            |
| MISC REVENUE  | 293,429           | 348,325                      | 310,428                | (37,897)                          | (10.9%)           |
| OTHER FINANCING SOURCES                                     | 93,514            | 89,827                       | 104,000                | 14,173                            | 15.8%             |
| <b>TOTAL REVENUES</b>                                       | <b>12,258,164</b> | <b>15,512,308</b>            | <b>15,110,107</b>      | <b>(402,201)</b>                  | <b>(2.6%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 7,706,230         | 8,868,838                    | 9,628,461              | 759,623                           | 8.6%              |
| SERVICES AND SUPPLIES                                       | 7,086,508         | 7,500,351                    | 7,777,570              | 277,219                           | 3.7%              |
| OTHER CHARGES   | 378,332           | 664,418                      | 614,340                | (50,078)                          | (7.5%)            |
| F/A EQUIPMENT   | 87,526            | 26,288                       | 54,062                 | 27,774                            | 105.7%            |
| OTHER FINANCING USES  | 272,549           | 292,528                      | 276,564                | (15,964)                          | (5.5%)            |
| INTRA-FUND TRANSFERS  | (259,101)         | (299,839)                    | (280,441)              | 19,398                            | (6.5%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>15,272,043</b> | <b>17,052,584</b>            | <b>18,070,556</b>      | <b>1,017,972</b>                  | <b>6.0%</b>       |
| <b>NET COUNTY COST</b>                                      | <b>3,013,880</b>  | <b>1,540,276</b>             | <b>2,960,449</b>       | <b>1,420,173</b>                  | <b>92.2%</b>      |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

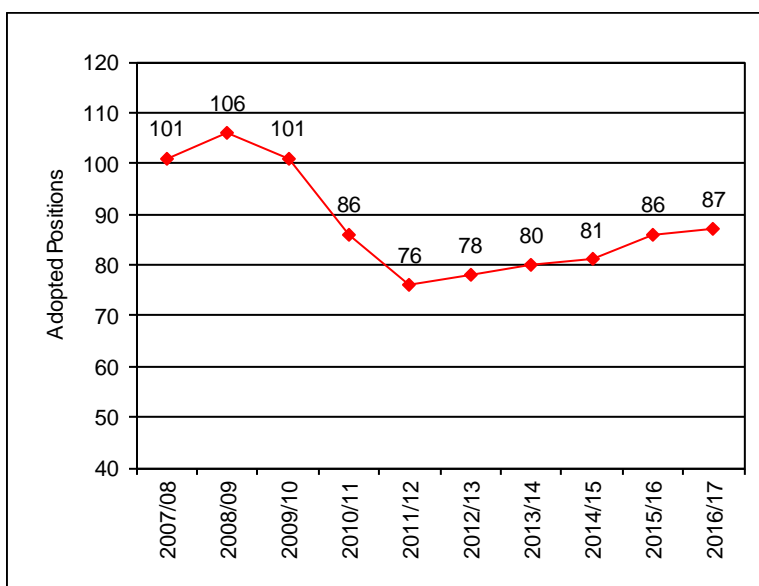
**SUMMARY OF POSITION CHANGES**

Changes in the Department's position allocations since the adoption of the FY2015/16 Budget are provided below:

- Deleted 1.0 FTE Associate County Architect, 1.0 FTE Architectural Projects Coordinator, 1.0 FTE Architectural Projects Coordinator (Assistant); and Added 2.0 FTE Capital Projects Coordinators (Senior) and 1.0 FTE Capital Project Coordinator as part of the department's capital projects management reorganization.
- Deleted 1.0 FTE Custodian and Added 1.0 FTE Lead Custodian.
- Deleted 1.0 FTE Administrative Secretary and Added 1.0 FTE Office Coordinator.

The FY2016/17 Recommended Budget includes the proposed position changes:

- Adding 1.0 FTE Records Management Analyst - TBD to lead, plan, develop, administer and implement document support functions that affect all County departments.

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

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

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

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

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>OTHER ADMINISTERED BUDGETS | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|--|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>  |                   |                              |                        |                                   |                   |
| 1640 REAL ESTATE SERVICES  | 1,066,054         | 985,017                      | 966,133                | (18,884)                          | (1.9%)            |
| 3001 GEN SVCS SPECIAL REVENUE FUND                                   | 223               | 355                          | 0                      | (355)                             | (100.0%)          |
| 3100 FLEET MANAGEMENT  | 4,616,423         | 4,671,389                    | 5,004,421              | 333,032                           | 7.1%              |
| 9000 AIRPORT   | 1,818,778         | 1,893,647                    | 1,871,882              | (21,765)                          | (1.1%)            |
| 9010 AIRPORT PROJECT   | 1,207,063         | 870,412                      | 987,646                | 117,234                           | 13.5%             |
| 9050 SPECIAL AVIATION DEPT   | 10,003            | 10,000                       | 10,000                 | 0                                 | 0.0%              |
| 2801 FOUTS SPRINGS RANCH   | 195,203           | 196,388                      | 109,595                | (86,793)                          | (44.2%)           |
| <b>APPROPRIATIONS</b>  |                   |                              |                        |                                   |                   |
| 1640 REAL ESTATE SERVICES  | 493,753           | 645,380                      | 836,140                | 190,760                           | 29.6%             |
| 3001 GEN SVCS SPECIAL REVENUE FUND                                   | 2,047             | 375                          | 0                      | (375)                             | (100.0%)          |
| 3100 FLEET MANAGEMENT  | 5,249,192         | 6,024,364                    | 4,960,721              | (1,063,643)                       | (17.7%)           |
| 9000 AIRPORT   | 1,965,957         | 2,063,121                    | 1,870,843              | (192,278)                         | (9.3%)            |
| 9010 AIRPORT PROJECT   | 1,158,894         | 145,087                      | 1,024,182              | 879,095                           | 605.9%            |
| 9050 SPECIAL AVIATION DEPT   | 10,000            | 10,000                       | 10,000                 | 0                                 | 0.0%              |
| 2801 FOUTS SPRINGS RANCH   | 470,608           | 1,764,259                    | 1,640,293              | (123,966)                         | (7.0%)            |
| <b>NET COUNTY COST</b>   |                   |                              |                        |                                   |                   |
| 1640 REAL ESTATE SERVICES  | 1,144,603         | 339,637                      | 129,993                | (209,644)                         | (61.7%)           |
| 3001 GEN SVCS SPECIAL REVENUE FUND                                   | (1,825)           | (20)                         | 0                      | 20                                | (100.0%)          |
| 3100 FLEET MANAGEMENT  | (632,769)         | (1,352,975)                  | 43,700                 | 1,396,675                         | (103.2%)          |
| 9000 AIRPORT   | (147,179)         | (169,474)                    | 1,039                  | 170,513                           | (100.6%)          |
| 9010 AIRPORT PROJECT   | 48,169            | 725,325                      | (36,536)               | (761,861)                         | (105.0%)          |
| 9050 SPECIAL AVIATION DEPT   | 3                 | 0                            | 0                      | 0                                 | 0.0%              |
| 2801 FOUTS SPRINGS RANCH   | (275,405)         | (1,567,871)                  | (1,530,698)            | 37,173                            | (2.4%)            |

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

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

The 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**

- Developed and implemented a new self-reservation system using Microsoft Outlook for CAC and CEC common conference rooms to streamline the reservation process and increase efficiencies and effective communication.
- Began multi-year Fouts Springs decommissioning project.
- Negotiated a 5-year lease extension with the U.S. Postal Service for 600 Kentucky, Fairfield, which will result in approximately \$1,350,000 in General Fund revenue over the 5-year term.
- Negotiated a new 5-year lease with Child Start, Inc. for the existing child care space at 275 Beck Street, Fairfield, which will result in approximately \$224,000 in General Fund revenue over the 5-year term.
- Received approximately \$12,000 in one-time General Fund revenues from twenty-six private rental events held at the County Events Center.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$18,884 or 1.9% in revenues and an increase of \$190,760 or 29.6% in appropriations when compared to the FY2015/16 Adopted Budget. As a result, the Net County Cost increased by \$209,644 or 61.7%

The primary funding source for the Real Estate Services is Building Rental and Leases. The decrease in revenues is primarily due to the reallocation of 20% of the garbage franchise revenues to the Department of Resource Management to reflect the allocation of funds for outreach in the Hazardous Materials Program.

The increase in appropriations is primarily due to an increase of \$216,432 in Countywide Cost Allocation Plan costs resulting from Roll Forward adjustments in the Plan.

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

**Summary of Other Administered Budget**

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| LICENSES, PERMITS & FRANCHISE                               | 166,357           | 160,340                      | 146,289                | (14,051)                          | (8.8%)            |
| REVENUE FROM USE OF MONEY/PROP                              | 778,691           | 738,503                      | 772,362                | 33,859                            | 4.6%              |
| CHARGES FOR SERVICES  | 86,061            | 76,174                       | 47,482                 | (28,692)                          | (37.7%)           |
| MISC REVENUE  | 34,946            | 10,000                       | 0                      | (10,000)                          | (100.0%)          |
| <b>TOTAL REVENUES</b>                                       | <b>1,066,054</b>  | <b>985,017</b>               | <b>966,133</b>         | <b>(18,884)</b>                   | <b>(1.9%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                   |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 155,401           | 158,560                      | 174,073                | 15,513                            | 9.8%              |
| SERVICES AND SUPPLIES                                       | 89,857            | 127,450                      | 86,786                 | (40,664)                          | (31.9%)           |
| OTHER CHARGES   | 261,404           | 365,795                      | 582,224                | 216,429                           | 59.2%             |
| OTHER FINANCING USES  | 5,980             | 5,667                        | 5,254                  | (413)                             | (7.3%)            |
| INTRA-FUND TRANSFERS  | (18,889)          | (12,092)                     | (12,197)               | (105)                             | 0.9%              |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>493,753</b>    | <b>645,380</b>               | <b>836,140</b>         | <b>190,760</b>                    | <b>29.6%</b>      |
| <b>NET COUNTY COST</b>                                      | <b>(572,301)</b>  | <b>(339,637)</b>             | <b>(129,993)</b>       | <b>209,644</b>                    | <b>(61.7%)</b>    |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| REAL ESTATE   | 1                 | 1                            | 1                      | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                       | <b>1</b>          | <b>1</b>                     | <b>1</b>               | <b>0</b>                          | <b>0.0%</b>       |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

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

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$355 or 100% in revenues and a decrease of \$375 or 100% in appropriations when compared to the FY2015/16 Adopted Budget.

The General Services Special Revenue Fund has exhausted all available funding in FY2015/16. General Services' Central Services Records Management Budget Unit 1286 is absorbing the costs for \$26,500 of the historical records collection until a permanent home has been identified.

**DEPARTMENT COMMENTS**

None.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUAL</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|---------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                           |                                       |                                |  |                           |
| REVENUE FROM USE OF MONEY/PROP                                       | 9                         | 5                                     | 0                              | (5)  | (100.0%)                  |
| CHARGES FOR SERVICES   | 46                        | 50                                    | 0                              | (50)                                       | (100.0%)                  |
| MISC REVENUE   | 168                       | 300                                   | 0                              | (300)                                      | (100.0%)                  |
| <b>TOTAL REVENUES</b>  | <b>223</b>                | <b>355</b>                            | <b>0</b>                       | <b>(355)</b>                               | <b>(100.0%)</b>           |
| <b>APPROPRIATIONS</b>  |                           |                                       |                                |  |                           |
| SERVICES AND SUPPLIES  | 1,961                     | 342                                   | 0                              | (342)                                      | (100.0%)                  |
| OTHER CHARGES  | 87                        | 33                                    | 0                              | (33)                                       | (100.0%)                  |
| <b>TOTAL APPROPRIATIONS</b>  | <b>2,047</b>              | <b>375</b>                            | <b>0</b>                       | <b>(375)</b>                               | <b>(100.0%)</b>           |
| <b>CHANGE IN FUND BALANCE</b>  | <b>1,825</b>              | <b>20</b>                             | <b>0</b>                       | <b>(20)</b>                                | <b>(100.0%)</b>           |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

In June 2016, the department will provide recommendations to the Board on the future management of these historical records.

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

---

## **DEPARTMENTAL PURPOSE**

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

## **FUNCTION AND RESPONSIBILITIES**

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

## **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- Maintained the low level of mobile-source air pollution from Solano County operations with 90% of fleet vehicles qualified as certified low emission. Certified low emission vehicles emit less than 50% of the pollutants of the average vehicle of that model year.
- Added 10 hybrid vehicles to the County fleet in FY2015/16, increasing the total number of hybrid vehicles from 49 to 59. Hybrid vehicles now comprise almost 60% of the approximately 100 possible applications where hybrid vehicles could be used in the County fleet.
- Increased the number of light equipment vehicles in the fleet that are capable of operating on E85 alternative fuel from 40% to 44% (211 of 476 total vehicles).

## **WORKLOAD INDICATORS**

- Maintains and services 476 County vehicles including 67 vehicles leased to outside agencies.
- Maintains and services over 125 Department owned vehicles including road graders, loaders, and other public works heavy equipment.
- Maintains and services 12 emergency building generators at County owned properties.

## **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$333,032 or 7.1% in revenues and an increase of \$94,286 or 1.9% in appropriations when compared to the FY2015/16 Adopted Budget.

The primary funding source for the Fleet Management Division is Charges for Services. Revenues of \$5,004,421 represent an increase of \$333,032 when compared to the FY2015/16 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery.

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

The primary costs for the Division are:

- Salaries and Employee Benefits reflect an increase of \$90,380 due to general increases in salaries, retirement benefits and workers' compensation costs and include the addition of 1.0 FTE Equipment Mechanic position in FY2016/17.
- Services and Supplies decrease by \$97,323, primarily due to decrease in purchases for resale due to decreased fuel cost.
- Other Charges decrease by \$58,455 due to decreased Countywide Administrative Overhead costs.
- Equipment, which is expected to increase by \$156,700 due to more vehicles requiring replacement in FY2016/17 based on the replacement schedule.

## **DEPARTMENT COMMENTS**

The total fleet includes 476 vehicles, which remains midway between the low point of 450 in FY2013/14 and the high of 513 vehicles in FY2008/09.

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

Use of daily pool vehicle rental and miles traveled in monthly leased and department-owned vehicles has gradually increased over the past 2 years. Daily rental revenues and mark-up on fuel used have had corresponding increases as the number of vehicles and amount of travel in many department increases.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUALS</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                            |                                       |                                |  |                           |
| REVENUE FROM USE OF MONEY/PROP                                       | 14,743                     | 10,500                                | 14,750                         | 4,250                                      | 40.5%                     |
| CHARGES FOR SERVICES   | 4,206,374                  | 4,350,889                             | 4,672,086                      | 321,197                                    | 7.4%                      |
| MISC REVENUE   | (11,890)                   | 69,500                                | 92,269                         | 22,769                                     | 32.8%                     |
| OTHER FINANCING SOURCES  | 407,195                    | 240,500                               | 225,316                        | (15,184)                                   | (6.3%)                    |
| <b>TOTAL REVENUES</b>  | <b>4,616,423</b>           | <b>4,671,389</b>                      | <b>5,004,421</b>               | <b>333,032</b>                             | <b>7.1%</b>               |
| <b>APPROPRIATIONS</b>  |                            |                                       |                                |  |                           |
| SALARIES AND EMPLOYEE BENEFITS                                       | 882,696                    | 1,033,288                             | 1,123,668                      | 90,380                                     | 8.7%                      |
| SERVICES AND SUPPLIES  | 1,843,077                  | 2,109,093                             | 2,011,770                      | (97,323)                                   | (4.6%)                    |
| OTHER CHARGES  | 270,797                    | 293,406                               | 234,951                        | (58,455)                                   | (19.9%)                   |
| F/A EQUIPMENT  | 1,063,920                  | 1,397,045                             | 1,553,745                      | 156,700                                    | 11.2%                     |
| OTHER FINANCING USES   | 30,773                     | 33,603                                | 36,587                         | 2,984                                      | 8.9%                      |
| <b>TOTAL APPROPRIATIONS</b>  | <b>4,091,263</b>           | <b>4,866,435</b>                      | <b>4,960,721</b>               | <b>94,286</b>                              | <b>1.9%</b>               |
| <b>NET GAIN(LOSS)</b>  | <b>525,160</b>             | <b>(195,046)</b>                      | <b>43,700</b>                  | <b>238,746</b>                             | <b>122.4%</b>             |
| <b>STAFFING</b>  |                            |                                       |                                |  |                           |
| FLEET  | 9                          | 9                                     | 10                             | 1  | 11.1%                     |
| <b>TOTAL STAFFING</b>  | <b>9</b>                   | <b>9</b>                              | <b>10</b>                      | <b>1</b>                                   | <b>11.1%</b>              |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

The FY2016/17 Recommended Budget includes the following position change:

- Add 1.0 FTE Equipment Mechanic – This position is being requested to restore in-house capacity to perform public safety vehicle outfitting.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**DEPARTMENTAL PURPOSE**

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

**FUNCTION AND RESPONSIBILITIES**

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- All office and hangar spaces at the Airport are at 100% occupancy. The Airport actively leases any temporary vacant spaces and is working extensively on the ICON Aircraft proposed Water Operating Area. The Airport staff is also working with Solano Community College and the Jimmy Doolittle Center for development of a joint use aviation campus adjacent to the Airport. Prepared and obtained approval of the Nut Tree Airport Business Plan which will act as an implementing mechanism for further airport economic development and improvement as a regional asset.
- Completed the Runway 2-20 Threshold Shift Project and Taxiway K improving runway safety and connecting the runway with the ICON Aircraft manufacturing facility.
- Updated the Airport Capital Improvement Plan (ACIP) for 2016 – 2021 outlining Federal Aviation Administration (FAA) funding eligibility for capital projects.
- FY2016/17 will also involve the removal of obstructions to safe air navigation located adjacent to the Airport's runway through State grant funding and completion of a runway pavement rehabilitation project using FAA grant funds.

**WORKLOAD INDICATORS**

- Plan, manage and implement airport capital projects and obtain federal and state funding.
- Implement the Airport Business Plan providing business and aeronautical development opportunities.
- Manage, operate and maintain airport fueling systems, services and retail sales.
- Manage, lease and maintain 69 County hangars and administer 39 private corporate ground leases, seven office space leases, and an average of 45 airplane tie-down rentals.
- Maintain and operate 286 acres of Airport property, infrastructure and airfield systems including runway and taxiway lighting and landing systems; water, sewer and storm drainage systems; storm water pollution prevention; weed control and abatement, and repair of airfield facilities.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$21,765 or 1.1% in revenues and an increase of \$259,677 or 16.1% in appropriations when compared to the FY2015/16 Adopted Budget.

The primary funding sources for the Airport include:

- Property Tax revenues in the amount of \$357,130 which reflects an increase of \$13,213 or 3.8% when compared to the FY2015/16 Adopted Budget.
- Revenue from leases and rentals in the amount of \$642,974, which reflects an increase of \$5,934 or 0.9% due to the automatic annual increases in private hangar rates per ground lease contracts.
- Charges for Services in the amount of \$811,668, which reflects a decrease of \$40,913 or 4.8% primarily due to a decrease in fuel costs.

## Summary of Other Administered Budgets

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

The primary costs for the Airport include:

- Salaries and Employee Benefits of \$394,269, which represents an increase of \$37,129 or 10.4% due to increases in wages and benefits.
- Services and Supplies of \$940,600, which represents a net decrease of \$67,201 or 6.7% which is due to decreases in fuel costs for purchases for resale, other professional services and controlled assets which is for the replacement of furniture in the multi-purpose meeting space.
- Intrafund transfers of \$325,123, which represents an increase of \$220,623 or 211.1% represents the transfer from the operating budget to the airport's capital projects.
- Other Charges of \$198,477, which represents an increase of \$69,554 or 54.0% largely due to an increase in Countywide Overhead costs.

### DEPARTMENT COMMENTS

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUALS | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| TAXES   | 350,112            | 343,917                      | 357,130                | 13,213                            | 3.8%              |
| REVENUE FROM USE OF MONEY/PROP                              | 607,383            | 637,040                      | 642,974                | 5,934                             | 0.9%              |
| INTERGOVERNMENTAL REV STATE                                 | 3,667              | 3,709                        | 3,710                  | 1                                 | 0.0%              |
| CHARGES FOR SERVICES  | 736,339            | 852,581                      | 811,668                | (40,913)                          | (4.8%)            |
| MISC REVENUE  | (1,988,723)        | 46,400                       | 46,400                 | 0                                 | 0.0%              |
| OTHER FINANCING SOURCES                                     | 2,110,000          | 10,000                       | 10,000                 | 0                                 | 0.0%              |
| <b>TOTAL REVENUES</b>                                       | <b>1,818,778</b>   | <b>1,893,647</b>             | <b>1,871,882</b>       | <b>(21,765)</b>                   | <b>(1.1%)</b>     |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 355,376            | 357,140                      | 394,269                | 37,129                            | 10.4%             |
| SERVICES AND SUPPLIES                                       | 953,342            | 1,007,801                    | 940,600                | (67,201)                          | (6.7%)            |
| OTHER CHARGES   | 27,969             | 128,923                      | 198,477                | 69,554                            | 54.0%             |
| F/A EQUIPMENT   | 14,123             | 0                            | 0                      | 0                                 | 0.0%              |
| OTHER FINANCING USES  | 13,504             | 12,802                       | 12,374                 | (428)                             | (3.3%)            |
| INTRA-FUND TRANSFERS  | 149,688            | 104,500                      | 325,123                | 220,623                           | 211.1%            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>1,514,002</b>   | <b>1,611,166</b>             | <b>1,870,843</b>       | <b>259,677</b>                    | <b>16.1%</b>      |
| <b>NET GAIN(LOSS)</b>                                       | <b>304,776</b>     | <b>282,481</b>               | <b>1,039</b>           | <b>(281,442)</b>                  | <b>(99.6%)</b>    |
| <b>STAFFING</b>   |                    |                              |                        |                                   |                   |
| AIRPORT   | 3                  | 3                            | 3                      | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                       | <b>3</b>           | <b>3</b>                     | <b>3</b>               | <b>0</b>                          | <b>0.0%</b>       |

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no changes to position allocation.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$117,234 or 13.5% in revenues and an increase of \$879,095 or 605.9% in appropriations when compared to the FY2015/16 Adopted Budget. The increase in revenue is the result of additional State and FAA funding for capital projects and potential contributions by private property owners for the tree obstruction removal project. The net increase in appropriations is also the result of the East Grove Tree Obstruction Removal Project, a Runway Pavement Rehabilitation project and the Icon Water Operating Area development project.

| <b>DETAIL BY REVENUE<br/>CATEGORY AND<br/>APPROPRIATION CATEGORY</b> | <b>2014/15<br/>ACTUALS</b> | <b>2015/16<br/>ADOPTED<br/>BUDGET</b> | <b>2016/17<br/>RECOMMENDED</b> | <b>FROM<br/>ADOPTED TO<br/>RECOMMENDED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|---------------------------------------|--------------------------------|--|---------------------------|
| <b>REVENUES</b>  |                            |                                       |                                |  |                           |
| INTERGOVERNMENTAL REV STATE  | 0                          | 0                                     | 148,500                        | 148,500                                    | 0.0%                      |
| INTERGOVERNMENTAL REV FEDERAL  | 889,985                    | 785,412                               | 684,586                        | (100,826)                                  | (12.8%)                   |
| MISC REVENUE   | 317,078                    | 85,000                                | 154,560                        | 69,560                                     | 81.8%                     |
| <b>TOTAL REVENUES</b>  | <b>1,207,063</b>           | <b>870,412</b>                        | <b>987,646</b>                 | <b>117,234</b>                             | <b>13.5%</b>              |
| <b>APPROPRIATIONS</b>  |                            |                                       |                                |  |                           |
| SERVICES AND SUPPLIES  | 1,306,438                  | 246,500                               | 1,320,769                      | 1,074,269                                  | 435.8%                    |
| OTHER CHARGES  | 2,144                      | 3,087                                 | 28,536                         | 25,449                                     | 824.4%                    |
| INTRA-FUND TRANSFERS   | (149,688)                  | (104,500)                             | (325,123)                      | (220,623)                                  | 211.1%                    |
| <b>TOTAL APPROPRIATIONS</b>  | <b>1,158,894</b>           | <b>145,087</b>                        | <b>1,024,182</b>               | <b>879,095</b>                             | <b>605.9%</b>             |
| <b>NET GAIN(LOSS)</b>  | <b>48,169</b>              | <b>725,325</b>                        | <b>(36,536)</b>                | <b>(761,861)</b>                           | <b>(105.0%)</b>           |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Airport will need to continue to generate sufficient revenue in the future to provide for required local matches for State and federal grants.

The Nut Tree Airport Capital Improvement Plan identifies rehabilitation of airfield pavements including the Airport's runway; considered a high funding priority by the FAA.

The Airport has prepared an environmental analysis on the removal of eucalyptus trees located between the Airport and the Nut Tree area that are an existing hazard to flight safety given the proximity of the trees to the Airport's runway as identified by the State of California Caltrans Division of Aeronautics and the Federal Aviation Administration.

## Summary of Other Administered Budgets

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

### FUNCTION AND RESPONSIBILITIES

This budget is used to record receipt of the annual Caltrans, Division of Aeronautics Grant. This Grant can only be used to fund Nut Tree Airport operations.

### DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no increase in revenue or in appropriation when compared to the FY2015/16 Adopted Budget. This Caltrans grant was previously part of the Nut Tree Airport operating budget; however, due to State reporting requirements, this grant must be budgeted in a separate fund and subsequently transferred to the Airport operating fund.

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY   | 2014/15<br>ACTUALS | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP<br>INTERGOVERNMENTAL REV STATE | 3<br>10,000        | 0<br>10,000                  | 0<br>10,000            | 0<br>0                            | 0.0%<br>0.0%      |
| <b>TOTAL REVENUES</b>   | <b>10,003</b>      | <b>10,000</b>                | <b>10,000</b>          | <b>0</b>                          | <b>0.0%</b>       |
| <b>APPROPRIATIONS</b>   |                    |                              |                        |                                   |                   |
| OTHER FINANCING USES  | 10,000             | 10,000                       | 10,000                 | 0                                 | 0.0%              |
| <b>TOTAL APPROPRIATIONS</b>                                   | <b>10,000</b>      | <b>10,000</b>                | <b>10,000</b>          | <b>0</b>                          | <b>0.0%</b>       |
| <b>NET GAIN(LOSS)</b>   | <b>3</b>           | <b>0</b>                     | <b>0</b>               | <b>0</b>                          | <b>0.0%</b>       |

### SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

### SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

### PENDING ISSUES AND POLICY CONSIDERATIONS

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

---

## **FUNCTION AND RESPONSIBILITIES**

The Solano County Board of Supervisors approved the closure and termination of operations at the Fouts Springs Youth Facility effective August 2011.

Operational responsibility for the facility and its operating permits along with the budget unit and the allocation for 0.60 FTE part time staff have been transferred to the Department of General Services. The Department of General Services oversees the maintenance and safeguard of the grounds and facilities and is serving as lead in the decommissioning process to terminate the Special Use Permit with the U.S. Department of Agriculture/Forest Service who owns the land. The decommissioning process is anticipated to be completed in phases over the next 3 years.

## **DEPARTMENTAL BUDGET SUMMARY**

As part of the FY2012/13 Adopted Budget, the Board approved funding in the amount of \$1.5 million to support decommissioning efforts. The original budget for this project was based on partial demolition, of which approximately \$690,658 has been spent on decommissioning efforts, including developing an approved scope of work, completing required studies, and obtaining environmental approvals from the U.S. Forest Service. The Forest Service approved the decommissioning and site restoration plan in April 2016. The County can now proceed to initiate Phase 1 of the decommissioning plan, which will include demolition of several buildings and utility systems to reduce ongoing maintenance costs. It is anticipated that Phase 2 of the decommissioning plan will begin in FY2017/18, subject to available funding.

The Recommended Budget represents a decrease of \$86,793 or 44.2% in revenues and a decrease of \$123,966 or 7.0% in appropriations when compared to the FY2015/16 Adopted Budget.

The appropriations included in the Recommended Budget include decommissioning costs of \$1,534,167, rebudgeted from FY2015/16, as well as the costs for maintenance and security of the facility (\$64,831), including a part-time building maintenance staff on site (\$41,295). With the closure of the facility, program revenues, along with State and federal grants stopped in 2011. All costs associated with this facility are funded by the General Fund as decommissioning work has progressed.

## **DEPARTMENT COMMENTS**

In August 2011, after nearly 50 years of operation, the Board of Supervisors terminated the Probation Department's program at the Fouts Springs Youth Facility (Fouts) in Colusa County because of a loss of a State Youth Authority funded program and a State driven change in philosophy regarding juvenile detention. The Special Use Permit for the Fouts facility issued to Solano County by the United States Forest Service requires the County to remove approximately 36 existing buildings/structures (approximately 62,000 square feet) and return the site to its natural state. The County has developed the Fouts decommissioning and site restoration plan pursuant to the Forest Service requirements. The original budget allocation for the Fouts decommissioning project was \$1,593,151 based on partial demolition of the site structures. More recent budget estimates indicate a need for up to an additional \$4.13 million for complete demolition/decommissioning. The first phase of demolition is anticipated to be completed in FY2016/17 using existing budget allocation remaining.

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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUALS | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| REVENUE FROM USE OF MONEY/PROP                              | 7,703              | 2,000                        | 2,000                  | 0                                 | 0.0%              |
| OTHER FINANCING SOURCES                                     | 187,500            | 194,388                      | 107,595                | (86,793)                          | (44.6%)           |
| <b>TOTAL REVENUES</b>                                       | <b>195,203</b>     | <b>196,388</b>               | <b>109,595</b>         | <b>(86,793)</b>                   | <b>(44.2%)</b>    |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 85,020             | 83,992                       | 40,093                 | (43,899)                          | (52.3%)           |
| SERVICES AND SUPPLIES                                       | 377,957            | 1,676,611                    | 1,598,998              | (77,613)                          | (4.6%)            |
| OTHER CHARGES   | 4,813              | 1,000                        | 0                      | (1,000)                           | (100.0%)          |
| OTHER FINANCING USES  | 2,817              | 2,656                        | 1,202                  | (1,454)                           | (54.7%)           |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>470,608</b>     | <b>1,764,259</b>             | <b>1,640,293</b>       | <b>(123,966)</b>                  | <b>(7.0%)</b>     |
| <b>NET GAIN(LOSS)</b>                                       | <b>(275,405)</b>   | <b>(1,567,871)</b>           | <b>(1,530,698)</b>     | <b>37,173</b>                     | <b>(2.4%)</b>     |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

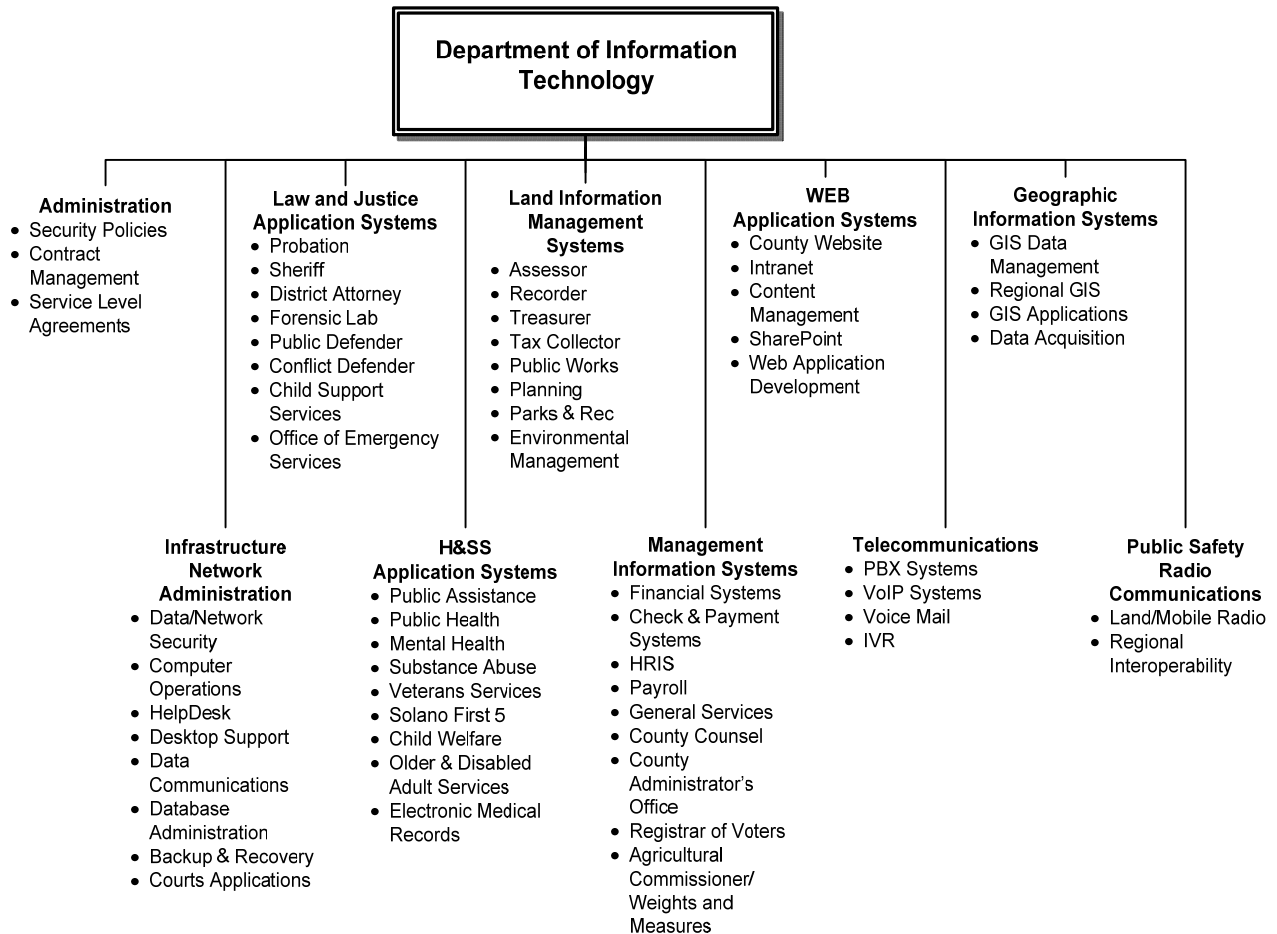
Changes in the Fouts Springs' position allocation from the FY2015/16 Adopted Budget are provided below:

In May 2016, as part of the Third Quarter Report, the Board of Supervisors approved the extension of the 0.60 FTE limited term Building Trades Mechanic (Lead) which was due to expire on June 30, 2016. The position was extended to December 31, 2017 to coordinate the decommissioning process.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

Ira Rosenthal, Chief Information Officer  
Other General



## DEPARTMENTAL PURPOSE

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

### Budget Summary:

|  |            |
|--|------------|
| FY2015/16 Third Quarter Projection:    | 21,764,792 |
| FY2016/17 Recommended:                 | 23,913,304 |
| County General Fund Contribution:      | 0          |
| Percent County General Fund Supported: | 0.0%       |
| Total Employees (FTEs):                | 55         |

## FUNCTION AND RESPONSIBILITIES

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

## SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

DoIT has been addressing the cost, flexibility and resiliency of the County's information technology services through consolidation, implementation of virtualization technologies and, most recently, the leveraging of cloud-based services. The

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

Business Process Automation and Workflow:

- Document Management:
  - Continued the deployment and maintenance of over 280 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in various departments. Expanded the number of document types accessible through the Solano County Integrated Property System (SCIPS) using the Documentum Application Programming Interface. Continued developing Documentum automation projects for Health and Social Services (HSS) administration units.
  - Completed the Documentum workflow automation project implementation with HSS Older and Disabled Adult Services to provide web-based field collection forms, process workflow, and electronic document storage and retention.
  - Continue participation on the Records Information Management (RIM) initiative. Implemented the RIM application for Veteran Services Department. Planning for the upgrade to Documentum Version 8 to take advantage of the improved user interface. DoIT expects to make additional investments in Documentum tools and to deploy many new applications in conjunction with this Countywide Records Management Project.
- Geographic Information Systems (GIS):
  - Received the first of three aerial image captures under the six year Pictometry contract and the imagery layer to implement Change Finder, a software package used to detect changes in building outlines to aid jurisdictions in enforcing building permit compliance.
  - Continued refining the software and process to facilitate the conversion of the existing Geodatabase into the developing Local Government Information Model standard. This project is on-going and is being coordinated with the regional GIS partners throughout the county.
- Worked with the Board of Equalization and the County Administrator's Office to redesign assessment appeal forms for the Solano County Assessment Appeal Board to make them ADA compliant.
- Expanded the local Legistar user base by 15%. Added three commissions to the Legistar process: Civil Service Commission; Planning Commission; and Airport Land Use Commission. Revamped the agenda creation process to better utilize internal application workflow and eliminated the requirement to use Adobe for creation of the weekly draft agenda packet; reducing the overall labor hours required each to create the board agenda. Assisted the Clerk of the Board train and re-train 70 new and existing Legistar users.
- Continued administration and maintenance of the SouthTech suite of applications for the County Clerk's office and Registrar of Voters. Moved SouthTech CampaignDocs application into the DMZ to provide better public access. The following modules are currently supported in the County Clerk's Office: eMarriage, eMarriageScheduler, eFBN, eNotary, ProcessServer, LegalDocAssist, PPC, UnlawfulDetainerAssistant. The following modules are currently supported in the Registrar of Voters Office: CampaignDocs and eDisclosure. Installed a public access kiosk in the Registrar of Voters lobby to allow public users to search for public facing records.
- Completed the upgrade of the Accela Automation suite to Version 7.3.3.5.2 for Resource Management. Continued the expansion of the Accela Citizen Access Portal to accept credit card payments using the County's standard payment processing vendor.
- Continued implementing software enhancements to Resource Management's CAMS and SWEEPS software programs.

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

- 
- Property Systems Division completed the enhancement of the On-line Property Tax Payment System to include mobile devices and standardized the application to be used over the web and on the kiosk. Initiated a proof of concept for using a credit card swipe device and local receipt printer for the Tax Collector's Lobby Kiosk.
  - Property Systems Division began work on the implementation of a new Ag Preserve management application for the Assessor's Office.
  - Property Systems Division began developing the Property Tax Postponement module in support of (AB-2231). Expected to be completed in July of 2016, this program will allow senior, blind, and disabled citizens with an annual household income of \$35,500 or less and 40% equity in their homes to apply to defer payment of property taxes on their principal residence.
  - Continued to expand SharePoint to implement workflow efficiencies between Courts, District Attorney (DA), Sheriff Custody, and Probation (added Amnesty Log).
  - Continued deploying new data911 vehicle computer/camera systems in all Sheriff Patrol vehicles with a significant increase in the quality of the video. This deployment includes a new backend system for video storage.
  - Continued deployment of body-worn cameras to all sworn personnel in the Sheriff's Office. This technology will utilize the same storage backend as the vehicle cameras.
  - Upgraded the County CLETS server (used by all law enforcement agencies in the county) to the newest version which will support the CLETS application on tablets and other mobile devices.
  - Implemented a replacement for HSS "Job Opportunities," internal transfer application. The new application, Voluntary Change of Assignment (VCA), implements a workflow process. This allows staff to request reassignment to the open position and routes the request to the current manager and hiring manager.
  - Documented the updated version of Central Data Processing and Communications Chargeback Models for use in audits and for institutional knowledge backup. Also, documented the updated version of the CAO Salary Projection Model for use in bargaining unit negotiations, and budget forecasting.
  - Created and refined extracts of IntelliTime information of hours worked for import into Risk Managements QCera application, which then helps manage FMLA (Family and Medical Leave Act) requests and approvals.

New System Development and Implementation:

- Continued testing the implementation of ArcGIS On-Line. Utilizing the ESRI cloud, access to applications and data layers can be easily shared with the public and regional partners through the use of role based security. Currently evaluating the potential cost savings from reducing server administration and maintenance.
- Completed the Recorder's system upgrade project. The upgraded system will utilize County-standard hardware and software, leveraging the current technical staff and remove obsolete legacy systems.
- Completed the implementation of ONESolution as the County's financial system. ONESolution utilizes the County-standard hardware and software platforms and replaced IFAS with updated technology and additional features.
- PeopleSoft HR and Payroll System:
  - Completed the upgrade of PeopleSoft Human Capital Management (HR and Payroll) to version 9.2 from version 8.8 by retrofitting of customizations from the previous version (over 1000 customizations), and rewriting hundreds of custom queries. Also, the database was converted to SQL Server from Oracle, as a part of a county-wide effort to retire Oracle database systems. The custom application MyPay for viewing paychecks was retired with implementation of PeopleSoft ePay module including the conversion of pay history. In addition, employee self-service for W-2s viewing and printing was implemented as a part of Employee Self Service.
  - Completed email translation of all employees from Active Directory to the PeopleSoft system allowing Human Resources to have an email connection to all employees individually.

- Completed the upgrade of Electronic Personnel Action Form (ePAF) to be compatible with the PeopleSoft upgraded version level. Also completed the retro-fit of the Salary Projection Application to make it compatible with the upgraded version level of PeopleSoft.
- Completed reporting process for determining eligibility and affordability of all employees for the Affordable Care Act for medical coverage, and provided IRS forms to all employees, and electronic report to IRS.
- Electronic Health Records Systems:
  - Implemented an internal Health Information Exchange (HIE) system using the cloud-based Mirth system in order to create a longitudinal record of health information from the Family Health Services Electronic Health System (NextGen) and the Mental Health Electronic Records System (Avatar) and the proposed Public Health laboratory system. This will provide medical staff the ability to view a patient record across systems through a secured web browser interface. The Mirth system will be used to create the master patient index (MPI) record and to securely share data between these systems.
  - Continue enhancement of the regional Health Information Exchange (Solano County Public Health Hub) and exchange appropriate information between the County's Electronic Health Records (EHR) systems and external entities such as other regional clinics, hospitals, immunization registries, radiology departments, and the Public Health syndromic surveillance system.
  - Continue implementation of the NextGen Patient Portal to allow the Public Health Clinic patients to electronically interact with their providers and clinic staff. Some patient portal features include the ability to send an email to the provider, request an appointment and check lab results. This functionality is a requirement of the federal government's Meaningful Use program.
  - Continue implementation of NextGen Share system to automate referrals between Solano County Family Health Services providers and external providers/agencies.
  - Developed and configured system templates in NextGen to streamline the data input by providers and clinic staff, resulting in better patient care and higher productivity.
  - Development of enhanced NextGen management reports to track productivity, tasks and revenue for HSS management staff.
  - Implemented ICD-10 in NextGen to meet coding requirements for billing Medicare and Medi-Cal. Continue monitoring system configuration and processing of claims with ICD-10 codes to ensure timely filing and payment.
  - Started planning for implementation of a new Public Health Laboratory electronic records system supporting Solano, Napa, Yolo and Marin counties.
  - Continue planning and implementation of automated flow of information from local hospitals to Emergency Management Services System (Trauma One).
  - Continue the implementation of additional modules in the Avatar EHR System for HSS Mental Health and Substance Abuse Divisions. Implemented the clinical modules, data warehousing, and ePrescribing; configured the POS scanning module. Continue to evaluate, modify, and customize the clinical modules to improve the clinical workflow and management oversight.
  - Implemented ICD-10 in the Avatar EHR to meet coding requirements for billing Medicare and Medi-Cal. Completed software updates, configuration changes, report development, and staff training prior to the deadline of October 1, 2015. Continue to evaluate, enhance, and monitor the claiming process and configuration to ensure timely and accurate filing and payment.
  - Continue development of enhanced Avatar management reports to track productivity, provider claims, and revenue for HSS management staff. Exploring capabilities for widgets and dashboards for improved efficiency and easy access to information at the point of action.

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

---

- Implemented Enlighten Analytics for Avatar. Enlighten Analytics is a powerful user-friendly dashboard tool that captures financial, operational, and clinical data and permits multi-dimensional analysis of key performance data and provides drill-down capabilities as well as benchmarking and longitudinal comparisons.
- Migrated CalWIN County Information Server (CIS) and local data marts from Oracle to SQL Server. All local CalWIN reports and stored procedures were modified to account for the change in data source and platform. The Employment and Eligibility Services (EES) Work Participation Rate (WPR) system will be reengineered on SQL platform to incorporate requested modifications and the current WPR application will be retired pending upcoming functionality enhancements to CalWIN.
- Continue to plan and migrate Child Welfare Services Online Practice Guide to SharePoint.
- Continue to explore possible mobile solutions for HSS Divisions in order to expand service delivery, provide client notifications, and improve access to the corresponding software applications via secure methods.
- Continue to research viable Learning Management Systems for HSS Divisions to more efficiently provide and monitor staff training to ensure compliance to State and federal requirements. This will replace the current CWS Staff Training Supplemental Tool.
- Continued expanding the implementation of the County's standardized credit card acceptance and processing solution through the installation of point-of-sale terminals and virtual terminals. Currently, 10 Departments are utilizing the point-of-sale systems and there are over 50 virtual terminal applications imbedded in County systems to handle electronic payments. Increased adoption across the County resulted in a 13.84% increase in transaction volume to 39,922 transactions in 2015 and a 16.98 % increase in dollar volume (\$37,985,000).
- Expanding Probation's AutoMon Assessments Case Management System to include Sheriff's Office. Custody and Probation share clients and using a common system will afford significant collaboration; with assessment and case plans of one department being available to the other as clients move between departments.
- Completed the project to replace the Inmate Management System at all correctional facilities. The system integrates with the Stanton facility's security systems and interfaces to numerous custody support systems. The new system will allow for more efficient operations due to data sharing across systems (AFIS, Records, Jail, Probation, commissary, etc.) and the ability of custody officers to access data via tablets or other "smart" devices.
- Completed the implementation of a Custody Video Visitation system for all County jail facilities including interfacing with the new jail system. This web-based video visitation system will function as a long-term strategic system for the Sheriff's Office that will increase safety, improve efficiency, reduce costs associated with staffing, transportation of inmates, probation and parole visits, attorney and public visits, and allow inmates to continue relationships with family and friends while incarcerated.
- Continued to expand DoIT's collaborative Solano Criminal Justice Information System (CJIS) SharePoint sites in the Solano Public Safety wide area network (WAN) accessible by the law and justice departments (Sheriff, Probation, DA, Public Defender and DCSS) and law enforcement partners from the seven cities located within the county (Vallejo, Fairfield, Vacaville, Suisun, Benicia, Dixon, Rio Vista). Current collaborative/coordination sites include: AFIS Mobile ID, Solano Mobiles, eArrest and Detention Project, and Solano Technology WorkGroup.
- Completed development of a local repository of historical non-booking photos and retired the current end-of-life Imagetrak mug shot system. Mug shots have been migrated to the new jail management system.
- Continue implementation and deployment activities for the new case management system for the District Attorney (DA). Upon successful completion of the DA's portion of the system, begin planning and implementation of the system for the Public Defender and the Probation Department. The new system will allow for the sharing of case files between the departments as well as outside agencies and attorneys. The new case management system is part of an integrated criminal justice system that will eventually replace the systems currently used by the Public Defender and Probation.
- Deployed the Warrants Module for the Sheriff's Records System. This module captures warrant data and prepopulates California Law Enforcement Telecommunications System (CLETS) screens for the Department of Justice, eliminating duplicate data entry and improving data accuracy.

- 
- Implemented the first phase of a Pesticide Use License Registration system for the Agriculture Department. This online tool allows members of the general public to register their State license with Solano County and pay the fee online. It takes advantage of the County's FIS solution for online payments. Also, redesigned the AgTrack system that will allow users to input their trapping data and work hours and produce required State reports.
  - Implemented an "In Custody" website application for the Sheriff's Office. The website allows users to search for a person in County custody. On a successful search it returns information about the inmate including: criminal charges, current location held, facility contact information, facility visiting hours, and access to the new video visitation system.
  - Designed and implemented a mobile application for the Department of General Services. The WinCAMS mobile application is designed to allow staff to update or enter work requests in areas without network connectivity. It stores updates locally and then moves them up to a server when a Network connection becomes available.
  - Designing and implementing an Electronic signature application for DCSS. DCSS has multiple forms that all employees and contractors must sign every 6 months to every year. Keeping track of this paperwork is becoming unrealistic. The new application will allow users to electronically sign required releases, keep track of who has signed and who is due, and provide reports to auditors.

#### Infrastructure Improvements:

- Implemented measures to better address the confidentiality, integrity, and availability of Solano County data including:
  - Implemented automation to disable and then delete inactive computer accounts, protecting Solano County network against unpatched systems. Also, developed automation to removed older, vulnerable versions of Adobe Flash and Shockwave from computers.
  - Started building an infrastructure for Palo Alto Traps to protect against Internet-borne "0 day" malware.
  - Implemented Proofpoint, a state-of-the-art, user-friendly countywide system that protects against email-borne malware threats, replaced the end-of-life eSafe quarantine system, and also provided better protection against spam and virus than provided through the Office 365 cloud.
  - Upgraded the VPN server from unsupported operating system and software to the latest software.
  - Evaluated smart-card access at H&SS in support of moving away from security-prone generic accounts.
  - Built new Cisco 6513 core switches with ASA modules to provide highly secure and high-performance connectivity.
  - Refreshed Vallejo PD CJIS router and configured WAN encryption.
  - Deployed high Availability Reverse Proxy in the DMZ to allow secure access to internal web applications such as Justice Web Application at the Sheriff and Agile Flow web server used by the Recorder's Office.
  - Upgraded the County's RSA server to a high-availability architecture and also deployed it at the Sheriff's data center which has backup generators.
- Upgraded the VMWare virtual server infrastructure to version 5.5 and deployed new virtual servers as distribution points to all remote campuses. Upgraded backup software to support Windows 2012, Bare Metal Restore (BMR) and VMWare 5.5. Also implemented data deduplication appliances to improve efficiency in the backup processes.
- Continue to upgrade to the latest versions of Active Directory services and server operating systems and retire all unsupported Microsoft products. Upgrades will maintain integrity of all County systems and business applications. We focused on these areas:
  - For the Active Directory forest, we repointed critical County systems and applications to new domain controllers, upgraded all SOLANO and COUNTY domain controllers to 2008, migrated Courts users, computers, and servers to a new Courts forest, and collapsed the JUSTICE domain that formerly contained Courts users and computers. We also replaced old TACACS servers that were end of life – replacing these servers had an added benefit of removing dependency on old Active Directory domain controllers and moving the project forward. The Active Directory upgrade

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

---

project paved the way toward streamlining our Active Directory and additional password policies for the Department of Child Support Services.

- Upgraded over 2,000 county computers from older versions of Internet Explorer to Internet Explorer 11.
- Retired all Windows-XP workstations.
- Identified critical applications that will need to be retired or upgraded in order to move to Active Directory 2012.
- Continue to implement Office365, a cloud-based hosting solution for Microsoft Exchange, Office, and SharePoint. Office365 will eventually replace a number of security appliances and enhance overall resiliency in a disaster, provide tools for legal discovery, provide extended data storage, and provide additional tools for securing and encrypting data and email. Major achievements are:
  - Migrated over 4,000 email accounts from the on-premise Exchange servers to Office 365.
  - Reconfigured Unified Messaging for users as their email was migrated to Office 365 to ensure continued functionality.
  - Replaced IronPort email encryption with Office Message Encryption for 1,200 users. This saves significant money on licenses and also paves the way towards expansion of email encryption at Health and Social Services and other departments that require this service. In addition, we also retired two end-of-life IronPort Encryption Appliances.
  - Migrated the DoIT, H&SS, Public Defender, General Services, HR, DA, DCSS, and Resource Management's SharePoint sites to SharePoint Online and created new SharePoint Online sites for Ag, CAO, and Alternate Defender.
  - Created an automated Office ProPlus software install script and deployed to over 200 computers. This new technology enabled the Benefits Action Center to use Lync for Business to meet their business conferencing needs. DoIT started testing a packaged Office ProPlus 2016 installation and will deploy it to a number of users through the remainder of the year.
- Planning for the implementation of new wide-area network connections to increase bandwidth and resiliency between sites with multiple diverse paths for service. Also planning to replace legacy phone circuits with internet protocol services (SIP) and to implement a redundant internet connection. Once SIP is implemented the County should see a substantial reduction in costs for telecommunication services (estimated at \$300,000 annually).
- Completed the replacement of PGP Whole Disk Encryption (WDE) and Endpoint Portable Media Protection with CheckPoint to better meet Solano County's encryption requirements and help protect against sensitive data loss. There are over 2,000 computers now encrypted with CheckPoint. Planning has started to eventually leverage Microsoft's BitLocker encryption product with the goal of consolidating our encryption products and encrypting all windows devices in the County. BitLocker has a number of benefits over CheckPoint including ability to encrypt newer operating systems such as Windows 10 and economizing on license cost due to our investment in Office 365.
- Continue to expand technology to enable desktop virtualization. Desktop virtualization will allow users of mobile devices to have access to all of their desktop applications and resolve many interoperability issues between traditional desktop applications and mobile device operating systems.
  - The Citrix infrastructure was expanded to accommodate more remote and mobile users.
  - Completed a three-month pilot of 50 cloud-based virtual desktops via Desktop as a Service. The pilot increased DoIT's understanding of Virtual Desktop Infrastructure (VDI) requirements and behavior but more analysis will be needed before this technology is put into use.
- Completed implementation of Mobile Device Management (MDM) control software to improve security over both County-owned and employee-owned mobile devices. DoIT performed an analysis of MDM capabilities now available in Office365 and found that Office 365 can provide the equivalent features currently provided with Mobile Iron. DoIT will be conducting an Office365 MDM pilot with the expectation that Mobile Iron can be replaced and costs reduced.
- Continued the phase-out of the Oracle database management software in order to optimize costs and use of technical skills. Three additional Oracle applications were retired this year leaving just one system in production. DoIT relicensed the software for an annual savings of over \$250,000.

- Continued the implementation of the System Center suite of software to consolidate a multitude of technology management tools (some of which are reaching end-of-life), reduce costs, and improve productivity. The software suite includes Service Desk, system provisioning, automated software deployment, server backup, desktop virus prevention, and, operations scheduling and management. The team built the System Center infrastructure and also configured site collections and started configuring software deployments in anticipation of replacing Desktop Authority.
  - Replaced the server software patching system with System Center.
  - Configured System Center to identify encryption status of DoIT and H&SS computers and laptops countywide.
- Redesigned and rebuilt the Vacaville Mental Health Automatic Call Distribution to facilitate call flow and to implement call queue skills.
- Upgrade to web-based in-vehicle mobile GIS mapping for 170 of Solano's First Responders under a Homeland Security grant obtained by the Office of Emergency Services (OES). This upgrade will relieve the client computers from running a thick client and instead access a "Google Maps-like" web server hosted in the Law and Justice CJIS network.
- Continue to build-out and improve the Solano Public Safety WAN. Identified CLETS terminals directly connected into the CJIS network, adding them to the CJIS domain and incorporating them into DoIT scanning and update processes to keep the CJIS network in CJIS/FBI Security compliance.
- Completed the data network and telecommunications build-out for the new Animal Shelter site in Fairfield. Planned and implemented network communications for the Probation office at Sullivan Middle School and the Agriculture Department relocation to Cordelia. Continue to plan infrastructure and design for the SB 1022 training facility.
- Continue to implement expanding Wi-Fi capabilities countywide including a wireless control system as well as separate networks for internal County and public wireless. In addition, identify and implement a solution to implement Active Directory authentication to add another layer of security. Continue to work with the Courts on a plan to provide County Wi-Fi in all of the Court rooms.

**WORKLOAD INDICATORS**

- During the period of March 1, 2015 to February 29, 2016 there were a total of 19,900 work orders and trouble tickets received by the Helpdesk. Of the trouble tickets received there were 5 Priority 1 incidents, 17 Priority 2 incidents, 1890 Priority 3 incidents, and 9001 Priority 4 Requests reported to the Helpdesk and resolved within published service level targets.
- 450 servers were hosted on 115 physical servers, and over 155 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,000 PCs, 3,700 telephones, 800 printers, and 697 network devices are supported across 50 wide-area network locations.

# 1870 – Fund 370-Department of Information Technology

# Functional Area Summary

Ira Rosenthal, Chief Information Officer  
Other General

| DETAIL BY REVENUE<br>AND APPROPRIATION<br>FUNCTIONAL AREA | 2014/15<br>ACTUAL | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|-------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                   |                              |                        |                                   |                   |
| DOIT-ADMINISTRATION                                       | 820,162           | 920,373                      | 975,102                | 54,729                            | 5.9%              |
| INFRASTRUCTURE  | 9,506,597         | 10,206,479                   | 10,462,305             | 255,826                           | 2.5%              |
| LAW & JUSTICE APPLICATION SYSTEMS                         | 974,872           | 1,269,481                    | 1,410,260              | 140,779                           | 11.1%             |
| H&SS APPLICATION SYSTEMS                                  | 1,332,839         | 1,627,163                    | 2,339,141              | 711,978                           | 43.8%             |
| MANAGEMENT INFORMATION SYSTEMS                            | 2,089,959         | 1,740,862                    | 1,733,784              | (7,078)                           | (0.4%)            |
| LAND INFORMATION MANAGEMENT SYSTEMS                       | 2,001,021         | 1,760,123                    | 1,863,258              | 103,135                           | 5.9%              |
| WEB APPLICATION SYSTEMS                                   | 689,618           | 700,741                      | 730,298                | 29,557                            | 4.2%              |
| GEOGRAPHIC INFORMATION SYSTEMS                            | 1,278,526         | 1,225,153                    | 1,345,255              | 120,102                           | 9.8%              |
| TELECOMMUNICATIONS  | 1,365,161         | 1,406,145                    | 1,589,261              | 183,116                           | 13.0%             |
| PUBLIC SAFETY RADIO COMMUNICATION                         | 392,677           | 417,580                      | 334,223                | (83,357)                          | (20.0%)           |
| <b>TOTAL REVENUES</b>                                     | <b>20,451,432</b> | <b>21,274,100</b>            | <b>22,782,887</b>      | <b>1,508,787</b>                  | <b>7.1%</b>       |
| <b>APPROPRIATIONS</b>                                     |                   |                              |                        |                                   |                   |
| DOIT-ADMINISTRATION                                       | 1,070,306         | 926,883                      | 950,535                | 23,652                            | 2.6%              |
| INFRASTRUCTURE  | 9,099,966         | 10,900,946                   | 12,018,245             | 1,117,299                         | 10.2%             |
| LAW & JUSTICE APPLICATION SYSTEMS                         | 1,001,398         | 1,309,349                    | 1,373,866              | 64,517                            | 4.9%              |
| H&SS APPLICATION SYSTEMS                                  | 1,374,636         | 1,640,858                    | 2,282,469              | 641,611                           | 39.1%             |
| MANAGEMENT INFORMATION SYSTEMS                            | 1,603,269         | 1,499,782                    | 1,445,240              | (54,542)                          | (3.6%)            |
| LAND INFORMATION MANAGEMENT SYSTEMS                       | 1,619,483         | 1,774,062                    | 1,813,773              | 39,711                            | 2.2%              |
| WEB APPLICATION SYSTEMS                                   | 605,357           | 706,052                      | 711,242                | 5,190                             | 0.7%              |
| GEOGRAPHIC INFORMATION SYSTEMS                            | 929,259           | 1,228,374                    | 1,331,670              | 103,296                           | 8.4%              |
| TELECOMMUNICATIONS  | 1,542,566         | 1,594,130                    | 1,556,463              | (37,667)                          | (2.4%)            |
| PUBLIC SAFETY RADIO COMMUNICATION                         | 399,819           | 441,633                      | 429,801                | (11,832)                          | (2.7%)            |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>19,246,059</b> | <b>22,022,069</b>            | <b>23,913,304</b>      | <b>1,891,235</b>                  | <b>8.6%</b>       |
| <b>NET GAIN(LOSS)</b>                                     |                   |                              |                        |                                   |                   |
| DOIT-ADMINISTRATION                                       | (250,144)         | (6,510)                      | 24,567                 | 31,077                            | (477.4%)          |
| INFRASTRUCTURE  | 406,631           | (694,467)                    | (1,555,940)            | (861,473)                         | 124.0%            |
| LAW & JUSTICE APPLICATION SYSTEMS                         | (26,526)          | (39,868)                     | 36,394                 | 76,262                            | (191.3%)          |
| H&SS APPLICATION SYSTEMS                                  | (41,796)          | (13,695)                     | 56,672                 | 70,367                            | (513.8%)          |
| MANAGEMENT INFORMATION SYSTEMS                            | 486,690           | 241,080                      | 288,544                | 47,464                            | 19.7%             |
| LAND INFORMATION MANAGEMENT SYSTEMS                       | 381,538           | (13,939)                     | 49,485                 | 63,424                            | (455.0%)          |
| WEB APPLICATION SYSTEMS                                   | 84,261            | (5,311)                      | 19,056                 | 24,367                            | (458.8%)          |
| GEOGRAPHIC INFORMATION SYSTEMS                            | 349,267           | (3,221)                      | 13,585                 | 16,806                            | (521.8%)          |
| TELECOMMUNICATIONS  | (177,405)         | (187,985)                    | 32,798                 | 220,783                           | (117.4%)          |
| PUBLIC SAFETY RADIO COMMUNICATION                         | (7,142)           | (24,053)                     | (95,578)               | (71,525)                          | 297.4%            |
| <b>NET GAIN(LOSS)</b>                                     | <b>1,205,374</b>  | <b>(747,969)</b>             | <b>(1,130,417)</b>     | <b>(382,448)</b>                  | <b>51.1%</b>      |
| <b>STAFFING</b>   |                   |                              |                        |                                   |                   |
| DOIT-ADMINISTRATION                                       | 5                 | 5                            | 5                      | 0                                 | 0.0%              |
| INFRASTRUCTURE  | 0                 | 5                            | 5                      | 0                                 | 0.0%              |
| LAW & JUSTICE APPLICATION SYSTEMS                         | 6                 | 8                            | 8                      | 0                                 | 0.0%              |
| H&SS APPLICATION SYSTEMS                                  | 11                | 11                           | 13                     | 2                                 | 18.2%             |
| MANAGEMENT INFORMATION SYSTEMS                            | 5                 | 5                            | 5                      | 0                                 | 0.0%              |
| LAND INFORMATION MANAGEMENT SYSTEMS                       | 10                | 10                           | 10                     | 0                                 | 0.0%              |
| WEB APPLICATION SYSTEMS                                   | 4                 | 4                            | 4                      | 0                                 | 0.0%              |
| GEOGRAPHIC INFORMATION SYSTEMS                            | 1                 | 1                            | 1                      | 0                                 | 0.0%              |
| TELECOMMUNICATIONS  | 2                 | 2                            | 2                      | 0                                 | 0.0%              |
| PUBLIC SAFETY RADIO COMMUNICATION                         | 2                 | 2                            | 2                      | 0                                 | 0.0%              |
| <b>TOTAL STAFFING</b>                                     | <b>46</b>         | <b>53</b>                    | <b>55</b>              | <b>2</b>                          | <b>3.8%</b>       |

## DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,508,787 or 7.1% in revenues and an increase of \$1,891,235 or 8.6% in appropriations when compared to the FY2015/16 Adopted Budget.

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments and other agencies. The Department's cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and with the exception of depreciation of capital assets, which are charged to departments based on standard depreciation schedules. The projected decrease in fund balance of \$1,130,417 is primarily due to the net, of \$929,085 increase for the five technology management positions added in FY2015/16 that will be responsible for all infrastructure operations as the County moves to leverage managed services and cloud computing platform, which will be taken out of fund balance, \$697,870 fixed assets cost not recoverable until depreciated, and offset by revenue recovered for the completed capital project of \$247,970 for IntelliTime, and \$176,107 for decreases in expenses discovered after budget instructions were published.

The Department's 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 in order to support high-priority department objectives and State and federal mandates. The recommended budget reflects some increases in expenses for eliminating single points of failure in the County's infrastructure, enhancing security, and investments in software to improve both IT and end-users' productivity.

Infrastructure consists of \$4,770,500 in contract staffing (Xerox-ACS), \$935,425 for County staffing, \$424,622 in County cost allocations for administrative overhead, building use, and property insurance, with \$5,892,071 for software licenses, hardware, and communications services. Infrastructure functions include network administration, data communications, network security, computer operations, help desk, desktop support, database and operating systems administration, data storage management, backup and recovery, and application software for Solano Superior Court.

Major maintenance contracts for Infrastructure include \$946,000 for Microsoft software and services, \$185,000 for Symantec backup software, \$400,000 for Oracle database software, \$403,700 for anti-malware and security software, network gateways and firewalls. New software contracts include \$125,000 for 3 TB of Backup Capacity, \$50,000 for Citrix access licenses, \$162,000 for Enterprise Cloud Suite, \$65,000 for CPU monitoring software, and \$157,000 for Web access firewall. New fixed assets purchases required to refresh equipment to include replacement of network devices and servers, wireless infrastructure, virtual desktop, Storage Area Network for Law and Justice Datacenter, firewalls, SIP Trunk upgrades, and Internet redundancy of \$1,493,875.

Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems processes improvement, and public access to information and services. This cost center includes Law and Justice Application Systems, Health and Social Services Applications Systems, Administration, Management Information Systems, Land Information Management Systems, Web Applications, and Geographic Information Systems. Costs consist of \$6,620,193 for staffing, \$852,622 in Contractor (Xerox) cost, \$418,060 in County cost allocations for administrative overhead, building use, insurances, and \$2,112,955 for hardware, software and other third party services.

Major contracts within the Applications Services cost centers include \$112,320 for contract help for Electronic Health Records, \$112,320 for contract help in Child Support Services, \$100,000 for a classification study, and design and configuration of datacenter storage, \$114,156 in services for an IFAS upgrade, \$30,000 in services for PeopleSoft Upgrade, \$224,000 for PeopleSoft maintenance, \$110,300 for IFAS maintenance, \$53,000 for IntelliTime maintenance, \$50,000 in services for SCIPS platform enhancements, \$117,450 in SCIPS software tools maintenance, \$87,520 for GIS software, \$240,504 for Pictometry ortho-photography flyover and building footprint change detection, and \$40,000 for Web software maintenance.

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. Costs consist of \$539,148 in staffing, \$75,593 in countywide administrative overhead and insurances, \$182,686 for a Xerox VOIP engineer, \$40,000 for cabling contractors, \$700,000 as pass-through telephone usage, voicemail and other charges, and \$466,963 for hardware, software and vendor services. Major contracts within the communications cost centers include \$40,000 for cabling, \$700,000 to AT&T for phone usage, and \$66,439 for Cisco.

#### **DEPARTMENT COMMENTS**

Working with the Performance Improvement Committee, the Department put in place a new automation planning cycle to

Ira Rosenthal, Chief Information Officer  
Other General

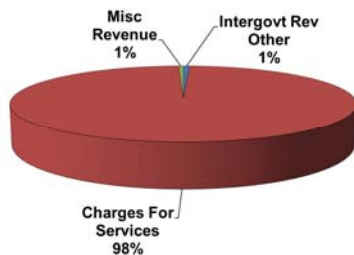
improve both short-term and long-term technology planning. The planning effort identified a number of projects with countywide applicability including:

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

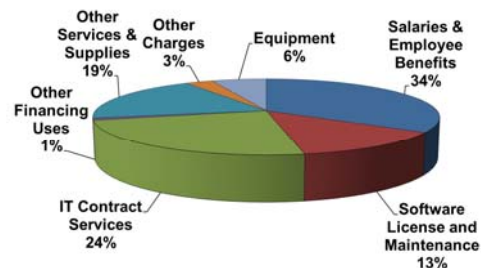
These major efforts are in addition to over thirty additional projects in various states of planning and implementation. At the same time the Department is also working on upgrading Microsoft Active Directory and all Microsoft server/database products, and other areas where maintenance has been deferred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

The volume of work in addressing deferred maintenance items, the development of new infrastructure capabilities needed to support County needs, and an aggressive work plan for new business applications will require careful priority setting and analysis of trade-offs. Some projects may need to be delayed due to insufficient resources or if work needs to be directed to unplanned activities during FY2016/17.

**SOURCE OF FUNDS**



**USE OF FUNDS**



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

| DETAIL BY REVENUE<br>CATEGORY AND<br>APPROPRIATION CATEGORY | 2014/15<br>ACTUALS | 2015/16<br>ADOPTED<br>BUDGET | 2016/17<br>RECOMMENDED | FROM<br>ADOPTED TO<br>RECOMMENDED | PERCENT<br>CHANGE |
|---|--------------------|------------------------------|------------------------|-----------------------------------|-------------------|
| <b>REVENUES</b>   |                    |                              |                        |                                   |                   |
| REVENUE FROM USE OF<br>MONEY/PROP                           | 81,694             | 57,058                       | 57,058                 | 0                                 | 0.0%              |
| INTERGOVERNMENTAL REV OTHER                                 | 0                  | 156,311                      | 156,311                | 0                                 | 0.0%              |
| CHARGES FOR SERVICES  | 20,170,431         | 20,943,731                   | 22,453,518             | 1,509,787                         | 7.2%              |
| MISC REVENUE  | 199,309            | 117,000                      | 116,000                | (1,000)                           | (0.9%)            |
| <b>TOTAL REVENUES</b>                                       | <b>20,451,433</b>  | <b>21,274,100</b>            | <b>22,782,887</b>      | <b>1,508,787</b>                  | <b>7.1%</b>       |
| <b>APPROPRIATIONS</b>                                       |                    |                              |                        |                                   |                   |
| SALARIES AND EMPLOYEE BENEFITS                              | 5,801,593          | 7,319,502                    | 8,054,882              | 735,380                           | 10.0%             |
| SERVICES AND SUPPLIES                                       | 11,795,560         | 12,710,442                   | 13,297,602             | 587,160                           | 4.6%              |
| OTHER CHARGES   | 721,006            | 851,549                      | 800,314                | (51,235)                          | (6.0%)            |
| F/A BLDGS AND IMPRMTS                                       | 5,563              | 0                            | 0                      | 0                                 | 0.0%              |
| F/A EQUIPMENT   | 692,294            | 870,125                      | 1,493,875              | 623,750                           | 71.7%             |
| OTHER FINANCING USES  | 230,045            | 270,451                      | 266,631                | (3,820)                           | (1.4%)            |
| <b>TOTAL APPROPRIATIONS</b>                                 | <b>19,246,060</b>  | <b>22,022,069</b>            | <b>23,913,304</b>      | <b>1,891,235</b>                  | <b>8.6%</b>       |
| <b>NET GAIN(LOSS)</b>                                       | <b>1,205,373</b>   | <b>(747,969)</b>             | <b>(1,130,417)</b>     | <b>(382,448)</b>                  | <b>51.1%</b>      |

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

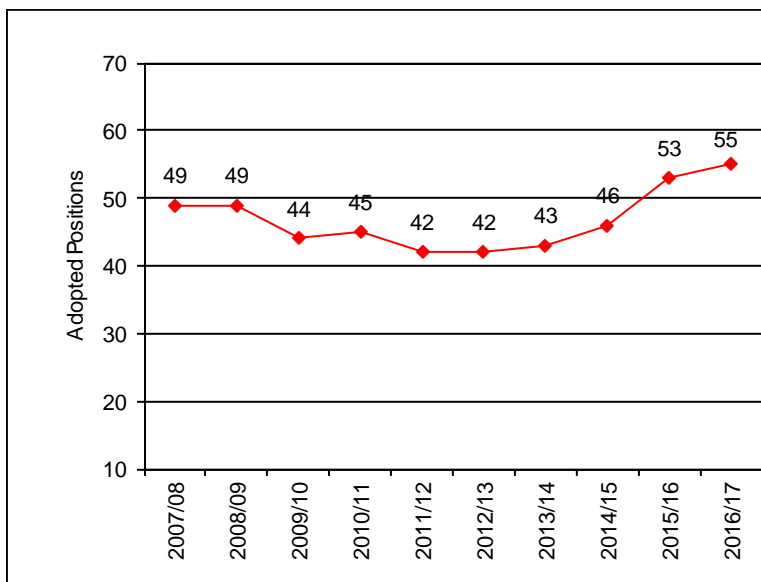
Overall, the \$1,508,787 increase in revenue is the result of a \$174,273 increase in charges for the telephone system revenue and increase of recoverable costs which includes the operating costs and depreciation.

**SUMMARY OF POSITION CHANGES**

The FY2016/17 Recommended Budget includes the following position allocation change to the H&SS Support Division:

- Add 1.0 FTE Senior Systems Analyst to support Public Health and Family Health systems.
- Add 1.0 FTE Systems Analyst to support Public Health and Family Health systems.

**STAFFING TREND**



Ira Rosenthal, Chief Information Officer  
Other General

---

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

A continuing issue has been the County's Property Tax System (SCIPS). While SCIPS was re-engineered over six years ago so that it could run on a supported technology platform, the business logic (which is contained in over one million lines of code) in the application was not changed. Maintenance of, and improvements to, the business logic is difficult and the overall structure of the application and database has many short-comings. This situation is shared by the majority of counties in California, most of whom operate legacy, home-grown systems. A small group of counties are working with Thomson-Reuters to develop a system to meet Revenue and Taxation Code requirements. The County should closely monitor progress on this system and consider implementing the vendor package in the future if it meets our business process requirements or, consider other vendor packages that might be suitable. DoIT, working with the Auditor, Tax Collector, and Assessor will strive to make a recommendation to the Board on alternatives to the SCIPS system at mid-year, FY2016/17.

The classification descriptions for most IT workers in DoIT have not changed for 20 years or more. As such they do not properly reflect the knowledge, skills, abilities, and tasks expected of today's technology workforce. Additionally, the classification structure does not offer enough flexibility and opportunities for advancement to make the department attractive to job candidates and to provide an incentive for employees to stay and expand their skills and responsibilities. The Department will work with Human Resources on a review and classifications and present findings to the Board in FY2016/17

