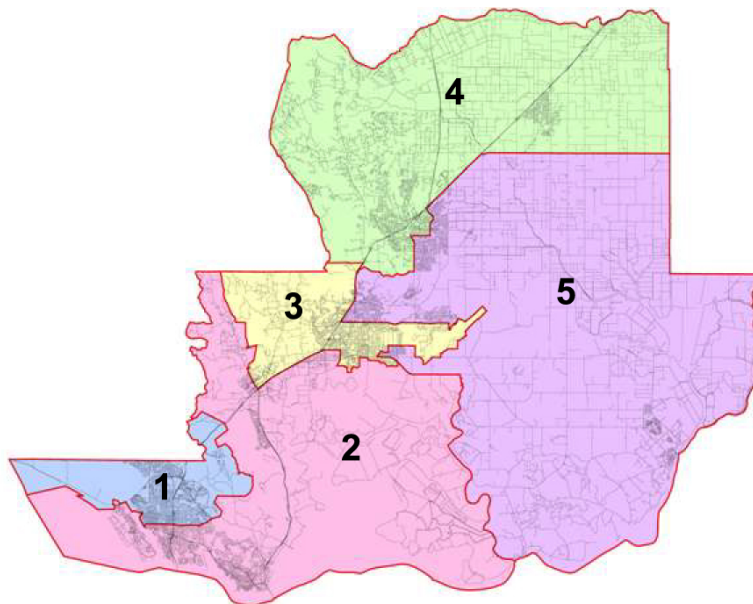


Board of Supervisors



County of Solano



1000 – Fund 001-Board of Supervisors

Linda J. Seifert, Chair
Legislative & Administration

STATEMENT OF PURPOSE

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

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

The Board approves and sets priorities for a yearly balanced budget for all 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.

Since the Fall of 2008, the Board's primary focus has been planning to meet the County's operational requirements with a declining, but still balanced budget. In FY2013/14, the Board will continue to address many challenges, working to manage persistent operational funding deficits lingering from the Great Recession, while providing for essential services and operational needs of the citizens of the county. The Supervisors are 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 County 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 on other county, regional and state boards and commissions.

Budget Summary:	
FY2012/13 Third Quarter Projection:	340,140
FY2013/14 Recommended:	320,826
County General Fund Contribution:	320,826
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.0

FUNCTION AND RESPONSIBILITIES

The District 1 Supervisor represents citizens residing within the northern half of the City of Vallejo, and maintains an office at the County Government Center at 675 Texas Street in Fairfield, and holds office hours at various locations in the City of Vallejo. The District 1 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and one staff member.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Hannigan assumed office in January 2013. She represents the Board on over 15 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, the California State Association of Counties (alternate), the Solano County Blue Ribbon Commission on Children in Foster Care, the Local Mental Health Advisory Board, the Solano Transportation Authority (alternate), the Solano County Water Agency Board, the Napa Valley Vine Trail, the Tri-City & County Cooperative Planning Group, as a Trustee to the Vallejo Sanitation & Flood Control District and as a member of the Board’s Legislation Committee.

Goals and Objectives

- Work to strengthen relations and communications between the County and the City of Vallejo.
- Engage residents of District One in the 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 Supervisor’s.

DEPARTMENTAL BUDGET SUMMARY

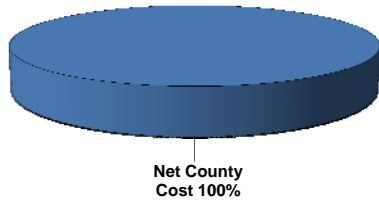
The Recommended Budget represents a slight decrease of \$2,556, or 0.8%, in appropriations when compared to the FY2012/13 Adopted Budget. The overall decrease is the net result of a \$20,128, or 8.2% decrease in salaries and benefits due to lower benefits for the new Supervisor and her aide in comparison to the previous incumbent due to the statewide pension reforms and changes in the County’s benefits package; this decrease is offset by an increase in services and supplies of \$13,964 or 56.1% due to an increase in insurance costs, education and travel expenses, and the request for a replacement computer and related software. In addition, countywide administrative overhead increased \$4,277 or 10.2%. Overall, the First District’s Net County Cost is decreased by \$2,556.

DEPARTMENT COMMENTS

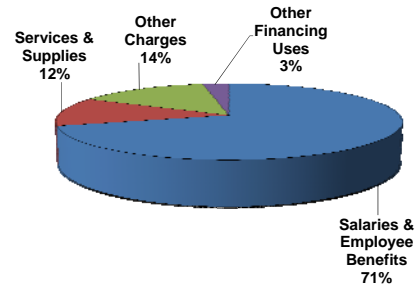
As the Solano County District 1 Supervisor, Erin Hannigan brings her experience of balancing budgets, improving the quality of life and protecting the environment. As a mother, Erin understands the importance of the health and well-being of the family. She is seeking solutions to connecting essential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

Erin Hannigan
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	249,674	246,499	226,371	(20,128)	(8.2%)
Services and Supplies	27,461	24,897	38,861	13,964	56.1%
Other Charges	45,669	42,018	46,295	4,277	10.2%
Other Financing Uses	10,887	9,872	9,299	(573)	(5.8%)
Intra-Fund Transfers	72	96	0	(96)	(100.0%)
TOTAL APPROPRIATIONS	333,763	323,382	320,826	(2,556)	(0.8%)
NET COUNTY COST	333,763	323,382	320,826	(2,556)	(0.8%)

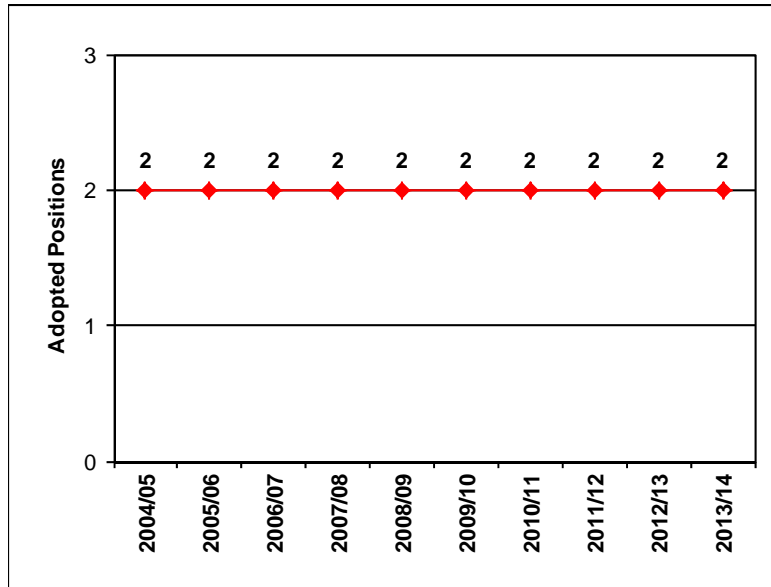
SUMMARY OF SIGNIFICANT ADJUSTMENTS

In order to improve the operations of the office, the Department is requesting a replacement computer that no longer meets the County's minimum standards.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget for Supervisorial District 1 includes \$2,500 in proposed funding for contributions to non-County agencies. The CAO recommends the Board consider affirming a funding level for FY2013/14 for contributions to non-County agencies.

Linda J. Seifert
 Legislative & Administration

Budget Summary:	
FY2012/13 Third Quarter Projection:	306,895
FY2013/14 Recommended:	322,006
County General Fund Contribution:	322,006
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.0

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 Homeacres, Cordelia and 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 Vallejo and Benicia. The District 2 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and two half-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Seifert assumed office January 2013, commencing her second term as a Board member. She represented the Board of Supervisors [Chair] on over 20 County and regional boards and commissions, including the California State Association of Counties (CSAC), CSAC Agriculture and National Resources Committee [Vice Chair], First 5 Solano [Chair], Yolo-Solano Air Quality Management District [Immediate Past Chair], Local Agency Formation Commission (LAFCo), Solano Land Trust [Vice Chair], Association of Bay Area Governments, and the Solid Waste Independent Hearing Panel [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, active military and veteran’s community, non-profit organizations, and the faith community.

Several FY2012/13 highlights include:

- Served as Chair of the Board and represented the Board of Supervisors in the community.
- Undertook an active role in the Rockville Trails Capital Campaign, leading to the purchase of 1,500 acres of open space at the cost of \$13.5 million. In FY2013/14, Rockville Trails will become the greater Bay Area’s newest natural park.
- Supported renovations at the Benicia, Suisun, and Vallejo Veterans’ halls.
- Worked on special events sponsored by the County, including an annual booth at the Solano County Fair Ag Day, which introduced over 3000 third graders countywide to the County’s number on industry-- Agriculture.
- Established a bi-monthly newsletter and a monthly cable channel program (called “Inside Solano”) to keep citizens informed of current issues and County services. The program runs twice weekly on VCAT Cable Television.
- During budget hearings, advocated for cost-saving measures that would preserve jobs and services for county residents, while reducing the County’s budget structural deficit.
- Continued to support efforts for dismantling ships at the Mare Island Shipyard in Vallejo, address the environmental impacts of transporting ships from the Suisun Bay Reserve Fleet to other parts of the country, and to include Benicia and Vallejo waterfronts in a Delta National Heritage Area.
- Worked with local legislators, the City of Benicia and interested citizens to secure retention of State parks located in the district.

- Lobbied and testified before the State Legislature against proposals which would 1) allow the importation of trash into Solano County and 2) impose new fees by CalFire on hillside homes.
- Traveled to Washington DC to lobby for programs that will improve lives in Solano County. Visited the Air Force leadership at the Pentagon while there.
- Supported the opening of the Family Justice Center.
- Reduced departmental budget by \$28,599, or 8%, in FY2012/13.

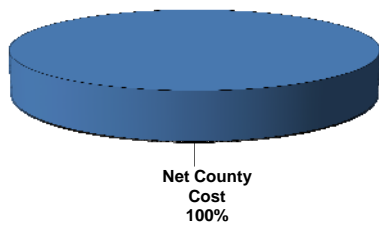
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase in appropriations of \$9,298 or 3% when compared to the FY2012/13 Adopted Budget due to a small increase in salary and benefits costs, and increases in County insurance charges, and administrative overhead costs. The Second District’s budget also includes replacement of a computer that no longer meets the County’s standards.

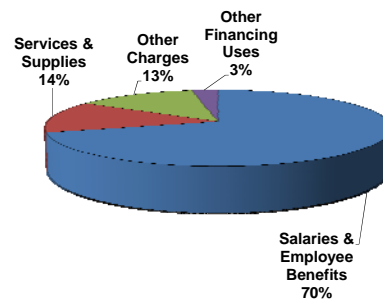
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	229,938	225,658	226,754	1,096	0.5%
Services and Supplies	33,444	37,756	43,698	5,942	15.7%
Other Charges	51,104	39,917	42,255	2,338	5.9%
Other Financing Uses	10,170	9,377	9,299	(78)	(0.8%)
Intra-Fund Transfers	(2,618)	0	0	0	0.0%
TOTAL APPROPRIATIONS	322,039	312,708	322,006	9,298	3.0%
NET COUNTY COST	322,039	312,708	322,006	9,298	3.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

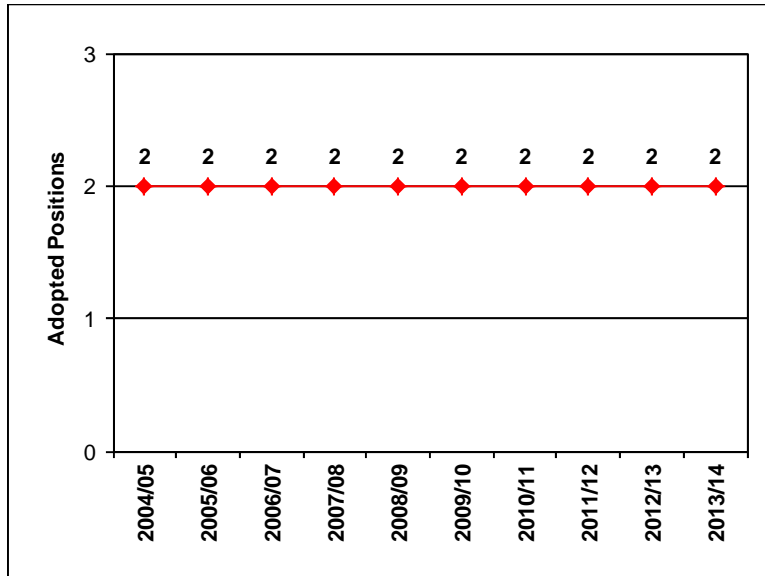
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Linda J. Seifert
Legislative & Administration

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget for Supervisorial District 2 includes \$2,500 in proposed funding for contributions to non-County agencies. The CAO recommends the Board consider affirming a funding level for FY2013/14 for contributions to non-County agencies.

Budget Summary:	
FY2012/13 Third Quarter Projection:	319,178
FY2013/14 Recommended:	331,733
County General Fund Contribution:	331,733
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2

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 and two half-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Spering’s priorities are:

- To provide leadership, formulate new ideas and build partnerships and consensus on programs and projects benefiting the Third District and Solano County.
- To be the conduit between constituents and County government.

District 3 accomplishments throughout the year:

- The Board of Supervisors directed the formation of an ad hoc subcommittee to identify facility options for a collocated family justice center. Under Supervisor Spering’s leadership, the ad hoc committee conducted an extensive search and evaluation of suitable properties. The committee identified 604 Empire Street as the best interim location for the Center. The Board of Supervisors voted unanimously to implement a 30-month pilot program at this location.
- He continued to chair a consortium of transit stakeholders who work to address transportation issues for seniors, people with disabilities and low-income residents. The consortium made progress in exploring ways to implement Phase II of the Intercity Taxi Script program. Under Supervisor Spering’s direction, consortium members helped identify mobility gaps and strategies to address the gaps. Members have also been involved in reviewing and prioritizing the near term strategies for implementing the Solano County Mobility Management Program.
- He facilitated the ongoing process and discussions between the Suisun Veterans, Suisun City and County staff to modernize the Suisun Veterans Memorial Hall, resulting in a complete remodel. Supervisor Spering celebrated the official grand reopening of the Hall on April 4, 2013 with local veterans and civic leaders.

To achieve District 3’s priorities, Supervisor Spering works with:

- Business community and Non-profit partners to optimize service delivery in a challenging budget environment.
- County staff on the budget in an ongoing effort to find ways to “live within our means” and to still meet the most critical needs of constituents.

Supervisor Spering also works to:

- Improve transportation availability and intercity accessibility to everyone in the County, especially for disabled, elderly and low-income families.
- Focus attention on protecting agriculture and meeting the growing demands of the seven cities.
- Consolidate transit services to better serve the citizens of Solano County.
- Ensure County staff members provide services in a highly professional, customer service friendly manner.

James P. Spring
Legislative & Administration

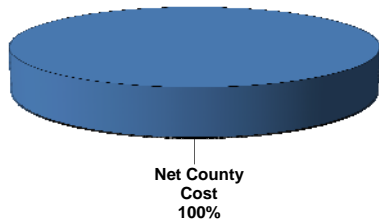
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$15,719, or 5% in appropriations, when compared to the FY2012/13 Adopted Budget. The increase is due to increased salaries and benefits costs, including retirement and health insurance, increases in County insurance charges, and county administrative overhead costs. There were no increases in any discretionary line item accounts. District 3 is not requesting any funding for contributions to non-County agencies. As a result, the Third District’s Net County Cost is increased by \$15,719.

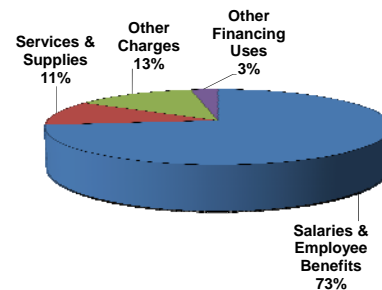
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	240,951	234,823	242,804	7,981	3.4%
Services and Supplies	30,866	33,402	34,938	1,536	4.6%
Other Charges	44,328	38,100	44,099	5,999	15.7%
Other Financing Uses	10,756	9,689	9,892	203	2.1%
Intra-Fund Transfers	581	0	0	0	0.0%
TOTAL APPROPRIATIONS	327,482	316,014	331,733	15,719	5.0%
NET COUNTY COST	327,482	316,014	331,733	15,719	5.0%

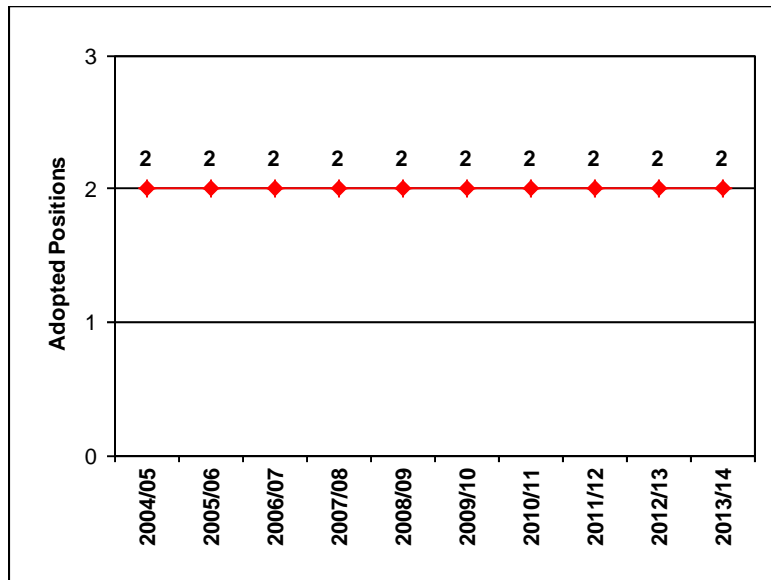
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget for Supervisorial District 3 includes no proposed funding for contributions to non-County agencies. For FY2012/13, the Board set a level of \$2,500. The CAO recommends the Board consider affirming a funding level for FY2013/14 for contributions to non-County agencies.

John M. Vasquez
Legislative & Administration

Budget Summary:	
FY2012/13 Third Quarter Projection:	331,195
FY2013/14 Recommended:	341,329
County General Fund Contribution:	341,329
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.0

FUNCTION AND RESPONSIBILITIES

The District 4 Supervisor represents citizens residing within the western half of Vacaville, Dixon, the unincorporated areas reaching from the Yolo County boarder adjoining the UC Davis Campus, Allendale, English Hills, Pleasants Valley and the Putah Creek area near Winters.

As the elected representative for District 4, Supervisor Vasquez expects to hear from and interact directly with people from the District. 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 one staff member.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

For FY2013/14, Supervisor Vasquez has the following Goals and Objectives:

Improve the health and well-being of those who live and work here

- Service to the residents of District 4 has become more efficient with the opening of the William J. Carroll Government Center. Work with County staff and the community to spread the word about the services now available in northern Solano, Dixon, and Vacaville especially the health and dental clinics in the William J. Carroll Government Center.

Invest in and for the future

- Continue to strongly support the leadership of the department managers and the dedication of the County employees who focus on the running of our everyday business.
- Continue to partner with the business, agriculture and regional leaders to increase jobs and to strengthen the Solano County economy as well as the strength of the region.

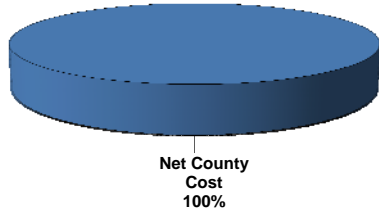
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$10,921, or 3%, in appropriations, when compared to the FY2012/13 Adopted Budget primarily due to an increase in retirement, county insurance costs, and countywide administrative overhead costs. In addition, the District is requesting the replacement of a computer that no longer meets the County’s standards. The District 4 Budget reflects an increase in Net County Cost of \$10,921.

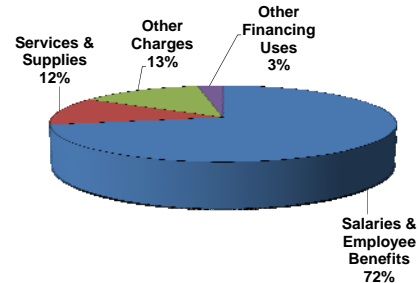
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	240,886	239,032	245,005	5,973	2.5%
Services and Supplies	27,158	36,373	40,129	3,756	10.3%
Other Charges	47,693	44,898	46,023	1,125	2.5%
Other Financing Uses	10,483	9,505	9,572	67	0.7%
Intra-Fund Transfers	798	600	600	0	0.0%
TOTAL APPROPRIATIONS	327,017	330,408	341,329	10,921	3.3%
NET COUNTY COST	327,017	330,408	341,329	10,921	3.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

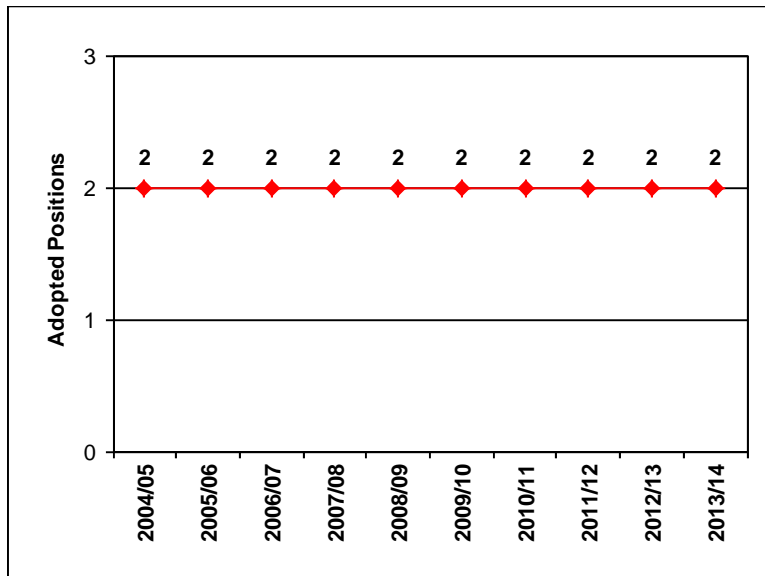
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

John M. Vasquez
Legislative & Administration

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget for Supervisorial District 4 includes \$2,500 in proposed funding for contributions to non-County agencies. The CAO recommends the Board consider affirming a funding level for FY2013/14 for contributions to non-County agencies.

Budget Summary:	
FY2012/13 Third Quarter Projection:	312,552
FY2013/14 Recommended:	297,398
County General Fund Contribution:	297,398
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.0

FUNCTION AND RESPONSIBILITIES

The Supervisor of District 5 represents residents living in Rio Vista, Elmira Area and parts of Vacaville, Fairfield and Suisun City. The Supervisor maintains an office at the County Government Center at 675 Texas Street Suite 6500 in Fairfield and holds office hours at the Rio Vista Chamber of Commerce. The District 5 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and one staff member.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Thomson assumed office in January 2013. He represents the Board on 18 county, regional and State boards and commissions (and their subcommittees); including the Bay Area Coalition of Counties, the Solano Economic Development Corporation, the Delta County Coalition, the Yolo-Solano Air Quality Board and Delta Protection Commission.

Supervisor Thomson:

- Works to find innovative solutions to reduce the County’s structural deficit and strengthen the County’s General Fund.
- Advocates for the County’s water interests and works to secure the safety and security of the Delta community by playing a leading role on the Delta County Coalition and Delta Protection Commission. Also collaborates with the business, labor and non-profit community through the Solano Economic Development Corporation to enhance the economic vitality and welfare of our community.
- Enhances services for members of the armed forces by providing up-to-date information on legislation, regulations and developments that impact military personnel through the Military and Veterans Affairs Committee.
- Engages the business community by actively participating in the Dixon, Fairfield-Suisun and Rio Vista Chambers of Commerce. Also, engages local business leaders to identify their needs and match those needs with County resources to help business succeed in the changing economy.

Supervisor Thomson’s Goals and Objectives include:

- Work to secure the safety and welfare of the Delta community by advocating for an alternative to the Bay Delta Conservation Plan that benefits rather than harms our agricultural, urban and rural communities.
- Ensure that the dollars and cents behind every County agreement makes sense and Board decisions are fiscally responsible and economically sustainable.
- Strengthen and improve the County’s engagement with Travis Air Force Base and Solano County’s military community.

DEPARTMENTAL BUDGET SUMMARY

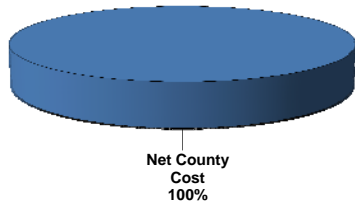
The Recommended Budget represents an overall increase of \$5,115, or 1.8%, in appropriations, when compared to the FY2012/13 Adopted Budget. This is primarily the net result of an increase in health and other insurance costs and countywide administrative overhead costs offset by decreases in travel and management business expenses. In addition, District 5 is not requesting funding for contributions to non-County agencies. The Fifth District’s budget reflects an increase in Net County Cost of \$5,115.

**Skip Thomson
Legislative & Administration**

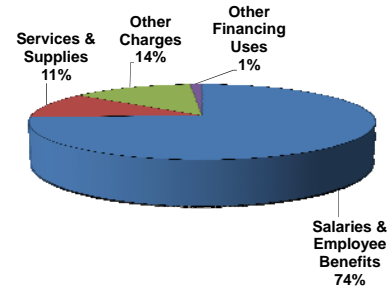
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	221,169	215,905	221,173	5,268	2.4%
Services and Supplies	22,902	29,215	32,571	3,356	11.5%
Other Charges	43,315	37,929	39,821	1,892	5.0%
Other Financing Uses	10,184	9,234	3,833	(5,401)	(58.5%)
Intra-Fund Transfers	139	0	0	0	0.0%
TOTAL APPROPRIATIONS	297,709	292,283	297,398	5,115	1.8%
NET COUNTY COST	297,709	292,283	297,398	5,115	1.8%

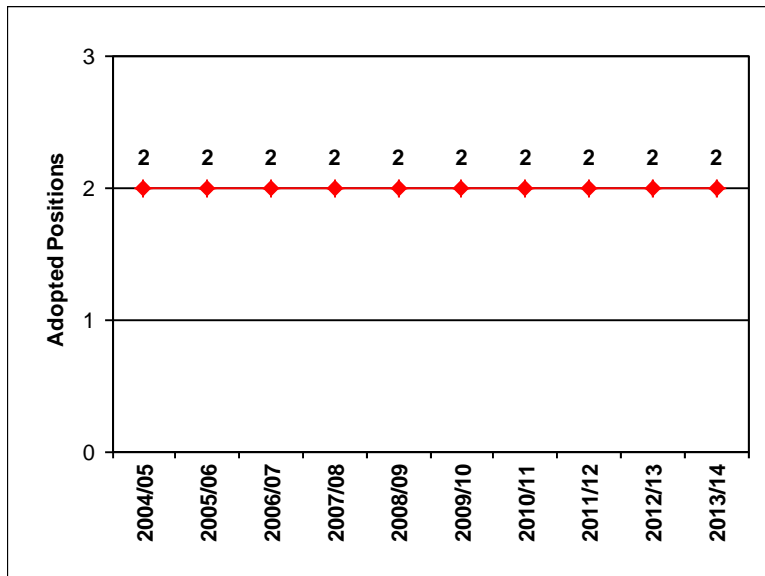
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget for Supervisorial District 5 includes no proposed funding for contributions to non-County agencies. For FY2012/13, the Board set a level of \$2,500. The CAO recommends the Board consider affirming a funding level for FY2013/14 for contributions to non-County agencies.

Linda J. Seifert, Chair
Legislative & Administration

Budget Summary:	
FY2012/13 Third Quarter Projection:	133,522
FY2013/14 Recommended:	172,761
County General Fund Contribution:	172,761
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 and National Association of Counties; and County contributions to non-County agencies.

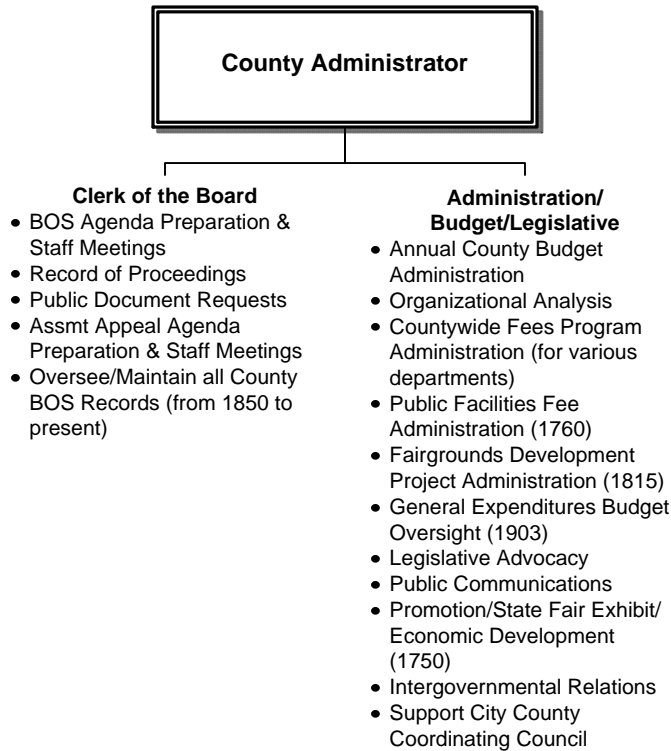
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$37,723, or 28% in appropriations, when compared to the FY2012/13 Adopted Budget. The increase is primarily due to increased costs of \$33,446 for Liability Insurance.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Misc Revenue	235	0	0	0	0.0%
TOTAL REVENUES	235	0	0	0	0.0%
APPROPRIATIONS					
Services and Supplies	95,678	109,713	150,211	40,498	36.9%
Other Charges	22,000	22,000	22,000	0	0.0%
Intra-Fund Transfers	375	3,325	550	(2,775)	(83.5%)
TOTAL APPROPRIATIONS	118,053	135,038	172,761	37,723	27.9%
NET COUNTY COST	117,819	135,038	172,761	37,723	27.9%

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2013/14 Budget includes the continued appropriation of \$22,000 in contributions to non-County agencies for Travis Community Consortium. The CAO recommends the Board affirm the non-County agency contribution for FY2013/14.



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:	
FY2012/13 Third Quarter Projection:	2,944,942
FY2013/14 Recommended:	3,293,809
County General Fund Contribution:	1,129,862
Percent County General Fund Supported:	34.3%
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.
- As Clerk of the Board of Supervisors, provides support to the County’s Assessment Appeals Board, prepare and coordinate agenda and minutes.
- 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.
 - Maintain official records of the Board, including appointments to various Boards and Commissions.
 - Represent the Board in the County's intergovernmental relations and perform general administrative duties.
 - Provide administrative and fiscal oversight to First 5 Solano.
 - Oversee the contracts for the Administrative Entity services with the Workforce Investment Board and the Solano County Fair.
 - Provide staff support to various Board Committees, the Solano City County Coordinating Council and the city Select Committee, including agenda, minutes and reports.

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

- With assistance from all Department Heads and staff, the County Administrator continued implementing the Six Deficit Reduction Strategies that have resulted in cost savings as well as increased operational efficiencies and employee productivity.
- Negotiated a new 15-year memorandum of understanding between the County and the seven cities for the provision of animal shelter services and the financing of the construction of a new animal shelter.
- Initiated the update for the five-year comprehensive analysis of the County's Public Facilities Fee (PFF), which includes evaluating the feasibility of establishing a transportation impact fee for road projects and modifying the PFF for animal control facilities.
- Working with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association – kept the entitlement process for the fairgrounds project moving forward, including preparing a Specific Plan, the Public Facilities Financing Plan, the Fiscal Impact Analysis and the Environmental Impact Report, tentative map, development agreement, for approval by the City of Vallejo Planning Commission, the Vallejo City Council and the Board of Supervisors. In June 2013 the Board of Supervisors will consider the approval of the development agreement with the City of Vallejo.
- Held a facilitated planning session with the Board of Supervisors in January 2013 to revisit the existing strategic plan concepts. This was the Board's first review of the Strategic Plan since the shift in attention to budget reductions and resizing of the organization. The conversation on the Strategic Plan will continue in FY2013/14, as this office and the Department Heads validate with the Board the vision, values, mission, goals and objectives for the organization.
- Provided leadership and support for the AB 900 Steering Committee for the 362-bed adult detention facility under construction adjacent to the existing detention facility on Clay Bank Road in Fairfield.
- Supported the analysis and the development of the pilot project for implementation of the Solano County Family Justice Center.
- Guided the implementation of key State and Federal legislation resulting in significant changes to County operations: the 2011 Public Safety Realignment and the Affordable Care Act. These pieces of legislation have altered and will continue to alter how the County manages the offender population in the criminal justice system and delivers health care services. 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.
- Automated the legislative review process to more effectively monitor State and Federal legislation affecting the County. This project also enabled the public to view and track this legislation online at www.solanocounty.com/legislation.

Functional Area Summary

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

- Streamlined the vendor claims process for other public defense, which significantly reduced the time to remit payments to vendors.
- Expanded the implementation of the Legistar paperless agenda process that began in FY2011/12 by converting the Assessment Appeals Board process from a paper-based system to a fully paperless process, which includes an electronic agenda, minutes, archiving of documents, and the use of iPads by the members of the Assessment Appeals Board. In addition, the historical files from the legacy Questys agenda system were converted for access by the new Legistar system and all documents were moved to the virtual “cloud” environment. As a result, Board agenda items dating back to 2006 are searchable online.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in Solano County receiving the “Big Apple Trophy” for having the most funds raised per employee. The \$10.38 per employee was an all-time high for Solano County and contributed to the annual event surpassing more than \$1 million collected to provide food for the hungry in both counties.

WORKLOAD INDICATORS

During FY2012/13, 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 445 Agenda Submittals and developed/published Minutes for 29 Board of Supervisors’ Regular Meetings, 11 Assessment Appeal Hearings; and 3 City Selection Committee meetings and 335 Public Comment Cards from the public present at the Board meetings.
- Recorded six Ordinances and 241 Resolutions adopted by the Board.
- Processed 565 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee.
- Received 10 requests for information under the California Public Records Act (GC §6250).
- Filed 152 California Environmental Quality Act (CEQA) documents
- Processed 125 claims against the County and 14 lawsuits
- Provided additional analytical and staff support to Solano Community Corrections Partnership.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	52,881	51,859	47,009	(4,850)	(9.4) %
ADMINISTRATIVE OFFICE	<u>2,244,581</u>	<u>2,140,924</u>	<u>2,116,938</u>	<u>(23,986)</u>	<u>(1.1) %</u>
TOTAL REVENUES	2,297,462	2,192,783	2,163,947	(28,836)	(1.3) %
APPROPRIATIONS					
CLERK OF THE BOARD	363,398	368,159	468,418	100,259	27.2 %
ADMINISTRATIVE OFFICE	<u>2,600,603</u>	<u>2,774,070</u>	<u>2,825,391</u>	<u>51,321</u>	<u>1.9 %</u>
TOTAL APPROPRIATIONS	2,964,001	3,142,229	3,293,809	151,580	4.8 %
NET COUNTY COST					
CLERK OF THE BOARD	310,516	316,300	421,409	105,109	33.2 %
ADMINISTRATIVE OFFICE	<u>356,022</u>	<u>633,146</u>	<u>708,453</u>	<u>75,307</u>	<u>11.9 %</u>
NET COUNTY COST	666,538	949,446	1,129,862	180,416	19.0 %

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

DEPARTMENTAL BUDGET SUMMARY

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

1115 - Administration:

The FY2013/14 Recommended Budget of \$2,825,391 for Administration represents a \$23,986 or 1.1% decrease in revenues and \$51,321 or 1.9% increase in appropriations when compared to the FY2012/13 Adopted Budget. The Net County Cost for the Administration budget increased \$75,307 or 11.9%.

The principal factor leading to the increase in the Net County Cost for the Administration budget is a net increase of \$86,267 in employee benefit costs that offset a \$48,161 reduction in consulting services. In addition, Countywide Administration Overhead (A-87) revenue decreased by \$23,986 or 1.1%. The A-87 revenues are estimated, based on Administration’s expenditures incurred in FY2011/12 and allocated to departments who receive services from the CAO in that year. The reduction in the A-87 revenues results from the ongoing cost containment efforts in Administration expenditures that resulted in reduced allocated costs to County departments.

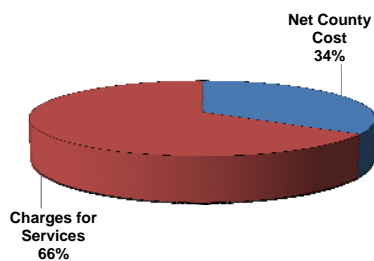
1114 - Clerk of the Board:

The FY2013/14 Recommended Budget of \$468,418 for the Clerk of the Board reflects a decrease of \$4,850 or 9.4% in revenues and an increase of \$100,259 or 27.2% in appropriations when compared to the FY2012/13 Adopted Budget. The Net County Cost for the Clerk of the Board’s budget is increased by \$105,109 or 33.2%. The principal factors leading to the increase in budgeted appropriations is an increase of \$90,900 in Other Professional Services in anticipation of several multiple day assessment appeal hearings coming to fruition in FY2013/14 and \$11,752 increase in employee benefit costs.

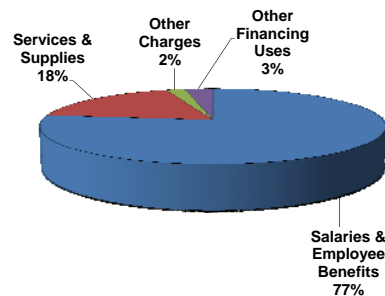
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

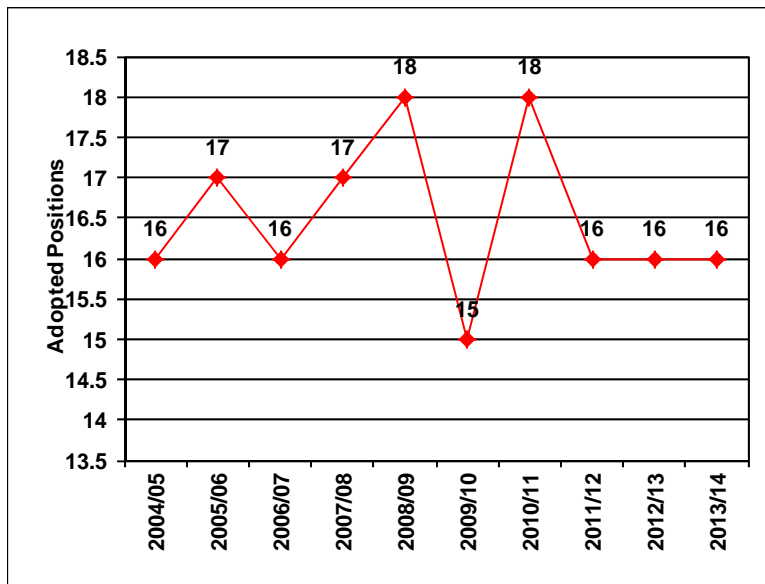
**1100 – Fund 001-County Administrator
Birgitta E. Corsello, County Administrator
Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,211,723	2,192,783	2,163,947	(28,836)	(1.3%)
Misc Revenue	85,740	0	0	0	0.0%
TOTAL REVENUES	2,297,463	2,192,783	2,163,947	(28,836)	(1.3%)
APPROPRIATIONS					
Salaries and Employee Benefits	2,322,706	2,439,646	2,537,665	98,019	4.0%
Services and Supplies	458,856	524,923	583,478	58,555	11.2%
Other Charges	77,120	72,246	69,741	(2,505)	(3.5%)
Other Financing Uses	102,322	102,199	101,430	(769)	(0.8%)
Intra-Fund Transfers	2,997	3,215	1,495	(1,720)	(53.5%)
TOTAL APPROPRIATIONS	2,964,001	3,142,229	3,293,809	151,580	4.8%
NET COUNTY COST	666,539	949,446	1,129,862	180,416	19.0%

SUMMARY OF POSITION CHANGES

There are no changes in position allocation within (BU 1100). However, the FY2013/14 Recommended Budget includes funding of an additional 1.0 FTE Senior Management Analyst assigned to the County Administrator’s Office, funded by 2011 Public Safety Realignment (BU 6901).

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The housing market appears to be rebounding. It is anticipated that the number of assessment appeal applications filed will increase in FY2013/14 as property values decreased as a result of Proposition 8 start to escalate. The Assessment Appeals Board is anticipating four large cases to come before them in FY2013/14: Genentech, Syar Industries, Anheuser-Busch and Shiloh wind projects. These complex hearings are expected to require multiple-day hearings.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	86,258	-	330,562	330,562	0.0 %
1903 GENERAL EXPENDITURES	3,650,887	3,820,143	2,870,326	(949,817)	(24.9) %
1905 A87 - OFFSET	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4) %
1906 GENERAL FUND-OTHER	-	-	-	-	0.0 %
2110 MICRO-ENTERPRISE BUSINESS ACCT	154,454	2,307	300,255	297,948	12915.0 %
2380 SE VALLEJO REDEVELOPMENT SETT	6	-	-	-	0.0 %
2390 TOBACCO SETTLEMENT	3,271	150	-	(150)	(100.0) %
2400 GRAND JURY	-	185	-	(185)	(100.0) %
6730 OTHER PUBLIC DEFENSE	1,777,066	2,600,000	2,247,367	(352,633)	(13.6) %
6800 C M F CASES	249,909	256,824	253,439	(3,385)	(1.3) %
6901 ADMINISTRATION	282,252	317,684	284,211	(33,473)	(10.5) %
APPROPRIATIONS					
1750 PROMOTION	105,584	165,521	496,083	330,562	199.7 %
1903 GENERAL EXPENDITURES	112,912,384	129,782,744	126,262,216	(3,520,528)	(2.7) %
1905 A87 - OFFSET	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4) %
1906 GENERAL FUND-OTHER	2,657,810	2,821,186	2,833,413	12,227	0.4 %
2110 MICRO-ENTERPRISE BUSINESS ACCT	105,632	-	300,255	300,255	0.0 %
2380 SE VALLEJO REDEVELOPMENT SETT	-	1,040	-	(1,040)	(100.0) %
2390 TOBACCO SETTLEMENT	493,750	124,414	-	(124,414)	(100.0) %
2400 GRAND JURY	142,201	99,169	112,981	13,812	13.9 %
6730 OTHER PUBLIC DEFENSE	1,777,065	2,600,000	2,247,367	(352,633)	(13.6) %
6800 C M F CASES	250,674	249,939	246,554	(3,385)	(1.4) %
6901 ADMINISTRATION	282,252	317,684	284,211	(33,473)	(10.5) %
NET CHANGE					
1750 PROMOTION	(19,326)	(165,521)	(165,521)	-	0.0 %
1903 GENERAL EXPENDITURES	(109,261,497)	(125,962,601)	(123,391,890)	2,570,711	(2.0) %
1905 A87 - OFFSET	-	-	-	-	0.0 %
1906 GENERAL FUND-OTHER	(2,657,810)	(2,821,186)	(2,833,413)	(12,227)	0.4 %
2110 MICRO-ENTERPRISE BUSINESS ACCT	48,821	2,307	-	(2,307)	(100.0) %
2380 SE VALLEJO REDEVELOPMENT SETT	6	(1,040)	-	1,040	(100.0) %
2390 TOBACCO SETTLEMENT	(490,479)	(124,264)	-	124,264	(100.0) %
2400 GRAND JURY	(142,201)	(98,984)	(112,981)	(13,997)	14.1 %
6730 OTHER PUBLIC DEFENSE	1	-	-	-	0.0 %
6800 C M F CASES	(764)	6,885	6,885	-	0.0 %
6901 ADMINISTRATION	-	-	-	-	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.
- Published the *2012 Index of Economic and Community Progress* in March 2013 that examined the local economy from three perspectives: a long view from 2000 to 2012 that compares the end of the 1990s cycle to the recent recovery; a recession view from 2006 (the peak year) to 2010 (the bottom year) in the local employment market; and a recovery view that represents changes since 2010. The *Index* was prepared by the County Administrator’s Office in partnership with the Solano Economic Development Corporation (EDC) and included technical assistance and objective analysis by Dr. Robert Eyler, a principal at Economic Forensics and Analytics in Petaluma and Director of the Center for Regional Economic Analysis at Sonoma State University.
- On January 15, 2013, the Board accepted a \$369,860 grant from the Office of Economic Adjustment (OEA) to conduct a comprehensive analysis of the economic impact of Travis Air Force Base on Solano County and to provide recommendations on how the public and private sector entities across the county could further diversify the Solano County economy. On March 26, 2013, the Board awarded a contract to Economic and Planning Systems, Inc. to conduct the economic diversification study project. The project is expected to be complete by June 30, 2014.
- The 2012 Exhibit at the California State Fair received a Gold Award, Best of Show, Best Craftsmanship Award and the People’s Choice Award. The exhibit puts forth a positive image of the county as well as exposes fairgoers to Solano Grown products, services and destinations.
- Published the Spring and Fall editions of the Solano County Visitors Guide, a project accomplished in partnership with the Vacaville Reporter to promote the tourism destinations across the county. The Visitors Guide is produced at no cost to the County.
- Renewed an agreement with CGI Communications, Inc., a National Association of Counties premier corporate member, to produce the Solano County Video Tour Book, which includes videos promoting Solano County to potential visitors and businesses wanting to locate to the region. The County will once again work with the Solano Economic Development Corporation’s Economic Development Task Force in developing the updated video content. The web-based video marketing tool is produced at no cost to the County.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$496,083 reflects an increase of \$330,562 in both revenues and appropriations in comparison to the FY2012/13 Adopted Budget. As a result, the Net County Cost remains unchanged at \$165,521.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev Federal	0	0	319,860	319,860	0.0%
Charges For Services	79,492	0	10,702	10,702	0.0%
Other Financing Sources	6,766	0	0	0	0.0%
TOTAL REVENUES	86,258	0	330,562	330,562	0.0%
APPROPRIATIONS					
Services and Supplies	105,577	165,400	494,680	329,280	199.1%
Other Charges	0	121	1,353	1,232	1018.2%
Intra-Fund Transfers	7	0	50	50	0.0%
TOTAL APPROPRIATIONS	105,584	165,521	496,083	330,562	199.7%
NET COUNTY COST	19,326	165,521	165,521	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant factors contributing to significant budget changes are:

- \$319,860 for the OEA grant-funded economic diversification study project.
- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2014 California State Fair.
- \$37,500 for the County’s annual membership with the Solano Economic Development Corporation.
- \$30,000 for Economic Forensics and Analytics to produce the *2013 Index of Economic and Community Progress* and provide an updated evaluation of the selection of indicators shaping the Solano County economy in a post-recession environment.
- \$27,000 as the County’s share of the farmbudsman position.

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.

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 CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Fines, Forfeitures, & Penalty	1,671,033	1,580,000	1,342,500	(237,500)	(15.0%)
Charges For Services	1,979,603	2,088,524	1,527,826	(560,698)	(26.8%)
Misc Revenue	251	0	0	0	0.0%
Other Financing Sources	0	151,619	0	(151,619)	(100.0%)
TOTAL REVENUES	3,650,887	3,820,143	2,870,326	(949,817)	(24.9%)
APPROPRIATIONS					
Salaries and Employee Benefits	0	800,000	800,000	0	0.0%
Services and Supplies	207,968	916,198	939,898	23,700	2.6%
Other Charges	9,650,149	10,430,041	9,505,041	(925,000)	(8.9%)
Other Financing Uses	103,007,082	117,636,505	115,038,477	(2,598,028)	(2.2%)
Intra-Fund Transfers	47,185	0	(21,200)	(21,200)	0.0%
TOTAL APPROPRIATIONS	112,912,384	129,782,744	126,262,216	(3,520,528)	(2.7%)
NET COUNTY COST	109,261,497	125,962,601	123,391,890	(2,570,711)	(2.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget of \$126,262,216 shows decreases of \$949,817, or 24.9%, in revenues and \$3,520,528, or 2.7% in appropriations when compared to the FY2012/13 Adopted Budget. The Net County Cost for the General Expenditures budget is thus decreased by \$2,570,711.

The decrease in revenues is primarily due to an anticipated reduction in court revenues collected by the Courts on behalf of the County. Based on the current collection pattern, fines and fees have been impacted as a result of fewer police officers in the cities with fewer citations being issued. In addition, the courts are reducing fines/fees imposed for citations thus impacting the County's share of these revenues. Traffic school fees are estimated to be lower by \$550,000 when compared to the FY2012/13 Adopted Budget for the same reasons stated above.

The General Expenditures appropriations of \$126,262,216 reflect a decrease in appropriations of \$3,520,528 which is the net result of changes in Services and Supplies (\$23,700 increase), Other Charges (\$925,000 decrease) and Other Financing Uses (\$2,598,028 decrease). The General Expenditures appropriations include the following:

Accrued Leave Payoff of \$800,000 which reflects no change when compared to FY2012/13 Adopted Budget. This appropriation is funded from the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service.

Services and Supplies include the following appropriations:

- \$579,898 for technology automation projects to fund automation projects in county departments that promote efficiency.
- \$180,000 for the County's share of LAFCO's costs per the MOU with LAFCO.
- \$180,000 for contracted services to cover costs of management reviews and organizational studies that would be required to identify opportunities for efficiencies in departments.

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 to the Trial Court.
 - \$1,054,115 for the County Facility Payment Maintenance of Effort requirement to the Trial Court.
 - \$276,500 for GF contribution to non-County agencies include the following:
 - \$76,500 for the Court-Appointed Special Advocates (CASA) of Solano County. CASA advocates for the best interest of children within the court system.
 - \$125,000 as a County match for a fund-raiser held annually by the Solano Coalition for Better Health.
 - \$75,000 as a County match for the CARES dental program to be held in April 2014 (as approved by the Board in March 2013).
 - A reduction of \$600,000 for juvenile offender costs. The County anticipated the possibility of the State charging the County up to \$125,000 per juvenile offender housed in a State facility, however, the legislative proposal in FY2012/13 was not pursued so the appropriation is not necessary in FY2013/14

Other Financing Uses: includes Operating Transfers Out which decreased \$4,350,000 due to one-time transfers needed in FY2012/13 for Fouts Springs Youth Ranch for demobilization of the site (\$1.5 million), and for 2007 COP debt service fund (\$2.8 million). These were non-recurring transfers and therefore, no additional amounts were budgeted in FY2013/14.

General Fund Contributions to all County Departments totaled \$115,038,477, an increase of \$1,751,972 when compared to the FY2012/13 Adopted Budget as noted below:

Public Safety

The GF Contribution to the Public Safety Departments increased \$2,359,089, or 2.7% from \$86,807,542 to \$89,166,631. The increase is the net result of the following:

- The GF Contribution and changes to the amounts to the Public Safety departments are noted below:
 - Sheriff's Office: \$44,532,174 GF Contribution which represents a \$2,111,869 increase which is the net result of an increase in countywide administrative overhead of \$867,590, increased funding for staff, services/supplies and fixed assets (\$4.8 million) needed as the Sheriff's Office prepares for the opening of the new AB900 Claybank Jail in Spring 2014 and the increased jail population due to AB109. The increased costs and an anticipated reduction in work release and electronic monitoring service fees of \$250,000 are offset by an anticipated increase of \$1,156,372 in Prop 172 funding and an increase of approximately \$2.8 million in 2011 Realignment revenues.
 - Probation: \$19,737,010 GF Contribution which represents a \$309,054 increase which is the net result of an anticipated increase in Prop.172 revenues in the amount of \$222,303, offset by an increase in countywide administrative overhead costs of \$522,000.
 - District Attorney: \$9,906,411 GF Contribution which represents a \$178,873 reduction to the District Attorney, primarily due to an increase in Prop.172 revenues and an anticipated increase in 2011 Realignment revenues.
 - Public Defender: \$9,516,295 GF Contribution which represents a \$261,615 increase. The Public Defender does not receive any revenues from Prop. 172. The increased need for GF support is attributable largely to increased labor costs in the amount of \$465,301 offset by an increase in 2011 Realignment revenue.
 - Conflict Defender: \$3,040,705 GF Contribution which represents an \$187,576 increase to the Conflict Defender: The Conflict Defender does not receive any revenues from Prop. 172. The increased need for GF support is primarily the result of \$137,140 increased labor costs and \$28,182 increase in county administrative overhead costs.
 - Fouts Springs Youth Ranch: \$186,669 in GF Contribution which represents an increase in appropriations of \$20,481 for safeguarding and maintaining the site and associated permits at the Fouts Springs Youth Ranch (Fund 031) until the Ranch can be fully closed following U.S. Forest Service approvals, anticipated in FY2013/14.
 - Other Public Defense: \$2,247,367 in GF Contribution which represents a decrease of \$352,633 in appropriations based on the anticipated number of capital cases assigned by the Courts to outside legal counsel.

Health & Social Services:

The GF Contribution to Fund 902, Health & Social Services of \$22,376,055 reflects a \$797,693 net reduction when compared to the FY2012/13 Adopted Budget. The net reduction is due to the following:

- H&SS Programs: an increase of \$135,092 from \$12,096,476 to \$12,231,568, or an increase of 1.1%. The increase can be attributed to an increase in non-claimable costs (administrative overhead).
- Assistance Programs, which include General Assistance, Foster Care and IHSS wages, of \$8,767,405, decreased by \$1,057,199 mainly due to projected decreases in State eligibility rules and caseloads.
- H&SS - Public Health represents a \$1,377,082 GF contribution to Non-County agencies to fund various contracts. This contribution reflects an increase of \$124,414 as a backfill to programs initially funded by Tobacco Master Settlement Agreement (MSA) funds. These funds were depleted in FY2012/13 (see BU 2390 – Tobacco Settlement). The contribution is made up of the following:
 - \$620,000 to Solano Coalition for Better Health for Health Access Initiatives. This provides financial support for coordinating and implementing initiatives (\$125,000) to increase access to healthcare through children’s health insurance enrollment and training activities (\$170,000) which would match more than 1,200 eligible children with appropriate programs and payment of children’s health insurance premiums (\$325,000) which will enable health insurance access for more than 1,400 children. It is anticipated this appropriation will underwrite costs of direct premium purchases for 250 participants.
 - \$335,750 for the provision of clinical primary care services for uninsured County residents by Community Health Clinics.
 - \$212,000 for City Teams’ substance abuse prevention activities within the county’s seven cities; involves schools, law enforcement, government, and community organizations.
 - \$110,000 for the Adolescent Intervention Modality (AIM) program (Reducing Rates Initiative) to provide brief early intervention services to youth in Solano County who are identified as being high-risk for using or abusing alcohol, tobacco and/or other drugs.
 - \$53,560 to the Children’s Network for: (a) serving as the steward of local programs and services for children countywide, (b) providing staff support to the Children’s Alliance, the Child Abuse Prevention Council and the Child Care Planning Council, and (c) coordinating the local Family Resources Centers.
 - \$45,500 to cover the cost of a staff person working for the Senior Coalition on a broad array of senior issues. The Senior Coalition provides input to the Board of Supervisors, increases general public awareness and education, and strengthens coordination and partnerships on the issues.

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

- \$2,427,686 to be transferred out to the Accumulated Capital Outlay fund (BU 1700) for Capital Renewal Projects (Funded by an offsetting draw from Deferred Maintenance Reserve).
- \$239,149 to Fund 004 (BU 6300) – Library for the Library Director’s salary and benefits in accordance with Education Code §19147 mandated General Fund cost.
- \$122,778 to Fund 016 (BU 7000) - Parks & Recreation which reflects a slight decrease of \$3,173 from FY2012/13 Adopted Budget.
- \$553,541 to Fund 152 (BU 1520) pay for the County’s share of: (1) the IHSS Public Authority’s administrative costs, and (2) insurance costs for IHSS service providers.
- \$152,637 to First 5 (BU 1570) for Children’s Alliance and other program costs.

PENDING ISSUES AND POLICY CONSIDERATIONS

- The Board is asked to continue funding for Technology Automation Projects. The General Expenditures Recommended Budget includes an appropriation of \$500,000 refresh of the fund from General Fund cost avoidance from completed automation.

-
- New one-time funding/contribution for County Match for a CARES dental program project event in 2014.
 - Pending decision on LAFCo staffing and office location may change County's share of costs.

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

FUNCTION AND RESPONSIBILITIES

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4%)
TOTAL REVENUES	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4%)
APPROPRIATIONS					
Other Charges	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4%)
TOTAL APPROPRIATIONS	(2,461,737)	(2,270,554)	(1,579,334)	691,220	(30.4%)
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a net offset of \$1,579,334 in revenues and appropriations, a \$691,220 difference when compared to the FY2012/13 Adopted Budget. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments.

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.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Other Financing Uses	2,657,810	2,821,186	2,833,413	12,227	0.4%
TOTAL APPROPRIATIONS	2,657,810	2,821,186	2,833,413	12,227	0.4%
NET COUNTY COST	2,657,810	2,821,186	2,833,413	12,227	0.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget of \$2,833,413 represents the General Fund's share of the principal and interest payments on the 2007 COPs (\$2,788,443) and the 2013 COPs (\$44,970). This represents an increase of \$12,227 or 0.4% over the FY2012/13 Adopted Budget. The increase is the net result of the new 2013 COP debt service requirement offset by a decrease in interest expense on the 2007 COPs as more principal is applied.

PENDING ISSUES AND POLICY CONSIDERATIONS

To avoid increases in the General Fund's share of the 2007 COP debt service payments, the General Services Director is working on a Countywide Space Consolidation Program to reduce facility-related costs and effectively use County-owned facilities. One of the goals of the program would include moving more non-General Fund units/divisions into the Government Center so that these non-General Fund work units/divisions can contribute towards future debt service payments.

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

During the 2011-12 term, the Solano County Grand Jury published eight reports in the areas of Public Safety, Juvenile Detention, Purchasing, Property Management, Registrar of Voters, and State Lottery Funds.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$112,981 represents an increase of \$13,812 in appropriations when compared to the FY2012/13 Adopted Budget. Effectively, the overall operational cost of the Grand Jury remains flat in FY2012/13. The major increase in the FY2013/14 budget is a result of a \$6,000 appropriation to refresh the Grand Jury's four outdated computers and a net increase in countywide administration overhead and intrafund charges of \$7,800.

DEPARTMENT COMMENTS

The biggest challenge the Grand Jury faces is continuing funding for its operation. The rising cost of mileage reimbursement, which is set by the Internal Revenue Service, also 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. Additionally, 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.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	0	185	0	(185)	(100.0%)
TOTAL REVENUES	0	185	0	(185)	(100.0%)
APPROPRIATIONS					
Services and Supplies	104,819	95,419	101,431	6,012	6.3%
Other Charges	35,543	0	10,300	10,300	0.0%
Intra-Fund Transfers	1,839	3,750	1,250	(2,500)	(66.7%)
TOTAL APPROPRIATIONS	142,201	99,169	112,981	13,812	13.9%
NET COUNTY COST	142,201	98,984	112,981	13,997	14.1%

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 Conflict Public Defender Offices, and the services of Court-appointed counsel are arranged. The United States Supreme Court decisions *Gideon v. Wainright* 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 Solano County Court, which is part of the State of California Judicial Branch, 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 of \$2,247,367 for Other Public Defense reflects a decrease of \$352,633, or 13.6% in appropriations and in the corresponding General Fund support when compared to FY2012/13 Adopted Budget. The change reflects a decrease in Net County Cost due to a reduction in current caseloads.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	42,533	0	0	0	0.0%
Misc Revenue	1,064	0	0	0	0.0%
General Fund Contribution	1,733,469	2,600,000	2,247,367	(352,633)	(13.6%)
TOTAL REVENUES	1,777,066	2,600,000	2,247,367	(352,633)	(13.6%)
APPROPRIATIONS					
Salaries and Employee Benefits	18,727	75,600	75,760	160	0.2%
Services and Supplies	1,722,502	2,513,933	2,165,988	(347,945)	(13.8%)
Other Charges	35,836	10,467	5,619	(4,848)	(46.3%)
TOTAL APPROPRIATIONS	1,777,065	2,600,000	2,247,367	(352,633)	(13.6%)
NET CHANGE	(1)	0	0	0	0.0%

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 Conflict Defender staff to provide representation where appropriate, and the number of hours required by private attorney/investigator/special witness/psychiatric evaluations/court reporter to properly represent indigent defendants. Cost exposures related to the number of private defense hours and, by implication, the incidence of criminal activity and arrest rates, are beyond the County's control.

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

DEPARTMENTAL PURPOSE

This budget unit provides for the payment of County costs 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 7,700 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 of \$246,554 for CMF Cases represents a \$3,385, or 1.3% decrease in revenues and a decrease of \$3,385, or 1.4%, in appropriations when compared to FY2012/13 Adopted Budget. Most expenditures in this budget unit are offset by State reimbursement. Additionally, the State does not reimburse the County promptly, and thus some revenues anticipated for FY2012/13 may not be received until FY2013/14. The revenues included in the FY2013/14 budget reflect a level in line with the prior five years.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	53	0	0	0	0.0%
Intergovernmental Rev State	249,856	256,824	253,439	(3,385)	(1.3%)
TOTAL REVENUES	249,909	256,824	253,439	(3,385)	(1.3%)
APPROPRIATIONS					
Services and Supplies	244,422	244,088	241,092	(2,996)	(1.2%)
Other Charges	6,251	5,851	5,462	(389)	(6.6%)
TOTAL APPROPRIATIONS	250,674	249,939	246,554	(3,385)	(1.4%)
CHANGE IN FUND BALANCE	764	(6,885)	(6,885)	0	0.0%

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

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

FUNCTION AND RESPONSIBILITIES

In April 2011, the State enacted legislation intended to ease State prison overcrowding and bring its penal system into compliance with the Supreme Court’s decision in *Brown v. Plata*. Collectively known as the 2011 Public Safety Realignment (Realignment), the legislation, which included AB 109, AB 117, AB 118, AB 116, ABX1 16 and 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). 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 Public Safety Realignment, the State provided two separate “buckets” for one-time funds of \$300,000 for planning and/or technical assistance for the County’s CCP Executive Committee to develop the local Implementation Plan, and \$268,675 to cover County departments’ implementation start-up costs. This budget was created to track the expenditure of these one-time funds. Additionally this budget will be used to track ongoing general administration expenditures related to the actions of the County’s CCP. Refer to Public Safety Budget for on-going revenues and expenses for the responsibilities realigned to the County in the 2011 Public Safety (AB 109) legislation.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	282,252	317,684	284,211	(33,473)	(10.5%)
TOTAL REVENUES	282,252	317,684	284,211	(33,473)	(10.5%)
APPROPRIATIONS					
Salaries and Employee Benefits	0	0	140,110	140,110	0.0%
Services and Supplies	165,903	197,685	44,899	(152,786)	(77.3%)
Other Charges	84,370	119,999	99,202	(20,797)	(17.3%)
F/A Equipment	9,858	0	0	0	0.0%
Other Financing Uses	22,121	0	0	0	0.0%
TOTAL APPROPRIATIONS	282,252	317,684	284,211	(33,473)	(10.5%)
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The State’s Proposed Budget does not include additional funds in FY2013/14 for planning and/or technical assistance for the County’s CCP Executive Committee to further develop the local Realignment Implementation Plan or to provide for additional start-up costs. Thus the FY2013/14 Recommended Budget includes the re-budget of estimated unspent FY2012/13 planning funds of \$49,899. The start-up costs were fully expended in FY2012/13.

The FY2013/14 Recommended Budget also includes \$234,312 in AB 109 funding for ongoing general administration expenditures. The general administration expenditures will provide for the addition of a Senior Management Analyst to the County Administrator’s Office. This new staff member will be dedicated to 2011 Public Safety Realignment and provide management and financial analysis, oversight, and coordination of the County Departments in their implementation of the County of Solano 2011 Public Safety Realignment Act Implementation Plan. The remaining funds of \$94,202 will be provided to the Superior Court of California County of Solano to fund the Court’s Collaborative Court Manager.

SUMMARY OF POSITION CHANGES

In the FY2013/14 Recommended Budget the County Administrator is requesting the addition of 1.0 FTE Management Analyst Senior, funded by 2011 Public Safety Realignment and recommended by the CCP as part of the FY2013/14 AB109 appropriations.

PENDING ISSUES AND POLICY CONSIDERATIONS

Adjustments may have to be made to this budget in FY2013/14 based on actual figures at year-end and what the State's final budget provides in funding.

Birgitta E. Corsello, County Administrator
Other Protection

FUNCTION AND RESPONSIBILITIES

This budget serves as a conduit for a \$400,000 Community Development Block Grant (CDBG) from the California Department of Housing and Community Development to continue a grant-funded program to offer technical assistance to microenterprise businesses and an associated revolving loan fund. The grant also enables the County to establish a business assistance program that establishes a revolving loan fund for other small businesses. These programs are administered by a sub-recipient agreement with the Solano College Small Business Development Center.

Under the Microenterprise Technical Assistance Program microenterprise businesses, existing and potential, can receive training and counseling to grow their business. By definition, microenterprise means the business consists of 5 or fewer people. Technical assistance services are available to microenterprise businesses located in the unincorporated area of the county and the non-entitled communities of Benicia, Dixon, Rio Vista and Suisun City. The Microenterprise Loan Program and the Business Assistance Loan Program provide businesses located in the unincorporated area of Solano County with working capital to enhance the viability of their business. All of these programs target businesses that are either owned by or employ residents who earn 80% or less of the median family income in Solano County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The County received notice of the new grant award in December 2012 and new program guidelines were adopted in May 2013.
- The administration of this program will be transferred in FY2013/14 from the County Administrator's Office to the Department of Resource Management to consolidate the administration of CDBG programs into one department.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects \$300,255 in revenues and appropriations. The increase in this budget compared to the FY2012/13 Adopted Budget reflects the anticipated program activity resulting from the award of the grant.

See related Budget Unit 9315 – Fund 110 Contingencies (refer to Contingencies section of the Budget).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	2,382	2,307	255	(2,052)	(88.9%)
Intergovernmental Rev State	152,072	0	300,000	300,000	0.0%
TOTAL REVENUES	154,454	2,307	300,255	297,948	12915.0%
APPROPRIATIONS					
Services and Supplies	94,560	0	172,434	172,434	0.0%
Other Charges	4,306	0	127,821	127,821	0.0%
Other Financing Uses	6,766	0	0	0	0.0%
TOTAL APPROPRIATIONS	105,632	0	300,255	300,255	0.0%
CHANGE IN FUND BALANCE	(48,821)	(2,307)	0	2,307	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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.

This budget accounted for Southeast Vallejo Redevelopment Agreement settlement funds from the City of Vallejo and disburses funds to the Department of Resource Management-Public Works Division for eligible redevelopment projects.

DEPARTMENTAL BUDGET SUMMARY

All funds have been distributed during FY2012/13. Therefore, there is no Recommended Budget for FY2013/14.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	6	0	0	0	0.0%
TOTAL REVENUES	6	0	0	0	0.0%
APPROPRIATIONS					
Other Financing Uses	0	1,040	0	(1,040)	(100.0%)
TOTAL APPROPRIATIONS	0	1,040	0	(1,040)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

This Fund was originally established as a Special Revenue Fund to ensure that revenues received from the Nationwide Tobacco Master Settlement Agreement (MSA) were used to address health issues in the county. Initially, revenues were received directly under the MSA. In FY2002/03, the decision was made to securitize that revenue stream, eliminating the risks associated with such a structured settlement. Securitization proceeds could either be used for capital construction purposes, or distributed over time for general purposes through a process known as deallocation.

From FY2001/02 to FY2008/09, MSA income and deallocation monies generated by the securitization proceeds were received in Fund 020, Budget Unit (BU) 2000. From BU 2000, monies were annually transferred to Fund 239, from which they were available solely for the pursuit of health-related objectives.

During that period, money from Fund 239 was used to offset State cutbacks to health programs, support activities under the MSA Strategic Plans for Reducing Rates and Health Access (Coalition), and provide support for local Community Clinics as approved annually by the Board of Supervisors. Such applications of securitization proceeds enabled the County to free up General Fund dollars for other countywide priorities.

In January 2008, the Board approved the use of MSA securitization proceeds as a means of financing the Twin Campus Projects in Vallejo and Fairfield and the William J. Carroll Government Center (WJCGC) in Vacaville. Board approval also enabled the construction of a new public Health Laboratory, new Public Health Clinics in Vallejo and Fairfield, a dental clinic, new Mental Health facilities, and the WJCGC. The use of the funds for capital project investments ended the deallocation process and eliminated the annual revenue stream to Fund 020 and, thus, to Fund 239.

As part of the Board's continuing commitment to the Coalition, during the three-year Strategic Plan period from FY2008/09 through FY2010/11, MSA money was backfilled with General Fund contributions (\$8.2 million). FY2010/11 marked the third and final year of both, the Strategic Plan and the Board's stated commitment to appropriate General Fund dollars for the ongoing support to the Coalition's activities.

A combination of General Fund funding from the General Expenditures budget (BU 1903) and the unspent balance of funding left in this budget (BU 2390) financed the Coalition's activities in FY2011/12.

DEPARTMENTAL BUDGET SUMMARY

In FY2012/13, the remaining balance in this fund was transferred to the Health & Social Services Department to partially fund the Coalition's activities. Therefore, there is no Recommended Budget for this fund in FY2013/14.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	3,271	150	0	(150)	(100.0%)
TOTAL REVENUES	3,271	150	0	(150)	(100.0%)
APPROPRIATIONS					
Other Financing Uses	493,750	124,414	0	(124,414)	(100.0%)
TOTAL APPROPRIATIONS	493,750	124,414	0	(124,414)	(100.0%)
CHANGE IN FUND BALANCE	490,479	124,264	0	(124,264)	(100.0%)

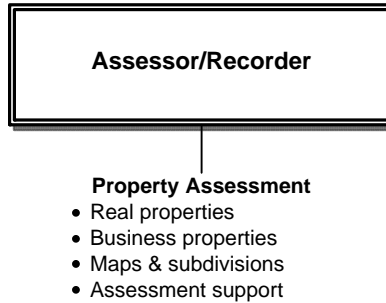
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

Since the funds are depleted, continued support for the Coalition's activities from this revenue source would need to shift to the General Fund or other sources.

See the Recommended Budget for General Expenditures (BU 1903) for contributions to non-County agencies.



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:	
FY2012/13 Third Quarter Projection:	5,947,614
FY2013/14 Recommended:	6,382,079
County General Fund Contribution:	3,848,834
Percent County General Fund Supported:	60.3%
Total Employees (FTEs):	35

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 142,000 parcels, 6,700 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; annually performs approximately 62 mandatory audits; annually values approximately 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 an unprecedented workload associated with the collapse of the real estate market. The close of property tax year ending June 30,2012 saw approximately 11,000 additional properties placed on Proposition 8 status, which brings the estimated total to 78,000 (75,000 residential and 3,000 non-residential) properties whose values have been 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 115,000 residential properties for adjustments to current assessed values.
- Complete implementation of two additional AVM software modules to assist appraisal staff with the valuation of 40,000 residential properties (not on Proposition 8 status) and to address residential assessment appeals.
- Addressed 1,300 Proposition 8 review requests on all types of properties, both new and second reviews.
- Competed 12,000 changes in ownership and new construction valuations, and settled 550 assessment appeals.

Marc Tonnesen, Assessor/Recorder
Finance

- For the property tax year ending June 30, 2012, the number of reassessments, review requests, assessment appeals and valuation workloads exceeded the capacity of existing staff and automation resources and resulted in delays of Proposition 8 reviews of non-residential property types, i.e., commercial/industrial/agricultural/vacant land.
- Continue the Assessor Scanning Project integrating approximately 4 million records into the County Documentum and ScipsWeb system. Also explore ways to automate assessment/business correspondence that will create and integrate form letters into the SCIPS system.

WORKLOAD INDICATORS

- Perform annual reviews of 115,000 residential parcels and approximately 4,000 non-residential property types for Proposition 8 valuation purposes.
- Process an estimated 2,000 Proposition 8 review requests comprised of new and second reviews on all types of property.
- Perform an estimated 12,000 changes in ownership and new construction reassessments and valuations.
- Anticipate residential assessment appeal filings to double or triple from current average of 100 appeals for the FY2013/14 period as market values recover.
- Review, analyze and defend enrolled assessed values of 900 residential and non-residential properties under appeal by property owners. This is a 300% increase from the norm that existed prior to the collapse of the real estate market in 2007.
- Anticipate the volume of customer inquiries to increase as the market values recover.
- Review and process 6,500 business property statements to determine unsecured assessments; assess 7,000 boats and 200 aircrafts.
- Conduct approximately 62 required business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	2,735,912	3,074,573	2,533,245	(541,328)	(17.6) %
TOTAL REVENUES	2,735,912	3,074,573	2,533,245	(541,328)	(17.6) %
APPROPRIATIONS					
PROPERTY ASSESSMENT	5,543,985	6,342,745	6,382,079	39,334	0.6 %
TOTAL APPROPRIATIONS	5,543,985	6,342,745	6,382,079	39,334	0.6 %
NET COUNTY COST					
PROPERTY ASSESSMENT	2,808,073	3,268,172	3,848,834	580,662	17.8 %
NET COUNTY COST	2,808,073	3,268,172	3,848,834	580,662	17.8 %

STAFFING					
PROPERTY ASSESSMENT	36	34	35	1	2.9 %
TOTAL STAFFING	36	34	35	1	2.9 %

DEPARTMENTAL BUDGET SUMMARY

The Department’s Recommended Budget of \$6,382,079 represents a decrease of \$541,328 or 17.6% in revenues and an increase of \$39,334 or 0.6% in appropriations when compared to FY2012/13 Adopted Budget. As a result the Net County Cost is increased by \$580,662 or 17.8%.

The primary funding source for the Department is Assessment and Tax Collection Fees of \$2,305,705, which are estimated to decrease \$575,823 or 20% from the prior year’s adopted budget. These revenues are 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 anticipated increase of \$34,495 or 30.1% follows an increase in overall supplemental tax billings in FY2012/13.

Significant changes in the cost categories are:

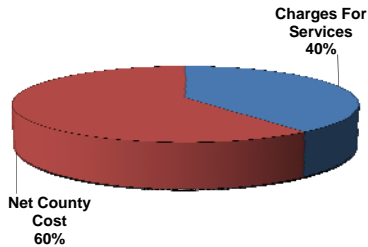
- Salaries and Employee Benefits costs of \$3,741,247 are projected to increase by \$121,343 or 3.4%. This is the net result of adding 1.0 FTE Senior Appraiser to address the current workload, increases of \$48,342 in retirement costs, and \$74,203 in health insurance costs, which are offset by a \$30,000 reduction in overtime pay and \$42,130 in projected salary savings.
- Services and Supplies reflect a net decrease of \$74,577 or 3.1%. The primary driver of the decrease is a \$114,659 reduction in the Department's share of Solano County Integrated Property System (SCIPS) charges and \$29,064 decrease in Liability Insurance, offset by increases of \$20,184 in Central Data Processing Service charges and \$14,400 for replacement computer equipment.
- Contracted Services are projected to increase by \$29,160 to \$645,000. 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 FY2013/14, the following contracted services are proposed:
 - \$170,000 for mineral rights appraisals and appeals defense,
 - \$475,000 for consulting services to assist with assessment appeals defense.

DEPARTMENT COMMENTS

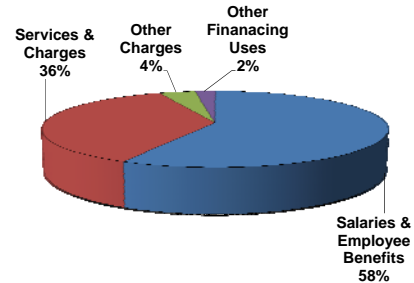
The numerous published reports of a real estate market in recovery have many potential impacts on the Assessor's Office. Assessed values on the rise have a positive impact on revenues from property taxes for local jurisdictions, but this market recovery is also likely to intensify the workload for the Department, including increases in assessment appeal applications, customer inquiries, customer education efforts, valuation review requests, and future developments that will need to be valued for the first time.

To address the anticipated rising workload, the Department will continue to expand the use of automated assessment tools and explore additional automated valuation modules that will help the Department process changes in ownerships and residential appeals. The Department is requesting 1.0 FTE Appraiser (Senior) to address the increased workload resulting from a recovering commercial real estate market, which generally lags the residential recovery. The Appraiser (Senior) will be responsible for the complex real property and business property assignments and assessment appeals defense.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,735,609	3,074,573	2,533,245	(541,328)	(17.6%)
Misc Revenue	303	0	0	0	0.0%
TOTAL REVENUES	2,735,912	3,074,573	2,533,245	(541,328)	(17.6%)
APPROPRIATIONS					
Salaries and Employee Benefits	3,218,051	3,619,904	3,741,247	121,343	3.4%
Services and Supplies	1,794,612	2,435,610	2,361,033	(74,577)	(3.1%)
Other Charges	365,650	253,078	258,418	5,340	2.1%
F/A Equipment	12,402	0	0	0	0.0%
Other Financing Uses	132,983	139,737	144,201	4,464	3.2%
Intra-Fund Transfers	20,286	(105,584)	(122,820)	(17,236)	16.3%
TOTAL APPROPRIATIONS	5,543,985	6,342,745	6,382,079	39,334	0.6%
NET COUNTY COST	2,808,073	3,268,172	3,848,834	580,662	17.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

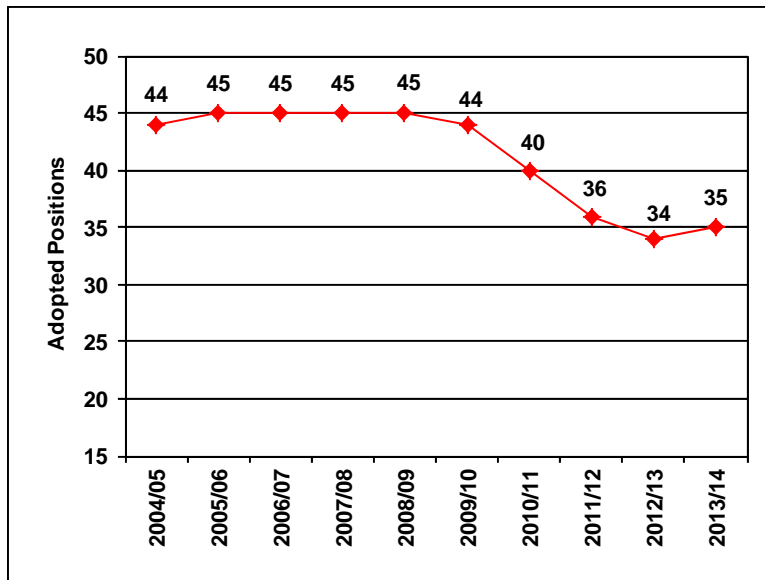
The Assessor’s share of property tax administration fees were first recognized in the departmental budget in FY2011/12. This change in administrative policy aligns revenues in the same budget unit where the expenditures are incurred. Property tax administration fees are charged to cities and agencies 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. The reallocation of property tax revenues as a result of the dissolution of the redevelopment agencies has resulted in a significant decrease for FY2013/14 in the recoverable portion of the property tax administration fee.

SUMMARY OF POSITION CHANGES

The FY2013/14 Recommended Budget includes the following proposed position change:

- Add 1.0 FTE Appraiser (Senior) to address increased workload resulting from a recovering commercial real estate market.

STAFFING TREND

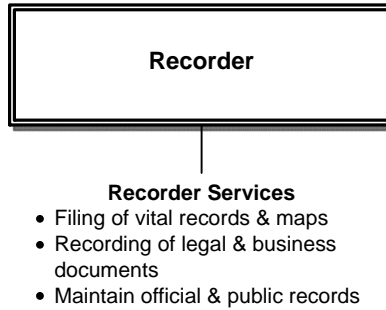


PENDING ISSUES AND POLICY CONSIDERATIONS

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	1,657,792	1,536,230	1,736,600	200,370	13.0 %
4000 RECORDER SPECIAL REVENUE	754,678	766,500	796,000	29,500	3.8 %
APPROPRIATIONS					
2909 RECORDER	1,570,559	1,585,754	1,589,836	4,082	0.3 %
4000 RECORDER SPECIAL REVENUE	406,050	965,328	900,518	(64,810)	(6.7) %
NET CHANGE					
2909 RECORDER	87,233	(49,524)	146,764	196,288	(396.3) %
4000 RECORDER SPECIAL REVENUE	348,628	(198,828)	(104,518)	94,310	(47.4) %

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



DEPARTMENTAL PURPOSE

The County Recorder is an elected official who acts as the perpetual guardian of land, birth, death and marriage records that have been entrusted to his safety and care. All functions of the Recorder are conducted under and adhere to the provisions of the State Constitution, State 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:	
FY2012/13 Third Quarter Projection:	1,618,447
FY2013/14 Recommended:	1,589,836
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	13

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 2012, the Recorder's Office collected \$10,500 for the State of California's Family Law Trust Fund, \$37,000 for the County's Office of Family Violence Prevention, and \$83,200 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$346,000 for the Trial Court Fund to help State court operating

costs and \$230,916 for the District Attorney's Real Estate Fraud Prosecution Fund.

- 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. On August 1, 2012, the Recorder's Office completed truncating documents dating back to 1980. Since the program's inception in 2008 more than 3,134,248 documents were reviewed. On the approximately 272,390 documents where social security numbers were found, those numbers were truncated. The Recorder's Office continues to truncate current documents as they are recorded.
- In FY2013/14 the Recorder's Office continues its plan to implement the Electronic Recording Delivery System (ERDS) that will allow the electronic receipt of documents for recording and to refine the auto-indexing program in order to further enhance accuracy.
- The Recorder's Office, recognizing a need in public services and in keeping with current technology trends, has implemented a point-of-sale system that accepts cash, check, and credit and debit charges. This will enable the Recorder's Office to obtain more reliable payment methods and provide easier payment options and transactions to the public.

WORKLOAD INDICATORS

- In 2012, the Department examined, recorded, indexed, mailed back to owners over 144,500 documents; the Department anticipates maintaining, if not exceeding, this figure in the upcoming fiscal year.
- In the same period close to 18,500 official birth, death, and marriage certificates were issued as well as over 6,200 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Department's Recommended Budget of \$1,589,836 represents an increase of \$200,370 or 13.0%, in revenues and a decrease of \$4,082 or 0.3% in expenditures when compared to FY2012/13 Adopted Budget. As a result, the Net County Cost is decreased by \$196,288.

The primary funding source for the Recorder's Office is Recording Fees of \$1,500,000 for the recording of official documents. For FY2013/14, the Recorder's Office estimates an increase of \$180,000 over the previous fiscal year due to an anticipated increase in the number of documents recorded. 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 increase \$27,500 to \$210,000.

Salaries and Benefits of \$1,107,998 reflect a decrease of \$51,472 or 4.4%, primarily due to the elimination of a vacant Office Assistant III (limited term) position. A portion of the salaries and benefits for the Department Head, Assistant Department Head and Office Coordinator are reflected as an intra-fund transfer of \$154,820.

Services and Supplies are anticipated to increase \$15,513 or 10.6%, led primarily by increases in technology support – \$10,000 increase in Solano County Integrated Property System (SCIPS) costs and \$3,738 in Central Data Processing Services charges – and a \$2,569 increase insurance risk management.

Postage expenses are anticipated to increase \$26,000 or 14.4% as a result of an increased need to return documents submitted for recording.

Countywide Administration Overhead charges increased \$14,012 or 40.7%.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	1,634,131	1,502,500	1,710,000	207,500	13.8%
Misc Revenue	23,661	33,730	26,600	(7,130)	(21.1%)
TOTAL REVENUES	1,657,792	1,536,230	1,736,600	200,370	13.0%
APPROPRIATIONS					
Salaries and Employee Benefits	1,266,058	1,159,470	1,107,998	(51,472)	(4.4%)
Services and Supplies	111,418	146,699	162,212	15,513	10.6%
Other Charges	97,199	34,437	48,449	14,012	40.7%
Other Financing Uses	53,188	43,872	40,843	(3,029)	(6.9%)
Intra-Fund Transfers	42,696	201,276	230,334	29,058	14.4%
TOTAL APPROPRIATIONS	1,570,559	1,585,754	1,589,836	4,082	0.3%
NET COUNTY COST	(87,233)	49,524	(146,764)	(196,288)	(396.3%)
STAFFING					
RECORDER	13	14	13	-1	(7.1) %
TOTAL STAFFING	13	14	13	-1	(7.1) %

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the Department’s position allocations since the FY2012/13 Adopted Budget include:

- In May 2013 as part of the Third Quarter Report, the Board of Supervisors approved the deletion of a vacant 1.0 FTE Office Assistant III (Limited Term)

PENDING ISSUES AND POLICY CONSIDERATIONS

The Recorder’s Office continues to anticipate the implementation of the Electronic Recording Delivery System (ERDS), which allows for the acceptance of electronic documents for recordation. This system will provide significant convenience to the public and will result in greater efficiency and accuracy by more readily accepting documents for recordation.

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 and Social Security Number (SSN) Truncation Program funds. Under the authority of Government Codes 27361.4, 27361(c) and 27361(d) these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund's budget unit and use is described below.

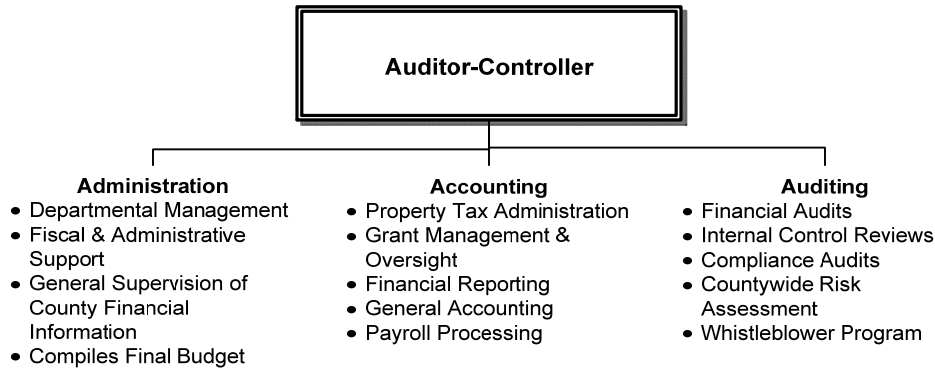
- BU 4001: The **Micrographics** fund defrays the cost of converting the Recorder's document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. Government Code 27361.4
- BU 4002: The **Modernization** fund is available solely 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)

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	45,076	28,500	46,000	17,500	61.4%
Charges For Services	709,602	738,000	750,000	12,000	1.6%
TOTAL REVENUES	754,678	766,500	796,000	29,500	3.8%
APPROPRIATIONS					
Services and Supplies	186,242	707,231	678,421	(28,810)	(4.1%)
Other Charges	15,928	18,216	18,216	0	0.0%
F/A - INTANGIBLES	0	36,000	0	(36,000)	(100.0%)
Other Financing Uses	203,881	203,881	203,881	0	0.0%
TOTAL APPROPRIATIONS	406,051	965,328	900,518	(64,810)	(6.7%)
CHANGE IN FUND BALANCE	(348,628)	198,828	104,518	(94,310)	(47.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Recording fees of \$595,000 are projected to increase by \$12,000 or 2.1% due to the estimated increase in the number of documents to be recorded. These fees are split between two programs in the amount of \$485,000 for Modernization (BU 4002) and \$110,000 for Social Security Number Truncation (BU 4003).
- Interest revenue garnered from these funds is expected to increase \$17,500 or 61.4% to \$46,000.
- Service and Supplies are projected to decrease \$28,810 or 4.1%, which is primarily the result of a \$23,500 decrease in Controlled Assets due to a decrease in the number of computers requiring replacement this fiscal year.
- Contracted Services of \$429,301 include contracts with PFA, Inc. for the conversion of existing microfilm to a searchable digital format, and Electronic Recording Delivery System to allow for the electronica submittal of documents for recording electronically.

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2012/13 Third Quarter Projection:	3,914,487
FY2013/14 Recommended:	4,245,082
County General Fund Contribution:	483,234
Percent County General Fund Supported:	11.3%
Total Employees (FTEs):	33

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 Administration, 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 2,500 employees; manages the debt service funds for all long-term debt of the County; manages the Countywide Financial Information System and the PeopleSoft System (for payroll-related functions); 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

- Implemented IntelliTime, a countywide time and attendance system, to increase accountability, improve accuracy and efficiency in managing employee leave and time reporting. The rules by bargaining unit have been incorporated into this system, thereby improving consistency and accuracy in time reporting.
- Implemented a countywide automated purchasing process which resulted in a more efficient purchasing process through the elimination of paper-intensive processes, duplicate data entry, sharing of data, and automation of approvals.
- Developed and presented the Control Self-Assessment Program to County managers. As departments continue to downsize, internal controls are generally always compromised. This program is a tool for County managers to assess their control environment and identify control deficiencies. The Internal Audit Division will continue to evaluate each department’s results and provide feedback.
- In December 2011, the State Supreme Court validated the legality of ABX1 26 allowing the State to dissolve Redevelopment Agencies (RDAs). As a result, the Auditor-Controller became the fiscal agent to oversee the dissolution of these RDAs. The legislation imposed additional accounting and reporting requirements on the Auditor-Controller for the administration of the Redevelopment Property Tax Trust Fund for 18 redevelopment projects. The Auditor-Controller continues to administer the winding down of the Redevelopment Successor Agencies affairs.
- Recipient of two awards for excellence in financial reporting from the Government Finance Officers Association and the State Controller’s Office. Continue to receive unqualified (clean) audit opinions on the County’s Comprehensive Annual Financial Report.

WORKLOAD INDICATORS

In the past fiscal year, the Department:

- Processed over 70,000 vendor claims, deposit permits, journal entries, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers in the financial system.
- Processed over 90,000 payroll checks, 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 tax rate areas generating over \$444 million in property taxes, which were calculated, allocated and paid to 75 taxing entities.
- Administered over 210,000 special assessments levied by cities, agencies and special districts totaling \$59 million and researched, calculated, and issued over 8,500 property tax refunds.
- Employed over 6,800 hours to perform financial/compliance audits, process reviews, and reviews of internal controls. The audit hours were allocated as follow:
 - 755 hours assigned to Health and Social Services
 - 1,563 hours assigned to Mandated Financial Audits
 - 2,140 hours assigned to Special District and Other Financial Audits
 - 2,342 hours assigned to Countywide Reviews and Other Activities

During FY2012/13, Auditor-Controller staff spent a significant amount of staff resources on the following projects:

- 3,000 hours on the IntelliTime Project
- 860 hours on the Purchasing Project
- 3,400 hours on Redevelopment Dissolution Act (ABX1 26)

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	534,043	509,863	842,928	333,065	65.3 %
ACO-ACCOUNTING	2,169,992	2,276,567	2,389,242	112,675	4.9 %
ACO-AUDITING	477,188	476,911	529,678	52,767	11.1 %
TOTAL REVENUES	3,181,223	3,263,341	3,761,848	498,507	15.3 %
APPROPRIATIONS					
ACO-ADMINISTRATION	811,792	809,087	835,006	25,919	3.2 %
ACO-ACCOUNTING	2,506,655	2,731,721	2,894,227	162,506	5.9 %
ACO-AUDITING	520,657	511,084	515,849	4,765	0.9 %
TOTAL APPROPRIATIONS	3,839,104	4,051,892	4,245,082	193,190	4.8 %
NET COUNTY COST					
ACO-ADMINISTRATION	277,749	299,224	(7,922)	(307,146)	(102.6) %
ACO-ACCOUNTING	336,663	455,154	504,985	49,831	10.9 %
ACO-AUDITING	43,469	34,173	(13,829)	(48,002)	(140.5) %
NET COUNTY COST	657,881	788,551	483,234	(305,317)	(38.7) %

Functional Area Summary

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

STAFFING					
ADMINISTRATION	3	3	3	0	0.0 %
ACCOUNTING	21	23	25	2	8.7 %
AUDITING	5	5	5	0	0.0 %
TOTAL STAFFING	29	31	33	2	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Department's Recommended Budget of \$4,245,082 in appropriations represents an increase of \$193,190 or 4.8% when compared to FY2012/13 Adopted Budget. The budgeted revenues of \$3,761,848 reflect an increase of \$498,507 or 15.3% when compared to FY2012/13 Adopted budget. As a result, Net County Cost is decreased by \$305,317 or 38.7% from FY2012/13 Adopted Budget.

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

- County administrative overhead (A87) revenues of \$2,140,071 reflect an increase of \$309,567 from prior year. A87 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 \$565,000 reflect a projected decrease of \$82,070 or 13% 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 decrease in PTAF is a result of the shift in resources due to the dissolution of the redevelopment agencies. The Auditor-Controller recovers direct costs related to the RDA dissolution from the successor agencies of the former Redevelopment Agencies rather than through PTAF. See related increase in Other Charges for Services revenues below.
- Auditing and accounting fees of \$400,310 reflect a projected increase of \$76,747 or 24%. These are fees for services to special districts and other governmental agencies. Most special districts are on a biennial cycle for auditing. As a result, there is an increase in the number of special district audits to be performed in FY2013/14.
- Other Charges for Services revenues of \$356,300 reflect a projected increase of \$229,057 or 180%. The increase is due to charges to the successor agencies of the former redevelopment agencies for administrative support costs resulting from the dissolution of the redevelopment agencies.
- Revenues from Inter-fund Services Provided of \$231,591 reflect a projected decrease of \$31,004 or 13%. These are revenues received from non-General Fund departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fees and East Vallejo Fire Protection District, for accounting and auditing services. The net decrease is the result of anticipated decreases in direct charges to the Public Facilities Fees fund for accounting and auditing services, to the Sheriff's Department for the cost of a disability clerk due to a delay in hiring/transitioning the disability clerk function to the Auditor-Controller's Office, offset by an increase in charges to the Micro Enterprise Loan fund for administrative support.
- Revenues from Intra-fund Services – Accounting and Audit of \$154,920 reflect a projected decrease of \$660. These revenues are from charges to the Treasury for accounting and financial services. The decrease is primarily due to a decrease in audit rates.

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

Appropriations for salaries and benefits for FY2013/14 total \$3,548,280, a net increase of \$183,826 from FY2012/13 Adopted Budget. The net increase in salaries and benefits is the result of the following:

- Salaries/Wages are expected to increase by \$88,328 due to:
 - Funding for the new Systems Accountant approved in November 2012 to assist in automating countywide accounting processes through the County's Integrated Fund Accounting System (IFAS).
 - Anticipated step increases for staff.
 - In addition, the Recommended Budget includes adding a 1.0 FTE Account Clerk II. This position will be assigned to the Payroll Division to assume the responsibilities for processing special leaves from the departments.

-
- Health insurance costs are projected to increase by \$51,996 due to an increase in staff and an increase in health insurance rates and changes in employee coverage levels.
 - Retirement costs are projected to increase by \$36,894 due to an increase in the contribution rate and an increase in staff.
 - Unemployment insurance reflects an increase of \$10,379 due to the countywide rate holiday in FY2012/13.

Appropriations for central data processing services of \$187,912 are projected to increase by \$12,313, and Solano County Integrated Property System (SCIPS) charges of \$202,268 are projected to decrease by \$31,215 or 13% over the prior fiscal year. These rates are determined by the Department of Information Technology (DOIT) based on departmental costs to provide, maintain and support computer hardware, software and systems for the IFAS, PeopleSoft (key central automated systems) and SCIPS; the Auditor-Controller has no determinant control over DOIT rate charges.

The Recommended Budget also includes contract services (Accounting and Financial Services) totaling \$111,476, of which \$102,726 is for Macias, Gini, O'Connell, LLP, an independent CPA firm, to perform the countywide audit of the County's Comprehensive Annual Financial Report and Single Audit.

The budget also includes appropriations of \$8,790 to replace six computers on DoIT's Computer Refresh Schedule. The DoIT Refresh Schedule shows 12 computers over five years old, which exceeds the established recommended retention period; however six of these are due for refresh in June 2014 and will be included in the Department's FY2014/15 requested budget.

DEPARTMENT COMMENTS

The Auditor-Controller performs countywide functions and oversees the County budget, which is over \$840 million. The Department continues to work with the DoIT to complete the implementation of countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- IntelliTime System automates the leave request and time sheet reporting process while incorporating the Memorandum of Understanding rules of the numerous bargaining units.
- Countywide automation of purchasing and disbursements workflow process. This project will automate the purchase requisition to payment process while eliminating duplicate data entry on various forms within the accounting system.
- SCIPS-Property tax automation of supplemental refunds project will eliminate the labor-intensive manual process for issuing supplemental tax refunds. Since FY2006/07, the county has experienced a significant increase in the number of supplemental refunds.

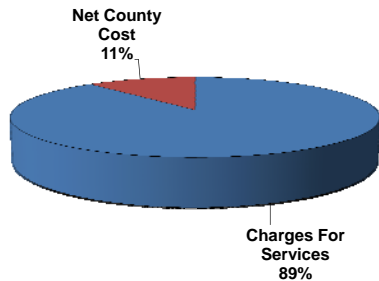
In addition to the countywide automation projects, the Auditor-Controller's Office continues to work with the County Administrator's Office and Department of Human Resources to centralize the State Disability Integration process within the Auditor-Controller's Office. The Auditor-Controller has centralized this process for all departments except for the Sheriff's Department. The centralization for the Sheriff's Department is scheduled for January 2014. This process will improve the timeliness and efficiency of integrating employees' state disability benefits with the County's leave program.

The dissolution of RDAs will continue to require staff resources as the role and responsibilities of the Auditor-Controller's Office evolves due to the complexities of each RDA successor agency.

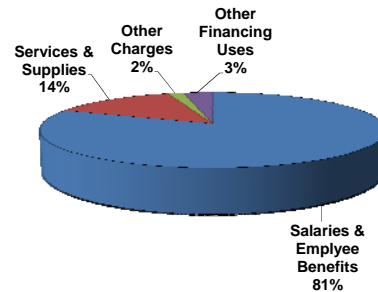
The Auditor-Controller and DoIT will also be working on major upgrades to both IFAS (County financial system) and PeopleSoft (County payroll system). The upgrades are necessary to ensure the efficient operation of the systems but will also provide additional functionalities to improve processes.

The implementation of the automation projects, the additional responsibilities imposed by legislative changes, and the staff vacancies continue to put a strain on already-lean resources in the Auditor-Controller's Office; however, the benefits of these projects will save countywide resources and improve efficiencies.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	14,656	12,860	8,170	(4,690)	(36.5%)
Charges For Services	3,166,180	3,250,481	3,753,678	503,197	15.5%
Misc Revenue	386	0	0	0	0.0%
TOTAL REVENUES	3,181,222	3,263,341	3,761,848	498,507	15.3%
APPROPRIATIONS					
Salaries and Employee Benefits	3,196,847	3,364,454	3,548,280	183,826	5.5%
Services and Supplies	552,783	611,404	604,052	(7,352)	(1.2%)
Other Charges	77,045	72,131	75,148	3,017	4.2%
Other Financing Uses	139,019	135,916	141,524	5,608	4.1%
Intra-Fund Transfers	(126,591)	(132,013)	(123,922)	8,091	(6.1%)
TOTAL APPROPRIATIONS	3,839,103	4,051,892	4,245,082	193,190	4.8%
NET COUNTY COST	657,881	788,551	483,234	(305,317)	(38.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

While the Auditor Controller has consistently proposed and executes a lean budget, with only minor variances, from year to year, the FY2013/14 Recommended Budget reflects a change in revenue streams. The Department projects a significant increase of \$498,507 in revenues, mostly as a result of State mandated reimbursable work to be performed due the dissolution of redevelopment agencies, and also as a result of additional charges for services from the assumption and consolidation of several payroll functions within the Department of work previously performed by individual departments. The higher revenues are anticipated to continue for a longer term, resulting in an ongoing reduction in Net County Cost.

SUMMARY OF POSITION CHANGES

Changes in the Auditor-Controller's position allocation from the FY2012/13 Adopted Budget are provided below:

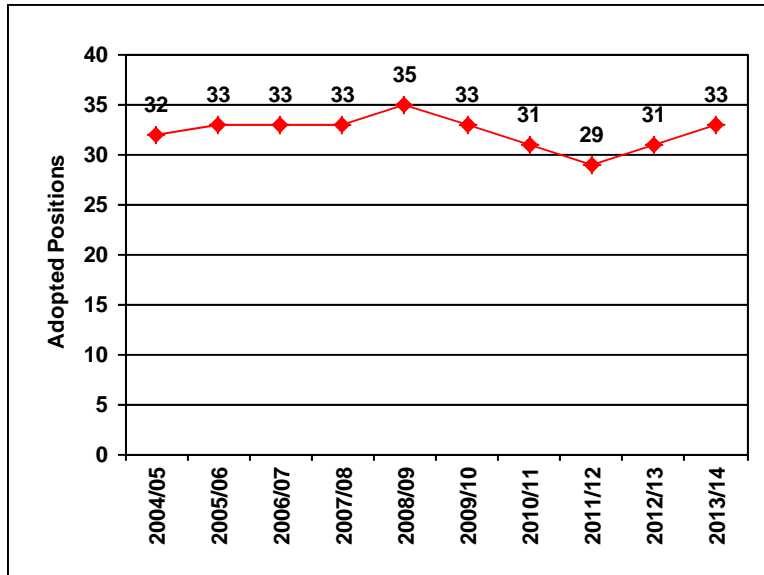
- In November 2012, the Board of Supervisors approved the addition of 1.0 FTE Systems Accountant position to assist in automating countywide accounting processes through the County's Integrated Fund Accounting System (IFAS). The FY2013/14 Requested Budget reflects the annual cost of this position.

The FY2013/14 Recommended Budget includes the proposed position changes:

- Convert a limited-term 1.0 FTE Accountant/Auditor II, which was approved through March 2014, to a regular 1.0 FTE Account/Auditor II position due to the ongoing administrative support needed for the added responsibilities imposed by the dissolution of the RDAs.

- Add a 1.0 FTE Accounting Clerk II (C) to centralize the leave administration process in the Auditor’s Office. The integration of disability benefits was transferred from County departments to the Auditor’s Office in FY2012/13. The final transition of the centralized leave administration function is expected to occur in January 2014; therefore, the funding for this position is requested beginning in January 2014. In addition, this will be offset by the deletion/transfer of an equivalent position in the Sheriff’s Office. The consolidation of these functions will result in countywide efficiencies that will provide departments additional capacities that can be redirected to other critical tasks.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department is anticipating two retirements during FY2013/14. The expected accrued leave payoff for these two retirements is estimated at \$201,200. This payoff is not reflected in the Department’s budget due to the uncertainty and timing of the retirements.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	134,150,703	131,229,000	133,051,000	1,822,000	1.4 %
5908 COUNTY DISASTER FUND	151,619	-	-	-	0.0 %
8006 PENSION DEBT SERVICE	11,750,592	24,690,061	27,300,581	2,610,520	10.6 %
8032 2002 CERTIFICATES OF PARTICIPA	3,158,605	3,142,600	-	(3,142,600)	(100.0) %
8034 HSS ADMIN/REFINANCE SPHF	2,563,793	2,518,188	2,515,823	(2,365)	(0.1) %
8036 2013 CERTIFICATES OF PARTICIPA	-	-	462,183	462,183	0.0 %
8037 2007 CERTIFICATES OF PARTICIPA	4,816,972	7,614,656	7,910,996	296,340	3.9 %
APPROPRIATIONS					
1101 GENERAL REVENUE	456,918	410,000	410,000	-	0.0 %
5908 COUNTY DISASTER FUND	-	151,619	-	(151,619)	0.0 %
8006 PENSION DEBT SERVICE	12,422,554	9,842,084	10,951,830	1,109,746	11.3 %
8032 2002 CERTIFICATES OF PARTICIPA	3,155,697	3,142,600	-	(3,142,600)	(100.0) %
8034 HSS ADMIN/REFINANCE SPHF	2,564,306	2,518,168	2,515,823	(2,345)	(0.1) %
8036 2013 CERTIFICATES OF PARTICIPA	-	-	462,183	462,183	0.0 %
8037 2007 CERTIFICATES OF PARTICIPA	4,817,427	4,818,262	7,910,996	3,092,734	64.2 %
NET CHANGE					
1101 GENERAL REVENUE	133,693,785	130,819,000	132,641,000	1,822,000	1.4 %
5908 COUNTY DISASTER FUND	151,619	(151,619)	-	151,619	(100.0) %
8006 PENSION DEBT SERVICE	(671,962)	14,847,977	16,348,751	1,500,774	10.1 %
8032 2002 CERTIFICATES OF PARTICIPA	2,908	-	-	-	0.0 %
8034 HSS ADMIN/REFINANCE SPHF	(512)	20	-	(20)	(100.0) %
8036 2013 CERTIFICATES OF PARTICIPA	-	-	-	-	0.0 %
8037 2007 CERTIFICATES OF PARTICIPA	(455)	2,796,394	-	(2,796,394)	(100.0) %

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 available to support the County's general-purpose appropriations in accordance with the Board's priorities. The types of revenues include property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment residual revenues and disposal fees.

DEPARTMENTAL BUDGET SUMMARY

Budgeted revenues of \$133,051,000 reflect a net increase of \$1,822,000 or 1.4% when compared to the FY2012/13 Adopted Budget. Significant changes to the FY2013/14 Recommended Budget's revenues reflect a net change in various revenue sources and include:

Increases of:

- \$730,000 in Current Unsecured Property Taxes primarily due to an increase in business property values from the wind farms
- \$100,000 in Property Transfer Tax and \$75,000 in Recording Fees due to an increase in real estate activity.
- \$3,895,000 in ABX1 26 Residual Taxes due to the dissolution of the Redevelopment Agencies (RDAs). Residual taxes are distributed to the taxing entities after payment of the enforceable obligations and pass-through payments of the successor agencies.
- \$13,430,000 in ABX1 26 Pass-Through (Agreement) due to the dissolution of the RDAs. This amount represents the General Fund's share of former pass-through agreements.
- \$150,000 increase in Motor Vehicles in Lieu revenues. This amount represents any excess Motor Vehicle in Lieu from prior year and is determined and distributed by the State Controller's Office. This amount varies each year and is dependent on the amount collected in the prior year.
- \$59,000 in unitary taxes due to an increase in assessed values as determined by the State Board of Equalization.

Decreases of:

- \$462,000 in Secured Property Taxes due to Prop 8 reductions and other reductions to the secured roll.
- \$431,000 in Property Tax in Lieu of VLF revenues due to adjustments to the secured roll as noted above.
- \$129,000 in interest income due to lower interest yield based on current economic conditions.
- \$15,200,000 in Redevelopment Pass-Through Payments due to the dissolution of the RDAs. The County no longer receives RDA Pass-Through payments via this account. Any pass-through revenues are now received in ABX1 26 Pass-Through Agreements line item (subobject 0009020) as part of the dissolution of the RDAs. See related increase in ABX1 26 Pass-Through Agreements above.
- \$380,000 in Disposal Fees due to an expected decrease in tonnages at both landfills. Tonnages are expected to decrease at one of the landfills due to potential loss in one contract and at the other landfill due to a decrease in waste received due to higher diversion rates (increased recycling).

The FY2013/14 Recommended Budget includes appropriations of \$410,000, which is the same as FY2012/13 Adopted Budget and reflects estimated property tax refunds and contracted services with HdL Associates for sales tax recovery audits.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	110,456,435	102,150,000	119,471,000	17,321,000	17.0%
Licenses, Permits & Franchise	800,356	510,000	510,000	0	0.0%
Revenue From Use of Money/Prop	682,825	531,000	402,000	(129,000)	(24.3%)
Intergovernmental Rev State	1,616,300	1,378,000	1,513,000	135,000	9.8%
Intergovernmental Rev Other	8,737,708	15,200,000	0	(15,200,000)	(100.0%)
Charges For Services	3,511,515	3,400,000	3,095,000	(305,000)	(9.0%)
Misc Revenue	8,131,797	8,060,000	8,060,000	0	0.0%
Other Financing Sources	213,767	0	0	0	0.0%
TOTAL REVENUES	134,150,703	131,229,000	133,051,000	1,822,000	1.4%
APPROPRIATIONS					
Services and Supplies	56,172	50,000	50,000	0	0.0%
Other Charges	400,746	360,000	360,000	0	0.0%
TOTAL APPROPRIATIONS	456,918	410,000	410,000	0	0.0%
NET COUNTY COST	(133,693,785)	(130,819,000)	(132,641,000)	(1,822,000)	1.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget for Secured Property Taxes and Property Tax in Lieu of VLF reflect an anticipated 1% increase over the FY2012/13 third Quarter Projections due to an anticipated net increase in assessed values; however, this estimate is still less than the FY2012/13 Adopted Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Measure E Appeals Hearing is still ongoing but should not have significant monetary impact to future disposal fees. The Governor signed AB845 in September 2012 which removes the existing voter-approved limits on waste importation effective January 2013. The Appeals Hearing would still move forward to final resolution.

New disposal contracts by the active landfills within Solano County may assist in stabilization or improvement of disposal fees. On May 2, 2013 the Napa-Vallejo Waste Management Authority (Authority) authorized negotiations with Potrero Hills Landfill for disposal of their waste from January 1, 2014 through December 31, 2018. A contract still needs to be developed and approved by the Authority before waste can be provided to Potrero Hills Landfill, so the true impact of this authorization is not yet known and will be evaluated at Midyear.

FUNCTION AND RESPONSIBILITY

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

The Solano County Office of Emergency Services (OES) proclaimed the existence of a local emergency due to the severe winter storms beginning on December 31, 2005. County facilities and roads experienced severe damage due to the intensity of the storms and ensuing flooding. Subsequently, Solano County was declared a federal disaster area hence qualifying for Federal Emergency Management Agency (FEMA) assistance. This budget unit was activated to mitigate the impact of disaster repairs on County departments and facilitate the tracking and claiming of insurance and FEMA reimbursements.

DEPARTMENTAL BUDGET SUMMARY

In FY2012/13 all reimbursements have been received for claims made related to 2005 Disaster Declaration. As a result, there is no Recommended Budget for FY2013/14

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Misc Revenue	151,619	0	0	0	0.0%
TOTAL REVENUES	151,619	0	0	0	0.0%
APPROPRIATIONS					
Other Financing Uses	0	151,619	0	(151,619)	(100.0%)
TOTAL APPROPRIATIONS	0	151,619	0	(151,619)	(100.0%)
NET CHANGE	(151,619)	151,619	0	(151,619)	(100.0%)

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, 2013 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,047,691
Capital leases	81,530
Certificates of Participation	115,405,000
Pension obligation bonds	<u>61,285,000</u>
Total	<u>\$ 177,819,221</u>

Notes payable

The County entered into a note payable agreement with the Suisun Redevelopment Agency to finance the County's share of the construction costs of the Suisun City Library. Due to the dissolution of redevelopment agencies under ABX1 26, effective February 1, 2012 this note was transferred to the Suisun City Successor Agency. In addition, the County has entered into a note payable agreement with Key Government Financials to finance the acquisition of voice-over-internet-protocol equipment.

Capital leases

The County has entered into a lease agreement with Motorola as lessee for financing the acquisition of equipment for the Sheriff's Department.

Certificates of Participation

The County issued Certificates of Participation (COP) to provide funds for the acquisition and construction of major capital facilities. The proceeds of the COP were used for the construction of the Health and Social Services Administration Building, the County Administration Center in downtown Fairfield, the Probation Facility, the improvements to the Central Utility Plant, and the Library in Fairfield. In April 2013, the County issued a new and additional \$5.42 million in COPs to fund the Animal Care Shelter expansion project.

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.

The County fully redeemed the Series B-1, B-2, B-3 Auction Rate Securities ahead of schedule. In FY2010/11, the County refunded the remaining \$10 million in 2004 Series B-3 Auction Rate Securities and issued the Series 2010 Taxable Pension Refunding Bonds.

Credit Rating

The County has maintained ratings from all major domestic rating agencies through the economic disruptions of the past four years. Standard & Poor's rated the County AA- for pension obligation debt and certificates of participation. Moody's recently affirmed the County's Aa2 Issuer Rating and A1 rating on the County's outstanding certificates of participation; however, Moody's downgraded the County's pension obligation bonds from Aa3 to A1 due to Moody's change in view of the pledge supporting POBs versus general obligation bonds. The affirmation of the County's Issuer Rating and rating on the County's certificates of participation reflect the County's 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.

Debt Service Overview

Simona Padilla-Scholtens, Auditor-Controller

Debt

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

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2011-12	\$ 38,799,632,098	\$1,939,981,605	\$ -	\$ 1,939,981,605	0.00%
2010-11	38,644,020,806	\$1,932,201,040	-	1,932,201,040	0.00%
2009-10	39,256,945,402	1,962,847,270	-	1,962,847,270	0.00%
2008-09	40,873,042,919	2,043,652,146	-	2,043,652,146	0.00%
2007-08	45,318,102,865	2,265,905,143	-	2,265,905,143	0.00%
2006-07	45,688,693,224	2,284,434,661	-	2,284,434,661	0.00%
2005-06	41,544,353,287	2,077,217,664	-	2,077,217,664	0.00%
2004-05	36,386,372,123	1,819,318,606	-	1,819,318,606	0.00%
2003-04	32,280,154,735	1,614,007,737	-	1,614,007,737	0.00%
2002-03	29,353,766,624	1,467,688,331	-	1,467,688,331	0.00%

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 applicable to the limit only includes general obligation bonds.
Although the County has \$172 million in long-term debt, this is not subject to the legal debt margin.
- (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.

Source: Audited Financial Statements

FUNCTION AND RESPONSIBILITIES

This budget unit is the conduit for the principal and interest payments for the Pension Obligation Bonds (POBs) Series 2004, Series 2005 and Series 2010. 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 and the Superior Courts of Solano County.

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 County departments. The outstanding loan balance as of June 30, 2013 is \$18,500,000.

In addition, this fund is 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 will be recovered through charges from the department whose staff participated in the program.

The Auditor-Controller is responsible for administering the debt service of the POBs through the dates of redemption: January 15, 2018, for Series 2004; January 15, 2025, for Series 2005; and July 15, 2015, for Series 2010.

DEPARTMENTAL BUDGET SUMMARY

The Department's Recommended Budget for FY2013/14 represents overall increases of \$2,610,520 or 10.6% in revenues and \$1,109,746 or 11.3% in appropriations when compared to the FY2012/13 Adopted Budget.

The primary factors contributing to the significant changes are:

Revenues:

- \$60,674 increase in Operating Transfers In primarily due to higher projected wages subject to pension rate contribution.
- \$2,084,967 increase 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.

Appropriations:

- \$1,110,246 net increase in Other Charges as a result of the increase of \$1,495,000 in bond redemption requirements per the POB's debt service schedule, partially offset by a decrease of \$391,296 in interest charges. The bond redemption requirements include an additional \$750,000 for the full redemption of the 2010 POB.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	3,277	12,000	4,000	(8,000)	(66.7%)
Misc Revenue	888,407	813,772	746,651	(67,121)	(8.2%)
Other Financing Sources	10,858,907	23,864,289	26,549,930	2,685,641	11.3%
TOTAL REVENUES	11,750,592	24,690,061	27,300,581	2,610,520	10.6%
APPROPRIATIONS					
Services and Supplies	8,548	9,000	8,500	(500)	(5.6%)
Other Charges	12,414,005	9,833,084	10,943,330	1,110,246	11.3%
TOTAL APPROPRIATIONS	12,422,554	9,842,084	10,951,830	1,109,746	11.3%
CHANGE IN FUND BALANCE	671,962	(14,847,977)	(16,348,751)	(1,500,774)	10.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

FUNCTION AND RESPONSIBILITIES

This budget unit served as the conduit for the principal and interest payments for the 2002 Certificates of Participation (COP). The 2002 Certificates of Participation were issued for the construction of the County Administration Center, the Probation Facility, improvements to the Central Utility Plant, and the Library in Fairfield.

In February 2007, a portion (85.2%) of the 2002 COP's was refinanced due to lower interest rates. However, due to the prepayment restrictions, the proceeds from the refinancing were held in an escrow account until the 2002 COP's were refunded on November 1, 2012, the call date.

The Auditor-Controller was responsible for administering the debt service on the 2002 Certificates through the date of redemption, November 1, 2012.

DEPARTMENTAL BUDGET SUMMARY

The 2002 COPs were redeemed on November 1, 2012. Therefore, there is no Recommended Budget for 2002 COPs in FY2013/14.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	2,115	1,000	0	(1,000)	(100.0%)
Charges For Services	0	1,671	0	(1,671)	(100.0%)
Other Financing Sources	3,156,490	3,139,929	0	(3,139,929)	(100.0%)
TOTAL REVENUES	3,158,605	3,142,600	0	(3,142,600)	(100.0%)
APPROPRIATIONS					
Services and Supplies	3,707	8,700	0	(8,700)	(100.0%)
Other Charges	3,151,990	3,133,900	0	(3,133,900)	(100.0%)
TOTAL APPROPRIATIONS	3,155,697	3,142,600	0	(3,142,600)	(100.0%)
CHANGE IN FUND BALANCE	(2,908)	0	0	0	0.0%

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 approximately \$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 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 from Public Facilities Fees, the General Fund, the Library, the Recorder, the Road Fund, Courthouse Temporary Construction Fund, the Accumulated Capital Outlay Fund and the 2% Building Use Allowance charged to the departments residing in the County Administration Center and the Probation buildings.

DEPARTMENTAL BUDGET SUMMARY

The Department's Recommended Budget of \$7,910,996 represents overall increases of \$296,340 or 3.9% in revenues and \$3,092,734 or 64.2% in appropriations when compared to the FY2012/13 Adopted Budget.

Operating Transfers In reflect a net increase of \$296,697 due to the shift in funding of approximately \$3.1 million by the Courthouse Temporary Construction Fund, Accumulated Capital Outlay Fund and General Fund from the 2002 COP (fully redeemed) to the 2007 COP to finance the increased appropriations. This increase is offset by a decrease of \$2,800,000 due to a one-time General Fund transfer in FY2012/13 to the Fund Balance Reserve for Debt Service.

The revenue sources consist of the following:

- \$6,276,903 in Operating Transfers In as follows:
 - \$506,050 from the Library Fund
 - \$170,000 from the Road Fund
 - \$203,881 from the Recorder Fund
 - \$728,367 from the Public Facilities Fees - Public Protection
 - \$582,199 from the Public Facilities Fees - General Government
 - \$397,963 from the Courthouse Temporary Construction Fund
 - \$900,000 from the Accumulated Capital Outlay Fund
 - \$2,788,443 from the General Fund
- \$1,608,177 from the 2% Building Use Allowance allocated to departments residing in the County Administration Center and the Probation buildings.
- Interest income and countywide administrative overhead revenue of approximately \$26,000.

Appropriations reflect the principal and interest payments and accounting and financial services costs due in FY2013/14. Appropriations include the following:

- Long-Term Loan Redemption reflects an increase of \$3,190,000 for the payment of principal due in FY2013/14. With the redemption of the 2002 COP in November 2012, the debt service payments for the 2007 COP increased in FY2013/14. As noted above, the increase is financed by the sources of financing for the 2002 COPs which are the Accumulated Outlay fund, the Courthouse Construction Temporary fund and the General fund.
- Interest on Bonds reflects a decrease of \$88,524 for the payment of interest due in FY2013/14. The interest amount decreased from FY2012/13 as the increased payment is applied towards the principal.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	0	0	13,516	13,516	0.0%
Intergovernmental Rev Other	105,000	0	0	0	0.0%
Charges For Services	1,716,212	1,634,450	1,620,577	(13,873)	(0.8%)
Other Financing Sources	<u>2,995,760</u>	<u>5,980,206</u>	<u>6,276,903</u>	<u>296,697</u>	<u>5.0%</u>
TOTAL REVENUES	4,816,972	7,614,656	7,910,996	296,340	3.9%
APPROPRIATIONS					
Services and Supplies	6,455	8,606	3,200	(5,406)	(62.8%)
Other Charges	<u>4,810,972</u>	<u>4,809,656</u>	<u>7,907,796</u>	<u>3,098,140</u>	<u>64.4%</u>
TOTAL APPROPRIATIONS	4,817,427	4,818,262	7,910,996	3,092,734	64.2%
CHANGE IN FUND BALANCE	455	(2,796,394)	0	2,796,394	(100.0%)

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 Department's Recommended Budget of \$2,515,823 represents a minimal decrease of \$2,365 in revenues and a decrease of \$2,345 in appropriations when compared to the FY2012/13 Adopted Budget.

The revenue sources consist of countywide administrative overhead revenue of \$23,384 due to a roll-forward adjustment from the prior year and operating transfers in from the Health and Social Services Fund and Public Facilities Fees, as follows:

- \$2,342,289 from Health and Social Services
- \$150,000 from Public Facilities Fees (H&SS function)

The appropriations reflect the principal payment of \$2,030,000 and interest payment of \$482,088, and accounting and financial services, and fees and permits due in FY2013/14.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	70	200	150	(50)	(25.0%)
Charges For Services	0	0	23,384	23,384	0.0%
Other Financing Sources	2,563,723	2,517,988	2,492,289	(25,699)	(1.0%)
TOTAL REVENUES	2,563,793	2,518,188	2,515,823	(2,365)	(0.1%)
APPROPRIATIONS					
Services and Supplies	2,445	3,277	3,735	458	14.0%
Other Charges	2,561,861	2,514,891	2,512,088	(2,803)	(0.1%)
TOTAL APPROPRIATIONS	2,564,306	2,518,168	2,515,823	(2,345)	(0.1%)
CHANGE IN FUND BALANCE	512	(20)	0	20	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

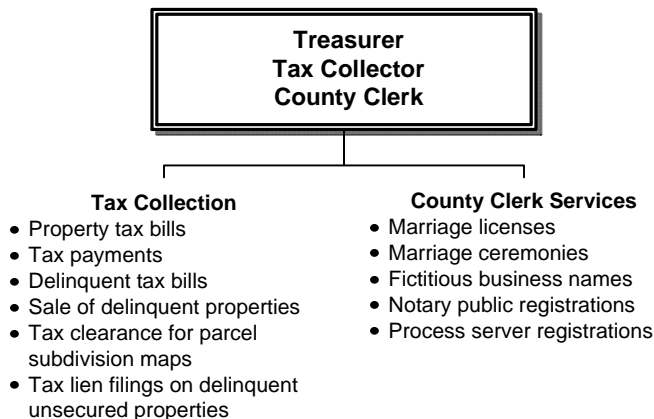
The Department’s Recommended Budget reflects revenues and appropriations of \$462,183. The appropriations reflect the principal and interest payments, and accounting and professional fees due in FY2013/14.

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 CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev Other	0	0	417,213	417,213	0.0%
General Fund Contribution	0	0	44,970	44,970	0.0%
TOTAL REVENUES	0	0	462,183	462,183	0.0%
APPROPRIATIONS					
Services and Supplies	0	0	5,500	5,500	0.0%
Other Charges	0	0	456,683	456,683	0.0%
TOTAL APPROPRIATIONS	0	0	462,183	462,183	0.0%
CHANGE IN FUND BALANCE	0	0	0	0	0.0%

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 as a service to the community.

Budget Summary:	
FY2012/13 Third Quarter Projection:	1,885,795
FY2013/14 Recommended:	2,192,734
County General Fund Contribution:	1,148,606
Percent County General Fund Supported:	52.4%
Total Employees (FTEs):	10

FUNCTION AND RESPONSIBILITIES

The Tax Collector is responsible for billing and collecting more than 165,000 secured, supplemental and unsecured tax bills. The Division carries out these responsibilities through its tax bill issuance and collection process, a process which provides all taxing agencies fully or partially within Solano County one of their primary sources of discretionary revenues. The Division's tax collection activities are funded primarily through property tax administration fees paid by the local taxing agencies.

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

- Improved customer service levels by implementing lock box payment processing. Lock box payment processing allows staff to focus on public service while facilitating a more efficient payment processing channel.
- Expanded the use of the Documentum™ electronic imaging system to reduce physical record storage requirements.
- Working in conjunction with Human Resources and the County Administrator's Office, the Tax Collector Division has improved the use of a back office support shared resource program. This program allows employees who have developed

Functional Area Summary

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

expertise in certain back office support functions to efficiently provide their services to multiple County departments.

- Staffing reductions had impacted service levels to a degree that forced the temporary suspension of the conducting of marriage ceremonies. In recognition of the importance of this service to the community, the County Clerk Division has been restructured in such a way as to allow for the use of extra help employees to be used as Deputy Commissioners of Civil Marriage who can perform ceremonies on site. All costs associated with this change are recovered through charges for the services provided.
- Issued an RFP for tax bill printing services that will result in the implementation of improved technology at a reduced cost to the County.
- Conducted a successful tax sale for 92 defaulted properties that resulted in the collection of more than \$4 million in delinquent taxes.
- Purchased and began the installation process for the Southtech Suite of County Clerk applications. These applications will allow for a greatly expanded level of service for the County Clerk. These services include the collection of data required data via web portal and kiosk without staff intervention.
- The Southtech installation will also allow the migration and consolidation of all County Clerk records from a variety of electronic and manual sources onto a single integrated platform.

WORKLOAD INDICATORS

- In FY2012/13, the Tax Collector – County Clerk issued and processed payments and collections on 160,000 property tax bills; the Division estimates handling around 165,000 in FY2013/14.
- During the same period, the Tax Collector – County Clerk issued 1,648 marriage licenses and 1,928 fictitious business name statements, with expectations to issue approximately 1,600 marriage licenses and 2,000 fictitious business names in FY2013/14.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	933,899	835,043	861,428	26,385	3.2 %
COUNTY CLERK	182,144	180,875	182,700	1,825	1.0 %
TOTAL REVENUES	1,116,043	1,015,918	1,044,128	28,210	2.8 %
APPROPRIATIONS					
TAX COLLECTOR	1,752,724	1,738,374	1,979,705	241,331	13.9 %
COUNTY CLERK	158,657	187,822	213,029	25,207	13.4 %
TOTAL APPROPRIATIONS	1,911,381	1,926,196	2,192,734	266,538	13.8 %
NET COUNTY COST					
TAX COLLECTOR	818,825	903,331	1,118,277	214,946	23.8 %
COUNTY CLERK	(23,486)	6,947	30,329	23,382	336.6 %
NET COUNTY COST	795,339	910,278	1,148,606	238,328	26.2 %
STAFFING					
TAX COLLECTOR	8	8	8	0	0.0 %
COUNTY CLERK	2	2	2	0	0.0 %
TOTAL STAFFING	10	10	10	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

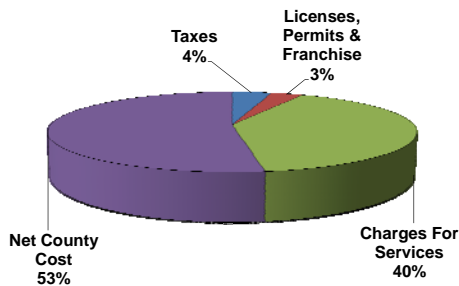
The Recommended Budget for the Tax Collector/County Clerk’s Division of \$2,192,734 represents an overall increase of \$28,210 or 2.8% in revenues, and an increase of \$266,538 or 13.8%, in appropriations when compared to FY2012/13 Adopted Budget. As a result, Net County Cost is increased by \$238,328 or 26.2%.

DEPARTMENT COMMENTS

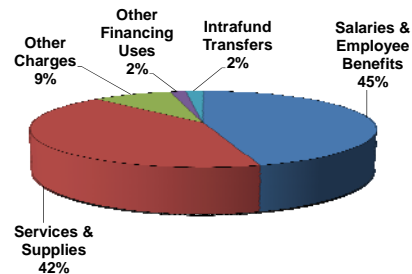
The Tax Collector – County Clerk plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service, including the implementation of an enhanced software package for the County Clerk discussed below. The Department continues to benefit from cost-reducing technology initiatives implemented in FY2010/11 that made it more convenient for taxpayers to pay property taxes by allowing them to pay online with electronic fund transfers and credit cards. Between April 2012 and March 2013, a total of 12,077 tax payments were received online, an increase of 27.7% over the previous 12-month period. This effort has resulted in a decrease of payments being made in person or via the mail, which has reduced the amount of time staff processes payments and increases their availability for other customer service activities.

In FY2013/14, the County Clerk is expecting to use the existing touch screen kiosk to allow couples to input data for marriage licenses, which is anticipated to expedite the marriage license issuance process for both staff and the couples.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	91,360	100,000	90,000	(10,000)	(10.0%)
Licenses, Permits & Franchise	72,796	73,000	72,700	(300)	(0.4%)
Charges For Services	951,886	842,918	881,428	38,510	4.6%
TOTAL REVENUES	1,116,042	1,015,918	1,044,128	28,210	2.8%
APPROPRIATIONS					
Salaries and Employee Benefits	966,146	973,171	997,081	23,910	2.5%
Services and Supplies	704,618	740,530	925,519	184,989	25.0%
Other Charges	177,706	153,939	189,581	35,642	23.2%
Other Financing Uses	40,345	37,378	37,890	512	1.4%
Intra-Fund Transfers	22,566	21,178	42,663	21,485	101.4%
TOTAL APPROPRIATIONS	1,911,382	1,926,196	2,192,734	266,538	13.8%
NET COUNTY COST	795,339	910,278	1,148,606	238,328	26.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Department has two major functions, Tax Collection and County Clerk Services. Some changes of note follow:

Tax Collection

- Assessment and Tax Collection Fees of \$695,428 represents an increase of \$14,710 in revenues from Property Tax Administration Fees (PTAF) when compared to the FY2012/13 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.
- Revenues from Penalties of \$90,000 reflects a decrease of \$10,000, anticipated because of the transitioning of a number of delinquent tax payers to either impound accounts imposed upon them by their mortgage company, or by the mortgage company completing the foreclosure process and assuming responsibility for the timely payment of property taxes. Due to the economic downturn and its impact on the housing market, revenues from Penalties have continued to drop from \$189,170 in FY2007/08 to the anticipated \$90,000 in FY2013/14.
- Other Charges for Services of \$70,000 reflects an increase of \$20,000, primarily as a result of more financial and tax-servicing companies purchasing delinquency information, along with increased collections associated with tax sales.

County Clerk Services

- Clerk’s Fees of \$110,000 shows an increase of \$2,125 due mainly to an anticipated slight increase in filings of fictitious business name statements.

Primary Cost Drivers

The Department has two primary cost drivers: labor costs and central data processing (CDP) charges:

- Total Salary and Benefit expenses of \$997,081 reflect an increase of \$23,910 or 2.5% from the FY2012/13 Adopted Budget as a result of step increases and increasing retirement and health insurance costs.
- Charges from the Department of Information Technology (DoIT) for Central Data Processing and Solano County Integrated Property system (SCIPS) of \$505,670 and \$104,490, 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 \$163,001 more than the FY2012/13 Adopted Budget amounts primarily due to an increase in the number of logins attributed to the Department.

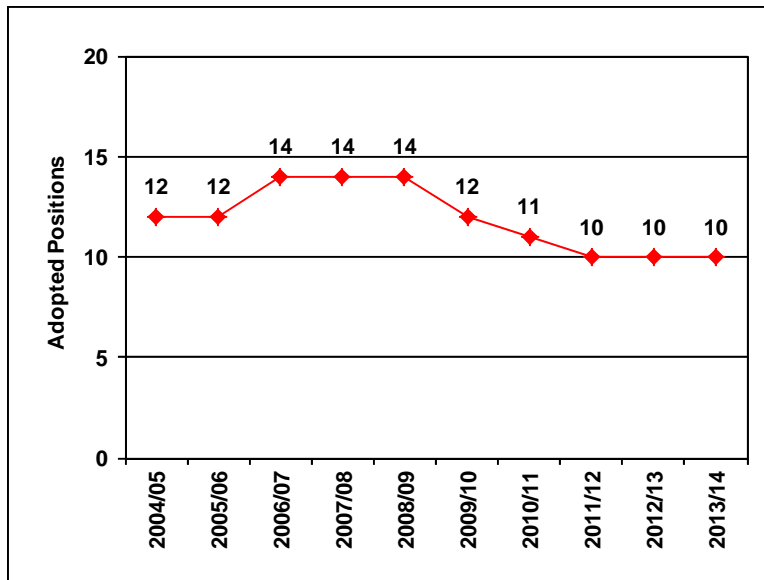
Included in the costs for Tax Collector operations is \$48,000 for contracted services with Infosend™ for the printing and mailing of property tax bills. This function is mandated by statute and was outsourced in 2003 as a cost-saving measure. The Division estimates it would require at least one FTE position and \$25,000 in one-time costs to bring the function in-house.

The County Clerk’s Recommended Budget includes \$30,000 for the purchase of software enabling the online entry of all County Clerk information. By shifting the data entry to the applicant in advance of the visit to the County Clerk’s office, or in some cases in lieu of an office visit, the customer interaction is more efficient for both the customer and staff, which will enable staff to provide additional customer service. The software is being purchased in coordination with the Registrar of Voters as a suite of applications to maximize the cost savings and expand the online opportunities for residents to acquire County services. The County Clerk portion is being funded via a loan from the Technology Initiative Fund established by the Board to invest in productivity improvements.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The County Clerk has requested fee increases of approximately \$30,000 to fund the purchase and use of the Southtech suite of County Clerk applications. The Recommended Budget includes the projected expenditures associated with the implementation of the software applications, but the revenue from the projected fee increases are not reflected in the Recommended Budget as they are subject to Board approval, which had not yet occurred as of this writing. The Department’s budget will be adjusted in the Supplemental to reflect the Board’s decision regarding the Southtech purchase and proposed fee increases.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	923,822	1,001,586	1,000,275	(1,311)	(0.1) %
APPROPRIATIONS					
1350 TREASURER	923,822	1,004,930	1,000,275	(4,655)	(0.5) %
NET CHANGE					
1350 TREASURER	-	(3,344)	-	3,344	(100.0) %

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 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 \$600 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 by the County Auditor-Controller on a quarterly basis with no significant findings.
- Added new reports and other information to the County website that provide a complete picture of the Treasury Pool down to the individual security level, thereby increasing transparency for Pool depositors and the public.
- Working in conjunction with the Solano County Office of Education and the Solano Community College, coordinated the arrangement of \$50 million in bridge loan financing that allowed local education to continue uninterrupted.
- Arranged for \$73 million of Treasury loans to schools in the upcoming fiscal year
- Continued to diversify and actively invest the Treasury portfolio to maximize returns within established and acceptable risk parameters.
- Presented to the Board a final recommendation regarding alternative energy financing mechanisms including multiple Property Assessed Clean Energy (PACE) models.
- Worked with the Department of Information Technology on the expanded use of electronic payments within the County.
- Coordinated the issuance and purchase by the Treasury of \$5.4 million in Certificates of Participation to fund the construction of the new Animal Shelter.

WORKLOAD INDICATORS

During the period of July 1, 2012 to June 30, 2013, the Treasurer anticipates processing 8,600 deposit permits, and expects to process around 8,700 in FY2013/14.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for the Treasurer's Division of \$1,000,275 represents an overall decrease of \$1,311 or 0.1% in revenues and \$4,655 or 0.5% in appropriations when compared to the FY2012/13 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.

DEPARTMENT COMMENTS

The Treasurer plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service. For example, the Treasurer implemented Check 21 imaging to reduce costs in FY2011/12 and transitioned to lockbox processing in FY2012/13 to reduce costs further. With each transition, the Treasury banking costs for the processing of each deposited item have declined by approximately 20%. The Division has been working

Summary of Other Administered Budgets

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

with County departments to implement either the Check 21 or a lockbox solution where the existing technology will support the transition.

The Treasurer has also strived to develop a streamlined process for arranging statutory lending to the schools in an effort to maximize efficiency and reduce disruptions for all involved parties.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	920,879	999,111	997,775	(1,336)	(0.1%)
Misc Revenue	2,943	2,475	2,500	25	1.0%
TOTAL REVENUES	923,822	1,001,586	1,000,275	(1,311)	(0.1%)
APPROPRIATIONS					
Salaries and Employee Benefits	358,887	366,262	400,635	34,373	9.4%
Services and Supplies	329,481	420,093	394,292	(25,801)	(6.1%)
Other Charges	66,714	47,149	34,910	(12,239)	(26.0%)
Other Financing Uses	15,170	15,832	15,518	(314)	(2.0%)
Intra-Fund Transfers	153,569	155,594	154,920	(674)	(0.4%)
TOTAL APPROPRIATIONS	923,822	1,004,930	1,000,275	(4,655)	(0.5%)
NET CHANGE	0	3,344	0	(3,344)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Treasurer's costs are driven by labor costs, banking expenses, and central data processing charges. Salary and Benefits are projected at \$400,635, reflecting an increase of \$34,373 or 9.4% from the previous fiscal year, mainly due to differential cost increases from step increases, increased retirement costs, and increased health insurance costs due to an employee opting into coverage.

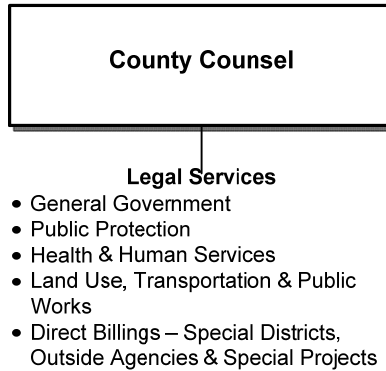
Banking costs of \$220,000 reflect a decrease of \$37,500 from the previous fiscal year and are determined by usage in terms of the number and amount of items passing through the Treasury bank accounts. The Treasury anticipates some savings from the adoption of cash letter image deposits and lockbox in the Tax Collector's Division.

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 most special districts and agencies within the County, including the Rural North Vacaville Water District, the Solano Transportation Authority, Solano County Transit (SolTrans), the Solano County Office of Education and several school districts.

Budget Summary:	
FY2012/13 Third Quarter Projection:	3,303,767
FY2013/14 Recommended:	3,383,746
County General Fund Contribution:	527,769
Percent County General Fund Supported:	15.6%
Total Employees (FTEs):	17.55

FUNCTION AND RESPONSIBILITIES

The broad scope of the Office of County Counsel affects matters of great importance to the operation of County government in areas relating to labor and employment issues, real estate development contracts, purchasing contracts, public works projects, law enforcement policies and procedures, planning and environmental matters, 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 handles legal services and the legal demands that are diverse and complex and the demand for legal support continues to increase.
- The Office continues to generate annual billable hours for legal services in excess of the annual productive hour standard of 1,720 hours per attorney established by the Auditor-Controller’s Office.

WORKLOAD INDICATORS

- In FY2011/12, the Office’s 14 attorneys billed a total of 29,227 hours for legal services; estimated billable hours for FY2012/13 are 30,927 hours.
- In FY2012/13, the Department provided in excess of 80 employee hours of training and workshops to County personnel [CPS procedures, contracts and personnel policies and procedures] and public officials [Brown Act].

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	3,120,493	2,633,796	2,855,977	222,181	8.4 %
TOTAL REVENUES	3,120,493	2,633,796	2,855,977	222,181	8.4 %
APPROPRIATIONS					
LEGAL SERVICES	3,260,595	3,279,910	3,383,746	103,836	3.2 %
TOTAL APPROPRIATIONS	3,260,595	3,279,910	3,383,746	103,836	3.2 %
NET COUNTY COST					
LEGAL SERVICES	140,102	646,114	527,769	(118,345)	(18.3) %
NET COUNTY COST	140,102	646,114	527,769	(118,345)	(18.3) %
STAFFING					
LEGAL SERVICES	16.55	17.55	17.55	0	0.0 %
TOTAL STAFFING	16.55	17.55	17.55	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for FY2013/14 of \$3,383,746 represents increases of \$222,181 or 8.4% in revenues and \$103,836 or 3.2% in appropriations when compared to the FY2012/13 Adopted Budget. As a result, Net County Cost decreased by \$118,345.

The primary funding sources for County Counsel are charges for legal services provided to County departments that are reimbursed through the Countywide Cost Allocation Plan (A-87), 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 Countywide Administrative Overhead (A-87) revenues of \$1,764,177, which reflects an increase of \$97,519 or 6% from the FY2012/13 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 County Counsel are for labor costs. Appropriations for salaries and benefits for FY2013/14 are projected at \$2,945,217, an increase of \$84,771 or 3% from the FY2012/13 Adopted Budget, reflecting increases in salary, retirement and unemployment costs. The latter was due to a rate holiday for unemployment costs in FY2012/13.

DEPARTMENT COMMENTS

The Solano County Bar Association and the Board of Supervisors have recognized the unique and quality services that the Office of County Counsel provides. Clients rely on the skills and experience of staff. The attorneys' workloads far exceed the productive hour standards of 1,720 hours as calculated by the County Auditor-Controller. Yet, the demand for services continues to increase and reflects many of the fundamental changes occurring in the state.

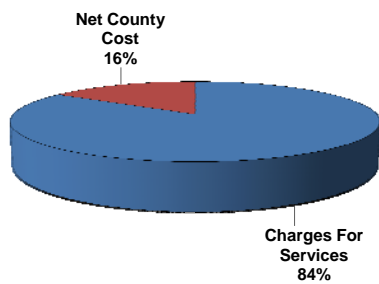
To illustrate, County Counsel continues to experience a number of complex contested matters in Child Protective Services (CPS). In FY2011/12, the Office billed 5,284 hours, more than a 24% increase over FY2010/11. The addition of a permanent full-time attorney dedicated solely to CPS provided relief to the three senior attorneys assigned to handle this challenging and time consuming assignment. The implementation of dissolving the redevelopment agencies in the County was instrumental in an 85% increase in the hours devoted to the Auditor-Controller. Similarly, the implementation of AB 109 public safety realignment helped to account for a 47% increase in the hours devoted to Probation. Finally, the significant changes in health care services contributed to a 59% increase in the hours devoted to Health and Social Services.

Dennis Bunting, County Counsel
General Counsel

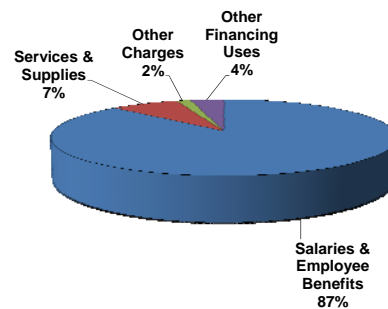
To offset the decline in countywide administration overhead revenues over the past few years, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office provides legal representation to the Solano Transportation Authority and to SolTrans and legal services to the United States Air Force by acting as mental health hearing officers, conducting certification hearings at Travis Air Force Base (TAFB), and providing certification trainings for TAFB mental health personnel. These service agreements represent meaningful independent revenues for the Office.

While the overall demand for legal services remains high, mainly due to additional contracts with outside agencies, the Office voluntarily reduced its secretarial staff allocations in the past three years to meet budgetary constraints created by the County's on-going fiscal challenges. The remaining support staff absorbed the workload.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	3,120,493	2,633,796	2,855,977	222,181	8.4%
TOTAL REVENUES	3,120,493	2,633,796	2,855,977	222,181	8.4%
APPROPRIATIONS					
Salaries and Employee Benefits	2,870,766	2,860,446	2,945,217	84,771	3.0%
Services and Supplies	191,697	235,320	252,051	16,731	7.1%
Other Charges	57,490	54,064	54,110	46	0.1%
Other Financing Uses	130,605	121,178	123,687	2,509	2.1%
Intra-Fund Transfers	10,037	8,902	8,681	(221)	(2.5%)
TOTAL APPROPRIATIONS	3,260,595	3,279,910	3,383,746	103,836	3.2%
NET COUNTY COST	140,102	646,114	527,769	(118,345)	(18.3%)

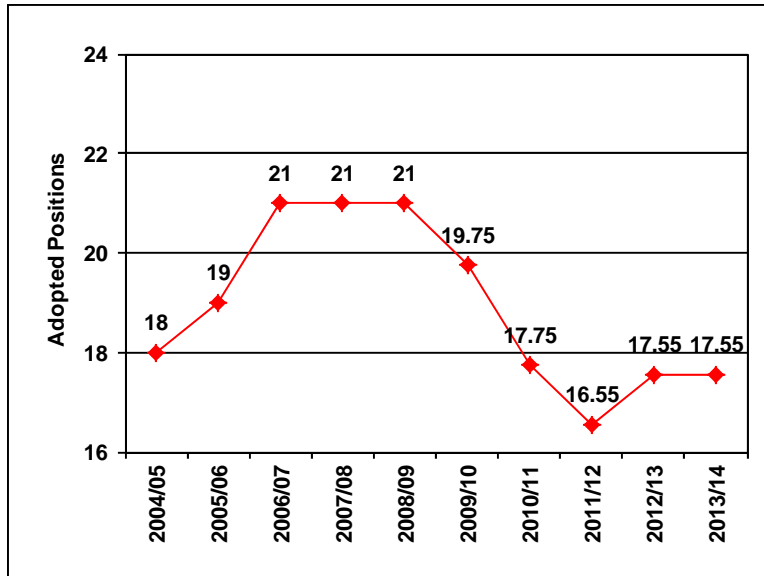
SUMMARY OF SIGNIFICANT ADJUSTMENTS

After several years of decline, countywide administration overhead revenues in the FY2013/14 Recommended Budget reflect a slight increase of \$97,519, when compared to the FY2012/13 Adopted Budget. Successful efforts by the Office in securing outside revenue sources have partially mitigated revenue loss from internal clients.

SUMMARY OF POSITION CHANGES

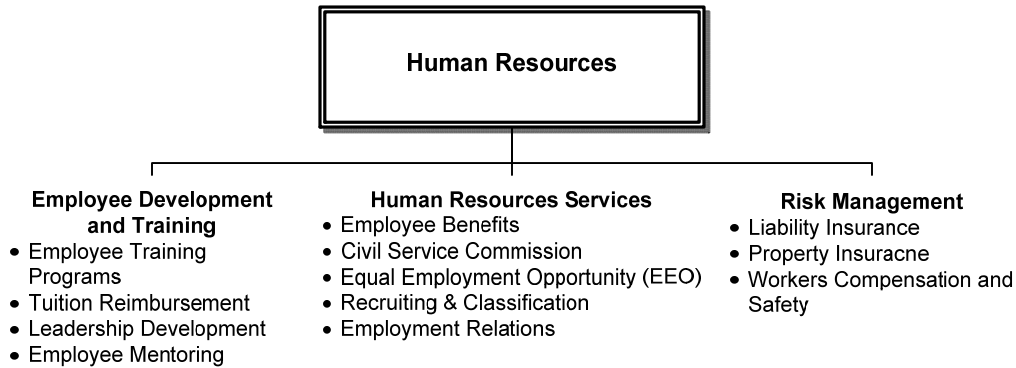
In December 2012, a limited-term Deputy County Counsel I-IV position that was to expire in January 2013 was approved by the Board to convert to a regular position due to a significant increase in the legal services workload provided to Child Welfare Services (CWS). The position is offset by revenue received from legal billings to CWS.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

The Department provides centralized administrative support services to assist other County departments in addressing the Board’s priorities in relation to the County’s workforce.

Budget Summary:	
FY2012/13 Third Quarter Projection:	2,792,473
FY2013/14 Recommended:	2,711,055
County General Fund Contribution:	169,608
Percent County General Fund Supported:	6.2%
Total Employees (FTEs):	17

FUNCTION AND RESPONSIBILITIES

The Department of Human Resources works to provide County departments with a well-qualified, trained workforce that reflects the diversity of the community, is appropriately classified and equitably compensated. The Department also develops and implements policies, procedures and programs that promote a positive and productive work environment.

The Department of Human Resources consists of the Administration, Employee Benefits, Civil Service Commission, Equal Employment Opportunity, Recruiting and Testing, and Employee Relations. The Department also oversees Risk Management (BU 1830) and the Employee Development and Recognition (BU 1103) Departments.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

During FY2012/13:

- Audited the use of retired annuitants and implemented an administrative procedure to secure pre-approval before hiring individuals who have already retired from California public service.
- Developed a standardized job offer template.
- Experienced significant turnover, including 8 of 15 Fair Labor Standards Act (FLSA) exempt employees either newly hired or new to their assignment.
- Three new employee collective bargaining units were established, and the County began labor negotiations with 9 of the 19 bargaining units.

WORKLOAD INDICATORS

During the period July 1, 2012 – February 28, 2013:

- Reviewed 3,908 job applications.
- Opened 58 recruitments and processed 325 requisitions.
- Conducted and responded to an increased number of formal discrimination complaints filed internally and externally.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	<u>2,347,645</u>	<u>2,318,088</u>	<u>2,541,447</u>	<u>223,359</u>	9.6 %
TOTAL REVENUES	2,347,645	2,318,088	2,541,447	223,359	9.6 %
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	<u>2,636,054</u>	<u>2,809,359</u>	<u>2,711,055</u>	<u>(98,304)</u>	(3.5) %
TOTAL APPROPRIATIONS	2,636,054	2,809,359	2,711,055	(98,304)	(3.5) %
NET COUNTY COST					
HUMAN RESOURCES SERVICES	<u>288,410</u>	<u>491,271</u>	<u>169,608</u>	<u>(321,663)</u>	(65.5) %
NET COUNTY COST	288,410	491,271	169,608	(321,663)	(65.5) %
STAFFING					
HUMAN RESOURCE SVCS	<u>17</u>	<u>17</u>	<u>17</u>	<u>0</u>	0.0 %
TOTAL STAFFING	17.5	17	17	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for the Department of Human Resources of \$2,711,055 represents an increase of \$223,359 or 9.6% in revenues and a decrease of \$98,304 or 3.5% in appropriations when compared to the FY2012/13 Adopted Budget. As a result, Net County Cost decreased by \$321,663 or 65.5%

The primary funding source for the Department of Human Resources (HR) is Administration Overhead (A87) of \$2,426,047 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the Department. These revenues are increasing by \$344,431 or 16.5% in FY2013/14.

In addition, the Department receives departmental administration revenue for the HR Director's time spent in Risk Management. Estimated revenues for these services are \$65,000 in Other Charges for Services. Revenues from Inter-fund Services Provided to County departments reflect a decrease of \$121,072 as a result of loss of direct bill revenue from H&SS to fund 1.0 FTE HR Analyst position assigned to H&SS. As a result of a countywide cost plan audit, the decision was made to discontinue the direct bill to H&SS beginning with FY2013/14 and, instead, fund the position through the countywide cost allocation plan.

Primary costs for the Department are:

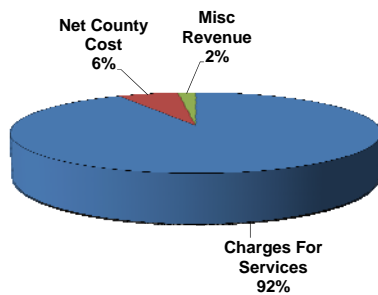
- Salary and benefits of \$2,027,760 which are projected to decrease by \$70,000 or 3.3%, primarily due to filling vacant positions in FY2012/13 at a lower level and with lower retirement tiers than prior incumbents.
- Other Professional Services of \$275,250 are projected to decrease by \$8,400 or 3%. These appropriations primarily cover the estimated FY2013/14 contract costs as follows:
 - \$90,000 for CalPERS health administration fees
 - \$21,000 for Third party administration fees for flexible spending account
 - \$10,000 for PARS trust administrator expenses
 - \$6,500 for Annual PARS actuarial study
 - \$6,750 for EEO specific training
 - \$75,000 for recruitment testing provided by Cooperative Personnel Services, bi-lingual testing by Language People, and special studies
 - \$32,000 for labor relations services

- \$30,000 for document imaging fees and special projects
- Controlled Assets and Computer Components reflect an increase of \$8,903 for the replacement of three obsolete laptop computers and two obsolete desktop computers.
- Central data processing (CDP) charges of \$83,100, which are projected to decrease by \$13,734, reflect the cost savings realized by the Department of Information Technology in reducing its operating costs. The savings are subsequently passed on to user departments through reduced rates.
- Publications and Legal Notices costs of \$5,000 reflect a decrease of \$10,000. These charges cover the cost of advertising in local newspapers for targeted recruitments.

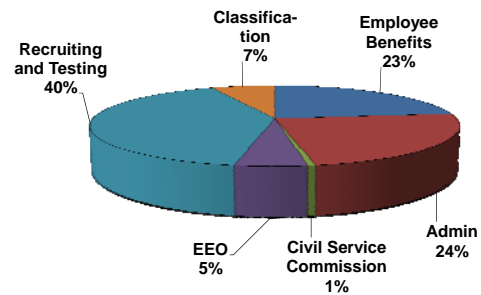
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,292,302	2,267,688	2,491,047	223,359	9.8%
Misc Revenue	55,343	50,400	50,400	0	0.0%
TOTAL REVENUES	2,347,645	2,318,088	2,541,447	223,359	9.6%
APPROPRIATIONS					
Salaries and Employee Benefits	2,018,825	2,097,760	2,027,760	(70,000)	(3.3%)
Services and Supplies	453,539	539,558	516,260	(23,298)	(4.3%)
Other Charges	78,741	82,953	83,180	227	0.3%
Other Financing Uses	78,129	81,988	77,255	(4,733)	(5.8%)
Intra-Fund Transfers	6,820	7,100	6,600	(500)	(7.0%)
TOTAL APPROPRIATIONS	2,636,054	2,809,359	2,711,055	(98,304)	(3.5%)
NET COUNTY COST	288,410	491,271	169,608	(321,663)	(65.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

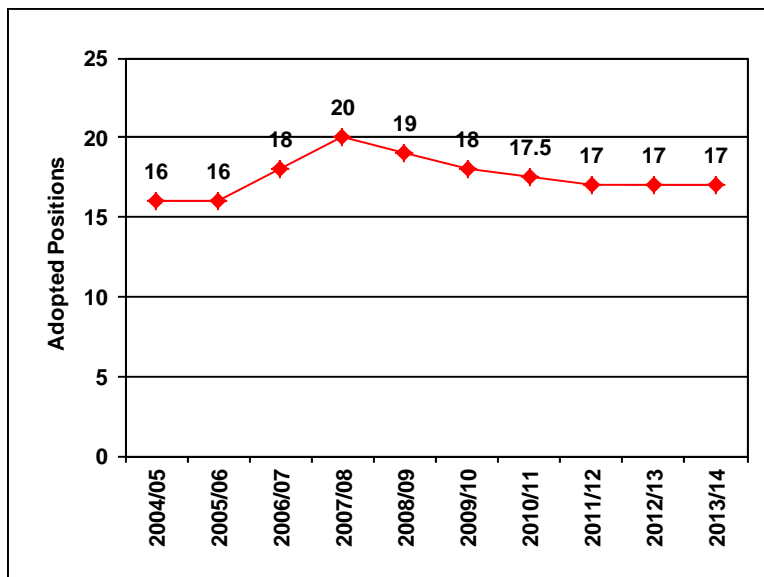
For FY2013/14, there is an increase of \$344,431 in Administration Overhead (A87) cost recovery revenues.

SUMMARY OF POSITION CHANGES

In October 2012, as part of a departmental reorganization, including restructuring job functions and to more accurately describe the complexity, responsibilities, duties and requirements of positions, the following position changes occurred:

- 1.0 FTE Benefits and Fiscal Manager position added and 1.0 FTE Human Resources Operations Manager deleted in the Employee Benefits Division.
- 1.0 FTE Principal Human Resources Analyst position added and 1.0 FTE EEO Compliance Officer deleted in the Equal Employment Opportunity Division.
- 1.0 FTE Principal Human Resources Analyst position added and 1.0 FTE Senior Human Resources Analyst deleted in the Recruitment and Testing Division.
- 1.0 FTE Principal Human Resources Analyst position added and 1.0 FTE Employment Relations Manager deleted in the Employee Relations Division.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Affordable Care Act (ACA) mandates employer-paid health insurance for all employees working an average of 30 hours or more per week. There are potential, financial exposures to provide health benefits to extra help employees; financial penalties for non-compliance with ACA provisions; and possible departmental operational changes necessary to fulfill ACA requirements.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOP & RECOGNITION	278,278	397,905	331,061	(66,844)	(16.8) %
1830 RISK MANAGEMENT	14,991,182	12,120,484	14,513,421	2,392,937	19.7 %
APPROPRIATIONS					
1103 EMPLOYEE DEVELOP & RECOGNITION	378,616	442,259	460,740	18,481	4.2 %
1830 RISK MANAGEMENT	13,662,178	15,003,236	15,308,008	304,772	2.0 %
NET CHANGE					
1103 EMPLOYEE DEVELOP & RECOGNITION	(100,338)	(44,354)	(129,679)	(85,325)	192.4 %
1830 RISK MANAGEMENT	1,329,004	(2,882,752)	(794,587)	2,088,165	(72.4) %

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

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

Marc Fox, Director of Human Resources
Legislative & Administration

FUNCTION AND RESPONSIBILITIES

The Employee Development and Recognition Program funds the County's Tuition Reimbursement Program and strives to provide departments with well-trained and motivated staff, promotes employee involvement in the accomplishment of the County's goals and objectives, and provides recognition to employees for exceptional service contributions to the County.

Budget Summary:

FY2012/13 Third Quarter Projection:	372,371
FY2013/14 Recommended:	460,740
County General Fund Contribution:	129,679
Percent County General Fund Supported:	28.1%
Total Employees (FTEs):	2

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Internally developed and implemented Introduction to Conflict Resolution in the Workplace Training, which is the ninth class in the Human Resources Leadership Academy for supervisors and managers.
- Internally developed and implemented Leadership Development Program "Effective Supervisory Skill Building" for lead workers and new supervisors.

WORKLOAD INDICATORS

- 1,618 employees attended County training sessions in FY2012/13.
- Offered 52 professional development/training classes, excluding County-mandated sessions, to all County employees.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$460,740 reflects a decrease of \$66,844 or 16.8% in revenues and an increase of \$18,481 or 4.2% in appropriations when compared to the FY2012/13 Adopted Budget. As a result, Net County Cost increased by \$85,325 or 192.4% for FY2013/14.

The primary funding source for this Division is Administration Overhead of \$326,061, 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 \$9,016 or 2.8% from the previous fiscal year.

Revenues from Inter-fund Services Provided to County Departments reflect a decrease of \$76,860 as a result of loss of direct bill revenue from H&SS to fund 1.0 FTE Office Assistant II position assigned to support the H&SS training function. As a result of a countywide cost plan audit, the decision was made to discontinue the direct bill to H&SS beginning with FY2013/14 and, instead, fund the position through the countywide cost allocation plan. The fiscal impact of this change in the Cost Allocation Plan is reflected two years in arrears.

The increase in appropriations reflects the return of the Future Leaders' Training program and the establishment of an Executive Leadership Development program. Primary costs for the Employee Development and Recognition Division are:

- Salary and benefits of \$228,276 which are projected to increase by \$12,856 or 6% is primarily due to an increase in health benefit costs.
- Education and Training of \$99,700, which reflects an increase of \$15,700 or 18.7%. This covers the costs of the following:
 - \$42,700 contract with University of California at Davis for the Future Leaders Training Program
 - \$30,000 contract for a vendor to provide Microsoft Office 2010 training
 - \$18,000 for Senior/Executive Leadership Development courses
 - \$5,000 for Liebert Cassidy Whitmore Training Consortium
 - \$3,000 for Share Point training
 - \$1,000 for Organizational Development/Training Officer training
- Tuition Reimbursements of \$60,000, which are set at the same level as last fiscal year, provide tuition reimbursements to employees in accordance with their specific collective bargaining agreement with the County.

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

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	278,278	397,905	331,061	(66,844)	(16.8%)
TOTAL REVENUES	278,278	397,905	331,061	(66,844)	(16.8%)
APPROPRIATIONS					
Salaries and Employee Benefits	256,098	215,420	228,276	12,856	6.0%
Services and Supplies	153,749	212,153	215,291	3,138	1.5%
Other Charges	0	3,392	4,322	930	27.4%
Other Financing Uses	9,322	8,744	8,801	57	0.7%
Intra-Fund Transfers	(40,553)	2,550	4,050	1,500	58.8%
TOTAL APPROPRIATIONS	378,616	442,259	460,740	18,481	4.2%
NET COUNTY COST	100,338	44,354	129,679	85,325	192.4%
STAFFING					
EMPLOYEE DEV. & TRAINING	2	2	2	0	0.0%
TOTAL STAFFING	2	2	2	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

The County of Solano is facing a demographic change of an aging workforce. Within the next three years, senior and executive managers will be retiring from the workforce, leaving a gap in the County's talent pipeline. It is imperative to develop a pool of talent that is able and ready to step into leadership positions at the middle, senior and executive level within the organization. This budget reflects the funding of several training and staff development programs for FY2013/14. Additionally, the County needs to identify strategies to recruit and retain the younger generation (millennials) that will be entering the workforce.

FUNCTION AND RESPONSIBILITIES

The Risk Management Division provides administrative support services to assist other County departments in addressing the Board's priorities relating to the management of the County's risk exposures. It is the goal of Risk Management to reduce the County's exposure to financial loss through the administration and management of the County's insurance and safety programs. Functioning as a service and consulting organization to

County departments, Risk Management develops and maintains programs to control losses.

Budget Summary:	
FY2012/13 Third Quarter Projection:	13,725,106
FY2013/14 Recommended:	15,308,008
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	8

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; purchases commercial property insurance for County-owned and/or leased buildings, and purchases other insurance for specific risks associated with operations of various departments. This Division also oversees and directs the County's Compliance Program to prevent costly litigation, and to help ensure state and federal code and statute compliance.

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 assists employees in filing claims; 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 insurance 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

- Challenge of higher costs in Workers' Compensation as the 2005 reform erodes due to new legislation being passed by the State Legislature.
- Challenge of increased risks associated with Prison Realignment (AB 109) resulting from the increased jail population and increase in claims filed by the inmates.
- Developed and implemented an online training module for compliance.
- Awarded a contract for the Workers' Compensation third party administration, resulting in savings of over \$200,000 over a three-year contract.
- Retooled HR Leadership Academy training to focus on Risk Management principles and application.

WORKLOAD INDICATORS

- 5% increase in FMLA claims

- 7.7% increase in ergonomic evaluations
- 6% increase in workers' compensation claims
- 28% increase in ADA cases

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$15,308,008 reflects increases of \$2,392,937 or 19.7% in revenues and \$304,772 or 2% in expenses when compared to the FY2012/13 Adopted Budget. As a result, Fund Balance is increased by \$2,088,165 or 72.4% when compared to FY2012/13 Adopted Budget. The Department used \$2,882,752 in FY2012/13 in one-time fund balance available to offset rate charges to departments.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	89,971	92,000	71,500	(20,500)	(22.3%)
Intergovernmental Rev State	18,596	0	0	0	0.0%
Charges For Services	14,738,457	11,845,484	14,251,921	2,406,437	20.3%
Misc Revenue	144,157	183,000	190,000	7,000	3.8%
TOTAL REVENUES	14,991,182	12,120,484	14,513,421	2,392,937	19.7%
APPROPRIATIONS					
Salaries and Employee Benefits	696,912	731,224	975,879	244,655	33.5%
Services and Supplies	12,668,247	13,937,792	13,711,703	(226,089)	(1.6%)
Other Charges	267,736	307,726	584,167	276,441	89.8%
Other Financing Uses	29,189	26,494	36,259	9,765	36.9%
Intra-Fund Transfers	93	0	0	0	0.0%
TOTAL APPROPRIATIONS	13,662,178	15,003,236	15,308,008	304,772	2.0%
NET GAIN(LOSS)	1,329,004	(2,882,752)	(794,587)	2,088,165	(72.4%)

STAFFING					
RISK MANAGEMENT	7	6	8	2	3.0%
TOTAL STAFFING	7	6	8	2	3.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

1821 Administration

The Administration Division is funded through intra-fund transfers to the Risk Management operating divisions. These charges are estimated to increase by \$404,185 when compared to FY2012/13 Adopted Budget.

The primary costs for the administration division are:

- Salary and benefits of \$614,404 which are projected to increase by \$232,575 as a result of the addition of a 1.0 FTE Compliance Officer during FY2012/13 and a request to add 1.0 FTE Risk Analyst position to serve as a loss prevention and control analyst responsible for coordination of risk prevention strategies.
- \$64,000 in Memberships, which are set at the same level as 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 which is primarily for Legislative Advocacy and Representation.

- Software Maintenance and Support of \$21,500 for anticipated purchases of FMLA and Compliance tracking software to automate current labor intensive processes.
- Other charges include countywide administrative overhead and departmental overhead from the Department of Human Resources for the Director's time.

1822 Liability

The primary funding source for the Liability Division is \$4,374,236 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to decrease by \$220,715 when compared to last fiscal year. For FY2013/14, the Department will use Fund Balance to offset the cost of liability insurance for departments as a one-time savings to departments.

Other Revenue of \$190,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf. It reflects a \$7,000 increase due to the higher malpractice insurance costs.

The primary costs for liability are:

- Insurance – Other of \$3,240,196 reflects a decrease of \$386,804 due to preliminary insurance rates received from CSAC Excess Insurance Authority which include:
 - Primary Liability Insurance of \$957,000
 - Excess Liability Insurance of \$2,254,000
 - Pollution Liability Insurance of \$21,459
 - Cyber Liability of \$3,572
 - Special Liability Insurance Program of \$4,165
- Insurance Claims of \$450,000 for primary liability insurance payments under the \$10,000 deductible limit is projected to remain at the same level as last fiscal year.
- Malpractice Insurance of \$190,000, showing an increase of \$7,000, due to higher rates.

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 \$1,181,589 when compared to last fiscal year for a total recovery in FY2013/14 of \$8,011,589. The increase for FY2013/14 is due to the use of one-time fund balance available in the workers' compensation reserve account during FY2012/13.

Primary costs are:

- Insurance – Other of \$2,369,265 with an increase of \$338,265 due to higher rates. Included are:
 - Excess Workers' Compensation Insurance of \$2,082,000
 - Loss Prevention Program premium of \$7,265
 - Department of Industrial Relations - \$280,000
- Insurance Claims of \$4,002,406 reflect an increase of \$177,368 due to higher anticipated payouts for self-insured workers' compensation insurance claims.
- Other Professional Services of \$1,009,341 reflect a decrease of \$124,108 for the following contracts:
 - Workers' Compensation Third Party Administration Fees - \$399,245
 - Occu-Med contract - \$135,000
 - Reimbursement to the Department of Health and Social Services for Occupational Health staff costs - \$465,096
 - Wellness Program Communications Consultant - \$10,000

-
- Psychological Evaluation Service of \$110,000 to cover the costs of the countywide Employee Assistance Program remains the same as last fiscal year.

1824 Property

The primary funding source for the Property Insurance Division is \$1,067,552 from charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$647,019 when compared to last fiscal year. The increase is mainly due to a one-time use of fund balance during FY2012/13 to offset a portion of property insurance charges.

Primary costs are:

- Insurance – Other of \$1,059,500 reflects a decrease of \$26,810 due to lower rates, as follows:
 - Property Insurance – \$1,040,000
 - Bond Insurance - \$13,500
 - Airport Liability Insurance - \$4,400
 - Watercraft Insurance - \$1,600
- Insurance Claims of \$150,000 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.

1825 Unemployment

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on number of employees and past claim experience. These revenues from charges to user departments are estimated to increase by \$798,544 as a result of use of available fund balance in FY2012/13. Departments received a rate holiday in FY2012/13, and will go back to regular user charges for FY2013/14.

SUMMARY OF POSITION CHANGES

In October 2012, 1.0 FTE Compliance Officer position was added to the Administration Division to provide additional dedicated support to the Health and Social Services Department and to assist the Department in writing compliance plans, verification of privacy, security and general compliance of state- and federally-funded programs such as reviewing and taking corrective actions on any allegations of privacy breaches, auditing and monitoring of funding sources and updating of policies and procedures.

The following position changes are included in the Recommended Budget for Risk Management:

- Add 1.0 FTE Risk Analyst for loss prevention and control activities.

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:	
FY2012/13 Third Quarter Projection:	3,375,237
FY2013/14 Recommended:	3,637,759
County General Fund Contribution:	3,275,259
Percent County General Fund Supported:	90%
Total Employees (FTEs):	10

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

- Conducted the November 2012 Presidential General Election with revenue over \$700,000 higher than estimated due to unanticipated jurisdictions participating in the election.
- Continued to rely on extra-help staff to partially compensate for the decrease in regular staff. Successfully implemented redistricting and precinct changes based on 2010 census data. This caused multiple district line shifting and additional workload on staff to find appropriate polling places within adjusted district lines for voters.
- Successfully transitioned into new leadership with the new Assistant Registrar of Voters.
- Received grant funding from the Secretary of State to work on evaluating polling places for accessibility.
- There were significant improvements in precinct maps after redistricting, enabling the office to better identify polling locations and consolidations as they relate to geography instead of voter counts. While this increased the number of polling places needed, it provided a static platform from which future elections can be based.
- Consolidated vote-by-mail (VBM) processes into space at the County Administration Center (CAC) which provided more security and faster processing. This also allowed the staff to revisit methods of increasing productivity of VBM processing. Overall, the efforts of staff allowed for much faster processing of over 80,000 VBM ballots received in the November 2012 Presidential Election. The changes also allowed for better security controls over ballots, and balancing totals of VBM

ballots during the canvass process.

- Worked with the Secretary of State's office to successfully launch the online voter registration system which allowed for processing voter registration forms faster, more accurately and with fewer staff. Over 14,000 online registrations were processed prior to the November Election, all processed by two staff within just a few hours of each day.
- Launched a new outreach program in 2012 for military and overseas voters. While maintaining deadlines for federal and state legislation, the ROV was able to electronically process ballot delivery to military and overseas voters for the first time to assist these voters in receipt of their ballot without waiting for the traditional mail delivery system.

WORKLOAD INDICATORS

- ROV staff processed a total of 47,966 voter file transactions in the 2012 calendar year. Voter registration increased 5% to 209,484. Since its implementation, over half of all transactions are now processed via the online registration system. Through this system, ROV has increased efficiencies in processing all voter registration files.
- Consistent with previous years, VBM turnout continues to be a high level of work for the ROV office. Approximately 53% of all voters are permanent VBM voters, and roughly 73% returned their ballots in the 2012 Presidential General Election.
- Anticipating an increase in turnout for the 2012 November Election, the office increased the number of poll workers used in the election. An additional poll worker was added at polling locations to ensure success with voting equipment, and another for various ballot drop-off functions. In all, ROV staff trained over 750 poll workers and temporary staff to handle Election Day turnout and issues.
- The November Presidential Election produced 14,000 provisional ballots cast at the polls. The ROV office planned for 7,000 to be returned. In addition to the issues this caused at the polls on election day (primarily long lines), this also created additional workload during the canvass period to process, check, duplicate, open and count over 80% of the received ballots deemed as valid.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	1,050,532	252,000	362,500	110,500	43.8 %
TOTAL REVENUES	1,050,532	252,000	362,500	110,500	43.8 %
APPROPRIATIONS					
ELECTIONS	3,382,182	3,630,630	3,637,759	7,129	0.2 %
TOTAL APPROPRIATIONS	3,382,182	3,630,630	3,637,759	7,129	0.2 %
NET COUNTY COST					
ELECTIONS	2,331,650	3,378,630	3,275,259	(103,371)	(3.1) %
NET COUNTY COST	2,331,650	3,378,630	3,275,259	(103,371)	(3.1) %
STAFFING					
ELECTIONS	10	10	10	0	0.0 %
TOTAL STAFFING	10	10	10	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$3,637,759 represents an increase of \$110,500 or 43.8% in revenues and an increase of \$7,129 in appropriations when compared to FY2012/13 Adopted Budget. As a result, the Net County Cost decreased by \$103,371 or 3.1%.

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. FY2013/14 has two scheduled elections, the November 2013 Consolidated Districts Election (UDEL) and the June 2014 Gubernatorial Primary. Costs for these elections will be partially offset by revenue from participating districts. In FY2013/14, the ROV will experience a decrease in revenue due to the significant reduction in participating districts in the November 2013 UDEL. This election's budget reflects revenues of \$320,000 and appropriations of \$325,880.

Significant changes to ROV's budget include:

- Labor costs reflect a decrease of \$14,460 primarily due to salary savings as recruitment for the vacant Deputy Assistant Registrar of Voters will begin sometime in the summer, and is offset by increased benefit costs.
- Services and Supplies reflect a decrease of \$55,187 primarily due to reductions related to the e-Roster project that was acquired in FY2012/13 to minimize voter wait times and long lines on election days.
- Countywide administration overhead (A87) reflects an increase of \$123,657.
- Contracted Services of \$147,901 are for election support services.
- Fixed assets decreased \$51,540 as two ballot-on-demand printers were purchased in FY2012/13 replacing two printers acquired in 2004. There are no fixed asset purchases planned for FY2013/14.

DEPARTMENT COMMENTS

The Department's FY2013/14 budget includes an increase in extra-help as there are two scheduled elections in FY2013/14 versus one in FY2012/13. However, the increase is minimal due to the reduction in size of one of the two elections, the UDEL election in November. The per-election cost of extra-help and staff overtime continues to be reduced with improved operational efficiencies.

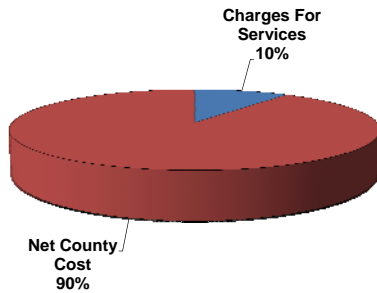
The ROV has reviewed the software and hardware utilized in the initial e-Roster project. In FY2012/13, funding was approved to expand this project countywide. This project will save the General Fund \$15,000 annually and provide for faster voter check-in times.

With the completion of the VBM processing area on the sixth floor of the County Administration Center, ROV has reduced maintenance costs on equipment by \$30,000. Additionally, the ROV has made improvements to processing which has reduced staff overtime and use of extra-help in large turnout elections.

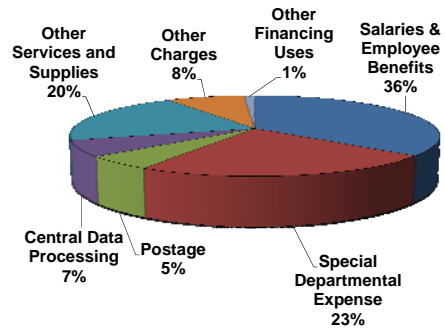
In FY2012/13, the ROV evaluated processes used to print ballots over the counter and on-demand for VBM and Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters. Through pilot programs that cost very little to the department, ROV was able save an estimated \$14,000. ROV will continue to experience savings in ballot production by not overprinting ballots for daily requests and over the counter requests. In the November 2012 Presidential General Election, over 10,000 ballots were printed by the on-demand system.

The Department continues to evaluate printing vendors' costs and services to reduce costs to the Department, while still maintaining a high level of service. ROV has reviewed costs related to sample ballot printing to provide better performance on delivery date, while informing voters of their respective polling locations.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	7,696	47,000	6,000	(41,000)	(87.2%)
Charges For Services	1,042,836	205,000	356,500	151,500	73.9%
TOTAL REVENUES	1,050,532	252,000	362,500	110,500	43.8%
APPROPRIATIONS					
Salaries and Employee Benefits	1,315,578	1,308,157	1,294,893	(13,264)	(1.0%)
Services and Supplies	1,760,014	2,017,900	1,962,713	(55,187)	(2.7%)
Other Charges	223,411	168,474	293,439	124,965	74.2%
F/A Equipment	9,961	51,540	0	(51,540)	(100.0%)
Other Financing Uses	43,636	40,859	39,663	(1,196)	(2.9%)
Intra-Fund Transfers	29,582	43,700	47,051	3,351	7.7%
TOTAL APPROPRIATIONS	3,382,182	3,630,630	3,637,759	7,129	0.2%
NET COUNTY COST	2,331,650	3,378,630	3,275,259	(103,371)	(3.1%)

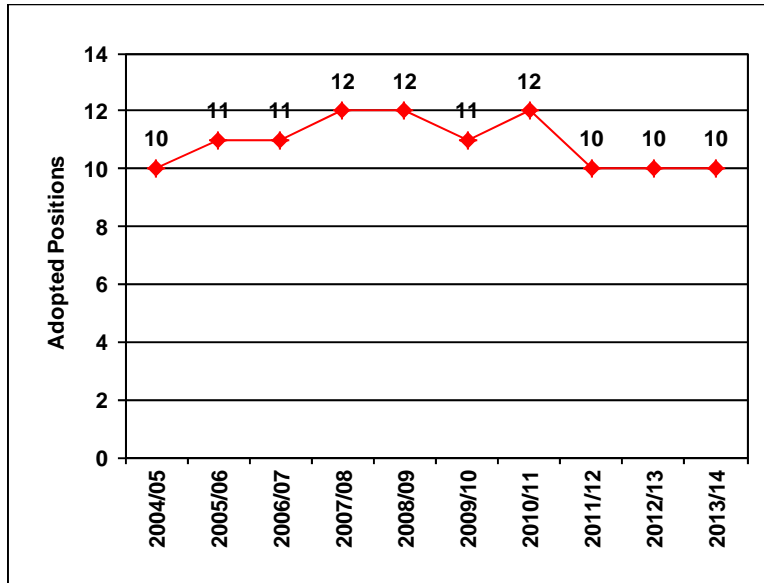
SUMMARY OF SIGNIFICANT ADJUSTMENTS

There is a \$103,371 decrease in Net County Cost when compared to the FY2012/13 Adopted Budget; however, there are two scheduled elections in FY2013/14 as compared to one election in FY2012/13. The November 2013 UDEL election and the countywide June 2014 Gubernatorial Primary are not expected to have the volume of voter turnout as the November 2012 Presidential Election. The November 2013 UDEL election will have less budget impact due to several local agencies moving to even-year elections. Adjustments to costs and revenue have been made to account for jurisdictions changing their election years.

SUMMARY OF POSITION CHANGES

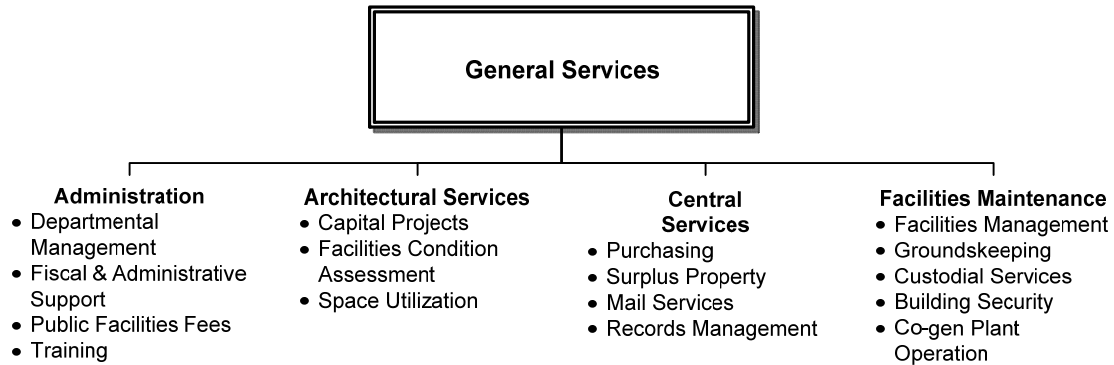
There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

- School districts continue to migrate toward election by districts vs. the previous at-large model. This will require more staff time in maintaining the additional boundaries, potentially splitting precincts, require additional ballot types/styles, and potentially require adjustments in the polling locations where citizens vote. Costs will continue to increase as more staff time is necessary for proofing the sample ballot booklets and official ballots.
- The continued elimination of SB 90 funding for permanent vote-by-mail costs will reduce revenues and increase school district costs by approximately 25%. Current law requires that counties submit SB 90 claims on behalf of school districts; however, with state reimbursement ending, the districts will be charged by the County for those costs.
- The Board of Supervisors has adopted a legislative position supporting acceptance of VBM ballots postmarked on or before Election Day but received after Election Day. Several bills have been introduced on this topic most focus on receipt of ballots up to three days after the Election Day, some of which also extend the canvass period for the same amount of time.
- Additional language requirements are being implemented for facsimile ballots, and voting instructions at polling places. In 2014, Solano County will be required to produce these documents in Spanish, Tagalog, and Chinese which will increase operational costs.
- Several Bills are proposing implementation of Election Day registration (also known as conditional voter registration) prior to implementation of the statewide voter registration system (CalVoter). The ROV participates in both the business requirements/implementation committee for CalVoter, and the sub-committee on implementation of Election Day registration. This new procedure may cause additional technology costs, canvass costs, poll worker expenses, additional polling locations and materials costs in high turnout elections.
- Bills at both State and the Federal level are requesting jurisdictions to look into increasing early voting opportunities. This may include satellite locations and extensions of time to include Saturdays and possibly Sundays. This will increase facility cost, staff cost, and potentially technology costs to provide ballots in all styles at remote locations.
- Several bills introduced in Congress focus on poll place performance and ensuring lines for voting are less than one hour. These bills will impact our office in Federal elections as we work to provide more polling locations, with costs for staff, equipment, and resources to ensure compliance across all polling places.
- The Affordable Care Act (ACA) will require employers to pay healthcare costs for those employees who work 30 hours per week for 90 days. The ROV is working with Human Resources to determine the impact of the ACA on ROV's extra-help hiring policies. At this time, ROV does not anticipate the ACA to impact costs until calendar year 2015.



DEPARTMENTAL PURPOSE

To provide our customers with a variety of reliable, quality, innovative services that promote a clean, safe and healthy place to live, learn, work and play.

Budget Summary:	
FY2012/13 Third Quarter Projection:	13,657,269
FY2013/14 Recommended:	14,676,707
County General Fund Contribution:	3,502,734
Percent County General Fund Supported:	23.9%
Total Employees (FTEs):	80

FUNCTION AND RESPONSIBILITIES

Administration

Sets departmental policies and procedures and monitors for compliance, provides financial administration and fiscal control, manages personnel and payroll, responsible for the operations of the County Events Center, and administers the County's capital projects and departmental budgets.

Architectural Services

Leads capital improvement planning and development of new and existing County facilities by providing architectural, engineering, and project management services.

Central Services

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

Facilities Operations

• Facilities Maintenance

Provides comprehensive facilities management services; assists with Facilities project development and implementation; maintains HVAC systems; 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 litter removal for County parking lots in Fairfield, Vacaville and Vallejo.

• Custodial Services

Provides custodial services for County-owned/occupied buildings.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments

- Performed architectural design and project management services to progress 45 new construction, renovation, and facility renewal projects. (Architectural)
- Continued to inventory vacant space in County-owned facilities, manage relocation of County programs to County-owned space, and develop feasibility and financial analysis to determine relocation effectiveness. (Architectural)
- Self-performed professional design services on 23 projects including feasibility studies, code analyses, construction documentation and permit drawings. (Architectural)
- Increased local purchasing opportunities by amending contract specifications applicable to the County's Job Order Contracting (JOC) Program requiring JOC contractors to document local outreach to County-based businesses and to report on methods of solicitation, names of local businesses that participated, and those awarded contracts. (Architectural)
- Advanced the Records and Information Management program through planned implementation of a strategic plan to capitalize on technology and to create a consistent program Countywide. (Central Services)
- Implemented, in collaboration with the Auditor Controller's Office, an electronic requisitioning program. (Central Services)
- Consolidated Mail Room functions with Surplus Functions at 2543 Cordelia Road in Fairfield, to reduce overall footprint and increase efficiencies. (Central Services)
- Increased maintenance operations from 22,815 square feet to 91,255 square feet of Jail facilities as a result of increased population at the Claybank Jail due to relocation of state prisoners to County facilities. (Facilities Operations)
- Increased maintenance operations for the new William J. Carroll Government Center in Vacaville. (Facilities Operations)

Challenges

- With the completion of the new William J. Carroll Government Center in Vacaville (35,000 square feet) and the increased jail population at the Claybank Jail (68,000 square feet), workload for Facilities Operations continue to increase. The anticipated completion of the new AB 900 Claybank Jail (127,800 square feet) and Animal Care Expansion will further increase workload in FY2013/14 and require additional resources within the Facilities Division to provide an adequate level of maintenance service.

WORKLOAD INDICATORS

Administration

- Responsible for the oversight and fiscal management for 14 departmental budgets, totaling over \$125 million. The budgets overseen include 2 General Fund departments, 1 Internal Service Fund, 4 Enterprise Funds, 3 Capital Project Funds, and 4 Special Revenue Funds.
- Processed over 9,000 invoices totaling over \$29.2 million in payments in FY2011/12. Responsible for tracking 136 County-wide utility accounts (57 Gas/Electric, 16 Garbage & 63 Water).
- Managed the cost accounting for 46 capital projects in FY2012/13 with a value of approximately \$96 million and monitored 59 associated contracts at a value of over \$103 million.
- In FY2012/13 staff completed 1,753 conference room reservations for the County Administration Center (CAC) and County Events Center (CEC) totaling 9,939 hours of use.

Architectural Services

- Initiated 27 work requests and completed 12 projects using the County's Job Order Contracting Program.

Central Services

- Processed 1,442 purchase orders from July 1, 2012 through February 2013.

Michael J. Lango, Director of General Services

Other General

- Issued and processed 26 bids and RFPs from July 1, 2012 through February 2013.
- Maintains 21,714 boxes of official records under the County's Records Management Program.
- Completed 140 County moves to/from surplus.
- Disposed of 1,505 surplus items, returning over \$122,313 to the General Fund in FY 2011/12 and \$68,263 for the period of July 1, 2012 through February 2013.
- Recycled 344 surplus items into County use eliminating the need to purchase new equipment, furniture, and supplies.
- Processed 20 new Cal Card Procurement Cards for County Departments, bringing the Cal Card program to a total of 201 active users.

Facilities Operations

- Completed 8,455 work orders for the maintenance, operations and improvements of County facilities.
- Produced over 10 million kilowatt/hours of electricity from the County's Cogeneration Plant and Photovoltaic Facilities. This represents 47% of the County's building electrical consumption.

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	409,134	326,964	482,302	155,338	47.5 %
ARCHITECTURAL SERVICES	585,799	598,436	860,158	261,722	43.7 %
CENTRAL SERVICES	1,590,717	1,444,623	1,500,054	55,431	3.8 %
FACILITIES MAINTENANCE	8,512,010	8,438,098	8,331,459	(106,639)	(1.3) %
TOTAL REVENUES	11,097,660	10,808,121	11,173,973	365,852	3.4 %
APPROPRIATIONS					
ADMINISTRATION	1,076,991	1,263,373	1,337,134	73,761	5.8 %
ARCHITECTURAL SERVICES	1,057,046	815,931	849,237	33,306	4.1 %
CENTRAL SERVICES	1,690,870	1,720,971	1,885,261	164,290	9.5 %
FACILITIES MAINTENANCE	9,723,147	10,214,388	10,605,075	390,687	3.8 %
TOTAL APPROPRIATIONS	13,548,054	14,014,663	14,676,707	662,044	4.7 %
NET COUNTY COST					
ADMINISTRATION	667,857	936,409	854,832	(81,577)	(8.7) %
ARCHITECTURAL SERVICES	471,248	217,495	(10,921)	(228,416)	(105.0) %
CENTRAL SERVICES	100,153	276,348	385,207	108,859	39.4 %
FACILITIES MAINTENANCE	1,211,137	1,776,290	2,273,616	497,326	28.0 %
NET COUNTY COST	2,450,395	3,206,542	3,502,734	296,192	9.2 %
STAFFING					
ADMINISTRATION	7	9	9	0	0.0 %
ARCHITECTURAL SERVICES	6	5	5	0	0.0 %
CENTRAL SERVICES	10	10	10	0	0.0 %
FACILITIES MAINTENANCE	53	54	56	2	3.7 %
TOTAL STAFFING	76	78	80	2	3.7 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of \$14,676,707 represents increases of \$365,852, or 3.4%, in revenues and \$662,044, or 4.7%, in appropriations when compared to the FY2012/13 Adopted Budget. As a result, Net County Cost increased by \$296,192, or 9.2%. (Refer to Summary of Significant Adjustments for details)

DEPARTMENT COMMENTS

Countywide Space Consolidation Program

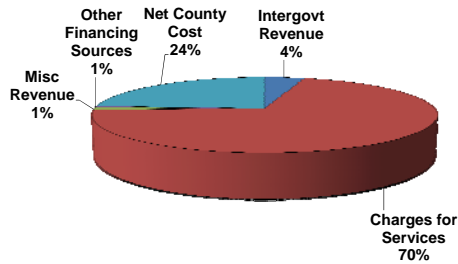
General Services, in coordination with other departments, is actively identifying ways to reduce building-related expenditures in County-owned and leased facilities. The program is a focused and collaborative effort to evaluate program needs and space requirements within the context of technology initiatives, streamlined operations, and reduced fiscal resources. The goals are to reduce facility-related costs. The primary goals of the Space Consolidation Program are:

- Provide the Board of Supervisors and County Administrator with qualified and financially feasible recommendations for the effective use and management of County facilities.
- Provide County departments with the most efficient and least expensive way to manage space needs and facilities related operational costs.
- Identify and implement opportunities to increase revenue from surplus real property.

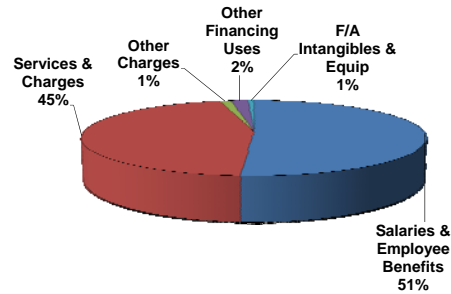
Michael J. Lango, Director of General Services
Other General

In FY2012/13, General Services continued to work with several departments to evaluate options to more effectively utilize County-owned facilities. Individual project opportunities will be presented to the Board on a case-by-case basis once the evaluation process is complete.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	22,233	23,650	21,836	(1,814)	(7.7%)
Intergovernmental Rev State	646,718	601,000	606,000	5,000	0.8%
Intergovernmental Rev Federal	112,319	0	0	0	0.0%
Intergovernmental Rev Other	34,799	34,799	34,799	0	0.0%
Charges For Services	9,989,090	9,833,902	10,271,059	437,157	4.4%
Misc Revenue	176,257	234,520	150,185	(84,335)	(36.0%)
Other Financing Sources	116,244	80,250	90,094	9,844	12.3%
TOTAL REVENUES	11,097,659	10,808,121	11,173,973	365,852	3.4%
APPROPRIATIONS					
Salaries and Employee Benefits	7,027,200	7,367,342	7,653,856	286,514	3.9%
Services and Supplies	5,996,013	6,470,252	6,779,222	308,970	4.8%
Other Charges	455,937	161,168	186,198	25,030	15.5%
F/A Equipment	0	0	19,368	19,368	0.0%
F/A - INTANGIBLES	0	0	75,000	75,000	0.0%
Other Financing Uses	287,769	281,940	286,072	4,132	1.5%
Intra-Fund Transfers	(218,866)	(266,039)	(323,009)	(56,970)	21.4%
TOTAL APPROPRIATIONS	13,548,054	14,014,663	14,676,707	662,044	4.7%
NET COUNTY COST	2,450,394	3,206,542	3,502,734	296,192	9.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The increase in revenue of \$365,852 is primarily due to increases in Administrative Overhead (\$414,400) revenue collected, offset by lower than anticipated revenues for services and supplies provided to outside agencies such as the Solano Transportation Authority, the courts, and the school district.

Revenues in the amount of \$11,173,973 are primarily made up of Charges for Services, which are revenues incurred from charges to non-General Fund departments for services provided by General Services. These services include, but are not limited to, grounds keeping, custodial services and building security.

The increase in appropriations of \$662,044 is the net result of the following:

Salaries and Benefits: \$286,514 increase in labor costs due to increased workers' compensation and unemployment insurance costs, higher costs for employee benefits and the addition of 2.0 FTE positions effective later in FY2013/14 to accommodate the increased maintenance workload resulting from the new AB900 Claybank Jail. The cost of these positions is recovered in future years through the Countywide Cost Allocation Plan (A87).

Services and Supplies: \$308,970 increase is primarily due to:

- Increased building maintenance costs due to the new William J. Carroll Government Center and the new AB900 Claybank Jail facility expansion Spring 2014 (\$81,899).
- Increased Purchases for Resale for supplies and materials purchased on behalf of other departments (\$190,404).
- Increased liability and property insurance costs (\$55,764).
- Increased fuel and lubricant costs due to higher fuel prices (\$24,252).
- Increased contracted services costs to fund services needed to help implement the Department's new direct billing program, state mandated fire system testing, elevator maintenance, hazardous (batteries and light bulbs) waste removal and for carpet cleaning services at the County Administrative Center (\$51,460).
- Increased water costs based on current year activity (\$12,525).
- Decreased utility (gas and electricity) costs based on current rates and continued efforts to increase building energy efficiency (\$80,405).
- Decreased equipment maintenance costs due to change in mail processing onsite and the transfer of a mail sorter machine to the Registrar of Voters (\$43,039).

Intrafund Transfers: \$56,970 increase in charges for services, postage and maintenance materials provided to General Fund departments based on prior year activity and departmental project requests.

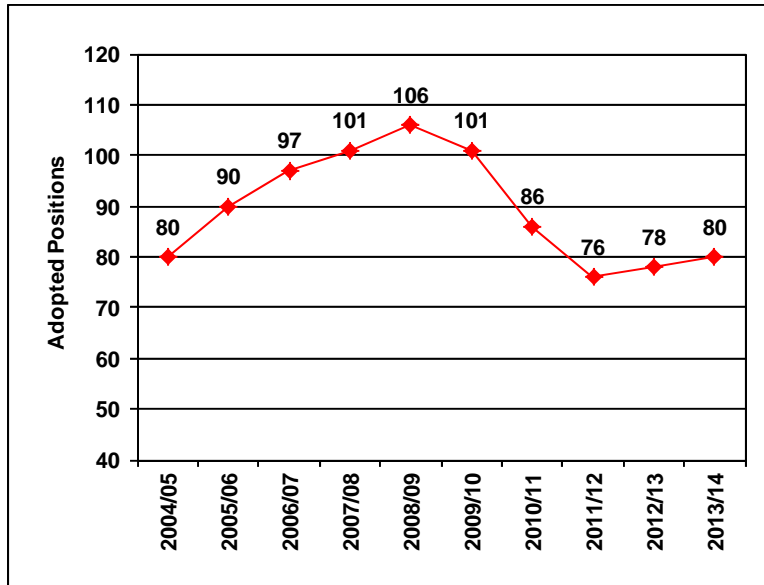
Fixed Assets: \$94,368 increase in Fixed Assets to purchase a cost accounting management system (CAMS) in the amount of \$75,000 to better track and account for services rendered within a single database and to replace a riding lawn mower that has reached its useful life (\$19,368).

SUMMARY OF POSITION CHANGES

The General Services Department recommends adding the following positions effective January 1, 2014 to accommodate additional workload associated with the AB 900 Claybank Adult Detention Facility, which is expected to transition to the County in April, 2014:

- 1.0 FTE Building Trades Mechanic
- 1.0 FTE Stationary Engineer

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budget

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1642 REAL ESTATE SERVICES	1,006,692	856,732	933,920	77,188	9.0 %
2801 FOUTS SPRINGS RANCH	967,106	1,666,188	186,669	(1,479,519)	(88.8) %
3001 GEN SVCS SPECIAL REVENUE FUND	243	260	208	(52)	(20.0) %
3100 FLEET MANAGEMENT	4,232,211	3,903,940	4,677,208	773,268	19.8 %
9000 AIRPORT	1,007,393	887,736	1,776,441	888,705	100.1 %
9010 AIRPORT PROJECT	-	142,105	250,105	108,000	76.0 %
APPROPRIATIONS					
1642 REAL ESTATE SERVICES	225,316	221,704	233,205	11,501	5.2 %
2801 FOUTS SPRINGS RANCH	1,109,965	1,809,527	1,673,125	(136,402)	(7.5) %
3001 GEN SVCS SPECIAL REVENUE FUND	6,080	4,297	2,521	(1,776)	(41.3) %
3100 FLEET MANAGEMENT	6,007,178	5,117,031	4,818,669	(298,362)	(5.8) %
9000 AIRPORT	1,617,651	1,417,382	1,491,214	73,832	5.2 %
9010 AIRPORT PROJECT	-	331,315	338,315	7,000	2.1 %
NET CHANGE					
1642 REAL ESTATE SERVICES	781,376	635,028	700,715	65,687	10.3 %
2801 FOUTS SPRINGS RANCH	(142,859)	(143,339)	(1,486,456)	(1,343,117)	937.0 %
3001 GEN SVCS SPECIAL REVENUE FUND	(5,837)	(4,037)	(2,313)	1,724	(42.7) %
3100 FLEET MANAGEMENT	(1,774,968)	(1,213,091)	(141,461)	1,071,630	(88.3) %
9000 AIRPORT	(610,258)	(529,646)	285,227	814,873	(153.9) %
9010 AIRPORT PROJECT	-	(189,210)	(88,210)	101,000	(53.4) %

A summary of the budgets administered by the General Service's Department is provided on the following pages.

FUNCTION AND RESPONSIBILITIES

Real Estate Services provides real estate and property management services in support of the County’s operational and asset management needs. Real Estate Services negotiates transactions and manages the County’s portfolio of real estate assets to ensure appropriate maintenance levels, minimizes operating expenses and maximizes revenues from administered leases, and evaluates disposition and development potential. In addition, Real Estate Services is responsible for administering agreements with the local Veterans groups and the franchise agreements for cable television and garbage services in the unincorporated areas of the County.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Licenses, Permits & Franchise	125,547	97,815	96,580	(1,235)	(1.3%)
Revenue From Use of Money/Prop	735,950	658,913	748,458	89,545	13.6%
Charges For Services	132,895	96,004	78,882	(17,122)	(17.8%)
Misc Revenue	12,300	4,000	10,000	6,000	150.0%
TOTAL REVENUES	1,006,692	856,732	933,920	77,188	9.0%
APPROPRIATIONS					
Salaries and Employee Benefits	145,894	137,396	142,711	5,315	3.9%
Services and Supplies	64,807	69,869	75,442	5,573	8.0%
Other Charges	2,989	2,208	1,411	(797)	(36.1%)
Other Financing Uses	6,261	5,429	5,511	82	1.5%
Intra-Fund Transfers	5,365	6,802	8,130	1,328	19.5%
TOTAL APPROPRIATIONS	225,316	221,704	233,205	11,501	5.2%
NET COUNTY COST	(781,376)	(635,028)	(700,715)	(65,687)	10.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Real Estate Division’s Net County Costs reflects a decrease of \$65,687 when compared to the FY2012/13 Adopted Budget. This is primarily due to increased revenues from building rentals (Solano County Hall of Justice lease increased by \$7,877 per month based on the contract schedule), offset by increases in benefit costs, insurance, and anticipated increased costs associated with set-up of events at the County Event Center.

The following significant events occurred in FY2012/13:

- In conjunction with the completion of the new William J. Carroll Government Center, two office leases were terminated, which eliminated approximately \$162,000 in potential annual rent obligations for the Department of Health and Social Services
- Sold one surplus real property for approximately \$113,000 in one-time General Fund revenues, and an underutilized portion of vacant land for approximately \$70,000 in one-time Road Fund revenues
- Negotiated two revenue lease extensions for County-owned property, which maintained annual General Fund revenues of approximately \$14,700
- Negotiated two new revenue use agreements for County-owned property, which increased one-time General Fund revenues by \$6,600

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

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 Administrative Division of the General Services Department.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	56	60	8	(52)	(86.7%)
Charges For Services	187	200	200	0	0.0%
TOTAL REVENUES	243	260	208	(52)	(20.0%)
APPROPRIATIONS					
Services and Supplies	1,089	4,261	2,004	(2,257)	(53.0%)
Other Charges	4,991	36	517	481	1336.1%
TOTAL APPROPRIATIONS	6,080	4,297	2,521	(1,776)	(41.3%)
CHANGE IN FUND BALANCE	5,837	4,037	2,313	(1,724)	(42.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget reflects revenues of \$208 and appropriations of \$2,521 for a change in fund balance of \$2,313. This budget is financed primarily by the available fund balance. Appropriations reflect anticipated office expenses, postage and other non-facility costs of the volunteers involved with the Historical Records Commission.

All other expenses related to ongoing maintenance and operations of the historical records facility are paid for out of the General Fund and do not appear in this budget. These expenses include space costs (lease), utilities, insurance, and a copy machine lease. These expenses are approximately \$35,000 annually and are budgeted in the General Services and the Assessor/Recorder Departments.

The Department requests that all fund balance available at the end of FY2012/13 be transferred to the operating budget for use in support of the Historical Records Commission.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

DEPARTMENTAL PURPOSE

Fleet Management is responsible for providing comprehensive services for all vehicle equipment needs for County Departments, three cities and four 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 seven fuel sites and acquisition and disposal of vehicles and equipment. Fleet Management is a division of the General Services Department.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Reduced mobile-source air pollution from Solano County operations by increasing the percentage of certified low emission vehicles within the fleet from 85% to 90% (405 vehicles).
- Increased the percentage of hybrid and electric vehicles from 5% to 6% (27 vehicles) of the light equipment fleet.
- Increased the number of light equipment vehicles in the fleet that are capable of operating on E85 alternative fuel from 20% to 33% (141 E85 of 450 total vehicles).
- Continued low staffing levels have resulted in a 128 vehicles per mechanic ratio. This ratio is much higher than the industry standard of 80 vehicles per mechanic, resulting in increased response times to roadside breakdowns and delays for maintenance and repair of vehicles.

WORKLOAD INDICATORS

- Maintains and services 450 County vehicles including 91 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 of \$4,818,669 reflects increases in revenues of \$773,268, or 19.8%, and \$778,446, or 19.3%, in appropriations when compared to the FY2012/13 Adopted Budget.

The primary funding source for the Fleet Management Division is Charges for Services. Revenues of \$4,120,754 represent an overall increase of \$442,909 when compared to the FY2012/13 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil Delivery. The increase represents increases in fuel and oil prices, as well as increased usage of the vehicle pool.

The primary costs for the Division are:

- Salaries and Employee Benefits, which reflects an increase of \$89,631. This increase represents the addition of 1.0 FTE Equipment Services Worker to help reduce vehicle repair wait time and response time for service/repair of heavy equipment, as well as general increases in health and retirement benefits.
- Services and Supplies, which is estimated to increase by \$203,527 due to continued increases in fuel costs.
- Equipment, which is expected to decrease by \$12,642 due fewer vehicles requiring replacement in FY2013/14 based on the replacement schedule and fewer vehicles reaching their expected useful life.
- Other Financing Uses of \$385,656 represents a transfer out for Pension Obligation Bonds and a \$350,000 transfer to the Accumulated Capital Outlay Fund to fund the Rio Vista Fuel Tank Replacement project.

DEPARTMENT COMMENTS

Countywide budgetary constraints have had the following impacts on the Fleet Management Division:

- Total fleet size has been reduced by 63 vehicles (12%), from a high of 513 vehicles in FY2008/09 to the current 450

Summary of Other Administered Budgets

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

vehicles. The turn-in of vehicles on monthly leases has resulted in related savings in operations to departments and decreases in offsetting reimbursements for Fleet operations.

- The current performance measure of 128 vehicles per mechanic remains above the industry standard of 80 vehicles per mechanic. This increase in workload has resulted in longer shop time for vehicle maintenance/repair and slower field response time for service/repair of heavy equipment from the Transportation Division and the Sheriff’s Office. The Recommended Budget includes the addition of 1.0 FTE Equipment Services Worker. This additional FTE would decrease the ratio of vehicles to mechanic by 28, from 128 to 100 and would result in decreased vehicle repair wait time and faster field response time for service/repair of heavy equipment. The position cost is recovered through vehicle rates.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	15,924	20,000	10,000	(10,000)	(50.0%)
Charges For Services	3,951,627	3,677,845	4,120,754	442,909	12.0%
Misc Revenue	61,010	107,878	93,088	(14,790)	(13.7%)
Other Financing Sources	203,650	98,217	100,888	2,671	2.7%
From Reserve	0	0	352,478	352,478	0.0%
TOTAL REVENUES	4,232,211	3,903,940	4,677,208	773,268	19.8%
APPROPRIATIONS					
Salaries and Employee Benefits	867,861	869,145	958,776	89,631	10.3%
Services and Supplies	1,829,222	1,743,625	1,947,152	203,527	11.7%
Other Charges	260,408	101,060	246,710	145,650	144.1%
F/A Equipment	1,937,040	1,293,017	1,280,375	(12,642)	(1.0%)
Other Financing Uses	35,839	33,376	385,656	352,280	1055.5%
TOTAL APPROPRIATIONS	4,930,370	4,040,223	4,818,669	778,446	19.3%
NET GAIN(LOSS)	(698,160)	(136,283)	(141,461)	(5,178)	3.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes the use of Reserves in the amount of \$352,478 to fund the projected deficit in the budget, which is primarily the result of the \$350,000 transfer to the Accumulated Capital Outlay Fund to fund the Rio Vista Fuel Tank Replacement project.

SUMMARY OF POSITION CHANGES

The Recommended Budget includes the following position change:

- Add 1.0 FTE Equipment Services Worker

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 facility 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

- Assumed operation of Airport fueling services, thereby creating an additional source of revenue for Airport operations.
- Leased vacant office spaces and aircraft hangar space generating additional Airport revenue.
- Worked extensively with the City of Vacaville and Solano Economic Development Corporation to promote Nut Tree Airport economic development opportunities.
- Completed necessary environmental analysis and permitting for the removal of obstructions to navigable airspace located adjacent to the west side of the Airport, which will result in improved public aviation safety.
- Completed the Airport Master Plan with extensive public engagement and a Draft Environmental Impact Report.
- Revamped and updated the Airport Capital Improvement Plan (ACIP) for 2013 – 2018 to qualify for Federal Aviation Administration (FAA) funding eligibility of airport capital projects.
- Supported various airport community groups with airport activities including Young Eagle flights for children, spot landing and air rally events, which involved members of the community and Chapter 1230 of the Experimental Aircraft Association as well as the Solano Pilots Association.
- In collaboration with the Jimmy Doolittle Air & Space Museum, the Airport hosted the 2012 Mustang Days event providing the public with the opportunity to take an airplane ride and watch historic military war-birds. The one-day 2012 event was attended by an estimated 2,700 people with over 85 aircraft and 35 classic automobiles on display.

WORKLOAD INDICATORS

- Plan and implement airport capital projects and business and aviation development opportunities.
- Manage, operate and maintain airport fueling systems, services and retail sales.
- Manage, lease and maintain 69 County hangars, administer 39 private corporate ground leases, seven office space leases, and an average of 45 airplane tie down rentals.
- Maintain and operate 285 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 for the Airport of \$1,491,214 reflects increases of \$567,196, or 61.4%, in appropriations, and \$888,705, or 100.1% in revenues.

The primary funding sources for the Airport include:

Property Tax revenues in the amount of \$288,691, which reflects an increase of \$52,926, or 22.4% when compared to the FY2012/13 Adopted Budget. The increase is primarily due to one-time revenues from the dissolution of the redevelopment agencies.

Summary of Other Administered Budgets

9000 – Fund 047-Airport

**Michael J. Lango, Director of General Services
Public Ways**

Revenue from leases and rentals in the amount of \$520,421, which reflects an increase of \$35,093, or 7.2%, due to the leasing out of vacant office space to PG&E and Hertz, the rental of Hangar A and an increase in lease revenue for the use of land for wireless communication activity.

Charges for services in the amount of \$930,608, which reflects an increase of \$830,108, or 826.0%, due to Airport assuming responsibility for fuel operations from the Fixed Base Operator in September, 2012.

The primary costs for the Airport include:

Salaries and Employment Benefits of \$334,486, which represents a decrease of \$13,983, or 4%, due to the deletion of a higher level position and the addition of a lower level position in FY2012/13. It was determined that the duties performed at the Airport were consistent with that of a Building Trades Mechanic, and not of a Facilities Operations Supervisor.

Services and Supplies of \$1,051,565, which represents an increase of \$788,900, or 300.5%, which is primarily due to the added expense of fuel for resale.

Other Charges of \$92,318, which represents a decrease of \$206,560, or 69.1%, largely due to a reduction in Countywide Overhead costs.

DEPARTMENT COMMENTS

The Airport is reducing operating costs, improving revenues, and planning for the future in order to support the development of new capital facilities and additional business opportunities.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	265,191	235,765	288,691	52,926	22.4%
Revenue From Use of Money/Prop	454,787	485,328	520,421	35,093	7.2%
Intergovernmental Rev State	13,856	13,921	13,921	0	0.0%
Intergovernmental Rev Federal	137,624	0	0	0	0.0%
Intergovernmental Rev Other	23,357	40,230	0	(40,230)	(100.0%)
Charges For Services	92,000	100,500	930,608	830,108	826.0%
Misc Revenue	20,578	11,992	22,800	10,808	90.1%
TOTAL REVENUES	1,007,393	887,736	1,776,441	888,705	100.1%
APPROPRIATIONS					
Salaries and Employee Benefits	345,797	348,469	334,486	(13,983)	(4.0%)
Services and Supplies	477,599	262,575	1,051,565	788,990	300.5%
Other Charges	274,247	298,878	92,318	(206,560)	(69.1%)
F/A Land	9,340	0	0	0	0.0%
F/A Bldgs and Imprmts	1,885	0	0	0	0.0%
Other Financing Uses	15,419	14,096	12,845	(1,251)	(8.9%)
TOTAL APPROPRIATIONS	1,124,287	924,018	1,491,214	567,196	61.4%
NET GAIN(LOSS)	(116,894)	(36,282)	285,227	321,509	(886.1%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Airport has been operating with a structural deficit over several years and is using loan proceeds from the General Fund as working capital to help gap the difference between revenues and operating costs. Loans from the County General Fund currently total \$2,831,186. On May 8, 2012, the Director of the Department of General Services and the Airport Manager presented to the Board a report on the financial status of the Airport and a plan for the elimination of the structural deficit over a period of five years.

The Board authorized the Airport to operate with a deficit for five years to give management the time and opportunity to implement their proposed revenue enhancement and expenditure reduction plans.

In FY2012/13, a separate budget unit (BU 9010) was created to account for special and capital projects

In September, 2012, the Board approved the termination of the Airport's Fixed Base Operator and the Airport staff assumed aviation fuel services. The significant increases in appropriations and revenues primarily reflect that change in operations.

SUMMARY OF POSITION CHANGES

Changes in the Airport's position allocations from the FY2012/13 Adopted Budget are provided below:

On February 19, 2013, the Board of Supervisors approved the following position changes:

- Deleted 1.0 FTE Facilities Operations Supervisor
- Added 1.0 FTE Building Trades Mechanic

PENDING ISSUES AND POLICY CONSIDERATIONS

In the Airport's Recommended Budget, revenues are expected to exceed operating costs. Opportunities for improving Airport revenue are anticipated to continue to occur. A continued challenge facing the airport in the near-term will be to generate additional revenue to meet the local matching funds necessary to implement FAA and State grants on airport improvement projects.

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.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	0	142,105	142,105	0	0.0%
Intergovernmental Rev Federal	0	0	108,000	108,000	0.0%
TOTAL REVENUES	0	142,105	250,105	108,000	76.0%
APPROPRIATIONS					
Services and Supplies	0	331,315	338,315	7,000	2.1%
TOTAL APPROPRIATIONS	0	331,315	338,315	7,000	2.1%
NET GAIN(LOSS)	0	(189,210)	(88,210)	101,000	(53.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget of \$338,315 includes an increase in revenues of \$108,000 and an increase in appropriations of \$7,000 when compared to the FY2012/13 Adopted Budget. The increase in revenues reflects anticipated revenue from the FAA for Phase I of the Runway Threshold Shift project, which is in the design phase of this project. The increase in appropriations represents the funding match required from the Airport Fund for Phase I of the Runway Threshold Shift project.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Airport will need to generate revenue in the future to provide for required local matches toward State and federal grants. Three capital projects are recommended in FY2013/14 as noted below:

- The Western Grove Obstruction Removal Project was included in the FY2012/13 Adopted Budget; however, due to project construction constraints and delays in the approval of habitat mitigation, the project was re-scheduled for fall 2013. The project is 90% funded through a grant from Caltrans Division of Aeronautics. Habitat mitigation for the project is recommended to be funded through the Airport Fund from the remaining General Fund loan balance from 2010.
- The Environmental Impact Report (EIR) for the Airport Master Plan is expected to be completed in FY2012/13; however, the report will require minor follow-up and close-out funding during FY2013/14. The EIR is being funded through the Airport Fund from the remaining General Fund loan balance from 2010.
- The Airport Master Plan identifies a shift in the Airport runway thresholds to address an existing runway safety area issue. Phase I (design) of the Runway Threshold Shift project is expected to take place in FY2013/14 followed by project construction in FY2014/15. The FAA has indicated early support for the design and construction of the project. Addressing runway safety area issues are of a high national priority for the FAA. The project is eligible for 90% funding through the FAA Airport Improvement Program.

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 from the County Probation Department to the Department of General Services in FY2011/12. 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.

DEPARTMENTAL BUDGET SUMMARY

As part of the FY2012/13 Adopted Budget, the Board approved a general fund allocation in the amount of \$1.5 million to support decommissioning efforts. At this time, analysis and negotiations continues with the U.S. Department of Agriculture/Forest Service and the General Services Department is estimating the cost of demolition and removal to reach \$1.5 million.

The FY2013/14 Recommended Budget of \$1,673,125 reflects a decrease of \$1,479,519, or 88.8%, in revenues, and an increase of \$6,455, or .4%, in appropriations.

The appropriations included in the Recommended Budget cover the cost of decommissioning (\$1,486,456) carried forward from FY2012/13, as well as the costs for maintenance and security of the facility, including a part-time building maintenance staff on site (\$186,669). With the closure of the facility in 2011, program revenues, along with State and federal grants stopped. Therefore, all costs associated with this facility are funded by the General Fund. In FY2013/14, efforts will continue to complete the closure and ultimate transfer of the land and remaining assets back to U.S. Department of Agriculture/Forest Service, and eliminate the County costs in future years.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	24,068	0	0	0	0.0%
Intergovernmental Rev Federal	(6,371)	0	0	0	0.0%
Charges For Services	454,411	0	0	0	0.0%
Misc Revenue	21,174	0	0	0	0.0%
Other Financing Sources	473,825	1,666,188	186,669	(1,479,519)	(88.8%)
TOTAL REVENUES	967,106	1,666,188	186,669	(1,479,519)	(88.8%)
APPROPRIATIONS					
Salaries and Employee Benefits	820,635	83,112	79,432	(3,680)	(4.4%)
Services and Supplies	104,432	1,579,607	1,589,925	10,318	0.7%
Other Charges	20,213	1,000	1,000	0	0.0%
Other Financing Uses	21,827	2,951	2,768	(183)	(6.2%)
TOTAL APPROPRIATIONS	967,108	1,666,670	1,673,125	6,455	0.4%
NET GAIN(LOSS)	(1)	(482)	(1,486,456)	(1,485,974)	308293.4%

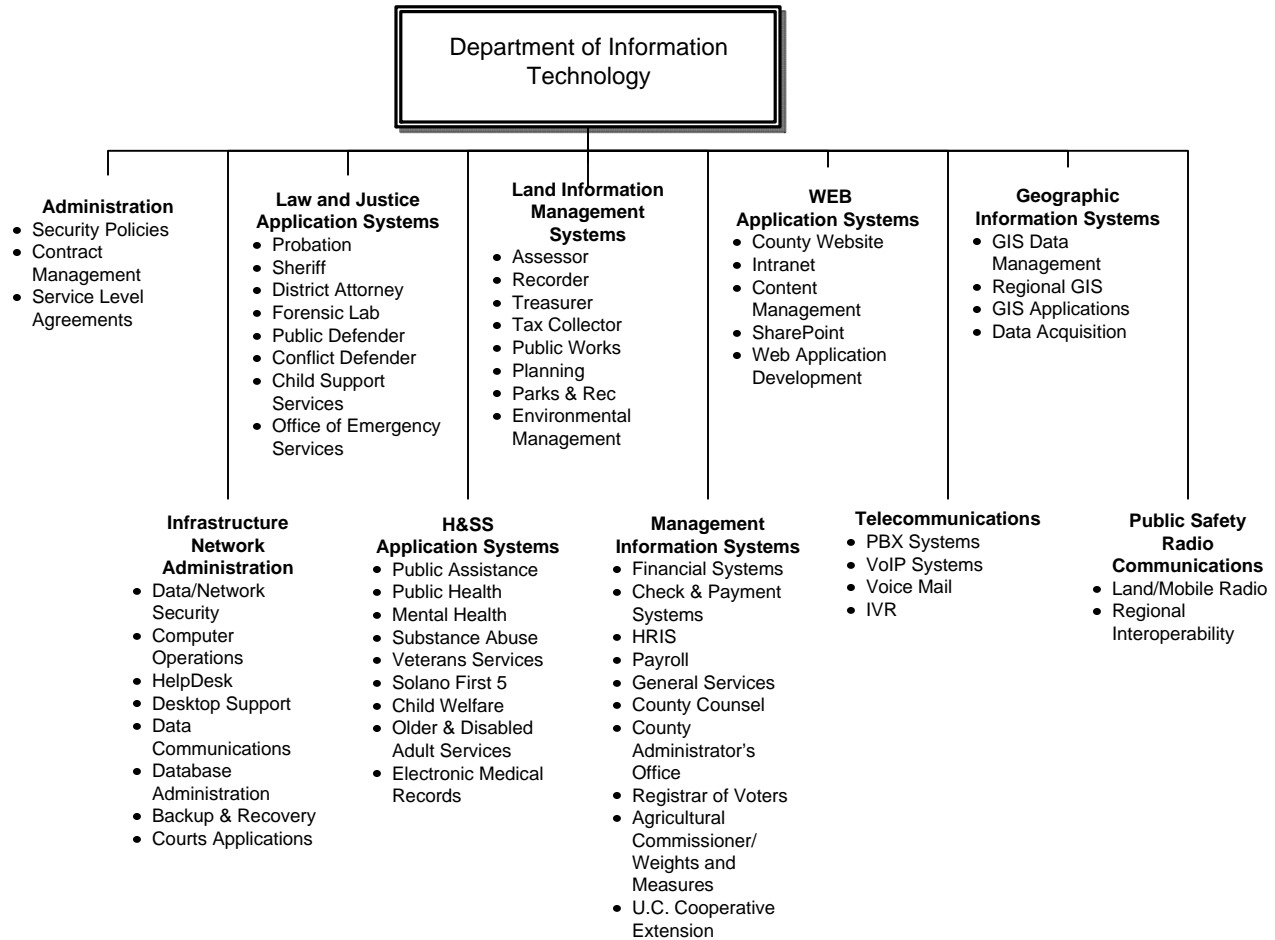
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the Fouts Springs' position allocation from the FY2012/13 Adopted Budget are provided below:

- In May 2013, as part of the Third Quarter Report, the Board of Supervisors approved the extension of the .60FTE limited term Building Trades Mechanic (Lead) which was due to expire on June 30, 2013 to June 30, 2014 to complete the decommissioning process.



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:	
FY2012/13 Third Quarter Projection:	17,316,469
FY2013/14 Recommended:	18,874,254
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	43

FUNCTION AND RESPONSIBILITIES

DoIT is responsible for providing information technology and communications infrastructure and software application development and 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.

Ira Rosenthal, Chief Information Officer

Other General

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

DoIT has been addressing the cost of the County's information technology budget since 2004 through consolidation, implementation of virtualization technologies and staff reductions. Staff total, including ACS contractor staff was 115.0 FTEs in 2004. The DoIT workforce is now at 87.5 FTEs (43.0 County and 44.5 ACS contractors) or a total reduction of almost 25%. This comes at a time when the County is in need of automation to carry out mandated activities with shrinking budgets and lower levels of staffing. However, DoIT, with the support of its business partners in departments throughout the County, 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
 - Continued the deployment and maintenance of over 175 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in various departments.
 - Completed the implementation of the Tax Collector's Lock Box automation to streamline the collection of tax receipts.
 - Completed the expansion of the Tax Collector's on-line payment process to include redemption payments for delinquent tax bills, providing additional options and further reducing lobby traffic for customers.
 - Using the ARIES regional law enforcement data sharing system, converted the paper/fax process for Probable Cause Declarations to an electronic workflow. This new workflow will affect the Courts, Sheriff's Office (Custody and Patrol), and every agency that books offenders into the County jail.
 - Completed the implementation and deployment of the New Legislative Management Suite providing an environment to produce and track the agenda creation and publishing process. As part of the Granicus software upgrade, agenda packages can now be delivered for review electronically. Completed phase two of the Granicus implementation to remotely host the application off-site. Remote hosting reduces hardware maintenance and provides authorized users direct access from any internet connected location, removing the dependence on County networks and equipment.
 - Continue automation of the "Procure to Pay" business process from the creation of requisitions and purchase orders through receipt, accounts payable, and asset tracking using automated workflow to reduce cycle time and administrative costs while also improving accounting controls. Completed the automated requisition to purchase order workflow countywide.
 - Assist in the replacement of the pilot eRoster polling place application with a new vendor-provided, tablet-based system that will be used countywide starting with the November 2013 election.
 - Assist in the implementation and testing of the new Case Management, Information and Payrolling System (CMIPS II) to provide a more efficient and user-friendly system to support IHSS programs.
- New System Development and Implementation
 - Completed the implementation of processes and software to automate and integrate the Assessor map update process to provide direct updates to the Geographical Information System (GIS) parcel fabric eliminating the requirement to maintain duplicate data sets. Based on the results from the initial pilot project, process adjustments were made and the final map data conversion accomplished resulting in reduced labor hours and improved overall accuracy and quality of the parcel fabric.
 - Completed the deployment of two public facing applications; the TaxParcel Viewer and the Solano Maps replacement, iSolano. Both applications utilize updated development tools and standardized information delivery formats to reduce maintenance costs and increase maintainability.
 - Complete implementation of the NextGen Electronic Health Record (EHR) Systems for H&SS Family Health Services and Dental Services including digital x-rays, laboratory and billing interfaces. These systems support the County's goal to use automation to provide better services to County residents and increase worker productivity. The systems will also make the County compliant with Federal mandates for electronic health records.

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- Continue the installation and configuration of the Avatar Electronic Health Record (EHR) System for H&SS Mental Health and Substance Abuse Divisions. Like the NextGen EHR, Avatar automates processes to help provide better services to County residents as well as put the County in compliance with Federal mandates for electronic health records. The first phase of the system is scheduled to go in production by June 30, 2013.
 - Continue planning and implementation for the Health Information Exchange (HIE) system that will be used to exchange health information between NextGen, Avatar and the County laboratory. This new project uses the Mirth Connect software to transform data from one format to another and enable the different systems to communicate and exchange data. As part of the project, the County coordinates with regional HIE organizations for future data exchanges with other health service providers.
 - Assisted the Parks and Recreation Division of Resource Management in completing the acquisition and implementation of an automated on-line park reservation and management system to allow the public to reserve and pay for camp sites over the Internet.
 - Assisted the Parks and Recreation Division of Resource Management in completing the acquisition and implementation of an un-attended payment collection kiosk at the County's two boat ramp facilities to allow the public to pay for boat launch and parking fees.
 - Continued expanding the implementation of the County's standardized credit card acceptance and processing solution through the installation of seven Point-Of Sale terminals, allowing departments to accept credit and debit cards and providing a convenient service to the public.
 - Continued the implementation of the Assessor's Office acquisition of an automated valuation module to streamline the valuation and enrollment of property changing ownership.
 - Continued the implementation and deployment activities for the IntelliTime system which will improve payroll processing controls, improve productivity, enable time-study enhancements and assist in the scheduling of staff resources.
 - Commenced the project to replace the Inmate Management System with a newly selected system. Implementation will coincide with the construction of the new Claybank AB 900 Jail facility. The system will integrate with the facility's security systems and interface to numerous custody support systems. The new system will allow for more efficient operations due to data sharing across systems (Dispatch, Records, Jail, Probation, commissary, etc.) and the ability of custody officers to access data via tablets or other "smart" devices.
 - Continue planning and implementation of a Custody Video Visitation/Arraignment system for the AB 900 jail. 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 visits and public visits and allow inmates to continue relationships with family and friends while incarcerated.
 - Implemented a database server and centralized reporting services in the Solano Public Safety wide area network (WAN) accessible by the Law and Justice departments (Sheriff, Probation, DA, Public Defender, DCSS) and Solano Law Enforcement partners (Vallejo, Fairfield, Vacaville, Suisun, Benicia, Dixon, Rio Vista). This will be used as a secure, collaborative work space to share common AB 109 information and is particularly important for Sheriff and Probation since they are co-managing the AB 109 prisoners and have a heightened need for coordination and information sharing. Central reporting will be developed here for access to and by all Law and Justice partners.
 - Continued the design and deployment of a photo server interface between Solano County's AFIS (mug shot/fingerprint system) and Sacramento's five county, regional mug shot and fingerprint system. This will allow Solano to share fingerprint and mug shot data with four surrounding counties.
 - Continued the upgrade of the Integrated Financial Accounting System (IFAS), Property Tax System, and the PeopleSoft HR/Payroll system. Completed hardware platform upgrade for PeopleSoft; hardware and software upgrade for IFAS; and, the Property Systems completion is scheduled for first quarter of FY2013/14.

Ira Rosenthal, Chief Information Officer

Other General

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- Infrastructure Improvements
 - Replaced the legacy phone system for 650 users at the Beck Avenue campus with an expansion of the County's VoIP system.
 - Deployed in-vehicle mobile GIS mapping clients to 170 First Responders under a Homeland Security grant obtained by the Office of Emergency Services (OES).
 - Pilot tested and deployed new cellular broad-band data communications to the Sheriff's patrol vehicles. This project will allow the County to comply with Department of Justice (DOJ) mandate for "2nd Factor Authentication" for all vehicle computers as of September 2013 (capability is not supported by the County's current radio frequency network), and a Federal Communications Commission (FCC) mandate for narrow banding of the County's data radio frequency (capability is not supported by County's current vehicle radio modems). DoIT is testing a trunk-mounted cellular modem that will create a secured "Wi-Fi" zone around the car to connect the vehicle laptop and other smart devices back to the County.
 - Continue to build-out and improve the Solano Public Safety WAN. The network space that used to only host the County Sheriff-hosted California Law Enforcement Telecommunications System (CLETS) server, has been developed into a secure network area for hosting regional law enforcement shared and potentially-shared resources. This area provides a regional criminal justice information system (CJIS) network including:
 - A SharePoint environment that will function as a regional "data store" for the County's CAD, RMS, Mobile, and FBR systems. A separate, secured network area hosts this server so that it is accessible by the appropriate County departments, and also every Solano law enforcement agency that connects to DOJ/CLETS via the Sheriff's Office
 - An Active Directory Domain with multiple security zones has been created to secure user-access to the shared resources, connection to California DOJ, as well as every Solano CLETS agency, Contra Costa County Sheriff, and Sacramento County Sheriff.
 - A network, security equipment and software that will be supplemented with additional security equipment and intrusion detection/prevention capabilities.
 - A "virtual server farm" with equipment that can host multiple servers within a robust, redundant environment. Eight servers have been virtualized so far, reducing data center power consumption and heat output.
 - Implemented the technology infrastructure to support the medical records projects in H&SS.
 - Continue to implement and refine mobile device management software to allow for more secure use of mobile computing devices such as tablets and smartphones.
 - Complete the implementation of enterprise fax services and integrate it into the County e-mail system in order to eliminate the need for and cost of standalone fax machines.
 - Modernized the email infrastructure by implementing new versions of Microsoft Exchange 2010 Server.
 - Completed the data network and telecommunications build-out for the Twin Campus Project, the William J. Carroll Government Center and the Claybank Security Upgrade project.
 - Plan, design and implement the data network and telecommunication infrastructure needs for the Claybank AB 900, the new animal shelter and the Cordelia warehouse.
 - Plan, design and implement infrastructure enhancements needed to support a video visitation system for the current Claybank and Fairfield jails that will allow for visitation over the Internet and also allow for conferencing with attorneys, the Courts and County departments.
 - Plan and implement public safety radio system improvements including connections to Contra Costa County and Sacramento County Sheriff's Offices, as well as, the Bay Loop. These microwave connections will be used to increase interoperability and data sharing between County law enforcement agencies.

WORKLOAD INDICATORS

- During the period of March 1, 2012 to February 28, 2013, there were a total of 18,706 work orders and trouble tickets received by the HelpDesk. Of the trouble tickets received there were: Three Priority 1 Incidents, 23 Priority 2 Incidents, 1,058 Priority 3 Incidents, and 9,206 Priority 4 Incidents reported to the Helpdesk and resolved within published service level targets.
- 323 servers, of which 142 are physical and 181 are virtual, and over 146 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,000 PCs, 3,700 telephones, 1,700 printers, and 720 network devices are supported across 27 wide-area network locations.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2011/12 ACTUAL	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	723,104	738,049	762,767	24,718	3.3 %
INFRASTRUCTURE	7,606,546	7,959,295	8,807,350	848,055	10.7 %
LAW & JUSTICE APPLICATION SYSTEMS	608,865	585,050	750,909	165,859	28.3 %
H&SS APPLICATION SYSTEMS	1,208,616	1,246,086	1,447,264	201,178	16.1 %
MANAGEMENT INFORMATION SYSTEMS	1,300,926	1,942,891	1,484,561	(458,330)	(23.6) %
LAND INFORMATION MANAGEMENT SYSTEMS	2,290,483	2,305,748	2,283,551	(22,197)	(1.0) %
WEB APPLICATION SYSTEMS	625,179	638,350	662,599	24,249	3.8 %
GEOGRAPHIC INFORMATION SYSTEMS	801,106	967,831	1,086,890	119,059	12.3 %
TELECOMMUNICATIONS	1,788,041	1,652,475	1,555,875	(96,600)	(5.8) %
PUBLIC SAFETY RADIO COMMUNICATION	439,518	361,545	387,663	26,118	7.2 %
TOTAL REVENUES	17,392,384	18,397,320	19,229,429	832,109	4.5 %
APPROPRIATIONS					
DOIT-ADMINISTRATION	738,931	742,846	765,494	22,648	3.0 %
INFRASTRUCTURE	7,651,094	8,122,341	9,281,525	1,159,184	14.3 %
LAW & JUSTICE APPLICATION SYSTEMS	614,579	589,354	753,717	164,363	27.9 %
H&SS APPLICATION SYSTEMS	1,218,233	1,254,687	1,466,588	211,901	16.9 %
MANAGEMENT INFORMATION SYSTEMS	1,527,416	1,853,342	1,431,683	(421,659)	(22.8) %
LAND INFORMATION MANAGEMENT SYSTEMS	1,489,912	1,520,318	1,498,917	(21,401)	(1.4) %
WEB APPLICATION SYSTEMS	626,258	635,457	662,975	27,518	4.3 %
GEOGRAPHIC INFORMATION SYSTEMS	812,373	967,730	1,087,181	119,451	12.3 %
TELECOMMUNICATIONS	1,555,812	1,561,189	1,538,212	(22,977)	(1.5) %
PUBLIC SAFETY RADIO COMMUNICATION	438,892	363,444	387,962	24,518	6.7 %
TOTAL APPROPRIATIONS	16,673,500	17,610,708	18,874,254	1,263,546	7.2 %
CHANGE IN FUND BALANCE					
DOIT-ADMINISTRATION	(15,827)	(4,797)	(2,727)	2,070	(43.2) %
INFRASTRUCTURE	(44,548)	(163,046)	(474,175)	(311,129)	190.8 %
LAW & JUSTICE APPLICATION SYSTEMS	(5,714)	(4,304)	(2,808)	1,496	(34.8) %
H&SS APPLICATION SYSTEMS	(9,617)	(8,601)	(19,324)	(10,723)	124.7 %
MANAGEMENT INFORMATION SYSTEMS	(226,490)	89,549	52,878	(36,671)	(41.0) %
LAND INFORMATION MANAGEMENT SYSTEMS	800,571	785,430	784,634	(796)	(0.1) %
WEB APPLICATION SYSTEMS	(1,079)	2,893	(376)	(3,269)	(113.0) %
GEOGRAPHIC INFORMATION SYSTEMS	(11,267)	101	(291)	(392)	(388.1) %
TELECOMMUNICATIONS	232,229	91,286	17,663	(73,623)	(80.7) %
PUBLIC SAFETY RADIO COMMUNICATION	626	(1,899)	(299)	1,600	(84.3) %
NET GAIN(LOSS)	718,884	786,612	355,175	(431,437)	(54.8) %

Ira Rosenthal, Chief Information Officer

Other General

STAFFING					
ADMINISTRATION	5	5	5	0	0.0
INFRASTRUCTURE	0	0	0	0	0.0
LAW & JUSTICE APPLICATION	4	4	5	1	25.0
H&SS APPLICATION SYSTEMS	10	10	10	0	0.0
MANAGEMENT INFORMATION	5	5	5	0	0.0
LAND INFORMATION MANAGEMENT	9	9	9	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	2	2	2	0	0.0 %
TOTAL STAFFING	42	42	43	1	2.4 %

DEPARTMENTAL BUDGET SUMMARY

The Department’s Recommended Budget of \$18,874,254 represents an overall increase of \$832,109 or 4.5% in revenues and an increase of \$1,263,546 or 7.2% in appropriations when compared to the FY2012/13 Adopted Budget. The projected increase in the ending Fund Balance is \$355,175.

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments. A significant portion of the Department’s costs are for hardware and software acquisition and software licenses. Many of these costs are cyclical in nature and dependent upon hardware/software product life-cycles. Approximately fifty percent of the Department’s budget is staff-related with the other fifty percent comprised of purchased goods and services and County allocations.

Infrastructure costs include \$4,662,557 in contract staffing (ACS) and \$4,379,624 for software licenses, hardware, and communications services. Infrastructure functions include network administration, data communications, security, computer operations, help desk, desktop support, database and operating systems administration, data storage management, backup and recovery, and application support for Solano Superior Court.

Major maintenance contracts for Infrastructure include \$608,000 for Microsoft Office Software and Windows Access Licenses, \$92,000 for Symantec backup software, and \$250,000 for Oracle database software. New fixed asset purchases required to refresh equipment include \$429,000 for replacement of network devices and servers, \$500,000 for hardware and software for Exchange archiving, and \$101,000 for Check Point encryption software.

Applications Services provide software application development and management, contract management, project management, support for production processes, implementation of software patches and upgrades, business systems process improvement, and public access to information and services. These costs consist of \$5,178,377 for staffing, \$721,251 in Contractor (ACS) cost, \$302,670 in County cost allocations for Administrative Overhead and Building Use charges, Insurances, and \$1,508,080 for hardware, software and other third party services.

Major contracts within these Applications Services cost centers include \$224,640 for assistance with the Electronic Health Records project, \$50,000 in services for an IFAS upgrade, \$50,000 in services for PeopleSoft Upgrade, \$204,875 for PeopleSoft maintenance, \$115,000 for IFAS maintenance, \$25,300 for IntelliTime maintenance, \$49,000 for GIS software, \$50,000 in services for SCIPS platform enhancements, \$216,705 for Pictometry ortho-photography flyover and building footprint change detection, \$45,000 for Open Spatial consulting, \$46,536 for Web software maintenance and \$90,584 for tools maintenance required for SCIPS property system.

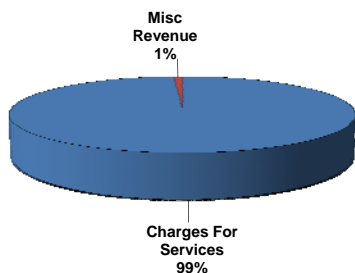
Communications cost centers are Telecommunications and Public Safety Radio Communications, which provide telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems. These cost centers also provide engineering, installation, programming, and support of the public safety radio system. They consist of \$507,146 in staffing, \$49,869 in County administration overhead and insurances, \$143,118 for an ACS VOIP engineer, \$44,740 for cabling contractors and radio sub-contractors, \$746,775 as pass-through telephone usage, voicemail and other charges, and \$434,526 for hardware, software and vendor services. Major contracts within the communications cost centers include \$746,775 to AT&T for phone usage, \$91,990 for Cisco licenses and maintenance, \$42,500 for Net Versant and \$20,000 for cabling.

Overall, the \$1,263,546 increase in expenses is primarily the result of a \$259,781 increase in labor costs resulting from increases in employee benefit rates, unemployment insurance, and one additional staff, and; \$630,902 increase in Services and Supplies primarily the result of increase in the ACS contract (for a contractually obligated COLA), software maintenance and licenses, and offset some by savings in telephone usage, completion of IntelliTime and PeopleSoft upgrade projects, \$321,000 increase in computer equipment fixed assets, and \$51,863 net other miscellaneous costs.

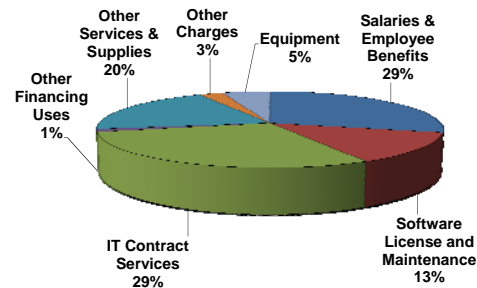
DEPARTMENT COMMENTS

In response to repeated staffing and other cost reductions, the Department has restructured management and staff workloads and re-assigned applications and systems to continue to support all technology requirements in the County. However, these reductions along with workload increases will cause delays in hardware, software, and system maintenance and repairs, leading to cancelled or delayed projects, and limit overall technology advances and improvements.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2011/12 ACTUALS	2012/13 ADOPTED BUDGET	2013/14 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	71,951	39,200	39,200	0	0.0%
Intergovernmental Rev Other	0	0	85,000	85,000	0.0%
Charges For Services	17,207,468	18,298,120	19,045,229	747,109	4.1%
Misc Revenue	112,964	60,000	60,000	0	0.0%
TOTAL REVENUES	17,392,383	18,397,320	19,229,429	832,109	4.5%
APPROPRIATIONS					
Salaries and Employee Benefits	5,308,170	5,212,518	5,464,297	251,779	4.8%
Services and Supplies	9,449,043	11,067,252	11,698,154	630,902	5.7%
Other Charges	910,984	442,214	494,077	51,863	11.7%
F/A Bldgs and Imprmts	32,923	0	0	0	0.0%
F/A Equipment	491,187	675,500	996,500	321,000	47.5%
F/A - INTANGIBLES	247,394	0	0	0	0.0%
Other Financing Uses	233,798	213,224	221,226	8,002	3.8%
TOTAL APPROPRIATIONS	16,673,499	17,610,708	18,874,254	1,263,546	7.2%
NET GAIN(LOSS)	718,884	786,612	355,175	(431,437)	(54.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant adjustments include increases in appropriations of \$259,781 in labor costs primarily due to labor cost changes and one additional staff; \$531,467 for software maintenance and support primarily resulting from increases in vendor costs, including

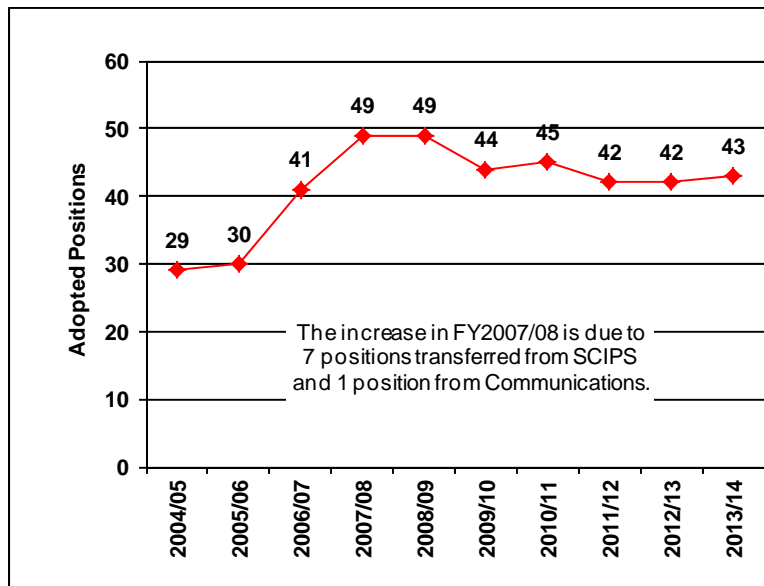
Ira Rosenthal, Chief Information Officer
 Other General

Microsoft Office software; \$262,526 for software, including the Exchange archiving project and Check Point encryption software, and \$321,000 for computer equipment for the Exchange archiving project and other equipment classified as fixed assets. The increases are offset by a decrease of \$343,161 in consulting services due to completion of IntelliTime and PeopleSoft upgrade.

SUMMARY OF POSITION CHANGES

In February 2013, a Senior Systems Analyst was added to DoIT’s Law and Justice Support Division to provide additional technical support for implementation and maintenance of ongoing and planned IT projects at the Sheriff’s Department, including projects related to the jail system, AB 109 state reporting requirements, records and dispatch.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The IT services agreement with Xerox/ACS that has been in place since July 2006 was to expire on June 30, 2013. On May 7, 2013, the Board of Supervisors authorized the Chief Information Officer to negotiate and execute amendments to the Information Technology Services Agreement (ITSA) with Xerox that extended the ITSA for up to 18 months, and approved an IT outsourcing strategy to optimize infrastructure flexibility, provide a resilient and secure computing environment, and leverage new technologies. The new IT sourcing strategy will include staff augmentation and use of Cloud technology and managed services. The contract extension will provide a bridge for providing uninterrupted services until the new sourcing strategy is fully in place.

The County has been using a new Electronic Health Records (EHR) information system for the Public Health and Dental Clinics for the past year. In addition, a new EHR information system for Behavioral Health will be implemented in FY2013/14 and a new system for Health Information Exchange (HIE) is expected shortly thereafter. It is understood by both DoIT and H&SS management that the support structure is understaffed. Revenue shortfalls in H&SS have prevented the departments from resolving the issue. Once the Behavioral Health EHR and the HIE are placed in service, the staffing issue may become critical. Added to that are unknown impacts of the Affordable Care Act and the expansion of functionality required for the EHRs to comply with “meaningful use” requirements of the Health Information Technology for Economic and Clinical Health (HITECH) Act. The Department will work with H&SS, Human Resources and the County Administrator’s Office to develop a long-term staffing plan with appropriate job classifications during the first quarter of the fiscal year.

The Affordable Care Act, in addition to potentially impacting staff support of the EHR systems, may impact infrastructure support depending upon levels of service that need to be provided beyond the standard 8 to 5 hours of operation.

Vendor support for the District Attorney’s (DA) Case Management System is waning. The DA will need to search for a new case management system in the next fiscal cycle and staff currently budgeted may not be sufficient to support implementation.

Although recently augmented by the addition of one Systems Analyst, the Law and Justice Division's staffing faces a number of workload challenges that may tax them beyond their capacity: implementing a new Inmate Management System, video visitation, video arraignment; supporting mobile GIS for non-county users; adding support for cellular vehicle broad-band data and multi-factor authentication; maintenance and support of the AB 109 data sharing environment; new data analysis and report development; and, build-out and support of the public safety regional network.

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