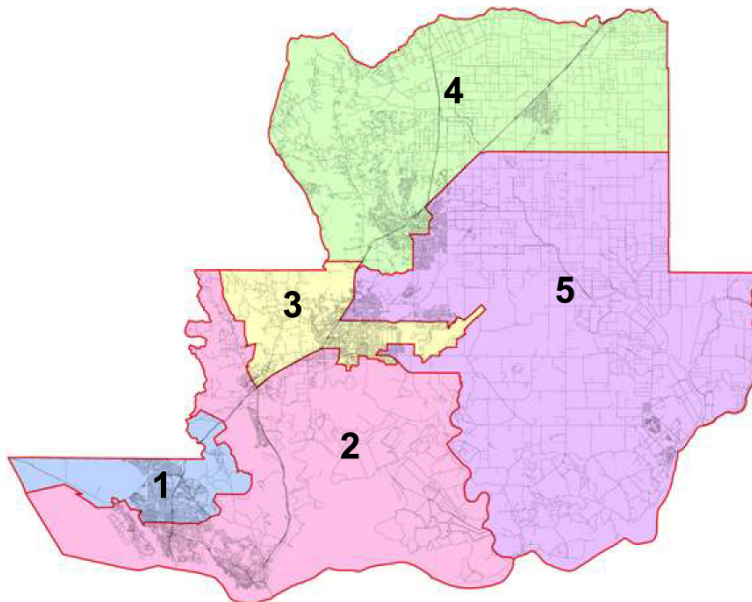


Board of Supervisors



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 was to meet the County's operational requirements with a declining, but still balanced budget. With the economy stabilizing, in FY2014/15, the Board will continue to address many challenges, working to manage persistent operational funding challenges lingering from the Great Recession, while providing for essential services and operational needs of the citizens of the county. The 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:	
FY2013/14 Third Quarter Projection:	330,906
FY2014/15 Recommended:	330,719
County General Fund Contribution:	330,719
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 position.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Hannigan represents the Board on over 18 County and regional boards and commissions as a member or an alternate; including the Association of Bay Area Governments and its Hazardous Waste Management Facility Allocation Committee as well as its Regional Planning Committee, as the alternate to the California State Association of Counties, the Solano County Blue Ribbon Commission on Children in Foster Care, the Local Mental Health Advisory Board as an alternate to the Solano Transportation Authority, the Solano County Water Agency Board , the Napa Valley Vine Trail, the Tri-City & County Cooperative Planning Group, First 5 Solano, the Children’s Alliance, as a Trustee to the Vallejo Sanitation & Flood Control District and as a member of the Board’s Legislation Committee. Supervisor Hannigan is also the Chair of the Oversight Board for the Successor Agency to the Vallejo Redevelopment Agency.

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

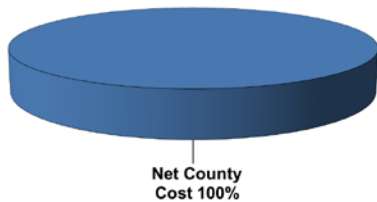
The Recommended Budget represents a net increase of \$7,893 or 2.4% when compared to the FY2013/14 Adopted Budget due to an increase in salary and benefit costs, and a decrease in services and supplies and administrative overhead costs.

DEPARTMENT COMMENTS

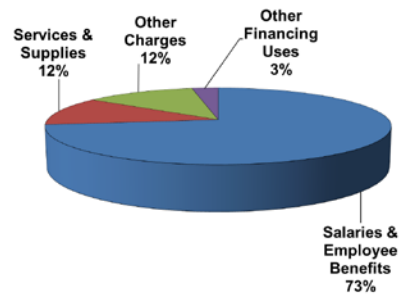
As the Solano County District 1 Supervisor, Erin Hannigan brings her experience of balancing budgets, improving the quality of life and protecting the environment. As a mother, Erin understands the importance of the health and well-being of the family. She is seeking solutions to connecting essential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

Erin Hannigan
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	242,970	226,371	241,115	14,744	6.5%
Services and Supplies	32,768	40,861	39,833	(1,028)	(2.5%)
Other Charges	42,018	46,295	40,172	(6,123)	(13.2%)
Other Financing Uses	9,473	9,299	9,499	200	2.2%
Intra-Fund Transfers	11,296	0	100	100	0.0%
TOTAL APPROPRIATIONS	338,526	322,826	330,719	7,893	2.4%
NET COUNTY COST	338,526	322,826	330,719	7,893	2.4%

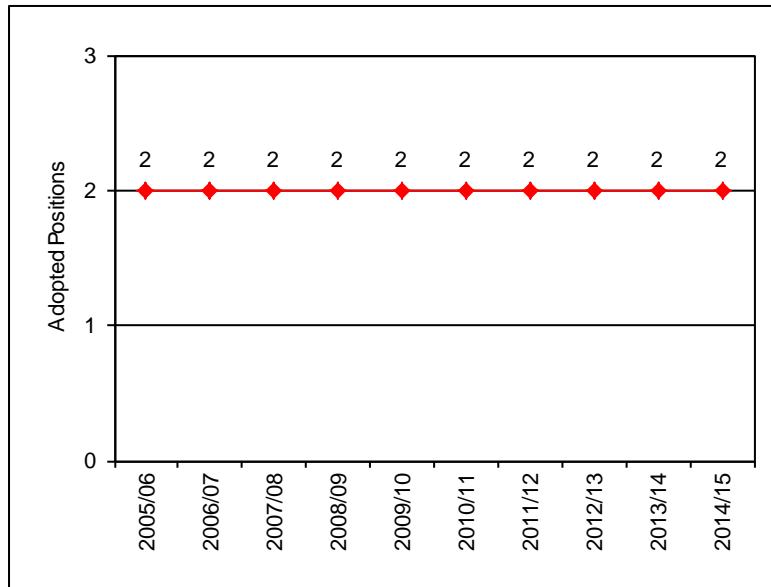
SUMMARY OF SIGNIFICANT ADJUSTMENTS

There are no significant adjustments to the budget.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 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 FY2014/15 for contributions to non-county agencies.

Linda J. Seifert
 Legislative & Administration

Budget Summary:	
FY2013/14 Third Quarter Projection:	329,462
FY2014/15 Recommended:	330,864
County General Fund Contribution:	330,864
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 Home Acres, Cordelia, Green Valley, and the Suisun Marsh. The District maintains an office at the County Government Center at 675 Texas Street in Fairfield and schedules special office hours in Vallejo and Benicia. The District 2 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and two part-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Seifert represented the Board of Supervisors [Chair] on over 20 County and regional boards and commissions, including the California State Association of Counties (CSAC) Board of Directors and Executive Committee, CSAC Agriculture and National Resources Committee [Vice Chair], Yolo-Solano Air Quality Management District [Immediate Past Chair], LAFCO, Solano Land Trust, Association of Bay Area Governments, Solano Land Trust [President], the Solid Waste Independent Hearing Panel [Chair], and Travis Community Consortium (Vice-Chair).

Supervisor Seifert’s priorities include:

- Serving district constituents by investigating and responding to their concerns concerning the county, meeting with them on request and reaching out to them through community meetings and forums.
- Supporting and initiating efforts that will enhance the lives of the residents of Solano County through collaboration with county stakeholders, State and Federal legislators, business community, military active and veteran’s community, non-profit organizations, and the faith community.

Several FY2013/14 highlights include:

- Served as Chair of the Board for the third consecutive year and represented the Board of Supervisors in the community.
- Lead the effort to bring California Dental Association’s CDA Cares event to Solano County Fair Grounds which saw 1959 patients and delivered \$1.5 million in free dental services to those in need.
- As part of efforts on the Solano Land Trust, presided over the opening of Rockville Trails inauguration as the greater Bay Area’s newest natural park.
- 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 one industry-- Agriculture.
- Continued 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 airs weekly on local cable channels in Fairfield, Benicia and Vallejo.
- Traveled to Washington D.C. to lobby for Travis Air Force base programs—the number one employer in Solano County. Visited DC to address other county issues with federal legislators and agencies.
- Chaired the “Working Group” of the Solano County Water Agency to coordinate activities between various water agencies and interested groups on State and Federal policy and to review county and SCWA response to the Bay Delta Conservation Plan.

- Actively participated in the main California water issues (North-South Water Canals, Delta Watershed protection and various proposed water bonds) by chairing the CSAC Agriculture, Natural Resources and Environment Committee and serving on its Board of Directors and Executive Committee.
- Continued work with community partners regarding water supply to the Green Valley Area, park funding for our State Parks in Benicia, and on a study for the Home Acres area.

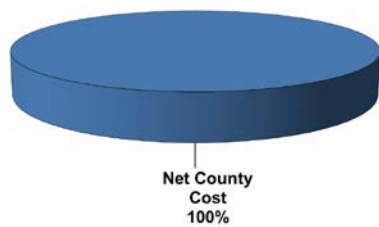
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$6,858 or 2.1% when compared to the FY2013/14 Adopted Budget due to an increase in salary and benefit costs and countywide administrative overhead costs.

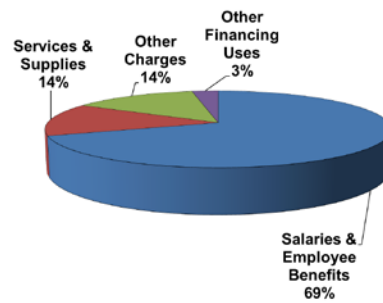
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	216,814	226,754	230,224	3,470	1.5%
Services and Supplies	36,774	45,698	45,653	(45)	(0.1%)
Other Charges	39,917	42,255	45,488	3,233	7.7%
Other Financing Uses	9,125	9,299	9,499	200	2.2%
Intra-Fund Transfers	136	0	0	0	0.0%
TOTAL APPROPRIATIONS	302,766	324,006	330,864	6,858	2.1%
NET COUNTY COST	302,766	324,006	330,864	6,858	2.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

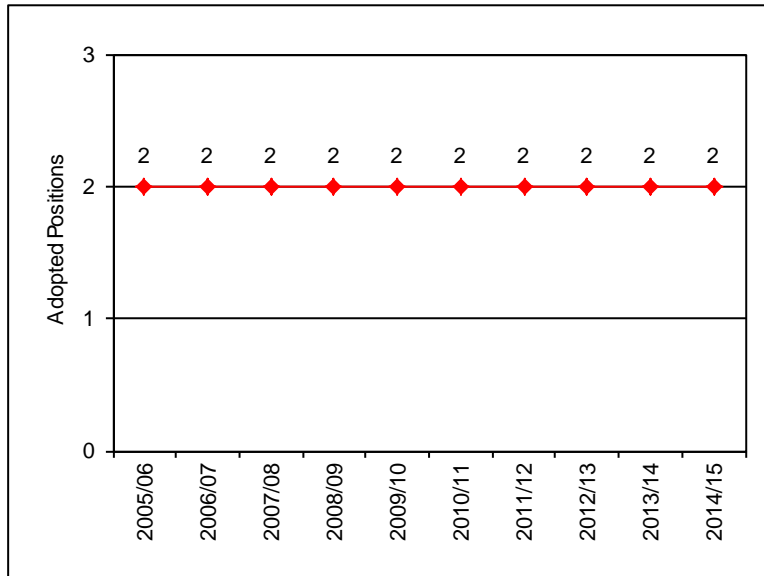
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Linda J. Seifert
Legislative & Administration

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 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 FY2014/15 for contributions to non-county agencies.

Budget Summary:	
FY2013/14 Third Quarter Projection:	339,745
FY2014/15 Recommended:	354,179
County General Fund Contribution:	354,179
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 serves on over 20 County, and regional boards and commissions, including the Bay Area Air Quality Management District, the Local Agency Formation Commission, Solano Transportation Authority, Solano County Water Agency, and the Transportation Land Use Committee.

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

District 3 FY2013/2014 highlights:

- Actively involved in the fundraising arm of the Family Justice Center Foundation to help the Center achieve operational self-sufficiency within the three-year pilot program.
- Chairs a consortium of transit stakeholders who work to address transportation issues for seniors, people with disabilities and low-income residents. Under his direction, consortium members identified mobility gaps, and corresponding strategies to address the gaps. The Solano County Mobility Management Program is expected to be approved in April 2014 and implemented in subsequent months.
- Balances the diverse needs of Travis Air Force Base, Solano agriculture and the renewable energy sources in Solano County: Initiated efforts by staff to look into potential threats to Travis Air Force Base operations from the cumulative impact of wind turbine projects, as well as new proposals for projects north of Highway 12. Initiated a moratorium to allow staff time to review the current code and see what will ensure protection of Travis while allowing further wind and solar developments.
- Actively involved in the Plan Bay Area – a long range integrated transportation and land-use/housing strategy through 2040 for the nine counties of the San Francisco Bay Area. His focus is protecting business interests while ensuring adequate transportation to foster and allow job growth.
- As Chair of the Solano County Water Agency, is mentoring the water agency to take a stronger legislative and advocacy role.
- As Vice Chair of the Local Agency Formation Commission, has taken an active role in grappling with personnel issues and shepherding the organization through leadership changes and relocation processes.
- Has been a key member of the City of Fairfield and City Suisun Oversight committees as both cities have had to deal with the elimination of their redevelopment agencies.

**James P. Spering
Legislative & Administration**

- Worked to resolve issues between Solano County and Caltrans associated with receiving critical funding in the amount of \$ 8.5 million of anticipated Federal Transportation Improvement funding to replace the Winters Bridge. His intervention allowed this important multi-year project to continue on schedule avoiding devastating losses of man-hours and funding.
- Actively worked to acquire funding for widening Highway 12 at Jameson Canyon and funding to relocate and build the east bound Interstate 80 truck scales. Currently convening a working group to explore funding strategies for relocating the westbound truck scales.

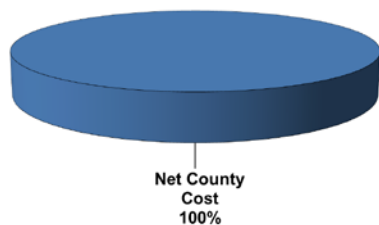
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$17,946 or 5.3% when compared to the FY2013/14 Adopted Budget due to an increase in salary and benefit costs, and increases in County insurance charges, administrative overhead costs, and additional funds for a replacement computer that no longer meets the County’s standards.

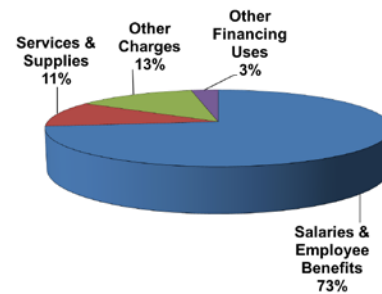
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	239,096	242,804	258,493	15,689	6.5%
Services and Supplies	28,959	36,938	38,199	1,261	3.4%
Other Charges	35,600	46,599	46,431	(168)	(0.4%)
Other Financing Uses	9,899	9,892	10,456	564	5.7%
Intra-Fund Transfers	333	0	600	600	0.0%
TOTAL APPROPRIATIONS	313,888	336,233	354,179	17,946	5.3%
NET COUNTY COST	313,888	336,233	354,179	17,946	5.3%

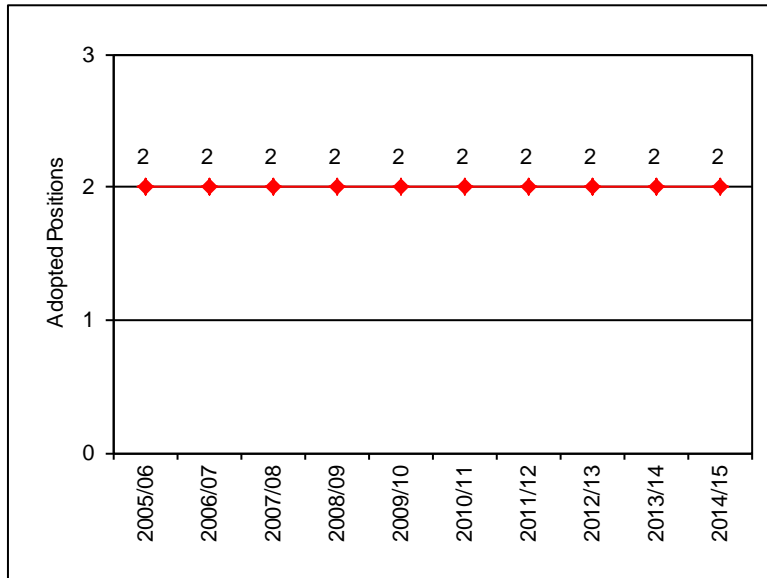
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 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 FY2014/15 for contributions to non-county agencies.

John M. Vasquez
Legislative & Administration

Budget Summary:	
FY2013/14 Third Quarter Projection:	346,358
FY2014/15 Recommended:	353,832
County General Fund Contribution:	353,832
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, and the unincorporated areas reaching from the Yolo County border 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 Supervisors’ office includes one elected Supervisor and one staff member.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

For FY2014/15, Supervisor Vasquez has the following Goals and Objectives:

- Preservation and promotion of agriculture and the preservation of water
- Promotion of public safety, transportation, and economic development
- Continue to focus on the health of our children, seniors and veterans
- Address issues impacting poverty throughout Solano County

A JOINT ENDEAVOR from all of us is required for these challenges to be met and the goals to be achieved:

- Agricultural Tourism - continue to work with the Ag communities to establish the policy changes needed to conduct public events on lands under the Williamson Act and under conservation easements. Define the type and timing of the activities as well as the protection of the agricultural productive capacity of Solano’s prime Ag land.
- Continued collaboration with Yolo County and UC Davis to fully capitalize agriculture and food science benefits to the entire region. Working to establish or improve processing, transportation and distribution of our farm products.
- Preservation of water – more than 70 years ago a group of farmers, business professionals, elected and community leaders had the foresight to engage in the process to build the Monticello Dam and establish the Solano Irrigation District and the Solano County Water Agency. That process took place after heavy debate and competing proposals from 1907 to 1957. The same diligence and conscientiousness is needed today to establish a Statewide system that does not desecrate the Solano farmlands. I am an invitee to one group tackling this challenge. We are known as “Water Fix Discussions” and are working to develop a proposal for a Statewide plan.
- Poverty, nutrition, exercise/activities, education, children, seniors, veterans– the essential facts and statistics are researched, analyzed and the work is begun but long from finished. The 2014 2015 focus on these joint endeavors include:
 - Work with the Health and Social Services Department to conduct a *Family Health Open House* at the William J. Carroll Government Center to increase the community awareness of the services available here.
 - Continue to work with the Vacaville City Council, youth members of Vacaville’s Reach Coalition, local non-profits and County Public Works to complete “The Rocky Hill Trail”. Fourteen months ago the Reach youth made a presentation to the Vacaville City Council asking that a favorite shortcut used by kids going to school and moms with strollers going to the grocery store be transformed to a safe pedestrian and bicycle path. The path crosses City and County owned property. Together we have addressed most of the issues. We need to take it to completion.
 - Poverty - to reduce any aspect of poverty in Solano County, my role, like with the Rocky Hill Trail, is to convene, facilitate, and mediate these joint endeavors.

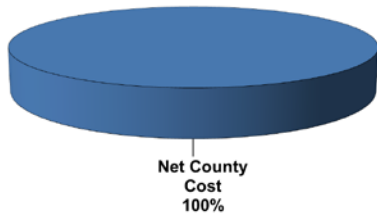
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$10,503 or 3.1% when compared to the FY2013/14 Adopted Budget due to an increase in salary and benefit costs and a small decrease in services and supplies.

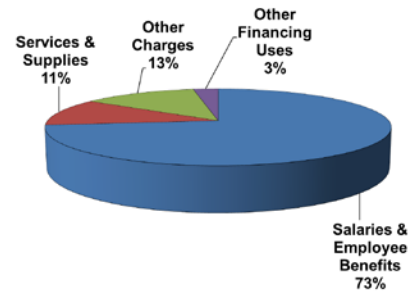
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	238,911	245,005	258,099	13,094	5.3%
Services and Supplies	31,992	42,129	40,404	(1,725)	(4.1%)
Other Charges	42,698	46,023	44,467	(1,556)	(3.4%)
F/A Equipment	0	0	0	0	0.0%
Other Financing Uses	9,581	9,572	9,613	41	0.4%
Intra-Fund Transfers	1,090	600	1,250	650	108.3%
TOTAL APPROPRIATIONS	324,273	343,329	353,832	10,503	3.1%
NET COUNTY COST	324,273	343,329	353,832	10,503	3.1%

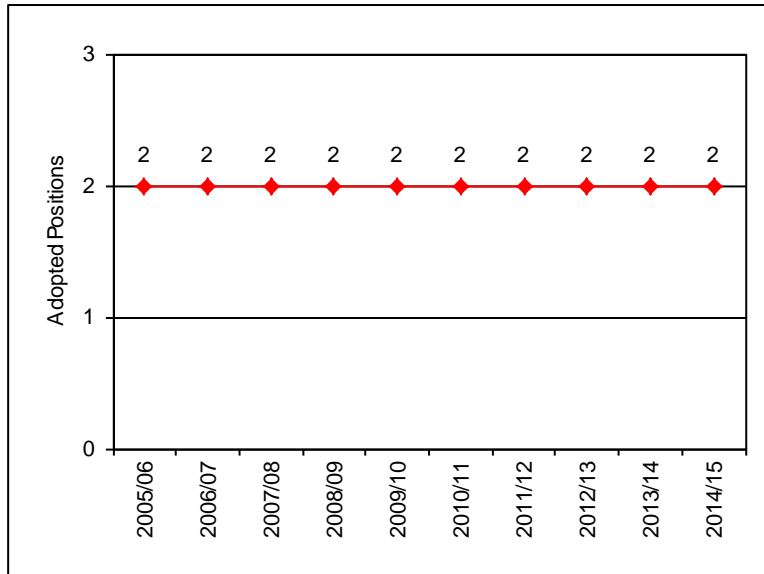
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 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 FY2014/15 for contributions to non-county agencies.

Budget Summary:	
FY2013/14 Third Quarter Projection:	309,786
FY2014/15 Recommended:	321,628
County General Fund Contribution:	321,628
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.0

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Thomson represents the Board on 20 county, regional and State boards and commissions (and their subcommittees); including the Delta Counties Coalition, Solano Economic Development Corporation, and Local Agency Formation Commission.

Supervisor Thomson:

- Protects the welfare of the Sacramento-San Joaquin River Delta and defends the County's water interests by working with leading government and community stakeholders and serving on the Delta Counties Coalition.
- 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 Vacaville, Fairfield-Suisun and Rio Vista Chambers of Commerce.
- Strengthens the County's relationship with the Travis Air Force base by serving as a member of the Travis Regional Armed Forces Committee.

Supervisor Thomson's Goals and Objectives include:

- Implement cost savings initiatives to help reduce the County's structural operational deficit and supports organizations that help our struggling residents get through this challenging economic time.
- Work to secure the safety and welfare of the Delta community by advocating for an alternative to the Bay Delta Conversation Plan (BDCP) that benefits rather than harms our community.
- Ensure that Board decisions concerning County contracts and labor agreements are fair, equitable, fiscally responsible and sustainable.

Achievements

- Traveled to Northern and Southern California as well as Washington D.C. to meet with leading government and media stakeholders and raised awareness about the potential harms of the BDCP.
- Identified payment-in-lieu of taxes (PILT) monies in the amount of \$567,354 owed by the State of California to Solano County and spearheaded a process for the State to issue the monies owed.

Became an honorary Travis Air Force Base Commander and spearheaded initiatives to help protect the base from encroachment.

**Skip Thomson
Legislative & Administration**

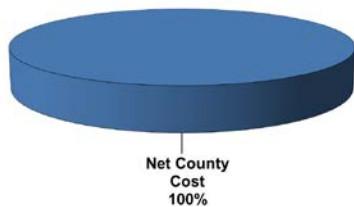
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$19,730 or 6.5% when compared to the FY2013/14 Adopted Budget. Roughly half of the increase stems from an increase in salary and benefit costs and countywide administrative overhead costs. Additional demands associated with representing the County’s water interests during this pivotal time have created the need for increased travel expenses.

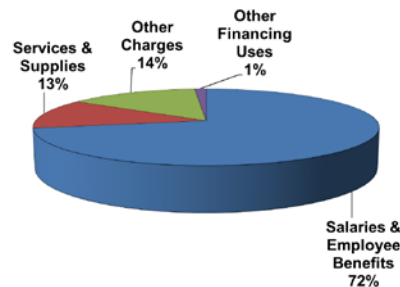
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Salaries and Employee Benefits	238,731	221,173	231,262	10,089	4.6%
Services and Supplies	19,572	34,571	40,328	5,757	16.7%
Other Charges	35,429	42,321	45,973	3,652	8.6%
Other Financing Uses	6,169	3,833	4,064	231	6.0%
Intra-Fund Transfers	165	0	0	0	0.0%
TOTAL APPROPRIATIONS	300,066	301,898	321,628	19,730	6.5%
NET COUNTY COST	300,066	301,898	321,628	19,730	6.5%

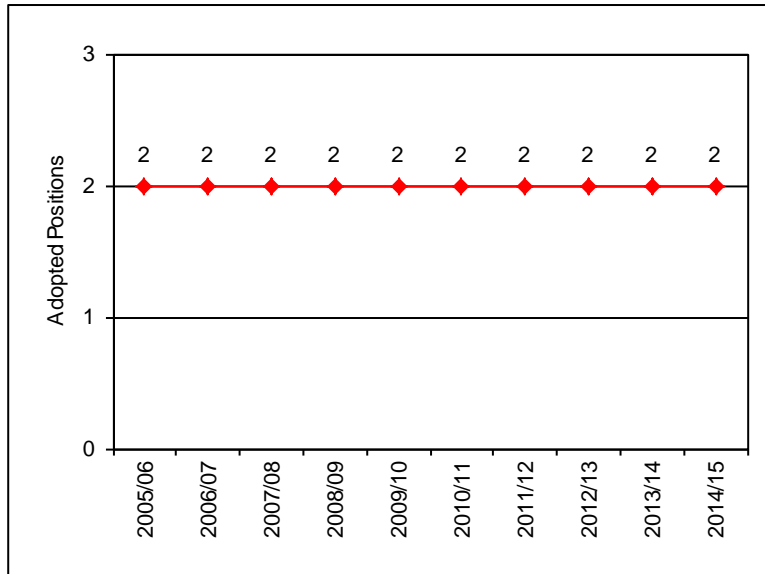
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 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 FY2014/15 for contributions to non-county agencies.

Linda J. Seifert, Chair
Legislative & Administration

Budget Summary:	
FY2013/14 Third Quarter Projection:	152,954
FY2014/15 Recommended:	217,297
County General Fund Contribution:	208,927
Percent County General Fund Supported:	96.2%
Total Employees (FTEs):	0

FUNCTION AND RESPONSIBILITIES

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

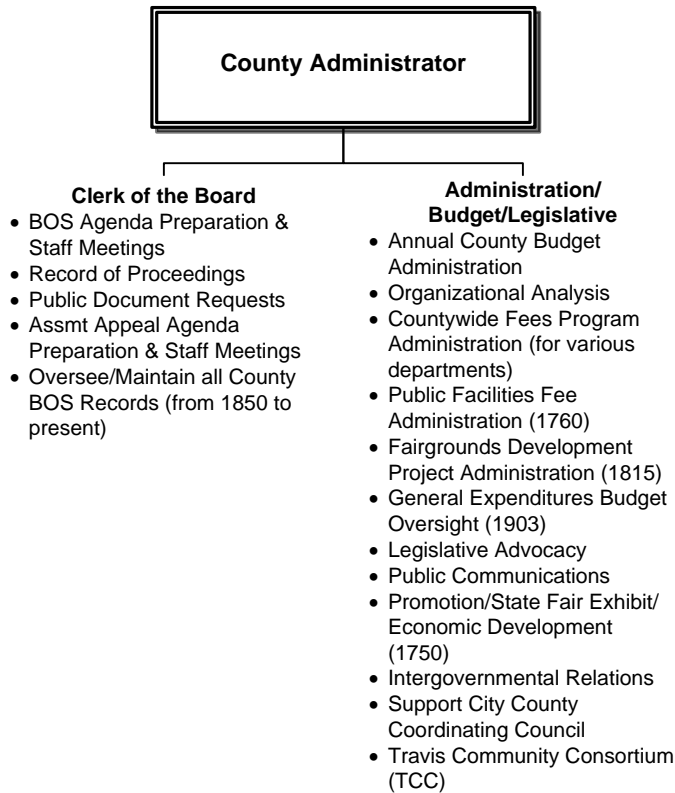
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$8,370 or 0% in revenues and an increase of \$44,536 or 25.8% in appropriations when compared to the FY2013/14 Adopted Budget. The increase in revenue is from Administrative Overhead and the increase in appropriations is primarily due to increased costs of \$42,923 for Liability Insurance.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	0	0	8,370	8,370	0.0%
Misc Revenue	150	0	0	0	0.0%
TOTAL REVENUES	150	0	8,370	8,370	0.0%
APPROPRIATIONS					
Services and Supplies	100,280	150,211	191,263	41,052	27.3%
Other Charges	22,000	22,000	25,500	3,500	15.9%
Intra-Fund Transfers	1,281	550	534	(16)	(2.9%)
TOTAL APPROPRIATIONS	123,561	172,761	217,297	44,536	25.8%
NET COUNTY COST	123,411	172,761	208,927	36,166	20.9%

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2014/15 Budget includes the continued appropriation of \$25,000 in contributions to non-County agencies for Travis Community Consortium (TCC). The CAO recommends the Board affirm the non-County agency contribution for FY2014/15.



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:	
FY2013/14 Third Quarter Projection:	3,003,363
FY2014/15 Recommended:	3,427,206
County General Fund Contribution:	1,360,713
Percent County General Fund Supported:	39.7%
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.
- Implement the County's Legislative Advocacy Program; review impacts of State/Federal 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.
 - 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 and support County economic development activities, the Travis Community Consortium, the Solan360 project implementation and County Debt Service, advisory activities and various capital projects, and oversight of the County Fee tables.
 - Provide administrative support to the City County Coordination Council and various Board committees.

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

- As the economy continues to rebound from the recession, cost savings as well as increased operational efficiencies and employee productivity have resulted from the County Administrator's implementation of prior Deficit Reduction Strategies. These efforts, along with cautious optimism on improved tax revenues from the improving economy, are narrowing the structural deficit, yet more work remains in managing this fiscal issue.
- Completed the five-year comprehensive analysis of the County's Public Facilities Fee, which included a new transportation component for regional road projects.
- Worked with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association – completed the entitlement process for the fairgrounds project and moved forward by engaging the services of three consultants to begin the preliminary design which includes the preparation of the required environmental surveys and wetland delineations, the geotechnical analysis and the preliminary engineering for the Project.
- 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.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment which has altered and will continue to alter how the County manages the offender population in the criminal justice system. Implementing these changes have required significant staff time involved in community engagement and education efforts, the review and analysis of program and operational changes, and aligning of various funding streams to the distinct program efforts.
- Provided leadership and support in the successful application of SB1022 Adult Local Criminal Justice Facilities Construction Financing Program proposal, which will provide \$23 million in State funding to construct a new vocation and education facility for delivery of in-custody programing at the Claybank campus.
- Provided leadership and support for the Animal Care Expansion Project, which includes the installation of a new 12,500 square foot kennel and renovation of a 2,600 square foot portion of the existing Animal Shelter. The financing of the construction was negotiated in a new 15-year memorandum of understanding between the County and the seven cities for the provision of animal shelter services.
- Guided the implementation of the Affordable Care Act, a key Federal legislative bill that expanded Medi-Cal and will continue to impact Medi-Cal enrollments. Implementing these changes has required increased funding and significant changes to staffing levels to meet State and Federal implementation deadlines.
- Continued the implementation of the Legistar paperless agenda process that began in FY2011/12 which now includes the paperless agenda process for the Board of Supervisors, Assessment Appeals Board and the Civil Service Commission.

Functional Area Summary

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

- 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 of \$10.54.
- Established administrative policies that formalized the County’s approach to its interaction with news media, the use of graphic icons including the County seal and logo, and the use of social media by departments and County employees.
- Developed Countywide Protocols for conducting Site Dedication, Groundbreaking, and Facility Dedication Ceremonies.
- Provided staff support for the County to the Travis Community Consortium; and assisted with the CDA Cares Dental event held at the County fairgrounds.

WORKLOAD INDICATORS

During FY2012/13, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 31 meetings of various Board of Supervisors meetings.
- Processed 400 Agenda Submittals and developed/published Minutes for 31 Board of Supervisors’ Regular Meetings, 11 Assessment Appeal Hearings; and 1 City Selection Committee meeting and 274 Public Comment Cards from the public present at the Board meetings.
- Recorded 15 Ordinances and 310 Resolutions adopted by the Board.
- Processed 552 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee.
- Received 12 requests for information under the California Public Records Act (GC §6250).
- Filed 109 California Environmental Quality Act (CEQA) documents.
- Processed 117 claims against the County and 9 lawsuits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	51,601	47,009	47,009	-	0.0 %
ADMINISTRATIVE OFFICE	<u>2,160,726</u>	<u>2,116,938</u>	<u>2,019,484</u>	<u>(97,454)</u>	<u>(4.6) %</u>
TOTAL REVENUES	2,212,327	2,163,947	2,066,493	(97,454)	(4.5) %
APPROPRIATIONS					
CLERK OF THE BOARD	368,510	468,418	455,522	(12,896)	(2.8) %
ADMINISTRATIVE OFFICE	<u>2,527,683</u>	<u>2,825,391</u>	<u>2,971,684</u>	<u>146,293</u>	<u>5.2 %</u>
TOTAL APPROPRIATIONS	2,896,193	3,293,809	3,427,206	133,397	4.0 %
NET COUNTY COST					
CLERK OF THE BOARD	316,908	421,409	408,513	(12,896)	(3.1) %
ADMINISTRATIVE OFFICE	<u>366,958</u>	<u>708,453</u>	<u>952,200</u>	<u>243,747</u>	<u>34.4 %</u>
NET COUNTY COST	683,866	1,129,862	1,360,713	230,851	20.4 %
STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0 %
ADMINISTRATIVE OFFICE	<u>14</u>	<u>14</u>	<u>14</u>	<u>0</u>	<u>0.0 %</u>
TOTAL STAFFING	16	16	16	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

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

1115 - Administration:

The Recommended Budget represents a decrease of \$97,454 or 4.5% in revenues and an increase of \$146,293 or 5.2% in appropriations when compared to the FY2013/14 Adopted Budget. The Net County Cost for the Administration budget increased \$243,747 or 34.4%.

The principal factor leading to the increase in the Net County Cost for the Administration budget is a net increase of \$137,971 in Salaries and Employee Benefits costs which is partially from approved salary and benefit cost increases and the anticipated filling of vacant positions. In addition, Countywide Administration Overhead (A-87) revenue decreased by \$97,499 or 4.6%. The A-87 revenues are estimated, based on Administration’s expenditures incurred in FY2012/13 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.

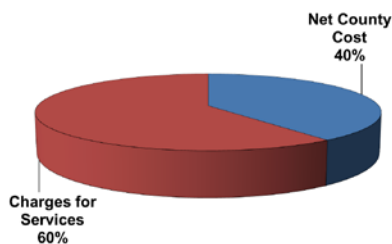
1114 - Clerk of the Board:

The FY2014/15 Recommended Budget of \$455,522 for the Clerk of the Board reflects a decrease of \$12,896 or 2.8% in appropriations and no change to anticipated revenues when compared to the FY2013/14 Adopted Budget. The Net County Cost for the Clerk of the Board’s budget is decreased by \$12,896 or 3.1%. The principal factors leading to the decrease in budgeted appropriations is a decrease in employee benefit costs.

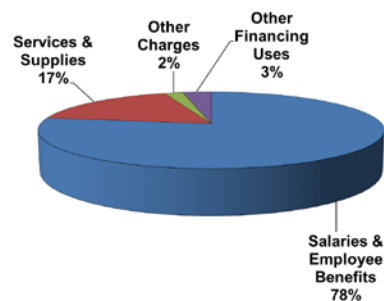
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

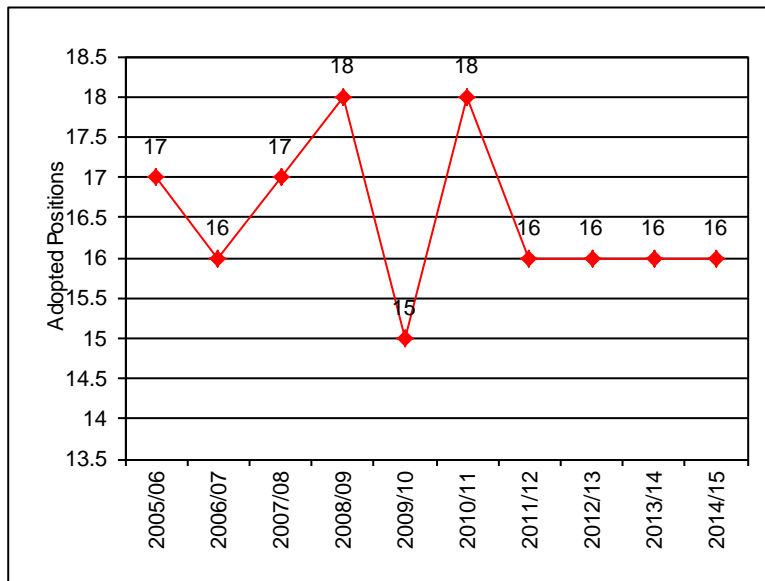
**1100 – Fund 001-County Administrator
Birgitta E. Corsello, County Administrator
Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,212,282	2,163,947	2,066,448	(97,499)	(4.5%)
Misc Revenue	45	0	45	45	0.0%
TOTAL REVENUES	2,212,327	2,163,947	2,066,493	(97,454)	(4.5%)
APPROPRIATIONS					
Salaries and Employee Benefits	2,300,640	2,537,665	2,657,803	120,138	4.7%
Services and Supplies	426,329	583,478	591,843	8,365	1.4%
Other Charges	72,246	69,741	69,252	(489)	(0.7%)
Other Financing Uses	92,951	101,430	106,906	5,476	5.4%
Intra-Fund Transfers	4,027	1,495	1,403	(92)	(6.2%)
TOTAL APPROPRIATIONS	2,896,193	3,293,809	3,427,206	133,397	4.0%
NET COUNTY COST	683,866	1,129,862	1,360,713	230,851	20.4%

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

As 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 subject to Proposition 8 start to escalate. The Assessment Appeals Board was anticipating four large cases to come before them in FY2013/14: Genentech, Syar Industries, Anheuser-Busch and Shiloh wind projects; however, they will most likely be heard during FY2014/15. 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	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	79,464	330,562	44	(330,518)	(100.0%)
1903 GENERAL EXPENDITURES	3,240,036	2,870,326	2,780,661	(89,665)	(3.1%)
1905 A87 - OFFSET	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
2380 SE VALLEJO REDEVELOPMENT SETT	6	-	-	-	0.0%
2390 TOBACCO SETTLEMENT	672	-	-	-	0.0%
2400 GRAND JURY	185	-	-	-	0.0%
6730 OTHER PUBLIC DEFENSE	1,732,764	2,247,367	2,046,938	(200,429)	(8.9%)
6800 C M F CASES	212,059	253,439	228,923	(24,516)	(9.7%)
6901 ADMINISTRATION	108,269	284,211	174,202	(110,009)	(38.7%)
APPROPRIATIONS					
1750 PROMOTION	181,366	496,083	176,185	(319,898)	(64.5%)
1903 GENERAL EXPENDITURES	115,391,584	127,221,616	129,158,883	1,937,267	1.5%
1905 A87 - OFFSET	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
1906 GENERAL FUND-OTHER	2,821,185	2,833,413	2,788,496	(44,917)	(1.6%)
2390 TOBACCO SETTLEMENT	125,943	-	-	-	0.0%
2400 GRAND JURY	86,480	112,981	121,838	8,857	7.8%
6730 OTHER PUBLIC DEFENSE	1,732,764	2,247,367	2,046,938	(200,429)	(8.9%)
6800 C M F CASES	213,582	245,031	228,923	(16,108)	(6.6%)
6901 ADMINISTRATION	93,770	284,211	174,202	(110,009)	(38.7%)
NET CHANGE					
1750 PROMOTION	(101,902)	(165,521)	(176,141)	(10,620)	6.4%
1903 GENERAL EXPENDITURES	(112,151,548)	(124,351,290)	(126,378,222)	(2,026,932)	1.6%
1906 GENERAL FUND-OTHER	(2,821,185)	(2,833,413)	(2,788,496)	44,917	(1.6%)
2380 SE VALLEJO REDEVELOPMENT SETT	6	-	-	-	0.0%
2390 TOBACCO SETTLEMENT	(125,272)	-	-	-	0.0%
2400 GRAND JURY	(86,295)	(112,981)	(121,838)	(8,857)	7.8%
6800 C M F CASES	(1,523)	8,408	-	(8,408)	(100.0%)
6901 ADMINISTRATION	14,500	-	-	-	0.0%

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- On January 15, 2013, the Board approved a joint operating agreement among the County of Solano, the County of Yolo and the Solano College Small Business Development Center to establish a farmbudsman program that serves both counties by assisting farmers, ranchers and agriculture-related businesses with various permitting processes, including assistance with agricultural permitting and standards as required by regulatory agencies. The program’s objective is to facilitate and expedite the development of promising value-added agricultural projects and was a key opportunity identified in the Solano and Yolo Counties Joint Economic Summit in November 2011. During FY2013/14, the farmbudsman worked with more than 50 agriculture-related businesses (existing and potential startups) on a variety of subjects including permitting, financing and processing.
- Published the *2013 Index of Economic and Community Progress* in March 2014 that primarily focused on answering the question “How is Solano County recovering from the Great Recession?” The Index identified that overall the local economy was emerging from the recession; however, the county still has a ways to go before the recession is truly history. The *Index* was prepared by Economic Forensics and Analytics as a project of the County Administrator’s Office in partnership with the Solano Economic Development Corporation.
- On January 15, 2013, the Board accepted a \$369,860 grant from the Office of Economic Adjustment (OEA) to develop recommendations on how the public and private sector entities across the county could further diversify the Solano County economy. The economic diversification project was dubbed Moving Solano Forward and featured interactive meetings with public and private sector leaders over the course of 2013 and through May 2014 to understand the economic landscape in Solano County and opportunities for developing strategic options to expand and diversify the local economy. The final project report is expected to be presented in August 2014 to the Board of Supervisors, the City County Coordinating Council and at a breakfast meeting of Solano EDC.
- The 2013 Exhibit at the California State Fair received a Gold Award and the Manager’s Award. The exhibit puts forth a positive image of the county as well as exposes fairgoers to Solano Grown products, services and destinations.
- Completed the Solano County Visitors Guide project, a no cost to the County project in partnership with the I-80 News Media Group to address a void in the marketplace to promote tourism destinations countywide. The County will no longer produce the Visitors Guide as the private sector marketplace has successfully launched and sustained a similar product.
- Updated the Video Tour of Solano County that is posted on the home page of the County’s website to promote the county’s amenities for visitors and highlight opportunities for businesses to locate and/or expand here. The web-based video marketing tool is produced at no cost to the County under an agreement with CGI Communications, Inc., a National Association of Counties premier corporate member. The content of the videos was developed in cooperation with the Solano EDC’s Economic Development Task Force.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$330,518 or 100.0% in revenues and a decrease of \$319,898 or 64.5% in appropriations when compared to the FY2013/14 Adopted Budget. As a result, the Net County Cost increased \$10,620 or 6.4%.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev Federal	79,368	319,860	0	(319,860)	(100.0%)
Charges For Services	0	10,702	44	(10,658)	(99.6%)
Misc Revenue	96	0	0	0	0.0%
TOTAL REVENUES	79,464	330,562	44	(330,518)	(100.0%)
APPROPRIATIONS					
Services and Supplies	180,691	494,680	176,100	(318,580)	(64.4%)
Other Charges	121	1,353	35	(1,318)	(97.4%)
Intra-Fund Transfers	555	50	50	0	0.0%
TOTAL APPROPRIATIONS	181,366	496,083	176,185	(319,898)	(64.5%)
NET COUNTY COST	101,902	165,521	176,141	10,620	6.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant factors contributing to significant budget changes are:

- \$319,898 decrease in revenue is a result of the completion of the OEA grant-funded economic diversification study project and the transfer of the management of the Micro-Enterprise Business Assistance Program to the County Department of Resource Management.
- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2015 California State Fair.
- \$37,500 for the County’s annual membership with the Solano Economic Development Corporation.
- \$65,000 for economic development studies, including \$25,000 to produce the *2014 Index of Economic and Community Progress* and \$40,000 to address study needs being identified as part of the economic diversification study project.
- \$27,000 as the County’s share of the farmbudsman position.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Moving Solano Forward economic diversification study project will be unveiling a variety of strategies and implementation plan recommendations. The potential exist that some of the study recommendations will qualify for follow up actions to the current grant and could be partially funded by the Office of Economic Adjustment.

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	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Fines, Forfeitures, & Penalty	1,409,089	1,342,500	1,342,500	0	0.0%
Charges For Services	1,679,208	1,527,826	1,438,161	(89,665)	(5.9%)
Misc Revenue	120	0	0	0	0.0%
Other Financing Sources	151,619	0	0	0	0.0%
TOTAL REVENUES	3,240,036	2,870,326	2,780,661	(89,665)	(3.1%)
APPROPRIATIONS					
Salaries and Employee Benefits	0	800,000	800,000	0	0.0%
Services and Supplies	259,017	990,615	547,200	(443,415)	(44.8%)
Other Charges	9,766,870	9,725,979	9,667,534	(58,445)	(0.6%)
Other Financing Uses	105,265,697	115,726,222	118,144,149	2,417,927	2.1%
Intra-Fund Transfers	100,000	(21,200)	0	21,200	(100.0%)
TOTAL APPROPRIATIONS	115,391,584	127,221,616	129,158,883	1,937,267	1.5%
NET COUNTY COST	112,151,548	124,351,290	126,378,222	2,026,932	1.6%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget of \$129,158,883 reflects a decrease of \$89,665 or 3.1% in revenues and an increase of \$1,937,267 or 1.5% in appropriations when compared to the FY2013/14 Adopted Budget. The Net County Cost for the General Expenditures budget is thus increased by \$2,026,932.

The decrease in revenues is primarily due to a decrease in Administrative Overhead and anticipated small decreases in court fines and fees as a result of fewer police officers in the cities with fewer citations being issued thereby reducing court generated fine revenue.

The General Expenditures appropriations of \$129,158,883 reflect an increase in appropriations of \$1,937,267 which is primarily the net result of changes in Services and Supplies (\$443,415 decrease), Other Charges (\$58,445 decrease) and Other Financing Uses (\$2,417,927 increase). The General Expenditures appropriations include the following:

Accrued Leave Payoff of \$800,000, which is the same amount, budgeted in FY2013/14 Adopted Budget. This appropriation is funded by the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service and is used when a department's operating budget is unable to absorb the payoff.

Services and Supplies include the following appropriations:

- \$190,200 for technology automation projects to fund automation projects in county departments that promote efficiency.
- \$177,000 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 to the Trial Court.
 - Appropriations of \$438,938 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 for Children's Health Insurance.
 - \$237,438 for various non-County agencies as determined by the Board.

Other Financing Uses reflects the General Fund Contributions to other non-general fund County Departments totaling \$118,144,149 an increase of \$2,417,927 when compared to the FY2013/14 Adopted Budget as noted below:

Public Safety Fund

The GF Contribution to the Public Safety Departments increased by \$1,713,665 or 1.9% from \$89,814,463 to \$91,528,128. The \$1,759,089 increase is the net result of the following:

- The GF Contribution and changes to the amounts to the Public Safety departments are:
 - Sheriff's Office: \$46,020,113 GF Contribution which represents a \$1,538,656 increase primarily the result of new operational costs associated with the 362-bed new Stanton Correctional Facility, increased labor costs of approximately \$1.2 million for COLA's that are based on new bargaining agreements, increases in countywide administrative overhead of \$245,000, increases of \$396,000 in Central Data Processing charges and increases in workers compensation insurance.
 - Probation: \$20,312,210 GF Contribution which represents an \$115,800 increase which is primarily the result of increased labor costs and other costs such as Central Data Processing Services, offset in part by an anticipated increase in Prop. 172 revenues and the State's allocation of SB678 funding within the Probation department budget.
 - District Attorney: \$9,929,993 GF Contribution which represents a \$23,582 increase to the District Attorney, primarily due to increases in benefit costs not offset by other available revenue in the Department budget.
 - Public Defender: \$9,572,912 GF Contribution which represents a \$56,617 increase. The Public Defender does not receive other revenues. The increased need for GF support is attributable to increased benefit costs.
 - Alternate Public Defender: \$3,206,833 GF Contribution which represents a \$166,128 increase. The Alternate Public Defender does not receive other revenues. The increased need for GF support is primarily the result of increased benefit costs.
 - Fouts Springs Youth Ranch: \$187,500 in GF Contribution which represents an increase in appropriations of \$831 for safeguarding and maintaining the facilities and associated permits at the Fouts Springs Youth Ranch (Fund 031) until the Ranch can be fully decommissioned and returned to US Forest Service.
 - Other Public Defense: \$2,046,938 in GF Contribution which represents a decrease of \$200,429 in appropriations based on the anticipated number of capital cases.
- An estimated total increase of \$1.2 million in projected Proposition 172 funding for FY2014/15 when compared to the FY2013/14 Adopted Budget was utilized to defray some public safety department cost increases in the operating budgets thereby offsetting a portion of the cost increases and the General Fund contribution for FY2014/15.

Health & Social Services Fund

The GF Contribution to Fund 902, Health & Social Services of \$20,296,041 reflects a \$702,932 net reduction when compared to the FY2013/14 Adopted Budget. The reduction is due to the following:

- H&SS Programs: decreased by \$702,932 from \$12,231,568 to \$11,528,636, a decrease of 5.8%. The decrease can be attributed to changes in non-claimable costs (administrative overhead).
- Assistance Programs, which include General Assistance, Foster Care and IHSS wages, of \$8,767,405 reflects no changes

in General Fund contribution and remains at \$8,767,405 from the FY2013/14 Adopted Budget.

- Included in the transfer to H&SS - Public Health of \$1,689,570 General Fund contribution is a contribution to Non-County agencies to fund various contracts. (See details listed below.)
 - \$520,000 to Solano Coalition for Better Health for Health Access Initiatives. This provides financial support for coordinating and implementing initiatives \$25,000 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.
 - \$395,000 for the provision of clinical primary care services for uninsured County residents by Community Health Clinics.
 - \$312,000 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.
 - \$100,000 to the National Association for the Advancement of Colored People (NAACP) to conduct outreach and education services for sexually transmitted disease programs.
 - \$86,975 to Community Action Partnership (CAP) Solano JPA to provide support for housing assistance.
 - \$80,000 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.
 - \$47,595 to Napa/Solano Area Agency on Aging to match Older Americans Act funding.
 - \$30,000 for Food Bank of Contra Costa/Solano.
 - \$8,000 for North Bay Standdown to help veterans connect with programs and services.

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

- \$3,265,000 to be transferred out of the General Fund’s Deferred Maintenance Reserve to the Accumulated Capital Outlay fund for Capital Renewal Projects.
- \$251,629 to Fund 004 (BU 6300) – Library for the Library Director’s salary and benefits in accordance with Education Code §19147.
- \$166,212 to Fund 016 (BU 7000) - Parks & Recreation which reflects an increase of \$43,434 from FY2013/14 Adopted Budget.
- \$553,541 to pay for the County’s share of: (1) the IHSS Public Authority’s administrative costs, and (2) insurance costs for IHSS service providers.
- \$645,657 to Fund 151 (BU 1570) - First 5 for contract services \$50,000, Children’s Alliance \$118,750, the Family Resource Center Contracts \$439,407, Baby Coach \$25,000, and Local Child Care Planning Councils \$12,500.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

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

Birgitta E. Corsello, County Administrator

Other General

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net offset of \$2,270,554 in revenues and appropriations, a \$691,220 difference when compared to the FY2013/14 Adopted Budget. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
TOTAL REVENUES	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
APPROPRIATIONS					
Other Charges	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
TOTAL APPROPRIATIONS	(2,270,554)	(1,579,334)	(2,270,554)	(691,220)	43.8%
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

FUNCTION AND RESPONSIBILITIES

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents the General Fund's share of the principal and interest payments on the 2007 COPs (\$2,743,526) and the 2013 COPs (\$44,970). This represents a decrease of \$44,917 or 1.6% when compared to the FY2013/14 Adopted Budget.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Other Financing Uses	2,821,185	2,833,413	2,788,496	(44,917)	(1.6%)
TOTAL APPROPRIATIONS	2,821,185	2,833,413	2,788,496	(44,917)	(1.6%)
NET COUNTY COST	2,821,185	2,833,413	2,788,496	(44,917)	(1.6%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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 2013-14 term, the Solano County Grand Jury published eleven reports in the areas of Public Safety, Human Resources, Fire Districts, Public Health, Education, and Animal Care Services. Six of the eleven reports pertained to Solano County operations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$8,857 or 7.8% in appropriations, when compared to the FY2013/14 Adopted Budget. The major increase in the FY2014/15 budget is as a result of an ordinance amendment to increase juror per diem rates from \$15 per meeting to \$20 per meeting and increased County Admin Overhead costs.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	185	0	0	0	0.0%
TOTAL REVENUES	185	0	0	0	0.0%
APPROPRIATIONS					
Services and Supplies	85,306	101,431	98,403	(3,028)	(3.0%)
Other Charges	0	10,300	22,185	11,885	115.4%
Intra-Fund Transfers	1,174	1,250	1,250	0	0.0%
TOTAL APPROPRIATIONS	86,480	112,981	121,838	8,857	7.8%
NET COUNTY COST	86,295	112,981	121,838	8,857	7.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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.

DEPARTMENTAL PURPOSE

This budget unit funds the cost of indigent defense in cases where a conflict is present with the County-staffed Public Defender or Alternate Public Defender Offices, and the services of Court-appointed counsel are arranged. The United States Supreme Court decisions *Gideon v. 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 Court has historically served as its *ad hoc* administrator by appointing private attorneys subject to Court screening, and by providing initial processing of claims for services rendered.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$200,429 or 8.9% in appropriations and in the corresponding General Fund support when compared to FY2013/14 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	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	41,535	0	0	0	0.0%
General Fund Contribution	1,691,229	2,247,367	2,046,938	(200,429)	(8.9%)
TOTAL REVENUES	1,732,764	2,247,367	2,046,938	(200,429)	(8.9%)
APPROPRIATIONS					
Salaries and Employee Benefits	79,616	75,760	150,217	74,457	98.3%
Services and Supplies	1,642,680	2,165,988	1,880,783	(285,205)	(13.2%)
Other Charges	10,467	5,619	15,938	10,319	183.6%
TOTAL APPROPRIATIONS	1,732,764	2,247,367	2,046,938	(200,429)	(8.9%)
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 represents a decrease of \$24,516 or 9.7% in revenues and a decrease of \$16,108 or 6.6% in appropriations when compared to FY2013/14 Adopted Budget. Most expenditures in this budget unit are offset by State reimbursement. Additionally, the State does not reimburse the County on a timely basis, and thus some revenues anticipated for FY2013/14 may not be received until FY2014/15. The revenues included in the FY2014/15 budget reflect a level in line with the prior five years.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	212,059	253,439	228,923	(24,516)	(9.7%)
TOTAL REVENUES	212,059	253,439	228,923	(24,516)	(9.7%)
APPROPRIATIONS					
Services and Supplies	208,062	239,569	225,400	(14,169)	(5.9%)
Other Charges	5,520	5,462	3,523	(1,939)	(35.5%)
TOTAL APPROPRIATIONS	213,582	245,031	228,923	(16,108)	(6.6%)
CHANGE IN FUND BALANCE	1,523	(8,408)	0	8,408	(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.

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

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

To enable counties to plan for the implementation of Realignment, the State provided two separate “buckets” of one-time funds - \$450,000 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.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$110,009 or 38.7% in both revenues and appropriations when compared to the FY2013/14 Adopted Budget. The reductions are primarily the result of the proposed deletion of the 1.0 FTE Management Analyst Senior in the FY2014/15 Recommended Budget due to a reduction in State available funding in FY2014/15 and pending the final approval of a Statewide allocation for FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	108,269	284,211	174,202	(110,009)	(38.7%)
TOTAL REVENUES	108,269	284,211	174,202	(110,009)	(38.7%)
APPROPRIATIONS					
Salaries and Employee Benefits	0	140,110	0	(140,110)	(100.0%)
Services and Supplies	88,832	44,899	75,000	30,101	67.0%
Other Charges	4,938	99,202	99,202	0	0.0%
TOTAL APPROPRIATIONS	93,770	284,211	174,202	(110,009)	(38.7%)
NET CHANGE	(14,500)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The State’s Proposed Budget does not include additional funds in FY2014/15 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 FY2014/15 Recommended Budget includes the re-budget of estimated unspent FY2013/14 planning funds. The start-up costs were spent in FY2012/13.

The FY2014/15 Recommended Budget also includes \$94,202 which 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 FY2014/15 Recommended Budget the County Administrator is requesting to delete 1.0 FTE Management Analyst Senior, funded by 2011 Public Safety Realignment due to reduced funding potentially available in FY2014/15 and consistent with County policy of not carrying unfunded positions in the allocation list.

PENDING ISSUES AND POLICY CONSIDERATIONS

Adjustments may have to be made to this budget in FY2014/15 based on actual figures at year-end and what the State's final budget provides in funding.

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 accounts 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 were distributed in FY2012/13. Therefore, there is no Recommended Budget for FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 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%

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 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 combined H&SS services center. 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 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 prior to FY2013/14.

DEPARTMENTAL BUDGET SUMMARY

In FY2012/13, the remaining balance in this fund was transferred to the Health & Social Services Department to partially fund Coalition activities. There is no Recommended Budget for this fund in FY2013/14 and for FY2014/15.

See related Budget Unit 9290 – Fund 390 Contingencies (refer to Contingencies section of the Budget).

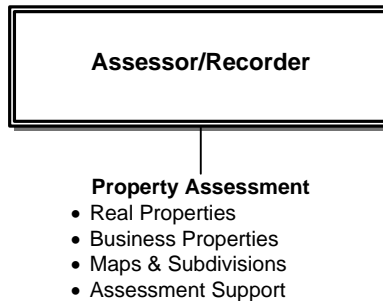
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	672	0	0	0	0.0%
TOTAL REVENUES	672	0	0	0	0.0%
APPROPRIATIONS					
Other Financing Uses	125,943	0	0	0	0.0%
TOTAL APPROPRIATIONS	125,943	0	0	0	0.0%
CHANGE IN FUND BALANCE	125,272	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

Controller, other public agencies and to the public. In Solano County, the elected office of the County Assessor is combined with the County Recorder as a single countywide elected position.

Budget Summary:	
FY2013/14 Third Quarter Projection:	6,108,234
FY2014/15 Recommended:	6,600,121
County General Fund Contribution:	4,077,741
Percent County General Fund Supported:	61.8%
Total Employees (FTEs):	37

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; performs annually approximately 62 mandatory audits; 600 Possessory Interest properties, 122 government-owned properties, and 2,300 California Land Conservation (Williamson) Act properties; responds to written appeals from property owners contesting the taxable value of their property; receives; examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the county.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continue to address the workload volume associated with the recovering real estate market. The close of property tax year ending June 30, 2013 saw approximately 22,655 properties removed from Proposition 8 status (29% decrease over prior year), which brings the estimated remaining properties on Prop 8 status to 55,495 (52,000 residential) whose values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Continued success using the automated valuation model (AVM) software program to assist in the review of 115,000 residential properties for adjustments to current assessed values.
- Implemented two additional automated valuation software modules to assist appraisal staff with the valuation of 63,000 residential properties (not on Proposition 8 status) and to address residential assessment appeals.
- Addressed 1,000 Proposition 8 review requests on all types of properties, both new and second reviews.
- Completed 14,000 changes in ownership and new construction valuations, and 565 assessment appeals settled.
- For the property tax year ending June 30, 2013 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 and were addressed in FY2013/14.

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 1,000 Proposition 8 review requests comprised of new and second reviews on all types of property.
- Perform 14,000 changes in ownership and new construction reassessments and valuations.
- Anticipate residential assessment appeal filings to be two or three times the pre 2007 normal average of 100 for the FY2014/15 period as market values continue to recover. FY2013/14 saw 280 residential appeals filed.
- Review, analyze and defend enrolled assessed values of 588 residential and non-residential properties under appeal for FY2013/14 by property owners. This represents a decrease of 4.0% from 612 appeals filed for FY2012/13, but remains 300% higher than the norm that existed prior to the collapse of the real estate market in 2007.
- Continued high volume of customer inquiries due to increases in market values as the real estate market recovers.
- Review and process 6,500 business property statements to determine unsecured assessments; assess 7,000 boats and 200 aircraft and conduct approximately 62 required business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	2,618,671	2,533,245	2,522,380	(10,865)	(0.4) %
TOTAL REVENUES	2,618,671	2,533,245	2,522,380	(10,865)	(0.4) %
APPROPRIATIONS					
PROPERTY ASSESSMENT	5,670,471	6,445,489	6,600,121	154,632	2.4 %
TOTAL APPROPRIATIONS	5,670,471	6,445,489	6,600,121	154,632	2.4 %
NET COUNTY COST					
PROPERTY ASSESSMENT	3,051,800	3,912,244	4,077,741	165,497	4.2 %
NET COUNTY COST	3,051,800	3,912,244	4,077,741	165,497	4.2 %

STAFFING					
PROPERTY ASSESSMENT	35	35	37	2	5.7 %
TOTAL STAFFING	35	35	37	2	5.7 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$10,865 or 0.4% in revenues and an increase of \$154,632 or 2.4% in appropriations when compared to FY2013/14 Adopted Budget. As a result the Net County Cost is increased by \$165,497 or 4.2%.

The primary funding source for the Department is Assessment and Tax Collection Fees of \$2,215,340, which are estimated to decrease \$90,365 or 3.9% from the prior year 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

Marc Tonnesen, Assessor/Recorder
Finance

Collector and the Auditor-Controller. The anticipated revenue is expected to remain \$149,040, anticipating little change in supplemental tax billings for FY2014/15.

Significant changes in the cost categories are:

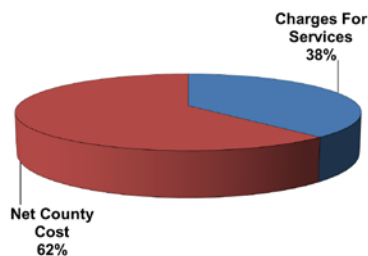
- Salaries and Employee Benefits costs of \$4,063,994 are projected to increase by \$259,337 or 6.8%. This is the net result of adding 1.0 FTE Auditor/Appraiser (Limited Term) and 1.0 FTE Cadastral Mapping Technician II (approved in FY2013/14) to address the current workload, increases of \$51,048 in retirement costs, \$20,556 in FICA, and \$35,921 in health insurance costs, which are partially offset by a \$86,000 reduction in extra help.
- Services and Supplies reflect a net decrease of \$133,299 or 5.6%. The primary driver of the decrease is a \$132,940 reduction in the Department's share of Solano County Integrated Property System (SCIPS) charges, \$12,095 Central Data Processing Service charges and \$22,000 in Controlled Assets. This is partially offset by the \$68,000 increase in Software Maintenance and Support for the first year maintenance on the fully installed automation valuation modules for residential properties.
- Contracted Services are projected to decrease by \$69,000 to \$576,000. Contracted Services are used by the Department to augment 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 FY2014/15, the following contracted services are proposed:
 - \$124,500 for mineral rights appraisals and appeals defense.
 - \$451,500 for consulting services to assist with assessment appeals defense.

DEPARTMENT COMMENTS

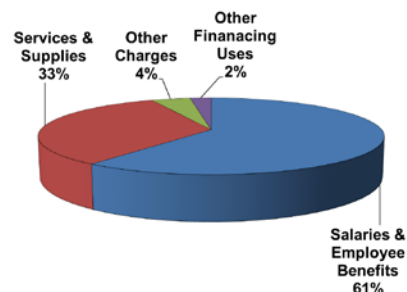
The declining number of properties on Proposition 8 status as of July 2013 affirms that the real estate market has started to rebound. While this news is welcomed, the rebound and recovery of the real estate market impacts the assessor workload greatly. Some areas of anticipated workload increases will be in, assessment appeal applications, customer inquiries and education efforts, valuation review requests, mapping support, inquiry support for potential new businesses locating in the county and new developments, including residential and commercial new construction.

To address the property market rebound and associated workload, the Department continues to use automated assessment tools and has increased staffing allocations in two critical areas – 1.0 FTE Auditor/Appraiser (Limited Term) and 1.0 FTE Cadastral Mapping Technician II. The Auditor/Appraiser will help mitigate the expected increase in taxable business and personal property assessments in the county. The Cadastral Mapping Technical II will be tasked with processing the anticipated increase in parcel and subdivision map recordings as the building industry rebounds to more normal activity levels.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,618,671	2,533,245	2,522,380	(10,865)	(0.4%)
TOTAL REVENUES	2,618,671	2,533,245	2,522,380	(10,865)	(0.4%)
APPROPRIATIONS					
Salaries and Employee Benefits	3,504,545	3,804,657	4,063,994	259,337	6.8%
Services and Supplies	1,831,030	2,361,033	2,227,734	(133,299)	(5.6%)
Other Charges	252,928	258,418	288,759	30,341	11.7%
F/A - INTANGIBLES	82,500	0	0	0	0.0%
Other Financing Uses	134,622	144,201	155,481	11,280	7.8%
Intra-Fund Transfers	(135,155)	(122,820)	(135,847)	(13,027)	10.6%
TOTAL APPROPRIATIONS	5,670,471	6,445,489	6,600,121	154,632	2.4%
NET COUNTY COST	3,051,800	3,912,244	4,077,741	165,497	4.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

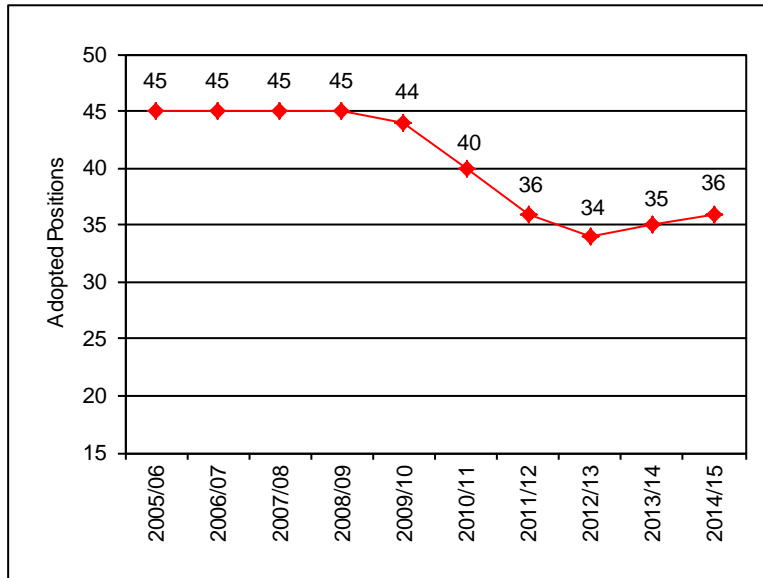
The Assessor's share of property tax administration fees were first recognized in the departmental budget in FY2011/12. This change in administrative policy aligns revenues in the same budget unit where the expenditures are incurred. Property tax administration fees are charged to cities and agencies 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 an anticipated significant decrease for FY2014/15 in the recoverable portion of the property tax administration fee because a larger portion of the former redevelopment revenues now are apportioned to schools.

SUMMARY OF POSITION CHANGES

Changes in the Department's position allocations since the FY2013/14 Adopted Budget Include:

- In September 2013, added 1.0 FTE Limited Term Auditor/Appraiser, effective through June 30, 2015.
- In February 2014, added an unfunded 1.0 FTE Cadastral Mapping Technician to facilitate recruitment in order for the position to be effective on July 1, 2014. The position is fully funded in the FY2014/15 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets

**1150 – Fund 001-Assessor/Recorder
 Marc Tonnesen, Assessor/Recorder
 Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	1,882,050	1,736,600	1,570,200	(166,400)	(9.6%)
4000 RECORDER SPECIAL REVENUE	871,520	796,000	780,000	(16,000)	(2.0%)
APPROPRIATIONS					
2909 RECORDER	1,578,364	1,589,836	1,637,289	47,453	3.0%
4000 RECORDER SPECIAL REVENUE	468,934	900,518	612,564	(287,954)	(32.0%)
NET CHANGE					
2909 RECORDER	303,686	146,764	(67,089)	(213,853)	(145.7%)
4000 RECORDER SPECIAL REVENUE	402,586	(104,518)	167,436	271,954	(260.2%)

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



Recorder Services

- Filing of Vital Records & Maps
- Recording of Legal & Business Documents
- Maintain Official & Public Records

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:	
FY2013/14 Third Quarter Projection:	1,558,497
FY2014/15 Recommended:	1,637,289
County General Fund Contribution:	67,089
Percent County General Fund Supported:	4.1%
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 2013, the Recorder's Office collected \$10,500 for the State of California's Family Law Trust Fund, \$36,000 for the County's Office of Family Violence Prevention and \$79,200 for the County's Children's Trust, which funds child neglect and abuse

prevention and intervention programs. Also collected was \$333,000 for the Trial Court Fund to help State court operating costs and \$209,000 for the District Attorney's Real Estate Fraud Prosecution Fund.

- On January 1, 2014, the Recorder's office aided the District Attorney in expanding the Real Estate Fraud Prosecution Fund. Pursuant to Government Code 27388, State Bill 1342 the County Board approved the District Attorney's increase of the Real Estate Fraud Fee from \$3 to \$10. Also, the types of documents the fee applied to grew from 18 to 56. For this the Recorder's Office must examine each document to determine qualification and distribute the fee to the District Attorney's office.
- In 2007, the Governor signed into law Assembly Bill 1168 which requires county recorders to establish a Social Security number truncation program. Under the program any Social Security number contained in the public record dating back to January 1, 1980 was to be truncated by redacting the first five digits of the number. In 2013 a total of 3,438 Social Security Numbers were redacted from current official documents. The project to truncate Social Security Numbers from all required historical recorded documents was completed on August 1, 2012.
- 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, credit card and debit charges. This has enabled the Recorder's Office to obtain more reliable payment methods and provide easier payment options and transactions to the public.

WORKLOAD INDICATORS

- In 2013, the Department examined, recorded, indexed, and mailed back to customers over 135,085 documents.
- In the same period approximately 17,960 official birth, death, and marriage certificates were issued as well as over 6,500 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$166,400 or 9.6% in revenues and an increase of \$47,453 or 3.0% in appropriations when compared to FY2013/14 Adopted Budget. As a result, the Net County Cost is increased by \$67,089.

The primary funding source for the Recorder's Office is Recording Fees of \$1,250,000 for the recording of official documents. For FY2014/15, the Recorder's Office estimates a decrease of \$250,000 over the previous fiscal year due to an unanticipated decrease 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 by \$90,000 to \$300,000.

Salaries and Benefits of \$1,127,964 reflect an increase of \$19,966 or 1.8% due to increases in retirement and health care costs and salary adjustments, partially offset by a \$35,000 reduction in Extra Help. 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 \$167,847.

Services and Supplies are anticipated to decrease \$16,785 or 10.3% led primarily by allocating Solano County Integrated Property System (SCIPS) costs to the Recorders Special Revenue Fund and a decrease in Central Data Processing Services charges.

Other Charges increased \$40,032 or 82.6% due to increases in the Countywide Administration Overhead.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	1,857,807	1,710,000	1,550,000	(160,000)	(9.4%)
Misc Revenue	<u>24,242</u>	<u>26,600</u>	<u>20,200</u>	<u>(6,400)</u>	<u>(24.1%)</u>
TOTAL REVENUES	1,882,050	1,736,600	1,570,200	(166,400)	(9.6%)
APPROPRIATIONS					
Salaries and Employee Benefits	1,144,983	1,107,998	1,127,964	19,966	1.8%
Services and Supplies	138,931	162,212	145,427	(16,785)	(10.3%)
Other Charges	34,397	48,449	88,481	40,032	82.6%
Other Financing Uses	41,878	40,843	42,028	1,185	2.9%
Intra-Fund Transfers	<u>218,175</u>	<u>230,334</u>	<u>233,389</u>	<u>3,055</u>	<u>1.3%</u>
TOTAL APPROPRIATIONS	1,578,364	1,589,836	1,637,289	47,453	3.0%
NET COUNTY COST	(303,686)	(146,764)	67,089	213,853	(145.7%)
STAFFING					
RECORDER	<u>14</u>	<u>13</u>	<u>13</u>	<u>0</u>	<u>0.0%</u>
TOTAL STAFFING	14	13	13	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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)
- BU 4004: The **Recorder Fraud Admin (DA)** fund will be used in the administration of the Real Estate Fraud Prosecution Trust Fund. Pursuant to Government Code 27388 and Senate Bill 1342, the Board of Supervisors approved on January 1, 2014 increasing the fee on the recording of real estate documents from \$3 to \$10 to fund the investigation and prosecution of real estate fraud by the District Attorney. Establishing this Real Estate Fraud Fee also expanded the type of documents for which the fee applies. The Recorder’s Office must examine and qualify each official document to determine the fee’s application. The Recorder’s Office must also update recording systems to ensure the collection and distribution of the fee, for which the Recorder receives 10% of the Real Estate Fraud Fee for its costs incurred in collecting the fee. The Real Estate Fraud Fee increase sunsets on December 21, 2015.

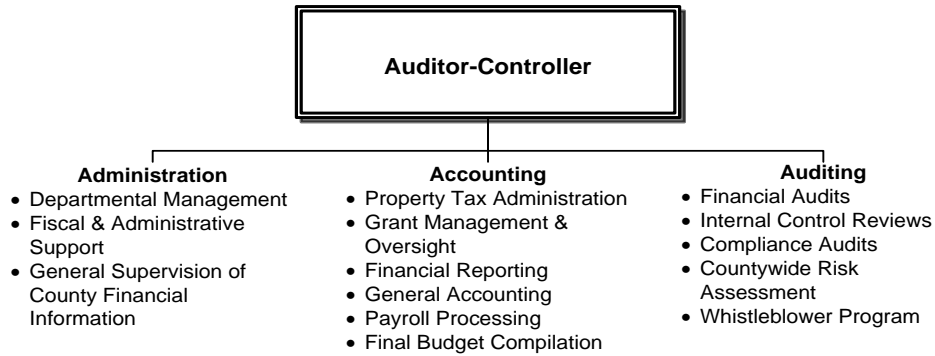
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	47,394	46,000	34,000	(12,000)	(26.1%)
Charges For Services	824,126	750,000	746,000	(4,000)	(0.5%)
TOTAL REVENUES	871,520	796,000	780,000	(16,000)	(2.0%)
APPROPRIATIONS					
Services and Supplies	252,415	678,421	391,250	(287,171)	(42.3%)
Other Charges	12,638	18,216	18,216	0	0.0%
Other Financing Uses	203,881	203,881	203,098	(783)	(0.4%)
TOTAL APPROPRIATIONS	468,934	900,518	612,564	(287,954)	(32.0%)
CHANGE IN FUND BALANCE	(402,586)	104,518	(167,436)	(271,954)	(260.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Due to estimated decreases in the number of documents to be recorded, Recording Fees of \$542,000 are projected to decrease by \$53,000 or 8.9%. These fees are split between two programs: \$435,000 for Modernization (BU 4002) and \$107,000 for Social Security Number Truncation (BU4003). Automation-Micrographics Fees (BU 4001) of \$129,000 are projected to decrease \$26,000 or 16.8%. This partially offset by the addition of the new special revenue fund for Real Estate Fraud (BU 4002), which estimated to generate \$75,000 in Administration Service Fees.
- Interest revenue garnered from these funds is expected to decrease by \$12,000 or 26.1%.

-
- Service and Supplies are projected to decrease \$287,171 or 42.3% which is primarily the result of a change in account reporting on the contract for PFA, Inc. for the conversion of existing microfilm to a searchable digital format and decreases of \$10,000 in Controlled Assets due to the decreased number of computers requiring replacement this fiscal year offset by the transition of \$10,000 in SCIPS costs to the Modernization Fund and \$13,500 increase in Software Maintenance and Support for the maintenance agreement for the Social Security Number truncation program.

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:	
FY2013/14 Third Quarter Projection:	4,322,885
FY2014/15 Recommended:	4,474,620
County General Fund Contribution:	560,222
Percent County General Fund Supported:	12.5%
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 Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; ensures financial reporting in accordance with County policies, State and Federal laws, and Governmental Accounting Standards; processes payroll and related transactions for over 2,700 employees; manages the debt service funds for all long-term debt of the County; manages the Countywide Financial Information System, the PeopleSoft System (for payroll-related functions) and IntelliTime countywide time keeping system; administers the property tax apportionment system of the County; monitors all Federal and State assistance; prepares the Countywide Cost Allocation Plan; performs audits, internal control reviews; administers the County’s Whistleblower Program and promotes internal controls.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continue to implement IntelliTime, a countywide time and attendance system, to increase accountability, improve accuracy and efficiency in managing employee leave and time reporting. In FY2013/14 brought several additional departments online. The rules by bargaining unit are incorporated into this system, thereby improving consistency and accuracy in time reporting.
- Completed the centralization within the Auditor-Controller’s Office of the State Disability Integration (SDI) process. During FY2013/14, the Auditor-Controller’s Office centralized the final department, the Sheriff’s Department. As a result, all SDI integration calculations are now handled in the Auditor-Controller’s Office. This process will improve the timeliness and efficiency of integrating employee’s State disability benefits with the County’s leave program.
- In December 2011, the State Supreme Court validated the legality of ABX1 26 allowing the State to dissolve Redevelopment Agencies (RDA). 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. Continues to receive unqualified (clean) audit opinions on the County’s Comprehensive Annual

Financial Report.

WORKLOAD INDICATORS

During FY2012/13, the Department:

- Processed over 76,000 vendor claims, deposit permits, journal entries, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers in the financial system.
- Processed over 90,000 payroll advices (electronic 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 \$473 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. Researched, calculated, and issued over 7,500 property tax refunds.
- Employed over 4,800 hours to perform financial/compliance audits, process reviews, and reviews of internal controls. The audit hours were allocated as follow:
 - 752 hours assigned to Health & Social Services
 - 758 hours assigned to Mandated Financial Audits
 - 1,479 hours assigned to Special District and Other Financial Audits
 - 1,879 hours assigned to Countywide Reviews and Other Activities

During FY2013/14 Department staff spent a significant amount of staff resources on the following projects:

- 3,000 hours on the IntelliTime Reporting Project
- 2,550 hours on Redevelopment Dissolution Act (ABX1 26)

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	524,686	842,928	742,034	(100,894)	(12.0) %
ACO-ACCOUNTING	2,444,981	2,389,242	2,631,170	241,928	10.1 %
ACO-AUDITING	420,450	529,678	541,194	11,516	2.2 %
TOTAL REVENUES	3,390,117	3,761,848	3,914,398	152,550	4.1 %
APPROPRIATIONS					
ACO-ADMINISTRATION	741,067	835,006	885,412	50,406	6.0 %
ACO-ACCOUNTING	2,673,828	2,894,227	3,108,026	213,799	7.4 %
ACO-AUDITING	398,574	515,849	481,182	(34,667)	(6.7) %
TOTAL APPROPRIATIONS	3,813,469	4,245,082	4,474,620	229,538	5.4 %
NET COUNTY COST					
ACO-ADMINISTRATION	216,381	(7,922)	143,378	151,300	(1909.9) %
ACO-ACCOUNTING	228,847	504,985	476,856	(28,129)	(5.6) %
ACO-AUDITING	(21,877)	(13,829)	(60,012)	(46,183)	334.0 %
NET COUNTY COST	423,351	483,234	560,222	76,988	15.9 %

Functional Area Summary

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

STAFFING					
ACO-ADMINISTRATION	3	3	3	0	0.0 %
ACO-ACCOUNTING	23	25	25	0	0.0 %
ACO-AUDITING	5	5	5	0	0.0 %
TOTAL STAFFING	<u>31</u>	<u>33</u>	<u>33</u>	<u>0</u>	<u>0.0 %</u>

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$152,550 or 4.1% in revenues and an increase of \$229,538 or 5.4% in appropriations when compared to FY2013/14 Adopted Budget. As a result, the Net County Cost increased \$76,988 or 15.9% from FY2013/14 Adopted Budget.

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

- County administrative overhead (A87) revenues of \$2,253,327 reflect an increase of \$113,256 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 \$600,000 reflect a projected increase of \$35,000 or 6.2% 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 increase is in PTAF as a result of the shift of resources back to property tax administration as the dissolution of the redevelopment agencies has stabilized since the dissolution became effective in 2012. 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 decrease in Other Charges for Services revenues below.
- Auditing and accounting fees of \$398,400 reflect a projected decrease of \$1,910. These are fees for services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$280,641 reflect a projected decrease of \$75,659 or 21.2%. The decrease is due to an anticipated decrease in the administrative time charged to the successor agencies for administrative support costs. This is the third year of the RDA dissolution and the administrative requirements have been established and additional reporting requirements are not expected.
- Revenues from Inter-fund Services of \$301,707 reflect a projected increase of \$70,116 or 23.2%. These are revenues 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 primary costs for the Auditor-Controller’s Office are salary and benefits and central data processing (CDP) charges.

Appropriations for Salaries and Benefits for FY2014/15 total \$3,797,412, a net increase of \$249,132 or 7.0% from the FY2013/14 Adopted Budget. The net increase is the result of the following:

- Salaries/Wages are expected to increase by \$94,887 primarily due to approved salary increases and the annualized cost of approved positions.
- Health insurance costs are projected to increase by \$73,092 due to increases in health insurance rates and changes in employee coverage levels.
- Increase of \$37,465 in retirement costs due to an increase in the contribution rate.

Appropriations for Services and Supplies of \$609,940 increased by \$5,888 or 1.0% primarily due to increases in data processing charges. Data processing and Solano County Integrated Property System (SCIPS) charges of \$196,655 and \$203,592, respectively, are expected to increase by a net \$10,067 or 2.6% over prior year. The 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.

Other Financing Uses increased \$2,211 due to an increase in POB charges.

Intrafund Transfers increased by \$27,131 primarily due to a projected increase in Accounting and Audit Services of \$174,119, which reflects a projected increase of \$19,199 or 12.4%. These charges are to the Treasury for accounting and financial services. The increase is primarily due to an increase in the rates due to increase in salary and benefit costs.

The Recommended Budget also includes contract services (Accounting and Financial Services) totaling \$114,307, of which \$105,807 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; \$2,000 to Romeo Blanquera, CPA for the TDA Audit, and \$6,500 to Wells Fargo Bank for direct deposit services.

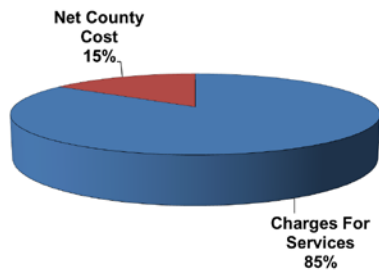
DEPARTMENT COMMENTS

The Auditor-Controller performs countywide functions and oversees the County budget, which is over \$917 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:

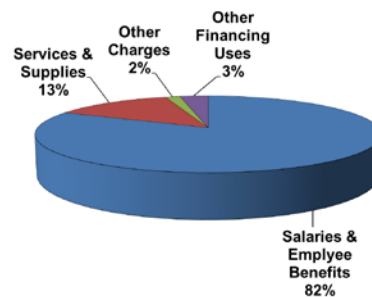
- IntelliTime System automates the leave request and time sheet reporting process while incorporating the Memorandum of Understanding rules of the numerous bargaining units.
- Countywide upgrade of the Integrated Fund Accounting Solution (IFAS) to the IFAS ONE Solution system will provide additional reporting functionality as well as to maintain current with the latest technology.

The dissolution of RDAs will continue to require staff resources to ensure compliance with the applicable laws and reporting requirements and due to the complexities of each RDA successor agency.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	10,745	8,170	9,917	1,747	21.4%
Charges For Services	3,378,555	3,753,678	3,904,481	150,803	4.0%
Misc Revenue	817	0	0	0	0.0%
TOTAL REVENUES	3,390,117	3,761,848	3,914,398	152,550	4.1%
APPROPRIATIONS					
Salaries and Employee Benefits	3,173,583	3,548,280	3,797,412	249,132	7.0%
Services and Supplies	573,358	604,052	609,940	5,888	1.0%
Other Charges	72,131	75,148	74,586	(562)	(0.7%)
Other Financing Uses	124,352	141,524	143,735	2,211	1.6%
Intra-Fund Transfers	(129,956)	(123,922)	(151,053)	(27,131)	21.9%
TOTAL APPROPRIATIONS	3,813,468	4,245,082	4,474,620	229,538	5.4%
NET COUNTY COST	423,351	483,234	560,222	76,988	15.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

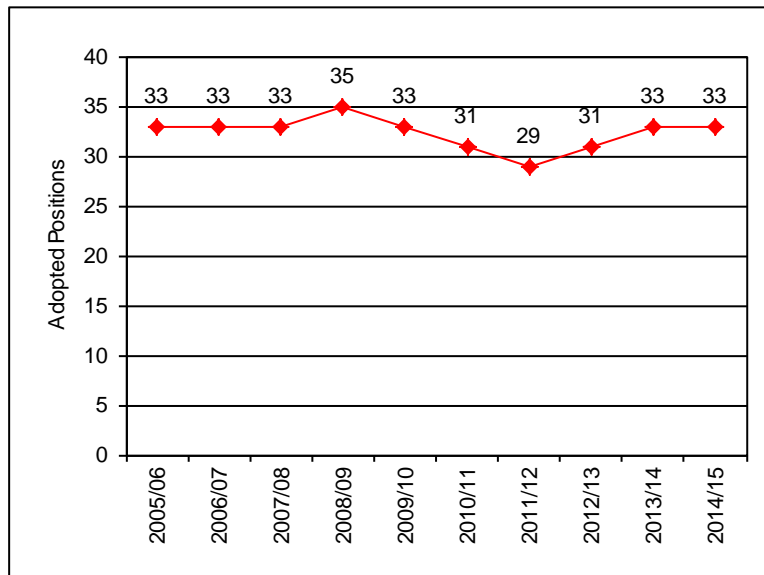
None.

SUMMARY OF POSITION CHANGES

Changes in the Auditor-Controller’s position allocation from the FY2013/14 Adopted Budget are provided below:

- Deleted 1.0 vacant FTE Accounting Clerk II (Confidential) in the Payroll Division and added 1.0 FTE Accounting Supervisor in the General Accounting Division as part of the Third Quarter Report. The Accounting Supervisor is addressing the increased workload in the Department that results from daily questions surrounding transaction processing, and provides direction and oversight to County departments and their fiscal staff.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department is anticipating a retirement during FY2014/15. The expected accrued leave payoff for this retirement is estimated at \$30,000. This payoff is not reflected in the Department’s budget due to the uncertainty and timing of the retirement.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	142,406,841	133,051,000	141,025,287	7,974,287	6.0%
8006 PENSION DEBT SERVICE	10,855,953	26,027,756	23,436,837	(2,590,919)	(10.0%)
8032 2002 CERTIFICATES OF PARTICIPA	3,138,072	-	-	-	0.0%
8034 HSS ADMIN/REFINANCE SPHF	2,517,620	2,515,764	2,518,111	2,347	0.1%
8036 2013 COP ANIMAL CARE PROJECT	-	462,183	462,253	70	0.0%
8037 2007 CERTIFICATES OF PARTICIPA	7,612,326	7,907,193	7,909,580	2,387	0.0%
APPROPRIATIONS					
1101 GENERAL REVENUE	470,852	410,000	485,000	75,000	18.3%
8006 PENSION DEBT SERVICE	12,225,186	10,951,830	9,276,681	(1,675,149)	(15.3%)
8032 2002 CERTIFICATES OF PARTICIPA	3,138,070	-	-	-	0.0%
8034 HSS ADMIN/REFINANCE SPHF	2,517,540	2,515,823	2,518,111	2,288	0.1%
8036 2013 COP ANIMAL CARE PROJECT	-	462,183	474,340	12,157	2.6%
8037 2007 CERTIFICATES OF PARTICIPA	4,812,131	7,910,996	7,909,580	(1,416)	(0.0%)
NET CHANGE					
1101 GENERAL REVENUE	141,935,989	132,641,000	140,540,287	7,899,287	6.0%
8006 PENSION DEBT SERVICE	(1,369,233)	15,075,926	14,160,156	(915,770)	(6.1%)
8032 2002 CERTIFICATES OF PARTICIPA	2	-	-	-	0.0%
8034 HSS ADMIN/REFINANCE SPHF	79	(59)	-	59	(100.0%)
8036 2013 COP ANIMAL CARE PROJECT	-	-	(12,087)	(12,087)	0.0%
8037 2007 CERTIFICATES OF PARTICIPA	2,800,195	(3,803)	-	3,803	(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 included are property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment revenues and disposal fees.

DEPARTMENTAL BUDGET SUMMARY

Budgeted appropriations of \$485,000 reflect a net increase of \$75,000 or 18.3% over FY2013/14 Adopted Budget. The increase is primarily due to an anticipated increase in property tax refunds based on current trends.

Budgeted revenues of \$141,025,287 reflect a net increase of \$7,974,287 or 6% from FY2013/14 Adopted Budget. Significant changes to the revenues include:

Increases of:

- \$4,128,105 in Current Secured Property Taxes due to an estimated increase of 2% in assessed values from the FY2013/14 corrected assessment roll.
- \$270,000 in Current Unsecured Property Taxes due to an increase in business property values from the wind farms.
- \$750,000 increase in Supplemental Taxes due to an increase in supplemental billings as the current real estate market recovers from the economic downturn over the past several years.
- \$100,000 in Sales & Use Tax and \$100,000 in Sales & Use Tax In Lieu due to the improving economy.
- \$705,000 in ABX1 26 Residual Taxes due to an estimated increase of 2% in assessed values.
- \$3,143,182 in Property Tax in Lieu revenues due to an estimated increase of 2% in assessed values.
- \$100,000 in Interest Income due to expected increase in cash flow of the General Fund.
- \$1,180,000 in Disposal Fees due to an expected increase in the rate and tonnages at both landfills as the economy improves.

Decreases:

- \$680,000 in ABX1 26 Pass-Through revenue due to an overestimate of the FY2013/14 Adopted Budget.
- \$2.0 million decrease in Excess Tax Losses Reserve due to an anticipated decrease in collections from penalties and interest.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	128,022,579	119,471,000	128,273,287	8,802,287	7.4%
Licenses, Permits & Franchise	513,066	510,000	515,000	5,000	1.0%
Revenue From Use of Money/Prop	724,605	402,000	502,000	100,000	24.9%
Intergovernmental Rev State	1,577,195	1,513,000	1,460,000	(53,000)	(3.5%)
Charges For Services	3,966,350	3,095,000	4,225,000	1,130,000	36.5%
Misc Revenue	7,302,848	8,060,000	6,050,000	(2,010,000)	(24.9%)
Other Financing Sources	300,197	0	0	0	0.0%
TOTAL REVENUES	142,406,841	133,051,000	141,025,287	7,974,287	6.0%
APPROPRIATIONS					
Services and Supplies	31,116	50,000	35,000	(15,000)	(30.0%)
Other Charges	439,736	360,000	450,000	90,000	25.0%
TOTAL APPROPRIATIONS	470,852	410,000	485,000	75,000	18.3%
NET COUNTY COST	(141,935,989)	(132,641,000)	(140,540,287)	(7,899,287)	6.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

There is a significant number of pending Redevelopment-related lawsuits which could impact the General Fund's share of the ABX1 26 residual balance.

There is a significant number of pending assessment appeals, if settled could impact the General Fund's share of property tax refunds due.

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 were received for claims made related to 2005 Disaster Declaration and the claim closed. As a result, there is no Recommended Budget for FY2013/14 and FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
Other Financing Uses	151,619	0	0	0	0.0%
TOTAL APPROPRIATIONS	151,619	0	0	0	0.0%
NET CHANGE	151,619	0	0	0	0.0%

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, 2014 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,039,758
Certificates of Participation	109,820,000
Pension obligation bonds	53,945,000
Total	<u>\$ 164,804,758</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 entered into a note payable agreement with Key Government Financials to finance the acquisition of voice-over-internet-protocol equipment.

Certificates of Participation

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

Taxable Pension Obligation Bonds

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

Credit Rating

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; and A1 rating on the County's pension obligation bonds. The affirmation of the County's Issuer Rating and rating on the County's certificates of participation reflect the County's large tax base, solid financial and liquidity position, recovering but sound long-term economic fundamentals, and slightly above average socioeconomic profile compared to that of similarly rated counties nationally.

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

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
2012-13	\$40,593,049,481	\$2,029,652,474	\$ -	\$2,029,652,474	0.00%
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%

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 \$165 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 (POB) Series 2004 and Series 2005. The proceeds from the Pension Obligation Bonds were used to reduce the County’s obligation with the California Public Employees’ Retirement System (CalPERS) for the Unfunded Accrued Actuarial Liability for retirement benefits.

The POBs were issued to reduce the future interest rate risk and to stabilize retirement contribution rates through defined fixed rates and fixed maturity terms, thereby allowing the County to predict trends and manage the retirement program. Funding for this debt is collected through regular bi-weekly deductions from all County departments, 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 the departments. The outstanding loan balance as of June 30, 2014 was \$16,500,000.

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 departments 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 and; January 15, 2025, for Series 2005.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents overall decreases of \$2,590,784 or 10.0% in revenues and \$1,675,149 or 15.3% in appropriations when compared to the FY2013/14 Adopted Budget.

The primary factors contributing to the significant changes are:

Revenues:

- \$303,962 increase in Operating Transfers In primarily due to higher projected wages subject to pension rate contribution.
- \$2,873,884 decrease in Long-term Debt Proceeds. This is only a budgetary entry necessary to account for the deficit fund balance created from the early redemption of the Pension Obligation Bonds. The budget deficit is being addressed through future rate recovery charges from the County departments.
- \$19,862 in Other Revenue due to a lower projected contribution rate and lower projected wages for the Solano County Fair staff and Superior Court staff.

Appropriations:

- \$1,675,149 decrease is primarily due to a reduction in bond redemption requirements per the POB’s debt service schedule and a decrease in interest charges.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	1,817	4,000	3,000	(1,000)	(25.0%)
Misc Revenue	757,020	739,312	719,450	(19,862)	(2.7%)
Other Financing Sources	10,097,115	25,284,444	22,714,522	(2,569,922)	(10.2%)
TOTAL REVENUES	10,855,953	26,027,756	23,436,972	(2,590,784)	(10.0%)
APPROPRIATIONS					
Services and Supplies	8,200	8,500	8,200	(300)	(3.5%)
Other Charges	12,216,986	10,943,330	9,268,481	(1,674,849)	(15.3%)
TOTAL APPROPRIATIONS	12,225,186	10,951,830	9,276,681	(1,675,149)	(15.3%)
CHANGE IN FUND BALANCE	1,369,233	(15,075,926)	(14,160,291)	915,635	(6.1%)

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 and FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	444	0	0	0	0.0%
Charges For Services	1,671	0	0	0	0.0%
Other Financing Sources	<u>3,135,958</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
TOTAL REVENUES	3,138,072	0	0	0	0.0%
APPROPRIATIONS					
Services and Supplies	4,170	0	0	0	0.0%
Other Charges	<u>3,133,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
TOTAL APPROPRIATIONS	3,138,070	0	0	0	0.0%
CHANGE IN FUND BALANCE	(2)	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 about \$2.9 million in present value dollars over the term of the bonds. The 2002 Certificates of Participation were issued to finance the construction of the County Administration Center, the Probation Facility, improvements to the Central Utility Plant and the Library in Fairfield. The 2002 COP were redeemed in their entirety on November 1, 2012.

The Auditor-Controller is responsible for administering the debt service on the 2007 COP through the date of redemption on November 1, 2032. debt service payments are financed through Operating Transfers In from Public Facilities Fees, the General Fund, the Library, the Recorder, the Road 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 Recommended Budget represents an increase of \$2,387 or 0.0% in revenues and a decrease of \$1,416 or 0.0% in appropriations when compared to the FY2013/14 Adopted Budget.

The revenue sources consist of the following:

- \$6,228,201 in Operating Transfers In as follows:
 - \$504,525 from the Library Fund.
 - \$170,000 from the Road Fund.
 - \$203,098 from the Recorder Fund.
 - \$727,911 from the Public Facilities Fees – Public Protection.
 - \$581,620 from the Public Facilities Fees – General Government.
 - \$397,521 from the Courthouse Temporary Construction Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$2,743,526 from the General Fund.
- \$1,672,379 from a 2% Building Use Allowance allocated to departments residing in the County Administration Center and the Probation buildings.

Appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	6,315	9,713	9,000	(713)	(7.3%)
Charges For Services	1,621,834	1,620,577	1,672,379	51,802	3.2%
Other Financing Sources	5,984,177	6,276,903	6,228,201	(48,702)	(0.8%)
TOTAL REVENUES	7,612,326	7,907,193	7,909,580	2,387	0.0%
APPROPRIATIONS					
Services and Supplies	2,475	3,200	3,750	550	17.2%
Other Charges	4,809,656	7,907,796	7,905,830	(1,966)	(0.0%)
TOTAL APPROPRIATIONS	4,812,131	7,910,996	7,909,580	(1,416)	(0.0%)
CHANGE IN FUND BALANCE	(2,800,195)	3,803	0	(3,803)	(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 Recommended Budget represents an increase of \$2,347 or 0.1% in revenues and an increase of \$2,288 or 0.1% in appropriations when compared to the FY2013/14 Adopted Budget.

Revenues consist of an operating transfer in for Health and Social Services in the amount of \$2,517,941.

The appropriations reflect the principal payment of \$2,120,000 and interest payment of \$386,288, and accounting and financial services, and fees and permits due in FY2014/15 of \$8,235.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	94	91	170	79	86.8%
Charges For Services	0	23,384	0	(23,384)	(100.0%)
Other Financing Sources	2,517,525	2,492,289	2,517,941	25,652	1.0%
TOTAL REVENUES	2,517,620	2,515,764	2,518,111	2,347	0.1%
APPROPRIATIONS					
Services and Supplies	2,650	3,735	8,235	4,500	120.5%
Other Charges	2,514,891	2,512,088	2,509,876	(2,212)	(0.1%)
TOTAL APPROPRIATIONS	2,517,541	2,515,823	2,518,111	2,288	0.1%
CHANGE IN FUND BALANCE	(79)	59	0	(59)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

Simona Padilla-Scholtens, Auditor-Controller

Debt

FUNCTION AND RESPONSIBILITY

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

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

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

DEPARTMENTAL BUDGET SUMMARY

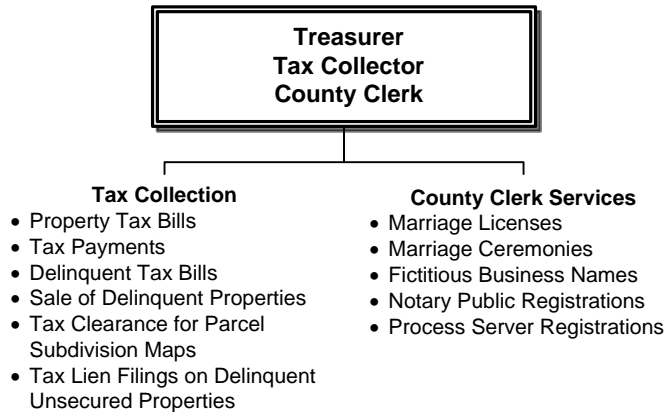
The Recommended Budget represents an increase of \$70 or 0.0% in revenues and an increase of \$12,157 or 2.6% in appropriations when compared to the FY2013/14 Adopted Budget. The appropriations reflect the principal and interest payments, and accounting and professional fees due in FY2014/15.

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	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	0	0	70	70	0.0%
Intergovernmental Rev Other	0	417,213	417,213	0	0.0%
General Fund Contribution	0	44,970	44,970	0	0.0%
TOTAL REVENUES	0	462,183	462,253	70	0.0%
APPROPRIATIONS					
Services and Supplies	0	5,500	4,000	(1,500)	(27.3%)
Other Charges	0	456,683	470,340	13,657	3.0%
TOTAL APPROPRIATIONS	0	462,183	474,340	12,157	2.6%
CHANGE IN FUND BALANCE	0	0	12,087	12,087	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:	
FY2013/14 Third Quarter Projection:	2,263,016
FY2014/15 Recommended:	2,212,437
County General Fund Contribution:	1,050,026
Percent County General Fund Supported:	47.5%
Total Employees (FTEs):	10.5

FUNCTION AND RESPONSIBILITIES

The Tax Collector is responsible for billing and collecting more than 170,000 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

- Implemented the use of the Southtech application suite for all County Clerk functions. This application suite has allowed the division to consolidate all record keeping and the provision of all services on to a unified platform that integrates document image record retention, reporting, and all other mandatory functions of the division.
- Deployed two kiosks into the County Clerk lobby that allow members of the public to submit all of the required information for requesting a marriage license; a fictitious business name statement; scheduling a marriage ceremony; or registering as a notary, process server, legal document assistant, professional photocopier, unlawful detainer assistant; without waiting for

staff to become available.

- Implemented online services for the County Clerk that allow members of the public to submit all of the required information for requesting a marriage license; a fictitious business name statement; scheduling a marriage ceremony; or registering as a notary, process server, legal document assistant, professional photocopier, or unlawful detainer assistant; at a time and place that is most convenient for them.
- Based on the successful deployment of County Clerk services to the kiosks and Internet, the division expanded the offering of marriage licenses, marriage ceremonies, and fictitious business names through these channels to include Spanish language options.
- Remodeled the County Clerk lobby to facilitate placement of the kiosks and to refurbish the area as part of the normal wear and tear usage replacement cycle.
- Conducted a successful tax sale for 100 defaulted properties that resulted in the collection of more than \$2.6 million in delinquent taxes.

WORKLOAD INDICATORS

- In FY2013/14, the Tax Collector – County Clerk issued and processed payments and collections on 165,000 property tax bills; the Division estimates handling around 170,000 in FY2014/15.
- During the same period, the Tax Collector – County Clerk issued 1,456 marriage licenses and 2,071 fictitious business name statements, with expectations to issue approximately 1,500 marriage licenses and 2,000 fictitious business names in FY2014/15.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	918,249	861,428	938,585	77,157	9.0 %
COUNTY CLERK	189,264	182,700	223,826	41,126	22.5 %
TOTAL REVENUES	1,107,513	1,044,128	1,162,411	118,283	11.3 %
APPROPRIATIONS					
TAX COLLECTOR	1,658,020	1,979,705	1,988,611	8,906	0.4 %
COUNTY CLERK	153,310	213,029	223,826	10,797	5.1 %
TOTAL APPROPRIATIONS	1,811,330	2,192,734	2,212,437	19,703	0.9 %
NET COUNTY COST					
TAX COLLECTOR	739,771	1,118,277	1,050,026	(68,251)	(6.1) %
COUNTY CLERK	(35,954)	30,329	0	(30,329)	(100.0) %
NET COUNTY COST	703,817	1,148,606	1,050,026	(98,580)	(8.6) %
STAFFING					
TAX COLLECTOR	8	8	8.5	0.5	6.3 %
COUNTY CLERK	2	2	2	0.0	0.0 %
TOTAL STAFFING	10	10	10.5	0.5	5.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$118,283 or 11.3% in revenues, and an increase of \$19,703 or 0.9% in appropriations when compared to FY2013/14 Adopted Budget. As a result, Net County Cost is decreased by \$98,580 or 8.6%.

DEPARTMENT COMMENTS

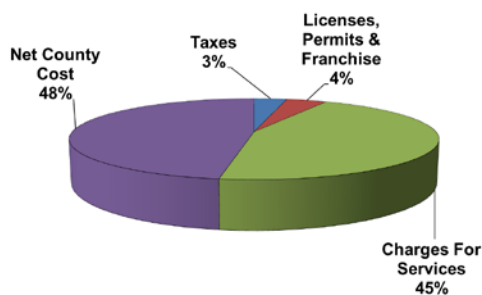
The Tax Collector – County Clerk plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service, including the implementation of an enhanced software package for the County Clerk discussed below. The Department continues to benefit from a series of cost-reducing and service enhancing technology initiatives implemented in the past five years. These include a streaming of the bill printing process, expanding online payment functionality, outsourcing bill payment processing, and the addition of electronic delivery channels for County Clerk services. As a result, staff has been able to improve customer service response times by approximately 10 percent. The County Clerk department is also now able to securely provide mandated services through indirect channels and to provide the most requested of those services in multiple languages.

In FY2014/15 the Tax Collector intends to research and deploy additional online tax payment tools that should provide enhanced channel stability, an improved user interface that is easier to navigate, the ability to provide payment history on a calendar year basis, and facilitate the migration of tax bill delivery to an electronic format. The long-term goal of the project is to enhance the tax payment process, while reducing costs associated with mailing and processing tax payments.

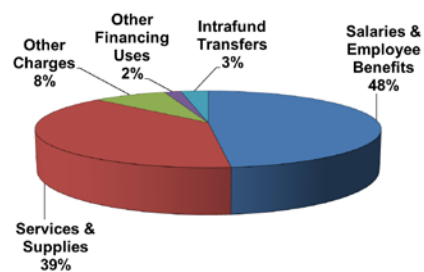
Currently scheduled for FY2014/15 is a remodel of the Tax Collector lobby that will facilitate the deployment of kiosks. These kiosks will be used to provide tax information and payment options to members of the public who wish to avoid waiting in line during peak periods.

Changes will also be made to the 2014/15 tax bill to improve the important information insert and provide the tax payer additional information regarding where their tax dollars go.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	86,120	90,000	75,000	(15,000)	(16.7%)
Licenses, Permits & Franchise	76,846	72,700	93,826	21,126	29.1%
Charges For Services	944,547	881,428	993,585	112,157	12.7%
TOTAL REVENUES	1,107,513	1,044,128	1,162,411	118,283	11.3%
APPROPRIATIONS					
Salaries and Employee Benefits	967,812	995,829	1,066,675	70,846	7.1%
Services and Supplies	628,569	925,519	860,664	(64,855)	(7.0%)
Other Charges	153,939	189,581	178,037	(11,544)	(6.1%)
Other Financing Uses	37,326	39,142	40,895	1,753	4.5%
Intra-Fund Transfers	23,685	42,663	66,166	23,503	55.1%
TOTAL APPROPRIATIONS	1,811,331	2,192,734	2,212,437	19,703	0.9%
NET COUNTY COST	703,818	1,148,606	1,050,026	(98,580)	(8.6%)

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 \$772,085 represents an increase of \$76,657 in revenues from Property Tax Administration Fees (PTAF) when compared to the FY2013/14 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 \$75,000 reflects a decrease of \$15,000, 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 \$75,000 in FY2014/15.
- Other Charges for Services of \$80,000 reflects an increase of \$10,000, 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 Revenues of \$223,826 shows an increase of \$41,126 due to increases in Charges for Services to repay the loan from the technology improvement fund that was used to purchase the Southtech application suite. Upon repayment of the outstanding loan, the County Clerk anticipates reviewing the fees to adjust them as needed to match then current costs.

Primary Cost Drivers

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

- Total Salary and Benefit expenses of \$1,066,675 reflects an increase of \$70,846 or 7.1% from the FY2013/14 Adopted Budget as a result of the full cost of the Office Coordinator position added in October 2013 as well as increases in retirement and health care costs and salary adjustments, partially offset by a \$17,700 reduction in Extra Help. The tax division also anticipates a minor cost increase of approximately \$3,000 for the requested upgrading of an Account Clerk I position to an Account Clerk II position.
- Charges from the Department of Information Technology (DoIT) for Central Data Processing and Solano County Integrated Property system (SCIPS) of \$82,677 and \$458,862, 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 \$68,621 less than the FY2013/14 Adopted Budget amounts primarily due to a decrease in the cost of the SCIPS system.

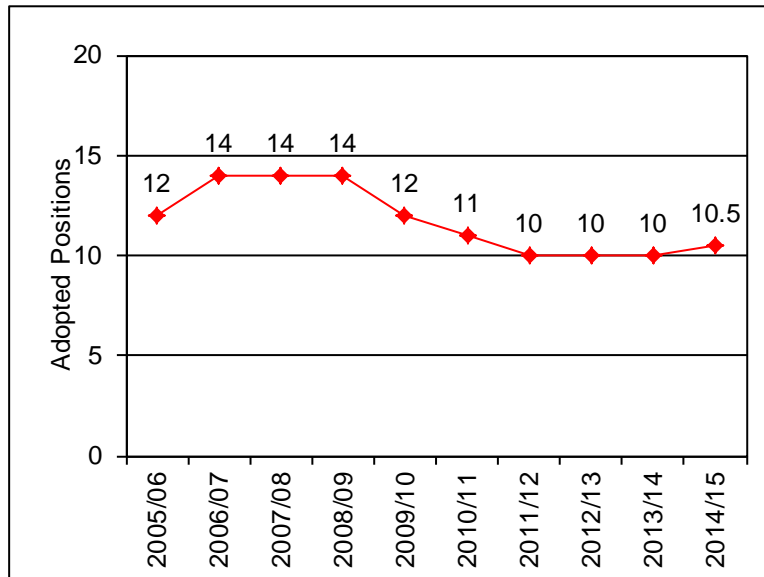
Included in the costs for Tax Collector operations is \$48,000 for contracted services with Infosend™ for the printing and mailing of property tax bills. This function is mandated by statute and was outsourced in 2003 as a cost-saving measure. The Division estimates it would require at least one FTE position and \$25,000 in one-time costs to bring the function in-house. The division also outsources the processing of payments via a lock-box service. This service is estimated to cost \$40,000 per year, and is offset by cost savings in overtime and extra help. The Department receives an additional savings of \$20,000 per year by avoiding the purchase and maintenance of payment processing equipment. In addition to the tangible cost savings, lockbox services allow staff to focus on improved customer service during peak processing times.

SUMMARY OF POSITION CHANGES

The FY2014/15 Recommend Budget includes the proposed position changes:

- Reclassify an existing Account Clerk I position to an Account Clerk II position to allow the Department to more efficiently rotate staff to meet customer service demands.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	907,349	1,000,275	998,609	(1,666)	(0.2%)
APPROPRIATIONS					
1350 TREASURER	907,349	1,000,275	998,609	(1,666)	(0.2%)

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 more than \$800 million in funds not immediately needed for use by County, local school districts and other local agencies. These funds are invested collectively in an investment structure similar to a fixed income mutual fund, and known as the Treasury 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

- Negotiated a reduction of 27% per line item on the cost of banking services.
- Conducted a Request for Qualifications (RFQ) for investment safekeeping services and as a result extended for an additional five years the current rates for the provision of services. These rates are currently 62.7% lower than the average of all other RFQ respondents.
- Maintained a rating of AA+ by Standard and Poor’s, a nationally recognized statistical rating organization that 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 \$40 million in bridge loan financing that allowed local education to continue uninterrupted.
- Arranged for \$60 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.
- Brought the HERO PACE program to the unincorporated area of Solano County. HERO joins CaliforniaFIRST as two fully validated and operational “Property Assessed Clean Energy” programs operating in the unincorporated area. Ongoing management of this program will be handled by the Department of Resource Management.

WORKLOAD INDICATORS

During the period of July 1, 2013 to June 30, 2014, the Treasurer anticipates processing 8,800 deposit permits, and expects to process around 9,000 in FY2014/15.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$1,666 or 0.2% in revenues and \$1,666 or 0.2% in appropriations when compared to the FY2013/14 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 is focused on the management of the investment portfolio in the extremely low current yield environment. The goal of the Treasurer is to optimize the current return on investment to the pool participants, while staying within established risk parameters. Concern is growing in the marketplace that the economy may be approaching a divergence point where it will either

slow, and thereby maintain the low rates for an extended period of time, or accelerate which will result in substantially higher rates.

During FY2014/15, the Treasurer anticipates reviewing accounting and record keeping systems used in the Treasury to ensure they are efficiently meeting the needs of the Treasury. The Treasurer also anticipates working with the Auditor – Controller's Office in the development and implementation of more efficient processes for handling the processing of deposit permits and other related County records.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	904,012	997,775	995,609	(2,166)	(0.2%)
Misc Revenue	3,337	2,500	3,000	500	20.0%
TOTAL REVENUES	907,349	1,000,275	998,609	(1,666)	(0.2%)
APPROPRIATIONS					
Salaries and Employee Benefits	367,961	400,635	414,153	13,518	3.4%
Services and Supplies	320,740	394,292	378,072	(16,220)	(4.1%)
Other Charges	47,238	34,910	8,510	(26,400)	(75.6%)
Other Financing Uses	14,431	15,518	15,422	(96)	(0.6%)
Intra-Fund Transfers	156,979	154,920	182,452	27,532	17.8%
TOTAL APPROPRIATIONS	907,349	1,000,275	998,609	(1,666)	(0.2%)
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

No significant changes or adjustments to the overall budget are anticipated. The \$13,518 increase in salary expenses and \$26,400 increase in Intra-Fund Transfers due to accounting service charges and the division's share of lobby improvements are more than offset by the \$16,220 decrease in Services and Supplies and reductions in Other Charges due to a decrease in Countywide Administrative Overhead and Building Use charges.

SUMMARY OF POSITION CHANGES

The Recommended Budget includes the proposed position changes:

- Reclassify an existing Account Clerk I position to an Account Clerk II position to allow the Department to more efficiently rotate staff to meet the customer service demands.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



Legal Services

- General Government
- Public Protection
- Health & Human Services
- Land Use, Transportation & Public Works
- Direct Billings – Special Districts, Outside Agencies & Special Projects

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 Fairfield Suisun Sewer District, the Solano County Office of Education and several school districts.

Budget Summary:	
FY2013/14 Third Quarter Projection:	3,396,421
FY2014/15 Recommended:	3,557,301
County General Fund Contribution:	956,512
Percent County General Fund Supported:	26.8%
Total Employees (FTEs):	17.8

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, adult protective services, public health and safety, civil litigation, and other matters of great interest to the citizens of Solano County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Litigation spanning thirteen years, involving ten counties and cities, successfully obtained a favorable judgment in the Lead Paint case, resulting in Solano County’s allocated share of \$23 million of the \$1.15 billion abatement fund.
- The Office brought the Measure E litigation challenging an approved landfill expansion to a favorable conclusion. The litigation, initiated in 2009, had been through the Solano County Superior Court and the Court of Appeal, the Ninth Circuit, and was briefly considered by the California Supreme Court. The reversal of Measure E saves Solano County approximately \$3 million per year in general fund revenue. The County and the landfill operator were also successful in overturning the trial court’s award of significant attorney fees to the petitioners.
- The Office worked closely with the Department of Resource Management and staff of the Bay Conservation and Development Commission (BCDC) in updating the Solano County component of the Suisun Marsh Local Protection Program. County Counsel also worked with BCDC in litigation successfully upholding BCDC’s approval of a marsh development permit for the Potrero Hills landfill expansion project.

**Dennis Bunting, County Counsel
General Counsel**

-
- The Office assisted the Department of Resource Management in updating and applying the County's zoning regulations to address a wide variety of circumstances, ranging from medical marijuana dispensaries to the development of agriculture-supporting enterprises. Although the Department's actions have not been free from public objections, no new litigation has been initiated against the County based on the Department's land use and planning activities during the past year.
 - Provided legal support to the Solano County Airport Land Use Commission and its staff in connection with the Commission's 2013 amendment to the Travis Air Force Base Land Use Compatibility Plan, creating an overlay zone around Travis AFB and establishing a 200-foot height limit for any future structures within the zone. The amendment enhanced land use protections for Travis AFB's mission and operations, particularly for the training of pilots in tactical arrivals, landings and departures at the *Permanent Western United States C-17 Landing Zone* which opened for operations at Travis AFB in March 2013.
 - The Office was also instrumental in: (1) the adoption of the Public Facilities Fee update to include a crucial regional transportation component; (2) participation during the negotiations and awarding of the Level III Trauma Center to Kaiser Foundation Hospital; (3) the execution of the SELPA and Solano County Mental Health Memorandum of Understanding, relating to providing mental health services to Medi-Cal eligible students; (4) the approval of the Solano 360 Project; (5) the invalidation of Reclamation District 501's maintenance and operation assessment levied against Solano County's roads; and (6) the rejection of legal challenges to the Rooster Keeping ordinance and its effective implementation and enforcement by the Agricultural Commissioner, Animal Care Services and the District Attorney's Office.

WORKLOAD INDICATORS

- In FY2012/13, the Office's 14 attorneys billed a total of 31,334 hours for legal services; FY2014/5 estimated billable hours are expected to match or exceed previous year's totals.
 - The generated annual billable hours for legal services exceeds the annual productive hour standard of 1,720 hours per attorney by 23%. The Auditor-Controller establishes the standard for annual productive hours.
 - Within Solano County Departments there were eleven County code accounts with increased billable hours greater than 30% from the previous year. Four of these increased in the number of hours by at least 70%. In addition, the billable hours for four external direct bill customers increased, with three in the 50% range and one increasing by 86%.
 - In addition to providing legal services, the Office provided several training and workshops to include Child Protective Services procedures, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information, Portability and Accountability Act requirements and records and subpoenas. Training audiences include County personnel and appointed and elected members of various boards, commissions, committees and the Board of Supervisors.
- Since 2011 the support staff has been reduced by 30% (from six to four, consisting of three Legal Secretaries and one Office Supervisor). One legal secretary is dedicated to three attorneys handling 260 Child Protective Services cases, who in FY2012/13 billed 5,331 hours, with the hours for subsequent years expected to increase. Another legal secretary is dedicated solely to managing approximately 150 LPS Conservatorship and Probate cases. This leaves one legal secretary to assist the remaining nine attorneys with assistance from the Office Supervisor.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	2,840,680	2,855,977	2,600,789	(255,188)	(8.9) %
TOTAL REVENUES	2,840,680	2,855,977	2,600,789	(255,188)	(8.9) %
APPROPRIATIONS					
LEGAL SERVICES	3,297,947	3,383,746	3,557,301	173,555	5.1 %
TOTAL APPROPRIATIONS	3,297,947	3,383,746	3,557,301	173,555	5.1 %
NET COUNTY COST					
LEGAL SERVICES	457,267	527,769	956,512	428,743	81.2 %
NET COUNTY COST	457,267	527,769	956,512	428,743	81.2 %
STAFFING					
LEGAL SERVICES	17.55	17.55	17.80	0.25	1.4 %
TOTAL STAFFING	17.55	17.55	17.80	0.25	1.4 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall decrease of \$255,188 or 8.9% in revenues and an increase of \$173,555 or 5.1% in appropriations when compared to FY2013/14 Adopted Budget. As a result, Net County Cost increased by \$428,743.

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 \$1,860,489, which reflects an increase of \$96,312 or 5.5% from the FY2013/14 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.

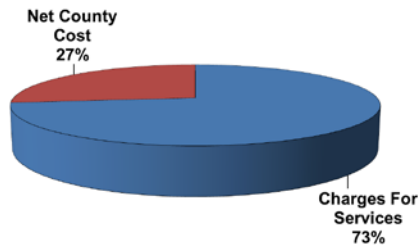
The primary outlays for County Counsel are for labor costs. Appropriations for salaries and benefits for FY2014/15 are projected at \$3,124,064, an increase of \$178,847 or 6.1% from the FY2013/14 Adopted Budget.

DEPARTMENT COMMENTS

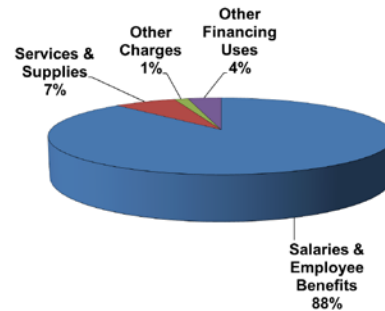
To offset the changing demand for legal services from internal County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office provides legal representation to the Rural North Vacaville Water District, the Solano Transportation Authority, SolTrans and the Fairfield Suisun Sewer District, and legal services to the United States Air Force by acting as mental health hearing officers, conducting certification hearings at Travis Air Force Base, and providing certification trainings for base mental health personnel. These legal 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.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,840,680	2,855,977	2,600,789	(255,188)	(8.9%)
TOTAL REVENUES	2,840,680	2,855,977	2,600,789	(255,188)	(8.9%)
APPROPRIATIONS					
Salaries and Employee Benefits	2,884,994	2,945,217	3,124,064	178,847	6.1%
Services and Supplies	225,840	252,051	241,620	(10,431)	(4.1%)
Other Charges	54,064	54,110	53,603	(507)	(0.9%)
Other Financing Uses	121,895	123,687	129,804	6,117	4.9%
Intra-Fund Transfers	11,154	8,681	8,210	(471)	(5.4%)
TOTAL APPROPRIATIONS	3,297,947	3,383,746	3,557,301	173,555	5.1%
NET COUNTY COST	457,267	527,769	956,512	428,743	81.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

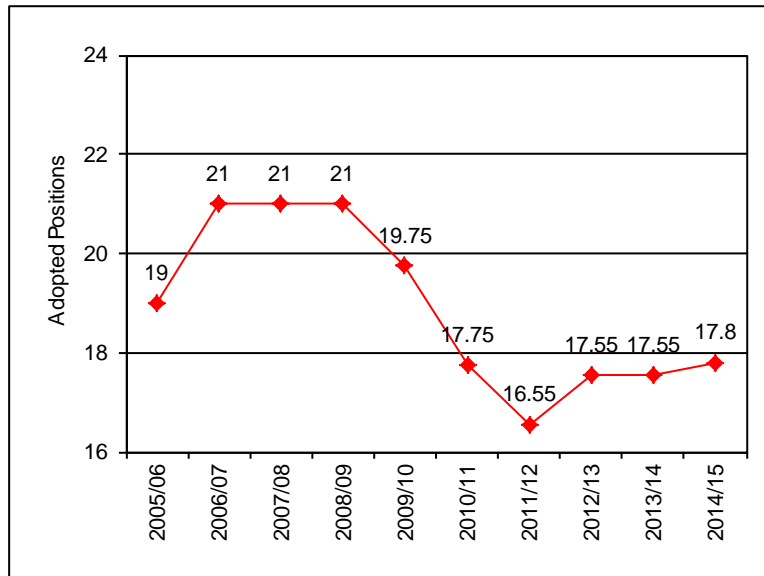
Successful efforts by the Office in securing outside revenue sources have partially mitigated revenue loss from reduced legal demands from internal clients. The most significant change from the FY2013/14 Adopted Budget is the reduction in revenue in direct billings. While the methodology for calculating the external direct billing accounts remained the same, the Child Protective Services (CPS) and H&SS Mental Health billing methodology significantly changed revenue by changing the billing rates for FY2013/14 and FY2014/15 in accordance with the Auditor-Controller's memorandum dated July, 1 2013. This resulted in a reduction of 47% in CPS and 29% in Mental Health revenues (as calculated using the two previous years' revenues) with an overall reduction in inter-fund revenue of 44% when compared to the FY2013/14 Adopted Budget amount.

SUMMARY OF POSITION CHANGES

The Recommended Budget includes the proposed position changes:

- Add 0.25 FTE Legal Secretary (confidential) to accommodate increased workload of Conservator/Guardianship cases. The position is offset by revenue received from Court mandated fees for the Public Guardian.

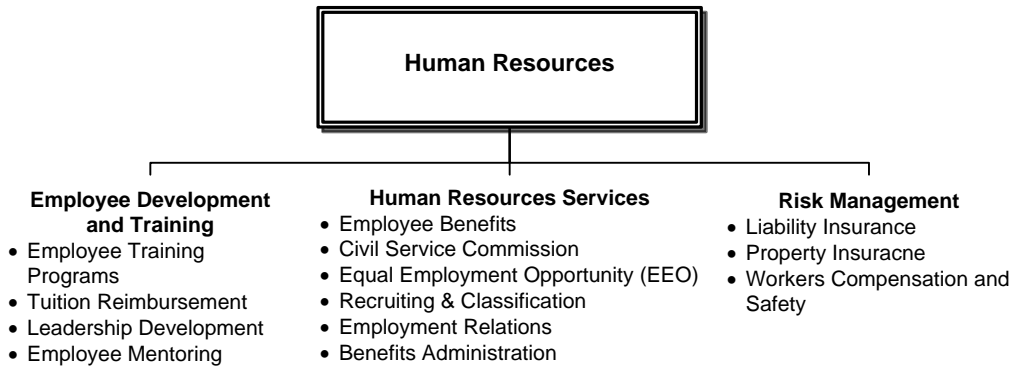
STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The overall demand for legal services remains high, although there has been a change in the mix of legal clients served, including the securing of outside public agency contracts that generate significant non-general fund revenue.

The amount of reported billable hours (31,334 for FY2012/13 and approximately 30,000 estimated for FY2013/14) that exceed the productive hours standard calculated by the Auditor-Controller of 1,720 hours per attorney. In the coming year, the department will be working with the CAO to explore further the potential need to consider hiring a minimum of two more attorneys and support staff and identify the means to fund the positions.



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:	
FY2013/14 Third Quarter Projection:	2,741,861
FY2014/15 Recommended:	2,958,747
County General Fund Contribution:	466,874
Percent County General Fund Supported:	15.7%
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 Divisions. The Department also oversees Risk Management (BU 1830) and the Employee Development and Recognition (BU 1103) Departments.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

During FY2013/14:

- Negotiated 18 successor collective bargaining agreements in conformance with Board of Supervisors’ direction.
- Updated the Employer-Employee Relations Rules and Regulations to incorporate fact-finding with the collective bargaining impasse procedures.
- Included performance evaluation due dates in the PeopleSoft HRMS and created standardized reports for use by departments.
- Updated the department’s website information to include benefits information by classification and by bargaining unit.
- Implemented the use of technology to enhance operations in the areas of bilingual testing and typing certifications.

WORKLOAD INDICATORS

During the period July 1, 2013 – February 28, 2014:

- Reviewed 10,612 job applications compared to 8,498 during that same period in FY2012/13.
- Opened 108 recruitments compared to 125 in FY2012/13.
- Processed 441 requisitions to fill vacancies compared to 350 in the prior year.
- Conducted and responded to a 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	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	2,314,318	2,541,447	2,491,873	(49,574)	(2.0) %
TOTAL REVENUES	2,314,318	2,541,447	2,491,873	(49,574)	(2.0) %
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	2,530,684	2,711,055	2,958,747	247,692	9.1 %
TOTAL APPROPRIATIONS	2,530,684	2,711,055	2,958,747	247,692	9.1 %
NET COUNTY COST					
HUMAN RESOURCES SERVICES	216,366	169,608	466,874	297,266	175.3 %
NET COUNTY COST	216,366	169,608	466,874	297,266	175.3 %
REVENUES					
HUMAN RESOURCES SERVICES	17	17	17	0	0.0 %
TOTAL REVENUES	17	17	17	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$49,574 or 2.0% in revenues and an increase of \$247,692 or 9.1% in appropriations when compared to the FY2013/14 Adopted Budget. As a result, Net County Cost increased by \$297,266 or 175.3%.

The primary funding source for the Department of Human Resources (HR) is Administration Overhead (A87) of \$2,376,476 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the Department. The change in revenues is the result of a decrease in administration overhead revenue.

The Department additionally receives departmental administration revenue reimbursement for the HR Director’s time spent in Risk Management. Estimated revenues for these services are \$65,000 in departmental administration overhead.

Primary costs for the Department are:

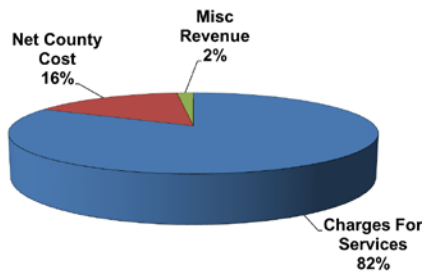
- Salary and Benefits of \$2,111,647, projected to increase by \$83,887 or 4.1%. This is primarily due to the conversion of 1.0 FTE Human Resources Assistant position to a Lead Human Resources Assistant, and increases resulting from salary adjustments, merit increase, flexible promotions and retirement costs.
- Services and Supplies of \$703,842 are projected to increase by \$187,582 due to the following:
 - Liability Insurance charges of \$38,970 increased by \$28,179.
 - Managed Print Cost per Copy fees are budgeted at \$7,000 and this is a newly added appropriation as a result of implementation of the countywide Managed Print Services program.
 - Other Professional Services of \$379,250 are projected to increase by \$104,000 or 37.8%. These appropriations primarily cover the estimated FY2014/15 contract costs as follows:
 - \$102,000 for CalPERS health administration fees
 - \$31,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan
 - \$30,000 for annual PARS actuarial study and biannual OPEB actuarial study
 - \$22,500 for review of 457 deferred compensation plan line-up and to negotiate 457 plan savings

- \$4,000 for court reporter fees for Civil Service Commission appeal hearings
- \$6,750 for EEO specific training
- \$75,000 for recruitment testing services provided by Cooperative Personnel Services and bilingual testing through Language People
- \$78,000 for labor relations services and market studies for negotiations
- \$30,000 for document imaging fees and other projects
- Software Maintenance and Support is projected to increase by \$22,000 as a result of implementing the DDI competency-based selection system approved by the Board in 2013.
- Central data processing (CDP) charges of \$108,867, a projected increase of \$25,767.
- Office Expense of \$8,000 is expected to decrease by \$4,000 as a result of savings in printing costs with the roll-out of Managed Print Services.

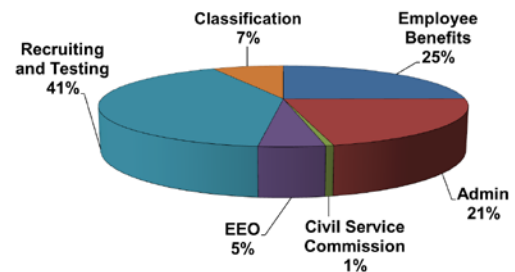
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	2,263,900	2,491,047	2,441,473	(49,574)	(2.0%)
Misc Revenue	50,418	50,400	50,400	0	0.0%
TOTAL REVENUES	2,314,318	2,541,447	2,491,873	(49,574)	(2.0%)
APPROPRIATIONS					
Salaries and Employee Benefits	1,796,218	2,027,760	2,111,647	83,887	4.1%
Services and Supplies	581,087	516,260	703,842	187,582	36.3%
Other Charges	82,953	83,180	61,097	(22,083)	(26.5%)
Other Financing Uses	63,308	77,255	82,161	4,906	6.4%
Intra-Fund Transfers	7,117	6,600	0	(6,600)	(100.0%)
TOTAL APPROPRIATIONS	2,530,684	2,711,055	2,958,747	247,692	9.1%
NET COUNTY COST	216,366	169,608	466,874	297,266	175.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

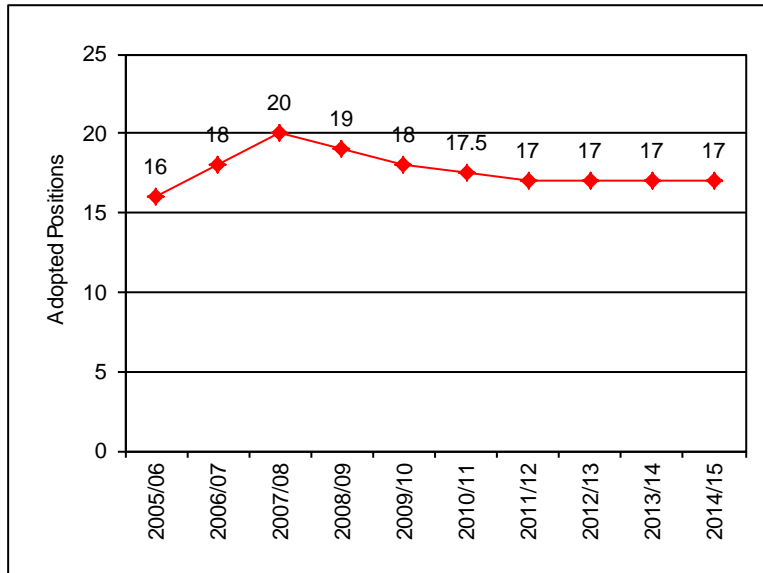
None.

SUMMARY OF POSITION CHANGES

The Recommended Budget included the proposed position changes:

- Convert 1.0 FTE Human Resources Assistant to 1.0 FTE Lead Human Resources Assistant, effective 1/4/15.

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. On February 10, 2014, the Department of Treasury and Internal Revenue Service issued final regulations on the ACA employer shared responsibility provisions. To avoid paying substantial penalties, the proposed regulations initially required employers to offer medical coverage to 95 percent of their full-time employees and dependents beginning January 1, 2015. The final regulations retain this requirement for 2016 and beyond, but reduce the requirement for the 2015 calendar year to 70 percent of full-time employees and their dependents. HR is continuing to work with County departments to prepare for proper implementation of this new legal requirement. Employers may still be subject to penalties for failure to offer affordable coverage as required by ACA.

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	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOP & RECOGNITION	362,616	331,061	317,500	(13,561)	(4.1%)
1830 RISK MANAGEMENT	11,886,192	14,513,421	14,553,796	40,375	0.3%
APPROPRIATIONS					
1103 EMPLOYEE DEVELOP & RECOGNITION	346,477	460,740	413,545	(47,195)	(10.2%)
1830 RISK MANAGEMENT	13,439,016	15,308,008	15,546,265	238,257	1.6%
NET CHANGE					
1103 EMPLOYEE DEVELOP & RECOGNITION	16,139	(129,679)	(96,045)	33,634	(25.9%)
1830 RISK MANAGEMENT	(1,552,824)	(794,587)	(992,469)	(197,882)	24.9%

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

FUNCTION AND RESPONSIBILITIES

The Employee Development and Recognition Program includes funds for 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:	
FY2013/14 Third Quarter Projection:	408,126
FY2014/15 Recommended:	413,545
County General Fund Contribution:	96,045
Percent County General Fund Supported:	23.2%
Total Employees (FTEs):	2

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Developed and implemented a focused training curriculum for a third cohort of supervisors and managers to participate in the Future Leaders Program through UC Davis.
- Developed and implemented online computer training classes for employees through New Horizons to facilitate expanded means to provide County mandated training and optional training for County staff development.

WORKLOAD INDICATORS

- 3,659 employees attended County training sessions from July 1, 2013 through February 28, 2014 compared to 2,891 employees during that same period in FY2012/13.
- Offered 61 professional development/training classes, excluding County-mandated sessions, to all County employees.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of represents decreases of \$13,561 or 4.1% in revenues and \$47,195 or 10.2% in appropriations when compared to the FY2013/14 Adopted Budget. As a result, Net County Cost decreased by \$33,634 or 25.9% for FY2014/15.

Charges for Services of \$317,500 is projected to decrease by \$13,561. The primary funding source for this Division is Administration Overhead of \$311,000, 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 decrease by \$13,561 or 4.6% from the previous fiscal year. In addition, appropriations include reimbursement revenue of \$6,500 from outside agencies for attendance in County-sponsored training classes.

Primary costs for the Employee Development and Recognition Division are:

- Salary and Benefits of \$236,387 are projected to increase by \$8,111 or 3.6% due to salary adjustments and benefit increases.
- Services and Supplies of \$134,629 decreased by \$80,662 due to the following;
 - Education and Training of \$51,250 reflects a decrease of \$48,450 or 48.6% as the Future Leaders Training Program will not be offered in FY2014/15 but in every other fiscal year. Included in the Department’s budget are costs of the following training programs:
 - \$21,000 contract with vendors to provide Microsoft Office 2010 training
 - \$9,000 contract for online/e-learning training
 - \$6,000 for Executive Leadership Development courses
 - \$5,000 for guest trainers at Quarterly Manager’s Meetings
 - \$5,000 for Liebert Cassidy Whitmore Training Consortium
 - \$3,200 for Managed Health Network employee development classes
 - \$1,050 for six (6) ICMA supervisory/management training webinars
 - \$1,000 for Organizational Development/Training Officer training

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

Marc Fox, Director of Human Resources

Legislative & Administration

- Tuition Reimbursements of \$30,000, a decrease of \$30,000 when compared to last fiscal year due to lower utilization, for tuition reimbursements to employees in accordance with their specific collective bargaining agreement with the County.
- Other Charges of \$33,498 reflect an increase of \$29,176 which is the net total of \$25,458 in Interfund Services for clerical services from Risk Management and an increase of \$3,718 in CAC building charges.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Charges For Services	362,616	331,061	317,500	(13,561)	(4.1%)
TOTAL REVENUES	362,616	331,061	317,500	(13,561)	(4.1%)
APPROPRIATIONS					
Salaries and Employee Benefits	213,160	228,276	236,387	8,111	3.6%
Services and Supplies	116,183	215,291	134,629	(80,662)	(37.5%)
Other Charges	3,392	4,322	33,498	29,176	675.1%
Other Financing Uses	8,441	8,801	9,031	230	2.6%
Intra-Fund Transfers	5,302	4,050	0	(4,050)	(100.0%)
TOTAL APPROPRIATIONS	346,477	460,740	413,545	(47,195)	(10.2%)
NET COUNTY COST	(16,139)	129,679	96,045	(33,634)	(25.9%)
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. It remains forecasted that 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 supervisor, middle, senior and executive level within the organization. The County reinstated the Future Leaders training program in FY2013/14 to help address succession planning and leadership development for future senior and executive staff and expanded offerings for supervisors. However, the budget does include expanded training and staff development programs for FY2014/15. Additionally, the County needs to identify strategies to recruit, develop, 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:	
FY2013/14 Third Quarter Projection:	13,863,621
FY2014/15 Recommended:	15,546,265
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	6

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.

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.
- Workplace Violence Prevention Policy was completed and adopted by the Board requiring increased training for all employees on a biannual basis, providing a threat assessment team for responding to workplace violence, weapons ban on County premises, and a requirement for incident reporting.
- Entered into a contract with a third party company with the purpose of reviewing the Workers’ Compensation program and developing case closure recommendations, and other strategies, in order to reduce the overall cost of the program; work continues through December 2014.
- Completed new training with three departments to comply with changes to the Hazard Communication Standard regarding the Global Harmonization of chemicals that standardized the way workers are notified of chemical hazards.

WORKLOAD INDICATORS

During the period July 1, 2013 – February 28, 2014:

- Processed 982 FMLA/discretionary letters compared to 940 in same period in FY2012/13
- Completed 102 ergonomic evaluations compared to 88 in FY2012/13
- The number of new workers’ compensation claims decreased from 175 last year to 156 this year
- Completed 124 ADA interactive meetings compared to 119 last fiscal year
- 1,091 vaccines administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen CalOSHA standard vaccine requirements compared with 1,083
- 180 employees completed compliance training compared to a FY2012/13 total of 254
- Coordinated 166 pre-employment physicals compared to 86 in the prior fiscal year

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$40,375 or 0.3% in revenues and \$238,257 or 1.6% in appropriations when compared to the FY2013/14 Adopted Budget. As a result, Fund Balance is decreased by \$197,882 or 24.9% when compared to FY2013/14 Adopted Budget.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	102,263	71,500	61,300	(10,200)	(14.3%)
Charges For Services	11,004,086	14,251,921	14,288,496	36,575	0.3%
Misc Revenue	779,843	190,000	204,000	14,000	7.4%
TOTAL REVENUES	11,886,192	14,513,421	14,553,796	40,375	0.3%
APPROPRIATIONS					
Salaries and Employee Benefits	674,497	975,879	1,016,011	40,132	4.1%
Services and Supplies	12,039,563	13,646,703	13,828,394	181,691	1.3%
Other Charges	698,036	649,167	663,467	14,300	2.2%
Other Financing Uses	26,921	36,259	38,393	2,134	5.9%
TOTAL APPROPRIATIONS	13,439,016	15,308,008	15,546,265	238,257	1.6%
NET GAIN(LOSS)	(1,552,824)	(794,587)	(992,469)	(197,882)	24.9%
STAFFING					
RISK MANAGEMENT	6	8	6	(2)	(25.0) %
TOTAL STAFFING	6	8	6	(2)	(25.0) %

SUMMARY OF SIGNIFICANT ADJUSTMENTS

1821 Administration

The Administration Division is funded through intra-fund transfers of \$1,294,002 to the Risk Management operating divisions. These charges are estimated to increase by \$51,546 when compared to FY2013/14 Adopted Budget.

The primary costs for the administration division are:

- Salary and benefits of \$654,016 which are projected to increase by \$39,612 primarily due to increases in PERS retirement costs and approved cost-of-living adjustments and merit increases, which are partially offset by savings in extra help and health insurance costs.
- \$61,650 in Memberships, which are decreased by \$2,350 compared to last fiscal year, covers the cost of the County's membership with CSAC as well as other risk management-related professional organizations.
- Other Professional Services of \$30,000 is primarily for legislative advocacy and representation.
- Software Maintenance and Support of \$18,900 is for an anticipated purchase of FMLA tracking software to automate current labor intensive processes.
- Other charges include countywide administrative overhead and departmental administrative overhead from the Department of Human Resources for the Director's time.

1822 Liability

The primary funding source for the Liability Division is \$4,126,874 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to decrease by \$247,362 when compared to last fiscal year. For FY2014/15, the Department will use \$400,000 in Fund Balance to offset the cost of liability insurance for departments as a one-time savings to departments.

Other Revenue of \$204,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf. It reflects a \$14,000 increase due to an anticipated increase in malpractice insurance costs.

The primary costs for liability are:

- Insurance – Other of \$2,989,000 reflects a decrease of \$251,196 due to preliminary insurance rates received from CSAC Excess Insurance Authority which include:
 - Primary Liability Insurance of \$833,000
 - Excess Liability Insurance of \$2,145,000
 - Cyber Liability of \$6,000
 - Special Liability Insurance Program of \$5,000
- Insurance Claims of \$441,211 for primary liability insurance payments under the \$10,000 deductible limit is \$8,790 lower than last fiscal year.
- Malpractice Insurance of \$204,000 reflects an increase of \$14,000, due to higher insurance rates.
- Non-Covered Liability Claims of \$250,000, for claims that are not covered by the Primary General Liability Program, remain the same as last fiscal year.

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 \$677,728 when compared to last fiscal year for a total recovery in FY2014/15 of \$8,689,317.

Primary costs are:

- Insurance – Other of \$2,487,000 with an increase of \$117,735 due to higher rates. Included are:
 - Excess Workers' Compensation Insurance of \$2,337,000
 - Department of Industrial Relations of \$150,000

-
- Insurance Claims of \$4,485,917 reflect an increase of \$483,511 due to higher anticipated payouts for self-insured workers' compensation insurance claims.
 - Other Professional Services of \$1,068,006 reflect an increase of \$58,665 for the following contracts:
 - Workers' Compensation Third Party Administration Fees - \$411,019
 - Occu-Med contract - \$135,000
 - Reimbursement to the Department of Health and Social Services for Occupational Health staff costs - \$461,987
 - Occ Link for independent claims review of Workers' Compensation Program - \$50,000
 - David Smith, Licensed Ergonomist - \$10,000 for ergonomic evaluations
 - 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 \$1,175,389 from charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$107,837 when compared to last fiscal year.

Primary costs are:

- Insurance – Other of \$1,203,989 reflects an increase of \$144,489 due to projected higher insurance rates, as follows:
 - Property Insurance – \$1,184,389
 - Bond Insurance – \$14,100
 - Airport Liability Insurance – \$4,000
 - Watercraft Insurance – \$1,500
- 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 decrease by \$527,086 as a result of a reduction in unemployment reimbursable claims and one-time use of \$192,786 in available fund balance.

SUMMARY OF POSITION CHANGES

During the FY2013/14 Budget Hearings, a 1.0 FTE Risk Analyst position was approved effective October 2013 in the Administration Division to serve as a loss prevention and control specialist responsible for implementing an effective injury and illness prevention and training program.

After a review of the County's compliance program, it was determined that the program and associated positions should be located within the Department of Health and Social Services. On May 13, 2014, the following changes were approved for the Human Resources' Risk Management Department position allocation based on the review:

- Reclassified 1.0 FTE Compliance Officer in Human Resources to 1.0 FTE Deputy Compliance and Quality Assurance Manager in Health and Social Services.
- Deleted 1.0 vacant FTE Compliance Officer.

The Recommended Budget included the proposed position changes:

- Reclassify 1.0 FTE Office Assistant III (C) to 1.0 FTE Office Assistant II (C) effective 7/6/14. The position is currently filled with an Office Assistant II (C).

In addition, Risk Management's Recommended Budget includes the continuation of an extra-help Wellness Coordinator.

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:	
FY2013/14 Third Quarter Projection:	3,480,584
FY2014/15 Recommended:	3,499,769
County General Fund Contribution:	2,710,769
Percent County General Fund Supported:	77.4%
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

- Worked with many districts throughout the county to help understand the financial impact of switching to the even-year election cycle. Five districts switched in 2013, and three others will switch in 2014, minimizing the election workload in odd years.
- Began new outreach programs to stakeholders, implementing a quarterly newsletter that is distributed electronically, and conducting quarterly city clerk meetings to share information.
- Implemented new tablet-based electronic pollbooks, coordinating the design and implementation with the Secretary of State, and ROV's vendor for successful deployment in 2013 Elections. The Registrar's office held an open house for stakeholders to view the tablets prior to deployment, and has worked with other counties interested in the same system on implementation issues. This system will be deployed on a countywide level in 2014 elections.
- Received grant funding from the Secretary of State to work on evaluating polling places for accessibility and to provide new voting booths for accessible use.
- Continue to evaluate changes in election processes to increase efficiencies in vote-by-mail (VBM) processing. Reduced staff processing time per VBM ballot piece.
- Worked closely with Secretary of State staff on the Statewide Voter Registration System – "VoteCal." The project is

scheduled for implementation in 2015. Solano County is playing a lead role in the deployment both by being one of five pilot counties and by chairing the VoteCal Business Process Committee helping to better align business process of all 58 counties, while helping the VoteCal system to be designed to meet the existing business processes where possible.

- Continued along with 12 other California counties to utilize federal grant money to better serve the county's active duty military, overseas voters and family members by sending ballots electronically during the VBM period.
- Implemented Radio Frequency Identification tags (RFID) for equipment tracking and returns from polling places. This new technology will speed up ROV's check-in process and help track a multitude of bags and equipment that are deployed for an election.

WORKLOAD INDICATORS

- ROV staff processed a total of 19,012 voter file transactions in the 2013 calendar year. Voter registration decreased by less than 1% to 208,020. ROV maintains significant efficiencies through the online registration system. Previous processes required roughly eight minutes for an operator to enter a voter transaction. That same transaction has been reduced to two minutes with the same level of accuracy and integrity.
- Consistent with previous years, VBM turnout continues at a high level and comprises a significant portion of the work for the ROV office. Approximately 55% of all voters are permanent VBM voters, of which 70% typically return their ballots each election. In addition, 20% of VBM voters return their ballots at the polls or in the ROV office on Election Day.
- ROV continues to monitor poll worker levels per precinct and look for utilizing the electronic pollbook to create efficiencies and cost savings. A reduced election size in 2013 allowed the Department to study the implementation of the electronic pollbook, and work towards improved accuracy and productivity at the polls with poll workers.
- With the implementation of the electronic pollbook project, ROV is able to start the Election Canvass with more reliable information and in a faster time period. The workload on election night has been reduced by posting the vote history from the polls electronically, and tracking equipment with RFID tags.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	1,039,104	362,500	789,000	426,500	117.7 %
TOTAL REVENUES	1,039,104	362,500	789,000	426,500	117.7 %
APPROPRIATIONS					
ELECTIONS	3,247,335	3,637,759	3,499,769	(137,990)	(3.8) %
TOTAL APPROPRIATIONS	3,247,335	3,637,759	3,499,769	(137,990)	(3.8) %
NET COUNTY COST					
ELECTIONS	2,208,231	3,275,259	2,710,769	(564,490)	(17.2) %
NET COUNTY COST	2,208,231	3,275,259	2,710,769	(564,490)	(17.2) %
STAFFING					
ELECTIONS	10	10	10	0	0.0 %
TOTAL STAFFING	10	10	10	0	0.0 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$426,500 or 117.7% in revenues and a decrease of \$137,990 or 3.8% in appropriations when compared to FY2013/14 Adopted Budget. As a result, the Net County Cost decreased by \$564,490 or 17.2%.

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, State and Federal election costs are borne by the County. FY2014/15 has one scheduled election, the November 2014 Gubernatorial General Election. Costs for this election will be partially offset by revenue from participating districts. In FY2014/15, the ROV will experience an increase in revenue due to the significant increase in participating districts in the November 2014 General Election. This election’s budget reflects revenues of \$789,000 and appropriations of \$992,419.

Significant changes to ROV’s budget include:

- Labor costs reflect a decrease of \$13,608 primarily due to decreases in extra-help and workers’ compensation insurance, and offset by increases in salaries due to cost-of-living adjustments, medical insurance and retirement costs.
- Services and Supplies reflect a decrease of \$337,456 primarily due to conducting only one election in FY2014/15.
- Other Charges reflect an increase of \$212,152 primarily due to increases of \$179,478 in Countywide administration overhead (A87) and \$30,368 in CAC building use charges from the office space increase on the 6th floor.

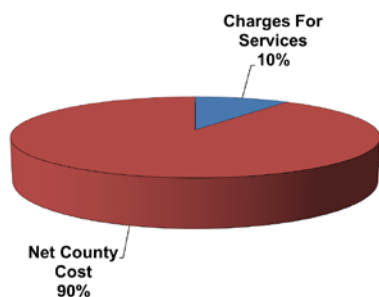
DEPARTMENT COMMENTS

The Recommended Budget includes a decrease in extra-help as there is only one election scheduled for FY2014/15. The overall per-election cost of extra-help and staff overtime will continue to be reduced with improved operational efficiencies.

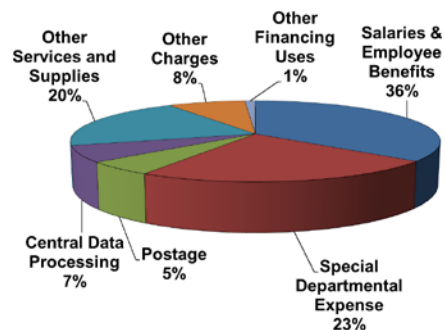
In addition, the Department continues to evaluate opportunities to reduce direct operational costs. This includes evaluation of print vendors, annual maintenance contracts, and taking advantage of state provided services where possible. Starting in 2016, ROV anticipates working with the State offices to print federally required notices to voters upon notice of a change of address through the National Change of Address (NCOA) or Department of Motor Vehicles (DMV).

By reducing the size of the odd-year consolidated district elections, the Department will experience a degree of consistency in election budgeting from year to year with each fiscal year containing only one scheduled election.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	31,377	6,000	7,000	1,000	16.7%
Charges For Services	1,007,621	356,500	782,000	425,500	119.4%
Misc Revenue	106	0	0	0	0.0%
TOTAL REVENUES	1,039,104	362,500	789,000	426,500	117.7%
APPROPRIATIONS					
Salaries and Employee Benefits	1,188,570	1,294,893	1,281,285	(13,608)	(1.1%)
Services and Supplies	1,783,162	1,962,713	1,625,257	(337,456)	(17.2%)
Other Charges	167,762	293,439	505,591	212,152	72.3%
F/A Equipment	39,485	0	0	0	0.0%
Other Financing Uses	34,469	39,663	40,902	1,239	3.1%
Intra-Fund Transfers	33,886	47,051	46,734	(317)	(0.7%)
TOTAL APPROPRIATIONS	3,247,335	3,637,759	3,499,769	(137,990)	(3.8%)
NET COUNTY COST	2,208,231	3,275,259	2,710,769	(564,490)	(17.2%)

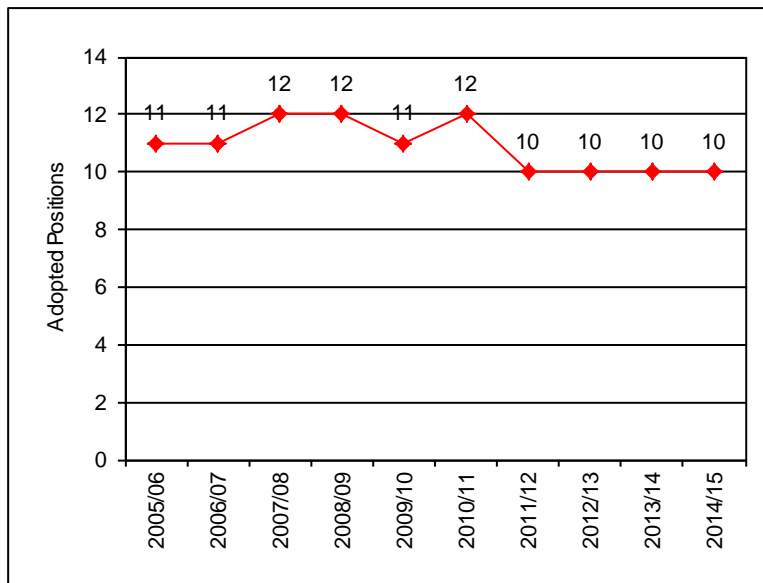
SUMMARY OF SIGNIFICANT ADJUSTMENTS

There is a \$564,490 decrease in Net County Cost when compared to the FY2013/14 Adopted Budget. Having one election in the fiscal year, the November 2014 General Election, which is partially offset by revenue from participating districts, results in an increase of \$426,500 in revenues. The Department also had a net increase in overhead and building charges of \$209,846 resulting from additional assigned space in the County Administration Center building.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The ROV continues to monitor school and municipal districts as legislation is drafted with the intent of moving them toward election by districts versus 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 would also increase as more staff time would be necessary for proofing sample ballot booklets and official ballots.

The ROV continues to monitor several election bills that have been introduced to allow acceptance of VBM ballots postmarked on or before Election Day but received after Election Day. Other VBM bills would require the County to pay postage on all returned VBM ballots. While these bills would provide more convenience to voters, additional costs would be incurred by the ROV to implement each of these programs.

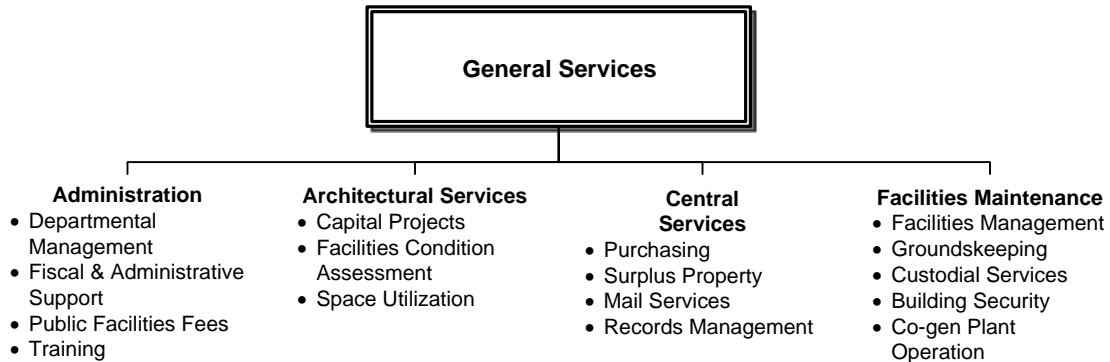
Solano County is now required to provide facsimile ballots and voting instructions in additional languages other than English at polling places. This includes information in Spanish, Tagalog and Chinese. The Department is actively engaging with community partners to attempt to recruit poll workers who are proficient in these additional languages to assist the voting population on Election Day.

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. Many of the suggested strategies are already implemented in Solano County. The ROV will work with its electronic poll book system and use of pre-election planning tools to document efforts to maintain the suggested less than 30 minute wait time. These bills will potentially impact the office in federal elections where the ROV will be required to provide more polling locations, staff, equipment and resources to ensure compliance while documenting the Department's efforts.

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:	
FY2013/14 Third Quarter Projection:	14,574,806
FY2014/15 Recommended:	16,046,269
County General Fund Contribution:	3,669,691
Percent County General Fund Supported:	22.9%
Total Employees (FTEs):	81

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.

Michael J. Lango, Director of General Services
Other General

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments

- Implementing a new cost accounting management software system to track work effort, work orders, projects and billing. The system will increase forecasting and reporting capabilities and provide improved accountability and accuracy for General Services' facilities maintenance and projects. Implementation completion is targeted for July 1, 2014. *(Administration)*
- 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 Services / Real Estate)*
- Implemented Uniform Construction Cost Accounting for delivering construction projects up to \$175,000 by informal bidding procedures, and established a list of 105 qualified contractors including 19 local contractors (based in Solano County). *(Architectural Services)*
- Consolidated and updated the County's Records Retention Schedule and requested the Board of Supervisors Adopt a formal County-wide Records and Information Policy. *(Central Services)*
- Reduced outgoing USPS postage expenses by approximately 12% by contracting with Pitney Bowes to provide pre-sort mailing services saving approximately \$76,000 per year in postage expenses. *(Central Services)*
- Continued efforts to implement a Managed Print Services program for County Department. The objective of this program is to reduce the total cost of print output by approximately 30% annually by eliminating desktop printers and using network printing with multi-function devices (MFDs). *(Central Services)*
- Increased maintenance operations to support an additional 127,800 square feet of new Jail facilities as a result of the completion of Stanton Correctional Facility in May 2014. *(Facilities Operations)*
- Completed comprehensive Cogeneration Plant Assessment, including current plant condition, controls and equipment, operational efficiency, and cost effectiveness in relation to other market-based energy alternatives. The assessment of the Cogeneration plant confirmed that the system is reducing utility costs and improving the reliability of power for the 10 buildings served. *(Facilities Operations)*

WORKLOAD INDICATORS

Administration

- Responsible for the oversight and fiscal management for 14 departmental budgets, totaling over \$103 million. The budgets overseen include 2 General Fund, 1 Internal Service Fund, 4 Enterprise Funds, 3 Capital Project Funds, and 4 Special Revenue Funds. These 14 departmental budgets include 112 individual budgets requiring direct oversight and fiscal management.
- Processed over 8,700 invoices totaling over \$42 million in payments in FY2012/13. Responsible for tracking 123 County-wide utility accounts (52 Gas/Electric, 14 Garbage & 57 Water).
- Managed the cost accounting for 60 capital projects in FY2012/13 with a value of approximately \$150 million and monitored 70 associated contracts at a value of over \$75 million.
- In FY2012/13 staff completed 1,509 conference room reservations for the County Administration Center (CAC) and County Events Center (CEC).

Architectural Services

- Initiated 27 work requests and completed 12 projects using the County's Job Order Contracting Program.
- Performed architectural design and project management services to progress 55 construction, renovation, and facility renewal projects with a total budget of over \$100 million in FY2013/14.

Functional Area Summary

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

- Performed professional design services on 20 projects including feasibility studies, code analyses, construction documentation, and permit drawings.
- Maintained space utilization database for 2,072,514 square feet of County facilities.

Central Services

- Processed 1,089 purchase orders and issued/processed 46 bids and RFPs from July 1, 2013 through February 2014.
- Maintained 20,445 boxes of official records under the County's Records Management Program.
- In FY2012/13, 1,981 surplus items were sold through Publicsurplus.com, returning \$82,274 back to the County General Fund. In addition, sale of scrap metal (damaged file cabinets, metal system furniture panels, etc.) and recycled toner cartridges generated \$6,028. Recycled 2,101 surplus items back into County use eliminating the need to purchase new equipment, furniture, and supplies saving an estimated \$31,906.
- Administers the County Procurement Card Program for over 200 card holders.

Facilities Operations

- Completed 5,215 work orders for the maintenance, operations and improvements of County facilities for the period of July 1, 2013 through February 2014.
- Produced over 11.5 million kilowatt/hours of electricity from the County's Cogeneration Plant and Photovoltaic Facilities. This represents 51% of the County's building electrical consumption.
- Completed 13 remodel/construction projects and 341 furniture configuration/installation projects for County departments for the period of July 1, 2013 through February 2014.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	365,167	482,302	634,060	151,758	31.5 %
ARCHITECTURAL SERVICES	596,932	860,158	915,186	55,028	6.4 %
CENTRAL SERVICES	1,308,523	1,500,054	1,812,154	312,100	20.8 %
FACILITIES MAINTENANCE	8,137,609	8,331,459	8,973,058	641,599	7.7 %
TOTAL REVENUES	10,408,231	11,173,973	12,334,458	1,160,485	10.4 %
APPROPRIATIONS					
ADMINISTRATION	1,030,787	1,337,134	1,397,192	60,058	4.5 %
ARCHITECTURAL SERVICES	768,522	849,237	1,018,345	169,108	19.9 %
CENTRAL SERVICES	1,605,568	1,885,261	1,918,839	33,578	1.8 %
FACILITIES MAINTENANCE	9,529,990	10,633,776	11,669,773	1,035,997	9.7 %
TOTAL APPROPRIATIONS	12,934,867	14,705,408	16,004,149	1,298,741	8.8 %
NET COUNTY COST					
ADMINISTRATION	665,620	854,832	763,132	(91,700)	(10.7) %
ARCHITECTURAL SERVICES	171,590	(10,921)	103,159	114,080	(1044.6) %
CENTRAL SERVICES	297,045	385,207	106,685	(278,522)	(72.3) %
FACILITIES MAINTENANCE	1,392,380	2,302,317	2,696,715	394,398	17.1 %
NET COUNTY COST	2,526,635	3,531,435	3,669,691	138,256	3.9 %

Michael J. Lango, Director of General Services

Other General

STAFFING					
ADMINISTRATION	9	9	9	0	0.0 %
ARCHITECTURAL SERVICES	5	5	5	0	0.0 %
CENTRAL SERVICES	10	10	10	0	0.0 %
FACILITIES MAINTENANCE	54	56	57	1	1.8 %
TOTAL STAFFING	78	80	81	1	1.3 %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$1,160,485 or 10.4% in revenues and \$1,298,741 or 8.8% in appropriations when compared to the FY2013/14 Adopted Budget. As a result, Net County Cost increased by \$138,256 or 3.9%.

DEPARTMENT COMMENTS

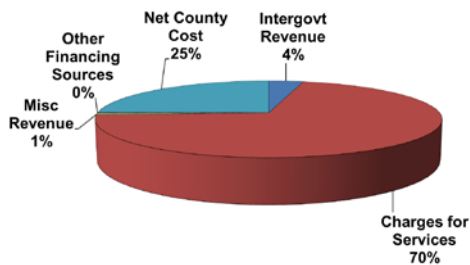
Uniform Construction Cost Accounting Act

Implemented the Uniform Construction Cost Accounting Act (UCCAA) Program administered by the State Controller’s Office that allows Information Bidding procedures and use of an Informal Bidders’ List for construction projects with total project cost \$175,000 or less.

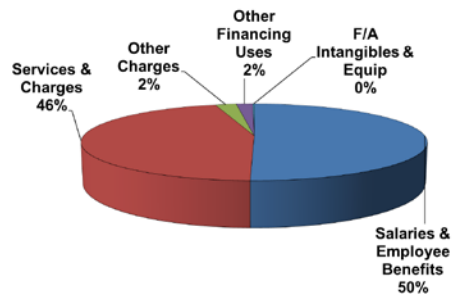
Project Management Integration

With the shift from new construction to ongoing renovation and improvement of existing County facilities, General Services is evaluating a consolidated work unit that supports facilities planning, development and management of real estate assets aligned with needs of County. Findings and recommendations will be presented to the Board in FY2014/15.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	25,188	21,836	22,436	600	2.7%
Intergovernmental Rev State	552,325	606,000	590,000	(16,000)	(2.6%)
Intergovernmental Rev Other	34,799	34,799	34,799	0	0.0%
Charges For Services	9,460,456	10,271,059	11,500,370	1,229,311	12.0%
Misc Revenue	247,343	150,185	101,253	(48,932)	(32.6%)
Other Financing Sources	88,121	90,094	85,600	(4,494)	(5.0%)
TOTAL REVENUES	10,408,232	11,173,973	12,334,458	1,160,485	10.4%
APPROPRIATIONS					
Salaries and Employee Benefits	6,807,827	7,653,856	8,246,647	592,791	7.7%
Services and Supplies	6,062,736	6,792,706	7,443,574	650,868	9.6%
Other Charges	168,143	186,198	380,453	194,255	104.3%
F/A Equipment	0	34,585	22,901	(11,684)	(33.8%)
F/A - INTANGIBLES	0	75,000	0	(75,000)	(100.0%)
Other Financing Uses	259,609	286,072	297,852	11,780	4.1%
Intra-Fund Transfers	(363,447)	(323,009)	(387,278)	(64,269)	19.9%
TOTAL APPROPRIATIONS	12,934,867	14,705,408	16,004,149	1,298,741	8.8%
NET COUNTY COST	2,526,635	3,531,435	3,669,691	138,256	3.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The increase in revenue of \$1,160,485 is primarily due to a change in accounting/cost recovery as required by the State, which remove the architectural services staff from the Countywide Administrative Cost Plan. Charges for architectural services will now be billed directly to the serviced departments. Increased revenues also reflect annualized charges to the Sheriff's Office for the use of additional facilities staff at the Stanton Correctional Facility 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.

The increase in appropriations of \$1,298,741 is primarily the net result of the following:

Salaries and Benefits: \$592,791 increase in labor costs due to increases in employee wages, higher costs for employee benefits and the addition of 1.0 FTE position to enhance operational reliability and integrity of the Cogeneration Plant.

Services and Supplies: \$650,868 increase is primarily the net result of:

- Increased utilities costs due to the opening of the Stanton Correctional Facility and increases in gas rates (\$533,295).
- Decreased Purchases for Resale for supplies and materials purchased on behalf of other departments (\$89,976).
- Increased contractual and professional services costs for window washing, carpet cleaning, and for costs related to the assessment of purchasing services (\$135,255).
- Increased maintenance and building improvement costs to purchase Uninterruptible Power System (UPS) batteries facilities (\$21,533).

Intrafund Transfers: \$64,269 increase in charges for services, postage and maintenance materials provided to General Fund departments based on prior year activity and departmental project requests.

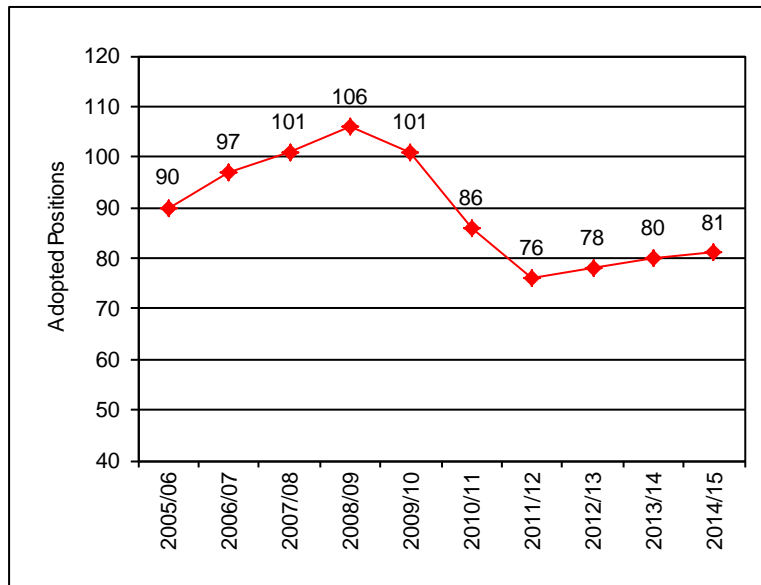
Fixed Assets: \$22,901 is included in Fixed Assets to purchase a scissor lift necessary to perform facility functions at the Stanton Correctional Facility.

SUMMARY OF POSITION CHANGES

The General Services Department recommends adding the following position effective October 1, 2014 to enhance operational reliability and integrity of the Cogeneration Plant.

- 1.0 FTE Plant Engine Mechanic

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	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	932,449	933,920	923,285	(10,635)	(1.1%)
2801 FOUTS SPRINGS RANCH	1,658,107	186,669	189,500	2,831	1.5%
3001 GEN SVCS SPECIAL REVENUE FUND	1,889	208	207	(1)	(0.5%)
3100 FLEET MANAGEMENT	4,333,299	4,677,208	4,606,038	(71,170)	(1.5%)
9000 AIRPORT	1,593,847	1,776,441	1,859,869	83,428	4.7%
9010 AIRPORT PROJECT	-	250,105	1,190,019	939,914	375.8%
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	209,011	233,205	604,275	371,070	159.1%
2801 FOUTS SPRINGS RANCH	305,738	1,811,298	1,739,736	(71,562)	(4.0%)
3001 GEN SVCS SPECIAL REVENUE FUND	1,455	2,521	2,565	44	1.7%
3100 FLEET MANAGEMENT	4,508,008	5,972,210	4,865,367	(1,106,843)	(18.5%)
9000 AIRPORT	1,973,678	1,945,325	1,595,117	(350,208)	(18.0%)
9010 AIRPORT PROJECT	215,490	338,315	1,194,431	856,116	253.1%
NET CHANGE					
1640 REAL ESTATE SERVICES	723,438	700,715	319,010	(381,705)	(54.5%)
2801 FOUTS SPRINGS RANCH	1,352,369	(1,624,629)	(1,550,236)	74,393	(4.6%)
3001 GEN SVCS SPECIAL REVENUE FUND	435	(2,313)	(2,358)	(45)	1.9%
3100 FLEET MANAGEMENT	(174,709)	(1,295,002)	(259,329)	1,035,673	(80.0%)
9000 AIRPORT	(379,831)	(168,884)	264,752	433,636	(256.8%)
9010 AIRPORT PROJECT	(215,490)	(88,210)	(4,412)	83,798	(95.0%)

A summary of the budgets administered by the General Services 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	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Licenses, Permits & Franchise	101,321	96,580	155,852	59,272	61.4%
Revenue From Use of Money/Prop	721,426	748,458	718,186	(30,272)	(4.0%)
Charges For Services	88,004	78,882	39,247	(39,635)	(50.2%)
Misc Revenue	21,697	10,000	10,000	0	0.0%
TOTAL REVENUES	932,449	933,920	923,285	(10,635)	(1.1%)
APPROPRIATIONS					
Salaries and Employee Benefits	137,923	142,711	151,878	9,167	6.4%
Services and Supplies	55,879	75,442	127,875	52,433	69.5%
Other Charges	2,208	1,411	250,169	248,758	17629.9%
Other Financing Uses	5,535	5,511	5,622	111	2.0%
Intra-Fund Transfers	7,466	8,130	68,731	60,601	745.4%
TOTAL APPROPRIATIONS	209,011	233,205	604,275	371,070	159.1%
NET COUNTY COST	(723,438)	(700,715)	(319,010)	381,705	(54.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Real Estate Division's Net County Costs reflects an increase of \$381,705 when compared to the FY2013/14 Adopted Budget. This is primarily due to the removal of Real Estate Services from the Countywide Cost Allocation Plan as a central service revenue receiving function, increased Property Insurance (\$21,348), Liability Insurance (\$8,351), and Professional Services costs (\$25,000) to cover due diligence for potential property sales/purchases. Revenues from building rental and cellular tower/land leases are also anticipated to decrease by \$30,272 due to the termination of A Child's Place lease and the USA Mobility cellular lease at the Southampton and Cement Hill cell sites. The increase in garbage franchise revenue reflects the full amount received by the County. Historically, a portion of this revenue was deposited in Resource Management. This revenue will now be transferred to Resource Management to cover their services related to Integrated Waste Management planning.

The following significant events occurred in FY2013/14:

- Purchased two real properties for future development for the expansion of County programs: a vacant 0.34-acre parcel for \$65,000 in Vallejo and a vacant 2.55-acre parcel for \$727,805 in Fairfield.
- Sold one surplus real property for approximately \$320,000 in one-time General Fund revenues.
- Negotiated two new revenue lease/license agreements for County-owned property, which increased annual revenues to the General Fund by approximately \$9,000.
- Negotiated one new revenue use agreement for County-owned property, which increased one-time General Fund revenues by approximately \$3,500.
- Negotiated one revenue license agreement extension for County-owned property, which increased annual revenues to the Airport Enterprise fund by approximately \$11,000.
- Received approximately \$8,000 in General Fund revenues from private rental events held at the County Events Center.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

3001 – Fund 301-General Services Special Rev. Fund Summary of Other Administered Budgets
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	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	23	8	7	(1)	(12.5%)
Charges For Services	341	200	200	0	0.0%
Misc Revenue	1,525	0	0	0	0.0%
TOTAL REVENUES	1,889	208	207	(1)	(0.5%)
APPROPRIATIONS					
Services and Supplies	1,081	2,004	2,259	255	12.7%
Other Charges	374	517	306	(211)	(40.8%)
TOTAL APPROPRIATIONS	1,455	2,521	2,565	44	1.7%
CHANGE IN FUND BALANCE	(435)	2,313	2,358	45	1.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget reflects revenues of \$207 and appropriations of \$2,565. This budget is financed primarily by the available fund balance. Appropriations reflect anticipated office expenses, postage and other costs associated with small projects. Revenues reflect user photocopy charges.

The Department requests that all fund balance available at the end of FY2013/14 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 five fuel sites, and acquisition and disposal of vehicles and equipment. Fleet Management is a division of the General Services Department.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Maintained the low level of mobile-source air pollution from Solano County operations with approximately 90% of fleet vehicles qualified as certified low emission.
- Maintained the percentage of hybrid and electric vehicles at 6% of the light equipment fleet (28 of 463 vehicles).
- Increased the number of light equipment vehicles in the fleet that are capable of operating on E85 alternative fuel from 33% to 39% (180 of 463 total vehicles).
- Improved the mechanic to vehicle ratio from 128 vehicles to 100 vehicles by the addition of an Equipment Services Worker in FY2013/14 to reduce delays in performing maintenance and repair of vehicles, as well as response to roadside breakdowns.

WORKLOAD INDICATORS

- Maintains and services 463 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 represents a decrease of \$71,170 or 1.5% in revenues and an increase of \$46,698 or 1.0% in appropriations when compared to the FY2013/14 Adopted Budget.

The primary funding source for the Fleet Management Division is Charges for Services. Revenues of \$4,606,038 represent a decrease of \$71,170 when compared to the FY2013/14 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil Delivery.

The increase in appropriations 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 \$41,814. This increase represents general increases in salaries, health and retirement benefits.
- Services and Supplies, which is estimated to increase by \$106,266 due to an increase in public safety vehicle outfitting costs.
- Other Charges, which is estimated to increase by \$28,091 due to increased Countywide Administrative Overhead costs.
- Equipment, which is expected to increase by \$220,925 due to more vehicles requiring replacement in FY2014/15 based on the replacement schedule and more vehicles reaching their expected useful life, as well as the purchase of a hazmat containment shed and a shower/toilet trailer.
- Other Financing Uses of \$35,258 represents a decrease of \$350,398 primarily due to a prior year transfer of \$350,000 to the Accumulated Capital Outlay Fund to fund the Rio Vista Fuel Tank Replacement project.

DEPARTMENT COMMENTS

Revenue decreases have resulted from County departments and contracted outside agencies reducing the number of vehicle leases and usage of fleet vehicles. Countywide budgetary constraints have resulted in a total fleet size reduction of 50 vehicles (10%), from a high of 513 vehicles in FY2008/09 to the current 463 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.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	17,061	10,000	10,000	0	0.0%
Charges For Services	4,066,585	4,120,754	4,442,624	321,870	7.8%
Misc Revenue	69,457	93,088	68,707	(24,381)	(26.2%)
Other Financing Sources	180,196	100,888	84,707	(16,181)	(16.0%)
From Reserve	0	352,478	0	(352,478)	(100.0%)
TOTAL REVENUES	4,333,299	4,677,208	4,606,038	(71,170)	(1.5%)
APPROPRIATIONS					
Salaries and Employee Benefits	859,980	958,776	1,000,590	41,814	4.4%
Services and Supplies	1,921,074	1,947,152	2,053,418	106,266	5.5%
Other Charges	101,060	246,710	274,801	28,091	11.4%
F/A Equipment	438,961	1,280,375	1,501,300	220,925	17.3%
Other Financing Uses	33,392	385,656	35,258	(350,398)	(90.9%)
TOTAL APPROPRIATIONS	3,354,467	4,818,669	4,865,367	46,698	1.0%
NET GAIN(LOSS)	978,832	(141,461)	(259,329)	(117,868)	83.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

The 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 State and Federal grants in addition to administering day-to-day maintenance and operation of the Airport.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Leased previously vacant office space and aircraft hangar space generating additional Airport revenue.
- Worked extensively with the City of Vacaville and Solano Economic Development Corporation with ongoing recruitment of aviation manufacturing to Vacaville and the Nut Tree Airport, and establishment of the Jimmy Doolittle Center of Patriotism adjacent to the Airport.
- Completed the Nut Tree Airport Master Plan and associated Environmental Impact Report, adopted by the Board of Supervisors in November 2013.
- Revamped and updated the Airport Capital Improvement Plan (ACIP) for 2014 – 2019 for Federal Aviation Administration (FAA) funding eligibility of airport capital projects.
- Hosted the 2013 Mustangs & More event providing adults and children with the opportunity to experience the Airport, take an airplane ride, and to watch historic military war-birds. The one-day 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 obtain State and Federal funding.
- Prepare an Airport Business Development Plan to identify 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 represents an increase of \$83,428 or 4.7% in revenues and an increase of \$103,903 or 7.0% in appropriations when compared to the FY2013/14 Adopted Budget.

The primary funding sources for the Airport include:

Property Tax revenues in the amount of \$312,348 which reflects an increase of \$23,657 or 8.2% when compared to the FY2013/14 Adopted Budget. This increase is primarily due an increase in real estate activity.

Revenue from leases and rentals in the amount of \$533,154, which reflects an increase of \$12,733 or 2.4% due to the leasing of previously vacant office space and aircraft hangar space.

Charges for Services in the amount of \$977,851, which reflects an increase of \$47,243 or 5.1% primarily due to an increase in recovered fuel costs.

The primary costs for the Airport include:

Salaries and Employment Benefits of \$348,065, which represents an increase of \$13,579 or 4.1% due to increases in wages and benefits.

Services and Supplies of \$1,054,320, which represents an increase of \$2,755 or 0.3% which is primarily due to increased costs of fuel for resale, offset by decreases liability insurance and professional services.

Other Charges of \$39,191, which represents a decrease of \$53,127 or 57.5% largely due to a reduction in Countywide Overhead costs.

DEPARTMENT COMMENTS

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Taxes	331,418	288,691	312,348	23,657	8.2%
Revenue From Use of Money/Prop	491,055	520,421	533,154	12,733	2.4%
Intergovernmental Rev State	13,827	13,921	13,709	(212)	(1.5%)
Charges For Services	725,521	930,608	977,851	47,243	5.1%
Misc Revenue	18,314	22,800	22,807	7	0.0%
Other Financing Sources	13,712	0	0	0	0.0%
TOTAL REVENUES	1,593,847	1,776,441	1,859,869	83,428	4.7%
APPROPRIATIONS					
Salaries and Employee Benefits	341,020	334,486	348,065	13,579	4.1%
Services and Supplies	869,237	1,051,565	1,054,320	2,755	0.3%
Other Charges	295,288	92,318	39,191	(53,127)	(57.5%)
F/A Equipment	0	0	16,257	16,257	0.0%
Other Financing Uses	12,790	12,845	12,990	145	1.1%
Intra-Fund Transfers	1,233	0	124,294	124,294	0.0%
TOTAL APPROPRIATIONS	1,519,568	1,491,214	1,595,117	103,903	7.0%
NET GAIN(LOSS)	74,280	285,227	264,752	(20,475)	(7.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes to position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$939,914 or 375.8% in revenues and \$856,116 or 253.1% in appropriations when compared to the FY2013/14 Adopted Budget. The increase in revenues reflects anticipated revenue from the FAA and from the City of Vacaville for the Runway Threshold Shift Design project and the Nut Tree Airport Master Plan. The increase in appropriations represents the funding for the above two listed projects, as well as the Airfield Pavement Rehabilitation Project.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Intergovernmental Rev State	0	142,105	0	(142,105)	(100.0%)
Intergovernmental Rev Federal	0	108,000	1,138,500	1,030,500	954.2%
Misc Revenue	0	0	51,519	51,519	0.0%
TOTAL REVENUES	0	250,105	1,190,019	939,914	375.8%
APPROPRIATIONS					
Services and Supplies	216,724	338,315	1,316,519	978,204	289.1%
Other Charges	0	0	2,206	2,206	0.0%
Intra-Fund Transfers	(1,233)	0	(124,294)	(124,294)	0.0%
TOTAL APPROPRIATIONS	215,491	338,315	1,194,431	856,116	253.1%
NET GAIN(LOSS)	(215,491)	(88,210)	(4,412)	83,798	(95.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Airport will need to generate sufficient revenue in the future to provide for required local matches toward State and Federal grants. Three capital projects are proposed for FY2014/15: 1) The Nut Tree Airport Master Plan; 2) The Runway Threshold Shift Design Project; and 3) The Airfield Pavement Rehabilitation Project.

The Nut Tree Airport Master Plan currently identifies a shift in the Airport runway thresholds to address an existing runway safety area issue. Phase II of the Runway Threshold Shift is planned for FY2014/15. This project will also include the construction of Taxiway B, connecting the proposed ICON Aircraft manufacturing plant to the runway. Taxiway B will be funded by ICON Aircraft, unless the FAA determines the taxiway to be eligible for Airport Improvement Program (AIP) Funding. The Runway Threshold Shift Project is considered a high funding priority by the FAA. This runway project is eligible for 90% funding through the FAA Airport Improvement Program, and has been identified for AIP funding in 2014.

The Airport plans to assess all pavements on the airport and to prepare the Airport Pavement Management Plan and any necessary designs to rehabilitate pavement areas that are in need of repair. The Pavement Rehabilitation Project is eligible for 90% funding through the FAA.

FUNCTION AND RESPONSIBILITIES

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

Operational responsibility for the facility and its operating permits along with the budget unit and the allocation for 0.60 FTE part time staff have been transferred to the Department of General Services. The Department of General Services oversees the maintenance and safeguard of the grounds and facilities and is serving as lead in the decommissioning process to terminate the Special Use Permit with the U.S. Department of Agriculture/Forest Service who owns the land. The decommissioning process is anticipated to be completed by June 2015.

DEPARTMENTAL BUDGET SUMMARY

As part of the FY2012/13 Adopted Budget, the Board approved funding in the amount of \$1.5 million to support decommissioning efforts. At this time, the General Services Department is estimating the cost of demolition and removal to reach \$1.55 million.

The Recommended Budget represents an increase of \$2,831 or 1.5% in revenues, and an increase of \$66,611 or 4.0% in appropriations when compared to the FY2013/14 Adopted Budget.

The appropriations included in the Recommended Budget cover the cost of decommissioning (\$1,550,236), as well as the costs for maintenance and security of the facility (\$104,006), including a part-time building maintenance staff on site (\$85,494). With the closure of the facility, program revenues, along with State and Federal grants, have stopped. Therefore, all costs associated with this facility are funded by the General Fund. It is anticipated that decommissioning process will be completed in FY2014/15.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	1,276	0	2,000	2,000	0.0%
Misc Revenue	(12,307)	0	0	0	0.0%
Other Financing Sources	1,669,138	186,669	187,500	831	0.4%
TOTAL REVENUES	1,658,107	186,669	189,500	2,831	1.5%
APPROPRIATIONS					
Salaries and Employee Benefits	81,022	79,432	82,684	3,252	4.1%
Services and Supplies	83,318	1,589,925	1,653,242	63,317	4.0%
Other Charges	476	1,000	1,000	0	0.0%
Other Financing Uses	2,750	2,768	2,810	42	1.5%
TOTAL APPROPRIATIONS	167,565	1,673,125	1,739,736	66,611	4.0%
NET GAIN(LOSS)	1,490,542	(1,486,456)	(1,550,236)	(63,780)	4.3%

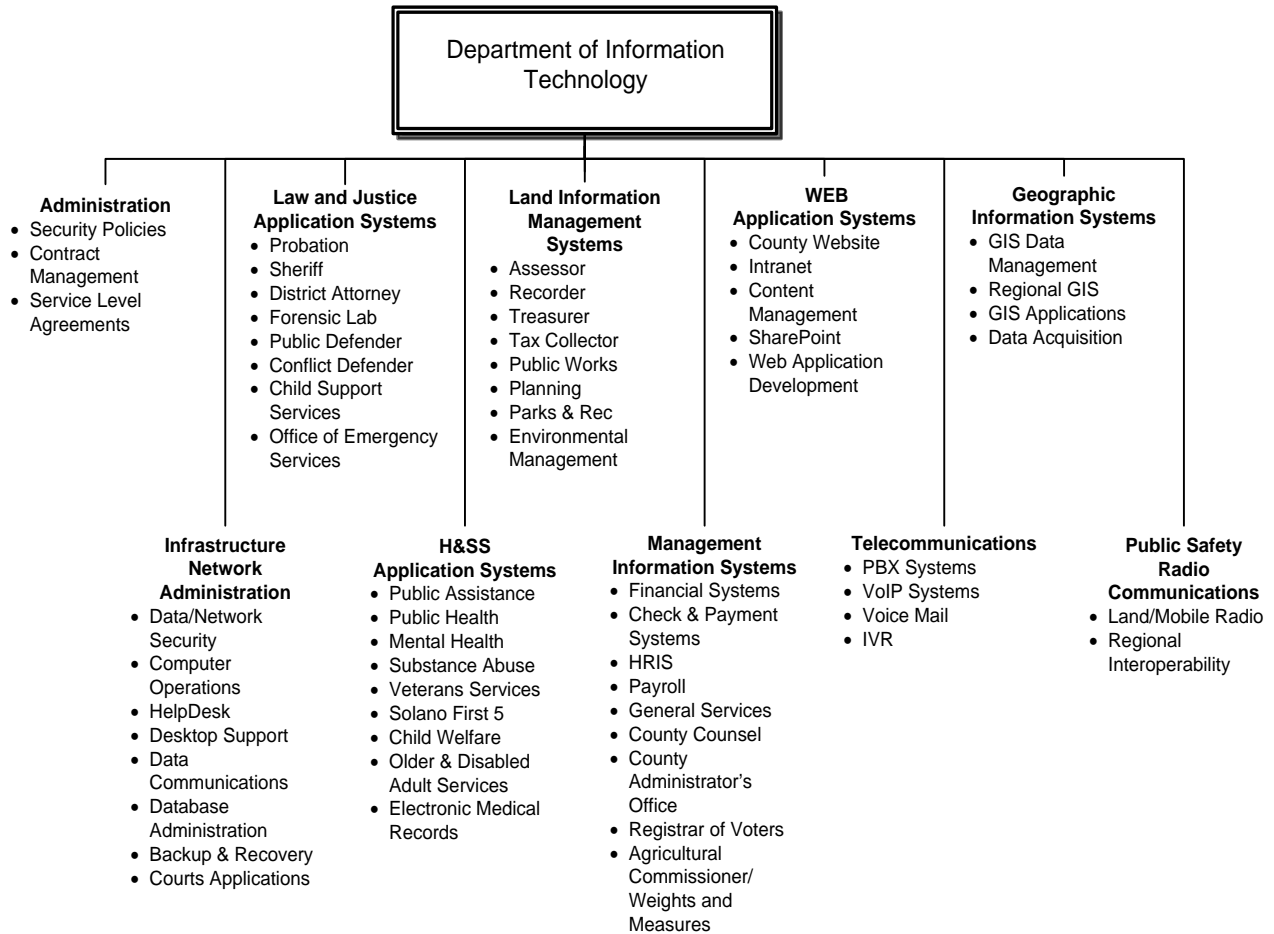
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the Fouts Springs' position allocation from the FY2013/14 Adopted Budget are provided below:

- In May 2014, as part of the Third Quarter Report, the Board of Supervisors approved the extension of the 0.60 FTE limited term Building Trades Mechanic (Lead) which was due to expire on June 30, 2014 to June 30, 2015 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:	
FY2013/14 Third Quarter Projection:	19,017,993
FY2014/15 Recommended:	20,605,503
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	46.0

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 Xerox contractor staff was 115.0 FTEs in 2004. The DoIT workforce is currently at 89.5 FTEs (45.0 County and 44.5 Xerox contractors) or a total reduction of over 22%. This comes at a time when the County is in need of automation to carry out mandated activities and implementing new productivity improving tools like mobile technology, new case management applications, Electronic Health Records, and automation for the County jail facilities. 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 176 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in various departments. Started work on integrating the Documentum Application Programming Interface with Solano County Integrated Property System (SCIPS) to allow viewing of historical assessment documentation.
 - Continue participation on the Records Information Management (RIM) initiative. DoIT expects to make additional investments in Documentum tools and to deploy many new applications in conjunction with this Countywide Records Management Project.
 - Geographical Information System (GIS) completed the development of the Countywide Fire Run Books and Law Enforcement Beat Books for fire districts and law enforcement agencies throughout the region. Using the U.S. National Grid system as a standard increases mutual aid effectiveness across jurisdictional boundaries.
 - GIS completed the Solano Transportation Authority MAPS Pilot Project; a project management portal designed to centralize the coordination of information on various projects in the region.
 - Expanded the use of Granicus to include the Civil Service Commission agenda workflow and the Sheriff's Office semi-annual Oath of Office video streaming; added 28 additional users to the Legislative Management Suite. Project planning has started to add the First 5 Solano Children and Families Commission and the Planning Commission to the Legistar system.
 - Implemented the SouthTech suite of applications for the County Clerk's office. The following modules were implemented: eMarriage, eMarriageScheduler, eFBN, eNotary, ProcessServer, LegalDocAssist, PPC, UnlawfulDetainerAssistant; and consolidating previously standalone applications or processes into a single suite. These applications share the pre-existing infrastructure used by the Registrar of Voters SouthTech applications suite.
 - Implemented the Accela automation suite for Resource Management. The system consolidates all the building permit types (building, planning, public works (encroachment, grading) and environmental health (septic, soil evaluation, and well permits) onto a single platform, streamlining administration and management of the permitting process. Integrated GIS to alleviate duplication of property information. Implemented Accela Mobile Office (for inspectors), and Accela Citizen Access – a portal for the public to be able to view the status of their permits and for contractors to apply for simple building permits. Implemented the license module (business licenses). Work continues on the implementation of the service request module.
 - Utilized SharePoint to implement workflow efficiencies between Courts, District Attorney (DA), Sheriff Custody, and Probation. (Management of Intent Not to Prosecute, Jail No Shows, Jail Arraignments, Court Appearances).
 - Created the Solano Technology Work Group with representatives from the Courts, DA, Probation, Sheriff, and each Solano Law Enforcement Agency to formalize a framework for communication and collaborate on technology and data sharing projects across Law and Justice Departments, Courts, and Solano Law Enforcement Agencies.
- New System Development and Implementation
 - Completed the Regional GIS Consortium Memorandum of Understanding for the funding and acquisition of aerial imagery.

-
- Continue planning and implementation for two Health Information Exchange (HIE) systems that will be used to exchange health information. The internal Mirth Connect system will be used to communicate information directly between the Public Health Electronic Health Record System (NextGen), the Mental Health Electronic Health Record System (Avatar) and the Public Health County laboratory system (LIMS). The regional HIE (Solano County HIE) will be developed by the SIMI group and will exchange information between the County's Electronic Health Records (EHRs) and external entities such as other regional clinics, hospitals, immunization registries, radiology departments, and the Public Health syndromic surveillance system. Data will be maintained at the Solano County data center.
 - Planning and implementation of the NextGen Patient Portal to allow the Public Health Clinic patients to electronically interact with their providers and clinic staff. Some patient portal features include the ability to send an email to the provider, request an appointment and check lab results. This functionality is a requirement of the federal government's Meaningful Use program.
 - Enhancement and development of NextGen templates to streamline the data input by providers and clinic staff, resulting in better patient care and higher productivity.
 - Development of enhanced NextGen management reports to track productivity, tasks and revenue for H&SS management staff.
 - Upgrade of NextGen EHR system to version 5.8/8.3 to meet ICD-10 coding requirements for billing Medicare and MediCal. Deadline for upgrade to ICD-10 is October 1, 2014. Failure to meet this deadline could result in loss of funding from some payers.
 - Upgrade of Avatar EHR system to meet ICD-10 coding requirements for billing Medicare and MediCal. Deadline for upgrade to ICD-10 is October 1, 2014. Failure to meet this deadline could result in loss of funding from some payers.
 - Development of enhanced Avatar management reports to track productivity, provider claims, and revenue for H&SS management staff.
 - Continue planning and implementation of the Avatar 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 went in to production on July 1, 2013. The second phase, which includes the clinical modules, will go live in May 2014.
 - Planning and migration of the CalWIN County Information Server (CIS), Prenatal Care Guidance (PCG) system, and local data-marts from Oracle to SQL Server.
 - Continued expanding the implementation of the County's standardized credit card acceptance and processing solution through the installation of 12 point-of-sale terminals, 10 virtual terminals allowing departments to accept credit and debit cards and providing a convenient service to the public. Additionally, DoIT assisted with the development of online payment web portals for First 5 Solano (donations) and Agriculture/Weights and Measures (license renewals) and coordinated the development of the Application Programming Interface for Resource Management's Accela Automation permitting system's online payment portal.
 - Continued the implementation of the Assessor's Office acquisition of an automated valuation module to streamline the valuation and enrollment of property changing ownership. Scheduled to go into production the first quarter of FY2014/15.
 - Continued 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.
 - Complete the project to replace the Inmate Management System with a newly selected system. Development and implementation will coincide with the construction of the new Stanton Correctional 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 (AFIS, Records, Jail, Probation, commissary, etc.) and the ability of custody officers to access data via tablets or other "smart" devices. This project has an extremely tight timeline as dictated by the construction schedule and the State's funding/reimbursement schedule.

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- Continue the implementation of a Custody Video Visitation system for all of the jail facilities. 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. Full function of this system depends on an interface to the new jail system.
 - Deploy collaborative Solano-Criminal Justice Information System (CJIS) SharePoint sites in the Solano Public Safety wide area network (WAN) accessible by the Law and Justice departments (Sheriff, Probation, DA, Public Defender, DCSS) and Solano Law Enforcement partners (Vallejo, Fairfield, Vacaville, Suisun, Benicia, Dixon, Rio Vista). Develop aggregate reports on the CJIS SQL Server Reporting Services here for access to and by all Law and Justice partners.
 - Extract historical mug shot data for migration into the new jail system. Develop a local repository of historical non-booking photos and retire the current end-of-life Imagetrak mug shot system.
 - Complete the Sheriff's Office migration from vehicle mobile data computers that operate on Solano's aging Radio Frequency (RF) Data Network to a broad band cellular carrier solution. This solution also allows the vehicles to be their own secured "hot spot" so mobile devices can utilize the cellular connection. This technology is much more complicated than the old RF equipment and requires a much higher level of management/maintenance.
 - Plan and implement a new case management system for the District Attorney (DA). Upon successful completion of the DA's portion of the system, begin planning and implementation of the system for the Public Defender and the Probation Department. The new system will allow for the sharing of case files between departments, as well as outside agencies and attorneys. The new case management system is part of an integrated criminal justice system that will eventually replace the systems used by the Public Defender and Probation.
 - Continued the upgrade of the Integrated Financial Accounting System (IFAS), Property Tax System, and the PeopleSoft Human Resources/Payroll system:
 - Completed the PeopleSoft hardware platform upgrade, and installation of the upgrade path from PeopleSoft 8.8 through 9.1 and onto 9.2. Work is continuing to move modifications and customizations from the previous version of the software to the upgrade environment. Extensive end-user testing is expected to be performed and system moved into production by the end of the calendar year 2014.
 - The Property Systems completion is scheduled for the end of FY2013/14.
 - Began the implementation of SunGard's OneSolution, the next generation finance and accounting systems to replace IFAS. Completed initial data migration, server installation, and software installation.
 - Infrastructure Improvements
 - Completed a major upgrade of the County's Voice over Internet Protocol (IP) system which will enable (unified messaging, instant messaging, etc.).
 - Replace the County's storage area network (SAN) with new technology to enable continued growth in data storage and improved performance. The new SAN will take advantage of solid-state storage technology and automated data tiering to better utilize resources and optimize through-put at reduced costs. Implement an on premise, secure file sharing pilot using our new SAN and the Syncplicity software application to respond to attorneys' needs to share data and for Child Welfare Services (CWS) Court noticing.
 - Continue to upgrade to the latest versions of Active Directory services and server operating systems and retire all Microsoft 2003 products. Upgrades will maintain integrity of all County systems and business applications.
 - Pilot the use of Office365 a cloud-based hosting solution for Microsoft Exchange, Office, and SharePoint. Office365 would eventually replace a number of security appliances and enhance overall resiliency in a disaster, provide tools for legal discovery, provide extended data storage, and provide additional tools for securing and encrypting data and e-mail.
 - Continue to pilot technology to enable desktop virtualization. Desktop virtualization will allow users of mobile devices to have access to all of their desktop applications and resolve many interoperability issues between traditional desktop

applications and mobile device operating systems. Virtualization will also allow users to “stream” desktops to less expensive “thin” PC devices and enhance security over county/client data.

- Continue implementation of Mobile Device Management control software to improve security over both County-owned and employee-owned mobile devices.
- Continue the phase-out of the Oracle database management software in order to optimize costs and use of technical skills.
- Plan for and implement a new system center suite of software to consolidate a multitude of technology management tools (some of which are reaching end-of-life), reduce costs, and improve productivity. The software suite includes Service Desk, system provisioning, automated software deployment, server backup, desktop virus prevention, operations scheduling and management.
- 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 previously only hosted the Sheriff's California Law Enforcement Telecommunications System (CLETS) server, has been developed into a secure network area for hosting regional law enforcement 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 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.
- Plan, design and implement the data network and telecommunication infrastructure needs for the Claybank upgrade project, the Stanton Correctional Facility, the new animal shelter, and the Cordelia warehouse. Complete the data network and telecommunications build-out for these facilities and start infrastructure planning and design activities for the SB 1022 training facility.
- Complete the infrastructure enhancements needed to support a video courtroom system for the Stanton Correctional Facility that will allow for conferencing with attorneys and the Courts.
- 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.

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WORKLOAD INDICATORS

- During the period of March 1, 2013 to February 28, 2014, there were a total of 18,486 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.
- 343 servers, of which 149 are physical and 194 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	2012/13 ACTUAL	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	715,207	762,767	819,637	56,870	7.5%
INFRASTRUCTURE	8,276,569	8,807,350	9,456,580	649,230	7.4%
LAW & JUSTICE APPLICATION SYSTEMS	586,872	750,909	1,073,666	322,757	43.0%
H&SS APPLICATION SYSTEMS	1,249,194	1,447,264	1,664,909	217,645	15.0%
MANAGEMENT INFORMATION SYSTEMS	1,534,072	1,484,561	1,880,292	395,731	26.7%
LAND INFORMATION MANAGEMENT SYSTEMS	2,176,486	2,283,551	2,122,408	(161,143)	(7.1%)
WEB APPLICATION SYSTEMS	625,760	662,599	690,607	28,008	4.2%
GEOGRAPHIC INFORMATION SYSTEMS	936,207	1,086,890	1,298,669	211,779	19.5%
TELECOMMUNICATIONS	1,556,598	1,555,875	1,548,271	(7,604)	(0.5%)
PUBLIC SAFETY RADIO COMMUNICATION	366,026	387,663	390,994	3,331	0.9%
TOTAL REVENUES	18,022,991	19,229,429	20,946,033	1,716,604	8.9%
APPROPRIATIONS					
	134,702	134,702	-	(134,702)	(100.0%)
DOIT-ADMINISTRATION	721,972	765,494	829,056	63,562	8.3%
INFRASTRUCTURE	8,114,963	9,735,604	9,767,330	31,726	0.3%
LAW & JUSTICE APPLICATION SYSTEMS	586,615	753,717	1,083,386	329,669	43.7%
H&SS APPLICATION SYSTEMS	1,249,670	1,466,588	1,670,073	203,485	13.9%
MANAGEMENT INFORMATION SYSTEMS	1,581,377	1,432,350	1,632,322	199,972	14.0%
LAND INFORMATION MANAGEMENT SYSTEMS	2,397,384	2,475,851	1,677,121	(798,730)	(32.3%)
WEB APPLICATION SYSTEMS	576,536	670,790	695,771	24,981	3.7%
GEOGRAPHIC INFORMATION SYSTEMS	864,336	1,093,321	1,310,947	217,626	19.9%
TELECOMMUNICATIONS	1,382,864	1,540,865	1,548,501	7,636	0.5%
PUBLIC SAFETY RADIO COMMUNICATION	449,235	477,167	390,996	(86,171)	(18.1%)
TOTAL APPROPRIATIONS	18,059,654	20,546,449	20,605,503	59,054	0.3%
CHANGE IN FUND BALANCE					
	134,702	134,702	-	(134,702)	(100.0%)
DOIT-ADMINISTRATION	6,765	2,727	9,419	6,692	245.4%
INFRASTRUCTURE	(161,606)	928,254	310,750	(617,504)	(66.5%)
LAW & JUSTICE APPLICATION SYSTEMS	(257)	2,808	9,720	6,912	246.2%
H&SS APPLICATION SYSTEMS	476	19,324	5,164	(14,160)	(73.3%)
MANAGEMENT INFORMATION SYSTEMS	47,305	(52,211)	(247,970)	(195,759)	374.9%
LAND INFORMATION MANAGEMENT SYSTEMS	220,897	192,300	(445,287)	(637,587)	(331.6%)
WEB APPLICATION SYSTEMS	(49,224)	8,191	5,164	(3,027)	(37.0%)
GEOGRAPHIC INFORMATION SYSTEMS	(71,871)	6,431	12,278	5,847	90.9%
TELECOMMUNICATIONS	(173,735)	(15,010)	230	15,240	(101.5%)
PUBLIC SAFETY RADIO COMMUNICATION	83,209	89,504	2	(89,502)	(100.0%)
NET GAIN(LOSS)	36,661	1,317,020	(340,530)	(1,657,550)	-125.9%

STAFFING					
DOIT-ADMINISTRATION	5	5	5	0	0.0%
INFRASTRUCTURE	0	0	0	0	0.0
LAW & JUSTICE APPLICATION SYSTEMS	4	5	6	1	20.0%
H&SS APPLICATION SYSTEMS	10	10	11	1	10.0%
MANAGEMENT INFORMATION SYSTEMS	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	9	9	10	1	11.1%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	1	0	0.0%
TELECOMMUNICATIONS	2	2	2	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2	2	2	0	0.0%
TOTAL STAFFING	42	43	46	3	7.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$1,716,604 or 8.9% in revenues and an increase of \$1,731,249 or 9.2% in appropriations when compared to the FY2013/14 Adopted Budget.

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments and other agencies. The Department’s cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and with the exception of depreciation of capital assets, which are charged to departments based on standard depreciation schedules. The projected Fund Balance of \$340,530 is primarily due to revenue to be recovered for the completed IntelliTime capital project of \$247,970 and the loan payback from SCIPS departments of \$455,312. This is offset by costs not recovered for the undepreciated portion of fixed assets.

The Department’s primary cost centers include: Infrastructure; Applications Development Management and Support; and, Communications. The requested budget continues to focus on maintenance and support of current systems with limited development of new systems in order to support high-priority department objectives and State and Federal mandates. The requested budget reflects some increases in expenses for eliminating single points of failure in the County’s infrastructure, enhancing security, and investments in software to improve both IT and end-users productivity.

Infrastructure costs include \$4,756,572 in contract staffing (Xerox), \$410,298 in County cost allocations for administrative overhead, building use, and property insurance, and \$4,600,460 for software licenses, hardware, and communications services. Infrastructure functions include network administration, data communications, network security, computer operations, help desk, desktop support, database and operating systems administration, data storage management, backup and recovery, and application software for Solano Superior Court.

Major maintenance contracts for Infrastructure include \$700,000 for Microsoft Office Software and Windows Access Licenses, \$90,000 for Symantec backup software, \$312,000 for Oracle database software, \$250,000 for Microsoft System Center and cloud services, \$669,000 for security software, network gateways and firewalls, and new fixed assets purchases required to refresh equipment to include replacement of network devices and servers of \$505,000.

Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems processes improvement, and public access to information and services. This cost center includes Law and Justice Application Systems, Health and Social Services Applications Systems, Administration, Management Information Systems, Land Information Management Systems, Web Applications, and Geographic Information Systems. Costs consist of \$5,779,771 for staffing, \$910,234 in contractor (Xerox) cost, \$402,245 in County cost allocations for administrative overhead, building use, insurances, and \$1,806,428 for hardware, software and other third party services. In addition the SCIPS migration project loan repayment is \$455,312 in revenue for DoIT (January 2015 will be the last monthly loan repayment).

Major contracts within the Applications Services cost centers include \$224,640 for contract help for Electronic Health Records, \$105,754 for contract help in Child Support Services, \$72,800 for contract help in Sheriff, \$147,000 in services for an IFAS upgrade, \$50,000 in services for PeopleSoft Upgrade \$212,000 for PeopleSoft maintenance, \$117,760 for IFAS maintenance, \$45,000 for IntelliTime maintenance \$50,000 in services for SCIPS platform enhancements, \$74,000 in SCIPS software tools maintenance, \$49,000 for GIS software, \$72,000 for Oracle for GIS, \$375,000 for Pictometry ortho-photography flyover and building footprint change detection, and \$48,863 for Web software maintenance.

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Communications cost centers include: Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Expenses consist of \$525,769 in staffing, \$46,322 in County administrative overhead, building use, and insurances, \$146,123 for an Xerox VOIP engineer, \$40,000 for cabling contractors, \$746,775 as pass-through telephone usage, voicemail and other charges, and \$434,506 for hardware, software and vendor services.

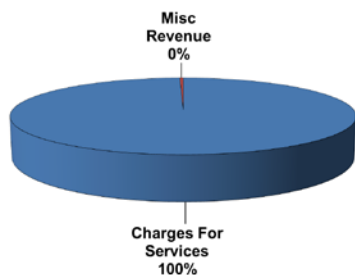
Major contracts within the communications cost centers include \$40,000 for cabling, \$746,775 to AT&T for phone usage, and \$60,399 for Cisco.

DEPARTMENT COMMENTS

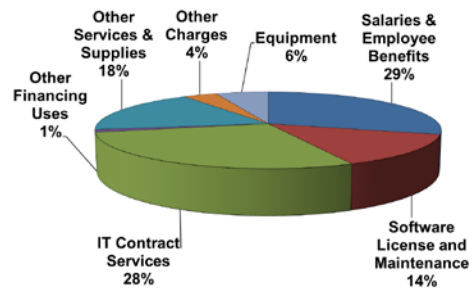
In response to staffing and cost reductions of prior years, the Department postponed maintenance on a number of infrastructure components so that it could concentrate efforts on business applications to meet the goals of end-user departments. However, maintenance can no longer be deferred and the Department, during FY2013/14 and FY2014/15, is responding to the end-of-life of a number of important technology platforms including: the Windows XP desktop operating system; Cisco VOIP system; the storage area network, which stores essentially all of the County’s digital data; Microsoft Active Directory and all other Microsoft 2003 server and database products; PGP data encryption software; spam detection and other networking and security products. At the same time, the Department is working to address the new, mobile technology needs of the County workforce and will be implementing a number of products and systems to: enhance the County’s Wi-Fi network; improve security over mobile devices; provide a Windows desktop experience to non-Windows mobile devices (Apple iOS and Android devices); implement cloud services for E-mail, SharePoint, and Office productivity software; enable secure data-sharing with outside partners on mobile platforms.

The volume of work in addressing deferred maintenance items, the development of new infrastructure capabilities needed to support County needs, and an aggressive work plan for new business applications will require careful priority setting and analysis of trade-offs. Some projects may need to be delayed or cancelled due to insufficient resources or if work needs to be directed to unplanned activities during FY2014/15.

SOURCE OF FUNDS



USE OF FUNDS



Summary of Other Administered Budgets 1870 – Fund 370-Department of Information Tech.
Ira Rosenthal, Chief Information Officer
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DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2012/13 ACTUALS	2013/14 ADOPTED BUDGET	2014/15 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
Revenue From Use of Money/Prop	78,577	39,200	71,240	32,040	81.7%
Intergovernmental Rev Other	0	85,000	156,311	71,311	83.9%
Charges For Services	17,876,545	19,045,229	20,643,482	1,598,253	8.4%
Misc Revenue	67,870	60,000	75,000	15,000	25.0%
TOTAL REVENUES	18,022,993	19,229,429	20,946,033	1,716,604	8.9%
APPROPRIATIONS					
Salaries and Employee Benefits	5,143,062	5,464,297	6,064,266	599,969	11.0%
Services and Supplies	10,108,729	11,698,154	12,348,926	650,772	5.6%
Other Charges	442,248	494,077	759,537	265,460	53.7%
F/A Bldgs and Imprmts	637	0	0	0	0.0%
F/A Equipment	356,981	996,500	1,191,500	195,000	19.6%
F/A - INTANGIBLES	125,875	0	0	0	0.0%
Other Financing Uses	211,079	221,226	241,274	20,048	9.1%
TOTAL APPROPRIATIONS	16,388,612	18,874,254	20,605,503	1,731,249	9.2%
NET GAIN(LOSS)	1,634,381	355,175	340,530	(14,645)	(4.1%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Overall, the \$1,731,249 increase in expenditures is primarily the result of: a \$599,969 increase in Salaries and Benefits resulting from increases in cost for retirement, health insurance, and the addition of three positions; \$650,772 increase in Services and Supplies primarily the result of increase in the Xerox contract of \$107,449 (for a contractually obligated COLA), software maintenance, contracted services for GIS, and offset some by savings in telephone usage, reduced new software licensing, completion of IntelliTime and PeopleSoft upgrade projects; \$195,000 increase in computer equipment fixed assets; and \$264,675 for countywide administrative overhead costs.

SUMMARY OF POSITION CHANGES

In February 2014, as part of the Midyear Report, the following position allocation changes were approved:

- 1.0 FTE Business Systems Analyst was reclassified to a 1.0 FTE Senior Systems Analyst in the H&SS IT Support Division to function as the lead support resource for the Family Health Services Electronic Medical Records System (NextGen) project.
- 1.0 FTE vacant IT Specialist II deleted and 1.0 FTE Systems Analyst added in the H&SS IT Support Division to provide in depth technical analysis, support and programming of reports, and assist with systems upgrades for both the NetSmart and NextGen applications.
- 1.0 FTE Office Assistant was reclassified to 1.0 FTE Accounting Clerk II in the IT Administration Division reflecting the actual work performed, including processing of claims, deposits, journals, asset movement reports, inventory controls, work orders and billings.
- 1.0 FTE Business Systems Analyst was added to the IT Support Division to provide Electronic Health Records System support for H&SS' Family Services and Mental Health Divisions.
- 1.0 FTE IT Specialist II was added to the Law and Justice IT Support Division to provide IT support to the Sheriff's Office including various wireless technologies, installing and troubleshooting mobile hardware and software, tablets, PCs, video systems and other related hardware systems.

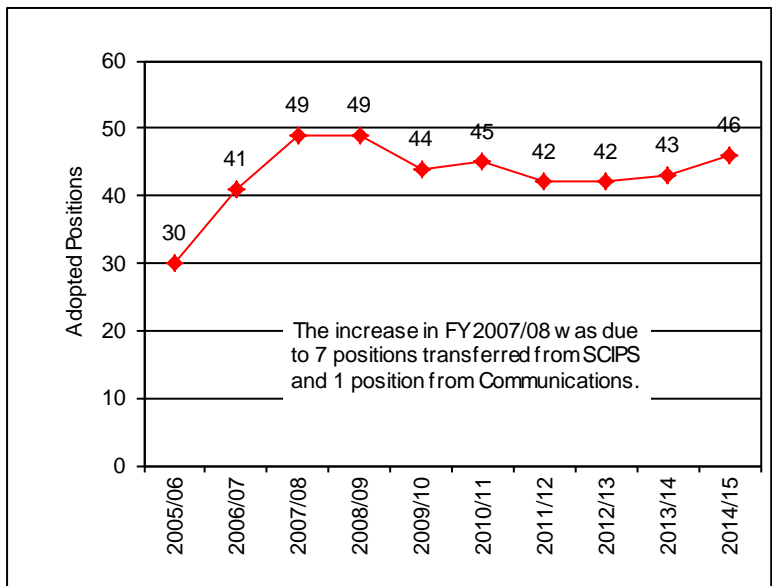
The Recommended Budget includes the following changes to the Department's position allocation:

- 1.0 FTE Systems Analyst added to the SCIPS Division to provide additional support for SCIPS, point-of-sale applications and records management applications, effective 8/3/14.

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- 2.0 FTE Programmer Analysts reclassified to 2.0 FTE Systems Analysts and 1.0 FTE Systems Analyst reclassified to 1.0 FTE Senior Systems Analyst in the SCIPS Division to reflect the roles and responsibilities related to new and more complex technology and application systems that have recently been implemented, effective 7/6/14.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The IT services agreement with Xerox terminates on December 31, 2014. The Board approved a new sourcing strategy that includes “on-ramping” key technical positions and also allowing for multi-sourcing of the remaining work. Given the workload in the Department, both of these processes are taking longer than originally anticipated and so the Department is recommending extending the Xerox contract to the end of FY2014/15 or June 30, 2015. Costs for this six month extension have been included in the Recommended Budget.

Although DoIT staff have recently been augmented by the addition of one IT Specialist for the Law and Justice Division and one Business Systems Analyst for the H&SS Support Division, the Department continues to face a number of significant workload challenges due to the level of activity and number of technology projects in the user departments. The workload generated by the EHR systems, HIE, HITECH Meaningful Use, and regulatory compliance far out-strips the staff available (as confirmed by a consultant to H&SS). The Department will work closely with H&SS throughout the year to ensure that the highest priority projects get the appropriate attention and triage non-essential work. Similarly, the impact of Law and Justice technology initiatives will be re-evaluated at midyear and further staffing adjustments may be necessary.