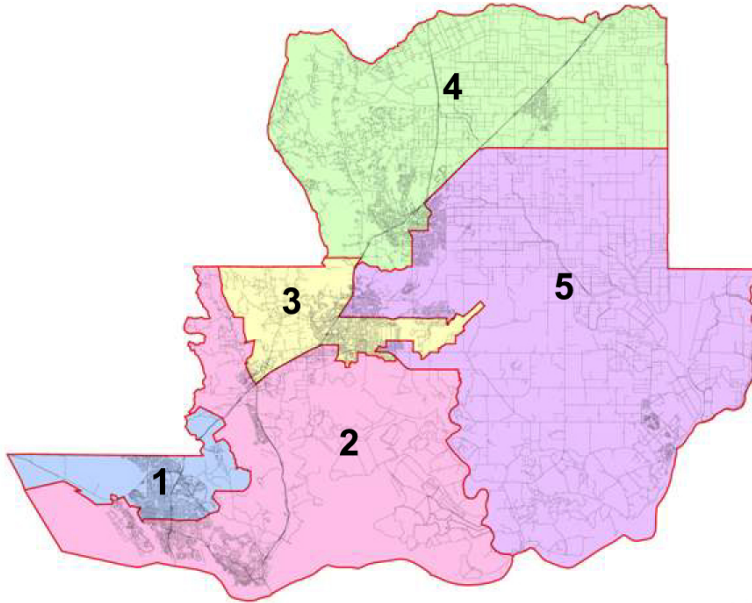


Board of Supervisors



County of Solano



1000 – Fund 001-Board of Supervisors

**Erin Hannigan, Chairwoman
Legislative & Administration**

STATEMENT OF PURPOSE

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

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

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

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 FY2015/16, the Board will continue to manage persistent operational funding challenges lingering from the Great Recession, while providing for essential services and operational needs of the citizens of the county. The 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:	
FY2014/15 Third Quarter Projection:	387,133
FY2015/16 Recommended:	459,287
County General Fund Contribution:	459,287
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

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 on a regular basis at the Florence Douglas Senior Center in the City of Vallejo.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Hannigan represents the Board on more than 18 County, Regional and State boards and commissions as a member or an alternate; including the Association of Bay Area Governments and its Hazardous Waste Management Facility Allocation Committee as well as its Regional Planning Committee, as the alternate to the California State Association of Counties, the Solano County Blue Ribbon Commission on Children in Foster Care, the Mental Health Advisory Board, the In-Home Supportive Services Public Authority, an alternate to the Solano Transportation Authority, the Solano County Water Agency Board , the Napa Valley Vine Trail Board, Solano Open Space, First 5 Solano, the Children’s Alliance, Solano Economic Development Corporation, the Vallejo Interagency Committee, as a Trustee to the Vallejo Sanitation & Flood Control District and as Chair the Board’s Legislation Committee as well as the Solano 360 Implementation Committee. Supervisor Hannigan is also the Chair of the Oversight Board for the Successor Agency to the Vallejo Redevelopment Agency and a board member of the Vallejo Education Business Alliance.

Supervisor Hannigan convened an Ad Hoc Homeless Committee jointly with Vallejo Councilmembers and the Director of the Vallejo Housing Authority to collaboratively address the immediate and long-term needs of the homeless in Vallejo. In recognition of the serious health and environment effects of tobacco and tobacco related products have on our residents the Supervisor spear-headed the Board Committee and efforts to establish a Solano County Smoke-Free Facility Ordinance and Policy, which became effective in February 2015 and implements smoke-free County campuses. In line with her concern for the health of the environment, Supervisor Hannigan continues to support and advocate for the elimination of one-time use plastic bags at the point of purchase.

Goals and Objectives

- Work to strengthen relations, communications and collaboration between the County and the City of Vallejo.
- Engage residents of Supervisorial District 1 in the operations of the County.
- Invigorate all of Solano County in advancing the county’s vision, mission, core values and goals.
- Lead collaboratively and energetically with each member of the Board of Supervisors.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$76,021 or 19.8% in appropriations when compared to the FY2014/15 Adopted Budget. Factors related to budget changes are the result of the proposed increase in employee staffing of 0.5 FTE Board of Supervisors Aide.

**Erin Hannigan, Chairwoman
Legislative & Administration**

DEPARTMENT COMMENTS

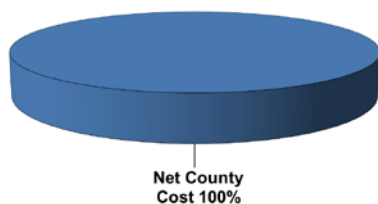
As the Solano County District 1 Supervisor, Erin Hannigan brings her experience of balancing budgets, improving the quality of life and protecting the environment. As a mother, Erin understands the importance of the health and well-being of the family. She is seeking solutions to connecting essential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

Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the citizens of District 1. Issues related to public safety and the Center for Positive Change, homelessness and sex trafficking, health care including mental health services and the environment have been significant areas of connecting County services to the citizens. Supervisor Hannigan has been and continues to be working to help Vallejoans who have been affected by the recent earthquake through the Vallejo Earthquake Recovery Group (VERG). With the addition of the County contract for Animal Control Services in Vallejo there has been an increase in constituent services that are directed to this office.

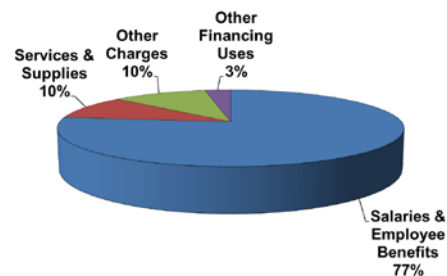
Supervisor Hannigan and her staff continue to be significantly involved in legislative issues at all levels of government: City, County, State and Federal. Supervisor Hannigan works to ensure that the County’s interests are included in discussions of legislation in the City of Vallejo, the State of California and at our Nation’s Capitol. While this takes additional staff time, the governmental connection has proven to be quite valuable. One recent example is Supervisor Hannigan’s direct advocacy to our Congressional Representatives for the re-appropriation of funding to support the Home Visiting Program which is a successful resource to new mothers and their babies in our County.

Supervisor Hannigan is happy to serve as Chairwoman of the Board of Supervisors. With the assistance of her staff, she is able to serve as a strong conduit between the Board of Supervisors and the County Administration. Chairwoman Hannigan enjoys representing the County and Board of Supervisors not only in District 1, but alongside the other Supervisors throughout the County of Solano.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	238,551	289,147	353,144	63,997	22.1%
SERVICES AND SUPPLIES	33,689	39,833	45,541	5,708	14.3%
OTHER CHARGES	46,167	42,672	47,608	4,936	11.6%
OTHER FINANCING USES	9,475	11,514	12,894	1,380	12.0%
INTRA-FUND TRANSFERS	43	100	100	0	0.0%
TOTAL APPROPRIATIONS	327,925	383,266	459,287	76,021	19.8%
NET COUNTY COST	327,925	383,266	459,287	76,021	19.8%

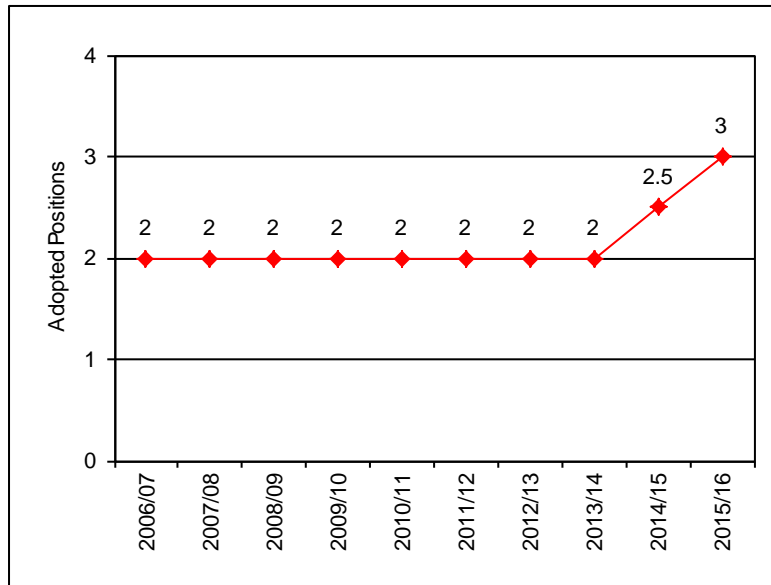
SUMMARY OF SIGNIFICANT ADJUSTMENTS

The increase in this Budget is due in large part to the request for an additional 0.5 FTE Board of Supervisors Aide. Having two full time staff members will allow District 1 to meet the growing needs and increased responsibilities of the office.

SUMMARY OF POSITION CHANGES

In the FY2014/15 Adopted Budget one additional 0.5 FTE Board of Supervisors Aide was approved. This Recommended Budget reflects a request to change that position to 1.0 FTE. The resulting budget total includes salary and benefits for the Supervisor and 2.0 FTE staff members.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

To meet the growing needs and increasing responsibilities of District 1, the funding includes increased staffing allocation up to 2.0 FTE Board of Supervisor Aides.

The FY2015/16 Recommended Budget for Supervisorial District 1 includes a \$2,500 in funding for the contributions to non-County agencies consistent with Board adopted policy. In FY2014/15, the Board approved a one-time increase to \$5,000. The CAO recommends the Board consider affirming a funding level for FY2015/16 for contributions to non-County agencies.

District 1 expressed a desire to hold office hours at the Florence Douglas Senior Center, for which the increase in non-county contributions could serve as a donation to the facility.

Linda J. Seifert
 Legislative & Administration

Budget Summary:	
FY2014/15 Third Quarter Projection:	370,454
FY2015/16 Recommended:	458,772
County General Fund Contribution:	458,772
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 2 Supervisor represents citizens residing within the City of Benicia, a portion of the Cities of Vallejo and Fairfield, the unincorporated areas of Home Acres, Cordelia, Green Valley, and the Suisun Marsh. The District maintains an office at the County Government Center at 675 Texas Street in Fairfield and schedules special office hours in Vallejo and Benicia.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Seifert represented the Board of Supervisors on more than 19 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, Yolo-Solano Air Quality Management District, Association of Bay Area Governments, Solano Land Trust [President], the Solid Waste Independent Hearing Panel [Chair], City-County Coordinating Council [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 FY2014/15 highlights include:

- Concluded a third consecutive year as Chair of the Board in January 2015 and represented the Board of Supervisors in the community.
- Sponsored a Community Conversation on Rail Safety, on the transport of hazardous materials, including crude oil that are moved by rail, and to assess our preparedness in case of accidents and to address public concerns.
- Hosted a Veterans Town Hall event in Benicia where over 60 people attended and were able to visit over 20 different resource tables with information on veterans' services, education, employment, and more.
- Worked on special events sponsored by the County, including an annual booth at the Solano County Fair Ag Day, which introduced over 3,000 third graders countywide to the County's number one industry-- Agriculture.
- 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 on local cable channels in Fairfield, Benicia and Vallejo.
- Served on the Public/Public Public/Private (P4) Travis Air Force base working group to enhance base services and reduce base costs.
- Chaired the "Water Policy Committee" of the Solano County Water Agency to coordinate activities between various water agencies and interested groups on state and federal water policy.

- Active in efforts to develop and implement solutions on 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.
- Addressed constituent concerns on a variety of issues including code enforcement, land use planning, and assistance with various state agencies.

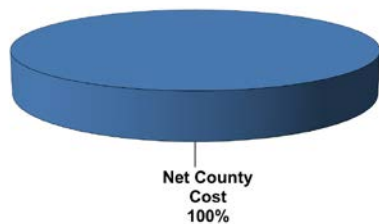
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$ 75,361 or 19.7% in appropriations when compared to the FY2014/15 Adopted Budget. Factors related to budget change are the result of the increase of employee staffing due to the addition of 0.5 FTE Board of Supervisors Aide.

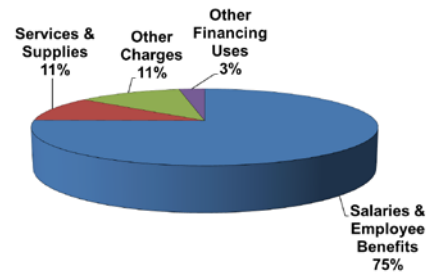
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	224,295	278,256	345,285	67,029	24.1%
SERVICES AND SUPPLIES	49,074	45,653	48,042	2,389	5.2%
OTHER CHARGES	42,131	47,988	52,550	4,562	9.5%
OTHER FINANCING USES	9,430	11,514	12,895	1,381	12.0%
INTRA-FUND TRANSFERS	197	0	0	0	0.0%
TOTAL APPROPRIATIONS	325,126	383,411	458,772	75,361	19.7%
NET COUNTY COST	325,126	383,411	458,772	75,361	19.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The increase in this budget is due in large part to the requested additional 0.5 FTE Board of Supervisors Aide to ensure more timely assistance and representation in the District. District 2 has a diverse constituency that includes three cities and populated areas of the unincorporated County. The District stretches from Vallejo to Fairfield and includes the Suisun Marsh. Due to distance it is often a balancing act to serve the District constituency or attend monthly meetings, often prolonging resolution to issues. Addressing the issues of this diverse District and handling weekly constituent inquiries generally requires the presence

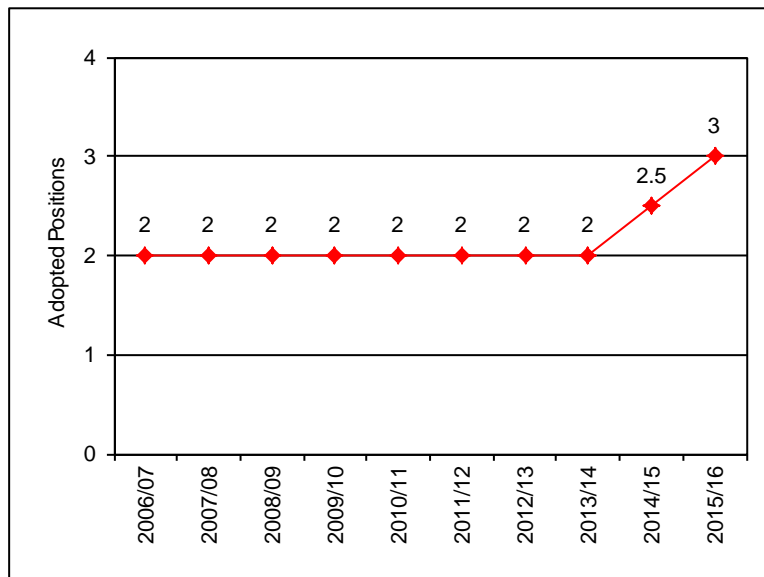
Linda J. Seifert
Legislative & Administration

of a Board Aide at the Supervisor's office in Fairfield, leaving only 0.5 FTE Board of Supervisors Aide to assist the Supervisor in attending meetings or events. Adding a 0.5 FTE Board of Supervisors Aide will allow for a more consistent presence in the communities the Supervisor serves, and more timely response to the constituency of District 2.

SUMMARY OF POSITION CHANGES

In the FY2014/15 Adopted Budget one additional 0.5 FTE Board of Supervisors Aide was approved. This Recommended Budget reflects a request to change that position to 1.0 FTE. The resulting budget total includes salary and benefits for the Supervisor and 2.0 FTE staff members.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

To meet the growing needs and increasing responsibilities of District 2, the funding includes increased staffing allocation up to 2.0 FTE Board of Supervisor Aides.

The FY2015/16 Recommended Budget for Supervisorial District 2 includes a \$2,500 in funding for the contributions to non-County agencies consistent with Board adopted policy. In FY2014/15, the Board approved a one-time increase to \$5,000. The CAO recommends the Board consider affirming a funding level for FY2015/16 for contributions to non-County agencies.

Budget Summary:	
FY2014/15 Third Quarter Projection:	350,198
FY2015/16 Recommended:	404,592
County General Fund Contribution:	404,592
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2.5

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.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Spering serves on more than 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 District 3 and Solano County. He also places a high priority on being a conduit between constituents and County government.

District 3 FY2014/15 highlights:

- Hosted two Senior Poverty-focused Summits. The first summit was to identify the struggles seniors living in poverty are facing and analyze the factors that contributed to their situation. Summit III looked at some short term, low cost solutions as well as longer term solutions. He is chairing ongoing meetings with members of the Senior Poverty Summit Working Group to develop a community network that maximizes use of existing agencies and resources. In discussion is how to tap into the reservoir of community volunteers interested in assisting seniors.
- Actively participates on the Solano 360 Implementation Committee, which is facilitating the plans for soliciting bids from companies to develop the Solano County fairgrounds.
- Continues to chair 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 was approved in April 9, 2014 and various parts of it were implemented during the year, including the Mobility Call Center.
- 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. Participated in discussions between the County and Travis AFB, stakeholders and experts, in conjunction with staff updating the TAFB Land Use and Compatibility Plan.
- 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 and agriculture interests while ensuring adequate transportation to foster a vibrant economy that creates new jobs for Solano County residents.
- Serves as a member of the City of Fairfield and City Suisun Oversight committees, which provide fiscal oversight of both cities in the aftermath of not having redevelopment agencies.
- Actively involved in the fund raising arm of the Family Justice Center Foundation to help the Center achieve operational self-sufficiency within the three-year pilot program.

James P. Spring
Legislative & Administration

- Has been instrumental in acquiring funding for Phase 1 of replacing the Green Valley Overpass and improving access to Highway 12 and I-80 from the Green Valley Road. Continues to explore funding strategies for relocating the westbound truck scales.

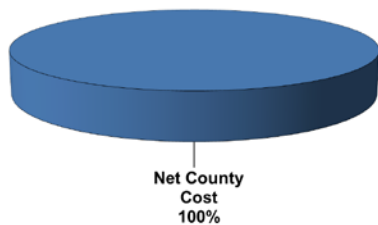
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$50,413 or 14.2% in appropriations when compared to the FY2014/15 Adopted Budget due to the addition of 0.5 FTE Board of Supervisor Aide, and a small increase in travel and education costs, increases in County insurance charges, and administrative overhead costs.

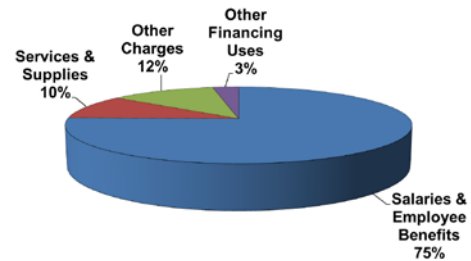
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	246,567	258,493	304,596	46,103	17.8%
SERVICES AND SUPPLIES	33,342	38,199	41,097	2,898	7.6%
OTHER CHARGES	46,471	46,431	46,734	303	0.7%
OTHER FINANCING USES	10,078	10,456	11,565	1,109	10.6%
INTRA-FUND TRANSFERS	366	600	600	0	0.0%
TOTAL APPROPRIATIONS	336,824	354,179	404,592	50,413	14.2%
NET COUNTY COST	336,824	354,179	404,592	50,413	14.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

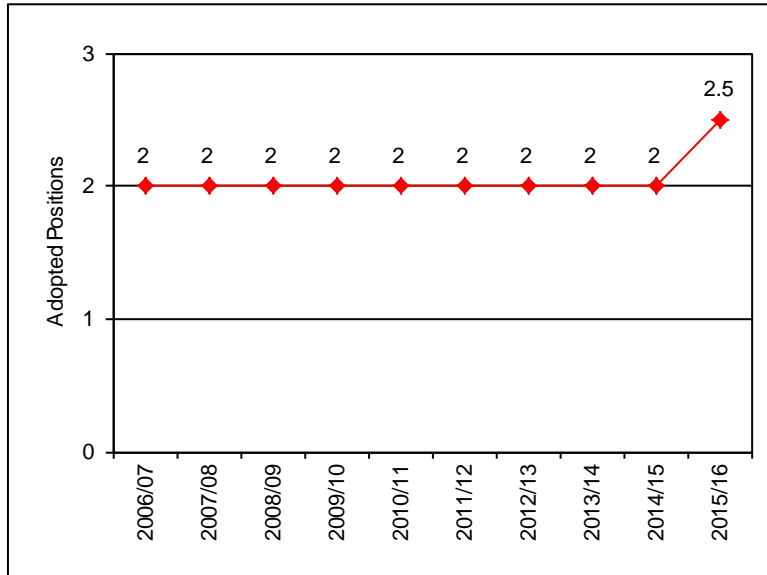
Salaries and Employee Benefits reflect a net increase of \$46,103 due to the addition of a 0.5 FTE Board of Supervisor Aide. The increased staffing is needed to provide additional support for the County Supervisor to address the district's priorities.

Services and Supplies reflect a net increase of \$2,898. Services and Supplies net increase is attributed to increases in County central data processing services and insurance – risk management due to the increased workload and staff of District 3. Services and Supplies net increase also includes an additional \$1,500 for travel expenses and \$1,000 for education and training over the next year for County and legislative conferences.

SUMMARY OF POSITION CHANGES

The FY2015/16 Recommended Budget reflects the funding of the addition of 0.5 FTE Board of Supervisor Aide position to 1.5 FTE. The resulting budget total includes salary and benefits for the Supervisor and 1.5 FTE staff members.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

To meet the growing needs and increasing responsibilities of District 3, the funding includes increased staffing allocation up to 1.5 FTE Board of Supervisor Aides.

The FY2015/16 Recommended Budget for Supervisorial District 3 includes a \$2,500 in funding for the contributions to non-County agencies consistent with Board adopted policy. In FY2014/15, the Board approved a one-time increase to \$5,000. The CAO recommends the Board consider affirming a funding level for FY2015/16 for contributions to non-County agencies but District 3 elected to remain at the \$2,500 level at that point.

John M. Vasquez
Legislative & Administration

Budget Summary:	
FY2014/15 Third Quarter Projection:	409,522
FY2015/16 Recommended:	487,489
County General Fund Contribution:	484,989
Percent County General Fund Supported:	99.5%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

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

As the elected representative for District 4, Supervisor Vasquez is available to meet or speak with his constituents to assist them in resolving issues that arise. The District 4 office is maintained at the County Government Center at 675 Texas Street in Fairfield.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Vasquez's Accomplishments in FY2014/15:

- Held public workshops and discussions in the areas of poverty including women living in poverty and on water related concerns.
- Worked in conjunction with City of Vacaville and local non-profits toward the establishment of the Rocky Hill Trail.
- Collaborated with Delta Counties Coalition, Senator Lois Wolk, Assemblymember Jim Frazier, and the Water Fix Group to ensure a viable water bond could pass both houses of the State Legislature before it went before the people of California as Proposition 1.
- Diligently contributed to the collective effort of bringing ICON Aircraft to Vacaville by working with City of Vacaville on land use and property issues, bringing new jobs to the area.
- A commitment to his constituents, together with his staff, to continue to work to find solutions to the issues that are brought before them.

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

- Continue to build upon the collaborative efforts of the many public and private agencies in the County to develop a cohesive approach to collectively serve the constituency.
- Work with the Yolo Solano Farmbudsman to nourish our agricultural industry while working directly with farmers, both established and prospective, to increase the recognition and distribution of the agricultural bounty of Solano County. Supervisor Vasquez will work to support the innovation and advancement of food science and agricultural research conducted by UC Davis and their partners.
- Water is a crucial resource to our survival and agricultural livelihood. Supervisor Vasquez is committed to preserving our natural water resources while working with Solano County Water Agency and Solano Irrigation District to provide conservation measures for residents and agriculture. Supervisor Vasquez will continue to work with the Delta counties while ensuring that Solano County's interests are protected.
- Last year Supervisor Vasquez organized a Discussion on Women in Poverty in Solano County. The Supervisor and District 4 staff will keep this discussion going. The issue of poverty is a collaborative effort; many agencies are working to serve those in need. Supervisor Vasquez will facilitate these efforts while identifying ways to use the available resources

efficiently and effectively while pinpointing the deficits that exist. Supervisor Vasquez is currently working with the City of Dixon to address the gaps in services provided by the County to better serve the needs of that community.

- In the spirit of collaboration, Supervisor Vasquez will stay connected to public agencies around the bay area, learning from their achievements and hardships to better assess progress in Solano County and to remain progressive in his approach to solving the issues at hand.
- Supervisor Vasquez is planning several events and workshops in the coming year for the public benefit of Solano County, a workshop on broadband internet and a 10-year look back on Childhood Obesity are planned. The staff of District 4 will revisit the discussion on poverty and affordable housing and are working to coordinate a Multi-County Agriculture Summit. To tackle the big issues everyone must come to the table to build a common foundation of knowledge in order to move toward progress and have the greatest positive impact on the community. With a bit of passion and a solid foundation of knowledge Solano County will continue to be the best place to live, work, play, learn and age.

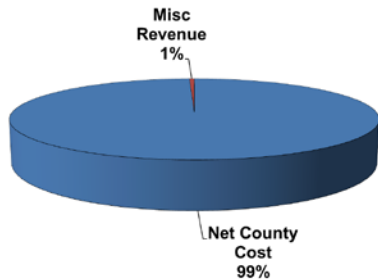
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$81,110 or 20% in appropriations when compared to the FY2014/15 Adopted Budget. Increases include an increase of 0.5 FTE to 2.0 FTE Board of Supervisor Aide, together with an increase in Countywide Administrative Overhead and increased Data Processing Fees. There was a request to increase the Non-County Agency Contribution to \$5,000 but was not reflected in the budget.

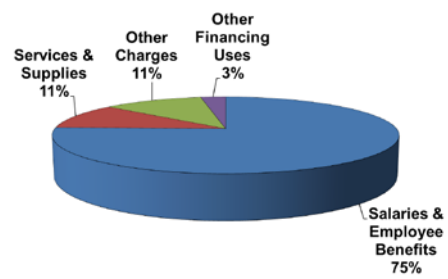
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
MISC REVENUE	0	0	2,500	2,500	0.0%
TOTAL REVENUES	0	0	2,500	2,500	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	247,985	306,131	366,669	60,538	19.8%
SERVICES AND SUPPLIES	34,475	40,404	51,891	11,487	28.4%
OTHER CHARGES	45,855	46,967	53,429	6,462	13.8%
OTHER FINANCING USES	9,825	11,628	13,250	1,622	14.0%
INTRA-FUND TRANSFERS	1,774	1,250	2,250	1,000	80.0%
TOTAL APPROPRIATIONS	339,913	406,379	487,489	81,110	20.0%
NET COUNTY COST	339,913	406,379	484,989	78,610	19.3%

John M. Vasquez
Legislative & Administration

SUMMARY OF SIGNIFICANT ADJUSTMENTS

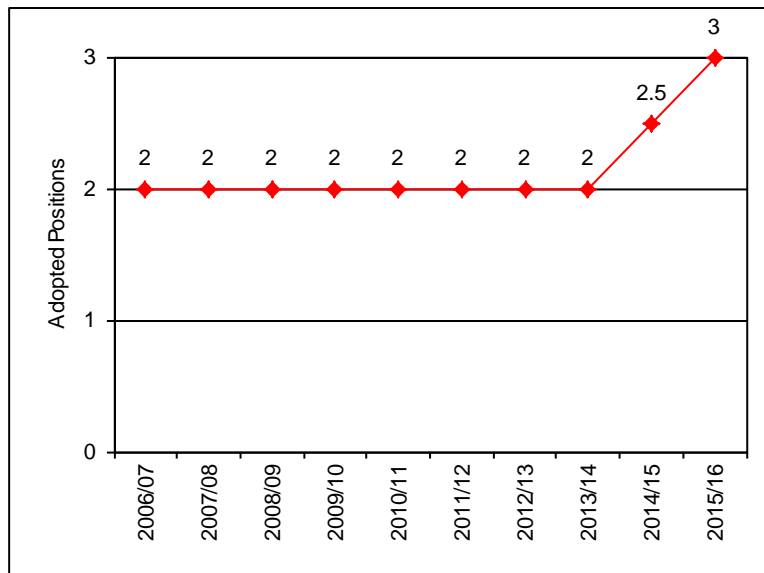
Salaries and Employee Benefits reflect a net increase of \$60,538 wherein 90% of which is for the addition of 0.5 FTE Board of Supervisor Aide and the remaining 10% is the result of an increase in the benefits of the existing FTE Board of Supervisor Aide. The addition of a 0.5 FTE Board of Supervisor Aide will provide additional support for the County Supervisor to address the goal of providing quality, integrated, sustainable and innovative public services. Adding 0.5 FTE Board of Supervisor Aide will allow the 4th District to continue addressing the growing demands and issues of the region while staying connected with the many commissions and local agencies who work to resolve issues of public concern in Solano County. Adding a 0.5 FTE Board of Supervisor Aide would allow for a greater connection to the community and a greater opportunity to positively impact the lives of the constituency. Without the addition of this position it would be difficult for the 4th District to address the growing duties of the Board of Supervisors due to the increased level of obligations and responsibilities Solano County presents.

Services and Supplies reflect a net increase of \$11,487. Services and Supplies net increase is attributed to increases in County central data processing services, operational costs for phone and voicemail services, cellphone allowance, duplicating services, and postage due to the increased workload and staff of District 4. Services and Supplies net increase includes an additional \$1,500 for travel expenses over the next year for County and legislative conferences.

SUMMARY OF POSITION CHANGES

In the FY2014/15 Adopted Budget one additional 0.5 FTE Board of Supervisors Aide was approved. This Recommended Budget reflects a request to change that position to 1.0 FTE. The resulting budget total includes salary and benefits for the Supervisor and 2.0 FTE staff members.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

To meet the growing needs and increasing responsibilities of District 4, the funding includes increased staffing allocation up to 2.0 FTE Board of Supervisor Aides.

The FY2015/16 Recommended Budget for Supervisorial District 4 includes a \$2,500 in funding for the contributions to non-County agencies consistent with Board adopted policy. In FY2014/15, the Board approved a one-time increase to \$5,000. The CAO recommends the Board consider affirming a funding level for FY2015/16 for contributions to non-County agencies.

Budget Summary:	
FY2014/15 Third Quarter Projection:	334,618
FY2015/16 Recommended:	328,726
County General Fund Contribution:	328,726
Percent County General Fund Supported:	100%
Total Employees (FTEs):	2

FUNCTION AND RESPONSIBILITIES

The District 5 Supervisor represents residents living in the City of Rio Vista, parts of the cities of Vacaville, Fairfield and Suisun City, and the unincorporated areas of Elmira and Collinsville, Birds Landing and Ryer Island. The Supervisor maintains an office at the County Government Center at 675 Texas Street Suite 6500.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Thomson represents the Board on more than 15 county, regional and State boards and commissions (and their subcommittees); including the Delta Counties Coalition, the Solano County Water Agency, and the Yolo-Solano Air Quality Board.

Supervisor Thomson:

- Defends the County’s water interests by working with leading stakeholders on finding alternatives to the Bay Delta Conservation Plan.
- Enhances services for members of the armed forces by providing up-to-date information on developments that impact military personnel through the Military and Veterans Affairs Committee.
- Advocates for Solano County employees by actively listening to their needs and by engaging with Union representatives.
- Defends the Travis Air Force base by proposing and voting in favor of ordinances that protect the base from encroachment and potentially harmful development projects.

Supervisor Thomson’s Goals and Objectives include:

- Continue to strengthen the welfare of the County’s General Fund by implementing cost-saving reductions while maintaining a high-level of services for County residents.
- Work to secure the safety and welfare of the Delta community by 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.
- Implement human resources policies that help improve the quality of Solano County’s labor pool by instituting an internship program that enables students and recent graduates to gain experience and secure positions with the County.

Achievements

- Improved the state of the Rio Vista Veterans Hall by working collaboratively with County staff and by identifying resources to perform physical repairs and improvements to the Hall.
- Successfully advocated and helped State representatives secure payment in lieu of taxes monies owed by the State of California to Solano County resulting in the addition of thousands of dollars to the County’s General Fund.
- Successfully challenged the BDCP and was part of a collaboration of stakeholders whose efforts resulted in the Plan’s revision and delay.

**Skip Thomson
Legislative & Administration**

- Initiated the County’s Vehicle Theft Recovery program which has already recovered 120 vehicles valued at more than \$1,000,000 while helping prevent additional crime from being committed.
- Provided resources to Collinsville residents after a tragic fire and organized an effort with County staff to improve the administration of the community and its Levee District.

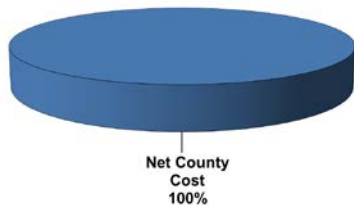
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$7,098 or 2.2% in appropriations, when compared to the FY2014/15 Adopted Budget. The majority of this increase stems from increased District contributions to staff retirement and health insurance premiums and to countywide admin overhead.

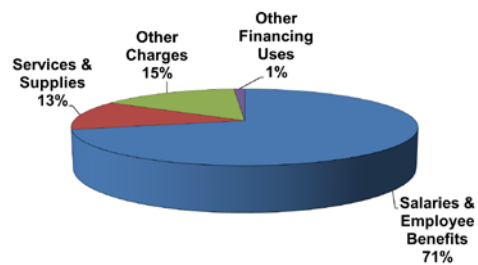
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	227,312	231,262	234,525	3,263	1.4%
SERVICES AND SUPPLIES	30,858	40,328	40,823	495	1.2%
OTHER CHARGES	42,211	45,973	49,533	3,560	7.7%
OTHER FINANCING USES	3,947	4,064	3,845	(219)	(5.4%)
INTRA-FUND TRANSFERS	307	0	0	0	0.0%
TOTAL APPROPRIATIONS	304,635	321,628	328,726	7,098	2.2%
NET COUNTY COST	304,635	321,628	328,726	7,098	2.2%

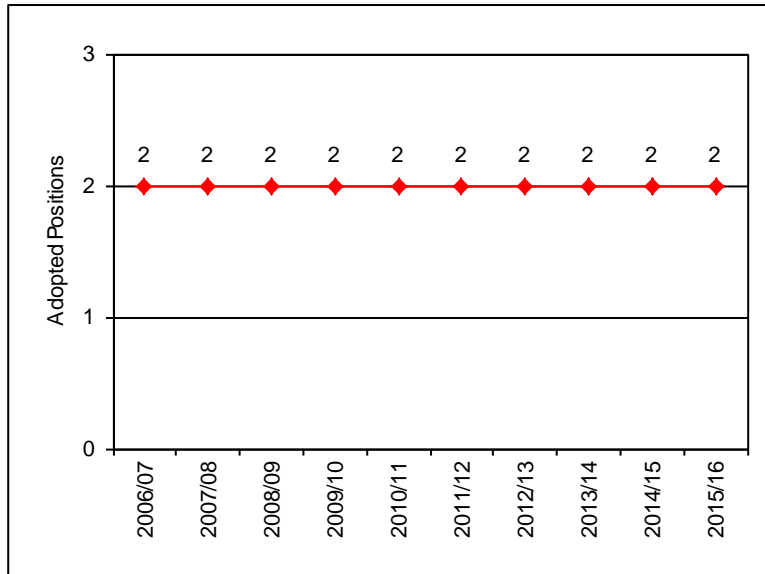
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation for FY2015/16.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2015/16 Recommended Budget for Supervisorial District 5 includes a \$2,500 in funding for the contributions to non-County agencies consistent with Board adopted policy. In FY2014/15, the Board approved a one-time increase to \$5,000. The CAO recommends the Board consider affirming a funding level for FY2015/16 for contributions to non-County agencies.

Erin Hannigan, Chairwoman
Legislative & Administration

Budget Summary:	
FY2014/15 Third Quarter Projection:	181,185
FY2015/16 Recommended:	230,188
County General Fund Contribution:	230,188
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

FUNCTION AND RESPONSIBILITIES

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

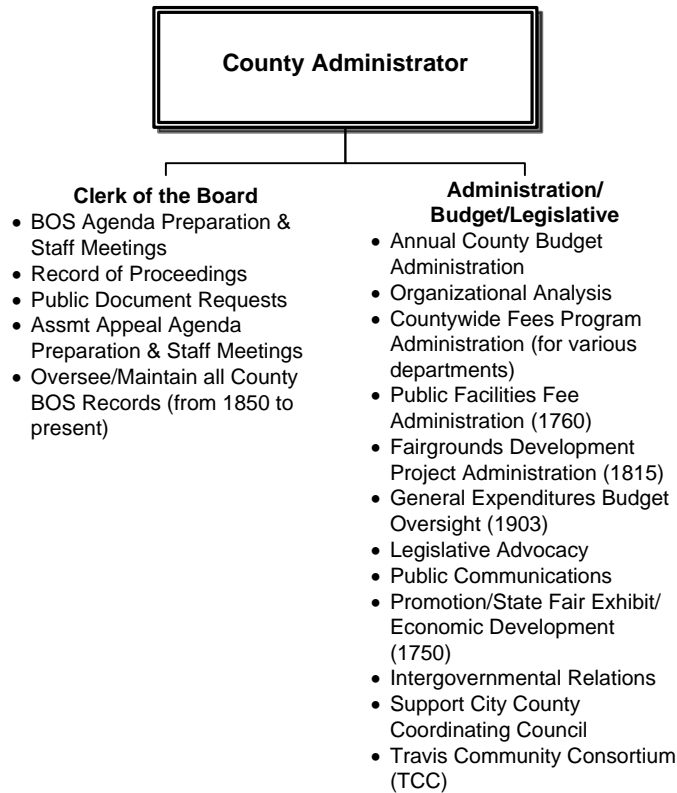
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$8,370 or 100% in revenues and an increase of \$12,891 or 5.9% in appropriations when compared to the FY2014/15 Adopted Budget. The decrease in revenue is from Administrative Overhead and the increase in appropriations is primarily due to increased costs of \$10,693 for Liability Insurance. Services and Supplies includes costs for recording, editing and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, memberships, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, meals and refreshments for the Board of Supervisors Closed Sessions and contributions to Non-County agencies.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	0	8,370	0	(8,370)	(100.0%)
TOTAL REVENUES	0	8,370	0	(8,370)	(100.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	117,459	191,263	204,404	13,141	6.9%
OTHER CHARGES	25,000	25,500	25,500	0	0.0%
INTRA-FUND TRANSFERS	277	534	284	(250)	(46.8%)
TOTAL APPROPRIATIONS	142,736	217,297	230,188	12,891	5.9%
NET COUNTY COST	142,736	208,927	230,188	21,261	10.2%

PENDING ISSUES AND POLICY CONSIDERATIONS

The FY2015/16 Budget includes the continued appropriation of \$25,500 in contributions to non-County agencies for Travis Community Consortium (TCC) and the rebudgeting of \$5,200 in consulting services. The CAO recommends the Board affirm the non-County agency contribution for FY2015/16.



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:	
FY2014/15 Third Quarter Projection:	3,037,879
FY2015/16 Recommended:	3,491,456
County General Fund Contribution:	1,058,256
Percent County General Fund Supported:	30.3%
Total Employees (FTEs):	16

FUNCTION AND RESPONSIBILITIES

Responsibilities of the County Administrator are:

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

-
- Meet with Board Members individually or in committees to discuss Board policies and interpretations; participate in Board Committees including Legislation, Delta County Coalition and Water and Land Use and Transportation.
 - Represent the Board in the County's intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
 - Provide administrative and fiscal oversight to First 5 Solano.
 - Oversee the contracts for the Administrative Entity services with the Workforce Investment Board and the Solano County Fair.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Worked with the Solano360 partners – the County, the City of Vallejo and the Solano County Fair Association – to continue moving the project forward, including working with the Army Corps of Engineers to finalize environmental review components. After a comprehensive Request for Qualification process, the Board of Supervisors approved entering into exclusive negotiations with Solano Community Development LLC (effective May 1, 2015) to develop the Fairgrounds property in Vallejo based on the Solano360 Specific Plan.
- Provided leadership and support to the emergency disaster response to a magnitude-6.0 South Napa earthquake that rattled Northern California on August 24. The earthquake caused more than \$5 million in damage to County facilities throughout the County. An estimated more than \$18 million in damages occurred to buildings in Vallejo and over \$300 million in damages in Napa County.
- Engaged in the Public Public Private Partnership (P-4) with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs.
- Worked closely with the Debt Advisory Committee to develop and implement strategies to address escalating retirement costs. The Board approved in February 2015 the establishment of a Post-Employment Benefits Trust program.
- Provided leadership and Support on development of recommendation for the delivery and planning of various technology solutions.
- 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.
- Continued to provide guidance and support to the Delta Counties Coalition.
- 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 programming at the Claybank campus.
- Continued to guide the implementation of the Affordable Care Act, a key Federal legislative bill that expanded Medi-Cal and will continue to impact Medi-Cal enrollments. Implementing these changes has required increased funding and significant changes to staffing levels to meet State and federal implementation deadlines.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in \$30,813 donated by Solano County employees toward the 2014 campaign and a grand total of \$258,533 donated by Solano County employees since 2004.

WORKLOAD INDICATORS

During FY2014/15, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 30 meetings of various Board of Supervisors meetings.
- Processed 385 Agenda Submittals and developed/published Minutes for 31 Board of Supervisors' Regular Meetings, 11 Assessment Appeal Hearings, 2 City Selection Committee meetings and 373 Public Comment Cards from the public present at the Board meetings.
- Recorded 12 Ordinances and 225 Resolutions adopted by the Board.
- Processed 303 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee.
- Received 10 requests for information under the California Public Records Act (GC §6250).
- Filed 91 California Environmental Quality Act (CEQA) documents.
- Processed 54 claims against the County and 2 lawsuits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	49,292	47,009	47,009	0	0.0%
ADMINISTRATIVE OFFICE	<u>2,121,823</u>	<u>2,019,484</u>	<u>2,386,191</u>	<u>366,707</u>	<u>18.2%</u>
TOTAL REVENUES	2,171,115	2,066,493	2,433,200	366,707	17.7%
APPROPRIATIONS					
CLERK OF THE BOARD	397,008	455,522	461,295	5,773	1.3%
ADMINISTRATIVE OFFICE	<u>2,558,805</u>	<u>2,971,684</u>	<u>3,030,161</u>	<u>58,477</u>	<u>2.0%</u>
TOTAL APPROPRIATIONS	2,955,813	3,427,206	3,491,456	64,250	1.9%
NET COUNTY COST					
CLERK OF THE BOARD	347,716	408,513	414,286	5,773	1.4%
ADMINISTRATIVE OFFICE	<u>436,982</u>	<u>952,200</u>	<u>643,970</u>	<u>(308,230)</u>	<u>(32.4%)</u>
NET COUNTY COST	784,698	1,360,713	1,058,256	(302,457)	(22.2%)

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 BU 1115 – Administration and BU 1114 – Clerk of the Board. The County Administrator also administers ten other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets.

1115 - Administration:

The Recommended Budget represents an increase of \$366,707 or 18.2% in revenues and an increase of \$58,477 or 2% in appropriations when compared to the FY2014/15 Adopted Budget. The Net County Cost for the Administration budget decreased by \$308,230 or 32.4%.

The principal factor leading to the decrease in the Net County Cost for the Administration budget the net impact of an increase in employee benefit costs, an overall decrease in services and supplies, which includes decreased training, travel, consulting, and

communications costs offset by an increase in contracted services. In addition, Countywide Administration Overhead (A-87) revenue increased by \$364,407 or 18.1%. The A-87 revenues are estimated, based on Administration's expenditures incurred in FY2013/14 and allocated to departments who receive services from the CAO in that year.

Functional Area Summary

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

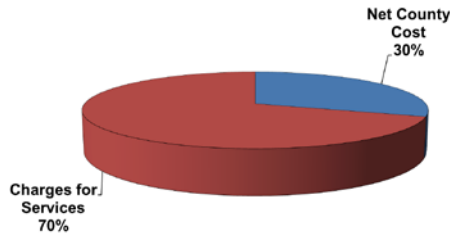
1114 - Clerk of the Board:

The Recommended Budget represents an increase of \$5,773 or 1.3% in appropriations and no change to anticipated revenues when compared to the FY2014/15 Adopted Budget. The Net County Cost for the Clerk of the Board’s budget increased by \$5,773 or 1.4%. The principal factors leading to the increase in appropriations are an increase in employee benefit costs and an increase in services and supplies costs resulting from required Notary commission training/testing and increased Central Data Processing Service costs.

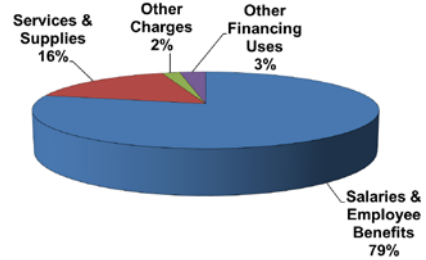
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS

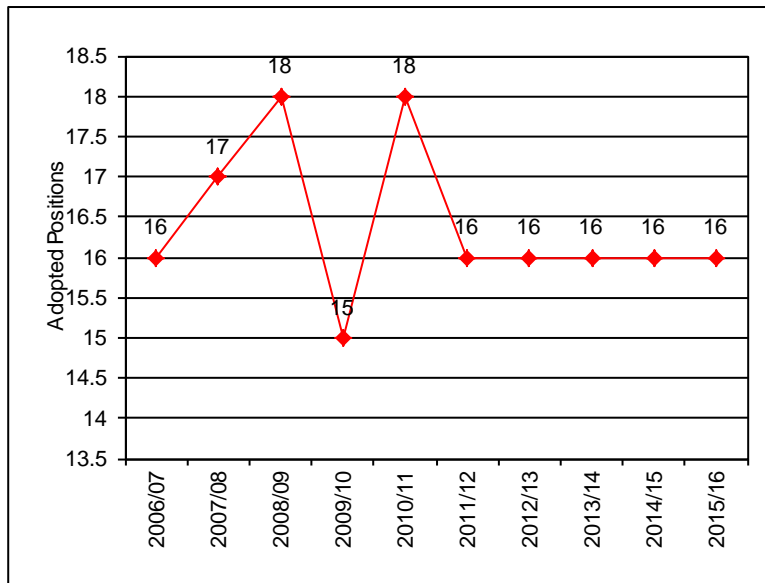


DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,156,069	2,066,448	2,433,155	366,707	17.7%
MISC REVENUE	15,045	45	45	0	0.0%
TOTAL REVENUES	2,171,114	2,066,493	2,433,200	366,707	17.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,363,845	2,657,803	2,744,515	86,712	3.3%
SERVICES AND SUPPLIES	427,857	591,843	577,254	(14,589)	(2.5%)
OTHER CHARGES	69,741	69,252	68,894	(358)	(0.5%)
OTHER FINANCING USES	93,216	106,906	99,585	(7,321)	(6.8%)
INTRA-FUND TRANSFERS	1,154	1,403	1,208	(195)	(13.9%)
TOTAL APPROPRIATIONS	2,955,813	3,427,206	3,491,456	64,249	1.9%
NET COUNTY COST	784,698	1,360,713	1,058,256	(302,458)	(22.2%)

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	271,708	44	8,419	8,375	19034.1%
1903 GENERAL EXPENDITURES	2,687,162	2,530,661	2,420,500	(110,161)	(4.4%)
1905 A87 - OFFSET	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
2110 MICRO-ENTERPRISE BUSINESS ACCT	197	277,654	100,120	(177,534)	(63.9%)
2380 SE VALLEJO REDEVELOPMENT SETT	4	0	0	0	0.0%
2390 TOBACCO SETTLEMENT	0	0	0	0	0.0%
6730 OTHER PUBLIC DEFENSE	1,841,989	2,046,938	2,481,974	435,036	21.3%
6800 C M F CASES	222,506	228,923	202,900	(26,023)	(11.4%)
6901 ADMINISTRATION	122,068	174,202	213,201	38,999	22.4%
APPROPRIATIONS					
1750 PROMOTION	397,144	176,185	176,450	265	0.2%
1903 GENERAL EXPENDITURES	120,021,084	129,944,593	137,441,838	7,497,245	5.8%
1905 A87 - OFFSET	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
1906 GENERAL FUND-OTHER	2,833,413	2,788,496	3,033,426	244,930	8.8%
2110 MICRO-ENTERPRISE BUSINESS ACCT	3,155	277,654	100,120	(177,534)	(63.9%)
2400 GRAND JURY	125,566	132,338	138,342	6,004	4.5%
6730 OTHER PUBLIC DEFENSE	1,841,989	2,046,938	2,481,974	435,036	21.3%
6800 C M F CASES	223,629	219,392	206,067	(13,325)	(6.1%)
6901 ADMINISTRATION	97,568	188,701	213,201	24,500	13.0%
NET CHANGE					
1750 PROMOTION	(125,437)	(176,141)	(168,031)	8,110	(4.6%)
1903 GENERAL EXPENDITURES	(117,333,923)	(127,413,932)	(135,021,338)	(7,607,406)	6.0%
1906 GENERAL FUND-OTHER	(2,833,413)	(2,788,496)	(3,033,426)	(244,930)	8.8%
2110 MICRO-ENTERPRISE BUSINESS ACCT	(2,958)	0	0	0	0.0%
2380 SE VALLEJO REDEVELOPMENT SETT	4	0	0	0	0.0%
2390 TOBACCO SETTLEMENT	0	0	0	0	0.0%
2400 GRAND JURY	(125,566)	(132,338)	(138,342)	(6,004)	4.5%
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	(1,123)	9,531	(3,167)	(12,698)	(133.2%)
6901 ADMINISTRATION	24,500	(14,499)	0	14,499	(100.0%)

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 FY2014/15, the Farmbudsman worked with several agriculture-related businesses (existing and potential startups) on a variety of subjects including permitting, financing and processing.
- Published the *2014 Index of Economic and Community Progress* in March 2015 that addressed the changing Solano County economy, focusing on job, housing and population trends. The *Index* was prepared Economic Forensics and Analytics as a project of the County Administrator’s Office in partnership with the Solano Economic Development Corporation.
- The 2014 Exhibit at the California State Fair received a Gold Award. The exhibit puts forth a positive image of the county as well as exposes fairgoers to Solano Grown products, services and destinations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$8,375 or 19034.1% in revenues and an increase of \$265 or 0.2% in appropriations when compared to the FY2014/15 Adopted Budget. As a result, the Net County Cost decreased by \$8,110 or 4.6%.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	270,317	0	0	0	0.0%
CHARGES FOR SERVICES	1,391	44	8,419	8,375	19034.1%
TOTAL REVENUES	271,708	44	8,419	8,375	19034.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	395,479	176,100	176,400	300	0.2%
OTHER CHARGES	1,353	35	0	(35)	(100.0%)
INTRA-FUND TRANSFERS	313	50	50	0	0.0%
TOTAL APPROPRIATIONS	397,144	176,185	176,450	265	0.2%
NET COUNTY COST	125,437	176,141	168,031	(8,110)	(4.6%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Significant projects supported by the Promotions budget include:

- \$40,000 for a comprehensive contract to design, construct and staff a Solano County exhibit at the 2016 California State Fair which will then be displayed at the Solano County Fair as well.
- \$37,500 for the County’s annual membership with the Solano Economic Development Corporation.
- \$65,000 for economic development studies, including \$25,000 to produce the *2015 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 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.

The Board had expressed an interest in considering the expansion of the Farmbudsman Program available hours early in FY2014/15. The Recommended Budget reflects a status quo. The County staff will provide additional options for Board consideration during budget hearings.

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	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,360,340	1,292,500	1,217,500	(75,000)	(5.8%)
CHARGES FOR SERVICES	1,326,822	1,238,161	1,203,000	(35,161)	(2.8%)
TOTAL REVENUES	2,687,162	2,530,661	2,420,500	(110,161)	(4.4%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	0	800,000	800,000	0	0.0%
SERVICES AND SUPPLIES	388,440	597,492	577,500	(19,992)	(3.3%)
OTHER CHARGES	9,617,219	9,523,407	11,445,644	1,922,237	20.2%
OTHER FINANCING USES	109,867,425	119,023,694	124,643,694	5,620,000	4.7%
INTRA-FUND TRANSFERS	148,000	0	(25,000)	(25,000)	0.0%
TOTAL APPROPRIATIONS	120,021,084	129,944,593	137,441,838	7,497,245	5.8%
NET COUNTY COST	117,333,923	127,413,932	135,021,338	7,607,406	6.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a decrease of \$110,161 or 4.4% in revenues and an increase of \$7,497,245 or 5.8% in appropriations when compared to the FY2014/15 Adopted Budget. The Net County Cost for the General Expenditures budget is thus increased by \$7,607,406.

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

The General Expenditures appropriations of \$137,441,838 reflect an increase in appropriations of \$7,497,245 which is primarily the net result of changes in Services and Supplies (\$19,992 decrease), Other Charges (\$1,922,237 increase) and Other Financing Uses (\$5,620,000 increase). The General Expenditures appropriations include the following:

Accrued Leave Payoff of \$800,000, which is the same amount, budgeted in FY2014/15 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.
- \$30,000 for contracted services related to the implementation of the Smoke-Free Facilities Policy, including smoking cessation classes for employees.

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:

- \$10,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.

- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
- Appropriations of \$297,103 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.
 - \$15,603 for the General Fund's share of cost for a half-time case manager for the Veterans Treatment Court.
 - \$80,000 for the Senior Coalition staffing support.

Other Financing Uses reflects the General Fund (GF) Contributions to other non-general fund County Departments totaling \$124,643,694 an increase of \$5,620,000 when compared to the FY2014/15 Adopted Budget as noted below:

Public Safety Fund

The GF Contribution to the Public Safety Departments increased by \$5,194,466 or 5.7% from \$91,583,136 to \$96,777,602. The \$5,194,466 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: \$47,713,458 GF Contribution which represents a \$1,419,493 increase primarily the result of increases in countywide administrative overhead of \$1,175,983 and Central Data Processing charges of \$199,382 and increases in other costs associated with the new 362-bed new Stanton Correctional Facility, offset by anticipated increase in Proposition 172 and other revenue.
 - Probation: \$21,431,344 GF Contribution which represents a \$945,231 increase which is primarily the result of increased labor costs and other costs such as placement for juvenile offenders and foster care and group home placements and Central Data Processing Services, offset in part by an anticipated increase in Proposition 172 revenues.
 - District Attorney: \$10,989,689 GF Contribution which represents a \$1,035,451 increase to the District Attorney, primarily due to increases in labor costs resulting from approved collective bargaining agreements that were not included as part of the FY2014/15 Adopted Budget and additional staffing to address the implementation of Proposition 47, and increases in countywide administrative overhead of \$172,424.
 - Public Defender: \$10,546,826 GF Contribution which represents a \$957,671 increase. The increased need for GF support is attributable to increased labor costs resulting from approved collective bargaining agreements that were not included as part of the FY2014/15 Adopted Budget and additional staffing to address the implementation of Proposition 47 and increasing workload.
 - Alternate Public Defender: \$3,614,311 GF Contribution which represents a \$401,584 increase. The Alternate Public Defender does not receive other revenues. The increased need for GF support is primarily the result of increased labor costs resulting from approved collective bargaining agreements that were not included as part of the FY2014/15 Adopted Budget and additional staffing to address the implementation of Proposition 47 and increasing workload.
 - Other Public Defense: \$2,481,974 in GF Contribution which represents an increase of \$435,036 due to an anticipated increase in the number of capital cases and an increase in costs resulting from the recent update to the fee tables approved by the Board in FY2014/15.

An estimated total increase of \$1.9 million in projected Proposition 172 funding for FY2015/16 when compared to the FY2014/15 Adopted Budget was utilized to defray some public safety department cost increases in the operating budgets thereby offsetting a portion of the cost increases and the GF Contribution for FY2015/16, and \$2.2 million increase in AB109 Realignment funding was utilized (for more detail see Public Safety section of the Budget).

Health & Social Services Fund

The GF Contribution to Fund 902, Health & Social Services of \$24,231,022 reflects a \$3,549,573 increase when compared to the FY2014/15 Adopted Budget. The increase is due to the following:

- H&SS Programs: increased by \$3,944,348 from \$11,707,201 to \$15,651,549, an increase of 33.7%. The increase can be attributed to changes in non-claimable costs (administrative overhead) and increased Institute for Mental Disease (IMD) costs in the Behavioral Health Division for mandated care not eligible under Medi-Cal.
- Assistance Programs, which include General Assistance, Foster Care and IHSS wages, of \$8,579,473 reflects a decrease of \$187,932 in GF Contribution from the FY2014/15 Adopted Budget in part because of County General Fund efforts in family stabilization and reunification.
- Included in the transfer to H&SS - Public Health of \$1,613,835 GF contribution is a contribution to Non-County agencies to fund various contracts – Detail for Board consideration as part of the annual budget will be provided in the Supplemental Budget document.

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

- \$253,039 to Fund 004 (BU 6300) – Library for the Library Director’s salary and benefits in accordance with Education Code §19147.
- \$285,789 to Fund 016 (BU 7000) - Parks & Recreation which reflects an increase of \$119,577 from FY2014/15 Adopted Budget and is the result of Board authorized increase in hour of operation supported by the General Fund.
- \$512,362 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

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

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

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$776,470 or 34.2% in revenues and appropriations when compared to the FY2014/15 Adopted Budget, which is a net offset of \$3,047,024. 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	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
TOTAL REVENUES	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
APPROPRIATIONS					
OTHER CHARGES	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
TOTAL APPROPRIATIONS	(1,562,766)	(2,270,554)	(3,047,024)	(776,470)	34.2%
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 (\$2,988,456) and the 2013 COPs (\$44,970). This represents an increase of \$244,930 or 8.8% when compared to the FY2014/15 Adopted Budget. This increase reflects an increase in the General Fund's share of cost since the Assessor-Recorder's obligation of the 2007 COPs was met and final payment was made in FY2014/15.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	2,833,413	2,788,496	3,033,426	244,930	8.8%
TOTAL APPROPRIATIONS	2,833,413	2,788,496	3,033,426	244,930	8.8%
NET COUNTY COST	2,833,413	2,788,496	3,033,426	244,930	8.8%

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 2014-15 term, the Solano County Grand Jury published three (3) reports in the area of Public Safety. Two (2) of the three reports pertained to Solano County operations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$6,004 or 4.5% in appropriations when compared to the FY2014/15 Adopted Budget. The major increase in the FY2015/16 budget is a result of an increased County Admin Overhead costs.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	115,161	108,903	109,812	909	0.8%
OTHER CHARGES	10,234	22,185	27,780	5,595	25.2%
INTRA-FUND TRANSFERS	171	1,250	750	(500)	(40.0%)
TOTAL APPROPRIATIONS	125,566	132,338	138,342	6,004	4.5%
NET COUNTY COST	125,566	132,338	138,342	6,004	4.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 an increase of \$435,036, or 21.3% in both revenue and appropriations when compared to FY2014/15 Adopted Budget. The increase in Net County Cost is due to a rise in capital cases and higher rates for Court-appointed private attorney services as a result of updated fee tables approved by the Board on March 24, 2015.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP GENERAL FUND CONTRIBUTION	5,908 1,836,081	0 2,046,938	0 2,481,974	0 435,036	0.0% 21.3%
TOTAL REVENUES	1,841,989	2,046,938	2,481,974	435,036	21.3%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS SERVICES AND SUPPLIES OTHER CHARGES	104,394 1,732,884 4,711	150,217 1,880,783 15,938	163,896 2,295,750 22,328	13,679 414,967 6,390	9.1% 22.1% 40.1%
TOTAL APPROPRIATIONS	1,841,989	2,046,938	2,481,974	435,036	21.3%
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. Cost exposures related to the number of private defense hours and, by implication, the incidence of criminal activity and arrest rates, are beyond the County's control.

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

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$26,023 or 11.4% in revenues and a decrease of \$13,325 or 6.1% in appropriations when compared to FY2014/15 Adopted Budget. Most expenditure in this budget unit is offset by State reimbursement. Additionally, the State does not reimburse the County on a timely basis, and thus some revenues anticipated for FY2014/15 may not be received until FY2015/16.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	222,506	228,923	202,900	(26,023)	(11.4%)
TOTAL REVENUES	222,506	228,923	202,900	(26,023)	(11.4%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	218,889	215,869	202,900	(12,969)	(6.0%)
OTHER CHARGES	4,740	3,523	3,167	(356)	(10.1%)
TOTAL APPROPRIATIONS	223,629	219,392	206,067	(13,325)	(6.1%)
CHANGE IN FUND BALANCE	1,123	(9,531)	3,167	12,698	(133.2%)

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. The first is for planning and/or technical assistance for the County’s CCP Executive Committee to develop the local Implementation Plan, and second “bucket is 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 an increase of \$38,999 or 22.4% in revenues and an increase of \$24,500 or 13% in appropriations when compared to the FY2014/15 Adopted Budget. The increases are primarily the result of planned technical assistance in implementing various components of the Board approved 2011 Local Realignment Implementation Plan funded by additional allocation one-time funds from the State in FY2015/16.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	122,068	174,202	213,201	38,999	22.4%
TOTAL REVENUES	122,068	174,202	213,201	38,999	22.4%
APPROPRIATIONS					
SERVICES AND SUPPLIES	14,819	73,896	98,396	24,500	33.2%
OTHER CHARGES	82,748	114,805	114,805	0	0.0%
TOTAL APPROPRIATIONS	97,568	188,701	213,201	24,500	13.0%
NET CHANGE	(24,500)	14,499	0	(14,499)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The State’s Proposed Budget includes additional funds in FY2015/16 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 FY2015/16 Recommended Budget includes the use of these one-time funds and the re-budget of estimated unspent F2014/15 planning funds. The start-up costs were spent in FY2012/13.

The FY2015/16 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 and \$15,603 for partial funding of the Veterans Court Case Manager.

SUMMARY OF POSITION CHANGES

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

Adjustments may have to be made to this budget in FY2015/16 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 prior year settlement with 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 FY2015/16. This budget is closed.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	4	0	0	0	0.0%
TOTAL REVENUES	4	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

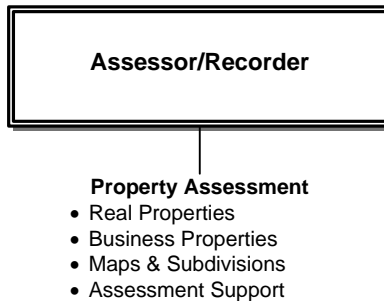
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	6,048,508
FY2015/16 Recommended:	6,682,282
County General Fund Contribution:	4,197,282
Percent County General Fund Supported:	62.8%
Total Employees (FTEs):	38

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes and estimates the assessed value of approximately 143,479 parcels, 6,700 business properties, 7,000 boats, 1,200 manufactured homes, and 154 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, 2014 saw approximately 22,883 properties removed from Proposition 8 status (45% decrease over last year), which brings the estimated remaining on Proposition 8 status to 30,612 properties whose values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Continued success using the automated valuation model (AVM) software program to assist in the review of 115,000 residential properties for adjustments to current assessed values.
- Implemented an automated residential software valuation module to assist appraisal staff with the valuation of Change in Ownership on single family homes.
- Addressed 1,000 Proposition 8 review requests on all types of properties, both new and second reviews.
- Completed 12,147 changes in ownership and new construction valuations, and 463 assessment appeals settled.

WORKLOAD INDICATORS

- Perform annual reviews of 115,000 residential parcels and approximately 3,500 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 13,000 changes in ownership and new construction reassessments and valuations.
- Review, analyze and defend enrolled assessed values of 660 residential and non-residential properties under appeal by property owners.
- Continued high volume of customer inquiries due to increases in market values as the real estate market recovers.
- Review and process 6,500 business property statements to determine unsecured assessments, assess 7,000 boats and 154 aircraft and conduct approximately 62 required business audits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	2,672,821	2,522,380	2,485,000	(37,380)	(1.5%)
TOTAL REVENUES	2,672,821	2,522,380	2,485,000	(37,380)	(1.5%)
APPROPRIATIONS					
PROPERTY ASSESSMENT	5,932,504	6,682,685	6,682,282	(403)	0.0%
TOTAL APPROPRIATIONS	5,932,504	6,682,685	6,682,282	(403)	0.0%
NET COUNTY COST					
PROPERTY ASSESSMENT	3,259,684	4,160,305	4,197,282	36,977	0.9%
NET COUNTY COST	3,259,684	4,160,305	4,197,282	36,977	0.9%
STAFFING					
PROPERTY ASSESSMENT	35	38	38	0	0.0%
TOTAL STAFFING	35	38	38	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$37,380 or 1.5% in revenues and \$403 in appropriations when compared to FY2014/15 Adopted Budget. As a result the Net County Cost increased by \$36,977 or 0.9%.

The primary funding source for the department is Assessment and Tax Collection Fees of \$2,100,000, which are estimated to decrease by \$115,340 or 5.2% from the prior fiscal year adopted budget. These revenues are primarily comprised of the department’s proportional share of property tax administration fees charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection and allocation.

Another revenue source for the Department is SB813 Collection Fees, which represents the Assessor's share of 5% of supplemental tax billing receipts for the administration of the supplemental tax process. This revenue is shared with the Tax Collector and the Auditor-Controller. The projected revenue of \$230,000 is an increase of \$80,960 or 54.3%, indicating an anticipated growth in supplemental tax billings for FY2015/16.

Significant changes in the cost categories include:

- Salaries and Employee Benefits costs of \$4,260,757 are projected to increase by \$116,890 or 2.8%. This is the net result of longevity and merit increases of \$77,620 or 2.8% in Salary/Wages Regular and increases in retirement costs of \$48,066 or 12.2%. This is partially offset by a \$15,000 reduction in Salary/Wages Overtime/Call Back.
- Services and Supplies reflect a net decrease of \$183,513 or 8.2%. The primary driver of the decrease is an \$184,455

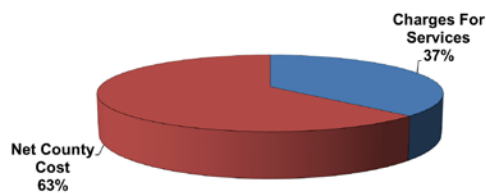
reduction in the department's share of Solano County Integrated Property System (SCIPS) charges.

- Other Charges reflects an increase of \$78,253, primarily due to an increase of \$78,701 in Countywide Administrative Overhead.
- Contracted Services are projected to decrease by \$21,729 to \$554,271. Contracted services are used by the department to mitigate the need for full time staff to meet its needs for specialized skills or short-term needs. These funds are also used to address the "at risk" assessed value exposure through assessment appeals. For FY2015/16, the following contracted services are proposed:
 - \$130,000 for mineral rights appraisals and appeals defense.
 - \$424,271 for consulting services to assist with assessment appeals defense.
 - The Budget reflects the rebudget of an appropriation for technical assistance with assessment appeals from FY2014/18 to FY2015/16.

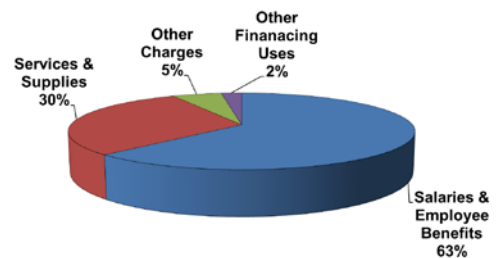
DEPARTMENT COMMENTS

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

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,672,821	2,522,380	2,485,000	(37,380)	(1.5%)
TOTAL REVENUES	2,672,821	2,522,380	2,485,000	(37,380)	(1.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,637,140	4,143,867	4,260,757	116,890	2.8%
SERVICES AND SUPPLIES	1,816,428	2,227,734	2,044,221	(183,513)	(8.2%)
OTHER CHARGES	255,664	288,759	367,012	78,253	27.1%
F/A - INTANGIBLES	202,500	0	0	0	0.0%
OTHER FINANCING USES	142,228	158,172	152,955	(5,217)	(3.3%)
INTRA-FUND TRANSFERS	(121,455)	(135,847)	(142,663)	(6,816)	5.0%
TOTAL APPROPRIATIONS	5,932,504	6,682,685	6,682,282	(403)	0.0%
NET COUNTY COST	3,259,684	4,160,305	4,197,282	36,977	0.9%

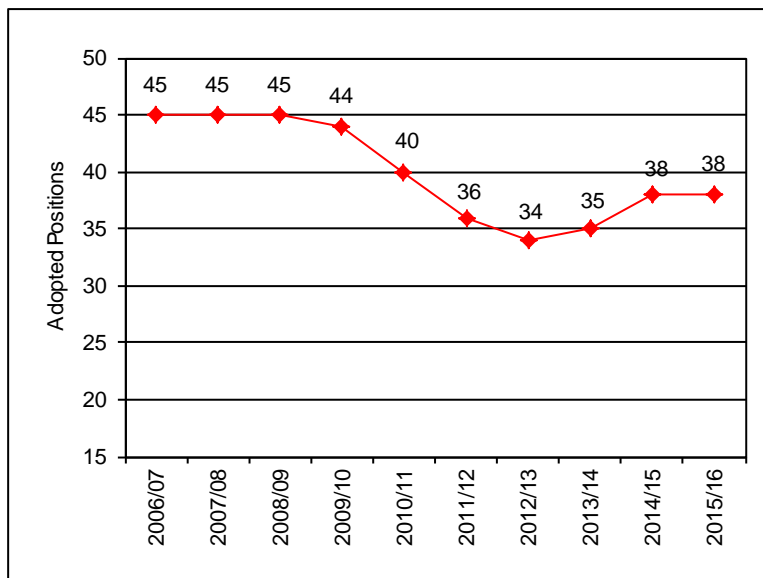
SUMMARY OF SIGNIFICANT ADJUSTMENTS

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

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND

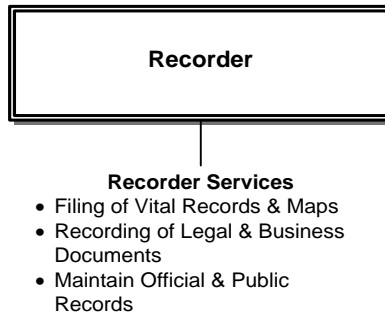


PENDING ISSUES AND POLICY CONSIDERATIONS

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	1,560,081	1,570,200	1,501,300	(68,900)	(4.4%)
4000 RECORDER SPECIAL REVENUE	709,298	780,000	760,000	(20,000)	(2.6%)
APPROPRIATIONS					
2909 RECORDER	1,541,641	1,637,289	1,641,759	4,470	0.3%
4000 RECORDER SPECIAL REVENUE	430,514	612,564	540,666	(71,898)	(11.7%)
NET CHANGE					
2909 RECORDER	18,440	(67,089)	(140,459)	(73,370)	109.4%
4000 RECORDER SPECIAL REVENUE	278,784	167,436	219,334	51,898	31.0%

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	1,578,771
FY2015/16 Recommended:	1,641,759
County General Fund Contribution:	140,459
Percent County General Fund Supported:	8.6%
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 2014, the Recorder's Office collected \$12,400 for the State of California's Family Law Trust Fund, \$34,500 for the County's Office of Family Violence Prevention and \$73,000 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$259,000 for the Trial Court Fund to help State court operating costs and \$536,000

for the District Attorney's Real Estate Fraud Prosecution Fund. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$4.4 million.

The Recorder's Office continues to aid the District Attorney in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code 27388, State Bill 1342 the County Board of Supervisors approved the District Attorney's increase of the Real Estate Fraud Fee to \$10.00 effective January 1, 2014, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2014, the fee was applied to 60,000 of the over 100,000 official documents recorded. In collaboration with the District Attorney's Office, a visual monitoring system has been connected in the Recorder's lobby area to aid in the identification of individuals filing fraudulent real estate documents.

In 2007, the Governor signed into law Assembly Bill 1168 which requires county recorders to establish a social security number truncation program. Under the program any social security number contained in the public record dating back to January 1, 1980 was to be truncated by redacting the first five digits of the number. In 2014 a total of 1,798 social security numbers were redacted from current official documents.

The Recorder's Office began the process of upgrading and replacing its existing public access and records management system software with Xerox AgileFlow Records Manager software. The upgrade includes the conversion of the current obsolete legacy system software to a web-based system that provides staff and the public easy access to information, search modules using an intuitive screen layout, and provides greater security capabilities. Phase 1 of the upgrade, which includes hardware/software configuration and the upgrade of the Public Search Module, is set to be completed by the end of FY2014/15. Phase II, which includes upgrading recording application software, onsite training and parallel testing with the old system will begin in FY2015/16.

WORKLOAD INDICATORS

- In 2014, the department examined recorded, indexed, verified and mailed back to customers over 100,000 documents.
- In the same period close to 17,300 official birth, death, and marriage certificates were issued as well as over 5,500 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$68,900 or 4.4% in revenues and an increase of \$4,470 or 0.3% in appropriations when compared to FY2014/15 Adopted Budget. As a result the Net County Cost is increased by \$73,370.

- The primary funding source for the Recorder's Office is Recording Fees of \$1,230,000 for the recording of official documents. For FY2015/16, the Recorder's Office estimates a decrease of \$20,000 over the previous fiscal year due to an expected decrease in the number of documents recorded as recordings are trending down. Photo/Microfiche Copy fees, which are charged for the issuance of official records and vital statistics such as marriage and birth certificates, are estimated to decrease by \$50,000 to \$250,000, resulting from a decrease in demand for vital records.
- Salaries and Benefits of \$1,141,291 reflect an increase of \$13,327 or 1.2% due to increases in retirement costs and salary adjustments. 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 \$169,663.
- Services and Supplies are anticipated to decrease \$8,750 or 6.0%, primarily due to reductions of \$7,114 in central data processing services and \$5,000 from the elimination of leased office equipment. The savings is partially offset by increases of \$1,900 in Liability Insurance and \$3,000 for Managed Print Services.
- Other Charges increased \$10,722 due to increases in Countywide Administration Overhead. This is offset by a reduction of \$10,000 in Intra Fund Postage.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,536,853	1,550,000	1,480,000	(70,000)	(4.5%)
MISC REVENUE	<u>23,228</u>	<u>20,200</u>	<u>21,300</u>	<u>1,100</u>	5.4%
TOTAL REVENUES	1,560,081	1,570,200	1,501,300	(68,900)	(4.4%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,105,175	1,127,964	1,141,291	13,327	1.2%
SERVICES AND SUPPLIES	139,292	145,427	136,677	(8,750)	(6.0%)
OTHER CHARGES	48,396	88,481	99,203	10,722	12.1%
OTHER FINANCING USES	41,640	42,028	39,774	(2,254)	(5.4%)
INTRA-FUND TRANSFERS	<u>207,138</u>	<u>233,389</u>	<u>224,814</u>	<u>(8,575)</u>	(3.7%)
TOTAL APPROPRIATIONS	1,541,641	1,637,289	1,641,759	4,470	0.3%
NET COUNTY COST	(18,440)	67,089	140,459	73,370	109.4%
STAFFING					
RECORDER	<u>13</u>	<u>13</u>	<u>13</u>	<u>0</u>	0.0%
TOTAL STAFFING	13	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, Social Security Number (SSN) Truncation Program and Recorder Fraud Administration funds, which are collected on behalf of the District Attorney's Office (DA). Under the authority of Government Codes 27361.4, 27361(c), 27361(d) and 27388 these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund's budget unit (BU) and use is described below.

- BU 4001: The **Micrographics** fund defrays the cost of converting the Recorder's document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. Government Code 27361.4
- BU 4002: The **Modernization** fund is available solely to support, maintain, improve and provide for the full operation for modernized creation, retention and retrieval of information in the Recorder's system for recorded documents. Examples in the use of this fund is to enhance and maintain the document management system, upgrade computers used by staff and the general public, and for the purpose of training staff on the system. Government Code 27361 (c)
- BU 4003: The **SSN Truncation Program** fund is used for the creation and maintenance of the Recorder's SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to create and maintain a dual records system, containing two separate yet similar data bases, one for "Official Records" which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for "Public Records" that are an exact copy of the "Official Records" except for a truncated Social Security Number. Government Code 27361 (d)
- BU 4004: The **Recorder Fraud Administration (DA)** fund will be used in the administration of the Real Estate Fraud Prosecution Trust Fund. Pursuant to Government Code 27388 and State Bill 1342, the Board of Supervisors approved on January 1, 2014 increasing the fee on the recording of real estate documents from \$3 to \$10 to fund the investigation and prosecution of real estate fraud by the District Attorney. Establishing this Real Estate Fraud Fee also expanded the type of documents for which the fee applies to, from 18 to 58 document types. The Recorder's Office has updated and maintains its recording system to ensure the collection and distribution of the fee for which the Recorder receives 10% of the Real Estate Fraud Fee for its cost incurred in collecting the fee. The Real Estate Fraud Fee increase sunsets on December 21, 2015.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget of represents a decrease of \$20,000 or 2.6% in revenues and a decrease of \$71,898 or 11.7% in appropriations when compared to FY2014/15 Adopted Budget. As a result Fund Balance is increased by \$51,898 or 31.0%.

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

DEPARTMENT COMMENTS

None.

Summary of Other Administered Budgets

4000 – Fund 215-Recorder/Micrographic

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

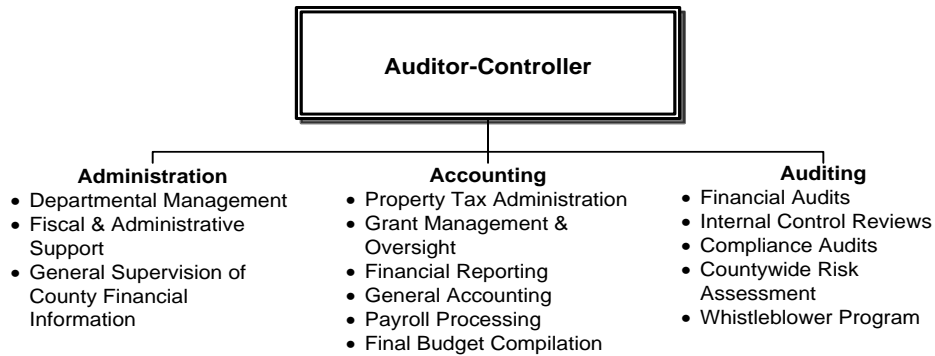
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	24,976	34,000	38,000	4,000	11.8%
CHARGES FOR SERVICES	684,322	746,000	722,000	(24,000)	(3.2%)
TOTAL REVENUES	709,298	780,000	760,000	(20,000)	(2.6%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	214,416	391,250	529,950	138,700	35.5%
OTHER CHARGES	12,217	18,216	10,716	(7,500)	(41.2%)
OTHER FINANCING USES	203,881	203,098	0	(203,098)	(100.0%)
TOTAL APPROPRIATIONS	430,514	612,564	540,666	(71,898)	(11.7%)
CHANGE IN FUND BALANCE	(278,784)	(167,436)	(219,334)	(51,898)	31.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Due to an estimated decrease in the number of documents recorded, the Recorders Special Revenue Fund fees of \$722,000 are projected to decrease by \$24,000 or 3.2%. These fees are split between four programs: \$113,000 for Micrographics (BU 4001), \$440,000 for Modernization (BU 4002), \$100,000 for Social Security Number Truncation (BU 4003) and \$69,000 for Recorder Fraud Administration (DA). The net decrease in fee revenue is attributed to \$16,000 in Micrographics, \$7,000 in Social Security Truncation and \$6,000 in Recorder Fraud Administration (DA). This is slightly offset by a projected \$5,000 increase in Modernization attributed to an increase in the number of pages per document recorded for which the fee is applied.
- Interest revenue garnered from these funds is expected to increase by \$4,000 or 11.8%.
- Service and Supplies are projected to increase by \$138,700 or 35.5%. Phase II of the upgrade and replacement of the existing public access and records management system software in the Recorder’s Office to Xerox AgileFlow Records Manager software (AgileFlow) is the primary driver of this increase. Phase I was implemented in FY2014/15. The upgrade includes conversion of the current system to a web-based system that provides easy access to information, search modules using the intuitive screen layout and standard Microsoft Windows features and provides greater security capabilities. The AgileFlow upgrade will be funded through the Recorder’s Modernization Fund, \$75,000 for Software Maintenance and Support and \$65,000 for SCIPS Support Services.
- Other Financing Uses is reduced by \$203,098. Per an MOU dated May 6, 2005, the Recorder’s Office agreed to pay \$203,881 per year beginning July 1, 2005 for an equity interest in its space in the County Administration Center. The final payment was made in FY2014/15.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	4,224,728
FY2015/16 Recommended:	4,485,698
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	34

FUNCTION AND RESPONSIBILITIES

The Auditor-Controller exercises general supervision of the financial information and accounts of all departments, districts and agencies under the control of the Board of Supervisors. The Auditor-Controller exercises this authority through its Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; ensures financial reporting in accordance with County policies, State and Federal laws, and Governmental Accounting Standards; processes payroll and related transactions for over 2,800 employees; calculates and processes all State Disability Insurance (SDI) integration for employees on disability leave; manages the debt service funds for all long-term debt of the County; manages the Countywide Financial Information System, the PeopleSoft System (for payroll-related functions) and IntelliTime countywide time keeping system; administers the property tax apportionment system of the County; monitors all Federal and State assistance; prepares the Countywide Cost Allocation Plan; performs audits, internal control reviews; administers the County's Whistleblower Program and promotes internal controls.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Completed the implementation of IntelliTime, a countywide time and attendance system, to increase accountability, improve accuracy and efficiency in managing employee leave and time reporting. The rules by bargaining unit are incorporated into this system, thereby improving consistency and accuracy in time reporting.
- 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.
- Since FY2013/14, the department has struggled with staff vacancies. The department had three significant retirements, several staff on medical leave, and staff turnover requiring the department to shift resources between the various divisions and to use extra help and overtime to address the workload. The vacancies are now filled resulting in seven new staff out of 33 total positions.
- Worked with the Department of Information Technology (DoIT) to complete the upgrade of the PeopleSoft Payroll system to remain current on the latest technology.

WORKLOAD INDICATORS

During FY2014/15, the Department:

- Processed over 67,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers in the financial system.
- Converted over 67,000 forms and supporting documentation into an electronic format for countywide department access.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, tax withholding changes, garnishments, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Administered over 1,000 tax rate areas generating over \$505 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 \$57 million. Researched, calculated, and issued over 2,100 property tax refunds.
- Administered redevelopment dissolution. Distributed over \$19.6 million to taxing entities pursuant to redevelopment pass-through agreements, \$20.6 million to the five successor agencies for payment of recognized obligations and \$36.1 million in residual balances to the taxing entities.
- Employed over 3,800 hours to perform financial/compliance audits, process reviews, and reviews of internal controls. The audit hours were allocated as follow:
 - 345 hours assigned to Health and Social Services
 - 490 hours assigned to Mandated Financial Audits
 - 2,225 hours assigned to Special Districts and Other Financial Audits
 - 760 hours assigned to Countywide Reviews and Other Activities
- Employed over 3,300 hours on the IntelliTime Time and Attendance Project.
- Employed over 2,455 hours on Redevelopment Dissolution Act (ABX1 26).

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	825,054	742,034	3,038,206	2,296,172	309.4%
ACO-ACCOUNTING	2,290,781	2,631,170	1,241,002	(1,390,168)	(52.8%)
ACO-AUDITING	396,826	541,194	329,421	(211,773)	(39.1%)
TOTAL REVENUES	3,512,661	3,914,398	4,608,629	694,231	17.7%
APPROPRIATIONS					
ACO-ADMINISTRATION	764,801	885,412	888,380	2,968	0.3%
ACO-ACCOUNTING	3,125,707	3,108,026	3,039,431	(68,595)	(2.2%)
ACO-AUDITING	414,255	481,182	557,887	76,705	15.9%
TOTAL APPROPRIATIONS	4,304,763	4,474,620	4,485,698	11,078	0.2%
NET COUNTY COST					
ACO-ADMINISTRATION	(60,252)	143,378	(2,149,826)	(2,293,204)	(1599.4%)
ACO-ACCOUNTING	834,927	476,856	1,798,429	1,321,573	277.1%
ACO-AUDITING	17,429	(60,012)	228,466	288,478	(480.7%)
NET COUNTY COST	792,104	560,222	(122,931)	(683,153)	(121.9%)

STAFFING					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	25	26	26	0	0.0%
ACO-AUDITING	<u>5</u>	<u>4</u>	<u>5</u>	<u>1</u>	<u>25.0%</u>
TOTAL STAFFING	33	33	34	1	3.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall increase of \$694,231 or 17.7% in revenues and an increase of \$11,078 or 0.2% in appropriations when compared to FY2014/15 Adopted Budget. As a result, the Net County Cost decreased \$683,153 or 121.9% from FY2014/15 Adopted Budget.

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

- County administrative overhead (A87) revenues of \$3,016,706 reflect an increase of \$763,379 or 33.9% from prior year due to an increase in Central Service Departments’ functional costs and positive roll-forward. 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 \$625,000 reflect a projected increase of \$25,000 or 4.2% 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 Auditor-Controller recovers direct costs related to the Redevelopment Agencies (RDA) dissolution from the successor agencies of the former redevelopment agencies rather than through PTAF. See related decrease in Other Charges for Services revenues below.
- Auditing and accounting fees of \$403,475 reflect a projected increase of \$5,075. These are fees for services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$237,100 reflect a projected decrease of \$43,541 or 15.5%. The decrease is due to an anticipated decrease in the administrative time charged to the successor agencies for administrative support costs. This is the fourth year of the dissolution and the administrative requirements have been established and additional reporting requirements are not expected.
- Revenues from Inter-fund Services of \$130,323 reflect a projected decrease of \$66,960 or 33.9%. These are revenues from non-General Fund departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting and auditing services. Prior year revenues included audit fees for a one-time audit of the Stanton Facility construction costs.
- Revenues from Intra-fund Services – Accounting and Audit of \$176,000 reflect a projected increase of \$1,881 or 1.1%. These revenues are from charges to the Treasury for accounting and financial services. The increase is primarily due to an increase in the rates due to increases in salary and benefit costs.

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 FY2015/16 total \$3,853,759, a net increase of \$56,347 or 1.5%, from the FY2014/15 Adopted Budget. The net increase is the result of the following:
 - Salaries/Wages are expected to increase by \$14,384 and reflects the addition of one Accounting Clerk in the General Accounting Division. The increase in salaries/benefits due to the new position is offset by decreases in salaries/benefits for newer staff hired at a lower step than their predecessors.
 - Health insurance costs are projected to increase by \$15,864 due primarily to the new Accounting Clerk position.
 - Retirement costs are expected to increase \$34,974 due to an increase in the contribution rate and the addition of the new Accounting Clerk position.
- Data processing and Solano County Integrated Property System (SCIPS) charges of \$188,240 and \$154,988, respectively, are expected to decrease by \$57,019 or 14.3% 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.

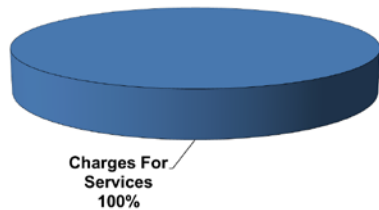
- The Recommended Budget also includes accounting and financial contract services totaling \$113,700 of which \$105,000 is for Vavrinek, Trine, Day & Co., LLP, an independent firm of Certified Public Accountants (CPA), to perform the countywide audit of the County’s Comprehensive Annual Financial Report and Single Audit; \$2,200 to Romeo Blanquera, CPA, for the Transportation Development Act (TDA) Audit, and \$6,500 to Wells Fargo Bank for direct deposit services.

DEPARTMENT COMMENTS

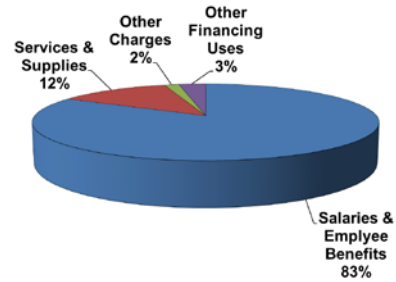
The Auditor-Controller performs countywide functions and oversees the County budget, which was over \$923 million as reflected in the FY2014/15 Adopted Budget. The department continues to work with DoIT to complete the implementation of countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- Begin the next phase of the IntelliTime System to address time study and specialized reporting requirements.
- Complete the countywide upgrade of the Integrated Fund Accounting Solution (IFAS) to the IFAS ONE Solution. This upgrade will provide additional reporting functionality as well as maintain current with the latest technology.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	12,870	9,917	8,244	(1,673)	(16.9%)
CHARGES FOR SERVICES	3,499,498	3,904,481	4,600,065	695,584	17.8%
MISC REVENUE	292	0	320	320	0.0%
TOTAL REVENUES	3,512,660	3,914,398	4,608,629	694,231	17.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,603,769	3,797,412	3,853,759	56,347	1.5%
SERVICES AND SUPPLIES	632,607	609,940	574,243	(35,697)	(5.9%)
OTHER CHARGES	75,148	74,586	74,153	(433)	(0.6%)
OTHER FINANCING USES	129,152	143,735	136,315	(7,420)	(5.2%)
INTRA-FUND TRANSFERS	(135,913)	(151,053)	(152,772)	(1,719)	1.1%
TOTAL APPROPRIATIONS	4,304,764	4,474,620	4,485,698	11,078	0.2%
NET COUNTY COST	792,104	560,222	(122,931)	(683,153)	(121.9%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

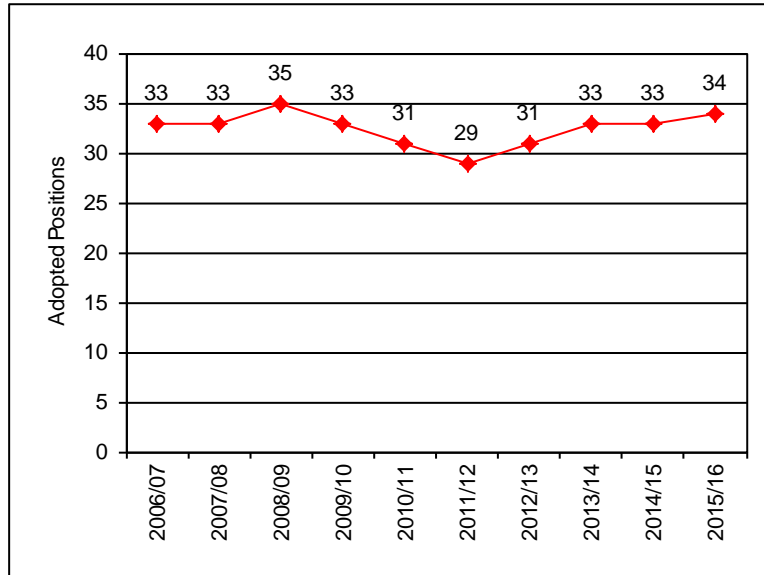
None.

SUMMARY OF POSITION CHANGES

The Recommended Budget includes the following position allocation change:

- Add 1.0 FTE Accounting Clerk II in the General Accounting Division to participate in the countywide implementation of electronic bill paying and electronic vendor claim processing, and to reduce the need for extra-help staff that is currently being utilized for scanning and filing.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	139,799,475	141,025,287	153,316,400	12,291,113	8.7%
8006 PENSION DEBT SERVICE	11,288,356	22,669,286	20,670,288	(1,998,998)	(8.8%)
8032 2002 CERTIFICATES OF PARTICIPA	45	0	0	0	0.0%
8034 HSS ADMIN/REFINANCE SPHF	2,515,819	2,518,111	1,759,092	(759,019)	(30.1%)
8036 2013 COP ANIMAL CARE PROJECT	462,486	462,253	462,481	228	0.0%
8037 2007 CERTIFICATES OF PARTICIPA	7,903,944	7,906,320	7,918,984	12,664	0.2%
APPROPRIATIONS					
1101 GENERAL REVENUE	486,869	485,000	485,000	0	0.0%
8006 PENSION DEBT SERVICE	10,766,081	9,276,681	9,813,553	536,872	5.8%
8034 HSS ADMIN/REFINANCE SPHF	2,514,502	2,519,486	1,759,096	(760,390)	(30.2%)
8036 2013 COP ANIMAL CARE PROJECT	364,496	474,340	474,269	(71)	(0.0%)
8037 2007 CERTIFICATES OF PARTICIPA	7,904,532	7,909,580	7,920,192	10,612	0.1%
NET CHANGE					
1101 GENERAL REVENUE	139,312,606	140,540,287	152,831,400	12,291,113	8.7%
8006 PENSION DEBT SERVICE	522,275	13,392,605	10,856,735	(2,535,870)	(18.9%)
8032 2002 CERTIFICATES OF PARTICIPA	45	0	0	0	0.0%
8034 HSS ADMIN/REFINANCE SPHF	1,316	(1,375)	(4)	1,371	(99.7%)
8036 2013 COP ANIMAL CARE PROJECT	97,990	(12,087)	(11,788)	299	(2.5%)
8037 2007 CERTIFICATES OF PARTICIPA	(589)	(3,260)	(1,208)	2,052	(62.9%)

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

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$12,291,113 or 8.7% in revenues and no increase in appropriations when compared to the FY2014/15 Adopted Budget. Appropriations reflect \$35,000 for professional services for sales tax financial services, \$400,000 for the General Fund's share of property tax refunds on prior year charges, and \$50,000 for general accounting and auditing services for the Solano County Fair.

Significant changes to the revenues include:

Increases of:

- \$6,429,895 in Current Secured Property Taxes due to an estimated increase of 4% in assessed values from the FY2014/15 corrected assessment roll.
- \$500,000 in Current Unsecured Property Taxes due to an increase in business property values from the wind farms.
- \$100,000 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.
- \$196,000 in Sales & Use Tax due to the improving economy.
- \$200,000 in Property Transfer Tax due to the improving real estate market.
- \$3,787,818 in Property Tax in Lieu revenues due to an estimated increase of 4% in assessed values.
- \$1,810,000 increase in ABX1 26 Pass-Through due to an estimated increase of 4% in assessed values.
- \$250,000 in Interest Income due to expected increase in cash flow of the General Fund.
- \$200,000 in Disposal Fees due to an expected increase in the rate and tonnages at both landfills as the economy improves.

Decreases of:

- \$325,600 in ABX1 26 Residual Taxes due to an overestimate in the FY2014/15 Adopted Budget.
- \$1.0 million decrease in Excess Tax Losses Reserve due to a decrease in collections from penalties and interest on delinquent property tax.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	124,971,020	128,273,287	140,981,400	12,708,113	9.9%
LICENSES, PERMITS & FRANCHISE	616,611	515,000	600,000	85,000	16.5%
REVENUE FROM USE OF MONEY/PROP	591,779	502,000	752,000	250,000	49.8%
INTERGOVERNMENTAL REV STATE	1,460,519	1,460,000	1,508,000	48,000	3.3%
INTERGOVERNMENTAL REV OTHER	62,000	0	0	0	0.0%
CHARGES FOR SERVICES	4,390,108	4,225,000	4,425,000	200,000	4.7%
MISC REVENUE	7,383,088	6,050,000	5,050,000	(1,000,000)	(16.5%)
OTHER FINANCING SOURCES	324,350	0	0	0	0.0%
TOTAL REVENUES	139,799,475	141,025,287	153,316,400	12,291,113	8.7%
APPROPRIATIONS					
SERVICES AND SUPPLIES	9,115	35,000	35,000	0	0.0%
OTHER CHARGES	477,754	450,000	450,000	0	0.0%
TOTAL APPROPRIATIONS	486,869	485,000	485,000	0	0.0%
NET COUNTY COST	(139,312,606)	(140,540,287)	(152,831,400)	(12,291,113)	8.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITY

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$5,355,516 in both revenues and appropriations when compared to the FY2014/15 Adopted Budget. Appropriations represent costs carried forward from FY2014/15 and additional estimated costs of \$3,863,516 (for total estimated cost of \$5,863,516). The County's share of cost for these expenses is 6.25%, or \$366,470. Of this amount, \$125,000 was transferred to the County Disaster Fund in FY2014/15 from the General Fund. Revenues represent the remaining County's share of cost as an Operating Transfer In from the Accumulated Capital Outlay Fund (\$241,470) as well as a loan from the General Fund until qualifying reimbursements are received in the amount of \$5,114,046.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	0	5,355,516	5,355,516	0.0%
TOTAL REVENUES	0	0	5,355,516	5,355,516	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	1,728	0	5,355,516	5,355,516	0.0%
OTHER CHARGES	8,828	0	0	0	0.0%
OTHER FINANCING USES	5,950	0	0	0	0.0%
TOTAL APPROPRIATIONS	16,505	0	5,355,516	5,355,516	0.0%
NET CHANGE	16,505	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, 2015 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,031,823
Certificates of Participation	103,845,000
Pension obligation bonds	47,810,000
Total	<u>\$ 152,686,823</u>

Notes payable

The County entered into a note payable agreement with the former Suisun Redevelopment Agency to finance the County's share of the construction costs of the Suisun City Library. Due to the dissolution of redevelopment agencies under ABX1 26, effective February 1, 2012 this note was transferred to the Suisun City Successor Agency. 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, the Library in Fairfield (2007 COPs: \$6,271,186) and the Animal Shelter (2013 COPs: \$44,970).

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.

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

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

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2013-14	\$43,722,958,674	\$2,186,147,934	\$53,945,000	\$2,132,202,934	0.00%
2012-13	40,593,049,481	2,029,652,474	61,285,000	2,029,652,474	0.00%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,939,981,605	0.00%
2010-11	38,644,020,806	1,932,201,040	77,805,000	1,932,201,040	0.00%
2009-10	39,256,945,402	1,962,847,270	81,105,000	1,962,847,270	0.00%
2008-09	40,873,042,919	2,043,652,146	88,830,000	2,043,652,146	0.00%
2007-08	45,318,102,865	2,265,905,143	121,020,000	2,265,905,143	0.00%
2006-07	45,688,693,224	2,284,434,661	127,805,000	2,284,434,661	0.00%
2005-06	41,544,353,287	2,077,217,664	133,195,000	2,077,217,664	0.00%
2004-05	36,386,372,123	1,819,318,606	96,665,000	1,819,318,606	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 financed with general governmental resources which include Pension Obligation Bonds.
- (4) The legal debt margin is the County's available borrowing authority under state finance statutes and is calculated by subtracting the debt applicable to the legal debt limit from the legal debt limit.

FUNCTION AND RESPONSIBILITIES

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

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

In FY2008/09, the County redeemed \$30 million of pension bonds partially funded by a loan from the General Fund. The General Fund loan will be repaid through charges from the departments. The outstanding loan balance as of June 30, 2015 will be \$13,500,000.

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 represent a decrease of \$1,998,998 or 8.8% in revenues and an increase of \$536,872 or 5.8% in appropriations when compared to the FY2014/15 Adopted Budget.

The primary factors contributing to the significant changes are:

Revenues:

- \$177,528 decrease in Operating Transfers In primarily due to lower rate subject to pension rate contribution.
- \$1,902,028 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.
- \$81,058 increase in Other Revenue due to a higher projected contribution rate and higher projected wages for the Superior Court Staff.

Appropriations:

- \$536,872 net increase in Other Charges as a result of the increase of \$865,000 in Bond Redemption offset by a decrease in interest charges.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	2,349	3,000	2,500	(500)	(16.7%)
MISC REVENUE	803,921	665,593	746,651	81,058	12.2%
OTHER FINANCING SOURCES	<u>10,482,086</u>	<u>22,000,693</u>	<u>19,921,137</u>	<u>(2,079,556)</u>	<u>(9.5%)</u>
TOTAL REVENUES	11,288,356	22,669,286	20,670,288	(1,998,998)	(8.8%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	668	0	750	750	0.0%
SERVICES AND SUPPLIES	7,553	8,200	6,500	(1,700)	(20.7%)
OTHER CHARGES	<u>10,757,860</u>	<u>9,268,481</u>	<u>9,806,303</u>	<u>537,822</u>	<u>5.8%</u>
TOTAL APPROPRIATIONS	10,766,081	9,276,681	9,813,553	536,872	5.8%
CHANGE IN FUND BALANCE	(522,275)	(13,392,605)	(10,856,735)	2,535,870	(18.9%)

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. This budget has been closed out, therefore there is no Recommended Budget for 2002 COPs in FY2013/14, FY2014/15 and FY2015/16.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	45	0	0	0	0.0%
TOTAL REVENUES	45	0	0	0	0.0%
CHANGE IN FUND BALANCE	45	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 Accumulated Capital Outlay Fund, the General Fund, the Library Fund, the Road Fund, the Courthouse Temporary Construction Fund, and the 2% Building Use Allowance charged to the departments with offices and staff in the County Administration Center and the Probation buildings.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$13,872 or 0.2% in revenues and an increase of \$10,612 or 0.1% in appropriations when compared to the FY2014/15 Adopted Budget.

The revenue sources consist of the following:

- \$6,271,186 in Operating Transfers In as follows:
 - \$506,819 from the Library Fund.
 - \$170,000 from the Road Fund.
 - \$727,777 from the Public Facilities Fees – Public Protection.
 - \$581,448 from the Public Facilities Fees – General Government.
 - \$396,686 from the Courthouse Temporary Construction Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$2,988,456 from the General Fund.
- \$1,637,798 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 FY2015/16.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	12,371	5,740	11,208	5,468	95.3%
CHARGES FOR SERVICES	1,614,670	1,672,379	1,637,798	(34,581)	(2.1%)
OTHER FINANCING SOURCES	6,276,903	6,228,201	6,271,186	42,985	0.7%
TOTAL REVENUES	7,903,944	7,906,320	7,920,192	13,872	0.2%
APPROPRIATIONS					
SERVICES AND SUPPLIES	2,426	3,750	2,700	(1,050)	(28.0%)
OTHER CHARGES	7,902,106	7,905,830	7,917,492	11,662	0.1%
TOTAL APPROPRIATIONS	7,904,532	7,909,580	7,920,192	10,612	0.1%
CHANGE IN FUND BALANCE	589	3,260	0	(3,260)	(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 a decrease of \$759,015 or 30.1% in revenues and a decrease of \$760,390 or 30.2% in appropriations when compared to the FY2014/15 Adopted Budget.

Revenues consist of an operating transfer in for Health and Social Services in the amount of \$1,758,892.

The appropriations reflect the principal payment of \$1,435,000 and interest payment of \$310,744, and accounting and financial services, and fees and permits due in FY2015/16 of \$3,735.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	220	170	204	34	20.0%
CHARGES FOR SERVICES	23,310	0	0	0	0.0%
OTHER FINANCING SOURCES	<u>2,492,289</u>	<u>2,517,941</u>	<u>1,758,892</u>	<u>(759,049)</u>	<u>(30.1%)</u>
TOTAL REVENUES	2,515,819	2,518,111	1,759,096	(759,015)	(30.1%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	2,415	9,610	3,735	(5,875)	(61.1%)
OTHER CHARGES	<u>2,512,088</u>	<u>2,509,876</u>	<u>1,755,361</u>	<u>(754,515)</u>	<u>(30.1%)</u>
TOTAL APPROPRIATIONS	2,514,503	2,519,486	1,759,096	(760,390)	(30.2%)
CHANGE IN FUND BALANCE	(1,316)	1,375	0	(1,375)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

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

FUNCTION AND RESPONSIBILITY

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

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

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

DEPARTMENTAL BUDGET SUMMARY

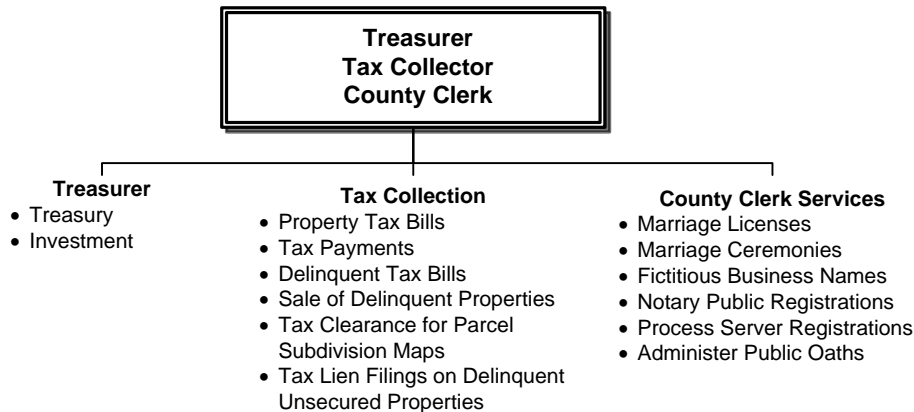
The Recommended Budget represents an increase of \$228 or 0.0% in revenues and a decrease of \$71 or 0.0% in appropriations when compared to the FY2014/15 Adopted Budget. The appropriations reflect the principal and interest payments, and accounting and professional fees due in FY2015/16.

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	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	305	70	300	230	328.6%
INTERGOVERNMENTAL REV OTHER	417,211	417,213	417,211	(2)	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	462,486	462,253	462,481	228	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	2,227	4,000	3,500	(500)	(12.5%)
OTHER CHARGES	362,269	470,340	470,769	429	0.1%
TOTAL APPROPRIATIONS	364,496	474,340	474,269	(71)	0.0%
CHANGE IN FUND BALANCE	(97,990)	12,087	11,788	(299)	(2.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.



DEPARTMENTAL PURPOSE

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

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

The County Clerk has a four-fold mission:

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

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

In addition, the County Clerk conducts wedding ceremonies.

Budget Summary:	
FY2014/15 Third Quarter Projection:	2,168,644
FY2015/16 Recommended:	2,093,260
County General Fund Contribution:	1,002,419
Percent County General Fund Supported:	47.9%
Total Employees (FTEs):	11

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Improved customer service levels by deploying two kiosks in the Tax Collector lobby. These terminals allow for the acceptance of credit cards for the payment of property taxes by allowing for the imposition of a convenience fee by a third party vendor.
- Expanded public use to include online electronic payments in the form of credit cards and electronic checks.
- Expanded the use of the Documentum™ electronic imaging system to reduce physical record storage requirements.

- Conducted a successful tax sale for 105 defaulted properties that resulted in the collection of more than \$2.7 million in delinquent taxes.
- Completed the installation process for the Southtech Suite of County Clerk applications. These applications allow for a greatly expanded level of service for the County Clerk, including the collection of data via web portal with no staff involvement.

WORKLOAD INDICATORS

- In FY2014/15, the Tax Collector – County Clerk issued and processed payments and collections on 168,000 property tax bills; the Division estimates handling around 170,000 in FY2015/16.
- During the same period, the Tax Collector – County Clerk estimates that 1,650 marriage licenses and 1,950 fictitious business name statements, with expectations to issue approximately 1,700 marriage licenses and 2,000 fictitious business names in FY2015/16.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	839,103	938,585	859,241	(79,344)	(8.5%)
COUNTY CLERK	223,142	223,826	231,600	7,774	3.5%
TOTAL REVENUES	1,062,245	1,162,411	1,090,841	(71,570)	(6.2%)
APPROPRIATIONS					
TAX COLLECTOR	1,875,122	1,988,611	1,871,405	(117,206)	(5.9%)
COUNTY CLERK	334,384	223,826	221,855	(1,971)	(0.9%)
TOTAL APPROPRIATIONS	2,209,506	2,212,437	2,093,260	(119,177)	(5.4%)
NET COUNTY COST					
TAX COLLECTOR	1,036,019	1,050,026	1,012,164	(37,862)	(3.6%)
COUNTY CLERK	111,243	0	(9,745)	(9,745)	0.0%
NET COUNTY COST	1,147,262	1,050,026	1,002,419	(47,607)	(4.5%)

STAFFING					
TAX COLLECTOR	8.5	8.5	9	0.5	5.9%
COUNTY CLERK	2	2	2	0	0.0%
TOTAL STAFFING	10.5	10.5	11	0.5	4.8%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$71,570 or 6.2% in revenues and a decrease of \$119,177 or 5.4% in appropriations when compared to FY2014/15 Adopted Budget. As a result, Net County Cost is decreased by \$47,607 or 4.5%.

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 \$682,541 represents a decrease of \$89,544 in revenues from Property Tax Administration Fees (PTAF) when compared to the FY2014/15 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 \$70,000 reflects a decrease of \$5,000, resulting from the anticipated 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 \$70,000 in FY2015/16. As economic conditions continue to improve, these collections should continue to fall.

County Clerk Services

- Clerk’s Revenues (Marriage Licenses and Clerk’s Fees) of \$231,600 reflects a slight increase of \$7,774 primarily due to an anticipated increase in Fictitious Business Name filings and the conducting of marriage ceremonies.

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

- Total salary and benefit expenses of \$1,104,798 reflects an increase of \$38,123 or 3.6% from the FY2014/15 Adopted Budget resulting from increasing a part-time Account Clerk II position to full-time, increased retirement and health benefit costs, and offset by a reduction in extra-help.
- Charges from the Department of Information Technology (DoIT) for central data processing services and SCIPS of \$75,581 and \$309,975, 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 \$155,983 or 28.8% less than the FY2014/15 Adopted Budget amounts primarily due to a decrease in SCIPS costs.

In addition, credit card processing fees reflect an increase of \$21,200 resulting from the growing use of credit cards as a form of tax payment and countywide administration overhead (A87) reflects an increase of \$14,445. This is offset by a reduction of \$16,666 in Intrafund Services-Small Projects as the lobby remodel has been completed.

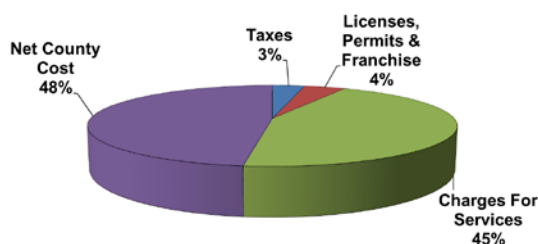
Included in the costs for Tax Collector operations is \$50,000 for contracted services with Infosend™ for the printing and mailing of property tax bills. This function is mandated by statute and was outsourced in 2003 as a cost-saving measure. The division estimates it would require at least one FTE position and \$25,000 in one-time costs to bring the function in-house. The division also outsources the processing of payments via a lockbox service. This service is estimated to cost \$42,400 per year, and is offset by cost savings in overtime and extra help. The Department receives an additional savings by avoiding the purchase and maintenance of payment processing equipment. In addition to the tangible cost savings, lockbox services allow staff to focus on improved customer service during peak processing times.

DEPARTMENT COMMENTS

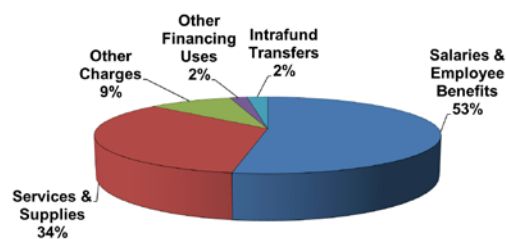
The Tax Collector – County Clerk plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service. These include changes to the Solano County Integrated Property System (SCIPS) to improve internal controls, reduce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

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

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	81,750	75,000	70,000	(5,000)	(6.7%)
LICENSES, PERMITS & FRANCHISE CHARGES FOR SERVICES	87,728	93,826	90,000	(3,826)	(4.1%)
	<u>892,767</u>	<u>993,585</u>	<u>930,841</u>	<u>(62,744)</u>	<u>(6.3%)</u>
TOTAL REVENUES	1,062,245	1,162,411	1,090,841	(71,570)	(6.2%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	964,793	1,066,675	1,104,798	38,123	3.6%
SERVICES AND SUPPLIES	984,249	860,664	709,317	(151,347)	(17.6%)
OTHER CHARGES	189,047	178,037	192,276	14,239	8.0%
OTHER FINANCING USES	38,093	40,895	39,632	(1,263)	(3.1%)
INTRA-FUND TRANSFERS	33,324	66,166	47,237	(18,929)	(28.6%)
	<u>2,209,506</u>	<u>2,212,437</u>	<u>2,093,260</u>	<u>(119,177)</u>	<u>(5.4%)</u>
TOTAL APPROPRIATIONS	2,209,506	2,212,437	2,093,260	(119,177)	(5.4%)
NET COUNTY COST	1,147,261	1,050,026	1,002,419	(47,607)	(4.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

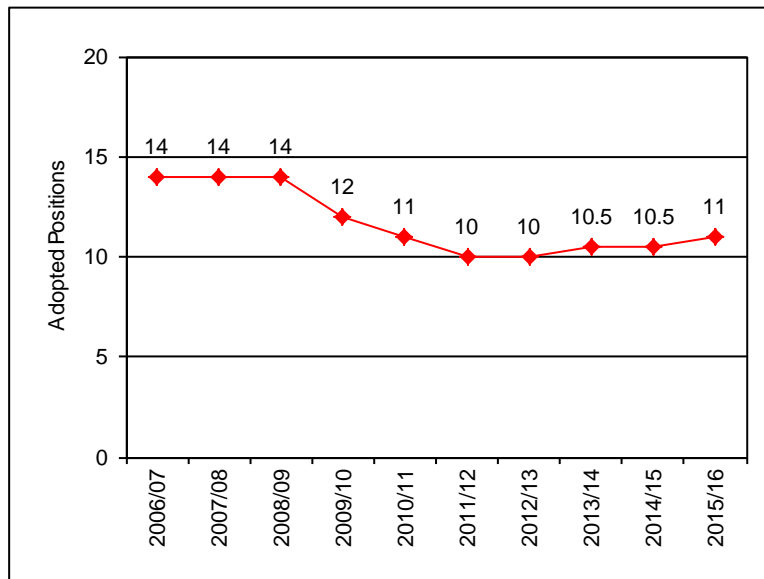
None.

SUMMARY OF POSITION CHANGES

The FY2015/16 Recommend Budget includes the following proposed position change:

- Increase a 0.5 FTE Account Clerk II to 1.0 FTE to meet increased 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	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	930,190	998,609	993,033	(5,576)	(0.6%)
APPROPRIATIONS					
1350 TREASURER	930,190	998,609	993,033	(5,576)	(0.6%)

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 safekeeping all money belonging to the County and all other money directed by law to be paid to the Treasurer. 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

- 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’s Office on a quarterly basis with no significant findings.
- Worked with Tax Division in the establishment of secure lockbox banking services that automates manual payment and remittance processes.
- Working in conjunction with the Solano County Office of Education and the Solano Community College, coordinated the arrangement of \$50 million in bridge loan financing that allowed local education to continue uninterrupted.
- Anticipate arranging \$75 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.
- Issued a Request for Qualifications (RFQ) for electronic payment processing to determine the most efficient and secure methods of collecting electronic payments was being utilized by Solano County.
- Working in conjunction with Auditor-Controller’s Office, streamlined the interest apportionment process to eliminate unnecessary processes.
- Implemented perfect receivables banking service that will allow County departments to track incoming funds on a division or grant level basis at their discretion. Expectations are that this functionality will greatly improve the reconciliation of incoming electronic payments.

WORKLOAD INDICATORS

During FY2014/15, the Treasurer anticipates processing 8,800 deposit permits, and expects to process around 8,900 in FY2015/16.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an overall decrease of \$5,576 or 0.6% in revenues and \$5,576 or 0.6% in appropriations when compared to the FY2014/15 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.

Salary expenses are projected to increase by \$3,898 or 0.9%. However, Services and Supplies reflect a net decrease of \$10,865 which reflects reductions of \$12,000 in software costs, \$12,865 in other miscellaneous costs, and offset by an increase of \$10,000 for accounting and financial services. Banking costs of \$235,000 are determined by usage in terms of the number and amount of items passing through the Treasury bank accounts. Countywide administrative overhead reflects an increase of

\$8,461, and Intrafund Services-Small Projects reflects a reduction of \$8,333 as the department’s lobby remodel has been completed.

Contracts include Wells Fargo banking services for \$195,000, an increase of \$48,500 resulting from increased volumes, \$63,000 for investment services, and \$40,000 for other accounting and financial services.

DEPARTMENT COMMENTS

The Treasurer plans to explore and implement additional operational efficiencies and technology initiatives to reduce operating costs and/or improve customer service. Many of these developments will need to be made in conjunction with individual departments as the Treasury works to direct County departments to the implementation of more electronic payment services...

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	926,730	995,609	990,533	(5,076)	(0.5%)
MISC REVENUE	3,460	3,000	2,500	(500)	(16.7%)
TOTAL REVENUES	930,190	998,609	993,033	(5,576)	(0.6%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	389,341	414,153	418,051	3,898	0.9%
SERVICES AND SUPPLIES	333,302	378,072	367,207	(10,865)	(2.9%)
OTHER CHARGES	34,626	8,510	16,922	8,412	98.8%
OTHER FINANCING USES	15,199	15,422	14,819	(603)	(3.9%)
INTRA-FUND TRANSFERS	157,721	182,452	176,034	(6,418)	(3.5%)
TOTAL APPROPRIATIONS	930,190	998,609	993,033	(5,576)	(0.6%)
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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:	
FY2014/15 Third Quarter Projection:	3,572,833
FY2015/16 Recommended:	3,786,628
County General Fund Contribution:	269,589
Percent County General Fund Supported:	7.1%
Total Employees (FTEs):	18.55

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Office won a favorable decision for the County in *Solano Probation Peace Officers' Association v. County of Solano* (2014) PERB Decision No. 2402-M. In 2011, after the parties did not reach mutual agreement on a labor contract, the County unilaterally imposed terms of employment. The union then filed this case with the Public Employment Relations Board (PERB) alleging that the County had engaged in unfair labor practices and "bad faith bargaining" in violation of the Meyers-Milias-Brown Act. The union asked PERB to retroactively restore the terms that existed before the County imposed, a remedy which would have entailed substantial back-payments, reversing County savings relating to health benefits, floating holidays, and employees having picked up the full employee public employees retirement system (PERS) retirement contribution. Instead, the ruling obtained from PERB determined that the County had engaged in "permissible hard-bargaining."

WORKLOAD INDICATORS

In FY2013/14, the Office's 14 attorneys billed a total of 31,188 hours for legal services; FY2014/15 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 29%. The Auditor-Controller establishes the standard for annual productive hours.

Dennis Bunting, County Counsel
General Counsel

- Within Solano County Departments there were 21 County code accounts with increased billable hours greater than 50% from the previous year. Sixteen of these more than doubled the number of attorney hours from FY2012/13. In addition, the billable hours for four external direct bill customers increased significantly with four of them more than doubling their billable hours as well as the current year.
- 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 FY2008/09, the support staff has been reduced by 33% (from six to four support staff, consisting of three legal secretaries and one office supervisor). In order to support increased Child Protective Services' (CPS) caseload, two legal secretaries are assigned to support the CPS attorneys. In addition to CPS duties, they continue to support different attorneys in other legal areas. One legal secretary is dedicated primarily to maintaining 150 LPS Conservatorship and Probate cases. With the assistance of the office supervisor, most of the attorney support requirements have been met; however, it is becoming increasingly difficult in maintaining training levels, staff flexibility and completing basic housekeeping tasks. The Office has reached the saturation point of its allocated staff. The current level of support coupled with the expectation of future record maintenance requirements (Documentum) justifies the request for a part-time confidential Office Assistant II.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	2,486,862	2,600,789	3,517,039	916,250	35.2%
TOTAL REVENUES	2,486,862	2,600,789	3,517,039	916,250	35.2%
APPROPRIATIONS					
LEGAL SERVICES	3,392,521	3,557,301	3,786,628	229,327	6.4%
TOTAL APPROPRIATIONS	3,392,521	3,557,301	3,786,628	229,327	6.4%
NET COUNTY COST					
LEGAL SERVICES	905,658	956,512	269,589	(686,923)	(71.8%)
NET COUNTY COST	905,658	956,512	269,589	(686,923)	(71.8%)
STAFFING					
LEGAL SERVICES	17.55	17.80	18.55	0.75	4.2%
TOTAL STAFFING	17.55	17.80	18.55	0.75	4.2%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$916,250 or 35.2% in revenues and an increase of \$229,327 or 6.4% in appropriations when compared to FY2014/15 Adopted Budget. As a result, Net County Cost decreased by \$686,923 or 71.8%.

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 (A87), and fees direct-billed to outside agencies and certain non-General Fund County departments. Expenditures that are not offset by revenues become General Fund costs.

The Office projects A87 revenues of \$2,724,239, which reflects an increase of \$863,750 or 46.4% from the FY2014/15 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.

Functional Area Summary

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

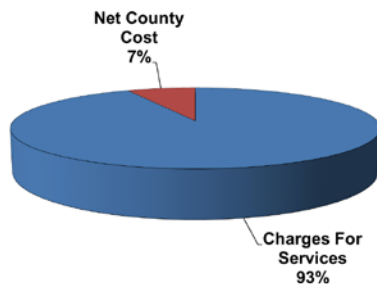
The primary outlays for County Counsel are for labor costs. Appropriations for salaries and benefits for FY2015/16 are projected at \$3,347,218, an increase of \$223,154 or 7.1% from the FY2014/15 Adopted Budget. The increase reflects the addition of part-time clerical staff, attorney promotions, and merit and longevity increases.

DEPARTMENT COMMENTS

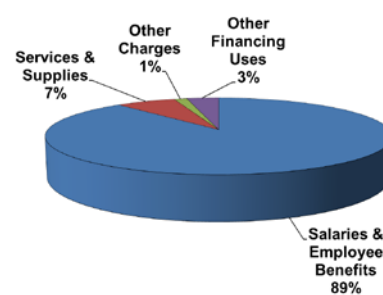
To offset the declining demand for legal services from internal County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office provides legal representation to the Rural North Vacaville Water District, the Solano Transportation Authority, 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 several years to meet budgetary constraints created by the County's on-going fiscal challenges. While the attorney staffing level is only 7% below the FY2008/09 levels, the support staff remains at 33% below FY2008/09 levels. This has significantly impacted the support staff's ability to fully provide adequate attention to assigned attorneys. In addition, it has affected the staff's ability to properly maintain basic housekeeping functions such as file maintenance, storage requirements and program functions. The current level of support coupled with the expectation of future record maintenance requirements (Documentum) will require a planned increase in support personnel allocation.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,486,666	2,600,789	3,517,039	916,250	35.2%
MISC REVENUE	196	0	0	0	0.0%
TOTAL REVENUES	2,486,862	2,600,789	3,517,039	916,250	35.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,954,785	3,124,064	3,347,218	223,154	7.1%
SERVICES AND SUPPLIES	249,196	241,620	248,167	6,547	2.7%
OTHER CHARGES	54,176	53,603	53,213	(390)	(0.7%)
OTHER FINANCING USES	124,818	129,804	132,255	2,451	1.9%
INTRA-FUND TRANSFERS	9,545	8,210	5,775	(2,435)	(29.7%)
TOTAL APPROPRIATIONS	3,392,521	3,557,301	3,786,628	229,327	6.4%
NET COUNTY COST	905,658	956,512	269,589	(686,923)	(71.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The most significant change from the FY2014/15 Adopted Budget is the increase in A87 revenues from prior year due to an increase in Central Service Departments’ functional costs and positive roll-forward. A87 revenues are received from County departments for their allocated share of costs for legal services provided by County Counsel.

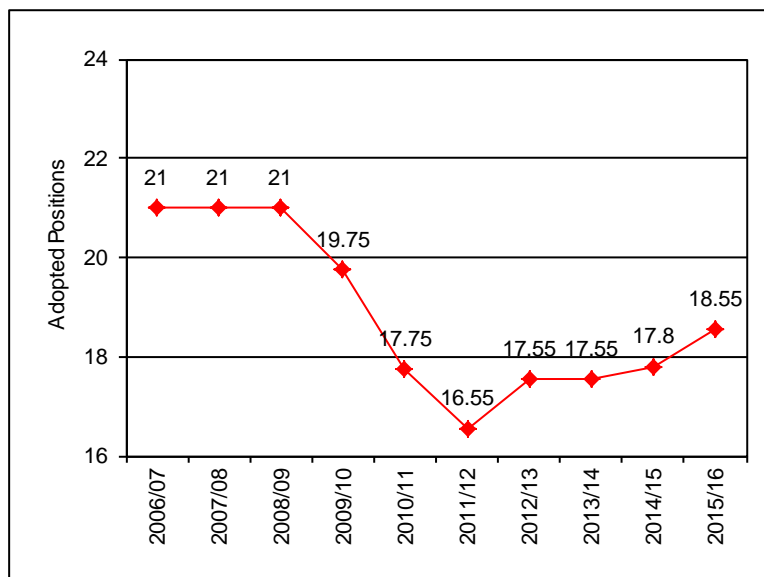
SUMMARY OF POSITION CHANGES

As part of the FY2014/15 Third Quarter report, the department’s organizational structure was modified and 2.0 FTE Deputy County Counsel V positions were restored that had been eliminated following vacancies in the economic downturn. This action results in no net increase in the number of attorneys.

The Recommended Budget includes the proposed position change:

- Add 0.75 FTE Office Assistant II (confidential) to provide clerical support resulting from overall demand for legal services. The position is partially offset by A87 revenue and revenue received from direct billings.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

The amount of reported billable hours (31,334 for FY2012/13, 31,169 for FY2013/14, and an estimated 31,928 for FY2014/15) has consistently exceeded the productive hours standard of 1,720 hours per attorney for several years by 21% to 30%. This consistent excess of hours suggests a need to consider hiring a minimum of two more attorneys and two support staff in upcoming budgets. That will be resolved in FY2015/16.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	2,996,263
FY2015/16 Recommended:	3,399,487
County General Fund Contribution:	175,872
Percent County General Fund Supported:	5.2%
Total Employees (FTEs):	18

FUNCTION AND RESPONSIBILITIES

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

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

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

During FY2014/15:

- Developed capacity to create written exams in-house.
- Completed the Merit Systems Audit with a finding that the County is in full compliance with the six federal merit principles.
- Adopted Affordable Care Act Administrative Policy and Guidelines.
- Presented to Managers a Competency Based Interviewing program module for interviewing candidates for job-related competencies, and an overview of the process/training supervisors and managers will need in order to conduct competency based Interviews.
- Implemented the use of technology to enhance recruitment efforts and selection processes.

- Amended the department’s mission statement, which the Board approved on April 7, 2015, to encompass the department’s role in the recruitment and selection of a well-qualified workforce, the development of future leaders and supervisors, and the maintenance of a safe, productive workforce as follows:
 - The Human Resources Department is a strategic partner who provides our customers with high quality services and fosters an environment where a well-qualified and trained workforce succeeds.
- Updated the department’s website to include amended mission statement and the functionality and responsibilities for the divisions of Employee Development and Training and Civil Service Commission.

WORKLOAD INDICATORS

During the period July 1, 2014 – February 28, 2015:

- Reviewed 8,020 job applications compared to 10,612 during that same period in FY2013/14.
- Opened 130 recruitments compared to 108 in FY2013/14.
- Processed 511 requisitions to fill vacancies compared to 441 during the same period in FY2013/14.
- Conducted and responded to 14 formal discrimination complaints compared to 6 during the same period in FY2013/14.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	2,502,034	2,491,873	3,223,615	731,742	29.4%
TOTAL REVENUES	2,502,034	2,491,873	3,223,615	731,742	29.4%
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	2,615,679	2,958,747	3,399,487	440,740	14.9%
TOTAL APPROPRIATIONS	2,615,679	2,958,747	3,399,487	440,740	14.9%
NET COUNTY COST					
HUMAN RESOURCES SERVICES	113,645	466,874	175,872	(291,002)	(62.3%)
NET COUNTY COST	113,645	466,874	175,872	(291,002)	(62.3%)
STAFFING					
HUMAN RESOURCES SERVICES	17	17	18	1	5.9%
TOTAL STAFFING	17	17	18	1	5.9%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$731,742 or 29.4% in revenues and an increase of \$440,740 or 14.9% in appropriations when compared to the FY2014/15 Adopted Budget. As a result, Net County Cost decreased by \$291,002 or 62.3%.

The primary funding source for the Department of Human Resources (HR) is administration overhead (A87) of \$3,108,215 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the department.

In addition, HR receives departmental administration revenue 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 \$2,380,343 are projected to increase by \$268,696 or 12.7%. This is primarily due to increases resulting from merit and longevity increases, insurance increases and retirement costs for existing positions, the addition of

Functional Area Summary

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

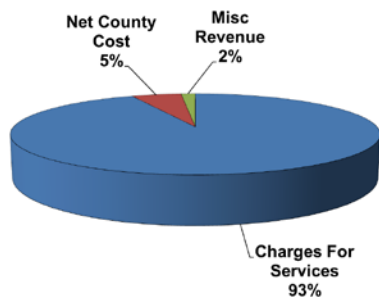
a 1.0 FTE Human Resources Analyst that was added during FY2014/15 and conversion of a 1.0 FTE Principal Analyst to an Employment Relations Manager during FY2014/15.

- Liability Insurance charges of \$48,523 increased by \$9,553.
- Managed Print Services cost per copy fees are budgeted at \$15,000 which is an increase of \$8,000.
- Other Professional Services of \$511,000 are projected to increase by \$131,750 or 34.7%. These appropriations cover the estimated FY2015/16 contract costs as follows:
 - \$108,000 for CalPERS health administration fees.
 - \$35,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
 - \$8,000 for annual PARS actuarial study.
 - \$15,000 for an update on the County’s CalPERS rates.
 - \$4,000 for court reporter fees for Civil Service Commission appeal hearings.
 - \$71,000 for EEO investigation services.
 - \$75,000 for recruitment testing services provided by Cooperative Personnel Services and bilingual testing through Language People.
 - \$15,000 for market studies resulting from new MOU’s.
 - \$150,000 for labor relations services.
 - \$30,000 for document imaging fees and special projects.
- Software Maintenance and Support is projected to increase by \$5,000 for licensing costs for the JobAps Applicant Tracking system and the DDI competency-based selection system.
- Central Data Processing (CDP) charges of \$139,012 are projected to increase by \$30,145.
- Rents/Leases – Equipment are decreasing by \$10,000 as a result of returning a leased photocopier that was replaced by a Managed Print Services device.

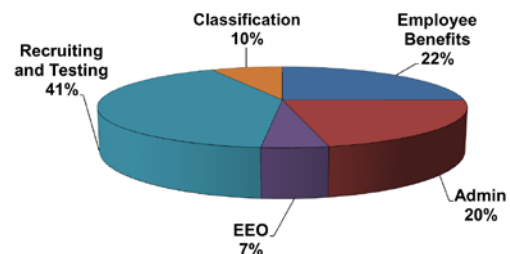
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,450,819	2,441,473	3,173,215	731,742	30.0%
MISC REVENUE	51,215	50,400	50,400	0	0.0%
TOTAL REVENUES	2,502,034	2,491,873	3,223,615	731,742	29.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,889,497	2,111,647	2,380,343	268,696	12.7%
SERVICES AND SUPPLIES	620,287	703,842	868,797	164,955	23.4%
OTHER CHARGES	83,180	61,097	61,071	(26)	0.0%
OTHER FINANCING USES	71,146	82,161	84,126	1,965	2.4%
INTRA-FUND TRANSFERS	(48,432)	0	5,150	5,150	0.0%
TOTAL APPROPRIATIONS	2,615,679	2,958,747	3,399,487	440,740	14.9%
NET COUNTY COST	113,645	466,874	175,872	(291,002)	(62.3%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Countywide administrative overhead (A87) revenues of \$3,108,215 reflect an increase of \$731,742 or 30.8% from prior fiscal year due to an increase in Central Service Departments' functional costs and positive roll-forward. A87 revenues are received from County departments for their allocated share of costs for recruiting, classification, benefits administration and other HR functions provided by the department.

SUMMARY OF POSITION CHANGES

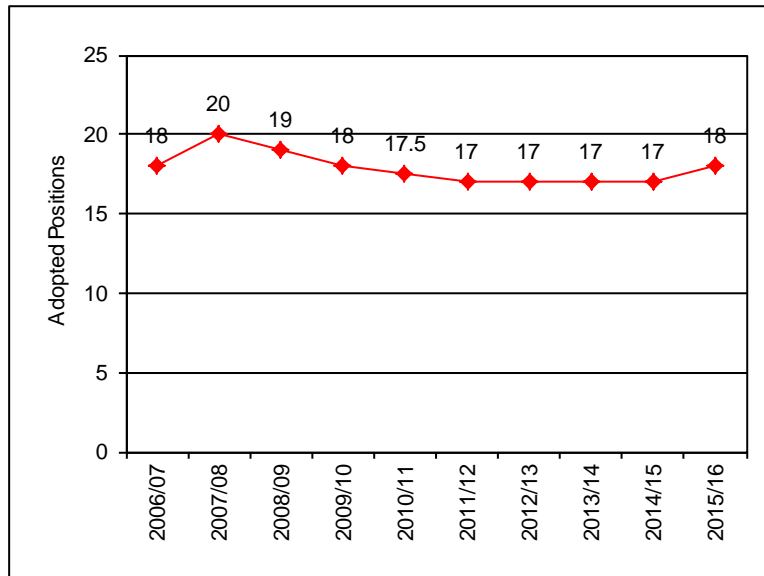
On September 23, 2014, the Board approved the following position changes:

- Deleted 1.0 FTE Human Resources Analyst (Principal)
- Added 1.0 FTE Employment Relations Manager
- Added 1.0 FTE Human Resources Analyst limited-term through June 30, 2017

The Recommended Budget includes the following position change:

- Convert 1.0 FTE Human Resources Analyst limited-term to regular, full-time effective 7/5/15.

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 regulations require employers to offer medical coverage to 95 percent of their full-time employees and dependents beginning January 1, 2015. These regulations retain that requirement for 2016 and beyond, but reduced the requirement for the 2015 calendar year to 70 percent of full-time employees and their dependents. During this time, employers may still be subject to penalties for failure to offer affordable coverage.

The County has implemented the ACA for all Act-eligible employees. Remaining issues are the Internal Revenue Service reporting requirements of employers at 2015 calendar year-end, with most reporting to be done by the Auditor-Controller's Office, and the 2018 excise tax. The federal government, as of March 2, 2015, has not issued final regulations either on the Internal Revenue Service reporting requirements or the 2018 excise tax.

HR is implementing competency-based interviewing. However, the project implementation is taking longer than originally anticipated due to department vacancies and competing work priorities.

The department has observed an increase of employees released during the probationary period, and who claim their dismissal was based on discriminatory employer conduct. Such complaints necessitate an investigation by HR staff and may result in a higher volume of Civil Service Commission hearings.

Finally, HR is/will be negotiating successor collective bargaining agreements between the County and its 19 full-time, represented employee units. Two units' agreements expire in July 2015 and the remaining 17 units' agreements expire in September 2015. Negotiations preparations and/or negotiations have begun.

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	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOP & RECOGNITION	331,575	317,500	426,121	108,621	34.2%
1830 RISK MANAGEMENT	13,052,486	14,553,796	15,438,667	884,871	6.1%
APPROPRIATIONS					
1103 EMPLOYEE DEVELOP & RECOGNITION	378,269	413,545	536,991	123,446	29.9%
1830 RISK MANAGEMENT	13,683,354	15,546,265	16,850,793	1,304,528	8.4%
NET CHANGE					
1103 EMPLOYEE DEVELOP & RECOGNITION	(46,694)	(96,045)	(110,870)	(14,825)	15.4%
1830 RISK MANAGEMENT	(630,869)	(992,469)	(1,412,126)	(419,657)	42.3%

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

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

**Marc Fox, Director of Human Resources
Legislative & Administration**

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	417,787
FY2015/16 Recommended:	536,991
County General Fund Contribution:	110,870
Percent County General Fund Supported:	20.7%
Total Employees (FTEs):	2

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Conducted countywide Training Needs Assessment.
- Developed and implemented training for employees on soft skills, competencies, and leadership development through Skillsoft Online Learning Management System.

WORKLOAD INDICATORS

- 4,041 employees attended County training sessions from July 1, 2014 through February 28, 2015 compared to 3,659 employees during that same period in FY2013/14.
- Offered 75 professional development/training classes, excluding County-mandated sessions, to all County employees compared to 61 classes last fiscal year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$108,621 or 34.2% in revenues and an increase of \$123,446 or 29.9% in appropriations when compared to the FY2014/15 Adopted Budget. As a result, Net County Cost increased by \$14,825 or 15.4% for FY2015/16.

The primary funding source for this division is countywide administration overhead (A87) of \$421,121, for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Recognition Division. These revenues are estimated to increase by \$110,121 or 35.4% from the previous fiscal year.

Primary costs for the Employee Development and Recognition Division are:

- Salary and benefits of \$242,720 are projected to increase by \$6,333 or 2.7% primarily resulting from merit and retirement cost increases.
- Maintenance Improvements include one-time costs of \$15,000 for the relocation of the Computer Training Room to a larger room that will accommodate eight additional training stations, including associated cabling and reconfiguration costs, and \$6,000 for conference room set-up charges for training sessions and the Future Leader’s Program meetings.
- Equipment under \$1,500 and Computer Components reflect an increase of \$14,280 for the purchase of two chairs, two tables, and eight PC’s for the new and expanded Training Room.
- Other Professional Services of \$52,972 reflect an increase of \$48,972 for clerical services from Risk Management. This is offset by a reduction of \$25,458 in Interfund Services due to reclassifying charges for clerical services to Other Professional Services.
- Education and Training of \$103,500 reflects an increase of \$52,250 or 102%, primarily due to inclusion of the Future Leader’s Program which is being offered every other fiscal year. Included in the department’s budget are costs of the following training programs:
 - \$45,500 for a Leadership Development Program.
 - \$16,500 for SkillSoft online/e-learning training.
 - \$13,500 contract to provide Microsoft Office 2010 training.
 - \$6,750 for Harassment Prevention Training.

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

- \$6,000 for Executive Leadership Development courses.
 - \$5,000 for guest speakers/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 webinars.
 - \$1,000 for Organizational Development/Training Officer training.
- Meals/Refreshments of \$4,000 reflect an increase of \$1,500 for Quarterly Managers’ Meetings and new employee orientation meetings.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	331,575	317,500	426,121	108,621	34.2%
TOTAL REVENUES	331,575	317,500	426,121	108,621	34.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	221,950	236,387	242,720	6,333	2.7%
SERVICES AND SUPPLIES	140,138	134,629	278,011	143,382	106.5%
OTHER CHARGES	4,322	33,498	7,554	(25,944)	(77.4%)
OTHER FINANCING USES	8,695	9,031	8,706	(325)	(3.6%)
INTRA-FUND TRANSFERS	3,164	0	0	0	0.0%
TOTAL APPROPRIATIONS	378,269	413,545	536,991	123,446	29.9%
NET COUNTY COST	46,694	96,045	110,870	14,825	15.4%
STAFFING					
EMPLOYEE DEV. & TRAINING	2	2	2	0	0.0%
TOTAL STAFFING	2	2	2	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

The County of Solano continues to face 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. The County reinstated the Future Leaders training program in FY2013/14 to help address succession planning and leadership development and this program will continue to be offered every other fiscal year, with funding included in the Recommended Budget. The County needs to identify strategies to recruit and retain the younger generation (millennials) that will be entering the workforce.

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	14,761,917
FY2015/16 Recommended:	16,850,793
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	7

1821 Administration

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

1822 Liability

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

1823 Workers’ Compensation and Safety

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

1824 Property

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

1825 Unemployment

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Reconvened the countywide Health/Safety Committee, chaired by the County Administrator and comprised of all County department directors. This committee meets on a quarterly basis to review and discuss workplace health and safety concerns, providing direction to the Risk Management Division, as needed.
- Hosted the Worker Occupational Safety and Health (WOSH) Training and Education Program administered by the Commission on Health and Safety and Workers’ Compensation in the California Department of Industrial Relations. WOSH is a statewide initiative aimed at reducing job-related injuries and illnesses among California workers by promoting health and safety on the job, and 25 County employees have completed WOSH training during the past 2 years.
- Awarded the American Heart Association’s (AHA) “Fit Friendly Worksite” recognition for 2015 at the Gold-Level. The County has demonstrated a strong commitment to providing a healthy workplace by meeting specific milestones of the AHA’s My Heart, My Life Initiative.
- The CalPERS’ Solano County Wellness Program five-year grant funded by Kaiser Permanente expired December 31, 2014, requiring the County to utilize existing resources or provide additional funding to sustain the program.

WORKLOAD INDICATORS

During the period July 1, 2014 – February 28, 2015:

- The number of reported workers' compensation claims was 156 compared to 171 during the same period in FY2013/14.
- Processed 964 FMLA/discretionary letters compared to 982 in FY2013/14.
- Completed 136 ergonomic evaluations compared to 105 in FY2013/14.
- Five fitness club discounts for employees and families were updated and re-negotiated at no cost to the County.
- Amended the Vending Machine Policy to include at least 50% healthy food selections.
- Updated the County's Injury, Illness, and Prevention Plan and the Emergency Action Plan and implemented them countywide.
- Successfully conducted an eight-week "HealthTrails" wellness challenge with 427 participants and 45 teams.
- Completed 145 ADA interactive meetings compared to 124 in last fiscal year.
- 1,030 vaccines administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen CalOSHA standard vaccine requirements compared with 1,091.
- Coordinated 174 pre-appointment physicals compared to 166 in the prior fiscal year.
- Coordinated 85 pre-appointment drug screens compared to 114 in last fiscal year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$884,871 or 6.1% in revenues and an increase of \$1,304,528 or 8.4% in appropriations when compared to the FY2014/15 Adopted Budget. As a result, Fund Balance is decreased by \$419,657 or 42.3% when compared to FY2014/15 Adopted Budget.

1821 Administration

The Administration Division is funded through intra-fund transfers of \$1,014,326 to the Risk Management operating divisions. These charges are estimated to decrease by \$279,676 when compared to FY2014/15 Adopted Budget.

The primary costs for the administration division are:

- Salary and benefits of \$526,492 which are projected to decrease by \$127,524 primarily due to transferring the Compliance Program to Health and Social Services, including 2.0 FTE Compliance Officers, offset by the addition of a 1.0 Risk Analyst during the FY2014/15 Budget Hearings as part of the supplemental budget.
- \$60,000 in Memberships, which are decreased by \$1,650 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 \$22,400 is for an anticipated purchase of Family Medical Leave Act (FMLA) tracking software to automate current labor intensive processes.
- Other charges include countywide administrative overhead, which reflects a decrease of \$128,229, 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 \$4,250,808 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$123,934 when compared to last fiscal year. For FY2015/16, the department will use \$800,000 in Fund Balance to offset the cost of liability insurance for departments as a one-time savings to departments.

Other Revenue of \$187,000 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf. It reflects a \$17,000 decrease due to an anticipated decrease in malpractice insurance costs.

The primary costs for liability are:

- Insurance – Other of \$3,686,119 reflects an increase of \$697,119 due to an increase in the preliminary insurance rates received from CSAC Excess Insurance Authority which primarily include:
 - Primary Liability Insurance of \$943,000
 - Excess Liability Insurance of \$2,647,000
 - Pollution Program Insurance of \$21,500
 - Cyber Liability of \$5,100
 - Special Liability Insurance Program of \$4,500
- Insurance Claims of \$400,000 for primary liability insurance payments under the \$10,000 deductible limit is \$41,210 lower than last fiscal year.
- Malpractice Insurance of \$187,000 reflects a decrease of \$17,000 due to lower anticipated 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 \$745,197 when compared to last fiscal year for a total recovery in FY2015/16 of \$9,459,972.

Primary costs are:

- Insurance – Other of \$2,981,000 which reflects an increase of \$494,000 due to higher rates. Included are:
 - Excess Workers' Compensation Insurance of \$2,831,000
 - Department of Industrial Relations of \$150,000
- Insurance Claims of \$4,692,125 reflect an increase of \$206,208 due to higher anticipated payouts for self-insured workers' compensation insurance claims.
- Other Professional Services of \$1,007,870 reflect a decrease of \$60,136 for the following contracts:
 - Workers' Compensation Third Party Administration Fees of \$460,000
 - Occu-Med contract of \$75,000
 - Reimbursement to the Department of Health and Social Services for Occupational Health Program costs of \$447,870
 - Ergonomic evaluations of \$25,000
- Psychological Evaluation Service of \$120,000 to cover the costs of the countywide Employee Assistance Program is increased by \$10,000 compared to last fiscal year.

1824 Property

The primary funding source for the Property Insurance Division is \$1,322,681 from charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$147,292 when compared to last fiscal year. For FY2015/16, the department will use \$400,000 in Fund Balance to offset the cost of property insurance for departments as a one-time savings to departments.

Primary costs are:

- Insurance – Other of \$1,524,964 reflects an increase of \$320,975 due to projected higher insurance rates, as follows:
 - Property Insurance of \$1,121,000
 - Additional Earthquake Insurance of \$377,263
 - Bond Insurance of \$14,000
 - Airport Liability Insurance of \$4,000
 - Watercraft Insurance of \$2,200
- 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 a percentage of payroll. These revenues from charges to user departments are estimated to decrease by \$114,252 as a result of a reduction in unemployment reimbursable claims and one-time use of \$212,126 in available Fund Balance.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	64,342	61,300	60,700	(600)	(1.0%)
CHARGES FOR SERVICES	12,352,749	14,288,496	15,190,967	902,471	6.3%
MISC REVENUE	635,395	204,000	187,000	(17,000)	(8.3%)
TOTAL REVENUES	13,052,486	14,553,796	15,438,667	884,871	6.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	752,370	1,016,011	945,265	(70,746)	(7.0%)
SERVICES AND SUPPLIES	12,465,712	13,828,394	15,336,510	1,508,116	10.9%
OTHER CHARGES	436,179	663,467	535,408	(128,059)	(19.3%)
OTHER FINANCING USES	29,093	38,393	33,610	(4,783)	(12.5%)
TOTAL APPROPRIATIONS	13,683,354	15,546,265	16,850,793	1,304,528	8.4%
NET GAIN(LOSS)	(630,869)	(992,469)	(1,412,126)	(419,657)	42.3%

STAFFING					
RISK MANAGEMENT	8	7	7	0	0.0%
TOTAL STAFFING	8	7	7	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

On May 12, 2015, the Board considered and approved the inclusion of a 0.70 FTE Wellness Coordinator position, effective 7/5/2015, for the FY2015/16 Budget. The position will be included in the supplemental budget.

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:	
FY2014/15 Third Quarter Projection:	3,220,070
FY2015/16 Recommended:	4,048,624
County General Fund Contribution:	3,780,130
Percent County General Fund Supported:	93.4%
Total Employees (FTEs):	9

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Implemented and deployed electronic-rosters countywide. In addition to creating staff efficiencies, and being a leader in the state, the electronic-rosters reduced provisional ballots, and allows for the County to create future opportunities for voting.
- Received grant funding from the Secretary of State to work on evaluating and providing polling places for accessibility.
- Continue to evaluate changes in election processes to increase efficiencies in vote-by-mail (VBM) processing. For the November 2014 General Election, received over 25% of all VBM ballots on election night.
- Continue to work closely with the Secretary of State on the statewide voter registration system known as "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.
- Provided voter services applications or "apps" for smartphones at no cost to the County. Voters can find voting information including ballot information, polling places, and ballot drop-off locations from their smart-phone or tablet.

- Expanded the student poll worker program to help mitigate normal issues with the recruitment and placement of poll workers. Of the 777 poll workers used in the November 2014 election, 160 were students.

WORKLOAD INDICATORS

- ROV staff processed a total of 31,131 voter file transactions in the 2014 calendar year. Voter registration decreased slightly, from 208,020 in 2013 to 201,377 in 2014. ROV maintains significant efficiencies through the online voter registration system. More than half of all voter registration transactions are now handled via automated processing versus manual entry. Additional efficiencies will be gained with the VoteCal system. Voters who re-register through the system would be matched with a high-confidence threshold and automatically processed by the system versus the current manual process.
- Consistent with previous years, VBM turnout continues at a high level and comprises a significant portion of the work for the ROV office. Approximately 57% of all voters are permanent VBM voters, and typically 70% return their ballots each election. In addition, 25% of VBM voters return their ballots at the polls or in the ROV office on Election Day. The ROV has researched new equipment to process these late arriving VBM ballots so that they may be included in the count on election night.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	541,814	829,000	268,494	(560,506)	(67.6%)
TOTAL REVENUES	541,814	829,000	268,494	(560,506)	(67.6%)
APPROPRIATIONS					
ELECTIONS	3,071,909	3,499,769	4,048,624	548,855	15.7%
TOTAL APPROPRIATIONS	3,071,909	3,499,769	4,048,624	548,855	15.7%
NET COUNTY COST					
ELECTIONS	2,530,095	2,670,769	3,780,130	1,109,361	41.5%
NET COUNTY COST	2,530,095	2,670,769	3,780,130	1,109,361	41.5%
STAFFING					
ELECTIONS	10	10	9	(1)	(10.0) %
TOTAL STAFFING	10	10	9	(1)	(10.0) %

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$560,506 or 67.6% in revenues and an increase of \$548,855 or 15.7% in appropriations when compared to FY2014/15 Adopted Budget. As a result, the Net County Cost increased by \$1,109,361 or 41.5%.

ROV primarily depends on the General Fund. To the greatest extent permitted by law, ROV costs are billed to the entities participating in a given election. Generally, federal and state election costs are borne by the County. FY2015/16 has one scheduled election, the June 2016 Statewide Direct Primary Election. Costs for this election will be partially offset by revenue from participating districts. For the 2016 Primary Election, the budget reflects and \$43,000 in election service revenue and \$1,094,823 in appropriations.

Revenue for election services includes:

- \$15,000 for filing fees for the 2016 June Primary Election
- \$8,000 for candidate statement fees
- \$20,000 for billable election costs for the Sacramento County Board of Education

Other non-election related revenue for ROV includes:

- \$2,000 for maps, copies and reports
- \$4,000 for the State quarterly postage reimbursement
- \$800 for State ballot reimbursement
- \$40,000 in Help America Vote Act (HAVA) section 301 grant
- \$178,694 in HAVA section 231 grant

Significant changes to ROV's appropriations include:

- Labor costs reflect a decrease of \$6,784. The decrease is the net result of the deletion of a vacant Election Technician (Lead) position and is offset by an increase of \$50,000 for extra-help.
- Services and Supplies reflect an increase of \$180,477 primarily due to anticipation of needs for the 2016 Primary Election, as follows:
 - \$112,699 increase for computer equipment of which \$25,795 is for 13 computer refreshes and ten new additional computers for the signature verification stations needed for the Elevate Sorter, and \$86,904 for 114 additional e-rosters as all precincts must be connected to ROV's main office to be able to determine voter eligibility and to ensure that the voter is provided with their specific ballot type needed to operate vote centers discussed further below.
 - \$33,730 increase in Other Professional Services includes \$35,280 for an online poll worker training and management application system for smart phones and tablets.
 - \$39,581 decrease in central data processing charges.
 - \$14,607 increase in building rental resulting from the inclusion of vote centers and additional polling places.
 - \$49,129 increase in Special Department Expense to prepare for the 2016 June Primary Election which includes increases as follows:
 - \$40,000 for miscellaneous ballot and sample booklet supplies
 - \$36,100 for VBM and provisional envelopes
 - \$18,749 for miscellaneous election supplies, signs, printing, security and van rental
 - \$9,000 for poll workers, rovers and standby workers
 - \$5,000 in mail voter party-crossover cards
- These increases are offset by the following reductions:
 - \$52,300 in VBM and provisional and official ballot costs
 - \$7,420 in miscellaneous printing costs
- Other Charges reflect a decrease of \$38,773 primarily due to a reduction in countywide administration overhead.
- Fixed Assets reflect an increase of \$435,388 for new business automation projects (discussed further below) which include the following:
 - \$372,388 for Elevate Sorter to improve VBM ballot processing on election night.
 - \$63,000 for four ballot-on-demand (BOD) printers to be utilized in the vote centers.
- Contract for services include:
 - \$53,086 with Election Administrators for maintenance on e-rosters.

- \$851,401 in various agreements with the following contractors to provide election related services: Asset Shadow, Data Information Management Systems (DIMS), Election Systems and Software (ES&S), Integra Business, Marin and Chapman Company, Pitney Bowes, SouthTech, Transcend, and Valley Relocation.

DEPARTMENT COMMENTS

The ROV's FY2015/16 budget includes an increase in anticipated extra-help, services and supplies and fixed assets. The department continues to review business process improvements to further streamline services and reduce costs.

Specifically, the department's budget includes the implementation of the following automation/process improvement projects to help increase efficiencies while increasing service/options to voters:

- \$129,325 to expand early voting opportunities through the implementation of early-voting and Election Day vote centers. By definition, a vote center allows any registered voter to vote at that location. Vote centers are also available 14-days prior to Election Day, including Election Day and at least one Saturday and Sunday. Vote centers provide for additional options for voters which are projected to increase turnout, reduce pressure on Election Day polling places contributing to long lines, and reduce the number of provisional ballots cast.

This service is recommended as an addition to traditional poll places throughout the county. This new model of voting will also be a step to help prepare the ROV office to process election-day-voter-registrations without increasing the number of provisional ballots, which take longer to process and verify. The State of California has mandated, beginning in 2017, that election offices perform same-day registration as part of the election process. The department proposes to provide two vote centers for the 2016 June Primary Election. In addition to preparing the department for future mandated changes, vote centers will provide more options to voters than currently available. Additional benefits include reducing the potential turnout at polls on election day as ROV expects overall higher turnouts in all 2016 elections; greater reduction in provisional ballots, which reduces the canvass time/work load; and potentially increased overall voter turnout.

With vote centers, all e-roster tablets must be connected to the main office to be able to determine voter eligibility and to ensure they are provided with their specific ballot type. The current e-roster tablets meet this requirement. This will also help ROV to centralize voter turnout lists, and produce information to the public and media on election turnout throughout the day. It is anticipated with future legislation that California will switch to a statewide voter center model. By implementing a pilot program in 2016, the ROV, poll workers and voters will be better prepared to switch countywide in future years.

- \$411,928 to upgrade the VBM sorter system with a new system (Elevate Sorter) that provides more functionality. The current process for handling VBM ballots requires multiple stages of manual ballot processing, each station handling a single function. The current system allows for processing roughly 1,000 ballots per hour. The new Elevate Sorter will allow the ROV to process VBM returned ballots at a rate of 5,000 ballots per hour, by combing processes into a one-time handling system. The Elevate Sorter will perform the following: privacy tab removal (to expose the signature), double envelope detection, automated signature verification, opening the 'approved' envelope and sorting based on ROV needs. With this new system the ROV anticipates processing all VBM ballots received on Election Day prior to the final release of results on election night. This project will be offset by federal HAVA grant funds totaling \$218,694 that are currently available. However, these funds are currently expected to sunset in 2017.

The 2016 November Presidential Election is projected to be a high voter turnout, and the Elevate Sorter will improve efficiencies. Having the new sorter in place before the 2016 June Primary Election will also allow sufficient training and process improvements in time for 2016 November Presidential Election. ROV staff is currently working with the Department of General Services to locate permanent space within the County Administration Center to allow ROV the space necessary to perform these functions.

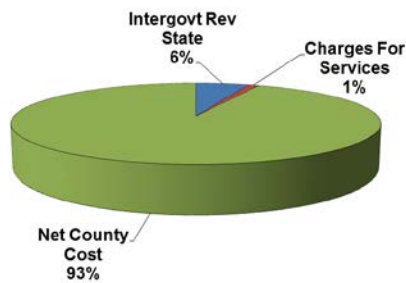
- \$35,280 for an online poll worker training and management application. Recruiting, training and maintaining approximately 900 poll workers will be streamlined with the use of election specific software. Beginning with the application process, the poll worker will be able to submit their information, track their approval process and then view their poll/precinct assignment online. Once assigned, the poll worker will be given the opportunity to take online tutorials and graded assessments that will guide them through different areas of the Election Day process. For the experienced poll worker, it may also eliminate their need to physically attend a training session. Once the poll worker completes their volunteer service with the County, the

application will allow for them to track their payroll activity and submit Election Day feedback. This application will reduce staff time for processing poll worker applications, mailing notices, and reduce in-person training needs.

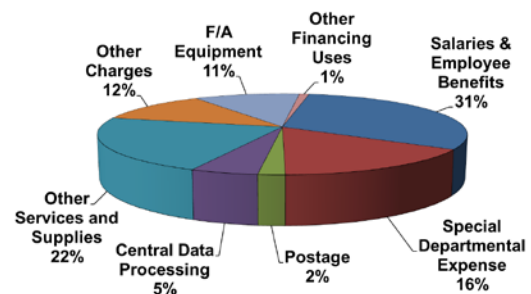
The department also continues to evaluate opportunities to reduce direct operational costs. In addition to evaluating print vendors, annual maintenance contracts, and taking advantage of State provided services, ROV will also evaluate “low performing” polling places and utilization of County owned facilities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

The Department will be meeting with each of the City Councils and providing a presentation on the changing face of the election process and how these changes may impact their costs and citizens. Information will be discussed to review new legislative directions, impacts of the new statewide voter registration system, changes in VBM processing, and implementation of vote centers.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	8,868	7,000	223,494	216,494	3092.8%
CHARGES FOR SERVICES	532,778	822,000	45,000	(777,000)	(94.5%)
MISC REVENUE	167	0	0	0	0.0%
TOTAL REVENUES	541,814	829,000	268,494	(560,506)	(67.6%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,093,643	1,281,285	1,274,501	(6,784)	(0.5%)
SERVICES AND SUPPLIES	1,619,565	1,625,257	1,805,734	180,477	11.1%
OTHER CHARGES	291,470	505,591	466,818	(38,773)	(7.7%)
F/A EQUIPMENT	0	0	435,388	435,388	0.0%
OTHER FINANCING USES	35,698	40,902	36,418	(4,484)	(11.0%)
INTRA-FUND TRANSFERS	31,532	46,734	29,765	(16,969)	(36.3%)
TOTAL APPROPRIATIONS	3,071,909	3,499,769	4,048,624	548,855	15.7%
NET COUNTY COST	2,530,095	2,670,769	3,780,130	1,109,361	41.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

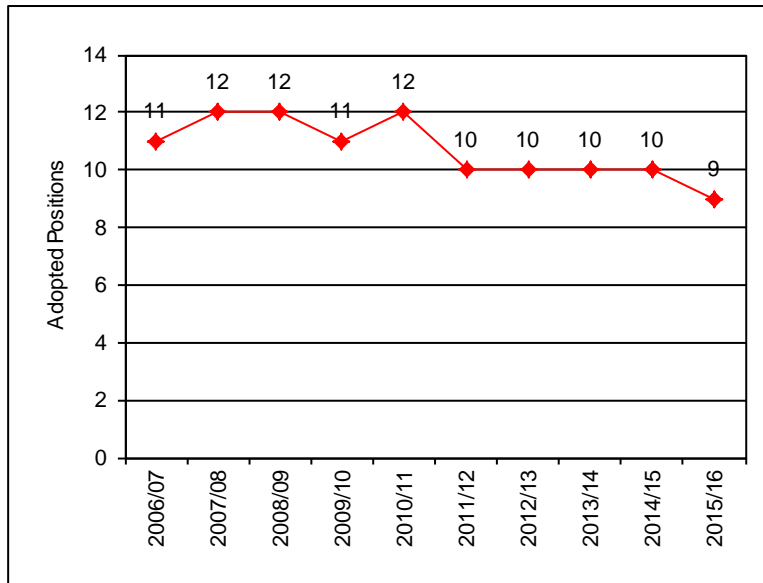
There is a \$1,109,361 increase in Net County Cost when compared to the FY2014/15 Adopted Budget. Having one election in the fiscal year, the June 2016 Statewide Direct Primary Election, results in a decrease of \$560,506 in revenues as federal and state election cost are primarily borne by the County, and an increase in business automation projects of \$576,533 make up the significant changes to the ROV budget.

SUMMARY OF POSITION CHANGES

In February 2015, as part of the Midyear Report, the following position allocation change was approved:

- 1.0 FTE vacant Lead Elections Technician was deleted as there has been a significant reduction in ongoing workload due to the State’s implementation of online voter registration.

STAFFING TREND



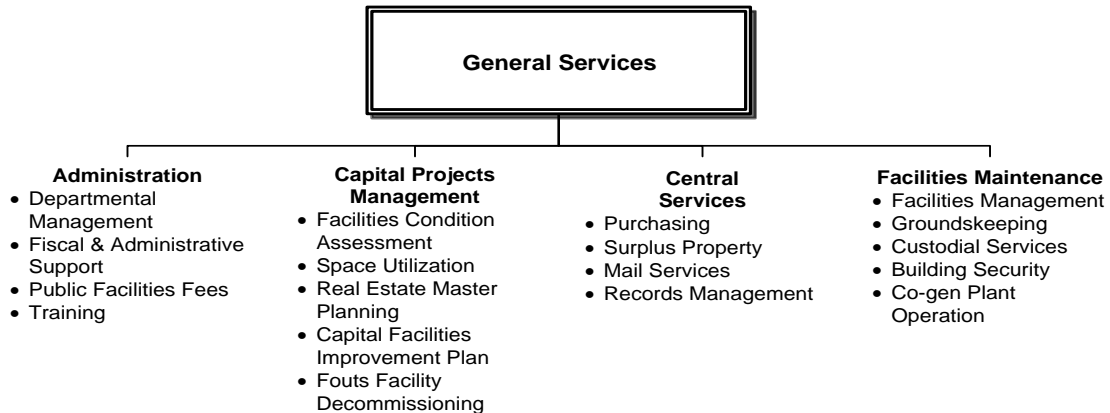
PENDING ISSUES AND POLICY CONSIDERATIONS

The ROV continues to monitor several election bills that increase costs associated with VBM ballots. Bills are circulating that requires VBM postage to be paid on all VBM ballots and for all registered voters to receive a VBM ballot. While these bills would provide more convenience to voters, additional costs would be incurred by the ROV to implement either of these programs.

The ROV is involved with studying the impact and implementation of Election Day registration, also known as conditional voter registration. This new model is currently required to be implemented in elections in 2017 with the completion of the statewide voter registration database (VoteCal). The ROV is anticipating the possibility that this may be required in 2016 elections. To accommodate this, the ROV will provide for real-time connection of all polling place roster lists. The e-roster currently in use will handle this need. The ROV is also evaluating other additional costs seen in high turnout elections, such as, canvass costs, poll worker expenses, additional polling locations and materials costs.

Bills at both the State and 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. The ROV’s pilot program to implement vote centers in the Primary election will help pave the way in the event this is required for November elections. Expanding this to every city in the county will increase facility cost, staff cost, and potentially technology costs to provide ballots in all styles at remote locations. The ROV is working with the Secretary of State’s office to discuss further reduction in polling places if more vote centers are implemented.

With the implementation of the Affordable Care Act (ACA), the ROV will be required to change its practices with extra-help staffing. Additional crews will be required to help with the heavy workload around the election, and additional time training staff will be required. This has been accounted for in the ROV’s appropriation for extra-help.



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:	
FY2014/15 Third Quarter Projection:	15,596,438
FY2015/16 Recommended:	16,756,607
County General Fund Contribution:	1,355,773
Percent County General Fund Supported:	8.1%
Total Employees (FTEs):	84

FUNCTION AND RESPONSIBILITIES

Administration

Sets departmental policies and procedures and monitors for compliance, provides financial administration and fiscal control, manages personnel and payroll, coordinates department training, provides department clerical support and office reception, responsible for the operations of the County Events Center, and administers the County’s capital projects and departmental budgets.

Capital Project Management

Leads capital improvement planning and development and facility renewal of new and existing County facilities by providing architectural, engineering, and project management services. This Division was formed in FY2014/15 centralizing capital and major maintenance and replaces one former County Architect office.

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 including assisting with recycling.

See separate budget write-ups for other General Services Division and programs including – Fleet Management Airport Operations, Capital Projects, and Fouts Facility Decommissioning.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments

- Implemented Uniform Construction Cost Accounting for delivering construction projects up to \$175,000 by informal bidding procedures, and established a list of 157 qualified contractors including 21 contractors in Solano County. (*Capital Projects Management*)
- Secured a competitively bid contract with a records management vendor to manage over 20,000 boxed records for County Departments, thereby eliminating the need to lease warehouse space and save approximately \$40,000 in FY2015/16. Savings are anticipated to increase as the County transitions from paper document storage to electronic document storage as part of the Records and Information Management Program. (*Central Services*)
- Advanced the Managed Print Services (MPS) program with the goal of reducing the quantity of print output devices and fax telephone lines. In calendar year 2014, total MPS savings was approximately \$243,000 compared to print cost before MPS program implementation. (*Central Services*)
- The Surplus Personal Property operation began accepting credit and debit cards for payment of goods to improve service and increase revenue. (*Central Services*)
- Advanced the Records and Information Management Program to reduce the need to print documents and support electronic storage of records. (*Central Services*)
- Increased maintenance operations to support an additional 127,800 square feet of new jail facilities for the Stanton Correctional Facility in 2015 and 12,600 square feet of additional space for the new Animal Shelter Expansion in 2015. (*Facilities Operations*)
- Completed comprehensive Cogeneration Plant Automated Controls Upgrade, which enables adjustments of electrical load and heating/cooling for better building environmental control. The new operational efficiency and reduced energy use will result in improved energy management and savings. The Cogeneration Plant services 11 County buildings, including the newly renovated Court occupied Old Courthouse on Texas Street. (*Facilities Operations*)
- Established new classification/position of Industrial Engine Mechanic to provide daily maintenance and perform minor/major overhauls of Cogeneration Plant engines and associated generators. The new position will improve operational support of essential County equipment at reduced cost. (*Facilities Operations*)
- Completed Grounds and Custodial productivity analysis to assess service levels and identify areas for operational improvement. Implemented weekly safety and accident prevention training to help reduce incidents of employee injury. (*Facilities Operations*)
- Drafted a Smoke-Free Facilities Policy that was approved by the Board of Supervisors and began its implementation. Solano is the first County in California to have adopted such a comprehensive policy that includes buildings, grounds, and sidewalks. The Smoke-Free Facilities Policy will create a smoke-free environment for County owned and occupied facilities. Smoking cessation support is being offered to all County employees and to members of the public who frequent County facilities that desire to quit smoking. (*Administration*)
- Implemented water conservation practices that have reduced County water use since March 2014. These water conservation measures include installation of low-flow plumbing fixtures and a water management system in the existing correctional facilities. In addition, the County Administration Center Plaza recirculated water fountain operating hours have been reduced by 53%, or 42 operating hours per week. Grounds staff have installed more efficient drip irrigation systems, sprinkler heads, and automated sprinkler control systems to reduce watering durations in landscaped areas including a new Central Irrigation Control that received a "Solano Smart Irrigation Program Award" for reducing water use from the Solano County water agency. Water audit(s) and sprinkler flow rates will be used to identify additional areas for possible savings. (*Facilities Operations*)

WORKLOAD INDICATORS

Administration

- Responsible for the oversight and fiscal management of 14 General Services budgets, totaling approximately \$84 million. These 14 departmental budgets include 112 program and project budgets requiring direct oversight and fiscal management.
- Processed over 9,500 invoices totaling over \$65 million in payments for 127 County-wide utility accounts (53 Gas/Electric, 15 Garbage & 59 Water).
- Managed cost accounting and financial reporting associated with 59 capital projects in FY2014/15 with a value of approximately \$100 million.
- In FY2013/14, staff coordinated 1,009 conference room reservations for the County Administration Center and County Events Center.

Capital Projects Management

- Initiated 33 contracts for construction related services and completed 15 projects using the Uniform Construction Cost Accounting Program.
- Provided project management services for 59 new construction, renovation, and facility renewal projects with a total budget of over \$100 million in FY2014/15.
- Performed professional design services for four projects including code analyses, construction documentation, and permit drawings.
- Maintained space utilization database for 2,412,683 square feet of County facilities.

Central Services

- Processed 1,651 purchase orders and 71 bids and RFPs from July 1, 2014 through February 2015.
- Maintained 21,154 boxes of official County records in the records warehouse.
- Completed 378 County surplus property moves.
- In FY2013/14, 3,013 surplus items were sold returning \$102,204 to the County General Fund. In addition, sale of scrap metal (damaged file cabinets, metal system furniture panels) and recycled toner cartridges generated \$10,228. Recycled 1,163 surplus items back into County use eliminating the need to purchase new equipment, furniture, and supplies.
- Surplus donations in FY2013/14 included:
 - 40 desktop computers, monitors, and keyboards to local school districts.
 - 77 pieces of office furniture to local schools, Vacaville Boys & Girls Club, UC Cooperative Extension, and non-profit organizations.
 - 6 pallets of e-waste were donated to the Fairfield High School Scarlet Brigade Boosters.
- Administers the County Procurement Card Program.

Facilities Operations

- Completed 9,360 work orders for the maintenance and improvements of County facilities for the period of February 2014 through February 2015.
- Produced over 10,930,000 kilowatt hours of electricity from the County's Cogeneration Plant and 4 Photovoltaic Facilities located at major County campuses. The newest solar power generating system is located at Stanton Correctional Facility, which is estimated to save \$1,311,600 in annual energy costs.
- Completed 26 remodel/construction projects and 625 furniture install and reconfiguration projects for County departments for the period of February 2014 through February 2015.
- Processed over 2,100 invoices totaling over \$1.4 million in payments for facilities related services, supplies, and equipment.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	475,212	634,060	1,058,907	424,847	67.0%
CAPITAL PROJECTS MGMT ADMIN	711,216	915,186	1,363,040	447,854	48.9%
CENTRAL SERVICES	1,373,104	1,885,489	2,056,768	171,279	9.1%
FACILITIES MAINTENANCE	7,928,801	8,941,319	10,922,119	1,980,800	22.2%
TOTAL REVENUES	10,488,333	12,376,054	15,400,834	3,024,780	24.4%
APPROPRIATIONS					
ADMINISTRATION	1,356,855	1,397,192	1,468,157	70,965	5.1%
CAPITAL PROJECTS MGMT ADMIN	660,809	1,018,345	1,668,632	650,287	63.9%
CENTRAL SERVICES	1,832,189	2,252,174	2,035,569	(216,605)	(9.6%)
FACILITIES MAINTENANCE	10,362,729	11,694,773	11,584,249	(110,524)	(0.9%)
TOTAL APPROPRIATIONS	14,212,582	16,362,484	16,756,607	394,123	2.4%
NET COUNTY COST					
ADMINISTRATION	881,643	763,132	409,250	(353,882)	(46.4%)
CAPITAL PROJECTS MGMT ADMIN	(50,406)	103,159	305,592	202,433	196.2%
CENTRAL SERVICES	459,085	366,685	(21,199)	(387,884)	(105.8%)
FACILITIES MAINTENANCE	2,433,928	2,753,454	662,130	(2,091,324)	(76.0%)
NET COUNTY COST	3,724,250	3,986,430	1,355,773	(2,630,657)	(66.0%)

STAFFING					
ADMINISTRATION	9	9	9	0	0.0%
CAPITAL PROJECTS MGMT ADMIN	5	5	5	0	0.0%
CENTRAL SERVICES	10	10	10	0	0.0%
FACILITIES MAINTENANCE	56	57	60	3	5.3%
TOTAL STAFFING	80	81	84	3	3.7%

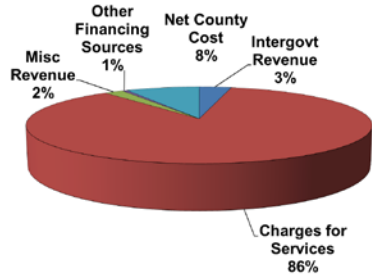
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$3,024,780 or 24.4% in revenues and an increase of \$394,123 or 2.4% in appropriations when compared to the FY2014/15 Adopted Budget. As a result, Net County Cost decreased by \$2,630,657 or 66.0%.

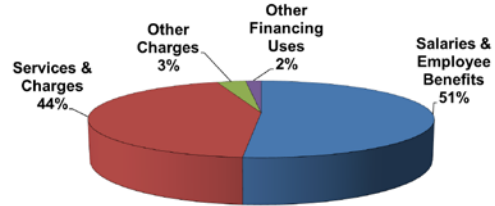
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	22,201	22,436	8,052	(14,384)	(64.1%)
INTERGOVERNMENTAL REV STATE	638,311	590,000	590,000	0	0.0%
INTERGOVERNMENTAL REV OTHER	34,799	34,799	0	(34,799)	(100.0%)
CHARGES FOR SERVICES	9,539,759	11,541,966	14,364,630	2,822,664	24.5%
MISC REVENUE	161,709	101,253	348,325	247,072	244.0%
OTHER FINANCING SOURCES	91,553	85,600	89,827	4,227	4.9%
TOTAL REVENUES	10,488,332	12,376,054	15,400,834	3,024,780	24.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	7,343,228	8,246,647	8,760,548	513,901	6.2%
SERVICES AND SUPPLIES	6,811,853	7,766,909	7,440,351	(326,558)	(4.2%)
OTHER CHARGES	166,334	380,453	539,915	159,462	41.9%
F/A EQUIPMENT	36,222	57,901	26,288	(31,613)	(54.6%)
OTHER FINANCING USES	270,762	297,852	289,344	(8,508)	(2.9%)
INTRA-FUND TRANSFERS	(415,817)	(387,278)	(299,839)	87,439	(22.6%)
TOTAL APPROPRIATIONS	14,212,583	16,362,484	16,756,607	394,123	2.4%
NET COUNTY COST	3,724,250	3,986,430	1,355,773	(2,630,657)	(66.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The increase in revenue of \$3,024,780 is primarily due to an increase in Countywide Administrative Overhead charges related to increased facilities maintenance charges for the William J. Carroll Government Center and the Stanton Correctional Facility. Increased miscellaneous increased reimbursements for material costs based on anticipated project activity performed for non-General Fund County departments combined with increased 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 \$394,123 is primarily the net result of the following:

A \$513,901 increase in Salaries and Employee Benefits is due to increases in employee wages, retirement, and workers' compensation insurance costs. In addition, the Department is recommending the addition of 2.0 FTE Custodian positions to increase service levels at the Health & Social Services' clinics and 1.0 FTE Building Trades Mechanic to address maintenance demands related to increased County owned or leased facilities.

A \$326,558 decrease in Services and Supplies is primarily the net result of:

- Decreased utilities primarily due to lower costs for natural gas (\$550,079) offset by increased water costs related to rate increases (\$32,469).

- Decreased Purchases for Resale for supplies and materials purchased on behalf of other departments (\$128,363).
- Increased contractual and professional services costs for smoke-free facility signage, window washing, carpet cleaning, and for costs related to the expansion of the Records and Information Management Program (\$360,629).
- Increased maintenance and building improvement costs to perform audio and visual upgrades in the multi-purpose rooms at the County Administration Center and to replace Uninterruptible Power System (UPS) batteries at three County facilities (\$65,000).
- Decreased rents and leases – building costs due to less space needed for records storage (\$61,265).

An increase of \$159,462 in Interfund Transfers to fund additional security services at the Fairfield campus and an increase in Countywide Administrative Overhead costs.

An increase of \$87,439 in Intrafund Transfers to reflect anticipated charges for services, postage and maintenance materials provided to General Fund departments based on prior year activity and departmental project requests.

\$26,288 is included in Fixed Assets to purchase a chipper (\$20,985) and a battery operated propress (\$5,303).

SUMMARY OF POSITION CHANGES

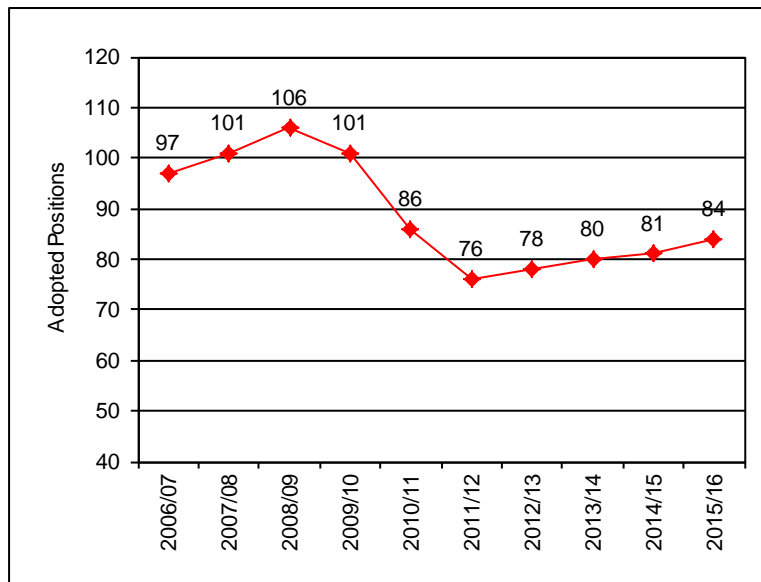
Changes in the Department’s position allocations since the adoption of the FY2014/15 Budget are provided below:

- Deleted 1.0 FTE County Architect and Added 1.0 Capital Projects Coordinator
- Retitled Small Projects Coordinator to Capital Projects Coordinator

The Department recommends adding the following position effective August 30, 2015 to address increased facilities maintenance needs:

- 2.0 FTE Custodians
- 1.0 FTE Building Trades Mechanic

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Given recent statewide mandatory urban conservation rules, the Department will continue to explore water conservation efforts at County facilities.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	985,425	923,285	985,017	61,732	6.7%
2801 FOUTS SPRINGS RANCH	282,565	189,500	196,388	6,888	3.6%
3001 GEN SVCS SPECIAL REVENUE FUND	668	207	355	148	71.5%
3100 FLEET MANAGEMENT	4,371,329	4,646,038	4,631,389	(14,649)	(0.3%)
9000 AIRPORT	1,891,525	1,859,869	1,893,647	33,778	1.8%
9010 AIRPORT PROJECT	281,304	1,378,370	870,412	(507,958)	(36.9%)
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	198,510	604,275	645,380	41,105	6.8%
2801 FOUTS SPRINGS RANCH	197,155	1,739,736	1,764,259	24,523	1.4%
3001 GEN SVCS SPECIAL REVENUE FUND	3,295	2,052	2,181	129	6.3%
3100 FLEET MANAGEMENT	6,427,658	4,905,367	4,826,435	(78,932)	(1.6%)
9000 AIRPORT	2,050,020	1,595,117	1,611,166	16,049	1.0%
9010 AIRPORT PROJECT	210,725	1,382,782	145,087	(1,237,695)	(89.5%)
NET CHANGE					
1640 REAL ESTATE SERVICES	786,915	319,010	339,637	20,627	6.5%
2801 FOUTS SPRINGS RANCH	85,410	(1,550,236)	(1,567,871)	(17,635)	1.1%
3001 GEN SVCS SPECIAL REVENUE FUND	(2,627)	(1,845)	(1,826)	19	(1.0%)
3100 FLEET MANAGEMENT	(2,056,329)	(259,329)	(195,046)	64,283	(24.8%)
9000 AIRPORT	(158,495)	264,752	282,481	17,729	6.7%
9010 AIRPORT PROJECT	70,579	(4,412)	725,325	729,737	(16539.8%)

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. Real Estate Services is responsible for administering agreements with the local Veterans groups and the franchise agreements with service providers for the collection of garbage, recyclables, and yard waste in the unincorporated areas of the County. In addition, Real Estate Services is responsible for the management of the County Events Center and the County Administration Center common conference rooms.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	103,316	155,852	160,340	4,488	2.9%
REVENUE FROM USE OF MONEY/PROP	774,035	718,186	738,503	20,317	2.8%
CHARGES FOR SERVICES	85,061	39,247	76,174	36,927	94.1%
MISC REVENUE	23,013	10,000	10,000	0	0.0%
TOTAL REVENUES	985,425	923,285	985,017	61,732	6.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	144,726	151,878	158,560	6,682	4.4%
SERVICES AND SUPPLIES	64,571	127,875	127,450	(425)	(0.3%)
OTHER CHARGES	2,111	250,169	365,795	115,626	46.2%
OTHER FINANCING USES	5,669	5,622	5,667	45	0.8%
INTRA-FUND TRANSFERS	(18,567)	68,731	(12,092)	(80,823)	(117.6%)
TOTAL APPROPRIATIONS	198,510	604,275	645,380	41,105	6.8%
NET COUNTY COST	(786,915)	(319,010)	(339,637)	(20,627)	6.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Real Estate Division’s Net County Costs reflects a decrease of \$20,627 when compared to the FY2014/15 Adopted Budget. This is primarily due an increase in Countywide Cost Allocation Plan costs offset by an increase in Intrafund Professional Services provided for managing County Event Center reservations. An increase in garbage franchise revenues in the amount of \$4,488 reflects small increases in rates. Building rental revenue is anticipated to increase by \$25,706 due to the addition of two new leases including Barb’s Courthouse Deli and LAFCO which relocated to County Administration Center in FY2014/15.

The following significant events occurred in FY2014/15:

- Sold one surplus real property located in Vacaville to ICON Aircraft, Inc. for approximately \$2.1 million with structured financing resulting in additional monthly revenue of \$7,875 in interest payments to the General Fund until the remaining balance of the sale price is paid by October 2017 (\$210,000 down payment and \$63,000 in interest payments received in FY2014/15).
- Negotiated one new revenue license agreement for County-owned property in Vacaville with AT&T – New Cingular Wireless, which increased one-time revenues of \$12,793 and annual revenues of approximately \$700 to the Airport Enterprise fund.
- Negotiated 10-year extensions to three existing agreements and one new 10-year agreement for garbage, recycling, and green waste collection services in the unincorporated county area that provide customers with additional/enhanced services with measurable benchmarks and performance metrics to assist the County with attaining its goal of reaching a 75% diversion rate by 2020.
- Received approximately \$18,000 in one-time General Fund revenues from ten private rental events held at the County Events Center.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Summary of Other Administered Budget 3001 – Fund 301-General Services Special Rev. Fund
Michael J. Lango, Director of General Services
Other General/Property Management

FUNCTION AND RESPONSIBILITIES

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	15	7	5	(2)	(28.6%)
CHARGES FOR SERVICES	221	200	50	(150)	(75.0%)
MISC REVENUE	433	0	300	300	0.0%
TOTAL REVENUES	668	207	355	148	71.5%
APPROPRIATIONS					
SERVICES AND SUPPLIES	3,253	1,746	800	(946)	(54.2%)
OTHER CHARGES	42	306	33	(273)	(89.2%)
TOTAL APPROPRIATIONS	3,295	2,052	833	(1,219)	(59.4%)
CHANGE IN FUND BALANCE	2,627	1,845	478	(1,367)	(74.1%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents an increase of \$148 or 71.5% in revenues and a decrease of \$1,219 or 59.4% in appropriations when compared to the FY2014/15 Adopted Budget. This budget is financed primarily by the available fund balance. It is anticipated that available fund balance will be exhausted in FY2015/16, and therefore, appropriations reflect partial year expenses for office expenses and postage. Revenues reflect user photocopy charges and donations. If revenues do not materialize, and the fund balance is depleted, a General Fund contribution to support the Solano County Historical Records may be needed in the second half of FY2015/16.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

On December 9, 2014, the Board received a report on the Solano County Historical Records future options. At that time, the Board directed staff to hire a consultant to evaluate the Records and develop policies/procedures for managing the records. Staff worked with the Board committee and representatives from the commission on the qualifications and then solicited Requests for Proposals in January, 2015 and received no suitable submittals. County staff, in coordination with the Historical Records Commission, continues to work to identify a qualified consultant to perform the evaluation. Once a consultant is identified, Staff will return to the Board with a proposed contract and next steps and a proposal for funding the necessary work.

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 90% of fleet vehicles qualified as certified low emission. Certified low emission vehicles emit less than 50% of the pollutants of the average vehicle of that model year.
- Increased the percentage of hybrid and electric vehicles from 8% to 11% of the light equipment fleet (50 of 454 vehicles) with the addition of 12 hybrid vehicles in FY2014/15. Hybrid vehicles now comprise 50% of the approximately 100 possible applications where hybrid vehicles could be used in the County fleet.
- Increased the number of light equipment vehicles in the fleet that are capable of operating on E85 alternative fuel from 38% to 40% (180 of 454 total vehicles).

WORKLOAD INDICATORS

- Maintains and services 454 County vehicles including 73 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 \$14,649 or 0.3% in revenues and a decrease of \$78,932 or 1.6% in appropriations when compared to the FY2014/15 Adopted Budget.

The primary funding source for the Fleet Management Division is Charges for Services. Revenues of \$4,631,389 represent a decrease of \$14,649 when compared to the FY2014/15 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery.

The decrease in appropriations represents is the primarily due to a decrease in equipment and vehicle acquisitions offset by an increase in Salaries and Employee Benefits and vehicle and equipment maintenance costs.

The primary costs for the Division are:

- Salaries and Employee Benefits, which reflects an increase of \$32,698. This increase represents general increases in salaries, retirement benefits and workers' compensation costs.
- Services and Supplies, which is estimated to increase by \$55,675 largely due to increases in vehicle, equipment, and building maintenance costs.
- Other Charges, which is estimated to increase by \$18,605 due to increased Countywide Administrative Overhead costs.
- Equipment, which is expected to decrease by \$184,255 due to less vehicles requiring replacement in FY2015/16 based on the replacement schedule.
- Other Financing Uses of \$33,603 represents the Division's Pension Obligation Bond payment.

DEPARTMENT COMMENTS

Revenue decreases have resulted from County departments and contracted outside agencies reducing the number of vehicle

Summary of Other Administered Budgets

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

leases and usage of fleet vehicles. Countywide budgetary constraints have resulted in a total fleet size reduction of 59 vehicles (11%), from a high of 513 vehicles in FY2008/09 to the current 454 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	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	11,381	10,000	10,500	500	5.0%
CHARGES FOR SERVICES	4,214,674	4,442,624	4,350,889	(91,735)	(2.1%)
MISC REVENUE	26,824	68,707	69,500	793	1.2%
OTHER FINANCING SOURCES	118,450	124,707	200,500	75,793	60.8%
TOTAL REVENUES	4,371,329	4,646,038	4,631,389	(14,649)	(0.3%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,020,125	1,000,590	1,033,288	32,698	3.3%
SERVICES AND SUPPLIES	2,006,307	2,053,418	2,109,093	55,675	2.7%
OTHER CHARGES	245,334	274,801	293,406	18,605	6.8%
F/A EQUIPMENT	1,611,444	1,541,300	1,357,045	(184,255)	(12.0%)
OTHER FINANCING USES	384,216	35,258	33,603	(1,655)	(4.7%)
TOTAL APPROPRIATIONS	5,267,427	4,905,367	4,826,435	(78,932)	(1.6%)
NET GAIN(LOSS)	(896,098)	(259,329)	(195,046)	64,283	(24.8%)

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

- All office and hangar spaces at the Airport are at 100% occupancy. The Airport actively leases any temporary vacant spaces and is working extensively on the ICON Aircraft proposed Water Operating Area and Through-the-Fence Access to the Nut Tree Airport. The Airport is also working with Solano Community College and the Jimmy Doolittle Education Foundation for development of a joint use aviation campus and a Center of Patriotism adjacent to the Airport.
- Substantially improved fuel sales from the previous fiscal year through marketing and competitive pricing which generates operating revenue for the Airport.
- Completed Phase I of the Runway 2-20 Threshold Shift Project and Taxiway K connecting the Runway with the ICON Aircraft manufacturing facility.
- Updated the Airport Capital Improvement Plan (ACIP) for 2014 – 2019 that outlines Federal Aviation Administration (FAA) funding eligibility of capital projects.
- Hosted the 2014 Mustangs & More event providing adults and children with the opportunity to experience the Airport, take an airplane ride, and to view historic military aircraft.

WORKLOAD INDICATORS

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$33,778 or 1.8% in revenues and an increase of \$16,049 or 1.0% in appropriations when compared to the FY2014/15 Adopted Budget.

The primary funding sources for the Airport include:

Property Tax revenues in the amount of \$343,917 which reflects an increase of \$31,569 or 10.1% when compared to the FY2014/15 Adopted Budget.

Revenue from leases and rentals in the amount of \$637,040, which reflects an increase of \$103,886 or 19.5% due to the leasing of previously vacant office space and aircraft hangar space.

Charges for Services in the amount of \$852,581, which reflects a decrease of \$125,270 or 12.8% primarily due to a decrease in fuel costs.

Summary of Other Administered Budgets

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

The primary costs for the Airport include:

Salaries and Employee Benefits of \$357,140, which represents an increase of \$9,075 or 2.6% due to increases in wages and benefits.

Services and Supplies of \$1,007,801, which represents a net decrease of \$46,519 or 4.4% which is primarily due to decreases in fuel costs for purchases for resale and decreases in liability insurance, offset by an increase in controlled assets for the replacement of furniture in the multi-purpose meeting space.

Other Charges of \$128,923, which represents an increase of \$89,732 or 229.0% largely due to an increase in Countywide Overhead costs.

DEPARTMENT COMMENTS

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	313,311	312,348	343,917	31,569	10.1%
REVENUE FROM USE OF MONEY/PROP	522,166	533,154	637,040	103,886	19.5%
INTERGOVERNMENTAL REV STATE	13,695	13,709	3,709	(10,000)	(72.9%)
CHARGES FOR SERVICES	1,001,272	977,851	852,581	(125,270)	(12.8%)
MISC REVENUE	41,081	22,807	46,400	23,593	103.4%
OTHER FINANCING SOURCES	0	0	10,000	10,000	0.0%
TOTAL REVENUES	1,891,525	1,859,869	1,893,647	33,778	1.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	336,321	348,065	357,140	9,075	2.6%
SERVICES AND SUPPLIES	1,097,044	1,054,320	1,007,801	(46,519)	(4.4%)
OTHER CHARGES	74,301	39,191	128,923	89,732	229.0%
F/A EQUIPMENT	0	16,257	0	(16,257)	(100.0%)
OTHER FINANCING USES	13,139	12,990	12,802	(188)	(1.4%)
INTRA-FUND TRANSFERS	75,936	124,294	104,500	(19,794)	(15.9%)
TOTAL APPROPRIATIONS	1,596,740	1,595,117	1,611,166	16,049	1.0%
NET GAIN(LOSS)	294,785	264,752	282,481	17,729	6.7%

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 a decrease of \$507,958 or 36.9% in revenues and a decrease of \$1,237,695 or 89.5% in appropriations when compared to the FY2014/15 Adopted Budget. The decrease in revenues reflects a decrease in Federal Aviation Administration (FAA) reimbursements as over 50% of this revenue was received in FY2014/15 for Phase II of the Runway Shift project, and the balance will be received in FY2015/16 upon completion of the project. The decrease in appropriations represents the completion of Phase I of the Runway Shift project, partial completion of Phase II of the Runway Shift project and the design of the new relocated Automated Weather Observation System (AWOS) project. Construction of the AWOS is expected occur in FY2016/17.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	63,750	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	0	1,326,851	785,412	(541,439)	(40.8%)
MISC REVENUE	217,554	51,519	85,000	33,481	65.0%
TOTAL REVENUES	281,304	1,378,370	870,412	(507,958)	(36.9%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	286,661	1,504,870	246,500	(1,258,370)	(83.6%)
OTHER CHARGES	0	2,206	3,087	881	39.9%
INTRA-FUND TRANSFERS	(75,936)	(124,294)	(104,500)	19,794	(15.9%)
TOTAL APPROPRIATIONS	210,725	1,382,782	145,087	(1,237,695)	(89.5%)
NET GAIN(LOSS)	70,579	(4,412)	725,325	729,737	(16539.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

The Nut Tree Airport 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 FY2015/16. The Runway Threshold Shift Project is considered a high funding priority by the FAA and a grant agreement with the FAA for 90% funding was secured by the County during FY2014/15.

The Airport has assessed all pavements on the airport during FY2014/15 as part of an Airport Pavement Management Plan. The necessary designs to rehabilitate pavement areas will be prepared during FY2015/16. Design plans will also be prepared for a new relocated Automated Weather Observation System (AWOS) anticipated to be 90% funded by the FAA. Relocation of the AWOS is necessary as the existing weather station is sited within a future hangar development area.

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$10,000 in new grant revenues and an increase of \$10,000 in appropriations. This Caltrans grant was previously part of the Nut Tree Airport operating budget; however, due to State reporting requirements, this grant must be budgeted in a separate fund and subsequently transferred to the Airport operating fund.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	0	10,000	10,000	0.0%
TOTAL REVENUES	0	0	10,000	10,000	0.0%
APPROPRIATIONS					
OTHER FINANCING USES	0	0	10,000	10,000	0.0%
TOTAL APPROPRIATIONS	0	0	10,000	10,000	0.0%
NET GAIN(LOSS)	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

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

FUNCTION AND RESPONSIBILITIES

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

Operational responsibility for the facility and its operating permits along with the budget unit and the allocation for 0.60 FTE part time staff have been transferred to the Department of General Services. The Department of General Services oversees the maintenance and safeguard of the grounds and facilities and is serving as lead in the decommissioning process to terminate the Special Use Permit with the U.S. Department of Agriculture/Forest Service who owns the land. The demolition and site preparation work is anticipated to be completed by March 2017.

DEPARTMENTAL BUDGET SUMMARY

As part of the FY2012/13 Adopted Budget, the Board approved funding in the amount of \$1.5 million to support decommissioning efforts. The original budget for this project was based on partial demolition, of which approximately \$535,000 has been spent on decommissioning efforts, including creating a scope of work. The County has been developing the decommissioning and site restoration plan pursuant to the United States Forest (USFS) requirements, and several key components are now complete or underway including:

- Memorandum of Understanding and Cost Recovery Agreement with the USFS for the decommissioning process
- Bat Roost Survey and Cultural Resources Assessment
- California State Office of Historic Preservation Review
- Phase I Environmental Site Assessment
- Hazardous Materials Survey, Sampling Assessment, and Removal Plan
- Scope of Work for a National Environmental Policy Act (NEPA) Environmental Assessment and Finding of No Significant Impact (FONSI)
- Engineering services for preparation of construction drawings for building demolition and site restoration
- Preliminary Project Budget Estimate
- Preliminary Master Schedule

It is anticipated that demolition and site restoration work will be bid by the end of 2015, at which time a more definitive estimate of the total project cost will be determined. The project is anticipated to be completed in March 2017.

The Recommended Budget represents an increase of \$6,888 or 3.6% in revenues and an increase of \$24,523 or 1.4% in appropriations when compared to the FY2014/15 Adopted Budget.

The appropriations included in the Recommended Budget include decommissioning costs of \$1,567,871, which is rebudgeted from FY2014/15, as well as the costs for maintenance and security of the facility (\$196,388), including a part-time building maintenance staff on site (\$83,992). 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.

Summary of Other Administered Budgets

2801 – Fund 031-Fouts Springs Youth Facility

**Michael J. Lango, Director of General Services
Detention and Corrections**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	5,977	2,000	2,000	0	0.0%
MISC REVENUE	89,919	0	0	0	0.0%
OTHER FINANCING SOURCES	186,669	187,500	194,388	6,888	3.7%
TOTAL REVENUES	282,565	189,500	196,388	6,888	3.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	83,289	82,684	83,992	1,308	1.6%
SERVICES AND SUPPLIES	111,050	1,653,242	1,676,611	23,369	1.4%
OTHER CHARGES	4	1,000	1,000	0	0.0%
OTHER FINANCING USES	2,813	2,810	2,656	(154)	(5.5%)
TOTAL APPROPRIATIONS	197,155	1,739,736	1,764,259	24,523	1.4%
NET GAIN(LOSS)	85,410	(1,550,236)	(1,567,871)	(17,635)	1.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

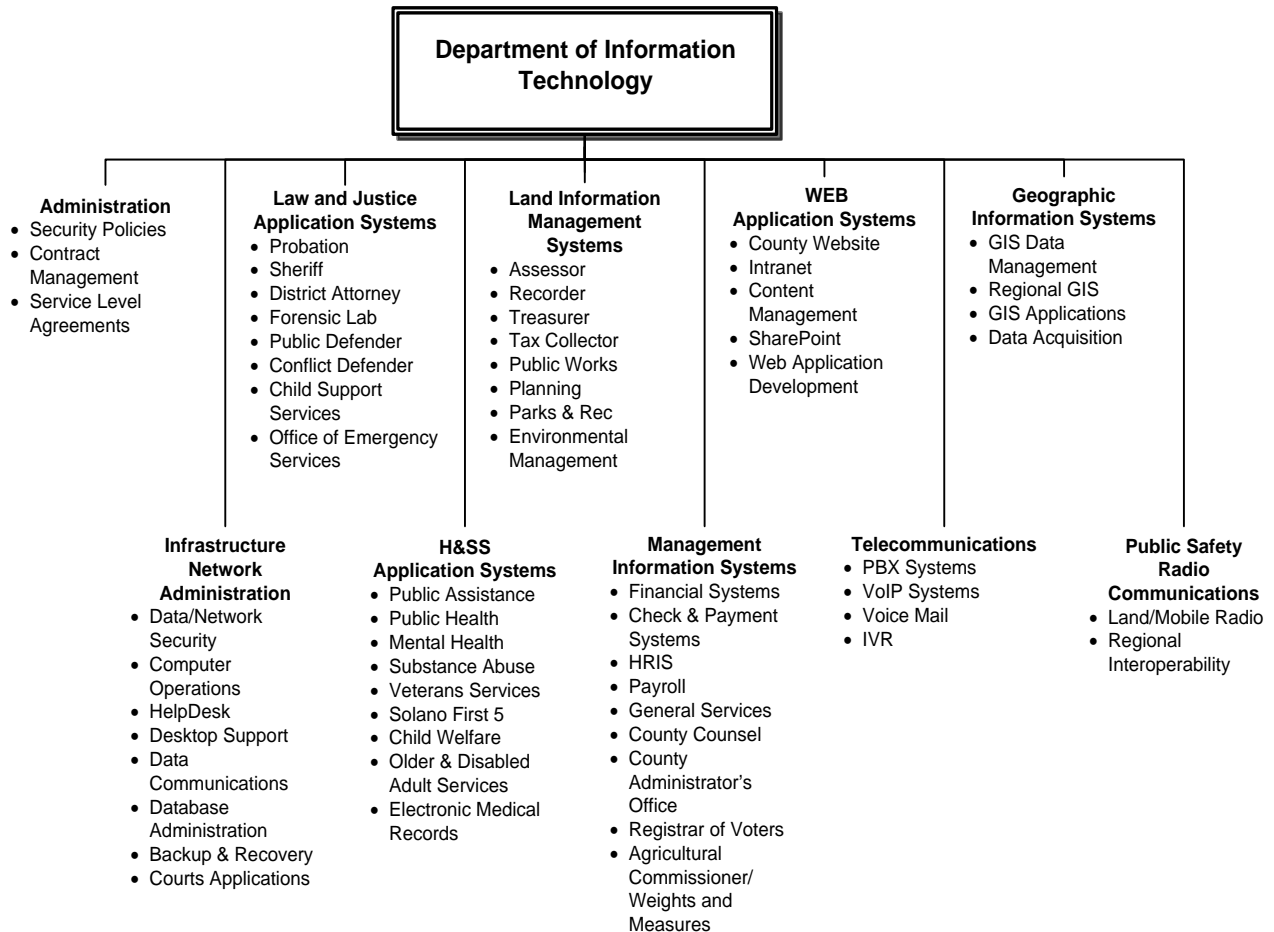
None.

SUMMARY OF POSITION CHANGES

Changes in the Fouts Springs' position allocation from the FY2014/15 Adopted Budget are provided below:

- In May 2015, 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, 2015 to June 30, 2016 to complete the decommissioning process.

Ira Rosenthal, Chief Information Officer
Other General



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2014/15 Third Quarter Projection:	20,846,515
FY2015/16 Recommended:	21,806,069
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	53

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

DoIT has been addressing the cost, flexibility and resiliency of the County's information technology services through consolidation, implementation of virtualization technologies and, most recently, the leveraging of cloud-based services. At the time IT services were consolidated into a single department in FY2003/04 staff, including Xerox contractor staff, totaled 115 FTEs. With the addition of seven positions within the fiscal year, the DoIT workforce in FY2014/15 now totals 97 FTEs (53 County and 44 Xerox contractors) or a total reduction of 16% from its staffing level prior to the economic downturn.

The County is in need of automation to carry out mandated activities and to implement new productivity-improving tools like mobile technology, new case management applications, Electronic Health Records, and automation for the County jail facilities. Although the DoIT comprises only 2.5% of the total County budget, with the support of its business partners in departments throughout the County, it has been able to make significant progress in improving the technology tools and capabilities available to County users, and in the automation of business processes.

Business Process Automation and Workflow

- Document Management:
 - Continued the deployment and maintenance of over 270 Documentum-based imaging applications to significantly reduce paper storage requirements and minimize search and retrieval of documents in various departments. Continued work on integrating the Documentum Application Programming Interface with Solano County Integrated Property System (SCIPS) to allow viewing of historical assessment documentation. Developed an interface to store and retrieve check images through the Tax Collector's lockbox payment process. Completed Documentum automation projects for Health and Social Services (HSS) administration units.
 - Initiated a Documentum workflow automation project with HSS Older and Disabled Adult Services to provide web-based field collection forms, process workflow, and electronic document storage and retention.
 - Continue participation on the Records Information Management (RIM) initiative. Set-up prototype applications with Retention Management enabled for three departments based on the results of a standardized interview process. DoIT expects to make additional investments in Documentum tools and to deploy many new applications in conjunction with this Countywide Records Management Project.
 - Completed the conversion of Resource Management's CDImage document imaging system to Documentum. This will allow all legacy images supported by CDI to be accessed and managed through Documentum.
- Geographic Information Systems (GIS):
 - Coordinated the first of three aerial image captures under the six year Pictometry contract. Planning is underway to implement Change Finder, a software package used to detect changes in building outlines to aid jurisdictions in enforcing building permit compliance.
 - Procured software and training to facilitate the conversion of the existing Geodatabase into the developing Local Government Information Model standard. This project is on-going and is being coordinated with the regional GIS partners throughout the county.
 - Completed the implementation of Pictometry On-Line (Hosted) which incorporates Electronic Field Study desktop client features into the user's web browser. Moving this service to the cloud relieves staff of maintenance and administration burdens and provides access to a wider audience.
- Worked with the Board of Equalization and the County Administrator's Office to redesign assessment appeal forms for the Solano County Assessment Appeal Board to make them ADA compliant.
- Expanded local Legistar user base throughout the County by 22% and revamped user security profiles in the Legistar application to eliminate excessive permissions given to users when the application was initially implemented. Worked with most County departments to implement this new security scheme. Also, assisted the Clerk of the Board in developing a training plan to be used throughout the County for Legistar training.

Ira Rosenthal, Chief Information Officer

Other General

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- Continued administration and maintenance of the SouthTech suite of applications for the County Clerk's office and worked to stabilize the SouthTech eDisclosure and CampaignDocs applications for the Registrar of Voters. The following modules are currently supported in the County Clerk's Office: eMarriage, eMarriageScheduler, eFBN, eNotary, ProcessServer, LegalDocAssist, PPC, UnlawfulDetainerAssistant.
 - Continued the implementation of Accela Automation suite for Resource Management. Developed Reports and scripts for building permit types (building, planning, public works and environmental health). Completed the implementation of the service request module and consolidated existing online building permit system with Accela Citizen Access Portal. Portal is expected to be available to the public by the end of FY2014/15.
 - Continued implementing software enhancements to Resource Management's CAMS and SWEEPS software programs.
 - Property Systems Division completed the development of the Tax Collector's Lobby Kiosk, a touch screen based system to give customers the ability to lookup property information and the option of paying their property tax bill with a credit or debit card or e-Check.
 - Completed the District Attorney's Real-estate Fraud Notification project. In conjunction with the Assessor/Recorder and District Attorney departments, DoIT worked with the recorder system vendor to develop a process to notify the public when a document was recorded on their property. This notice assists in identifying fraudulent activity earlier in the process, saving time and Court cost.
 - Continued to expand SharePoint to implement workflow efficiencies between Courts, District Attorney (DA), Sheriff Custody, and Probation (Management of Probation 1203.9 Transfer in, and Book and Release).
 - Continued to expand the Solano Law and Justice 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.
 - Deploying new data911 vehicle computer/camera systems in all Sheriff Patrol vehicles with a significant increase in the quality of the video. This deployment includes a new backend system for video storage.
 - Deploying over 100 body-worn cameras to all sworn personnel in the Sheriff's Office. This technology will utilize the same storage backend as the vehicle cameras.
 - Implemented upgrade to the Performance Appraisals for Managers to allow process to be completed electronically. The application now allows the appraiser to request a self-evaluation, to view the self-evaluation while completing final evaluation, and includes an electronic signature of both the employee and manager.
 - Implemented a replacement for HSS "Job Opportunities," internal transfer application. The new application, Voluntary Change of Assignment (VCA), implements a workflow process. This allows staff to request reassignment to the open position and routes the request to the current manager and hiring manager.

New System Development and Implementation

- Began testing the implementation of ArcGIS On-Line. Utilizing the ESRI cloud, access to applications and data layers can be easily shared with the public and regional partners through the use of role based security. Currently evaluating the potential cost savings from reducing server administration and maintenance.
- Began the Recorder's system upgrade project. The upgraded system will utilize County standard hardware and software, leveraging the current technical staff and remove obsolete legacy systems.
- PeopleSoft HR and Payroll System:
 - Completed the upgrade of PeopleSoft Human Capital Management (previously called HR and Payroll) to version 9.2 from version 8.8. This entailed the retrofitting of customizations from the previous version (over 1000 customizations), and rewriting hundreds of custom queries. Also, the database was converted to SQL Server from Oracle, as a part of retiring Oracle database systems. The custom application MyPay for viewing paychecks was retired with implementation of PeopleSoft ePay module.

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- Completed email translation of all employees from Active Directory to the PeopleSoft system allowing Human Resources to have an email connection to all employees individually.
 - Completed the upgrade of Electronic Personnel Action Form (ePAF) to be compatible with the PeopleSoft upgraded version level.
 - Completed implementation of reporting and processing of special compensation codes for CalPERS, retropay processes, prior period adjustments and Supplemental Income Plan.
 - Completed reporting process for determining eligibility and affordability of all employees for the Affordable Care Act for medical coverage.
 - Electronic Health Records Systems:
 - 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.
 - Continued 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 HSS management staff.
 - Implement ICD-10 in NextGen to meet coding requirements for billing Medicare and Medi-Cal. Failure to properly implement ICD-10 will result in loss of funding from some payers.
 - Upgrade Avatar EHR system and implement ICD-10 to meet coding requirements for billing Medicare and Medi-Cal. Deadline for upgrade to ICD-10 is October 1, 2015. Failure to meet this deadline could result in loss of funding from some payers.
 - Continue development of enhanced Avatar management reports to track productivity, provider claims, and revenue for HSS management staff.
 - Continue planning and implementation of the Avatar EHR System for HSS Mental Health and Substance Abuse Divisions. Like the NextGen EHR, Avatar automates processes to help provide better services to county residents and puts the County in compliance with federal mandates for electronic health records. The practice management phase of the system went into production on July 1, 2013. The second phase, which includes the clinical modules, data warehousing, scanning, and lab orders will go live by December 31, 2015.
 - Planning and implementation of the Avatar consumer portal to allow the behavioral health clients to electronically interact with their providers. Some consumer portal features include the ability to send a secure email to the provider, request an appointment, and view medications and lab results. This functionality is a requirement of the federal government's Meaningful Use program.
 - Implemented Enlighten Analytics for Avatar. Enlighten Analytics is a powerful user-friendly dashboard tool that captures financial, operational, and clinical data and permits multi-dimensional analysis of key performance data and provides drill-down capabilities as well as benchmarking and longitudinal comparisons.

Ira Rosenthal, Chief Information Officer

Other General

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- Transitioned the Integrated Care Clinics from Family Health Services federally qualified health centers (FQHC) to Mental Health Services Short-Doyle/Medi-Cal. This included configuring the systems involved for the new programs and staff, training staff and physicians, providing end user support, and preparing and cleaning data export from NextGen to Avatar.
 - Migrated CalWIN County Information Server (CIS) and local data marts from Oracle to SQL Server. All local CalWIN reports will need to be modified to account for the change in data source. Discontinued the use of Prenatal Care Guidance (PCG) system; staff will use Persimmony. Employment and Eligibility Services (EES) Work Participation Rate (WPR) system will be reengineered on SQL platform to incorporate recent requested modifications and the current WPR application will be retired. All historical data will be stored on SQL server.
 - Continued expanding the implementation of the County's standardized credit card acceptance and processing solution through the installation of 11 point-of-sale terminals and 11 virtual terminals in Health and Social Services and two point-of-sale terminals and one virtual terminal in the Registrar of Voter's Office allowing departments to accept credit and debit cards and providing a convenient service to the public.
 - Completed the implementation of the Assessor's Office acquisition of an automated valuation module to streamline the valuation and enrollment of property changing ownership.
 - Completed 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.
 - Completed the project to replace the Inmate Management System with a newly selected system at the 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 was on an extremely tight timeline as dictated by the construction schedule and the State's funding/reimbursement schedule.
 - Completed the implementation of a Custody Video Visitation system for all County 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 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.
 - Continued to expand DoIT's collaborative Solano Criminal Justice Information System (CJIS) SharePoint sites in the Solano Public Safety wide area network (WAN) accessible by the law and justice departments (Sheriff, Probation, DA, Public Defender and DCSS) and law enforcement partners from the seven cities located within the county (Vallejo, Fairfield, Vacaville, Suisun, Benicia, Dixon, Rio Vista).
 - Completed development of a local repository of historical non-booking photos and retired the current end-of-life Imagetrak mug shot system. Mug shots have been migrated to the new jail management system.
 - Continue implementation and deployment activities for the new case management system (New Dawn) for the DA. Upon successful completion of the DA's portion of the system, begin planning and implementation of the system for the Public Defender and the Probation Department. The new system will allow for the sharing of case files between the departments as well as outside agencies and attorneys. The new case management system is part of an integrated criminal justice system that will eventually replace the systems currently used by the Public Defender and Probation.
 - Implement the Warrants Module for the Sheriff's Records System. This module captures warrant data and prepopulates California Law Enforcement Telecommunications System (CLETS) screens for the Department of Justice, eliminating duplicate data entry and improving data accuracy.
 - Planned and implemented a Pesticide Use License Registration system for the Agriculture Department. This online tool allows members of the general public to register their State license with Solano County and pay the fee online. It takes advantage of the County's FIS solution for online payments.

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- Implemented a website with a Content Management System (CMS) for the Real Estate Fraud Advisory Team (REFAT). REFAT is a non-County entity that the DA department works with to help educate, prevent, and process Real Estate Fraud. This CMS had to be graphically customized for the REFAT site.
 - Implemented an “In Custody” website application for the Sheriff’s Office. The website allows users to search for a person in County custody. On a successful search it returns information about the inmate including: criminal charges, current location held, facility contact information, facility visiting hours, and access to the new video visitation system.
 - Designed and implemented a mobile application for the Department of General Services. The WinCAMS mobile application is designed to allow staff to update or enter work requests in areas without network connectivity. It stores updates locally and then moves them up to a server when a Network connection becomes available.
 - Continued work on the implementation of SunGard’s OneSolution, the next generation finance and accounting system to replace the County’s current system Integrated Fund Accounting System (IFAS).

Infrastructure Improvements

- Upgraded the Sheriff’s Office server domain to Active Directory 2012 with Federated Identity Services for use with Cal DOJ Smart Justice.
- Replaced 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. Implemented an on premise, secure file sharing pilot using the County’s 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. This project also includes repointing / reinstalling critical County systems and applications to new domain controllers, migrating Courts servers to a new Courts domain, retiring an existing domain, implementing additional password policies for the Department of Child Support Services, separating DHCP services from domain controllers, upgrading the primary cache DNS server in the DMZ.
- Continue to implement Office365, a cloud-based hosting solution for Microsoft Exchange, Office, and SharePoint. Office365 will eventually replace a number of security appliances and enhance overall resiliency in a disaster, provide tools for legal discovery, provide extended data storage, and provide additional tools for securing and encrypting data and email. The project also includes replacing the County’s existing IronPort email encryption with Office Message Encryption and ensuring both systems can be used in parallel until all users are migrated to Office365.
- Plan for and implement a redundant internet connection.
- Continue to replace PGP Whole Disk Encryption (WDE) and Endpoint Portable Media Protection with Check Point Full Disk Encryption (FDE) and Portable Media Protection to better meet Solano County’s encryption requirements and help protect against sensitive data loss and data leakage. There are approximately 1,500 computers completed and 550 remaining.
- 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. This consists of two projects as follows:
 - Citrix was implemented to securely provision virtual Solano County desktops and applications to users on demand to any device including smart phones, tablets and Solano County desktop computers. This project was completed in September 2014.
 - Three month pilot of 50 cloud virtual desktops via Quest Desktop as a Service (DaaS). Pilot will increase DoIT’s understanding of Virtual Desktop Infrastructure (VDI) and prepare County to go out to bid for a countywide VDI implementation. Additional benefits to Solano County are potential cost savings on desktops, hoteling and disaster recovery options, as well as anytime/anywhere access to Solano County desktops.

Ira Rosenthal, Chief Information Officer

Other General

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- Continue implementation of Mobile Device Management control software to improve security over both County-owned and employee-owned mobile devices. In addition, MobileIron will be used to provision commonly used software to iPads.
 - 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.
 - Upgrade to web-based in-vehicle mobile GIS mapping for 170 of Solano's First Responders under a Homeland Security grant obtained by the Office of Emergency Services (OES). This upgrade will relieve the client computers from running a thick client and instead access a "Google Maps-like" web server hosted in the Law and Justice CJIS network.
 - Deployed new cellular broad-band data communications to the Sheriff's patrol vehicles. This project allows the County to comply with the Department of Justice (DOJ) mandate for "2nd Factor Authentication" for all vehicle computers and a Federal Communications Commission (FCC) mandate for narrow banding of the County's data radio frequency. 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 CLETS server, has been developed into a secure network area for hosting regional law enforcement shared resources. This area provides a regional CJIS network including:
 - Upgraded the CJIS Domain to 2012, implemented Global Federated Identity Provider Management (GFIPM), and registered the CJIS Domain with Cal DOJ SmartJustice ID server. This will allow the Solano CJIS network to serve as the identity store for law enforcement access to the SmartJustice web portal.
 - 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. DA and Probation servers have been virtualized and moved into the CJIS VM farm.
 - Plan, design and implement the data network and telecommunication infrastructure needs for the Claybank upgrade project, the Stanton Correctional Facility, the new Animal Care site at Claybank, the Vallejo Animal Control office, and the Probation office at Sullivan Middle School. 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.
 - Plan, design and implement the wireless needs countywide including a wireless control system as well as separate networks for internal County and public wireless. In addition, identify and implement a solution to implement AD authentication to add another layer of security.
 - Implemented the installation of Team Foundation Server (TFS) as source control for DoIT project code. Migrated existing project code from Visual Source Safe (VSS), which is no longer supported by Microsoft.

WORKLOAD INDICATORS

- During the period of March 1, 2014 to February 28, 2015, there were a total of 20,844 work orders and trouble tickets received by the Helpdesk. Of the trouble tickets received there were: 11 Priority 1 Incidents, 26 Priority 2 Incidents, 957 Priority 3 Incidents, and 10,127 Priority 4 Requests reported to the Helpdesk and resolved within published service level targets.

Functional Area Summary

1870 – Fund 370-Department of Information Technology

Ira Rosenthal, Chief Information Officer

Other General

- 410 servers were hosted on 97 physical servers, 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	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	791,408	972,637	920,373	(52,264)	(5.4%)
INFRASTRUCTURE	8,852,209	9,456,580	9,990,479	533,899	5.6%
LAW & JUSTICE APPLICATION SYSTEMS	731,357	1,073,666	1,269,481	195,815	18.2%
H&SS APPLICATION SYSTEMS	1,372,186	1,664,909	1,627,163	(37,746)	(2.3%)
MANAGEMENT INFORMATION SYSTEMS	1,457,771	2,047,492	1,740,862	(306,630)	(15.0%)
LAND INFORMATION MANAGEMENT SYSTEMS	2,210,594	2,122,408	1,760,123	(362,285)	(17.1%)
WEB APPLICATION SYSTEMS	614,902	690,607	700,741	10,134	1.5%
GEOGRAPHIC INFORMATION SYSTEMS	765,731	1,298,669	1,225,153	(73,516)	(5.7%)
TELECOMMUNICATIONS	1,615,223	1,548,271	1,406,145	(142,126)	(9.2%)
PUBLIC SAFETY RADIO COMMUNICATION	363,991	404,994	417,580	12,586	3.1%
TOTAL REVENUES	18,775,372	21,280,233	21,058,100	(222,133)	(1.0%)
APPROPRIATIONS					
DOIT-ADMINISTRATION	758,084	982,056	926,883	(55,173)	(5.6%)
INFRASTRUCTURE	10,367,381	9,767,330	10,684,946	917,616	9.4%
LAW & JUSTICE APPLICATION SYSTEMS	734,915	1,083,386	1,309,349	225,963	20.9%
H&SS APPLICATION SYSTEMS	1,373,813	1,670,073	1,640,858	(29,215)	(1.7%)
MANAGEMENT INFORMATION SYSTEMS	1,552,929	1,799,522	1,499,782	(299,740)	(16.7%)
LAND INFORMATION MANAGEMENT SYSTEMS	2,408,047	1,677,121	1,774,062	96,941	5.8%
WEB APPLICATION SYSTEMS	643,819	695,771	706,052	10,281	1.5%
GEOGRAPHIC INFORMATION SYSTEMS	768,934	1,310,947	1,228,374	(82,573)	(6.3%)
TELECOMMUNICATIONS	1,420,453	1,548,501	1,594,130	45,629	2.9%
PUBLIC SAFETY RADIO COMMUNICATION	470,578	404,996	441,633	36,637	9.0%
TOTAL APPROPRIATIONS	20,498,953	20,939,703	21,806,069	866,366	4.1%
CHANGE IN FUND BALANCE					
DOIT-ADMINISTRATION	(33,324)	9,419	6,510	(2,909)	(30.9%)
INFRASTRUCTURE	1,515,172	310,750	694,467	383,717	123.5%
LAW & JUSTICE APPLICATION SYSTEMS	3,559	9,720	39,868	30,148	310.2%
H&SS APPLICATION SYSTEMS	1,627	5,164	13,695	8,531	165.2%
MANAGEMENT INFORMATION SYSTEMS	95,158	(247,970)	(241,080)	6,890	(2.8%)
LAND INFORMATION MANAGEMENT SYSTEMS	197,453	(445,287)	13,939	459,226	(103.1%)
WEB APPLICATION SYSTEMS	28,917	5,164	5,311	147	2.8%
GEOGRAPHIC INFORMATION SYSTEMS	3,203	12,278	3,221	(9,057)	(73.8%)
TELECOMMUNICATIONS	(194,770)	230	187,985	187,755	81632.6%
PUBLIC SAFETY RADIO COMMUNICATION	106,587	2	24,053	24,051	1202550.0%
NET CHANGE	1,723,582	(340,530)	747,969	1,088,499	(319.6%)

Ira Rosenthal, Chief Information Officer

Other General

	2013/14 ACTUAL	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
STAFFING					
DOIT-ADMINISTRATION	5	5	5	0	0.0%
INFRASTRUCTURE	0	0	5	5	100.0%
LAW & JUSTICE APPLICATION SYSTEM	5	6	8	2	33.3%
H&SS APPLICATION SYSTEMS	10	11	11	0	0.0%
MANAGEMENT INFORMATION SYSTEM	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SY	9	10	10	0	0.0%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	1	0	0.0%
TELECOMMUNICATIONS	2	2	2	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATI	2	2	2	0	0.0%
TOTAL STAFFING	43	46	53	7	15.2%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$222,133 or 1% in revenues and an increase of \$866,366 or 4.1% in appropriations when compared to the FY2014/15 Adopted Budget.

The Department is an Internal Service Fund and as such its only funding source is through charges for services to County departments and other agencies. The Department’s cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and with the exception of depreciation of capital assets, which are charged to departments based on standard depreciation schedules. The projected decrease in fund balance of \$747,969 is primarily due to the net, of \$823,943 increase for the five technology management positions added in FY2014/15 that will be responsible for all infrastructure operations as the County moves to leverage managed services and cloud computing platform, \$187,985 cost not recovered for a rate holiday for telephone overhead charges and the increase in countywide administrative overhead (A-87) and building use charges of \$92,012 received after budget instructions were published, and offset by revenue recovered for the completed capital project of \$252,108 for IntelliTime, other capital projects in previous years of \$42,259, and \$37,759 savings in the Xerox contract estimate for the cost-of-living adjustment.

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

Infrastructure consists of \$4,740,715 in contract staffing (Xerox-ACS), \$823,943 for County staffing, \$415,635 in County cost allocations for administrative overhead, building use, and property insurance, with \$4,704,653 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 \$735,000 for Microsoft Office Software and Windows Access Licenses, \$90,000 for Symantec backup software, \$324,000 for Oracle database software, \$180,000 for Appthority anti-malware software, \$412,000 for security software, network gateways and firewalls, \$208,000 for Cisco SmartNet and new fixed assets purchases required to refresh equipment to include replacement of network devices and servers, wireless infrastructure, virtual desktop, and Internet redundancy of \$930,000.

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 \$6,205,777 for staffing, \$741,369 in Contractor (Xerox) cost, \$464,391 in County cost allocations for administrative overhead, building use, insurances, and \$1,673,823 for hardware, software and other third party services.

Major contracts within the Applications Services cost centers include \$112,320 for contract help for Electronic Health Records, \$108,927 for contract help in Child Support Services, \$100,000 for a Gartner Market Price Assessment, \$114,156 in services for an IFAS upgrade, \$30,000 in services for PeopleSoft Upgrade, \$212,000 for PeopleSoft maintenance, \$117,760 for IFAS maintenance, \$53,000 for IntelliTime maintenance, \$50,000 in services for SCIPS platform enhancements, \$117,450 in SCIPS software tools maintenance, \$49,000 for GIS software, \$75,362 for Oracle for geographic information system (GIS), \$290,504 for Pictometry ortho-photography flyover and building footprint change detection, and \$48,863 for Web software maintenance.

Communications cost centers include: Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Costs consist of \$529,691 in staffing, \$83,894 in countywide administrative overhead and insurances, \$149,893 for an Xerox VOIP engineer, \$40,000 for cabling contractors, \$760,000 as pass-through telephone usage, voicemail and other charges, and \$472,285 for hardware, software and vendor services. Major contracts within the communications cost centers include \$40,000 for cabling, \$760,000 to AT&T for phone usage, and \$60,399 for Cisco.

DEPARTMENT COMMENTS

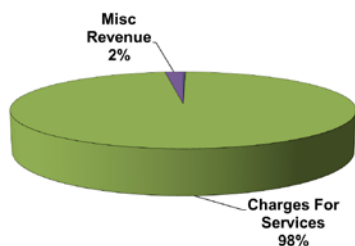
Working with the Performance Improvement Committee, the Department put in place a new automation planning cycle to improve both short-term and long-term technology planning. The planning effort identified a number of projects with countywide applicability including:

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

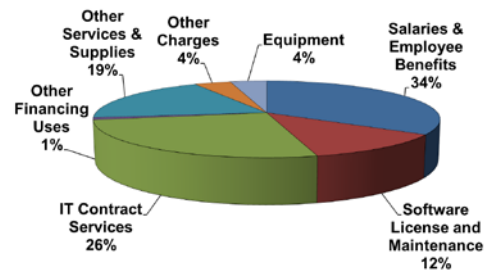
These major efforts are in addition to over thirty additional projects in various states of planning and implementation. At the same time the Department is also working on upgrading Microsoft Active Directory and all Microsoft 2003 server/database products, and other areas where maintenance has been deferred due to financial constraints. Additionally, the Department will be pursuing “cloud” initiatives to improve the resilience of the County’s technology platforms.

The volume of work in addressing deferred maintenance items, the development of new infrastructure capabilities needed to support County needs, and an aggressive work plan for new business applications will require careful priority setting and analysis of trade-offs. Some projects may need to be delayed due to insufficient resources or if work needs to be directed to unplanned activities during FY2015/16.

SOURCE OF FUNDS



USE OF FUNDS



Ira Rosenthal, Chief Information Officer
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2013/14 ACTUALS	2014/15 ADOPTED BUDGET	2015/16 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	75,897	71,240	57,058	(14,182)	(19.9%)
INTERGOVERNMENTAL REV OTHER	0	156,311	156,311	0	0.0%
CHARGES FOR SERVICES	18,578,163	20,977,682	20,727,731	(249,951)	(1.2%)
MISC REVENUE	121,312	75,000	117,000	42,000	56.0%
TOTAL REVENUES	18,775,372	21,280,233	21,058,100	(222,133)	(1.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	5,401,964	6,064,266	7,319,502	1,255,236	20.7%
SERVICES AND SUPPLIES	10,770,263	12,683,126	12,414,442	(268,684)	(2.1%)
OTHER CHARGES	478,438	759,537	851,549	92,012	12.1%
F/A EQUIPMENT	833,436	1,191,500	950,125	(241,375)	(20.3%)
F/A - INTANGIBLES	126,435	0	0	0	0.0%
OTHER FINANCING USES	220,249	241,274	270,451	29,177	12.1%
TOTAL APPROPRIATIONS	17,830,785	20,939,703	21,806,069	866,366	4.1%
NET GAIN(LOSS)	944,587	340,530	(747,969)	(1,088,499)	(319.6%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Overall, the \$866,366 increase in expenditures is primarily the net result of a \$1,255,236 increase in salaries and benefits resulting from increases in cost for retirement, health insurance, and seven additional staff, and \$268,684 decrease in services and supplies primarily the result of the net of an increase of \$345,669 in software licenses and offset by decreases of \$170,200 in consulting services, \$394,200 in software maintenance, contracted and professional services. In addition, there is a decrease of \$241,375 in computer equipment fixed assets and an \$89,078 increase for A-87 costs.

SUMMARY OF POSITION CHANGES

In February 2015, as part of the Midyear Report, the following position allocation changes to the Law and Justice Support Division were approved:

- 1.0 FTE IT Specialist II was added to provide additional technical support and maintenance of ongoing and planned IT projects at the Sheriff’s Department, including projects related to the new jail system and patrol.
- 1.0 FTE Senior Systems Analyst was added to the Probation Department’s AB109 and Smart Justice project requirements.

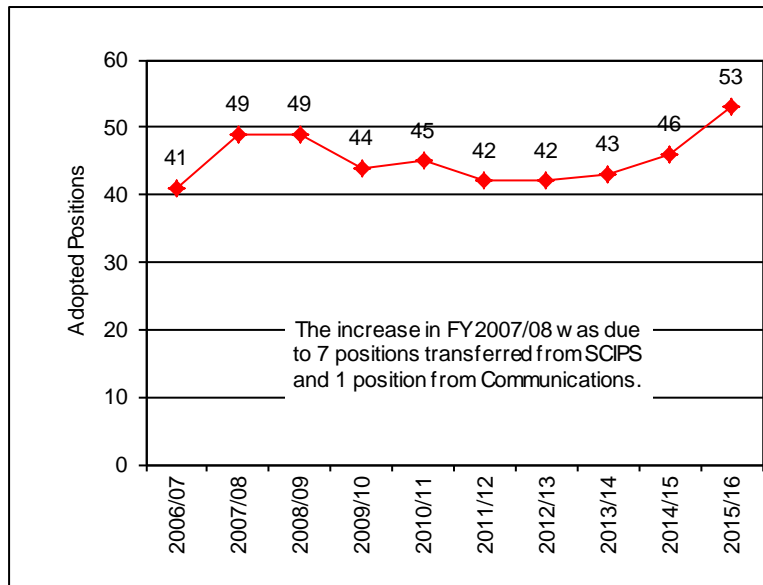
In March 2015, the Board approved a new infrastructure delivery model to strengthen the Department’s capabilities and reduce reliance on contractors, and the following positions allocation changes were approved:

- 1.0 FTE Assistant Director of IT
- 4.0 FTE IT Infrastructure & Operations Managers

The Recommended Budget includes the following position allocation change to the Law and Justice Support Division:

- 1.0 FTE IT Specialist II reclassified to 1.0 FTE IT Specialist (Senior) to reflect the role and responsibility related to new and more complex technology and application system that have recently been implemented.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Upon acceptance of a market price assessment performed by Gartner Inc. at its April 28, 2015 meeting, the Board approved extending the term of the current IT services agreement with Xerox to December 2018. The Department’s appropriation request for this contract assumes current expenditures will increase by the pre-negotiated cost-of-living adjustment. However, the Department will be negotiating for new services consistent with the strategy to leverage cloud services, adopt a “virtual” desktop infrastructure and improve “mobility. The Department may request additional appropriation from the Board as part of the FY2015/16 Midyear report to address contract negotiations.

The Board approved a new infrastructure service delivery strategy and new organizational model for the Department at its March 10, 2015 meeting. The new organizational model includes the addition of an assistant director position as well as four key technical positions to improve the internal capabilities of the Department. Recruiting for these new positions recently got underway. These positions were approved after the issuance of budget instructions and so the cost for these positions has not been included in charge-back rates to departments. While the additional positions will increase total IT costs in the short run, once DoIT has had the opportunity to fully integrate the positions into its service delivery structure and is able to leverage new agreements with providers of managed and/or cloud services, the Department estimates that costs will eventually be reduced. Since the overall cost increase is expected to be temporary, DoIT recommends that the Board allow the Department to use fund balance as the source of funds for these positions in FY2015/16.

A continuing issue has been the County’s chargeback system for telephone usage, due to aging custom software that has become difficult to maintain. New software needs to be purchased or the billing process outsourced to a third-party provider for the Department to be able to continue to correctly pass-through charges to County departments.

In addition, while the County’s property tax system (SCIPS) was re-engineered over five years ago so that it runs on a supported technology platform, the business logic (which is contained in over one million lines of code) in the application was not changed. Maintenance of, and improvements to, the business logic is difficult and the overall structure of the application has many shortcomings. This situation is shared by the majority of counties in California, most of who operate legacy, home-grown systems. A small group of counties are working with Thomson-Reuters to develop a system to meet Revenue and Taxation Code requirements. The County should closely monitor progress on this system and consider implementing the vendor package in the future if it meets our business process requirements.

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