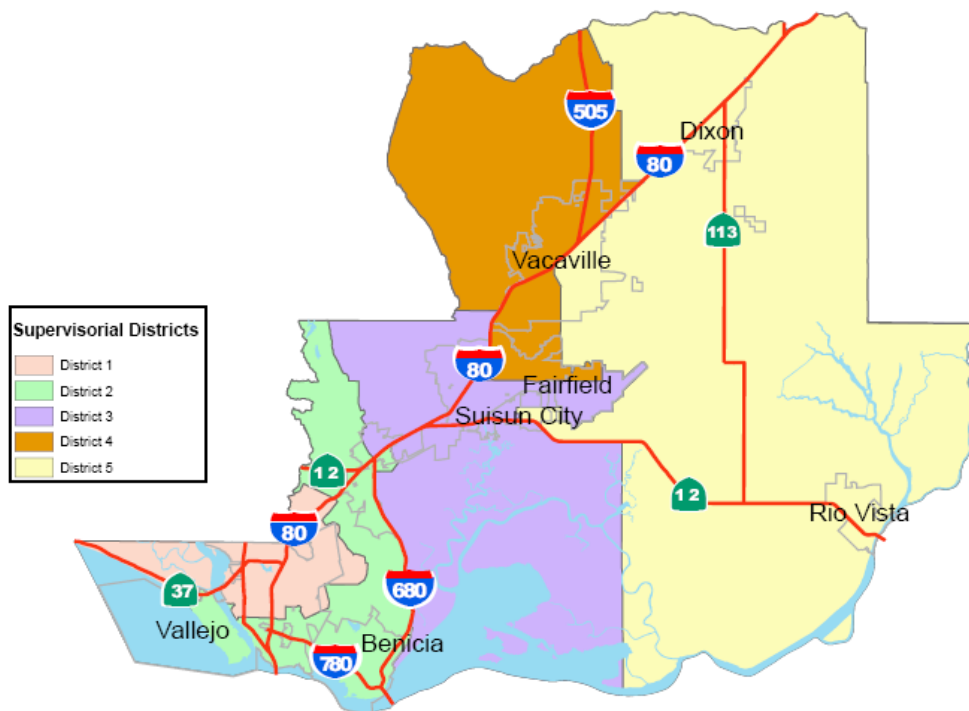


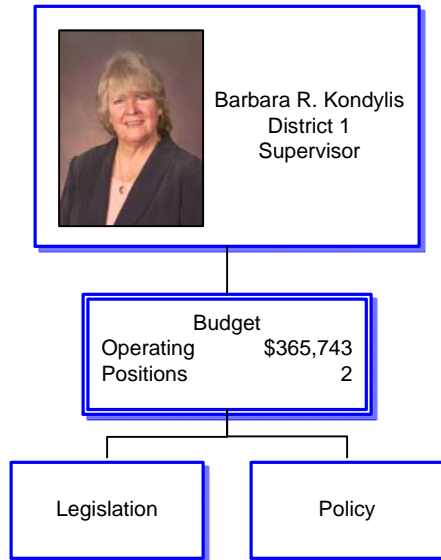
## Board of Supervisors



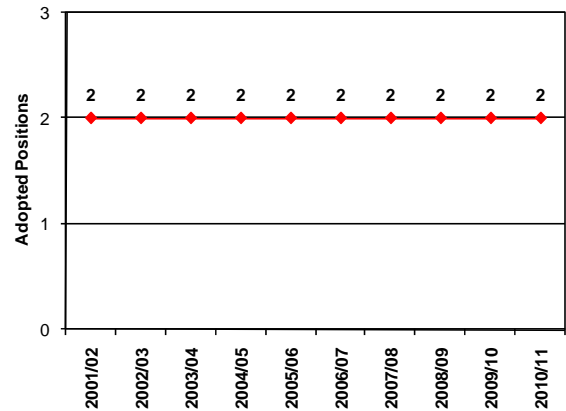
## County of Solano



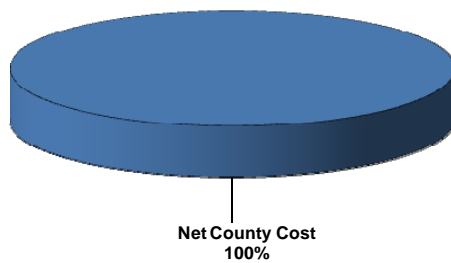
Departmental Summary



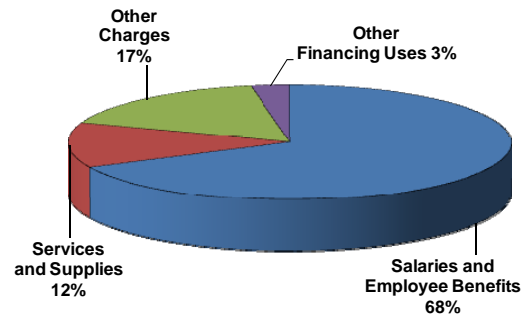
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	246,806	251,832	250,095	248,408	(3,424)	(1%)
Services and Supplies	28,914	48,473	45,876	45,590	(2,883)	(6%)
Other Charges	15,000	60,717	61,463	61,463	746	1%
Other Financing Uses	10,048	7,181	10,282	10,282	3,101	43%
<b>TOTAL APPROPRIATIONS</b>	<b>300,768</b>	<b>368,203</b>	<b>367,716</b>	<b>365,743</b>	<b>(2,460)</b>	<b>(1%)</b>
<b>NET COUNTY COST</b>	<b>300,768</b>	<b>368,203</b>	<b>367,716</b>	<b>365,743</b>	<b>(2,460)</b>	<b>(1%)</b>

POSITIONS 2 2 2 2 0

Departmental Purpose

This budget unit represents the expenditures of District 1. This District includes the northern portions of Vallejo.

This budget supports the District 1 Supervisor’s office, which includes one elected Supervisor and one staff member. District 1 maintains an office at the County Government Center at 675 Texas Street in Fairfield, but operates primarily out of the office at 401 Amador Street in Vallejo.

Departmental Budget Request

The Department’s Requested Budget reflects a net decrease of (\$487), or (0.1%), in expenditures when compared to the FY2009/10 Adopted Budget. This budget reflects a status quo in staffing with expenditure reductions.

Significant factors contributing to the net decrease:

- (\$1,737) decrease in Salary and Benefits is the net result of benefit reductions and reflects no COLA increases.

- (\$2,597) decrease in Services and Supplies is attributed to an \$1,800 reduction in Management Business Expense and savings in other insurance charges.
- \$746 net increase in Other Charges is primarily the result of a (\$5,000) decrease in Contribution to Other Agencies that eliminates the funding for non-County agency contributions and an increase of \$5,762 in Countywide Administrative Overhead charges.
- \$3,101 increase in POBs.

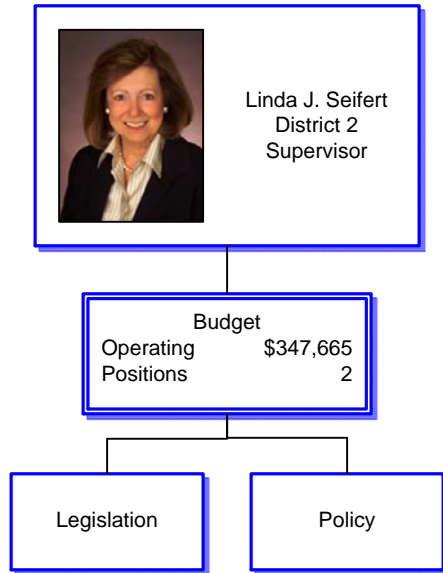
County Administrator’s Recommendation

The Recommended Budget reflects an additional reduction of (\$1,973) in expenditures when compared to FY2010/11 Requested Budget as a result of decreases of (\$1,687) in OPEB and (\$286) in central data processing charges.

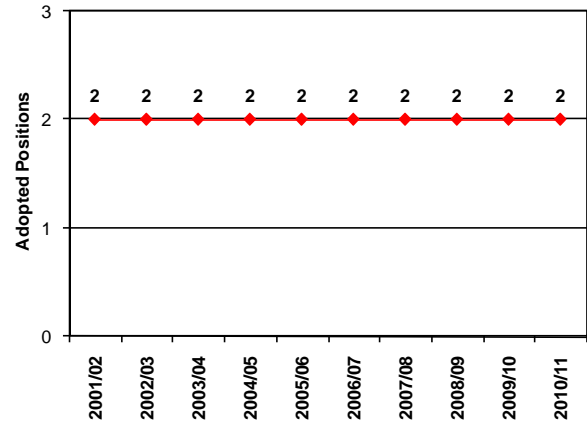
Pending Issues and Policy Considerations

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

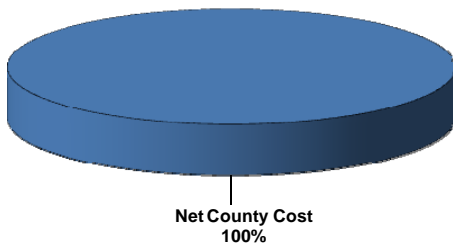
Departmental Summary



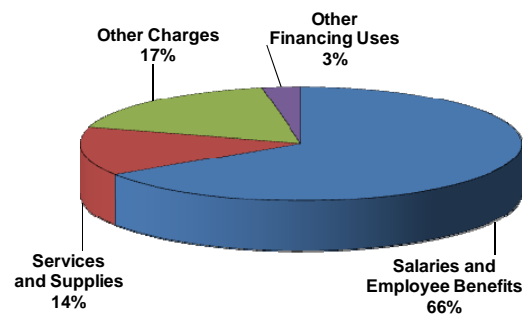
Staffing Trend



Source of Funds



Use of Funds



Linda J. Seifert

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	276,864	235,800	230,386	228,769	(7,031)	(3%)
Services and Supplies	38,300	51,454	43,141	47,580	(3,874)	(8%)
Other Charges	15,000	61,480	61,464	61,464	(16)	(0%)
Other Financing Uses	6,829	6,978	9,852	9,852	2,874	41%
<b>TOTAL APPROPRIATIONS</b>	<b>336,993</b>	<b>355,712</b>	<b>344,843</b>	<b>347,665</b>	<b>(8,047)</b>	<b>(2%)</b>
<b>NET COUNTY COST</b>	<b>336,930</b>	<b>355,712</b>	<b>344,843</b>	<b>347,665</b>	<b>(8,047)</b>	<b>(2%)</b>

POSITIONS 2 2 2 2 0

Departmental Purpose

This budget unit represents the expenditures of District 2. This budget unit represents the expenditures for District 2. This District includes Benicia, the southern portion of Vallejo (including Mare Island), the unincorporated areas of Cordelia, Vallejo and Green Valley, and a portion of Fairfield.

This budget supports the District 2 Supervisor’s office, which includes one elected Supervisor and two part-time staff member. District 2 maintains an office at the County Government Center at 675 Texas Street in Fairfield. Prior to FY2010/11, District 2 maintained two offices; the second office in Vallejo at 401 Amador Street. For FY2010/11, the District has proposed to close the Vallejo office as a cost-saving measure.

Departmental Budget Request

The Department’s Requested Budget reflects a net decrease of (\$10,869), or (3.1%), in expenditures when compared to the FY2009/10 Adopted Budget. This budget reflects a status quo for staffing with expenditure reductions.

Significant factors contributing to the net decrease:

- (\$5,414) decrease in Salary and Benefits is the

net result of benefit reductions and reflects no COLA increases.

- (\$8,313) decrease in Services and Supplies due primarily to the closing of the Vallejo office, resulting in a reduction in Rents/Leases of (\$6,925) and a reduction of (\$2,000) in lease equipment.
- (\$16) net decrease in Other Charges is primarily due to a requested reduction of (\$12,303) in Countywide Administrative Overhead charges.
- \$2,874 increase in POBs.

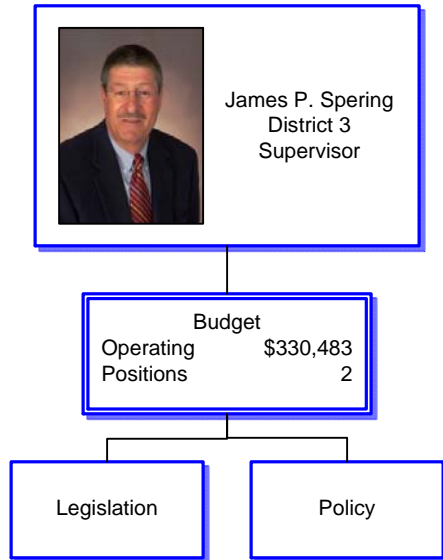
County Administrator’s Recommendation

The Recommended Budget reflects a net increase of \$2,822 in expenditures when compared to the FY2010/11 Requested Budget as a net result of a (\$1,617) decrease in OPEB charges and \$4,439 increase in central data processing charges.

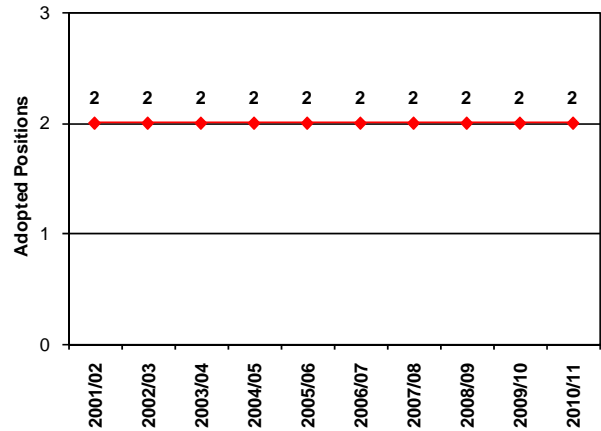
Pending Issues and Policy Considerations

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

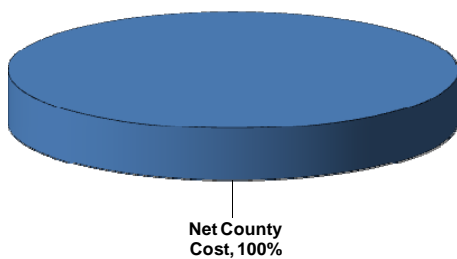
Departmental Summary



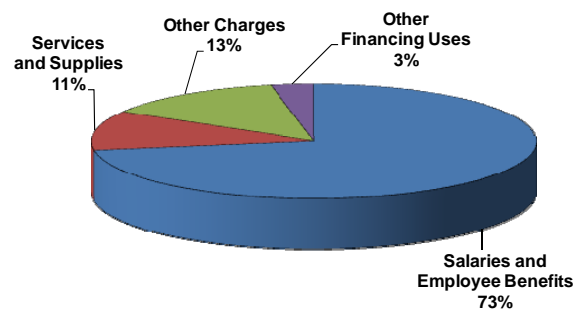
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	240,510	246,559	241,114	239,443	(7,116)	(3%)
Services and Supplies	31,070	42,883	35,418	36,396	(6,487)	(15%)
Other Charges	8,000	62,094	44,457	44,457	(17,637)	(28%)
Other Financing Uses	10,025	7,216	10,187	10,187	2,971	41%
<b>TOTAL APPROPRIATIONS</b>	<b>289,605</b>	<b>358,752</b>	<b>331,176</b>	<b>330,483</b>	<b>(28,269)</b>	<b>(8%)</b>
<b>NET COUNTY COST</b>	<b>289,605</b>	<b>358,752</b>	<b>331,176</b>	<b>330,483</b>	<b>(28,269)</b>	<b>(8%)</b>

POSITIONS 2 2 2 2 0

Departmental Purpose

This budget unit represents the expenditures of District 3. This District includes the majority of Fairfield and Suisun City and a portion of Travis Air Force Base as well as a significant portion of the Suisun Marsh.

This budget supports the District 3 Supervisor’s office, which includes one elected Supervisor and two part-time staff members. District 3 maintains an office at the County Government Center at 675 Texas Street in Fairfield.

Departmental Budget Request

The Department’s Requested Budget reflects decreases of (\$27,576), or (7.7%), in expenditures when compared to the FY2009/10 Adopted Budget. The budget reflects a status quo for staffing with expenditure reductions.

Significant factors contributing to the net decrease:

- (\$5,445) decrease in Salary and Benefits is the net result of benefit reductions and reflects no COLA increases.

- (\$7,465) decrease in Services and Supplies, which includes elimination of (\$2,000) Management Business Expense, (\$4,000) reduction in Travel Expense, and savings in Liability Insurance of (\$811).
- (\$17,637) net decrease in Other Charges reflects a (\$4,000) reduction in Contributions to Non-County Agencies, requested (\$8,617) reduction in Countywide Administrative Overhead charges, and a requested (\$5,019) reduction in CAC Building charges.
- \$2,971 increase in POBs.

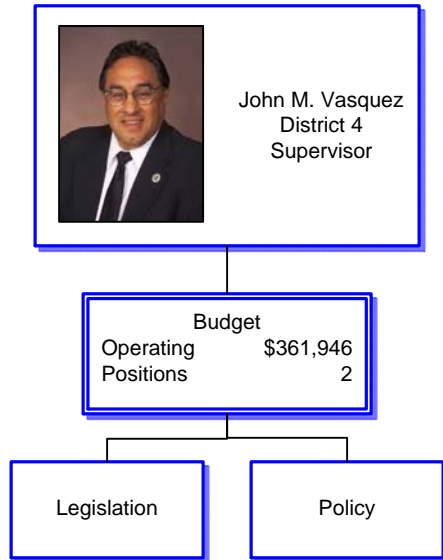
County Administrator’s Recommendation

The Recommended Budget reflects an additional reduction of (\$693) in expenditures when compared to the FY2010/11 Requested Budget as a net result of a (\$1,671) decrease in OPEB charges and \$978 increase in central data processing charges.

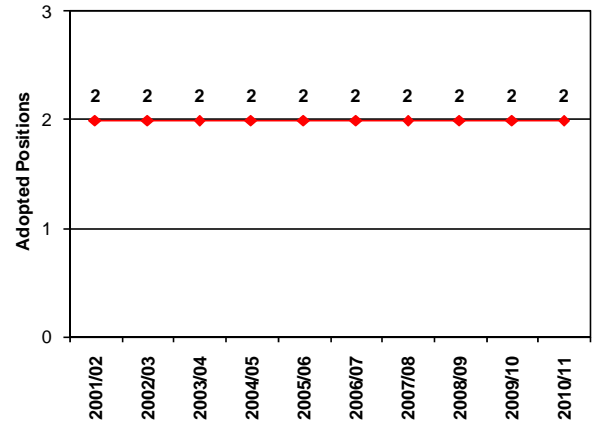
Pending Issues and Policy Considerations

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

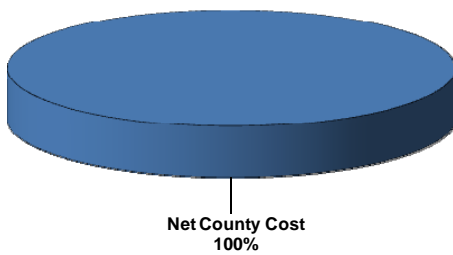
Departmental Summary



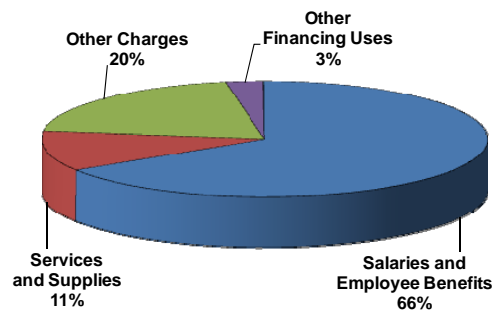
Staffing Trend



Source of Funds



Use of Funds





DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	242,221	245,191	240,459	238,843	(6,348)	(3%)
Services and Supplies	36,908	42,027	40,583	40,155	(1,872)	(4%)
Other Charges	15,000	60,702	72,899	72,899	12,197	20%
Other Financing Uses	9,707	6,977	9,849	9,849	2,872	41%
Intra-Fund Transfers	0	0	200	200	200	0%
<b>TOTAL APPROPRIATIONS</b>	<b>303,835</b>	<b>354,897</b>	<b>363,990</b>	<b>361,946</b>	<b>7,049</b>	<b>2%</b>
<b>NET COUNTY COST</b>	<b>303,835</b>	<b>354,897</b>	<b>363,990</b>	<b>361,946</b>	<b>7,049</b>	<b>2%</b>

POSITIONS 2 2 2 2 0

### Departmental Purpose

This budget unit represents the expenditures of District 4. This District includes the western half of Vacaville, a portion of Fairfield and the residential section of Travis Air Force Base as well as the unincorporated areas of Allendale, English Hills, Pleasants Valley and the Putah Creek area near Winters. The district is unique in that it includes four high schools in three school districts – Vanden High School in Travis Unified School District (USD), Will C. Wood and Vacaville High in Vacaville USD, and Fairfield High in Fairfield-Suisun USD. The district also has a large prison and jail population with the California State Prison-Solano, the California Medical Facility and the Solano County Claybank Adult Detention Facility.

This budget supports the District 4 Supervisor’s office, which includes one elected Supervisor and one staff member. District 4 maintains an office at the County Government Center at 675 Texas Street in Fairfield.

Supervisor Vasquez serves as the Chair of the Board of Supervisors for 2010.

### Departmental Budget Request

The Department’s Requested Budget reflects a net increase of \$9,093, or 2.6%, in expenditures when

compared to the FY2009/10 Adopted Budget. The budget reflects a status quo in staffing with expenditure reductions.

Significant factors contributing to the net increase:

- (\$4,732) decrease in Salary and Benefits is the net result of benefit reductions and reflects no COLA increases.
- (\$1,444) decrease in Services and Supplies.
- \$12,197 increase in Other Charges is primarily due to an increase of \$12,217 in Countywide Administrative Overhead charges.
- \$2,872 increase in POBs.

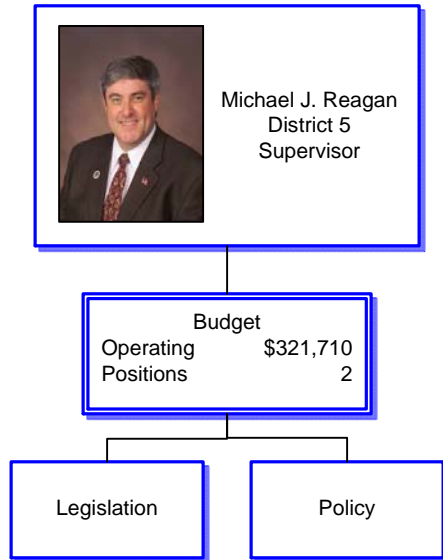
### County Administrator’s Recommendation

The Recommended Budget reflects an additional reduction of (\$2,044) in expenditures when compared to the FY2010/11 Requested Budget as a result of decreases of (\$1,616) in OPEB and (\$978) in central data processing charges.

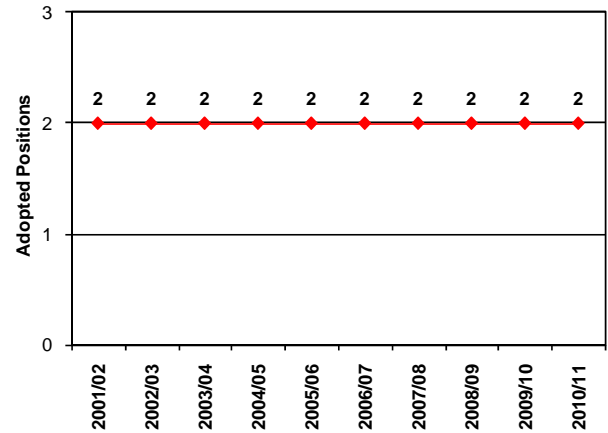
### Pending Issues and Policy Considerations

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

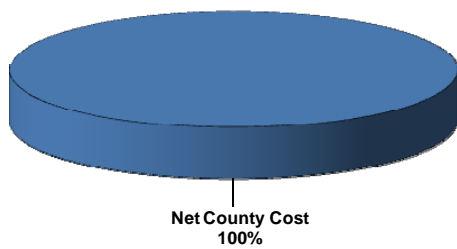
Departmental Summary



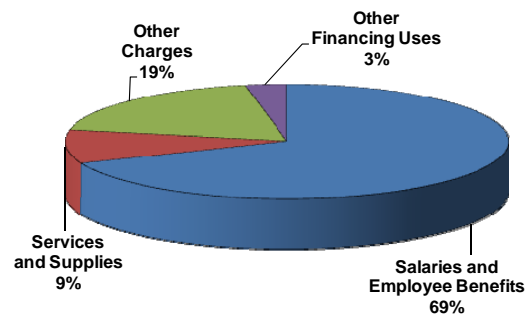
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	224,720	228,588	222,780	221,188	(7,400)	(3%)
Services and Supplies	26,457	39,124	30,195	29,905	(9,219)	(24%)
Other Charges	1,000	58,461	60,912	60,912	2,451	4%
Other Financing Uses	9,564	6,874	9,705	9,705	2,831	41%
<b>TOTAL APPROPRIATIONS</b>	<b>261,741</b>	<b>333,047</b>	<b>323,592</b>	<b>321,710</b>	<b>(11,337)</b>	<b>(3%)</b>
<b>NET COUNTY COST</b>	<b>261,741</b>	<b>333,047</b>	<b>323,592</b>	<b>321,710</b>	<b>(11,337)</b>	<b>(3%)</b>

POSITIONS 2 2 2 2 0

Departmental Purpose

This budget unit represents the expenditures of District 5. This District includes the eastern half of Vacaville, the eastern third of Suisun City, the Cities of Rio Vista and Dixon, the communities of Collinsville, Birds Landing and Elmira, as well as the unincorporated lands in the eastern half of the county.

This budget supports the District 5 Supervisor's office, which includes one elected Supervisor and one staff member. District 4 maintains an office at the County Government Center at 675 Texas Street in Fairfield. The Supervisor also maintains scheduled office hours in Vacaville, Dixon, Suisun City and Rio Vista.

Supervisor Reagan serves as the Vice Chair of the Board of Supervisors for 2010.

Departmental Budget Request

The Department's Requested Budget reflects a net decrease of (\$9,455), or (2.8%), in expenditures when compared to the FY2009/10 Adopted Budget. The budget reflects a status quo in staffing with expenditure reductions.

Significant factors contributing to the net decrease:

- (\$5,808) decrease in Salary and Benefits is the

net result of benefit reductions and reflects no COLA increases.

- (\$8,929) decrease in Services and Supplies due primarily to a (\$8,465) reduction in Car Allowance.
- \$2,415 net increase in Other Charges is primarily the result of a (\$5,000) decrease in Contribution to Other Agencies that eliminates the funding for non-County agency contributions and an increase of \$7,741 in Countywide Administrative Overhead charges.
- \$2,831 increase in POBs.

County Administrator's Recommendation

The Recommended Budget reflects an additional reduction of (\$1,882), or (3.4%), in expenditures when compared to the FY2010/11 Requested Budget as a result of decreases of (\$1,592) in OPEB and (\$290) in central data processing charges.

Pending Issues and Policy Considerations

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

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	811	0	0	0	0	0%
Services and Supplies	132,066	96,822	110,977	110,977	14,155	15%
Other Charges	248,204	25,000	22,000	22,000	(3,000)	(12%)
Intra-Fund Transfers	0	0	100	100	100	0%
<b>TOTAL APPROPRIATIONS</b>	<b>381,081</b>	<b>121,822</b>	<b>133,077</b>	<b>133,077</b>	<b>11,255</b>	<b>9%</b>
<b>NET COUNTY COST</b>	<b>381,081</b>	<b>121,822</b>	<b>133,077</b>	<b>133,077</b>	<b>11,255</b>	<b>9%</b>

Departmental Purpose

The Board of Supervisors sets policy for County government subject to a variety of changing demands and expectations.

The Board approves and sets priorities for a yearly balanced budget for all operations of County government, including public protection, general government, public assistance, education, recreation, and health and sanitation.

The Board enacts ordinances and resolutions, adopts the annual budget, approves contracts, appropriates funds, determines land use zoning for the unincorporated area, and appoints certain County officers and members of various boards and commissions.

This budget unit covers the administrative costs of the Board of Supervisors operations, which are not unique to an individual Board Member’s district, including shared services and supplies; memberships in the Association of Bay Area Counties, National Association of Counties and California State Association of Counties; legal and advocacy services on behalf of the Board; and County contributions to the Travis Community Consortium.

Departmental Budget Request

The Department’s Requested Budget reflects a net increase of \$11,255, or 9%, in expenditures when compared to the FY2009/10 Adopted Budget.

Significant factors contributing to the increase:

- \$14,155 increase in Services and Supplies is attributed to increased communication charges for the videotaping and editing of Board meetings for streaming on the website.
- (\$3,000) decrease in Other Charges which is a reduction associated with contributions to non-County agencies.

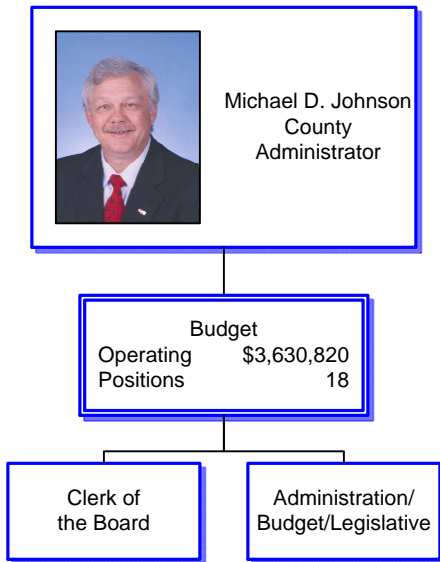
County Administrator’s Recommendation

The County Administrator recommends the Requested Budget.

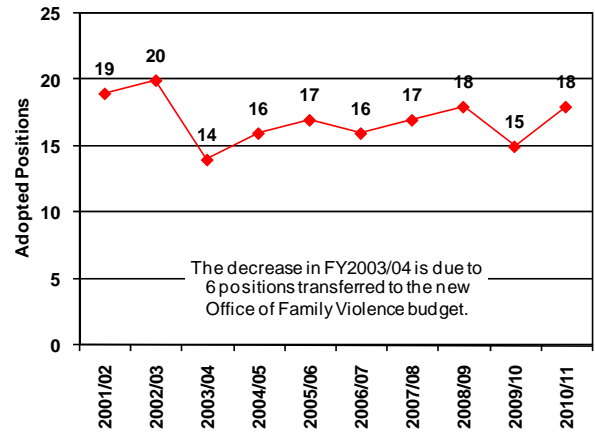
Pending Issues and Policy Considerations

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

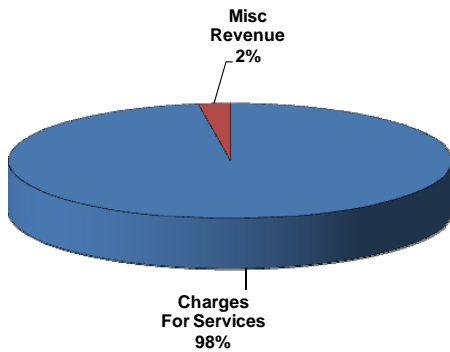
### Departmental Summary



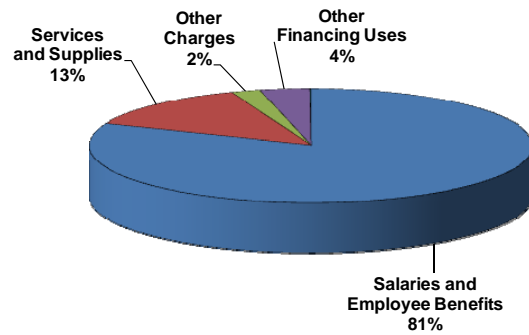
### Staffing Trend



### Source of Funds



### Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	3,036,552	3,336,209	3,202,521	3,202,515	(133,694)	(4%)
Misc Revenue	68,414	1,100	75,584	75,584	74,484	6771%
<b>TOTAL REVENUES</b>	<b>3,104,966</b>	<b>3,337,309</b>	<b>3,278,105</b>	<b>3,278,099</b>	<b>(59,210)</b>	<b>(2%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	2,818,807	2,749,210	2,967,629	2,946,193	196,983	7%
Services and Supplies	561,537	443,694	474,833	473,025	29,331	7%
Other Charges	78,683	78,517	78,422	78,422	(95)	(0%)
Other Financing Uses	114,394	79,707	130,615	130,615	50,908	64%
Intra-Fund Transfers	0	0	2,565	2,565	2,565	0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,573,422</b>	<b>3,351,128</b>	<b>3,654,064</b>	<b>3,630,820</b>	<b>279,692</b>	<b>8%</b>
<b>NET COUNTY COST</b>	<b>468,455</b>	<b>13,819</b>	<b>375,959</b>	<b>352,721</b>	<b>338,902</b>	<b>2452%</b>

POSITIONS 18 15 18 18 3

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.

Responsibilities of the Office of the County Administrator are:

- Plan, monitor and oversee County operations assuring that 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 for 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 Federal/State legislation impacts, 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; provide staff to Board Committees.

- Represent the Board in the County's intergovernmental relations and perform general administrative duties.
- Provide administrative and fiscal oversight to First 5 Solano.
- Oversee the contracts for the Administrative Entity services with the Workforce Investment Board and the Solano County Fair.

The County Administrative Office is responsible for the preparation of the County budget, which is mandated under the California Government Code. Additionally, the office operates as the Clerk to the Board of Supervisors, which under the California Government Code is subject to a number of legal requirements regarding the Board meetings, minutes, maintenance of records and files.

Departmental Budget Request

The Requested Budget includes \$3,654,064 in expenditures, which includes the operational costs of the County Administrative Office and the Clerk of the Board, with Salaries and Benefits of \$2,967,629, Services and Supplies of \$474,833, Other Charges of \$78,422 in CAC Building Charges and Other Financing Uses that includes \$130,615 for Transfers Out - POBs.

The Requested Budget includes \$3,278,105 in total revenues. This is predominantly from Administrative Overhead Charges of \$3,197,021, with Other Charges for Services of \$5,500, and Inter-fund

Services of \$74,584 and \$1,000 of Miscellaneous revenues.

**County Administrator’s Recommendation**

The Recommended Budget reflects total expenditures of \$3,630,820 and total revenues of \$3,278,099 for a Net County Cost of \$352,721. When compared to FY2009/10 Adopted Budget, the Recommended Budget reflects a \$279,692 increase in expenditures and (\$59,210) decrease in revenue, resulting in an increase in Net County Cost of \$338,902.

The Recommended Budget is reduced from the Requested Budget by (\$23,244) decrease in expenditures and by a (\$6) decrease in revenues.

The Recommended Budget reflects the organizational changes to the Administrative Office approved by the Board in February 2010, and the

budget for FY2010/11 includes the full year funding for those changes, including:

- 2 FTE Principal Management Analysts (authorized and funded February 2010).
- 1 FTE Legislative, Intergovernmental & Public Affairs Officer (authorized and funded February 2010).
- 1 FTE Budget Officer (authorized February 2010, funded in FY2010/11).
- 2 FTE Management Analysts (1 authorized February 2010; 1 authorized in FY2010/11).

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Clerk to the Board of Supervisors	✓	✓	284,186	285,887	1,701	No impact.
County Administrative Office	✓	✓	3,066,942	3,344,933	277,991	The Recommended Budget will restore the County Administrative Office’s ability to support and staff Board committees and special projects as well as enable the Office to assign staff to continue work with the Board and Department Heads to address the General Fund Structural Deficit in the coming year. The Recommended Budget includes the funding for a Budget Officer, and one additional Management Analyst staff position to provide half-time support to legislative issues and special projects and half-time support to Budget preparation. The Recommended Budget includes the full year funding of previously Board approved positions including a Legislative, Intergovernmental Relations and Public Affairs position as well as the two Principal Management Analyst positions.

Pending Issues and Policy Considerations

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



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Taxes	119,548,279	106,931,831	99,269,349	99,269,349	(7,662,482)	(7%)
Licenses, Permits & Franchise	559,276	455,000	480,000	480,000	25,000	5%
Revenue From Use of Money/Prop	1,783,677	1,402,000	1,402,000	1,402,000	0	0%
Intergovernmental Rev State	2,009,760	1,371,510	1,378,000	1,378,000	6,490	0%
Intergovernmental Rev Federal	22,419	0	0	0	0	0%
Intergovernmental Rev Other	18,779,968	19,475,751	17,892,253	17,892,253	(1,583,498)	(8%)
Charges For Services	7,663,127	7,050,000	6,575,000	6,575,000	(475,000)	(7%)
Misc Revenue	7,623,885	10,100,000	6,100,000	6,600,000	(3,500,000)	(35%)
<b>TOTAL REVENUES</b>	<b>157,990,391</b>	<b>146,786,092</b>	<b>133,096,602</b>	<b>133,596,602</b>	<b>(13,189,490)</b>	<b>(9%)</b>
<b>APPROPRIATIONS</b>						
Services and Supplies	207,796	50,000	50,000	50,000	0	0%
Other Charges	945,225	950,000	950,000	950,000	0	0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,153,021</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0%</b>
<b>NET COUNTY COST</b>	<b>(156,837,371)</b>	<b>(145,786,092)</b>	<b>(132,096,602)</b>	<b>(132,596,602)</b>	<b>13,189,490</b>	<b>(9%)</b>

**Departmental Purpose**

The General Revenue budget exists to account for revenues not attributable to a specific County service or department. These revenues are available to support the County’s general-purpose expenditures in accordance with the Board’s priorities. The types of revenues included are property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, and redevelopment pass-through.

changes in ownership in real estate properties.

- (\$2,567,518) decrease in Property Tax In-Lieu of Vehicle License Fees. The change in these revenues are directly related to assessed values, which are projected to continue to fall.
- \$998,637 increase in Current Unsecured Taxes due to an increase in assessed values related to the wind farms in Montezuma Hills.

**Departmental Budget Request**

The Department’s Requested Budget reflects a decrease of (\$13,689,490), or (9.3%), in revenues when compared to the FY2009/10 Adopted Budget.

The primary factors contributing to the changes in revenues are as follow:

- (\$7,662,482) decrease in Total Taxes mainly due to the following:
  - (\$6,165,360), or (10%), decrease in Current Secured Taxes due to the continued decline in property assessed values as a result of Proposition 8 reductions, generally lower Proposition 13 values resulting from changes in ownership, and an unprecedented negative inflationary adjustment of .237% applied to the assessment roll.
  - (\$300,000) decrease in Supplemental Taxes due to a significant increase in supplemental refunds that exceeds the supplemental billings, both of which are the result of

- (\$1,577,008) decrease in Intergovernmental Revenues due mainly to a projected (\$1,583,498) decrease in Redevelopment Pass Thru payments from the cities as a result of lower property tax allocations to redevelopment agencies.
- (\$475,000) decrease in Charges for Service due primarily to a (\$500,000) drop in waste disposal fee payments from dump site operators because of lower waste tonnage being delivered at the dump sites.
- (\$4,000,000) decrease in Miscellaneous Revenues due to a reduction in transfers from the Tax Loss Reserve.

**County Administrator’s Recommendation**

The Recommended Budget reflects a decrease of (\$13,489,490), or (9.0%), in revenues when compared to the FY2009/10 Adopted Budget.

Compared to the Department’s Requested Budget, the Recommended Budget reflects an increase of

\$500,000 in revenues due to an additional transfer of \$500,000 for a total of \$6.5 million from the Tax Loss Reserve.

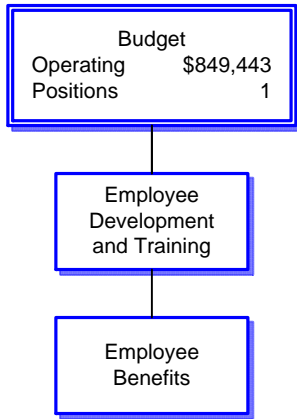
Pending Issues and Policy Considerations

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

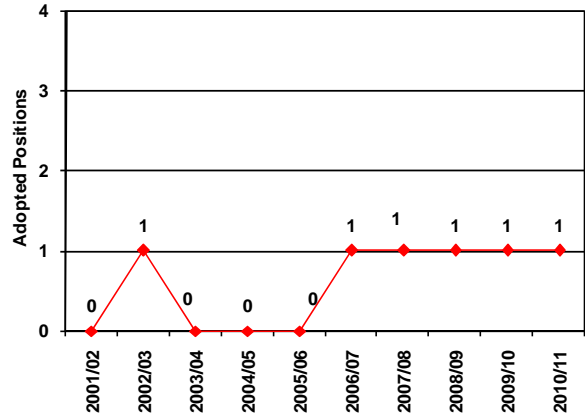
Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator's recommendation.

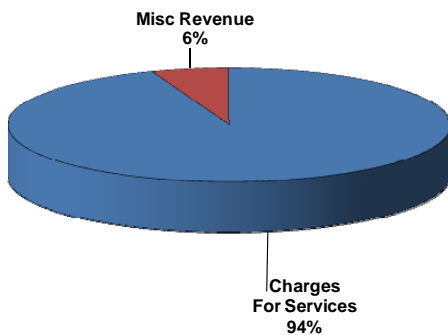
Departmental Summary



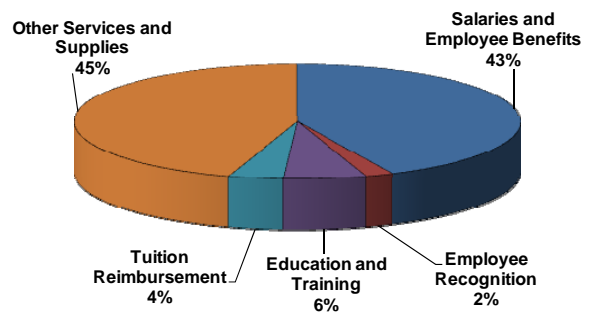
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	435,925	642,555	835,509	835,509	192,954	30%
Misc Revenue	107,155	60,800	50,000	50,000	(10,800)	(18%)
<b>TOTAL REVENUES</b>	<b>543,080</b>	<b>703,355</b>	<b>885,509</b>	<b>885,509</b>	<b>182,154</b>	<b>26%</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	297,024	409,521	368,236	367,195	(42,326)	(10%)
Services and Supplies	583,580	552,336	558,156	483,156	(69,180)	(13%)
Other Financing Uses	5,759	4,424	6,342	6,342	1,918	43%
Intra-Fund Transfers	0	0	(7,250)	(7,250)	(7,250)	0%
<b>TOTAL APPROPRIATIONS</b>	<b>886,363</b>	<b>966,281</b>	<b>925,484</b>	<b>849,443</b>	<b>(116,838)</b>	<b>(12%)</b>
<b>NET COUNTY COST</b>	<b>343,283</b>	<b>262,926</b>	<b>39,975</b>	<b>(36,066)</b>	<b>(298,992)</b>	<b>(114%)</b>

POSITIONS 1 1 1 1 0

Departmental Purpose

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

Departmental Budget Request

The Department's Requested Budget reflects an increase of \$182,154, or 25.9%, in revenues and a decrease of (\$40,797), or (4.2%), in expenditures when compared to the FY2009/10 Adopted Budget, resulting in a decrease of (\$222,951), or (84.8%), in Net County Cost.

The major changes between the FY2010/11 Requested Budget and the FY2009/10 Adopted Budget are outlined below:

- \$192,954 increase in revenues primarily due to a \$202,954 increase in Countywide Administrative Overhead, offset by a (\$30,000) decrease in Other Charges for Services due to reduced direct billings to departments for training.0

- (\$41,285) decrease in Salaries and Employee Benefits mainly as a result of a (\$40,000) decrease in Deferred Comp – County Match due to a less than anticipated employee participation in the program.

County Administrator's Recommendation

The Recommended Budget reflects an increase of \$182,154, or 25.9%, in revenues and a decrease of (\$116,838), or (12%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$298,992), or (113.7%).

Compared to the Department's Requested Budget, the Recommended Budget reflects a decrease of (\$76,041) in expenditures, resulting in a corresponding decrease of (\$15,461) in Net County Cost.

The decrease in expenditures is due mainly from a (\$75,000) reduction in Tuition Reimbursements to reflect more closely the historical use of the reimbursement plan by employees.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

FY2010/11 Program Impacts

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Employee Development & Recognition	✓		951,481	844,443	(107,038)	1. Reduction in funding for Deferred Compensation - County Match due to a reduction in hiring and lower than anticipated participation in the 457 Deferred Compensation program. No impact to the Department.  2. Cuts to Education & Training will result in reductions to the Future Leaders Training Program that started in FY2008/09. The Program will not enroll new participants in FY2010/11 but will focus on strengthening the 53 identified future leaders.

Pending Issues and Policy Considerations

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

Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator's recommendation.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	0	0	95,897	121,909	121,909	0%
Services and Supplies	70,849	212,000	109,758	127,308	(84,692)	(40%)
Other Charges	6,300	0	2,434	2,434	2,434	0%
Other Financing Uses	0	0	3,911	5,215	5,215	0%
Intra-Fund Transfers	12,125	0	0	0	0	0%
<b>TOTAL APPROPRIATIONS</b>	<b>89,274</b>	<b>212,000</b>	<b>212,000</b>	<b>256,866</b>	<b>44,866</b>	<b>21%</b>
<b>NET COUNTY COST</b>	<b>89,274</b>	<b>212,000</b>	<b>212,000</b>	<b>256,866</b>	<b>44,866</b>	<b>21%</b>

POSITIONS 0 .75 .75 1 .25

**Departmental Purpose**

The Delta Water Activities budget funds actions to ensure Solano County proactively responds to the multitude of water plans and programs that have potentially detrimental impacts to the County. It provides support to the Board's Legislative Committee and County departments in evaluating potential water-related legislation and bond initiatives.

This budget unit was created in October 2007 as part of a staffing strategy to address the Delta Vision process and a host of emerging State water-related planning proposals with impacts on Solano County.

**Departmental Budget Request**

The Department's Requested Budget of \$212,000 reflects no net change in expenditures when compared to FY2009/10 Adopted Budget. As a result, the Net County Cost remains unchanged.

**County Administrator's Recommendation**

The Budget reflects an increase of \$44,866, or 21%, in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost increased by \$44,866, or 21%

Significant changes from Requested Budget include:

- \$26,012 increase in Salaries and Benefits, due to increasing by 0.25 FTE the Department's existing 0.75 FTE Senior Staff Analyst position. The Senior Staff Analyst position, due to expire as a limited term position at the end of FY2009/10, would also be extended through June 30, 2011.
- \$17,550 increase in Services and Supplies, due primarily to the addition of \$15,000 to support the County's share of a contracted coordinator for the Delta Counties Coalition (DCC), a five-member consortium of Supervisors representing the counties of Solano, Contra Costa, Sacramento, San Joaquin and Yolo. The DCC advocates on behalf of its 4 million residents on issues related to management of the Sacramento-San Joaquin River Delta and greater Bay Delta Estuary.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

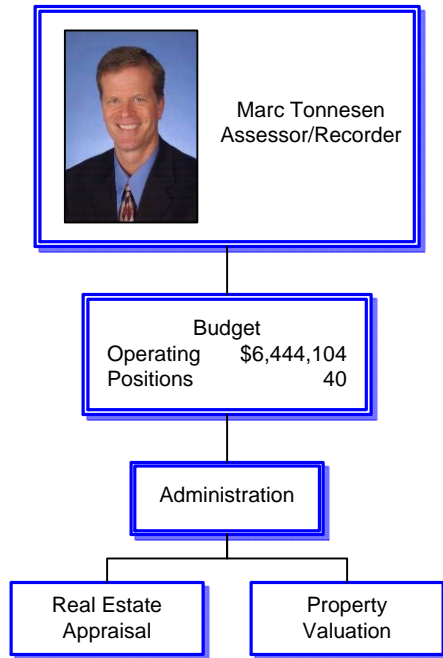
FY2010/11 Program Impacts

Delta Water Issues	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Full-Time Senior Staff Analyst		✓	212,000	256,866	44,866	Increased support for Board of Supervisors and CAO as Delta legislation and activities intensify.
DCC Coordinator contract funding		✓				More effective relationships among DCC Supervisors, members of the DCC Technical Assistance Committee, contractors and water regulators.

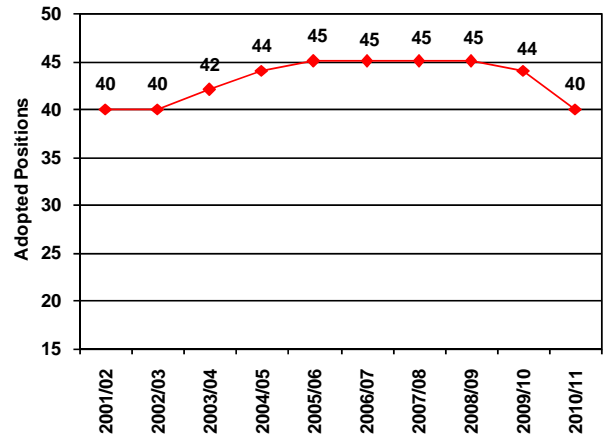
Pending Issues and Policy Considerations

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

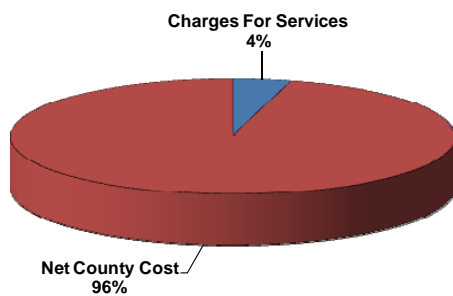
Departmental Summary



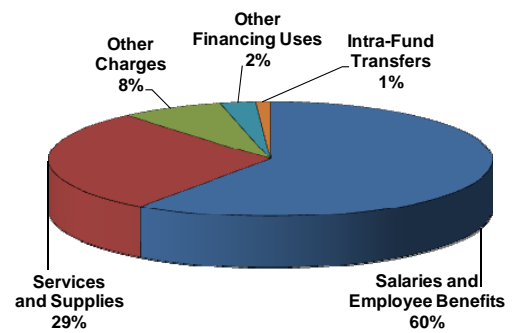
Staffing Trend



Source of Funds



Use of Funds





DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	447,988	549,000	273,750	273,750	(275,250)	(50%)
Misc Revenue	131	150	0	0	(150)	(100%)
<b>TOTAL REVENUES</b>	<b>448,119</b>	<b>549,150</b>	<b>273,750</b>	<b>273,750</b>	<b>(275,400)</b>	<b>(50%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	3,807,715	4,063,369	3,890,513	3,863,509	(199,860)	(5%)
Services and Supplies	1,730,897	2,557,672	2,003,214	1,860,631	(697,041)	(27%)
Other Charges	276,587	423,477	487,421	487,421	63,944	15%
F/A Equipment	6,830	0	0	0	0	0%
Other Financing Uses	155,497	118,683	164,543	164,543	45,860	39%
Intra-Fund Transfers	0	0	68,000	68,000	68,000	0%
<b>TOTAL APPROPRIATIONS</b>	<b>5,977,526</b>	<b>7,163,201</b>	<b>6,613,691</b>	<b>6,444,104</b>	<b>(719,097)</b>	<b>(10%)</b>
<b>NET COUNTY COST</b>	<b>5,529,407</b>	<b>6,614,051</b>	<b>6,339,941</b>	<b>6,170,354</b>	<b>(443,697)</b>	<b>(7%)</b>

POSITIONS 45 44 40 40 (4)

Departmental Purpose

As mandated by the California Constitution, the County Assessor is an elected official, 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 Assessor's Office is to determine annually the full value of all taxable property within the county. The Assessor's Office accurately determines the taxable value of Solano County land, improvements, business and personal property. In accordance with specific mandates by State, County and local jurisdictions, this office 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.

Valuation

- Annually reviews nearly 25,000 parcels from recorded documents with full or partial ownership changes, analyzing legal descriptions, and verifying accurate ownership.
- Identify, locate, inspect, analyze and estimate the assessed value of approximately 142,000 parcels, 6,700 business properties, 7,000 boats, 1,200 manufactured homes, and 200 aircraft located in the County in accordance with law.

- Perform annually approximately 62 audits of businesses that equal or exceed \$400,000 in value.
- Annually value approximately 600 Possessory Interest properties, which are private interests in publicly owned lands.
- Annually value approximately 110 Section 11 properties, which are properties owned by local governments and located outside their boundaries.
- Annually value approximately 2,300 California Land Conservation (Williamson) Act properties, which are properties whose owners receive reduced assessments in exchange for voluntarily restricting the land to agricultural and open space uses.

Appeals Program

- Respond to written appeals from property owners contesting the taxable value of their property. This involves researching and gathering pertinent data to support the values and computations used by the Assessor's Office, and meeting with property owners, their representatives, and members of the local Assessment Appeals Board in a formal appeals hearing.

Exemption Program

- Receive, examine and process applications from taxpayers requesting property tax exemptions in accordance with State law, including homeowners, disabled veterans and non-profits.

Mapping Services

➤ Maintain a complete set of assessment maps geographically identifying all real property within the county. The California Government Code mandates the creation and maintenance of official assessment maps, each uniquely identifying specific property ownership for valuation and tax purposes and used by Assessor staff, other County departments, title companies, surveyors, engineers and individual property owners. Maintenance of assessment maps requires creation and amendment to correctly reflect up-to-date information associated with property ownership boundaries and changes. Other critical references to assessment maps are political and jurisdictional boundaries that must adhere to State Board of Equalization mandates. Mapping Services also provides key information for the development and enhancement of the County's Geographical Information System (GIS).

Administration

➤ Plan, organize, direct and support the daily operations of the Department.

Departmental Budget Request

The Department's Requested Budget of \$6,613,691 reflects decreases of (\$275,400), or (50%), in revenues and (\$549,510), or (8%), in expenditures when compared to the FY2009/10 Adopted Budget. As a result Net County Cost decreased by (\$274,110), or (4%).

Significant factors contributing to the decreases:

➤ (\$275,400) decrease in revenues due to the continuing decline in the housing market which is resulting in less supplemental tax administration revenues.

- (\$172,856) decrease in Salaries and Benefits due to a reduction of four positions as the result of the budget reduction strategy in FY2009/10 that resulted in the deletion of an Appraiser, Auditor-Appraiser, Cadastral Mapping Technician II and an Office Assistant II.
- (\$554,458) decrease in Services and Supplies primarily due to (\$67,600) reduction in postage expenses reallocated to Intra-Fund Transfers, (\$35,900) savings in reducing Contracted Services, (\$20,970) reduction in Kelly Temporary Services and reallocating workload among current staff, and (\$468,172) reduction due to elimination of the 311 Call Center program.
- \$64,056 increase in Countywide Administrative Overhead costs.
- \$45,860 increase in POBs.

County Administrator's Recommendation

The Recommended Budget reflects decreases of (\$275,400), or (50%), in revenues and (\$719,097), or (10%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$443,697), or (7%).

Compared to the Department's Requested Budget, the Recommended Budget contains (\$169,587) decrease in expenditures the result of reductions of (\$27,004) in OPEB costs, (\$136,529) in SCIPS data processing service charges due to the deferment of the SCIPS loan and (\$6,054) in data processing service costs.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major

Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Property Assessments	✓		7,163,201	6,444,104	(719,097)	There are no significant impacts anticipated for the 2010/11 fiscal year. It should be noted that that the gradual accumulation of small impacts will eventually degrade the level of performance of the division. Technology solutions are being explored to maintain acceptable levels of public service despite increasing workloads.

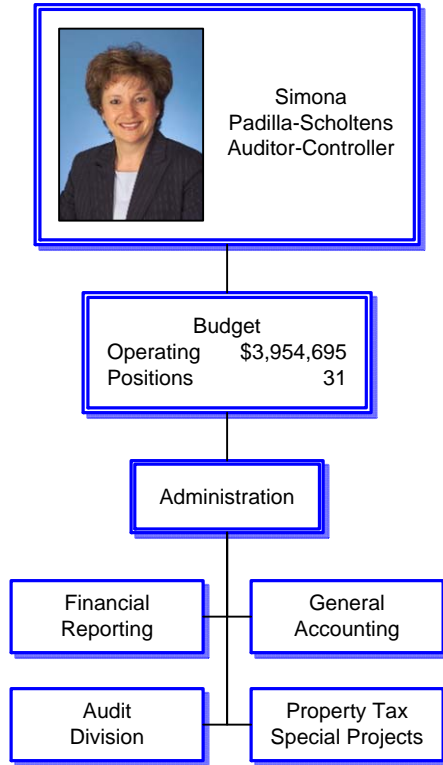
**Pending Issues and Policy Considerations**

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

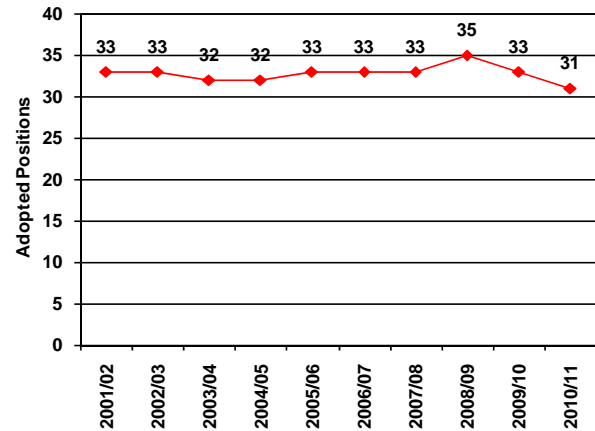
**Department Head Concurrence or Appeal**

The Department Head concurs with the County Administrator's recommendation.

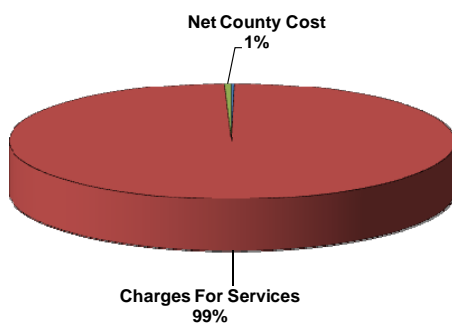
Departmental Summary



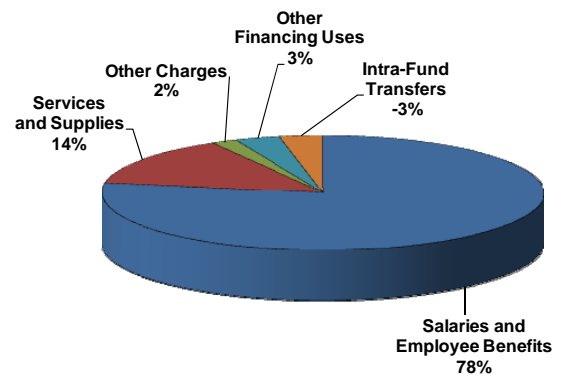
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Intergovernmental Rev State	11,744	8,100	8,500	8,500	400	5%
Charges For Services	3,683,583	3,874,297	3,926,738	3,926,469	52,172	1%
Misc Revenue	422	19,240	0	0	(19,240)	(100%)
<b>TOTAL REVENUES</b>	<b>3,695,748</b>	<b>3,901,637</b>	<b>3,935,238</b>	<b>3,934,969</b>	<b>33,332</b>	<b>1%</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	3,299,107	3,456,439	3,296,765	3,273,848	(182,591)	(5%)
Services and Supplies	710,106	686,575	620,654	594,411	(92,164)	(13%)
Other Charges	78,243	78,075	77,975	77,975	(100)	(0%)
F/A Equipment	5,895	0	0	0	0	0%
Other Financing Uses	136,734	102,377	139,649	139,649	37,272	36%
Intra-Fund Transfers	(169,920)	(172,160)	(131,188)	(131,188)	40,972	(24%)
<b>TOTAL APPROPRIATIONS</b>	<b>4,060,165</b>	<b>4,151,306</b>	<b>4,003,855</b>	<b>3,954,695</b>	<b>(196,611)</b>	<b>(5%)</b>
<b>NET COUNTY COST</b>	<b>364,417</b>	<b>249,669</b>	<b>68,617</b>	<b>19,726</b>	<b>(229,943)</b>	<b>(92%)</b>

POSITIONS 35 33 31 31 (2)

Departmental Purpose

The Auditor-Controller performs the duties of the office under the legal authority provided within the Government Code sections §26880 and §26900. The Auditor-Controller is the principal financial and accounting officer of the County and as such, performs the following duties:

- Develops and enforces accounting policies and procedures; prescribes accounting forms and systems; and processes, maintains, and reconciles fixed asset activity to County inventory.
- Enforces budgetary controls and other administrative policies; monitors budgetary and fiscal activities; ensures financial reporting in accordance with County policies, State and Federal laws, and Governmental Accounting Standards Board pronouncements.
- Manages the PeopleSoft System for payroll-related functions; processes payroll and related transactions for over 3,000 employees. Administers the County's direct deposit program; processes provider payments for employee benefits; provides technical assistance to employees regarding earnings, deductions, and leave status.
- Coordinates and provides fiscal training to Solano County employees and other government agencies; compiles the County's comprehensive annual financial report and coordinates the annual external County audit.
- Manages the debt service funds for all long-term debt of the County.
- Actively participates in the State Association of County Auditor's Accounting & Financial Reporting Managers Committee and Payroll Managers Committee.

Administration

- Exercises general supervision of the financial information and accounts of all departments, districts and agencies under the control of the Board of Supervisors.
- Establishes accounting policies; plans, organizes, and directs the daily operations of the Department.
- Actively participates with other County management in identifying countywide opportunities that affect fiscal and administrative policies.
- Actively participates with various State committees of the State Association of County Auditors to provide leadership in the development of statewide accounting, auditing and legislative directives.

General Accounting/Payroll/Training

- Manages the Countywide Financial Information System; processes financial information for County departments and special districts and maintains the general ledger.

Grants/Property Tax

- Administers the property tax apportionment system of the County.
- Monitors all Federal and State assistance and coordinates the Countywide Single Audit.
- Prepares the Countywide Cost Allocation Plan and the Countywide Daily Jail Rate.
- Assists departments in the preparation of SB 90 claims and participates in various other special projects.
- Manages the debt service funds of the School Districts and Community College.
- Actively participates in the California Tax Managers Association to develop statewide training and guidelines for the implementation of new legislation.

Internal Audit

- Performs audits, internal control reviews, and special projects as requested by County management and in accordance with an annual Audit Plan.
- Administers the County's Whistleblower Program addressing claims of fraud, waste and abuse within Solano County.
- Provides technical assistance, cost benefit analysis, research, and review of policy/procedures.
- Promotes internal controls and responds to inquiries regarding efficiency or effectiveness of County operations.
- Actively participates in the State Association of County Auditor's Audit Chiefs Committee.

Departmental Budget Request

The Department's Requested Budget reflects an increase of \$33,601, or 0.9%, in revenues and a decrease of (\$147,451), or (3.6%), in expenditures when compared to the FY2009/10 Adopted Budget, resulting in a decrease of (181,052), or (72.5%) in Net County Cost.

The primary factors contributing to the budget changes are the net results of:

- \$52,441 increase in Charges for Services primarily due to increases of \$90,082 in Countywide Administrative Overhead and \$10,000 in redemption fees; offset by a (\$37,741) decrease in Auditing and Accounting Fees due to a decline in the number of Special District audits, and a (\$5,000) decrease in SB813 Collection Fees due to a decrease in administration fees for supplemental taxes billed as a result of the weak real estate market.
- (\$19,240) decrease in Other Revenue due to a budgetary adjustment during the FY2009/10 Recommended Budget process. This amount was not realized.
- (\$159,674) decrease in Salaries and Employee Benefits primarily due to the elimination of a vacant Accountant/Auditor position and the retirement of an Accounting Supervisor as part of the budget reduction strategy in FY2009/10.
- (\$65,921) decrease in Services and Supplies primarily as a result of decreases of:
  - (\$6,496) in data processing charges.
  - (\$11,750) in travel, education and training.
  - (\$40,949) in Postage as a result of reclassification of these charges to Intra Fund Transfers account.
- \$37,272 increase in POBs.
- \$40,972 increase in Intra Fund Transfers due to the reclassification of postage charges from Services and Supplies.

County Administrator's Recommendation

The Recommended Budget reflects an increase of \$33,332, or 0.9%, in revenues and a decrease of (\$196,611), or (4.7%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$229,243), or (92%).

Compared to the Department's Requested Budget, the Recommended Budget reflects decreases of (\$269) in revenues and (\$49,160) in expenditures, resulting in a corresponding decrease of (\$48,890) in Net County Cost.

The decrease in expenditures is mainly due to reductions in OPEB and central data processing charges.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major

Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Property Tax/Grants	✓		1,046,738	920,356	(126,382)	During FY2009/10 eliminated an Accountant/Auditor position that impacted the services provided to the public and other agencies by causing delays in providing mandated property tax functions, delays in processing property tax refunds and delays in implementing automation enhancements to the SCIPS system that will improve efficiency.
General Accounting	✓		1,249,251	1,167,234	(82,017)	During FY2009/10 eliminated an Accounting Supervisor position that impacted the services provided to vendors/other agencies by increasing the processing time of payments. In addition, the imaging of Auditor-Controller documents has been delayed and may be eliminated. These documents are accessed by all departments for research and reconciliation purposes.

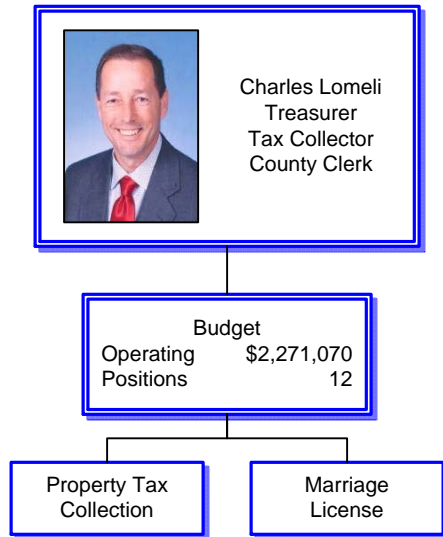
**Pending Issues and Policy Considerations**

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

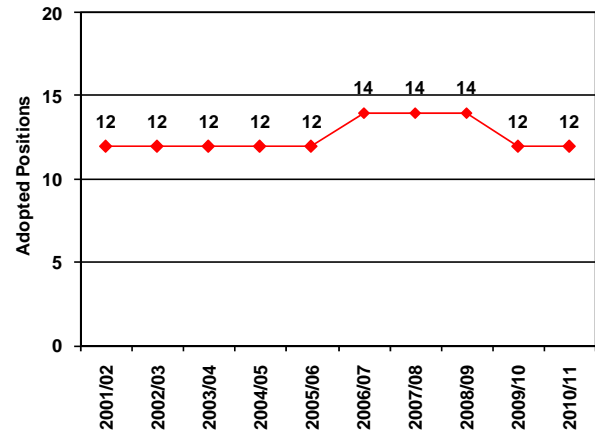
**Department Head Concurrence or Appeal**

The Department Head concurs with the County Administrator's recommendation.

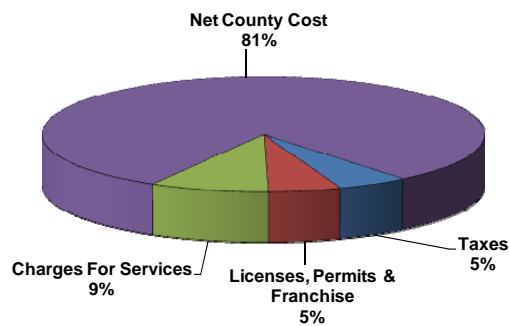
### Departmental Summary



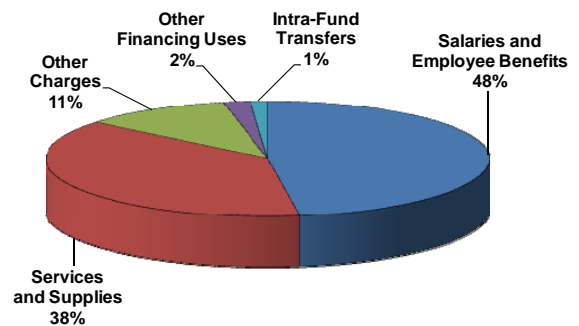
### Staffing Trend



### Source of Funds



### Use of Funds





DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Taxes	166,660	145,000	118,000	118,000	(27,000)	(19%)
Licenses, Permits & Franchise	99,093	101,000	121,000	121,000	20,000	20%
Charges For Services	266,899	255,500	195,752	195,752	(59,748)	(23%)
Misc Revenue	5,000	0	0	0	0	0%
<b>TOTAL REVENUES</b>	<b>537,652</b>	<b>501,500</b>	<b>434,752</b>	<b>434,752</b>	<b>(66,748)</b>	<b>(13%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	1,123,333	1,100,590	1,147,297	1,083,070	(17,520)	(2%)
Services and Supplies	893,310	1,294,591	941,442	867,145	(427,446)	(33%)
Other Charges	204,300	218,109	247,560	247,560	29,451	14%
Other Financing Uses	43,272	30,767	45,145	45,145	14,378	47%
Intra-Fund Transfers	0	0	28,150	28,150	28,150	0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,264,216</b>	<b>2,644,057</b>	<b>2,409,594</b>	<b>2,271,070</b>	<b>(372,987)</b>	<b>(14%)</b>
<b>NET COUNTY COST</b>	<b>1,726,564</b>	<b>2,142,557</b>	<b>1,974,842</b>	<b>1,836,318</b>	<b>(306,239)</b>	<b>(14%)</b>

POSITIONS 14 12 12 12 0

### Departmental Purpose

The Office of 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 that they can use to provide essential services to the citizens of Solano County.

The Office of County Clerk has a fourfold mission. First is to issue a variety of Official Public Records including marriage licenses and fictitious business names. Second is to register all Professional Photocopiers, Process Servers, Unlawful Detainer Assistants, and Legal Document Assistants. Third is to administer Public Notary Oaths and Deputy Oaths of Office. And fourth is to file, maintain, and verify a variety of documents, schedules, and official reports for public review.

The Offices of County Tax Collector and County Clerk are mandated by sections §24000 and §24009 of the California Government Code. The duties and responsibilities of the offices are further mandated by sections §27400 - §27401 and §26801 - §26863 of the California Government Code.

### Departmental Budget Request

The Department's Requested Budget of \$2,409,594 reflects overall decreases of (\$66,748), or (13%), in revenues and (\$234,463), or (9%), in expenditures when compared to FY2009/10 Adopted Budget. As a net result, the Net County Cost has decreased by (\$167,715), or (8%).

Significant factors contributing to budget changes are:

- (\$27,000) decrease in tax penalty fees and (\$24,000) decrease in assessment and tax collection fee revenues.
- (\$353,149) decrease in Services and Supplies mainly due to the elimination of the 311 Call Center program, a reduction in SCIPS charges; and offset by an increase in data processing service costs, Administrative Overhead charges, POBs and Intra-Fund Transfers for services provided to General Fund departments.

### County Administrator's Recommendation

The Recommended Budget of \$2,271,070 reflects decreases of (\$66,748), or (13%), in revenues and (\$372,987), or (14%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$306,239), or (14%).

Compared to the Department's Requested Budget, the Recommended Budget contains decreases of (\$131,556) in expenditures resulting from (\$57,259) decrease in Salaries and Benefits due to the elimination of a limited term position expiring June 30, 2010 and (\$74,297) decrease in Services and Supplies due to a reduction in data processing costs, offset by an increase in SCIPS charges.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major

Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Final Budget	FY2010/11 Proposed Budget	Change From Final Budget	
Tax Collection	✓		2,644,057	2,271,070	(372,987)	The reduction in staff has resulted in an increase in wait times for customers paying taxes and longer hold periods before calls are answered. The department had relied on the 311 Call Center to handle the bulk of these calls. The Department has closed the Tax lobby and reduced phone coverage. Collections efforts have been reduced by 50%.

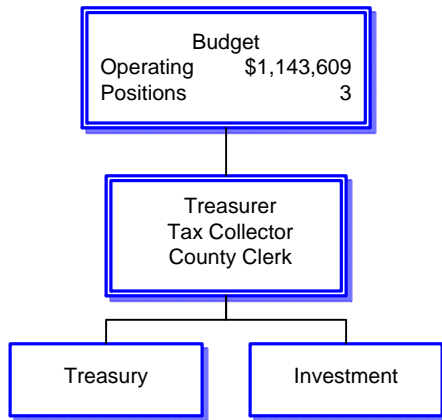
**Pending Issues and Policy Considerations**

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

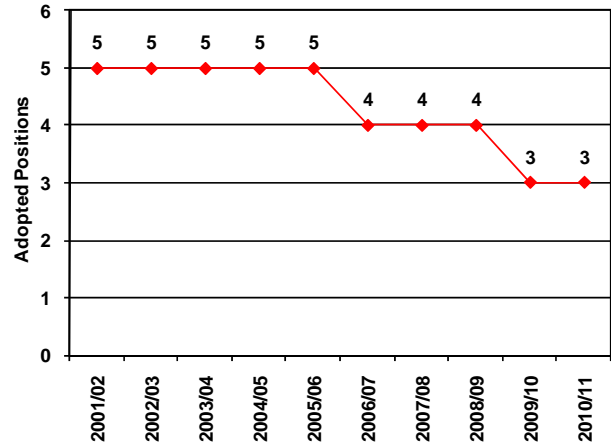
**Department Head Concurrence or Appeal**

The Department Head concurs with the County Administrator's recommendation.

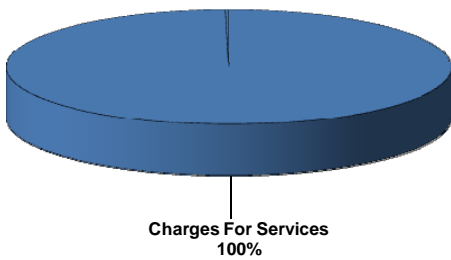
### Departmental Summary



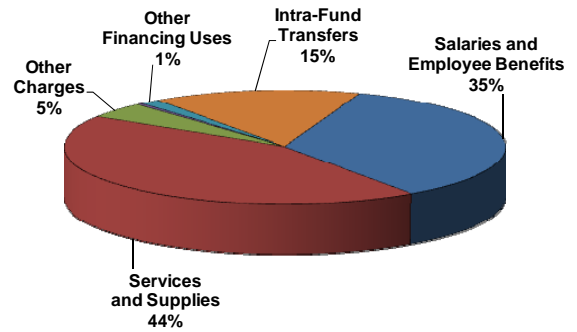
### Staffing Trend



### Source of Funds



### Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	1,127,676	1,183,136	1,145,432	1,143,823	(39,313)	(3%)
Misc Revenue	7,083	2,000	2,500	2,500	500	25%
<b>TOTAL REVENUES</b>	<b>1,134,759</b>	<b>1,185,136</b>	<b>1,147,932</b>	<b>1,146,323</b>	<b>(38,813)</b>	<b>(3%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	418,358	397,706	399,838	397,124	(582)	(0%)
Services and Supplies	381,901	531,840	499,423	497,814	(34,026)	(6%)
Other Charges	142,000	81,501	51,912	51,912	(29,589)	(36%)
F/A Equipment	5,621	0	5,000	5,000	5,000	0%
Other Financing Uses	16,959	11,369	16,539	16,539	5,170	45%
Intra-Fund Transfers	169,920	162,720	175,220	175,220	12,500	8%
<b>TOTAL APPROPRIATIONS</b>	<b>1,134,759</b>	<b>1,185,136</b>	<b>1,147,932</b>	<b>1,143,609</b>	<b>(41,527)</b>	<b>(4%)</b>
<b>NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,714)</b>	<b>(2,714)</b>	<b>0%</b>

POSITIONS 4 3 3 3 0

Departmental Purpose

The Office of Treasurer is responsible for receiving and safely investing all money belonging to the County and all other monies directed by law to be paid out by the Treasurer. The Treasurer is also designated as the County’s primary fiduciary expert in the area debt issuance. The Department manages over \$700 million for County, Local School Districts, and other Local Agencies.

The Office of County Treasurer is mandated by sections §24000 and §24009 of the California Government Code. The duties and responsibilities of the Office are further mandated by sections §27000 - §27137 of the California Government Code.

In addition, the Treasurer serves on the Debt Advisory Committee for Solano County, the Pension Oversight Committee for Solano County and the Treasury provides fund management on all debt proceeds.

Departmental Budget Request

The Department’s Requested Budget of \$1,147,932 reflects overall decreases of (\$37,204), or (3%), in revenues and expenditures when compared to FY2009/10 Adopted Budget. The Treasurer has no Net County Cost since the budget is financed by income from the investment portfolio.

Significant factors contributing to the budget changes are:

- (\$50,000) decrease in banking and trust service costs.
- (\$15,000) decrease in data processing supplemental service costs.
- \$26,000 increase in investment software licensing and maintenance agreements.

County Administrator’s Recommendation

The Recommended Budget of \$1,143,609 reflects decreases of (\$38,813), or (3%), in revenues and (\$41,527), or (4%), in expenditures when compared to the FY2009/10 Adopted Budget.

Compared to the Department’s Requested Budget, the Recommended Budget contains decreases of (\$1,609) in revenue and (\$4,323) in expenditures.

Revenue changes are the result of a reduction in auditing and accounting fees. Expenditure changes are the result of decreases of (\$2,714) in OPEB costs, (\$1,000) in postage, and (\$609) in data processing services.

Charles Lomeli, Treasurer

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major

Departmental programs, along with a summary of the impact of any significant changes.

FY2010/11 Program Impacts

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Final Budget	FY2010/11 Proposed Budget	Change From Final Budget	
Treasury Operations	✓		1,185,136	1,143,609	(41,527)	The Treasury window is being closed to other departments and the public. Additional reductions would expose the County to substantial risk from externally generated fraudulent transactions. The Treasurer would not have the dual control process, timely reconciliation of accounts and movement of funds that are key processes to detect and prevent fraud and errors.

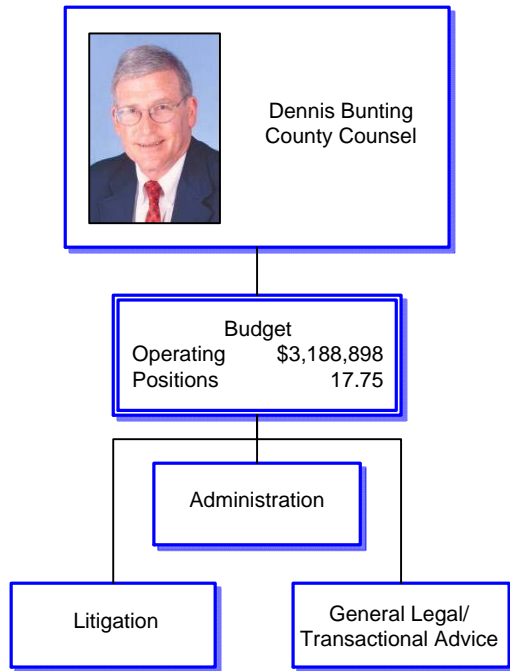
Pending Issues and Policy Considerations

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

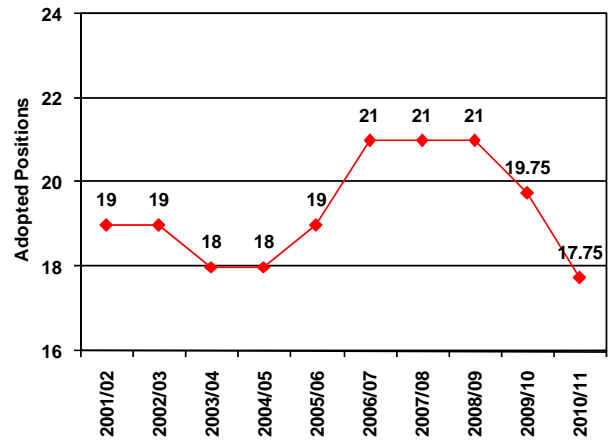
Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator's recommendation.

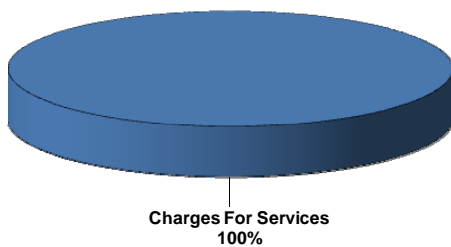
Departmental Summary



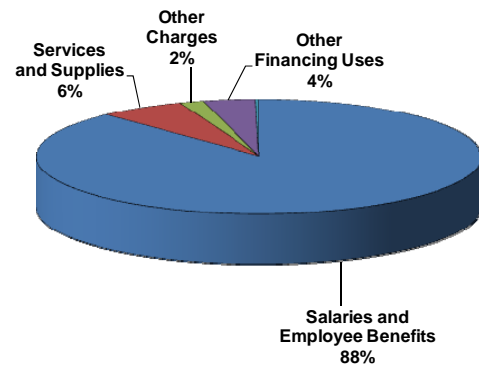
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	2,804,655	3,421,857	3,795,896	3,795,857	374,000	11%
<b>TOTAL REVENUES</b>	<b>2,804,655</b>	<b>3,421,857</b>	<b>3,795,896</b>	<b>3,795,857</b>	<b>374,000</b>	<b>11%</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	3,019,397	3,134,541	2,824,167	2,804,152	(330,389)	(11%)
Services and Supplies	378,048	208,977	203,174	200,599	(8,378)	(4%)
Other Charges	55,374	55,254	55,186	55,186	(68)	(0%)
Other Financing Uses	127,808	99,932	121,954	121,954	22,022	22%
Intra-Fund Transfers	0	0	7,007	7,007	7,007	0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,580,628</b>	<b>3,498,704</b>	<b>3,211,488</b>	<b>3,188,898</b>	<b>(309,806)</b>	<b>(9%)</b>
<b>NET COUNTY COST</b>	<b>775,973</b>	<b>76,847</b>	<b>(584,408)</b>	<b>(606,959)</b>	<b>(683,806)</b>	<b>(890%)</b>

POSITIONS 21 19.75 17.75 17.75 (2)

Departmental Purpose

The Office of County Counsel was created by statute, Government Code sections 26526, 26529 and 27640. The Department 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. County Counsel also serves most special districts and agencies within the County, including the Solano County Office of Education and several school districts.

Departmental Budget Request

The Department’s Requested Budget reflects an increase of \$374,039, or 10.9%, in revenues and a decrease of (\$287,216), or (8.2%), in expenditures when compared to the FY2009/10 Adopted Budget, resulting in a decrease of (661,255), or (860.5%) in Net County Cost.

The major changes between the FY2010/11 Requested Budget and the FY2009/10 Adopted Budget are outlined below:

- \$374,039 increase in Charges for Services due to \$330,039 rise in Administration Overhead as a result of an increase in revenues from the Countywide Cost Allocation Plan and \$44,000 gain in Inter-fund Services Provided - County from higher revenues from direct billing charges to County Departments for legal services.

- (\$310,374) decrease in Salaries and Benefits due to the elimination of two positions, elimination of the Management Incentive Plan (MIP), and the deferral/elimination of a scheduled cost of living adjustment as part of the budget reduction strategy in FY2009/10. These savings are offset by the increases of \$17,776 in OPEB costs, \$9,937 in workers compensation insurance and \$8,648 in unemployment insurance.
- (\$5,803) decrease in Services and Supplies is due largely to a (\$10,581) decrease in the Central Data Processing Services charges, offset by a \$5,945 increase in telephone charges.
- \$22,022 increase in POBs.

County Administrator’s Recommendation

The Recommended Budget reflects an increase of \$374,000, or 10.9%, in revenues and a decrease of (\$309,806), or (8.9%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$683,806), or (889.8%).

Compared to the Department’s Requested Budget, the Proposed Budget reflects decreases of (\$39) in revenues and (\$22,590) in expenditures, resulting in a decrease of (\$22,551) in Net County Cost.

The decrease in expenditures is mainly due to reduced OPEB and central data processing charges.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

FY2010/11 Program Impacts

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Legal Services	✓		3,498,704	3,188,898	(309,806)	Decrease is due to cost reductions. No impact.

Pending Issues and Policy Considerations

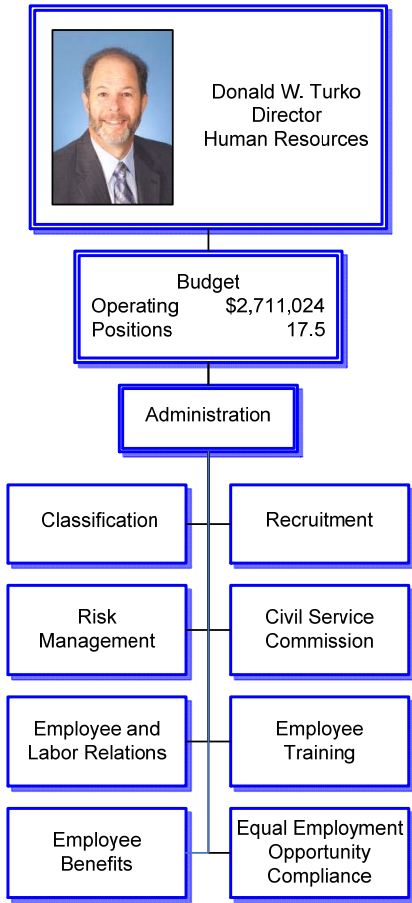
There are no pending issues or policy considerations at this time.

Department Head Concurrence or Appeal

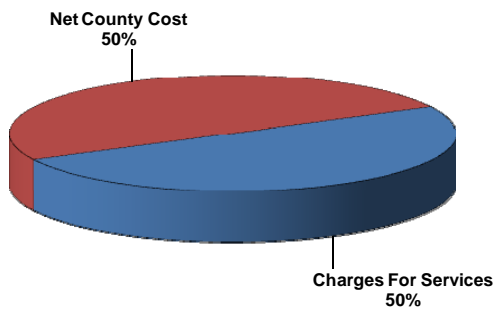
The Department Head concurs with the County Administrator's recommendation.



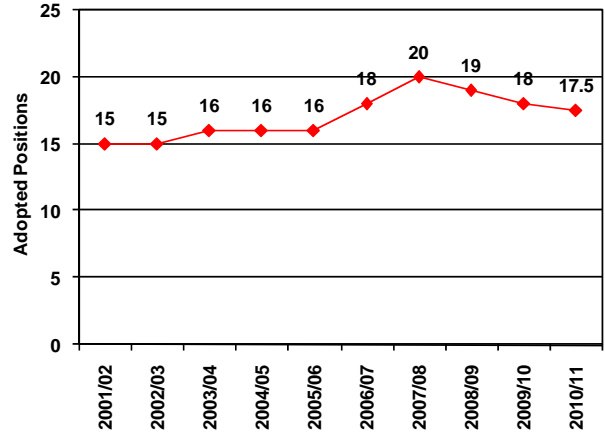
Departmental Summary



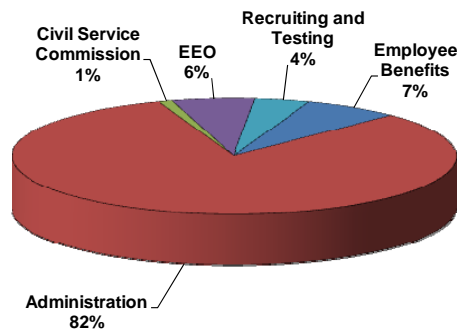
Source of Funds



Staffing Trend



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	2,899,219	3,566,054	3,731,937	3,731,937	165,883	5%
Misc Revenue	2,619	350	300	300	(50)	(14%)
Other Financing Sources	247,343	0	0	0	0	0%
<b>TOTAL REVENUES</b>	<b>3,149,181</b>	<b>3,566,404</b>	<b>3,732,237</b>	<b>3,732,237</b>	<b>165,833</b>	<b>5%</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	2,252,953	2,040,325	2,044,930	2,032,139	(8,186)	(0%)
Services and Supplies	608,246	458,603	501,348	498,678	40,075	9%
Other Charges	49,164	81,766	81,666	81,666	(100)	(0%)
Other Financing Uses	88,089	61,076	84,521	84,521	23,445	38%
Intra-Fund Transfers	0	0	14,020	14,020	14,020	0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,998,452</b>	<b>2,641,770</b>	<b>2,726,485</b>	<b>2,711,024</b>	<b>69,254</b>	<b>3%</b>
<b>NET COUNTY COST</b>	<b>(150,729)</b>	<b>(924,634)</b>	<b>(1,005,752)</b>	<b>(1,021,213)</b>	<b>(96,579)</b>	<b>10%</b>

POSITIONS 19 18 17.5 17.5 (.5)

Departmental Purpose

The Department provides administrative support services to assist other County departments in addressing the Board’s priorities. The Department of Human Resources works to provide County departments with a well-qualified, trained workforce that reflects the diversity of the community, is appropriately classified and equitably compensated. The Department also develops and implements policies, procedures and programs that promote a positive and productive work environment.

The Department of Human Resources consists of the Personnel Services, Risk Management/Employee Benefits, Employee Development and Training, and the Equal Employment Opportunity Program Divisions.

Departmental Budget Request

The Department’s Requested Budget reflects increases of \$165,833, or 4.6%, in revenues and \$84,715, or 3.2%, in expenditures when compared to the FY2009/10 Adopted Budget, resulting in an increase of \$81,118, or 8.8% in Net County Cost.

In FY2010/11, the budget for the Employee Benefits Division has been transferred from Risk Management (budget unit 1830) to Human Resources (budget unit 1500). The transfer will reflect a \$345,413 appropriations increase in Human Resources and a corresponding decrease in Risk Management. Human Resources will also pick up two FTE positions

from the Employee Benefits Division in its total position allocations.

The major changes between the FY2010/11 Requested Budget and the FY2009/10 Adopted Budget are outlined below:

- \$165,883 increase in Charges for Services due to a \$345,413 increase in Other Charges for Services because of additional revenues associated with the transfer of the Employee Benefits Division to the Department, offset by a (\$149,603) decrease in Countywide Administrative Overhead as a result of an increase in revenues from the Countywide Cost Allocation Plan and (\$29,927) in Inter-fund Services Provided – County for decreased charges to Health and Social Services (H&SS) to fund 1.00 FTE HR Analyst position assigned to H&SS.
- \$4,605 increase in Salaries and Employee Benefits as a result of the following position changes:
  - Add 0.5 FTE Senior HR Analyst (Limited Term).
  - Add 2.0 FTE HR Assistant due to the transfer of the Employee Benefits Division to Human Resources.
  - Delete 1.0 FTE Principal HR Analyst.
  - Delete 1.0 FTE HR Assistant.

Donald W. Turko, Director of Human Resources

- \$42,745 increase in Services and Supplies as detailed below:
  - \$103,200 increase in Other Professional Services primarily due to costs of \$161,200 that transferred with the Employee Benefits Division for CalPERS health administration fees, third party administrator fees for flexible spending accounts, PARS trust administrator expenses and annual PARS actuarial study, offset by a (\$58,000) decrease in testing services provided through CPS for fewer recruitments and a reduction in the contract with an outside consultant for Harassment Prevention Training.
  - (\$20,750) decrease in building maintenance and improvements.
  - (\$10,000) decrease in software licenses.
  - (\$25,000) decrease in publications and legal notices because of reduced advertising requirements as a result of fewer recruitments.
  - (\$4,705) in miscellaneous savings.
- \$16,866 increase in POBs.

- \$14,020 increase in Intra-Fund Transfer for computer training classes, Postage and Maintenance Labor costs resulting from a change in accounting procedure that moved these costs from the Services and Supplies category to Intra-Fund Transfers.

**County Administrator's Recommendation**

The Recommended Budget reflects increases of \$165,833, or 4.6%, in revenues and \$69,254, or 2.6%, in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$96,579), or (10.4%).

Compared to the Department's Requested Budget, the Recommended Budget reflects a decrease of (\$15,461) in expenditures, resulting in a corresponding decrease of (\$15,461) in Net County Cost.

The decrease in expenditures is due to reduced OPEB and CDP charges.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Personnel Administration Division	✓		2,240,716	2,078,106	(162,610)	1. Elimination of 1.0 FTE Principal HR Analyst & 1.0 FTE Human Resources Assistant will lengthen response cycle times for service to departments and will result in work being absorbed by other employees. 2. Reduction in Education & Training will reduce external staff training opportunities.
Employee Benefits Division	✓		0	345,413	345,413	This Division was previously budgeted as a Division in the Risk Management Budget (Fund 060). Employee Benefits is managed by Human Resources staff and transfer to Human Resources reflects accurate reporting structure. No operational impact to Department.

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Recruiting & Testing	✓		207,700	118,550	(89,150)	Reduction in Other Professional Services for recruitment testing services and Publications & Legal Notices for advertising reflects reduction in frequency of County recruitments and anticipated reduced hiring opportunities.

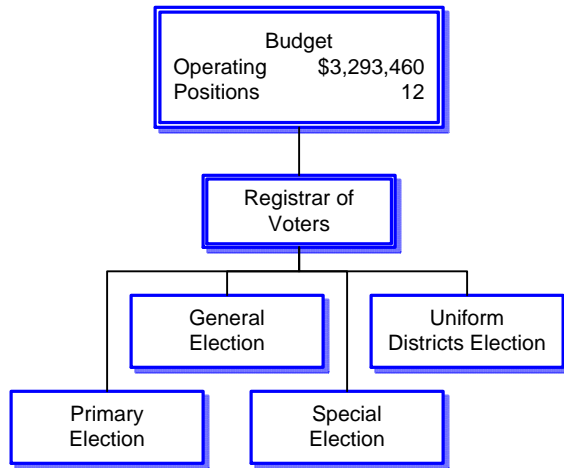
Pending Issues and Policy Considerations

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

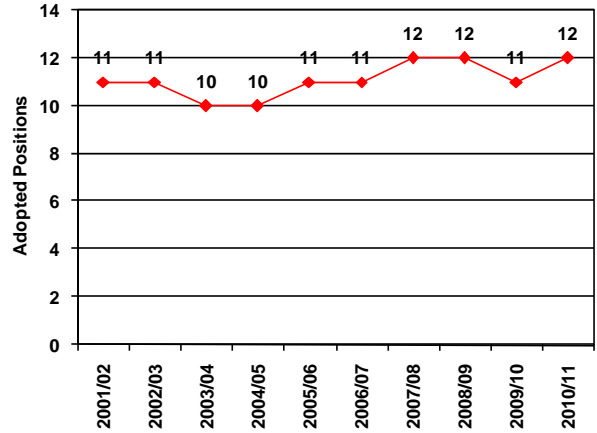
Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator's recommendation.

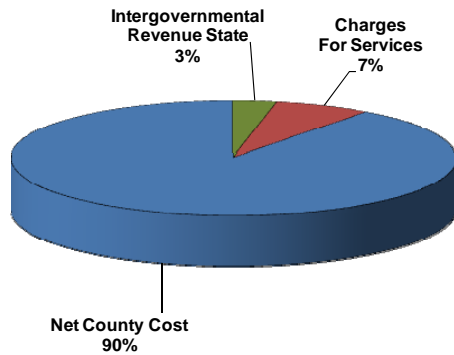
Departmental Summary



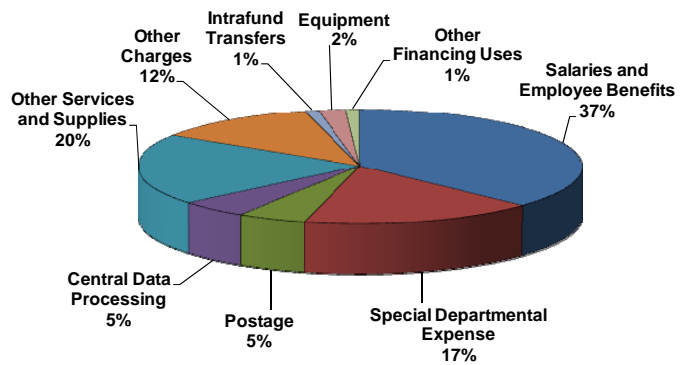
Staffing Trend



Source of Funds



Use of Funds



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Intergovernmental Rev State	69,826	12,500	103,917	103,917	91,417	731%
Charges For Services	1,465,764	457,000	233,000	233,000	(224,000)	(49%)
Misc Revenue	161	0	0	0	0	0%
Other Financing Sources	2,125	0	0	0	0	0%
<b>TOTAL REVENUES</b>	<b>1,537,876</b>	<b>469,500</b>	<b>336,917</b>	<b>336,917</b>	<b>(132,583)</b>	<b>(28%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	1,188,474	1,299,862	1,218,027	1,211,066	(88,796)	(7%)
Services and Supplies	2,074,923	3,256,171	1,534,698	1,533,362	(1,722,809)	(53%)
Other Charges	261,317	375,380	389,860	389,860	14,480	4%
F/A Equipment	15,209	0	75,757	75,757	75,757	0%
Other Financing Uses	62,756	56,593	42,415	42,415	(14,178)	(25%)
Intra-Fund Transfers	0	0	41,000	41,000	41,000	0%
<b>TOTAL APPROPRIATIONS</b>	<b>3,602,679</b>	<b>4,988,006</b>	<b>3,301,757</b>	<b>3,293,460</b>	<b>(1,694,546)</b>	<b>(34%)</b>
<b>NET COUNTY COST</b>	<b>2,064,803</b>	<b>4,518,506</b>	<b>2,964,840</b>	<b>2,956,543</b>	<b>(1,561,963)</b>	<b>(35%)</b>

POSITIONS 12 11 12 12 1

**Departmental Purpose**

The Registrar of Voters 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 State of California Elections Code, Government Code, Education Code, Health & Safety Code, Water Code, and the Constitutions of the United States and State of California.

There are six established election dates over a two-year election cycle. Elections are scheduled in Solano County in June and November every year, and 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 elections and 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. The following are highlights of the functions of the Registrar of Voters:

- Conduct elections openly and fairly, providing equal access to all candidates, campaigns, the news media and the public.

- Register voters, maintain voter registration records, provide outreach services for voter registration, and provide voter registration and election information to candidates, campaigns, news media and the public.
- Ensure the timely and complete filing of campaign disclosure statements and act as Filing Officer for statements of economic interests.
- File and verify state and local initiatives, referendum and recall petitions.
- Prepare and mail election information and ballots.
- Recruit and train poll workers.
- Canvass and certify the results of all elections.

**Departmental Budget Request**

The Department's Requested Budget of \$3,301,757 reflects decreases of (\$132,583), or (28%), in revenues and (\$1,686,249), or (34%), in expenditures when compared to the FY2009/10 Adopted Budget. As a result Net County Cost decreased by (\$1,553,666), or (34%).

In contrast to FY2009/10 Adopted Budget, which included the September 2009 Special Congressional Primary Election, the November 2009 Consolidated District Elections and the June 2010 Gubernatorial Primary Election; FY2010/11 Requested Budget contains one countywide election, the 2010 Gubernatorial Election.

Ira Rosenthal, Chief Information Officer

Significant factors contributing to the decreases:

- (\$224,000) decrease in Charges for Services reflects a reduction of reimbursement of election services rendered.
- (\$81,835) decrease in Salaries and Benefits primarily due to a reduction of Extra Help employees that were needed to assist in the November 2009 Election. During FY2009/10 Budget Hearings, 1.0 FTE Accounting Technician was recommended to be eliminated from DoIT. However, the least senior staff member was in ROV, and ROV is a division of DoIT, and that position was deleted from ROV resulting in the FY2009/10 Adopted Budget reflecting one less position. The remaining position in DoIT (budget unit 1870) was subsequently transferred back to ROV. Additionally, as part of FY2009/10 budget reduction strategy, 2.0 FTE Elections Technicians were deleted. However, on February 23, 2010, the Board approved 2.0 FTE Election Technicians (Limited Term) through December 31, 2010, to help with the cyclical workload peaks of election and petition cycles.

- (\$1,721,473) decrease in Services and Supplies primarily due to one scheduled countywide election, as opposed to two. The Congressional District 10 election to fill a vacancy was budgeted in FY2009/10, but was consolidated with the November 2009 election.

**County Administrator’s Recommendation**

The Recommended Budget of \$3,293,460 reflects decreases of (\$132,583), or (28%), in revenues and (\$1,694,546), or (34%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$1,561,963), or (35%).

Compared to the Department’s Requested Budget, the Recommended Budget contains a (\$8,297) decrease in expenditures resulting from reductions in OPEB and data processing service costs.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Elections	✓		4,988,006	3,293,460	(1,694,546)	Reflects carrying forward program and staffing reductions taken in FY2009/10. This budget assumes conducting one election, versus the three elections in FY2009/10 Adopted Budget, the November 2010 Gubernatorial General Election.

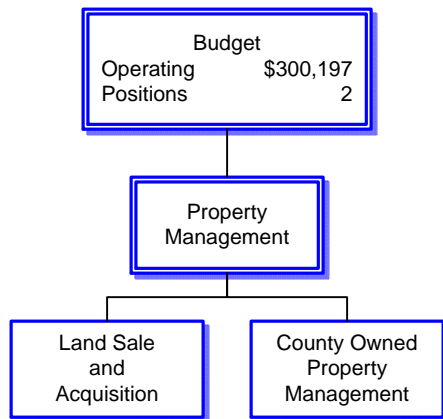
**Pending Issues and Policy Considerations**

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

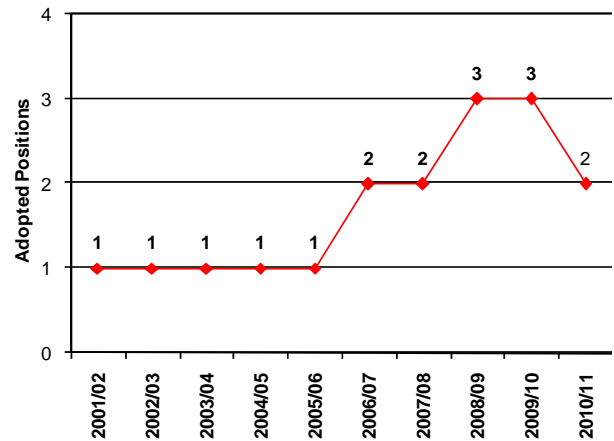
**Department Head Concurrence or Appeal**

The Department Head concurs with the County Administrator’s recommendation.

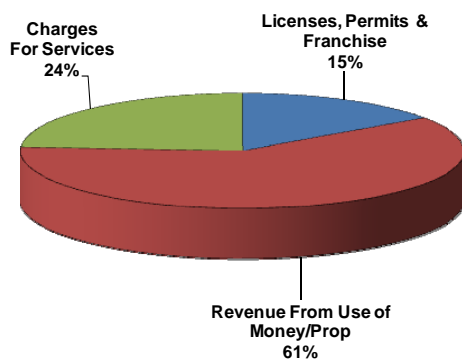
### Departmental Summary



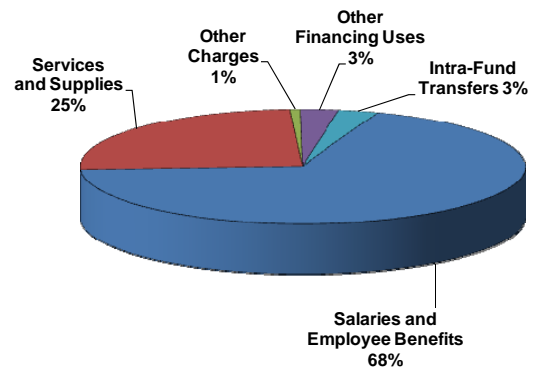
### Staffing Trend



### Source of Funds



### Use of Funds





Spencer C. Bole, Director of General Services

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Licenses, Permits & Franchise	117,807	115,707	124,463	124,463	8,756	8%
Revenue From Use of Money/Prop	498,045	542,146	492,138	492,138	(50,008)	(9%)
Charges For Services	177,691	157,345	194,211	194,211	36,866	23%
Misc Revenue	51,640	0	0	0	0	0%
<b>TOTAL REVENUES</b>	<b>845,183</b>	<b>815,198</b>	<b>810,812</b>	<b>810,812</b>	<b>(4,386)</b>	<b>(1%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	198,905	197,744	207,095	205,709	7,965	4%
Services and Supplies	233,523	100,979	75,554	75,121	(25,858)	(26%)
Other Charges	2,814	2,808	2,247	2,247	(561)	(20%)
Other Financing Uses	8,097	5,575	8,445	8,445	2,870	51%
Intra-Fund Transfers	0	0	8,675	8,675	8,675	0%
<b>TOTAL APPROPRIATIONS</b>	<b>443,339</b>	<b>307,106</b>	<b>302,016</b>	<b>300,197</b>	<b>(6,909)</b>	<b>(2%)</b>
<b>NET COUNTY COST</b>	<b>(401,844)</b>	<b>(508,092)</b>	<b>(508,796)</b>	<b>(510,615)</b>	<b>(2,523)</b>	<b>0%</b>

POSITIONS 3 3 2 2 (1)

Departmental Purpose

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 (acquisitions, sales, leases and adaptive re-use of real property) that are in the financial and legal best interest of the County. Real Estate Services manages the County's portfolio of real estate assets to ensure appropriate maintenance levels, minimize operating expenses and maximize revenues from administered leases, and evaluate disposition and development potential. In addition, Real Estate Services is responsible for administering agreements with the local Veterans groups and the franchise agreements for cable television and garbage services in the unincorporated areas of the County. Real Estate Services is a function of the General Services Department.

Departmental Budget Request

The Department's Requested Budget of \$302,016 represents decreases of (\$4,386), or less than (1%), in revenues and (\$5,090), or (2%), in expenditures when compared to the FY2009/10 Adopted Budget. As a result, the Net County Cost has decreased by (\$704).

Significant factors contributing to the change in the budget are as follows:

- Increase in revenue is primarily the net result of an \$8,756 increase in garbage lien processing fees.

- (\$50,008) decrease in annual building and lease revenue resulting from a loss of tenants and negotiated reductions in rent.
- \$52,229 increase in Countywide Administrative Overhead revenues.
- (\$15,363) decrease in Charges for Services to other County departments.
- \$9,351 increase in Salaries and Benefits, which is primarily the result of increases in the COLA for represented staff; merit increases; and a rise in retirement, health and unemployment insurance costs. Requested Budget has one less position due to the elimination of a vacant 1.0 FTE Real Estate Agent position as part of the FY2009/10 budget reduction strategy.
- (\$25,425) decrease in Services and Supplies, which is mainly the net result of a (\$19,853) decrease in building maintenance costs since repairs to the parking lot at 601 Kentucky Street in Fairfield have been completed and the costs associated with building maintenance performed by County staff has been moved to the Intra-Fund Transfer budget category; a \$2,389 increase in record fees associated with releasing mandatory garbage collection liens (currently, an estimated 230 liens are not yet paid or released); a (\$5,000) reduction in the need for real estate consulting services; and a (\$1,000) decrease in water service fees for 540 Fairgrounds Drive in Vallejo since the building was vacated as of February 1, 2010 and is now slated for demolition.

- \$2,870 increase in POBs.
- \$8,675 increase in Intra-Fund Transfers due to the movement of \$275 in postage and \$8,400 in building maintenance costs from the Services and Supplies budget category to the Intra-Fund Transfer category.

compared to FY2009/10 Adopted Budget. Net County Cost is decreased by (\$2,523).

Compared to the Requested Budget, the Recommended Budget reflects a decrease of (\$1,819) in expenditures due to reductions in OPEB costs and data processing charges.

**County Administrator’s Recommendation**

The Recommended Budget of \$300,197 reflects decreases of (\$4,386), or less than (1%), in revenues and (\$6,909), or (2%), in expenditures when

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Real Estate Services		✓	307,106	300,197	(6,909)	The reduction in contracted/consulting services by half may result in a loss of local industry knowledge and expertise for real estate negotiations and cause longer delays in analyzing/processing real estate transactions.

**Pending Issues and Policy Considerations**

There are no pending issues or policy considerations.

**Department Head Concurrence or Appeal**

The Department Head concurs with the Recommended Budget.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Revenue From Use of Money/Prop	314	228	120	120	(108)	(47%)
Charges For Services	653	300	300	300	0	0%
Misc Revenue	3,500	3,500	3,500	3,500	0	0%
<b>TOTAL REVENUES</b>	<b>4,467</b>	<b>4,028</b>	<b>3,920</b>	<b>3,920</b>	<b>(108)</b>	<b>(3%)</b>
<b>APPROPRIATIONS</b>						
Services and Supplies	12,869	12,147	12,770	4,623	(7,524)	(62%)
Other Charges	0	0	100	100	100	0%
<b>TOTAL APPROPRIATIONS</b>	<b>12,869</b>	<b>12,147</b>	<b>12,870</b>	<b>4,723</b>	<b>(7,424)</b>	<b>(61%)</b>

Departmental Purpose

The purpose of this budget unit is to account for the expenditure of funds collected or donated to the Solano County Historical Records Commission for the maintenance of historical/archived records. The General Services Special Revenue Fund is a function of the Administrative Division of the General Services Department.

Departmental Budget Request

The Department's Requested Budget represents a decrease of (\$108), or (3%), in revenues and an increase of \$723, or 6%, in expenditures when compared to the FY2009/10 Adopted Budget.

Revenues for the FY2010/11 Requested Budget include \$120 in interest income earned on cash in the fund, \$300 in fees charged for copies of archived records (based on current year receipts), and \$3,500 from the Assessor/Recorder for the storage of their archival records.

Expenses total \$12,870 for supplies required to store, maintain and copy historical archived records.

In addition, as estimated FY2009/10 Fund Balance Available of \$8,950 is used as a means of financing

the Requested Budget. The Department requests that all fund balance available at the end of FY2009/10 be transferred to the operating budget for use by the Historical Records Commission for any unforeseen needs that may arise during the year.

County Administrator's Recommendation

The Recommended Budget of \$4,723 reflects decreases of (\$108), or (3%), in revenues and (\$7,424), or (61%), in expenditures when compared to FY2009/10 Adopted Budget.

Compared to the Requested Budget, the Recommended Budget reflects a decrease of (\$8,147) in office expense based on year-to-date actuals.

Pending Issues and Policy Consideration

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

Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator's recommendation.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Misc Revenue	12,341	11,500	9,000	9,000	(2,500)	(22%)
Other Financing Sources	0	0	10,465	10,465	10,465	0%
<b>TOTAL REVENUES</b>	<b>12,341</b>	<b>11,500</b>	<b>19,465</b>	<b>19,465</b>	<b>7,965</b>	<b>69%</b>
<b>APPROPRIATIONS</b>						
Services and Supplies	308,487	269,167	253,165	323,165	53,998	20%
Other Charges	18,878	279,143	45,000	158,010	(121,133)	(43%)
<b>TOTAL APPROPRIATIONS</b>	<b>327,365</b>	<b>548,310</b>	<b>298,165</b>	<b>481,175</b>	<b>(67,135)</b>	<b>(12%)</b>
<b>NET COUNTY COST</b>	<b>315,024</b>	<b>536,810</b>	<b>278,700</b>	<b>461,710</b>	<b>(75,100)</b>	<b>(14%)</b>

Departmental Purpose

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

Departmental Budget Request

The Department’s Requested Budget reflects decreases of (\$250,145), or (45.6%), in expenditures when compared to the FY2009/10 Adopted Budget. As a result Net County Cost decreased by (\$247,645), or (46.1%).

Significant factors contributing to the decrease:

- (\$234,143) in Countywide Admin Overhead Charges.
- (\$30,182) decrease in Contracted Services.
- (\$8,645) decrease in Other Professional Services due to renegotiated contract to update the Index of Economic and Community Progress and industry cluster reports.
- \$10,000 increase in the County’s membership with the Solano Economic Development Corporation, which returns the County’s

contribution to the \$47,500 level that the County contributed in FY2008/09.

County Administrator’s Recommendation

The Recommended Budget reflects decreases of (\$67,135), or (12.2%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost decreased by (\$75,100), or (14%).

Compared to the Department’s Requested Budget, the Recommended Budget reflects a correction in Countywide Admin Overhead charges for cost recovery of prior support to the County’s exhibit at the California State Fair. For FY2010/11 there is no anticipated support from General Services for the 2011 State Fair project, and the A87 charges reflect this change.

The increase in Contract Services reflects a change to the overall approach to preparing the County’s State Fair exhibit, both in terms of total budget not to exceed \$80,000 for Contract Services, and the delivery of the project through contract services rather than using General Services staff. A contractor will be used to manage and construct the County’s State Fair exhibit using volunteer labor where possible. The contract will be responsible for soliciting donations.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

FY2010/11 Program Impacts

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Index of Economic and Community Progress, Industry Cluster Study Reports and Economic Summit V		✓	171,610	162,965	(8,645)	Renegotiating the contract for updates of the Index of Economic and Community Progress and Industry Clusters resulted in a 10% savings for FY2010/11 that was partially offset by increased printing costs and expanded facilitation services for Economic Summit V in November 2010 that links local agriculture to local food processing. The proposed amendment adjusts the timeline of the industry cluster reports by one year – only delivering one in FY2010/11 and one FY2011/12. An update to the Economic Index was added for FY2011/12.
County Exhibit at California State Fair		✓	317,800	251,810	(65,990)	While the County's exhibit reflects an overall reduced cost, there is still sufficient funding to construct an exhibit that showcases the best of Solano County to attract visitors and potential businesses. The budget includes prior year A87 charges of \$158,010; these charges are not part of the 2011 project allocation. The budget includes \$22,800 for the 2010 Exhibit and \$80,000 for the 2011 Exhibit, which includes \$9,000 in projected donations.
Sister City Relationship with City of Ji'an, People's Republic of China		✓	2,400	2,400	0	No Impact

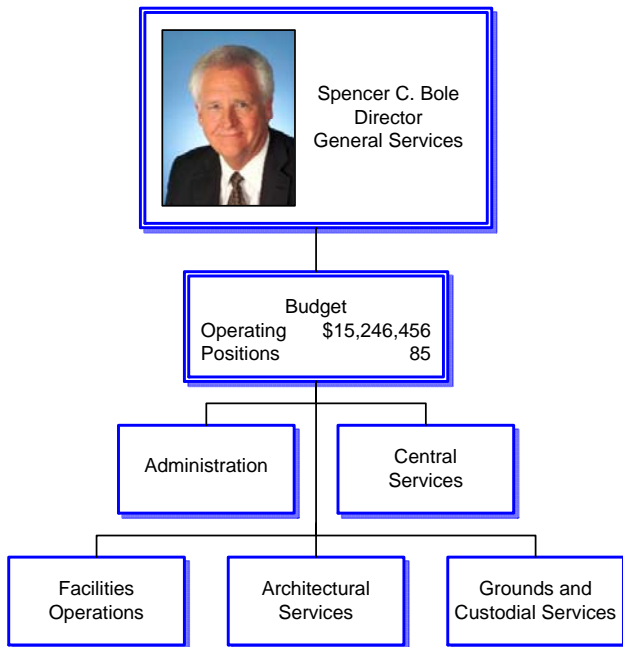
Pending Issues and Policy Considerations

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

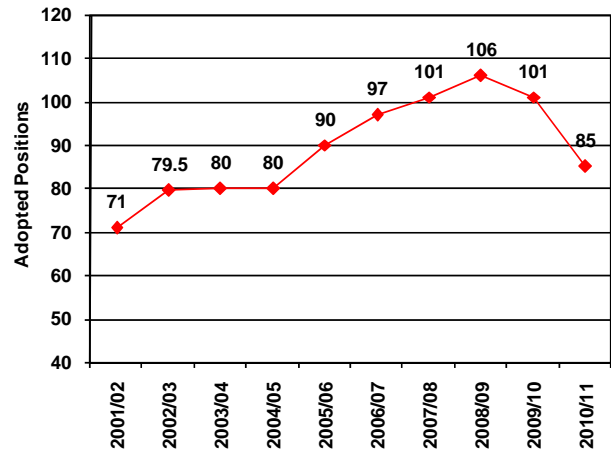
Department Head Concurrence or Appeal

Supervisors Vasquez and Reagan, members of the Board's Economic and Development and Tourism Committee, have reviewed the County Administrator's recommendation.

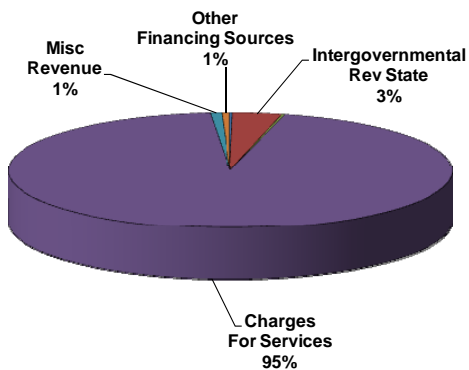
Departmental Summary



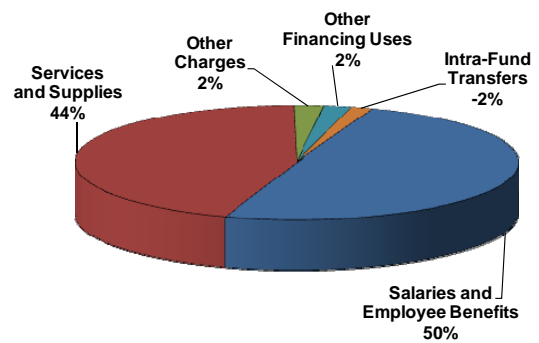
Staffing Trend



Source of Funds



Use of Funds



Spencer C. Bole, Director of General Services

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Revenue From Use of Money/Prop	34,169	33,542	33,200	33,200	(342)	(1%)
Intergovernmental Rev State	799,789	682,000	569,000	569,000	(113,000)	(17%)
Intergovernmental Rev Other	142,711	142,711	34,799	34,799	(107,912)	(76%)
Charges For Services	12,640,693	15,267,019	15,020,592	15,139,093	(127,926)	(1%)
Misc Revenue	957,143	1,019,775	130,924	130,924	(888,851)	(87%)
Other Financing Sources	724,611	100,000	96,300	96,300	(3,700)	(4%)
<b>TOTAL REVENUES</b>	<b>15,299,116</b>	<b>17,245,047</b>	<b>15,884,815</b>	<b>16,003,316</b>	<b>(1,241,731)</b>	<b>(7%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	8,106,599	8,659,990	7,444,361	7,818,716	(841,274)	(10%)
Services and Supplies	8,053,521	7,807,933	7,212,281	7,017,352	(790,581)	(10%)
Other Charges	302,244	327,405	347,950	347,950	20,545	6%
F/A Equipment	43,428	17,000	0	0	(17,000)	(100%)
Other Financing Uses	712,225	241,779	296,548	311,156	69,377	29%
Intra-Fund Transfers	(640,256)	(649,167)	(248,718)	(248,718)	400,449	(62%)
<b>TOTAL APPROPRIATIONS</b>	<b>16,577,763</b>	<b>16,404,940</b>	<b>15,052,422</b>	<b>15,246,456</b>	<b>(1,158,484)</b>	<b>(7%)</b>
<b>NET COUNTY COST</b>	<b>1,278,647</b>	<b>(840,107)</b>	<b>(832,393)</b>	<b>(756,860)</b>	<b>83,247</b>	<b>(10%)</b>

POSITIONS 106 101 82 85 (16)

### Departmental Purpose

The General Services budget is comprised of these functions:

#### Administration

Sets departmental policies and procedures and monitors for compliance, provides financial administration and fiscal control, manages personnel and payroll, and coordinates the County's capital projects.

#### Architectural Services

Leads capital improvement planning and development of new and existing County facilities by providing quality architectural, engineering, project construction management services and project accounting/fiscal control services.

#### Central Services

Provides support services to County departments through purchasing and/or procurement, surplus property management, mail and courier services, printing and binding services, and records management services.

#### Facilities

Provides comprehensive facilities management services, including project planning and implementation for small- and mid-size construction-related projects; assisting with capital project

development and implementation; maintaining HVAC systems; and managing responsibility for exterior and interior building maintenance, which could consist of roofing, plumbing, electrical, locksmithing, signage, masonry and carpentry. 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 elements associated with landscaping for County-owned property and provides litter removal for County parking lots in Fairfield and Vallejo. Grounds maintenance is a function of the Facilities Operations Division.

#### Custodial Services

Provides in-house custodial services for County-owned/occupied buildings and County-leased facilities whose agreements do not provide for such services. Custodial Services is a function of the Facilities Operations Division.

### Departmental Budget Request

The Department's Requested Budget of \$15,052,422 reflects decreases of (\$1,360,232), or (8%), in revenues and (\$1,352,518), or (8%), in expenditures when compared to the FY2009/10 Adopted Budget. As a result Net County Cost increased by \$7,714, or

less than 1%.

Factors contributing to significant revenue changes are the net result of:

- (\$107,912) decrease in revenue from the City of Fairfield due to the discontinuance of security for the Government Center buildings and the downtown Fairfield complex. (Approved in FT2009/10)
- (\$113,000) estimated reduction in payments for maintenance services and utilities from the State of California for the Court facilities in Fairfield and Vallejo due to the transfer of maintenance responsibility at the Hall of Justice in Fairfield from the County to the Courts in FY2009/10, which is partially offset by an increase in utility costs.
- (\$108,000) decrease in mail service contracts.
- (\$1,115,201) decrease in Administrative Overhead revenue.
- \$548,693 increase in Other Charges for Services and Inter-Fund Services Provided which is primarily a combined result of splitting service revenue between the Intra-Fund Transfer budget category (charges to general fund budgets) and the Charges for Services category (charges to non-general fund budgets and outside agencies) and the decrease in postal service and maintenance/small projects service revenue due to a reduction in staffing levels.
- (\$438,991) drop in reimbursements for maintenance materials due to a projected reduction in the number and size of small projects and billable maintenance work requested.

Factors contributing to significant expenditure changes are the net result of:

- (\$1,215,629) decrease in Salaries and Benefits is mainly the result of proposed FY2010/11 staffing reductions listed below and the FY2009/10 budget reduction strategy, which eliminated 7.0 FTE positions affecting the Divisions of Architectural Services, Facilities Operations, Grounds and Custodian Services, and the suspension of COLA and incentive pay for management. The reduction is offset by increases in the COLA for represented staff; merit increases; \$11,239 increase in Extra Help

costs due to the addition of temporary staff to assist with executive management functions and is partially offset by the elimination of temporary staffing for seasonal grounds-keeping; (\$169,888) decrease in retirement payouts, a (\$197,036) decrease in Health Insurance, \$38,981 increase in OPEB, \$17,109 increase in Workers Compensation; and \$20,292 increase in Unemployment Insurance.

The proposed elimination of 12.0 FTE positions is as follows:

- (1.0) FTE Courier position within the Central Services division.
  - (1.0) FTE Inventory Coordinator within the Central Services division.
  - (1.0) FTE Office Assistant II position within the Facilities Operations Administrative bureau.
  - (2.0) FTE Building Trades Mechanic positions within the Facilities Operations Building Trades bureau.
  - (2.0) FTE Stationary Engineer positions within the Facilities Operations Stationary Engineers bureau.
  - (1.0) FTE Small Project Coordinator position within the Facilities Operations Small Projects bureau.
  - (4.0) FTE Custodian positions within the Custodial Services division.
- (\$595,652) decrease in Services and Supplies is primarily the net result of:
- \$108,433 increase in equipment maintenance costs that is mainly due to rescheduling an engine overhaul at the Cogeneration Plant that was postponed in prior year.
  - (\$96,200) reduction in Building Maintenance/Improvement costs due mainly to a decrease in staff available to complete non-billable small projects.
  - (\$25,500) decrease primarily due to a reduction in contracted grounds-keeping services due to more working being performed in-house.



- (\$61,215) decrease in temporary staffing services used to cover custodial staff out on leave and for extra staff needed to work after hours for in-depth cleaning (carpet cleaning, floor polishing, etc.).
  - (\$37,318) decrease due to the termination of the 311 Call Center program.
  - \$101,471 increase in Central Data Processing service costs.
  - (\$85,744) decrease in lease costs as Mail Services and County Surplus have moved operations from leased to County-owned facilities in FY2009/10.
  - (\$470,906) decrease in projected Purchases for Resale based on current year actuals and estimated reductions in the number and size of billable maintenance/small projects.
  - (\$132,194) decrease in County Garage services due to fuel being charged and posted separately from monthly mileage/replacement fees and the return of nine vehicles from the Facilities and Grounds divisions to correspond with the reduction in staffing levels.
  - \$83,441 increase in utilities and water costs based on usage, increased countywide square footage and industry rate estimates.
- (\$20,545) decrease in Other Charges, which is mainly the net result of:
- (\$243,278) decrease in Inter-fund Services due to the elimination of security services for the Government Center buildings and the downtown Fairfield complex.
  - \$268,706 increase in Countywide Administrative Overhead cost.
- (\$17,000) decrease in Fixed Assets since there are no requests for FY2010/11.
- \$54,769 increase in POBs.
- (\$400,449) decrease in Intra-Fund Transfer revenue resulting primarily from splitting architectural services, postal services, maintenance labor/materials and small projects revenue between the Intra-Fund Transfer budget category (charges to general fund budgets) and

the Charges for Services category (charges to non-general fund budgets and outside agencies).

### County Administrator's Recommendation

The Recommended Budget of \$15,246,456 reflects decreases of (\$1,241,731), or (7%), in revenues and (\$1,158,484), or (7%), in expenditures when compared to the FY2009/10 Adopted Budget. Net County Cost increased \$83,247, or 10%.

Compared to the Department's Requested Budget, the Recommended Budget contains increases of \$118,501 in revenue and \$194,034 in expenditures.

The increase in revenue is the result of an \$118,501 increase in Charges for Services, which is primarily due to changes in the Facilities Operations Division of General Services due to reductions in the staffing services provided to user departments, which results in less revenue and less service charges; and offset by the Facility Operations maintenance and facility improvement services that will be provided to the Sheriff's Office at the Fairfield and Claybank Jails.

- (\$186,455) decrease in Administrative Overhead revenue.
- (\$404,292) decrease in Other Charges for Services.
- \$717,281 increase in Inter-Fund Services primarily due to Facilities Operation services being provided to the Sheriff's Office and offset by the reduction in Other Charges for Services.

The increase in expenditures is the result of a \$374,355 increase in Salaries and Benefits and offset by a (\$186,455) decrease in Purchases for Resale. The Recommended Budget includes restoration of 2.0 FTE Building Trades Mechanics and 1.0 FTE Stationary Engineer resulting from the agreement with the Sheriff's Office and the Facilities Division of General Services.

The Recommended Budget includes the elimination of 9.0 personnel position reductions:

- (1.0) FTE Courier position within the Central Services division.
- (1.0) FTE Inventory Coordinator within the Central Services division.

- (1.0) FTE Office Assistant II position within the Facilities Operations Administrative bureau.
- (1.0) FTE Stationary Engineer positions within the Facilities Operations Stationary Engineers bureau.
- (1.0) FTE Small Project Coordinator position within the Facilities Operations Small Projects bureau.

- (4.0) FTE Custodian positions within the Custodial Services division.

The following table compares FY2009/10 Adopted Budget to the Recommended Budget for major Departmental programs, along with a summary of the impact of any significant changes.

**FY2010/11 Program Impacts**

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Architectural Services		✓	1,212,741	1,359,142	146,401	A change in accounting procedure for recording the Countywide Administrative Overhead charges accounts for a \$268,706 increase when compared to FY2009/10 Adopted Budget.
Central Services		✓	1,721,753	1,956,753	235,000	The reduction in staffing levels and services and supplies will require the department to reduce mail delivery services to County facilities and records/surplus service levels. (NOTE: FY2010/11 reflects an expenditure increase of \$430,508 that is primarily due to the movement of a portion of revenues previously credited to the 7000 series expenditure account that is now being posted directly to the 9600 series revenue accounts. This adjustment in expenditures partially offsets the \$203,464 savings in Salaries and Benefits and Services and Supplies.)
Facilities Operations		✓	9,027,771	8,052,602	(975,169)	Reduction in staff, along with the additional responsibility of 100,000 sq. ft. of new buildings, will result in less building maintenance of the County's Building assets valued at over \$500 million dollars. Negative impacts include reduction and/or elimination of preventive maintenance activities for HVAC, plumbing and electrical systems. Potentially, long-term increase in capital renewal costs and emergency repair costs.

Program Description	Fed / State Mandated	Discretionary	Expenditures			Impact of Change
			FY2009/10 Adopted Budget	FY2010/11 Recmd. Budget	Change From Adopted Budget	
Grounds Maintenance		✓	704,991	558,109	(146,882)	Reduction in staffing is resulting in reduced frequency of mowing, trash removal and weed abatement activities. Landscaped and parking lot improvements will be negatively impacted, potentially resulting in accelerated degradation of grounds improvements.
Custodial Services		✓	2,490,406	2,263,864	(226,542)	The reduction in staffing along with the additional 100,000 sq. ft. of new building space will require staff to provide service at nearly double the industry standard for services per FTE. Impact on building users will be a noticeable reduction in the cleaning of individual offices and reduced frequency of cleaning public restrooms. Building interior finishes will deteriorate at a more rapid rate and will result in premature replacement of carpet and interior finishes at an increased long-term cost. Potential for indoor air quality and health-related issues for building occupants will increase.

**Pending Issues and Policy Considerations**

Before the end of FY2009/10 construction of the new County Conference/Event Center at 601 Texas Street in Fairfield will be completed. Currently staff is exploring the possibility of marketing the center for public rental. Options and a recommendation for policy and rate structure for public use of the facility will be brought to the Board in the near future.

Currently there are no appropriations and funding for operating the center. As part of the Board report, staff will outline the costs associated with operating the facility and requesting appropriations.

**Department Head Concurrence or Appeal**

The Department Head concurs with the County Administrator's recommendation.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Fines, Forfeitures, & Penalty	2,368,262	2,285,660	1,840,500	1,840,500	(445,160)	(19%)
Charges For Services	2,840,759	2,855,865	1,384,825	2,684,825	(171,040)	(6%)
Misc Revenue	4,091	1,500	0	0	(1,500)	(100%)
<b>TOTAL REVENUES</b>	<b>5,213,112</b>	<b>5,143,025</b>	<b>3,225,325</b>	<b>4,525,325</b>	<b>(617,700)</b>	<b>(12%)</b>
<b>APPROPRIATIONS</b>						
Salaries and Employee Benefits	0	500,000	500,000	800,000	300,000	60%
Services and Supplies	272,555	3,035	350,000	1,350,000	1,346,965	44381%
Other Charges	10,597,100	10,339,469	10,324,469	10,449,469	110,000	1%
Other Financing Uses	140,027,595	134,278,257	122,843,287	123,077,057	(11,201,200)	(8%)
<b>TOTAL APPROPRIATIONS</b>	<b>150,897,251</b>	<b>145,120,761</b>	<b>134,017,756</b>	<b>135,676,526</b>	<b>(9,444,235)</b>	<b>(7%)</b>
<b>NET COUNTY COST</b>	<b>145,684,138</b>	<b>139,977,736</b>	<b>130,792,431</b>	<b>131,151,201</b>	<b>(8,826,535)</b>	<b>(6%)</b>

Departmental Purpose

The General Expenditures budget unit exists to finance 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 the Maintenance of Efforts (MOE) with the State.

There are other expenses budgeted in General Expenditures to cover costs that are not readily allocated to departmental budgets.

Ultimately, some of the budget costs in this unit will be charged back to applicable departments under the Countywide Administrative Overhead.

Departmental Budget Request

The Department’s Requested Budget reflects decreases of (\$1,917,700), or (37.3%), in revenues and (\$11,103,005), or (7.7%), in expenditures when compared to the FY2009/10 Adopted Budget.

The primary factors contributing to the changes in revenues are as follow:

- (\$445,160) decrease in Fines, Forfeitures and Penalty mostly due to (\$450,000) decline in Vehicle Code Fines and (\$5,000) in Drunk Driving Fines due to reduced collections and fewer citations issued. This may be attributed to financial hardships due to the bad economic conditions and the downsizing of local public safety forces.

- (\$1,471,040) decrease in Charges for Services due mainly to a (\$1,450,000) decrease in the \$24 Traffic School Fees allocated to the County due to a policy change implemented by the Courts that restricted the transfer of the bail amount only after traffic school has been completed. In cases where the traffic school is not completed, the bail amount was forfeited and distributed under a different formula, with a smaller amount allocated to the County. The balance of the decrease is the result of reduction in Court fees, proof of correction, and administration overhead.
- \$346,965 increase in Services and Supplies due mainly to the following:
  - \$150,000 increase in Contracted Services to cover the costs of management reviews and organizational studies that would be required to identify opportunities for efficiencies in departments.
  - \$200,000 increase in Other Professional Services for the County’s share of costs for the operations of the Local Agency Formation Commission (LAFCO).
- (\$11,434,970) in Other Financing Uses that reflect the change in General Fund Contribution to the following County programs and departments:
  - (\$1,670,359) decrease to the District Attorney.
  - (\$1,707,071) decrease to the Public Defender.
  - (\$1,888,094) decrease to the Sheriff.

- (\$2,444,520) decrease to Probation.
  - (\$23,537) decrease to the Library for the Director's salary.
  - (\$29,414) decrease to Court-appointed attorneys.
  - (\$131,502) decrease to Public Health.
  - (\$855,475) decrease to Social Services.
  - (\$2,880,416) decrease to the Accumulated Capital Outlay Fund.
  - \$199,463 increase to Other Public Defense.
  - \$621,455 increase to Probation.
  - (\$7,421) decrease to the Library for the Director's salary.
  - (\$1,233,361) decrease to Social Services.
  - \$54,385 increase to Parks and Recreation.
- The Recommended Budget also includes \$85,000 for CASA Program and \$1 million for Countywide Automation and implementation as part of the ongoing process improvement.

### Pending Issues and Policy Considerations

In 2005, the Board approved a Memorandum of Understanding (MOU) that provides CASA of Solano County with General Fund contribution and the use of office space at the Hall of Justice to assist the County-managed program transition to non-profit status. Four amendments to the MOU were subsequently approved by the Board with the understanding that CASA of Solano County will be self-supporting at the end of five years. The five-year period ends on June 30, 2010 when the fourth amendment expires.

CASA of Solano County has requested a continuation of General Fund contributions for a sixth year. Financial records show that the non-profit agency has not achieved fiscal self-sufficiency, and will require additional contributions from the County General Fund to maintain current level of operations. The County has provided CASA of Solano County \$648,719 in total General Fund contributions over the past five years.

The Recommended Budget includes appropriations of \$85,000 to provide CASA of Solano County with General Fund contribution in FY2010/11. This is 15% less than the previous fiscal year. With the approval of this appropriation, the Board authorizes the County Administrator to execute a fifth amendment to the MOU authorizing payment of five equal installments of the General fund contribution and continued use of office space at the Hall of Justice.

### County Administrator's Recommendation

The Recommended Budget reflects decreases of (\$617,700), or (12%), in revenues and (\$9,444,235), or (7%), in expenditures when compared to the FY2009/10 Adopted Budget.

Compared to the Department's Requested Budget, the Recommended Budget reflects an increase of \$1,658,770 in expenditures and \$1,300,000 in revenues.

The Recommended Budget includes the following changes:

- \$1,300,000 increase in \$24 Traffic School Fees to reflect the increase in revenues as a result of the Court's decision to reverse the policy change it implemented in FY2009/10 on when and how to allocate the bail for traffic school.
- \$300,000 increase in Accrued Leave Payoff to cover the anticipated retirements as a result of the second Early Retirement Incentives.
- \$125,000 increase in Contributions to Non-County Agencies for children health insurance for Coalition for Better Health.
- \$233,770 net increase due to the following changes in General Fund Contribution:
  - \$161,803 increase to the District Attorney.
  - (\$55,621) decrease to the Public Defender.
  - \$11,954 increase to the Conflict Defender.
  - \$680,576 increase to the Sheriff.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	34,769	26,500	30,898	30,898	4,398	17%
Misc Revenue	9,141	11,300	3,800	3,800	(7,500)	(66%)
<b>TOTAL REVENUES</b>	<b>43,910</b>	<b>37,800</b>	<b>34,698</b>	<b>34,698</b>	<b>(3,102)</b>	<b>(8%)</b>
<b>APPROPRIATIONS</b>						
Services and Supplies	65,959	0	0	0	0	0%
Other Charges	963	58,610	55,508	55,508	(3,102)	(5%)
<b>TOTAL APPROPRIATIONS</b>	<b>66,922</b>	<b>58,610</b>	<b>55,508</b>	<b>55,508</b>	<b>(3,102)</b>	<b>(5%)</b>
<b>NET COUNTY COST</b>	<b>23,012</b>	<b>20,810</b>	<b>20,810</b>	<b>20,810</b>	<b>0</b>	<b>0%</b>

Departmental Purpose

The Surveyor/Engineer budget unit exists to fund non-road-related surveying and engineering services provided to the public. Services funded include map checking for parcel maps, subdivision maps and records of survey; the reproduction of maps on file; parcel map indexing for records of survey; map amendment correction and survey filing; and filing of corner records. Map checking services are performed for the cities of Benicia, Dixon, Suisun City and a variety of other public agencies on a reimbursable basis. In addition, the Division maintains a central repository and source of information on non-road surveying and engineering matters, and responds to public requests for information and service. The work is performed by Public Works Engineering Division employees on a reimbursable basis.

Departmental Budget Request

The Department’s Requested Budget of \$55,508 reflects decreases of (\$3,102), or (8.2%), in revenue

and (\$3,102), or (5.2%), in expenditures when compared to FY2009/10 Adopted Budget. As a result, the Net County Cost remained unchanged when compared to FY2009/10 Adopted Budget.

County Administrator’s Recommendation

The Requested Budget is proposed.

Pending Issues and Policy Considerations

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

Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator’s recommendation.

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Charges For Services	(2,555,587)	(3,204,263)	(3,377,759)	(3,377,759)	(173,496)	5%
<b>TOTAL REVENUES</b>	<b>(2,555,587)</b>	<b>(3,204,263)</b>	<b>(3,377,759)</b>	<b>(3,377,759)</b>	<b>(173,496)</b>	<b>5%</b>
<b>APPROPRIATIONS</b>						
Other Charges	(2,555,587)	(3,204,263)	(3,377,759)	(3,377,759)	(173,496)	5%
<b>TOTAL APPROPRIATIONS</b>	<b>(2,555,587)</b>	<b>(3,204,263)</b>	<b>(3,377,759)</b>	<b>(3,377,759)</b>	<b>(173,496)</b>	<b>5%</b>
<b>NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Departmental Purpose

This budget is a “contra” budget. It is used to offset the operating expenses 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. 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 Request

The Requested Budget represents a net offset of (\$3,377,759) in expenditures and revenues.

County Administrator’s Recommendation

The Requested Budget is recommended.

Pending Issues and Policy Considerations

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

DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>						
Other Financing Uses	1,713,912	2,157,750	2,621,090	2,584,198	426,448	20%
<b>TOTAL APPROPRIATIONS</b>	<b>1,713,912</b>	<b>2,157,750</b>	<b>2,621,090</b>	<b>2,584,198</b>	<b>426,448</b>	<b>20%</b>
<b>NET COUNTY COST</b>	<b>1,713,912</b>	<b>2,157,750</b>	<b>2,621,090</b>	<b>2,584,198</b>	<b>426,448</b>	<b>20%</b>

Departmental Purpose

This budget is used as a General Fund conduit to finance the 2002 Certificates of Participation (COP) for the construction of the six-story Government Center in Fairfield, Probation Facility and improvement to the Central Utility Plant and the Library.

Departmental Budget Request

The Requested Budget calls for \$2,621,090 for FY2010/11. This amount is \$463,340 or 21%, more than the FY2009/10 Adopted Budget.

County Administrator's Recommendation

The Requested Budget is recommended with a minor appropriation decrease of (\$36,892) to reflect the General Fund's share of the FY2010/11 principal and interest payments on the 2002 COP.

Pending Issues and Policy Considerations

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



DETAIL BY REVENUE CATEGORY AND EXPENDITURE OBJECT	2008/09 ACTUALS	2009/10 ADOPTED BUDGET	2010/11 DEPT REQUESTED	2010/11 CAO RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>						
Revenue From Use of Money/Prop	1,204	1,000	400	400	(600)	(60%)
Charges For Services	8,480	8,000	8,000	8,000	0	0%
<b>TOTAL REVENUES</b>	<b>9,684</b>	<b>9,000</b>	<b>8,400</b>	<b>8,400</b>	<b>(600)</b>	<b>(7%)</b>
<b>APPROPRIATIONS</b>						
Services and Supplies	18,341	0	0	0	0	0%
Other Charges	1,981	26,305	26,395	26,395	90	0%
Other Financing Uses	8,837	0	0	0	0	0%
<b>TOTAL APPROPRIATIONS</b>	<b>29,159</b>	<b>26,305</b>	<b>26,395</b>	<b>26,395</b>	<b>90</b>	<b>0%</b>

Departmental Purpose

The Survey Monument Preservation budget exists to fund the establishment of survey monuments at critical points in the county, including within the cities. Survey monuments are markers of known location and elevation set at key points throughout the county for use as reference points when entities survey property for land development and public works construction projects. The work is funded by a small fee imposed on recorded deeds, and is performed by Public Works Engineering Division employees on a reimbursable basis.

Departmental Budget Request

The Department’s Requested Budget of \$26,395 reflects a decrease of (\$600), or (6.6%), in revenues and an increase of \$90, in expenditures when compared to the FY2009/10 Adopted Budget.

Significant factors contributing to the decreases:

- (\$600) decrease in Interest Income revenue due current available rates.

County Administrator’s Recommendation

The Requested Budget is recommended.

Pending Issues and Policy Considerations

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

Department Head Concurrence or Appeal

The Department Head concurs with the County Administrator’s recommendation.

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