

## SUPPLEMENTAL BUDGET ADJUSTMENTS – EXPLANATIONS AND JUSTIFICATIONS

### Section 1 – Supplemental Adjustments to the Recommended Budget (Subject to the Budget Act)

The following supplemental adjustments represent new requests and increases to the FY2018/19 Recommended Budget.

#### **General Fund – Fund 001**

BOS Administration – Fund 001 / BU 1008: \$24,791 increase in appropriations; \$24,791 increase in Net County Cost. This increase costs represents increased dues for the Association of Bay Area Governments (ABAG).

General Revenues – Fund 001 / BU 1101: \$7,163,353 increase in revenues resulting from the anticipated reimbursement of State Mandated costs to local agencies for the costs of providing certain mandates between 2004 and 2011, which have since expired or been repealed. These funds are a repayment for costs already incurred and not legally restricted to any purposes. The recommended use of these funds outlined herein.

General Services – Fund 001 / 1117: \$85,000 increase in appropriations; \$60,000 increase in Revenue and a \$25,000 increase in Net County Cost.

- \$22,000 increase in appropriations for the tenant improvements at the Department of Agriculture satellite location at the Public Works facility yard in Dixon, offset by an Interfund Transfer from the Department of Agriculture.
- \$25,000 for improvements in the Veteran's Office at the Government Center, funded by the General Fund.
- \$60,000 increase in appropriations to fund the installation of a washer / dryer at the Health & Social Services Crisis Stabilization Unit at 2101 Courage Drive in Fairfield, CA.

Assessor-Recorder – Fund 001 / BU 1150: \$158,795 increase in appropriations; \$158,795 increase in Revenue.

The Assessor-Recorder requests an increase of \$153,795 in appropriations for Salaries and Employee Benefits for 1.0 FTE Limited-Term Office Assistant II and 1.0 FTE Limited-Term Office Assistant III for three years to backfill existing staff who will be working on the Property Tax Software Replacement Project. An additional request of \$5,000 is for computer equipment. These increases are fully offset by reimbursements by DOIT-Property Tax Replacement Project.

Auditor-Controller – Fund 001 / BU 1200: \$51,173 increase in appropriations; \$51,173 increase in Revenue.

The Auditor-Controller-Controller requests an increase of \$48,673 in appropriations for Salaries and Employee Benefits for 1.0 FTE Accountant-Auditor I Limited-Term for three years to backfill existing staff who will be working on the Property Tax Software Replacement Project. This position is anticipated to be filled in January 2019. An additional increase of \$2,500 is for computer equipment. These increases are fully offset by reimbursements by DOIT-Property Tax Replacement Project.

Treasurer-Tax Collector-County Clerk – Fund 001/1300: \$85,170 increase in appropriations; \$85,170 increase in Revenue.

The Treasurer-Tax Collector – County Clerk requests an increase of \$82,670 in appropriations for Salaries and Employee Benefits for 1.0 Office Assistant II Limited-Term for three years to backfill existing staff who will be working on the Property Tax Software Replacement Project. An additional increase of \$2,500 is for computer equipment. These increases are fully offset by reimbursements by DOIT-Property Tax Replacement Project

General Expenditures – Fund 001 / BU 1903: \$10,448,414 net increase in appropriations; offset by an increase in Net County Cost of \$7,103,414, and a draw from the Capital Renewal Reserve of \$3,345,000. General Expenditures also includes the impact of a one-time \$10,000,000 transfer from the CalPERS Rate Reserve to the CalPERS 115 Trust Reserve.

- \$6,345,000 increase in General Fund Transfers-Out to the Accumulated Capital Outlay (ACO) fund for capital projects, funded by an increase in Transfers-In from the Capital Renewal Reserve of \$3,345,000 and the use of \$3,000,000 in one-time State Mandated cost reimbursement revenue. (See ACO for details).
- \$4,000,000 increase in General Fund Transfers-Out to H&SS, funded by the use of one-time State Mandated cost reimbursement revenue, to address mental health and permanent supportive housing needs. (See H&SS for details)
- \$58,414 increase in General Fund Contribution to the Sheriff primarily due to increased costs for the addition of staff in the Sheriff's Administration and Finance Division to support the Office of Emergency Services. (See Sheriff for details)
- \$45,000 increase in General Fund Contribution to the Public Defender due to increase costs related to the implementation of a new case management system. (See Public Defender for details).

Survey / Engineer – Fund 001 / BU 1904: \$11,184 increase in revenues. Results in a Net General Fund decrease of \$11,184.

- The Survey / Engineer increase in revenues is associated with increases in permit/service fees approved by the Board of Supervisors on April 24, 2018.

Agriculture Commissioner/Sealer of Weights and Measures – Fund 001 / BU 2830: \$30,640 increase in appropriations; \$30,640 increase in Net County Cost.

- The Ag Commissioner/Sealer of Weights and Measures requests an increase of \$30,640 in appropriations for costs associated with occupying a satellite location at the Public Works facility yard in Dixon to better service the needs of the growers in the vicinity of Dixon and Vacaville. The \$30,640 includes \$8,640 for use of a small building, utilities and water/sewer, and will be reflected as an Interfund Transfer to the Public Works' budget; \$5,000 for network equipment for secure online and wi-fi access; and \$17,000 for installation of communication cabling, electrical outlets, and outside solar light fixtures.

Resource Management – Fund 001 / BU 2910: \$26,227 increase in appropriations; \$150,205 increase in revenues. Results in a net General Fund decrease of \$123,978.

- \$23,227 increase in Salary/Wages Extra-Help for college intern to assist with tasks associated with data management of hazardous materials information, fully revenue offset from Hazardous Materials Enforcement fund.
- \$3,000 increase in Cont. Asset-Non Comp Related for purchase of camera to conduct inspections related to hazardous materials, fully revenue offset from the Hazardous Materials Enforcement fund.
- \$123,978 increase in revenues associated with permit/service fees approved by the Board of Supervisors on April 24, 2018.

#### **Other Funds**

Library – Fund 004 / BU 6300: \$200,000 increase in appropriations; \$200,000 decrease in Library Contingencies.

The Library requests an increase of \$200,000 in appropriations for building modifications associated with the installation of automated materials handling (AMH) equipment at six library branches.

Accumulated Capital Outlay (ACO) – Fund 006 / BU 1700: \$6,345,000 increase in appropriations; \$6,345,000 increase in revenues.

The Department of General Services requests an increase of \$6,345,000 in appropriations for the following:

- \$2,250,000 to fund capital improvements in Law and Justice funded by a transfer from the General Fund utilizing revenue from the reimbursement of State Mandated costs.
- \$2,020,000 to fund the comprehensive security upgrade in the Main Jail, funded by General Fund – Capital Renewal Reserve.
- \$750,000 to fund a Communications Tower at the Solano County Fairgrounds funded by a transfer from the General Fund utilizing revenue from the reimbursement of State Mandated costs.
- \$550,000 decrease funding for Claybank Detention Shower Replacement and re-direct the funding to Law and Justice Hot Water Piping Replacement. Funded by Accumulated Capital Outlay Fund Balance. Additional funding for \$900,000 is requested for Law and Justice Hot Water Piping Replacement, funded by General Fund – Capital Renewal Reserve.
- \$250,000 to fund the project related to the 701 Texas UST closure workplan and implement additional data collection and mitigation activities per Regional Water Quality Control Board requirements, funded by General Fund – Capital Renewal Reserve.
- \$175,000 to fund the construction documents for bidding related to Main Jail Code Upgrade, funded by General Fund – Capital Renewal Reserve.

Juv. Hall Rec. Ward Welfare Fund – Fund 035 / BU 8035: \$10,000 increase in appropriations and revenues to due to a Juvenile Detention Facility services contract for personal services.

Road Fund – Fund 101 / BU 3010: \$910,000 increase in appropriations; \$701,918 increase in revenues. Results in a net decrease in Road Fund of \$208,082.

- \$910,000 increase in Other Professional and Specialized Service for permanent restoration projects from the 2017 Storm Event damage partially offset with \$662,190 in revenues from anticipated reimbursement by FEMA and CalOES.

- \$31,088 increase in revenues associated with permit/service fees approved by the Board of Supervisors on April 24, 2018.
- \$8,640 increase in revenue from the Ag Commissioners for the utilizing of office space at the Dixon Corp yard at a rate of \$720/month.

First 5 Solano Grants/Programs Administration – Fund 151 / BU 1570: \$40,000 increase in appropriations and \$40,000 in revenues to increase contracts with the Family Resource Center Network funded by an additional draw on the Children's Trust Fund recommended by the Children's Alliance. The additional funding should be considered one-time funding as the Children's Trust Fund Balance is not sufficient to sustain the total \$130,000 draw for FY2018/19.

County Administrator / First 5 Solano Children and Families Commission – Fund 153 / BU 1530: \$90,000 increase in appropriations and \$90,000 in revenue to implement a media campaign on Adverse Childhood Experiences funded through a grant award from Kaiser approved by the Board of Supervisors on June 5, 2018.

Department of Information Technology – Fund 370 / BU 1870: \$350,522 increase in appropriations; \$350,522 increase in revenue.

- \$295,138 increase in Other Professional Services for costs associated with the implementation of the Solano County Integrated Property Tax System (SCIPS). The costs include additional staffing and equipment in the Assessor-Recorder, Auditor-Controller and Treasurer Tax Collector as these departments work to begin implementation of the replacement Property Tax system.
- \$55,384 net increase in Salaries and Employee Benefits and an equal increase in Central Data Processing revenue charges for the following position changes:
  - Add 1.0 FTE - IT Analyst II - The County is shifting to an integrated set of case management systems (Journal Technology Inc. (JTI) "eSuite") for the Law & Justice departments: Probation (eProbation), Public Defender (eDefender), and DA(eProsecutor). These systems are highly configurable to allow the creation of complex screens, workflows, and reports to meet the individualized business processes of each department. While the underlying product is the same across the departments, each installation reflects the operational requirements of the individual departments. As such, each installation is complex and unique. JTI will support the systems overall, but the County is contractually obligated to maintain technical subject matter expertise on each of the unique configurations. The Public Defender will go-live with the eSuite product, eDefender in June 2018. Based on the experience of the DA's office with their installation, County technical support is required on an ongoing basis for effective use of the application.
  - The Public Defender and Probation have jointly agreed to provide funding for 1.0 FTE - IT Analyst II that would be assigned to support both the eDefender and eProbation applications.
  - Delete 1.0 FTE - IT Analyst II - The IT Analyst II currently assigned to support the Sheriff's Records system will be retiring in December 2018. Job responsibilities for this position have changed and staffing for these responsibilities will be transferred to the Sheriff's Office. DoIT does not plan to fill this position and will delete it in January 2019.
  - Additionally, due to the planned retirement of key technical staff the Department is requesting funding to support the Probation Department, the second largest Law & Justice department and includes the running of a 24/7 detention facility. The Department has two IT Analyst IV allocations to support the myriad of IT needs including supporting multiple systems. This year, Probation launched their eProbation project with a projected Phase 1 go-live in early 2019. One of the incumbent IT Analyst IV staff will be retiring in October 2018. This is a difficult to fill position with a long lead-time for CJIS background check. As such, the Probation Department would like to start the recruitment process as soon as possible. DoIT is requesting funding for IT Analyst IV for seven pay periods to facilitate the transition and training. The cost is reflected in the net increase in Salaries and Employee Benefits above.

#### **Public Safety Fund – Fund 900**

Public Defender – Fund 900 / BU 6530: \$45,000 increase in appropriations; \$45,000 increase in Transfers-In - County Contribution.

The Public Defender requests an increase of \$45,000 in appropriations for an IT Analyst position located in DoIT to provide technical support for the Department's new case management system.

Sheriff – Fund 900 / BU 6550: \$127,662 increase in appropriations and a \$127,662 increase in budgeted revenues, resulting in an increase of \$58,514 in Transfers-In - County Contribution.

The Sheriff's Office requests the following changes:

- \$228,000 reclassification of appropriations to 4520 Fixed Assets Intangible Software to fund the new replacement Records Information Management (RIM) System and Computer Aided Dispatch (CAD) System. The current appropriations are in 2270 Software, and 2271 Subscription Software Licensing; however, this technical adjustment is required as the products are considered fixed assets. There is no change to total appropriations. The Sheriff's Office is requesting approval to purchase fixed assets replacement RIM and CAD systems.
- \$49,248 in unanticipated Trial Court Security revenue, offset by a \$48,506 increase in net Salaries and Employee Benefits and a reduction of \$742 in revenue from the General Fund Contribution to the Sheriff.
- \$79,156 increase in appropriations to fund the addition of 1.0 FTE Accountant (TBD) in Sheriff's Administration and Finance Division to support the Office of Emergency Services (OES). This position is necessary to support operational personnel in coordinating and administering OES grants. This position is expected to be filled in September 2018. The funding for the new position will be partially offset by several grants that allow charges for administrative costs and an increase in the County General Fund Contribution by \$59,156.
- \$254,519 reallocation of salary savings to reflect new estimates for timing of vacancies being filled. There is no change to total appropriations.

Probation – Fund 900 / BU 6650: \$33,887 increase in appropriations and a \$33,887 increase in revenue.

The Probation Department requests the following changes:

- AB 109 Grant (Center for Positive Change/CPC): A decrease of \$14,068 in both grant revenue and expenditures due to reduction to Contract Services.
- Youthful Offender Block Grant (YOBG): A decrease by \$21,764 in both grant revenue and expenditures due to reduction to Contract and Other Professional Services.
- Juvenile Justice Crime Prevention Act Grant (JJCPA): An increase of \$69,719 in both grant revenue and expenditures to re-budget appropriations as follows:
  - \$39,056 decrease in appropriations for contract services.
  - \$74,075 increase in appropriations for the Sullivan Youth Services Center facility expansion to centralize treatment services for youth.
  - \$9,700 increase in appropriations for fixed asset for the purchase of a DNA Livescan equipment for the Sullivan Youth Services Center site for youth who are required to be DNA-tested.
- \$25,000 increase in appropriations for Contract Direct Services to provide mentorship, coaching to youth placed under Probation supervision, and connecting with youth who are in placement to increase unification effort.
- Adjust budget appropriations on Contract, Other Professional Services, and Central Data Processing Services with no General Fund impact.

## **Other Public Safety Funds**

### Sheriff's Other Administered Funds

The Sheriff's Office administers several complex multiyear and multi-agency federal and State grants that require multi-agency coordination in developing funding-appropriate projects and corresponding expenditure plans. Modifications to the grants' budgets are frequently required, depending on actual progress towards project completion, and considering these budget units' annual budgets, are developed months before the end of the fiscal year.

Homeland Security Grant – Fund 256 / BU 2539: \$2,795 realignment of appropriations.

The Sheriff's Office requests the following changes:

BU 2597 - 2017 Homeland Security: No net change in appropriations, realignment as follows:

- \$2,000 increase in appropriations for training and travel expense for two Sheriff employees to attend the 2018 HAZMAT Continuing Challenge held in September.
- \$795 increase in appropriations to cover the increased purchase cost for a side-by-side trailer to transport the OES Search and Rescue's Universal Terrain Vehicle.
- \$2,795 decrease in appropriations to Non-County Agencies.

## **Health and Social Services (H&SS) Fund – Fund 902**

Health and Social Services – Fund 902/Fund 906: \$4,947,834 net increase in appropriations and \$4,947,834 net increase in revenue, resulting in a net change of \$0. Total revenue changes include: a \$4,000,000 increase in Transfers-In from State SB 90 reimbursement, a \$418,513 increase in Transfers-In from the restarted Mental Health Services Act (MHSA) fund; a \$523,500 increase in 1991 Realignment; a \$211,824 decrease in 2011 Realignment; a \$40,000 increase in Recording Fees; a \$145,834 increase in State Categorical Aid; a \$30,000 increase in Grant Revenue; and a \$1,811 increase in Federal Aid

Administration Division – BU 7501: \$809,548 increase in appropriations and \$809,548 increase in revenue resulting in no change in County General Fund expenditures.

- \$809,548 increase in Contributions to Non-County Agencies for a \$197,500 contribution to community clinics, a \$20,000 increase in contributions to the Food Bank of Contra Costa/Solano, a \$70,000 increase to CAP Solano JPA for coordinated entry, a \$150,000 contract with Solano Coalition for Better Health for outreach for well-baby visits, and \$372,048 for housing support services offset by an increase in Transfers-In – County Contribution.

Social Services Division – BU 7680: \$419,614 increase in appropriations offset by increases in 1991 Realignment and the Children's Trust Fund.

### **Child Welfare Services (CWS):**

- \$225,000 increase in Intrafund Services – Personnel for a Memorandum of Understanding (MOU) with H&SS Mental Health to provide assessments as part of the Continuum of Care Resource Family Approval process. The MOU costs are offset by increases in 1991 Realignment.
- \$30,161 increase in Salaries and Employee Benefits and Pension Obligation Bonds for the reclass of 1.0 FTE Project Manager to 1.0 FTE Social Services Program Coordinator.
- \$40,000 increase in Interfund Services – Professional for an increase in expenditures to support the Family Resource Center (FRC) Network. The Children's Alliance voted for the increased expenditure which is funded by the Children's Trust Fund.

### **Employment and Eligibility (E&E):**

- \$124,453 increase in Salaries and Employee Benefits for the addition of 1.0 FTE Social Worker LT to support the CalWORKs Housing Support Program offset by an increase in 1991 Realignment.
- \$0 net increase to adjust the budget for Welfare Administration radio equipment from Special Departmental Expense to Communication Equipment.

Assistance Division – BU 7900: \$191,110 increase in appropriations for assistance payment increases and a new child care program.

- \$45,276 increase in Contracted Direct Services for increases in the Wraparound rate due to a California Necessities Index increase for FY2018/19. The increase is offset by increases in Federal Aid, 2011 Realignment, and 1991 Realignment.
- \$145,834 increase in Support/Care of Persons for the new Child Care Bridge Program funded by the State.

Behavioral Health Division – BU 7780: \$223,513 increase in appropriations offset by increase in 2011 Realignment, Proposition 47 Grant Revenue, and Mental Health Services Act (MHSA).

- \$225,000 decrease in Intrafund Transfers – Personnel for a Memorandum of Understanding with CWS to provide assessments offset by decreases in 2011 Realignment.
- \$30,000 increase in Contracted Services for consulting services associated with the Proposition 47 grant offset by Proposition 47 Grant Revenue.
- \$60,000 increase in Interfund Services for the installation of a washer and dryer at the Crisis Stabilization Unit (CSU) funded with MHSA, Community Services and Supports (CSS).
- \$326,421 increase in Contracted Direct Services for the operation and start-up costs of the CSU associated with the new vendor funded by MHSA, CSS.
- \$0 net increase in appropriations to adjust the budget to transfer a contract psychiatrist from Contracted Direct Services to Salary/Wages – Extra-Help.

- \$32,092 increase in appropriations for Software Maintenance and Support for the Netsmart electronic health record system funded by MHSA, Capital/Information Technology (CAPIT).

Health Services Division – BU 7880: \$695,951 decrease in appropriations offset by an increase in 1991 Realignment and a decrease in Transfers-In – County Contributions.

- \$42,460 increase in Services and Supplies for Contracted Services for healthy eating and physical programs for students the Solano HEALs program in Public Health offset by 1991 Realignment.
- \$809,548 decrease in CMSP Participation Fee offset by a decrease in Transfers-In – County Contributions.
- \$71,137 increase in Salary/Wages – Extra-Help for a contract Public Health Lab offset by 1991 Realignment.

Mental Health Services Act (MHSA) – BU 9600: \$418,513 increase in revenue appropriations to fund Behavioral Health programs

- \$386,421 increase in Operating Transfers-Out to Behavioral Health BU 7739 for washer and dryer installation and operating and start-up costs for the CSU
- \$32,092 increase in Operating Transfers-Out to Behavioral Health BU 7738 for the Netsmart electronic health record system.

## **Section 2 Re-budgeting of FY2017/18 Project/Program Costs to FY2018/19**

**The following adjustments represent re-budgeting of FY2017/18 appropriations or reductions in the FY2018/19 Recommended Budget due to the timing/status of FY2017/18 projects and programs. These projects and programs were previously approved by the Board.**

### **Other Funds**

Accumulated Capital Outlay – Fund 006 / BU 1700: \$6,034,015 increase in appropriations funded by \$6,034,015 from the State BCSS Grant Revenues.

The Department of General Services requests an increase of \$6,034,015 in appropriations and State revenues to reflect the re-budgeting of the SB 1022 Adult Local Criminal Justice Facilities Project based on the award letter dated March 18, 2014. The re-budget should be adjusted to the actuals at fiscal year-end based on the Auditor/Controller's balance.

Parks and Recreation – Fund 016 / BU 7000: \$69,000 increase in appropriations. Results in a \$69,000 decrease in Parks Fund Balance.

- \$69,000 increase in Other Professional and Specialized Service and Maintenance-Buildings for parking lot repairs and water well maintenance projects not completed in FY2017/18 that will be completed and billed within FY2018/19. These projects will be funded by Parks Fund Balance.

Department of Information Technology – Fund 370 / BU 1880: \$85,000 increase in appropriations; \$85,000 increase in revenue.

- The Department of Information Technology requests an increase of \$85,000 in appropriations and revenues to be re-budgeted from FY2017/18 for migration services of the SolanoCounty.com website to the new web Content Management System (CMS). The vendor is unable to complete the migration by the end of FY2017/18.

### **Public Safety Fund – Fund 900**

Sheriff – Fund 900 / BU 6550: \$143,287 increase in appropriations; offset by an increase of \$143,287 in revenue, resulting in no additional impact to County General Fund.

- \$143,287 increase in appropriations to re-budget unused 2017 Surrendered and Abandoned Vessel Exchange (SAVE) grant appropriations as the number of vessel turn-ins and removal services in FY2017/18 were less than anticipated; and 2017 SAVE Supplemental grant appropriations to remove a partially sunken barge as the removal bid process is not expected to be completed until August 2018. The Sheriff's Office FY2018/19 Recommended Budget does not include sufficient appropriation for removal services which will be fully offset with grant revenue from the California State Department of Parks & Recreation - Division of Boating and Waterways.

## **Other Public Safety Funds**

Emergency Management Performance Grant – Fund 256 / BU 2535: \$12,137 re-budget of appropriations.

- 2017 Emergency Management Performance Grant: An increase of \$12,137 in both grant revenue and expenditures to re-budget appropriations as follows:
  - \$4,000 increase in appropriations to purchase two refresh computers for the Emergency Operations Center.
  - \$1,137 increase in appropriations to replenish office supplies for the Emergency Operations Center.
  - \$7,000 increase in appropriations to complete the Emergency Operations Center's audio-visual communication system upgrade.

Flood Emergency Response Grant – Fund 256 / BU 2536: \$131,000 re-budget of appropriations.

- 2018 Delta Grant Round 3: An increase of \$131,000 in both grant revenue and expenditures to re-budget appropriations as follows:
  - \$38,000 increase in appropriations for disaster planning and preparedness training (ICS 300 & ICS 400 classes) outlined under National Incident Management System and California's Standardized Emergency Management System.
  - \$88,000 increase in appropriations to Non-County Agencies to purchase four connex boxes and flood fight supplies such as plastic sheeting and stakes to cover vulnerable banks of levees, sandbags, shovels and other small tools. These connex boxes would be strategically located near the Delta Levee Maintaining Agencies and house the flood fight supplies.
  - \$5,000 increase in appropriations to reimburse the County for preparation of the grant application.

## **Health and Social Services (H&SS) Fund – Fund 902**

Health Services Division – Fund 902 / BU 7880: \$8,484,712 increase in appropriations and revenues

- \$7,703,557 increase in appropriations and a \$7,703,557 increase in revenues to re-budget the cost and fees of the Intergovernmental Transfer (IGT) funding request for FY2017/18 approved by the Board of Supervisors in April 2018.
- \$435,544 increase in appropriations and a \$435,544 increase in revenues to re-budget the remaining Health Services program funds from the Yocha Dehe Wintun Nation donation approved by the Board in October 2017.
- \$195,611 increase in appropriations and a \$195,611 increase in revenues to re-budget the remaining Oral Health program funds approved by the Board in March 2018.
- \$150,000 increase in appropriations and a \$150,000 increase in revenues to re-budget the implementation of components related to the strategic issues identified in the Solano Public Health's Community Health Improvement Plan included in Health and Social Services FY2017/18 Approved Budget.