A Tradition of Stewardship
A Commitment to Service

Napa County thanks our community partners and first responders!

Recommended by:
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County Executive Officer

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Napa County, California
Recommended Budget
FY 2020/21
County Executive Office

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County Executive Officer

June 1, 2020

Board of Supervisors
Napa County
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Re: Fiscal Year 2020-21 COUNTY OF NAPA RECOMMENDED BUDGET

Dear Board Members:

Submitted for your consideration and adoption is the Fiscal Year (FY) 2020-21 Recommended Budget, prepared in accordance with your adopted Budget Policies.

BUDGET CLIMATE

In early January 2020, all signs pointed to an economy that would continue to expand, at least through FY 2020-21, albeit slowly. However, on March 12, 2020, Napa County Health Officer issued the Proclamation of a Local Health Emergency regarding transmission of Novel Coronavirus Disease 2019 ("COVID-19"), and on March 13, Napa County Chief Executive Officer issued the Proclamation a Local Emergency. The Board of Supervisors ratified both Proclamations on March 17. The resulting Shelter-At-Home Order by the Health Officer was released on March 18, 2020.

Due to COVID-19 and the Shelter-At-Home order, the longest economic expansion in United States history has ended after 10 years. California's Employment Development Department (EDD) reported that Napa County lost 10,000 jobs in the past month. In one month, the number of job seekers in Napa County rose from 3,000 to 11,500 (per EDD). According to the Department of Labor, more than 40 million people, the equivalent of one out of every four American workers, have filed for unemployment benefits since mid-March.

In January, the Governor's proposed FY 2020-21 budget included program expansions and a budget surplus of $5.6 billion. The Governor's May Revision projects a budget deficit of $54.3 billion, and proposes use of the Rainy Day Fund, increased taxes, borrowing from special funds, additional federal funding, and spending reductions to balance the budget.

The Assessor-Recorder-County Clerk's report of FY 2019-20 property tax growth reflects an increase of $2.6 billion (6.6%) in the total County assessed value compared to FY 2018-19, for a total assessed

value of $41.9 billion in FY 2019-20. By comparison, the prior year growth was $1.8 billion (4.9%). At 36.4% of total General Fund revenue, secured property taxes are a critical revenue source for County services. The FY 2020-21 tax roll will be finalized in July 2020, and will reflect the assessed value as of December 31, 2019. It is possible that COVID-19 will have a negative impact on the real estate market, impacting the tax roll and corresponding revenues in FY 2021-22.

As a result of COVID-19, the County is budgeting significant decreases in two of the three major tax sources. Sales tax is projected to decrease 51.1% and transient occupancy tax (TOT) is projected to decrease 62.5%. The budget also projects decreases to revenue sources derived from statewide sales tax collections, including 1991 and 2011 realignment and Proposition 172. These funds are dedicated to Public Safety and Health and Human Services programs.

BUDGET PROCESS

The FY 2020-21 budget process began on January 7, 2020, when the Board approved the FY 2020-21 Budget Policies and Calendar. On January 28, 2020 the Board adopted the Strategic Financial Plan for FY 2020-21 through FY 2024-25 and received the 5-year forecast.

The Budget Polices and the Strategic Financial Plan are included in the Recommended Budget book and are the foundation for the budget being presented for adoption, including the reductions resulting from COVID-19. Other steps in the process included:

- January 9: Budget orientation/training for all departments.
- March 20: Departments submitted their budget requests to the County Executive Office.
- March 24: A review of the FY 2019-20 budget status was presented to the Board.
- March 26: Staff presented the first of weekly presentations to the Board regarding the impacts of COVID-19 on the County budget.
- April 1: The County Executive Officer implemented a hiring freeze.
- April 23: Departments submitted their post-COVID reductions to the County Executive Office.

The Board is scheduled to begin public hearings for all General Fund, Special Revenue Fund, Internal Service, and Enterprise departments on June 15th and to adopt the budget on June 23, 2020.

FISCAL YEAR 2020-21 BUDGET

All departments reduced their budgets, where possible, in order to balance with the reduced revenue. Some items were eliminated from the budget, and others will need to be considered for funding, should additional revenue become available. The reductions to be considered for restoration are included in the Recommended Budget schedules C-1 through C-4. They include:

- $2.6 million salary savings from vacant positions.

- $1.3 million in other salary savings, including overtime, extra help, and scheduled future vacancies.
- $842,000 from services and supplies.
- $2.9 million in reduced contributions to Roads and Health and Human Services.

The Recommended Budget preserved funding for all filled positions, and the hiring freeze will continue as a tool to adjust to unknown future impacts as we move into re-opening the economy.

As a result of COVID-19, the Recommended Budget **does not** include resources to meet the following current policy requirements:

- Current policy requires that an Appropriation for Contingencies be included in the budget at $5 million or 3% of General Fund appropriations (whichever is less), not including contributions on non-General Fund departments. The Appropriation for Contingencies is $2.5 million in the Recommended Budget.

- Current policy requires an Assignment for Fiscal Uncertainty of 13% of operational appropriations, less the Appropriation for Contingencies. The Recommended Budget assumes using $4.6 million from the Assignment for Fiscal Uncertainty, leaving the Assignment for Fiscal Uncertainty $7,793,461 below policy level for FY 2020-21.

- Current policy requires a General Reserve of 10% of General Fund and Health and Human Services Fund appropriations. As of May 14, 2020, $2.5 million has been withdrawn from the General Reserve to fund COVID-19 response costs. Based on the May 14 balance, the General Reserve is $2,982,820 below policy level for FY 2020-21. It is anticipated that additional funds will be withdrawn before the end of FY 2019-20.

- Current policy requires a Health and Human Services Assignment for Fiscal Uncertainty of 10% of HHSA appropriations, less intrafund transfers. This Assignment is $416,112 below policy level, which will be addressed as part of the FY 2020-21 year end close.

Reserve and Fiscal Uncertainty Policy Requirements

	FY 20-21 Budget for calculation	FY 20-21 Policy Level	FY 20-21 funding level	FY 20-21 shortfall
General Reserve	305,156,334	30,515,633	27,532,813	2,982,820
GF Fiscal Uncertainty	187,812,390	21,915,611	14,122,150	7,793,461
HHSA Fiscal Uncertainty	117,343,944	11,734,394	11,318,282	416,112
Total shortfall in policy level for reserves				11,192,394

Staff will provide updates to the Board no less frequently than quarterly, to provide updated revenue and expenditure projections.

SIGNIFICANT BUDGET ISSUES

Over many years, the County has continued prudent budgeting practices to maintain a balanced budget. With the Board's leadership, the County adopted and has followed Budget Policies and Strategic Financial Plans that have preserved a solid fiscal foundation and prepared the County for both positive and negative changes in revenues. These policies are the reason the recommended budget is protecting funding for filled positions, and we are not facing layoffs in light of these significant revenue reductions. However, this is just the beginning. In addition to the budget reductions identified for consideration for restored funding, staff is evaluating strategies to restore funding to the General Reserve and Assignment for Fiscal Uncertainty to policy levels, so that we are prepared for the next disaster or challenge. In addition, the volatility in the stock market may result in significant increases in our pension contributions beginning in FY 2022-23. In order to protect future service delivery, we need to start planning now to smooth the pension rate curve into the future.

POSITIONS

The FY 2019-20 adopted budget allocated 1,507.63 positions. This changed throughout the year, as a result of various Board actions and the expiration of limited-term positions, for a total revised allocation of 1,525.38. The recommended budget includes 1,526.58 positions, with changes discussed in the departmental narratives and summarized below:

- Add 4 new positions (Schedule A):
    - 1 funded by the General Fund in the Coroner's division of the Sheriff's Office.
    - 1 in the Comprehensive Services for Older Adults division of Health and Human Services, funded by state and federal funding, and the existing General Fund contribution.
    - 2 in the Animal Shelter, currently unfunded, pending negotiations with the partners in the Animal Shelter.
- Delete 1 vacant position (allocated at 0.8) at the Airport (Schedule B).
- Delete 2 limited-term positions based on expiration date as of June 30, 2020 (Schedule C).

THE ALL FUNDS BUDGET

The All Funds Budget includes appropriations of $505,700,753, a $10 million (1.9%) decrease in appropriations when compared to the FY 2019-20 Adopted Budget.

Appropriations-All Funds
FY 2019-20 Adopted and FY 2020-21 Recommended[1]

	FY 2019-20 Adopted	FY 2020-21 Recommended	Difference
General Fund	$212,279,390	$208,026,417	($4,252,973)
Tobacco MSA/Special Projects	2,760,221	3,849,101	1,088,880
Operating Special Revenue Funds	189,733,872	186,751,059	(2,982,813)
Non-operating Special Revenue Funds	45,243,203	43,522,600	(1,720,603)
Capital Project Funds	3,450,000	200,000	(3,250,000)
Debt Service Fund	4,583,426	4,582,514	(912)
Enterprise Funds	7,201,024	6,695,272	(505,752)
Internal Service Funds	50,450,080	52,073,790	1,623,710
Total	**$515,701,216**	**$505,700,753**	**($10,000,463)**

The General Fund reflects a decrease in appropriations of $4.2 million (2.0%). This is a combination of changes discussed below.

Reductions:

- $7.6 million in cuts identified for restoration of funding and shown in Schedules C-1 through C-4 in budget book.
- $1.3 million in other permanent reductions, primarily in General Fund contribution to Calistoga Fairgrounds.

Increases:

- Offset by increases of $4.7 million in operating costs, including salaries and benefits and internal services costs, across all departments.

In addition to General Fund decreases of $4.2 million, the other fund types have decreased by $5.8 million, for a total decrease in appropriations of $10 million in the All Funds budget. These decreases are discussed in the sections below.

The All Funds budget, which includes all of the operating budgets in the County, reflects a decrease in Salaries and Benefits of $686,000 (0.3%) from the FY 2019-20 Adopted Budget, primarily due to the hiring freeze offsetting any scheduled increases. Prior to the hiring freeze, the following changes were projected:

- Salaries to increase by $3.1 million (2.2%).
- Retirement costs to increase by $2.1 million (6.6%).
- Other benefit costs to increase by $249,000 (0.5%).

[1] Special District budgets are adopted separately and are not included in this table.

Appropriations-Enterprise Funds
FY 2019-20 Adopted and FY 2020-21 Recommended

	FY 2019-20 Adopted	FY 2020-21 Recommended	Difference
Airport Operations	3,593,526	3,900,802	307,276
5th Street Parking Garage Operations	478,166	481,522	3,356
Animal Shelter Operations	1,765,217	1,843,146	77,929
Animal Shelter CIP	34,115	0	(34,115)
Calistoga Fairgrounds	1,330,000	469,802	(860,198)
Total	**$7,201,024**	**$6,695,272**	**($505,752)**

- The increase of $307,000 for Airport operations is due to increased Internal Service Fund charges and increased legal fees related to leases at the Airport.
- The decrease of $860,000 (64.7%) for the Calistoga Fairgrounds reflects the Board's decision to close operations and reduce the General Fund contribution.

Appropriations-Internal Service Funds
FY 2019-20 Adopted and FY 2020-21 Recommended

	FY 2019-20 Adopted	FY 2020-21 Recommended	Difference
Fleet Management-Operations	$2,147,920	$2,117,832	($30,088)
Equipment Replacement-Roads	$1,045,000	$1,410,000	$365,000
Vehicle Replacement	$2,247,000	$1,866,000	($381,000)
Information Technology Service	$16,061,870	$16,904,931	$843,061
Property Management	$10,023,702	$10,117,903	$94,201
Employees Benefits	$2,665,000	$2,716,000	$51,000
Other Post-Employment Benefits	$8,816,000	$9,084,000	$268,000
Unemployment Compensation Ins	$300,000	$300,000	$0
Workers Compensation Ins	$3,496,360	$2,867,485	($628,875)
Liability Insurance	$3,647,228	$4,689,639	$1,042,411
Total	**$50,450,080**	**$52,073,790**	**$1,623,710**

The most significant changes in the Internal Service Funds are discussed below.

- $365,000 (34.9%) increase in the Equipment Replacement-Roads reflects ongoing commitments to meet air quality requirements of the California Air Resources Board.
- The $843,000 increase in Information Technology Services reflects the addition of 3 positions during FY 2019-20, increased depreciation expenses, and investments in cybersecurity.
- $381,000 (17.0%) decrease in Vehicle replacement is due to deferring some replacements in light of the financial impacts of COVID-19.

- $629,000 (18.0%) decrease in Workers Compensation insurance due to decreased claim costs.
- $1.04 million (28.6%) increase in Liability Insurance is to cover an increase in premiums and in order to maintain an appropriate fund balance to meet future claim costs (policy is to maintain a confidence level of 75%).

Appropriations-Operating Special Revenue Funds
FY 2019-20 Adopted and FY 2020-21 Recommended

	FY 2019-20 Adopted	FY 2020-21 Recommended	Difference
Health & Human Services	$124,415,413	$128,501,483	$4,086,070
County Library	20,571,860	13,350,849	(7,221,011)
Road Fund	11,190,840	9,919,420	(1,271,420)
Inmate Welfare	105,880	111,532	5,652
NVTID Unincorporated	560,000	350,942	(209,058)
Affordable Housing Fund	3,117,475	3,484,266	366,791
Fire Protection	19,201,865	20,535,861	1,333,996
Wildlife Conservation	50,000	25,000	(25,000)
Building Code Enforcement	5,725,206	5,631,635	(93,571)
Child Support Services	4,286,255	4,291,255	5,000
Zone 1 Garbage	409,978	449,449	39,471
Deferred Compensation Board	99,100	99,367	267
Total	**$189,733,872**	**$186,751,059**	**($2,982,813)**

The $2.9 million decrease in Operating Special Revenue Funds is a combination of changes discussed below.

- $ 4.1 million (3.3%) increase in Health and Human Services, primarily due to increased costs associated with foster care payments for kids in placement settings, increased costs to salary and benefits, and increased costs for the In-Home Supportive Services Maintenance of Effort.
- $7.2 million (35.1%) decrease in County Library operations is a result of appropriating property tax revenue directly to each subdivision, rather than receiving it into one subdivision, then transferring it to the other subdivisions.
- $1.3 million (11.4%) decrease in Roads reflecting vacancies and other savings, relative to decreased sales tax revenue as a result of COVID-19.
- $209,000 (37.3%) decrease in NVTID Unincorporated, due to reduced TOT as a result of COVID-19.
- $366,000 (11.8%) increase in Affordable Housing to support a contract for housing rehabilitation, increased funding for Worker Proximity loans, and increased administrative support for staff.
- $1.3 million (7.0%) increase in the Fire Fund to reflect use of fund balance to purchase replacement Self-Contained Breathing Apparatus.
- $25,000 (50.0%) decrease in Wildlife Conservation Fund, due to General Fund reductions.

THE GENERAL FUND BUDGET

The County's General Fund budget revenue estimate for FY 2020-21 is $195,723,171, a decrease of $8.6 million (6.9%) compared to the FY 2019-20 Adopted Budget. The County's General Fund Recommended Budget appropriations for FY 2020-21 total $208,026,417, a decrease of $4.2 million (2.0%) compared to the FY 2019-20 Adopted Budget.

General Fund Budget[2]
FY 2019-20 Adopted and FY 2020-21 Recommended

	FY 2019-20 Adopted	FY 2020-21 Recommended	Difference
Financing Sources			
Beginning Fund Balance	**10,874,982**	**7,710,865**	**(3,164,117)**
Revenues			
Non-Departmental Revenue	134,143,420	126,263,945	(7,879,475)
Departmental Revenue	70,217,170	69,459,226	(757,944)
Reductions in Obligated Fund Balance			
Cancellation of IHSS Assignment	1,000,000	4,592,381	3,592,381
Cancellation of Assignment for Fiscal Uncertainty			
Total Financing Sources	**216,235,572**	**208,026,417**	**(8,209,155)**
Financing Uses			
Appropriations			
For Operations	206,887,757	205,526,417	(1,361,340)
For Contingency	5,391,633	2,500,000	(2,891,633)
Total Appropriations	212,279,390	208,026,417	(4,252,973)
Increases in Obligated Fund Balance			
For General Reserves	690,456		(690,456)
For Assignment for Fiscal Uncertainty	1,716,649		(1,716,649)
For Assignment for future programs	1,549,077		(1,549,077)
Total Increase in Obligated Fund Balance	3,956,182	0	(3,956,182)
Total Financing Uses	**216,235,572**	**208,026,417**	**(8,209,155)**

[2] Excluding revenue and appropriations for Special Projects and Tobacco MSA.

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REVENUES

Major non-departmental revenues include property taxes, transient occupancy taxes (TOT), and sales taxes, as well as revenue from indirect cost plan charges[3] (charges for central county administrative services provided to departments, such as legal and human resources services). Non-departmental revenues are projected to decrease by $7.9 million (5.9%) compared to the FY 2019-20 Adopted Budget.

- Property tax is projected to increase by $5.9 million (6.1%), based on increases in the FY 2019-20 roll, which was closed after the adoption of the FY 2019-20 budget, and an increase of 4% for FY 2020-21.
- Sales Tax is projected to decrease $5.8 million (51.1%) due to COVID-19.
- TOT is projected to decrease $8.6 million (62.5%) due to COVID-19.
- Other non-departmental revenues are projected to increase $657,000 (5.0%). $300,000 is due to increased revenue from the Indirect Cost Plan allocation, and the balance is divided between several accounts.

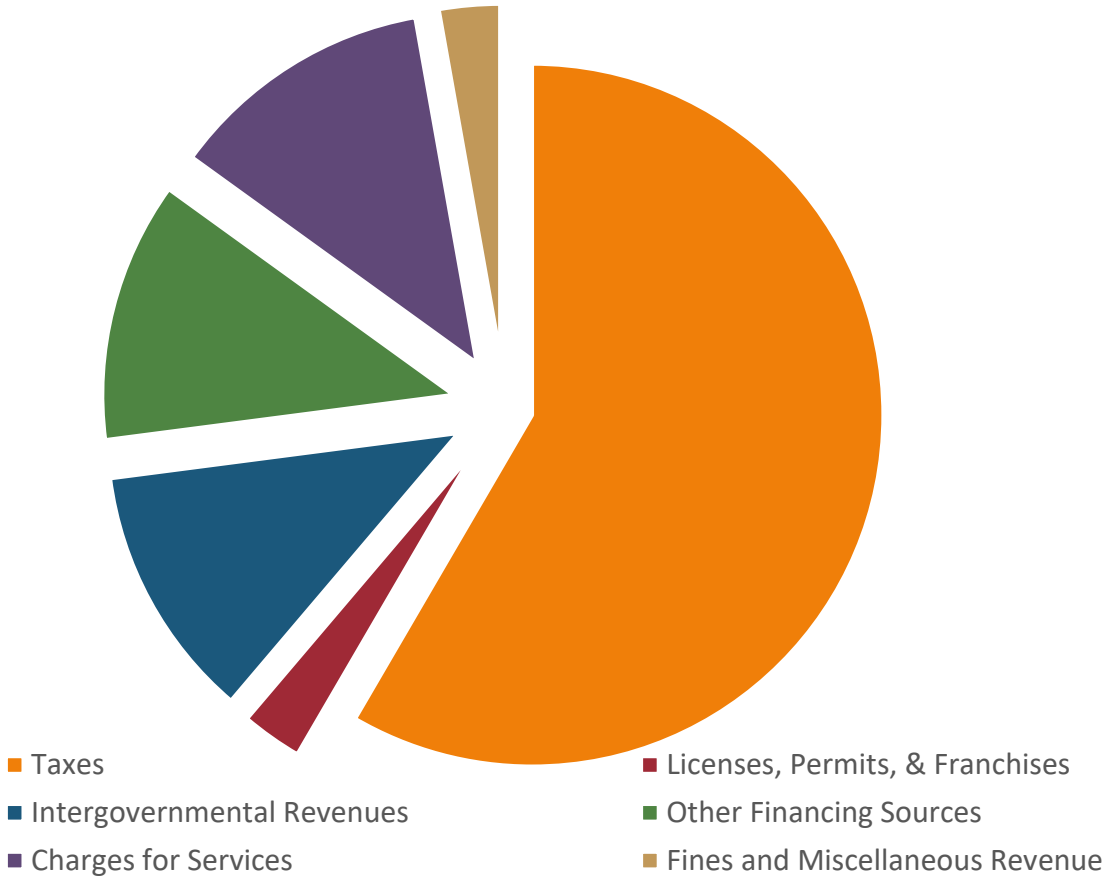
In alignment with direction from the Board in FY 2017-18, Excess ERAF revenue is no longer budgeted. If any Excess ERAF is received, it will be deposited to the Accumulated Capital Outlay Fund or considered to reduce long-term liabilities.

Departmental Revenues overall are projected to decrease by $743,000 (1.1%). This is based on each department analyzing the revenue contracts they manage, and making reasonable projections based on the escalation language in those contracts. These increases are offset by decreased revenues from 2011 Realignment and Proposition 172.

The table and the graph on the next page show the General Fund revenue by category.

[3] Formerly referred to as A-87 charges.

FY 2020-21 Projected General Fund Revenues $195,723,171



Taxes	$114,302,708	58.40%
Licenses, Permits, & Franchises	5,492,100	2.81%
Intergovernmental Revenues	22,967,060	11.73%
Other Financing Sources	23,518,715	12.02%
Charges for Services	23,956,433	12.24%
Fines and Miscellaneous Revenue	5,486,155	2.80%

EXPENDITURES

Overall General Fund expenditures are requested at $208,026,417[4] million, a decrease of $4.2 million (2.0%) from the FY 2019-20 Adopted Budget.

General Fund Salaries and Benefits are projected to decrease by $2.4 million (1.9%). The budget reflects salary adjustments related to the approved agreements with the bargaining units, offset by savings identified as a result of COVID-19, and detailed on scheduled C1-C4.

Services and Supplies expenditures are projected to increase by $2.8 million (5.7%). This reflects cost increases built into multi-year contracts, and increases in Internal Service Rates, as shown on the table on page 7.

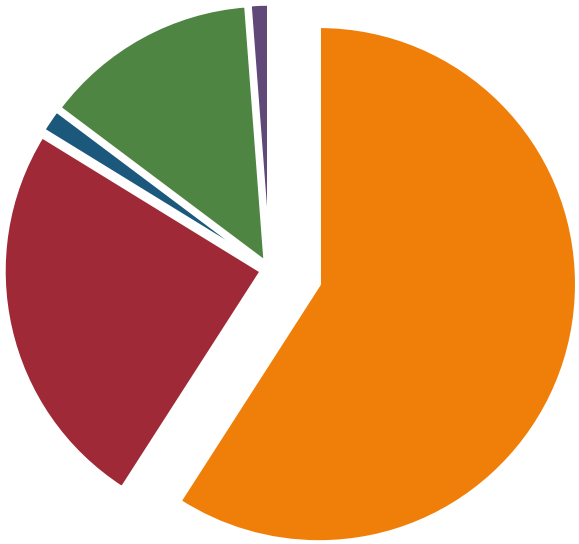
Other Financing Uses includes transfers to other operating departments as well as to Insurance and Debt Services funds. Overall, Other Financing Uses is projected to decrease by $2.2 million (7.2%). This includes a reduction of 10% from the policy-level contribution to HHSA, and a reduction to slightly below baseline policy level for Roads.

The Appropriation for Contingencies is budgeted at $2.5 million. This is 50% of the policy level, but sufficient, based on the Board's limited dependence on the Contingency fund historically.

The table and the graph on the next page show the General Fund expenditures by expense type.

[4] Does not include Tobacco MSA and Special Project funds.

FY 2020-21 General Fund Recommended appropriations (by expense type) $208,026,417



Salaries & Benefits	$122,927,706	59.09%
Services & Supplies	51,345,650	24.68%
Other Charges, Special Items & Capital Assets	3,053,536	1.47%
Other Financing Uses	28,199,525	13.56%
Appropriation for Contingency	2,500,000	1.20%

FUND BALANCE CHANGES

The Recommended General Fund Budget assumes a FY 2020-21 beginning fund balance of approximately $75.9 million, consisting of restricted, assigned, and available fund balance, as discussed below.

RESTRICTED AND ASSIGNED ($68.2 million)

- $27.5 million in General Reserves. The budget includes an increase of $690,000 to bring the General Reserve to the policy level of 10% of General Fund and Health and Human Services appropriations (not including the Appropriation for Contingencies, the General Fund transfer to Roads, and the General Fund transfer to the Health and Human Services Fund).

- $4.0 million in a Reserve for Loans and Advances Receivable. This represents funds owed to the County by the Napa Berryessa Resort Improvement District.

- $36.7 million currently assigned as follows:
    - $18.7 million for Fiscal Uncertainty, to be reduced by $4.6 million;
    - $7.8 million of FEMA reimbursements including the 2014 earthquake, 2015 Valley Fire, and 2017 Napa Fire Complex, all pending final audit;
    - $8.0 million restricted in 115 Trust for Pension;
    - $1.6 million restricted for use by the Agricultural Commissioner's office for agriculture-related purposes; and
    - $0.6 million for planning purposes (which may be used in future to update the General Plan).

AVAILABLE FUND BALANCE ($7.7 million)

The recommended budget proposes releasing $4,592,381 of the assignment for fiscal uncertainty, which is needed in addition to the available fund balance in order to balance the FY 2020-21 recommended budget, leaving the Assignment for Fiscal Uncertainty at $14,122,150, which is $7,793,461 below the policy level.

The Auditor-Controller will finalize the available fund balance figure in the first quarter of FY 2020-21. Any revision to the Adopted Budget will be scheduled for the Board's consideration once the actual fund balance numbers have been established.

HEALTH AND HUMAN SERVICES FUND BUDGET

For FY 2020-21, we recommend a General Fund contribution to Health and Human Services to be $17.93 million, representing a decrease of 10% from the policy level which is $19.92 million. As a result, the Health and Human Services budget is balanced using fund balance, which was $10.7 million over the policy level on June 30, 2019. This fund balance is a result of several years of salary savings, and will allow Health and Human Services to continue providing essential services, despite the reduction in the General Fund contribution.

Health and Human Services is experiencing significant caseload growth and declining realignment revenue as a result of COVID-19, and the 10% reduction in the General Fund contribution appears on Schedule C-4 for consideration for restoration, should ongoing revenue become available. The budget does not reflect the full impact of declines in realignment revenue, but Health and Human Services will use a combination of fund balance and the selective hiring freeze to offset the lost revenues.

STATE BUDGET IMPACTS

On May 14, 2020, the Governor released his revised proposed FY 2020-21 State Budget, with his recommended strategies for closing the $54.3 billion deficit. Both the Napa County Auditor-Controller and the Napa County of Education have projected that the reductions to schools funding could result in Napa Valley Unified School District becoming a Basic Aid district. If this were to happen, the County will need to have the State Legislature appropriate funds for the Vehicle License Fee (VLF) swap. Staff is working with California Department of Finance, our legislative delegations, and our legislative advocates to address this issue. By statute, the Legislature must pass the budget by June 15, the Governor has 10 days to sign the budget. Staff will monitor the situation, and provide an update as part of the supplemental budget actions.

RECOMMENDED ACTION

Budget Hearings begin on Monday, June 15, 2020. At that time, staff will present the Recommended Budget and the Board will begin receiving general public testimony. Hearings on individual department budgets will then commence. Once staff presentations and public testimony are concluded, the Board will be asked to make decisions on appropriations, revenue, and financing levels, approve the capital assets and new positions, and adopt any policy and other budget control language.

It is recommended that the Board hold the scheduled hearings and then on Tuesday, June 23, 2020, approve the recommended appropriations and revenue levels as presented, approve the recommended positions, capital assets and policy items, and adopt the County of Napa Budget for FY 2020-21.

ACKNOWLEDGEMENTS

Preparing the County's budget involves a significant commitment of time and effort on the part of County Department Heads, management and departmental fiscal staff, and the staff of the County Executive Office. This year, the impacts of COVID-19 resulted in additional work and commitment from all of the departments. I would like to thank everyone involved for their efforts to craft a balanced budget for the County. The departments continue to meet changing needs without adding positions, and are diligent in developing and managing the department budgets. This balanced budget has been worked on throughout the year.

In particular, I would like to recognize the work of Auditor-Controller Tracy Schulze, Accountant-Auditor Manager Jobina Toh, Gina Panganiban, and Ben Sargent from the Auditor-Controller's Office; Treasurer-Tax Collector Bob Minahen; Jon Gjestvang, Chief Information Officer, Tony Brown and Jim Phillips from Information Technology Services; Mary Booher, Assistant County Executive Officer; Helene Franchi, Ben Guerrieri, Sue Kuss, and Sam Ross from the budget and analysis team in the County Executive Office; and the support team in the County Executive Office. The County Executive Office budget and analysis team has put in countless hours and is primarily responsible for the Recommended Budget available to you today.

Respectfully submitted,

Minh C. Tran
County Executive Officer

cc: Department Heads

Board of Supervisors

District 1
Brad Wagenknecht

District 2
Ryan Gregory

District 3
Diane Dillon

District 4
Alfredo Pedroza

District 5
Belia Ramos

A Tradition of Stewardship
A Commitment to Service

BOARD OF SUPERVISORS VISION

"Napa County is an agricultural treasure known for its legendary wines, our small-town character, and sustainable natural resources"

MISSION

"Napa County is dedicated to sustaining agriculture and the environment and to providing leadership and services to advance the health, safety and economic well-being of current and future generations."

VALUES

Respect

Accountability

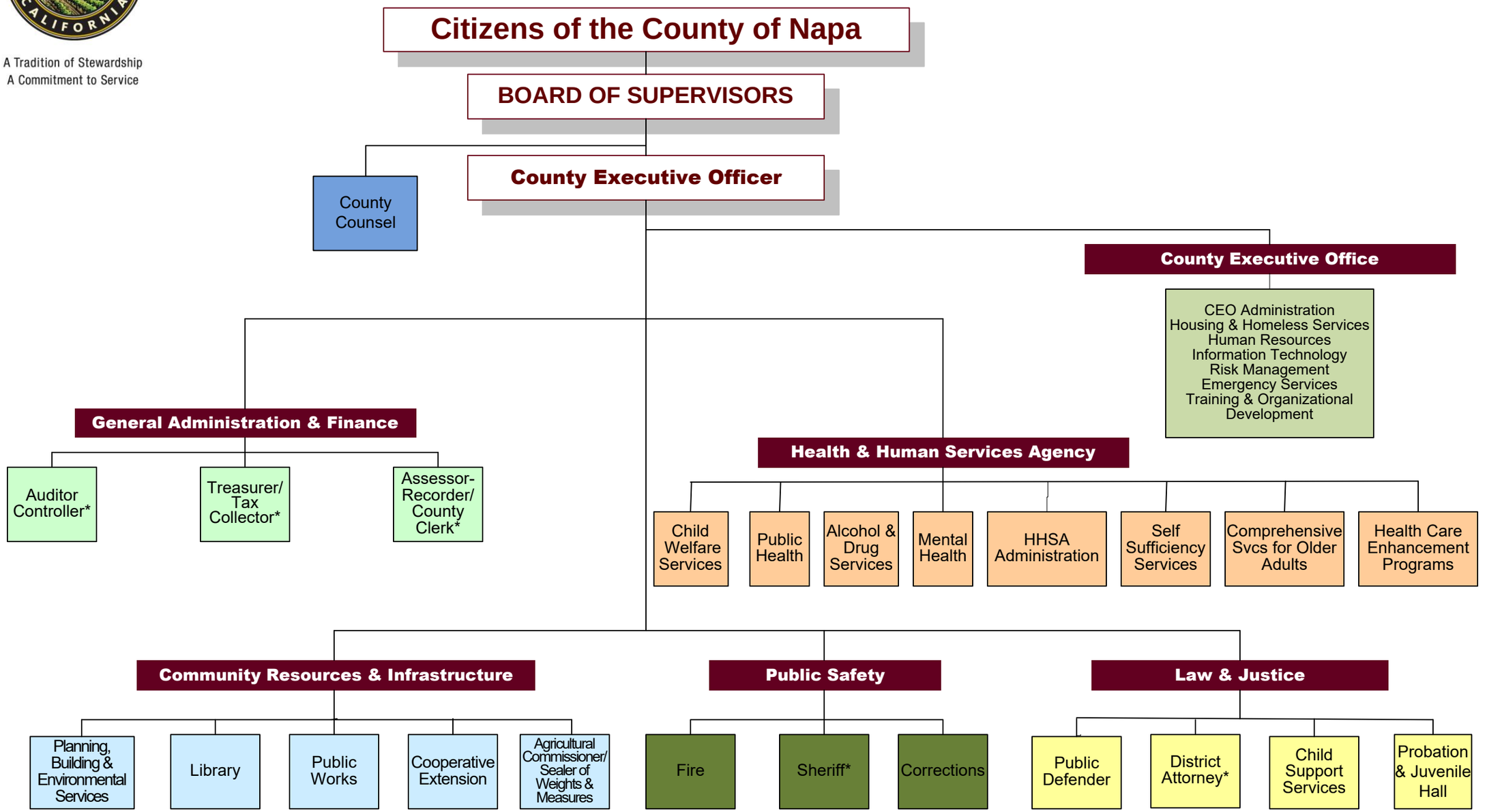
Dedication

Integrity

Innovation

NAPA COUNTY ORGANIZATIONAL CHART

A Tradition of Stewardship
A Commitment to Service



*** Elected**

Revised May 2019

COUNTY OF NAPA

DEPARTMENT HEAD LISTNG

Ag Commissioner/
Sealer of Weights & Measures .....Humberto Izquierdo

Assessor-Recorder-County Clerk.....John Tuteur

Auditor-Controller..... Tracy Schulze

Child Support Services .....Janet Nottley

Cooperative Extension .....Monica Cooper

Corrections ..... Dina Jose

County Counsel.....Jeffrey M. Brax

County Executive Officer ..... Minh Tran

District Attorney.....Allison Haley

Fire Protection.....Geoff Belyea

Health & Human Services Agency ..... Jennifer Yasumoto

Library.....Anthony Halstead

Planning, Building & Environmental Services .....David Morrison

Probation .....Julia Baptista

Public Defender .....Ron Abernethy

Public Works.....Steve Lederer

Sheriff.....John Robertson

Treasurer/Tax Collector .....Bob Minahen

A Tradition of Stewardship
A Commitment to Service

Napa County 2025
Strategic Financial Plan

Recommended by the
COUNTY EXECUTIVE OFFICE

January 28, 2020

1. Introduction and Background

Napa County has a long history of fiscal prudence which allows for stability in the services we provide to our residents and visitors. For many years, the primary source of fiscal policy for Napa County was the "Budget Policies," adopted annually by the Board of Supervisors. These policies provided direction to County staff in preparing the upcoming fiscal year budget and included policies that remained fairly consistent from year to year. On April 4, 2006, the Board first approved a five-year Strategic Financial Plan to articulate the overarching fiscal policies of the Board. In 2008, in response to the economic downturn (the "Great Recession") the Board approved a "Fiscal Contingency Plan – FY 2008-09 through FY 2012-13" to guide the County's response to the risk to the County's financial condition. The Fiscal Contingency Plan articulated a general philosophy, guiding principles, and prioritized steps to be taken to reduce expenditures during times of economic stress. In 2011, the Board approved a Fund Balance policy that, among other things, confirmed provisions in the Fiscal Contingency Plan that set goals for the General Fund Reserve and the Assignment for Fiscal Uncertainty and specified priorities for use of any remaining available fund balance.

The five-year **Strategic Financial Plan** is intended to be used in conjunction with the County's adopted **Strategic Plan**, the annual **Budget Policies**, and the annual **5-Year Forecast**, to guide the development of the annual Recommended Budget, as well as any mid-year budget adjustments.

The **Strategic Plan**, adopted by the Board in January 2019 and covering July 2019-June 2022 identifies five pillars based on an extensive community outreach process. Each pillar is supported by strategic goals, 16 in total, and each goal includes specific strategic actions to support the accomplishment of the goals. In adopting the Strategic Plan, the Board established the priority framework for resource allocation for the next several years.

The **Strategic Financial Plan** is intended to provide long-term strategies to allow the County to continue to provide services through periods of economic uncertainty, and provide consistent application of sound financial principals. The Strategic Financial Plan focuses on the General Fund and certain related funds. As a long-term plan, the Strategic Financial Plan does not attempt to lay out a detailed blueprint for everything that will be done, but instead provides the roadmap to maintain financial stability while continuing essential services, meeting the priorities identified in the Strategic Plan, and allowing the flexibility necessary to respond to significant changes. These potential changes include altering political direction at the state and federal levels, natural disasters, and changes in local or global economics that may impact our community

The annual **Budget Policies** are adopted by the Board at the beginning of the budget cycle, and provide specific direction to staff in the development of the Recommended Budget for the next fiscal year. They provide enough detail to allow staff to adjust the expenditures in the Recommended Budget to the resources projected to be available. These policies also establish priorities should additional resources be available to address unmet needs.

The annual **5-Year Forecast** provides the Board with a representation of the General Fund discretionary revenue outlook, based on continuing the existing level of service, and known variables. The figures provided in the 5-Year Forecast are high-level assumptions, and are intended to show general trends, and not intended to be preliminary budget figures.

2. General Fund Strengths and Challenges

The General Fund is the primary operating fund for the County with most of the discretionary revenue coming from property tax, sales tax, and Transient Occupancy Tax (TOT).

Strengths:

The General Fund has remained strong through financial downturns and natural disasters, in part due to the prudent fiscal policies of the County. The Government Finance Officers Association (GFOA) has a "Best Practice" of maintaining at least two months of operating revenues or expenditures in fund balance. Napa County is at risk of being more significantly impacted by fluctuations than counties that have a more diverse economy. Because of this, the Board has established two strategies to maintain fund balance at appropriate levels. The first of these strategies is a **General Reserve** policy that maintains a General Reserve balance equivalent to 10% of combined operational appropriations for the General Fund and the Health and Human Services Fund. The second strategy is to maintain 13% of General Fund operational appropriations available to meet immediate needs. This is accomplished through the combination of two actions. The first action is to include an Appropriation for Contingencies of $5 million or 3% (whichever is less) of the General Fund operational appropriations as part of the adopted budget. The second action is to maintain an Assignment for Fiscal Uncertainty balance in the General Fund of no less than 10%, and the combined total of Appropriation for Contingencies and Assignment for Fiscal Uncertainty shall be no less than 13% of the General Fund operational appropriations. In addition to these, the Board also maintains a **Health and Human Services Assignment for Fiscal Uncertainty** balance of 10% of operational appropriations, less the intrafund transfers.

Challenges:

The State of California continues to be in a long period of revenue growth. While this is a positive sign, the State has historically used counties as a significant part of budget "solutions" when resources are insufficient to fund state programs, even during times of growth. The Federal budget continues to be volatile.

By the end of FY 2018-19, the current period of economic expansion matched the longest expansion since World War II. The unemployment rate in Napa County was 2.3% in October 2019, well below the 3.9% unemployment rate for California. This low rate of unemployment and the lack of available affordable housing continue to contribute to the Bay Area growing at a slower pace than the national economy.

The County will likely continue to face future fiscal challenges including:

- Continued and enhanced demand for services and a growing backlog of unmet needs in some areas, particularly infrastructure and capital needs;

- The impact of certain State programs realigned to counties without sufficient dedicated revenue to fully cover the cost of those programs;

- Increased costs associated with unfunded pension liability; and

- Limited growth in discretionary, semi-discretionary and certain other revenues and the possibility of reduced state revenues for services the County provides on behalf of the state.

Napa County has experienced numerous natural disasters, which have a direct impact on the General Fund including response and recovery costs, damage to County-owned infrastructure, and the potential loss in property tax, sales tax, and TOT revenues. A portion of the cost of response and recovery is eligible for funding by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal-OES) and in the case of the earthquake, insurance proceeds. The General Fund has utilized General Reserves for providing cash flow for disaster response and recovery since the receipt of FEMA and Cal-OES funding is delayed for months (sometimes years), and then is reserved pending the completion of audits.

3. Philosophy, Guiding Principles and Key Policies

As the only general purpose local government covering a geographic area that includes cities and special districts – and with responsibility for both countywide and municipal services and for administering various programs on behalf of the state – counties are under pressure to be the funder or service provider of last resort when it comes to local interest and needs. At the same time, counties' ability to raise revenue is limited and more constrained by state mandates and requirements than many other local governments. Given this, a key premise of this Strategic Financial Plan is that:

The County cannot be all things to all people nor can it be the "government of last resort." We recognize the County's role as a provider of services in keeping with the traditional county model. Although the County is a significant thread in a tapestry of federal, state and local government services, the County must rely on other government organizations, not-for-profit agencies, faith-based organizations, and family institutions to provide the spectrum of services our community requires.

Consequently, a major focus of this Plan is setting priorities for use of limited discretionary resources.

The following outlines the Guiding Principles and key Multi-Year Fiscal Policies that will guide the County in its efforts to ensure fiscal sustainability over the five-year period covered in the Plan. These will guide the development of the Budget Policies, which are adopted by the Board annually. As this is a long-term plan, these principles and policies are intentionally broad to maintain flexibility when there are economic or policy changes.

Guiding Principles

1. The County will maintain sufficient General Fund reserves and fund balance to provide for adequate cash flow and avoid the need for short-term borrowing and to provide a hedge against an unanticipated fiscal crisis.

2. The County's emphasis will be on using General Fund discretionary resources to finance "core" County programs. These include traditional County programs or services that state law has made the responsibility of counties and that have historically been funded by local taxpayers.

3. In those cases where a significant need exists and Napa County has determined that the County will not assume responsibility for funding or service delivery, the County may opt to provide advocacy, coordination, technical assistance, and/or start-up financial assistance to aid others in the provision of those necessary services.

4. Except when necessary to respond to emergent or urgent situations, the County will not use one-time or limited duration revenue to fund ongoing operating costs. Instead, one-time or limited duration revenue will be used to meet non-recurring needs, like capital projects or paying down unfunded liabilities.

5. Over the five-year planning period, except in times of fiscal distress, the County's goal is that, on average, **actual** annual General Fund operating expenditures will not exceed operating revenue.

6. In periods of fiscal distress it is appropriate to temporarily use fund balance and/or reserves to help balance the General Fund budget, but only if that use is part of a plan to achieve long-term structural balance, with the goal of achieving structural balance within 24 months.

7. Generally speaking, it is better to do a few things well than a lot of things poorly. The County's goal is to provide high priority services in a professional, effective, and efficient manner, even if it means limiting the number or type of lower priority services provided.

8. The County administers a number of costly state programs that are primarily funded by state and federal dollars. Recognizing the limitations on the County's ability to increase discretionary revenues, in the event of a reduction in resources for these programs, the County's goal, to the extent legally possible, is to avoid backfilling reductions in state and federal dollars with discretionary dollars.

9. To maintain as much flexibility as possible to address priority needs and deal with exigent circumstances, wherever legally possible, revenues are to be treated as discretionary resources, rather than dedicated to a particular program.

10. When charging for services or claiming federal or state revenues, the County's goal is to recover the full cost of services provided, including departmental and county overhead.

11. Generally, it is appropriate to use discretionary resources to fund programs or services that provide a broad public benefit. To the extent legally possible, programs or services that primarily benefit a smaller sub-group should be paid for with user fees or assessments.

12. The County provides countywide services to people who live in all areas of the County and municipal services to residents of the unincorporated area. Because city residents already pay taxes or fees to their cities for municipal services, it is important to ensure that city residents do not subsidize the cost of providing services to residents of the unincorporated area.

13. The County has a fiduciary responsibility to the taxpayers to ensure that public funds are spent only to achieve an appropriate public purpose and that any expenditure of public funds incorporates appropriate control and accountability measures to ensure that the public purpose is being achieved.

14. One-time resources (including fund balance) will be spent on one-time expenditures in accordance with the Budget Policies.

Key Multi-Year Fiscal Policies – FY 2020-21 through FY 2024-25

1. General Reserve Policy: Maintain a General Reserve balance equal to 10% of General Fund and Health and Human Services Fund appropriations (not including the General Fund Appropriation for Contingencies and Disaster Response and Recovery, any transfer to the Accumulated Capital Outlay Fund, the General Fund contribution to the Health and Human Services Fund and the General Fund Contribution to Roads). The General Reserve is to be maintained at this level at all times, except in the case of a dire fiscal emergency or declared natural disaster.

2. Maintain 13% of General Fund operational appropriations available to meet immediate needs. This is accomplished through the combination of two actions. The first action is to include an Appropriation for Contingencies of $5 million or 3% (whichever is less) of the General Fund operational appropriations as part of the adopted budget. The second action is to maintain an Assignment for Fiscal Uncertainty balance in the General Fund of no less than 10%, and the combined total of Appropriation for Contingencies and Assignment for Fiscal Uncertainty shall be no less than 13% of the General Fund operational appropriations.

3. Health and Human Services Assignment for Fiscal Uncertainty Policy: Strive to maintain an Assignment for Fiscal Uncertainty in the Health and Human Services Fund of 10% of the Health and Human Services Fund appropriations less any intrafund transfers. In times of fiscal distress, including the loss of state and/or federal revenues for priority programs, these funds can be used to help balance the Health and Human Services Fund budget as part of a plan to achieve long-term structural balance in that fund. Any plan to achieve long-term structural balance should include a provision to replenish the Assignment for Fiscal Uncertainty balance to the 10% level in the Health and Human Services Fund.

4. Once the General Reserve and the General Fund Assignment for Fiscal Uncertainty requirements are met, and after evaluating all existing and new Assignments, evaluate any remaining General Fund sources to reduce long-term liabilities, as identified in the annual budget policies.

5. After evaluating long-term liabilities, transfer any remaining unappropriated General Fund discretionary resources to the Accumulated Capital Outlay (ACO) Fund to be retained to address unmet capital needs.

4. Resource Allocation Strategy

To the extent that the 5-Year Forecast provides clear evidence that there is a significant surplus during the five-year projection period, any available resources may be invested in program enhancements as set forth in the most current County Strategic Plan. The Resource Allocation Strategy should prioritize those services that are to be funded primarily by the General Fund (and discretionary resources) over those services that are to be funded primarily by special revenue funds or other funding mechanisms. Priority shall be given to fully funding existing programs and existing infrastructure.

5. Fiscal Contingency Strategy

To the extent that the annual 5-Year Forecast shows that there is a deficit during the five-year projection period, expenditure reductions or other actions may be taken, if needed, to address a significant reduction in resources, as set forth in this Strategy.

The potential components of any fiscal contingency strategy are essentially the same for all local governments: incremental expenditure cuts; major program cuts; identification and implementation of new revenue sources; distinguishing between high priority and lower priority programs; across-the-board funding cuts; etc. The differences come in how these components are structured in any particular jurisdiction (i.e., what happens first, what programs, if any, are exempt from reductions, etc.).

The County's approach to structuring the components of a Fiscal Contingency Strategy is set forth below.

General Philosophy

To the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing particularly (though not exclusively) on discrete programs or services. Maintaining a highly professional service delivery system is of foremost importance to the County. Thus, if it becomes necessary to make significant service level reductions, the goal will be to reduce the quantity of a service provided rather than the quality of service.

Also, it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs. Consequently, every effort will be made to continue capital and planning programs geared to meeting the County's long-term needs.

Resource Reduction Priorities

Short-term Actions

The following actions will be considered when dealing with the immediate impact of a significant reduction in resources. The purpose of these actions is to achieve immediate savings and/or better position the organization to deal with the impact of longer-term actions once they are implemented. The actions are listed in priority order:

1. Major General Fund-supported office space remodels will be halted, unless they are required to address critical health or safety needs.

2. Purchase of equipment and capital assets will be selectively deferred. Funding source and impact on service delivery will be considered in implementing the deferral.

3. Implementation of new programs not fully operational and/or not fully revenue offset, will be halted.

4. Approval of contracts for services, not fully revenue offset, will be selectively deferred. Funding sources and impact on service delivery will be considered in implementing the deferral.

5. A selective hiring freeze will be implemented.

Longer-Term Actions

The following actions will be considered when dealing with the longer-term impact of a significant reduction in resources. The actions are listed in priority order and lower priority actions will be implemented only if higher priority actions are insufficient to deal with the fiscal shortfall. Once the County's fiscal situation improves, staff will seek direction from the Board on whether to restore funding or otherwise return to the pre-reduction levels.

1. A moratorium will be placed on implementing new programs or expanding existing programs if the cost of those programs or expansions is not fully revenue offset and a secure, long-term funding source is not identified.

2. To the extent legally possible, or where it does not impact the public's health and safety, place a hard freeze on backfilling reductions in federal or state funding, or in using General Fund money to cover cost of doing business increases for programs primarily funded by state or federal resources.

3. Moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs appropriately funded by dedicated resources (such as fee-supported programs where fees are not yet at full cost recovery or state or federal programs where the County provides an over-match). Reductions made at this point will generally have only a limited impact on service levels and may, in some cases, be offset by increases in fees.

4. Discretionary funding for programs appropriately funded by dedicated resources will be significantly reduced or eliminated. This may involve reducing the County match to the minimal mandated level. In the case of programs that are primarily the state's responsibility, the County will consider returning responsibility to the state for operating those programs, to the extent permitted by law. In the case of fee-supported programs where the fee structure does not fully cover program costs, fees will be increased to fully cover those costs.

5. Limit the annual transfer of General Fund revenue to the Special Projects Fund (which is funded by a portion of TOT) as called for in current Board policy to those amounts encumbered by a multi-year contract. Do not enter into any new contracts or renew any contracts for use of Special Projects Fund money.

6. Discretionary resources that have been earmarked by the Board for certain purposes will be reviewed and proposed for re-allocation to fund core County programs.

7. Major program reductions will be proposed in programs appropriately funded with discretionary resources, starting with the lowest priority service areas and moving on to higher priority service areas as needed. Reductions will be made in the following priority order, focusing on maintaining adequate service levels in core programs:

    - Community Resources/Infrastructure
    - General Government – Civic Services (excluding services related to property tax assessment, collection, and apportionment)
    - Law, Justice and Public Safety
    - Health and Human Services

8. Place a moratorium on all General Fund supported facilities capital improvement projects, other than those needed to address critical health and safety needs. Transfer any unobligated funds in the Accumulated Capital Outlay Fund to the General Fund.

9. A reduced work week or period of unpaid leave may be proposed to achieve salary savings.

6. Revenue Enhancement Strategy

This Revenue Enhancement Strategy describes whether, and how, the County will seek additional revenue to fund needed services.

NEW REVENUE

During the period covered by this Plan, the County will not seek increases in major discretionary revenue sources or new discretionary revenue sources, such as a local option sales tax or an increase in the TOT, unless this is associated with a new program (such as commercial cannabis). The County may seek additional funding through:

- Pursuit of grants, though grants will only be pursued for operational funding if the funding is for programs or services the County would otherwise have provided and the grant provides on-going funding or will be used to supplant General Fund resources.
- Increases in fees for fee-supported programs, where the current fees do not fully cover the cost of the program or to keep pace with increases in the cost of doing business.

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NAPA COUNTY
BUDGET POLICIES
FISCAL YEAR 2020-21

Napa County has a history of financial stability and fiscal prudence, which results in stability in the services we provide. Strong budget policies, reviewed and updated annually by the Board of Supervisors, are a key factor in this stability. The **Budget Policies** are intended to be used in conjunction with the County's adopted **Strategic Plan**, the **Strategic Financial Plan**, and the annual **5-Year Forecasts**, to guide the development of the annual Recommended Budget, as well as any mid-year budget adjustments. The **Budget Policies** are designed to be effective over several years but are reviewed and updated annually to allow the County to respond to changing financial and organizational conditions. The annual review and adoption of these policies support the recommended 2019-2022 Strategic Plan Pillar of *Open and Effective Government*.

Policy Goals:

Implement Strategic Plan: In January 2019, the Board adopted its Napa County Strategic Plan 2019-2022 to be effective July 1, 2019 through June 30, 2022. The priorities in the Strategic Plan should be reflected in the annual budget. Although not encouraged, requests for new General Fund resources should support Strategic Plan priorities.

Pursue Operational Efficiencies: Combine, reorganize or eliminate programs/processes to reduce expenditures and respond to changing needs or priorities. Identify lower priority programs that can be reduced or eliminated to free up resources to fund higher priority programs, beginning with the Strategic Plan. Carefully review and justify all expenditure line items to identify possible cost reductions.

Pursue New Revenues: Pursue new revenues and ensure fees charged for services are covering all costs incurred to provide those services. To the extent possible, any new revenues for programs receiving General Fund support shall be used to offset the cost of existing staff and programs, rather than funding new staff or programs. If new revenues are limited in duration and require additional staff, limited term positions should be used.

Maximize the Board's Discretion: Except where the Board has previously made a decision to earmark revenues for a particular purpose, wherever legally possible, revenues are to be treated as discretionary resources rather than as dedicated to a particular program or service. The goal is to give the Board as much flexibility as possible in allocating resources to local priorities, beginning with the Strategic Plan.

FY 2020-21 Budget Policies

General Fund Policies (includes General Fund Departments and General Fund Contributions to non-General Fund Departments)

1. **Maintain existing service levels and corresponding Net County Cost for General Fund Departments:** Departments receiving General Fund support shall prepare a budget that maintains the existing service level. To support this, the County Executive Office will calculate increases in Net County Cost based on increased costs associated with Board-approved positions.

2. **Requests for expanded programs or staffing:** Departments may present budget requests to expand programs or staffing. Requests that support the Board priorities, including the Strategic Plan, will be evaluated by the County Executive Office to determine if the increase is financially viable and sustainable. This evaluation will occur once it is determined that there are sufficient resources to maintain the existing service level.

3. **Maintain Sustainable Levels of County Contribution to Non-General Fund Departments or Programs:**
    a. HHSA Fund: It is the intent for the General Fund to support the existing service level, while the agency continues to maximize the leveraging of State and Federal Funds.
        i. General Fund contribution for In-Home Supportive Services (IHSS), will be calculated separately.
        ii. The FY 2019-20 contribution of $17,950,715 (IHSS excluded) is considered the baseline for calculating the FY 2020-21 contribution.
        iii. Increases or decreases to the baseline will be calculated as follows:
            1. Calculate the percentage change in salaries and benefits for all allocated positions as of the last pay period paid in December.
            2. Baseline will be adjusted by ½ the change in salaries and benefits.
            3. Baseline budget for Internal Service costs will be adjusted by ½ of the percentage change in salaries and benefits.
            4. Baseline will be adjusted by 90% of the change in Indirect Costs.
        iv. If, in any given year, the actual costs associated with any of the Internal Service fund allocations are projected to change by more than 2x the percentage change of salaries and benefits, CEO and HHSA staff will meet to discuss strategies to address this.
        v. At no time shall the General Fund contribution exceed 15% of the HHSA net budget (excluding intra-fund transfers).
        vi. At no time shall the HHSA Administration Division budget exceed 10% of the HHSA net budget (excluding intra-fund transfers).
    b. IHSS: It is the intent for the General Fund to cover the statutory General Fund obligation to IHSS, with realignment covering the appropriate share.
    c. Roads Fund: The General Fund contribution to the Roads fund will be evaluated to determine need based on new funding sources (Measure T and SB1), matching

requirements, and capacity of staff to complete projects. Currently, the County's Maintenance of Effort (MOE) obligation is $1,257,107.

i. The baseline contribution in FY 2019-20 of $3,732,000 is the recommended baseline for FY 2020-21.

ii. If, in any given year, the actual costs associated with any of the Internal Service fund allocations are projected to change by more than 2x the percentage change of salaries and benefits, CEO and Public Works staff will meet to discuss strategies to address this.

d. All Other Funds: Transfers to all other Non-General Fund Departments shall remain consistent with the FY 2019-20 transfer amount unless the transfer amount is based on salary and benefits, e.g. transfer to the Library Fund for the cost of the Library Director. If the transfer is based on salary and benefits, the General Fund contribution shall be increased to cover the increased costs of the applicable salary and benefits.

4. **Fund Balance Assignments:** All fund balance assignments shall be reviewed to determine if the need continues to exist or should be cancelled and reallocated to the General Fund's available fund balance or a different assignment.

Personnel Policies:

5. **Vacant Positions:** Positions vacant for more than six months shall be discussed with the County Executive Office and determined if the vacancy is due to recruitment challenges or if there are alternate solutions to maintaining the position (i.e. restructuring duties).

6. **New Positions:** New positions that don't support strategic plan implementation will not be considered in the FY 2020-21 budget unless the positions are funded by secure, on-going, non-General Fund sources. All new position requests will be reviewed by the County Executive Office, and exceptions may be recommended to the Board of Supervisors by the County Executive Officer based on County's priorities, needs or mandates.

7. **Conversion of Limited Term positions:** All Limited Term (LT) positions that are set to expire during the budget year shall be evaluated for deletion, extension of LT, or conversion to permanent positions. Stability of funding source and on-going program need shall be considered in this evaluation.

8. **Vacancy Factor:** Departments with twenty or more allocated positions shall submit a budget that includes a reduction in salary and benefit costs to reflect a vacancy factor based on historic vacancy rates (salary and benefit savings). Departments with less than 20 allocated positions shall discuss salary savings with their CEO analyst.

Infrastructure and Capital Investments:

9. **Capital Reserves:** Once General Reserves and Assignment for Fiscal Uncertainties are funded consistent with the Strategic Financial Plan, and consideration is given to reducing long-term liabilities shown below, transfer any remaining discretionary resources to the Accumulated Capital Outlay (ACO) Fund to be retained to assist in addressing future capital needs. Transfer monies from the ACO Fund as needed to cover the cost of Major Capital Improvement projects as approved by the Board of Supervisors.

10. **Capital Assets (Including Vehicles):** Capital asset requests will be considered if funded in a manner that does not create an increased Net County Cost; if the Board has previously approved the project or expenditure; if the capital asset is a replacement being made in accordance with an approved replacement schedule; or, if there is a health and/or safety need. Departments should evaluate their current vehicles and needs and discuss any changes with Fleet Management.

Outside funding sources:

11. **New or Enhanced Discretionary Programs:** Departments shall not propose new or enhanced programs unless those programs are fully funded (including overhead costs). Departments may present budget requests to expand programs or staffing with outside funding. Requests that support the Board priorities, including the Strategic Plan, will be evaluated by the County Executive Office to determine if the increase is financially viable and sustainable.

    Funding can be accomplished by 1) a grant or other dedicated revenue source in FY 2020-21 and future years, 2) being included in the planning and implementation of a major capital project, or 3) reallocating resources from a lower priority program to a higher priority program in accordance with the following criteria:
    - The investment targets: (a) accountability and regulatory compliance issues; or (b) critical public health and safety needs;
    - The request is justified in terms of workload, service demand (include an analysis of the service level impact), and the efficient use of other resources in the relevant department;
    - The investment is needed to address a significant County liability; or
    - The need is sufficiently critical to justify the request.

12. **State and Federal Funding Impacts:**
    a. For programs where State or Federal funding has been reduced or eliminated, the County shall not backfill this loss from General Fund sources unless mandated or the Board of Supervisors has determined the program is a local priority, beginning with the Strategic Plan.

b. For programs at *risk* of State or Federal funding reduction or elimination, the County Executive Office and relevant department(s) shall prepare an analysis of the impact on the County. This analysis shall include the potential impact on service levels and be provided to the Board at its Budget Study Session.

13. **New Grants:** As required by Board Policy Part I, Section 8A, all grant requests are to be approved by the County Executive Office prior to submittal to the granting entity. Budget requests based on new grant funding shall not be included in the Recommended Budget unless the County has received official notification of Grant Award.

    In addition to Board Policy Part I, Section 8A, departments must document how funding will be provided for the duration of the program. To the extent legally possible, all grant applications shall be based on full costing, including overhead and indirect costs. Where matching funds are required for grant purposes, departments shall provide as much "in-kind" contribution as allowed, instead of hard-dollar matches. Unless long-term funding is secure, departments should avoid adding staff to support new grant-supported programs. If it is necessary to add staff, limited term positions shall be used.

Long-term liability reduction policies:

14. **Other Post-Employment Benefits (OPEB):** Continue to fully fund the County's OPEB liability on a 20-year amortization schedule by transferring funds to an irrevocable trust. Allocate OPEB costs to the relevant County departments based on a State-approved allocation formula.

15. **115 Trust for Pension Benefits:** Consider available General Fund resources to fund the 115 Trust for Pension, with a goal of a General Fund contribution equivalent to cost sharing contributions made by employees.

16. **Pre-Payment of PERS Costs:** Pre-pay the County's annual Public Employee Retirement System (PERS) Miscellaneous employees' pension costs, thereby avoiding the costs of interest accrued through the year, at the PERS rate of 7%.

Other Policies:

17. **Reserve and Contingency Policies**: Implement the General Reserve, Assignment for Fiscal Uncertainty, and Contingency Fund policies as outlined in the Strategic Financial Plan.

18. **Special Projects Fund:** In accordance with the Board's Special Projects Fund policies, fiscal conditions permitting, transfer General Fund resources to the Special Projects Fund in an amount equal to 12.5% of the prior calendar year's actual General Fund Transient Occupancy Tax (TOT) revenue.

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SCHEDULE A
RECOMMENDED NEW POSITIONS
FISCAL YEAR 2020-21

Fund	Division/Position	New Positions	Annual Cost Incl. Benefits	Funding Source
1000	**13610 Sheriff-Coroner**			
	Coroner Forensic Tecnician*	1.0	116,740	General Fund
2000	**20005Comp Services for Older Adults**			
	Deputy Public Administrator/Guardian/Conservator	1.0	106,788	50% General Fund, 50% State/Federal
5040	**50400 Animal Shelter**			
	Senior Animal Attendant	1.0	N/A	Unfunded
	Community Programs Coordinator*	1.0	N/A	Unfunded
	TOTAL REQUESTED NEW POSITIONS	**4.0**	**223,528**	

SCHEDULE B
VACANT POSITIONS TO BE DELETED
FISCAL YEAR 2020-21

Fund	Division/Position	Full Time Equivalency	Position Control #
5010	**50100-Airport**		
	Senior Airport Operations Worker	0.8	1888
TOTAL RECOMMENDED DELETIONS:		**0.8**	

SCHEDULE C
RECOMMENDED EXTENSION/CONVERSION/DELETION OF LIMITED TERM
FISCAL YEAR 2020-21

Division/Position	Pos. Contr. #	Expiration Date	Recommended Action	Funding Source
13000-District Attorney				
Office Assistant II	2769	June 30, 2020	Delete upon expiration	80% General Fund + 20% Proposition 172
14000-Corrections				
Cook	2734	June 26, 2020	Delete upon expiration	100% General Fund
20006-HHSA - Self Sufficiency				
Staff Services Analyst II	2689	Sept. 6, 2020	Extend through December 31,2020	100% WIOA
Workforce Development Specialist II (Formerly SSA II)	2688	Sept. 6, 2020	Extend through December 31,2020	100% WIOA
Staff Services Analyst II	2687	June 28, 2020	Extend through December 31,2020	100% WIOA
Community Aide	2616	June 28, 2020	Extend through June 25, 2021	60% CalFresh Employment Training
Community Aide	2617	June 28, 2020	Extend through June 25, 2021	60% CalFresh Employment Training
50700-Calistoga Fairgrounds				
Maintenance Worker I	2793	December 31, 2020	Delete upon expiration	General Fund
Park Steward	2757	December 31, 2020	Delete upon expiration	General Fund
Maintenance Worker I	2758	December 31, 2020	Delete upon expiration	General Fund
Maintenance Worker I	2794	December 31, 2020	Delete upon expiration	General Fund

SCHEDULE D
ALLOCATION TO BE TRANSFERRED/RECLASSIFIED/ADJUSTED
FISCAL YEAR 2020-21

DELETE			ADD	
Fund	**Division/Position**	**PC #**	**Fund**	**Division**
1000	**10520-03 Purchasing**		**1000**	**10520-03 Purchasing**
	Buyer II*	TBD		Senior Buyer
1000	**12200-01 Public Works Flood**		**1000**	**17000-00 PBES-Planning**
	Environmental Resources Specialist*	2005		Planner II/III
1000	**12200-03 GW Sustain-Watershed Program**		**1000**	**17040-00 PBES-Natural Resources**
	Natural Resources Conservation Manager*	371		Supervising Planner
	Principal Planner*	2177		Planner II/III
2000	**20003-00 Alcohol and Drug Services**		**2000**	**20003-00 Alcohol and Drug Services**
	Alcohol & Drug Counselor III	1443		Mental Health Counselor-Licensed
	Alcohol & Drug Counselor III	859		Mental Health Worker Aide
2000	**20006-00 Self Sufficiency Services**		**2000**	**20006-00 Self Sufficiency Services**
	Sr. Employment Services Worker	1072		Supervising Staff Services Analyst
	Employment Services Worker	2131		Social Worker III-flex
2000	**20007-00 Health Care Enhance Program**		**2000**	**20001-00 Public Health**
	Staff Services Analyst I/II	2413		Staff Services Analyst I/II
2000	**20007-00 Health Care Enhance Program**		**2000**	**20002-00 Mental Health**
	Mental Health Counselor-Licensed	2412		Mental Health Counselor-Licensed
	Mental Health Counselor-Licensed	2405		Mental Health Counselor-Licensed
2000	**20007-00 Health Care Enhance Program**		**2000**	**20003-00 Alcohol and Drug Services**
	Mental Health Counselor-Licensed	2543		Mental Health Counselor-Licensed
	Alcohol and Drug Counselor III	2411		Alcohol and Drug Counselor III
2000	**20010-00 Admin**		**2000**	**20001-00 Public Health**
	Staff Services Analyst I/II	1303		Staff Services Analyst I/II
2000	**20010-00 Admin**		**2000**	**20002-00 Mental Health**
	Staff Services Analyst I/II	0870		Staff Services Analyst I/II
	Staff Services Analyst I/II	1919		Staff Services Analyst I/II
2000	**20010-00 Admin**		**2000**	**20006-00 Self Sufficiency Services**
	Sr. System Support Analyst	1069		Sr. System Support Analyst
	System Support Analyst	2270		System Support Analyst

*Deletion contingent upon successful recruitment and to commence upon the resulting vacancy

SCHEDULE E
FILLED POSITIONS TO BE DELETED
FISCAL YEAR 2020-21

Fund	Department	Recommended Deletion	Position Control #
TOTAL RECOMMENDED DELETIONS:		**_0_ Positions**	

Position Allcation Summary by Division
FY 2020-21 Recommended Budget

Division	Division Name	2018-19 ALLOCATED POSITIONS	2019-20 ADOPTED BUDGET	2019-20 POSITION CHANGES	2019-20 REVISED POSITION ALLOCATION	2020-21 REC. BUDGET POSITION CHANGES	2020-21 REC. BUDGET POSITIONS
10100	BOARD OF SUPERVISORS	5.00	5.00	-	5.00	-	5.00
10200	COUNTY EXECUTIVE OFFICE	17.00	20.00	1.00	21.00	-	21.00
10210	HOUSING AND INTERGOVERNMENTAL	4.00	-	-	-	-	-
10215	HOUSING AND HOMELESS SERVICES	-	8.00	-	8.00	-	8.00
10220	HUMAN RESOURCES	15.30	15.30	-	15.30	-	15.30
10230	TRAINING AND ORG DEV	1.00	1.00	-	1.00	-	1.00
10240	EMERGENCY SERVICES	1.00	2.00	-	2.00	-	2.00
10280	LAFCO ADMINISTRATION	2.75	2.75	-	2.75	-	2.75
10520	CENTRAL SERVICES	6.00	6.00	(1.00)	5.00	-	5.00
11000	AUDITOR-CONTROLLER	23.00	24.00	0.75	24.75	-	24.75
11200	TREASURER-TAX COLLECTOR	15.00	14.00	-	14.00	-	14.00
11400	ASSESSOR	23.50	24.00	-	24.00	-	24.00
11410	ELECTIONS	5.00	5.00	1.00	6.00	-	6.00
11420	RECORDER/COUNTY CLERK	8.50	8.00	-	8.00	-	8.00
12000	COUNTY COUNSEL	21.00	20.00	-	20.00	-	20.00
12200	PUBLIC WORKS	51.00	51.00	-	51.00	(3.00)	48.00
13000	DISTRICT ATTORNEY	66.50	66.50	2.00	68.50	(1.00)	67.50
13200	PUBLIC DEFENDER	23.00	23.00	-	23.00	-	23.00
13600	SHERIFF	132.63	131.63	-	131.63	-	131.63
13610	CORONER	2.00	2.00	-	2.00	1.00	3.00
13620	ANIMAL SERVICES	7.00	7.00	-	7.00	-	7.00
13630	SPECIAL INVESTIGATIONS UNIT	4.00	4.00	-	4.00	-	4.00
14000	CORRECTIONS	116.00	102.00	1.00	103.00	(1.00)	102.00
14040	RE-ENTRY	-	15.00	-	15.00	-	15.00
14200	PROBATION	87.75	87.75	6.00	93.75	-	93.75
14210	JUVENILE HALL	36.75	36.75	-	36.75	-	36.75
16000	AG COMMISSIONER/SEALER	30.00	30.00	-	30.00	-	30.00
17000	PLANNING BLDG & ENV SVCS	32.00	33.00	-	33.00	1.00	34.00
17020	PBES - ENVIRONMENTAL HEALTH	23.00	23.00	-	23.00	-	23.00
17030	PBES-LOCAL ENFORCEMENT AGENCY	2.00	2.00	-	2.00	-	2.00
17040	PBES-NR	-	-	-	-	2.00	2.00
17500	PARKS	6.00	6.00	-	6.00	-	6.00
18000	UC COOPERATIVE EXTENSION	4.00	4.00	-	4.00	-	4.00
20001	HHSA - PUBLIC HEALTH	61.35	59.35	-	59.35	2.00	61.35
20002	HHSA - MENTAL HEALTH	93.00	96.00	-	96.00	4.00	100.00
20003	HHSA - ALCOHOL AND DRUG SVC	24.00	24.00	-	24.00	2.00	26.00
20004	HHSA - CHILD WELFARE SERVICES	62.00	61.00	1.00	62.00	-	62.00
20005	HHSA - COMPREHENSIVE SVCS	39.00	38.00	1.00	39.00	1.00	40.00
20006	HHSA - SELF SUFFICIENCY	121.00	120.00	-	120.00	2.00	122.00
20007	HHSA - HEALTH CARE ENHANCEMENT	7.00	5.00	-	5.00	(5.00)	-
20008	HHSA - HOMELESS & HOUSING	5.00	-	-	-	-	-
20010	HHSA - AGENCY ADMINISTRATION	68.50	67.50	-	67.50	(5.00)	62.50
20200	COUNTY LIBRARY - OPERATIONS	49.30	52.30	-	52.30	-	52.30
20400	ROADS	33.00	33.00	-	33.00	-	33.00
21400	BUILDING INSPECTION	26.00	28.00	-	28.00	-	28.00
21600	CHILD SUPPORT SERVICES	29.00	28.00	-	28.00	-	28.00
41000	FLEET MANAGEMENT - OPERATIONS	3.00	3.00	-	3.00	-	3.00
42000	INFORMATION TECHNOLOGY SVCS	56.00	56.00	3.00	59.00	-	59.00
43000	PROPERTY MANAGEMENT	37.00	37.00	-	37.00	-	37.00
50100	AIRPORT - OPERATIONS	8.80	8.80	-	8.80	(0.80)	8.00
50400	ANIMAL SHELTER - OPERATIONS	9.00	9.00	-	9.00	2.00	11.00
50700	CALISTOGA FAIRGROUNDS	-	2.00	2.00	4.00	-	4.00
	TOTALS	1503.63	1507.63	17.75	1525.38	1.2	1526.58

SCHEDULE F
RECOMMENDED CAPITAL ASSETS
FISCAL YEAR 2020-21

Fund	Division	Description	New	Replace	# Units	Cost Per Unit	Total Cost
1000	13600 Sheriff	Dismounted EOD-OPS-PAK III aka EOD Disrupter	X		1	7,045	7,045
		paid in 2019/20)	X		1	400,000	400,000
		Wattco Equipment for Vehicles		X	1	280,000	280,000
		5-Color Electronic Sign (POPP)	X		5	6,200	31,000
		Subtotal					**718,045**
1000	10240-Emergency Services Grants	Trailer Mounted Camera System	X		1	65,000	65,000
		Fatality Management Equipment	X		1	23,300	23,300
		Subtotal					**88,300**
2020	20200-00-Library Operations	North Napa Hold Locker	X		1	20,000	20,000
	20200-04-Calistoga Library	Generator	X		1	80,000	80,000
		Subtotal					**100,000**
2100	21000-00-Fire Protection Operations	Self Contained Breathing Apparatus (SCBA)		X	155	7,742	1,200,000
	21000-12-Yountville Station	Ice Machine		X	1	7,000	7,000
	21000-26-St. Helena Station	SCBA Compressor		X	1	60,000	60,000
		Holmatro Pump		X	1	10,000	10,000
		Subtotal					**1,277,000**
4100	41010 Equipment Replacement - Roads	Mower		X	1	200,000	200,000
		3000 Gallon 10 Wheeler Water Truck		X	1	250,000	250,000
		160G Excavator with 3 Buckets		X	1	225,000	225,000
		John Deere 650 Dozer with Rock Guards		X	1	160,000	160,000
		Subtotal					**835,000**
4100	41020 Vehicle Replacement	Sheriff Patrol Vehicle - Black and White - E85		X	8	53,000	424,000
		Sheriff Patrol Vehicle - Black		X	1	53,000	53,000
		Ford Ranger Crew Cab 2WD		X	1	36,000	36,000
		Ford F150 Crew Cab; 2WD; 6.5' Bed; Tow Package		X	1	40,000	40,000
		Ford F150 Crew Cab; 4x4; 6.5' Bed; Tow Package		X	1	45,000	45,000
		Liner; Tow Package		X	2	60,000	120,000
		Sheriff Patrol Vehicle - **potential replacement*		X	2	53,000	106,000
		Toyota Camry Hybrid		X	1	33,000	33,000
		Toyota Prius Prime Hybrid Plug-In		X	3	31,000	93,000
		Toyota Rav 4 Hybrid AWD		X	6	36,000	216,000
		Subtotal					**1,166,000**
4200	42000-01 ITS	South Campus Farm Expansion	X		1	164,000	164,000
		Admin DR Farm Expansion	X		1	137,000	137,000
		Archive Storage Hardware	X		2	7,500	15,000
		Virtual Infrastructure Expansion		X	3	24,000	72,000
		Subtotal					**388,000**
4200	42000-13 ITS-Radio	Stancil Logging Recorder		X	1	47,000	47,000
		Drone	X		1	15,000	15,000
		Radio Base Stations (TB9400)		X	5	13,400	67,000
		Portable Radio (APX8500)	X		1	8,000	8,000
		Mobile Radio		X	1	6,000	6,000
		Radio Test Set (355OR)		X	1	27,000	27,000
		Subtotal					**170,000**

TOTALS BY FUND	
Fund 1000:	**806,345**
Fund 2020:	**100,000**
Fund 2100:	**1,277,000**
Fund 4100:	**2,001,000**
Fund 4200:	**558,000**
TOTAL RECOMMENDED CAPITAL ASSETS	**4,742,345**

SCHEDULE G
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2020-21

Fund	Division	Prog. No.	Description	Rollover Funding**	New funding	FY 2020-21 appropriations
1000	**PW Projects 12005**	05001	MST Reclaim Water	245,550	-	245,550
		05002	Angwin Water Study	2,134,250	-	2,134,250
		07002	Oakville-Knoll Sediment Plan	6,972,620	-	6,972,620
		10005	Water Conservation Program	74,130	-	74,130
		11012	Measure A-Lake Berryessa	1,596,310	-	1,596,310
		13045	Milliken Creek Flood Damage	130,340	-	130,340
		18025	Airport Measure A	60,430	-	60,430
		20031	FEMA House Elevation Grant	474,036	-	474,036
			Subtotal	**11,687,666**	**-**	**11,687,666**
2040	**Roads CIP 20405**	06004	Flood Disaster Road Repairs	36,970	-	36,970
		10002	Devlin Road Segment E*	5,102,340	-	5,102,340
		14009	Dry Creek Bridge-Design	477,310	-	477,310
		14010	Chiles Creek Bridge-Design	458,110	-	458,110
		16003	Garnett Bridge-Design	988,660	-	988,660
		16017	Greenwood Culvert-Environmental	38,530	-	38,530
		18030	SB1-Traffic Signal & Street Light	3,758	-	3,758
		19004	Imola Pocket Paving-ADA Ramp	1,526,760	-	1,526,760
		19012	SB1-Silverado Zinfandel	440,000	-	440,000
		19014	SB1-Silverado K	340	-	340
		19015	Silverado Guardrail MM 0-11	35,000	-	35,000
		19016	Silverado Striping Trancas-Hwy 29	35,000	-	35,000
		20020	SB1-Mt.Veeder-Dry Creek	150,000	-	150,000
		20021	SB1-Soda Canyon Road	150,000	-	150,000
		20022	SB1-Partrick Road	162,000	-	162,000
		20032	M-T Airport Blvd.	150,000	-	150,000
		20032	M-T Salvador Ave.	50,000	-	50,000
		20034	M-T El Centro Ave.	50,000		50,000
		20035	SB-1 Buhman Bridge	30,000	-	30,000
		20036	M-T Milton Rd. Phase 2	50,000	-	50,000
		20037	SB1-Mt. Veeder Rd. Bridge 2.13	85,000	-	85,000
		20041	M-T Zinfandel	44,126	-	44,126
		21020	SB1-Olive Hill	-	400,000	400,000
		97001	Oakville Bridge	148,200	-	148,200
		R6102	Cuttings Wharf Rd. MPM 2.31*	51,300	-	51,300
		R6250	Las Amigas Rd. MPM.2.29 DAF12*	3,610	-	3,610
		R6350	Oak Knoll Ave. MPM 1.00 DAF2*	58,650	-	58,650
		R6351	Oak Knoll Ave. MPM 0.20 DAF1*	7,260	-	7,260
		R6400	Old Sonoma Rd. MPM 2.26 DAF9*	3,530	-	3,530
		R6401	Old Sonoma Rd. MPM 0.93 DAF7*	4,810	-	4,810
		R6402	Old Sonoma Rd. MPM 2.80 DAF10*	15,750	-	15,750
		R6405	Old Sonoma Rd. MPM 0.70 DAF5*	5,600	-	5,600
		R6406	Old Sonoma Rd. MPM 0.78 DAF6*	5,070	-	5,070

SCHEDULE G
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2020-21

Fund	Division	Prog. No.	Description	Rollover Funding**	New funding	FY 2020-21 appropriations
		R6407	Old Sonoma Rd. MPM 2.07 DAF8*	190,030	-	190,030
		R6510	Redwood Road Pavement 4.25 LOP*	1,000	-	1,000
		R8020	Patrick Road Bridge MPM 00.88	50,000	-	50,000
		R8120	Third Avenue-357N of Coombsville	18,940	-	18,940
		R8130	Third Avenue (300'N of MPM 1.75)	53,532	-	53,532
		R8180	Silverado Trail (at Taplin Rd.)	55,660	-	55,660
		R8190	Silverado Trail (MPM 26.50)	56,580	-	56,580
		R8210	Whitehall Lane 0.7 M E	72,380	-	72,380
		R8220	Whitehall Lane 0.8 M E	40,170	-	40,170
		R8230	Cuttings Wharf Road	75,610	-	75,610
		R8300	Old Sonoma Road (MPM 2.27)*	175,680	-	175,680
		R8350	Silverado Trail (MP 0.16)*	123,990	-	123,990
		R8360	Silerado Trail (MP 1.47)*	96,860	-	96,860
		R8370	Silverado Trail (122N MP 10.64)*	83,730	-	83,730
		R8390	Manley Lane	635,860	-	635,860
		R8410	Yountville Crossroads Bridge	68,140	-	68,140
		S7105	Dry Creek Road-MPM 10.75	62,900	-	62,900
		S7107	Berryessa/Knoxville Rd. 20.5-22	1,097,730	-	1,097,730
		S7109	Ridgecrest Dr. (Cir. Oaks) MPM	829,940	-	829,940
		S7110	Sunnyhill Drive (Cir. Oaks) MPM .4	783,472	-	783,472
		S7114	Silverado Trail-MPM 18.04*	2,546,680	-	2,546,680
		S7202	Dry Creek Rd.-MPM 7.51	913,444	-	913,444
		S7302	108 Brookside Drive	1,278,351	-	1,278,351
		S7304	Mt. Veeder Rd.-MPM 5.1	122,060	-	122,060
		S7306	Mt. Veeder Rd.-MPM 4.0	119,760	-	119,760
		S7313	Dry Creek Rd.-MPM 10.5	837,157	-	837,157
		S7402	Dry Creek Rd.-MPM 7.75	665,475	-	665,475
		S7405	Mt. Veeder Rd.-MPM 4.75	1,848,381	-	1,848,381
		S9102	Livermore Rd.-MPM 1.25	185,187	-	185,187
		S9104	Redwood Rd.-MPM 4.25	43,023	-	43,023
			Subtotal	**23,499,406**	**400,000**	**23,899,406**
2100	**Fire Protecton CIP 21005**	20040	Carneros Fire Station	300,000	-	300,000
			Subtotal	**300,000**	**-**	**300,000**

SCHEDULE G
CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2020-21

Fund	Division	Prog. No.	Description	Rollover Funding**	New funding	FY 2020-21 appropriations
3000	**General Fund CIP 30005**	11010	Jail Security System	98,320	-	98,320
		13025	Jail Replacement Project	348,940	-	348,940
		14018	Jail Health and Safety-ADA	380,030	-	380,030
		14021	SB1022 Staff Secure Facility	2,901,530	-	2,901,530
		16016	Fire Smoke Sealing	32,550	-	32,550
		17004	Admin Bldg HVAC	1,578,690	-	1,578,690
		17007	650 Imperial HVAC Controls	53,380	-	53,380
		17014	HHSA Frontage Rd. Improvement	88,800	-	88,800
		17015	ADA Transition Plan	198,720	-	198,720
		18002	Pavement Maintenance	113,560	-	113,560
		18003	South Campus Roof Resurfacing	150,000	-	150,000
		18005	Jail Radio	394,330	-	394,330
		19002	Bear Creek Tributary Project	500,000	-	500,000
		19005	New Jail	7,929,749	-	7,929,749
		19006	New Jail (Offsite)	1,243,414	-	1,243,414
		20023	So. Campus Bldg. A, 1A &3 Reroof	300,000	-	300,000
		20024	Sullivan Lot Redesign & Resurface	50,000	-	50,000
		20027	HHSA So. Campus 2019	50,000	-	50,000
		20030	Homeless Shelter Improvements	250,000	-	250,000
		20ERP	County Finance & HR ERP System	6,315,000	-	6,315,000
		Q0630	EQ Historic Courthouse Repair	446,090	-	446,090
			Subtotal	**23,423,103**	**-**	**23,423,103**
3000	**Courthouse Fund 30025**		General Maintenance	-	200,000	200,000
			Subtotal	**-**	**200,000**	**200,000**
5010	**Airport CIP 50105**	09008	Fuel Farm Maintenance	445,730	-	445,730
		10008	Airport Pavement	143,050	-	143,050
			Subtotal	**588,780**	**-**	**588,780**
5020	**5th St. Parking Garage CIP 50205**	PKG00	Uncommitted Project Funds	83,850	-	83,850
			Subtotal	**83,850**	**-**	**83,850**
5040	**Animal Shelter CIP 50405**	ANS00	Uncommitted Project Funds	68,235	-	68,235
			Subtotal	**68,235**	**-**	**68,235**
			TOTAL CAPITAL PROJECTS:	**59,651,040**	**600,000**	**60,251,040**

*Project is complete. However, budget is needed for the project closeout process.

**Budget is as of April 2020 and does not include any adjustments made in months of May and June.

SCHEDULE H
CAPITAL IMPROVEMENT PROJECTS-SPECIAL DISTRICTS
FISCAL YEAR 2020-21

Fund	Division	Program Number	Description	Rollover Funding**	New funding	Total 20/21 appropriations
5220	**LBRID CIP 52205**	08007	LB Water Tank Replace-Repair	157,970	-	157,970
		14019	Wastewater Storage and Expansion	537,380	-	537,380
		16019	Intake Upgrade	23,318	-	23,318
		19007	Ponds Inflow Mitigation	82,996	-	82,996
		21021	Alternative Intake Project	-	25,000	25,000
			Subtotal	**801,664**	**25,000**	**826,664**
5240	**NBRID CIP 52405**	19017	Unit 2 Sewer Lift Station Rehab	218,300	-	218,300
			Subtotal	**218,300**	**-**	**218,300**

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ALL FUNDS 2019-20
RECOMMENDED BUDGET

DIV. NO.	DIVISION	FY 20-21 RECOMMENDED REVENUE	FY 20-21 RECOMMENDED EXPEND	FY 20-21 RECOMMENDED NET COUNTY COST	FY 20-21 RECOMMENDED USE OF FUND BALANCE
	GENERAL ADMINISTRATION/FINANCE			**GENERAL FUND**	**SPEC REV FUND**
10100	Board of Supervisors	-	1,002,329	1,002,329	
10200	County Executive Office	339,200	3,620,529	3,281,329	
10215	Housing and Homeless Services	5,800,582	7,485,424	1,684,842	
10220	Human Resources	28,450	3,240,121	3,211,671	
10230	Training and Org Development	-	324,316	324,316	
10240	Emergency Services	397,634	1,031,135	633,501	
10280	LAFCO	417,682	417,682	-	
10500	Non-Departmental	126,263,945	29,699,279	(96,564,666)	
10520	Central Services	422,000	3,273,704	2,851,704	
10540	Special Projects	1,749,100	1,749,101	1	
10550	Tobacco Settlement	2,400,000	2,100,000	(300,000)	
10590	Appropriation for Contingency	-	2,500,000	2,500,000	
11000	Auditor-Controller	665,300	4,159,500	3,494,200	
11200	Treasurer-Tax Collector	645,480	2,312,269	1,666,789	
11400	Assessor	631,000	3,798,514	3,167,514	
11410	Elections	588,900	2,007,424	1,418,524	
11420	Recorder-County Clerk	1,175,210	1,175,211	1	
12000	County Counsel	747,360	4,894,201	4,146,841	
20700	N V Tourism Imp Distr-Unincorp	216,863	350,942		134,079
20800	Affordable Housing	2,924,227	3,484,266		560,039
21500	Public TV-Educational and Govt	54,000	-		(54,000)
21800	Zone-1 Garbage	592,100	449,449		(142,651)
21900	Deferred Compensation Board	99,100	99,367		267
35000	Debt Service	4,582,514	4,582,514		-
42000	*Information Technology Service	16,494,834	16,904,931		410,097
44000	*Employees Benefits	2,716,000	2,716,000		-
44010	*Other Post Employment Benefits	9,084,000	9,084,000		-
44020	*Workers Compensation Ins	2,882,485	2,867,485		(15,000)
44030	*Unemployment Compensation Ins	300,000	300,000		-
45000	*Liability Insurance	5,385,509	4,689,639		(695,870)
	TOTAL GEN ADMINISTRATION/FINANCE	**187,603,475**	**120,319,332**	**(67,481,104)**	**196,961**
	COMMUNITY RESOURCES/INFRASTRUCTURE				
12200	Public Works	6,598,543	10,099,428	3,500,885	
12280	Roads-General Fund	-	30,000	30,000	
16000	Ag Commissioner-Sealer	2,948,195	4,955,159	2,006,964	
17000	Planning-Bldg-Env Services	3,311,066	6,876,243	3,565,177	
17020	PBES-Environmental Health	2,552,000	3,651,253	1,099,253	
17030	PBES-Local Enforcement Agency	307,500	379,175	71,675	
17040	PBES-Natural Resources	1,435,150	1,867,411	432,261	
17500	Parks	797,228	797,228	-	
18000	UC Cooperative Extension	-	589,564	589,564	
20200	County Library-Operations	13,350,849	13,350,849		-
20400	Roads Operations-Maintenance	7,909,000	9,519,420		1,610,420
20405	Roads Capital Improv Projects	400,000	400,000		-
21200	Wildlife Conservation Comm	20,000	25,000		5,000
21400	Building-Inspection	4,109,516	5,584,364		1,474,848
21410	Building-Code Enforcement	4,000	47,271		43,271
30000	Accumulated Capital Outlay	-	-		-
30005	General Fund-Capital Improvement Projects	-	-		-
30015	CIP-Criminal Justice Facility	87,200	-		(87,200)
30025	CIP-Historic Courthouse	253,000	200,000		(53,000)
41000	*Fleet Managment-Operations	2,212,000	2,117,832		(94,168)
41010	*Equipment Replacement-Roads	775,000	1,410,000		635,000
41020	*Vehicle Replacement	1,422,500	1,866,000		443,500
43000	*Property Management	10,196,651	10,117,903		(78,748)
50100	*Airport-Operations	1,891,494	3,900,802		2,009,308
50200	*5th Street Parking Garage-Ops	158,000	481,522		323,522
50205	*5th Street Parking Garage-CIP	38,000	-		(38,000)
50400	*Animal Shelter-Operations	1,733,105	1,843,146		110,041
50405	*Animal Shelter-CIP	44,757	-		(44,757)
50700	*Calistoga Fairgrounds	150,000	469,802		319,802
	TOTAL COMMUNITY RESOURCES/INFRASTRUCTURE	**62,704,754**	**80,579,372**	**11,295,779**	**6,578,839**

ALL FUNDS 2019-20
RECOMMENDED BUDGET

DIV. NO.	DIVISION	FY 20-21 RECOMMENDED REVENUE	FY 20-21 RECOMMENDED EXPEND	FY 20-21 RECOMMENDED NET COUNTY COST	FY 20-21 RECOMMENDED USE OF FUND BALANCE
	GENERAL ADMINISTRATION/FINANCE			**GENERAL FUND**	**SPEC REV FUND**
	LAW/JUSTICE				
12800	Grand Jury	-	68,868	68,868	
13000	District Attorney	5,017,029	13,970,960	8,953,931	
13200	Public Defender	1,378,977	5,229,812	3,850,835	
13400	Conflict Public Defender	-	869,635	869,635	
14200	Probation	7,236,019	17,509,388	10,273,369	
14210	Probation-Juvenile Hall	1,487,535	6,188,952	4,701,417	
14220	Prob-Care of Juvenile Crt Ward	28,000	85,000	57,000	
21600	Child Support Services	4,291,255	4,291,255		-
	TOTAL LAW/JUSTICE	**19,438,815**	**48,213,870**	**28,775,055**	**-**
	PUBLIC SAFETY				
13600	Sheriff	16,554,217	37,569,715	21,015,498	
13610	Sheriff-Coroner	8,000	969,610	961,610	
13620	Sheriff-Animal Services	400,640	1,200,144	799,504	
13630	Sheriff-Special Investigations	228,271	1,073,780	845,509	
14000	Corrections	5,811,058	20,439,289	14,628,231	
14040	RE-Entry	1,501,000	2,664,165	1,163,165	
20600	Inmate Welfare	138,000	111,532		(26,468)
21000	Fire Protection	15,512,981	20,535,861		5,022,880
21005	FIRE-Capital Improv Projects				-
	TOTAL PUBLIC SAFETY	**40,154,167**	**84,564,096**	**39,413,517**	**4,996,412**
	HEALTH AND HUMAN SERVICES				
20001	Public Health	12,220,552	12,465,965		245,413
20002	Mental Health	39,532,742	40,149,356		616,614
20003	Alcohol Drug Services	7,131,792	7,390,781		258,989
20004	Child Welfare Services	22,031,912	22,426,113		394,201
20005	Comp Svs for Older Adults	10,882,990	11,110,628		227,638
20006	Self Sufficiency	23,743,576	23,969,849		226,273
20007	Health Care Enhance Program	-	-		-
20010	Agency Administration	10,965,571	10,988,791		23,220
	TOTAL HEALTH AND HUMAN SERVICES	**126,509,135**	**128,501,483**	**-**	**1,992,348**
TOTAL FINANCING USES AND SOURCES		**436,410,346**	**462,178,153**	**12,003,247**	**13,764,560**

SCHEDULE C-1
GENERAL FUND UNFUNDED VACANCIES
FY 2020-21

Fund	Department	Subdivision #	Job Title	Savings
1000	County Executive Office	1020000	Secretary	$ 94,103
1000	County Executive Office	1020000	Deputy County Executive Officer	$ 215,156
1000	County Executive Office	1020000	Executive Assistant-CEO	$ 94,070
1000	Ag Commissioner	1600000	Ag Weights & Measures Inspector III	$ 108,883
1000	Ag Commissioner	1600000	Ag Standards Service Worker	$ 85,964
1000	Auditor-Controller	1100000	Principal Grant Compliance Auditor	$ 150,000
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Corrections	14000	Correctional Officer I/II	$ 108,074
1000	Re-entry	14040	Correctional Sergeant	$ 124,412
1000	Re-entry	14040	Office Assistant II	$ 73,945
1000	Juvenile Hall	1421000	Juvenile Hall Counselor	$ 105,304
1000	Juvenile Hall	1421000	Juvenile Hall Counselor	$ 116,172
1000	Juvenile Hall	1421000	Juvenile Hall Counselor	$ 105,304
1000	Probation	1420000	Probation Officer II-LT	$ 116,580
1000	Probation	1420000	Probation Officer II-LT	$ 114,668
1000	Sheriff	1360000	Deputy Sheriff II	$ 142,000
1000	Public Works	1220000	PW Accounting Assistant	$ 95,656
1000	Public Works-Flood	1220001	Engineering Technician III	$ 127,336
				$ 2,626,071

SCHEDULE C-2
GENERAL FUND OTHER SALARY SAVINGS
FY 2020-21

Fund	Department	Subdivision #	Description	Savings
1000	District Attorney	1300000	Extra Help	$ 30,000
1000	District Attorney	1300000	Overtime	$ 60,000
1000	Juvenile Hall	1421000	Future Vacancy-Asst Superintendent	$ 177,724
1000	Juvenile Hall	1421000	Future Vacancy-Supv. Juv. Hall Counselor	$ 108,883
1000	Probation	1420000	Future Vacancy-Probation Officer II	$ 138,894
1000	Probation	1420000	Future Vacancy Probation Officer II	$ 136,178
1000	Sheriff	1360000	Overtime	$ 509,000
1000	Assessor	1140000	Anticipated retirement	$ 109,772
				$ 1,270,451

SCHEDULE C-3
GENERAL FUND SERVICES AND SUPPLIES REDUCTIONS
FY 2020-21

Fund	Subdivision #	Department	Description	Savings
1000	1052000	Central Services	Collection Services	$ 100,000
1000	1023000	Training & Organizational Dev.	Training Expenses	$ 35,000
1000	1052003	Purchasing	Various services and supplies	$ 4,550
1000	1280000	Grand Jury	Publications and Legal notices	$ 7,122
1000	1020000	County Executive Office	Training/Conference Expenses	$ 8,000
1000	1600000	Agricultural Commissioner	Various services and supplies	$ 66,234
1000	1800000	UC Cooperative Extension	Various services and supplies	$ 7,500
1000	1300000	District Attorney	Various services and supplies	$ 162,200
1000	1421000	Probation-Juvenile Hall	Client meals	$ 5,000
1000	1422000	Probation-Care of Juv. Wards	Residential facility	$ 40,000
1000	1420000	Probation	Various services and supplies	$ 168,000
1000	1360000	Sheriff	Various services and supplies	$ 149,000
1000	1220000	Public Works	Various services and supplies	$ 70,000
1000	1320000	Public Defender	Consulting Services	$ 20,000
				$ 842,606

SCHEDULE C-4
GENERAL FUND CONTRIBUTION REDUCTIONS
FY 2020-21

Fund	Department	Subdivision #	Description	Savings
1000	Non-Departmental	1050000	Contribution to HHSA	$ 1,992,348
1000	Non-Departmental	1050000	Contribution for IHSS Negotiations	$ 692,446
1000	Non-Departmental	1050000	Contribution to Roads	$ 874,488
				$ 3,559,282

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
All Funds Summary
Fiscal Year 2020-2021

Schedule 1

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Governmental Funds							
General Fund	$ 7,710,865	$ 4,592,382	$ 199,872,271	$ 212,175,518	$ 211,875,518	$ 300,000	$ 212,175,518
Special Revenue Funds - Operating	43,287,137	-	176,131,026	219,418,163	186,751,059	32,667,104	219,418,163
Special Revenue Funds - Non-Operating(1)	49,034,298	-	49,846,184	98,880,482	43,522,600	55,357,882	98,880,482
Capital Projects Funds	2,733,295	-	340,200	3,073,495	200,000	2,873,495	3,073,495
Debt Service Fund	-	-	4,582,514	4,582,514	4,582,514	-	4,582,514
Total Governmental Funds	$ 102,765,595	$ 4,592,382	$ 430,772,195	$ 538,130,172	$ 446,931,691	$ 91,198,481	$ 538,130,172
Other Funds							
Internal Service Funds	$ 10,193,960	$ -	$ 51,468,979	$ 61,662,939	$ 52,073,790	$ 9,589,149	$ 61,662,939
Enterprise Funds	2,752,499	386,897	4,015,356	7,154,752	6,695,272	459,480	7,154,752
Special Districts and Other Agencies	6,490,064	43,013	15,555,091	22,088,168	15,736,258	6,351,910	22,088,168
Total Other Funds	$ 19,436,523	$ 429,910	$ 71,039,426	$ 90,905,859	$ 74,505,320	$ 16,400,539	$ 90,905,859
Total All Funds	$ 122,202,118	$ 5,022,292	$ 501,811,621	$ 629,036,031	$ 521,437,011	$ 107,599,020	$ 629,036,031

(1) Detailed information related to Non Operating Special Revenue Funds is located in Section B of this Budget Book

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Governmental Funds Summary
Fiscal Year 2020-2021

Schedule 2

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
General Fund							
1000 - General Fund	$ 7,710,865	$ 4,592,381	$ 195,723,171	$ 208,026,417	$ 208,026,417	$ -	$ 208,026,417
1000 - Special Projects	-	1	1,749,100	1,749,101	1,749,101	-	1,749,101
1000 - Tobacco Settlement	-	-	2,400,000	2,400,000	2,100,000	300,000	2,400,000
Total General Fund	$ 7,710,865	$ 4,592,382	$ 199,872,271	$ 212,175,518	$ 211,875,518	$ 300,000	$ 212,175,518
Special Revenue Funds - Operating							
2000 - Health and Human Services	$ 10,751,736	$ -	$ 126,509,135	$ 137,260,871	$ 128,501,483	$ 8,759,388	$ 137,260,871
2020 - County Library	12,428,083	-	13,350,849	25,778,932	13,350,849	12,428,083	25,778,932
2040 - Road Fund	3,480,792	-	8,309,000	11,789,792	9,919,420	1,870,372	11,789,792
2060 - Inmate Welfare	617,312	-	138,000	755,312	111,532	643,780	755,312
2070 - NVTID Unincorporated	234,080	-	216,863	450,943	350,942	100,001	450,943
2080 - Affordable Housing Fund	2,784,387	-	2,924,227	5,708,614	3,484,266	2,224,348	5,708,614
2100 - Fire Protection	6,641,745	-	15,512,981	22,154,726	20,535,861	1,618,865	22,154,726
2120 - Wildlife Conservation	7,808	-	20,000	27,808	25,000	2,808	27,808
2140 - Building Code Enforcement	4,554,299	-	4,113,516	8,667,815	5,631,635	3,036,180	8,667,815
2150 - Public Television Educational & Govt	418,962	-	54,000	472,962	-	472,962	472,962
2160 - Child Support Services	52,394	-	4,291,255	4,343,649	4,291,255	52,394	4,343,649
2180 - Zone 1 Garbage	1,297,331	-	592,100	1,889,431	449,449	1,439,982	1,889,431
2190 - Deferred Compensation Board	18,208	-	99,100	117,308	99,367	17,941	117,308
Total Special Revenue Funds - Operating	$ 43,287,137	$ -	$ 176,131,026	$ 219,418,163	$ 186,751,059	$ 32,667,104	$ 219,418,163
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ 49,034,298	$ -	$ 49,846,184	$ 98,880,482	$ 43,522,600	$ 55,357,882	$ 98,880,482
Capital Project Funds							
3000 - Capital Improvement Projects Fund	$ 2,733,295	-	$ 340,200	$ 3,073,495	$ 200,000	$ 2,873,495	$ 3,073,495
Total Capital Projects Funds	$ 2,733,295	$ -	$ 340,200	$ 3,073,495	$ 200,000	$ 2,873,495	$ 3,073,495
Debt Service Fund							
3500 - Debt Service Fund	$ -	-	$ 4,582,514	$ 4,582,514	$ 4,582,514	$ -	$ 4,582,514
Total Debt Service Fund	$ -	$ -	$ 4,582,514	$ 4,582,514	$ 4,582,514	$ -	$ 4,582,514
Total Governmental Funds	$ 102,765,595	$ 4,592,382	$ 430,772,195	$ 538,130,172	$ 446,931,691	$ 91,198,481	$ 538,130,172
Estimated Appropriations Limit	$ 2,127,846,075						
Est. Appropriations Subject to Limit	$ 135,999,341						

(1) Detailed information related to Non Operating Special Revenue Funds is located in Section B of this Budget Book

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2020-2021

Schedule 3

Actual ☐
Estimated ☒

Fund Name	Total Fund Balance June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
General Fund					
1000 - General Fund	$ 75,937,088	$ -	$ 47,292,745	$ 20,933,478	$ 7,710,865
1000 - Special Projects	17,067	-	17,067	-	-
1000 - Tobacco Master Settlement	10,625,015	-	1,000,000	9,625,015	-
Total General Fund	$ 86,579,170	$ -	$ 48,309,812	$ 30,558,493	$ 7,710,865
Special Revenue Funds - Operating					
2000 - Health and Human Services	$ 23,248,860	$ -	$ 1,178,842	$ 11,318,282	$ 10,751,736
2020 - County Library	13,279,458	-	851,375	-	12,428,083
2040 - Road Fund	3,591,292	-	110,500	-	3,480,792
2060 - Inmate Welfare	617,312	-	-	-	617,312
2070 - NVTID Unincorporated	234,080	-	-	-	234,080
2080 - Affordable Housing Fund	31,940,422	-	29,156,035	-	2,784,387
2100 - Fire Protection	6,641,745	-	-	-	6,641,745
2120 - Wildlife Conservation	7,808	-	-	-	7,808
2140 - Building Code Enforcement	4,554,299	-	-	-	4,554,299
2150 - Public Television Educational & Govt	418,962	-	-	-	418,962
2160 - Child Support Services	52,394	-	-	-	52,394
2180 - Zone 1 Garbage	1,659,331	-	-	362,000	1,297,331
2190 - Deferred Compensation Board	18,208	-	-	-	18,208
Total Special Revenue Funds - Operating	$ 86,264,171	$ -	$ 31,296,752	$ 11,680,282	$ 43,287,137
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ 49,034,298	$ -	$ -	$ -	$ 49,034,298
Capital Project Funds					
3000 - Capital Improvement Projects Fund	$ 74,277,931	$ -	$ 11,068,670	$ 60,475,966	$ 2,733,295
Total Capital Projects Funds	$ 74,277,931	$ -	$ 11,068,670	$ 60,475,966	$ 2,733,295
Debt Service Fund					
3500 - Debt Service Fund	$ 1,501,956	$ -	$ 1,501,956	$ -	$ -
Total Debt Service Fund	$ 1,501,956	$ -	$ 1,501,956	$ -	$ -
Total Governmental Funds	$ 297,657,526	$ -	$ 92,177,190	$ 102,714,741	$ 102,765,595

(1) Detailed information related to Non Operating Special Revenue Funds is located in Section B of this Budget Book

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2020-2021

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
General Fund						
1000 - General Fund						
General Reserve	$ 27,532,813	$ -	$ -	$ -	$ -	$ 27,532,813
Restricted to 2014 Earthquake	3,522,188	-	-	-	-	3,522,188
Restricted to Trust 115 IIRC	8,008,286	-	-	-	-	8,008,286
Restricted to declared emergency	775,703	-	-	-	-	775,703
Restricted to 2015 Valley Fire	274,104	-	-	-	-	274,104
Restricted to 2017 Napa Fire Complex	3,169,651	-	-	-	-	3,169,651
Nonspendable loans and advances receivable	4,010,000	-	-	-	-	4,010,000
Assigned for public protection programs	582,634	-	-	-	-	582,634
Assigned for fiscal uncertainty	18,714,531	4,592,381	-	-	-	14,122,150
Assigned for facility improvements Ag Commission	1,636,313	-	-	-	-	1,636,313
1000 - Special Projects						
Assigned for future special projects	17,067	1	-	-	-	17,066
1000 - Tobacco Settlement						
Nonspendable loans and advances receivable	1,000,000	-	-	-	-	1,000,000
Assigned for future health programs	9,625,015	-	-	300,000	-	9,925,015
Total General Fund	$ 78,868,305	$ 4,592,382	$ -	$ 300,000	$ -	$ 74,575,923
Special Revenue Funds - Operating						
2000 - Health and Human Services						
Restricted to health & sanitation programs	$ 1,178,842	$ -	$ -	$ 8,759,388	$ -	$ 9,938,230
Assigned for fiscal uncertainty	11,318,282	-	-	-	-	11,318,282
2020 - County Library						
General Reserve	851,375	-	-	12,428,083	-	13,279,458
2040 - Road Fund						
Restricted for Greenwood culvert maintenance	110,500	-	-	-	-	110,500
Assigned for future programs	-	-	-	1,870,372	-	1,870,372
2060 - Inmate Welfare	-	-	-	643,780	-	643,780
2070 - NVTID Unincorporated	-	-	-	100,001	-	100,001
2080 - Affordable Housing Fund						
Nonspendable loans receivable	29,113,840	-	-	-	-	29,113,840
Nonspendable advances	42,195	-	-	-	-	42,195
Assigned for future program expenditures	-	-	-	2,224,348	-	2,224,348
2100 - Fire Protection	-	-	-	1,618,865	-	1,618,865

(1) Detailed information related to Non Operating Special Revenue Funds is located in Section B of this Budget Book

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2020-2021

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Special Revenue Funds - Operating						
2120 - Wildlife Conservation	$ -	$ -	$ -	$ 2,808	$ -	$ 2,808
2140 - Building Code Enforcement						
Assigned for Building Inspection	-	-	-	3,036,180	-	3,036,180
2150 - Public Television Educational & Govt	-	-	-	472,962	-	472,962
2160 - Child Support Services						
Assigned for future program expenditures	-	-	-	52,394	-	52,394
2180 - Zone 1 Garbage						
Assigned for future contract negotiations	362,000	-	-	-	-	362,000
Assigned for future program expenditures	-	-	-	1,439,982	-	1,439,982
2190 - Deferred Compensation Board	-	-	-	17,941	-	17,941
Total Special Revenue Funds - Operating	$ 42,977,034	$ -	$ -	$ 32,667,104	$ -	$ 75,644,138
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ -	$ -	$ -	$ 55,357,882	$ -	$ 55,357,882
Capital Project Funds						
3000 - Capital Improvement Projects Fund						
Restricted for Criminal Justice Facilities	$ 1,695,944	$ -	$ -	$ -	$ -	$ 1,695,944
Restricted for Courthouse Temp. Construction	2,666,485	-	-	-	-	2,666,485
Nonspendable loans and advances receivable	6,654,090	-	-	-	-	6,654,090
Committed to current Capital Projects	52,151	-	-	-	-	52,151
Assigned for future jail construction	60,475,966	-	-	-	-	60,475,966
Assigned for future Accumulated Capital Outlay	-	-	-	2,873,495	-	2,873,495
Total Capital Projects Funds	$ 71,544,636	$ -	$ -	$ 2,873,495	$ -	$ 74,418,131
Debt Service Fund						
3500 - Debt Service Fund						
Restricted for future debt service	1,501,956	-	-	-	-	1,501,956
Total Debt Service Fund	$ 1,501,956	$ -	$ -	$ -	$ -	$ 1,501,956
Total Governmental Funds	$ 194,891,931	$ 4,592,382	$ -	$ 91,198,481	$ -	$ 281,498,030

(1) Detailed information related to Non Operating Special Revenue Funds is located in Section B of this Budget Book

State Controller Schedules
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County of Napa
Proprietary Funds Summary
Fiscal Year 2020-2021

Schedule 12

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Internal Service Funds							
4100 - Fleet Management	$ 2,890,269	$ -	4,409,500	$ 7,299,769	5,393,832	$ 1,905,937	$ 7,299,769
4200 - Information Technology Services	2,198,302	-	16,494,834	18,693,136	16,904,931	1,788,205	18,693,136
4300 - Property Management	2,383,878	-	10,196,651	12,580,529	10,117,903	2,462,626	12,580,529
4400 - Employee/Retiree Benefits	2,721,511	-	14,982,485	17,703,996	14,967,485	2,736,511	17,703,996
4500 - Liability Insurance	-	-	5,385,509	5,385,509	4,689,639	695,870	5,385,509
Total Internal Service Funds	$ 10,193,960	$ -	$ 51,468,979	$ 61,662,939	$ 52,073,790	$ 9,589,149	$ 61,662,939
Enterprise Funds							
5010 - Napa County Airport	$ 1,622,411	$ 386,897	1,891,494	3,900,802	3,900,802	$ -	$ 3,900,802
5020 - Fifth Street Parking Garage	324,306	-	196,000	520,306	481,522	38,784	520,306
5040 - Napa County Animal Shelter	277,355	-	1,777,862	2,055,217	1,843,146	212,071	2,055,217
5070 - Calistoga Fairgrounds	528,427	-	150,000	678,427	469,802	208,625	678,427
Total Enterprise Funds	$ 2,752,499	$ 386,897	$ 4,015,356	$ 7,154,752	$ 6,695,272	$ 459,480	$ 7,154,752
Total Proprietary Funds	$ 12,946,459	$ 386,897	$ 55,484,335	$ 68,817,691	$ 58,769,062	$ 10,048,629	$ 68,817,691

State Controller Schedules
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County of Napa
Fund Balance - Proprietary Funds
Fiscal Year 2020-2021

Schedule 13

Actual [ ]
Estimated [X]

Fund Name	Total Net Assets June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	3
Internal Service Funds					
4100 - Fleet Management	$ 9,156,773	$ -	$ 6,266,504	$ -	$ 2,890,269
4200 - Information Technology Services	4,898,629	-	2,700,327	-	2,198,302
4300 - Property Management	2,490,177	-	106,299	-	2,383,878
4400 - Employee/Retiree Benefits	12,053,511	-	9,332,000	-	2,721,511
4500 - Liability Insurance	15,740	-	15,740	-	-
Total Internal Service Funds	$ 28,614,830	$ -	$ 18,420,870	$ -	$ 10,193,960
Enterprise Funds					
5010 - Napa County Airport	$ 12,861,884	$ -	$ 11,239,473	$ -	$ 1,622,411
5020 - Fifth Street Parking Garage	13,278,965	-	12,954,659	-	324,306
5040 - Napa County Animal Shelter	4,018,834	-	3,741,479	-	277,355
5070 - Calistoga Fairgrounds	657,355	-	128,928	-	528,427
Total Enterprise Funds	$ 30,817,038	$ -	$ 28,064,539	$ -	$ 2,752,499
Total Proprietary Funds	$ 59,431,868	$ -	$ 46,485,409	$ -	$ 12,946,459

State Controller Schedules
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County of Napa
Obligated Fund Balance - Proprietary Funds
Fiscal Year 2020-2021

Schedule 14

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balance for the Budget Year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Internal Service Funds						
4100 - Fleet Management						
Nonspendable investment in capital assets	$ 6,266,504	$ -	$ -	$ -	$ -	$ 6,266,504
Assigned for future program costs	-	-	-	1,905,937	-	1,905,937
4200 - Information Technology Services						
Nonspendable investment in capital assets	2,700,327	-	-	-	-	2,700,327
Assigned for future program costs	-	-	-	1,788,205	-	1,788,205
4300 - Property Management						
Nonspendable investment in capital assets	106,299	-	-	2,462,626	-	2,568,925
4400 - Employee/Retiree Benefits						
Reserved for future Workers' Comp claims	9,332,000	-	-	-	-	9,332,000
Assigned for future program costs	-	-	-	2,736,511	-	2,736,511
4500 - Liability Insurance						
Reserved for future claims	15,740	-	-	695,870	-	711,610
Total Internal Service Funds	$ 18,420,870	$ -	$ -	$ 9,589,149	$ -	$ 28,010,019
Enterprise Funds						
5010 - Napa County Airport						
Nonspendable investment in capital assets	$ 10,980,253	$ 386,897	$ -	$ -	$ -	$ 10,593,356
Restricted to fuel facilities maintenance	259,220	-	-	-	-	259,220
5020 - Fifth Street Parking Garage						
Investment in capital assets	12,954,659	-	-	-	-	12,954,659
Assigned for future program costs	-	-	-	38,784	-	38,784
5040 - Napa County Animal Shelter						
Investment in capital assets, net of debt	3,710,116	-	-	212,071	-	3,922,187
Restricted to Spay and Neuter program	31,363	-	-	-	-	31,363
5070 - Calistoga Fairgrounds						
Investment in capital assets, net of debt	128,928	-	-	-	-	128,928
Assigned for future program costs	-	-	-	208,625	-	208,625
Total Enterprise Funds	$ 28,064,539	$ 386,897	$ -	$ 459,480	$ -	$ 28,137,122
Total Proprietary Funds	$ 46,485,409	$ 386,897	$ -	$ 10,048,629	$ -	$ 56,147,141

BOARD OF SUPERVISORS
Department Summary

FUNCTION AND RESPONSIBILITIES

The Board of Supervisors is both the legislative and executive body of Napa County as well as County-administered special services districts and assessment districts. Within the authority and limits prescribed by the State Constitution and laws, the Board

- Adopts the annual County and special district budgets
- Enacts ordinances and resolutions establishing the rules and regulations in the conduct of Board-administered programs and services
- Oversees the activities of County departments
- Appoints the County Executive Officer and County Counsel
- Appoints other non-elected department heads based on the recommendation of the County Executive Officer
- Approves salaries and benefits for the Board and County representative employee groups
- Considers various land use proposals including adoption of the County's General Plan, zoning regulations, subdivision regulations and erosion regulations.

The Board members also sit as members of the Napa County Flood Control and Water Conservation District. Individual members of the Board sit as County representatives on at least 35 local, regional and state boards and commissions including the Napa Valley Transportation Authority, Local Agency Formation Commission, Association of Bay Area Governments, Metropolitan Transportation Commission and the Bay Area Air Quality Management District. Members of the Board also participate in National Association of Counties (NACO), California State Association of Counties (CSAC), and Rural County Representatives of California (RCRC) in order to maximize legislative advocacy efforts on issues of importance to Napa County.

BOARD OF SUPERVISORS

General Fund 1000, Division 10100

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	764,664	800,712	833,240	32,528	4 %
52/53-Services and Supplies	126,218	167,636	169,089	1,453	1 %
Total Appropriation	890,881	968,348	1,002,329	33,981	4 %

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	1,454	1,200	0	-1,200	0 %
Total Revenue	1,454	1,200	0	-1,200	0 %

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10100 Board of Supervisors	889,427	967,148	1,002,329	35,181	4 %
Total Net County Cost	889,427	967,148	1,002,329	35,181	4%

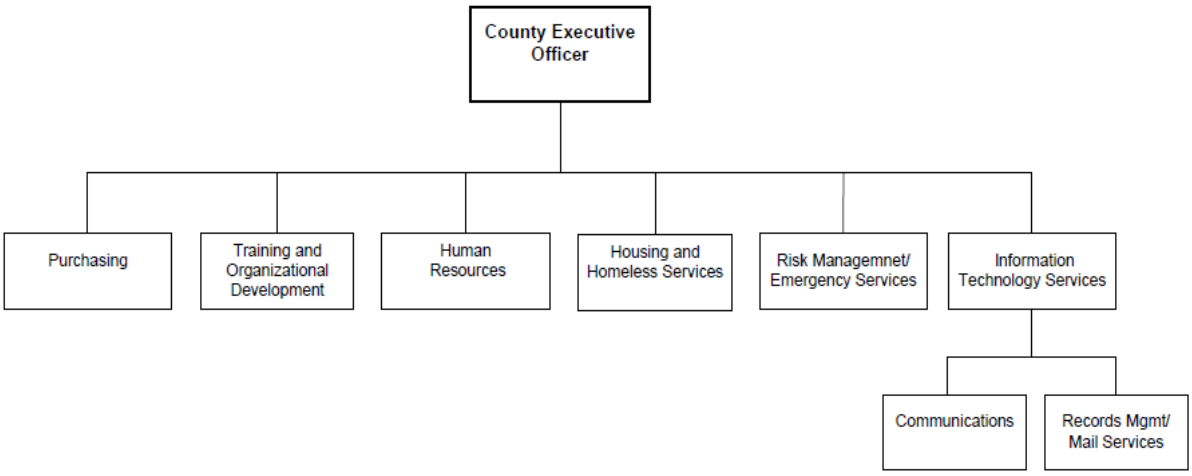
STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10200 County Executive Office	5	5	5

SIGNIFICANT ADJUSTMENTS

Salary and benefit costs are increasing based on the 3.09% increase in September, 2019 as a result of an equivalent increase to the Judges of the Superior Court.

COUNTY EXECUTIVE OFFICER
Department Summary



MISSION

The mission of the County Executive Officer Department is to provide effective management of County operations, and to ensure the alignment of the County's programs, resources, and systems consistent with the County's Vision, Mission and Core Values as adopted by the Board of Supervisors.

COUNTY EXECUTIVE OFFICER
Department Summary

FUNCTION AND RESPONSIBILITIES

The County Executive Officer is appointed by the Board of Supervisors to oversee the day-to-day management of County operations. The **County Executive division**

- Oversees implementation of the Strategic Plan.
- Prepares the County budget.
- Evaluates County operations for opportunities for improved efficiency.
- Provides the Board of Supervisors with impartial analysis of policy, fiscal, legislative, and operational issues.
- Supports the Board of Supervisors.
- Acts as Clerk of the Board.
- Supports the County's state/federal legislative advocacy.
- Provides risk management services for the County including Workers Compensation, General Liability, Safety programs, and Accessibility programs.
- Oversees the County's emergency management programs, from planning and preparedness to disaster recovery.
- Oversees countywide training and organizational development.
- Oversees purchasing for all County departments (budgeted in Central Services).
- Manages the Special Projects Fund.
- Facilitates public outreach and community involvement for major initiatives.
- Oversees the allocation of County (unincorporated area) revenues for the Napa Valley Tourism Improvement District (NVTID).

The **Housing & Homeless Services Division** brings together activities and staff previously located in the County Executive Office and Health and Human Services, to coordinate the County's efforts on these two strategic priorities.

- Manage the Napa County Affordable Housing Program, including the Worker Proximity Housing loan program.
- Manage the Housing Authority, including the Farmworker Centers.
- Implementation of programs addressing the supportive housing-related needs of individuals and families who are or are at risk of experiencing homelessness, including:
    - Implementation of the Whole Person Care Pilot Project, designed to test strategies aimed at reducing homelessness and improving the health outcomes of participants.
    - Collaborate with regional partners, including the City of Napa and local service providers, on supportive housing and homelessness issues.
    - Provides administrative support to the Continuum of Care.

The **Human Resources Division** supports County services by ensuring a quality workforce.

- Oversee employee recruitment and selection.
- Conduct classification and compensation studies.
- Provide labor and employee relations.
- Manage employee benefits, leave management, and Americans with Disabilities Act (ADA) accommodations.

The **Information Technology Services (ITS) Division** supports County services by planning and supporting appropriate information technology and communications systems.

- Design and implementation of new systems.
- Operations and maintenance of existing systems.
- Assist departments with business process re-engineering to bring about efficiencies.
- Manage the storage and maintenance of County records.
- Provide mail services.

COUNTY EXECUTIVE OFFICER
Department Summary

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10200 County Executive Office	3,107,126	3,824,826	3,620,529	-204,297	-5 %
10210 Housing and Intergovernment	629,763	0	0	0	0 %
10215 Housing and Homeless Services	0	6,477,605	7,485,424	1,007,819	16 %
10220 Human Resources	2,722,945	3,221,345	3,240,121	18,776	1 %
10230 Training and Org Development	307,036	358,674	324,316	-34,358	-10 %
10240 Emergency Services	807,066	1,144,828	1,031,135	-113,693	-10 %
10280 LAFCO	318,417	403,977	417,682	13,705	3 %
42000 Information Technology Service	15,341,789	16,061,870	16,904,931	843,061	5 %
Total Appropriation	**23,234,141**	**31,493,125**	**33,024,138**	**1,531,013**	**5 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10200 County Executive Office	623,309	531,200	339,200	-192,000	-36 %
10210 Housing and Intergovernment	1,206,472	0	0	0	0 %
10215 Housing and Homeless Services	0	5,065,588	5,800,582	734,994	15 %
10220 Human Resources	24,889	28,255	28,450	195	1 %
10240 Emergency Services	292,271	556,894	397,634	-159,260	-29 %
10280 LAFCO	318,417	403,977	417,682	13,705	3 %
42000 Information Technology Service	14,319,431	15,042,509	16,494,834	1,452,325	10 %
Total Revenue	**16,784,788**	**21,628,423**	**23,478,382**	**1,849,959**	**9 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10200 County Executive Office	2,483,817	3,293,626	3,281,329	-12,297	0 %
10210 Housing and Intergovernment	-576,709	0	0	0	0 %
10215 Housing and Homeless Services	0	1,412,017	1,684,842	272,825	19 %
10220 Human Resources	2,698,057	3,193,090	3,211,671	18,581	1 %
10230 Training and Org Development	307,036	358,674	324,316	-34,358	-10 %
10240 Emergency Services	514,794	587,934	633,501	45,567	8 %
10280 LAFCO	0	0	0	0	0 %
Total Net County Cost	**5,426,995**	**8,845,341**	**9,135,659**	**290,318**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42000 Information Technology Service	1,022,358	1,019,361	410,097	-609,264	-60 %
Total Use Of Fund Balance	**1,022,358**	**1,019,361**	**410,097**	**-609,264**	**-60 %**

COUNTY EXECUTIVE OFFICER

Division Budget – COUNTY EXECUTIVE OFFICE

General Fund 1000, Division 10200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	2,763,534	3,379,654	3,185,782	-193,872	-6 %
52/53-Services and Supplies	343,592	445,172	434,747	-10,425	-2 %
Total Appropriation	**3,107,126**	**3,824,826**	**3,620,529**	**-204,297**	**-5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	623,309	531,200	339,200	-192,000	-36 %
Total Revenue	**623,309**	**531,200**	**339,200**	**-192,000**	**-36 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10200 County Executive Office	2,483,817	3,293,626	3,281,329	-12,297	0 %
Total Net County Cost	**2,483,817**	**3,293,626**	**3,281,329**	**-12,297**	**0 %**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10200 County Executive Office	17	20	21

SIGNIFICANT ADJUSTMENTS

- The Communications and Public Information Officer position has been moved to this division to better reflect the actual reporting structure.
- The budget reflects 3 positions being held vacant as part of the selective hiring freeze.
- Revenue is received from General Liability and Worker's Compensation funds for staff time, based on time studies, and has been decreased to reflect actual estimated revenue.

COUNTY EXECUTIVE OFFICER

Division Budget – COUNTY EXECUTIVE OFFICE

General Fund 1000, Division 10200

ACCOMPLISHMENTS	GOALS
• Continue to implement five pillars of the Board of Supervisors Strategic Plan, and develop reporting tools to provide ongoing updates. **Staff has updated the agenda template so that all Board agenda items identify the Pillar(s) being supported. The annual report focused on the implementation progress.** • Enhance our Community Outreach through increased communications about: - Emergency Preparedness. - County Programs and Services. **Staff has continued to provide communication to the public about services, especially in response to COVID-19, including Face Book live, infographics, and updated testing data on a daily basis.** • Lead the Census 2020 Outreach efforts through the Napa County Complete Count Committee. **Staff has chaired the Complete Count Committee, and will continue to adjust to the new Census schedule and outreach in a manner consistent with Shelter-at-Home orders.** • Successfully transition the Calistoga Fairgrounds to the City of Calistoga. **The City of Calistoga and the County terminated the Purchase and Sale Agreement due to COVID-19.**	**Effective and Open Government** • Implement a new Agenda Management System to maximize efficiencies. • Working with the Auditor Controller to implement Enterprise Resource Planning (ERP) system, including being the lead in the development of the budget module. • Support the ongoing construction of the new Jail facility. • Working with Human Resources to Develop policies and procedures to modernize the work environment, including telework, to ensure the safety our employees and the public. **Livable Economy for All** • Lead economic recovery efforts as we re-open the economy after COVID-19, include supporting the re-opening of businesses while continuing to protect public health and safety. • Successfully close services at the Calistoga Fairgrounds. • Complete the sale of Old Sonoma Road.

COUNTY EXECUTIVE OFFICER

Division Budget – HOUSING & INTERGOVERNMENTAL AFFAIRS

General Fund 1000, Division 10210

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	518,489	0	0	0	0 %
52/53-Services and Supplies	70,957	0	0	0	0 %
54-Other Charges	40,317	0	0	0	0 %
Total Appropriation	**629,763**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,009,034	0	0	0	0 %
46-Charges for Services	197,438	0	0	0	0 %
Total Revenue	**1,206,472**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10210 Housing and Intergovernment	-576,709	0	0	0	0 %
Total Net County Cost	**-576,709**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10210 Housing and Intergovernment	4	0	0

SIGNIFICANT ADJUSTMENTS

Staff and program budgets in this division have been moved to the Housing and Homeless Services Division budget. This table is included for historical purposes only.

COUNTY EXECUTIVE OFFICER

Division Budget – HOUSING & HOMELESS SERVICES

General Fund 1000, Division 10215

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	0	1,201,222	1,173,023	-28,199	-2 %
52/53-Services and Supplies	0	5,227,572	6,211,401	983,829	19 %
56-Other Financing Uses	0	48,811	101,000	52,189	107 %
Total Appropriation	**0**	**6,477,605**	**7,485,424**	**1,007,819**	**16 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	0	2,106,749	2,749,398	642,649	31 %
46-Charges for Services	0	393,000	490,381	97,381	25 %
48-Other Financing Sources	0	2,565,839	2,560,803	-5,036	0 %
Total Revenue	**0**	**5,065,588**	**5,800,582**	**734,994**	**15 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10215 Housing and Homeless Services	0	1,412,017	1,684,842	272,825	19 %
Total Net County Cost	**0**	**1,412,017**	**1,684,842**	**272,825**	**19 %**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10215 Housing & Homeless Services	0	8	8

SIGNIFICANT ADJUSTMENTS

- Housing and Homeless Services is beginning its second year as a standalone division. This budget reflects the adjustments from the first full year of the new division, and more accurately reflect the costs of these programs and available revenue. These adjustments include:
  - An increase in other financing uses to more accurately reflect the cost of fiscal staff support provided by Health and Human Services for the Whole Person Care program, to ensure accurate reporting.
  - An increase in Internal Service Costs $120,000 that were previously included in other budgets.
- Increases in revenue and expenditures of $650,000 are the result of additional state funding for homeless services, with the priority of providing rental assistance to permanently house individuals and families experiencing homelessness.
- Other revenues have been adjusted to reflect a more realistic estimate of actual revenues received, and claimable, based on the requirements of the revenue source.

COUNTY EXECUTIVE OFFICER

Division Budget – HOUSING & HOMELESS SERVICES

General Fund 1000, Division 10215

ACCOMPLISHMENTS	GOALS
Collaborative and Engaged Community • Work with the State of California to identify opportunities to develop affordable and workforce housing on sites such as Napa State Hospital and Yountville Veterans Home. **The State officially designated sites at Skyline Park and Veterans Home as eligible for affordable housing. County staff will continue to work with the State on the appropriateness of Skyline Park versus other lands at Napa State Hospital.** **Healthy, Safe and Welcoming Place to Live, Work and Visit** • In collaboration with the City of Napa and other partners, continue to develop the Heritage House project and the permanent supportive housing service model to support tenants. **This project was approved by the Napa City Council and is moving into the building phase.** • Begin development of the first phase of affordable housing at Napa Pipe. **The legislative and entitlement issues were worked out and approved. Infrastructure development is beginning at the site.** **Livable Economy for All** • Track new funding opportunities to provide affordable and workforce housing and housing for those experiencing homelessness; identify opportunities for Napa County to seek funds to expand programs and services. **Staff worked with the continuum of care to identify gaps. Several new funding programs were introduced by the State of California. In Fiscal Year 2019-2020, over $2 million in funding was dedicated to affordable housing programs that support clients existing homelessness through he Coordinated Entry System.**	**Collaborative and Engaged Community** • Continue to work with the State of California on housing opportunities at Napa State Hospital and the Yountville Veterans Home. • Continue to identify gaps in the current housing and homeless services provision model and seek funding opportunities to close the gaps. • Convene and support an Older Adult working group between the Commission on Aging and Napa County Housing Commission for housing and homeless services issues specific to older adults. **Healthy, Safe and Welcoming Place to Live, Work and Visit** • Continue to build on outreach capacity and engage persons experiencing unsheltered homelessness to connect them to the coordinated entry system and its housing services and resources. • Continue to develop data metrics and maintain a retention rate of 80% for clients placed into housing who remain in their housing for 6 months or longer. • Focus on ensuring that all funds awarded to Napa County are spent and that access to market rate rental units increase in Fiscal Year 2020-2021 through the development of partnerships with local property management companies and landlords. **Livable Economy for All** • Research and create a pilot program to support the creation of Accessory Dwelling Units for low and very low income households in the unincorporated area.

COUNTY EXECUTIVE OFFICER

Division Budget Unit – HUMAN RESOURCES

General Fund 1000, Division 10220

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	2,148,881	2,446,721	2,491,956	45,235	2 %
52/53-Services and Supplies	574,064	774,624	748,165	-26,459	-3 %
Total Appropriation	**2,722,945**	**3,221,345**	**3,240,121**	**18,776**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	24,889	28,255	28,450	195	1 %
Total Revenue	**24,889**	**28,255**	**28,450**	**195**	**1 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10220 Human Resources	2,698,057	3,193,090	3,211,671	18,581	1 %
Total Net County Cost	**2,698,057**	**3,193,090**	**3,211,671**	**18,581**	**1%**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10220 Human Resources	15.3	15.3	15.3

COUNTY EXECUTIVE OFFICER

Division Budget Unit – HUMAN RESOURCES

General Fund 1000, Division 10220

ACCOMPLISHMENTS	GOALS
• Continue to enhance the Wellness Program to include more challenges and include additional gyms in the existing gym reimbursement program. **The County completed two wellness initiatives: "Month of Mindfulness" and "Staying Connected during the Pandemic."** • Develop and improve revisions of the Family and Medical Leave Act process and policy and add a new maternity/paternity leave information session. **Two individualized sessions are available to employees going out on leave, one for planning and the second before they go out on leave.** • Complete implementation of the new Performance Evaluation System. **Developed the competency guide and reviewing criteria in the back end of the Perform System, in order to begin piloting with departments.** • Continue to work towards the implementation of a new Countywide ERP. **A vendor for the new ERP system has been selected.** • Implement online recruitment testing platform for applicants. **The recruitment team successfully implemented online testing.** • Restructure eligibility classification series. **The classification team restructured a group of eligibility employees, in order to appropriately classify them for the work they do related to the Affordable Care Act.** • To foster professional development of Napa County Employees, by providing financial assistance towards secondary education goals so they can become more efficient in their roles. **This continues to be an ongoing goal.** • Negotiated a fair successor Memorandum of Understanding (MOU) with the Deputy Sheriff's Association. • Rolled over Public Service Employees and Public Service Supervisors contract with SEIU with no Cost of Living increase.	**Healthy, Safe and Welcoming Place to Live, Work and Visit** • Develop a Gym Membership and Reimbursement Program Policy. • To continue work on fostering the professional development of Napa County Employees, by providing financial assistance towards secondary education goals so they can become more efficient in their roles. **Open and Effective Government** • Provide retirement training to employees via video and web conferencing. • Begin quarterly countywide informational sessions on all leaves of absence and incorporate information during new hire orientation. • Continue implementation of new Performance Evaluation System. • Continue to work toward the implementation of a new Countywide ERP System. • Implement online recruitment testing platform for applicants. • Complete revisions of the County's benchmark listings for all classifications. • Move to a paperless recruitment system. • Negotiate a fair successor Memorandum of Understanding with SEIU 1021 PSE & PSE Supervisory Units. • Develop policies and procedures to modernize the work environment, including telework, to ensure the safety our employees and the public.

COUNTY EXECUTIVE OFFICER

Division Budget Unit – TRAINING & ORGANIZATIONAL DEVELOPMENT

General Fund 1000, Division 10230

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	**192,675**	**198,878**	**203,990**	**5,112**	**3 %**
52/53-Services and Supplies	**114,361**	**159,796**	**120,326**	**-39,470**	**-25 %**
Total Appropriation	**307,036**	**358,674**	**324,316**	**-34,358**	**-10 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10230 Training and Org Development	**307,036**	**358,674**	**324,316**	**-34,358**	**-10 %**
Total Net County Cost	**307,036**	**358,674**	**324,316**	**-34,358**	**-10%**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10230 Training and Org Development	1	1	1

SIGNIFICANT ADJUSTMENTS

Training Services contracts have been reduced as a result of COVID-19.

ACCOMPLISHMENTS	GOALS
Open and Effective Government Continue to provide ongoing training and resources for staff as they relate to individual and organizational development. **Ongoing.** • Created customized series of employee development courses for Health and Human Services Agency Management Team and Employee Engagement series for Child Welfare. Continue to pursue opportunities to enhance organizational communication. **Ongoing.** • Launched People Profiles to coordinate opportunities for staff to network, build relationships, and strengthen understanding across the organization. Continue to identify opportunities to streamline and improve processes. **Ongoing.** • Redesigned the Employee Spotlight program as the Values in Practice Campaign, launch delayed until July 2020. • Designed and coordinated Employee Services Awards, launch delayed until July 2020. • Managed Request for Proposal for Employee Development and Coaching Services.	**Open and Effective Government** • Launch an annual Employee Engagement Survey. • Redesign Supervisory, Managerial and Leadership Training Courses to be content primarily delivered virtually, by leaders within the County and/or Local Government. • Support Human Resources in implementing a new Performance Evaluation System, through the development and revision of processes and procedures, and providing training to staff. • Working with Human Resources and other partners to Develop policies and procedures to modernize the work environment, including telework, to ensure the safety our employees and the public.

COUNTY EXECUTIVE OFFICER

Division Budget – EMERGENCY SERVICES

General Fund 1000, Division 10240

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	186,895	362,915	353,138	-9,777	-3 %
52/53-Services and Supplies	466,477	534,213	589,697	55,484	10 %
55-Capital Assets	147,581	247,700	88,300	-159,400	-64 %
57-Special Items	6,113	0	0	0	0 %
Total Appropriation	**807,066**	**1,144,828**	**1,031,135**	**-113,693**	**-10 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	262,659	414,700	373,884	-40,816	-10 %
46-Charges for Services	29,612	29,613	23,750	-5,863	-20 %
49-Special Items	0	112,581	0	-112,581	-100 %
Total Revenue	**292,271**	**556,894**	**397,634**	**-159,260**	**-29 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10240 Emergency Services	514,794	587,934	633,501	45,567	8 %
Total Net County Cost	**514,794**	**587,934**	**633,501**	**45,567**	**8 %**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10240 Emergency Services	1	2	2

SIGNIFICANT ADJUSTMENTS

- Capital assets purchased with 2020 Homeland Security Grant funds are shared by the County's law enforcement agencies and will include the following:
    - One trailer mounted camera system to be used for surveillance of large events; and
    - One fatality management 3D scene imagery scanner to aide with the recreation and investigation of mass fatality events and is a necessary part of the County's Mass Casualty Management Plan.

- Revenues have decreased as a result of one time funds in FY 2019-20, there is no reduction in critical services provided by this subdivision. Revenues reflect awards from grant funding with a corresponding reduction in the purchase of capital assets.

- Services and Supplies are increased to provide funds for Emergency Operation Center costs for Public Safety Power Shutdown events.

COUNTY EXECUTIVE OFFICER

Division Budget – EMERGENCY SERVICES

General Fund 1000, Division 10240

ACCOMPLISHMENTS	GOALS
• Completed Multi Year Training & Exercise Plan (MYTEP) and submitted to Cal OES and FEMA for all grant compliance. • Completed Alert & Warning Plan for Napa County. • Completed an IPAWS & NOAA Weather Radio Emergency Communications test in rural Napa County. A completed After Action Report was part of this test. • Completed financial grant recovery for the 2017 Napa Fire Complex for all projects including emergency response costs. • Completed Care & Shelter MOU's with Napa Valley College. • Completed numerous Emergency Center Operations responses to numerous Public Safety Power Shutdown (PSPS) events. Updated our PSPS response plan after these incidents. • Completed Public Information/Joint Information's System class for Operational Area PIO's. • Completed full-scale exercise & After Action Report for Bioterrorism Incident focusing on receipt and deployment of Strategic National Stockpile supplies. • Participated in the North Bay Regional Mass Transportation Exercise with the Regional Transportation evaluation Mass Shelter Transportation. • Completed Shelter Manager Training for Shelter Management Staff in coordination with American Red Cross. • Put in service four Care & Shelter Trailers outfitted with Care & Shelter supplies.	**Healthy, Safe and Welcoming Place to Live, Work and Visit.** • Continue recovery operations for the 2014 Earthquake including appealed projects, and completion of projects, and financial recovery. • Complete Care & Shelter MOU's with Pacific Union College, Napa Life Church, and the Latter Day Saints Church. • Complete final adoption of the Multi-Jurisdictional Hazard Mitigation Plan by all participating jurisdictions and the County Board of Supervisors. • Continue recovery operations for the 2017 Winter Storms and 2019 Winter Storms. • Complete MOU agreement with FEMA for Integrated Public Alert Warning System (IPAWS) Emergency Alert System. • Complete the Emergency Operations Plan. • Complete final phase of Emergency Operations Center Training by completing a Full Scale Exercise with all Operational Jurisdictions. • Finalize Amateur Radio Operations plan and have ACS personnel participate in Full Scale Exercise. • Continue activities associated with COVID-19 pandemic in anticipation of a potential second wave. • Continue activities associated with Public Safety Power Shutoffs to protect the community.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	8,441,539	9,050,700	9,355,843	305,143	3 %
52/53-Services and Supplies	5,580,952	5,371,132	5,578,146	207,014	4 %
54-Other Charges	1,040,281	720,945	1,034,815	313,870	44 %
55-Capital Assets	0	595,000	558,000	-37,000	-6 %
56-Other Financing Uses	279,016	324,093	378,127	54,034	17 %
Total Appropriation	**15,341,789**	**16,061,870**	**16,904,931**	**843,061**	**5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	57,500	0	0	0	0 %
45-Revenue from Use of Money and Property	159,097	166,472	191,726	25,254	15 %
46-Charges for Services	13,746,167	14,519,370	15,946,441	1,427,071	10 %
48-Other Financing Sources	356,667	356,667	356,667	0	0 %
Total Revenue	**14,319,431**	**15,042,509**	**16,494,834**	**1,452,325**	**10 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42000 Information Technology Service	1,022,358	1,019,361	410,097	-609,264	-60 %
Total Use Of Fund Balance	**1,022,358**	**1,019,361**	**410,097**	**-609,264**	**-60 %**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
42000 Information Technology Service	56.0	56.0	59.0

SIGNIFICANT ADJUSTMENTS

- The department continues to refine the allocation to departments for services provided; the variance in Charges for Services and Use of Fund Balance is a direct reflection of that effort. Depreciation expense has increased significantly when compared to the FY 2019-20 Adopted budget because of a mid-year adjustment that is not reflected in the table above. The 44% increase in 54-Other Charges is due to increased depreciation expenditures for capital asset purchases and the increase of projected depreciation for capital software assets related to the County's criminal justice information management system and budgeting system.

- New capital assets include:

    - PX8000 Mobile and the APX 8500 Portable radios are now the Sheriff Department standard radio for Law Enforcement. Communications is requesting an additional set of each to provide quality technical support to the Sheriff Department.

- Additional archive storage equipment for both production data and disaster recovery capacity is needed to meet increasing data storage requirements generated during the course of County business. Disaster recover capability is essential to keep recover point objectives as low as possible.

- The logging recorder is essential to better analyze and troubleshoot radio performance and to better assist with the changing complexity of newer generation radios.

- Virtual infrastructure expansion is needed to support additional departmental applications, allowing departments to enhance their services to residents.

- A drone will by used by the Communications group to visually inspect radio tower equipment, which will save Communicatoins staff from having to climb towers to do these inspections. Additionally, the drone will be used by communications technicians to assess the safety of accessing roads to towers during large fire incidences.

ACCOMPLISHMENTS	GOALS
Effective and Open Government • Completed the installation of Wi-Fi equipment in the Staff Secure Facility and in buildings used to support the County's pandemic response. • Continued the development of the Juvenile Probation module for the County's criminal justice information management system. This module is slated for completion in FY 2021. • Converted paper documents to digital records for the Board of Supervisors and the Sheriff's Departments. • Completed the upgrade for the Countywide voicemail services enhancing and simplifying the user experience when accessing voicemail messages. • Completed the addition of one radio site at Sugar Loaf Peak, improving public safety radio coverage and providing a secondary path for radio communications in case of future natural disasters. Also made radio equipment improvements at Mt. St. Helena site. **Livable Economy for All** • Assessed telecommunications infrastructure in fire impacted areas and systems damage from fires. Assessed emergency telecommunications systems resiliency. Both assessments will be used in a report that will provide options for improving telecommunications resiliency.	**Effective and Open Government** • Continue to improve public Wi-Fi access in all County buildings. • Complete the Juvenile Probation module for the County's criminal justice management information system. • Continue project to convert County paper records to electronic files. • Continue to enhance communication technologies by reducing redundancy, enhancing the user experience, achieving cost savings, and increasing effectiveness. • Continue upgrading radio sites and add one new radio site for Public Safety. • Partner with the Auditor-Controller's Office and the Human Resources Department to implement a new Countywide Enterprise Resource Planning (ERP) System. • Continue to improve the County's risk posture by expanding our security awareness program and by increasing our ability to detect and respond to malicious cyber activity. **Livable Economy for All** • Continue to support legislative and regional efforts to provide universal resilient broadband access throughout Napa County.

COUNTY EXECUTIVE OFFICER

Division Budget – LOCAL AGENCY FORMATION COMMISSION
LAFCO 10280

DIVISION DETAIL

Napa County is the human resources agent for the Local Agency Formation Commission (LAFCO). LAFCO is an independent governmental agency. Napa County supports the agency by processing payroll, managing salaries and benefits and providing other Human Resources support. The subdivision includes only LAFCO's Salaries and Employee Benefits. The Commission reimburses the County for the cost in full.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	318,417	402,977	416,869	13,892	3 %
52/53-Services and Supplies	0	1,000	813	-187	-19 %
Total Appropriation	**318,417**	**403,977**	**417,682**	**13,705**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	318,417	403,977	417,682	13,705	3 %
Total Revenue	**318,417**	**403,977**	**417,682**	**13,705**	**3 %**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
10280 LAFCO	2.75	2.75	2.75

CEO NON-DEPARTMENTAL BUDGETS
Department Summary

MISSION

This budget includes a number of budget units administered by the County Executive Office. Most of these budget units involve internal services (such as insurance), services that cross departmental boundaries (such as Central Services) or specialized programs that are not part of another department.

FUNCTION AND RESPONSIBILITIES

Non-Departmental: Includes all of the County's revenues that are not legally earmarked for a particular program or service and can be spent at the Board's discretion.
Major non-departmental revenues include

- Property taxes
- Transient Occupancy Taxes (TOT)
- Sales taxes
- Indirect Cost revenue

Major non-departmental expenses include the General Fund Contribution to non-General Fund departments and other agencies, such as the

- Special Projects
- Roads
- Animal Shelter
- Accumulated Capital Outlay
- Health and Human Services Agency
- Employee/Retiree Benefits
- Unemployment Insurance
- Debt Service
- Library
- In-Home Supportive Services (IHSS) Public Authority
- Local Agency Formation Commission (LAFCO)
- Courts
- Calistoga Fairgrounds operations

Central Services: Contains position costs associated with Purchasing and Community Outreach, as well as other expenditures that are not attributable to a specific department, such as contracts for legislative representation, SB 90 (State Mandate cost claims) services, fee review and sales tax recovery services, court fine and penalty collection services, and miscellaneous consultant services.

Special Projects Fund: Includes discretionary resources to be allocated to selected projects based on the Board of Supervisors' priorities. Currently, the Board's priorities are: Parks and Open Space, Affordable Housing, and Arts and Culture. Current Board policy calls for transferring to this Fund from the General Fund an amount equivalent to 12.5% of the prior calendar year's TOT revenue. Monies in this Fund are allocated to specific projects in accordance with policies and principles approved by the Board of Supervisors.

Tobacco Settlement: The Tobacco Master Settlement Agreement (MSA) is an agreement, originally between the four largest US tobacco companies and the Attorneys General of 46 states, that provides for restrictions on practices by the tobacco companies and payments by them to the states to compensate for the cost of providing health care for persons with smoking-related illnesses. In exchange, the states settled existing litigation on these matters, and the companies are protected from most forms of future litigation regarding harm caused by tobacco use. Pursuant to California Health and Safety Code Sections 104555 through 104557 and Senate Bill 822, the State of California collects funds from tobacco manufacturers and apportions a percentage to the County of Napa. In March 2001, the Board established the basis on which MSA Funds would be distributed. The Board directed that the funds be awarded to programs that provide "physical, mental, and drug and alcohol programs and facilities which provide inpatient and outpatient services, including related prevention and education programs."

Declared Emergency: Historical data is related to revenue received from FEMA and CalOES for previous disasters.

Appropriation for Contingencies: Contains funding for unanticipated needs that may arise during the fiscal year, either from increased expenditure requirements or a reduction in revenues from the budgeted level.

Napa Valley Tourism Improvement District-Unincorporated: Receives and accounts for the portion of assessment revenues allocated to local jurisdictions by the Napa Valley Tourism Improvement District (NVTID). Monies in this fund are allocated for localized destination marketing services in the unincorporated areas of the County

Affordable Housing: Provides funding for affordable housing units in appropriate locations in the County, including the Worker Proximity Housing loan program. Revenue comes from commercial and residential development impact fees.

Public Television Educational and Governmental: The Digital Infrastructure and Video Competition Act allows local entities to establish a fee to support Public, Educational and Governmental (PEG) channel facilities. The County has established a PEG fee equal to one percent (1%) of gross revenues, the statutory limit. PEG fees currently are restricted to capital expenditures.

Zone 1 Garbage: Receives and accounts for franchise and surcharge fees collected as a result of the Zone 1 garbage franchise agreement.

Deferred Compensation Board: carries out the fiduciary duties for the 457 Deferred Compensation Plan, the 401(a) Defined Contribution Plan, the OBRA Plan, and the Alternate Payee Retirement Plan sponsored by Napa County.

Employee Benefits: Provides for the coordination and oversight of the County's health and other insurance benefit programs. Historically, these expenditures for current employees were appropriated in the individual departmental budget units, while Other Post-Employment Benefits (OPEB) for retirees was separately budgeted. Now the accounting and reporting on these benefits is included in one Internal Service Fund. This fund includes the Workers' Compensation Fund and Unemployment Compensation Insurance as subdivisions. The Workers' Compensation subdivision includes funds to partially self-insure the County against work-related losses. The current self-insurance level is $350,000 per claim occurrence with excess to the statutory limit purchased through participation in the CSAC Excess Insurance Authority (EIA). The Unemployment Compensation subdivision provides for annual unemployment payments.

Liability Insurance: Affords up to $300,000 per claim occurrence to partially self-insure against liability losses resulting from tort claims. This fund also provides for the acquisition of insurance protection for the County's facilities and assets and for Safety programs and supplies.

CEO NON-DEPARTMENTAL BUDGETS
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10500 Non-Departmental	59,572,270	31,522,735	29,699,279	-1,823,456	-6 %
10520 Central Services	3,044,492	3,648,864	3,273,704	-375,160	-10 %
10540 Special Projects	1,957,706	1,560,221	1,749,101	188,880	12 %
10550 Tobacco Settlement	1,097,559	1,200,000	2,100,000	900,000	75 %
10590 Appropriation for Contingency	0	5,391,633	2,500,000	-2,891,633	-54 %
20700 N V Tourism Imp Distr-Unincorp	528,422	560,000	350,942	-209,058	-37 %
20800 Affordable Housing	6,345,295	3,117,475	3,484,266	366,791	12 %
21800 Zone-1 Garbage	188,857	409,978	449,449	39,471	10 %
21900 Deferred Compensation Board	78,547	99,100	99,367	267	0 %
35000 Debt Service	4,484,832	4,583,426	4,582,514	-912	0 %
44000 Employees Benefits	2,816,445	2,665,000	2,716,000	51,000	2 %
44010 Other Post Employment Benefits	7,779,415	8,816,000	9,084,000	268,000	3 %
44020 Workers Compensation Ins	2,918,127	3,496,360	2,867,485	-628,875	-18 %
44030 Unemployment Compensation Ins	130,227	300,000	300,000	0	0 %
45000 Liability Insurance	2,606,370	3,647,228	4,689,639	1,042,411	29 %
Total Appropriation	**93,548,563**	**71,018,020**	**67,945,746**	**-3,072,274**	**-4 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10500 Non-Departmental	154,426,531	134,143,420	126,263,945	-7,879,475	-6 %
10520 Central Services	456,384	486,000	422,000	-64,000	-13 %
10540 Special Projects	11,928	0	0	0	0 %
10550 Tobacco Settlement	1,570,866	2,500,000	2,400,000	-100,000	-4 %
10580 Declared Emergency	6,510,663	0	0	0	0 %
20700 N V Tourism Imp Distr-Unincorp	413,979	605,000	216,863	-388,137	-64 %
20800 Affordable Housing	7,529,765	2,881,834	2,924,227	42,393	1 %
21500 Public TV-Educational and Govt	50,090	53,000	54,000	1,000	2 %
21800 Zone-1 Garbage	574,403	592,100	592,100	0	0 %
21900 Deferred Compensation Board	96,754	99,100	99,100	0	0 %
35000 Debt Service	503,393	686,206	663,790	-22,416	-3 %
44000 Employees Benefits	2,482,089	2,665,000	2,716,000	51,000	2 %
44010 Other Post Employment Benefits	7,932,988	8,816,000	9,084,000	268,000	3 %
44020 Workers Compensation Ins	4,521,550	3,447,360	2,882,485	-564,875	-16 %
44030 Unemployment Compensation Ins	4,094	0	0	0	0 %
45000 Liability Insurance	821,509	4,053,500	5,385,509	1,332,009	33 %
Total Revenue	**187,906,987**	**161,028,520**	**153,704,019**	**-7,324,501**	**-5 %**

CEO NON-DEPARTMENTAL BUDGETS
Department Summary

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10540 Special Projects	1,734,188	1,537,286	1,749,100	211,814	14 %
35000 Debt Service	3,984,492	3,897,220	3,918,724	21,504	1 %
44030 Unemployment Compensation Ins	0	300,000	300,000	0	0 %
45000 Liability Insurance	0	0	0	0	0 %
Total General Fund Contribution	**5,718,680**	**5,734,506**	**5,967,824**	**233,318**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10500 Non-Departmental	-94,854,261	-102,620,685	-96,564,666	6,056,019	-6 %
10520 Central Services	2,588,108	3,162,864	2,851,704	-311,160	-10 %
10540 Special Projects	211,589	22,935	1	-22,934	-100 %
10550 Tobacco Settlement	-473,307	-1,300,000	-300,000	1,000,000	-77 %
10580 Declared Emergency	-6,510,663	0	0	0	0 %
10590 Appropriation for Contingency	0	5,391,633	2,500,000	-2,891,633	-54 %
Total Net County Cost	**-99,038,534**	**-95,343,253**	**-91,512,961**	**3,830,292**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20700 N V Tourism Imp Distr-Unincorp	114,443	-45,000	134,079	179,079	-398 %
20800 Affordable Housing	-1,184,470	235,641	560,039	324,398	138 %
21500 Public TV-Educational and Govt	-50,090	-53,000	-54,000	-1,000	2 %
21800 Zone-1 Garbage	-385,546	-182,122	-142,651	39,471	-22 %
21900 Deferred Compensation Board	-18,208	0	267	267	100 %
35000 Debt Service	-3,053	0	0	0	0 %
44000 Employees Benefits	334,356	0	0	0	0 %
44010 Other Post Employment Benefits	-153,573	0	0	0	0 %
44020 Workers Compensation Ins	-1,603,424	49,000	-15,000	-64,000	-131 %
44030 Unemployment Compensation Ins	126,132	0	0	0	0 %
45000 Liability Insurance	1,784,861	-406,272	-695,870	-289,598	71 %
Total Use Of Fund Balance	**-1,038,570**	**-401,753**	**-213,136**	**188,617**	**-47 %**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – NON-DEPARTMENTAL
General Fund 1000, Division 10500

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	479,295	375,000	375,000	0	0 %
54-Other Charges	1,185,175	1,237,006	1,325,754	88,748	7 %
56-Other Financing Uses	54,924,516	29,910,729	27,998,525	-1,912,204	-6 %
57-Special Items	2,983,284	0	0	0	0 %
Total Appropriation	**59,572,270**	**31,522,735**	**29,699,279**	**-1,823,456**	**-6 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	139,325,781	122,741,228	114,302,708	-8,438,520	-7 %
42-License, Permits and Franchises	713,943	729,410	726,600	-2,810	0 %
43-Intergovernmental Revenues	6,720,259	708,544	850,489	141,945	20 %
44-Fines, Forfeitures, and Penalties	2,702,571	2,169,200	2,197,920	28,720	1 %
45-Revenue from Use of Money and Property	1,590,305	1,236,000	1,273,080	37,080	3 %
46-Charges for Services	747,112	600,250	656,421	56,171	9 %
47-Miscellaneous Revenues	5,172	0	0	0	0 %
48-Other Financing Sources	2,621,389	5,958,788	6,256,727	297,939	5 %
Total Revenue	**154,426,531**	**134,143,420**	**126,263,945**	**-7,879,475**	**-6 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10500 Non-Departmental	-94,854,261	-102,620,685	-96,564,666	6,056,019	-6 %
Total Net County Cost	**-94,854,261**	**-102,620,685**	**-96,564,666**	**6,056,019**	**-6%**

SIGNIFICANT ADJUSTMENTS

This budget unit is utilized for all revenue and expenses that are not directly related to a County Department.

The following revenues have significant changes compared to the FY 2019-20 Adopted Budget:

- Property tax revenue is estimated to increase 6.1% or $5.9 million, with $4.5 million from Secured Property taxes and $1.1 million from Unsecured, Supplemental, and other property taxes.
- Other taxes are projected to have significant decreases due to COVID-19. Sales and Use Tax is decreasing by $5.8 million and Transient Occupancy tax is decreasing by $8.6 million.
- Revenue from the Indirect Cost Plan allocation is estimated to increase by $300,000.

Other Charges includes these County contributions to other agencies:

- $242,700 for LAFCO;
- $65,687 for the 5th Street Parking Garage;
- $296,535-Animal Shelter; and
- $710,832-Trial Court Operations Maintenance of Effort.

Other Financing uses include the transfers to other funds, including:

- $150,000 million for operation of the Calistoga Fairgrounds;
- $1.75 million for Special projects;
- $3.632 million for Roads, which is $100,000 below the baseline policy level, due to COVID-19;
- $230,000 for the Library;
- $73,000 for In-Home Supportive Services (IHSS);
- $17.93 million for Health and Human Services, which is a 10% reduction below policy level, due to COVID-19;
- $300,000 to unemployment insurance;
- $3.9 million for debt service; and
- $15,000 for the Wildlife Commission.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – CENTRAL SERVICES

General Fund 1000, Division 10520

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	575,025	840,422	707,859	-132,563	-16 %
52/53-Services and Supplies	2,289,850	2,602,442	2,359,845	-242,597	-9 %
54-Other Charges	76,961	106,000	106,000	0	0 %
55-Capital Assets	8,765	0	0	0	0 %
56-Other Financing Uses	93,890	100,000	100,000	0	0 %
Total Appropriation	**3,044,492**	**3,648,864**	**3,273,704**	**-375,160**	**-10 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	41,750	16,000	16,000	0	0 %
44-Fines, Forfeitures, and Penalties	262,294	264,000	200,000	-64,000	-24 %
47-Miscellaneous Revenues	152,341	206,000	206,000	0	0 %
Total Revenue	**456,384**	**486,000**	**422,000**	**-64,000**	**-13 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10520 Central Services	2,588,108	3,162,864	2,851,704	-311,160	-10 %
Total Net County Cost	**2,588,108**	**3,162,864**	**2,851,704**	**-311,160**	**-10%**

STAFFING

Adopted Budget FTE	Adopt 2019	Adopt 2020	Rec 2021
10520 Central Services	6	6	5

SIGNIFICANT ADJUSTMENTS

- The Communication and Public Information Officer position and associated costs were moved from this budget to the County Executive Office budget to more accurately reflect the reporting structure of the position.
- The budget reflects other reductions in expenses and revenue related to COVID-19.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – SPECIAL PROJECTS

General Fund 1000, Division 10540

DIVISION DETAIL

Board policy states that the Special Projects Fund will annually receive General Fund resources in an amount equal to 12.5% of the prior calendar year's actual Transient Occupancy Tax (TOT) revenue received by the County.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	1,356,168	1,244,292	1,392,908	148,616	12 %
56-Other Financing Uses	601,538	315,929	356,193	40,264	13 %
Total Appropriation	**1,957,706**	**1,560,221**	**1,749,101**	**188,880**	**12 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	11,928	0	0	0	0 %
Total Revenue	**11,928**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10540 Special Projects	1,734,188	1,537,286	1,749,100	211,814	0 %
Total General Fund Contribution	**1,734,188**	**1,537,286**	**1,749,100**	**211,814**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10540 Special Projects	211,589	22,935	1	-22,934	-100 %
Total Net County Cost	**211,589**	**22,935**	**1**	**-22,934**	**-100%**

SIGNIFICANT ADJUSTMENTS

- Per Board policy, the appropriations, after administrative expenses, are recommended for distribution as follows:
    - 60% or $1.04 million to Parks and Open Space;
    - 20% or $348,227 to the Worker Proximity Down Payment Assistance Program; and
    - 20% or $348,227 to Arts and Culture Organizations

- The Arts and Culture program is funded as follows: 20% to Arts Council Napa Valley and 80% to the Napa County Arts and Culture Advisory Committee, which is tasked with evaluating and making recommendations to the Board on grant awards to be made to non-profit arts and cultural organizations in Napa County. At least 50% of Arts Grants must be awarded to tourism serving organizations.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – TOBACCO SETTLEMENT

General Fund 1000, Division 10550

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	1,097,559	1,200,000	2,100,000	900,000	75 %
Total Appropriation	**1,097,559**	**1,200,000**	**2,100,000**	**900,000**	**75 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	170,723	100,000	100,000	0	0 %
47-Miscellaneous Revenues	1,400,143	1,400,000	1,300,000	-100,000	-7 %
48-Other Financing Sources	0	1,000,000	1,000,000	0	0 %
Total Revenue	**1,570,866**	**2,500,000**	**2,400,000**	**-100,000**	**-4 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10550 Tobacco Settlement	-473,307	-1,300,000	-300,000	1,000,000	-77 %
Total Net County Cost	**-473,307**	**-1,300,000**	**-300,000**	**1,000,000**	**-77%**

SIGNIFICANT ADJUSTMENTS

- On April 21, the Board directed staff to increase the allocation from the Tobacco Master Settlement Fund by $1 million in order to meet the urgent community needs as a result of COVID-19.
- The budget reflects a decrease in revenue, based on actual revenue received in April 2020.
- The revenue includes the final $1 million in a loan payment from the Affordable Housing Fund.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – DECLARED EMERGENCY

General Fund 1000, Division 10580

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,527,379	0	0	0	0 %
49-Special Items	2,983,284	0	0	0	0 %
Total Revenue	**6,510,663**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10580 Declared Emergency	-6,510,663	0	0	0	0 %
Total Net County Cost	**-6,510,663**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

This budget unit is shown for historical purposes only.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget - APPROPRIATION FOR CONTINGENCIES

General Fund 1000, Division 10590

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
58-Appropriation for Contingencies	0	5,391,633	2,500,000	-2,891,633	-54 %
Total Appropriation	**0**	**5,391,633**	**2,500,000**	**-2,891,633**	**-54 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
10590 Appropriation for Contingency	0	5,391,633	2,500,000	-2,891,633	-54 %
Total Net County Cost	**0**	**5,391,633**	**2,500,000**	**-2,891,633**	**-54%**

SIGNIFICANT ADJUSTMENTS

In January 2020, the Board adopted a policy establishing the appropriation for contingencies at $5 million. Appropriations have been reduced by $2.5 million due to COVID-19.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – NAPA VALLEY TOURISM IMPROVEMENT DISTRICT (NVTID)-UNINCORPORATED

NVTID-25% Special Revenue Fund 2070, Division 20700

DIVISION OVERVIEW

In June 2010, the Board of Supervisors created the Napa Valley Tourism Improvement District (NVTID). The NVTID placed a 2.0% assessment on gross room rental on each Napa Valley lodging business. Approximately 25% of the assessment revenues are allocated to local jurisdictions to fund localized tourism-related marketing programs and activities according to the adopted NVTID District Management Plan.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	3,422	8,000	8,000	0	0 %
54-Other Charges	525,000	552,000	342,942	-209,058	-38 %
Total Appropriation	**528,422**	**560,000**	**350,942**	**-209,058**	**-37 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	4,294	5,000	1,500	-3,500	-70 %
46-Charges for Services	409,685	600,000	215,363	-384,637	-64 %
Total Revenue	**413,979**	**605,000**	**216,863**	**-388,137**	**-64 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20700 N V Tourism Imp Distr-Unincorp	114,443	-45,000	134,079	179,079	-398 %
Total Use Of Fund Balance	**114,443**	**-45,000**	**134,079**	**179,079**	**-398%**

SIGNIFICANT ADJUSTMENTS

- The revenues have been reduced to align with reduced Transient Occupancy Tax revenue estimates as a result of COVID-19.
- This budget assumes use of fund balance, leaving a reserve of $100,000.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – AFFORDABLE HOUSING FUND

Affordable Housing Fund 2080, Division 20800

DIVISION DETAIL

In 1993, the Board of Supervisors adopted Ordinance No. 1026, which created a Housing Fund and established housing impact fees for non-residential development projects and affordable housing inclusionary requirements for residential development projects. The fees are collected prior to the issuance of building permits.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	346,284	150,000	318,556	168,556	112 %
54-Other Charges	55,690	1,004,000	1,000,000	-4,000	0 %
56-Other Financing Uses	3,900,041	963,475	1,165,710	202,235	21 %
57-Special Items	2,043,281	1,000,000	1,000,000	0	0 %
Total Appropriation	**6,345,295**	**3,117,475**	**3,484,266**	**366,791**	**12 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	208,886	75,000	75,000	0	0 %
46-Charges for Services	1,023,294	1,501,500	1,501,000	-500	0 %
48-Other Financing Sources	4,254,304	305,334	348,227	42,893	14 %
49-Special Items	2,043,281	1,000,000	1,000,000	0	0 %
Total Revenue	**7,529,765**	**2,881,834**	**2,924,227**	**42,393**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20800 Affordable Housing	-1,184,470	235,641	560,039	324,398	138 %
Total Use Of Fund Balance	**-1,184,470**	**235,641**	**560,039**	**324,398**	**138%**

SIGNIFICANT ADJUSTMENTS

- The FY 2020-21 appropriations include the final $1 million loan repayment to the Tobacco Master Settlement Fund for funds borrowed to finance the Stoddard West project. This is the final repayment to the Tobacco Master Settlement Fund.
- An increase of $250,000 for a contract with Habitat for Humanity for rehabilitation to preserve existing affordable housing units.
- An increase of $42,890 in new Worker Proximity Housing Down Payment Assistance, for a total of $348,227.
- An increase of $50,000 in staff time to support Affordable Housing activities in the County.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – PUBLIC TELEVISION EDUCATION & GOVERNMENT

Public Television Education & Government Fund 2150, Division 21500

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	43,567	45,000	45,000	0	0 %
45-Revenue from Use of Money and Property	6,523	8,000	9,000	1,000	13 %
Total Revenue	**50,090**	**53,000**	**54,000**	**1,000**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21500 Public TV-Educational and Govt	-50,090	-53,000	-54,000	-1,000	2 %
Total Use Of Fund Balance	**-50,090**	**-53,000**	**-54,000**	**-1,000**	**2%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – ZONE 1 GARBAGE

Zone 1 Garbage Fund 2180, Division 21800

DIVISION DETAIL

The Board approved a new ten year agreement on December 19, 2017 which provides for solid waste, recyclable materials, construction and demolition debris, green and food waste for residential and commercial customers of the unincorporated area of Zone 1. The amended agreement has an expiration date of December 2027.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	9,282	126,000	126,000	0	0 %
54-Other Charges	174,837	288,660	325,760	37,100	13 %
56-Other Financing Uses	4,739	-4,682	-2,311	2,371	-51 %
Total Appropriation	**188,857**	**409,978**	**449,449**	**39,471**	**10 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	549,322	534,100	534,100	0	0 %
45-Revenue from Use of Money and Property	23,980	8,000	8,000	0	0 %
46-Charges for Services	1,101	50,000	50,000	0	0 %
Total Revenue	**574,403**	**592,100**	**592,100**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21800 Zone-1 Garbage	-385,546	-182,122	-142,651	39,471	-22 %
Total Use Of Fund Balance	**-385,546**	**-182,122**	**-142,651**	**39,471**	**-22%**

SIGNIFICANT ADJUSTMENTS

Appropriations have increased to include a request for proposal for a performance review of the current franchise, new State composting requirements, and an increase in staff costs.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – DEFERRED COMPENSATION BOARD

Deferred Compensation Fund 2190, Division 21900

MISSION

The mission of the Deferred Compensation Board is to efficiently and transparently manage the fiduciary responsibilities and administration functions of the employee Deferred Compensation Plan.

FUNCTION AND RESPONSIBILITIES

Napa County currently sponsors a 457 Deferred Compensation Plan, a 401(a) Defined Contribution Plan, an OBRA Plan, and an Alternate Payee Retirement Plan. The Deferred Compensation Board of Control carries out the fiduciary duties and has sole discretionary authority over the administration of the retirement program.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	50,008	69,100	69,100	0	0 %
54-Other Charges	28,539	30,000	30,000	0	0 %
56-Other Financing Uses	0	0	267	267	100 %
Total Appropriation	**78,547**	**99,100**	**99,367**	**267**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	78,244	99,100	99,100	0	0 %
48-Other Financing Sources	18,510	0	0	0	0 %
Total Revenue	**96,754**	**99,100**	**99,100**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21900 Deferred Compensation Board	-18,208	0	267	267	100 %
Total Use Of Fund Balance	**-18,208**	**0**	**267**	**267**	**100%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – DEBT SERVICE

Debt Service Fund 3500, Division 35000

DIVISION DETAIL

Appropriations include the principal and interest payments for the 2012 and 2014 Certificates of Participation (COPs), including payments of approximately $3.9 million from the General Fund and $600,000 from the Health and Human Services Agency.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	4,484,832	4,583,426	4,582,514	-912	0 %
Total Appropriation	**4,484,832**	**4,583,426**	**4,582,514**	**-912**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	65,860	58,867	52,696	-6,171	-10 %
45-Revenue from Use of Money and Property	9,415	0	0	0	0 %
48-Other Financing Sources	428,117	627,339	611,094	-16,245	-3 %
Total Revenue	**503,393**	**686,206**	**663,790**	**-22,416**	**-3 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
35000 Debt Service	3,984,492	3,897,220	3,918,724	21,504	1 %
Total General Fund Contribution	**3,984,492**	**3,897,220**	**3,918,724**	**21,504**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
35000 Debt Service	-3,053	0	0	0	0 %
Total Use Of Fund Balance	**-3,053**	**0**	**0**	**0**	**0%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – DEBT SERVICE

Debt Service Fund 3500, Division 35000

DIVISION DETAIL

Appropriations include the principal and interest payments for the 2012 and 2014 Certificates of Participation (COPs), including payments of approximately $3.9 million from the General Fund and $600,000 from the Health and Human Services Agency.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	4,484,832	4,583,426	4,582,514	-912	0 %
Total Appropriation	**4,484,832**	**4,583,426**	**4,582,514**	**-912**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	65,860	58,867	52,696	-6,171	-10 %
45-Revenue from Use of Money and Property	9,415	0	0	0	0 %
48-Other Financing Sources	428,117	627,339	611,094	-16,245	-3 %
Total Revenue	**503,393**	**686,206**	**663,790**	**-22,416**	**-3 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
35000 Debt Service	3,984,492	3,897,220	3,918,724	21,504	1 %
Total General Fund Contribution	**3,984,492**	**3,897,220**	**3,918,724**	**21,504**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
35000 Debt Service	-3,053	0	0	0	0 %
Total Use Of Fund Balance	**-3,053**	**0**	**0**	**0**	**0%**

DIVISION DETAIL

This internal services fund collects revenues from the operating departments and reflects payment of health insurance premium costs for current retirees and to CalPERS for the annual amount required to fully fund the County's unfunded Other Post Employment Benefit (OPEB) liability (retiree health insurance). Consistent with the Board's adopted Budget Policies, this fund reflects the allocation of OPEB costs based on a closed 20-year amortization schedule. Costs are allocated to departments based on the number of Full Time Equivalent (FTE) employees. In 2018, the Board authorized staff to move the current OPEB 115 trust from CalPERS to PARS, to take advantage of the lowest possible fee structure and to more aggressively fund its OPEB liability.

The most recent biennial actuarial valuation is for June 30, 2019. The County's Actuarial Accrued Liability as of June 30, 2019 was $98,424 and the assets totaled $75,838 million, leaving an unfunded liability of $22,586 million, for a funded ratio of 77.1% The actuarial assumes reaching an 81.5% funded ration by the end of FY 2020-21.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	7,779,415	8,816,000	9,084,000	268,000	3 %
Total Appropriation	**7,779,415**	**8,816,000**	**9,084,000**	**268,000**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,214	0	0	0	0 %
46-Charges for Services	**7,929,774**	**8,816,000**	**9,084,000**	**268,000**	**3 %**
Total Revenue	**7,932,988**	**8,816,000**	**9,084,000**	**268,000**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44010 Other Post Employment Benefits	-153,573	0	0	0	0 %
Total Use Of Fund Balance	**-153,573**	**0**	**0**	**0**	**0%**

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	4,863	15,000	0	-15,000	-100 %
52/53-Services and Supplies	2,913,264	3,481,360	2,867,485	-613,875	-18 %
Total Appropriation	**2,918,127**	**3,496,360**	**2,867,485**	**-628,875**	**-18 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	88,033	100,000	100,000	0	0 %
45-Revenue from Use of Money and Property	196,802	90,000	270,916	180,916	201 %
46-Charges for Services	4,236,715	3,257,360	2,511,569	-745,791	-23 %
Total Revenue	**4,521,550**	**3,447,360**	**2,882,485**	**-564,875**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44020 Workers Compensation Ins	-1,603,424	49,000	-15,000	-64,000	-131 %
Total Use Of Fund Balance	**-1,603,424**	**49,000**	**-15,000**	**-64,000**	**-131%**

SIGNIFICANT ADJUSTMENTS

- Workers' Compensation premium costs, which are calculated on a formula based on experience and exposure, are projected to increase by approximately $45,000.
- Claims costs, which are based on a ten year average, are projected to decrease $550,000, or 25%.
- Revenue comes from interest earnings and internal service fund charges to all departments based on a loss exposure and claims experience methodology, and is projected to decrease in relation to the reduced claims costs. The program's confidence level is 85%.
- For FY 2020-21, revenues include $100,000 in reimbursements for excess claims costs from the PRISM (formerly California State Association of Counties-Excess Insurance Authority (CSAC-EIA)).

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – UNEMPLOYMENT COMPENSATION INSURANCE

Employee/Retiree Benefits Fund 4400, Division 44030

DIVISION DETAIL

This budget unit represents payments to the State Employment Development Department for unemployment claims and fees paid to a third party administrator.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	130,227	300,000	300,000	0	0 %
Total Appropriation	**130,227**	**300,000**	**300,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	4,094	0	0	0	0 %
Total Revenue	**4,094**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44030 Unemployment Compensation Ins	0	300,000	300,000	0	0 %
Total General Fund Contribution	**0**	**300,000**	**300,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44030 Unemployment Compensation Ins	126,132	0	0	0	0 %
Total Use Of Fund Balance	**126,132**	**0**	**0**	**0**	**0%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – LIABILITY INSURANCE

Liability Insurance Fund 4500, Division 45000

DIVISION DETAIL

This budget includes both the General Liability budget unit and the Property and Other Insurances budget unit.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	2,606,370	3,647,228	4,609,639	962,411	26 %
54-Other Charges	0	0	80,000	80,000	100 %
Total Appropriation	**2,606,370**	**3,647,228**	**4,689,639**	**1,042,411**	**29 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	0	0	300,000	300,000	100 %
44-Fines, Forfeitures, and Penalties	28,096	0	0	0	0 %
45-Revenue from Use of Money and Property	5,312	8,000	56,715	48,715	609 %
46-Charges for Services	742,894	3,975,500	4,965,294	989,794	25 %
48-Other Financing Sources	45,207	70,000	63,500	-6,500	-9 %
Total Revenue	**821,509**	**4,053,500**	**5,385,509**	**1,332,009**	**33 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45000 Liability Insurance	0	0	0	0	0 %
Total General Fund Contribution	**0**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

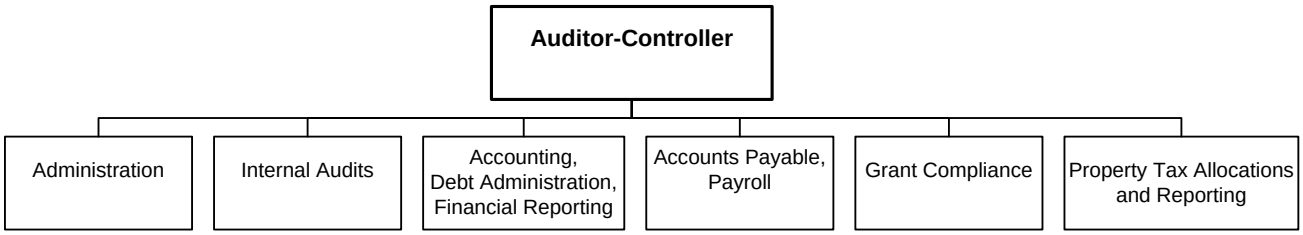
Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45000 Liability Insurance	1,784,861	-406,272	-695,870	-289,598	71 %
Total Use Of Fund Balance	**1,784,861**	**-406,272**	**-695,870**	**-289,598**	**71%**

SIGNIFICANT ADJUSTMENTS

- Revenue comes from interest earnings and internal service fund charges to all departments based on cost allocations and includes an additional $696,000 to the fund balance to maintain a confidence level of 75%.
- General Liability premiums are increasing by $562,000 and Property Insurance premiums are increasing by $195,000.
- Claims costs are projected to increase by $138,000.

AUDITOR-CONTROLLER

General Fund 1000, Division 11000



MISSION

To maintain the financial integrity of Napa County by effectively providing fiscal oversight through accounting policies, procedures, systems, internal controls and audits for the benefit of County Departments, Special Districts, Joint Power Authorities and the citizens of Napa County.

FUNCTION AND RESPONSIBILITIES

The Auditor-Controller's Department is responsible for the following:

- The integration, maintenance, security and enhancement of the County's Financial System;
- Providing all accounting functions for the Napa County, Special Districts, and Joint Power Authorities. This includes accounts payable, accounts receivable, capital asset inventories and record keeping, general ledger journal entries and reconciliations, and preparing monthly, quarterly, and annual financial reports;
- Maintaining and monitoring the general ledger book of financial records and ensuring internal controls are in place for the County, Special Districts and Joint Power Authorities in accordance with the adopted budget, Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Governmental Accounting Standards Board (GASB);
- Providing custodial functions for School Districts and other entities that keep their funds in the County Treasury, maintaining accounts and controls for those funds;
- Distributing all funds from the County Treasury and third party trust or escrow accounts;
- Monitoring and controlling budget spending in accordance with the legally adopted budget and State and Federal regulations;
- Compiling the County’s Annual Financial Report (CAFR), the Federal Single Audit Report on Federal Awards, the State Financial Transactions Report for the County and each Special District, School Funding reports for all County School Districts, and various other State and Federally required reporting;
- Processing all payroll functions including calculating and processing bi-weekly payroll for the County, Special Districts and the Napa Superior Courts in accordance with IRS regulations and contractual obligations in labor Memorandums of Understanding (MOU);
- Administration and reporting of the employee retirement plans including plan administration for the employees Deferred Compensation plan;
- Monitoring County issued service contracts for rates and payment compliance, ensuring contracts are in accordance with County policy;
- Calculating annual Gann Limits for the County and other appropriations subject to the limit under Article XIII B of the California Constitution;
- Establishing annual tax rates in accordance with State laws on approved debt and other voter approved initiatives;
- Monitoring over $665 million in total debt outstanding on behalf of the County, Schools, Special Districts and Joint Powers Authorities, including maintaining legally required debt services, and administering approximately $54 million in annual debt payments;
- Monitoring approximately $30 million in Federal and State grants and loans received for capital projects over the life of the grant or loan for fiscal compliance and reporting;

- Providing technical assistance and financial training to all County departments and Special Districts;
- Conducting internal audits on County policies and procedures, purchasing card transactions and various external audits on County contracted service providers and State required programs;
- Distributing approximately $421 million in property tax collections to the County, Cities/Town, Schools and Special Districts, including the calculation and return of $22.8 million of excess ERAF back to contributing agencies;
- Distributing property tax refunds for overpayments or reassessed properties;
- Collecting and distributing various assessments and special taxes including School Debt Assessments, City and Special District Assessments, County-wide Assessments such as the assessment on lodging businesses within the Napa Valley Tourism Improvement District and County-wide Special Taxes including the voter approved Measure T ½ cent sales tax for road improvements;
- Collecting and remitting Sales and Use Taxes, Payroll Taxes, and Court Fines and Penalties;
- Following all State mandates including monitoring Realignment funds and financial oversight and auditing of the Redevelopment Successor Agency;
- Coordinating annual external independent audits for the County and 15 Special Districts;
- Overseeing, reconciling and compiling all fiscal documentation, working to maximize reimbursements from Insurance, FEMA, and CalOES for County declared emergency events.

AUDITOR-CONTROLLER

General Fund 1000, Division 11000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,195,528	3,703,912	3,660,439	-43,473	-1 %
52/53-Services and Supplies	523,207	669,711	499,061	-170,650	-25 %
Total Appropriation	**3,718,735**	**4,373,623**	**4,159,500**	**-214,123**	**-5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	48,415	42,000	44,400	2,400	6 %
45-Revenue from Use of Money and Property	8,519	11,000	14,400	3,400	31 %
46-Charges for Services	567,584	519,000	606,000	87,000	17 %
47-Miscellaneous Revenues	0	500	500	0	0 %
Total Revenue	**624,518**	**572,500**	**665,300**	**92,800**	**16 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11000 Auditor-Controller	3,094,217	3,801,123	3,494,200	-306,923	-8 %
Total Net County Cost	**3,094,217**	**3,801,123**	**3,494,200**	**-306,923**	**-8%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
11000 Auditor-Controller	23	24	24.75

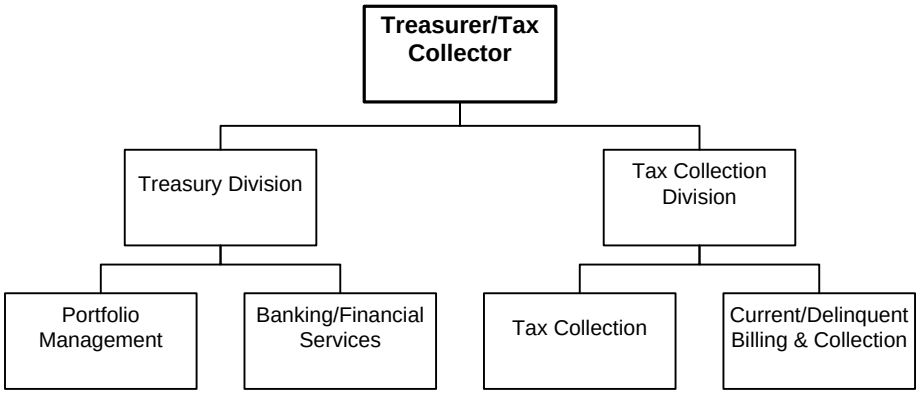
SIGNIFICANT ADJUSTMENTS

- Services and Supplies reduction reflects a consulting contract completed in fiscal year 2019-20.
- Staffing increased by a 0.75 Limited Term position, approved by the Board of Supervisors in March of 2020, to assist with the implementation of the new financial and human resources software system. The term is for 3 years and will be reimbursed from the project budget as the costs are incurred.

ACCOMPLISHMENTS	GOALS
• Continue to qualify for Certificates of Excellence from State Controller's Office and the Government Finance Officers Association (GFOA) for the County's financial reporting and Comprehensive Annual Financial Report (CAFR) for fiscal year 2018-19. This includes the implementation of all new Governmental Accounting Standards Board (GASB) pronouncements issued during the year. **Received the Certificate of Achievement for Excellence in Financial Reporting for Napa County's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA). This is the 15th consecutive year for receiving the award.** • Continue to receive the State Controller's Excellence in Financial Reporting for fiscal year 2018-19. This report allows for data from all certifying Counties to be compiled and compared for public access and open government at the State level. **Received the Excellence in Financial Reporting Certification from the State Controller's Office. This is the 18th consecutive year for receiving the award.** • Develop a grant compliance policy and procedural manual to ensure comprehensive compliance and a more integrated team approach beginning from the application process through to the closeout and audit of the grant (continued from prior year due to staff resources being shifted due to increased workload). **Continued to make progress on a grant compliance policy and procedural manual along with auditing/monitoring procedures.** • Continue working with GFOA to identify best practices, better controls and more efficiencies through procurement of a new financial, budgeting and human resources management system. **Executed a contract with Tyler Technologies for their MUNIS ERP cloud software.**	**Effective and Open Government** • Continue to qualify for Certificates of Excellence from State Controller's Office and the Government Finance Officers Association (GFOA) for the County's financial reporting and Comprehensive Annual Financial Report (CAFR) for fiscal year 2019-20. This includes the implementation of all new Governmental Accounting Standards Board (GASB) pronouncements issued during the year. • Continue to receive the State Controller's Excellence in Financial Reporting for fiscal year 2019-20. This report allows for data from all certifying Counties to be compiled and compared for public access and open government at the State level. • Complete the grant compliance policy and procedure manual with auditing/monitoring procedures, and have all grants clearly available on the County's website. • Begin implementation of the new financial, budgeting and human resources management System.

TREASURER-TAX COLLECTOR

General Fund 1000, Division 11200



MISSION

The mission of the Treasurer-Tax Collector's office is to provide financial services to County departments, Schools, and Special Districts; maintain sufficient cash flow levels for daily operations; to earn a fair market return on funds not immediately needed by the participants in the County Treasury; to always apply the "SLY" method of portfolio management: Safety, Liquidity, Yield; to efficiently and accurately collect taxes and other debts owed to the County, Schools and Special Districts; and to apply all applicable laws equitably and consistently to all taxpayers.

FUNCTION AND RESPONSIBILITIES

This Department has three primary functions and responsibilities: Treasury/Investment Management, Tax Collection, and Collections.

- Treasury/Investment Management: A State-mandated function, governed by provisions of the Government Code to receive, invest, safeguard and disburse County, Schools, and Special District funds.

- Tax Collection: Responsible for the collection of Secured, Unsecured, and Supplemental Property Taxes, Mobile Home Tax Clearance Fees, Transient Occupancy Taxes and all other assessments, fees and rents in compliance with various provisions of the Revenue and Taxation Code.

- Collections: Collection of current and/or delinquent amounts due to Napa-Vallejo Waste Management Authority, Airport, American Canyon Fire District, Animal Control, Napa Sanitation District, Corrections, Retiree/COBRA insurance, Agricultural Commission, bankruptcies, and unsecured property tax delinquencies.

TREASURER-TAX COLLECTOR

General Fund 1000, Division 11200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	1,542,247	1,696,934	1,680,032	-16,902	-1 %
52/53-Services and Supplies	544,219	670,682	632,237	-38,445	-6 %
Total Appropriation	**2,086,466**	**2,367,616**	**2,312,269**	**-55,347**	**-2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	34,474	32,000	32,000	0	0 %
45-Revenue from Use of Money and Property	351,393	380,000	300,000	-80,000	-21 %
46-Charges for Services	265,025	313,480	313,480	0	0 %
Total Revenue	**650,891**	**725,480**	**645,480**	**-80,000**	**-11 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11200 Treasurer-Tax Collector	1,435,575	1,642,136	1,666,789	24,653	2 %
Total Net County Cost	**1,435,575**	**1,642,136**	**1,666,789**	**24,653**	**2 %**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
Treasurer-Tax Collector	15	14	14

SIGNIFICANT ADJUSTMENTS

- Revenue from the Use of Money and Property is estimated to decrease by $80,000 as investment returns suffer from declining interest rates due to Federal Reserve actions related to the COVID-19 pandemic.
- Total appropriations is estimated to decrease by $55,347 due to a vacancy in a key position as well as targeted decreases in services and supplies purchases.

TREASURER-TAX COLLECTOR

General Fund 1000, Division 11200

ACCOMPLISHMENTS	GOALS
• Continue expanding the public's ability to review tax and treasury data online. **Ongoing, provided ability for taxpayers to sign up for property tax email alerts to remind them when property tax payments are due and worked with an outside vendor to allow for easier searches of addresses for returned mail allowing taxpayers to avoid late penalties.** • Continue enabling County departments to accept credit cards and debit cards as payment for fees and services, as they are needed and/or requested. **Ongoing, the department is reviewing ways to reduce credit card fees to users and improve access/ease of use for the credit card system.**	**Effective and Open Government** • Increase the Department's use of imaging and electronic document storage to reduce paper usage and record retention square footage. • Develop lockbox capabilities for property tax remittance to allow for more efficient tax collection and processing systems. • Provide superior customer service to the county taxpayers through onsite, telephone and electronic efforts. • Develop tools to allow for Transient Occupancy Tax reporting and submission through web based application.

OTHER ACCOMPLISHMENTS

- Achieved an effective portfolio rate of 2% through the first nine months, though downward pressure resulting from the Federal Reserve's lowering the targeted range for the federal funds rate to 0.00% to 0.25% will result in lower yields for the remainder of the year.

- Provided monthly and ongoing economic and investment analysis to Board of Supervisors and pool participants.

- Collected in excess of $500 million of property taxes, assessments and outstanding debts on behalf of the County, Cities/Town, School Agencies and Special District.

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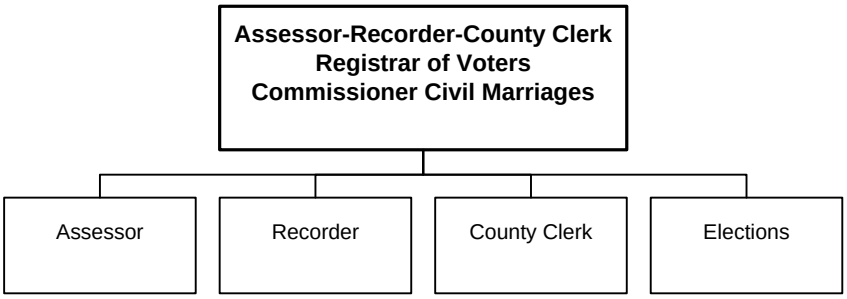
ASSESSOR-RECORDER-COUNTY CLERK
Department Summary



MISSION

To provide excellent service to the public and other agencies through commitment to integrity, mutual respect and teamwork.

- Assist property and business owners in understanding property tax laws and produce prompt, fair and accurate assessments;
- Provide the public with clear and timely information on voting, and conduct elections in English and Spanish with integrity and efficiency;
- Encourage all eligible citizens to register to vote and all registered voters to vote.
- Provide the public, in a competent and professional manner, the opportunity to record and research documents, obtain marriage licenses and caregiver permits and file fictitious name statements;
- Use technology effectively to increase productivity and provide accessible information and services; and
- Take an active role in explaining the functions of the department to the public through the media, speaking engagements and direct contacts.

ASSESSOR-RECORDER-COUNTY CLERK
Department Summary

The Assessor-Recorder-County Clerk is an elected official whose responsibilities are outlined below.

FUNCTION AND RESPONSIBILITIES

Assessor:
- Locates and assesses all taxable property within Napa County, with the exception of property assessed by the State Board of Equalization such as utilities and railroads.
- Maintains exemptions for various classes of properties.
- Tracks personal property including boats and aircraft through its Business Property Division.
- Determines the value of the local secured and unsecured tax rolls.

Elections:
- Provides voter registration materials to eligible citizens.
- Maintains voter registration rolls.
- Provides election related deadlines and information to candidates, agencies and measure proponents.
- Processes candidate nomination statements and reporting.
- Prepares and distributes election materials including voter information guides and ballots in English and Spanish.
- Maintains, in partnership with the Local Agency Formation Commission and Napa County Public Works, election jurisdiction boundaries, including supervisorial districts, trustee areas and precincts, and revises boundaries in conformance with election laws.
- Conducts Federal, State and local elections with full reimbursement of costs from non-County local agencies such as municipalities, school and special districts.
- Provides vote by mail and remote accessible voting to military and overseas citizens and persons with disabilities.
- Tallies and certifies results of elections.
- Receives and maintains campaign reporting and conflict of interest filings through e-Filing.
- Provides election and related statistics to California Secretary of State.

Recorder-County Clerk:
- Maintains official records by recording, filing and archiving documents and maps in Napa County.
- Maintains County birth, death and marriage records.
- Indexes official records so that copies may be prepared upon request.
- Ensures that the public has electronic access for property and genealogical research through state-of-the-art archiving and indexing.
- Issues marriage licenses, caregiver permits and fictitious business name statements.
- Performs wedding ceremonies as ex-officio Commissioner of Civil Marriages.

ASSESSOR-RECORDER-COUNTY CLERK
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11400 Assessor	3,531,529	3,909,283	3,798,514	-110,769	-3 %
11410 Elections	1,727,589	1,940,993	2,007,424	66,431	3 %
11420 Recorder-County Clerk	1,094,020	1,154,751	1,175,211	20,460	2 %
Total Appropriation	**6,353,138**	**7,005,027**	**6,981,149**	**-23,878**	**0 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11400 Assessor	624,631	698,270	631,000	-67,270	-10 %
11410 Elections	398,993	439,000	588,900	149,900	34 %
11420 Recorder-County Clerk	1,093,174	1,154,750	1,175,210	20,460	2 %
Total Revenue	**2,116,798**	**2,292,020**	**2,395,110**	**103,090**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11400 Assessor	2,906,898	3,211,013	3,167,514	-43,499	-1 %
11410 Elections	1,328,596	1,501,993	1,418,524	-83,469	-6 %
11420 Recorder-County Clerk	846	1	1	0	0 %
Total Net County Cost	**4,236,340**	**4,713,007**	**4,586,039**	**-126,968**	**-3 %**

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – ASSESSOR

General Fund 1000, Division 11400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	2,873,710	3,068,658	2,983,658	-85,000	-3 %
52/53-Services and Supplies	657,818	840,625	814,856	-25,769	-3 %
Total Appropriation	**3,531,529**	**3,909,283**	**3,798,514**	**-110,769**	**-3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	597,594	553,000	551,000	-2,000	0 %
48-Other Financing Sources	27,037	145,270	80,000	-65,270	-45 %
Total Revenue	**624,631**	**698,270**	**631,000**	**-67,270**	**-10 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11400 Assessor	2,906,898	3,211,013	3,167,514	-43,499	-1 %
Total Net County Cost	**2,906,898**	**3,211,013**	**3,167,514**	**-43,499**	**-1%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
11400 Assessor	23.5	24	24

SIGNIFICANT ADJUSTMENTS

- Revenue reduction primarily due to lower Special Revenue Fund Transfers with offsetting lower appropriations. Between the State Supplementation County Assessor Program and the State/County Property Tax Admin Fee Special Revenue Funds staff originally included in FY 19-20 a building record scanning project which did not occur. Staff is now planning to begin the scanning project in FY 20-21 on a smaller scale.

- The Services and Supplies and offsetting revenue reduction reflects the lower scanning project expenses mentioned above.

- The budget reflects savings for one future vacancy that will be held vacant.

ACCOMPLISHMENTS	GOALS
• Continue to provide assessment value notices on the County's website for the January 1, 2020 lien date. **Provided Assessment Value Notices on the County's website for the January 1, 2020 Lien Date.** • Continue to review properties in decline in value status for restoration of base year values. **Reviewed all properties in a decline in value status for restoration of base year values.** • Continue automation of valuation procedures and conversion of records to scanned images. **Continued implementation of automated enrollment process by valuing over 700 properties using the new Megabyte tools.** • Communicate restoration of Prop 8 values to the public through news releases and local media. **As communicated to the public, retained 2,242 properties in decline in value status by using automated tools for FY 2019-20 assessment roll.** • Continue to utilize website to expand the public's ability to review data online and reduce the need to call or visit in person. **Used Assessor website to continue expanding the public's ability to review data online and reduce the need to call or visit in person.** • Develop and begin to implement a phased, long- term plan to scan building records into Megabyte to improve productivity. **Began investigation of building record scanning project; established team; visit to Sonoma County to learn best practices.**	**Collaborative and Engaged Community** • Expand ability of public to submit forms and data electronically. • Implement on-line Vine Reports per vendor availability. **Effective and Open Government** • Inform stakeholders of focus on streamlining interactions with assessor division via electronic submission. • Scan various assessment records to simplify processes and clear work area including scanning of vessel documents upon vendor availability.

OTHER ACCOMPLISHMENTS:

- Continued providing the ability for electronic filing of business property statements and will process over 3,000 statements in this manner for the FY 2020-21 assessment roll.

- Completed the FY2019-20 assessment roll with a net value of over $41.9 billion on time (increase of 6.58% from FY 2018-19 roll).

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – PRIMARY GENERAL ELECTIONS

General Fund 1000, Division 11410

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	659,679	712,271	710,718	-1,553	0 %
52/53-Services and Supplies	1,067,910	1,228,722	1,296,706	67,984	6 %
Total Appropriation	**1,727,589**	**1,940,993**	**2,007,424**	**66,431**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	42,965	411,500	177,400	-234,100	-57 %
44-Fines, Forfeitures, and Penalties	100	0	0	0	0 %
46-Charges for Services	355,928	27,500	411,500	384,000	1396 %
Total Revenue	**398,993**	**439,000**	**588,900**	**149,900**	**34 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11410 Elections	1,328,596	1,501,993	1,418,524	-83,469	-6 %
Total Net County Cost	**1,328,596**	**1,501,993**	**1,418,524**	**-83,469**	**-6%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
11410 Primary General Elections	5	5	6

SIGNIFICANT ADJUSTMENTS

- Appropriation increases primarily reflect the changes in internally allocated expenses of approximately $100,000 with offsetting reductions where possible.
- Increase in Election Services revenues associated with typical General Election year billing activity; While Intergovernmental Revenues are healthy, they are projected to decrease $234,100 due to unusually high reimbursements from the State in the prior year.

ACCOMPLISHMENTS	GOALS
• Participate in a pilot program to implement Risk Limiting Audits for the March 3, 2020 Presidential Primary and future elections. **Continuing 1% manual tally because of Risk Limiting Audit challenges.** • Streamline the process for e-Filing Form 700 and Campaign Reports. **Implemented electronic filing of Form 700 and Campaign Reports.** • Continue to provide statewide leadership in implementation of the Voter's Choice Act (VCA). **Improve monitoring and distribution of return ballot methodology statistics** • Implement upgrade to cybersecurity for election related activities and VoteCal interface for conducting the March 3, 2020 and future elections. **Upgrades installed and server rack purchased.** • Work with community coalition to increase participation of underserved groups through VCA improvements. **Worked closely with CLC/VCN for successful March 3, 2020 voter turnout.** • Equip all vote centers with accessibility capabilities in accordance with HAVA statewide guidelines. **All vote centers met guidelines.** • Implement an outreach plan to all segments of the community promoting ballot delivery options, increased turnout through CVR (Conditional Voter Registration), benefits of early voting and use of the upgraded accessible voting system **Provided voters with two mailers. Instructions and media advertising.**	**Effective and Open Government** • Conduct November 3, 2020 Presidential General Election in a safe manner for both voters and staff. **Collaborative and Engaged Community** • Expand Outreach and messaging to encourage greater use of vote by mail for November 3, 2020 Presidential General Election.

OTHER ACCOMPLISHMENTS:

Successfully conducted the March 3, 2020 Presidential Primary Election with the implementation of one additional Vote Center and two additional ballot drop box locations.

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – RECORDER-COUNTY CLERK

General Fund 1000, Division 11420

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	767,544	811,227	829,594	18,367	2 %
52/53-Services and Supplies	326,476	343,524	345,617	2,093	1 %
Total Appropriation	**1,094,020**	**1,154,751**	**1,175,211**	**20,460**	**2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	179,052	187,000	170,500	-16,500	-9 %
46-Charges for Services	660,627	648,000	714,000	66,000	10 %
47-Miscellaneous Revenues	1,601	1,000	0	-1,000	-100 %
48-Other Financing Sources	251,895	318,750	290,710	-28,040	-9 %
Total Revenue	**1,093,174**	**1,154,750**	**1,175,210**	**20,460**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
11420 Recorder-County Clerk	846	1	1	0	0 %
Total Net County Cost	**846**	**1**	**1**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
11420 Recorder-County Clerk	8.5	8	8

SIGNIFICANT ADJUSTMENTS

Recording fees fluctuate year-to-year. The Recommended Budget assumes an increase based on FY 19-20 actual activity.

ACCOMPLISHMENTS	GOALS
• Achieve 50% electronic recording by April 30, 2020. **Achieved 50% electronic recording volume as of April 2020.** • Continue adding submitters to CeRTNA ERDS electronic recording via Agents. **Added 52 submitters to our Electronic Recording Delivery System (ERDS) as of March 31, 2010.** • Work with vendor to allow online search of Fictitious Business Name Index. **Vendor not ready to make changes.** • Achieve and maintain an average Electronic Document processing time of 30 minutes or less by December 31, 2019. **Average document processing TAT was 30 minutes for week ending 4/10/20.** • Coordinate with state Board of Equalization to implement G2G e-Recording in FY 2019-20. **State Board of Equalization (CDTFA) was successfully tested and ready to process G2G transactions via CeRTNA as of 3/31/20.**	**Effective and Open Government** • Achieve 55% electronic recording volume by December 31, 2020. • Continue adding submitters to ERDS electronic recording via Agents. • Work with vendor and ITS to allow online search of Fictitious Business Name Index. • Achieve and maintain an average Electronic Document processing time of 35 minutes or less by December 31, 2019. • Investigate in partnership with ITS and implement, if feasible, a County Clerk Kiosk to improve efficiencies and customer satisfaction by March 31, 2021.

OTHER ACCOMPLISHMENTS:

- Collected and remitted to the State over $1.5 million for GC27388.1 Housing Tax.
- Continued to deliver essential Recorder-County Clerk services to customers while ensuring a safe working environment for our employees and customers during the Coronavirus pandemic.

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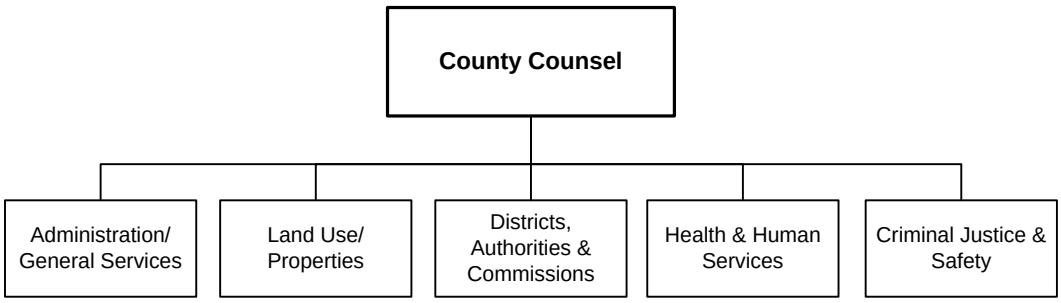
COUNTY COUNSEL

General Fund 1000, Division 12000



MISSION

To provide the highest quality legal service to the County, and other designated public agencies, in a manner that promotes integrity, trust, accountability, and stewardship.

FUNCTION AND RESPONSIBILITIES

County Counsel prepares and reviews legal documents and provides legal advice to the Board of Supervisors, County Departments, Courts, Special Districts, Joint Power Authorities, Boards, Committees, Commissions, Hearing Panels, and the Grand Jury.

- Provides legal services to the Health and Human Services Agency (HHSA) in matters relating to children who have been made dependents of the Juvenile Court (Welfare & Institutions Code).
- Provides legal services to HHSA in matters relating to Adult Protective Services with regard to conservatorships of people who are gravely disabled and people who do not have the capacity to take care of their financial matters.
- Provides legal services to HHSA in matters relating to Public Administration for decedents who were members of the Veterans Home or who do not have anyone interested in being the administrator or executor of the estate.
- Administers the Conflict Public Defender program and budget.
- Provides legal services to the CEO in the implementation and enforcement of compliance with health information privacy, security, and electronic data interchange regulations.
- Provides free small claims legal advice to small claims litigants.
- Provides legal services to the Planning, Building & Environmental Services Department by reviewing use permit applications and other types of entitlement and permit applications and CEQA (California Environmental Quality Act) documents for legal adequacy.
- Represents the County in Code Compliance matters by enforcing local and state laws to ensure buildings and structures are safe, sanitary, built to Code standards, and used in accordance with Code and permit requirements.
- Advocates administratively, judicially and legislatively for the County's interests relating to local control of land uses.
- Advises the Human Resources Division about labor relations and employment policies and procedures regarding County employees, and represents the County in contested matters.
- Reviews and approves all County contracts.
- Drafts ordinances, policies, and resolutions for the Board of Supervisors, and drafts policies and procedures for Departments.

COUNTY COUNSEL

General Fund 1000, Division 12000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,560,831	4,049,184	4,174,387	125,203	3 %
52/53-Services and Supplies	938,258	832,407	719,814	-112,593	-14 %
Total Appropriation	**4,499,089**	**4,881,591**	**4,894,201**	**12,610**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	136,241	150,000	150,000	0	0 %
46-Charges for Services	688,334	612,101	597,360	-14,741	-2 %
Total Revenue	**824,574**	**762,101**	**747,360**	**-14,741**	**-2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12000 County Counsel	3,674,515	4,119,490	4,146,841	27,351	1 %
Total Net County Cost	**3,674,515**	**4,119,490**	**4,146,841**	**27,351**	**1%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Adopt 2020
12000 County Counsel	21	20	20

SIGNIFICANT ADJUSTMENTS

Services and Supplies have been decreased significantly to offset the increase in Salaries and Benefits that was a result of step and other increases.

COUNTY COUNSEL

General Fund 1000, Division 12000

ACCOMPLISHMENTS	GOALS
• Continue to provide essential litigation and advisory support to PBES in improving efficiency and consistency in Code Compliance activities. **Represented the County in 68 code enforcement matters during FY 2018-19** • Continue to provide legal services to assist with the financing and construction of a new jail. **Ongoing**. • Continue to support development of a comprehensive County-wide privacy and security system. **Served as the County Privacy Officer until January 2019.** • Continue to provide vital legal support to County staff and the Board in the ongoing process of working with the City of Napa and the developer on the Napa Pipe project**. Ongoing.** • Continue to advance County's land use interests and protect the Agriculture Preserve. **Provided significant legal advice and support to PBES and the CEO in the adoption of the landmark Water Quality and Tree Protection Ordinance.** • Work with the Registrar of Voters to ensure compliance with the Section 203 of the federal Voting Rights Act and California's SB 450 vote by mail ballots.**Ongoing.** • Provided advice and recommendations to the Board regarding solutions to challenges facing the Lake Berryessa Resort Improvement District. **Ongoing.** • Assisted PBES with the processing of 21 applications for status determinations and use permit modifications submitted in compliance with Compliance Resolution No. 2018-164. • Provided legal advice and support as part of revisions to the County Code and Defensible Space Guidelines to improve fire safety across the county.	**Collaborative and Engaged Community** • Provide free small claims legal advice to small claims litigants. • Provide vital legal support to County staff and the Board on the Napa Pipe project and other affordable and accessible housing projects. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Provide legal support to HHSA in matters including those relating to children who have been made dependents of the Juvenile Court. • Provide legal support to HHSA regarding conservatorships of people who are gravely disabled and people who do not have the capacity to take care of their financial matters. • Provide legal support to HHSA in matters relating to Public Administration for decedents who were members of the Veterans Home or who do not have anyone interested in being the administrator or executor of the estate. • Provide legal support to HHSA and the EOC during the COVID-19 public health emergency. **Vibrant and Sustainable Environment** • Continue to provide essential litigation and advisory support to PBES in improving efficiency and consistency in Code Compliance activities. • Continue to advance County's land use interests and protect the Agriculture Preserve. **Effective and Open Government** • Continue to provide legal services to assist with the financing and construction of a new jail. Work with the Registrar of Voters to ensure compliance with the Section 203 of the federal Voting Rights Act and California's SB 450 vote by mail ballots.

OTHER ACCOMPLISHMENTS

- In coordination with Public Works/Real Estate, structured bidding procedures for sale of the Old Sonoma Road property.
- Provided free small claims legal advice to 230 small claims litigants during FY 2018-19.
- Reviewed 21 CEQA (California Environmental Quality Act) documents for legal adequacy for the Planning, Building & Environmental Services Department during FY 2018-19.
- Worked with Public Works and Risk Management to negotiate a form easement agreement with private property owners in support of the Napa Valley Vine Trail segments from Calistoga to Yountville.
- Provided legal advice and support to PBES and the Upper Valley Waste Management Agency in response to code and contract violations at the Clover Flat Landfill.

CAPITAL IMPROVEMENT PROJECTS
Department Summary

MISSION

The mission of the Capital Improvement Program is to serve the people of Napa County by providing a safe environment and enhanced quality of life through improvements to and maintenance of public infrastructure.

FUNCTIONS AND RESPONSIBILITIES

The budgets within the Capital Improvement Program (CIP) fund construction of County facilities, building additions and modifications, grounds improvements, land acquisition, and other capitalized improvements. The budgets are administered by the County Executive Office (CEO) and the Public Works Department (PW). The CIP is funded through various dedicated revenue sources and through the General Fund. The Accumulated Capital Outlay Division of the Capital Projects Fund (30000) provides for dedicated resources to be retained for future capital expenses. Engineering, project management, overhead and inspection services performed by Public Works staff are included in the individual projects' respective costs. Costs incurred through consultants for specialized services and all construction costs are also included in the individual projects' costs.

The procedure for budgeting capital improvement projects is kept separate from the Operations budget to more accurately reflect the outlay of resources required for all (General Fund and non-General Fund) capital improvement projects, thus improving the ability of the County Executive Office and Auditor-Controller's Office to estimate the ending (and beginning) fiscal year fund balance. The key aspect is that the entire cost of a CIP project is budgeted in the first year, even if the project spans multiple fiscal years. However, for some long-range projects, budgets are created in phases— primarily design phase and construction phase. If the project budget changes, staff is required to obtain specific Board approval for any adjustment. If alternative funding sources are used (state, federal or grant funding), but a local match is required, the local match is fully committed to the project; thus, the funds cannot be spent for any other reason unless the commitment (the project) is canceled.

The Capital Improvement Program includes several budget units:

County Library-Capital Improvement Projects (20205): Includes revenue and appropriations for major Capital Improvement Projects on library facilities including the Napa County Library, Yountville Library, American Canyon Library and Calistoga Library. The Library Operations Fund receives a share of property tax revenues and allocates or designates a portion to future capital improvements for each facility.

Roads-Capital Improvement Projects (20405): Includes revenue and appropriations for all road maintenance and capital projects that require engineering time and are bid for completion. Revenues come from various local, state and federal sources; any required local match is transferred from the Roads-Operations Division.

Fire-Capital Improvement Projects (21005): Includes revenue and appropriations for capital projects at fire station facilities. These projects are funded by the County Fire Fund.

Accumulated Capital Outlay (30000): Provides discretionary resources to be retained for future capital expenses. Appropriations are transferred for projects budgeted in the General Fund Capital Improvement Projects budget. By Board of Supervisors' policy, beginning in FY 2015-16, all Excess Educational Revenue Augmentation Fund (ERAF) revenues, as well as other revenues, is transferred to the Accumulated Capital Outlay Division of the Capital Projects Fund.

General Fund Capital Improvement Projects (30005): Includes revenue and appropriations for capital projects for General Fund supported County buildings. Revenues are typically transferred from the Accumulated Capital Outlay and the General Fund.

Criminal Justice Facility Construction (30015): Provides for the expenditure of certain fine and forfeiture revenue, restricted by Government Code Section 76101, for support of "construction, reconstruction, expansion, improvement, and maintenance of criminal justice and court facilities." Funds had previously been used for the repayment of 6% of the 1993 Certificates of Participation, issued for the construction of the Criminal Courts Building and the Hall of Records/Hall of Justice Remodel that have since been repaid.

Courthouse Fund (30025): Revenue is received from the collection of funds and other penalties with the entire amount appropriated for court-related activities. Expenditures include debt service and building repair costs of the Historic Courthouse.

Airport-Capital Improvement Projects (50105): Includes revenue and appropriations for all Airport maintenance and capital projects. Revenues come from various federal sources and the Airport Enterprise Fund Balance.

Parking Garage-Capital Improvement Projects (50205): Includes revenue and appropriations for the Fifth Street Parking Garage maintenance projects. The participating entities and the County General Fund contribute funds for future capital projects each fiscal year. The funds are held as restricted fund balance until projects are identified as necessary.

Animal Shelter-Capital Improvement Projects (50405): Includes revenue and appropriations for all Animal Shelter maintenance projects. The City of Napa, City of American Canyon, Town of Yountville and the County General Fund contribute funds for future capital projects each fiscal year. The funds are held as restricted fund balance until projects are identified as necessary.

CAPITAL IMPROVEMENT PROJECTS
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20205 Library-Capital Imprv Projects	4,486,508	0	0	0	0 %
20405 Roads Capital Improv Projects	9,744,215	1,175,000	400,000	-775,000	-66 %
30000 Accumulated Capital Outlay	12,353,194	1,625,000	0	-1,625,000	-100 %
30005 General Fund-Capital Improvement Project	17,679,371	1,625,000	0	-1,625,000	-100 %
30025 CIP-Historic Courthouse	7,434	200,000	200,000	0	0 %
50105 Airport-Capital Impr Projects	159,873	0	0	0	0 %
50405 Animal Shelter-CIP	0	34,115	0	-34,115	-100 %
Total Appropriation	**44,430,595**	**4,659,115**	**600,000**	**-4,059,115**	**-87 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20405 Roads Capital Improv Projects	15,634,753	1,175,000	400,000	-775,000	-66 %
30000 Accumulated Capital Outlay	1,339,165	0	0	0	0 %
30005 General Fund-Capital Improvement Project	18,854,752	1,625,000	0	-1,625,000	-100 %
30015 CIP-Criminal Justice Facility	103,934	87,200	87,200	0	0 %
30025 CIP-Historic Courthouse	290,724	253,000	253,000	0	0 %
50105 Airport-Capital Impr Projects	4,654,619	0	0	0	0 %
50205 5th Street Parking Garage-CIP	35,909	35,500	38,000	2,500	7 %
50405 Animal Shelter-CIP	36,769	40,304	44,757	4,453	11 %
Total Revenue	**40,950,625**	**3,216,004**	**822,957**	**-2,393,047**	**-74 %**

CAPITAL IMPROVEMENT PROJECTS
Department Summary

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20405 Roads Capital Improv Projects	447,034	0	0	0	0 %
30000 Accumulated Capital Outlay	28,880,784	0	0	0	0 %
Total General Fund Contribution	**29,327,818**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20205 Library-Capital Imprv Projects	4,486,508	0	0	0	0 %
20405 Roads Capital Improv Projects	-6,337,571	0	0	0	0 %
30000 Accumulated Capital Outlay	-17,866,755	1,625,000	0	-1,625,000	-100 %
30005 General Fund-Capital Improvement Project	-1,175,381	0	0	0	0 %
30015 CIP-Criminal Justice Facility	-103,934	-87,200	-87,200	0	0 %
30025 CIP-Historic Courthouse	-283,290	-53,000	-53,000	0	0 %
50105 Airport-Capital Impr Projects	-4,494,746	0	0	0	0 %
50205 5th Street Parking Garage-CIP	-35,909	-35,500	-38,000	-2,500	7 %
50405 Animal Shelter-CIP	-36,769	-6,189	-44,757	-38,568	623 %
Total Use Of Fund Balance	**-25,847,847**	**1,443,111**	**-222,957**	**-1,666,068**	**-115 %**

CAPITAL IMPROVEMENT PROJECTS

Division Budget – COUNTY LIBRARY CAPITAL IMPRVMT. PROJECTS

County Library Fund 2020, Division 20205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
57-Special Items	4,486,508	0	0	0	0 %
Total Appropriation	**4,486,508**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20205 Library-Capital Imprv Projects	4,486,508	0	0	0	0 %
Total Use Of Fund Balance	**4,486,508**	**0**	**0**	**0**	**0%**

CAPITAL IMPROVEMENT PROJECTS

Division Budget – ROADS CAPITAL IMPROVEMENT PROJECTS

Roads Fund 2040, Division 20405

DIVISION DETAIL

The Roads Fund is comprised of two budget units: Operations and Maintenance and Capital Improvement Projects. Information on the Operations and Maintenance budget can be found in the Public Works section of this Recommended Budget book.

The Capital Improvement budget unit described here includes revenues and expenditures for capital improvement and other roads projects. The fund balance for the Roads Fund remains in the Operating and Maintenance Division, and funds are transferred to the Roads Capital Improvement Division, as necessary, for projects.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	8,131,775	25,000	0	-25,000	-100 %
54-Other Charges	55,394	0	0	0	0 %
55-Capital Assets	7,500	0	0	0	0 %
56-Other Financing Uses	170,250	0	0	0	0 %
57-Special Items	1,379,297	1,150,000	400,000	-750,000	-65 %
Total Appropriation	**9,744,215**	**1,175,000**	**400,000**	**-775,000**	**-66 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	2,891,001	0	0	0	0 %
48-Other Financing Sources	11,340,811	1,175,000	400,000	-775,000	-66 %
49-Special Items	1,402,940	0	0	0	0 %
Total Revenue	**15,634,753**	**1,175,000**	**400,000**	**-775,000**	**-66 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20405 Roads Capital Improv Projects	447,034	0	0	0	0 %
Total General Fund Contribution	**447,034**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20405 Roads Capital Improv Projects	-6,337,571	0	0	0	0 %
Total Use Of Fund Balance	**-6,337,571**	**0**	**0**	**0**	**0%**

PROJECT STATUS

Below is a summary of road CIP projects. List of all projects are included in Schedule G of the budget book.

ROADS CAPITAL IMPROVEMENT PROJECTS

Following are the regular Roads Capital Improvement projects in progress. These projects are funded by Federal Highway Administration grant funds and local Roads funds. Devlin Road Segment E project was funded by Airport Area Traffic Mitigation Funds.

Project Name & Number
Flood Disaster Road Repairs (06004)-damages in 2005-06
Devlin Road Segment E (10002)
Dry Creek Bridge-Dry Creek-Design Work (14009)
Chiles Creek Bridge-Design Work (14010)
Garnett Bridge at Greenwood Ave.-Design Work (16003)
Greenwood Enviro. Monitoring, Report and Maint. (16017)
Silverado Guardrail (19015)
Silverado Striping Trancas-H29 (19016)
Oakville Bridge (97001) (ongoing maintenance)

Construction of Devlin Road Segment E (10002) project is complete but the budget will be left open in FY 2020-21 for the closeout of the project.

SB1

Senate Bill 1 (SB 1) established the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway and local street and road systems. The California Transportation Commission (CTC) allocates the SB 1 funds and the County began receiving them in FY 2017-18. SB1 funds are budgeted in a special revenue fund that exists to receive these revenues, and funds are transferred to the Roads Capital Improvement Projects and Roads Operations Projects as needed to implement projects. The County was expecting to receive an estimated $2,858,000 during FY 2019-20. However, due to the shelter-in-place order to all California residents due to COVID-19 pandemic, it is expected that the SB1 revenue could decline by 50% during the shelter-in-place months. While it is still unclear the magnitude of the impact, FY 2020-21 budget includes revenue of $2,250,000 in the special revenue fund, which is a decline of approximately $608,000 from the current fiscal year. The County submitted a proposed list of projects to the State, though that list does not need to be all inclusive and does not limit the County to only doing projects on the submitted list. Because of the decline in revenue, some of the project schedules will need to be delayed.

Following are the SB1 funded Roads projects in progress:

Project Name & Number
SB1-Traffic Signal & Street Lights (18030)
SB1-Silverado Zinfandel (19012)
SB1-Silverado K (19014)
SB1-Mt. Veeder-Dry Creek (20020)
SB1-Soda Canyon Rd. (20021)
SB1-Partrick Rd (20022)
SB1-Buhman Bridge (20035)
SB1-Mt. Veeder Bridge 2.13 (20037)

There is one additional project for 2017 Winter Storm projects, 108 Brookside Drive (S7302), where SB-1 funds are being used to fund a portion of project construction cost. Project Name & Numbers for this project can be found in the 2017 Winter Storm section below.

Following is a new SB1 funded Roads project requested for FY 2020-21:

Project Name & Number	Requested Appropriation
SB1-Olive Hill (21020)	$400,000

Following are the SB1 funded Roads projects that were completed during FY 2019-20:

Project Name & Number
SB1-Silverado I&J (18029)
SB1-Milton Road (19001)
SB1-Stice Sub-Division (19009)
SB1-Devlin Rd. Segment F (20028)

MEASURE T
The County began receiving Measure T sales tax revenues in FY 2018-19. Measure T, the Napa Countywide Road Maintenance Act, established a retail transactions and use tax for a twenty-five year period commencing July 1, 2018, upon termination of the Measure A Flood Protection tax. Measure T is intended to ensure improved maintenance of currently under-funded local community streets and supporting infrastructure (e.g., sidewalks, gutters, curbs) within the public right-of-way. These improvements are to be funded by a one-half of one percent transactions and use tax. As in the case of the SB1 revenues, the revenues are deposited into a special revenue fund set up by the County Auditor-Controller. Unlike SB1 that is more flexible in the projects it can support, Measure T funds are to be used solely for identified improvements in the Expenditure Plan that is approved by the Napa Valley Transportation Agency. As in the case of SB1 revenues, it is expected that the revenue will decrease in FY2020-21 due to theCOVID-19 pandemic. The County is expecting to receive an estimated $5,775,000 during FY 2020-21, a decline of a $1,925,000 (25%) from FY 2019-20.

Following are the Measure T funded Roads project in progress:

Project Name & Number
Imola Pocket Paving-ADA Ramp (19004)
M-T Airport Boulevard (20032)
M-T Salvador Paving (20033)
M-T El Centro Paving (20034)
M-T Milton Rd Phase 2 (20036)
M-T Zinfandel Lane (20041)

There are ten additional projects for 2017 Winter Storm projects, where Measure T funds are being used to upfront the cost of project construction in advance of California Office of Emergency Services (CalOES) and Federal Emergency Management Agency (FEMA) reimbursement. Project Names & Numbers for these projects can be found in the 2017 Winter Storm section below. When funds are reimbursed from FEMA/Cal OES, they will be returned to the Measure T fund. Unreimbursed expenses for the project will be covered by Measure T.

DISASTERS
The 2014 Earthquake, 2017 and 2019 Storm events created a significant amount of cumulative damage to Napa County roads. The 2017 Fire events also created damage, but at a relatively smaller scale. Staff

continues to work toward ensuring that most of the roadways are back in operation and they continue to make progress in implementing permanent repairs to the remaining damaged roadways.

Because many disaster projects are reimbursable, but require “up-front” funds to actually perform the project, the General Fund has been advancing funds for most of the disaster projects in advance of receiving reimbursement. The Roads Fund has also been used to advance some funds in order to keep the projects moving. Though staff has been working with CalOES and FEMA to obtain reimbursements for costs incurred, this process is long and uncertain. Additionally, the Auditor-Controller has determined that any FEMA funding received should be restricted (not available for use) until final audits are conducted (a process that will take many years). Some disaster projects are funded the Federal Highway Administration (FHWA) rather than FEMA and CalOES. The FHWA process is also lengthy, however funding reimbursements are more likely and more timely, thus the amount of funding required to be restricted for future audit findings is relatively low. Although staff continues to work with FEMA, CalOES, and FHWA to maximize reimbursement for these expenses, the immediate burden on the County’s monetary resources must be recognized as there is both uncertainty in amounts to be received and a considerable lag time before receipt and availability of reimbursements.

2014 EARTHQUAKE

As mentioned above, staff has been working with CalOES, FEMA, and FHWA to obtain reimbursement funding. There are 25 projects in progress, 18 FHWA and 7 FEMA projects, in various stages of the project.

Following are the projects in progress:

Project Name & Number
Partrick Rd. Bridge-FEMA (R8020)
Third Ave.-357N of Coombsville-FEMA (R8120)
Third Ave.-300’M of MPM 1.75-FEMA (R8130)
Silverado Trail at Taplin Rd.-FHWA (R8180)
Silverado Trail MPM 26.5-FHWA (R8190)
White Hall Lane 0.7-FEMA (R8210)
White Hall Lane 0.8-FEMA (R8220)
Cuttings Wharf Rd.-FHWA (R8230)
Manley Lane-FEMA (R8390)
Yountville Crossroad Bridge-FHWA (R8410)

Following are the projects that are complete with construction and are undergoing the project closeout process:

Project Name & Number
Cuttings Wharf Rd. MPM 2.31-FHWA (R6102)
Las Amigas Rd. MPM 2.29-FHWA (R6250)
Oak Knoll Ave. MPM 1.00-FHWA (R6350)
Oak Knoll Ave. MPM 0.20-FHWA (R6351)
Old Sonoma Rd. MPM 2.26-FHWA (R6400)
Old Sonoma Rd. MPM 0.93-FHWA (R6401)
Old Sonoma Rd. MPM 2.80-FHWA (R6402)
Old Sonoma Rd. MPM 0.70-FHWA (R6405)
Old Sonoma Rd. MPM 0.78-FHWA (R6406)
Old Sonoma Rd. MPM 2.07-FHWA (R6407)
Redwood Rd. Pavement 4.25-FEMA (R6510)
Old Sonoma Rd. MPM 2.27-FHWA (R8300)
Silverado Trail MPM 0.16-FHWA (R8350)

Silverado Trail MPM 1.47-FHWA (R8360)
Silverado Trail 122N MPM 10.64-FHWA (R8370)

In FY 2014-15, the Board of Supervisors approved a loan of $3.5 million from the Accumulated Capital Outlay Fund to the Roads Fund to allow for sufficient cash flow to support anticipated projects. $1 million was repaid in FY 2015-16, leaving a balance of $2.5 million originally scheduled to be repaid in FY 2018-19. On December 5, 2017, the Board approved a revised repayment schedule for the remaining $2.5 million in order to provide cash flow and cover the County portion of the remaining 2014 earthquake roads projects. Under the revised payment schedule, the loan term of the loan was moved from June 30, 2019 to June 30, 2022.

2017 WINTER STORM

During the January 2017 storm system, significant damage occurred at several roads sites, as well as at the Lake Berryessa and Napa Berryessa Resort Improvement Districts. Subsequent to the Storm event, the Governor of the State of California signed a disaster declaration and the Federal Emergency Management Agency approved the aid requests. The General Fund advanced the cost of some projects and it is anticipated a portion of the costs of the projects will be reimbursed by FEMA, CalOES and/or FHWA. With Measure T and SB-1 revenues coming in, many of the projects below are also partially funded by the two sources.

Following are the projects in progress:

Project Name & Number
Dry Creek Rd. MPM 10.75 (S7105)*
Berryessa/Knoxville Rd. MPM 20.5-22-FEMA (S7107)*
Ridgecrest Drive-FEMA (S7109)*
Sunnyhill Drive-FEMA (S7110)*
Silverado Trail MPM 18.04-FHWA (S7114)
Dry Creek Rd. MPM 7.51- FEMA (S7202)*
108 Brookside Drive (S7302)**
Mt. Veeder Rd. MPM 5.1 (S7304)*
Mt. Veeder Rd. MPM 4.0 (S7306)*
Dry Creek Rd. MPM 10.5-FEMA (S7313)*
Dry Creek Rd. MPM 7.75-FEMA (S7402)*
Mt. Veeder Rd. MPM 4.75-FEMA (S7405)*

*Construction cost up-fronted by Measure T funds
**Portion of construction cost funded by SB-1

Following are the list of completed projects:

Project Name & Number
Redwood Road MPM 5.07-FEMA (S7103)
Redwood Road MPM 1.31-FEMA (S7104)
Redwood Road MPM 4.25-FEMA (S7310)
Howell Mt. Rd MPM 3.62-FHWA (S7115)
Wooden Valley Rd MPM 2.75-FHWA (S7118)
Berryessa Knoxville Rd MPM 4.4-FHWA (S7314)
Pope Canyon MPM 7.20-FHWA (S7116)

2019 WINTER STORM

On February 26, 2019, Napa County experienced significant rainfall that resulted in localized flooding, landslides, damage to public infrastructure, and road closures damaged throughout the County. The General Fund advanced the cost of some projects and it is anticipated a portion of the costs of the projects will be reimbursed by FEMA, CalOES and/or FHWA.

Following are the projects in progress:

Project Name & Number
Livermore Rd. MPM 1.25 (S9102)
Redwood Rd. MPM 4.25 (R9104)

There are 3 additional future projects:

Project Name & Number
555 Wall Rd. (S9101)
Oakville Grade MPM 1.35 (R9103)
524 Wall Rd. (S9105)

CAPITAL IMPROVEMENT PROJECTS

Division Budget – FIRE CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Projects Fund 2100, Division 21005

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	567,427	0	0	0	0 %
57-Special Items	1,649,992	0	0	0	0 %
Total Appropriation	**2,217,419**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
49-Special Items	9,775	0	0	0	0 %
Total Revenue	**9,775**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21005 FIRE-Capital Improv Projects	2,207,643	0	0	0	0 %
Total Use Of Fund Balance	**2,207,643**	**0**	**0**	**0**	**0%**

PROJECT STATUS

There are no new projects proposed in the FY 2020-21 budget for the Fire CIP budget but there's one project in progress. A list of all projects are included in Schedule G of the budget book.

Project Name & Number
Carneros Fire Station (20040)

CAPITAL IMPROVEMENT PROJECTS

Division Budget – ACCUMULATED CAPITAL OUTLAY

Capital Improvement Projects Fund 3000, Division 30000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	1,625,000	0	-1,625,000	0 %
57-Special Items	12,353,194	0	0	0	0 %
Total Appropriation	**12,353,194**	**1,625,000**	**0**	**-1,625,000**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	1,339,165	0	0	0	0 %
Total Revenue	**1,339,165**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
30000 Accumulated Capital Outlay	28,880,784	0	0	0	0 %
Total General Fund Contribution	**28,880,784**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
30000 Accumulated Capital Outlay	-17,866,755	1,625,000	0	-1,625,000	0 %
Total Use Of Fund Balance	**-17,866,755**	**1,625,000**	**0**	**-1,625,000**	**0%**

CAPITAL IMPROVEMENT PROJECTS

Division Budget – GEN. FUND CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Projects Fund 3000, Division 30005

DIVISION DETAIL

This budget unit is typically for major Capital Improvement Projects for County buildings. There are no new projects proposed in the FY 2020-21 budget but there are number of projects in progress, two of the projects are repairs of damage caused by the 2014 Earthquake to the Hall of Justice and Historic Courthouse. A list of all projects are included in Schedule G of the budget book.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	17,654,130	1,625,000	0	-1,625,000	0 %
56-Other Financing Uses	25,242	0	0	0	0 %
Total Appropriation	**17,679,371**	**1,625,000**	**0**	**-1,625,000**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	20	0	0	0	0 %
43-Intergovernmental Revenues	3,046,980	0	0	0	0 %
47-Miscellaneous Revenues	3,454,558	0	0	0	0 %
49-Special Items	12,353,194	1,625,000	0	-1,625,000	0 %
Total Revenue	**18,854,752**	**1,625,000**	**0**	**-1,625,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
30005 General Fund-Capital Improvement Project	-1,175,381	0	0	0	0 %
Total Use Of Fund Balance	**-1,175,381**	**0**	**0**	**0**	**0%**

PROJECT STATUS

Following are the projects in progress:

Project Name & Number

Jail Security System (11010)
Jail Replacement Project (13025)
Jail Health and Safety-ADA (14018)
SB1022 Staff Secure Facility (14021)
Jail Fire Smoke Sealing (16016)
Admin Bldg. HVAC (17004)
650 Imperial Way HVAC Controls (17007)
HHSA Frontage Road Improvement (17014)
ADA Transition Plan (17015)
Pavement Maintenance (18002)
South Campus Roof Resurfacing (18003)-Will be consolidated with Project 20023
Jail Radio (18005)

Bear Creek Tributary Project (19002)
New Jail (19005)
New Jail (Offsite) (19006)
So. Campus Bldg. A, 1A & 3 Reroof (20023)
Sullivan Lot Redesign & Resurface (20024)
HHSA So. Campus 2019 Improvement (20027)
Homeless Shelter Improvements (20030)
County Finance & HR ERP System (20ERP)
EQ Historic Courthouse Repair (Q0630)

Following are the projects that are scheduled to be completed by the end of FY 2019-20:

Project Name & Number
Atlas Peak Telecom Tower (08001)
Jail Basement Corridor (14027)
Jail Security Elevator Upgrade (16005)
Hall of Justice 2nd Floor Renovation (16015)
South Campus Pavement Improvement (17006)
Admin Bldg. Landscape Rehab (17016)
Sheriff Camera (18001)
JJC Generator (18013)
2721 NVC Improvements (18028)
HOJ Electronic Valves (19011)
HOJ Repairs (Q0490)

CAPITAL IMPROVEMENT PROJECTS

Division Budget – CRIMINAL JUSTICE FACILITY CONSTRUCTION

Capital Improvement Projects Fund 3000, Division 30015

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	72,603	67,200	67,200	0	0 %
45-Revenue from Use of Money and Property	31,331	20,000	20,000	0	0 %
Total Revenue	**103,934**	**87,200**	**87,200**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
30015 CIP-Criminal Justice Facility	-103,934	-87,200	-87,200	0	0 %
Total Use Of Fund Balance	**-103,934**	**-87,200**	**-87,200**	**0**	**0%**

CAPITAL IMPROVEMENT PROJECTS

Division Budget – COURTHOUSE FUND

Capital Improvement Projects Fund 3000, Division 30025

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	7,434	200,000	200,000	0	0 %
Total Appropriation	**7,434**	**200,000**	**200,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	242,849	223,000	223,000	0	0 %
45-Revenue from Use of Money and Property	47,875	30,000	30,000	0	0 %
Total Revenue	**290,724**	**253,000**	**253,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
30025 CIP-Historic Courthouse	-283,290	-53,000	-53,000	0	0 %
Total Use Of Fund Balance	**-283,290**	**-53,000**	**-53,000**	**0**	**0%**

PROJECT STATUS

The budget reflects ongoing general maintenance projects in the Historic Courthouse.

CAPITAL IMPROVEMENT PROJECTS

Division Budget – AIRPORT CAPITAL IMPROVEMENT PROJECTS

Airport Fund 5010, Division 50105

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	4,928,684	0	0	0	0 %
55-Capital Assets	-4,768,811	0	0	0	0 %
Total Appropriation	**159,873**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	4,589,304	0	0	0	0 %
46-Charges for Services	65,314	0	0	0	0 %
49-Special Items	1	0	0	0	0 %
Total Revenue	**4,654,619**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50105 Airport-Capital Impr Projects	-4,494,746	0	0	0	0 %
Total Use Of Fund Balance	**-4,494,746**	**0**	**0**	**0**	**0%**

PROJECT STATUS

There are no new projects proposed in the FY 2020-21 budget. There are three projects in progress. Federal funding with a match from the Airport Fund Balance is provided for capital projects at the airport facility. For projects that are ongoing, the remaining budget at the end of FY 2019-20 will be rolled over to the FY 2020-21 budget.

Following are the projects in progress:

Project Name & Number
Fuel Farm Maintenance (09008)
Airport Pavement (10008)
R-W 18R-36L Rehab Construction (18006)

Construction of the Runway Project (18006) is complete with just retention to be released.

Following are the projects that are scheduled to be completed by the end of FY 2019-20:

Project Name & Number
R-W 18R-36L Rehab Safety Design (16010)
Twy H Sec 1 Recon-Environmental (18007)
Twy H Sec 1 Recon-Design (20029)

CAPITAL IMPROVEMENT PROJECTS

Division Budget – 5TH ST. PARKING GARAGE CAPITAL IMPRVMT. PROJECTS

5th Street Parking Garage Fund 5020, Division 50205

DIVISION DETAIL

This is a budget unit for revenues and appropriations related to Capital Improvement Projects on the Fifth Street Parking Garage. This is a public-private partnership and revenues are received from the participating entities. Every year $30,000 is designated for future CIP projects. The County and the City of Napa each pay 37.28% and the private partners pay 25.44%.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	5,000	0	-5,000	-100 %
45-Revenue from Use of Money and Property	5,909	500	8,000	7,500	1500 %
46-Charges for Services	30,000	30,000	30,000	0	0 %
Total Revenue	**35,909**	**35,500**	**38,000**	**2,500**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50205 5th Street Parking Garage-CIP	-35,909	-35,500	-38,000	-2,500	7 %
Total Use Of Fund Balance	**-35,909**	**-35,500**	**-38,000**	**-2,500**	**7%**

PROJECT STATUS

Currently, uncommitted funds available for future capital projects is $83,850.

CAPITAL IMPROVEMENT PROJECTS

Division Budget – ANIMAL SHELTER CAPITAL IMPVMT. PROJECTS

Animal Shelter Fund 5040, Division 50405

DIVISION DETAIL

Each year the participating cities (City of Napa, City of American Canyon), the Town of Yountville and the County General Fund contribute funds for future capital needs, amounting to 3% of the Animal Shelter's operating budget.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	0	34,115	0	-34,115	0 %
Total Appropriation	**0**	**34,115**	**0**	**-34,115**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	2,788	0	2,000	2,000	100 %
46-Charges for Services	33,981	40,304	42,757	2,453	6 %
Total Revenue	**36,769**	**40,304**	**44,757**	**4,453**	**11 %**

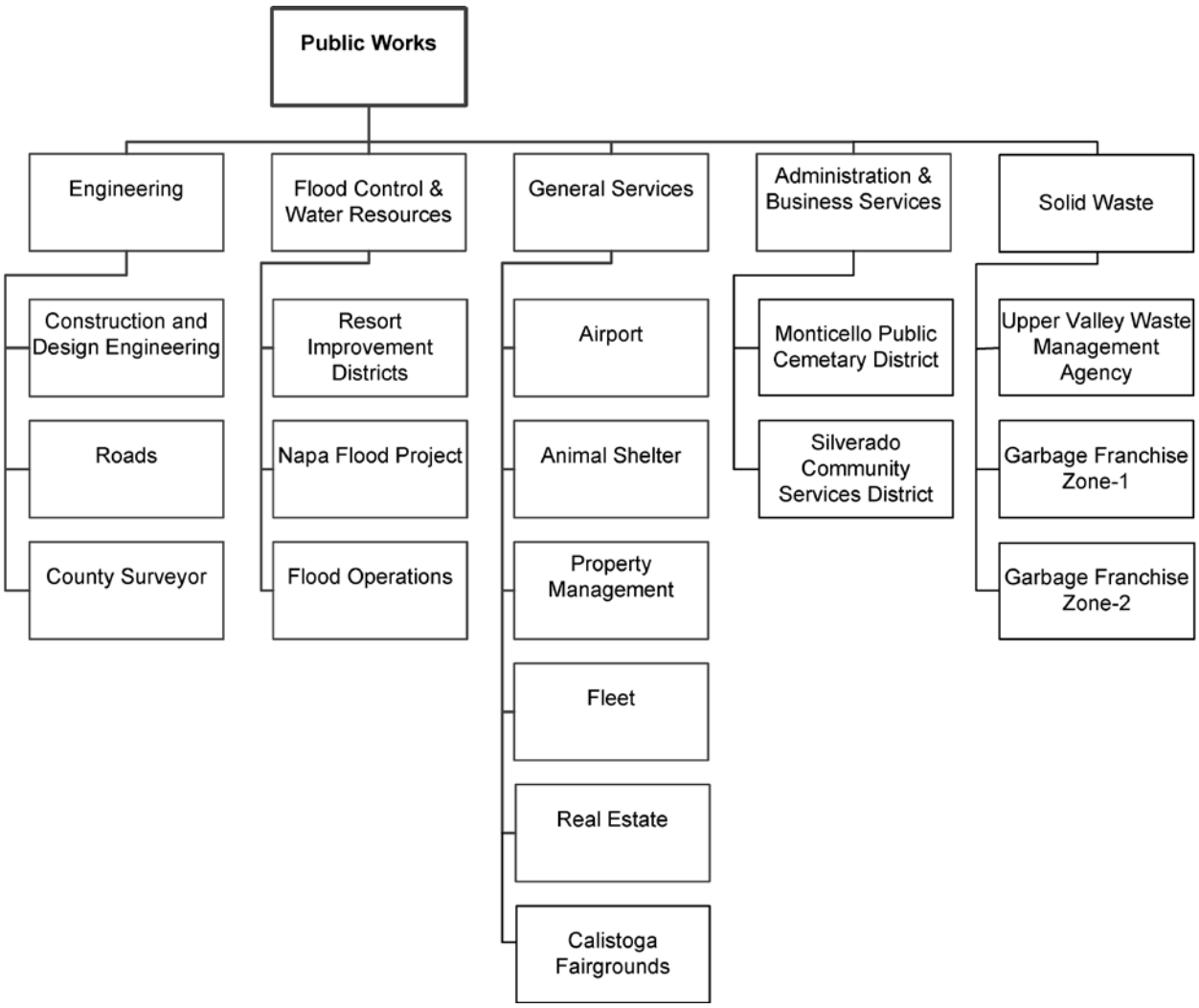
USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50405 Animal Shelter-CIP	-36,769	-6,189	-44,757	-38,568	623 %
Total Use Of Fund Balance	**-36,769**	**-6,189**	**-44,757**	**-38,568**	**623%**

PROJECT STATUS

Currently, uncommitted funds available for future capital projects is $68,235.

PUBLIC WORKS
Department Summary



MISSION

The Department of Public Works is dedicated to sustaining health, safety, quality of life, and protection of natural resources by providing and maintaining public facilities and services in partnership with the community and other public agencies for current and future residents, workers, animals, and visitors of Napa County.

PUBLIC WORKS
Department Summary

FUNCTION AND RESPONSIBILITIES

Public Works has many programmatic responsibilities and oversees a variety of activities.

The Department is organized into five divisions as described below.

Engineering:

Construction and Design Engineering:

- Oversees and implements the County's Capital Improvement Program, including buildings and civil projects.
- Managing 50 Capital Improvement Projects for various County buildings, roads and bridges.
- Managing 55 Capital Improvement Projects related to the three disasters (2014 Earthquake, 2017 Winter Storm and 2017 Napa Fire Complex).

Roads:

- Operates and maintains 446 miles of County roads and 79 bridges.

County Surveyor:

- Administers County surveys.
- Maintains records of governmental surveys and lines.
- Processes lot line adjustments and subdivision maps.

Flood Control and Water Resources:

Water Supply:

- County staff administers the purchase of domestic water supplies from the State Water Project on behalf of the cities and from the Bureau of Reclamation on behalf of residential communities around Lake Berryessa.

Resort Improvement Districts:

- Public Works provides staff to operate water and sewer service for Lake Berryessa Resort Improvement District and Napa Berryessa Resort Improvement District.

General Services:

Airport:

- Provides for the operation and maintenance of the Napa County Airport.
- Capital Improvements are funded in the Airport's Capital Improvement Program Budget.
- Uses an Enterprise Fund Accounting System, which sets the Airport apart from the General Fund, to better reflect the Airport's assets, income, operations, and capital costs.

Animal Shelter:

- Receives, houses, and cares for stray and unwanted animals.
- Conducts adoption and spay and neuter programs.
- Issues dog licenses and kennel permits.
- Uses an Enterprise Fund, and is jointly supported by Napa County, the City of American Canyon, the City of Napa, and the Town of Yountville.

Property Management**:**

- Maintains approximately 1.2 million square feet of County owned and leased building space, park facilities, and corporation yards.
- Provides ongoing custodial, maintenance, and rehabilitation work on County facilities.
- Provides for the repair and maintenance of the County's mechanical equipment and other machinery.
- Oversees a variety of maintenance services including all landscaping and grounds-keeping operations on County premises, the Cuttings Wharf Boat Launch, and the Solano Avenue Bike Rest facilities.
- Monitors and manages utility costs for County buildings.

Fleet:

- Purchases, operates, and maintains the County-owned vehicle fleet and road maintenance equipment, including 216 light-duty vehicles (passenger cars, pickup trucks, sport utility vehicles and vans), 11 pieces of equipment assigned to various County departments, and 54 pieces of equipment and 16 vehicles utilized by the Roads Division.
- Ensures County compliance with associated environmental regulations and requirements.

Real Estate:

- Provides real estate management including executing leases and space licenses, acquiring and disposing of real property, and ongoing management of leased spaces.

Calistoga Fairgrounds:

- Manages the Calistoga Fairgrounds property.

Administration:

Administration and Business Services:

- Provides management, administrative, clerical, fiscal, and accounting support to all Public Works functions.

Special Districts:

- The Division provides contracted services for County Service Area No. 3, Upper Valley Waste Management Agency, Silverado Community Services District, Monticello Public Cemetery District, Lake Berryessa Resort Improvement District and Napa Berryessa Resort Improvement District.

Solid Waste:

Manages County operations of solid waste facilities the County is responsible for, implements programs to ensure compliance with State and local diversion goals, and manages the individual franchise areas as per below.

Upper Valley Waste Management Authority:

- Provides management and operation of the Upper Valley Waste Management Agency (UVA), a Joint Powers Authority with members from Napa County, the Town of Yountville, and the Cities of St. Helena and Calistoga. The JPA manages the Franchise Agreements for the collection of solid waste, recycling, and organic wastes in the UVA franchise area (essentially the area from Yountville north to the County line and the Franchise Agreement over the Clover Flat Landfill.

Garbage Franchise Zone-1:

- Provides management of the Franchise Agreement for collection of solid waste, recycling, and organic wastes in the Zone 1 franchise area (essentially the unincorporated area south of the Town of Yountville).

Garbage Franchise Zone-2:

- Provides management of the Franchise Agreement for collection of solid waste and recycling in the Zone 2 franchise area (essentially the Lake Berryessa area.

PUBLIC WORKS
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12200 Public Works	10,262,780	11,607,127	10,099,428	-1,507,699	-13 %
12205 Public Works Projects	2,831,025	0	0	0	0 %
12280 Roads-General Fund	26,582	30,000	30,000	0	0 %
20400 Roads Operations-Maintenance	9,275,807	10,015,840	9,519,420	-496,420	-5 %
41000 Fleet Management-Operations	1,904,868	2,147,920	2,117,832	-30,088	-1 %
41010 Equipment Replacement-Roads	469,328	1,045,000	1,410,000	365,000	35 %
41020 Vehicle Replacement	667,216	2,247,000	1,866,000	-381,000	-17 %
43000 Property Management	9,174,469	10,023,702	10,117,903	94,201	1 %
50100 Airport-Operations	2,983,519	3,593,526	3,900,627	307,101	9 %
50200 5th Street Parking Garage-Ops	454,142	478,166	481,522	3,356	1 %
50400 Animal Shelter-Operations	1,475,607	1,765,217	1,843,146	77,929	4 %
50700 Calistoga Fairgrounds	455,779	1,330,000	469,802	-860,198	-65 %
Total Appropriation	**39,981,122**	**44,283,498**	**41,855,680**	**-2,427,818**	**-5 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12200 Public Works	6,702,161	6,563,763	6,598,543	34,780	1 %
12205 Public Works Projects	2,954,369	0	0	0	0 %
12220 Prop Mgmt-Maintenance Projects	9,044	0	0	0	0 %
20400 Roads Operations-Maintenance	5,569,409	5,480,050	4,277,000	-1,203,050	-22 %
41000 Fleet Management-Operations	2,127,865	2,091,600	2,212,000	120,400	6 %
41010 Equipment Replacement-Roads	691,982	669,000	775,000	106,000	16 %
41020 Vehicle Replacement	1,662,855	1,535,013	1,422,500	-112,513	-7 %
43000 Property Management	9,744,217	10,047,974	10,196,651	148,677	1 %
50100 Airport-Operations	1,921,184	2,061,739	1,891,494	-170,245	-8 %
50200 5th Street Parking Garage-Ops	119,697	146,838	158,000	11,162	8 %
50400 Animal Shelter-Operations	1,375,710	1,653,377	1,733,105	79,728	5 %
50700 Calistoga Fairgrounds	440,134	0	0	0	0 %
Total Revenue	**33,318,626**	**30,249,354**	**29,264,293**	**-985,061**	**-3 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20400 Roads Operations-Maintenance	3,732,000	4,535,790	3,632,000	-903,790	-20 %
50700 Calistoga Fairgrounds	665,000	1,330,000	150,000	-1,180,000	-89 %
Total General Fund Contribution	**4,397,000**	**5,865,790**	**3,782,000**	**-2,083,790**	**-36 %**

PUBLIC WORKS
Department Summary

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12200 Public Works	3,560,618	5,043,364	3,500,885	-1,542,479	-31 %
12205 Public Works Projects	-123,344	0	0	0	0 %
12220 Prop Mgmt-Maintenance Projects	-9,044	0	0	0	0 %
12280 Roads-General Fund	26,582	30,000	30,000	0	0 %
Total Net County Cost	**3,454,813**	**5,073,364**	**3,530,885**	**-1,542,479**	**-30 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20400 Roads Operations-Maintenance	-25,601	0	1,610,420	1,610,420	100 %
41000 Fleet Management-Operations	-222,997	56,320	-94,168	-150,488	-267 %
41010 Equipment Replacement-Roads	-222,654	376,000	635,000	259,000	69 %
41020 Vehicle Replacement	-995,639	711,987	443,500	-268,487	-38 %
43000 Property Management	-569,748	-24,272	-78,748	-54,476	224 %
50100 Airport-Operations	1,062,336	1,531,787	2,009,133	477,346	31 %
50200 5th Street Parking Garage-Ops	334,445	331,328	323,522	-7,806	-2 %
50400 Animal Shelter-Operations	99,897	111,840	110,041	-1,799	-2 %
50700 Calistoga Fairgrounds	-649,355	0	319,802	319,802	100 %
Total Use Of Fund Balance	**-1,189,317**	**3,094,990**	**5,278,502**	**2,183,512**	**71 %**

PUBLIC WORKS

Division Budget – PUBLIC WORKS/ENGINEERING

General Fund 1000, Division 12200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	7,406,435	8,151,573	7,435,877	-715,696	-9 %
52/53-Services and Supplies	2,847,301	3,455,554	2,663,551	-792,003	-23 %
57-Special Items	9,044	0	0	0	0 %
Total Appropriation	**10,262,780**	**11,607,127**	**10,099,428**	**-1,507,699**	**-13 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	875	0	0	0	0 %
43-Intergovernmental Revenues	107,789	140,000	30,000	-110,000	-79 %
45-Revenue from Use of Money and Property	768,002	757,383	757,383	0	0 %
46-Charges for Services	5,806,359	5,641,380	5,726,160	84,780	2 %
47-Miscellaneous Revenues	17	0	0	0	0 %
48-Other Financing Sources	19,118	25,000	85,000	60,000	240 %
Total Revenue	**6,702,161**	**6,563,763**	**6,598,543**	**34,780**	**1 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12200 Public Works	3,560,618	5,043,364	3,500,885	-1,542,479	-31 %
Total Net County Cost	**3,560,618**	**5,043,364**	**3,500,885**	**-1,542,479**	**-31%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
12200 Public Works	51	51	48

SIGNIFICANT ADJUSTMENTS

- There is a decrease of 3.0 FTE, and a corresponding expenditure decrease, because the Groundwater and Natural Resources services are being transferred to PBES.
- The budget reflects 2 vacancies being held vacant as part of the selective hiring freeze.

ACCOMPLISHMENTS	GOALS
Construction Completion • Re-entry Facility • Airport Runway 18R-36L Rehabilitation • Jail Security Elevator Upgrades • Atlas Peak tower demolition • Hall of Justice Electronic Valves • Napa River Restoration OVOK Group B Design – design development & construction documents • Replacement Jail • Napa River Restoration OVOK Group D	**Effective and Open Government** Construction Completion • Replacement Jail (early site work construction completion) • Replacement Jail (begin construction) • Taxiway H Section 1 • South Campus Roof Replacements • Sullivan Lot Resurfacing • Jail Radio System • Spanish Flat Underground Storage Tank Closure • Administration Building Controls • 650 Imperial Way Building HVAC Controls **Effective and Open Government** **Vibrant and Sustainable Environment** Design – design development & construction documents • Carneros Volunteer Fire Station • South Napa Shelter Improvements

PUBLIC WORKS

Division Budget – PUBLIC WORKS PROJECTS

General Fund 1000, Division 12205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	2,710,340	0	0	0	0 %
54-Other Charges	200	0	0	0	0 %
56-Other Financing Uses	120,485	0	0	0	0 %
Total Appropriation	**2,831,025**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,644,144	0	0	0	0 %
47-Miscellaneous Revenues	65	0	0	0	0 %
48-Other Financing Sources	1,310,161	0	0	0	0 %
Total Revenue	**2,954,369**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12205 Public Works Projects	-123,344	0	0	0	0 %
Total Net County Cost	**-123,344**	**0**	**0**	**0**	**0%**

PROJECT STATUS

There are no new projects being added to the Public Works Projects budget. All projects are multi-year projects and therefore the remaining balance of the current year budget will be rolled over to next fiscal year budget. Budget number of the projects are listed on Schedule G, Capital Improvement Projects.

Project Name & (Number)

MST Reclaimed Water (05001)
Angwin Water Study (05002)
Oakville-Knoll Sediment Plan (07002)
Water Conservation Program (10005)
Measure A-Lake Berryessa (11012)
Milliken Creek Flood Damage (13045)
Airport Measure A (18025)
FEMA House Elevation Grant (20031)

PUBLIC WORKS

Division Budget – ROADS-GENERAL FUND

General Fund 1000, Division 12280

DIVISION DETAIL

Each fiscal year the General Fund contributes $30,000 for Roads Operations for discretionary services that are not chargeable to the Roads Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	28,081	30,000	30,000	0	0 %
Total Appropriation	**28,081**	**30,000**	**30,000**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12280 Roads-General Fund	28,081	30,000	30,000	0	0 %
Total Net County Cost	**28,081**	**30,000**	**30,000**	**0**	**0%**

DIVISION DETAIL

The Roads Fund is comprised of two budget divisions: Operations and Maintenance (Division 20400) and Capital Improvement Projects (20405). Information on major roads projects can be found in the Capital Improvement Project (CIP) section of this book.

The largest source of external revenue in the Roads budget is the Highway User Tax Account (HUTA, often referred to as “gas tax”), Senate Bill 1 (SB 1) and Measure T funds. Revenues from SB 1 and Measure T are held in a special revenue fund and funds are transferred to the Roads Capital Improvement Projects, as needed for projects.

Due to the COVID-19, all three sources of revenues are declining significantly. In addition, General Fund is decreasing its contribution to Roads Operations by approximately $904,000.

In FY 2014-15, the Board of Supervisors approved a loan of $3.5 million from the Accumulated Capital Outlay Fund to the Roads Fund to allow for sufficient cash flow to support anticipated projects. $1 million was repaid in FY 2015-16, leaving a balance of $2.5 million, originally scheduled to be repaid in FY 2018-19. On December 5, 2017, the Board approved deferral of payment of the $2.5 million loan under a revised payment schedule in order to provide cash flow to cover the County portion of the remaining 2014 earthquake road repair projects. The loan term date was moved from June 30, 2019 to June 30, 2022 (Resolution No. 2017-189).

As part of the same Resolution, the Board approved an additional $3.7 million in loans to assist in advancing funds for the remaining 2017 Storm projects. This $3.7 million is due by June 30, 2022, connected to anticipated reimbursement from the Federal Highway Administration (FHWA) projects. $814,910 was paid back in FY 2018-19 and $825,090 in FY 2019-20, leaving the balance of this loan at $2,060,000.

Local roads funds, including General Fund contributions, are deposited into the Operations and Maintenance division and then transferred to the Roads Capital Improvement budget division, as needed, for projects. The Operations and Maintenance division includes expenditures for employees and supplies for the purpose of annual road maintenance (including storm clean-up), vegetation management, emergency response, and minor patching and repair projects. This budget also funds the construction and preventive maintenance needs of the road system in the unincorporated area, including road widening, safety improvements, and replacement of drainage and roadway structures.

PUBLIC WORKS

Division Budget – ROADS OPERATIONS & MAINTENANCE

Roads Fund 2040, Division 20400

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,611,654	3,925,251	3,857,984	-67,267	-2 %
52/53-Services and Supplies	4,017,349	5,719,515	5,199,599	-519,916	-9 %
54-Other Charges	244,105	117,150	70,110	-47,040	-40 %
56-Other Financing Uses	87,706	253,924	391,727	137,803	54 %
57-Special Items	1,314,993	0	0	0	0 %
Total Appropriation	**9,275,807**	**10,015,840**	**9,519,420**	**-496,420**	**-5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	142,776	90,000	100,000	10,000	11 %
43-Intergovernmental Revenues	3,712,305	4,087,000	3,337,000	-750,000	-18 %
44-Fines, Forfeitures, and Penalties	22,511	20,000	25,000	5,000	25 %
45-Revenue from Use of Money and Property	336,603	103,000	250,000	147,000	143 %
46-Charges for Services	63,664	30,000	165,000	135,000	450 %
47-Miscellaneous Revenues	200	50	0	-50	-100 %
49-Special Items	1,291,350	1,150,000	400,000	-750,000	-65 %
Total Revenue	**5,569,409**	**5,480,050**	**4,277,000**	**-1,203,050**	**-22 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20400 Roads Operations-Maintenance	3,732,000	4,535,790	3,632,000	-903,790	-20 %
Total General Fund Contribution	**3,732,000**	**4,535,790**	**3,632,000**	**-903,790**	**-20 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20400 Roads Operations-Maintenance	-25,601	0	1,610,420	1,610,420	100 %
Total Use Of Fund Balance	**-25,601**	**0**	**1,610,420**	**1,610,420**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20400 Roads Operations-Maintenance	33.0	33.0	33.0

SIGNIFICANT ADJUSTMENTS

- Due to the COVID-19 pandemic, revenue is projected to decrease significantly. Highway Users Tax Account (HUTA, often referred to as "gas tax") is projected to decrease by $750,000 and the General Fund contribution will decrease by approximately $904,000.
- Roads Operations is scheduled to work on only one SB1 funded project, resulting in a $750,000 decrease in revenue from SB1 funds.
- The budget includes $400,000 of revenue and expense for the Roads staff to work on the SB1-Olive Hill project.
- The budget reflects 2 vacancies being held vacant as part of the selective hiring freeze.
- The budget requires approximately $1.6 million use of available fund balance, leaving a projected $400,000 in Roads Operations by the end of FY 2020-21.

ACCOMPLISHMENTS	GOALS
Road Safety • Continued to improve safety for all users of County road system, including speed safety- in addition to road maintenance that improves safety, staff conducted update speed studies for various county roads. • Initiated "Ramp up" roadway striping program, - designed and bid first phase of countywide road re-striping project. • Continued scheduled sign replacement to remain in compliance with mandates for sign reflectivity - Replaced 469 signs. • Improved bicycle safety on Silverado Trail through enhanced maintenance of the bike lanes - Replaced 20 bike lane signs. Road Reliability • Continued implementation of long-term bridge replacement and maintenance program; the next three bridges, now in design, are Dry Creek, Chiles Pope Canyon and Garnett **Ongoing.** • Ramp up "basic maintenance" programs: Ditching, Mowing, Crack Sealing, Striping, etc. **Ongoing.** • Maintain speed safety program-**Ongoing.**	**Livable Economy for All** Road Safety • Continue to improve safety for all users of County road system, including speed safety. • Begin construction of "Ramp up" roadway striping program. • Rehabilitate traffic signals on Airport Boulevard and Trancas/Silverado Trail. • Continue scheduled sign replacement to remain in compliance with mandates for sign reflectivity. • Improve bicycle safety on Silverado Trail through enhanced maintenance of the bike lanes. Road Reliability • Continue implementation of long-term bridge replacement and maintenance program; the next three bridges, now in design, are Dry Creek, Chiles Pope Canyon and Garnett **Ongoing.** • Ramp up "basic maintenance" programs: Ditching, Mowing, Crack Sealing, Striping, etc. **Ongoing.** • Maintain speed safety program **Ongoing.**

• Finalize designs and obtain approval to construct remaining Earthquake projects **Ongoing.** **Completed Roads Projects:** • The Shetler to Imola neighborhood (Shetler, Coronado, Whitney, Parish, Holmes, London, Mayfair, Republic, and Penny Lane) • The Zinfandel Stice Subdivision (Stice. Mountain View, Garden, Vineland, Walnut, Zygmunt) • Repair of the historic Milliken/Trancas stone bridge • Paving of Silverado Trail from Yountville to Skellinger • Installation of new guardrails on Soda Canyon and Howell Mountain Rds. • Milton Rd. paving (Phase 1) • Devlin Rd. paving from Tower to South Kelly • 3 FHWA funded earthquake road repairs on Oak Knoll, Old Sonoma Rd., and Cuttings Wharf • 4 FHWA funded earthquake bridge repair projects on ST (3) and Old Sonoma Rd. • Retaining wall on Silverado Trail at Pratt • Construction of Devlin Rd., segment E • Paving on Atlas Peak Rd. • Paving on Partrick Rd. • Paving in Circle Oaks • Paving of Devlin Road Segment F • Drainage improvements on El Centro and on Morlan Dr. • Prep work for paving on Soda Canyon Road	• Finalize designs and obtain approval to construct remaining Earthquake projects **Ongoing.** **Roads Projects:** • 2017 Storm Repairs – Dry Creek Road (7.51, 7.75, 10.5, 10.75), Mt. Veeder (4, 4.75, 5.1) • Berryessa Knoxville Road storm repair; • Brookside Drive storm repair; • Whitehall Lane (0.5, 1.0 - earthquake repairs) • Partrick Road Bridge – earthquake repair (project design) • Yountville Crossroad Bridge – earthquake repair • Silverado Trail (@ Taplin road and MPM 26.5) • Third Avenue earthquake repairs • Manley Lane earthquake repairs • 2019 Storm Repairs – Livermore Road, Redwood Road, Wall Road, Oakville Grade (project design) • Buhman Avenue culvert replacement • Mt. Veeder bridge repairs • Milton Road resurfacing Phase 2 • Zinfandel Lane resurfacing • Airport Boulevard full depth reclamation • El Centro Avenue resurfacing • Salvador Avenue resurfacing • Marhsall Avenue drainage • Silverado Trail – Trancas Avenue to Yountville Crossroad resurfacing (project design)

- Zinfandel base repairs
- Howell Mt. Road Angwin to Pope Valley
- Wooden Valley Road
- Yountville Crossroad
- Soda Canyon Road patch and pave
- Streetlight installation at Oakville Cross/Hwy 29

Road Accessibility

- Continued to plan, design and maintain County road system in collaboration with regional partners so that it is accessible to all modes and users – examples are the Southeast Napa paving project, the Silverado Trail at Pratt storm repair and the Stice subdivision resurfacing project.
- Continued collaboration with NVTA, City of Calistoga, Caltrans and the Vine Trail Coalition (VTC) on planning and design of Vine Trail between Calistoga and City of St. Helena and between City of St. Helena and Town of Yountville – County staff participated in various planning/design meetings to provide the County's input as the project is developed and delivered.
- Continued Collaboration with NVTA, City of Napa and Caltrans on pedestrian/bicycle facilities plans for Imola Avenue County staff participated in various planning meetings to provide the County's input as the project is developed and delivered.

Fiscal Viability

- Continued to participate within NVTA, MTC and other appropriate local and regional frameworks to justify and seek sustainable revenue sources to provide for maintenance of roads infrastructure requirements – The Deputy Director of Public Works served as the chair of the NVTA Technical Advisory Committee and represented the County's interests in justifying and seeking revenue sources.

- Silverado Trail guardrail and striping (project design)
- Olive Hill/Mt. George resurfacing
- Partrick Road resurfacing
- Patch and pave on Mt. Veeder Rd., Chiles Pope Valley, Atlas Peak, Redwood Road
- Install street light at Oakville Grade and Hwy 29

Road Accessibility

- Continue to plan, design and maintain County road system in collaboration with regional partners so that it is accessible to all modes and users.
- Continue collaboration with NVTA, City of Calistoga, Caltrans and the Vine Trail Coalition (VTC) on planning and design of Vine Trail between Calistoga and City of St. Helena and between City of St. Helena and Town of Yountville.
- Continue Collaboration with NVTA, City of Napa and Caltrans on pedestrian/bicycle facilities plans for Imola Avenue.

Fiscal Viability

- Continue to participate within NVTA, MTC and other appropriate local and regional frameworks to justify and seek sustainable revenue sources to provide for maintenance of roads infrastructure requirements.
- Continue work with PBES to establish a countywide Traffic Impact Fee program as a function of the General Plan/Circulation Element update.
- Continue effort in securing FHWA/FEMA/CalOES funding for remaining earthquake, storm, and fire permanent repairs.
- Update the Napa Valley Business Park Area Traffic Mitigation Fee.

• Continued work with PBES to establish a countywide Traffic Impact Fee program as a function of the General Plan/Circulation Element update – The Director of Public Works and the County's Traffic Engineer have been active participants and have been providing input to the PBES Department. • Continued effort in securing FHWA/FEMA/CalOES funding for remaining earthquake, storm, and fire permanent repairs.	

PUBLIC WORKS

Division Budget – FLEET MANAGEMENT - OPERATIONS

Fleet Management Fund 4100, Division 41000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	441,142	488,199	502,511	14,312	3 %
52/53-Services and Supplies	1,403,448	1,542,753	1,551,277	8,524	1 %
54-Other Charges	8,469	0	0	0	0 %
55-Capital Assets	0	85,400	0	-85,400	-100 %
56-Other Financing Uses	51,808	31,568	64,044	32,476	103 %
Total Appropriation	**1,904,868**	**2,147,920**	**2,117,832**	**-30,088**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	11,290	5,000	15,000	10,000	200 %
46-Charges for Services	2,092,958	2,076,600	2,187,000	110,400	5 %
47-Miscellaneous Revenues	559	10,000	10,000	0	0 %
48-Other Financing Sources	23,057	0	0	0	0 %
Total Revenue	**2,127,865**	**2,091,600**	**2,212,000**	**120,400**	**6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41000 Fleet Management-Operations	-222,997	56,320	-94,168	-150,488	-267 %
Total Use Of Fund Balance	**-222,997**	**56,320**	**-94,168**	**-150,488**	**-267%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
41000 Fleet Management-Operations	3.0	3.0	3.0

SIGNIFICANT ADJUSTMENTS

- Projected revenues are based upon an internal service fund allocation to departments that was calculated in January 2020 and intended to cover the cost of requested personnel actions including one new position and one position reclassification. The position requests were not approved and are not included in the recommended appropriation. The result is that recommended revenues are overstated. Allocations to departments (and corresponding revenues to Fleet) will be updated based upon approved appropriations after budget adoption.

- FY 2019-20 budget included $85,400 in capital assets for the Electric Vehicle Charging Station, which is not budgeted again in FY2020-21.

- Other Financing Uses is increasing due to an increase in the allocation of indirect costs.

ACCOMPLISHMENTS	GOALS
• Continue expansion of electric vehicle charging stations with completion of the project at South Campus and a review of possible locations within the County's downtown complex. **Ongoing – design for EV charging stations at South Campus complete; began review of possible additional locations for EV charging stations at 5th Street Parking Garage in downtown.** • Work with Operating Departments to protect future needs related to additional or different off-road/heavy equipment to ensure the County remains in compliance with California Air Resources Board requirements. **Ongoing – staff monitors and provides suggestions to Operating Departments regarding specific needs to ensure continued compliance with Air Resources Board requirements.** • Continue work towards changing County Vehicles over to alternative-fuel vehicles. **Ongoing – The use of alternative-fuel vehicles is also a key element of Napa County's efforts to reduce greenhouse gas emissions.**	**Collaborative and Engaged Community** • Continue Partnership with the Vintage High School Auto Shop Program, Napa Valley Unified School District and the Napa County Office of Education Work Based Learning Program to offer internship opportunities in order to engage young people in learning about fleet maintenance and management. **Vibrant and Sustainable Environment** • Identify future non-compliant Off-Road equipment for replacement to stay in compliance with the California Air Resource Board. • Install 110-volt charging hook ups for the hybrid/electric fleet rental vehicles. **Effective and Open Government** • Continue training on new vehicle systems. • Identify key areas and positions for succession planning and training.

PUBLIC WORKS

Division Budget – EQUIPMENT REPLACEMENT - ROADS

Fleet Management Fund 4100, Division 41010

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	469,328	380,000	500,000	120,000	32 %
55-Capital Assets	0	665,000	910,000	245,000	37 %
Total Appropriation	**469,328**	**1,045,000**	**1,410,000**	**365,000**	**35 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	8,333	0	8,500	8,500	100 %
46-Charges for Services	556,589	644,000	741,500	97,500	15 %
48-Other Financing Sources	127,059	25,000	25,000	0	0 %
Total Revenue	**691,982**	**669,000**	**775,000**	**106,000**	**16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41010 Equipment Replacement-Roads	-222,654	376,000	635,000	259,000	69 %
Total Use Of Fund Balance	**-222,654**	**376,000**	**635,000**	**259,000**	**69%**

SIGNIFICANT ADJUSTMENTS

A total of 4 pieces of equipment are scheduled to be replaced and are included in the FY 2020-21 budget request. The equipment list can be found in Schedule F, Capital Assets Schedule. All replacements are for use by the Roads Division.

PUBLIC WORKS

Division Budget – VEHICLE REPLACEMENT

Fleet Management Fund 4100, Division 41020

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	667,216	900,000	700,000	-200,000	-22 %
55-Capital Assets	0	1,347,000	1,166,000	-181,000	-13 %
Total Appropriation	**667,216**	**2,247,000**	**1,866,000**	**-381,000**	**-17 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	27,475	10,000	30,000	20,000	200 %
46-Charges for Services	1,549,075	1,490,013	1,357,500	-132,513	-9 %
47-Miscellaneous Revenues	1,498	0	0	0	0 %
48-Other Financing Sources	84,808	35,000	35,000	0	0 %
Total Revenue	**1,662,855**	**1,535,013**	**1,422,500**	**-112,513**	**-7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41020 Vehicle Replacement	-995,639	711,987	443,500	-268,487	-38 %
Total Use Of Fund Balance	**-995,639**	**711,987**	**443,500**	**-268,487**	**-38%**

SIGNIFICANT ADJUSTMENTS

The replacement requests are included in the FY 2020-21 budget request and can be found in the Schedule F, Capital Assets Schedule. There are total of 26 vehicles that are requested to be replaced. Purchase of some vehicles will be deferred until later in the fiscal year so that the need to purchase can be reevaluated in light of economic conditions.

PUBLIC WORKS

Division Budget – PROPERTY MANAGEMENT

Property Management Fund 4300, Division 43000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,843,666	4,070,170	3,885,289	-184,881	-5 %
52/53-Services and Supplies	4,878,184	5,303,338	5,506,949	203,611	4 %
54-Other Charges	188,025	101,000	107,499	6,499	6 %
55-Capital Assets	0	20,000	0	-20,000	-100 %
56-Other Financing Uses	264,594	238,194	320,166	81,972	34 %
58-Appropriation for Contingencies	0	291,000	298,000	7,000	2 %
Total Appropriation	**9,174,469**	**10,023,702**	**10,117,903**	**94,201**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	9,268	4,951	7,110	2,159	44 %
45-Revenue from Use of Money and Property	62,398	18,713	59,377	40,664	217 %
46-Charges for Services	9,622,066	10,024,310	10,130,164	105,854	1 %
47-Miscellaneous Revenues	50,484	0	0	0	0 %
Total Revenue	**9,744,217**	**10,047,974**	**10,196,651**	**148,677**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43000 Property Management	-569,748	-24,272	-78,748	-54,476	224 %
Total Use Of Fund Balance	**-569,748**	**-24,272**	**-78,748**	**-54,476**	**224%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
43000 Property Management	37.0	37.0	37.0

SIGNIFICANT ADJUSTMENTS

- The budget reflects 2 vacancies being held vacant as part of the selective hiring freeze.
- Projected revenues are based upon an internal service fund allocation to departments that was calculated in January 2020 and intended to cover the cost of requested personnel actions including addition of a limited term position. Due to the hiring freeze, the position request was not approved and is not included in the recommended appropriation. The result is that recommended revenues are overstated. Allocations to departments (and corresponding revenues to Property Management) will be updated based upon approved appropriations after budget adoption.
- Increase in appropriation is mainly due to increases in the Indirect Cost Plan charges, Public Works staff time, tree maintenance services, and water utility charges.

PUBLIC WORKS

Division Budget – PROPERTY MANAGEMENT

Property Management Fund 4300, Division 43000

ACCOMPLISHMENTS	GOALS
• Complete exterior improvement projects at various County facilities, including parking lot repairs, lighting improvements, and landscaping drainage improvements. **Ongoing – Improvement to landscaping at Historic Court House and Juvenile Justice Center (JJC), roofing repairs at JJC, improved signage for HHSA exterior campus.** • Continue to conduct Facility Assessments improving the completion of preventative maintenance work plans and establishing forecasts for future capital projects; complete Juvenile Justice Center, 650 Imperial, and the Animal Shelter. **On-going – assessment complete; finalizing work order upload to begin Preventative Maintenance schedule.** • Increase opportunities for staff training including training on HVAC control system management, safety training, and locksmith certification. **Ongoing - Sent two staff members to Locksmith training. Sent two staff members to HVAC training.** • Create and implement a work plan to complete a full window cleaning for all buildings at the County's South Campus. **Ongoing - working on strategy to complete certain amount of windows regularly.** • Continue to expand availability of compost bins in addition to garbage and recycling bins at County facilities. **Complete – compost bins are largely available at all County facilities.**	**Effective and Open Government** • Take possession of Re-Entry Facility and begin the maintenance of that property. • Replace several HVAC units at South Campus that have reached their end of life. • Complete five-year fire sprinkler inspections on the several buildings that are coming due. • Continue sending staff members to appropriate trainings until all have received refresher courses, specifically work on getting another team member Locksmith trained.

PUBLIC WORKS

Division Budget – AIRPORT OPERATIONS

Airport Fund 5010, Division 50100

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	859,462	1,097,449	1,050,503	-46,946	-4 %
52/53-Services and Supplies	784,438	768,501	1,058,586	290,085	38 %
54-Other Charges	1,248,615	1,529,255	1,527,450	-1,805	0 %
55-Capital Assets	0	6,500	0	-6,500	-100 %
56-Other Financing Uses	91,003	191,821	264,088	72,267	38 %
57-Special Items	1	0	0	0	0 %
Total Appropriation	**2,983,519**	**3,593,526**	**3,900,627**	**307,101**	**9 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	2,000	2,000	16,250	14,250	713 %
45-Revenue from Use of Money and Property	1,663,661	1,747,128	1,622,792	-124,336	-7 %
46-Charges for Services	255,522	312,611	252,452	-60,159	-19 %
Total Revenue	**1,921,184**	**2,061,739**	**1,891,494**	**-170,245**	**-8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50100 Airport-Operations	1,062,336	1,531,787	2,009,133	477,346	31 %
Total Use Of Fund Balance	**1,062,336**	**1,531,787**	**2,009,133**	**477,346**	**31%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
50100 Airport-Operations	8.8	8.8	8.0

SIGNIFICANT ADJUSTMENTS

- Airport revenues are projected to decrease due to COVID-19 during the first two quarters of FY 2020/21. Revenues projected to decrease are Royalties, Parking, Tiedown and Landing Fees. Fuel flowage fees are also projected to decrease. These decreases are based on the number of aircraft operations (takeoffs and landings) at the Napa County Airport, which are estimated to be 34,718 for FY 2019-20 compared to 46,556 operations in FY 2018-19. The estimated aircraft operations for FY 2020-21 is 38,200.

- Appropriations are increasing mainly due to the legal fees associated with the leases at the Airport and the Indirect Cost Plan charges.

- 0.8 FTE Airport Operations Worker position is being deleted.

- The budget reflects 1 position being held vacant as part of the selective hiring freeze.

ACCOMPLISHMENTS	GOALS
• Execute a long term lease with a master tenant for the 1950/2000 Airport Road property. **Ongoing.** • Develop and issue a RFP for a potential second FBO and successfully negotiate a long term lease with the recommended proposer, as well as negotiate a long term lease with the Airport's existing FBO. **Ongoing – RFP released.** • Utilizing the Airport GIS project data, develop and implement a GIS based asset management and work order program. **Ongoing.** • Develop and implement comprehensive airfield preventative maintenance program for pavement, markings, signs, lights, and weed abatement. **Ongoing - Made significant progress.** **Additional Accomplishments:** • Completed the award-winning Runway 18R/36L rehabilitation construction project on time and under budget. • Successfully planned and executed a very well attended (over 2,100 people) Airport Day to support community engagement.	**Effective and Open Government** • Execute a long term lease with a master tenant for the 1950/2000 Airport Road property. • Bring the RFP for a potential second FBO to a conclusion and successfully negotiate a long term lease with the recommended proposer, as well as negotiate a long term lease with the Airport's existing FBO. • Utilizing the Airport GIS project data, develop and implement a GIS based asset management and work order program. **Livable Economy for All** • Complete the Taxiway H, Segment 1 reconstruction project. • Implement ground transportation, mobile maintenance/aircraft service safety program that includes a revenue component.

PUBLIC WORKS

Division Budget – FIFTH STREET GARAGE

Fifth Street Garage Fund 5020, Division 50200

DIVISION DETAIL

Since December 19, 2008 the County has been responsible for the maintenance and operation of the Fifth Street Garage. Expenditures are based on the cost of maintaining and operating the garage. This is a public-private partnership and revenues are received from the participating entities. The County and the City of Napa each pay 37.28% and the private partners pay 12.72%.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	117,315	141,339	144,695	3,356	2 %
54-Other Charges	336,827	336,827	336,827	0	0 %
Total Appropriation	**454,142**	**478,166**	**481,522**	**3,356**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	12,427	5,000	11,000	6,000	120 %
45-Revenue from Use of Money and Property	848	500	800	300	60 %
46-Charges for Services	106,421	141,338	146,200	4,862	3 %
Total Revenue	**119,697**	**146,838**	**158,000**	**11,162**	**8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50200 5th Street Parking Garage-Ops	334,445	331,328	323,522	-7,806	-2 %
Total Use Of Fund Balance	**334,445**	**331,328**	**323,522**	**-7,806**	**-2%**

PUBLIC WORKS

Division Budget – ANIMAL SHELTER-OPERATIONS

Animal Shelter Fund 5040, Division 50400

DIVISION DETAIL

The County provides Animal Shelter services for the unincorporated area as well as the Cities of Napa and American Canyon and the Town of Yountville. All entities participate in the cost, and costs are shared by percentage of participants' population. The budget continues to include the Cities/Town and County contributing 3% of their annual cost directly to the Animal Shelter Capital Improvement Project Division for future capital needs (See Capital Improvement section of this book).

One dollar and seventy-five cents ($1.75) from each license fee contributes to a fund that is used to support spay/neuter activities in Napa County. This fund is used to reduce the number of animals entering the shelter through supporting a Trap, Neuter and Release program for feral cats, as well as assist citizens who had problem pets but were unable to pay for the cost of spay/neutering their animals.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	766,048	895,885	925,574	29,689	3 %
52/53-Services and Supplies	558,097	632,430	679,462	47,032	7 %
54-Other Charges	108,292	115,800	116,820	1,020	1 %
56-Other Financing Uses	43,171	80,798	78,533	-2,265	-3 %
58-Appropriation for Contingencies	0	40,304	42,757	2,453	6 %
Total Appropriation	**1,475,607**	**1,765,217**	**1,843,146**	**77,929**	**4 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	78,267	78,750	76,850	-1,900	-2 %
44-Fines, Forfeitures, and Penalties	6,768	8,000	6,000	-2,000	-25 %
45-Revenue from Use of Money and Property	1,387	954	1,260	306	32 %
46-Charges for Services	1,266,455	1,528,923	1,602,995	74,072	5 %
47-Miscellaneous Revenues	22,833	36,750	46,000	9,250	25 %
Total Revenue	**1,375,710**	**1,653,377**	**1,733,105**	**79,728**	**5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50400 Animal Shelter-Operations	99,897	111,840	110,041	-1,799	-2 %
Total Use Of Fund Balance	**99,897**	**111,840**	**110,041**	**-1,799**	**-2%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
50400 Animal Shelter-Operations	9.0	9.0	11.0

SIGNIFICANT ADJUSTMENTS

- The budget recommends allocating two new positions for the Animal Shelter, one Senior Animal Attendant and one Community Programs Coordinator. However, because of the hiring freeze and budget constraints of our partners, these requested positions are unfunded in the 2020-21 budget. If approved, funding for the new positions would be revisited once the hiring freeze is lifted.

- There is an increase of approximately $47,000 in Services and Supplies primarily due to increases in veterinary services, animal feed, and janitorial supplies.

ACCOMPLISHMENTS	GOALS
• Continue to bridge the gap between NCAS and the Latinx community by increasing the Shelter's community presence via partnerships with local vendors and event organizers, and through other various outreach efforts. **Ongoing - Continue work to translate paperwork/brochures into Spanish.** • Maximize community participation in the animal licensing program by hosting satellite locations throughout the County. **Licensing offered at off-site events, however there was little public interest.** • Achieve a 100% participation and certification rate of core staff and volunteers in the Community Emergency Response Team (CERT) Program which provides disaster and emergency preparedness and response training. **Ongoing – trainings will continue.** • Finalize the Animal Shelter Emergency Preparedness Plan. **Complete – Animal Shelter has joint trainings with Napa Community Animal Response Team (NapaCART) and attends trainings required through Emergency Operations Center (EOC).** • Continue to build on efforts to accomplish waste reduction goals by participating in the County-wide composting program, converting to a paperless business environment, and working closely with the Sustainability Council to identify additional measures to implement throughout the facility. **Complete.**	**Collaborative and Engaged Community** • Improve dog training/enrichment procedures for our Volunteer Program. • Create more advanced and quality videos for promotion of animals and shelter programs via Social Media. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Continue with emergency preparedness training. **Effective and Open Government** • Finalize an update to the Foster Program to provide additional training and information to participants. • Update key Shelter Operating Procedures. • Participate in UC Davis's "Shelter Bootcamp" program to learn how to maximize our space and resources accordingly.

ACCOMPLISHMENTS	GOALS
• Finalize the latest revision of the foster program manual and protocols which include updates for educational resources, like YouTube videos. **Ongoing – Foster applications have been updated, training manuals are drafted, and an orientation session for the Foster program is being developed.** • Update the 5-Year Capital Improvement Plan and the funding plan. **Ongoing – Partnership agreements were updated to allow for a more sustainable funding model.** • Complete the yard drainage improvement project to reduce stagnant surface water and other drainage issues. **Ongoing.**	

PUBLIC WORKS

Division Budget – CALISTOGA FAIRGROUNDS

Calistoga Fairgrounds Fund 5070, Division 50700

DIVISION DETAIL

As of January 1, 2019, the County became the operator of the Calistoga Fairgrounds. This enterprise fund accounts for the revenues and expenditures associated with maintenance of the Fairgrounds and any approved operations. Due to COVID-19, sale of a portion of the Fairgrounds to the City of Calistoga, which was anticipated to occur in FY 2019-20, has been postponed.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	153,562	534,135	219,802	-314,333	-59 %
52/53-Services and Supplies	299,220	684,000	150,000	-534,000	-78 %
54-Other Charges	2,998	111,865	100,000	-11,865	-11 %
Total Appropriation	**455,779**	**1,330,000**	**469,802**	**-860,198**	**-65 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	260,208	0	0	0	0 %
47-Miscellaneous Revenues	179,926	0	0	0	0 %
Total Revenue	**440,134**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50700 Calistoga Fairgrounds	665,000	1,330,000	150,000	-1,180,000	0 %
Total General Fund Contribution	**665,000**	**1,330,000**	**150,000**	**-1,180,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50700 Calistoga Fairgrounds	-649,355	0	319,802	319,802	100 %
Total Use Of Fund Balance	**-649,355**	**0**	**319,802**	**319,802**	**100%**

STAFFING

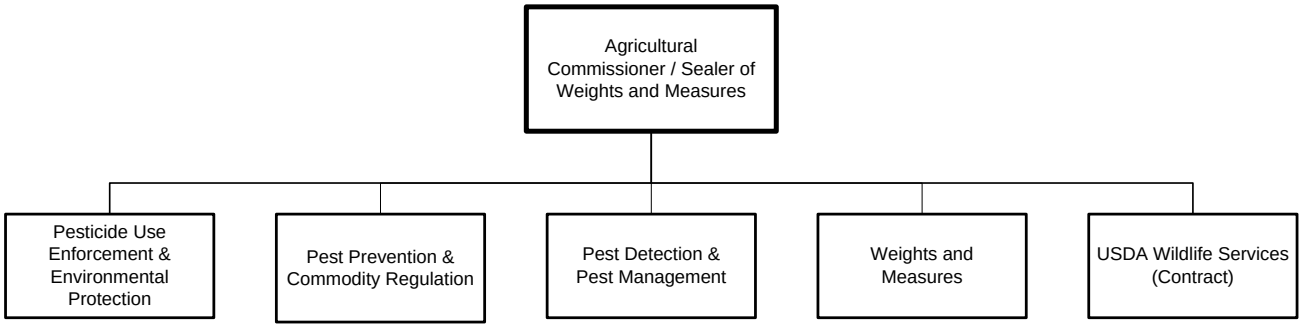
Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
50700 Calistoga Fairgrounds	0	2.0	4.0

SIGNIFICANT ADJUSTMENTS

This recommended budget assumes that all operations at the Fairgrounds are closed, that necessary property management and facilities maintenance will occur, and that the facility may still be utilized in response to disasters or public safety power shutdowns.

AGRICULTURAL COMMISSIONER & SEALER

General Fund 1000, Division 16000



MISSION

The Napa County Department of Agriculture is a regulatory agency dedicated to sustaining a healthy agricultural industry while protecting the environment, the agricultural work force and the community. The Napa County Department of Weights and Measures is dedicated to providing fair competition and equity in the marketplace and ensuring that the interests of the buyer and seller are protected through education, inspection, and enforcement.

FUNCTION AND RESPONSIBILITIES

Agricultural Commissioners and Sealers of Weights and Measures are licensed by the California Department of Food and Agriculture (CDFA) but appointed by local County Boards of Supervisors. The Napa County Board of Supervisors has combined the positions and appointed a single person to serve as the Agricultural Commissioner/Sealer of Weights and Measures. The office is responsible for enforcing state laws and regulations including:

- Pest detection, management, eradication and exclusion.
- Pesticide use enforcement including registration and inspection of pest control and structural businesses.
- Farm worker safety.
- Wine grape inspection; grapevine nursery stock certification.
- Egg inspections at the retail level.
- Certification and inspection of farmers' markets and organic farms within the County.
- Apiary registration.
- Maintenance of crop statistics.
- Ensuring the accuracy of commercial weighing and measuring devices.
- Verifying price, quantity and labeling of packaged and bulk commodities.
- Verifying quality, advertising, and labeling standards for various petroleum products.
- Enforcing Weighmaster laws to assure accuracy of information on Weighmaster certificates.

AGRICULTURAL COMMISSIONER & SEALER

General Fund 1000, Division 16000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,883,242	3,949,502	3,687,390	-262,112	-7 %
52/53-Services and Supplies	1,001,404	1,132,345	1,226,469	94,124	8 %
54-Other Charges	19,793	25,000	41,300	16,300	65 %
55-Capital Assets	29,930	0	0	0	0 %
Total Appropriation	**4,934,369**	**5,106,847**	**4,955,159**	**-151,688**	**-3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	308,908	300,000	300,000	0	0 %
43-Intergovernmental Revenues	2,586,084	2,286,630	2,325,095	38,465	2 %
44-Fines, Forfeitures, and Penalties	5,250	3,000	3,000	0	0 %
46-Charges for Services	294,037	291,600	320,100	28,500	10 %
48-Other Financing Sources	29,930	0	0	0	0 %
Total Revenue	**3,224,209**	**2,881,230**	**2,948,195**	**66,965**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
16000 Ag Commissioner-Sealer	1,710,160	2,225,617	2,006,964	-218,653	-10 %
Total Net County Cost	**1,710,160**	**2,225,617**	**2,006,964**	**-218,653**	**-10%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
16000 Ag Commissioner-Sealer	30	30	30

SIGNIFICANT ADJUSTMENTS

- The department will not be filling vacancies in FY20/21, resulting in a savings of $262,112 in salaries and benefits.
- The department reduced expenses for the upcoming fiscal year, however, the Services and Supplies increased by $94,124 due to repayment of funds to CDFA for an audit finding.

ACCOMPLISHMENTS	GOALS
• Continue to cooperate with the federal and state governments, wine industry, and community during the European Grapevine Moth (EGVM) Post Eradication Plan. **Eradication declared in August 2016 for the EGVM and quarantine lifted. We continue to monitor for EGVM at a reduced density.** • Continue to protect the people, environment, and economy by preventing the introduction of exotic pests, ensuring safe and effective use of pesticides, and creating opportunities to increase the production, access, and sale of agricultural commodities. - **Continued to keep the County Glassy-winged Sharpshooter (GWSS) free by inspecting over 2,900 incoming shipments of ornamental nursery stock.** - **Deployed and monitored approximately 2,000 Glassy-winged Sharpshooter traps and 2,100 Vine Mealybug (VMB) traps county-wide.** - **Promoted sustainable pest control practices by using biological control to suppress VMB populations.** - **Partnered with the Napa County Winegrape Pest and Disease Control District in continuing the Sentinel trapping program for serious wine grape pests not known to occur in California.** - **Partnered with the California Department of Pesticide Regulation to present valuable worker safety information to Napa County's Spanish-speaking agricultural workers.** • Promote fair competition and equity in the marketplace and ensure that the interests of the buyer and seller are protected through education, inspection, and enforcement. - **Analyzed 8,057 items to ensure price verification, inspected 996 fuel dispensers for accuracy, inspected 2,010 utility submeteres for accuracy, 847 medium/heavy capacity scales tested before grape harvest, and provided consumer and economic protection to Napa County through mandated inspections, complaint investigations and public outreach.**	**Collaborative and Engaged Community** • Continue working with the community to remain glassy-wing sharp shooter (GWSS) free and further educate on the introduction of invasive and destructive exotic pests, including preventative measures. Continue partnering with local businesses and industry to protect the agricultural production of the County. Continue outreach to the farm workers, growers, and public to promote safe use of pesticides for a sustainable agricultural system. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Continue to partner with industry to prevent the introduction of pests that could lead to increased use of pesticides. Promote a safe and healthy community by ensuring proper use of pesticide application in agricultural industries. **Vibrant and Sustainable Environment** • Continue to protect the people, environment, and economy by preventing the introduction of exotic pests, enforcing pesticide safety regulations, and creating opportunities to increase the production, access, and sale of agricultural commodities. **Livable Economy for All** • Promote fair competition and equity in the marketplace and ensure that the interests of the buyer and seller are protected through education, inspection, and enforcement programs. **Effective and Open Government** • Maintain our commitment to providing information requested to citizens and industry. Provide the annual Crop Report in English and Spanish. Be proactive in educating the regulated community regarding compliance with current regulations. Maintain an open dialog on new or proposed regulations and help with compliance by providing educational workshops and updates to industry.

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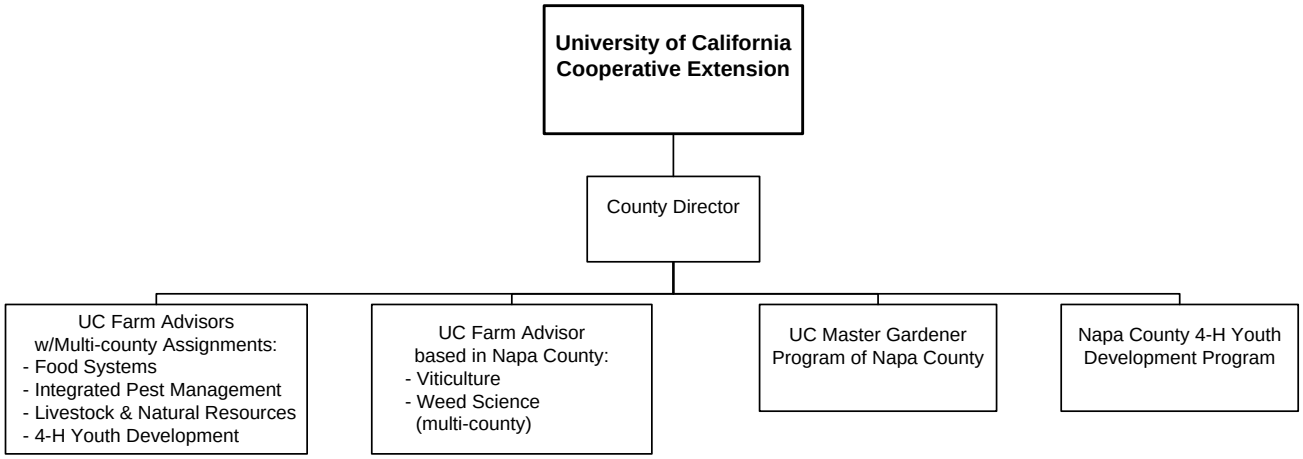
U. C. COOPERATIVE EXTENSION
Department Summary



MISSION

The University of California Cooperative Extension (UCCE) is part of the national Land Grant system whereby selected public institutions of higher learning are charged with providing practical education to the general public through various outreach methods.

FUNCTION AND RESPONSIBILITIES

The County's General Fund appropriations to UCCE are leveraged with funding from the University of California and contracts, grants, and endowments to support the Department's activities, including on-farm research and educational programming for the community.

UCCE Advisors serve the residents and professionals in Napa County by:

- Collaborating with University researchers and regulatory officials to conduct problem-solving research in the fields of viticulture, weed science, integrated pest management, food systems, youth development, livestock and natural resources.
- Supporting adoption of innovative practices to sustain economic viability, environmental stewardship and social equity of local agriculture producers and members of regional food systems.
- Collaborating with local partners to offer Spanish-language educational programs in viticulture, horticulture, pest identification, and pest management.
- Publishing electronic newsletters and articles for newspapers, agricultural industry publications, and scientific journals.
- Organizing workshops, seminars, field days, and training opportunities.

The **4-H Youth Development** program

- Builds healthy families and engages youth to reach their fullest potential.
- Offers citizenship leadership, and life skills development using learn-by-doing activities.
- Increases youth confidence and literacy in science.
- Develops and delivers culturally relevant youth development opportunities for all of Napa's communities.

The **UC Master Gardener Program** of Napa County

- Extends research-based horticultural information to the residents of Napa County.
- Organizes educational opportunities in urban horticulture.
- Enhances the reach and benefit of Napa's community and school gardens.
- Encourages sustainable gardening practices for healthy gardens, gardeners, families, and community.

U. C. COOPERATIVE EXTENSION
Department Summary

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	362,377	392,271	379,146	-13,125	-3 %
52/53-Services and Supplies	186,500	206,442	210,418	3,976	2 %
Total Appropriation	**548,877**	**598,713**	**589,564**	**-9,149**	**-2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
18000 UC Cooperative Extension	548,877	598,713	589,564	-9,149	-2 %
Total Net County Cost	**548,877**	**598,713**	**589,564**	**-9,149**	**-2%**

STAFFING

Division Budget Units	Adopt 2018	Adopt 2019	Rec 2020
18000 UC Cooperative Extension	4.0	4.0	4.0

U. C. COOPERATIVE EXTENSION

General Fund 1000, Division 18000

ACCOMPLISHMENTS	GOALS
• Hosted 21 educational opportunities in partnership with local non-profit organizations to highlight current research in sustainable vineyard management. • With Napa County's Agricultural Commissioner, supported grape growers to select alternative and non-chemical weed management options. • Conducted ground-breaking research that challenges historical assumptions about Pierce's disease ecology. • Catalyzed the development of community-oriented wildfire prevention programs. • Extended knowledge in hands-on science education to afterschool educators in Napa and American Canyon. • Collaborated with city and county partners to provide 314 educational programs in urban horticulture to 3,517 attendees. • Taught care and maintenance of roses and landscape trees at the Fuller Park Rose Garden and tree stockyard, in partnership with Napa City Parks and Recreation. • Collaborated with city and county partners to further public education programs in home composting, water-wise and bay-friendly gardening.	**Collaborative and Engaged Community** • Collaborate with community partners to increase opportunities for diverse audiences to access educational resources. Partners include city, county, state and federal agencies, county schools; non-profit trade associations and agencies supporting youth and farmworker development. • Deliver research-based information from the University of California and other institutions to the residents and agricultural professionals of Napa County in response to identified needs and expectations. • Strengthen training for 4-H adult volunteers and teen leaders in leadership and agricultural education to ensure youth members are offered high quality learning experiences. **Vibrant and Sustainable Environment** • Collaborate in on-farm research projects to address local needs in viticulture, pest management, weed science, water quality, and rangeland management. **Healthy, Safe & Welcoming Place to Live, Work and Visit** • Conduct numerous diverse outreach efforts in agriculture, natural resources, youth development and urban horticulture.

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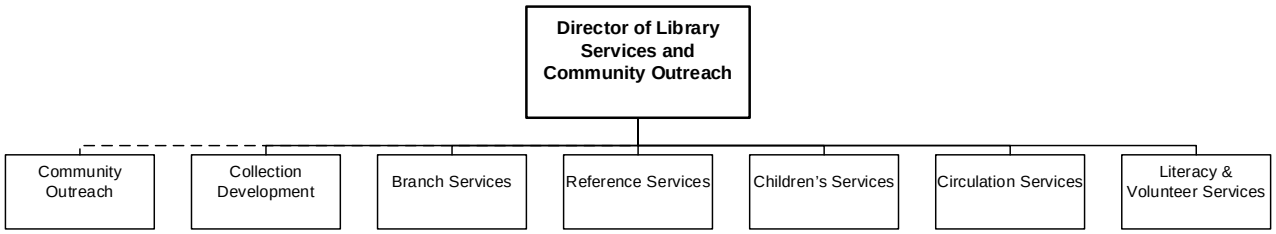
COUNTY LIBRARY

Division Budget – COUNTY LIBRARY

County Library Fund 2020, Division 20200



MISSION

The Napa County Library's mission is to enrich people's lives with books and information.

FUNCTION AND RESPONSIBILITIES

The Napa County Library (NCL) provides free and equal access to public library facilities, resources and services that enable the County's diverse population to access information, pursue lifelong learning, and enjoy the pleasure of reading. Branches are located in Napa, American Canyon, Calistoga and Yountville. The Library also provides books by mail, online, and services to remote locations.

- Community Outreach- plans, organizes, directs, manages and administers community outreach efforts including updating and maintaining Napa County's public websites and internal intranet sites to ensure appropriate design, content and functionality.
- Collection Development- orders, receives, catalogs, and processes materials for the Library's collection; ensuring materials are easily accessible to the public. The unit is also responsible for the selection and evaluation of materials and for the inter-library loan service that provides access to items not found in the collection.
- Branch Services- provides and supports reference, children's and circulation services in our American Canyon, Calistoga and Yountville locations.
- Reference Services- facilitates access by helping the public locate needed resources, readers advisory, computer assistance adult and teen programming and training.
- Children's Services- provides books, information, and programming to promote a love of reading for children from infancy through age twelve and to those involved in children's lives.
- Circulation Services- issues library cards and provides efficient and accurate checkout, return and re-shelving of more than one million items each year.
- The Literacy Center provides assistance to adults learning to read, write and speak English.

COUNTY LIBRARY

Division Budget – COUNTY LIBRARY

County Library Fund 2020, Division 20200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	5,237,483	6,190,498	6,241,754	51,256	1 %
52/53-Services and Supplies	2,236,288	2,655,722	2,970,495	314,773	12 %
55-Capital Assets	0	45,000	100,000	55,000	122 %
56-Other Financing Uses	90,605	320,499	415,855	95,356	30 %
57-Special Items	23,507,742	11,360,141	3,622,745	-7,737,396	-68 %
Total Appropriation	**31,072,118**	**20,571,860**	**13,350,849**	**-7,221,011**	**-35 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	9,545,787	8,248,141	9,105,572	857,431	10 %
43-Intergovernmental Revenues	452,521	161,576	117,347	-44,229	-27 %
45-Revenue from Use of Money and Property	220,043	78,000	90,000	12,000	15 %
46-Charges for Services	92,078	96,507	74,215	-22,292	-23 %
47-Miscellaneous Revenues	218,781	116,300	111,105	-5,195	-4 %
49-Special Items	27,994,250	11,397,225	3,622,745	-7,774,480	-68 %
Total Revenue	**38,523,460**	**20,097,749**	**13,120,984**	**-6,976,765**	**-35 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20200 County Library-Operations	229,872	248,758	229,865	-18,893	-8 %
Total General Fund Contribution	**229,872**	**248,758**	**229,865**	**-18,893**	**-8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20200 County Library-Operations	-7,681,214	225,353	0	-225,353	0 %
Total Use Of Fund Balance	**-7,681,214**	**225,353**	**0**	**-225,353**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20200 County Library-Operations	49.3	52.3	52.3

SIGNIFICANT ADJUSTMENTS

- The Napa County Library's mission is to enrich people's lives with books and information; with this mission in mind, Charges for Services decreased by nearly $23,000 due to the updated policy which waived overdue fines for adults. Eliminating these fines helps meet the needs of those affected during Shelter At Home and decrease barriers for services to our most vulnerable populations going forward.

- $7.2 million (35.1%) decrease in Special Items is a result of appropriating property tax revenue directly to each subdivision, rather than receiving it into one subdivision, then transferring it to the other subdivisions.

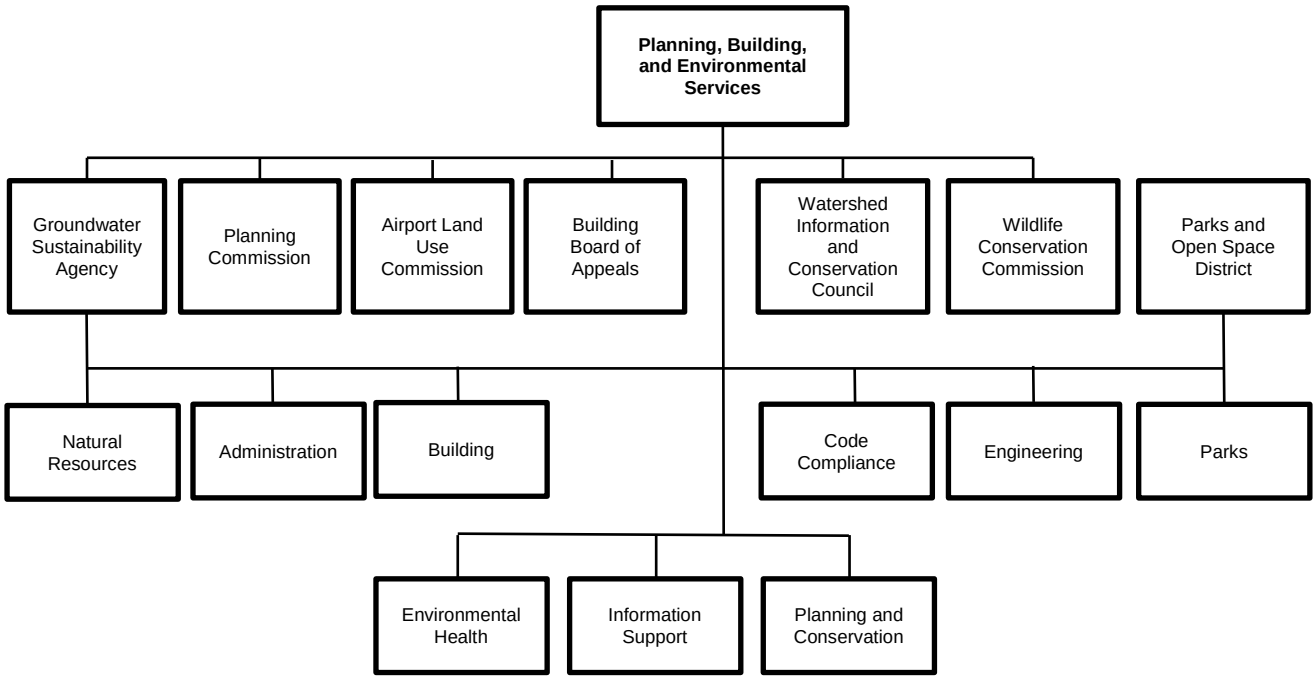
- The Capital Assets account includes funding for the following new capital assets:

    - A full building backup generator at the Calistoga Library to ensure continuity of service during PSPS events as well as support residents as a Charging Station, provide internet access, air conditioning and other services.

    - Off-site materials lockers and book return to allow users in North Napa easier access to library materials and convenient drop-off location. This expands library reach without capital outlay for a full-service location and minimizes staffing costs.

ACCOMPLISHMENTS	GOALS
• In response to COVID-19, increased online materials, programing and outreach so that the community could stay engaged in educational and recreational learning • The Library expanded hours in all locations. This included Sunday hours in Napa, Monday hours in American Canyon and Calistoga and Fridays in Yountville. • Approximately 1500 programs were provided in addition to traditional public outreach to increase awareness of library programs and services. • Electronic material circulation continues to grow at a high rate. In FY19/20 it's estimated to surpass 10% of total circulation. • Continued to expand nontraditional "Library of Things" collection and experiential programming, such as Virtual Reality and 3D printing which allows residents to explore their world and expand skills and interests. • Overdue fines for all materials were removed, resulting in thousands of residents gaining access to library services again.	**Collaborative and Engaged Community** • Expand online programs and services to maintain public engagement while social distancing continues, as well as to better support more remote areas of the county. • Seek partnerships with Napa County schools to expand One Card program, which gives all NVUSD students access to library resources by both print and digital. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Review internal procedures and policies to ensure access to all populations by implementing California State Library diversity and inclusion training received in spring 2020. • Seek out opportunities to provide remote material retrievals and returns. **Effective and Open Government** • Work with Library Commission to create privacy guidelines for use of online tools that promote services and programs in the community.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Department Summary



MISSION

The Department of Planning, Building, & Environmental Services serves our community by enforcing a fair, efficient, and open process that balances the diverse needs of agriculture, the economy, health and safety, and the environment. The PBES Department provides general planning, building, engineering, environmental health, compliance, natural resources, and parks information to the public by appointment, telephone or at the walk-in counter. Office hours are 7:30 am to 5:00 pm. Permit Counter hours are 8:00 am-12:00 pm and 1:00 pm-4:00 pm and by appointment from 12:00-1:00 pm and 4:00 pm-5:00 pm Monday through Friday.

FUNCTION AND RESPONSIBILITIES

The Department of Planning, Building & Environmental Services (PBES) is made up of seven main Divisions: Planning & Conservation, Building, Engineering, Environmental Health, Natural Resources, Code Compliance, and Parks. Administrative and information support staff serve these seven divisions. Budget units reflect these divisions as well as department activities related to code enforcement, General Plan implementation, CEQA compliance, and the Wildlife Conservation Commission.

- Planning & Conservation is responsible for the review of development applications for consistency with the County's General Plan and zoning ordinance and prepares environmental documents associated with development applications. Division staff maintains and updates the County's General Plan and provides staff support to the Planning Commission and the Airport Land Use Commission. Conservation staff is responsible for reviewing agricultural erosion control plans associated with vineyards on slopes of greater than 5%. It also oversees the County's Williamson Act and Surface Mining and Reclamation Act programs and supports the Wildlife Conservation Commission.

- General Plan includes general fund support and revenues derived from a 3.3% surcharge on permits. The budget unit is used to support consultant contracts necessary for maintenance and implementation of the General Plan.
- California Environmental Quality Act (CEQA) includes funds deposited by project applicants and supports consultant contracts needed to prepare complex CEQA documents for those projects in compliance with State law.
- Wildlife Conservation is funded by fines and General Fund support and must be spent consistent with guidelines approved by the State Department of Fish and Wildlife. The Wildlife Commission is staffed by Planning and Conservation Division and advises the Board of Supervisors on disbursement of funds for projects that protect, conserve, propagate, and preserve fish and wildlife.

- Building Division is responsible for the review of building permit applications; including all construction documents, plans, and specifications; for compliance with adopted codes. The Building Division also provides building inspection services during construction of approved projects, and issues certificates of occupancy that allow structures to begin use.

- Code Compliance is responsible for the abatement of code violations when normal procedures are ineffective. It coordinates with staff from Planning, Building and Environmental Services, Public Works, the District Attorney, the Sheriff, County Fire, and County Counsel.

- Environmental Health is responsible for implementation of State programs for the protection of public health, including inspections of retail food facilities, public pools, labor camps, and mobile home parks; permitting of small water systems, on-site sewage systems, and wells; groundwater permits; permitting of facilities that possess hazardous materials, underground or above ground storage tanks, and emergency response support and oversight of cleanup of sewage and hazardous materials releases. Staff also work under the authority of the County Public Health Officer to respond to health emergencies and prevention.

- Engineering is responsible for the processing of a variety of ministerial and discretionary permits related to private land development proposals to ensure compliance with grading and drainage standards, road and street standards, storm water quality and floodplain management. Division staff manages the processing and inspections of engineering permits such as grading, floodplain management and preliminary road exception applications along with implementing the National Pollution Discharge Elimination System (NPDES), National Flood Insurance Program (NFIP), and the Phase II Small Municipal Separate Storm System (MS4) Program.

- Natural Resources works under the authority of the Groundwater Sustainability Agency to plan for, monitor, and manage the Napa Valley groundwater sub-basin. It also works with the Resource Conservation District and the City of Napa on watershed monitoring and supports the work of the Watershed Information and Conservation Council (WICC). Responsibilities also include the Napa Green Certified program, energy conservation, and other sustainability programs.

- Solid Waste (Local Enforcement Agency) Program operates within the Environmental Health Division, under the authority of the Department of Resources Recycling and Recovery within the California Environmental Protection Agency. It is responsible for ensuring that solid waste generated within Napa County or transported to Napa County is transported, handled, processed and disposed of using methods that will not create environmental, health, safety or nuisance conditions. Responsibilities also include solid waste and recycling franchise agreements, waste tire enforcement and medical waste/body art regulation.

- Parks includes the appropriations associated with employees of the Parks & Open Space District. These appropriations are offset with revenue from the District.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17000 Planning-Bldg-Env Services	5,670,025	7,009,445	6,876,243	-133,202	-2 %
17020 PBES-Environmental Health	3,280,983	3,694,675	3,651,253	-43,422	-1 %
17030 PBES-Local Enforcement Agency	311,151	370,724	379,175	8,451	2 %
17040 PBES-Natural Resources	0	0	1,867,411	1,867,411	100 %
17500 Parks	752,531	812,351	797,228	-15,123	-2 %
21200 Wildlife Conservation Comm	47,985	50,000	25,000	-25,000	-50 %
21400 Building-Inspection	4,745,975	5,675,206	5,584,364	-90,842	-2 %
21410 Building-Code Enforcement	2,490	50,000	47,271	-2,729	-5 %
Total Appropriation	**14,811,141**	**17,662,401**	**19,227,945**	**1,565,544**	**9 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17000 Planning-Bldg-Env Services	3,174,424	3,085,404	3,311,066	225,662	7 %
17020 PBES-Environmental Health	2,698,586	2,574,500	2,552,000	-22,500	-1 %
17030 PBES-Local Enforcement Agency	286,167	302,500	307,500	5,000	2 %
17040 PBES-Natural Resources	0	0	1,435,150	1,435,150	100 %
17500 Parks	752,332	812,351	797,228	-15,123	-2 %
21200 Wildlife Conservation Comm	34,799	11,200	5,000	-6,200	-55 %
21400 Building-Inspection	4,667,034	4,283,956	4,109,516	-174,440	-4 %
21410 Building-Code Enforcement	4,104	3,200	4,000	800	25 %
Total Revenue	**11,617,446**	**11,073,111**	**12,521,460**	**1,448,349**	**13 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21200 Wildlife Conservation Comm	0	10,000	15,000	5,000	50 %
Total General Fund Contribution	**0**	**10,000**	**15,000**	**5,000**	**50 %**

PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Department Summary

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17000 Planning-Bldg-Env Services	2,495,601	3,924,041	3,565,177	-358,864	-9 %
17020 PBES-Environmental Health	582,397	1,120,175	1,099,253	-20,922	-2 %
17030 PBES-Local Enforcement Agency	24,984	68,224	71,675	3,451	5 %
17040 PBES-Natural Resources	0	0	432,261	432,261	100 %
17500 Parks	199	0	0	0	0 %
Total Net County Cost	**3,103,181**	**5,112,440**	**5,168,366**	**55,926**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21200 Wildlife Conservation Comm	13,186	28,800	5,000	-23,800	-83 %
21400 Building-Inspection	78,941	1,391,250	1,474,848	83,598	6 %
21410 Building-Code Enforcement	-1,614	46,800	43,271	-3,529	-8 %
Total Use Of Fund Balance	**90,513**	**1,466,850**	**1,523,119**	**56,269**	**4 %**

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PLANNING

General Fund 1000, Division 17000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,981,476	4,879,404	4,862,281	-17,123	0 %
52/53-Services and Supplies	1,688,549	2,130,041	2,013,962	-116,079	-5 %
Total Appropriation	**5,670,025**	**7,009,445**	**6,876,243**	**-133,202**	**-2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	1,821,727	1,750,000	1,760,000	10,000	1 %
43-Intergovernmental Revenues	320	0	125,000	125,000	100 %
44-Fines, Forfeitures, and Penalties	0	1,000	1,000	0	0 %
46-Charges for Services	1,222,119	1,200,452	1,244,033	43,581	4 %
49-Special Items	130,258	133,952	181,033	47,081	35 %
Total Revenue	**3,174,424**	**3,085,404**	**3,311,066**	**225,662**	**7 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17000 Planning-Bldg-Env Services	2,495,601	3,924,041	3,565,177	-358,864	-9 %
Total Net County Cost	**2,495,601**	**3,924,041**	**3,565,177**	**-358,864**	**-9%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
17000 Planning-Bldg-Env Services	32.0	33.0	34.0

SIGNIFICANT ADJUSTMENTS

- The budget for the Planning division includes one new position, an Environmental Resource Specialist. This position will be a transfer from Public Works and will focus on the Bay Area Regional Energy program as well as the Green Business program. This position is almost completely funded by a grant from ABAG.

- The budget also shows salary savings that include savings for a vacant but unfunded Planner III position.

ACCOMPLISHMENTS: PLANNING/CONSERVATION	GOALS: PLANNING/CONSERVATION
Livable Economy for All • Update and develop sustainable regulations for issues including by not limited to residential development, viewshed development, solar/energy facilities. **Completed/Ongoing. Ordinance related to residential development requirements within agricultural areas/viewshed has been drafted and is in review. The renewable energy ordinance was adopted by the Board of Supervisors on January 28, 2020. Staff presented proposed exterior building colors procedures and color palette to Board of Supervisors on March 10, 2020 and work on guidelines is ongoing.** **Vibrant and Sustainable Environment** • Adopt and implement the Climate Action Plan. Develop a regionally integrated Climate Action Plan. Begin updating the Safety Element of the General Plan. **Ongoing. A Climate Action Committee was formed in 2019 and is currently working on regional climate change issues. The Safety Element update will commence after completion of the local hazard mitigation plan.** • Prepare an ordinance to allow junior accessory dwelling units (JADUs) in the Agricultural Preserve. **Completed. Accessory Dwelling Unit ordinance update enacted February 11, 2020 including addition of JADU's in Agricultural Preserve.** • Begin work on the Housing Element Update. **Ongoing. Obtained approval of a SB2 Grant from the State in the amount of $160,000, and prepared an application for the LEAP Grant, both of which provide funding for updating housing elements to facilitate development of housing and affordable housing. The Napa Subregion Housing Advisory Committee formed in 2020. Process has been initiated for hiring Housing Element consultant. Worked with Napa City and State Legislature to complete Napa Pipe Annexation to City which includes the County maintaining**	**Livable Economy for All** • Update and develop sustainable regulations for residential development, color palette, remote wineries, and outdoor winery hospitality. **Vibrant and Sustainable Environment** • Support the Climate Action Committee. • Begin prepare draft revisions to the Safety Element. • Complete the Sub-Region RHNA process and begin preparation of the Housing Element. **Effective and Open Government** • Complete Traffic Impact Fee with Public Works. Review all outstanding left hand turn lane requirements. Revise conditions of approval to include travel demand Best Management Practices (BMPs). • Update application forms and checklists for all Planning applications. • Finalize the standardized California Environmental Quality Act (CEQA) Checklist and analysis.

Regional Housing Needs Allocation credits for the portion of housing that will be developed. **Effective and Open Government** • Implement newly adopted Circulation Element including implementation of a vehicle mile travel assessment program and a traffic impact fee program. **Ongoing. Staff continues to work with its consultant on the development of the Traffic Impact Fee as well as Traffic Impact Study Guidelines, which are both anticipated to be complete by July 2020.** • Update the submittal checklist for Minor and Very Minor Use Permit Applications, and other discretionary actions. **Completed. Submittal checklists have been updated, distributed to stakeholders and placed on the County's website for use.** • Prepare an ordinance to make the issuance of small winery use permits and modifications to use permits more efficient. **Completed. The Small Winery Protection and Use Permit Streamlining Ordinance was adopted on February 4, 2020.** • Formalized the Zoning Administrator hearing process (i.e. created staff report/memo template, public hearing notices, calendar and website). **Completed. Regular meetings have been established, the agenda has moved onto Granicus, and the website expanded to improve public availability.** • Formalized the Zoning Administrator hearing process (i.e. created staff report/memo template, public hearing notices, calendar and website).	

ACCOMPLISHMENTS: ENGINEERING	GOALS: ENGINEERING
• The Federal Emergency Management Agency (FEMA) re-certified that the voluntary actions undertaken by Napa County exceed minimum standards of the NFIP and meet the criteria for a CRS Class 7 Rating. The floodplain management activities implemented by Napa County qualifies it for a 15 percent discount in the premium cost of flood insurance for NFIP policies issued or renewed in Special Flood Hazard Areas on or after May 1, 2018. This savings is a tangible result of the flood mitigation activities Napa County implements to protect lives and reduce property damage. • Developed and implemented storm water quality elements as the current Phase II Small MS4 storm water general permit as mandated by the State Water Resources Control Board. Negotiated with the Bay Area Water Resources Control Board to not include small Phase II MS4 communities into the Phase I Municipal Regional Permit. • Developed a database and mapping technology to track the installation and inspections of construction projects which were deemed a threat to water quality, and developments that have installed post-construction storm water management facilities. • Revised the Napa County Road and Street Standards as equaling or exceeding the State Responsibility Area (SRA) Fire Safe Regulations (2020) and pending certification by the CA Board of Forestry and Fire Protection.	**Effective and Open Government** • Develop and implement the Traffic Impact Study Guidelines and incorporate a traffic engineering review program within the Division to facilitate the review and analysis of traffic related impacts for new or modified land uses within PBES. • Update Napa County's Floodplain Management Ordinance based on the CA Department of Water Resources (DWR) Model Ordinance for Non-Coastal Flooding. Napa County's updated Floodplain Management Ordinance will ensure the minimum requirements of the National Flood Insurance Program (NFIP) are met, compliance with the 2019 California Building Code (CBC) and promote public health, safety, and flood reduction damage within the community. The updated Floodplain Management Ordinance will reflect the • Obtain annual re-certification of Napa County's FEMA Community Rating System (CRS) application.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PBES-ENVIRONMENTAL HEALTH

General Fund 1000, Division 17020

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	2,703,049	3,050,958	2,938,812	-112,146	-4 %
52/53-Services and Supplies	447,677	509,765	531,408	21,643	4 %
57-Special Items	130,258	133,952	181,033	47,081	35 %
Total Appropriation	**3,280,983**	**3,694,675**	**3,651,253**	**-43,422**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	2,519,509	2,355,500	2,361,500	6,000	0 %
44-Fines, Forfeitures, and Penalties	300	500	500	0	0 %
46-Charges for Services	134,464	138,500	125,000	-13,500	-10 %
48-Other Financing Sources	44,313	80,000	65,000	-15,000	-19 %
Total Revenue	**2,698,586**	**2,574,500**	**2,552,000**	**-22,500**	**-1 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17020 PBES-Environmental Health	582,397	1,120,175	1,099,253	-20,922	-2 %
Total Net County Cost	**582,397**	**1,120,175**	**1,099,253**	**-20,922**	**-2%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
17020 PBES- Environmental Health	23.0	23.0	23.0

SIGNIFICANT ADJUSTMENTS

- The budget includes salary savings for a vacant Environmental Health Specialist II position.

- A new Staff Service Manager was hired in PBES in March 2020. PBES deleted a vacant Administrative Secretary II position when it was created. This position will serve all the divisions in PBES and both Environmental Health as well as the Building Division will contribute toward the increased salary costs for this position. This is reflected in Intrafund Transfer for FY 20/21 which can be found under the Special Item category listed above.

ACCOMPLISHMENTS	GOALS
• Due to changes in the State's plan and schedule there was not yet an opportunity to apply for & become certified third party provider for the Regional Water Quality Control Board (RWQCB) to retain jurisdiction over winery process wastewater. However, staff did engage local stakeholders regarding the State's Winery General Order and helped facilitate communication between industry and the State and Regional Boards. Environmental Health staff continue to engage with our partners in an effort to move this effort ahead. • Provided information, education and guidance to regulated food facilities, water systems and others affected by Public Safety Power Shutoffs. • Provided information, education and guidance to the regulated community to help protect staff and customers from exposure to Coronavirus. Investigated complaints at regulated businesses regarding social distancing and sanitation. • Permitted and provided regulatory oversight to a 3-day music festival and a golf tournament ensuring residents and visitors a safe and healthy experience with respect to food safety and sanitation. Staff worked with local non-profit groups on the recovery of excess food from the events.	**Healthy, Safe and Welcoming Place to Live, Work and Visit** • Work with businesses affected by the Coronavirus pandemic to safely return to operation in compliance with any new restrictions or requirements; and to be a resource to operators and assist with strategies for them to reopen in a safe manner. • Complete triennial Certified Unified Program Agency performance evaluation by CalEPA. **Vibrant and Sustainable Environment** • Apply for and become certified third party provider for the Regional Water Quality Control Board (RWQCB) to retain jurisdiction over winery process wastewater (dependent upon RWQCB action). • Consider County Code Amendments to capture current technologies and approaches to onsite disposal in advance of receiving approval from the Regional and State Water Quality Control Boards for a Local Agency Management Program (LAMP) related to onsite wastewater treatment systems. **Effective and Open Government** • Return the Mobile Home Park Enforcement Program to the State Department of Housing & Community Development. This process will likely be more than a one-year transition.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PBES-LOCAL ENFORCEMENT AGENCY

General Fund 1000, Division 17030

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	265,856	308,543	325,286	16,743	5 %
52/53-Services and Supplies	45,295	62,181	53,889	-8,292	-13 %
Total Appropriation	**311,151**	**370,724**	**379,175**	**8,451**	**2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	20,159	22,000	22,000	0	0 %
43-Intergovernmental Revenues	43,629	40,000	60,000	20,000	50 %
46-Charges for Services	222,379	240,500	220,500	-20,000	-8 %
48-Other Financing Sources	0	0	5,000	5,000	100 %
Total Revenue	**286,167**	**302,500**	**307,500**	**5,000**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17030 PBES-Local Enforcement Agency	24,984	68,224	71,675	3,451	5 %
Total Net County Cost	**24,984**	**68,224**	**71,675**	**3,451**	**5%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
17030 PBES- Local Enforcement Agency	2.0	2.0	2.0

ACCOMPLISHMENTS	GOALS
• Apply for, receive and implement Waste Tire Enforcement Grant from State of California, Department of Resources, Recycling and Recovery. **Ongoing activity. Grant received and implemented in FY 2019-20.** • Complete solid waste facility permit revision for Upper Valley Disposal Service. **Complete** • Complete solid waste facility 5-year review for Clover Flat Landfill. **Permit Review completed.** • Review and process rate reviews for Napa Recycling & Waste Services. **New rates approved and adopted by BOS.** • Complete solid waste facility permit revision for Upper Valley Disposal Compost facility. **Solid Waste Facility Permit concurred with by CalRecycle and issued in March 2020 allowing for Food Waste composting at UVDS.** • Work with Clover Flat Landfill to come into full compliance with their Solid Waste Facility Permit, complete the 5-year permit review, and work with other State agencies for further enforcement and legal action as required. **The LEA has worked closely with County Counsel and numerous State and local agencies to return CFL into full compliance following illicit discharge of leachate into an adjacent creek, failing critical infrastructure, lack of effective site management, and a long history of compost fires. The 5-year Review has been completed with the Directive that the operator submit to the LEA a Solid Waste Permit Revision to incorporate additional areas into the Solid Waste Permit Boundary.**	**Healthy, Safe & Welcoming Place to Live, Work & Visit** • Apply for, receive and implement Waste Tire Enforcement Grant from State of California, Department of Resources, Recycling and Recovery. • Complete solid waste facility RFI Amendment/Permit Revision for Devlin Road Transfer Station (DRTS). • Complete solid waste facility permit Revision for Clover Flat Landfill, and work with other State agencies for further enforcement and legal action as required. LEA will continue to monitor CFL's ongoing compliance and work with other State agencies as needed to ensure infrastructure and remediation improvements are completed as required. • Continue working with Cal Recycle and City of Napa to complete Phase I & II site investigations, and approve and construct Landfill Gas Monitoring System for Hidden Glen Dump Site. • Continue working with Cal Recycle, DTSC, and Hidden Glen Dump Site private property owner(s) to complete soils cleanup and LEA compliance. • Continue working with Cal Recycle and Berryessa Garbage Service to come into full compliance at former Steele Canyon Landfill

OTHER ACCOMPLISHMENTS

Conducted and completed over 150 required solid waste facility inspections.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PBES – NATURAL RESOURCES

General Fund 1000, Division 17040

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	0	0	248,200	248,200	100 %
52/53-Services and Supplies	0	0	1,619,211	1,619,211	100 %
Total Appropriation	**0**	**0**	**1,867,411**	**1,867,411**	**100 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
48-Other Financing Sources	0	0	1,435,150	1,435,150	100 %
Total Revenue	**0**	**0**	**1,435,150**	**1,435,150**	**100 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17040 PBES-Natural Resources	0	0	432,261	432,261	100 %
Total Net County Cost	**0**	**0**	**432,261**	**432,261**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
17040 PBES-Natural Resources	0.0	0.0	2.0

SIGNIFICANT ADJUSTMENTS

- The Natural Resources division is a new division that was created to focus on the Groundwater Sustainability Agency, as well as the Watershed Information and Conservation Council (WICC) and the watershed monitoring program. The staff, activities, and accomplishments listed below were previously included in Public Works.

- The revenue supporting these activities are from a grant through the Department of Water Resources, and will be transferred in from a non-operating Special Revenue Fund.

- The budget for the Natural Resources division includes funding for one new position, a Supervising Planner with one position left unfunded. This position will be a transfer from Public Works. Services and supplies will support consultants to assist in the preparation of the Groundwater Sustainability Plan.

ACCOMPLISHMENTS	GOALS
• Completed Fall 2019 and Spring 2020 well monitoring. • Completed 2019 Annual Groundwater Report. • Formed Napa County Groundwater Sustainability Agency (GSA). • Received $1,958,500 grant from Dept. of Water Resources. • Convened Watershed Information & Conservation Council meetings. • Conducted groundwater and watershed education and outreach.	• Complete Fall 2020 and Spring 2021 well monitoring. • Complete 2020 Annual Groundwater Report. • Convene Groundwater Sustainability Plan (GSP) Advisory Committee meetings. • Secure consultant and facilitation services to support GSP development. • Launch GSA website. • Conduct groundwater and watershed education and outreach.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PBES – PARKS

General Fund 1000, Division 17500

DIVISION DETAIL

This division was created to track the revenue and appropriations associated with staffing the Parks & Open Space District. The District contracts with the County to provide staffing for its administration and the operation of its facilities.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	714,406	759,135	731,943	-27,192	-4 %
52/53-Services and Supplies	38,125	53,216	65,285	12,069	23 %
Total Appropriation	**752,531**	**812,351**	**797,228**	**-15,123**	**-2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	100	100	100	0	0 %
46-Charges for Services	752,232	812,251	797,128	-15,123	-2 %
Total Revenue	**752,332**	**812,351**	**797,228**	**-15,123**	**-2 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
17500 Parks	199	0	0	0	0 %
Total Net County Cost	**199**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
17500 PBES- Parks	6.0	6.0	6.0

SIGNIFICANT ADJUSTMENTS

Budget includes salary savings for one vacant position.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – WILDLIFE CONSERVATION COMMISSION

General Fund 2120, Division 21200

DIVISION DETAIL

The Napa County Wildlife Conservation Commission is eligible to receive Fish and Wildlife fines to be used for specific activities that support wildlife conservation and environmental preservation in Napa County. Over the years, the Commission has funded projects aimed at stream habitat restoration, open space park enhancement and rehabilitation, and educational outreach.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	47,985	50,000	25,000	-25,000	-50 %
Total Appropriation	**47,985**	**50,000**	**25,000**	**-25,000**	**-50 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	33,476	10,000	4,800	-5,200	-52 %
45-Revenue from Use of Money and Property	1,324	1,200	200	-1,000	-83 %
Total Revenue	**34,799**	**11,200**	**5,000**	**-6,200**	**-55 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21200 Wildlife Conservation Comm	0	10,000	15,000	5,000	50 %
Total General Fund Contribution	**0**	**10,000**	**15,000**	**5,000**	**50 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21200 Wildlife Conservation Comm	13,186	28,800	5,000	-23,800	-83 %
Total Use Of Fund Balance	**13,186**	**28,800**	**5,000**	**-23,800**	**-83%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
21200 Wildlife Conservation Comm	34,008	7,808	2,800

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – BUILDING INSPECTION

Building Fund 2140, Division 21400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,341,621	3,989,905	4,071,976	82,071	2 %
52/53-Services and Supplies	954,941	1,134,530	1,286,927	152,397	13 %
54-Other Charges	130,258	133,952	181,033	47,081	35 %
56-Other Financing Uses	319,155	416,819	44,428	-372,391	-89 %
Total Appropriation	**4,745,975**	**5,675,206**	**5,584,364**	**-90,842**	**-2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	2,625,009	2,400,000	2,200,000	-200,000	-8 %
44-Fines, Forfeitures, and Penalties	26,478	5,000	5,000	0	0 %
45-Revenue from Use of Money and Property	100,986	75,000	75,000	0	0 %
46-Charges for Services	1,791,865	1,555,000	1,570,000	15,000	1 %
48-Other Financing Sources	122,697	248,956	259,516	10,560	4 %
Total Revenue	**4,667,034**	**4,283,956**	**4,109,516**	**-174,440**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21400 Building-Inspection	78,941	1,391,250	1,474,848	83,598	6 %
Total Use Of Fund Balance	**78,941**	**1,391,250**	**1,474,848**	**83,598**	**6%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
21400 Building-Inspection	26.0	28.0	28.0

SIGNIFICANT ADJUSTMENTS

- Appropriations include funding for two vacant plans examiner positions.
- Appropriations show a significant drop in Other Financing Uses due to a reduction of Indirect Cost Plan charges. This reduction can be attributed to the fact that legal services are now charged in a separate expenditure account line.
- The Building Division has increased appropriation for services and supplies due to the continued fire rebuild permit applications and the utilization of contract help to cost effectively and efficiently review building plans to address the increased workload. The division has also budgeted funds to cover expenses associated with the transition to electronic document submittal.

ACCOMPLISHMENTS	GOALS
• Implement an automated inspection scheduling system as part of Phase II of Accela Citizen Access (the public facing side of the permitting database). Interactive Voice Recognition (IVE) **System completed and went active March 31, 2020.** • Prepare local amendments for adoption and integration into 2019 California Code of Regulations Title 24 (2019 Building Code) to ensure building & safety requirements are up to date. **Completed, 2019 California Title 24 Code adoption with local amendments. New codes went into effect January 2020.** • Initiate the process for development and implementation of electronic project plan submittal and review system for residential and commercial building projects is scheduled to be completed by the end of FY 2020-21. **Ongoing. Completed site visits to other jurisdictions. Selected a vendor to build the EDR program, currently testing different software and projection to go live by end of December 2020.** • Evaluate the backlog of expired building permit applications and permits and take steps to either clear those permits from the system or work with property owners to finish the project and avoid a potential code enforcement case. **Ongoing - Developed a process for automation of letters to permit applicants notifying them that their application and/or permit has expired.**	**Effective and Open Government** • Expand and promote the Building Officials' Coalition consisting of the Building Officials from the County, the cities and townships to allow for standardization of services and regulatory processes. • Develop and implement electronic plan submittal and review system for residential and commercial building projects. • Develop and implement process for conducting remote video building inspections for minor permits and small projects and non-life safety re-inspections for implementation within FY 2020-21. . • Enhance Accela permit tracking system to automatically populate building permit fees and provide applicants with real time permit fees and application submittal.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – BUILDING CODE ENFORCEMENT

Building Fund 2140, Division 21410

DIVISION DETAIL

Revenue and expenditures vary year to year based on abatement activity. The efforts of code enforcement staff have proven successful without the need to use County abatement funds.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	2,490	50,000	50,000	0	0 %
56-Other Financing Uses	**0**	**0**	**-2,729**	**-2,729**	**100 %**
Total Appropriation	**2,490**	**50,000**	**47,271**	**-2,729**	**-5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	4,104	3,200	4,000	800	25 %
Total Revenue	**4,104**	**3,200**	**4,000**	**800**	**25 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21410 Building-Code Enforcement	-1,614	46,800	43,271	-3,529	-8 %
Total Use Of Fund Balance	**-1,614**	**46,800**	**43,271**	**-3,529**	**-8%**

ACCOMPLISHMENTS	GOALS
• Continue the Neighborhood Improvement Program for the Napa, Berryessa and Angwin neighborhoods. **Ongoing. Completed the second round of Berryessa Estates and Highlands neighborhood inspection and outreach.** • Draft ordinance and procedures for annual winery reporting based on Agricultural Protection Advisory Committee (APAC) and Board of Supervisors' direction. **In process. The Board adopted the resolution on December 4, 2018 for the use the permit compliance program and winery reporting. The winery reporting ordinance has been drafted and will be considered by the Board in the summer of 2020.** • Expand efforts, with County Counsel, to enforce short-term vacation rentals. **Completed and ongoing. Staff settled its first short-term rental litigation in coordination with County Counsel. Host Compliance was placed under contract to assist with short-term rental enforcement.** • Conduct a staff training program that will enhance and improve team cohesiveness. **Ongoing. Staff attended the California Association of Code Enforcement Officers annual seminar which included leadership training and we continue with weekly team trainings.**	**Healthy, Safe & Welcoming Place to Live, Work & Visit** • Draft ordinance and procedures for annual winery reporting based on Agricultural Protection Advisory Committee (APAC) and Board of Supervisors' direction. • Focus on reducing case backlog with an emphasis on Health and Safety violations. • Continue efforts, with County Counsel, to enforce short-term vacation rentals. • Continue the Neighborhood Improvement Program for the Napa, Berryessa and Angwin neighborhoods. • As needed, assist in the enforcement of County Health Order regarding the Covid-19 Pandemic.

GRAND JURY
Department Summary

FUNCTION AND RESPONSIBILITIES

The Grand Jury consists of 19 citizens selected annually by the Napa Superior Court and impaneled according to California Penal Code. The primary function of the civil Grand Jury is to investigate the operation of local government. The Grand Jury is impaneled in July of each year and is discharged upon completion and filing of its final report with the Presiding Judge of the Napa Superior Court.

The Grand Jury has two responsibilities:

- It may inquire into public offenses committed within the County and/or its Cities and present its investigation to the Court by indictment. An inquiry into public offenses by a County Grand Jury rarely occurs.
- It may inquire into the operations, functions, accounts and records of the various City and County departments. This authority includes evaluating the methods or systems those departments have developed to discharge their duties. Similar investigations of joint power authorities, redevelopment agencies, housing authorities and special purpose assessing or taxing districts (such as school districts) are also authorized.

The Grand Jury is also authorized to inquire into:

- The case of every person imprisoned in the County Jail but not indicted.
- The condition and management of public prisons.
- The sale, transfer or present ownership of lands that should revert to the State.
- The willful or corrupt misconduct of public officers and their removal.
- The need to adjust the salary of County elected officials.
- The needs of all County officials.

GRAND JURY
General Fund 1000, Division 12800

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	66,210	60,873	68,868	7,995	13 %
Total Appropriation	**66,210**	**60,873**	**68,868**	**7,995**	**13 %**

NET COUNTY COST

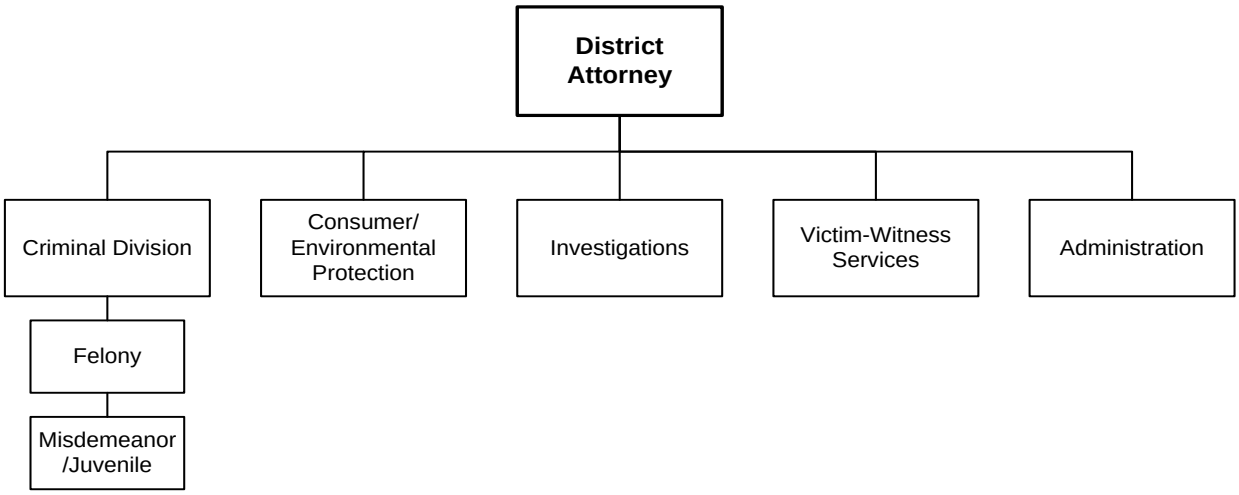
Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
12800 Grand Jury	66,210	60,873	68,868	7,995	13 %
Total Net County Cost	**66,210**	**60,873**	**68,868**	**7,995**	**13%**

SIGNIFICANT ADJUSTMENTS

The budget was increased to reflect 10% administrative costs paid to Napa County Superior Court, but not included in the FY 2019-20 budget.

DISTRICT ATTORNEY

General Fund 1000, Division 13000



MISSION

The mission of the Napa County District Attorney's Office is to investigate and prosecute criminal and civil cases with integrity and fairness, to treat crime victims and witnesses with the highest level of respect and dignity, and to take a proactive role in crime prevention through community awareness and education.

FUNCTION AND RESPONSIBILITIES

The District Attorney is the chief law enforcement officer in the County, responsible for investigating and prosecuting crimes and civil cases on behalf of the people. The District Attorney's Office also takes a proactive role in preventing crime through community awareness and education and works collaboratively with its criminal justice system partners, with the primary goals being safety in the community and reducing the rate of recidivism.

The District Attorney's Office staff consists of a dedicated and professional team of attorneys, investigative staff, victim services staff, administrative and clerical support staff, organized under five key functional areas, which include:

Criminal Division:

This unit is comprised of Deputy District Attorneys, Legal Secretary, Investigators, and Advocates.

- Cases are assigned to teams based on type:
  - General Felony
  - Misdemeanor and Juvenile
  - Special Prosecutions
    - Child and Adult Sexual Assault
    - Domestic Violence
    - Gangs
    - Narcotics
    - Fraud

        - Vulnerable Victims (Elder Abuse and Child Physical Abuse)
- Over 6,100 criminal, civil and juvenile cases are referred annually.
- Every case is reviewed to determine if evidence presented allows the District Attorney's team to prove beyond a reasonable doubt that the individual acted unlawfully, based on
    - Law
    - Investigation
    - Interviews
    - Evidence
    - Case Law
    - Forensic Science
    - Forensic Testing
    - Potential defenses by defendant
- All members of the District Attorney's team act with the highest ethical standards. This means;
    - All rights are protected against being unfairly accused of a crime
    - Honoring the burden of proving a crime beyond a reasonable doubt
    - Every case filed by the office meets very important ethical and legal standards
    - Criminal charges are filed solely based on the facts and the law
    - Offenders are given the opportunity to take responsibility for their actions while emphasizing rehabilitation instead of punishment
- The District Attorney's office is an active member of diversion and alternative sentencing programs, including:
    - Drug Court
    - Mental Health Court
    - Proposition 36
    - Deferred Entry of Judgment Programs
        - Non-violent drug offenders
        - Driving with a suspended license
        - Non-violent misdemeanor crimes
- The District Attorney's office collaborates with law and justice agency partners.

Investigations Unit:

The team of sworn Investigators and non-sworn Investigative Technicians receive over 2,000 requests from prosecutors annually for follow-up investigations on criminal cases submitted by local law enforcement agencies.

- Assists prosecutors with trial preparation and expert testimony.
- Conducts original investigations in complex areas of law including:
    - Consumer Fraud
    - Environmental Crimes
    - Child Abduction
    - Insurance Fraud
    - Public Integrity
- Provide investigator to the Napa Special Investigations Bureau to assist with major drug investigations and human trafficking investigations.
- Provide investigators for Napa County's Child Death Review Team and Elder Death Review Team.
- Serve approximately 3,000 - 4,000 subpoenas per year.
- Provides 24/7 support to local law enforcement as members of the Napa County Major Crimes Task Force, including:
    - Homicide
    - Manslaughter
    - Human Trafficking
- Collaborates with Deputy District Attorneys to provide criminal investigation training to local law enforcement, including:
    - Child abduction

    - Elder Abuse
    - Strangulation
    - Domestic Violence
    - Gang enforcement
    - Insurance, financial, and consumer fraud
- Collaborates with Deputy District Attorneys and Victim Advocates to provide community presentations, including:
    - Elder abuse prevention
    - Gang and youth violence prevention
    - DUI awareness and prevention
    - Drug and alcohol abuse prevention
    - Child abuse prevention
    - Insurance, financial, and consumer fraud prevention

Consumer and Environmental Protection Unit:

The team of Deputy District Attorneys, an Investigator, a Paralegal, and a Legal Secretary are responsible for enforcing laws designed to protect consumers and environment.

- Obtain settlements for victim restitution, public agency restitution, legal fees, fines and penalties.
    - Approximately 150 consumer complaints annually
    - Average of 70 active cases per year
- Enforce civil and criminal laws including:
    - Deceptive Advertising
    - Unfair Competition
    - Hillside Regulations
    - Fish and Wildlife Regulations
    - Soil Erosion
    - Other Environmental Protection Laws
- Local Napa County businesses subject to enforcement.
    - Stores
    - Mail Order
    - Individuals
    - Internet and Media Advertisers
- Collaborates with County Counsel to enforce violations of Napa County Code.
- Collaborates with other District Attorney Offices statewide to enforce violations of deceptive advertising and unfair competition laws.

Victim-Witness Services:

This team includes a Program Manager, a Victim Services Volunteer Coordinator, Victim-Witness Advocates, and a Paralegal Restitution Specialist and they provide supportive services to crime victims and witnesses.

- Provides services to over 2,100 victims of crime annually, including, but not limited to:
    - Peer Counseling
    - Crisis Intervention
    - Referrals to Community Resources
    - Advisement of Victims' Constitutional Rights (Marsy's Law)
    - Court Process Support
    - Claims Assistance for Losses Suffered by Crime Victims
    - Restitution Recovery
- Collaborate with multi-disciplinary teams consisting of Deputy District Attorneys, Investigators, law enforcement, local government and/or non-profit partner agencies in serving victims of violent crime in community settings, at the Courage Center, and the developing Family Justice Center.

- Community Outreach and Public Presentations.
    - Raise awareness of crime victims' rights and services
    - Dozens of events provided throughout Napa County annually

Administration:

This team includes a Staff Services Manager, a DA Accounting Specialist, a Staff Services Analyst, an Account Clerk, Supervising Legal Secretaries, Legal Secretaries, and Office Assistants and they provide all of the administrative resources and clerical support necessary to carry out the mission and work of the District Attorney's Office.

- Legal Secretaries are assigned to work closely with the attorneys in each of the caseload areas to handle the entire case from intake through sentencing.
    - Prepare complaints, briefs, motions, discovery, subpoenas, and any other necessary case-related documents.
    - Assist the attorneys prepare their cases for court by acquiring any necessary documents and evidence from outside agencies such as certified prior convictions, DMV printouts, photographs, body worn camera footage, and dispatch tapes and logs.
    - Work closely with the Victim Witness component of the District Attorney's office by sending out victim correspondence and forwarding messages and phone calls to the Victim Advocates.
    - Compile statistics, answer phones, interact with the public, maintain database and case files, calendar cases, and pull cases for the court calendars.
- Staff Services Manager and fiscal staff are responsible for administering all accounting, human resources, and budgetary functions for the District Attorney's Office.
    - Grant funding and compliance for over 25 distinct state and federally funded programs.
        - Program planning
        - Budget development
        - Tracking revenues and expenditures
        - Program compliance and audits
    - Managing service contracts.
    - Accounting services, project costing, timekeeping, and procurement.

DISTRICT ATTORNEY

General Fund 1000, Division 13000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	10,131,498	11,426,723	11,646,955	220,232	2 %
52/53-Services and Supplies	1,925,338	2,352,186	2,258,101	-94,085	-4 %
57-Special Items	50,904	70,904	65,904	-5,000	-7 %
Total Appropriation	**12,107,740**	**13,849,813**	**13,970,960**	**121,147**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,181,221	3,380,655	3,018,324	-362,331	-11 %
44-Fines, Forfeitures, and Penalties	33,711	35,000	35,000	0	0 %
45-Revenue from Use of Money and Property	708	300	300	0	0 %
46-Charges for Services	22,406	23,000	23,000	0	0 %
47-Miscellaneous Revenues	3,536	2,000	2,000	0	0 %
48-Other Financing Sources	1,843,630	1,921,602	1,938,405	16,803	1 %
Total Revenue	**5,085,213**	**5,362,557**	**5,017,029**	**-345,528**	**-6 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13000 District Attorney	7,022,528	8,487,256	8,953,931	466,675	5 %
Total Net County Cost	**7,022,528**	**8,487,256**	**8,953,931**	**466,675**	**5%**

STAFFING

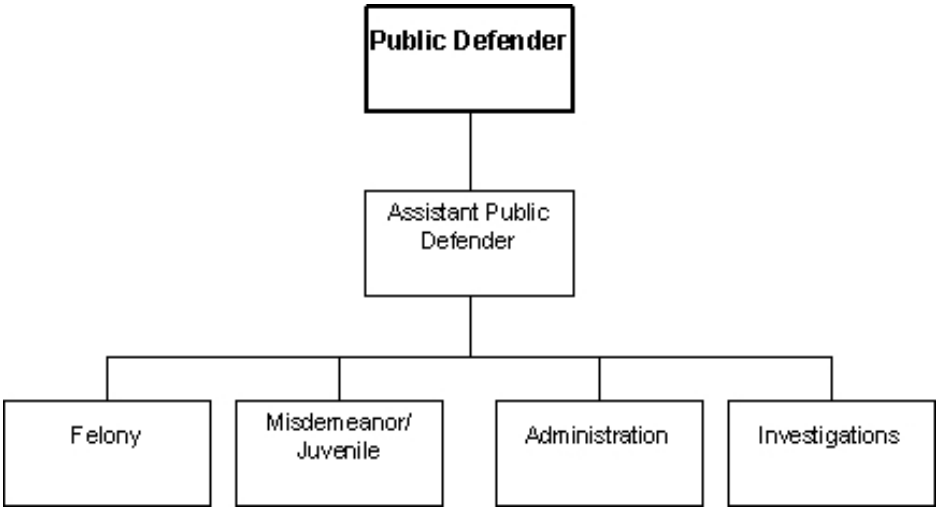
Adopted Budget-FTE	2019	2020	2021
13000 District Attorney	66.50	66.50	67.50

SIGNIFICANT ADJUSTMENTS

- Proposition 172 Public Safety sales tax revenue is projected to decrease by $345,000 due to COVID-19.
- There is an increase of $121,000 in appropriations overall for the District Attorney's office. Reductions have been made in services and supplies. In accordance with the County's hiring freeze, the District Attorney's office has applied a $259,000 salary savings, to be reflective of positions that will remain vacant due to upcoming retirements, or positions that had not been filled prior to the pandemic policies.

ACCOMPLISHMENTS	GOALS
• Developed "Monarch Resource Community" and opened to the public in July 2019, serving dozens of the Napa County residents as Napa County's Family Justice Center. • Developed and trained a Deputy District Attorney to handle all mental defense matters, issues related to competency and to act as the liaison with Napa State Hospital. This attorney handles a discrete caseload including all extensions, all "Not Guilty by Reason of Insanity" cases and appears in Napa County's collaborative Mental Health Court. • Updated trial technology and training to improve courtroom preparation and presentation to coincide with modern juror learning methods. • Developed protocol for handling human trafficking cases by training attorneys, investigators and advocates. Our office is now actively prosecuting these cases and educating the community.	**Effective and Open Government:** • Pivot toward creation, collaboration and development of remote technologies to enable safe appearances in Napa Superior Court, parole hearings with California Department of Corrections and Rehabilitation, staff trainings with California District Attorneys Association and meetings with crime survivors and witnesses. • Continue with the development of the Monarch Resource Community to provide survivor services to those residents affected by domestic violence, elder abuse and neglect, sexual assault and sex trafficking. • Creation of stand-alone units with protocols in place for animal abuse matters, conviction integrity inquiries and procedures for resentencings per Penal Code (PC) 1170. • Create a robust Elder Abuse/Fraud Response Unit with two attorneys and a forensic accountant to address the growing problem of elder abuse, fraud and familial embezzlement.

PUBLIC DEFENDER
Department Summary



MISSION

The mission of the Public Defender is to represent vigorously the interests of each individual client with a goal of promoting fairness in the administration of justice while maintaining ethical obligations owed to clients in a cost effective and efficient manner.

FUNCTION AND RESPONSIBILITIES

The Public Defender provides indigent criminal defense services for individuals charged with violations of state and local criminal laws in Napa County as mandated by Government Code § 27706. The Public Defender's Office works collaboratively with other criminal justice agencies in an attempt to increase the use of evidence-based practices in order to improve criminal justice system outcomes (e.g. reduced recidivism and improved community safety).

The attorneys:

- Interview clients,
- Obtain discovery,
- Conduct an in depth factual inquiry (including investigation if called for),
- Perform all necessary legal research,
- Preserve evidence and secure witnesses,
- Consult with and utilize expert witnesses,
- Inform the client of critical developments in the preparation of the case,
- Bring proper legal motions necessary to protect each of the client's legal rights,
- Otherwise prepare for trial or disposition,
- Be aware of and explore alternatives to sentence as well as possible and probable sentences,
- Explore direct and collateral consequences of various dispositional alternatives (including but not limited to immigration consequences) and accurately advising the client of such alternatives,
- Advise clients of appellate and post-conviction rights, and
- Maintain clients' confidences in compliance with Rule 3-100 of the California Rules of Professional Conduct.

Felony Unit attorneys vertically represent adult criminal defendants on matters including:

- New felony charges
- Probation, mandatory supervision, PRCS, and parole violations
- MDO and NGI extensions
- Post-conviction relief (e.g., expungements, sealing records, petitions for reduction, etc.)

- Staff Mental Health Court, Drug Court, Proposition 36 Court, and the In-Custody Felony Arraignment calendar

Misdemeanor/Juvenile Unit attorneys vertically represent clients on matters including:

- New crimes and probation violations
- Advise juveniles prior to interrogation by law enforcement
- Staff OSC/DCSS calendar

The administration team:

- Provide support to attorneys by opening and closing files, importing discovery, creating calendars, scheduling appointments, filing motions, and relaying messages from clients.
- Collaborate with ITS and other agencies to help improve CJNet.
- Protect client confidences

The investigations team:

- Provides support to attorneys by finding and interviewing witnesses
- Gather and secure evidence
- Serve subpoenas

PUBLIC DEFENDER

General Fund 1000, Division 13200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	4,209,893	4,459,319	4,475,505	16,186	0 %
52/53-Services and Supplies	568,598	741,675	754,107	12,432	2 %
54-Other Charges	0	200	200	0	0 %
Total Appropriation	**4,778,491**	**5,201,194**	**5,229,812**	**28,618**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,379,744	1,391,754	1,089,877	-301,877	-22 %
45-Revenue from Use of Money and Property	525	100	100	0	0 %
46-Charges for Services	102,886	210,000	210,000	0	0 %
48-Other Financing Sources	74,613	60,000	79,000	19,000	32 %
Total Revenue	**1,557,767**	**1,661,854**	**1,378,977**	**-282,877**	**-17 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13200 Public Defender	3,220,724	3,539,340	3,850,835	311,495	9 %
Total Net County Cost	**3,220,724**	**3,539,340**	**3,850,835**	**311,495**	**9%**

STAFFING

Adopted Budget-FTE	2019	2020	2021
13200 Public Defender	23.00	23.00	23.00

SIGNIFICANT ADJUSTMENTS

- Services and Supplies reflects decreases due to COVID-19.
- Revenue decreases reflect the negative effect COVID-19 is anticipated to have on Proposition 172 and 2011 Realignment funds.

PUBLIC DEFENDER

General Fund 1000, Division 13200

ACCOMPLISHMENTS	GOALS
• The Public Defender is an active participant in the collaborative effort to reduce recidivism in Napa County in order to improve quality of life for all community members. The Office has continued to participate in County Community Corrections Partnership (CCP) to implement evidence-based practices in the criminal justice system. In this year, the Office has continued to collaborate with involved agencies to offer input in how to establish Mental Health Diversion (Penal Code § 1001.35) and Evidence Based Domestic Violence Program (Penal Code § 1203.099). • The Office continued to staff Mental Health Court, which aims to rehabilitate mental health offenders and provide wrap-around services to prevent recidivism and incarceration and Drug Court, which aims to rehabilitate addicts with structure, supervision and treatment. • The Office continued to respond to the passage of Propositions 47 and 64 by filing petitions for charge reduction and resentencing. All potential Proposition 47 files have been processed but due to COVID-19 the petitions and stipulations will later be forwarded to the court for final resolution. • The Office provided several in-house MCLE seminars. MCLE training is required by the California State Bar. In-house MCLE seminars provide training specific to Napa County criminal defense work and issues at the Napa Public Defender's Office. . • The Office has collaborated with criminal justice partners on how to respond to the unique challenges presented by COVID-19 including how to reduce the population of the jail, how to safely visit incarcerated inmates, how to manage court calendars including implementing video court appearances.	**Effective and Open Government** • To continue to try to meet State Bar of California and American Bar Association caseload guidelines for providing indigent criminal defense services to ensure quality services for our clients. • To increase "in-office" MCLE (Mandatory Continuing Legal Education) training programs for staff attorneys to reduce the cost of MCLE programs which are reimbursable under the Collective Bargaining Agreement. • To continue to process the recent implementation of body worn cameras videos. This new form of discovery requires substantial time to download and view and can sometimes add costs by requiring transcription. **Collaborative and Engaged Community** • To continue collaboration with fellow criminal justice agencies in Public Safety Realignment and assist in the development and monitoring of evidence-based practices in the Napa County criminal justice system to help prevent recidivism resulting in a safer community and better outcome for clients. **Healthy, Safe, and Welcoming Place to Live, Work, and Visit** • To continue to participate in the development of enhanced programming for mentally ill defendants designed to reduce the frequency of incarceration for the mentally ill. This includes attempting to expand Mental Health Court, processing Napa State Hospital cases effectively, assisting in establishing Mental Health Diversion and utilizing the services of the embedded social worker. This is done to prevent recidivism thus making the community safe. • To make necessary adjustments to the office and court process to ensure a continuum of services while protecting employees, clients, and the community from COVID-19.

CONFLICT PUBLIC DEFENDER

General Fund 1000, Division 13400

FUNCTION AND RESPONSIBILITIES

The Public Defender provides legal representation to persons charged with an offense who are financially unable to pay for private legal assistance. When the Public Defender is unable to represent a client due to a conflict of interest, the case is handled by a Conflict Public Defender.

This budget unit finances the work of private criminal defense attorneys who provide representation to indigent criminal defendants when the Public Defender (or a court) declares that the Public Defender has a conflict of interest. This budget unit covers the cost of a contracted conflict panel, court appointed attorneys, and the cost of investigations, expert witnesses, and other ancillary services related to conflict cases.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	876,973	1,084,613	869,635	-214,978	-20 %
Total Appropriation	**876,973**	**1,084,613**	**869,635**	**-214,978**	**-20 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13400 Conflict Public Defender	876,973	1,084,613	869,635	-214,978	-20 %
Total Net County Cost	**876,973**	**1,084,613**	**869,635**	**-214,978**	**-20%**

SIGNIFICANT ADJUSTMENTS

Reduction is due to Court closures and overall COVID-19 reductions to contracts.

ACCOMPLISHMENTS	GOALS
• Maintained the investigator/witness billing process to ensure effective management of the budget while providing individuals with a vigorous defense. **Ongoing**	• Review the investigator pay scale and work with the Superior Court to make changes as necessary to ensure the Conflict Public Defender panel has access to necessary investigative services.

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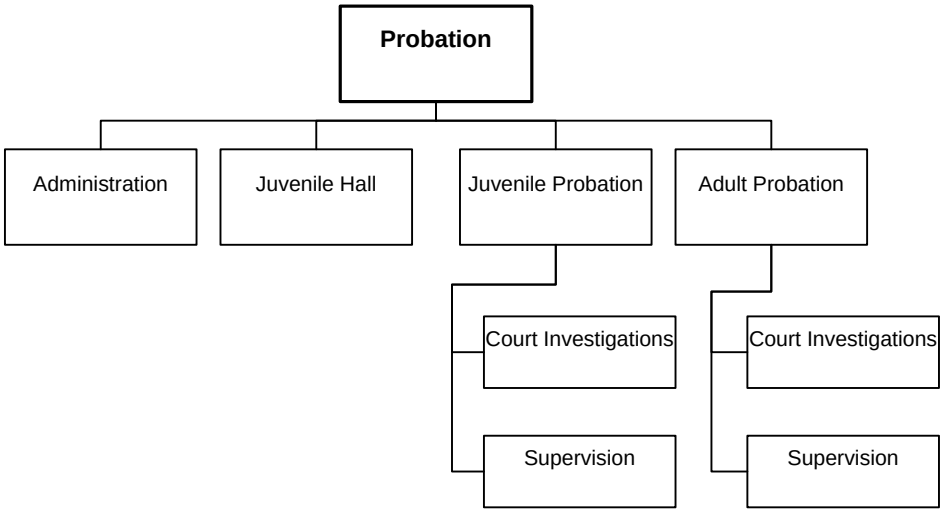
PROBATION
Department Summary



MISSION

The mission of the Napa County Probation Department is to enforce court orders, assist victims, and contribute to the safety of the community through accountability and rehabilitation of offenders.

FUNCTION AND RESPONSIBILITIES

The Napa County Probation Department is divided into three divisions: Adult Probation, Juvenile Probation, and Juvenile Hall. Additionally, the Chief Probation Officer is responsible for oversight of the Community Corrections Service Center. As an arm of the Superior Court, the Department is responsible for providing the court with information to assist in sentencing offenders and to provide supervision to those placed on probation.

Adult Probation:

- Divided into an investigations unit and four Supervision units.
- Investigations Unit - completes pre-sentence reports for the Superior Court to assist the court in making sentencing decisions. Nine officers in this unit completed 685 reports.
- Supervision Units - provide supervision to approximately 2,860 adult offenders ordered to probation.
- Supervised an average of 56 offenders released from prison on Post Release Community Supervision (PRCS) and 52 offenders on mandatory supervision serving a split sentence. A split sentence includes jail time plus a period of supervision after release from custody. During time on supervision, the offender meets with their Probation Officer who provides rehabilitation services and assures accountability with court orders.
- Armed since 2014 with 16 armed officers.
- Working in tandem with the Department of Corrections to open a Reentry Facility in 2020, the first in California jointly staffed by two departments. Operation of the Reentry Facility allows the Department to implement a number of evidence-based practices designed to reduce offender recidivism. Staffing includes:
    - 1.0 FTE Supervising Probation Officer
    - 1.0 FTE Senior Probation Officer
    - 2.0 FTE Deputy Probation Officers
- In November 2019, Probation entered in a MOU with the Napa Court Superior Court to enhance and expand the Pretrial program between the Court and the Department. This is a two-year pilot

program funded by the State through June 30, 2021. Some goals of the Program:
- Increase the safe and efficient pre-arraignment and pretrial release of individuals booked into Napa County jail by expanding own-recognizance and monitoring releases;
- Implement practices for monitoring those individuals released pre-arraignment and pretrial with the least restrictive interventions and practices necessary to enhance public safety and return to court;
- Reduce failure-to-appear rates and associated warrants; and
- Reduce formal violations of pretrial-release terms and conditions.

Community Corrections Service Center (CCSC)

CCSC is a day reporting center that offers intensive supervision and cognitive behavioral treatment groups and training classes.

- Designed using the eight principles of evidence-based practices for effective interventions when working with the offender population and targets the individual criminogenic (crime causing) needs of each participating offender.
- Services provided for in-custody and out-of-custody.
- Program serviced 215 offenders.
- Total number of graduates is 302.

Juvenile Probation:

- Divided into a court investigations unit and two supervision units.
- Court Unit - prepares court reports that cover the minor, their family, school information, and other pertinent information the court will need to make a decision.
- Court Unit completed 190 reports.
- Supervised approximately 200 youth who were on formal or informal probation.
  - Youth seen at school, in their homes, and in the office.
  - Majority of youth on probation are in the community and a small percent are in placements out of the County, in either a group home or camp.
  - Probation Officers visit these youth monthly.
- Armed since 2016 with seven (7) armed officers.
- Since 2009, operates the Juvenile Evening Reporting Center (ERC), serving youth on probation who need monitoring after school and during early evening hours.
  - Community-based alternative to detention in Juvenile Hall.
  - Provides supervision of non-violent juvenile offenders, offering highly structured and well-supervised group activities during high-risk times.
  - Approximately 20 minors participated in the ERC in 2019.
  - Approximately 37 minors participated in the Day Reporting Center in 2019.

Juvenile Hall:

Juvenile Hall is a 24-hour facility for wards who have been arrested and cannot be safely maintained in the community or who are court-ordered to serve time in custody. Juvenile Hall is a 60-bed facility currently staffed for a maximum capacity of 50.

- Average monthly facility population in calendar year 2019 was 16 minors.
- The facility is divided into two units with a central intake area.
- Youth attend school on-site and are provided with mental health, alcohol and drug, anger management, and optional religious services as well as recreational activities.
- Reduced population in Juvenile Hall allows counselors more time to engage youth in evidence-based individualized, one-on-one behavior change curricula as well as provide evidence-based, cognitive-behavioral programming.

Probation was selected as a pilot site to start a transitional age youth program (SB 1004, Statutes 2016,

Chapter 865). This program allows first- or second-time young adult offenders, aged 18 – 21, to receive counseling and programming like the other adolescents in an effort to keep them from becoming tied to the adult criminal justice system. The Department identifies young adults eligible for the program.

In July 2019, the *New Horizons* Academy, a juvenile treatment program housed at Juvenile Hall and incorporating evidence-based practices, was established as an alternative to group homes.

- The program is designed for 14-17 year old male and female youth who are moderate to high risk and in need of residential treatment who would otherwise be placed out of county.
- Youth are ordered to stay 6-9 months and receive intensive case management, participate in treatment, and pursue educational and reentry services through collaboration with a local treatment provider.
- Youths participate in Child and Family Teaming to facilitate successful reunification with family.
- Goal is to prepare youth to return to the community safely with tools to increase their successful reintegration.

Care of Court Wards:

Funding is provided for youth who are ordered by the court to be placed out of the community for public safety reasons and require a higher level of treatment than can be provided in a group home setting.

- Placements are not covered by foster care funds and become a General Fund cost.
- Placements are for youth who committed serious offenses, need the highest level of security, and are ordered by the court to be placed at the Department of Juvenile Justice (DJJ).
- Five Napa County minors were placed in camps in 2019.
- Currently one Napa County youth is placed at DJJ from Juvenile Court.

PROBATION
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14200 Probation	15,637,766	17,065,239	17,509,388	444,149	3 %
14210 Probation-Juvenile Hall	6,262,198	6,825,755	6,188,952	-636,803	-9 %
14220 Prob-Care of Juvenile Crt Ward	45,826	229,000	85,000	-144,000	-63 %
Total Appropriation	**21,945,790**	**24,119,994**	**23,783,340**	**-336,654**	**-1 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14200 Probation	6,118,993	6,761,013	7,236,019	475,006	7 %
14210 Probation-Juvenile Hall	1,544,400	1,588,155	1,487,535	-100,620	-6 %
14220 Prob-Care of Juvenile Crt Ward	27,002	28,000	28,000	0	0 %
Total Revenue	**7,690,395**	**8,377,168**	**8,751,554**	**374,386**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14200 Probation	9,518,773	10,304,226	10,273,369	-30,857	0 %
14210 Probation-Juvenile Hall	4,717,798	5,237,600	4,701,417	-536,183	-10 %
14220 Prob-Care of Juvenile Crt Ward	18,824	201,000	57,000	-144,000	-72 %
Total Net County Cost	**14,255,395**	**15,742,826**	**15,031,786**	**-711,040**	**-5 %**

PROBATION

Division Budget – PROBATION

General Fund 1000, Division 14200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	11,338,907	12,190,581	12,182,750	-7,831	0 %
52/53-Services and Supplies	4,229,168	4,798,658	5,251,638	452,980	9 %
54-Other Charges	65,000	69,000	68,000	-1,000	-1 %
57-Special Items	4,690	7,000	7,000	0	0 %
Total Appropriation	**15,637,766**	**17,065,239**	**17,509,388**	**444,149**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	2,307,472	2,335,587	1,860,011	-475,576	-20 %
44-Fines, Forfeitures, and Penalties	117,733	116,000	116,000	0	0 %
45-Revenue from Use of Money and Property	865	500	500	0	0 %
46-Charges for Services	155,925	37,000	918,000	881,000	2381 %
47-Miscellaneous Revenues	9,929	0	0	0	0 %
48-Other Financing Sources	3,475,835	4,221,022	4,290,604	69,582	2 %
49-Special Items	51,233	50,904	50,904	0	0 %
Total Revenue	**6,118,993**	**6,761,013**	**7,236,019**	**475,006**	**7 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14200 Probation	9,518,773	10,304,226	10,273,369	-30,857	0 %
Total Net County Cost	**9,518,773**	**10,304,226**	**10,273,369**	**-30,857**	**0%**

STAFFING

Adopted Budget-FTE	2019	2020	2021
14200 Probation	87.75	87.75	93.75

SIGNIFICANT ADJUSTMENTS

- During FY 2019-20, the Board approved 5.0 new FTE to enhance and expand the Pretrial program in partnership with Napa County Superior Court and funded by the State. An additional 1.0 FTE was approved by the Board to provide oversight, quality control and accountability in remitting restitution payments to victims, funded by 2011 Realignment. The revenue is reflected in Charges for services.

- The increase in Services and Supplies is attributed primarily to Information Technology Services (ITS) internal service fund charges for 2.0 FTE assigned to meet grant requirements for the Pretrial program funded by the State, and to charges for support of the CJNET program.

- The 20% reduction in Intergovernmental Revenues results from an anticipated reduction in Proposition 172 revenue.

PROBATION

Division Budget – PROBATION

General Fund 1000, Division 14200

ACCOMPLISHMENTS	GOALS
• Completed development of the Juvenile division CJNET Intake Project integrating with the District Attorney's Office and Napa Superior Court. • Implemented a pilot program for Domestic Violence in the Adult Division pursuant to AB 372 to increase successful outcomes for domestic violence offenders and their victims. • Completed an entire audit of our victim restitution cases ensuring all victims are properly prioritized to make them whole. • Partnered with the Superior Court and the Judicial Council of California to expand and enhance pretrial services.	**Effective and Open Government** • Partner with the Napa County Department of Corrections to open and operate the Napa County Reentry facility. The facility is designed to provide programming and services to sentenced inmates to help facilitate their successful transition back into the community. • Continue to transition to a new vendor to collect victim restitution in order to enhance collections for victims of crime in Napa County. • Hire a Victim Restitution Specialist to implement a process to provide oversight, quality control, and accountability to mitigate County liability, and act as a liaison between County departments and collections vendor. • Continue to maintain a recidivism rate of less than 25% for graduates of the Community Corrections Services Center program. • Train staff in Mental Health as part of a statewide initiative in order to identify signs and symptoms of mental illness. • Increase Child and Family Team (CFT) meetings for youth at-risk or out-of-home care.

PROBATION

Division Budget – JUVENILE HALL

General Fund 1000, Division 14210

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	4,614,376	5,019,179	4,545,610	-473,569	-9 %
52/53-Services and Supplies	1,528,072	1,675,576	1,506,342	-169,234	-10 %
54-Other Charges	119,749	131,000	137,000	6,000	5 %
Total Appropriation	**6,262,198**	**6,825,755**	**6,188,952**	**-636,803**	**-9 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,116,934	1,145,785	904,515	-241,270	-21 %
44-Fines, Forfeitures, and Penalties	27	1,000	1,000	0	0 %
45-Revenue from Use of Money and Property	1,843	870	1,020	150	17 %
48-Other Financing Sources	420,906	433,500	574,000	140,500	32 %
49-Special Items	4,690	7,000	7,000	0	0 %
Total Revenue	**1,544,400**	**1,588,155**	**1,487,535**	**-100,620**	**-6 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14210 Probation-Juvenile Hall	**4,717,798**	**5,237,600**	**4,701,417**	**-536,183**	**-10 %**
Total Net County Cost	**4,717,798**	**5,237,600**	**4,701,417**	**-536,183**	**-10%**

STAFFING

Adopted Budget-FTE	2019	2020	2021
14210 Probation	36.75	36.75	36.75

SIGNIFICANT ADJUSTMENTS

- Salary and Benefits are decreasing due to anticipated retirement of staff, and not filling vacancies due to reduced population in the Juvenile Hall.
- With the completion of the development of CJNET in Juvenile Hall in FY 2019-20, there is a reduction in internal service fund charges from Information Technology Services.
- The 21% reduction in Intergovernmental Revenues results from an anticipated reduction in Proposition 172 Sales Tax revenue.
- The 32% increase in Other Financing Sources is from the Juvenile Probation Realignment fund to offset expenses related to juvenile supervision.

ACCOMPLISHMENTS	GOALS
• Trained staff in *Trauma Informed Care, Gender Responsiveness, and Cultural Awareness* • Completed Title 15 Regulation revisions and update Policy and Procedures Manual to incorporate new regulations. • The Juvenile Hall Treatment program, *New Horizons Academy* received recognition from the State as a Juvenile Camp. • Incorporated video court appearances for in-custody youth	**Healthy, Safe & Welcoming Place to Live, Work and Visit** • Develop process for cross training of shift responsibilities **Effective and Open Government** • Continue to develop and implement the case management system, CJNET. • Develop and implement the Coding and Robotics program for youth.

PROBATION

Division Budget – CARE OF JUVENILE COURT WARDS

General Fund 1000, Division 14220

DIVISION DETAIL

This budget provides for the cost of court-ordered placements to camps for juveniles who have committed serious offenses, or have failed in other programs or placements.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	45,826	229,000	85,000	-144,000	-63 %
Total Appropriation	**45,826**	**229,000**	**85,000**	**-144,000**	**-63 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	27,002	28,000	28,000	0	0 %
Total Revenue	**27,002**	**28,000**	**28,000**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14220 Prob-Care of Juvenile Crt Ward	18,824	201,000	57,000	-144,000	-72 %
Total Net County Cost	**18,824**	**201,000**	**57,000**	**-144,000**	**-72%**

SIGNIFICANT ADJUSTMENTS

With the establishment of the Juvenile Hall's camp, *New Horizon Academy* appropriations have been reduced with the expectation of fewer youth to be referred out of county.

ACCOMPLISHMENTS	GOALS
• No youth were sent to DJJ from Juvenile Court this fiscal year. • Youth returning from care have more intensive services to assist with the transition home.	**Effective and Open Government** • Create innovative strategies to increase successful outcomes for youth who require intensive supervision and treatment including the opportunity to keep youth local increasing their connection to family and the community.

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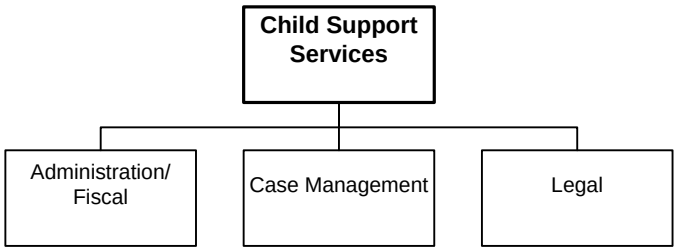
CHILD SUPPORT SERVICES
Department Summary



MISSION

The mission of the Napa County Child Support Services Department is to serve the community and enhance the lives of children through establishing paternity, establishing child support orders, and collecting support. Staff of the Department provide education on services available and deliver quality customer service that is considerate of the families' needs. The Department is committed to a partnership with families to benefit children.

FUNCTION AND RESPONSIBILITIES

In California, child support is a partnership between the state and counties. The California Department of Child Support Services (DCSS) oversees administration of the program; Local Child Support Agencies (LCSAs), managed by the counties, oversee day-to-day operations. As a LCSA, Napa County's Child Support Services primary functions are to:

- Locate non-custodial parents.
- Establish parentage.
- Obtain and enforce orders for child support, health insurance coverage and childcare.
- Collect and distribute child support payments.

The federal government reimburses 66% of the administrative costs of the local program while the State reimburses the remaining 34%, limited by the State allocated budget. County General Fund dollars are not used to support the program. Child Support Services serves its customers by:

- Establishing paternity, child support and health insurance orders.
- Enforcing orders for child support, health insurance, medical costs, and spousal support. Including child support orders established in private actions.
- No annual service fee to customers who currently or formerly received Temporary Assistance to Needy Families (TANF). However, there is a $35 annual service fee for customers who have never received TANF and receive over $550 in child support in the federal fiscal year.
- Collecting child support that goes either directly to support families by payments to the custodial party or to reimburse TANF for benefits paid to eligible caregivers.
- Distributing over $10 million in payments annually to approximately 3,800 families.

CHILD SUPPORT SERVICES

Child Support Services Fund 2160, Division 21600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	3,614,364	3,629,977	3,628,135	-1,842	0 %
52/53-Services and Supplies	506,814	502,720	509,676	6,956	1 %
54-Other Charges	500	0	0	0	0 %
56-Other Financing Uses	-22,509	113,558	113,444	-114	0 %
58-Appropriation for Contingencies	**0**	**40,000**	**40,000**	**0**	**0 %**
Total Appropriation	**4,099,170**	**4,286,255**	**4,291,255**	**5,000**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	4,108,654	4,284,255	4,289,255	5,000	0 %
45-Revenue from Use of Money and Property	2,871	2,000	2,000	0	0 %
Total Revenue	**4,111,525**	**4,286,255**	**4,291,255**	**5,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21600 Child Support Services	-12,355	0	0	0	0 %
Total Use Of Fund Balance	**-12,355**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
21600 Child Support Services	15,865.21	0	0
Total Use Of Fund Balance	**15,865.21**	**0**	**0**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
21600 Child Support Services	29.0	28.0	28.0

CHILD SUPPORT SERVICES

Child Support Services Fund 2160, Division 21600

ACCOMPLISHMENTS	GOALS
• Increased the Percentage of Current Support Collected and Percentage of Cases with an Arrears Payment (Federal Performance Measures). **Collected over $10 million dollars.** • Partnered with the Bay Area counties and the Department of Child Support Services on a media outreach campaign for Child Support Awareness Month that included radio spots throughout the counties. • Implemented phase 1 of Docusign for court order stipulations in order to increase efficiency, decrease court order establishment and payment timelines. • Partnered with California Counties to provide mutual process of service, increasing service of documents and decreasing costs.	**Collaborative and Engaged Community** • Establish Prenatal Outreach Project to educate parents on the Parentage Opportunity Program and Child Support Services with birth hospitals in the area, • Partner with bay area counties to produce a media outreach campaign for Child Support Awareness Month by producing a Bay Area Child Support Newspaper. **Livable Economy for All** • Increase timely payments to families by increasing the percentage of current support collected and percentage of cases with an Arrears Payment. **Effective and Open Government** • Expand Docusign for customer correspondence and court order stipulations to increase efficiency, decrease court order establishment and payment timelines. • Partner with bay area counties on areas where the counties can share service to bring consistent and cost effective services to our customers.

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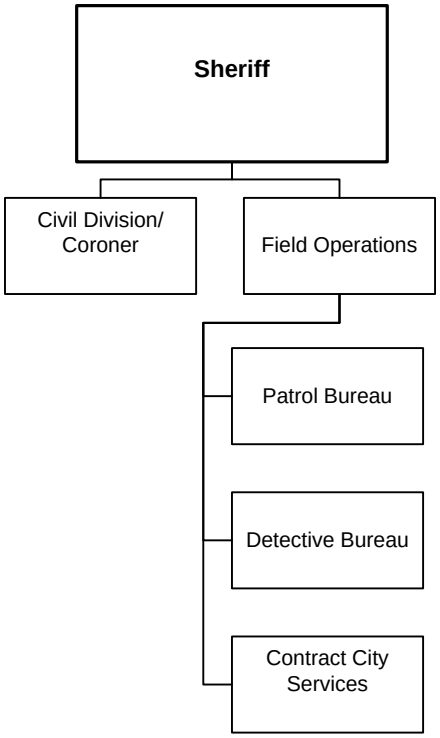
SHERIFF
Department Summary



MISSION

The Napa County Sheriff's Office is committed to providing the highest level of professional services to our community while fostering partnerships based on trust and respect.

FUNCTION AND RESPONSIBILITIES

The Sheriff-Coroner is the chief law enforcement officer in the County, providing a full range of police services throughout the unincorporated area including Lake Berryessa, Town of Yountville, and American Canyon.

The Operations Division Includes:

- Uniformed Patrol Deputies
- Investigation Bureau
- Property and Evidence Bureau
- Sheriff's Activity League (SAL)
- Napa Special Investigations Bureau (NSIB)
- Marine patrol
- Sheriff's Problem Oriented Policing Program (POPP)
- K9 Unit
- School Resource Deputy
- Animal Services

Special Assignment Includes:

- Dive Team
- SWAT/Crisis Negotiations/Bomb Squad
- Honor Guard
- Off-Road Enforcement Team
- Drone Team

Auxiliary Assignment Includes:

- Search and Rescue
- Mounted Posse
- Aero Squadron

The Services Division Includes:

- Coroners Bureau
- Court Services Bureau
- Transportation Bureau
- Technical Services Bureau (Records)
- Administrative Bureau (Training and Hiring)
- Technology Bureau

SHERIFF
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13600 Sheriff	34,371,298	37,109,487	37,569,715	460,228	1 %
13610 Sheriff-Coroner	824,856	901,940	969,610	67,670	8 %
13620 Sheriff-Animal Services	1,121,956	1,158,081	1,200,144	42,063	4 %
13630 Sheriff-Special Investigations	960,499	1,006,782	1,073,780	66,998	7 %
Total Appropriation	**37,278,609**	**40,176,290**	**40,813,249**	**636,959**	**2 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13600 Sheriff	17,609,550	17,716,786	16,554,217	-1,162,569	-7 %
13610 Sheriff-Coroner	7,665	41,000	8,000	-33,000	-80 %
13620 Sheriff-Animal Services	363,508	383,274	400,640	17,366	5 %
13630 Sheriff-Special Investigations	187,576	212,079	228,271	16,192	8 %
Total Revenue	**18,168,298**	**18,353,139**	**17,191,128**	**-1,162,011**	**-6 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13600 Sheriff	16,761,748	19,392,701	21,015,498	1,622,797	8 %
13610 Sheriff-Coroner	817,192	860,940	961,610	100,670	12 %
13620 Sheriff-Animal Services	758,448	774,807	799,504	24,697	3 %
13630 Sheriff-Special Investigations	772,923	794,703	845,509	50,806	6 %
Total Net County Cost	**19,110,311**	**21,823,151**	**23,622,121**	**1,798,970**	**8 %**

SHERIFF

Division Budget – SHERIFF

General Fund 1000, Division 13600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	26,497,758	28,463,062	28,138,826	-324,236	-1 %
52/53-Services and Supplies	7,004,722	8,272,994	8,912,844	639,850	8 %
54-Other Charges	50,000	0	0	0	0 %
55-Capital Assets	818,695	260,850	518,045	257,195	99 %
56-Other Financing Uses	123	0	0	0	0 %
57-Special Items	0	112,581	0	-112,581	-100 %
Total Appropriation	**34,371,298**	**37,109,487**	**37,569,715**	**460,228**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	1,476	1,500	1,500	0	0 %
43-Intergovernmental Revenues	6,875,866	6,688,527	5,322,127	-1,366,400	-20 %
44-Fines, Forfeitures, and Penalties	82,750	76,000	76,000	0	0 %
45-Revenue from Use of Money and Property	2,362	1,200	1,200	0	0 %
46-Charges for Services	7,513,252	8,178,211	8,564,377	386,166	5 %
47-Miscellaneous Revenues	1,560	0	0	0	0 %
48-Other Financing Sources	3,126,501	2,766,348	2,574,013	-192,335	-7 %
49-Special Items	5,784	5,000	15,000	10,000	200 %
Total Revenue	**17,609,550**	**17,716,786**	**16,554,217**	**-1,162,569**	**-7 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13600 Sheriff	16,761,748	19,392,701	21,015,498	1,622,797	8 %
Total Net County Cost	**16,761,748**	**19,392,701**	**21,015,498**	**1,622,797**	**8%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
1360000 Sheriff	132.63	131.63	131.63

SIGNIFICANT ADJUSTMENTS

- Proposition 172 Public Safety sales tax revenue is projected to decrease by $1.4 million due to COVID-19.
- The budget was reduced by $800,000 as a result of COVID-19. The largest reduction was to the overtime budget in the amount of $509,000.
- Services and supplies are increasing by $295,000 to cover the annual cost of Body Worn Cameras (BWC) for all sworn positions. This is a five-year plan to replace all BWCs as the current BWC is outdated.

- The Fixed Assets account includes funding for the following new fixed assets.
    - The purchase of a new Rescue and Evacuation Vehicle for $400,000 was included in FY 2019-20. Because this specialized vehicle takes one year to build, $200,000 was budgeted in FY 2019-20 and $200,000 is budgeted in FY 2020-21. As the Sheriff's Office has the primary responsibility for life and safety within the County, the ability to perform rescue and evacuations of our citizens in high-risk situations is a constant concern. This vehicle has the ability to perform these actions while also keeping the safety of our deputies in mind. The vehicle can be used for man made threats such as active shooters or threats caused by natural disasters.
    - The purchase of a Carbonfire Dismounted EOD OPS PAK III for $7,045 is proposed, offset by unclaimed evidence currency, with no net cost increase. The EOD OPS PAK III is an explosive ordinance disposal (EOD) disrupter, which is used to remotely open or render safe a suspected explosive device or improvised explosive device. The Sheriff's Office Hazardous Devices Team responds to incidences concerning explosive and post blast investigations. The addition of this EOD disrupter will allow the Hazardous Devices Team to mitigate suspected explosive devices remotely, increasing officer safety.
    - The purchase of a portable 5-Color Electronic Sign for $31,000 is proposed, offset by unclaimed evidence currency, with no net cost increase. The Sheriff's Office is tasked with providing a high level of law enforcement and first responder services to the community of Napa County. The Sheriff's Office can use the electronic sign to communicate natural disaster information, conduct community outreach, direct traffic at County events, display critical Sheriff's Office announcements, expand recruiting efforts, display advertisements, etc.

ACCOMPLISHMENTS	GOALS
• Continued educating the community and children regarding disaster preparedness. • Procured a Rescue and Evacuation Vehicle to operate during natural disasters and man-made threats to the community. $200,000 of the cost of the vehicle was allocated in the FY 2019-20 Budget. The other half of the cost will be allocated in the FY 20-21 Budget. • Proactively provided community outreach through the Sheriff's Public Information Officer.	**Collaborative and Engaged Community** • Continue to collaborate with Cal-Fire and other stakeholders to promote self-reliance during natural disasters or PSPS. • Engage the community in a proactive manner by holding an open house. • Expand the scope of information and community engagement through expanding the use of social media via the Public Information Officer and the Sheriff's Office Social Media Team.

SHERIFF
Division Budget – CORONER
General Fund 1000, Division 13610

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	407,003	428,611	486,937	58,326	14 %
52/53-Services and Supplies	417,853	473,329	482,673	9,344	2 %
Total Appropriation	**824,856**	**901,940**	**969,610**	**67,670**	**8 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	6,500	6,000	6,000	0	0 %
46-Charges for Services	1,165	35,000	2,000	-33,000	-94 %
Total Revenue	**7,665**	**41,000**	**8,000**	**-33,000**	**-80 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13610 Sheriff-Coroner	817,192	860,940	961,610	100,670	12 %
Total Net County Cost	**817,192**	**860,940**	**961,610**	**100,670**	**12%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
1361000 Coroner	2.0	2.0	3.0

SIGNIFICANT ADJUSTMENTS

- The budget includes 1.0 FTE Coroner Forensic Technician position. The Coroner's division currently employs an extra-help Forensic Technician who assists the licensed pathologist during autopsies. Due to the closure of regional licensed pathology firms, and to continue with the mandated task of determining cause of death in coroner cases, there is a need to employee a full time Forensic Technician.

- Revenue has decreased by $33,000 to reflect a reduction in outside agencies' rental of the Coroner's facilities.

ACCOMPLISHMENTS	GOALS
• Updated autopsy-viewing room for interactive study of forensic autopsies. • Established an Emergency Operations Supply surplus, and Coroner Emergency Operations cache for Coroner field deployment. • Increased statistical reporting response capability, including response to Public Records Act requests.	**Collaborative and Engaged Community** • Develop a comprehensive mass fatality response plan. • Review past coroner cases for similarities to current Covid-19 cases. • Work with Napa County partners (e.g., Veterans Home, Napa State Hospital, Public Guardian and mortuaries) to ensure facility capabilities and storage systems are available to support Coroner and mass fatality response.

SHERIFF

Division Budget Unit – ANIMAL SERVICES

General Fund 1000, Budget Unit 13620

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	979,786	1,026,434	1,064,525	38,091	4 %
52/53-Services and Supplies	142,170	131,647	135,619	3,972	3 %
Total Appropriation	**1,121,956**	**1,158,081**	**1,200,144**	**42,063**	**4 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
46-Charges for Services	363,508	383,274	400,640	17,366	5 %
Total Revenue	**363,508**	**383,274**	**400,640**	**17,366**	**5 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13620 Sheriff-Animal Services	758,448	774,807	799,504	24,697	3 %
Total Net County Cost	**758,448**	**774,807**	**799,504**	**24,697**	**3%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
1362000 Animal Services	7.0	7.0	7.0

ACCOMPLISHMENTS

- Increased public awareness and education through increased community events and public engagement.
- Continued training with local area veterinarians on emergency livestock treatment and rescue operations.
- Promoted community animal disaster preparedness with an emphasis on the use of social media.

GOALS

Collaborative and Engaged Community

- Continue educating the public on the merits of responsible animal ownership.
- Educate the public as to what does and does not constitute animal neglect and abuse, particularly for livestock, to reduce calls for service and the expenditure of resources.
- Continue to promote disaster and contingency planning for animal owners who may not be aware of the robust network of animal care groups and the available resources in the area.

SHERIFF

Division Budget – SPECIAL INVESTIGATIONS UNIT

General Fund 1000, Division 13630

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	787,341	747,132	794,869	47,737	6 %
52/53-Services and Supplies	173,158	259,650	278,911	19,261	7 %
Total Appropriation	**960,499**	**1,006,782**	**1,073,780**	**66,998**	**7 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	6,800	40,000	40,000	0	0 %
46-Charges for Services	163,749	172,079	188,271	16,192	9 %
48-Other Financing Sources	17,026	0	0	0	0 %
Total Revenue	**187,576**	**212,079**	**228,271**	**16,192**	**8 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
13630 Sheriff-Special Investigations	772,923	794,703	845,509	50,806	6 %
Total Net County Cost	**772,923**	**794,703**	**845,509**	**50,806**	**6%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
1363000 Special Investigation Unit	4.0	4.0	4.0

ACCOMPLISHMENTS

- Educated hotel organizations, parents, and school staff on the red flags associated with human trafficking within the County of Napa.
- Worked with Napa County Probation and the District Attorney's Office in apprehending wanted subjects with outstanding Napa County arrest warrants.
- Worked with allied agencies within Napa County to proactively monitor PC 290 sex registrants.

GOALS

Collaborative and Engaged Community

- In collaboration with the District Attorney's Office, continue educating the hospitality industry regarding the red flags associated with human trafficking within the County of Napa.
- Conduct operations to deter Human Trafficking in Napa County.
- Assist allied agencies with non-human trafficking and narcotic related criminal activities due to staffing shortages, within their departments.

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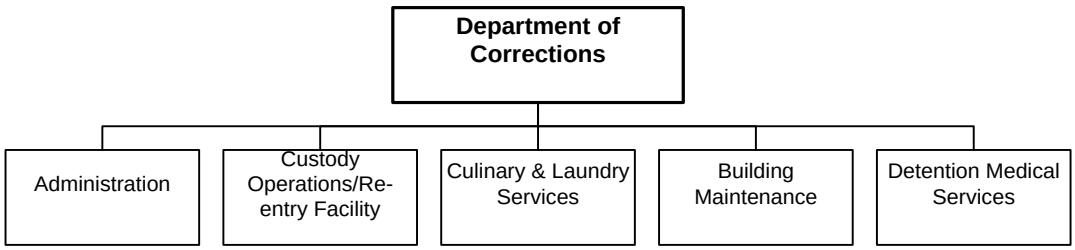
CORRECTIONS
Department Summary



MISSION

The Napa County Department of Corrections (NCDC) is committed to fulfilling the needs of the criminal justice system and community by providing safe, secure and humane housing of all persons incarcerated.

FUNCTION AND RESPONSIBILITIES

Corrections has jurisdiction over the Napa County Jail and Re-entry Facility for both sentenced and pre-sentenced inmates and is responsible for coordination of all programs and services related to the institutional care, treatment, rehabilitation and punishment of inmates, including intake screening, diagnosis, classification and programs that deal with sentencing alternatives.

CORRECTIONS
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14000 Corrections	17,818,771	20,561,034	20,439,289	-121,745	-1 %
14040 Re-entry	888,685	2,405,005	2,664,165	259,160	11 %
20600 Inmate Welfare	73,163	105,880	111,532	5,652	5 %
Total Appropriation	**18,780,618**	**23,071,919**	**23,214,986**	**143,067**	**1 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14000 Corrections	6,889,618	6,412,484	5,811,058	-601,426	-9 %
14040 Re-entry	404,629	2,405,005	1,501,000	-904,005	-38 %
20600 Inmate Welfare	174,144	120,000	138,000	18,000	15 %
Total Revenue	**7,468,390**	**8,937,489**	**7,450,058**	**-1,487,431**	**-17 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14000 Corrections	10,929,152	14,148,550	14,628,231	479,681	3 %
14040 Re-entry	484,057	0	1,163,165	1,163,165	100 %
Total Net County Cost	**11,413,209**	**14,148,550**	**15,791,396**	**1,642,846**	**12 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20600 Inmate Welfare	-100,981	-14,120	-26,468	-12,348	87 %
Total Use Of Fund Balance	**-100,981**	**-14,120**	**-26,468**	**-12,348**	**87 %**

CORRECTIONS

Division Budget – CORRECTIONS

General Fund 1000, Division 14000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	12,720,731	14,699,024	13,750,960	-948,064	-6 %
52/53-Services and Supplies	4,877,798	5,332,010	6,173,329	841,319	16 %
54-Other Charges	220,242	530,000	515,000	-15,000	-3 %
Total Appropriation	**17,818,771**	**20,561,034**	**20,439,289**	**-121,745**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	5,039,830	4,649,384	3,952,540	-696,844	-15 %
44-Fines, Forfeitures, and Penalties	9,474	11,000	7,000	-4,000	-36 %
45-Revenue from Use of Money and Property	1,908	1,650	215	-1,435	-87 %
46-Charges for Services	97,713	68,000	68,000	0	0 %
48-Other Financing Sources	1,740,693	1,682,450	1,783,303	100,853	6 %
Total Revenue	**6,889,618**	**6,412,484**	**5,811,058**	**-601,426**	**-9 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14000 Corrections	10,929,152	14,148,550	14,628,231	479,681	3 %
Total Net County Cost	**10,929,152**	**14,148,550**	**14,628,231**	**479,681**	**3%**

STAFFING

Adopted Budget-FTE	2019	2020	2021
14000 Corrections	116.00	102.00	101.00

SIGNIFICANT ADJUSTMENTS

- The budget reflects an overall decrease in both appropriations and revenues due to current vacancies remaining unfilled and the anticipated loss of revenue from the shelter-in-place order.
- The increase in services and supplies is related to a new maintenance agreement for jail security system services.
- The decrease in budgeted positions from 2019-20 reflects the expiration of a limited term Cook position that isn't being carried into 2020-21.

CORRECTIONS

Division Budget – CORRECTIONS

General Fund 1000, Division 14000

ACCOMPLISHMENTS	GOALS
• Jail security elevator repair project completed. • Completed electronic flush valve system project in all medical cells to reduce flooding by inmates. • Remaining earthquake repairs completed. • With the new basement housing unit now open, reclassification of inmate population was finalized. • Achieved full compliance status during the California Standards and Training for Corrections (STC) compliance audit of staff trainings.	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Installation of an Intercept security scanning system. • Installation of an upgraded fingerprinting system. • Complete Operational Policies and Procedures updates and post in a web-based platform. • Issue a Request for Proposal to solicit bids for biohazard cleaning services

CORRECTIONS

Division Budget – RE-ENTRY FACILITY

General Fund 1000, Division 14040

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	547,254	1,705,589	1,827,149	121,560	7 %
52/53-Services and Supplies	341,431	699,416	837,016	137,600	20 %
Total Appropriation	**888,685**	**2,405,005**	**2,664,165**	**259,160**	**11 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	0	505,005	0	-505,005	-100 %
48-Other Financing Sources	404,629	1,900,000	1,501,000	-399,000	-21 %
Total Revenue	**404,629**	**2,405,005**	**1,501,000**	**-904,005**	**-38 %**

NET COUNTY COST

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
14040 Re-entry	484,057	0	1,163,165	1,163,165	100 %
Total Net County Cost	**484,057**	**0**	**1,163,165**	**1,163,165**	**100%**

STAFFING

Adopted Budget-FTE	2019	2020	2021
14040 Re-Entry	0.00	15.00	15.00

SIGNIFICANT ADJUSTMENTS

- The budget reflects an increase in appropriations in anticipation of operations commencing and due to filling previously vacant positions.
- The intergovernmental revenue was incorrectly included in this budget in FY 2019-20.
- Other Financing sources reflects the available balance of funding approved by the Community Corrections Partnership for start-up costs, and have rolled over.

ACCOMPLISHMENTS	GOALS
• Several staff vacancies have been filled.	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Population and operation of the facility.

CORRECTIONS

Division Budget – INMATE WELFARE

General Fund 2060, Division 20600

DIVISION DETAIL

Revenue comes from “commissions” from inmate telephone calls, video visitation and inmate commissary. All inmate commissions received are deposited into the Inmate Welfare Fund and expended for the benefit of inmates.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	73,163	90,880	93,032	2,152	2 %
56-Other Financing Uses	0	15,000	18,500	3,500	23 %
Total Appropriation	**73,163**	**105,880**	**111,532**	**5,652**	**5 %**

REVENUE

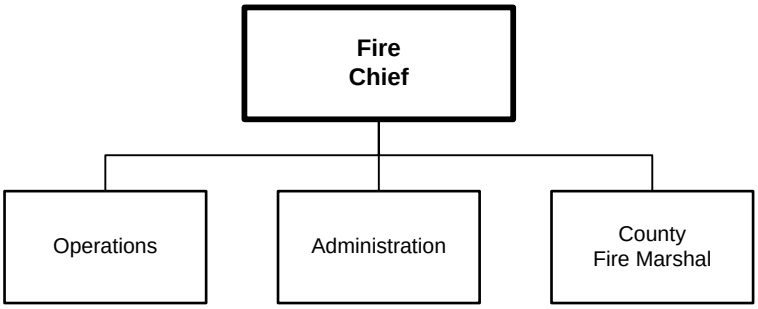
Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	8,394	4,500	12,000	7,500	167 %
46-Charges for Services	165,750	115,500	126,000	10,500	9 %
Total Revenue	**174,144**	**120,000**	**138,000**	**18,000**	**15 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20600 Inmate Welfare	-100,981	-14,120	-26,468	-12,348	87 %
Total Use Of Fund Balance	**-100,981**	**-14,120**	**-26,468**	**-12,348**	**87%**

ACCOMPLISHMENTS	GOALS
• In partnership with the Napa County Library, continued to provide educational services to inmates who did not complete high school. This partnership allowed the Department to provide a Literacy Program and to assist inmates in completion of General Educational Development (GED) testing to achieve high school equivalency.	**Collaborative and Engaged Community** • Implement cooperative program with Napa Valley Unified School District and Napa County Library to increase adult education hours.

FIRE PROTECTION
Department Summary



MISSION

Working together for your safety: Proudly serving our community with courtesy, integrity and compassion.

FUNCTION AND RESPONSIBILITIES

To provide full service fire protection for Napa County's unincorporated areas including, but not limited to, Emergency Medical Services, Fire Prevention, Fire Protection, Hazardous Material Response, Technical Rescue Response, Training, Fire Marshal Services and Fleet Management.

AT A GLANCE

- For more than 70 years, Napa County has been a partner in cooperative fire protection with the California Department of Forestry and Fire Protection (Cal-Fire). The County contracts with Cal-Fire for career personnel.
- The County's emergency response is augmented by agreements with the City of St. Helena, City of Calistoga, City of Napa, American Canyon Fire Department, South Lake Fire Protection District, Schell-Vista Fire Protection District, Cordelia Fire Department and Suisun Fire Protection District for initial response in areas bordering these jurisdictions.
- Napa County Fire Department has 61.50 contracted full time staff, 15 seasonal contracted firefighters and approximately 200 volunteers at six career and nine volunteer stations.
- Napa County Fire has cost-sharing agreements to provide service to the Veteran's Home and the Town of Yountville. Napa County contracts for personnel and owns and maintains the Yountville station. The Veteran's Home and Town of Yountville reimburse the County for a portion of the cost.

FIRE PROTECTION
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21000 Fire Protection	16,353,175	19,201,865	20,535,861	1,333,996	7 %
Total Appropriation	**16,353,175**	**19,201,865**	**20,535,861**	**1,333,996**	**7 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21000 Fire Protection	16,497,428	14,743,527	15,512,981	769,454	5 %
Total Revenue	**16,497,428**	**14,743,527**	**15,512,981**	**769,454**	**5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21000 Fire Protection	-144,253	4,458,338	5,022,880	564,542	13 %
Total Use Of Fund Balance	**-144,253**	**4,458,338**	**5,022,880**	**564,542**	**13 %**

FIRE PROTECTION

Division Budget – FIRE PROTECTION

Fire Protection Fund 2100, Division 21000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	524,561	500,201	431,795	-68,406	-14 %
52/53-Services and Supplies	13,604,532	18,228,667	18,468,170	239,503	1 %
54-Other Charges	4,556	6,000	0	-6,000	-100 %
55-Capital Assets	2,555,221	150,000	1,277,000	1,127,000	751 %
56-Other Financing Uses	-335,694	316,997	358,896	41,899	13 %
Total Appropriation	**16,353,175**	**19,201,865**	**20,535,861**	**1,333,996**	**7 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	12,246,584	11,375,507	12,091,061	715,554	6 %
42-License, Permits and Franchises	952,166	700,000	700,000	0	0 %
43-Intergovernmental Revenues	1,862,280	1,447,305	1,455,673	8,368	1 %
44-Fines, Forfeitures, and Penalties	884	0	0	0	0 %
45-Revenue from Use of Money and Property	236,684	80,000	95,000	15,000	19 %
46-Charges for Services	480,838	695,500	695,500	0	0 %
47-Miscellaneous Revenues	250,259	0	0	0	0 %
48-Other Financing Sources	467,734	445,215	475,747	30,532	7 %
Total Revenue	**16,497,428**	**14,743,527**	**15,512,981**	**769,454**	**5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
21000 Fire Protection	-144,253	4,458,338	5,022,880	564,542	13 %
Total Use Of Fund Balance	**-144,253**	**4,458,338**	**5,022,880**	**564,542**	**13%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
21000 Fire Protection	9,327,126	6,641,745	1,618,865

SIGNIFICANT ADJUSTMENTS

- Capital Assets have increased and includes breathing apparatus replacements for the Self-Contained Breathing Apparatus (SCBA), to ensure our first responders have the latest protective technology.

- Increases to contract costs include the addition of 1.75 Communications Operators and a decrease of a Fire Prevention Specialist and a Captain position assigned to the Emergency Command Center. This budget includes no net positions over last fiscal year. The contract is developed assuming a worst-case scenario in terms of overtime and incident-related costs. Actual expenditures have typically been $500,000 to $1,000,000 less than budgeted.

FIRE PROTECTION

Division Budget – FIRE PROTECTION

Fire Protection Fund 2100, Division 21000

ACCOMPLISHMENTS	GOALS
• Continue working with local fire agencies to develop and improve existing agreements and response plans that will ensure efficiency and increase the levels of service provided to Napa County residents and visitors. **Ongoing with particular attention to planning for the Public Safety Power Shutoff program being implemented by PG&E. Continued to maintain close communications and coordination with local cooperators during 2020-2021.** • Continue to work closely with Napa Firewise and local community-based groups to improve preparedness for wildland fires. **Continued success with the Firewise partnership and chipper program. Firewise Programs reduced fire impact in several areas. Completed almost 1100 chipping requests, the most to date.** • Continue to improve on the "One Department /one mission" concept for NCFD. **Continued collaboration with the volunteer and career components through the Fire Service Advisory Committee (FSAC) and its ad hoc committees which is comprised of both volunteers and career employees.** • Continue to implement NCFD Strategic Plan. Objectives 1A, 1B, and 1C have been completed. **Ongoing.** • Updated the County's Fire Hazard Abatement Ordinance and added 1 Code Compliance Officer to support the Fire Hazard Abatement Program. • Increase staffing by 2 Captains to bring minimum staffing of Station 25 (Monticello Station) to meet industry standards and increase overall emergency incident efficiency. • Reorganized CFM to create a liaison to increase support and collaborate with Fire Safe Councils and Fire Department.	• Continue working with local fire agencies to develop and improve existing agreements and response plans that will ensure efficiency and increase the levels of service provided to Napa County residents and visitors. • Complete site-use agreements for all volunteer stations. • Continue to work closely with Napa Firewise and local community-based groups to improve emergency preparedness. Designate (1) Fire Marshal staff to act as liaison to Napa County Firewise and Fire Safe Council to increase public education and coordinate with groups. Development on County wide Wildfire Prevention Plan. • Continue to improve on the "One Department /One Mission" concept for NCFD. • Continue to implement NCFD Strategic Plan. • Continue training for all emergencies to ensure preparedness.

ACCOMPLISHMENTS (CONTINUED)	GOALS
• Continue to review and increase efficiency in the NCFD Fleet. **Replaced several aging apparatus to increase efficiency in the NCFD fleet. With the fire at the maintenance yard, staff is working to quickly replace the damaged equipment covered by insurance and is working to find a temporary location to continue operations.** • Continue training for active assailants to ensure preparedness. **Completed**	

OTHER ACCOMPLISHMENTS

- The County Fire Marshal Office identified and made recommendations to the Board of Supervisors which resulted in revised local rules to benefit the citizens of Napa County. Inspections completed: 1,679 plan reviews, 1,369 site inspections and 750 weed abatement inspections. In 2017, the average plan review time was 30 days, currently plans are being reviewed within 2-3 weeks. 77 State Fire Marshal mandatory life safety inspections were completed.

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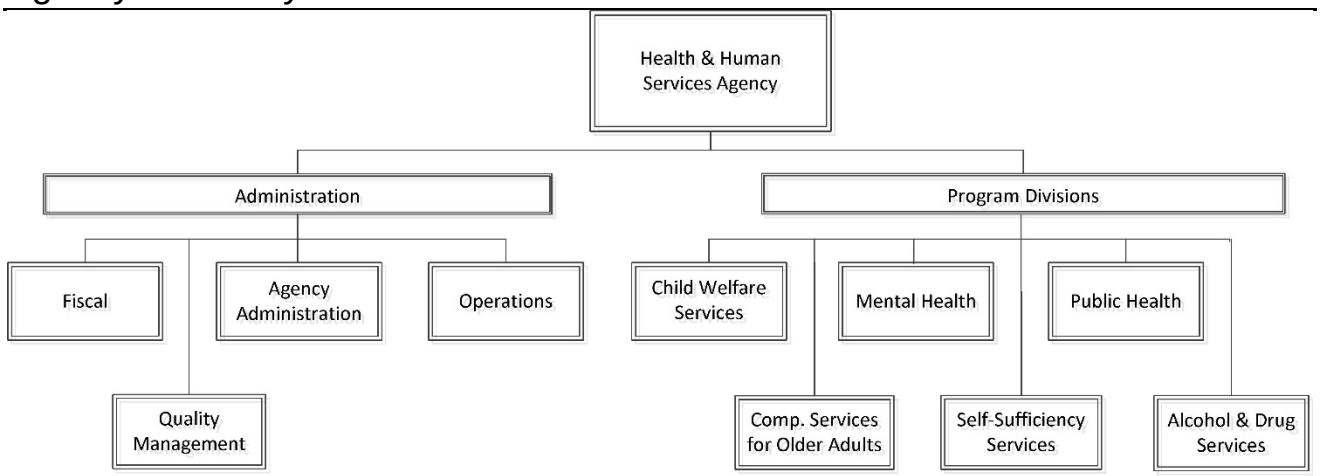
HEALTH & HUMAN SERVICES AGENCY

Agency Summary



MISSION

The Napa County Health and Human Services Agency (HHSA) serves and supports the community's health and well-being.

FUNCTION AND RESPONSIBILITIES

The Health and Human Service Agency provides a range of coordinated services in collaboration with key community partners.

The **Public Health Division** maintains and improves the foundational capabilities needed to support public health programs.

- Provides services delivered by County staff and through contracting with other providers: Maternal, Child and Family Health; Communicable Disease Control and Prevention; Chronic Disease Prevention, and Access and Linkage to Clinical Care.
- Provides assessment and surveillance of public health issues.
- Oversees emergency preparedness and response.
- Delivers policy development and support.
- Engages in community partnership and development.
- Provides organizational administrative activities and accountability/performance management.

The **Mental Health Division** provides community-based mental health services delivered by County staff, contracted community-based organizations, individual providers, and hospitals to Napa County residents in a managed care format.

- Services are organized by age-related target groups for children, transitional age youth, adults, and older adults, and are structured to provide care in the least restrictive environment.
- Services include: outreach, assessment, case management, emergency response, psychiatric medication, outpatient therapy, adult crisis services, intensive home-based children's services, transitional residential services, supported living services, inpatient hospitalization and longer term institutional care.

The **Alcohol and Drug Services Division** provides comprehensive, coordinated, integrated, culturally competent, and evidence-based recovery services to individuals and their families dealing with issues related to alcohol and other substances.

- Provides services ranging from education, prevention, early intervention, and assessment to outpatient treatment, case management services, withdrawal management, residential treatment, and linkages to community resources.
- Contracts with community-based organizations to ensure accessible services for all members of the diverse community of Napa County.

- Regularly assesses and responds to the needs of the community by collecting and analyzing data, and monitoring trends to ensure effective planning and provision of cost-effective services.
- Participates in the California Drug Medi-Cal Organized Delivery System, a five-year pilot program designed to enhance the alcohol and drug continuum of care and provided expanded treatment options to the Napa community.

The **Child Welfare Services Division** provides 24-hour response to, and assessment of, allegations of suspected child abuse and neglect.

- Provides case management to keep children safely at home, to reunify children with their families when they have been placed in foster care, and to achieve legal permanency for children through adoption or guardianship.
- Serves as the administrative arm for approval and licensing for foster families in the County.
- Provides adoption services to the community.
- Offers early intervention and prevention services.

The **Comprehensive Services for Older Adults Division** provides services to ensure that older adults and people with disabilities maintain their highest potential level of independence and quality of life.

- Serves as a “one stop shop” for older adults, people with disabilities and their families and caregivers to access multi-disciplinary services from both County staff and community partners, including:
  - ✓ Services provided directly:
    - In Home Supportive Services (IHSS),
    - IHSS Public Authority,
    - Adult Protective Services (APS),
    - Veterans Services Office (VSO), and
    - Public Health Nursing,
    - Caregiver Permitting and the Public Guardian/Public Administrator/Public Conservator.
  - ✓ Co-located and community based services:
    - Older Adult Mental Health,
    - Medi-Cal for the Aged, Blind and Disabled,
    - Healthy Minds/Healthy Aging,
    - Community Health Initiative (CHI),
    - Multi-Purpose Senior Services (MSSP), and
    - Senior Information and Assistance.

The **Self Sufficiency Services Division** is responsible for the administration of the major public assistance programs in Napa County. We provide a range of services to meet the basic needs of the individuals and families we serve.

- Administers programs including:
  - Medi-Cal (including programs offered through Covered California),
  - CalFresh,
  - CalWORKs including the CalWORKs Housing Support Program,
  - General Assistance, and
  - Other federal, state and local programs.
- Operates employment program for individuals eligible through
  - Welfare-to-Work,
  - CalFresh Employment, and
  - Training and Workforce Investment and Opportunity Act (WIOA).
- Coordinates the service delivery among partner agencies, as the One Stop Operator of CareerPoint, including:
  - Adult Education,
  - Napa Valley College,
  - EDD,
  - Department of Rehabilitation,
  - CalWORKs,
  - WIOA,
  - And manages the daily operations of the One Stop.

The **Administration Division** includes the office of the Director and many general operation functions including Fiscal, Operations, and Quality Management.

- HHSA Fiscal provides accurate, timely fiscal management that supports long-term organizational planning;
  - Works collaboratively with the Agency's divisions to provide coordinated fiscal planning and management that is cost-effective and serves the needs of HHSA's clients.

- HHSA Operations coordinates and manages HHSA facilities and any activity or policy that crosses divisional responsibility.
  - Coordinates and supports interdivisional program and policy activities.
  - Responsible for day-to-day space planning and management, facility management, and safety programs.
  - Coordinates agency-level program information systems; implements records management and agency activities related to HIPAA security.
  - Manages training and organizational development functions, performance management, administration of an intern program, and civil rights coordination.
  - Oversees the Agency's day-to-day personnel activities.

- HHSA Quality Management administers the HHSA Compliance Program, representing the agency in fair hearings, and monitoring agency activities related to HIPAA privacy.
  - Collaborates, develops, implements and operates an agency-wide Quality Management Program.
  - Captures and analyzes data for strategic planning, outcome and efficiencies improvement, compliance with applicable regulations and other mandates, risk containment, and ongoing service improvement.

HEALTH & HUMAN SERVICES AGENCY

Agency Summary

AGENCY DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	11,009,720	12,640,417	12,465,965	-174,452	-1 %
20002 Mental Health	30,145,349	34,814,842	40,149,356	5,334,514	15 %
20003 Alcohol Drug Services	5,193,392	6,989,925	7,390,781	400,856	6 %
20004 Child Welfare Services	19,049,724	20,835,832	22,426,113	1,590,281	8 %
20005 Comp Svs for Older Adults	9,945,579	10,300,757	11,110,628	809,871	8 %
20006 Self Sufficiency	20,126,255	23,185,329	23,969,849	784,520	3 %
20007 Health Care Enhance Program	3,190,969	3,954,381	0	-3,954,381	-100 %
20008 Homeless and Housing	3,698,043	0	0	0	0 %
20010 Agency Administration	10,307,773	11,693,930	10,988,791	-705,139	-6 %
Total Appropriation	**112,666,806**	**124,415,413**	**128,501,483**	**4,086,070**	**3 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	11,342,460	10,012,566	10,011,839	-727	0 %
20002 Mental Health	27,877,575	29,520,711	33,983,217	4,462,506	15 %
20003 Alcohol Drug Services	1,960,653	4,061,596	4,800,893	739,297	18 %
20004 Child Welfare Services	17,695,158	18,640,071	18,484,100	-155,971	-1 %
20005 Comp Svs for Older Adults	8,139,149	8,363,661	8,834,247	470,586	6 %
20006 Self Sufficiency	19,210,808	20,680,281	21,707,121	1,026,840	5 %
20007 Health Care Enhance Program	3,856,517	3,954,381	0	-3,954,381	-100 %
20008 Homeless and Housing	3,876,355	0	0	0	0 %
20010 Agency Administration	9,468,186	11,231,431	10,756,590	-474,841	-4 %
Total Revenue	**103,426,861**	**106,464,698**	**108,578,007**	**2,113,309**	**2 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	1,015,233	2,627,851	2,208,713	-419,138	-16 %
20002 Mental Health	2,974,793	5,294,131	5,549,525	255,394	5 %
20003 Alcohol Drug Services	759,575	2,928,329	2,330,899	-597,430	-20 %
20004 Child Welfare Services	1,336,415	2,195,761	3,547,812	1,352,051	62 %
20005 Comp Svs for Older Adults	841,962	1,937,096	2,048,743	111,647	6 %
20006 Self Sufficiency	2,048,155	2,505,048	2,036,455	-468,593	-19 %
20008 Homeless and Housing	0	0	0	0	0 %
20010 Agency Administration	6,352,629	462,499	208,981	-253,518	-55 %
Total General Fund Contribution	**15,328,764**	**17,950,715**	**17,931,128**	**-19,587**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	-1,347,973	0	245,413	245,413	100 %
20002 Mental Health	-707,019	0	616,614	616,614	100 %
20003 Alcohol Drug Services	2,473,164	0	258,989	258,989	100 %
20004 Child Welfare Services	18,151	0	394,201	394,201	100 %

HEALTH & HUMAN SERVICES AGENCY

Agency Summary

20005 Comp Svs for Older Adults	964,469	0	227,638	227,638	100 %
20006 Self Sufficiency	-1,132,708	0	226,273	226,273	100 %
20007 Health Care Enhance Program	-665,548	0	0	0	0 %
20008 Homeless and Housing	-178,312	0	0	0	0 %
20010 Agency Administration	-5,513,042	0	23,220	23,220	100 %
Total Use Of Fund Balance	**-6,088,820**	**0**	**1,992,348**	**1,992,348**	**100 %**

AVAILABLE FUND BALANCE

Fund	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
2000 Health and Human Services Agency	10,718,338	10,751,736	8,759,388
Assignment for Fiscal Uncertainty	11,318,282	11,318,282	11,737,394

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HHSA PUBLIC HEALTH

Health and Human Services Fund 2000, Division 20001

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	6,962,354	7,544,846	7,890,032	345,186	5 %
52/53-Services and Supplies	2,653,451	2,991,181	3,172,664	181,483	6 %
54-Other Charges	2,778	2,323	0	-2,323	-100 %
56-Other Financing Uses	375,880	746,191	257,154	-489,037	-66 %
57-Special Items	1,015,257	1,355,876	1,146,115	-209,761	-15 %
Total Appropriation	**11,009,720**	**12,640,417**	**12,465,965**	**-174,452**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	536,082	449,750	480,100	30,350	7 %
43-Intergovernmental Revenues	9,098,124	7,738,653	7,726,476	-12,177	0 %
44-Fines, Forfeitures, and Penalties	2,318	1,600	1,600	0	0 %
46-Charges for Services	517,694	645,521	583,600	-61,921	-10 %
47-Miscellaneous Revenues	50,225	85,492	160,255	74,763	87 %
48-Other Financing Sources	1,137,993	1,031,550	897,808	-133,742	-13 %
49-Special Items	24	60,000	162,000	102,000	170 %
Total Revenue	**11,342,460**	**10,012,566**	**10,011,839**	**-727**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	1,015,233	2,627,851	2,208,713	-419,138	-16 %
Total General Fund Contribution	**1,015,233**	**2,627,851**	**2,208,713**	**-419,138**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20001 Public Health	-1,347,973	0	245,413	245,413	100 %
Total Use Of Fund Balance	**-1,347,973**	**0**	**245,413**	**245,413**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20001 Public Health	61.35	59.35	61.35

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $345,186 from prior year, with these significant changes:
  - Move two Staff Services Analyst from other divisions to better reflect the activities are Public Health in nature.
  - Board approved the addition of a Health Education Specialist and the deletion of a Staff Nurse in Fiscal Year 2019-2020 to improve critical Public Health messaging regarding services, and ensure compliance with new requirements within Napa County's Women, Infants, and Children (WIC) Program.

ACCOMPLISHMENTS	GOALS

Healthy, Safe & Welcoming Place to Live, Work, & Visit
 	
• Implement the new WIC WISE data system and electronic benefit transfer (EBT) card for participants. **Completed-The Napa County Women, Infant and Children Program (WIC) successfully implemented the new WIC WISE data system and electronic benefit transfer (EBT) card for participants in June of 2019. The impacts for clients include, reduced stigma due to using a debit card versus coupons and an easier shopping experience due to a shopping guide application for smart phones.**
 	
Collaborative and Engaged Community
 	
• Complete the Maternal, Child and Adolescent Health (MCAH) Needs Assessment and Five Year Planning process. **Completed the Maternal, Child and Adolescent Health (MCAH) Program entered into a new Needs Assessment and Five Year Planning process as required by California Department of Public Health's MCAH Program which included:**
  o **Successful community needs assessment presentations that included both stakeholder and community member input.**
  o **Priority areas chosen include: Trauma and Resilience, Respect and Social Inclusion, Breastfeeding, and Perinatal Mood Disorders.**
  o **Work on these priority areas will occur over the next 5 years with community collaboration, utilizing tools such as human-centered design.**
• Develop a Community Health Improvement Plan (CHIP). **Completed-The Chronic Disease**
	Due to the COVID-19 pandemic, Public Health will focus specifically on the goals bolded below. Capacity to implement the other goals is unknown at this time.
	
	Healthy, Safe & Welcoming Place to Live, Work, & Visit
	• **Collaborate with County and City Departments, Health Care Providers and community partners to respond to the COVID-19 pandemic by quickly identifying cases and taking appropriate actions to reduce the spread and protect the public.**
	• Collaborate with community partners, such as non-profits, social organizations, private sector and individuals experiencing food insecurity to improve access to healthy food.
	
	Collaborative and Engaged Community
	• The Women, Infants, and Children (WIC) program will continue to implement new Breastfeeding Performance Measures in accordance with State WIC guidelines.
	• The Chronic Disease and Health Equity Unit will develop a Community Health Action Plan (CHAP) based on the findings the Community Health Assessment and the Community Health Improvement Plan (CHIP). The document will build out actionable plans for the measurable goals, strategies and objectives for improving community health.
	• **The Emergency Medical Services (EMS) program and the Emergency Preparedness (EP) program will work with partners to improve medical and health disaster preparedness and response activities.**
	
	Effective and Open Government
	• Public Health will increase transparency in government operations and empower residents

and Health Equity Unit developed the Community Health Improvement Plan (CHIP) based on the findings of the 2018 Community Health Assessment. The CHIP, a prerequisite to apply for Public Health accreditation, was developed in partnership with both community based organizations and community members. The document provides measurable goals, strategies and objectives for improving community health. • Complete Parents as Teachers training and incorporate into home visiting program. **Completed - Maternal, Child and Adolescent Health (MCAH) public health nurses and perinatal outreach workers.** **Successfully completed training to implement an evidence-based program, Parents as Teachers, for the home visitation program.** • Improve accuracy of medication administered to pediatric patients in Napa County through the Emergency Medical Services (EMS) system. **Improved and ongoing-The Napa County EMS Agency is continuing to measure and adjust a recent Continuous Quality Improvement (CQI) project around pediatric medication administration. The goal is to administer medications to the pediatric population within a 5% variance of expected dose, 95% of the time. In 2018, the Napa County EMS system accurately administered weight-based medications to pediatric patients 78.95% of the time. In 2019, this increased to 100%.** • Complete the Emergency Preparedness (EP) Program work plan. **Completed-The Emergency Preparedness Program completed 96% of the expected work plan activities by 6/30/2019. Work plan activities include:** o **Planning and conducting discussion-based, functional exercises and following agreed upon plans during real emergencies and disasters.** o **Developing products and processes with healthcare partners to enhance preparedness capability.** o **Other miscellaneous projects completed within the EP program and with other partners.**	by publishing an annual impact report and report on strategic plan goals and deliverables.

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HHSA MENTAL HEALTH

Health and Human Services Fund 2000, Division 20002

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	11,151,299	13,021,269	14,023,331	1,002,062	8 %
52/53-Services and Supplies	15,658,282	17,463,462	21,258,759	3,795,297	22 %
56-Other Financing Uses	360,975	825,518	844,664	19,146	2 %
57-Special Items	2,974,793	3,504,593	4,022,602	518,009	15 %
Total Appropriation	**30,145,349**	**34,814,842**	**40,149,356**	**5,334,514**	**15 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	2,577,656	3,190,421	8,288,122	5,097,701	160 %
45-Revenue from Use of Money and Property	26,273	48,000	27,000	-21,000	-44 %
46-Charges for Services	9,585,613	8,931,911	8,655,000	-276,911	-3 %
47-Miscellaneous Revenues	65,505	90,000	75,000	-15,000	-17 %
48-Other Financing Sources	15,622,527	16,960,379	16,938,095	-22,284	0 %
49-Special Items	0	300,000	0	-300,000	-100 %
Total Revenue	**27,877,575**	**29,520,711**	**33,983,217**	**4,462,506**	**15 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20002 Mental Health	2,974,793	5,294,131	5,549,525	255,394	5 %
Total General Fund Contribution	2,974,793	5,294,131	5,549,525	255,394	5 %

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20002 Mental Health	-707,019	0	616,614	616,614	100 %
Total Use Of Fund Balance	**-707,019**	**0**	**616,614**	**616,614**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20002 Mental Health	93.00	96.00	100.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $1,002,062 from prior year, as a result of moving two Staff Services Analyst from Administration (Fiscal) and two Mental Health Counselors from Health Care Enhancement Program to Mental Health Services to better reflect activities are Mental Health in nature.
- Services and Supplies increased $3,795,297 from prior year, due to closing of the Health Care Enhancement Division and moving the costs associated with securing Intergovernmental (IGT) Revenues to the Mental Health division.
- Intergovernmental Revenues increased $5,097,701 due to the return of match dollars to obtain the IGT revenue and new revenue associated with IGT will now be reflected in the Mental Health division.

ACCOMPLISHMENTS	GOALS
Healthy, Safe & Welcoming Place to Live, Work, & Visit • Expand existing co-locations and community outreach, screening and services to increase individual access for persons experiencing mental health, behavioral health, and/or housing crisis. **Completed. Over the last year, the Mental Health Division increased outreach and services to the schools by providing more on-site access to mental health screens and specialty mental health services at the Elementary Schools and at Camille Creek.** **Collaborative and Engaged Community** • Increase partnerships with community providers, including individual leadership meetings, coordination of training opportunities, and staff engagement at all levels. **Completed and Ongoing. The Mental Health Division increased leadership meetings with local community partners to include quarterly individual and group CBO meetings. To improve care coordination The Mental Health Division Leadership started meeting quarterly with leadership at nearby psychiatry facilities, and hospitals. Began monthly meeting with case management staff from both HHSA MH Division staff and CBOs in order to discuss continuity of care. Included CBOs at in person annual compliance training.** **Effective and Open Government** • Complete and post the Mental Health Community Needs 3 year Planning Process for public review and comment, and begin implementation of priorities in partnership with community stakeholder **Ongoing. The 3 year plan is in its final stages and will be posted prior to June 30, 2020.**	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • The Mental Health Division will increase the availability of services, and reach of information provided outside the City of Napa; specifically provide tele psychiatry at up valley locations. • The Mental Health Division will create an in-house, secure process for exchanging data, allowing for improved analysis of client needs at the population level, enhancing analysis and quality of client services, and promoting greater efficiency and effectiveness of care. **Collaborative and Engaged Community** • Expand outreach and collocation of mental health services at locations such as at the South Napa Shelter and at OLE Health. • The Mental Health Division will continue integration efforts with the Alcohol and Drug Services by implementing a screening tool used in both Divisions. **Effective and Open Government** • Complete and post the Mental Health Community Needs 3 year Planning Process for public review and comment by June 30, 2020, and begin implementation of priorities in partnership with community stakeholders.

HHSA ALCOHOL AND DRUG SERVICES

Health and Human Services Fund 2000, Division 20003

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	2,570,408	2,942,624	3,283,661	341,037	12 %
52/53-Services and Supplies	1,937,843	3,070,950	2,900,439	-170,511	-6 %
55-Capital Assets	0	18,000	0	-18,000	-100 %
56-Other Financing Uses	-74,434	89,424	155,817	66,393	74 %
57-Special Items	759,575	868,927	1,050,864	181,937	21 %
Total Appropriation	**5,193,392**	**6,989,925**	**7,390,781**	**400,856**	**6 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	748,667	1,362,021	1,197,021	-165,000	-12 %
44-Fines, Forfeitures, and Penalties	596	1,500	1,500	0	0 %
45-Revenue from Use of Money and Property	27,651	28,272	29,124	852	3 %
46-Charges for Services	516,996	1,576,524	1,916,000	339,476	22 %
47-Miscellaneous Revenues	0	100,100	50,000	-50,100	-50 %
48-Other Financing Sources	666,743	993,179	867,248	-125,931	-13 %
49-Special Items	0	0	740,000	740,000	100 %
Total Revenue	**1,960,653**	**4,061,596**	**4,800,893**	**739,297**	**18 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20003 Alcohol Drug Services	759,575	2,928,329	2,330,899	-597,430	-20 %
Total General Fund Contribution	**759,575**	**2,928,329**	**2,330,899**	**-597,430**	**-20 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20003 Alcohol Drug Services	2,473,164	0	258,989	258,989	100 %
Total Use Of Fund Balance	**2,473,164**	**0**	**258,989**	**258,989**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20003 Alcohol Drug Services	24.00	24.00	26.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $341,037 from prior year as a result of
  - Moving one Mental Health Counselor and one Alcohol and Drug Counselor from Health Care Enhancement Program to better reflect the activities performed are services for Alcohol and Drug in nature.
  - Board approved in Fiscal Year 2019-2020 the addition of one Mental Health Worker Aide and one Mental Health Counselor and the deletion of two Alcohol and Drug Counselor II to better equip the division with the appropriate classification for providing billable services.
- To further implement the Drug Medi-Cal waiver, Alcohol and Drug Services will see additional revenue of $314,476 with corresponding expenditure increases for contract services.

ACCOMPLISHMENTS	GOALS
Healthy, Safe & Welcoming Place to Live, Work, & Visit • Enhance Performance Improvement Project to include Recovery Services in Napa County's adult outpatient program, a lower level of care for clients transitioning out of outpatient services, required by the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver. **Completed: Met and exceeded goal of 40% participation in Recovery Services following graduation from outpatient program.** **Collaborative and Engaged Community** • Contract with Aldea Inc. to provide prevention services and submit monthly data through the Primary Prevention SUD Data Services (PPSDS), which includes the volume of outreach and prevention services conducted. Work closely with Aldea in the Napa County Prevention Coalition to address the harmful consequences of marijuana use among youth, as well the risks associated with electronic smoking devices. **Ongoing - ADS contracts with Aldea Inc. to provide prevention services. Aldea submits monthly data through the Primary Prevention SUD Data Services (PPSDS), which includes the volume of outreach and prevention services conducted.**	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • ADS will expand the availability of services to pregnant and parenting women by finalizing a contract for residential services with a DMC-ODS certified provider that specializes in perinatal treatment. • Complete a quality improvement project to ensure documentation of services meets state and federal regulations, consequently increasing Medi-Cal revenue for adult outpatient services. **Collaborative and Engaged Community** • Finalize ADS's five-year strategic prevention plan and receive approval from DHCS to begin implementation of plan. Collaborate with Aldea, Catalyst Coalition, and NCOE to identify areas that prevention efforts will focus on from 2020-2025. **Effective and Open Government** • Complete contract monitoring for 100% of DMC-ODS contractors, including both out-of-county providers of Narcotic Treatment Program and Opioid Treatment Program services.

HHSA CHILD WELFARE SERVICES

Health and Human Services Fund 2000, Division 20004

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	7,251,106	8,147,214	8,443,878	296,664	4 %
52/53-Services and Supplies	11,067,428	11,441,485	12,067,799	626,314	5 %
54-Other Charges	17,125	0	0	0	0 %
56-Other Financing Uses	-622,351	-361,451	365,075	726,526	-201 %
57-Special Items	1,336,415	1,608,584	1,549,361	-59,223	-4 %
Total Appropriation	**19,049,724**	**20,835,832**	**22,426,113**	**1,590,281**	**8 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	11,180,456	11,483,194	11,376,659	-106,535	-1 %
46-Charges for Services	275	275	0	-275	-100 %
47-Miscellaneous Revenues	98,916	70,000	70,000	0	0 %
48-Other Financing Sources	6,415,511	7,086,602	7,037,441	-49,161	-1 %
Total Revenue	**17,695,158**	**18,640,071**	**18,484,100**	**-155,971**	**-1 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20004 Child Welfare Services	1,336,415	2,195,761	3,547,812	1,352,051	62 %
Total General Fund Contribution	**1,336,415**	**2,195,761**	**3,547,812**	**1,352,051**	**62 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20004 Child Welfare Services	18,151	0	394,201	394,201	100 %
Total Use Of Fund Balance	**18,151**	**0**	**394,201**	**394,201**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20004 Child Welfare Services	62.00	61.00	62.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $296,664 from prior year as a result of Board approved the addition of one new Social Worker I in Fiscal Year 2019-2020 to enable Child Welfare Services Division to better implement procedures and activities mandated by the Continuum of Care Reform.

- Other Financing uses includes Foster Care Assistance payments have increased $.5 million due to fully implementing the Continuum of Care Reform.

ACCOMPLISHMENTS	GOALS
Effective and Open Government • Continue implementation of Continuum of Care Reform (CCR) with focus on establishing internal structures to support Child and Family Team (CFT) meetings. These regular team meetings will ensure that foster children who require mental health services will receive the necessary services timely. It was challenging to identify and transition a staff person away from case management work to allow for a CFT facilitator. This was accomplished at the end of 2019. Currently CFT meetings are occurring more frequently and this will continue as a revised goal for next year. • In 2019, CWS implemented the CANS (Child and Adolescent Needs and Strengths) assessment training of all case carrying staff; and a workgroup was formed with the Mental Health Division to enhance the Pathways to Wellbeing Program to include the CANS assessment. Selected staff have now been certified to conduct CANS assessments and the first cases are now being piloted. **Collaborative and Engaged Community** • Ongoing recruitment efforts for social work staff resulted in sustaining staffing levels despite the turnover that is commonly seen in Child Welfare. Fewer resignations were received and exit interviews demonstrate a generally positive experience for staff working in CWS. In the fall of 2019 a strategy to employ extra help social workers to provide support during extended leaves helped prevent another staffing crisis. This is not a sustainable solution therefore this will be a goal in the next year.	**Effective and Open Government** • Continue implementation of the five year System Improvement plan (SIP). Utilize the data dashboard to monitor progress for ***continued*** improvement in two key areas: 1) referrals open more than 30 days and 2) court report timeliness. • Continue implementation of Continuum of Care Reform (CC with focus on developing procedures to support Child and Family Team (CFT) meetings. The current goal is to develop policy and track the number of CFT meetings held at the mandated intervals. • Continue implementation of CANS (Child and Adolescent Needs and Strengths) assessment; identification of volume of workload, clarifying the shared responsibilities with the Mental Health Division and full implementation in this next year. • Specialized training and technical assistance training programs will be implemented to support the retention of staff and quality of Child Welfare Services work accomplished by the division. Planned trainings are forensic interviewing, interventions in families with intimate partner violence and Structured Decision Making as well as focused training for new staff to complement their state mandated CORE trainings.

HHSA COMPREHENSIVE SERVICES FOR OLDER ADULTS

Health and Human Services Fund 2000, Division 20005

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	4,425,921	4,488,584	4,691,118	202,534	5 %
52/53-Services and Supplies	4,569,251	4,371,358	4,949,980	578,622	13 %
54-Other Charges	14,110	48,376	85,321	36,945	76 %
56-Other Financing Uses	94,335	363,398	331,313	-32,085	-9 %
57-Special Items	841,962	1,029,041	1,052,896	23,855	2 %
Total Appropriation	**9,945,579**	**10,300,757**	**11,110,628**	**809,871**	**8 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	6,943,153	7,386,624	7,679,340	292,716	4 %
45-Revenue from Use of Money and Property	84,244	42,000	60,000	18,000	43 %
46-Charges for Services	483,264	488,118	644,988	156,870	32 %
47-Miscellaneous Revenues	3,043	21,000	24,000	3,000	14 %
48-Other Financing Sources	625,444	425,919	425,919	0	0 %
Total Revenue	**8,139,149**	**8,363,661**	**8,834,247**	**470,586**	**6 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20005 Comp Svs for Older Adults	841,962	1,937,096	2,048,743	111,647	6 %
Total General Fund Contribution	**841,962**	**1,937,096**	**2,048,743**	**111,647**	**6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20005 Comp Svs for Older Adults	964,469	0	227,638	227,638	100 %
Total Use Of Fund Balance	**964,469**	**0**	**227,638**	**227,638**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20005 Comp Svs for Older Adults	39.00	38.00	40.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $202,534 from prior year as a result of
  - Adding one Deputy Public Administrator/Guardian/Conservator to support increased caseload.
  - In Fiscal Year 2019-2020 the Board approved the addition of a Social Worker III for In-Home Support Services, (IHSS) due to an increase in caseload as well as the complexity of cases that this classification can address, as well as the addition of a Registry Training Specialist replacing a Social Services Aide to equip the division with the appropriate classification to increase caregiver recruitment efforts.
- Services and Supplies reflects an increase of $609,000 for the IHSS Maintenance of Effort.

HHSA COMPREHENSIVE SERVICES FOR OLDER ADULTS

Health and Human Services Fund 2000, Division 20005

ACCOMPLISHMENTS	GOALS
Collaborative and Engaged Community • Develop a comprehensive disaster preparedness protocol that identifies and plans for the needs of CSOA's most vulnerable clients. Additionally, participate on the local Access and Functional Needs (AFN) sub-committee, part of the larger Community Organization Active in Disaster (COAD), in order to develop strategies to assist the community in supporting all aged and disabled community members who are sheltered during a disaster. **The IHSS program improved their Disaster Preparedness data collection and protocol, working with ITS and Emergency Medical Services to develop a mapping and data visualization solution that helps organize more timely, efficient responses to disasters that affect IHSS recipients. Additionally, CSOA staff actively participated on COAD's local AFN sub-committee, and this work will continue.** **Healthy, Safe & Welcoming Place to Live, Work & Visit** • Ensure the newly formed Napa/Solano Area Agency on Aging is responsive to and actively engaging Napa County residents in order to meet the needs of the older adults in our community. **Napa County is in regular contact with Solano County staff regarding communication, responsiveness and active engagement regarding local needs.** **Effective and Open Government** • **Napa County Adult Protective Services (APS), along with San Francisco APS, participated in federally funded research to pilot the Identification, Services, and Outcomes (ISO) Matrix. The results were just published nationally and the ISO Matrix is currently being rolled out to 17 other California counties.**	**Collaborative and Engaged Community** • Collaborate with the District Attorney's Office and other community partners at the Monarch Resource Center to ensure the specialized needs of older and dependent adult victims are met. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Partner with the Commission on Aging, the Healthy Aging Population Initiative and Sonoma and Marin Counties to hold a Regional Ageism Summit as a first step towards addressing ageism in our communities and raising awareness for Governor Newsom's Master Plan for Aging. • Collaborate with Public Health to seek membership in the AARP Network of Age Friendly States and Communities, joining other Bay Area counties who have begun this process **Effective and Open Government** • Continue to ensure that CSOA meets the expanding needs of a growing older and disabled population, including in response to disasters.

HHSA SELF SUFFICIENCY SERVICES

Health and Human Services Fund 2000, Division 20006

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	11,555,539	12,758,485	13,331,003	572,518	4 %
52/53-Services and Supplies	5,171,868	6,071,611	6,702,050	630,439	10 %
56-Other Financing Uses	1,350,692	1,849,657	1,601,095	-248,562	-13 %
57-Special Items	2,048,155	2,505,576	2,335,701	-169,875	-7 %
Total Appropriation	**20,126,255**	**23,185,329**	**23,969,849**	**784,520**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	17,563,058	18,951,383	19,947,453	996,070	5 %
45-Revenue from Use of Money and Property	23,470	40,000	0	-40,000	-100 %
47-Miscellaneous Revenues	134,805	80,000	100,325	20,325	25 %
48-Other Financing Sources	1,489,475	1,608,898	1,659,343	50,445	3 %
Total Revenue	**19,210,808**	**20,680,281**	**21,707,121**	**1,026,840**	**5 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20006 Self Sufficiency	2,048,155	2,505,048	2,036,455	-468,593	-19 %
Total General Fund Contribution	**2,048,155**	**2,505,048**	**2,036,455**	**-468,593**	**-19 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20006 Self Sufficiency	-1,132,708	0	226,273	226,273	100 %
Total Use Of Fund Balance	**-1,132,708**	**0**	**226,273**	**226,273**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20006 Self Sufficiency	121.00	120.00	122.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $572,698 from prior year due to
  - Moving one Senior System Support Analyst and one System Support Analyst from Administration (Operations) to Self Sufficiency Services Division to better reflect that the activities provided are Social Services in nature.
  - Board approval of the addition of an Eligibility Specialist III in Fiscal Year 2019-2020 and deletion of an Office Assistant I/II to equip the division with the appropriate classification to meet the increasing workload demands and better serve the public by reviewing and approving Medi-Cal eligibility for residents in a more timely and accurate fashion.

- CalWORKs assistance payments increased in Self-Sufficiency divisions by $300,000 based on increase in caseload.

- Intergovernmental Revenues increased $996,070 from prior year, with these significant changes:
  - Increase of $1.2 in Social Services allocations along with estimated Medi-Cal "close-out" funding from Fiscal Year 2018-19.
  - Decrease of $219,000 in Workforce Innovation and Opportunity Act. (WIOA) funding for the Self Sufficiency program.

ACCOMPLISHMENTS	GOALS
Collaborative and Engaged Community • SSSD's CareerPoint Napa, embedded in the Employment Services Division set a goal last year to increase workshop participation by 30%. We reached our goal by diversifying our workshop offerings and expanding the hours and formats to provide more flexibility including Job Club, Financial Literacy, Job Retention, Goal Setting workshops and 1:1 consultations with a certified Career and Life Coach. In addition, Career Center traffic surpassed its goal and increased participation 40% over the previous year. **Livable Economy for All** • Last year SSSD's Welfare-to-Work (WTW) team implemented CalWORKs 2.0, changing the way employment services are provided to CalWORKs recipients. CalWORKs 2.0 is an engagement model, endorsed and mandated by the state, which encourages us to provide wrap around services to participants and the family in order to reduce barriers to self-sufficiency, celebrate successes, and empower participants to reach their goals. • While SSSD had a slow ramp-up and was not able to enroll 8 youth in a paid on-the-job training experience, we were able to expand outreach efforts and enroll 15 new youth into the program, 7 of which we were able to help obtain employment. One of those youth is successfully participating in on-the-job training with a local restaurant and we have another 2 on-the-job training placements pending.	**Collaborative and Engaged Community** • While CareerPoint Napa has seen an increase in workshop participation, staff would like to develop a customer interest survey seeking feedback about what services and offerings our customers feel they would benefit from in the career center. The survey will be developed and distributed to customers' in-person in the career center and via email using our CareerPoint customer and community partner contact list. **Livable Economy for All** • SSSD's CalWORKs Housing Support Program provides rental and move-in assistance to Homeless CalWORKs recipients. Staff will be providing comprehensive housing readiness and homeless prevention education. We are currently working on a curriculum and plan to implement the 5-workshop series in May of 2020. The initial goal is to see a 50% participation rate among HSP participants which will be tracked using sign-in sheets. • SSSD's Public Assistance Division implemented a pilot project to add Eligibility Specialists to the Call Center. This model has been successful in other counties in responding to customers concerns immediately. • SSSD's Public Assistance Division is in the process of implementing same-day CalFresh appointments to meet the needs of the community. The goal of this change is to avoid missed appointments, to reduce rescheduling and to ensure our community to have access to health food in a timely manner.

HHSA HEALTH CARE ENHANCEMENT PROGRAMS

Health and Human Services Fund 2000, Division 20007

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	530,875	540,483	0	-540,483	0 %
52/53-Services and Supplies	2,578,573	2,937,149	0	-2,937,149	0 %
56-Other Financing Uses	81,521	116,749	0	-116,749	0 %
57-Special Items	0	360,000	0	-360,000	0 %
Total Appropriation	**3,190,969**	**3,954,381**	**0**	**-3,954,381**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,826,543	3,869,381	0	-3,869,381	0 %
46-Charges for Services	0	85,000	0	-85,000	0 %
48-Other Financing Sources	29,974	0	0	0	0 %
Total Revenue	**3,856,517**	**3,954,381**	**0**	**-3,954,381**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20007 Health Care Enhance Program	-665,548	0	0	0	0 %
Total Use Of Fund Balance	**-665,548**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20007 Health Care Enhance Program	7.00	5.00	0.00

This division is included for historical purposes only. The appropriations, revenues, and full time equivalent positions are now included in other divisions within the Health and Human Services Agency.

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HHSA HOMELESS and HOUSING SERVICES

Health and Human Services Fund 2000, Division 20008

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	482,905	0	0	0	0 %
52/53-Services and Supplies	2,765,277	0	0	0	0 %
54-Other Charges	422,684	0	0	0	0 %
56-Other Financing Uses	**27,177**	**0**	**0**	**0**	**0 %**
Total Appropriation	**3,698,043**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,150,067	0	0	0	0 %
47-Miscellaneous Revenues	389,854	0	0	0	0 %
48-Other Financing Sources	2,336,434	0	0	0	0 %
Total Revenue	**3,876,355**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20008 Homeless and Housing	0	0	0	0	0 %
Total General Fund Contribution	**0**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20008 Homeless and Housing	-178,312	0	0	0	0 %
Total Use Of Fund Balance	**-178,312**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20008 Homelesss and Housing	5.0	0.0	0.0

This division is included for historical purposes only. The appropriations, revenues, and full time equivalent positions are now included in the Housing and Homeless Services Division of the General Fund.

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HHSA ADMINISTRATION

Health and Human Services Fund 2000, Division 20010

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
51-Salaries and Employee Benefits	7,890,779	8,636,523	8,192,616	-443,907	-5 %
52/53-Services and Supplies	1,632,239	2,023,748	1,993,694	-30,054	-1 %
54-Other Charges	118,970	115,000	40,000	-75,000	-65 %
56-Other Financing Uses	665,785	918,659	762,481	-156,178	-17 %
Total Appropriation	**10,307,773**	**11,693,930**	**10,988,791**	**-705,139**	**-6 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	252,570	0	0	0	0 %
45-Revenue from Use of Money and Property	234,514	78,290	400,000	321,710	411 %
46-Charges for Services	1,396	0	0	0	0 %
47-Miscellaneous Revenues	3,571	29	51	22	76 %
48-Other Financing Sources	0	280,516	101,000	-179,516	-64 %
49-Special Items	8,976,135	10,872,596	10,255,539	-617,057	-6 %
Total Revenue	**9,468,186**	**11,231,431**	**10,756,590**	**-474,841**	**-4 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20010 Agency Administration	6,352,629	462,499	208,981	-253,518	-55 %
Total General Fund Contribution	**6,352,629**	**462,499**	**208,981**	**-253,518**	**-55 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
20010 Agency Administration	-5,513,042	0	23,220	23,220	100 %
Total Use Of Fund Balance	**-5,513,042**	**0**	**23,220**	**23,220**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2019	Adopt 2020	Rec 2021
20010 Agency Administration	68.50	67.50	62.50

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits decreased $443,907 from prior year, as positions were moved to specific divisions to prevent potential audit exceptions:
  - Move two Staff Services Analyst from Administration (fiscal) to Mental Health.
  - Move one Staff Services Analyst from Administration (fiscal) to Public Health.
  - Move one Senior System Support Analyst and one System Support Analyst to Self Sufficiency.

HHSA ADMINISTRATION

Health and Human Services Fund 2000, Division 20010

ACCOMPLISHMENTS	GOALS
Effective and Open Government • Update HHSA Strategic Plan. **Completed -HHSA developed a Strategic Plan in alignment and support of the Napa County Strategic Plan. Continuous tracking of deliverables to both plans has been implemented.** • Revamping the Master Settlement Agreement grant process. **Completed** • Application Support Team will partner with Mental Health, Alcohol and Drug Services and Fiscal to implement an upgraded Electronic Health Record System (EHR) that will provide enhanced clinical documentation functionality and improved reporting capabilities while maintaining our ability to bill for services without interruption. **Due to issues with California regulatory compliance this implementation was halted. Evaluation of a California compliant system will be ongoing.** • Build systems and processes that will better support programs and services, improve integration and accessibility. **Ongoing- will continue into next fiscal year**. • The Quality Management division will partner with program divisions to develop and implement an agency wide Compliance monitoring program, including the use of dashboard reporting tools. **Ongoing – The Quality Management division Liaison's worked with the program divisions to identify their Key Performance Indicators to clearly reflect what is being measured, and to identify the methodologies. This will allow for the development of a standardized reporting system.**	**Effective and Open Government** • Build systems and processes that will better support programs and services, improve integration and accessibility. • Work in partnership with ITS to implement a more user friendly, service request management system to track and record HHSA Facilities requests for service. • Continue elevated budget management activities to respond to changes in local, State and Federal revenues due to COVID-19. • The Quality Management division will streamline the auditing process and follow to the 90 day timeline in efforts to produce timeliness quality feedback and recoupable findings.

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Governmental Funds Summary
Fiscal Year 2020-2021

Schedule 2

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Special Revenue Funds Non- Operating							
General Government							
2400 - Housing Rehabilitation Repayment	$ 16,621	$ -	$ -	$ 16,621	-	$ 16,621	$ 16,621
2400 - 1 percent - TOT Housing	1,541,344	-	500,000	2,041,344	-	2,041,344	2,041,344
2400 - State/County Prop Tax Admin-AB818	163,578	-	3,500	167,078	40,000	127,078	167,078
2400 - County Assessor Grant Program	171,632	-	177,800	349,432	40,000	309,432	349,432
Public Protection							
2420 - Asset Forfeitures-DA	79,230	-	11,000	90,230	10,000	80,230	90,230
2420 - Prop 64 Civil Penalties	2,864,336	-	860,000	3,724,336	850,000	2,874,336	3,724,336
2420 - Hazardous Waste Enforcement	37,299	-	1,500	38,799	10,000	28,799	38,799
2420 - $1 Vehicle Registration Assessment	385,993	-	305,000	690,993	295,000	395,993	690,993
2420 - Consumer Fraud	120,755	-	42,000	162,755	50,000	112,755	162,755
2420 - Civil Equipment	240,590	-	23,400	263,990	14,625	249,365	263,990
2420 - Fingerprint ID Fund	436,428	-	157,880	594,308	81,000	513,308	594,308
2420 - Asset Forfeiture-Sheriff	52,456	-	4,862	57,318	-	57,318	57,318
2420 - Debtor Assessment Fee	432,519	-	30,115	462,634	16,440	446,194	462,634
2420 - Rabies Eradication & Control	14,875	-	351	15,226	-	15,226	15,226
2420 - Muni Court Auto Warrant	202,352	-	5,066	207,418	-	207,418	207,418
2420 - Sheriff Community Services	10,907	-	375	11,282	5,000	6,282	11,282
2420 - Standards and Training-Corrections	-	-	102,425	102,425	102,425	-	102,425
2420 - Asset Forfeiture-Probation	40	-	525	565	500	65	565
2420 - Probation Post Rel Comm Supervision	482	-	31,200	31,682	30,000	1,682	31,682
2420 - Chamberlain High	4,303	-	100	4,403	2,500	1,903	4,403
2420 - Comm. Corrections Perform. Incentive	73,959	-	412,467	486,426	312,000	174,426	486,426
2420 - Weights & Measures	29,198	-	5,000	34,198	-	34,198	34,198

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Governmental Funds Summary
Fiscal Year 2020-2021

Schedule 2

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Special Revenue Funds Non- Operating							
Public Protection - continued							
2420 - Micrographics	$ 804,567	$ -	$ 47,000	$ 851,567	41,500	$ 810,067	$ 851,567
2420 - Modernization	3,028,317	-	195,000	3,223,317	223,410	2,999,907	3,223,317
2420 - Vital & Health Statistics-Clerk	218,341	-	23,800	242,141	3,800	238,341	242,141
2420 - Social Security Truncation Fees	107,501	-	2,300	109,801	7,500	102,301	109,801
2420 - Electronic Document Recording	274,888	-	31,500	306,388	14,500	291,888	306,388
2420 - Seismic Education/Data Utilization	39,056	-	2,750	41,806	-	41,806	41,806
2420 - Telecommunications	118,551	-	1,800	120,351	-	120,351	120,351
2420 - PBES-Dept of Public Health	365,500	-	-	365,500	50,000	315,500	365,500
2420 - PBES-CASP Certification and Training Fund	18,230	-	6,225	24,455	-	24,455	24,455
Public Ways & Facilities							
2440 - Mitigation-Airport Industrial Area	30,559	-	120,000	150,559	105,000	45,559	150,559
2440 - Mitigation-American Canyon Area	891	-	-	891	-	891	891
2440 - SB 1	2,203,445	-	2,250,000	4,453,445	400,000	4,053,445	4,453,445
2440 - Well Monitoring Fees	5,194	-	-	5,194	5,150	44	5,194
2440 - Measure T	10,233,167	-	5,775,000	16,008,167	-	16,008,167	16,008,167
2440 - Measure A – Unincorporated	832,995	-	-	832,995	-	832,995	832,995
Health & Sanitation							
2460 - AIDS Education-HS11350	25,505	-	1,200	26,705	-	26,705	26,705
2460 - Local Public Health Bioterrorism	-	-	177,668	177,668	176,768	900	177,668
2460 - Emergency Medical Services	52,021	-	226,100	278,121	233,000	45,121	278,121
2460 - Vital & Health Statistics-Health	1,597	-	13,600	15,197	13,600	1,597	15,197
2460 - HRSA-Health Resources & Services	2,374	-	154,440	156,814	154,440	2,374	156,814
2460 - CDC-Public Health Emerg. Response	1,047	-	20	1,067	-	1,067	1,067
2460 - Hospital Prep - H1N1	884	-	20	904	-	904	904
2460 - Tobacco Control-Prop 99	3,626	-	150,600	154,226	150,000	4,226	154,226

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County of Napa
Governmental Funds Summary
Fiscal Year 2020-2021

Schedule 2

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Special Revenue Funds Non- Operating							
Health & Sanitation - continued							
2460 - Tobacco Control-Prop 56	$ 32,113	$ -	$ 150,020	$ 182,133	170,000	$ 12,133	$ 182,133
2460 - Managed Care	1,664,324	-	40,000	1,704,324	-	1,704,324	1,704,324
2460 - MHSA Planning Expenses	6,830,583	-	6,557,624	13,388,207	6,150,558	7,237,649	13,388,207
2460 - Alcohol Abuse Education & Prevention	29,527	-	16,800	46,327	40,000	6,327	46,327
2460 - Drug Fees-HS11372.7	38,630	-	4,000	42,630	20,000	22,630	42,630
2460 - Hazardous Waste Enforcement	426,294	-	11,000	437,294	15,000	422,294	437,294
2460 - PBES - Local Enforcement Agency	54,506	-	100	54,606	5,000	49,606	54,606
2460 - Whole Person Care	1,234,466	-	2,520,000	3,754,466	2,215,551	1,538,915	3,754,466
Public Assistance							
2480 - County Children Fund	7,436	-	45,100	52,536	51,824	712	52,536
2480 - Clerk Domestic Violence	-	-	35,150	35,150	35,150	-	35,150
2480 - SB163 Wraparound	1,364,375	-	615,000	1,979,375	426,000	1,553,375	1,979,375
2480 - Indigent Burial	42,560	-	4,000	46,560	7,500	39,060	46,560
2480 - Family Support Subaccount	912,540	-	1,420,000	2,332,540	1,379,906	952,634	2,332,540
2480 - Title IV-E	-	-	232,750	232,750	202,902	29,848	232,750
Realignment 2011							
2500 - Local Law Enforcement Services	2,460,857	-	2,361,500	4,822,357	2,920,221	1,902,136	4,822,357
2500 - Local Community Corrections	7,361,492	-	4,032,505	11,393,997	5,785,953	5,608,044	11,393,997
2500 - District Attorney	137,321	-	71,881	209,202	79,000	130,202	209,202
2500 - Public Defender	19,360	-	71,881	91,241	79,000	12,241	91,241
2500 - Trial Court Security	-	-	1,735,808	1,735,808	1,735,808	-	1,735,808
2500 - Youthful Offender Block Grant	536,758	-	586,010	1,122,768	649,600	473,168	1,122,768
2500 - Community Mental Health	-	-	5,957,128	5,957,128	5,957,128	-	5,957,128
2500 - Behavioral Health	634,003	-	4,301,654	4,935,657	4,935,657	-	4,935,657
2500 - Protective Services	-	-	7,222,684	7,222,684	7,222,684	-	7,222,684
Total Special Revenue Funds Non-Operating	$ 49,034,298	$ -	$ 49,846,184	$ 98,880,482	$ 43,522,600	$ 55,357,882	$ 98,880,482

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2020-2021

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Special Revenue Funds Non- Operating					
General Government					
2400 - Housing Rehabilitation Repayment	$ 16,621	$ -	$ -	$ -	$ 16,621
2400 - 1 percent - TOT Housing	1,541,344	-	-	-	1,541,344
2400 - State/County Prop Tax Admin-AB818	163,578	-	-	-	163,578
2400 - County Assessor Grant Program	171,632	-	-	-	171,632
Public Protection					
2420 - Asset Forfeitures-DA	79,230	-	-	-	79,230
2420 - Prop 64 Civil Penalties	2,864,336	-	-	-	2,864,336
2420 - Hazardous Waste Enforcement	37,299	-	-	-	37,299
2420 - $1 Vehicle Registration Assessment	385,993	-	-	-	385,993
2420 - Consumer Fraud	120,755	-	-	-	120,755
2420 - Civil Equipment	240,590	-	-	-	240,590
2420 - Fingerprint ID Fund	436,428	-	-	-	436,428
2420 - Asset Forfeiture-Sheriff	52,456	-	-	-	52,456
2420 - Debtor Assessment Fee	432,519	-	-	-	432,519
2420 - Rabies Eradication & Control	14,875	-	-	-	14,875
2420 - Muni Court Auto Warrant	202,352	-	-	-	202,352
2420 - Sheriff Community Services	10,907	-	-	-	10,907
2420 - Asset Forfeiture-Probation	40	-	-	-	40
2420 - Probation Post Rel Comm Supervision	482	-	-	-	482
2420 - Chamberlain High	4,303	-	-	-	4,303
2420 - Comm. Corrections Perform. Incentive	73,959	-	-	-	73,959
2420 - Weights & Measures	29,198	-	-	-	29,198
2420 - Micrographics	804,567	-	-	-	804,567
2420 - Modernization	3,028,317	-	-	-	3,028,317

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2020-2021

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Special Revenue Funds Non- Operating					
Public Protection - continued					
2420 - Vital & Health Statistics-Clerk	$ 218,341	$ -	$ -	$ -	$ 218,341
2420 - Social Security Truncation Fees	107,501	-	-	-	107,501
2420 - Electronic Document Recording	274,888	-	-	-	274,888
2420 - Seismic Education/Data Utilization	39,056	-	-	-	39,056
2420 - Telecommunications	118,551	-	-	-	118,551
2420 - PBES-Dept of Public Health	365,500	-	-	-	365,500
2420 - PBES-CASP Certification and Training Fund	18,230	-	-	-	18,230
Public Ways & Facilities					
2440 - Mitigation-Airport Industrial Area	30,559	-	-	-	30,559
2440 - Mitigation-American Canyon Area	891	-	-	-	891
2440 - SB1	2,203,445	-	-	-	2,203,445
2440 - Well Monitoring Fees	5,194	-	-	-	5,194
2440 - Measure T	10,233,167	-	-	-	10,233,167
2440 - Measure A – Unincorporated	832,995	-	-	-	832,995
Health & Sanitation					
2460 - AIDS Education-HS11350	25,505	-	-	-	25,505
2460 - Local Public Health Bioterrorism	-	-	-	-	-
2460 - Emergency Medical Services	52,021	-	-	-	52,021
2460 - Vital & Health Statistics-Health	1,597	-	-	-	1,597
2460 - HRSA-Health Resources & Services	2,374	-	-	-	2,374
2460 - CDC-Public Health Emerg. Response	1,047	-	-	-	1,047
2460 - Hospital Prep - H1N1	884	-	-	-	884
2460 - Tobacco Control-Prop 99	3,626	-	-	-	3,626
2460 - Tobacco Control-Prop 56	32,113	-	-	-	32,113
2460 - Managed Care	1,664,324	-	-	-	1,664,324
2460 - MHSA Planning Expenses	6,830,583	-	-	-	6,830,583
2460 - Alcohol Abuse Education & Prevention	29,527	-	-	-	29,527

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2020-2021

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Special Revenue Funds Non- Operating					
Health & Sanitation - continued					
2460 - Drug Fees-HS11372.7	$ 38,630	$ -	$ -	$ -	$ 38,630
2460 - Hazardous Waste Enforcement	426,294	-	-	-	426,294
2460 - PBES - Local Enforcement Agency	54,506	-	-	-	54,506
2460 - Whole Person Care	1,234,466	-	-	-	1,234,466
Public Assistance					
2480 - County Children Fund	7,436	-	-	-	7,436
2480 - Clerk Domestic Violence	-	-	-	-	-
2480 - SB163 Wraparound	1,364,375	-	-	-	1,364,375
2480 - Indigent Burial	42,560	-	-	-	42,560
2480 - Family Support Subaccount	912,540	-	-	-	912,540
2480 - Title IV-E	-	-	-	-	-
Realignment 2011					
2500 - Local Law Enforcement Services	2,460,857	-	-	-	2,460,857
2500 - Local Community Corrections	7,361,492	-	-	-	7,361,492
2500 - District Attorney	137,321	-	-	-	137,321
2500 - Public Defender	19,360	-	-	-	19,360
2500 - Trial Court Security	-	-	-	-	-
2500 - Youthful Offender Block Grant	536,758	-	-	-	536,758
2500 - Behavioral Health	634,003	-	-	-	634,003
2500 - Protective Services	-	-	-	-	-
Total Special Revenue Funds Non-Operating	$ 49,034,298	$ -	$ -	$ -	$ 49,034,298

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2020-2021

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Special Revenue Funds Non- Operating						
General Government						
2400 - Housing Rehabilitation Repayment	$ -	$ -	$ -	$ 16,621	$ -	$ 16,621
2400 - 1 percent - TOT Housing	-	-	-	2,041,344	-	2,041,344
2400 - State/County Prop Tax Admin-AB818	-	-	-	127,078	-	127,078
2400 - County Assessor Grant Program	-	-	-	309,432	-	309,432
Public Protection						
2420 - Asset Forfeitures-DA	-	-	-	80,230	-	80,230
2420 - Prop 64 Civil Penalties	-	-	-	2,874,336	-	2,874,336
2420 - Hazardous Waste Enforcement	-	-	-	28,799	-	28,799
2420 - $1 Vehicle Registration Assessment	-	-	-	395,993	-	395,993
2420 - Consumer Fraud	-	-	-	112,755	-	112,755
2420 - Civil Equipment	-	-	-	249,365	-	249,365
2420 - Fingerprint ID Fund	-	-	-	513,308	-	513,308
2420 - Asset Forfeiture-Sheriff	-	-	-	57,318	-	57,318
2420 - Debtor Assessment Fee	-	-	-	446,194	-	446,194
2420 - Rabies Eradication & Control	-	-	-	15,226	-	15,226
2420 - Muni Court Auto Warrant	-	-	-	207,418	-	207,418
2420 - Sheriff Community Services	-	-	-	6,282	-	6,282
2420 - Asset Forfeiture-Probation	-	-	-	65	-	65
2420 - Probation Post Rel Comm Supervision	-	-	-	1,682	-	1,682
2420 - Chamberlain High	-	-	-	1,903	-	1,903

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2020-2021

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Special Revenue Funds Non- Operating						
Public Protection - continued						
2420 - Comm. Corrections Perform. Incentive	$ -	$ -	$ -	$ 174,426	$ -	$ 174,426
2420 - Weights & Measures	-	-	-	34,198	-	34,198
2420 - Micrographics	-	-	-	810,067	-	810,067
2420 - Modernization	-	-	-	2,999,907	-	2,999,907
2420 - Vital & Health Statistics-Clerk	-	-	-	238,341	-	238,341
2420 - Social Security Truncation Fees	-	-	-	102,301	-	102,301
2420 - Electronic Document Recording	-	-	-	291,888	-	291,888
2420 - Seismic Education/Data Utilization	-	-	-	41,806	-	41,806
2420 - Telecommunications	-	-	-	120,351	-	120,351
2420 - PBES-Dept of Public Health	-	-	-	315,500	-	315,500
2420 - PBES-CASP Certification and Training Fund	-	-	-	24,455	-	24,455
Public Ways & Facilities						
2440 - Mitigation-Airport Industrial Area	-	-	-	45,559	-	45,559
2440 - Mitigation-American Canyon Area	-	-	-	891	-	891
2440 - SB1	-	-	-	4,053,445	-	4,053,445
2440 - Well Monitoring Fees	-	-	-	44	-	44
2440 - Measure T	-	-	-	16,008,167	-	16,008,167
2440 - Measure A – Unincorporated	-	-	-	832,995	-	832,995
Health & Sanitation						
2460 - AIDS Education-HS11350	-	-	-	26,705	-	26,705
2460 - Local Public Health Bioterrorism	-	-	-	900	-	900
2460 - Emergency Medical Services	-	-	-	45,121	-	45,121
2460 - Vital & Health Statistics-Health	-	-	-	1,597	-	1,597
2460 - HRSA-Health Resources & Services	-	-	-	2,374	-	2,374
2460 - CDC-Public Health Emerg. Response	-	-	-	1,067	-	1,067

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2020-2021

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Special Revenue Funds Non- Operating						
Health & Sanitation - continued						
2460 - Hospital Prep - H1N1	$ -	$ -	$ -	$ 904	$ -	$ 904
2460 - Tobacco Control-Prop 99	-	-	-	4,226	-	4,226
2460 - Tobacco Control-Prop 56	-	-	-	12,133	-	12,133
2460 - Managed Care	-	-	-	1,704,324	-	1,704,324
2460 - MHSA Planning Expenses	-	-	-	7,237,649	-	7,237,649
2460 - Alcohol Abuse Education & Prevention	-	-	-	6,327	-	6,327
2460 - Drug Fees-HS11372.7	-	-	-	22,630	-	22,630
2460 - Hazardous Waste Enforcement	-	-	-	422,294	-	422,294
2460 - PBES - Local Enforcement Agency	-	-	-	49,606	-	49,606
2460 - Whole Person Care	-	-	-	1,538,915	-	1,538,915
Public Assistance						
2480 - County Children Fund	-	-	-	712	-	712
2480 - Clerk Domestic Violence	-	-	-	-	-	-
2480 - SB163 Wraparound	-	-	-	1,553,375	-	1,553,375
2480 - Indigent Burial	-	-	-	39,060	-	39,060
2480 - Family Support Subaccount	-	-	-	952,634	-	952,634
2480 - Title IV-E	-	-	-	29,848	-	29,848
Realignment 2011						
2500 - Local Law Enforcement Services	-	-	-	1,902,136	-	1,902,136
2500 - Local Community Corrections	-	-	-	5,608,044	-	5,608,044
2500 - District Attorney	-	-	-	130,202	-	130,202
2500 - Public Defender	-	-	-	12,241	-	12,241
2500 - Trial Court Security	-	-	-	-	-	-
2500 - Youthful Offender Block Grant	-	-	-	473,168	-	473,168
2500 - Behavioral Health	-	-	-	-	-	-
Total Special Revenue Funds Non-Operating	$ -	$ -	$ -	$ 55,357,882	$ -	$ 55,357,882

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Non-operating Special Revenue Funds

General Administration and Finance

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FUNCTION AND RESPONSIBILITY

On December 16, 2008, the Board of Supervisors approved the establishment of non-operating special revenue funds to comply with rules promulgated by the Government Accounting Standards Board (GASB). Although reflected in the tables of each budget division, revenues and appropriations for FY 2011-12 and prior years were previously in different funds and budget units. Beginning in FY 2012-13 and continuing forward, these revenues and appropriations are now in the General Government Fund and Public Protection Fund. The following is a list of the special revenue funds administered by departments in the General Administration/Finance functional area:

County Executive Office
Housing Rehabilitation Repayment
TOT(1%) for Housing
CEO-Local Law Enforcement Services
CEO-Local Community Corrections

Assessor
State/County Property Tax Administration – AB818
County Assessor Fund

Recorder-County Clerk
Micrographics Fund
Modernization Fund
Vital and Health Statistic Fund
Social Security Truncation Fees
Electronic Document Recording

Detailed descriptions of each of the funds and the budgets are included in the budget page for each of the funds.

General Administration/Finance
Functional Area Summary

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24020 State County Prop Tax Admin AB818	10,994	55,320	40,000	-15,320	-28 %
24021 County Assessor Grant Program	16,043	90,000	40,000	-50,000	-56 %
24280 Micrographics	2,119	49,450	41,500	-7,950	-16 %
24281 ASR-Modernization	226,537	245,400	223,410	-21,990	-9 %
24282 ASR-Vital-Health Statistics-Cl	2,790	3,000	3,800	800	27 %
24283 SS Truncation Fees	6,305	6,500	7,500	1,000	15 %
24284 ASR-Electronic Document Record	14,144	14,400	14,500	100	1 %
25000 CEO-Local Law Enforcement Svc	2,468,178	2,606,406	2,920,221	313,815	12 %
25001 CEO-Local Community Correction	3,338,920	5,600,000	5,785,953	185,953	3 %
Total Appropriation	**6,086,030**	**8,670,476**	**9,076,884**	**406,408**	**5 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24010 1 percent - TOT Housing	178,844	1,200,000	500,000	-700,000	-58 %
24020 State County Prop Tax Admin AB818	3,804	3,000	3,500	500	17 %
24021 County Assessor Grant Program	50,675	50,000	177,800	127,800	256 %
24280 Micrographics	39,851	41,500	47,000	5,500	13 %
24281 ASR-Modernization	173,323	175,000	195,000	20,000	11 %
24282 ASR-Vital-Health Statistics-Cl	24,704	23,400	23,800	400	2 %
24283 SS Truncation Fees	2,230	2,000	2,300	300	15 %
24284 ASR-Electronic Document Record	29,259	29,000	31,500	2,500	9 %
25000 CEO-Local Law Enforcement Svc	2,857,564	2,687,757	2,361,500	-326,257	-12 %
25001 CEO-Local Community Correction	3,828,375	4,077,517	4,032,505	-45,012	-1 %
Total Revenue	**7,188,628**	**8,289,174**	**7,374,905**	**-914,269**	**-11 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24010 1 percent - TOT Housing	-178,844	-1,200,000	-500,000	700,000	-58 %
24020 State County Prop Tax Admin AB818	7,190	52,320	36,500	-15,820	-30 %
24021 County Assessor Grant Program	-34,632	40,000	-137,800	-177,800	-445 %
24280 Micrographics	-37,732	7,950	-5,500	-13,450	-169 %
24281 ASR-Modernization	53,214	70,400	28,410	-41,990	-60 %
24282 ASR-Vital-Health Statistics-Cl	-21,914	-20,400	-20,000	400	-2 %
24283 SS Truncation Fees	4,075	4,500	5,200	700	16 %
24284 ASR-Electronic Document Record	-15,115	-14,600	-17,000	-2,400	16 %
25000 CEO-Local Law Enforcement Svc	-389,386	-81,351	558,721	640,072	-787 %
25001 CEO-Local Community Correction	-489,455	1,522,483	1,753,448	230,965	15 %
Total Use Of Fund Balance	**-1,102,598**	**381,302**	**1,701,979**	**1,320,677**	**346 %**

General Administration & Finance

Division Budget – Housing Rehab Repayment

Department 24000, Fund 2400

FUNCTION AND RESPONSIBILITY

In December 1989, the County was awarded a Community Development Block Grant (CDBG) grant from the State Department of Housing and Community Development (HCD) as memorialized in Board Resolution No. 89-180. The grant was for low-income housing rehabilitation loans for the unincorporated areas of Napa County. Specifically, twenty-six houses in the American Canyon area occupied by targeted income group occupants were awarded funds. The California Department of Housing and Community Development granted Napa County permission to reprogram this fund balance. If a need arises during the fiscal year, staff will present an expenditure plan to the Board of Supervisors.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	178,250	0	0	0	0 %
Total Appropriation	**178,250**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	22,215	500	0	-500	0 %
48-Other Financing Sources	24,861	0	0	0	0 %
Total Revenue	**47,076**	**500**	**0**	**-500**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24000 Housing Rehabilitation Repaymt	131,174	-500	0	500	0 %
Total Use Of Fund Balance	**131,174**	**-500**	**0**	**500**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24000 Housing Rehabilitation Repaymnt	16,321	16,621	16,621

General Administration & Finance

Division Budget – TOT (1%) for Housing

Department 24010, Fund 2400

FUNCTION AND RESPONSIBILITY

In November 2018, the voters of Napa County approved Measure I, which increased the Transient Occupancy Tax by 1% with the funds to be used for the creation, rehabilitation, and on-going maintenance of affordable and workforce housing opportunities in Napa County. Napa County began to realize revenue in April 2019. An expenditure plan has not yet been adopted by the Board of Supervisors. As project or related needs arise, housing staff will bring an expenditure plan to the Board of Supervisors for consideration.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	178,213	1,200,000	500,000	-700,000	-58 %
45-Revenue from Use of Money and Property	630	0	0	0	0 %
Total Revenue	**178,844**	**1,200,000**	**500,000**	**-700,000**	**-58 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24010 1 percent - TOT Housing	-178,844	-1,200,000	-500,000	700,000	-58 %
Total Use Of Fund Balance	**-178,844**	**-1,200,000**	**-500,000**	**700,000**	**-58%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24010 1 percent – TOT Housing	178,844	1,541,344	2,041,344

SIGNIFICANT ADJUSTMENTS

Revenue is projected to decline due to COVID-19.

General Administration/Finance

Division Budget – St/Co Prop Tax Adm-AB818

Division 24020, Fund 2400

FUNCTION AND RESPONSIBILITY

The California Constitution and state laws control the property tax system, which county governments administer by assessing real property values, collecting taxes, and distributing the revenues. Counties can recover some of their administrative costs from cities, special districts, and redevelopment agencies, but not from schools. The state is indirectly the largest single beneficiary of property tax revenues because much of the property tax revenues that go to schools (approximately fifty-six percent of total property tax revenues collected) offsets funding that would otherwise come from the State of California's General Fund. Because they receive less than a fifth of total property tax revenues collected, counties have few incentives to invest in enhancements to their property tax administration systems.

To provide counties with an incentive to improve their property tax administration systems, the California Legislature had set up the State-County Property Tax Administration Program (PTAP) and authorized loans to counties, with $60 million a year in total PTAP funding available to counties. However, the Legislature suspended PTAP in FY 2005-06.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	10,994	55,320	40,000	-15,320	-28 %
Total Appropriation	**10,994**	**55,320**	**40,000**	**-15,320**	**-28 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	3,804	3,000	3,500	500	17 %
Total Revenue	**3,804**	**3,000**	**3,500**	**500**	**17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24020 State County Prop Tax Admin AB818	7,190	52,320	36,500	-15,820	-30 %
Total Use Of Fund Balance	**7,190**	**52,320**	**36,500**	**-15,820**	**-30 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24020 State County Prop Tax Admin AB818	189,948	163,578	127,078

SIGNIFICANT ADJUSTMENTS

Appropriations are decreasing by $15,000 due to a portion of the one-time funding for the Building Scanning project being re-budgeted to complete the project.

General Administration & Finance

Division Budget – County Assessor Fund

Department 24021, Fund 2400

FUNCTION AND RESPONSIBILITY

State Supplementation for County Assessors Program was established by the Legislature, based on the fact that state and local governments benefit when county assessors are able to fairly, accurately, and expeditiously assess property for property tax purposes. FY 2020-21 is the last year this funding is available under the current authorization.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	16,043	90,000	40,000	-50,000	-56 %
Total Appropriation	**16,043**	**90,000**	**40,000**	**-50,000**	**-56 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	50,000	50,000	175,000	125,000	250 %
45-Revenue from Use of Money and Property	675	0	2,800	2,800	100 %
Total Revenue	**50,675**	**50,000**	**177,800**	**127,800**	**256 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24021 County Assessor Grant Program	-34,632	40,000	-137,800	-177,800	-445 %
Total Use Of Fund Balance	**-34,632**	**40,000**	**-137,800**	**-177,800**	**-445 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24021 County Assessor Grant Program	34,632	171,632	309,432

SIGNIFICANT ADJUSTMENTS

- Expenditures are decreasing to reflect the portion of the one-time funds for a Building Scanning project that will continue into FY 2020-21.
- Revenue increase represents year two of a three year grant that totals $400,000, with the initial amount in FY 2019-20 being lower than years two and three.

General Administration/Finance

Division Budget – Micrographics – Clerk/Recorder

Division 24280, Fund 2420

FUNCTION AND RESPONSIBILITY

This fund was established in accordance with California Government Code Section 27361.4, to collect one dollar ($1) for filing every instrument, paper, or notice for record, in order to defray the cost of converting the Recorder-County Clerk Division's document storage system to micrographics. Upon completion of this conversion and payment of all related costs, this additional fee shall no longer be imposed.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	2,119	49,450	41,500	-7,950	-16 %
Total Appropriation	**2,119**	**49,450**	**41,500**	**-7,950**	**-16 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	14,632	13,500	17,000	3,500	26 %
46-Charges for Services	25,219	28,000	30,000	2,000	7 %
Total Revenue	**39,851**	**41,500**	**47,000**	**5,500**	**13 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24280 Micrographics	-37,732	7,950	-5,500	-13,450	-169 %
Total Use Of Fund Balance	**-37,732**	**7,950**	**-5,500**	**-13,450**	**-169 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24280 Micrographics	782,821	804,567	810,067

SIGNIFICANT ADJUSTMENTS

- The reduction in Appropriation is due to increased revenue in the operating budget and less support needed by the Special Revenue Fund.
- Revenue increase is due primarily to higher interest income compared with FY2019-20 adopted budget.

General Administration/Finance

Division Budget – Modernization Trust

Division 24281, Fund 2420

FUNCTION AND RESPONSIBILITY

In addition to the collection of fees for recording and indexing every instrument, paper, or notice required by or permitted by law to be recorded pursuant to California Government Code section 27361(c), an additional fee can be collected in the amount of one dollar ($1) for recording the first page and one dollar ($1) for each additional page. This additional fee is deposited into this fund and shall be available solely to support, maintain, improve, and provide for full operation for modernized creation, retention, and retrieval of information in the County's system of recorded documents.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	226,537	245,400	223,410	-21,990	-9 %
Total Appropriation	**226,537**	**245,400**	**223,410**	**-21,990**	**-9 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	59,661	55,000	65,000	10,000	18 %
46-Charges for Services	113,662	120,000	130,000	10,000	8 %
Total Revenue	**173,323**	**175,000**	**195,000**	**20,000**	**11 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24281 ASR-Modernization	53,214	70,400	28,410	-41,990	-60 %
Total Use Of Fund Balance	**53,214**	**70,400**	**28,410**	**-41,990**	**-60 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24281 ASR-Modernization	2,980,738	3,028,317	2,999,907

SIGNIFICANT ADJUSTMENTS

- The reduction in Appropriation is due to increased revenue in the operating budget and less support needed by the Special Revenue Fund.
- Revenue increase is due primarily to higher interest income compared with FY 2019-20 adopted budget.

General Administration & Finance

Division Budget – Vital and Health Statistics

Division 24282, Fund 2420

FUNCTION AND RESPONSIBILITY

California Health and Safety Code Section 103525.5 mandates a surcharge on certified copies of birth, fetal death, death, and marriage records purchased by any applicant. The monies in the fund shall be available to the public official charged with the collection of fees to defray the administrative costs of collecting and reporting with respect to those fees and for other costs associated with the modernization and improvement of vital record operations, analysis of health-related birth and death certificate information, and other community health data.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	2,790	3,000	3,800	800	27 %
Total Appropriation	**2,790**	**3,000**	**3,800**	**800**	**27 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	3,575	3,400	3,800	400	12 %
46-Charges for Services	21,129	20,000	20,000	0	0 %
Total Revenue	**24,704**	**23,400**	**23,800**	**400**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24282 ASR-Vital-Health Statistics-CI	-21,914	-20,400	-20,000	400	-2 %
Total Use Of Fund Balance	**-21,914**	**-20,400**	**-20,000**	**400**	**-2 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24282 ASR-Vital-Health Statistics-CI	196,341	218,341	238,341

General Administration/Finance

Division Budget – Social Security Truncation Fees

Division 24283, Fund 2420

FUNCTION AND RESPONSIBILITY

Government Code 27361(d) effective January 1, 2008, allows the County Recorder to charge an additional fee of one dollar for recording the first page of every instrument, paper, or notice required or permitted by law to be recorded. Such fee shall not be charged after December 31, 2017 unless reauthorized by the County Board of Supervisors. The funds generated by this fee shall be used only by the County Recorder collecting the fee for the purpose of implementing a social security number truncation program.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	6,305	6,500	7,500	1,000	15 %
Total Appropriation	**6,305**	**6,500**	**7,500**	**1,000**	**15 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	2,230	2,000	2,300	300	15 %
Total Revenue	**2,230**	**2,000**	**2,300**	**300**	**15 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24283 SS Truncation Fees	4,075	4,500	5,200	700	16 %
Total Use Of Fund Balance	**4,075**	**4,500**	**5,200**	**700**	**16%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24283 SS Truncation Fees	111,501	107,501	102,301

General Administration/Finance

Division Budget – Electronic Recording

Division 24284, Fund 2420

FUNCTION AND RESPONSIBILITY

Per Government Code section 27391, county recorders may implement an electronic (document) recording delivery system upon approval by resolution of the Board of Supervisors. Napa County has participated with the California Attorney General and 20 other counties in the development of such a system. Napa County Resolution and Government Code section 27397(c)(1) provides that counties can collect a fee of $1.00 per document recorded to implement electronic document recording.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	14,144	14,400	14,500	100	1 %
Total Appropriation	**14,144**	**14,400**	**14,500**	**100**	**1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	4,884	4,000	5,500	1,500	38 %
46-Charges for Services	24,375	25,000	26,000	1,000	4 %
Total Revenue	**29,259**	**29,000**	**31,500**	**2,500**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24284 ASR-Electronic Document Record	-15,115	-14,600	-17,000	-2,400	16 %
Total Use Of Fund Balance	**-15,115**	**-14,600**	**-17,000**	**-2,400**	**16 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24284 ASR-Electronic Document Record	255,623	274,888	291,888

General Administration & Finance

Division Budget – CEO-Local Law Enforcement Services

Division 25000, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of the 2011 Public Safety Realignment Act, the Legislature and Governor modified the financial structure for certain existing programs that are operated with State funds. A significant feature of this financial reorganization was the establishment of the Local Law Enforcement Services Account. Several existing public safety programs now have revenue deposited into the Local Law Enforcement Services Account, rather than deposited directly into the Departments' operating budgets or into separate Special Revenue Funds. Those revenue sources include:

- Citizen's Option for Public Safety funds, used by the Sheriff, the District Attorney, and Corrections.
- Rural and Small County Local Enforcement Assistance Program funds, used by the Sheriff.
- California Multi-Jurisdictional Methamphetamine Enforcement Team (CAL – MMET) funds, used by the Sheriff.
- AB 1805 Booking Fees, used by Corrections.
- Juvenile Justice Crime Prevention Act (JJCPA) funds, used by Probation.
- Juvenile Probation Funding (JPF), used by Probation.
- Gang Violence Suppression Grant (GVS) funds, used by the District Attorney and Probation.
- Local Innovations Account is comprised of 10% of the "Growth" allocation to specific subaccounts in 2011 Public Safety Realignment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	2,468,178	2,606,406	2,920,221	313,815	12 %
Total Appropriation	**2,468,178**	**2,606,406**	**2,920,221**	**313,815**	**12 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	2,857,564	2,687,757	2,361,500	-326,257	-12 %
Total Revenue	**2,857,564**	**2,687,757**	**2,361,500**	**-326,257**	**-12 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25000 CEO-Local Law Enforcement Svc	-389,386	-81,351	558,721	640,072	-787 %
Total Use Of Fund Balance	**-389,386**	**-81,351**	**558,721**	**640,072**	**-787%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25000 CEO-Local Law Enforcement Svc	2,075,853	2,460,857	1,902,136

SIGNIFICANT ADJUSTMENTS

Revenue projections have been reduced as a result of COVID-19. Reductions vary by subaccount, based on the hierarchical distribution of revenues at the statewide level. Overall, staff is assuming a 10% decrease in base revenue and a 75% decrease in growth revenue.

FUNCTION AND RESPONSIBILITY

With the passage of the 2011 Public Safety Realignment Act, the Legislature and Governor modified the responsibility for the housing and supervising of certain felons from the State to the counties. At the core of this change is the belief that with the implementation of sentences incorporating evidence-based practices, the establishment of relevant alternatives to incarceration, and the use of evidence-based practices in local supervision, the rate of recidivism can be reduced, thereby producing safer communities. With the shift of responsibility for housing and supervision and allowing new programming options, the State is also providing funding to the counties. Each county is required to have a Board of Supervisors' adopted Community Corrections Partnership Public Safety Realignment and Post Release Community Supervision Implementation Plan produced by the Local Community Corrections Partnership (CCP). The CCP includes representatives from the Superior Court, the Probation Department, the Sheriff's Office, the Public Defender's Office, the District Attorney's Office, the Napa Police Department, Health and Human Services, and community and victim services representatives. The Plan outlines the County's response to the changes introduced through Public Safety Realignment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	3,338,920	5,600,000	5,785,953	185,953	3 %
Total Appropriation	**3,338,920**	**5,600,000**	**5,785,953**	**185,953**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,828,375	4,077,517	4,032,505	-45,012	-1 %
Total Revenue	**3,828,375**	**4,077,517**	**4,032,505**	**-45,012**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25001 CEO-Local Community Correction	-489,455	1,522,483	1,753,448	230,965	15 %
Total Use Of Fund Balance	**-489,455**	**1,522,483**	**1,753,448**	**230,965**	**15%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25001 CEO-Local Community Correction	7,604,792	7,361,492	5,608,044

SIGNIFICANT ADJUSTMENTS

While revenue is projected to decrease as a result of COVID, there is sufficient fund balance to cover the on-going programs, as approved by the Community Corrections Partnership.

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Non-operating Special Revenue Funds

Community Resources and Infrastucture

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Community Resources/Infrastructure
Functional Area Summary

FUNCTION AND RESPONSIBILITY

On December 16, 2008, the Board of Supervisors approved the establishment of non-operating special revenue funds (SRF) to comply with rules promulgated by the Governmental Accounting Standards Board (GASB). The Community Resources and Infrastructure function has ten active SRFs that hold revenues from specific sources until appropriate requests are made to transfer the monies to particular operating budgets to be expended for specified and legally restricted purposes. New in FY 2018-19 are the transportation funding funds for SB1 funds and Measure T funds.

The following is a list of the active special revenue funds administered by departments in the Community Resources/Infrastructure functional area:

Agricultural Commissioner/Sealer of Weights and Measures
Weights and Measures

Planning, Building and Environmental Services
Seismic Education Data Utilization
Telecommunications
Department of Public Health
CASp Certification and Training
Well Monitoring
Hazardous Waste Enforcement
Local Enforcement Agency

Public Works
Mitigation – Airport Industrial Area
Mitigation – American Canyon Area
SB 1
Measure T
Measure A-Unincorporated

Community Resources/Infrastructure
Functional Area Summary

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24270 Ag-Weights and Measures	29,930	0	0	0	0 %
24292 PBES-Department of Public Health	0	50,000	50,000	0	0 %
24400 Mitigation-Airport Industrial	4,211,278	80,000	105,000	25,000	31 %
24401 Mitigation-American Cyn Area	849,554	0	0	0	0 %
24402 Well Monitoring Fees	0	0	5,150	5,150	100 %
24410 SB1	2,125,202	1,175,000	400,000	-775,000	-66 %
24450 Measure T	5,023,449	0	0	0	0 %
24460 Measure A Unincorporated	1,310,161	0	0	0	0 %
24660 PBES-Hazardous Waste Enforce	44,313	30,000	15,000	-15,000	-50 %
24665 PBES - Local Enforcement Agenc	0	0	5,000	5,000	100 %
Total Appropriation	**13,593,888**	**1,335,000**	**580,150**	**-754,850**	**-57 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24270 Ag-Weights and Measures	17,463	5,000	5,000	0	0 %
24290 PBES-Seismic Education-Data Ut	3,605	3,200	2,750	-450	-14 %
24291 PBES-Telecommunications	2,192	1,800	1,800	0	0 %
24294 CASp Certification & Training	7,321	7,550	6,225	-1,325	-18 %
24400 Mitigation-Airport Industrial	65,085	120,000	120,000	0	0 %
24401 Mitigation-American Cyn Area	849,570	0	0	0	0 %
24402 Well Monitoring Fees	5,071	0	0	0	0 %
24410 SB1	3,022,694	2,707,330	2,250,000	-457,330	-17 %
24450 Measure T	7,792,616	7,700,000	5,775,000	-1,925,000	-25 %
24460 Measure A Unincorporated	166,222	50,000	0	-50,000	-100 %
24660 PBES-Hazardous Waste Enforce	28,572	13,000	11,000	-2,000	-15 %
24665 PBES - Local Enforcement Agenc	0	0	100	100	100 %
Total Revenue	**11,960,411**	**10,607,880**	**8,171,875**	**-2,436,005**	**-23 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24270 Ag-Weights and Measures	12,468	-5,000	-5,000	0	0 %
24290 PBES-Seismic Education-Data Ut	-3,605	-3,200	-2,750	450	-14 %
24291 PBES-Telecommunications	-2,192	-1,800	-1,800	0	0 %
24292 PBES-Department of Public Health	0	50,000	50,000	0	0 %
24294 CASp Certification & Training	-7,321	-7,550	-6,225	1,325	-18 %
24400 Mitigation-Airport Industrial	4,146,193	-40,000	-15,000	25,000	-63 %
24401 Mitigation-American Cyn Area	-16	0	0	0	0 %
24402 Well Monitoring Fees	-5,071	0	5,150	5,150	100 %
24410 SB1	-897,491	-1,532,330	-1,850,000	-317,670	21 %
24450 Measure T	-2,769,167	-7,700,000	-5,775,000	1,925,000	-25 %
24460 Measure A Unincorporated	1,143,938	-50,000	0	50,000	-100 %
24660 PBES-Hazardous Waste Enforce	15,741	17,000	4,000	-13,000	-76 %
24665 PBES - Local Enforcement Agenc	0	0	4,900	4,900	100 %
Total Use Of Fund Balance	**1,633,477**	**-9,272,880**	**-7,591,725**	**1,681,155**	**-18 %**

Details for each fund can be found on the following pages.

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Community Resources/Infrastructure

Division Budget – Weights and Measures

Division 24270, Fund 2420

FUNCTION AND RESPONSIBILITY

The Weights and Measures special revenue account funds originate from weights and measures enforcement actions (i.e., late penalties, re-inspection fees for failed devices, legal settlements and judgments). The funds are required to be used to support investigations, training of personnel, as deemed necessary, and for any other purposes that support enforcement of Division 5 of the California Business and Professions Code relating to Weights and Measures.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	29,930	0	0	0	0 %
Total Appropriation	**29,930**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	16,706	5,000	5,000	0	0 %
45-Revenue from Use of Money and Property	756	0	0	0	0 %
Total Revenue	**17,463**	**5,000**	**5,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24270 Ag-Weights and Measures	12,468	-5,000	-5,000	0	0 %
Total Use Of Fund Balance	**12,468**	**-5,000**	**-5,000**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24270 Ag Weights and Measures	22,848	29,198	34,198

Division Budget – Seismic Education/Data Utilization

Division 24290, Fund 2420

FUNCTION AND RESPONSIBILITY

In accordance with Public Resource Code section 2705, the County may retain up to 5% of the total amount collected for certain building permits. The funds are to be used for seismic education incorporating data interpretations of the strong-motion instrumentation program and the seismic hazards mapping program, and for improving the preparation for damage assessment after strong seismic motion events.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	2,954	2,700	2,000	-700	-26 %
45-Revenue from Use of Money and Property	651	500	750	250	50 %
Total Revenue	**3,605**	**3,200**	**2,750**	**-450**	**-14 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24290 PBES-Seismic Education-Data Ut	-3,605	-3,200	-2,750	450	-14 %
Total Use Of Fund Balance	**-3,605**	**-3,200**	**-2,750**	**450**	**-14%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24290 PBES-Seismic Education-Data Utilization	35,696	39,056	41,806

FUNCTION AND RESPONSIBILITY

In prior years, in accordance with the Napa County Code section 18.119.015, an applicant made an initial non-refundable deposit of $4,000 into a common telecommunication facility enforcement/facility removal fund prior to the issuance of any necessary building permit. The County collected a $4,000 deposit from applicants to use if necessary for abandoned telecommunication sites. In 2009, an ordinance was adopted due to a change in the law and as a result, these deposits are no longer collected. The only revenue budgeted is from interest earned on the balance remaining in the fund. No appropriations are necessary unless one of the existing telecommunication sites is abandoned. Funds are to be used to properly maintain the exterior appearance of, and ultimately remove, a telecommunication facility.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	2,192	1,800	1,800	0	0 %
Total Revenue	**2,192**	**1,800**	**1,800**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24291 PBES-Telecommunications	-2,192	-1,800	-1,800	0	0 %
Total Use Of Fund Balance	**-2,192**	**-1,800**	**-1,800**	**0**	**0 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24291 PBES-Telecommunications	115,751	118,551	120,351

FUNCTION AND RESPONSIBILITY

Napa County is designated as the Local Primacy Agency (LPA) for regulatory authority over the Small Water System program. The Environmental Health division was awarded a grant for the water program to use toward program improvements and assistance to the regulated systems. Funds are used to offset some of the expense of one Environmental Health Specialist.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	50,000	50,000	0	0 %
Total Appropriation	**0**	**50,000**	**50,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24292 PBES-Department of Public Health	0	50,000	50,000	0	0 %
Total Use Of Fund Balance	**0**	**50,000**	**50,000**	**0**	**0 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24292 PBES-Department of Public Health	365,500	365,500	315,500

Community Resources/Infrastructure

Division Budget – PBES-CASp Cert & Train Fund

Division 24294, Fund 2420

FUNCTION AND RESPONSIBILITY

Government Code Section 4467 was recently amended to require the following: January 1, 2018 through December 31, 2023, a four-dollar ($4) additional fee is to be paid by any applicant for a local business license, permit, or similar instrument when it is issued or renewed. If no such instrument exists, the fee is to be paid by an applicant for a building permit. The fee is divided between the local entity that collected the funds, which retains 90 percent, and Division of State Architects (DSA), which receives 10 percent. The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	7,160	7,500	6,000	-1,500	-20 %
45-Revenue from Use of Money and Property	160	50	225	175	350 %
Total Revenue	**7,321**	**7,550**	**6,225**	**-1,325**	**-18 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24294 CASp Certification & Training	-7,321	-7,550	-6,225	1,325	-18 %
Total Use Of Fund Balance	**-7,321**	**-7,550**	**-6,225**	**1,325**	**-18 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24294 CASp Certification & Training	11,430	18,230	24,455

Community Resources/Infrastructure

Division Budget – Mitigation – Airport Industrial Area

Division 24400, Fund 2440

FUNCTION AND RESPONSIBILITY

The Airport Industrial Area Specific Plan (AIASP) was adopted by the Board of Supervisors on July 29, 1986 to provide for orderly development of the area around the Napa County Airport. The Road Improvement Program and Development Fee Schedule were adopted by Resolution in December 1990 to fund the Specific Plan area's share of road improvements to accommodate the increased traffic generated by new development. The fee was established under the authority of Section 66000 et seq. of the Government Code, the Mitigation Fee Act, which had recently been adopted by the State Legislature for this purpose.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
54-Other Charges	0	20,000	20,000	0	0 %
56-Other Financing Uses	4,211,278	60,000	85,000	25,000	42 %
Total Appropriation	**4,211,278**	**80,000**	**105,000**	**25,000**	**31 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	58,232	20,000	20,000	0	0 %
46-Charges for Services	6,853	100,000	100,000	0	0 %
Total Revenue	**65,085**	**120,000**	**120,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24400 Mitigation-Airport Industrial	4,146,193	-40,000	-15,000	25,000	-63 %
Total Use Of Fund Balance	**4,146,193**	**-40,000**	**-15,000**	**25,000**	**-63%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24400 Mitigation-Airport Industrial	22,432	30,559	45,559

SIGNIFICANT ADJUSTMENTS

- Budget includes $85,000 to be transferred to the Public Works budget for staff to work on updating the traffic mitigation fee.
- Other Charges includes $20,000 of interest payment for the loan of $1,224,000 from the Accumulated Capital Outlay Fund to the fund for construction of Devlin Road Segment E, which was approved by the Board on February 26, 2019, in case the project is not completed by June 30, 2020. If the project is complete, the interest payment will not be needed.

Community Resources/Infrastructure

Division Budget – Mitigation - American Canyon Area

Division 24401, Fund 2440

FUNCTION AND RESPONSIBILITY

American Canyon Traffic Mitigation Program Fees are collected in the same manner as Airport Industrial Area Mitigation fees. The fees are dedicated to construction of specific improvements regarding the extension of Devlin Road from Tower Road to Airpark Road, and include the construction of a two lane bridge including pedestrian and bike lanes across Fagan Creek.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	849,554	0	0	0	0 %
Total Appropriation	**849,554**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	16	0	0	0	0 %
48-Other Financing Sources	849,554	0	0	0	0 %
Total Revenue	**849,570**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24401 Mitigation-American Cyn Area	-16	0	0	0	0 %
Total Use Of Fund Balance	**-16**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24401 Mitigation-American Cyn	871	891	891

Community Resources/Infrastructure

Division Budget – Well Monitoring Fees

Division 24402, Fund 2440

FUNCTION AND RESPONSIBILITY

The Board on October 16, 2018 approved establishing of a new non-operating special revenue fund to receive funds from the conditions set forth in the issuance of some permits and to be used for the installation of dedicated monitoring wells.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	0	5,150	5,150	100 %
Total Appropriation	**0**	**0**	**5,150**	**5,150**	**100 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
42-License, Permits and Franchises	5,000	0	0	0	0 %
45-Revenue from Use of Money and Property	71	0	0	0	0 %
Total Revenue	**5,071**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24402 Well Monitoring Fees	-5,071	0	5,150	5,150	100 %
Total Use Of Fund Balance	**-5,071**	**0**	**5,150**	**5,150**	**100%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24402 Well Monitoring Fees	5,071	5,194	44

SIGNIFICANT ADJUSTMENTS

These funds will be used in FY 2020-2021 for the well monitoring program.

Community Resources/Infrastructure

Division Budget – SB1

Department 24410, Fund 2440

FUNCTION AND RESPONSIBILITY

Senate Bill 1 (SB 1, Beall and Frazier) established the Road Maintenance and Rehabilitation Program (RMRP) to address deferred maintenance on the state highway and local street and road systems. The California Transportation Commission (CTC) allocates the funds and the County began receiving funds in FY 2017-18. On an annual basis, the County submits a proposed list of projects to the State. However, the list is not required to be all-inclusive, and the County is not limited to only doing projects on the submitted list.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	2,125,202	1,175,000	400,000	-775,000	-66 %
Total Appropriation	**2,125,202**	**1,175,000**	**400,000**	**-775,000**	**-66 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	3,002,310	2,706,830	2,250,000	-456,830	-17 %
45-Revenue from Use of Money and Property	20,384	500	0	-500	-100 %
Total Revenue	**3,022,694**	**2,707,330**	**2,250,000**	**-457,330**	**-17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24410 SB1	-897,491	-1,532,330	-1,850,000	-317,670	21 %
Total Use Of Fund Balance	**-897,491**	**-1,532,330**	**-1,850,000**	**-317,670**	**21%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24410 SB1	1,719,915	2,203,445	4,053,445

SIGNIFICANT ADJUSTMENTS

- Revenue is projected to decrease by $457,000 due to COVID-19.
- The budget includes $400,000 to be transferred to the Roads Operation budget for maintenance crews to work on the Olive Hill project.

Community Resources/Infrastructure

Division Budget – Measure T

Division 24450, Fund 2440

FUNCTION AND RESPONSIBILITY

Measure T, the Napa Countywide Road Maintenance Act, established a retail transactions and use tax for a twenty-five year period commencing July 1, 2018, upon termination of the Measure A Flood Protection tax. Measure T is intended to ensure improved maintenance of currently under-funded local community streets and supporting infrastructure (e.g., sidewalks, gutters, curbs) within the public right-of-way. These improvements are to be funded by a one-half of one percent transactions and use tax. In the case of Measure T, unlike SB1 that has more flexibility, Measure T funds are to be used solely for the identified improvements in the Expenditure Plan that is approved by the Napa Valley Transportation Agency (NVTA). Expenditures are budgeted on a project basis throughout the fiscal year.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	5,023,449	0	0	0	0 %
Total Appropriation	**5,023,449**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	0	7,700,000	0	-7,700,000	-100 %
43-Intergovernmental Revenues	7,784,981	0	5,775,000	5,775,000	100 %
45-Revenue from Use of Money and Property	7,635	0	0	0	0 %
Total Revenue	**7,792,616**	**7,700,000**	**5,775,000**	**-1,925,000**	**-25 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24450 Measure T	-2,769,167	-7,700,000	-5,775,000	1,925,000	-25 %
Total Use Of Fund Balance	**-2,769,167**	**-7,700,000**	**-5,775,000**	**1,925,000**	**-25%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24450 Measure T	2,769,167	10,233,167	16,008,167

SIGNIFICANT ADJUSTMENTS

Due to the COVID-19 pandemic, revenue is estimated to decrease by 25%.

Community Resources/Infrastructure

Division Budget – Measure A Unincorporated

Division 24460, Fund 2440

FUNCTION AND RESPONSIBILITY

The Napa County Board of Supervisors established the Napa County Flood Protection and Watershed Improvement Authority on October 14, 1997 as a special taxing entity for the implementation of the Measure A Ordinance which, among other things, imposed a one-half of one percent transactions and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan that describes the projects that would be constructed with the proceeds of the sales tax. The Authority collected the sales tax and distributed it in accordance with the Ordinance through the life of the tax, which sunset on June 30, 2018.

Upon sunset, the jurisdictions within the Ordinance, of which Napa County was one, approved a close-out procedure for the remaining funds held by the Authority as of June 30, 2018. Fiscal responsibility was transferred to each jurisdiction.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	1,310,161	0	0	0	0 %
Total Appropriation	**1,310,161**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	155,609	50,000	0	-50,000	0 %
48-Other Financing Sources	10,614	0	0	0	0 %
Total Revenue	**166,222**	**50,000**	**0**	**-50,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24460 Measure A Unincorporated	1,143,938	-50,000	0	50,000	0 %
Total Use Of Fund Balance	**1,143,938**	**-50,000**	**0**	**50,000**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24460 Measure A Unincorporated	7,319,502	832,995	832,995

SIGNIFICANT ADJUSTMENTS

Funds budgeted in this Special Revenue Fund are earmarked for Capital Improvement Projects in the Public Works Projects Budget. The entire budget of the projects were appropriated in the FY 2019-20 budget and no new projects are planned at this time.

Community Resources/Infrastructure

Division Budget – Hazardous Waste Enforcement

Division 24660, Fund 2460

FUNCTION AND RESPONSIBILITY

The Hazardous Waste Enforcement Fund receives revenues from hazardous waste and other environmental health enforcement actions. Appropriations support training or equipment related to enforcement.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	44,313	30,000	15,000	-15,000	-50 %
Total Appropriation	**44,313**	**30,000**	**15,000**	**-15,000**	**-50 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	20,000	5,000	5,000	0	0 %
45-Revenue from Use of Money and Property	8,572	8,000	6,000	-2,000	-25 %
Total Revenue	**28,572**	**13,000**	**11,000**	**-2,000**	**-15 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24660 PBES-Hazardous Waste Enforce	15,741	17,000	4,000	-13,000	-76 %
Total Use Of Fund Balance	**15,741**	**17,000**	**4,000**	**-13,000**	**-76 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24660 PBES-Hazardous Waste Enforce	428,294	426,294	422,294

SIGNIFICANT ADJUSTMENTS

The department has budgeted $15,000 in appropriations for training specifically related to Hazardous Waste Enforcement. This is reduced from prior years because of anticipated limited training opportunities in FY 2020-21.

Community Resources/Infrastructure

Division Budget – Local Enforcement Agency

Division 24665, Fund 2460

FUNCTION AND RESPONSIBILITY

The settlement with Clover Flat dated October 2019 mandated that the Civil Penalties collected pursuant to Public Resources Code 45011 be placed into a fund that is separate from the General Fund. These monies are only to be used in support of Local Enforcement Agency programs, which provide regulatory oversight for solid waste programs.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	0	5,000	5,000	100 %
Total Appropriation	**0**	**0**	**5,000**	**5,000**	**100 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	0	0	100	100	100 %
Total Revenue	**0**	**0**	**100**	**100**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24665 PBES - Local Enforcement Agenc	0	0	4,900	4,900	100 %
Total Use Of Fund Balance	**0**	**0**	**4,900**	**4,900**	**100%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24660 PBES-Hazardous Waste Enforce	0	54,506	49,606

SIGNIFICANT ADJUSTMENTS

The department has budgeted $5,000 in appropriations for training specifically related to Local Enforcement Agency programs.

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Non-operating Special Revenue Funds

Law and Justice

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FUNCTION AND RESPONSIBILITY

On December 16, 2008, the Board of Supervisors approved the establishment of special revenue funds to comply with rules promulgated by the Government Accounting Standards Board (GASB). With the passage of the 2011 Public Safety Realignment Act, additional special revenue funds were created to comply with new state regulations. Additionally, several special revenue funds were closed because there was no funding source or because their funding had been rolled into one of the new 2011 Public Safety Realignment special revenue funds. The result is 13 remaining special revenue funds in the Law and Justice functional area that are administered by the following departments:

District Attorney's Office
Asset Forfeitures-DA
Proposition 64 Civil Penalties
Hazardous Waste Enforcement
$1 Vehicle Registration Assessment
Consumer Fraud
2011 Realignment - District Attorney Parole Revocation

Probation
Asset Forfeitures-Probation
Post Release Community Supervision
Chamberlain High-Probation
Title IV-E
Community Corrections Performance Incentive
2011 Realignment - Youthful Offender Block Grant

Public Defender
2011 Realignment - Public Defender Parole Revocation

There are no direct expenditures from these funds; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

Law & Justice
Functional Area Summary

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24200 Asset Forfeitures-DA	6,002	10,000	10,000	0	0 %
24201 DA-Proposition 64 Civil Penalties	900,000	850,000	850,000	0	0 %
24202 Hazardous Waste Enforcement	10,000	10,000	10,000	0	0 %
24203 Vehicle Registration Assess	280,000	280,000	295,000	15,000	5 %
24210 Consumer Fraud	50,000	50,000	50,000	0	0 %
24260 Probation-Asset Forfeitures	6,864	3,000	500	-2,500	-83 %
24261 Prob-Post Rel Comm Supervision	72,000	25,400	30,000	4,600	18 %
24264 Probation-Chamberlain High	0	2,500	2,500	0	0 %
24266 Community Corrections Performance Incent	414,345	303,000	312,000	9,000	3 %
24860 Probation-Title IVE	319,126	392,000	202,902	-189,098	-48 %
25010 District Attorney	40,000	50,000	79,000	29,000	58 %
25020 Public Defender	74,613	60,000	79,000	19,000	32 %
25040 Prob-Youthful Offender Block G	612,378	654,200	649,600	-4,600	-1 %
Total Appropriation	**2,785,327**	**2,690,100**	**2,570,502**	**-119,598**	**-4 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24200 Asset Forfeitures-DA	8,084	11,000	11,000	0	0 %
24201 DA-Proposition 64 Civil Penalties	745,106	840,000	860,000	20,000	2 %
24202 Hazardous Waste Enforcement	1,057	1,500	1,500	0	0 %
24203 Vehicle Registration Assess	285,915	286,000	305,000	19,000	7 %
24210 Consumer Fraud	54,343	27,000	42,000	15,000	56 %
24260 Probation-Asset Forfeitures	58	3,025	525	-2,500	-83 %
24261 Prob-Post Rel Comm Supervision	51,682	20,525	31,200	10,675	52 %
24264 Probation-Chamberlain High	127	100	100	0	0 %
24266 Community Corrections Performance Incent	328,062	301,000	412,467	111,467	37 %
24860 Probation-Title IVE	257,978	392,000	232,750	-159,250	-41 %
25010 District Attorney	52,593	60,000	71,881	11,881	20 %
25020 Public Defender	60,523	60,000	71,881	11,881	20 %
25040 Prob-Youthful Offender Block G	728,283	700,000	586,010	-113,990	-16 %
Total Revenue	**2,573,810**	**2,702,150**	**2,626,314**	**-75,836**	**-3 %**

Law & Justice

Functional Area Summary

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24200 Asset Forfeitures-DA	-2,082	-1,000	-1,000	0	0 %
24201 DA-Proposition 64 Civil Penalties	154,894	10,000	-10,000	-20,000	-200 %
24202 Hazardous Waste Enforcement	8,943	8,500	8,500	0	0 %
24203 Vehicle Registration Assess	-5,915	-6,000	-10,000	-4,000	67 %
24210 Consumer Fraud	-4,343	23,000	8,000	-15,000	-65 %
24260 Probation-Asset Forfeitures	6,806	-25	-25	0	0 %
24261 Prob-Post Rel Comm Supervision	20,318	4,875	-1,200	-6,075	-125 %
24264 Probation-Chamberlain High	-127	2,400	2,400	0	0 %
24266 Community Corrections Performance Incent	86,283	2,000	-100,467	-102,467	-5123 %
24860 Probation-Title IVE	61,148	0	-29,848	-29,848	100 %
25010 District Attorney	-12,593	-10,000	7,119	17,119	-171 %
25020 Public Defender	14,090	0	7,119	7,119	100 %
25040 Prob-Youthful Offender Block G	-115,905	-45,800	63,590	109,390	-239 %
Total Use Of Fund Balance	**211,517**	**-12,050**	**-55,812**	**-43,762**	**363 %**

Departments appropriate funds for allowable staffing and programming costs based on estimated revenues and available Fund Balance. Details for each fund can be found on the following pages.

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Law & Justice

Division Budget – District Attorney Asset Forfeitures

Division 24200, Fund 2420

FUNCTION AND RESPONSIBILITY

In accordance with Health and Safety Code section 11489, when the District Attorney's Office participates in an arrest or prosecution in which property is seized and forfeited to a local governmental entity, the money forfeited or the proceeds of sale and any interest accrued thereon is distributed by the state or local governmental entity according to the rules of the code. The proceeds can be used to supplement but not supplant the Department's expenses.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	6,002	10,000	10,000	0	0 %
Total Appropriation	**6,002**	**10,000**	**10,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	6,461	10,000	10,000	0	0 %
45-Revenue from Use of Money and Property	1,623	1,000	1,000	0	0 %
Total Revenue	**8,084**	**11,000**	**11,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24200 Asset Forfeitures-DA	-2,082	-1,000	-1,000	0	0 %
Total Use Of Fund Balance	**-2,082**	**-1,000**	**-1,000**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24200 Asset Forfeitures-DA	82,730	79,230	80,230

Law & Justice

Division Budget – Proposition 64 Civil Penalties

Division 24201, Fund 2420

FUNCTION AND RESPONSIBILITY

Proposition 64, passed by voters in November 2004, authorized the local District Attorney's Office to sue on behalf of the public to enforce unfair business competition laws. Monetary penalties recovered by the District Attorney's Office per Business and Professions Code Section 17206(c) must be used to enforce consumer protection laws.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	900,000	850,000	850,000	0	0 %
Total Appropriation	**900,000**	**850,000**	**850,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	677,755	800,000	800,000	0	0 %
45-Revenue from Use of Money and Property	67,351	40,000	60,000	20,000	50 %
Total Revenue	**745,106**	**840,000**	**860,000**	**20,000**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24201 DA-Proposition 64 Civil Penalties	154,894	10,000	-10,000	-20,000	-200 %
Total Use Of Fund Balance	**154,894**	**10,000**	**-10,000**	**-20,000**	**-200%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24201 DA-Proposition 64 Civil Penalties	2,854,336	2,864,336	2,874,336

SIGNIFICANT ADJUSTMENTS

The District Attorney's Office has been successful in increasing the average level of case settlements over the past several years. Although actual revenues can vary significantly from year to year, revenues are budgeted based on the averages over the past five years.

Law & Justice

Division Budget – Hazardous Waste Enforcement

Division 24202, Fund 2420

FUNCTION AND RESPONSIBILITY

State law requires fines be collected and used in the Hazardous Waste Program pursuant to California Health and Safety Code Section 25192. Twenty-five (25) percent of all civil and criminal penalties collected pursuant to this chapter or Chapter 6.6 (commencing with Section 25249.5) shall be paid directly to the office of the District Attorney who brought the case to be used for activities directly related to the investigation and prosecution of environmental cases.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	10,000	10,000	10,000	0	0 %
Total Appropriation	**10,000**	**10,000**	**10,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	1,000	1,000	0	0 %
45-Revenue from Use of Money and Property	1,057	500	500	0	0 %
Total Revenue	**1,057**	**1,500**	**1,500**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24202 Hazardous Waste Enforcement	8,943	8,500	8,500	0	0 %
Total Use Of Fund Balance	**8,943**	**8,500**	**8,500**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24202 Hazardous Waste Enforcement	45,799	37,299	28,799

Law & Justice

Division Budget – $1 Vehicle Registration Assessment

Division 24203, Fund 2420

FUNCTION AND RESPONSIBILITY

Section 9250.14 of the California Vehicle Code provides, upon the adoption of a resolution by the County Board of Supervisors, for one dollar to be paid on registration and renewal of registration of vehicles. The money collected is used to fund programs that enhance the capacity of local police and prosecutors to deter, investigate and prosecute vehicle theft crimes, in addition to driving under the influence (DUI) activities and non-DUI-related vehicular homicide cases. The Board of Supervisors authorized the collection of the fee at its meeting on May 1, 2001 (Resolution 01-57), and subsequently authorized an increase to the fee at its meeting on September 13, 2016 (Resolution 2016-127).

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	280,000	280,000	295,000	15,000	5 %
Total Appropriation	**280,000**	**280,000**	**295,000**	**15,000**	**5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	278,219	280,000	295,000	15,000	5 %
45-Revenue from Use of Money and Property	7,696	6,000	10,000	4,000	67 %
Total Revenue	**285,915**	**286,000**	**305,000**	**19,000**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24203 Vehicle Registration Assess	-5,915	-6,000	-10,000	-4,000	67 %
Total Use Of Fund Balance	**-5,915**	**-6,000**	**-10,000**	**-4,000**	**67%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24203 Vehicle Registration Access	360,993	385,993	395,993

Law & Justice

Division Budget – Consumer Fraud

Division 24210, Fund 2420

FUNCTION AND RESPONSIBILITY

This fund was established by court order using California and Business Professions Code section 17203. Under section 17203 any person who engages, has engaged, or proposes to engage in unfair competition may be enjoined in any court of competent jurisdiction to make a payment to the local consumer affairs agency to offset future costs associated with preventing future consumer affairs violations.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	50,000	50,000	50,000	0	0 %
Total Appropriation	**50,000**	**50,000**	**50,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	51,564	25,000	40,000	15,000	60 %
45-Revenue from Use of Money and Property	2,779	2,000	2,000	0	0 %
Total Revenue	**54,343**	**27,000**	**42,000**	**15,000**	**56 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24210 Consumer Fraud	-4,343	23,000	8,000	-15,000	-65 %
Total Use Of Fund Balance	**-4,343**	**23,000**	**8,000**	**-15,000**	**-65%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24210 Consumer Fraud	122,755	120,755	112,755

Law & Justice

Division Budget – Asset Forfeitures - Probation

Division 24260, Fund 2420

FUNCTION AND RESPONSIBILITY

In accordance with Health and Safety Code section 11489, when the Probation Department participates in an arrest in which property is seized and forfeited to a local government entity, the money forfeited or the proceeds of sale, and any accrued interest thereon, shall be distributed by the state or local government entity according to the rules of the code.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	6,864	3,000	500	-2,500	-83 %
Total Appropriation	**6,864**	**3,000**	**500**	**-2,500**	**-83 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	3,000	500	-2,500	-83 %
45-Revenue from Use of Money and Property	58	25	25	0	0 %
Total Revenue	**58**	**3,025**	**525**	**-2,500**	**-83 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24260 Probation-Asset Forfeitures	6,806	-25	-25	0	0 %
Total Use Of Fund Balance	**6,806**	**-25**	**-25**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24260 Probation-Asset Forfeiture	0	40	65

Division Budget – Post Release Community Supervision

Division 24261, Fund 2420

FUNCTION AND RESPONSIBILITY

Established in FY 2016-17; resulting from the February 10, 2014 Three-Judge Court's order to address the limited-term increase of offenders on Post Release Community Supervision (PRCS). The State allocation is specifically for Probation departments to mitigate probation supervision costs due to a higher population of releases from prison. Funding partially offsets the salary and benefit of a full-time Deputy Probation Officer responsible for managing a PRCS caseload.

The court imposed several specific population reduction measures that affected the population of offenders Probation supervises. These populations include supervision for:

- Non-violent or non-high-risk sex offenses (regardless of prior convictions) and minimum custody inmates: Non-violent second-strike offenders eligible for parole after serving 50% of their sentence;
- Medically incapacitated inmates;
- Inmates with early parole who have already future parole dates set;
- Female offenders qualified for an alternative custody programs; and
- Inmates 60 years and older who have served a minimum of 25 years or more of their sentence.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	72,000	25,400	30,000	4,600	18 %
Total Appropriation	**72,000**	**25,400**	**30,000**	**4,600**	**18 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	51,250	20,500	31,000	10,500	51 %
45-Revenue from Use of Money and Property	432	25	200	175	700 %
Total Revenue	**51,682**	**20,525**	**31,200**	**10,675**	**52 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24261 Prob-Post Rel Comm Supervision	20,318	4,875	-1,200	-6,075	-125 %
Total Use Of Fund Balance	**20,318**	**4,875**	**-1,200**	**-6,075**	**-125%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24261 Prob-Post Rel Comm Supervision	5,382	482	1,682

Law & Justice

Division Budget – Chamberlain High - Probation

Division 24264, Fund 2420

FUNCTION AND RESPONSIBILITY

The Probation Department accepts donations to be used for Chamberlain High School student activities. Funds are held in this fund until purchases are identified and approved by the Chief Probation Officer.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	2,500	2,500	0	0 %
Total Appropriation	**0**	**2,500**	**2,500**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	127	100	100	0	0 %
Total Revenue	**127**	**100**	**100**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24264 Probation-Chamberlain High	-127	2,400	2,400	0	0 %
Total Use Of Fund Balance	**-127**	**2,400**	**2,400**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24264 Probation-Chamberlain High	6,703	4,303	1,903

Division Budget – Community Corrections Performance Incentive

Division 24266, Fund 2420

FUNCTION AND RESPONSIBILITY

Senate Bill 678 (SB 678), Chapter 608, passed in 2009, established the Community Corrections Performance Incentive Special Revenue fund. Each county was given an allocation based on their ability to keep probationers in the community and limit the number of probation revocations resulting in prison terms. The funds are awarded to Probation departments to establish or continue to provide evidence-based practice programs. If counties succeed in reducing the number of felony probationers sent to prison, the state saves the cost of incarcerating those offenders. Resulting savings are shared with counties.

Allocations are based on county data that is collected by each Probation department that uses a baseline average probation failure rate. The California Department of Finance calculates the change in the annual failure rate for each county to determine which counties are eligible to receive a portion of the state savings. Funds are not required to be spent in the year of the allocation and can be rolled over to be used as needed.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	414,345	303,000	312,000	9,000	3 %
Total Appropriation	**414,345**	**303,000**	**312,000**	**9,000**	**3 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	326,188	300,000	410,767	110,767	37 %
45-Revenue from Use of Money and Property	1,874	1,000	1,700	700	70 %
Total Revenue	**328,062**	**301,000**	**412,467**	**111,467**	**37 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24266 Community Corrections Performance Incent	86,283	2,000	-100,467	-102,467	-5123 %
Total Use Of Fund Balance	**86,283**	**2,000**	**-100,467**	**-102,467**	**-5123%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24266 Community Corrections Performance Incent	55,192	73,959	174,426

SIGNIFICANT ADJUSTMENTS

Revenue from the State for SB 678 will increase in FY 2020-21 due to a proposed $11 million augmentation to the General Fund base.

Law & Justice

Division Budget – Title IV-E

Division 24860, Fund 2480

FUNCTION AND RESPONSIBILITY

Title IV-E monies are federal child welfare funds for activities of the Juvenile Probation Officers and passed through to the Probation Department from the Health and Human Services Child Welfare division.

Effective January 1, 2017, provisions of Continuum of Care Reform (CCR), established by Assembly Bill 403 (Chapter 773, Statutes of 2015), were implemented in Napa County. The main goals of CCR are to further improve the child welfare system and outcomes by reducing the use of congregate care placement settings, increasing the use of home-based family care, and decreasing length of time to achieve permanency.

Both Title IV-E and CCR monies are used to offset expenses related to the care and welfare of minors consistent with the goals of CCR.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	319,126	392,000	202,902	-189,098	-48 %
Total Appropriation	**319,126**	**392,000**	**202,902**	**-189,098**	**-48 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	256,624	391,000	232,000	-159,000	-41 %
45-Revenue from Use of Money and Property	1,354	1,000	750	-250	-25 %
Total Revenue	**257,978**	**392,000**	**232,750**	**-159,250**	**-41 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24860 Probation-Title IVE	61,148	0	-29,848	-29,848	100 %
Total Use Of Fund Balance	**61,148**	**0**	**-29,848**	**-29,848**	**100%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24860 Probation-Title IVE	-30,095	0	29,848

Law & Justice

Division Budget – 2011-Realignment District Attorney

Division 25010, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of the 2011 Public Safety Realignment Act, the Legislature and Governor shifted the responsibility for certain programs from the State to the counties. One of those program responsibilities is to prosecute offenders at Parole Revocation Hearings. This fund tracks funding provided by the State for the prosecution purpose.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	40,000	50,000	79,000	29,000	58 %
Total Appropriation	**40,000**	**50,000**	**79,000**	**29,000**	**58 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	52,593	60,000	71,881	11,881	20 %
Total Revenue	**52,593**	**60,000**	**71,881**	**11,881**	**20 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25010 District Attorney	-12,593	-10,000	7,119	17,119	-171 %
Total Use Of Fund Balance	**-12,593**	**-10,000**	**7,119**	**17,119**	**-171%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25010 District Attorney	121,321	137,321	130,202

Law & Justice

Division Budget – 2011-Realignment Public Defender

Division 25020, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of the 2011 Public Safety Realignment Act, the Legislature and Governor shifted the responsibility for certain programs from the State to the counties. One of those program responsibilities is to provide defense for offenders at Parole Revocation Hearings. This fund tracks funds provided by the State for the public defense purpose.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	74,613	60,000	79,000	19,000	32 %
Total Appropriation	**74,613**	**60,000**	**79,000**	**19,000**	**32 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	60,523	60,000	71,881	11,881	20 %
Total Revenue	**60,523**	**60,000**	**71,881**	**11,881**	**20 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25020 Public Defender	14,090	0	7,119	7,119	100 %
Total Use Of Fund Balance	**14,090**	**0**	**7,119**	**7,119**	**100%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25020 Public Defender	18,860	19,360	12,241

Law & Justice

Division Budget – Youthful Offender Block Grant

Division 25040, Fund 2500

FUNCTION AND RESPONSIBILITY

On September 1, 1977, the Department of Juvenile Justice (DJJ) stopped accepting juvenile court commitments and parole violators except those convicted of violent, serious or sex offenses that fall under Penal Code 707(b). Juvenile Offenders with less serious convictions are now kept in their local jurisdiction, where they can benefit from programs within their communities and be closer to potential support networks. The Youthful Offender Block Grant (YOBG) funding allows counties to provide rehabilitative and supervision services to high risk juvenile offenders who can no longer be housed in DJJ facilities. YOBG was incorporated into 2011 Realignment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	612,378	654,200	649,600	-4,600	-1 %
Total Appropriation	**612,378**	**654,200**	**649,600**	**-4,600**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	728,283	700,000	586,010	-113,990	-16 %
Total Revenue	**728,283**	**700,000**	**586,010**	**-113,990**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25040 Prob-Youthful Offender Block G	-115,905	-45,800	63,590	109,390	-239 %
Total Use Of Fund Balance	**-115,905**	**-45,800**	**63,590**	**109,390**	**-239%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25040 Prob-Youthful Offender Block G	490,958	536,758	473,168

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Non-operating Special Revenue Funds

Public Safety

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FUNCTION AND RESPONSIBILITY

On December 16, 2008, the Board of Supervisors approved the establishment of non-operating special revenue funds to comply with rules promulgated by the Governmental Accounting Standards Board (GASB). The non-operating special revenue funds listed in the table below hold revenues from specific sources until appropriate requests are made to transfer the monies to appropriate operating budgets to be expended for specified and legally restricted purposes.

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24220 Sheriff-Civil Equipment	7,794	30,625	14,625	-16,000	-52 %
24221 Sheriff-Fingerprint ID	754,398	121,000	81,000	-40,000	-33 %
24223 Sheriff-Asset Forfeitures	0	156,581	0	-156,581	-100 %
24224 Sheriff-Debtor Assessment Fees	8,697	16,440	16,440	0	0 %
24227 Sheriff-Community Services	3,000	5,000	5,000	0	0 %
24250 Sheriff-Drug Enforcement Ag	17,027	0	0	0	0 %
24255 Standards and Training-Corr	97,456	98,489	102,425	3,936	4 %
25031 Sheriff-Trial Court Security	1,845,657	1,908,275	1,735,808	-172,467	-9 %
Total Appropriation	**2,734,030**	**2,336,410**	**1,955,298**	**-381,112**	**-16 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24220 Sheriff-Civil Equipment	22,574	22,000	23,400	1,400	6 %
24221 Sheriff-Fingerprint ID	164,631	148,000	157,880	9,880	7 %
24223 Sheriff-Asset Forfeitures	3,689	1,200	4,862	3,662	305 %
24224 Sheriff-Debtor Assessment Fees	31,536	36,000	30,115	-5,885	-16 %
24225 Sheriff-CLEEP Law Enforct Prog	123	0	0	0	0 %
24226 Sheriff-Muni Court Auto Warrant	4,130	3,340	5,066	1,726	52 %
24227 Sheriff-Community Services	350	220	375	155	70 %
24240 Sheriff-Rabies Eradication Ctl	275	300	351	51	17 %
24250 Sheriff-Drug Enforcement Ag	17,027	0	0	0	0 %
24255 Standards and Training-Corr	97,438	98,489	102,425	3,936	4 %
25031 Sheriff-Trial Court Security	1,845,657	1,908,275	1,735,808	-172,467	-9 %
Total Revenue	**2,187,430**	**2,217,824**	**2,060,282**	**-157,542**	**-7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24220 Sheriff-Civil Equipment	-14,779	8,625	-8,775	-17,400	-202 %
24221 Sheriff-Fingerprint ID	589,767	-27,000	-76,880	-49,880	185 %
24223 Sheriff-Asset Forfeitures	-3,689	155,381	-4,862	-160,243	-103 %

24224 Sheriff-Debtor Assessment Fees	-22,839	-19,560	-13,675	5,885	-30 %
24225 Sheriff-CLEEP Law Enforct Prog	-123	0	0	0	0 %
24226 Sheriff-Muni Court Auto Warrant	-4,130	-3,340	-5,066	-1,726	52 %
24227 Sheriff-Community Services	2,650	4,780	4,625	-155	-3 %
24240 Sheriff-Rabies Eradication Ctl	-275	-300	-351	-51	17 %
24250 Sheriff-Drug Enforcement Ag	0	0	0	0	0 %
24255 Standards and Training-Corr	18	0	0	0	0 %
25031 Sheriff-Trial Court Security	0	0	0	0	0 %
Total Use Of Fund Balance	**546,600**	**118,586**	**-104,984**	**-223,570**	**-189 %**

Details for each fund can be found on the following pages.

FUNCTION AND RESPONSIBILITY

Pursuant to Government Code Sections 26720 to 26731, this fund was established to accumulate a portion of the fees collected for serving, executing and processing legal documents. Ninety-five (95%) of the $5 fee collected by the Civil Division shall be used to supplement the implementation, maintenance and purchase of auxiliary equipment and furnishings for automated systems or other non-automated operational equipment and furnishings deemed necessary for the Sheriff's Department's Civil Division. Five percent (5%) of the $5 fee shall be used to supplement the expenses of the Department's Civil Division.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	7,794	30,625	14,625	-16,000	-52 %
Total Appropriation	**7,794**	**30,625**	**14,625**	**-16,000**	**-52 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	4,412	2,000	3,400	1,400	70 %
46-Charges for Services	18,162	20,000	20,000	0	0 %
Total Revenue	**22,574**	**22,000**	**23,400**	**1,400**	**6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24220 Sheriff-Civil Equipment	-14,779	8,625	-8,775	-17,400	-202 %
Total Use Of Fund Balance	**-14,779**	**8,625**	**-8,775**	**-17,400**	**-202%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24220 Sheriff-Civil Equipment	236,349	240,590	249,365

SIGNIFICANT ADJUSTMENTS

Appropriations have decreased by $16,000 due to the one-time purchase two Mobile Data Computers (MDC) and mobile software licensing for the Civil Division in FY 2019-20. The budget includes funding for court restraining devices and the annual software license renewal for Civil Equipment Softcode.

Public Safety

Division Budget – Fingerprint ID

Division 24221, Fund 2420

FUNCTION AND RESPONSIBILITY

This fund receives proceeds from vehicle licensing fees to be used for fingerprinting equipment and processing.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	754,398	121,000	81,000	-40,000	-33 %
Total Appropriation	**754,398**	**121,000**	**81,000**	**-40,000**	**-33 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	20,122	4,000	10,064	6,064	152 %
46-Charges for Services	144,509	144,000	147,816	3,816	3 %
Total Revenue	**164,631**	**148,000**	**157,880**	**9,880**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24221 Sheriff-Fingerprint ID	589,767	-27,000	-76,880	-49,880	185 %
Total Use Of Fund Balance	**589,767**	**-27,000**	**-76,880**	**-49,880**	**185%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24221 Sheriff Fingerprint ID	423,989	436,428	513,308

SIGNIFICANT ADJUSTMENTS

The FY 2019-20 budget included one-time funding to replace Livescan equipment in Corrections and Probation.

FUNCTION AND RESPONSIBILITY

In accordance with Health and Safety Code Section 11469, when the Department participates in an arrest in which property is seized and forfeited to a local government entity, the money forfeited or the proceeds of sale, and any interest accrued thereon, shall be distributed by the state or local governmental entity according to the rules of the Code. The proceeds can be utilized to supplement, not supplant the Department's expenses related to investigation functions.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	156,581	0	-156,581	0 %
Total Appropriation	**0**	**156,581**	**0**	**-156,581**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	3,689	1,200	4,862	3,662	305 %
Total Revenue	**3,689**	**1,200**	**4,862**	**3,662**	**305 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24223 Sheriff-Asset Forfeitures	-3,689	155,381	-4,862	-160,243	-103 %
Total Use Of Fund Balance	**-3,689**	**155,381**	**-4,862**	**-160,243**	**-103%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24223 Sheriff-Asset Forfeitures	194,845	52,456	57,318

SIGNIFICANT ADJUSTMENTS

The FY 2019-20 budget included one-time costs for the purchase of an Andros F6B Bomb Robot, two all terrain vehicles (ATV), and one all terrain utility vehicle (UTV) in the amount of $156,581. No purchases are planned in 2020-21.

Public Safety

Division Budget – Debtor Assessment Fee

Division 24224, Fund 2420

FUNCTION AND RESPONSIBILITY

This fund is compliant with Government Code Section 26746 that authorizes a fee for debtor collection services in connection with a judgment for a writ of attachment, execution, possession, or sale from a local child support agency. Funds shall be expended to supplement the County's cost as follows: seventy percent (70%) is for vehicle fleet replacement and equipment for the Sheriff, thirty percent (30%) is for vehicle and equipment maintenance for the Sheriff as well as for the County's expenses in administering the funds.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	8,697	16,440	16,440	0	0 %
Total Appropriation	**8,697**	**16,440**	**16,440**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	7,833	6,000	10,182	4,182	70 %
46-Charges for Services	23,702	30,000	19,933	-10,067	-34 %
Total Revenue	**31,536**	**36,000**	**30,115**	**-5,885**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24224 Sheriff-Debtor Assessment Fees	-22,839	-19,560	-13,675	5,885	-30 %
Total Use Of Fund Balance	**-22,839**	**-19,560**	**-13,675**	**5,885**	**-30%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24224 Sheriff-Debtor Assessment Fees	418,844	432,519	446,194

FUNCTION AND RESPONSIBILITY

This fund receives revenue from the State of California to be used for the purchase of high-technology equipment. Funds may be held until enough is accumulated for the purchase of equipment.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
48-Other Financing Sources	123	0	0	0	0 %
Total Revenue	**123**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24225 Sheriff-CLEEP Law Enforct Prog	-123	0	0	0	0 %
Total Use Of Fund Balance	**-123**	**0**	**0**	**0**	**0%**

This is included for historical purposes only.

Public Safety

Division Budget – Muni Court Automated Warrant

Division 24226, Fund 2420

FUNCTION AND RESPONSIBILITY

The courts are authorized to impose a $15 assessment on every person who violated their written promise to appear in court in accordance with Penal Code Section 853.7a, Vehicle Code 40508.5 and Resolution No. 87-2 adopted on January 6, 1987. The funds are to be used first for developing and operating an automated county warrant system. If sufficient funds are available, a county may use the balance to fund a Warrant Task Force service for purposes of serving all bench warrants within the county.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	400	300	300	0	0 %
45-Revenue from Use of Money and Property	3,730	3,040	4,766	1,726	57 %
Total Revenue	**4,130**	**3,340**	**5,066**	**1,726**	**52 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24226 Sheriff-Muni Court Auto Warrant	-4,130	-3,340	-5,066	-1,726	52 %
Total Use Of Fund Balance	**-4,130**	**-3,340**	**-5,066**	**-1,726**	**52%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24226 Sheriff-Muni Court Auto Warrant	197,273	202,352	207,418

PUBLIC SAFETY

Division Budget – Sheriff-Community Services

Division 24227, Fund 2420

FUNCTION AND RESPONSIBILITY

According to California Asset Forfeiture laws, funds that have been forfeited are held in trust accounts until distribution is approved by the Napa Special Investigations Bureau Governing Board. During FY 2013-14 this non-operating special revenue fund was created to record the distribution of those funds to the Sheriff's Department for future expenses under Health and Safety code 11489. These funds can only be used for the purpose of funding programs designed to combat drug abuse and divert gang activity and shall wherever possible involve educators, parents, community-based organizations and local business, and uniformed law enforcement officers. Appropriations fund the Sexual Assault Felony Enforcement (SAFE) program.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	3,000	5,000	5,000	0	0 %
Total Appropriation	**3,000**	**5,000**	**5,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	350	220	375	155	70 %
Total Revenue	**350**	**220**	**375**	**155**	**70 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24227 Sheriff-Community Services	2,650	4,780	4,625	-155	-3 %
Total Use Of Fund Balance	**2,650**	**4,780**	**4,625**	**-155**	**-3%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24227 Sheriff Community Services	15,532	10,907	6,282

Public Safety

Division Budget – Rabies Eradication & Control

Division 24240, Fund 2420

FUNCTION AND RESPONSIBILITY

A tax levied for every dog licensed generates revenue in this fund to be used to eradicate rabies pursuant to Health and Safety Code Section 121635.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	275	300	351	51	17 %
Total Revenue	**275**	**300**	**351**	**51**	**17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24240 Sheriff-Rabies Eradication Ctl	-275	-300	-351	-51	17 %
Total Use Of Fund Balance	**-275**	**-300**	**-351**	**-51**	**17%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24240 Sheriff-Rabies Eradication Ctr	14,524	14,875	15,226

FUNCTION AND RESPONSIBILITY

This fund held federal funds from the Drug Enforcement Agency used for marijuana eradication.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	17,027	0	0	0	0 %
Total Appropriation	**17,027**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	16,883	0	0	0	0 %
45-Revenue from Use of Money and Property	144	0	0	0	0 %
Total Revenue	**17,027**	**0**	**0**	**0**	**0 %**

SIGNIFICANT ADJUSTMENT

- Beginning Federal Year October 1, 2018 to September 30, 2019, the Drug Enforcement Agency (DEA) changed their method of payments from advances to reimbursement. This SRF was established to hold the advanced funds and transfer to the Sheriff's Special Investigation Unit upon approved quarterly statements to the DEA. As the method has changed to reimbursement, revenue and expenses will now be budgeted in the Special Investigation Unit budget and therefore this SRF is no longer necessary. This is included for historical purposes only.

FUNCTION AND RESPONSIBILITY

The Standards and Training for Corrections (STC) program was established in 1980 as a division of the Board of State and Community Corrections. The purpose of the STC program is to raise competency levels of the State's local corrections and probation personnel. Napa County voluntarily participates in this program by adhering to regulations set forth in Title 15, Division 1, Subchapter 1, Articles 1 through 9, Sections 100-358 of the California Code of Regulations. Through participation, STC subvention funding is received from the State on a quarterly basis and is used to offset the cost of training for eligible corrections/probation positions.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	97,456	98,489	102,425	3,936	4 %
Total Appropriation	**97,456**	**98,489**	**102,425**	**3,936**	**4 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	97,650	98,489	102,375	3,886	4 %
45-Revenue from Use of Money and Property	-212	0	50	50	100 %
Total Revenue	**97,438**	**98,489**	**102,425**	**3,936**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24255 Standards and Training-Corr	18	0	0	0	0 %
Total Use Of Fund Balance	**18**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24255 Standards and Training Corr	0	0	0

SIGNIFICANT ADJUSTMENTS

STC reimbursement rates consider the number of FTEs and types of training required; Core Training for newly hired positions are reimbursed at a higher rate than annual Supplemental Training. Based on filling vacancies, a 4% increase in overall State reimbursement is anticipated.

Public Safety

Division Budget – Trial Court Security

Division 25031, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of the 2011 Public Safety Realignment Act, the Legislature and Governor modified the financial structure for certain programs. One of those programs is funding to provide Trial Court Security by the Sheriff's Office. Rather than receiving reimbursement based on services provided, starting in FY 2011-12, a set allocation of State funding is provided to the county into a special revenue fund. Funds support security services provided to the Napa County Superior Court by the Sheriff's Office and Corrections.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	1,845,657	1,908,275	1,735,808	-172,467	-9 %
Total Appropriation	**1,845,657**	**1,908,275**	**1,735,808**	**-172,467**	**-9 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,845,657	1,908,275	1,735,808	-172,467	-9 %
Total Revenue	**1,845,657**	**1,908,275**	**1,735,808**	**-172,467**	**-9 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25031 Trial Courft Security	0	0	0

SIGNIFICANT ADJUSTMENT

Revenue is projected to decline due to COVID-19.

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Non-operating Special Revenue Funds

Health and Human Services

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FUNCTION AND RESPONSIBILITIES

On December 16, 2008, the Board of Supervisors approved the establishment of non-operating special revenue funds to comply with rules promulgated by the Governmental Accounting Standards Board (GASB). The Health and Human Services Agency (HHSA) has non-operating special revenue funds listed in the table below that hold revenues from specific sources until appropriate requests are made to transfer the monies to particular HHSA operating budgets to be expended for specified and legally restricted purposes.

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24601 PH-Local Bioterrorism	200,996	216,332	176,768	-39,564	-18 %
24602 PH-Emergency Medical Services	401,358	295,000	233,000	-62,000	-21 %
24603 PH-Vital-Hlth Statistic-Health	22,914	13,000	13,600	600	5 %
24605 PH-Health Resource and Serv	165,309	165,668	154,440	-11,228	-7 %
24608 Tobacco Control Prop 99	219,507	195,000	150,000	-45,000	-23 %
24609 Tobacco Control Prop 56	152,415	146,550	170,000	23,450	16 %
24621 MH-MHSA Planning Expense	5,861,542	6,986,845	6,150,558	-836,287	-12 %
24640 Alcohol Abuse Education Preven	0	60,000	40,000	-20,000	-33 %
24641 ADS-Drug Fees-HS11372.7	0	20,000	20,000	0	0 %
24650 Whole Person Care	2,219,712	2,602,839	2,215,551	-387,288	-15 %
24800 CWS-County Children Fund	40,320	50,985	51,824	839	2 %
24801 CWS-SB163 Wraparound	358,601	491,000	426,000	-65,000	-13 %
24805 Indigent Burial	0	7,500	7,500	0	0 %
24810 SS-Clerk Domestic Violence	34,090	41,640	35,150	-6,490	-16 %
24811 Family Support Subaccount	1,341,548	1,329,461	1,379,906	50,445	4 %
25050 MH-Community Mental Health	5,950,885	5,957,128	5,957,128	0	0 %
25053 ADS-Drug Medi-CAL	0	107,931	0	-107,931	-100 %
25062 MH-Behavioral Health	4,081,654	4,301,654	4,935,657	634,003	15 %
25063 CWS-Protective Services	6,949,724	7,222,684	7,222,684	0	0 %
Total Appropriation	**28,000,577**	**30,211,217**	**29,339,766**	**-871,451**	**-3 %**

Health & Human Services
Functional Area Summary

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24600 PH-AIDS-Education-HS11350	1,912	1,650	1,200	-450	-27 %
24601 PH-Local Bioterrorism	65,090	216,900	177,668	-39,232	-18 %
24602 PH-Emergency Medical Services	323,769	265,700	226,100	-39,600	-15 %
24603 PH-Vital-Hlth Statistic-Health	14,929	13,100	13,600	500	4 %
24605 PH-Health Resource and Serv	113,173	166,000	154,440	-11,560	-7 %
24606 PH-CDC-Emergency Response	19	20	20	0	0 %
24607 PH-Hospital Prep-H1N1	16	20	20	0	0 %
24608 Tobacco Control Prop 99	151,906	152,000	150,600	-1,400	-1 %
24609 Tobacco Control Prop 56	152,926	161,250	150,020	-11,230	-7 %
24620 MH-Managed Care	30,757	13,000	40,000	27,000	208 %
24621 MH-MHSA Planning Expense	6,651,522	6,557,624	6,557,624	0	0 %
24640 Alcohol Abuse Education Preven	24,075	23,000	16,800	-6,200	-27 %
24641 ADS-Drug Fees-HS11372.7	8,751	8,000	4,000	-4,000	-50 %
24643 ADS-Tobacco Control	24,507	0	0	0	0 %
24650 Whole Person Care	1,998,067	2,554,534	2,520,000	-34,534	-1 %
24800 CWS-County Children Fund	43,755	45,500	45,100	-400	-1 %
24801 CWS-SB163 Wraparound	937,815	895,134	615,000	-280,134	-31 %
24805 Indigent Burial	4,646	4,300	4,000	-300	-7 %
24810 SS-Clerk Domestic Violence	34,066	41,640	35,150	-6,490	-16 %
24811 Family Support Subaccount	1,716,607	1,416,000	1,420,000	4,000	0 %
25050 MH-Community Mental Health	5,950,885	5,957,128	5,957,128	0	0 %
25062 MH-Behavioral Health	4,278,492	4,301,654	4,301,654	0	0 %
25063 CWS-Protective Services	6,949,724	7,222,684	7,222,684	0	0 %
Total Revenue	**29,477,412**	**30,016,838**	**29,612,808**	**-404,030**	**-1 %**

Health & Human Services
Functional Area Summary

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24600 PH-AIDS-Education-HS11350	-1,912	-1,650	-1,200	450	-27 %
24601 PH-Local Bioterrorism	135,907	-568	-900	-332	58 %
24602 PH-Emergency Medical Services	77,589	29,300	6,900	-22,400	-76 %
24603 PH-Vital-Hlth Statistic-Health	7,985	-100	0	100	-100 %
24605 PH-Health Resource and Serv	52,136	-332	0	332	-100 %
24606 PH-CDC-Emergency Response	-19	-20	-20	0	0 %
24607 PH-Hospital Prep-H1N1	-16	-20	-20	0	0 %
24608 Tobacco Control Prop 99	67,601	43,000	-600	-43,600	-101 %
24609 Tobacco Control Prop 56	-511	-14,700	19,980	34,680	-236 %
24620 MH-Managed Care	-30,757	-13,000	-40,000	-27,000	208 %
24621 MH-MHSA Planning Expense	-789,980	429,221	-407,066	-836,287	-195 %
24640 Alcohol Abuse Education Preven	-24,075	37,000	23,200	-13,800	-37 %
24641 ADS-Drug Fees-HS11372.7	-8,751	12,000	16,000	4,000	33 %
24643 ADS-Tobacco Control	-24,507	0	0	0	0 %
24650 Whole Person Care	221,645	48,305	-304,449	-352,754	-730 %
24800 CWS-County Children Fund	-3,435	5,485	6,724	1,239	23 %
24801 CWS-SB163 Wraparound	-579,214	-404,134	-189,000	215,134	-53 %
24805 Indigent Burial	-4,646	3,200	3,500	300	9 %
24810 SS-Clerk Domestic Violence	24	0	0	0	0 %
24811 Family Support Subaccount	-375,059	-86,539	-40,094	46,445	-54 %
25050 MH-Community Mental Health	0	0	0	0	0 %
25053 ADS-Drug Medi-CAL	0	107,931	0	-107,931	-100 %
25062 MH-Behavioral Health	-196,838	0	634,003	634,003	100 %
25063 CWS-Protective Services	0	0	0	0	0 %
Total Use Of Fund Balance	**-1,476,835**	**194,379**	**-273,042**	**-467,421**	**-240 %**

Details for each fund can be found on the following pages.

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Health & Human Services

Division Budget – AIDS Ed HS 11350

Division 24600, Fund 2460

FUNCTION AND RESPONSIBILITY

Per California Penal Code Section 1463.23, fifty dollars ($50) of each fine imposed pursuant to various code sections shall be used exclusively to pay for the reasonable costs of establishing and providing for the county, or any city within the county, an AIDS (acquired immune deficiency syndrome) education program for persons on probation or in a drug diversion program.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	1,470	1,200	600	-600	-50 %
45-Revenue from Use of Money and Property	442	450	600	150	33 %
Total Revenue	**1,912**	**1,650**	**1,200**	**-450**	**-27 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24600 PH-AIDS-Education-HS11350	-1,912	-1,650	-1,200	450	-27 %
Total Use Of Fund Balance	**-1,912**	**-1,650**	**-1,200**	**450**	**-27%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24600 PB-Aids-Education-HS11350	24,305	25,505	26,705

SIGNIFICANT ADJUSTMENTS

Revenues decreased $450 in Fiscal Year 2020-21, reflecting higher projected interest of $150 and lower court fines $600 based on trend.

Health & Human Services

Division Budget – Local Public Health-Bioterrorism

Division 24601, Fund 2460

FUNCTION AND RESPONSIBILITY

Health and Safety Code Sections 101315-101320 establish certain funding for local emergency preparedness and emergency response.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	200,996	216,332	176,768	-39,564	-18 %
Total Appropriation	**200,996**	**216,332**	**176,768**	**-39,564**	**-18 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	64,616	216,000	176,768	-39,232	-18 %
45-Revenue from Use of Money and Property	473	900	900	0	0 %
Total Revenue	**65,090**	**216,900**	**177,668**	**-39,232**	**-18 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24601 PH-Local Bioterrorism	135,907	-568	-900	-332	58 %
Total Use Of Fund Balance	**135,907**	**-568**	**-900**	**-332**	**58%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24601 PH-Local Bioterrorism	0	0	900

SIGNIFICANT ADJUSTMENTS

Revenues and expenses are projected to decrease $39,232 due to all rollover funds having been expended.

Health & Human Services

Division Budget – Emergency Medical Services

Division 24602, Fund 2460

FUNCTION AND RESPONSIBILITY

Section 76000 of the Government Code establishes fines, penalties, and forfeitures related to criminal offenses (Maddy and SB 1773 Pediatric Trauma funds) for the purpose of reimbursing physicians, surgeons and hospitals for services provided to patients who are unable to pay for emergency medical services and/or other emergency medical services purposes, as determined by the County. In addition, the State previously provided an Emergency Medical Services Agency (EMSA) allocation for this purpose.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	401,358	295,000	233,000	-62,000	-21 %
Total Appropriation	**401,358**	**295,000**	**233,000**	**-62,000**	**-21 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	315,941	258,000	220,000	-38,000	-15 %
45-Revenue from Use of Money and Property	4,676	4,100	3,100	-1,000	-24 %
47-Miscellaneous Revenues	3,152	3,600	3,000	-600	-17 %
Total Revenue	**323,769**	**265,700**	**226,100**	**-39,600**	**-15 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24602 PH-Emergency Medical Services	77,589	29,300	6,900	-22,400	-76 %
Total Use Of Fund Balance	**77,589**	**29,300**	**6,900**	**-22,400**	**-76%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24602 PH-Emergency Medical Services	86,420	52,021	45,121

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Revenues and corresponding expenditures are decreasing due to decreased fine revenue.

Health & Human Services

Division Budget – Vital and Health Statistics

Division 24603, Fund 2460

FUNCTION AND RESPONSIBILITY

California Health and Safety Code Section 103640 mandate a surcharge on certified copies of birth, fetal death, death, and marriage records purchased by any applicant. Collected funds are made available to the public official charged with the collection of fees to defray the administrative costs of collecting and reporting with respect to those fees. The funds are also available for other costs associated with the modernization and improvement of vital record operations, analysis of health-related birth and death certificate information, and other community health data.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	22,914	13,000	13,600	600	5 %
Total Appropriation	**22,914**	**13,000**	**13,600**	**600**	**5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	135	100	100	0	0 %
46-Charges for Services	14,795	13,000	13,500	500	4 %
Total Revenue	**14,929**	**13,100**	**13,600**	**500**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24603 PH-Vital-Hlth Statistic-Health	7,985	-100	0	100	0 %
Total Use Of Fund Balance	**7,985**	**-100**	**0**	**100**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24603 PH-Vital-Hlth Statistic-Health	0	1,597	1,597

Health & Human Services

Division Budget – HRSA – Health Resource & Services

Division 24605, Fund 2460

FUNCTION AND RESPONSIBILITY

As an agent of the U.S. Health and Human Services Department, the County receives Federal funds to prepare hospitals, clinics and other healthcare providers for public health emergencies.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	165,309	165,668	154,440	-11,228	-7 %
Total Appropriation	**165,309**	**165,668**	**154,440**	**-11,228**	**-7 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	112,574	165,000	153,240	-11,760	-7 %
45-Revenue from Use of Money and Property	599	1,000	1,200	200	20 %
Total Revenue	**113,173**	**166,000**	**154,440**	**-11,560**	**-7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24605 PH-Health Resource and Serv	52,136	-332	0	332	0 %
Total Use Of Fund Balance	**52,136**	**-332**	**0**	**332**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24605 PH-Health Resource and Serv	-50,164	2,374	2,374

SIGNIFICANT ADJUSTMENTS

Revenues and expenses are projected to decrease due to all rollover funds having been expended.

Health & Human Services

Division Budget – Public Health Emergency Response

Division 24606, Fund 2460

FUNCTION AND RESPONSIBILITY

As an agent of the U.S. Health and Human Services Department, the County receives Federal funds to respond to the H1N1 influenza virus.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	19	20	20	0	0 %
Total Revenue	**19**	**20**	**20**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24606 PH-CDC-Emergency Response	-19	-20	-20	0	0 %
Total Use Of Fund Balance	**-19**	**-20**	**-20**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24606 PH-CDC-Emergency Response	1,027	1,047	1,067

Health & Human Services

Division Budget – Hospital Preparedness Program H1N1

Division 24607, Fund 2460

FUNCTION AND RESPONSIBILITY

As an agent of the U.S. Health and Human Services Department, the County receives Federal funds for hospitals, clinics and other healthcare providers to respond to H1N1 influenza.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	16	20	20	0	0 %
Total Revenue	**16**	**20**	**20**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24607 PH-Hospital Prep-H1N1	-16	-20	-20	0	0 %
Total Use Of Fund Balance	**-16**	**-20**	**-20**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24607 PH-Hospital Prep-H1N1	864	884	904

Health & Human Services

Division Budget – Tobacco Control Prop 99

Division 24608, Fund 2460

FUNCTION AND RESPONSIBILITY

The California Tobacco Control Program provides funding to counties to reduce smoking, provide health care services to indigents, support tobacco-related research, and fund resource programs for the environment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	195,000	195,000	150,000	-45,000	-23 %
57-Special Items	24,507	0	0	0	0 %
Total Appropriation	**219,507**	**195,000**	**150,000**	**-45,000**	**-23 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	150,000	150,000	150,000	0	0 %
45-Revenue from Use of Money and Property	1,906	2,000	600	-1,400	-70 %
Total Revenue	**151,906**	**152,000**	**150,600**	**-1,400**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24608 Tobacco Control Prop 99	67,601	43,000	-600	-43,600	-101 %
Total Use Of Fund Balance	**67,601**	**43,000**	**-600**	**-43,600**	**-101%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24608 Tobacco Control Prop 99	48,026	3,626	4,226

SIGNIFICANT ADJUSTMENTS

- Revenue decreased $1,400 primarily due to a decrease in projected interest.
- Appropriations decreased $45,000 due to carryover funds not being available.

Health & Human Services

Division Budget – Tobacco Control Prop 56

Division 24609, Fund 2460

FUNCTION AND RESPONSIBILITY

In November of 2016, California voters approved Proposition 56 (Prop 56), the California Healthcare, Research, and Prevention Tobacco Act of 2016. Prop 56 added an additional $2.00 tax to each pack of cigarettes and an equivalent tax to other tobacco products, including electronic smoking devices (ESD). The priority areas include; limit tobacco promoting influences, reduced exposure to secondhand smoke, tobacco smoke residue, tobacco waste, and other tobacco products, reduce the availability of tobacco, promote tobacco cessation. These new revenues were earmarked for programs to reduce smoking, provide health care services to indigents, support tobacco-related research, and fund resource programs for the environment. Approximately 20% of the revenue is used to fund community and school-based health education programs to prevent and reduce tobacco use. The remaining 80% of the revenue provides health care services to indigents, support for tobacco-related research, and resource programs for the environment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	152,415	146,550	170,000	23,450	16 %
Total Appropriation	**152,415**	**146,550**	**170,000**	**23,450**	**16 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	152,415	161,150	150,000	-11,150	-7 %
45-Revenue from Use of Money and Property	511	100	20	-80	-80 %
Total Revenue	**152,926**	**161,250**	**150,020**	**-11,230**	**-7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24609 Tobacco Control Prop 56	-511	-14,700	19,980	34,680	-236 %
Total Use Of Fund Balance	**-511**	**-14,700**	**19,980**	**34,680**	**-236%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24609 Tobacco Control Prop 56	579	32,113	12,133

SIGNIFICANT ADJUSTMENTS

Revenues are decreasing by $11,230 based on the allocation formula.

Health & Human Services

Division Budget – Managed Care

Division 24620, Fund 2460

FUNCTION AND RESPONSIBILITY

In accordance with Welfare and Institutions Code Sections 5775 to 5781, Napa County contracts with the State and receives a State allocation for the delivery of mental health services to Napa's Medi-Cal beneficiary population. This fund tracks the State allocation received for this purpose. In FY 2012-13, Senate Bill 1020 revised and consolidated the system of accounts and subaccounts created for 2011 Public Safety Realignment. This allocation was merged into the Behavioral Health Subaccount, which is reflected in Fund 2500, Division 25062. This fund reflects the remaining balance.

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	30,757	13,000	40,000	27,000	208 %
Total Revenue	**30,757**	**13,000**	**40,000**	**27,000**	**208 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24620 MH-Managed Care	-30,757	-13,000	-40,000	-27,000	208 %
Total Use Of Fund Balance	**-30,757**	**-13,000**	**-40,000**	**-27,000**	**208%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24620 MH-Managed Care	1,624,324	1,664,324	1,704,324

SIGNIFICANT ADJUSTMENTS

Interest is projected to increase $27,000.

Health & Human Services

Division Budget – MHSA Planning Expenses

Division 24621, Fund 2460

FUNCTION AND RESPONSIBILITY

In November 2004, Proposition 63 (also known as the Mental Health Services Act, or MHSA) was passed by voters, providing increased funding to support county mental health programs. The Act addressed a broad continuum of prevention, early intervention and community service needs and the necessary infrastructure, facility, technology and training elements to effectively support expanded mental health services. The operating components are Community Services and Support; Prevention and Early Intervention; Innovations; and Workforce Education and Training.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	5,861,542	6,986,845	6,150,558	-836,287	-12 %
Total Appropriation	**5,861,542**	**6,986,845**	**6,150,558**	**-836,287**	**-12 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	6,504,534	6,427,624	6,427,624	0	0 %
45-Revenue from Use of Money and Property	146,988	130,000	130,000	0	0 %
Total Revenue	**6,651,522**	**6,557,624**	**6,557,624**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24621 MH-MHSA Planning Expense	-789,980	429,221	-407,066	-836,287	-195 %
Total Use Of Fund Balance	**-789,980**	**429,221**	**-407,066**	**-836,287**	**-195%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24621 MH-MHSA Planning Expense	6,887,006	6,830,583	7,237,649

SIGNIFICANT ADJUSTMENTS

- Appropriations are lower in Fiscal Year 2020-21 by $836,287**.** Innovation contracts are awarded on a 3 year cycle, and are designed to attempt to innovate the service delivery system around access to services, quality, collaboration between agencies, and unserved populations access. New innovation project proposals are being worked on but not initiated. The approval of new projects is coordinated through a public process with the Mental Health Board.

- Additional Medi-Cal revenue is projected in the operating fund, which requires less of a transfer from this Special Revenue Fund.

- Fund balance is a combination of Prudent Reserve, funding for multi-year projects included in the Innovations Plan, and 1 year of operating fund revenue, to account for the volatile nature of this funding source.

Health & Human Services

Division Budget – Alcohol Abuse Education & Prevention

Division 24640, Fund 2460

FUNCTION AND RESPONSIBILITY

In accordance with California Penal Code Section 1463.25, monies from alcohol abuse education and prevention penalty assessments collected pursuant to Section 23196 of the Vehicle Code shall be used for the County's alcohol abuse education and prevention program pursuant to Section 11802 of the Health and Safety Code.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	60,000	40,000	-20,000	-33 %
Total Appropriation	**0**	**60,000**	**40,000**	**-20,000**	**-33 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	23,046	22,000	15,000	-7,000	-32 %
45-Revenue from Use of Money and Property	1,028	1,000	1,800	800	80 %
Total Revenue	**24,075**	**23,000**	**16,800**	**-6,200**	**-27 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24640 Alcohol Abuse Education Preven	-24,075	37,000	23,200	-13,800	-37 %
Total Use Of Fund Balance	**-24,075**	**37,000**	**23,200**	**-13,800**	**-37%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24640 Alcohol Abuse Education Preven	67,827	29,527	6,327

SIGNIFICANT ADJUSTMENTS

- Fines are projected to decrease by $7,000.
- Interest is expected to increase by $800.
- Expenditures are decreasing by $20,000 due to decreased revenue and less fund balance available.

Health & Human Services

Division Budget – Drug Program Fees

Division 24641, Fund 2460

FUNCTION AND RESPONSIBILITY

California Health and Safety Code Section 11372.7 establishes court fines for criminal violations related to drug use, possession and distribution. The funds are used for drug abuse programs in schools and the community.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	20,000	20,000	0	0 %
Total Appropriation	**0**	**20,000**	**20,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	7,839	7,000	3,000	-4,000	-57 %
45-Revenue from Use of Money and Property	913	1,000	1,000	0	0 %
Total Revenue	**8,751**	**8,000**	**4,000**	**-4,000**	**-50 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24641 ADS-Drug Fees-HS11372.7	-8,751	12,000	16,000	4,000	33 %
Total Use Of Fund Balance	**-8,751**	**12,000**	**16,000**	**4,000**	**33%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24641 ADS-Drug Fees-HS11372.7	53,230	38,630	22,630

SIGNIFICANT ADJUSTMENTS

Fine revenue is projected to decrease by $4,000.

Health & Human Services

Division Budget – Whole Person Care

Division 24650, Fund 2460

FUNCTION AND RESPONSIBILITY

On December 8, 2016, the Centers for Medicare and Medicaid Services (CMS) approved an amendment to the Special Terms and Conditions of California's Medi-Cal 2020 Demonstration for the Whole Person Care (WPC) Pilots program.

The Napa County WPC Pilot is the coordination of health, behavioral health, and social services, as applicable, in a patient-centered manner with the goals of improved beneficiary health and wellbeing through more efficient and effective use of resources. WPC Pilots provide an option to a county to receive support to integrate care for a particularly vulnerable group of Medi-Cal beneficiaries who have been identified as high users of multiple systems and continue to have poor health outcomes. Through collaborative leadership and systematic coordination among public and private entities, WPC Pilot entities will identify target populations, share data between systems, coordinate care real time, and evaluate individual and population progress – all with the goal of providing comprehensive coordinated care for the beneficiary resulting in better health outcomes.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	2,219,712	2,602,839	2,215,551	-387,288	-15 %
Total Appropriation	**2,219,712**	**2,602,839**	**2,215,551**	**-387,288**	**-15 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,929,166	2,538,574	2,500,000	-38,574	-2 %
45-Revenue from Use of Money and Property	68,901	15,960	20,000	4,040	25 %
Total Revenue	**1,998,067**	**2,554,534**	**2,520,000**	**-34,534**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24650 Whole Person Care	221,645	48,305	-304,449	-352,754	-730 %
Total Use Of Fund Balance	**221,645**	**48,305**	**-304,449**	**-352,754**	**-730%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24650 Whole Person Care	675,891	1,234,466	1,538,915

SIGNIFICANT ADJUSTMENTS

Expenditures are decreasing due to the Whole Person Care Pilot project is scheduled to end on December 31, 2020. Revenue includes incentives for the 3-year project, and are therefore stable.

Health & Human Services

Division Budget – County Children's Fund

Division 24800, Fund 2480

FUNCTION AND RESPONSIBILITY

The County receives grants, gifts, bequests from private sources, fees for birth certificates collected pursuant to Section 103625 of the Health and Safety Code, and other funds for child abuse, neglect and intervention programs.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	40,320	50,985	51,824	839	2 %
Total Appropriation	**40,320**	**50,985**	**51,824**	**839**	**2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	2,752	3,000	2,700	-300	-10 %
45-Revenue from Use of Money and Property	586	500	400	-100	-20 %
46-Charges for Services	24,017	20,000	25,000	5,000	25 %
47-Miscellaneous Revenues	16,400	22,000	17,000	-5,000	-23 %
Total Revenue	**43,755**	**45,500**	**45,100**	**-400**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24800 CWS-County Children Fund	-3,435	5,485	6,724	1,239	23 %
Total Use Of Fund Balance	**-3,435**	**5,485**	**6,724**	**1,239**	**23%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24800 CWS-County Children Fund	22,510	7,436	712

Health & Human Services

Division Budget – SB 163 Wrap-around

2480-2000451 (24801)

FUNCTION AND RESPONSIBILITY

State funds appropriated under Sections 18250-18257 of the Welfare and Institutions Code are generally used to provide expanded individualized, family-based ("wrap-around") services as alternatives to group home care. The SB 163 Wraparound program permits the County to divert the payments that would have been made for group home placements into this Special Revenue Fund (SRF). The services are “wrapped around” a child living with his or her birth parent, relative, adoptive parent, licensed or certified foster parent, or guardian. On rare occasions, services may be provided to a youth in a group home to help him/her leave the group home earlier, or to assist in the transition when a youth goes back to a group home.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	358,601	491,000	426,000	-65,000	-13 %
Total Appropriation	**358,601**	**491,000**	**426,000**	**-65,000**	**-13 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	922,560	887,134	600,000	-287,134	-32 %
45-Revenue from Use of Money and Property	15,255	8,000	15,000	7,000	88 %
Total Revenue	**937,815**	**895,134**	**615,000**	**-280,134**	**-31 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24801 CWS-SB163 Wraparound	-579,214	-404,134	-189,000	215,134	-53 %
Total Use Of Fund Balance	**-579,214**	**-404,134**	**-189,000**	**215,134**	**-53%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24801 CWS-SB163 Wraparound	990,375	1,364,375	1,553,375

SIGNIFICANT ADJUSTMENTS

- Revenues are $280,134 based on allocation changes for this program.
- Expenditures are projected to decrease by $65,000 due to lower caseload.

Health & Human Services

Division Budget – Indigent Burial

Division 24805, Fund 2480

FUNCTION AND RESPONSIBILITY

The right to control the disposition of human remains and the duty of interment devolves to the county in certain circumstances pursuant to Health and Safety Code sections 7100 et seq. In cases in which a deceased individual is determined indigent, has no prior burial arrangements, and no legally responsible relative can be located or there is failure to inter remains, Napa County is required to dispose of the remains. Funding for burial of the deceased indigent is provided through the Indigent Burial Trust Account, which receives a portion of burial permit fees, and the County general fund.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	7,500	7,500	0	0 %
Total Appropriation	**0**	**7,500**	**7,500**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	829	800	500	-300	-38 %
46-Charges for Services	3,818	3,500	3,500	0	0 %
Total Revenue	**4,646**	**4,300**	**4,000**	**-300**	**-7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24805 Indigent Burial	-4,646	3,200	3,500	300	9 %
Total Use Of Fund Balance	**-4,646**	**3,200**	**3,500**	**300**	**9%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24805 Indigent Burial	45,760	42,560	39,060

Health & Human Services

Division Budget – Clerk Domestic Violence

Division 24810, Fund 2480

FUNCTION AND RESPONSIBILITY

Pursuant to Section 26840 of the Government Code, fees collected at the issuance of marriage licenses are used to develop or expand domestic violence centers to target under-served areas and populations.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	34,090	41,640	35,150	-6,490	-16 %
Total Appropriation	**34,090**	**41,640**	**35,150**	**-6,490**	**-16 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	95	125	125	0	0 %
46-Charges for Services	33,971	41,515	35,025	-6,490	-16 %
Total Revenue	**34,066**	**41,640**	**35,150**	**-6,490**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24810 SS-Clerk Domestic Violence	24	0	0	0	0 %
Total Use Of Fund Balance	**24**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24810 SS-Clerk Domestic Violence	0	0	0

SIGNIFICANT ADJUSTMENTS

Revenues and expenses are decreasing based on historic revenue trends.

Health & Human Services

Division Budget – Family Support Subaccount

Department 24811, Fund 2480

FUNCTION AND RESPONSIBILITY

AB 85 required counties to establish the Family Support Subaccount in their local health and welfare trust funds as a result of the Patient Protection and Affordable Care Act. These accounts will be used to receive the redirected Health Realignment funds, and will be used to pay a new county “contribution” for California Work Opportunity and Responsibility to Kids (CalWORKs) grants.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	1,341,548	1,329,461	1,379,906	50,445	4 %
Total Appropriation	**1,341,548**	**1,329,461**	**1,379,906**	**50,445**	**4 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	1,695,778	1,400,000	1,400,000	0	0 %
45-Revenue from Use of Money and Property	20,829	16,000	20,000	4,000	25 %
Total Revenue	**1,716,607**	**1,416,000**	**1,420,000**	**4,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
24811 Family Support Subaccount	-375,059	-86,539	-40,094	46,445	-54 %
Total Use Of Fund Balance	**-375,059**	**-86,539**	**-40,094**	**46,445**	**-54%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
24811 Family Support Subaccount	1,043,936	912,540	952,634

Health & Human Services

Division Budget – Community Mental Health

Division 25050, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of 2011 Public Safety Realignment, the Legislature and Governor shifted financial responsibility for certain programs from the State to the counties. One of those funding responsibilities is funding for community mental health programs formerly provided under 1991 Realignment.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	5,950,885	5,957,128	5,957,128	0	0 %
Total Appropriation	**5,950,885**	**5,957,128**	**5,957,128**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	5,950,885	5,957,128	5,957,128	0	0 %
Total Revenue	**5,950,885**	**5,957,128**	**5,957,128**	**0**	**0 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25050 Community Mental Health	0	0	0

Health & Human Services

Division Budget – ADS Drug Medical

Division 25053, Fund 2500

FUNCTION AND RESPONSIBILITY

AB 118 (State budget bill implementing 2011 Realignment), requires counties to create a County Local Revenue Fund to account for the revenue received from the State. The bill requires that revenues in the Drug Medi-Cal Sub-Account be used exclusively for drug and alcohol-related treatment services to Medi-Cal beneficiaries.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	107,931	0	-107,931	0 %
Total Appropriation	**0**	**107,931**	**0**	**-107,931**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25053 ADS-Drug Medi-CAL	0	107,931	0	-107,931	0 %
Total Use Of Fund Balance	**0**	**107,931**	**0**	**-107,931**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25053 ADS-Drug Medi-CAL	107,931	0	0

SIGNIFICANT ADJUSTMENTS

This fund is being rolled into the Behavioral Health Sub-Account Fund 2500 Division 25062 as part of FY 2019-20 close. Data is shown for historical purposes only.

Health & Human Services

Division Budget – Behavioral Health

Division 25062, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of 2011 Public Safety Realignment, the Legislature and Governor shifted financial responsibility for certain programs from the State to the counties. Three of those funding responsibilities are funding for Drug Court, Non-Drug Medi-Cal Substance Abuse and Drug Medi-Cal. Additionally, Senate Bill 1020 realigned the State Managed Care allocation and Early and Periodic Screening, Diagnosis and Treatment funding to the counties.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	4,081,654	4,301,654	4,935,657	634,003	15 %
Total Appropriation	**4,081,654**	**4,301,654**	**4,935,657**	**634,003**	**15 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	4,278,492	4,301,654	4,301,654	0	0 %
Total Revenue	**4,278,492**	**4,301,654**	**4,301,654**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
25062 MH-Behavioral Health	-196,838	0	634,003	634,003	100 %
Total Use Of Fund Balance	**-196,838**	**0**	**634,003**	**634,003**	**100%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25062 MH-Behavioral Health	634,003	634,003	0

SIGNIFICANT ADJUSTMENTS

Expenditures are increasing $634,000 due to available fund balance.

Health & Human Services

Division Budget – Protective Services

Division 25063, Fund 2500

FUNCTION AND RESPONSIBILITY

With the passage of 2011 Public Safety Realignment, the Legislature and Governor shifted financial responsibility for certain programs from the State to the counties. Seven of those funding responsibilities are Adoptions Administration, Adoptions Assistance Program, Adult Protective Services Program, Child Abuse Prevention, Child Welfare Services, Foster Care Administration and Foster Care Assistance.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	6,949,724	7,222,684	7,222,684	0	0 %
Total Appropriation	**6,949,724**	**7,222,684**	**7,222,684**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	6,949,724	7,222,684	7,222,684	0	0 %
Total Revenue	**6,949,724**	**7,222,684**	**7,222,684**	**0**	**0 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
25063 Protective Services	0	0	0

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County of Napa
Special Districts and Other Agencies Summary
Fiscal Year 2020-2021

Schedule 12

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2020	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Financing Uses	Increases to Obligated Fund Balance	Total Financing Uses
1	2	3	4	5	6	7	8
Resort Improvement Districts							
5220 - Lake Berryessa Resort Improvement District							
52200 - Operations	$ 722,620	$ -	$ 922,620	$ 1,645,240	$ 1,121,589	$ 523,651	$ 1,645,240
52205 - Capital Improvement	100,559	-	25,000	125,559	25,000	100,559	125,559
52210 - Debt Service	-	43,013	182,406	225,419	225,419	-	225,419
5240 - Napa Berryessa Resort Improvement District (1)							
52400 - Operations	358,930	-	1,490,485	1,849,415	1,845,005	4,410	1,849,415
52405 - Capital Improvement	-	-	113,033	113,033	-	113,033	113,033
52410 - Debt Service	-	-	522,379	522,379	520,804	1,575	522,379
Total Resort Improvement Districts	$ 1,182,109	$ 43,013	$ 3,255,923	$ 4,481,045	$ 3,737,817	$ 743,228	$ 4,481,045
Service Districts							
2800 - County Service Area #3	$ 563,109	$ -	$ 545,672	$ 1,108,781	$ 545,672	$ 563,109	$ 1,108,781
2810 - County Service Area #4	518,186	-	497,800	1,015,986	488,582	527,404	1,015,986
2850 - Silverado Community Services District	137,033	-	187,012	324,045	186,408	137,637	324,045
2860 - Monticello Cemetery District							
28600 - Cemetery Operations	121,307	-	52,322	173,629	51,691	121,938	173,629
28610 - Cemetery Endowment	71,202	-	3,000	74,202	12,000	62,202	74,202
2870 - Community Facilities District - MST	3,483,788	-	650,000	4,133,788	395,726	3,738,062	4,133,788
2875 - Community Facilities District - Devlin Road	42,923	-	-	42,923	-	42,923	42,923
Total Service Districts	$ 4,937,548	$ -	$ 1,935,806	$ 6,873,354	$ 1,680,079	$ 5,193,275	$ 6,873,354
Joint Power Agencies							
2700 - IHSS Public Authority	$ -	$ -	$ 531,719	$ 531,719	$ 531,719	$ -	$ 531,719
2720 - Groundwater Sustainability Agency	-	-	1,430,000	1,430,000	1,430,000	-	1,430,000
2830 - Napa Valley Tourism Improvement District - Countywide	2,000	-	6,718,000	6,720,000	6,718,000	2,000	6,720,000
5060 - Napa County Housing Authority							
50600 - Administration	368,407	-	239,500	607,907	239,500	368,407	607,907
50605 - Farmworker Centers	-	-	1,444,143	1,444,143	1,399,143	45,000	1,444,143
Total Joint Power Agencies	$ 370,407	$ -	$ 10,363,362	$ 10,733,769	$ 10,318,362	$ 415,407	$ 10,733,769
Total Special Districts and Other Agencies	$ 6,490,064	$ 43,013	$ 15,555,091	$ 22,088,168	$ 15,736,258	$ 6,351,910	$ 22,088,168

District	Lake Berryessa Resort Improvement District	Napa Berryessa Resort Improvement District	Community Facilities District - MST
Appropriations Limit	$438,266	$346,816	$22,821,674
Appropriations Subject to Limit	$346,520	$45,335	$603,000

(1) NBRID is being displayed on a governmental fund basis. Fund balance amount includes $1,824,000 in loans from the General & ACO Funds.

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County of Napa
Fund Balance - Special Districts and Other Agencies
Fiscal Year 2020-2021

Schedule 13

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2020	Less: Obligated Fund Balance			Fund Balance Available June 30, 2020
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Resort Improvement Districts					
5220 - Lake Berryessa Resort Improvement District					
52200 - Operations	$ 2,469,969	$ -	$ 1,741,579	$ 5,770	$ 722,620
52205 - Capital Improvement	8,139,475	-	8,038,916	-	100,559
52210 - Debt Service	281,643	-	281,643	-	-
5240 - Napa Berryessa Resort Improvement District					
52400 - Operations	446,417	-	87,487	-	358,930
52405 - Capital Improvement	579,244	-	579,244	-	-
52410 - Debt Service	496,969	-	496,969	-	-
Total Resort Improvement Districts	$ 12,413,717	$ -	$ 11,225,838	$ 5,770	$ 1,182,109
Service Districts					
2800 - County Service Area #3	$ 563,109	$ -	$ -	$ -	$ 563,109
2810 - County Service Area #4	518,186	-	-	-	518,186
2850 - Silverado Community Services District	137,033	-	-	-	137,033
2860 - Monticello Cemetery District					
28600 - Cemetery Operations	121,307	-	-	-	121,307
28610 - Cemetery Endowment	98,080	-	26,878	-	71,202
2870 - Community Facilities District - MST	3,483,788	-	-	-	3,483,788
2875 - Community Facilities District - Devlin Road	42,923	-	-	-	42,923
Total Service Districts	$ 4,964,426	$ -	$ 26,878	$ -	$ 4,937,548
Joint Power Agencies					
2700 - IHSS Public Authority	$ -	$ -	$ -	$ -	$ -
2720 - Groundwater Sustainability Agency	-	-	-	-	-
2830 - Napa Valley Tourism Improvement District - Countywide	2,000	-	-	-	2,000
5060 - Napa County Housing Authority					
50600 - Napa County Housing Authority Administration	368,407	-	-	-	368,407
50605 - Farmworker Centers	5,030,199	-	5,030,199	-	-
Total Joint Power Agencies	$ 5,400,606	$ -	$ 5,030,199	$ -	$ 370,407
Total Special Districts and Other Agencies	$ 22,778,749	$ -	$ 16,282,915	$ 5,770	$ 6,490,064

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County of Napa
Obligated Fund Balance - Special Districts
Fiscal Year 2020-2021

Schedule 14

Fund Name	Obligated Fund Balances June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Resort Improvement Districts						
5220 - Lake Berryessa Resort Improvement District						
52200 - Assigned for future district costs	$ 5,770	$ -	$ -	$ 523,651	$ -	$ 529,421
52200 - Committed from CalOES	150,151	-	-	-	-	150,151
52200 - Nonspendable investment in capital assets	1,244,602	-	-	-	-	1,244,602
52200 - Nonspendable uncollected assessments	346,826	-	-	-	-	346,826
52205 - Nonspendable investment in capital assets	8,038,916	-	-	100,559	-	8,139,475
52210 - Nonspendable uncollected assessments	281,643	43,013	-	-	-	238,630
5240 - Napa Berryessa Resort Improvement District						
52400 - Assigned for future district costs	-	-	-	4,410	-	4,410
52400 - Committed from FEMA	87,487	-	-	-	-	87,487
52405 - Restricted Depreciation Reserve	579,244	-	-	113,033	-	692,277
52410 - Restricted for future debt service	496,969	-	-	1,575	-	498,544
Total Resort Improvement Districts	$ 11,231,608	$ 43,013	$ -	$ 743,228	$ -	$ 11,931,823
Service Districts						
2800 - County Service Area #3						
28000 - Fire	$ -	$ -	$ -	$ 484,274	$ -	$ 484,274
28000 - Streets and Roads	-	-	-	78,835	-	78,835
2810 - County Service Area #4	-	-	-	527,404	-	527,404
2850 - Silverado Community Services District	-	-	-	137,637	-	137,637
2860 - Monticello Cemetery District						
28600 - Assigned to future district costs	-	-	-	121,938	-	121,938
28610 - Nonspendable endowment	26,878	-	-	-	-	26,878
28610 - Assigned endowment	-	-	-	62,202	-	62,202
2870 - Community Facilities District - MST	-	-	-	3,738,062	-	3,738,062
2875 - Community Facilities District - Devlin Road	-	-	-	42,923	-	42,923
Total Service Districts	$ 26,878	$ -	$ -	$ 5,193,275	$ -	$ 5,220,153

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County of Napa
Obligated Fund Balance - Special Districts
Fiscal Year 2020-2021

Schedule 14

Fund Name	Obligated Fund Balances June 30, 2020	Decreases or Cancellations		Increases or New		Total Obligated Fund Balances for the Budget year
		Recommended	Adopted by the Board of Supervisors	Recommended	Adopted by the Board of Supervisors	
1	2	3	4	5	6	7
Joint Power Agencies						
2700 - IHSS Public Authority	$ -	$ -	$ -	$ -	$ -	$ -
2720 - Groundwater Sustainability Agency	-	-	-	-	-	-
2830 - Napa Valley Tourism Improvement District - Countywide	-	-	-	2,000	-	2,000
5060 - Napa County Housing Authority						
50600 - Assigned for future project costs	-	-	-	368,407	-	368,407
50605 - Nonspendable investment in capital assets	4,230,199	-	-	-	-	4,230,199
50605 - Restricted to operating reserves	530,000	-	-	30,000	-	560,000
50605 - Restricted to facility replacement	270,000	-	-	15,000	-	285,000
Joint Power Agencies	$ 5,030,199	$ -	$ -	$ 415,407	$ -	$ 5,445,606
Total Special Districts and Other Agencies	$ 16,288,685	$ 43,013	$ -	$ 6,351,910	$ -	$ 22,597,582

IN-HOME SUPPORTIVE SERVICES (IHSS) PUBLIC AUTHORITY

IHSS Fund 2700, Division 27000

MISSION

The mission of the In-Home Supportive Services Public Authority of Napa County is to provide consumers of the In-Home Supportive Services (IHSS) program with access to skilled and trained IHSS in-home care providers who meet their service needs in a positive, timely and productive manner.

FUNCTION AND RESPONSIBILITIES

The In-Home Supportive Services Public Authority of Napa County was established pursuant to State mandate to act as the employer of record for providers of in-home supportive services. The Public Authority maintains a Registry of providers and trains IHSS recipients and providers. The Public Authority works closely with the Napa County Health and Human Services Agency to improve the IHSS program for recipients and providers.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	50,221	66,548	74,731	8,183	12 %
54-Other Charges	356,899	336,932	456,988	120,056	36 %
Total Appropriation	**407,119**	**403,480**	**531,719**	**128,239**	**32 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	288,957	330,771	459,011	128,240	39 %
Total Revenue	**288,957**	**330,771**	**459,011**	**128,240**	**39 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
27000 In-Home Supportive Svcs Author	41,724	72,708	72,708	0	0 %
Total General Fund Contribution	**41,724**	**72,708**	**72,708**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
27000 In-Home Supportive Svcs Author	76,439	1	0	-1	0 %
Total Use Of Fund Balance	**76,439**	**1**	**0**	**-1**	**0%**

AVAILABLE FUND BALANCE

Fund	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
2700 In-Home Supportive Svcs	-76,439	0	0
Total Use Of Fund Balance	**-76,439**	**0**	**0**

SIGNIFICANT ADJUSTMENTS

The transfer from the Comprehensive Services for Older Adults (CSOA) Division is increasing by $120,056 due to improved claiming for the CSOA staff that support the Public Authority.

GROUNDWATER SUSTAINABILITY AGENCY

GSA Fund 2720, Division 27200

MISSION

The Napa County Groundwater Sustainability Agency (GSA) is to provide for the sustainable management of groundwater for the Napa Valley Subbasin, by enhancing local management of groundwater resources through the development and implementation of a Groundwater Sustainability Plan.

FUNCTION AND RESPONSIBILITIES

The Napa County Board of Supervisors adopted Resolution 2019-152 on December 17, 2019, forming the Napa County GSA. The jurisdictional boundary of the Napa County GSA is the Napa-Sonoma Valley - Napa Valley Groundwater Subbasin. Under the authority of the Sustainable Groundwater Management Act of 2014, the GSA shall operate pursuant to California Water Code Section 10725, and shall develop and implement a Groundwater Sustainability Plan for the Napa Valley Groundwater Subbasin, thereby ensuring long-term groundwater sustainability.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
56-Other Financing Uses	0	0	1,430,000	1,430,000	100 %
Total Appropriation	**0**	**0**	**1,430,000**	**1,430,000**	**100 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	0	0	1,430,000	1,430,000	100 %
Total Revenue	**0**	**0**	**1,430,000**	**1,430,000**	**100 %**

AVAILABLE FUND BALANCE

Fund	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
27200 Groundwater Sustainability Agency	0	0	0
Total Use Of Fund Balance	**0**	**0**	**0**

SIGNIFICANT ADJUSTMENTS

Revenue & appropriations in this fund are a result of a three year grant with the Department of Water Resources. Grant revenue will be deposited to this fund on a reimbursement basis. Monies will then be transferred out to subdivision 17040 where the actual expenditures will occur.

COUNTY SERVICE AREA NO. 3

County Service Area No. 3 Fund 2800, Division 28000

FUNCTION AND RESPONSIBILITIES

In March 1979, the Napa County Board of Supervisors formed County Service Area (CSA) No. 3, which is located within the Napa County Airport Industrial Area. CSA No. 3 was formed in response to a property owners' petition seeking the delivery of County services not otherwise provided to residents in the unincorporated areas of the County. Currently CSA No. 3 provides structural fire protection, median landscaping, street and highway lighting, and street sweeping within the area. CSA No. 3 is segregated into three benefit zones, each receiving different types of property-related services and improvements. Proposition 218 requires that the County levy assessments according to the special benefit that parcel receives from the improvements.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	50,713	74,848	74,925	77	0 %
56-Other Financing Uses	464,529	470,870	470,747	-123	0 %
Total Appropriation	**515,242**	**545,718**	**545,672**	**-46**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	79	12	0	-12	-100 %
45-Revenue from Use of Money and Property	11,985	2,903	7,379	4,476	154 %
46-Charges for Services	541,302	542,803	538,293	-4,510	-1 %
Total Revenue	**553,366**	**545,718**	**545,672**	**-46**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28000 County Service Area No. 3	-38,124	0	0	0	0 %
Total Use Of Fund Balance	**-38,124**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28000 County Service Area No. 3	563,109	563,109	563,109

COUNTY SERVICE AREA NO. 4

County Service Area No. 4 Fund 2810, Division 28100

FUNCTION AND RESPONSIBILITIES

County Service Area No. 4 was formed in 2002 under the provisions of Government Code section 25210.4h. It provides a mechanism for owners of land containing at least one acre of planted vineyards to approve an assessment, currently not to exceed $15 per planted acre per year, which assists in providing housing accommodations to farm workers in Napa County. The Assessment is budgeted at $11 in Fiscal Year 2020-21.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	9,748	20,600	18,600	-2,000	-10 %
56-Other Financing Uses	536,998	412,030	469,982	57,952	14 %
Total Appropriation	**546,747**	**432,630**	**488,582**	**55,952**	**13 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	650	0	0	0	0 %
45-Revenue from Use of Money and Property	15,416	2,000	5,000	3,000	150 %
46-Charges for Services	489,814	492,800	492,800	0	0 %
Total Revenue	**505,881**	**494,800**	**497,800**	**3,000**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28100 County Service Area No.4	40,866	-62,170	-9,218	52,952	-85 %
Total Use Of Fund Balance	**40,866**	**-62,170**	**-9,218**	**52,952**	**-85%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28100 County Service Area No.4	558,016	518,196	527,404

SIGNIFICANT ADJUSTMENTS

- Expenditures are increasing to cover increased operating costs at the Farmworker Centers.
- Reserves are projected to increase by $9,200. Reserves may be used for capital improvements at the existing sites or to fund additional units in the future.

NAPA VALLEY TOURISM IMPRVMT. DISTRICT - COUNTYWIDE

Napa Valley Tourism Imp. Dist.-Countywide Fund 2830, Division 28300

FUNCTION AND RESPONSIBILITIES

On June 15, 2010, the Board of Supervisors, pursuant to the Property and Business Improvement District Law of 1994, created the Napa Valley Tourism Improvement District (NVTID). The purpose of the NVTID is to promote tourism throughout Napa County by investing in marketing and tourist-serving programs. The activities of NVTID are funded by a 2% assessment on gross short-term room rentals at lodging businesses. Funds are collected and distributed to the County and cities and town in Napa County for expenditure. The NVTID was renewed in 2014 for an additional ten years through 2025.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	6,685,010	6,718,000	6,718,000	0	0 %
Total Appropriation	**6,685,010**	**6,718,000**	**6,718,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	5,172	2,000	2,000	0	0 %
46-Charges for Services	6,679,838	6,716,000	6,716,000	0	0 %
Total Revenue	**6,685,010**	**6,718,000**	**6,718,000**	**0**	**0 %**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28300 Napa Valley Tourism Imp. Dist. -Countywide	0	2,000	2,000

SILVERADO COMMUNITY SERVICES DISTRICT

Silverado Community Services Fund 2850, Division 28500

FUNCTION AND RESPONSIBILITIES

In 1967, the Board of Supervisors formed the Silverado Community Services District at the request of the Silverado residential community developer. The purpose of the district is to provide urban type services to the subdivisions within the area – services not otherwise provided to residents in the unincorporated areas of the County.

The Board of Directors of the District is the Napa County Board of Supervisors. To assure community input, the Board of Directors has established the Silverado Community Services District Advisory Committee. The Committee works with County/District Administrative Staff to facilitate communication and provides recommendations to the Board on matters pertaining to the District.

District services include:

- street lighting
- street sweeping
- landscape maintenance
- administrative services

The District is funded by a special tax levied on the parcels within the District. The special tax is applied to parcels based on category classification and its formula can only be changed by a referendum vote of the registered voters within the District.

SILVERADO COMMUNITY SERVICES DISTRICT

Silverado Community Services Fund 2850, Division 28500

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	160,216	160,909	178,908	17,999	11 %
55-Capital Assets	0	20,000	2,500	-17,500	-88 %
58-Appropriation for Contingencies	0	5,000	5,000	0	0 %
Total Appropriation	**160,216**	**185,909**	**186,408**	**499**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	178,153	184,512	184,512	0	0 %
44-Fines, Forfeitures, and Penalties	121	100	100	0	0 %
45-Revenue from Use of Money and Property	2,363	600	2,000	1,400	233 %
47-Miscellaneous Revenues	0	900	400	-500	-56 %
Total Revenue	**180,637**	**186,112**	**187,012**	**900**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28500 Silverado Community Services	-20,421	-203	-604	-401	198 %
Total Use Of Fund Balance	**-20,421**	**-203**	**-604**	**-401**	**198%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28500 Silverado Community Services	133,420	137,033	137,637

SIGNIFICANT ADJUSTMENTS

- In FY 2019-20, major landscape island refurbishments were completed. They were funded mostly by the Silverado Property Owners Association. Their participation will make it possible to refurbish Island 27 over the next several years, a major landscaping island that was destroyed in the 2017 wildfires.

- In FY 2020-21, a priority will be the removal of all flammable plant material on the SCSD islands. These small refurbishment projects include labor cost of removing old plants, treating the soil, and purchasing and installing new fire- and drought-resistant plants.

MONTICELLO PUBLIC CEMETERY DISTRICT
District Summary

FUNCTION AND RESPONSIBILITIES

The Monticello Pubic Cemetery District (MPCD) was established in 1956 by the Napa County Board of Supervisors to operate and maintain the Monticello Public Cemetery. The District is governed by the Board of Supervisors, serving as the Monticello Public Cemetery District Board of Trustees.

The District is supported through a share of property taxes generated by properties located within the District, earnings generated by the District's Endowment Care Fund, and the sale of cemetery plots.

Under the auspices of the Board of Trustees, the Monticello Public Cemetery Advisory Committee provides recommendations regarding the annual budget and the type, extent, and level of services to be provided. The recommendations are forwarded to the Board of Trustees for action.

DISTRICT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28600 Monticello Public Cemetery	29,276	43,437	51,691	8,254	19 %
28610 Mont Public Cemetery Endowment	0	12,000	12,000	0	0 %
Total Appropriation	**29,276**	**55,437**	**63,691**	**8,254**	**15 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28600 Monticello Public Cemetery	50,494	43,022	52,322	9,300	22 %
28610 Mont Public Cemetery Endowment	2,373	1,500	3,000	1,500	100 %
Total Revenue	**52,867**	**44,522**	**55,322**	**10,800**	**24 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28600 Monticello Public Cemetery	-21,218	415	-631	-1,046	-252 %
28610 Mont Public Cemetery Endowment	-2,373	10,500	9,000	-1,500	-14 %
Total Use Of Fund Balance	**-23,591**	**10,915**	**8,369**	**-2,546**	**-23 %**

MONTICELLO PUBLIC CEMETERY DISTRICT

Division Budget - MONTICELLO PUBLIC CEMETERY

Monticello Public Cemetery Fund 2860, Division 28600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	29,276	43,437	51,691	8,254	19 %
Total Appropriation	**29,276**	**43,437**	**51,691**	**8,254**	**19 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	42,349	26,195	32,295	6,100	23 %
43-Intergovernmental Revenues	2,668	1,027	1,027	0	0 %
45-Revenue from Use of Money and Property	2,126	1,400	4,000	2,600	186 %
46-Charges for Services	3,351	2,400	3,000	600	25 %
49-Special Items	0	12,000	12,000	0	0 %
Total Revenue	**50,494**	**43,022**	**52,322**	**9,300**	**22 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28600 Monticello Public Cemetery	-21,218	415	-631	-1,046	-252 %
Total Use Of Fund Balance	**-21,218**	**415**	**-631**	**-1,046**	**-252%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28600 Monticello Public Cemetery	124,832	121,307	121,938

SIGNIFICANT ADJUSTMENTS

As residents in the post-World War II population boom reach their senior years, there has been a significant increase in burials and inquiries to purchase burial plots in Monticello Public Cemetery. In addition, the relatively inexpensive public cemetery plots have made Monticello Public Cemetery an attractive alternative for those seeking affordable burial sites. These factors have resulted in an increase in revenue projections due to properties in the district selling and being re-assessed in value and an increase in plot sales and burials. The additional revenue will be used to address overdue repairs and upgrades for the cemetery.

MONTICELLO PUBLIC CEMETERY DISTRICT

Division Budget - MONTICELLO PUBLIC CEMETERY-ENDOWMENT

Monticello Public Cemetery Fund 2860, Division 28610

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
57-Special Items	0	12,000	12,000	0	0 %
Total Appropriation	**0**	**12,000**	**12,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	2,028	1,000	2,000	1,000	100 %
46-Charges for Services	345	500	1,000	500	100 %
Total Revenue	**2,373**	**1,500**	**3,000**	**1,500**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28610 Mont Public Cemetery Endowment	**-2,373**	**10,500**	**9,000**	**-1,500**	**-14 %**
Total Use Of Fund Balance	**-2,373**	**10,500**	**9,000**	**-1,500**	**-14%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28610 Mont Public Cemetery Endowment	80,478	71,202	62,202

COMMUNITY FACILITIES DISTRICT (CFD) - MST

CFD-MST Fund 2870, Division 28700

FUNCTION AND RESPONSIBILITIES

The Milliken-Sarco-Tulocay (MST) basin east of the City of Napa has been designated as a groundwater-deficient area for over 15 years. On October 23, 2012, the Board of Supervisors took action to form a Community Facilities District (CFD) to generate revenue to construct a recycled water pipeline. Revenue is received from special taxes allocated to properties over twenty years. Tax proceeds are appropriated and used to repay loans from a State Water Board Revolving Loan Fund (SRF) for the construction of the Milliken-Sarco-Tulocay (MST) Recycled Water Line Project. CFD revenue has been collected since 2014 based on the initial loan calculation**.** Construction of the initial MST Recycled Water Pipeline Project is complete. The final SRF loan amount is $5,843,062 and is to be paid over 20 years. The first payment of the loan was made on December 31, 2016.

On April 4, 2017, the Board of Supervisors took action on the MST Recycled Water Pipeline Expansion Project. The expansion project added Silverado Middle School, Tulocay Cemetery and other interested users. Napa Sanitation District received a $2 million grant from Proposition 84 funds and partially utilized it to fund the planning and design of the expansion project. The County also applied for a forgivable SRF construction loan for $2,050,000, which was funded through the SRF Green Project Reserve program whereby 50% of the project cost of $4.1 million qualifies for principal forgiveness. The project was completed in FY 2017-18 and because the loan was forgiven, there is no payment for this loan.

COMMUNITY FACILITIES DISTRICT (CFD) - MST

CFD-MST Fund 2870, Division 28700

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	4,768	14,500	14,500	0	0 %
54-Other Charges	381,224	381,226	381,226	0	0 %
Total Appropriation	**385,992**	**395,726**	**395,726**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	603,920	680,000	603,000	-77,000	-11 %
44-Fines, Forfeitures, and Penalties	684	0	0	0	0 %
45-Revenue from Use of Money and Property	47,793	15,000	47,000	32,000	213 %
48-Other Financing Sources	90,000	0	0	0	0 %
Total Revenue	**742,396**	**695,000**	**650,000**	**-45,000**	**-6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28700 Community Facility Distr-MST	-356,404	-299,274	-254,274	45,000	-15 %
Total Use Of Fund Balance	**-356,404**	**-299,274**	**-254,274**	**45,000**	**-15%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28700 Community Facility Distr-MST	2,732,037	3,483,788	3,738,062

SIGNIFICANT ADJUSTMENTS

The 2020-21 estimate for property tax revenues was adjusted to better align with the most recent actual receipts.

COMMUNITY FACILITIES DISTRICT (CFD) – DEVLIN ROAD

CFD-Devlin Road Fund 2875, Division 28750

FUNCTION AND RESPONSIBILITIES

On April 2, 2013, the Board adopted a Resolution of Intention to establish a Community Facility District (CFD) for the funding of Devlin Road Segment C. The public hearing creating the CFD and establishing the authority to incur debt was held on May 7, 2013 with 100% support of the two property owners. The resolution forming the CFD set the maximum special tax (including interest) at $1,465,812.50 per parcel for a total amount of $2,931,625, payable over a five-year period. Debt Service was paid off in FY17/18.

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	794	0	0	0	0 %
Total Revenue	794	0	0	0	0 %

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
28750 Comm Facility Dist-Devlin Rd	-794	0	0	0	0 %
Total Use Of Fund Balance	-794	0	0	0	0%

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
28750 Comm Facility Dist-Devlin Rd	41,911	42,923	42,923

Information is provided for historical purposes only.

NAPA COUNTY HOUSING AUTHORITY
Authority Summary

FUNCTION AND RESPONSIBILITIES

The Napa County Housing Authority owns and manages three Farmworker Centers for single male workers. The centers provide dorm style accommodations and meals for 180 workers (60 at each site). Onsite management is provided through a contract with a nonprofit organization with experience working with the farmworker community. Each center operates with a site manager, a cook and an assistant cook. One fiscal analyst supports all three centers. Center operations are monitored by the Napa County Housing Commission, an advisory board to the Housing Authority. The Napa County Board of Supervisors functions as the Napa County Housing Authority Board.

AUTHORITY DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50600 NCH-Administration	220,312	239,500	239,500	0	0 %
50605 Farmworkers Centers	1,524,835	1,411,300	1,444,143	32,843	2 %
Total Appropriation	**1,745,147**	**1,650,800**	**1,683,643**	**32,843**	**2 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50600 NCH-Administration	243,383	239,500	239,500	0	0 %
50605 Farmworkers Centers	1,496,825	1,411,300	1,444,143	32,843	2 %
Total Revenue	**1,740,208**	**1,650,800**	**1,683,643**	**32,843**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50600 NCH-Administration	-23,071	0	0	0	0 %
50605 Farmworkers Centers	28,010	0	0	0	0 %
Total Use Of Fund Balance	**4,939**	**0**	**0**	**0**	**0 %**

NAPA COUNTY HOUSING AUTHORITY (NCHA)

Division Budget – NCHA - Administration

NCHA Fund 5060, Division 50600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	220,312	239,500	239,500	0	0 %
Total Appropriation	**220,312**	**239,500**	**239,500**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	7,383	3,500	3,500	0	0 %
48-Other Financing Sources	215,000	215,000	215,000	0	0 %
49-Special Items	21,000	21,000	21,000	0	0 %
Total Revenue	**243,383**	**239,500**	**239,500**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50600 NCH-Administration	-23,071	0	0	0	0 %
Total Use Of Fund Balance	**-23,071**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
50600 NCH-Administration	367,407	368,407	368,407

NAPA COUNTY HOUSING AUTHORITY (NCHA)

Division Budget – NCHA – Farmworker Centers

NCHA Fund 5060, Division 50605

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	1,430,825	1,345,300	1,378,143	32,843	2 %
54-Other Charges	73,010	45,000	45,000	0	0 %
57-Special Items	21,000	21,000	21,000	0	0 %
Total Appropriation	**1,524,835**	**1,411,300**	**1,444,143**	**32,843**	**2 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	0	250,000	250,001	1	0 %
45-Revenue from Use of Money and Property	784,008	749,270	724,160	-25,110	-3 %
47-Miscellaneous Revenues	97,569	0	0	0	0 %
48-Other Financing Sources	615,248	412,030	469,982	57,952	14 %
Total Revenue	**1,496,825**	**1,411,300**	**1,444,143**	**32,843**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
50605 Farmworkers Centers	28,010	0	0	0	0 %
Total Use Of Fund Balance	**28,010**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
50605 Farmworkers Centers	0	0	45,000

SIGNIFICANT ADJUSTMENTS.

- Staff has worked to manage costs to operate the Farmworker Centers. The slight increase in costs represents staff efforts to effectively manage the daily operations of the centers and balance rising operating costs while providing the same level of service.

- This budget includes a reduction in daily lodger fees received based on current and previous years actuals. This is offset by CSA #4 revenues.

LAKE BERRYESSA RESORT IMPROVEMENT DISTRICT
District Summary

FUNCTION AND RESPONSIBILITIES

The Lake Berryessa Resort Improvement District (District) is located in Pope Valley on Putah Creek in the northeast portion of Napa County. The Napa County Board of Supervisors serves as the Board of Directors of the District, and the Deputy Director of Public Works-Flood Control and Water Resources serves as the District Engineer.

The District serves approximately 160 homes in the Berryessa Estates Subdivision. The District provides

- Water treatment and potable water distribution services.
- Wastewater collection, treatment, and disposal services.

The District is required to operate the water and wastewater systems in accordance with permits issued by the California State Water Resources Control Board, Division of Drinking Water and the Central Valley Regional Water Quality Control Board. Facility operation services are provided through an agreement with Specialized Utilities Services Program. Engineering, administrative, and clerical support are provided by the County Public Works Department.

DISTRICT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	1,371,449	1,071,851	1,121,589	49,738	5 %
52205 LBRID-Capital Improvement Projects	122,782	0	25,000	25,000	100 %
52210 LBRID-Debt Service	151,755	227,490	225,419	-2,071	-1 %
Total Appropriation	**1,645,986**	**1,299,341**	**1,372,008**	**72,667**	**6 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	962,779	913,620	922,620	9,000	1 %
52205 LBRID-Capital Improvement Projects	808,952	0	25,000	25,000	100 %
52210 LBRID-Debt Service	228,419	184,867	182,406	-2,461	-1 %
Total Revenue	**2,000,151**	**1,098,487**	**1,130,026**	**31,539**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	408,670	158,231	198,969	40,738	26 %
52205 LBRID-Capital Improvement Projects	-686,170	0	0	0	0 %
52210 LBRID-Debt Service	-76,665	42,623	43,013	390	1 %
Total Use Of Fund Balance	**-354,165**	**200,854**	**241,982**	**41,128**	**20 %**

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget – LBRID-Operations

LBRID Fund 5220, Division 52200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	713,029	871,851	896,589	24,738	3 %
54-Other Charges	273,932	200,000	200,000	0	0 %
57-Special Items	384,488	0	25,000	25,000	100 %
Total Appropriation	**1,371,449**	**1,071,851**	**1,121,589**	**49,738**	**5 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	358,059	336,520	346,520	10,000	3 %
43-Intergovernmental Revenues	1,568	100	100	0	0 %
44-Fines, Forfeitures, and Penalties	1,561	3,000	1,000	-2,000	-67 %
45-Revenue from Use of Money and Property	12,890	4,000	5,000	1,000	25 %
46-Charges for Services	588,701	570,000	570,000	0	0 %
Total Revenue	**962,779**	**913,620**	**922,620**	**9,000**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	408,670	158,231	198,969	40,738	26 %
Total Use Of Fund Balance	**408,670**	**158,231**	**198,969**	**40,738**	**26%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52200 Lake Berryessa Resort Improvement Distri	1,457,588	722,620	523,651

SIGNIFICANT ADJUSTMENTS

There is $25,000 budgeted to be transferred to the Capital Improvement Project 21021, Alternative Intake Project, for a seasonal water supply at shallower depths with better water quality.

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget – LBRID-Operations

LBRID Fund 5220, Division 52200

ACCOMPLISHMENTS	GOALS
• Water Storage Tanks and Booster Pump Station Replacement Project, LB 15-01. **Complete.** • Rebuild of potable water High Lift Pump No. 1 and associated motor. **Complete.** • Phase 3 Recycle Water and Sewer Force Main Replacement Project, LB 17-05. **Complete.** • Installation of a new roof structure over existing concrete pad adjacent to water treatment plant building. **Complete.** • Installation of pre-treatment settling tank at the water treatment plant. **Complete.** • Installation of in-line turbine pumps and piping at the wastewater disposal facilities. **Complete.** • Wastewater Ponds Groundwater Inflow Mitigation Project. **Ongoing. Engineering Plans and Specifications complete. Awaiting Funding Agreement from SWRCB, Division of Financial Assistance.** • Completion of sewer collection inflow / infiltration monitoring. **Ongoing. Field investigations and report completed by Consultant.** • Advertisement, RFPs and award of on-call professional services agreements for specialized services required at the District. **Complete. Successfully awarded a new contract for operations of the District's water and wastewater facilities with 5-year term.**	**Effective and Open Government** • Completion of the following projects: i. Replace potable water clearwell cover. ii. Install floating intake for seasonal water supply. iii. Restore interior of water treatment plant. • Award of the following projects: i. Wastewater Ponds Groundwater Inflow Mitigation Project. ii. Water Treatment Plant Clearwell Roof Replacement Project. iii. Floating Water Supply Intake. • Complete revisions to the design of and submit an application for funding for the Tank 3 Replacement and Distribution System Upgrades Project. • Continuation of Inflow and Infiltration Investigations in the sewer collection system. • Evaluate Supervisory Control and Data Acquisition (SCADA) system for software platform upgrades and integration of water and sewer facilities. • Retain a Consultant to study the District's Utility Cost of Service and evaluate User Rates for future Financial Sustainability. • Purchase and install stationary generator for Tank 1 and 2 sites.

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget - LBRID-Capital Improvement Projects

LBRID Fund 5220, Division 52205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	1,129,671	0	25,000	25,000	100 %
55-Capital Assets	-1,006,889	0	0	0	0 %
Total Appropriation	**122,782**	**0**	**25,000**	**25,000**	**100 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
43-Intergovernmental Revenues	409,929	0	0	0	0 %
45-Revenue from Use of Money and Property	10,255	0	0	0	0 %
48-Other Financing Sources	4,281	0	0	0	0 %
49-Special Items	384,488	0	25,000	25,000	100 %
Total Revenue	**808,952**	**0**	**25,000**	**25,000**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52205 LBRID-Capital Improvement Projects	-686,170	0	0	0	0 %
Total Use Of Fund Balance	**-686,170**	**0**	**0**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52205 LBRID-Capital Improvement Projects	349,195	100,559	100,559

PROJECT STATUS

Below are projects in progress:

Project Name & (Number)
LB Water Tank Replace-Repair (08007)
ST Wastewater Storage & Expansion (14019)
Intake Upgrade (16019)
Ponds Inflow Mitigation (19007)

There is one new project requested for FY 2020-21 and is included in Schedule H of the budget book. An Alternative Intake Project, which will ensure a seasonal water supply at shallower depths with better water quality, is estimated to cost $25,000. It is budgeted in the Operations budget and will be transferred to the Capital Improvement Project 21021.

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget – Debt Service

LBRID Fund 5220, Division 52210

DIVISION DETAIL

This budget division is used to account for revenue and repayment of Capital Improvement bonds issued in 2007.

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	4,768	5,000	5,000	0	0 %
54-Other Charges	133,856	208,490	205,419	-3,071	-1 %
57-Special Items	13,131	14,000	15,000	1,000	7 %
Total Appropriation	**151,755**	**227,490**	**225,419**	**-2,071**	**-1 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	1,194	1,000	1,000	0	0 %
45-Revenue from Use of Money and Property	1,457	300	300	0	0 %
46-Charges for Services	212,637	169,567	166,106	-3,461	-2 %
49-Special Items	13,131	14,000	15,000	1,000	7 %
Total Revenue	**228,419**	**184,867**	**182,406**	**-2,461**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52210 LBRID-Debt Service	-76,665	42,623	43,013	390	1 %
Total Use Of Fund Balance	**-76,665**	**42,623**	**43,013**	**390**	**1%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52210 LBRID-Debt Service	0	0	0

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)
District Summary

FUNCTION AND RESPONSIBILITIES

The Napa Berryessa Resort Improvement District (District) is located in Eastern Napa County at the South end of Lake Berryessa. The Napa County Board of Supervisors serves as the Board of Directors of the District, and the Deputy Director of Public Works-Flood Control and Water Resources serves as the District Engineer.

The District serves approximately 350 homes in the Berryessa Highlands and Oakridge Estates subdivisions. The District provides

- Water treatment and potable water distribution services.
- Wastewater collection, treatment, and disposal.

The District is required to operate the water and wastewater systems in accordance with permits issued by the California State Water Resources Control Board, Division of Drinking Water and the Central Valley Regional Water Quality Control Board. The facility is operated through agreement with Specialized Utilities Services Program. Engineering, administrative, and clerical support are provided by the County Public Works Department.

DISTRICT DETAIL

APPROPRIATION

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	1,602,038	1,366,104	1,845,005	478,901	35 %
52405 NBRID-Capital Improvement Project	20,312	40,000	0	-40,000	-100 %
52410 NBRID-Debt Service	341,907	518,744	520,804	2,060	0 %
Total Appropriation	**1,964,257**	**1,924,848**	**2,365,809**	**440,961**	**23 %**

REVENUE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	974,758	861,585	1,490,485	628,900	73 %
52405 NBRID-Capital Improvement Project	244,651	153,033	113,033	-40,000	-26 %
52410 NBRID-Debt Service	549,592	521,744	522,379	635	0 %
Total Revenue	**1,769,001**	**1,536,362**	**2,125,897**	**589,535**	**38 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	627,281	504,519	354,520	-149,999	-30 %
52405 NBRID-Capital Improvement Project	-224,339	-113,033	-113,033	0	0 %
52410 NBRID-Debt Service	-207,686	-3,000	-1,575	1,425	-48 %
Total Use Of Fund Balance	**195,256**	**388,486**	**239,912**	**-148,574**	**-38 %**

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID OPERATIONS

NBRID Fund 5240, Division 52400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	738,625	1,023,105	917,006	-106,099	-10 %
54-Other Charges	626,381	190,966	815,966	625,000	327 %
57-Special Items	237,033	152,033	112,033	-40,000	-26 %
Total Appropriation	**1,602,038**	**1,366,104**	**1,845,005**	**478,901**	**35 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
41-Taxes	74,674	45,335	45,535	200	0 %
43-Intergovernmental Revenues	55,758	250	250	0	0 %
44-Fines, Forfeitures, and Penalties	1,610	3,000	1,500	-1,500	-50 %
45-Revenue from Use of Money and Property	16,160	4,000	4,000	0	0 %
46-Charges for Services	816,445	809,000	814,200	5,200	1 %
48-Other Financing Sources	0	0	625,000	625,000	100 %
49-Special Items	10,111	0	0	0	0 %
Total Revenue	**974,758**	**861,585**	**1,490,485**	**628,900**	**73 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	627,281	504,519	354,520	-149,999	-30 %
Total Use Of Fund Balance	**627,281**	**504,519**	**354,520**	**-149,999**	**-30%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52400 Napa Berryessa Resort Improvement Distri	437,557	358,930	4,410

SIGNIFICANT ADJUSTMENTS

To date, the County has approved six loans to the District totaling $2,594,000. The loans have been consolidated into three, and they are renewed every three years with principal payment due every three years. There is principal payment of $625,000 due in FY 2020-21 resulting in a $625,000 increase in the appropriation and also offsetting increase in revenue for the renewed loan.

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID OPERATIONS

NBRID Fund 5240, Division 52400

ACCOMPLISHMENTS	GOALS
• Rebuild second potable water distribution pump, and purchase new motor for the water treatment plant. **Complete**. • Replace portion of the water supply Intake, including raw water transmission mains and appurtenances. **Ongoing. 90% complete.** • Install variable frequency drive on the 40 Hp sprayfield disposal pump and motor. **Complete.** • Conduct repairs to the land application area transmission main. **Ongoing. Brush cleared with spot line repairs. Activated Fields No. 1 and 2.** • Conduct Disinfection Byproduct Reduction Treatment Plant Trials. **Complete. Aeration found to be effective treatment of TTHMs.** • Operating and Capital Budget Review. Work with Board to determine if a possible rate adjustment case should be brought to a community vote. **Ongoing.** • Advertisement, RFPs and award of on-call professional services agreements for specialized services required at the District. **Complete. Successfully awarded a new contract for operations of the District's water and wastewater facilities with 5-year term.** • Design and Install In-Tank Aeration at the 500,000-gallon potable water tank to assist with reduction of disinfection by-products. **75% complete. System online bubbling clearwell treated water. Transfer equipment to storage tank.**	**Effective and Open Government** • Completion of the following projects: i. Perform additional pipe and fitting repairs to the sprayfield disposal system. ii. Replace standby submersible pumps and outdated control panels at Woodhaven and Red Rock Pump Stations. iii. Restore interior of water treatment plant. • Submit funding application for Sewer Lift Station 1 and Wastewater Treatment Plant Improvements Project. • Evaluate Supervisory Control and Data Acquisition (SCADA) system for software platform upgrades and integration of water and sewer facilities. • Retain a Consultant to study the District's Utility Cost of Service and evaluate User Rates for future Financial Sustainability. • Drill new groundwater monitoring well (MW-3) at the District's wastewater disposal and storage parcel. (Directive from Central Valley Regional Board) • Investigate water quality concerns at the District's wastewater disposal and storage parcel. (Directive from Central Valley Regional Board) • Request proposals for rehabilitation of the Unit No. 1 Sewer Lift station roof. • Conduct wet-weather flow monitoring. (Directive from Central Valley Regional Board)

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID CAPITAL IMPROVEMENT PROJECTS
NBRID Fund 5240, Division 52405

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	10,201	0	0	0	0 %
55-Capital Assets	0	40,000	0	-40,000	0 %
57-Special Items	**10,111**	**0**	**0**	**0**	**0 %**
Total Appropriation	**20,312**	**40,000**	**0**	**-40,000**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
45-Revenue from Use of Money and Property	7,618	1,000	1,000	0	0 %
49-Special Items	237,033	152,033	112,033	-40,000	-26 %
Total Revenue	**244,651**	**153,033**	**113,033**	**-40,000**	**-26 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52405 NBRID-Capital Improvement Project	-224,339	-113,033	-113,033	0	0 %
Total Use Of Fund Balance	**-224,339**	**-113,033**	**-113,033**	**0**	**0%**

AVAILABLE FUND BALANCE

Division Budget Units	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52405 NBRID-Capital Improvement Project	0	0	113,033

PROJECT STATUS

- Remaining budget for the projects not completed in FY 2019-20 will be re-encumbered in FY 2020-21 and will become the “Adjusted Budget.” There is one project, Unit 2 Sewer Lift Station Rehab (19017), in progress and is included in Schedule H of the budget book.

- Disinfection Byproduct Reduction (20100) project was completed during FY 2019-20.

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID DEBT SERVICE

NBRID Fund 5240, Division 52410

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52/53-Services and Supplies	19,679	24,600	25,000	400	2 %
54-Other Charges	322,227	494,144	495,804	1,660	0 %
Total Appropriation	**341,907**	**518,744**	**520,804**	**2,060**	**0 %**

REVENUE

Major Account Classification	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
44-Fines, Forfeitures, and Penalties	6,807	6,000	6,000	0	0 %
45-Revenue from Use of Money and Property	27,976	0	0	0	0 %
46-Charges for Services	514,809	515,744	516,379	635	0 %
Total Revenue	**549,592**	**521,744**	**522,379**	**635**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2019	Adopt 2020	Rec 2021	Variance	% Change
52410 NBRID-Debt Service	-207,686	-3,000	-1,575	1,425	-48 %
Total Use Of Fund Balance	**-207,686**	**-3,000**	**-1,575**	**1,425**	**-48%**

AVAILABLE FUND BALANCE

52410 NBRID-Debt Service	Actual 6/30/2019	Estimated 6/30/2020	Budgeted 6/30/2021
52410 NBRID-Debt Service	0	0	1,575

GLOSSARY OF BUDGET TERMS

Accrual Basis: A method of recording revenue and expenses in the accounting period to which they relate, notwithstanding that the actual payments or receipts may take place, in whole or in part, in a preceding or following accounting period.

Adopted Budget: The budget document formally approved by the board of supervisors after the required public hearings and deliberations on the recommended budget. See FINAL BUDGET and RECOMMENDED BUDGET.

Appropriation: An authorization granted by the Board to make expenditures and incur expenses for specific purposes.

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assessment: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

Assigned Fund Bal./Assignments: Amounts that are constrained by the County to be used for specific purposes, but are neither restricted nor committed.

Available Financing: All monies available for financing within a fund with the exception of encumbrance reserves and general reserves.

Available Fund Balance: That portion of the fund balance which is not restricted or encumbered and available for financing expenditures and other funding requirements.

Budget Unit: That classification of the budget expenditure requirements into appropriately identified accounting or organizational units deemed necessary or desirable for control of the financial operation.

Budgetary Control: The designation of authority to approve expenditures, for example, the authority of the Board, the County Executive Officer and department heads. Generally speaking, Napa County departments have authority to approve expenditures within the bottom line appropriation for budget units.

Capital Assets: A tangible asset with a useful life extending beyond a single reporting period such as land, buildings, furniture and equipment, typically valued in excess of $5,000.

Capital Improvement Program (CIP): A comprehensive, multi-year plan that specifies the steps to be taken for the acquisition or construction of County infrastructure and public facilities projects from initial conception through project completion and final acceptance of each project identified in the plan.

Cash Flow Management: The process of monitoring, analyzing, and optimizing the net amount of cash receipts minus cash expenses.

Certificates of Participation (COPs): Certificates issued for the purpose of financing the acquisition or construction of capital assets (infrastructure and public facilities). COPs represent interests in the rental payments made under a tax-exempt lease.

Contingency: An amount appropriated for unforeseen expenditure requirements.

County Service Area: A special district under the jurisdiction of the Board of Supervisors created to provide specific services such as fire protection and enhanced street lighting. Example: County Service Area (CSA) No. 3 in the Airport Specific Plan area.

Countywide Funds: The Primary Government Funds. The operating funds of the County accounting for expenditures and revenues for countywide activities.

Debt Service Requirements: Accumulation of resources for, and the payment of, general long-term debt principal and interest.

Delinquent Special Assessments: Special assessments remaining unpaid on and after the date to which a penalty for nonpayment is attached.

Delinquent Taxes: Taxes remaining unpaid on and after the date a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, cancelled, paid or converted into tax liens.

Department: A designation used by County management to organize and manage programs of a similar nature. For example, engineering, airport operations, road maintenance, public facilities construction, and related services are organized within the Department of Public Works.

Depreciation: (1) Expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a capital asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Discretionary Revenue: Unencumbered and undesignated revenues which have not been reserved for any special purpose nor set aside for any specific program; not restricted by legal or contractual requirements.

Division: A sub-unit of a County department typically organized for the purpose of providing a specific set of services or functions. For example: Human Resources and Information Technology Services are distinct divisions within the County Executive Office.

Encumbrance: Commitments related to unperformed (executory) contracts for goods or services. These funds cease to be an encumbrance when paid.

Encumbrance Reserves: A reserve account for funds that were encumbered in a previous fiscal year but not fully expended during that fiscal year. These encumbrances are carried forward to the next fiscal year and held in reserve for payment against the original contract or purchase order until the contract or purchase has been completed.

Endowment: Funds or property that are donated with either a temporary or permanent restriction as to the use of principal. Endowments with the stipulation that the principal balance not be disbursed are often accounted for in permanent funds.

Enterprise Fund: A fund established to account for the expenditures and means of financing of an activity, which is predominantly self-supported by user charges. The County Airport is an Enterprise Fund.

Estimated Actual (E/A): An estimate that is developed prior to the close of the fiscal year that includes the actual revenues and expenditures that are expected to be realized in a budget for the entire fiscal year.

Excess ERAF: Local property taxes designated for the Educational Revenue Augmentation Fund that are returned to the local jurisdiction when the combined amount of ERAF funds and non-ERAF property taxes exceeds the school funding requirement.

Expenditure: The cost of goods delivered or services rendered.

Federal Financial Assistance: For purposes of applying the provisions of the Single Audit Act of 1997 and OMB Circular A-133, Audits of State and Local Governments, assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations. Federal financial assistance does not include direct federal cash assistance to individuals.

Final Budget: The adopted budget adjusted by all revisions throughout the fiscal year as of June 30. See ADOPTED BUDGET.

Fiscal Year: The 12-month period starting on July 1st and ending on June 30th to which the annual operating budget applies and at the end of which the County determines its financial position and the results of its operations.

Fund: Independent fiscal and accounting entity in which expenditures and available financing balance with each other.

Fund Balance: The differences between assets and liabilities reported in a governmental fund.

Funding Gap: The difference between estimated appropriations for expenditures and available financing.

General Fund: The main operating fund to provide County services comprised of revenue and appropriation accounts.

General Fund Contribution: The amount of General Fund money transferred to other funds to help finance appropriations in those funds. This is equivalent to the Net County Cost for General Fund departments. The General Fund contribution is funded with discretionary resources.

General Purpose Revenue: Property taxes and non-program revenues that are not restricted for a specific purpose. (The term General Purpose Revenue has the same meaning as Discretionary Revenue.)

General Reserve: An account for funds that are reserved for use only in the event of severe financial hardship, natural catastrophes, or other extreme emergency situations.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grant: A donation or contribution from one agency to another, usually made for a specific purpose and time period.

Improvements: Buildings, other structures and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers.

Income: A term used to represent revenues or the excess of revenues over expenses.

Interfund Revenue/Expense: Revenue or Expense resulting from interfund transactions between government fund types, not including internal service funds.

Internal Service Fund (ISF): A fund established to report any activity that provides goods or services to other funds, departments or agencies of the primary government or to other governments, on a cost reimbursement basis. The services performed are charged to the using department. Example: Information Technology Services (ITS).

Intrafund Revenue/Expense: Revenue or Expense between departments/divisions within the same fund.

Maintenance: The act of keeping capital assets in a state of good repair. It includes preventive maintenance; normal periodic repairs; replacement of parts, structural components and so forth and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

Net County Cost: For General Fund departments the difference between appropriations and revenues. This difference is funded with discretionary revenues (budgeted in the Non-Departmental Revenue budget unit) and the General Fund beginning balance. Discretionary revenues are comprised primarily of taxes.

Operating Transfers In/Out: Receipt/Disbursement of cash between funds of the Primary Government.

Other Post Employment Benefits (OPEB): Post-employment benefits provided by an employer to plan participants, beneficiaries and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income. OPEB also include post-employment health care benefits provided through a public employee retirement system or pension plan. In addition to post employment health care benefits (such as illness, dental, vision and hearing), OPEB may include, for example, life insurance, disability income, tuition assistance, legal services and other assistance programs.

Proprietary Funds: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e. enterprise and internal service funds). The Generally Accepted Accounting Principles (GAAP) used are generally those applicable to similar businesses in the private sector and the measurement focus is on the determination of net income, financial position and changes in financial position.

Recommended Budget: The budget document recommended to the Board of Supervisors by the County Executive Officer.

Reserve: An amount set aside from the County's operating funds to meet emergency expenditure requirements, capital funding or insurance and liability requirements.

Restricted Revenue: Funds restricted by legal or contractual requirements for specific uses.

Revenue: Funds received from various sources and treated as income to the County and used to finance expenditures. Examples: Property taxes and sales taxes.

Secured Taxes: Taxes levied on real property in the County which are "secured" by lien on the property.

Special District: Special District is a unit of local government generally funded through assessments to the beneficiaries of the district and organized to perform specific functions or services, not typically provided by the County, for a specific area. Examples: Silverado Community Services District (street lighting and landscape maintenance) and the Monticello Cemetery District (cemetery maintenance.)

Special Revenue Fund: A fund established to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Subvention: A grant of financial assistance given by one government agency to another.

Tax Levy: Amount of tax dollars raised by the imposition of the tax rate on the assessed valuation of property.

Tax Liens: Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

Tax Rate: The rate per one hundred dollars of assessed valuation base necessary to produce the tax levy.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Unrestricted Revenue: Funds not restricted by legal or contractual requirements for specific uses.

Unsecured Tax: A tax on properties such as aircraft and boats that are not "secured" by a lien on real property owned by the assessee. (See secured tax)