Napa County, California
Recommended Budget
FY 2019/2020
County Executive Office

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

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A Tradition of Stewardship
A Commitment to Service

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Minh C. Tran
County Executive Officer

May 30, 2019

Board of Supervisors
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Re: FISCAL YEAR 2019-20 RECOMMENDED BUDGET

Dear Board Members:

Submitted for your consideration and adoption is the Fiscal Year (FY) 2019-20 Recommended Budget prepared in accordance with your adopted Budget Policies.

BUDGET CLIMATE

In its economic forecast, Beacon Economics, a leading independent economic research and consulting firm, expects the current period of economic expansion to continue at least through 2019. According to the report,

> "Eventually, the current economic expansion the United States is experiencing will come to an end. When it does, that ending will be driven by a large, negative shock to the economy, which in turn, will be driven by some major internal imbalance that has formed. To date, Beacon Economics has yet to see any imbalance develop within the U.S. economy that has the capacity to cause a downturn, much less a recession, in the near term."[1]

The report goes on to discuss the slow housing market, but expects the stabilization in interest rates to support gradual growth for the rest of 2019. In addition, the report notes that the imbalance between the system components that existed in 2006, prior to the great recession, does not exist today. For example, new housing starts are more closely aligned with population growth.

[1] Beacon Economics LLC, Spring 2019, An Economic Forecast for the U.S. and California, https://beaconecon.com/wp-content/uploads/2019/03/Beconomics_Spring_2019A.pdf

The State of California's economy continues to grow slowly, and the Governor's proposed FY 2019-20 budget proposes to use a portion of this growth to fund the Rainy Day Fund and to reduce the State's unfunded liabilities. The Governor's May Revision does not forecast a recession, but expects slower revenue growth in the near future. The May Revision reduces the revenue forecasted in 2022-23 by $1.6 billion compared to the Governor's January budget proposal.

Locally, the March 2019 unemployment rate for Napa County, as reported by the Bureau of Labor Statistics, was 3.5%, compared to 3.2% in March 2018. Napa's March 2019 unemployment rate compares favorably to the statewide rate of 4.6% and the national rate of 3.8%. The slight increase in Napa's unemployment rate is attributed, at least in part, to an increase in the number of people in the labor market. Among the nine Bay Area counties, Solano County's unemployment rate is highest at 4.5%, followed by Napa and Contra Costa at 3.5%. San Mateo's rate is lowest at 2.4%.

The Assessor-Recorder/County Clerk's report of FY 2018-19 property tax growth reflects an increase of $1.8 billion (4.9%) in the total County assessed value compared to FY 2017-18, for a total assessed value of $39.3 billion in FY 2018-19. By comparison, the property tax growth from FY 2016-17 and FY 2017-18 was $2.4 billion (6.8%). At 33.1% of total General Fund revenue, secured property taxes are a critical revenue source for County services. The County is budgeting revenue growth in two of the three major tax sources, property tax and sales tax while projecting a decrease in Transient Occupancy Tax (TOT).[2] The decrease in the TOT projection is the result of the FY 2017-18 projection being too high, not due to a decline in actual revenue. The County Executive Office (CEO) will carefully watch revenues as they come in and recommend adjustments if they are not consistent with the budget. Given current economic conditions and the assumption that a recession affecting Napa County is not imminent, the Recommended Budget remains consistent with the policies approved by the Board of Supervisors in January 2019. The Recommended Budget does not include implementing any part of the Fiscal Contingency Plan, but that remains an option should economic conditions assumed when the budget was developed suddenly change.

BUDGET PROCESS

The FY 2019-20 budget process began on January 8, 2019, when the Board approved the FY 2019-20 Budget Policies and Calendar. These polices are detailed in the Budget Policy section of the Recommended Budget book and are the foundation for the budget being presented for adoption. Other steps in the process included:

- January 11: Budget orientation/training for all departments.
- March 26: A review of the FY 2018-19 budget status was presented to the Board.
- April 9: Departments submitted their budget requests to the County Executive Office.
- May 21: The Board held a Budget Study Session to provide input for the Recommended Budget.

The Board is scheduled to begin public hearings for all General Fund, Special Revenue Fund, Internal Service, and Enterprise departments on June 10th and to adopt the budget on June 18, 2019.

[2] See May 15, 2018 Board agenda item for detailed revenue and expenditure assumptions.

FISCAL YEAR 2018-19 ACTION ITEMS

As part of the 2018-19 budget, staff identified areas that needed additional action by the Board during the year. Below is an update on actions taken during the year.

- **Strategy to address future pension increases/unfunded pension liability**: In October 2018, the Board established a 115 Trust for Pension with $4.27 million assigned during budget adoption. In addition, once the FY 2017-18 books were closed, the Board approved an additional $3.59 million to be invested in the Trust in order to mitigate the service impacts of future pension rate increases.
- **In-Home Supportive Services cost shift:** The Governor's proposed budget, released in January 2019, includes $241.7 million state General Fund for FY 2019-20 and a 4% inflation factor for future years.
- **Special Projects fund balance review:** On July 1, 2018, the Board implemented new Special Projects Fund guidelines to include an allocation to affordable housing programs. In accordance with this change, on February 26, 2019, the Board transferred $246,856 of unspent 2017-18 year end available fund balance from the Special Projects Fund to the Affordable Housing Fund to be used for Worker Proximity Down Payment Assistance loans.
- **Calistoga Fairgrounds:** The County assumed responsibility for operating the Napa County Fairgrounds on January 1, 2019. This includes management of various components of the Fairgrounds for use by visitors and residents of the County, including rental of event center space, recreational vehicle parking, and golf course access.
- **Deferred Maintenance funding:** Currently, the County utilizes Excess Educational Revenue Augmentation Fund (ERAF) funding to meet the County's capital project funding needs. However, Excess ERAF is not an on-going funding source. Staff will return to the Board during FY 2019-20 with a policy recommendation to begin using on-going resources to begin funding the Deferred Maintenance needs associated with current facilities. This policy is still pending until the Jail Replacement Financing plan is fully funded.

FISCAL YEAR 2019-20 BUDGET HIGHLIGHTS

The Recommended Budget provides funding to support Board priorities, including:

- An additional staff person in the Office of Emergency Services, to support community-wide emergency preparedness and response;
- On-going General Fund contribution to Roads to support road maintenance and improvements;
- The first full year of funding from the 1% Transient Occupancy Tax for affordable housing;
- Staff efforts in completing the Request for Proposals for a Fixed Base Operator (FBO) services at the Napa County Airport; and
- Ongoing support for Napa County Regional Park and Open Space District.

The Recommended Budget also includes resources to meet current policy requirements:

- Current policy requires that an Appropriation for Contingencies be included in the budget at a minimum of 3% of General Fund appropriations, not including contributions on non-General Fund departments. The Appropriation for Contingencies of $5,391,633 is included in the Recommended Budget, fully meeting the policy-level requirement.
- The Recommended Budget includes an increase in the Assignment for Fiscal Uncertainty of $1,716,649, fully meeting the policy-level requirement.
- The Recommended Budget includes an increase in the General Reserve of $690,456, fully meeting the policy-level requirement.
- The Health and Human Services Agency (HHSA) is estimated to begin FY 2019-20 with an Assignment for Fiscal Uncertainty of $11.1 million, approximately $240,000 less than the policy level of 10% of total HHSA appropriations. It is estimated that the year-end fund balance will bring this assignment to policy level once the FY 2018-19 books are closed.

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. However, significant pressures on the budget remain. Personnel and operating costs continue to grow, and the County needs to consider setting aside significant additional funds for retirement and other costs, such as deferred maintenance. The Strategic Financial Plan, included as part of this Recommended Budget book, identifies several one-time and on-going funding needs.

The General Fund fund balance and prudent fiscal policies have positioned the County to respond effectively to unexpected and significant downturns in the economy. However, given the issues described above, staff recommends continuing efforts to control costs and avoid major investments in new programs. Staff continues to look for other funding sources to meet these needs.

POSITIONS

The 2018-19 adopted budget allocated 1,504.63 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 1,513.63. The recommended budget includes changes to this revised allocation as discussed in the departmental narratives, and summarized below:

- 7 new positions (Schedule A):
    - 1 in the Auditor-Controller's Office, funded by the General Fund.
    - 1 in Housing and Homeless division, partially funded by the General Fund.
    - 2 in Planning, Building, and Environmental Services, with 50% of the funding for each from the General Fund, and the balance from fees.
    - 1 in Environmental Health, funded by fees and grants.
    - 1 in Building Inspection, funded by the Fire Fund.

- 1 in Building Inspection, funded by Building fund fees.
- 11 vacant positions to be deleted (Schedule B).
- 4 limited-term positions deleted based on expiration date as of June 30, 2019 (Schedule C).

The Recommended Budget includes actions that will result in 1,505.63 positions for FY 2019-20, for a net increase of one position from the FY 2018-19 adopted budget.

THE ALL FUNDS BUDGET

The All Funds Budget excludes the Special District budgets, which are adopted separately. All Funds appropriations total $515,686,473, a $34.1 million (7.1%) increase in appropriations compared to the FY 2018-19 Adopted Budget.

Appropriations-All Funds
FY 2018-19 Adopted and FY 2019-20 Recommended[3]

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
General Fund	$ 195,190,410	$ 212,263,228	$ 17,072,818	8.75%
Tobacco MSA/Special Projects	2,933,807	2,760,221	(173,586)	-5.92%
Operating Special Revenue Funds	180,455,742	189,733,872	9,278,130	5.14%
Non-operating Special Revenue Funds	43,842,714	45,244,622	1,401,908	3.20%
Capital Project Funds	807,506	3,450,000	2,642,494	327.24%
Debt Service Fund	4,585,101	4,583,426	(1,675)	-0.04%
Internal Service Funds	47,896,012	50,450,080	2,554,068	5.33%
Enterprise Funds	5,919,314	7,201,024	1,281,710	21.65%
Total	**$ 481,630,606**	**$ 515,686,473**	**$ 34,055,867**	**7.07%**

The General Fund reflects an increase in appropriations of $17.0 million, 8.75%, as described below:

- $4.8 million to reflect the movement of Homeless Services from the Health and Human Services fund to the General Fund, as part of the new Housing and Homeless Services Division.
- $3.1 million increase in General Fund contributions to other departments, based on salary and benefit and other cost increases, consistent with Board-adopted budget policies.
  - $2.6 million increase for Health and Human Services
  - $800,000 increase for Roads
  - $1.3 million for the Calistoga Fairgrounds
  - Offset by decreases of
    - $1.5 million to Accumulated Capital Outlay (FY 2018-19 used some excess fund balance for this).
    - $197,000 to Special Projects, based on actual calendar year 2018 Transient Occupancy Tax revenue.

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

- $2 million in increased costs for overtime in the Sheriff's department, as approved as part of the 2018-19 mid-year review.
- $2.1 million in increased costs for the first full year of operating the re-entry facility.
- $5 million increase in operating costs, including salaries and benefits and internal services costs, across all departments.

The All Funds budget, which includes all of the operating budgets in the County, reflects an overall increase in Salaries and Benefits of $12.5 million (6.1%) from the FY 2018-19 Adopted Budget, attributable to cost of living adjustments pursuant to the bargaining unit agreements. Salary costs are projected to increase by $9.8 million (7.2%), retirement costs are projected to increase by $1.6 million (9.4%), and other benefit costs are projected to remain flat.

Appropriations-Operating Special Revenue Funds
FY 2018-19 Adopted and FY 2019-20 Recommended

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
Health & Human Services	$ 120,860,117	$ 124,415,413	$ 3,555,296	2.94%
County Library	19,146,307	20,571,860	1,425,553	7.45%
Road Fund	7,658,929	11,190,840	3,531,911	46.11%
Inmate Welfare	298,900	105,880	(193,020)	-64.58%
NVTID Unincorporated	552,000	560,000	8,000	1.45%
Affordable Housing Fund	2,768,652	3,117,475	348,823	12.60%
Fire Protection	19,368,199	19,201,865	(166,334)	-0.86%
Wildlife Conservation	50,000	50,000	-	0.00%
Building Code Enforcement	5,113,944	5,725,206	611,262	11.95%
Child Support Services	4,195,255	4,286,255	91,000	2.17%
Zone 1 Garbage	339,339	409,978	70,639	20.82%
Deferred Compensation Board	104,100	99,100	(5,000)	-4.80%
Total	**$ 180,455,742**	**$ 189,733,872**	**$ 9,278,130**	**5.14%**

The majority of the $9.3 million, or 5.14%, increase in Operating Special Revenue Funds is due to the following:

- $3.5 million in Health and Human Services, which is a combination of an increase of $8.3 million in increased operating costs, including salaries and benefits, internal services costs, and indirect costs, offset by a decrease of $4.7 million reflecting the movement Homeless services from the Health and Human Services fund to the General Fund, as part of the new Housing and Homeless Services Division.
- $1.4 million in County Library operations to cover increased service hours and increased cost of operations, including salary and benefits and internal service cost increases.
- $3.5 million in the Road Fund for increased operating costs of $2.7 million due to increased salaries and benefits, internal services costs, and indirect costs, and $0.8 million in increased funding for Roads Capital Improvement Projects.

Appropriations-Internal Service Funds
FY 2018-19 Adopted and FY 2019-20 Recommended

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
Fleet Management	$ 5,435,386	$ 5,439,920	$ 4,534	0.08%
Information Technology Services	16,030,359	16,061,870	31,511	0.20%
Property Management	9,402,406	10,023,702	621,296	6.61%
Employee/Retiree Benefits	14,155,057	15,277,360	1,122,303	7.93%
Liability Insurance	2,872,804	3,647,228	774,424	26.96%
Total	**$ 47,896,012**	**$ 50,450,080**	**$ 2,554,068**	**5.33%**

The majority of the $2.6 million, or 5.33%, increase in the Internal Service Funds is due to the following:

- $0.6 million in Property Management to cover increases in utility and maintenance costs.
- $1.1 million in Employee/Retiree Benefits includes increases in health insurance and workers compensation insurance costs.
- $0.8 million in Liability Insurance due to an increased fund balance requirement based on the County's confidence level.

Appropriations-Enterprise Funds
FY 2018-19 Adopted and FY 2019-20 Recommended

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
Napa County Airport	$ 3,836,062	$ 3,593,526	$ (242,536)	-6.32%
Fifth Street Parking Garage	516,930	478,166	(38,764)	-7.50%
Napa County Animal Shelter	1,566,322	1,799,332	233,010	14.88%
Calistoga Fairgrounds	-	1,330,000	1,330,000	100.00%
Total	**$ 5,919,314**	**$ 7,201,024**	**$ 1,281,710**	**21.65%**

The majority of the $1.3 million, or 21.65%, increase in Enterprise Funds is due to the following:

- $0.3 million increase in Airport Operations offset by a reduction of $0.5 million for an asset budgeted in FY 18-19.
- $1.3 million increase in Calistoga Fairgrounds reflects the potential operational costs of the Calistoga Fairgrounds during the transitional phase of the property sale.

THE GENERAL FUND BUDGET

The County's General Fund budget revenue estimate for FY 2019-20 is $204,345,847, an increase of $11.5 million, or 5.94%, compared to the FY 2018-19 Adopted Budget. The County's General Fund Recommended Budget appropriations for FY 2019-20 total $212,263,228, an increase of $17.1 million or 8.75%, compared to the FY 2018-19 Adopted Budget.

General Fund Budget[4]
FY 2018-19 Adopted and FY 2019-20 Recommended

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
Financing Sources				
Beginning Fund Balance (Estimated)	**$ 5,774,626**	**$ 10,874,982**	**$ 5,100,356**	
Revenues				
Non-Departmental Revenue	126,408,941	134,143,420	7,734,479	6.12%
Departmental Revenue	66,477,863	70,202,427	3,724,564	5.60%
Reductions in Obligated Fund Balance				
Cancelation of IHSS Assignment	800,000	1,000,000	200,000	25.00%
Total Financing Sources	**$ 199,461,430**	**$ 216,220,829**	**$ 16,759,399**	8.40%
Financing Uses				
Appropriations				
For Operations	$ 190,190,410	$ 206,871,595	$ 16,681,185	8.77%
For Contingencies	5,000,000	5,391,633	391,633	7.83%
Total Appropriations	195,190,410	212,263,228	17,072,818	8.75%
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	-	1,550,496	1,550,496	
For Assignment for IHSS MOE (canceled)	1,000,000	-	(1,000,000)	
For Assignment for Pension (fullfilled in 18-19)	3,271,020	-	(3,271,020)	
Total Increase (Decrease) in Obligated Fund Balance	4,271,020	3,957,601	(313,419)	
Total Financing Uses	**$ 199,461,430**	**$ 216,220,829**	**$ 16,759,399**	

[4] Excluding revenue and appropriations for the Special Projects and Tobacco Master Settlement divisions.

REVENUES

Major non-departmental revenues include property taxes, TOT, and sales taxes, as well as revenue from indirect cost plan charges[5] (charges for central county administrative services provided to departments, such as legal and human resources services). Non-departmental revenues are projected to increase by $7.7 million (6.1%) compared to the FY 2018-19 Adopted Budget. The following is a breakdown of our major non-departmental revenues:

	FY 2018-19 Adopted	FY 2019-20 Recommended	Increase (Decrease)	% Change
Property Taxes	$ 64,005,943	$ 67,597,246	$ 3,591,303	5.61%
Sales Taxes	$ 10,918,000	$ 11,290,517	$ 372,517	3.41%
Transient Occupancy Tax	$ 14,253,480	$ 13,793,460	$ (460,020)	-3.23%
Indirect Cost Plan Charges	$ 2,433,362	$ 5,958,788	$ 3,525,426	144.88%

The large increase in indirect cost plan charges is attributable to an accounting change in FY 2016-17 that affected FY 2018-19, causing a decrease in that fiscal year.

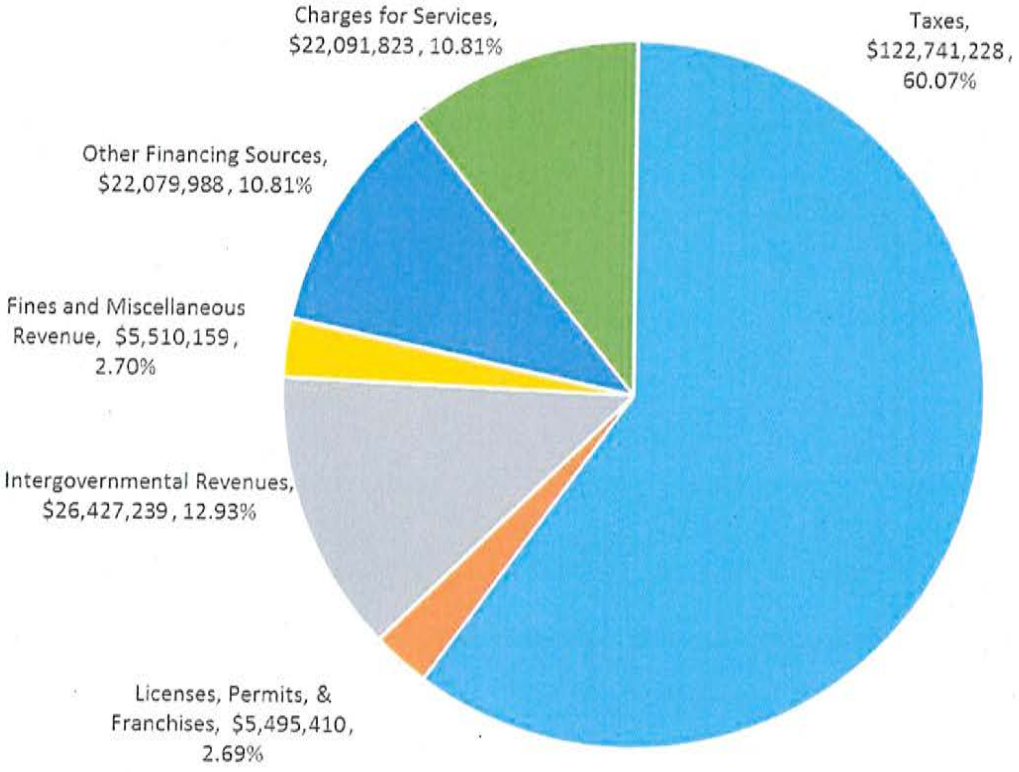
In alignment with direction from the Board in FY 2017-18, Excess ERAF revenue is no longer budgeted. If any Excess ERAF is received, it will be deposited to the Accumulated Capital Outlay Fund to be set aside for capital projects including construction of a replacement jail.

Departmental Revenues are projected to increase by $3.7 million (5.60%). This is based on each department analyzing the revenue contracts they manage, and making reasonable projections based on the escalation language in those contracts.

The graph on the next page shows the General Fund revenue, excluding the Special Projects and Tobacco Master Settlement divisions, by category.

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

General Fund Revenues
Projected for Fiscal Year 2019-20
$204,345,847



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EXPENDITURES

Overall General Fund expenditures are requested at $212,263,228 million, an increase of $17.1 million from the FY 2018-19 Adopted Budget.

General Fund Salaries and Benefits are projected to increase by approximately $8.9 million (7.7%). Significant changes reflect the cost of living adjustments pursuant to the bargaining unit agreements and approximately $2.0 million for increased overtime in the Sheriff's budget that was approved by the Board as part of the 2018-19 mid-year review. This mid-year increase was necessary due to the Sheriff reducing the overtime in the FY 2018-19 recommended budget, in order to meet the request for no net cost increase. However, the budgeted decrease in overtime was not feasible, and the Board added $2.0 million to the Sheriff's budget during the mid-year review. The increase in personnel costs is broken down as follows:

- Salary costs are projected to increase by $7.5 million (9.8%), which includes the $2 million in Sheriff's overtime.
- Retirement costs are projected to increase by $1.6 million (9.4%).
- Other benefit costs are projected to remain flat.

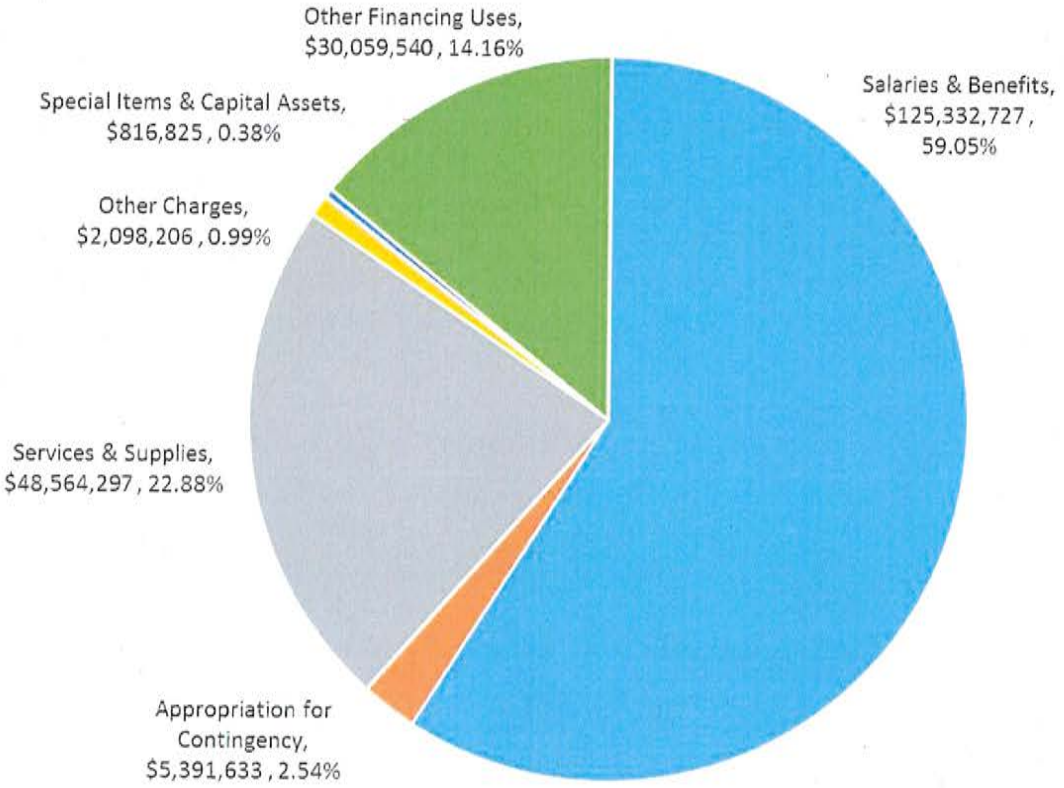
Services and Supplies expenditures are projected to increase by $5.8 million (13.6%). While this seems significant, departments reduced Services and Supplies by 9.3% in FY 2018-19, based on Board policy direction at the time. The net increase over 2 years is 4.3%, consistent with the Consumer Price Index.

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 increase by $3.2 million. This includes increases of $2.6 million for Health and Human Services, $1.3 million for Calistoga Fairgrounds, and $800,000 for Roads, offset by a decrease of $1.5 million of one time funds transferred to Accumulated Capital Outlay in 2018-19. The funds allocated for the Calistoga Fairgrounds will be transferred based on the net expense once revenue is received. The amount needed could also decrease depending on completion of the sale and long-term decisions the Board may make about on-going operations for the balance of the property. While revenue is received on a regular basis for Fairgrounds operations, none is included in the FY 2019-20 Recommended Budget due to ongoing negotiations with the City of Calistoga.

The Appropriation for Contingencies is budgeted at $5.3 million, an increase of $391,633. This is set at the policy level of a minimum of 3% of General Fund appropriations, not including the transfers or contributions to other funds.

The graph below shows the General Fund expenditures, excluding the Special Projects and Tobacco Master Settlement divisions, by expense type.

General Fund Expenditures
Projected for Fiscal Year 2019-20
$212,263,228



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FUND BALANCE

The Recommended General Fund Budget assumes a FY 2019-20 beginning fund balance of approximately $66.5 million, consisting of:

RESTRICTED AND ASSIGNED ($55.6 million)

- $29.3 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).
- $2.0 million in Restricted Fund Balance from the 2014 earthquake, pending final FEMA audits.
- $4.3 million in Non-Spendable Fund Balance for Loans and Advances Receivable. This represents funds owed to the County by the Napa Berryessa Resort Improvement District.
- $20.0 million currently assigned as follows:
    - $17.0 million for Fiscal Uncertainty;
    - $1.4 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).
    - $1.0 million for the IHSS MOE (recommend for release to available fund balance).

AVAILABLE ($10.9 million)

The recommended budget proposes releasing the $1 million assignment for the IHSS MOE, based on the Governor's proposed state budget, bringing the estimated available fund balance to $11.9 million. The Recommended Budget allocates these funds as follows:

- $1.7 million increase to the Assignment for Fiscal Uncertainty to maintain policy level;
- $0.7 million increase to the General Reserve to maintain policy level.
- $5.4 million in General Fund contingency to maintain policy level.
- $2.5 million to balance the recommended budget.
- $1.6 assigned for future programs, to be allocated by the Board. The supplemental budget will include recommendations to allocate these funds.

The Auditor-Controller will finalize the available fund balance figure in the first quarter of FY 2019-20. 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 2019-20, we recommend General Fund contribution to Health and Human Services to be $17,950,715, representing an increase of $2.6 million. The Board's Budget Policies adopted on January 8, 2019 established a new formula for this contribution, which allows some growth for increased costs, but is not intended to support growth in services or staff. This increase of the General Fund contribution is leveraged with state, federal, and realignment resources to support expenditure growth of $8.3 million. The portion of the General Fund contribution that was attributable to the Homeless Services is now part of the General Fund support for the new Housing and Homeless Services division in the County Executive Office.

As previously stated, the Recommended Budget includes an increase in the Health and Human Services Agency (HHSA) Fund Balance Assignment for Fiscal Uncertainty in the amount of $238,282, for a total of $11,318,282, fully meeting the policy-level requirement.

STATE BUDGET IMPACTS

On May 9, 2019, the Governor released his revised proposed FY 2019-20 State Budget. While State revenue projections are stronger than projected in the January 2019 budget, the Governor continues to urge caution.

RECOMMENDED ACTION

Budget Hearings begin on Monday, June 10, 2019. 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 18, 2019, 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 2019-20.

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. 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, Assistant Auditor-Controller Bob Minahen, Accountant-Auditor Manager Jobina Toh, Gina Panganiban, and Ben Sargent from the Auditor-Controller's Office, Jon Gjestvang, Chief Information Officer, Tony Brown and Jim Phillips from Information Technology Services, Mary Booher, Assistant County Executive Officer Molly Rattigan, Helene Franchi, Ben Guerrieri, Leigh Sharp and Sue Kuss from 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

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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

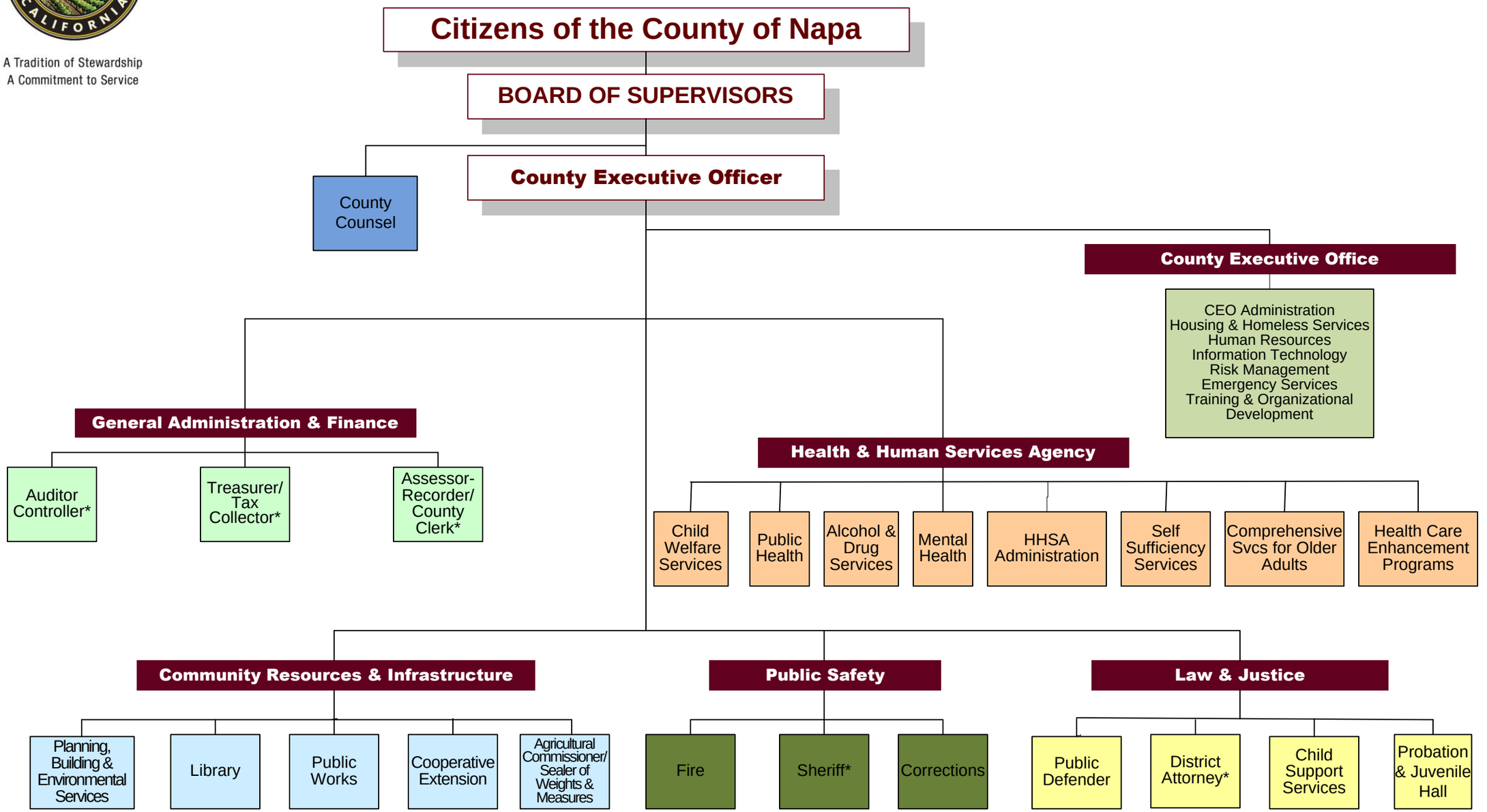
Dedication

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..... Danis Kreimeier

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

Probation .....Mary Butler

Public Defender .....Ron Abernethy

Public Works.....Steve Lederer

Sheriff.....John Robertson

Treasurer/Tax Collector ..... James Hudak

A Tradition of Stewardship
A Commitment to Service

Napa County 2024
Strategic Financial Plan

Recommended by the
COUNTY EXECUTIVE OFFICE

May 21, 2019

1. Introduction and Background

Napa County has a strong 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. 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 articulates a general philosophy and guiding principles and prioritizes 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. On April 4, 2006, the Board first approved a five-year Strategic Financial Plan to articulate the overarching fiscal policies of the Board. This plan is regularly updated as part of the budget process.

With the Great Recession behind us, the State of California is in a period of significant revenue growth. The 2019-20 state budget, as proposed by the Governor in January, includes state funding to reduce some of the burden on Counties for various programs. 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 will have matched the longest expansion since World War II. The unemployment rate in Napa County was 3.5% in March 2019, well below the 4.6% 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. Therefore, 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;
- 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; and
- Increased costs of doing business; including costs associated with disaster response and recovery.

This updated Strategic Financial Plan continues the comprehensive strategic framework to ensure the County's financial sustainability over the current and four subsequent fiscal years (FY 2019-20 through FY 2023-24). This stability ensures the County can continue essential services, while having the flexibility

necessary to respond to significant changes, such as altering political direction at the state and federal levels, natural disasters, and changes in global economics that may impact our local community.

The Strategic Financial Plan is different from other fiscal policy documents in that it consolidates several other documents, and spans several years; it does not focus on just one year or one aspect of fiscal policy – such as resource reduction strategies or reserve levels – though it does focus on the General Fund and certain related funds. The Plan is strategic, however, in that it does not attempt to lay out a detailed blueprint for everything that will be done. Instead, it provides a policy and priority framework for dealing with the Board's priorities over a five-year period. The Strategic Financial Plan will continue to be implemented through the annual adoption of Budget Policies, the budget process and other Board actions.

2. General Fund Financial Picture

On August 24, 2014, the County experienced a magnitude 6.0 earthquake that caused widespread damage to County-owned buildings and other infrastructure such as roads and bridges. During the winter of 2017, the County experienced storms causing slides and road damage. On October 8, 2017 the Napa Fire Complex started, resulting in significant response costs, ongoing repair and recovery projects, and a loss in property tax revenue, due to the loss of 639 homes. The adopted state budget for FY 2018-19 included funding to provide state backfill of this lost revenue for FY 2017-18 and 2018-19, and Napa County is included in the proposals to continue that backfill into FY 2019-20. However, the legislature is not scheduled to vote on the state budget until after our budget hearings. A portion of the cost of response and recovery is covered by funds provided 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. However, receipt of FEMA and Cal-OES funding will come over a period of multiple years.

Despite these disasters, the General Fund remains strong. The Government Finance Officers Association has a "Best Practice" of maintaining at least two months – or 17% of operating revenues or expenditures in fund balance. Napa County's policy establishes a variety of tools to achieve this. The **General Reserve** policy establishes a General Reserve equivalent to 10% of combined operational appropriations for the General Fund and the Health and Human Services Fund. While the FY 2018-19 budget was adopted with the reserve not fully funded, subsequently, the Board fully funded the reserve during the fiscal year with closing fund balance from FY 2017-18. The **Designation for Fiscal Uncertainty** policy establishes a General Fund Designation for Fiscal Uncertainty at 10% of operational appropriations and a Health and Human Services Designation at 10% of operational appropriations, less the intrafund transfers. Table 1 shows the FY 2018-19 adopted budget and the actual General Reserve and Designation for Fiscal Uncertainty. In addition, the budget includes a 3% **contingency fund**. The combination of these three tools totaling 23%, are the tools we use to meet this best practice. As shown in Table 1, the General Reserve is fully funded, and the Assignment for Fiscal Uncertainty is almost fully funded, and will be as part of the recommended FY 2019-20 budget.

Table 1: Adopted Budget and Actual General Reserve and Designation for Fiscal Uncertainty

	General Fund	HHSA	Total
Adopted Budget Expenditures	$198,124,217	$120,860,117	$318,984,334
Less:			
HHSA Transfer	($15,328,764)	$0	($15,328,764)
Accumulated Capital Outlay Transfer	($1,500,000)	$0	($1,500,000)
Roads Transfer	($3,732,000)	$0	($3,732,000)
Contingency	($5,000,000)	$0	($5,000,000)
Intrafund Transfers (HHSA)		($10,373,193)	($10,373,193)
Total Defined Expenditures	**$172,563,453**	**$110,486,924**	**$283,050,377**
General Reserve			
Calculated Policy Level	$29,342,357	$0	$29,342,357
Actual General Reserve	$29,342,357	$0	$29,342,357
Difference from Policy Level	$0	$0	$0
Fiscal Uncertainty			
Calculated Policy Level	$17,256,345	$11,048,692	$28,305,038
Actual Fiscal Uncertainty	$16,997,882	$11,080,000	
Difference from Policy Level	($258,463)	$31,308	($227,156)

Financial Projections – General Fund

The General Fund is the operating fund for the County with most of the revenue coming from property tax, sales tax, and transient occupancy tax. Table 2 below shows the historical revenues and expenditures, while Table 3 shows projections for the next five years. Note that FY 2014-15 and 2015-16 show a substantial use of fund balance as a result of costs associated with response and recovery from the 2014 Earthquake.

Table 2: Historical Actual General Fund Revenue and Expenses

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Revenues					
Property Taxes	70,153,468	74,402,734	79,054,852	80,319,749	87,972,451
Sales Tax	6,724,739	6,970,464	9,165,380	10,498,339	10,630,819
Transient Occupancy Tax	10,543,464	11,988,512	12,617,489	13,703,499	12,620,682
Property Transfer Tax	1,566,961	1,806,598	2,004,493	2,440,702	1,938,501
Indirect Cost Allocation	6,189,071	6,203,475	6,922,925	3,327,911	5,106,284
Excess ERAF	12,139,610	9,916,395	9,816,259	5,566,528	20,062,259
Other Revenues	66,255,708	81,216,989	78,987,943	81,885,037	93,985,474
Total revenue	**173,573,021**	**192,505,166**	**198,569,341**	**197,741,766**	**232,316,470**
Expenditures					
Salaries & Benefits	92,964,612	95,055,792	99,494,193	98,869,227	104,978,590
Services & Supplies	36,472,671	39,114,601	42,101,797	42,596,568	44,732,724
Contributions to non-GF depts	30,894,002	26,373,278	25,325,547	25,405,491	36,327,569
Accumulated Capital Outlay	3,500,000	13,096,895	9,446,755	18,135,747	28,549,259
Other expenses	6,983,902	11,740,006	10,367,108	14,733,770	17,866,094
Total expenditures	**170,815,188**	**185,380,570**	**186,735,400**	**199,740,803**	**232,454,235**
increase (decrease) of fund balance	**2,757,833**	**7,124,596**	**11,833,942**	**(1,999,037)**	**(137,766)**

The Board adopts budget policies annually in January, which guides the development of the budget for the upcoming fiscal year, and reflects the changes in the financial resources as well as the programming needs. In addition, in January 2019, the Board adopted a 3-year Strategic Plan, and the proposed budget for FY 2019-20 will begin to match the resources with the priorities in that plan.

Table 3: 5-Year Forecast General Fund Revenue and Expenses

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Beginning Fund Balance Estimate	5,774,626	11,874,982	-	-	-	-
Revenues						
Property Taxes	92,371,664	95,893,250	100,018,260	103,881,584	107,781,887	109,926,885
Sales Tax	11,290,517	11,290,517	11,629,233	11,978,109	12,337,453	12,707,576
Transient Occupancy Tax	13,522,806	13,793,460	14,069,329	14,350,716	14,637,730	14,930,485
Property Transfer Tax	1,800,000	1,764,000	1,728,720	1,728,720	1,728,720	1,763,294
Indirect Cost Allocation	2,433,362	5,958,788	6,256,727	6,569,564	6,898,042	7,242,944
Excess ERAF	14,000,000	12,600,000	11,340,000	10,206,000	9,185,400	8,266,860
Other Revenues	67,038,492	77,145,832	78,688,749	80,262,524	81,867,774	83,505,130
Total revenue	**202,456,841**	**218,445,847**	**223,731,018**	**228,977,217**	**234,437,006**	**238,343,174**
Expenditures						
Salaries & Benefits	113,031,161	125,332,727	132,192,709	136,158,490	140,243,245	144,450,542
Services & Supplies	43,831,204	49,003,491	54,854,675	55,288,555	57,552,432	58,023,389
Contributions to non-GF depts	27,741,510	28,746,311	29,118,386	29,524,236	28,108,487	28,494,139
Accumulated Capital Outlay	14,000,000	12,600,000	11,340,000	10,206,000	9,185,400	8,266,860
Operational Contingency	5,000,000	5,391,842	5,611,422	5,743,411	5,933,870	6,074,218
Increase to General Reserve		1,074,422				
Increase to Fiscal Uncertainty		2,143,802				
Total on-going expenditures	**203,603,875**	**224,292,595**	**233,117,191**	**236,920,693**	**241,023,434**	**245,309,148**
increase (decrease) of fund balance*	**(1,147,034)**	**(5,846,748)**	**(9,386,174)**	**(7,943,476)**	**(6,586,429)**	**(6,965,974)**

Notes to table 3:

- The beginning fund balance estimate is the figure calculated during the 6 month estimate and budget development process.

- Increase (decrease) of fund balance is the difference between revenues and expenses, and does not include the projected beginning fund balance.
- The General Reserve and Fiscal Uncertainty calculations are only included for the budget year, due to the fact that these projections focus on the General Fund, and the General Reserve calculation also includes the Health and Human Services Fund.

The forecast above is based on the following assumptions:

- Secured Property tax growth of 4% per year, years 1-4, 2% in year 5.
- Sales tax growth of 3% per year.
- Transient Occupancy Tax growth of 2% per year.
- Property Transfer Tax growth of 2% per year, years 1-2, flat in year 3-4, 2% in year 5.
- Indirect Cost Allocation is assumed constant, based on the actual plan for 2019-20.
- Interest Income projections have been increased, based on a change in how the Treasurer's Office applies the Board-approved Investment Policy.
- Other Revenues growth of 2% per year. This includes Proposition 172, realignment revenues transferred into the General fund, state and federal program revenue received by departments, and charges for services.
- Salaries and Benefits:
    - Salary assumptions based on approved bargaining unit agreements in FY 2019-20.
    - Health insurance increases of 7.5% for FY 2019-20.
    - Retirement projections based on June 30, 2018 valuation.
    - Other Post-Employment Benefits (OPEB) increases of 3.25% per year based on actuarial assumptions.
    - Salaries and benefits for years 2-5 are 3% overall/year to cover expected increases in insurance and pension costs, in addition to any salary increases associated with the upcoming negotiations of renewal bargaining unit agreements.
- Service and Supply increases of 1%/year.
- Increased operating costs of $3.2 million for new jail are assumed beginning in FY 2020-21, impacting both Salaries and Benefits and Service and Supplies.
- All Excess ERAF being transferred into Accumulated Capital Outlay. It is anticipated that the Excess ERAF received in FY 2019-20 will meet the needs of the adopted Jail Financing Plan. At that time, the funding in Accumulated Capital Outlay can be directed to other Capital Needs such as Road improvements, Facility improvements, or the upgrade to the financial/Human Resources/Budget system. Excess ERAF revenue projections are based on projections from the Auditor's Office, but are subject to legislative and market variables. Because of this, they are considered one-time revenues.
- FEMA Reimbursement/Disaster Response/Recovery is based on actuals received through April 2019.

These tables DO NOT reflect needs that have been identified by Department Heads as having potential impacts in the next one-five years, including:

- One-time funding needs
    - Emergency Alert System updates
    - Improvements (upgrades or replacement) of County financial and human resources system
    - Need for new residential stabilization facility or reconstruction at current location
    - Circulation Element update
    - Housing Element update
- On-going funding needs
    - Escalating pension costs
    - Homeless services
    - Affordable housing, including family farmworker housing
    - Americans with Disabilities Act Transition Plan implementation
    - Emergency preparedness and response
    - Increasing number of felony cases, impacting both District Attorney and Public Defender
    - Changing laws and Increasing use of Body-worn cameras, increasing demands on law enforcement and justice partners
    - Sustainable Groundwater Management Plan impacts, if state does not accept proposed plan
    - Deferred maintenance of county facilities
    - Capital Improvement Plan implementation
    - Culvert and bridge maintenance
    - Succession planning for county leadership positions
    - Watershed protection and monitoring
    - Roads funding
    - Code enforcement/compliance

Changes to revenue/expense scenarios

The County has been able to respond to natural disasters immediately and to legislative changes in a thoughtful and measured manner, because the Board has maintained appropriate funding levels for the General Reserve and Fiscal Uncertainty components of fund balance. This fiscal prudence has also allowed the Board to direct staff towards constructing a new jail in one phase, instead of two, in order to achieve significant operational cost savings and avoid escalation of construction costs in the future.

Using the actual revenues and expenditures from above as a starting point and applying the assumptions mentioned above, as well as normal growth in revenues and expenditures, it is possible to project scenarios that may affect the County's financial health. Each of the scenarios below represents a feasible condition that may have to be addressed. Potential solutions consistent with the Strategic Financial Plan are suggested, but would only need to be considered if the scenario (or a similar fiscal condition) materialized.

Based on the FY 2018-19 estimated year-end actuals, a 1% change in revenue is $1.88 million and a 1% change in expenditures is $1.90 million.

The Board has significantly more control over expenditures than revenues, and will continue to make expenditure decisions based on available revenue.

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 than many other local governments by state mandates and requirements. 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, it must rely on other government organizations as well as not-for-profit agencies, faith-based and family institutions to provide the spectrum 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.

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 it will not assume responsibility for funding or service delivery, the County may opt to provide advocacy, coordination, technical assistance and 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 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. In addition, the County will use appropriate performance measures to help evaluate the effectiveness and efficiency of County programs and services.

Key Multi-Year Fiscal Policies – FY 2019-20 through FY 2023-24

1. 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, and the General Fund contribution to the Health and Human Services Fund). 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. Strive to maintain an Assignment for Fiscal Uncertainty balance in the General Fund of 10% of General Fund appropriations, not including the General Fund appropriation for Contingency, any budgeted transfer to the Accumulated Capital Outlay Fund and the General Fund contribution to the Health and Human Services Fund. In times of fiscal distress, these funds can be used to help balance the General Fund budget as part of a plan to achieve long-term structural balance. Any plan to achieve long-term structural balance should include a provision to replenish the Assignment for Fiscal Uncertainty balance to the 10% level.

   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. 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 (HHSA Fund) balance to the 10% level.

3. Place a minimum of 3% of General Fund appropriations in an Appropriation for Contingencies (not including the Declared Emergency Division or any transfers or contributions to other funds), to be used during the fiscal year to address unanticipated expenditure increases or revenue decreases.

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 addressing 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. Transfer monies from the ACO Fund as needed to cover the cost of major capital investment as approved by the Board of Supervisors.

6. To the extent that the General Fund Five-Year Forecast provides clear evidence that there is a significant structural surplus (that is, that discretionary revenues exceed the projected operating Net County Cost, General Reserve, Assignment and Contingency requirements) during the five-

year projection period, any available resources may be invested in program enhancements as set forth in the Resource Allocation Strategy.

7. To the extent that the annual General Fund Five-Year Forecast shows that there is a structural deficit (that is, that discretionary revenues are less than projected operating Net County Cost, General Reserve, Assignment and Contingency requirements) 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 the Resource Reduction Strategy.

8. Generally, one-time or limited-duration resources (including fund balance) will be spent on one-time or non-recurring obligations.

    a. One-time or non-recurring obligations include:
        - adding to Reserves and Assignments;
        - infrastructure, capital and technology improvements;
        - reduction of unfunded liabilities, including Retirement and Retiree Health obligations;
        - cost-avoidance projects;
        - other non-recurring needs, in accordance with Board Budget Policies.

4. Resource Allocation Strategy

This Resource Allocation strategy essentially describes the method used to determine how the various types of County services are to be prioritized over the Plan period and, subsequently, how they are to be funded. The Strategy first makes a distinction between those services that are to be funded primarily by the General Fund (and discretionary resources) and those services that are to be funded primarily by special revenue funds or other funding mechanism. The following lists identify the services that fall into these two categories:

(A) Services Appropriately Funded by the General Fund (Discretionary Resources)	**(B) Services Appropriately Funded by Dedicated Resources**
Law, Justice and Public Safety • Criminal Prosecution (District Attorney) • Public Defender • Corrections • Probation • Coroner (Sheriff) • Patrol and Investigations in Unincorporated Area (Sheriff) • Animal Control Services (Unincorporated Area) • Emergency Preparedness and Response	Law Justice and Public Safety • District Attorney – Grant Programs and Consumer Fraud • Special Investigations Unit (Sheriff) • Child Support Services • Patrol and Investigations in cities (Sheriff) • Animal Control Services in cities (Sheriff)
Health & Human Services • HHS – Public Health (communicable & sexually transmitted disease control, epidemiology) • HHS: Indigent Healthcare for Non-Medi-Cal eligible population • HHS: General Assistance • HHS: Homeless Assistance	Health & Human Services • HHS: Mental Health • HHS: Substance Abuse Services • HHS: Public Guardian-Administrator • HHS Social Services (including CalWORKs, Child Welfare Services, Adult Protective Services, IHSS, Workforce Investment Act, etc.) • HHS: Public Health (WIC, Maternal & Child Health programs, CHDC, other state/federal programs))
Community Resources/Infrastructure • County Surveyor (Public Works) • Agricultural Commissioner (Pesticide Use Enforcement; Plant Protection/Commodity Regulation except for contracted services; Weights and Measures except for device regulation and Price Verification programs; Wildlife Services) • Environmental Management (Green Business Program; Abandoned Vehicle Program) • Watershed Information Center and Conservancy (Conservation, Development & Planning) • Conservation, Development & Planning (long-range) • Planning; code enforcement • Roads Fund (Public Works)	Community Resources/Infrastructure • Airport (Public Works) • Public Works (Contract Services for other agencies) • Public Works (Permitting services) • Public Works (Animal Shelter) • Planning, Building & Environ. Services (development review; Building Inspection; Environ. Health; Local Enforcement Agency) • Agricultural Commissioner/Sealer (Glassy Winged Sharpshooter and Vine Mealybug programs; contract plant protection and commodity regulation programs; Wine Grape Inspection program; Device Regulation and Price Verification Programs) • Library • Water Programs and climate change activities
General Government - Civic Services • Treasurer-Tax Collector • Assessor (Assessor-Recorder-County Clerk) • Elections (Assessor-Recorder)	General Government – Civic Services • Recorder-County Clerk (Assessor-Recorder-County Clerk)
General Government – Overhead • Board of Supervisors • County Executive Officer • Auditor-Controller • County Counsel (except services to outside agencies) • Purchasing (Public Works) • Property Management (Public Works)	General Government – Overhead • Fleet Management (Public Works) • Information Technology Services (CEO) • Affordable Housing (CEO) • Risk Management (CEO)

Capital Improvement Program (CIP) • General Fund building projects	Capital Improvement Program (CIP) • Non-General Fund building projects County Service Districts and Other Districts Governed by the Board of Supervisors • Lake Berryessa Resort Improvement District • Napa Berryessa Resort Improvement District • Napa County Flood Protection and Watershed Improvement Authority • County Service Area #3 • County Service Area #4 • Silverado Community Services District • Monticello Cemetery District • IHSS Public Authority • Napa County Housing Authority • Napa Valley Tourism Improvement District • Milliken-Sarco-Tulocay Recycled Water Project • Devlin Road Construction

The Strategy identifies those General Fund-supported services (category A) that will be considered to receive additional General Fund (discretionary) support in future years, and this list should be used in conjunction with the unmet needs identified earlier in this document:

The Strategy then makes a distinction between those General Fund-supported services (category A) that, to the extent additional resources are available, are slated for growth in General Fund (discretionary) support. Priority will be given to:

1. Funding Law, Justice and Public Safety programs and corrections-related HHSA programs, focusing particularly funding, above and beyond the Realignment revenue provided by the state, that may be needed to continue the 2011 Public Safety Realignment approved by the State Legislature in 2011. This funding will focus on research-tested, evidence-based, practices to control and sanction offenders and reduce recidivism in the most cost-effective way possible.

2. Funding Capital Improvement Program and/or General Government – Construction of a new jail, accessibility improvements associated with the ADA transition plan, and deferred maintenance on county facilities.

3. Emergency preparedness and response.

5. Fiscal Contingency 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 (an exception will be programs associated with Public Safety Realignment).

2. Cancel General Fund designations in an amount not to exceed the General Fund Contingency policy level and up to an additional $2 million a year.

3. 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.

4. 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.

5. 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.

6. Do not make the annual transfer of General Fund revenue to the Special Projects Fund as called for in current Board policy. Do not enter into any new contracts or renew any contracts for use of Special Projects Fund money.

7. 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.

8. 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 (excluding costs related to dealing with Public Safety Realignment)
- Health and Human Services

9. 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.

10. 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. The Strategy is divided into two parts: (1) Funding Operating Costs; and (2) Funding Capital Projects.

NEW REVENUE FOR OPERATING COSTS

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 Transient Occupancy Tax (TOT). 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.

FUNDING CAPITAL PROJECTS

The County will commit one-time revenues, such as Excess ERAF to the Accumulated Capital Outlay in order to address capital projects.

NAPA COUNTY
BUDGET POLICIES
FISCAL YEAR 2019-20

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. These policies are designed to be effective over several years, but are also flexible enough to allow the County the ability to respond to change when needed. 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 December 2018, the Board received the strategic plan effective July 1, 2019-June 30, 2022, and is expected to adopt it in January 2019. The priorities in the plan should be reflected in the annual budget, and requests for new funding should support the 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. 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.

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

1. **Maintain Net County Cost for General Fund Departments:** Departments receiving General Fund support should prepare a budget with a goal that Net County Cost for FY 2018-19 adopted budget levels will be increased by the percentage increase in costs for the permanent positions allocated as of the last pay period in December (based on data in SAS). Therefore, if the salaries and benefits for existing staff are increasing by 5%, then the

Department's General Fund support will increase by 5%, which allows for increases in services and supplies. Departments may identify additional budget items requiring an increase in Net County Cost, which will be evaluated by the County Executive Office to determine if the increase is financially viable and sustainable.

2. **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 2018-19 contribution of $14,528,763 (IHSS Excluded) is considered the baseline for calculating the FY 2019-20 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 funds 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).
        vii. When the Compliance and Privacy Officer is hired by HHSA, the HHSA General Fund contribution will be increased by the current General Fund contribution based to this position.
    b. IHSS: The General Fund contribution to IHSS will be discussed once the Governor's proposed budget is released. In addition, the Legislative Analyst Office is due to release a report in January, which will provide additional information. It is the intent for the General Fund to cover the statutory obligation for this, 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. The baseline contribution in FY 2018-19 of $3,732,000 is the maximum contribution anticipated for FY 2019-20.
    d. All Other Funds: Transfers to all other Non-General Fund Departments shall remain consistent with the FY 2018-19 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.

3. **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.

Personnel Policies:

4. **Vacant and New 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). New positions that don't support strategic plan implementation will not be considered in the FY 2019-20 budget unless the positions are funded by secure, on-going, non-General Fund sources. Exceptions may be recommended to the Board of Supervisors by the County Executive Officer based on County's priorities, needs or mandates.

5. **Vacancy Factor:** Departments with twenty or more allocated positions should 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:

6. **Capital Reserves:** Once General Reserves and designation for fiscal uncertainties equal 20% of General Fund appropriations as described in #12 and #13, 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.

7. **Capital Assets (Including Vehicles):** Capital asset requests will be considered if funded in a manner that does not create an increased Net County Cost (consistent with #3); 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:

8. **New or Enhanced Discretionary Programs:** Departments shall not propose new or enhanced programs unless those programs are fully funded (including overhead costs). Funding can be accomplished by 1) a grant or other dedicated revenue source in FY 2019-20 and future years, 2) included in the planning and implementation of a major capital project,

or 3) involve the reallocation of 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.

Requests for new or enhanced discretionary-funded programs shall be submitted to the County Executive Office separately from the requested budget early in the budget process with a full justification of the program and how it relates to Board's strategic plan.

9. **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 non-General Fund sources unless mandated or the Board of Supervisors has determined the program is a high priority for use of General Fund dollars.
    b. For programs at *risk* of State of 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.

10. **New Grants:** As required by current Board policy, all grant requests are to be approved by the County Executive Office prior to submittal to the granting entity. In applying for grants for on-going programs (as opposed to planning or capital grants), departments should consider how funding will be provided for the duration of the program. To the extent legally possible, all grant applications should be based on full costing, including overhead and indirect costs. Where matching funds are required for grant purposes, departments should 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 should be used.

Reserve and Contingency Policies:

11. **General Fund Contingency:** Place a minimum of 3% of the General Fund appropriations into an operational Contingency to be used during the fiscal year to address unanticipated expenditure increases or revenue decreases. The basis for the 3% shall exclude the Declared Emergency Division and any transfers or contributions to other funds. In past

years, departments have been, at times, able to absorb the costs of one-time projects within their existing appropriations, when requested to do so by the Board. During the FY 2018-19 budget development, stringent budget policies resulted in departments submitting budgets that were based on actual historical expenditures. Therefore, if the Board requests new projects during the year, it is expected that departments will require contingency funds to complete those projects.

12. **General Reserve:** Maintain a General Reserve at 10% of combined operational appropriations of the General Fund and Health and Human Services Fund. The basis for the 10% shall exclude appropriation for contingencies, declared emergency funding, and non-operating transfers to accumulated capital outlay, roads and the County contribution to Health and Human services. Anticipated reimbursement revenues (i.e.: insurance or FEMA settlements) shall be considered prior to transferring General funds to satisfy the 10% goal.

13. **Designation for Fiscal Uncertainty:**
    a. General Fund - After all other Board policies have been satisfied, maintain a Designation for Fiscal Uncertainty at 10% of operational appropriations within the General Fund. The basis for the 10% shall exclude appropriation for contingencies, declared emergency funding, and non-operating transfers to accumulated capital outlay, roads and the County contribution to Health and Human services.
    b. Health and Human Services Fund – After all other Board policies have been satisfied, maintain a Designation for Fiscal Uncertainty at 10% of operational appropriations. The basis for the 10% shall exclude intra-fund transfers within the Health and Human Services Fund.

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.

Other Policies:

FY 2019-20 Budget Policies

17. **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.

18. **Implementation of Fiscal Contingency Strategy:** Utilize the Fiscal Contingency Strategy in the Board's approved Strategic Financial Plan to structure additional recommendations that may be needed to address exigent fiscal difficulties.

SCHEDULE A

RECOMMENDED NEW POSITIONS

FISCAL YEAR 2019-20

Fund	Division/Position	New Positions	Annual Cost Incl. Benefits	Funding Source
1000	**10215-00/Housing & Homeless Admin**			General Fund, Housing Authority
	Staff Services Analyst I/II	1.0	111,030	Affordable Housing fund
1000	**11000 Auditor-Controller**			
	Senior Accountant-Auditor	1.0	128,534	General Fund
1000	**17000/PBES Conservation & Engineering**			
	Engineering Technician LT (6/30/21)	1.0	97,382	50% General Fund, 50% Fees
	Planner III	1.0	138,730	50% General Fund, 50% Fees
1000	**17020/PBES Environmental Health**			
	Environmental Health Specialist II	1.0	122,519	60% Fees, 40% Water Grant
2140	**21400/Building - Inspection**			
	Code Compliance Officer I	1.0	104,256	Fire Fund
	Office Assistant II	1.0	76,539	Building Fund
	TOTAL REQUESTED NEW POSITIONS	**7.0**	**778,990**	

SCHEDULE B

VACANT POSITIONS TO BE DELETED

FISCAL YEAR 2019-20

Fund	Division	Recommended Deletion	Position Control #
1000	10210/Housing & Intergovernmental Affairs	Dir of Housing & Intergovernmental Affairs	2078
1000	12200/Public Works	Engineering Technician III	759
2000	20001/Public Health	Staff Nurse	0970
2000	20001/Public Health	Med Secretary	1736
2000	20002/Mental Health Services	Acting Deputy Director of HHSA Mental Health	2723
2000	20006/Self Sufficiency Services	Sr. Employment Services Worker	2457
2000	20007/Health Care Enhancement Program	Community Aide	2406
2000	20007/Health Care Enhancement Program	Community Aide	2407
2000	20010/HHSA Administration	Mental Health Worker Aide I/II	2489
2000	20010/HHSA Administration	Asst Mgr - Quality Management	2051
2160	21600/Child Support Services	Legal Clerk	2029
TOTAL RECOMMENDED DELETIONS:			11

SCHEDULE C

RECOMMENDED EXTENSION/CONVERSION/DELETION OF LIMITED TERM (LT)

FISCAL YEAR 2019-20

Division/Position	Pos. Contr. #	Expiration Date	Recommended Action	Funding Source
10210 Housing/Intergovernmental Affairs				
Staff Assistant - BOS	2676	June 28, 2019	Convert to permanent	General Fund
112000 Treasurer-Tax Collector				
Asst. Treasurer-Tax Collector	2696	June 28, 2019	See Schedule D	
12200 Public Works				
Engineering Technician IV	2614	June 28, 2019	Convert to permanent	General Fund / Capital
13000 District Attorney				
Victim Svcs Vol Coordinator	2613	June 28, 2019	Convert to permanent	VOCA Grant Funded - 90% + GF
Victim Witness Advocate II	2235	June 28, 2019	Convert to permanent	VOCA Grant Funded - 90% + GF
Victim Witness Advocate II	2590	June 28, 2019	Convert to permanent	VOCA Grant Funded - 90% + GF
Paralegal	0597	June 28, 2019	See Schedule D	
14200 Probation				
Asst Chief Probation Officer	2705	June 30, 2019	Delete Upon Expiration	General Fund
17000 Planning, Building and Env Services				
Associate Engineer	2682	June 28, 2019	Delete Upon Expiration	General Fund
17020 PBES - Environmental Health				
Environmental Health Spec I	2697	June 28, 2019	Delete Upon Expiration	Water Grant
20004 HHSA - Child Welfare				
Actg Dep Dir HHSA-CWS Dir	2624	June 28, 2019	Delete Upon Expiration	
20006 HHSA - Self Sufficiency				
Staff Services Analyst II	2689	Sept. 6, 2019	Extend through September 6, 2020	100% WIOA
Staff Services Analyst II	2688	Sept. 6, 2019	See Schedule D	100% WIOA
Staff Services Analyst II	2687	June 28, 2019	Extend through June 28, 2020	100% WIOA
Community Aide	2616	June 28, 2019	Extend through June 28, 2020	60% CalFresh Employment Training
Community Aide	2617	June 28, 2019	Extend through June 28, 2020	60% CalFresh Employment Training
21400 Building Inspection				
Building Inspector III	2681	June 30, 2019	Extend to June 30, 2021	Building Fund

SCHEDULE D

ALLOCATIONS TO BE TRANSFERRED/RECLASSIFIED/ADJUSTED

FISCAL YEAR 2019-20

DELETE			ADD	
Fund	**Division/Position**	**PC #**	**Fund**	**Division**
1000	**10200/County Executive Office**		**1000**	**10200/County Executive Office**
	Administrative Support Technician	0023		Staff Services Analyst I/II
	Deputy County Executive Officer (Flex)	0011		Sr. Management Analyst (Flex)
	Deputy County Executive Officer (Flex)	1756		Sr. Management Analyst (Flex)
	Management Analyst II (Flex)	2605		Sr. Management Analyst (Flex)
1000	**10200/County Executive Office**		**1000**	**10215-00/Housing and Homeless Administration**
	Dir of Housing & Homeless Services	2729		Director of Housing & Homeless Services
1000	**10210/Housing & Intergovernmental Affairs**		**1000**	**10200/County Executive Office**
	Staff Assistant-BOS	2099		Staff Assistant-BOS
	Staff Assistant-BOS	2100		Staff Assistant-BOS
	Staff Assistant-BOS	2676		Staff Assistant-BOS
1000	**10210/Housing & Intergovernmental Affairs**		**1000**	**10215-01/Housing and Homeless-Housing**
	Housing & Community Development Prog Manager	2070		Housing & Community Development Prog Manager
1000	**11200/Treasurer-Tax Collector**		**1000**	**11200/Treasurer-Tax Collector**
	Asst. Treasurer-Tax Collector (Limited Term)	2696		Senior Account Clerk
1000	**13000/District Attorney**		**1000**	**13000/District Attorney**
	Paralegal (1.0) (Limited Term)	0597		Paralegal (.50 FTE)
				Attorney I/II/III (.50 FTE)
	District Attorney Investigator	2498		Supervising District Attorney Investigator
	District Attorney Investigator	TBD		Forensic Accountant**
1000	**14200/Probation**		**1000**	**14200/Probation**
	Probation Services Program Manager*	1623		Chief Deputy Probation Officer
	Deputy Probation Officer II	340		Deputy Probation Officer III
2000	**20008-01 Homeless and Housing Services**		**1000**	**10215-02 Homeless Services**
	Project Manager H&HS	2632		Project Manager H&HS
	Project Manager H&HS	2589		Project Manager H&HS
	Staff Services Analyst I/II	2611		Staff Services Analyst I/II
	Staff Services Analyst I/II	2633		Staff Services Analyst I/II
2000	**20010-00 HHSA Administration**		**1000**	**10215-02 Homeless Services**
	System Support Analyst	2169		System Support Analyst
2000	**20008-02 Whole Person Care**		**2000**	**20010-00 HHSA Administration**
	Quality Management System Analyst	2621		Quality Management System Analyst
2000	**20002-00 Mental Health Services**		**2000**	**20002-00 Mental Health Services**
	Mental Health Manager*	2699		Assistant Deputy Director of HHSA - Mental Health
	Mental Health Manager*	1503		Assistant Deputy Director of HHSA - Mental Health
2000	**20003-00 Alcohol and Drug Services**		**2000**	**20003-00 Alcohol and Drug Services**
	Dep Director of HHSA - Administrator of A&D (grade	0826		Dep Director of HHSA - Administrator of A&D (grade
2000	**20005-00 Comprehensive Services for Older Adults**		**2000**	**20005-00 Comprehensive Services for Older Adults**
	Social Worker I (Vacant)	2569		Social Worker I/II
2000	**20006-00 Self Sufficiency Services**		**2000**	**20006-00 Self Sufficiency Services**
	Staff Services Analyst II (Limited Term)	2688		***Workforce Development Specialist II (Limited Term)
	Staff Services Analyst I (vacant)	1048		Staff Services Analyst I/II
2000	**20006-00 Self Sufficiency Services**		**2000**	**20002-00 Mental Health Services**
	Staff Services Analyst I/II	0555		Staff Services Analyst I/II
2000	**20010-00 HHSA Administration**		**2000**	**20010-00 HHSA Administration**
	Staff Services Analyst I/II (Vacant)	2261		Sr. Quality Management Specialist

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

** Working title pending classification study by HR.

***Term to expire September 6, 2020

SCHEDULE E

FILLED POSITIONS TO BE DELETED

FISCAL YEAR 2019-20

Fund	Department	Recommended Deletion	Position Control #
TOTAL RECOMMENDED DELETIONS:		0 Positions	

Division	Division Name	2017-18 ALLOCATED POSITIONS	2018-19 ADOPTED BUDGET	2018-19 POSITION CHANGES	2018-19 REVISED POSITION ALLOCATION	2019-20 REC. BUDGET POSITION CHANGES	2019/20 REC. BUDGET POSITIONS
10100	BOARD OF SUPERVISORS	5.00	5.00	-	5.00	-	5.00
10200	COUNTY EXECUTIVE OFFICE	17.00	17.00	1.00	18.00	2.00	20.00
10210	HOUSING AND INTERGOVERNMENTAL	4.00	5.00	-	5.00	(5.00)	-
10215	HOUSING AND HOMELESS SERVICES	-	-	-	-	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	1.00	1.00	2.00	-	2.00
10280	LAFCO ADMINISTRATION	2.75	2.75	-	2.75	-	2.75
10520	CENTRAL SERVICES	6.00	6.00	-	6.00	-	6.00
11000	AUDITOR-CONTROLLER	23.00	23.00	-	23.00	1.00	24.00
11200	TREASURER-TAX COLLECTOR	14.00	15.00	(1.00)	14.00	-	14.00
11400	ASSESSOR	23.00	23.50	0.50	24.00	-	24.00
11410	ELECTIONS	5.00	5.00	-	5.00	-	5.00
11420	RECORDER/COUNTY CLERK	9.00	8.50	(0.50)	8.00	-	8.00
12000	COUNTY COUNSEL	21.00	21.00	(1.00)	20.00	-	20.00
12200	PUBLIC WORKS	51.00	51.00	1.00	52.00	(1.00)	51.00
13000	DISTRICT ATTORNEY	67.50	66.50	-	66.50	-	66.50
13200	PUBLIC DEFENDER	23.00	23.00	-	23.00	-	23.00
13600	SHERIFF	130.63	132.63	(1.00)	131.63	-	131.63
13610	CORONER	2.00	2.00	-	2.00	-	2.00
13620	ANIMAL SERVICES	8.00	7.00	-	7.00	-	7.00
13630	SPECIAL INVESTIGATIONS UNIT	4.00	4.00	-	4.00	-	4.00
14000	CORRECTIONS	116.00	116.00	(14.00)	102.00	-	102.00
14020	RE-ENTRY	-	-	15.00	15.00	-	15.00
14200	PROBATION	85.75	87.75	1.00	88.75	(1.00)	87.75
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	35.00	32.00	-	32.00	1.00	33.00
17020	PBES - ENVIRONMENTAL HEALTH	22.00	23.00	-	23.00	-	23.00
17030	PBES-LOCAL ENFORCEMENT AGENCY	2.00	2.00	-	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	61.35	-	61.35	(2.00)	59.35
20002	HHSA - MENTAL HEALTH	91.00	93.00	3.00	96.00	-	96.00
20003	HHSA - ALCOHOL AND DRUG SVC	26.00	24.00	-	24.00	-	24.00
20004	HHSA - CHILD WELFARE SERVICES	62.00	62.00	-	62.00	(1.00)	61.00
20005	HHSA - COMPREHENSIVE SVCS	50.00	39.00	(1.00)	38.00	-	38.00
20006	HHSA - SELF SUFFICIENCY	108.00	121.00	1.00	122.00	(2.00)	120.00
20007	HHSA - HEALTH CARE ENHANCEMENT	7.00	7.00	-	7.00	(2.00)	5.00
20008	HHSA - HOMELESS & HOUSING	4.00	5.00	-	5.00	(5.00)	-
20010	HHSA - AGENCY ADMINISTRATION	72.50	68.50	1.00	69.50	(2.00)	67.50
20200	COUNTY LIBRARY - OPERATIONS	49.30	49.30	3.00	52.30	-	52.30
20400	ROADS	33.00	33.00	-	33.00	-	33.00
21400	BUILDING INSPECTION	23.00	26.00	-	26.00	2.00	28.00
21600	CHILD SUPPORT SERVICES	30.00	29.00	-	29.00	(1.00)	28.00
41000	FLEET MANAGEMENT - OPERATIONS	3.00	3.00	-	3.00	-	3.00
42000	INFORMATION TECHNOLOGY SVCS	56.00	56.00	-	56.00	-	56.00
43000	PROPERTY MANAGEMENT	34.00	37.00	-	37.00	-	37.00
50100	AIRPORT - OPERATIONS	8.80	8.80	-	8.80	-	8.80
50400	ANIMAL SHELTER - OPERATIONS	9.00	9.00	-	9.00	-	9.00
	TOTALS	1,498.63	1,504.63	9.00	1,513.63	(8.00)	1,505.63

SCHEDULE F

RECOMMENDED CAPITAL ASSETS

FISCAL YEAR 2019-20

Fund	Division	Description	New	Replace	# Units	Cost Per Unit	Total Cost
1000	**10240 Emergency Services**	Andros F6B Bomb Robot (Partially funded by Sheriff's Asset Forfeiture)		X	1	209,000	209,000
		Base Radio Stations	X		3	12,900	38,700
		Subtotal					**247,700**
1000	**13600 Sheriff**	Ranger-R Through-the-Wall Radar	X		1	6,500	6,500
		NATO SS-Type III Shield	X		1	6,500	6,500
		Rescue & Evacuation Vehicle ($200,000 budgeted in 2019-20)	X		1	400,000	400,000
		All Terrain Vehicle		X	2	11,000	22,000
		Utility Task Vehicle	X		1	20,000	20,000
		Cisco Router for MDC Redundant Backup	X		1	5,850	5,850
		Subtotal					**460,850**
1000	**14000 Corrections**	Livescan Fingerprinting System		X	1	40,000	40,000
		Subtotal					**40,000**
2000	**20003 Alcohol and Drug Services**	Dishwasher replacement and installation		X	1	18,000	18,000
		Subtotal					**18,000**
2020	**20200 Library**	Book Hold Locker, Bin and Awning	X		1	45,000	45,000
		Subtotal					**45,000**
2020	**21000 Fire Protection**	Utility Task Vehicle		X	2	75,000	150,000
		Subtotal					**150,000**
4100	**41000 Fleet Management Ops**	Electric Vehicle Charging Stations	X		14	6,100	85,400
		Subtotal					**85,400**
4100	**41010 Vehicle Replacement - Roads**	10-Yard Dump Truck		X	2	215,000	430,000
		Ford F350 Super Cab; Super Duty; Service Body; Lumber Rack; Ratchets; Winch		X	1	75,000	75,000
		Ford F450 Super Cab; Flat Bed Dump-Stack; 24" Side Boards; Plow Attachment		X	1	75,000	75,000
		John Deere 35G Excavator; BTI CX 6 Hydraulic Breaker; 2 Digging Buckets		X	1	65,000	65,000
		TrailKing TKT 16U Trailer; Tow Roads Equipment	X		1	20,000	20,000
		Subtotal					**665,000**
4100	**41020 Vehicle Replacement**	Chevrolet Colorado 4WD; 4 Door; Lumber Rack; Winch		X	1	43,000	43,000
		Chevrolet Colorado 4WD; Crew Cab; Short Box; AT Tires		X	1	40,000	40,000
		Chevrolet Tahoe Pursuit Vehicle 4WD - Black and White - E85		X	2	51,000	102,000
		Ford Interceptor Black and White		X	5	51,000	255,000
		Ford Interceptor Black		X	1	51,000	51,000
		Ford Interceptor Black and White - **potential replacement*		X	2	51,000	102,000
		Ford Explorer 2WD		X	1	39,000	39,000
		Ford F150 Crew Cab; 4x4; 6.5' Bed; Tow Package		X	1	45,000	45,000
		Ford F250 Utility Bed; Ladder Rack		X	1	60,000	60,000
		Ford F250 Super Cab; 6.5' Bed; Ladder Rack; Spray Bed Liner; Tow Package	X		1	45,000	45,000
		Ford E250 Transit 8 Passenger Van; Tow Package		X	2	34,000	68,000
		Toyota Camry Hybrid		X	1	36,000	36,000
		Toyota Prius Prime Hybrid Plug-In		X	4	33,000	132,000
		Toyota Rav 4 Hybrid AWD		X	4	36,000	144,000
		Equipment for Sheriff Vehicles		X	1	185,000	185,000
		Subtotal					**1,347,000**

SCHEDULE F

RECOMMENDED CAPITAL ASSETS

FISCAL YEAR 2019-20

Fund	Division	Description	New	Replace	# Units	Cost Per Unit	Total Cost
4200	**Information Technology Services**	GPS Reference Clock	X		3	8,500	25,500
		P25 Test Set	X		1	33,000	33,000
		Multi-band Mobile Radio	X		1	7,000	7,000
		Multi-band Portable Radio	X		1	6,500	6,500
		TX/RX Combiner (Sugar Loaf)	X		1	30,000	30,000
		Power Plant - 48VDC (Sugar Loaf)	X		1	10,000	10,000
		Power Plant - 48VDC (Hall of Justice)		X	1	10,000	10,000
		Radio Base Stations	X		4	12,000	48,000
		South Campus Farm Expansion	X		2	59,500	119,000
		Routers/Switches/Firewall	X		7	19,750	79,000
		Routers/Switches/Firewall		X	3	7,000	21,000
		Archive Storage	X		1	15,000	15,000
		Admin Farm Expansion	X		2	59,500	119,000
		Virtual Infrastructure Expansion		X	3	24,000	72,000
		Subtotal					**595,000**
4300	**43000 Property Management**	Steam Cleaner	X		1	20,000	20,000
		Subtotal					**20,000**

TOTALS BY FUND	
Fund 1000:	**748,550**
Fund 2000:	**18,000**
Fund 2020:	**45,000**
Fund 2100:	**150,000**
Fund 4100:	**2,097,400**
Fund 4200:	**595,000**
Fund 4300:	**20,000**
TOTAL RECOMMENDED CAPITAL ASSETS	**3,673,950**

SCHEDULE G

CAPITAL IMPROVEMENT PROJECTS

FISCAL YEAR 2019-20

Fund	Division	Description	Rollover Funding	New funding	Total 18/19 appropriations
2040	**Roads CIP**	(06004) Flood Disaster Road Repairs	39,055	-	39,055
		(10002) Devlin Road Segment E	6,385,544	-	6,385,544
		(14009) Dry Creek Bridge-Dry Creek-Design	650,042	-	650,042
		Chiles Creek Bridge-Design	652,595	-	652,595
		(14010) Garnett Bridge at Greenwood Ave	1,277,990	-	1,277,990
		(16017) Greenwood Enviro Monitoring, Report and Maint.	78,474	-	78,474
		(18026) Milton Road Flood Gate	423,299	-	423,299
		(97001) Oakville Bridge	440,557	-	440,557
		(18029) SB1 - Silverado I & J	1,799,088	-	1,799,088
		(18030) SB1 - Traffic Signal & Street Light	68,452	-	68,452
		(19009) SB1 - Stice Subdivision	25,000	100,000	125,000
		(19012) SB1 - Silverado Zinfandel	40,000	400,000	440,000
		(19014) SB1 - Silverado K	303,720	-	303,720
		(19001) SB1 - Milton Road	-	225,000	225,000
		(20020) SB1 - Mt Veeder/Dry Creek	-	150,000	150,000
		(20021) SB1 - Soda Canyon Rd.	-	150,000	150,000
		(20022) SB1 - Partrick Rd.	-	150,000	150,000
		(19004) Imola Pocket Paving-ADA Ramp	2,325,289	-	2,325,289
		(R6350) Oak Knoll Ave. MPM 0.9-1	19,894	-	19,894
		(R6351) Oak Knoll Ave. MPM 1.8-1.82	5,776	-	5,776
		(R6102) Cutting Wharf Rd.	26,324	-	26,324
		(R6402) Old Sonoma Rd.	5,688	-	5,688
		(R6407) Old Sonoma Rd.	32,789	-	32,789
		(R8210) Whitehall Lane Br.-FEMA	72,557	-	72,557
		(R8220) Whitehall Lane Br.-FEMA	43,346	-	43,346
		(R8120) Third Ave. Br.-FEMA	32,000	-	32,000
		(R8130) Third Ave. Br.-FEMA	130,740	-	130,740
		(R8390) Manly Lane Culvert-FEMA	229,718	-	229,718
		(S7109) Ridgecrest Drive-FEMA	1,271,803	-	1,271,803
		(S7110) Sunnyhill Dr.-FEMA	1,092,748	-	1,092,748
		(S7114) Silverado Trail MPM 18.04-FHWA	2,356,766	-	2,356,766
		(S7302) 108 Brookside Dr.	1,046,420	-	1,046,420
		(S7107) Berryessa/Knoxville Rd-FEMA	66,000	-	66,000
		(S7402) Dry Creek Rd MPM 7.75-FEMA	39,000	-	39,000
		(S7202) Dry Creek Rd MPM 7.51-FEMA	39,000	-	39,000
		(S7313) Dry Creek Rd MPM 10.5-FEMA	39,000	-	39,000
		(S7105) Dry Creek Rd MPM 10.75	30,947	-	30,947
		(S7405) Mt. Veeder Rd. MPM 4.75-FEMA	39,000	-	39,000
		(S7306) Mt. Veeder Rd. MPM 4.0	17,000	-	17,000
		(S7304) Mt. Veeder Rd. MPM 5.1	18,000	-	18,000
		Subtotal	**21,163,621**	**1,175,000**	**22,338,621**

SCHEDULE G

CAPITAL IMPROVEMENT PROJECTS

FISCAL YEAR 2019-20

Fund	Division	Description	Rollover Funding	New funding	Total 18/19 appropriations
3000	**General Fund CIP**	(11010) Jail Security System	348,609	-	348,609
		(13025) Jail Replacement Project	754,686	-	754,686
		(14018) Jail Health and Safety - ADA	380,028	-	380,028
		(14021) SB1022 Staff Secure Fac. (Reentry)	6,416,727	-	6,416,727
		(16005) Jail Security Elevator Upgrade	232,868	-	232,868
		(16016) Jail Fire Smoke Sealing	32,554	-	32,554
		(17004) Admin Bldg HVAC	306,539	1,275,000	1,581,539
		(17007) 650 Imperial Way HVAC Controls	58,742	-	58,742
		(17014) HHSA Frontage Rd. Improvement	852,391	-	852,391
		(17015) ADA Transition Plan	263,300	-	263,300
		(18002) Pavement Maintenance	120,000	-	120,000
		(18003) South Campus Roof Resurfacing	150,000	-	150,000
		(18005) Jail Radio	398,181	-	398,181
		(18028) 2721 NVC Improvements	345,000	-	345,000
		(19002) Bear Creek Tributary Project	500,000	-	500,000
		(19005) New Jail	10,000,000	-	10,000,000
		(19006) New Jail (Offsite)	1,200,000	-	1,200,000
		(19011) HOJ Electronic Plumbing Upgrades	283,375	-	283,375
		(Q0490) 2014 Earthquake HOJ Repairs	2,667,793	-	2,667,793
		(Q0630) 2014 Earthquake HCH Repairs	5,321,526	-	5,321,526
		(20023) South Campus Bldg A, 1A & 3 Reroof	-	300,000	300,000
		(20024) Sullivan Parking Lot Redesign/Resurface	-	50,000	50,000
		Subtotal	**30,632,319**	**1,625,000**	**32,257,319**
2020	**County Library CIP**	(15008) Napa Main Library Remodel	255,464	-	255,464
		Subtotal	**255,464**	**-**	**255,464**
3000	**Courthouse Fund**	General Maintenance	-	200,000	200,000
		Subtotal	**-**	**200,000**	**200,000**
5010	**Airport CIP**	(09008) Fuel Farm Maintenance	503,741	-	503,741
		(10008) Airport Pavement	200,046	-	200,046
		(16010) R-W 18R-36L Rehab Safety Design	22,352	-	22,352
		(18006) R-W 18R-36L Rehab Construction	16,461,683	-	16,461,683
		(18007) Taxiway H Sec 1 Environmental	49,155	-	49,155
		Subtotal	**17,236,977**	**0**	**17,236,977**
5020	**5th Street Parking Garage CIP**	(PKG00) Parking Garage Cleaning and Painting	83,846	-	83,846
		Subtotal	83,846	-	83,846
5040	**Animal Shelter**	Drainage Improvement Project	-	34,115	34,115
		Subtotal	**-**	**34,115**	**34,115**
		TOTAL CAPITAL PROJECTS:	**69,288,381**	**3,034,115**	**72,322,496**

SCHEDULE H

CAPITAL IMPROVEMENT PROJECTS-SPECIAL DISTRICTS

FISCAL YEAR 2019-20

Fund	Division	Description	Rollover Funding	New funding	Total 18/19 appropriations
5220	**Lake Berryessa Resort Improvement District CIP**	LB Water Tank Replace-Repair	618,317	-	618,317
		ST Wastewater Storage & Exp.	1,005,597	-	1,005,597
		Intake Upgrade	40,000	-	40,000
		Ponds Inflow Mitigation	156,488	-	156,488
		Subtotal	**1,820,402**	**-**	**1,820,402**
5240	**Napa Berryessa Resort Improvement District CIP**	Disinfection Byproduct Reduction Project	-	40,000	40,000
		Subtotal	**-**	**40,000**	**40,000**
2850	**Silverado Community Services**	Island Refurbishing	-	20,000	20,000
		Subtotal	**-**	**20,000**	**20,000**

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ALL FUNDS 2019-20
RECOMMENDED BUDGET

DIV. NO.	DIVISION	FY 19-20 RECOMMENDED EXPEND	FY 19-20 RECOMMENDED REVENUE	FY 19-20 RECOMMENDED NET COUNTY COST	FY 19-20 RECOMMENDED USE OF FUND BALANCE
	GENERAL ADMINISTRATION/FINANCE			**GENERAL FUND**	**NON GENERAL FUND**
10100	Board of Supervisors	968,348	1,200	967,148	
10200	County Executive Office	3,824,826	531,200	3,293,626	
10210	Housing and Intergovernment	-	-	-	
10215	Housing and Homeless Services	6,477,605	5,065,588	1,412,017	
10220	Human Resources	3,221,345	28,255	3,193,090	
10230	Training and Org Development	358,674	-	358,674	
10240	Emergency Services	1,032,247	444,313	587,934	
10260	Records Management	-	-	-	
10270	Communications	-	-	-	
10280	LAFCO	403,977	403,977	-	
10500	Non-Departmental	31,522,735	134,143,420	(102,620,685)	
10510	General Expenditures	-	-	-	
10520	Central Services	3,648,864	486,000	3,162,864	
10540	Special Projects	1,560,221	1,537,286	22,935	
10550	Tobacco Settlement	1,200,000	2,500,000	(1,300,000)	
10580	Declared Emergency	-	-	-	
10590	Appropriation for Contingency	5,391,633	-	5,391,633	
11000	Auditor-Controller	4,373,623	572,500	3,801,123	
11200	Treasurer-Tax Collector	2,367,616	725,480	1,642,136	
11400	Assessor	3,909,283	698,270	3,211,013	
11410	Elections	1,940,993	439,000	1,501,993	
11420	Recorder-County Clerk	1,154,751	1,154,750	1	
12000	County Counsel	4,881,591	762,101	4,119,490	
20700	N V Tourism Imp Distr-Unincorp	560,000	605,000		(45,000)
20800	Affordable Housing	3,117,475	2,881,834		235,641
21500	Public TV-Educational and Govt	-	53,000		(53,000)
21800	Zone-1 Garbage	409,978	592,100		(182,122)
21900	Deferred Compensation Board	99,100	99,100		-
35000	Debt Service	4,583,426	4,583,426		-
42000	*Information Technology Service	16,061,870	15,042,509		1,019,361
44000	*Employees Benefits	2,665,000	2,665,000		-
44010	*Other Post Employment Benefits	8,816,000	8,816,000		-
44020	*Workers Compensation Ins	3,496,360	3,447,360		49,000
44030	*Unemployment Compensation Ins	300,000	300,000		-
45000	*Liability Insurance	3,647,228	4,053,500		(406,272)
	TOTAL GEN ADMINISTRATION/FINANCE	**121,994,769**	**192,632,169**	**(71,255,008)**	**617,608**
	COMMUNITY RESOURCES/INFRASTRUCTURE				
12200	Public Works	11,607,127	6,563,763	5,043,364	
12280	Roads-General Fund	30,000	-	30,000	
16000	Ag Commissioner-Sealer	5,106,847	2,881,230	2,225,617	
17000	Planning-Bldg-Env Services	7,009,445	3,085,404	3,924,041	
17020	PBES-Environmental Health	3,694,675	2,574,500	1,120,175	
17030	PBES-Local Enforcement Agency	370,724	302,500	68,224	
17500	Parks	812,351	812,351	-	
18000	UC Cooperative Extension	598,713	-	598,713	
20200	County Library-Operations	20,571,860	20,346,507		225,353
20205	Library-Capital Imprv Projects				-
20400	Roads Operations-Maintenance	10,015,840	10,015,840		-
20405	Roads Capital Improv Projects	1,175,000	1,175,000		-
21200	Wildlife Conservation Comm	50,000	21,200		28,800
21400	Building-Inspection	5,675,206	4,283,956		1,391,250
21410	Building-Code Enforcement	50,000	3,200		46,800
30000	Accumulated Capital Outlay	1,625,000	-		1,625,000
30005	General Fund-Capital Improvement Projects	1,625,000	1,625,000		-
30015	CIP-Criminal Justice Facility	-	87,200		(87,200)
30025	CIP-Historic Courthouse	200,000	253,000		(53,000)
41000	*Fleet Managment-Operations	2,147,920	2,091,600		56,320
41010	*Equipment Replacement-Roads	1,045,000	669,000		376,000
41020	*Vehicle Replacement	2,247,000	1,535,013		711,987
43000	*Property Management	10,023,702	10,047,974		(24,272)
50100	*Airport-Operations	3,593,526	2,061,739		1,531,787
50105	*Airport-Capital Impr Projects				-
50200	*5th Street Parking Garage-Ops	478,166	146,838		331,328
50205	*5th Street Parking Garage-CIP	-	35,500		(35,500)
50400	*Animal Shelter-Operations	1,765,217	1,653,377		111,840
50405	*Animal Shelter-CIP	34,115	40,304		(6,189)
50700	*Calistoga Fairgrounds	1,330,000	1,330,000		-
	TOTAL COMMUNITY RESOURCES/INFRASTRUCTURE	**92,882,434**	**73,641,996**	**13,010,134**	**6,230,304**

ALL FUNDS 2019-20
RECOMMENDED BUDGET

DIV. NO.	DIVISION	FY 19-20 RECOMMENDED EXPEND	FY 19-20 RECOMMENDED REVENUE	FY 19-20 RECOMMENDED NET COUNTY COST	FY 19-20 RECOMMENDED USE OF FUND BALANCE
	GENERAL ADMINISTRATION/FINANCE			**GENERAL FUND**	**NON GENERAL FUND**
	LAW/JUSTICE				
12800	Grand Jury	60,873	-	60,873	
13000	District Attorney	13,849,813	5,362,557	8,487,256	
13200	Public Defender	5,201,194	1,661,854	3,539,340	
13400	Conflict Public Defender	1,084,613	-	1,084,613	
14200	Probation	17,065,239	6,761,013	10,304,226	
14210	Probation-Juvenile Hall	6,825,755	1,588,155	5,237,600	
14220	Prob-Care of Juvenile Crt Ward	229,000	28,000	201,000	
21600	Child Support Services	4,286,255	4,286,255		-
	TOTAL LAW/JUSTICE	**48,602,742**	**19,687,834**	**28,914,908**	**-**
	PUBLIC SAFETY				
13600	Sheriff	37,205,906	17,814,624	19,391,282	
13610	Sheriff-Coroner	901,940	41,000	860,940	
13620	Sheriff-Animal Services	1,158,081	383,274	774,807	
13630	Sheriff-Special Investigations	1,006,782	212,079	794,703	
14000	Corrections	20,561,034	6,412,484	14,148,550	
14040	RE-Entry	2,405,005	2,405,005	-	
20600	Inmate Welfare	105,880	120,000		(14,120)
21000	Fire Protection	19,201,865	14,743,527		4,458,338
21005	FIRE-Capital Improv Projects				-
	TOTAL PUBLIC SAFETY	**82,546,493**	**42,131,993**	**35,970,282**	**4,444,218**
	HEALTH AND HUMAN SERVICES				
20001	Public Health	12,640,417	12,640,417		-
20002	Mental Health	34,814,842	34,814,842		-
20003	Alcohol Drug Services	6,989,925	6,989,925		-
20004	Child Welfare Services	20,835,832	20,835,832		-
20005	Comp Svs for Older Adults	10,300,757	10,300,757		-
20006	Self Sufficiency	23,185,329	23,185,329		-
20007	Health Care Enhance Program	3,954,381	3,954,381		-
20008	Homeless and Housing	-	-		-
20010	Agency Administration	11,693,930	11,693,930		-
	TOTAL HEALTH AND HUMAN SERVICES	**124,415,413**	**124,415,413**	**-**	**-**
TOTAL FINANCING USES AND SOURCES		**470,441,851**	**452,509,405**	**6,640,316**	**11,292,130**

State Controller Schedules
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County of Napa
All Funds Summary
Fiscal Year 2019-2020

Schedule 1

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2019	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	$ 21,245,850	$ 1,000,000	$ 208,383,133	$ 230,628,983	$ 215,023,449	$ 15,605,534	$ 230,628,983
Special Revenue Funds - Operating	37,264,347	-	183,641,932	220,906,279	189,733,872	31,172,407	220,906,279
Special Revenue Funds - Non-Operating (1)	39,864,140	-	53,834,366	93,698,506	45,244,622	48,453,884	93,698,506
Capital Projects Funds	12,794,632	-	1,965,200	14,759,832	3,450,000	11,309,832	14,759,832
Debt Service Fund	-	-	4,583,426	4,583,426	4,583,426	-	4,583,426
Total Governmental Funds	$ 111,168,969	$ 1,000,000	$ 452,408,057	$ 564,577,026	$ 458,035,369	$ 106,541,657	$ 564,577,026
Other Funds							
Internal Service Funds	$ 9,354,523	$ -	$ 48,667,956	$ 58,022,479	$ 50,450,080	$ 7,572,399	$ 58,022,479
Enterprise Funds	2,941,536	-	5,267,758	8,209,294	7,201,024	1,008,270	8,209,294
Special Districts and Other Agencies	6,372,221	42,625	13,350,974	19,765,820	13,544,583	6,221,237	19,765,820
Total Other Funds	$ 18,668,280	$ 42,625	$ 67,286,688	$ 85,997,593	$ 71,195,687	$ 14,801,906	$ 85,997,593
Total All Funds	$ 129,837,249	$ 1,042,625	$ 519,694,745	$ 650,574,619	$ 529,231,056	$ 121,343,563	$ 650,574,619

(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
Governmental Funds Summary
Fiscal Year 2019-2020

Schedule 2

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2019	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	$ 10,874,982	$ 1,000,000	$ 204,345,847	$ 216,220,829	$ 212,263,228	$ 3,957,601	$ 216,220,829
1000- Special Projects	274,694	-	1,537,286	1,811,980	1,560,221	251,759	1,811,980
1000 - Tobacco Settlement	10,096,174	-	2,500,000	12,596,174	1,200,000	11,396,174	12,596,174
Total General Fund	$ 21,245,850	$ 1,000,000	$ 208,383,133	$ 230,628,983	$ 215,023,449	$ 15,605,534	$ 230,628,983
Special Revenue Funds - Operating							
2000 - Health and Human Services	$ 5,437,135	$ -	$ 124,415,413	$ 129,852,548	$ 124,415,413	$ 5,437,135	$ 129,852,548
2020 - County Library	11,908,689	-	20,346,507	32,255,196	20,571,860	11,683,336	32,255,196
2040 - Road Fund	5,172,178	-	11,190,840	16,363,018	11,190,840	5,172,178	16,363,018
2060 - Inmate Welfare	476,233	-	120,000	596,233	105,880	490,353	596,233
2070 - NVTID Unincorporated	-	-	605,000	605,000	560,000	45,000	605,000
2080 - Affordable Housing Fund	3,240,388	-	2,881,834	6,122,222	3,117,475	3,004,747	6,122,222
2100 - Fire Protection	5,383,503	-	14,743,527	20,127,030	19,201,865	925,165	20,127,030
2120 - Wildlife Conservation	32,067	-	21,200	53,267	50,000	3,267	53,267
2140 - Building Code Enforcement	4,461,270	-	4,287,156	8,748,426	5,725,206	3,023,220	8,748,426
2150 - Public Television Educational & Govt	365,905	-	53,000	418,905	-	418,905	418,905
2160 - Child Support Services	39,844	-	4,286,255	4,326,099	4,286,255	39,844	4,326,099
2180 - Zone 1 Garbage	720,425	-	592,100	1,312,525	409,978	902,547	1,312,525
2190 - Deferred Compensation Board	26,710	-	99,100	125,810	99,100	26,710	125,810
Total Special Revenue Funds - Operating	$ 37,264,347	$ -	$ 183,641,932	220,906,279	189,733,872	31,172,407	220,906,279
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ 39,864,140	$ -	$ 53,834,366	$ 93,698,506	$ 45,244,622	$ 48,453,884	$ 93,698,506
Capital Project Funds							
3000 - Capital Improvement Projects Fund	$ 12,794,632	-	$ 1,965,200	$ 14,759,832	$ 3,450,000	$ 11,309,832	$ 14,759,832
Total Capital Projects Funds	$ 12,794,632	$ -	$ 1,965,200	$ 14,759,832	$ 3,450,000	$ 11,309,832	$ 14,759,832
Debt Service Fund							
3500 - Debt Service Fund	$ -	-	$ 4,583,426	$ 4,583,426	$ 4,583,426	$ -	$ 4,583,426
Total Debt Service Fund	$ -	$ -	$ 4,583,426	$ 4,583,426	$ 4,583,426	$ -	$ 4,583,426
Total Governmental Funds	$ 111,168,969	$ 1,000,000	$ 452,408,057	$ 564,577,026	$ 458,035,369	$ 106,541,657	$ 564,577,026
Estimated Appropriations Limit	$ 1,847,526,364						
Est. Appropriations Subject to Limit	$ 142,364,876						

(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
Fund Balance - Governmental Funds
Fiscal Year 2019-2020

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
General Fund					
1000 - General Fund	66,441,744	$ -	$ 35,624,933	$ 19,941,829	$ 10,874,982
1000 - Special Projects	274,694	-	-	-	274,694
1000 - Tobacco Master Settlement	10,096,174	-	-	-	10,096,174
Total General Fund	$ 76,812,612	$ -	$ 35,624,933	$ 19,941,829	$ 21,245,850
Special Revenue Funds - Operating					
2000 - Health and Human Services	$ 17,611,886	$ -	$ 1,094,751	$ 11,080,000	$ 5,437,135
2020 - County Library	12,770,064	-	861,375	-	11,908,689
2040 - Road Fund	5,459,875	-	287,697	-	5,172,178
2060 - Inmate Welfare	476,233	-	-	-	476,233
2080 - Affordable Housing Fund	31,139,243	-	27,898,855	-	3,240,388
2100 - Fire Protection	5,383,503	-	-	-	5,383,503
2120 - Wildlife Conservation	32,067	-	-	-	32,067
2140 - Building Code Enforcement	4,461,270	-	-	-	4,461,270
2150 - Public Television Educational & Govt	365,905	-	-	-	365,905
2160 - Child Support Services	39,844	-	-	-	39,844
2180 - Zone 1 Garbage	1,262,425	-	-	542,000	720,425
2190 - Deferred Compensation Board	26,710	-	-	-	26,710
Total Special Revenue Funds - Operating	$ 79,029,025	$ -	$ 30,142,678	$ 11,622,000	$ 37,264,347
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ 39,864,140	$ -	$ -	$ -	$ 39,864,140
Capital Project Funds					
3000 - Capital Improvement Projects Fund	$ 76,370,020	$ -	$ 10,271,504	$ 53,303,884	$ 12,794,632
Total Capital Projects Funds	$ 76,370,020	$ -	$ 10,271,504	$ 53,303,884	$ 12,794,632
Debt Service Fund					
3500 - Debt Service Fund	$ 1,503,403	$ -	$ 1,503,403	$ -	$ -
Total Debt Service Fund	$ 1,503,403	$ -	$ 1,503,403	$ -	$ -
Total Governmental Funds	$ 273,579,200	$ -	$ 77,542,518	$ 84,867,713	$ 111,168,969

(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
Obligated Fund Balances - Governmental Funds
Fiscal Year 2019-2020

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2019	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	$ 29,342,357	$ -	$ -	$ 690,456	$ -	$ 30,032,813
Restricted to 2014 Earthquake	2,023,576	-	-	-	-	2,023,576
Nonspendable loans and advances receivable	4,259,000	-	-	-	-	4,259,000
Assigned for public protection programs	582,634	-	-	-	-	582,634
Assigned for fiscal uncertainty	16,997,882	-	-	1,716,649	-	18,714,531
Assigned for facility improvements Ag Commission	1,361,313	-	-	-	-	1,361,313
Assigned for IHSS MOE	1,000,000	1,000,000	-	-	-	-
Assigned for future programs	-	-	-	1,550,496	-	1,550,496
1000 - Special Projects						
Assigned for future special projects	-	-	-	251,759	-	251,759
1000 - Tobacco Settlement						
Assigned for future health programs	-	-	-	11,396,174	-	11,396,174
Total General Fund	$ 55,566,762	$ 1,000,000	$ -	$ 15,605,534	$ -	$ 70,172,296
Special Revenue Funds - Operating						
2000 - Health and Human Services						
Restricted to health & sanitation programs	$ 1,094,751	$ -	$ -	$ 5,198,853	$ -	$ 6,293,604
Assigned for fiscal uncertainty	11,080,000	-	-	238,282	-	11,318,282
2020 - County Library						
General Reserve	851,375	-	-	-	-	851,375
Assigned for future expense	10,000	-	-	11,683,336	-	11,693,336
2040 - Road Fund						
Restricted for Greenwood culvert maintenance	110,500	-	-	-	-	110,500
Assigned for Zone 1 maintenance	177,197	-	-	-	-	177,197
Assigned for future programs	-	-	-	5,172,178	-	5,172,178
2060 - Inmate Welfare	-	-	-	490,353	-	490,353
2070 - NVTID Unincorporated	-	-	-	45,000	-	45,000
2080 - Affordable Housing Fund						
Nonspendable loans receivable	27,856,660	-	-	-	-	27,856,660
Nonspendable advances	42,195	-	-	-	-	42,195
Assigned for future program expenditures	-	-	-	3,004,747	-	3,004,747
2100 - Fire Protection	-	-	-	925,165	-	925,165

(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 2019-2020

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2019	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	$ -	$ -	$ -	$ 3,267	$ -	$ 3,267
2140 - Building Code Enforcement						
Assigned for Building Inspection	-	-	-	3,023,220	-	3,023,220
2150 - Public Television Educational & Govt	-	-	-	418,905	-	418,905
2160 - Child Support Services						
Assigned for future program expenditures	-	-	-	39,844	-	39,844
2180 - Zone 1 Garbage						
Assigned for future contract negotiations	362,000	-	-	-	-	362,000
Assigned for future program expenditures	180,000	-	-	902,547	-	1,082,547
2190 - Deferred Compensation Board	-	-	-	26,710	-	26,710
Total Special Revenue Funds - Operating	$ 41,764,678	$ -	$ -	$ 31,172,407	$ -	$ 72,937,085
Total Special Revenue Funds - Non Operating Included in SRF Section (1)	$ -	$ -	$ -	$ 48,453,884	$ -	$ 48,453,884
Capital Project Funds						
3000 - Capital Improvement Projects Fund						
Restricted for Criminal Justice Facilities	$ 1,592,010	$ -	$ -	$ -	$ -	$ 1,592,010
Restricted for Courthouse Temp. Construction	2,383,195	-	-	-	-	2,383,195
Nonspendable loans and advances receivable	6,245,000	-	-	-	-	6,245,000
Committed to current Capital Projects	51,299	-	-	-	-	51,299
Assigned for future jail construction	53,303,884	-	-	-	-	53,303,884
Assigned for future Accumulated Capital Outlay	-	-	-	11,309,832	-	11,309,832
Total Capital Projects Funds	$ 63,575,388	$ -	$ -	$ 11,309,832	$ -	$ 74,885,220
Debt Service Fund						
3500 - Debt Service Fund						
Restricted for future debt service	1,503,403	-	-	-	-	1,503,403
Total Debt Service Fund	$ 1,503,403	$ -	$ -	$ -	$ -	$ 1,503,403
Total Governmental Funds	$ 162,410,231	$ 1,000,000	$ -	$ 106,541,657	$ -	$ 267,951,888

(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
Proprietary Funds Summary
Fiscal Year 2019-2020

Schedule 12

Fund Name	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2019	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	$ 2,064,298	$ -	$ 4,295,613	$ 6,359,911	$ 5,439,920	$ 919,991	$ 6,359,911
4200 - Information Technology Services	3,020,491	-	15,042,509	18,063,000	16,061,870	2,001,130	18,063,000
4300 - Property Management	1,214,775	-	10,047,974	11,262,749	10,023,702	1,239,047	11,262,749
4400 - Employee/Retiree Benefits	3,054,959	-	15,228,360	18,283,319	15,277,360	3,005,959	18,283,319
4500 - Liability Insurance	-	-	4,053,500	4,053,500	3,647,228	406,272	4,053,500
Total Internal Service Funds	$ 9,354,523	$ -	$ 48,667,956	$ 58,022,479	$ 50,450,080	$ 7,572,399	$ 58,022,479
Enterprise Funds							
5010 - Napa County Airport	$ 2,369,144	$ -	$ 2,061,739	$ 4,430,883	$ 3,593,526	$ 837,357	$ 4,430,883
5020 - Fifth Street Parking Garage	368,715	-	182,338	551,053	478,166	72,887	551,053
5040 - Napa County Animal Shelter	203,677	-	1,693,681	1,897,358	1,799,332	98,026	1,897,358
5070 - Calistoga Fairgrounds	-	-	1,330,000	1,330,000	1,330,000	-	1,330,000
Total Enterprise Funds	$ 2,941,536	$ -	$ 5,267,758	$ 8,209,294	$ 7,201,024	$ 1,008,270	$ 8,209,294
Total Proprietary Funds	$ 12,296,059	$ -	$ 53,935,714	$ 66,231,773	$ 57,651,104	$ 8,580,669	$ 66,231,773

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County of Napa
Fund Balance - Proprietary Funds
Fiscal Year 2019-2020

Schedule 13

Actual [ ]
Estimated [X]

Fund Name	Total Net Assets June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	3
Internal Service Funds					
4100 - Fleet Management	$ 7,649,705	$ -	$ 5,585,407	$ -	$ 2,064,298
4200 - Information Technology Services	7,393,972	-	2,714,481	1,659,000	3,020,491
4300 - Property Management	1,321,942	-	107,167	-	1,214,775
4400 - Employee/Retiree Benefits	11,922,177	-	8,867,218	-	3,054,959
4500 - Liability Insurance	2,185,272	-	2,185,272	-	-
Total Internal Service Funds	$ 30,473,068	$ -	$ 19,459,545	$ 1,659,000	$ 9,354,523
Enterprise Funds					
5010 - Napa County Airport	$ 9,976,247	$ -	$ 7,607,103	$ -	$ 2,369,144
5020 - Fifth Street Parking Garage	13,660,201	-	13,291,486	-	368,715
5040 - Napa County Animal Shelter	4,043,480	-	3,839,803	-	203,677
Total Enterprise Funds	$ 27,679,928	$ -	$ 24,738,392	$ -	$ 2,941,536
Total Proprietary Funds	$ 58,152,996	$ -	$ 44,197,937	$ 1,659,000	$ 12,296,059

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Obligated Fund Balance - Proprietary Funds
Fiscal Year 2019-2020

Schedule 14

Fund Name	Obligated Fund Balance June 30, 2019	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	$ 5,585,407	$ -	$ -	$ -	$ -	$ 5,585,407
Assigned for future program costs	-	-	-	919,991	-	919,991
4200 - Information Technology Services						
Nonspendable investment in capital assets	2,714,481	-	-	-	-	2,714,481
Assigned for equipment replacement	1,000,000	-	-	-	-	1,000,000
Assigned for future program costs	659,000	-	-	2,001,130	-	2,660,130
4300 - Property Management						
Nonspendable investment in capital assets	107,167	-	-	1,239,047	-	1,346,214
4400 - Employee/Retiree Benefits						
Reserved for future Workers' Comp claims	8,867,218	-	-	-	-	8,867,218
Assigned for future program costs	-	-	-	3,005,959	-	3,005,959
4500 - Liability Insurance						
Reserved for future claims	2,185,272	-	-	406,272	-	2,591,544
Total Internal Service Funds	$ 21,118,545	$ -	$ -	$ 7,572,399	$ -	$ 28,690,944
Enterprise Funds						
5010 - Napa County Airport						
Nonspendable investment in capital assets	$ 7,384,553	$ -	$ -	$ -	$ -	$ 7,384,553
Restricted to fuel facilities maintenance	222,550	-	-	-	-	222,550
Assigned for future program costs	-	-	-	837,357	-	837,357
5020 - Fifth Street Parking Garage						
Investment in capital assets	13,291,486	-	-	-	-	13,291,486
Assigned for future program costs	-	-	-	72,887	-	72,887
5040 - Napa County Animal Shelter						
Investment in capital assets, net of debt	3,798,157	-	-	98,026	-	3,896,183
Restricted to Spay and Neuter program	41,646	-	-	-	-	41,646
Total Enterprise Funds	$ 24,738,392	$ -	$ -	$ 1,008,270	$ -	$ 25,746,662
Total Proprietary Funds	$ 45,856,937	$ -	$ -	$ 8,580,669	$ -	$ 54,437,606

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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	740,469	760,637	800,712	40,075	5 %
52/53-Services and Supplies	119,586	121,896	167,636	45,740	38 %
Total Appropriation	860,055	882,533	968,348	85,815	10 %

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	1,101	0	1,200	1,200	100 %
Total Revenue	1,101	0	1,200	1,200	100 %

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10100 Board of Supervisors	858,954	882,533	967,148	84,615	10 %
Total Net County Cost	858,954	882,533	967,148	84,615	10%

STAFFING

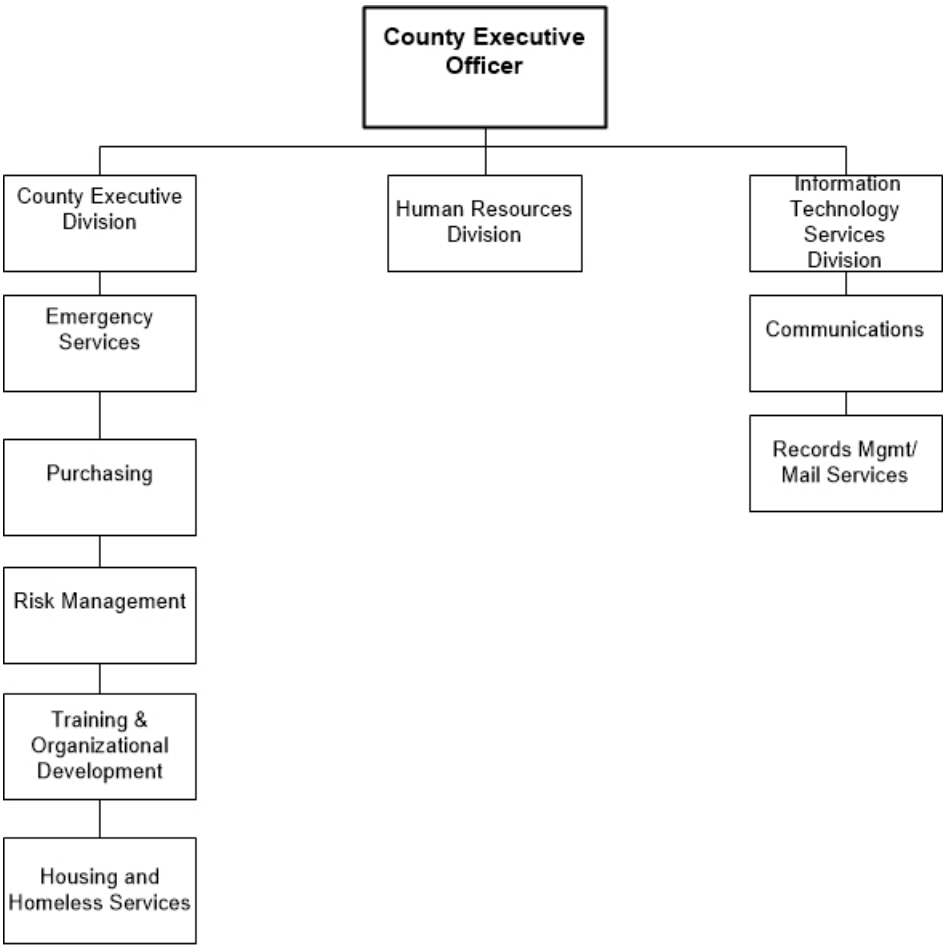
Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10200 County Executive Office	5	5	5

SIGNIFICANT ADJUSTMENTS

- Total budget appropriation increased 10%, primarily due to projected Cost of Living Adjustments and benefit costs. The Board of Supervisor's salary is based on the listed salary for a Superior Court Judge. The salaries were adjusted in FY 2018-19 and the budget projects a 2% increase in FY 2019-20.

- Services and Supplies have increased to reflect projected increases in Special Department Expenses and Training/Conference Expenses.

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** is a new division beginning in FY 2019-20, bringing 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 2018	Adopt 2019	Rec 2020	Variance	% Change
10200 County Executive Office	2,935,335	3,263,421	3,824,826	561,405	17 %
10210 Housing and Intergovernmental	2,012,536	688,781	0	-688,781	-100 %
10215 Housing and Homeless Services	0	0	6,477,605	6,477,605	100 %
10220 Human Resources	2,791,157	2,996,780	3,221,345	224,565	7 %
10230 Training and Org Development	271,766	348,326	358,674	10,348	3 %
10240 Emergency Services	713,748	959,576	1,032,247	72,671	8 %
10280 LAFCO	244,954	394,899	403,977	9,078	2 %
42000 Information Technology Service	15,814,818	16,030,359	16,061,870	31,511	0 %
Total Appropriation	**24,784,315**	**24,682,142**	**31,380,544**	**6,698,402**	**27 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10200 County Executive Office	514,524	623,000	531,200	-91,800	-15 %
10210 Housing and Intergovernmental	616,661	180,000	0	-180,000	-100 %
10215 Housing and Homeless Services	0	0	5,065,588	5,065,588	100 %
10220 Human Resources	50,003	41,317	28,255	-13,062	-32 %
10240 Emergency Services	356,314	464,687	444,313	-20,374	-4 %
10280 LAFCO	244,954	394,899	403,977	9,078	2 %
42000 Information Technology Service	14,722,549	14,162,518	15,042,509	879,991	6 %
Total Revenue	**16,505,004**	**15,866,421**	**21,515,842**	**5,649,421**	**36 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10200 County Executive Office	2,420,811	2,640,421	3,293,626	653,205	25 %
10210 Housing and Intergovernmental	1,395,875	508,781	0	-508,781	-100 %
10215 Housing and Homeless Services	0	0	1,412,017	1,412,017	100 %
10220 Human Resources	2,741,155	2,955,463	3,193,090	237,627	8 %
10230 Training and Org Development	271,766	348,326	358,674	10,348	3 %
10240 Emergency Services	357,434	494,889	587,934	93,045	19 %
10280 LAFCO	0	0	0	0	0 %
Total Net County Cost	**7,187,041**	**6,947,880**	**8,845,341**	**1,897,461**	**27 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42000 Information Technology Service	1,092,270	1,867,841	1,019,361	-848,480	-45 %
Total Use Of Fund Balance	**1,092,270**	**1,867,841**	**1,019,361**	**-848,480**	**-45 %**

COUNTY EXECUTIVE OFFICER

Division Budget – COUNTY EXECUTIVE OFFICE

General Fund 1000, Division 10200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,562,568	2,904,029	3,379,654	475,625	16 %
52/53-Services and Supplies	372,767	359,392	445,172	85,780	24 %
Total Appropriation	**2,935,335**	**3,263,421**	**3,824,826**	**561,405**	**17 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	512,229	623,000	531,200	-91,800	-15 %
49-Special Items	**2,294**	**0**	**0**	**0**	**0 %**
Total Revenue	**514,524**	**623,000**	**531,200**	**-91,800**	**-15 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10200 County Executive Office	2,420,811	2,640,421	3,293,626	653,205	25 %
Total Net County Cost	**2,420,811**	**2,640,421**	**3,293,626**	**653,205**	**25%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10200 County Executive Office	17	17	20

SIGNIFICANT ADJUSTMENTS

- This budget reflects the costs for the three Board of Supervisors Staff Assistants, previously included in the Housing and Intergovernmental Affairs division.
- Revenue has decreased due to the creation of the Housing and Homeless Services Division. Revenue from the Affordable Housing Fund and Housing Authority will now be reflected in that division.

COUNTY EXECUTIVE OFFICER

Division Budget – COUNTY EXECUTIVE OFFICE

General Fund 1000, Division 10200

ACCOMPLISHMENTS	GOALS
• Working with the Auditor-Controller's Office, issue Certificates of Participation for jail construction. **Staff will continue to update the Board on the jail financing plan. It is expected that we will have the information necessary during 2019-20 to determine if it will be necessary to issue Certificates of Participation.** • Prepare and recommend a strategy to reduce unfunded pension liabilities. **At Board direction, implemented a new 115 Trust Fund with PARS.** • Continue with Phase II of archiving historical records. **ITS completed conversion of digital records for Planning, Building, and Environmental Services and Comprehensive Services for Older Adults for this ongoing project.** • Evaluate AgendaNet Agenda Management System for improvements or replacement to maximize efficiencies. **Evaluated the AgendaNet Agenda Management System and with ITS began reviewing replacement system to maximize efficiencies.** • Recruit for and fill key vacancies in department head positions, and develop strategies for succession planning for future department head vacancies. **Successfully recruited and hired key department head positions and began development strategies for succession planning for future department head vacancies.** • Support Board of Supervisor efforts to develop strategic plan and begin implementation, which could include reorganization within county departments. **Successfully completed Strategic Plan and began implementation of five pillars.** • Implement policies and programs based on outcomes of state and local ballot measures. **Successfully supported efforts that resulted in the adoption of the Watershed Quality and Tree Protection Ordinance.**	**Effective and Open Government** • Implement a new Agenda Management System to maximize efficiencies. • Continue to implement five pillars of the Board of Supervisors Strategic Plan, and develop reporting tools to provide ongoing updates. • Working with the Auditor Controller to acquire and implement Enterprise Resource Planning (ERP) system, including being the lead in the development of the budget module. • Enhance our Community Outreach through increased communications about: - Emergency Preparedness. - County Programs and Services. • Support the ongoing construction of the new Jail facility. • Lead the Census 2020 Outreach efforts through the Napa County Complete Count Committee. **Livable Economy for All** • Successfully transition the Calistoga Fairgrounds to the City of Calistoga. • 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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	526,700	552,388	0	-552,388	0 %
52/53-Services and Supplies	127,851	136,393	0	-136,393	0 %
54-Other Charges	1,357,985	0	0	0	0 %
Total Appropriation	**2,012,536**	**688,781**	**0**	**-688,781**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	419,186	0	0	0	0 %
46-Charges for Services	192,668	180,000	0	-180,000	0 %
49-Special Items	4,806	0	0	0	0 %
Total Revenue	**616,661**	**180,000**	**0**	**-180,000**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10210 Housing and Intergovernmental	1,395,875	508,781	0	-508,781	0 %
Total Net County Cost	**1,395,875**	**508,781**	**0**	**-508,781**	**0%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10210 Housing & Intergovernmental Affairs	4	5	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.

ACCOMPLISHMENTS	GOALS
• Implement a Junior Accessory Dwelling Unit Loan pilot program and create five units within the unincorporated area. **Adopted guidelines for the Junior Accessory Dwelling Unit Loan Pilot Program. Three workshops were held and outreach began to recruit property owners to participate in the program.** • Participate in discussions with Visit Napa Valley and the other jurisdictions within the County on the possibility of increasing the Transient Occupancy Tax by 1% to fund workforce housing. **Successfully placed and passed Measure I on the November 2018 ballot. Measure I increased the Transient Occupancy Tax by 1% with all new funds going to fund affordable and workforce housing.** • Work with the developers and affordable housing partner of Napa Pipe to begin pre-development process for at least 50 affordable units at the site. **Worked with the developers, City of Napa and State Legislature to introduce SB 235, legislation to allow Napa County to receive credit for housing developed at Napa Pipe that has already incorporated to the City of Napa.**	• See Housing and Homeless Services.

COUNTY EXECUTIVE OFFICER

Division Budget – HOUSING & HOMELESS SERVICES

General Fund 1000, Division 10215

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	0	0	1,201,222	1,201,222	100 %
52/53-Services and Supplies	0	0	5,227,572	5,227,572	100 %
56-Other Financing Uses	0	0	48,811	48,811	100 %
Total Appropriation	**0**	**0**	**6,477,605**	**6,477,605**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	0	0	2,106,749	2,106,749	100 %
46-Charges for Services	0	0	393,000	393,000	100 %
48-Other Financing Sources	0	0	2,565,839	2,565,839	100 %
Total Revenue	**0**	**0**	**5,065,588**	**5,065,588**	**100 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10215 Housing and Homeless Services	0	0	1,412,017	1,412,017	100 %
Total Net County Cost	**0**	**0**	**1,412,017**	**1,412,017**	**100%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10210 Housing & Homeless Services	0	0	8

SIGNIFICANT ADJUSTMENTS

- As part of the FY 2019-20 budget, the Housing and Homeless Services Division is created in order to develop and ensure a seamless continuum of services that address homelessness, supportive housing, permanent affordable housing, and sufficient housing for the County's workforce.

- The eight FTEs to support this division include seven existing positions and the addition of one Staff Services Analyst I/II to support the program and fiscal operations. These positions, and associated costs, were previously in the County Executive Office, Housing and Intergovernmental Affairs, and Health and Human Services budgets.

- The budget also includes nearly $4 million in service contracts for the provision of direct housing and homeless related services including the provision of homeless shelters, outreach, and housing placement.

COUNTY EXECUTIVE OFFICER

Division Budget – HOUSING & HOMELESS SERVICES

General Fund 1000, Division 10215

ACCOMPLISHMENTS	GOALS
• New Division, see Housing and Intergovernmental Affairs for accomplishments related to the Housing programs in FY 2018-19. Homeless and Housing Division of HHSA: • Place 30 homeless households into permanent housing. **As of 5/23/19, 31 households experiencing homelessness have exited to permanent housing.** • Achieve and maintain a 80% 6-month housing retention rate (for those placed in housing who have been in housing for 6+ months, at least 80% still are in permanent housing). **As of 5/23/19, 80% of clients placed into housing retained their housing for 6 months or longer.** • Decrease by 10% the exits from shelter back into homelessness. **As of 5/23/19, achieved a decrease of 7% in exits from shelter back into homelessness.**	**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. • Identify gaps in the current housing and homeless services provision model and seek funding opportunities to close the gaps. • Convene and support Youth and Older Adult working groups comprised of individuals with current or past experience with homelessness to gather input on the existing service gaps and develop recommendations to address gaps. **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. • Begin development of the first phase of affordable housing at Napa Pipe. • Build outreach capacity and engage persons experiencing unsheltered homelessness to connect them to the coordinated entry system and its housing services and resources. • Achieve and maintain a retention rate of 80% for clients placed into housing who remain in their housing for 6 months or longer. **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. • 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. • Achieve and maintain shelter utilization rate of 95% or better.

COUNTY EXECUTIVE OFFICER

Division Budget – HUMAN RESOURCES

General Fund 1000, Division 10220

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,222,152	2,389,841	2,446,721	56,880	2 %
52/53-Services and Supplies	569,005	606,939	774,624	167,685	28 %
Total Appropriation	**2,791,157**	**2,996,780**	**3,221,345**	**224,565**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	36,778	41,317	28,255	-13,062	-32 %
49-Special Items	13,225	0	0	0	0 %
Total Revenue	**50,003**	**41,317**	**28,255**	**-13,062**	**-32 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10220 Human Resources	2,741,155	2,955,463	3,193,090	237,627	8 %
Total Net County Cost	**2,741,155**	**2,955,463**	**3,193,090**	**237,627**	**8%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10220 Human Resources	15.3	15.3	15.3

SIGNIFICANT ADJUSTMENTS

- There is an increase in services and supplies as a result of contracts and other services for union negotiations to more accurately reflect anticipated expenditures, an increase in the employee education reimbursement program, and an increase in Claremont EAP for services being offered to Volunteer Firefighters.

- Revenue is down to more accurately represent reimbursement from the Worker's Compensation Fund for work performed by staff.

ACCOMPLISHMENTS	GOALS
• Continue to implement enhancements to the County's Wellness Program to support the "Live Healthy Napa County" initiative, including conducting an RFP to include additional gyms in the existing program. **Napa County received the honorary Kaiser Permanente's Wellness Ambassador Award, for the exceptional wellness work performed for employees, which included enhancements to the County's Wellness Program.** • Complete transition to a new Performance Evaluation System by implementing the selected system. **Began implementation of a new Performance Evaluation System that will allow departments to stay on top of employee evaluations.** • Complete revisions of the Family and Medical Leave Act process and policy and add a new maternity/paternity leave informational session. **Began regular information sessions on leaves of absence, FLSA regulations, recruitment & selection, retirement of early to mid-year career, and EEO.** • Continue work started Fiscal Year 2017-18 with CalPERs to revise and improve the CalPERS contract amendment process. **Revised and continue to improve the CalPERS contract amendment process.** • Transition the health insurance billing reconciliation from Auditor-Controller's Office to Human Resources. **Determined this function would remain with the Auditor-Controller's Office.** • **Implementation of the labor costing and negotiations management tool, Adastragov, that assists with negotiations.**	**Effective and Open Government** • Continue to enhance the Wellness Program to include more challenges and include additional gyms in the existing gym reimbursement program. • Develop and incorporate revisions of the Family and Medical Leave Act process and policy and add a new maternity/paternity leave informational session. • Complete 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. • Restructure eligibility classification series. • To foster the professional development of Napa County Employees, by providing financial assistance towards secondary education goals so they can become more efficient in their roles.

COUNTY EXECUTIVE OFFICER

Division Budget Unit – TRAINING & ORGANIZATIONAL DEVELOPMENT

General Fund 1000, Division 10230

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	175,889	191,427	198,878	7,451	4 %
52/53-Services and Supplies	95,877	156,899	159,796	2,897	2 %
Total Appropriation	**271,766**	**348,326**	**358,674**	**10,348**	**3 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10230 Training and Org Development	271,766	348,326	358,674	10,348	3 %
Total Net County Cost	**271,766**	**348,326**	**358,674**	**10,348**	**3%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10230 Training and Org Development	1	1	1

ACCOMPLISHMENTS	GOALS
• Issue a Request for Proposal for a variety of training services thereby creating a more comprehensive training catalog for staff. **Issued Request for Proposal for a variety of training services in order to democratize access to training and development opportunities for all staff.** • Provide ongoing training and resources for staff as they relate to individual and organizational development. **Established a training calendar for calendar year 2019, providing 51 instructor-led training courses in 2018/2019**. • Coordinate opportunities for staff to network and build relationships across the organization. **Coordinated opportunities for staff to network and build relationships across the organization through (now annual) events such as the Employee Bowling Tournament, Napa Night at the Rivercats, Employee Picnic, Ugly Sweater Competition, Quarterly Department Head and Managers Meetings, etc.** • Pursue opportunities to enhance organizational communication. **Provided ongoing training and resources on individual and organizational development through internal communications including the County's Intranet site Chardonnay and a monthly training announcement to share upcoming training opportunities available to staff.** • Conduct countywide surveys and disseminate the results through the organization. **Assumed a leadership role in the final phase of the County's strategic planning process which garnered input from nearly 4,000 contributors through 40 public meetings and a strategic planning survey and resulted in the 2019-2022 Napa County Strategic Plan.**	**Effective and Open Government** • Strengthen effective, efficient and fiscally responsible County operations. • Continue to provide ongoing training and resources for staff as they relate to individual and organizational development. • Continue to coordinate opportunities for staff to network and build relationships across the organization. • Continue to pursue opportunities to enhance organizational communication. • Continue to identify opportunities to streamline and improve processes.

COUNTY EXECUTIVE OFFICER

Division Budget – EMERGENCY SERVICES

General Fund 1000, Division 10240

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	154,442	189,651	362,915	173,264	91 %
52/53-Services and Supplies	494,173	537,962	534,213	-3,749	-1 %
55-Capital Assets	65,133	231,963	135,119	-96,844	-42 %
Total Appropriation	**713,748**	**959,576**	**1,032,247**	**72,671**	**8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	327,222	435,594	414,700	-20,894	-5 %
46-Charges for Services	29,092	29,093	29,613	520	2 %
Total Revenue	**356,314**	**464,687**	**444,313**	**-20,374**	**-4 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10240 Emergency Services	357,434	494,889	587,934	93,045	19 %
Total Net County Cost	**357,434**	**494,889**	**587,934**	**93,045**	**19%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10240 Emergency Services	1	1	2

SIGNIFICANT ADJUSTMENTS

- Salaries and Employee Benefits have increased due to the addition of one new position in FY 2018-19 to aid in emergency preparedness and succession planning.
- Capital assets include the purchase of additional radios.
- Revenues have decreased slightly due to awards from grant funding with a corresponding reduction in the purchase of capital assets. Staff will continue to monitor grant opportunities and, if they arise during FY 2019-20, will return to the Board.

COUNTY EXECUTIVE OFFICER

Division Budget – EMERGENCY SERVICES

General Fund 1000, Division 10240

ACCOMPLISHMENTS	GOALS
• Continue recovery operations for the 2014 Earthquake including working with staff to submit required documentation to Cal OES and FEMA to obtain maximum reimbursement. This includes pursuing appeals with FEMA for projects declared ineligible for reimbursement and project close outs. **Ongoing- Project extensions and appeals continue.** • Implement the goals and objectives developed and issued by Cal OES and FEMA through the guidance of the local approval authority and pursue the development of scalable projects in order to enhance the County's ability to respond to and recover from all-hazards. **Successfully completed.** • Complete the review, update and adoption of the Multi-Jurisdictional Emergency Operations Plan for the County of Napa. **Ongoing.** • Update the multi-year Training and Exercise Plan for County emergency response staff and Operational Partners. **Successfully completed.** • Complete MOU agreement with FEMA for Integrated Public Alert Warning System (IPAWS) Emergency Alert System. S**uccessfully completed.** • Complete Shelter facility MOUs with each approved Shelter Site in Napa County. **Ongoing-3 MOUs are completed, others are in process.** • Complete After Action Report for 2017 Napa Fire Complex EOC response. **Successfully completed.** • Participate in Yellow Command Regional Shelter Exercise in September 2018 including a full EOC activation. **Successfully completed.** • Continue financial grant recovery for the 2017 Winter Storms and 2017 Napa Fire Complex list of eligible projects to obtain maximum reimbursement for damaged infrastructure and emergency response costs. **Ongoing-Project extensions and appeals continue.**	**Healthy, Safe and Welcoming Place to Live, Work and Visit.** • Continue recovery operations for the 2014 Earthquake including working with staff to submit required documentation to Cal OES and FEMA to obtain maximum reimbursement. This includes pursuing appeals with FEMA for projects declared ineligible for reimbursement and project close outs. • Implement the goals and objectives developed and issued by Cal OES and FEMA through the guidance of the local approval authority and pursue the development of scalable projects in order to enhance the County's ability to respond to and recover from all-hazards. • Complete the review, update and adoption of the Multi-Jurisdictional Emergency Operations Plan for the County of Napa. • Update the multi-year Training and Exercise Plan for County emergency response staff and Operational Partners. • Complete MOU agreement with FEMA for Integrated Public Alert Warning System (IPAWS) Emergency Alert System. • Complete Shelter facility MOUs with each approved Shelter Site in Napa County. • Complete After Action Report for 2017 Napa Fire Complex EOC response. • Participate in Yellow Command Regional Shelter Exercise in September 2018 including a full EOC activation. • Continue financial grant recovery for the 2017 Winter Storms and 2017 Napa Fire Complex list of eligible projects to obtain maximum reimbursement for damaged infrastructure and emergency response costs.

COUNTY EXECUTIVE OFFICER

Division Budget – INFORMATION TECHNOLOGY SERVICES

Information Technology Services 4200, Division 42000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	7,856,432	8,970,790	9,050,700	79,910	1 %
52/53-Services and Supplies	5,651,415	5,283,448	5,371,132	87,684	2 %
54-Other Charges	665,507	827,105	720,945	-106,160	-13 %
55-Capital Assets	276,002	670,000	595,000	-75,000	-11 %
56-Other Financing Uses	1,365,462	279,016	324,093	45,077	16 %
Total Appropriation	**15,814,818**	**16,030,359**	**16,061,870**	**31,511**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	4,260	0	0	0	0 %
45-Revenue from Use of Money and Property	104,796	97,533	166,472	68,939	71 %
46-Charges for Services	13,500,981	13,708,318	14,519,370	811,052	6 %
48-Other Financing Sources	1,112,511	356,667	356,667	0	0 %
Total Revenue	**14,722,549**	**14,162,518**	**15,042,509**	**879,991**	**6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42000 Information Technology Service	1,092,270	1,867,841	1,019,361	-848,480	-45 %
Total Use Of Fund Balance	**1,092,270**	**1,867,841**	**1,019,361**	**-848,480**	**-45%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
42000 Information Technology Service	56.0	56.0	56.0

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.
- New capital assets include radios, power plants, radio base stations, routers, firewalls, switching equipment, archive storage, and virtual infrastructure expansion.

ACCOMPLISHMENTS	GOALS
• Continue building the Juvenile Justice module for the County's criminal justice management information system. **Went live with the Juvenile Justice module in May 2019.** • Continue upgrading additional radio sites. **Three radio sites were completed, improving public safety radio coverage.** • Converted paper records to electronic files. **Completed conversion of digital records for Planning, Building, and Environmental Services and Comprehensive Services for Older Adults for this ongoing project.** • **Completed technical modifications for the Re-entry Facility.**	**Effective and Open Government** • Improve public Wi-Fi access in all County buildings. • Complete the Juvenile Probations module for the County's criminal justice management information system. • Continue project to convert County paper records to electronic files. • Enhance communication technologies by reducing redundancy, enhancing the user experience, achieving cost savings, and increasing effectiveness. • Continue upgrading radio sites and add two new radio sites for Public Safety. **Livable Economy for All** • 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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	244,954	393,899	402,977	9,078	2 %
52/53-Services and Supplies	0	1,000	1,000	0	0 %
Total Appropriation	**244,954**	**394,899**	**403,977**	**9,078**	**2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	244,954	394,899	403,977	9,078	2 %
Total Revenue	**244,954**	**394,899**	**403,977**	**9,078**	**2 %**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
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: Previously contained appropriations and revenue related to the South Napa Earthquake that occurred on August 24, 2014 and then the 2017 Napa Fire Complex. This budget unit is included for historical purposes only.

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.

Debt Service: Provides the appropriations and revenues to meet debt service payments and administrative costs for the County's Certificates of Participation (COPs).

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 2018	Adopt 2019	Rec 2020	Variance	% Change
10500 Non-Departmental	132,562	30,653,321	31,522,735	869,414	3 %
10510 General Expenditures	70,991,401	0	0	0	0 %
10520 Central Services	3,172,383	3,481,622	3,648,864	167,242	5 %
10540 Special Projects	1,629,904	1,733,807	1,560,221	-173,586	-10 %
10550 Tobacco Settlement	1,100,000	1,200,000	1,200,000	0	0 %
10580 Declared Emergency	3,030,587	0	0	0	0 %
10590 Appropriation for Contingency	0	5,000,000	5,391,633	391,633	8 %
20700 N V Tourism Imp Distr-Unincorp	545,561	552,000	560,000	8,000	1 %
20800 Affordable Housing	7,568,677	2,768,652	3,117,475	348,823	13 %
21800 Zone-1 Garbage	252,694	339,339	409,978	70,639	21 %
21900 Deferred Compensation Board	0	104,100	99,100	-5,000	-5 %
35000 Debt Service	4,487,430	4,585,101	4,583,426	-1,675	0 %
44000 Employees Benefits	3,595,583	2,636,644	2,665,000	28,356	1 %
44010 Other Post Employment Benefits	7,883,932	8,051,769	8,816,000	764,231	9 %
44020 Workers Compensation Ins	3,171,463	3,166,644	3,496,360	329,716	10 %
44030 Unemployment Compensation Ins	170,431	300,000	300,000	0	0 %
45000 Liability Insurance	3,080,588	2,872,804	3,647,228	774,424	27 %
Total Appropriation	**110,813,195**	**67,445,803**	**71,018,020**	**3,572,217**	**5 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10500 Non-Departmental	152,324,488	126,408,941	134,143,420	7,734,479	6 %
10510 General Expenditures	18,184	0	0	0	0 %
10520 Central Services	646,398	551,000	486,000	-65,000	-12 %
10540 Special Projects	2,849	3,000	0	-3,000	-100 %
10550 Tobacco Settlement	1,513,125	2,384,467	2,500,000	115,533	5 %
10580 Declared Emergency	5,661,216	0	0	0	0 %
20700 N V Tourism Imp Distr-Unincorp	528,965	602,000	605,000	3,000	0 %
20800 Affordable Housing	9,193,930	3,020,781	2,881,834	-138,947	-5 %
21500 Public TV-Educational and Govt	48,155	50,500	53,000	2,500	5 %
21800 Zone-1 Garbage	460,191	452,000	592,100	140,100	31 %
21900 Deferred Compensation Board	0	104,100	99,100	-5,000	-5 %
35000 Debt Service	609,633	660,187	686,206	26,019	4 %
44000 Employees Benefits	3,195,450	2,636,644	2,665,000	28,356	1 %
44010 Other Post Employment Benefits	7,666,133	8,051,769	8,816,000	764,231	9 %
44020 Workers Compensation Ins	3,452,608	4,376,715	3,447,360	-929,355	-21 %
44030 Unemployment Compensation Ins	3,819	0	0	0	0 %

45000 Liability Insurance	2,115,264	827,770	4,053,500	3,225,730	390 %
Total Revenue	**187,440,408**	**150,129,874**	**161,028,520**	**10,898,646**	**7 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10540 Special Projects	1,638,658	1,734,188	1,537,286	-196,902	-11 %
35000 Debt Service	3,878,664	3,924,914	3,897,220	-27,694	-1 %
44030 Unemployment Compensation Ins	0	300,000	300,000	0	0 %
Total General Fund Contribution	**5,517,322**	**5,959,102**	**5,734,506**	**-224,596**	**-4 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10500 Non-Departmental	-152,191,925	-95,755,620	-102,620,685	-6,865,065	7 %
10510 General Expenditures	70,973,217	0	0	0	0 %
10520 Central Services	2,525,985	2,930,622	3,162,864	232,242	8 %
10540 Special Projects	-11,603	-3,381	22,935	26,316	-778 %
10550 Tobacco Settlement	-413,125	-1,184,467	-1,300,000	-115,533	10 %
10580 Declared Emergency	-2,630,629	0	0	0	0 %
10590 Appropriation for Contingency	0	5,000,000	5,391,633	391,633	8 %
Total Net County Cost	**-81,748,081**	**-89,012,846**	**-95,343,253**	**-6,330,407**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20700 N V Tourism Imp Distr-Unincorp	16,596	-50,000	-45,000	5,000	-10 %
20800 Affordable Housing	-1,625,253	-252,129	235,641	487,770	-193 %
21500 Public TV-Educational and Govt	-48,155	-50,500	-53,000	-2,500	5 %
21800 Zone-1 Garbage	-207,497	-112,661	-182,122	-69,461	62 %
21900 Deferred Compensation Board	0	0	0	0	0 %
35000 Debt Service	-867	0	0	0	0 %
44000 Employees Benefits	400,133	0	0	0	0 %
44010 Other Post Employment Benefits	217,798	0	0	0	0 %
44020 Workers Compensation Ins	-281,145	-1,210,071	49,000	1,259,071	-104 %
44030 Unemployment Compensation Ins	166,612	0	0	0	0 %
45000 Liability Insurance	965,324	2,045,034	-406,272	-2,451,306	-120 %
Total Use Of Fund Balance	**-396,453**	**369,673**	**-401,753**	**-771,426**	**-209 %**

CEO NON-DEPARTMENTAL BUDGETS

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

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	132,562	1,739,706	375,000	-1,364,706	-78 %
54-Other Charges	0	2,110,153	1,237,006	-873,147	-41 %
56-Other Financing Uses	0	26,803,462	29,910,729	3,107,267	12 %
Total Appropriation	**132,562**	**30,653,321**	**31,522,735**	**869,414**	**3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	133,224,712	118,167,707	122,741,228	4,573,521	4 %
42-License, Permits and Franchises	790,632	810,427	729,410	-81,017	-10 %
43-Intergovernmental Revenues	721,245	711,191	708,544	-2,647	0 %
44-Fines, Forfeitures, and Penalties	2,399,626	2,317,783	2,169,200	-148,583	-6 %
45-Revenue from Use of Money and Property	826,784	388,440	1,236,000	847,560	218 %
46-Charges for Services	758,815	709,800	600,250	-109,550	-15 %
47-Miscellaneous Revenues	3,191,597	0	0	0	0 %
48-Other Financing Sources	10,411,078	3,303,593	5,958,788	2,655,195	80 %
Total Revenue	**152,324,488**	**126,408,941**	**134,143,420**	**7,734,479**	**6 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10500 Non-Departmental	-152,191,925	-95,755,620	-102,620,685	-6,865,065	7 %
Total Net County Cost	**-152,191,925**	**-95,755,620**	**-102,620,685**	**-6,865,065**	**7%**

SIGNIFICANT ADJUSTMENTS

The County's General Revenues and Expenditures were budgeted in separate budget divisions in previous fiscal years. Beginning in Fiscal Year 2018-19, both revenues and expenditures are now budgeted in 10500, which has been renamed "Non Departmental." This budget unit will capture all revenue and costs that are not directly related to a County Department.

The following revenues have significant increases compared to the FY 2018-19 Adopted Budget:

- Property tax revenue is estimated to increase by $5.2 million, with $3.6 million from Secured Property taxes and $1.6 million from Unsecured, Supplemental, and other property taxes.

- Other taxes include a projected increase of $373,000 in Sales and Use Tax revenue and decreases of $460,000 in Transient Occupancy Tax and $490,000 in Property Transfer Taxes, based on actual collections, to more closely align with current trends.

- Revenue from Indirect Cost Allocation charges to non-General Fund departments is estimated to increase by $3.5 million, based on the approved plan.

- Interest income is projected to increase by $981,000, based on a change in how the investment policy is being applied by the Treasurer-Tax Collector.

- Loan proceeds and short-term loan expenses (other charges) are decreasing by $869,000 due to the 3 year cycle of the General Fund loan to Napa Berryessa Resort Improvement District.

- Other revenues are decreasing by a combined $500,000, based on one time revenues, or moving revenues to departments.

    - Services and supplies are decreasing by $1.33 million for costs associated with South Campus leased spaced being moved to Public Works budget.

- Other Charges includes the County contributions for
    - $235,631 to LAFCO;
    - $280,543-Animal Shelter; and
    - $710,832-Trial Court Operations Maintenance of Effort.

- Other Financing uses include the transfers to other funds, including:
    - $1.33 million for operation of the Calistoga Fairgrounds;
    - $1.75 million for Special projects;
    - $4.527 million for Roads, an increase of $795,693 to cover increased internal service costs;
    - $249,000 for the Library;
    - $73,000 for In-Home Supportive Services (IHSS);
    - $17.95 million for Health and Human Services, an increase of $2.6 million, to cover a portion of increased costs, based on the Board policy;
    - $300,000 to unemployment insurance;
    - $3.9 million for debt service; and
    - $10,000 for the Wildlife Commission.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – NON-DEPARTMENTAL
General Fund 1000, Division 10510

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	655,457	0	0	0	0 %
52/53-Services and Supplies	1,900,105	0	0	0	0 %
54-Other Charges	1,158,494	0	0	0	0 %
56-Other Financing Uses	66,515,486	0	0	0	0 %
57-Special Items	761,859	0	0	0	0 %
Total Appropriation	**70,991,401**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
47-Miscellaneous Revenues	18,184	0	0	0	0 %
Total Revenue	**18,184**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10510 General Expenditures	70,973,217	0	0	0	0 %
Total Net County Cost	**70,973,217**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

The County's General Revenues and Expenditures were budgeted in separate budget divisions in previous fiscal years. Beginning in Fiscal Year 2018-19, both revenues and expenditures are budgeted in 10500.This budget is shown for historical purposes only.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – CENTRAL SERVICES

General Fund 1000, Division 10520

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	613,667	794,383	840,422	46,039	6 %
52/53-Services and Supplies	2,333,436	2,481,239	2,602,442	121,203	5 %
54-Other Charges	112,553	106,000	106,000	0	0 %
56-Other Financing Uses	64,514	100,000	100,000	0	0 %
57-Special Items	48,214	0	0	0	0 %
Total Appropriation	**3,172,383**	**3,481,622**	**3,648,864**	**167,242**	**5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	43,185	25,000	16,000	-9,000	-36 %
44-Fines, Forfeitures, and Penalties	370,988	300,000	264,000	-36,000	-12 %
45-Revenue from Use of Money and Property	90,587	0	0	0	0 %
46-Charges for Services	0	20,000	0	-20,000	-100 %
47-Miscellaneous Revenues	120,067	206,000	206,000	0	0 %
48-Other Financing Sources	17,739	0	0	0	0 %
49-Special Items	3,834	0	0	0	0 %
Total Revenue	**646,398**	**551,000**	**486,000**	**-65,000**	**-12 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10520 Central Services	2,525,985	2,930,622	3,162,864	232,242	8 %
Total Net County Cost	**2,525,985**	**2,930,622**	**3,162,864**	**232,242**	**8%**

STAFFING

Adopted Budget FTE	Adopt 2018	Adopt 2019	Rec 2020
10520 Central Services	6	6	6

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – SPECIAL PROJECTS

General Fund 1000, Division 10540

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	1,624,454	1,379,125	1,244,292	-134,833	-10 %
56-Other Financing Uses	5,450	354,682	315,929	-38,753	-11 %
Total Appropriation	**1,629,904**	**1,733,807**	**1,560,221**	**-173,586**	**-10 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,849	3,000	0	-3,000	0 %
Total Revenue	**2,849**	**3,000**	**0**	**-3,000**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10540 Special Projects	1,638,658	1,734,188	1,537,286	-196,902	0 %
Total General Fund Contribution	**1,638,658**	**1,734,188**	**1,537,286**	**-196,902**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10540 Special Projects	-11,603	-3,381	22,935	26,316	-778 %
Total Net County Cost	**-11,603**	**-3,381**	**22,935**	**26,316**	**-778%**

SIGNIFICANT ADJUSTMENTS

- Board policy states that the Special Projects Fund will annually, except during times of fiscal distress, 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. In accordance with this policy, $1.537 million will be transferred from the Non-Departmental budget unit to the Special Projects Fund.

- Per Board policy, the appropriations, after administrative expenses, are recommended for distribution as follows:

    - 60% or $922,372 to Parks and Open Space
    - 20% or $307,457 to the Worker Proximity Down Payment Assistance Program
    - 20% or $307,457 to Arts and Culture Organizations plus $22,935 in funds allocated but not expended in the previous fiscal year.

- The Arts and Culture (AC) 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 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	1,100,000	1,200,000	1,200,000	0	0 %
Total Appropriation	**1,100,000**	**1,200,000**	**1,200,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	0	1,444,467	0	-1,444,467	-100 %
45-Revenue from Use of Money and Property	68,658	40,000	100,000	60,000	150 %
47-Miscellaneous Revenues	1,444,467	0	1,400,000	1,400,000	100 %
48-Other Financing Sources	0	900,000	1,000,000	100,000	11 %
Total Revenue	**1,513,125**	**2,384,467**	**2,500,000**	**115,533**	**5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10550 Tobacco Settlement	-413,125	-1,184,467	-1,300,000	-115,533	10 %
Total Net County Cost	**-413,125**	**-1,184,467**	**-1,300,000**	**-115,533**	**10%**

SIGNIFICANT ADJUSTMENTS

- Appropriations funded by the Master Settlement Agreement are 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."

- The budget reflects the Board direction on May 15, 2018 to continue using the annual revenue to fund the annual Community Grant Program. The fund balance will be dedicated to construction of the new Jail, in order to provide adequate programming facilities, consistent with the intent of this fund.

- The budget includes $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

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	2,133,361	0	0	0	0 %
56-Other Financing Uses	240,519	0	0	0	0 %
57-Special Items	656,707	0	0	0	0 %
Total Appropriation	**3,030,587**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,992,645	0	0	0	0 %
47-Miscellaneous Revenues	2,906,711	0	0	0	0 %
49-Special Items	761,859	0	0	0	0 %
Total Revenue	**5,661,216**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10580 Declared Emergency	-2,630,629	0	0	0	0 %
Total Net County Cost	**-2,630,629**	**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 2018	Adopt 2019	Rec 2020	Variance	% Change
58-Appropriation for Contingencies	0	5,000,000	5,391,633	391,633	8 %
Total Appropriation	**0**	**5,000,000**	**5,391,633**	**391,633**	**8 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
10590 Appropriation for Contingency	0	5,000,000	5,391,633	391,633	8 %
Total Net County Cost	**0**	**5,000,000**	**5,391,633**	**391,633**	**8%**

SIGNIFICANT ADJUSTMENTS

- Appropriations are requested at the Board of Supervisor approved level of 3% of General Fund appropriations.

CEO NON-DEPARTMENTAL BUDGETS

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

NVTID-25% Special Revenue Fund 2070, Division 20700

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	4,561	11,000	8,000	-3,000	-27 %
54-Other Charges	541,000	541,000	552,000	11,000	2 %
Total Appropriation	**545,561**	**552,000**	**560,000**	**8,000**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	3,734	2,000	5,000	3,000	150 %
46-Charges for Services	525,230	600,000	600,000	0	0 %
Total Revenue	**528,965**	**602,000**	**605,000**	**3,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20700 N V Tourism Imp Distr-Unincorp	16,596	-50,000	-45,000	5,000	-10 %
Total Use Of Fund Balance	**16,596**	**-50,000**	**-45,000**	**5,000**	**-10%**

SIGNIFICANT ADJUSTMENTS

- 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.

- This budget assumes the set aside of $45,000 to build the reserve fund.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	398,598	405,000	150,000	-255,000	-63 %
54-Other Charges	2,144	904,000	1,004,000	100,000	11 %
56-Other Financing Uses	4,091,581	959,652	963,475	3,823	0 %
57-Special Items	3,076,354	500,000	1,000,000	500,000	100 %
Total Appropriation	**7,568,677**	**2,768,652**	**3,117,475**	**348,823**	**13 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	402,010	75,000	75,000	0	0 %
46-Charges for Services	1,776,610	2,001,000	1,501,500	-499,500	-25 %
48-Other Financing Sources	3,938,955	444,781	305,334	-139,447	-31 %
49-Special Items	3,076,354	500,000	1,000,000	500,000	100 %
Total Revenue	**9,193,930**	**3,020,781**	**2,881,834**	**-138,947**	**-5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20800 Affordable Housing	-1,625,253	-252,129	235,641	487,770	-193 %
Total Use Of Fund Balance	**-1,625,253**	**-252,129**	**235,641**	**487,770**	**-193%**

SIGNIFICANT ADJUSTMENTS

- The FY 2019-20 appropriations include a $1 million loan repayment to the Tobacco Master Settlement Fund for funds borrowed to finance the Stoddard West project.

- Also included in the FY 2019-20 appropriations:

    - $150,000 to support the Director of Housing Services and Housing and Community Development Manager
    - $150,000 in contracts for housing related programs included fair housing services, junior accessory dwelling unit creation and home share matching services;
    - $215,000 for the operational costs of the Napa County Housing Authority;
    - $84,000 to support Homeless Shelter operations;
    - $50,000 for the Homeless Program Coordinator, a cost that is shared with the General Fund and the City of Napa.

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	45,150	48,000	45,000	-3,000	-6 %
45-Revenue from Use of Money and Property	3,005	2,500	8,000	5,500	220 %
Total Revenue	**48,155**	**50,500**	**53,000**	**2,500**	**5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21500 Public TV-Educational and Govt	-48,155	-50,500	-53,000	-2,500	5 %
Total Use Of Fund Balance	**-48,155**	**-50,500**	**-53,000**	**-2,500**	**5%**

SIGNIFICANT ADJUSTMENTS

- Interest income is projected to increase by $5,500, based on a change in how the investment policy is being applied by the Treasurer-Tax Collector.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	34,217	51,600	126,000	74,400	144 %
54-Other Charges	214,385	283,000	288,660	5,660	2 %
56-Other Financing Uses	4,092	4,739	-4,682	-9,421	-199 %
Total Appropriation	**252,694**	**339,339**	**409,978**	**70,639**	**21 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	446,317	446,000	534,100	88,100	20 %
44-Fines, Forfeitures, and Penalties	4,000	0	0	0	0 %
45-Revenue from Use of Money and Property	9,874	6,000	8,000	2,000	33 %
46-Charges for Services	0	0	50,000	50,000	100 %
Total Revenue	**460,191**	**452,000**	**592,100**	**140,100**	**31 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21800 Zone-1 Garbage	-207,497	-112,661	-182,122	-69,461	62 %
Total Use Of Fund Balance	**-207,497**	**-112,661**	**-182,122**	**-69,461**	**62%**

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	0	69,100	69,100	0	0 %
54-Other Charges	0	0	30,000	30,000	100 %
57-Special Items	0	35,000	0	-35,000	-100 %
Total Appropriation	**0**	**104,100**	**99,100**	**-5,000**	**-5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	0	104,100	99,100	-5,000	-5 %
Total Revenue	**0**	**104,100**	**99,100**	**-5,000**	**-5 %**

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	4,487,430	4,585,101	4,583,426	-1,675	0 %
Total Appropriation	**4,487,430**	**4,585,101**	**4,583,426**	**-1,675**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	71,380	64,596	58,867	-5,729	-9 %
45-Revenue from Use of Money and Property	6,414	0	0	0	0 %
48-Other Financing Sources	531,840	595,591	627,339	31,748	5 %
Total Revenue	**609,633**	**660,187**	**686,206**	**26,019**	**4 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
35000 Debt Service	3,878,664	3,924,914	3,897,220	-27,694	-1 %
Total General Fund Contribution	**3,878,664**	**3,924,914**	**3,897,220**	**-27,694**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
35000 Debt Service	-867	0	0	0	0 %
Total Use Of Fund Balance	**-867**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- 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.

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – EMPLOYEE RETIREE BENEFITS

Employee Retiree Benefits Fund 4400 Divisions 4400001-4400009

DIVISION DETAIL

This budget unit captures costs associated with current employees' benefits such as dental, vision, and life insurance as well as long and short term disability. Revenue is from charges to departments. The reduction in charges for services is due to allocating vacation payouts directly to departments rather than through General Expenditures as in years past.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	685,077	0	0	0	0 %
52/53-Services and Supplies	2,910,506	2,636,644	2,665,000	28,356	1 %
Total Appropriation	**3,595,583**	**2,636,644**	**2,665,000**	**28,356**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	3,195,450	2,636,644	2,665,000	28,356	1 %
Total Revenue	**3,195,450**	**2,636,644**	**2,665,000**	**28,356**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44000 Employees Benefits	400,133	0	0	0	0 %
Total Use Of Fund Balance	**400,133**	**0**	**0**	**0**	**0%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – OTHER POST EMPLOYMENT BENEFITS

OPEB Fund 4401, Division 44010

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.

Because the actuarial study is done every two years, the last study was as of June 30, 2017. However, it was updated in June 2018 and at that time the County's Actuarial Accrued Liability as of June 30, 2019 is projected to be $108,501 Million. As of December 2018, assets total approximately $64.3 Million. The County is expected to have $76.8 Million in assets – approximately 71% funded.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	7,883,932	8,051,769	8,816,000	764,231	9 %
Total Appropriation	**7,883,932**	**8,051,769**	**8,816,000**	**764,231**	**9 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	7,666,133	8,051,769	8,816,000	764,231	9 %
Total Revenue	**7,666,133**	**8,051,769**	**8,816,000**	**764,231**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44010 Other Post-Employment Benefits	217,798	0	0	0	0 %
Total Use Of Fund Balance	**217,798**	**0**	**0**	**0**	**0%**

CEO NON-DEPARTMENTAL BUDGETS

Division Budget – WORKERS' COMPENSATION INSURANCE

Workers' Compensation Fund 4402, Division 44020

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	8,128	25,000	15,000	-10,000	-40 %
52/53-Services and Supplies	3,163,335	3,141,644	3,481,360	339,716	11 %
Total Appropriation	**3,171,463**	**3,166,644**	**3,496,360**	**329,716**	**10 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	61,868	80,000	100,000	20,000	25 %
45-Revenue from Use of Money and Property	86,739	60,000	90,000	30,000	50 %
46-Charges for Services	3,304,000	4,236,715	3,257,360	-979,355	-23 %
Total Revenue	**3,452,608**	**4,376,715**	**3,447,360**	**-929,355**	**-21 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44020 Workers Compensation Ins	-281,145	-1,210,071	49,000	1,259,071	-104 %
Total Use Of Fund Balance	**-281,145**	**-1,210,071**	**49,000**	**1,259,071**	**-104%**

SIGNIFICANT ADJUSTMENTS

- Appropriations are projected to increase slightly in both premium and claim costs. Workers' Compensation premium costs, which are calculated on a formula based on experience and exposure, are projected to increase by approximately $174,000. For FY 2019-20, claims experience continues to be based on a ten-year average. Claims costs are projected to be approximately $2.3 million, approximately $100,000 higher than the FY 2018-19 Adopted Budget.

- Revenue comes from interest earnings and cost allocation to all departments based on a loss exposure and claims experience methodology. The total amount allocated to the departments for FY 2019-20 is approximately $3.25 million, down 21% from the previous fiscal year. It is based on the department allocation methodology and adjusted based on actuarial recommendations. Even with this reduction, the program retained its confidence level of 75%.

- For FY 2019-20, revenues include reimbursements for excess claims costs from the California State Association of Counties-Excess Insurance Authority (CSAC-EIA) in the approximate amount of $100,000.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	170,431	300,000	300,000	0	0 %
Total Appropriation	**170,431**	**300,000**	**300,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	3,819	0	0	0	0 %
Total Revenue	**3,819**	**0**	**0**	**0**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	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 2018	Adopt 2019	Rec 2020	Variance	% Change
44030 Unemployment Compensation Ins	166,612	0	0	0	0 %
Total Use Of Fund Balance	**166,612**	**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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	3,080,588	2,712,804	3,647,228	934,424	34 %
56-Other Financing Uses	0	160,000	0	-160,000	-100 %
Total Appropriation	**3,080,588**	**2,872,804**	**3,647,228**	**774,424**	**27 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	5,000	0	0	0	0 %
45-Revenue from Use of Money and Property	25,174	18,000	8,000	-10,000	-56 %
46-Charges for Services	2,033,090	744,770	3,975,500	3,230,730	434 %
48-Other Financing Sources	52,000	65,000	70,000	5,000	8 %
Total Revenue	**2,115,264**	**827,770**	**4,053,500**	**3,225,730**	**390 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45000 Liability Insurance	965,324	2,045,034	-406,272	-2,451,306	-120 %
Total Use Of Fund Balance	**965,324**	**2,045,034**	**-406,272**	**-2,451,306**	**-120%**

SIGNIFICANT ADJUSTMENTS

- Revenue from departments projected for these two programs totals approximately $3.2 million. This amount is based on cost allocations and represents an additional $406,272 to the fund balance to maintain a confidence level of 75%. Costs associated with the Property Insurance programs account for approximately $700,000 of total appropriations, remaining flat from FY 2018-19.

- The 27% increase in appropriations is due to a slight increase in program administration, flat claims costs and approximately 57% increase in General Liability Premiums.

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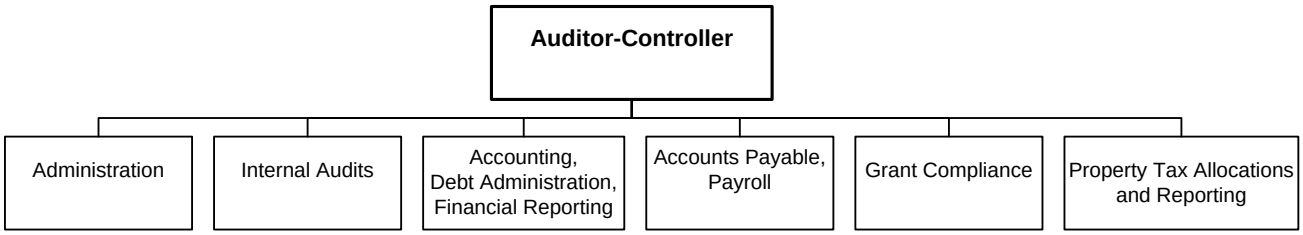
AUDITOR-CONTROLLER

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 County of Napa, 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 $604 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 $56 million in annual debt payments
- Monitoring approximately $30 million in Federal and State grants or loans received for capital projects over the life of the grant or loan for fiscal compliance and reporting;

AUDITOR-CONTROLLER

General Fund 1000, Division 11000

- 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 $364 million in property tax collections to the County, Cities/Town, Schools and Special Districts, including the calculation and return of $19 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.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,918,859	3,398,838	3,703,912	305,074	9 %
52/53-Services and Supplies	595,938	470,321	669,711	199,390	42 %
Total Appropriation	**3,514,796**	**3,869,159**	**4,373,623**	**504,464**	**13 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	45,472	42,000	42,000	0	0 %
45-Revenue from Use of Money and Property	9,433	11,000	11,000	0	0 %
46-Charges for Services	510,921	499,000	519,000	20,000	4 %
47-Miscellaneous Revenues	0	500	500	0	0 %
49-Special Items	36,910	20,000	0	-20,000	-100 %
Total Revenue	**602,736**	**572,500**	**572,500**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11000 Auditor-Controller	2,912,060	3,296,659	3,801,123	504,464	15 %
Total Net County Cost	**2,912,060**	**3,296,659**	**3,801,123**	**504,464**	**15%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
11000 Auditor-Controller	23	23	24

SIGNIFICANT ADJUSTMENTS

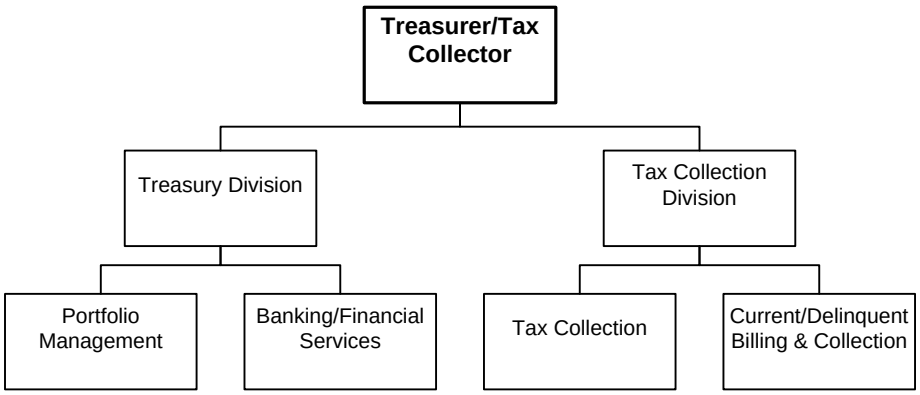
- Increased appropriations in Salaries and Benefits include the request for one additional position for payroll processing, increasing from two to three employees to process payroll for the County, the Courts and Special Districts. This position will serve as a lead over the two existing Payroll Technicians due to the higher competencies required for the complexities of PERs reporting, IRS regulations and State reporting requirements. In addition, this position will be integral in system testing of quarterly tax updates, MOU changes and IRS changes. This increase will be partially offset by increased indirect cost allocation revenues

- Increased appropriations for Services and Supplies includes the continuation of consulting services and associated expenses with the selection of a new Financial and Human Resources software system, which began in fiscal year 2017-18. Since this is an ongoing process, the amount for fiscal year 2018-19 was included as a carry forward adjustment; whereas this is the next phase of the project with assisting in the implementation and project management.

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 14th 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 for fiscal year 2017-18. This is the 17th consecutive year for receiving the award.**	**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 2018-19. 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 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. • Complete the grant compliance policy and procedure manual with auditing/monitoring procedures, and have all grants clearly available on the County's website • Continue to work with experts within GFOA to procure and implement a new Financial and Human Resources software system. The goal includes transparency and open government, efficiencies in overall cost savings and customer service to tax payers, and intergovernmental cooperation between the County, Cities, Towns and Special Districts all utilizing one system and sharing business practices.

ACCOMPLISHMENTS (CONTINUED)	GOALS
• 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.** • Create audit procedures for monitoring grants and the various assessments created by special districts (continued from prior years due to staff resources being shifted to other needed areas). **Continued to make progress towards audit procedures for grants and assessments by special districts.** • 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. **Consulted with GFOA to document our financial business processes to determine our gaps and prepare the County for procurement of a new Financial and Human Resources software system. Issued a Request for Proposal and working toward selection of new, more efficient and innovative system, in cooperation with the Cities and Town to provide a common platform and business processes.**	

TREASURER-TAX COLLECTOR
Department Summary



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 to comply with the provisions of the Revenue and Taxation Code.

- Collections: Collection of current and/or delinquent amounts due to Napa-Vallejo Waste Management Authority (NVWMA), 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
Department Summary

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	1,401,164	1,586,274	1,696,934	110,660	7 %
52/53-Services and Supplies	559,634	635,327	670,682	35,355	6 %
Total Appropriation	**1,960,798**	**2,221,601**	**2,367,616**	**146,015**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	31,852	37,400	32,000	-5,400	-14 %
45-Revenue from Use of Money and Property	156,115	161,000	380,000	219,000	136 %
46-Charges for Services	446,550	444,800	313,480	-131,320	-30 %
47-Miscellaneous Revenues	682	250	0	-250	-100 %
Total Revenue	**635,198**	**643,450**	**725,480**	**82,030**	**13 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11200 Treasurer-Tax Collector	1,325,600	1,578,151	1,642,136	63,985	4 %
Total Net County Cost	**1,325,600**	**1,578,151**	**1,642,136**	**63,985**	**4%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
Treasurer-Tax Collector	14	15	14

SIGNIFICANT ADJUSTMENTS

- Services and supplies is budgeted to increase by $35,355 primarily due to the purchase of Bloomberg software system to assist in bond trading. This cost is offset by an increase in investment charges to the treasury pool members and it is anticipated this service will allow for improved pricing on bond trades equating to improved interest for pool participants.

- Revenue is estimated to increase by $82,030. Revenue increases are primarily due to increased reimbursements related to the treasury pool investments (staff time, equipment, software, etc.) as well as increases in collection fees from Airport and Napa Vallejo Waste Management. A reallocation of revenue from the Charges for Services to Revenue from Use of Money and Property was initiated in FY 2018-19.

TREASURER-TAX COLLECTOR

General Fund 1000, Division 11200

ACCOMPLISHMENTS	GOALS
• Complete transition of banking services from Wells Fargo Bank to US Bank. **Transition completed.** • Continue expanding the public's ability to review tax and treasury data online. **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. In addition, an investment analysis section was added to the monthly investment report that provides the public context to the investment figures.** • Continue enabling County departments to accept credit cards and debit cards as payment for fees and services, as they are needed and/or requested. **Process 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** • Obtain an investment portfolio yield at or above 2.15%, increasing General Fund, other agency and special district interest revenue. • Create a collections unit to improve the receipt of delinquent unsecured taxes and timing of current receipts from all customers. The unit is anticipated to collect $250,000 (22% is General Fund) in delinquent unsecured taxes in the first full 12 months of implementation. • Reduce user credit card fees by at least 20 basis points for property tax credit card payments.

OTHER ACCOMPLISHMENTS

- Achieved an effective portfolio rate of 2% for the first time in 10 years which increased revenue to the County and all of our Agencies and Special Districts.
- Provided monthly and ongoing economic and investment analysis to Board of Supervisors and pool participants.
- Deleted outdated tax processes which annually saves hundreds of hours of staff time.
- Created a digital work flow system to allow users to electronically enter new collection accounts and automatically calculate fines and fees on accounts.

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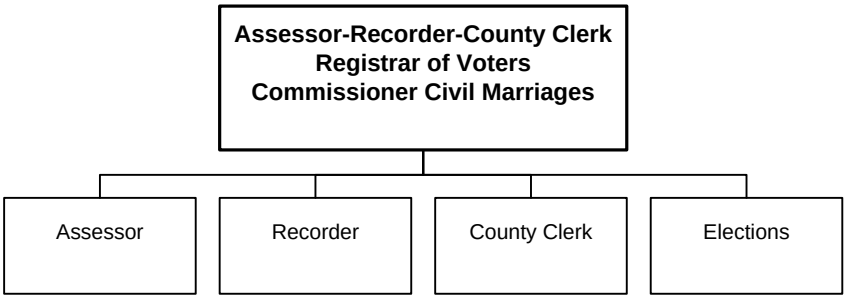
ASSESSOR-RECORDER-COUNTY CLERK
Department Summary



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 2018	Adopt 2019	Rec 2020	Variance	% Change
11400 Assessor	3,379,025	3,633,658	3,909,283	275,625	8 %
11410 Elections	1,592,076	1,677,505	1,940,993	263,488	16 %
11420 Recorder-County Clerk	1,143,305	1,194,778	1,154,751	-40,027	-3 %
Total Appropriation	**6,114,405**	**6,505,941**	**7,005,027**	**499,086**	**8 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11400 Assessor	569,335	584,500	698,270	113,770	19 %
11410 Elections	33,398	212,500	439,000	226,500	107 %
11420 Recorder-County Clerk	1,143,445	1,194,778	1,154,750	-40,028	-3 %
Total Revenue	**1,746,178**	**1,991,778**	**2,292,020**	**300,242**	**15 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11400 Assessor	2,809,689	3,049,158	3,211,013	161,855	5 %
11410 Elections	1,558,678	1,465,005	1,501,993	36,988	3 %
11420 Recorder-County Clerk	-140	0	1	1	0 %
Total Net County Cost	**4,368,227**	**4,514,163**	**4,713,007**	**198,844**	**4 %**

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – ASSESSOR

General Fund 1000, Division 11400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,733,976	2,967,844	3,068,658	100,814	3 %
52/53-Services and Supplies	645,049	665,814	840,625	174,811	26 %
Total Appropriation	**3,379,025**	**3,633,658**	**3,909,283**	**275,625**	**8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	567,062	553,000	553,000	0	0 %
47-Miscellaneous Revenues	1	0	0	0	0 %
48-Other Financing Sources	2,272	31,500	145,270	113,770	361 %
Total Revenue	**569,335**	**584,500**	**698,270**	**113,770**	**19 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11400 Assessor	2,809,689	3,049,158	3,211,013	161,855	5 %
Total Net County Cost	**2,809,689**	**3,049,158**	**3,211,013**	**161,855**	**5%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
1140000 ELECTIONS	23	23.5	24

SIGNIFICANT ADJUSTMENTS

- Appropriations increases primarily due to historic maps and building records scanning project $135,000.
- Revenue increases reflect increases of revenue Transfers In from the State and County Property Tax Admin Special Revenue Fund and the State Supplementation County Assessor Program to fund building record scanning project and Multiple Listing Service licenses.

ACCOMPLISHMENTS	GOALS
• Continue to provide assessment value notices on the County's website for the January 1, 2019 lien date. **Provided Assessment Value Notices on the County's website for the January 1, 2019 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. **Used new website to continue expanding the public's ability to review data online and reduce the need to call or visit in person.** • Communicate restoration of Prop 8 values to the public through news releases and local media. **As communicated to the public, retained 2,308 properties in decline in value status by using automated tools for FY 2018-19 assessment roll.** • Scan old maps and old Assessor correspondence. **Scanned 20,000 historic maps into Megabyte to improve efficiencies and to gain experience toward the goal of scanning building records.** • Begin scanning building plans to enable electronic access to plans and reduce storage space needed. **Continued to work on implementation of scanning building plans.** • Continue automation of valuation procedures and conversion of records to scanned images. **Continued implementation of automated enrollment process by valuing over 1,150 properties using the new Megabyte tools.**	**Collaborative and Engaged Community** • Continue to utilize website to expand the public's ability to review data online and reduce the need to call or visit in person. • Continue to provide assessment value notices on the County's website for the January 1, 2019 lien date. • Communicate restoration of Prop 8 values to the public through news releases and local media. **Effective and Open Government** • Continue to review properties in decline in value status for restoration of base year values. • Continue automation of valuation procedures and conversion of records to scanned images. • Develop and begin to implement a phased, long-term plan to scan building records into Megabyte to improve productivity.

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 2019-20 assessment roll.
- Completed the FY2018-19 assessment roll with a net value of over $39.3 billion on time (increase of 4.94% from FY 2017-18 roll).

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – PRIMARY GENERAL ELECTIONS

General Fund 1000, Division 11410

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	625,715	706,907	712,271	5,364	1 %
52/53-Services and Supplies	966,361	970,598	1,228,722	258,124	27 %
Total Appropriation	**1,592,076**	**1,677,505**	**1,940,993**	**263,488**	**16 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,528	1,500	411,500	410,000	100 %
44-Fines, Forfeitures, and Penalties	567	0	0	0	0 %
46-Charges for Services	31,303	211,000	27,500	-183,500	-87 %
Total Revenue	**33,398**	**212,500**	**439,000**	**226,500**	**107 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11410 Elections	1,558,678	1,465,005	1,501,993	36,988	3 %
Total Net County Cost	**1,558,678**	**1,465,005**	**1,501,993**	**36,988**	**3%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
1141000 ELECTIONS	5	5	5

SIGNIFICANT ADJUSTMENTS

- Appropriation increases reflect the addition of one Vote Center, anticipated increase in printing and binding for March 3, 2020 Primary Election and an increase in Election software vendor contract.
- Significant reduction in Election Services revenues associated with typical Primary Election year billing activity; however Intergovernmental Revenues are projected to increase due to reimbursements from the State for prior voting systems investments; for Cybersecurity and for Voter Accessibility investments.

ACCOMPLISHMENTS	GOALS
• Provide statewide leadership in implementation of the Voter's Choice Act. **Continued to provide statewide leadership through the successful operation of the Voter's Choice Act, Vote Centers and Conditional Voter Registration.** • Increase yield of eligible citizens who register to vote. **Increased the ratio of eligible citizens who register to vote from 78% to 84.6%.** • 100% registration of eligible Spanish Language voters in Napa County. **Continued the Spanish Language Assistance Advisory Committee to provide accurate Spanish language election materials, poll workers, and increase voter registration of eligible Spanish language citizens.** • Implement an outreach plan to all segments of the community promoting ballot delivery options, increased turnout through CVR and use of the upgraded accessible voting system **Successfully implemented various outreach events and programs geared to all segments of the voting community promoting MORE DAYS and MORE WAYS TO VOTE including voter registration up to and including election day and upgraded accessible voting system.** • Adopt latest Americans with Disabilities Act ballot marking technology for June 5, 2018 and future elections. **Implemented the Remote Accessible Vote by Mail and Uniformed and Overseas Citizens Absentee Voting Act capability, including the latest Americans with Disabilities Act ballot marking technology through our voting system vendor.**	**Effective and Open Government** • Participate in a pilot program to implement Risk Limiting Audits for the March 3, 2020 Presidential Primary and future elections. • Streamline the process for e-Filing Form 700 and Campaign Reports. • Continue to provide statewide leadership in implementation of the Voter's Choice Act (VCA). • Implement upgrade to cybersecurity for election related activities and VoteCal interface for conducting the March 3, 2020 and future elections. **Collaborative and Engaged Community** • Work with community coalition to increase participation of underserved groups through VCA improvements. • Equip all vote centers with accessibility capabilities in accordance with HAVA statewide 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

OTHER ACCOMPLISHMENTS:

- Implemented electronic filing of Form 700.

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – RECORDER-COUNTY CLERK

General Fund 1000, Division 11420

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	738,057	823,938	811,227	-12,711	-2 %
52/53-Services and Supplies	390,072	370,840	343,524	-27,316	-7 %
55-Capital Assets	15,175	0	0	0	0 %
Total Appropriation	**1,143,305**	**1,194,778**	**1,154,751**	**-40,027**	**-3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	183,525	187,000	187,000	0	0 %
46-Charges for Services	699,420	713,000	648,000	-65,000	-9 %
47-Miscellaneous Revenues	4,141	1,000	1,000	0	0 %
48-Other Financing Sources	256,358	293,778	318,750	24,972	9 %
Total Revenue	**1,143,445**	**1,194,778**	**1,154,750**	**-40,028**	**-3 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
11420 Recorder-County Clerk	-140	0	1	1	0 %
Total Net County Cost	**-140**	**0**	**1**	**1**	**0%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
1142000 RECORDER-COUNTY CLERK	9.0	8.5	8

ASSESSOR-RECORDER-COUNTY CLERK

Division Budget – RECORDER-COUNTY CLERK

General Fund 1000, Division 11420

ACCOMPLISHMENTS	GOALS
• Achieve 35% electronic recording by June 2019. **Achieved 40% electronic recording volume as of April 2019.** • Continue adding submitters to CeRTNA ERDS electronic recording via Agents. **Added 240+ submitters to our Electronic Recording Delivery System (ERDS) by June 30, 2019.** • Complete system sharing of vital records with Public Health per State schedule for Vital Records Business Intelligence System. **Delay auto data download of Vitals until State can provide amendments.** • Schedule State Board of Equalization for California Electronic Recording Transaction Network Authority (CeRTNA) and Government to Government (G2G) Electronic Recording in FY 2018-19. **G2G electronic recording for Board of Equalization documents postponed due to BOE rescheduling.** • Evaluate and, if appropriate, implement Auto-Indexing of recorded documents. **Initial cost/benefit study plus feedback from document recorders revealed this project would not be appropriate at our current volumes.** • Work with vendor to allow online search of Fictitious Business Name Index. **The selected vendor has decided to delay the release of this system enhancement until FY 2019-20 at the earliest.**	**Effective and Open Government** • Achieve 50% electronic recording volume by April 30, 2020. • Continue adding submitters to ERDS electronic recording via Agents. • Work with vendor to allow online search of Fictitious Business Name Index. • Achieve and maintain an average Electronic Document processing time of 30 minutes or less by December 31, 2019. • Coordinate with state Board of Equalization to implement G2G e-Recording in FY 2019-20.

OTHER ACCOMPLISHMENTS:

- Collected and remitted to the State over $1.2 million for GC27388.1 Housing Tax.

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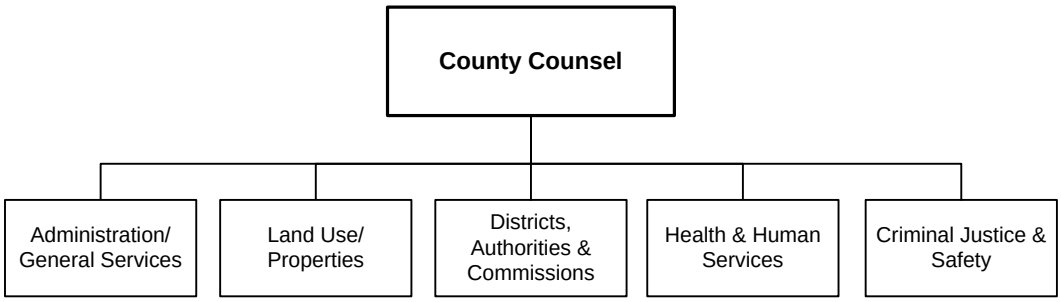
COUNTY COUNSEL

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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,451,967	3,851,232	4,049,184	197,952	5 %
52/53-Services and Supplies	651,420	730,180	832,407	102,227	14 %
Total Appropriation	**4,103,387**	**4,581,412**	**4,881,591**	**300,179**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	186,063	150,000	150,000	0	0 %
46-Charges for Services	351,465	495,522	612,101	116,579	24 %
49-Special Items	8,794	0	0	0	0 %
Total Revenue	**546,321**	**645,522**	**762,101**	**116,579**	**18 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12000 County Counsel	3,557,065	3,935,890	4,119,490	183,600	5 %
Total Net County Cost	**3,557,065**	**3,935,890**	**4,119,490**	**183,600**	**5%**

STAFFING

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

SIGNIFICANT ADJUSTMENTS

- The Board approved the creation of a combined Compliance and Privacy Program in July 2018. This resulted in the deletion of the County Privacy Officer in this budget. The new program reports to the Board of Supervisors and County Executive Officer. It is included in the Health and Human Services budget.

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 67 code enforcement matters during FY 2017-18, including *Napa County v. Bremer*. Assisted PBES in the drafting, passage, and implementation of Compliance Resolution No. 2018-164.** • 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.** • In cooperation with the County Executive Office and the Auditor-Controller, provide advice and recommendations to the Board regarding solutions to challenges facing the Lake Berryessa Resort Improvement District. **Ongoing.**	**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. **Vibrant and Sustainable Environment** • Continue to provide essential litigation and advisory support to PBES in improving efficiency and consistency in Code Compliance activities. • Assist PBES with the processing of applications for status determinations and use permit modifications submitted in compliance with Compliance Resolution No. 2018-164. • 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 the aftermath of the October 2017 North Bay wildfires, provided vital legal support to County staff, collaborated with other agencies such as Cal OES, FEMA and CalFire in recovery efforts and debris removal, and coordinated with other counties and municipalities to pursue appropriate remedies.

- In coordination with Public Works/Real Estate, structured bidding procedures for sale of the Water Street property, which led to sale of the property for more than $1 million above the appraised value. The sale also allowed the County to continue occupying the property for up to 18 months free of charge.

- Provided free small claims legal advice to 239 small claims litigants during FY 2017-18.

- Reviewed 33 CEQA (California Environmental Quality Act) documents for legal adequacy for the Planning, Building & Environmental Services Department during FY 2017-18.

- 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 paid off.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
20205 Library-Capital Imprv Projects	457,966	0	0	0	0 %
20405 Roads Capital Improv Projects	13,527,152	345,000	1,175,000	830,000	241 %
21005 FIRE-Capital Improv Projects	2,217,419	0	0	0	0 %
30000 Accumulated Capital Outlay	2,068,973	111,250	1,625,000	1,513,750	1361 %
30005 General Fund-Capital Improvement Project	31,078,422	611,256	1,625,000	1,013,744	166 %
30025 CIP-Historic Courthouse	13,980	85,000	200,000	115,000	135 %
50105 Airport-Capital Impr Projects	368,301	500,000	0	-500,000	-100 %
50205 5th Street Parking Garage-CIP	16,154	0	0	0	0 %
50405 Animal Shelter-CIP	38,370	0	34,115	34,115	100 %
Total Appropriation	**49,786,738**	**1,652,506**	**4,659,115**	**3,006,609**	**182 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20405 Roads Capital Improv Projects	3,754,001	345,000	1,175,000	830,000	241 %
21005 FIRE-Capital Improv Projects	9,775	0	0	0	0 %
30000 Accumulated Capital Outlay	1,378,451	250,000	0	-250,000	-100 %
30005 General Fund-Capital Improvement Project	20,453,886	611,256	1,625,000	1,013,744	166 %
30015 CIP-Criminal Justice Facility	92,644	81,900	87,200	5,300	6 %
30025 CIP-Historic Courthouse	285,405	225,100	253,000	27,900	12 %
50105 Airport-Capital Impr Projects	3,610,541	71,802	0	-71,802	-100 %
50205 5th Street Parking Garage-CIP	32,863	32,700	35,500	2,800	9 %
50405 Animal Shelter-CIP	51,540	34,178	40,304	6,126	18 %
Total Revenue	**29,669,106**	**1,651,936**	**3,216,004**	**1,564,068**	**95 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20405 Roads Capital Improv Projects	9,278,190	0	0	0	0 %
30000 Accumulated Capital Outlay	28,549,259	1,500,000	0	-1,500,000	-100 %
30005 General Fund-Capital Improvement Project	700,000	0	0	0	0 %
50405 Animal Shelter-CIP	0	0	0	0	0 %
Total General Fund Contribution	**38,527,449**	**1,500,000**	**0**	**-1,500,000**	**-100 %**

CAPITAL IMPROVEMENT PROJECTS
Department Summary

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20205 Library-Capital Imprv Projects	457,966	0	0	0	0 %
20405 Roads Capital Improv Projects	494,961	0	0	0	0 %
21005 FIRE-Capital Improv Projects	2,207,643	0	0	0	0 %
30000 Accumulated Capital Outlay	-27,858,736	-1,638,750	1,625,000	3,263,750	-199 %
30005 General Fund-Capital Improvement Project	9,924,537	0	0	0	0 %
30015 CIP-Criminal Justice Facility	-92,644	-81,900	-87,200	-5,300	6 %
30025 CIP-Historic Courthouse	-271,425	-140,100	-53,000	87,100	-62 %
50105 Airport-Capital Impr Projects	-3,242,240	428,198	0	-428,198	-100 %
50205 5th Street Parking Garage-CIP	-16,710	-32,700	-35,500	-2,800	9 %
50405 Animal Shelter-CIP	-13,169	-34,178	-6,189	27,989	-82 %
Total Use Of Fund Balance	**-18,409,817**	**-1,499,430**	**1,443,111**	**2,942,541**	**-196 %**

CAPITAL IMPROVEMENT PROJECTS

Division Budget – COUNTY LIBRARY CAPITAL IMPRVMT. PROJECTS

County Library Fund 2020, Division 20205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	457,966	0	0	0	0 %
Total Appropriation	**457,966**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20205 Library-Capital Imprv Projects	457,966	0	0	0	0 %
Total Use Of Fund Balance	**457,966**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

There are no new projects proposed in the FY 2019-20 budget for the Library CIP budget. The Napa Main Library Remodel will continue into FY 2019-20. With the exception of bathroom remodel, the project is complete. The remaining budget at the end of FY 2018-19 for the Napa Main Library Remodel will be rolled over to the FY 2019-20 budget. This project is funded by a transfer from the Library Fund.

Below is the project (project number) in progress:

Project Name & Number	FY 18-19 Est. Budget
Napa Main Library Remodel (15008)	255,464
TOTAL	**$255,464**

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	8,627,202	5,000	25,000	20,000	400 %
56-Other Financing Uses	2,806,760	0	0	0	0 %
57-Special Items	2,093,190	340,000	1,150,000	810,000	238 %
Total Appropriation	**13,527,152**	**345,000**	**1,175,000**	**830,000**	**241 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	480,449	0	0	0	0 %
48-Other Financing Sources	130,000	340,000	1,175,000	835,000	246 %
49-Special Items	3,143,552	5,000	0	-5,000	-100 %
Total Revenue	**3,754,001**	**345,000**	**1,175,000**	**830,000**	**241 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20405 Roads Capital Improv Projects	9,278,190	0	0	0	0 %
Total General Fund Contribution	**9,278,190**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20405 Roads Capital Improv Projects	494,961	0	0	0	0 %
Total Use Of Fund Balance	**494,961**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

Below is a summary of road CIP projects.

NON-DISASTER RELATED

Following are the non-disaster related Roads projects (project numbers) in progress:

Project Name & Number	FY 18-19 Est. Budget
Flood Disaster Road Repairs (06004)*	39,055
Devlin Road-Segment E (10002)**	6,385,544
Dry Creek Bridge-Dry Creek-Design Work (14009)	650,042
Chiles Creek Bridge-Design Work (14010)	652,595
Garnett Bridge at Greenwood Ave.-Design Work (16003)	1,277,990
Greenwood Enviro. Monitoring, Report and Maint. (16017)	78,474
Milton Road Flood Gate (18026)	423,299
Oakville Bridge (97001) (ongoing maintenance)	440,557
TOTAL	**$9,947,556**

*For Flood Damages from 2005-06
**Funded by Airport Area Traffic Mitigation Funds

SB1

Senate Bill 1 (SB 1) 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 SB 1 funds and the County began receiving them in FY 2017-18. A special revenue fund for SB1 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 is expecting to receive an estimated $2,593,000 during FY 2018-19 and an estimated $2,707,000 in FY 2019-20. 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.

Following are the SB1 funded Roads projects (project numbers) in progress:

Project Name & Number	FY 18-19 Est. Budget
SB1-Silverado I&J (18029)	1,799,088
SB1-Traffic Signal & Street Light (18030)	68,452
SB1-Stice Subdivision (19009)	25,000
SB1-Silverado Zinfandel (19012)	40,000
SB1-Silverado K (19014)	303,720
TOTAL	**$2,236,260**

Following are the SB1 funded Roads projects (project numbers) requiring additional appropriation for FY 2019-20:

Project Name & Number	Requested Appropriation
SB1-Milton Road (19001)	225,000
SB1-Stice Subdivision (19009)	100,000
SB1-Silverado Zinfandel (19012)	400,000
SB1-Mt Veeder/Dry Creek (20020)	150,000
SB1-Soda Canyon Rd (20021)	150,000
SB1-Partrick Rd (20022)	150,000
TOTAL	**$1,175,000**

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. In case of Measure T, unlike SB1 that has more flexibility, Measure T funds are to be used solely for identified improvements in the Expenditure Plan that is approved by the Napa Valley Transportation Agency. The County is expecting to receive an estimated $4,500,000 during FY 2018-19 and an estimated $7,700,000 in FY 2019-20.

Following is the Measure T funded Roads project (project number) in progress:

Project Name & Number		FY 18-19 Est. Budget
Imola Pocket Paving-ADA Ramp (19004)		2,325,289
	TOTAL	**$2,325,289**

There are two additional projects for 2017 Winter Storm projects, Ridgecrest Drive (S7109) and Sunnyhill Drive (S7110), 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. Budget numbers for the two 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. There are also eight additional 2017 Winter Storm projects in the planning phase that will move to design and construction as soon as more Measure T funds become available, perhaps at the end of FY 2018-19.

DISASTERS

The 2014 Earthquake and 2017 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 all disaster projects are reimbursable, but require “up-front” funds to actually perform the project, the General Fund has been up-fronting funds for most of the disaster projects in advance of receiving reimbursement. Roads Fund has also been used to upfront 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 23 open projects, 18 FHWA and 5 FEMA projects, in various stages of the approval process. Staff also continues to work with FEMA/CalOES regarding the Partrick Road Bridge project. It is classified as a small project by FEMA even though the County has analyzed the bridge with the assistance of outside bridge designers and determined that approximately $2,000,000 of repairs are needed. The County and FEMA/CalOES are not in agreement on the scope of repair. The County has submitted a 2nd appeal regarding this project (the 1st appeal was denied), but it is unclear when FEMA will respond.

Following are the next 5 FHWA projects that have been bid for construction that staff is planning to move to construction. There's currently $90,471 budgeted and the construction phase is estimated to be $509,964.

Project Name & Number		FY 18-19 Est. Budget
Oak Knoll Ave. MPM 0.9-1-FHWA (R6350)		19,894
Oak Knoll Ave. MPM 1.8-1.82-FHWA (R6351)		5,776
Cutting Wharf Rd.-FHWA (R6102)		26,324
Old Sonoma Rd. MPM-FHWA (R6402)		5,688
Old Sonoma Rd. MPM-FHWA (R6407)		32,789
	TOTAL	**$90,471**

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.

Following are the next 5 FEMA projects that are currently in preliminary engineering or design phases that staff is planning to move to construction in Fiscal Year 2019-20. The funding for construction for these projects is also anticipated to come from the $2.5 million loan described above. There is currently $508,361 budgeted and the construction phase is estimated to be $1,419,000.

Project Name & Number		FY 18-19 Est. Budget
Whitehall Lane Bridge-FEMA (R8210)		72,557
Whitehall Lane Bridge-FEMA (R8220)		43,346
Third Avenue Bridge-FEMA (R8120)		32,000
Third Avenue Bridge-FEMA (R8130)		130,740
Manley Lane Culvert-FEMA (R8390)		229,718
	TOTAL	**$508,361**

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. The projects listed below are now complete and request for reimbursements have been submitted to various agencies.

Following are the list of completed projects with final costs:

Project Name & Number		Final Project Cost
Redwood Road MPM 5.07-FEMA (S7103)		2,045,575
Redwood Road MPM 1.31-FEMA (S7104)		1,076,283
Redwood Road MPM 4.25-FEMA (S7310)		1,037,569
Howell Mt. Rd MPM 3.62-FHWA (S7115)		644,735
Wooden Valley Rd MPM 2.75-FHWA (S7118)		668,043
Berryessa Knoxville Rd MPM 4.4-FHWA (S7314)		854,739
Pope Canyon MPM 7.20-FHWA (S7116)-FHWA*		892,866
	TOTAL	**$7,219,810**

There are still number of damaged sites that require permanent repairs. Following are the four most urgent projects (project numbers) that are currently in construction:

Project Name & Number		FY 18-19 Est. Budget
Ridgecrest Drive-FEMA (S7109)*		1,271,803
Sunnyhill Drive-FEMA (S7110)*		1,092,748
Silverado Trail MPM 18.04-FHWA (S7114)		2,356,766
108 Brookside Drive (S7302)		1,046,420
	TOTAL	**$5,767,737**

*Construction cost up-fronted by Measure T funds

Following are the next eight projects (project numbers) that are currently in the planning phase and that staff is preparing to move to design and construction as soon as there are enough Measure T funds available, likely toward the end of Fiscal Year 2018-19:

Project Name & Number		FY 18-19 Est. Budget
Berryessa/Knoxville Rd. MPM 20.5-22-FEMA (S7107)		66,000
Dry Creek Rd. MPM 7.75-FEMA (S7402)		39,000
Dry Creek Rd. MPM 7.51- FEMA (S7202)		39,000
Dry Creek Rd. MPM 10.5-FEMA (S7313)		39,000
Mt. Veeder Rd. MPM 4.75-FEMA (S7405)		39,000
Dry Creek Rd. MPM 10.75 (S7105)		30,947
Mt. Veeder Rd. MPM 4.0 (S7306)		17,000
Mt. Veeder Rd. MPM 5.1 (S7304)		18,000
	TOTAL	**$287,947**

2017 NAPA FIRE COMPLEX

On October 8, 2017, the Napa County Executive Officer proclaimed the existence of a local emergency due to fires at various locations in Napa County (2017 Napa Fire Complex). Public Works staff identified five emergency projects that required immediate attention. The General Fund advanced the cost of the projects, however a portion of the project costs are anticipated to be reimbursed by FEMA (Federal Emergency Management Agency), CalOES (California Office of Emergency Services) and/or FHWA (Federal Highway Administration). All of these projects are now complete and request for reimbursements have been submitted to various agencies.

Following are the list of completed projects with final costs:

Project Name & Number		Final Project Cost
Fire-Sign Replacement-FEMA (18015)		11,175
Fire-Tree Debris Removal-FEMA (18016)		340,778
Fire-Retaining Wall-FEMA (18018)		93,972
Fire-Guardrail-FEMA (18021)		247,034
Fire-Guardrail-FHWA (18022)		330,364
	TOTAL	**$1,023,323**

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%**

SIGNIFICANT ADJUSTMENTS

There are no new projects proposed in the FY 2019-20 budget for the Fire CIP budget.

CAPITAL IMPROVEMENT PROJECTS

Division Budget – ACCUMULATED CAPITAL OUTLAY

Capital Improvement Projects Fund 3000, Division 30000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	300,000	0	1,625,000	1,625,000	100 %
57-Special Items	1,768,973	111,250	0	-111,250	-100 %
Total Appropriation	**2,068,973**	**111,250**	**1,625,000**	**1,513,750**	**1361 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	612,442	250,000	0	-250,000	0 %
49-Special Items	766,008	0	0	0	0 %
Total Revenue	**1,378,451**	**250,000**	**0**	**-250,000**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30000 Accumulated Capital Outlay	28,549,259	1,500,000	0	-1,500,000	0 %
Total General Fund Contribution	**28,549,259**	**1,500,000**	**0**	**-1,500,000**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30000 Accumulated Capital Outlay	-27,858,736	-1,638,750	1,625,000	3,263,750	-199 %
Total Use Of Fund Balance	**-27,858,736**	**-1,638,750**	**1,625,000**	**3,263,750**	**-199%**

SIGNIFICANT ADJUSTMENTS

- After the close of the FY 2018-19 financial books, it is anticipated that approximately $84 million of the Accumulated Capital Outlay will be “assigned” for future jail construction.
- Approximately $6.7 million in total fund balance is available for other County projects.
- A total of $1,625,000 of fund balance is included to be transferred to the General Fund Capital Improvement projects described below in Division 30005.

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 two new General Fund supported projects requested in the FY 2019-20 budget and there is a request to increase the appropriation for Administration Building HVAC project (17004) by $1,275,000.

There are twenty eight projects in progress, two of the projects being repairs of damage caused by the 2014 Earthquake to the Hall of Justice and Historic Courthouse. One project, Yountville Fuel Pump (17017), is scheduled to be completed by the end of FY 2018-19.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	29,780,014	611,256	1,625,000	1,013,744	166 %
56-Other Financing Uses	297,400	0	0	0	0 %
57-Special Items	1,001,008	0	0	0	0 %
Total Appropriation	**31,078,422**	**611,256**	**1,625,000**	**1,013,744**	**166 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	8,265,584	500,000	0	-500,000	-100 %
47-Miscellaneous Revenues	9,846,347	0	0	0	0 %
48-Other Financing Sources	337,981	0	0	0	0 %
49-Special Items	2,003,973	111,256	1,625,000	1,513,744	1361 %
Total Revenue	**20,453,886**	**611,256**	**1,625,000**	**1,013,744**	**166 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30005 General Fund-Capital Improvement Project	700,000	0	0	0	0 %
Total General Fund Contribution	**700,000**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30005 General Fund-Capital Improvement Project	9,924,537	0	0	0	0 %
Total Use Of Fund Balance	**9,924,537**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

PROJECTS IN PROCESS

Following are the projects (project numbers) in progress that will continue into FY 2019-20:

Project Name & Number		FY 18-19 Est. Budget
Jail Security System (11010)		348,609
Jail Replacement Project (13025)		754,686
Jail Health and Safety-ADA (14018)		380,028
SB1022 Staff Secure Facility (14021)		6,416,727
Jail Security Elevator Upgrade (16005)		232,868
Jail Fire Smoke Sealing (16016)		32,554
Admin Bldg. HVAC (17004)		306,539
650 Imperial Way HVAC Controls (17007)		58,742
HHSA Frontage Road Improvement (17014)		852,391
ADA Transition Plan (17015)		263,300
Pavement Maintenance (18002)		120,000
South Campus Roof Resurfacing (18003)		150,000
Jail Radio (18005)		398,181
2721 NVC Improvements (18028)		345,000
Bear Creek Tributary Project (19002)		500,000
New Jail (19005)		10,000,000
New Jail (Offsite) (19006)		1,200,000
HOJ Electronic Plumbing Upgrades (19011)		283,375
2014 Earthquake HOJ Repairs (Q0490)		2,667,793
2014 Earthquake Historic Courthouse Repairs (Q0630)		5,321,526
	TOTAL	**$30,632,319**

Following are the projects (project numbers) that are scheduled to be completed by the end of FY 2018-19:

Project Name & Number		Final Project Cost
Atlas Peak Telecom Tower (08001)		63,454
Admin Bldg. Replacement of Chillers-Cooling Boiler (13002)		22,407
Jail Basement Corridor (14027)		626,738
Hall of Justice 2nd Floor Renovation (16015)		34,510
South Campus Pavement Improvement (17006)		228,708
Admin Bldg. Landscape Rehab (17016)		100,000
Yountville Fuel Pump (17017)		552,955
Sheriff Camera (18001)		300,476
JJC Generator (18013)		260,298
	TOTAL	**$2,189,546**

The following project (project number) requires additional appropriation for FY 2019-20 as described below:

Project Name & Number		**Requested Appropriations**
Admin Bldg. HVAC (17004)		1,275,000
	TOTAL	**$1,275,000**

Administration Building HVAC (17004): This is a project to replace four air handling units and upgrade the existing variable air volume (VAV) boxes at the County Administration Building. The heating, ventilation, and air conditioning (HVAC) system consists of four air handling units in need of replacement and 70 VAV boxes that are in need of repairs. The air handling units are 40 years old, near the end of their useful life, and require excessive staff resources to remain operational. While the VAV boxes are also 40 years old, their basic structure is in good condition and their performance and reliability can be restored by retrofitting and repairing them. Full replacement of the VAV boxes with newer boxes that incorporate reheat coils would provide better comfort and control in select locations of the building during the transition period between cooling and heating seasons but the costs are an estimated $1,000,000 and the benefits would be limited to short periods. Consequently, full replacement of the VAV boxes are not part of this project.

Estimated costs are shown below with a more detailed cost estimate to follow once preliminary design is completed. The project will include complete replacement of the pneumatic control system with modern direct digital controls that are more reliable, precise and flexible. This project includes work identified in project ADM-002 (Administration Building HVAC Replacements) and ADM-006 (Administration Building HVAC Control System) of the BOS approved FY 2018-2022 CIP and was also recommended in a recent Facilities Condition Assessment performed by Alpha Facilities Solutions, LLC. If the project isn't completed, staff time to nurse the existing system will continue to be needed and replacement of old worn components that could fail at any time should be expected.

Estimated Expenditures:

Project Management (budgeted in FY 2018-19)	125,000
Design (mostly budgeted in FY 2018-19)	180,000
Construction (budgeted for FY 2019-20)	1,100,000
Contingency (budgeted for FY 2019-20)	170,000
Total Project Estimate	**$1,575,000**
Already Budgeted FY 2018-19	($300,000)
Total Project Budget Requested for FY19-20	**$1,275,000**

NEW PROJECTS

Following projects (project numbers) that are new for FY 2019-20:

Project Name & Number		Requested Appropriations
South Campus Bldg A, 1A & 3 Reroof (20023)		300,000
Sullivan Parking Lot Redesign/Resurfacing (20024)		50,000
	TOTAL	**$350,000**

South Campus Buildings A, 1A & 3 Reroof (20023): This is a maintenance project to remove and replace roofing material and address any areas of the roof sub-structure that need repair. Since the roofs of all buildings are in similar condition and all roofing systems are at the end of their useful lives, replacement of all roofs in one project may be beneficial. While Buildings 1A and 3 have the most issues during the winter, it is anticipated that Building A will soon have the same issues that may result in escalating maintenance costs. Replacement of all the roofing systems proposed potentially provides a cost savings from economy of scale and will significantly reduce future maintenance costs for years following the project.

Expenditures:

Project Management (budgeted for FY 2019-20)	180,000
Design (budgeted for FY 2019-20)	120,000
Construction (to be budgeted in future year)	3,037,000
Contingency (to be budgeted in future year)	760,000
Total Project Estimate	**$4,097,000**

Sullivan Parking Lot Redesign/Resurfacing (20024): This is a maintenance project to dig out and repair, add new parking area, and resurface and restripe Sullivan Parking Lot. The Sullivan parking lot is in poor condition with areas of broken, damaged, and/or heaving pavement. Striping and other site infrastructure need to be replaced. In addition, reconfiguration of 3rd Street and Randolph Street created potential parking areas that should be considered through a redesign of the space. Not completing the project will result in further deterioration of the parking area.

Expenditures:

Project Management (budgeted for FY 2019-20)	15,000
Design (budgeted for FY 2019-20)	35,000
Construction (to be budgeted in future year)	250,000
Contingency (to be budgeted in future year)	50,000
Total Project Estimate	**$350,000**

DIVISION DETAIL

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	77,008	67,200	67,200	0	0 %
45-Revenue from Use of Money and Property	15,635	14,700	20,000	5,300	36 %
Total Revenue	**92,644**	**81,900**	**87,200**	**5,300**	**6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30015 CIP-Criminal Justice Facility	-92,644	-81,900	-87,200	-5,300	6 %
Total Use Of Fund Balance	**-92,644**	**-81,900**	**-87,200**	**-5,300**	**6%**

SIGNIFICANT ADJUSTMENTS

- Funds collected from court and parking fines are used for improvements to facilities used to support the criminal justice system. The 1993 Certificates of Participation have been paid off and there are no immediate expenditure plans designated for this fund.

CAPITAL IMPROVEMENT PROJECTS

Division Budget – COURTHOUSE FUND

Capital Improvement Projects Fund 3000, Division 30025

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	13,980	85,000	200,000	115,000	135 %
Total Appropriation	**13,980**	**85,000**	**200,000**	**115,000**	**135 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	262,730	223,000	223,000	0	0 %
45-Revenue from Use of Money and Property	22,675	2,100	30,000	27,900	1329 %
Total Revenue	**285,405**	**225,100**	**253,000**	**27,900**	**12 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
30025 CIP-Historic Courthouse	-271,425	-140,100	-53,000	87,100	-62 %
Total Use Of Fund Balance	**-271,425**	**-140,100**	**-53,000**	**87,100**	**-62%**

SIGNIFICANT ADJUSTMENTS

- Funds are used for upgrades of court facilities and have been historically designated for future seismic upgrades of the Historic Courthouse.
- A total of $200,000 is included in FY 2019-20 budget for minor maintenance projects.

CAPITAL IMPROVEMENT PROJECTS

Division Budget – AIRPORT CAPITAL IMPROVEMENT PROJECTS

Airport Fund 5010, Division 50105

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	667,962	500,000	0	-500,000	0 %
55-Capital Assets	-587,399	0	0	0	0 %
Total Appropriation	**80,563**	**500,000**	**0**	**-500,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	575,214	0	0	0	0 %
46-Charges for Services	70,804	71,802	0	-71,802	0 %
49-Special Items	2,676,784	0	0	0	0 %
Total Revenue	**3,322,802**	**71,802**	**0**	**-71,802**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50105 Airport-Capital Impr Projects	-3,242,239	428,198	0	-428,198	0 %
Total Use Of Fund Balance	**-3,242,239**	**428,198**	**0**	**-428,198**	**0%**

SIGNIFICANT ADJUSTMENTS

There are no new projects proposed in the FY 2019-20 budget. There are five projects in progress. Federal funding with a match from the Airport Fund Balance is provided for capital projects at the airport facility. All of the projects listed below are in progress and the remaining budget at the end of FY 2018-19 will be rolled over to the FY 2019-20 budget.

Following are the projects (project numbers) in progress:

Project Name & Number	FY 18-19 Est. Budget
Fuel Farm Maintenance (09008)	503,741
Airport Pavement (10008)	200,046
R-W 18R-36L Rehab Safety Design (16010)	22,352
R-W 18R-36L Rehab Construction (18006)	16,461,683
Taxiway H Sec 1 Environmental (18007)	49,155
TOTAL	**$17,236,977**

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%. The County's share is approximately $11,000 for the CIP project contribution.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	16,154	0	0	0	0 %
Total Appropriation	**16,154**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	0	5,000	5,000	100 %
45-Revenue from Use of Money and Property	2,863	2,700	500	-2,200	-81 %
46-Charges for Services	30,000	30,000	30,000	0	0 %
Total Revenue	**32,863**	**32,700**	**35,500**	**2,800**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50205 5th Street Parking Garage-CIP	-16,710	-32,700	-35,500	-2,800	9 %
Total Use Of Fund Balance	**-16,710**	**-32,700**	**-35,500**	**-2,800**	**9%**

SIGNIFICANT ADJUSTMENTS

- $83,846 will be rolled over to FY 2019-20 budget from the Parking Garage Interior Cleaning and Painting project. These funds will be used to address minor upgrades and ADA improvements.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	19,185	0	34,115	34,115	100 %
57-Special Items	19,185	0	0	0	0 %
Total Appropriation	**38,370**	**0**	**34,115**	**34,115**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	1,598	0	0	0	0 %
46-Charges for Services	30,757	34,178	40,304	6,126	18 %
49-Special Items	19,185	0	0	0	0 %
Total Revenue	**51,540**	**34,178**	**40,304**	**6,126**	**18 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50405 Animal Shelter-CIP	0	0	0	0	0 %
Total General Fund Contribution	**0**	**0**	**0**	**0**	**0 %**

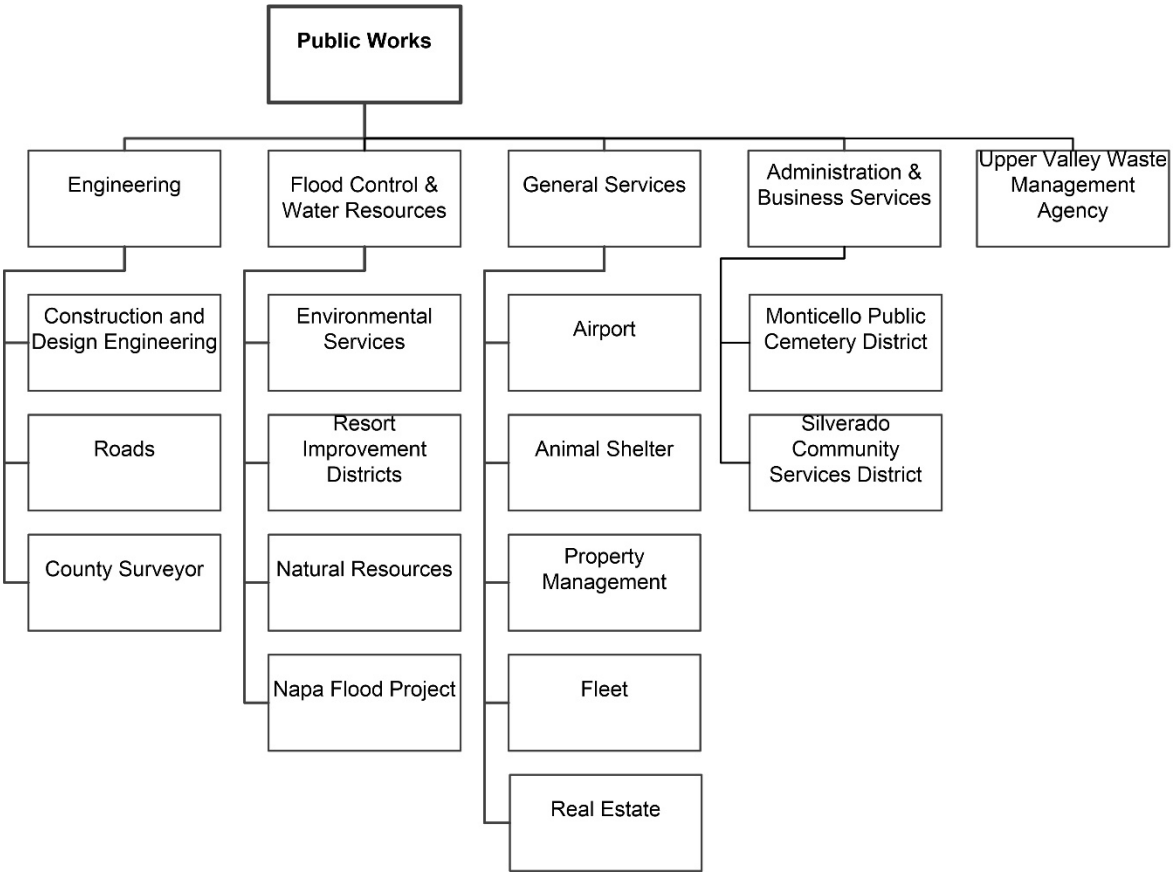
USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50405 Animal Shelter-CIP	-13,169	-34,178	-6,189	27,989	-82 %
Total Use Of Fund Balance	**-13,169**	**-34,178**	**-6,189**	**27,989**	**-82%**

SIGNIFICANT ADJUSTMENTS

- There is $34,115 included in FY 2019-20 budget for the yard drainage improvement project.

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 four divisions as described below. In addition, management of the Upper Valley Waste Management Agency, is handled by the Director of Public Works.

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.

Natural Resources:

- The Natural Resources Conservation (NRC) Division was created in 2012 to consolidate related programs and functions that were previously located across three departments. NRC programs include Integrated Waste Management, Water Resources Conservation, and Energy Efficiency.

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), 12 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.

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**.**

Calistoga Fairgrounds:

- Provides temporary management and operation of the Calistoga Fairgrounds while the County negotiates with the City of Calistoga to sell a portion of the Fairgrounds. Longer term, this division will manage and operate just a portion the Fairgrounds property.

PUBLIC WORKS
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12200 Public Works	8,770,851	9,423,716	11,607,127	2,183,411	23 %
12205 Public Works Projects	6,084,318	3,700,000	0	-3,700,000	-100 %
12280 Roads-General Fund	28,081	30,000	30,000	0	0 %
20400 Roads Operations-Maintenance	10,116,855	7,313,929	10,015,840	2,701,911	37 %
41000 Fleet Management-Operations	2,327,403	1,957,386	2,147,920	190,534	10 %
41010 Equipment Replacement-Roads	480,280	1,120,000	1,045,000	-75,000	-7 %
41020 Vehicle Replacement	569,058	2,358,000	2,247,000	-111,000	-5 %
43000 Property Management	8,276,793	9,402,406	10,023,702	621,296	7 %
50100 Airport-Operations	5,728,125	3,336,062	3,593,526	257,464	8 %
50200 5th Street Parking Garage-Ops	453,766	516,930	478,166	-38,764	-7 %
50400 Animal Shelter-Operations	1,449,742	1,566,322	1,765,217	198,895	13 %
50700 Calistoga Fairgrounds	0	0	1,330,000	1,330,000	100 %
Total Appropriation	**44,285,272**	**40,724,751**	**44,283,498**	**3,558,747**	**9 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12200 Public Works	5,465,330	5,513,692	6,563,763	1,050,071	19 %
12205 Public Works Projects	5,464,667	3,700,000	0	-3,700,000	-100 %
20400 Roads Operations-Maintenance	5,794,411	4,378,064	5,480,050	1,101,986	25 %
41000 Fleet Management-Operations	1,900,978	1,933,000	2,091,600	158,600	8 %
41010 Equipment Replacement-Roads	508,581	503,000	669,000	166,000	33 %
41020 Vehicle Replacement	1,301,699	1,538,330	1,535,013	-3,317	0 %
43000 Property Management	9,271,834	9,301,176	10,047,974	746,798	8 %
50100 Airport-Operations	1,857,051	2,066,138	2,061,739	-4,399	0 %
50200 5th Street Parking Garage-Ops	161,571	174,900	146,838	-28,062	-16 %
50400 Animal Shelter-Operations	1,351,529	1,456,322	1,653,377	197,055	14 %
Total Revenue	**33,077,652**	**30,564,622**	**30,249,354**	**-315,268**	**-1 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20400 Roads Operations-Maintenance	3,732,000	3,732,000	4,535,790	803,790	22 %
50400 Animal Shelter-Operations	0	0	0	0	0 %
50700 Calistoga Fairgrounds	0	0	1,330,000	1,330,000	100 %
Total General Fund Contribution	**3,732,000**	**3,732,000**	**5,865,790**	**2,133,790**	**57 %**

PUBLIC WORKS
Department Summary

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12200 Public Works	3,305,521	3,910,024	5,043,364	1,133,340	29 %
12205 Public Works Projects	619,652	0	0	0	0 %
12280 Roads-General Fund	28,081	30,000	30,000	0	0 %
Total Net County Cost	**3,953,254**	**3,940,024**	**5,073,364**	**1,133,340**	**29 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20400 Roads Operations-Maintenance	590,444	-796,135	0	796,135	-100 %
41000 Fleet Management-Operations	426,424	24,386	56,320	31,934	131 %
41010 Equipment Replacement-Roads	-28,301	617,000	376,000	-241,000	-39 %
41020 Vehicle Replacement	-732,641	819,670	711,987	-107,683	-13 %
43000 Property Management	-995,041	101,230	-24,272	-125,502	-124 %
50100 Airport-Operations	3,871,073	1,269,924	1,531,787	261,863	21 %
50200 5th Street Parking Garage-Ops	292,195	342,030	331,328	-10,702	-3 %
50400 Animal Shelter-Operations	98,213	110,000	111,840	1,840	2 %
50700 Calistoga Fairgrounds	0	0	0	0	0 %
Total Use Of Fund Balance	**3,522,366**	**2,488,105**	**3,094,990**	**606,885**	**24 %**

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	6,945,260	7,666,738	8,151,573	484,835	6 %
52/53-Services and Supplies	1,817,361	1,756,978	3,455,554	1,698,576	97 %
55-Capital Assets	8,231	0	0	0	0 %
Total Appropriation	**8,770,851**	**9,423,716**	**11,607,127**	**2,183,411**	**23 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	3,400	0	0	0	0 %
43-Intergovernmental Revenues	137,861	135,094	140,000	4,906	4 %
45-Revenue from Use of Money and Property	80	0	757,383	757,383	100 %
46-Charges for Services	5,300,686	5,371,938	5,641,380	269,442	5 %
47-Miscellaneous Revenues	5,000	5,000	0	-5,000	-100 %
48-Other Financing Sources	4,267	1,660	25,000	23,340	1406 %
49-Special Items	14,036	0	0	0	0 %
Total Revenue	**5,465,330**	**5,513,692**	**6,563,763**	**1,050,071**	**19 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12200 Public Works	3,305,521	3,910,024	5,043,364	1,133,340	29 %
Total Net County Cost	**3,305,521**	**3,910,024**	**5,043,364**	**1,133,340**	**29%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
12200 Public Works	51	51	51

SIGNIFICANT ADJUSTMENTS

- The budget includes funds to support 50 FTE. There is 1.0 FTE Engineering Manager position for the Flood Control Project that has been left vacant and unfunded. Staff desires is to keep the position for another fiscal year pending decisions due sometime this year from the Army Corps of Engineers regarding the future of the Flood Project. A decision of the Army Corps of Engineers may result in increasing activity on the Flood Control project and a need to fill the position. If the position is filled, it will be fully funded by the Flood District.

- The Recommended budget includes the conversion of 1.0 FTE Limited Term (LT) Engineering Technician IV position, which was approved by the Board on January 10, 2017, to a permanent position. The Engineering Technician IV is able to provide cost effective in-house oversight of less complex construction projects that used to be contracted out to construction management consultants. The Department was given a two-year limited term position to ensure that the approach

would be more cost effective while continuing to provide quality construction management services. This approach proved to be successful, resulting in the request to make the position permanent. The Department is also suggesting that an Engineering Technician III position be deleted. This position has been held vacant while the LT Engineering Technician IV was filled.

- One Staff Services Analyst II position was added to the Public Works Department during FY 2018-19 and is included in the requested FY 2019-20 budget. However, the FTE is remaining the same from the prior year since the Engineering Technician III position mentioned above is being deleted.

- Adjustment to the salaries of the Engineering classification series, which were approved by the Board but not included in FY 2018-19 budget, are included in the FY 2019-20 requested budget. These increased costs are offset partially by increased revenue in Charges for Services from other funds, such as Capital Improvement Project budgets.

- Building Maintenance costs are increasing by approximately $914,000 because the property management charge for vacant County-owned lease spaces was moved from the Non-Departmental budget to the Public Works budget. The increase is partially offset by recognizing the move of building lease revenues of approximately $757,000 in the Public Works budget rather than in the Non-Departmental budget.

- The Board, on May 14, 2019, directed staff to continue working with the City of Napa related to carrying out a sampling and analysis plan for the Hennessey and Milliken watersheds to better understand how changes in the watersheds might impact the related lake and reservoir. $250,000 is included in the Public Works Ground Water Sub-Division budget for this purpose.

ACCOMPLISHMENTS	GOALS
Construction Completion • Historic Courthouse Earthquake Repairs **Complete** • Re-entry Facility **Ongoing – completing final project elements.** • South Campus Streetscape Improvements **Complete** • Jail Security System Replacement **Complete** • Jail Basement **Complete** • Yountville Roads Corporation Yard Fuel Pump Replacement **Complete** • Hall of Justice Earthquake Repairs **Complete** • Juvenile Justice Center Generator **Complete** • Sheriff's Facility Security Cameras **Complete** • Milton Road Flap Gate **Complete** • Napa River Restoration OVOK Group C **Complete** Design – conceptual and schematic • New Jail	**Effective and Open Government** Construction Completion • Airport Runway 18R-36L Rehabilitation • Jail Radio System • Spanish Flat Underground Storage Tank Closure • Jail Security Elevator Upgrades • Administration Building Controls • 650 Imperial Way Building HVAC Controls • South Campus Bldg. 4 Improvements • Atlas Peak tower demolition • Hall of Justice Electronic Valves • Napa River Restoration OVOK Group B **Effective and Open Government** **Vibrant and Sustainable Environment** Design – design development & construction documents • New Jail • Napa River Restoration OVOK Group D

PUBLIC WORKS

Division Budget – PUBLIC WORKS PROJECTS

General Fund 1000, Division 12205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	5,549,770	3,700,000	0	-3,700,000	0 %
54-Other Charges	150,200	0	0	0	0 %
56-Other Financing Uses	384,348	0	0	0	0 %
Total Appropriation	**6,084,318**	**3,700,000**	**0**	**-3,700,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	5,406,612	3,700,000	0	-3,700,000	0 %
47-Miscellaneous Revenues	58,055	0	0	0	0 %
Total Revenue	5,464,667	3,700,000	0	-3,700,000	0 %

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12205 Public Works Projects	619,652	0	0	0	0 %
Total Net County Cost	**619,652**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- 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.

Following are the projects in progress:

Project Name & (Number)		FY 18-19 Est. Budget at 6 Months Review
MST Reclaimed Water (05001)		362,680
Angwin Water Study (05002)		2,377,596
Oakville-Knoll Sediment Plan (07002)		9,085,617
Water Conservation Program (10005)		81,574
Measure A-Lake Berryessa (11012)		1,805,465
Milliken Creek Flood Damage (13045)		262,372
Airport Measure A		60,424
	TOTAL	**$14,035,728**

PUBLIC WORKS

Division Budget – ROADS-GENERAL FUND

General Fund 1000, Division 12280

DIVISION DETAIL

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%**

SIGNIFICANT ADJUSTMENTS

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

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”) and Senate Bill 1 (SB 1) funds. Revenues from SB 1 are held in a special revenue fund and funds are transferred to the Roads Capital Improvement Projects, as needed for projects.

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, leaving the balance of this loan at $2,885,090.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,368,949	3,751,611	3,925,251	173,640	5 %
52/53-Services and Supplies	3,802,859	3,442,936	5,719,515	2,276,579	66 %
54-Other Charges	63,164	25,100	117,150	92,050	367 %
56-Other Financing Uses	302,881	89,282	253,924	164,642	184 %
57-Special Items	2,579,003	5,000	0	-5,000	-100 %
Total Appropriation	**10,116,855**	**7,313,929**	**10,015,840**	**2,701,911**	**37 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	126,818	90,500	90,000	-500	-1 %
43-Intergovernmental Revenues	3,726,209	3,820,514	4,087,000	266,486	7 %
44-Fines, Forfeitures, and Penalties	86,256	10,000	20,000	10,000	100 %
45-Revenue from Use of Money and Property	190,342	56,000	103,000	47,000	84 %
46-Charges for Services	60,895	61,000	30,000	-31,000	-51 %
47-Miscellaneous Revenues	36	50	50	0	0 %
48-Other Financing Sources	75,215	0	0	0	0 %
49-Special Items	1,528,641	340,000	1,150,000	810,000	238 %
Total Revenue	**5,794,411**	**4,378,064**	**5,480,050**	**1,101,986**	**25 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20400 Roads Operations-Maintenance	3,732,000	3,732,000	4,535,790	803,790	22 %
Total General Fund Contribution	**3,732,000**	**3,732,000**	**4,535,790**	**803,790**	**22 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20400 Roads Operations-Maintenance	590,444	-796,135	0	796,135	0 %
Total Use Of Fund Balance	**590,444**	**-796,135**	**0**	**796,135**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20400 Roads Operations-Maintenance	33.0	33.0	33.0

SIGNIFICANT ADJUSTMENTS

- General Liability allocated charge is increasing by approximately $1,060,000 but is partially offset by increased revenue from the General Fund of approximately $804,000.
- Revenue is projected to increase by approximately $266,000 due to Highway Users Tax Account (HUTA, often referred to as "gas tax") revenue projected to increase.
- The budget includes $1,150,000 of revenue and expense for the Roads staff to work on various SB1 projects.

ACCOMPLISHMENTS	GOALS
Road Safety • Continue to improve safety for all users of County road system. **Ongoing.** • Install street lights at Butts Canyon Road, Silverado Trail, Snell Valley Road, and Old Sonoma Road/Congress Valley Road **Complete.** 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.** • Complete Roads Department repair projects, **Silverado Trail, Redwood Road, Mount Veeder Road, Diamond Mountain Road, Dry Creek Road and Berryessa Knoxville Road complete.** • Complete Roads Department paving **Green Valley Road, Chiles Pope Valley Road, Deer Park Road, Howell Mountain Road, Mt. Veeder Road and Redwood Road complete.**	**Livable Economy for All** 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 • Continue ramp up of "basic maintenance" programs: Ditching, Mowing, Crack Sealing, Striping, etc. • Finalize designs and obtain approval to construct remaining Earthquake repair projects • Design and bid 2017 storm repair projects at 108 Brookside and Silverado Trail at Pratt • Construct Devlin Road Segment E, including Vine Trail • SB 1: Complete re-pavement design and prepare to construct projects on Zinfandel Lane and the Stice Subdivision • SB 1: Implement Roads Department repair projects, including Milton Road, Mount Veeder Road, Dry Creek Road, Soda Canyon Road, Partrick Road • SB 1: Construct re-paving project on Silverado Trail from Yountville to Skellenger • Measure T: Construct 2017 storm repair projects: Sunnyhill Drive and Ridgecrest Drive. • Measure T: Design and bid 8 2017 storm repair projects, including one on Berryessa/Knoxville Road, 4 on Dry Creek Road and 3 on Mount Veeder Road • Measure T: Construct re-paving project on Imola area

ACCOMPLISHMENTS (CONTINUED)	GOALS
Road Reliability (Continued) • Construct Devlin Road Segment E **Designed and bid construction of Devlin Road Segment E, including Vine Trail** • Construct next three storm repair projects **Silverado Trail at Pratt and 108 Brookside Rd ongoing; Pope Canyon MPM 7.2 - complete** • Replace remaining 2017 fire damaged guardrails and remove remaining fire damaged trees impacting our roadways **Complete** • Complete re-pavement design and prepare to construct **Zinfandel Lane (Stice subdivision) – ongoing; Silverado Trail from Yountville to Skellenger complete** 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 **Ongoing** • Collaborate 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 **Ongoing** 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 **Ongoing** • Work with PBES to establish a countywide Traffic Impact Fee program as a function of the General Plan/Circulation Element update **Initiated** • Pursue FHWA/FEMA/CalOES funding for remaining earthquake, storm, and fire permanent repairs **Ongoing**	**Livable Economy for All** Road Safety • Continue to improve safety for all users of County road system, including speed safety • Rehabilitate traffic signals on Airport Road, Atlas Peak Road, Trancas Street and Silverado Trail • "Ramp up" roadway striping program • 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 **Effective and Open Government** **Vibrant and Sustainable Environment** 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 • Secure FHWA/FEMA/CalOES funding for remaining earthquake, storm, and fire permanent repairs • Update to the Napa Valley Business Park Area Traffic Mitigation Fee

ADDITIONAL ACCOMPLISHMENTS

Safety:

- Response to 2019 storm event including emergency opening of Wall Road
- Installed traffic calming solution on Howell Mountain Road
- Repaired street lights on South Kelly Road and Devlin Road
- Altered lane geometries and striping at the intersection of Soscol Ferry Road and Devlin Road to improve safety and traffic flow
- Re-decked temporary Partrick Road bridge
- Established stop control for traffic on Lorraine Drive at the intersection with Jerome Way and for eastbound traffic on Fourth Avenue at its intersection with Kreuzer Lane
- Established a No Parking zone near the Moore Creek Park Entrance

Road Reliability

- Completed Pavement Management Plan Update
- Designed and bid the Sunnyhill and Ridgecrest storm repair projects
- Completed re-pavement design, bid and prepared to construct project on Imola area

Road Accessibility

- Collaborated with NVTA, City of Napa and Caltrans on pedestrian plans for Imola Avenue

Fiscal Viability

- Secured $2.7 M FHWA funding for guardrail replacement and re-striping of Silverado Trail
- Secured grant funds in the amount of $384,600 from CalRecycle's Tire Derived Aggregates (TDA) Program

PUBLIC WORKS

Division Budget – FLEET MANAGEMENT - OPERATIONS

Fleet Management Fund 4100, Division 41000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	395,217	471,042	488,199	17,157	4 %
52/53-Services and Supplies	1,480,229	1,434,536	1,542,753	108,217	8 %
54-Other Charges	7,891	0	0	0	0 %
55-Capital Assets	0	0	85,400	85,400	100 %
56-Other Financing Uses	444,065	51,808	31,568	-20,240	-39 %
Total Appropriation	**2,327,403**	**1,957,386**	**2,147,920**	**190,534**	**10 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	200	0	0	0	0 %
45-Revenue from Use of Money and Property	7,866	5,000	5,000	0	0 %
46-Charges for Services	1,882,759	1,928,000	2,076,600	148,600	8 %
47-Miscellaneous Revenues	1,974	0	10,000	10,000	100 %
48-Other Financing Sources	8,180	0	0	0	0 %
Total Revenue	**1,900,978**	**1,933,000**	**2,091,600**	**158,600**	**8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41000 Fleet Management-Operations	426,424	24,386	56,320	31,934	131 %
Total Use Of Fund Balance	**426,424**	**24,386**	**56,320**	**31,934**	**131%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
41000 Fleet Management-Operations	3.0	3.0	3.0

SIGNIFICANT ADJUSTMENTS

- Increase to Services and Supplies is mainly due to fuel costs increasing and to Public Work's administrative charges.
- Request Fixed Assets for fourteen (14) Electric Vehicle Charging Stations to be installed at Napa County South Campus. Cost per unit is $6,100 with a total cost of $85,400.

ACCOMPLISHMENTS	GOALS
• Partner with local high schools to offer internship opportunities in order to engage young people in learning about fleet maintenance and management. **Complete – Partnered with the Vintage High School Auto Shop Program, Napa Valley Unified School District and the Napa County Office of Education Work Based Learning Program.** • Monitor California Air Resources Board compliance requirements and assess current make-up of fleet vehicles and equipment to determine opportunities to extend the County's compliance period. **Complete** • Continue to obtain various training to educate Equipment Pool mechanics on the maintenance of new vehicle systems. **Ongoing – Trainings included HVAC Solutions, Hybrid Diagnosis and Repair, Gasoline Direct Injection Repair, and 90 day basic inspection of terminals (BIT) certification training** • Review grand funding opportunities for the installation of additional electronic vehicle charging stations. **Complete - Received grant funding award from the Charge Network Program through PG&E to install 14 electric vehicle charging stations at the County's South Campus.**	**Vibrant and Sustainable Environment** • 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. • 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. • Continue work towards changing County Vehicles over to alternative fuel vehicles.

PUBLIC WORKS

Division Budget – EQUIPMENT REPLACEMENT - ROADS

Fleet Management Fund 4100, Division 41010

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	480,280	380,000	380,000	0	0 %
55-Capital Assets	0	740,000	665,000	-75,000	-10 %
Total Appropriation	**480,280**	**1,120,000**	**1,045,000**	**-75,000**	**-7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	5,107	3,000	0	-3,000	-100 %
46-Charges for Services	427,624	450,000	644,000	194,000	43 %
48-Other Financing Sources	75,850	50,000	25,000	-25,000	-50 %
Total Revenue	**508,581**	**503,000**	**669,000**	**166,000**	**33 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41010 Equipment Replacement-Roads	-28,301	617,000	376,000	-241,000	-39 %
Total Use Of Fund Balance	**-28,301**	**617,000**	**376,000**	**-241,000**	**-39%**

SIGNIFICANT ADJUSTMENTS

- The replacement/additions listed in the table below are included in the FY 2019-20 budget request and can be found in the Capital Asset Schedule. All replacements are for use by the Roads Division. A total of five (5) pieces of equipment are scheduled to be replaced and one (1) new equipment piece is to be purchased. A new trailer is needed to transport an excavator. Requested replacement and new units are as follows:

REQUESTING DEPARTMENT	VEHICLE / EQUIPMENT BEING REPLACED	DESCRIPTION	# OF UNITS	COST PER UNIT	TOTAL COST
Roads	1429, 1431	10-Yard Dump Truck	2	$ 215,000	$ 430,000
Roads	1062	Ford F350 Super Cab; Super Duty; with Service Body, Lumber Rack; Ratchets and Winch	1	$ 75,000	$ 75,000
Roads	1113	Ford F450 Super Cap; Flat Bed Dump-Stack; 24" Side Boards; Plow Attachment	1	$ 75,000	$ 75,000
Roads	3001	John Deere 35 G Excavator with BTI CX 6 Hydraulic Breaker and 2 Digging Buckets	1	$ 65,000	$ 65,000
Roads	New	TrailKing TKT 16U Trailer	1	$ 20,000	$ 20,000
				TOTAL	**$ 665,000**

PUBLIC WORKS

Division Budget – VEHICLE REPLACEMENT

Fleet Management Fund 4100, Division 41020

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	569,058	900,000	900,000	0	0 %
55-Capital Assets	0	1,458,000	1,347,000	-111,000	-8 %
Total Appropriation	**569,058**	**2,358,000**	**2,247,000**	**-111,000**	**-5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	9,416	0	0	0	0 %
45-Revenue from Use of Money and Property	8,746	5,000	10,000	5,000	100 %
46-Charges for Services	1,416,279	1,508,330	1,490,013	-18,317	-1 %
47-Miscellaneous Revenues	5,876	0	0	0	0 %
48-Other Financing Sources	-138,618	25,000	35,000	10,000	40 %
Total Revenue	**1,301,699**	**1,538,330**	**1,535,013**	**-3,317**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41020 Vehicle Replacement	-732,641	819,670	711,987	-107,683	-13 %
Total Use Of Fund Balance	**-732,641**	**819,670**	**711,987**	**-107,683**	**-13%**

SIGNIFICANT ADJUSTMENTS

- This budget requests appropriations for the purchase of 27 vehicles at a total cost of $1,162,000. The new vehicle is for the Property Management Division to meet their current staffing level.

- The replacement/additions recommended as part of the FY 2019-20 budget request are listed in the table below and are located in the Capital Asset Schedule.

PUBLIC WORKS

Division Budget – VEHICLE REPLACEMENT

Fleet Management Fund 4100, Division 41020

REQUESTING DEPARTMENT	VEHICLE # BEING REPLACED	DESCRIPTION	# OF UNITS	COST PER UNIT	TOTAL COST
Building – Inspection	0351, 0365	Toyota Rav 4 AWD Hybrid	2	$ 36,000	$ 72,000
District Attorney	0376	Toyota Rav 4 AWD Hybrid	1	$ 36,000	$ 36,000
District Attorney	0373	Toyota Camry Hybrid	1	$ 36,000	$ 36,000
HHSA – Agency Admin	0315, 0324	Toyota Prius Prime Hybrid Plug-In	2	$ 33,000	$ 66,000
ITS – Telephony	0354	Chevrolet Colorado 4WD; 4 Door; Lumber Rack; Winch	1	$ 43,000	$ 43,000
PBES – Env Health	0275	Chevrolet Colorado 4WD; Crew Cab; Short Box; AT Tire	1	$ 40,000	$ 40,000
PBES – LEA	0358	Toyota Rav 4 AWD Hybrid	1	$ 36,000	$ 36,000
PM – Maintenance	0296	Ford F150 Crew Cab; 4x4; 6.5' Bed; Tow Package	1	$ 45,000	$ 45,000
PM – Maintenance	1019	Ford F250 Utility Bed; Ladder Rack	1	$ 60,000	$ 60,000
PM – Maintenance	NEW	Ford F250 Super Cab; 6.5' Bed; Ladder Rack; Spray Bed Liner; Tow Package	1	$ 45,000	$ 45,000
PM – Maintenance	0291	Ford E250 Transit 8 Passenger Van; Tow Package	1	$ 34,000	$ 34,000
Probation	0292	Ford Explorer 2WD	1	$ 39,000	$ 39,000
Probation	0294	Ford E250 Transit 8 Passenger Van; Tow Package	1	$ 34,000	$ 34,000
Public Works	0049, 0051	Toyota Prius Prime Hybrid Plug-In	2	$ 33,000	$ 66,000
Sheriff	0171, 0198	Chevrolet Tahoe Pursuit Vehicle 4WD; B/W; E85	2	$ 51,000	$ 102,000
Sheriff	0120, 0161, 0180, 0187, 0196, (New x 2)*	Ford Interceptor – B/W	7	$ 51,000	$ 357,000
Sheriff	0194	Ford Interceptor – Black	1	$ 51,000	$ 51,000
		TOTAL VEHICLE REPLACEMENT	**27**		**$ 1,162,000**
Sheriff	Accessories (Multiple)	Light Upfits for Sheriff Vehicles	1	$ 185,000	$ 185,000
		OTHER SUBTOTAL	**1**		**$ 185,000**
				TOTAL	**$ 1,347,000**

*Potential Replacement is specifically to deal with situations, such as vehicle accidents, in which the patrol car needs to be immediately replaced.

PUBLIC WORKS

Division Budget – PROPERTY MANAGEMENT

Property Management Fund 4300, Division 43000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,472,777	4,088,524	4,070,170	-18,354	0 %
52/53-Services and Supplies	4,511,617	4,630,880	5,303,338	672,458	15 %
54-Other Charges	109,324	101,000	101,000	0	0 %
55-Capital Assets	0	46,500	20,000	-26,500	-57 %
56-Other Financing Uses	183,075	264,594	238,194	-26,400	-10 %
58-Appropriation for Contingencies	0	270,908	291,000	20,092	7 %
Total Appropriation	**8,276,793**	**9,402,406**	**10,023,702**	**621,296**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	6,646	3,250	4,951	1,701	52 %
45-Revenue from Use of Money and Property	27,823	10,900	18,713	7,813	72 %
46-Charges for Services	9,232,312	9,287,026	10,024,310	737,284	8 %
48-Other Financing Sources	5,053	0	0	0	0 %
Total Revenue	**9,271,834**	**9,301,176**	**10,047,974**	**746,798**	**8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43000 Property Management	-995,041	101,230	-24,272	-125,502	-124 %
Total Use Of Fund Balance	**-995,041**	**101,230**	**-24,272**	**-125,502**	**-124%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
43000 Property Management	34.0	37.0	37.0

SIGNIFICANT ADJUSTMENTS

- The Property Management budget is increasing in Services and Supplies mainly due to utility costs going up significantly and also due to higher needs for building maintenance costs.

- The budget includes purchase of a steam cleaner for $20,000. Over the past several years, Property Management has been doing an increasing number of carpet cleaning projects in house and this will allow each custodial team to have their own equipment in order to complete projects in a timely manner and more frequently.

ACCOMPLISHMENTS	GOALS
• Participate in the Re-Entry Facility capital projects and conducted training for personnel related to final building commissioning. **Ongoing** • Expand the availability of compost bins in addition to garbage and recycling bins at County facilities. **Ongoing. The County was awarded the City of Napa's JD Fullner Recycling Award in recognition of these efforts.** • Participate on the project team to upgrade 2721 Napa Valley Corporate Drive (Building 4) at South Campus to house County functions moving from the Water Street Corporation Yard. **Ongoing** • Complete annual inspections of leased facilities and provide Lessors and County program staff with feedback on recommended improvements. **Ongoing**	**Effective and Open Government** • Complete exterior improvement projects at various County facilities, including parking lot repairs, lighting improvements, and landscaping drainage improvements. • 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. • Increase opportunities for staff training including training on HVAC control system management, safety training, and locksmith certification. • Create and implement a work plan to complete a full window cleaning for all buildings at the County's South Campus. **Vibrant and Sustainable Environment** • Continue to expand availability of compost bins in addition to garbage and recycling bins at County facilities.

ADDITIONAL ACCOMPLISHMENTS

- Completed landscaping projects throughout the County's downtown facilities including the Library, the Administration Building, and the Historic Courthouse.
- Completed Facility Assessments of the Main Library, the Calistoga Library, and the Administration Building generating work plans for preventative maintenance and establishing forecasts for equipment and system replacements within those facilities.

PUBLIC WORKS

Division Budget – AIRPORT OPERATIONS

Airport Fund 5010, Division 50100

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	648,443	1,016,000	1,097,449	81,449	8 %
52/53-Services and Supplies	606,857	630,364	768,501	138,137	22 %
54-Other Charges	1,417,988	1,540,395	1,529,255	-11,140	-1 %
55-Capital Assets	0	0	6,500	6,500	100 %
56-Other Financing Uses	90,314	149,303	191,821	42,518	28 %
57-Special Items	2,964,523	0	0	0	0 %
Total Appropriation	**5,728,125**	**3,336,062**	**3,593,526**	**257,464**	**8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	11,333	2,000	2,000	0	0 %
45-Revenue from Use of Money and Property	1,590,907	1,779,361	1,747,128	-32,233	-2 %
46-Charges for Services	254,486	284,527	312,611	28,084	10 %
47-Miscellaneous Revenues	325	250	0	-250	-100 %
Total Revenue	**1,857,051**	**2,066,138**	**2,061,739**	**-4,399**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50100 Airport-Operations	3,871,073	1,269,924	1,531,787	261,863	21 %
Total Use Of Fund Balance	**3,871,073**	**1,269,924**	**1,531,787**	**261,863**	**21%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
50100 Airport-Operations	8.8	8.8	8.8

SIGNIFICANT ADJUSTMENTS

- Services and Supplies are anticipated to increase in FY 2019-20 mainly due to the following: New gate project ($80,000), increased building maintenance ($25,000) and new property management/operations software program ($15,000).

- The number of aircraft operations (takeoffs and landings) at the Napa County Airport is estimated at 45,913 for FY 2019-20 compared to an estimated 47,348 operations in FY 2018-19. Aircraft operations and associated revenues are estimated to be lower in FY 2019-20 due to the continuation of the Runway 18R-36L Rehabilitation project that will involve periodically closing runways and temporarily shortening the main runway.

ACCOMPLISHMENTS	GOALS
• Continue extensive public (aviation public) outreach for Phases 1, 2, and 3 of the Runway 18R/36L rehabilitation project. **Complete** • Make significant progress towards completing the Runway 18R/36L rehabilitation construction project. **Ongoing. Successfully completed Phase 1 of the project** • Obtain Board of Supervisors adoption of the airport's Primary Management and Compliance documents (PMCDs). **Conducted extensive public outreach and anticipate adoption in June 2019.** • Develop and issue an RFQ/RFP for commercial airport business(es), and successfully negotiate long term lease with recommended proposers. **RFQ process complete, lease negotiation ongoing**	**Effective and Open Government** • Execute a long term lease with a master tenant for the 1950/2000 Airport Road property. • 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. • Utilizing the Airport GIS project data, develop and implement a GIS based asset management and work order program. **Livable Economy for All** • Develop and implement comprehensive airfield preventative maintenance program for pavement, markings, signs, lights, and weed abatement.

ADDITIONAL ACCOMPLISHMENTS

- Planned and held first public Airport event in over a decade. Event attracted over 800 attendees.
- Airport Management established formal Federal Aviation Administration Safety Team (FAASTeam) to implement pilot safety training seminars) program at the Airport.

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%. The County's share is approximately $53,000 for maintenance and operation costs in FY 2019-20.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	116,939	166,930	141,339	-25,591	-15 %
54-Other Charges	336,827	350,000	336,827	-13,173	-4 %
Total Appropriation	**453,766**	**516,930**	**478,166**	**-38,764**	**-7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	10,088	7,500	5,000	-2,500	-33 %
45-Revenue from Use of Money and Property	550	470	500	30	6 %
46-Charges for Services	150,932	166,930	141,338	-25,592	-15 %
Total Revenue	**161,571**	**174,900**	**146,838**	**-28,062**	**-16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50200 5th Street Parking Garage-Ops	292,195	342,030	331,328	-10,702	-3 %
Total Use Of Fund Balance	**292,195**	**342,030**	**331,328**	**-10,702**	**-3%**

PUBLIC WORKS

Division Budget – ANIMAL SHELTER-OPERATIONS

Animal Shelter Fund 5040, Division 50400

DIVISION DETAIL

The recommended budget establishes an appropriation for operating contingency which will be funded by participants and be equal to 3% of their annual operating cost-share. If unused, the contingency funds will remain in fund balance and be used to offset any future unplanned operating expenses.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	792,824	899,301	895,885	-3,416	0 %
52/53-Services and Supplies	530,129	513,850	632,430	118,580	23 %
54-Other Charges	108,608	110,000	115,800	5,800	5 %
56-Other Financing Uses	18,182	43,171	80,798	37,627	87 %
58-Appropriation for Contingencies	0	0	40,304	40,304	100 %
Total Appropriation	**1,449,742**	**1,566,322**	**1,765,217**	**198,895**	**13 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	83,289	93,750	78,750	-15,000	-16 %
44-Fines, Forfeitures, and Penalties	7,599	8,000	8,000	0	0 %
45-Revenue from Use of Money and Property	749	900	954	54	6 %
46-Charges for Services	1,170,549	1,291,922	1,528,923	237,001	18 %
47-Miscellaneous Revenues	67,001	61,750	36,750	-25,000	-40 %
48-Other Financing Sources	22,342	0	0	0	0 %
Total Revenue	**1,351,529**	**1,456,322**	**1,653,377**	**197,055**	**14 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50400 Animal Shelter-Operations	98,213	110,000	111,840	1,840	2 %
Total Use Of Fund Balance	**98,213**	**110,000**	**111,840**	**1,840**	**2%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
50400 Animal Shelter-Operations	9.0	9.0	9.0

SIGNIFICANT ADJUSTMENTS

- Appropriation for Services and Supplies is increasing by $118,580 primarily as a result of the increased cost for veterinary services/supplies and animal feed/supplies.
- Other financing uses includes payment for debt service in the amount of $20,700.

ACCOMPLISHMENTS	GOALS
• Complete staff and core volunteers CERT certified for emergency preparedness **Ongoing** • Continue to update the 5 Year Capital Improvement Plan and development of a funding plan **Ongoing** • Continue to build on efforts to implement waste reduction goals **Ongoing** • Increase outreach efforts and continue to bridge the gap between the Hispanic community and the Animal Shelter **Ongoing** • Increase licensing revenues by hosting satellite locations throughout Napa County **Ongoing** • Finalize the Animal Shelter Emergency Preparedness Plan **Ongoing**	**Collaborative and Engaged Community** • 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. • Maximize community participation in the animal licensing program by hosting satellite locations throughout the County. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • 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. • Finalize the Animal Shelter Emergency Preparedness Plan. **Vibrant and Sustainable Environment** • 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. **Effective and Open Government** • Finalize the latest revision of the foster program manual and protocols which include updates for educational resources, like YouTube videos. • Update the 5-Year Capital Improvement Plan and the funding plan. • Complete the yard drainage improvement project to reduce stagnant surface water and other drainage issues.

OTHER ACCOMPLISHMENTS

- Bolstered the foster home network by increasing the number of foster care providers who are trained to care for animals with special needs animals (e.g. neonates, cats with ringworm).
- Expanded the list of eligible species for the foster program to include rabbits (previously only dogs and cats).
- Enhanced customer service and improved administrative efficiency by developing a GIS mapping application which helps staff quickly identify the Shelter's jurisdictional boundaries.
- Began the process to create an Animal Shelter records retention schedule.

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 operation of the Fairgrounds including three major activities: events held in various buildings, the golf course, and the RV park. The County continues to negotiate with the City of Calistoga to sell a portion of the Fairgrounds. Once the sale is complete, this fund will be used for operation of the County's portion of the property, namely the golf course.

APPROPRIATION

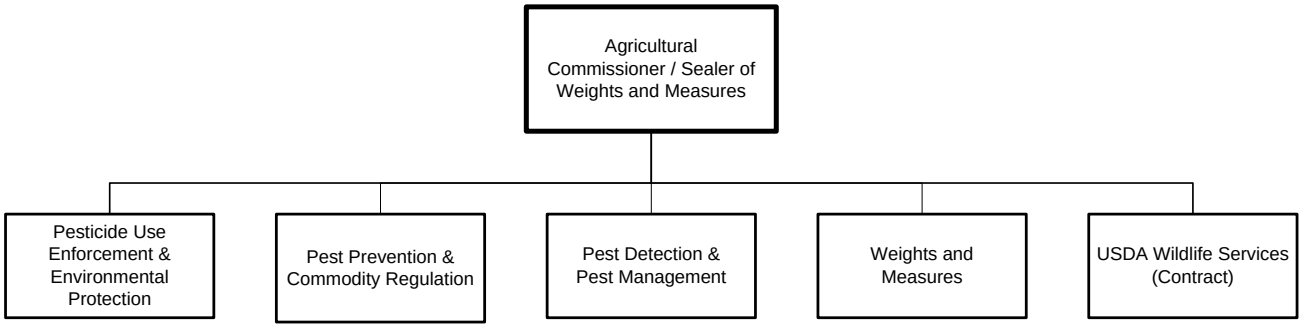
Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	0	0	534,135	534,135	100 %
52/53-Services and Supplies	0	0	684,000	684,000	100 %
54-Other Charges	0	0	111,865	111,865	100 %
Total Appropriation	**0**	**0**	**1,330,000**	**1,330,000**	**100 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50700 Calistoga Fairgrounds	0	0	1,330,000	1,330,000	100 %
Total General Fund Contribution	**0**	**0**	**1,330,000**	**1,330,000**	**100 %**

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 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. 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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,568,420	3,783,651	3,949,502	165,851	4 %
52/53-Services and Supplies	1,014,742	1,080,739	1,132,345	51,606	5 %
54-Other Charges	19,010	25,000	25,000	0	0 %
55-Capital Assets	0	30,000	0	-30,000	-100 %
Total Appropriation	**4,602,171**	**4,919,390**	**5,106,847**	**187,457**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	313,989	285,000	300,000	15,000	5 %
43-Intergovernmental Revenues	2,345,553	2,234,780	2,286,630	51,850	2 %
44-Fines, Forfeitures, and Penalties	16,150	3,000	3,000	0	0 %
46-Charges for Services	314,528	320,100	291,600	-28,500	-9 %
48-Other Financing Sources	0	30,000	0	-30,000	-100 %
49-Special Items	18,168	0	0	0	0 %
Total Revenue	**3,008,388**	**2,872,880**	**2,881,230**	**8,350**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
16000 Ag Commissioner-Sealer	1,593,783	2,046,510	2,225,617	179,107	9 %
Total Net County Cost	**1,593,783**	**2,046,510**	**2,225,617**	**179,107**	**9%**

STAFFING

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

SIGNIFICANT ADJUSTMENTS

- The department purchased a new capital asset (50 gallon prover that tests high volume petroleum fuel meters) in FY2018-19 in the amount of $30,000. The department is not planning on purchasing any capital assets in FY2019-20.

- License, Permits and Franchises are budgeted to increase by $15,000 to reflect the anticipated amount for Weights and Measure Device Registration Fees.

- Charges for Services are projected to decrease by $28,500 due to decreased revenue from the Winegrape Pest and Disease Control District as a result of decreased costs of operating the Vine Mealybug trapping program.

AGRICULTURAL COMMISSIONER & SEALER

General Fund 1000, Division 16000

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 are in the third year of the Post Eradication Plan, trapping at a lower 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 1,300 Glassy-winged Sharpshooter traps and 4,500 Vine Mealybug (VMB) traps county-wide.** - **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.** - **Held workshops to inform and educate industry and other government entities about changes in regulations of pesticide applications near schools.** - **Conducted worker protection safety workshops in English and Spanish throughout the year, in collaboration with winegrape industry groups to promote pesticide use compliance.** • 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. - **Conducted education and performed all mandated weights and measures inspections and complaint investigations; promoted accurate pricing through the Price Verification Program, inspecting over 253 business locations and auditing over 8,000 items.**	**Collaborative and Engaged Community** • Continue working with the community to remain glassy-wing sharp shooter (GWSS) free, 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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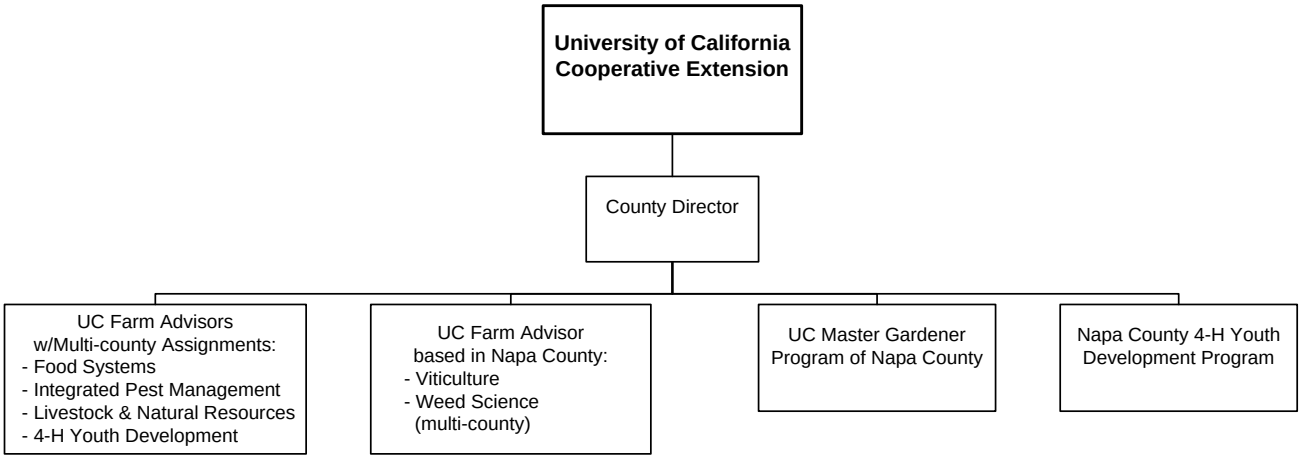
U. C. COOPERATIVE EXTENSION
Department Summary



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

In addition to appropriations from the County's General Fund, UCCE receives budget support from state and federal sources through the University of California (UC). These funds support Farm Advisors with technical expertise in Viticulture, Weed Science, Integrated Pest Management, Livestock and Natural Resources, Food Systems, and Youth Development.

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

- Collaborating with University researchers and local, state and federal officials to conduct problem-solving research and education in the fields of viticulture, weed science, integrated pest management, food systems, youth development, and 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

- Focuses on building healthy families.
- Engages youth to reach their fullest potential.
- Offers citizenship, leadership, and life skills development using learn-by-doing activities.

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

- Trains volunteers and oversees their efforts to extend research-based horticultural information to the residents of Napa County.
- Organizes educational opportunities in urban horticulture.
- Encourages sustainable gardening practices for healthy gardens, gardeners, families, and community.

U. C. COOPERATIVE EXTENSION

General Fund 1000, Division 18000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	341,842	367,804	392,271	24,467	7 %
52/53-Services and Supplies	183,626	199,520	206,442	6,922	3 %
Total Appropriation	**525,468**	**567,324**	**598,713**	**31,389**	**6 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
18000 UC Cooperative Extension	525,468	567,324	598,713	31,389	6 %
Total Net County Cost	**525,468**	**567,324**	**598,713**	**31,389**	**6%**

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
• 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. - **Partnered with non-profit organizations to provide 23 educational opportunities for grape growers and farm workers to facilitate access to current research in support of sustainable vineyard management practices.** - **Worked with the Napa County Agricultural Commissioner, grape growers, and UC Master Gardeners to define weed control needs and develop and deliver information on effective weed management in an era of changing needs and expectations.** - **Worked with government and community partners to determine financial losses to livestock operations due to wildfires in July 2018, and to organize a wildfire prevention workshop focused on fuel reduction and management.** - **Shared research-based information on Post-Fire Food Safety to UCCE Napa Master Gardeners, schools, community, and home gardeners.** • Conduct numerous diverse outreach efforts in viticulture, weed science, pest management, natural resources, food systems, youth development and home gardening. - **Collaborated with city and county departments to further public educational programs through workshops, home composting classes, wise-watering classes, and Bay Friendly Garden Tour.** • Collaborate in on-farm research projects to address local needs in viticulture, pest management, weed science, water quality, and rangeland management. - **Supported the adoption of reduced-risk pest management tools such as Argentine ant baits, pheromone-baited traps, spore traps and mating disruption.**	**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. **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 viticulture, weed science, pest management, natural resources, food systems, youth development and home gardening.

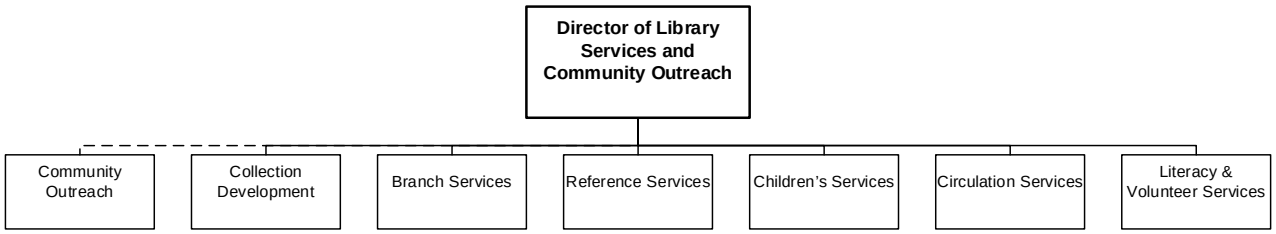
OTHER ACCOMPLISHMENTS

- Organized a North Bay Food Council Symposium that brought together food system leaders to network, share practices and build advocacy skills.
- Collaborated with Napa City Parks and Recreation on renovation and installation of Fuller Park Rose Garden and self-guided tree walk signs.
- Reached 775 youth with the support of 176 adult volunteers in club projects and 4-H Summer Camp while also indirectly reaching 2,198 youth with 4-H curricula through a partnership with the Boy and Girls Club, all to improve the well-being of Napa youth
- Presented 306 public education events including 36, 2 hour public workshops and 46 shorter presentations reaching 3,915 Napa County residents.

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 acquire 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 and resources in 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.
- Reference Services facilitates access by helping the public locate needed information through careful selection of materials for the collection, readers advisory, computer assistance and training.
- Children's Services provides books and information and promotes 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 thousands of library items.
- The Literacy Center provides free 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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	4,980,504	5,462,904	6,190,498	727,594	13 %
52/53-Services and Supplies	2,205,148	2,771,301	2,655,722	-115,579	-4 %
55-Capital Assets	0	0	45,000	45,000	100 %
56-Other Financing Uses	414,855	91,091	320,499	229,408	252 %
57-Special Items	10,809,236	10,821,011	11,360,141	539,130	5 %
Total Appropriation	**18,409,744**	**19,146,307**	**20,571,860**	**1,425,553**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	9,111,603	7,948,050	8,248,141	300,091	4 %
42-License, Permits and Franchises	0	750	0	-750	-100 %
43-Intergovernmental Revenues	93,304	65,000	161,576	96,576	149 %
45-Revenue from Use of Money and Property	94,629	77,000	78,000	1,000	1 %
46-Charges for Services	132,053	145,506	96,507	-48,999	-34 %
47-Miscellaneous Revenues	157,763	114,800	116,300	1,500	1 %
48-Other Financing Sources	38,299	0	0	0	0 %
49-Special Items	**10,809,236**	**10,821,011**	**11,397,225**	**576,214**	**5 %**
Total Revenue	**20,436,888**	**19,172,117**	**20,097,749**	**925,632**	**5 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20200 County Library-Operations	216,924	229,872	248,758	18,886	8 %
Total General Fund Contribution	**216,924**	**229,872**	**248,758**	**18,886**	**8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20200 County Library-Operations	-2,244,068	-255,682	225,353	481,035	-188 %
Total Use Of Fund Balance	**-2,244,068**	**-255,682**	**225,353**	**481,035**	**-188%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20200 County Library-Operations	49.3	49.3	52.3

COUNTY LIBRARY

Division Budget – COUNTY LIBRARY

County Library Fund 2020, Division 20200

SIGNIFICANT ADJUSTMENTS

- The Napa County Library's mission is to enrich people's lives with books and information; with this mission in mind, the library will utilize the subsequent growth in tax revenue to increase service hours at libraries. Beginning in FY 2019-20, all library locations will be open an additional day. Six part-time FTEs were added in April 2019 to prepare for the increase in hours.

- Intergovernmental Revenues increased by $96,576 due to additional grants from California Library Literacy Services and California Coastal Commission. Additional extra help appropriations are due to increased programming, offset by these grants.

- The FY 2019-20 budget includes new shelving, table and chair capital assets to provide additional collections and resources to library patrons.

ACCOMPLISHMENTS	GOALS
• The Library Director served on the Strategic Plan task force and the Library has begun developing programs and services that align and support the County Strategic Plan. • The Library worked with Public Works and the Auditor-Controller to discuss the Facilities Condition Assessment related to library facilities and create a fiscal plan to ensure adequate fund balance for future library facility needs. • Over 1,309 programs were provided in addition to traditional public outreach to increase awareness of library programs and services. • Electronic material circulation has doubled in the last calendar year, now averaging nearly 8,000 per month. • Added “Library of Things” to library locations. Items such as guitars, ukuleles, digital music makers and tablets are available to the community. • Fines for Children and Teens materials were removed, resulting in hundreds of residents gaining access to library services again.	**Collaborative and Engaged Community** • Increase each location service hours, including 4 hours on Sunday at the Napa Main Location. • Expand programming and services to include the following: Citizenship, Parenting, English as a second language, Whale Tale Grant (California Coastal Commission), and implement the Bike Branch. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Analyze policies and procedures to focus on efficiencies, improve customer service and overall library experience. • Develop a feasibility study for a remote holds pickup/return location in North Napa. **Effective and Open Government** • Implement new fund balance policy to ensure sustainability of increased hours, facility maintenance and replacement needs.

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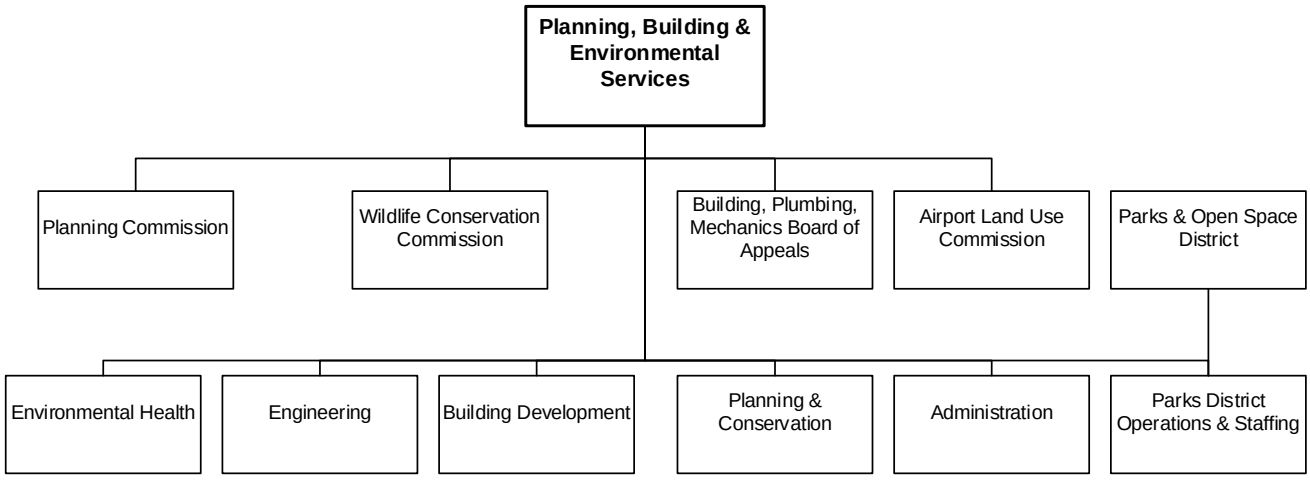
PLANNING, BUILDING & ENVIRONMENTAL SERVICES
Department Summary



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, conservation and environmental health 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 six main Divisions: Planning & Conservation, Building, Engineering, Environmental Health, Local Enforcement Agency (LEA), and Parks. Administrative staff supports these six 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 private 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 is administered within the Planning Division and 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) for Vineyards includes funds deposited by project applicants and supports consultant contracts needed to prepare complex CEQA documents for those projects in compliance with State law. This program is administered under the Planning and Conservation Division.
    - 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 the Conservation and Engineering 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 is also responsible for code enforcement activities, provides building inspection services during construction of approved projects, and issues certificates of occupancy that allow structures to begin use.

    - Building Code Enforcement is a separate subdivision within the Building Division for the abatement of code violations for use when the Board of Supervisors declares a public nuisance and the affected property owners fail to abate the violations within the time period specified.

- 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; 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.

- 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.

- 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 2018	Adopt 2019	Rec 2020	Variance	% Change
17000 Planning-Bldg-Env Services	5,813,809	6,457,489	7,009,445	551,956	9 %
17020 PBES-Environmental Health	2,964,678	3,497,227	3,694,675	197,448	6 %
17030 PBES-Local Enforcement Agency	367,016	373,772	370,724	-3,048	-1 %
17500 Parks	737,677	835,424	812,351	-23,073	-3 %
21200 Wildlife Conservation Comm	40,873	50,000	50,000	0	0 %
21400 Building-Inspection	3,699,366	5,063,944	5,675,206	611,262	12 %
21410 Building-Code Enforcement	0	50,000	50,000	0	0 %
Total Appropriation	**13,623,418**	**16,327,856**	**17,662,401**	**1,334,545**	**8 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
17000 Planning-Bldg-Env Services	2,879,392	2,794,516	3,085,404	290,888	10 %
17020 PBES-Environmental Health	2,574,060	2,514,475	2,574,500	60,025	2 %
17030 PBES-Local Enforcement Agency	433,022	322,500	302,500	-20,000	-6 %
17500 Parks	737,677	835,423	812,351	-23,072	-3 %
21200 Wildlife Conservation Comm	36,069	8,200	11,200	3,000	37 %
21400 Building-Inspection	4,944,377	3,802,697	4,283,956	481,259	13 %
21410 Building-Code Enforcement	2,155	2,000	3,200	1,200	60 %
Total Revenue	**11,606,751**	**10,279,811**	**11,073,111**	**793,300**	**8 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21200 Wildlife Conservation Comm	0	12,000	10,000	-2,000	-17 %
Total General Fund Contribution	**0**	**12,000**	**10,000**	**-2,000**	**-17 %**

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Department Summary

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
17000 Planning-Bldg-Env Services	2,934,417	3,662,973	3,924,041	261,068	7 %
17020 PBES-Environmental Health	390,617	982,752	1,120,175	137,423	14 %
17030 PBES-Local Enforcement Agency	-66,007	51,272	68,224	16,952	33 %
17500 Parks	**0**	**1**	**0**	**-1**	**0 %**
Total Net County Cost	**3,259,027**	**4,696,998**	**5,112,440**	**415,442**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21200 Wildlife Conservation Comm	4,805	29,800	28,800	-1,000	-3 %
21400 Building-Inspection	-1,245,011	1,261,247	1,391,250	130,003	10 %
21410 Building-Code Enforcement	-2,155	48,000	46,800	-1,200	-3 %
Total Use Of Fund Balance	**-1,242,361**	**1,339,047**	**1,466,850**	**127,803**	**10 %**

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PLANNING

General Fund 1000, Division 17000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	4,018,039	4,615,001	4,879,404	264,403	6 %
52/53-Services and Supplies	1,795,769	1,842,488	2,130,041	287,553	16 %
Total Appropriation	**5,813,809**	**6,457,489**	**7,009,445**	**551,956**	**9 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	1,606,000	1,475,000	1,750,000	275,000	19 %
44-Fines, Forfeitures, and Penalties	0	1,500	1,000	-500	-33 %
46-Charges for Services	1,132,926	1,187,758	1,200,452	12,694	1 %
49-Special Items	140,465	130,258	133,952	3,694	3 %
Total Revenue	**2,879,392**	**2,794,516**	**3,085,404**	**290,888**	**10 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
17000 Planning-Bldg-Env Services	2,934,417	3,662,973	3,924,041	261,068	7 %
Total Net County Cost	**2,934,417**	**3,662,973**	**3,924,041**	**261,068**	**7%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
17000 Planning-Bldg-Env Services	35.0	32.0	33.0

SIGNIFICANT ADJUSTMENTS

- The budget includes salary costs is a new Planner II/III position to help with implementation of the recently adopted Circulation Element which requires the County to process Traffic Studies, develop criteria for analysis of Vehicle Miles Traveled, develop a travel demand management program, and implement a Traffic Impact Fee program. A new Limited Term Engineering Technician position is being requested to replace an existing Limited Term Associate Engineer. This position will allow the Engineering Division to sustain and expand field oversight of existing programs including Napa Countywide Stormwater Pollution Prevention Program, perform quality assurance inspection of existing and future development projects in accordance with codes and regulations, increase effective and efficient examination and comment on development projects, and increase engagement with the public.

- The 10% increase in revenue is a result of a fee increase that went into effect in FY 18-19 as well as increase in planning permit activity as a result of the winery code compliance program.

ACCOMPLISHMENTS: PLANNING/CONSERVATION	GOALS: PLANNING/CONSERVATION
• Finalize study related to the increase to the General Plan Fee and implement any proposed change. **On October 9, 2018, the Board of Supervisors adopted the Planning Division fees. On May 21, 2019, a request for a proposed increase of the Countywide General Plan Surcharge (3.3%) will be considered by the Board of Supervisors.** • Prepare a Procedures Manual for the Division, which will include procedures for streamlining the development review process and template documents for processing CEQA documents, public notices, and staff reports. This will be a work product of the process improvement evaluation. **Ongoing. The following components of this manual have been completed and utilized by the Division.** - **Template for public notices.** - **Staff report template for Code Compliance Projects.** - **Adjustments to the regular Planning Commission staff report template are being completed on an as-needed basis pursuant to Board of Supervisors and Planning Commission direction, and dependent on the proposed winery site issues.** • Complete the update of the Circulation Element and Traffic Impact Fee, including adoption of Complete Streets policies. **The Circulation Element and the Napa Valley Business Park Specific Plan Amendment was adopted by the Board of Supervisors on January 29, 2019.** • Finalize the Use Permit Application Forms. **Ongoing. New "General Application" Form has been developed and completed for use. Two new Use Permit/Major Modification Applications (Non-Residential/Residential Uses and Wineries) have been completed and provided on the County's website for use.** • Finalize the standardized CEQA Checklist and analysis. **Ongoing.**	**Livable Economy for All** • Update and develop sustainable regulations for issues including by not limited to residential development, viewshed development, solar/energy facilities. **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. • Prepare an ordinance to allow junior accessory dwelling units (JADUs) in the Agricultural Preserve. • Begin work on the Housing Element Update. **Effective and Open Government** • Implement newly adopted Circulation Element including implementation of a vehicle mile travel assessment program and a traffic impact fee program. • Update the submittal checklist for Minor and Very Minor Use Permit Applications, and other discretionary actions. • Finalize the standardized California Environmental Quality Act (CEQA) Checklist and analysis.

ACCOMPLISHMENTS: PLANNING/CONSERVATION (CONTINUED)	GOALS: PLANNING/CONSERVATION
• Begin the process of updating the Conservation Regulations. **The Water Quality & Tree Protection Ordinance was adopted by the Board of Supervisors on April 9, 2019. The effective date of this Ordinance is May 10, 2019.** • Complete implementation of the agricultural protection measures, including outdoor hospitality guidelines and an ordinance defining residential development areas for agricultural zoning. **Ongoing. Board of Supervisors Study Sessions for ordinance direction were conducted on the following projects:** - **Remote Wineries on September 25, 2018** - **Residential Development Limitations/ Viewshed Ordinance on October 30, 2018** - **Utility-Scale Solar Facilities on April 23, 2019.** • Complete the Climate Action Plan. **Ongoing Draft Environmental Impact Report (DEIR) is anticipated to be release in June 2019**	

ACCOMPLISHMENTS: ENGINEERING	GOALS: ENGINEERING
• Continue to Manage and implement provisions of the State's MS4 stormwater permit. **Implemented all MS4 provisions for private land development projects. Implemented the revised Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual dated January 2019.** • Final verification of Napa County's FEMA Community Rating System (CRS) application. **Ongoing – CRS coordination meeting set for early summer.** • State Water Board endorsing Napa County's Vineyard Erosion Control Program meets the minimum performance standards for discharge as mandated by the State's General Permit for Vineyard Properties in the Napa River and Sonoma Creek Watershed. **Received positive feedback from the Bay Area RWQCB that Napa County's vineyard Erosion Control Program meets the minimum standards for the State's General Permit.** • Continue recruitment and fill all vacancies within the Division. **Ongoing**	**Effective and Open Government** • Revise the Napa County Road and Street Standards as equaling or exceeding the State Responsibility Area (SRA) Fire Safe Regulations (2020) and receive CA Board of Forestry and Fire Protection certification. • Update Napa County's Floodplain Management Ordinance to ensure the minimum requirements of the National Flood Insurance Program (NFIP) are met and promote public health, safety, and flood reduction damage within the community. • Update and/or develop program guidance documents and checklist to create a consistent, transparent and efficient process. • Final verification of Napa County's FEMA Community Rating System (CRS) application. It is anticipated that Napa County's will improve its CRS Class from a 10 to a 7, resulting in a 15% discount on flood insurance premiums. • Recruit for and fill key vacancies to strengthen the effectiveness and efficiency of the Division.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – PBES-ENVIRONMENTAL HEALTH

General Fund 1000, Division 17020

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,401,491	2,903,468	3,050,958	147,490	5 %
52/53-Services and Supplies	440,483	463,501	509,765	46,264	10 %
57-Special Items	122,704	130,258	133,952	3,694	3 %
Total Appropriation	**2,964,678**	**3,497,227**	**3,694,675**	**197,448**	**6 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	2,410,632	2,200,625	2,355,500	154,875	7 %
44-Fines, Forfeitures, and Penalties	300	500	500	0	0 %
46-Charges for Services	159,981	139,000	138,500	-500	0 %
48-Other Financing Sources	0	174,350	80,000	-94,350	-54 %
49-Special Items	3,147	0	0	0	0 %
Total Revenue	**2,574,060**	**2,514,475**	**2,574,500**	**60,025**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
17020 PBES-Environmental Health	390,617	982,752	1,120,175	137,423	14 %
Total Net County Cost	**390,617**	**982,752**	**1,120,175**	**137,423**	**14%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
17020 PBES- Environmental Health	22.0	23.0	23.0

SIGNIFICANT ADJUSTMENTS

- The budget includes funding for a new Environmental Health Specialist position that will support the Consumer Protection team, ensure that inspections are conducted in a timely manner, and allow for more outreach and educational engagement with the regulated community.
- A fee study was completed in FY 2018-19 and we expect to see permit revenue increase as a result of the new fees implemented.
- Reduced revenue from other financing sources reflects a reduction in the amount of funds anticipated to be brought in from the Department of Public Health Special Revenue Fund (SRF).

ACCOMPLISHMENTS	GOALS
• Apply for & become certified third party provider for the Regional Water Quality Control Board (RWQCB) to retain jurisdiction over winery process wastewater. **Ongoing. Effort being led by the State and Regional Boards. Environmental Health staff continue to engage with our partners in an effort to move this ahead, completion of this goal is dependent on other agencies.** • Continue to explore opportunities for online temporary food facility permit applications. Long-term goal is to create a number of different online permit applications for the division. **Ongoing. A payment solution is still being considered. IT has recently moved some staff around and is now contracting with an outside firm to assist with some additional web and application development.** • Return the Mobile Home Park Enforcement Program to the State Department of Housing & Community Development. **Ongoing - put on hold pending resolution of local issues with two mobile home parks in particular.** • Receive approval for Local Agency Management Program (LAMP) related to onsite wastewater treatment systems from the Regional Water Quality Control Board and subsequent approval for LAMP and enabling County Code revisions by the Board of Supervisors. **Ongoing - The Regional Board and State Boards have not responded to our LAMP submittal.**	**Collaborative and Engaged Community** • Engage our local stakeholders regarding the State's Winery General Order and facilitate communication between industry and the State and Regional Boards. **Healthy, Safe and Welcoming Place to Live, Work and Visit** • Permit and provide 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. **Vibrant and Sustainable Environment** • Inform the regulated community with respect to rules and regulations intended to protect the environment and our natural resources and strive to eliminate illicit discharges (hazardous materials) to our environment through education and inspection. • 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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	311,887	327,935	308,543	-19,392	-6 %
52/53-Services and Supplies	55,129	45,837	62,181	16,344	36 %
Total Appropriation	**367,016**	**373,772**	**370,724**	**-3,048**	**-1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	13,690	20,000	22,000	2,000	10 %
43-Intergovernmental Revenues	64,851	62,000	40,000	-22,000	-35 %
46-Charges for Services	353,208	240,500	240,500	0	0 %
49-Special Items	1,273	0	0	0	0 %
Total Revenue	**433,022**	**322,500**	**302,500**	**-20,000**	**-6 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
17030 PBES-Local Enforcement Agency	-66,007	51,272	68,224	16,952	33 %
Total Net County Cost	**-66,007**	**51,272**	**68,224**	**16,952**	**33%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
17030 PBES- Local Enforcement Agency	2.0	2.0	2.0

SIGNIFICANT ADJUSTMENTS

- As a result of efforts focused on the fire recovery process, we are expecting decreased revenues associated with the State Waste Tire Enforcement Grant.

ACCOMPLISHMENTS	GOALS
• Review and process rate reviews for agreements with Berryessa Garbage Service and Napa County Recycling & Waste Services. **Completed long-term solid waste and recycling franchise agreement. Completed rate review with Napa County Recycling & Waste Service. Ongoing** • 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 2018-19.** • Complete solid waste facility permit revision for Upper Valley Disposal Service. **Complete** • Complete solid waste facility permit revision for Clover Flat Landfill. **Permit revision complete. Ongoing discussions regarding operation.**	**Healthy, Safe & Welcoming Place to Live, Work & Visit** • Review and process rate reviews for Napa Recycling & Waste Services. • Apply for, receive and implement Waste Tire Enforcement Grant from State of California, Department of Resources, Recycling and Recovery. • Complete solid waste facility permit revision for City of Napa Materials Diversion Facility (MDF). • Complete solid waste facility permit amendments #3 & #4 for Clover Flat Landfill. • Complete solid waste facility permit revision for Upper Valley Disposal Compost facility. • Complete solid waste facility permit revision for Devlin Road Transfer Station. • Recruit, hire, and train Solid Waste Program Environmental Health Specialist. • 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.

OTHER ACCOMPLISHMENTS

- Conducted and completed over 150 required solid waste facility inspections.
- Assisted with management of Debris and Ash Removal (DAR) applications and technical review of completion reports and analytical sampling criteria related to the 2017 Napa Fire Complex.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	714,100	794,428	759,135	-35,293	-4 %
52/53-Services and Supplies	23,576	40,996	53,216	12,220	30 %
Total Appropriation	**737,677**	**835,424**	**812,351**	**-23,073**	**-3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	100	100	100	0	0 %
46-Charges for Services	737,577	835,323	812,251	-23,072	-3 %
Total Revenue	**737,677**	**835,423**	**812,351**	**-23,072**	**-3 %**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
17500 PBES- Parks	6.0	6.0	6.0

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 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	40,873	50,000	50,000	0	0 %
Total Appropriation	**40,873**	**50,000**	**50,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	35,400	7,600	10,000	2,400	32 %
45-Revenue from Use of Money and Property	669	600	1,200	600	100 %
Total Revenue	**36,069**	**8,200**	**11,200**	**3,000**	**37 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21200 Wildlife Conservation Comm	0	12,000	10,000	-2,000	-17 %
Total General Fund Contribution	**0**	**12,000**	**10,000**	**-2,000**	**-17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21200 Wildlife Conservation Comm	4,805	29,800	28,800	-1,000	-3 %
Total Use Of Fund Balance	**4,805**	**29,800**	**28,800**	**-1,000**	**-3%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2018-19 with approximately $32,000 in fund balance
- With large penalty fines going into General Fund Non-departmental Revenue, the Wildlife Conservation Commission may need General Fund support for FY 2019-20 to continue providing funding for wildlife habitat enhancement and educational outreach community grants. Grant disbursements in FY 2019-20, if they remain consistent with past year awards totaling $50,000, will exhaust the fund balance unless larger fines are received by the Wildlife Conservation Commission. Appropriation of General Fund, to be used only as-needed, will support grant awards for environmental preservation.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – BUILDING INSPECTION

Building Fund 2140, Division 21400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,826,302	3,680,383	3,989,905	309,522	8 %
52/53-Services and Supplies	753,968	934,148	1,134,530	200,382	21 %
54-Other Charges	122,704	130,258	133,952	3,694	3 %
56-Other Financing Uses	-3,608	319,155	416,819	97,664	31 %
Total Appropriation	**3,699,366**	**5,063,944**	**5,675,206**	**611,262**	**12 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	3,088,351	2,300,000	2,400,000	100,000	4 %
44-Fines, Forfeitures, and Penalties	16,472	15,000	5,000	-10,000	-67 %
45-Revenue from Use of Money and Property	46,493	35,000	75,000	40,000	114 %
46-Charges for Services	1,791,987	1,330,000	1,555,000	225,000	17 %
48-Other Financing Sources	1,073	122,697	248,956	126,259	103 %
Total Revenue	**4,944,377**	**3,802,697**	**4,283,956**	**481,259**	**13 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21400 Building-Inspection	-1,245,011	1,261,247	1,391,250	130,003	10 %
Total Use Of Fund Balance	**-1,245,011**	**1,261,247**	**1,391,250**	**130,003**	**10%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
21400 Building-Inspection	23.0	26.0	28.0

SIGNIFICANT ADJUSTMENTS

- Appropriations include funding for two vacant plans examiner positions. The budget also includes two new positions and extension of an existing limited term position. A new Office Assistant II will focus on Code Enforcement administration duties. A new Code Compliance Officer I will support Cal Fire and the full salary & benefits will be reimbursed by California Department of Forestry. Extension of a Limited Term Building Inspector position, which was originally approved in October 2017 related to the 2017 Napa Fire Complex, will continue to support the increased workload associated with the 2017 Napa Fire Complex and an improving economy.

- The Building Division has increased appropriation for services and supplies due to the continued fire rebuild permit applications and a desire to utilize 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.

- The increase in use of fund balance can be attributed to the requested new positions in FY 2019-20 as well as expenses related to implementation of Interactive Voice Response (IVR) automated inspections and electronic plan submittal. The Building Division fund is estimated to end FY 2018-19 with approximately $5,200,000 in fund balance.

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). **Currently in final development stages. Anticipated to go live by July 31, 2019.** • Implement changes to the fee schedule when approved by the Board. **Most fee changes have been implemented, final revisions to fee schedule will be heard by Board in May 2019 and will be implemented in July 2019.** • Initiate the process for implementation of electronic project plan submittal and review system for residential and commercial building projects scheduled to be completed by the end of FY 2018-19. **Ongoing. Initiated the project by conducting site visits to other jurisdictions. Currently testing different software options and will select a vendor by the end of FY 2018-19.** • 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.** • Create and develop a Permit Counter procedure guide and a Plans Examiner procedure guide for staff to increase consistency and efficiency. **Permit Counter procedure guide is complete. Plans Examiner procedure guide is nearly complete.**	**Collaborative and Engaged Community** • Building Division will engage stakeholders in the development and implementation of both electronic plan review and integrated voice recognition inspection scheduling. **Effective and Open Government** • Expand and promote the Building Officials' Coalition consisting of the Building Officials from the County, the cities and the town to allow for standardization of services and regulatory processes. • Implement electronic plan submittal and review system for residential and commercial building projects. • Implement process for distributing automated letter to permit applicants to provide notification of application and/or permit expiration. **Vibrant and Sustainable Environment** • Prepare local amendments for adoption and integration into 2020 California Code of Regulations Title 24 (2020 Building Code) to ensure building & safety requirements are up to date. • Coordinate with the Engineering division to ensure the integration of all stormwater pollution prevention requirements on development permits as required.

PLANNING, BUILDING & ENVIRONMENTAL SERVICES

Division Budget – BUILDING CODE ENFORCEMENT

Building Fund 2140, Division 21410

DIVISION DETAIL

This division is utilized to complete abatement of code violations when normal procedures are ineffective. Interdepartmental participants include staff from Planning, Building and Environmental Services, Public Works, the District Attorney, the Sheriff, County Fire, and County Counsel. A lien placed on abated properties ensures reimbursement of the fund at the time of property sale.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	0	50,000	50,000	0	0 %
Total Appropriation	**0**	**50,000**	**50,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,155	2,000	3,200	1,200	60 %
Total Revenue	**2,155**	**2,000**	**3,200**	**1,200**	**60 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21410 Building-Code Enforcement	-2,155	48,000	46,800	-1,200	-3 %
Total Use Of Fund Balance	**-2,155**	**48,000**	**46,800**	**-1,200**	**-3%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $211,500 in fund balance.

ACCOMPLISHMENTS	GOALS
• Continue the Neighborhood Improvement Program for the Berryessa and Angwin neighborhoods. **Ongoing. Completed first round of Berryessa Neighborhood Improvement Program for the Estates and Highlands neighborhoods.** • Continue to implement and train PBES staff on the Code Compliance Policies and Procedures Manual. **Ongoing. Began training on policies and procedure manual. Entire staff is continuing to train and implement the manual.** • 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. We plan to bring the reporting ordinance to the Board in the summer of 2019.** • Focus on reducing case backlog with an emphasis on Health and Safety violations. **Ongoing. Trained 2 new code compliance officers. Beginning to see results in reducing case backlog in early 2019.** • Fill two vacant code compliance officer positions in the Building Inspection Division. **Completed** • Expand efforts, with County Counsel, to enforce short-term vacation rentals. **Ongoing. One case filed in Superior Court. Staff continues to assess potential litigation of repeated short-term rental violators with County Counsel. This became a lower priority upon approval of the use permit compliance program.** • Conduct a staff training program that will enhance and improve team cohesiveness. **Ongoing. Staff leadership training was completed and we continue with weekly team training.**	**Healthy, Safe & Welcoming Place to Live, Work & Visit** • Continue to implement and train PBES staff on the Code Compliance Policies and Procedures Manual • Continue the Neighborhood Improvement Program for the Berryessa and Angwin neighborhoods. • 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. • Expand efforts, with County Counsel, to enforce short-term vacation rentals. • Continue to conduct a staff training program that will enhance and improve team cohesiveness.

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 early 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

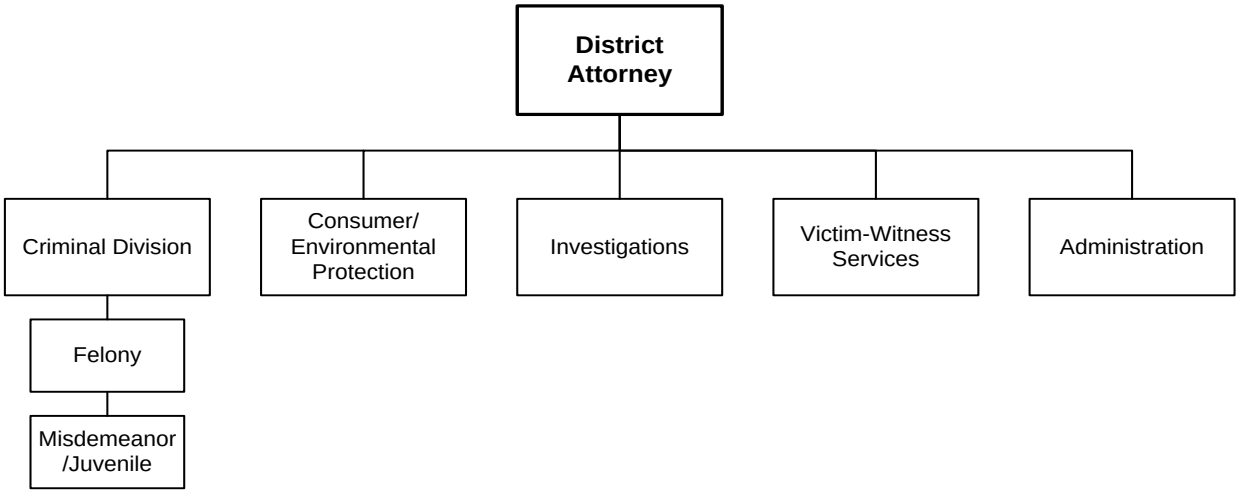
APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	65,128	58,493	60,873	2,380	4 %
Total Appropriation	**65,128**	**58,493**	**60,873**	**2,380**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
12800 Grand Jury	65,128	58,493	60,873	2,380	4 %
Total Net County Cost	**65,128**	**58,493**	**60,873**	**2,380**	**4%**

DISTRICT ATTORNEY
Department Summary



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
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13000 District Attorney	10,675,604	12,534,030	13,849,813	1,315,783	10 %
13020 DA-Consumer Fraud	782	0	0	0	0 %
Total Appropriation	**10,676,386**	**12,534,030**	**13,849,813**	**1,315,783**	**10 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13000 District Attorney	4,158,159	5,086,330	5,362,557	276,227	5 %
Total Revenue	**4,158,159**	**5,086,330**	**5,362,557**	**276,227**	**5 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13000 District Attorney	6,517,445	7,447,700	8,487,256	1,039,556	14 %
13020 DA-Consumer Fraud	782	0	0	0	0 %
Total Net County Cost	**6,518,226**	**7,447,700**	**8,487,256**	**1,039,556**	**14 %**

DISTRICT ATTORNEY

General Fund 1000, Division 13000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	9,014,607	10,586,314	11,426,723	840,409	8 %
52/53-Services and Supplies	1,606,453	1,840,812	2,352,186	511,374	28 %
57-Special Items	54,544	106,904	70,904	-36,000	-34 %
Total Appropriation	**10,675,604**	**12,534,030**	**13,849,813**	**1,315,783**	**10 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	2,523,453	3,082,886	3,380,655	297,769	10 %
44-Fines, Forfeitures, and Penalties	31,402	39,500	35,000	-4,500	-11 %
45-Revenue from Use of Money and Property	345	100	300	200	200 %
46-Charges for Services	21,558	25,000	23,000	-2,000	-8 %
47-Miscellaneous Revenues	5,271	2,000	2,000	0	0 %
48-Other Financing Sources	1,539,156	1,936,844	1,921,602	-15,242	-1 %
49-Special Items	36,975	0	0	0	0 %
Total Revenue	**4,158,159**	**5,086,330**	**5,362,557**	**276,227**	**5 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13000 District Attorney	6,517,445	7,447,700	8,487,256	1,039,556	14 %
Total Net County Cost	**6,517,445**	**7,447,700**	**8,487,256**	**1,039,556**	**14%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
13000 District Attorney	67.50	66.50	66.50

SIGNIFICANT ADJUSTMENTS

The District Attorney's budget includes increased grant funding for new programs to benefit victims of crime in Napa County. Specifically, the District Attorney's Office was awarded a competitive grant from the California Office of Emergency Services that will provide funding for a Family Justice Center, where victims of domestic violence, sexual assault, elder or dependent adult abuse, or human trafficking can receive a variety of services in a person-centered multidisciplinary team setting in order to reduce the trauma experienced.

ACCOMPLISHMENTS	GOALS
• Developed improved reporting capabilities of existing case management system in order to better analyze data and efficiency. • Developed agreement with a local non-profit partner to provide an enhanced service model for the Courage Center with funds provided by through a new grant sub-award. The Courage Center is a nationally accredited Child Advocacy Center that provides a safe space for child victims of sexual and physical abuse to be interviewed and examined. • Improved staffing, workflows and system capabilities to better address influx of law enforcement body worn camera videos and other digital evidence media formats. • Successfully applied for and obtained new grant funding for a Family Justice Center project that will help improve victim outcomes for domestic violence, sexual assault, elder abuse, and human trafficking cases.	**Effective and Open Government:** • Continue to develop Family Justice Center project, open doors to public and advance strategic vision. • Collaborate with state and local law enforcement, coroner, and medical community stakeholders to develop protocols for strangulation investigation and update protocols for elder abuse, including the use of the Elder Death Review Team. Implement new outreach and community presentations regarding strangulation and elder abuse. • Develop and train a Deputy District Attorney to become an assigned mental health expert, specializing in these cases and this population to ensure appropriate and consistent handling. • Assess and update computers, digital media, and trial technology to improve courtroom preparation and presentation to coincide with modern juror learning methods.

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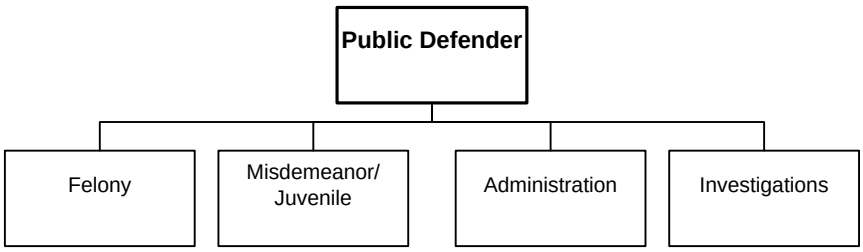
PUBLIC DEFENDER
Department Summary



MISSION

The mission of the Public Defender is to vigorously represent the interests of each individual client with a focus on assuring that thorough, careful, meticulous, effective and comprehensive services are provided 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).

Attorneys:

- Thoroughly interview clients,
- Obtain discovery,
- Conduct an in depth factual inquiry (including investigation if called for),
- Perform all necessary legal research,
- Preserving 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 and doing whatever else is 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 probably sentences,
- Be aware of and investigate 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 complies 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, and Proposition 36 Court

Misdemeanor/Juvenile Unit attorneys

- Vertically represent juvenile client charge with crimes and probation violations

- Advise juveniles prior to interrogation by law enforcement
- Represent misdemeanor clients charged with crimes

The administration team:

- Provides support to attorneys by opening and closing files, importing discovery, creating calendars, scheduling appointments, filing motions, and relaying messages from clients.
- Collaborates with ITS and other agencies to help improve CJNet.
- Protects client confidences

The investigations team:

- Provides support to attorneys by finding and interviewing witnesses
- Gathers and secures evidence
- Serves subpoenas

PUBLIC DEFENDER

General Fund 1000, Division 13200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,949,039	4,328,879	4,459,319	130,440	3 %
52/53-Services and Supplies	496,194	670,459	741,675	71,216	11 %
54-Other Charges	0	200	200	0	0 %
Total Appropriation	**4,445,233**	**4,999,538**	**5,201,194**	**201,656**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,328,415	1,320,002	1,391,754	71,752	5 %
45-Revenue from Use of Money and Property	256	100	100	0	0 %
46-Charges for Services	163,667	210,000	210,000	0	0 %
48-Other Financing Sources	74,396	55,000	60,000	5,000	9 %
Total Revenue	**1,566,733**	**1,585,102**	**1,661,854**	**76,752**	**5 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13200 Public Defender	2,878,500	3,414,436	3,539,340	124,904	4 %
Total Net County Cost	**2,878,500**	**3,414,436**	**3,539,340**	**124,904**	**4%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
13200 Public Defender	23.00	23.00	23.00

SIGNIFICANT ADJUSTMENTS

- The 2019-20 increase in Services and Supplies is due to costs associated with internal services.

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 collaborated 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 continues to make efforts to include offenders in Youthful Offender Diversion (Penal Code § 1000.7) and "Dosage" Probation; both programs are meant to treat offenders with extensive services early on to prevent recidivism. • The Office continued to staff Mental Health Court which aims at rehabilitating mental health offenders and provides wrap-around services to prevent recidivism and incarceration and Drug Court which aims at rehabilitating addicts which 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 while collaborating with the District Attorney's Office and Court to make the process more efficient. • 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. MCLE seminars outside of the office are necessary for highly technical issues such as Death Penalty cases, SVP cases, juvenile cases, and DUI cases.	**Effective and Open Government** • To continue to try to meet State Bar of California and American Bar Association caseload guidelines for the provision of indigent criminal defense services to improve the quality of services for our clients. • To continue to provide MCLE (Mandatory Continuing Legal Education) training programs for staff attorneys. With the cost of MCLE programs reimbursable under the Collective Bargaining Agreement, in-house training can reduce training expenses and better tailor programs to Napa County practice. • To finish processing petitions under Propositions 47 and to continue processing Proposition 64. • To process new forms of discovery. The recent implementation of body worn cameras by the Napa Sheriff's Department, the Napa Police Department, and the Calistoga Police Department, impacted the Office in a variety of ways. This development is just beginning to impact the Office but could lead to a need for a request for additional staff. **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. **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, continuing efforts to implement Laura's Law and utilizing the services of the embedded social worker. This is done to prevent recidivism thus making the community safe.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	885,959	1,084,779	1,084,613	-166	0 %
Total Appropriation	**885,959**	**1,084,779**	**1,084,613**	**-166**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13400 Conflict Public Defender	885,959	1,084,779	1,084,613	-166	0 %
Total Net County Cost	**885,959**	**1,084,779**	**1,084,613**	**-166**	**0%**

ACCOMPLISHMENTS	GOALS
• Maintained the investigator/witness billing process to ensure effective management of the budget while providing individuals with a vigorous defense. **Ongoing** • Completed a competitive selection process for a new Conflict Public Defender after one position became vacant.	• 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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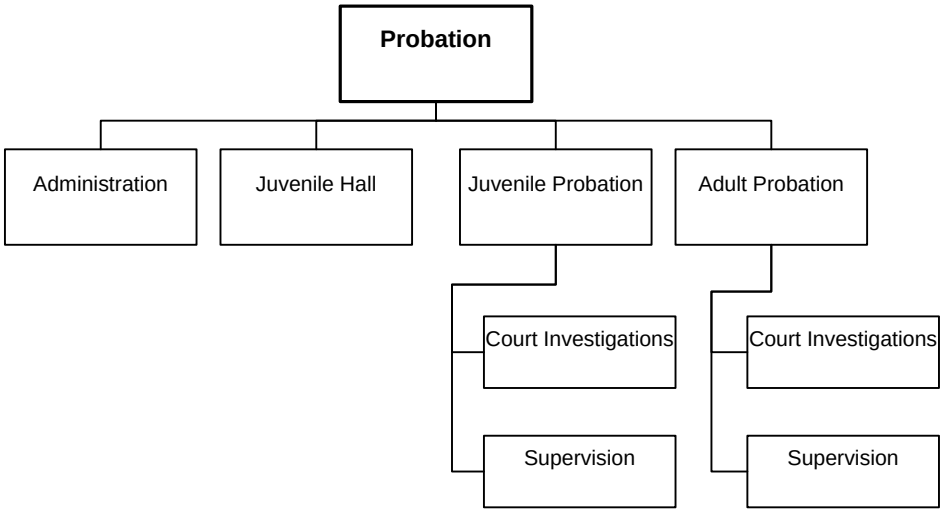
PROBATION
Department Summary



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 three (3) Supervision units.
- Investigations Unit - completes pre-sentence reports for the Superior Court to assist the court in making sentencing decisions. Nine (9) officers in this unit completed 557 reports.
- Supervision Units - provide supervision to approximately 2,921 adult offenders ordered to probation.
- Supervised an average of 64 offenders released from prison on Post Release Community Supervision (PRCS) and 53 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.
- Has an armed unit since 2014 and there are currently 12 armed officers.
- In April 2016, started a pilot program, Dosage Probation with the National Institute of Corrections. Offenders attend a specified amount of cognitive behavioral programming to assist in behavior change. Once they complete their programs and one year of probation, offenders are eligible to be released from probation early.
- In FY 2017-2018, started construction of a Reentry Facility expected to open in 2019. Operation of the Reentry Facility will allow 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

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 209 offenders.
- Total number of graduates is 265.

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 174 reports.
- Supervised approximately 249 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.
- Operates the Juvenile Evening Reporting Center (ERC), serving youth on probation who need monitoring during after school and 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 time periods.
    - Approximately 15 minors participated in the ERC in 2018.
    - Approximately 34 minors participated in the Day Reporting Center in 2018.

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 2018 was 14 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 individualized, one-on-one behavior change curricula as well as provide evidence-based, cognitive-behavioral programming.
- Goal is to prepare youth to return to the community safely with tools to increase their successful reintegration.

Probation was selected as a pilot site to start a transitional age youth program (SB 1004, Statutes 2016, Chapter 865). This program will allow first or second time young adult offenders, aged 18 – 21, to be housed in Juvenile Hall.

- Young adults will receive counseling and programming like the other adolescents in an effort to keep them from becoming tied to the adult criminal justice system.

- Department is identifying young adults eligible for the program.

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 at 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 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)
- Approximately five Napa County minors are currently placed in camps.
- Currently no Napa County youth placed at DJJ from Juvenile Court.

Probation is working in tandem with the Department of Corrections to open the Reentry Program, the first to be jointly staffed in California. Staffing for the facility and training prior to opening is complete.

On January 1, 2018 the Department became responsible for implementation of Proposition 63 dealing with persons prohibited to own firearms. This new program involves giving information to the court as well as verifying that the firearm has been legally relinquished.

PROBATION
Department Summary

DEPARTMENT DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14200 Probation	20,291,167	16,405,694	17,065,239	659,545	4 %
14210 Probation-Juvenile Hall	6,276,851	6,681,696	6,825,755	144,059	2 %
14220 Prob-Care of Juvenile Crt Ward	142,695	229,000	229,000	0	0 %
14230 Prob-Community Services Ctr	1,373,585	0	0	0	0 %
Total Appropriation	**28,084,299**	**23,316,390**	**24,119,994**	**803,604**	**3 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14200 Probation	5,343,927	6,633,732	6,761,013	127,281	2 %
14210 Probation-Juvenile Hall	1,520,856	1,531,935	1,588,155	56,220	4 %
14220 Prob-Care of Juvenile Crt Ward	28,182	27,250	28,000	750	3 %
14230 Prob-Community Services Ctr	7,489,924	0	0	0	0 %
Total Revenue	**14,382,889**	**8,192,917**	**8,377,168**	**184,251**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14200 Probation	14,947,240	9,771,962	10,304,226	532,264	5 %
14210 Probation-Juvenile Hall	4,755,996	5,149,761	5,237,600	87,839	2 %
14220 Prob-Care of Juvenile Crt Ward	114,513	201,750	201,000	-750	0 %
14230 Prob-Community Services Ctr	-6,116,338	0	0	0	0 %
Total Net County Cost	**13,701,410**	**15,123,473**	**15,742,826**	**619,353**	**4 %**

PROBATION

Division Budget – PROBATION

General Fund 1000, Division 14200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	10,216,780	11,736,036	12,190,581	454,545	4 %
52/53-Services and Supplies	2,523,275	4,602,658	4,798,658	196,000	4 %
54-Other Charges	56,665	60,000	69,000	9,000	15 %
57-Special Items	7,494,446	7,000	7,000	0	0 %
Total Appropriation	**20,291,167**	**16,405,694**	**17,065,239**	**659,545**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	2,224,469	2,342,916	2,335,587	-7,329	0 %
44-Fines, Forfeitures, and Penalties	130,800	116,000	116,000	0	0 %
45-Revenue from Use of Money and Property	421	500	500	0	0 %
46-Charges for Services	39,078	37,000	37,000	0	0 %
48-Other Financing Sources	2,824,092	4,086,412	4,221,022	134,610	3 %
49-Special Items	125,066	50,904	50,904	0	0 %
Total Revenue	**5,343,927**	**6,633,732**	**6,761,013**	**127,281**	**2 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14200 Probation	14,947,240	9,771,962	10,304,226	532,264	5 %
Total Net County Cost	**14,947,240**	**9,771,962**	**10,304,226**	**532,264**	**5%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
14200 Probation	85.75	87.75	87.75

PROBATION

Division Budget – PROBATION

General Fund 1000, Division 14200

ACCOMPLISHMENTS	GOALS
• Implemented electronic juvenile court reports which reduced the amount of paper we use and is environmentally friendly. • Spearheaded the transition to a new juvenile numbering convention to ensure the Napa County Juvenile Justice System was able to electronically communicate with all Justice partners including the Court. • Completed an entire audit of our victim restitution cases ensuring all victims are properly prioritized to make them whole.	**Effective and Open Government** • Complete development of the Juvenile division CJNET Intake Project integrating with the District Attorney's Office and Napa Superior Court. • Implement 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. • Complete transition to a new vendor to collect victim restitution in order to enhance collections for victims of crime in Napa County. • Continue to maintain a recidivism rate of less than 25% for graduates of the CCSC program.

PROBATION

Division Budget – JUVENILE HALL

General Fund 1000, Division 14210

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	4,597,697	4,949,665	5,019,179	69,514	1 %
52/53-Services and Supplies	1,567,917	1,602,031	1,675,576	73,545	5 %
54-Other Charges	111,238	130,000	131,000	1,000	1 %
Total Appropriation	**6,276,851**	**6,681,696**	**6,825,755**	**144,059**	**2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,085,355	1,088,795	1,145,785	56,990	5 %
44-Fines, Forfeitures, and Penalties	734	1,000	1,000	0	0 %
45-Revenue from Use of Money and Property	502	640	870	230	36 %
46-Charges for Services	5,167	0	0	0	0 %
48-Other Financing Sources	415,782	434,500	433,500	-1,000	0 %
49-Special Items	13,316	7,000	7,000	0	0 %
Total Revenue	**1,520,856**	**1,531,935**	**1,588,155**	**56,220**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14210 Probation-Juvenile Hall	4,755,996	5,149,761	5,237,600	87,839	2 %
Total Net County Cost	**4,755,996**	**5,149,761**	**5,237,600**	**87,839**	**2%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
14210 Probation	36.75	36.75	36.75

ACCOMPLISHMENTS

- All Juvenile Hall (JH) staff were trained in evidence-based practices, Mandated Reporting and Motivational Interviewing
- Established the Culinary Program and Juvenile Hall Garden. Two (2) high school graduates received Food Safety Handlers Certification
- JH staff participated in *Child and Family Team* meetings with Probation and other "wrap-around" services.

GOALS

Healthy, Safe & Welcoming Place to Live, Work and Visit

- Train staff in *Trauma Informed Care, Gender Responsiveness, and Cultural Awareness.*

Effective and Open Government

- Complete Title 15 Regulation revisions and update Policy and Procedures Manual to incorporate new regulations.
- Continue to develop and implement the case management system, CJNET.

PROBATION

Division Budget – CARE OF JUVENILE COURT WARDS

General Fund 1000, Division 14220

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	142,695	229,000	229,000	0	0 %
Total Appropriation	**142,695**	**229,000**	**229,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	28,182	27,250	28,000	750	3 %
Total Revenue	**28,182**	**27,250**	**28,000**	**750**	**3 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14220 Prob-Care of Juvenile Crt Ward	114,513	201,750	201,000	-750	0 %
Total Net County Cost	**114,513**	**201,750**	**201,000**	**-750**	**0%**

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.

PROBATION

Division Budget – COMMUNITY CORRECTIONS SERVICES CENTER

General Fund 1000, Division 14230

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	1,373,585	0	0	0	0 %
Total Appropriation	**1,373,585**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
49-Special Items	7,489,924	0	0	0	0 %
Total Revenue	**7,489,924**	**0**	**0**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14230 Prob-Community Services Ctr	-6,116,338	0	0	0	0 %
Total Net County Cost	**-6,116,338**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Beginning July 1, 2018, this budget is consolidated into the Probation Budget. This is show for historical purposes.

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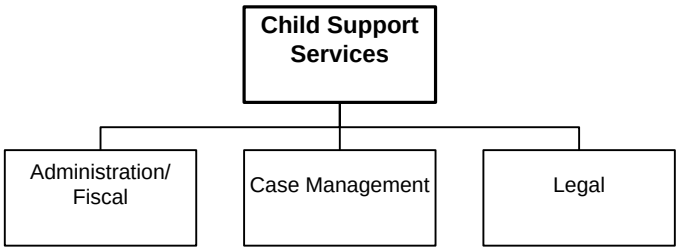
CHILD SUPPORT SERVICES
Department Summary



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 monies.

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 charge to customers who currently or formerly received Temporary Assistance to Needy Families (TANF). There is a $25 annual federal fee for customers who have never received TANF and receive over $500 in child support in the calendar 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 4,000 families.

CHILD SUPPORT SERVICES

Child Support Services Fund 2160, Division 21600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	3,437,535	3,665,107	3,629,977	-35,130	-1 %
52/53-Services and Supplies	510,590	512,657	502,720	-9,937	-2 %
56-Other Financing Uses	157,966	-22,509	113,558	136,067	-605 %
58-Appropriation for Contingencies	0	40,000	40,000	0	0 %
Total Appropriation	**4,106,092**	**4,195,255**	**4,286,255**	**91,000**	**2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	4,331,534	4,194,255	4,284,255	90,000	2 %
45-Revenue from Use of Money and Property	932	1,000	2,000	1,000	100 %
Total Revenue	**4,332,466**	**4,195,255**	**4,286,255**	**91,000**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21600 Child Support Services	-226,374	0	0	0	0 %
Total Use Of Fund Balance	**-226,374**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
21600 Child Support Services	30.0	29.0	28.0

SIGNIFICANT ADJUSTMENTS

- The budget includes the elimination of overtime and a reduction in workers compensation costs.
- Delete one vacant Legal Clerk position.
- Indirect cost allocation increased $133,000.

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.** • Increase awareness of services offered to Napa County residents. **Completed - through regional radio spots, outreach to the Napa County Bar and Child Support Awareness Month activities.** • Improve service provision of legal documentation and court order establishment. **Completed - Implemented e-service and decreased time for service of processing legal documents and court order establishment.** • Expand CareerPoint project. **Completed - by implementing a Bay Area Regional Workforce development plan and cooperation.**	**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 and the Department of Child Support Services on an effective media outreach campaign for Child Support Awareness Month. **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** • Implement 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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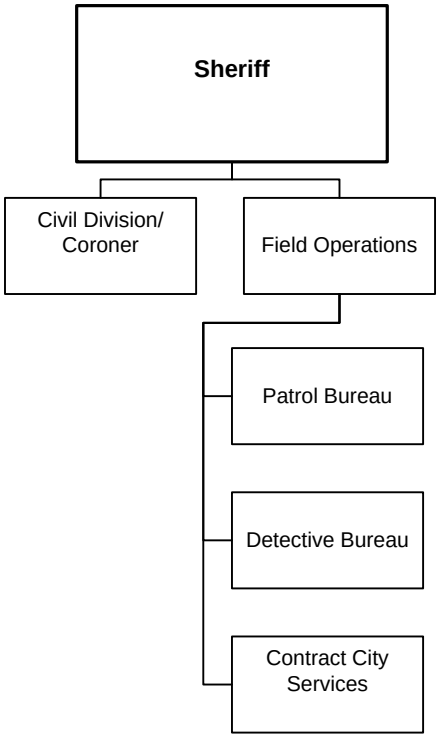
SHERIFF
Department Summary



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

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 2018	Adopt 2019	Rec 2020	Variance	% Change
13600 Sheriff	32,479,388	33,764,208	37,205,906	3,441,698	10 %
13610 Sheriff-Coroner	730,658	839,276	901,940	62,664	7 %
13620 Sheriff-Animal Services	1,148,069	1,076,334	1,158,081	81,747	8 %
13630 Sheriff-Special Investigations	920,598	1,037,715	1,006,782	-30,933	-3 %
Total Appropriation	**35,278,713**	**36,717,533**	**40,272,709**	**3,555,176**	**10 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13600 Sheriff	17,346,421	18,210,557	17,814,624	-395,933	-2 %
13610 Sheriff-Coroner	41,686	41,000	41,000	0	0 %
13620 Sheriff-Animal Services	371,168	368,161	383,274	15,113	4 %
13630 Sheriff-Special Investigations	182,740	198,749	212,079	13,330	7 %
Total Revenue	**17,942,015**	**18,818,467**	**18,450,977**	**-367,490**	**-2 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13600 Sheriff	15,132,966	15,553,651	19,391,282	3,837,631	25 %
13610 Sheriff-Coroner	688,972	798,276	860,940	62,664	8 %
13620 Sheriff-Animal Services	776,901	708,173	774,807	66,634	9 %
13630 Sheriff-Special Investigations	737,858	838,966	794,703	-44,263	-5 %
Total Net County Cost	**17,336,698**	**17,899,066**	**21,821,732**	**3,922,666**	**22 %**

SHERIFF

Division Budget – SHERIFF

General Fund 1000, Division 13600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	25,212,715	25,432,358	28,463,062	3,030,704	12 %
52/53-Services and Supplies	6,920,374	7,386,800	8,272,994	886,194	12 %
54-Other Charges	17,870	26,600	0	-26,600	-100 %
55-Capital Assets	328,429	918,450	469,850	-448,600	-49 %
Total Appropriation	**32,479,388**	**33,764,208**	**37,205,906**	**3,441,698**	**10 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	1,738	1,500	1,500	0	0 %
43-Intergovernmental Revenues	6,700,560	6,836,466	6,784,946	-51,520	-1 %
44-Fines, Forfeitures, and Penalties	52,586	76,000	76,000	0	0 %
45-Revenue from Use of Money and Property	1,151	540	1,200	660	122 %
46-Charges for Services	7,273,987	7,632,036	8,178,211	546,175	7 %
48-Other Financing Sources	2,885,651	3,644,015	2,767,767	-876,248	-24 %
49-Special Items	430,748	20,000	5,000	-15,000	-75 %
Total Revenue	**17,346,421**	**18,210,557**	**17,814,624**	**-395,933**	**-2 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13600 Sheriff	15,132,966	15,553,651	19,391,282	3,837,631	25 %
Total Net County Cost	**15,132,966**	**15,553,651**	**19,391,282**	**3,837,631**	**25%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
1360000 Sheriff	130.63	132.63	131.63

SIGNIFICANT ADJUSTMENTS

The Sheriff Division's Recommended Budget reflects a Net County Cost increase of 25% compared to the FY 2018-2019 Adopted Budget:

- In the interest of meeting the Board of Supervisors request for no net increases to County costs in the FY 2018-2019 budget, the department dramatically decreased appropriations for overtime. However, due to emergencies, difficulty in hiring and staffing shortages, the large decrease in the overtime budget was not feasible. In response, the Board of Supervisors allocated an additional appropriation of $2,000,000 during the mid-year budget review process; and

- The purchase of a new Rescue and Evacuation Vehicle for $400,000 is proposed. Because this specialized vehicle takes one year to build, $200,000 will be budgeted in FY 19-20 and $200,000 will be budgeted in FY 20-21. 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 Range-R handheld radar system for $6,500 is proposed. The Sheriff's Office Special Weapons and Tactics Team (SWAT) is utilized in critical incident response, which can include hostage situations & armed barricaded subjects, etc. The Range-R handheld radar system would allow the SWAT Team to determine the presence and location of subjects inside a room before making entry, increasing officer safety. In addition, the Range-R radar could be used in building search and rescue operations after a natural disaster to locate survivors.

- The purchase of a NATO SS - Type III Shield for $6,500 is proposed. The shield would be used by the Sheriff's Office SWAT Team members to increase officer safety in critical incident response. The NATO SS – Type III shield offers a higher level of protection than the typical tactical shields which are only rated to withstand the impact from pistol caliber weapons. The Type III Shield can withstand the impact of rifle caliber weapons, which is becoming the most common weapon used in active-shooter incidents. The shield would help protect SWAT Team members and could aid in protecting the public in rescue operations involving an armed subject.

- The purchase of a Cisco Router for $5,848 is proposed. This is a secondary router to provide redundancy for the Sheriff's Office patrol vehicle Mobile Data Computer (MDC) cellular activity in the county. ITS has requested the purchase of this router to ensure no loss of connectivity in the event the primary router should fail.

- The purchase of a Utility Task Vehicle (UTV) for $20,000 is proposed, offset by Asset Forfeiture Special Revenue Funds. Currently the Sheriff's Office has one functioning All-Terrain Vehicle that can be deployed in Search and Rescue (SAR) & Napa Special Investigations Bureau (NSIB) operations. The UTV would increase SAR's search range and ability to carry more personnel or lifesaving equipment. Additionally, the UTV would aid NSIB in investigations of marijuana grows or other illegal activity conducted in the rural off-road areas of the county.

- Overall revenues are decreasing by 2% due to the revised method for projecting Realignment Funds. In addition, the termination of a contract with the Bureau of Reclamation District decreased Federal funds by $394,000.

- The 2019-20 staffing complement reflects the reduction of a 1.0 limited term Captain that expired 12/31/18.

ACCOMPLISHMENTS	GOALS
• Implemented a public outreach program to educate the public regarding the new hi-low warning system to be used only in the event of an emergency. • Continued to conduct public outreach on fire safety by collaborating with Cal Fire to provide residents with evacuation and fire safety brochures. • Continued to provide active shooter training (Run, Hide, Fight Program) to the public, wine industry and allied government agencies. • Implemented a drone program in which four Deputies have become certified drone pilots (Part 107 FAA). The drones are used to enhance law enforcement activities related to locating suspects, lost citizens, overhead aerial footage of crime scenes, etc. In addition, thermal cameras will be able to assist in the event of a fire.	**Collaborative and Engaged Community** • Continue educating the Community and children regarding disaster preparedness. • Procure a Rescue and Evacuation Vehicle to operate during natural disasters and man-made threats to the Community. • Proactively provide community outreach through the Sheriff's Public Information Officer.

SHERIFF

Division Budget – CORONER

General Fund 1000, Division 13610

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	353,479	409,400	428,611	19,211	5 %
52/53-Services and Supplies	377,179	429,876	473,329	43,453	10 %
Total Appropriation	**730,658**	**839,276**	**901,940**	**62,664**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	23,500	6,000	6,000	0	0 %
46-Charges for Services	16,815	35,000	35,000	0	0 %
49-Special Items	1,371	0	0	0	0 %
Total Revenue	**41,686**	**41,000**	**41,000**	**0**	**0 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13610 Sheriff-Coroner	688,972	798,276	860,940	62,664	8 %
Total Net County Cost	**688,972**	**798,276**	**860,940**	**62,664**	**8%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
1361000 Coroner	2.0	2.0	2.0

ACCOMPLISHMENTS

- Established a plan to implement in FY 2019-20 to repair and upgrade the Autopsy viewing room monitor and camera system, which has reached the end of its useful life.
- Established a secure area within the Sheriff's building for the public to drop off unwanted and expired medications.
- Educated the public regarding the ability of the Sheriff's Office to take and dispose of unwanted and expired medications.

GOALS

Collaborative and Engaged Community

- Update autopsy-viewing room for interactive study of forensic autopsies.
- Establish an Emergency Operations supply surplus, and Coroner Emergency Operations cache for Coroner field deployment.
- Increase statistical reporting response capability, including response to Public Records Act requests.

SHERIFF

Division Budget Unit – ANIMAL SERVICES

General Fund 1000, Budget Unit 13620

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	1,007,827	932,636	1,026,434	93,798	10 %
52/53-Services and Supplies	140,242	143,698	131,647	-12,051	-8 %
Total Appropriation	**1,148,069**	**1,076,334**	**1,158,081**	**81,747**	**8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	348,508	368,161	383,274	15,113	4 %
49-Special Items	22,660	0	0	0	0 %
Total Revenue	**371,168**	**368,161**	**383,274**	**15,113**	**4 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13620 Sheriff-Animal Services	776,901	708,173	774,807	66,634	9 %
Total Net County Cost	**776,901**	**708,173**	**774,807**	**66,634**	**9%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
1362000 Animal Services	8.0	7.0	7.0

ACCOMPLISHMENTS

- Established a plan with the Animal Shelter and other groups to shelter domestic animals during a disaster.
- Continued to work with Wildlife Rescue so their new volunteers have a better understanding of what Animal Services does and when Sheriff's Office needs them to respond.
- Developed an emergency plan on removing/rescuing livestock during a disaster.

GOALS

Collaborative and Engaged Community

- Increase public awareness and education through increased community events/volunteering.
- Continue on-going livestock emergency treatment and rescue training with local area veterinarians.
- Promote community animal disaster preparedness through social media, in conjunction with Napa CART.

SHERIFF

Division Budget – SPECIAL INVESTIGATIONS UNIT

General Fund 1000, Division 13630

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	735,743	790,491	747,132	-43,359	-5 %
52/53-Services and Supplies	184,856	247,224	259,650	12,426	5 %
Total Appropriation	**920,598**	**1,037,715**	**1,006,782**	**-30,933**	**-3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	0	0	40,000	40,000	100 %
46-Charges for Services	148,556	163,749	172,079	8,330	5 %
48-Other Financing Sources	24,798	35,000	0	-35,000	-100 %
49-Special Items	9,386	0	0	0	0 %
Total Revenue	**182,740**	**198,749**	**212,079**	**13,330**	**7 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
13630 Sheriff-Special Investigations	737,858	838,966	794,703	-44,263	-5 %
Total Net County Cost	**737,858**	**838,966**	**794,703**	**-44,263**	**-5%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
1363000 Special Investigation Unit	4.0	4.0	4.0

ACCOMPLISHMENTS

- Continued to save children from drug endangered environments through NSIB's collaborative Drug Endangered Children (DEC) program.
- Continued to disrupt sex trafficking by identifying, investigating and arresting those responsible for human trafficking-related offenses and facilitating victim access to protective and rehabilitative services. Expanded the program to include juvenile victims and increase public awareness of human trafficking within the community.
- Conducted community outreach to school age children, focusing on decision making, positive life influences, and drug awareness and dangers.

GOALS

Collaborative and Engaged Community

- Educate hotel organizations, parents, and school staff on the red flags associated with human trafficking within the County of Napa.
- Work with Napa County Probation and the District Attorney's Office in apprehending wanted subjects with outstanding Napa County arrest warrants.
- Work with allied agencies within Napa County to proactively monitor PC 290 sex registrants.

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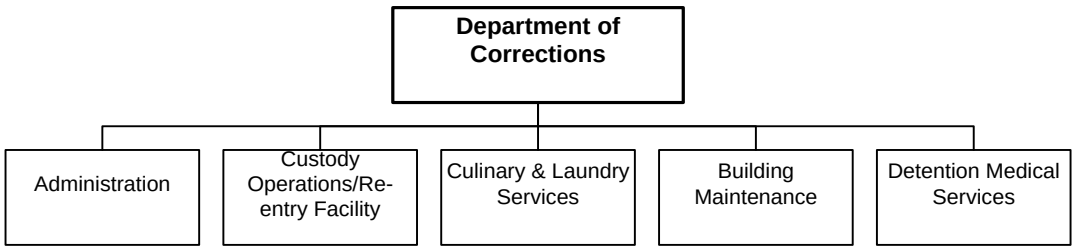
CORRECTIONS
Department Summary



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 2018	Adopt 2019	Rec 2020	Variance	% Change
14000 Corrections	17,544,674	20,827,933	20,561,034	-266,899	-1 %
14040 Re-entry	0	0	2,405,005	2,405,005	100 %
20600 Inmate Welfare	**107,162**	**298,900**	**105,880**	**-193,020**	**-65 %**
Total Appropriation	**17,651,836**	**21,126,833**	**23,071,919**	**1,945,086**	**9 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14000 Corrections	6,585,228	8,133,408	6,412,484	-1,720,924	-21 %
14040 Re-entry	0	0	2,405,005	2,405,005	100 %
20600 Inmate Welfare	**186,491**	**326,700**	**120,000**	**-206,700**	**-63 %**
Total Revenue	**6,771,719**	**8,460,108**	**8,937,489**	**477,381**	**6 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14000 Corrections	10,959,447	12,694,525	14,148,550	1,454,025	11 %
14040 Re-entry	**0**	**0**	**0**	**0**	**0 %**
Total Net County Cost	**10,959,447**	**12,694,525**	**14,148,550**	**1,454,025**	**11 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20600 Inmate Welfare	-79,329	-27,800	-14,120	13,680	-49 %
Total Use Of Fund Balance	**-79,329**	**-27,800**	**-14,120**	**13,680**	**-49 %**

CORRECTIONS

Division Budget – CORRECTIONS

General Fund 1000, Division 14000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	11,823,628	15,242,951	14,699,024	-543,927	-4 %
52/53-Services and Supplies	5,453,134	5,312,982	5,332,010	19,028	0 %
54-Other Charges	258,500	272,000	530,000	258,000	95 %
55-Capital Assets	9,412	0	0	0	0 %
Total Appropriation	**17,544,674**	**20,827,933**	**20,561,034**	**-266,899**	**-1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	4,847,667	4,836,808	4,649,384	-187,424	-4 %
44-Fines, Forfeitures, and Penalties	13,202	16,000	11,000	-5,000	-31 %
45-Revenue from Use of Money and Property	930	600	1,650	1,050	175 %
46-Charges for Services	97,280	80,000	68,000	-12,000	-15 %
47-Miscellaneous Revenues	253	0	0	0	0 %
48-Other Financing Sources	1,625,678	3,200,000	1,682,450	-1,517,550	-47 %
49-Special Items	**218**	**0**	**0**	**0**	**0 %**
Total Revenue	**6,585,228**	**8,133,408**	**6,412,484**	**-1,720,924**	**-21 %**

NET COUNTY COST

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
14000 Corrections	10,959,447	12,694,525	14,148,550	1,454,025	11 %
Total Net County Cost	**10,959,447**	**12,694,525**	**14,148,550**	**1,454,025**	**11%**

STAFFING

Adopted Budget-FTE	2018	2019	2020
14000 Corrections	116.00	116.00	102.00

SIGNIFICANT ADJUSTMENTS

- The budget reflects a decrease in both appropriations and revenues due to the creation of a separate budget division for the Re-entry Facility - 14040. Operational expense including funding for 15 FTE were transferred from Corrections - 14000 budget in the Re-entry budget.

- The budget also reflects 1 FTE Cook-Limited Term added during FY 2018-19 and scheduled to end in December 2019.

ACCOMPLISHMENTS	GOALS
• Jail security maintenance and upgrade project, with improvements to the camera system, fire control systems and a new control room, was completed. • Basement improvement project that added a 60-bed housing unit and increased the Jail's BRC was completed, allowing the return of all remaining Napa County inmates housed in Solano County. • Filled promotional positions including one Lieutenant, two Sergeants and four Corporals. • Fill 16 Correctional Officer vacancies in FY 17-18 and 21 Correctional Officer vacancies in FY 18-19. • Achieved full compliance status during the California Standards and Training for Corrections (STC) compliance audit of staff trainings. • Community Chipper Program reinstated.	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Begin an electronic flush valve system project in all medical cells to reduce flooding by inmates housed there. • Begin repair on the Jail's 40-year-old security elevator. • Complete remaining earthquake repairs. • Complete reclassification of inmate population now that the new basement-housing unit is operational. • Issue a Request for Proposal to solicit bids for inmate telephone, video visitation and tablet services.

CORRECTIONS

Division Budget – RE-ENTRY FACILITY

General Fund 1000, Division 14040

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	0	0	1,705,589	1,705,589	100 %
52/53-Services and Supplies	0	0	699,416	699,416	100 %
Total Appropriation	**0**	**0**	**2,405,005**	**2,405,005**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	0	0	505,005	505,005	100 %
48-Other Financing Sources	**0**	**0**	**1,900,000**	**1,900,000**	**100 %**
Total Revenue	**0**	**0**	**2,405,005**	**2,405,005**	**100 %**

STAFFING

Adopted Budget-FTE	2018	2019	2020
14040 Re-entry	0.00	0.00	15.00

SIGNIFICANT ADJUSTMENTS

- This newly created budget was established to account for operation of the Re-entry Facility. Operational expense including funding for 15 FTE were transferred from Corrections - 14000 budget in the Re-entry budget.

ACCOMPLISHMENTS	GOALS
• Operational Policies and Procedures finalized. • Shift bidding and staff assignments complete.	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Population and operation of the facility.

CORRECTIONS

Division Budget – INMATE WELFARE

Fund 2060, Division 20600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	107,162	298,900	90,880	-208,020	-70 %
56-Other Financing Uses	**0**	**0**	**15,000**	**15,000**	**100 %**
Total Appropriation	**107,162**	**298,900**	**105,880**	**-193,020**	**-65 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	3,423	3,000	4,500	1,500	50 %
46-Charges for Services	128,052	135,500	115,500	-20,000	-15 %
47-Miscellaneous Revenues	16	0	0	0	0 %
48-Other Financing Sources	55,000	188,200	0	-188,200	-100 %
Total Revenue	**186,491**	**326,700**	**120,000**	**-206,700**	**-63 %**

USE OF FUND BALANCE

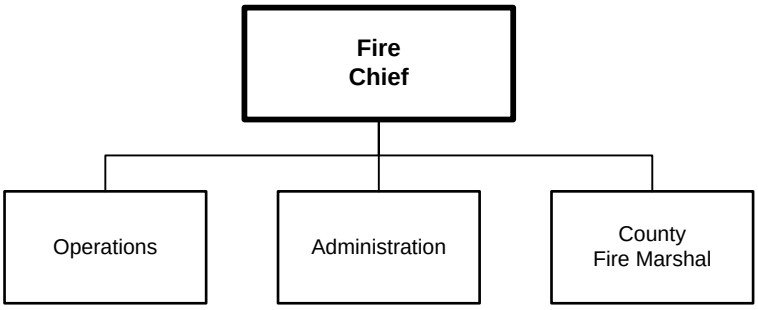
Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20600 Inmate Welfare	-79,329	-27,800	-14,120	13,680	-49 %
Total Use Of Fund Balance	**-79,329**	**-27,800**	**-14,120**	**13,680**	**-49%**

SIGNIFICANT ADJUSTMENTS

- The Adopted Budget for FY 18-19 included appropriations in anticipation of Re-entry Facility related expenses that the capital improvement project ultimately paid for and in hopes of reinstating a tablet program. Revenues and Expenses will remain relatively flat over the coming year. Revenue is currently comprised of “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.

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** • Introduce a Storybook Program, in collaboration with Napa County Library Literacy volunteers, whereby inmates who are mothers/fathers can be voice or video recorded reading children’s books. The books and recordings will be sent to their children. • 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 58.50 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 2018	Adopt 2019	Rec 2020	Variance	% Change
21000 Fire Protection	17,789,603	19,368,199	19,201,865	-166,334	-1 %
Total Appropriation	**17,789,603**	**19,368,199**	**19,201,865**	**-166,334**	**-1 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21000 Fire Protection	17,734,608	13,805,674	14,743,527	937,853	7 %
Total Revenue	**17,734,608**	**13,805,674**	**14,743,527**	**937,853**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21000 Fire Protection	54,995	5,562,525	4,458,338	-1,104,187	-20 %
Total Use Of Fund Balance	**54,995**	**5,562,525**	**4,458,338**	**-1,104,187**	**-20 %**

FIRE PROTECTION

Division Budget – FIRE PROTECTION

Fire Protection Fund 2100, Division 21000

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	454,465	552,850	500,201	-52,649	-10 %
52/53-Services and Supplies	14,995,579	16,986,942	18,228,667	1,241,725	7 %
54-Other Charges	4,476	5,000	6,000	1,000	20 %
55-Capital Assets	2,532,395	2,166,157	150,000	-2,016,157	-93 %
56-Other Financing Uses	-207,087	-342,750	316,997	659,747	-192 %
57-Special Items	9,775	0	0	0	0 %
Total Appropriation	**17,789,603**	**19,368,199**	**19,201,865**	**-166,334**	**-1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	11,577,819	10,925,852	11,375,507	449,655	4 %
42-License, Permits and Franchises	859,743	500,000	700,000	200,000	40 %
43-Intergovernmental Revenues	2,448,288	1,122,305	1,447,305	325,000	29 %
44-Fines, Forfeitures, and Penalties	875	0	0	0	0 %
45-Revenue from Use of Money and Property	132,674	52,000	80,000	28,000	54 %
46-Charges for Services	620,249	735,500	695,500	-40,000	-5 %
47-Miscellaneous Revenues	91	0	0	0	0 %
48-Other Financing Sources	444,878	470,017	445,215	-24,802	-5 %
49-Special Items	1,649,992	0	0	0	0 %
Total Revenue	**17,734,608**	**13,805,674**	**14,743,527**	**937,853**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
21000 Fire Protection	54,995	5,562,525	4,458,338	-1,104,187	-20 %
Total Use Of Fund Balance	**54,995**	**5,562,525**	**4,458,338**	**-1,104,187**	**-20%**

SIGNIFICANT ADJUSTMENTS

- The budget includes the replacement of two utility pickups.
- The fire service contract is increasing by $936,400. This increase includes the addition of two Captain positions to bring minimum staffing to Monticello Station in Napa (Station 25) to meet industry standards. 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.
- The budget includes funding for an additional Code Enforcement Position in the Building division, based in the Fire Marshal's Office.

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 2018-19.** • Complete site-use agreements for all volunteer stations. **Due to staff workload, this will be completed in FY 2019-20.** • 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. A second chipper and crew were added to the program increasing our service by 40 percent.** • Work with the Insurance Services Office (ISO) to initiate a comprehensive County insurance review. **Completed ISO review which resulted in lowering the County ISO rating to a 4/4x.** • 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. **Ongoing.** • Upgrade one Engineer to Fire Captain. **Completed** • Develop Standard of Coverage **Ongoing – Due to staff workload this will be completed in FY 2019-20.**	• 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. • Continue to improve on the "One Department /One Mission" concept for NCFD. • Continue to implement NCFD Strategic Plan, including developing the Standards of Coverage. • Continue training for all emergencies to ensure preparedness. • Increase staffing by 2 Captains to bring minimum staffing of Station 25 (Monticello Station) to meet industry standards and increase overall emergency incident efficiency.

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

- Implemented Priority Dispatch (EMD) throughout Napa County. A strategic dispatching call taking software giving the Emergency command Center the consistency and reliability to save lives and reduce liability on every dispatch.

- Numerous policies approved through FSAC, including Physical Fitness Policy, Political Activities Policy as well as the Conduct and Behavior Policy.

- 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, 789 site inspections and 435 weed abatement citations. In 2017, the average plan review time was 30 days, currently plans are being reviewed within 2-3 weeks. Also completed, State Fire Marshal mandatory inspections. Inspections completed: 18 educational/schools K-12, 1 Institution and 26 hotel/motel/apartments.

- A collaboration with County ITS and the County Fire Marshal's Office resulted in creation of an online portal for the public to submit building plans digitally. This reduced the travel time and plan review time for the public and eliminates the consumption of paper. Plans are now approved and stored digitally. We are currently the first county department to accept digital plan submission and review.

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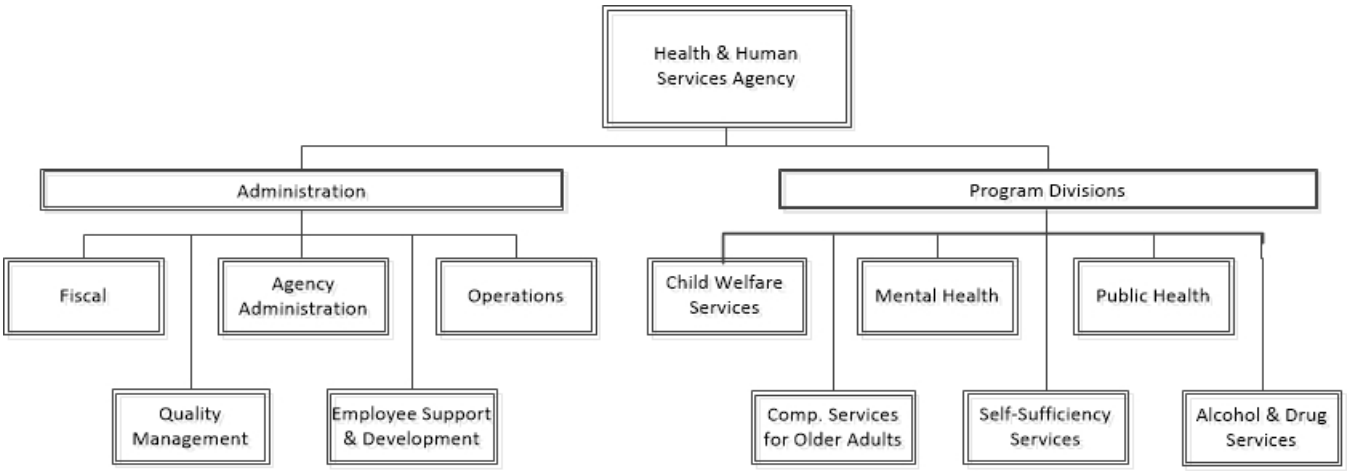
HEALTH & HUMAN SERVICES AGENCY
Agency Summary



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 **HHSA's Fiscal, Operations, and Quality Management** functions.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	11,509,883	11,951,477	12,640,417	688,940	6 %
20002 Mental Health	32,274,732	32,845,885	34,814,842	1,968,957	6 %
20003 Alcohol Drug Services	5,375,096	5,844,132	6,989,925	1,145,793	20 %
20004 Child Welfare Services	19,049,153	18,806,264	20,835,832	2,029,568	11 %
20005 Comp Svs for Older Adults	11,413,817	9,985,722	10,300,757	315,035	3 %
20006 Self Sufficiency	18,564,047	22,058,511	23,185,329	1,126,818	5 %
20007 Health Care Enhance Program	5,188,829	3,796,001	3,954,381	158,380	4 %
20008 Homeless and Housing	3,718,433	4,778,329	0	-4,778,329	-100 %
20010 Agency Administration	11,384,425	10,793,796	11,693,930	900,134	8 %
Total Appropriation	**118,478,415**	**120,860,117**	**124,415,413**	**3,555,296**	**3 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	9,437,114	10,125,469	10,012,566	-112,903	-1 %
20002 Mental Health	25,974,573	28,330,314	29,520,711	1,190,397	4 %
20003 Alcohol Drug Services	2,290,424	3,860,079	4,061,596	201,517	5 %
20004 Child Welfare Services	17,015,480	17,591,162	18,640,071	1,048,909	6 %
20005 Comp Svs for Older Adults	8,976,671	8,231,173	8,363,661	132,488	2 %
20006 Self Sufficiency	17,785,078	20,520,345	20,680,281	159,936	1 %
20007 Health Care Enhance Program	5,543,988	3,796,001	3,954,381	158,380	4 %
20008 Homeless and Housing	3,401,768	3,863,741	0	-3,863,741	-100 %
20010 Agency Administration	10,576,481	10,013,071	11,231,431	1,218,360	12 %
Total Revenue	**101,001,577**	**106,331,355**	**106,464,698**	**133,343**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	1,139,212	1,826,008	2,627,851	801,843	44 %
20002 Mental Health	5,678,358	4,515,571	5,294,131	778,560	17 %
20003 Alcohol Drug Services	2,661,645	1,984,053	2,928,329	944,276	48 %
20004 Child Welfare Services	2,347,288	1,215,102	2,195,761	980,659	81 %
20005 Comp Svs for Older Adults	2,571,951	1,754,549	1,937,096	182,547	10 %
20006 Self Sufficiency	2,376,888	1,538,167	2,505,048	966,881	63 %
20008 Homeless and Housing	908,412	914,588	0	-914,588	-100 %
20010 Agency Administration	1,112,121	780,725	462,499	-318,226	-41 %
Total General Fund Contribution	**18,795,875**	**14,528,763**	**17,950,715**	**3,421,952**	**24 %**

HEALTH & HUMAN SERVICES AGENCY
Agency Summary

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	933,557	0	0	0	0 %
20002 Mental Health	621,801	0	0	0	0 %
20003 Alcohol Drug Services	423,027	0	0	0	0 %
20004 Child Welfare Services	-313,615	0	0	0	0 %
20005 Comp Svs for Older Adults	-134,805	0	0	0	0 %
20006 Self Sufficiency	-1,597,919	-1	0	1	0 %
20007 Health Care Enhance Program	-355,159	0	0	0	0 %
20008 Homeless and Housing	-591,748	0	0	0	0 %
20010 Agency Administration	-304,177	0	0	0	0 %
Total Use Of Fund Balance	**-1,319,037**	**-1**	**0**	**1**	**0 %**

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HHSA PUBLIC HEALTH

Health and Human Services Fund 2000, Division 20001

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	7,156,890	7,428,547	7,544,846	116,299	2 %
52/53-Services and Supplies	3,029,208	3,025,040	2,991,181	-33,859	-1 %
54-Other Charges	2,238	2,238	2,323	85	4 %
55-Capital Assets	11,809	0	0	0	0 %
56-Other Financing Uses	170,527	375,880	746,191	370,311	99 %
57-Special Items	1,139,212	1,119,772	1,355,876	236,104	21 %
Total Appropriation	**11,509,883**	**11,951,477**	**12,640,417**	**688,940**	**6 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	320,460	346,500	449,750	103,250	30 %
43-Intergovernmental Revenues	7,234,229	7,834,156	7,738,653	-95,503	-1 %
44-Fines, Forfeitures, and Penalties	2,544	1,600	1,600	0	0 %
46-Charges for Services	879,986	613,320	645,521	32,201	5 %
47-Miscellaneous Revenues	54,169	45,000	85,492	40,492	90 %
48-Other Financing Sources	945,725	1,109,770	1,031,550	-78,220	-7 %
49-Special Items	0	175,123	60,000	-115,123	-66 %
Total Revenue	**9,437,114**	**10,125,469**	**10,012,566**	**-112,903**	**-1 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	1,139,212	1,826,008	2,627,851	801,843	44 %
Total General Fund Contribution	**1,139,212**	**1,826,008**	**2,627,851**	**801,843**	**44 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20001 Public Health	933,557	0	0	0	0 %
Total Use Of Fund Balance	**933,557**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20001 Public Health	61.35	61.35	59.35

SIGNIFICANT ADJUSTMENTS

- California Children Services Administration is shifting to Partnership Health Plan, which is resulting in the deletion of two vacancies, one Medical Secretary and one Staff Nurse, offset by a reduction in revenue.

ACCOMPLISHMENTS	GOALS
• Launch a Stroke System of Care in coordination with Emergency Medical Services (EMS) Providers and hospital partners. **Completed – The Stroke System of Care officially launched on January 1, 2019. This new system includes all Napa County EMS providers and three stroke receiving facilities (QVMC, Kaiser – Vallejo, and Sutter – Solano).** • Complete Positive Parenting Program (Triple P) training and incorporate elements of Triple P Level 2 and 3 with clients. **Completed - Maternal, Child and Adolescent Health (MCAH) public health nurses and perinatal outreach workers completed Positive Parenting Program (Triple P) training and began implementation of Triple P Level 2 and 3 work with parents. All staff passed accreditation and are now certified in the Triple P Program.** • Increase the breast feeding rates for babies aged 2months through 11 months. **Ongoing - Women, Infants, and Children (WIC) successfully implemented new Breastfeeding Performance Measures in accordance with State WIC guidelines.** • Complete the 2018 Community Health Assessment (CHA). **Completed – The CHA, a prerequisite to Public Health accreditation, was released in early January 2019.** • Implement Video Directly Observed Therapy (VDOT) to improve tuberculosis observations. **Completed - Public Health's Communicable Disease Control program implemented a VDOT program replacing the need for face-to-face Directly Observed Therapy (DOT).**	**Healthy, Safe & Welcoming Place to Live, Work, & Visit** • The Napa County Women, Infant and Children Program (WIC) has been selected by California Department of Public Health to be one of two pilot counties in the state to be first to implement the new WIC WISE data system and electronic benefit transfer (EBT) card for participants. Preparations are under way including technology preparation, assessment of business processes and extensive staff training. The "Go Live" date is scheduled for 2019, and the new data base and use of EBT will be fully implemented in FY 2019-2020. **Collaborative and Engaged Community** • The MCAH Program is entering into a new Needs Assessment and Five Year Planning process as required by California Department of Public Health's MCAH Program. Currently, MCAH data is being collected for presentation to perinatal stakeholder groups. Collective decisions on priority areas for the next five years will be based on community and stakeholder input. In FY 2019-2020, the Needs Assessment process will be completed, Five Year Action Plans created, and implementation will begin. The MCAH Needs Assessment will align itself with current work being done in the community, including the Community Health Improvement Plan and the County Strategic Plan. • The Chronic Disease and Health Equity Unit will be developing a Community Health Improvement Plan (CHIP) based on the findings of the 2018 Community Health Assessment. The CHIP, a prerequisite for Public Health accreditation, will developed in partnership with both community based organizations and community members. The document will provide measurable goals, strategies and objectives for improving community health.

HHSA MENTAL HEALTH

Health and Human Services Fund 2000, Division 20002

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	11,036,087	12,099,189	13,021,269	922,080	8 %
52/53-Services and Supplies	16,954,087	17,250,054	17,463,462	213,408	1 %
56-Other Financing Uses	870,646	380,768	825,518	444,750	117 %
57-Special Items	3,413,912	3,115,874	3,504,593	388,719	12 %
Total Appropriation	**32,274,732**	**32,845,885**	**34,814,842**	**1,968,957**	**6 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	3,515,223	3,335,505	3,190,421	-145,084	-4 %
45-Revenue from Use of Money and Property	49,737	48,000	48,000	0	0 %
46-Charges for Services	6,937,453	8,094,708	8,931,911	837,203	10 %
47-Miscellaneous Revenues	118,200	61,000	90,000	29,000	48 %
48-Other Financing Sources	15,353,959	16,606,101	16,960,379	354,278	2 %
49-Special Items	0	185,000	300,000	115,000	62 %
Total Revenue	**25,974,573**	**28,330,314**	**29,520,711**	**1,190,397**	**4 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20002 Mental Health	5,678,358	4,515,571	5,294,131	778,560	17 %
Total General Fund Contribution	**5,678,358**	**4,515,571**	**5,294,131**	**778,560**	**17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20002 Mental Health	621,801	0	0	0	0 %
Total Use Of Fund Balance	**621,801**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20002 Mental Health	91.00	93.00	96.00

SIGNIFICANT ADJUSTMENTS

- Salaries and benefits increased $922,080 from prior year, with these significant changes:
  - Move one Staff Services Analyst from Self Sufficiency Division to Mental Health Services to maximize claiming opportunities.
  - The Board approved the addition of two Forensic Mental Health Counselors funded by Corrections in Fiscal Year 2018-2019 to enhance Mental Health services in the jail.

- This Division's share of Agency Administration, including Fiscal, Operations, Quality Management, and Employee Services, has increased. $358,500. Indirect costs have increased $444,800.

HHSA MENTAL HEALTH

Health and Human Services Fund 2000, Division 20002

ACCOMPLISHMENTS	GOALS
• Collaborate with Napa County Alcohol & Drug Services to further develop Co-Occurring services in the areas of outreach & engagement, co-occurring group therapies, & implementation of shared evidence-based practices. **Completed** • Expand co-locations and community outreach where appropriate to increase access to services for individuals experiencing mental health, behavioral health, and/or housing crisis. **Completed** • Increase community awareness of Mental Health services and County HHSA funding of Mental Health supports. **Completed - Increased community awareness of Mental Health services and County HHSA funding of Mental Health supports through targeted partnership and messaging campaign with existing contracted CBOs, in order to promote awareness of services, access to resources, and avoid duplication of efforts.** • Increase collaboration with Public Safety partners related to safety and support of forensic mental health populations, targeting linkage to ongoing services following release from incarceration or through existing mental health programs. **Completed - Increased collaboration with Public Safety partners through existing mental health programs designed to promote appropriate treatment. Promoted improved coordination of community outreach resources in support of public safety activities.** • Revise Health and Human Services – Mental Health Division Strategic Plan through incorporation of 3 year community planning process and existing data resources to ensure alignment with broader Health and Human Services and County of Napa Strategic Plans. **Ongoing**	**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. **Collaborative and Engaged Community** • Increase partnerships with community providers, including individual leadership meetings, coordination of training opportunities, and staff engagement at all levels. **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 stakeholders.

HHSA ALCOHOL AND DRUG SERVICES

Health and Human Services Fund 2000, Division 20003

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	2,957,169	2,798,764	2,942,624	143,860	5 %
52/53-Services and Supplies	1,476,085	2,367,457	3,070,950	703,493	30 %
55-Capital Assets	7,420	0	18,000	18,000	100 %
56-Other Financing Uses	129,258	-74,435	89,424	163,859	-220 %
57-Special Items	805,164	752,346	868,927	116,581	15 %
Total Appropriation	**5,375,096**	**5,844,132**	**6,989,925**	**1,145,793**	**20 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,247,194	1,312,021	1,362,021	50,000	4 %
44-Fines, Forfeitures, and Penalties	398	1,500	1,500	0	0 %
45-Revenue from Use of Money and Property	27,444	28,272	28,272	0	0 %
46-Charges for Services	262,783	1,574,524	1,576,524	2,000	0 %
47-Miscellaneous Revenues	100,000	100,100	100,100	0	0 %
48-Other Financing Sources	652,604	843,662	993,179	149,517	18 %
Total Revenue	**2,290,424**	**3,860,079**	**4,061,596**	**201,517**	**5 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20003 Alcohol Drug Services	2,661,645	1,984,053	2,928,329	944,276	48 %
Total General Fund Contribution	**2,661,645**	**1,984,053**	**2,928,329**	**944,276**	**48 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20003 Alcohol Drug Services	423,027	0	0	0	0 %
Total Use Of Fund Balance	**423,027**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20003 Alcohol Drug Services	26.00	24.00	24.00

SIGNIFICANT ADJUSTMENTS

- This Division's share of Agency Administration, including Fiscal, Operations, Quality Management, and Employee Services, has increased. $117,000. Internal Services and Indirect costs have increased $232,600.
- In order to implement the Drug Medi-Cal waiver, new provider contracts have been established with an additional annual cost of $629,000, with a revenue offset of $447,000.

ACCOMPLISHMENTS	GOALS
• Fully implement expanded services of the Drug Medi-Cal Organized Delivery System and documentation processes to increase Drug Medi-Cal revenue. **Ongoing- Began implementation of expanded services through the Drug Medi-Cal Organized Delivery System; finalized contracts with community organizations.** • Design and conduct a second Performance Improvement Project to address required State and Federal mandates. **Completed -ADS designed and submitted a second Performance Improvement Project that expanded our outpatient program to include Recovery Services, a lower level of care for clients transitioning out of outpatient services, required by the DMC-ODS Waiver.** • Increase knowledge among youth, parents and community members about the harmful consequences of marijuana use to adolescents and teens as well as the dangers of driving under the influence of drugs and alcohol and distracted driving. **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.**	**Collaborative and Engaged Community** • 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. Aldea continues to work closely with the Napa County Prevention Coalition to address the harmful consequences of marijuana use among youth, as well the risks associated with electronic smoking devices. In 18/19, Aldea provided 41 youth outreach presentations that reached more than 1,200 youth and 18 parent presentations with 216 parents. **Healthy, Safe & Welcoming Place to Live, Work, & Visit** • Began implementation of expanded services through the Drug Medi-Cal Organized Delivery System; finalized contracts with community organizations, including Center Point Inc., Aldea, and MedMark to provide an enhanced continuum of care that includes adolescent outpatient treatment, adult residential treatment and withdrawal management, and narcotic treatment programming. Overhauled clinical documentation processes within the ADS Outpatient Treatment Program to meet new regulatory requirements and ensure service reimbursement through the Federal Medicaid Program. • ADS designed and submitted a second Performance Improvement Project that expanded our outpatient program to include Recovery Services, a lower level of care for clients transitioning out of outpatient services, required by the DMC-ODS Waiver.

HHSA CHILD WELFARE SERVICES

Health and Human Services Fund 2000, Division 20004

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	6,954,123	8,100,605	8,147,214	46,609	1 %
52/53-Services and Supplies	9,582,971	9,900,256	11,441,485	1,541,229	16 %
54-Other Charges	8,760	0	0	0	0 %
56-Other Financing Uses	1,044,564	-622,351	-361,451	260,900	-42 %
57-Special Items	1,458,735	1,427,754	1,608,584	180,830	13 %
Total Appropriation	**19,049,153**	**18,806,264**	**20,835,832**	**2,029,568**	**11 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	10,336,802	10,479,964	11,483,194	1,003,230	10 %
46-Charges for Services	0	0	275	275	100 %
47-Miscellaneous Revenues	39,227	25,000	70,000	45,000	180 %
48-Other Financing Sources	6,639,451	7,086,198	7,086,602	404	0 %
Total Revenue	**17,015,480**	**17,591,162**	**18,640,071**	**1,048,909**	**6 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20004 Child Welfare Services	2,347,288	1,215,102	2,195,761	980,659	81 %
Total General Fund Contribution	**2,347,288**	**1,215,102**	**2,195,761**	**980,659**	**81 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20004 Child Welfare Services	-313,615	0	0	0	0 %
Total Use Of Fund Balance	**-313,615**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20004 Child Welfare Services	62.00	62.00	61.00

SIGNIFICANT ADJUSTMENTS

- Foster Care Assistance payments have increased $1.36 million as part of implementing the Continuum of Care Reform.

HHSA CHILD WELFARE SERVICES

Health and Human Services Fund 2000, Division 20004

ACCOMPLISHMENTS	GOALS
• Implement ongoing training and support to staff for Safety Organized Practice (SOP). **Completed – ongoing training and support has been implemented allowing staff to utilize SOP tools in their daily work**. • Work closely with Human Resources to increase and innovate recruitment efforts for social work staff. **Completed – these increased efforts successfully resulted in restoring staffing levels to 89%. The division will be fully staffed by mid-year 2019.** • Implement comprehensive training for staff and the supervisory team to reinforce best practices and slow integration for new staff. **Completed - Practice coaching was provided to the supervisors and staff. This included specialized supervisory coaching and coaching in the field for social workers. New staff training was developed helping to ensure staff are prepared to perform in their assignments.** • Continue implementation of the five year System Improvement plan (SIP) and monitor progress. **Ongoing - The SIP began with implementing a division-wide data dashboard to track key measures relating to outcomes for children and families involved in Child Welfare. Areas for improvement initially identified are 1) referrals open more than 30 days and 2) court report timeliness.**	**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. This goal is continued from prior year and the CFT facilitator position is expected to be reinstated mid-year 2019. • Continue implementation of the five year System Improvement plan (SIP). Utilize the data dashboard to monitor progress for improvement in at least two key areas: 1) referrals open more than 30 days and 2) court report timeliness. • Implement the CANS (Child and Adolescent Needs and Strengths) assessment training of all case carrying staff; identify the procedures for ensuring that all new children entering into the CWS system receive this assessment . • Partner with Quality Management Division to identify improvement projects. **Collaborative and Engaged Community** • Utilize available resources within the county to develop positive messaging for all staff that supports the Core Practice Model behaviors for positive engagement with internal and external customers. The Core Practice Model (CPM) is the statewide best practice framework for all Child Welfare that is transferrable to all social services and promotes positive engagement for any employee providing customer service.

HHSA COMPREHENSIVE SERVICES FOR OLDER ADULTS

Health and Human Services Fund 2000, Division 20005

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	5,306,685	4,396,582	4,488,584	92,002	2 %
52/53-Services and Supplies	4,318,077	4,579,339	4,371,358	-207,981	-5 %
54-Other Charges	34,717	57,000	48,376	-8,624	-15 %
56-Other Financing Uses	782,260	94,335	363,398	269,063	285 %
57-Special Items	972,078	858,466	1,029,041	170,575	20 %
Total Appropriation	**11,413,817**	**9,985,722**	**10,300,757**	**315,035**	**3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	7,672,537	6,404,230	7,386,624	982,394	15 %
45-Revenue from Use of Money and Property	44,916	30,000	42,000	12,000	40 %
46-Charges for Services	445,677	542,524	488,118	-54,406	-10 %
47-Miscellaneous Revenues	2,857	21,000	21,000	0	0 %
48-Other Financing Sources	810,684	1,233,419	425,919	-807,500	-65 %
Total Revenue	**8,976,671**	**8,231,173**	**8,363,661**	**132,488**	**2 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20005 Comp Svs for Older Adults	2,571,951	1,754,549	1,937,096	182,547	10 %
Total General Fund Contribution	**2,571,951**	**1,754,549**	**1,937,096**	**182,547**	**10 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20005 Comp Svs for Older Adults	-134,805	0	0	0	0 %
Total Use Of Fund Balance	**-134,805**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20005 Comp Svs for Older Adults	50.00	39.00	38.00

SIGNIFICANT ADJUSTMENTS

- Other Financing Sources is decreasing $807,500 due to less General Fund needed for the IHSS MOE, based on the current proposal in the Governor's budget.

HHSA COMPREHENSIVE SERVICES FOR OLDER ADULTS

Health and Human Services Fund 2000, Division 20005

ACCOMPLISHMENTS	GOALS
• Firmly establish the Area Agency on Aging structure. **Completed - Napa and Solano County jointly received designation as the Napa/Solano Area Agency on Aging (N/S AAA), effective January 1, 2019.** • Continue to educate internal and external mandated reporters about their responsibilities concerning vulnerable adults. **Completed - Adult Protective Services (APS) and the District Attorney partnered to give presentations throughout Napa County.** • Improve efficiencies for managing In-Home Supportive Services (IHSS). **Ongoing - CSOA was the first Health and Human Services Agency division to utilize On-Base, an electronic platform for managing content, processes and cases, to transition IHSS to an almost entirely paperless program.**	**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. **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. **Effective and Open Government** • Continue to ensure that CSOA's infrastructure meets the expanding needs of a growing older and disabled population.

HHSA SELF SUFFICIENCY SERVICES

Health and Human Services Fund 2000, Division 20006

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	10,201,521	11,778,153	12,758,485	980,332	8 %
52/53-Services and Supplies	5,731,113	6,190,808	6,071,611	-119,197	-2 %
56-Other Financing Uses	254,524	1,350,692	1,849,657	498,965	37 %
57-Special Items	2,376,888	2,738,858	2,505,576	-233,282	-9 %
Total Appropriation	**18,564,047**	**22,058,511**	**23,185,329**	**1,126,818**	**5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	16,248,077	19,493,468	18,951,383	-542,085	-3 %
45-Revenue from Use of Money and Property	0	0	40,000	40,000	100 %
47-Miscellaneous Revenues	137,381	80,000	80,000	0	0 %
48-Other Financing Sources	1,399,620	946,877	1,608,898	662,021	70 %
Total Revenue	**17,785,078**	**20,520,345**	**20,680,281**	**159,936**	**1 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20006 Self Sufficiency	2,376,888	1,538,167	2,505,048	966,881	63 %
Total General Fund Contribution	**2,376,888**	**1,538,167**	**2,505,048**	**966,881**	**63 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20006 Self Sufficiency	-1,597,919	-1	0	1	0 %
Total Use Of Fund Balance	**-1,597,919**	**-1**	**0**	**1**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20006 Self Sufficiency	108.00	121.00	120.00

SIGNIFICANT ADJUSTMENTS

- The budget fully funds the costs associated with the reclassification of the Eligibility Worker Series to the Eligibility Specialist series, as approve by the Board in 2018-19.
- Move one Staff Services Analyst from Self Sufficiency Division to Mental Health division to maximize claiming opportunities.
- Deleting one vacant Senior Employment Services Worker.
- Defunding 3 vacancies in order to allow for flexibility for staffing as additional vacancies become available.

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HHSA SELF SUFFICIENCY SERVICES

Health and Human Services Fund 2000, Division 20006

ACCOMPLISHMENTS	GOALS
• Increase the number of job seekers seen at CareerPoint Napa by offering an array of services to job-seeking customers. **Completed - Through combined efforts of the QI (Quality Improvement) Team and Employment Services staff, SSSD was able to increase career center traffic by 32.13%.** • Implement the CalFresh Employment and Training (CFET) program to create an opportunity to provide case management and career development services to our CalFresh population. **Completed - SSSD is in a unique position to work with the Workforce Innovation Opportunity Act (WIOA) program to co-enroll participants to ensure that they have every opportunity afforded to our CalFresh population. Over the past year, we have co-enrolled 33 participants.** • Host second annual Hospital Career Fair. **Completed/Ongoing - This event was a huge success serving 25 employers and over 200 job seekers. This event provided one of Napa's leading industries with the opportunity to network, engage with CareerPoint staff and partners and fill their current vacancies. Employers had the opportunity to interview and hire on the spot. In addition, interview coaching and resume help was offered to job seekers on-site, and community partners were able to showcase their services.**	**Collaborative and Engaged Community** • CareerPoint has been successful in increasing traffic into the center. Our next year's goal is to increase workshop participation by 30%. Workshops include, Job Club, Career Labs, computer classes, Life Skills and Financial Literacy workshops are just of few of our upcoming offerings. SSSD plans to diversify options, increase outreach and marketing efforts specific to workshops, and finding ways to creatively engage our participants and encourage them to participate in our offerings **Livable Economy for All** • SSSD's Welfare to Work (WTW) team recently revamped its program to improve the quality of services provided to participants, setting the foundation for CalWORKs 2.0 implementation. CalWORKs 20.o is a new engagement model, endorsed and mandated by the state, which encourages working with participants to wrap services around the family to reduce barriers to self-sufficiency, celebrate successes and empower participants to reach their goals. Our goal is to increase engagement and improve employment outcomes by 20%. We are currently working on a survey for participants and implementing a QI (Quality Improve) project to reduce the time in which participants wait to be engaged in services. • SSSD has recently absorbed the Workforce Innovation Opportunity Act's youth program in-house which previously contracted out to a community based organization. This year we are ramping up the program and focusing on providing more paid career training opportunities to youth. Our goal is to provide a paid on-the-job training experiences for 8 youth that are enrolled in the program. • SSSD will be launching a new a QI project to increase CalFresh participation in Napa County. In 2017, Napa County's participation rate was just under 80%. We believe more can be done in outreach and education to target areas that underserved including up-valley seniors and students.

HHSA HEALTH CARE ENHANCEMENT PROGRAMS

Health and Human Services Fund 2000, Division 20007

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	732,752	808,745	540,483	-268,262	-33 %
52/53-Services and Supplies	4,400,791	2,545,611	2,937,149	391,538	15 %
56-Other Financing Uses	55,286	81,522	116,749	35,227	43 %
57-Special Items	0	360,123	360,000	-123	0 %
Total Appropriation	**5,188,829**	**3,796,001**	**3,954,381**	**158,380**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	5,532,345	3,756,001	3,869,381	113,380	3 %
46-Charges for Services	0	40,000	85,000	45,000	113 %
48-Other Financing Sources	11,642	0	0	0	0 %
Total Revenue	**5,543,988**	**3,796,001**	**3,954,381**	**158,380**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20007 Health Care Enhance Program	-355,159	0	0	0	0 %
Total Use Of Fund Balance	**-355,159**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20007 Health Care Enhance Program	7.00	7.00	5.00

SIGNIFICANT ADJUSTMENTS

- Two vacant Community Aides in Health Care Enhancement Programs were replaced with two Mental Health Worker Aides in the Mental Health division to maximize revenue claiming opportunities.

HHSA HEALTH CARE ENHANCEMENT PROGRAMS

Health and Human Services Fund 2000, Division 20007

ACCOMPLISHMENTS	GOALS
• Continue to support collaborations with local non-profits through the California Accountable Communities for Health Initiative (CACHI). **Ongoing - Participation in the CACHI grant continued throughout the year and staff collaborated with local non-profits to support grant applications for future joint work around health inequities and chronic disease prevention.** • Continue to use Dr. Bruce Perry's Neurosequential Model of Therapeutics (NMT) through the Child Trauma Academy. **Ongoing - Currently at the TCCC, every child is having an initial NMT assessment and functional brain mapping with reassessment at 6-month intervals.** • Continue to support other divisions through the provision of services via the HHSA HUB Care Access Program, Community Links. **Ongoing – Staff provided screenings, brief interventions, and referrals to treatment programs, as well as coordination to supportive services for complex care needs for HHSA Division individuals and families and successfully transitioned Community Links program from a separate, stand-alone service to an integrated component of Behavioral Health services.** • Maintain collaboration between the Napa Police Department, Napa County Sheriff's Department and the Public Defender. **Ongoing – Provided community crisis services and Behavioral Health coordination with Napa Police Department, Napa County Sheriff's Office and the Public Defender's Office. Promoted community health and safety through response to high-risk youth, adults and older adults whose behavioral health issues brought to them to the attention of local law enforcement.**	• **Healthy, Safe, and Welcoming place to live, work and visit** As part of continuing to ensure that Napa County is a healthy, safe, and welcoming place to live, work and visit, staff will work with community partners to identify goals, objectives and strategies for a new Community Health Improvement Plan. Provide Countywide screening, linkage, and support for individuals experiencing significant behavioral health needs and homelessness or risk of homelessness, complex care coordination needs, and public safety concerns. • **Collaborative and Engaged Community** Promote collaborative partnerships between identified Community Links integrated mental health staff members and key community organizational providers including Ole Health, Napa County Probation, Napa County Detention Center, Napa County Public Defender, emerging Homeless and Housing services, and other key stakeholders for complex care coordination, forensics, public safety, and behavioral health needs.

HHSA HOMELESS and HOUSING SERVICES

Health and Human Services Fund 2000, Division 20008

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	505,346	656,622	29,469	-627,153	-96 %
52/53-Services and Supplies	2,947,279	4,094,106	0	-4,094,106	-100 %
56-Other Financing Uses	265,808	27,601	0	-27,601	-100 %
Total Appropriation	**3,718,433**	**4,778,329**	**29,469**	**-4,748,860**	**-99 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,127,514	1,553,552	0	-1,553,552	0 %
47-Miscellaneous Revenues	47,500	0	0	0	0 %
48-Other Financing Sources	2,226,754	2,310,189	0	-2,310,189	0 %
Total Revenue	**3,401,768**	**3,863,741**	**0**	**-3,863,741**	**0 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20008 Homeless and Housing	908,412	914,588	0	-914,588	0 %
Total General Fund Contribution	**908,412**	**914,588**	**0**	**-914,588**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20008 Homeless and Housing	-591,748	0	29,469	29,469	100 %
Total Use Of Fund Balance	**-591,748**	**0**	**29,469**	**29,469**	**100%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20008 Homeless and Housing	4.00	5.00	0

This division is included for historical purposes only. The appropriations, revenues, and full time equivalent positions are now included in Fund 1000 General Fund, Division 10215 Housing and Homeless Services.

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HHSA ADMINISTRATION

Health and Human Services Fund 2000, Division 20010

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
51-Salaries and Employee Benefits	8,459,927	8,285,117	8,636,523	351,406	4 %
52/53-Services and Supplies	1,965,592	1,727,894	2,023,748	295,854	17 %
54-Other Charges	0	115,000	115,000	0	0 %
56-Other Financing Uses	958,906	665,785	918,659	252,874	38 %
Total Appropriation	**11,384,425**	**10,793,796**	**11,693,930**	**900,134**	**8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	12,956	0	0	0	0 %
45-Revenue from Use of Money and Property	75,628	0	78,290	78,290	100 %
46-Charges for Services	10,768	0	0	0	0 %
47-Miscellaneous Revenues	7,264	0	29	29	100 %
48-Other Financing Sources	303,875	0	280,516	280,516	100 %
49-Special Items	10,165,989	10,013,071	10,872,596	859,525	9 %
Total Revenue	**10,576,481**	**10,013,071**	**11,231,431**	**1,218,360**	**12 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20010 Agency Administration	1,112,121	780,725	462,499	-318,226	-41 %
Total General Fund Contribution	**1,112,121**	**780,725**	**462,499**	**-318,226**	**-41 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
20010 Agency Administration	-304,177	0	0	0	0 %
Total Use Of Fund Balance	**-304,177**	**0**	**0**	**0**	**0%**

STAFFING

Adopted Budget-FTE	Adopt 2018	Adopt 2019	Rec 2020
20010 Agency Administration	72.50	68.50	67.50

SIGNIFICANT ADJUSTMENTS

- The budget includes funding for the new Assistant Compliance and Privacy Officer position approved during FY 2018-19.
- Delete one vacant Mental Health Worker Aide and one vacant Assistant Manager- Quality Management.
- Defund one vacant Staff Services Analyst in Fiscal to allow the department flexibility when future vacancies occur.

HHSA ADMINISTRATION

Health and Human Services Fund 2000, Division 20010

ACCOMPLISHMENTS	GOALS
• In an effort to reduce median audit error rates for programs providing federal health care related services, the Compliance division will provide intensive technical assistance, auditing and other consulting services to the Mental Health and Alcohol and Drug Services divisions. **Ongoing-The Compliance division assisted the Mental Health division with the division's objective of reducing billing error rates by providing technical assistance and revised documentation templates for providers**. • Continue elevated budget management activities to respond to constant changes in local, State and Federal revenues. **Ongoing-The Agency implemented $2.6 million in budget projects to respond to changes in local, State and Federal revenue changes.**	**Effective and Open Government** • The QM division will partner with program divisions to develop and implement an agency wide Compliance monitoring program, including the use of dashboard reporting tools. • Update HHSA Strategic Plan. • Revamping the Master Settlement Agreement grant process. • Build systems and processes that will better support programs and services, improve integration and accessibility. • 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.

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Governmental Funds Summary
Fiscal Year 2019-2020

Schedule 2

Fund Name	Total Financing Sources: Fund Balance Available June 30, 2019	Total Financing Sources: Decreases to Obligated Fund Balance	Total Financing Sources: Additional Financing Sources	Total Financing Sources: Total Financing Sources	Total Financing Uses: Financing Uses	Total Financing Uses: Increases to Obligated Fund Balance	Total Financing Uses: Total Financing Uses
1	2	3	4	5	6	7	8
Special Revenue Funds Non- Operating							
General Government							
2400 - Housing Rehabilitation Repayment	$ 147,495	$ -	$ 500	$ 147,995	$ -	$ 147,995	$ 147,995
2400 - 1 percent - TOT Housing	-	-	1,200,000	1,200,000	-	1,200,000	1,200,000
2400 - State/County Prop Tax Admin-AB818	190,338	-	3,000	193,338	55,320	138,018	193,338
2400 - County Assessor Grant Program	40,000	-	50,000	90,000	90,000	-	90,000
Public Protection							
2420 - Asset Forfeitures-DA	79,848	-	11,000	90,848	10,000	80,848	90,848
2420 - Prop 64 Civil Penalties	2,749,231	-	840,000	3,589,231	850,000	2,739,231	3,589,231
2420 - Hazardous Waste Enforcement	46,743	-	1,500	48,243	10,000	38,243	48,243
2420 - $1 Vehicle Registration Assessment	361,079	-	286,000	647,079	280,000	367,079	647,079
2420 - Consumer Fraud	92,411	-	27,000	119,411	50,000	69,411	119,411
2420 - Civil Equipment	224,970	-	22,000	246,970	30,625	216,345	246,970
2420 - Fingerprint ID Fund	418,782	-	148,000	566,782	121,000	445,782	566,782
2420 - Asset Forfeiture-Sheriff	194,164	-	1,200	195,364	158,000	37,364	195,364
2420 - Debtor Assessment Fee	418,159	-	36,000	454,159	16,440	437,719	454,159
2420 - Rabies Eradication & Control	14,473	-	300	14,773	-	14,773	14,773
2420 - Muni Court Auto Warrant	196,411	-	3,340	199,751	-	199,751	199,751
2420 - Sheriff Community Services	15,468	-	220	15,688	5,000	10,688	15,688
2420 - Drug Enforcement Agency	250	-	-	250	-	250	250
2420 - Standards and Training-Corrections	-	-	98,489	98,489	98,489	-	98,489
2420 - Asset Forfeiture-Probation	981	-	3,025	4,006	3,000	1,006	4,006
2420 - Probation Post Rel Comm Supervision	5,450	-	20,525	25,975	25,400	575	25,975
2420 - Chamberlain High	4,126	-	100	4,226	2,500	1,726	4,226
2420 - Comm. Corrections Perform. Incentive	32,275	-	301,000	333,275	303,000	30,275	333,275
2420 - Weights & Measures	5,316	-	5,000	10,316	-	10,316	10,316

State Controller Schedules
County Budget Act
January 2010, Version 1

County of Napa
Governmental Funds Summary
Fiscal Year 2019-2020

Schedule 2

Fund Name	Total Financing Sources: Fund Balance Available June 30, 2019	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Total Financing Uses: 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	$ 745,620	$ -	$ 41,500	$ 787,120	$ 49,450	$ 737,670	$ 787,120
2420 - Modernization	2,988,632	-	175,000	3,163,632	245,400	2,918,232	3,163,632
2420 - Vital & Health Statistics-Clerk	195,137	-	23,400	218,537	3,000	215,537	218,537
2420 - Social Security Truncation Fees	111,076	-	2,000	113,076	6,500	106,576	113,076
2420 - Electronic Document Recording	254,864	-	29,000	283,864	14,400	269,464	283,864
2420 - Seismic Education/Data Utilization	35,592	-	3,200	38,792	-	38,792	38,792
2420 - Telecommunications	115,159	-	1,800	116,959	-	116,959	116,959
2420 - PBES-Dept of Public Health	365,000	-	-	365,000	50,000	315,000	365,000
2420 - PBES-CASP Certification and Training Fund	12,389	-	7,550	19,939	-	19,939	19,939
Public Ways & Facilities							
2440 - Mitigation-Airport Industrial Area	1,508,019	-	120,000	1,628,019	80,000	1,548,019	1,628,019
2440 - Mitigation-American Canyon Area	100,863	-	-	100,863	-	100,863	100,863
2440 - SB 1	2,569,211	-	2,707,330	5,276,541	1,175,000	4,101,541	5,276,541
2440 - Well Monitoring Fees	5,000	-	-	5,000	-	5,000	5,000
2440 - Measure T	5,374,711	-	7,700,000	13,074,711	-	13,074,711	13,074,711
2440 - Measure A – Unincorporated	167,128	-	50,000	217,128	-	217,128	217,128
Health & Sanitation							
2460 - AIDS Education-HS11350	23,843	-	1,650	25,493	-	25,493	25,493
2460 - Local Public Health Bioterrorism	2,767	-	216,900	219,667	216,332	3,335	219,667
2460 - Emergency Medical Services	68,109	-	265,700	333,809	295,000	38,809	333,809
2460 - Vital & Health Statistics-Health	429	-	13,100	13,529	13,000	529	13,529
2460 - HRSA-Health Resources & Services	3,022	-	166,000	169,022	165,668	3,354	169,022
2460 - CDC-Public Health Emerg. Response	1,028	-	20	1,048	-	1,048	1,048
2460 - Hospital Prep - H1N1	868	-	20	888	-	888	888
2460 - Tobacco Control-Prop 99	89,627	-	152,000	241,627	195,000	46,627	241,627

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County of Napa
Governmental Funds Summary
Fiscal Year 2019-2020

Schedule 2

Fund Name	Total Financing Sources: Fund Balance Available June 30, 2019	Total Financing Sources: Decreases to Obligated Fund Balance	Total Financing Sources: Additional Financing Sources	Total Financing Sources: Total Financing Sources	Total Financing Uses: Financing Uses	Total Financing Uses: Increases to Obligated Fund Balance	Total Financing Uses: Total Financing Uses
1	2	3	4	5	6	7	8
Special Revenue Funds Non- Operating							
Health & Sanitation - continued							
2460 - Tobacco Control-Prop 56	$ 73	$ -	$ 161,250	$ 161,323	$ 146,550	$ 14,773	$ 161,323
2460 - Managed Care	1,606,107	-	13,000	1,619,107	-	1,619,107	1,619,107
2460 - MHSA Planning Expenses	5,467,767	-	6,557,624	12,025,391	6,986,845	5,038,546	12,025,391
2460 - Alcohol Abuse Education & Prevention	46,153	-	23,000	69,153	60,000	9,153	69,153
2460 - Drug Fees-HS11372.7	31,878	-	8,000	39,878	20,000	19,878	39,878
2460 - Hazardous Waste Enforcement	402,035	-	13,000	415,035	30,000	385,035	415,035
2460 - Whole Person Care	913,496	-	2,554,534	3,468,030	2,602,839	865,191	3,468,030
Public Assistance							
2480 - County Children Fund	13,590	-	45,500	59,090	50,985	8,105	59,090
2480 - Clerk Domestic Violence	24	-	41,640	41,664	41,640	24	41,664
2480 - SB163 Wraparound	890,272	-	895,134	1,785,406	491,000	1,294,406	1,785,406
2480 - Indigent Burial	37,914	-	4,300	42,214	7,500	34,714	42,214
2480 - Family Support Subaccount	870,372	-	1,416,000	2,286,372	1,329,461	956,911	2,286,372
2480 - Title IV-E	31,053	-	392,000	423,053	392,000	31,053	423,053
Realignment 2011							
2500 - Local Law Enforcement Services	722,000	-	2,687,757	3,409,757	2,606,406	803,351	3,409,757
2500 - Local Community Corrections	7,701,327	-	4,077,517	11,778,844	5,600,000	6,178,844	11,778,844
2500 - District Attorney	118,728	-	60,000	178,728	50,000	128,728	178,728
2500 - Public Defender	11,337	-	60,000	71,337	60,000	11,337	71,337
2500 - Trial Court Security	-	-	1,908,275	1,908,275	1,908,275	-	1,908,275
2500 - Youthful Offender Block Grant	478,855	-	700,000	1,178,855	654,200	524,655	1,178,855
2500 - Community Mental Health	-	-	5,957,128	5,957,128	5,957,128	-	5,957,128
2500 - Drug Medi-CAL	107,931	-	-	107,931	107,931	-	107,931
2500 - Behavioral Health	437,164	-	4,301,654	4,738,818	4,301,654	437,164	4,738,818
2500 - Protective Services	-	-	7,222,684	7,222,684	7,222,684	-	7,222,684
Total Special Revenue Funds Non-Operating	$ 39,864,140	$ -	$ 53,834,366	$ 93,698,506	$ 45,244,622	$ 48,453,884	$ 93,698,506

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2019-2020

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Special Revenue Funds Non- Operating					
General Government					
2400 - Housing Rehabilitation Repayment	$ 147,495	$ -	$ -	$ -	$ 147,495
2400 - 1 percent - TOT Housing	-	-	-	-	-
2400 - State/County Prop Tax Admin-AB818	190,338	-	-	-	190,338
2400 - County Assessor Grant Program	40,000	-	-	-	40,000
Public Protection					
2420 - Asset Forfeitures-DA	79,848	-	-	-	79,848
2420 - Prop 64 Civil Penalties	2,749,231	-	-	-	2,749,231
2420 - Hazardous Waste Enforcement	46,743	-	-	-	46,743
2420 - $1 Vehicle Registration Assessment	361,079	-	-	-	361,079
2420 - Consumer Fraud	92,411	-	-	-	92,411
2420 - Civil Equipment	224,970	-	-	-	224,970
2420 - Fingerprint ID Fund	418,782	-	-	-	418,782
2420 - Asset Forfeiture-Sheriff	194,164	-	-	-	194,164
2420 - Debtor Assessment Fee	418,159	-	-	-	418,159
2420 - Rabies Eradication & Control	14,473	-	-	-	14,473
2420 - Muni Court Auto Warrant	196,411	-	-	-	196,411
2420 - Sheriff Community Services	15,468	-	-	-	15,468
2420 - Drug Enforcement Agency	250	-	-	-	250
2420 - Asset Forfeiture-Probation	981	-	-	-	981
2420 - Probation Post Rel Comm Supervision	5,450	-	-	-	5,450
2420 - Chamberlain High	4,126	-	-	-	4,126
2420 - Comm. Corrections Perform. Incentive	32,275	-	-	-	32,275
2420 - Weights & Measures	5,316	-	-	-	5,316
2420 - Micrographics	745,620	-	-	-	745,620
2420 - Modernization	2,988,632	-	-	-	2,988,632

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2019-2020

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		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	$ 195,137	$ -	$ -	$ -	$ 195,137
2420 - Social Security Truncation Fees	111,076	-	-	-	111,076
2420 - Electronic Document Recording	254,864	-	-	-	254,864
2420 - Seismic Education/Data Utilization	35,592	-	-	-	35,592
2420 - Telecommunications	115,159	-	-	-	115,159
2420 - PBES-Dept of Public Health	365,000	-	-	-	365,000
2420 - PBES-CASP Certification and Training Fund	12,389	-	-	-	12,389
Public Ways & Facilities					
2440 - Mitigation-Airport Industrial Area	1,508,019	-	-	-	1,508,019
2440 - Mitigation-American Canyon Area	100,863	-	-	-	100,863
2440 - Well Monitoring Fees	5,000	-	-	-	5,000
2440 - SB 1	2,569,211	-	-	-	2,569,211
2440 - Measure T	5,374,711	-	-	-	5,374,711
2440 - Measure A – Unincorporated	167,128	-	-	-	167,128
Health & Sanitation					
2460 - AIDS Education-HS11350	23,843	-	-	-	23,843
2460 - Local Public Health Bioterrorism	2,767	-	-	-	2,767
2460 - Emergency Medical Services	68,109	-	-	-	68,109
2460 - Vital & Health Statistics-Health	429	-	-	-	429
2460 - HRSA-Health Resources & Services	3,022	-	-	-	3,022
2460 - CDC-Public Health Emerg. Response	1,028	-	-	-	1,028
2460 - Hospital Prep - H1N1	868	-	-	-	868
2460 - Tobacco Control-Prop 99	89,627	-	-	-	89,627
2460 - Tobacco Control-Prop 56	73	-	-	-	73
2460 - Managed Care	1,606,107	-	-	-	1,606,107
2460 - MHSA Planning Expenses	5,467,767	-	-	-	5,467,767
2460 - Alcohol Abuse Education & Prevention	46,153	-	-	-	46,153

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County of Napa
Fund Balance - Governmental Funds
Fiscal Year 2019-2020

Schedule 3

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		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	$ 31,878	$ -	$ -	$ -	$ 31,878
2460 - Hazardous Waste Enforcement	402,035	-	-	-	402,035
2460 - Whole Person Care	913,496	-	-	-	913,496
Public Assistance					
2480 - County Children Fund	13,590	-	-	-	13,590
2480 - Clerk Domestic Violence	24	-	-	-	24
2480 - SB163 Wraparound	890,272	-	-	-	890,272
2480 - Indigent Burial	37,914	-	-	-	37,914
2480 - Family Support Subaccount	870,372	-	-	-	870,372
2480 - Title IV-E	31,053	-	-	-	31,053
Realignment 2011					
2500 - Local Law Enforcement Services	722,000	-	-	-	722,000
2500 - Local Community Corrections	7,701,327	-	-	-	7,701,327
2500 - District Attorney	118,728	-	-	-	118,728
2500 - Public Defender	11,337	-	-	-	11,337
2500 - Trial Court Security	-	-	-	-	-
2500 - Youthful Offender Block Grant	478,855	-	-	-	478,855
2500 - Drug Medi-CAL	107,931	-	-	-	107,931
2500 - Behavioral Health	437,164	-	-	-	437,164
2500 - Protective Services	-	-	-	-	-
Total Special Revenue Funds Non-Operating	$ 39,864,140	$ -	$ -	$ -	$ 39,864,140

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2019-2020

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2019	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	$ -	$ -	$ -	$ 147,995	$ -	$ 147,995
2400 - 1 percent - TOT Housing	-	-	-	1,200,000	-	1,200,000
2400 - State/County Prop Tax Admin-AB818	-	-	-	138,018	-	138,018
2400 - County Assessor Grant Program	-	-	-	-	-	-
Public Protection						
2420 - Asset Forfeitures-DA	-	-	-	80,848	-	80,848
2420 - Prop 64 Civil Penalties	-	-	-	2,739,231	-	2,739,231
2420 - Hazardous Waste Enforcement	-	-	-	38,243	-	38,243
2420 - $1 Vehicle Registration Assessment	-	-	-	367,079	-	367,079
2420 - Consumer Fraud	-	-	-	69,411	-	69,411
2420 - Civil Equipment	-	-	-	216,345	-	216,345
2420 - Fingerprint ID Fund	-	-	-	445,782	-	445,782
2420 - Asset Forfeiture-Sheriff	-	-	-	37,364	-	37,364
2420 - Debtor Assessment Fee	-	-	-	437,719	-	437,719
2420 - Rabies Eradication & Control	-	-	-	14,773	-	14,773
2420 - Muni Court Auto Warrant	-	-	-	199,751	-	199,751
2420 - Sheriff Community Services	-	-	-	10,688	-	10,688
2420 - Drug Enforcement Agency	-	-	-	250	-	250
2420 - Asset Forfeiture-Probation	-	-	-	1,006	-	1,006
2420 - Probation Post Rel Comm Supervision	-	-	-	575	-	575
2420 - Chamberlain High	-	-	-	1,726	-	1,726

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2019-2020

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2019	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	$ -	$ -	$ -	$ 30,275	$ -	$ 30,275
2420 - Weights & Measures	-	-	-	10,316	-	10,316
2420 - Micrographics	-	-	-	737,670	-	737,670
2420 - Modernization	-	-	-	2,918,232	-	2,918,232
2420 - Vital & Health Statistics-Clerk	-	-	-	215,537	-	215,537
2420 - Social Security Truncation Fees	-	-	-	106,576	-	106,576
2420 - Electronic Document Recording	-	-	-	269,464	-	269,464
2420 - Seismic Education/Data Utilization	-	-	-	38,792	-	38,792
2420 - Telecommunications	-	-	-	116,959	-	116,959
2420 - PBES-Dept of Public Health	-	-	-	315,000	-	315,000
2420 - PBES-CASP Certification and Training Fund	-	-	-	19,939	-	19,939
Public Ways & Facilities						
2440 - Mitigation-Airport Industrial Area	-	-	-	1,548,019	-	1,548,019
2440 - Mitigation-American Canyon Area	-	-	-	100,863	-	100,863
2440 - Well Monitoring Fees	-	-	-	5,000	-	5,000
2440 - SB 1	-	-	-	4,101,541	-	4,101,541
2440 - Measure T	-	-	-	13,074,711	-	13,074,711
2440 - Measure A – Unincorporated	-	-	-	217,128	-	217,128
Health & Sanitation						
2460 - AIDS Education-HS11350	-	-	-	25,493	-	25,493
2460 - Local Public Health Bioterrorism	-	-	-	3,335	-	3,335
2460 - Emergency Medical Services	-	-	-	38,809	-	38,809
2460 - Vital & Health Statistics-Health	-	-	-	529	-	529
2460 - HRSA-Health Resources & Services	-	-	-	3,354	-	3,354
2460 - CDC-Public Health Emerg. Response	-	-	-	1,048	-	1,048

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County of Napa
Obligated Fund Balances - Governmental Funds
Fiscal Year 2019-2020

Schedule 4

Fund Name	Obligated Fund Balance June 30, 2019	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	$ -	$ -	$ -	$ 888	$ -	$ 888
2460 - Tobacco Control-Prop 99	-	-	-	46,627	-	46,627
2460 - Tobacco Control-Prop 56	-	-	-	14,773	-	14,773
2460 - Managed Care	-	-	-	1,619,107	-	1,619,107
2460 - MHSA Planning Expenses	-	-	-	5,038,546	-	5,038,546
2460 - Alcohol Abuse Education & Prevention	-	-	-	9,153	-	9,153
2460 - Drug Fees-HS11372.7	-	-	-	19,878	-	19,878
2460 - Hazardous Waste Enforcement	-	-	-	385,035	-	385,035
2460 - Whole Person Care	-	-	-	865,191	-	865,191
Public Assistance						
2480 - County Children Fund	-	-	-	8,105	-	8,105
2480 - Clerk Domestic Violence	-	-	-	24	-	24
2480 - SB163 Wraparound	-	-	-	1,294,406	-	1,294,406
2480 - Indigent Burial	-	-	-	34,714	-	34,714
2480 - Family Support Subaccount	-	-	-	956,911	-	956,911
2480 - Title IV-E	-	-	-	31,053	-	31,053
Realignment 2011						
2500 - Local Law Enforcement Services	-	-	-	803,351	-	803,351
2500 - Local Community Corrections	-	-	-	6,178,844	-	6,178,844
2500 - District Attorney	-	-	-	128,728	-	128,728
2500 - Public Defender	-	-	-	11,337	-	11,337
2500 - Trial Court Security	-	-	-	-	-	-
2500 - Youthful Offender Block Grant	-	-	-	524,655	-	524,655
2500 - Drug Medi-CAL	-	-	-	-	-	-
2500 - Behavioral Health	-	-	-	437,164	-	437,164
Total Special Revenue Funds Non-Operating	$ -	$ -	$ -	$ 48,453,884	$ -	$ 48,453,884

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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 2018	Adopt 2019	Rec 2020	Variance	% Change
24000 Housing Rehabilitation Repaymt	0	100,000	0	-100,000	-100 %
24020 State County Prop Tax Admin AB818	2,272	31,500	55,320	23,820	76 %
24021 County Assessor Grant Program	0	0	90,000	90,000	100 %
24280 Micrographics	45,850	3,000	49,450	46,450	1548 %
24281 ASR-Modernization	179,544	262,878	245,400	-17,478	-7 %
24282 ASR-Vital-Health Statistics-Cl	0	3,000	3,000	0	0 %
24283 SS Truncation Fees	16,890	8,700	6,500	-2,200	-25 %
24284 ASR-Electronic Document Record	14,074	16,200	14,400	-1,800	-11 %
25000 CEO-Local Law Enforcement Svc	2,367,055	2,591,096	2,606,406	15,310	1 %
25001 CEO-Local Community Correction	2,263,985	5,500,000	5,600,000	100,000	2 %
Total Appropriation	**4,889,670**	**8,516,374**	**8,670,476**	**154,102**	**2 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24000 Housing Rehabilitation Repaymt	13,681	0	500	500	100 %
24010 1 percent - TOT Housing	0	0	1,200,000	1,200,000	100 %
24020 State County Prop Tax Admin AB818	2,013	1,900	3,000	1,100	58 %
24021 County Assessor Grant Program	0	0	50,000	50,000	100 %
24280 Micrographics	37,080	37,000	41,500	4,500	12 %
24281 ASR-Modernization	159,678	150,000	175,000	25,000	17 %
24282 ASR-Vital-Health Statistics-Cl	21,525	20,100	23,400	3,300	16 %
24283 SS Truncation Fees	16,933	850	2,000	1,150	135 %
24284 ASR-Electronic Document Record	30,153	30,100	29,000	-1,100	-4 %
25000 CEO-Local Law Enforcement Svc	2,659,825	2,348,256	2,687,757	339,501	14 %
25001 CEO-Local Community Correction	4,014,458	3,965,590	4,077,517	111,927	3 %
Total Revenue	**6,955,348**	**6,553,796**	**8,289,674**	**1,735,878**	**26 %**

General Administration/Finance
Functional Area Summary

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24000 Housing Rehabilitation Repaymt	-13,681	100,000	-500	-100,500	-101 %
24010 1 percent - TOT Housing	0	0	-1,200,000	-1,200,000	100 %
24020 State County Prop Tax Admin AB818	259	29,600	52,320	22,720	77 %
24021 County Assessor Grant Program	0	0	40,000	40,000	100 %
24280 Micrographics	8,770	-34,000	7,950	41,950	-123 %
24281 ASR-Modernization	19,866	112,878	70,400	-42,478	-38 %
24282 ASR-Vital-Health Statistics-Cl	-21,525	-17,100	-20,400	-3,300	19 %
24283 SS Truncation Fees	-43	7,850	4,500	-3,350	-43 %
24284 ASR-Electronic Document Record	-16,079	-13,900	-14,600	-700	5 %
25000 CEO-Local Law Enforcement Svc	-292,771	242,840	-81,351	-324,191	-133 %
25001 CEO-Local Community Correction	-1,750,473	1,534,410	1,522,483	-11,927	-1 %
Total Use Of Fund Balance	**-2,065,678**	**1,962,578**	**380,802**	**-1,581,776**	**-81 %**

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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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	100,000	0	-100,000	0 %
Total Appropriation	**0**	**100,000**	**0**	**-100,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	6,013	0	500	500	100 %
48-Other Financing Sources	7,668	0	0	0	0 %
Total Revenue	**13,681**	**0**	**500**	**500**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24000 Housing Rehabilitation Repaymt	-13,681	100,000	-500	-100,500	-101 %
Total Use Of Fund Balance	**-13,681**	**100,000**	**-500**	**-100,500**	**-101%**

SIGNIFICANT ADJUSTMENTS

- The fund is expected to end FY 2019-20 with approximately $50,000 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	0	0	1,200,000	1,200,000	100 %
Total Revenue	**0**	**0**	**1,200,000**	**1,200,000**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24010 1 percent - TOT Housing	0	0	-1,200,000	-1,200,000	100 %
Total Use Of Fund Balance	**0**	**0**	**-1,200,000**	**-1,200,000**	**100%**

SIGNIFICANT ADJUSTMENTS

- The fund is expected to end FY 2019-20 with approximately $1.9 Million in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,272	31,500	55,320	23,820	76 %
Total Appropriation	**2,272**	**31,500**	**55,320**	**23,820**	**76 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,013	1,900	3,000	1,100	58 %
Total Revenue	**2,013**	**1,900**	**3,000**	**1,100**	**58 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24020 State County Prop Tax Admin AB818	259	29,600	52,320	22,720	77 %
Total Use Of Fund Balance	**259**	**29,600**	**52,320**	**22,720**	**77%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $138,018 in fund balance.

General Administration/Finance

Division Budget – County Assessor Grant Program

Division 24021, Fund 2400

FUNCTION AND RESPONSIBILITY

State Supplementation for County Assessors Program

SEC. 53.
Section 95.50 is added to the Revenue and Taxation Code, to read:
95.50.
(a) The Legislature finds and declares that the state and local governments benefit when county assessors are able to fairly, accurately, and expeditiously assess property for property tax purposes. It is the intent of the Legislature in enacting this section to assist county assessors in performing property assessments.
(b) For the 2018–19 fiscal year to the 2020–21 fiscal year, inclusive, there is hereby created the State Supplementation for County Assessors Program

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	0	90,000	90,000	100 %
Total Appropriation	**0**	**0**	**90,000**	**90,000**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	0	0	50,000	50,000	100 %
Total Revenue	**0**	**0**	**50,000**	**50,000**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24021 County Assessor Grant Program	0	0	40,000	40,000	100 %
Total Use Of Fund Balance	**0**	**0**	**40,000**	**40,000**	**100%**

SIGNIFICANT ADJUSTMENTS

- Appropriations include investment in a project to scan building records $135K funded 1/3 by State/County Property Tax Admin Fee and 2/3 by County Assessor Grant Program. Expense reflected in Assessor sub-division.

- The fund is estimated to end FY 2019-20 with approximately $0 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	45,850	3,000	49,450	46,450	1548 %
Total Appropriation	**45,850**	**3,000**	**49,450**	**46,450**	**1548 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	7,848	7,000	13,500	6,500	93 %
46-Charges for Services	29,232	30,000	28,000	-2,000	-7 %
Total Revenue	**37,080**	**37,000**	**41,500**	**4,500**	**12 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24280 Micrographics	8,770	-34,000	7,950	41,950	-123 %
Total Use Of Fund Balance	**8,770**	**-34,000**	**7,950**	**41,950**	**-123%**

SIGNIFICANT ADJUSTMENTS

- Appropriations for FY 2019-20 represent the Fujitsu scanner maintenance contract and support departmental expenses in areas such as ITS and Public Works.
- The fund is estimated to end FY 2019-20 with approximately $737,670 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	179,544	262,878	245,400	-17,478	-7 %
Total Appropriation	**179,544**	**262,878**	**245,400**	**-17,478**	**-7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	31,843	20,000	55,000	35,000	175 %
46-Charges for Services	127,835	130,000	120,000	-10,000	-8 %
Total Revenue	**159,678**	**150,000**	**175,000**	**25,000**	**17 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24281 ASR-Modernization	19,866	112,878	70,400	-42,478	-38 %
Total Use Of Fund Balance	**19,866**	**112,878**	**70,400**	**-42,478**	**-38%**

SIGNIFICANT ADJUSTMENTS

- Appropriations remain stable and the fund continues to fund allowable operations such as: a document recording and imaging suite of products (DFM RiiMS) - $44,100; Fictitious Business Name - $9,300; Marriage License - $3,000; to support and maintain department operations - $189,000.

- The fund is estimated to end FY 2019-20 with approximately $2.9 million in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	3,000	3,000	0	0 %
Total Appropriation	**0**	**3,000**	**3,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	1,664	1,100	3,400	2,300	209 %
46-Charges for Services	19,862	19,000	20,000	1,000	5 %
Total Revenue	**21,525**	**20,100**	**23,400**	**3,300**	**16 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24282 ASR-Vital-Health Statistics-Cl	-21,525	-17,100	-20,400	-3,300	19 %
Total Use Of Fund Balance	**-21,525**	**-17,100**	**-20,400**	**-3,300**	**19%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $215,537 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	16,890	8,700	6,500	-2,200	-25 %
Total Appropriation	**16,890**	**8,700**	**6,500**	**-2,200**	**-25 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	1,236	850	2,000	1,150	135 %
46-Charges for Services	15,697	0	0	0	0 %
Total Revenue	**16,933**	**850**	**2,000**	**1,150**	**135 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24283 SS Truncation Fees	-43	7,850	4,500	-3,350	-43 %
Total Use Of Fund Balance	**-43**	**7,850**	**4,500**	**-3,350**	**-43%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $206,576 in fund balance. We are no longer charging for the Truncation fee, therefore as truncation expenditures are incurred, this fund will be depleated in approximately 15 years..

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	14,074	16,200	14,400	-1,800	-11 %
Total Appropriation	**14,074**	**16,200**	**14,400**	**-1,800**	**-11 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,439	1,600	4,000	2,400	150 %
46-Charges for Services	27,714	28,500	25,000	-3,500	-12 %
Total Revenue	**30,153**	**30,100**	**29,000**	**-1,100**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24284 ASR-Electronic Document Record	-16,079	-13,900	-14,600	-700	5 %
Total Use Of Fund Balance	**-16,079**	**-13,900**	**-14,600**	**-700**	**5%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $269,464 in fund balance.

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 (COPS) funds, which go to the Sheriff's Department, the District Attorney's Office, and the Napa County Department of Corrections (NCDC).
- Rural and Small County Local Enforcement Assistance Program (RASCLEAP) funds, which go to the Sheriff's Office.
- California Multi-Jurisdictional Methamphetamine Enforcement Team (CAL – MMET) funds, which go to the Sheriff's Office.
- AB 1805 Booking Fees, which go to NCDC.
- Juvenile Justice Crime Prevention Act (JJCPA) funds, which go to the Probation Department.
- Juvenile Probation Funding (JPF), which go to the Probation Department.
- Gang Violence Suppression Grant (GVS) funds, which go to the District Attorney's Office and the Probation Department.
- Local Innovations Account is comprised of 10% of the "Growth" allocation to 2011 Public Safety Realignment. Funding may go to any effort that supports the goals of Realignment.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,367,055	2,591,096	2,606,406	15,310	1 %
Total Appropriation	**2,367,055**	**2,591,096**	**2,606,406**	**15,310**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	2,659,825	2,348,256	2,687,757	339,501	14 %
Total Revenue	**2,659,825**	**2,348,256**	**2,687,757**	**339,501**	**14 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25000 CEO-Local Law Enforcement Svc	-292,770	242,840	-81,351	-324,191	-133 %
Total Use Of Fund Balance	**-292,770**	**242,840**	**-81,351**	**-324,191**	**-133%**

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. In Napa County, the Plan provides the broad framework of the County's response, and individual programming or staffing needs are brought to the Board of Supervisors for separate approval through a separate report or through the budget approval process.

Revenue for Realignment purposes is based on an allocation methodology developed through the California State Association of Counties (CSAC) and approved by the Department of Finance. There are no direct expenditures from this fund. Appropriated funds are transferred to and budgeted for expenditure in the General Fund in the program areas in accordance with the adopted plan.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,263,985	5,500,000	5,600,000	100,000	2 %
Total Appropriation	**2,263,985**	**5,500,000**	**5,600,000**	**100,000**	**2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	4,014,458	3,965,590	4,077,517	111,927	3 %
Total Revenue	**4,014,458**	**3,965,590**	**4,077,517**	**111,927**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25001 CEO-Local Community Correction	-1,750,473	1,534,410	1,522,483	-11,927	-1 %
Total Use Of Fund Balance	**-1,750,473**	**1,534,410**	**1,522,483**	**-11,927**	**-1%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $6.2 million in fund balance.

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
Hazardous Waste Enforcement

Public Works
Mitigation – Airport Industrial Area
Mitigation – American Canyon Area
SB 1
Measure T
Measure A-Unincorporated

Detailed descriptions of each of the funds and their associated budgets are included in the budget page for each of the funds. If no funds have been budgeted for FY 2019-20 or the previous two fiscal years, information is not included in the tables.

Community Resources/Infrastructure
Functional Area Summary

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24270 Ag-Weights and Measures	0	30,000	0	-30,000	-100 %
24292 PBES-Department of Public Health	0	124,350	50,000	-74,350	-60 %
24400 Mitigation-Airport Industrial	4,267	10,000	80,000	70,000	700 %
24401 Mitigation-American Cyn Area	0	10,000	0	-10,000	-100 %
24410 SB1	130,000	340,000	1,175,000	835,000	246 %
24660 PBES-Hazardous Waste Enforce	0	50,000	30,000	-20,000	-40 %
Total Appropriation	**134,267**	**564,350**	**1,335,000**	**770,650**	**137 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24270 Ag-Weights and Measures	357	0	5,000	5,000	100 %
24290 PBES-Seismic Education-Data Ut	2,468	2,250	3,200	950	42 %
24291 PBES-Telecommunications	1,146	1,000	1,800	800	80 %
24294 CASp Certification & Training	4,109	8,400	7,550	-850	-10 %
24400 Mitigation-Airport Industrial	3,418,250	322,000	120,000	-202,000	-63 %
24401 Mitigation-American Cyn Area	9	100,010	0	-100,010	-100 %
24410 SB1	952,423	2,695,737	2,707,330	11,593	0 %
24450 Measure T	0	7,700,000	7,700,000	0	0 %
24460 Measure A Unincorporated	8,463,440	0	50,000	50,000	100 %
24660 PBES-Hazardous Waste Enforce	7,553	4,000	13,000	9,000	225 %
Total Revenue	**12,849,755**	**10,833,397**	**10,607,880**	**-225,517**	**-2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24270 Ag-Weights and Measures	-357	30,000	-5,000	-35,000	-117 %
24290 PBES-Seismic Education-Data Ut	-2,468	-2,250	-3,200	-950	42 %
24291 PBES-Telecommunications	-1,146	-1,000	-1,800	-800	80 %
24292 PBES-Department of Public Health	0	124,350	50,000	-74,350	-60 %
24294 CASp Certification & Training	-4,109	-8,400	-7,550	850	-10 %
24400 Mitigation-Airport Industrial	-3,413,983	-312,000	-40,000	272,000	-87 %
24401 Mitigation-American Cyn Area	-9	-90,010	0	90,010	-100 %
24410 SB1	-822,423	-2,355,737	-1,532,330	823,407	-35 %
24450 Measure T	0	-7,700,000	-7,700,000	0	0 %
24460 Measure A Unincorporated	-8,463,440	0	-50,000	-50,000	100 %
24660 PBES-Hazardous Waste Enforce	-7,553	46,000	17,000	-29,000	-63 %
Total Use Of Fund Balance	**-12,715,488**	**-10,269,047**	**-9,272,880**	**996,167**	**-10 %**

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. There are no direct expenditures from this fund. Appropriated funds, if any, are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	30,000	0	-30,000	0 %
Total Appropriation	**0**	**30,000**	**0**	**-30,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	0	5,000	5,000	100 %
45-Revenue from Use of Money and Property	357	0	0	0	0 %
Total Revenue	**357**	**0**	**5,000**	**5,000**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24270 Ag-Weights and Measures	-357	30,000	-5,000	-35,000	-117 %
Total Use Of Fund Balance	**-357**	**30,000**	**-5,000**	**-35,000**	**-117%**

SIGNIFICANT ADJUSTMENTS

- No use of these funds is anticipated in Fiscal Year 2019-20.
- The fund is estimated to end FY 2019-20 with approximately $10,315 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	2,156	2,000	2,700	700	35 %
45-Revenue from Use of Money and Property	313	250	500	250	100 %
Total Revenue	**2,468**	**2,250**	**3,200**	**950**	**42 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24290 PBES-Seismic Education-Data Ut	-2,468	-2,250	-3,200	-950	42 %
Total Use Of Fund Balance	**-2,468**	**-2,250**	**-3,200**	**-950**	**42%**

SIGNIFICANT ADJUSTMENTS

- Due to increase in permit activity as a result of the fire rebuilds as well as staffing vacancies, we have not budgeted any appropriations for seismic training in FY 2019-20.
- The fund is estimated to end FY 2019-20 with approximately $38,791 in fund balance.

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.

There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	1,146	1,000	1,800	800	80 %
Total Revenue	**1,146**	**1,000**	**1,800**	**800**	**80 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24291 PBES-Telecommunications	-1,146	-1,000	-1,800	-800	80 %
Total Use Of Fund Balance	**-1,146**	**-1,000**	**-1,800**	**-800**	**80%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $116,959 in fund balance.

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.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	124,350	50,000	-74,350	-60 %
Total Appropriation	**0**	**124,350**	**50,000**	**-74,350**	**-60 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24292 PBES-Department of Public Health	0	124,350	50,000	-74,350	-60 %
Total Use Of Fund Balance	**0**	**124,350**	**50,000**	**-74,350**	**-60%**

SIGNIFICANT ADJUSTMENTS

- The budgeted appropriation of $50,000 will contribute to the salary and benefits of one new FTE Environmental Health Specialist for the Environmental Health division. This new position will work directly on the water program.
- The fund is expected to end FY 2019-20 with approximately $315,500 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
42-License, Permits and Franchises	4,097	8,400	7,500	-900	-11 %
45-Revenue from Use of Money and Property	12	0	50	50	100 %
Total Revenue	**4,109**	**8,400**	**7,550**	**-850**	**-10 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24294 CASp Certification & Training	-4,109	-8,400	-7,550	850	-10 %
Total Use Of Fund Balance	**-4,109**	**-8,400**	**-7,550**	**850**	**-10%**

SIGNIFICANT ADJUSTMENTS

- The estimated revenue of $7,550 will be used in future fiscal years to supplement Certified Access Specialist Program (CASp) training and certification opportunities for the building staff.
- The fund is expected to end FY 2019-20 with approximately $19,939 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	0	0	20,000	20,000	100 %
56-Other Financing Uses	4,267	10,000	60,000	50,000	500 %
Total Appropriation	**4,267**	**10,000**	**80,000**	**70,000**	**700 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	35,420	10,000	20,000	10,000	100 %
46-Charges for Services	576,070	312,000	100,000	-212,000	-68 %
48-Other Financing Sources	2,806,760	0	0	0	0 %
Total Revenue	**3,418,250**	**322,000**	**120,000**	**-202,000**	**-63 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24400 Mitigation-Airport Industrial	-3,413,983	-312,000	-40,000	272,000	-87 %
Total Use Of Fund Balance	**-3,413,983**	**-312,000**	**-40,000**	**272,000**	**-87%**

SIGNIFICANT ADJUSTMENTS

- Budget includes $60,000 to be transferred to Public Works budget for the staff to work on updating the traffic mitigation fee. It also 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.

- The fund is estimated to end FY 2019-20 with approximately $1,548,019 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	10,000	0	-10,000	0 %
Total Appropriation	**0**	**10,000**	**0**	**-10,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	9	10	0	-10	0 %
46-Charges for Services	0	100,000	0	-100,000	0 %
Total Revenue	**9**	**100,010**	**0**	**-100,010**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24401 Mitigation-American Cyn Area	-9	-90,010	0	90,010	0 %
Total Use Of Fund Balance	**-9**	**-90,010**	**0**	**90,010**	**0%**

SIGNIFICANT ADJUSTMENTS

- The Agreement between the County of Napa and the City of American Canyon provides for the County to construct portions of Devlin Road. All available funds were transferred in FY 2018-19 to Devlin Road Segment E project. Construction contract was awarded on February 26, 2019.

- The fund is estimated to end FY 2019-20 with approximately $100,862 in fund balance.

Community Resources/Infrastructure

Division Budget – SB1

Division 24410, Fund 2440

FUNCTION AND RESPONSIBILITY

Included in the FY 2019-20 budget are the recently passed Senate Bill 1 (SB 1, Beall and Frazier) funded projects. The bill 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. County Auditor-Controller has set up a Special Revenue Fund for SB1 and there are no direct expenditures from this fund. Funds are transferred to the Roads Capital Improvement Projects and Roads Operations Projects as needed. The County is expecting to receive an estimated $2,593,000 during FY 2018-19 and is expecting to receive an estimated $2,707,000 in FY 2019-20. 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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	130,000	340,000	1,175,000	835,000	246 %
Total Appropriation	**130,000**	**340,000**	**1,175,000**	**835,000**	**246 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	951,478	2,695,737	2,706,830	11,093	0 %
45-Revenue from Use of Money and Property	945	0	500	500	100 %
Total Revenue	**952,423**	**2,695,737**	**2,707,330**	**11,593**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24410 SB1	-822,423	-2,355,737	-1,532,330	823,407	-35 %
Total Use Of Fund Balance	**-822,423**	**-2,355,737**	**-1,532,330**	**823,407**	**-35%**

SIGNIFICANT ADJUSTMENTS

- The Roads operations and maintenance crew is scheduled to complete $1,175,000 worth of SB1 projects in FY 2019-20 and it is reflected as a transfer out to the Roads Fund.
- The fund is expected to end FY 2019-20 with approximately $4,101,541 in fund balance.

Community Resources/Infrastructure

Division Budget – 1220053 – 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. As in the case of the SB1 revenues, the revenues are deposited in a special revenue fund set up by the County Auditor-Controller. In 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).

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	0	7,700,000	7,700,000	0	0 %
Total Revenue	**0**	**7,700,000**	**7,700,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24450 Measure T	0	-7,700,000	-7,700,000	0	0 %
Total Use Of Fund Balance	**0**	**-7,700,000**	**-7,700,000**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Current Measure T funded Roads projects:
  - Imola Pocket Paving-ADA Ramp (19004)
  - Ridgecrest Drive (S7109)-FEMA and CalOES reimbursement expected for 93.75%
  - Sunnyhill Drive (S7110)- FEMA and CalOES reimbursement expected for 93.75%

- There are eight additional 2017 Winter Storm projects in the planning phase that will move to design and construction. Once fully designed, staff will return to the Board for approval and appropriations for construction of these projects in FY 2019-20.

- The fund is expected to end FY 2019-20 with approximately $13,074,711 in fund balance. However, funds will be appropriated throughout FY 2019-20 as project costs are identified, which will result in a lower fund balance.

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.

Napa County created a special revenue fund for these Measure A funds.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	0	0	50,000	50,000	100 %
48-Other Financing Sources	8,463,440	0	0	0	0 %
Total Revenue	**8,463,440**	**0**	**50,000**	**50,000**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24460 Measure A Unincorporated	-8,463,440	0	-50,000	-50,000	100 %
Total Use Of Fund Balance	**-8,463,440**	**0**	**-50,000**	**-50,000**	**100%**

SIGNIFICANT ADJUSTMENTS

- Interest for the fund is budgeted for FY 2019-20.
- The fund is estimated to end FY 2019-20 with a fund balance of $217,128.

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. The fund grew significantly in Fiscal Year 2012-13, primarily as a result of a $100,000 settlement payment from a major grocery store for performing food-related construction without a permit. Withdrawals from the account were used for implementing the Environmental Management Department's new database for enforcement tracking and various enforcement training seminars. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	50,000	30,000	-20,000	-40 %
Total Appropriation	**0**	**50,000**	**30,000**	**-20,000**	**-40 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	3,100	500	5,000	4,500	900 %
45-Revenue from Use of Money and Property	4,453	3,500	8,000	4,500	129 %
Total Revenue	**7,553**	**4,000**	**13,000**	**9,000**	**225 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24660 PBES-Hazardous Waste Enforce	-7,553	46,000	17,000	-29,000	-63 %
Total Use Of Fund Balance	**-7,553**	**46,000**	**17,000**	**-29,000**	**-63%**

SIGNIFICANT ADJUSTMENTS

- The department has budgeted $30,000 in appropriations for training specifically related to Hazardous Waste Enforcement.
- The estimated Fund Balance at the conclusion of FY 2019-20 is estimated to be $385,035.

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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
Chamberlain High-Probation
Title IV-E
Community Corrections Performance Incentive
2011 Realignment - Youthful Offender Block Grant

Public Defender
2011 Realignment - Public Defender Parole Revocation

Law & Justice

Functional Area Summary

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24200 Asset Forfeitures-DA	10,481	10,000	10,000	0	0 %
24201 DA-Proposition 64 Civil Penalties	798,621	900,000	850,000	-50,000	-6 %
24202 Hazardous Waste Enforcement	20,000	10,000	10,000	0	0 %
24203 Vehicle Registration Assess	250,000	280,000	280,000	0	0 %
24210 Consumer Fraud	50,000	50,000	50,000	0	0 %
24260 Probation-Asset Forfeitures	7,105	6,500	3,000	-3,500	-54 %
24261 Prob-Post Rel Comm Supervision	93,250	72,000	25,400	-46,600	-65 %
24264 Probation-Chamberlain High	264	2,500	2,500	0	0 %
24266 Community Corrections Performance Incent	494,632	436,600	303,000	-133,600	-31 %
24860 Probation-Title IVE	247,803	351,100	392,000	40,900	12 %
25010 District Attorney	48,000	40,000	50,000	10,000	25 %
25020 Public Defender	74,396	55,000	60,000	5,000	9 %
25040 Prob-Youthful Offender Block G	590,170	635,396	654,200	18,804	3 %
Total Appropriation	**2,684,722**	**2,849,096**	**2,690,100**	**-158,996**	**-6 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24200 Asset Forfeitures-DA	725	5,500	11,000	5,500	100 %
24201 DA-Proposition 64 Civil Penalties	1,643,457	515,000	840,000	325,000	63 %
24202 Hazardous Waste Enforcement	755	5,500	1,500	-4,000	-73 %
24203 Vehicle Registration Assess	202,816	263,000	286,000	23,000	9 %
24210 Consumer Fraud	39,005	10,500	27,000	16,500	157 %
24260 Probation-Asset Forfeitures	9,469	3,020	3,025	5	0 %
24261 Prob-Post Rel Comm Supervision	21,267	51,750	20,525	-31,225	-60 %
24264 Probation-Chamberlain High	68	50	100	50	100 %
24266 Community Corrections Performance Incent	412,498	327,400	301,000	-26,400	-8 %
24860 Probation-Title IVE	309,392	351,100	392,000	40,900	12 %
25010 District Attorney	61,620	40,000	60,000	20,000	50 %
25020 Public Defender	59,577	55,000	60,000	5,000	9 %
25040 Prob-Youthful Offender Block G	654,038	585,000	700,000	115,000	20 %
Total Revenue	**3,414,685**	**2,212,820**	**2,702,150**	**489,330**	**22 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24200 Asset Forfeitures-DA	9,756	4,500	-1,000	-5,500	-122 %
24201 DA-Proposition 64 Civil Penalties	-844,835	385,000	10,000	-375,000	-97 %
24202 Hazardous Waste Enforcement	19,245	4,500	8,500	4,000	89 %
24203 Vehicle Registration Assess	47,184	17,000	-6,000	-23,000	-135 %
24210 Consumer Fraud	10,995	39,500	23,000	-16,500	-42 %
24260 Probation-Asset Forfeitures	-2,364	3,480	-25	-3,505	-101 %
24261 Prob-Post Rel Comm Supervision	71,983	20,250	4,875	-15,375	-76 %
24264 Probation-Chamberlain High	196	2,450	2,400	-50	-2 %
24266 Community Corrections Performance Incent	82,134	109,200	2,000	-107,200	-98 %
24860 Probation-Title IVE	-61,589	0	0	0	0 %
25010 District Attorney	-13,620	0	-10,000	-10,000	100 %
25020 Public Defender	14,819	0	0	0	0 %
25040 Prob-Youthful Offender Block G	-63,867	50,396	-45,800	-96,196	-191 %
Total Use Of Fund Balance	**-729,963**	**636,276**	**-12,050**	**-648,326**	**-102 %**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Revenues fluctuate based on State allocations. 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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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. There are no direct expenditures from this fund, appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	10,481	10,000	10,000	0	0 %
Total Appropriation	**10,481**	**10,000**	**10,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	-196	5,000	10,000	5,000	100 %
45-Revenue from Use of Money and Property	921	500	1,000	500	100 %
Total Revenue	**725**	**5,500**	**11,000**	**5,500**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24200 Asset Forfeitures-DA	9,756	4,500	-1,000	-5,500	-122 %
Total Use Of Fund Balance	**9,756**	**4,500**	**-1,000**	**-5,500**	**-122%**

SIGNIFICANT ADJUSTMENTS

- Revenues and appropriations for have been adjusted to better reflect trends in available funds; revenues are budgeted based on historical averages, although actual revenues can vary significantly from year to year depending on actual cases.
- The fund is estimated to end FY 2019-20 with approximately $80,847 in fund balance.

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. There are no direct expenditures from this fund, appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	798,621	900,000	850,000	-50,000	-6 %
Total Appropriation	**798,621**	**900,000**	**850,000**	**-50,000**	**-6 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	1,611,708	500,000	800,000	300,000	60 %
45-Revenue from Use of Money and Property	30,967	15,000	40,000	25,000	167 %
48-Other Financing Sources	782	0	0	0	0 %
Total Revenue	**1,643,457**	**515,000**	**840,000**	**325,000**	**63 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24201 DA-Proposition 64 Civil Penalties	-844,835	385,000	10,000	-375,000	-97 %
Total Use Of Fund Balance	**-844,835**	**385,000**	**10,000**	**-375,000**	**-97%**

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.

- The fund is estimated to end FY 2019-20 with approximately $2,739,000 in fund balance.
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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. There are no direct expenditures from this fund, appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	20,000	10,000	10,000	0	0 %
Total Appropriation	**20,000**	**10,000**	**10,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	0	5,000	1,000	-4,000	-80 %
45-Revenue from Use of Money and Property	755	500	500	0	0 %
Total Revenue	**755**	**5,500**	**1,500**	**-4,000**	**-73 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24202 Hazardous Waste Enforcement	19,245	4,500	8,500	4,000	89 %
Total Use Of Fund Balance	**19,245**	**4,500**	**8,500**	**4,000**	**89%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $38,243 in fund balance.

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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). There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	250,000	280,000	280,000	0	0 %
Total Appropriation	**250,000**	**280,000**	**280,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	198,418	260,000	280,000	20,000	8 %
45-Revenue from Use of Money and Property	4,398	3,000	6,000	3,000	100 %
Total Revenue	**202,816**	**263,000**	**286,000**	**23,000**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24203 Vehicle Registration Assess	47,184	17,000	-6,000	-23,000	-135 %
Total Use Of Fund Balance	**47,184**	**17,000**	**-6,000**	**-23,000**	**-135%**

SIGNIFICANT ADJUSTMENTS

- The budget includes appropriations for revenues and anticipated costs in the District Attorney's operating budget for current year vehicle theft- and DUI-related activities.
- The fund is estimated to end FY 2019-20 with approximately $367,079 in fund balance.

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. There are no direct expenditures from this fund, appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	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 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	37,593	10,000	25,000	15,000	150 %
45-Revenue from Use of Money and Property	1,412	500	2,000	1,500	300 %
Total Revenue	**39,005**	**10,500**	**27,000**	**16,500**	**157 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24210 Consumer Fraud	10,995	39,500	23,000	-16,500	-42 %
Total Use Of Fund Balance	**10,995**	**39,500**	**23,000**	**-16,500**	**-42%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $69,411 in fund balance.

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.

- No direct expenditures from this fund.
- Appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	7,105	6,500	3,000	-3,500	-54 %
Total Appropriation	**7,105**	**6,500**	**3,000**	**-3,500**	**-54 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	7,078	3,000	3,000	0	0 %
45-Revenue from Use of Money and Property	46	20	25	5	25 %
48-Other Financing Sources	2,345	0	0	0	0 %
Total Revenue	**9,469**	**3,020**	**3,025**	**5**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24260 Probation-Asset Forfeitures	-2,364	3,480	-25	-3,505	-101 %
Total Use Of Fund Balance	**-2,364**	**3,480**	**-25**	**-3,505**	**-101%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $1,006 in fund balance.

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 of:

- 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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	93,250	72,000	25,400	-46,600	-65 %
Total Appropriation	**93,250**	**72,000**	**25,400**	**-46,600**	**-65 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	20,500	51,250	20,500	-30,750	-60 %
45-Revenue from Use of Money and Property	767	500	25	-475	-95 %
Total Revenue	**21,267**	**51,750**	**20,525**	**-31,225**	**-60 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24261 Prob-Post Rel Comm Supervision	71,983	20,250	4,875	-15,375	-76 %
Total Use Of Fund Balance	**71,983**	**20,250**	**4,875**	**-15,375**	**-76%**

SIGNIFICANT ADJUSTMENTS

- Revenue based on an estimated $16.4 million decrease in the State Budget for county probation departments to supervise offenders on PRCS.

- The fund is estimated to end FY 2019-20 with approximately $575 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	264	2,500	2,500	0	0 %
Total Appropriation	**264**	**2,500**	**2,500**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	68	50	100	50	100 %
Total Revenue	**68**	**50**	**100**	**50**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24264 Probation-Chamberlain High	196	2,450	2,400	-50	-2 %
Total Use Of Fund Balance	**196**	**2,450**	**2,400**	**-50**	**-2%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $1,726 in fund balance.

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 given 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. There are no direct expenditures from this fund. Appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	494,632	436,600	303,000	-133,600	-31 %
Total Appropriation	**494,632**	**436,600**	**303,000**	**-133,600**	**-31 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	410,767	326,200	300,000	-26,200	-8 %
45-Revenue from Use of Money and Property	1,731	1,200	1,000	-200	-17 %
Total Revenue	**412,498**	**327,400**	**301,000**	**-26,400**	**-8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24266 Community Corrections Performance Incent	82,134	109,200	2,000	-107,200	-98 %
Total Use Of Fund Balance	**82,134**	**109,200**	**2,000**	**-107,200**	**-98%**

SIGNIFICANT ADJUSTMENTS

- Revenue from the State for SB 678 will decrease in FY 2019-20 due to less funding available statewide. The State estimates Probation departments will receive $106.4 million based on a formula established in FY 2015-16. The formula contains a minimum payment of $200,000 and is based on prison revocation rates on all supervised populations for felony probation, Post Release Community Supervision and Mandatory Supervision.

- Funding is used to offset staff expenditures that would otherwise be charged to the 2011 Public Safety Realignment fund.

- The fund is estimated to end FY 2019-20 with $30,275 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	247,803	351,100	392,000	40,900	12 %
Total Appropriation	**247,803**	**351,100**	**392,000**	**40,900**	**12 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	308,684	350,500	391,000	40,500	12 %
45-Revenue from Use of Money and Property	708	600	1,000	400	67 %
Total Revenue	**309,392**	**351,100**	**392,000**	**40,900**	**12 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24860 Probation-Title IVE	-61,589	0	0	0	0 %
Total Use Of Fund Balance	**-61,589**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with $31,053.

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. There are no direct expenditures from this fund. Funds are transferred to the District Attorney's Office when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	48,000	40,000	50,000	10,000	25 %
Total Appropriation	**48,000**	**40,000**	**50,000**	**10,000**	**25 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	61,620	40,000	60,000	20,000	50 %
Total Revenue	**61,620**	**40,000**	**60,000**	**20,000**	**50 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25010 District Attorney	-13,620	0	-10,000	-10,000	100 %
Total Use Of Fund Balance	**-13,620**	**0**	**-10,000**	**-10,000**	**100%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $128,728 in fund balance.

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. There are no direct expenditures from this fund. Funds are transferred to the Public Defender's Office when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	74,396	55,000	60,000	5,000	9 %
Total Appropriation	**74,396**	**55,000**	**60,000**	**5,000**	**9 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	59,577	55,000	60,000	5,000	9 %
Total Revenue	**59,577**	**55,000**	**60,000**	**5,000**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25020 Public Defender	14,819	0	0	0	0 %
Total Use Of Fund Balance	**14,819**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Expected FY 2019-20 transfers are based on anticipated parole hearings.
- The fund is estimated to end FY 2019-20 with a fund balance of approximately $11,337.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund. The YOBG is included in the 2011 Realignment funding for law enforcement.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	590,170	635,396	654,200	18,804	3 %
Total Appropriation	**590,170**	**635,396**	**654,200**	**18,804**	**3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	654,038	585,000	700,000	115,000	20 %
Total Revenue	**654,038**	**585,000**	**700,000**	**115,000**	**20 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25040 Prob-Youthful Offender Block G	-63,867	50,396	-45,800	-96,196	-191 %
Total Use Of Fund Balance	**-63,867**	**50,396**	**-45,800**	**-96,196**	**-191%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $524,655 in fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
24220 Sheriff-Civil Equipment	9,068	18,000	30,625	12,625	70 %
24221 Sheriff-Fingerprint ID	41,443	762,518	121,000	-641,518	-84 %
24223 Sheriff-Asset Forfeitures	281,532	0	158,000	158,000	100 %
24224 Sheriff-Debtor Assessment Fees	76,440	10,000	16,440	6,440	64 %
24225 Sheriff-CLEEP Law Enforct Prog	2,716	0	0	0	0 %
24227 Sheriff-Community Services	4,802	3,000	5,000	2,000	67 %
24230 Sheriff-Indigent Burial	39,983	0	0	0	0 %
24250 Sheriff-Drug Enforcement Ag	24,798	35,000	0	-35,000	-100 %
24255 Standards and Training-Corr	95,659	107,000	98,489	-8,511	-8 %
25031 Sheriff-Trial Court Security	1,882,848	1,967,209	1,908,275	-58,934	-3 %
Total Appropriation	**2,459,290**	**2,902,727**	**2,337,829**	**-564,898**	**-19 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24220 Sheriff-Civil Equipment	19,252	22,000	22,000	0	0 %
24221 Sheriff-Fingerprint ID	151,296	148,000	148,000	0	0 %
24223 Sheriff-Asset Forfeitures	58,478	1,200	1,200	0	0 %
24224 Sheriff-Debtor Assessment Fees	28,500	33,000	36,000	3,000	9 %
24225 Sheriff-CLEEP Law Enforct Prog	26	0	0	0	0 %
24226 Sheriff-Muni Court Auto Warrant	2,533	3,500	3,340	-160	-5 %
24227 Sheriff-Community Services	231	220	220	0	0 %
24230 Sheriff-Indigent Burial	1,138	0	0	0	0 %
24240 Sheriff-Rabies Eradication Ctl	181	140	300	160	114 %
24250 Sheriff-Drug Enforcement Ag	24,798	35,250	0	-35,250	-100 %
24255 Standards and Training-Corr	109,157	107,000	98,489	-8,511	-8 %
25031 Sheriff-Trial Court Security	1,828,082	1,967,209	1,908,275	-58,934	-3 %
Total Revenue	**2,223,671**	**2,317,519**	**2,217,824**	**-99,695**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24220 Sheriff-Civil Equipment	-10,184	-4,000	8,625	12,625	-316 %
24221 Sheriff-Fingerprint ID	-109,853	614,518	-27,000	-641,518	-104 %
24223 Sheriff-Asset Forfeitures	223,054	-1,200	156,800	158,000	-13167 %
24224 Sheriff-Debtor Assessment Fees	47,940	-23,000	-19,560	3,440	-15 %
24225 Sheriff-CLEEP Law Enforct Prog	2,690	0	0	0	0 %
24226 Sheriff-Muni Court Auto Warrant	-2,533	-3,500	-3,340	160	-5 %
24227 Sheriff-Community Services	4,571	2,780	4,780	2,000	72 %
24230 Sheriff-Indigent Burial	38,845	0	0	0	0 %
24240 Sheriff-Rabies Eradication Ctl	-181	-140	-300	-160	114 %
24250 Sheriff-Drug Enforcement Ag	0	-250	0	250	-100 %
24255 Standards and Training-Corr	-13,497	0	0	0	0 %
25031 Sheriff-Trial Court Security	54,766	0	0	0	0 %
Total Use Of Fund Balance	**235,620**	**585,208**	**120,005**	**-465,203**	**-79 %**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- 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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	9,068	18,000	30,625	12,625	70 %
Total Appropriation	**9,068**	**18,000**	**30,625**	**12,625**	**70 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,224	2,000	2,000	0	0 %
46-Charges for Services	17,028	20,000	20,000	0	0 %
Total Revenue	**19,252**	**22,000**	**22,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24220 Sheriff-Civil Equipment	-10,184	-4,000	8,625	12,625	-316 %
Total Use Of Fund Balance	**-10,184**	**-4,000**	**8,625**	**12,625**	**-316%**

SIGNIFICANT ADJUSTMENTS

- Appropriations have increased by $12,625 over the Adopted FY 2018-19. Additional appropriations will fund the purchase of two Mobile Data Computers (MDC) and mobile software licensing for the Civil Division.
- The fund is estimated to end FY 2019-2020 with approximately $216,345 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	41,443	762,518	121,000	-641,518	-84 %
Total Appropriation	**41,443**	**762,518**	**121,000**	**-641,518**	**-84 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	9,540	4,000	4,000	0	0 %
46-Charges for Services	141,756	144,000	144,000	0	0 %
Total Revenue	**151,296**	**148,000**	**148,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24221 Sheriff-Fingerprint ID	-109,853	614,518	-27,000	-641,518	-104 %
Total Use Of Fund Balance	**-109,853**	**614,518**	**-27,000**	**-641,518**	**-104%**

SIGNIFICANT ADJUSTMENTS

- Appropriations are decreasing by $641,518. The FY 18-19 requested budget included the purchase of a new Automated Fingerprint Information System (AFIS) in the amount of $700,000 which has been purchased. This requested budget includes funding for the Automated Fingerprint annual maintenance contract, one mobile fingerprint identification system and the the replacent of a Livescan machine for Corrections in the amount of $40,000.

- The fund is estimated to end FY 2019-2020 with approximately $445,782 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	281,532	0	158,000	158,000	100 %
Total Appropriation	**281,532**	**0**	**158,000**	**158,000**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	55,923	0	0	0	0 %
45-Revenue from Use of Money and Property	2,555	1,200	1,200	0	0 %
Total Revenue	**58,478**	**1,200**	**1,200**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24223 Sheriff-Asset Forfeitures	223,054	-1,200	156,800	158,000	-13167 %
Total Use Of Fund Balance	**223,054**	**-1,200**	**156,800**	**158,000**	**-13167%**

SIGNIFICANT ADJUSTMENTS

- Appropriations include $114,000 for the purchase of an Andros F6B Bomb Robot. The current bomb robot was purchased in 2007, and has become costly to repair and maintain. The bomb robot can no longer handle the sophisticated explosive devices encountered today, rendering it obsolete. The bomb squad is accredited by the Federal Bureau of Investigation (FBI) and held to FBI standards and requirements. Without a fully-functioning robot, the bomb squad would be unable to maintain their FBI accreditation and would be disbanded. The Sheriff's Office would not be able to respond to bomb incidents or provide assistance to allied agencies.

- Additional appropriations include $44,000 for the purchase of two Search and Rescue (SAR) all terrain vehicle (ATV) & all terrain utility vehicle (UTV). The purchased ATVs would replace one aging ATV and one non-operational ATV, maintaining SAR's capabilities. The purchased UTV would increase SAR's operational capabilities, allowing them to search larger areas and carry more equipment and personnel.

- The fund is estimated to end FY 2019-2020 with approximately $37,364 in fund balance.

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. There are no direct expenditures from this fund. Appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	76,440	10,000	16,440	6,440	64 %
Total Appropriation	**76,440**	**10,000**	**16,440**	**6,440**	**64 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	4,615	3,000	6,000	3,000	100 %
46-Charges for Services	23,885	30,000	30,000	0	0 %
Total Revenue	**28,500**	**33,000**	**36,000**	**3,000**	**9 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24224 Sheriff-Debtor Assessment Fees	47,940	-23,000	-19,560	3,440	-15 %
Total Use Of Fund Balance	**47,940**	**-23,000**	**-19,560**	**3,440**	**-15%**

SIGNIFICANT ADJUSTMENTS

- Appropriations fund the Civil Division vehicle. The increase is due to the purchase of a new vehicle and includes replacement and operations and maintenance costs billed through County Fleet.
- The fund is estimated to end FY 2019-2020 with approximately $437,719 in fund balance.

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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,716	0	0	0	0 %
Total Appropriation	**2,716**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	26	0	0	0	0 %
Total Revenue	**26**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24225 Sheriff-CLEEP Law Enforct Prog	2,690	0	0	0	0 %
Total Use Of Fund Balance	**2,690**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- FY 2017-18 was the last year of the SRF. This is included for historical purposes only.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	0	2,700	0	-2,700	-100 %
44-Fines, Forfeitures, and Penalties	587	800	300	-500	-63 %
45-Revenue from Use of Money and Property	1,946	0	3,040	3,040	100 %
Total Revenue	**2,533**	**3,500**	**3,340**	**-160**	**-5 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24226 Sheriff-Muni Court Auto Warrant	-2,533	-3,500	-3,340	160	-5 %
Total Use Of Fund Balance	**-2,533**	**-3,500**	**-3,340**	**160**	**-5%**

SIGNIFICANT ADJUSTMENTS

- There are no requested appropriations in this fund for FY 2019-2020. The fund is estimated to end FY 2019-2020 with approximately $199,751 in fund balance.

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.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	4,802	3,000	5,000	2,000	67 %
Total Appropriation	**4,802**	**3,000**	**5,000**	**2,000**	**67 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	231	220	220	0	0 %
Total Revenue	**231**	**220**	**220**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24227 Sheriff-Community Services	4,571	2,780	4,780	2,000	72 %
Total Use Of Fund Balance	**4,571**	**2,780**	**4,780**	**2,000**	**72%**

SIGNIFICANT ADJUSTMENTS

- Appropriations fund the Sexual Assault Felony Enforcement (SAFE) program.
- The fund is estimated to end FY 2019-2020 with approximately $10,688 in fund balance.

Public Safety

Division Budget – Indigent Burial

Division 24230, Fund 2420

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 Account and the County general fund.

In August of 2017, staff recommended transferring the responsibility for disposition of a deceased indigent's remains from the Sheriff-Coroner to Health and Human Services Agency, specifically the Public Administrator, to consolidate the burial functions presently being provided by the County.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	39,983	0	0	0	0 %
Total Appropriation	**39,983**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
46-Charges for Services	1,138	0	0	0	0 %
Total Revenue	**1,138**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24230 Sheriff-Indigent Burial	38,845	0	0	0	0 %
Total Use Of Fund Balance	**38,845**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Indigent Burial was transferred to Health and Human Services SRF Fund 2480 Division 24805 in August 2017. This is included for historical purposes only.
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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. There are no direct expenditures from this fund; appropriated funds are transferred to and budgeted for expenditure in the Sheriff's Animal Services Division.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	37	0	0	0	0 %
45-Revenue from Use of Money and Property	144	140	300	160	114 %
Total Revenue	**181**	**140**	**300**	**160**	**114 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24240 Sheriff-Rabies Eradication Ctl	-181	-140	-300	-160	114 %
Total Use Of Fund Balance	**-181**	**-140**	**-300**	**-160**	**114%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-2020 with approximately $14,773 in fund balance.

Public Safety

Division Budget – Drug Enforcement Agency (DEA)

Division 24250, Fund 2420

FUNCTION AND RESPONSIBILITY

This fund held federal funds from the Drug Enforcement Agency used for marijuana eradication. Funds were transferred to and budgeted for expenditure in the General Fund.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	24,798	35,000	0	-35,000	0 %
Total Appropriation	**24,798**	**35,000**	**0**	**-35,000**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	24,619	35,000	0	-35,000	0 %
45-Revenue from Use of Money and Property	180	250	0	-250	0 %
Total Revenue	**24,798**	**35,250**	**0**	**-35,250**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24250 Sheriff-Drug Enforcement Ag	0	-250	0	250	0 %
Total Use Of Fund Balance	**0**	**-250**	**0**	**250**	**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 not appropriate. 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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	95,659	107,000	98,489	-8,511	-8 %
Total Appropriation	**95,659**	**107,000**	**98,489**	**-8,511**	**-8 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	109,039	107,000	98,489	-8,511	-8 %
45-Revenue from Use of Money and Property	118	0	0	0	0 %
Total Revenue	**109,157**	**107,000**	**98,489**	**-8,511**	**-8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24255 Standards and Training-Corr	-13,497	0	0	0	0 %
Total Use Of Fund Balance	**-13,497**	**0**	**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 On-Going Training. Based on lower reimbursement rate from the State, a 4% decline in overall 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. Appropriations are allocated to both the Sheriff's Office and the Napa County Department of Corrections (General Fund budget units) for security services provided to the Napa County Superior Court.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	1,882,848	1,967,209	1,908,275	-58,934	-3 %
Total Appropriation	**1,882,848**	**1,967,209**	**1,908,275**	**-58,934**	**-3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,828,082	1,967,209	1,908,275	-58,934	-3 %
Total Revenue	**1,828,082**	**1,967,209**	**1,908,275**	**-58,934**	**-3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25031 Sheriff-Trial Court Security	54,766	0	0	0	0 %
Total Use Of Fund Balance	**54,766**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-2020 with no fund balance.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
24600 PH-AIDS-Education-HS11350	0	4,200	0	-4,200	-100 %
24601 PH-Local Bioterrorism	173,783	210,000	216,332	6,332	3 %
24602 PH-Emergency Medical Services	305,513	336,200	295,000	-41,200	-12 %
24603 PH-Vital-Hlth Statistic-Health	15,060	24,000	13,000	-11,000	-46 %
24605 PH-Health Resource and Serv	151,092	172,000	165,668	-6,332	-4 %
24608 Tobacco Control Prop 99	64,342	195,000	195,000	0	0 %
24609 Tobacco Control Prop 56	219,230	168,370	146,550	-21,820	-13 %
24621 MH-MHSA Planning Expense	5,609,386	6,888,221	6,986,845	98,624	1 %
24640 Alcohol Abuse Education Preven	60,000	60,000	60,000	0	0 %
24641 ADS-Drug Fees-HS11372.7	20,000	20,000	20,000	0	0 %
24650 Whole Person Care	2,101,022	2,310,189	2,602,839	292,650	13 %
24800 CWS-County Children Fund	50,985	50,058	50,985	927	2 %
24801 CWS-SB163 Wraparound	404,865	473,623	491,000	17,377	4 %
24805 Indigent Burial	2,223	15,000	7,500	-7,500	-50 %
24810 SS-Clerk Domestic Violence	34,295	40,080	41,640	1,560	4 %
24811 Family Support Subaccount	1,192,447	839,000	1,329,461	490,461	58 %
25050 MH-Community Mental Health	5,956,964	5,957,128	5,957,128	0	0 %
25053 ADS-Drug Medi-CAL	0	0	107,931	107,931	100 %
25062 MH-Behavioral Health	3,891,093	4,024,414	4,301,654	277,240	7 %
25063 CWS-Protective Services	7,294,592	7,222,684	7,222,684	0	0 %
Total Appropriation	**27,546,892**	**29,010,167**	**30,211,217**	**1,201,050**	**4 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24600 PH-AIDS-Education-HS11350	2,249	1,400	1,650	250	18 %
24601 PH-Local Bioterrorism	175,866	210,000	216,900	6,900	3 %
24602 PH-Emergency Medical Services	310,761	306,200	265,700	-40,500	-13 %
24603 PH-Vital-Hlth Statistic-Health	16,718	16,600	13,100	-3,500	-21 %
24605 PH-Health Resource and Serv	151,471	172,000	166,000	-6,000	-3 %
24606 PH-CDC-Emergency Response	10	10	20	10	100 %
24607 PH-Hospital Prep-H1N1	9	10	20	10	100 %
24608 Tobacco Control Prop 99	179,969	150,075	152,000	1,925	1 %
24609 Tobacco Control Prop 56	219,298	168,370	161,250	-7,120	-4 %
24620 MH-Managed Care	16,088	18,000	13,000	-5,000	-28 %
24621 MH-MHSA Planning Expense	6,706,870	6,050,000	6,557,624	507,624	8 %
24640 Alcohol Abuse Education Preven	36,725	45,700	23,000	-22,700	-50 %
24641 ADS-Drug Fees-HS11372.7	7,965	5,100	8,000	2,900	57 %
24650 Whole Person Care	1,242,834	2,325,189	2,554,534	229,345	10 %
24800 CWS-County Children Fund	41,255	45,300	45,500	200	0 %
24801 CWS-SB163 Wraparound	733,893	701,500	895,134	193,634	28 %
24805 Indigent Burial	43,337	20,150	4,300	-15,850	-79 %
24810 SS-Clerk Domestic Violence	34,319	40,080	41,640	1,560	4 %
24811 Family Support Subaccount	1,616,546	1,505,000	1,416,000	-89,000	-6 %
25050 MH-Community Mental Health	5,956,964	5,957,128	5,957,128	0	0 %
25062 MH-Behavioral Health	4,328,257	4,024,414	4,301,654	277,240	7 %
25063 CWS-Protective Services	6,752,454	7,222,684	7,222,684	0	0 %
Total Revenue	**28,573,856**	**28,984,910**	**30,016,838**	**1,031,928**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24600 PH-AIDS-Education-HS11350	-2,249	2,800	-1,650	-4,450	-159 %
24601 PH-Local Bioterrorism	-2,083	0	-568	-568	100 %
24602 PH-Emergency Medical Services	-5,248	30,000	29,300	-700	-2 %
24603 PH-Vital-Hlth Statistic-Health	-1,658	7,400	-100	-7,500	-101 %
24605 PH-Health Resource and Serv	-379	0	-332	-332	100 %
24606 PH-CDC-Emergency Response	-10	-10	-20	-10	100 %
24607 PH-Hospital Prep-H1N1	-9	-10	-20	-10	100 %
24608 Tobacco Control Prop 99	-115,627	44,925	43,000	-1,925	-4 %
24609 Tobacco Control Prop 56	-68	0	-14,700	-14,700	100 %
24620 MH-Managed Care	-16,088	-18,000	-13,000	5,000	-28 %
24621 MH-MHSA Planning Expense	-1,097,484	838,221	429,221	-409,000	-49 %
24640 Alcohol Abuse Education Preven	23,275	14,300	37,000	22,700	159 %
24641 ADS-Drug Fees-HS11372.7	12,035	14,900	12,000	-2,900	-19 %
24650 Whole Person Care	858,188	-15,000	48,305	63,305	-422 %
24800 CWS-County Children Fund	9,730	4,758	5,485	727	15 %
24801 CWS-SB163 Wraparound	-329,028	-227,877	-404,134	-176,257	77 %
24805 Indigent Burial	-41,114	-5,150	3,200	8,350	-162 %
24810 SS-Clerk Domestic Violence	-24	0	0	0	0 %
24811 Family Support Subaccount	-424,099	-666,000	-86,539	579,461	-87 %
25050 MH-Community Mental Health	0	0	0	0	0 %
25053 ADS-Drug Medi-CAL	0	0	107,931	107,931	100 %
25062 MH-Behavioral Health	-437,164	0	0	0	0 %
25063 CWS-Protective Services	542,139	0	0	0	0 %
Total Use Of Fund Balance	**-1,026,964**	**25,257**	**194,379**	**169,122**	**670 %**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Significant adjustments are individually described within each Special Revenue Fund (SRF) narrative; please see each SRF narrative for detail.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health or Alcohol and Drug Services for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	4,200	0	-4,200	0 %
Total Appropriation	**0**	**4,200**	**0**	**-4,200**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	2,038	1,200	1,200	0	0 %
45-Revenue from Use of Money and Property	212	200	450	250	125 %
Total Revenue	**2,249**	**1,400**	**1,650**	**250**	**18 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24600 PH-AIDS-Education-HS11350	-2,249	2,800	-1,650	-4,450	-159 %
Total Use Of Fund Balance	**-2,249**	**2,800**	**-1,650**	**-4,450**	**-159%**

SIGNIFICANT ADJUSTMENTS

- No appropriations are budgeted in Fiscal Year 2019-20. The Public Health division is allowing the fund balance to accumulate until a time when the amount is sufficient in a particular year to offset AIDS education activities.
- As of June 30, 2020, the remaining fund balance is estimated to be $25,493.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	173,783	210,000	216,332	6,332	3 %
Total Appropriation	**173,783**	**210,000**	**216,332**	**6,332**	**3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	175,432	209,600	216,000	6,400	3 %
45-Revenue from Use of Money and Property	434	400	900	500	125 %
Total Revenue	**175,866**	**210,000**	**216,900**	**6,900**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24601 PH-Local Bioterrorism	-2,083	0	-568	-568	100 %
Total Use Of Fund Balance	**-2,083**	**0**	**-568**	**-568**	**100%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- As of June 30, 2020, the remaining fund balance is estimated to be $3,335.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	305,513	336,200	295,000	-41,200	-12 %
Total Appropriation	**305,513**	**336,200**	**295,000**	**-41,200**	**-12 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	303,575	300,000	258,000	-42,000	-14 %
45-Revenue from Use of Money and Property	1,960	1,200	4,100	2,900	242 %
47-Miscellaneous Revenues	5,226	5,000	3,600	-1,400	-28 %
Total Revenue	**310,761**	**306,200**	**265,700**	**-40,500**	**-13 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24602 PH-Emergency Medical Services	-5,248	30,000	29,300	-700	-2 %
Total Use Of Fund Balance	**-5,248**	**30,000**	**29,300**	**-700**	**-2%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Appropriations will be $41,200 lower in Fiscal Year 2019-20 due to less fines being generated and available to be transferred to Public Health. Revenues are also lowered $42,000 accordingly.
- As of June 30, 2020, the remaining fund balance is estimated to be $38,809.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	15,060	24,000	13,000	-11,000	-46 %
Total Appropriation	**15,060**	**24,000**	**13,000**	**-11,000**	**-46 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	72	100	100	0	0 %
46-Charges for Services	16,645	16,500	13,000	-3,500	-21 %
Total Revenue	**16,718**	**16,600**	**13,100**	**-3,500**	**-21 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24603 PH-Vital-Hlth Statistic-Health	-1,658	7,400	-100	-7,500	-101 %
Total Use Of Fund Balance	**-1,658**	**7,400**	**-100**	**-7,500**	**-101%**

SIGNIFICANT ADJUSTMENTS

- Appropriations will be $11,000 lower than Fiscal Year 2018-2019.
- Revenues are $3,500 lower due to decreased charges.
- As of June 30, 2020, the remaining fund balance is estimated to be $529.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	151,092	172,000	165,668	-6,332	-4 %
Total Appropriation	**151,092**	**172,000**	**165,668**	**-6,332**	**-4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	151,092	171,500	165,000	-6,500	-4 %
45-Revenue from Use of Money and Property	379	500	1,000	500	100 %
Total Revenue	**151,471**	**172,000**	**166,000**	**-6,000**	**-3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24605 PH-Health Resource and Serv	-379	0	-332	-332	100 %
Total Use Of Fund Balance	**-379**	**0**	**-332**	**-332**	**100%**

SIGNIFICANT ADJUSTMENTS

- Revenues are projected to be $6,500 lower due to a reduction in the base allocation in FY 2019-20. Appropriations have been reduced accordingly by $6,332.
- As of June 30, 2020, the remaining fund balance is estimated to be $3,354.

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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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	10	10	20	10	100 %
Total Revenue	**10**	**10**	**20**	**10**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24606 PH-CDC-Emergency Response	-10	-10	-20	-10	100 %
Total Use Of Fund Balance	**-10**	**-10**	**-20**	**-10**	**100%**

SIGNIFICANT ADJUSTMENTS

- A decision was made to maintain a small balance in this fund for a possible future need.
- As of June 30, 2020, the remaining fund balance is estimated to be $1,048.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditure when appropriate.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	9	10	20	10	100 %
Total Revenue	**9**	**10**	**20**	**10**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24607 PH-Hospital Prep-H1N1	-9	-10	-20	-10	100 %
Total Use Of Fund Balance	**-9**	**-10**	**-20**	**-10**	**100%**

SIGNIFICANT ADJUSTMENTS

- A decision was made to maintain a small balance in this fund for a possible future need.
- As of June 30, 2020, the remaining fund balance is estimated to be $888.
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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. This fund tracks the revenue received for this purpose. There are no direct expenditures from this fund. Funds are transferred to Public Health for expenditures when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	64,342	195,000	195,000	0	0 %
Total Appropriation	**64,342**	**195,000**	**195,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	179,571	150,000	150,000	0	0 %
45-Revenue from Use of Money and Property	398	75	2,000	1,925	2567 %
Total Revenue	**179,969**	**150,075**	**152,000**	**1,925**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24608 Tobacco Control Prop 99	-115,627	44,925	43,000	-1,925	-4 %
Total Use Of Fund Balance	**-115,627**	**44,925**	**43,000**	**-1,925**	**-4%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Interest is projected to increase $1,925 based on trend.
- As of June 30, 2020, the remaining fund balance is estimated to be $46,627.

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. There are no direct expenditures from this fund. Generally, revenues are transferred to Public Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	219,230	168,370	146,550	-21,820	-13 %
Total Appropriation	**219,230**	**168,370**	**146,550**	**-21,820**	**-13 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	219,105	168,270	161,150	-7,120	-4 %
45-Revenue from Use of Money and Property	193	100	100	0	0 %
Total Revenue	**219,298**	**168,370**	**161,250**	**-7,120**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24609 Tobacco Control Prop 56	-68	0	-14,700	-14,700	100 %
Total Use Of Fund Balance	**-68**	**0**	**-14,700**	**-14,700**	**100%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- As of June 30, 2020, the remaining fund balance is estimated to be $14,773.

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. There are no direct expenditures from this fund. Funds are transferred to Mental Health for expenditure when appropriate.

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	16,088	18,000	13,000	-5,000	-28 %
Total Revenue	**16,088**	**18,000**	**13,000**	**-5,000**	**-28 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24620 MH-Managed Care	-16,088	-18,000	-13,000	5,000	-28 %
Total Use Of Fund Balance	**-16,088**	**-18,000**	**-13,000**	**5,000**	**-28%**

SIGNIFICANT ADJUSTMENTS

- Revenues are $5,000 lower in Fiscal Year 2019-20, reflecting a decrease in projected interest.
- As of June 30, 2020, the remaining fund balance is estimated to be $1,619,107.

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. This fund tracks the MHSA revenue received by the County. There are no direct expenditures from this fund. Funds are transferred to Mental Health for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	5,609,386	6,888,221	6,986,845	98,624	1 %
Total Appropriation	**5,609,386**	**6,888,221**	**6,986,845**	**98,624**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	6,633,607	6,000,000	6,427,624	427,624	7 %
45-Revenue from Use of Money and Property	73,263	50,000	130,000	80,000	160 %
Total Revenue	**6,706,870**	**6,050,000**	**6,557,624**	**507,624**	**8 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24621 MH-MHSA Planning Expense	-1,097,484	838,221	429,221	-409,000	-49 %
Total Use Of Fund Balance	**-1,097,484**	**838,221**	**429,221**	**-409,000**	**-49%**

SIGNIFICANT ADJUSTMENTS

- Revenue is projected to increase by $507,600 due to improved income tax revenue and increased interest revenue.
- As of June 30, 2020, the remaining fund balance is estimated to be $5,038,546.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Alcohol and Drug Services for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	60,000	60,000	60,000	0	0 %
Total Appropriation	**60,000**	**60,000**	**60,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	35,852	45,000	22,000	-23,000	-51 %
45-Revenue from Use of Money and Property	873	700	1,000	300	43 %
Total Revenue	**36,725**	**45,700**	**23,000**	**-22,700**	**-50 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24640 Alcohol Abuse Education Preven	23,275	14,300	37,000	22,700	159 %
Total Use Of Fund Balance	**23,275**	**14,300**	**37,000**	**22,700**	**159%**

SIGNIFICANT ADJUSTMENTS

- As of June 30, 2020, the remaining fund balance is estimated to be $9,153.

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. This fund tracks the revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to Alcohol and Drug Services for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	20,000	20,000	20,000	0	0 %
Total Appropriation	**20,000**	**20,000**	**20,000**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	7,364	5,000	7,000	2,000	40 %
45-Revenue from Use of Money and Property	600	100	1,000	900	900 %
Total Revenue	**7,965**	**5,100**	**8,000**	**2,900**	**57 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24641 ADS-Drug Fees-HS11372.7	12,035	14,900	12,000	-2,900	-19 %
Total Use Of Fund Balance	**12,035**	**14,900**	**12,000**	**-2,900**	**-19%**

SIGNIFICANT ADJUSTMENTS

- Budgeted revenues increased by $2,000 based on trend.
- Interest is projected to increase $900 based on trend.
- As of June 30, 2020, the remaining fund balance is estimated to be $19,878.

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.

WPC Pilots 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 will provide an option to a county, a city and county, a health or hospital authority, or a consortium of any of the above entities serving a county or region consisting of more than one county, or a health authority, 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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,101,022	2,310,189	2,602,839	292,650	13 %
Total Appropriation	**2,101,022**	**2,310,189**	**2,602,839**	**292,650**	**13 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,222,707	2,310,189	2,538,574	228,385	10 %
45-Revenue from Use of Money and Property	20,127	15,000	15,960	960	6 %
Total Revenue	**1,242,834**	**2,325,189**	**2,554,534**	**229,345**	**10 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24650 Whole Person Care	858,188	-15,000	48,305	63,305	-422 %
Total Use Of Fund Balance	**858,188**	**-15,000**	**48,305**	**63,305**	**-422%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Budgeted appropriations are $292,650 higher and budgeted revenues are $228,385 higher than Fiscal Year 2019-20 primarily due to Eligibility Specialist and Administrative support of WPC activities from Health and Human Services staff, which results in increased claimable revenue.
- As of June 30, 2020, the remaining fund balance is estimated to be $865,191.

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. This fund tracks the revenue received for this purpose. There are no direct expenditures from this fund. Funds are transferred to Child Welfare Services for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	50,985	50,058	50,985	927	2 %
Total Appropriation	**50,985**	**50,058**	**50,985**	**927**	**2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	2,878	3,000	3,000	0	0 %
45-Revenue from Use of Money and Property	383	300	500	200	67 %
46-Charges for Services	22,449	20,000	20,000	0	0 %
47-Miscellaneous Revenues	15,545	22,000	22,000	0	0 %
Total Revenue	**41,255**	**45,300**	**45,500**	**200**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24800 CWS-County Children Fund	9,730	4,758	5,485	727	15 %
Total Use Of Fund Balance	**9,730**	**4,758**	**5,485**	**727**	**15%**

SIGNIFICANT ADJUSTMENTS

- Interest is projected to increase $200 in Fiscal Year 2019-20 based on trend.
- As of June 30, 2020, the remaining fund balance is estimated to be $8,105.

Health & Human Services

Division Budget – SB 163 Wrap-around

Division 24801, Fund 2480

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 Fund 3503. 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.) This fund tracks the funds received for this purpose. There are no direct expenditures from this fund. Generally, funds are transferred to other budget units for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	404,865	473,623	491,000	17,377	4 %
Total Appropriation	**404,865**	**473,623**	**491,000**	**17,377**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	730,682	700,000	887,134	187,134	27 %
45-Revenue from Use of Money and Property	3,211	1,500	8,000	6,500	433 %
Total Revenue	**733,893**	**701,500**	**895,134**	**193,634**	**28 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24801 CWS-SB163 Wraparound	-329,028	-227,877	-404,134	-176,257	77 %
Total Use Of Fund Balance	**-329,028**	**-227,877**	**-404,134**	**-176,257**	**77%**

SIGNIFICANT ADJUSTMENTS

- Revenues are $187,134 higher in Fiscal Year 2019-20, reflecting an estimated increase in diverted payments to group home placements, which is how revenue is generated in this fund.
- Interest is projected to increase $6,500 based on trend.
- As of June 30, 2020, the remaining fund balance is estimated to be $1,294,406.

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 and the County general fund. There are no direct expenditures from this fund. Generally, revenues are transferred to Comprehensive Services for Older Adults for expenditure when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	2,223	15,000	7,500	-7,500	-50 %
Total Appropriation	**2,223**	**15,000**	**7,500**	**-7,500**	**-50 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	400	150	800	650	433 %
46-Charges for Services	2,953	20,000	3,500	-16,500	-83 %
48-Other Financing Sources	39,983	0	0	0	0 %
Total Revenue	**43,337**	**20,150**	**4,300**	**-15,850**	**-79 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24805 Indigent Burial	-41,114	-5,150	3,200	8,350	-162 %
Total Use Of Fund Balance	**-41,114**	**-5,150**	**3,200**	**8,350**	**-162%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- As of June 30, 2020, the remaining fund balance is estimated to be $34,714.

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. This fund tracks the revenue received for this purpose. Funds are transferred to Self Sufficiency Services (20006) to cover expenses whenever appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	34,295	40,080	41,640	1,560	4 %
Total Appropriation	**34,295**	**40,080**	**41,640**	**1,560**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	72	80	125	45	56 %
46-Charges for Services	34,247	40,000	41,515	1,515	4 %
Total Revenue	**34,319**	**40,080**	**41,640**	**1,560**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24810 SS-Clerk Domestic Violence	-24	0	0	0	0 %
Total Use Of Fund Balance	**-24**	**0**	**0**	**0**	**0%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- As of June 30, 2020, the remaining fund balance is estimated to be zero.

General Administration & Finance

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	1,192,447	839,000	1,329,461	490,461	58 %
Total Appropriation	**1,192,447**	**839,000**	**1,329,461**	**490,461**	**58 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	1,607,332	1,500,000	1,400,000	-100,000	-7 %
45-Revenue from Use of Money and Property	9,215	5,000	16,000	11,000	220 %
Total Revenue	**1,616,546**	**1,505,000**	**1,416,000**	**-89,000**	**-6 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
24811 Family Support Subaccount	-424,099	-666,000	-86,539	579,461	-87 %
Total Use Of Fund Balance	**-424,099**	**-666,000**	**-86,539**	**579,461**	**-87%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Transfers to the Self Sufficiency Services division are increasing $490,000 based on allocation changes.
- Interest increased $11,000 based on trend.
- As of June 30, 2020, the remaining fund balance $956,911.

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. This fund tracks revenue collected for this purpose. There are no direct expenditures from this fund. Funds are transferred to a specific HHSA division when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	5,956,964	5,957,128	5,957,128	0	0 %
Total Appropriation	**5,956,964**	**5,957,128**	**5,957,128**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	5,956,964	5,957,128	5,957,128	0	0 %
Total Revenue	**5,956,964**	**5,957,128**	**5,957,128**	**0**	**0 %**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Budgeted revenues and appropriations will remain the same in Fiscal Year 2019-20 due to anticipating the same growth payment as in the prior year. This account only receives growth payments without a corresponding increase to base as is the usual practice with realignment accounts.

- As of June 30, 2020, the remaining fund balance is estimated to be zero.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	0	0	107,931	107,931	100 %
Total Appropriation	**0**	**0**	**107,931**	**107,931**	**100 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25053 ADS-Drug Medi-CAL	0	0	107,931	107,931	100 %
Total Use Of Fund Balance	**0**	**0**	**107,931**	**107,931**	**100%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Budgeted revenues are zero. The revenues for this SRF are now captured in the Behavioral Health Sub-Account Fund 2500 Division 25062. The department is requesting that this SRF be closed after the transfer of the remaining balance of $107,931.
- Budgeted appropriation is $107,931 will be transferred into the Alcohol and Drug Division as match to Drug Medi-Cal services.
- As of June 30, 2020, the remaining fund balance is estimated to be $0.

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. This fund tracks revenue collected for all these programs. There are no direct expenditures from this fund. Funds are transferred to HHSA's Alcohol and Drug Services and Mental Health Divisions when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	3,891,093	4,024,414	4,301,654	277,240	7 %
Total Appropriation	**3,891,093**	**4,024,414**	**4,301,654**	**277,240**	**7 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	4,328,257	4,024,414	4,301,654	277,240	7 %
Total Revenue	**4,328,257**	**4,024,414**	**4,301,654**	**277,240**	**7 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25062 MH-Behavioral Health	-437,164	0	0	0	0 %
Total Use Of Fund Balance	**-437,164**	**0**	**0**	**0**	**0%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Budgeted revenues and appropriations increased $277,240 due to a projected growth payment and increase to base.
- As of June 30, 2020, the remaining fund balance is estimated to be $437,164.

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. This fund tracks revenue collected for all these programs. There are no direct expenditures from this fund. Funds are transferred to HHSA's Child Welfare Services and Comprehensive Services for Older Adults divisions when appropriate.

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
56-Other Financing Uses	7,294,592	7,222,684	7,222,684	0	0 %
Total Appropriation	**7,294,592**	**7,222,684**	**7,222,684**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	6,752,454	7,222,684	7,222,684	0	0 %
Total Revenue	**6,752,454**	**7,222,684**	**7,222,684**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
25063 CWS-Protective Services	542,139	0	0	0	0 %
Total Use Of Fund Balance	**542,139**	**0**	**0**	**0**	**0%**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- Budgeted revenues and appropriations will remain the same in Fiscal Year 2019-20 due to anticipating the same growth payment and the associated base increase as in the prior year.
- As of June 30, 2020, the remaining fund balance is estimated to be $0.

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County of Napa
Special Districts and Other Agencies Summary
Fiscal Year 2019-2020

Schedule 12

Fund Name	Total Financing Sources: Fund Balance Available June 30, 2019	Decreases to Obligated Fund Balance	Additional Financing Sources	Total Financing Sources	Total Financing Uses: 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	$ 519,014	$ -	$ 913,620	$ 1,432,634	$ 1,071,851	$ 360,783	$ 1,432,634
52205 - Capital Improvement	58,697	-	-	58,697	-	58,697	58,697
52210 - Debt Service	-	42,623	184,867	227,490	227,490	-	227,490
5240 - Napa Berryessa Resort Improvement District (1)							
52400 - Operations	833,681	-	861,585	1,695,266	1,366,104	329,162	1,695,266
52405 - Capital Improvement	-	-	153,033	153,033	40,000	113,033	153,033
52410 - Debt Service	-	-	521,744	521,744	518,744	3,000	521,744
Total Resort Improvement Districts	$ 1,411,392	$ 42,623	$ 2,634,849	$ 4,088,864	$ 3,224,189	$ 864,675	$ 4,088,864
Service Districts							
2800 - County Service Area #3	$ 524,985	$ -	$ 523,412	$ 1,048,397	$ 523,412	$ 524,985	$ 1,048,397
2810 - County Service Area #4	598,882	-	494,800	1,093,682	432,630	661,052	1,093,682
2850 - Silverado Community Services District	104,902	-	186,112	291,014	185,909	105,105	291,014
2860 - Monticello Cemetery District							
28600 - Cemetery Operations	93,363	-	43,022	136,385	43,437	92,948	136,385
28610 - Cemetery Endowment	79,704	-	1,500	81,204	12,000	69,204	81,204
2870 - Community Facilities District - MST	3,155,241	-	695,000	3,850,241	395,726	3,454,515	3,850,241
2875 - Community Facilities District - Devlin Road	41,117	-	-	41,117	-	41,117	41,117
Total Service Districts	$ 4,598,194	$ -	$ 1,943,846	$ 6,542,040	$ 1,593,114	$ 4,948,926	$ 6,542,040
Joint Power Agencies							
2700 - IHSS Public Authority	$ (1)	$ 2	$ 403,479	$ 403,480	$ 403,480	$ -	$ 403,480
2830 - Napa Valley Tourism Improvement District - Countywide	-	-	6,718,000	6,718,000	6,718,000	-	6,718,000
5060 - Napa County Housing Authority							
50600 - Administration	362,636	-	239,500	602,136	239,500	362,636	602,136
50605 - Farmworker Centers	-	-	1,411,300	1,411,300	1,366,300	45,000	1,411,300
Total Joint Power Agencies	$ 362,635	$ 2	$ 8,772,279	$ 9,134,916	$ 8,727,280	$ 407,636	$ 9,134,916
Total Special Districts and Other Agencies	$ 6,372,221	$ 42,625	$ 13,350,974	$ 19,765,820	$ 13,544,583	$ 6,221,237	$ 19,765,820

District	Lake Berryessa Resort Improvement District	Napa Berryessa Resort Improvement District	Community Facilities District - MST
Appropriations Limit	$423,360	$335,021	$22,045,488
Appropriations Subject to Limit	$336,520	$45,335	$680,000

(1) NBRID is being displayed on a governmental fund basis. Fund balance amount includes $1,494,000 in loans from the General & ACO Funds.

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County of Napa
Fund Balance - Special Districts and Other Agencies
Fiscal Year 2019-2020

Schedule 13

Actual [ ]
Estimated [X]

Fund Name	Total Fund Balance June 30, 2019	Less: Obligated Fund Balance			Fund Balance Available June 30, 2019
		Encumbrances	Nonspendable, Restricted and Committed	Assigned	
1	2	3	4	5	6
Resort Improvement Districts					
5220 - Lake Berryessa Resort Improvement District					
52200 - Operations	$ 5,034,060	$ -	$ 4,469,276	$ 45,770	$ 519,014
52205 - Capital Improvement	6,994,127	-	6,935,430	-	58,697
52210 - Debt Service	344,390	-	344,390	-	-
5240 - Napa Berryessa Resort Improvement District					
52400 - Operations	868,929	-	35,248	-	833,681
52405 - Capital Improvement	465,168	-	465,168	-	-
52410 - Debt Service	1,139,162	-	1,139,162	-	-
Total Resort Improvement Districts	$ 14,845,836	$ -	$ 13,388,674	$ 45,770	$ 1,411,392
Service Districts					
2800 - County Service Area #3	$ 524,985	$ -	$ -	$ -	$ 524,985
2810 - County Service Area #4	598,882	-	-	-	598,882
2850 - Silverado Community Services District	104,902	-	-	-	104,902
2860 - Monticello Cemetery District					
28600 - Cemetery Operations	93,363	-	-	-	93,363
28610 - Cemetery Endowment	106,582	-	26,878	-	79,704
2870 - Community Facilities District - MST	3,155,241	-	-	-	3,155,241
2875 - Community Facilities District - Devlin Road	41,117	-	-	-	41,117
Total Service Districts	$ 4,625,072	$ -	$ 26,878	$ -	$ 4,598,194
Joint Power Agencies					
2700 - IHSS Public Authority	$ (1)	$ -	$ -	$ -	$ (1)
5060 - Napa County Housing Authority					
50600 - Napa County Housing Authority Administration	362,636	-	-	-	362,636
50605 - Farmworker Centers	5,116,882	-	5,116,882	-	-
Total Joint Power Agencies	$ 5,479,517	$ -	$ 5,116,882	$ -	$ 362,635
Total Special Districts and Other Agencies	$ 24,950,425	$ -	$ 18,532,434	$ 45,770	$ 6,372,221

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County of Napa
Obligated Fund Balance - Special Districts
Fiscal Year 2019-2020

Schedule 14

Fund Name	Obligated Fund Balances June 30, 2019	Decreases or Cancellations: Recommended	Decreases or Cancellations: Adopted by the Board of Supervisors	Increases or New: Recommended	Increases or New: Adopted by the Board of Supervisors	Total Obligated Fund Balances for the Budget year
1	2	3	4	5	6	7
Resort Improvement Districts						
5220 - Lake Berryessa Resort Improvement District						
52200 - Assigned for future district costs	$ 45,770	$ -	$ -	$ 360,783	$ -	$ 406,553
52200 - Committed from CalOES	150,151	-	-	-	-	150,151
52200 - Nonspendable investment in capital assets	4,023,533	-	-	-	-	4,023,533
52200 - Nonspendable uncollected assessments	295,592	-	-	-	-	295,592
52205 - Nonspendable investment in capital assets	6,915,345	-	-	58,697	-	6,974,042
52205 - Committed from CalOES	20,085	-	-	-	-	20,085
52210 - Nonspendable uncollected assessments	286,942	-	-	-	-	286,942
52210 - Restricted for future debt service	57,448	42,623	-	-	-	14,825
5240 - Napa Berryessa Resort Improvement District						
52400 - Assigned for future district costs	-	-	-	329,162	-	329,162
52405 - Committed from CalOES	35,248	-	-	-	-	35,248
52405 - Restricted Depreciation Reserve	465,168	-	-	113,033	-	578,201
52410 - Restricted for future debt service	1,139,162	-	-	3,000	-	1,142,162
Total Resort Improvement Districts	$ 13,434,444	$ 42,623	$ -	$ 864,675	$ -	$ 14,256,496
Service Districts						
2800 - County Service Area #3						
28000 - Fire	$ -	$ -	$ -	$ 339,136	$ -	$ 339,136
28000 - Streets and Roads	-	-	-	185,849	-	185,849
2810 - County Service Area #4	-	-	-	661,052	-	661,052
2850 - Silverado Community Services District	-	-	-	105,105	-	105,105
2860 - Monticello Cemetery District						
28600 - Assigned to future district costs	-	-	-	92,948	-	92,948
28610 - Nonspendable endowment	26,878	-	-	-	-	26,878
28610 - Assigned endowment	-	-	-	69,204	-	69,204
2870 - Community Facilities District - MST	-	-	-	3,454,515	-	3,454,515
2875 - Community Facilities District - Devlin Road	-	-	-	41,117	-	41,117
Total Service Districts	$ 26,878	$ -	$ -	$ 4,948,926	$ -	$ 4,975,804

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County of Napa
Obligated Fund Balance - Special Districts
Fiscal Year 2019-2020

Schedule 14

Fund Name	Obligated Fund Balances June 30, 2019	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	$ -	$ 2	$ -	$ -	$ -	$ (2)
5060 - Napa County Housing Authority						
50600 - Assigned for future project costs	-	-	-	362,636	-	362,636
50605 - Nonspendable investment in capital assets	4,334,882	-	-	-	-	4,334,882
50605 - Restricted to operating reserves	500,000	-	-	30,000	-	530,000
50605 - Restricted to facility replacement	255,000	-	-	15,000	-	270,000
Joint Power Agencies	$ 5,089,882	$ 2	$ -	$ 407,636	$ -	$ 5,497,516
Total Special Districts and Other Agencies	$ 18,551,204	$ 42,625	$ -	$ 6,221,237	$ -	$ 24,729,816

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 provides training to 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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	58,288	75,252	66,548	-8,704	-12 %
54-Other Charges	319,699	382,524	336,932	-45,592	-12 %
Total Appropriation	**377,987**	**457,776**	**403,480**	**-54,296**	**-12 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	354,827	374,632	330,771	-43,861	-12 %
Total Revenue	**354,827**	**374,632**	**330,771**	**-43,861**	**-12 %**

GENERAL FUND CONTRIBUTION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27000 In-Home Supportive Svcs Author	41,724	83,144	72,708	-10,436	-13 %
Total General Fund Contribution	**41,724**	**83,144**	**72,708**	**-10,436**	**-13 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27000 In-Home Supportive Svcs Author	-18,564	0	1	1	0 %
Total Use Of Fund Balance	**-18,564**	**0**	**1**	**1**	**0%**

SIGNIFICANT ADJUSTMENTS

- The transfer to the Comprehensive Services for Older Adults Division is decreasing by $54,000 due to improved claiming from other sources.

FLOOD PROTECTION & WATERSHED IMPRVMT. AUTH. (FPWIA)
Department Summary

MISSION, FUNCTIONS AND RESPONSIBILITIES

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 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 to describe the projects to be constructed with the proceeds of the sales tax. The Authority collected the sales tax and distributed it in accordance with the Ordinance throughout the 20-year life of the tax. The tax sunset as of June 30, 2018.

FY 2017-18 was the last operating fiscal year of this special fund. Information is provided for historical purposes only.

AUTHORITY DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27100 Flood Protect and Wtr Imp Auth-Op	95,438,199	0	0	0	0 %
27110 FPWIA-Debt Service	5,451,179	0	0	0	0 %
Total Appropriation	**100,889,377**	**0**	**0**	**0**	**0 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27100 Flood Protect and Wtr Imp Auth-Op	15,608,612	0	0	0	0 %
27110 FPWIA-Debt Service	4,962,854	0	0	0	0 %
Total Revenue	**20,571,466**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27100 Flood Protect and Wtr Imp Auth-Op	79,829,587	0	0	0	0 %
27110 FPWIA-Debt Service	488,325	0	0	0	0 %
Total Use Of Fund Balance	**80,317,911**	**0**	**0**	**0**	**0 %**

FLOOD PROTECTION & WATERSHED IMPRVMT. AUTH. (FPWIA)

Division Budget – FPWIA - OPERATIONS

FPWIA Fund 2710, Division 27100

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	86,673,296	0	0	0	0 %
56-Other Financing Uses	8,463,440	0	0	0	0 %
57-Special Items	**301,462**	**0**	**0**	**0**	**0 %**
Total Appropriation	**95,438,199**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	14,400,622	0	0	0	0 %
45-Revenue from Use of Money and Property	837,219	0	0	0	0 %
49-Special Items	370,770	0	0	0	0 %
Total Revenue	**15,608,612**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27100 Flood Protect and Wtr Imp Auth-Op	79,829,587	0	0	0	0 %
Total Use Of Fund Balance	**79,829,587**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- The tax had a sunset date of June 30, 2018. The participating jurisdictions approved a closeout procedure for the remaining funds held by the Authority as of June 30, 2018, which transferred all fiscal responsibility to each jurisdiction. Therefore, no future budgetary authority is required.

FLOOD PROTECTION & WATERSHED IMPRVMT. AUTH. (FPWIA)

Division Budget – FPWIA–DEBT SERVICE FUND

FPWIA Fund 2710, Division 27110

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
54-Other Charges	5,381,871	0	0	0	0 %
57-Special Items	69,308	0	0	0	0 %
Total Appropriation	**5,451,179**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	4,933,840	0	0	0	0 %
45-Revenue from Use of Money and Property	29,014	0	0	0	0 %
Total Revenue	**4,962,854**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
27110 FPWIA-Debt Service	488,325	0	0	0	0 %
Total Use Of Fund Balance	**488,325**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- The Authority issued debt on behalf of the Napa River/Napa Creek Flood Protection Project and the St. Helena Comprehensive Flood Protection Project. The debt was structured to be repaid by the sunset of the Measure A tax on June 30, 2018, therefore no future budgetary authority is required.

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, street side 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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	42,321	75,917	48,969	-26,948	-35 %
56-Other Financing Uses	440,215	470,396	474,443	4,047	1 %
Total Appropriation	**482,537**	**546,313**	**523,412**	**-22,901**	**-4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	237	140	170	30	21 %
45-Revenue from Use of Money and Property	5,784	5,099	8,213	3,114	61 %
46-Charges for Services	517,832	541,074	515,029	-26,045	-5 %
Total Revenue	**523,853**	**546,313**	**523,412**	**-22,901**	**-4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28000 County Service Area No. 3	-41,316	0	0	0	0 %
Total Use Of Fund Balance	**-41,316**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Requested landscaping services in the County Service Area No. 3 have been reduced because of the removal of trees located in the median on Airport Road. No other changes in the requested service level were made to the street sweeping and street lighting services provided for in the County Service Area No. 3 budget.

- An additional $6,929 will be transferred to the Fire Fund for the provision of services CSA No. 3 receives from the Greenwood Ranch Fire Station.

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 2018-19.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	9,436	20,400	20,600	200	1 %
56-Other Financing Uses	226,926	420,715	412,030	-8,685	-2 %
Total Appropriation	**236,362**	**441,115**	**432,630**	**-8,485**	**-2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	659	0	0	0	0 %
45-Revenue from Use of Money and Property	5,905	2,000	2,000	0	0 %
46-Charges for Services	452,028	492,800	492,800	0	0 %
Total Revenue	**458,592**	**494,800**	**494,800**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28100 County Service Area No.4	-222,230	-53,685	-62,170	-8,485	16 %
Total Use Of Fund Balance	**-222,230**	**-53,685**	**-62,170**	**-8,485**	**16%**

SIGNIFICANT ADJUSTMENTS

- Due to the $250,000 annually the Housing Authority now receives from the State of California, the County can begin to rebuild CSA No. 4 reserves rather than utilizing reserves to fund operations of the farmworker centers. Reserves may be used for capital improvements at the existing sites or to fund additional units in the future.
- In Fiscal Year 2019-20, it is anticipated that $62,170 will be generated for reserves that can be used 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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	5,963,335	6,452,000	6,718,000	266,000	4 %
Total Appropriation	**5,963,335**	**6,452,000**	**6,718,000**	**266,000**	**4 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,484	2,000	2,000	0	0 %
46-Charges for Services	5,960,851	6,450,000	6,716,000	266,000	4 %
Total Revenue	**5,963,335**	**6,452,000**	**6,718,000**	**266,000**	**4 %**

SIGNIFICANT ADJUSTMENTS

- Revenues and appropriations have increased to reflect the trend of actual assessments collected and distributed.

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.

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	128,478	161,143	160,909	-234	0 %
55-Capital Assets	0	30,000	20,000	-10,000	-33 %
58-Appropriation for Contingencies	0	5,000	5,000	0	0 %
Total Appropriation	**128,478**	**196,143**	**185,909**	**-10,234**	**-5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	172,024	178,155	184,512	6,357	4 %
44-Fines, Forfeitures, and Penalties	90	100	100	0	0 %
45-Revenue from Use of Money and Property	932	400	600	200	50 %
47-Miscellaneous Revenues	0	800	900	100	13 %
Total Revenue	**173,047**	**179,455**	**186,112**	**6,657**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28500 Silverado Community Services	-44,569	16,688	-203	-16,891	-101 %
Total Use Of Fund Balance	**-44,569**	**16,688**	**-203**	**-16,891**	**-101%**

SIGNIFICANT ADJUSTMENTS

- The refurbishing of islands around the district will continue in FY 2019-20 with an estimated cost of $20,000. Refurbishment includes labor cost of removing old plants, treating the soil, and the cost of purchasing new plants and the labor to install them.

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 2018	Adopt 2019	Rec 2020	Variance	% Change
28600 Monticello Public Cemetery	32,591	41,176	43,437	2,261	5 %
28610 Mont Public Cemetery Endowment	0	12,000	12,000	0	0 %
Total Appropriation	**32,591**	**53,176**	**55,437**	**2,261**	**4 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28600 Monticello Public Cemetery	43,827	41,767	43,022	1,255	3 %
28610 Mont Public Cemetery Endowment	2,549	900	1,500	600	67 %
Total Revenue	**46,376**	**42,667**	**44,522**	**1,855**	**4 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28600 Monticello Public Cemetery	-11,236	-591	415	1,006	-170 %
28610 Mont Public Cemetery Endowment	-2,549	11,100	10,500	-600	-5 %
Total Use Of Fund Balance	**-13,785**	**10,509**	**10,915**	**406**	**4 %**

MONTICELLO PUBLIC CEMETERY DISTRICT

Division Budget - MONTICELLO PUBLIC CEMETERY

Monticello Public Cemetery Fund 2860, Division 28600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	32,591	41,176	43,437	2,261	5 %
Total Appropriation	**32,591**	**41,176**	**43,437**	**2,261**	**5 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	40,808	26,250	26,195	-55	0 %
43-Intergovernmental Revenues	1,025	1,017	1,027	10	1 %
45-Revenue from Use of Money and Property	950	500	1,400	900	180 %
46-Charges for Services	1,044	2,000	2,400	400	20 %
49-Special Items	0	12,000	12,000	0	0 %
Total Revenue	**43,827**	**41,767**	**43,022**	**1,255**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28600 Monticello Public Cemetery	-11,236	-591	415	1,006	-170 %
Total Use Of Fund Balance	**-11,236**	**-591**	**415**	**1,006**	**-170%**

MONTICELLO PUBLIC CEMETERY DISTRICT

Division Budget - MONTICELLO PUBLIC CEMETERY-ENDOWMENT

Monticello Public Cemetery Fund 2860, Division 28610

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	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 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	1,049	700	1,000	300	43 %
46-Charges for Services	0	200	500	300	150 %
47-Miscellaneous Revenues	**1,500**	**0**	**0**	**0**	**0 %**
Total Revenue	**2,549**	**900**	**1,500**	**600**	**67 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28610 Mont Public Cemetery Endowment	-2,549	11,100	10,500	-600	-5 %
Total Use Of Fund Balance	**-2,549**	**11,100**	**10,500**	**-600**	**-5%**

SIGNIFICANT ADJUSTMENTS

- The fund is estimated to end FY 2019-20 with approximately $68,500 in fund balance.

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. 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 any 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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	6,587	14,500	14,500	0	0 %
54-Other Charges	381,224	381,226	381,226	0	0 %
Total Appropriation	**387,812**	**395,726**	**395,726**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	596,159	680,000	680,000	0	0 %
45-Revenue from Use of Money and Property	18,757	15,000	15,000	0	0 %
48-Other Financing Sources	67,309	0	0	0	0 %
49-Special Items	200	0	0	0	0 %
Total Revenue	**682,425**	**695,000**	**695,000**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28700 Community Facility Distr-MST	-294,613	-299,274	-299,274	0	0 %
Total Use Of Fund Balance	**-294,613**	**-299,274**	**-299,274**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Appropriations for FY 2019-20 for Division 28700 include estimated interest and principal payments to the State Water Board on the original MST Recycled Water Line Project loan that is being repaid over 20 years. First payment of the loan was made on December 31, 2016. A loan payment is made on December 31 of each year.

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

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	2,050	0	0	0	0 %
54-Other Charges	1,108	0	0	0	0 %
Total Appropriation	**3,158**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	101,673	0	0	0	0 %
45-Revenue from Use of Money and Property	634	0	0	0	0 %
Total Revenue	**102,306**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
28750 Comm Facility Dist-Devlin Rd	-99,148	0	0	0	0 %
Total Use Of Fund Balance	**-99,148**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- There is no budget being requested because the Debt Payment was paid off in FY 2017-18. 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 2018	Adopt 2019	Rec 2020	Variance	% Change
50600 NCH-Administration	170,772	237,000	239,500	2,500	1 %
50605 Farmworkers Centers	1,322,478	1,435,335	1,411,300	-24,035	-2 %
Total Appropriation	**1,493,250**	**1,672,335**	**1,650,800**	**-21,535**	**-1 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50600 NCH-Administration	234,018	237,000	239,500	2,500	1 %
50605 Farmworkers Centers	1,292,463	1,435,335	1,411,300	-24,035	-2 %
Total Revenue	**1,526,481**	**1,672,335**	**1,650,800**	**-21,535**	**-1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50600 NCH-Administration	-63,246	0	0	0	0 %
50605 Farmworkers Centers	30,015	0	0	0	0 %
Total Use Of Fund Balance	**-33,231**	**0**	**0**	**0**	**0 %**

SUMMARY OF SIGNIFICANT ADJUSTMENTS

- The State of California continues to contribute $250,000 annually to the Farmworker Centers in FY 2019-20. This contribution will offset County Service Area No. 4 revenue.
- County Service Area (CSA) No. 4 available fund balance is used to balance the budget; therefore, revenues increase/decrease at the same rate as appropriations. It is anticipated that $412,030 in CSA No. 4 funds will be required to balance the budget.

NAPA COUNTY HOUSING AUTHORITY (NCHA)

Division Budget – NCHA - Administration

NCHA Fund 5060, Division 50600

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	170,772	237,000	239,500	2,500	1 %
Total Appropriation	**170,772**	**237,000**	**239,500**	**2,500**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	3,018	1,000	3,500	2,500	250 %
48-Other Financing Sources	210,000	215,000	215,000	0	0 %
49-Special Items	21,000	21,000	21,000	0	0 %
Total Revenue	**234,018**	**237,000**	**239,500**	**2,500**	**1 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50600 NCH-Administration	-63,246	0	0	0	0 %
Total Use Of Fund Balance	**-63,246**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- Staff works to keep administrative costs at a minimum to maximize funding for the housing program. The slight increase in expenditures is due to staff time and cost to manage the farmworker program. This cost is offset by an increase in Interest revenue that is consistent with actual revenues received.

NAPA COUNTY HOUSING AUTHORITY (NCHA)

Division Budget – NCHA – Farmworker Centers

NCHA Fund 5060, Division 50605

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	1,226,463	1,369,335	1,345,300	-24,035	-2 %
54-Other Charges	75,015	45,000	45,000	0	0 %
57-Special Items	21,000	21,000	21,000	0	0 %
Total Appropriation	**1,322,478**	**1,435,335**	**1,411,300**	**-24,035**	**-2 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	250,000	250,000	250,000	0	0 %
45-Revenue from Use of Money and Property	777,187	764,620	749,270	-15,350	-2 %
47-Miscellaneous Revenues	38,350	0	0	0	0 %
48-Other Financing Sources	226,926	420,715	412,030	-8,685	-2 %
Total Revenue	**1,292,463**	**1,435,335**	**1,411,300**	**-24,035**	**-2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
50605 Farmworkers Centers	30,015	0	0	0	0 %
Total Use Of Fund Balance	**30,015**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS.

- Staff has worked to manage costs to operate the Farmworker Centers. The slight decrease in costs represents staff efforts to effectively manage the daily operations of the centers.
- Maintenance funds in the amount of $15,000 for each center are included in the budget. The centers are in need of regular, annual maintenance that may become more costly if deferred.

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 Department of Public Health and the Central Valley Regional Water Quality Control Board. Facility operation services are provided through an agreement with Natural Systems Utilities. Engineering, administrative, and clerical support are provided by the County Public Works Department.

DISTRICT DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	1,704,333	911,323	1,071,851	160,528	18 %
52205 LBRID-Capital Improvement Projects	386,514	0	0	0	0 %
52210 LBRID-Debt Service	197,873	220,472	227,490	7,018	3 %
Total Appropriation	**2,288,720**	**1,131,795**	**1,299,341**	**167,546**	**15 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	1,481,524	893,270	913,620	20,350	2 %
52205 LBRID-Capital Improvement Projects	3,295,814	0	0	0	0 %
52210 LBRID-Debt Service	256,121	179,545	184,867	5,322	3 %
Total Revenue	**5,033,459**	**1,072,815**	**1,098,487**	**25,672**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52200 Lake Berryessa Resort Improvement Distri	222,809	18,053	158,231	140,178	776 %
52205 LBRID-Capital Improvement Projects	-2,909,300	0	0	0	0 %
52210 LBRID-Debt Service	-58,248	40,927	42,623	1,696	4 %
Total Use Of Fund Balance	**-2,744,739**	**58,980**	**200,854**	**141,874**	**241 %**

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget – LBRID-Operations

LBRID Fund 5220, Division 52200

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	795,536	693,823	871,851	178,028	26 %
54-Other Charges	273,846	202,500	200,000	-2,500	-1 %
55-Capital Assets	0	15,000	0	-15,000	-100 %
57-Special Items	634,951	0	0	0	0 %
Total Appropriation	**1,704,333**	**911,323**	**1,071,851**	**160,528**	**18 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	345,109	331,670	336,520	4,850	1 %
43-Intergovernmental Revenues	150,264	100	100	0	0 %
44-Fines, Forfeitures, and Penalties	5,706	0	3,000	3,000	100 %
45-Revenue from Use of Money and Property	2,362	1,500	4,000	2,500	167 %
46-Charges for Services	592,233	560,000	570,000	10,000	2 %
47-Miscellaneous Revenues	1,500	0	0	0	0 %
48-Other Financing Sources	384,348	0	0	0	0 %
Total Revenue	**1,481,524**	**893,270**	**913,620**	**20,350**	**2 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52200 Lake Berryessa Resort Improvement District	222,809	18,053	158,231	140,178	776 %
Total Use Of Fund Balance	**222,809**	**18,053**	**158,231**	**140,178**	**776%**

SIGNIFICANT ADJUSTMENTS

- Lake Berryessa Resort Improvement District is anticipating a $20,350 increase in overall budgeted revenue resulting from a 4% increase per parcel from the T-1 Tax Assessment and from a gradual increase in the actual revenue received for Sewer and Water Charges.

- $200,000 has been budgeted for depreciation in the category of “other charges.” Depreciation is calculated annually by the Auditor-Controller’s office based on the value and life expectancy of District assets. Depreciation is an accounting entry to show the reduction of asset value over time and is not a cash expenditure. Therefore, the anticipated FY 2019-20 revenues less cash expenditures will result in a $41,769 surplus.

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. **Ongoing.** • Rebuild of potable water high lift pump No. 1 and associated motor. **Ongoing.** • Water Treatment Plant Site Stabilization Project, LB 17-03. **Complete.** • Phase 3 Recycle Water and Sewer Force Main Replacement Project, LB 17-05. **Ongoing- construction began in November 2018.** • Installation of a new roof structure over existing concrete pad adjacent to water treatment plant building. **Completed.** • Installation of pre-treatment settling tank at the water treatment plant. **Completed.** • Installation of in-line turbine pumps, storage tank, and piping at the wastewater disposal facilities. **Completed installation of pumps and piping. Installation of tank was not required.** • Wastewater Ponds Groundwater Inflow Mitigation Project. **Ongoing- completed Basis of Design report and preliminary design. Project is in final design stage.** • Completion of sewer collection inflow / infiltration monitoring. **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.**	**Effective and Open Government** • Completion of the following projects: i. Water Storage Tanks and Booster Pump Station Replacement Project, LB 15-01. ii. Rehabilitation of potable water pump No. 1 and associated motor for Water Treatment Plant clearwell. iii. Phase 3 Recycle Water and Sewer Force Main Replacement Project, LB 17-05 • Award of the following projects: i. Wastewater Ponds Groundwater Inflow Mitigation Project. ii. Water Treatment Plant Clearwell Roof Replacement Project iii. Water Intake Electrical-Mechanical Improvements • 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. • Issue RFP and Award contract for supervisory control and data acquisition (SCADA) system program replacement at the water and sewer treatment plants.

OTHER ACCOMPLISHMENTS

Completed Water Treatment Plant Site Project (S7125) and the Access Road Site Slide Restoration Project (S7126) to address erosion and mudslides at two locations in the Lake Berryessa Resort Improvement District that resulted from January 2017 storms that threatened the Upper Putah Creek watershed and District facilities.

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget - LBRID-Capital Improvement Projects

LBRID Fund 5220, Division 52205

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	2,398,577	0	0	0	0 %
55-Capital Assets	-2,012,062	0	0	0	0 %
Total Appropriation	**386,514**	**0**	**0**	**0**	**0 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
43-Intergovernmental Revenues	2,654,436	0	0	0	0 %
45-Revenue from Use of Money and Property	6,426	0	0	0	0 %
49-Special Items	634,951	0	0	0	0 %
Total Revenue	**3,295,814**	**0**	**0**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52205 LBRID-Capital Improvement Projects	-2,909,300	0	0	0	0 %
Total Use Of Fund Balance	**-2,909,300**	**0**	**0**	**0**	**0%**

SIGNIFICANT ADJUSTMENTS

- There is no budget requested for FY 2019-20; however, projects not completed in FY 2018-19 will be re-encumbered in FY 2019-20 and will become the "Adjusted Budget." All of the following projects are in progress and scheduled for completion by June 30, 2020: LB Water Tank Replace-Repair Project (08007), Phase II of the Wastewater Storage and Expansion Project (14019), Intake Upgrade Project (16019), and Ponds Inflow Mitigation (19007).

  Below are regular District projects in progress:

Project Name & (Number)	FY2018-19 Est. Budget at 6 Months Review
LB Water Tank Replace-Repair (08007)	618,317
ST Wastewater Storage & Expansion (14019)	1,005,597
Intake Upgrade (16019)	40,000
Ponds Inflow Mitigation (19007)	156,488
TOTAL	**$1,820,402**

LAKE BERRYESSA RESORT IMPRVMT. DISTRICT (LBRID)

Division Budget – Debt Service

LBRID Fund 5220, Division 52210

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	4,800	5,000	5,000	0	0 %
54-Other Charges	180,351	202,392	208,490	6,098	3 %
57-Special Items	12,722	13,080	14,000	920	7 %
Total Appropriation	**197,873**	**220,472**	**227,490**	**7,018**	**3 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	6,865	1,000	1,000	0	0 %
45-Revenue from Use of Money and Property	1,458	300	300	0	0 %
46-Charges for Services	235,077	165,165	169,567	4,402	3 %
49-Special Items	12,722	13,080	14,000	920	7 %
Total Revenue	**256,121**	**179,545**	**184,867**	**5,322**	**3 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52210 LBRID-Debt Service	-58,248	40,927	42,623	1,696	4 %
Total Use Of Fund Balance	**-58,248**	**40,927**	**42,623**	**1,696**	**4%**

This budget division is used to account for revenue and repayment of Capital Improvement bonds issued in 2007.

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 Department of Public Health and the Central Valley Regional Water Quality Control Board. The facility is operated through agreement with Natural Systems Utilities. Engineering, administrative, and clerical support are provided by the County Public Works Department.

DISTRICT DETAIL

APPROPRIATION

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	1,591,943	2,022,519	1,366,104	-656,415	-32 %
52405 NBRID-Capital Improvement Project	39,889	0	40,000	40,000	100 %
52410 NBRID-Debt Service	345,067	513,193	518,744	5,551	1 %
Total Appropriation	**1,976,898**	**2,535,712**	**1,924,848**	**-610,864**	**-24 %**

REVENUE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	998,330	1,723,335	861,585	-861,750	-50 %
52405 NBRID-Capital Improvement Project	165,001	113,033	153,033	40,000	35 %
52410 NBRID-Debt Service	538,666	519,193	521,744	2,551	0 %
Total Revenue	**1,701,996**	**2,355,561**	**1,536,362**	**-819,199**	**-35 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	593,613	299,184	504,519	205,335	69 %
52405 NBRID-Capital Improvement Project	-125,112	-113,033	-113,033	0	0 %
52410 NBRID-Debt Service	-193,599	-6,000	-3,000	3,000	-50 %
Total Use Of Fund Balance	**274,902**	**180,151**	**388,486**	**208,335**	**116 %**

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID OPERATIONS

NBRID Fund 5240, Division 52400

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	828,107	835,520	1,023,105	187,585	22 %
54-Other Charges	601,802	1,059,966	190,966	-869,000	-82 %
55-Capital Assets	0	15,000	0	-15,000	-100 %
57-Special Items	162,033	112,033	152,033	40,000	36 %
Total Appropriation	**1,591,943**	**2,022,519**	**1,366,104**	**-656,415**	**-32 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
41-Taxes	67,942	48,035	45,335	-2,700	-6 %
43-Intergovernmental Revenues	34,754	300	250	-50	-17 %
44-Fines, Forfeitures, and Penalties	4,738	0	3,000	3,000	100 %
45-Revenue from Use of Money and Property	7,435	2,000	4,000	2,000	100 %
46-Charges for Services	841,073	804,000	809,000	5,000	1 %
47-Miscellaneous Revenues	2,500	0	0	0	0 %
48-Other Financing Sources	0	869,000	0	-869,000	-100 %
49-Special Items	39,889	0	0	0	0 %
Total Revenue	**998,330**	**1,723,335**	**861,585**	**-861,750**	**-50 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52400 Napa Berryessa Resort Improvement Distri	593,613	299,184	504,519	205,335	69 %
Total Use Of Fund Balance	**593,613**	**299,184**	**504,519**	**205,335**	**69%**

SIGNIFICANT ADJUSTMENTS

- To date, the County has approved six loans to the District totaling $2,594,000. The loans have been consolidated into two, and they are renewed every three years with principal payment due every three years. There is no principal payment due in FY 2019-20 resulting in an $869,000 decrease in the appropriation for Other Charges. Overall, revenue will decrease by $861,750 as neither loan will be renewed in FY 2019-20 and property taxes and sewer and water usage charges remain relatively static as compared to FY 2018-19.

- The District is budgeting $112,033 in Special Items expenditures as required by the issuance of the Series A and B Bonds (Water/Wastewater System Improvements). Each year the District shall deposit these funds into the Depreciation Reserve, for as long as the Certificates remain outstanding. The remaining $40,000 is being transferred to the Capital Projects division for project funding.

- There are no planned capital asset purchases anticipated in FY 2019-20.

- $170,966 has been budgeted for depreciation. Depreciation is calculated by the Auditor-Controller's office each year based on the value and life expectancy of the assets. Depreciation is an accounting entry to Show the reduction of asset value over time and is not a cash expenditure. Therefore, the anticipated FY2018-19 revenues less actual cash expenditures will result in a $293,553 use of fund balance.

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.** • Install variable frequency drive on the land application area pump and motor. **Ongoing. Drive purchased, installation pending.** • Conduct repairs to the land application area transmission main. **Ongoing.** • Install Pre-settling Tank upstream of Roberts Pacer 2 Clarification / Filtration Units. **Project Abandoned.** • Conduct Disinfection Byproduct Reduction Treatment Plant Trials. **Complete.** • Operating and Capital Budget Review. Work with Board to determine if a possible rate adjustment case should be brought to a community vote. **Scheduled for Board discussion in July 2019.** • 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 portion of the Water Supply Intake including raw water transmission mains and appurtenances. ii. Install variable frequency drive on the 40Hp land application area pump and motor. iii. Conduct additional repairs to the land application area transmission main. • Submit funding application for the Unit No. 1 and 2 Sewer Lift Station Improvements Project. • Issue RFP and Award contract for SCADA system program replacement at the water and sewer treatment plants. • Design and Install In-Tank Aeration at the 500,000-gallon potable water tank to assist with reduction of disinfection by-products. • Address long term financial planning with direction of the Board to be sought in July 2019. • Installation of replacement 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)

OTHER ACCOMPLISHMENTS

- Rehabilitation of Rimrock Pressure station.
- Site drainage improvement at disposal parcel.

NAPA BERRYESSA RESORT IMPROVEMENT DISTRICT (NBRID)

Division Budget – NBRID CAPITAL IMPROVEMENT PROJECTS
NBRID Fund 5240, Division 52405

DIVISION DETAIL

APPROPRIATION

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
55-Capital Assets	0	0	40,000	40,000	100 %
57-Special Items	39,889	0	0	0	0 %
Total Appropriation	**39,889**	**0**	**40,000**	**40,000**	**100 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
45-Revenue from Use of Money and Property	2,968	1,000	1,000	0	0 %
49-Special Items	162,033	112,033	112,033	0	0 %
Total Revenue	**165,001**	**113,033**	**113,033**	**0**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52405 NBRID-Capital Improvement Project	-125,112	-113,033	-73,033	40,000	-35 %
Total Use Of Fund Balance	**-125,112**	**-113,033**	**-73,033**	**40,000**	**-35%**

SIGNIFICANT ADJUSTMENTS

- Capital assets is increasing by $40,000 for the Disinfection Byproduct Reduction Project for 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 2018	Adopt 2019	Rec 2020	Variance	% Change
52/53-Services and Supplies	20,025	23,630	24,600	970	4 %
54-Other Charges	325,041	489,563	494,144	4,581	1 %
Total Appropriation	**345,067**	**513,193**	**518,744**	**5,551**	**1 %**

REVENUE

Major Account Classification	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
44-Fines, Forfeitures, and Penalties	7,897	6,000	6,000	0	0 %
45-Revenue from Use of Money and Property	17,364	0	0	0	0 %
46-Charges for Services	513,405	513,193	515,744	2,551	0 %
Total Revenue	**538,666**	**519,193**	**521,744**	**2,551**	**0 %**

USE OF FUND BALANCE

Division Budget Units	Actual 2018	Adopt 2019	Rec 2020	Variance	% Change
52410 NBRID-Debt Service	-193,599	-6,000	-3,000	3,000	-50 %
Total Use Of Fund Balance	**-193,599**	**-6,000**	**-3,000**	**3,000**	**-50%**

SIGNIFICANT ADJUSTMENTS

- Budgeted appropriations are to fund debt service and expected regular administration fees for Capital Improvement bonds. FY2019-20 will be the eighth year of assessment collections from District residents to repay the debt service.

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)