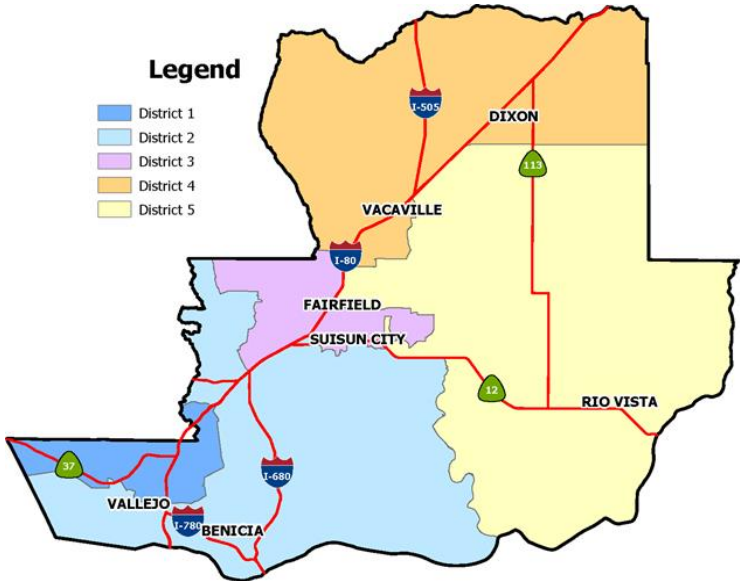


Board of Supervisors



James P. Spring-District 3, Erin Hannigan-District 1, Mitch Mashburn-District 5, Monica Brown-District 2, John M. Vasquez-District 4
Picture Taken: January 2021

County of Solano



1000 – Fund 001-Board of Supervisors

John M. Vasquez, Chair
Legislative & Administration

STATEMENT OF PURPOSE

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

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

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

We are optimistic about the future of Solano County. We continue to recover from the ongoing COVID-19 pandemic by providing leadership and support to our health care professionals and making sure vaccine and testing is available to residents. We have also made it a priority to ensure essential services are there to assist those impacted during this time. This has included an Emergency Rental Assistance Program in which more than \$10 million was made available to Solano County residents. With our American Rescue Plan Act funding, we have invested in our Small Business Development and Workforce Development Centers, affordable housing projects, before and after-school care for children as well as created a housing trust fund to ensure that future affordable housing projects have the necessary funding to take them from the planning phase to construction.

The Board's responsibilities include:

- Approve a balanced budget for all operations of County government, including general government, public protection, public assistance, health and sanitation, and recreation.
- Enact ordinances and resolutions which may apply to the entire County or only to unincorporated areas (not under the jurisdiction of a city or town).
- Determine land use zoning and policy for the unincorporated area of the County through the preparation and implementation of a voter-approved General Plan and enabling ordinances.
- Establish salary and benefits for employees.
- Approve additions/deletions to the County's position allocation list.
- Direct and control litigation.
- Approve contracts and appropriate funds.
- Acquire and sell property.
- Act as the final arbiter of decisions made by commissions and committees appointed by and serving the Board.
- Represent the County of Solano on other County, Regional and State boards and commissions.

Budget Summary:	
FY2021/22 Midyear Projection:	616,372
FY2022/23 Recommended:	619,144
County General Fund Contribution:	619,144
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 1 Supervisor, Erin Hannigan, represents citizens residing within the central and northern sections of the City of Vallejo and maintains an office at 675 Texas Street in Fairfield. Supervisor Hannigan also holds office hours on a regular basis at the Florence Douglas Center in Vallejo. Over the years, she has been joined at the Douglas Center by representatives from Adult Protective Services, Solano Mobility, Meals on Wheels, Public Health, Veteran Services, Area Agency on Aging and a Nutritionist. The District 1 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and two full-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

2020 and 2021 were unprecedented years in our Nation’s history with the COVID-19 pandemic and racial discourse. Through the early months of the pandemic Supervisor Hannigan led the County discussion on the Shelter at Home (SAH) order, worked with local, regional, and statewide leadership to understand the complexities of SAH, virus transmission and the multitude of orders and changes to orders as put forward by Governor Newsom and the CA Department of Public Health (CDPH) and implemented in Solano County by our Public Health staff. Supervisor Hannigan also assisted Public Health with messaging, provided personal protective equipment to seniors, and involved Elected Officials countywide in updates regarding the COVID-19 virus. The updates gave elected officials the opportunity to ask questions and receive information about COVID-19 treatments, virus spread and containment, vaccines, and the tiering systems as ordered by the CDPH for opening and closing of businesses and schools. During the early months of the SAH, the Supervisor, along with the County Administrator’s support, brought back former Health and Social Services Director Patrick Duterte to lead an effort to work with our County volunteer coordinator Rhonda Smith to set up a warm line and contact all registered voters over the age of 65 to offer help with basic needs and accessing personal protective equipment. Over 35,000 people were contacted within a few months.

Supervisor Hannigan and City of Suisun City Councilmember Wanda Williams were assisted by Public Health Specialist Kirbee Brooks in creating a Health Equity Cohort to address health advocacy in the medical environment, introduction to healthy eating and exercise habits and discussions around the flu vaccine and the inevitable COVID-19 vaccine. The cohort was comprised of local influential and health-conscious African American women who met consistently twice monthly, once for training and another for fellowship for over 6 months. In our first meeting of January 2021, all participants indicated they would receive the vaccine and would share with their family and personal networks (friends, churches, Sororities, and clubs). In January 2022, the Solano Health Equity Committee hosted a virtual Film Screen & Panel Discussion with over 100 participants. The Centers for Disease Control-Kaiser Permanente Adverse Childhood Experiences (ACEs) study is one of the largest investigations of childhood abuse and neglect, household challenges later in life, health, and well-being.

Supervisor Hannigan has participated and presented in several COVID-19 vaccine advocacy events throughout her district.

Supervisor Hannigan represents the Board of Supervisors on over 25 County, State, Regional and District boards, and commissions. She is directly working with County initiatives serving as Chairwoman of the Board’s Legislative Committee and its Solano360 Implementation Committee. She serves on the First 5 Solano Commission, and also serves as a member of the Solano Regional Park Committee, Public Art Committee, the Lakes Water Policy Committee, Health & Social Services and Family Justice Committee, and the Human Services Needs Assessment Committee.

Supervisor Hannigan is a Board Member of the California State Association of Counties (CSAC) where she is a member of the Executive Committee, and an Instructor for the New Supervisors Institute.

Connecting with regional organizations through her service as a Board Member of the Solano County Water Agency Board, as a Joint Steering Committee and Regular Member of the City County Coordinating Committee, as Executive Committee Member

Erin Hannigan
Legislative & Administration

and Director of the Solano Economic Development Corporation, as a member of the Community Action Partnership Solano's Tripartite Advisory Board, and as an Alternate Member to each the Napa/Solano Area Agency on Aging, the Northern CA Counties Tribal Matters Consortium, and the State Route 37 Corridor Policy Committee. In January of 2021, Supervisor Hannigan joined the Board of Directors of the Bay Area Air Quality Management District.

In Vallejo, the former City Councilmember serves as Trustee to the Vallejo Flood and Wastewater District, Member of the Vallejo Interagency Committee, and as a Founding Board Member of the Vallejo Education Business Alliance.

Accomplishments:

- As a member of the Solano County Local Board for the “Emergency Food and Shelter National Board Program” which is funded through FEMA and the Department of Homeland Security, Supervisor Hannigan advocates for local non-profit organizations. This program has always been a unique public-private partnership between the federal government and the United Way. United Way of the Bay Area staffs the program locally. This program is one of the few dedicated sources of federal funding that nonprofits can use to buy food for meals programs and pantries. Organizations receiving funding over the years include Catholic Charities, Children’s Network, Food Bank of Contra Costa and Solano, Meals on Wheels, Shelter Inc. Solano, Solano Dream Center, Sparrow Project, Community Action North Bay, and Child Start.
- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues in this fifth year with contributions totaling \$4,750,000 to assist people in need in Solano County. This year’s robust collection of programs includes the following: First 5 Solano provides basic needs support with \$200,000 that will directly assist families in crisis by addressing immediate needs, and \$300,000 is committed to providing programs related to Early Learning, School Readiness, Social Engagement & Peer Support as well as Community Resource Information at the First 5 Center in Vallejo. \$100,000 is allocated in order to open another First 5 Center in Fairfield. The project with Family Health Services continues with an additional \$150,000 to operate the Mobile Food Pharmacy and its Food Rx Program in collaboration with the Food Bank of Contra Costa and Solano Counties. This Mobile Food Pharmacy visits our County Medical clinics where medical professionals will provide a food prescription, called Food Rx, to their patients. Under the supervision of our Probation Department, \$100,000 is invested to provide youth mentoring services in a project that helps young people and youth in transition through and out of Probation. Vibe Solano is funded with \$150,000 to provide Innovative Equity Engagement focused on reducing health disparities in Solano County. From Early Learning to Senior Safety and from Farm to Fork, the County is committed to innovation in improving health outcomes in the lives of those who may otherwise fall through the cracks.
- Ongoing programs that were previously funded offer High School Diplomas and Transportation for Seniors. Through a match with funding from the State Library, our libraries continue to offer adults the opportunity to earn a High School Diploma. Through our partnership with the Solano Transportation Authority, we have identified the great need to improve transportation options for seniors, especially those with mobility issues. Prior funding in the amount of \$100,000 made it possible for the STA to purchase two paratransit vans which are operated by volunteer drivers who will bring seniors to various appointments and social events.
- The partnership with the Yocha Dehe Wintun Nation dovetails into her priority of enhancing a Foundation Giving campaign. Supervisor Hannigan is working with First 5 Solano and the Department of Health and Social Services to improve foundation giving to the non-profits of our County. Since 2006 Solano has remained the most under-resourced of all Bay Area counties in terms of foundation investment. Solano County’s per capita foundation funding increased by approximately 46% between 2012 and 2016. In contrast, foundation funding per capita in other Bay Area counties has increased by as much as 321% in the same 4-year period. Developing relationships with foundations around the Bay Area and the Sacramento Valley has required that Solano stakeholders identify the foundations that have similar investment priorities and meet with the foundation representatives to clearly articulate the County’s needs and how Solano agencies intend to address them.
- After a two-year process, in February of 2020, Supervisor Hannigan, as Chairwoman of the First 5 Solano Commission on Children and Families, helped open Solano County’s First 5 Center in Vallejo with over 400 people in attendance. This is the first Center of its kind in Solano County. The location of the Center was determined through an equity lens that identified risk factors of children living in poverty throughout Solano County. The Center, run by Bay Area Community Resources, provides free classes and resources (County and non-profit partners) for family members with children under

the age of 6. The Center has an indoor play area, free books, three activity rooms and a staff to support our most vulnerable residents. Tenant improvements totaled \$1.8 million and Supervisor Hannigan was able to help raise \$1.2 million.

- In order to combat human trafficking, Supervisor Hannigan participates in the Commercially Sexually Exploited Children (CSEC) Steering Committee. The mission of the interagency CSEC Steering Committee is to establish a protocol to foster collaboration and coordination among multi-jurisdictional agencies to improve the capacity to identify victims and to provide services for them and their family/caregivers. They work to end their exploitation and to hold exploiters accountable. The committee has formed a Memorandum of Understanding (MOU) to establish multidisciplinary teams on behalf of commercially sexually exploited children in Solano County. The CSEC Steering Committee convenes quarterly, and includes activity reports from member agencies, updated prevalence data, reports from contractors, and legislative updates. Solano County CWS formally joined the 10-County collaborative Preventing and Addressing Child Trafficking (PACT) through the Child & Family Policy Institute of California as a three-year project of CDSS in December 2020. PACT presented at the quarterly CSEC Steering Committee on January 21, 2021 and included developing information and trends in labor and other types of trafficking.
- Advocacy for Solano County to State and federal governments is a priority. Supervisor Hannigan participates annually in the National Association of Counties (NACo) Legislative Conference. These visits include in-person meetings with our Senators and Congressional members as well as various agencies that impact Solano County. She regularly participates in the California State Association of Counties (CSAC) and attended conferences and meetings in Sacramento and around the State.
- SB 365 was passed by the California State Legislature and signed by the Governor giving Solano County the foundation to develop a countywide parks district. Supervisors Vasquez and Hannigan are working with County staff and community stakeholders to further define the operation of the Regional Parks District and create a roadmap going forward that will include addressing access and funding.
- Supervisor Hannigan is involved in providing a network for mentoring, supporting and empowering elected women leaders who are affiliated with the California State Association of Counties (CSAC) as they engage in leadership roles in their communities and within the CSAC organization. She co-founded the Woman's Leadership Forum (WLF) which serves as a forum to introduce and elevate issues and policy matters affecting women and bringing them to the forefront of CSAC leadership. Supervisor Hannigan continues to work with the WLF to stay informed on legislation of interest that will be appropriate for Solano County.
- In 2018, she championed and participated in the forming committee for the newly established Solano Commission on Women and Girls (SCWG), which was established as an advisory committee comprised of concerned citizens of Solano County to provide the Board of Supervisors with comments on general or specific issues relating to enabling women to have greater equality in the areas of housing, education, employment, community services, and related activities. The Commission is made up of diverse women and girls from throughout the County who are working to establish a report card on the status of women and girls. Initial funding for the SCWG was obtained by Soroptimist Clubs and other women centric groups.
- What started with a \$30,000 "Walking for Health" grant with Sutter Health, Supervisor Hannigan has partnered with the Florence Douglas Senior Center in Vallejo to provide shoes for seniors. This program has given away over 1,500 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles--the partnership is excited to announce that Sutter Health contributed \$ 20,000 in 2019 to continue the program. Supervisor Hannigan actively promotes exercise through her weekly "Walk with the Supervisor" which takes place every Friday at 9:00 am along the Vallejo Waterfront.
- State Route 37 traffic and flood protection is an issue of concern for Supervisor Hannigan. She serves on the Solano Transportation Authority SR 37 Policy Committee. The committee compared the impacts of status quo and solutions to address traffic congestion and environmental impacts. The focus should be to protect the existing roadway while exploring options to accommodate long-term solutions to address the traffic demands with a balance of short-term solutions.
- During the 2020 County budget discussions, Supervisor Hannigan put forward an Equity Initiative along with \$150,000 to offset the projected costs of hiring a consultant to assist the County with an internal review of equity policies, practices and

Erin Hannigan
Legislative & Administration

procedures. Supervisors Hannigan and Vasquez are appointed to the subcommittee and anticipate the equity review to address recruitment, hiring, mentoring, promotion and all other employee related activities with the intention of improving our ability to support a diverse workforce at all levels that mirrors the diversity of the residents in our County.

Goals and Objectives:

- Collaborate effectively with the City of Vallejo.
- Engage residents of District 1 in the action and operations of the County.
- Invigorate all of Solano County in advancing the County's mission, vision, core values and goals.
- Lead collaboratively and energetically with each member of the Board of Supervisors.
- Listen to the concerns of the citizens of Solano County.
- Implement a healthy community strategy.
- Work to bring solutions to homelessness and an end to the sexual exploitation of children.
- Expand Foundation funding for the County and our non-profit organizations.
- Continue to foster our partnership with the Yocha Dehe Winton Nation and its tribal members.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,150 or 0.2% in appropriations when compared to the FY2021/22 Adopted Budget primarily due to a net decrease in Salaries and Employee Benefits, resulting from a reduction in PARS Retirement and changes in health benefit costs. Additionally, the Recommended Budget includes increases in Services and Supplies due to increase in insurance and central data processing charges, partially offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

DEPARTMENT COMMENTS

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

Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care, including mental health services and the environment have been significant areas of connecting County services to the citizens. Since the implementation of the County contract for Animal Control Services in Vallejo, her office assists in connecting District 1 residents with Animal Control Services. A large population of military veterans resides in District 1, and Supervisor Hannigan spends quality time connecting our veterans with Veteran's Services at federal, State and County levels.

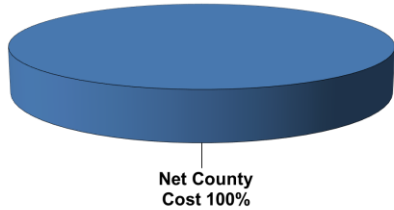
Supervisor Hannigan and her staff continue to be significantly involved in legislative issues at all levels of government. Supervisor Hannigan works to ensure that the County's interests are included in discussions of legislation in the City of Vallejo, the State of California, and at our Nation's Capital.

The Solano360 project is a partnership between Solano County and the City of Vallejo largely located in District 1. This project will continue to see development of a proposed land plan supported by a feasibility/market studies consistent with the uses defined in the Specific Plan which was approved in 2013. In 2018, the County cleared the grandstands and the old horse barns to prepare the property for development. In 2020 and 2021, the County along with its partner, the City of Vallejo are in the process of bringing on a private partner to help make that project become a reality.

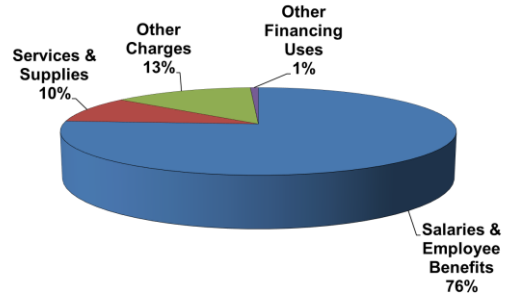
Supervisor Hannigan is honored to serve as a member of the Solano County Board of Supervisors. With the assistance of her staff, she is able to serve as a strong conduit between the Board of Supervisors and the County Administration. Supervisor Hannigan enjoys representing the County and Board of Supervisors not only in District 1, but alongside the other four Supervisors representing the County of Solano. Her greatest priority is serving the people who live, work, and visit Solano

County. As she often says, “I love the work I do and will always work to further improve our community.” In January 2021, Supervisor Hannigan began her 3rd term as County Supervisor representing District 1.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	74	0	0	0	0.0%
TOTAL REVENUES	74	0	0	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	448,483	473,193	470,899	(2,294)	(0.5%)
SERVICES AND SUPPLIES	43,170	58,696	60,135	1,439	2.5%
OTHER CHARGES	87,621	83,546	83,242	(304)	(0.4%)
OTHER FINANCING USES	4,527	4,759	4,768	9	0.2%
INTRA-FUND TRANSFERS	48	100	100	0	0.0%
TOTAL APPROPRIATIONS	583,849	620,294	619,144	(1,150)	(0.2%)
NET COUNTY COST	583,849	620,294	619,144	(1,150)	(0.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

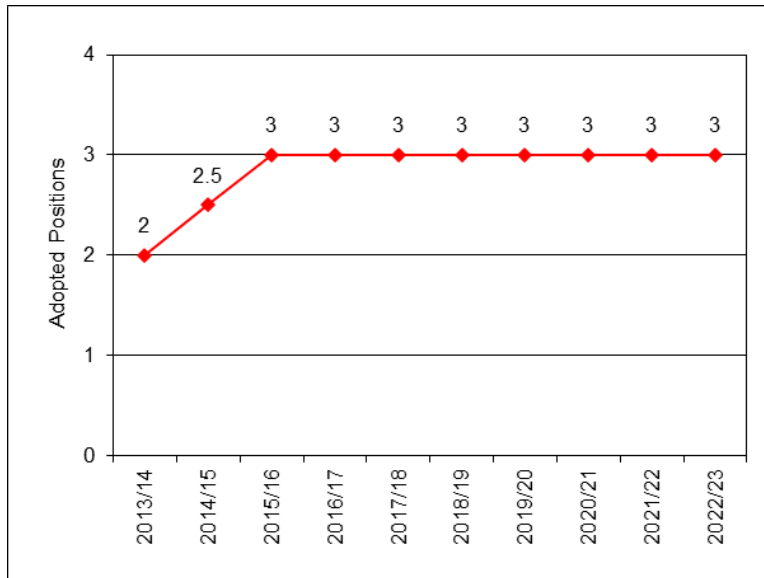
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Erin Hannigan
Legislative & Administration

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Budget Summary:	
FY2021/22 Midyear Projection:	588,191
FY2022/23 Recommended:	594,584
County General Fund Contribution:	594,584
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 2 Supervisor represents citizens residing within the City of Benicia, a portion of the Cities of Vallejo and Fairfield, the unincorporated areas of Home Acres, Cordelia, Green Valley, and the Suisun Marsh. The District maintains an office at the County Government Center at 675 Texas Street in Fairfield and schedules monthly office hours in Benicia, Vallejo and Fairfield. The District 2 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and two staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Brown, Vice-Chair, represents the Board of Supervisors on over 15 County and regional boards and commissions. Supervisor Brown serves on the oversight board of the Area Agency on Aging of Napa and Solano Counties. Supervisor Brown also serves on the Association of Bay Area Governments (ABAG) Executive Board (Alternate), General Assembly (Alternate) and Regional Planning Committee, California State Association of Counties (CSAC) Board of Directors (Alternate), Yolo-Solano Air Quality Board, City-County Coordinating Council (CCCC), East Vallejo Fire Protection District, In-Home Support Services Public Authority, Mental Health Advisory Board, Solano Open Space, Solano County Water Agency, Vallejo Sanitation & Flood Control District (Alternate), Historical Records Committee and the Solano Children’s Alliance.

Challenges:

- The COVID-19 pandemic created a significant number of challenges including budgets, in-person meetings, information dissemination, and continuously changing orders at the state and local level.
- Emergency wildfire response throughout the County has also been a significant undertaking and required reallocation of resources to respond.
- There continues to be challenges with managing air quality and environmental issues in District 2.
- The lack of a weed abatement ordinance.

Accomplishments:

- Serves on the oversight committee of the reformed Area Agency on Aging of Napa and Solano Counties which provides much needed services to seniors.
- Sponsored resolutions at the Board to recognize contributions to the community and society.
- Advocated for and provided personal protective equipment (PPE) to In-Home Support Services (IHSS) staff and Veterans throughout Solano County.
- Serves on the Solano County Mental Health Advisory Board and aided in the procurement of mobile crisis services for Solano County residents and first responders.
- Ongoing support and approval of continued implementation of Laura’s Law that supports individuals with assisted outpatient mental health treatment.
- Continues to advocate and oppose legislation at the state level on behalf of constituents in District 2.
- Meets monthly with Health and Social Services regarding issues related to mental health and housing.
- Worked with the Solano County Department of Resource Management-Public Works division and the Solano County Water Agency to address and remediate flooding in Cordelia at Thomasson Lane and Erikson’s Ranch, where residents were extremely affected by storms.

**Monica Brown
Legislative & Administration**

- Has regular meetings with many Solano County Department Heads and leaders to discuss backgrounds, plans, and policies of each Department and Supervisor priorities as it relates to each Department’s areas of focus.
- Continued advocacy at the Board level for further homeless services and resources.
- Works with the Department of Resource Management to utilize SB 1 funding to improve roads in District 2.
- Works with Solano Transportation Authority on Safe Routes to Schools.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assistance with various State and local agencies.
- Disseminates a weekly District 2 newsletter to constituents with current public notices, events, and information.

Priorities:

- Serving District 2 constituents by investigating and responding to their concerns concerning the County, meeting with them on requests, and reaching out to them through community meetings and forums.
- Keep open space open.
- Prepare a plan for countywide broadband mapping and implementation.
- Create positions for grant writers to apply for as much State and federal funding as possible to serve Solano County residents.
- Supporting and initiating efforts that will enhance the lives of the residents of Solano County through collaboration with County stakeholders, local, State and federal legislators, business communities, and non-profit organizations serving various communities such as children and families, the homeless, mental health and veterans’ advocates.
- Working to address homelessness throughout Solano County including homeless students and persons needing permanent housing in District 2.
- Collaborating with the County Mental Health Services Division, the Mental Health Advisory Board and non-profit organizations to increase services and resources allocated to mental health patients and their families.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 2 residents have experienced with the 2017 and 2019 storm events. This includes working with cities within the District as well as State and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Expand food distribution to address the issue of food insecurity throughout District 2.
- Continued dissemination of important information for constituents via social media and the District 2 newsletter.

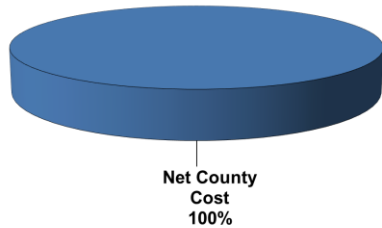
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$7,150 or 1.2% in appropriations when compared to the FY2021/22 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance, education and training, central data processing charges and the replacement of computer equipment, partially offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

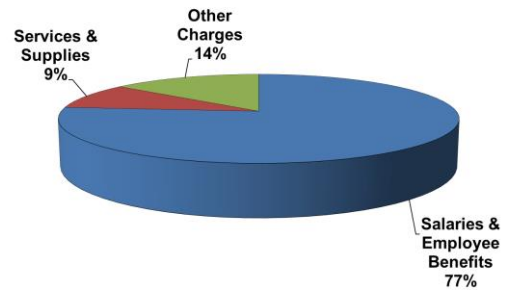
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	1,047	0	0	0	0.0%
TOTAL REVENUES	1,047	0	0	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	417,499	447,162	452,300	5,138	1.1%
SERVICES AND SUPPLIES	44,234	51,032	55,550	4,518	8.9%
OTHER CHARGES	86,809	86,458	83,882	(2,576)	(3.0%)
OTHER FINANCING USES	2,546	2,732	2,802	70	2.6%
INTRA-FUND TRANSFERS	149	50	50	0	0.0%
TOTAL APPROPRIATIONS	551,237	587,434	594,584	7,150	1.2%
NET COUNTY COST	551,237	587,434	594,584	7,150	1.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

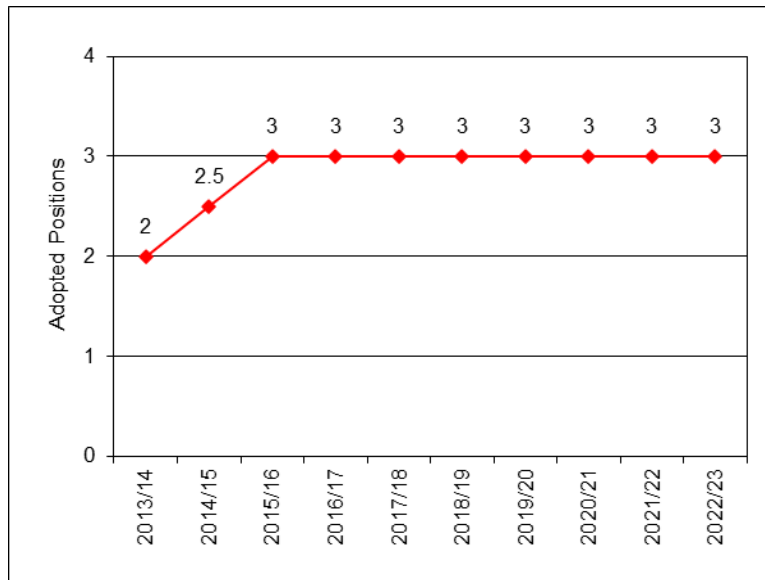
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Monica Brown
Legislative & Administration

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Budget Summary:	
FY2021/22 Midyear Projection:	623,616
FY2022/23 Recommended:	628,992
County General Fund Contribution:	628,992
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 3 Supervisor represents residents residing within the City of Fairfield (excluding the section north of Air Base Parkway), portions of Suisun City and Travis Air Force Base, Suisun Valley and parts of Green Valley, and maintains an office at the County Government Center at 675 Texas Street in Fairfield. The District 3 Supervisor’s Office budget provides for the expenditures of the elected Supervisor, and two full-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Spering serves on over 20 County, and regional boards and commissions, including the Association of Bay Area Governments Executive Board, Metropolitan Transportation Commission (MTC), Solano Local Agency Formation Commission, Solano Transportation Authority, Solano County Water Agency and Executive Committee, and Board of Supervisor’s Land Use and Transportation Committee.

Challenges:

- Providing transportation services to veterans, seniors, disabled and low income who depend on transit to get to their jobs and doctor appointments, with the combined effects of major reductions in transit services from the pandemic, and major increases in living costs due to inflation.
- Finding ways to generate affordable housing so that the next generation of residents can afford to live in Solano County, especially with housing prices soaring in response to the influx of Bay Area residents relocating to take advantage of lower cost housing and working virtually.
- Developing the infrastructure for an affordable and sustainable water source for Green Valley, Gordon Valley and Suisun Valley.
- Relieving congestion along the I-80 corridor and locating funding to make the improvements.
- Developing a sustainable fire service that protects rural and urban parts of the county from the increasing threat of wildfires.

Accomplishments:

- Under Supervisor Spering’s leadership as chair of the Metropolitan Transportation Commission Blue Ribbon Transit Recovery Task Force, the 30 member Task Force – made up of elected officials, transit operators and community stakeholder representatives – continued to work collaboratively to address aspects of transit recovery throughout the Bay Area with greatly reduced ridership from the pandemic, and developed a “Transformation Action Plan” for Solano and its fellow Bay Area counties that includes near-term and long-term actions to achieve a more efficient, user-focused mobility network across the Bay Area.
- Solano Transportation Authority (STA). Supervisor Spering led the effort to have an STA headquarters building built in the downtown Suisun area - central to Solano County - to house the staff, help revitalize the area and bring more jobs. The construction of the building was completed in late 2021 with the ribbon cutting held on January 12, 2022.
- With the ever-increasing risk of wildfires in the County, Supervisor Spering, and Supervisor Vasquez have been leading the effort to meet with the Fire Protection District chiefs – for Cordelia, Suisun, Vacaville and Montezuma, and the Fire Chiefs of Fairfield and Vacaville - and address the long-term challenges, including funding, location of fire stations and decentralized dispatching. Work is in progress towards finding a collaborative solution to ensure sustainable, adequate fire protection to all residents, whether living in the cities or in the rural parts of the county.

- Supervisor Spering worked with Resource Management staff, nearby property owners, and Travis Air Force Base leadership to address long-standing, congestion issues at the Travis North Gate due to large truck traffic being at the incorrect gate for admittance to the base. Funding was identified and work completed to add pavement for a truck turnaround as well as signage to strategic locations near the base to help prevent truckers from driving to the wrong gate.
- Supervisor Spering continues to serve on the Solano Consolidated Oversight Board in its fourth year of oversight. The combined Board took over from the Successor Agencies of the six former city redevelopment agencies in Solano County. As part of this Board, the supervisor is responsible for the winding down of redevelopment activities in the county.
- Consolidated Transportation Services Agency (CTSA). Supervisor Spering chairs a consortium of transit stakeholders who work to address the gaps in mobility services for seniors, people with disabilities and low-income residents. Under his direction, the consortium members identify strategies and funding streams and work to expand existing transportation services. This past year, the consortium focused on implementing three projects – Sutter/Solano medical trips, the Veterans Mobility study and improving non-profit partnerships, which were identified in the previous year’s survey as priorities.
- Locally, Supervisor Spering serves on many Solano committees including the Solano County Transit Joint Powers Authority (SolTrans JPA), Solano County Water Agency, and the Local Agency Formation Commission (LAFCo) - committees that focus on transportation and development needs on behalf of Solano County residents and businesses.
- Regionally, Supervisor Spering serves on the Metropolitan Transportation Commission and four of its associated committees, including the Bay Area Regional Collaborative; the Capitol Corridor Joint Powers Authority; the Mega Region Working Group; and the California Association of Councils of Governments (CALCOG) – representing the needs and interests of Solano County at the regional level.

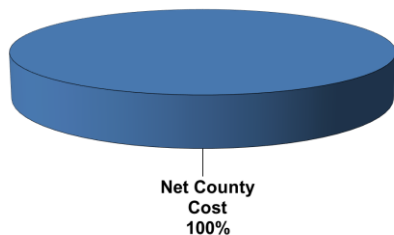
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$24,008 or 3.7% in appropriations when compared to the FY2021/22 Adopted Budget primarily due to a net decrease in Salaries and Employee Benefits costs due to changes in staff and changes in health benefit costs. Additionally, the Recommended Budget includes a reduction in Countywide Administrative Overhead costs.

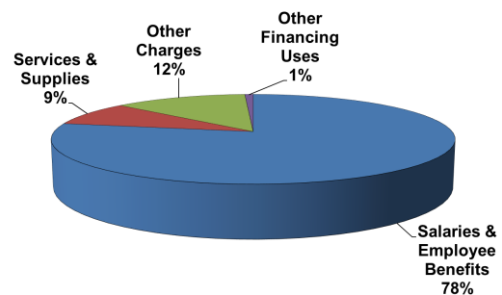
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	476,403	509,388	490,736	(18,652)	(3.7%)
SERVICES AND SUPPLIES	41,870	52,878	54,114	1,236	2.3%
OTHER CHARGES	96,729	85,682	79,104	(6,578)	(7.7%)
OTHER FINANCING USES	4,661	4,952	4,938	(14)	(0.3%)
INTRA-FUND TRANSFERS	59	100	100	0	0.0%
TOTAL APPROPRIATIONS	619,722	653,000	628,992	(24,008)	(3.7%)
NET COUNTY COST	619,722	653,000	628,992	(24,008)	(3.7%)

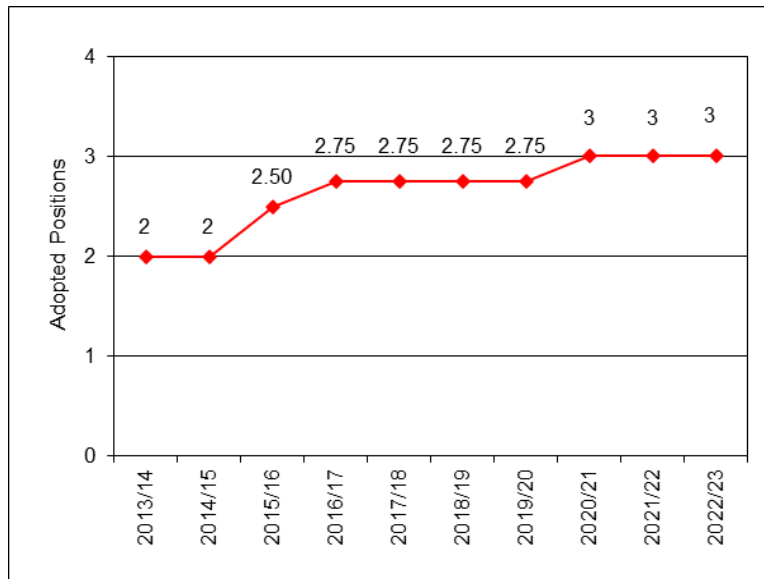
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

John M. Vasquez, Chair
 Legislative & Administration

Budget Summary:	
FY2021/22 Midyear Projection:	628,173
FY2022/23 Recommended:	637,064
County General Fund Contribution:	637,064
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 4 Supervisor represents the cities of Vacaville and Dixon and the Northern part of Solano County including the agricultural areas of Pleasants Valley, Vaca Valley, Lagoon Valley, English Hills, Winters and Dixon Ridge. The District 4 Supervisor’s budget provides for the expenditures of the elected supervisor and two full-time staff positions. As the elected representative for District 4, Supervisor Vasquez is available to meet or speak with his constituents to assist them in resolving issues that arise. The District 4 office is maintained at the County Administration Center at 675 Texas Street in Fairfield.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Vasquez represents the citizens of Solano County on 39 County, regional and State boards and commissions as a member or alternate member. These appointments include the Bay Conservation and Development Commission, Delta Counties Coalition, Delta Protection Commission, Delta Conservancy Board, Northern California Counties Tribal Matters Consortium, Solano County Water Agency, Regional Parks Committee, Yolo-Solano Air Quality Management District and more. The preservation of agriculture and natural resources, along with issues affecting seniors and those in poverty remain significant priorities for Supervisor Vasquez.

Since being sworn into office in 2003, Supervisor Vasquez has been selected by his peers to act as Chair seven times. He has been recognized nationally as a leader on the issue of childhood obesity and continues to work toward ensuring Solano County is the best place to Live, Work, Learn, Play and Age.

Accomplishments:

- The Coronavirus pandemic continues to pose a significant challenge for local government and its residents. Therefore, Supervisor Vasquez worked with his peers on the Board of Supervisors to ensure families who may be suffering from adverse impacts of the pandemic got emergency rental assistance if needed. This included \$13.3 million in direct funding from Federal government for the Emergency Rental Assistance Program (ERAP).
- In August 2020, a number of lightning sparked fires coalesced to become the LNU Lightning Complex fire. More than 300 homes were destroyed and 854 total structures were damaged in the rural Vacaville and Greater Winters Area. Supervisor Vasquez’s office continues to field calls and e-mails from those seeking assistance and continues to be a liaison between residents and staff to assist in the recovery process.
- Also along the fire front, Supervisor Vasquez continues to work with his partners at the state level such as Senator Bill Dodd, who was able to secure \$1.9 million to boost Solano County’s wildfire prevention and suppression efforts. In addition, the Board agreed to accept a \$175,000 grant from the California Fire Safe Council for a County Coordinator to support fire protection and prevention related efforts.
- The County broke ground on a new mental health residential treatment facility at the County’s Health and Social Services campus in Fairfield. Solano County is one of 10 counties across the state to receive grant funding to create a mental health diversion and adult board and care facility. The facility will accommodate up to 32 adults experiencing mental illness, including those facing housing insecurity.
- Celebrated Solano County’s 47 centenarians during the 15th Annual Centenarian Celebration during a virtual presentation before the Board of Supervisors due to the ongoing Coronavirus pandemic. The event provides the opportunity to recognize and honor our oldest living residents for the wonderful things they have achieved and continue to experience in their lives.

- Continues to engage with the public through a monthly newsletter that highlights issues affecting District 4 and the County as a whole. In addition, the use of social media such as Twitter and Facebook have added more opportunity to interact with constituents and promote exceptional people and events in Solano County.

Goals and Commitments in the Coming Fiscal Year:

- Continue to work with residents impacted by the LNU Lightning Complex fire to rebuild their properties. Ongoing work also includes fire prevention and preparedness initiatives which may include the formation of Fire Safe Councils throughout the county, enhanced alert systems such as audible sirens and mobile messaging as well as fuel reduction.
- Closely watch legislation that impacts water, our most important natural resource. Supervisor Vasquez is committed to being an advocate for all of Solano County at the local, State and federal level on matters involving water. It is critical to all residents that our current water sources are protected while working to create more storage for growing demands.
- With agriculture being a large part of the District 4 landscape, Supervisor Vasquez will continue to be a proponent of Solano County’s farmers and ranchers.
- Continue the conversation of creating a Pleasants Valley Specific Plan to address the growing appeal for agritourism while taking into consideration rural-urban interface issues.
- Work with our County Agriculture Department to continue efforts to eradicate the Glassy-winged Sharpshooter, which was discovered in 2021 in Vacaville. Glassy-winged sharpshooters are invasive pests of concern to grape growing regions. The Ag department has already implemented high-density trapping measures and applied targeted treatments to protect the County’s 4,000 acres of vineyards.
- Homelessness in Solano County is a concern to Supervisor Vasquez, and he will continue to work with the Board of Supervisors to collaborate and partner with the seven cities, non-profit agencies and service providers to address the myriad issues contributing to homelessness.

Supervisor Vasquez will continue to work to promote the hard work of County workers who, day in and day out, care for the health of our residents, ensure our roads are safe, protect our safety and property, serve our veterans, sustain our agricultural heritage, educate our children, and so much more.

DEPARTMENTAL BUDGET SUMMARY

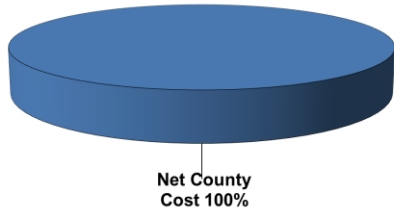
The Recommended Budget represents an increase of \$12,797 or 2.0% in appropriations when compared to the FY2021/22 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts resulting in increases in wages and CalPERS retirement costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance and central data processing charges and the replacement of computer equipment, partially offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

DEPARTMENT COMMENTS

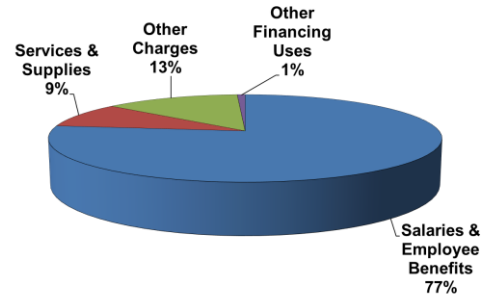
None.

John M. Vasquez, Chair
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	462,541	480,327	489,922	9,595	2.0%
SERVICES AND SUPPLIES	42,637	53,610	58,852	5,242	9.8%
OTHER CHARGES	87,396	85,480	83,366	(2,114)	(2.5%)
OTHER FINANCING USES	4,628	4,800	4,874	74	1.5%
INTRA-FUND TRANSFERS	57	50	50	0	0.0%
TOTAL APPROPRIATIONS	597,259	624,267	637,064	12,797	2.0%
NET COUNTY COST	597,259	624,267	637,064	12,797	2.0%

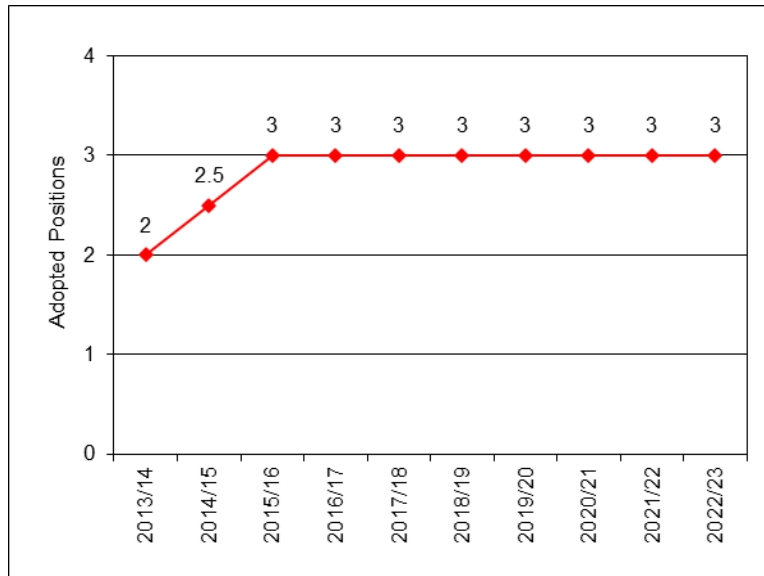
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

**Mitch Mashburn
Legislative & Administration**

Budget Summary:	
FY2021/22 Midyear Projection:	610,951
FY2022/23 Recommended:	635,029
County General Fund Contribution:	635,029
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 5 Supervisor, Mitch Mashburn, represents citizens residing in the City of Rio Vista, parts of the cities of Vacaville, Fairfield, Suisun City, and the unincorporated areas of Elmira, Collinsville, Birds Landing, and Ryer Island. In his second year on the Board, Supervisor Mashburn serves as Chair of the City County Coordinating Council (CCCC), alternate on the Solano Transportation Authority (STA), on the Delta Conservancy Board of Directors, the Delta Counties Coalition, Rural County Representatives of California (RCRC), Yolo Solano Air Quality Management District, the Solano Subbasin Groundwater Sustainability Agency, the Travis Community Consortium and the Board of Directors of the Solano County Water Agency. Additionally, he serves as the alternate representative on the Delta Protection Commission and Solano Local Agency Formation Commission (LAFCo). The Supervisor maintains an office at the County Government Center, located at 675 Texas Street, Suite 6500 in Fairfield, California. The District 5 Office budget provides for the expenditures of the elected Supervisor and two full-time staff members.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Since taking office in the middle of a pandemic, Supervisor Mashburn has faced unique challenges in leading through vaccination deployment, distribution of infrastructure funding and finding a return to normalcy. The District includes one of the busiest installations in Air Mobility Command, some of the nation’s richest farm and grazing land, a significant delta ecosystem, and the people who call this region home. Starting strong with a background in public service as a City Planning Commissioner, City Councilmember, and retired Sheriff’s Lieutenant in Corrections, Supervisor Mashburn has decades of budget experience that has been put to the test in setting direction for ARPA funding. Supervisor Mashburn wasted no time in his first year hitting the ground running and with a keen interest in improving long-standing problems.

Accomplishments:

- In addressing increasing challenges, listening and leading by example continue be hallmarks of Supervisor Mashburn’s tenure on the Board of Supervisors. Service is not a spectator sport, and Supervisor Mashburn’s packed schedule reflects this.
- Solano County is a “Right to Farm” county with a rich agricultural heritage. Growing more distinct crops than all but one other California county, Supervisor Mashburn is working to create a culture that supports agribusiness here, based on the concept of partnering with farmers, ranchers, orchardists and greenhouse operators to “Help Us Help Them.” County policies must be strong enough to protect the right to farm, while being nimble enough to adjust to market changes that allow agriculture to continue to flourish for generations to come.
- Mellin Levee provides critical flood control for the City of Rio Vista, and Supervisor Mashburn has been instrumental in seeking funding to reinforce and strengthen the aging levee before crisis strikes. Too often, California has been slow to react to flood emergencies, and has ignored decades of deferred maintenance that would prevent damage before it happens. Supervisor Mashburn’s approach continues to find value in preventive efforts to ward off greater threat to human life and real property.
- In strong partnership with Supervisor Spering, Supervisor Mashburn has taken the lead on restructuring the CAP Solano JPA to better serve the needs of the homeless population in Solano County. His guiding principles include better transparency and accountability, plus recognizing that the needs of the homeless population are not all alike. In working together, we expect previously unattainable federal and state grants to become available, resulting in the ability to serve those experiencing homelessness more effectively and efficiently to aid in their path back to health and security.

- Supervisor Mashburn has taken a hands-on approach to code enforcement within the unincorporated areas in Solano County, to ensure health and safety violations are addressed before becoming a larger problem. He and his staff have engaged in regular meetings with landowners and residents in areas of the 5th District that have seen significant problems with unsafe structures, fire prevention, illicit drugs, groundwater contamination and numerous other issues that demand attention.
- In keeping with his commitment to public safety, Supervisor Mashburn continues to meet with leadership, county staff and bargaining groups from Deputy Sheriffs, Corrections and Probation, to ensure their needs are met and that their voices are heard.
- Supervisor Mashburn continues to be a fierce advocate for the men, women, and mission of Travis Air Force Base. Faced with a wind turbine project by SMUD that will impact current and future missions, he has spoken out and taken a lead to ensure that the county's position is parallel with the needs of the base.
- Thousands of veterans and their families live within the 5th District, many of whom stayed following their service at Travis AFB or at the former Mare Island Naval Shipyard because of access to base benefits and quality health care at the VA and David Grant Medical Center. Supervisor Mashburn takes meeting the needs of those who served very seriously and continues to highlight available services provided by the County of Solano and others including information on all supportive services that are available to Veterans here in Solano.
- Through his service on the Delta Counties Coalition, Supervisor Mashburn is participating in the creation of educational tools to inform millions of area residents about the negative impacts of the state's current delta conveyance proposals. Dating back a century, there exists an ongoing battle to meet the water needs of agriculture, people, and the environment, often pitting those in the water-rich North State against those living south of the Sacramento Bay Delta. From the peripheral canal proposal of the 1980's to the twin tunnels of recent years, every scenario ends with Delta counties being negatively impacted in terms of water quality and quantity, and overall socioeconomic impact to pay for development in California's more arid climes. Supervisor Mashburn will continue protecting the Solano Project, aquifer and delta intakes that provide much of Solano County's water.
- With his strong background in government budgeting, Supervisor Mashburn holds one-on-one meetings regularly with department heads to better understand the changing needs of each department and the role they play in the shared responsibility of serving the residents of Solano County.
- With federal dollars flowing to counties through the American Rescue Plan Act (ARPA), Supervisor Mashburn has worked tirelessly to ensure that more than \$12 million available to Solano County is spent prudently to provide new and better infrastructure along with key job training and education needs today and into the future. His goal is to ensure that aging infrastructure with deferred maintenance issues is brought to current standards, that access to technology is universal, and that funding for education is available for those who need it to better their occupational opportunities.

Goals and Objectives:

Supervisor Mashburn has the benefit of a wealth of experience in public service, and that life experience informs new approaches to meet the needs of the Solano County of today and tomorrow. To that end, Supervisor Mashburn prioritizes the following issue areas with a clear set of goals and metrics:

- Ensuring safe neighborhoods and safe communities in a responsive public safety structure.
- Protecting Solano County's long-standing commitment to balanced budgets and strong reserves.
- Enforcing the Right to Farm commitment to family farmers and ranchers in Solano County.
- Serving those who have served us through comprehensive and appropriate Veterans Services.
- Ending the explosion of the homelessness crisis by helping those who seek a path out while enforcing safety needs of our entire community.
- Putting teeth to our Code Enforcement programs as a preventive measure.

**Mitch Mashburn
Legislative & Administration**

- Stewarding American Rescue Plan Act (ARPA) funds to ensure all monies are spent responsibly with both present and future generations in mind.
- Respecting the mission of Travis Air Force Base and being a strong neighbor and community partner for the men and women of Team Travis.
- Protecting Solano County’s water needs for urban use, agriculture, and the environment without allowing our communities to mitigate for the State.
- Protecting the Delta for recreation, water supply and habitat for future generations.

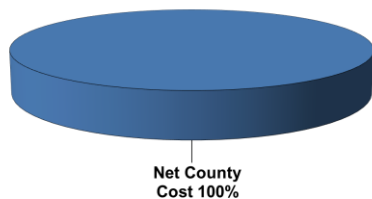
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$33,235 or 5.5% in appropriations when compared to the FY2021/22 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, and changes in CalPERS retirement costs partially offset by a decrease in PARS Retirement costs and changes in health benefit costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance and central data processing charges, travel expense, and the replacement of computer equipment partially offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

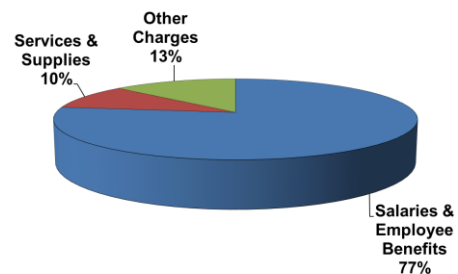
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	404,688	460,594	483,764	23,170	5.0%
SERVICES AND SUPPLIES	46,070	52,411	65,927	13,516	25.8%
OTHER CHARGES	91,566	85,889	82,301	(3,588)	(4.2%)
OTHER FINANCING USES	2,340	2,800	2,837	37	1.3%
INTRA-FUND TRANSFERS	2,613	100	200	100	100.0%
TOTAL APPROPRIATIONS	547,277	601,794	635,029	33,235	5.5%
NET COUNTY COST	547,277	601,794	635,029	33,235	5.5%

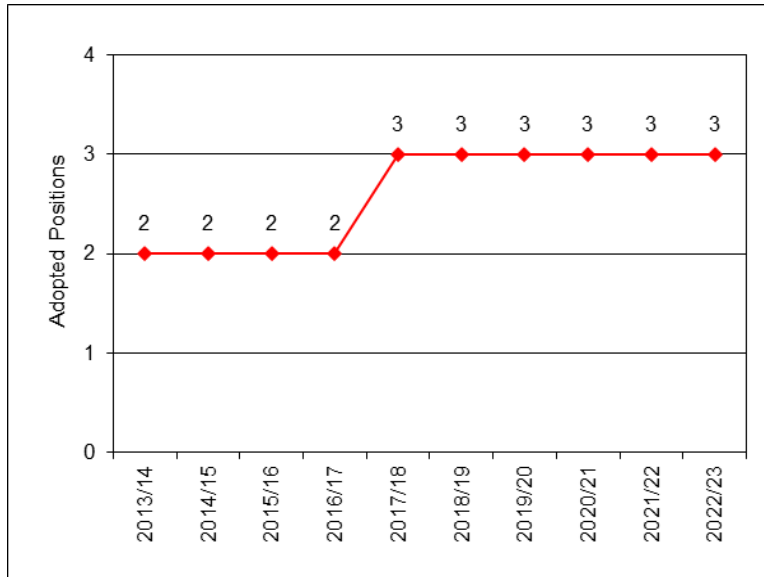
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

John Vasquez, Chair
Legislative & Administration

Budget Summary:	
FY2021/22 Midyear Projection:	186,814
FY2022/23 Recommended:	283,084
County General Fund Contribution:	283,084
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

FUNCTION AND RESPONSIBILITIES

This budget unit reflects the administrative costs of the Board of Supervisors’ operations which are not unique to an individual Board Member’s District. Appropriations include shared services and supplies; memberships in the Association of Bay Area Governments (ABAG), National Association of Counties (NACo), Rural County Representatives of California (RCRC) and the Travis Community Consortium (TCC).

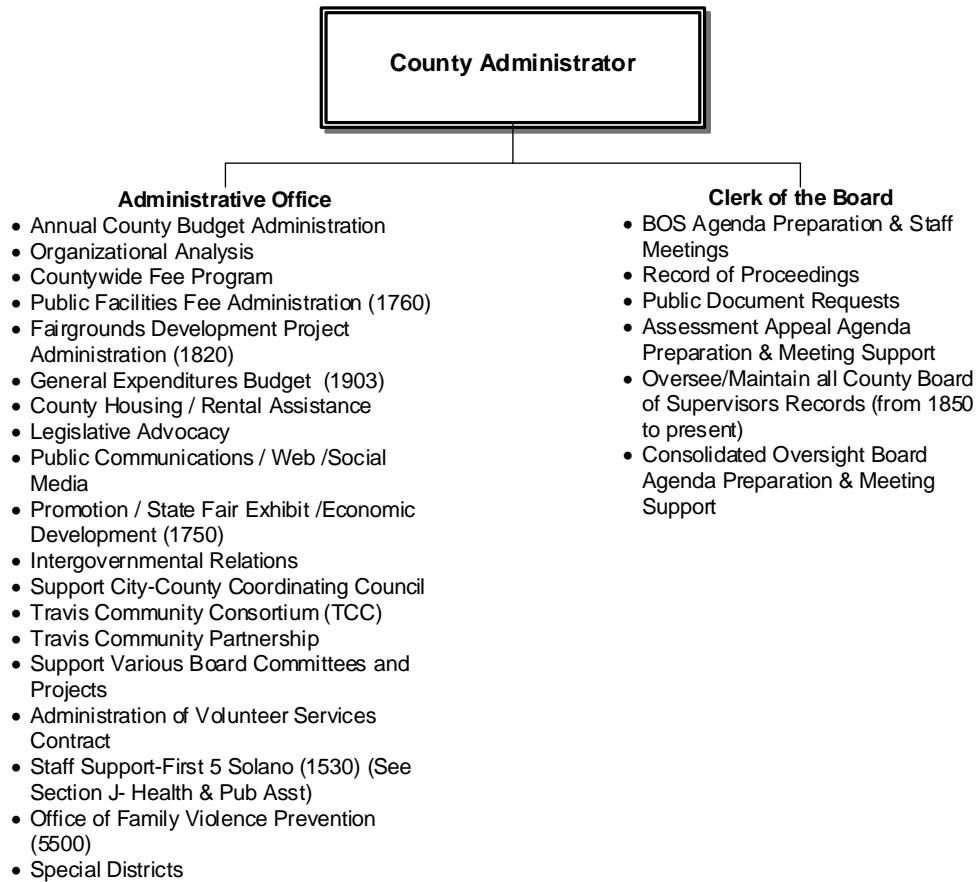
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$3,730 or 1.3% in appropriations when compared to the FY2021/22 Adopted Budget. The decrease is primarily due to reductions in insurance expenses, and membership costs for the Travis Community Consortium (TCC), partially offset by an increase in Services and Supplies, primarily due to the membership costs for the Rural County Representatives of California (RCRC). Services and Supplies also includes costs for recording, editing, and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, and meals and refreshments for the Board of Supervisors Closed Sessions.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	84	0	0	0	0.0%
TOTAL REVENUES	84	0	0	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	32,437	28,871	10,638	(18,233)	(63.2%)
SERVICES AND SUPPLIES	109,717	226,943	246,446	19,503	8.6%
OTHER CHARGES	25,000	30,000	25,000	(5,000)	(16.7%)
INTRA-FUND TRANSFERS	3,742	1,000	1,000	0	0.0%
TOTAL APPROPRIATIONS	170,896	286,814	283,084	(3,730)	(1.3%)
NET COUNTY COST	170,896	286,814	283,084	(3,730)	(1.3%)

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

The County Administrator is the Chief Administrative Officer of the County and is responsible to the Board of Supervisors for the proper and efficient administration of all County offices, Departments, Institutions and Special Districts under the jurisdiction of the Board of Supervisors. (Solano County Code sections 2-43)

Budget Summary:	
FY2021/22 Midyear Projection:	5,512,046
FY2022/23 Recommended:	5,344,724
County General Fund Contribution:	1,799,550
Percent County General Fund Supported:	33.7%
Total Employees (FTEs):	19

FUNCTION AND RESPONSIBILITIES

Responsibilities of the County Administrator are:

- Plan, monitor, and oversee County operations to ensure Board policies are carried out in the most efficient, cost-effective, and service-oriented manner.
- Review and monitor County structure, programs, services, and budgets and make recommendations to the Board regarding reorganizations, funding, and positions necessary to conduct departmental functions.
- As Clerk of the Board of Supervisors, prepare and coordinate Board agendas and minutes, coordinate appointments to County Boards and Commissions and provide support to the Assessment Appeals Board, Solano Consolidated Oversight Board, and to the Solano County City Selection Committee.

**Bill Emlen, County Administrator
Legislative & Administration**

-
- Implement the County’s Legislative Advocacy Program; review impacts of federal and State legislation; initiate legislative proposals; and prepare position recommendations.
 - Formulate short- and long-range plans through strategic planning and the Annual Budget.
 - Supervise the performance of County departments and appointed Department Heads.
 - Staff and support Board committees including Legislation, Delta County Coalition, Land Use and Transportation, Solano360, Economic Development, Vallejo Lakes Water System, Human Services Needs Assessment, Social Equity Advisory, and Redistricting.
 - Represent the Board in the County’s intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
 - Provide administrative and fiscal oversight to First 5 Solano Commission.
 - Provide administrative and fiscal oversight to Office of Family Violence Prevention.
 - Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair Association.
 - Administer and supervise the Risk Management and Loss Prevention programs (Solano County Code sections 2-44).
 - Serve as Incident Commander for emergency services (Solano County Code Chapter 7).

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments:

- Continued work with the Solano360 project partners – the County, the City of Vallejo, and the Solano County Fair Association to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Continued to engage and participate with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs, a collaboration between Air Force, County and seven cities, and coordinated closely with Travis Community Consortium (TCC) partners.
- Continued work with the CAO’s Pension Advisory Committee to implement strategies to address escalating retirement costs and established investment guidelines for Post-Employment Benefits Trust program.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment for program and funding with the public safety departments.
- Continued partnership and support for “Moving Solano Forward,” economic development strategies with Solano Economic Development Corporation (EDC).
- Continued to produce the annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyster (13th Report).
- Continued to provide guidance and support to the Delta Counties Coalition.
- Provided staff support to the annual Board Centenarian reception.
- Provided support in the restructure of the Community Action Partnership (CAP) Solano JPA Board of Directors to consist of two elected officials from each city and the County to improve regional efforts to address homelessness.
- Coordinated the annual Counties Care Holiday Food Drive and the friendly competition with the employees of Contra Costa County, which resulted in a record breaking \$54,342 donated by Solano County employees toward the 2021 “Holiday Food Fight” campaign for a grand total of \$548,336 donated by Solano County employees since 2004.

- Continued to provide support to Board subcommittee on the Solano Fairgrounds for both the Solano360 project implementation and the operational agreements with the Fair.
- Oversaw and coordinated the federal CARES Act funding received in 2020 through multiple contracts and departments.
- Continued administration of the 2020 Federal Emergency Rental Assistance Program providing rental and utility assistance to over 1,100 Solano County residents with more than \$11.5 million paid out to date.
- Provided staff support in the allocation and administration of the County's one-time federal American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) direct funding of \$86.9 million.
- Produced the Midyear Financial Forecast for the County Budget and coordinated ongoing budget monitoring throughout the year, including COVID-19 pandemic impacts.
- With First 5 staff, a consultant Board Committee, and department representative continued to implement County Human Services Needs Assessment.
- Conducted an analysis of the Family Justice Center (FJC) and effective April 3, 2022, reacquired the management and administration of personnel, fiscal duties, and day-to-day operations of the Office of Family Violence Prevention to include the FJC. Work continues with the assistance of an advisory committee and consultants to develop a Request for Proposal for a new lead agency for the FJC and strategic planning will begin shortly thereafter.
- Actively monitoring legislative proposals and advocating for resources at State and federal levels to ensure delivery of services to County residents with the assistance of the County's federal and State legislative advocates.
- Continued to coordinate with County Public Health and County Office of Emergency Services (OES) on countywide response to the impacts and emergency actions taken to address the concerns of the COVID-19 pandemic on county residents and County employees.
- Working with the Board, County Public Health, Resource Management, Workforce Development, and County OES on the COVID-19 recovery, including RoadMap to reopening businesses and restoring County services.
- Working with General Services, Auditor-Controller, Resource Management, and County OES on recovery efforts from the LNU Lightning Complex fires.
- Actively working with LAFCo and Board Subcommittee reviewing Fire Districts services and fire preparedness.

WORKLOAD INDICATORS

During FY2022/23, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 31 various Board of Supervisors meetings in person with expanded and modified public participation access.
- Provided staff support to multiple Board of Supervisor subcommittees.
- Processed 553 Agenda submittals and developed/published Minutes for 25 Board of Supervisors Regular Meetings, 6 Board of Supervisors Special Meetings, 3 City Selection Committee Meetings, and processed 379 Public Comments related to items under the jurisdiction of the Board, through May 10, 2022.
- Provided staff administrative support to 10 Assessment Appeals Board Hearings.
- Provided administrative support to 1 Consolidated Oversight Board meeting.
- Recorded 10 Ordinances and 179 Resolutions adopted by the Board.
- Processed 241 Assessment Appeals applications (individual applications for multiples parcels counted as one).
- Provided staff support to the City-County Coordinating Committee, Executive Committee, and Joint Committee for a total of 6 meetings.
- Received 45 requests for information under the California Public Records Act (GC §6250).

1100 – Fund 001-County Administrator
Bill Emlen, County Administrator
Legislative & Administration

Functional Area Summary

- Filed 223 California Environmental Quality Act (CEQA) documents.
- Processed 66 claims against the County and 21 lawsuits.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	41,983	41,537	42,328	791	1.9%
ADMINISTRATIVE OFFICE	3,675,705	3,160,871	3,502,846	341,975	10.8%
TOTAL REVENUES	3,717,688	3,202,408	3,545,174	342,766	10.7%
APPROPRIATIONS					
CLERK OF THE BOARD	448,289	554,002	536,185	(17,817)	(3.2%)
ADMINISTRATIVE OFFICE	3,981,103	4,694,662	4,808,539	113,877	2.4%
TOTAL APPROPRIATIONS	4,429,392	5,248,664	5,344,724	96,060	1.8%
NET COUNTY COST					
CLERK OF THE BOARD	406,306	512,465	493,857	(18,608)	(3.6%)
ADMINISTRATIVE OFFICE	305,398	1,533,791	1,305,693	(228,098)	(14.9%)
NET COUNTY COST	711,704	2,046,256	1,799,550	(246,706)	(12.1%)

STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	16	16	17	1	6.3%
TOTAL STAFFING	18	18	19	1	5.6%

DEPARTMENTAL BUDGET SUMMARY

The County Administrator’s primary cost centers are Administration (BU 1115) and Clerk of the Board (BU 1114). The County Administrator also administers ten other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets - excludes First 5 (BU 1530).

1115 - Administration:

The Recommended Budget represents an increase of \$341,975 or 10.8% in revenues and an increase of \$113,877 or 2.4% in appropriations when compared to the FY2021/22 Adopted Budget. The Net County Cost for the Administration budget decreased by \$228,098 or 14.9%. This budget is primarily funded by County General Fund.

The principal factor leading to the increase in appropriations is increases in salaries and employee benefits of \$75,436 or 18.7% primarily due to negotiated and approved wage increases, and the addition of a Budget Technician position included in the Recommended Budget and Administration Overhead cost.

Contracts

The FY2022/23 Recommended Budget includes a total of \$218,843 or 4% in contracted services which includes the following significant contract:

- \$179,143 Legislative Advocacy Services on General County Issues.

Fixed Assets

None.

1114 - Clerk of the Board:

The Recommended Budget represents an increase of \$791 or 1.9% revenues and a decrease of \$17,817 or 3.2% in appropriations when compared to the FY2021/22 Adopted Budget. This budget is primarily funded by County General Fund.

Contracts

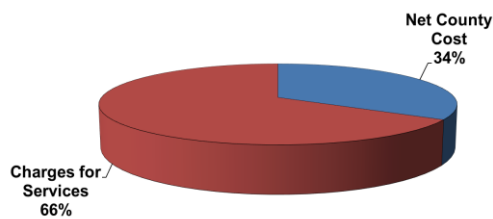
The FY2022/23 Recommended Budget includes a total of \$50,896 or 9.5% in contracted services which includes the following significant contracts:

- \$20,440 Support to live-stream meetings in the Board Chamber.
- \$30,456 Software maintenance and/or service agreements for the Legistar Agenda Management Program.

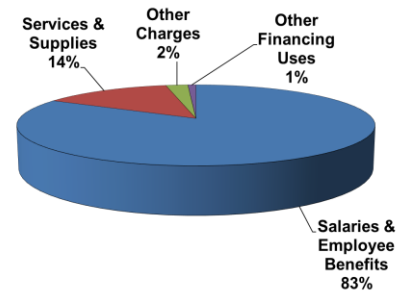
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



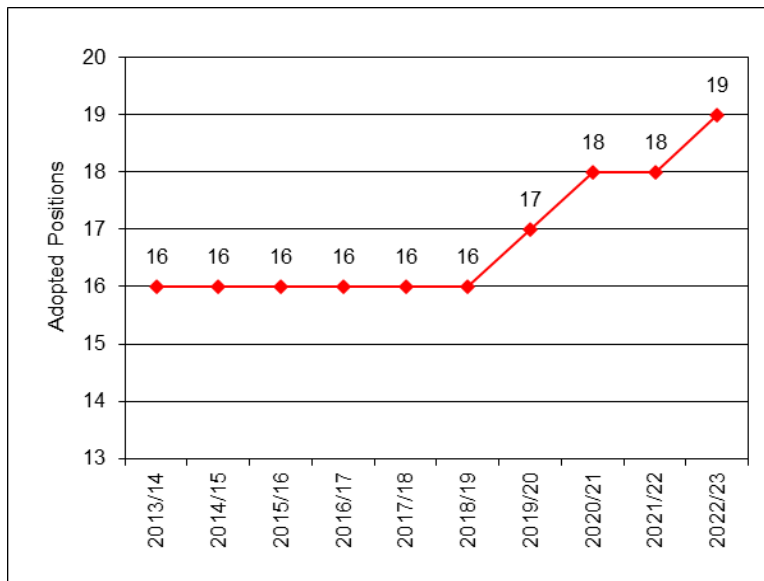
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	121,627	0	0	0	0.0%
CHARGES FOR SERVICES	3,593,716	3,202,408	3,545,133	342,725	10.7%
OTHER FINANCING SOURCES	2,345	0	0	0	0.0%
TOTAL REVENUES	3,717,688	3,202,408	3,545,133	342,725	10.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,708,253	4,319,216	4,436,641	117,425	2.7%
SERVICES AND SUPPLIES	553,274	756,364	734,228	(22,136)	(2.9%)
OTHER CHARGES	126,636	126,282	124,689	(1,593)	(1.3%)
OTHER FINANCING USES	36,278	43,118	45,988	2,870	6.7%
INTRA-FUND TRANSFERS	4,951	3,684	3,178	(506)	(13.7%)
TOTAL APPROPRIATIONS	4,429,392	5,248,664	5,344,724	96,060	1.8%
NET COUNTY COST	711,704	2,046,256	1,799,591	(246,665)	(12.1%)

SUMMARY OF POSITION CHANGES

The FY2022/23 Recommended Budget includes the following proposed position change:

- Add 1.0 FTE Budget Technician – This position will provide operational and technical support to executive staff in the County’s budget development and ongoing monitoring.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Effecting a good transfer of knowledge within and between departments given the number of retirements that have occurred in FY2021/22 and a number anticipated in FY2022/23 to ensure continuity in government and the County’s ability to continue to respond, advance, and complete Board priorities and provide the wide range of services and addressing needs throughout the County.

Leveraging and balancing the programming and use of the short-term infusion of the federal CARES Act and ARPA funding beyond recovery and into sustainable or transformational investments going forward.

Using the information and experiences from our communities impacted most adversely by Public Safety Power Shutoff (PSPS), COVID-19, fire, and flood and adding the underlying contributing socioeconomic factors to change the future risk of repetitive results.

Working with all Departments to ensure the County’s job classification system is contemporary and allows for successful recruitments, hiring of qualified staff, and a diverse workforce.

Working with all Departments to maximize communication to the Solano community in an effective and timely manner.

Continue to work with key staff and community members to increase economic development opportunities in the unincorporated areas.

Affordability of housing will continue to be an issue at many levels. Continue to seek partnerships both locally and regionally to address the affordable housing crisis.

COVID-19 - The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets

**1100 – Fund 001-County Administrator
Bill Emlen, County Administrator
Legislative & Administration**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	0	0	0	0	0.0%
1903 GENERAL EXPENDITURES	8,728,701	1,857,000	1,803,000	(54,000)	(2.9%)
1905 COUNTYWIDE COST ALLOCATION PLA	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
1906 GENERAL FUND OTHER-DEBT SERV	0	0	0	0	0.0%
2400 GRAND JURY	90	0	0	0	0.0%
6730 OTHER PUBLIC DEFENSE	2,602,754	3,790,737	3,678,805	(111,932)	(3.0%)
6800 C M F CASES	495,795	450,000	450,000	0	0.0%
6901 2011 REALIGNMENT-ADMINISTRATIO	151,356	150,000	150,000	0	0.0%
2960 ARPA - COUNTY SLFRF	0	0	12,349,455	12,349,455	0.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	361,014	262,255	226,787	(35,468)	(13.5%)
APPROPRIATIONS					
1750 PROMOTION	129,635	155,515	267,909	112,394	72.3%
1903 GENERAL EXPENDITURES	174,119,946	213,658,567	213,727,692	69,125	0.0%
1905 COUNTYWIDE COST ALLOCATION PLA	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
1906 GENERAL FUND OTHER-DEBT SERV	1,893,858	1,926,376	4,104,807	2,178,431	113.1%
2400 GRAND JURY	120,415	132,964	168,672	35,708	26.9%
6730 OTHER PUBLIC DEFENSE	2,602,754	3,790,737	3,678,805	(111,932)	(3.0%)
6800 C M F CASES	533,083	405,141	411,741	6,600	1.6%
6901 2011 REALIGNMENT-ADMINISTRATIO	151,356	167,746	200,640	32,894	19.6%
2960 ARPA - COUNTY SLFRF	0	0	12,349,455	12,349,455	0.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	1,039,743	983,270	1,021,035	37,765	3.8%
NET CHANGE					
1750 PROMOTION	129,635	155,515	267,909	112,394	72.3%
1903 GENERAL EXPENDITURES	165,391,245	211,801,567	211,924,692	123,125	0.1%
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	1,893,858	1,926,376	4,104,807	2,178,431	113.1%
2400 GRAND JURY	120,325	132,964	168,672	35,708	26.9%
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	37,288	(44,859)	(38,259)	6,600	(14.7%)
6901 2011 REALIGNMENT-ADMINISTRATIO	0	17,746	50,640	32,894	185.4%
2960 ARPA - COUNTY SLFRF	0	0	0	0	0.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	678,729	721,015	794,248	73,233	10.2%

A summary of the budgets administered by the County Administrator’s Office is provided on the following pages.

FUNCTION AND RESPONSIBILITIES

The purpose of the Promotions budget is to provide accounting for County contributions to various entities supported by the Board of Supervisors. At the direction of the Board, contributions are designated and reflected in this budget to serve a variety of economic development, social needs, and public purposes that are considered in the best interests of the County and the general public. The Promotions budget finances County marketing and promotional efforts, the State Fair exhibit, and economic development and tourism initiatives.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- State Fair for Summer 2020 and 2021 were both canceled due to the COVID-19 pandemic health emergency, and therefore the County’s exhibit has been suspended. The State Fair has resumed in 2022, however, with such late notice, the County did not have adequate time to prepare an exhibit and recruit / train volunteers.

Accomplishments:

- Published the *2021 Index of Economic and Community Progress* in May 2022 that addressed the changing Solano County economy, focusing on jobs, housing, employment, and population trends. The *Index* was prepared by Economic Forensics and Analytics as a project of the County Administrator’s Office in partnership with the Solano EDC.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$112,394 or 72.3% in appropriations when compared to the FY2021/22 Adopted Budget. The increase in appropriations is primarily due to anticipated costs for the branding update of the Solano County website, SolanoCounty.com.

Primary Funding Sources

The funding source for the Department is County General Fund.

Primary Costs

The FY2022/23 Recommended Budget includes the following significant projects:

- \$150,000 for consulting fees related to the branding update of the Solano County website, SolanoCounty.com.
- \$47,500 for the continued implementation of the “Solano Means Business” economic development strategies with Solano EDC.
- \$25,000 for Economic Development projects relating to Business Retention, Expansion and Attraction.
- \$20,000 for a comprehensive contract to design, construct, and staff a Solano County exhibit at the 2023 California State Fair.
- \$20,000 for economic development studies to produce the *2022 Index of Economic and Community Progress*.
- \$5,000 for the cost of promotional campaigns and projects that market the County throughout the region.

Contracts

None.

Fixed Assets

None.

Summary of Other Administered Budgets

**1750 – Fund 001-Promotion
Bill Emlen, County Administrator
Promotion**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	127,991	152,800	267,800	115,000	75.3%
OTHER CHARGES	1,644	2,715	109	(2,606)	(96.0%)
TOTAL APPROPRIATIONS	129,635	155,515	267,909	112,394	72.3%
NET COUNTY COST	129,635	155,515	267,909	112,394	72.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

ECONOMIC DEVELOPMENT – The County will continue to work with Solano EDC and other partners to attract and retain industries that drive our economy and increase competitive efforts to support business expansion and job growth and attract, create, and grow employment opportunities locally. This will be accomplished through an inclusive collaboration of public and private stakeholders, as part of the ongoing implementation of the “Moving Solano Forward” campaign.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

The General Expenditures budget exists to reflect the financing of programs outside of the General Fund such as Public Safety, Health and Social Services, In-Home Supportive Services Public Authority, Parks and Recreation, and the Library Director's position. This budget also contains funding to the Courts as a County obligation under agreements for Maintenance of Efforts (MOE) with the State and other legally required funding of programs. Other expenditures budgeted in this budget unit cover costs not readily allocated to departmental budgets.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,142,342	940,000	986,000	46,000	4.9%
CHARGES FOR SERVICES	1,074,587	917,000	817,000	(100,000)	(10.9%)
OTHER FINANCING SOURCES	6,511,772	0	0	0	0.0%
TOTAL REVENUES	8,728,701	1,857,000	1,803,000	(54,000)	(2.9%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	6,511,772	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	768,741	1,455,451	2,022,668	567,217	39.0%
OTHER CHARGES	9,493,469	9,499,314	9,499,314	0	0.0%
OTHER FINANCING USES	157,345,622	201,203,802	200,705,710	(498,092)	(0.2%)
INTRA-FUND TRANSFERS	342	0	0	0	0.0%
TOTAL APPROPRIATIONS	174,119,946	213,658,567	213,727,692	69,125	0.0%
NET COUNTY COST	165,391,246	211,801,567	211,924,692	123,125	0.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a decrease of \$54,000 or 2.9% in revenues and an increase of \$69,125 or 0.03% in appropriations when compared to the FY2021/22 Adopted Budget. The Net County Cost increased by \$123,125 or 0.1%.

The appropriations increase of \$69,125 is primarily the net result of an increase in Services and Supplies partially offset by a decrease in Other Financing Uses. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in line with the FY2021/22 Adopted Budget. This appropriation is funded by the General Fund Reserve for Accrued Leave Payoff to cover payoffs to employees retiring or separating from County service and is used when a Department's operating budget is unable to absorb the cost.

Services and Supplies include the following appropriations:

- \$500,000 for the redesign of the County's website www.solanocounty.com.
- \$435,389 for the County's share of LAFCo's costs for FY2022/23 Budget.
- \$600,000 for contracted and other professional services for management reviews, organizational studies and other services that may be required to identify or implement opportunities for efficiencies in Departments, and the County's efforts to address ongoing wildfire risk.
- \$134,750 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2023.
- \$200,000 for maintaining software licensing and support of existing systems to promote efficiency in the budget process and for the rebudget from FY2021/22 for the purchase and implementation of new budget software tools.
- \$150,000 for the County's Equity and Diversity initiatives.

Other Charges includes payments to the Trial Courts in accordance with the Maintenance of Effort (MOE) agreement and contributions to Non-County Agencies and includes the following appropriations:

- \$8,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.
- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
- \$270,773 for General Fund Contribution to Non-County Agencies, which includes the following:
 - \$130,325 contribution to Court Appointed Special Advocates (CASA) of Solano County to provide for ongoing operational support necessary to address case load.
 - \$140,448 contribution to the Solano County Superior Court for a Legal Process Clerk II (\$88,801), and a 1/3 FTE Case Manager for the Veterans Court (\$20,541) and partial funding for the Collaborative Courts Manager (\$31,106).
 - Additional General Fund Contributions to Non-County Agencies are reflected in the respective Department budgets responsible for administering the contributions and related services.

Other Financing Uses reflects the General Fund Contributions to other Non-General Fund County Departments totaling \$200,705,710 a decrease of \$498,092 when compared to the FY2021/22 Adopted Budget as noted below:

Public Safety Fund

The General Fund Contribution to the Public Safety Departments, Fund 900, is \$149,092,318, an increase of \$4,615,063 or 3.2% when compared to the FY2021/22 Adopted Budget and is the net result of the following:

- Sheriff's Office: \$78,178,119 General Fund Contribution which represents a \$3,727,706 increase primarily the result of increases in labor costs, liability insurance, inmate medical costs, and central data processing costs.
- Probation: \$25,135,813 General Fund Contribution which represents a decrease of \$77,749 primarily the result of increases in revenues (2011 Realignment, Proposition 172, and Pretrial funding) offsetting the need for General Fund Contribution.
- District Attorney: \$19,968,265 General Fund Contribution which represents a \$654,303 increase to the District Attorney, primarily due to increases in labor costs, liability insurance, and Countywide Administrative Overhead.
- Public Defender: \$16,327,452 General Fund Contribution which represents a \$82,274 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Alternate Public Defender: \$5,803,864 General Fund Contribution which represents a \$340,461 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Other Public Defense: \$3,678,805 in General Fund Contribution which represents a decrease of \$111,932 due to a lower projection of expenditures for Court-appointed private attorney services.

Public Safety revenues, including Proposition 172 and AB 109 funding, are largely dependent on sales tax generated statewide. In the past, these revenue sources have been utilized to defray some Public Safety department program cost increases, thereby offsetting a portion of the cost increases and the General Fund Contribution. In FY2022/23, the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely as a result of the potential ongoing impacts on the economy and statewide sales tax revenues from the COVID-19 emergency. For more detail see Public Safety section of the Budget.

Health & Social Services Fund

The General Fund Contribution to Health and Social Services (H&SS), Fund 902, is \$27,097,804, an increase of \$3,064,582 or 12.8% when compared to the FY2021/22 Adopted Budget. The increase is comprised of the following:

- \$430,028 increase to Assistance Programs primarily due to increases in Adoptions Assistance, Foster Care programs, and General Assistance.
- \$1,297,117 increase in Social Services is primarily due to increases in County share of cost for the administration of CalFresh.

Bill Emlen, County Administrator
Other General

- \$1,337,437 increase in Family Health Services to fund fifty percent (50%) of the ongoing structural deficit in the Primary Care and Dental Clinics.

IHSS Public Authority Fund

The General Fund Contribution to IHSS Public Authority, Fund 152, is \$9,470,693, an increase of \$1,398,054 or 17.3% when compared to the FY2021/22 Adopted Budget due to changes in the IHSS Maintenance of Effort (MOE) as required by State law. This represents the 4% inflation factor and an equal funding share between 1991 Realignment and County General Fund for the IHSS Maintenance of Effort (MOE).

Transfers-Out to Other County Departments/Funds

- \$8,081,917 to Accumulated Capital Outlay (Fund 006 - BU 1700) to fund capital projects and deferred maintenance for various projects. Funded projects represent available resources to fund new projects and previously authorized projects to support the County’s Capital Improvement Plan (CIP) (See the Accumulated Capital Outlay (BU 1700) for more detail). Funding source for transfer is the General Fund - Fund Balance.
- \$4,000,000 to Fairgrounds Development Project (Fund 107 – BU 1820) to fund a required match contribution for a Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant being submitted by the Solano Transportation Authority (STA) to fully fund improvements at Highway 37 and Fairgrounds Drive. Those improvements will support continued development of the Fairgrounds, and overall traffic circulation and safety in the area.
- \$332,651 to the Library (Fund 004 - BU 6300) for the Library Director’s salaries and employee benefits in accordance with Education Code §19147.
- \$625,000 to Parks & Recreation (Fund 016 - BU 7000) which reflects the County’s share of cost for operation of the Parks supported by the General Fund.
- \$1,664,440 to First 5 (Fund 151 - BU 1570) for contract services and direct services through the County’s Community Investment Fund.
- \$340,887 to Area Agency on Aging (Fund 216 – BU 2160) for Solano County’s share in the administration of costs.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. The General Expenditure reflects the financing of programs outside of the General Fund such as Public Safety, Health and Social Services, In-Home Supportive Services Public Authority, Parks and Recreation, and the Library. The impacts of COVID-19 on these programs outside of the General Fund may result in significant changes to the General Expenditure budget. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets 1905 – Fund 001-Countywide Cost Allocation Plan
Bill Emlen, County Administrator Other
General

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$57,551 or 1.6% in both revenues and appropriations when compared to the FY2021/22 Adopted Budget. The net offset for FY2022/23 is \$3,734,657. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead Plan calculation.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
TOTAL REVENUES	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
APPROPRIATIONS					
OTHER CHARGES	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
TOTAL APPROPRIATIONS	(4,347,768)	(3,677,106)	(3,734,657)	(57,551)	1.6%
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

1906 – Fund 001-General Fund Other – Debt Service Summary of Other Administered Budgets
Bill Emlen, County Administrator
Other General

FUNCTION AND RESPONSIBILITIES

This budget is used as a General Fund conduit to finance the 2021, 2017, and 2013 Certificates of Participation (COP).

The 2017 COPs were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County. The COP were issued for the construction of the 6-story Government Center, 5-story parking structure, 2-story Probation Facility, and improvement to the Central Utility Plant and the Library, all located in Fairfield. Departments using the Government Center and the Probation Facility are allocated their corresponding share of the Debt Service due on the 2017 COP based on their building space usage and a share of the parking structure. Any vacant office space in the Government Center is assigned to the General Fund for purpose of allocating the costs of the 2017 COP debt service payments. This is the General Fund share for the 2017 Certificates of Participation (BU 8037).

The 2013 COPs were issued to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Animal Care Expansion Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter building. In accordance with a Memorandum of Understanding, the County and the seven cities in the County agreed to share in the annual debt service requirements of the 2013 COP. The County General Fund share is approximately 10% of the annual debt service requirements. This is the General Fund share for the 2013 Certificates of Participation (BU 8036).

The 2021 COPs were issued to finance the cost to acquire, install, renovate, and construct certain capital improvements for various County Facilities including but not limited to, the installation of solar energy systems and other energy savings related projects. This is the General Fund share for the 2021 Certificates of Participation (BU 8000).

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$2,178,431 or 113.1% in appropriations when compared to the FY2021/22 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2021 COPs (\$2,059,114), 2017 COPs (\$2,000,723), and the 2013 COPs (\$44,970).

See related 2013 Certificates of Participation (BU 8036), 2017 Certificates of Participation (BU 8037), and 2021 Certificates of Participation (BU 8000) under the Auditor-Controller.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	1,893,858	1,926,376	4,104,807	2,178,431	113.1%
TOTAL APPROPRIATIONS	1,893,858	1,926,376	4,104,807	2,178,431	113.1%
NET COUNTY COST	1,893,858	1,926,376	4,104,807	2,178,431	113.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

In FY2022/23, the General Fund share of the principal and interest payments on the 2017 COPs includes \$160,000 in costs which would otherwise be funded by Courthouse Temporary Construction Fund (BU 4140). However, projected court fines and vehicle violations in the Courthouse Temporary Construction Fund (BU 4140) are not trending to meet the debt service obligations in FY2022/23. As a result, the General Fund is funding the shortfall. See Courthouse Temporary Construction Fund (BU 4140) for additional details.

The 2021 COPs were issued on October 21, 2021. The Recommended Budget includes the first payment of \$2,059,114 which is due in FY2022/23.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

The Civil Grand Jury is organized under the State constitution. It examines all aspects of local government (the County and cities and special districts within the County) to ensure the best interests of the residents of Solano County are served.

FUNCTION AND RESPONSIBILITIES

The Civil Grand Jury is an independent institution that monitors the legislative and administrative departments that make up County, city, and special district government. Composed of 19 citizens, the Civil Grand Jury examines the performance of local government and makes recommendations on the appropriation of public funds and service delivery. The Civil Grand Jury is required by State law to investigate and report on the conditions of the seven "public prisons" in Solano County. It may also investigate citizen complaints and allegations of misconduct and examine fiscal and management practices within local governments. Grand Jury members are selected annually by the Superior Court of California. State law requires the Grand Jury to publish an annual report of its findings and recommendations.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Solano County Grand Jury anticipates issuing between 10 and 12 reports which will be released later in June 2022.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$35,708 or a 26.9% in appropriations when compared to the FY2021/22 Adopted Budget. The increase in appropriations is primarily due to an increase in Countywide Administrative Overhead cost, Central Data and Processing charges, and an increase in the County's portion of salary and benefits for the Civil Grand Jury's Administrative Assistant. The Budget is funded within the County General Fund and has no revenue.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	90	0	0	0	0.0%
TOTAL REVENUES	90	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	101,596	115,634	117,353	1,719	1.5%
OTHER CHARGES	18,165	16,580	50,569	33,989	205.0%
INTRA-FUND TRANSFERS	654	750	750	0	0.0%
TOTAL APPROPRIATIONS	120,415	132,964	168,672	35,708	26.9%
NET COUNTY COST	120,415	132,964	168,672	35,708	26.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The unpredictable cost for mileage reimbursement of grand jurors (rate per mile set by the Internal Revenue Service) impacts the budget if the total allocated funds remain static. Ongoing expenses in the form of per diem and mileage reimbursement for active jurors vary from year to year depending on where the jurors are located, whether they choose to submit claims for their

reimbursable expenses and the reimbursement price for miles traveled. This creates budget forecast challenges because the Civil Grand Jury is selected after the Recommended Budget is completed.

The Civil Grand Jury does not have the option to eliminate positions as a budget management tool. An Administrative Assistant occupies a part-time position through the Court Administrative Office. The position provides critical administrative support to all Civil Grand Jury activities.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

This budget unit funds the cost of indigent defense in cases where a conflict is present with the County-staffed Public Defender or Alternate Public Defender Offices, and the services of Court-appointed counsel are arranged. The United States Supreme Court decisions *Gideon v. Wainright* and *Argersinger v. Hamlin* provide that no accused may be deprived of liberty as the result of any criminal prosecution in which they were denied the assistance of counsel.

FUNCTION AND RESPONSIBILITIES

California Penal Code (PC) §987.2(a)(3) provides that in any case in which a person desires but is unable to employ counsel, and in which the Public Defender has properly refused to represent the accused, counsel is assigned by the Superior Court and shall receive a reasonable sum for compensation and necessary expenses, paid out of the County General Fund.

While the County Administrator is responsible for management of this budget, the Court has historically served as its *ad hoc* administrator by appointing private attorneys subject to Court screening, and by providing initial processing of claims for services rendered consistent with a set of fees of services guidelines.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$111,932 or 3% in both revenues and appropriations when compared to FY2021/22 Adopted Budget. The primary funding source for the budget is the County General Fund. The decrease in Net County Cost is primarily due to a reduction in extra help staffing.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
GENERAL FUND CONTRIBUTION	2,602,754	3,790,737	3,678,805	(111,932)	(3.0%)
TOTAL REVENUES	2,602,754	3,790,737	3,678,805	(111,932)	(3.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	0	413,580	279,338	(134,242)	(32.5%)
SERVICES AND SUPPLIES	2,510,876	3,353,152	3,382,796	29,644	0.9%
OTHER CHARGES	91,878	21,859	16,671	(5,188)	(23.7%)
OTHER FINANCING USES	0	2,146	0	(2,146)	(100.0%)
TOTAL APPROPRIATIONS	2,602,754	3,790,737	3,678,805	(111,932)	(3.0%)
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget; however, extra help assists with cases where a legal conflict is present with the County-staffed Public Defender or Alternate Defender Offices, and the services of Court appointed counsel are arranged.

PENDING ISSUES AND POLICY CONSIDERATIONS

General Fund costs in this Department are a Constitutional responsibility. The County's General Fund exposure, represented by the Court's appointment of private attorneys, is driven by two factors: the availability of Public Defender and/or Alternate Public Defender staff to provide representation where appropriate, and the number of hours required by private attorney/investigator/special witness/psychiatric evaluations/court reporter to properly represent indigent defendants. Cost exposures related to the number of private defense hours and, by implication, the incidence of criminal activity and arrest rates, are beyond the County's control.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and an increase of \$6,600 or 1.6% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding source for the budget unit is State reimbursement, which does not cover Countywide Administrative Overhead, interest expense, and certain treatment costs. Due to the timing of State reimbursement, some revenues are accrued into the next fiscal year.

Primary Costs

The increase in appropriations is due to an increase in County Administrative Overhead.

Contracts

None requiring Board action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	449,734	450,000	450,000	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	46,061	0	0	0	0.0%
TOTAL REVENUES	495,795	450,000	450,000	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	522,300	397,442	399,500	2,058	0.5%
OTHER CHARGES	10,784	7,699	12,241	4,542	59.0%
TOTAL APPROPRIATIONS	533,083	405,141	411,741	6,600	1.6%
CHANGE IN FUND BALANCE	37,288	(44,859)	(38,259)	6,600	(14.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets 6901 – Fund 905-2011 Realignment–Administration
Bill Emlen, County Administrator
Judicial

FUNCTION AND RESPONSIBILITIES

In April 2011, the State enacted legislation intended to ease State prison overcrowding and bring its penal system into compliance with the Supreme Court’s decision in *Brown v. Plata*. Collectively known as the 2011 Public Safety Realignment (Realignment), the legislation, which included AB 109, AB 117, AB 118, AB 116, ABX1 16 and ABX1 17, took effect on October 1, 2011. Realignment is intended to reduce State prison overcrowding, save the State money, and reduce recidivism by expanding local responsibility for custody and control of specified offenders and their treatment and rehabilitation.

The legislation provided funding to counties and required the development of a local plan for the implementation of Realignment. The Implementation Plan was to be developed by a body created under AB 109 and modified by AB 117 known as the Community Corrections Partnerships (CCP) Executive Committee. On November 1, 2011, the Board of Supervisors approved the County of Solano 2011 Public Safety Realignment Act Implementation Plan. This plan is periodically required to be updated. The most recent update occurred in 2021.

To enable counties to plan for the implementation of Realignment, the State provided two separate “buckets” of one-time funds. The first was for planning and/or technical assistance for the County’s CCP Executive Committee to develop the local Implementation Plan, and the second was to cover County departments’ implementation start-up costs. This budget was created to track the expenditure of these one-time funds. Additionally, this budget is used to track ongoing general administration expenditures related to the actions of the County’s CCP.

The 2011 Realignment-Administration budget represents a small component of the Solano County AB 109 budget, with the majority of the County’s AB 109 funding allocated within each of the respective County Departments where AB 109 operations occur, including but not limited to the Probation Department, Sheriff, District Attorney, Public Defender, Alternate Defender, Health & Social Services, and Solano Courts.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and an increase of \$32,894 or 19.6% in appropriations when compared to the FY2021/22 Adopted Budget, funded entirely by available prior year unspent one-time AB 109 planning funds. The Recommended Budget includes \$125,077 which will be provided to the Superior Court of California County of Solano for partial funding of the Court’s Collaborative Court Manager and \$16,965 for partial funding of the Veterans Court Case Manager. The Budget also includes \$58,598 allocated for the continued implementation of the approved Local Realignment Implementation Plan funded by the allocation of one-time funds from the State.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	151,356	150,000	150,000	0	0.0%
TOTAL REVENUES	151,356	150,000	150,000	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	41,782	58,598	58,598	0	0.0%
OTHER CHARGES	109,574	109,148	142,042	32,894	30.1%
TOTAL APPROPRIATIONS	151,356	167,746	200,640	32,894	19.6%
NET CHANGE	0	17,746	50,640	32,894	185.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

6901 – Fund 905-2011 Realignment-Administration Summary of Other Administered Budgets
Bill Emlen, County Administrator
Judicial

PENDING ISSUES AND POLICY CONSIDERATIONS

The State allocation of AB 109 funding is dependent on the statewide sales tax and Vehicle License Fees (VLF) collections.

AB 109 Growth funding is a component of the statewide allocation and is based on the County's success in achieving performance measures established by the State AB 109 Growth Funding in FY2022/23 is projected based on initial Statewide estimates and is subject to change.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. American Rescue Plan Act of 2021 (H.R. 1319). The ARPA provides funding for direct relief in the continued response and recovery to the COVID-19 pandemic. Solano County received a one-time direct federal funding allocation under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program of \$86,949,405. The use of the direct funding allocation must be in-line with eligible spending categories defined by the US Treasury’s Final Rule per 31 CFR Part 35. Per the US Treasury the funding may be utilized to:

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue lost due to the pandemic.
- Respond to the far-reaching public health and negative economic impacts of the pandemic, by supporting the health of communities, helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts.
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.

Funding can be used to cover eligible costs incurred during the period that began on March 3, 2021 and ends on December 31, 2024. All obligations incurred must be fully expended by December 31, 2026.

The process for determining the allocation and use of the County’s direct ARPA SLFRF funding is at the discretion the County Board of Supervisors. The Board has directed a comprehensive process to analyze the US Treasury’s requirements, conduct a public outreach and community engagement process, review and identify County needs within the eligible spending categories, and determine the best use of these one-time COVID-19 recovery funds. The Board’s process to determine the allocation of ARPA funding is ongoing as of the time of this budget.

Solano County utilizes the American Rescue Plan Act Fund (Fund 290) to provide a separate budget unit to account for the County’s utilization of the one-time federal American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (SLFRF) allocation.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$12,349,455 or 100% in both revenues and appropriations when compared to the FY2021/22 Adopted Budget. The FY2022/23 Recommended Budget includes only those Board approved ARPA projects as of April 1, 2022. The approved projects reflect the recovery effort in addressing the negative economic impacts of the pandemic and services to disproportionately impacted communities. The approved projects as of April 1, 2022 focus on investments in small business recovery efforts and in supporting children and education. The process to determine the allocation of the remaining funding remains in process and will continue in FY2022/23.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	0	0	12,349,455	12,349,455	100.0%
TOTAL REVENUES	0	0	12,349,455	12,349,455	100.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	0	12,349,455	12,349,455	100.0%
TOTAL APPROPRIATIONS	0	0	12,349,455	12,349,455	100.0%
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The process for allocation of the one-time ARPA SLFRF funding remains in process and will continue in FY2022/23. As the Board approves eligible projects in-line with the US Treasury’s Final Rule, funding will be appropriated in Fund 290 – BU 2960 for project implementation.

FUNCTION AND RESPONSIBILITIES

The Office of Family Violence Prevention (OFVP) was established by the Board of Supervisors on June 23, 1998, to reduce family violence in Solano County through collaborative and coordinated activities with County departments, community-based organizations, and non-profit victim service agencies with a focus on countywide prevention efforts. The Office of Family Violence Prevention was initially created under the County Administrator's Office. Since that time, OFVP was transferred to the Probation Department in 2005, then to the District Attorney's Office in 2011, and now back to the County Administrator's Office effective April of 2022.

This budget unit was established in the General Fund to provide funding to administer violence prevention activities on a countywide basis and enable the Office of Family Violence Prevention to receive and separately account for various federal, State, and private foundation grants, as mandated by funding agency guidelines. A portion of OFVP's appropriations are offset by dedicated revenue sources including Domestic Violence Oversight/Vital Records Fees. The OFVP also serves as a pass-through agency for award of Battered Women's Shelter Fees and Marriage License Fee Surcharge Funding collected pursuant to the California State Domestic Violence Centers Act.

On February 27, 2007, the Board authorized OFVP to conduct a feasibility analysis of a Family Justice Center in Solano County. On February 24, 2009, the Board approved the study and authorized moving forward with strategic implementation planning. The Solano Family Justice Center began providing collocated services on February 2, 2011, although a formal site had not yet been identified. The current site of the Family Justice Center opened its doors on April 24, 2013, the Family Justice Center and the Office of Family Violence Prevention is still located at the same place today.

The principal budgetary activities are:

5501 OFVP Administration

Monitoring available funding opportunities, collaborating with County departments and non-profit community partners to write and submit grant applications; providing education/training on the negative effects of family violence on children; providing oversight of AB 2405 (2008) funding imposed and collected by the Courts upon convictions of crimes of domestic violence California Penal Code §1463.27. (Fees are restricted to enhance services for Domestic Violence (DV) victims who are immigrants, refugees, and/or rural community members); providing direction and staff support to the Solano Partnership Against Violence, the Board-Appointed DV Coordinating Council and advisory board; and providing program oversight and fiscal support for the grant or dedicated revenue-funded projects outlined below.

5511 Solano Family Justice Center

The Solano Family Justice Center (SFJC) is a coordinated and collaborative victim service delivery model that co-locates victim services professionals in a single location. The goals are to improve victim safety, reduce costs through shared resources, improve offender accountability through increased successful prosecutions, and decrease children's exposure to violence by supporting victims' long-term safety through economic empowerment. General Services' Facilities Division costs for building maintenance, grounds, and custodial services at the SFJC are included in this unit.

5503 OFVP Domestic Violence Oversight — Vital Records Fees (DVO-VRF's)

Solano County's Vital Records Fees (Health and Safety Code §103628 and Welfare and Institutions Code §18309.5) authorized pursuant to State legislation first enacted in 2005 AB 2010 allowed for collection of an extra \$2 on certain vital records requests in order to fund governmental coordination and oversight of domestic violence related services. Subsequent legislation SB 154 (Wolk) enacted in 2011 eliminated the sunset date for this legislation, ensuring Solano County a continued revenue source dedicated to oversight of domestic violence related services. DVO-VRF funding was instrumental in the planning, development, and launch of the Solano Family Justice Center and supports its operational costs.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Solano Family Justice Center Continues Collaboration with Fighting Back Partnership: The Office of Family Violence Prevention (OFVP) occupies a satellite office at Fighting Back Partnership in Vallejo to provide direct services to victims of violence via walk-in or referral. Services include assistance with filing Protection Orders, comprehensive needs

5500 – Fund 001-Office of Fam Violence Prevention Summary of Other Administered Budgets

Bill Emlen, County Administrator

Other Protection

assessment, referrals for public benefits (cash aid, MediCal, food stamps), court accompaniment, Safe at Home applications, completion of Cal VCB applications, and referrals for many other services located at the FJC.

- Community Action Partnership Domestic Violence Coordinated Entry Systems Grant Program (DV-CES Grant): In July 2021, the Community Action Partnership Domestic Violence Coordinated Entry Systems Grant Program was renewed and awarded to the Office of Family Violence Prevention and administered at the Solano Family Justice Center. This grant provides support for staff to coordinate services for victims and survivors of domestic violence fleeing abuse and are at risk of becoming homeless or are currently homeless. Services include client needs assessments, case management services, and referrals to housing services for the homeless.
- CalOES (XC) County Victim Services Program Grant Renews Funding: In FY2021/22 grant funding was renewed to continue funding Office of Family Violence Prevention Social Workers to provide services to youth. Grant objectives included collaboration with Fairfield-Suisun Unified School District for the development and implementation of school-based curriculums with the goal of violence prevention and promotion of healthy relationships.

WORKLOAD INDICATORS

- In FY2021/22, Office of Family Violence Prevention (OFVP) Social Workers served 826 clients and received 718 new cases, the vast majority of which were domestic violence related, but also included elder abuse, child sexual assault, and child abuse/neglect cases.
- In FY2021/22, OFVP Social Workers and Family Justice Center on-site partner agencies provided a total of 4,743 units of service to clients receiving services at the Solano Family Justice Center.
- In FY2021/22, the OFVP provided field placement internships for 8 undergraduate and graduate students working toward degrees in social work. Interns provided 2,164 service hours at the Solano Family Justice Center.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$35,468 or 13.5% in revenues and an increase of \$37,765 or 3.8% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the Net County Cost increased \$73,233 or 10.2% when compared to the FY2021/22 Adopted Budget. The General Fund Contribution is \$794,248.

Primary Funding Sources

The primary funding source for the OFVP is the General Fund at \$794,248 or 77.8% of total revenues. Other revenues of \$226,787 includes Marriage License Fees, Battered Women fee revenue, grant revenue, and vital record fee revenue.

The Recommended Budget includes a \$35,468 or 13.5% net decrease in revenues primarily due to the following:

- State Grant revenue decreased by \$67,000 as the Kaiser Grant is anticipated being expended in FY2021/22.
- Misc Revenue increased \$31,332 as there is a projected increase of Vital Record Fees being used in FY2022/23.

Primary Costs

The Recommended Budget includes a \$37,765 or 3.8% increase in appropriations due primarily to the following:

- Salaries and Employee Benefits reflect an increase of \$26,104 or 4.5% primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and changes in health benefit costs and workers compensation rates.
- Services and Supplies reflect an increase of \$16,648 or 7% primarily due to an \$80,000 increase in professional services related to strategic planning and specialized consulting services, and a \$7,019 increase in Insurance - Risk Management partially offset by reductions of \$67,000 in grant funded contracted services related to the close out of the 2021 Kaiser Grant and the anticipation of fully expending the 2022 Kaiser Grant.
- Other Charges reflect a decrease of \$5,773 or 11.8% due to a decrease in Countywide Administrative Overhead charges partially offset with an increase in Interfund Services Used for the temporary transitional management services of the Children and Family Commission.

Summary of Other Administered Budgets 5500 – Fund 001-Office of Fam Violence Prevention
Bill Emlen, County Administrator
Other Assistance

- Other Financing Uses reflect an increase of \$306 or 5.5% due to an increase in pension obligation costs.
- Intrafund Transfers reflect an increase of \$480 or 0.4% related to General Services' Facilities Division costs for building maintenance, grounds, and custodial services at the SFJC.

Contracts

The FY2022/23 Recommended Budget includes a total of \$120,000 or 11.8% in contracted services which includes the following:

- \$50,000 for technical assistance services with Reina Sandoval-Beverly.
- \$40,000 for local domestic violence crisis shelter services funded with Marriage License Fee and Battered Women Fee revenue pursuant to Penal Code §1203.097(a).
- \$30,000 for strategic planning services with Alliance for HOPE International.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	55,476	45,000	45,000	0	0.0%
FINES, FORFEITURES, & PENALTY	2,676	1,600	1,800	200	12.5%
INTERGOVERNMENTAL REV STATE	271,878	151,718	84,718	(67,000)	(44.2%)
INTERGOVERNMENTAL REV FEDERAL	65	0	0	0	0.0%
MISC REVENUE	30,919	63,937	95,269	31,332	49.0%
TOTAL REVENUES	361,014	262,255	226,787	(35,468)	(13.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	565,210	574,021	600,125	26,104	4.5%
SERVICES AND SUPPLIES	298,099	236,383	253,031	16,648	7.0%
OTHER CHARGES	53,871	49,131	43,358	(5,773)	(11.8%)
OTHER FINANCING USES	5,104	5,566	5,872	306	5.5%
INTRA-FUND TRANSFERS	117,458	118,169	118,649	480	0.4%
TOTAL APPROPRIATIONS	1,039,743	983,270	1,021,035	37,765	3.8%
NET COUNTY COST	678,729	721,015	794,248	73,233	10.2%

STAFFING					
OFFICE OF FAMILY VIOLENCE MGMT	3	4	4	0	0.0%
TOTAL STAFFING	3	4	4	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

5500 – Fund 001-Office of Fam Violence Prevention Summary of Other Administered Budgets
Bill Emlen, County Administrator
Other Protection

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On March 8, 2022, as part of the Midyear Budget the Board approved the following position changes:

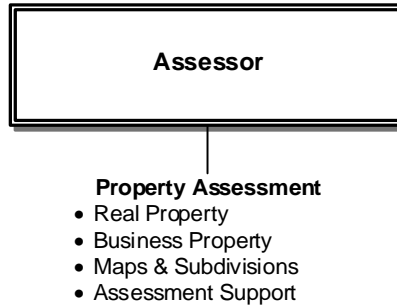
- Extend 1.0 FTE Social Worker III, Limited-Term, to June 30, 2023, funded with County General Fund.
- Extend 1.0 FTE Social Worker II, Limited-Term, to June 30, 2023, funded with Joint Powers Authority DV Housing Grant.

There are no changes in position allocation requested in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

On December 14, 2021 the Board of Supervisors received the Solano Family Justice Center Snapshot Report with recommendations by the Alliance for HOPE International (Alliance). The Board concurred with the conclusions and recommendations in the Alliance report and directed the County Administrator's Office to proceed with next steps with work focused on a transition plan, the development of an advisory committee structure, a request for proposal for a new lead agency, and a strategic planning process and to return to the Board with follow-up and recommendations. In March 2022 the Board approved a proposed transition plan to include the development of an advisory committee and the transfer of the Office of Family Violence Prevention, including the management and administration of personnel, fiscal duties, and day-to-day operations from the District Attorney's Office to the County Administrator's Office effective April 3, 2022. It is anticipated that the County Administrator's Office and the advisory committee will be returning to the Board with a request for proposal for a new lead agency for the Family Justice Center in the near future and the Strategic Planning Process facilitated by the Alliance will begin shortly thereafter. Once a new lead agency is selected and the strategic planning process is completed, it is expected that the structure and functions of the OFVP may change.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

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

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

Budget Summary:	
FY2021/22 Midyear Projection:	8,313,317
FY2022/23 Recommended:	8,917,258
County General Fund Contribution:	4,796,258
Percent County General Fund Supported:	53.8%
Total Employees (FTEs):	48

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes, and determines the assessed value of approximately 150,555 parcels, 6,600 business properties, 7,000 boats, 1,300 manufactured homes, and 200 aircraft located in the County. Additionally, the County Assessor reviews approximately 20,400 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annual mandatory audits; 600 Possessory Interest properties, 116 government-owned properties, and 2,310 California Land Conservation (Williamson) Act properties; responds to formal and informal appeals from property owners contesting the assessed value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- The close of property tax year ending June 30, 2021 saw 1,400 properties removed from Proposition 8 status, which brings the estimated remaining on Proposition 8 status to 7,100 properties during FY2021/22 whose values remain temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Completed 9,500 changes in ownership and new construction valuations, representing a decrease in assessment work over the prior year.
- Resolved 230 assessment appeals during the year.
- Continued success using the automated valuation model (AVM) software program to streamline the processing of residential property assessments.
- Maintained online e-filing option for Solano County businesses to submit Business Property Statements. The Standard Data Record (SDR) site that hosts e-filing is a complete online solution for filing Business Property Statements in the State

Marc Tonnesen, Assessor/Recorder
Finance

of California. The ability to e-file is provided to the public on a secured, county government-controlled website. All eligible businesses were sent secured login information in order to participate.

- Efforts to shift more of the daily processing work to paperless solutions have been ongoing and emphasized.
- Actively participated in the implementation of the new County Assessment Tax System (CATS) property tax system. Utilized staff resources to plan and review project details. Trained new limited-term staff and assigned data cleanup projects necessary for the information in the current Solano County Property Tax System (SCIPS) to be ready for conversion to CATS.

WORKLOAD INDICATORS

- Performed annual review of 6,620 residential parcels and approximately 461 non-residential property types for Proposition 8 valuation purposes.
- Reviewed, analyzed, and defended enrolled assessed values of 230 residential and non-residential properties under appeal by property owners.
- Timely responsiveness to a high volume of customer inquiries due to real estate market activity and changes in market values.
- Reviewed and processed 5,000 business property statements, 3,000 of which were submitted through e-filing, which were used to determine unsecured assessments, assess 3,700 boats and 200 aircraft.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	3,115,087	4,575,877	4,121,000	(454,877)	(9.9%)
TOTAL REVENUES	3,115,087	4,575,877	4,121,000	(454,877)	(9.9%)
APPROPRIATIONS					
PROPERTY ASSESSMENT	7,968,337	8,942,744	8,917,258	(25,486)	(0.3%)
TOTAL APPROPRIATIONS	7,968,337	8,942,744	8,917,258	(25,486)	(0.3%)
NET COUNTY COST					
PROPERTY ASSESSMENT	4,853,250	4,366,867	4,796,258	429,391	9.8%
NET COUNTY COST	4,853,250	4,366,867	4,796,258	429,391	9.8%

STAFFING	2020/21	2021/22	2022/23	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
PROPERTY ASSESSMENT	49	49	48	(1)	(2.0%)
TOTAL STAFFING	49	49	48	(1)	(2.0%)

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$454,877 or 9.9% in revenues and \$25,468 or 0.3% in appropriations when compared to FY2021/22 Adopted Budget. As a result, the Net County Cost increased by \$429,391 or 9.8% over last year.

Primary Funding Source

The primary funding sources for the Department are the General Fund, comprised of \$4,796,258 or 53.8%, and Charges for Services, comprised of \$4,121,000 or 46.2%.

The Recommended Budget includes a \$454,877 or 9.9% decrease in revenues due to the decrease in Charges for Services for the reimbursement made by the Department of Information Technology (DoIT) for labor cost associated with the County Assessment Tax System (CATS) Project. This decrease was offset by increases in the Department’s share of Property Tax Administration Fee (PTAF) charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection, and allocation and the Department’s share in the SB 813 collection fees resulting from transfers and improvements to real property.

Primary Costs

The Recommended Budget of \$8,917,258 includes a \$25,486 or 0.3% net decrease in appropriations due to the following:

- Salaries and Employee Benefits of \$6,547,708 reflect a net increase of \$143,093 or 2.2% due to negotiated and approved labor contracts resulting in an increase of wages and CalPERS retirement costs.
- Services and Supplies of \$2,018,282 reflect a decrease of \$126,614 or 5.9% and is primarily driven by decreases in contracted services for appeals consultants and the completion of the personal computer refresh project. These savings were offset by increases in County provided services including liability insurance and central data processing services.
- Other Charges of \$552,033 reflect an increase of \$31,532 or 6.1%, due to increase in Countywide Administrative Overhead offset by decrease in CAC Building Charges.
- Intrafund Transfers of \$263,662 reflect a decrease of \$73,491 or 38.6% driven by the share of the Assessor in the salaries and employee benefits for the Department Head, Assistant Department Head, Office Coordinator, and the addition of a Staff Analyst position in the FY2021/22 Midyear Budget.

Contracts

The FY2022/23 Recommended Budget includes a total of \$303,000 for contracted services which include the following significant contracts:

- \$150,000 for legal and consulting services for property tax appeals
- \$153,000 for consultant for mineral rights assessment services

Fixed Assets

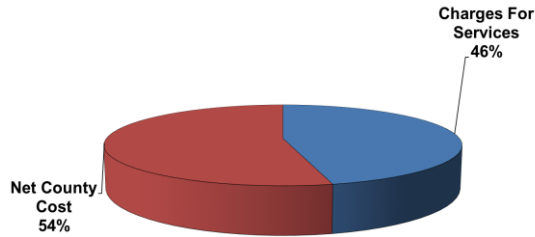
None.

DEPARTMENT COMMENTS

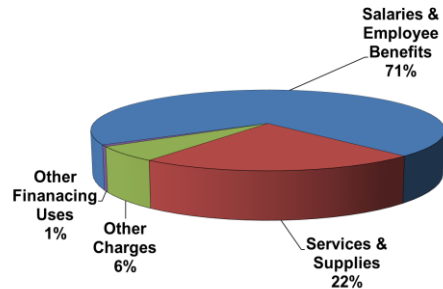
On November 3, 2020, voters in California approved Proposition 19 “The Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfires or Natural Disasters Act.” This Constitutional amendment to Proposition 13 removed and changed some of the parent to child and grandparent to grandchild property tax exclusions and expanded provisions for base year value transfers of a primary residence for persons at least 55 years of age, severely disabled, victims of wildfires or natural disasters. As such, the Assessor continues to work with the California Assessors’ Association, the Legislature, and the Board of Equalization to provide guidance on this new law and how it applies to changes in ownership.

In response to various natural disasters, the Assessor continues to assist Solano County property owners with the calamity assessment process for property tax relief. The Department also continues to leverage its Limited Term Staff to allow current staff and subject matter experts to participate in the CATS project. Continued changes in the real estate market impacts the Assessor workload in a variety of ways. The number of properties on Proposition 8 has declined. The volume of customer inquiries remains steadily high as the Department continues to educate the public on property value increases, new Proposition 19 legislation, and restoration of Proposition 13 base values. In response to COVID-19 safety precautions, the Department also continues to increase paperless processes which allows for additional employee telecommuting options.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	15,105	0	0	0	0.0%
CHARGES FOR SERVICES	3,099,980	4,575,877	4,121,000	(454,877)	(9.9%)
MISC REVENUE	2	0	0	0	0.0%
TOTAL REVENUES	3,115,087	4,575,877	4,121,000	(454,877)	(9.9%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	5,503,859	6,404,615	6,547,708	143,093	2.2%
SERVICES AND SUPPLIES	2,083,738	2,144,896	2,018,282	(126,614)	(5.9%)
OTHER CHARGES	504,306	520,501	552,033	31,532	6.1%
OTHER FINANCING USES	53,343	62,903	62,897	(6)	(0.0%)
INTRA-FUND TRANSFERS	(176,910)	(190,171)	(263,662)	(73,491)	38.6%
TOTAL APPROPRIATIONS	7,968,337	8,942,744	8,917,258	(25,486)	(0.3%)
NET COUNTY COST	4,853,250	4,366,867	4,796,258	429,391	9.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in position allocations since the adoption of the FY2021/22 Budget are provided below:

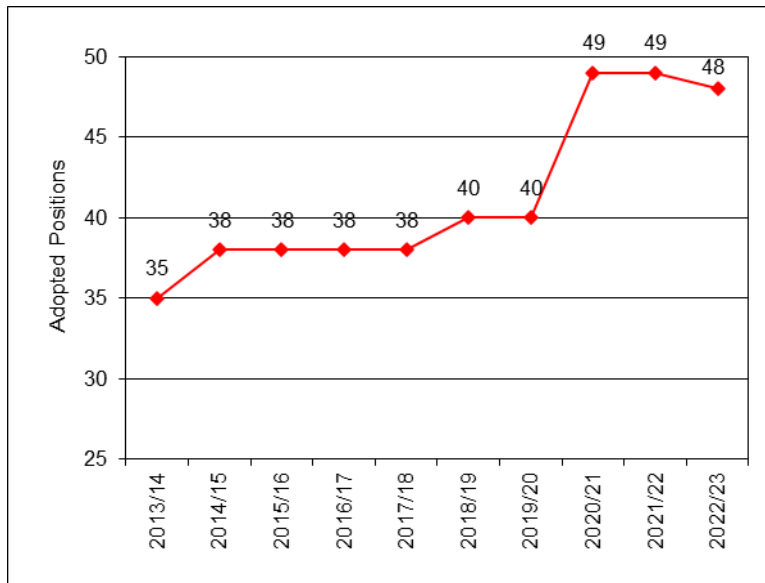
On March 8, 2022, the Board approved the following position changes:

- Added 1.0 FTE Staff Analyst to provide administrative support due to the growth of the department.
- Converted 1.0 FTE Limited-Term to regular FTE Office Assistant III to aid in processing property ownership changes.

The FY2022/23 Recommended Budget includes the following organizational and proposed position changes. These positions were requested to provide operational assistance during the implementation of the CATS project, which is anticipated to be fully implemented in FY2022/23.

- Delete 1.0 FTE Limited-Term Appraiser (Entry) expiring June 30, 2023.
- Delete 1.0 FTE Limited-Term Clerical Operations Supervisor expiring June 30, 2023.

STAFFING TREND



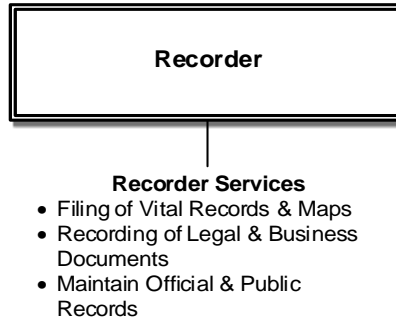
PENDING ISSUES AND POLICY CONSIDERATIONS

The Assessor-Recorder, Auditor-Controller and Treasurer-Tax Collector-County Clerk continue to work with DoIT to replace the Solano County Integrated Property System approved for funding by the Board of Supervisors in FY2016/17. The CATS project with an estimated project cost of \$10 million is anticipated to be implemented and completed in FY2022/23.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	3,135,019	2,518,500	2,564,000	45,500	1.8%
4000 RECORDER SPECIAL REVENUE	1,263,543	1,017,000	925,300	(91,700)	(9.0%)
APPROPRIATIONS					
2909 RECORDER	1,947,147	2,137,667	2,288,334	150,667	7.0%
4000 RECORDER SPECIAL REVENUE	645,920	819,843	998,270	178,427	21.8%
NET CHANGE					
2909 RECORDER	(1,187,872)	(380,833)	(275,666)	105,167	(27.6%)
4000 RECORDER SPECIAL REVENUE	(617,623)	(197,157)	72,970	270,127	(137.0%)

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2021/22 Midyear Projection:	2,128,261
FY2022/23 Recommended:	2,288,334
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	14

FUNCTION AND RESPONSIBILITIES

Under the Recorder's Office, four units work together to securely handle a variety of documents on behalf of the public and state.

- The Examining Unit receives, examines and records land title documents, military records, maps, and construction contracts. It also provides certified copies of documents and assists the public.
- The Indexing/Verifying Unit indexes all land title and vital records to create a searchable database, so all records are easily retrievable. To ensure accuracy of the recorded documents index, every document is quality-control checked by the unit's staff.
- The Scanning Unit images all records, filed and registered, that are accepted by the Recorder's Office. To ensure accuracy and reproducibility, every document is quality-control checked by the unit's staff. In addition, microfilm copies of records are produced for archival storage in compliance with law.
- The Vital Records Unit, by statute, provides search, retrieval, and certified record services where the public can obtain legal copies of birth, death, and marriage documents.

In accordance with the California Revenue and Taxation Code, a tax is imposed on each recorded document in which real property is sold; a tax on deeds transferring, granting, assigning, or otherwise conveying title of property within the County. The Recorder's Office collects and distributes these Documentary Transfer Taxes on behalf of the County and cities.

The Recorder's Office also acts as the central collector of additional mandated fees associated with the recording of documents and distributes that revenue to the benefiting agencies. Daily, the Recorder collects and disburses special fees and surcharges over and above actual recording fees for these agencies. Presently, the Recorder's Office collects funds for trial court funding, family violence prevention, local spousal and child abuse programs, the Assessor, the District Attorney, Resource Management's Public Works Division, State Department of Health, State Controller, and all cities in Solano County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2021, the Recorder's Office collected \$15,400 for the State of California's Family Law Trust Fund, \$41,200 for the County's Office of Family Violence Prevention, and \$86,000 for the County's Children's Trust, which funds child neglect and abuse

prevention and intervention programs. Also collected were \$619,800 for the Trial Court Fund to help State court operating costs, \$1.0 million for the District Attorney's Real Estate Fraud Prosecution Fund, and \$7.3 million to the State Controller for the Building Homes and Jobs Act. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$10.4 million.

- The Recorder's Office continues to aid the District Attorney in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code §27388, State Bill 1342, the County Board of Supervisors approved the District Attorney's permanent increase of the Real Estate Fraud Fee to \$10.00 effective November 3, 2015, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2021, the fee was applied to 114,000 of the over 157,000 official documents recorded. In collaboration with the District Attorney's Office, a visual monitoring system has been connected in the Recorder's lobby area to aid in the identification of individuals filing fraudulent real estate documents.
- In 2007, the Governor signed into law Assembly Bill 1168 which requires county recorders to establish a social security number truncation program. Under the current program any social security number contained in the public record may be truncated by redacting the first five digits of the number. In 2021, a total of 1,600 social security numbers were redacted from current official documents. The Recorder has let the collection of the Social Security Truncation fee sunset. However, the Recorder continues to dedicate staff time and effort to continue truncating all social security numbers recorded with the Department.
- In September 2017, the Governor signed into law Senate Bill 2 Building Homes and Jobs Act, which requires the County recorder to collect a fee on real estate instruments, paper or notices on behalf of the State of California. These funds are dedicated to the development of affordable housing throughout the State. In 2021, the Recorder collected the Senate Bill 2 fee on 103,300 qualifying official records.
- In 2006, the Board of Supervisors adopted Resolution 2006-220 which approved the County participation in the Electronic Recording Delivery Act of 2004 (ERDA) and authorized the Assessor/Recorder to execute a Memorandum of Understanding with the State Department of Justice (DOJ) in accordance with the ERDA and approved the Assessor/Recorder to issue payments to the DOJ for the County's allocated share of the direct cost of program oversight. On November 17, 2020, the Recorder's Office received Board of Supervisors approval to withdraw from the Joint Powers Agreement with California Electronic Recording Transaction Authority effective July 1, 2021. The department also received Board approval to participate in the Statewide Electronic Courier Universal Recording Environment (SECURE), a multi-county Electronic Recording Delivery System (ERDS) owned and operated by Los Angeles, Orange, Riverside and San Diego Counties. The system is compliant with Government Code §27392 (a) which requires recording delivery system to be operational only with system certification by the Attorney General. The change to the new system occurred on July 1, 2021. In 2021, 105,000 documents were recorded electronically, which is a 83% increase in E-Recording over last year. E-Recorded documents now accounts for 67% of recorded documents.

WORKLOAD INDICATORS

- In 2021, the Department examined, recorded, indexed, and verified over 157,000 documents: 105,000 E-Recorded, 52,000 submitted by mail or in person.
- In 2021, approximately 20,600 official birth, death, and marriage certificates were issued as well as over 4,500 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$45,500 or 1.8% in revenues and an increase of \$150,667 or 7% in appropriations when compared to FY2021/22 Adopted Budget. As a result, the Net County Cost is increased by \$105,167.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$2,530,000 or 99% of the total revenue representing the Recording Fees for the recording of official documents.

Summary of Other Administered Budgets

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

Primary Costs

The Recommended Budget includes a \$150,667 or 7% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$61,803 or 4% resulting from increase in salaries and benefits resulting from labor agreements and CalPERS retirement costs.
- Services and Supplies reflect a decrease of \$1,773 or 0.9% primarily due to a decrease in Central Data Processing Services partially offset by increases in office expense and other internal services including communication telephone services and insurance-risk management.
- Other Charges reflect an increase of \$21,977 or 16.5% due to increase in Countywide Administration Overhead costs.
- Intra-Fund Transfers reflect an increase of \$68,123 or 29.2% for an increase in the share of the Department’s portion of the salaries and employee benefits of the Department Head, Assistant Department Head, Office Coordinator, and newly allocated Staff Analyst, offset by a decrease in postage due to the continued use of Electronic Recording.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

Per Health and Safety Code §103525.5(c) as amended by Assembly Bill 128, starting January 1, 2022, Vital Records fee increased by \$4 for Birth Certificate (\$30.00 to \$34.00), \$3 for Government Birth Certificate (\$21.00 to \$24.00), three dollars for Death and Government Death Certificate (\$23.00 to \$26.00), \$3 for Fetal Death Certificate (\$18.00 to \$21.00), \$2 for Marriage Certificate (\$17.00 to \$19.00), and \$1 for Government Marriage Certificate (\$13.00 to \$14.00) were applied. These increases will be collected by the Recorders Office on behalf of the California State Registrar.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	2,600	0	0	0	0.0%
CHARGES FOR SERVICES	3,114,043	2,490,000	2,530,000	40,000	1.6%
MISC REVENUE	18,376	28,500	34,000	5,500	19.3%
TOTAL REVENUES	3,135,019	2,518,500	2,564,000	45,500	1.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,453,183	1,550,098	1,611,901	61,803	4.0%
SERVICES AND SUPPLIES	132,511	205,916	204,143	(1,773)	(0.9%)
OTHER CHARGES	136,810	133,574	155,551	21,977	16.5%
OTHER FINANCING USES	13,843	14,712	15,249	537	3.7%
INTRA-FUND TRANSFERS	210,800	233,367	301,490	68,123	29.2%
TOTAL APPROPRIATIONS	1,947,147	2,137,667	2,288,334	150,667	7.0%
NET COUNTY COST	(1,187,872)	(380,833)	(275,666)	105,167	(27.6%)

STAFFING					
RECORDER	14	14	14	0	0.0%
TOTAL STAFFING	14	14	14	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

On September 28, 2021, the Governor approved Assembly Bill 1466 “Real Property: Discriminatory Restrictions” (Chapter 359 of Statutes of 2021) codified in Government Code §12956.1. This bill would include a requirement of each County Recorder to establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants. In this regard, the bill would require each County Recorder to prepare an implementation plan by July 1, 2022, as specified, identify unlawfully restrictive covenants in the records of their office, and to redact unlawfully restrictive covenants, as specified.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

The purpose of this special revenue fund is to recognize and account for the restricted use of fees collected as part of the Recorder’s Office Micrographic, Modernization, Social Security Number (SSN) Truncation and Electronic Recording Program funds. Under the authority of Government Code (GC) §27361.4, §27361(c), §27361(d), §27388, and §27319 these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund’s budget unit (BU) and use is described below.

- (BU 4001): The Micrographics fund defrays the cost of converting the Recorder’s document storage system to micrographics. These funds are used only for the process of converting images to microfilm for archival purposes. GC §27361.4.
- (BU 4002): The Modernization fund is available solely to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in the Recorder’s system for recorded documents. Examples in the use of this fund is to enhance and maintain the document management system, upgrade computers used by staff and the general public, and for the purpose of training staff on the system. GC §27361(c).
- (BU 4003): The SSN Truncation Program fund is used for the creation and maintenance of the Recorder’s SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to creating and maintaining a dual records system, containing two separate yet similar databases, one for “Official Records” which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for “Public Records” that are an exact copy of the “Official Records” except for a truncated Social Security Number. GC §27361(d). Pursuant to GC §27361(d)(2), the Recorder’s Office ceased collection of this fee effective January 1, 2018. It is anticipated that existing Fund Balance can sustain the program until the year 2038.
- (BU 4005): The Electronic Recording Fund was implemented in FY2018/19 by the Recorder to collect the \$1.00 fee per recorded document to support and administer an Electronic Recording Delivery System (ERDS). GC §27391 et seq. enacted the Electronic Recording Delivery Act of 2004 (Act), authorizing a county recorder, upon approval by resolution of the Board of Supervisors and system certification by the Department of Justice, to establish an electronic recording delivery system for use by title companies, lending institutions and certified submitters who wish to avail themselves of the electronic recording service.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$91,700 or 9% in revenues and an increase of \$178,427 or 21.8% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the fund balance is decreased by \$270,127.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprise of \$900,000 or 97.3% of the total revenues.

The Recommended Budget includes a \$15,000 or 1.6% decrease in Charges for Services revenue over last fiscal year due to decreasing trend in real estate activity triggered by increasing interest cost to finance/refinance the acquisition of real property. Interest income shows a decrease of \$76,700 or 75.2% when compared to FY2021/22 due to the decrease in interest rates in the County pool.

Primary Costs

The Recommended Budget includes a \$178,427 or 21.8% increase in appropriations primarily due to an increase in software maintenance and support from the anticipated implementation of indexing software to aid in the efficiency of processing change in ownership of real property. This is offset by decrease in computer related line items as the department completed its computer refresh in the prior year.

Contracts

The FY2022/23 Recommended Budget includes a total of \$250,000 for restoration, preservation, and imaging of historic data.

Marc Tonnesen, Assessor/Recorder
Other Protection

Fixed Assets

The Recommended Budget includes the following fixed assets:

- \$10,000 to replace the aging Ultrasonic Film Splicer used to create and repair microfilm.

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

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP CHARGES FOR SERVICES	89,702 <u>1,173,841</u>	102,000 <u>915,000</u>	25,300 <u>900,000</u>	(76,700) <u>(15,000)</u>	(75.2%) <u>(1.6%)</u>
TOTAL REVENUES	1,263,543	1,017,000	925,300	(91,700)	(9.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	645,885	819,843	988,270	168,427	20.5%
OTHER CHARGES	35	0	0	0	0.0%
F/A EQUIPMENT	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
TOTAL APPROPRIATIONS	645,920	819,843	998,270	178,427	21.8%
CHANGE IN FUND BALANCE	(617,623)	(197,157)	72,970	270,127	(137.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

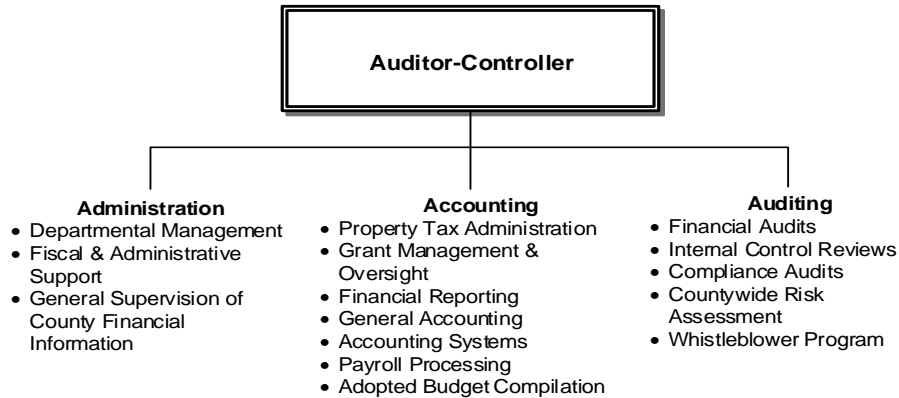
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2021/22 Midyear Projection:	6,074,160
FY2022/23 Recommended:	6,593,929
County General Fund Contribution:	827,940
Percent County General Fund Supported:	12.6%
Total Employees (FTEs):	38

FUNCTION AND RESPONSIBILITIES

The Auditor-Controller exercises general supervision of the financial information and accounts of all Departments, districts, and agencies under the control of the Board of Supervisors. The Auditor-Controller exercises this authority through its Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; compiles the County’s Comprehensive Annual Financial Report and Adopted Budget; ensures financial reporting in accordance with County policies, State and federal laws, and Generally Accepted Accounting Principles; processes payroll and related transactions for over 3,100 employees; calculates and processes all State, Federal, and negotiated leave programs for employees on leave; manages the debt service funds for all long-term debt of the County; manages the countywide OneSolution financial system, the PeopleSoft System (for payroll-related functions) and IntelliTime countywide time keeping system; administers the property tax apportionment system of the County; monitors all federal and State assistance; prepares the Countywide Cost Allocation Plan; performs audits, internal control reviews; and administers the County’s Whistleblower Program and promotes internal controls.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continue to work with DoIT, Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to implement the County Assessment and Taxation System (CATS), the new property tax system replacing the Solano County Integrated Property System (SCIPS). The CATS, formally known as the Aumentum System, owned by Harris Computer Corporation, is a more integrated and efficient property tax system. On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear project, at an estimated cost of \$10 million (excluding staff resources for project management and testing). During FY2021/22, the Auditor-Controller’s Property Tax Division was fully engaged in the project in anticipation of an FY2022/23 implementation.
- Worked with DoIT and software vendor to implement the IntelliTime Timekeeping System upgrade which provided a more stable environment and positioned the County to take advantage of additional features of the System.
- Worked with County departments to monitor and report the \$44.8 million in Federal Coronavirus Relief Funds (CRF), ensuring compliance with federal and State requirements. Worked with County Administrator’s Office (CAO) to establish the proper accounting structure for the \$86.9 million American Rescue Plan Act (ARPA) funds. As the Board of Supervisors develops their spending priorities, the ACO and CAO will continue to work together to ensure the proper accounting and reporting of the ARPA funds.

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- In coordination with the Department of Human Resources and County Counsel, administered the State's 2022 Supplemental Paid Sick Leave (SPSL) Program which was approved in February 2022 retroactively to January 1, 2022, and provides employees with paid sick leave for leave relating to the COVID-19 pandemic.
 - Continue to work with Sheriff's Office of Emergency Services, Resource Management, CalOES, and FEMA to claim and report County expenditures related to the LNU Lightning Complex fire and COVID-19 disasters.
 - Worked with the County Departments to implement decentralized accounts payable invoice processing.
 - Received a clean audit opinion from the State Controller's Office on the County's process for apportioning and allocating property tax revenues for fiscal years 2017 thru 2020. The audit found that the County complied with California statutes for the apportionment and allocation of property tax revenues.
 - Recipient of the Government Finance Officers Association (GFOA) award for excellence in Popular Financial Reporting for the County's **first-ever** Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2020. The PAFR is an easy-to-read report of the County's financial position intended for the Citizens of the County.
 - Recipient of two awards for excellence in financial reporting for the County's Comprehensive Annual Financial Report (CAFR) from the GFOA and the State Controller's Office. Continue to receive unqualified (clean) audit opinion on the County's CAFR.

WORKLOAD INDICATORS

During FY2021/22, the Department:

- Processed over 97,000 vendor claims/invoices, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system.
- Processed over 97,000 forms received electronically or in paper for countywide department access via Documentum or OneSolution.
- Processed over 103,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments accounting for over \$395 million in County payroll/benefit costs.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$923 million in property taxes, which were calculated, allocated and paid to 75 taxing entities and over 65 ad valorem bonds to school districts, community colleges, special districts, and cities. Administered over 405,000 special assessments levied by cities, agencies and special districts totaling \$109.8 million. Researched, calculated, and paid over 1,500 property tax refunds.
- Administered the requirements under the laws for monitoring and reporting on redevelopment dissolution. Distributed over \$37.6 million to taxing entities pursuant to redevelopment pass-through agreements, \$18.3 million to the six successor agencies for payment of recognized obligations and \$61.9 million in residual balances to the taxing entities.
- Employed over 2,400 hours on Redevelopment Dissolution Act (ABX1 26). Effective July 1, 2018, the six successor agencies' oversight boards were eliminated, and a countywide consolidated oversight board was established pursuant to Health & Safety Code §34179(j). The Auditor-Controller's Office provides staff support to this countywide consolidated oversight board.
- Employed over 5,500 hours of staff time to perform financial/compliance audits, process reviews, reviews of internal controls, and administration of the Whistleblower Program. The audit hours were allocated as follow:
 - 3,400 hours to Countywide Reviews and Other Activities.
 - 630 hours to Mandated Financial Audits.
 - 800 hours to Special Districts and Other Financial Audits.
 - 680 hours to Health and Social Services.

Functional Area Summary

**1200 – Fund 001-Auditor-Controller
Phyllis S. Taynton, Auditor-Controller
Finance**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	54,254	16,200	16,200	0	0.0%
ACO-ACCOUNTING	4,870,793	4,571,268	4,941,325	370,057	8.1%
ACO-AUDITING	795,393	790,365	808,464	18,099	2.3%
TOTAL REVENUES	5,720,440	5,377,833	5,765,989	388,156	7.2%
APPROPRIATIONS					
ACO-ADMINISTRATION	54,254	(37,869)	16,203	54,072	(142.8%)
ACO-ACCOUNTING	4,623,391	5,299,736	5,600,816	301,080	5.7%
ACO-AUDITING	861,922	955,901	976,910	21,009	2.2%
TOTAL APPROPRIATIONS	5,539,567	6,217,768	6,593,929	376,161	6.0%
NET COUNTY COST					
ACO-ADMINISTRATION	0	(54,069)	3	54,072	(100.0%)
ACO-ACCOUNTING	(247,403)	728,468	659,491	(68,977)	(9.5%)
ACO-AUDITING	66,529	165,536	168,446	2,910	1.8%
NET COUNTY COST	(180,874)	839,935	827,940	(11,995)	(1.4%)

STAFFING					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	29	30	30	0	0.0%
ACO-AUDITING	5	5	5	0	0.0%
TOTAL STAFFING	37	38	38	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$388,156 or 7.2% in revenues and a net increase of \$376,161, or 6.0% in appropriations when compared to FY2021/22 Adopted Budget. As a result, the Net County Cost decreased by \$11,995 when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The primary funding sources for the Auditor-Controller’s Office are charges and fees for services and include:

- County Administrative Overhead revenues of \$3,435,154 reflect an increase of \$466,298 or 15.7% from prior year primarily due to an increase in the Department’s net recoverable costs. Administrative Overhead revenues are received from County Departments for their allocated share of costs for accounting, financial and/or audit services provided by the Auditor-Controller’s Office.
- Assessment and tax collection fees of \$1,000,900 reflect an increase of \$28,300 or 2.9% over prior year. These revenues are for financial and accounting services provided to other funds, taxing entities and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities excluding school districts that are exempt by law. The Auditor-Controller also recovers direct costs for the administration of the dissolution of the Redevelopment Agencies (RDA). See Other Charges for Services revenues below.
- Auditing and accounting fees of \$384,471 reflect a net decrease of \$82,265 or 17.6%. These are fees/charges for accounting and auditing services to special districts and other governmental agencies. The decrease is primarily due to less audits of special districts.

-
- Other Charges for Services revenues of \$353,475 reflect an increase of \$3,275 or 0.9%. This revenue represents charges to redevelopment successor agencies and the Countywide Consolidated Oversight Board for administrative support costs and annual auditing services of the successor agencies' Prior Period Adjustments Schedule.
 - Revenues from Interfund Services of \$492,623 reflect a decrease of \$33,307 or 6.3%. These are revenues from non-General Fund Departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting, payroll and/or auditing services. This revenue also includes reimbursements for the labor associated with the CATS project (property tax system).
 - Revenues from Intrafund Services – Accounting and Audit of \$183,292 reflect a decrease of \$5,908, or 3.1%. These revenues are charges to the Treasury for required accounting and auditing services.

Primary Costs

The Recommended Budget includes a \$376,161 or 6.0% net increase in appropriations due to the following:

- Salaries and Employee Benefits include a net increase of \$373,358 or 6.8% from the FY2021/22 Adopted Budget. The net increase is primarily due to the following:
 - Salaries/wages/benefits are expected to increase by a net \$273,358 primarily due to increases in wages from approved labor agreements, merit/step/longevity increases for staff, increases in CalPERS rates on higher salaries, increases in health benefit costs, changes in coverage levels for staff and request for additional Accounting Clerk II position.
 - Salary savings of \$100,000 was included in FY2021/22 Adopted Budget due to staff vacancies but is not included in the FY2022/23 Recommended Budget in anticipation of all vacant positions being filled.
- Services and Supplies include a net decrease of \$3,745 or 0.5% with increases and decreases across multiple accounts, but insignificant overall.
- Other Charges include a decrease of \$1,245 or 1.1% primarily due to decrease in County Administration Center building charges.
- Other Financing Uses include an increase of \$2,185 primarily due to increase in pension obligation bonds.

Contracts

The FY2022/23 Recommended Budget includes a total of \$121,300 in contracted services, which includes accounting and financial services contracts primarily for audit services of the County and the Transportation Development Act funds.

Fixed Assets

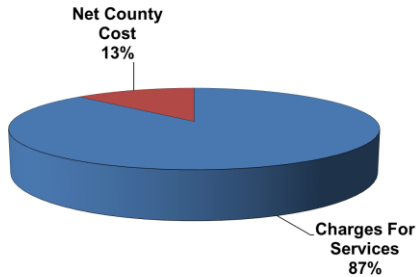
None.

DEPARTMENT COMMENTS

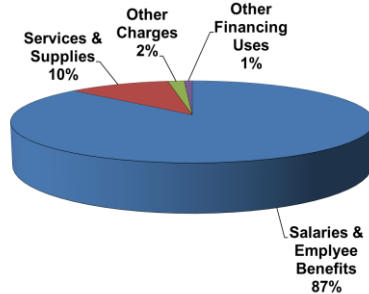
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.3 billion as reflected in the FY2021/22 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

- Upgrade the OneSolution financial system to remain current on the software and to allow for future automation improvements.
- Upgrade PeopleSoft and IntelliTime Systems to remain current on the software and to allow for future automation improvements.
- Implement the County Assessment and Taxation System (CATS), a more integrated and efficient property tax system to replace the aging SCIPS.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	10,094	6,066	8,654	2,588	42.7%
INTERGOVERNMENTAL REV FEDERAL	139,719	0	0	0	0.0%
CHARGES FOR SERVICES	5,570,628	5,371,767	5,757,335	385,568	7.2%
TOTAL REVENUES	5,720,441	5,377,833	5,765,989	388,156	7.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,922,825	5,491,891	5,865,249	373,358	6.8%
SERVICES AND SUPPLIES	631,738	723,424	719,679	(3,745)	(0.5%)
OTHER CHARGES	118,429	118,061	116,816	(1,245)	(1.1%)
OTHER FINANCING USES	47,301	54,342	56,527	2,185	4.0%
INTRA-FUND TRANSFERS	(180,725)	(169,950)	(164,342)	5,608	(3.3%)
TOTAL APPROPRIATIONS	5,539,567	6,217,768	6,593,929	376,161	6.0%
NET COUNTY COST	(180,874)	839,935	827,940	(11,995)	(1.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On March 8, 2022 as part of the Midyear Budget Report, the Board approved the following position change:

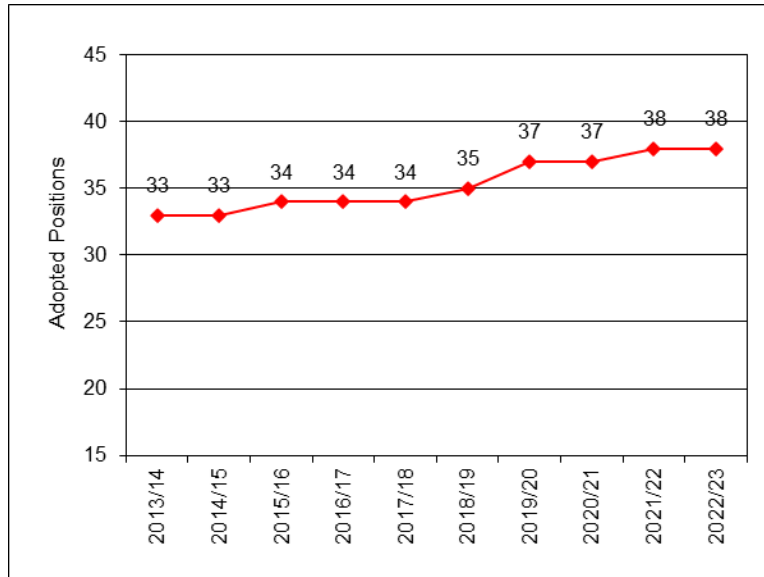
- Extended 1.0 FTE Limited-Term Accountant/Auditor I to expire June 30, 2023. This position supports the additional accounting and reporting needs relating to the County disasters (including LNU Lightning Complex fire, COVID-19 pandemic, American Rescue Plan Act).

The FY2022/23 Recommended Budget includes the following position changes:

- Delete 1.0 FTE Limited-Term Payroll Technician II (C).
- Extend 1.0 FTE Limited-Term Accountant/Auditor I to expire June 30, 2024. This position provides additional staff support in the implementation of the CATS project and post-implementation process changes.

- Add 1.0 FTE Accounting Clerk II. This position will address the existing workload in processing countywide financial transactions and provide more timely financial information.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Department has several staff eligible for retirement during FY2022/23. However, there are no commitments of planned retirement dates. The department may have accrued leave payoffs resulting from any retirement. The payoffs are not reflected in the Department’s budget due to the uncertainty and timing of any retirement.

The Auditor-Controller, Treasurer-Tax Collector-County Clerk and Assessor-Recorder continue to work with DoIT to replace the Solano County Integrated Property System approved for funding by the Board of Supervisors in FY2016/17. The CATS project with an estimated project cost of \$10 million is anticipated to be implemented and completed in FY2022/23.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets

**1200 – Fund 001-Auditor-Controller
Phyllis S. Taynton, Auditor-Controller
Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	216,186,609	215,215,265	231,112,031	15,896,766	7.4%
5908 COUNTY DISASTER	14,629,930	19,509,163	857,374	(18,651,789)	(95.6%)
8000 2021 CERTIFICATES OF PARTICIPA	0	0	2,059,114	2,059,114	100.0%
8006 PENSION DEBT SERVICE FUND	6,950,203	7,656,037	9,170,077	1,514,040	19.8%
8037 2017 CERTIFICATES OF PARTICIPA	7,357,335	7,368,066	7,368,722	656	0.0%
8036 2013 COP ANIMAL CARE PROJECT	462,484	462,488	462,381	(107)	(0.0%)
APPROPRIATIONS					
1101 GENERAL REVENUE	567,585	600,000	600,000	0	0.0%
5908 COUNTY DISASTER	16,438,955	5,434,067	857,374	(4,576,693)	(84.2%)
8000 2021 CERTIFICATES OF PARTICIPA	0	0	2,059,114	2,059,114	100.0%
8006 PENSION DEBT SERVICE FUND	11,121,525	4,951,662	4,956,840	5,178	0.1%
8037 2017 CERTIFICATES OF PARTICIPA	7,380,142	7,368,066	7,368,722	656	0.0%
8036 2013 COP ANIMAL CARE PROJECT	471,410	475,988	473,156	(2,832)	(0.6%)
NET CHANGE					
1101 GENERAL REVENUE	(215,619,024)	(214,615,265)	(230,512,031)	(15,896,766)	7.4%
5908 COUNTY DISASTER	1,809,025	(14,075,096)	0	14,075,096	(100.0%)
8000 2021 CERTIFICATES OF PARTICIPA	0	0	0	0	0.0%
8006 PENSION DEBT SERVICE FUND	4,171,322	(2,704,375)	(4,213,237)	(1,508,862)	55.8%
8037 2017 CERTIFICATES OF PARTICIPA	22,807	0	0	0	0.0%
8036 2013 COP ANIMAL CARE PROJECT	8,926	13,500	10,775	(2,725)	(20.2%)

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

FUNCTION AND RESPONSIBILITIES

The General Revenue budget accounts for revenues not attributable to a specific County service or department. These revenues are the source of funding to support the County’s general-purpose appropriations including mandated Maintenance of Effort contributions, mandated minimum levels of program service, general government programs and services, as well as other Board priorities.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$15,896,766 or 7.4%, in revenues and no change in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the net increase to the General Fund is \$15,896,766 or 7.4%.

Primary Funding Sources

General Revenues include property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment dissolution revenues including pass-through and residual taxes, business license tax, and disposal fees. The significant changes in projected revenues over FY2021/22 Adopted Budget are primarily due to the following:

- \$4,345,725 increase in Current Secured Property Taxes due to an estimated increase of 3.0% in assessed values from the FY2021/22 corrected assessment roll.
- \$500,000 increase in Supplemental Property Tax revenues due to increasing values on residential home sales.
- \$2,362,440 increase in Property Tax in Lieu due to an estimated increase of 3.0% in assessed values.
- \$2,180,000 increase in ABX1 26 Residual Taxes and \$4,360,000 in ABX1 26 Pass-Through revenues due to projected increase in tax increment revenues which increases the County’s share of revenues.
- \$350,000 increase in Sales & Use Tax due to anticipated improvement in the economy.
- \$250,000 increase in Property Transfer Tax which is based on property sales and values; property values remain strong on residential properties.
- \$100,000 increase in Interest Income as interest yield is anticipated to be better than budgeted in FY2021/22, but still at historical lows.
- \$50,000 increase in Recording Fees due to anticipated increase in the volume of recorded documents due to low interest rates and refinancing by homeowners.
- \$721,401 increase in State-Other revenue from the State backfill to local governments due to the elimination of criminal administration fees under AB 1869.
- \$500,000 increase in excess tax loss reserve due to projected increase in penalties and interest collections.

Primary Costs

Appropriations of \$600,000 include: \$500,000 for the General Fund’s share of property tax refunds, \$50,000 for professional services for sales tax financial services, and \$50,000 for general accounting and auditing services for the Solano County Fair.

Contracts

None.

Fixed Assets

None.

Summary of Other Administered Budgets

**1101 – Fund 001-General Revenue
Phyllis S. Taynton, Auditor-Controller
Legislative & Administration**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	201,030,697	202,524,865	217,023,030	14,498,165	7.2%
LICENSES, PERMITS & FRANCHISE	717,753	600,000	600,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	2,104,809	1,000,500	1,100,500	100,000	10.0%
INTERGOVERNMENTAL REV STATE	1,566,091	1,429,100	2,176,501	747,401	52.3%
INTERGOVERNMENTAL REV FEDERAL	6,049	4,800	5,000	200	4.2%
INTERGOVERNMENTAL REV OTHER	1,614,136	106,000	107,000	1,000	0.9%
CHARGES FOR SERVICES	8,907,604	8,500,000	8,550,000	50,000	0.6%
MISC REVENUE	239,470	1,050,000	1,550,000	500,000	47.6%
TOTAL REVENUES	216,186,609	215,215,265	231,112,031	15,896,766	7.4%
APPROPRIATIONS					
SERVICES AND SUPPLIES	7,285	50,000	50,000	0	0.0%
OTHER CHARGES	560,300	550,000	550,000	0	0.0%
TOTAL APPROPRIATIONS	567,585	600,000	600,000	0	0.0%
NET COUNTY COST	(215,619,024)	(214,615,265)	(230,512,031)	(15,896,766)	7.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

Solano County utilizes the County Disaster Fund (Fund 282) to provide a separate budget unit to account for the payment of County costs associated with disasters impacting Solano County and the related subsequent reimbursement from the State and federal government. In prior years the Disaster Fund was utilized for tracking costs for the 2014 Napa Earthquake, 2017 Winter Storm Flooding, the 2017 October Wildfires, the 2019 Public Safety Power Shutoffs (PSPS) and wildfires, 2020 LNU Lightning Complex fire, and the COVID-19 pandemic. The following are the recent and/or active disaster events which are being accounted for in the Disaster Fund.

COVID-19

On February 26, 2020, the U.S. Centers for Disease Control confirmed the first person-to-person transmission of the Novel Coronavirus COVID-19 had affected a Solano County resident. On February 27, 2020, the County Administrator proclaimed a local emergency pursuant to Government Code §8630 which was ratified by the Board on March 3, 2020. Governor Newsom issued an emergency proclamation proclaiming a state of emergency in relation to the COVID-19 pandemic on March 4, 2020, and on March 22, 2020, the President approved the request for a Major Disaster Declaration, allowing for the provision of federal aid to assist with recovery efforts.

In FY2020/21, the County received \$45 million in CARES Act funding to stop the spread and mitigate the impacts of the COVID-19 pandemic. All CARES Act funds were fully expended by the December 30, 2020 State deadline. In addition to one-time COVID-19 response funding, such as the CARES Act, the County is also seeking reimbursement for eligible COVID-19 costs through the Federal Emergency Management Agency (FEMA) COVID-19 Disaster declaration claim process. The pandemic response will continue into FY2022/23, with continued expenditures and recoupment of federal aid ongoing as of the time of this budget.

As part of the Federal Relief and Supplemental Appropriations Act passed on December 27, 2020, the County received \$13,309,204 in FY2020/21 to implement the Emergency Rental Assistance Program (ERAP). In partnership with contractors and close communication with the State, the County's program has assisted over 1,100 low-income households with rental and utility arrearages and is nearly fully expended. This Recommended Budget includes \$107,374 in carryforward and appropriations for administrative costs to wrap up the program.

American Rescue Plan Act (ARPA) - On March 11, 2021 the President signed the American Rescue Plan Act of 2021 into law. The \$1.9 trillion package is intended to combat the COVID-19 pandemic, including the public health and economic impacts. The ARPA allocates funding for public health and vaccines, assistance for vulnerable populations, educational and housing stabilization, economic recovery assistance and direct assistance for families and individuals. The County received a direct allocation through the federal ARPA Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of \$86.9 million. For additional details on the direct ARPA funding see Fund 290 – BU 2960 American Rescue Plan Act Fund.

LNU Lightning Complex Fire

The LNU Lightning Complex fire consisted of a series of wildfires that burned during the 2020 California wildfire season across Lake, Napa, Sonoma, Mendocino, Yolo, and Solano counties from August 17 to October 2, 2020, for a total burn area of 363,220 acres. At the time of containment, the LNU Lightning Complex fire was the fourth-largest wildfire in the recorded history of California. For Solano County, the LNU Lightning Complex fire, which resulted in the loss of life and serious injuries and destroyed a total of 711 structures on 501 parcels. Of the 302 homes destroyed, 261 were primary residences and 41 were accessory dwelling units. The remaining 409 accessory structures destroyed included barns, detached garages, storage buildings, and sheds.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$18,651,789 or 95.6% in revenues and a decrease of \$4,576,693 or 84.2% in appropriations when compared to the FY2021/22 Adopted Budget. The FY2022/23 Recommended Budget includes projected federal reimbursement as well as appropriations for recovery activities associated with COVID-19, as well as payments under the Emergency Rental Assistance Program.

Summary of Other Administered Budgets

5908 – Fund 282-County Disaster Fund

**Phyllis S. Taynton, Auditor-Controller
Other Assistance**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	14,275,627	17,617,343	857,374	(16,759,969)	(95.1%)
CHARGES FOR SERVICES	6,034	0	0	0	0.0%
MISC REVENUE	348,269	0	0	0	0.0%
OTHER FINANCING SOURCES	0	1,891,820	0	(1,891,820)	(100.0%)
TOTAL REVENUES	14,629,930	19,509,163	857,374	(18,651,789)	(95.6%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	337,475	0	0	0	0.0%
SERVICES AND SUPPLIES	5,005,606	5,434,067	850,000	(4,584,067)	(84.4%)
OTHER CHARGES	11,090,074	0	7,374	7,374	0.0%
OTHER FINANCING USES	5,799	0	0	0	0.0%
TOTAL APPROPRIATIONS	16,438,955	5,434,067	857,374	(4,576,693)	(84.2%)
NET CHANGE	1,809,025	(14,075,096)	0	14,075,096	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

LNU Lighting Complex Fire Recovery – The County continues recovery efforts in the wake of one of the largest wildfires in California history. Staff in coordination with the Board of Supervisors are working with residents impacted by the fire to safely rebuild. In addition, the fire damaged several County facilities, which staff are also working to repair. As the County works through the recovery process, staff primarily in the Resource Management Department in coordination with the Auditor-Controller, Sheriff’s Office of Emergency Services, and the County Administrator’s Office will continue to monitor and recover all eligible expenditures through the FEMA disaster declaration claim process. The FY2022/23 Recommended Budget does not reflect revenues or appropriations related to LNU fire recovery; however, departments anticipate including any necessary adjustments for ongoing LNU fire recovery projects in the FY2022/23 Supplemental Budget.

With the National Oceanic and Atmospheric Agency rating Solano County as experiencing an extreme drought, defined as fire season lasting year-round, the risk of additional fire-related emergencies in Solano County remains high. Due to the likelihood of fire danger, it is expected that there will be Public Safety Power Shutoff (PSPS) events in FY2022/23 despite PG&E’s efforts to refine PSPS boundaries and minimize the impacts on its customers. The County continues to focus on resiliency and preparedness for fire-related emergencies. County staff remain ready to respond through the Emergency Operations Center (EOC) should an emergency occur.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Debt Service Overview
Phyllis S. Taynton, Auditor-Controller
Debt

Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debt as of June 30, 2022 are as follows:

<u>Type</u>	<u>Total</u>
Notes Payable	\$ 1,023,890
Certificates of Participation	81,685,000
Pension Obligation Bonds	13,360,000
Total	<u>\$ 96,068,890</u>

Notes Payable

The County entered into a note payable agreement with the Suisun Redevelopment Agency to finance the County's share of the construction costs of the Suisun City Library. Due to the dissolution of redevelopment agencies under ABX1 26, effective February 1, 2012, this note was transferred to the Suisun City Successor Agency.

Certificates of Participation

The County issued Certificates of Participation (COP) for the acquisition and construction of major capital facilities. The proceeds of the COP were used for the construction of the County Administration Center in downtown Fairfield, the Probation Facility, the improvements to the Central Utility Plant, the Library in Fairfield, and the Animal Shelter. The 2021 Certificates of Participation were issued October 1, 2021 to finance the cost to acquire, install, renovate and construct certain capital improvements for various County Facilities including, but not limited to, the installation of solar energy systems and other energy savings related projects such as: Beck Campus, Vallejo Campus, William J. Carroll Government Center, Downtown Campus, Fairfield Library Campus, and Juvenile Detention Facility.

Taxable Pension Obligation Bonds

On November 1, 2005, the County issued \$42.3 million of Taxable Pension Obligation Bonds (POB) to prepay an obligation under its contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL), thus reducing its UAAL.

Credit Rating

Moody's and Standard & Poor's both rated the County's pension obligation bonds as A1 and AAA, respectively. In addition, the County currently has three certificates of participation series outstanding. The credit ratings are as follows:

2013 COP is private placement with no rating.

2017 COP AA+ Stable from S&P.

2021 COP AA+ Stable from S&P.

The affirmation of the ratings on the County's certificates of participation and pension obligation bonds reflect the County's large tax base, solid financial and liquidity position, recovering but sound long-term economic fundamentals, and slightly above average socioeconomic profile compared to similarly rated counties nationally.

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

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2020-21	\$62,304,767,500	\$3,115,238,375	\$17,040,000	\$3,098,198,375	0.55%
2019-20	60,493,772,968	3,024,688,648	20,375,000	3,004,313,648	0.67%
2018-19	57,621,468,703	2,881,073,435	23,375,000	2,857,698,435	0.81%
2017-18	54,604,488,570	2,730,224,429	26,085,000	2,704,139,429	0.96%
2016-17	51,753,424,096	2,587,671,205	32,880,000	2,554,791,205	1.27%
2015-16	48,822,843,080	2,441,142,154	40,810,000	2,400,332,154	1.67%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.08%
2013-14	43,722,958,674	2,186,147,934	53,945,000	2,132,202,934	2.47%
2012-13	40,593,049,481	2,029,652,474	61,285,000	1,968,367,474	3.02%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,870,351,605	3.59%

Notes:

- (1) Assessed property value data can be found in Report "Assessed Value of Taxable Property".
- (2) California Government Code, Section §29909, states the total amount of bonded indebtedness shall not at any time exceed 5 percent of the taxable property of the county as shown by the last equalized assessment roll.
- (3) Bonded debt financed with general governmental resources which include Pension Obligation Bonds.
- (4) The legal debt margin is the County's available borrowing authority under state finance statutes and is calculated by subtracting the debt applicable to the legal debt limit from the legal debt limit.

Phyllis S. Taynton, Auditor-Controller
Debt

FUNCTION AND RESPONSIBILITIES

This budget unit is the conduit for the principal and interest payments for the 2021 Certificates of Participation (COP).

The 2021 Certificates of Participation were issued October 1, 2021 to finance the cost to acquire, install, renovate and construct certain capital improvements for various County Facilities including, but not limited to, the installation of solar energy systems and other energy savings related projects at various County facilities such as: Beck Campus, Vallejo Campus, William J. Carroll Government Center, Downtown Campus, Fairfield Library Campus, and Juvenile Detention Facility.

The Auditor-Controller is responsible for administering the debt service on the 2021 COP through the date of redemption on October 1, 2041. Debt service payments are financed through Operating Transfers-In from the General Fund until the completion of the project. Upon completion of the project, funding source will be expanded to include the share of Health and Social Services in a form of building charge.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget includes revenue and appropriations of \$2,059,114 for FY2022/23.

Primary Funding Sources

The Recommended Budget includes revenues of \$2,059,114 from the Operating Transfers-In from the County General Fund until the completion of the project. Upon completion, the funding source shall be from General Fund and Health and Social Services departments.

Primary Costs

The appropriations reflect the principal and interest payments, and accounting and financial services due in FY2022/23. The debt schedule reflects principal and interest first payment to be due in FY2022/23.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	0	2,059,114	2,059,114	0.0%
TOTAL REVENUES	0	0	2,059,114	2,059,114	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	0	7,100	7,100	0.0%
OTHER CHARGES	0	0	2,052,014	2,052,014	0.0%
TOTAL APPROPRIATIONS	0	0	2,059,114	2,059,114	0.0%
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

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

The Auditor-Controller is responsible for administering the debt service of the POBs through the date of redemption: January 15, 2025.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,514,040 or 19.8% in revenues and an increase of \$5,178 or 0.1% in appropriations when compared to the FY2021/22 Adopted Budget.

The primary factors contributing to the significant changes in revenues are:

- Increase of \$1,288,861 in Other Revenue due to an increase in estimated savings from the prepayment of the FY2022/23 unfunded liability.
- Increase of \$227,146 in Operating Transfers-In due to higher wages subject to pension contribution from County departments.

Significant changes in appropriations include:

- Increase of \$370,000 in Bond Redemption and a decrease of \$197,100 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.
- Decrease of \$175,000 in interest expense on County Pool is due primarily from a decrease in interest earnings due to declining yield rates.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	892	2,500	2,500	0	0.0%
CHARGES FOR SERVICES	2,270	1,967	0	(1,967)	(100.0%)
MISC REVENUE	2,460,977	2,340,536	3,629,397	1,288,861	55.1%
OTHER FINANCING SOURCES	4,486,064	5,311,034	5,538,180	227,146	4.3%
TOTAL REVENUES	6,950,203	7,656,037	9,170,077	1,514,040	19.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,323	3,000	3,000	0	0.0%
SERVICES AND SUPPLIES	3,475	6,000	6,000	0	0.0%
OTHER CHARGES	4,603,954	4,942,662	4,947,840	5,178	0.1%
OTHER FINANCING USES	6,511,772	0	0	0	0.0%
TOTAL APPROPRIATIONS	11,121,525	4,951,662	4,956,840	5,178	0.1%
CHANGE IN FUND BALANCE	4,171,321	(2,704,375)	(4,213,237)	(1,508,862)	55.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

This budget unit is the conduit for the principal and interest payments for the 2017 Certificates of Participation (COP).

The 2017 COP were issued to refund the 2007 COP at a lower rate of interest, resulting in interest savings to the County of approximately \$16.2 million in present value dollars over the term of the bonds. The Certificates of Participation were issued to finance the construction of the County Administration Center, the Probation Facility, improvements to the Central Utility Plant and the Library in Fairfield.

The Auditor-Controller is responsible for administering the debt service on the 2017 COP through the date of redemption on November 1, 2030. Debt service payments are financed through Operating Transfers-In from Public Facilities Fees, the Accumulated Capital Outlay Fund, the General Fund, the Courthouse Temporary Construction Fund, and the depreciation charged to the departments occupying offices in the County Administration Center and the Probation building.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$656 or 0% in revenues and appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,368,722, an increase of \$656 or 0% when compared to FY 2021/22.

The primary funding sources include the following:

- The \$4,437,114 Operating Transfers-In are as follows:
 - \$724,495 from the Public Facilities Fees - Public Protection.
 - \$577,271 from the Public Facilities Fees - General Government.
 - \$394,625 from the Courthouse Temporary Construction Fund, including \$160,000 actually funded by General Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$1,840,723 from the General Fund.
- \$2,907,934 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$17,644 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Primary Costs

The FY2022/23 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative overhead charges due in FY2022/23.

Phyllis S. Taynton, Auditor-Controller

Debt

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	40,317	41,765	23,674	(18,091)	(43.3%)
CHARGES FOR SERVICES	2,868,655	2,961,810	2,907,934	(53,876)	(1.8%)
OTHER FINANCING SOURCES	4,448,363	4,364,491	4,437,114	72,623	1.7%
TOTAL REVENUES	7,357,335	7,368,066	7,368,722	656	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	4,330	7,000	8,510	1,510	21.6%
OTHER CHARGES	7,375,812	7,361,066	7,360,212	(854)	(0.0%)
TOTAL APPROPRIATIONS	7,380,142	7,368,066	7,368,722	656	0.0%
CHANGE IN FUND BALANCE	22,807	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

This budget unit is the conduit for the principal and interest payments for the 2013 Certificates of Participation (COP).

The 2013 COP were issued on April 17, 2013 to finance the Animal Care Expansion Project at 2510 Clay Bank Road in Fairfield. The Project includes the installation of a new pre-engineered kennel (12,500 square feet), and the renovation of the 2,600 square-foot portion of the existing 13,000 square-foot Animal Shelter Building.

The source of funding for the debt is the General Fund and the seven cities within the County. The County has entered into a Memorandum of Understanding (MOU) with all of the cities in the County in which each city agrees to pay its share of debt service.

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$107 or 0.0% in revenue and a decrease of \$2,832 or 0.1% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$462,381 from the Operating Transfers-In from County General Fund and Other Governmental Agencies from the seven cities in accordance with the MOU. The County General Fund contribution is \$44,970. The difference of \$10,775 will be funded from Fund Balance.

Primary Costs

The appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2022/23.

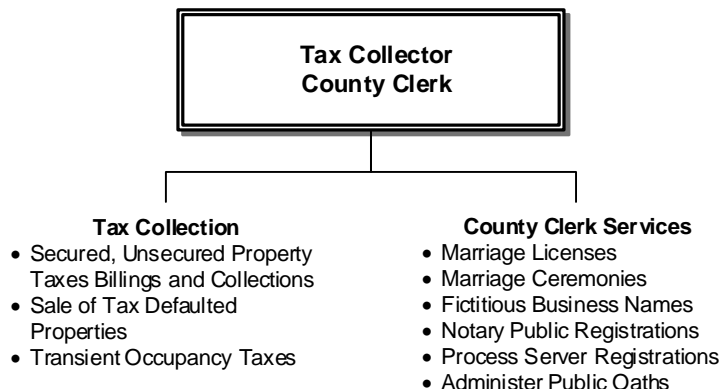
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	303	307	200	(107)	34.9%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	462,484	462,488	462,381	(107)	(0.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	1,625	3,500	3,500	0	0.0%
OTHER CHARGES	469,785	472,488	469,656	(2,832)	0.6%
TOTAL APPROPRIATIONS	471,410	475,988	473,156	(2,832)	(0.1%)
CHANGE IN FUND BALANCE	8,926	13,500	10,775	(2,725)	(20.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

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

The County Clerk has a four-fold mission:

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

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

Budget Summary:	
FY2021/22 Midyear Projection:	2,738,062
FY2022/23 Recommended:	2,773,555
County General Fund Contribution:	1,238,091
Percent County General Fund Supported:	44.6%
Total Employees (FTEs):	12

FUNCTION AND RESPONSIBILITIES

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

The County Clerk is responsible for issuing marriage licenses and other official non-court related official documents. The Division carries out these responsibilities through its lobby kiosks, online portal, and public service counter.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Continued migration of the Solano County Integrated Property Tax System (SCIPS) to the intended replacement County Assessment and Taxation System (CATS).
- Conducted a sale of 139 tax defaulted properties totaling \$9.4 million in delinquent taxes.
- Collected in excess of \$100,000 in Transient Occupancy Taxes.
- Implemented virtual lockbox for tax payments, eliminating the need to redirect physical payments received in the office to the lockbox location.

Functional Area Summary

**1300 – Fund 001-Tax Collector/County Clerk
Charles Lomeli, Tax Collector/County Clerk
Finance**

- Implemented remote image depositing for checks and warrants to reduce transportation costs and delays associated with physical depositing.
- As a consequence of staffing shortages, an ongoing enterprise system migration, and COVID-19 related issues; restricted service levels, including office hours, and the conducting of marriage ceremonies, are expected to continue through the first quarter of FY2022/23.
- With the continuation of the CATS migration, the Tax Collector – County Clerk is anticipating the need for 25% of all available productive hours of staff time will be dedicated to migration related work in FY2022/23.

WORKLOAD INDICATORS

- In FY2021/22, the Tax Collector – County Clerk expects to issue and process payments on 172,000 property tax bills; the Division estimates the amount to increase by approximately 2,000 bills in FY2022/23.
- In FY2021/22, the Tax Collector – County Clerk expects to issue 1,600 marriage licenses, 2,100 fictitious business name statements, 400 notary oaths, and to conduct 100 marriage ceremonies, along with providing a variety of other clerk related functions and services. Projections for FY2022/23 include the issuance of approximately 2,000 marriage licenses, 2,300 fictitious business names, 400 notary oaths, and to conduct 400 marriage ceremonies, along with providing a variety of other clerk related functions and services in FY2022/23.
- Answered approximately 20,000 requests for additional information received via phone and e-mail in FY2021/22.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	1,142,114	1,519,949	1,244,464	(275,485)	(18.1%)
COUNTY CLERK	291,434	287,000	291,000	4,000	1.4%
TOTAL REVENUES	1,433,548	1,806,949	1,535,464	(271,485)	(15.0%)
APPROPRIATIONS					
TAX COLLECTOR	2,376,557	2,580,429	2,482,674	(97,755)	(3.8%)
COUNTY CLERK	254,574	237,844	290,881	53,037	22.3%
TOTAL APPROPRIATIONS	2,631,131	2,818,273	2,773,555	(44,718)	(1.6%)
NET COUNTY COST					
TAX COLLECTOR	1,234,443	1,060,480	1,238,210	177,730	16.8%
COUNTY CLERK	(36,860)	(49,156)	(119)	49,037	(99.8%)
NET COUNTY COST	1,197,583	1,011,324	1,238,091	226,767	22.4%

STAFFING	2020/21	2021/22	2022/23	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
TAX COLLECTOR	10	11	11	0	0.0%
COUNTY CLERK	2	2	1	(1)	(50.0%)
TOTAL STAFFING	12	13	12	(1)	(7.7%)

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decrease of \$271,485 or 15.0% in revenues and a decrease of \$44,718 or 1.6% in appropriations when compared to FY2021/22 Adopted Budget. As a result, Net County Cost is increased by \$226,767 or 22.4%.

The Department has two major functions, Tax Collection and County Clerk Services.

Primary Funding Sources

The primary funding sources for the Department are the General Fund, which is comprised of \$1,238,091 or 44.6%, Charges for Services, which is comprised of \$1,175,464 or 42.4%, and Taxes and Licenses, which has a combined total of \$360,000 and comprise 13.0% of the Recommended Budget.

- The Recommended Budget includes a \$271,485 or 15% decrease in revenues primarily due to reduced Charges for Services related to the anticipated completion of the County Assessment and Taxation System (CATS) implementation project in FY2022/23.

Primary Costs

The Recommended Budget includes a \$44,718 or 1.6% decrease in appropriations primarily due to the following:

- Salaries and Employee Benefits decreased by \$13,749 primarily due to the filling of vacant positions at a lower salary step, changes in health benefit costs, and reduced unemployment insurance charges.
- Services and Supplies reflects an increase of \$36,120 primarily due to an upgrade to the point of sales software, accounting and financial services charges, and an increase in central data processing services costs.
- Other Charges reflect a decrease of \$26,680 due to a reduction in Countywide Administrative Overhead costs.
- Intrafund Transfers are projected to decrease by \$40,390 due to a reduction in the enterprise application support costs for the CATS project.

Contracts

The FY2020/21 Recommended Budget includes a total of \$205,000 or 7.4% for contracted services and professional services which include the following significant contracts:

- \$75,000 for lock box services.
- \$68,000 for tax bill printing services.
- \$62,000 for tax Sale/Auction services.

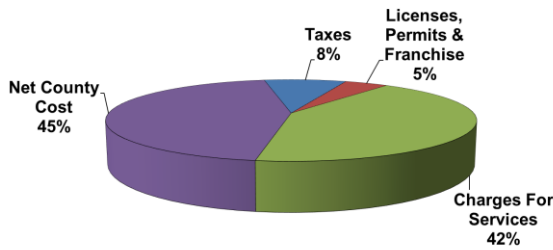
Fixed Assets

None.

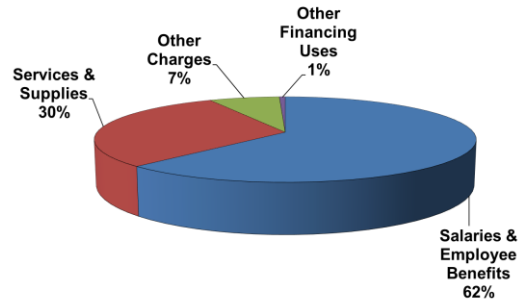
DEPARTMENT COMMENTS

The Tax Collector – County Clerk anticipates that supporting the enterprise system migration to replace the Solano County Integrated Property System (SCIPS) will require a directing of experienced staff resources to the project. During the migration process, the focus of the Department will be on maintaining quality public service, maintaining appropriate internal controls, and completing the project as efficiently as possible.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	225,558	160,000	235,000	75,000	46.9%
LICENSES, PERMITS & FRANCHISE	129,155	112,000	125,000	13,000	11.6%
INTERGOVERNMENTAL REV FEDERAL	3,178	0	0	0	0.0%
CHARGES FOR SERVICES	1,075,657	1,534,949	1,175,464	(359,485)	(23.4%)
TOTAL REVENUES	1,433,548	1,806,949	1,535,464	(271,485)	(15.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,528,606	1,714,928	1,701,179	(13,749)	(0.8%)
SERVICES AND SUPPLIES	758,884	791,496	827,616	36,120	4.6%
OTHER CHARGES	298,225	218,613	191,933	(26,680)	(12.2%)
OTHER FINANCING USES	14,721	16,146	16,127	(19)	(0.1%)
INTRA-FUND TRANSFERS	30,695	77,090	36,700	(40,390)	(52.4%)
TOTAL APPROPRIATIONS	2,631,131	2,818,273	2,773,555	(44,718)	(1.6%)
NET COUNTY COST	1,197,583	1,011,324	1,238,091	226,767	22.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

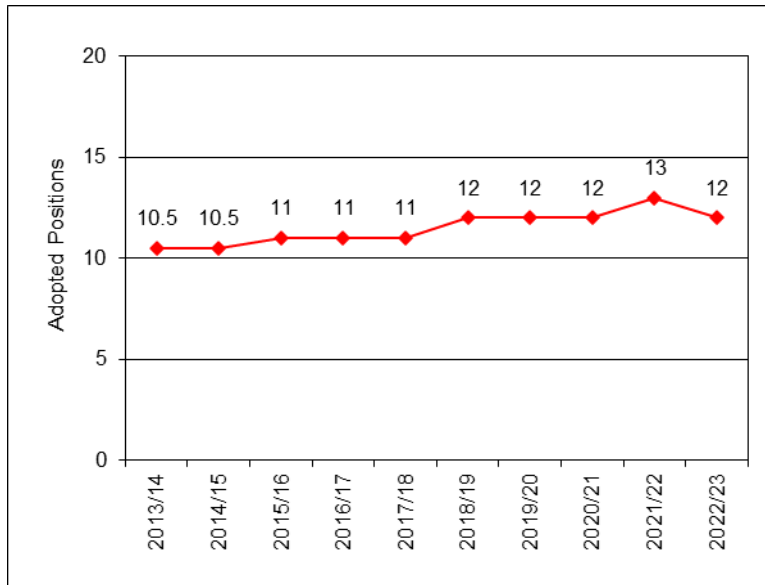
SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

Effective January 31, 2022, 1.0 FTE Accounting Clerk position was transferred to the Treasurer’s Department (BU 1350) due to operational needs. The Department plans to move the position back to the Tax Collector/County Clerk Department (BU 1300) before the end of the fiscal year.

There are no changes in position allocation in the FY2022/23 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Treasurer-Tax Collector-County Clerk, Auditor-Controller and Assessor-Recorder continue to work with DoIT to replace the Solano County Integrated Property Tax System approved for funding by the Board of Supervisors in FY2016/17. The CATS project is anticipated to be completed in FY2022/23.

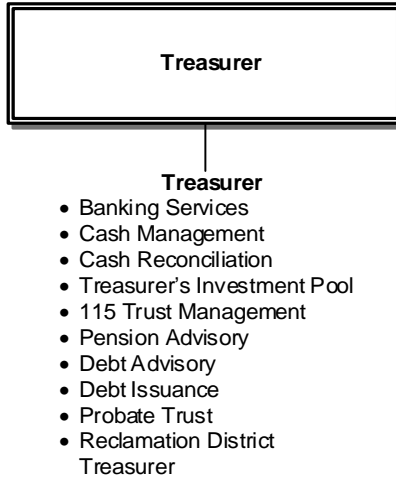
COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets

**1300 – Fund 001-Tax Collector/County Clerk
Charles Lomeli, Tax Collector/County Clerk
Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	1,029,893	1,155,891	1,238,860	82,969	7.2%
APPROPRIATIONS					
1350 TREASURER	1,029,893	1,155,891	1,238,860	82,969	7.2%
NET CHANGE					
1350 TREASURER	0	0	0	0	0.0%

A summary of the budgets administered by the Tax Collector/County Clerk’s Office is provided on the following pages.



DEPARTMENTAL PURPOSE

Headed by the elected County Treasurer as prescribed in Government Code (GC) §27000, the Division of the Treasurer is responsible for managing funds not needed for immediate use, as mandated by GC §24000 and §24009. The duties and responsibilities are further mandated by Government Code sections 27000 - 27137. In Solano County, the County Treasurer function is combined with the County Tax Collector-County Clerk as one countywide elected position.

Budget Summary:	
FY2021/22 Midyear Projection:	1,099,902
FY2022/23 Recommended:	1,238,860
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	4

FUNCTION AND RESPONSIBILITIES

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the County and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County’s fiduciary expert in the area of debt issuance. The Division manages over \$1.8 billion in funds not immediately needed for use by County, local school districts and other local agencies participating in the pool.

The Treasurer serves on the County’s Debt Advisory Committee and Pension Oversight Committee and provides fund management on all debt proceeds.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Conducted an RFQ for the provision of merchant services on a countywide basis and selected a new vendor to provide expanded card acceptance services at offices throughout Solano County in a more secure and cost-effective process.
- Served as project lead for merchant services migration involving the offices of the Treasury – Tax Collector – County Clerk, Auditor – Controller, Information Technology, and various impacted departments and working groups including Resource Management, General Services, and the Sheriff’s Office.
- Implemented remote deposit to expedite the processing of checks received in office.
- Actively managed more than \$1.7 billion in pooled deposits.
- Processed approximately 105,000 inbound payments, 225,000 deposited items, and 350,000 outbound payments. This includes deposits of cash, checks, ACH credits, book transfers, and related inbound funds; and withdrawals of cash, checks, ACH originated debits, book transfers, Federal Wires, and related outbound funds as directed.

- Provided reconciliation information to schools and other pool participants on a daily basis to afford them the ability to independently verify all Treasury activity.
- Arranged the provision of up to \$136.9 million in Constitutionally mandated advances to the six school districts in Solano County.
- Management of \$21.4 million in Vallejo City Unified School District nontaxable investments.
- Managed the County's PARS 115 \$32.1 million investment trust to provide additional income above pool rates.

WORKLOAD INDICATORS

During FY2022/23, the Treasurer anticipates processing 10,000 deposit permits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$82,969 or 7.2% in both revenues and appropriations when compared to the FY2021/22 Adopted Budget. In accordance with Government Code section 27013, the Treasurer's Division is funded by a portion of the interest earnings from funds under management, and therefore; has no Net County Cost.

Primary Funding Sources

The primary funding source for the Department is Charges for Services which comprises \$1,237,860 or 99.9% of the Recommended Budget.

Primary Costs

The Recommended Budget includes \$82,969 or 7.2% increase in appropriations primarily due to an increase in charges for audit and accounting services.

Contracts

The FY2022/23 Recommended Budget includes a total of \$264,000 for contracted services primarily for banking and securities trust services.

Fixed Assets

None.

DEPARTMENT COMMENTS

The Treasury is focused on migrating the investment accounting system to a cloud solution to provide uninterrupted system access under all foreseeable circumstances. The department will also be focused on ways to support the migration of the County Assessment and Tax Collection (CATS) system.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,028,750	1,154,891	1,237,860	82,969	7.2%
MISC REVENUE	1,143	1,000	1,000	0	0.0%
TOTAL REVENUES	1,029,893	1,155,891	1,238,860	82,969	7.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	483,178	557,447	559,364	1,917	0.3%
SERVICES AND SUPPLIES	265,149	412,629	427,237	14,608	3.5%
OTHER CHARGES	81,255	27,716	57,200	29,484	106.4%
OTHER FINANCING USES	4,702	5,589	5,667	78	1.4%
INTRA-FUND TRANSFERS	195,608	152,510	189,392	36,882	24.2%
TOTAL APPROPRIATIONS	1,029,893	1,155,891	1,238,860	82,969	7.2%
NET CHANGE	0	0	0	0	0.0%
STAFFING					
TREASURER	3	3	4	1	33.3%
TOTAL STAFFING	3	3	4	1	33.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

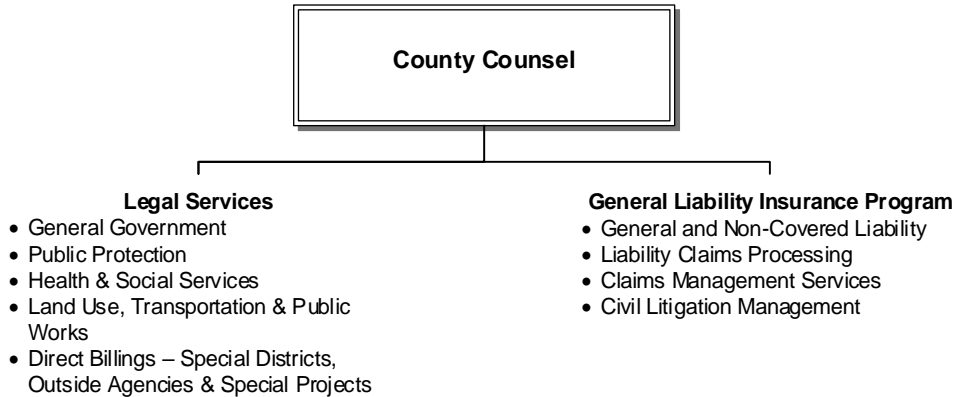
Effective January 31, 2022, 1.0 FTE Accounting Clerk position was transferred to the Treasurer’s Department (BU 1350) due to operational needs. The Department plans to move the position back to the Tax Collector/County Clerk Department (BU 1300) before the end of the fiscal year.

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

As a result of COVID-19, global political unrest, and other market forces, the market yield on allowable investments has declined considerably over the past several years. At the same time, labor and supply shortages have triggered high levels of inflation that were originally viewed as transitional in nature, but that now appear to be more permanent. The result has been a challenging investing environment where risk and reward are poorly aligned. It is anticipated that interest rates will need to rise, or inflation to fall, for a more normalized market to return.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

The Office of County Counsel was created by statute under Government Code sections §26526, §26529 and §27640. The Office provides both discretionary and mandated legal services to more than 150 separate areas of County responsibility, including all its elected and appointed officials, officers, departments, boards, commissions and committees. It also serves several special districts and agencies within the County, including the Rural North Vacaville Water District, the Solano Transportation Authority, Solano County Transit (SolTrans), the Fairfield Suisun Sewer District, the Collinsville Levee and Maintenance District, and the Solano County Office of

Education, and some school, cemetery, fire, resource conservation, and reclamation districts.

Budget Summary:	
FY2021/22 Midyear Projection:	5,289,939
FY2022/23 Recommended:	5,456,005
County General Fund Contribution:	1,648,399
Percent County General Fund Supported:	30.2%
Total Employees (FTEs):	21

FUNCTION AND RESPONSIBILITIES

The broad scope of the Office’s duties involves all areas of County government which includes such diverse areas as labor and employment, real estate development, purchasing and contracting, public works projects, criminal justice, planning and environmental matters, water law and groundwater regulation, public finance, tax assessment and collection, child and older adult protection, public health and safety, civil litigation, and other matters of great interest to the citizens of Solano County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

While the recovery from the COVID-19 pandemic continues, legal issues persist. Continued issues are varied and span from public health, workplace safety and labor issues, community response and business guidelines. In the aftermath of the LNU fire, County Counsel continues to provide leadership and legal support in all aspects of the ongoing recovery efforts.

The Office will continue to respond to legal issues arising from public health emergencies as well as work proactively to provide innovative legal solutions to address other on-going public health needs such as homelessness and mental health court diversion programs. Our extensive work with and for the County’s most vulnerable populations continues in the identification of and ways to provide care of those in need. As significant, a focus on local issues will include continued focus on County’s code enforcement matters while continuing to provide legal direction to facilitate strategic land use development in accordance with Board-approved policies.

Accomplishments:

- The transfer of the General Liability Insurance Program and Liability Cost Allocation functions from Human Resources to the Office centralizes the functions and tracking of claims and litigation with a goal of identifying ways to minimize and avoid liability.

-
- In response to concerns voiced by residents about excessive noise in their communities, County Counsel drafted an interim ordinance to immediately provide an enforcement mechanism to address those complaints until a more fully developed draft noise ordinance is prepared and circulated for public comment.
 - Filed 24 Bail Bond Summary Judgement accountings collecting \$397,500 of which \$108,311 was retained by the County and deposited in the County's General Fund.
 - Successfully concluded two significant code enforcement litigated cases that resulted in the resolution of all outstanding County code violations and the removal of all accumulated junk and debris, one of which included the first use of a court-appointed receiver who oversaw the cleanup and ultimate sale of two dilapidated residential units.
 - After a contractor defaulted on the construction of a capital project, successfully negotiated the project close out with the contractor's surety, which resulted in a finished project and the County's retention of excess material and administrative costs withheld by the County due to the contractor's default.
 - Successfully piloted the DocuSign e-signature document management program for various departments in preparation of maintaining a fully electronic contract execution system.
 - Oversaw the settlement or disposition of 19 lawsuits filed against the County.

WORKLOAD INDICATORS

The Office currently provides legal services to all County departments and 28 external clients. In FY2020/21, Office's attorneys logged a total of 24,077 billable legal service hours to internal and external clients, an increase of 1,905 hours or 9% from the previous year primarily due to filling several attorney vacancies. The average number of billable legal service hours per attorney increased from 1,752 in FY2019/20 to 1,822 in FY2020/21.

- In addition to providing legal services, the Office provides trainings and workshops, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information Portability and Accountability Act requirements, and records and subpoenas. Training audiences included County personnel and appointed and elected members of various public boards, commissions, and committees. Office attorneys were also selected to Chair or Co-Chair several conferences involving Child Welfare Services, Probate and Mental Health, Environmental Law and Airport Land Use issues.
- The Office represents the Child Welfare Services Division (CWS) of the Health & Social Services (H&SS) Department in all juvenile court dependency proceedings, from the initial petition seeking to protect a child through family reunification or permanency planning and any subsequent appeal. This Office also represents the Public Guardian/Public Conservator Division (PG) of H&SS in conservatorship matters and other proceedings involving members of the County's adult population who require these County services.
 - On average, the attorneys representing CWS appear on over 120 cases each month in different courtrooms. In calendar year 2021, the CWS attorneys opened 216 new juvenile dependency cases and the PG attorneys filed over 70 LPS/Probate petitions. Each of those cases represent the County's considerable efforts to protect and serve its most vulnerable residents.
 - Juvenile dependency cases continue to be complex and challenging. Attorneys spend considerable time working with CWS assisting staff in preparing court cases to aid in the mission of protecting children and to assure compliance with state and federal law. This past year, the attorneys handled over 200 contested juvenile dependency matters, and 28 juvenile dependency appeals. The attorneys continue to conduct periodic training for CWS and the PG on various topics to increase core competencies and to navigate emerging areas of law.
- Legal support staff assisted the attorneys in the processing and maintenance of several hundred cases, the majority of which relate to Child Welfare Services and LPS/Probate Conservatorships. Staff are also responsible for maintaining, processing and accounting for several programs to include subpoenas, personnel files, the law library, and various administrative tasks. To assist staff, the Office Supervisor continues to maintain the bail bond recovery program, which includes summary judgement accounting and distribution functions of forfeited bail bonds.

Functional Area Summary

**1400 – Fund 001-County Counsel
Bernadette Curry, County Counsel
General Counsel**

- With the increase in self-insured retention deductible in the County’s Self-Insured General Liability Program and the addition of the Claims and Civil Litigation Manager, the Office anticipates a greater role to coordinate litigation defense and related services, including increasing the number of cases litigated by the Office and decreasing the number of smaller cases referred to outside counsel.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	4,887,955	3,945,534	3,807,606	(137,928)	(3.5%)
TOTAL REVENUES	4,887,955	3,945,534	3,807,606	(137,928)	(3.5%)
APPROPRIATIONS					
LEGAL SERVICES	4,562,032	5,387,893	5,456,005	68,112	1.3%
TOTAL APPROPRIATIONS	4,562,032	5,387,893	5,456,005	68,112	1.3%
NET COUNTY COST					
LEGAL SERVICES	(325,923)	1,442,359	1,648,399	206,040	14.3%
NET COUNTY COST	(325,923)	1,442,359	1,648,399	206,040	14.3%

STAFFING					
LEGAL SERVICES	20	21	21	0	0.0%
TOTAL STAFFING	20	21	21	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$137,928 or 3.5% in revenues and an increase of \$68,112 or 1.3% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the Net County Cost increased by \$ 206,040 or 14.3%.

Primary Funding Sources

The primary funding source for the Office are charges for legal services provided to County departments that are reimbursed through the Countywide Cost Allocation Plan, and fees directly billed to outside agencies and certain non-General Fund County departments. Expenditures that are not offset by direct billed revenues become General Fund costs. Although County Counsel, as a central services department, recovers net operating costs from user departments through the Countywide Cost Allocation Plan, there are certain legal services provided to County departments, such as the Board of Supervisors, that are non-reimbursable under the provisions of 2 CFR part 225 (formerly OMB Circular A-87). Another more recent non-reimbursable item is the legal services billed relating to the vexing costs associated with the administration of cannabis programs as directed by the California State Controller in accordance with the Federal Office of Management and Budget Circular 2 CFR part 200. These unreimbursed expenditures remain General Fund costs.

The Recommended Budget reflects a decrease of \$137,928 or 3.5% in revenues primarily due to a decrease of \$136,258 in Countywide Administration Overhead charges and a decrease of \$8,700 in Interfund Legal Services.

Primary Costs

The Recommended Budget includes a \$68,112 or 1.3% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$99,815, or 2.1% primarily due to increases in wages from approved cost of living adjustment, merit/step/longevity increases for staff, internal promotion, reclassification of the Office Supervisor’s position, increases in CalPERS retirement costs, and funding for Accrued Leave Payout due to the retirement

of an attorney. Increases are partially offset by retirements and vacancies of personnel in FY2021/22 where the vacated positions will be filled at lower compensation rates.

- Services and Supplies reflect a decrease of \$36,372 or 8.2% primarily due to the elimination of ProLaw software and Afinity hosting functions.

Contracts

The FY2022/23 Recommended Budget includes a total of \$63,680 or 1.2% in contracted services, which include the following:

- \$55,000 WestLaw for online legal research services.
- \$5,080 for Professional Services, which includes Code Publishing and DataSafe shred services.
- \$3,600 MicroNiche claims and litigation tracking and case management software access fee.

Fixed Assets

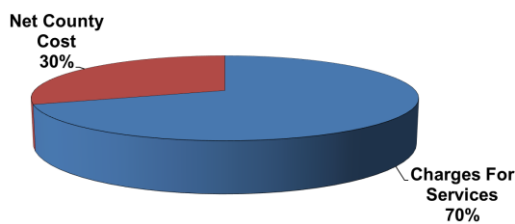
None.

DEPARTMENT COMMENTS

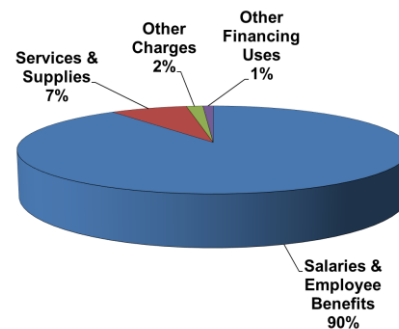
In addition to providing legal representation to all County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office currently provides legal representation and hearing officer services to 28 external clients which are direct billed for services. These clients include transportation entities, levee, sewer and water districts, and resource conservation, reclamation, fire, and school districts.

The Productive Hourly Rate (PHR) recommended amount is \$215 per hour, a 3% increase. The increase in the PHR is due primarily to the previously discussed increases in salaries and employee benefits.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	51,810	0	0	0	0.0%
CHARGES FOR SERVICES	4,781,499	3,945,534	3,807,606	(137,928)	(3.5%)
MISC REVENUE	54,645	0	0	0	0.0%
TOTAL REVENUES	4,887,955	3,945,534	3,807,606	(137,928)	(3.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,045,492	4,801,130	4,900,945	99,815	2.1%
SERVICES AND SUPPLIES	377,166	443,212	406,840	(36,372)	(8.2%)
OTHER CHARGES	88,380	88,128	87,034	(1,094)	(1.2%)
OTHER FINANCING USES	42,733	51,323	54,286	2,963	5.8%
INTRA-FUND TRANSFERS	8,261	4,100	6,900	2,800	68.3%
TOTAL APPROPRIATIONS	4,562,032	5,387,893	5,456,005	68,112	1.3%
NET COUNTY COST	(325,923)	1,442,359	1,648,399	206,040	14.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

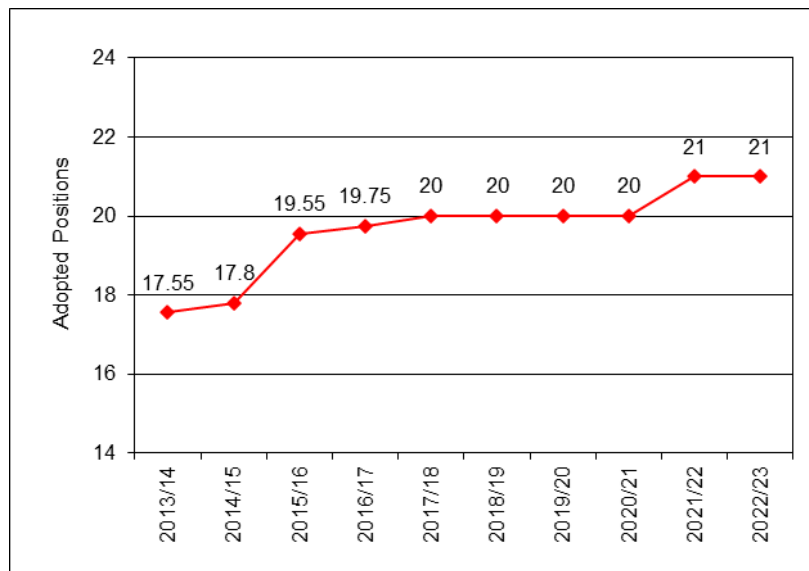
Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On March 8, 2022, the Board approved the following position change:

- Reclassified 1.0 FTE Office Supervisor to 1.0 FTE Law Office Manager – TBD to align the position with the job tasks, knowledge and abilities required for the position.

There are no changes in position allocation in the FY2022/23 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets

**1400 – Fund 001-County Counsel
Bernadette Curry, County Counsel
General Counsel**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1831 COUNTY LIABILITY	0	0	9,946,000	9,946,000	0.0%
APPROPRIATIONS					
1831 COUNTY LIABILITY	0	0	9,946,000	9,946,000	0.0%
NET CHANGE					
1831 COUNTY LIABILITY	0	0	0	0	0.0%

A summary of the budgets administered by the County Counsel Department is provided on the following pages.

FUNCTION AND RESPONSIBILITIES

The Office of County Counsel administers the County's general liability program through the Public Risk Innovation, Solutions, and Management (PRISM) General Liability Insurance Program, provides liability claims processing and claims management services; oversees all civil litigation involving the County.

Budget Summary:	
FY2021/22 Midyear Projection:	8,429,075
FY2022/23 Recommended:	9,946,000
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	0

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The County participates in the Public Risk Innovation, Solutions, and Management (PRISM) General Liability Insurance Program formerly known as CSAC-Excess Insurance Authority (EIA). Based on an actuarial study that indicated that the County would realize cost savings, on July 1, 2020, the County raised its self-insured retention, also known as its deductible, to \$200,000 and added a Claims and Civil Litigation Manager position to the department in order to have the management and oversight of government tort claims and outside litigation performed in-house. Since the change to the higher deductible only affects claims or incidents arising post July 1, 2020 the majority of current claims and litigation involving the County are covered under the previous policy, therefore, staff is continuing to gather information on cost and assess exposure on risk reserves.

Challenges:

Although the County purchases General Liability coverage there are some claims that insurance will not cover, e.g., contractual liability. In these instances, a budget will need to be established and costs managed to minimize overall exposure.

Accomplishments:

- Transferred the General Liability Insurance Program and Liability Cost Allocation functions from Human Resources to the County Counsel in order to centralize the functions and tracking of claims and litigation with a goal of identifying ways to minimize and avoid liability, as well as to better manage risk. The General Liability Insurance Program includes:
 - Coordination/Management of the County's first-party property claims.
 - Subrogation.
 - Collaboration with the Departments on insurance language/requirements for capital improvement projects.
 - Review and approval of insurance requirements/language contained in all County contracts.
 - Review and handling of insurance for special events, adding agencies/firms as additional insureds and seeking the endorsements.
 - Reviewing existing Certificates of Insurance with Additional Insureds named coming up for renewal to determine if renewal is warranted, or if Certificates should be removed.
 - Responsibility for completing insurance renewal applications, providing documentation and data to PRISM/Alliant for General Liability, Medical Malpractice, Cyber, Crime bond, Pollution, Special Liability Insurance Program, and Watercraft policies.
- Oversaw the settlement or disposition of 19 lawsuits against the County in FY2021/22.
- Continued proactive claims management and oversight will continue to alleviate pressure on the County's insurance premium, thereby resulting in savings to departments for their allocated share of liability insurance costs.

WORKLOAD INDICATORS

During the period of July 1, 2021 – March 31, 2022:

- Received 52 separate government claims filed against the County of which 37 were resolved without exposure or liability to the County, seven were settled with minimal County exposure, actively negotiating potential settlements and/or resolution on seven and one that resulted in litigation filed.
- Actively managed 34 separate lawsuits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$9,946,000 or 100% in both revenues and appropriations when compared to the FY2021/22 Adopted Budget. This is the Department’s initial budget year since transferring General Liability functions from Human Resources - Risk Management to County Counsel.

Primary Funding Sources

The primary funding source for the General Liability Department are the charges allocated to departments based on their share of liability insurance costs.

The Recommended Budget includes \$9,946,000 in revenues including the following:

- Charges for Services of \$9,119,000 reflects an increase of \$1,612,057 or 21% when compared to the FY2021/22 Working Budget. Charges for Services include the charges allocated to departments based on their share of liability insurance costs.
- Miscellaneous Revenues of \$817,000 reflects an increase of \$324,452 or 65.9% when compared to the FY2021/22 Working Budget and includes the State reimbursement for Malpractice insurance from the Health and Social Services Department.

Primary Costs

The Recommended Budget reflects \$9,946,000 in appropriations including the following:

- Services and Supplies of \$9,696,000 reflect an increase of \$1,743,920 or 21.9% when compared to the FY2021/22 Working Budget due to the following:
 - Insurance - Other of \$8,238,100 reflects an increase of \$1,678,500 or 25.6% due to an increase in the preliminary rates received from PRISM, which includes coverage for General Liability, Cyber Liability, Special Liability Insurance Program, Pollution Liability, Crime Bond, and Watercraft Insurance.
 - Malpractice Insurance of \$817,000 reflects an increase of \$324,452 or 65.9%. Malpractice Insurance costs are offset 100% by State reimbursement via the Health and Social Services Department.
 - Insurance claims of \$630,900 reflects an increase of \$81,415 or 14.8% compared to FY2021/22 for general liability claims costs under the \$200,000 self-insured retention.
 - Other Professional Services of \$10,000 reflects a significant decrease of \$340,447 or 97.1% when compared to FY2021/22 due to the anticipated resolution of a non-covered matter.
- Other Charges of \$250,000 reflects a decrease of \$226,995 or 47.6% when compared to FY2021/22 Working Budget representing non-covered liability claims.

Contracts

None.

Fixed Assets

None.

1831 – Fund 060-General Liability
Bernadette Curry, County Counsel
County Liability

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	0	0	10,000	10,000	0.0%
CHARGES FOR SERVICES	0	0	9,119,000	9,119,000	0.0%
MISC REVENUE	0	0	817,000	817,000	0.0%
TOTAL REVENUES	0	0	9,946,000	9,946,000	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	0	9,696,000	9,696,000	0.0%
OTHER CHARGES	0	0	250,000	250,000	0.0%
TOTAL APPROPRIATIONS	0	0	9,946,000	9,946,000	0.0%
NET GAIN(LOSS)	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents the initial budget year following the transfer of General Liability functions from Human Resources - Risk Management to County Counsel during FY2021/22.

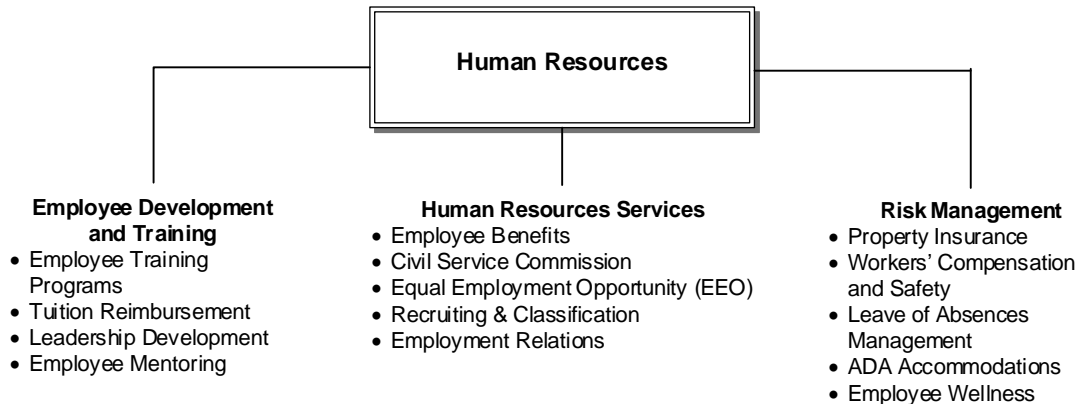
SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget unit.

While the 1.0 FTE Claims & Litigation Manager is assigned to this Department, due to the timing of the creation of the General Liability Department and transfer of responsibilities and functions from Risk Management, salary and benefits associated with the Claims & Litigation Manager’s position are not reflected in the current fiscal year, nor in FY2022/23 Recommended Budget. Full funding of this position will be reflected in the FY2023/24 Budget. Currently, this position is allocated to County Counsel (BU 1400).

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2021/22 Midyear Projection:	4,754,478
FY2022/23 Recommended:	5,940,564
County General Fund Contribution:	1,278,240
Percent County General Fund Supported:	21.5%
Total Employees (FTEs):	26

FUNCTION AND RESPONSIBILITIES

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

Human Resources (BU 1500) provides centralized human resources services in all areas including personnel and civil service administration, recruitment and selection, equal employment opportunities, employee and labor relations, classification, and benefits administration.

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The County continues to experience a high vacancy rate in County allocated positions, due to significant turnover and retirements.
- The County experienced multiple COVID-19 outbreaks in several work locations, which resulted in weekly COVID-19 employee testing, extra sanitation of the work areas, and expansion of teleworking. In addition, the County continued to engage the bargaining groups to comply with federal and State COVID-19 mandates including the expansion of the supplemental sick leave.
- HR presented to the Board of Supervisors and distributed the Employee Engagement Survey results countywide and to the bargaining groups. The Training and Development Unit formulated an action plan to include, but is not limited to, conducting focus groups to address the results of the survey.

1500 – Fund 001-Human Resources
Charmie Junn, Director of Human Resources
Personnel

Functional Area Summary

- HR continues to expand its training courses on diversity, equity, and inclusion at all levels of the County.

Accomplishments:

- In a continued effort to shorten the recruitment timeline, HR created another 50+ online examinations in addition to the 50+ that were created at the outset of the pandemic.
- HR continues its efforts to go paperless and shortened the timeframe of routing documents.
- Expanded recruitment outreach using social media (e.g., Indeed and LinkedIn) to increase diversity and target industry-specific outlets to seek potential applicants.
- Piloted new applicant tracking system (NeoGov) resulting in higher applicant pools in initial recruitments using the system.
- Revised the Background Check procedures for out-of-state candidates and candidates with a TN1-Visa.
- Extended individualized Department training sessions for supervisors and managers on employee relations matters (e.g., performance evaluations, the discipline process, leave management, recruitment, and selection, etc.).

WORKLOAD INDICATORS

During the period July 1, 2021 – February 28, 2022, the Department of Human Resources:

- Processed 597 requisitions to fill vacancies compared to 361 during the same period in FY2020/21.
- Opened 191 recruitments compared to 133 in FY2020/21.
- Reviewed 7,152 job applications compared to 7,667 during that same period in FY2020/21.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	4,438,682	4,370,118	4,662,324	292,206	6.7%
TOTAL REVENUES	4,438,682	4,370,118	4,662,324	292,206	6.7%
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	4,316,380	4,847,267	5,940,564	1,093,297	22.6%
TOTAL APPROPRIATIONS	4,316,380	4,847,267	5,940,564	1,093,297	22.6%
NET COUNTY COST					
HUMAN RESOURCES SERVICES	(122,301)	477,149	1,278,240	801,091	167.9%
NET COUNTY COST	(122,301)	477,149	1,278,240	801,091	167.9%

STAFFING					
HUMAN RESOURCES SERVICES	22	23	26	3	13.0%
TOTAL STAFFING	22	23	26	3	13.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$292,206 or 6.7% in revenues and an increase of \$1,093,297 or 22.6% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, Net County Cost increased by \$801,091 or 167.9%.

Primary Funding Sources

The primary funding source for the Department of Human Resources is Countywide Administrative Overhead of \$4,492,024 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration, and other HR functions provided by the Department. In addition, HR receives departmental Administrative Overhead revenue for the HR Director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan provider.

The Recommended Budget of \$4,662,324 reflects an increase of \$292,206 or 6.7% in revenues primarily due to the following:

- Countywide Administrative Overhead reflects an increase of \$244,206.
- Other Revenue reflects an increase of \$40,000.
- Departmental Administrative Overhead reflects an increase of \$8,000.

Primary Costs

The Recommended Budget of \$5,940,564 reflects an increase of \$1,093,297 or 22.6% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$902,566 primarily attributed to FY2021/22 position additions and changes, merit and longevity increases, accrued leave payoffs, CalPERS retirement costs, and increases in health insurance rates.
- Services and Supplies reflect an increase of \$179,293 primarily due to an increase of \$100,000 in other professional services resulting from increases in actuarial studies, negotiations services, contracted training and COBRA administration costs. Additional increases in Services and Supplies are reflected in liability and property insurance charges, software/maintenance and support for a new applicant tracking system, central data processing charges, publications and legal notices for a LinkedIn recruitment advertising subscription, advertising/marketing to purchase marketing materials for job fairs and job fair registration fees, and education and training and travel expense. These increases are partially offset by a decrease in controlled assets and computer components.

Contracts

The FY2022/23 Recommended Budget includes a total of \$804,788 or 13.5% in contracted services, which included the following contracts:

- \$150,000 for Equal Employment Opportunity (EEO) investigation services.
- \$131,288 for NeoGov Applicant Tracking and OnBoarding system, JobAps Applicant Tracking and OrgPublisher software.
- \$105,000 for CalPERS health administration fees.
- \$100,000 for labor negotiations services.
- \$70,000 for recruitment and bilingual testing services.
- \$60,000 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
- \$35,000 for ongoing investment fund review of the County's Internal Revenue Code 457 deferred compensation plan, 401(a) and Retirement Health Savings accounts.
- \$35,000 for PARS and OPEB actuarial studies.
- \$30,000 for outside recruiter for executive-level recruitments.
- \$28,000 for compensation studies and arbitration fees.
- \$25,000 for outside trainer to provide POBAR training.
- \$18,000 for COBRA administration services.

1500 – Fund 001-Human Resources
Charmie Junn, Director of Human Resources
Personnel

Functional Area Summary

- \$15,000 for special projects.
- \$2,500 for CalPERS social security administrator fees.

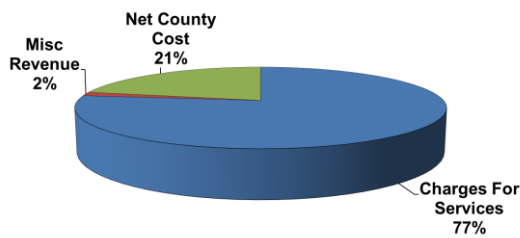
Fixed Assets

None.

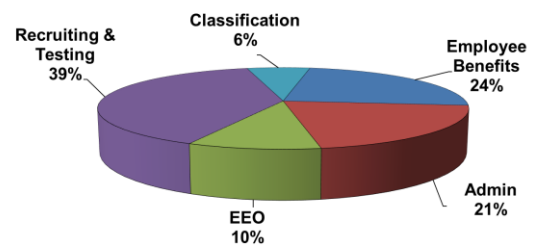
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	17,053	0	0	0	0.0%
CHARGES FOR SERVICES	4,294,820	4,319,818	4,572,024	252,206	5.8%
MISC REVENUE	126,809	50,300	90,300	40,000	79.5%
TOTAL REVENUES	4,438,682	4,370,118	4,662,324	292,206	6.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,258,380	3,714,091	4,616,657	902,566	24.3%
SERVICES AND SUPPLIES	918,784	990,175	1,169,468	179,293	18.1%
OTHER CHARGES	97,478	97,671	94,931	(2,740)	(2.8%)
OTHER FINANCING USES	31,659	36,080	45,058	8,978	24.9%
INTRA-FUND TRANSFERS	10,079	9,250	14,450	5,200	56.2%
TOTAL APPROPRIATIONS	4,316,380	4,847,267	5,940,564	1,093,297	22.6%
NET COUNTY COST	(122,301)	477,149	1,278,240	801,091	167.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On September 14, 2021, the following position changes were approved by the Board:

- Added 1.0 FTE Human Resource Analyst (TBD) to address increase staffing needs in the Benefits Division.
- Converted 2.0 FTE Limited-Term Human Resource Assistants to regular full-time positions.
- Converted 1.0 FTE Limited-Term Human Resource Analyst (Senior) to regular full-time position.

On March 6, 2022 the following position change was approved administratively:

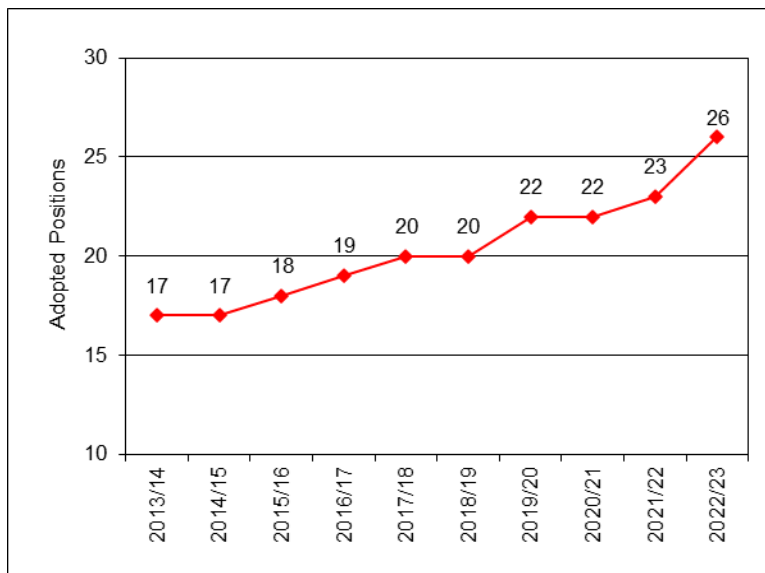
- Added 1.0 FTE Limited-Term Human Resource Analyst (Senior) expiring April 30, 2022.

On April 12, 2022, the following position changes were approved by the Board:

- Added 1.0 FTE EEO Analyst (TBD).
- Added 1.0 FTE Human Resources Manager.
- Added 1.0 FTE Human Resources Analyst (Senior).
- Added 1.0 FTE Office Coordinator.
- Deleted 1.0 FTE Administrative Secretary.
- Deleted 1.0 FTE Human Resource Analyst (Principal).
- Deleted 1.0 FTE Human Resource Assistant.

There are no changes in position allocation in the FY2022/23 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The County continues to experience turnover and retirements, and the recruitment team continues to expand its presence through social media outreach, streamlining processes and attending multiple job fairs including industry-specific career fairs. Further, the Department is looking to increase workforce retention through workforce development, employee engagement, and classification minimum qualification review.

1500 – Fund 001-Human Resources
Charmie Junn, Director of Human Resources
Personnel

Functional Area Summary

The Human Resources Department is working on amendments to County policies and the Civil Service Rules that would enhance recruitment and selection. The Department piloted several recruitments using its new applicant tracking program, NeoGov.

The Department is preparing for labor negotiations with all 19 collective bargaining agreements expiring in October 2022.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets

**1500 – Fund 001-Human Resources
Charmie Junn, Director of Human Resources
Personnel**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOPMENT & TRAININ	626,628	628,815	591,448	(37,367)	(5.9%)
1830 RISK MANAGEMENT	19,623,229	23,927,657	13,345,528	(10,582,129)	(44.2%)
APPROPRIATIONS					
1103 EMPLOYEE DEVELOPMENT & TRAININ	593,199	777,191	919,235	142,044	18.3%
1830 RISK MANAGEMENT	19,910,299	25,309,894	15,990,700	(9,319,194)	(36.8%)
NET CHANGE					
1103 EMPLOYEE DEVELOPMENT & TRAININ	(33,429)	148,376	327,787	179,411	120.9%
1830 RISK MANAGEMENT	(287,070)	(1,382,237)	(2,645,172)	(1,262,935)	91.4%

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

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

Charmie Junn, Director of Human Resources
Legislative & Administration

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:

FY2021/22 Midyear Projection:	805,157
FY2022/23 Recommended:	919,235
County General Fund Contribution:	327,787
Percent County General Fund Supported:	35.7%
Total Employees (FTEs):	4

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Target (Vector) Solutions expanded their online course trainings to include Microsoft Office computer training, COVID-19, wellness, safety, and skill development courses. The new training offerings have resulted in an increase in the number of online courses for employees. The challenge is to find a Learning Management System that will interface with the PeopleSoft HRMS, thereby reducing the workload and improving the efficiency of tracking employee training records.
- A contract with NeoGov began in FY2021/22. NeoGov includes a module for onboarding/new employee orientation, the capacity to integrate with PeopleSoft, and provides additional E-Learning courses for County employees. NeoGov is being implemented in Phases, and the Training and Development module is scheduled for implementation as part of the second Phase.

Accomplishments:

- Due to the COVID-19 pandemic, continued to offer County trainings and New Employee Orientation through Target (Vector) Solutions and virtual platforms, such as Microsoft Teams, WebEx, and Zoom.
- Partnered with Anthem, the County's Employee Assistance Plan vendor, to provide virtual trainings on the following topics: Collaborative Customer Service, Critical Thinking, Conquering Fear and Anxiety, Resiliency – Bounce Back Stronger, Self-Care in the Face of Adversity, Communication Skills for Collaboration, and Holidayze – How to Enjoy the Holidays and Minimize Stress.
- Hosted six virtual Education Fairs for County employees.
- Conducted the first countywide employee engagement survey.
- Using Target (Vector) Solutions, created attestation form that is used to confirm COVID-19 vaccinations.
- Added the following new mandatory training courses for Health and Social Services Employees into Target (Vector) Solutions: H&SS Civil Rights Foundation Training, H&SS Mandated Reporter, H&SS Health Information Privacy & Security Training (H.I.P.S.). Other training courses added into the Target (Vector) Solutions system were Active Shooter and Other Acts of Targeted Violence, Smart Management: Equal Employment Opportunity and Diversity for Managers, Key Skills for Managing and Coaching Your Team, and Smart Workplace: Putting Your People First.
- Offered new training classes from CPS HR – Professionalism: Channeling Your Inner Best and Diversity and Inclusion: Why It Matters for Leaders.
- Selected to host the CSAC Institute Leadership Academy for Professional Development in which 40 Solano County managers and supervisors were nominated to participate in the 10-month program.
- Provided countywide internship opportunities for two college interns and one student intern working in various County departments.
- Implemented Skillbridge Internship Program for military members leaving military service to complete internship assignments with Solano County departments.

Summary of Other Administered Budgets 1103 – Fund 001-Employee Development & Training
Charmie Junn, Director of Human Resources
Other General

WORKLOAD INDICATORS

- 12,319 training spaces were occupied by employees from July 1, 2021 through February 28, 2022, compared to 16,291 training spaces during that same period in FY2020/21.
- Offered 64 professional development/training sessions, excluding County-mandated sessions, to County employees compared to 74 sessions last fiscal year.
- The decrease in sessions is because the previous COVID-19, as well as the Senate Bill 1343 and Senate Bill 778 mandatory anti-harassment training requirements, were completed in FY2020/21.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$37,367 or 5.9% in revenues and an increase of \$142,044 or 18.3% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, Net County Cost increased by \$179,411.

Primary Funding Source

The primary funding source for this Division is Charges for Services, which includes Countywide Administrative Overhead of \$586,448 for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Training Division in the Human Resources Department.

The Recommended Budget includes a decrease of \$37,367 or 5.9% in revenues due to a decrease in Countywide Administrative Overhead reimbursement.

Primary Costs

The Recommended Budget includes an increase of \$142,044 or 18.3% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$153,790 primarily attributed to the addition of a 1.0 FTE Training Specialist (TBD) during FY2021/22.
- Services and Supplies reflect a decrease of \$11,894 primarily due to a decrease of \$28,500 in education and training and meals and refreshments due to removing costs for the Solano Leadership Academy, which is offered biennially, and a \$5,000 decrease in other professional services. These decreases are offset by increases of \$5,000 in employee recognition for the annual luncheon, a net increase of \$11,100 in controlled assets and computer components to replace twelve computers in the third floor training room per the County's Computer Refresh policy, and an increase of \$2,884 in central data processing charges.

Contracts

The FY2022/23 Recommended Budget includes a total of \$82,000 or 8.9% in contracted services which includes the following contracts:

- \$37,500 to offer Microsoft Office computer training classes.
- \$17,000 for CPS HR Training Program in Diversity, Equity, and Inclusion.
- \$12,000 for SkillSoft Learning Management System.
- \$5,500 for Liebert Cassidy Whitmore Training.
- \$5,000 for follow-up coaching related to the Solano Leadership Academy.
- \$5,000 for online training courses through the Fred Pryor Institute.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

Charmie Junn, Director of Human Resources

Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	626,628	628,815	591,448	(37,367)	(5.9%)
TOTAL REVENUES	626,628	628,815	591,448	(37,367)	(5.9%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	418,802	481,070	634,860	153,790	32.0%
SERVICES AND SUPPLIES	153,093	272,466	260,572	(11,894)	(4.4%)
OTHER CHARGES	15,775	15,204	13,906	(1,298)	(8.5%)
OTHER FINANCING USES	3,817	4,151	5,597	1,446	34.8%
INTRA-FUND TRANSFERS	1,711	4,300	4,300	0	0.0%
TOTAL APPROPRIATIONS	593,199	777,191	919,235	142,044	18.3%
NET COUNTY COST	(33,429)	148,376	327,787	179,411	120.9%

STAFFING					
EMPLOYEE DEV. & TRAINING	3	3	4	1	33.3%
TOTAL STAFFING	3	3	4	1	33.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On April 12, 2022, the Board approved the following position change:

- Added 1.0 FTE Training/Organizational Development Specialist (TBD).

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The County of Solano continues to face a demographic change of an aging workforce with mid, senior, and executive managers in the County nearing retirement in larger numbers, leaving a potential gap. In anticipation of the forecasted change, the County reinstated the Solano Leadership Academy training program in FY2013/14 to help address development of mid-managers and supervisors and has established another senior leadership development training cohort to prepare individuals for executive leadership roles. These programs will continue to be offered every other fiscal year. In FY2018/19, the County developed and rolled-out a new lead worker training program, called HR Insight Academy, which provides lead workers with an overview of supervision principles and best practices, as well as employment and labor law to help better prepare workers for supervision. In FY2020/21, the County began offering job shadowing opportunities with high schools, and the Solano County Office of Education, in an effort to recruit and retain the younger generations that will be entering the workforce in the coming years. Due to the COVID-19 pandemic, these efforts were put on hold. In the coming fiscal year, it is anticipated these outreach and development opportunities will be reinstated to help with developing the future workforce.

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:	
FY2021/22 Midyear Projection:	22,037,667
FY2022/23 Recommended:	15,990,700
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	7.7

1821 Administration

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

1823 Workers’ Compensation and Safety

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

1824 Property

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

1825 Unemployment

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Reducing workers’ compensation costs and implementing programs to effectively reduce the County’s overall program expenses.
- Continued implementation of cost containment programs countywide to maintain decreased workers’ compensation costs per \$100 of payroll and reinforce safety initiatives to maintain this trend.
- Reducing property claims experience that includes assessing the current loss deductibles charged to departments, evaluating frequency, severity and types of claims leading to loss prevention initiatives throughout the County.
- Continue to engage employee participation in the Solano County Wellness Program by offering personal, financial, and wellness trainings and activities.
- COVID-19 has impacted, and continues to impact, all Risk Management programs including, but not limited to, workers’ compensation, leave management, safety and loss prevention, and insurance renewals. Continued changes to existing, as well as newly introduced, legislation for COVID-19 at both the state and federal levels could increase costs and workloads significantly in FY2021/22.

Accomplishments:

- Solano County received the American Heart Association’s “Healthy Workplace Achievement” recognition in 2021 for the sixth consecutive year.
- Continued the virtual ergonomic evaluation program to evaluate remote and onsite workspaces for County employees.

-
- The wellness program continued to work with partners to provide a wide selection of virtual online webinars and classes with over 130 wellness webinars offered annually to employees. In addition, seven requested wellness presentations were provided to three different department all staff meetings.
 - “Coping in COVID-19 Times” was renamed “SoCo Employee Wellness Times.” The wellness program continues to create and distribute this popular monthly newsletter to provide employees information on wellness, safety, resilience, and mental health support resources.
 - Wellness worked with Working Advantage to launch and provide the Solano County Savings Marketplace, an online site for employee discounts on a wide variety of recreation, travel, and consumer discounts.

WORKLOAD INDICATORS

During the period July 1, 2021 – February 28, 2022:

- The number of reported workers’ compensation claims was 476 compared to 287 during the same period in FY2020/21: 235 of the 476 claims reported were COVID-19 related.
- Closed 312 workers’ compensation claims as compared to 200 during the same period in FY2020/21.
- Processed 6,099 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 5,156 in FY2020/21.
- Completed 156 ergonomic evaluations compared to 850 in FY2020/21. Of the 156 evaluations completed, 12 were Ergo Express evaluations, 121 were in-person evaluations, and 23 were completed virtually.
- Solano County’s Wellness Ambassador program continues with volunteer employees who enthusiastically promote employee wellness in their departments. The Wellness Ambassador program has been active with 41 ambassadors, which is the same as last year.
- Active users on the County’s “My Well Site” decreased during the COVID-19 pandemic from 433 last year to 110 active users during FY2021/22. Although 3 – 4 challenges and promotions were conducted and well-advertised, engagement was lower than in previous years. Promotions are planned with the 41 wellness ambassadors to increase engagement.
- Completed 410 ADA interactive meetings/accommodations compared to 262 in last fiscal year. A majority of these are related to workers’ compensation claims and the return-to-work process. The increase is most likely due to restricting teleworking opportunities associated with COVID-19 and efforts to engage employees in the interactive process earlier and/or upon exhaustion of protected leave.
- Processed 17 COVID-19 exemption requests.
- Coordinated 338 pre-appointment physicals compared to 120 in the prior year.
- 801 vaccines, including 707 flu vaccinations, administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,075, including 611 flu vaccinations in FY2020/21. The County did provide additional clinics in collaboration with Kaiser Permanente, but turnout was not as high as expected and only accounted for administration of approximately 50 additional flu shots. COVID-19 may have impacted the number of flu vaccinations due to teleworking and/or employees obtaining flu shots from their own healthcare provider.
- Coordinated 144 pre-appointment drug screens compared to 120 in FY2020/21.
- Provided 45 respirator fit tests for employees who are expected to wear respirators as personal protective equipment compared to 69 last year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$10,582,129 or 44.2% in revenues and a decrease of \$9,319,194 or 36.8% in appropriations when compared to the FY2021/22 Adopted Budget. The primary reason attributed to these decreases is the transfer of the Liability Division to County Counsel during FY2021/22. As a result, use of Fund Balance decreased by \$1,262,935.

1821 Administration

Primary Funding Source

The Administration Division is funded through Intrafund Transfers of \$1,592,977 to the Risk Management operating divisions. These charges are estimated to increase by \$350,086 or 28.2% when compared to FY2021/22 Adopted Budget.

Primary Costs

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$839,112 reflect an increase of \$178,877 primarily due to a 1.0 FTE Risk Analyst transferring from the Liability Division to Admin.
- Services and Supplies of \$304,483 reflect an increase of \$91,040 primarily due to contracts and training costs transferring from the Liability Division to Admin, as well as an increase of \$18,152 in Central Data Processing charges.
- Other Charges of \$441,138 reflect an increase of \$78,214 primarily due to an increase of \$70,814 in Countywide Administrative Overhead charges.

Contracts

The Recommended Budget includes a total of \$68,900 or 4.3% in contracted services which includes the following contracts:

- \$25,000 for workplace violence prevention training.
- \$20,000 for pre-employment background and reference services.
- \$15,000 for DOT and non-DOT drug and alcohol screenings.
- \$8,900 for CPR training.

Fixed Assets

None.

1823 Workers' Compensation and Safety

The Recommended Budget of \$10,965,000 represents a decrease of \$1,491,000 or 14.0% in revenues and a decrease of \$991,000 or 8.3% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, use of Fund Balance increased by \$500,000.

Primary Funding Source

The Recommended Budget of \$9,165,000 represents a decrease of \$1,491,000 or 14.0% in revenues and a decrease of \$991,000 or 8.3% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, use of Fund Balance increased by \$500,000.

The primary funding source for the Workers' Compensation Division is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to decrease by \$1,461,000 or 13.9% when compared to last fiscal year for a total recovery in FY2022/23 of \$9,015,000.

Primary Costs

The primary costs for Workers' Compensation and Safety Division are:

- Insurance – Other of \$3,519,000 reflects an increase of \$393,000 or 12.6% mainly due to an increase in the preliminary insurance rates received from PRISM. Included are:
 - Excess Workers' Compensation Insurance of \$3,184,000.
 - Department of Industrial Relations of \$335,000.
- Insurance Claims of \$4,622,300 reflects a decrease of \$2,436,249 or 34.5% due to a decrease in anticipated payouts for workers' compensation insurance claims.

1830 – Fund 060-Risk Management
Charmie Junn, Director of Human Resources
Other General

Summary of Other Administered Budgets

-
- Other Professional Services of \$828,424 reflects an increase of \$33,914 mainly due to an increase for workers' compensation claims third party administration services and pre-employment testing services.

Contracts

The Recommended Budget includes a total of \$828,424 or 7.6% in contracted services which includes the following contracts:

- \$477,726 for Workers' Compensation third party claims administration fees.
- \$160,698 with Department of Health and Social Services for Occupational Health medical-related services.
- \$150,000 Occu-Med contract.
- \$25,000 for industrial hygienist for indoor air quality evaluations and noise monitoring related to Hearing Conservation Program.
- \$10,000 for ergonomic evaluations.
- \$5,000 for annual actuarial valuation.

Fixed Assets

None.

1824 Property

Primary Funding Source

The primary funding source for the Property Insurance Division is \$4,170,528 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$660,585 or 18.8% when compared to last fiscal year. For FY2022/23, the Department will use \$440,000 in Fund Balance to offset the cost of property insurance for departments.

Primary Costs

The primary costs for the Property Division are:

- Insurance – Other of \$4,410,879 reflects an increase of \$743,081 or 20.3% due to higher projected insurance rates which includes the following programs:
 - Property Insurance of \$4,308,379.
 - Equipment Maintenance Management Program of \$50,000.
 - Bond Insurance of \$43,400.
 - Airport Liability Insurance of \$5,300.
 - Watercraft Insurance of \$3,800.
- Insurance Claims of \$125,000 to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County departments for deductibles for property insurance claims remains the same when compared to FY20201/22.

Contracts

None.

Fixed Assets

None.

Summary of Other Administered Budgets

**1830 – Fund 060-Risk Management
Charmie Junn, Director of Human Resources
Other General**

1825 Unemployment

Primary Funding Source

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on a percentage of payroll. The Unemployment Division built up an excess reserve that allows the Division to provide a rate holiday to user departments which reduces charges by 904,814 or 100% when compared to last fiscal year.

Primary Costs

The primary costs for the Unemployment Division are Insurance Claims of \$327,023 a decrease of \$255,284 or 43.8%.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	174,998	195,900	160,000	(35,900)	(18.3%)
INTERGOVERNMENTAL REV FEDERAL	563,154	0	0	0	0.0%
CHARGES FOR SERVICES	18,255,048	23,239,209	13,185,528	(10,053,681)	(43.3%)
MISC REVENUE	630,029	492,548	0	(492,548)	(100.0%)
TOTAL REVENUES	19,623,229	23,927,657	13,345,528	(10,582,129)	(44.2%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,040,941	1,234,786	1,317,767	82,981	6.7%
SERVICES AND SUPPLIES	18,167,649	23,450,040	14,218,734	(9,231,306)	(39.4%)
OTHER CHARGES	691,911	612,924	441,138	(171,786)	(28.0%)
OTHER FINANCING USES	9,798	12,144	13,061	917	7.6%
TOTAL APPROPRIATIONS	19,910,299	25,309,894	15,990,700	(9,319,194)	(36.8%)
NET GAIN(LOSS)	(287,070)	(1,382,237)	(2,645,172)	(1,262,935)	91.4%

STAFFING					
RISK MANAGEMENT	7.7	8.7	7.7	(1)	(11.5%)
TOTAL STAFFING	7.7	8.7	7.7	(1)	(11.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

During FY2021/22 the Board of Supervisors approved a transfer of the Liability Division (BU 1822) from Human Resources to County Counsel resulting in a decrease in revenues and appropriations in 1830 Risk Management. In FY2022/23 Recommended Budget the Liability Division was assigned a new budget unit (BU 1831) and is included herein as an Other Administered Budget under County Counsel.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

On October 2, 2021 the following Limited-Term position expired:

- Expired 1.0 FTE Limited-Term Risk Analyst.

On April 12, 2022 the Board approved the following position changes:

- Added 1.0 FTE Safety Officer (TBD).
- Deleted 1.0 FTE Risk Analyst.

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Property coverage is provided through PRISM and has been challenging for the last several years as the insurance industry has experienced unprecedented losses in California and across the globe.

COVID-19 - With the continued challenges of the COVID-19 pandemic, the pre-employment physicals/drug screenings are taking longer to complete due to staff shortages with the County's pre-employment vendor, causing delays in the hiring process. Risk Management is exploring different options to manage the County's pre-employment needs.

The impact on the insurance industry due to the COVID-19 pandemic is unclear and may impact the underwriting cycle for public entity insurance coverage. PRISM continues to look at claims, renewals, messaging, and resources to mitigate the risk to help members manage exposures moving forward.



Elections

- Voter Registration
- Election Administration
- Redistricting Coordination
- Voter Information
- Candidate Information
- Campaign Disclosures
- Economic Interest
- Initiatives / Petitions

DEPARTMENTAL PURPOSE

The Registrar of Voters (ROV) is a Division of the Department of Information Technology charged with conducting fair and impartial federal, State, local and school elections as mandated by the Constitutions of the United States and the State of California, the State of California Elections Code, Government Code, Education Code, Health & Safety Code, and the Water Code.

Budget Summary:	
FY2021/22 Midyear Projection:	\$9,421,234
FY2022/23 Recommended:	\$6,750,742
County General Fund Contribution:	\$5,839,742
Percent County General Fund Supported:	86.5%
Total Employees (FTEs):	9

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The ROV continues to successfully conduct elections with multiple options for voters during the pandemic. During the previous year, the ROV conducted four elections in an odd numbered year, an off election cycle. Significant challenges included:
 - Providing safety and security of staff and over 1,100 poll workers for COVID-19 conditions.
 - Operating under multiple executive orders and last-minute legislative changes.
 - Conducting extensive outreach about various new options to vote.
 - Expanded ballot drop-off locations from three to ten and picked up ballots daily from all locations.
 - Managed redistricting of all districts in preparation for the November 2022 Election cycle.
- Continued to work closely with the Secretary of State in 2021 and 2022 to implement business process improvements to the statewide voter registration system known as “VoteCal.” Solano County continues to chair the VoteCal Business Process Committee providing direction on business process decisions to all 58 counties and helping the State to implement new business processes. Through this process, the ROV was critical in implementing the eighth state-wide mock-election to implement new processes and procedures for election administration. The ROV also worked with the Secretary of State to implement new duplicate match criteria to help reduce potential duplicate voters within the statewide voter registration system.

**Timothy P. Flanagan, Chief Information Officer
Elections**

- The current schedule of elections provides for large gaps of time where community partners are not involved with County operations. The ROV continues to work with election partners to increase “adopted” polling places by groups and organizations (41% of locations were adopted in the 2021 Gubernatorial Recall Election).
- Received \$2.9 million in grants from the Secretary of State to conduct the 2021 Gubernatorial Recall Election. Funds were used to ensure voters’ needs for accessibility, voting options, and alternative language requirements were met. Funds were also used to help prepare our office for future elections.
- Improved and upgraded critical software and equipment for increasing efficiencies and accuracy of vote by mail signature verification processes in response to now sending all voters vote by mail ballots.
- Election preparations allowed staff to maintain a same-day processing schedule for all ballots received prior to election day. This allowed for faster results released on election night, and fewer ballots to count post-election compared to other California counties.
- Continued to experience an increase in voter registrations and re-registrations through the automatic Department of Motor Vehicle (DMV) registration process.

WORKLOAD INDICATORS

- ROV staff processed a total of 124,183 voter file transactions in FY2021/22. Of this number, 122,941 transactions were voters re-registering through DMV, National Change of Address (NCOA), or online voter registration forms. ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than 95% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2021 Vote-by-Mail (VBM) turnout continued at a high level and comprises a significant portion of the work for the ROV office. All voters are now considered vote by mail voters through state law. Turnout of in-person voting now represents only 10% of the overall turnout. Due to these changes, the ROV has increased services for vote by mail voters, providing more thirty-day locations to drop off ballots, plus more five-day curbside locations, and one 24-hour secure ballot box. The ROV continues to see increases in VBM returns on election day and has implemented procedures to process most of them on election night.
- ROV has implemented a significant number of legislative changes, modifying election processing. These changes along with cross-training of staff have required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative requirements. In FY2021/22, the ROV conducted one coordinated statewide mock election, a countywide recall election in September, a Dixon Consolidated Uniform District Election (UDEL) in November and the scheduled Statewide 2022 Primary Election in June.

Functional Area Summary

**1550 – Fund 001-Registrar of Voters
Timothy P. Flanagan, Chief Information Officer
Elections**

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	2,509,181	165,500	911,000	745,500	450.5%
TOTAL REVENUES	2,509,181	165,500	911,000	745,500	450.5%
APPROPRIATIONS					
ELECTIONS	5,927,075	8,655,282	6,750,742	(1,904,540)	(22.0%)
TOTAL APPROPRIATIONS	5,927,075	8,655,282	6,750,742	(1,904,540)	(22.0%)
NET COUNTY COST					
ELECTIONS	3,417,894	8,489,782	5,839,742	(2,650,040)	(31.2%)
NET COUNTY COST	3,417,894	8,489,782	5,839,742	(2,650,040)	(31.2%)

STAFFING					
ELECTIONS	9	9	9	0	0.0%
TOTAL STAFFING	9	9	9	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$745,500 or 450.5% in revenues and a decrease of \$1,904,540 or 22.0% in appropriations when compared to FY2021/22 Adopted Budget. As a result, the Net County Cost decreased by \$2,650,040 or 31.2%.

Primary Funding Sources

The primary funding sources for the Department is General Fund, which is comprised of \$5,839,742 or 86.5% of the Recommended Budget.

The Recommended Budget includes a \$745,500 or 450.5% increase in revenues primarily due to the following:

- Intergovernmental Revenues of \$9,000 reflect a decrease of \$9,500 or 51.4% related to postage reimbursements from the State.
- Charges for Services of \$902,000 reflect a net increase of \$755,000 or 513.6% which is primarily attributable to billings to participating entities. The ROV cannot charge for election services in elections where only County, State or federal offices are participating as was the case in the FY2021/22 Primary, Recall, and Special Vacancy elections. School Districts, Cities, Special Districts (all billable agencies) participate in the 2022 November General Election, resulting in the revenue increases for FY2022/23. To the greatest extent permitted by law, ROV costs are billed to the entities participating in each election.

Primary Costs

The Recommended Budget of \$6,750,742 reflects a \$1,904,540 or 22% decrease in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$1,845,899 reflect a decrease of \$120,930 or 6.1% primarily due to reduced Extra Help wages in FY2022/23 as ROV anticipates one countywide election in the fiscal year compared to two countywide elections plus two city elections in FY2021/22.
- Services and Supplies of \$3,977,318 reflect a decrease of \$1,918,623 or 32.5% primarily due to having only one scheduled election to conduct within the fiscal year. While the ROV anticipates including the continued expenses related to providing

COVID-19 supplies, postage increases, increasing vote by mail return locations, and paying postage on all returned ballots, the ROV anticipates only having to conduct the November 8, 2022 General Election.

- Other Charges of \$895,405 reflect an increase of \$149,535 or 20% primarily due to charges from Countywide Administrative Overhead.

Fixed Assets

None.

Contracts

The FY2022/23 Recommended Budget includes a total of \$577,809 or 8.6% in contracted services, which includes the following significant contracts:

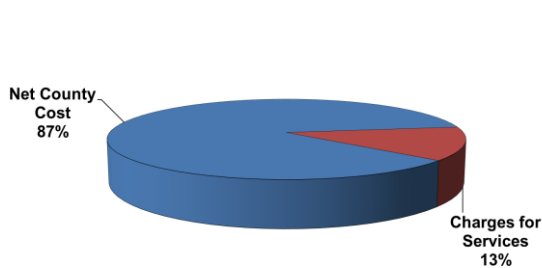
- \$318,559 for election equipment and supply deployment and retrieval.
- \$112,750 for electronic poll book annual maintenance and support.
- \$53,500 for poll worker management system, online training and election night reporting.
- \$52,000 for election setup and support services.
- \$41,000 for ballot access application for military/overseas and disabled voters.

DEPARTMENT COMMENTS

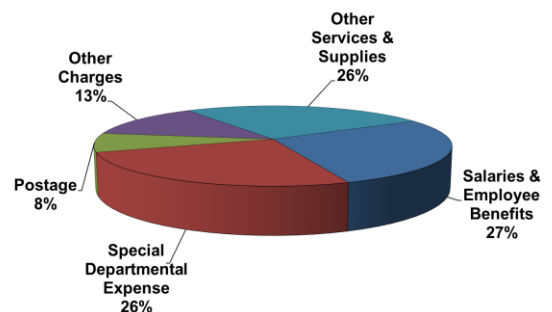
The Recommended Budget includes a decrease in services and supplies related to having one election in the fiscal year, which will include reimbursements from cities, schools, and special districts. The Department continues to review business process improvements to further streamline services and reduce operating costs.

The Department is responsible for managing a significant increase in district boundaries due to cities and school districts dividing into district-based elections vs. former at-large elections. All districts will have submitted new or updated district boundaries, plus verification from our office to ensure the ROV has the correct information before conducting the November 8, 2022 General Election. This increased workload and subsequent election complexities has required the Department to implement additional support from county GIS to manage the precinct lines, street updates, annexations, and validation of correct assignment of voters within each district.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	1,377,271	18,500	9,000	(9,500)	(51.4%)
INTERGOVERNMENTAL REV FEDERAL	1,942	0	0	0	0.0%
CHARGES FOR SERVICES	1,125,398	147,000	902,000	755,000	513.6%
MISC REVENUE	4,571	0	0	0	0.0%
TOTAL REVENUES	2,509,181	165,500	911,000	745,500	450.5%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,610,158	1,966,829	1,845,899	(120,930)	(6.1%)
SERVICES AND SUPPLIES	3,780,978	5,895,941	3,977,318	(1,918,623)	(32.5%)
OTHER CHARGES	501,946	745,870	895,405	149,535	20.0%
OTHER FINANCING USES	9,680	12,592	12,720	128	1.0%
INTRA-FUND TRANSFERS	24,314	34,050	19,400	(14,650)	(43.0%)
TOTAL APPROPRIATIONS	5,927,075	8,655,282	6,750,742	(1,904,540)	(22.0%)
NET COUNTY COST	3,417,894	8,489,782	5,839,742	(2,650,040)	(31.2%)

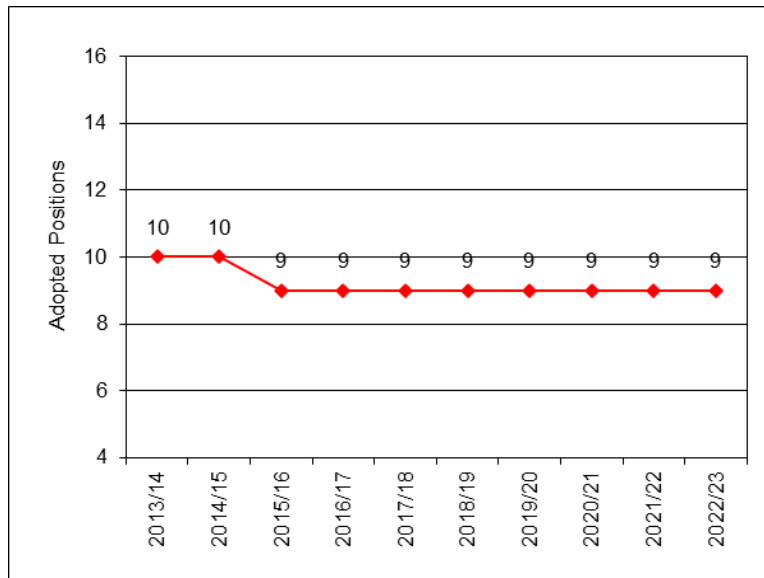
SUMMARY OF SIGNIFICANT ADJUSTMENTS

Services and Supplies of \$3,977,318 reflect a decrease of \$1,918,623 or 32.5% primarily due to having only one scheduled election to conduct within the fiscal year. While ROV anticipates including the continued expenses related to providing COVID-19 supplies, postage increases, increasing vote by mail return locations, and paying postage on all returned ballots, the ROV anticipates only having to conduct one election, which is the November 8, 2022 General Election.

SUMMARY OF POSITION CHANGES

There are no position allocation changes in the FY2022/23 Recommended Budget.

STAFFING TREND



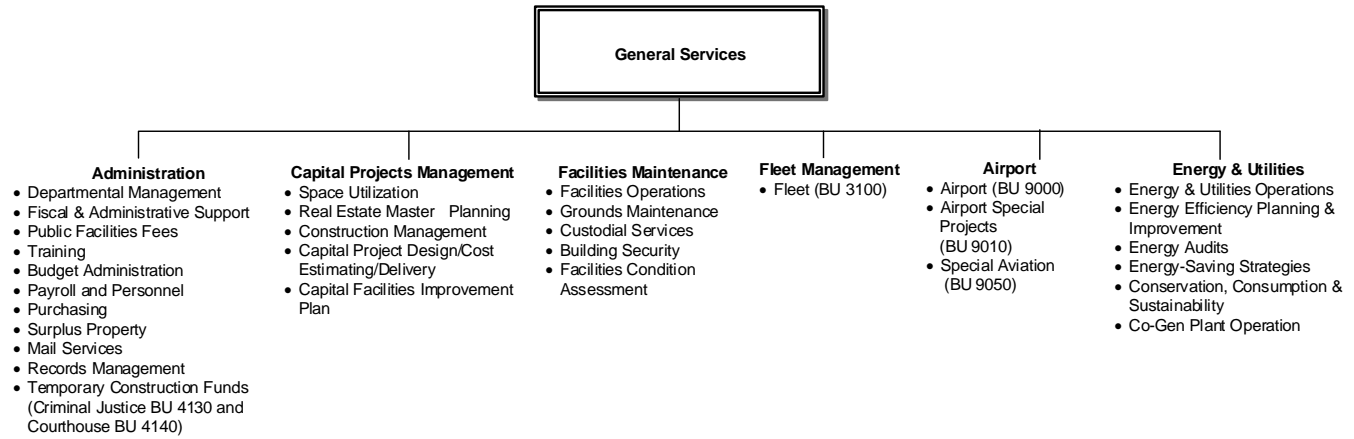
PENDING ISSUES AND POLICY CONSIDERATIONS

ROV will have additional and continued election costs for administrative changes required by the State Legislation for the 2022 elections and beyond. Specifically, ROV will continue to pay the cost of postage for all returned Vote-by-Mail ballots, allow for same day registrations to take place at all polling places in the County, increase vote by mail return locations and provide additional countywide notices to voters to inform them of the upcoming election process changes.

The Department will monitor state and federal legislation related to election administration and vote by mail processing. Many counties in California have removed neighborhood polling places in favor of regional voting centers (Voters Choice Act Model). The Department will continue to research the cost and long-term impact of this alternative method while continuing to monitor costs related to reduced turn-out at polling places.

ROV will continue to monitor health directives as it relates to the COVID-19 pandemic for ensuring public health protocols are met for the upcoming elections. Steps will include providing additional protective equipment for staff and poll workers, increasing use of vote by mail options, and encouraging voting from home when possible.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

The purpose of the Department of General Services is to provide County Departments with reliable, quality, innovative support services in the areas of facilities management, capital projects management and central services that promote a clean, safe, and healthy place to live, learn, work, and play.

Budget Summary:	
FY2021/22 Midyear Projection:	24,385,178
FY2022/23 Recommended:	26,257,015
County General Fund Contribution:	7,634,272
Percent County General Fund Supported:	29.1%
Total Employees (FTEs):	98

FUNCTION AND RESPONSIBILITIES

Administration - Support Services

Sets and administers departmental policies and procedures and monitors for compliance; provides financial administration and fiscal control; manages personnel and payroll; provides administrative support for the department’s five operating divisions; provides support services to County departments, including purchasing, surplus property disposal, mail and courier services, and central records storage; supports the County Historical Records Commission; and administers the County’s capital projects and departmental budgets.

Capital Projects Management

Leads capital improvement planning, development, real estate management (see BU 1640) and facility renewal of new and existing County facilities, providing comprehensive project management services. Capital Projects funding is included in Accumulated Capital Outlay (BU 1700).

Facilities Operations

- **Building Maintenance**
 Provides a comprehensive facilities operations and management program including project support services, HVAC, electrical, life safety, building security services, and plumbing systems maintenance for the counties over 2 million square feet of buildings and associated grounds including parking lots. Facilities Operations also oversees the County’s energy management functions, which include operating and maintaining a cogeneration plant, solar arrays, monitoring of utility usage, and developing and implementing utility efficiency measures and projects.
- **Grounds Maintenance**
 Provides a comprehensive landscaping program to include maintaining turf, shrubs, trees, gardens, irrigation systems and weed/litter control on County owned property.

Megan M. Greve, Director of General Services
Other General

- Custodial Services

Provides a comprehensive custodial program to include daily cleaning, floor and carpet care, window washing, floor restoration, recycling, and procurement of sanitary products for county owned facilities.

The Department of General Services also oversees Fleet Management (BU 3100) and Airport (BU 9000, 9010 and 9050).

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Continued procurement of COVID-19 related products and needs, causing delay in other operational purchases as staff prioritize the pandemic related purchases. (*Administration - Support Services*)
- Adapt to key staff changes through attrition and retirements in Support Services which left holes in institutional knowledge (16% of staff have over one year experience in position) and a challenge with fewer highly skilled staff to train and mentor new staff. (*Administration - Support Services*)
- Continue to coordinate site and facility implications of the comprehensive County energy conservation project, proposed new Fairfield Hall of Justice, changes in State adult and youth detention policies, and real estate acquisition opportunities with prior Board-approved master plans for County campuses. (*Capital Projects Management*)
- Monitor and maintain buildings that are aging, requiring increased maintenance and repairs and increased possibilities of equipment failures. The International Facility Management Association industry benchmark is 47,000 sq. ft. of space per staff person. Currently, Solano County's maintained space is 130,878 sq. ft. of space per staff person. (*Facilities Management*)
- Implement a robust planned and preventive maintenance program to extend the lifecycle of building infrastructure reducing downtime, failures, and costs associated with reacting to emergencies. (*Facilities Management*)
- Adapt to key staff changes through attrition and retirements in Facilities which left holes in institutional knowledge and a challenge with fewer highly skilled staff to train and mentor new staff. (*Facilities Management*)
- Monitor employee engagement as the Department is faced with challenges to fill open positions for all teams and address the staffing model for the CoGeneration Plant. (*Facilities Management*)
- The grounds maintenance staff are currently maintaining 180 acres. Some open ground is susceptible to fire and the remaining is grass and landscape areas which provides hiding space for individuals experiencing homelessness which increases staff time to clean debris around buildings. The International Facility Management Association industry benchmark is 10 acres per staff person. The current staff maintain approximately 30 acres per staff, which limits efforts to general maintenance and reduces available time to work on water saving initiatives or projects to discourage individuals experiencing homelessness around the buildings. (*Facilities Management*)
- Monitor the historic rise in fuel prices and the cost of goods and services and their impact on County operations and budget. (*Facilities Management*)

Accomplishments:

- Overhauled the Records Information Management (RIM) Program's intranet site to provide one-stop-shop for County employees. The site now incorporates RIM policies and procedures as well as offsite storage services administered by the County's contractor. Almost a dozen new self-guided tutorials were developed for County users on the RIM program requirements, record destruction and offsite storage practices. (*Administration - Support Services*)
- Completed Countywide Card Access Upgrades of obsolete access system software. (*Capital Projects Management*)
- Completed upgrades to security electronic systems at Juvenile Detention Facilities. (*Capital Projects Management*)
- Completed public counter upgrades for Health & Social Services' Employment and Eligibility Services lobbies at 365 Tuolumne Street in Vallejo and 275 Beck Avenue in Fairfield. (*Capital Projects Management*)

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- Completed room modifications to accommodate youth vocational training program instruction at Juvenile Detention Facility. *(Capital Projects Management)*
 - Completed space utilization study, with recommendations for security and technology improvements, wayfinding, and improved efficiency of spaces at the County Administration Center. *(Capital Projects Management)*
 - Completed upgrades to County Administration Center Public Fountain including new filtration and recirculation pumps. *(Capital Projects Management)*
 - Completed space reconfiguration for General Services Department at the County Administration Center to accommodate additional incoming staff. *(Capital Projects Management)*
 - Responded to a flood event at the Downtown Campus and secured all buildings by engaging the flood pumps through manual manipulation. Due to the prompt response of all stakeholders, there were no damages to County and Court facilities. *(Facilities Management)*
 - Continued monitoring energy efficiency measures and resiliency measures in countywide property portfolio to prepare for future public safety power shutoffs. *(Facilities Management)*
 - Completed a major repair of generator #3 and the cooling tower at the Cogeneration Plant with no impact to the County buildings that rely on power and cooling water from the plant. *(Facilities Management)*
 - Implemented a work order priority matrix and a scheduling process that is driving down the backlog of work orders and setting measurable expectations. *(Facilities Management)*
 - Maintained a higher cleaning level at all County facilities to allow continued occupancy during COVID-19 pandemic and streamlined contamination response to reduce overtime. *(Facilities Management)*

WORKLOAD INDICATORSAdministration - Support Services

- Responsible for the oversight and fiscal management of 11 departmental budgets, totaling approximately \$100.8 million. These departmental budgets include 99 individual budgets requiring direct oversight and fiscal management.
- Processed over 9,713 invoices totaling over \$28.4 million in FY2020/21 payments. Responsible for tracking 123 Countywide utility accounts (51 Gas/Electric, 14 Garbage and 58 Water).
- From March 2021 through February 2022 processed 272 personnel actions, audited 87 employees' time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 509 mandated trainings for over 115 employees.
- Processed 2,134 purchase orders and processed 65 bids and RFPs from March 2021 through February 2022.
- Provided oversight and support for County records storage services to ensure appropriate retention period in accordance with County retention schedules and policies.
- Conducted surplus auctions which generated \$172,165 in revenues from March 2021 to February 2022.
- Reached 61,000 viewers through the Solano County Surplus Facebook page between July 1, 2021, and March 1, 2022, one of several outreach tools for surplus property sales.
- Processed and metered 1,024,320 individual pieces of USPS and Inter-office mail.
- Managed over 67 completed or ongoing design, planning, and accounting of construction projects, with a value of approximately \$175 million in FY2021/22.

Capital Projects Management

- Managed over 63 consultants and construction contracts valued at \$64 million.
- In FY2021/22, processed over 300 small project requests for County departments.

Facilities Management

- In FY2021/22, received, planned, and scheduled 5,872 work orders from Departments for maintenance and repairs of County facilities of which, 5,184 have been completed.
- Produced over 9,988,755 kilowatt hours of electricity from the County's Cogeneration Plant.
- As of the third quarter of FY2021/22, created 113 purchase orders for services and supplies in support of Facilities Management.
- As of the third quarter of FY2021/22, processed 2,783 invoices for payments pertaining to facilities services, supplies, and equipment.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	1,153,085	934,268	836,836	(97,432)	(10.4%)
ARCHITECTURAL SERVICES	1,689,372	2,362,651	2,381,761	19,110	0.8%
CENTRAL SERVICES	2,295,257	2,000,984	1,785,257	(215,727)	(10.8%)
FACILITIES MAINTENANCE	15,060,945	13,529,583	13,618,889	89,306	0.7%
TOTAL REVENUES	20,198,659	18,827,486	18,622,743	(204,743)	(1.1%)
APPROPRIATIONS					
ADMINISTRATION	1,976,900	2,361,040	2,376,820	15,780	0.7%
ARCHITECTURAL SERVICES	2,141,806	2,436,308	2,927,497	491,189	20.2%
CENTRAL SERVICES	1,522,872	1,838,906	2,021,997	183,091	10.0%
FACILITIES MAINTENANCE	15,228,129	17,678,858	18,930,701	1,251,843	7.1%
TOTAL APPROPRIATIONS	20,869,707	24,315,112	26,257,015	1,941,903	8.0%
NET COUNTY COST					
ADMINISTRATION	823,815	1,426,772	1,539,984	113,212	7.9%
ARCHITECTURAL SERVICES	452,434	73,657	545,736	472,079	640.9%
CENTRAL SERVICES	(772,385)	(162,078)	236,740	398,818	(246.1%)
FACILITIES MAINTENANCE	167,183	4,149,275	5,311,812	1,162,537	28.0%
NET COUNTY COST	671,047	5,487,626	7,634,272	2,146,646	39.1%

STAFFING					
ADMINISTRATION	12	15	15	0	0.0%
ARCHITECTURAL SERVICES	6	6	7	1	16.7%
CENTRAL SERVICES	10	9	9	0	0.0%
FACILITIES MAINTENANCE	65	65	67	2	3.1%
TOTAL STAFFING	93	95	98	3	3.2%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$204,743 or 1.1% in revenues and an increase of \$1,941,903 or 8% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the Net County Cost has increased by \$2,146,646 or 39.1%.

Primary Funding Sources

The primary funding source for the Department is Charges for Services which is comprised of \$17,773,533 or 95.4% of the total revenue recovered through detailed cost accounting.

The Recommended Budget includes a \$204,743 or 1.1% net decrease in revenues primarily due to reimbursements from operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, project management, and administrative support services and are recovered through Countywide Administrative Charges and direct charges.

Primary Costs

The Recommended Budget includes a \$1,941,903 or 8% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$817,642 or 6.8% primarily attributed to negotiated and approved labor contract wage increases, merit/longevity increases, CalPERS retirement costs, changes in health benefit costs, request for a new Senior Stationary Engineer position.
- Services and Supplies reflect an increase of \$1,115,780 or 10% primarily due to increases in contracted capital project management, building maintenance and improvements, maintenance equipment, software maintenance and support, utilities and purchases for resale. These increases are partially offset by decreases across multiple accounts including county garage services.
- Other Charges reflect an increase of \$28,095 or 2.1% primarily due to an increase in Countywide Administrative Overhead.
- Fixed Assets reflect an increase of \$34,420 or 100% for purchase of debris loader, walker diesel mower and mulch deck and electric mower needed by the Facilities/Grounds operation division.
- Other Financing Uses reflects a decrease of \$66,380 or 36.2% primarily due to a transfer of funds to Fleet Management for the purchase of two vehicles for the Facilities Operations Division in the prior year and a slight increase in Pension Obligation Bonds cost.
- Intrafund Transfers reflects a decrease of \$12,346 or 3.6% representing postage offset by decrease in materials, labor and small project requests by various General Fund departments.

Contracts

The FY2022/23 Recommended Budget includes a total of \$2,008,329 for contracted and professional services which include the following significant contracts:

- \$773,560 for project management services to assist with capital project management.
- \$320,000 for arch flash labeling services.
- \$285,000 for uninterruptible power supply testing, hazmat handling, fire suppression system, elevator and underground storage tank inspections and certifications.
- \$250,000 for floor care, window care/maintenance, and upholstery cleaning services.
- \$157,000 for power washing, parking lot sweeping, palm tree, and other tree trimming services.
- \$120,000 for advanced diagnostic and engineering services.
- \$70,000 for building automation systems programming, boiler source testing, and boiler/chiller annual testing.
- \$30,720 for presort mail services to presort bar code compatible mail.

Fixed Assets

The FY2022/23 Recommended Budget includes the following fixed assets:

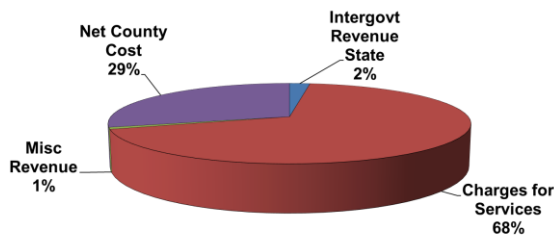
- \$23,450 for purchase of an industrial grade walker mower and mulch deck.

- \$5,500 for purchase of an electric mower.
- \$5,380 for purchase of Billy Goat debris loader.

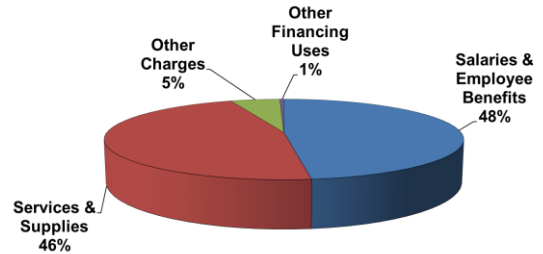
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	12,244	12,000	10,000	(2,000)	(16.7%)
INTERGOVERNMENTAL REV STATE	744,449	530,000	560,000	30,000	5.7%
INTERGOVERNMENTAL REV FEDERAL	226,630	0	0	0	0.0%
CHARGES FOR SERVICES	18,847,316	18,023,312	17,773,533	(249,779)	(1.4%)
MISC REVENUE	191,313	182,174	199,210	17,036	9.4%
OTHER FINANCING SOURCES	176,707	80,000	80,000	0	0.0%
TOTAL REVENUES	20,198,660	18,827,486	18,622,743	(204,743)	(1.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	10,323,023	11,966,595	12,784,237	817,642	6.8%
SERVICES AND SUPPLIES	8,973,402	11,154,786	12,270,566	1,115,780	10.0%
OTHER CHARGES	1,583,198	1,351,398	1,379,493	28,095	2.1%
F/A EQUIPMENT	141,342	0	34,420	34,420	100.0%
OTHER FINANCING USES	129,043	183,430	117,050	(66,380)	(36.2%)
INTRA-FUND TRANSFERS	(280,302)	(341,097)	(328,751)	12,346	(3.6%)
TOTAL APPROPRIATIONS	20,869,706	24,315,112	26,257,015	1,941,903	8.0%
NET COUNTY COST	671,047	5,487,626	7,634,272	2,146,646	39.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2021/22 Budget are provided below:

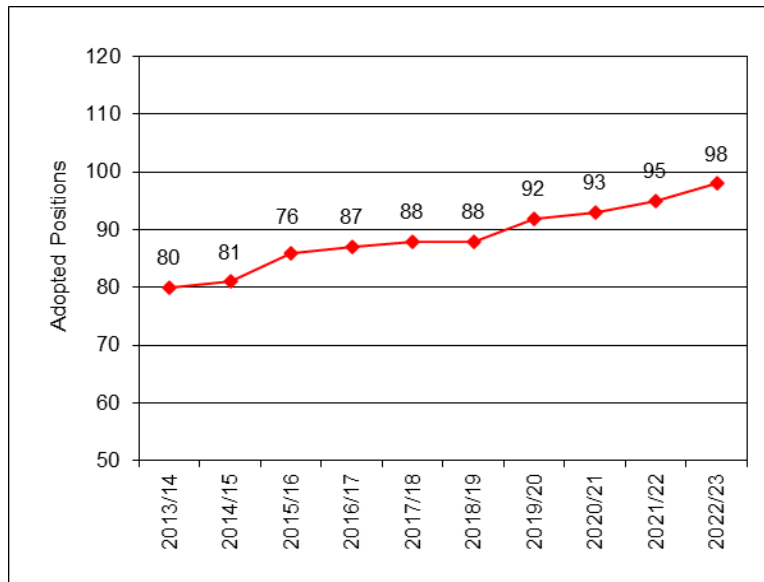
On December 14, 2021, the Board approved 1.0 FTE Energy Coordinator (TBD) position pending Human Resources review and classification study.

On January 21, 2022, added 1.0 FTE Limited-Term Accounting Technician to expire May 14, 2022, to allow for training due to an upcoming retirement.

The FY2022/23 Recommended Budget includes the following organizational and proposed position changes:

- Add 1.0 FTE Senior Stationary Engineer – This position will operate and maintain plant equipment, respond to emergencies, and improve span of control to the CoGeneration Plant and Countywide services, funded by Countywide Administrative revenue.

STAFFING TREND



In FY2008/09, staffing allocations for all divisions totaled 103.0 FTE. However, with the 2008-2011 Recession and due to operation funding deficits, staffing allocations were reduced to a low of 76.0 FTE in FY2011/12. As the economy progresses, along with increased responsibilities and demands, including expanded county space, additional grounds to maintain, and increased protocols due to COVID-19, the department is addressing staffing needs to meet regulatory and service requirements.

PENDING ISSUES AND POLICY CONSIDERATIONS

Increasing supply chain issues (e.g., inability to get parts, gas, microchips, etc.) and inflation creates economic uncertainties. These factors are influencing construction, maintenance and fleet costs and turnaround times. At this time, it is unclear how the budget will be additionally impacted by price increases on fuel and other necessary supplies. Department staff will continue to evaluate the impacts of inflation and will provide necessary revisions when verified.

Increasing regulation from the Federal and State Legislatures related to Greenhouse Gas emissions requires diligence in continuing to address energy usage and alternate sources as we construct or refurbish facilities. Concerns related to Public Safety Power Shutoffs (PSPS) has led to increased concerns regarding resiliency for our campuses providing much needed services to the county population.

Continued high rate of staff retirements has led to gaps in knowledge and service delivery.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

1117 – Fund 001-General Services
Megan M. Greve, Director of General Services
Other General

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	1,129,655	1,054,735	1,071,806	17,071	1.6%
3100 FLEET MANAGEMENT	5,867,432	5,751,746	7,190,240	1,438,494	25.0%
9000 AIRPORT	2,014,640	2,160,122	2,367,702	207,580	9.6%
9010 AIRPORT SPECIAL PROJECTS	38,149	826,875	54,000	(772,875)	(93.5%)
9050 SPECIAL AVIATION	203,729	220,916	220,915	(1)	(0.0%)
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	912,223	990,747	762,792	(227,955)	(23.0%)
3100 FLEET MANAGEMENT	6,371,501	5,824,503	8,362,749	2,538,246	43.6%
9000 AIRPORT	1,607,790	1,827,602	2,087,007	259,405	14.2%
9010 AIRPORT SPECIAL PROJECTS	113,125	875,000	60,000	(815,000)	(93.1%)
9050 SPECIAL AVIATION	221,025	220,916	220,915	(1)	(0.0%)
NET CHANGE					
1640 REAL ESTATE SERVICES	(217,432)	(63,988)	(309,014)	(245,026)	382.9%
3100 FLEET MANAGEMENT	(504,068)	(72,757)	(1,172,509)	(1,099,752)	1511.5%
9000 AIRPORT	406,851	332,520	280,695	(51,825)	(15.6%)
9010 AIRPORT SPECIAL PROJECTS	(74,977)	(48,125)	(6,000)	42,125	(87.5%)
9050 SPECIAL AVIATION	(17,296)	0	0	0	0.0%

A summary of the budgets administered by the General Services Department is provided on the following pages.

DEPARTMENTAL PURPOSE

The Real Estate Services office provides real estate and property management services in support of the County's operational needs.

FUNCTION AND RESPONSIBILITIES

Real Estate Services manages the County's portfolio of real estate assets to evaluate disposition and development potential, adaptive reuse, and to minimize operating expenses and maximize revenues, including but not limited to, the acquisition, sale, and lease of real properties. In addition, Real Estate Services administers the franchise agreements with service providers for the collection of garbage, recyclables, and yard waste in the unincorporated areas of the County. Real Estate Services is also responsible for the management of the County Events Center and the County Administration Center common conference rooms.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Rent collections in FY2021/22 for CEC were unpredictable due to COVID-19 restrictions. CEC rental reservations and collections are anticipated to be greater during FY2022/23 resulting from removal of event and occupancy restrictions.
- Continued demand for light industrial leased space for County operational storage and warehousing in the face of low inventory in the Fairfield market area remains challenging.
- Tenant Improvement Construction costs are increasing significantly affecting Fairfield projects at 431 Executive Court (H&SS) and 709 Beck (Probation).
- Public-benefit site acquisitions, involving multiple stakeholders, requires balancing the organizational landscape with established deadlines.

Accomplishments:

- Located property and completed Lease to transition Probation Youth Services and Programs from Sullivan Middle School to 709 Beck, Fairfield.
- Completed addendums implementing Senate Bill 1383 with the County's Garbage Haulers with no initial price increases throughout the unincorporated County.
- Negotiated and extended Chevron lease at 10 Sage St. in Vallejo for a new subtenant and approval to utilize a portion of the parcel for a PG&E underground gas vault.
- Negotiated a lease extension to include tenant improvements for a conference room, restroom, and lobby at Executive Court in Fairfield.
- Provided support for the Early Learning Center Project located at the Beverly Hills Elementary Schools site in Vallejo.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increase of \$17,071 or 1.6% in revenues and decrease of \$227,955 or 23.0% in appropriations when compared to FY2021/22 Adopted Budget. As a result, the Net County Cost decreased by \$245,026 or 382.9%.

Primary Funding Sources

The primary funding source for Real Estate Services is Revenue from Use of Money/Property which reflects a \$16,459 or 2% increase primarily due to an increase in leases and building rental revenues. Licenses, Permits and Franchise reflects a \$1,050 or 0.7% increase due to anticipated increase in garbage lien processing fees. A net decrease of 438 or 0.8% in Charges for Services is attributable to service charges from the rate reimbursements for real estate management services to capitalizable project budgets.

1640 – Fund 001-Real Estate Services
Megan M. Greve, Director of General Services
Property Management

Summary of Other Administered Budget

Primary Costs

The Recommended Budget includes a \$227,955 or 23% net decrease in appropriations when compared to the FY2021/22 Adopted Budget due to an increase of \$10,453 or 6.3% in Salaries and Employee Benefits resulting from the negotiated and approved labor contract wage increase, and increase in health benefit insurance, workman’s compensation insurance and CalPERS retirement costs. This increase is offset by decreases of \$86,487 or 23.7% in Services and Supplies primarily due to decreased liability insurance charges and \$153,692 or 35% in Other Charges for Countywide Cost Allocation Plan charges.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	152,496	161,200	162,250	1,050	0.7%
REVENUE FROM USE OF MONEY/PROP	919,511	836,814	853,273	16,459	2.0%
INTERGOVERNMENTAL REV FEDERAL	8,372	0	0	0	0.0%
CHARGES FOR SERVICES	49,277	56,721	56,283	(438)	(0.8%)
TOTAL REVENUES	1,129,655	1,054,735	1,071,806	17,071	1.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	150,943	164,911	175,364	10,453	6.3%
SERVICES AND SUPPLIES	287,187	364,534	278,047	(86,487)	(23.7%)
OTHER CHARGES	498,148	438,622	284,930	(153,692)	(35.0%)
OTHER FINANCING USES	1,456	1,573	1,656	83	5.3%
INTRA-FUND TRANSFERS	(25,511)	21,107	22,795	1,688	8.0%
TOTAL APPROPRIATIONS	912,223	990,747	762,792	(227,955)	(23.0%)
NET COUNTY COST	(217,433)	(63,988)	(309,014)	(245,026)	382.9%

STAFFING					
REAL ESTATE	1	1	1	0	0.0%
TOTAL STAFFING	1	1	1	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. The Recommended Budget was prepared in anticipation that the COVID-19 restrictions would be lifted throughout the year allowing for a steady increase in the use of County facilities at the County Events Center and County Administrative Center. At

this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

Fleet Management provides comprehensive fleet management and transportation services to County departments, the City of Dixon, and three Special Districts within Solano County.

FUNCTION AND RESPONSIBILITIES

Fleet Management is responsible for providing the following services: monthly and daily vehicle rentals; equipment maintenance and repair; management of five fuel sites; and acquisition and disposal of vehicles and equipment. Fleet Management is a Division within the General Services Department.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Fleet has 98 hybrid vehicles in service, 21% of the light and medium duty fleet, an increase of 24% when compared to FY2021/22.
- After a successful transition from Diesel No. 2 fuel to renewable diesel, Fleet is reviewing other renewable gasoline options and hopes to continue reducing our carbon footprint.
- There are 76 vehicles on the replacement plan for FY2022/23. In addition, there are four vehicles to be purchased in FY2022/23, which are requested by departments.
- Fleet has evaluated several electric vehicles (EV's) and Plug-In Hybrid Electric Vehicles (PHEV's) and is ready to integrate many of them into our fleet as EV charging stations come on-line.
- Fuel prices have become increasingly volatile and vehicle delivery delays are creating a backlog.

WORKLOAD INDICATORS

- Maintains and services 526 County fleet vehicles including 58 vehicles leased to outside agencies.
- Maintains and services over 130 department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2021, completed 2,744 work orders comprised of 7,045 mechanic labor hours.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects an increase of \$1,438,494 or 25% in revenues and an increase of \$2,538,246 or 43.6% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$6,602,240 representing an increase of 1,327,625 or 25.2% when compared to the FY2021/22 Adopted Budget. This revenue is primarily comprised of Transfer-In from various departments requesting for new vehicles, Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil Delivery. Additionally, Fleet Management contracts with four outside agencies to provide fleet management and transportation services for Solano County Community College, Solano County Office of Education, North Bay Schools Insurance Authority and the City of Dixon.

Primary Costs

The Recommended Budget includes \$8,362,749 in appropriations representing a \$2,538,246 or 43.6% net increase due to the following:

- Salaries and Employee Benefits of \$1,451,703 reflect an increase of \$56,948 or 4.1% primarily attributed to negotiated and approved labor contract wage increase, CalPERS retirement costs and changes in health benefit costs offset by decreases in workman's compensation and unemployment insurance rates.
- Services and Supplies of \$2,985,968 reflect an increase \$749,532 or 33.5% due to increases in Purchases for Resale, Maintenance for Equipment and Building, Software Maintenance and Support, Small Tools and Instruments and Liability Insurance.

Summary of Other Administered Budgets

**3100 – Fund 034-Fleet Management
Megan M. Greve, Director of General Services
Other General**

- Other Charges of \$383,043 reflect an increase of \$30,258 or 8.6% primarily due to increased Countywide Administrative Overhead costs.
- Fixed Assets of \$3,528,500 reflect an increase of \$1,701,053 or 93.1% due to an increase in the number of replacement vehicles and department requests for new vehicles in FY2022/23. Increase is also for purchases including an electric forklift and charger and a toolbox hutch and tire changer.

Contracts

None.

Fixed Assets

The FY2022/23 Recommended Budget includes:

- \$3,428,500 for 80 vehicle purchases.
- \$60,500 for an electric forklift and charger.
- \$39,500 for purchase of a toolbox hutch and tire changer.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	29,798	12,131	4,500	(7,631)	(62.9%)
INTERGOVERNMENTAL REV STATE	0	50,000	0	(50,000)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	10,686	0	0	0	0.0%
CHARGES FOR SERVICES	5,196,270	5,274,615	6,602,240	1,327,625	25.2%
MISC REVENUE	34,168	105,000	105,000	0	0.0%
OTHER FINANCING SOURCES	596,511	310,000	478,500	168,500	54.4%
TOTAL REVENUES	5,867,432	5,751,746	7,190,240	1,438,494	25.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,166,809	1,394,755	1,451,703	56,948	4.1%
SERVICES AND SUPPLIES	2,209,518	2,236,436	2,985,968	749,532	33.5%
OTHER CHARGES	265,240	352,785	383,043	30,258	8.6%
F/A EQUIPMENT	2,719,116	1,827,447	3,528,500	1,701,053	93.1%
OTHER FINANCING USES	10,819	13,080	13,535	455	3.5%
TOTAL APPROPRIATIONS	6,371,501	5,824,503	8,362,749	2,538,246	43.6%
NET GAIN(LOSS)	(504,068)	(72,757)	(1,172,509)	(1,099,752)	1511.5%

STAFFING					
FLEET	10	10	10	0	0.0%
TOTAL STAFFING	10	10	10	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Fleet continues with the implementation of several modules to the Fleet Management Software, converting the Fleet System to a windows-based platform which will interface with Telematics, and a GPS vehicle system in County vehicles. This will allow staff to better analyze the needs of the various departments, improving vehicle utilization and allowing departments to better manage their fleet needs.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

With state initiatives to reduce petroleum powered vehicle emissions, Fleet will continue to explore ways to adapt our vehicle portfolio to include hybrid, plug-in hybrid, and electric vehicles where appropriate. Furthermore, Fleet is working with Facilities, Capital Projects Management and Solano Transportation Authority to identify opportunities to install charging stations within the current infrastructure and for funding to expand infrastructure and charging stations around the county.

The recommended budget for FY2022/23 was prepared during a time of increasing inflation. At this time, it is unclear if the budget will be additionally impacted by price increases on fuel and other necessary supplies in running the Fleet. Department staff will continue to evaluate the impacts of inflation and will provide necessary revisions when verified.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

The General Services Department is responsible for providing a safe, convenient, well-maintained regional airport for general aviation and business aviation use.

FUNCTION AND RESPONSIBILITIES

The Nut Tree Airport is located in Vacaville and serves both businesses and residents of Solano County and the surrounding region by providing a safe and well-maintained airport which includes a runway, taxiways, tie down areas, helicopter parking, County-owned hangars, ground lease space for privately-owned hangars, and office space for airport customers, businesses, and events. The Airport Manager is responsible for planning and implementing airport capital projects funded primarily by federal and state grants in addition to administering day-to-day maintenance and operation of the Airport.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- All office and hangar spaces at the Airport are at full occupancy. The Airport’s waiting list for hangar space has increased considerably over the last 5 years. Waiting list is currently about 1.5 to 2 years long.
- Aviation fuel prices remain volatile. These volatile prices, delivery driver and supply chain shortages, and minimal storage capacity of Airport fuel tanks combine to create challenges for staff to maintain fuel availability for our tenants and airport users.

Accomplishments:

- With the recruitment of an Airport Maintenance Worker in the Fall of 2021 a number of deferred maintenance projects have been completed at the airport, including runway and taxiway light replacements, facility repairs, gate and hangar door maintenance, and clearing airport grounds of weeds and debris.
- The Airport was awarded a \$890,066 Federal Aviation Administration (FAA) grant to fund construction of the Northeast Hangar Apron and Taxi Lane Reconstruction Project, Phase One. The grant was awarded at 100%, with no local match requirement. Construction begins in May 2022 and will take 4-6 weeks to complete.
- The Airport was also awarded a \$32,000 Airport Rescue Grant from the FAA to offset expenses incurred by COVID-19.

WORKLOAD INDICATORS

- The Airport manages, operates, and maintains the airport fuel system, and provides fuel services and retail sales of aviation fuel to the flying public, including approximately 150,000 gallons of fuel sold and involving almost 6,000 customer transactions during FY2021/22. Fuel sales for FY2022/23 are estimated to generate over \$799,000 in Airport operating revenue.
- The Airport manages, rents, and maintains 85 County hangars, 26 corporate and 35 private hangars, 6 office spaces (including pilots lounge), 2 private ground leases and 21 other aircraft storage spaces.
- The Airport maintains 301 acres of Airport property and operates infrastructure and airport systems including runway and taxiway lighting and navigation systems; water, sewer, and storm drainage systems; storm water pollution prevention; weed control and abatement, and repair and maintenance of airfield facilities.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$207,580 or 9.6% in revenues and an increase of \$259,406 or 14.2% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

- Property tax revenue in the amount of \$558,178 reflects an increase of \$72,436 or 14.9% when compared to the FY2021/22 Adopted Budget.
- Revenue from Use of Money in the amount of \$892,772 which reflects an increase of \$17,768 or 2% when compared to the FY2021/22 Adopted Budget due to an increase of income from leases, hangar, office and building rentals.

Megan M. Greve, Director of General Services
Public Ways

- Charges for Services in the amount of \$867,217 which reflects an increase of \$113,319 or 15% primarily attributable to fuel and oil revenue and tie down fees.
- Miscellaneous Revenues in the amount of \$35,000 which reflects an increase of \$4,000 or 12.9% is a reflection of anticipated fees and other charges.
- Operating Transfers-In in the amount of \$10,000 which reflects no change from FY2021/22, representing transfers from the Special Aviation fund for grant from Caltrans. The grant agreement requires that the receipts and disbursements be accounted for in the Special Aviation Fund.

Primary Costs

- Salaries and Employee Benefits of \$427,410, represent a decrease of \$4,033 or 0.9% due to savings in salaries and wages reflecting vacancy of the Airport Manager which is anticipated to be hired at a lower step with no longevity pay.
- Services and Supplies of \$1,185,281 represent a net increase of \$186,728 or 18.7% due to increases in deferred maintenance and required preventive maintenance for leased equipment and buildings and purchases for resale due to increase in aviation fuel prices.
- Other Charges of \$259,457 represent an increase of \$76,918 or 42.1% primarily due to countywide administrative overhead cost.
- Other Financing Uses of \$214,860 represent a decrease of \$207 or 0.1% primarily due to decrease in Transfer-Out for Pension Obligation Bonds consistent with the decrease in Salaries and Wages in FY2022/23. The budgeted amount also represents Operating Transfer-Out to the Special Aviation Fund to pay the loan from California Department of Transportation. The Caltrans loan agreement requires that the loan be accounted for in the Special Aviation Fund.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

Summary of Other Administered Budgets

9000 – Fund 047-Airport
Megan M. Greve, Director of General Services
Public Ways

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	510,454	485,742	558,178	72,436	14.9%
REVENUE FROM USE OF MONEY/PROP	846,127	875,004	892,772	17,768	2.0%
INTERGOVERNMENTAL REV STATE	3,554	3,538	3,537	(1)	(0.0%)
INTERGOVERNMENTAL REV FEDERAL	15,659	5	15	10	200.0%
INTERGOVERNMENTAL REV OTHER	6,036	935	983	48	5.1%
CHARGES FOR SERVICES	590,605	753,898	867,217	113,319	15.0%
MISC REVENUE	32,096	31,000	35,000	4,000	12.9%
OTHER FINANCING SOURCES	10,109	10,000	10,000	0	0.0%
TOTAL REVENUES	2,014,640	2,160,122	2,367,702	207,580	9.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	341,564	431,443	427,410	(4,033)	(0.9%)
SERVICES AND SUPPLIES	816,918	998,553	1,185,281	186,728	18.7%
OTHER CHARGES	252,782	182,539	259,457	76,918	42.1%
OTHER FINANCING USES	196,525	215,067	214,859	(208)	(0.1%)
TOTAL APPROPRIATIONS	1,607,790	1,827,602	2,087,007	259,405	14.2%
NET GAIN(LOSS)	406,851	332,520	280,695	(51,825)	(15.6%)

STAFFING					
AIRPORT	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2022/23 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Recommended Budget was prepared during a time of increasing inflation. At this time, it is unclear if the budget will be additionally impacted by price increases on fuel and other necessary supplies in running the Airport. Department staff will continue to evaluate the impacts of inflation and will provide necessary revisions when verified.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

This budget is used for Airport improvement projects at the County Nut Tree Airport of which a percentage is funded through State and Federal Aviation Administration (FAA) grants.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The Airport's FY2022/23 FAA Airport Capital Improvement Program includes a study to assess the status of the Airfield Electrical System and specify equipment that needs to be updated or replaced. The age of the airfield lighting system would suggest that numerous systems will need to be upgraded or replaced in successive FAA grant design and construction projects. With the financial assistance of the FAA through grant funding programs, the Airport plans to complete a \$60,000 Airfield Electrical System Study, which will require a 10% local match of \$6,000 and 90% federal funds of \$54,000. Upgrade and replacement of many of these systems, in successive grant years, would decrease airport maintenance and utility costs.
- FAA grant-funded construction of the Northeast Hangar Apron and Taxi Lane Reconstruction Project, Phase One is scheduled to begin on May 9, 2022, and anticipated to be completed in early June 2022. The reconstruction of this pavement was identified in the Airport Pavement Management Program and is anticipated to extend the associated pavement life an additional 20 years.

WORKLOAD INDICATORS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for Airport Special Projects represents a decrease of \$772,875 or 93.5% in revenues and a decrease of \$815,000 or 93.1% in appropriations when compared to the FY2021/22 Adopted Budget. As a result, the use of Fund Balance decreases by \$42,125. The Recommended Budget reflects revenue and appropriations for a planned airfield electrical system study.

Primary Funding Sources

The primary funding sources for Airport Special Projects includes a Federal Aviation Administration grant for \$54,000, funding 90% of the airfield electrical system study and a required 10% match funded by the use of Airport Special Projects Fund Balance of \$6,000.

Primary Costs

The primary cost for the Airport Special Projects is for professional services to conduct a study of the airfield electrical system for the Nut Tree Airport.

Contracts

The FY2022/23 Recommended Budget includes a total of \$60,000 in professional services to conduct study of the Nut Tree Airport's airfield electrical system.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

Summary of Other Administered Budgets

**9010 – Fund 047-Airport Special Projects
Megan M. Greve, Director of General Services
Public Ways**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	39,375	0	(39,375)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	38,149	787,500	54,000	(733,500)	(93.1%)
TOTAL REVENUES	38,149	826,875	54,000	(772,875)	(93.5%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	1,206	0	60,000	60,000	0.0%
F/A BLDGS AND IMPRMTS	111,920	875,000	0	(875,000)	(100.0%)
TOTAL APPROPRIATIONS	113,125	875,000	60,000	(815,000)	(93.1%)
NET GAIN(LOSS)	(74,977)	(48,125)	(6,000)	42,125	(87.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

This budget is used to record receipt of the annual California Aid to Airports program including loans and grants provided by Caltrans. Funds received from Caltrans under these programs are restricted and may only be used to fund Nut Tree Airport operations and or capital projects.

In FY2018/19 the Airport Special Aviation Fund entered into the following loan agreements:

- In August 2018, the Airport Special Aviation Fund entered into a loan agreement with Caltrans to fund the Airport T-Hangar Construction Project (BU 9019) in the amount of \$1,857,313. The loan is amortized over 17 years at an annual interest rate of 3.91%, maturing in February 2035. In FY2022/23 payment is due in September 2022 for a principal payment of \$85,284 and interest of \$66,313.
- In March 2019, the Airport Special Aviation Fund entered into a loan agreement with Caltrans to fund Airport office building improvements (BU 9016) in the amount of \$759,924. The loan is amortized over 17 years at an annual interest rate of 3.34%, maturing in March 2036. In FY2022/23 payment is due in May 2023 for a principal payment of \$37,439 and interest of \$21,879.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The annual \$10,000 grant from Caltrans will be applied to airport operations.
- The Airport is in the fourth year of paying loans that were provided by Caltrans to fund the completed T-hangars and office building renovations at the Nut Tree Airport.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1 or 0% in revenues and appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Source

The primary funding source for this budget is an Operating Transfer-In from the Airport Operating Budget (BU 9000) of \$210,915 which reflects a decrease of \$1 or 0%. The decrease results from loan payments due that are funded through hanger rent. The annual payment of the Caltrans loan in FY2022/23 receives funding from Airport Operating Budget. The Transfer-In revenue is from hangar and administrative building lease/space rental payments. Additional funding in this budget includes an annual airport operation grant from Caltrans of \$10,000.

Primary Costs

The Special Aviation Project budget includes the annual payment of the Caltrans loan and an Operating Transfer-Out of the Caltrans grant funds to the Airport operating budget to fund Airport operations.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

Loan payments to Caltrans are required to be accounted for and paid out of the Airport Special Aviation Fund. Accordingly, the Airport Operating Budget (BU 9000) will transfer funds for annual principal and interest due on the Caltrans loans to the Airport Special Aviation Budget (BU 9050).

Summary of Other Administered Budgets

9050 – Fund 310-Special Aviation
Megan M. Greve, Director of General Services
Public Ways

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	149	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	<u>193,580</u>	<u>210,916</u>	<u>210,915</u>	<u>(1)</u>	<u>(0.0%)</u>
TOTAL REVENUES	203,729	220,916	220,915	(1)	(0.0%)
APPROPRIATIONS					
OTHER CHARGES	210,916	210,916	210,915	(1)	(0.0%)
OTHER FINANCING USES	<u>10,109</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL APPROPRIATIONS	221,025	220,916	220,915	(1)	(0.0%)
NET GAIN(LOSS)	(17,296)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

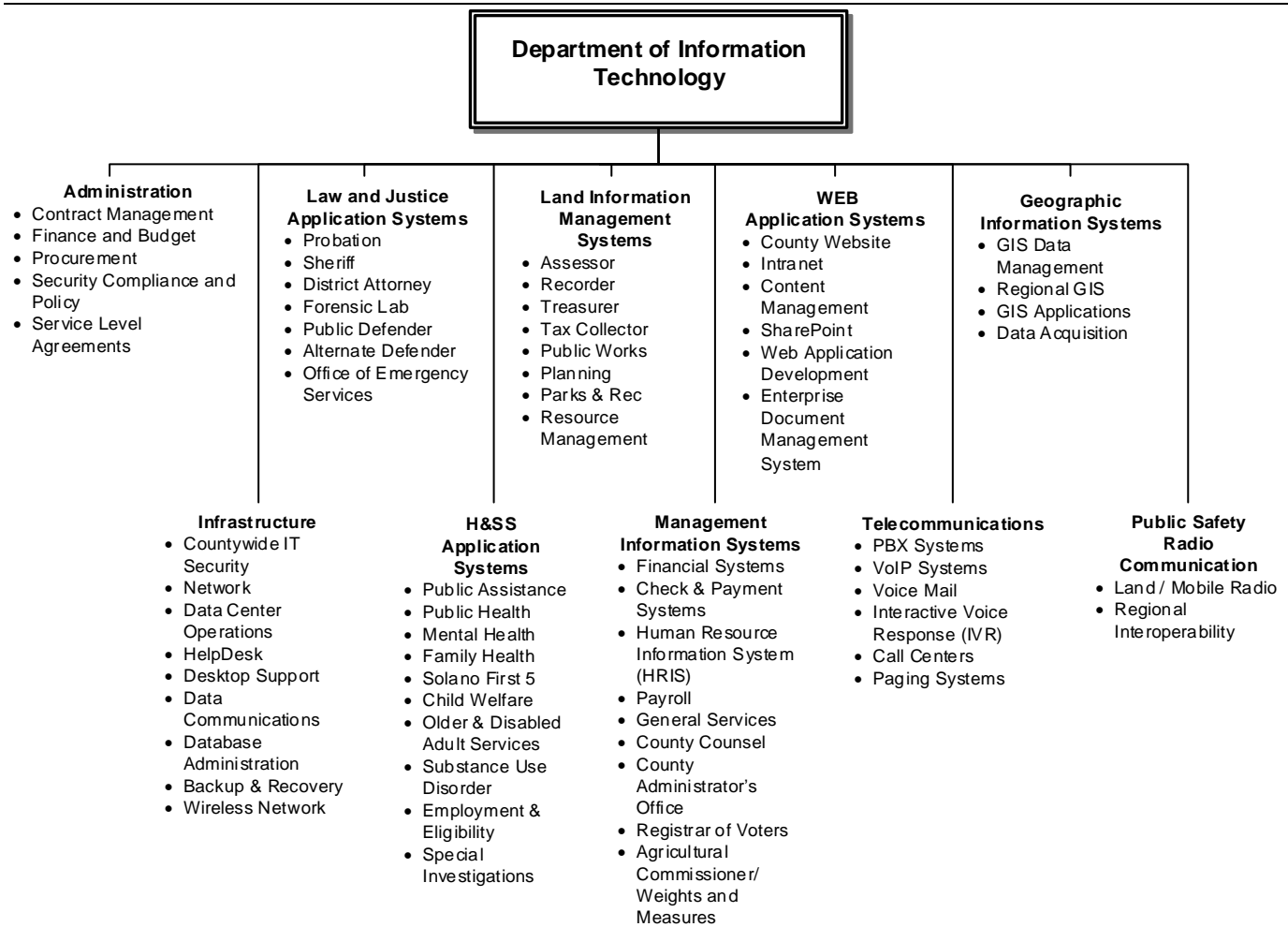
SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2022/23 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Timothy P. Flanagan, Chief Information Officer
Other General



DEPARTMENTAL PURPOSE

The mission of the Department of Information Technology (DoIT) is to make Solano County departments better at what they do through the use of technology. DoIT develops, implements, and supports a wide variety of IT services in support of the County's business processes. DoIT supports all County departments in automating and improving the delivery of programs and services to the public.

Budget Summary:	
FY2021/22 Midyear Projection:	31,724,316
FY2022/23 Recommended:	34,561,133
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	74

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Over the past two years the COVID-19 pandemic took center stage and DoIT pivoted to crisis management, rapidly standing up teleworking capabilities, and enabling broad adoption of online collaboration tools to allow much of the business of Solano

County to continue remotely. As the County approaches a post pandemic role, DoIT, with the support of its business partners in departments throughout the County, continues to make significant progress in improving the technology tools and capabilities available to County users, and in the automation of business processes. The department continues to look for ways to facilitate a flexible and resilient work environment through technology.

Challenges:

- DoIT continues to maintain a high vacancy rate of around 25% and has been working closely with Human Resources to find new ways to recruit and retain talent. This means that currently DoIT is focusing on its ability to maintain operations and may cause delays in other projects outside of this scope. To meet the needs of the department, we are contracting with consulting firms, for short term assistance, to assist with operations and various projects.

Accomplishments:

Information Technology Service Management:

- Implemented the GovQA, a Public Records & Subpoena Request Management platform designed to centralize and monitor all Public Records Act (PRA) requests and subpoena activities while improving the efficiency and timeliness of processing public requests.
- Migrated the Accela Civic Platform, a Service Request Management cloud-based solution used to centralize Land Management and Environmental Health activity and services (e.g., permitting, licensing, code enforcement, etc.).
- Implemented the Emergency Rental Assistance Program (ERAP) software platform, used to track and deliver ERAP funds to Solano renters and landlords to offset costs of rent and utilities.

Business Automation:

- Implemented the Statewide Electronic Courier Universal Recording Environment (SECURE) multi-county Electronic Recording Delivery System (ERDS), which centralizes and streamlines the County Recorder's official document recording and transfers.
- Implemented phase two of the Integrated Data System (IDS), which serves as a Case Management System designed to facilitate whole person care service provisioning across various Health & Social Services agencies.
- Automated a document management process for scanning of Human Resources personnel documentation.
- Automated a document management process for uploading, indexing, storing, and searching Business Property Statements received from California State Standard Data Records (SDR) Program.
- Deployed eSignatures to Agriculture pesticide permitting processes.
- Upgraded Camava application, used for managing the County's Parks & Recreation reservations, payments, and services.

Information Security:

- Deployed Anti-Threat Protection software to all County computer devices and servers.
- Migrated to new Bluecoat Reverse Proxy subnetwork to protect internal users and data from threats to the network perimeter between the County's local network and the Internet.
- Upgraded all Windows 10 machines to build 1909. Upgrading the build reduce security risk to the machines.
- Implemented Azure Multi Factor Authentication for Microsoft Office 365.
- Implemented Cisco Rogue Wireless Access Point Detection System.
- Upgraded vulnerable Cisco routers connecting Vacaville and Vallejo PDs to the County network.
- Upgraded McAfee Security Information and Event Management (SIEM) to the latest version.
- Conducted ransomware incident response tabletop exercises.
- Completed Penetration Testing for the external perimeter, wireless infrastructure, and internal network.

Timothy P. Flanagan, Chief Information Officer
Other General

- Completed HIPAA risk assessment.
- Updated expired digital certificates running on various applications.
- Deployed “PatchMyPC” software tool to patch third-party software such as Adobe products, 3rd party web browsers, and software utilities.

Network Improvements:

- Upgrade core switches at CAC 675 Texas, 275 Beck, and Vallejo Data Centers.
- Designed and commissioned new call center for Employment & Eligibility staff at 1119 E Monte Vista.
- Created new Library phone tree and system phones were moved to Solano VoIP Infrastructure.
- Refreshed and upgraded infrastructure switches at IDF 2A and Law & Justice Dispatch.
- Upgraded routers at Benicia and Vacaville.
- Refreshed network equipment and migrated the facility off an old legacy network at Claybank Transportation Building and Alternate Emergency Operation Center. Equipment is on the Claybank upgraded network that allows for segmented Virtual Local Area Networks(VLAN), Voice over IP, and wireless as well as gigabit connections to the desktop.
- Justice Center Sally Port Intermediate Data Frame (IDF) Refresh – Rebuilt and replaced equipment at Justice Center. The new network provided additional Power over Ethernet needed to drive the County Wireless Access Points. Provides Gigabit to the desktop and expands the available switchports needed to support an ongoing AXON Body Camera Solution for the Sheriff Department.
- Installed 18 new Power Distribution Units (PDU) onto the data center racks at the Justice Center Data Center. Migrated all network equipment onto new PDU's. Removed old PDU's that connected to an old Uninterrupted Power Supply (UPS). The data center received a new UPS Backup System. These efforts of adding new PDU's and rewiring electrical connections allowed the County to roll off the old UPS system and onto the new backup system.
- The Sheriff department purchased over 250 body cameras and taser docking stations. The AXON Body Camera and Taser Docking Station project upgrades their current system to a “Cloud Base System” while upgrading their docks to Version 3.

Management Information Systems:

- Implemented Mental Health Transitions in Care (MH TIC) functionality on the Dynamics Integrated Data System (IDS) to streamline and enhance the process for referring, authorizing, and managing housing placements for clients with Mental Health needs.
- Implemented Mesa Labs ViewPoint Temperature Monitoring System for more efficient and accurate method of monitoring the storage devices for Public Health Lab specimens.
- Implemented Avatar Orders Console for more efficient method of managing and ordering prescriptions for Behavioral Health Services.
- Facilitated deployment of Advanced Threat Protection (ATP) for all Health & Social Services (HSS) computers to strengthen County security and reduce risk.
- Accepted CalSAWS ancillary systems migration testing, documented migration readiness, redesigned business process, security and technical requirements review.
- Upgraded major NextGen system, completed preparation of migrating to cloud services.
- Developed automated process to publish Child Welfare Services (CWS) Reports from Crystal Reports Server to SharePoint site.

Geographic Information Systems (GIS):

- Supported the recent redistricting effort for the Board of Supervisor districts.
- Deployed GIS Portal environment to Azure Cloud with managed services from Axim Geospatial.
- Contracted new six-year aerial and oblique imagery, LIDAR elevation data, and planimetric GIS data contract/agency agreements with Sanborn Mapping Company and Regional GIS (REGIS) partners.
- Contracted with KCI Technologies to support migration of web applications to Azure Cloud:
 - Completed migration and upgrades of Public Works Road Operations web GIS applications.
 - Developed web and field data collection application for Glassy-Winged Sharpshooter bug for Agriculture.
 - Migrated Resource Management primary web application.
 - Developed field data application for Cordelia Fire District to support wildfire suppression inspections.
- Contracted with Geographic Technologies Group (GTG) to provide dedicated operational staff to support parcel and streets/address point data improvements and ongoing maintenance.
- Developed a dedicated cloud application called SafeCity to support Office of Emergency Services (OES) during declared County emergencies with GTG support.
- Worked with Local Agency Formation Commission (LAFCo) to perform data improvements on city boundaries and other layers.
- Deployed a new program to automate the process of validating Registrar of Voters (ROV) registered voters to insure they are recorded in the correct precinct with support from Avineon.

WORKLOAD INDICATORS

- During the period of March 1, 2021, to February 28, 2022, there were a total of 29,930 work orders and trouble tickets received by the Helpdesk.
- A total of 496 servers were hosted on 85 physical servers, and over 1 petabyte of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,869 computers, 4,216 telephones, 161 tablets, and 744 printers are supported across the Counties' wide-area network locations with 1,957 mobile devices connected to 237 cloud applications.
- DoIT supports 19 departments across the County and LAFCo.

Timothy P. Flanagan, Chief Information Officer
Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	1,569,817	1,722,987	1,870,108	147,121	8.5%
INFRASTRUCTURE	12,419,495	15,640,534	16,556,873	916,339	5.9%
LAW & JUSTICE APPLICATION SYSTEMS	1,807,266	1,824,869	2,011,825	186,956	10.2%
H&SS APPLICATION SYSTEMS	2,719,735	3,893,551	4,311,791	418,240	10.7%
MANAGEMENT INFORMATION SYSTEMS	1,315,952	2,015,177	1,576,281	(438,896)	(21.8%)
LAND INFORMATION MANAGEMENT SYSTEMS	2,025,477	1,468,363	1,506,531	38,168	2.6%
WEB APPLICATION SYSTEMS	660,458	942,019	1,015,552	73,533	7.8%
GEOGRAPHIC INFORMATION SYSTEMS	1,554,649	2,009,923	2,151,402	141,479	7.0%
TELECOMMUNICATIONS	1,740,012	1,823,815	1,802,672	(21,143)	(1.2%)
PUBLIC SAFETY RADIO COMMUNICATION	480,932	510,416	955,971	445,555	87.3%
TOTAL REVENUES	26,293,793	31,851,654	33,759,006	1,907,352	6.0%
APPROPRIATIONS					
DOIT-ADMINISTRATION	1,689,899	1,722,988	1,870,108	147,120	8.5%
INFRASTRUCTURE	12,382,060	16,369,374	17,371,200	1,001,826	6.1%
LAW & JUSTICE APPLICATION SYSTEMS	1,807,180	1,824,869	2,011,825	186,956	10.2%
H&SS APPLICATION SYSTEMS	2,719,735	3,893,551	4,311,791	418,240	10.7%
MANAGEMENT INFORMATION SYSTEMS	1,564,314	2,015,177	1,576,281	(438,896)	(21.8%)
LAND INFORMATION MANAGEMENT SYSTEMS	2,030,806	1,468,363	1,506,531	38,168	2.6%
WEB APPLICATION SYSTEMS	676,142	942,019	1,015,552	73,533	7.8%
GEOGRAPHIC INFORMATION SYSTEMS	1,410,536	2,009,923	2,151,402	141,479	7.0%
TELECOMMUNICATIONS	1,654,689	1,823,815	1,802,672	(21,143)	(1.2%)
PUBLIC SAFETY RADIO COMMUNICATION	802,010	551,215	943,771	392,556	71.2%
TOTAL APPROPRIATIONS	26,737,371	32,621,294	34,561,133	1,939,839	5.9%
NET COUNTY COST					
DOIT-ADMINISTRATION	(120,082)	(1)	0	1	(100.0%)
INFRASTRUCTURE	37,436	(728,840)	(814,327)	(85,487)	11.7%
LAW & JUSTICE APPLICATION SYSTEMS	86	0	0	0	0.0%
MANAGEMENT INFORMATION SYSTEMS	(248,362)	0	0	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	(5,328)	0	0	0	0.0%
WEB APPLICATION SYSTEMS	(15,684)	0	0	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	144,113	0	0	0	0.0%
TELECOMMUNICATIONS	85,323	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	(321,078)	(40,799)	12,200	52,999	(129.9%)
NET COUNTY COST	(443,576)	(769,640)	(802,127)	(32,487)	4.2%
STAFFING					
DOIT-ADMINISTRATION	8	8	9	1	12.5%
INFRASTRUCTURE	12	13	13	0	0.0%
LAW & JUSTICE APPLICATION SYSTEMS	9	9	10	1	11.1%
H&SS APPLICATION SYSTEMS	17	16	16	0	0.0%
MANAGEMENT INFORMATION SYSTEMS	5	6	5	(1)	(16.7%)
LAND INFORMATION MANAGEMENT SYSTEMS	12	8	8	0	0.0%
WEB APPLICATION SYSTEMS	4	3	4	1	33.3%
GEOGRAPHIC INFORMATION SYSTEMS	1	3	5	2	66.7%
TELECOMMUNICATIONS	2	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2	2	4	2	100.0%
TOTAL STAFFING	72	68	74	6	8.8%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$1,907,352 or 6.0% in revenues and \$1,939,839 or 5.9% in appropriations when compared to the FY2021/22 Adopted Budget.

Primary Funding Sources

The Department is an Internal Service Fund and as such its funding source is through charges for services to County departments and other agencies. The Department's cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and except for capital asset expenditures, which are charged to departments based on standard depreciation schedules. There is no expected change in fund balance.

Primary Costs

The Department's three primary cost centers include: Infrastructure; Applications Development Management and Support; and Communications. The Recommended Budget continues to focus on maintenance and support of current systems with limited development of new systems to support high-priority department objectives and State and federal mandates. The Recommended Budget reflects some increases in expenses to enhance IT security needs, maintaining hardware and software support of critical systems, and investing in tools to improve both IT and end-user's productivity.

Infrastructure:

Total appropriations for Infrastructure are projected to be \$17,371,000 which consists of \$5,999,000 in contract staffing (Avenu), \$3,417,000 for County staff, \$327,000 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$7,628,000 for software licenses, hardware, Operating, and communications services. Infrastructure functions include Network Administration, Data Communications, Network Security, Computer Operations, Help Desk, Desktop Support, Database and Operating Systems Administration, Data Storage Management, and Backup and Recovery.

Applications Development Management and Support:

Applications Development Management and Support includes Law & Justice Application Systems, H&SS Applications Systems, Management Information Systems, Land information Management Systems, Web Application Systems, Geographic Information Systems, and Administration. Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems process improvement, and public access to information and services. Total appropriations for Applications Development Management and Support are projected to be \$14,443,000 which consists of \$9,759,000 for staffing, \$685,000 in Contractor (Avenu) cost, \$1,147,000 in County cost allocations for Administrative Overhead, Building Use, Insurances and other charges, and \$2,852,000 for hardware, software and other third-party services.

Communications:

Communications cost centers include Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Total appropriations for Communications are projected to be \$2,746,000 which consists of \$667,000 in staffing, \$101,000 in County Administrative Overhead, Building Use, and Insurances, \$1,235,000 as pass-through telephone usage, voicemail and other charges, and \$743,000 for hardware, software and vendor services.

Contracts

The FY2022/23 Recommended Budget includes a total of \$14,772,000 or 42.74% in contracted services which includes the following significant contracts:

- \$6,964,000 for Avenu staffing.
- \$1,550,000 for Microsoft Office 365.
- \$678,000 for GIS Consulting Services.
- \$415,000 for ConvergeOne Cisco VoIP Annual Maintenance.

**Timothy P. Flanagan, Chief Information Officer
Other General**

- \$400,000 for SolanoCounty.com Update.
- \$280,000 for Communications Contracted Services.
- \$256,000 for ServiceNow Consulting.
- \$251,000 for Security Tools.
- \$246,000 for Arial Imagery for Geographical Information Systems.
- \$220,000 for Cisco SmartNet.
- \$220,000 for PeopleSoft Maintenance.
- \$190,000 for Microsoft Azure Roadmap and Cloud Infrastructure.
- \$181,000 for Microsoft Premier Services.
- \$166,000 for Cisco Umbrella, StealthWatch, and IronPort.
- \$165,000 for ServiceNow Subscription.
- \$165,000 for One Solution Annual Maintenance.
- \$155,000 for Veritas NetBackup and Maintenance.
- \$140,000 for Software Monitoring Tool.
- \$111,000 for GIS Software Maintenance.
- \$110,000 for Active Directory Account Security Software.
- \$105,000 for Gartner Subscription Based Research.
- \$100,000 for Proofpoint Cloud Mail Security and Threat Response.
- \$98,000 for IBM Systems Maintenance.
- \$80,000 for Security Incident Response Remediation and Awareness.
- \$80,000 for Microsoft Sentinel Software Subscription.
- \$75,000 for Security Professional Services Consulting.
- \$67,000 for Tenable Software Maintenance.
- \$60,000 for Solar Winds Software Maintenance.
- \$60,000 for Microsoft SQL 2019 License.
- \$55,000 for McAfee Annual Maintenance.
- \$55,000 for Documentum Professional Services.
- \$55,000 for Documentum Annual Maintenance.
- \$50,000 for AMXW License and Software Maintenance.
- \$47,000 for Palo Alto Appliances.
- \$47,000 for PrinterLogic Software Subscription.
- \$45,000 for VM Ware ESX-Per-Processor Annual Maintenance.
- \$40,000 for Gov Delivery Communications Cloud.
- \$40,000 for Hosted Cloudflare Services.
- \$40,000 for CORE Renaissance Maintenance.

- \$40,000 for SHI International Software.
- \$40,000 for Database Monitoring Tool.
- \$40,000 for DiverseComputing X2 Software Maintenance.

Fixed Assets

The FY2022/23 Recommended Budget includes the following fixed assets:

- \$500,000 for data center infrastructure refresh.
- \$479,000 for Cisco infrastructure refresh, spare switches and routers for break/fix, server replacement/maintenance.
- \$460,000 for Storage Appliance and Hyperflex data center storage and Network Attached Storage (NAS).
- \$400,000 for Solano County Website re-platform.
- \$41,000 for Public Safety Radio System infrastructure equipment.
- \$30,000 for WAN Routers for Solano County ASE Circuits.

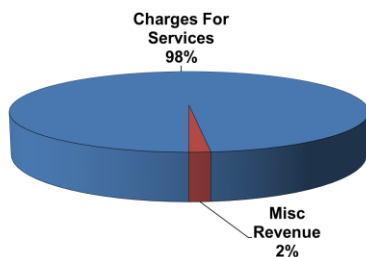
DEPARTMENT COMMENTS

The Recommended Budget for the Department of Information Technologies (DoIT) outlines six priorities. These priorities focus on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The departmental budget request seeks to address:

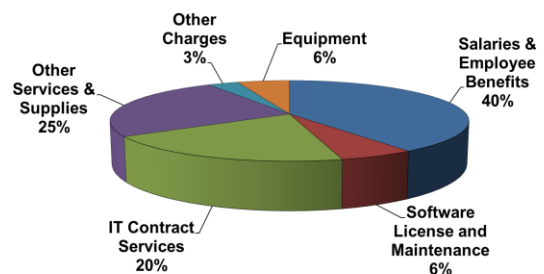
- Teleworking capabilities and a focus on a mobile workforce.
- Systems & Data Security to protect our investments.
- Technology standardization to improve efficiency.
- Disaster Recovery and Business Continuity.
- Automation of predictable tasks to create capacity for creative and strategic work by departmental staff.
- Building flexibility and adaptability to respond to rapidly evolving demands.

Many ongoing and planned projects seek to meet these priorities. They address areas such as network security, IT infrastructure refresh, updated county website, technologies to aid in disaster recovery, and implementing software solutions for process improvements. The department continues to look for ways to partner with other departments to find greater efficiencies, ensure data is secure, and ensure continuity of County services to the public.

SOURCE OF FUNDS



USE OF FUNDS



Timothy P. Flanagan, Chief Information Officer
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	74,804	97,970	50,000	(47,970)	(49.0%)
INTERGOVERNMENTAL REV FEDERAL	199,023	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	148,880	156,311	148,881	(7,430)	(4.8%)
CHARGES FOR SERVICES	25,847,875	30,950,351	33,007,946	2,057,595	6.6%
MISC REVENUE	23,212	647,022	552,179	(94,843)	(14.7%)
TOTAL REVENUES	26,293,794	31,851,654	33,759,006	1,907,352	6.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	10,542,995	12,584,076	13,843,122	1,259,046	10.0%
SERVICES AND SUPPLIES	14,299,875	17,918,006	17,608,642	(309,364)	(1.7%)
OTHER CHARGES	1,108,276	1,281,835	1,107,211	(174,624)	(13.6%)
F/A EQUIPMENT	707,144	1,137,800	1,510,127	372,327	32.7%
F/A - INTANGIBLES	0	400,000	400,000	0	0.0%
OTHER FINANCING USES	105,450	129,022	140,031	11,009	8.5%
INTRA-FUND TRANSFERS	(26,370)	(829,445)	(48,000)	781,445	(94.2%)
TOTAL APPROPRIATIONS	26,737,371	32,621,294	34,561,133	1,939,839	5.9%
NET GAIN(LOSS)	(443,577)	(769,640)	(802,127)	(32,487)	4.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocation since the adoption of the FY2021/22 Budget are provided below:

In August 2021, the Board approved:

- Added 1.0 FTE Information Technology Analyst Principal to the Communications Radio team to manage the radio system infrastructure.

In November 2021, the Board approved:

- Added 2.0 FTE Information Technology Analyst IV's to the Geographic Information System (GIS) team in-sourced from the Avenu contract to dedicate to the engineering and analysis activities to improve the service for Solano County and regional partners and help grow advanced GIS capabilities in the future.

In March 2022, the Board approved:

- Added 1.0 FTE Communications Technician II to the Radio team.

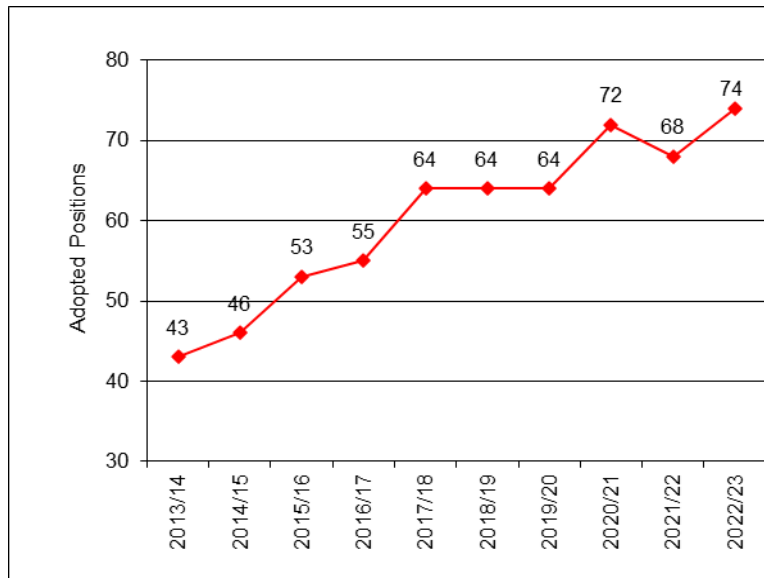
In April 2022, the Board approved:

- Added 1.0 FTE Information Technology Analyst IV to the Law and Justice team.

The FY2022/23 Recommended Budget includes the following position allocation changes:

- Add 1.0 Office Assistant II to support DoIT Administration.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Solano County Integrated Property System (SCIPS) Replacement Project Phase 0 started February 25, 2019. It is a multi-year project with vendor support for property tax and assessment. The primary stakeholders are Tax Collector, Auditor Controller, Assessor, and Department of Information Technology. Phase 5 through Phase 11 are expected to complete by June 30, 2022. Phases 12 – 13 are estimated to complete by August 2022.

The Department of Information Technology is evaluating options to modernize the Solano County public facing website. This project was expected to begin in FY2021/22 but has been delayed due to staff shortages, it has been rebudgeted for FY2022/23.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2020/21 ACTUAL	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1878 SCIPS REPLACEMENT PROJECT	0	5,887,817	2,133,919	(3,753,898)	(63.8%)
APPROPRIATIONS					
1878 SCIPS REPLACEMENT PROJECT	2,354,576	5,887,817	2,133,919	(3,753,898)	(63.8%)
NET CHANGE					
1878 SCIPS REPLACEMENT PROJECT	(2,354,576)	0	0	0	0.0%

A summary of the budgets administered by the Department of Information Technology is provided on the following pages.

FUNCTION AND RESPONSIBILITIES

This Budget has been established to track separately the costs for the replacement of the Solano County property tax system which was initially created in 1982. The technology platform of the original system reached obsolescence over 19 years ago and it was re-architected with a combination of modern components and emulation technologies that allow much of the system to mimic the way the old technology worked. The re-architected system was placed in production use in 2010. The Board in 2017, approved a loan for the County General Fund to fund a multi-year multi department project to replace the Solano County Integrated Property Systems (SCIPS).

Implementation of the new property tax system is planned over a three-year period and across fourteen phases of work as outlined below:

<u>Phase</u>	<u>Completion Date</u>	<u>Description</u>
Phase 0	Complete	Pre-Project Startup-Database Cleanup, Validation, and Migration to staging environment
Phase 1	Complete	Project team Start Up
Phase 2	Complete	Base Software Installation
Phase 3	Complete	Initial Data Conversion
Phase 4	Complete	Business Process Analysis and Mapping
Phase 5	Complete	System/Client Configuration
Phase 6	Complete	Full Conversion mapping, extraction, and migration
Phase 7	Complete	User Acceptance Testing (UAT) Configuration
Phase 8	May 2022	User Acceptance Testing Conversion
Phase 9	May 2022	Implementation Services-Engineering/Programming (reports, interfaces, documentation)
Phase 10	June 2022	Final User Acceptance Testing
Phase 11	June 2022	Client Training
Phase 12	July 2022	Go-Live
Phase 13	July 2022	Final Acceptance

On April 4, 2017, a \$10,000,000 General Fund (GF) loan was approved by the Board of Supervisors to finance the SCIPS Replacement Project. Most costs related to the SCIPS replacement project will be funded by this loan and later recovered via user charges once the system is up and running. On an annual basis, as costs are incurred, the Department of Information Technology (DoIT) submits a summary of costs eligible for funding by the GF loan to the Auditor-Controller’s Office (ACO) and the County Administrator for review and approval. Upon approval, ACO prepares a journal entry to transfer cash from the GF loan to the DoIT Fund. The following shows the current and upcoming drawdowns from this loan:

Project Funding:	\$10,000,000
Actual Cost Through FY2020/21:	\$2,885,314
Mid-Year Projection FY2021/22:	\$3,002,930
<u>Recommended Budget FY2022/23:</u>	<u>\$2,133,919</u>
Balance Remaining:	\$1,977,837

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Phases: Phase 0-6 are completed while phases 7 to 13 are expected to be completed by July 31, 2022.
- Completed 178 out of 260 workshops, or 68%. The workshops are expected to continue until July 2022.
- Completed 1,193 “new feature” demonstrations, or 69%. New system features are demonstrated at each workshop and are expected through July 2022.
- Delivered various stages of data conversion from SCIPS data mapping to the Aumentum database. This allows the new system to perform its functions on the SCIPS data such as reports, various screens, and menu items.
- Performed user survey worksheets to track Solano County users’ sentiment on how the project was progressing and ensured project is on track.
- Completed Payments / JPMC / Aumentum Kick Off February 16, 2022.
- Performed training and assisted with Conversion Testing on current data with Aumentum Technologies onsite.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an decrease of \$3,753,898 or 63.8% in both revenues and appropriations when compared to the FY2021/22 Adopted Budget. These funds will be utilized by the Department to continue work on Phases 12 and 13 towards implementation of the new property tax system.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2020/21 ACTUALS	2021/22 ADOPTED BUDGET	2022/23 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	5,887,817	2,133,919	(3,753,898)	(63.8%)
TOTAL REVENUES	0	5,887,817	2,133,919	(3,753,898)	(63.8%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	305,805	1,531,442	1,178,820	(352,622)	(23.0%)
OTHER CHARGES	80,419	2,021,090	479,827	(1,541,263)	(76.3%)
F/A - INTANGIBLES	1,941,982	1,505,840	427,272	(1,078,568)	(71.6%)
INTRA-FUND TRANSFERS	26,370	829,445	48,000	(781,445)	(94.2%)
TOTAL APPROPRIATIONS	2,354,576	5,887,817	2,133,919	(3,753,898)	(63.8%)
NET CHANGE	(2,354,576)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget unit.

PENDING ISSUES AND POLICY CONSIDERATIONS

There are no known policy considerations or pending issues that require Board of Supervisors direction at this time.