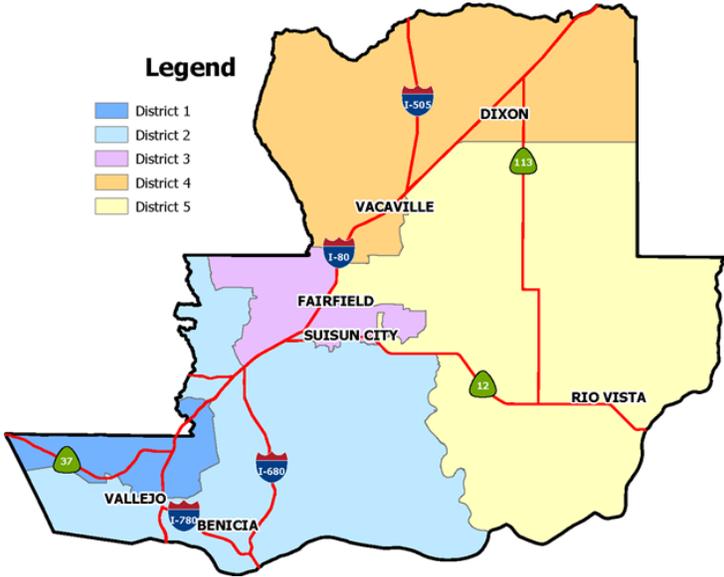


Board of Supervisors



Erin Hannigan-District 1, Mitch Mashburn-District 5, Wanda Williams-District 3, John M. Vasquez-District 4, Monica Brown-District 2
Picture Taken: January 2023

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.

This Board remains committed to meeting its operational requirements in the present term while also considering the road ahead. Early in 2023, the Board held a priority setting session to look at how the County can provide services now and into the future. This includes looking for efficiencies internally while also seeking opportunities to promote economic development, boost affordable housing projects, grow our workforce, as well as promote and protect one of our largest economic drivers – agriculture.

We continue to recover from the COVID-19 pandemic and have made great progress in administering federal American Rescue Plan Act (ARPA) funding. The County is fortunate to have received \$86.9 million in ARPA funds. After two years of community engagement and careful consideration, the last of these dollars were allocated in March 2023 across more than 50 projects within the community that promote affordable housing, access to high-speed internet, expand childcare, and increase services that support our most vulnerable populations.

The Board's responsibilities include:

- Approving a balanced budget for all operations of County government, including general government, public protection, public assistance, health and sanitation, and recreation.
- Enacting ordinances and resolutions which may apply to the entire County or only to unincorporated areas (not under the jurisdiction of a city or town).
- Determining 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.
- Establishing salary and benefits for employees.
- Approving additions/deletions to the County's position allocation list.
- Directing and controlling litigation.
- Approving contracts and appropriate funds.
- Acquiring and selling property.
- Acting as the final arbiter of decisions made by commissions and committees appointed by and serving the Board.
- Representing the County of Solano on other County, Regional and State boards and commissions.

Budget Summary:	
FY2022/23 Midyear Projection:	642,451
FY2023/24 Recommended:	691,667
County General Fund Contribution:	691,667
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 office hours by representatives from the County Library, Members of the Grand Jury, Adult Protective Services, Solano Mobility, Meals on Wheels, Public Health, Veteran Services, Area Agency on Aging, a Nutritionist and members of the Vallejo City Council. The District 1 Supervisor’s Office budget provides for the expenditures of the elected Supervisor and two full-time professional staff positions served by Josette Lacey and Michael Wilson.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The three years from 2020 through 2022 were unprecedented years in our Nation’s history with the COVID-19 pandemic. 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. Other actions included assisting with Public Health messaging, providing personal protective equipment to seniors and involving Elected Officials County-wide to participate in updates and ask questions regarding the COVID-19 virus, treatments, virus spread and containment, vaccines and the tiering systems as ordered by the CDPH for opening and closing businesses and schools.

Supervisor Hannigan represents the Board of Supervisors on over 25 County, State, Regional and District boards and commissions. Along with the other members of the Board of Supervisors, she is a member of the National Association of Counties (NACo), the East Vallejo Fire Protection District, the Solano Facilities Corporation, and the In-Home Supportive Services Public Authority. She is directly working with County initiatives serving as a member 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, the Social Equity Committee, and the Law and Justice Committee. Supervisor Hannigan is a member of the Juvenile Justice Coordinating Council where she advocates for positive solutions from youth both in and coming out of juvenile probation.

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

Supervisor Hannigan connects with regional organizations through her service as a Board Member of the Solano County Water Agency Board, and regular member of the City County Coordinating Committee, as Executive Committee Member and Director of the Solano Economic Development Corporation, 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

**Erin Hannigan
Legislative & Administration**

federal funding that non-profits can use to buy food for meals programs and pantries. Organizations receiving funding over the years include Catholic Charities Yolo-Solano, Children’s Network of Solano County, 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 Inc.

- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues in this seventh year with contributions totaling \$6,750,000 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 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. The project with Family Health Services continues with an additional \$200,000 to operate the Mobile Food Pharmacy and its Food Rx program in collaboration with the Food Bank of Contra Costa and Solano. 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 help young people and youth in transition through and out of Probation by providing things from professional attire to mentoring services. This program enhances culturally relevant efforts with a focus on building resiliency in the lives of youth in transition toward success. Vibe Solano is funded with \$200,000 infusing a health equity lens to continue an “Achieving Equity Together” plan addressing the challenges in our community among some of our most vulnerable residents, including very young children, older adults, and farm workers. By pursuing strategies that change systems, organizational practices, and policies that ensure the changes to be equitable, long-lasting, healthy, inclusive, cost-effective and impactful, this work will be focused to ensure that people do not 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. Prior funding also helped to provide a \$14,900 grant to VOICES Solano that operates in Vallejo. 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. A second First 5 Center, which was funded in part by a generous \$100,000 contribution from the Yocha Dehe Wintun Nation in 2022 is planned to begin construction in 2023 and open in April 2024.
- The partnership with the Yocha Dehe Wintun Nation dovetails into Supervisor Hannigan’s 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 provides 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 sexual exploited children in Solano County.

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- Advocacy for Solano County to State and federal governments is a priority. Supervisor Hannigan participates annually in the 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 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 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, Supervisor Hannigan championed and participated in the forming committee for the 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 in 2016 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. Sutter has renewed their commitment with an additional \$20,000 grant in 2019 and another \$10,000 grant in 2022. This program has given away nearly 2,000 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles. 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. In September 2022, the walk celebrated its 7-year anniversary event with representatives from the City of Vallejo, Drug Safe Solano and the Touro University Mobile Diabetes Education Center available with resources for the public at the Vallejo Waterfront.
 - State Route 37 traffic and flood protection is an issue of concern for Supervisor Hannigan. She serves as Chair of 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 is 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 procedures. Supervisors Hannigan and Williams 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.
 - In August 2022, Supervisor Hannigan joined Probation staff and community partners in welcoming State of California Attorney General Rob Bonta to the Youth Achievement Center in Vallejo. At the meeting, six young people in our justice program had an opportunity to ask the Attorney General questions regarding the justice system for youth, share in their own experience their optimism for their futures and the concerns they face daily. Attorney General Bonta learned about the services provided to them to prepare them for a future outside our justice system.

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 through an equity lens.
- Lead collaboratively and energetically with each member of the Board of Supervisors.

**Erin Hannigan
Legislative & Administration**

- 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 an increase of \$72,523 or 11.7% in appropriations when compared to the FY2022/23 Adopted Budget primarily due to increases in Salaries and Employee Benefit costs resulting from negotiated and approved labor contracts. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges due to increases in insurance costs, central data processing charges, and 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.

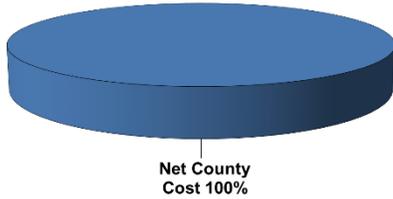
Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care, including mental 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.

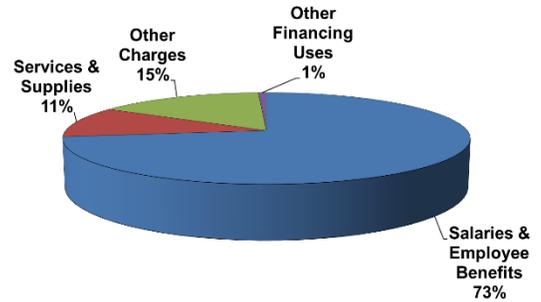
One significant project of Solano County is located in District 1. The Solano360 project is a partnership between Solano County and the City of Vallejo. This project will continue to see development of a proposed land plan supported by a feasibility and market studies consistent with the uses defined 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, brought on a private partner to help make that project become a reality. With a term sheet agreed to with the private partner in 2022, we anticipate bringing the project forward to the community through 2023.

Supervisor Hannigan is honored to serve as a member of the Solano County Board of Supervisors. With the assistance of her staff, Josette Lacey and Michael Wilson, 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.

USE OF FUNDS



SOURCE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	480,155	470,899	503,810	32,911	7.0%
SERVICES AND SUPPLIES	54,587	60,135	75,047	14,912	24.8%
OTHER CHARGES	83,546	83,242	107,451	24,209	29.1%
OTHER FINANCING USES	4,696	4,768	5,259	491	10.3%
INTRA-FUND TRANSFERS	1,009	100	100	0	0.0%
TOTAL APPROPRIATIONS	623,994	619,144	691,667	72,523	11.7%
NET COUNTY COST	623,994	619,144	691,667	72,523	11.7%

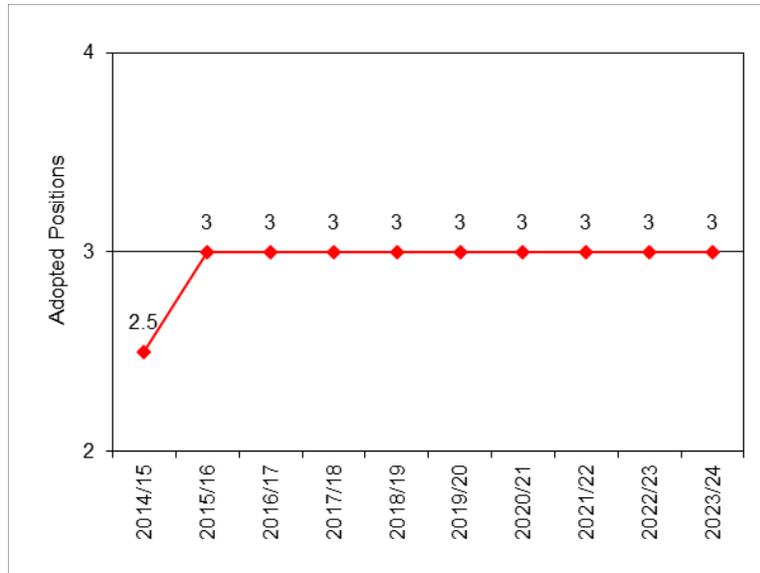
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Budget Summary:	
FY2022/23 Midyear Projection:	596,979
FY2023/24 Recommended:	667,074
County General Fund Contribution:	667,074
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. Monthly office hours have been postponed due to the pandemic. 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, Legislative Committee and Historical Records Committee.

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.
- Expanded enforcement and coordination of the weed abatement ordinance.
- Water issues in Benicia, specifically the broken water main under Lopes Road as the land continues to slide in that area.
- Continued flood risks on Suisun Creek.

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.
- 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. In addition, supported the mental health crisis unit and board and care facility.
- 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.

Monica Brown
Legislative & Administration

- 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.
- 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 2023 winter storm event and prior flood 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 the District 2 newsletter.

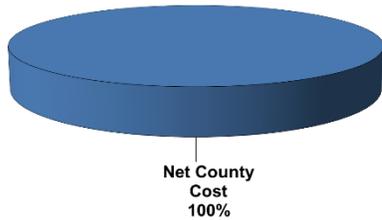
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$72,490 or 12.2% in appropriations when compared to the FY2022/23 Adopted Budget primarily due to increases in Salaries and Employee Benefit costs resulting from negotiated and approved labor contracts. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges due to increases in insurance costs, central data processing charges, education and training, and Countywide Administrative Overhead costs.

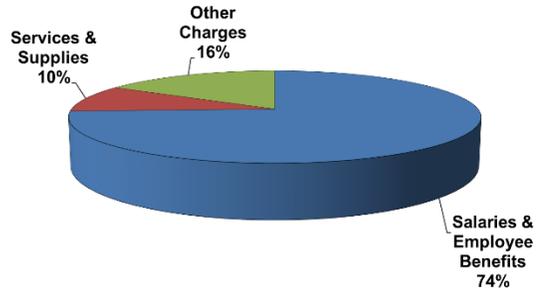
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	453,139	452,300	493,143	40,843	9.0%
SERVICES AND SUPPLIES	48,056	55,550	62,516	6,966	12.5%
OTHER CHARGES	86,458	83,882	108,253	24,371	29.1%
OTHER FINANCING USES	2,741	2,802	3,112	310	11.1%
INTRA-FUND TRANSFERS	18	50	50	0	0.0%
TOTAL APPROPRIATIONS	590,413	594,584	667,074	72,490	12.2%
NET COUNTY COST	590,413	594,584	667,074	72,490	12.2%

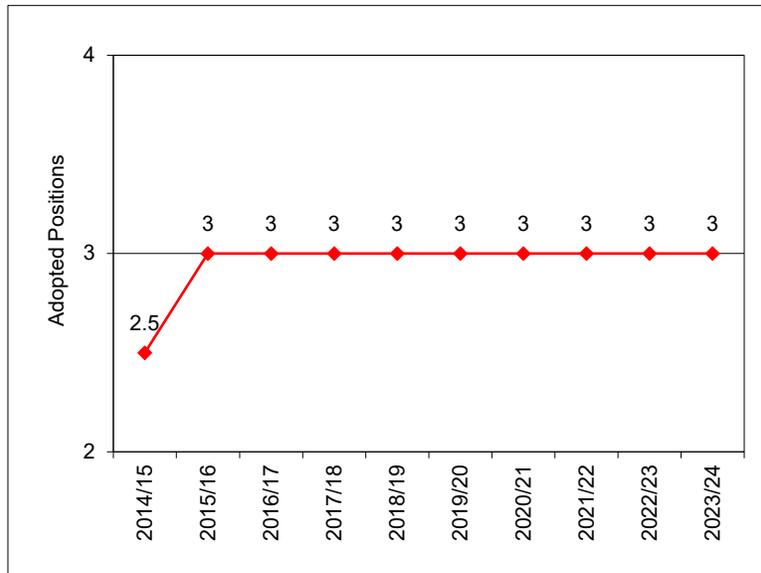
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Budget Summary:	
FY2022/23 Midyear Projection:	585,136
FY2023/24 Recommended:	717,329
County General Fund Contribution:	717,329
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 3 Supervisor represents citizens residing within the City of Suisun City, Suisun Valley and a portion of the City of Fairfield. The district 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 staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Williams represents the Board of Supervisors on over 22 County and regional boards and commissions as a member or alternate member. Appointments as a member include National Association of Counties (NACo), Association of Bay Area Governments (ABAG) Executive Board, ABAG General Assembly, Community Action Partnership (CAP) Solano JPA Tripartite Advisory Board, East Vallejo Fire Protection District, In-Home Support Services Public Authority, Solano Children’s Alliance, Solano Facilities Corporation, Solano Land Trust, Solano Open Space, Solano County Water Agency, Solano City County Coordinating Council (4Cs), Vacaville-Fairfield Solano Greenbelt Joint Powers Authority and the Social Equity Committee. Appointments as an alternative member include the California State Association of Counties (CSAC) Board of Directors, Napa/Solano Area Agency on Aging (N/S AAA) Oversight Board, Yolo-Solano Air Quality Board, Local Agency Formation Commission (LAFCo), Solano Transportation Authority (STA), Solano Subbasin Groundwater Sustainability Agency Board of Directors, Solano County Consolidated Oversight Board, and the Travis Community Consortium.

Priorities:

- Serving district constituents by investigating in and responding to their concerns regarding the county, meeting with them on requests, and reaching out to them through community meetings and forums.
- 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, affordable housing and veterans advocates, and non-profit organizations serving various communities such as children and families, the homeless as well as those with mental health issues.
- Working to address homelessness throughout Solano County for all stages and ages including seniors, individuals with disabilities, children, families, and persons needing permanent housing in District 3. Work with non-profits and Non-governmental Organizations (NGOs) that invest in direct support (housing development, rental support, and legal aid).
- Collaborating with Health and Social Services’ (H&SS) Behavioral 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. Improving health equity outcomes for black women and women of color after childbirth as well as teens where alcohol and drug abuse may be an issue.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 3 residents have experienced with the 2023 rainstorm events. This includes working with cities within the district, State and local water agencies, non-profits, NGO’s, Caltrans, as well as State and federal lawmakers to encourage legislation that reduces risks or provides relief to those affected by disasters.
- Engage with stakeholders and residents to further define the operation of the Regional Parks District and create a roadmap going forward that will include addressing access and funding.

Accomplishments:

- Collaborating with the Department of Resource Management - Public Works Division, the City of Fairfield, the City of Suisun City, the Solano County Water Agency (SCWA) and the SCWA Flood Control Advisory Committee, in order to address the many ongoing water issues impacting residents in District 3 and throughout the County.
- Working with the Department of Resource Management - Public Works Division, the Sheriff's Office of Emergency Services (OES), and Caltrans to address flooding affecting properties along the Suisun Parkway and with Suisun Creek debris removal.
- Meeting with all Solano County department heads and County staff to discuss backgrounds, plans, and policies of each department and Supervisor priorities as it relates to each department's areas of focus.
- Establishing Supervisor Office Hours so that constituents of District 3 can meet with and speak with Supervisor Williams on local issues impacting their communities.
- Worked with E & C Winery and the Rockville Homeowners Association to facilitate a discussion to resolve a land use issue and introduced direction to County staff to create a Solano County Good Neighbor Policy. Collaborating with Resource Management to develop a noise ordinance policy.
- Participated in CSAC New Supervisor Training Institute and Supervisor Certification Training program to develop skills and learn the foundational role of a Supervisor.
- Working with County staff and advisory committee for In-Home Support Services regarding the Governor's Budget changes and the impacts to the local funding and potential negative impacts of the service.
- Represent Solano County as an Alternate on the CSAC Board of Directors working to influence legislation that will benefit counties and the public.
- Represent Solano County as an Alternate on the STA Board of Directors working to improve transportation infrastructure and access to transportation. Working with STA on the Safe Routes to School local initiatives. Working with STA to explore funding opportunities for local affordable housing projects.
- Attended Association of Bay Area Governments (ABAG) as Primary to learn about regional concerns that affect Solano County and to seek out viable solutions to those concerns.
- Attended LAFCo meeting as an Alternate to learn about County concerns that affect the discouragement of urban sprawl; the preservation of open space and prime agricultural land resources; the efficient provision of government services; and the encouragement of orderly growth boundaries based upon local conditions and circumstances.
- Attended NACo Legislative Conference in Washington, D.C. to advocate for federal funding in relation to the County's legislative priorities.
- Met with the Solano County Farm Bureau (SCFB) regarding the American Farm Bill reauthorization act. In collaboration with SCFB created the talking points used for the creation of the County's white paper. Met with the offices of California Senator Padilla and Congressman Garamendi to advocate on behalf of our farmers pertaining to the farm bill.
- Addressed constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assist them with making connections to various State and local agencies.
- Represented District 3 at numerous events in the community.

DEPARTMENTAL BUDGET SUMMARY

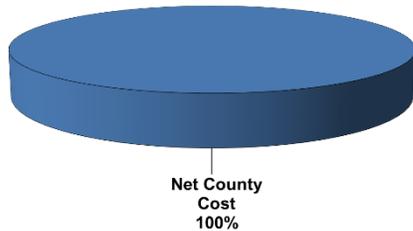
Supervisor Williams took office January 2023, the FY2023/24 Budget reflects the first full year for her district.

The Recommended Budget represents an increase of \$88,337 or 14.0% in appropriations when compared to the FY2022/23 Adopted Budget, due to increases in Salaries and Benefit costs resulting from negotiated and approved labor contracts. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges primarily due to increases in insurance costs, central data processing charges, training, and Countywide Administrative Overhead costs.

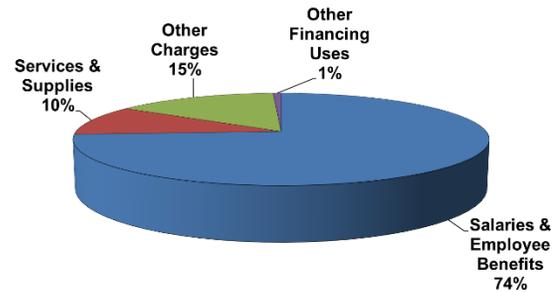
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	489,073	490,736	530,594	39,858	8.1%
SERVICES AND SUPPLIES	46,395	54,114	75,047	20,933	38.7%
OTHER CHARGES	85,682	79,104	106,329	27,225	34.4%
OTHER FINANCING USES	4,786	4,938	5,259	321	6.5%
INTRA-FUND TRANSFERS	570	100	100	0	0.0%
TOTAL APPROPRIATIONS	626,506	628,992	717,329	88,337	14.0%
NET COUNTY COST	626,506	628,992	717,329	88,337	14.0%

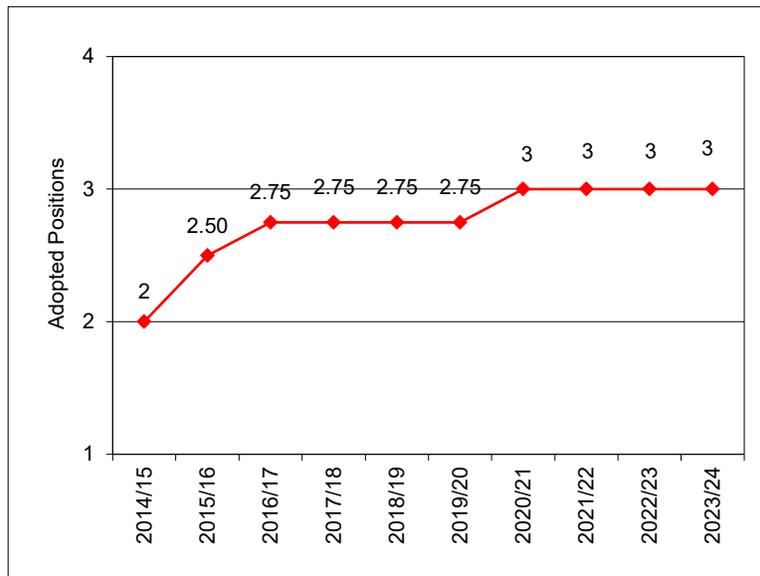
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Budget Summary:	
FY2022/23 Midyear Projection:	668,082
FY2023/24 Recommended:	697,888
County General Fund Contribution:	697,888
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 33 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, 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 eight 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:

- After two years of community engagement and careful consideration, the Board of Supervisors completed allocation of \$86.9 million received from the Federal Government as part of the American Rescue Plan Act (ARPA). These dollars were strategically invested in more than 50 projects within the community that promote affordable housing, access to high-speed internet, expand childcare, and increase services that support our most vulnerable populations.
- The LNU Lightning Complex fire of August 2020 is still fresh in many of our minds. 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. This funding, in addition to the County’s formation of the Solano Fire Safe Council through a California Fire Safe Council grant, has allowed Solano County to hire a Wildfire Prevention Coordinator and make strategic investments in wildfire safety. Recent efforts have culminated in the application of a \$4.75 million Cal Fire grant that will help with implementation of wildfire risk reduction, community outreach and education. This work also includes the 2023 Community Wildfire Protection Plan (CWPP). A CWPP is a plan designed to identify and mitigate wildfire hazards to communities and infrastructure located in the wildland-urban interface. The CWPP makes recommendations for hazardous fuels reduction, public outreach and education, structural ignitability reduction, and fire response capacity. In early 2023, Solano County also rolled out its Ag Pass program, which allows farmers and ranchers (upon successful completion of a mandatory training program) to access their crops and livestock in the wake of a disaster, such as a wildfire.
- The Board opened the doors to a new 12,500-square-foot mental health residential treatment facility at the Health and Social Services campus in Fairfield. Solano County was one of ten counties across the State to receive Senate Bill 843 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.

**John M. Vasquez, Chair
Legislative & Administration**

- Supervisor Vasquez continues to engage with the public through a monthly e-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.
- In late 2022, we celebrated Solano County's 42 centenarians ranging in age from 100 to 107 during the 16th Annual Centenarian Celebration. This event was again held as a virtual presentation before the Board of Supervisors due to the ongoing COVID-19 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.

Goals and commitments in the coming fiscal year:

- 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 and serves on the Solano County Water Agency and Solano Groundwater Sustainability Agency Board of Directors. It is critical to all residents that our current water sources are protected while working to create more storage for growing demands.
- 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 include the formation of Fire Safe Councils (FSC's) throughout the county, including Solano County's own Solano Fire Safe Council that can serve as an umbrella to assist the local FSC's. Supervisor Vasquez will continue to push for enhanced alert systems such as audible sirens and mobile messaging as well as fuel reduction initiatives.
- 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.
- Work with the 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. He serves on the Community Action Partnership (CAP) Solano JPA, a partnership between the County and the seven cities to oversee and coordinate strategies that combat homelessness and provide safety net services

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.

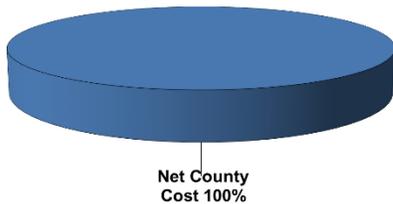
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$60,824 or 9.5% in appropriations when compared to the FY2022/23 Adopted Budget primarily due to increases in Salaries and Employee Benefits costs resulting from negotiated and approved labor contracts. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges due to increases in insurance costs, central data processing charges, and Countywide Administrative Overhead costs.

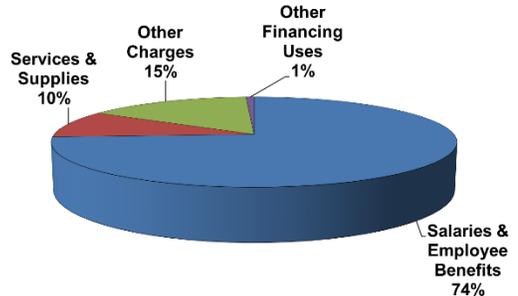
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	480,880	489,922	514,807	24,885	5.1%
SERVICES AND SUPPLIES	47,145	58,852	67,675	8,823	15.0%
OTHER CHARGES	85,480	83,366	106,976	23,610	28.3%
OTHER FINANCING USES	4,711	4,874	5,280	406	8.3%
INTRA-FUND TRANSFERS	138	50	3,150	3,100	6200.0%
TOTAL APPROPRIATIONS	618,354	637,064	697,888	60,824	9.5%
NET COUNTY COST	618,354	637,064	697,888	60,824	9.5%

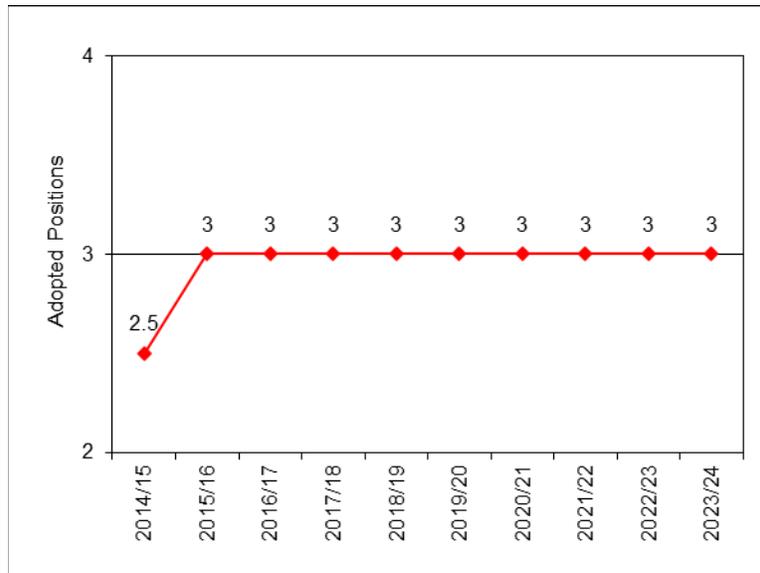
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Budget Summary:	
FY2022/23 Midyear Projection:	661,726
FY2023/24 Recommended:	698,266
County General Fund Contribution:	698,266
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 third year on the Board, Supervisor Mashburn serves as Chair of the Delta Conservancy, Chair of the City County Coordinating Council (4Cs), Chair of the Community Action Partnership (CAP) Solano JPA, Chair of the Solano Subbasin Groundwater Sustainability Agency; Vice Chair of the Yolo Solano Air Quality Management District; additionally he serves on the Executive Committee of the Solano County Water Agency. He is the Primary representative for the Board on the Solano Transportation Authority (STA) as well as the Local Agency Formation Commission (LAFCo). Supervisor Mashburn also serves on the Solano County Economic Development Corporation (Solano EDC), the Bay Conservation and Development Commission (BCDC), the Delta Counties Coalition, Rural County Representatives of California (RCRC), Travis Community Consortium and as the alternate representative on the Delta Protection Commission. 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 American Rescue Plan Act (ARPA) funding. Supervisor Mashburn has continued to earnestly implement his agenda for taking on long-standing problems including homelessness, water and resource management, and protecting Travis Air Force Base (TAFB) while improving the quality of life for the residents of Solano County and its cities.

Accomplishments:

- Even through increasing challenges, Supervisor Mashburn’s tenure on the Board of Supervisors has been hallmarked by listening and leading by example. Service is not a spectator sport, and Supervisor Mashburn’s packed schedule reflects that.
- To that end, Supervisor Mashburn has made a point to step up and show up, taking on new leadership positions, new challenges, and new opportunities to improve our communities.
- Solano County is a “Right to Farm” county with a rich agricultural heritage. The County’s agricultural diversity produces more distinct crops than all but one other California county and Supervisor Mashburn continues to work 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.” This year, Supervisor Mashburn has made significant outreach to the next generation of farmers and ranchers, from the Farm Bureau and Cattlemen’s Association to the Young Farmers and Ranchers organization. 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.
- In strong partnership with Solano’s seven cities, Supervisor Mashburn has taken the lead on the successful restructuring of the CAP Solano JPA to better serve the needs of the homeless population in Solano County. His guiding principles include a regional approach, with better transparency and accountability, plus recognizing that the needs of the homeless population

Mitch Mashburn
Legislative & Administration

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 of 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. This effort has seen significant success with a restructuring of code enforcement to better serve these needs.
- 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 TAFB. Faced with a wind turbine project by Sacramento Municipal Utility District (SMUD) that would irreparably harm current and future missions, he took the lead to ensure that the County's position is parallel with the needs of the base, reaching an agreement that better aligns with the Air Force's goals. He participated in the California Defense Summit in Sacramento alongside leaders of the Travis Community Coalition and TAFB Command Staff to show unity between the County and Base.
- Thousands of veterans and their families live within the 5th District, many of whom stayed following their service at TAFB or at the former Mare Island Naval Shipyard because of access to base benefits and quality health care at the Veterans Affairs (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 and continues to showcase all supportive services that are available to Veterans here in Solano.
- Through his service on the Delta Counties Coalition, Supervisor Mashburn worked on the creation of educational tools to inform millions of area residents about the negative impacts of the State's current delta conveyance proposals. He represented Solano County on a whirlwind lobbying effort in the Nation's capital to reinforce our position strongly opposing the destruction of the economy and ecosystems of the Delta to ship water through a new conveyance system, rather than building much-needed storage south of the Delta. 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 paying a greater price for development in California's more arid climes. Supervisor Mashburn continues to protect the Solano Project, aquifer, communities, natural environments, and the 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. Rather than wait for budget hearings immediately before the deadline, Supervisor Mashburn has made it a point to help craft the budget from the beginning to ensure his goals for the County are in alignment with its spending habits.
- With federal dollars flowing to counties through ARPA, Supervisor Mashburn has worked tirelessly to ensure that funding available to Solano County was 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.
- Supervisor Mashburn has been supportive of efforts to improve the County's environmental commitments in County-owned and managed buildings. New energy efficiency investments and programs are saving money and helping the County meet State mandates for greenhouse gas emissions.
- He has worked hand in hand with the State's Department of Water Resources to improve conditions at Cache Slough as part of the Cache Slough Habitat Conservation Plan, a project that remains critical to the Delta's health.

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:

- Improving communication between county government and the people it serves through our successful email program, coffees, town halls, social media, and other channels to foster an ongoing and two-way line of communication.
- 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 through a regional approach.
- With teeth now in our Code Enforcement programs, ensuring that action is taken on education, prevention and enforcement.
- Stewarding ARPA funds to ensure all monies now committed are spent responsibly with both present and future generations in mind.
- Respecting the mission of TAFB and being a strong neighbor and community partner for the men and women of Team Travis.
- Protecting Solano County’s needs of water for urban use, agriculture, and the environment without allowing our communities to mitigate for the State.
- Protecting the Delta for the families who call it home, for its unique beauty, agriculture, recreation, water supply and habitat for now and for future generations.

DEPARTMENTAL BUDGET SUMMARY

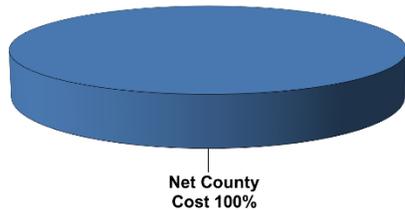
The Recommended Budget represents an increase of \$63,237 or 10.0% in appropriations when compared to the FY2022/23 Adopted Budget due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges primarily due to increases in insurance costs, central data processing charges, travel expense, education and training, postage and mailing costs, and Countywide Administrative Overhead costs.

DEPARTMENT COMMENTS

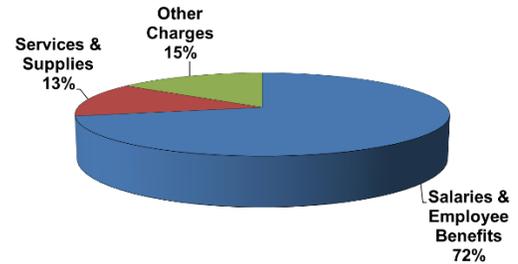
None.

Mitch Mashburn
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	474,031	483,764	498,116	14,352	3.0%
SERVICES AND SUPPLIES	44,010	65,927	92,150	26,223	39.8%
OTHER CHARGES	90,889	82,301	104,571	22,270	27.1%
OTHER FINANCING USES	2,844	2,837	3,229	392	13.8%
INTRA-FUND TRANSFERS	77	200	200	0	0.0%
TOTAL APPROPRIATIONS	611,851	635,029	698,266	63,237	10.0%
NET COUNTY COST	611,851	635,029	698,266	63,237	10.0%

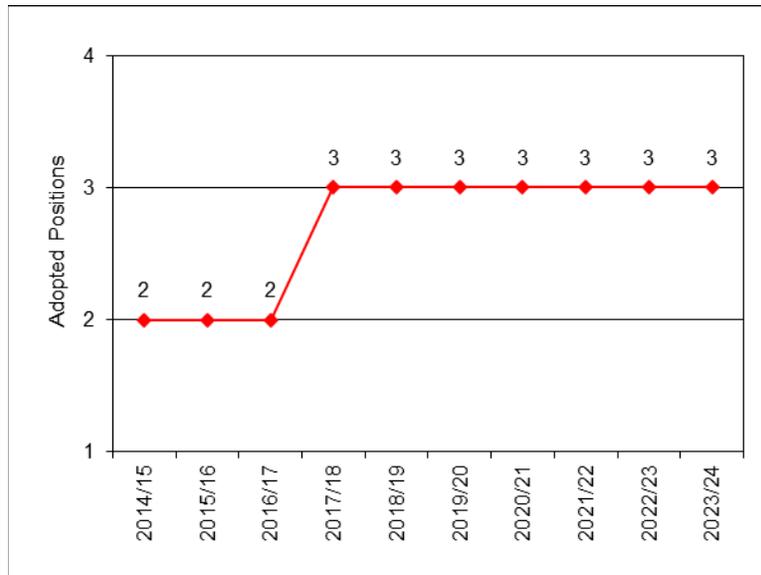
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

John Vasquez, Chair
Legislative & Administration

Budget Summary:	
FY2022/23 Midyear Projection:	186,473
FY2023/24 Recommended:	302,780
County General Fund Contribution:	302,780
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 an increase of \$19,696 or 7.0% in appropriations when compared to the FY2022/23 Adopted Budget. The increase is primarily due to increases in membership costs for NACo and ABAG and to replace outdated equipment in the Board Chambers. The increase is partially offset by a decrease in workers’ compensation costs. Services and Supplies includes costs for recording, editing, and copying of the Board 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 Chair, and meals and refreshments for the Board Closed Sessions.

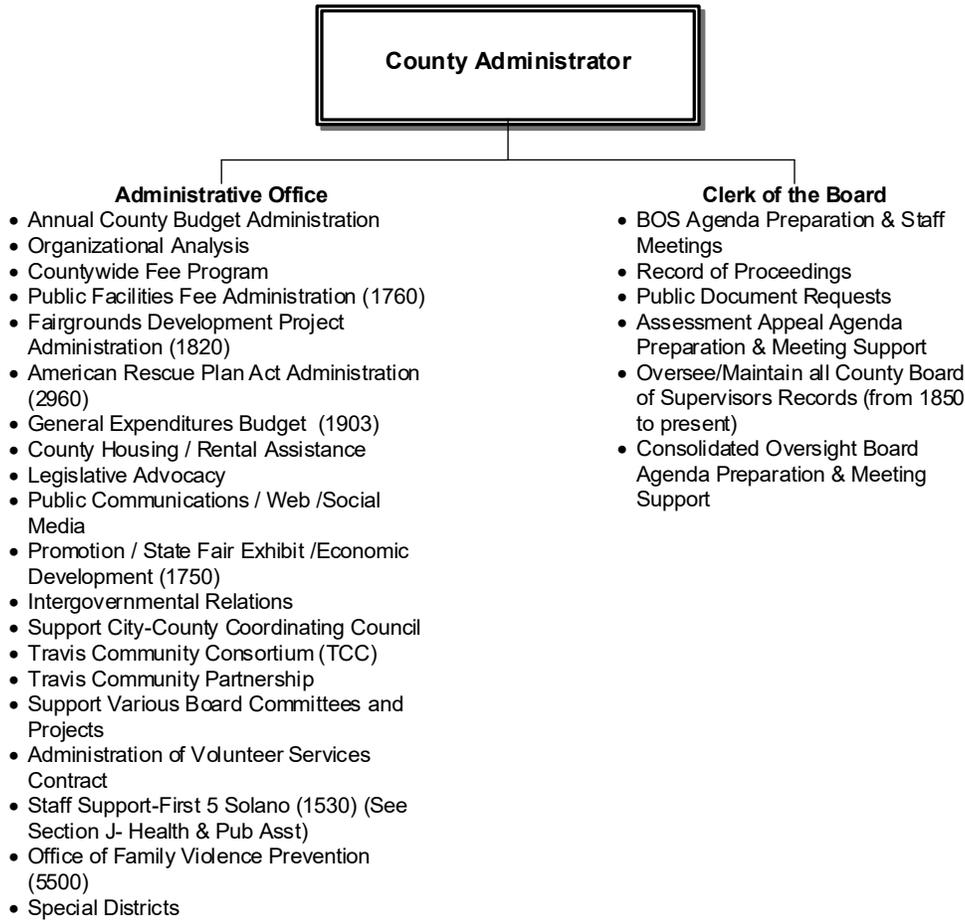
Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	28,871	10,638	0	(10,638)	(100.0%)
SERVICES AND SUPPLIES	119,069	246,446	276,780	30,334	12.3%
OTHER CHARGES	25,000	25,000	25,000	0	0.0%
INTRA-FUND TRANSFERS	399	1,000	1,000	0	0.0%
TOTAL APPROPRIATIONS	173,338	283,084	302,780	19,696	7.0%
NET COUNTY COST	173,338	283,084	302,780	19,696	7.0%

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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:	
FY2022/23 Midyear Projection:	5,307,112
FY2023/24 Recommended:	5,977,475
County General Fund Contribution:	1,134,663
Percent County General Fund Supported:	19.0%
Total Employees (FTEs):	20

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 and continued to provide support to the Board subcommittee on the Solano Fairgrounds for the both the Solano360 project implementation and the operational agreements with the Fair.
- 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 Pension Advisory Committee to implement strategies to address escalating retirement costs.
- Continued to provide guidance on the 2011 Public Safety Realignment for program and funding with the public safety departments.
- Continued partnership and support for “Moving Solano Forward III,” the updated Countywide economic development strategy with Solano Economic Development Corporation (EDC).
- Continued to produce the annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyer (14th 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 \$62,455 donated by Solano County employees toward the 2022 “Holiday Food Fight” campaign for a grand total of \$610,791 donated by Solano County employees since 2004.

-
- Assisted the Board in completing the initial allocation of the County's one-time \$86.9 million federal American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) direct funding and provided staff support for ongoing administration and reporting.
 - Produced the Midyear Financial Forecast for the County Budget and coordinated ongoing budget monitoring throughout the year.
 - Established the Solano Family Justice Center Oversight Committee, as part of the Office of Family Violence Prevention (OFVP) Transition Plan and worked to contract with a new lead agency (Contra Costa Family Justice Alliance) to host a strategy planning session on the future of the Solano Family Justice Center.
 - 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.
 - Actively working with LAFCo and Board Subcommittee reviewing Fire District services and wildfire preparedness.
 - Provided temporary department oversight to the Department of Human Resources.
 - Hosted the 1st Annual Wildfire Community Preparedness Day event on May 6, 2023, to provide the community with resources to prepare for the beginning of wildfire prevention season.
 - Worked with community groups, Solano Resource Conservation District, and local fire agencies to establish the Solano Fire Safe Council; created to facilitate discussions and collaborate on wildfire prevention efforts.
 - In coordination with Human Resources, completed the labor negotiation process for 19 successor collective bargaining agreements, which went into effect in FY2022/23.
 - Continued to produce the Solano County Annual Report, a comprehensive document, shared within the community that highlights the accomplishments of the Board and County departments in a calendar year.
 - Launched the redesign of the solanocounty.com website to provide an updated user experience.

WORKLOAD INDICATORS

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

- Participated and provided assistance at 24 various Board meetings in person with expanded and modified public participation access.
- Processed 479 Agenda submittals and developed/published Minutes for 21 Board Regular Meetings, 3 Board Special Meetings, 3 City Selection Committee Meetings, 3 Consolidated Oversight Board Meetings, and processed 234 Public Comments related to items under the jurisdiction of the Board, through March 28, 2023.
- Provided staff administrative support to 10 Assessment Appeals Board Hearings.
- Provided administrative support to 3 Consolidated Oversight Board meetings.
- Provided administrative support for 3 City Selection Committee meetings.
- Recorded 14 Ordinances and 179 Resolutions adopted by the Board.
- Processed 236 Assessment Appeals applications (individual applications for multiples parcels counted as one).
- Received 37 requests for information under the California Public Records Act (GC §6250).
- Filed 191 California Environmental Quality Act (CEQA) documents.
- Processed 77 claims against the County and 22 lawsuits.

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

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	45,678	42,328	41,875	(453)	(1.1%)
ADMINISTRATIVE OFFICE	3,357,082	3,502,846	4,800,967	1,298,121	37.1%
TOTAL REVENUES	3,402,760	3,545,174	4,842,842	1,297,668	36.6%
APPROPRIATIONS					
CLERK OF THE BOARD	456,002	536,185	552,517	16,332	3.0%
ADMINISTRATIVE OFFICE	4,891,352	4,808,539	5,424,958	616,419	12.8%
TOTAL APPROPRIATIONS	5,347,354	5,344,724	5,977,475	632,751	11.8%
NET COUNTY COST					
CLERK OF THE BOARD	410,324	493,857	510,642	16,785	3.4%
ADMINISTRATIVE OFFICE	1,534,270	1,305,693	623,991	(681,702)	(52.2%)
NET COUNTY COST	1,944,594	1,799,550	1,134,633	(664,917)	(36.9%)

STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	16	17	18	1	588.2%
TOTAL STAFFING	18	19	20	1	526.3%

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 Solano (BU 1530).

1115 - Administration:

The Recommended Budget represents an increase of \$1,298,121 or 37.1% in revenues and an increase of \$616,419 or 12.8% in appropriations when compared to the FY2022/23 Adopted Budget. The Net County Cost for the Administration budget decreased by \$681,702 or 52.2%. This budget is primarily funded by County General Fund.

The increase in appropriations is primarily due to increases in Salaries and Employee Benefits of \$631,627 or 15.4% resulting from negotiated and approved labor contracts and the addition of 1.0 FTE Economic Development Officer to support countywide economic development initiatives.

Contracts

The FY2023/24 Recommended Budget includes the following significant contract:

- \$184,332 for Legislative Advocacy Services on general County issues.

Fixed Assets

None.

1114 - Clerk of the Board:

The Recommended Budget represents a decrease of \$453 or 1.1% in revenues and an increase of \$16,332 or 3.0% in appropriations when compared to the FY2022/23 Adopted Budget. This budget is primarily funded by County General Fund.

The increase in appropriations is primarily due to increases in Salaries and Employee Benefits of \$6,817 or 2.0% resulting from negotiated and approved labor contracts and an increase in Services and Supplies of \$9,094 or 4.6% due to increased central data processing charges.

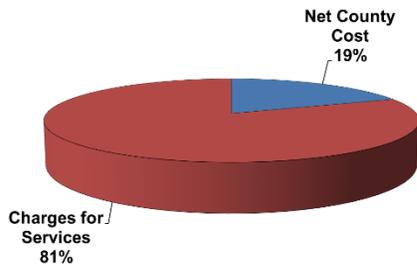
Fixed Assets

None.

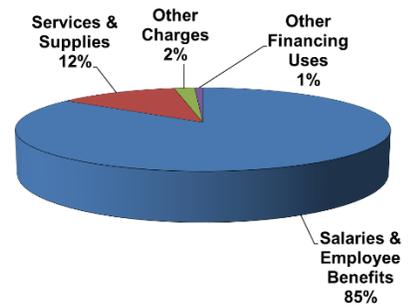
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



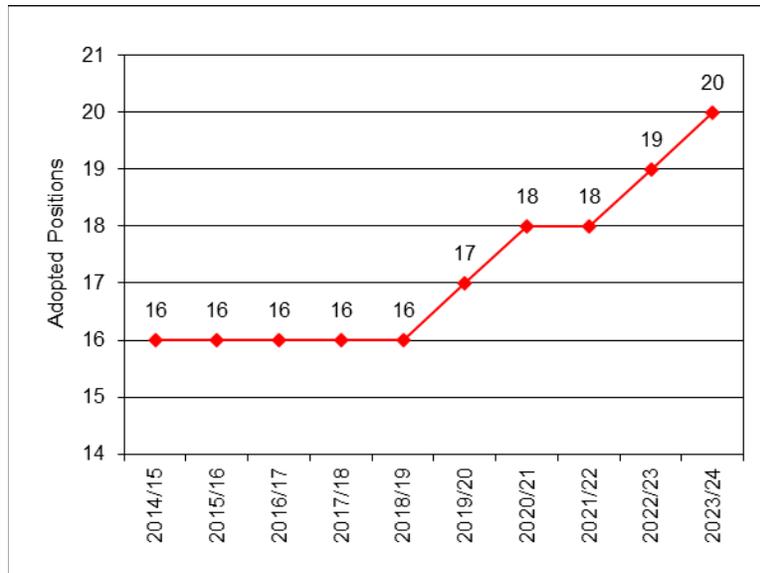
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	3,213,453	3,545,174	4,842,842	1,297,668	36.6%
OTHER FINANCING SOURCES	189,307	0	0	0	0.0%
TOTAL REVENUES	3,402,760	3,545,174	4,842,842	1,297,668	36.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,579,381	4,436,641	5,075,085	638,444	14.4%
SERVICES AND SUPPLIES	619,414	734,228	724,942	(9,286)	(1.3%)
OTHER CHARGES	126,282	124,689	124,796	107	0.1%
OTHER FINANCING USES	38,496	45,988	49,658	3,670	8.0%
INTRA-FUND TRANSFERS	(16,220)	3,178	2,994	(184)	(5.8%)
TOTAL APPROPRIATIONS	5,347,353	5,344,724	5,977,475	632,751	11.8%
NET COUNTY COST	1,944,594	1,799,550	1,134,633	(664,917)	(36.9%)

SUMMARY OF POSITION CHANGES

The FY2023/24 Recommended Budget includes the following proposed position change:

- Add 1.0 FTE Economic Development Officer (TBD). This position will support countywide economic development initiatives.

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 FY2022/23 and a number anticipated in FY2023/24 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.

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.

Continue work with the CAP Solano JPA Board of Directors to develop a short- and long-term staffing plan in support of the JPA with shared costs among all participating agencies.

Ensure that ARPA funds are utilized in a timely and appropriate manner consistent with the parameters set by the Board of Supervisors.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	0	0	0	0	0.0%
1903 GENERAL EXPENDITURES	5,958,581	1,803,000	6,975,000	5,172,000	286.9%
1905 COUNTYWIDE COST ALLOCATION PLA	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
1906 GENERAL FUND OTHER-DEBT SERV	0	0	0	0	0.0%
2400 GRAND JURY	0	0	0	0	0.0%
6730 OTHER PUBLIC DEFENSE	3,024,178	3,808,543	4,145,325	336,782	8.8%
6800 C M F CASES	474,405	450,000	586,000	136,000	30.2%
6901 2011 REALIGNMENT-ADMINISTRATIO	159,148	150,000	192,042	42,042	28.0%
2960 ARPA - COUNTY SLFRF	104,131	12,665,416	57,035,916	44,370,500	350.3%
5500 OFFICE OF FAMILY VIOLENCE PREV	233,264	250,834	751,707	500,873	199.7%
APPROPRIATIONS					
1750 PROMOTION	70,215	267,909	279,764	11,855	4.4%
1903 GENERAL EXPENDITURES	207,122,012	216,105,454	243,465,067	27,359,613	12.7%
1905 COUNTYWIDE COST ALLOCATION PLA	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
1906 GENERAL FUND OTHER-DEBT SERV	1,926,376	4,104,807	3,973,531	(131,276)	(3.2%)
2400 GRAND JURY	121,953	168,672	200,593	31,921	18.9%
6730 OTHER PUBLIC DEFENSE	3,024,178	3,808,543	4,145,325	336,782	8.8%
6800 C M F CASES	405,115	411,741	585,553	173,812	42.2%
6901 2011 REALIGNMENT-ADMINISTRATIO	159,148	167,746	192,042	24,296	14.5%
2960 ARPA - COUNTY SLFRF	104,131	12,349,455	57,035,916	44,686,461	361.8%
5500 OFFICE OF FAMILY VIOLENCE PREV	978,837	1,045,082	2,068,651	1,023,569	97.9%
NET CHANGE					
1750 PROMOTION	70,215	267,909	279,764	11,855	4.4%
1903 GENERAL EXPENDITURES	201,163,431	214,302,454	236,490,067	22,187,613	10.4%
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	1,926,376	4,104,807	3,973,531	(131,276)	(3.2%)
2400 GRAND JURY	121,953	168,672	200,593	31,921	18.9%
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	(69,290)	(38,259)	(447)	37,812	(98.8%)
6901 2011 REALIGNMENT-ADMINISTRATIO	0	17,746	0	(17,746)	(100.0%)
2960 ARPA - COUNTY SLFRF	0	(315,961)	0	315,961	(100.0%)
5500 OFFICE OF FAMILY VIOLENCE PREV	745,573	794,248	1,316,944	522,696	65.8%

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:

- The California State Fair canceled the annual Counties Exhibit in 2020 and 2021 due to COVID-19. By the time Solano County learned about an opportunity to participate in a 2022 and 2023 State Fair Counties Exhibit, it was too late to initiate a project to represent the County. The County has allocated funds to participate in a 2024 Counties Exhibit if the California State Fair announces the competition early in the calendar year.

Accomplishments:

- Published the *2022 Index of Economic and Community Progress* in May 2023 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 Economic Development Corporation (EDC).

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$11,855 or 4.4% in appropriations when compared to the FY2022/23 Adopted Budget. The increase in appropriations is due to an increase in the County’s contributions to the annual Solano EDC membership. The increase in the County’s annual membership fee will partially fund a dedicated business assistance professional tasked with coordinating business opportunities with a countywide focus on recruitment, retention, and support of local businesses. The County and the cities are each contributing to this new position.

Primary Funding Sources

The funding source for the department is County General Fund.

Primary Costs

The FY2023/24 Recommended Budget includes the following significant projects:

- \$150,000 for consulting fees related to the branding update of the Solano County website, SolanoCounty.com.
- \$59,375 for the continued annual membership with Solano EDC and the County’s portion of funding a dedicated business assistance professional with a focus on recruitment, retention, and support of local businesses.
- \$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 2024 California State Fair.
- \$20,000 for economic development studies to produce the *2023 Index of Economic and Community Progress*.
- \$5,000 for the cost of promotional campaigns and projects that market the County throughout the region.

Fixed Assets

None.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	67,500	267,800	279,375	11,575	4.3%
OTHER CHARGES	2,715	109	389	280	256.9%
TOTAL APPROPRIATIONS	70,215	267,909	279,764	11,855	4.4%
NET COUNTY COST	70,215	267,909	279,764	11,855	4.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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.

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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,122,557	986,000	1,125,000	139,000	14.1%
CHARGES FOR SERVICES	836,024	817,000	850,000	33,000	4.0%
OTHER FINANCING SOURCES	4,000,000	0	5,000,000	5,000,000	100.0%
TOTAL REVENUES	5,958,581	1,803,000	6,975,000	5,172,000	286.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	8,506,553	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	1,162,871	2,022,668	1,925,780	(96,888)	(4.8%)
OTHER CHARGES	9,441,281	9,599,314	9,599,314	0	0.0%
OTHER FINANCING USES	188,010,487	202,983,472	230,439,973	27,456,501	13.5%
INTRA-FUND TRANSFERS	820	0	0	0	0.0%
TOTAL APPROPRIATIONS	207,122,012	216,105,454	243,465,067	27,359,613	12.7%
NET COUNTY COST	201,163,432	214,302,454	236,490,067	22,187,613	10.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents an increase of \$5,172,000 or 286.9% in revenues and an increase of \$27,359,613 or 12.7% in appropriations when compared to the FY2022/23 Adopted Budget. The Net County Cost increased by \$22,187,613 or 10.4%.

The revenue increase of \$5,172,000 is mainly due to a one-time transfer in from American Rescue Plan Act Fund (BU 2960) of \$5,000,000 to primarily fund a structural deficit in Health and Social Services - Family Health Services Division. This transfer represents a portion of the \$10 million designated by the Board to be used under the ARPA-SLFRF Revenue Replacement category to backfill revenue losses in H&SS.

The appropriations increase of \$27,359,613 is primarily the net result of an increase in Other Financing Uses partially offset by a small decrease in Services and Supplies. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in line with the FY2022/23 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:

- \$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 for a master infrastructure study.
- \$500,000 for the redesign of the County's website www.solanocounty.com, which represents the rebudgeted amount from FY2022/23.
- \$335,780 for the County's share of LAFCo's costs for the FY2023/24 Budget.

- \$200,000 for maintaining software licensing and support of existing systems to promote efficiency in the budget process and for the rebudget from FY2022/23 for the purchase and implementation of new budget software tools.
- \$150,000 for the County’s Equity and Diversity initiatives, which represents the amount rebudgeted from FY2022/23.
- \$140,000 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2024.

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 MOE to the Trial Court.
- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
- \$370,773 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 caseload.
 - \$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).
 - \$100,000 contribution to CAP Solano JPA to support activities of the Homeless Task Force, which represents the rebudgeted amount from FY2022/23.
 - Additional General Fund Contributions to Non-County Agencies including the transfer to the Community Investment Fund (Fund 151 – BU 1570) are reflected in the respective department budgets responsible for administering the contributions and related services.

Other Financing Uses of \$230,439,973 represents General Fund Contributions to other Non-General Fund County departments including \$5,000,000 in ARPA-SLFRF funding to Health and Social Services, which reflect an increase of \$27,456,501 when compared to the FY2022/23 Adopted Budget as noted below:

Public Safety Fund

The General Fund Contribution to the Public Safety departments, Fund 900, is \$164,401,779, an increase of \$14,927,874 or 10.0% when compared to the FY2022/23 Adopted Budget and is the net result of the following:

- Sheriff’s Office: \$85,268,773 General Fund Contribution which represents a \$7,090,654 or 9.1% increase primarily the result of increases in labor costs resulting from negotiated and approved labor contracts, liability insurance, inmate medical and food costs, and central data processing costs.
- Probation: \$27,164,461 General Fund Contribution which represents a \$1,913,648 or 7.6% increase primarily the result of increases in labor costs resulting from negotiated and approved labor contracts; mental health, medical, dental, and substance abuse treatment services at the Juvenile Detention Facility and other services; and central data processing costs.
- District Attorney: \$23,049,298 General Fund Contribution which represents a \$3,081,033 or 15.4% increase primarily due to increases in labor costs resulting from negotiated and approved labor contracts, software maintenance, central data processing, and Countywide Administrative Overhead costs.
- Public Defender: \$18,436,355 General Fund Contribution which represents a \$1,972,054 or 12.0% increase primarily due to increases in labor costs resulting from negotiated and approved labor contracts and Countywide Administrative Overhead costs.
- Alternate Public Defender: \$6,337,567 General Fund Contribution which represents a \$533,703 or 9.2% increase. The increased need for General Fund support is primarily the result of increased labor costs due to negotiated and approved labor contracts.
- Other Public Defense: \$4,145,325 in General Fund Contribution which represents an increase of \$336,782 or 8.8% due to increases in legal services and other professional services costs associated with increased attorney rates approved by the Board.

**Bill Emlen, County Administrator
Other General**

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 FY2023/24, the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely. For more detail see Public Safety section of the Budget.

Health & Social Services Fund

The General Fund Contribution to Health and Social Services (Fund 902), which includes the utilization of \$5 million in one-time ARPA-SLFRF revenue replacement/recovery funding is \$38,477,788, an increase of \$11,504,959 or 42.7% when compared to the FY2022/23 Adopted Budget and is the result of the following:

- \$20,764,637 to fund Social Services and various Public Assistance programs, which represents an increase of \$5,271,160 primarily due to negotiated and approved labor contracts and increases in Medi-Cal administration and public assistance programs, including CalWORKs, Adoptions, and General Assistance.
- \$13,227,123 to fund Behavioral Health and Health Services programs and Health & Social Services Administration, which represents an increase of \$3,085,208 primarily due to increase costs related to the impact of negotiated and approved labor contracts in the various programs.
- \$4,486,028 to fund Family Health Services, which represents an increase of \$3,148,591 primarily due to insufficient revenues and increase costs related to the impact of negotiated and approved labor contracts resulting in a structural deficit in the Family Health Clinics. One-time ARPA-SLFRF revenue replacement/recovery funding is being directed to address the structural deficit in Family Health Services in FY2023/24. This one-time funding will allow for the Family Health Clinics to continue operations while staff work to address the structural deficit.

IHSS Public Authority Fund

The General Fund Contribution to IHSS Public Authority, Fund 152, is \$9,066,621, a decrease of \$400,247 or 4.2% when compared to the FY2022/23 Adopted Budget due to a decrease in the share of the IHSS MOE offset by increases in Countywide Administrative Overhead, advisory committee expenditures, and IHSS Public Authority administration costs.

Transfers-Out to Other County Departments/Funds

- \$15,374,950 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.
- \$361,650 to the Library (Fund 004 - BU 6300) for the Library Services Director's salary and employee benefits in accordance with Education Code §19147.
- \$625,000 to Parks & Recreation (Fund 016 - BU 7000) which reflect the County's share of cost for operation of the Parks supported by the General Fund.
- \$1,648,298 to First 5 Solano (Fund 151 - BU 1570) for contract services and direct services through the County's Community Investment Fund.
- \$358,912 to Area Agency on Aging (Fund 216 – BU 2160) for Solano County's share in the administration of costs.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 an increase in offset of \$1,736,737 or 46.5% in both revenues and appropriations when compared to the FY2022/23 Adopted Budget. The net offset for FY2023/24 is \$5,471,394. 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 (Plan) calculation. For FY2023/24, increases were primarily due to increased Salaries and Employee Benefit costs due to filled vacant positions, approved cost of living adjustments, and increased insurance, maintenance, and utility costs in the General Fund departments. Additionally, the COVID-19 pandemic impacted allocated costs and revenues in FY2022/23 as less costs were incurred resulting in larger year-over-year increases in the Plan.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
TOTAL REVENUES	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
APPROPRIATIONS					
OTHER CHARGES	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
TOTAL APPROPRIATIONS	(3,677,106)	(3,734,657)	(5,471,394)	(1,736,737)	46.5%
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 a decrease of \$131,276 or 3.2% in appropriations when compared to the FY2022/23 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2021 COPs (\$2,056,863), 2017 COPs (\$1,871,698), 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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	1,926,376	4,104,807	3,973,531	(131,276)	(3.2%)
TOTAL APPROPRIATIONS	1,926,376	4,104,807	3,973,531	(131,276)	(3.2%)
NET COUNTY COST	1,926,376	4,104,807	3,973,531	(131,276)	(3.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

Last year the Courthouse Temporary Construction Fund (BU 4140) (CTCF) did not have sufficient funding to meet obligations on the 2017 COPs, requiring an increased contribution from the General Fund. In FY2023/24, projected court fines, vehicle violations and contingencies in the Courthouse Temporary Construction Fund (BU 4140) are sufficient to meet the debt service obligations in FY2023/24 and the General Fund contributions have been reduced accordingly.

The 2021 COPs were issued on October 21, 2021. The Recommended Budget includes the second payment of \$2,056,863 which is due in FY2023/24.

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 governments. 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 2023.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$31,921 or an 18.9% in appropriations when compared to the FY2022/23 Adopted Budget. The increase in appropriations is primarily due to an increase in fixed assets of \$29,650 for audio improvements and equipment for the Civil Grand Jury meeting space. The Budget is funded within the County General Fund and has no revenue.

Fixed Assets

The FY2023/24 Recommended Budget includes the following fixed asset:

- \$29,650 for audio improvements and equipment for the Civil Grand Jury meeting space.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	105,101	117,353	121,180	3,827	3.3%
OTHER CHARGES	16,580	50,569	48,763	(1,806)	(3.6%)
F/A EQUIPMENT	0	0	29,650	29,650	100.0%
INTRA-FUND TRANSFERS	272	750	1,000	250	33.3%
TOTAL APPROPRIATIONS	121,953	168,672	200,593	31,921	18.9%
NET COUNTY COST	121,953	168,672	200,593	31,921	18.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Bill Emlen, County Administrator
 Judicial

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 for services guidelines.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$336,782 or 8.8% in both revenues and appropriations when compared to FY2022/23 Adopted Budget. The primary funding source for the budget is the County General Fund. The increase in Net County Cost is primarily due to an increase of \$394,686 or 11.7% in Services and Supplies for legal services and other professional services costs associated with increased attorney rates.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
GENERAL FUND CONTRIBUTION	3,024,178	3,808,543	4,145,325	336,782	8.8%
TOTAL REVENUES	3,024,178	3,808,543	4,145,325	336,782	8.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	61,095	404,969	329,539	(75,430)	(18.6%)
SERVICES AND SUPPLIES	2,909,951	3,386,903	3,781,589	394,686	11.7%
OTHER CHARGES	53,133	16,671	32,362	15,691	94.1%
OTHER FINANCING USES	0	0	1,835	1,835	100.0%
TOTAL APPROPRIATIONS	3,024,178	3,808,543	4,145,325	336,782	8.8%
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

PC §987.2 authorizes the court to establish a rate of reimbursement to private appointed counsel but requires the court to consult with the Board of Supervisors and to ensure the sums are within the amount of funds allocated in the budget. An analysis of rates was conducted, including a comparison of rates in neighboring counties as well as actual hourly rates for County attorneys. Based on this analysis there was a proposed rate increase for both attorneys and private investigators beginning May 1, 2023.

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.

6800 – Fund 901-California Med. Fac. (CMF) Cases Summary of Other Administered Budgets
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 costs, interest expense, and certain treatment costs covered under PC §2970 are not reimbursed by the State.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$136,000 or 30.2% in revenues and an increase of \$173,812 or 42.2% in appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Sources

The primary funding source for this budget unit is State reimbursement, which does not cover Countywide Administrative Overhead costs, 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 primarily due to an increase in Legal Services related to an increase in appointed attorney rates and Countywide Administrative Overhead costs.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP INTERGOVERNMENTAL REV STATE	17 <u>474,387</u>	0 <u>450,000</u>	0 <u>586,000</u>	0 <u>136,000</u>	0.0% 30.2%
TOTAL REVENUES	474,405	450,000	586,000	136,000	30.2%
APPROPRIATIONS					
SERVICES AND SUPPLIES	399,416	399,500	569,500	170,000	42.6%
OTHER CHARGES	<u>5,699</u>	<u>12,241</u>	<u>16,053</u>	<u>3,812</u>	31.1%
TOTAL APPROPRIATIONS	405,115	411,741	585,553	173,812	42.2%
CHANGE IN FUND BALANCE	(69,289)	(38,259)	(447)	37,812	(98.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

While reimbursement rates to attorneys in prison matters are not necessarily tied to rates approved for other appointed attorneys, attorney rates for appointed counsel are interrelated and do impact county and local court budgets. PC §987.2 authorizes the court to establish a rate of reimbursement to private appointed counsel but requires the court to consult with the Board of Supervisors and to ensure the sums are within the amount of funds allocated in the budget. An analysis of rates was conducted,

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

including a comparison of rates in neighboring counties as well as actual hourly rates for county attorneys. Based upon the proposed rate increase, the Court established a reimbursement rate for prison cases of \$112.00/hour for attorneys and \$65/hour for private investigators beginning May 1, 2023.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

6901 – Fund 905-2011 Realignment-Administration Summary of Other Administered Budgets
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 an increase of \$42,042 or 28.0% in revenues and an increase of \$24,296 or 14.5% in appropriations when compared to the FY2022/23 Adopted Budget. 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 \$50,000 allocated for the continued implementation of the approved Local Realignment Implementation Plan funded by the allocation of one-time funds from the State.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	159,148	150,000	192,042	42,042	28.0%
TOTAL REVENUES	159,148	150,000	192,042	42,042	28.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	50,000	58,598	50,000	(8,598)	(14.7%)
OTHER CHARGES	109,148	109,148	142,042	32,894	30.1%
TOTAL APPROPRIATIONS	159,148	167,746	192,042	24,296	14.5%
NET CHANGE	0	17,746	0	(17,746)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

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 FY2023/24 is projected based on initial Statewide estimates and is subject to change.

FUNCTION AND RESPONSIBILITIES

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, to provide 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 U.S. 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.

Eligible costs must be obligated during the period from March 3, 2021 through December 31, 2024 and fully expended by December 31, 2026.

The process for determining the allocation and use of the County’s direct ARPA SLFRF funding has been at the discretion the County Board of Supervisors. The Board has directed a comprehensive process to review and identify County needs within the eligible spending categories which included:

- Analysis of the U.S. Treasury’s requirements.
- Review of existing needs assessments and reports.
- Public outreach and community engagement including a community survey and two public hearings.
- Receiving presentations from subject matter workgroups on a wide variety of sectors, including children and education, affordable housing, homelessness, workforce development, small business assistance, infrastructure, food security, public health, behavioral health, and nonprofits.

The Board’s process to determine the initial allocation of ARPA funding was completed in March 2023 and the Board allocated funds toward a total of 58 projects to support recovery and invest in the County’s infrastructure for future growth.

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 ARPA SLFRF allocation.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$44,370,500 or 350.3% in revenues and an increase of \$44,686,461 or 361.8% in appropriations when compared to the FY2022/23 Adopted Budget. The Recommended Budget includes the anticipated roll over funds for approved projects which reflect the recovery effort in addressing the negative economic impacts of the pandemic and services to disproportionately impacted communities in the following U.S. Treasury Categories:

- \$5,423,728 in Public Health, which includes both public health and behavioral health.
- \$19,996,334 in Negative Economic Impacts, which includes workforce development, small business support, emergency food, housing, children, and education.
- \$10,022,500 in Infrastructure, which includes water and broadband.
- \$20,833,658 in Revenue Replacement, which includes a revolving loan fund, nonprofit support, parks and tourism, homelessness, and support for farm businesses.
- \$759,696 in Administration to support staffing administration of ARPA and a database for the collection of data for reporting.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	104,131	12,665,416	57,035,916	44,370,500	350.3%
TOTAL REVENUES	104,131	12,665,416	57,035,916	44,370,500	350.3%
APPROPRIATIONS					
SERVICES AND SUPPLIES	85,300	12,349,455	32,144,658	19,795,203	160.3%
OTHER CHARGES	18,831	0	17,187,530	17,187,530	100.0%
OTHER FINANCING USES	0	0	7,703,728	7,703,728	100.0%
TOTAL APPROPRIATIONS	104,131	12,349,455	57,035,916	44,686,461	361.8%
NET COUNTY COST	0	(315,961)	0	315,961	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Other Financing Uses of \$7,703,728 includes a one-time transfer out to General Expenditures (BU 1903) of \$5,000,000 to primarily fund a structural deficit in Health and Social Services - Family Health Services Division.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

While the initial process for allocation of the one-time ARPA SLFRF funding was completed in March 2023, as projects are implemented, the Board may need to make adjustments to specific project allocations to ensure all funds are fully obligated by the deadline of December 31, 2024. In addition, the Board directed some projects to return with guidelines outlined for full Board approval prior to implementation.

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

Bill Emlen, County Administrator

Other Protection

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. OFVP 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 OFVP 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. OFVP also serves as a pass-through agency 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 co-located 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 OFVP 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); and providing program oversight and fiscal support for the grant or dedicated revenue-funded projects outlined below.

5503 OFVP Grants

OFVP maintains, operates, and manages several grants and other outside funding, including:

- CalOES Family Justice Center (FJ) Grant: Grant objective is to support fully operational multiagency, multidisciplinary FJCs. Program components include: (1) Victims Services--subrecipients shall provide services to victims of domestic violence, sexual assault, elder or dependent adult abuse, and human trafficking; (2) Direct Service Personnel; (3) Assistance with California Victim Compensation Board Claims; (4) Operational Agreements; and (5) Staff Planning and Training.
- CalOES County Victim Service (XC) Grant: 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. This grant provides funding for two social workers.
- Kaiser Grant: The East Bay Community Foundation provides this grant for Healing Victims of Crime, Long-Term Stress, Intergenerational Trauma, and Racism.
- DV-CES Grant: Community Action Partnership (CAP) Solano Domestic Violence Coordinated Entry Systems (DV-CES) Grant Program was renewed and awarded to the OFVP. 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. This grant provides partial funding for one social worker.

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,

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

grounds, and custodial services at the SFJC are included in this unit. The newly contracted lead agency costs are also included in this unit.

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 SFJC and continues to support its operational costs.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Solano Family Justice Center in Collaboration with Contra Costa Family Justice Alliance: The County entered into a contract with Contra Costa Family Justice Alliance (CCFJA) effective January 1, 2023 to act as the lead agency. CCFJA has partnered with OFVP and has begun partnering with community agencies to form the “new and reimagined” Solano FJC. Services include assistance with filing Protection Orders, comprehensive needs assessments, referrals for public benefits (cash aid, Medi-Cal, food stamps), court accompaniment, Safe at Home applications, completion of California Victim Compensation Board (Cal VCB) applications, and referrals for many other services located at the SFJC. Since the collaboration began on January 1, 2023 many partners have begun reaching out and joining the center onsite and offsite to continue the delivery of coordinated services in Solano County.
- Solano Family Justice Center Continues Collaboration with Fighting Back Partnership: OFVP and the SFJC continue to collaborate with Fighting Back Partnership in Vallejo to provide services to victims of violence in Vallejo. OFVP maintains office space at Fighting Back Partnership to continue the collaboration of services in Vallejo with a Social Worker onsite throughout each week.
- CalOES (XC) County Victim Services Program Grant Renews Funding: In FY2022/23 grant funding was continued and used to fund two 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 FY2022/23, OFVP Social Workers served 1,191 clients of which 795 were new clients. The majority of clients served were victims of Domestic Violence (542 clients); Victims of Stalking and harassment being the second largest population served (156 clients). Other clients served were victims of Elder Abuse, Child Abuse, Sexual Assault, and Human Trafficking.
- In FY2022/23, OFVP Social Workers and Family Justice Center on-site partner agencies provided a total of 4,659 units of service to clients receiving services at the SFJC.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$500,873 or 199.7% in revenues and an increase of \$1,023,569 or 97.9% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost increased \$522,696 or 65.8% when compared to the FY2022/23 Adopted Budget. The General Fund Contribution is \$1,316,944. This General Fund cost is anticipated to reduce over time as the new lead agency settles into their role, more grants and funding opportunities are identified, and less County Administrative Overhead costs are charged to this budget unit.

Primary Funding Sources

The primary funding source is the General Fund at \$1,316,944 or 63.7% of total revenues. Other revenues of \$751,707 includes Marriage License Fees, Battered Women Fee revenue, grant revenue, and Vital Record Fee revenue.

The Recommended Budget includes a \$500,873 or 199.7% increase in revenues primarily due to the following:

- Intergovernmental Revenues increased by \$337,127 as CalOES Grants will continue from FY2022/23 into FY2023/24.

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

- Misc Revenue increased \$162,546 as there is a projected increase of Vital Record Fees being used in FY2022/23 to partially offset increased start-up costs of the new lead agency.

Primary Costs

The Recommended Budget includes a \$1,023,569 or 97.9% increase in appropriations due primarily to the following:

- Salaries and Employee Benefits reflect an increase of \$86,177 or 13.8% primarily attributed to negotiated and approved labor contracts, CalPERS retirement costs, changes in health benefit costs and workers' compensation rates.
- Services and Supplies reflect an increase of \$644,620 or 254.8% primarily due to an \$656,638 increase in professional services related to the lead agency - Contra Costa Family Justice Alliance contract.
- Other Charges reflect an increase of \$279,118 or 643.8% due to an increase in Countywide Administrative Overhead charges related to the significant staff time taken to implement the transition of the FJC over the past two years. It is anticipated that this cost will decrease in future fiscal years.
- Intrafund Transfers reflect an increase of \$12,601 or 10.6% related to General Services' Facilities Division costs for building maintenance, grounds, and custodial services at the SFJC.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$656,638 for lead agency services with Contra Costa Family Justice Alliance.
- \$76,439 in grant related contracts for domestic violence services with Court Appointed Special Advocate (CASA) and Victim Empowerment Support Team (VEST).
- \$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).

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

DETAIL BY REVENUE		2022/23		FROM	
CATEGORY AND	2021/22	ADOPTED	2023/24	ADOPTED TO	PERCENT
APPROPRIATION CATEGORY	ACTUAL	BUDGET	RECOMMENDED	RECOMMENDED	CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	8,306	45,000	45,000	0	0.0%
FINES, FORFEITURES, & PENALTY	1,315	1,800	3,000	1,200	66.7%
INTERGOVERNMENTAL REV STATE	172,498	108,765	361,174	252,409	232.1%
INTERGOVERNMENTAL REV OTHER	0	0	84,718	84,718	100.0%
MISC REVENUE	51,146	95,269	257,815	162,546	170.6%
TOTAL REVENUES	233,264	250,834	751,707	500,873	199.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	574,745	624,172	710,349	86,177	13.8%
SERVICES AND SUPPLIES	221,755	253,031	897,651	644,620	254.8%
OTHER CHARGES	57,473	43,358	322,476	279,118	643.8%
OTHER FINANCING USES	5,326	5,872	6,925	1,053	17.9%
INTRA-FUND TRANSFERS	119,538	118,649	131,250	12,601	10.6%
TOTAL APPROPRIATIONS	978,837	1,045,082	2,068,651	1,023,569	97.9%
NET COUNTY COST	745,573	794,248	1,316,944	522,696	65.8%

STAFFING					
OFFICE OF FAMILY VIOLENCE MGMT	4	4	6	2	50.0%
TOTAL STAFFING	4	4	6	2	50.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2022/23 Budget are provided below:

On December 13, 2022, as part of the approval of the CalOES County Victim Services Program (XC) Grant the Board approved the following position changes:

- Transferred 2.0 FTE Social Worker II, Limited-Term, expiring December 31, 2023, from the District Attorney’s Budget Unit (BU 6500) to the Office of Family Violence Prevention Budget Unit (BU 5500).

On March 7, 2023, as part of the Midyear Financial Report the Board approved the following position changes:

- Extended 1.0 FTE Social Worker III, Limited-Term, to June 30, 2024, funded with County General Fund.
- Extended 1.0 FTE Social Worker II, Limited-Term, to June 30, 2024, funded with CAP Solano DV-CES Grant.

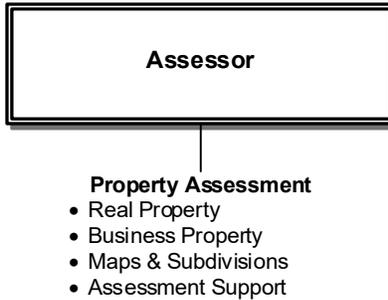
There are no changes in position allocation in the FY2023/24 Recommended Budget.

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. The County Administrator’s Office and the advisory committee returned to the Board in December 2022 with a recommendation that Contra Costa Family Justice Alliance

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

(CCFJA) be awarded a contract to administer and lead the Solano Family Justice Center. The Board approved the contract and CCFJA began operating the SFJC January 1, 2023. The Alliance worked with the County and CCFJA on a Strategic Planning Process that was held on March 8-9, 2023. At the time of this writing, the report from the Alliance on the Strategic Planning Process, which had between 85 and 100 participants each day, has not been received. It is expected that the structure and functions of the SFJC and OFVP may change over the coming year as the County continues to work through this transition and the outcomes of the Strategic Planning process and report.



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:	
FY2022/23 Midyear Projection:	8,788,679
FY2023/24 Recommended:	9,450,374
County General Fund Contribution:	5,249,374
Percent County General Fund Supported:	55.5%
Total Employees (FTEs):	49

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes, and determines the assessed value of approximately 152,000 parcels, 6,400 business properties, 7,000 boats, 1,300 manufactured homes, and 200 aircraft located in the County. Additionally, the County Assessor reviews approximately 23,300 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 2,313 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); and maintains a complete set of assessment maps geographically identifying all real property within the County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- On March 1, 2023, the County went “live” on the new property tax system, the County Assessment and Taxation System (CATS) Project. The department worked with the Department of Information Technology (DoIT), the Tax Collector, and the Auditor-Controller to implement the CATS project, replacing the Solano County Integrated Property System (SCIPS). The CATS Project is a more integrated and efficient property tax system.
- The department dedicated 4,900 hours to the implementation of the new CATS property tax system. Staff resources were utilized to plan and review project details. Limited-Term staff were trained and assigned data cleanup projects necessary for the information in the current SCIPS to be ready for conversion to CATS.
- The close of property tax year ending June 30, 2022, saw 3,000 properties removed from Proposition 8 status. The estimated remaining properties on Proposition 8 status, or with values temporarily reduced due to the decline in the real estate market, in FY2022/23 totals 4,000 properties. 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.

Glenn Zook, Assessor/Recorder
Finance

- Completed 8,000 changes in ownership and new construction valuations, representing a decrease in assessment work over the prior year.
- Resolved 257 assessment appeals during the year.
- 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 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

WORKLOAD INDICATORS

- Performed annual review of 3,710 residential parcels and approximately 258 non-residential property types for Proposition 8 valuation purposes.
- Reviewed, analyzed, and defended enrolled assessed values of 249 residential and non-residential properties under appeal by property owners.
- Reviewed 147 assessment exclusions for persons over aged 55 or disabled, and 983 assessment exclusions for parent to child or grandparent to grandchild property transfers.
- Timely responded 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 3,800 boats, and 200 aircraft.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	4,222,032	4,121,000	4,201,000	80,000	1.9%
TOTAL REVENUES	4,222,032	4,121,000	4,201,000	80,000	1.9%
APPROPRIATIONS					
PROPERTY ASSESSMENT	7,738,851	8,917,258	9,450,374	533,116	6.0%
TOTAL APPROPRIATIONS	7,738,851	8,917,258	9,450,374	533,116	6.0%
NET COUNTY COST					
PROPERTY ASSESSMENT	3,516,819	4,796,258	5,249,374	453,116	9.4%
NET COUNTY COST	3,516,819	4,796,258	5,249,374	453,116	9.4%

STAFFING					
PROPERTY ASSESSMENT	49	48	49	1	2.1%
TOTAL STAFFING	49	48	49	0	2.1%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$80,000 or 1.9% in revenues and an increase of \$533,116 or 6.0% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost increased by \$453,116 or 9.4%.

Primary Funding Source

Funding sources for the department are the General Fund, comprised of \$5,249,374 or 55.5%, and Charges for Services, comprised of \$4,201,000 or 44.5%.

The Recommended Budget includes an increase of \$80,000 or 1.9% in revenues due to an increase in Charges for Services for reimbursements made by DoIT for labor costs associated with the CATS Project; 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. These increases are partially offset by a reduction in mapping charges.

Primary Costs

The Recommended Budget of \$9,450,374 includes a \$533,116 or 6.0% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$6,981,379 reflect a net increase of \$433,671 or 6.6% due to negotiated and approved labor contracts. It includes the department's share to fund fifty percent (50%) of the new Chief Deputy Assessor/Recorder (TBD) position (the remaining 50% is budgeted in the Recorder's Office). Previously, administrative labor within the Assessor/Recorder's Office was budgeted in the Assessor's Office and charged to the Recorder's Office through Intra-Fund Transfers. Going forward, administrative costs will be directly charged and are budgeted in Salaries and Employee Benefits.
- Services and Supplies of \$1,829,784 reflect a decrease of \$188,498 or 9.3% and is primarily due to decreases in insurance and Software Maintenance & Support costs. Software used to aid assessment valuations are now integrated into the new property tax system.
- Intra-Fund Transfers of \$12,500 reflect an increase of \$276,162 or 104.7% resulting from a change in how administrative labor is charged within the Assessor/Recorder's Office. Administrative labor is now directly charged and is budgeted as part of Salaries and Employee Benefits. Funds previously provided by the Recorder for shared positions are no longer budgeted under Intra-Fund transfers.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$157,000 for mineral rights assessment services.
- \$150,000 for legal consulting services for property tax appeals.

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.

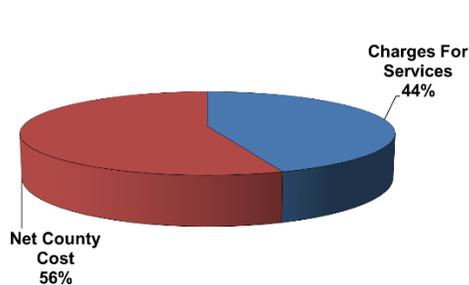
On December 13, 2023, the Board approved the "California Assessors' Association Information Technology" Joint Powers Authority (JPA) Agreement to fund a Statewide portal to file required forms by taxpayers and allow counties to collaborate on data collection and communication as a result of Proposition 19. In conjunction with all California Counties, the JPA will also create a public portal for schools, churches, affordable housing providers, non-profits, museums, etc. to electronically file their request for exemption from property taxes. This will allow a more efficient means of communicating and working with organizations and the Assessor's Office.

The department's limited-term positions were extended to June 30, 2025. The department will continue to leverage the Limited-Term staff to allow current staff and subject matter experts to continue implementation of the CATS project, which went live on

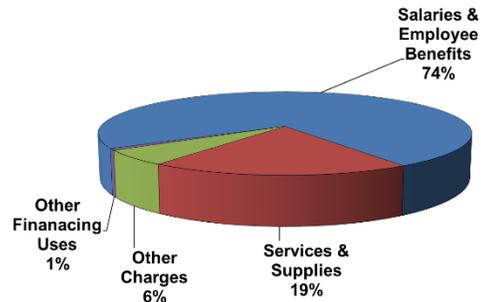
Glenn Zook, Assessor/Recorder
Finance

March 1, 2023. Limited-Term staff will continue to help mitigate changes related to the real estate market which impacts the Assessor workload in a variety of ways. This workload is impacted by the number of properties on Proposition 8, the volume of customer inquiries to the department, new Proposition 19 legislation, the restoration of Proposition 13 base values, and property transfers throughout the County. The department also continues to utilize technologies and paperless processes to allow for additional employee telecommuting options.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	4,222,032	4,121,000	4,201,000	80,000	1.9%
TOTAL REVENUES	4,222,032	4,121,000	4,201,000	80,000	1.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	5,793,092	6,547,708	6,981,379	433,671	6.6%
SERVICES AND SUPPLIES	1,563,585	2,018,282	1,829,784	(188,498)	(9.3%)
OTHER CHARGES	520,355	552,033	550,972	(1,061)	(0.2%)
LEASES	0	0	8,000	8,000	100.0%
OTHER FINANCING USES	54,009	62,897	67,739	4,842	7.7%
INTRA-FUND TRANSFERS	(192,191)	(263,662)	12,500	276,162	(104.7%)
TOTAL APPROPRIATIONS	7,738,851	8,917,258	9,450,374	533,116	6.0%
NET COUNTY COST	3,516,819	4,796,258	5,249,374	453,116	9.4%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocations since the adoption of the FY2022/23 Budget are provided below:

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

- Added 1.0 FTE Chief Deputy Assessor/Recorder (TBD).

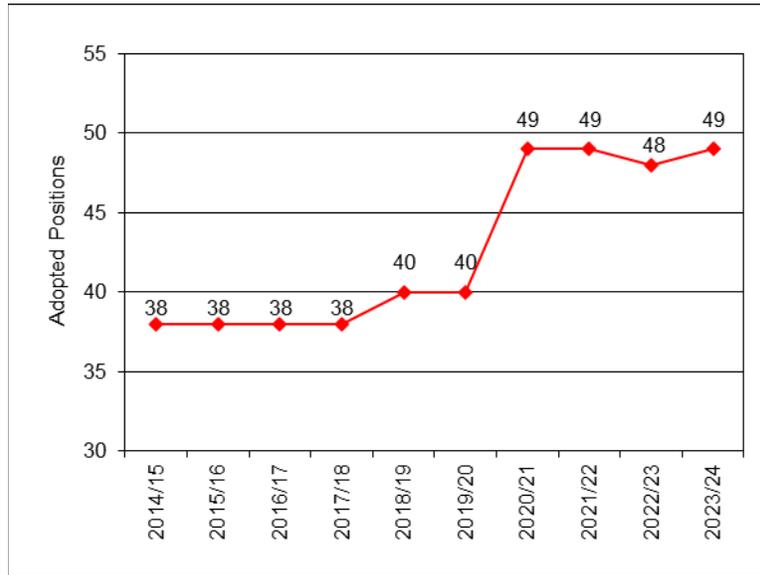
On March 7, 2023, as part of the Midyear Financial Report, the Board approved the following position changes:

- Extended 1.0 FTE Limited-Term Appraiser to expire June 30, 2025.
- Extended 1.0 FTE Limited-Term Auditor/Appraiser to expire June 30, 2025.

- Extended 2.0 FTE Limited-Term Office Assistant III to expire June 30, 2025.

There are no changes in position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	2,433,958	2,564,000	2,146,000	(418,000)	(16.3%)
4000 RECORDER SPECIAL REVENUE	899,810	925,300	878,500	(46,800)	(5.1%)
APPROPRIATIONS					
2909 RECORDER	2,062,925	2,288,334	2,572,022	283,688	12.4%
4000 RECORDER SPECIAL REVENUE	490,661	998,270	908,070	(90,200)	(9.0%)
NET CHANGE					
2909 RECORDER	(371,033)	(275,666)	426,022	701,688	(254.5%)
4000 RECORDER SPECIAL REVENUE	(409,149)	72,970	29,570	(43,400)	(59.5%)

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



Recorder Services

- Filing of Vital Records & Maps
- Recording of Legal & Business Documents
- Maintain Official & Public Records

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:	
FY2022/23 Midyear Projection:	2,220,760
FY2023/24 Recommended:	2,572,022
County General Fund Contribution:	426,022
Percent County General Fund Supported:	16.6%
Total Employees (FTEs):	13

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 2022, the Recorder's Office collected \$14,800 for the State of California's Family Law Trust Fund, \$38,800 for the County's Office of Family Violence Prevention, and \$79,300 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Collections also included \$302,600 for the Trial Court Fund to help State Court operating costs,

\$483,600 for the District Attorney's Real Estate Fraud Prosecution Fund, and \$3.5 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 2022, the fee was applied to 53,500 of the over 90,000 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 2022, a total of 1,800 social security numbers were redacted from current official documents. The Recorder's Office has let the collection of the Social Security Truncation fee sunset. However, the Recorder's Office 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 2022, the Recorder's Office collected the Senate Bill 2 fee on 49,200 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 2022, 53,000 documents were recorded electronically, which accounts for 67% of recorded documents.

WORKLOAD INDICATORS

- In 2022, the department examined, recorded, indexed, and verified over 90,000 documents: 53,000 E-Recorded, 57,000 submitted by mail or in person.
- In 2022, approximately 19,400 official birth, death, and marriage certificates were issued as well as over 4,100 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$418,000 or 16.3% in revenues and an increase of \$283,688 or 12.4% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost increased by \$701,688 when compared to FY2022/23 Adopted Budget.

Primary Funding Sources

The primary funding source for the department is Charges for Services, which comprises \$2,120,000 or 98.8% of the total revenue representing vital records sales, recording fees, and administration fees.

The Recommended Budget includes a decrease of \$418,000 or 16.3% in revenues primarily due to a reduction in demand for recording documents for real estate transactions.

Summary of Other Administered Budgets

**2909 – Fund 001-Recorder
Glenn Zook, Assessor/Recorder
Other Protection**

Primary Costs

The Recommended Budget includes a \$283,688 or 12.4% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$472,243 or 29.3% resulting from negotiated and approved labor contracts as well as the department’s share to fund fifty percent (50%) of the new Chief Deputy Assessor/Recorder (TBD) position (the remaining 50% is budgeted in the Assessor’s Office). Previously, administrative labor within the Assessor/Recorder’s Office was budgeted in the Assessor’s Office and charged to this department through Intra-Fund Transfers. Going forward, administrative costs will be directly charged and are budgeted in Salaries and Employee Benefits.
- Services and Supplies reflect an increase of \$39,804 or 19.5% primarily due to increases in central data processing services and insurance costs.
- Other Charges reflect an increase of \$44,392 or 28.5% primarily due to an increase in Countywide Administration Overhead costs.
- Intra-Fund Transfers reflect a decrease of \$280,310 or 93.0% resulting from a change in how administrative labor is charged within the Assessor/Recorder’s Office. Administrative labor is now directly charged and budgeted as part of Salaries and Employee Benefits. Funds previously provided by the Recorder for shared positions are no longer budgeted under Intra-Fund transfers.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	2,402,556	2,530,000	2,120,000	(410,000)	(16.2%)
MISC REVENUE	31,402	34,000	26,000	(8,000)	(23.5%)
TOTAL REVENUES	2,433,958	2,564,000	2,146,000	(418,000)	(16.3%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,493,377	1,611,901	2,084,144	472,243	29.3%
SERVICES AND SUPPLIES	204,220	204,143	243,947	39,804	19.5%
OTHER CHARGES	133,163	155,551	199,943	44,392	28.5%
LEASES	0	0	2,000	2,000	100.0%
OTHER FINANCING USES	14,106	15,249	20,808	5,559	36.5%
INTRA-FUND TRANSFERS	218,059	301,490	21,180	(280,310)	(93.0%)
TOTAL APPROPRIATIONS	2,062,925	2,288,334	2,572,022	283,688	12.4%
NET COUNTY COST	(371,033)	(275,666)	426,022	701,688	(254.5%)

STAFFING					
RECORDER	14	14	13	(1)	-7.1%
TOTAL STAFFING	14	14	13	(1)	-7.1%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

On December 6, 2022, the Board approved the following position change:

- Deleted 1.0 FTE Office Coordinator.

There are no changes in position allocation in the FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 create and maintain a dual records system, containing two separate yet similar data bases, 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 \$46,800 or 5.1% in revenues and a decrease of \$90,200 or 9.0% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the fund balance is decreased by \$29,570.

Primary Funding Sources

The primary funding source for the department is Charges for Services, comprised of \$724,000 or 82.4% of the total revenues.

The Recommended Budget includes a \$176,000 or 19.6% decrease in Charges for Services when compared to the FY2022/23 Adopted Budget due to decreased real estate activity triggered by increasing interest costs to finance / refinance the acquisition of real property. Interest Income reflects an increase of \$129,200 or 510.7% when compared to the FY2022/23 Adopted Budget due to the increase in interest rates, which benefits the County’s Investment pool.

Primary Costs

The Recommended Budget includes a \$90,200 or 9.0% decrease in appropriations primarily due to anticipated savings resulting from lower than anticipated cost for the implementation of software to identify and redact official documents that fall under the purview of Assembly Bill (AB) 1466, Real Property Discriminatory Restrictions per GC §2956. This decrease is offset by increased expenditure for Microfilm/Fiche/Photo costs.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$250,000 for contracted services for historic records restoration, preservation, and imaging.
- \$100,000 for the implementation of software to identify and redact official documents that fall under the purview of AB 1466.

4000 – Fund 215-Recorder/Micrographic
Glenn Zook, Assessor/Recorder
Other Protection

Summary of Other Administered Budgets

Fixed Assets

The FY2023/24 Recommended Budget includes the following fixed asset:

- \$10,000 to replace an 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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP CHARGES FOR SERVICES	36,565 863,245	25,300 900,000	154,500 724,000	129,200 (176,000)	510.7% (19.6%)
TOTAL REVENUES	899,810	925,300	878,500	(46,800)	(5.1%)
APPROPRIATIONS					
SERVICES AND SUPPLIES F/A EQUIPMENT	490,661 0	988,270 10,000	898,070 10,000	(90,200) 0	(9.1%) 0.0%
TOTAL APPROPRIATIONS	490,661	998,270	908,070	(90,200)	(9.0%)
CHANGE IN FUND BALANCE	(409,149)	72,970	29,570	(43,400)	(59.5%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

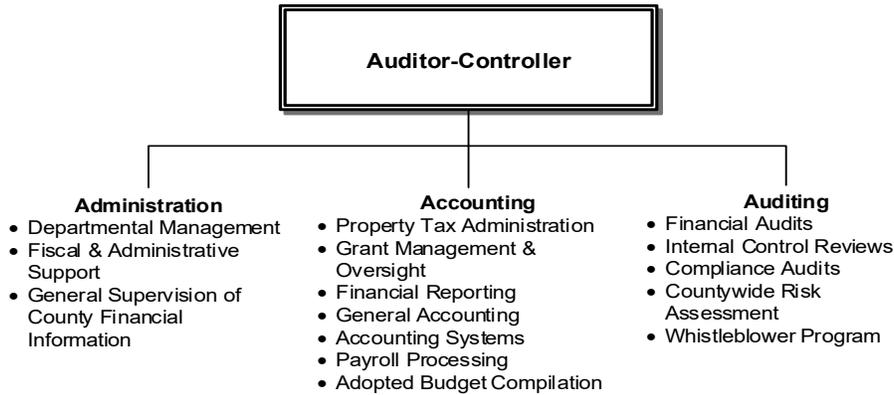
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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:	
FY2022/23 Midyear Projection:	6,602,959
FY2023/21 Recommended:	7,222,748
County General Fund Contribution:	563,222
Percent County General Fund Supported:	7.8%
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 Annual Comprehensive 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 Finance Enterprise (FE) 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

- On March 1, 2023, the County went “live” on the new property tax system; County Assessment and Taxation System (CATS) Project. The department worked with Department of Information Technology (DoIT), Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to implement the CATS Project, 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.
- Worked with DoIT and software vendor to implement a major system upgrade to the County’s accounting system, Finance Enterprise (formerly called OneSolution). The department updated training materials and provided training to all users of the system, created video trainings, and positioned the County to take advantage of additional features of the system.
- Worked with the Department of Human Resources to implement changes to nineteen Memorandum of Understanding (MOU) including changes to the Personnel and Salary Resolution which were approved in FY2022/23. Some changes required system modifications and additional testing to ensure the changes were correctly implemented and affected employees were accurately paid.
- Continued to administer the State’s 2022 Supplemental Paid Sick Leave (SPSL) Program which was approved in February

2022 retroactively to January 1, 2022 and implemented through December 31, 2022. SPSL provided employees with paid sick leave for leave relating to the COVID-19 pandemic.

- Worked with the County Administrator’s Office to establish the proper accounting structure for the \$86.9 million American Rescue Plan Act (ARPA) funds. Continue to work with County departments on the accounting and reporting of ARPA funds.
- Worked closely with the County Administrator’s Office to implement a new automated reporting system for the ARPA to facilitate the quarterly reporting to the federal government.
- 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 fires, the COVID-19 pandemic, and 2023 flooding and related impacts.
- Continue to work with the County departments to implement decentralized accounts payable invoice processing.
- Developed a countywide policy for overseeing federal funds passed to subrecipients and provided training to the subrecipients about administrative requirements and common audit findings.
- Recipient of the Government Finance Officers Association (GFOA) award for excellence in Popular Financial Reporting for the County’s second Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2021. 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 Annual Comprehensive Financial Report (ACFR) from the GFOA and the State Controller’s Office. Continue to receive an unmodified (clean) audit opinion on the County’s ACFR.

WORKLOAD INDICATORS

During FY2022/23, the department:

- Processed over 66,000 vendor claims/invoices, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system. The County is transitioning from paper forms to electronic processing. (Note: FY2022/23 Adopted Budget incorrectly reported the transactions at 97,000 – the correct number of transactions was 63,000).
- Processed over 66,000 forms received electronically or in paper for countywide department access via Documentum or Finance Enterprise.
- Processed over 108,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments accounting for over \$414 million in County payroll/benefit costs.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$999 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 406,000 special assessments levied by cities, agencies, and special districts totaling \$113 million. Researched, calculated, and paid over 1,000 property tax refunds.
- Administered the requirements under the laws for monitoring and reporting on redevelopment dissolution. Distributed over \$46.7 million to taxing entities pursuant to redevelopment pass-through agreements, \$15.3 million to the six successor agencies for payment of recognized obligations and \$74.9 million in residual balances to the taxing entities.
- Employed over 2,100 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 4,200 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 follows:
 - 3,020 hours to countywide reviews and other activities.
 - 260 hours to mandated financial audits.

Functional Area Summary

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

- 100 hours to special districts and other financial audits.
- 820 hours to Health and Social Services.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	37,100	16,200	16,300	100	0.6%
ACO-ACCOUNTING	4,543,215	4,941,325	5,858,369	917,044	18.6%
ACO-AUDITING	594,457	808,464	784,857	(23,607)	(2.9%)
TOTAL REVENUES	5,174,772	5,765,989	6,659,526	893,537	15.5%
APPROPRIATIONS					
ACO-ADMINISTRATION	37,100	16,203	16,300	97	0.6%
ACO-ACCOUNTING	5,176,847	5,600,816	6,263,727	662,911	11.8%
ACO-AUDITING	654,067	976,910	942,721	(34,189)	(3.5%)
TOTAL APPROPRIATIONS	5,868,014	6,593,929	7,222,748	628,819	9.5%
NET COUNTY COST					
ACO-ADMINISTRATION	0	3	0	(3)	(100.0%)
ACO-ACCOUNTING	633,632	659,491	405,358	(254,133)	(38.5%)
ACO-AUDITING	59,610	168,446	157,864	(10,582)	(6.3%)
NET COUNTY COST	693,242	827,940	563,222	(264,718)	(32.0%)

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$893,537 or 15.5% in revenues and a net increase of \$628,819 or 9.5% in appropriations when compared to FY2022/23 Adopted Budget. As a result, the Net County Cost decreased by \$264,718 when compared to the FY2022/23 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 charges of \$4,189,480 reflect an increase of \$754,326 or 22.0% 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 \$1,058,000 reflect an increase of \$57,100 or 5.7%. 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.
- Revenues from Interfund Services of \$605,128 reflect an increase of \$112,505 or 22.8%. 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, auditing, and/or payroll services. This revenue also includes reimbursements for the anticipated additional labor associated with the CATS project which was implemented in FY2022/23.

- Auditing and accounting fees of \$376,700 reflect a decrease of \$7,771 or 2.0%. These are fees/charges for accounting services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$319,580 reflect a decrease of \$33,895 or 9.6%. 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.

Primary Costs

The Recommended Budget represents a \$628,819 or 9.5% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect a net increase of \$513,094 or 8.7% resulting from negotiated and approved labor contracts.
- Services and Supplies reflects a net increase of \$132,749 or 18.4% primarily due to increases in insurance costs, central data processing charges, audit services, and software and maintenance costs used by internal audit for financial reporting.

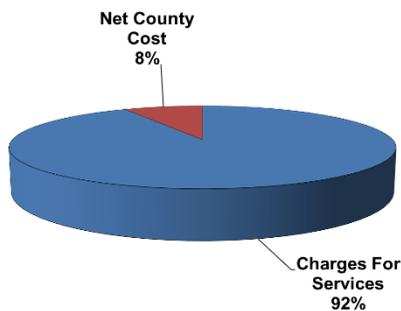
Fixed Assets

None.

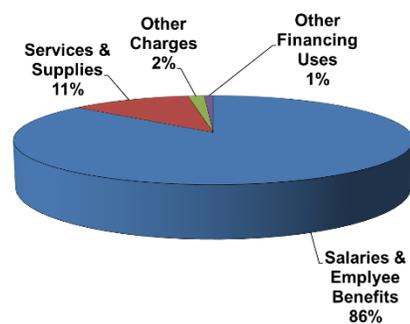
DEPARTMENT COMMENTS

The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.3 billion as reflected in the FY2022/23 Adopted Budget. The department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to manual processes.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	10,796	8,654	18,593	9,939	114.8%
CHARGES FOR SERVICES	5,163,467	5,757,335	6,640,933	883,598	15.3%
MISC REVENUE	508	0	0	0	0.0%
TOTAL REVENUES	5,174,771	5,765,989	6,659,526	893,537	15.5%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	5,208,830	5,865,249	6,378,343	513,094	8.7%
SERVICES AND SUPPLIES	659,048	719,679	852,428	132,749	18.4%
OTHER CHARGES	118,061	116,816	116,642	(174)	(0.1%)
LEASES	0	0	3,000	3,000	100.0%
OTHER FINANCING USES	48,439	56,527	62,795	6,268	11.1%
INTRA-FUND TRANSFERS	(166,364)	(164,342)	(190,460)	(26,118)	15.9%
TOTAL APPROPRIATIONS	5,868,013	6,593,929	7,222,748	628,819	9.5%
NET COUNTY COST	693,242	827,940	563,222	(264,718)	(32.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

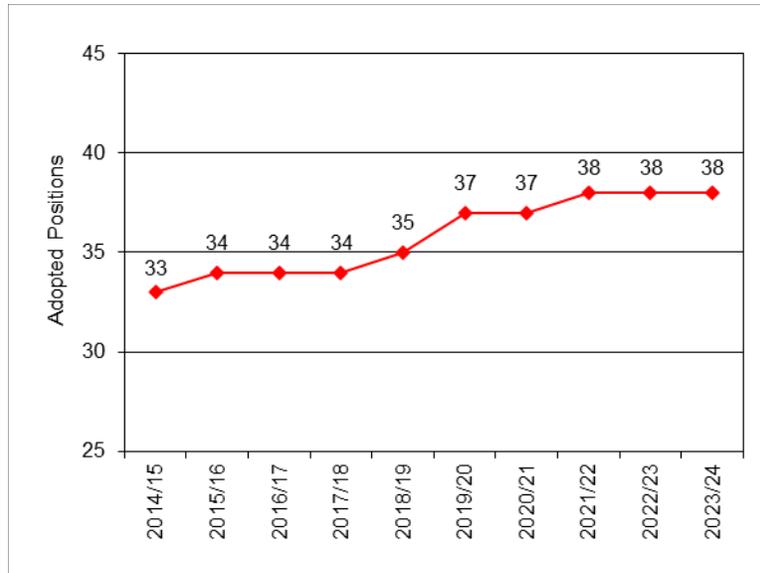
SUMMARY OF POSITION CHANGES

On March 7, 2023, as part of the Midyear Financial Report, the Board approved the following position changes:

- Extended 1.0 FTE Limited-Term Accountant/Auditor I to expire June 30, 2026. 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, etc.).
- Deleted 1.0 FTE Deputy Auditor-Controller.
- Added 1.0 FTE Chief Deputy Auditor-Controller.

There are no changes in position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The department has several staff eligible for retirement during FY2023/24. 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.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	231,338,685	231,112,031	246,007,401	14,895,370	6.4%
5908 COUNTY DISASTER	13,998,066	4,160,115	833,501	(3,326,614)	(80.0%)
8000 2021 CERTIFICATES OF PARTICIPA	0	2,059,114	2,057,513	(1,601)	(0.1%)
8006 PENSION DEBT SERVICE FUND	8,830,964	9,174,663	10,421,267	1,246,604	13.6%
8037 2017 CERTIFICATES OF PARTICIPA	7,352,963	7,368,722	7,357,182	(11,540)	(0.2%)
8036 2013 COP ANIMAL CARE PROJECT	462,269	462,381	476,071	13,690	3.0%
APPROPRIATIONS					
1101 GENERAL REVENUE	120,511	600,000	100,000	(500,000)	(83.3%)
5908 COUNTY DISASTER	13,013,938	2,721,975	833,501	(1,888,474)	(69.4%)
8000 2021 CERTIFICATES OF PARTICIPA	0	2,059,114	2,057,513	(1,601)	(0.1%)
8006 PENSION DEBT SERVICE FUND	8,665,059	5,435,840	6,047,045	611,205	11.2%
8037 2017 CERTIFICATES OF PARTICIPA	7,365,768	7,368,722	7,357,182	(11,540)	(0.2%)
8036 2013 COP ANIMAL CARE PROJECT	472,022	473,156	476,071	2,915	0.6%
NET CHANGE					
1101 GENERAL REVENUE	(231,218,174)	(230,512,031)	(245,907,401)	(15,395,370)	6.7%
5908 COUNTY DISASTER	(984,128)	(1,438,140)	0	1,438,140	(100.0%)
8000 2021 CERTIFICATES OF PARTICIPA	0	0	0	0	0.0%
8006 PENSION DEBT SERVICE FUND	(165,905)	(3,738,823)	(4,374,222)	(635,399)	17.0%
8037 2017 CERTIFICATES OF PARTICIPA	12,805	0	0	0	0.0%
8036 2013 COP ANIMAL CARE PROJECT	97,530	10,775	0	(10,775)	(100.0%)

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 \$14,895,370 or 6.4% in revenues and a decrease of \$500,000 or 83.3% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the net increase to the General Fund Balance is \$15,395,370 or 6.7%.

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 FY2022/23 Adopted Budget are primarily due to the following:

- \$5,383,970 increase in Current Secured Property Taxes due to an estimated increase of 2.5% in assessed values from the FY2022/23 corrected assessment roll.
- \$500,000 increase in Supplemental Property Tax revenues due to increasing values on residential home sales.
- \$5,280,000 increase in Property Tax in Lieu due to an estimated increase of 2.5% in assessed values.
- \$1,960,000 increase in ABX1 26 Residual Taxes offset by a \$750,000 decrease in ABX1 26 Pass-Through revenues based on projected tax increment revenues. The FY2022/23 Adopted Budget for ABX1 26 Pass-Through revenues was higher than trending levels.
- \$260,000 increase in Unitary Taxes due to an estimated increase of 2.5% in assessed values.
- \$1,400,000 increase in Interest Income as interest yield is anticipated to be better due to higher interest rates and average daily cash balance.
- \$1,000,000 increase in excess tax loss reserve due to projected increase in penalties and interest collections.

Primary Costs

Appropriations of \$100,000 include: \$50,000 for professional services for sales tax financial services, and \$50,000 for general accounting and auditing services for the Solano County Fair in accordance with the Memorandum of Understanding.

Appropriations for Refund of Prior Year Taxes decreased by \$500,000 since refunds will now be deducted from Current Secured Property Tax revenues due to a change in how information is reported in the new Property Tax System.

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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	216,663,986	217,023,030	229,697,000	12,673,970	5.8%
LICENSES, PERMITS & FRANCHISE	832,439	600,000	601,000	1,000	0.2%
REVENUE FROM USE OF MONEY/PROP	818,452	1,100,500	2,500,500	1,400,000	127.2%
INTERGOVERNMENTAL REV STATE	2,436,245	2,176,501	2,057,501	(119,000)	(5.5%)
INTERGOVERNMENTAL REV FEDERAL	3,733	5,000	6,400	1,400	28.0%
INTERGOVERNMENTAL REV OTHER	659,094	107,000	45,000	(62,000)	(57.9%)
CHARGES FOR SERVICES	8,822,667	8,550,000	8,550,000	0	0.0%
MISC REVENUE	1,102,069	1,550,000	2,550,000	1,000,000	64.5%
TOTAL REVENUES	231,338,685	231,112,031	246,007,401	14,895,370	6.4%
APPROPRIATIONS					
SERVICES AND SUPPLIES	7,634	50,000	50,000	0	0.0%
OTHER CHARGES	112,877	550,000	50,000	(500,000)	(90.9%)
TOTAL APPROPRIATIONS	120,511	600,000	100,000	(500,000)	(83.3%)
NET COUNTY COST	(231,218,174)	(230,512,031)	(245,907,401)	(15,395,370)	6.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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, the 2017 Winter Storm Flooding, the 2017 October Wildfires, the 2019 Public Safety Power Shutoffs (PSPS) and wildfires, the 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 pursued reimbursement for eligible COVID-19 costs through the Federal Emergency Management Agency (FEMA) COVID-19 Disaster declaration claim process. The pandemic response continued into FY2022/23; however, no future expenditures or recoupment of federal aid is anticipated in FY2023/24.

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 in close communication with the State, the County's program has assisted over 1,100 low-income households with rental and utility arrearages. The allocation is fully expended, and the program concluded in FY2022/23. No administrative costs are anticipated in FY2023/24.

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 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.

The County continues recovery efforts in the wake of one of the largest wildfires in California history. Staff, in coordination with the Board, 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 FY2023/24 Recommended Budget reflects anticipated revenues and appropriations related to LNU Lightning Complex fire recovery. As recovery efforts are ongoing, future adjustments may be necessary.

2023 Storm Events

In January 2023, a series of atmospheric river storm events impacted Solano County along with the rest of California, resulting in both local and State emergency declarations. The roads in the unincorporated area were impacted by slips, wash outs, mudslides, and storm debris requiring the need for repair and clean-up. In March 2023, a separate series of storm events caused additional slip failures, mudslides, storm debris, and fallen trees. Currently, costs related to damage caused by these storm events is being funded out of the Road Fund (Fund 101) and the Resource Management Department is pursuing reimbursements from the State and/or federal agencies as applicable. However, if costs to address damages caused by storm events exceeds what is available in the Road Fund or reimbursements fail to materialize, this could impact appropriations in the Disaster Fund. Staff will monitor costs and associated revenues and if necessary, future adjustments to the Disaster Fund will be brought forward to the Board.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$3,326,614 or 80.0% in revenues and a decrease of \$1,888,474 or 69.4% in appropriations when compared to the FY2022/23 Adopted Budget. The FY2023/24 Recommended Budget includes projected costs resulting from damage caused by the LNU Lightning Complex fire funded by anticipated insurance proceeds.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	30,792	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	13,639,592	1,046,874	74,270	(972,604)	(92.9%)
MISC REVENUE	327,681	1,675,101	759,231	(915,870)	(54.7%)
OTHER FINANCING SOURCES	0	1,438,140	0	(1,438,140)	(100.0%)
TOTAL REVENUES	13,998,066	4,160,115	833,501	(3,326,614)	(80.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	1,435,084	2,714,601	833,501	(1,881,100)	(69.3%)
OTHER CHARGES	11,389,049	7,374	0	(7,374)	(100.0%)
OTHER FINANCING USES	189,307	0	0	0	0.0%
INTRA-FUND TRANSFERS	498	0	0	0	0.0%
TOTAL APPROPRIATIONS	13,013,938	2,721,975	833,501	(1,888,474)	(69.4%)
NET CHANGE	(984,128)	(1,438,140)	0	1,438,140	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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 FY2023/24 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.

Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debt as of June 30, 2023 are as follows:

<u>Type</u>	<u>Total</u>
Notes Payable	\$ 1,023,890
Certificates of Participation	75,815,000
Pension Obligation Bonds	9,310,000
Total	<u>\$ 86,148,890</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 Aa2 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
2021-22	\$66,807,006,308	\$3,340,350,315	\$13,360,000	\$3,326,990,315	0.40%
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%

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.

Source: Annual Comprehensive Financial Report Fiscal Year Ended June 30, 2022.

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 represents a decrease of \$1,601 or 0.1% in both revenues and appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$2,056,863 from the Operating Transfers-In from the General Fund until the completion of the project. Other Financing Sources also includes \$650 in Interest Income. Upon completion, the funding source shall be from departments benefitting from the project.

Primary Costs

The appropriations reflect the principal and interest payments, and accounting and financial services due in FY2023/24.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	0	0	650	650	100.0%
OTHER FINANCING SOURCES	0	2,059,114	2,056,863	(2,251)	(0.1%)
TOTAL REVENUES	0	2,059,114	2,057,513	(1,601)	(0.1%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	7,100	7,000	(100)	(1.4%)
OTHER CHARGES	0	2,052,014	2,050,513	(1,501)	(0.1%)
TOTAL APPROPRIATIONS	0	2,059,114	2,057,513	(1,601)	(0.1%)
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 \$1,246,604 or 13.6% in revenues and an increase of \$611,205 or 11.2% in appropriations when compared to the FY2022/23 Adopted Budget.

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

- Increase of \$62,500 in interest income due to the increase in interest rates, which benefits the County’s investment pool.
- Increase of \$450,794 in Other Revenue due to an increase in estimated savings from the prepayment of the FY2023/24 CalPERS Unfunded Accrued Liability (UAL).
- Increase of \$733,310 in Operating Transfers-In due to higher wages subject to pension contribution from County departments.

Significant changes in appropriations include:

- Increase of \$21,000 for the employer share in the Public Agency Retirement System (PARS).
- Increase of \$425,000 in interest expense on County’s investment Pool is due to increasing interest rates and higher negative average cash balance resulting from the advance payment of FY2023/24 CalPERS UAL.
- Increase of \$390,000 in Bond Redemption charges.
- Decrease of \$225,918 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	441	2,500	65,000	62,500	2500.0%
CHARGES FOR SERVICES	1,967	0	0	0	0.0%
MISC REVENUE	4,221,927	3,629,397	4,080,191	450,794	12.4%
OTHER FINANCING SOURCES	4,606,629	5,542,766	6,276,076	733,310	13.2%
TOTAL REVENUES	8,830,964	9,174,663	10,421,267	1,246,604	13.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,777	482,000	503,000	21,000	4.4%
SERVICES AND SUPPLIES	3,058	6,000	6,000	0	0.0%
OTHER CHARGES	4,660,224	4,947,840	5,538,045	590,205	11.9%
OTHER FINANCING USES	4,000,000	0	0	0	0.0%
TOTAL APPROPRIATIONS	8,665,059	5,435,840	6,047,045	611,205	11.2%
CHANGE IN FUND BALANCE	(165,905)	(3,738,823)	(4,374,222)	(635,399)	17.0%

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 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 a decrease of \$11,540 or 0.2% in revenues and appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,357,182, a decrease of \$11,540 or 0.2% when compared to FY2022/23.

The primary funding sources include the following:

- The \$4,394,368 Operating Transfers-In are as follows:
 - \$723,642 from the Public Facilities Fees - Public Protection.
 - \$576,185 from the Public Facilities Fees - General Government.
 - \$322,843 from the Courthouse Temporary Construction Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$1,871,698 from the General Fund.
- \$2,905,170 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.
- \$40,000 in Interest Income due to higher interest yield.

Primary Costs

The FY2023/24 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2023/24.

Phyllis S. Taynton, Auditor-Controller

Debt

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	26,652	23,674	57,644	33,970	143.5%
CHARGES FOR SERVICES	2,961,810	2,907,934	2,905,170	(2,764)	(0.1%)
MISC REVENUE	10	0	0	0	0.0%
OTHER FINANCING SOURCES	4,364,491	4,437,114	4,394,368	(42,746)	(1.0%)
TOTAL REVENUES	7,352,963	7,368,722	7,357,182	(11,540)	(0.2%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	4,702	8,510	8,510	0	0.0%
OTHER CHARGES	7,361,066	7,360,212	7,348,672	(11,540)	(0.2%)
TOTAL APPROPRIATIONS	7,365,768	7,368,722	7,357,182	(11,540)	(0.2%)
CHANGE IN FUND BALANCE	12,805	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 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 an increase of \$13,690 or 3.0% in revenue and an increase of \$2,915 or 0.6% in appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$417,211 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.

Primary Costs

The appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2023/24.

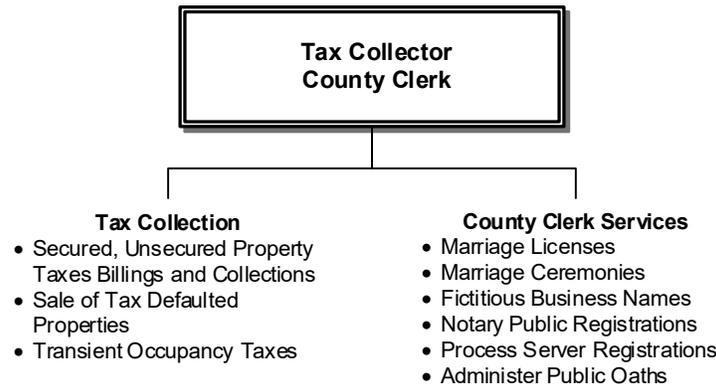
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	88	200	1,000	800	400.0%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
OTHER FINANCING SOURCES	0	0	12,890	12,890	100.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	462,269	462,381	476,071	13,690	3.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	3,500	3,500	0	0.0%
OTHER CHARGES	472,022	469,656	472,571	2,915	0.6%
TOTAL APPROPRIATIONS	472,022	473,156	476,071	2,915	0.6%
CHANGE IN FUND BALANCE	9,753	10,775	0	(10,775)	(100.0%)

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 27400 - 27401 and 26801 - 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:	
FY2022/23 Midyear Projection:	2,558,199
FY2023/24 Recommended:	3,019,512
County General Fund Contribution:	1,427,012
Percent County General Fund Supported:	47.3%
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

- On March 1, 2023, the County went “live” on the new property tax system, County Assessment and Taxation System (CATS) Project. On April 4, 2017, the Board of Supervisors approved the replacement of the Solano County Integrated Property System (SCIPS), a multiyear project, at an estimated cost of \$10 million. The department worked with the Department of Information Technology (DoIT), Assessor/Recorder, and the Auditor-Controller to implement the CATS project, the new property tax system replacing SCIPS. The CATS Project, formally known as the Aumentum System, owned by Harris Computer Corporation, is a more integrated and efficient property tax system.
- Conducted tax sales for 183 tax defaulted properties totaling \$12.6 million in delinquent taxes.
- Collected in excess of \$140,000 in Transient Occupancy Taxes.

Functional Area Summary

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

- Transitioned merchant service providers for electronic payments, reducing convenience fees from 2.35% down to 2.25% while expanding acceptance capabilities to include digital wallets and shopping carts for an enhanced payee experience.
- Implemented virtual point of sale (POS) for in person electronic payments to improve internal controls while enhancing service offerings.
- Developed automated reconciliation tools to streamline the online collection and reconciliation process.
- Implemented paperless billing at the discretion of the taxpayer.

WORKLOAD INDICATORS

- In FY2022/23, the Tax Collector – County Clerk expects to issue and process payments on 175,000 property tax bills; the division estimates the amount to increase by approximately 3,000 bills in FY2023/24.
- In FY2022/23, the Tax Collector – County Clerk expects to issue 1,650 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 FY2023/24 include the issuance of approximately 1,675 marriage licenses, 2,100 fictitious business names, 400 notary oaths, and to conduct 150 marriage ceremonies, along with providing a variety of other clerk related functions and services in FY2023/24.
- Answered approximately 20,000 requests for additional information received via phone and e-mail in FY2022/23.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	1,445,421	1,244,464	1,322,500	78,036	6.3%
COUNTY CLERK	270,603	291,000	270,000	(21,000)	(7.2%)
TOTAL REVENUES	1,716,024	1,535,464	1,592,500	57,036	3.7%
APPROPRIATIONS					
TAX COLLECTOR	2,246,033	2,482,674	2,681,254	198,580	8.0%
COUNTY CLERK	200,445	290,881	338,258	47,377	16.3%
TOTAL APPROPRIATIONS	2,446,478	2,773,555	3,019,512	245,957	8.9%
NET COUNTY COST					
TAX COLLECTOR	800,612	1,238,210	1,358,754	120,544	9.7%
COUNTY CLERK	(70,159)	(119)	68,258	68,377	(57459.7%)
NET COUNTY COST	730,453	1,238,091	1,427,012	188,921	15.3%

STAFFING	2021/22	2022/23	2023/24	FROM	PERCENT
TAX COLLECTOR	11	11	10	(1)	(9.1%)
COUNTY CLERK	2	2	2	0	0.0%
TOTAL STAFFING	13	13	12	(1)	(7.7%)

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$57,036 or 3.7% in revenues and an increase of \$245,957 or 8.9% in appropriations when compared to FY2022/23 Adopted Budget. As a result, Net County Cost increased by \$188,921 or 15.3%.

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 \$1,427,012 or 47.3%, Charges for Services, which is \$1,175,500 or 38.9%, and Taxes and Licenses, which has a combined total of \$417,000 and represents 13.8% of the Recommended Budget.

- The Recommended Budget includes an increase of \$57,036 or 3.7% increase in revenues primarily due to increases in assessments and tax collection fees, offset by a decrease in Charges for Services related to the completion of the CATS Project implementation project in FY2022/23.

Primary Costs

The Recommended Budget includes a \$245,957 or 8.9% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits increased by \$59,036 primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved labor contracts.
- Services and Supplies reflect an increase of \$23,861 primarily due to an upgrade of the County Clerk software application suite and the purchase of additional printers as required by the Aumentum migration.
- Other Charges reflect an increase of \$134,345 due to an increase in Countywide Administrative Overhead costs.
- Intrafund Transfers are projected to increase by \$29,030 for the mandated redemption audit to be conducted by the Auditor Controller's Office.

Contracts

The FY2023/24 Recommended Budget includes the following significant contract:

- \$77,000 for lock box services.

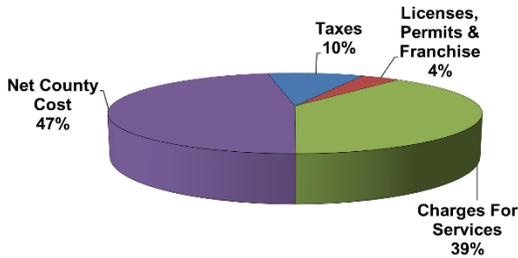
Fixed Assets

None.

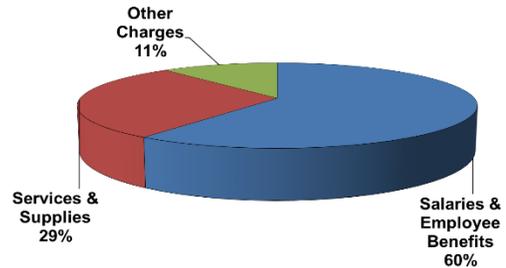
DEPARTMENT COMMENTS

The Tax Collector – County Clerk anticipates that with the successful completion of the CATS Project, departmental focus will shift to enhanced public engagement and improved online experiences.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	308,582	235,000	297,000	62,000	26.4%
LICENSES, PERMITS & FRANCHISE	121,101	125,000	120,000	(5,000)	(4.0%)
INTERGOVERNMENTAL REV STATE	120	0	0	0	0.0%
CHARGES FOR SERVICES	1,282,954	1,175,464	1,175,500	36	0.0%
MISC REVENUE	3,267	0	0	0	0.0%
TOTAL REVENUES	1,716,025	1,535,464	1,592,500	57,036	3.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,473,852	1,701,179	1,760,215	59,036	3.5%
SERVICES AND SUPPLIES	717,728	827,616	851,477	23,861	2.9%
OTHER CHARGES	214,993	191,933	326,278	134,345	70.0%
OTHER FINANCING USES	12,951	16,127	15,812	(315)	(2.0%)
INTRA-FUND TRANSFERS	26,954	36,700	65,730	29,030	79.1%
TOTAL APPROPRIATIONS	2,446,478	2,773,555	3,019,512	245,957	8.9%
NET COUNTY COST	730,453	1,238,091	1,427,012	188,921	15.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

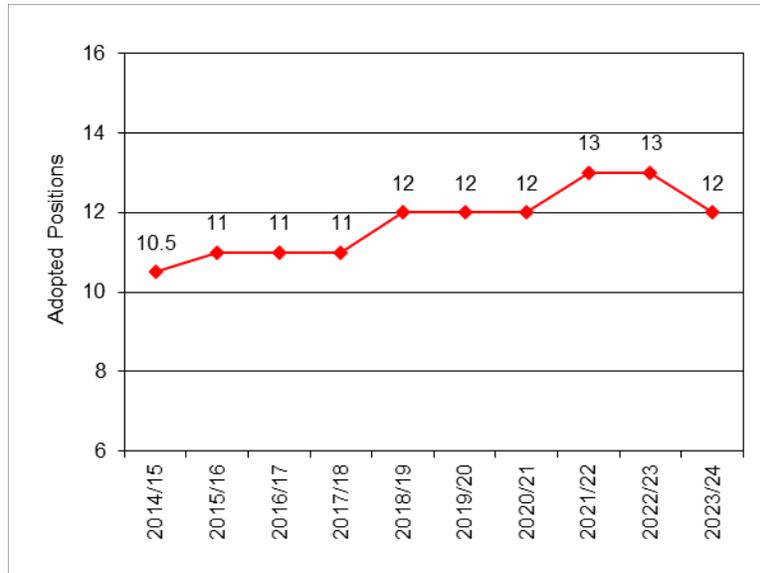
SUMMARY OF POSITION CHANGES

On September 13, 2022, the Board approved the following position changes:

- Deleted 2.0 FTE Accounting Clerk II, Limited-Term.
- Added 1.0 FTE Accounting Clerk II.

There are no changes in the position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

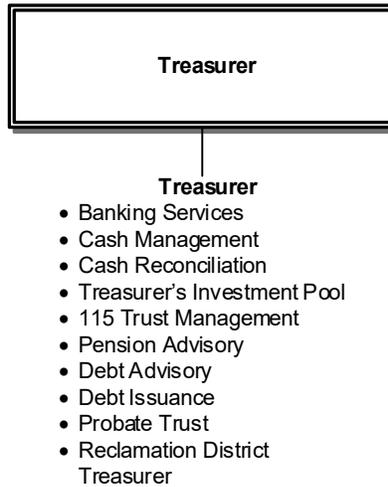
The Treasurer-Tax Collector-County Clerk is anticipating the need for an upgrade of the County Clerk suite of applications and is actively working toward improvements in the overall online public experience.

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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	1,080,703	1,238,860	1,370,294	131,434	10.6%
APPROPRIATIONS					
1350 TREASURER	1,080,703	1,238,860	1,370,294	131,434	10.6%
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:	
FY2022/23 Midyear Projection:	1,187,534
FY2023/24 Recommended:	1,370,294
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	3

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 County investment pooled funds.

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

- Implemented new merchant services provider and successfully transitioned most accounts and revenue to the new lower cost platform.
- Provided local school districts the tools and support needed to implement remote image deposit and new location branch depositing that reduced or eliminated unnecessary travel and paper usage by the districts while reducing Treasury costs.
- Actively managed more than \$1.8 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, Automated Clearing House (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 \$163.7 million in Constitutionally mandated advances to the six school districts in Solano County.

- Management of \$30.3 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 FY2023/24, the Treasurer anticipates processing 10,000 deposit permits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$131,434 or 10.6% in both revenues and appropriations when compared to the FY2022/23 Adopted Budget. In accordance with GC §27013, the Treasurer’s Division is funded by a portion of the interest earnings from funds under management; therefore, has no Net County Cost.

Primary Funding Sources

The primary funding source for the division is Charges for Services which comprises \$1,369,794 or 99% of the Recommended Budget.

Primary Costs

The Recommended Budget includes \$131,434 or 10.6% increase in appropriations primarily due to increased Salaries and Employee Benefits resulting from negotiated and approved labor contracts, increases in central data processing charges, insurance costs, and Countywide Administrative Overhead costs.

Contracts

The FY2022/23 Recommended Budget includes a total of \$270,000 for contracted services primarily for banking and securities trust services.

Fixed Assets

None.

DEPARTMENT COMMENTS

With the successful migration to cloud based accounting solutions, Treasury’s focus will shift toward the completion of ongoing projects including remote image depositing and merchant services migration.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,079,812	1,237,860	1,369,794	131,934	10.7%
MISC REVENUE	<u>891</u>	<u>1,000</u>	<u>500</u>	<u>(500)</u>	<u>(50.0%)</u>
TOTAL REVENUES	1,080,703	1,238,860	1,370,294	131,434	10.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	554,236	559,364	636,046	76,682	13.7%
SERVICES AND SUPPLIES	302,836	427,237	448,144	20,907	4.9%
OTHER CHARGES	27,716	57,200	97,025	39,825	69.6%
OTHER FINANCING USES	5,404	5,667	6,579	912	16.1%
INTRA-FUND TRANSFERS	<u>190,512</u>	<u>189,392</u>	<u>182,500</u>	<u>(6,892)</u>	<u>(3.6%)</u>
TOTAL APPROPRIATIONS	1,080,703	1,238,860	1,370,294	131,434	10.6%
NET CHANGE	0	0	0	0	0.0%

STAFFING					
TREASURER	<u>3</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>0.0%</u>
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

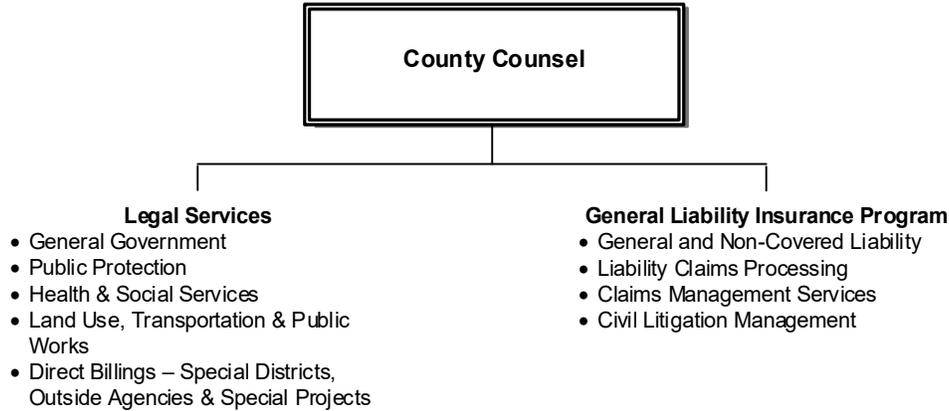
SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Global inflation and an ongoing banking crisis have created market turmoil as the conflicting economic pressures sway policymakers and investors in a multitude of directions at once. The Treasury remains focused on providing a safe and stable investment pool that provides participants additional revenue as the market allows.

In FY2023/24, it is anticipated that higher interest rates caused by inflation will continue to benefit the County’s investment pool.



DEPARTMENTAL PURPOSE

The Office of County Counsel was created by statute under Government Code §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, the Solano

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

Budget Summary:	
FY2022/23 Midyear Projection:	5,782,599
FY2023/24 Recommended:	6,387,817
County General Fund Contribution:	775,063
Percent County General Fund Supported:	12.1%
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

Challenges

While Governor Newsom ended the State’s COVID-19-related state of emergency, legal issues associated with COVID-19 persist. Continued issues are varied and span from public health, workplace safety, and labor issues.

The office continues 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, mental health court diversion programs, Community Assistance, Recovery, and Empowerment (CARE) Court and specialty mental health services clients. 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.

The office will continue to focus on the County’s code enforcement matters and expanding the tools with which County staff can address code compliance issues, while continuing to provide legal direction to facilitate strategic land use development in accordance with Board-approved policies.

Accomplishments:

- Completed the first full year since the transfer of the General Liability Insurance Program and Liability Cost Allocation functions from Human Resources. The office continues to evaluate and streamline process and procedures to improve efficiency and transparency of the program.
- Successfully petitioned the California State Supreme Court to depublish the decision in *G.I. Industries v. City of Thousand Oaks* (Case: S277439, Supreme Court of California).
- Filed 19 Bail Bond Summary Judgement accountings collecting \$580,668 of which \$244,746 was retained by the County and deposited in the County's General Fund.
- Office attorneys Chaired or Co-Chaired County Counsels' Association of California conferences to include Probate and Mental Health, Environmental Law, and the Southwest Chapter of American Association of Airport Executives Role of the Attorney workshop.
- The office was certified as a Single Activity Provider for Minimum Continuing Legal Education by the California State Bar. In addition, one attorney was certified by the California State Association of Counties Institute Professional Development Training Program.
- Successfully transitioned multiple in-custody offenders to less restrictive environments with more appropriate supportive services resulting in overall cost-savings to the County.
- Office attorneys were recognized by the Solano County Bar Association (SCBA) as the Attorney of the Year and as a Rising Star. In addition, an office attorney was sworn in as a member of the SCBA Board of Directors and another attorney served on the Public Law Executive Committee of the California Lawyer's Association.
- Successfully updated Chapter 10 (Abatement of Public Nuisances) of the Solano County Code to include improved administrative process to include penalties, and significant changes to Chapter 4 (Animals and Fowls).

WORKLOAD INDICATORS

The office currently provides legal services to all County departments and 36 external clients.

- In FY2021/22, the office's attorneys logged a total of 25,838 billable legal service hours to internal and external clients, an increase of 1,761 hours or 7% from the previous year primarily due to filling attorney vacancies.
- Provided trainings and workshops on subjects including purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, legal update training for Child Welfare Services, general policy and emerging areas of law related to Public Guardian, Health Information Portability and Accountability Act (HIPAA) requirements, records and subpoenas, First Amendment Audits, Robert's Rules for remote meetings, conflicts of interest, and personal liability. Training audiences included County personnel and appointed and elected members of various public boards, commissions, and committees, as well as professional organizations.
- 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.
 - On average, attorneys representing CWS appeared on over 120 cases each month in different courtrooms. 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 opened 130 new juvenile dependency cases, handled over 203 contested juvenile dependency matters, and 34 juvenile dependency appeals.
- 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 population who require these County services. Recent changes in State law seeking to expand mental health services to felon and misdemeanor clients have impacted the number of referrals for investigations of Lanterman Petris Short (LPS) conservatorships and mental health diversion increasing the office attorneys'

Functional Area Summary

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

appearances in criminal court as well as requiring the office’s participation in assisting in securing suitable placement for persons conditionally released pursuant to the Sexually Violent Predator Statue Act.

- Legal support staff assisted the attorneys in the processing and maintenance of several hundred cases, the majority of which relate to CWS 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 Law Office Manager continues to maintain the bail bond recovery program, which includes summary judgement accounting and distribution functions of forfeited bail bonds.
- 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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	4,070,827	3,807,606	5,612,754	1,805,148	47.4%
TOTAL REVENUES	4,070,827	3,807,606	5,612,754	1,805,148	47.4%
APPROPRIATIONS					
LEGAL SERVICES	5,287,774	5,456,005	6,387,817	931,812	17.1%
TOTAL APPROPRIATIONS	5,287,774	5,456,005	6,387,817	931,812	17.1%
NET COUNTY COST					
LEGAL SERVICES	1,216,947	1,648,399	775,063	(873,336)	(53.0%)
NET COUNTY COST	1,216,947	1,648,399	775,063	(873,336)	(53.0%)

STAFFING	2021/22	2022/23	2023/24	FROM	PERCENT
LEGAL SERVICES	21	21	21	0	0.0%
TOTAL STAFFING	21	21	21	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,805,148 or 47.4% in revenues and an increase of \$931,812 or 17.1% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost decreased by \$873,336 or 53.0%.

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 as a central services department, County Counsel 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 A87). Another more recent non-reimbursable item is the legal services billed relating to the 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 an increase of \$1,805,148 or 47.4% in revenues primarily due to an increase of \$1,484,312 in Countywide Administrative Overhead, \$119,300 in Interfund Legal Services, and \$180,456 in Other Professional Services to offset the costs of the Claims and Litigation Manager assigned to the General Liability Program.

Primary Costs

The Recommended Budget includes a \$931,812 or 17.1% increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$847,882 or 17.3% primarily due to increases in Salaries and Employee Benefits related to negotiated and approved labor contracts and funding for Accrued Leave Payouts due to the anticipated retirement of two senior attorneys.
- Services and Supplies reflect an increase of \$80,443 or 19.8% primarily due to increases in insurance costs, central data processing charges, and travel costs.

Contracts

The 2023/24 Recommended Budget includes the following significant contract:

- \$59,014 WestLaw for online legal research services.

Fixed Assets

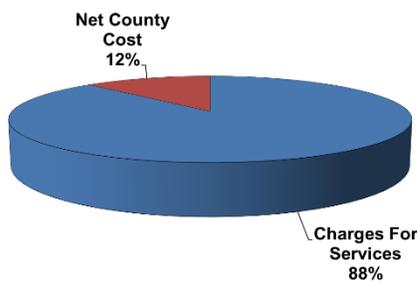
None.

DEPARTMENT COMMENTS

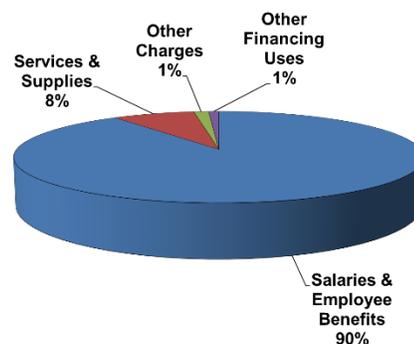
In addition to providing legal representation to all County departments, the office continues to offer its expertise and legal services to outside governmental agencies. The office currently provides legal representation and hearing officer services to 36 external clients which are direct billed for 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 \$230 per hour, a 7.0% 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



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	4,070,810	3,807,606	5,612,754	1,805,148	47.4%
MISC REVENUE	17	0	0	0	0.0%
TOTAL REVENUES	4,070,827	3,807,606	5,612,754	1,805,148	47.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,751,039	4,900,945	5,748,827	847,882	17.3%
SERVICES AND SUPPLIES	375,941	406,840	487,283	80,443	19.8%
OTHER CHARGES	106,123	87,034	87,271	237	0.3%
OTHER FINANCING USES	48,860	54,286	60,436	6,150	11.3%
INTRA-FUND TRANSFERS	5,811	6,900	4,000	(2,900)	(42.0%)
TOTAL APPROPRIATIONS	5,287,774	5,456,005	6,387,817	931,812	17.1%
NET COUNTY COST	1,216,947	1,648,399	775,063	(873,336)	(53.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

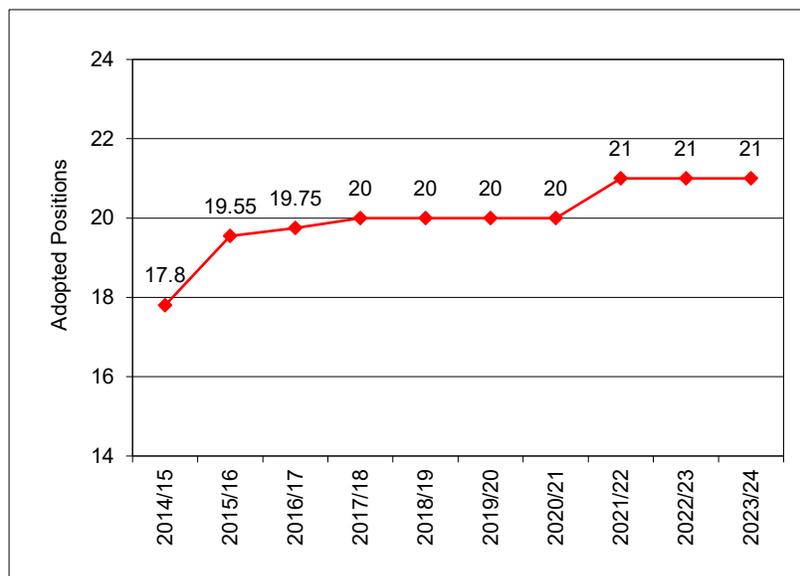
Changes in the position allocations since the adoption of the FY2022/23 Budget are provided below:

On December 13, 2022, the Board approved the following position change:

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

There are no changes in position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1831 COUNTY LIABILITY	7,889,552	9,946,000	12,713,806	2,767,806	0.0%
APPROPRIATIONS					
1831 COUNTY LIABILITY	8,080,496	9,946,000	13,385,300	3,439,300	0.0%
NET CHANGE					
1831 COUNTY LIABILITY	(190,974)	0	(671,494)	(671,494)	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:	
FY2022/23 Midyear Projection:	11,363,559
FY2023/24 Recommended:	13,385,300
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-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, from \$10,000 to \$200,000 and added a Claims and Civil Litigation Manager position for in-house management and oversight of government tort claims and outside litigation. The change to the higher deductible only affects claims or incidents arising after July 1, 2020, so all current claims and litigation involving the County with an occurrence date of July 1, 2020, or later are covered under the County’s in-house \$200,000 Self-Insured-Retention (SIR) insurance program. Since 50% of the County’s current open litigated matters and a few recent claims fall under the previous \$10,000 SIR policy, 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:

- Completed the first full year of the transfer of General Liability Insurance Program and Liability Cost Allocation functions from Human Resources to the office 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 departments on insurance language/requirements for capital improvement projects.
 - Review approval and negotiation 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.
- Continued proactive claims and litigation management and oversight to continue to alleviate pressure on the County’s insurance premium, thereby resulting in savings to departments for their allocated share of liability insurance costs.
- Successfully obtained required information from various countywide sources to submit the General Liability and Medical Malpractice Renewal Applications before the deadline. In addition, various items within the application were updated to provide more specific and accurate information.

WORKLOAD INDICATORS

During FY2021/22:

- Received 74 separate government claims filed against the County of which 47 claims were resolved without any payment, exposure or liability to the County, 23 claims had negotiated settlements, 1 claim was settled in litigation, and 3 claims are pending in litigation.
- Actively managed 11 separate lawsuits of which 5 were dismissed.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$2,767,806 or 27.8% in revenues and an increase in expenditures of \$3,439,300 or 34.6% in appropriations. As a result, use of Fund Balance increased by \$671,494.

Primary Funding Sources

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

The Recommended Budget includes \$12,713,806 in revenues including the following:

- Charges for Services of \$11,709,806 reflect an increase of \$2,590,806 or 27.8% when compared to the FY2022/23 Adopted Budget. Charges for Services include the charges allocated to departments based on their share of liability insurance costs.
- Miscellaneous Revenues of \$994,000 reflect an increase of \$177,000 or 21.7% when compared to the FY2022/23 Adopted Budget and includes State reimbursement for Malpractice Insurance from the Health and Social Services Department (H&SS).

Primary Costs

The Recommended Budget includes \$13,385,300 in appropriations including the following:

- Services and Supplies of \$12,313,806 reflect an increase of \$2,617,806 or 27% when compared to the FY2022/23 Adopted Budget primarily due to the following:
 - Insurance – Other of \$9,800,600 reflect an increase of \$1,562,500 or 19.0% due to an increase in the preliminary rates received from PRISM, which includes coverage for General Liability, which increased by 41%; Cyber Liability, which increased by 64%; Pollution Liability, which increased by 15% and Master Crime, which increased by 100% from PRISM's FY2022/23 premium costs.
 - Insurance Claims of \$1,303,000 reflect an increase \$672,100 or 106.5% for general liability claims costs under the \$200,000 self-insured retention. This significant increase is based on claim history and cost as indicated in the most recent actuarial report.
 - Malpractice Insurance of \$944,000 reflect an increase of \$177,000 or 21.7%. Malpractice Insurance costs are offset 100% by State reimbursement via H&SS.
 - Other Professional Services of \$213,956 reflect a significant increase of \$203,956 or 2039.6%. This increase is primarily due to the reimbursement of the Claims and Litigation Manager's salary and benefits costs based on the percentage of time dedicated General Liability.
- Other Charges of \$1,071,494 reflect an increase of \$821,494 or 328.6% primarily due to increased Countywide Administrative Overhead costs and non-covered liability claim costs.

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	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	0	10,000	10,000	0	0.0%
CHARGES FOR SERVICES	7,506,943	9,119,000	11,709,806	2,590,806	28.4%
MISC REVENUE	382,579	817,000	994,000	177,000	21.7%
TOTAL REVENUES	7,889,522	9,946,000	12,713,806	2,767,806	27.8%
APPROPRIATIONS					
SERVICES AND SUPPLIES	7,779,264	9,696,000	12,313,806	2,617,806	27.0%
OTHER CHARGES	301,233	250,000	1,071,494	821,494	328.6%
TOTAL APPROPRIATIONS	8,080,496	9,946,000	13,385,300	3,439,300	34.6%
NET GAIN(LOSS)	(190,974)	0	(671,494)	(671,494)	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents the second year of implementation of the transition of the General Liability Budget from Human Resources – Risk Management to County Counsel. Adjustments continue to be made to refine the program to meet the needs of the County.

SUMMARY OF POSITION CHANGES

There are no positions directly allocated in this budget. Staffing is provided by a position that is allocated to County Counsel and billed to General Liability.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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:	
FY2022/23 Midyear Projection:	5,337,144
FY2023/24 Recommended:	6,193,605
County General Fund Contribution:	1,421,547
Percent County General Fund Supported:	23.0%
Total Employees (FTEs):	26.0

FUNCTION AND RESPONSIBILITIES

The Human Resources 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 (HR) (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 allocated positions due to continued, historically low statewide unemployment, retirements, and employee turnover.

Accomplishments:

- Completed labor negotiations with all 19 collective bargaining units and executed new agreements expiring in October 2025.
- Continued the effort to shorten the recruitment timeline by utilizing online examinations created by HR.

Debbie Vaughn, Interim Director of Human Resources
Personnel

- Expanded recruitment outreach using social media (e.g., Indeed and LinkedIn) to increase diversity outreach and target industry-specific outlets to seek potential applicants. HR attended six virtual job fairs and two in-person job fairs, including one with Solano Community College and one with Travis Air Force Base.

WORKLOAD INDICATORS

During the period July 1, 2022 – February 28, 2023, the department:

- Processed 563 requisitions to fill vacancies compared to 597 during the same period in FY2021/22.
- Opened 180 recruitments compared to 191 in FY2021/22.
- Reviewed 7,547 job applications compared to 7,152 during that same period in FY2021/22.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	4,412,454	4,662,324	4,772,058	109,734	2.4%
TOTAL REVENUES	4,412,454	4,662,324	4,772,058	109,734	2.4%
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	4,118,681	5,940,564	6,193,605	253,041	4.3%
TOTAL APPROPRIATIONS	4,118,681	5,940,564	6,193,605	253,041	4.3%
NET COUNTY COST					
HUMAN RESOURCES SERVICES	(293,773)	1,278,240	1,421,547	143,307	11.2%
NET COUNTY COST	(293,773)	1,278,240	1,421,547	143,307	11.2%

STAFFING	2021/22	2022/23	2023/24	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
HUMAN RESOURCES SERVICES	23	25	26	1	4.0%
TOTAL STAFFING	23	25	26	1	4.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$109,734 or 2.4% in revenues and an increase of \$253,041 or 4.3% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, Net County Cost increased by \$143,307 or 11.2%.

Primary Funding Sources

The primary funding source for the department is Countywide Administrative Overhead of \$4,632,008 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 includes an increase of \$109,734 or 2.4% in revenues primarily due to an increase in Countywide Administrative Overhead charges.

Primary Costs

The Recommended Budget of \$6,193,605 reflects an increase of \$253,041 or 4.3% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$188,566 or 4.1% primarily due to negotiated and approved labor contracts and the transfer of 1.0 FTE Office Assistant II from Employee Development and Training (BU 1103) to HR.

Functional Area Summary

1500 – Fund 001-Human Resources Debbie Vaughn, Interim Director of Human Resources Personnel

- Services and Supplies reflect an increase of \$65,709 or 5.6% primarily due to increases in Other Professional Services related to CalPERS health administration fees and a contract for Equal Employment Opportunity (EEO) investigations, software maintenance costs, and central data processing charges.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$200,000 for Equal Employment Opportunity (EEO) investigation services.
- \$150,000 for CalPERS health administration fees.
- \$135,848 for NEOGOV applicant tracking and onboarding system, JobAps applicant tracking, and OrgPublisher software.

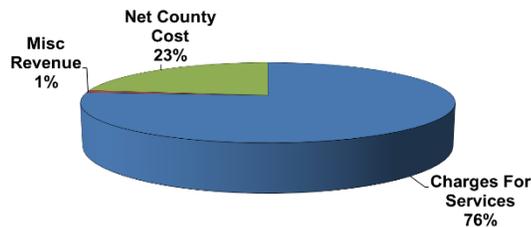
Fixed Assets

None.

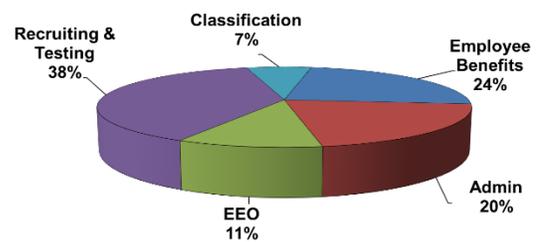
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	4,321,664	4,572,024	4,720,008	147,984	3.2%
MISC REVENUE	90,790	90,300	52,050	(38,250)	(42.4%)
TOTAL REVENUES	4,412,454	4,662,324	4,772,058	109,734	2.4%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,198,775	4,616,657	4,805,223	188,566	4.1%
SERVICES AND SUPPLIES	778,339	1,169,468	1,235,177	65,709	5.6%
OTHER CHARGES	97,671	94,931	94,287	(644)	(0.7%)
OTHER FINANCING USES	29,056	45,058	48,368	3,310	7.3%
INTRA-FUND TRANSFERS	14,841	14,450	10,550	(3,900)	(27.0%)
TOTAL APPROPRIATIONS	4,118,681	5,940,564	6,193,605	253,041	4.3%
NET COUNTY COST	(293,773)	1,278,240	1,421,547	143,307	11.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

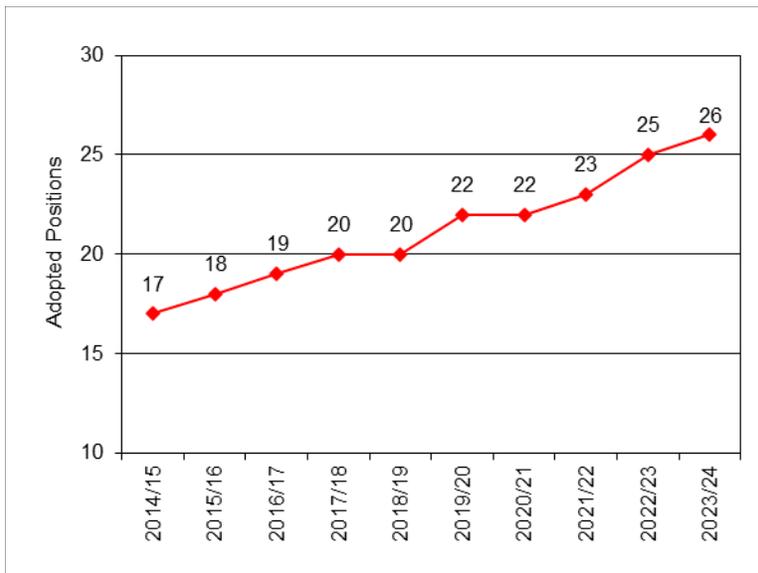
Debbie Vaughn, Interim Director of Human Resources
Personnel

SUMMARY OF POSITION CHANGES

The FY2023/24 Recommended Budget includes one position change:

- Transfer 1.00 FTE Office Assistant II from Employee Development & Training (BU1103) to Human Resources (BU1500).

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. Additionally, the department is looking to increase workforce retention through workforce development, employee engagement, and classification minimum qualification review.

HR is working on amendments to County policies and the Civil Service Rules that would streamline recruitment and selection. The department piloted several recruitments using its new applicant tracking program, NEOGOV.

The department is also evaluating changes in policies and procedures to improve retention of current employees.

Summary of Other Administered Budgets

**1500 – Fund 001-Human Resources
Debbie Vaughn, Interim Director of Human Resources
Personnel**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOPMENT & TRAININ	633,385	591,448	747,939	156,491	26.5%
1830 RISK MANAGEMENT	15,855,328	13,345,528	14,676,438	1,330,910	10.0%
APPROPRIATIONS					
1103 EMPLOYEE DEVELOPMENT & TRAININ	693,982	919,235	863,455	(55,780)	(6.1%)
1830 RISK MANAGEMENT	13,154,440	15,990,700	18,183,026	2,192,326	13.7%
NET CHANGE					
1103 EMPLOYEE DEVELOPMENT & TRAININ	60,597	327,787	115,516	(212,271)	(64.8%)
1830 RISK MANAGEMENT	2,700,888	(2,645,172)	(3,506,588)	(861,416)	32.6%

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
Debbie Vaughn, Interim 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:	
FY2022/23 Midyear Projection:	844,439
FY2023/24 Recommended:	863,455
County General Fund Contribution:	115,516
Percent County General Fund Supported:	13.4%
Total Employees (FTEs):	3

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Identifying a solution to the manual tracking and transferring, into the PeopleSoft HRMS, of employees’ completed course records. The current manual system is time consuming, resulting in delays in updating employee files. The challenge is to find a Learning Management System that will interface with the PeopleSoft HRMS.

Accomplishments:

- Due to the COVID-19 pandemic, continued to offer County trainings and New Employee Orientation online through Target (Vector) Solutions and virtual training through Microsoft Teams, Web-Ex, and Zoom.
- Implemented four mandatory Diversity, Equity, and Inclusion (DEI) training classes for County Employees – “Get Inclusive” Series: DEI Inclusion in the Workplace, Microaggressions in the Workplace, Unconscious Bias in the Workplace and Inclusive Hiring (Supervisors and Managers).
- Added new training classes into Target (Vector) Solutions Course Library – Critical Thinking and Problem Solving, Developing Your Leadership Style, Get SMARTER with Goals, Home Visitation Safety Basics, and How to Handle Workplace Challenges.
- Partnered with Anthem, the County’s Employee Assistance Plan vendor, to provide virtual trainings on Quality Improvement, Promoting to a Manager Position, Respect for All in the Workplace, Compassionate Leadership, Critical Thinking, Dealing with the Elephant in the Room, and How to be an Inclusive Leader.
- Offered four sessions through Fred Pryor Learning Seminars on Developing Emotional Intelligence for Lead Workers, Supervisors, and Managers.
- Added new Microsoft (MS) Excel Computer Classes – MS Excel Charting, Dashboards, and Advanced Formulas and Functions.
- Coordinated and sponsored the tenth cohort of County employees through the County’s Mentoring Program.
- Hosted Board of Supervisors’ Recognition presentation for Solano County managers and supervisors who completed the CSAC Institute Leadership Academy for Professional Development.
- Added an Organizational Development and Training Specialist position to assist with creating and providing a hybrid of e-learning / in-person training classes, as well as to administer Target Solutions and any future Learning Management System.

WORKLOAD INDICATORS

- 33,144 training spaces were occupied by employees from July 1, 2022 through February 24, 2023, compared to 12,319 training spaces during that same period in FY2021/22.
- Offered 82 professional development/training sessions, excluding County-mandated sessions, to County employees compared to 64 sessions last fiscal year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$156,491 or 26.5% in revenues and a decrease of \$55,780 or 6.1% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, Net County Cost decreased by \$212,271.

Summary of Other Administered Budgets 1103 – Fund 001-Employee Development & Training
Debbie Vaughn, Interim Director of Human Resources
Legislative & Administration

Primary Funding Source

The primary funding source for this division is Charges for Services, which includes Countywide Administrative Overhead of \$741,939 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 FY2023/24 Recommended Budget includes an increase of \$156,491 or 26.5% in revenues partially due to an increase in Countywide Administrative Overhead reimbursement.

Primary Costs

The FY2023/24 Recommended Budget includes a decrease of \$55,780 or 6.1% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect a net decrease of \$64,019 or 10.1% primarily due to the transfer of 1.0 FTE Office Assistant II from the Employee Development and Training budget to the Human Resources budget (BU1500), partially offset by negotiated and approved labor contracts.
- Services and Supplies reflect a net increase of \$9,006 or 3.5% primarily due to an increase of \$18,540 in education and training, partially offset by decreases in computer components and employee recognition costs.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	633,385	591,448	747,939	156,491	26.5%
TOTAL REVENUES	633,385	591,448	747,939	156,491	26.5%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	442,262	634,860	570,841	(64,019)	(10.1%)
SERVICES AND SUPPLIES	231,837	260,572	269,578	9,006	3.5%
OTHER CHARGES	15,204	13,906	13,470	(436)	(3.1%)
OTHER FINANCING USES	4,161	5,597	5,266	(331)	(5.9%)
INTRA-FUND TRANSFERS	518	4,300	4,300	0	0.0%
TOTAL APPROPRIATIONS	693,982	919,235	863,455	(55,780)	(6.1%)
NET COUNTY COST	60,597	327,787	115,516	(212,271)	(64.8%)

STAFFING					
EMPLOYEE DEV. & TRAINING	3	4	3	(1)	(25.0%)
TOTAL STAFFING	3	4	3	(1)	(25.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

The FY2023/24 Recommended Budget includes the following position changes:

- Transfer 1.00 FTE Office Assistant II from Employee Development & Training (BU1103) to Human Resources (BU1500).

1103 – Fund 001-Employee Development & Training Summary of Other Administered Budgets
Debbie Vaughn, Interim Director of Human Resources
Legislative & Administration

PENDING ISSUES AND POLICY CONSIDERATIONS

The County 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 have been offered every other fiscal year. To provide ongoing development of our senior and executive managers in the upcoming fiscal year, funding has been requested for a cohort of managers to attend the National Association of Counties (NACo) online academy. The NACo Academy is a 12-week online program that provides training in leadership, organizations development, change management, negotiation and collaboration, effective business communication, and how to deliver increased value from high performance county management.

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:	
FY2022/23 Midyear Projection:	14,405,665
FY2023/24 Recommended:	18,183,026
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, Americans with Disabilities Act (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 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:

- Healthcare provider and service shortages is the number one challenge faced in workers’ compensation and pre-employment programs.
- Reducing workers’ compensation costs and implementing programs to effectively reduce the County’s overall program expenses.
- Expansion of presumption laws continue to broaden the responsibility scope for the workers’ compensation industry.
- Reducing property claims including assessing the current loss deductibles charged to departments by evaluating frequency, severity and types of claims leading to loss prevention initiatives throughout the County.
- Increasing the employee engagement participation in the Solano County Wellness Program by offering personal wellness trainings and activities.

Accomplishments:

- Solano County received the Gold Award for the first time from the American Heart Association’s “Workplace Wellbeing Score Card” recognition in 2022. This is the seventh consecutive year an award has been received.
- In November 2022, the Ergonomics Program process for the County was revamped to serve employees in a virtual capacity. The evaluation process requires employees take a proactive and preventative approach with regards to ergonomics in the workplace and seek resources for assistance prior to requesting an assessment from Risk Management.

- The Employee Wellness Program continues to work with partners, including Kaiser Permanente and Nationwide, to provide a wide selection of nearly 100 wellness webinars for employees.
- Four wellness challenges and promotions on various wellness topics were conducted with the “My Well Site” app, with active use increasing 30% over the previous FY2021/22.
- Revisions to the FMLA policy were completed and approved by the Board of Supervisors in January 2022.
- The County’s Emergency Action Plan (EAP) was updated in December 2022.

WORKLOAD INDICATORS

During the period July 1, 2022 – February 28, 2023:

- The number of reported workers’ compensation claims was 665 compared to 476 during the same period in FY2021/22; 411 of the 665 claims reported were COVID-19 related.
- Closed 652 workers’ compensation claims compared to 312 during the same period in FY2021/22.
- Processed 4,553 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 6,099 in FY2021/22.
- Completed 273 in-person ergonomic evaluations compared to 156 in FY2021/22.
- Solano County’s Wellness Ambassador program continues with volunteer employees who promote employee wellness in their departments. The Wellness Ambassador program is active with 46 ambassadors, compared to 41 last year.
- Active users on the County’s “My Well Site” increased from 110 users to 159 users. A total of four wellness challenges and promotions were conducted and well-advertised. Meetings and trainings are being provided to Wellness Ambassadors to increase awareness and involvement.
- Completed 360 ADA interactive meetings/accommodations compared to 410 in FY2021/22.
- Coordinated 228 pre-appointment physicals compared to 338 in FY2021/22.
- Coordinated 204 pre-appointment drug screens compared to 144 in FY2021/22.
- Provided 29 respirator fit tests for employees who are expected to wear respirators as personal protective equipment compared to 45 in FY2021/22.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,330,910 or 10.0% in revenues and an increase of \$2,192,326 or 13.7% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, use of fund balance increased by \$861,416.

1821 Administration

Primary Funding Source

The Administration Division is funded through Intrafund Transfers of \$1,685,615 to the Risk Management operating divisions. These charges are estimated to increase by \$92,638 or 5.8% when compared to FY2022/23 Adopted Budget.

Primary Costs

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$734,881 reflect a decrease of \$104,231 or 12.4% primarily due to hiring new staff at entry level.
- Services and Supplies of \$308,396 reflect an increase of \$3,913 or 1.3% primarily due to increases in computer and phone related and software maintenance costs offset by decreases in education and training and ergonomic equipment costs.
- Other Charges of \$633,226 reflect an increase of \$192,088 or 43.5% primarily due to Countywide Administrative Overhead costs.

Fixed Assets

None.

1823 Workers' Compensation and Safety

The Recommended Budget represents an increase of \$925,000 or 10.1% in revenues and an increase of \$1,825,000 or 16.6% in appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Source

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 increase by \$925,000 or 10.3% when compared to last fiscal year for a total recovery in FY2023/24 of \$9,940,000.

Primary Costs

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

- Insurance – Other of \$4,720,000 reflect an increase of \$1,201,000 or 34.1% mainly due to an increase in the preliminary insurance rates received from PRISM. Included are:
 - Excess Workers' Compensation Insurance of \$4,370,000.
 - Department of Industrial Relations of \$350,000.
- Insurance Claims of \$5,204,715 reflect an increase of \$582,415 or 12.6% due to an increase in anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$842,756 reflect an increase of \$14,332 or 1.7% due to an increase for workers' compensation claims third-party administration services and pre-employment testing services.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$492,058 for Workers' Compensation third party claims administration fees.
- \$150,000 Kaiser Permanent for pre-employment physicals.

Fixed Assets

None.

1824 Property

Primary Funding Source

The primary funding source for the Property Insurance Division is charges to user departments for their allocated share of property insurance expenses. Revenues of \$4,581,438 are estimated to increase by \$405,910 or 9.7%. For FY2023/24, the department will use \$540,000 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 \$4,912,157 reflect an increase of \$501,278 or 11.4% due to higher projected insurance rates which includes the following programs:
 - Property Insurance of \$4,863,157.
 - Bond Insurance of \$39,400.
 - Airport Liability Insurance of \$5,800.
 - Watercraft Insurance of \$3,800.

1830 – Fund 060-Risk Management

Summary of Other Administered Budgets

**Debbie Vaughn, Interim Director of Human Resources
Other General**

- Insurance Claims of \$125,000 reflect no change 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.

Fixed Assets

None.

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.

Primary Costs

The primary costs for the Unemployment Division are Insurance Claims of \$185,808 which reflect a decrease of \$141,215 or 43.2%.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	81,362	160,000	160,000	0	0.0%
CHARGES FOR SERVICES	15,767,806	13,185,528	14,516,438	1,330,910	10.1%
MISC REVENUE	6,161	0	0	0	0.0%
TOTAL REVENUES	15,855,328	13,345,528	14,676,438	1,330,910	10.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	948,079	1,317,767	1,156,963	(160,804)	(12.2%)
SERVICES AND SUPPLIES	11,833,172	14,218,734	16,381,507	2,162,773	15.2%
OTHER CHARGES	364,770	441,138	633,226	192,088	43.5%
OTHER FINANCING USES	8,420	13,061	11,330	(1,731)	(13.3%)
TOTAL APPROPRIATIONS	13,154,440	15,990,700	18,183,026	2,192,326	13.7%
NET GAIN(LOSS)	2,700,888	(2,645,172)	(3,506,588)	(861,416)	32.6%

STAFFING					
RISK MANAGEMENT	8.7	7.7	7.7	0	0.0%
TOTAL STAFFING	8.7	7.7	7.7	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Controlling worker's compensation costs will be an ongoing challenge.



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:	
FY2022/23 Midyear Projection:	\$6,827,473
FY2023/24 Recommended:	\$7,345,864
County General Fund Contribution:	\$7,286,364
Percent County General Fund Supported:	99.2%
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, and March, April, or June in even years. Additional elections may be scheduled in 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

- ROV continues to successfully conduct elections with multiple options for voters. During the previous year, ROV conducted two elections. Significant challenges included:
 - Continuing to provide safety and security of staff and over 1,100 poll workers.
 - Scaling workload and operations to process a high volume of vote by mail ballots returned on election day.
 - Managing expectations regarding timing of final election results when ballots are returned later in the election calendar.
 - Continued with expanded ballot drop-off locations for voters and picked up ballots daily from all locations.
- Continued to work closely with the Secretary of State in 2022 and 2023 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. The ROV continues to work with the Secretary of State to improve duplicate match criteria to help reduce potential duplicate voters within the statewide voter registration system.
- Despite the current schedule of elections which provides for large gaps of time where community partners are not involved with County operations, ROV continues to work with election partners to increase “adopted” polling places by groups and organizations with 50% of locations adopted in the 2022 Statewide General Election.
- Election preparations allowed staff to maintain a same-day processing schedule for all ballots received prior to election day.

Functional Area Summary

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

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 Vehicles (DMV) registration process.

WORKLOAD INDICATORS

- ROV staff processed a total of 101,092 voter file transactions in FY2022/23. Of this number, 98,750 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 97% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2022 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 8% of the overall turnout. Due to these changes, the ROV has increased services for vote by mail voters, providing additional 30-day locations to drop off ballots, additional 5-day curbside locations, and one 24-hour secure ballot box.
- ROV experienced a significant increase in VBM returns on election day. Over 50% of VBM returns were dropped off on Election Day. The ROV continues to improve efficiency in processing the increased VBM on Election Day.
- ROV has implemented cross-training of staff between major election cycles which has required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative requirements. In FY2022/23, ROV conducted a scheduled Statewide General Election plus the Benicia Unified School District vacancy special election.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	3,378,779	911,000	59,500	(851,500)	(93.5%)
TOTAL REVENUES	3,378,779	911,000	59,500	(851,500)	(93.5%)
APPROPRIATIONS					
ELECTIONS	8,844,103	6,750,742	7,345,864	595,122	8.8%
TOTAL APPROPRIATIONS	8,844,103	6,750,742	7,345,864	595,122	8.8%
NET COUNTY COST					
ELECTIONS	5,465,324	5,839,742	7,286,364	1,446,622	24.8%
NET COUNTY COST	5,465,324	5,839,742	7,286,364	1,446,622	24.8%

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$851,500 or 93.5% in revenues and an increase of \$595,122 or 8.8% in appropriations when compared to FY2022/23 Adopted Budget. As a result, the Net County Cost increased by \$1,446,622 or 24.8%.

Primary Funding Sources

The primary funding source for the department is the General Fund, which is comprised of \$7,286,364 or 99.2% of the Recommended Budget.

The Recommended Budget includes a \$851,500 or 93.5% decrease in revenues primarily due to the following:

- Charges for Services reflect a decrease of \$879,000 which represents billings to participating entities. To the greatest extent permitted by law, ROV costs are billed to the entities participating in an election. The March 2024 Presidential Primary Election does not have any participating local districts; limiting charges for services.

Primary Costs

The Recommended Budget of \$7,345,864 reflect a \$595,122 or 8.8% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$1,932,503 reflect an increase of \$86,604 or 4.7% due to negotiated and approved labor contracts.
- Services and Supplies of \$4,285,498 reflect an increase of \$308,180 or 7.7% primarily due to increased costs to conduct the March 2024 Presidential Primary Election, insurance costs, and central data processing charges for additional GIS services required to maintain additional district boundaries for upcoming elections.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$359,500 for election equipment and supply deployment and retrieval.
- \$179,484 for annual maintenance and support services.
- \$113,750 for electronic poll book annual maintenance and support.
- \$53,500 for poll worker management system, online training, and election night reporting.

Fixed Assets

None.

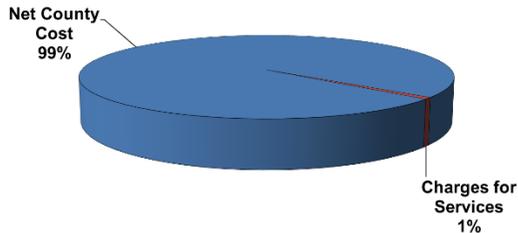
DEPARTMENT COMMENTS

The Recommended Budget includes an increase in services and supplies related to having a Primary Presidential Election in the fiscal year. The department continues to review business process improvements to further streamline services and reduce operating costs where possible.

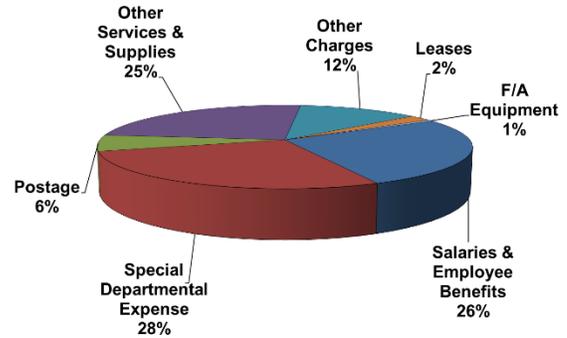
The department is responsible for managing a significant increase in district boundaries due to cities and school districts dividing into district-based elections versus former at-large elections. All districts will have submitted new or updated district boundaries, which will require verification to ensure ROV has the correct information before conducting the next scheduled election for each district. This increased workload and subsequent election complexities has required the department to implement additional support from county GIS to manage the street updates, annexations, and perform an independent validation of correct assignment of voters within each district.

ROV continues to meet with stakeholders throughout the calendar year to discuss election process changes and how these changes may impact the citizens of Solano County.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	3,047,383	9,000	9,000	0	0.0%
CHARGES FOR SERVICES	331,121	902,000	50,500	(851,500)	(94.4%)
MISC REVENUE	274	0	0	0	0.0%
TOTAL REVENUES	3,378,779	911,000	59,500	(851,500)	(93.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,980,650	1,845,899	1,932,503	86,604	4.7%
SERVICES AND SUPPLIES	6,069,164	3,977,318	4,285,498	308,180	7.7%
OTHER CHARGES	746,267	895,405	898,436	3,031	0.3%
F/A EQUIPMENT	18,386	0	45,301	45,301	100.0%
LEASES	0	0	160,217	160,217	100.0%
OTHER FINANCING USES	11,311	12,720	14,509	1,789	14.1%
INTRA-FUND TRANSFERS	18,326	19,400	9,400	(10,000)	(51.5%)
TOTAL APPROPRIATIONS	8,844,103	6,750,742	7,345,864	595,122	8.8%
NET COUNTY COST	5,465,324	5,839,742	7,286,364	1,446,622	24.8%

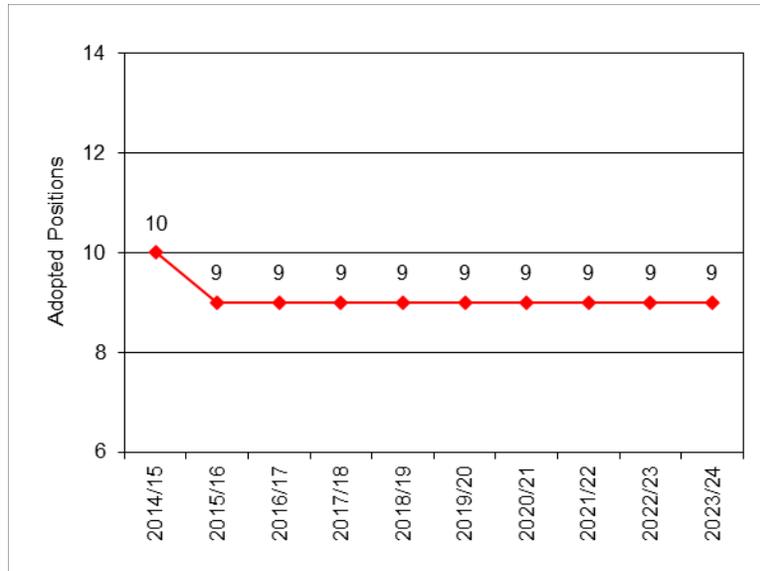
SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes an increase in Services and Supplies related to the March 2024 Presidential Primary Election. The Primary Election will not have reimbursable costs from districts, as none are scheduled to participate in this election. As a result, Charges for Services is expected to decrease significantly.

SUMMARY OF POSITION CHANGES

There are no changes in the position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND

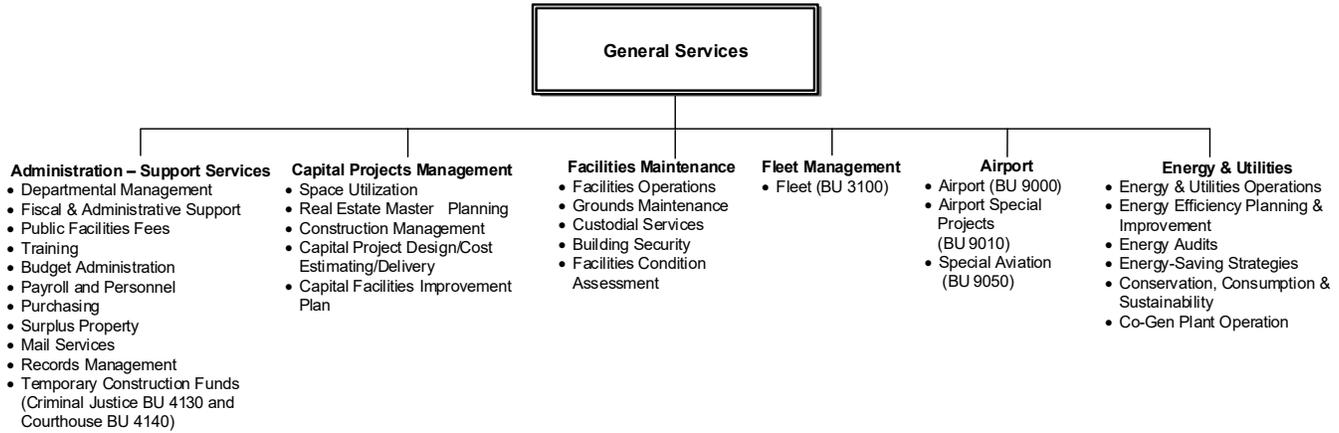


PENDING ISSUES AND POLICY CONSIDERATIONS

ROV will have additional and continued election costs for administrative changes required by the State Legislation for the 2024 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 provide additional personal protective equipment (PPE) for staff and poll workers for in-person voting, increasing use of vote by mail options, and encouraging voting from home or from their vehicles at poll places when possible.



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:	
FY2022/23 Midyear Projection:	27,772,428
FY2023/24 Recommended:	29,173,972
County General Fund Contribution:	5,680,693
Percent County General Fund Supported:	19.5%
Total Employees (FTEs):	97

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; 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 (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, Heating Ventilation, and Air Conditioning (HVAC), electrical, life safety, building security services, and plumbing systems maintenance for the County’s over 2 million square feet of buildings and associated grounds including parking lots.
- **Grounds Maintenance**
 Provides a comprehensive landscaping program to include maintaining turf, shrubs, trees, gardens, irrigation systems and weed/litter control on County owned property.

- Custodial Services

Provides a comprehensive custodial program to include daily cleaning, floor and carpet care, window washing, floor restoration, and recycling and composting of food waste.

Energy & Utilities

Energy & Utilities 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.

The Department of General Services also oversees Fleet Management (BU3100) and the Airport (BU9000, 9010, and 9050).

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The department is adapting to key staff changes due to attrition and retirements. In FY2022/23 the Support Services Division reached a peak vacancy rate of 43%. In filling vacant positions, the department is working to transfer institutional knowledge, train, mentor new staff, and monitor employee engagement. (*Administration - Support Services/Facilities Management*)
- Continue to coordinate the comprehensive County energy conservation project, proposed new Fairfield Hall of Justice, adjusting services for State adult and youth detention, 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. Currently, Solano County's Facilities teams maintain 130,878 square feet of space per staff person, which is over the State industry standard. (*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*)
- Facilities staff address critical equipment failures at multiple County buildings, with some equipment failures resulting in facility damage and the temporary inability to utilize space during repairs. Facilities maintenance teams work to address these critical equipment repairs with limited staffing due to vacancies. (*Facilities Management*)
- The grounds maintenance staff currently maintain 180+ acres or approximately 30 acres per staff, which limits efforts for 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 rise in natural gas prices and the cost of goods and services and their impact on County operations and budget. (*Facilities Management*)

Accomplishments:

- Substantially progressed the Countywide Energy Conservation and Resiliency Project with installation of solar photovoltaic arrays at Health & Social Services campuses in Vacaville, Fairfield, and Vallejo, and at downtown Fairfield Library. (*Capital Projects Management*) Completed final security electronic systems upgrades at Animal Care Services Facility. (*Capital Projects Management*)
- Completed initial assessment of domestic and wastewater systems at Lake Solano Park. (*Capital Projects Management*)
- Completed the Solano Residential Mental Health and Adult Board and Care Facility in Fairfield. (*Capital Projects Management*)
- Completed key site assessments for countywide electric vehicle charger planning. (*Capital Projects Management*)
- Re-established Job Order Contracting project delivery method to ensure efficient delivery of projects. (*Capital Projects Management*)

-
- Responded to a flood event at the health clinics at 2201 Courage Drive and through teamwork between the Building Trades, Custodial, and H&SS teams there was limited impact to the public and the clinic has been fully restored. (*Facilities Management*)
 - Responded to an underground flood event caused by the rupture of the Heating Water loop at the Hall of Justice. Due to the efforts of staff working through the night, the courts were able to resume operations the same week with minimal disruption. (*Facilities Management*)
 - Continued monitoring energy efficiency measures and resiliency measures in countywide property portfolio to prepare for future Public Safety Power Shutoffs. The department has managed two power interruptions to the downtown Fairfield campus without impact to facilities or staff. (*Facilities Management*)
 - Continue to support multiple projects including the Energy Conservation and Resiliency project, Facility Condition Assessment, building of the new Mental Health Residential Diversion campus, Electric Car Charging Project, and completed our first Arc Flash Assessment countywide. (*Facilities Management*)
 - Completed urgent building maintenance projects that include underground sewage line replacement, hot water storage tank replacement, fire alarm panel replacements, repaired multiple air handling units across the county which also includes the repair of the air handler structural frame at the Law and Justice building and re-vamped the installation to provide redundancy in the event of future failures. (*Facilities Management*)
 - On-going energy efficiency efforts are being incorporated into maintenance activities. Replaced end of life HVAC unit at the Heavy Fleet shop with an energy efficient model. Continue to replace lighting fixtures and controls to ensure the most efficient use and operation to reduce Solano County's electrical reliance. (*Facilities Management*)
 - On-going water conservation efforts are in place. Continue to replace plumbing fixtures with low flow or sensor cut-offs to reduce water waste. Landscaping is being changed to low water use plants along with updating irrigation systems to smart systems to reduce the amount of water used. (*Facilities Management*)
 - Custodial team completed afterhours detailed floor cleaning of carpets and hard flooring totaling approximately 600,000 square feet in the past 12 months. (*Facilities Management*)

WORKLOAD INDICATORSAdministration - Support Services

- Responsible for the oversight and fiscal management of 11 departmental budgets, totaling approximately \$198.4 million. These departmental budgets include 113 individual budgets requiring direct oversight and fiscal management.
- Processed over 8,975 invoices totaling over \$41.9 million in FY2021/22 payments. Responsible for tracking 129 countywide utility accounts (53 Gas/Electric, 14 Garbage and 62 Water).
- From March 2022 through February 2023 processed 240 personnel actions, audited 93 employees time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 1,214 mandated trainings for over 100 employees.
- Processed 1,902 purchase orders and processed 59 bids and Request for Proposals (RFP) from March 2022 through February 2023.
- 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 \$89,285 in revenues from March 2022 to February 2023.
- Reached 59,000 people through the Solano County Surplus Facebook page between March 2022, and March 2023.
- Processed and metered 1,079,498 individual pieces of USPS and Inter-office mail.
- Managed over 76 capital projects, including the various stages of design, planning, construction, and accounting, with a total estimated value of up to \$175 million in FY2022/23.

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

Functional Area Summary

Capital Projects Management

- Managed over 60 consultants and construction contracts valued at \$90 million.
- In FY2022/23, processed over 450 work orders for furniture and 14 approved small projects for County departments.
- Maintained space utilization and document databases for 2.5 million square feet of County facilities.

Facilities Management

- In FY2022/23, received, planned, and scheduled 3,591 work orders from County departments for maintenance and repairs of County facilities of which, 2,860 have been completed.
- Produced over 9,742,895 kilowatt hours of electricity from the County's Cogeneration Plant.
- As of April 2023, created 125 purchase orders for services and supplies in support of Facilities Management and processed 2,584 invoices for payments pertaining to facilities services, supplies, and equipment.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	931,571	836,836	1,250,413	413,577	49.4%
ARCHITECTURAL SERVICES	1,948,676	2,381,761	3,238,973	857,212	36.0%
CENTRAL SERVICES	1,987,680	1,785,257	2,234,196	448,939	25.1%
FACILITIES MAINTENANCE	<u>13,202,161</u>	<u>13,618,889</u>	<u>16,769,697</u>	<u>3,150,808</u>	<u>23.1%</u>
TOTAL REVENUES	18,070,088	18,622,743	23,493,279	4,870,536	26.2%
APPROPRIATIONS					
ADMINISTRATION	2,071,516	2,376,820	1,114,720	(1,262,100)	(53.1%)
ARCHITECTURAL SERVICES	2,362,651	2,927,497	3,858,124	930,627	31.8%
CENTRAL SERVICES	1,596,346	2,021,997	3,798,378	1,776,381	87.9%
FACILITIES MAINTENANCE	<u>15,794,991</u>	<u>19,056,099</u>	<u>20,402,750</u>	<u>1,346,651</u>	<u>7.1%</u>
TOTAL APPROPRIATIONS	21,825,504	26,382,413	29,173,972	2,791,559	10.6%
NET COUNTY COST					
ADMINISTRATION	1,139,945	1,539,984	(135,693)	(1,675,677)	(108.8%)
ARCHITECTURAL SERVICES	413,975	545,736	619,151	73,415	13.5%
CENTRAL SERVICES	(391,334)	236,740	1,564,182	1,327,442	560.7%
FACILITIES MAINTENANCE	<u>2,592,830</u>	<u>5,437,210</u>	<u>3,633,053</u>	<u>(1,804,157)</u>	<u>(33.2%)</u>
NET COUNTY COST	3,755,416	7,759,670	5,680,693	(2,078,977)	(26.8%)

STAFFING					
ADMINISTRATION	15	14	13	(1)	-7.1%
ARCHITECTURAL SERVICES	6	7	7	0	0.0%
CENTRAL SERVICES	9	9	10	1	11.1%
FACILITIES MAINTENANCE	<u>65</u>	<u>67</u>	<u>67</u>	<u>0</u>	<u>0.0%</u>
TOTAL STAFFING	95	97	97	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$4,870,536 or 26.2% in revenues and an increase of \$2,791,559 or 10.6% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost decreased by \$2,078,977 or 26.8%.

Primary Funding Sources

The primary funding source for the department is Charges for Services which is comprised of \$22,653,472 or 96.4% of the total revenue recovered through detailed cost accounting.

The Recommended Budget includes a \$4,870,536 or 26.2% net increase 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 \$2,791,559 or 10.6% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$893,091 or 7.0% primarily due to negotiated and approved labor contracts.
- Services and Supplies reflect an increase of \$1,364,166 or 11.0% primarily due to increases in insurance, utilities, building maintenance and improvements, purchases for resale, software purchase and central data processing services costs.
- Other Charges reflect an increase of \$520,514 or 37.7% primarily due to an increase in Countywide Administrative Overhead costs.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$794,120 for project management services to assist with capital project management.
- \$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.
- \$170,000 for power washing, parking lot sweeping, palm tree, and other tree trimming services.
- \$120,000 for advanced diagnostic and engineering services.

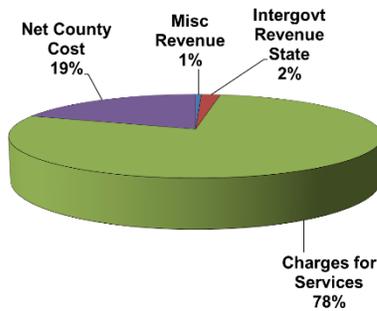
Fixed Assets

None

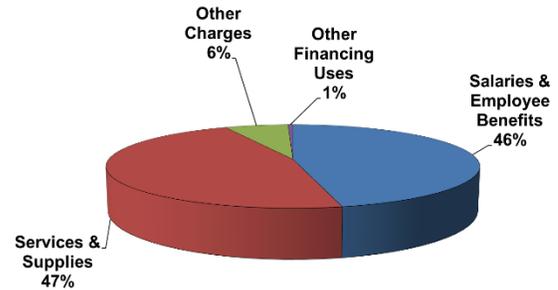
DEPARTMENT COMMENTS

In FY2023/24 the department proposes to establish the Energy and Utilities Division to reflect appropriate realignment of function, staff, and budget. Energy & Utilities oversees the County’s energy management functions, which includes operating and maintaining a cogeneration plant, solar arrays, monitoring of utility usage, and developing and implementing utility efficiency measures and projects. The planned realignment will be under the leadership of the Energy and Utility Manager, who will be reporting directly to the Assistant Director of General Services and will be supervising two stationary engineers and one Industrial Engine Mechanic. Currently, staff reports directly to the Facilities Operations Manager. No new positions are associated with this change.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	7,544	10,000	10,000	0	0.0%
INTERGOVERNMENTAL REV STATE	717,152	560,000	560,000	0	0.0%
CHARGES FOR SERVICES	17,120,561	17,773,533	22,653,472	4,879,939	27.5%
MISC REVENUE	128,240	199,210	173,807	(25,403)	(12.8%)
OTHER FINANCING SOURCES	96,593	80,000	96,000	16,000	20.0%
TOTAL REVENUES	18,070,089	18,622,743	23,493,279	4,870,536	26.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	10,657,536	12,784,237	13,677,328	893,091	7.0%
SERVICES AND SUPPLIES	9,907,951	12,385,218	13,749,384	1,364,166	11.0%
OTHER CHARGES	1,353,387	1,379,493	1,900,007	520,514	37.7%
F/A EQUIPMENT	0	45,166	0	(45,166)	(100.0%)
LEASES	0	0	42,378	42,378	100.0%
OTHER FINANCING USES	179,910	117,050	146,386	29,336	25.1%
INTRA-FUND TRANSFERS	(273,280)	(328,751)	(341,511)	(12,760)	3.9%
TOTAL APPROPRIATIONS	21,825,504	26,382,413	29,173,972	2,791,559	10.6%
NET COUNTY COST	3,755,414	7,759,670	5,680,693	(2,078,977)	(26.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

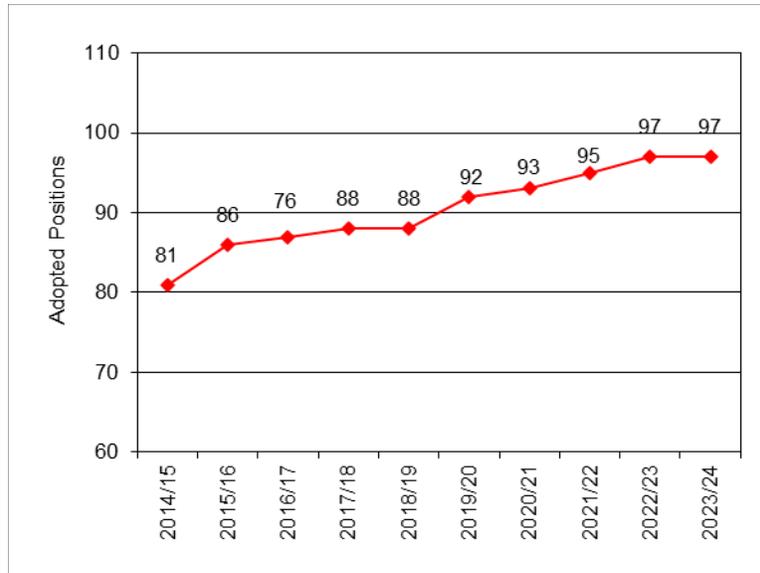
Changes in position allocations since the adoption of the FY2022/23 Budget are provided below:

On March 7, 2023, as part of the Midyear Financial Report, the following position changes were approved by the Board:

- Added 1.0 FTE Senior Accountant.
- Deleted 1.0 FTE Accountant.

There are no changes in position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



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.

Record increases to natural gas were seen in December and January and have seriously impacted the utility budget. Pacific Gas and Electric announced a 41% increase in cost of natural gas and our bulk provider the State Department of General Services saw an increase of cost five times higher than January 2022. Department staff continue to work with the State Department of General Services to monitor prices and will provide necessary revisions when possible.

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.

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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	1,270,543	1,071,806	1,160,415	88,609	8.3%
3100 FLEET MANAGEMENT	7,561,549	7,299,040	7,573,500	274,460	3.8%
9000 AIRPORT	2,244,052	2,367,702	2,488,673	120,971	5.1%
9010 AIRPORT SPECIAL PROJECTS	833,148	54,000	692,284	638,284	1182.0%
9050 SPECIAL AVIATION	221,000	220,915	220,916	1	0.0%
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	929,787	762,792	1,000,976	238,184	31.2%
3100 FLEET MANAGEMENT	5,948,993	8,771,549	7,190,861	(1,580,688)	(18.0%)
9000 AIRPORT	1,672,636	1,977,007	2,642,331	665,324	33.7%
9010 AIRPORT SPECIAL PROJECTS	921,907	260,000	732,575	472,575	181.8%
9050 SPECIAL AVIATION	213,885	220,915	220,916	1	0.0%
NET CHANGE					
1640 REAL ESTATE SERVICES	(340,756)	(309,014)	(159,439)	149,575	(48.4%)
3100 FLEET MANAGEMENT	(1,612,556)	(1,472,509)	382,639	1,855,148	(126.0%)
9000 AIRPORT	571,416	390,695	(153,658)	(544,353)	(139.3%)
9010 AIRPORT SPECIAL PROJECTS	(88,759)	(206,000)	(40,291)	165,709	(80.4%)
9050 SPECIAL AVIATION	7,115	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:

- Accommodating the post-COVID-19 increase in volume of event reservations requested for the County Events Center (CEC) and County Administrative Center (CAC) conference rooms, including coordination of staffing to schedule, set up for, and clean or repair rooms after events.
- Negotiating adjustments to new contracts with the County’s four garbage haulers in advance of current contracts expiring December 31, 2024.
- Various contract requests by cellular companies for tower space or upgrades that require continued negotiation of current contracts.

Accomplishments:

- Tenant improvements and move-in transition completed for Probation Youth Services, moving from Sullivan Middle School to 709 Beck Avenue, Fairfield, providing an improved supportive environment within an efficient facility layout.
- Acquired and deployed portable back-up audio equipment for common conference rooms at County Administration Center and adjacent County Events Center. Identified quick-response vendors for A/V equipment repairs and kept conference rooms operational while working with Capital Projects Management Division and consultants to prepare for more permanent A/V upgrades.
- Identified and temporarily leased nearby off-site areas to compensate for reduced County parking during solar photo-voltaic array installation at Vacaville’s William J. Carroll Government Center site.
- Assessed Vallejo Veterans Memorial Hall for potential food service area and site improvements.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$88,609 or 8.3% in revenues and an increase of \$238,184 or 31.2% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, the Net County Cost increased by \$149,575 or 48.4%.

Primary Funding Sources

The primary funding source for Real Estate Services is Revenue from Use of Money/Property which reflect an increase of \$31,220 or 3.7% primarily due to an increase in leases and building rental revenues. Licenses, Permits and Franchise fees reflect an increase of \$52,570 or 32.4% due to an anticipated increase in garbage lien processing fees. An increase of \$4,819 or 8.6% in Charges for Services is attributable to service charges from the rate reimbursements for real estate management services.

Primary Costs

The Recommended Budget includes an increase of \$238,184 or 31.2% in appropriations which reflect an increase of \$12,568 or 7.2% in Salaries and Employee Benefits resulting from negotiated and approved labor contracts. An increase of \$124,947 or 44.9% in Services and Supplies reflect increases in insurance costs, contracted real estate services, conference room reservation software and increases in utility costs. An increase of \$48,370 or 100.0% in Leases represents the cost to lease the Portuguese

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

Summary of Other Administered Budget

Hall in Vallejo. This expense was previously reported under Services and Supplies, but due to requirements under GASB Statement No. 87, leases are now reported separately. An increase of \$60,183 or 264.0% in Intra-fund transfers reflect charges from Resource Management for assistance related to the garbage franchise agreement negotiation.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	260,155	162,250	214,820	52,570	32.4%
REVENUE FROM USE OF MONEY/PROP	985,418	853,273	884,493	31,220	3.7%
CHARGES FOR SERVICES	24,970	56,283	61,102	4,819	8.6%
TOTAL REVENUES	1,270,543	1,071,806	1,160,415	88,609	8.3%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	164,510	175,364	187,932	12,568	7.2%
SERVICES AND SUPPLIES	305,487	278,047	402,994	124,947	44.9%
OTHER CHARGES	438,622	284,930	276,867	(8,063)	(2.8%)
LEASES	0	0	48,370	48,370	100.0%
OTHER FINANCING USES	1,576	1,656	1,835	179	10.8%
INTRA-FUND TRANSFERS	19,591	22,795	82,978	60,183	264.0%
TOTAL APPROPRIATIONS	929,787	762,792	1,000,976	238,184	31.2%
NET COUNTY COST	(340,756)	(309,014)	(159,439)	149,575	(48.4%)

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 FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

Fleet Management provides comprehensive fleet management and transportation services to County departments, the City of Dixon, City of Fairfield Police Department, 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 137 hybrid vehicles in service, 27% of the light and medium duty fleet, an increase of 40% when compared to FY2022/23.
- Fleet continues to pursue alternative fuel options, such as synthetic gasoline, with the goal of reducing the County’s carbon footprint.
- Fleet has entered into a revenue contract with the City of Fairfield Police Department to provide fueling services for an initial six-month period beginning January 1, 2023 and ending June 30, 2023 with the option to extend for one year starting July 1, 2023 and ending June 30, 2024.
- There are 19 vehicles on the replacement plan for FY2023/24.

WORKLOAD INDICATORS

- Maintains and services 575 County fleet vehicles, with 58 of those vehicles leased to outside agencies.
- Maintains and services over 137 department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2022, completed 2,425 work orders comprised of 8,057 mechanic hours.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects an increase of \$274,460 or 3.8% in revenues and a decrease of \$1,580,688 or 18.0% in appropriations when compared to the FY2022/23 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$7,314,000 representing an increase of \$711,760 or 10.8% when compared to the FY2022/23 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil Delivery. Additionally, Fleet Management contracts with five outside agencies to provide fleet management and transportation services for Solano County Community College, Solano County Office of Education, North Bay Schools Insurance Authority, City of Fairfield Police Department, and the City of Dixon.

Primary Costs

The Recommended Budget includes \$7,190,861 in appropriations representing a \$1,580,688 or 18.0% net decrease primarily due to the following:

- Salaries and Employee Benefits of \$1,543,268 reflect an increase of \$91,565 or 6.3% primarily attributed to negotiated and approved labor contracts, CalPERS retirement costs and changes in health benefit costs, offset by a decrease in workers’ compensation costs.
- Services and Supplies of \$3,392,547 reflect an increase of \$406,579 or 13.6% due to increases in Purchases for Resale related to fuel, Maintenance for Building and Improvements, and property and liability insurance costs. These increases are offset by a decrease in Maintenance Equipment costs for vehicle upfitting and maintenance.
- Other Charges of \$550,182 reflect an increase of \$167,139 or 43.6% primarily due to increased Countywide Administrative Overhead costs.

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

Summary of Other Administered Budgets

- Fixed Assets of \$1,690,000 reflect a decrease of \$2,247,300 or 57.1% due to a decrease in the number of replacement vehicles and no department requests for new vehicles in FY2023/24. Additional fixed asset purchases also include a tire changing machine, smog test equipment, and a torque tire gun.

Fixed Assets

The FY2023/24 Recommended Budget includes the following fixed assets:

- \$1,650,000 for 19 vehicle purchases.
- \$15,000 for a tire changing machine.
- \$15,000 for smog test equipment.
- \$10,000 for a torque tire gun.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	11,319	4,500	4,500	0	0.0%
CHARGES FOR SERVICES	6,593,788	6,602,240	7,314,000	711,760	10.8%
MISC REVENUE	201,532	105,000	65,000	(40,000)	(38.1%)
OTHER FINANCING SOURCES	754,909	587,300	190,000	(397,300)	(67.6%)
TOTAL REVENUES	7,561,549	7,299,040	7,573,500	274,460	3.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,306,485	1,451,703	1,543,268	91,565	6.3%
SERVICES AND SUPPLIES	2,957,891	2,985,968	3,392,547	406,579	13.6%
OTHER CHARGES	354,960	383,043	550,182	167,139	43.6%
F/A EQUIPMENT	1,317,590	3,937,300	1,690,000	(2,247,300)	(57.1%)
OTHER FINANCING USES	12,067	13,535	14,864	1,329	9.8%
TOTAL APPROPRIATIONS	5,948,993	8,771,549	7,190,861	(1,580,688)	(18.0%)
NET GAIN(LOSS)	1,612,556	(1,472,509)	382,639	1,855,148	(126.0%)

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

With State initiatives to reduce petroleum powered vehicle emissions, Fleet will continue to explore ways to adapt the 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 FY2023/24 was prepared during an inflationary period. At this time, it is unclear if the budget will be additionally impacted by price increases on fuel and other necessary supplies in managing the Fleet. Department staff will continue to evaluate the impacts of inflation 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. 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.
- On November 8, 2022, the Solano County Auditor-Controller’s Office provided an Internal Control Review of the Nut Tree Airport for controls in place as of December 31, 2021. The review provided conclusions along with findings and recommendations for improved administrative operations. Airport Management has set goals to address and mitigate these findings.

Accomplishments:

- The Airport was awarded a \$79,969 Federal Aviation Administration (FAA) grant to fund an assessment of the Airport’s Airfield Electrical System. The Airport was also awarded a \$3,889 Matching Grant from the California Department of Transportation to offset local share expenses for this assessment. Results from this assessment will assist future FAA design and construction projects.
- Travis Air Force Base hosted their first airshow since the COVID-19 pandemic. Fueling operations at the base are limited to jet fuel and the Nut Tree Airport was able to support the airshow aircraft with aviation gasoline fueling services.
- The Airport received delivery of a new tractor and mowing deck attachment. It is expected that this new equipment will increase labor productivity and decrease outside vendor expenses for weed abatement by allowing staff to perform more of this work in-house.

WORKLOAD INDICATORS

- The Airport manages, rents, and maintains 85 County hangers, 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.
- 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 FY2022/23. Fuel sales for FY2023/24 are estimated to generate over \$825,000 in Airport operating revenue.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$120,971 or 5.1% in revenues and an increase of \$665,324 or 33.7% in appropriations when compared to the FY2022/23 Adopted Budget.

Summary of Other Administered Budgets

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

Primary Funding Sources

- Property tax revenue in the amount of \$587,544 reflects an increase of \$29,366 or 5.3% when compared to the FY2022/23 Adopted Budget.
- Revenue from Use of Money in the amount of \$997,175 reflect an increase of \$60,603 or 6.5% when compared to the FY2022/23 Adopted Budget due to an increase of interest income and income from leases, hangar, office and building rentals.
- Charges for Services in the amount of \$849,208 reflect an increase of \$25,791 or 3.1% primarily attributable to fuel and oil revenues.
- Miscellaneous Revenues in the amount of \$41,000 reflect an increase of \$6,000 or 17.1% based on anticipated fees and other charges.
- Operating Transfers-In in the amount of \$10,000 reflect no change from FY2022/23, representing transfers from the Special Aviation Fund (Fund 310) for a 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 \$471,160 represent an increase of \$43,750 or 10.2% due to increases in Salaries and Employee Benefits from negotiated and approved labor contracts.
- Services and Supplies of \$1,357,877 represent a net increase of \$282,596 or 26.3% due to increases in deferred maintenance and required preventive maintenance for leased equipment and buildings, central data processing charges, architectural and engineering services, and purchases for resale due to increase in aviation fuel prices.
- Other Charges of \$553,589 reflect an increase of \$294,132 or 113.4% due to increases in Countywide Administrative Overhead costs, and interest for long-term debt payable to the County General Fund.
- Leases of \$39,100 reflect an increase of \$39,100 or 100.0% for a fuel truck lease. This expense was previously reported under Services and Supplies, but due to requirements under GASB Statement No. 87, leases are now reported separately.
- Fixed Assets of \$5,000 reflect an increase of \$5,000 or 100.0% to purchase a mobile spraying weed abatement unit.

Contracts

The FY2023/24 Recommended Budget includes the following significant contract:

- \$87,000 for engineering and architectural services.

Fixed Assets

The FY2023/24 Recommended Budget includes the following fixed asset:

- \$5,000 for a gator spray rig equipment for weed abatement.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	554,968	558,178	587,544	29,366	5.3%
REVENUE FROM USE OF MONEY/PROP	911,788	936,572	997,175	60,603	6.5%
INTERGOVERNMENTAL REV STATE	3,519	3,537	3,731	194	5.5%
INTERGOVERNMENTAL REV FEDERAL	32,015	15	15	0	0.0%
INTERGOVERNMENTAL REV OTHER	2,294	983	0	(983)	(100.0%)
CHARGES FOR SERVICES	684,790	823,417	849,208	25,791	3.1%
MISC REVENUE	44,678	35,000	41,000	6,000	17.1%
OTHER FINANCING SOURCES	10,000	10,000	10,000	0	0.0%
TOTAL REVENUES	2,244,052	2,367,702	2,488,673	120,971	5.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	259,954	427,410	471,160	43,750	10.2%
SERVICES AND SUPPLIES	977,145	1,075,281	1,357,877	282,596	26.3%
OTHER CHARGES	222,208	259,457	553,589	294,132	113.4%
F/A EQUIPMENT	0	0	5,000	5,000	100.0%
LEASES	0	0	39,100	39,100	100.0%
OTHER FINANCING USES	213,329	214,859	215,605	746	0.3%
TOTAL APPROPRIATIONS	1,672,636	1,977,007	2,642,331	665,324	33.7%
NET GAIN(LOSS)	571,416	390,695	(153,658)	(544,353)	(139.3%)

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 FY2023/24 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Recommended Budget was prepared during a time of continued inflation, supply chain shortages, and construction material escalations. 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.

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 FY2023/24 FAA Airport Capital Improvement Program includes an Airport Layout Plan (ALP) Update and Narrative, Airport Geographical Information System (AGIS) improvements, an Aviation Activity Forecast (FCST) Report, and an Airport Pavement Management Program Update. These updates and reports will help the Airport plan for capital projects that will support future aviation activities.
- The Airport is also requesting FAA funding for additional design and bidding activities related to completion of upcoming phases of the Northeast Hangar Apron and Taxi Lane Reconstruction Project.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for Airport Special Projects represents an increase of \$638,284 or 1,182.0% in revenues and an increase of \$472,575 or 181.8% in appropriations when compared to the FY2022/23 Adopted Budget. As a result, fund balance decreases by \$40,291. The increases in revenue and appropriations are the result of an increase in capital projects planned for FY2023/24.

Primary Funding Sources

The primary funding sources for Airport Special Projects includes State and FAA grants totaling \$692,284 to fund 90% of the study, for update and improvements to the Nut Tree Airport, and a required 10% match funded by the use of Airport Special Projects fund balance of \$40,291.

Primary Funding Costs

The primary cost for the Airport Special Projects is for professional services to conduct a study, for update and improvements to the Nut Tree Airport.

Contracts

The FY2023/24 Recommended Budget includes a total of \$732,575 in professional services to conduct a study, for updates and improvements to the Nut Tree Airport

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	0	32,967	32,967	100.0%
INTERGOVERNMENTAL REV FEDERAL	833,148	54,000	659,317	605,317	1121.0%
TOTAL REVENUES	833,148	54,000	692,284	638,284	1182.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	60,000	732,575	672,575	1121.0%
F/A BLDGS AND IMPRMTS	921,907	200,000	0	(200,000)	(100.0%)
TOTAL APPROPRIATIONS	921,907	260,000	732,575	472,575	181.8%
NET GAIN(LOSS)	(88,759)	(206,000)	(40,291)	165,709	(80.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 FY2023/24 payment is due in September 2023 for a principal payment of \$92,083 and interest of \$59,515.
- 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 FY2023/24 payment is due in May 2024 for a principal payment of \$38,690 and interest of \$20,628.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The annual \$10,000 grant from Caltrans will be applied to airport operations.
- The Airport continues to pay 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 no change in revenues and appropriations when compared to the FY2022/23 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 \$210,916. This Operating Transfer-In is comprised of revenue from hangar and administrative building lease/space rental payments to fund the annual payment of the Caltrans loan in FY2023/24. 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.

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).

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	84	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	210,916	210,915	210,916	1	0.0%
TOTAL REVENUES	221,000	220,915	220,916	1	0.0%
APPROPRIATIONS					
OTHER CHARGES	203,885	210,915	210,916	1	0.0%
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
TOTAL APPROPRIATIONS	213,885	220,915	220,916	1	0.0%
NET GAIN(LOSS)	7,115	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

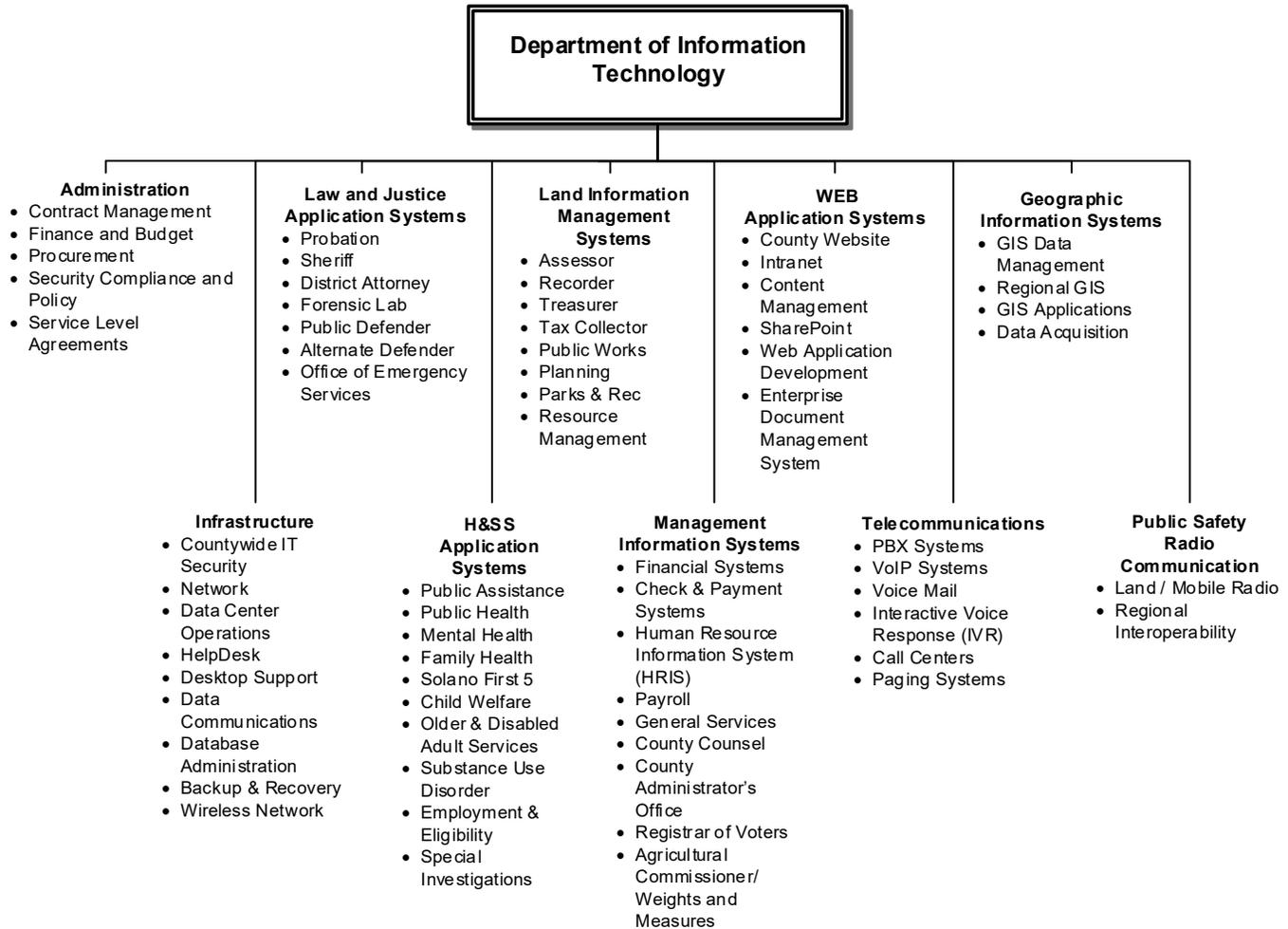
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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:	
FY2022/23 Midyear Projection:	33,668,988
FY2023/24 Recommended:	38,292,292
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 thirteen divisions. Eight divisions, organized by business area, provide application development and management services to departments. Four divisions provide infrastructure support for all computing technologies, security, telecommunications, and public safety radio communications. The department also includes one administrative division responsible for fiscal activities, operational policies, and project coordination.

Timothy P. Flanagan, Chief Information Officer

Other General

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- DoIT continues to maintain a high vacancy rate of around 24% and continues to work closely with Human Resources and the County Administrator's Office to find new ways to recruit and retain talent. With many staff vacancies, DoIT focus is on maintaining operations, which may cause delays in other projects outside of this scope. To meet the needs of the department, DoIT is contracting with consulting firms for short-term project-based assistance, to assist with operations and various projects.

Accomplishments:

Information Security:

- Replaced the old and out-of-support McAfee Security Information and Event Management System (SIEM) with Microsoft Sentinel, an advanced cloud based SIEM and Security Orchestration, Automation and Response (SOAR) which satisfies Criminal Justice Information Services – Federal Bureau of Investigation (CJIS-FBI) compliance requirements.
- Replaced the CJIS and Department of Justice (DOJ) Cisco firewalls and implemented Intrusion Prevention Systems (IPS) to satisfy CJIS-FBI compliance requirements.
- Implemented an Anti-Malware tool on the Cisco Internet firewalls at the Internet gateway which reduced the overall cost of supporting and maintaining County firewalls.
- Activated URL domain names features on the Cisco Adaptive Security Appliance (ASA) Internet firewalls making the firewall more efficient.
- Deployed a new wireless Service Set Identifier (SSID) SolanoConnect that utilizes certificate-based authentication for a more secure and intuitive user experience.
- Performed Penetration Test of the County wireless network, internal network, and external network to check for exploitable vulnerabilities.
- Conducted tabletop exercises on ransomware attacks to increase the team's readiness and resilience.

Information Technology Service Management:

- Migrated the Fiserv Prologue & Intelligent Process Automation application which is an Investment Accounting and Financial Management solution used by the County Tax Collector/County Clerk Office to facilitate general ledger and accounting activity.

Business Automation:

- Implemented the Netsmart Telehealth/Telemedicine solution to provide virtual healthcare services for patients/clients and comply with Center for Disease Control and Prevention (CDC) recommendations.

Network Improvements:

- Rebuilt the network at the Rio Vista Transportation and Public Works Corporation Yard at 940 Saint Francis Way. Extended network to a new building, relocated minimum point of entry (MPOE) from telephone pole to the new building and reconnected network back to the older facilities. This will allow for a smoother network transition once a new building is constructed later this year.
- Converted ten AT&T Digital Subscriber Line (DSL) locations to a Comcast Business Internet solution providing higher performance and increased overall visibility and out of band network management.
- Completed network build out for the new construction at 2261 S. Watney Way (three new buildings at the Beck Campus).
- Completed network build out for Probation at 709 Beck Avenue in Fairfield.
- Designed and commissioned new call center for Health & Social Services Child Welfare Services.

- Refreshed and upgraded infrastructure switches at the Office of Emergency Services.
- Increased internet bandwidth from 1Gbps to 5Gbps.

Management Information Systems:

- Implemented Netsmart Telehealth for Behavioral Health services to expand the reach of specialized care, enable timely access to virtual clinical services, and remove geographic barriers that can prevent receipt of appropriate treatment.
- Migrated Family Health Services Electronic Health Records (EHR) system to NextGen Managed Cloud services to leverage resources to support the system, including backups, system redundancy, 24/7 monitoring, and timely disaster recovery.
- Onboarded with SacValley MedShare Health Information Exchange (HIE) to increase data sharing opportunities for improved client care and achieve CalAIM milestones.
- Implemented Netsmart myHealthPointe to enhance communication with clients and provide timely patient access for information.
- Upgraded from desktop version 16.2 OneSolution to modern web version 21.2 Finance Enterprise.
- Built and deployed payment adapter to facilitate online payment to work with new payment gateways.
- Built and deployed Representational State Transfer (REST) Application Programming Interface (API) integrations between eSignatures tool and document management systems to eliminate manual steps.
- Went live with a new, modern, hosted Property Tax solution, the County Assessment and Taxation System (CATS).

WORKLOAD INDICATORS

- During the period of March 1, 2022, to February 28, 2023, there were a total of 31,015 work orders and trouble tickets received by the Helpdesk.
- A total of 468 servers were hosted on 60 physical servers, and over 1 petabyte of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,381 computers, 4,647 telephones, 202 tablets, and 734 printers are supported across the County's area network locations with 3,083 mobile devices connected to 272 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	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	1,592,920	1,870,108	2,052,447	182,339	9.8%
INFRASTRUCTURE	14,995,277	16,556,873	18,121,897	1,565,024	9.5%
LAW & JUSTICE APPLICATION SYSTEMS	1,772,756	2,011,825	1,947,030	(64,795)	(3.2%)
H&SS APPLICATION SYSTEMS	2,577,558	4,311,791	4,565,030	253,239	5.9%
MANAGEMENT INFORMATION SYSTEMS	2,057,438	1,576,281	4,419,373	2,843,092	180.4%
LAND INFORMATION MANAGEMENT SYSTEMS	1,409,535	1,506,531	0	(1,506,531)	(100.0%)
WEB APPLICATION SYSTEMS	928,630	1,015,552	1,101,400	85,848	8.5%
GEOGRAPHIC INFORMATION SYSTEMS	1,886,109	2,151,402	2,442,299	290,897	13.5%
TELECOMMUNICATIONS	1,714,415	1,802,672	1,926,971	124,299	6.9%
PUBLIC SAFETY RADIO COMMUNICATION	557,979	955,971	1,804,548	848,577	88.8%
TOTAL REVENUES	29,492,617	33,759,006	38,380,995	4,621,989	13.7%
APPROPRIATIONS					
DOIT-ADMINISTRATION	1,752,599	1,870,108	2,050,947	180,839	9.7%
INFRASTRUCTURE	14,606,629	17,371,200	19,423,083	2,051,883	11.8%
LAW & JUSTICE APPLICATION SYSTEMS	1,774,014	2,011,825	1,944,530	(67,295)	(3.3%)
H&SS APPLICATION SYSTEMS	2,578,882	4,311,791	4,561,030	249,239	5.8%
MANAGEMENT INFORMATION SYSTEMS	1,433,137	1,576,281	3,116,486	1,540,205	97.7%
LAND INFORMATION MANAGEMENT SYSTEMS	1,325,199	1,506,531	0	(1,506,531)	(100.0%)
WEB APPLICATION SYSTEMS	819,602	1,015,552	1,096,400	80,848	8.0%
GEOGRAPHIC INFORMATION SYSTEMS	1,960,441	2,151,402	2,441,298	289,896	13.5%
TELECOMMUNICATIONS	1,586,840	1,802,672	1,576,970	(225,702)	(12.5%)
PUBLIC SAFETY RADIO COMMUNICATION	502,814	943,771	2,081,548	1,137,777	120.6%
TOTAL APPROPRIATIONS	28,340,157	34,561,133	38,292,292	3,731,159	10.8%
NET GAIN (LOSS)					
DOIT-ADMINISTRATION	159,679	0	1,500	1,500	100.0%
INFRASTRUCTURE	388,648	(814,327)	(1,301,186)	(486,859)	59.8%
LAW & JUSTICE APPLICATION SYSTEMS	(1,258)	0	2,500	2,500	100.0%
H&SS APPLICATION SYSTEMS	(1,324)	0	4,000	4,000	100.0%
MANAGEMENT INFORMATION SYSTEMS	624,301	0	1,302,887	1,302,887	100.0%
LAND INFORMATION MANAGEMENT SYSTEMS	84,336	0	0	0	0.0%
WEB APPLICATION SYSTEMS	109,028	0	5,000	5,000	100.0%
GEOGRAPHIC INFORMATION SYSTEMS	(74,332)	0	1,001	1,001	100.0%
TELECOMMUNICATIONS	127,575	0	350,001	350,001	100.0%
PUBLIC SAFETY RADIO COMMUNICATION	55,165	12,200	(277,000)	(289,200)	(2370.5%)
NET GAIN (LOSS)	1,471,818	(802,127)	88,703	890,830	(111.1%)
STAFFING					
DOIT-ADMINISTRATION	8	9	9	0	0.0%
INFRASTRUCTURE	13	13	18	5	38.5%
LAW & JUSTICE APPLICATION SYSTEMS	9	10	10	0	0.0%
H&SS APPLICATION SYSTEMS	16	16	17	1	6.3%
MANAGEMENT INFORMATION SYSTEMS	6	5	7	2	40.0%
LAND INFORMATION MANAGEMENT SYSTEMS	8	8	0	(8)	(100.0%)
WEB APPLICATION SYSTEMS	3	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	3	5	5	0	0.0%
TELECOMMUNICATIONS	0	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2	4	4	0	0.0%
TOTAL STAFFING	68	74	74	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$4,621,989 or 13.7% in revenues and \$3,731,159 or 10.8% in appropriations when compared to the FY2022/23 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 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 \$19,423,083 which primarily consists of staffing costs, Countywide Administrative Overhead costs, \$7,567,000 in contracted services (Avenu) and \$7,811,000 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, backup, and business services.

Applications Development Management and Support:

Total appropriations for Applications Development Management and Support are \$13,159,744 and consists primarily of staffing costs, Countywide Administrative Overhead costs, and \$1,730,000 for hardware, software, and other third-party services. 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. Systems supported include Law & Justice Application Systems, Health & Social Services (H&SS) Applications Systems, Management Information Systems, Web Application Systems, and Geographic Information System.

Communications:

Total appropriations for Communications are \$3,658,518 which primarily includes, \$2,042,000 as pass-through telephone usage, voicemail, and other charges, \$638,000 for hardware, software, and vendor services. Other costs include staffing and Countywide Administrative Overhead. Communications cost centers include Telecommunications and Public Safety Radio Communications. Telecommunications provides telecommunications installation, programming, and support for phone systems, voicemail, and interactive voice response systems; and Public Safety Radio Communications provides engineering, installation, programming, and support of the public safety radio system.

Contracts

The FY2023/24 Recommended Budget includes the following significant contracts:

- \$7,567,000 for managed services.
- \$1,805,000 for Microsoft Office 365.
- \$1,600,000 for contracted services for IT projects.
- \$425,000 for Local Area Technical Assistance (LATA) broadband infrastructure project.
- \$375,000 for GIS Consulting Services Geographic Technology Group.

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

- \$308,000 for communications contracted services.
- \$251,000 for security tools.
- \$247,000 GIS Azure application development.
- \$242,000 PeopleSoft Oracle software maintenance.
- \$241,000 Aerial imagery for GIS.
- \$230,000 for Finance Enterprise annual maintenance.
- \$208,000 for Microsoft Premier Services.
- \$200,000 for Microsoft Azure Roadmap and Cloud Infrastructure.
- \$186,000 for ServiceNow Consulting.
- \$185,000 for ConvergeOne Cisco VoIP annual maintenance.
- \$173,000 for ServiceNow subscription renewal.
- \$146,000 for IT Subscription Based research.
- \$140,000 for Cisco SmartNet.
- \$140,000 Software Database Monitoring Tool.
- \$115,000 for GIS software maintenance.
- \$93,000 NextGen Electronic Health Records contract.
- \$91,000 for ProofPoint Cloud based email security.
- \$80,000 Microsoft Sentinel centralized logging and alerting.
- \$80,000 for GIS Cloud Service Axim Geospatial.
- \$80,000 for VM Ware ESX-Per-Processor Annual Maintenance.
- \$77,000 for IntelliTime maintenance.
- \$75,000 for security professional services consulting.

Fixed Assets

The FY2023/24 Recommended Budget includes the following fixed assets:

- \$1,636,800 for Cisco Data Center Infrastructure refresh.
- \$500,000 for Storage Appliance and Hyperflex data center storage and Network Attached Storage (NAS).
- \$411,000 for Public Safety Radio System infrastructure equipment.
- \$400,000 for Solano County Website re-platform.
- \$250,000 for Network Appliance Storage replacement.
- \$121,000 for Network Leaf Switches, Wireless Local Area Network (LAN) Controller to replace aging and malfunctioning equipment.
- \$30,000 for Wide Area Network (WAN) Routers for Solano County ASE Circuits.

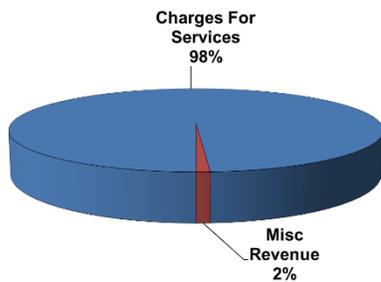
DEPARTMENT COMMENTS

For the Recommended Budget, DoIT outlined priorities focused on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The Recommended budget strives to address:

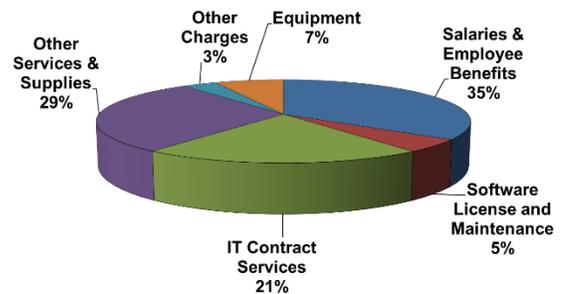
- Delivering the most secure, stable, and reliable IT platform for the County to maximize productivity and minimize disruption within the limits of resources available.
- Working with County business partners to automate predictable and repeatable work to enable the organization to focus resources on innovation.
- The business transformation of DoIT to organize the work according to industry best practices.
- Providing career development opportunities and advanced training opportunities to all staff to provide better service to the County.

Many ongoing and planned projects, such as network security, IT infrastructure refresh, updated County website, technologies to aid in disaster recovery, and implementing software solutions for process improvements, support these priorities. DoIT continues to look for opportunities 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	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	45,498	50,000	67,719	17,719	35.4%
INTERGOVERNMENTAL REV STATE	0	0	498,950	498,950	100.0%
INTERGOVERNMENTAL REV OTHER	148,880	148,881	148,881	0	0.0%
CHARGES FOR SERVICES	29,004,326	33,007,946	37,278,163	4,270,217	12.9%
MISC REVENUE	293,913	552,179	387,282	(164,897)	(29.9%)
TOTAL REVENUES	29,492,617	33,759,006	38,380,995	4,621,989	13.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	10,244,269	13,843,122	13,165,760	(677,362)	(4.9%)
SERVICES AND SUPPLIES	15,196,347	17,608,642	20,306,244	2,697,602	15.3%
OTHER CHARGES	1,281,835	1,107,211	1,307,224	200,013	18.1%
F/A EQUIPMENT	1,581,715	1,510,127	2,948,800	1,438,673	95.3%
F/A - INTANGIBLES	0	400,000	400,000	0	0.0%
LEASES	0	0	11,055	11,055	100.0%
OTHER FINANCING USES	101,392	140,031	153,209	13,178	9.4%
INTRA-FUND TRANSFERS	(65,400)	(48,000)	0	48,000	(100.0%)
TOTAL APPROPRIATIONS	28,340,157	34,561,133	38,292,292	3,731,159	10.8%
NET GAIN(LOSS)	1,152,460	(802,127)	88,703	890,830	(111.1%)

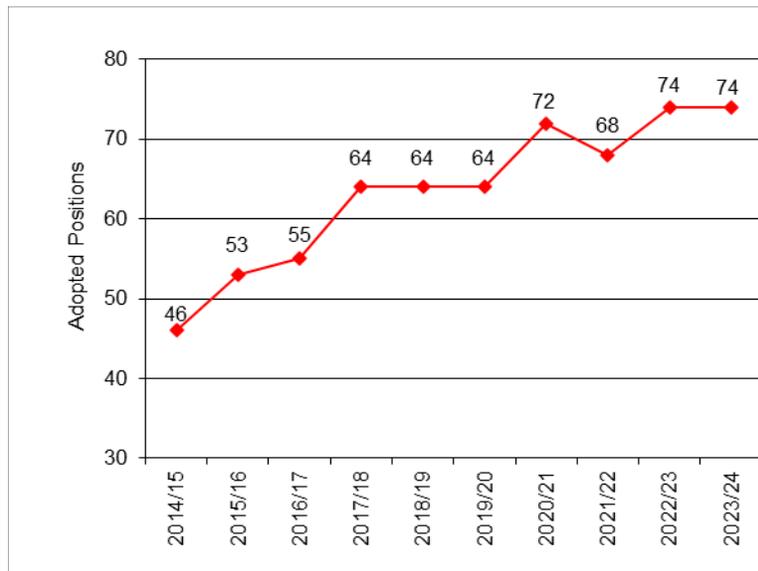
SUMMARY OF SIGNIFICANT ADJUSTMENTS

The decrease in Salaries and Employee Benefits is primarily due to estimated salary savings of \$1,600,000 based on anticipated vacancies in FY2023/24 offset by increases due to negotiated and approved labor contracts.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2023/24 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Significant effort is recommended to re-imagine the staffing model for IT services in recognition of a multi-year challenge to hire and retain new talent. It is recommended that the approach to hiring recognize the difficulties that face all organizations trying to hire in IT and make appropriate adjustments up to and including examination of the civil service hiring rules to bring new efficiency to the process. Furthermore, an examination of the classification system in place for DoIT classifications is recommended to determine if Solano County is offering regionally competitive salary and benefits to DoIT staff.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2021/22 ACTUAL	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1878 SCIPS REPLACEMENT PROJECT	0	2,133,919	1,805,099	(328,820)	(15.4%)
APPROPRIATIONS					
1878 SCIPS REPLACEMENT PROJECT	1,753,436	2,133,919	1,805,099	(328,820)	(15.4%)
NET CHANGE					
1878 SCIPS REPLACEMENT PROJECT	(1,753,436)	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 20 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. In 2017, the Board approved a \$10,000,000 loan from the County General Fund (GF) to fund a multi-year multi-department project to replace the Solano County Integrated Property Systems (SCIPS).

Implementation of the new property tax system, County Assessment and Taxation System (CATS), was planned over a three-year period and across fourteen phases of work and went live on March 1, 2023.

Most costs related to the SCIPS replacement project will be funded by the Board approved loan and later recovered via user charges. 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 loan to the DoIT Fund. The following shows the current and upcoming drawdowns from this loan:

Project Funding:	\$10,000,000
Actual Cost Through FY2021/22:	\$4,638,750
Mid-Year Projection FY2022/23:	\$3,008,236
<u>Recommended Budget FY2023/24:</u>	<u>\$1,805,099</u>
Balance Remaining:	\$ 547,915

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Phases 0-13 are completed as of March 31, 2023.
- Completed all 262 planned workshops.
- Completed all 1,729 planned feature demonstrations.
- Delivered Conversion 5.0 on February 10, 2023.
- Completed Go-Live readiness including all necessary activities leading up to Go-Live.
- Completed all training for activities that will follow Go-Live, training for users, IT, Solano Connect, and archival system training.
- Selected Post Go-Live vendor support package.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an decrease of \$328,820 or 15.4% in both revenues and appropriations when compared to the FY2022/23 Adopted Budget. These funds will be utilized by the department to continue post go-live activities and archival system training of the new property tax system.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2021/22 ACTUALS	2022/23 ADOPTED BUDGET	2023/24 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	2,133,919	1,805,099	(328,820)	(15.4%)
TOTAL REVENUES	0	2,133,919	1,805,099	(328,820)	(15.4%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	792,367	1,178,820	1,000,357	(178,463)	(15.1%)
OTHER CHARGES	466,543	479,827	594,418	114,591	23.9%
F/A - INTANGIBLES	429,126	427,272	210,324	(216,948)	(50.8%)
INTRA-FUND TRANSFERS	65,400	48,000	0	(48,000)	(100.0%)
TOTAL APPROPRIATIONS	1,753,436	2,133,919	1,805,099	(328,820)	(15.4%)
NET CHANGE	(1,753,436)	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 pending issues or policy considerations at this time.