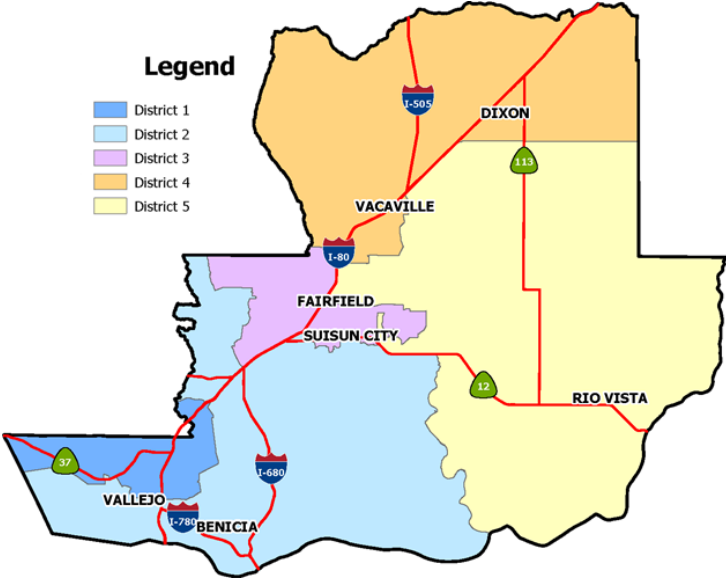


# Board of Supervisors



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

**Mitch Mashburn, Chair**  
**Legislative & Administration**

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### 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. In April 2023, the Board conducted a priority-setting workshop and identified its highest priorities for the coming years. These priorities included looking for efficiencies internally while also seeking the 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.

While the economy remains stable, the State is currently facing a shortfall of \$73 billion. This shortfall is likely to have significant impacts on the County's Budget in the coming years. The Board is committed to remaining fiscally prudent while working to maintain and develop policies and programs that will promote a healthy, vibrant community and resilient local economy.

The County also faces an unprecedented initiative proposal known as "California Forever" that would significantly change the County's General Plan Land Use Map to allow urban land uses and a new community with a potential build out population of 400,000 in an area that has been designated for agriculture for many decades. The impacts are not known at this time but could be significant both fiscally and to community character. Staffing and costs could be significant if the initiative is approved by the voters and may require adjustments to the budget at midyear.

The Board's responsibilities include:

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

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	732,192
FY2024/25 Recommended:	832,857
County General Fund Contribution:	832,857
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**

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.

Connecting 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. Supervisor Hannigan is also a member of the Board of Directors of the Bay Area Air Quality Management District.

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

Accomplishments:

- As a member of the Solano County Local Board for the “Emergency Food and Shelter National Board Program” which is funded through FEMA and the Department of Homeland Security, Supervisor Hannigan advocates for local non-profit organizations. This program has always been a unique public-private partnership between the federal government and the United Way. United Way of the Bay Area staffs the program locally. This program is one of the few dedicated sources of federal funding that nonprofits can use to buy food for meals programs and pantries. Organizations receiving funding over the years include Catholic Charities, Children’s Network, Food Bank of Contra Costa and Solano, Meals on Wheels, Shelter Inc. Solano, Solano Dream Center, Sparrow Project, Community Action North Bay, and Child Start.
- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues in this eighth year with contributions totaling \$7,750,000 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

**Erin Hannigan  
Legislative & Administration**

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its Food Rx Program in collaboration with the Food Bank of Contra Costa and Solano Counties. This Mobile Food Pharmacy visits our County Medical clinics where medical professionals will provide a food prescription, called Food Rx, to their patients. Under the supervision of our Probation Department, \$100,000 is invested to 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 addresses the challenges in our community among some of 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 a partnership with the Solano Transportation Authority, Supervisor Hannigan 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 is planned to open in Fairfield.
- The partnership with the Yocha Dehe Wintun Nation dovetails into her priority of enhancing a Foundation Giving campaign. Supervisor Hannigan is working with First 5 Solano and the Department of Health and Social Services (H&SS) to improve foundation giving to the non-profits of our county. Since 2006 Solano has remained the most under-resourced of all Bay Area counties in terms of foundation investment. Solano County’s per capita foundation funding increased by approximately 46% between 2012 and 2016. In contrast, foundation funding per capita in other Bay Area counties has increased by as much as 321% in the same 4-year period. Developing relationships with foundations around the Bay Area and the Sacramento Valley has required that Solano stakeholders identify the foundations that have similar investment priorities and meet with the foundation representatives to clearly articulate the County’s needs and how Solano agencies intend to address them.
- After a two-year process, in February of 2020, Supervisor Hannigan, as Chairwoman of the First 5 Solano Commission on Children and Families, helped open Solano County’s First 5 Center in Vallejo with over 400 people in attendance. This is the first Center of its kind in Solano County. The location of the Center was determined through an equity lens that identified risk factors of children living in poverty throughout Solano County. The Center, run by Bay Area Community Resources, provides free classes and resources (County and non-profit partners) for family members with children under the age of 6. The Center has an indoor play area, free books, three activity rooms and a staff to support our most vulnerable residents. Tenant improvements totaled \$1.8 million, and Supervisor Hannigan was able to help raise \$1.2 million.
- In order to combat human trafficking, Supervisor Hannigan participates in the Commercially Sexually Exploited Children (CSEC) Steering Committee. The mission of the interagency CSEC Steering Committee is to establish a protocol to foster collaboration and coordination among multi-jurisdictional agencies to improve the capacity to identify victims and to provide services for them and their family/caregivers. They work to end their exploitation and to hold exploiters accountable. The committee has formed a Memorandum of Understanding (MOU) to establish multidisciplinary teams on behalf of commercially sexual exploited children in Solano County.
- Advocacy for Solano County to State and federal governments is a priority. Supervisor Hannigan participates annually in the National Association of Counties (NACo) Legislative Conference. These visits include in-person meetings with our Senators and Congressional members as well as various agencies that impact Solano County. She regularly participates in the California State Association of Counties (CSAC) and attended conferences and meetings in Sacramento and around the State.
- Senate Bill (SB) 365 was passed by the California State Legislature and signed by the Governor giving Solano County the foundation to develop a County-wide parks district. Supervisors Vasquez and Hannigan are working with County staff and community stakeholders to further define the operation of the Regional Parks District and create a roadmap going forward that will include addressing access and funding.

- Supervisor Hannigan is involved in providing a network for mentoring, supporting and empowering elected women leaders who are affiliated with the California State Association of Counties (CSAC) as they engage in leadership roles in their communities and within the CSAC organization. She co-founded the Woman's Leadership Forum (WLF) which serves as a forum to introduce and elevate issues and policy matters affecting women and bringing them to the forefront of CSAC leadership. Supervisor Hannigan continues to work with the WLF to stay informed on legislation of interest that will be appropriate for Solano County.
- In 2018, she championed and participated in the forming committee for the newly established Solano Commission on Women and Girls (SCWG), which was established as an advisory committee comprised of concerned citizens of Solano County to provide the Board of Supervisors with comments on general or specific issues relating to enabling women to have greater equality in the areas of housing, education, employment, community services, and related activities. The Commission is made up of diverse women and girls from throughout the County who are working to establish a report card on the status of women and girls. Initial funding for the SCWG was obtained by Soroptimist Clubs and other women centric groups.
- What started 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, \$10,000 in 2022 and another \$10,000 grant in 2023. This program has given away nearly 3,000 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 a.m. along 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 should be to protect the existing roadway while exploring options to accommodate long-term solutions to address the traffic demands with a balance of short-term solutions.
- During the 2020 County budget discussions, Supervisor Hannigan put forward an Equity Initiative along with \$150,000 to offset the projected costs of hiring a consultant to assist the County with an internal review of equity policies, practices, and 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.
- 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 Public Health staff. Assisting 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.

**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.
- Listen to the concerns of the citizens of Solano County.

**Erin Hannigan  
Legislative & Administration**

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- 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 \$136,190 or 19.5% in appropriations when compared to the FY2023/24 Adopted Budget primarily due to increases in Salaries and Employee Benefit costs resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates. 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.

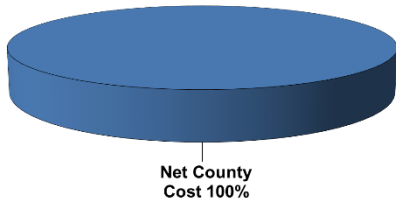
Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. Issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care, including mental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

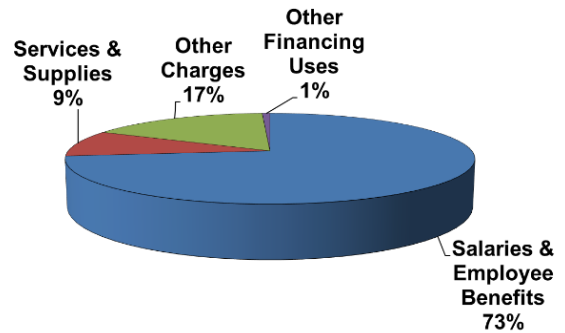
One significant project of Solano County is located in District 1. The Solano360 project is a partnership between Solano County and the City of Vallejo. This project will continue to see development of a proposed land plan supported by a feasibility/market studies consistent with the uses defined in 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 2024.

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 3<sup>rd</sup> term as County Supervisor representing District 1. She has announced that she will retire from government service at the end of her term in December 2024.

**USE OF FUNDS**



**SOURCE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	4,306	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	501,087	503,810	610,595	106,785	21.2%
SERVICES AND SUPPLIES	57,884	75,047	76,195	1,148	1.5%
OTHER CHARGES	83,242	112,451	139,898	27,447	24.4%
OTHER FINANCING USES	4,936	5,259	6,069	810	15.4%
INTRA-FUND TRANSFERS	45	100	100	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>647,195</b>	<b>696,667</b>	<b>832,857</b>	<b>136,190</b>	<b>19.5%</b>
<b>NET COUNTY COST</b>	<b>647,195</b>	<b>696,667</b>	<b>832,857</b>	<b>136,190</b>	<b>19.5%</b>

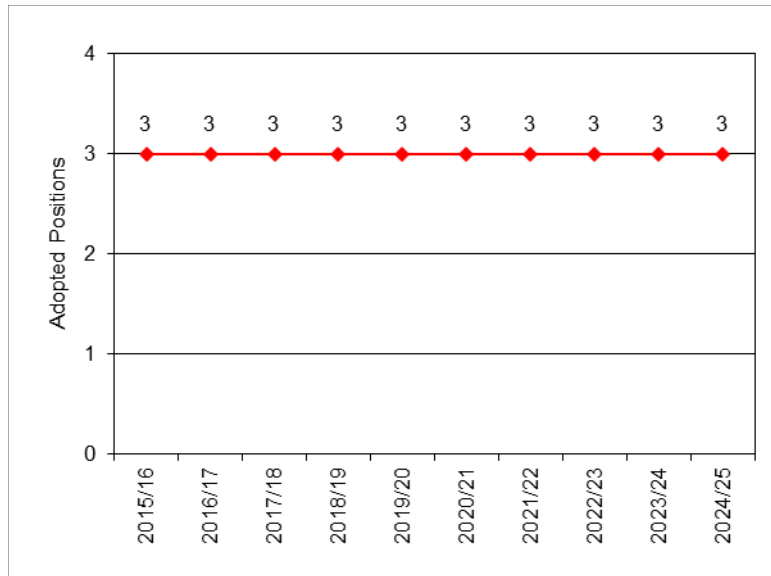
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

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.



<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	568,369
FY2024/25 Recommended:	782,877
County General Fund Contribution:	782,877
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. 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 aftereffects continue to impact and present some challenges to budgets, in-person meetings, information dissemination, and heightened vigilance from at the state and local levels.
- 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 during any torrential storms.
- Homeless encampments encroaching into neighborhoods throughout District 2.
- Illegal food vendors impacting safety of traffic flow in the cities of District 2.
- Water access for fire suppression in the Sandy Beach community.
- Mare Island residents unfair CFD allocations.

Accomplishments:

- Appointed to be on the Solano Master Plan for Aging Working Committee.
- 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 of Supervisors to recognize contributions to the community and society.
- Serves on the Solano Behavioral Health Advisory Board and aided in the procurement of mobile crisis services for Solano County residents and first responders.

**Monica Brown**  
**Legislative & Administration**

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- 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.
- Continued work 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.
- Continued work with the Department of Resource Management to utilize Senate Bill (SB) 1 funding to improve roads in District 2, resulting in a portion of Benicia Road improvements.
- 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, senior and veteran’s issues 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 Solano Behavioral Health Services Division, the 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 2023-24 winter storm events. This includes working with cities within the District as well as State and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Expand food distribution to address the issue of food insecurity throughout District 2.

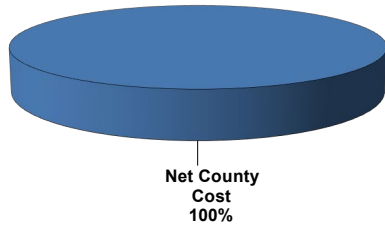
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$110,803 or 16.5% in appropriations when compared to the FY2023/24 Adopted Budget, primarily due to increases in Salaries and Employee Benefit costs resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates. 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.

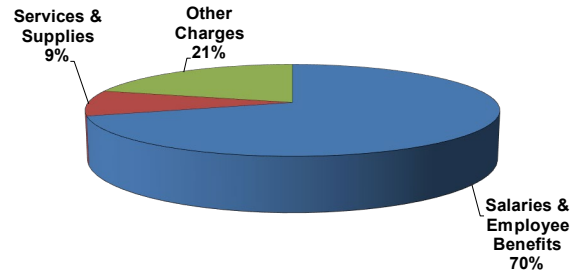
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	4,306	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	444,210	493,143	548,429	55,286	11.2%
SERVICES AND SUPPLIES	53,928	62,516	70,012	7,496	12.0%
OTHER CHARGES	83,882	113,253	161,484	48,231	42.6%
OTHER FINANCING USES	2,582	3,112	2,902	(210)	(6.7%)
INTRA-FUND TRANSFERS	1,333	50	50	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>585,936</b>	<b>672,074</b>	<b>782,877</b>	<b>110,803</b>	<b>16.5%</b>
<b>NET COUNTY COST</b>	<b>585,936</b>	<b>672,074</b>	<b>782,877</b>	<b>110,803</b>	<b>16.5%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

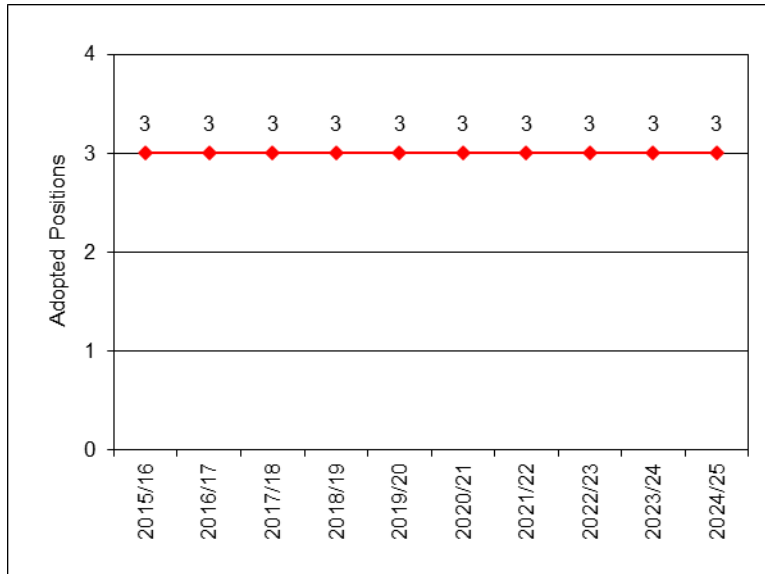
**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

Monica Brown  
Legislative & Administration

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**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	753,817
FY2024/25 Recommended:	849,065
County General Fund Contribution:	849,065
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 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 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, 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 persons needing permanent housing in District 3.
- 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 the Solano County Department of Resource Management-Public Works Division and Sheriff’s Office of Emergency Services to address and remediate flooding as well as 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.

Accomplishments:

- Recommended establishment of a County development policy, then Collaborated with the Department of Resource Management in the drafting of the County’s newly adopted Good Neighbor Policy designed to encourage developers to reach out to the local community most likely to be impacted by their intended development. The intent of the policy is to allow for the local community an opportunity to provide comments and feedback to the developer in the hopes of mitigating impacts before the final phases of the development design and prior to going before the Board.
- Collaborated with the Black Infant Health program staff at Health and Social Services (H&SS) to put on a Black Maternal & Infant Health Seminar. The seminar was financially sponsored by Kaiser, Sutter Health, and Partnership HealthPlan. The intent of the seminar was to highlight the health disparities faced by African American women and infants and to seek out solutions to these disparities both during the gestational pregnancy and within the first two years following the birth of the child.

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- Collaborated with the Public Works, the City of Fairfield, the City of Suisun City, Cal OES, the Solano County Water Agency (SCWA), and the SCWA Flood Control Advisory Committee, in order to resolve the many ongoing water issues impacting residents in District 3 and throughout the County as well as the Solano Farm Bureau.
  - Met with all 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.
  - Established “Supervisor Office Hours” so that constituents of District 3 have the ability to meet with and speak with Supervisor Williams on local issues impacting their communities.
  - Participated in field work with consultants and other volunteers on the Point In Time (PIT) homeless count; met with non-profit organizations serving homeless populations, and continued advocacy for further homeless services and resources throughout the county.
  - Worked with County staff and advisory committee for In-Home Support Services regarding the State Budget changes and the impacts to the local funding and potential negative impacts of the service.
  - Represented Solano County as an Alternate on the CSAC Board of Directors working to influence legislation that will benefit counties and the public.
  - Attended Association of Bay Area Governments as Primary to learn about regional concerns that affect Solano County and to seek out viable solutions to those concerns.
  - Met with Suisun Valley constituents on issues related to development, land use, water, traffic, and preservation of open space.
  - Addressed constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assist them with various state and local agencies.
  - Held representative seat on the Association of Bay Area Governments (ABAG) Housing Committee.
  - Held representative seat on the National Association of Counties (NACo) Community Economic Workforce Development Policy Steering Committee.
  - Is a member of the National Association of Black County Officials (NABCO).
  - Represented District 3 at numerous events in the community.

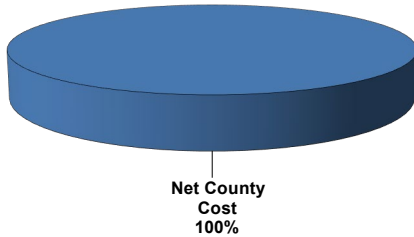
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$126,736 or 17.5% in appropriations when compared to the FY2023/24 Adopted Budget, primarily due to increases in Salaries and Employee Benefit costs resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates. Additionally, the Recommended Budget includes increases in insurance and Countywide Administrative Overhead costs.

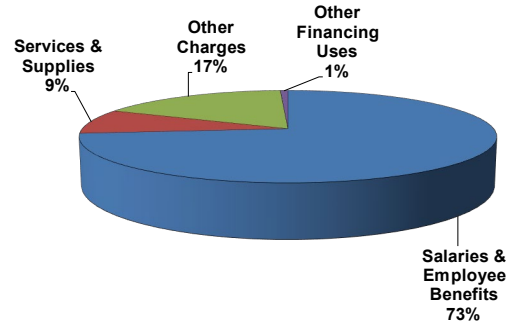
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	452,054	530,594	623,116	92,522	17.4%
SERVICES AND SUPPLIES	59,721	75,047	72,834	(2,213)	(2.9%)
OTHER CHARGES	89,104	111,329	147,033	35,704	32.1%
OTHER FINANCING USES	4,295	5,259	5,982	723	13.7%
INTRA-FUND TRANSFERS	5,454	100	100	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>610,627</b>	<b>722,329</b>	<b>849,065</b>	<b>126,736</b>	<b>17.5%</b>
<b>NET COUNTY COST</b>	<b>610,627</b>	<b>722,329</b>	<b>849,065</b>	<b>126,736</b>	<b>17.5%</b>

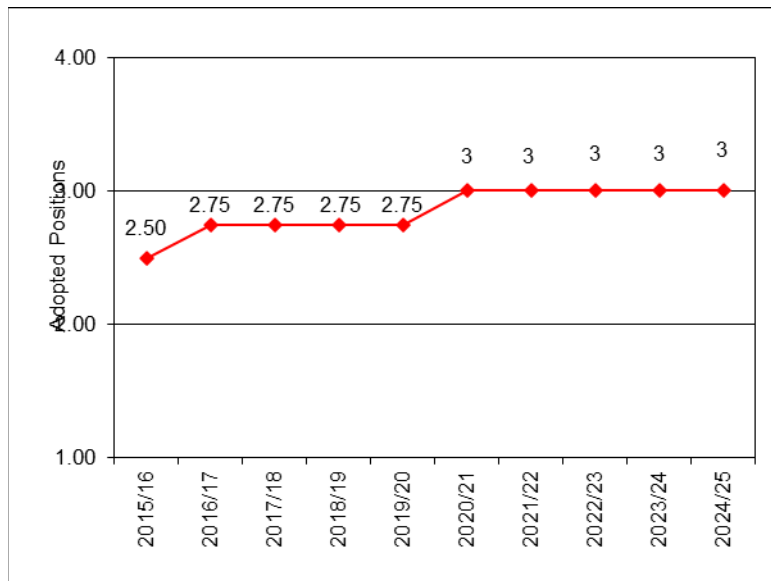
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

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.



<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	753,525
FY2024/25 Recommended:	859,887
County General Fund Contribution:	859,887
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 31 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, 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:

- As Chair of the Board of Supervisors in 2023, Supervisor Vasquez presided over the first ever Board Priority Setting session. This special public meeting was designed for the Board and public to discuss their top priorities for the County moving forward. Top priorities include economic development, agriculture protection, housing, and County workforce development. These priorities help give staff a roadmap that will assist them in developing future workplans and budgets.
- 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.
- Established an Agricultural Pass (Ag Pass) Program to assist farmers and ranchers in preparing for and navigating natural disasters. Created in conjunction with the County Agricultural Department and Solano County Sheriff, this program trains and certifies commercial agriculture producers to conditionally access evacuation areas during emergencies to care for crops and livestock.
- In late 2023, the Board celebrated Solano County’s 48 centenarians ranging in age from 100 to 109 during the 17th Annual Centenarian Celebration. This event was held as a virtual presentation before the Board of Supervisors. 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.
- 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.

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

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, Solano Groundwater Sustainability Agency Board of Directors and is Vice Chair of the Delta Protection Commission. 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 and processors.
- Work with our County Agriculture Department to continue efforts to eradicate the Glassy-winged Sharpshooter, which was discovered in 2021 in Vacaville. Glassy-winged sharpshooters are invasive pests of concern to grape growing regions. The Ag department has already implemented high-density trapping measures and applied targeted treatments to protect the County's 4,000 acres of vineyards.
- Homelessness in Solano County is a concern to Supervisor Vasquez, and he will continue to work with the Board of Supervisors to collaborate and partner with the seven cities, non-profit agencies and service providers to address the myriad issues contributing to homelessness. He serves on the Community Action Partnership (CAP) Solano Joint Powers Authority, 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.

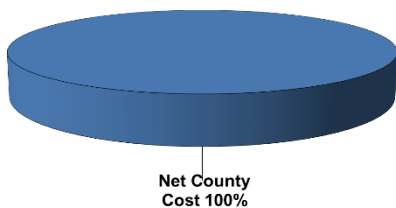
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$156,999 or 22.3% in appropriations when compared to the FY2023/24 Adopted Budget primarily due to increases in Salaries and Employee Benefits costs due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates. 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.

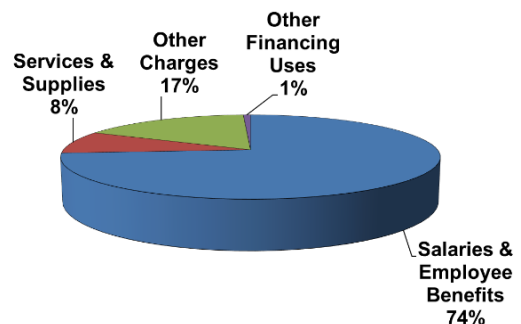
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	4,306	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	513,647	514,807	634,031	119,224	23.2%
SERVICES AND SUPPLIES	53,036	67,675	71,131	3,456	5.1%
OTHER CHARGES	81,366	111,976	145,409	33,433	29.9%
OTHER FINANCING USES	5,022	5,280	6,166	886	16.8%
INTRA-FUND TRANSFERS	5,718	3,150	3,150	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>658,788</b>	<b>702,888</b>	<b>859,887</b>	<b>156,999</b>	<b>22.3%</b>
<b>NET COUNTY COST</b>	<b>658,788</b>	<b>702,888</b>	<b>859,887</b>	<b>156,999</b>	<b>22.3%</b>

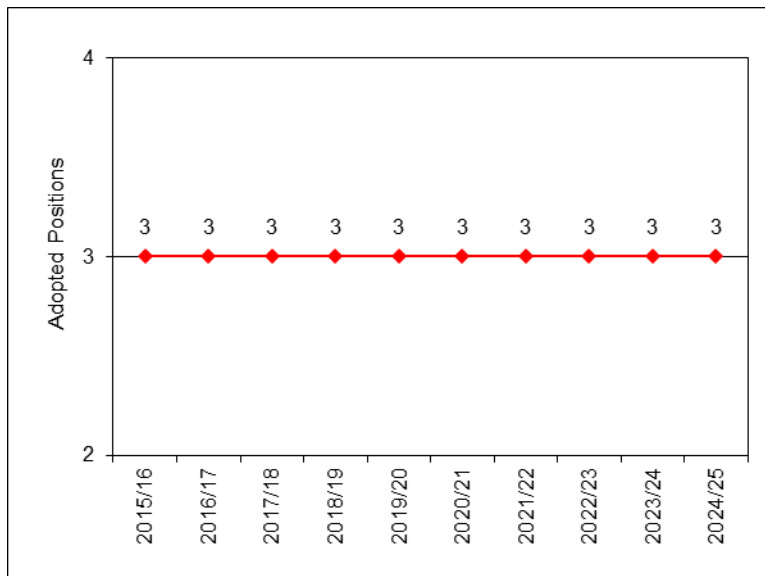
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

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.

Mitch Mashburn, Chair  
Legislative & Administration

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	745,390
FY2024/25 Recommended:	833,932
County General Fund Contribution:	833,932
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. The District includes Travis Air Force Base, 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.

In his fourth year on the Board, Supervisor Mashburn has been chosen by his peers as Chair of the Board of Supervisors. He also serves as Chair of the Delta Conservancy, Chair of the Yolo Solano Air Quality Management District, Chair of the Solano Subbasin Groundwater Sustainability Agency; Vice Chair of the Solano Transportation Authority, and on the City County Coordinating Council (4Cs) Joint Steering Committee. Additionally, Supervisor Mashburn is the Primary representative for the Board on the Delta Counties Coalition (DCC), the Local Agency Formation Commission (LAFCo), the Bay Conservation and Development Commission (BCDC), Rural County Representatives of California (RCRC), Travis Community Consortium (TCC), Solano County Consolidated Oversight Board, Remote Access Network Board, Yolo Bypass/Cache Slough Partnership MOA, Winters Branch Library Financing Authority, and is the alternate representative on the Delta Protection Commission, Solano Water Authority, and University of California Cooperative Extension Capitol Corridor Multi-County Partnership Leadership Advisory Committee. He also serves on numerous other committees and agencies directly related to these assignments.

As a member of the Board of Supervisors, Mashburn serves with his colleagues on the Solano County Water Agency (SCWA), National Association of Counties (NACo), East Vallejo Fire Protection District, Solano Facilities Corporation, and In-Home Supportive Services Public Authority. Additionally, he serves on the Board of Supervisors Standing Committees on Military and Veterans Affairs and Land Use and Transportation.

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:

There are five primary areas where new and ongoing challenges will impact all areas of budget and staffing. While certainly not a complete list, these are primary issue areas for Supervisor Mashburn that heavily impact District:

- Funding gaps will increase as the State navigates a State budget deficit well beyond \$70 billion and will reflect our ability to meet demands for service with our ability in local government to pay for them.
- While water supply and storage have remained an ongoing issue, there are new and more direct proposals that could devastate supply for agricultural, urban, and environmental uses. It is imperative that lobbying and public education efforts be ramped up to prevent catastrophe.
- Ongoing crime and retail theft continues to stretch the limits of law enforcement while having significant impact on our quality of life and the budgets of every resident of Solano County through higher costs.
- The availability of affordable housing continues to be a challenge to all communities in California, caused by numerous factors, many of which are out of the control of local government. We must ensure that the benefits of additional housing outweigh potential damage and unwelcome changes to the industry and character of Solano County.
- Finally, changing demands on local land use will threaten local control and the County’s ability to protect our major economic drivers – Travis Air Force Base and production Agriculture.

**Goals/Accomplishments:**

- As Chair of the Board of Supervisors, Supervisor Mashburn will ensure regular tracking of progress toward broader goals set by the Board.
- With the approaching longer-term period of budget crisis at the State level, Supervisor Mashburn will call for a complete analysis of infrastructure assets, deficits, and deferred maintenance.
- Protecting Solano County's needs of water for urban use, agriculture, and the environment without allowing our communities to mitigate for the state. Tackle new threats with more aggressive lobbying and education efforts and continue our commitment to Delta security.
- Protecting Travis Air Force Base, its missions, personnel, families, veterans, surrounding communities, and its multi-billion dollar economic impact from all threats and encroachment. Continuing to recognize the unbreakable ties between successful veterans' services with a strong Travis Air Force Base and its numerous resources for veterans.
- Ensuring access to high-speed internet to rural households and businesses, and ensuring public safety has better functionality to communicate with one another.
- Continuing to make Solano County a Right-to-Farm County, ensuring the ability of agriculture to succeed without threats caused by encroachment, loss of water and over-regulation.
- Continue our ongoing efforts to improve communication between County Government and the people we serve by improving existing channels and creating new ones. Increase participation in Supervisor Mashburn's Facebook page and advertising for public meetings through direct mail as appropriate and cost-effective.
- Protect Solano County's long-standing commitment to balanced budgets and strong reserves, while protecting critical services and pushing back against state and federal unfunded mandates.
- Ensuring our critical public safety needs are met at the neighborhood and community level through a well-funded and responsive public safety structure that includes getting the men and women of law enforcement the tools they need.
- Continue the significant progress made toward restructuring the delivery and accountability of homeless services through the Community Action Partnership (CAP) Solano Joint Powers Authority. Maintaining our regional approach with the Cities to minimize waste and overlap while maximizing funding.

**Staying Connected:**

- Through a community newsletter that reaches more than 30,000 email inboxes, Supervisor Mashburn has called attention to programs that benefit the people of Solano County. In the new budget cycle, that approach has expanded beyond email and social media to get directly into residents' mailboxes with announcements for opportunities where residents can better engage with government.
- Finding strong and effective new ways to stay connected as a community has continued to be a priority. Supervisor Mashburn has expanded his presence through emails and Facebook, starting a new Facebook page for his office and adding popular new features like a community calendar.
- Recognizing key achievements of constituents through Board Resolutions and sharing the good news throughout the district keeps us all connected. Participating in parades, programs, events and holding small community coffees is productive as well. Wherever Supervisor Mashburn is in the district opens a new opportunity for feedback that helps discover solutions.
- Engaging young people with government early can have a lasting effect on their civic involvement throughout their lifetimes and helps them understand public policy decisions that will impact their futures.

**Public Safety:**

- With a background in law enforcement, Supervisor Mashburn has had a particular interest in increasing the resources available to the Sheriff's Office to ensure they have the resources they need for public safety, better communication with their colleagues, and improving their ability to serve all of us. For unincorporated Solano County, the Sheriff's Office is the only law enforcement agency on patrol with needs that are unique from our city police departments.

**Mitch Mashburn, Chair  
Legislative & Administration**

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- Supervisor Mashburn’s hands-on approach to code enforcement within the unincorporated areas in Solano County continues 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 District 5 that have seen significant problems with unsafe structures, fire prevention, illicit drugs, groundwater contamination and numerous other issues that demand attention. This effort continues to see significant success following 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.

Agriculture, Land Use, and Local Decisions:

- Agriculture – from farming and ranching to aquaculture and viticulture – continues to drive more than \$1.2 billion into Solano County’s economy. Protecting it and the families who make it thrive was a significant reason why Supervisor Mashburn first had an interest in serving as County Supervisor. As new and complex needs in both rural and urban planning are tackled, it’s critical that every decision is made here locally, with a consistent eye toward what’s best to protect the largest drivers of the County’s economy. Along with Supervisor Vasquez, with whom Supervisor Mashburn shares representation of most of Solano County’s agricultural areas, he hosted meetings with the Young Farmers and Ranchers group to bring more young people into farming and ranching.
- Solano County is a “Right to Farm” county with a rich agricultural heritage. Growing more distinct crops than all but one other California county, Supervisor Mashburn continues to create a culture that supports agribusiness, based on the concept of partnering with farmers, ranchers, orchardists, and greenhouse operators to “Help Us Help Them.” County policies and programs are continuously reviewed 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 2023, 62 County Ag Grants of \$5,000 each were made available and awarded to farmers still facing challenges post-COVID. This unique partnership with the Farm Bureau was flexible to specific needs in each of our distinct growing areas.

Homeless Crisis and Regional Cooperation:

- One of Supervisor Mashburn’s primary early goals was reframing how the County manages the ongoing homelessness crisis in Solano County, and a big part of that was ending the narrow approach and replacing it with a coordinated effort with all our local partners in government and non-profits. New guiding principles include more comprehensive service to the homeless population, improved transparency, and accountability. Structurally, CAP Solano relaunched as a Joint Powers Authority (JPA) with policy making and accountability shifting from staff to the elected officials. Supervisor Mashburn served as the inaugural Chair of the effort and the new JPA and is now educating other counties throughout California about the very successful approach.

Protecting the Mission and People of Travis Air Force Base:

- Supervisor Mashburn continues to be a fierce advocate for the men, women, and mission of Travis Air Force Base. His regular conversations and partnerships with command staff ensures that the county’s position remains in alignment with Air Force needs and goals. He continues to be deeply engaged in the Travis Community Consortium, working with Congressional partners to communicate Solano County’s unparalleled support of the base is well-communicated to the Pentagon.
- Thousands of veterans and their families live within District 5, many of whom stayed following their service at Travis AFB or at the former Mare Island Naval Shipyard because of access to base benefits and quality health care at the VA and David Grant Medical Center. Supervisor Mashburn takes meeting the needs of those who served very seriously and continues to highlight available services provided by the County and others and continues to showcase all supportive services that are available to Veterans here in Solano.

Protecting the Delta and our Local Water Supply:

- Through his service on the Delta Counties Coalition, Supervisor Mashburn continues to represent Solano County in lobbying Members of Congress 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. Each year,

he builds new momentum through new partnerships to better educate elected officials up and down the state about the importance of storage and other alternatives rather than poorly planned water expressways.

- 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 more 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.

Balanced Budget and Accountability:

- 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 the American Rescue Plan Act (ARPA), Supervisor Mashburn has worked tirelessly to ensure that more than \$86.9 million 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.

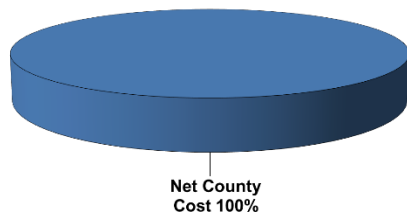
**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$130,666 or 18.6% in appropriations when compared to the FY2023/24 Adopted Budget primarily due to increases in Salaries and Employee Benefits due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges primarily due to increases in insurance and Countywide Administrative Overhead costs.

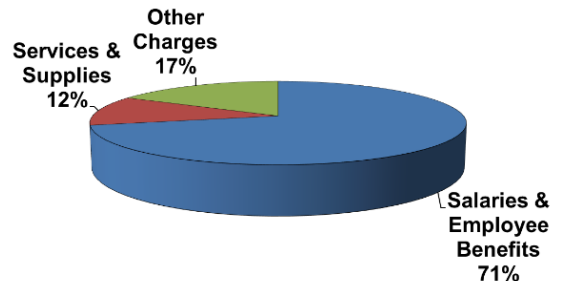
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



Mitch Mashburn, Chair  
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	4,306	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,306</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	483,975	498,116	595,741	97,625	19.6%
SERVICES AND SUPPLIES	52,512	92,150	92,473	323	0.4%
OTHER CHARGES	82,301	109,571	142,110	32,539	29.7%
OTHER FINANCING USES	3,011	3,229	3,408	179	5.5%
INTRA-FUND TRANSFERS	158	200	200	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>621,956</b>	<b>703,266</b>	<b>833,932</b>	<b>130,666</b>	<b>18.6%</b>
<b>NET COUNTY COST</b>	<b>621,956</b>	<b>703,266</b>	<b>833,932</b>	<b>130,666</b>	<b>18.6%</b>

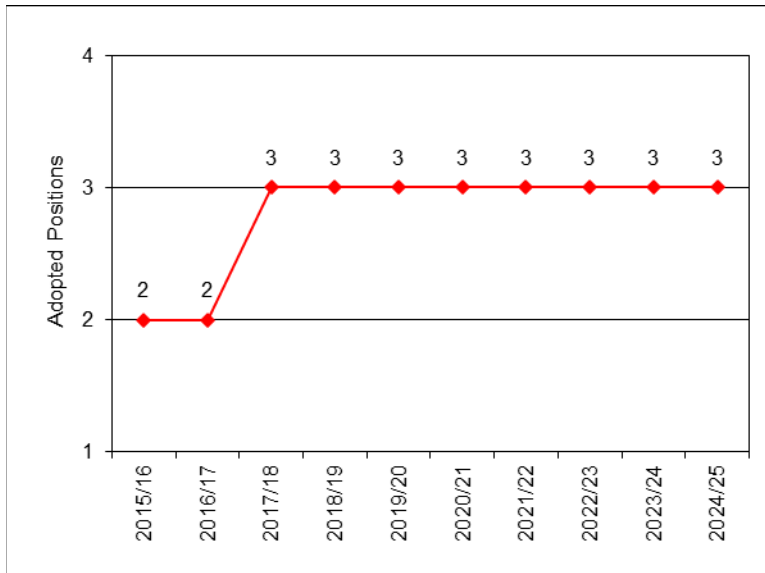
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

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.



<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	297,318
FY2024/25 Recommended:	295,078
County General Fund Contribution:	295,078
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

**FUNCTION AND RESPONSIBILITIES**

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

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$7,702 or 2.5% in appropriations when compared to the FY2023/24 Adopted Budget. The decrease is primarily due to lower equipment costs as outdated equipment in the Board Chambers was replaced in FY2023/24. The decrease is partially offset by an increase in general liability insurance 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, and meals and refreshments for the Board Closed Sessions.

Fixed Assets

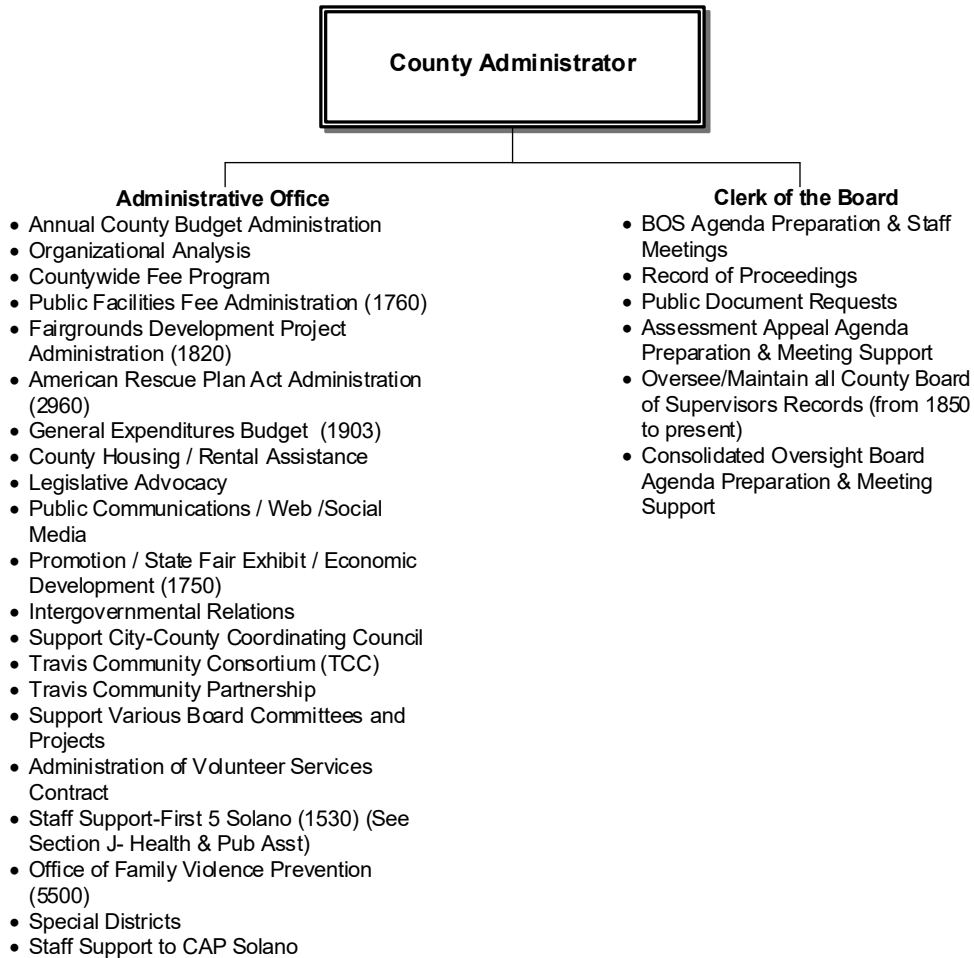
None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	136,938	276,780	267,297	(9,483)	(3.4%)
OTHER CHARGES	25,000	25,000	25,000	0	0.0%
LEASES	1,318	0	2,281	2,281	0.0%
INTRA-FUND TRANSFERS	1,878	1,000	500	(500)	(50.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>165,134</b>	<b>302,780</b>	<b>295,078</b>	<b>(7,702)</b>	<b>(2.5%)</b>
<b>NET COUNTY COST</b>	<b>165,134</b>	<b>302,780</b>	<b>295,078</b>	<b>(7,702)</b>	<b>(2.5%)</b>

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

Bill Emlen, County Administrator  
 Legislative & Administration



**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)

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	5,779,896
FY2024/25 Recommended:	6,397,589
County General Fund Contribution:	1,358,995
Percent County General Fund Supported:	21.2%
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.

- 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, and others.
- 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 ACCOMPLISHMENTS**

Accomplishments:

- 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 the 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 external threats and encroachments by collaboration between the Air Force, County and seven cities, and including participation with the Travis Community Consortium (TCC) partners.
- Continued work with the CAO’s 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 the Solano Economic Development Corporation (EDC).
- Continued to produce the annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyler (15<sup>th</sup> Report).
- Continued to provide guidance and support to the Delta Counties Coalition.
- Provided staff support to the annual Board Centenarian celebration.
- Established the Solano County Housing Trust Fund (SCHTF) and program guidelines to assist in the development of affordable housing units within Solano County, issued a Request for Proposals and awarded the first round of funds.
- Provided lead support to the Community Action Partnership (CAP) Solano JPA Board of Directors which consists of two elected officials from each city and the County to improve regional efforts to address homelessness.

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

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- 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 \$63,884 donated by Solano County employees toward the 2023 “Holiday Food Fight” campaign for a grand total of \$674,675 donated by Solano County employees since 2004.
- Provided regular updates to the Board on the 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.
- Continue to work with the lead agency (Contra Costa Family Justice Alliance) on the revamp of the Solano Family Justice Center.
- Actively monitored legislative proposals and advocated 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. Created professional quality legislative platform documents to share with legislators.
- Actively worked with the Local Agency Formation Commission (LAFCo) and Board Subcommittee reviewing Fire Districts services and wildfire preparedness to educate, identify, and manage the risk of wildfire.
- Provided department oversight to the Department of Human Resources.
- 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.
- 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.
- Continued efforts on the redesign of the solanocounty.com website to provide an updated user experience.

**WORKLOAD INDICATORS**

During FY2023/24, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 29 various Board meetings in person with expanded and modified public participation access.
- Processed 466 Agenda submittals and developed/published Minutes for 18 Board Regular Meetings, 3 Board Special Meetings, 3 City Selection Committee Meetings, 3 Consolidated Oversight Board meetings, and processed 185 Public Comments related to items under the jurisdiction of the Board, through March 26, 2024.
- Provided staff administrative support to 10 Assessment Appeals Board Hearings, 3 Consolidated Oversight Board meetings and 3 City Selection Committee meetings.
- Recorded 7 Ordinances and 186 Resolutions adopted by the Board.
- Processed 257 Assessment Appeals applications (individual applications for multiples parcels counted as one).
- Received 59 requests for information under the California Public Records Act (GC §6250).
- Filed 186 California Environmental Quality Act (CEQA) documents.
- Processed 95 claims against the County and 38 lawsuits.

**Functional Area Summary**

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CLERK OF THE BOARD	49,545	41,875	42,609	734	1.8%
ADMINISTRATIVE OFFICE	3,701,244	4,800,967	4,995,985	195,018	4.1%
<b>TOTAL REVENUES</b>	<b>3,750,789</b>	<b>4,842,842</b>	<b>5,038,594</b>	<b>195,752</b>	<b>4.0%</b>
<b>APPROPRIATIONS</b>					
CLERK OF THE BOARD	498,305	552,517	611,672	59,155	10.7%
ADMINISTRATIVE OFFICE	4,529,139	5,424,958	5,785,917	360,959	6.7%
<b>TOTAL APPROPRIATIONS</b>	<b>5,027,444</b>	<b>5,977,475</b>	<b>6,397,589</b>	<b>420,114</b>	<b>7.0%</b>
<b>NET COUNTY COST</b>					
CLERK OF THE BOARD	448,760	510,642	569,063	58,421	11.4%
ADMINISTRATIVE OFFICE	827,895	623,991	789,932	165,941	26.6%
<b>NET COUNTY COST</b>	<b>1,276,655</b>	<b>1,134,633</b>	<b>1,358,995</b>	<b>224,362</b>	<b>19.8%</b>

<b>STAFFING</b>					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	17	18	18	0	0.0%
<b>TOTAL STAFFING</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0.0%</b>

**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 11 other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets - excluding First 5 Solano (BU 1530).

**1115 - Administration:**

The Recommended Budget represents an increase of \$195,018 or 4.1% in revenues and an increase of \$360,959 or 6.7% in appropriations when compared to the FY2023/24 Adopted Budget. The Net County Cost for the Administration budget increased by \$165,941 or 26.6%. This budget is primarily funded by County General Fund.

The increase in appropriations is primarily due to the following:

- Salaries and Employee Benefits reflects an increase of \$283,148 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates.
- Services and Supplies reflects an increase of \$75,291 primarily due to increases in central data processing charges and insurance costs.

Contracts

The FY2024/25 Recommended Budget includes the following significant contract:

- \$188,686 Legislative Advocacy Services on General County Issues.

Fixed Assets

None.

**1114 - Clerk of the Board:**

The Recommended Budget represents an increase of \$734 or 1.8% revenues and an increase of \$59,155 or 10.7% in appropriations when compared to the FY2023/24 Adopted Budget. This budget is primarily funded by County General Fund.

The increase in appropriations is primarily due to the following:

- Salaries and Employee Benefits reflects an increase of \$28,309 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflects an increase of \$30,789 primarily due to increases in central data processing charges, publication and legal noticing, and agenda management software consulting services costs.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$32,939 for software maintenance and/or service agreements for the Legistar Agenda Management System.
- \$18,232 for live-stream meeting support in the Board Chambers.

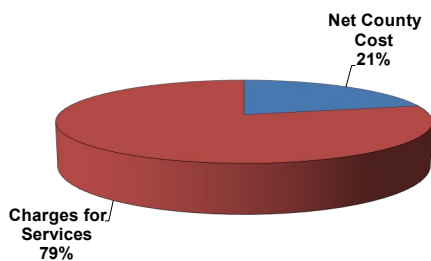
Fixed Assets

None.

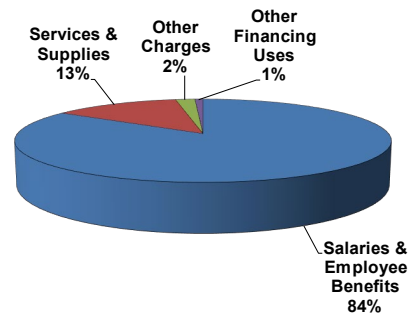
**DEPARTMENT COMMENTS**

None.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	3,678,650	4,842,842	4,966,594	123,752	2.6%
MISC REVENUE	0	0	72,000	72,000	100.0%
OTHER FINANCING SOURCES	72,138	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>3,750,789</b>	<b>4,842,842</b>	<b>5,038,594</b>	<b>195,752</b>	<b>4.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	4,225,801	5,075,085	5,386,542	311,457	6.1%
SERVICES AND SUPPLIES	626,309	720,269	826,349	106,080	14.7%
OTHER CHARGES	124,697	124,796	124,566	(230)	(0.2%)
LEASES	3,183	4,673	4,627	(46)	(1.0%)
OTHER FINANCING USES	40,819	49,658	52,297	2,639	5.3%
INTRA-FUND TRANSFERS	6,635	2,994	3,208	214	7.1%
<b>TOTAL APPROPRIATIONS</b>	<b>5,027,444</b>	<b>5,977,475</b>	<b>6,397,589</b>	<b>420,114</b>	<b>7.0%</b>
<b>NET COUNTY COST</b>	<b>1,276,655</b>	<b>1,134,633</b>	<b>1,358,995</b>	<b>224,362</b>	<b>19.8%</b>

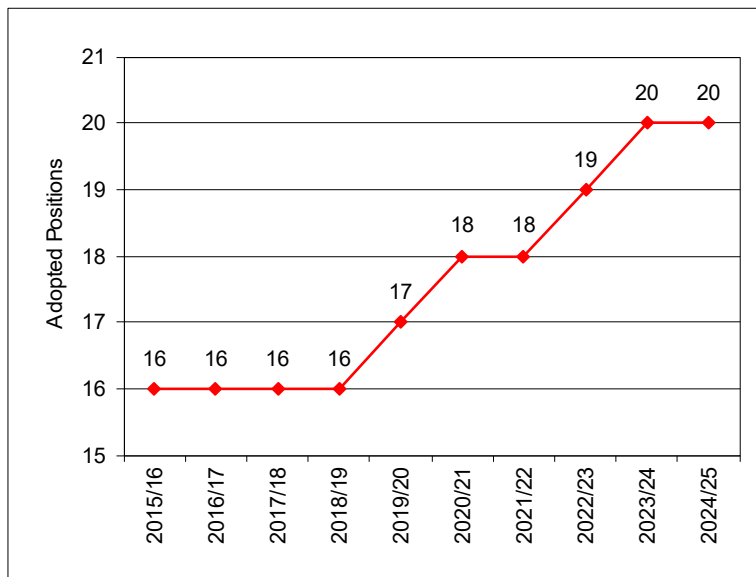
**SUMMARY OF POSITION CHANGES**

On March 12, 2024, as part of the Midyear Financial Report the Board approved the following position changes:

- Deleted 1.0 FTE Legislative Intergovernmental & Public Affairs Officer.
- Deleted 1.0 FTE Management Analyst (Sr).
- Added 2.0 FTE Management Analyst (Principal).

There are no changes in position allocation in the FY2024/25 Recommended Budget.

**STAFFING TREND**



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**PENDING ISSUES AND POLICY CONSIDERATIONS**

Facilitate a good transfer of knowledge within and between departments given the number of retirements that have occurred in FY2023/24 and a number anticipated in FY2024/25 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 building an economic development team 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 improve regional efforts to address homelessness.

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**

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
1750 PROMOTION	0	0	0	0	0.0%
1903 GENERAL EXPENDITURES	7,876,035	7,009,522	6,965,000	(44,522)	(0.6%)
1905 COUNTYWIDE COST ALLOCATION PLAN	(3,734,657)	(5,471,394)	(6,123,712)	(652,318)	11.9%
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	3,167,932	4,145,325	4,178,428	33,103	0.8%
6800 C M F CASES	549,664	586,000	857,235	271,235	46.3%
6901 2011 REALIGNMENT-ADMINISTRATIO	187,069	179,255	267,098	87,843	49.0%
2960 ARPA - COUNTY SLFRF	19,483,328	62,883,356	6,501,477	(56,381,879)	(89.7%)
3230 HOUSING FUND	0	0	200,000	200,000	100.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	717,972	760,873	470,372	(290,501)	(38.2%)
<b>APPROPRIATIONS</b>					
1750 PROMOTION	69,760	279,764	186,199	(93,565)	(33.4%)
1903 GENERAL EXPENDITURES	210,304,604	244,966,423	252,621,897	7,655,474	3.1%
1905 COUNTYWIDE COST ALLOCATION PLAN	(3,734,657)	(5,471,394)	(6,123,712)	(652,318)	11.9%
1906 GENERAL FUND OTHER-DEBT SERV	4,097,706	3,973,531	2,605,386	(1,368,145)	(34.4%)
2400 GRAND JURY	161,264	200,593	177,635	(22,958)	(11.4%)
6730 OTHER PUBLIC DEFENSE	3,167,932	4,145,325	4,178,428	33,103	0.8%
6800 C M F CASES	559,541	585,553	857,235	271,682	46.4%
6901 2011 REALIGNMENT-ADMINISTRATIO	192,028	192,042	267,098	75,056	39.1%
2960 ARPA - COUNTY SLFRF	17,496,584	62,656,797	6,501,477	(56,155,320)	(89.6%)
3230 HOUSING FUND	0	0	200,000	200,000	100.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	1,499,813	2,077,817	1,524,309	(553,508)	(26.6%)
<b>NET CHANGE</b>					
1750 PROMOTION	69,760	279,764	186,199	(93,565)	(33.4%)
1903 GENERAL EXPENDITURES	202,428,569	237,956,901	245,656,897	7,699,996	3.2%
1905 COUNTYWIDE COST ALLOCATION PLAN	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	4,097,706	3,973,531	2,605,386	(1,368,145)	(34.4%)
2400 GRAND JURY	161,264	200,593	177,635	(22,958)	(11.4%)
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	9,877	(447)	0	447	(100.0%)
6901 2011 REALIGNMENT-ADMINISTRATIO	4,959	12,787	0	(12,787)	(100.0%)
2960 ARPA - COUNTY SLFRF	(1,986,744)	(226,559)	0	226,559	0.0%
3230 HOUSING FUND	0	0	0	0	0.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	781,841	1,316,944	1,053,937	(263,007)	(20.0%)

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 designated and reflected in this budget 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 and economic development and tourism initiatives.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Accomplishments:

- Published the *2023 Index of Economic and Community Progress* in May 2024 that discussed the 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 a decrease of \$93,565 or 33.4% in appropriations when compared to the FY2023/24 Adopted Budget. The decrease in appropriations is due to reduced costs related to the ongoing County branding initiative and the elimination of funding for a contract to design, construct, and staff a Solano County exhibit at the California State Fair.

Primary Funding Sources

The funding source for this budget is County General Fund.

Primary Costs

The FY2024/25 Recommended Budget includes the following significant projects:

- \$75,000 for consulting fees related to the County’s branding initiative.
- \$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 economic development studies to produce the *2024 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.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	69,544	279,375	184,375	(95,000)	(34.0%)
OTHER CHARGES	109	389	1,824	1,435	368.9%
INTRA-FUND TRANSFERS	107	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>69,760</b>	<b>279,764</b>	<b>186,199</b>	<b>(93,565)</b>	<b>(33.4%)</b>
<b>NET COUNTY COST</b>	<b>69,760</b>	<b>279,764</b>	<b>186,199</b>	<b>(93,565)</b>	<b>(33.4%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

**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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
FINES, FORFEITURES, & PENALTY	1,260,092	1,125,000	1,807,000	682,000	60.6%
CHARGES FOR SERVICES	977,445	850,000	158,000	(692,000)	(81.4%)
OTHER FINANCING SOURCES	5,638,498	5,034,522	5,000,000	(34,522)	(0.7%)
<b>TOTAL REVENUES</b>	<b>7,876,035</b>	<b>7,009,522</b>	<b>6,965,000</b>	<b>(44,522)</b>	<b>(0.6%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	5,638,498	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	1,049,758	2,037,895	2,175,573	137,678	6.8%
OTHER CHARGES	9,536,641	9,599,314	9,548,054	(51,260)	(0.5%)
OTHER FINANCING USES	194,074,526	231,829,214	239,393,270	7,564,056	3.3%
INTRA-FUND TRANSFERS	5,182	0	5,000	5,000	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>210,304,604</b>	<b>244,966,423</b>	<b>252,621,897</b>	<b>7,655,474</b>	<b>3.1%</b>
<b>NET COUNTY COST</b>	<b>202,428,570</b>	<b>237,956,901</b>	<b>245,656,897</b>	<b>7,699,996</b>	<b>3.2%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget represents a net decrease of \$44,522 or 0.6% in revenues and an increase of \$7,655,474 or 3.1% in appropriations when compared to the FY2023/24 Adopted Budget. The Net County Cost increased by \$7,699,996 or 3.2%.

The net decrease in revenue of \$44,552 or 0.6% is primarily due to a decrease in vehicle code fines and Operating Transfers-In related to one-time transfers in the prior year. Other Financing Sources of \$5,000,000 includes a one-time transfer of \$5,000,000 in from American Rescue Plan Act (ARPA) under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to Health and Social Services (H&SS) to primarily fund the ongoing structural deficit in Family Health Services – Clinics due to insufficient revenues. This transfer represents the remaining 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 net increase in appropriations of \$7,655,474 or 3.1% is primarily the net result of an increase in Other Financing Uses and Services and Supplies, partially offset by a decrease in Other Charges. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in line with the FY2023/24 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:

- \$650,000 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.
- \$699,780 for maintaining software licensing and support of existing systems to promote efficiency in the budget process and for the rebudget from FY2023/24 for the purchase and implementation of new budget software tools.
- \$475,982 for the County's share of LAFCo's costs for the FY2024/25 Budget.

- \$150,000 for the County’s Equity and Diversity initiatives, which represents the amount rebudgeted from FY2023/24.
- \$150,000 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2024.
- \$49,811 for other costs associated with tasks led by the County Administrator’s Office.

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

- \$8,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.
- \$1,054,115 for the County Facility Payment MOE to the Trial Court.
- \$319,513 for General Fund Contribution to Non-County Agencies, which includes the following:
  - \$130,325 contribution to Court Appointed Special Advocates (CASA) of Solano County to provide for ongoing operational support necessary to address case load.
  - \$189,188 contribution to the Solano County Superior Court for a Legal Process Clerk II (\$111,793), and a 1/3 FTE Case Manager for the Veterans Court (\$29,404) and partial funding for the Collaborative Courts Manager (\$47,991).
  - 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 \$239,393,270 represents General Fund Contributions to other Non-General Fund County departments including \$5,000,000 in ARPA-SLFRF funding to H&SS, which reflects an increase of \$7,564,056 when compared to the FY2023/24 Adopted Budget as noted below:

Public Safety Fund

The General Fund Contribution to the Public Safety Departments, Fund 900, is \$173,783,781, an increase of \$9,529,961 or 5.8% when compared to the FY2023/24 Adopted Budget and is the net result of the following:

- Sheriff’s Office: \$89,609,354 General Fund Contribution which represents a \$4,488,540 or 5.3% increase primarily the result of increases in labor costs resulting from negotiated and approved wage increases, CalPERS retirement, overtime and health benefit costs, workers’ compensation, property and liability insurance rates, property and liability insurance rates, and central data processing charges.
- Probation: \$29,547,233 General Fund Contribution which represents a \$2,382,762 or 8.8% increase primarily due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, workers’ compensation rates, contracts to provide mental health, medical, dental, and substance abuse treatments services at the Juvenile Detention Facility, and central data processing charges.
- District Attorney: \$24,129,039 General Fund Contribution which represents a \$1,079,741 or 4.7% increase primarily due to increases in labor costs resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, workers’ compensation rates, and increased Countywide Administrative Overhead costs.
- Public Defender: \$19,650,820 General Fund Contribution which represents a \$1,214,465 or 6.6% increase primarily due to increases in labor costs resulting negotiated and approved wage increases, CalPERS retirement and health benefit costs, workers’ compensation rates, insurance, and increases in psychological and other professional services costs.
- Alternate Public Defender: \$6,668,917 General Fund Contribution which represents a \$331,350 or 5.2% increase. The increased need for General Fund support is primarily the result of increased labor costs resulting negotiated and approved wage increases, CalPERS retirement and health benefit costs, workers’ compensation rates, insurance, and increases in psychological services costs.
- Other Public Defense: \$4,178,428 in General Fund Contribution which represents an increase of \$33,103 or 0.8% due to costs associated with extra-help attorneys, offset by a decrease in Services and Supplies due to an anticipated reduction in outside level services activity.

**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 FY2024/25, 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 and Social Services (H&SS) Fund

The General Fund Contribution to H&SS, Fund 902, which includes the \$5 million in ARPA-SLFRF funding is \$46,136,720, an increase of \$7,638,732 or 19.8% when compared to the FY2023/24 Adopted Budget and is the result of the following:

- \$24,276,855 to fund Social Services and various Public Assistance programs, which represents an increase of \$3,492,018 primarily due to negotiated and approved wage increases in CalFresh, CalWORKs, Child Welfare Services, Public Guardian and In-Home Supportive Services programs.
- \$17,151,656 to fund Behavioral Health and Health Services programs and H&SS Administration, which represents an increase of \$3,924,533 primarily due to costs related to the impact of negotiated and approved wage increases in the various programs.
- \$4,708,209 to fund Family Health Services, which represents an increase of \$222,181 primarily due to insufficient revenues and increased costs related to the impact of negotiated and approved wage increases 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 FY2024/25. This one-time funding will allow the Family Health Clinics to continue operations while staff continue to address the structural deficit. One-time ARPA-SLFRF revenue replacement/recovery funding of \$4,486,028 was allocated in FY2023/24, making the total amount allocated to address the structural deficit in Family Health Services Clinics \$9,194,237.

In-Home Supportive Services (IHSS) Public Authority Fund

The General Fund Contribution to IHSS Public Authority, Fund 152, is \$10,121,934, an increase of \$1,055,313 or 11.6% when compared to the FY2023/24 Adopted Budget due to an increase in the share of the IHSS Maintenance of Effort (MOE), offset by a decrease in Countywide Administrative Overhead costs.

Transfers-Out to Other County Departments/Funds

- \$5,955,700 to Accumulated Capital Outlay which reflects a decrease of \$10,936,250 when compared to the FY2023/24 Adopted Budget (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 - Capital Renewal Reserve.
- \$391,361 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 reflects the County's share of cost for operation of the Parks supported by the General Fund.
- \$1,718,970 to First 5 Solano (Fund 151 - BU 1570) for contract services and direct services through the County's Community Investment Fund.
- \$534,829 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 of \$652,318 or 11.9% in both revenues and appropriations when compared to the FY2023/24 Adopted Budget. The net offset for FY2024/25 is \$6,123,712. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead Plan calculation. For FY2024/25, increases were primarily due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and increased insurance, maintenance, and utility costs in the General Fund departments.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	(3,734,657)	(5,471,394)	(6,123,712)	(652,318)	11.9%
<b>TOTAL REVENUES</b>	<b>(3,734,657)</b>	<b>(5,471,394)</b>	<b>(6,123,712)</b>	<b>(652,318)</b>	<b>11.9%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	(3,734,657)	(5,471,394)	(6,123,712)	(652,318)	11.9%
<b>TOTAL APPROPRIATIONS</b>	<b>(3,734,657)</b>	<b>(5,471,394)</b>	<b>(6,123,712)</b>	<b>(652,318)</b>	<b>11.9%</b>
<b>NET COUNTY COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**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 was 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 \$1,368,145 or 34.4% in appropriations when compared to the FY2023/24 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2021 COPs (\$669,548), 2017 COPs (\$1,890,868), 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.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>APPROPRIATIONS</b>					
OTHER FINANCING USES	4,097,706	3,973,531	2,605,386	(1,368,145)	(34.4%)
<b>TOTAL APPROPRIATIONS</b>	<b>4,097,706</b>	<b>3,973,531</b>	<b>2,605,386</b>	<b>(1,368,145)</b>	<b>(34.4%)</b>
<b>NET COUNTY COST</b>	<b>4,097,706</b>	<b>3,973,531</b>	<b>2,605,386</b>	<b>(1,368,145)</b>	<b>(34.4%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The General Fund's share of the 2021 COPs debt service payment is reduced in FY2024/25 due to interest income earned in 2021 COP Fund (BU 8000) in prior years, decreasing the need for General Fund support.

**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 2024.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$22,958 or an 11.4% in appropriations when compared to the FY2023/24 Adopted Budget. The decrease in appropriations is primarily due to a decrease in Countywide Administrative Overhead costs and fixed assets. The decrease in fixed assets costs reflects the completion of an audio/visual upgrade for the Civil Grand Jury's conference room in FY2023/24. The Budget is funded within the County General Fund and has no revenue.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	110,543	121,180	169,848	48,668	40.2%
OTHER CHARGES	50,569	48,763	7,262	(41,501)	(85.1%)
F/A EQUIPMENT	0	29,650	0	(29,650)	(100.0%)
INTRA-FUND TRANSFERS	152	1,000	525	(475)	(47.5%)
<b>TOTAL APPROPRIATIONS</b>	<b>161,264</b>	<b>200,593</b>	<b>177,635</b>	<b>(22,958)</b>	<b>(11.4%)</b>
<b>NET COUNTY COST</b>	<b>161,264</b>	<b>200,593</b>	<b>177,635</b>	<b>(22,958)</b>	<b>(11.4%)</b>

**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 an increase of \$33,103 or 0.8% in both revenues and appropriations when compared to FY2023/24 Adopted Budget. The primary funding source for the budget is the County General Fund. The increase in General Fund Contribution is primarily due to an increase of \$189,421 in Salaries and Employee Benefits for costs associated with increased extra help attorneys related to capital defense, offset by a decrease \$164,151 in Services and Supplies related to a reduction in outside legal services based on historical activity.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
OTHER FINANCING SOURCES	1,292	0	0	0	0.0%
GENERAL FUND CONTRIBUTION	3,166,641	4,145,325	4,178,428	33,103	0.8%
<b>TOTAL REVENUES</b>	<b>3,167,932</b>	<b>4,145,325</b>	<b>4,178,428</b>	<b>33,103</b>	<b>0.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	127,712	329,539	518,960	189,421	57.5%
SERVICES AND SUPPLIES	2,876,257	3,781,589	3,617,438	(164,151)	(4.3%)
OTHER CHARGES	162,520	32,362	35,762	3,400	10.5%
OTHER FINANCING USES	1,444	1,835	6,268	4,433	241.6%
<b>TOTAL APPROPRIATIONS</b>	<b>3,167,932</b>	<b>4,145,325</b>	<b>4,178,428</b>	<b>33,103</b>	<b>0.8%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**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 budget 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 \$271,235 or 46.3% in revenues and an increase of \$271,682 or 46.4% in appropriations when compared to the FY2023/24 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.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	549,664	586,000	857,235	271,235	46.3%
<b>TOTAL REVENUES</b>	<b>549,664</b>	<b>586,000</b>	<b>857,235</b>	<b>271,235</b>	<b>46.3%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	545,393	569,500	841,500	272,000	47.8%
OTHER CHARGES	14,148	16,053	15,735	(318)	(2.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>559,541</b>	<b>585,553</b>	<b>857,235</b>	<b>271,682</b>	<b>46.4%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>9,877</b>	<b>(447)</b>	<b>0</b>	<b>447</b>	<b>(100.0%)</b>

**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, including a comparison of rates in neighboring counties as well as actual hourly rates for county attorneys. Based upon the

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

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proposed rate increase, the Court established a reimbursement rate for prison cases of \$112/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 was 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 2023.

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 and Social Services, and Solano Courts.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$87,843 or 49.0% in revenues and an increase of \$75,056 or 39.1% in appropriations when compared to the FY2023/24 Adopted Budget. The Recommended Budget includes \$192,972 which will be provided to the Superior Court of California County of Solano for partial funding of the Court’s Collaborative Court Manager and \$24,126 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.

Fixed Assets

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	187,069	179,255	267,098	87,843	49.0%
<b>TOTAL REVENUES</b>	<b>187,069</b>	<b>179,255</b>	<b>267,098</b>	<b>87,843</b>	<b>49.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	50,000	50,000	50,000	0	0.0%
OTHER CHARGES	142,028	142,042	217,098	75,056	52.8%
<b>TOTAL APPROPRIATIONS</b>	<b>192,028</b>	<b>192,042</b>	<b>267,098</b>	<b>75,056</b>	<b>39.1%</b>
<b>NET CHANGE</b>	<b>4,959</b>	<b>12,787</b>	<b>0</b>	<b>(12,787)</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**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 FY2024/25 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 and the 2023 Interim Final Rule. Per the U.S. 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.
- Provide emergency relief from natural disasters or their negative economic impacts, including disasters that have occurred, are expected to occur imminently, or threatened to occur in the future.
- Assist in funding eligible surface transportation projects.
- Fund eligible activities under the Community Development Block Grant (CDBG).

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.
- Hearing 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 initially completed in March 2023 and allocated funds toward a total of 58 projects to support recovery and invest in the County’s infrastructure for future growth. Since then, some projects have been identified as not being able to be completed as initially designed and other projects have identified the need for additional funds initiating reallocations to meet the Treasury’s obligation deadlines.

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**

Most ARPA projects are multi-year projects which carry funds across fiscal years. Actions delegated to the Auditor-Controller in the Recommended Budget include: Authorize the Auditor-Controller, in consultation with the County Administrator, to carry-forward Board-approved unspent ARPA - SLFRF appropriations into subsequent years to facilitate the accounting and management of Board approved ARPA projects. The Recommended Budget includes funding for interfund transfers to facilitate the budget process. Also included is a one-time transfer to address a structural deficit in Health and Social Services - Family Health Division, which is recommended to be funded by allocations under the U.S. Treasury Category of Revenue Replacement previously



approved by the Board. Additionally, the Recommended Budget includes a one-time transfer previously approved for the Beck Campus Mental Health Treatment Facility. All other funds will be reflected in the FY2024/25 Adopted Budget based on carry-forward adjustments in connection with the FY2023/24 year-end closeout.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	1,986,745	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	17,496,584	62,883,356	6,501,477	(56,381,879)	(89.7%)
<b>TOTAL REVENUES</b>	<b>19,483,328</b>	<b>62,883,356</b>	<b>6,501,477</b>	<b>(56,381,879)</b>	<b>(89.7%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	2,637,396	32,144,658	0	(32,144,658)	(100.0%)
OTHER CHARGES	8,946,943	17,187,530	368,534	(16,818,996)	(97.9%)
OTHER FINANCING USES	5,912,244	13,324,609	6,132,943	(7,191,666)	(54.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>17,496,584</b>	<b>62,656,797</b>	<b>6,501,477</b>	<b>(56,155,320)</b>	<b>(89.6%)</b>
<b>NET COUNTY COST</b>	<b>(1,986,745)</b>	<b>(226,559)</b>	<b>0</b>	<b>226,559</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

Other Financing Uses of \$6,132,943 includes a one-time transfer to General Expenditures (BU 1903) of \$5,000,000 to primarily fund a structural deficit in Health and Social Services - Family Health Division. Also included is a one-time transfer of \$1,132,943, which reflects the rebudgeted balance allocated for the Beck Campus Mental Health Treatment Facility.

**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 continues to make adjustments to specific project allocations to ensure all funds are fully obligated by the deadline of December 31, 2024.

**FUNCTION AND RESPONSIBILITIES**

The County Housing Fund (Solano County Housing Trust Fund) was established to provide a local mechanism to produce affordable housing in the unincorporated areas of Solano County with the potential to extend to partnerships with the County’s seven cities for affordable housing production.

On March 22, 2022 the Board approved an American Rescue Plan Act (ARPA) allocation of \$3 million to fund the establishment of the Solano County Housing Trust Fund (SCHTF). Additionally, as California Health & Safety Code (H&S) §50842.2 requires the Fund have an ongoing source of funding, the Board approved the use of \$200,000 allocated annually for affordable housing, currently budgeted under the Community Investment Fund (Fund 151 – BU 1570). On August 8, 2023 the Board approved the Housing Trust Fund Guidelines and adopted the Housing Trust Fund Ordinance which officially established the SCHTF and outlined its purpose and intent, with the Board of Supervisors serving as its governing body. Subsequently, a Notice of Funding Availability (NOFA) was issued to identify potential projects and programs to address the need for affordable housing in Solano County.

On November 7, 2023 the Board approved the allocation of an additional \$1.7 million in ARPA funding to the SCHTF, bringing the total available funding to \$4.9 million.

On January 9, 2024 the Board awarded SCHTF allocations as a result of the NOFA as follows: a \$93,000 grant to Solano-Napa Habitat for Humanity and a \$3.2 million loan to The Hampstead Companies for 107 affordable housing units in Dixon.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$200,000 or 100.0% in revenues and appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The primary funding source for this Fund was the initial ARPA allocation of \$4.7 million and an annual allocation of \$200,000 from the Community Investment Fund (Fund 151 – BU 1570). As of June 30, 2024, it is anticipated that the Fund will have a balance of \$1.7 million to produce affordable housing, of which \$1.5 million represents the remaining unobligated ARPA allocation.

Primary Costs

The increase in appropriations reflects the annual allocation of \$200,000 from the Community Investment Fund (Fund 151 – BU 1570) for the SCHTF as required under H&S §50842.2. All funding in the SCHTF is restricted for the purpose of producing affordable housing within the county.

Fixed Assets

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
OTHER FINANCING SOURCES	0	0	200,000	200,000	100.0%
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>100.0%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	0	0	200,000	200,000	100.0%
<b>TOTAL APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>100.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Staff continues to evaluate potential projects that would be eligible to utilize this funding source. The balance of ARPA funds within this Fund must be obligated and expended within timelines established by the ARPA guidelines.

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

## Bill Emlen, County Administrator

### Other Protection

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#### **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. This budget unit was established in the General Fund to provide funding to administer violence prevention activities on a countywide basis and enable staff to receive and separately account for various federal, State, and private foundation grants, as mandated by funding agency guidelines. A portion of the appropriations in this budget unit are offset by dedicated revenue sources including Domestic Violence Oversight/Vital Records Fees specifically to run and operate the Family Justice Center. This budget unit 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.

OFVP and the Solano Family Justice Center (SFJC) have historically maintained, operated, and managed several grants and other outside funding, recently many of these grants have ended and outside funding is limited. The SFJC is a coordinated and collaborative victim service delivery model that co-locates victim services professionals in a single location. The goal is 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.

#### 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 Senate Bill (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**

##### Challenges:

- In November 2023 the County was notified by CalOES that the County Victim Services (XC) Program would be eliminated. FY2023/24 will be the final year of funding due to a substantial reduction in the availability of Victim of Crimes Act (VOCA) Assistance Formula Grant funds. The final Grant Subaward performance period is January 1, 2024 – December 31, 2024. This grant is used to fund two Limited-Term Social Worker II positions.
- Finding safe and affordable housing is a major challenge facing DV victims. Landlords may see evictions on a survivor's record, caused often by the conduct, destruction of property, or lack of payment by the abusive partner, and be concerned about the safety of their property. Landlords may also look unfavorably on an unresolved legal matter such as a child custody dispute or visa status.
- The pandemic has caused an increased demand for mental health services, coupled with a shortage of licensed clinicians, has created a backlog and a long wait time for those clients in need of these services.

##### Accomplishments:

- The County entered into a contract with Contra Costa Family Justice Alliance (CCFJA) effective January 1, 2023, to act as the lead agency for the SFJC. CCFJA has partnered with the County and community agencies to form the "new and reimagined" SFJC. Services include assistance with filing protection orders, comprehensive needs assessments, referrals for public benefits, court accompaniment, Safe at Home applications, completion of California Victim Compensation Board (Cal VCB) applications, and referrals to many other services.
- CCFJA now partners with more than 13 County and Community agencies providing safety planning, legal support, access to counseling and medical care, access to housing and benefits, employment training, long-term planning, children's and youth services, along with a supervised visitation and exchange program.
- In partnership with CCFJA's TeleCare program, the SFJC began to offer free telehealth services, including psychiatric care and medication prescriptions.

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

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- As part of the commitment to staying accountable to Domestic Violence / Interpersonal Violence (DV/IPV) survivors and families, CCFJA launched a new VOICES committee at the SFJC. VOICES members support each other in celebrating strength and survival, welcome new FJC clients, and provide unique perspectives on FJC programs and priorities.
- Continuing to transition to the “new and reimagined” SFJC, staff launched a new Steering Committee, made up of advisors committed to implementing the vision for Solano Family Justice Center with transparency and accountability. The Steering Committee will guide new workgroups, focused on Services & Operations, Community Engagement, Funding & Sustainability, and Facilities.
- The OFVP staff continue to collaborate with Fighting Back Partnership to provide victim services to residents of the City of Vallejo. Social Workers continue their efforts to promote violence prevention and intervention by collaborative outreach events with Fighting Back Partnership throughout Solano County which aims to reach the most vulnerable community members by providing education and referrals to local victim services.

**WORKLOAD INDICATORS**

- In 2023, the SJFC had over 1,200 visitors, 1,084 advice calls, and 802 new navigation clients.
- In 2023, the SFJC, under Contra Costa Family Justice Alliance as the lead agency, served 1,245 families with 900 children. The majority of clients served were victims of domestic violence (78%); Other clients served were victims of elder abuse (7%), stalking (5%), child abuse (4%), sexual assault (4%), human trafficking (1%), and poly-victimization (1%).
- Since August, the Safe 4 Us Supervised Visitation Program has seen more than 60 children aged 0-12 with ages 5-6 being the largest, 24% of the children served in this program live in Fairfield, 23% live in Vallejo, 13% live in Benicia, and the remaining live in other cities, unincorporated Solano County, or outside the county.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$290,501 or 38.2% in revenues and a decrease of \$553,508 or 26.6% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, the Net County Cost decreased \$263,007 or 20.0%. The General Fund Contribution is \$1,053,937. This General Fund cost is anticipated to reduce over time as the new lead agency settles into their role and less County Administrative Overhead costs are charged to this budget unit.

Primary Funding Sources

The primary funding source is the General Fund at \$1,053,937 or 69.1% of total revenues. Other revenues of \$470,372 includes Marriage License Fees, Battered Women Fees, Vital Record Fees, and grant revenues.

The Recommended Budget includes a \$290,501 or 38.2% decrease in revenues primarily due to a decrease in Intergovernmental Revenues of \$331,186 as CalOES Grants will end in December 2024 and the DV-CES Grant which ended during FY2023/24.

Primary Costs

The Recommended Budget includes a \$553,508 or 26.6% decrease in appropriations due primarily to the following:

- Salaries and Employee Benefits reflect a decrease of \$450,242 primarily attributed to Limited-Term positions ending that no longer have funding past December 31, 2024, the expiration of two vacant Limited-Term positions that ended June 30, 2024 and the deletion of a vacant position.
- Services and Supplies reflect a decrease of \$86,827 primarily due to a \$41,638 decrease in contracted services related to the lead agency contract and a reduction in grant funded expenses.
- Other Charges reflect a decrease of \$22,485 primarily related to an decrease in Countywide Administrative Overhead charges. It is anticipated that this cost will continue to decrease in future fiscal years.

Contracts

The FY2024/25 Recommended Budget includes \$615,000 for lead agency services with Contra Costa Family Justice Alliance.

Fixed Assets

None.

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

**DEPARTMENT COMMENTS**

None.

<b>DETAIL BY REVENUE</b>		<b>2023/24</b>		<b>FROM</b>	
<b>CATEGORY AND</b>	<b>2022/23</b>	<b>ADOPTED</b>	<b>2024/25</b>	<b>ADOPTED TO</b>	<b>PERCENT</b>
<b>APPROPRIATION CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>	<b>CHANGE</b>
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	42,739	45,000	45,000	0	0.0%
FINES, FORFEITURES, & PENALTY	3,523	3,000	1,500	(1,500)	(50.0%)
INTERGOVERNMENTAL REV STATE	341,869	370,340	123,872	(246,468)	(66.6%)
INTERGOVERNMENTAL REV FEDERAL	72,395	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	0	84,718	0	(84,718)	(100.0%)
MISC REVENUE	250,858	257,815	300,000	42,185	16.4%
OTHER FINANCING SOURCES	6,588	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>717,972</b>	<b>760,873</b>	<b>470,372</b>	<b>(290,501)</b>	<b>(38.2%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	635,458	710,349	260,107	(450,242)	(63.4%)
SERVICES AND SUPPLIES	678,243	906,817	819,990	(86,827)	(9.6%)
OTHER CHARGES	50,345	322,476	299,991	(22,485)	(7.0%)
OTHER FINANCING USES	5,600	6,925	2,605	(4,320)	(62.4%)
INTRA-FUND TRANSFERS	130,167	131,250	141,616	10,366	7.9%
<b>TOTAL APPROPRIATIONS</b>	<b>1,499,813</b>	<b>2,077,817</b>	<b>1,524,309</b>	<b>(553,508)</b>	<b>(26.6%)</b>
<b>NET COUNTY COST</b>	<b>781,841</b>	<b>1,316,944</b>	<b>1,053,937</b>	<b>(263,007)</b>	<b>(20.0%)</b>

<b>STAFFING</b>					
OFFICE OF FAMILY VIOLENCE MGMT	4	6	3	(3)	(50.0%)
<b>TOTAL STAFFING</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>(3)</b>	<b>(50.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

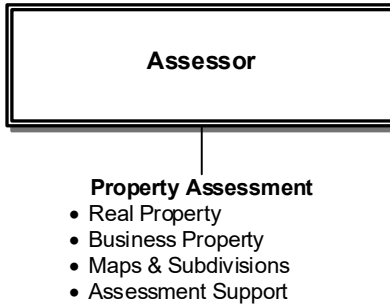
**SUMMARY OF POSITION CHANGES**

The FY2024/25 Recommended Budget includes the following position changes:

- Delete 1.0 FTE vacant Family Violence Prevention Officer.
- Delete 1.0 FTE vacant Social Worker II, Limited-Term, expiring June 30, 2024.
- Delete 1.0 FTE vacant Social Worker III, Limited-Term, expiring June 30, 2024.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Alliance worked with the County and CCFJA on a Strategic Planning process that was held on March 8-9, 2023, which had between 85 and 100 participants each day. In August 2023 the Board accepted the Strategic Planning Report and dissolved the SFJC Advisory Committee. The CAO's Office in coordination with CCFJA established a permanent Steering Committee to provide ongoing guidance and leadership to the workgroups recommended in the Strategic Planning Report, provide oversight to the SFJC operations, act as an accountability partner for the new lead agency, CCFJA, and coordinate with the CCFJA Board of Directors and the Solano County Board of Supervisors. This Steering Committee is considered best practice within Family Justice Centers across the country. At the time of this writing, the Steering Committee has met three times, adopted guidelines, initiated establishment with the other workgroups, and plans to meet at least quarterly.



**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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	8,900,955
FY2024/25 Recommended:	10,895,798
County General Fund Contribution:	6,574,798
Percent County General Fund Supported:	60.3%
Total Employees (FTEs):	49

**FUNCTION AND RESPONSIBILITIES**

The County Assessor annually identifies, locates, inspects, analyzes, and determines the assessed value of approximately 153,000 parcels, 6,600 business properties, 7,000 boats, 1,700 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; 514 Possessory Interest properties, 94 government-owned properties, and 2,378 California Land Conservation (Williamson) Act properties; responds to formal and informal appeals from property owners contesting the assessed value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the County.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Accomplishments:

- In conjunction with the Treasurer/Tax Collector/County Clerk and the Auditor-Controller, the Assessor successfully went live in March 2023 with the new County Assessment Tax System (CATS). The department continues to unitize and refine the new system to ensure proper and correct assessments.
- Continued to review and process properties on Proposition 8. Based on the Assessor’s review of these properties, there are an estimated 4,500 remaining properties on Proposition 8, or with values temporarily reduced due to the decline in the real estate market. This is a decrease from 6,500 properties on Proposition 8 in FY2022/23. This process requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Completed 8,500 changes in ownership and new construction valuations, representing a slight increase in assessment work over the prior year.
- Resolved 195 assessment appeals during the year.
- Provided over 6,600 Solano County businesses an online e-filing option 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

Glenn Zook, Assessor/Recorder  
Finance

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**

- Reviewed, analyzed, and defended enrolled assessed values of 195 residential and non-residential properties under appeal by property owners.
- Reviewed 282 assessment exclusions for persons over age 55 or disabled, and 513 assessment exclusions for parent to child or grandparent to grandchild property transfers.
- Timely responded to a high volume of customer inquiries due to pending changes in ownership, 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, assessed 4,400 boats and 200 aircraft.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
PROPERTY ASSESSMENT	4,108,096	4,201,000	4,321,000	120,000	2.9%
<b>TOTAL REVENUES</b>	<b>4,108,096</b>	<b>4,201,000</b>	<b>4,321,000</b>	<b>120,000</b>	<b>2.9%</b>
<b>APPROPRIATIONS</b>					
PROPERTY ASSESSMENT	8,216,600	9,450,374	10,895,798	1,445,424	15.3%
<b>TOTAL APPROPRIATIONS</b>	<b>8,216,600</b>	<b>9,450,374</b>	<b>10,895,798</b>	<b>1,445,424</b>	<b>15.3%</b>
<b>NET COUNTY COST</b>					
PROPERTY ASSESSMENT	4,108,505	5,249,374	6,574,798	1,325,424	25.2%
<b>NET COUNTY COST</b>	<b>4,108,505</b>	<b>5,249,374</b>	<b>6,574,798</b>	<b>1,325,424</b>	<b>25.2%</b>

STAFFING	2022/23	2023/24	2024/25	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
PROPERTY ASSESSMENT	48	49	49	0	0.0%
<b>TOTAL STAFFING</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$120,000 or 2.9% in revenues and an increase of \$1,445,424 or 15.3% in appropriations when compared to FY2023/24 Adopted Budget. As a result, the Net County Cost increased by \$1,325,424 or 25.2%.

Primary Funding Source

Funding sources for the department are the General Fund, comprised of \$6,574,798 or 60.3%, and Charges for Services, comprised of \$4,321,000 or 39.7%.

The Recommended Budget of \$4,321,000 includes a \$120,000 or 2.9% increase in revenues primarily due to an increase in Property Tax Administration Fee (PTAF) which are charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection, and allocation. This increase is offset by a decrease in interfund services due to the elimination of reimbursements from the Department of Information Technology (DoIT) for labor costs associated with the CATS Project.



Primary Costs

The Recommended Budget of \$10,895,798 includes a \$1,445,424 or 15.3% increase in appropriations due to the following:

- Salaries and Employee Benefits reflect a net increase of \$343,556 primarily due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates.
- Services and Supplies reflect an increase of \$1,016,576 primarily due to increases in central data processing charges and the anticipated loan payback for the CATS project based on the loan repayment schedule as approved by the County Debt Advisory Committee.
- Other Charges reflect an increase of \$52,398 due to increases in Countywide Administrative Overhead costs.
- Intrafund Transfers reflect an increase \$36,747 for the Recorder’s Office labor charge to the Assessor for clerical support for the exemptions team.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$173,000 for consultant for mineral rights assessment services.
- \$75,000 for legal and consulting services for property tax appeals.

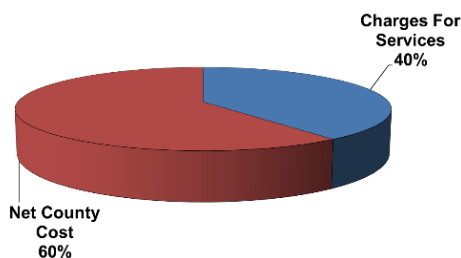
Fixed Assets

None.

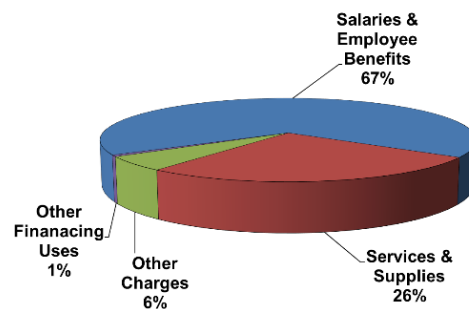
**DEPARTMENT COMMENTS**

The department continues to leverage limited-term staffing to process exemptions, ownership changes, new construction, and new assessments. Timely processing of these events was affected by the implementation of CATS. However, the department continues to make strides in addressing this workload.

**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,024,129	4,201,000	4,321,000	120,000	2.9%
OTHER FINANCING SOURCES	83,967	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,108,096</b>	<b>4,201,000</b>	<b>4,321,000</b>	<b>120,000</b>	<b>2.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	6,148,507	6,981,379	7,324,935	343,556	4.9%
SERVICES AND SUPPLIES	1,717,133	1,829,784	2,846,360	1,016,576	55.6%
OTHER CHARGES	551,883	550,972	603,370	52,398	9.5%
LEASES	0	8,000	5,000	(3,000)	(37.5%)
OTHER FINANCING USES	55,892	67,739	66,886	(853)	(1.3%)
INTRA-FUND TRANSFERS	(256,815)	12,500	49,247	36,747	294.0%
<b>TOTAL APPROPRIATIONS</b>	<b>8,216,600</b>	<b>9,450,374</b>	<b>10,895,798</b>	<b>1,445,424</b>	<b>15.3%</b>
<b>NET COUNTY COST</b>	<b>4,108,505</b>	<b>5,249,374</b>	<b>6,574,798</b>	<b>1,325,424</b>	<b>25.2%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

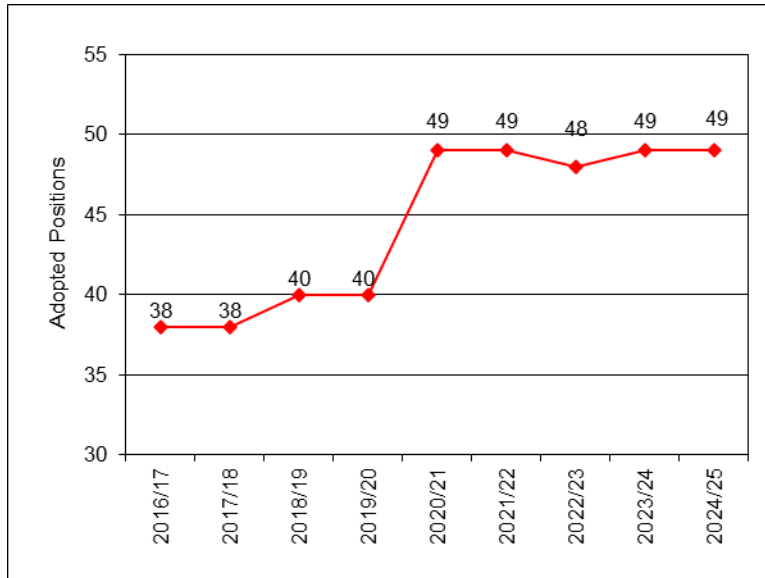
None.

**SUMMARY OF POSITION CHANGES**

The FY2024/25 Recommended Budget includes the following position changes:

- Delete 1.0 FTE vacant Auditor-Appraiser Limited-Term.
- Add 1.0 FTE Appraiser Limited-Term to expire June 30,2027 to provide assessment and permit processing support.
- Extend 2.0 FTE Office Assistant III Limited-Term through June 30, 2027 to assist in ownership change and exemptions processing.
- Extend 3.0 FTE Appraiser Limited-Term through June 30, 2027, to provide assessment and permit processing support.
- Delete 1.0 FTE Office Assistant III.
- Add 1.0 FTE Clerical Operation Supervisor to provide supervision to the Assessor's Ownership team.

**STAFFING TREND**

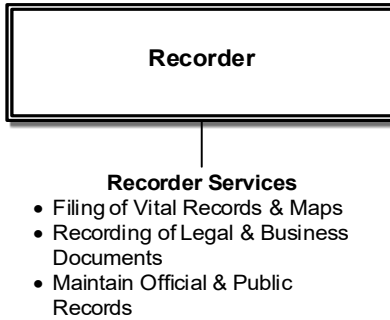


**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Assessor/Recorder, Auditor-Controller and Treasurer/Tax Collector/County Clerk continue to work with DoIT to successfully operate CATS which went live in March 2023. The Assessor/Recorder continues to dedicate subject matter experts to ensure information in the CATS system is validated and reflects correct mapping and ownership transfers, exemptions, and property assessments. This work will be done in an effort to prepare and close the annual assessment roll and provide property owners with timely assessments.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
2909 RECORDER	1,421,463	2,146,000	1,482,000	(664,000)	(30.9%)
4000 RECORDER SPECIAL REVENUE	598,341	878,500	836,000	(42,500)	(4.8%)
<b>APPROPRIATIONS</b>					
2909 RECORDER	2,161,940	2,572,022	2,558,897	(13,125)	(0.5%)
4000 RECORDER SPECIAL REVENUE	360,477	908,070	1,002,900	94,830	10.4%
<b>NET CHANGE</b>					
2909 RECORDER	740,477	426,022	1,076,897	650,875	152.8%
4000 RECORDER SPECIAL REVENUE	(237,864)	29,570	166,900	137,330	464.4%

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



**DEPARTMENTAL PURPOSE**

The County Recorder is an elected official who acts as the perpetual guardian of land, birth, death, and marriage records. 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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	2,321,305
FY2024/25 Recommended:	2,558,897
County General Fund Contribution:	1,076,897
Percent County General Fund Supported:	42.1%
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 2023, the Recorder's Office collected \$13,000 for the State of California's Family Law Trust Fund, \$36,200 for the County's Office of Family Violence Prevention, and \$75,100 for the County's Children's Trust, which funds child neglect and abuse prevention

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and intervention programs. Collections also included; \$195,400 for the Trial Court Fund to help State court operating costs, \$305,500 for the District Attorney's real estate fraud prosecution fund, and \$2.1 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 \$6.6 million.

- The Recorder's Office continues to aid the District Attorney in the collection of fees for the real estate fraud prosecution fund. Pursuant to Government Code (GC) §27388, Senate Bill (SB) 1342, the Board approved the District Attorney's permanent increase of the Real Estate Fraud Fee to \$10 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 2023, the fee was applied to 34,500 of the over 63,000 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 2023, a total of 1,600 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 SB 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 2023, the Recorder collected the SB 2 fee on 30,100 qualifying official records.
- In 2006, the Board adopted Resolution No. 2006-220 which approved the County participation in the Electronic Recording Delivery Act of 2004 (ERDA) and authorized the Recorder's Office to execute a Memorandum of Understanding with the State Department of Justice (DOJ) in accordance with the ERDA, and approved the issuance of 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 office 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 GC §27392(a) which requires the 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 2023, a total of 35,700 documents were recorded electronically, which accounts for 62% of recorded documents.

### **WORKLOAD INDICATORS**

- In 2023, the office examined, recorded, indexed, and verified over 63,000 documents: 35,700 E-Recorded, 27,300 submitted by mail or in person.
- In 2023, approximately 18,100 official birth, death, and marriage certificates were issued as well as over 4,400 certified copies of official records.

### **DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$664,000 or 30.9% in revenues and a net decrease of \$13,125 or 0.5% in appropriations when compared to FY2023/24 Adopted Budget. As a result, the Net County Cost increased by \$650,875 or 152.8%.

#### Primary Funding Sources

The primary funding source for the Recorder's Office is Charges for Services, which comprises \$1,460,000 or 98.5% of the total revenue representing vital records sales, recording fees, and administration fees.

The Recommended Budget includes a decrease of \$664,000 or 30.9% 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 of \$2,558,897 includes a \$13,125 or 0.5% net decrease in appropriations due to the following:

- Salaries and Employee Benefits reflect a decrease of \$13,400 which reflects a position vacancy that the office expects to fill in January 2025, offset by increases due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates.
- Services and Supplies reflect a decrease of \$12,452 primarily due to decreases in central data processing charges offset by increased insurance costs.
- Other Charges reflect an increase of \$52,585 due to increases in Countywide Administration Overhead costs.
- Intrafund Transfers reflect a decrease of \$39,000 primarily due to labor charges for clerical support provided by the Recorder’s staff for the Assessor’s exemptions team.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

The Recorder’s Office continues to find ways to make available all official documents in a concise and searchable database. The office’s records management system currently holds documents from 1955 forward. All documents recorded prior to 1955 are held on microfilm or on historically preserved bound books. The Recorder’s Office is actively exploring solutions to digitize and index the older documents to make these records more accessible to the public.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	1,369,116	2,120,000	1,460,000	(660,000)	(31.1%)
MISC REVENUE	24,358	26,000	22,000	(4,000)	(15.4%)
OTHER FINANCING SOURCES	27,989	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,421,463</b>	<b>2,146,000</b>	<b>1,482,000</b>	<b>(664,000)</b>	<b>(30.9%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,515,763	2,084,144	2,070,744	(13,400)	(0.6%)
SERVICES AND SUPPLIES	195,734	243,947	231,495	(12,452)	(5.1%)
OTHER CHARGES	155,548	199,943	252,528	52,585	26.3%
LEASES	0	2,000	2,000	0	0.0%
OTHER FINANCING USES	13,693	20,808	19,950	(858)	(4.1%)
INTRA-FUND TRANSFERS	281,202	21,180	(17,820)	(39,000)	(184.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>2,161,940</b>	<b>2,572,022</b>	<b>2,558,897</b>	<b>(13,125)</b>	<b>(0.5%)</b>
<b>NET COUNTY COST</b>	<b>740,478</b>	<b>426,022</b>	<b>1,076,897</b>	<b>650,875</b>	<b>152.8%</b>

<b>STAFFING</b>					
RECORDER	14	13	13	0	0.0%
<b>TOTAL STAFFING</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**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 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 \$42,500 or 4.8% in revenues and an increase of \$94,830 or 10.4% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, the Fund Balance is decreased by \$166,900.

Primary Funding Sources

The primary funding source for the department is Charges for Services, which comprise of \$386,000 or 46.2% of the total revenues. Currently, interest income for the department’s special revenue fund is \$450,000 or 53.8% of total revenue.

The Recommended Budget includes a \$338,000 or 46.7% decrease in Charges for Services when compared to the FY2023/24 Adopted Budget due to fewer real estate transactions, specifically mortgage refinancings. This is largely offset by a \$295,500 or 191.3% increase in interest income based on higher yield.

Primary Costs

The Recommended Budget includes a \$94,830 or 10.4% increase in appropriations primarily due to increases in contracted services to identify and redact official documents that fall under the purview of Assembly Bill (AB) 1466 “Restrictive Covenant Program” per GC §12956.3 and computer related costs. These increases are partially offset by a decrease in software maintenance and support costs.

Contracts

The FY2024/25 Recommended Budget includes the following significant contract:

- \$556,000 for services to identify and redact official documents that fall under the purview of AB 1466 “Restrictive Covenant Program” per GC §12956.3.

Glenn Zook, Assessor/Recorder  
Other Protection

Fixed Assets

The FY2024/25 Recommended Budget includes the following fixed asset:

- \$40,000 for high-volume vertical map cases to expand storage for officially recorded maps.

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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP CHARGES FOR SERVICES	166,274 432,067	154,500 724,000	450,000 386,000	295,500 (338,000)	191.3% (46.7%)
<b>TOTAL REVENUES</b>	<b>598,341</b>	<b>878,500</b>	<b>836,000</b>	<b>(42,500)</b>	<b>(4.8%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES OTHER CHARGES F/A EQUIPMENT	360,462 15 0	898,070 0 10,000	957,900 5,000 40,000	59,830 5,000 30,000	6.7% 100.0% 300.0%
<b>TOTAL APPROPRIATIONS</b>	<b>360,477</b>	<b>908,070</b>	<b>1,002,900</b>	<b>94,830</b>	<b>10.4%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(237,864)</b>	<b>29,570</b>	<b>166,900</b>	<b>137,330</b>	<b>464.4%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

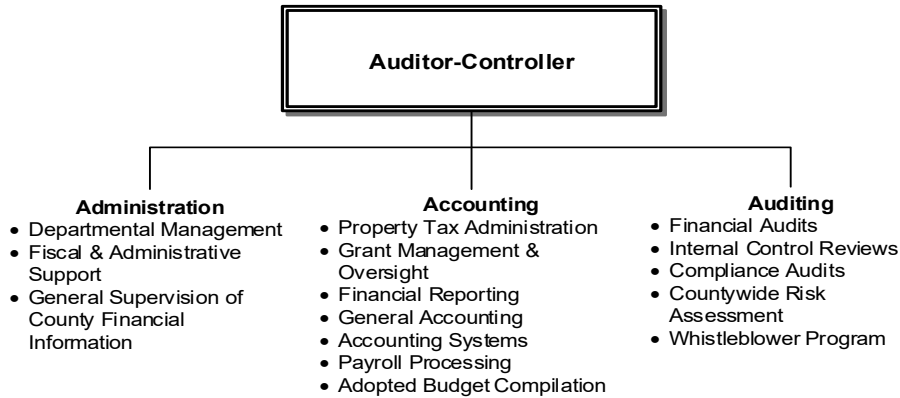
None.

**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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	7,035,534
FY2024/25 Recommended:	7,832,790
County General Fund Contribution:	634,354
Percent County General Fund Supported:	8.1%
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. 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**

- In March 2023, the County went “live” on the new property tax system, County Assessment and Taxation System (CATS). The department worked with the Department of Information Technology (DoIT), Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to implement the CATS, the new property tax system replacing the Solano County Integrated Property System (SCIPS). CATS, formally known as the Aumentum System, owned by Harris Computer Corporation, is a more integrated and efficient property tax system. This multi-year project was approved by the Board on April 4, 2017 at an estimated cost of \$10 million; the project stayed within budget, however, staff are still learning the new system and experiencing a gap in technology support that requires additional technical resources for us to gain efficiencies and fully benefit from the automation project.
- Continued to work with the County Administrator’s Office and County departments to ensure the proper accounting and reporting for the \$86.9 million American Rescue Plan Act (ARPA) funds; Reported quarterly to the Federal government on the County’s American Rescue Plan Act (ARPA) spending, using the new automated reporting system.
- Continued to work with Sheriff’s Office of Emergency Services, Resource Management, CalOES, and FEMA to claim and report County expenditures related to County disasters, such as the LNU Lightning Complex Fires, COVID-19 pandemic, and the 2023 Atmospheric River storms.

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- Completed the implementation of decentralized accounts payable invoice processing, which gives departments more control over the timing and detail that is processed into the financial system.
  - Worked with DoIT to expand the use of PeopleSoft Employee Self-Service giving county staff greater control over managing their personal information.
  - Worked with DoIT and software vendor to implement the TeamMate+ Audit upgrade which provided additional features to increase audit efficiency.
  - Provided training to subrecipients and County staff about administrative requirements and common audit findings related to federal funds passed to subrecipients.
  - Recipient of the Government Finance Officers Association (GFOA) award for excellence in Popular Financial Reporting for the County's third Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2022. The PAFR is an easy-to-read report for the citizens of the county on the County's financial position.
  - 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.
  - The County's ACFR for the fiscal year ended June 30, 2023 received an unmodified (clean) audit opinion from Eide Bailly, LLC, CPAs.

#### **WORKLOAD INDICATORS**

During FY2023/24, the department:

- Processed over 69,000 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.
- Processed over 69,000 forms received electronically or in paper for countywide department access via Documentum or FE.
- Processed over 113,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments accounting for over \$449 million in County payroll/benefit costs.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$980 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 418,000 special assessments levied by cities, agencies, and special districts totaling \$120 million. Researched, calculated, and paid over 600 property tax refunds.
- Completed the dissolution of the first of six Successor Agencies in Solano County; in September 2023, the Rio Vista Successor Agency dissolved in accordance with ABX1 26 Redevelopment Dissolution Act.
- Administered the requirements under the laws for monitoring and reporting on redevelopment dissolution. Distributed over \$45.1 million to taxing entities pursuant to redevelopment pass-through agreements, \$17.1 million to the five remaining successor agencies for payment of recognized obligations and \$73.2 million in residual balances to the taxing entities.
- Employed over 1,500 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 section 34179(j). The Auditor-Controller's Office provides staff support to this countywide consolidated oversight board.
- Employed over 5,000 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:
  - 3,140 hours to Countywide Reviews and Other Activities.
  - 310 hours to Mandated and Other Financial Audits and Special Districts.

**Functional Area Summary**

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

- 1,560 hours to Health and Social Services.0
- 820 hours to Health and Social Services.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ACO-ADMINISTRATION	19,702	16,300	16,300	0	0.0%
ACO-ACCOUNTING	5,112,045	5,858,369	6,185,126	326,757	5.6%
ACO-AUDITING	<u>782,557</u>	<u>784,857</u>	<u>997,010</u>	<u>212,153</u>	<u>27.0%</u>
<b>TOTAL REVENUES</b>	<b>5,914,304</b>	<b>6,659,526</b>	<b>7,198,436</b>	<b>538,910</b>	<b>8.1%</b>
<b>APPROPRIATIONS</b>					
ACO-ADMINISTRATION	19,702	16,300	16,300	0.0%	0.0%
ACO-ACCOUNTING	5,564,165	6,263,727	6,733,453	469,726	7.5%
ACO-AUDITING	<u>768,573</u>	<u>942,721</u>	<u>1,083,037</u>	<u>140,316</u>	<u>14.9%</u>
<b>TOTAL APPROPRIATIONS</b>	<b>6,352,440</b>	<b>7,222,748</b>	<b>7,832,790</b>	<b>610,042</b>	<b>8.4%</b>
<b>NET COUNTY COST</b>					
ACO-ADMINISTRATION	0	0	0	0	0.0%
ACO-ACCOUNTING	452,119	405,358	548,327	142,969	35.3%
ACO-AUDITING	<u>(13,983)</u>	<u>157,864</u>	<u>86,027</u>	<u>(71,837)</u>	<u>(45.5%)</u>
<b>NET COUNTY COST</b>	<b>438,136</b>	<b>563,222</b>	<b>634,354</b>	<b>71,132</b>	<b>12.6%</b>

<b>STAFFING</b>					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	30	30	30	0	0.0%
ACO-AUDITING	<u>5</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL STAFFING</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$538,910 or 8.1% in revenues and a net increase of \$610,042 or 8.4% in appropriations when compared to FY2023/24 Adopted Budget. As a result, the Net County Cost increased by \$71,132 or 12.6% when compared to the FY2023/24 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 \$4,630,975 reflect an increase of \$441,495 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 \$1,215,000 reflect an increase of \$157,000. 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 \$560,765 reflect a net decrease of \$44,363. 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. The net decrease is primarily due to the elimination of reimbursements from DoIT for labor costs associated with the CATS Project.

- Auditing and accounting fees of \$386,849 reflect an increase of \$10,149. These are fees/charges for accounting services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$294,910 reflect a decrease of \$24,670. 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 \$610,042 or 8.4% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$6,851,036 reflect an increase of \$472,693 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies of \$970,943 reflects a net increase of \$118,515 primarily due to increases in insurance costs, central data processing charges, bank service charges for direct deposit and electronic fund transactions, and the anticipated loan payback for the CATS project based on the loan repayment schedule as approved by the County Debt Advisory Committee.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$124,000 for accounting and financial services.

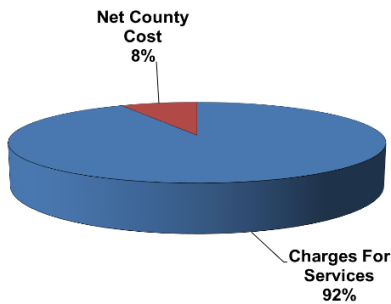
Fixed Assets

None.

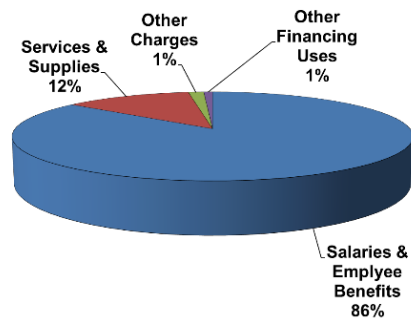
**DEPARTMENT COMMENTS**

The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.6 billion as reflected in the FY2023/24 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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	15,717	18,593	24,000	5,407	29.1%
CHARGES FOR SERVICES	5,827,126	6,640,933	7,174,436	533,503	8.0%
MISC REVENUE	2,586	0	0	0	0.0%
OTHER FINANCING SOURCES	68,874	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>5,914,303</b>	<b>6,659,526</b>	<b>7,198,436</b>	<b>538,910</b>	<b>8.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	5,641,019	6,378,343	6,851,036	472,693	7.4%
SERVICES AND SUPPLIES	701,914	852,428	970,943	118,515	13.9%
OTHER CHARGES	116,878	116,642	116,468	(174)	(0.1%)
LEASES	1,651	3,000	3,000	0	0.0%
OTHER FINANCING USES	52,847	62,795	67,043	4,248	6.8%
INTRA-FUND TRANSFERS	(161,870)	(190,460)	(175,700)	14,760	(7.7%)
<b>TOTAL APPROPRIATIONS</b>	<b>6,352,440</b>	<b>7,222,748</b>	<b>7,832,790</b>	<b>610,042</b>	<b>8.4%</b>
<b>NET COUNTY COST</b>	<b>438,136</b>	<b>563,222</b>	<b>634,354</b>	<b>71,132</b>	<b>12.6%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

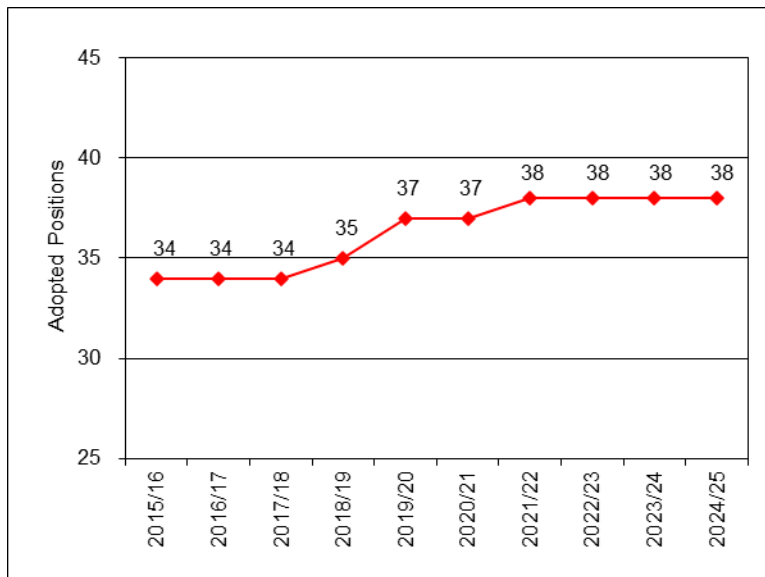
**SUMMARY OF POSITION CHANGES**

On March 12, 2024, as part of the Midyear Financial Report, the Board approved the following position changes:

- Extend 1.0 FTE Limited-Term Accountant/Auditor I to expire June 30, 2026. This position supports CATS post go live implementation activities in the Property Tax Division.

There are no changes in position allocation requested in the FY2024/25 Recommended Budget.

**STAFFING TREND**



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**PENDING ISSUES AND POLICY CONSIDERATIONS**

The department has several staff eligible for retirement during FY2024/25. 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**

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
1101 GENERAL REVENUE	246,925,586	246,007,401	262,690,708	16,683,307	6.8%
5908 COUNTY DISASTER	1,306,570	1,158,207	500,000	(658,207)	(56.8%)
8000 2021 CERTIFICATES OF PARTICIPA	2,799,469	2,057,513	719,548	(1,337,965)	(65.0%)
8006 PENSION DEBT SERVICE FUND	12,374,166	10,421,267	17,516,552	7,095,285	68.1%
8036 2013 COP ANIMAL CARE PROJECT	462,818	478,174	475,916	(2,258)	(0.5%)
8037 2017 CERTIFICATES OF PARTICIPA	7,433,724	7,357,182	7,354,762	(2,420)	(0.0%)
<b>APPROPRIATIONS</b>					
1101 GENERAL REVENUE	279,432	100,000	100,000	0	0.0%
5908 COUNTY DISASTER	1,337,211	833,501	500,000	(333,501)	(40.0%)
8000 2021 CERTIFICATES OF PARTICIPA	2,056,347	2,057,513	2,060,914	3,401	0.2%
8006 PENSION DEBT SERVICE FUND	11,292,000	6,047,045	6,404,149	357,104	5.9%
8036 2013 COP ANIMAL CARE PROJECT	475,696	476,071	475,916	(155)	(0.0%)
8037 2017 CERTIFICATES OF PARTICIPA	7,366,545	7,357,182	7,354,762	(2,420)	(0.0%)
<b>NET CHANGE</b>					
1101 GENERAL REVENUE	(246,646,154)	(245,907,401)	(262,590,708)	(16,683,307)	6.8%
5908 COUNTY DISASTER	30,641	(324,706)	0	324,706	(100.0%)
8000 2021 CERTIFICATES OF PARTICIPA	(743,122)	0	1,341,366	1,341,366	100.0%
8006 PENSION DEBT SERVICE FUND	(1,082,166)	(4,374,222)	(11,112,403)	(6,738,181)	154.0%
8036 2013 COP ANIMAL CARE PROJECT	12,878	(2,103)	0	2,103	(100.0%)
8037 2017 CERTIFICATES OF PARTICIPA	(67,179)	0	0	0	0.0%

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

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**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 \$16,683,307 or 6.8% in revenues and no change in appropriations when compared to the FY2023/24 Adopted Budget. As a result, the net increase to the General Fund is \$16,683,307 or 6.8%.

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 FY2023/24 Adopted Budget are primarily due to the following:

- \$7,426,182 increase in Current Secured Property Taxes due to an estimated increase of 3% in assessed values from the FY2023/24 corrected assessment roll.
- \$3,500,000 increase in Interest Income as interest yield is anticipated to be better due to higher interest rates and average daily cash balance in the County investment pool.
- \$2,152,745 increase in Property Tax In-Lieu based on an estimated increase of 3% in assessed values.
- \$1,453,698 increase in ABX1 26 Residual Taxes and a \$1,245,682 increase in ABX1 26 Pass-Through revenues based on projected tax increment revenues.
- \$500,000 increase in excess tax loss reserve due to a projected increase in penalties and interest collections.
- \$300,000 increase in Franchise Fees based on anticipated collections from Pacific Gas & Electric.
- \$245,000 increase in Sales & Use Tax due based on estimated statewide growth in retail sales.
- \$200,000 increase in Current Unsecured Property Taxes based on anticipated increases in business property values.
- \$185,000 increase in Unitary Taxes due to a projected increase of 3% in assessed values.
- \$50,000 increase in State Motor Vehicle In-Lieu Tax due to higher prior year collections of Motor Vehicle License Fees.
- \$550,000 decrease in Property Transfer Tax due to a decline in real estate activity.
- \$50,000 decrease in Recording Fees due to a reduction in demand for recording documents for real estate transactions.

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.

Fixed Assets

None.

**Summary of Other Administered Budgets**

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

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
TAXES	226,184,276	229,697,000	242,080,307	12,383,307	5.4%
LICENSES, PERMITS & FRANCHISE	979,463	601,000	901,000	300,000	49.9%
REVENUE FROM USE OF MONEY/PROP	5,928,038	2,500,500	6,000,500	3,500,000	140.0%
INTERGOVERNMENTAL REV STATE	2,379,147	2,057,501	2,107,501	50,000	2.4%
INTERGOVERNMENTAL REV FEDERAL	63,614	6,400	6,400	0	0.0%
INTERGOVERNMENTAL REV OTHER	1,084,113	45,000	45,000	0	0.0%
CHARGES FOR SERVICES	8,649,705	8,550,000	8,500,000	(50,000)	(0.6%)
MISC REVENUE	1,657,232	2,550,000	3,050,000	500,000	19.6%
<b>TOTAL REVENUES</b>	<b>246,925,586</b>	<b>246,007,401</b>	<b>262,690,708</b>	<b>16,683,307</b>	<b>6.8%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	5,741	50,000	50,000	0	0.0%
OTHER CHARGES	273,691	50,000	50,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>279,432</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0.0%</b>
<b>NET COUNTY COST</b>	<b>(246,646,154)</b>	<b>(245,907,401)</b>	<b>(262,590,708)</b>	<b>(16,683,307)</b>	<b>6.8%</b>

**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.

As part of the Federal Relief and Supplemental Appropriations Act passed on December 27, 2020, the County received \$13,309,204 in FY2020/21 to implement the Emergency Rental Assistance Program (ERAP). In partnership with contractors and close communication with the State, the County's program has assisted over 1,100 low-income households with rental and utility arrearages. The allocation is fully expended, and the program concluded in FY2022/23. No administrative costs are anticipated in FY2024/25.

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 continue to work 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 FY2024/25 Recommended Budget reflects anticipated revenues and appropriations related to LNU 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. All costs related to damage caused by these storm events were 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. If reimbursements fail to materialize, this could impact appropriations in the Disaster Fund. Staff will monitor reimbursement activity and any future adjustments to the Disaster Fund, if applicable, will be brought forward to the Board.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$658,207 or 56.8% in revenues and a decrease of \$333,501 or 40.0% in appropriations when compared to the FY2023/24 Adopted Budget. The FY2024/25 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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	553,052	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	(20,572)	74,270	0	(74,270)	(100.0%)
MISC REVENUE	774,090	759,231	500,000	(259,231)	(34.1%)
OTHER FINANCING SOURCES	0	324,706	0	(324,706)	(100.0%)
<b>TOTAL REVENUES</b>	<b>1,306,570</b>	<b>1,158,207</b>	<b>500,000</b>	<b>(658,207)</b>	<b>(56.8%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	1,200,895	833,501	500,000	(333,501)	(40.0%)
OTHER CHARGES	98,218	0	0	0	0.0%
OTHER FINANCING USES	38,098	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>1,337,211</b>	<b>833,501</b>	<b>500,000</b>	<b>(333,501)</b>	<b>(40.0%)</b>
<b>NET CHANGE</b>	<b>30,641</b>	<b>(324,706)</b>	<b>0</b>	<b>324,706</b>	<b>(100.0%)</b>

**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 FY2024/25 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.

## Debt Service Overview

Phyllis S. Taynton, Auditor-Controller

### Debt

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#### Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debt as of June 30, 2024, are as follows:

<u>Type</u>	<u>Total</u>
Notes Payable	\$ 1,023,890
Certificates of Participation	70,145,000
Pension Obligation Bonds	4,870,000
Total	<u>\$ 76,038,890</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**

<b>Fiscal Year</b>	<b>(1) Assessed Value of Property</b>	<b>(2) Debt Limit, 5% of Assessed Value</b>	<b>(3) Debt Applicable to the Limit</b>	<b>(4) Legal Debt Margin</b>	<b>Total net debt applicable to the limit as a percentage of debt limit</b>
2022-23	\$69,904,769,268	\$3,495,238,463	\$9,310,000	\$3,485,928,463	0.27%
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%

**Notes:**

- (1) Assessed property value data can be found in Report "Assessed Value of Taxable Property".
- (2) California Government Code §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, 2023.

Phyllis S. Taynton, Auditor-Controller  
Debt

**FUNCTION AND RESPONSIBILITIES**

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

The 2021 COP 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 \$1,337,965 or 65.0% in revenues and an increase of \$3,401 or 0.2% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$669,548 from the Operating Transfers-In from the General Fund and \$50,000 in interest income. The excess of appropriations over revenues, or net county cost, will be funded with fund balance resulting from interest income in prior years. 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 FY2024/25.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	747,456	650	50,000	49,350	7592.3%
OTHER FINANCING SOURCES	2,052,013	2,056,863	669,548	(1,387,315)	(67.4%)
<b>TOTAL REVENUES</b>	<b>2,799,469</b>	<b>2,057,513</b>	<b>719,548</b>	<b>(1,337,965)</b>	<b>(65.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	4,333	7,000	7,000	0	0.0%
OTHER CHARGES	2,052,014	2,050,513	2,053,914	3,401	0.2%
<b>TOTAL APPROPRIATIONS</b>	<b>2,056,347</b>	<b>2,057,513</b>	<b>2,060,914</b>	<b>3,401</b>	<b>0.2%</b>
<b>NET COUNTY COST</b>	<b>(743,122)</b>	<b>0</b>	<b>1,341,366</b>	<b>1,341,366</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The General Fund's share of the 2021 COPs debt service payment is reduced in FY2024/25 due to interest income earned in prior years, decreasing the need for General Fund support.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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



**FUNCTION AND RESPONSIBILITIES**

The Pension Debt Service Fund 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 \$7,095,285 or 68.1% in revenues and an increase of \$357,104 or 5.9% in appropriations when compared to the FY2023/24 Adopted Budget.

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

- Increase of \$10,500 in interest income due to the increase in interest rates, which benefits the County’s investment pool.
- Increase of \$6,979,079 in Other Revenue due to an increase in estimated savings from the prepayment of the FY2024/25 CalPERS Unfunded Accrued Liability (UAL).
- Increase of \$105,706 in Operating Transfers-In due to higher wages subject to pension contribution from County departments.

Significant changes in appropriations include:

- Increase of \$150,000 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 FY2024/25 CalPERS UAL.
- Increase of \$430,000 in Bond Redemption charges.
- Decrease of \$228,807 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	72,966	65,000	75,500	10,500	16.2%
MISC REVENUE	7,392,614	4,080,191	11,059,270	6,979,079	171.0%
OTHER FINANCING SOURCES	4,908,587	6,276,076	6,381,782	105,706	1.7%
<b>TOTAL REVENUES</b>	<b>12,374,166</b>	<b>10,421,267</b>	<b>17,516,552</b>	<b>7,095,285</b>	<b>68.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	479,420	503,000	503,000	0	0.0%
SERVICES AND SUPPLIES	2,953	6,000	6,000	0	0.0%
OTHER CHARGES	5,171,128	5,538,045	5,895,149	357,104	6.4%
OTHER FINANCING USES	5,638,498	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>11,292,000</b>	<b>6,047,045</b>	<b>6,404,149</b>	<b>357,104</b>	<b>5.9%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(1,082,166)</b>	<b>(4,374,222)</b>	<b>(11,112,403)</b>	<b>(6,738,181)</b>	<b>154.0%</b>

**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 \$2,420 or 0.0% in revenues and appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,354,762, a decrease of \$2,420 when compared to FY2023/24.

The primary funding sources include the following:

- The \$4,325,584 Operating Transfers-In are as follows:
  - \$723,211 from the Public Facilities Fees - Public Protection.
  - \$575,637 from the Public Facilities Fees - General Government.
  - \$235,868 from the Courthouse Temporary Construction Fund.
  - \$900,000 from the Accumulated Capital Outlay Fund.
  - \$1,890,868 from the General Fund.
- \$2,907,253 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$89,000 in interest income due to higher interest yield.
- \$32,925 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Event Center.

Primary Costs

The FY2024/25 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2024/25.

Phyllis S. Taynton, Auditor-Controller

Debt

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	88,676	57,644	121,925	64,281	111.5%
CHARGES FOR SERVICES	2,907,934	2,905,170	2,907,253	2,083	0.1%
OTHER FINANCING SOURCES	4,437,114	4,394,368	4,325,584	(68,784)	(1.6%)
<b>TOTAL REVENUES</b>	<b>7,433,724</b>	<b>7,357,182</b>	<b>7,354,762</b>	<b>(2,420)</b>	<b>(0.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	6,333	8,510	8,500	(10)	(0.1%)
OTHER CHARGES	7,360,212	7,348,672	7,346,262	(2,410)	(0.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>7,366,545</b>	<b>7,357,182</b>	<b>7,354,762</b>	<b>(2,420)</b>	<b>(0.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(67,179)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**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, the Sheriff’s Office (BU 6550), 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 a decrease of \$2,258 or 0.5% in revenue and a decrease of \$155 or 0.0% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$419,314 from the seven cities in accordance with the MOU and \$10,132 from the Sheriff’s Office for their share of debt service. 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 FY2024/25.

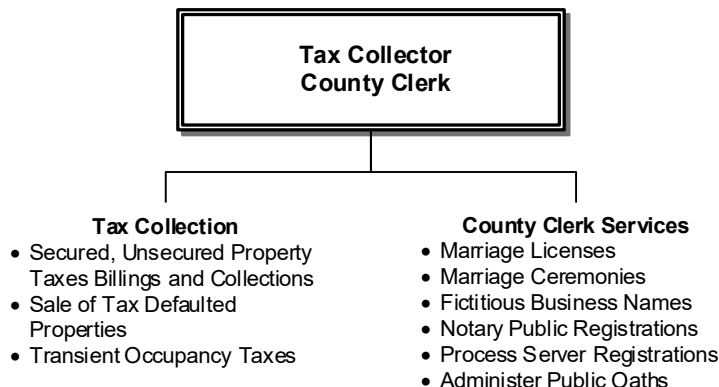
<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	637	1,000	1,500	500	(50.0%)
INTERGOVERNMENTAL REV OTHER	417,211	419,314	419,314	0	0.0%
OTHER FINANCING SOURCES	0	12,890	10,132	(2,758)	21.4%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
<b>TOTAL REVENUES</b>	<b>462,818</b>	<b>478,174</b>	<b>475,916</b>	<b>(2,258)</b>	<b>(0.5%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	3,245	3,500	3,500	0	0.0%
OTHER CHARGES	472,451	472,571	472,416	(155)	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>475,696</b>	<b>476,071</b>	<b>475,916</b>	<b>(155)</b>	<b>(0.0%)</b>
<b>CHANGE IN FUND BALANCE</b>	<b>12,878</b>	<b>(2,103)</b>	<b>0</b>	<b>2,103</b>	<b>(100.0%)</b>

**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 for 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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	2,851,207
FY2024/25 Recommended:	2,942,705
County General Fund Contribution:	1,526,705
Percent County General Fund Supported:	51.9%
Total Employees (FTEs):	11

**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 that 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 non-court-related official documents. The division carries out these responsibilities through its online portal and public service counter.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- As of March 1, 2024, the County has been using a new property tax system, County Assessment and Taxation System (CATS), for one year. 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 Tax Collector - County Clerk 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.
- Collected in excess of \$108,000 in Transient Occupancy Taxes.

**WORKLOAD INDICATORS**

In FY2023/24, the Tax Collector-County Clerk:

- Expects to issue and process payments on 150,000 property tax bills.
- Expects to issue 1,500 marriage licenses, 2,000 fictitious business name statements, 450 notary oaths, and to conduct 300 marriage ceremonies, along with providing a variety of other clerk-related functions and services. Projections for FY2024/25 include the issuance of approximately 1,300 marriage licenses, 2,000 fictitious business names, 400 notary oaths, and to conduct 300 marriage ceremonies, along with providing a variety of other clerk-related functions and services.
- Answered approximately 25,000 requests for additional information received via phone and e-mail.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAX COLLECTOR	1,256,953	1,322,500	1,156,000	(166,500)	(12.6%)
COUNTY CLERK	252,672	270,000	260,000	(10,000)	(3.7%)
<b>TOTAL REVENUES</b>	<b>1,509,625</b>	<b>1,592,500</b>	<b>1,416,000</b>	<b>(176,500)</b>	<b>(11.1%)</b>
<b>APPROPRIATIONS</b>					
TAX COLLECTOR	2,211,117	2,681,254	2,567,896	(113,358)	(4.2%)
COUNTY CLERK	267,997	338,258	374,809	36,551	10.8%
<b>TOTAL APPROPRIATIONS</b>	<b>2,479,114</b>	<b>3,019,512</b>	<b>2,942,705</b>	<b>(76,807)</b>	<b>(2.5%)</b>
<b>NET COUNTY COST</b>					
TAX COLLECTOR	954,163	1,358,754	1,411,896	53,142	3.9%
COUNTY CLERK	15,325	68,258	114,809	46,551	68.2%
<b>NET COUNTY COST</b>	<b>969,488</b>	<b>1,427,012</b>	<b>1,526,705</b>	<b>99,693</b>	<b>7.0%</b>

<b>STAFFING</b>					
TAX COLLECTOR	11	10	9	(1)	-10.0%
COUNTY CLERK	2	2	2	0	0.0%
<b>TOTAL STAFFING</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>(1)</b>	<b>-8.3%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents a decrease of \$176,500 or 11.1% in revenues and a decrease of \$76,807 or 2.5% in appropriations when compared to FY2023/24 Adopted Budget. As a result, Net County Cost increased by \$99,693 or 7.0%.

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 \$1,526,705 or 51.9%, Charges for Services, which is \$1,028,000 or 34.9%, and Taxes and Licenses, which has a combined total of \$388,000 and represent 13.2% of the Recommended Budget.

- The Recommended Budget includes a decrease of \$176,500 or 11.1% in revenues primarily due to decreases in assessments and tax collection fees.

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Primary Costs

The Recommended Budget includes a \$76,807 or 2.5% decrease in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect a decrease of \$188,290 primarily due to the deletion of the Tax Collection Manager position as approved by the Board on March 12, 2024 as part of the Midyear Financial Report, offset by increases resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs and workers' compensation rates.
- Services and Supplies reflect an increase of \$135,562 primarily due to an upgrade of the County Clerk software application suite, increase in SCIPS services costs, and insurance costs.
- Other Charges reflect an increase of \$11,265 due to an increase in Countywide Administrative Overhead costs.
- Intrafund Transfers decreased by \$31,680 as the mandated redemption audit conducted by the Auditor-Controller's Office was completed in FY2023/24. This audit is conducted every three years.

Contracts

The FY2024/25 Recommended Budget includes the following significant contract:

- \$85,000 for lockbox services.

Fixed Assets

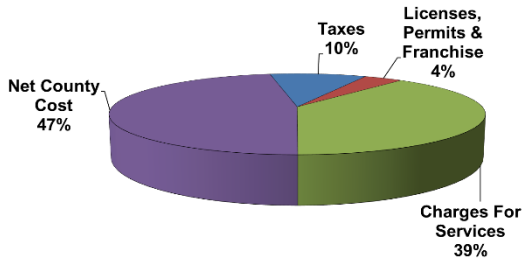
None.

**DEPARTMENT COMMENTS**

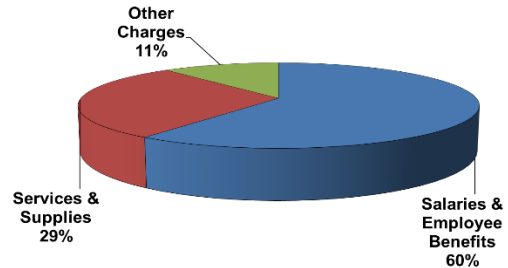
The Tax Collector – County Clerk anticipates that with the successful completion of the CATS project, departmental focus will shift to enhanced public engagement and improved online experiences.



**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
TAXES	287,440	297,000	278,000	(19,000)	(6.4%)
LICENSES, PERMITS & FRANCHISE	103,331	120,000	110,000	(10,000)	(8.3%)
CHARGES FOR SERVICES	1,089,139	1,175,500	1,028,000	(147,500)	(12.5%)
MISC REVENUE	8,185	0	0	0	0.0%
OTHER FINANCING SOURCES	21,530	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,509,625</b>	<b>1,592,500</b>	<b>1,416,000</b>	<b>(176,500)</b>	<b>(11.1%)</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,531,647	1,760,215	1,571,925	(188,290)	(10.7%)
SERVICES AND SUPPLIES	717,699	851,477	987,039	135,562	15.9%
OTHER CHARGES	187,488	326,278	333,293	7,015	2.2%
LEASES	2,028	0	4,250	4,250	100.0%
OTHER FINANCING USES	14,009	15,812	12,148	(3,664)	(23.2%)
INTRA-FUND TRANSFERS	26,242	65,730	34,050	(31,680)	(48.2%)
<b>TOTAL APPROPRIATIONS</b>	<b>2,479,113</b>	<b>3,019,512</b>	<b>2,942,705</b>	<b>(76,807)</b>	<b>(2.5%)</b>
<b>NET COUNTY COST</b>	<b>969,488</b>	<b>1,427,012</b>	<b>1,526,705</b>	<b>99,693</b>	<b>7.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

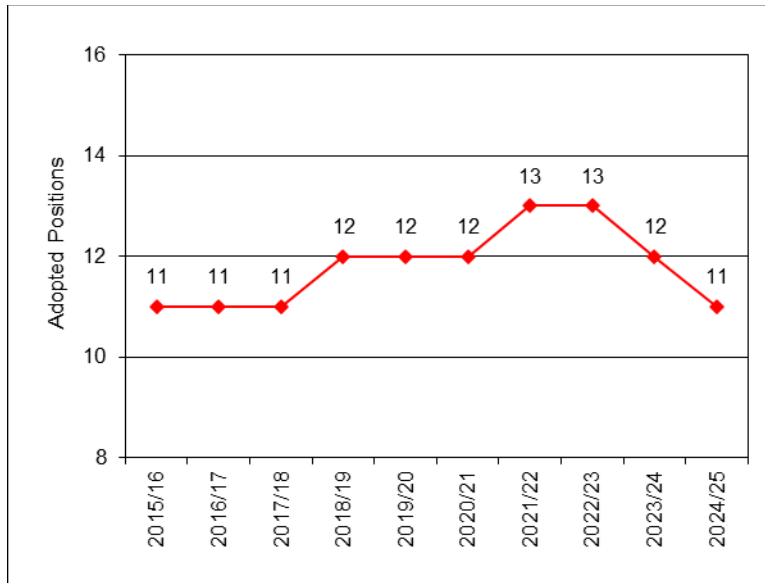
Changes in position allocations since the adoption of the FY2023/24 Budget are provided below:

On March 12, 2024, the Midyear Financial Report included the following position change:

- Deleted 1.0 FTE Tax Collections Manager.

There are no changes in position allocation in the FY2024/25 Recommended Budget.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

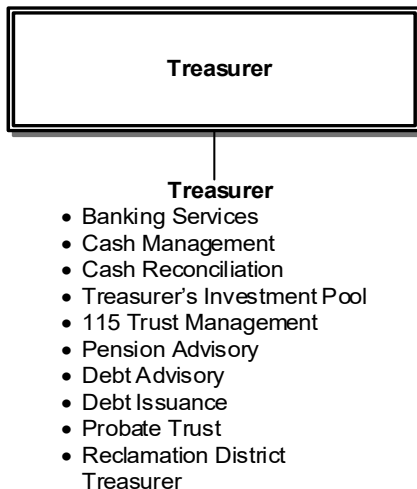
The Treasurer-Tax Collector-County Clerk is anticipating the need for an upgrade of the County Clerk suite of applications and is actively working toward improvements in the overall online public experience.

**Summary of Other Administered Budgets**

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

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
1350 TREASURER	1,233,758	1,370,294	1,889,236	518,942	37.9%
<b>APPROPRIATIONS</b>					
1350 TREASURER	1,233,758	1,370,294	1,889,236	518,942	37.9%
<b>NET CHANGE</b>					
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 GC §27000 - §27137. In Solano County, the County Treasurer function is combined with the County Tax Collector-County Clerk as one countywide elected position.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	1,446,308
FY2024/25 Recommended:	1,889,236
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	4

**FUNCTION AND RESPONSIBILITIES**

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the County and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County’s fiduciary expert in the area of debt issuance. The division manages over \$1.9 billion in funds not immediately needed for use by the 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**

- Provided local school districts the tools and support needed to implement remote image deposit and new location branch depositing that will reduce or eliminated unnecessary travel and paper usage by the districts while reducing Treasury costs. This is an ongoing effort.
- Actively managed more than \$1.9 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 daily to afford them the ability to independently verify all Treasury activity.
- Arranged the provision of up to \$145.6 million in constitutionally mandated advances to the six school districts in Solano County.
- Managed \$27.3 million in Vallejo City Unified School District nontaxable investments.
- Managed the County’s PARS 115 \$33.6 million investment trust to provide additional income above pool rates.

**WORKLOAD INDICATORS**

During FY2024/25, the Treasurer anticipates processing 10,000 deposit permits.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents increases of \$518,972 or 37.9% in both revenues and appropriations when compared to the FY2023/24 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, it has no Net County Cost.

Primary Funding Sources

The primary funding source for the division is Charges for Services which comprises \$1,888,736 or 100.0% of the Recommended Budget.

Primary Costs

The Recommended Budget includes a \$518,942 or 37.9% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits increased by \$309,235 due to the addition of the Investment Officer position on March 12, 2024 as part of the Midyear Financial Report, and increases resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs and workers’ compensation rates.
- Services and Supplies increased by \$235,643 due to an increase in contracted services for banking and securities trust services and for investment advisory services.
- Other Charges decreased by \$42,425 due to decreased Countywide Administrative Overhead costs.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$271,800 for banking and securities trust services.
- \$250,000 to secure investment advisory services upon completion of a Request for Proposal process.

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.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
CHARGES FOR SERVICES	1,224,899	1,369,794	1,888,736	518,942	37.9%
MISC REVENUE	2,400	500	500	0	0.0%
OTHER FINANCING SOURCES	6,459	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,233,758</b>	<b>1,370,294</b>	<b>1,889,236</b>	<b>518,942</b>	<b>37.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	597,972	636,046	945,281	309,235	48.6%
SERVICES AND SUPPLIES	388,680	448,144	683,787	235,643	52.6%
OTHER CHARGES	57,200	97,025	54,600	(42,425)	(43.7%)
LEASES	481	0	1,600	1,600	100.0%
OTHER FINANCING USES	5,931	6,579	9,218	2,639	40.1%
INTRA-FUND TRANSFERS	183,493	182,500	194,750	12,250	6.7%
<b>TOTAL APPROPRIATIONS</b>	<b>1,233,758</b>	<b>1,370,294</b>	<b>1,889,236</b>	<b>518,942</b>	<b>37.9%</b>
<b>NET CHANGE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

<b>STAFFING</b>					
TREASURER	3	3	4	1	33.3%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>33.3%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

Changes in position allocations since the adoption of the FY2023/24 Budget are provided below:

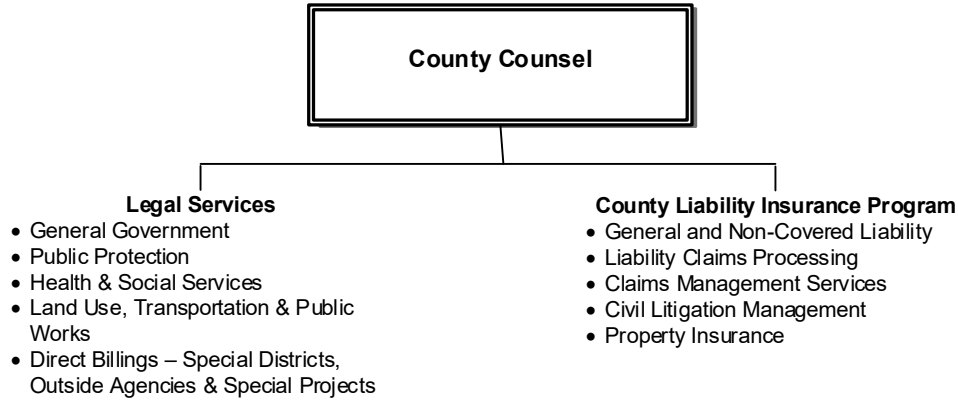
On March 12, 2024, the Midyear Financial Report included the following position change:

- Added 1.0 FTE Investment Officer (TBD).

There are no changes in position allocation in the FY2024/25 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. Treasury remains focused on providing a safe and stable investment pool that provides participants additional revenue as the market allows.



**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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	6,109,128
FY2024/25 Recommended:	6,581,230
County General Fund Contribution:	247,015
Percent County General Fund Supported:	3.8%
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**

Accomplishments:

- Significant litigation matters include the settlement of a multi-year litigation related to material contractual differences, filing of an amicus curiae request to the California Supreme Court resulting in not only the publication but a review of an ancient map case.
- Successful advocating for the passage of the Residential Exclusive Listing Agreements Act Assembly Bill (AB) 1345.
- Worked with Code Enforcement on 26 cases that resulted in fines and administrative penalties in excess of \$265,000.
- Continued to actively participate in multiple lawsuits challenging the Department of Water Resources’ Delta Conveyance Project, known as the Delta Tunnel Project.
- Office attorneys Chaired or Co-Chaired County Counsels’ Association of California conferences to include Probate and Mental Health and Environmental Law.
- An attorney continues to serve as a member of the Solano County Bar Association (SCBA) Board of Directors, and another serves on the Public Law Executive Committee of the California Lawyer’s Association. In addition, the claims and civil litigation manager was selected to serve on the Public Risk Innovation, Solutions, and Management (PRISM)’s Board of Director’s and Claims Review Committee.

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**WORKLOAD INDICATORS**

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

- In FY2022/23, the office’s attorneys logged a total of 26,884 billable legal service hours to internal and external clients, an increase of 1,046 hours or 4% from the previous year.
- The office 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 and 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, the attorneys representing CWS appeared in court 230 times 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 145 new juvenile dependency cases, appeared on 232 contested juvenile dependency matters, and 31 juvenile dependency appeals. In addition to carrying full juvenile caseload, CWS attorneys provided training and policy and procedure advice to H&SS.
- The office also represents the Public Guardian/Public Conservator Division (PG) of H&SS in conservatorship and guardianship 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 attorneys’ 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 Child Welfare Services and LPS/Probate Conservatorships. Staff is 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 has 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.



**Functional Area Summary**

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
LEGAL SERVICES	4,340,268	5,612,754	6,334,215	721,461	12.9%
<b>TOTAL REVENUES</b>	<b>4,340,268</b>	<b>5,612,754</b>	<b>6,334,215</b>	<b>721,461</b>	<b>12.9%</b>
<b>APPROPRIATIONS</b>					
LEGAL SERVICES	5,816,162	6,387,817	6,581,230	193,413	3.0%
<b>TOTAL APPROPRIATIONS</b>	<b>5,816,162</b>	<b>6,387,817</b>	<b>6,581,230</b>	<b>193,413</b>	<b>3.0%</b>
<b>NET COUNTY COST</b>					
LEGAL SERVICES	1,475,894	775,063	247,015	(528,048)	(68.1%)
<b>NET COUNTY COST</b>	<b>1,475,894</b>	<b>775,063</b>	<b>247,015</b>	<b>(528,048)</b>	<b>(68.1%)</b>

<b>STAFFING</b>					
LEGAL SERVICES	21	21	21	0	0.0%
<b>TOTAL STAFFING</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget reflects an increase of \$721,461 or 12.9% in revenues and increase of \$193,413 or 3.0% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, the Net County Cost decreased by \$528,048 or 68.1%.

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, 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 the Code of Federal Regulations (CFR) part 225 (formerly OMB Circular A-87).

The Recommended Budget includes a \$721,461 or 12.9% increase in revenues due to the following:

- Interfund Legal Services reflect an increase of \$322,100 for legal services provided to non-General Fund County departments based on anticipated activity.
- Countywide Administrative Overhead reflects an increase of \$284,958 for legal services provided to County departments.
- Legal Fees and Other Charges for Services billed to outside agencies reflect an increase of \$114,403.

Primary Costs

The Recommended Budget includes a \$193,413 or 3.0% increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$128,986, or 2.2% primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflect an increase of \$69,628 or 14.3% primarily due to increased insurance and central data processing costs.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

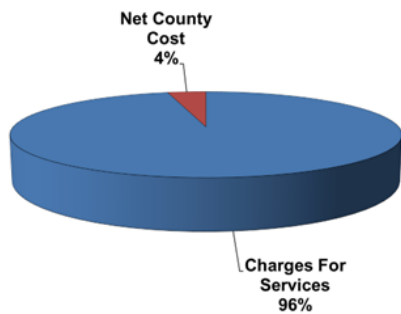
The matters handled by the office are varied and span from land use, economic development, behavioral health, workplace safety and labor issues.

The office works proactively to provide innovative legal solutions to address on-going public and behavioral health issues such as homelessness, legislation impacting behavioral health service delivery, and Community Assistance, Recovery, and Empowerment (CARE) Court. Our extensive work with and for the County’s most vulnerable populations continues in the identification of ways to provide care of those in need. In addition, the office has responded to and continues to address legal issues arising from a ballot initiative to rezone agricultural lands to allow the development of a new community. A continued focus on local issues includes attention on 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. Additionally, the office has assumed control of the County’s General Liability and Property Insurance Programs (BU 1800) and continues to identify ways to contain costs in a volatile liability insurance market.

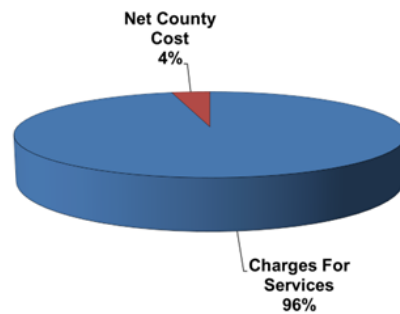
In addition to providing legal representation to all County departments, the office continues to offer its expertise and legal services to outside governmental agencies. The office currently provides legal representation and hearing officer services to 36 external clients which are direct billed for 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 \$240 per hour, a 4% 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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,296,801	5,612,754	6,334,215	721,461	12.9%
OTHER FINANCING SOURCES	43,467	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,340,268</b>	<b>5,612,754</b>	<b>6,334,215</b>	<b>721,461</b>	<b>12.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	5,222,814	5,748,827	5,877,813	128,986	2.2%
SERVICES AND SUPPLIES	451,098	487,283	556,911	69,628	14.3%
OTHER CHARGES	87,034	87,271	86,904	(367)	(0.4%)
OTHER FINANCING USES	52,586	60,436	59,402	(1,034)	(1.7%)
INTRA-FUND TRANSFERS	2,631	4,000	200	(3,800)	(95.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>5,816,162</b>	<b>6,387,817</b>	<b>6,581,230</b>	<b>193,413</b>	<b>3.0%</b>
<b>NET COUNTY COST</b>	<b>1,475,894</b>	<b>775,063</b>	<b>247,015</b>	<b>(528,048)</b>	<b>(68.1%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

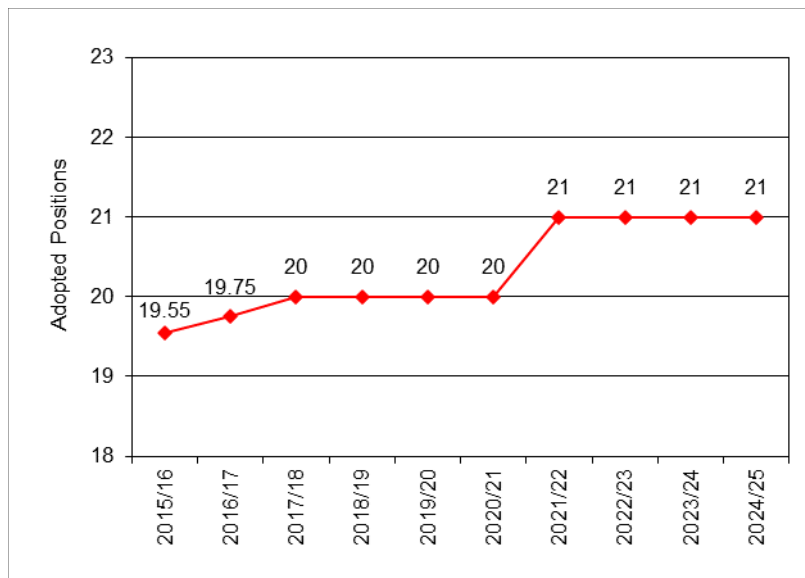
None.

**SUMMARY OF POSITION CHANGES**

The FY2024/25 Recommend Budget includes the following proposed position changes:

- Add 1.0 FTE Office Assistant II (C) based on current administrative needs of the office.
- Delete 1.0 FTE vacant Legal Procedures Clerk (C).

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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

**Summary of Other Administered Budgets**

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
1800 COUNTY LIABILITY	14,756,838	17,295,244	23,357,705	6,062,461	35.1%
<b>APPROPRIATIONS</b>					
1800 COUNTY LIABILITY	13,012,628	18,506,738	23,686,608	5,179,870	28.0%
<b>NET CHANGE</b>					
1800 COUNTY LIABILITY	(1,744,210)	1,211,494	328,903	(882,591)	(72.9%)

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 Insurance and Property Insurance Programs through the Public Risk Innovation, Solutions, and Management (PRISM) The General Liability Insurance Program provides liability claims processing and claims management services; oversees all civil litigation involving the County. The Property Insurance 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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	20,323,272
FY2024/25 Recommended:	23,686,608
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 and Property Insurance Programs. On December 14, 2021, the Board approved the transfer of responsibility for the County’s General Liability Program to County Counsel from the Director of Human Resources. This transfer coincided with a change to the Solano County self-insured general liability (GL) program self-insured retention (SIR), increasing the per claim/occurrence deductible from \$10,000 to \$200,000 based on an actuarial study that anticipated significant savings in program costs. Due to subsequent significant increases to premiums, another actuarial study was performed in the Fall 2023 which indicated additional cost-savings could be realized by further increasing the SIR from \$200,000 to \$500,000. The Board approved that SIR increase on March 12, 2024.

There are a few exceptions to the new SIR amount, including cases the County is now seeing based on a recent change in law that expanded the statute of limitations on lawsuits filed that allege abuse in foster care that occurred decades ago. The SIR that applies to any given case depends on the date of loss; thus, the policy that applies to these dates of loss had a \$300,000 SIR.

On April 9, 2024, the Board approved the transfer of responsibility for the County’s Property Insurance Program to County Counsel from the Human Resources Department. This transfer will achieve greater operational efficiencies and improve the County’s overall risk management functions.

Challenges:

Although the County purchases General Liability insurance coverage, there are certain types of claims and some expenses that insurance will not cover, such as injunctive relief, contractual liability and litigation initiated by the County such as those relating to the Delta water issues. These costs, which include attorneys’ fees and settlement costs, are not submitted under the General Liability coverage but are managed separately and recovered through charges allocated to departments to alleviate pressure on the County’s insurance premium.

Accomplishments:

- Continued proactive claims and litigation management and oversight 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, Cyber, Pollution, Special Liability Insurance Policy (SLIP) and Medical Malpractice Renewal Applications before the deadline.
- Updated the cost allocation plan to more appropriately reflect County department vehicle usage.

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**WORKLOAD INDICATORS**

During FY2022/23, the Office:

- Received 92 separate Government Tort Claim Act claims filed against the County of which 60 were resolved without payment or liability to the County, 10 were settled pre-litigation, six are currently open awaiting expiration of suit filing statute, and 16 resulted in litigation.
- Actively managed 42 open lawsuits, of which 17 were dismissed or settled.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$6,062,461 or 35.1% in revenues and an increase of \$5,179,870 or 28.0% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, use of Fund Balance decreased by \$882,591.

**1831 General Liability**

The Recommended Budget represents an increase of \$2,135,583 or 16.8% in revenues and an increase of \$1,464,389 or 10.9% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, use of Fund Balance decreased by \$671,494.

**Primary Funding Sources**

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

The Recommended Budget includes \$14,849,389 in revenues including the following:

- Charges for Services of \$13,670,389 reflect an increase of 1,960,583 or 16.7% when compared to the FY2023/24 Adopted Budget. Charges for Services include the charges allocated to departments based on their share of liability insurance costs.
- Miscellaneous Revenues of \$1,151,000 reflect an increase of \$157,000 or 15.8% when compared to the FY2023/24 Adopted Budget and includes State reimbursement for Malpractice Insurance from the Health and Social Services Department (H&SS).
- Other Revenue of \$28,000 reflect an increase of \$18,000 or 180.0% when compared to the FY2023/24 Adopted Budget due to higher interest yield.

**Primary Costs**

The Recommended Budget includes \$14,849,389 in appropriations including the following:

- Services and Supplies of \$14,304,551 reflect an increase of \$1,990,745 or 16.2% when compared to the FY2023/24 Adopted Budget primarily due to the following:
  - Insurance – Other of \$10,409,622 reflect an increase of \$609,022 or 6.2% overall due to an increase in the preliminary rates received from PRISM, which includes coverage for General Liability, which decreased by 1% due to the change in the SIR amount, Cyber Liability, which increased by 50%, and Pollution Liability, which increased by 100% from PRISM's FY2023/24 premium costs.
  - Insurance Claims of \$2,520,000 reflect an increase of \$1,217,000 or 93.4% for general liability claims costs under the \$500,000 SIR. This significant increase is based on claim history and cost as indicated in the most recent actuarial report.
  - Medical Malpractice Insurance of \$1,151,000 increased by \$157,000 or 15.8%. Malpractice Insurance costs are offset 100% by State reimbursement via H&SS.
  - Professional services of \$221,679 reflect an increase of \$7,723 or 3.6% to reimburse increased costs for the claims and litigation manager based on the percentage of time dedicated to the General Liability program.
- Other Charges of \$544,838 reflect a decrease of \$526,656 or 49.2% due to a decrease in Countywide Administrative Overhead costs.

**Fixed Assets**

None.

**Summary of Other Administered Budgets**

**1800 – Fund 065-County Liability  
Bernadette Curry, County Counsel  
County Liability**

**1824 Property**

The Recommended Budget represents an increase of \$3,926,878 or 85.7% in revenues and an increase of \$3,715,781 or 72.6% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, use of Fund Balance decreased by \$211,097.

**Primary Funding Sources**

The primary funding source for the Property Insurance program are the charges to user departments for their allocated share of property insurance expenses. Revenues of \$8,508,316 are estimated to increase by \$3,926,878 or 85.7%.

**Primary Costs**

The Recommended Budget includes \$8,837,219 in appropriations including the following:

- Insurance – Other of \$8,712,219 reflects an increase of \$3,800,062 or 77.4% due to higher projected insurance rates which includes the following:
  - Property Insurance of \$8,660,319.
  - Bond Insurance of \$42,400.
  - Airport Liability insurance of \$5,700.
  - Watercraft Insurance of \$3,800.
- 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.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	100,279	15,000	43,000	28,000	186.7%
CHARGES FOR SERVICES	13,247,746	16,286,244	22,163,705	5,877,461	36.1%
MISC REVENUE	1,408,813	994,000	1,151,000	157,000	15.8%
<b>TOTAL REVENUES</b>	<b>14,756,838</b>	<b>17,295,244</b>	<b>23,357,705</b>	<b>6,062,461</b>	<b>35.1%</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	12,005,616	17,350,963	23,141,770	5,790,807	33.4%
OTHER CHARGES	938,360	1,071,494	544,838	(526,656)	(49.2%)
INTRA-FUND TRANSFERS	68,652	84,281	0	(84,281)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>13,012,628</b>	<b>18,506,738</b>	<b>23,686,608</b>	<b>5,179,870</b>	<b>28.0%</b>
<b>NET GAIN(LOSS)</b>	<b>1,744,210</b>	<b>(1,211,494)</b>	<b>(328,903)</b>	<b>882,591</b>	<b>(72.9%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

With the exception of the workers' compensation program which remains under the control of the Human Resources Department, as of July 1, 2024, all other general liability functions including general liabilities, property, pollution, cyber property, airport, watercraft, and master crime (Bond Insurance) will be under the control and oversight of County Counsel.

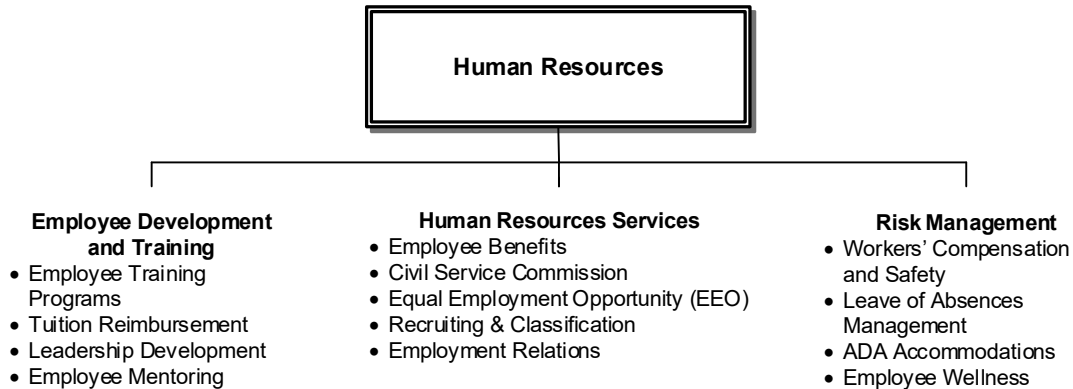
**SUMMARY OF POSITION CHANGES**

There are no positions directly allocated in this budget. Staffing is provided by a position that is allocated to County Counsel and billed to the Programs for actual time spent.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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





**DEPARTMENTAL PURPOSE**

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

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	5,112,253
FY2024/25 Recommended:	6,932,579
County General Fund Contribution:	1,022,398
Percent County General Fund Supported:	14.7%
Total Employees (FTEs):	26

**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 workers’ compensation 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 some allocated positions due to workforce shortages in certain sectors, retirements, and employee turnover.
- Ongoing implementation of 19 collective bargaining unit agreements.
- Continued reliance on manual processing of personnel transactions until more up-to-date/modern technological solutions come online.

Accomplishments:

- The County’s vacancy rate declined by 2% from April 2023 to April 2024.

**1500 – Fund 001-Human Resources**  
**Niger Edwards, Director of Human Resources**  
**Personnel**

**Functional Area Summary**

- Implemented new applicant tracking system (NeoGov) which is anticipated to reduce recruitment timelines and improve the recruitment experience for both applicants and hiring managers.
- Began implementation of new NeoGov onboarding system which is anticipated to streamline onboarding and offboarding of employees throughout all County departments.
- Continued to expand recruitment outreach using social media (e.g., Indeed and LinkedIn) to increase diversity outreach and target industry-specific outlets to seek potential applicants. HR staff attended an in-person job fair at Cal State University Maritime Academy.

**WORKLOAD INDICATORS**

During the period July 1, 2023 – February 28, 2024, the department:

- Processed 507 requisitions to fill vacancies compared to 563 during the same period in FY2022/23.
- Opened 174 recruitments compared to 180 during the same period in FY2022/23.
- Reviewed 7,223 job applications compared to 7,547 during that same period in FY2022/23.

<b>DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
HUMAN RESOURCES SERVICES	4,699,016	4,772,058	5,910,181	1,138,123	23.8%
<b>TOTAL REVENUES</b>	<b>4,699,016</b>	<b>4,772,058</b>	<b>5,910,181</b>	<b>1,138,123</b>	<b>23.8%</b>
<b>APPROPRIATIONS</b>					
HUMAN RESOURCES SERVICES	4,783,085	6,193,605	6,932,579	738,974	11.9%
<b>TOTAL APPROPRIATIONS</b>	<b>4,783,085</b>	<b>6,193,605</b>	<b>6,932,579</b>	<b>738,974</b>	<b>11.9%</b>
<b>NET COUNTY COST</b>					
HUMAN RESOURCES SERVICES	84,069	1,421,547	1,022,398	(399,149)	(28.1%)
<b>NET COUNTY COST</b>	<b>84,069</b>	<b>1,421,547</b>	<b>1,022,398</b>	<b>(399,149)</b>	<b>(28.1%)</b>

<b>STAFFING</b>					
HUMAN RESOURCES SERVICES	25	26	26	0	0.0%
<b>TOTAL STAFFING</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$1,138,123 or 23.8% in revenues and an increase of \$738,974 or 11.9% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, Net County Cost decreased by \$399,149 or 28.1%.

Primary Funding Sources

The primary funding source for the department is Countywide Administrative Overhead of \$5,772,631 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, the department receives Departmental Administrative Overhead revenue for the HR Assistant Director’s time spent in Risk Management, and other revenue for the administrative allowances received from the County’s 457 Deferred Compensation Plan provider.

## Functional Area Summary

## 1500 – Fund 001-Human Resources Niger Edwards, Director of Human Resources Personnel

The Recommended Budget includes an increase of \$1,138,123 or 23.8% in revenues primarily due to an increase in Countywide Administrative Overhead reimbursement.

### Primary Costs

The Recommended Budget represents an increase of \$738,974 or a 11.9% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$383,001 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflect an increase of \$353,806 primarily due to increases in insurance, contracted services, software maintenance costs, computer hardware, and central data processing charges.

### Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$172,777 for new and existing software.
- \$165,000 for insurance administration fees.
- \$150,000 for contracted services.

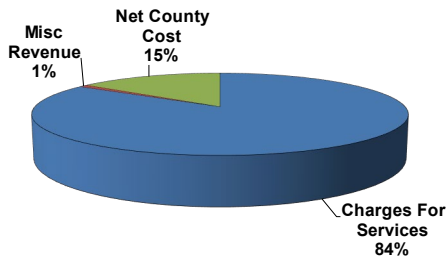
### Fixed Assets

None.

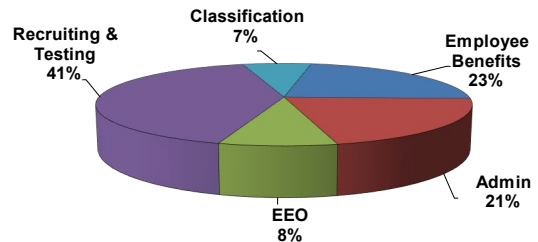
## DEPARTMENT COMMENTS

None.

### SOURCE OF FUNDS



### USE OF FUNDS



**1500 – Fund 001-Human Resources**  
**Niger Edwards, Director of Human Resources**  
**Personnel**

**Functional Area Summary**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	4,565,811	4,720,008	5,850,131	1,130,123	23.9%
MISC REVENUE	92,298	52,050	60,050	8,000	15.4%
OTHER FINANCING SOURCES	40,907	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>4,699,016</b>	<b>4,772,058</b>	<b>5,910,181</b>	<b>1,138,123</b>	<b>23.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	3,568,316	4,805,223	5,188,224	383,001	8.0%
SERVICES AND SUPPLIES	1,076,299	1,235,177	1,588,983	353,806	28.6%
OTHER CHARGES	94,931	94,287	96,317	2,030	2.2%
OTHER FINANCING USES	32,473	48,368	48,805	437	0.9%
INTRA-FUND TRANSFERS	11,066	10,550	10,250	(300)	(2.8%)
<b>TOTAL APPROPRIATIONS</b>	<b>4,783,085</b>	<b>6,193,605</b>	<b>6,932,579</b>	<b>738,974</b>	<b>11.9%</b>
<b>NET COUNTY COST</b>	<b>84,069</b>	<b>1,421,547</b>	<b>1,022,398</b>	<b>(399,149)</b>	<b>(28.1%)</b>

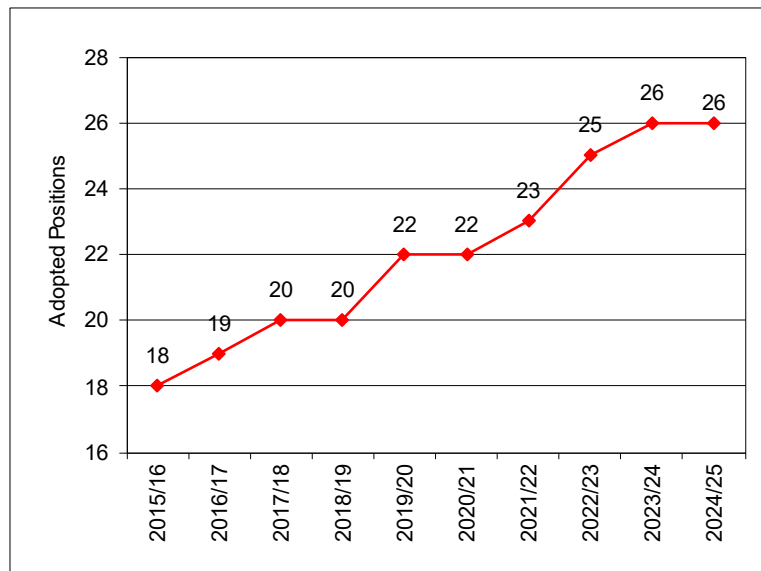
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**STAFFING TREND**



**PENDING ISSUES AND POLICY CONSIDERATIONS**

The department is developing recommended amendments to County policies and the Civil Service Rules that would streamline employee recruitment and selection.

In April 2023, the Board conducted a priority-setting workshop and identified its highest priorities for the coming years. This department is a lead in implementing the following Board's priorities under the category of County Workforce Development:

- Update job classifications to allow for experience in lieu of formal education where feasible under the category of County Workforce Development. The department has requested appropriations to contract for classification update services in FY2024/25.
- Provide professional development opportunities and incentives to encourage employees to gain new skills and capacities for advancing their careers within the County organization. The department continues to develop and offer new and existing trainings to further employees' career development.

**1500 – Fund 001-Human Resources**  
**Niger Edwards, Director of Human Resources**  
**Personnel**

**Summary of Other Administered Budgets**

<b>DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	604,932	747,939	845,330	97,391	13.0%
1830 RISK MANAGEMENT	9,466,430	10,095,000	13,906,167	3,811,167	37.8%
<b>APPROPRIATIONS</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	736,756	927,415	935,474	8,059	0.9%
1830 RISK MANAGEMENT	10,392,589	13,061,588	15,275,377	2,213,789	16.9%
<b>NET CHANGE</b>					
1103 EMPLOYEE DEVELOPMENT & TRAININ	131,824	179,476	90,144	(89,332)	(49.8%)
1830 RISK MANAGEMENT	926,159	2,966,588	1,369,210	(1,597,378)	(53.8%)

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

**Summary of Other Administered Budgets 1103 – Fund 001-Employee Development & Training**  
**Niger Edwards, 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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	899,593
FY2024/25 Recommended:	935,474
County General Fund Contribution:	90,144
Percent County General Fund Supported:	9.6%
Total Employees (FTEs):	3

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

- Assisting County departments with coordinating and monitoring department and County mandated training. NeoGov was implemented in FY2023/24 as the County’s applicant tracking system and exploration of NeoGov’s Learning Management System module will occur in FY2024/25.

Accomplishments:

- Assisted DoIT with updating the Phishing Foundation Training for County Employees to help prevent phishing/hacking e-mails.
- Partnered with the Sheriff’s Office to provide Dog Safety Training for Health and Social Services (H&SS) and the Department of Agriculture staff who work in the field.
- Added new training classes to the Target (Vector) Solutions course library on: Communication Essentials: Crafting Clear Verbal and Written Communication; Communicating with Your Team Members and Managers; An Effective Leader’s Guide to Time Management; Smart Customer Service – Handling Customer Complaints; and Narcan Training.
- Partnered with Anthem, the County’s Employee Assistance Plan (EAP) vendor, to provide virtual trainings on: Business Writing for Managers; Emotional Intelligence; Manager’s Guide to Prevent Burnout; Manager’s Guide to Check-In Conversations; Mental Health Guide for Managers; Productivity Skills; Respect for All in the Workplace; Stress Reduction Tool Bag for Employees; and Using Your EAP Program for Employees.
- Added seven new in-person Conflict Resolution training sessions for line staff, supervisors, and managers.
- Hosted two management cohorts to participate in the National Association of Counties (NACo) Academy.
- Hosted four supervisory trainings from Liebert, Cassidy, and Whitmore (LCW) on: Legal Issues Regarding Hiring; Public Service: Understanding the Roles and Responsibilities of Public Employees; Maximizing Supervisory Skills for the First Line Supervisor Part 1 and 2; and Workplace Bullying: A Growing Concern, Difficult Conversations, Navigating Common Legal Risks for the Front-Line Supervisor.
- Revised the online and in-person County Workplace Violence Prevention course.

**WORKLOAD INDICATORS**

- 29,962 training spaces were utilized by employees from July 1, 2023 through February 24, 2024, compared to 33,144 training spaces during that same period in FY2022/23.
- Offered 109 professional development/training sessions, excluding County mandated sessions, to County employees compared to 82 sessions during that same period in FY2022/23.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$97,391 or 13.0% in revenues and an increase of \$8,059 or 0.9% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, Net County Cost decreased by \$89,332 or 49.8%.

**1103 – Fund 001-Employee Development & Training Summary of Other Administered Budgets**  
**Niger Edwards, Director of Human Resources**  
**Legislative & Administration**

Primary Funding Source

The primary funding source for this division is Charges for Services of \$845,330, which primarily reflects Countywide Administrative Overhead for reimbursements from County departments for their allocated share of costs for training services provided by the division.

The Recommended Budget includes an increase of \$97,391 or 13.0% in revenues due to an increase in Countywide Administrative Overhead reimbursements.

Primary Costs

The Recommended Budget represents an increase of \$8,059 or a 0.9% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$11,799 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflect a net decrease of \$4,135 primarily due to a decrease in education and training, offset by increases in insurance costs and tuition reimbursement.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
CHARGES FOR SERVICES	598,473	747,939	845,330	97,391	13.0%
OTHER FINANCING SOURCES	6,459	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>604,932</b>	<b>747,939</b>	<b>845,330</b>	<b>97,391</b>	<b>13.0%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	462,702	570,841	582,640	11,799	2.1%
SERVICES AND SUPPLIES	254,444	333,538	329,403	(4,135)	(1.2%)
OTHER CHARGES	13,906	13,470	14,316	846	6.3%
OTHER FINANCING USES	4,504	5,266	5,315	49	0.9%
INTRA-FUND TRANSFERS	1,200	4,300	3,800	(500)	(11.6%)
<b>TOTAL APPROPRIATIONS</b>	<b>736,756</b>	<b>927,415</b>	<b>935,474</b>	<b>8,059</b>	<b>0.9%</b>
<b>NET COUNTY COST</b>	<b>131,824</b>	<b>179,476</b>	<b>90,144</b>	<b>(89,332)</b>	<b>(49.8%)</b>

<b>STAFFING</b>					
EMPLOYEE DEV. & TRAINING	4	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.



**Summary of Other Administered Budgets 1103 – Fund 001-Employee Development & Training**  
**Niger Edwards, Director of Human Resources**  
**Legislative & Administration**

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**PENDING ISSUES AND POLICY CONSIDERATIONS**

The division continues to develop and add new trainings to support employees in furthering their career goals and developing and enhancing their leadership skills. These efforts remain critical as public sector employers continue to face a demographic change of an aging workforce with mid, senior, and executive managers in the County nearing retirement.

**FUNCTION AND RESPONSIBILITIES**

The Risk Management Division administers workers' compensation and safety programs and manages the disability and disabled employee leave programs.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	11,009,964
FY2024/25 Recommended:	15,275,377
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 and the occupational health programs; coordinates employee wellness programs, pre-appointment physical examinations, Americans with Disabilities Act (ADA) accommodations and disability leave management.

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.

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 faced in workers' compensation and pre-employment programs create delays in leave administration and employee onboarding.
- Reducing workers' compensation costs and implementing programs to effectively reduce the County's overall program expenses.
- Expansion of presumption laws that continue to broaden the responsibility scope for the workers' compensation industry.
- Maintaining a drug-free workplace and ensuring the safety of all employees as a result of the January 1, 2024 California law which prohibits pre-employment testing for cannabis use.
- Increasing employee participation in the Solano County Wellness Program and incorporating activities which address physical, mental, and emotional wellbeing.
- Effectively coordinating leave administration due to challenges with monitoring key data held in separate County systems and managed by different County departments.

Accomplishments:

- Solano County received the Silver Award from the American Heart Association's "Workplace Well-being Score Card" recognition in 2023. This is the eighth consecutive year an award has been received.
- Five wellness challenges and promotions on various wellness topics were conducted through the "My Well Site" app, with active use increasing 36% over FY2022/23.
- The County's Employee Assistance Plan (EAP) utilization increased by 10% in FY2023/24.
- Testing for the Hearing Conservation Program was held from October 16, 2023 to October 20, 2023 with 315 employees participating.

- Risk Management facilitated and participated in the following trainings: New Employee Orientation; Effective Leave Administration; and Principles of Safety and Risk.

**WORKLOAD INDICATORS**

During the period July 1, 2023 – February 28, 2024:

- The number of reported workers' compensation claims was 250 compared to 251 during the same period in FY2022/23.
- Closed 155 workers' compensation claims compared to 225 during the same period in FY2022/23.
- Processed 3,146 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 3,465 in FY2022/23.
- Completed 72 in-person ergonomic evaluations compared to 273 in FY2022/23.
- Solano County's Wellness Ambassador program continues with volunteer employees who promote employee wellness in their departments. The Wellness Ambassador program is active with 47 ambassadors, compared to 46 last year.
- Active users on the County's "My Well Site" increased from 159 users to 180 users.
- Completed 415 ADA interactive meetings/accommodations compared to 360 in FY2022/23.
- Coordinated 177 pre-appointment physicals and drug screens compared to 198 in FY2022/23.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$3,811,167 or 37.8% in revenues and an increase of \$2,213,789 or 16.9% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, use of Fund Balance decreased by \$1,597,378 or 53.8%.

**1821 Administration**

Primary Funding Source

The Administration program is funded through Intrafund Transfers of \$1,521,943. These charges are estimated to decrease by \$163,672 or 9.7% when compared to FY2023/24 Adopted Budget. This decrease is largely due to the transfer of responsibilities for the Property Insurance Program from the Department of Human Resources, Risk Management Division to County Counsel as approved by the Board on April 9, 2024.

Primary Costs

The primary costs for the Administration Program are:

- Salaries and Employee Benefits of \$903,005 reflect an increase of \$168,124 primarily due to increases resulting from negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies of \$342,553 reflect an increase of \$34,157 primarily due to increases in controlled assets, insurance, software maintenance costs, and central data processing charges.
- Other Charges of \$268,106 reflect a decrease of \$365,120 primarily due to reduced Countywide Administrative Overhead costs.

Fixed Assets

None.

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**1823 Workers' Compensation and Safety**

The Recommended Budget represents an increase of \$3,803,167 or 37.7% in revenues and an increase of \$2,078,000 or 16.2% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Source

The primary funding source for the Workers' Compensation Program is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to increase by \$3,503,167 or 35.2% when compared to the FY2023/24 Adopted Budget.

Primary Costs

The primary costs for the Workers' Compensation and Safety program are:

- Insurance – Other of \$4,794,000 reflects an increase of \$74,000 in appropriations primarily due to an increase in the preliminary insurance rates received from PRISM. Included are:
  - Excess Workers' Compensation Insurance of \$4,444,000.
  - Department of Industrial Relations of \$350,000.
- Insurance Claims of \$7,225,754 reflect an increase of \$2,021,039 due to an increase in anticipated payouts for workers' compensation insurance claims.
- Other Professional Services of \$888,907 reflect an increase of \$46,151 due to an increase for workers' compensation claims third-party administration services and non-industrial ergonomic evaluation fees.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$522,209 for workers' compensation third party claims administration fees.
- \$160,698 for occupational medicine and examination services, including pre-employment physicals.
- \$150,000 for pre-employment physicals through Kaiser Permanente.

Fixed Assets

None.

**1825 Unemployment**

Primary Funding Source

The primary funding source for the Unemployment Insurance program is cost recovery from departments through rates allocated based on a percentage of payroll. For FY2024/25, the Unemployment program built up an excess reserve that allows the program to provide a rate holiday to user departments.

Primary Costs

The primary costs for the Unemployment program are Insurance Claims of \$251,683 which reflects an increase of \$65,875.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

**Summary of Other Administered Budgets**

**1830 – Fund 060-Risk Management  
Niger Edwards, Director of Human Resources  
Other General**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	436,745	155,000	463,000	308,000	198.7%
CHARGES FOR SERVICES	9,015,003	9,940,000	13,443,167	3,503,167	35.2%
MISC REVENUE	257	0	0	0	0.0%
OTHER FINANCING SOURCES	14,425	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>9,466,430</b>	<b>10,095,000</b>	<b>13,906,167</b>	<b>3,811,167</b>	<b>37.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,050,989	1,156,963	1,407,990	251,027	21.7%
SERVICES AND SUPPLIES	8,965,519	11,344,350	13,586,422	2,242,072	19.8%
OTHER CHARGES	434,964	633,226	268,106	(365,120)	(57.7%)
OTHER FINANCING USES	9,769	11,330	12,859	1,529	13.5%
INTRA-FUND TRANSFERS	(68,652)	(84,281)	0	84,281	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>10,392,589</b>	<b>13,061,588</b>	<b>15,275,377</b>	<b>2,213,789</b>	<b>16.9%</b>
<b>NET GAIN(LOSS)</b>	<b>(926,159)</b>	<b>(2,966,588)</b>	<b>(1,369,210)</b>	<b>1,597,378</b>	<b>(53.8%)</b>

<b>STAFFING</b>					
RISK MANAGEMENT	7.7	7.7	7.7	0	0.0%
<b>TOTAL STAFFING</b>	<b>7.7</b>	<b>7.7</b>	<b>7.7</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Controlling workers' compensation costs will be an ongoing challenge. The costs of workers' compensation have shown a steady increase in recent years, largely influenced by factors such as an aging workforce, rising medical expenses and wages, and higher occurrence of catastrophic injuries. Additionally, the interpretation and implementation of workers' compensation presumption laws pertaining to COVID-19 may impact the County's overall workers' compensation costs. Since these new laws recently took effect, the Risk Management Division will monitor for long-term fiscal impacts.



**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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	7,821,190
FY2024/25 Recommended:	7,619,696
County General Fund Contribution:	6,568,196
Percent County General Fund Supported:	86.2%
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, March or June in even years. Additional elections may be scheduled in April in even years, and March in odd years. Mail ballot elections may be conducted in May and August of each year as well as in March of even-numbered years. Special, initiative, referendum, recall, and school bond elections are not limited to the regular election dates.

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

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

- ROV continues to successfully conduct elections with multiple options for voters. During the previous year, ROV Conducted three elections. Significant challenges included:
  - Continuing to provide safety and security of staff and over 1,100 poll workers.
  - 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 2023 and 2024 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. 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.
- Continued to work with election partners to increase “adopted” polling places by groups and organizations. 100% of polling locations were adopted in the 2024 Presidential Primary Election.
- Election preparations allowed staff to maintain a same-day processing schedule for all ballots received prior to election day. This allowed for faster results released on election night, and fewer ballots to count post-election compared to other California Counties.

- Continued to experience an increase in voter registrations and re-registrations through the automatic Department of Motor Vehicles (DMV) registration process.

**WORKLOAD INDICATORS**

- ROV staff processed a total of 112,980 voter file transactions in FY2023/24. Of this number, 107,006 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 98% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2023 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, ROV increased services for vote by mail voters, providing more 30-day locations to drop off ballots, plus more five-day curbside locations, and one 24-hour secure ballot box.
- ROV continues to experience a significant increase in VBM returns on election day. Over 50% of VBM returns are typically dropped off on election day. ROV continues to improve efficiency in processing the increased VBM on election day.
- ROV 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 FY2023/24, ROV conducted a scheduled Presidential Primary Election plus two Vacaville Unified School District vacancy elections.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
ELECTIONS	1,352,400	164,345	1,051,500	887,155	539.8%
<b>TOTAL REVENUES</b>	<b>1,352,400</b>	<b>164,345</b>	<b>1,051,500</b>	<b>887,155</b>	<b>539.8%</b>
<b>APPROPRIATIONS</b>					
ELECTIONS	6,410,204	7,455,509	7,619,696	164,187	2.2%
<b>TOTAL APPROPRIATIONS</b>	<b>6,410,204</b>	<b>7,455,509</b>	<b>7,619,696</b>	<b>164,187</b>	<b>2.2%</b>
<b>NET COUNTY COST</b>					
ELECTIONS	5,057,804	7,291,164	6,568,196	(722,968)	(9.9%)
<b>NET COUNTY COST</b>	<b>5,057,804</b>	<b>7,291,164</b>	<b>6,568,196</b>	<b>(722,968)</b>	<b>(9.9%)</b>

STAFFING	2022/23	2023/24	2024/25	FROM	PERCENT
ELECTIONS	9	9	9	0	0.0%
<b>TOTAL STAFFING</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$887,155 or 539.8% in revenues and an increase of \$164,187 or 2.2% in appropriations when compared to FY2023/24 Adopted Budget. As a result, the Net County Cost decreased by \$722,968 or 9.9%.

Primary Funding Sources

The primary funding sources for the division is General Fund, which is comprised of \$6,568,196 or 86.2% of the Recommended Budget.

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The Recommended Budget of \$1,051,500 reflects a \$887,155 or 539.8% increase in revenues primarily due to the following:

- Anticipated revenue of \$990,500 for election services which includes billing to applicable districts for election services related to participating in the 2024 General Election, copies for files/maps, and reimbursement from the State for mailings.
- Anticipated grant revenue in the amount of \$50,000 from the California Secretary of State for security improvements.

Primary Costs

The Recommended Budget of \$7,619,696 reflects a \$164,187 or 2.2% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$175,625 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflect an increase of \$177,057 primarily due to increases in election material and processing costs (paper, envelopes, forms, postage) and central data processing charges for additional Geographic Information Systems (GIS) services required to maintain additional district boundaries for upcoming elections.
- Other Charges reflect a decrease of \$152,807 primarily due to a decrease in Countywide Administrative Overhead costs. Countywide Administrative Overhead costs for ROV fluctuate based on election cycles.

Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$464,530 for election equipment and supply deployment and retrieval.
- \$153,545 for annual maintenance and support services.
- \$127,750 for electronic poll book annual maintenance and support.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

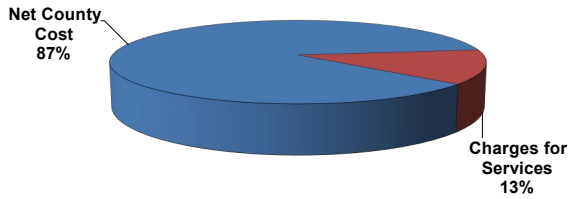
The FY2024/25 Recommended Budget includes a slightly increase in services and supplies related to having one countywide election in the fiscal year. The division continues to review business process improvements to further streamline services and reduce operating costs where possible.

The ROV continues to manage a significant increase in district boundaries due to cities and school districts dividing into district-based elections versus former at-large elections. New or updated district boundaries requires verification to ensure the ROV has the correct information before conducting the next scheduled election for each district. This increased workload and subsequent election complexities has required the division 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.

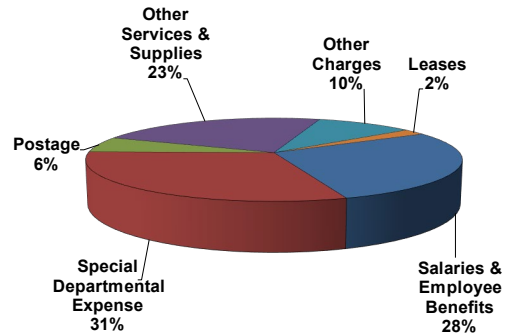
ROV continues to meet with stakeholders throughout the calendar year to discuss election process changes and how these changes may impact the citizens of Solano County.



**SOURCE OF FUNDS**



**USE OF FUNDS**



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	8,727	9,000	59,000	50,000	555.6%
CHARGES FOR SERVICES	1,306,859	155,345	992,500	837,155	538.9%
MISC REVENUE	127	0	0	0	0.0%
OTHER FINANCING SOURCES	36,687	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,352,400</b>	<b>164,345</b>	<b>1,051,500</b>	<b>887,155</b>	<b>539.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,888,045	1,952,503	2,128,128	175,625	9.0%
SERVICES AND SUPPLIES	3,453,171	4,375,143	4,552,200	177,057	4.0%
OTHER CHARGES	897,726	898,436	745,629	(152,807)	(17.0%)
F/A EQUIPMENT	0	45,301	0	(45,301)	(100.0%)
LEASES	154,847	160,217	169,462	9,245	5.8%
OTHER FINANCING USES	13,227	14,509	14,877	368	2.5%
INTRA-FUND TRANSFERS	3,188	9,400	9,400	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>6,410,204</b>	<b>7,455,509</b>	<b>7,619,696</b>	<b>164,187</b>	<b>2.2%</b>
<b>NET COUNTY COST</b>	<b>5,057,804</b>	<b>7,291,164</b>	<b>6,568,196</b>	<b>(722,968)</b>	<b>(9.9%)</b>

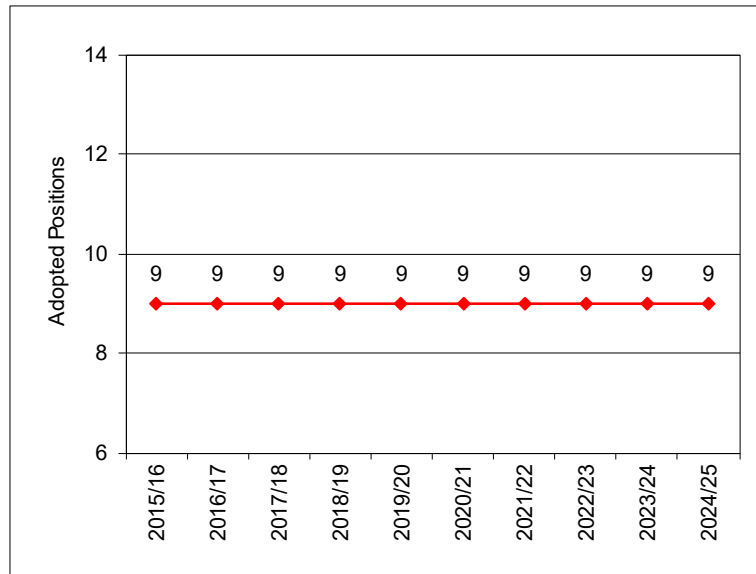
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The Recommended Budget includes a decrease in Net County Cost which is the result of anticipated reimbursements from participating districts for costs associated with the November General Election.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**STAFFING TREND**

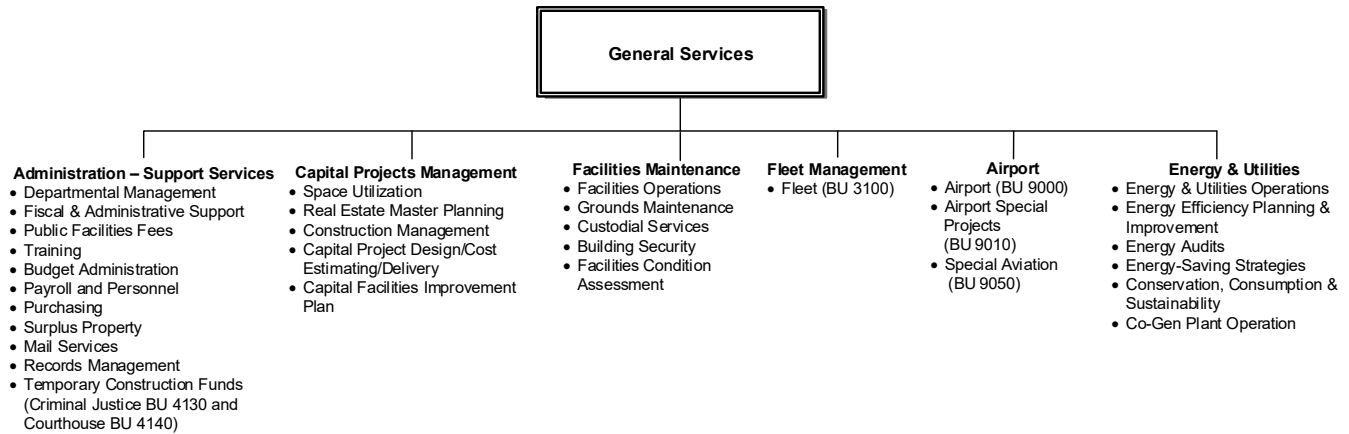


**PENDING ISSUES AND POLICY CONSIDERATIONS**

ROV will continue to have additional election costs for administrative changes required by the State Legislation for the 2024 elections and beyond. Specifically, ROV will continue to cover the cost of postage for all returned VBM ballots, allow for same-day registrations to take place at all polling places in the county, increase VBM return locations, and provide additional countywide notices to inform voters of any upcoming election process changes.

ROV monitors State and federal legislation related to election administration and VBM processing. Many counties in California have removed neighborhood polling locations in favor of regional voting centers (Voters Choice Act Model). ROV 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 locations.

ROV will continue to provide additional protective equipment for staff and poll workers for in-person voting, increase use of VBM options, and encourage voting from home or from vehicles at poll locations 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.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	30,298,731
FY2024/25 Recommended:	32,107,939
County General Fund Contribution:	4,824,256
Percent County General Fund Supported:	15.0%
Total Employees (FTEs):	98

**FUNCTION AND RESPONSIBILITIES**

Administration - Support Services

Sets and administers departmental policies and procedures and monitors for compliance; provides financial administration and fiscal control; manages personnel and payroll; provides administrative support for the department; provides support services to County departments, including purchasing, surplus property disposal, mail and courier services, and central records storage; 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 Management

- **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.

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Energy and Utilities

Energy and 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 (BU 3100) and the Airport (BU 9000, 9010, and 9050).

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

- Continue to coordinate the comprehensive County energy conservation project through completion, plan facility updates for adjusted services for adult and youth detention and continue to pursue real estate acquisition opportunities with prior Board-approved master plans for County campuses. (*Capital Projects Management*)
- Continued planning for operational impacts from the negotiated land transfer for and construction of the new downtown Fairfield Hall of Justice, identifying appropriate temporary and permanent relocation space for affected County agencies and departments. (*Capital Projects Management*)
- Monitor, maintain, and/or prioritize renewal of buildings and systems that are aging, requiring increased maintenance and repairs and increased possibilities of equipment failures, based on observation and on information from the 2023 Facilities Condition Assessment. Currently, County’s facilities maintenance teams maintain 130,878 square feet of space per staff person, which is over the State industry standard. (*Facilities Management/Capital Projects 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. The facilities maintenance teams work to address these critical equipment repairs with limited staffing due to vacancies. (*Facilities Management*)
- The grounds maintenance staff currently maintain 130+ acres or approximately 30 acres per staff, which limits efforts for general maintenance and reduces available time to work on other projects. In addition, the grounds maintenance staff must manage the cleanup of debris and hazardous waste from a growing unhoused population around County facilities which further limits their ability to complete routine maintenance. (*Facilities Management*)
- The energy management team addressed critical equipment failures on all three CoGeneration generators and continue to deal with part scarcity and limited vendor support. (*Energy and Utilities*)

Accomplishments:

- Developed a draft Records and Information Management Governance Policy and revised the Countywide Records Retention Schedules to be presented to the Board at a later date, improving records management practices and procedures to ensure consistent records retention compliance and public access to County records. (*Administration – Support Services*)
- Contracted with OpenGov to provide an integrated procurement web-based platform and solutions for the County’s procurement processes that incorporate procurement regulations in the evaluation and acquisition of goods, services, and construction. (*Administration – Support Services*)
- Introduced United States Postal Service (USPS) Certified Electronic Return Receipt (ERR) program to Mail Services, improving turnaround, operational efficiencies, and creating savings countywide. (*Administration – Support Services*)
- Automated the Capital Facilities Improvement Plan process and reporting. (*Administration – Support Services/Capital Projects Management*)
- Completed the Agriculture Commissioner Building B office space reconfiguration. (*Administration – Support Services/Capital Projects Management*)
- Completed the Health and Social Services (H&SS) Dental Clinic (Fairfield) flooring replacement. (*Capital Projects Management*)
- Progressed hazmat remediation toward case closure at 701 Texas Street. (*Capital Projects Management*)

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- Completed Phase 1 of space utilization and security improvements at the County Administration Center that included temporary relocation of LAFCo and expansion of County Counsel offices; completed 2<sup>nd</sup> Floor security improvements for the Registrar of Voters; completed design and bidding for 6<sup>th</sup> Floor security improvements; and completed design work for permanent relocation of LAFCo and conference center improvements on the 6<sup>th</sup> Floor. (*Capital Projects Management*)
  - Completed the 2023 update of the Facilities Condition Assessment of almost 2 million square feet of County-owned facilities. (*Capital Projects Management*)
  - Completed the reroofing of the County Family Justice Center. (*Capital Projects Management*)
  - Substantially progressed the Countywide Energy Conservation and Resiliency Project with installation of solar photovoltaic arrays at H&SS 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*)
  - Responded to a flood event at the health clinics at 2201 Courage 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*)
  - Continued to support multiple projects including the Energy Conservation and Resiliency project, Facility Condition Assessment, and Electric Car Charging Project. (*Facilities Management*)
  - Completed urgent building maintenance projects that include underground sewage line replacement, hot water storage tank replacement, fire alarm panels replacements, repaired multiple air handling units across the County which also includes the replacement of obsolete units at multiple facilities, including the Library. (*Facilities Management*)
  - Ongoing water conservation efforts are in place. Continued 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*)
  - Continued monitoring energy efficiency and resiliency measures in countywide property portfolio to prepare for future Public Safety Power Shutoff (PSPS) events. The department has managed two major power interruptions to the downtown Fairfield campus. (*Facilities Management*)
  - Continued to monitor and repair aging CoGeneration generators and source scarce parts. (*Energy and Utilities*)
  - Monitored the rise in natural gas and Pacific Gas & Electric (PG&E) rates and the cost of goods and services and their impact on County operations and budget. (*Energy and Utilities*)

**WORKLOAD INDICATORS**Administration - Support Services

- Responsible for the oversight and fiscal management of 11 departmental budgets totaling approximately \$57.5 million. These departmental budgets include 138 individual budgets requiring direct oversight and fiscal management.
- Processed over 9,200 invoices totaling over \$48 million in FY2022/23 payments. Responsible for tracking 135 utility accounts (53 Gas/Electric, 18 Garbage and 64 Water).
- From March 2023 through February 2024, processed 266 personnel actions, audited 100 employees' time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 486 mandated trainings for over 100 employees.
- Processed 1,944 purchase orders and processed 66 bids and Request for Proposals (RFP) from March 2023 through February 2024.

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- Provided oversight and support for Countywide records storage services (including 57 accounts at offsite storage) to ensure retention period compliance in accordance with County retention schedules and policies.
  - Conducted surplus auctions which generated \$96,890 in revenues from March 2023 to February 2024.
  - Reached 43,000 people through the Solano County Surplus Facebook page between March 2023 and February 2024.
  - Processed and metered 1,032,834 individual pieces of USPS and Inter-office mail between March 2023 and February 2024.
  - Responsible for the financial oversight of over 90 capital projects with a total estimated value of approximately \$109 million in FY2023/24.

Capital Projects Management

- Managed over 90 separately funded projects and studies with supporting consultants and contractors.
- In FY2023/24, processed over 300 work orders for furniture and 15 approved small projects for County departments.
- Maintained space utilization and document databases for 2.5 million square feet of County facilities.

Facilities Management

- In FY2023/24, received, planned, and scheduled 4,465 work orders from County departments for maintenance and repairs of County facilities, of which 3,930 have been completed.
- As of March 2024, created 141 purchase orders for services and supplies in support of Facilities Management and processed 2,972 invoices for payments pertaining to facilities services, supplies, and equipment.

Energy and Utilities

- Produced over 9,733,177 kilowatt hours of electricity from the County's CoGeneration Plant.

**Functional Area Summary**

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

<b>DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
ADMINISTRATION	871,402	1,250,413	1,572,392	321,979	25.7%
ARCHITECTURAL SERVICES	2,495,273	3,238,973	3,216,949	(22,024)	(0.7%)
CENTRAL SERVICES	1,885,036	2,234,196	2,585,020	350,824	15.7%
FACILITIES MAINTENANCE	13,533,891	16,769,697	19,909,322	3,139,625	18.7%
<b>TOTAL REVENUES</b>	<b>18,785,602</b>	<b>23,493,279</b>	<b>27,283,683</b>	<b>3,790,404</b>	<b>16.1%</b>
<b>APPROPRIATIONS</b>					
ADMINISTRATION	2,339,479	1,114,720	1,494,599	379,879	34.1%
ARCHITECTURAL SERVICES	2,730,402	3,858,124	4,092,412	234,288	6.1%
CENTRAL SERVICES	1,889,781	3,798,378	4,178,009	379,631	10.0%
FACILITIES MAINTENANCE	18,651,666	20,402,750	22,342,919	1,940,169	9.5%
<b>TOTAL APPROPRIATIONS</b>	<b>25,611,328</b>	<b>29,173,972</b>	<b>32,107,939</b>	<b>2,933,967</b>	<b>10.1%</b>
<b>NET COUNTY COST</b>					
ADMINISTRATION	1,468,077	(135,693)	(77,793)	57,900	(42.7%)
ARCHITECTURAL SERVICES	235,128	619,151	875,463	256,312	41.4%
CENTRAL SERVICES	4,745	1,564,182	1,592,989	28,807	1.8%
FACILITIES MAINTENANCE	5,117,775	3,633,053	2,433,597	(1,199,456)	(33.0%)
<b>NET COUNTY COST</b>	<b>6,825,725</b>	<b>5,680,693</b>	<b>4,824,256</b>	<b>(856,437)</b>	<b>(15.1%)</b>

<b>STAFFING</b>					
ADMINISTRATION	14	13	13	0	0.0%
ARCHITECTURAL SERVICES	7	7	7	0	0.0%
CENTRAL SERVICES	9	10	10	0	0.0%
FACILITIES MAINTENANCE	67	67	68	1	1.5%
<b>TOTAL STAFFING</b>	<b>97</b>	<b>97</b>	<b>98</b>	<b>1</b>	<b>1.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$3,790,404 or 16.1% in revenues and an increase of \$2,933,967 or 10.1% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, Net County Cost decreased by \$856,437 or 15.1%.

Primary Funding Sources

The primary funding source for the department is Charges for Services which comprises \$26,440,877 or 96.9% of total revenue recovered through detailed cost accounting.

The Recommended Budget includes a \$3,790,404 or 16.1% net increase in revenues primarily due to reimbursements of 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 Overhead and direct charges.

Megan M. Greve, Director of General Services  
Other General

Primary Costs

The Recommended Budget includes a \$2,933,967 or 10.1% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$1,434,703 primarily due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers’ compensation rates, as well as the addition of 1.0 FTE Groundskeeper as approved by the Board as part of the Midyear Financial Report.
- Services and Supplies reflect an increase of \$1,360,369 primarily due to increases in insurance, utilities, building maintenance and improvements, purchases for resale, software purchases, education and training, and central data processing charges.
- Other Charges reflects a decrease of \$143,257 primarily due to a decrease in Countywide Administrative Overhead costs.

Fixed Assets

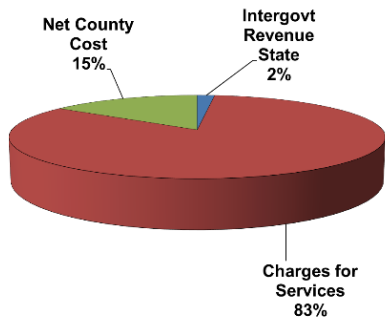
The FY2024/25 Recommended Budget includes the following fixed asset:

- \$350,000 for project management software for Capital Projects Management Division.

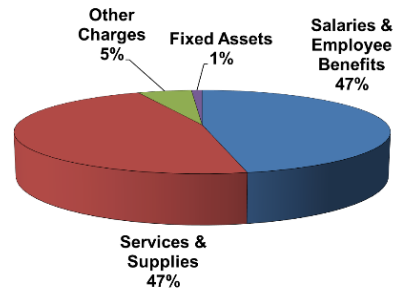
**DEPARTMENT COMMENTS**

In FY2023/24 the department established the Energy and Utilities Division to reflect appropriate realignment of function, staff, and budget. Energy and 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 is led by the Energy Utility Manager, who directly reports to the Assistant Director of General Services, and supervises two Stationary Engineers, and one Cogen Industrial Engine Mechanic.

**SOURCE OF FUNDS**



**USE OF FUNDS**





**Functional Area Summary**

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

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	14,721	10,000	14,500	4,500	45.0%
INTERGOVERNMENTAL REV STATE	706,913	560,000	560,000	0	0.0%
CHARGES FOR SERVICES	17,442,108	22,653,472	26,440,877	3,787,405	16.7%
MISC REVENUE	293,034	173,807	173,306	(501)	(0.3%)
OTHER FINANCING SOURCES	328,827	96,000	95,000	(1,000)	(1.0%)
<b>TOTAL REVENUES</b>	<b>18,785,603</b>	<b>23,493,279</b>	<b>27,283,683</b>	<b>3,790,404</b>	<b>16.1%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	12,107,535	13,677,328	15,112,031	1,434,703	10.5%
SERVICES AND SUPPLIES	12,202,597	13,749,384	15,109,753	1,360,369	9.9%
OTHER CHARGES	1,389,607	1,900,007	1,756,750	(143,257)	(7.5%)
F/A EQUIPMENT	101,186	0	0	0	0.0%
F/A - INTANGIBLES	0	0	350,000	350,000	100.0%
LEASES	0	42,378	44,549	2,171	5.1%
OTHER FINANCING USES	106,870	146,386	134,505	(11,881)	(8.1%)
INTRA-FUND TRANSFERS	(296,468)	(341,511)	(399,649)	(58,138)	17.0%
<b>TOTAL APPROPRIATIONS</b>	<b>25,611,328</b>	<b>29,173,972</b>	<b>32,107,939</b>	<b>2,933,967</b>	<b>10.1%</b>
<b>NET COUNTY COST</b>	<b>6,825,725</b>	<b>5,680,693</b>	<b>4,824,256</b>	<b>(856,437)</b>	<b>(15.1%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

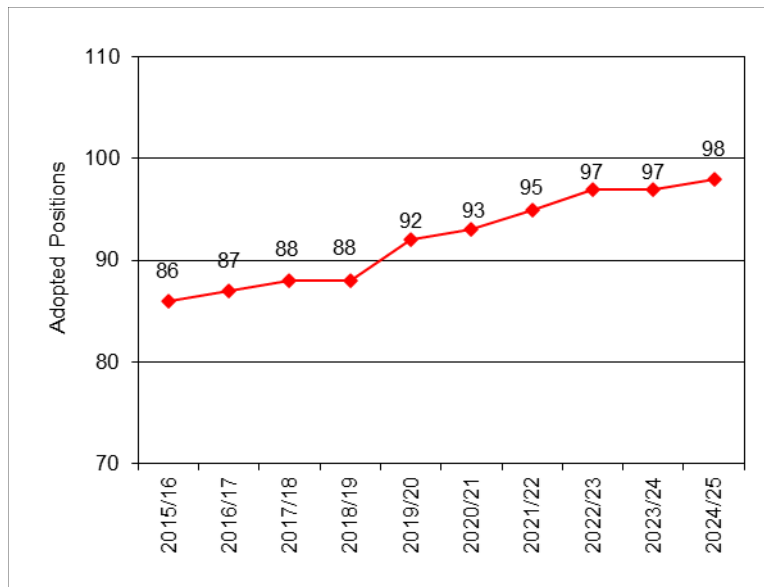
Changes in position allocations since the adoption of the FY2023/24 Budget are provided below:

On March 12, 2024, as part of the Midyear Financial Report, the Board approved the following position change:

- Added 1.0 FTE Groundskeeper.

There are no changes in position allocation in the FY2024/25 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.

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 Shutoff (PSPS) events has led to increased concerns regarding resiliency for our campuses providing much needed services to the county population.

**Summary of Other Administered Budget**

**1117-General Services**  
**Megan M. Greve, Director of General Services**  
**Other General**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1640 REAL ESTATE SERVICES	1,176,864	1,160,415	1,193,409	32,994	2.8%
3100 FLEET MANAGEMENT	8,306,664	8,045,048	9,241,000	1,195,952	14.9%
9000 AIRPORT	2,499,899	2,488,673	2,542,200	53,527	2.2%
9010 AIRPORT SPECIAL PROJECTS	66,734	692,284	0	(692,284)	(100.0%)
9050 SPECIAL AVIATION	221,028	220,916	220,916	0	0.0%
<b>APPROPRIATIONS</b>					
1640 REAL ESTATE SERVICES	737,110	1,000,976	1,609,960	608,984	60.8%
3100 FLEET MANAGEMENT	8,534,515	9,934,796	9,538,970	(395,826)	(4.0%)
9000 AIRPORT	2,613,367	3,167,371	2,839,414	(327,957)	(10.4%)
9010 AIRPORT SPECIAL PROJECTS	50,080	732,575	338,175	(394,400)	(53.8%)
9050 SPECIAL AVIATION	220,915	220,916	220,916	0	0.0%
<b>NET CHANGE</b>					
1640 REAL ESTATE SERVICES	(439,754)	(159,439)	416,551	575,990	(361.3%)
3100 FLEET MANAGEMENT	227,851	1,889,748	297,970	(1,591,778)	(84.2%)
9000 AIRPORT	113,468	678,698	297,214	(381,484)	(56.2%)
9010 AIRPORT SPECIAL PROJECTS	(16,654)	40,291	338,175	297,884	739.3%
9050 SPECIAL AVIATION	(113)	0	0	0	0.0%

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

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**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 (CEC) and the County Administration Center (CAC) common conference rooms.

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

- CEC rentals to the public continue to require significant time to manage with limited staff resources, involving pre-reservation showings, arranging security, confirming furniture set-ups, calling for cleanings, and with recurring evening and weekend communication with user groups and/or county staff necessary to resolve issues.
- A total of 19 leases requires ongoing property management and contract negotiation.

Accomplishments:

- New contracts executed: The new 675 Texas AT&T Cellular antenna to provide improved cell signal coverage as well as additional rental revenue to the County; the 2220C Boynton expansion of the adjacent 709 Beck Avenue Youth Services Office; and the purchase of 460 Union Avenue for additional Probation Department client support services.
- CEC and CAC audio-visual upgrades for larger common conference rooms are funded and in the design phase, with final installations due in FY2024/25. Installation of new equipment in smaller conference rooms has begun, with completion anticipated by early summer 2024. Upgrades will reduce the cost and staff time to troubleshoot and repair outdated equipment.
- Vallejo Veterans Hall improvements: The initial scoping study is complete and funding appropriated. Final design and subsequent contractor selection will extend into FY2024/25.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$32,994 or 2.8% in revenues and an increase of \$608,984 or 60.8% in appropriations when compared to the FY2023/24 Adopted Budget. As a result, Net County Cost increased by \$575,990 or 361.3%.

Primary Funding Sources

The primary funding source for Real Estate Services is Revenue from Use of Money/Property which reflects an increase of \$35,610 or primarily due to an increase in building rental revenues. Licenses, Permits and Franchise reflect a decrease of \$7,071 due to an anticipated decrease in garbage lien processing fees.

Primary Costs

The Recommended Budget represents an increase of \$608,984 or 60.8% in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$13,636 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies reflect an increase of \$311,107 primarily due to increases in insurance, conference room refurbishment costs, and wastewater and storm drainage fees.
- Other Charges reflect an increase of \$229,875 due to an increase in Countywide Administrative Overhead costs.

Fixed Assets

None.

**Summary of Other Administered Budgets**

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

**DEPARTMENT COMMENTS**

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUAL</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
LICENSES, PERMITS & FRANCHISE	175,949	214,820	207,749	(7,071)	(3.3%)
REVENUE FROM USE OF MONEY/PROP	936,877	884,493	920,103	35,610	4.0%
CHARGES FOR SERVICES	61,885	61,102	65,557	4,455	7.3%
OTHER FINANCING SOURCES	2,153	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>1,176,864</b>	<b>1,160,415</b>	<b>1,193,409</b>	<b>32,994</b>	<b>2.8%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	184,137	187,932	201,568	13,636	7.3%
SERVICES AND SUPPLIES	252,462	402,994	714,101	311,107	77.2%
OTHER CHARGES	284,930	276,867	506,742	229,875	83.0%
LEASES	0	48,370	49,116	746	1.5%
OTHER FINANCING USES	1,713	1,835	1,827	(8)	(0.4%)
INTRA-FUND TRANSFERS	13,867	82,978	136,606	53,628	64.6%
<b>TOTAL APPROPRIATIONS</b>	<b>737,110</b>	<b>1,000,976</b>	<b>1,609,960</b>	<b>608,984</b>	<b>60.8%</b>
<b>NET COUNTY COST</b>	<b>(439,754)</b>	<b>(159,439)</b>	<b>416,551</b>	<b>575,990</b>	<b>(361.3%)</b>

<b>STAFFING</b>					
REAL ESTATE	1	1	1	0	0.0%
<b>TOTAL STAFFING</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

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

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**DEPARTMENTAL PURPOSE**

Fleet Management provides comprehensive fleet management and transportation services to County departments, the City of Dixon, the 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 continues to pursue renewable sources of diesel and gasoline, as well as electric and other types of alternative fuel vehicles, with the goal of reducing the County's carbon footprint.
- Fleet has renewed an annual revenue contract with the City of Fairfield Police Department to provide fueling services, with three one-year options to extend.
- There are 50 vehicles on the replacement plan for FY2024/25.

**WORKLOAD INDICATORS**

- Maintains and services 533 County fleet vehicles, with 61 of those vehicles leased to outside agencies.
- Maintains and services over 140 department-owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2023, completed 2,447 work orders comprised of 6,685 mechanic hours.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget reflects an increase of \$1,195,952 or 14.9% in revenues and an increase of \$1,516,561 or 18.9% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$9,016,000 representing an increase of \$1,702,000 or 23.3% when compared to the FY2023/24 Adopted Budget. This revenue is primarily comprised of vehicle rental fees, other charges for services, and fuel and oil delivery. Additionally, Fleet Management contracts to provide fleet management and transportation services for Solano County Community College, Solano County Office of Education, North Bay Schools Insurance Authority, the City of Fairfield Police Department, and the City of Dixon.

Primary Costs

The Recommended Budget represents an increase of \$1,516,561 or 18.9% in appropriations primarily due to:

- Salaries and Employee Benefits of \$1,651,042 reflect an increase of \$107,774 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies of \$3,407,033 reflect an increase of \$14,486 primarily due to increases in purchases for resale related to fuel and maintenance equipment purchases, offset by a decrease in costs related to building improvements and maintenance.
- Other Charges of \$647,793 represent an increase of \$97,611 due to increased Countywide Administrative Overhead costs.
- Fixed Assets of \$3,818,401 represent an increase of \$1,296,853 due to an increase in the number of replacement vehicles and the recommended purchase of fuel tank monitoring systems and dispensers.

Fixed Assets

The FY2024/25 Recommended Budget includes the following fixed assets:

- \$3,100,000 for 50 vehicle purchases.

**Summary of Other Administered Budgets**

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

- \$175,000 for seven fuel dispensers at four fuel sites.
- \$125,000 for five fuel tank monitoring systems.

**DEPARTMENT COMMENTS**

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	116,582	4,500	50,000	45,500	1011.1%
INTERGOVERNMENTAL REV STATE	50,000	0	0	0	0.0%
CHARGES FOR SERVICES	7,226,206	7,314,000	9,016,000	1,702,000	23.3%
MISC REVENUE	199,904	65,000	80,000	15,000	23.1%
OTHER FINANCING SOURCES	713,972	661,548	95,000	(566,548)	(85.6%)
<b>TOTAL REVENUES</b>	<b>8,306,664</b>	<b>8,045,048</b>	<b>9,241,000</b>	<b>1,195,952</b>	<b>14.9%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	1,422,014	1,543,268	1,651,042	107,774	7.0%
SERVICES AND SUPPLIES	2,796,395	3,392,547	3,407,033	14,486	0.4%
OTHER CHARGES	383,277	550,182	647,793	97,611	17.7%
F/A EQUIPMENT	2,007,855	2,521,548	3,818,401	1,296,853	51.4%
OTHER FINANCING USES	12,588	14,864	14,701	(163)	(1.1%)
<b>TOTAL APPROPRIATIONS</b>	<b>6,622,129</b>	<b>8,022,409</b>	<b>9,538,970</b>	<b>1,516,561</b>	<b>18.9%</b>
<b>NET GAIN(LOSS)</b>	<b>1,684,536</b>	<b>22,639</b>	<b>(297,970)</b>	<b>(320,609)</b>	<b>(1416.2%)</b>

<b>STAFFING</b>					
FLEET	10	10	10	0	0.0%
<b>TOTAL STAFFING</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation in the FY2024/25 Recommended Budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

With State initiatives to reduce petroleum powered vehicle emissions, Fleet Management will continue to explore ways to adapt the vehicle portfolio to include hybrid, plug-in hybrid, and electric vehicles where appropriate. In addition, Fleet Management is working with the Facilities and Capital Projects Management Divisions of General Services, and the 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 FY2024/25 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. Fleet Management staff will continue to evaluate the impacts of inflation and will provide necessary revisions when verified.

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**DEPARTMENTAL PURPOSE**

The General Services Department (GSD) 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 the 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 five years. The waiting list is approximately one and a half to two years long.
- Aviation fuel prices remain volatile, causing a lower demand for fuel which has ultimately impacted Airport revenues. Volatile prices and minimal storage capacity of Airport fuel tanks have also combined to create challenges for staff in maintaining fuel availability for tenants and other airport users.
- The underground storage tanks (UST) at the self-service island are 28 years old and nearing the end of their useful lifespan. The airport needs to find a way to finance replacement tanks, which will include removal of the existing tanks and finalizing a new location of the fuel island to better serve the tenants and aviation community.

Accomplishments:

- The Airport was awarded a \$281,822 Federal Aviation Administration (FAA) grant to fund an update to the Airport Layout Plan (ALP) which is the master plan for the Airport for the next 10 years. The Airport was also awarded a \$14,091 Matching Grant from the California Department of Transportation (DOT) to offset local match requirements for this ALP update.
- The Airport was awarded a \$302,843 FAA grant to fund the design of the next phase of the Hangar Taxilane Reconstruction and Drainage Project. The Airport was also awarded a \$15,142 Matching Grant from the California DOT to offset local match requirements for the design of this reconstruction project.
- Airport Management and GSD administrative support staff worked diligently to develop and implement internal procedures to address the findings of the November 8, 2022 Solano County Auditor-Controller’s Office Internal Control Review of the Nut Tree Airport.
- Airport staff, in partnership with the Fire Marshall from the Vacaville Fire Protection District, conducted hangar inspections of approximately 125 of 139 County and privately owned hangars - the first such Airport-wide inspections in almost 10 years. The remaining hangars will be inspected in coming months and follow up will be done to ensure that all hangars are kept in compliance with their lease agreement as well as fire safety codes.

**WORKLOAD INDICATORS**

- The Airport manages, rents, and maintains 84 County hangars, 14 corporate and 35 private hangars, over seven office spaces (including pilots’ lounge), three private ground leases, two storage spaces, and three other aircraft storage spaces.
- The Airport maintains 286 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 120,000 gallons of fuel sold in almost 6,000 customer transactions during FY2023/24. Fuel sales for FY2024/25 are estimated to generate over \$800,000 in Airport operating revenue.



**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$53,527 or 2.2% in revenues and an increase of \$197,083 or 7.5% in appropriations when compared to the FY2023/24 Adopted Budget.

Primary Funding Sources

- Property Taxes of \$599,315 represent an increase of \$11,771 due to an estimated increase of 3% in assessed values.
- Revenue from Use of Money/Property of \$1,063,155 represent an increase of \$65,980 due to an increase in interest income and income from leases, hangar, office and building rentals.
- Charges for Services of \$825,000 represent a decrease of \$24,208 due to a decrease in fuel and oil revenues.

Primary Costs

The Recommended Budget represents an increase of \$197,083 or 7.5% in appropriations primarily due to:

- Salaries and Employee Benefits of \$508,630 represent an increase of \$37,470 due to negotiated and approved wage increases, CalPERS retirement and health benefit costs, and workers' compensation rates.
- Services and Supplies of \$1,382,737 represent an increase of \$24,860 primarily due to increases in insurance and utility costs, offset by decreases in fuel purchases and contract services.
- Other Charges of \$685,186 represent an increase of \$131,597 due to increases in Countywide Administrative Overhead costs, offset by decreases in interest for long-term debt.

Fixed Assets

The FY2024/25 Recommended Budget includes the following fixed asset:

- \$5,000 for the purchase of a people lift for use in hangars.

**DEPARTMENT COMMENTS**

None.

**9000 – Fund 047-Airport**

**Summary of Other Administered Budgets**

**Megan M. Greve, Director of General Services  
Public Ways**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
TAXES	580,670	587,544	599,315	11,771	2.0%
REVENUE FROM USE OF MONEY/PROP	977,807	997,175	1,063,155	65,980	6.6%
INTERGOVERNMENTAL REV STATE	3,445	3,731	3,730	(1)	(0.0%)
INTERGOVERNMENTAL REV FEDERAL	52	15	0	(15)	(100.0%)
INTERGOVERNMENTAL REV OTHER	818	0	0	0	0.0%
CHARGES FOR SERVICES	899,856	849,208	825,000	(24,208)	(2.9%)
MISC REVENUE	20,791	41,000	41,000	0	0.0%
OTHER FINANCING SOURCES	16,459	10,000	10,000	0	0.0%
<b>TOTAL REVENUES</b>	<b>2,499,899</b>	<b>2,488,673</b>	<b>2,542,200</b>	<b>53,527</b>	<b>2.2%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	405,154	471,160	508,630	37,470	8.0%
SERVICES AND SUPPLIES	1,150,798	1,357,877	1,382,737	24,860	1.8%
OTHER CHARGES	244,191	553,589	685,186	131,597	23.8%
F/A EQUIPMENT	47,443	5,000	10,000	5,000	100.0%
LEASES	0	39,100	37,203	(1,897)	(4.9%)
OTHER FINANCING USES	222,671	215,605	215,658	53	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>2,070,256</b>	<b>2,642,331</b>	<b>2,839,414</b>	<b>197,083</b>	<b>7.5%</b>
<b>NET GAIN(LOSS)</b>	<b>429,643</b>	<b>(153,658)</b>	<b>(297,214)</b>	<b>(143,556)</b>	<b>93.4%</b>
<b>STAFFING</b>					
AIRPORT	3	3	3	0	0.0%
<b>TOTAL STAFFING</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

At this time, it is unclear if the budget will be impacted by price increases on fuel and other supplies necessary in running the Airport. Airport staff will continue to evaluate the impacts of inflation and will provide necessary revisions when verified.

Airport staff is closely monitoring Senate Bill (SB) 1193 which would prohibit airports in California from selling any type of leaded aviation fuel at an airport in advance of there being adequate supply of a replacement fuel. Because most of the fixed wing aircraft at the Nut Tree Airport use the 100 low lead fuel, this would prevent ready access to fuel. If passed, SB 1193 would have a negative impact on the Airport’s flying community as well as significant loss of one of the Airport’s vital sources of revenue. SB 1193 would require airports to begin implementation on or before November 1, 2025.

**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 FY2024/25 FAA Airport Capital Improvement Program includes completing an Airport Layout Plan (ALP) Update and Narrative, Airport Geographical Information System (AGIS) improvements, and an Aviation Activity Forecast (FCST) Report. These updates and reports will help the Airport plan for capital projects that will support future aviation activities.
- The Airport has applied for a \$78,222 grant to fund the Pavement Management System (APMS) Study to assess the condition of the pavement for both Airport-owned and FAA-funded pavement at the Nut Tree Airport. The grant is expected to be awarded in early fall 2024.
- The Airport has applied for a \$1.8 million FAA grant to fund the next phase of construction of the Northeast Hangar Taxilane Reconstruction and Drainage project. If funded, the project is expected to go to construction in Spring of 2025. The work will address decaying pavement and longstanding drainage issues between hangar buildings.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents no revenues and a decrease of \$394,400 or 53.8% in appropriations when compared to the FY2023/24 Adopted Budget, resulting in a decrease of \$338,175 in Fund Balance.

Primary Funding Sources

The primary funding sources for Airport Special Projects includes State and FAA grants. No grants are included in the Recommended Budget. Should any grants be received, the Airport will bring forward any necessary budget adjustments as part of the Midyear Financial Report.

Primary Funding Costs

The primary costs for the Airport Special Projects are for construction related improvements to the Nut Tree Airport. There are currently four multi-year capital projects in various phases including Runway/Taxiway Apron Electrical Assessment, ALP Update, AGIS, and Aviation Activity Forecast, Airport Taxiway Rehabilitation, and Pavement Management Plan Update. These costs are reflected in Fixed Assets Buildings and Improvements in the Recommended Budget.

Fixed Assets

None.

**DEPARTMENT COMMENTS**

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
INTERGOVERNMENTAL REV STATE	0	32,967	0	(32,967)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	57,445	659,317	0	(659,317)	(100.0%)
CHARGES FOR SERVICES	4,205	0	0	0	0.0%
MISC REVENUE	5,084	0	0	0	0.0%
<b>TOTAL REVENUES</b>	<b>66,734</b>	<b>692,284</b>	<b>0</b>	<b>(692,284)</b>	<b>(100.0%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	735	732,575	0	(732,575)	(100.0%)
F/A BLDGS AND IMPRMTS	49,346	0	338,175	338,175	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>50,080</b>	<b>732,575</b>	<b>338,175</b>	<b>(394,400)</b>	<b>(53.8%)</b>
<b>NET GAIN(LOSS)</b>	<b>16,654</b>	<b>(40,291)</b>	<b>(338,175)</b>	<b>(297,884)</b>	<b>739.3%</b>

**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 FY2024/25, payment is due in September 2024 for a principal payment of \$95,683 and interest of \$55,915.
- 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 FY2024/25, payment is due in March 2025 for a principal payment of \$39,983 and interest of \$19,335.

**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 FY2023/24 Adopted Budget.

Primary Funding Source

The primary funding source is an Operating Transfers-In from the Airport Operating Budget (BU 9000) of \$210,916, which is comprised of revenue from hangar and administrative building lease/space rental payments to fund the annual payment of the Caltrans loans. 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 loans and an Operating Transfers-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).

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

**Summary of Other Administered Budgets**

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	113	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	210,915	210,916	210,916	0	0.0%
<b>TOTAL REVENUES</b>	<b>221,028</b>	<b>220,916</b>	<b>220,916</b>	<b>0</b>	<b>0.0%</b>
<b>APPROPRIATIONS</b>					
OTHER CHARGES	210,915	210,916	210,916	0	0.0%
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>220,915</b>	<b>220,916</b>	<b>220,916</b>	<b>0</b>	<b>0.0%</b>
<b>NET GAIN(LOSS)</b>	<b>113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

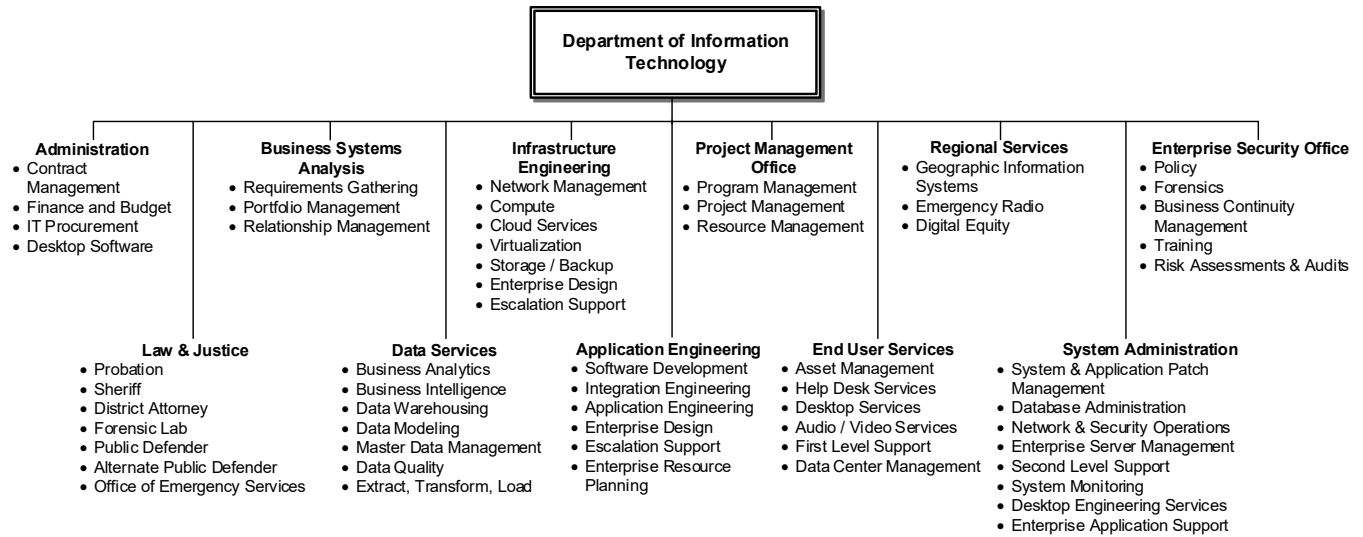
None.

**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 using technology. DoIT develops, implements, and supports a wide variety of IT services in support of the County’s business processes. DoIT seeks to be a strategic partner to all County departments in automating and improving the delivery of programs and services to the public.

<b>Budget Summary:</b>	
FY2023/24 Midyear Projection:	48,057,356
FY2024/25 Recommended:	48,415,311
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	73

**FUNCTION AND RESPONSIBILITIES**

DoIT plays a crucial role in ensuring the smooth functioning of technological systems and services. DoIT is responsible for a wide range of tasks, from maintaining computer systems to ensuring the security of data. Functions and responsibilities include:

- Infrastructure Management:** Oversight of the physical and virtual infrastructure including servers, networks, data centers, and cloud services, including installing, maintaining, and updating hardware and software, ensuring uptime, and managing storage and connectivity.
- Cybersecurity and Data Protection:** Implementation of critical security protocols, managing firewalls and antivirus software, conducting regular security audits, and ensuring compliance with data protection laws.
- Technical Support and Helpdesk Services:** Provision of support to County departments for all technology-related needs, including troubleshooting, maintaining PCs, mobile devices, and peripherals, and offering training and assistance for using various software and systems.
- System Administration:** Managing and maintaining various operating systems, ensuring efficient and secure operation of all systems and applications, including user accounts, permissions, and access controls.
- Database Management:** Ensuring the integrity and availability of databases that store vital County data, including public records, financial data, and other sensitive information.
- Application Development and Maintenance:** Developing and maintaining custom applications tailored to the specific needs of the County, and managing off-the-shelf software used by different departments.
- Project Management:** Overseeing IT projects, from planning and budgeting to implementation and evaluation; coordinating with various departments to ensure technology projects align with County goals.

Timothy P. Flanagan, Chief Information Officer

Other General

- **Telecommunications and Network Services:** Managing the County's telecommunication systems, such as phones, voicemail, and video conferencing systems, along with the internal and external networks.
- **Public Safety Radio Systems:** Maintaining and improving radio communications for internal use and building capabilities for interoperability with regional public safety partners.
- **Disaster Recovery and Business Continuity:** Preparing for and responding to IT emergencies, including data breaches or natural disasters, to ensure continuity of operations and data recovery.
- **Vendor Management and Business Administration:** Effective planning and use of County resources to support the IT delivery teams with fiscal planning, operational policy, procurement management, and personnel administration.

### **SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

#### Challenges:

- Demand for IT services from County departments remains high.
- Filling vacant positions has been challenging, as the skill sets are in demand in the broader hiring marketplace making it difficult to compete for talent. The department is partnering with a professional recruiter to help locate candidates with the experience and skill sets that are needed.
- The County radio system has limited funding for planned upgrades, deferred maintenance, and unanticipated failures. This past year, funding was prioritized for necessary emergency repairs.

#### Accomplishments:

##### Information Security:

- Together with Health and Social Services' (H&SS) Compliance and Quality Assurance Unit, developed HIPAA Security Rule policies to ensure compliance with regulatory requirements and safeguard protected health information (PHI) against unauthorized access, disclosure, and breaches; Conducted a HIPAA risk assessment to evaluate potential vulnerabilities and ensure adherence to HIPAA regulatory requirements for PHI.
- Implemented passwordless authentication privileged accounts to enhance security by utilizing cryptographic keys for seamless and secure access to systems; Implemented Microsoft Privileged Identity Management (PIM) to streamline access to control processes, enforce least privilege principles, and enhance overall security by tightly managing and monitoring privileged accounts and access rights.

##### Information Technology Service Management:

- Migrated Solano County's 40-year-old on-premises Property Taxation System (SCIPS), with Aumentum a modernized cloud-based property taxation system.
- Implemented a multi-tenant phased approach to migrating the on-premise Accela system to orchestrate both environmental and land management functions, including a system gap and needs assessment, migration to a modernized cloud-based platform, consolidation of disparate system environments, and decommission of the legacy system.

##### Business Automation:

- Partnered with Solano Courts to implement the new Journal Technologies eCourts module, including decommissioning of legacy systems and replacing them with a modernized information management system for accessing pertinent Courts data used by dependent Solano Justice departments; Upgraded eProbation and eDefender Journal Technologies eSuite platform designed to orchestrate critical operations/processes for Probation and Public/Alternate Defender Department functions.
- Implemented a Records Information Management System and Property Room Barcoding Software, an evidence chain of custody software management system to ensure continued Department of Justice (DOJ) adherence to regulations.



**Infrastructure and Network Improvements:**

- Upgraded the County's core data center distributed backbone to fiber optics to increase performance and bandwidth for critical systems used by County staff and increase our network capabilities to simplify and accelerate application delivery, interdependency, and security.
- Upgraded network firewalls used by the County's internet, state, and wide-area network (WAN) connections aimed to improve the performance, resiliency, and security of the County's network.
- Upgraded WAN circuit bandwidth at the County Administration Center, Law and Justice, Beck, Vallejo, and Executive Court facilities to increase the services that can be delivered to these locations.

**Application Systems:**

- Implemented California Statewide Automated Welfare System (CalSAWS) cloud-based case management system for county eligibility staff to streamline functions and provide system users with a seamless experience that is secure and easily accessible.

**Radio Services:**

- Removed old TDM-based 6GHz microwave backhaul equipment and installed new Eclipse native-IP equipment for Mount Vaca to Rio Vista radio site link, vastly improving link stability and uptime.
- Installed security fencing around two vulnerable buildings at Cement Hill site; Implemented networking and security upgrades at Cement Hill site to support additional alarm and surveillance capabilities and upgraded the site networking that supports the Radio Communications System; Installed upgraded video and security equipment at additional Public Safety Communication sites.
- Partnered with Fleet Services in support of the radio mobile vehicle upgrade project, providing mobile subscriber radio programming, PM/FCC verification, and antenna sweep verification checks on 90 vehicles prior to being put into service, ensuring 100% of newly installed mobile radios meet all performance specifications.

**Geographic Information Systems (GIS):**

- Began project with Federal United States Geological Survey (USGS) for Solano County's inclusion in the 3-Dimensional Elevation Program (3DEP) which provides USGS quality control measures of the highest order for Solano data along with free perpetual access of Light Detection and Ranging (LIDAR) elevation data. The 3DEP program award makes Solano County eligible to apply for 3-Dimension Hydrography funding to develop a data model for how water flows through Solano County.
- Organized GIS software training sessions for 33 staff across County and City departments, including fire and law enforcement; Working with 10 partner organizations to increase GIS technical capacity among staff regionally.

**WORKLOAD INDICATORS**

- During the period of March 1, 2023, to February 28, 2024, there were a total of 25,610 work orders and trouble tickets received by the Helpdesk.
- A total of 669 servers were hosted on 70 physical servers, and over 1 petabyte of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,357 computers, 4,415 telephones, and 768 printers are supported across the County's area network locations with 1,667 mobile devices connected to 307 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	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
DOIT-ADMINISTRATION	1,827,894	2,052,447	2,297,254	244,807	11.9%
INFRASTRUCTURE	16,935,263	18,121,897	21,038,929	2,917,032	16.1%
LAW & JUSTICE APPLICATION SYSTEMS	1,570,687	1,947,030	1,929,419	(17,611)	(0.9%)
H&SS APPLICATION SYSTEMS	2,607,508	4,565,030	4,861,788	296,758	6.5%
MANAGEMENT INFORMATION SYSTEMS	1,802,448	4,419,373	2,730,878	(1,688,495)	(38.2%)
LAND INFORMATION MANAGEMENT SYSTEMS	1,538,489	0	2,172,403	2,172,403	100.0%
WEB APPLICATION SYSTEMS	1,044,970	1,101,400	1,097,639	(3,761)	(0.3%)
GEOGRAPHIC INFORMATION SYSTEMS	2,232,405	2,442,299	2,517,955	75,656	3.1%
TELECOMMUNICATIONS	1,797,054	1,926,971	1,731,490	(195,481)	(10.1%)
PUBLIC SAFETY RADIO COMMUNICATION	857,355	1,804,548	5,876,247	4,071,699	225.6%
<b>TOTAL REVENUES</b>	<b>32,214,073</b>	<b>38,380,995</b>	<b>46,254,002</b>	<b>7,873,007</b>	<b>20.5%</b>
<b>APPROPRIATIONS</b>					
DOIT-ADMINISTRATION	1,845,593	2,050,947	2,300,545	249,598	12.2%
INFRASTRUCTURE	14,365,844	19,357,268	21,097,615	1,740,347	9.0%
LAW & JUSTICE APPLICATION SYSTEMS	1,555,616	1,944,530	1,930,857	(13,673)	(0.7%)
H&SS APPLICATION SYSTEMS	2,573,006	4,561,030	4,859,281	298,251	6.5%
MANAGEMENT INFORMATION SYSTEMS	1,342,208	3,116,486	2,730,295	(386,191)	(12.4%)
LAND INFORMATION MANAGEMENT SYSTEMS	1,533,151	0	916,631	916,631	100.0%
WEB APPLICATION SYSTEMS	876,524	1,096,400	1,099,115	2,715	0.2%
GEOGRAPHIC INFORMATION SYSTEMS	1,899,326	2,441,298	2,518,740	77,442	3.2%
TELECOMMUNICATIONS	1,436,208	1,576,970	1,731,490	154,520	9.8%
PUBLIC SAFETY RADIO COMMUNICATION	1,049,482	2,147,363	9,230,742	7,083,379	329.9%
<b>TOTAL APPROPRIATIONS</b>	<b>28,476,958</b>	<b>38,292,292</b>	<b>48,415,311</b>	<b>10,123,019</b>	<b>26.4%</b>
<b>NET GAIN (LOSS)</b>					
DOIT-ADMINISTRATION	(17,699)	1,500	(3,291)	(4,791)	100.0%
INFRASTRUCTURE	2,569,419	(1,235,371)	(58,686)	1,176,685	(95.2%)
LAW & JUSTICE APPLICATION SYSTEMS	15,071	2,500	(1,438)	(3,938)	100.0%
H&SS APPLICATION SYSTEMS	34,502	4,000	2,507	(1,493)	100.0%
MANAGEMENT INFORMATION SYSTEMS	460,240	1,302,887	583	(1,302,304)	100.0%
LAND INFORMATION MANAGEMENT SYSTEMS	5,338	0	1,255,772	1,255,772	0.0%
WEB APPLICATION SYSTEMS	168,446	5,000	(1,476)	(6,476)	100.0%
GEOGRAPHIC INFORMATION SYSTEMS	333,079	1,001	(785)	(1,786)	100.0%
TELECOMMUNICATIONS	360,846	350,001	0	(350,001)	100.0%
PUBLIC SAFETY RADIO COMMUNICATION	(192,127)	(342,815)	(3,354,495)	(3,011,680)	878.5%
<b>NET GAIN (LOSS)</b>	<b>3,737,115</b>	<b>88,703</b>	<b>(2,161,309)</b>	<b>(2,250,012)</b>	<b>(2536.6%)</b>
<b>STAFFING</b>					
DOIT-ADMINISTRATION	9	9	9	0	0.0%
INFRASTRUCTURE	13	18	18	0	0.0%
LAW & JUSTICE APPLICATION SYSTEMS	10	9	9	0	0.0%
H&SS APPLICATION SYSTEMS	16	17	17	0	0.0%
MANAGEMENT INFORMATION SYSTEMS	5	7	7	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	8	0	0	0	0.0%
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	5	5	5	0	0.0%
TELECOMMUNICATIONS	0	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	4	4	4	0	0.0%
<b>TOTAL STAFFING</b>	<b>74</b>	<b>73</b>	<b>73</b>	<b>0</b>	<b>0.0%</b>

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an increase of \$7,873,007 or 20.5% in revenues and \$10,123,019 or 26.4% in appropriations when compared to the FY2023/24 Adopted Budget.

The increase in appropriations is primarily due to needs in the County public safety radio system, including maintaining the current Very High Frequency (VHF) public safety radio system to prevent system failures in the near term, and a multi-year project to update the County’s public safety radio system to Project 25 (P25) standards. The Recommended Budget includes \$7.1 million to address this need of which \$2.75 million in State appropriations was awarded to the County in FY2023/24.

Primary Funding Sources

The department is an Internal Service Fund and as such its primary 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/Network/IT Security which is comprised of DoIT Administration and Infrastructure.
- Applications Development Management and Support, which is comprised of Law & Justice Applications Systems, H&SS Application Systems, Management Information Systems, Land Information Management Systems, Web Application Systems, and Geographic Application Systems.
- Communications which is comprised of Telecommunications, and Public Safety Radio Communication.

The Recommended Budget continues to focus on maintenance and support of current systems with limited development of new systems to support high-priority department objectives and State and federal mandates. The Recommended Budget reflects some increases in expenses to enhance IT security needs, maintaining hardware and software support of critical systems, and investing in tools to improve both IT and end-user’s productivity.

Infrastructure/Network/IT Security:

Total appropriations for Infrastructure/Network are \$23,398,160 which primarily consists of \$5,294,429 in Salaries and Employee Benefits, \$506,061 in Countywide Administrative Overhead, Building Use, and Insurances, \$7,002,000 for contracted services through Avenu, and \$9,164,000 for software licenses, hardware, operating, and communications services. Infrastructure/Network/IT Security functions include data communications, computer operations, help desk, desktop support, database and operating systems administration, data storage management, and backup and recovery.

Applications Development Management and Support:

Total appropriations for Applications Development Management and Support are \$14,054,919 which primarily consists of \$9,200,152 in Salaries and Employee Benefits, \$1,004,642 in Countywide Administrative Overhead, Building Use, and Insurances, \$568,000 in contracted services through Avenu, and \$4,732,000 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.

Communications:

Total appropriations for Communications are \$10,962,232 which consists primarily of \$2,488,000 as pass-through telephone usage, voicemail, and other charges, \$1,064,000 for hardware, software, and vendor services, and \$6,750,000 for a radio system upgrade from VHF to P25. This cost center also includes \$742,327 in Salaries and Employee Benefits, and \$85,649 in County Administrative Overhead, Building Use, and Insurances. Communications provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and engineering, installation, programming, and support of the public safety radio system.

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Contracts

The FY2024/25 Recommended Budget includes the following significant contracts:

- \$7,915,000 for managed IT services.
- \$1,805,000 for Microsoft Office 365.
- \$601,000 for Property Tax System Maintenance and Hosting.
- \$573,000 for security tools.
- \$500,000 for VHF radio system upgrades.
- \$403,000 for GIS consulting services.
- \$340,000 for Peoplesoft software maintenance.
- \$315,000 for aerial imagery for GIS.
- \$308,000 for communications contracted services.
- \$267,000 for broadband.
- \$265,000 for security services.
- \$240,000 for Azure application development.
- \$240,000 for Finance Enterprise annual maintenance.
- \$225,000 for Adobe software products.
- \$200,000 for Cisco SmartNet.
- \$200,000 for Microsoft premier services.
- \$200,000 for H&SS IT engineering.
- \$160,000 for GIS cloud service Axim Geospatial.
- \$156,000 for ServiceNow consulting.
- \$154,000 for ServiceNow subscription renewal.
- \$140,000 for software database monitoring tools.
- \$135,000 for data center fiber infrastructure upgrade.
- \$124,000 for GIS software maintenance.
- \$110,000 for IT subscription based research.
- \$100,000 for VM Ware ESX-Per-Processor annual maintenance.
- \$93,000 for NextGen Electronic Health Records.
- \$92,000 for GIS derivative products.
- \$85,000 for Presidio networked solutions call recording system.
- \$82,000 for IntelliTime annual maintenance.
- \$78,000 for Intrado 911 emergency routing service.
- \$75,000 for security professional services consulting.

Fixed Assets

The FY2024/25 Recommended Budget includes the following fixed assets:

- \$6,750,000 for equipment upgrade from VHF to P25 standard.
- \$678,400 for Public Safety Radio System infrastructure equipment.
- \$500,000 for data center storage standardization.
- \$400,000 for Solano County website re-platform.
- \$250,000 for data center archive storage for backups.
- \$80,000 for Cisco infrastructure refresh, spare switches and routers for break/fix, server replacement/maintenance.
- \$30,000 for WAN Routers for Solano County ASE Circuits.

**DEPARTMENT COMMENTS**

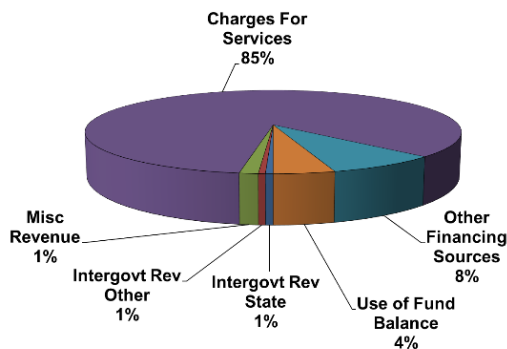
For the Recommended Budget, DoIT outlined priorities focused on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The Recommended Budget strives to address:

- 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 new innovation.
- Continue 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.

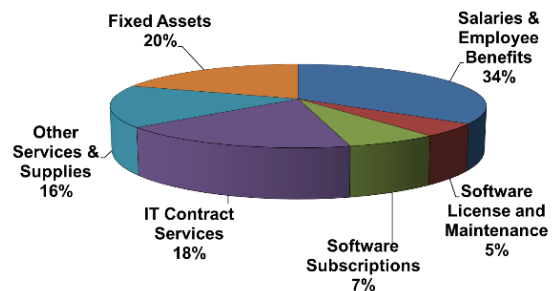
Many ongoing and planned projects seek to meet these priorities. They address areas such as network security, IT infrastructure refresh, updated County website, technologies to aid in disaster recovery, and implementing software solutions for process improvements. DoIT continues to look for ways to partner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

Additionally, the emerging technology commonly described as Artificial Intelligence (AI) will be a key focus area in the coming year as use cases and advancements make this technology practical to deploy at scale to County staff. Early priorities will include efficiency improvements and advanced analytical capabilities to empower County staff to produce high quality outputs and 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	2022/23 ACTUALS	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
REVENUE FROM USE OF MONEY/PROP	225,934	67,719	211,317	143,598	212.0%
INTERGOVERNMENTAL REV STATE	0	498,950	267,000	(231,950)	(46.5%)
INTERGOVERNMENTAL REV FEDERAL	0	0	73,950	73,950	100.0%
INTERGOVERNMENTAL REV OTHER	148,880	148,881	245,505	96,624	64.9%
CHARGES FOR SERVICES	30,560,316	37,278,163	40,792,730	3,514,567	9.4%
MISC REVENUE	498,125	387,282	663,500	276,218	71.3%
OTHER FINANCING SOURCES	780,818	0	4,000,000	4,000,000	100.0%
<b>TOTAL REVENUES</b>	<b>32,214,073</b>	<b>38,380,995</b>	<b>46,254,002</b>	<b>7,873,007</b>	<b>20.5%</b>
<b>APPROPRIATIONS</b>					
SALARIES AND EMPLOYEE BENEFITS	10,795,170	13,165,760	15,236,908	2,071,148	15.7%
SERVICES AND SUPPLIES	15,142,232	20,306,244	20,368,625	62,381	0.3%
OTHER CHARGES	1,451,715	1,307,224	3,952,977	2,645,753	202.4%
F/A BLDGS AND IMPRMTS	0	0	6,750,000	6,750,000	100.0%
F/A EQUIPMENT	939,357	2,948,800	1,538,400	(1,410,400)	(47.8%)
F/A - INTANGIBLES	0	400,000	400,000	0	0.0%
LEASES	0	11,055	11,188	133	1.2%
OTHER FINANCING USES	169,560	153,209	157,213	4,004	2.6%
INTRA-FUND TRANSFERS	(21,076)	0	0	0	0.0%
<b>TOTAL APPROPRIATIONS</b>	<b>28,476,957</b>	<b>38,292,292</b>	<b>48,415,311</b>	<b>10,123,019</b>	<b>26.4%</b>
<b>NET GAIN(LOSS)</b>	<b>3,737,115</b>	<b>88,703</b>	<b>(2,161,309)</b>	<b>(2,250,012)</b>	<b>(2536.6%)</b>

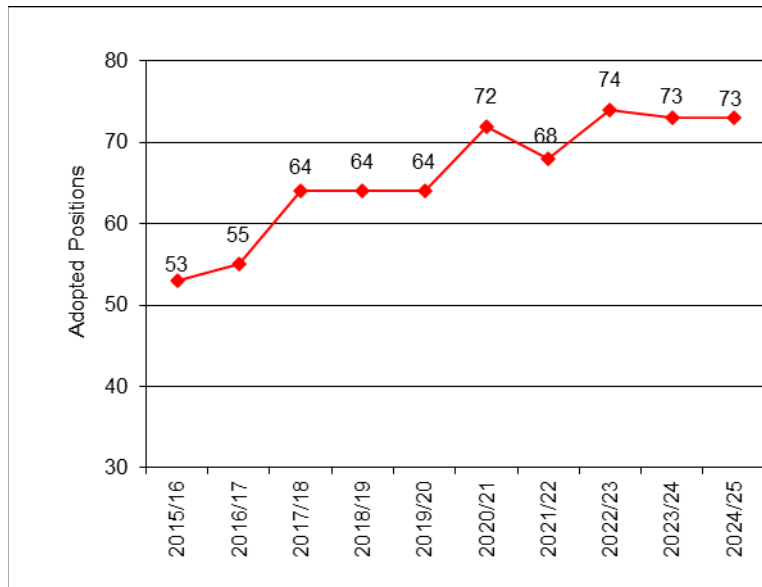
**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

The FY2024/25 includes a \$6.75 million increase in appropriations due to a multi-year project to update the County’s public safety radio system to Project 25 (P25) standards. The includes \$2.75 million in State appropriations was awarded to the County in FY2023/24.

**SUMMARY OF POSITION CHANGES**

There are no changes in position allocation.

**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 the IT profession 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 IT classifications is recommended to determine if Solano County is offering regionally competitive salary and benefits to IT staff.

In April 2023, the Board conducted a priority-setting workshop and identified its highest priorities for the coming years. This department is a partner in implementing the Board's priority of updating the County's website to make it more user friendly to assist web visitors in accessing county services under the category of County Services – Regulations and Policies. This budget includes \$400,000 for implementation of the new Content Management System which is expected to occur in FY2024/25. An update on the current status and next steps on the Board's Priorities will be provided with the Supplemental Budget.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2022/23 ACTUAL	2023/24 ADOPTED BUDGET	2024/25 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
<b>REVENUES</b>					
1878 SCIPS REPLACEMENT PROJECT	0	1,805,099	717,764	(1,087,335)	(60.2%)
<b>APPROPRIATIONS</b>					
1878 SCIPS REPLACEMENT PROJECT	2,993,468	1,922,570	717,764	(1,204,806)	(62.7%)
<b>NET CHANGE</b>					
1878 SCIPS REPLACEMENT PROJECT	2,993,468	117,471	0	(117,471)	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 was 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 21 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 loan for the County General Fund to fund a multi-year multi department project to replace the Solano County Integrated Property Systems (SCIPS).

Implementation of the new property tax system, 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. While the system went live in FY2022/23, there is ongoing work related to the build out of the system which is being captured via this budget.

Costs related to the SCIPS replacement project have been funded by the Board approved loan and will begin to be recovered via user charges in FY2024/25. On an annual basis, as costs are incurred, the Department of Information Technology (DoIT) submits a summary of costs eligible for funding by the General Fund 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 FY2022/23:	\$7,508,502
Mid-Year Projection FY2023/24:	\$1,773,734
<u>Recommended Budget FY2024/25:</u>	<u>\$ 717,764</u>
Balance Remaining:	\$ 0

**SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**

Challenges:

While the new CATS system went live in March 2023, there is outstanding functionality that is required by user departments, including reporting which is still in development.

Accomplishments:

In March 2023, the County went “live” on the new property tax system, the County Assessment and Taxation System (CATS) Project. The County Assessor’s Office 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.

**DEPARTMENTAL BUDGET SUMMARY**

The Recommended Budget represents an decrease of \$1,087,335 or 60.2% in revenues and a decrease of \$1,204,806 or 62.7% in appropriations when compared to the FY2023/24 Adopted Budget. The remaining General Fund loan balance will be utilized to continue post go-live activities of the new property tax system.

Fixed Assets

None.

<b>DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY</b>	<b>2022/23 ACTUALS</b>	<b>2023/24 ADOPTED BUDGET</b>	<b>2024/25 RECOMMENDED</b>	<b>FROM ADOPTED TO RECOMMENDED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
OTHER FINANCING SOURCES	0	1,805,099	717,764	(1,087,335)	(60.2%)
<b>TOTAL REVENUES</b>	<b>0</b>	<b>1,805,099</b>	<b>717,764</b>	<b>(1,087,335)</b>	<b>(60.2%)</b>
<b>APPROPRIATIONS</b>					
SERVICES AND SUPPLIES	842,900	1,000,357	717,764	(282,593)	(28.2%)
OTHER CHARGES	867,645	594,418	0	(594,418)	(100.0%)
F/A - INTANGIBLES	1,144,376	210,324	0	(210,324)	(100.0%)
INTRA-FUND TRANSFERS	21,076	0	0	0	0.0%
OTHER EXPENDITURES (NON BUDGET)	117,471	117,471	0	(117,471)	(100.0%)
<b>TOTAL APPROPRIATIONS</b>	<b>2,993,467</b>	<b>1,922,570</b>	<b>717,764</b>	<b>(1,204,806)</b>	<b>(62.7%)</b>
<b>NET CHANGE</b>	<b>(2,993,467)</b>	<b>(117,471)</b>	<b>0</b>	<b>117,471</b>	<b>(100.0%)</b>

**SUMMARY OF SIGNIFICANT ADJUSTMENTS**

None.

**SUMMARY OF POSITION CHANGES**

There are no positions allocated to this budget.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

Approximately 42.5% of the total cost or an estimated \$4.3 million will be recovered from cities and other agencies through the property tax administrative fee. The balance of \$5.7 million will be a General Fund cost charged to the County Assessor, the Auditor-Controller, and the Tax Collector based on a loan repayment schedule approved by the County Debt Advisory Committee.