

Board of Supervisors



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

County of Solano



1000 – Fund 001-Board of Supervisors

John M. Vasquez, Chair
Legislative & Administration

STATEMENT OF PURPOSE

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

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

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

As we continue recovering from the ongoing COVID-19 pandemic health emergency – both personally and financially – we remain optimistic about the future of Solano County, the State, our Nation, and the world. In responding to the health emergency, the Solano County Board of Supervisors continues to provide direction, and leadership as the County manages operational challenges, while providing for the needs and essential services of the residents of Solano County and supporting programs that will help to restore the local economy.

The Board's responsibilities include:

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

Budget Summary:	
FY2020/21 Midyear Projection:	584,588
FY2021/22 Recommended:	615,294
County General Fund Contribution:	615,294
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 by representatives from Adult Protective Services, Solano Mobility, Meals on Wheels, Public Health, Veteran Services, Area Agency on Aging, and a Nutritionist. The District 1 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two full-time staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

2020 has been an unprecedented year in our Nation's history with the COVID-19 Pandemic and racial discourse. As the 2020 Chairwoman of the Board of Supervisors, Hannigan led the County discussion on the Shelter at Home (SAH) order, worked with local, regional, and statewide leadership to understand the complexities of SAH, virus transmission and the multitude of orders and changes to orders as put forward by Governor Newsom and the CA Department of Public Health (CDPH) and implemented in Solano County by our Public Health staff. Assisting Public Health messaging, providing personal protective equipment to seniors and involving Elected Officials Countywide 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. During the early months of the SAH, the Supervisor along with the County Administrator's support, brought back former Health and Social Services Director Patrick Duterte to lead an effort to work with our County volunteer coordinator Rhonda Smith to set up a warm line and contact all registered voters over the age of 65 to offer help with basic needs and accessing personal protective equipment. Over 35,000 voters were contacted within a few months.

Supervisor Hannigan and City of Suisun Mayor Pro Tem Wanda Williams were assisted by Public Health Specialist Kirbee Brooks in creating a Health Equity Cohort to address health advocacy in the medical environment, introduction to healthy eating and exercise habits and discussions around the flu vaccine and the inevitable COVID-19 vaccine. The cohort was comprised of local influential and health conscious African-American women who met consistently twice monthly, once for training and another for fellowship for over 6 months. In our first meeting of January 2021, all participants indicated they would receive the vaccine and would share with their family and personal networks (friends, churches, sororities, and clubs). We are in the final stages of planning for the 2nd Williams-Hannigan Challenge Cohort.

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

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

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

Supervisor Hannigan connects with regional organizations through her service as a Board Member of the Solano County Water Agency Board, as a Joint Steering Committee and Regular Member of the City County Coordinating Committee, as Executive Committee Member and Board Member of the Solano Economic Development Corporation, as a member of the Community Action Partnership Solano's Tripartite Advisory Board, and as an Alternate Member to each the Napa/Solano Area Agency on Aging, the Northern CA Counties Tribal Matters Consortium, and the Solano Transportation Authority. In January of 2021, Supervisor Hannigan joined the Board of Directors of the Bay Area Air Quality Management District.

Erin Hannigan
Legislative & Administration

In Vallejo, the former City Councilmember serves as the County Representative and 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, and the Sparrow Project.
- Supervisor Hannigan developed a partnership with the Yocha Dehe Wintun Nation which continues in this fourth year with to date contributions totaling \$3,750,000 to assist people in need in Solano County. The FY2020/21 year’s robust collection of programs includes the following: First 5 Solano provides basic needs support with \$200,000 that will directly assist families in crisis by addressing immediate needs, and \$300,000 is committed to providing programs related to Early Learning, School Readiness, Social Engagement & Peer Support as well as Community Resource Information at the First 5 Center in Vallejo. The project with Family Health Services continues with an additional \$200,000 to operate the Mobile Food Pharmacy and its Food Rx Program in collaboration with the Food Bank of Contra Costa and Solano Counties. This Mobile Food Pharmacy visits our County medical clinics where medical professionals will provide a food prescription, called Food Rx, to their patients. Vibe Solano is funded with \$30,000 to provide The Early Learning Center and Senior Falls Prevention.
- Ongoing programs that were previously funded offer high school diplomas and transportation for seniors. Through a match with funding from the State Library, our libraries continue to offer adults the opportunity to earn a high school diploma. Through our partnership with the Solano Transportation Authority, we have identified the great need to improve transportation options for seniors, especially those with mobility issues. Prior funding in the amount of \$100,000 made it possible for the STA to purchase two paratransit vans which are operated by volunteer drivers who will bring seniors to various appointments and social events.
- The successful program developed thanks to the partnership with the Yocha Dehe Wintun Nation called “Transition Support for At Risk Youth” continues and received another \$20,000 for its youth mentoring program. Our County Chief of Probation has identified several gaps that, if filled, would help young people during probation supervision and/or exit from the juvenile justice system. This program will help fill a gap by providing youth in transition with: professional attire, educational and vocational materials, celebrations, motivational speakers, a challenge day, mentoring, and other support such as housing and transportation assistance.
- The partnership with the Yocha Dehe Wintun Nation dovetails into her priority of enhancing a Foundation Giving campaign. Supervisor Hannigan is working with First 5 Solano and the Department of Health and Social Services to improve foundation giving to the non-profits of our County. Since 2006, Solano has remained the most under-resourced of all Bay Area counties in terms of foundation investment. Solano County’s per capita foundation funding increased by approximately 46% between 2012 and 2016. In contrast, foundation funding per capita in other Bay Area counties has increased by as much as 321% in the same 4-year period. Developing relationships with foundations around the Bay Area and the Sacramento Valley has required that Solano stakeholders identify the foundations that have similar investment priorities and meet with the foundation representatives to clearly articulate the County’s needs and how Solano agencies intend to address them.
- After a two-year process, in February of 2020, Supervisor Hannigan, as Chairwoman of the First 5 Solano Commission on Children and Families, helped open Solano County’s First 5 Center in Vallejo with over 400 people in attendance. This is the first Center of its kind in Solano County. The location of the Center was determined through an equity lens that identified risk factors of children living in poverty throughout Solano County. The Center, run by Bay Area Community Resources, provides free classes and resources (County and non-profit partners) for family members with children under the age of 6. The Center has an indoor play area, free books, three activity rooms and a staff to support our most

vulnerable residents. Tenant improvements totaled \$1.8 million and Supervisor Hannigan was able to help raise \$1.2 million.

- In order to combat human trafficking, Supervisor Hannigan participates on 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. The CSEC Steering Committee convenes quarterly, and includes activity reports from member agencies, updated prevalence data, reports from contractors, and legislative updates. Solano County CWS formally joined the 10-County collaborative Preventing and Addressing Child Trafficking “PACT” through the Child & Family Policy Institute of California as a three year project of CDSS in December 2020. PACT presented at the quarterly CSEC Steering Committee on January 21, 2021 and included developing information and trends in labor and other types of trafficking.
- Advocacy for Solano County to State and federal governments is a priority. Supervisor Hannigan participates annually in the National Association of Counties (NACo) Legislative Conference. These visits include in-person meetings with our Senators and Congressional members as well as various agencies that impact Solano County. She regularly participates in the California State Association of Counties (CSAC) and attended conferences and meetings in Sacramento and around the State.
- SB 365 was passed in 2020 by the California State Legislature and signed by the Governor giving Solano County the foundation to develop a Countywide parks district. Supervisors Vasquez and Hannigan are working with County staff and community stakeholders to further define the operation of the Regional Parks District and create a roadmap going forward that will include addressing access and funding.
- Supervisor Hannigan is involved in providing a network for mentoring, supporting and empowering elected women leaders who are affiliated with the California State Association of Counties (CSAC) as they engage in leadership roles in their communities and within the CSAC organization. She co-founded the Woman's Leadership Forum (WLF) which serves as a forum to introduce and elevate issues and policy matters affecting women and bringing them to the forefront of CSAC leadership. Supervisor Hannigan continues to work with the WLF to stay informed on legislation of interest that will be appropriate for Solano County.
- In 2018, she championed and participated in forming a committee for the establishment of the Solano Commission on Women and Girls (SCWG), a nonprofit, which was established as an advisory committee comprised of concerned citizens of Solano County to provide the Board of Supervisors input 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 a diverse group of women and girls from throughout the County who are working to establish a report card on the status of women and girls.
- What started as a \$30,000 “Walking for Health” grant from Sutter Health, when Supervisor Hannigan partnered with the Florence Douglas Senior Center in Vallejo to provide shoes for seniors, has grown. This program has given away over 1,500 pairs of walking shoes and continues to offer opportunities to encourage walking and healthy lifestyles. Supervisor Hannigan actively promotes exercise through her weekly “Walk with the Supervisor” which takes place every Friday at 9:00 am along the Vallejo Waterfront.
- State Route 37 traffic and flood protection is an issue of concern for Supervisor Hannigan. She serves on the Solano Transportation Authority SR 37 Policy Committee. The committee compared the impacts of status quo and solutions to address traffic congestion and environmental impacts which focuses on protecting the existing roadway while exploring options to accommodate long-term solutions to address the traffic demands.
- During the 2020 County budget hearings, Supervisor Hannigan put forward an Equity Initiative along with \$150,000, Board funding request, to fund a consultant to assist the County with an internal review of equity policies, practices, and procedures. Supervisors Hannigan and Chair Vasquez were appointed to the Board of Supervisors Equity subcommittee.

**Erin Hannigan
Legislative & Administration**

Goals and Objectives:

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$17,356 or 2.9% in appropriations when compared to the FY2020/21 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement costs and changes in health benefit costs and workers compensation rates. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges, offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

DEPARTMENT COMMENTS

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

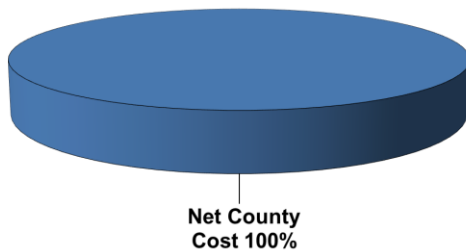
Since being sworn into office in January of 2013, Supervisor Hannigan has been working diligently to connect the services and operations of the County to the community. She has worked on issues related to public safety and the Center for Positive Change, homelessness and human trafficking, health care,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

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

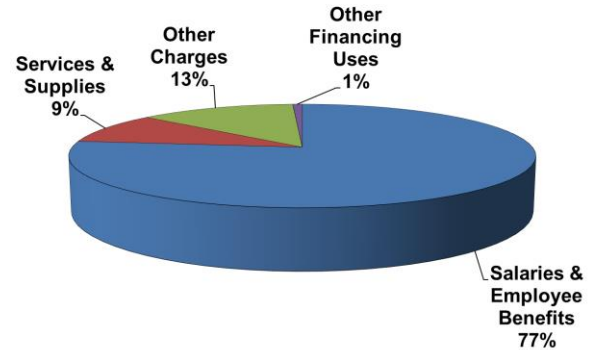
One significant project of Solano County is located in District 1. The Solano360 project is a partnership between Solano County and the City of Vallejo. This project will continue to see development of a proposed land plan supported by feasibility/market studies consistent with the uses defined in the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

Supervisor Hannigan is honored to serve as a member of the Solano County Board of Supervisors. With the assistance of her staff, she is able to serve as a conduit between the Board of Supervisors and the County Administration. Her greatest priority is serving the people who live, work, and visit Solano County. As she often says, "I love the work I do and will always work to further improve our community." In January 2021, Supervisor Hannigan began her 3rd term as County Supervisor.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	440,730	452,159	473,193	21,034	4.7%
SERVICES AND SUPPLIES	41,444	53,393	58,696	5,303	9.9%
OTHER CHARGES	86,422	87,621	78,546	(9,075)	(10.4%)
OTHER FINANCING USES	4,333	4,665	4,759	94	2.0%
INTRA-FUND TRANSFERS	5,140	100	100	0	0.0%
TOTAL APPROPRIATIONS	578,069	597,938	615,294	17,356	2.9%
NET COUNTY COST	578,069	597,938	615,294	17,356	2.9%

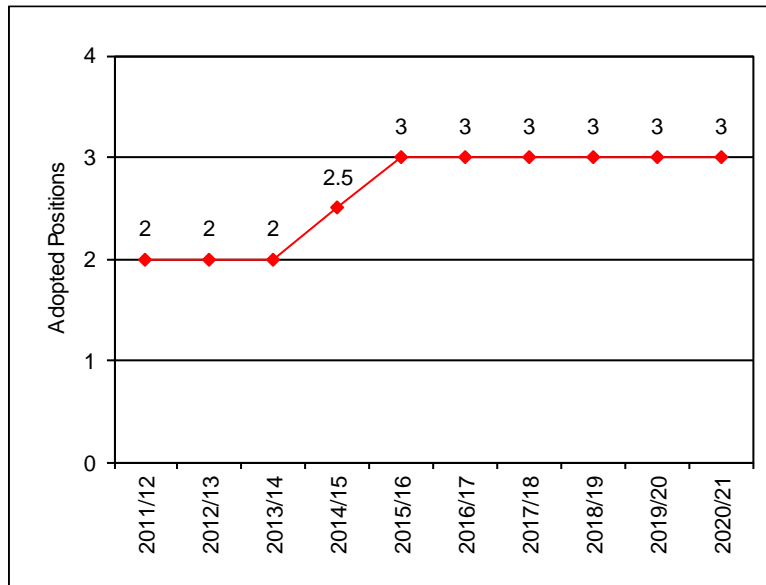
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Erin Hannigan
Legislative & Administration

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19.

Budget Summary:

FY2020/21 Midyear Projection:	555,882
FY2021/22 Recommended:	582,434
County General Fund Contribution:	582,434
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

Challenges:

- The COVID-19 pandemic created a significant number of challenges including budgets, in-person meetings, information dissemination, and continuously changing orders at the state and local level, challenging the Board members to be creative in continuing to meet with the community.
- Emergency wildfire response throughout the County, including the District 2 areas, has also been a significant undertaking requiring reallocation of resources to respond to fire impacts and communicating with those at risk in the County.
- There continues to be challenges with managing air quality and environmental issues in District 2.

Accomplishments:

- As the Chair for the Area Agency on Aging of Napa and Solano Counties, successfully helped reform the engagement and focus on much needed services to seniors.
- Sponsored resolutions at the Board of Supervisors to recognize contributions in the community and society.
- Advocated for and provided personal protective equipment (PPE) to In-Home Support Services (IHSS) staff and Veterans throughout Solano County.
- Serving on the Solano County Mental Health Advisory Board has advocated and aided in the procurement of mobile crisis services for Solano County residents and first responders.
- Continued ongoing support and approval of implementation of Laura's Law in support of individuals in need for assisted outpatient mental health treatment.
- Continues to actively advocate and oppose legislation at the state level on behalf of constituents in District 2.
- Continuing to meet monthly with Health and Social Services regarding issues related to mental health and housing concerns in the community.

Monica Brown
Legislative & Administration

- Worked with the Solano County Department of Resource Management-Public Works division and the Solano County Water Agency to address and remediate flooding in Cordelia at Thomasson Lane and on the Erikson Ranch, where residents were affected by storms in the past.
- Meet 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 expanded homeless services and resources.
- Work with the Department of Resource Management to utilize SB 1 funding to improve roads in District 2.
- Work with Solano Transportation Authority on the Safe Routes to Schools program.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assistance with various State and local agencies.
- Disseminate monthly District 2 newsletters to constituents with current public notices, links to events, and information on County government and other subjects of interest to the community.

Priorities:

- Serving District 2 constituents by investigating and responding to their concerns concerning the County programs and services, 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 homeless students and persons needing permanent housing in District 2.
- Collaborating with the County Mental Health Services Department staff, the Mental Health Advisory Board members, and non-profit organizations to increase services and resources available to mental health patients and their families.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 2 residents have experienced with the 2017 and 2019 storm events. This includes working with cities within the District as well as State, cities, and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Expand food distribution to address the issue of food insecurity throughout District 2.
- Continued dissemination of important information for constituents via social media and the District 2 newsletter.

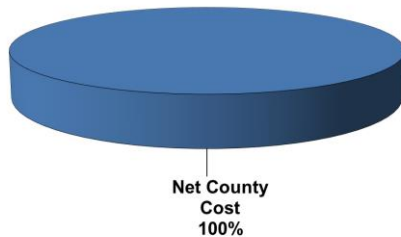
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$33,253 or 6.1% in appropriations when compared to the FY2020/21 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement costs and changes in health benefit costs and workers compensation rates. These increases are partially offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

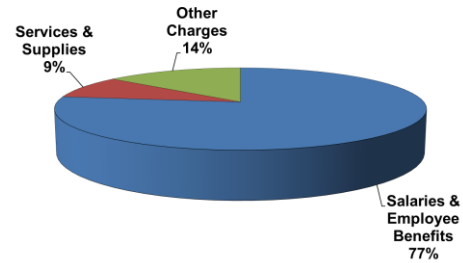
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	393,683	408,172	447,162	38,990	9.6%
SERVICES AND SUPPLIES	40,513	51,908	51,032	(876)	(1.7%)
OTHER CHARGES	84,885	86,809	81,458	(5,351)	(6.2%)
OTHER FINANCING USES	2,254	2,292	2,732	440	19.2%
INTRA-FUND TRANSFERS	666	0	50	50	0.0%
TOTAL APPROPRIATIONS	522,001	549,181	582,434	33,253	6.1%
NET COUNTY COST	522,001	549,181	582,434	33,253	6.1%

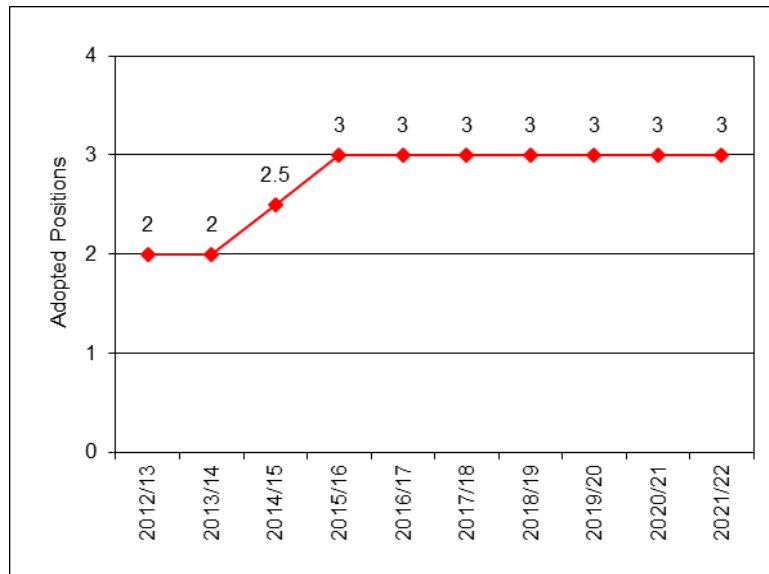
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Monica Brown
Legislative & Administration

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19.

Budget Summary:

FY2020/21 Midyear Projection:	620,619
FY2021/22 Recommended:	648,000
County General Fund Contribution:	648,000
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

Challenges:

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

Accomplishments:

- Under Supervisor Spering's leadership as chair of the Metropolitan Transportation Commission Blue Ribbon Transit Recovery Task Force, the 30 member Task Force - made up of elected officials, transit operators and community stakeholder representatives - has distributed federal CARES (Coronavirus Aid, Relief and Economic Security) Act funding, developed and implemented safety protocols to keep riders and drivers safe, and addressed the most critical issues associated with keeping transit operating in the 9 Bay Area counties during the pandemic.
- Serving on the Solano Transportation Authority (STA) Board of Directors, Supervisor Spering led the effort to have an STA headquarters building built in the downtown Suisun area - central to Solano County - to house the staff, help revitalize the area and bring more jobs. The groundbreaking was held in April 2020 and the building is expected to be completed by the end of 2021.
- Supervisor Spering assisted in procuring an additional allocation of \$69 million dollars from Senate Bill 1 (SB 1) funds for the I-80/I-680/Highway 12 Interchange project to allow construction to move forward. The project includes a 2-lane connection from Highway 12 Jameson Canyon to I-80 in the east bound direction and will greatly improve traffic flow and safety.
- Supervisor Spering was instrumental in securing SB 1 funds to add an additional lane on I-80 to reduce congestion and fund design of the I-80 West Bound Truck Scales.

James P. Spering
Legislative & Administration

- With the ever-increasing risk of wildfires in the County, and the LNU Lightning Complex Fire devastation in August 2020, Supervisor Spering and Supervisor Vasquez have been leading the effort to meet with the Fire Protection District chiefs – for Cordelia, Suisun, Vacaville and Montezuma, and the Fire Chiefs of Fairfield and Vacaville - and address the long-term challenges, including funding, location of fire stations and decentralized dispatching. Progress is being made in developing a plan towards ensuring sustainable, adequate fire protection to all residents, whether living in the cities or in the rural parts of the county.
- Supervisor Spering was a key player in getting the new Joint Exercise of Powers Agreement (JEPA) approved after four years of negotiations between the City of Vallejo and Solano County. This agreement spells out the relationship between the city and county for the Lakes Water System and its customers, including those residents in unincorporated Solano County, with the potential for cost sharing for future studies and improvements to the system.
- Supervisor Spering continues to co-lead the effort with Supervisor Hannigan, to develop the Solano Fairgrounds into a “destination place” for Solano County and implement the Solano360 Specific Plan. In this past year, and working closely with staff, the supervisors have made significant strides forward. A Request for Qualifications process was developed and issued to competitive firms, followed by an extensive Request for Proposals process. The Board of Supervisors has approved a developer and is proceeding with the design.
- Supervisor Spering is working with Resource Management staff and Travis Air Force Base personnel to address long-standing congestion issues at the North Gate due to large truck traffic being at the incorrect gate for admittance to the base. Funding has been identified and staff is exploring the best options to reduce the incidence of this reoccurrence.
- Supervisor Spering continues to serve on the Solano Consolidated Oversight Board in its third year of oversight. The Consolidated Oversight Board took over from the Successor Agencies of the six former city redevelopment agencies in Solano County. As part of this Board, the supervisor is responsible for the winding down of redevelopment activities in the county.
- Consolidated Transportation Services Agency (CTSA) – Supervisor Spering chairs a consortium of transit stakeholders who work to address the gaps in mobility services for seniors, people with disabilities and low-income residents. Under his direction, the consortium members continue to identify strategies and funding streams and work to expand existing transportation services. Under Supervisor Spering's guidance, the CTSA participated in a survey to prioritize projects from the Solano Mobility Study for Older Adults – six projects were approved by the STA Board for implementation, including Sutter/Solano medical trips, Veterans Mobility study, and improving non-profit partnerships.
- Locally serves on many Solano committees including the Solano County Transit Joint Powers Authority (SolTrans JPA), Solano County Water Agency, and the Solano Local Agency Formation Commission (LAFCo) - committees that focus on transportation and development needs on behalf of Solano County residents and businesses.
- Regionally serves on the Metropolitan Transportation Commission and four of its associated committees, including the Bay Area Regional Collaborative; the Capitol Corridor Joint Powers Authority; the Mega Region Working Group; and the California Association of Councils of Governments (CALCOG) – representing the needs and interests of Solano County at the regional level.

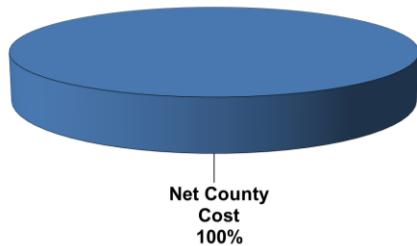
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$24,883 or 4.0% in appropriations when compared to the FY2020/21 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement costs and changes in health benefit costs and workers compensation rates. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges, offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

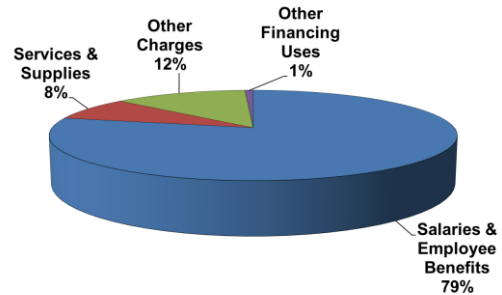
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	466,700	471,172	509,388	38,216	8.1%
SERVICES AND SUPPLIES	39,336	49,821	52,878	3,057	6.1%
OTHER CHARGES	81,939	96,729	80,682	(16,047)	(16.6%)
OTHER FINANCING USES	4,188	4,795	4,952	157	3.3%
INTRA-FUND TRANSFERS	418	600	100	(500)	(83.3%)
TOTAL APPROPRIATIONS	592,582	623,117	648,000	24,883	4.0%
NET COUNTY COST	592,582	623,117	648,000	24,883	4.0%

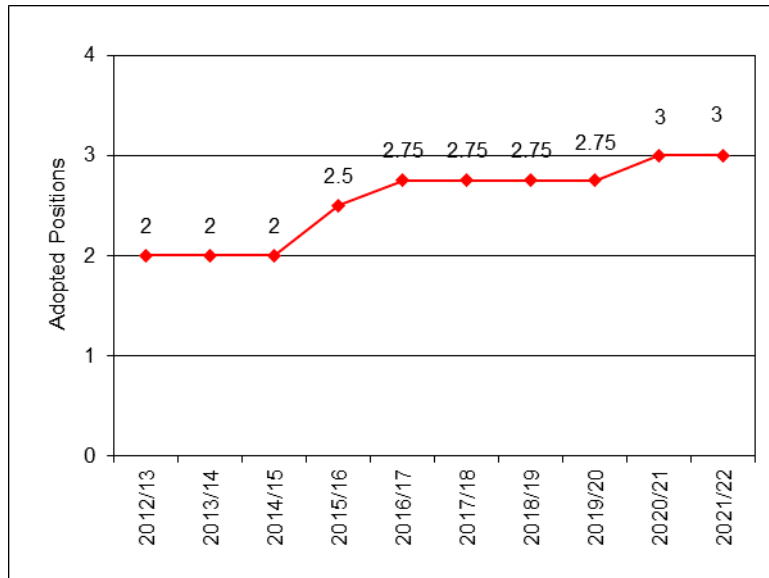
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19.

Budget Summary:

FY2020/21 Midyear Projection:	602,787
FY2021/22 Recommended:	619,267
County General Fund Contribution:	619,267
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 serves as current chair of the Board of Supervisors and represents the citizens of Solano County on more than 30 County, regional and State boards and commissions as a member or alternate member. These appointments include the Bay Conservation and Development Commission, Delta Counties Coalition, Delta Protection Commission, Delta Conservancy Board, Northern California Counties Tribal Matters Consortium, Solano County Water Agency, Yolo-Solano Air Quality Management District, LAFCo, Legislative Committee, and Board Committees on Land and Transportation, Regional Parks, and Social Equity. The preservation of agriculture and natural resources and fire safety, 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 six 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:

- In August 2020, a number of lightning-sparked fires coalesced to become the LNU Lightning Complex Fire. 42,000 acres and more than 300 homes were destroyed in Solano County and 854 total structures were damaged in the rural Vacaville and Greater Winters Area. Between October and December 2020, Supervisor Vasquez worked with Yolo County Supervisor Don Saylor and Winters Mayor Wade Cowan to host a series of listening sessions for residents impacted by the LNU Lightning Complex Fire. His office has fielded a multitude of calls and e-mails from those seeking assistance and continues to be a liaison between residents and staff to assist in the recovery process. Supervisor Vasquez continues to work with partners in Yolo County as well as Senator Bill Dodd and Napa County Supervisor Diane Dillon to address future wildfire preparedness and planning efforts at a local and regional level.
- Continues to support an intergovernmental agreement with the Yocha Dehe Wintun Nation to operate a Mobile Food Rx program. The effort, led by District 1 Supervisor Erin Hannigan, to create a partnership between the Yocha Dehe Wintun Nation, Solano County and the Food Bank of Contra Costa and Solano in 2018, has continued. In 2019, the partnership with the Yocha Dehe Wintun Nation allowed the Solano Transportation Authority (STA) to create a new Vehicle Share Program. The program was identified as a need after several Senior Mobility Summits were held across the county. Supervisor Vasquez co-hosted summits in Vacaville and Dixon in partnership with STA.
- The Coronavirus pandemic presented an incredible challenge for local government in 2020; however, Supervisor Vasquez worked with his peers on the Board of Supervisors and Public Health and the partners in the healthcare community to create a robust mass vaccination site at the Solano County Fairgrounds, as well as individual clinics throughout the county that continue to focus on specific communities and agricultural workers.
- Celebrated Solano County's 49 centenaries during the 14th Annual Centenarian Celebration during a virtual presentation before the Board of Supervisors due to the ongoing Coronavirus pandemic. The event provides the opportunity to recognize and honor our oldest living residents for the wonderful things they have achieved and continue to experience in their lives.

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

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

Goals and Commitments in the Coming Fiscal Year:

- Continue to work with residents impacted by the LNU Lightning Complex Fire to rebuild their properties. Ongoing work also includes fire prevention and preparedness initiatives which may include the formation of Fire Safe Councils throughout the county, and further work on enhanced alert systems.
- Closely monitor legislation that impacts water, our most important natural resource. Supervisor Vasquez is committed to being an advocate for all of Solano County at the local, State and federal level on matters involving water. It is critical to all residents that our current water sources are protected while working to create more storage for growing demands.
- With agriculture being a large part of the District 4 land use and business community Supervisor Vasquez represents, he will continue to be a proponent of Solano County's farmers and ranchers.
- Continue the conversation of developing a Pleasants Valley Specific Plan to address the growing appeal for agritourism while taking into consideration rural-urban interface issues.
- 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 cities, non-profit agencies and service providers to address the myriad of issues contributing to homelessness.
- Building upon his work that began in FY2015/16 to address women in poverty in Solano County, Supervisor Vasquez looks forward to continuing efforts to raise public awareness of Alzheimer's, a disease that unfairly affects women in greater numbers than men and oftentimes poses a financial burden for those suffering from the disease and their families.
- Supervisor Vasquez looks forward to celebrating the re-dedication of the Nut Tree Airport in 2021.

Supervisor Vasquez will continue to support and 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 agricultural and it's heritage, educate our children and so much more.

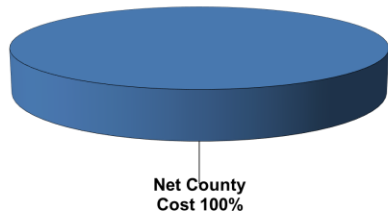
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$12,369 or 2.0% in appropriations when compared to the FY2020/21 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement costs and changes in health benefit costs and workers compensation rates. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges, offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

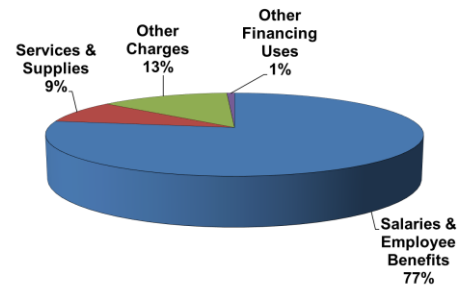
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	449,657	461,869	480,327	18,458	4.0%
SERVICES AND SUPPLIES	43,545	52,971	53,610	639	1.2%
OTHER CHARGES	89,103	87,396	80,480	(6,916)	(7.9%)
OTHER FINANCING USES	4,401	4,662	4,800	138	3.0%
INTRA-FUND TRANSFERS	937	0	50	50	0.0%
TOTAL APPROPRIATIONS	587,643	606,898	619,267	12,369	2.0%
NET COUNTY COST	587,643	606,898	619,267	12,369	2.0%

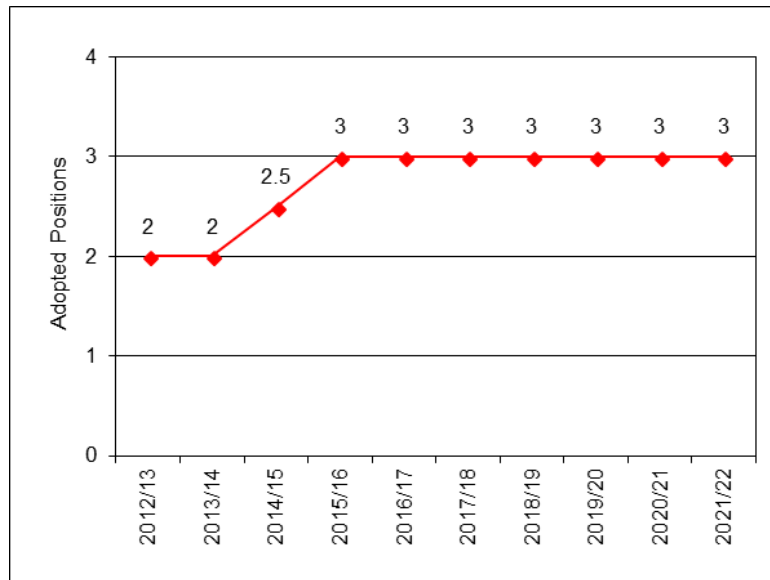
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

John M. Vasquez, Chair
Legislative & Administration

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19.

Budget Summary:

FY2020/21 Midyear Projection:	565,481
FY2021/22 Recommended:	596,794
County General Fund Contribution:	596,794
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. Since taking office on January 4, 2021, Supervisor Mashburn serves on the Delta Conservancy Board of Directors, the Delta Counties Coalition, Yolo Solano Air Quality Management District, the Solano Subbasin Groundwater Sustainability Agency, City County Coordinating Council, the Travis Community Consortium and the Board of Directors and Executive Committee of the Solano County Water Agency. Additionally, he serves as the alternate representative on the Delta Protection Commission and Solano Local Agency Formation Commission (LAFCo). The Supervisor maintains an office at the County Government Center, located at 675 Texas Street, Suite 6500 in Fairfield, California. The District 5 Office budget provides for the expenditures of the elected Supervisor and two full-time staff members.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- Taking office in the middle of the pandemic has created unique challenges in setting up an office to serve the people of a large and diverse district with many needs. The District includes one of the busiest installations in Air Mobility Command, some of the nation's richest farm and grazing land, a significant delta ecosystem, and the people who call this region home. Starting strong with a background in public service as a City Planning Commissioner, City Councilmember, and retired Sheriff's Lieutenant in Corrections, Supervisor Mashburn has decades of budget experience. Supervisor Mashburn began with a healthy background to prepare him to hit the ground running and with a keen interest in improving long-standing problems.

Accomplishments:

- Supervisor Mashburn has helped coordinate pop-up vaccination clinics to combat the spread of COVID-19, partnering with government agencies and local organizations to lead by example in stressing the importance of options for those wishing to take one of the vaccines throughout his district.
- With his background in the Solano County's jail system under Sheriff Tom Ferrara and his experience as a former foster parent, Supervisor Mashburn has seen first-hand the importance of a strong and capable juvenile justice system. In his new role, Supervisor Mashburn has started briefings to identify how the Board of Supervisors can engage with the Sheriff and Probation to strengthen the system and create new opportunities for diversion programs that benefit youth on the edge.
- In keeping with his commitment to public safety, Supervisor Mashburn has met with leadership, county staff and bargaining groups from Deputy Sheriffs, Corrections and Probation, to ensure their needs are met and that their voices are heard.
- Supervisor Mashburn is taking a hands-on approach to code enforcement within the unincorporated areas in Solano County, to ensure health and safety violations are addressed before becoming a larger problem. He and his staff have engaged in regular meetings with landowners and residents in areas of the 5th District that have seen significant problems with unsafe structures, fire prevention, illicit drugs, groundwater contamination and numerous other issues that demand attention.
- Listening and leading by example will be hallmarks of Supervisor Mashburn's tenure on the Board of Supervisors. In just a few short months and under COVID-19 conditions, he has spoken before the Rio Vista Rotary, met with Montezuma Hills, Cache Slough and Hastings Island landowners about issues ranging from water to biosolids, gave blood in the "Battle of the Badge" blood drive, met with hospital and community clinic leaders, helped the Leaven raise the profile of their important

Mitch Mashburn
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programs, participated in the first annual State of the Base at Travis, and welcomed a new Habitat for Humanity Veteran's Housing project to Rio Vista.

- Thousands of veterans and their families live within the 5th District, many of whom stayed following their service at Travis AFB or at the former Mare Island Naval Shipyard because of access to base benefits and quality health care at the VA and David Grant Medical Center. Supervisor Mashburn takes meeting the needs of those who served very seriously and has already called for a Veterans' Services Zoom event that was held highlighting available services provided by the County of Solano and others. It is his intention to continue to make events like these a regular part of the calendar.
- Addressing the chronic problems connected with Homelessness, Supervisor Mashburn continues to work toward a joint approach that leverages existing programs within cities, the County, State, and local non-profits that provide a path out and path up for the homeless population and a healthier and safer community for all. He has served on the TAY Homeless Services Review Panel to assess the RFP for transitional age youth homeless services and continues to meet and collaborate with local leaders and experts.
- With California four decades behind in creating new water storage, the demands of urban, agricultural, and environmental protection compete with a growing population and another drought. Supervisor Mashburn has already started meeting with representatives of each of these groups to ensure that Solano County does not pay the price for growing water demands from Southern California, and protecting the Solano Project, aquifer and delta intakes that provide much of Solano County's water.
- With his strong background in government budgeting, Supervisor Mashburn has taken an early approach to meeting with department heads to understand the role each department plays in the shared responsibility of serving the residents of Solano County. Among others, he has met with the County Administrator regularly, with Health and Social Services, Resource Management, the Public Defender, Veterans Services, First 5, County Counsel, the Assessor/Recorder, General Services, and County lobbyists at the federal and State levels.

Goals and Objectives:

Supervisor Mashburn has the benefit of serving in this new position with a wealth of experience in public service, and he intends to use that life experience to bring a new voice and new approaches to meeting the needs of the Solano County of today and tomorrow. To that end, Supervisor Mashburn is eager to prioritize the following issue areas with a clear set of goals and metrics:

- Ensuring safe neighborhoods and safe communities in a responsive public safety structure.
- Protecting Solano County's long-standing commitment to balanced budgets and strong reserves.
- Enforcing the Right to Farm commitment to family farmers and ranchers in Solano County.
- Serving those who have served us through comprehensive and appropriate Veterans Services.
- Ending the explosion of the homelessness crisis by helping those who seek a path out while enforcing safety needs of our entire community.
- Putting teeth to our Code Enforcement programs as a preventive measure.
- Protecting Solano County's needs of water for urban use, agriculture, and the environment without allowing our communities to mitigate for the state.
- Protecting the Delta for recreation, water supply and habitat for future generations.

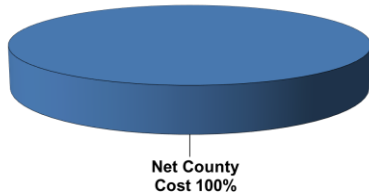
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$57,661 or 10.7% in appropriations when compared to the FY2020/21 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from negotiated and approved wage increases, CalPERS retirement costs and changes in health benefit costs and workers compensation rates. Additionally, the Recommended Budget includes increases in Services and Supplies due to increases in insurance and central data processing charges, offset by decreases in Other Charges associated with Countywide Administrative Overhead costs.

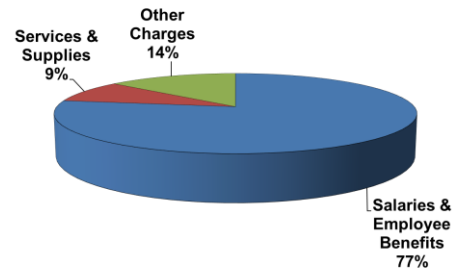
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	373,720	392,402	460,594	68,192	17.4%
SERVICES AND SUPPLIES	39,089	50,115	52,411	2,296	4.6%
OTHER CHARGES	78,179	94,066	80,889	(13,177)	(14.0%)
OTHER FINANCING USES	2,010	2,450	2,800	350	14.3%
INTRA-FUND TRANSFERS	10	100	100	0	0.0%
TOTAL APPROPRIATIONS	493,008	539,133	596,794	57,661	10.7%
NET COUNTY COST	493,008	539,133	596,794	57,661	10.7%

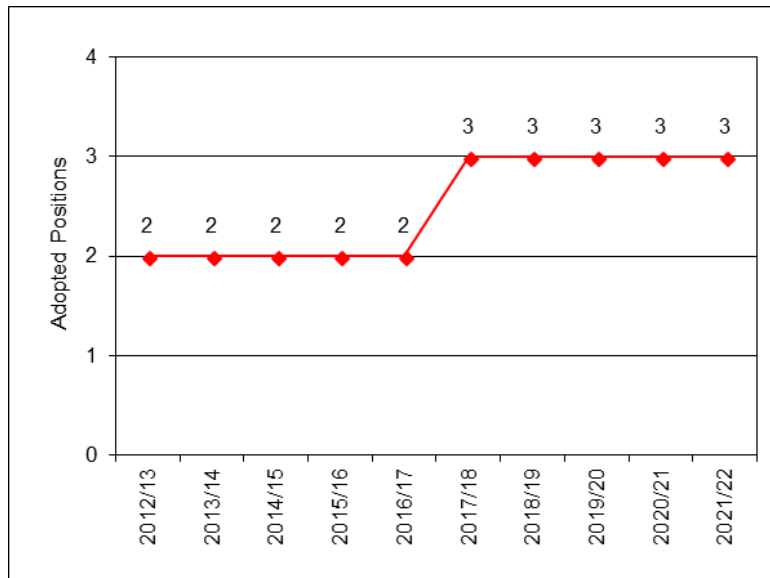
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

Mitch Mashburn
Legislative & Administration

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19.

Budget Summary:

FY2020/21 Midyear Projection:	309,990
FY2021/22 Recommended:	286,814
County General Fund Contribution:	286,814
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) and the Travis Community Consortium (TCC).

DEPARTMENTAL BUDGET SUMMARY

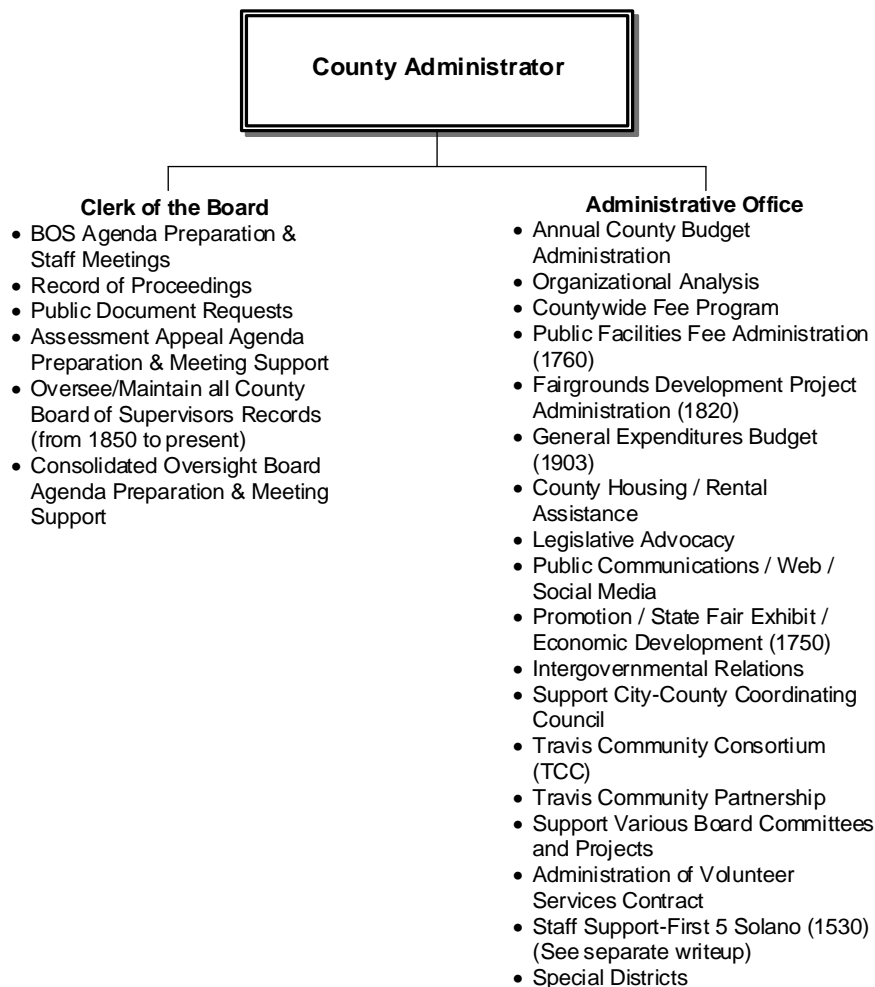
The Recommended Budget represents a decrease of \$22,073 or 7.1% in appropriations when compared to the FY2020/21 Adopted Budget. The decrease is primarily due to a decrease in Services and Supplies, including membership costs for the Association of Bay Area Governments (ABAG) and a reduction in travel expenses. Services and Supplies also includes costs for recording, editing, and copying of the Board of Supervisors meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, office expenses, managed print services, consulting services, lease for copiers, travel expenses for the Board of Supervisors Chair, and meals and refreshments for the Board of Supervisors Closed Sessions.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	187	0	0	0	0.0%
TOTAL REVENUES	187	0	0	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	26,499	32,437	28,871	(3,566)	(11.0%)
SERVICES AND SUPPLIES	124,934	245,450	226,943	(18,507)	(7.5%)
OTHER CHARGES	25,000	30,000	30,000	0	0.0%
INTRA-FUND TRANSFERS	387	1,000	1,000	0	0.0%
TOTAL APPROPRIATIONS	176,819	308,887	286,814	(22,073)	(7.1%)
NET COUNTY COST	176,819	308,887	286,814	(22,073)	(7.1%)

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

The Recommended Budget does not reflect a potential increase of costs resulting from possible future legislation associated with altering the format of Board of Supervisors meetings to include changes such as web-based presentations or continued alternate means of participation from the public.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2020/21 Midyear Projection:	4,717,685
FY2020/21 Recommended:	5,248,664
County General Fund Contribution:	2,046,256
Percent County General Fund Supported:	39.0%
Total Employees (FTEs):	18

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, Economic Development, Vallejo Lakes Water System, Human Services Needs Assessment, Social Equity Advisory, and Redistricting.
- Represent the Board in the County's intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
- Provide administrative and fiscal oversight to First 5 Solano Commission.
- Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair.
- Administer and supervise the Risk Management and Loss Prevention programs (Solano County Code sections 2-44).
- Serve as Incident Commander for emergency services (Solano County Code Chapter 7).

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments:

- Continued work with the Solano360 partners – the County, the City of Vallejo, and the Solano County Fair Association to advance the development of the Fairgrounds property in Vallejo based on Solano360 Specific Plan.
- Continued to engage and participate with Travis Air Force Base with the goal of enhancing capacity of the base while reducing ongoing operational costs, a collaboration between Air Force, County and 7 cities, and coordinated closely with Travis Community Consortium (TCC) partners.
- Continued work with the CAO's Pension Advisory Committee to implement strategies to address escalating retirement costs and established investment guidelines for Post-Employment Benefits Trust program.
- Continued to provide guidance on the implementation of the 2011 Public Safety Realignment for program and funding with the public safety departments.
- Continued partnership and support for "Moving Solano Forward," economic development strategies with Solano EDC.
- Continued to produce the annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyler (13th Report).
- Continued to provide guidance and support to the Delta Counties Coalition.
- Provided staff support to the annual Board Centenarian reception.
- Continued support of CAP Solano JPA, as work efforts focus on the strategic plan to address homeless issues throughout the County in partnership with all seven cities and began work on implementation strategies and partnerships.
- 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 \$46,295 donated by Solano County employees toward the 2019 "Holiday Food Fight" campaign for a grand total of \$505,440 donated by Solano County employees since 2004.
- Continued to provide support to Board subcommittee on the Solano Fairgrounds for both the Solano 360 Implementation and the operational agreements with the Fair.
- Oversaw and coordinated the federal CARES Act funding received in 2020 through multiple contracts and departments.

-
- Administrated the federal CARES funded Rental Assistance program and overseeing the 2020 Federal Emergency Rental Assistance Program through Catholic Charities.
 - Producing the Midyear Financial Forecast for the County Budget and preliminary budget figures while keeping the COVID-19 pandemic medical emergency impacts in mind.
 - With First 5 staff, a consultant Board Committee and department representative continued to implement County Human Services Needs Assessment (2nd year).
 - Actively monitoring legislative proposals and advocating for resources at State and federal levels to ensure delivery of services to County residents with the assistance of the County's federal and State legislative advocates.
 - Continued to coordinate with County Public Health and County OES on countywide and County responses to the impacts and emergency actions taken to address the concerns of the COVID-19 pandemic on county residents and County employees.
 - Working with the Board, County Public Health, Resource Management, Workforce Development, and County OES on the COVID-19 recovery, including RoadMap to reopening businesses and restoring County services.
 - Working with General Services, Auditor-Controller, Resource Management, and County OES on recovery efforts from the LNU Fire.
 - Working with LAFCo and Board Subcommittee reviewing Fire Districts services and fire preparedness.
 - Provided temporary department oversight of the Department of Human Resources.

WORKLOAD INDICATORS

During FY2020/21, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 32 various Board of Supervisors meetings in person and virtual with expanded and modified public participation access.
- Provided staff support to multiple Board of Supervisor subcommittees.
- Processed 617 Agenda submittals and developed/published Minutes for 25 Board of Supervisors' Regular Meetings, 3 City Selection Committees, and processed 285 Public Comments from the public related to items under the jurisdiction of the Board, through April 29, 2021.
- Provided staff administrative support to ten Assessment Appeals Hearing and meeting dates.
- Provided administrative support to two Consolidated Oversight Board Meetings.
- Recorded 9 Ordinances and 155 Resolutions adopted by the Board.
- Processed 259 Assessment Appeals applications (individual application for multiple parcels counted as one).
- Provided staff support to the City-County Coordinating Committee, Executive Committee and Joint Committee for a total of six meetings.
- Received 16 requests for information under the California Public Records Act (GC §6250).
- Filed 170 California Environmental Quality Act (CEQA) documents.
- Processed 54 claims against the County and 21 lawsuits.

Functional Area Summary

1100 – Fund 001-County Administrator Birgitta E. Corsello, County Administrator Legislative & Administration

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	47,561	37,920	41,537	3,617	9.5%
ADMINISTRATIVE OFFICE	3,889,402	3,540,815	3,160,871	(379,944)	(10.7%)
TOTAL REVENUES	3,936,963	3,578,735	3,202,408	(376,327)	(10.5%)
APPROPRIATIONS					
CLERK OF THE BOARD	447,801	571,762	554,002	(17,760)	(3.1%)
ADMINISTRATIVE OFFICE	3,469,047	4,433,652	4,694,662	261,010	5.9%
TOTAL APPROPRIATIONS	3,916,848	5,005,414	5,248,664	243,250	4.9%
NET COUNTY COST					
CLERK OF THE BOARD	400,240	533,842	512,465	(21,377)	(4.0%)
ADMINISTRATIVE OFFICE	(420,355)	892,837	1,533,791	640,954	71.8%
NET COUNTY COST	(20,115)	1,426,679	2,046,256	619,577	43.4%

STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	15	16	16	0	0.0%
TOTAL STAFFING	17	18	18	0	0.0%

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 eight other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets (excludes First 5 budget).

1115 - Administration:

The FY2021/22 Recommended Budget represents a decrease of \$379,944 or 10.7% in revenues and an increase of \$261,010 or 5.9% in appropriations when compared to the FY2020/21 Adopted Budget. The Net County Cost for the Administration budget increased by \$640,954 or 71.8%. This budget is primarily funded by County General Fund.

The principal factor leading to the increase in appropriations is increases in salaries and employee benefits of \$205,135 or 5.4% primarily due to negotiated and approved wage increases, CalPERS retirement costs, increase in employee accrued leave payouts, and having fully staffed positions.

Contracts

The FY2021/22 Recommended Budget includes a total of \$179,100 or 3.8% in contracted services which includes the following significant contract:

- \$179,100 Legislative Advocacy Services on General County Issues.

Fixed Assets

None.

1100 – Fund 001-County Administrator
Birgitta E. Corsello, County Administrator
Legislative & Administration

Functional Area Summary

1114 - Clerk of the Board:

The FY2021/22 Recommended Budget represents an increase of \$3,617 or 9.5% revenues and a decrease of \$17,760 or 3.1% in appropriations when compared to the FY2020/21 Adopted Budget. This budget is primarily funded by County General Fund.

Contracts

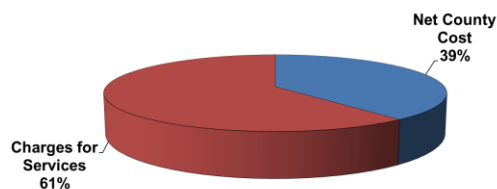
The FY2021/22 Recommended Budget includes a total of \$49,415 or 8.9% in contracted services which includes the following significant contracts:

- \$19,845 Support to live-stream meetings in the Board Chamber.
- \$29,570 Software maintenance and/or service agreements for the Legistar Agenda Management Program.

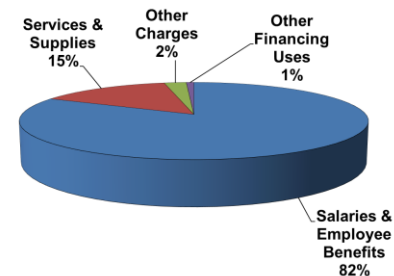
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



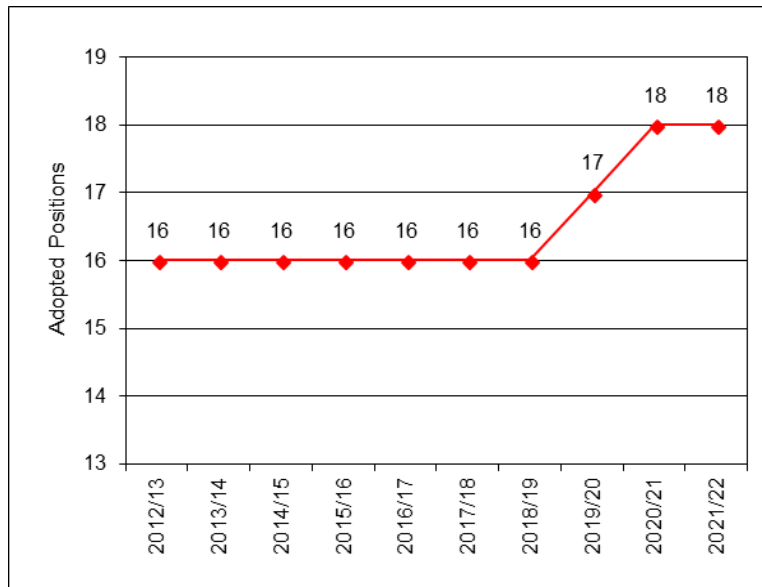
USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	(150)	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	138,877	0	0	0	0.0%
CHARGES FOR SERVICES	3,798,237	3,578,690	3,202,408	(376,282)	(10.5%)
MISC REVENUE	0	45	0	(45)	(100.0%)
TOTAL REVENUES	3,936,963	3,578,735	3,202,408	(376,327)	(10.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,206,331	4,132,422	4,319,216	186,794	4.5%
SERVICES AND SUPPLIES	547,779	702,005	756,364	54,359	7.7%
OTHER CHARGES	126,883	126,636	126,282	(354)	(0.3%)
OTHER FINANCING USES	29,779	41,346	43,118	1,772	4.3%
INTRA-FUND TRANSFERS	6,076	3,005	3,684	679	22.6%
TOTAL APPROPRIATIONS	3,916,848	5,005,414	5,248,664	243,250	4.9%
NET COUNTY COST	(20,115)	1,426,679	2,046,256	619,577	43.4%

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in FY2021/22 Recommended Budget.

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

Effecting a good transfer of knowledge within and between departments given the number of retirements that have occurred in FY2020/21 and a number anticipated in FY2021/22 to insure 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 thought the County.

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

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

COVID-19 - The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

1100 – Fund 001-County Administrator
Birgitta E. Corsello, County Administrator
Legislative & Administration

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	4,064	0	0	0	0.0%
1903 GENERAL EXPENDITURES	2,727,197	2,320,500	1,857,000	(463,500)	(20.0%)
1905 COUNTYWIDE COST ALLOCATION PLA	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
1906 GENERAL FUND OTHER-DEBT SERV	0	0	0	0	0.0%
2400 GRAND JURY	2,198	0	0	0	0.0%
6730 OTHER PUBLIC DEFENSE	3,722,302	3,425,910	3,493,947	68,037	2.0%
6800 C M F CASES	396,602	450,000	450,000	0	0.0%
6901 2011 REALIGNMENT-ADMINISTRATIO	158,725	150,000	150,000	0	0.0%
APPROPRIATIONS					
1750 PROMOTION	112,206	155,444	155,515	71	0.0%
1903 GENERAL EXPENDITURES	164,906,245	185,913,693	212,283,943	26,370,250	14.2%
1905 COUNTYWIDE COST ALLOCATION PLA	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
1906 GENERAL FUND OTHER-DEBT SERV	2,061,324	1,893,858	1,926,376	32,518	1.7%
2400 GRAND JURY	121,432	132,315	132,964	649	0.5%
6730 OTHER PUBLIC DEFENSE	3,722,302	3,425,910	3,493,947	68,037	2.0%
6800 C M F CASES	380,724	408,429	405,141	(3,288)	(0.8%)
6901 2011 REALIGNMENT-ADMINISTRATIO	204,710	167,746	167,746	0	0.0%
NET CHANGE					
1750 PROMOTION	108,142	155,444	155,515	71	0.0%
1903 GENERAL EXPENDITURES	162,179,048	183,593,193	210,426,943	26,833,750	14.6%
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	2,061,324	1,893,858	1,926,376	32,518	1.7%
2400 GRAND JURY	119,234	132,315	132,964	649	0.5%
6730 OTHER PUBLIC DEFENSE	0	0	0	0	0.0%
6800 C M F CASES	(15,878)	(41,571)	(44,859)	(3,288)	7.9%
6901 2011 REALIGNMENT-ADMINISTRATIO	45,985	17,746	17,746	0	0.0%

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 are designated and reflected in this budget to serve a variety of social needs and public purposes that are considered in the best interests of the County and the general public. The Promotions budget finances County marketing and promotional efforts, the State Fair exhibit, and economic development and tourism initiatives.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- State Fair for Summer 2020 and Summer 2021 have been canceled and the fair exhibit has been suspended due to the ongoing COVID-19 pandemic.

Accomplishments:

- Published the *2020 Index of Economic and Community Progress* in May 2021 that addressed the changing Solano County economy, focusing on jobs, housing, 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 FY2021/22 Recommended Budget represents an increase of \$71 in appropriations when compared to the FY2020/21 Adopted Budget. The additional costs are a result of increased Countywide Administration Overhead.

Primary Funding Sources

The funding source for the Department is County General Fund.

Primary Costs

The FY2021/22 Recommended Budget includes the following significant projects:

- \$47,500 for the continued implementation of the "Solano Means Business" economic development strategies with Solano EDC.
- \$35,000 for consulting fees related to the branding update of the Solano County website, SolanoCounty.com.
- \$25,000 for Economic Development projects relating to Business Retention, Expansion and Attraction.
- \$20,000 for a comprehensive contract to design, construct, and staff a Solano County exhibit at the 2022 California State Fair. It is important to note that the California State Fair has been cancelled for 2020 and 2021 due to the ongoing COVID-19 health emergency.
- \$20,000 for economic development studies to produce the *2021 Index of Economic and Community Progress*.
- \$5,000 for the cost of promotional campaigns and projects that market the County throughout the region.

Contracts

None.

Fixed Assets

None.

1750 – Fund 001-Promotion**Summary of Other Administered Budgets**

Birgitta E. Corsello, County Administrator
Promotion

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	3,009	0	0	0	0.0%
CHARGES FOR SERVICES	1,055	0	0	0	0.0%
TOTAL REVENUES	4,064	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	111,510	153,800	152,800	(1,000)	(0.7%)
OTHER CHARGES	0	1,644	2,715	1,071	65.1%
INTRA-FUND TRANSFERS	697	0	0	0	0.0%
TOTAL APPROPRIATIONS	112,206	155,444	155,515	71	0.0%
NET COUNTY COST	108,142	155,444	155,515	71	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

ECONOMIC DEVELOPMENT – The County will continue to work with Solano EDC and other partners to attract and retain industries that drive our economy and increase competitive efforts to support business expansion and job growth and attract, create, and grow employment opportunities locally. This will be accomplished through an inclusive collaboration of public and private stakeholders, as part of the ongoing implementation of the “Solano Means Business” initiative – a forward-thinking strategy based on extensive research, data, and community engagement.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,264,282	1,085,500	940,000	(145,500)	(13.4%)
CHARGES FOR SERVICES	1,284,710	1,235,000	917,000	(318,000)	(25.7%)
OTHER FINANCING SOURCES	178,206	0	0	0	0.0%
TOTAL REVENUES	2,727,197	2,320,500	1,857,000	(463,500)	(20.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	0	1,500,000	1,500,000	0	0.0%
SERVICES AND SUPPLIES	620,889	1,455,619	1,455,451	(168)	(0.0%)
OTHER CHARGES	9,439,919	9,445,832	9,499,314	53,482	0.6%
OTHER FINANCING USES	154,844,881	173,512,242	199,829,178	26,316,936	15.2%
INTRA-FUND TRANSFERS	556	0	0	0	0.0%
TOTAL APPROPRIATIONS	164,906,245	185,913,693	212,283,943	26,370,250	14.2%
NET COUNTY COST	162,179,048	183,593,193	210,426,943	26,833,750	14.6%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a decrease of \$463,500 or 20.0% in revenues and an increase of \$26,370,250 or 14.2% in appropriations when compared to the FY2020/21 Adopted Budget. The Net County Cost increased by \$26,833,750 or 14.6%.

The appropriations increase of \$26,370,250 is primarily the net result of an increase of \$26,316,936 in Other Financing Uses and \$53,314 in Services and Supplies and Other Charges. The appropriations include the following:

Accrued Leave Payoff allocation of \$1,500,000, which is in line with the FY2020/21 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:

- \$215,200 for technology investments to fund automation projects in County departments that promote efficiency through the use of technology.
- \$355,701 for the County's share of LAFCo's costs for FY2021/22 Budget.
- \$400,000 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.
- \$134,750 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2022.
- \$200,000 rebudget from FY2020/21 for the purchase and implementation of new budget software and for maintaining software licensing and support of existing systems to promote efficiency in the budget process.

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

- \$8,174,426 for the required Maintenance of Effort (MOE) to the Trial Court.

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

Other Financing Uses reflects the General Fund Contributions to other Non-General Fund County Departments totaling \$199,829,178 an increase of \$26,316,936 when compared to the FY2020/21 Adopted Budget as noted below:

Public Safety Fund

The General Fund Contribution to the Public Safety Departments, Fund 900, is \$144,180,465, an increase of \$12,102,964 or 9.1% when compared to the FY2020/21 Adopted Budget and is the net result of the following:

- Sheriff's Office: \$74,450,413 General Fund Contribution which represents a \$7,366,485 increase primarily the result of increases in labor costs, liability insurance, inmate medical costs, and Countywide Administrative Overhead.
- Probation: \$25,213,562 General Fund Contribution which represents an increase of \$1,670,028 primarily the result of increases in labor costs, liability insurance.
- District Attorney: \$19,313,962 General Fund Contribution which represents a \$1,416,474 increase to the District Attorney, primarily due to increases in labor costs, liability insurance, and Countywide Administrative Overhead.
- Public Defender: \$16,245,178 General Fund Contribution which represents a \$1,206,377 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Alternate Public Defender: \$5,463,403 General Fund Contribution which represents a \$375,563 increase. The increased need for General Fund support is primarily the result of increased labor costs.
- Other Public Defense: \$3,493,947 in General Fund Contribution which represents an increase of \$68,037 due to a higher projection of expenditures for Court-appointed private attorney services.

Public Safety revenues, including Proposition 172 and AB 109 funding, are largely dependent on sales tax generated statewide. In the past, these revenue sources have been utilized to defray some Public Safety department program cost increases, thereby offsetting a portion of the cost increases and the General Fund Contribution. In FY2021/22, the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely as a result of the potential ongoing impacts on the economy and statewide sales tax revenues from the COVID-19 emergency. For more detail see Public Safety section of the Budget.

Health & Social Services Fund

The General Fund Contribution to Health and Social Services (H&SS), Fund 902, is \$24,017,483, an increase of \$2,404,984 or 11.1% when compared to the FY2020/21 Adopted Budget. The increase is comprised of the following:

- \$2,283,831 increase to Assistance Programs primarily due to increases in Adoptions Assistance and Foster Care Assistance program costs.
- \$809,548 increase in Health Services represents the annual participation fee for the County Medical Services Program (CMSP) which was waived in FY2020/21.
- \$321,174 decrease in Social Services is primarily due to decreases in County share of cost for the administration of CalFresh, CalWORKs, Public Guardian, and SSI advocacy programs; and offset by increases in the administration of Medi-Cal, General Assistance, CalWIN and In-Home Supportive Services programs.

-
- \$367,221 decrease in additional transfers to H&SS – Administration, Public Health, and Social Services, representing changes in the General Fund Contribution to Non-County Agencies contracted through H&SS.

IHSS Public Authority Fund

The General Fund Contribution to IHSS Public Authority, Fund 152, is \$8,072,639, an increase of \$1,531,591 or 23.4% when compared to the FY2020/21 Adopted Budget due to changes in the IHSS Maintenance of Effort (MOE) as required by State law. This represents the 4% inflation factor and an equal funding share between 1991 Realignment and County General Fund for the IHSS Maintenance of Effort (MOE).

Transfers-Out to Other County Departments/Funds

- \$18,449,000 to (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 Reserves and General Fund - Fund Balance.
- \$2,000,000 to (Fund 107 – BU 1820) – Fairgrounds Development Project to fund continued efforts in the demolition and development of the Solano County Fairgrounds property in Vallejo, California.
- \$343,832 to (Fund 004 - BU 6300) – Library for the Library Director's salaries and employee benefits in accordance with Education Code §19147.
- \$572,579 to (Fund 016 - BU 7000) - Parks & Recreation which reflects the County's share of cost for operation of the Parks supported by the General Fund.
- \$1,615,000 to (Fund 151 - BU 1570) - First 5 for contract services and direct services through the County's Community Investment Fund.
- \$257,040 to (Fund 369 – BU 2480) – Department of Child Support Services to fund one-time transition costs.
- \$321,140 to (Fund 216 – BU 2160) – Area Agency on Aging for Solano County's share of cost and overmatch.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. The General Expenditure reflects the financing of programs outside of the General Fund such as Public Safety, Health and Social Services, In-Home Supportive Services Public Authority, Parks and Recreation, and the Library. The impacts of COVID-19 on these programs outside of the General Fund may result in significant changes to the General Expenditure budget. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

1905 – Fund 001-Countywide Cost Allocation Plan Summary of Other Administered Budgets**Birgitta E. Corsello, County Administrator**
Other General**FUNCTION AND RESPONSIBILITIES**

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$670,662 or 15.4% in both revenues and appropriations when compared to the FY2020/21 Adopted Budget. The net offset for FY2021/22 is \$3,677,106. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead Plan calculation.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
TOTAL REVENUES	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
APPROPRIATIONS					
OTHER CHARGES	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
TOTAL APPROPRIATIONS	(4,408,762)	(4,347,768)	(3,677,106)	670,662	(15.4%)
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets 1906 – Fund 001-General Fund Other - Debt Service
Birgitta E. Corsello, County Administrator
Other General

FUNCTION AND RESPONSIBILITIES

This budget is used as a General Fund conduit to finance the 2017 and 2013 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. The COP were issued for the construction of the 6-story Government Center, 5-story parking structure, 2-story Probation Facility, and improvement to the Central Utility Plant and the Library, all located in Fairfield. Departments using the Government Center and the Probation Facility are allocated their corresponding share of the Debt Service due on the 2017 COP based on their building space usage and a share of the parking structure. Any vacant office space in the Government Center is assigned to the General Fund for purpose of allocating the costs of the 2017 COP debt service payments. This is the General Fund share for (BU 8037).

The 2013 COP 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 (BU 8036).

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$32,518 or 1.7% in appropriations when compared to the FY2020/21 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2017 COPs (\$1,881,406), and the 2013 COPs (\$44,970).

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	2,061,324	1,893,858	1,926,376	32,518	1.7%
TOTAL APPROPRIATIONS	2,061,324	1,893,858	1,926,376	32,518	1.7%
NET COUNTY COST	2,061,324	1,893,858	1,926,376	32,518	1.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

In FY2021/22 the General Fund share of the principal and interest payments on the 2017 COPs includes \$115,785 in costs which would otherwise be funded by (BU 4140) Courthouse Temporary Construction Fund. However, projected court fines and vehicle violations in (BU 4140) are not trending to meet the debt service obligations in FY2021/22. As a result, the General Fund is funding the shortfall. See (BU 4140) Courthouse Temporary Construction Fund for additional details.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Birgitta E. Corsello, County Administrator
Judicial

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The Solano County Grand Jury anticipates issuing 12 reports which will be released later in June 2021.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$649 or a 0.5% in appropriations when compared to the FY2020/21 Adopted Budget. The increase in appropriations is primarily due to an increase in the County portion of salary and benefits for the Civil Grand Jury's Administrative Assistant. The Budget is funded within the County General Fund and has no revenue.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	2,198	0	0	0	0.0%
TOTAL REVENUES	2,198	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	103,540	113,400	115,634	2,234	2.0%
OTHER CHARGES	17,055	18,165	16,580	(1,585)	(8.7%)
INTRA-FUND TRANSFERS	837	750	750	0	0.0%
TOTAL APPROPRIATIONS	121,432	132,315	132,964	649	0.5%
NET COUNTY COST	121,432	132,315	132,964	649	0.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

their reimbursable expenses. This creates budget forecast challenges because the Civil Grand Jury is selected after the Recommended Budget is completed.

The Civil Grand Jury does not have the option to eliminate positions as a budget management tool. An Administrative Assistant occupies a part-time position through the Court Administrative Office to support the Civil Grand Jury clerical needs. The work of the Civil Grand Jury would not be able to move forward in an effective and efficient way without an Administrative Assistant.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

This budget unit funds the cost of indigent defense in cases where a conflict is present with the County-staffed Public Defender or Alternate Public Defender Offices, and the services of Court-appointed counsel are arranged. The United States Supreme Court decisions *Gideon v. Wainwright* 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 Section 987.2 (a) (3) provides that in any case in which a person desires but is unable to employ counsel, and in which the Public Defender has properly refused to represent the accused, counsel is assigned by the Superior Court and shall receive a reasonable sum for compensation and necessary expenses, paid out of the County General Fund.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$68,037 or 2.0% in both revenues and appropriations when compared to FY2020/21 Adopted Budget. The primary funding source for the budget is the County General Fund. The increase in Net County Cost is primarily due to an increase in the number of projected cases needing psychological and legal services.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
GENERAL FUND CONTRIBUTION	3,722,302	3,425,910	3,493,947	68,037	2.0%
TOTAL REVENUES	3,722,302	3,425,910	3,493,947	68,037	2.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	258	197,081	206,790	9,709	4.9%
SERVICES AND SUPPLIES	3,644,979	3,186,731	3,263,152	76,421	2.4%
OTHER CHARGES	77,065	40,047	21,859	(18,188)	(45.4%)
OTHER FINANCING USES	0	2,051	2,146	95	4.6%
TOTAL APPROPRIATIONS	3,722,302	3,425,910	3,493,947	68,037	2.0%
NET CHANGE	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

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

PENDING ISSUES AND POLICY CONSIDERATIONS

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

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

6800 – Fund 901-California Med. Fac. (CMF) Cases Summary of Other Administered Budgets

Birgitta E. Corsello, 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 Penal Code section 4750, these costs are, in turn, eligible for almost full reimbursement by the State. Countywide Administrative Overhead, interest expense, and certain treatment costs covered under PC §2970 are not reimbursed by the State.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and a decrease of \$3,288 or 0.8% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

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

Primary Costs

The decrease in appropriations is due to a decrease in County Administrative Overhead.

Contracts

None requiring Board action.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	396,602	450,000	450,000	0	0.0%
TOTAL REVENUES	396,602	450,000	450,000	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	370,118	397,442	397,442	0	0.0%
OTHER CHARGES	10,606	10,987	7,699	(3,288)	(29.9%)
TOTAL APPROPRIATIONS	380,724	408,429	405,141	(3,288)	(0.8%)
CHANGE IN FUND BALANCE	(15,878)	(41,571)	(44,859)	(3,288)	7.9%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

6901 – Fund 905-2011 Realignment-Administration Summary of Other Administered Budgets

Birgitta E. Corsello, County Administrator
Judicial

FUNCTION AND RESPONSIBILITIES

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

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues or appropriations when compared to the FY2020/21 Adopted Budget, funded entirely by one-time AB 109 planning funds. The Recommended Budget includes \$93,971 which will be provided to the Superior Court of California County of Solano for partial funding of the Court's Collaborative Court Manager and \$15,177 for partial funding of the Veterans Court Case Manager. The Budget also includes \$58,598 allocated for the continued implementation of the approved Local Realignment Implementation Plan funded by the allocation of one-time funds from the State.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	158,725	150,000	150,000	0	0.0%
TOTAL REVENUES	158,725	150,000	150,000	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	95,136	58,598	58,598	0	0.0%
OTHER CHARGES	109,574	109,148	109,148	0	0.0%
TOTAL APPROPRIATIONS	204,710	167,746	167,746	0	0.0%
NET CHANGE	45,985	17,746	17,746	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

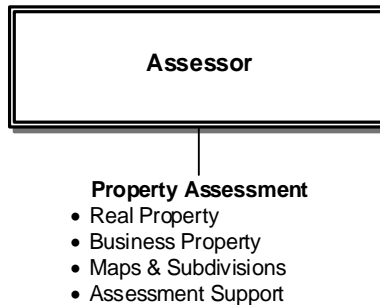
There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The State allocation of AB 109 funding is dependent on the statewide sales tax and Vehicle License Fees (VLF) collections. In FY2021/22 the State allocation of funds to Solano County remains insufficient to cover AB 109 associated program costs. To balance the AB 109 budget, the programming of services and staff in department budgets for Sheriff, Probation, Public Defender, District Attorney, Health and Social Services, and Solano Courts rely on the use of one-time unspent carryforward AB 109 revenue from prior years. The continued use of unspent carryforward to balance the budget in future years is unsustainable. In an effort to align appropriations for programs and services with ongoing revenues, affected County departments continue to identify budget reductions and program changes where possible to control ongoing costs, monitor annual revenue allocations, and refine the services funded to focus on reducing recidivism.

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. In FY2020/21 AB 109 Growth revenues were projected to decrease due to the disruption in the economy caused by COVID-19. The actual decrease in revenue was less than anticipated, and the County did receive \$1.1 million in AB 109 Growth funding in FY2020/21 based on statewide allocations not anticipated in the initial budget. The amount of annual Growth funding received is subject to fluctuation and may impact the County's utilization of available carryforward balance. AB 109 Growth Funding in FY2021/22 is projected based on initial Statewide estimates and is subject to change.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

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

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

Budget Summary:

FY2020/21 Midyear Projection:	8,624,535
FY2021/22 Recommended:	8,942,744
County General Fund Contribution:	4,366,867
Percent County General Fund Supported:	48.8%
Total Employees (FTEs):	49

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes, and determines the assessed value of approximately 149,588 parcels, 7,500 business properties, 7,000 boats, 1,300 manufactured homes, and 200 aircraft located in the County. Additionally, the County Assessor office reviews approximately 20,141 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annual mandatory audits; 600 Possessory Interest properties, 116 government-owned properties, and 2,246 California Land Conservation (Williamson) Act properties; responds to formal and informal appeals from property owners contesting the assessed value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- The close of property tax year ending June 30, 2020 saw 367 properties removed from Proposition 8 status, which brings the estimated remaining properties on Proposition 8 status to 8,507 properties during FY2020/21. Proposition 8 properties are where the value remains temporarily reduced due to the decline of the real estate market. Proposition 8 requires the Assessor to value property at the lesser of market value or factored base year value, also known as Proposition 13 value.
- Completed 13,652 changes in ownership and new construction valuations, representing a decrease in assessment work over the prior year.
- Resolved 155 assessment appeals matters during the year.
- Made 258 assessment reductions due to the LNU Lightning Complex Fire destroying homes and other structures in unincorporated Solano County outside the City of Vacaville.
- Assisted Department of Resource Management to verify ownership of approximately 200 parcels impacted by the LNU Fire to process Right of Entry forms.

- Continued successfully using the automated valuation model (AVM) software program to streamline the processing of residential property assessments.
- Maintained online e-filing option for businesses throughout Solano County businesses to submit Business Property Statements. The Standard Data Record (SDR) site that hosts e-filing is a complete online solution for filing Business Property Statements in the State of California. The ability to e-file is provided to the public on a secured, county government-controlled website. All eligible businesses were sent secured login information in order to participate.
- Timely responsiveness to a high volume of customer inquiries due to real estate market activity and changes in market values.
- Efforts to shift more of the daily processing work to paperless solutions have been ongoing and emphasized due to the COVID-19 restrictions.
- Actively participated in Phase 0 (preparation) and began Phase 1 (data configuration) to implement the new County Assessment Tax System (CATS) property tax system. Utilized staff resources to plan and review project details. Trained new Limited-Term staff and assigned data cleanup projects necessary for the information in the current Solano County Property Tax System (SCIPS) to be ready for conversion to CATS.

WORKLOAD INDICATORS

- Performed annual review of 8,449 residential parcels and approximately 458 non-residential property types for Proposition 8 valuation purposes.
- Reviewed, analyzed, and defended enrolled assessed values of 155 residential and non-residential properties under appeal by property owners.
- Reviewed and processed 5,200 business property statements, 3,000 of which were submitted through e-filing, which were used to determine unsecured assessments, assess 3,500 boats and 200 aircraft.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	3,197,167	3,731,000	4,575,877	844,877	22.6%
TOTAL REVENUES	3,197,167	3,731,000	4,575,877	844,877	22.6%
APPROPRIATIONS					
PROPERTY ASSESSMENT	6,885,023	8,871,996	8,942,744	70,748	0.8%
TOTAL APPROPRIATIONS	6,885,023	8,871,996	8,942,744	70,748	0.8%
NET COUNTY COST					
PROPERTY ASSESSMENT	3,687,856	5,140,996	4,366,867	(774,129)	(15.1%)
NET COUNTY COST	3,687,856	5,140,996	4,366,867	(774,129)	(15.1%)

STAFFING					
PROPERTY ASSESSMENT	40	49	49	0	0.0%
TOTAL STAFFING	40	49	49	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$844,877 or 22.6% in revenues and \$70,748 or 0.8% in appropriations when compared to FY2020/21 Adopted Budget. As a result, the Net County Cost decreased by \$774,129 or 15.1%.

Primary Funding Source

The primary funding sources for the Department are the General Fund, which comprises \$4,366,867 or 48.8%, and Charges for Services revenue consisting of \$4,575,877 or 51.2%.

The FY2021/22 Recommended Budget includes an \$844,877 or 22.6% increase in revenues due to the increase in Charges for Services for the reimbursement made by Department of Information Technology (DoIT) for labor cost associated with County Assessment Tax System (CATS) Project and for the Department's share of Property Tax Administration Fee (PTAF) charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection, and allocation.

Primary Costs

The FY2021/22 Recommended Budget of \$8,942,744 includes a \$70,748 or 0.8% net increase in appropriations due to the following:

- Salaries and Employee Benefits of \$6,404,615 reflect a net increase of \$412,416 or 6.9% primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and changes in health benefit costs and workers compensation and unemployment rates.
- Services and Supplies of \$2,144,896 reflect a net decrease of \$339,316 or 13.7% and is primarily driven by decreases in SCIPS-data processing service rates and central data processing services. An additional decrease in Software expenditures was noted as the one-time software purchase was completed in FY2020/21.
- Other Charges of \$520,501 reflect an increase of \$16,045 or 3.2%, due to increase in Countywide Administrative Overhead.
- Intrafund Transfers - Revenue of \$190,171 reflect an increase of \$21,556 or 12.8% driven by the share of the Assessor in the salaries and employee benefits for the Department Head, Assistant Department Head, and Office Coordinator.

Contracts

The FY2021/22 Recommended Budget includes a total of \$543,000 for contracted services which include the following significant contracts:

- \$373,000 for legal and consulting services for property tax appeals.
- \$170,000 for consultant for mineral rights assessment services.

Fixed Assets

None.

DEPARTMENT COMMENTS

In response to the August 2020 LNU Lightning Complex Fire, the Assessor assisted Solano County property owners in the calamity assessment process for property tax relief and aided Resource Management to verify property ownership for Rights to Entry.

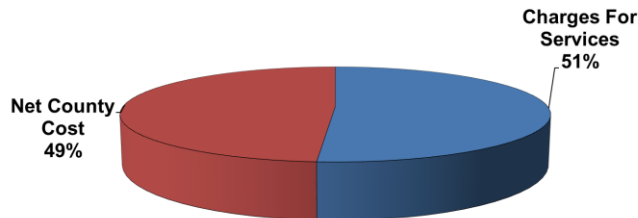
The Department continues to leverage the additional Limited-Term Staff granted to the Assessor in FY2019/20 to allow current staff and subject matter experts to participate in the CATS project, computer system and software replacement.

Continued changes in the real estate market impacts the Assessor's workload in a variety of ways. The number of properties on Proposition 8 has declined. The volume of customer inquiries remains steadily high as the Department continues to educate the public on property value increases, new Proposition 19 legislation, and restoration of Proposition 13 base values. In response to COVID-19 safety precautions, the Department also continues to increase paperless processes which allows for additional employee telecommuting options.

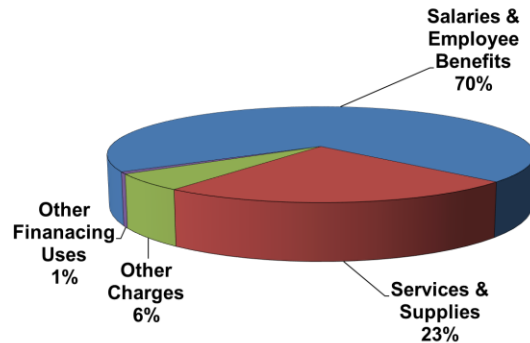
Functional Area Summary

1150 – Fund 001-Assessor
Marc Tonnesen, Assessor/Recorder
Finance

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	25,082	0	0	0	0.0%
CHARGES FOR SERVICES	3,165,941	3,731,000	4,575,877	844,877	22.6%
MISC REVENUE	6,143	0	0	0	0.0%
TOTAL REVENUES	3,197,167	3,731,000	4,575,877	844,877	22.6%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,595,932	5,992,199	6,404,615	412,416	6.9%
SERVICES AND SUPPLIES	1,915,367	2,484,212	2,144,896	(339,316)	(13.7%)
OTHER CHARGES	483,121	504,456	520,501	16,045	3.2%
OTHER FINANCING USES	44,545	59,744	62,903	3,159	5.3%
INTRA-FUND TRANSFERS	(153,942)	(168,615)	(190,171)	(21,556)	12.8%
TOTAL APPROPRIATIONS	6,885,023	8,871,996	8,942,744	70,748	0.8%
NET COUNTY COST	3,687,856	5,140,996	4,366,867	(774,129)	(15.1%)

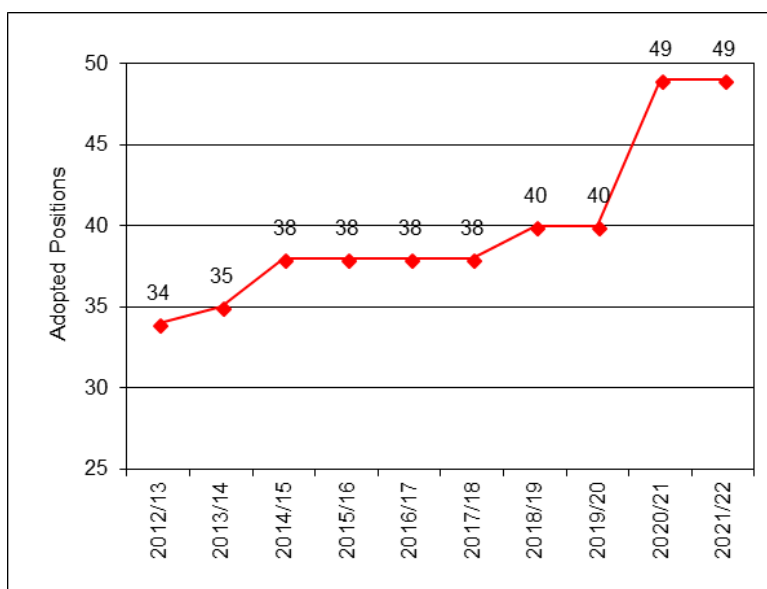
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Assessor/Recorder, Auditor-Controller and Treasurer/Tax Collector/County Clerk continue to work with DoIT to replace the Solano County Integrated Property System approved by the Board of Supervisors in FY2016/17. The CATS project is a multiyear project with an expected project cost of \$10 million. In a continued effort with the CATS Project team, the Assessor will dedicate experienced personnel who are subject matter experts of various fields to map, test, and validate the CATS data. This work will be done concurrently with preparing and closing the annual roll utilizing the current software program.

On November 3, 2020, voters in California approved Proposition 19 “The Home Protection for Seniors, Severely Disabled, Families, and Victims of Wildfires or Natural Disasters Act.” This Constitutional amendment to Proposition 13 removes and changes some of the parent to child and grandparent to grandchild property tax exclusions and expands provisions for base year value transfers of a primary residence for persons at least 55 years of age, severely disabled, victims of wildfires or natural disasters. Proposition 19 did not have companion legislation from the California Legislature that would direct the Assessor’s office on implementing many aspects of the new law. However, the Assessor continues to work with the California Assessors’ Association, the Legislature, and the Board of Equalization to provide guidance on this new law so that a smooth transition will take place. Every effort will be made to apply the law as written, while awaiting further guidance from the California Legislature.

The Assessor’s Office is currently focused on closing the assessment roll by July 1, 2021. COVID-19 is expected to impact the assessed values of select commercial properties which could result in an increase in the assessment appeals workload. However, the extent of the increase in assessment appeals or the impact on assessed values will not be known until after the appeals filing period opens on July 1, 2021.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

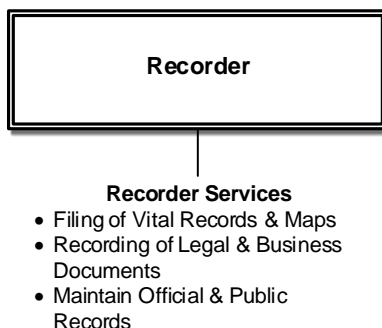
Summary of Other Administered Budgets

1150 – Fund 001-Assessor
Marc Tonnesen, Assessor/Recorder
Finance

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	2,345,436	2,047,000	2,518,500	471,500	23.0%
4000 RECORDER SPECIAL REVENUE	1,056,105	789,902	1,017,000	227,098	28.8%
APPROPRIATIONS					
2909 RECORDER	1,883,295	2,045,603	2,137,667	92,064	4.5%
4000 RECORDER SPECIAL REVENUE	526,204	832,500	819,843	(12,657)	(1.5%)
NET CHANGE					
2909 RECORDER	(462,141)	(1,397)	(380,833)	(379,436)	27160.8%
4000 RECORDER SPECIAL REVENUE	(529,901)	42,598	(197,157)	(239,755)	(562.8%)

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

**Marc Tonnesen, Assessor/Recorder
Other Protection**



DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	1,992,459
FY2021/22 Recommended:	2,137,667
County General Fund Contribution:	0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	14

FUNCTION AND RESPONSIBILITIES

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

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

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

The Recorder's Office also acts as the central collector of additional mandated fees associated with the recording of documents and distributes that revenue to the benefiting agencies. On a daily basis, 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 ACCOMPLISHMENTSAccomplishments:

- The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2020, the Recorder's Office collected \$13,300 for the State of California's Family Law Trust Fund, \$31,400 for the County's Office of Family Violence Prevention, and \$61,500 for the County's Children's Trust, which funds child neglect and abuse prevention and intervention programs. Also collected was \$578,600 for the Trial Court Fund to help State court operating costs, \$937,600 for the District Attorney's Real Estate Fraud Prosecution Fund, and \$6.7 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 \$7.6 million.
- The Recorder's Office continues to aid the District Attorney in the expansion of the Real Estate Fraud Prosecution Fund. Pursuant to Government Code section 27388, State Bill 1342, the County Board of Supervisors approved the District Attorney's permanent increase of the Real Estate Fraud Fee to \$10.00 effective November 3, 2015, which applied to 58 types of documents. The Recorder's Office examines each document to determine the qualifications and distributes the fee to the District Attorney's Office. In 2020, the fee was applied to 104,000 of the over 141,000 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 then 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 2020, a total of 1,200 social security numbers were redacted from current official documents. The Recorder has let the collection of the Social Security Truncation fee sunset. However, the Recorder continues to dedicate staff time and effort to continue truncating all social security numbers recorded with the Department.
- In September 2017, the Governor signed into law Senate Bill 2 Building Homes and Jobs Act, which requires the County recorder to collect a fee on real estate instruments, paper, or notices on behalf of the State of California. These funds are dedicated to the development of affordable housing throughout the State. In 2020, the Recorder collected the SB 2 fee on 93,600 qualifying official records.
- In 2006, the Board of Supervisors adopted Resolution 2006-220 which approved the County participation in the Electronic Recording Delivery Act of 2004 (ERDA) and authorized the Assessor/Recorder to execute a Memorandum of Understanding with the State Department of Justice (DOJ) in accordance with the ERDA and approved the Assessor/Recorder to issue payments to the DOJ for the County's allocated share of the direct cost of program oversight. On November 17, 2020, the Recorder's Office received Board of Supervisors approval to withdraw from the Joint Powers Agreement with California Electronic Recording Transaction Authority effective July 1, 2021. The department also received Board approval to participate in the Statewide Electronic Courier Universal Recording Environment (SECURE), a multi-county Electronic Recording Delivery System (ERDS) owned and operated by Los Angeles, Orange, Riverside and San Diego Counties. The system is compliant with Gov Code 27392 (a) which requires recording delivery system to be operational only with system certification by the Attorney General. The change to the new system is anticipated to occur by July 1, 2021. In 2020, 57,400 documents were recorded electronically, which is a 47% increase in E-Recording over last year. E-Recorded documents now accounts for 41% of recorded documents.

WORKLOAD INDICATORS

- In 2020, the Department examined, recorded, indexed, and verified over 141,000 documents: 57,400 E-Recorded, 83,600 submitted by mail or in person.
- In 2020, approximately 15,700 official birth, death, and marriage certificates were issued as well as over 3,500 certified copies of official records.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$471,500 or 23% in revenues and an increase of \$92,064 or 4.5% in appropriations when compared to FY2020/21 Adopted Budget. As a result, the Net County Cost is decreased by \$379,436.

**Marc Tonnesen, Assessor/Recorder
Other Protection**

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprises \$2,490,000 or 98.9% of the total revenue representing the Recording Fees for the recording of official documents.

Primary Costs

The FY2021/22 Recommended Budget includes a \$92,064 or 4.5% net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$24,144 or 1.6% primarily attributed to CalPERS retirement costs, and changes in health benefit costs and workers compensation rates. The increase is offset by decreases in salaries/wages regular due to the replacement of long-term retired employees with new hired employees at a lower step with no longevity.
- Services and Supplies reflect an increase of \$57,092 or 38.4% primarily due to an increase in Central Data Processing Services.
- Other Charges reflect a decrease of \$3,484 or 2.5% due to a decrease in Countywide Administration Overhead.
- Intra-Fund Transfers reflect an increase of \$14,431 or 6.6% due to an increase in the share of the Department's portion of the salaries and employee benefits of the Department Head, Assistant Department Head and Office Coordinator offset by a decrease in postage due to the continued use of Electronic Recording.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

The Recorder was able to mitigate the majority of COVID-19 restrictions through electronic recording and mail requests. There was a decrease in vital records sales which was expected due to a reduction of in-person customers and the extension of the Real ID due date by the California Department of Motor Vehicles.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	25,050	0	0	0	0.0%
CHARGES FOR SERVICES	2,294,289	2,021,000	2,490,000	469,000	23.2%
MISC REVENUE	26,097	26,000	28,500	2,500	9.6%
TOTAL REVENUES	2,345,436	2,047,000	2,518,500	471,500	23.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,331,333	1,525,954	1,550,098	24,144	1.6%
SERVICES AND SUPPLIES	165,795	148,824	205,916	57,092	38.4%
OTHER CHARGES	182,615	137,058	133,574	(3,484)	(2.5%)
OTHER FINANCING USES	12,576	14,831	14,712	(119)	(0.8%)
INTRA-FUND TRANSFERS	190,977	218,936	233,367	14,431	6.6%
TOTAL APPROPRIATIONS	1,883,295	2,045,603	2,137,667	92,064	4.5%
NET COUNTY COST	(462,141)	(1,397)	(380,833)	(379,436)	27160.8%

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Marc Tonnesen, Assessor/Recorder
Other Protection

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 sections 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. Government Code section 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. Government Code section 27361 (c).
- (BU 4003): The SSN Truncation Program fund is used for the creation and maintenance of the Recorder's SSN Truncation Program. This program protects Solano County citizens and the public from identity theft. Funds from this program are strictly dedicated to creating and maintaining a dual records system, containing two separate yet similar databases, one for "Official Records" which contain Social Security Numbers but are exempt from the Public Records Act (except pursuant to a subpoena or Court Order), and the other for "Public Records" that are an exact copy of the "Official Records" except for a truncated Social Security Number. Government Code section 27361 (d). Pursuant to Government Code 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 FY2018/29 by the Recorder to collect the \$1.00 fee per recorded document to support and administer an Electronic Recording Delivery System (ERDS). Government Code section 27391 Et Seq. enacted the Electronic Recording Delivery Act of 2004 (Act), authorizing a county recorder, upon approval by resolution of the Board of Supervisors and system certification by the Department of Justice, to establish an electronic recording delivery system for use by title companies, lending institutions and certified submitters who wish to avail themselves of the electronic recording service.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$227,098 or 28.8% in revenues and a decrease of \$12,657 or 1.5% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, the fund balance is increased by \$239,755.

Primary Funding Sources

The primary funding source for the Department is Charges for Services, which comprise of \$915,000 or 90.0% of the total revenues.

The FY2021/22 Recommended Budget includes a \$165,000 or 22.0% increase in Charges for Services revenue over last fiscal year primarily due to a rise in Official Documents being recorded. Interest Income shows an increase of \$62,098 or 155.6% resulting from a conservative projection from prior year in anticipation of the prior year's effect of COVID-19 to the economy.

Primary Costs

The FY2021/22 Recommended Budget includes a \$12,657 or 1.5% decrease in appropriations primarily due to decreases in equipment maintenance agreements, credit card processing fees, fees and permits associated with E-Recording, offset by increases in anticipated costs for computer refresh.

Contracts

None.

Fixed Assets

None.

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

DEPARTMENT COMMENTS

On November 17, 2020, the Board of Supervisors approved a withdrawal from the Joint Powers Agreement with California Electronic Recording Transaction Authority effective July 1, 2021. The Board also approved participation 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 Gov Code 27392 (a) which requires recording delivery system to be operational only with system certification by the Attorney General. The change to the new system is anticipated to occur by July 1, 2021.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	198,191	39,902	102,000	62,098	155.6%
CHARGES FOR SERVICES	857,914	750,000	915,000	165,000	22.0%
TOTAL REVENUES	1,056,105	789,902	1,017,000	227,098	28.8%
APPROPRIATIONS					
SERVICES AND SUPPLIES	525,600	832,500	819,843	(12,657)	(1.5%)
OTHER CHARGES	604	0	0	0	0.0%
TOTAL APPROPRIATIONS	526,204	832,500	819,843	(12,657)	(1.5%)
CHANGE IN FUND BALANCE	(529,901)	42,598	(197,157)	(239,755)	(562.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

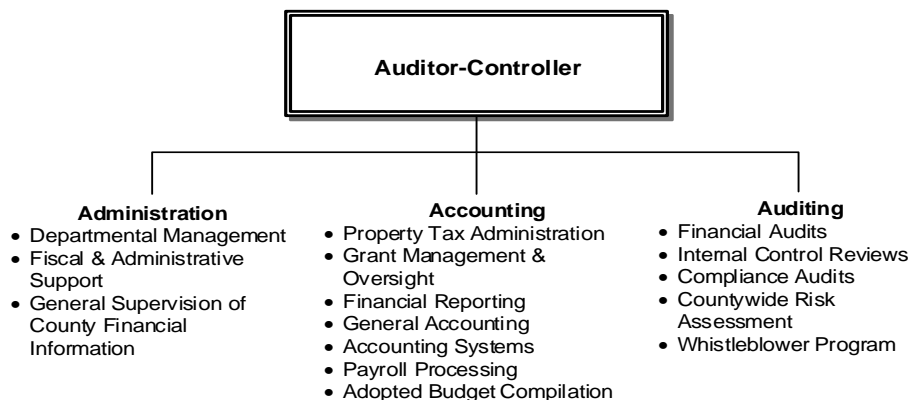
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2020/21 Midyear Projection:	5,695,497
FY2021/22 Recommended:	6,217,768
County General Fund Contribution:	839,935
Percent County General Fund Supported:	13.5%
Total Employees (FTEs):	38

FUNCTION AND RESPONSIBILITIES

The Auditor-Controller exercises general supervision of the financial information and accounts of all Departments, districts, and agencies under the control of the Board of Supervisors. The Auditor-Controller exercises this authority through its Administrative, Accounting and Auditing functions. The Auditor-Controller develops and enforces accounting policies and procedures; enforces budgetary controls and other administrative policies; ensures financial reporting in accordance with County policies, State and federal laws, and Governmental Accounting Principles; processes payroll and related transactions for over 3,100 employees; calculates and processes all State Disability Insurance (SDI) integration for employees on disability leave; manages the debt service funds for all long-term debt of the County; manages the countywide Financial Information 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; administers the County's Whistleblower Program; and promotes internal controls.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Implementation of the County Assessment and Taxation System (CATS), the new property tax system replacing the Solano County Integrated Property System (SCIPS). The CATS, formally known as the Aumentum System, owned by Harris Computer Corporation, is a more integrated and efficient property tax system. On April 4, 2017, the Board of Supervisors approved the replacement of SCIPS, a multiyear project, at an estimated cost of \$10 million (excluding staff resources for project management and testing).
- Worked with County departments to monitor and report the \$44.8 million in Federal Coronavirus Relief Funds (CRF), ensuring compliance with federal and State requirements. Completed contract reviews of three major contracts awarded using these funds.
- In coordination with the Department of Human Resources and County Counsel, administered the Federal Families First Coronavirus Response Act (FFCRA) employer-mandated leave programs for County employees relating to the COVID-19 pandemic. The FFCRA required employers to provide paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 through December 31, 2020. In addition, coordinated the implementation of changes in workers' compensation relating to the COVID-19 pandemic as required by the State of California and implementation of California's COVID-19 Supplemental Leaves, which at the time of this writing expire September 30, 2021.

- Worked with Sheriff's Office of Emergency Services, Resource Management, CalOES, and FEMA to claim and report County expenditures related to the LNU Lightning Complex Fire and COVID-19 pandemic disasters.
- Worked with the Sheriff's Department to implement a pilot project to decentralize accounts payable invoice processing. Due to this change as well as the pandemic and teleworking, there was an increase in forms received electronically during the fiscal year requiring a change in how documents are reviewed and processed.
- Recipient of two awards for excellence in financial reporting from the Government Finance Officers Association and the State Controller's Office. Continue to receive unqualified (clean) audit opinion on the County's Comprehensive Annual Financial Report.

WORKLOAD INDICATORS

During FY2020/21, the Department:

- Processed over 62,000 vendor claims, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system.
- Processed over 62,000 forms received electronically or in paper for countywide department access via Documentum or OneSolution.
- Processed over 90,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$883 million in property taxes, which were calculated, allocated, and paid to 75 taxing entities and over 60 ad valorem bonds to school districts, community colleges, special districts, and cities. Administered over 400,000 special assessments levied by cities, agencies and special districts totaling \$106 million. Researched, calculated, and paid over 1,500 property tax refunds.
- Administered the requirements under the laws for the monitoring and reporting on redevelopment dissolution. Distributed over \$30.6 million to taxing entities pursuant to redevelopment pass-through agreements, \$19.2 million to the six successor agencies for payment of recognized obligations and \$63.5 million in residual balances to the taxing entities.
- Employed over 2,500 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 §34179(j). The Auditor-Controller's Office provides staff support to this countywide consolidated oversight board.
- Employed over 7,000 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 follow:
 - 3,893 hours to Countywide Reviews and Other Activities.
 - 358 hours to Mandated Financial Audits.
 - 2,076 hours to Special Districts and Other Financial Audits.
 - 703 hours to Health and Social Services.

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Phyllis S. Taynton, Auditor-Controller
Finance

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	26,002	13,900	16,200	2,300	16.5%
ACO-ACCOUNTING	4,752,157	4,883,749	4,571,268	(312,481)	(6.4%)
ACO-AUDITING	871,143	770,295	790,365	20,070	2.6%
TOTAL REVENUES	5,649,302	5,667,944	5,377,833	(290,111)	(5.1%)
APPROPRIATIONS					
ACO-ADMINISTRATION	14,480	13,900	(37,869)	(51,769)	(372.4%)
ACO-ACCOUNTING	4,262,395	4,950,974	5,299,736	348,762	7.0%
ACO-AUDITING	750,259	896,708	955,901	59,193	6.6%
TOTAL APPROPRIATIONS	5,027,134	5,861,582	6,217,768	356,186	6.1%
NET COUNTY COST					
ACO-ADMINISTRATION	(11,522)	0	(54,069)	(54,069)	0.0%
ACO-ACCOUNTING	(489,762)	67,225	728,468	661,243	983.6%
ACO-AUDITING	(120,884)	126,413	165,536	39,123	30.9%
NET COUNTY COST	(622,168)	193,638	839,935	646,297	333.8%

STAFFING					
ACO-ADMINISTRATION	3	3	3	0	0.0%
ACO-ACCOUNTING	29	29	30	1	3.4%
ACO-AUDITING	5	5	5	0	0.0%
TOTAL STAFFING	37	37	38	1	2.7%

DEPARTMENTAL BUDGET SUMMARY

The Requested Budget represents a net decrease of \$290,111 or 5.1% in revenues and a net increase of \$356,186 or 6.1% in appropriations when compared to FY2020/21 Adopted Budget. As a result, the Net County Cost increased by \$646,297 or 333.8%, when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

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

- County Administrative Overhead revenues of \$2,968,856 reflect a decrease of \$523,583 or 15.0% compared to prior year primarily due to a decrease 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 \$972,600 reflect an increase of \$36,600 or 3.9% over prior year. These revenues are for financial and accounting services provided to other funds, taxing entities and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities excluding school districts that are exempt by law. The Auditor-Controller also recovers direct costs related to the Redevelopment Agencies (RDA) dissolution from the successor agencies of the former redevelopment agencies. See Other Charges for Services revenues below.
- Auditing and accounting fees of \$466,736 reflect an increase of \$99,763 or 27.2%. These are fees/charges for accounting and auditing services to special districts and other governmental agencies. The increase is primarily due to the biennial audit schedule for some special districts.

- Other Charges for Services revenues of \$350,200 reflect a decrease of \$1,100 or 0.3%. This revenue represents charges to redevelopment successor agencies and the Countywide Consolidated Oversight Board for administrative support costs and annual auditing services of the successor agencies' Prior Period Adjustments Schedule.
- Revenues from Interfund Services of \$525,930 reflect an increase of \$155,193 or 41.9%. These are revenues from non-General Fund Departments, such as Health and Social Services, First 5 Solano, Sheriff, Public Facilities Fee and East Vallejo Fire Protection District, for accounting, payroll and/or auditing services. This revenue also includes reimbursements for the labor associated with the CATS project (property tax system).
- Revenues from Intrafund Services – Accounting and Audit of \$189,200 reflect a decrease of \$13,860 or 6.8%. These revenues are charges to the Treasury for required accounting and auditing services.

The FY2021/22 Recommended Budget also reflects a decrease of \$52,700 resulting from the use of one-time Federal CARES Act revenue in FY2020/21 to fund eligible costs in responding to the COVID-19 pandemic emergency.

Primary Costs

The FY2021/22 Requested Budget includes a \$356,186 or 6.1% net increase in appropriations due to the following:

- Salaries and Employee Benefits include a net increase of \$343,811 or 6.7% when compared to FY2020/21 Adopted Budget. The net increase is primarily due to the following:
 - Salaries/wages/benefits are expected to increase by a net \$443,811 primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, the changes in health benefit costs, and the addition of a 1.0 FTE Limited-Term position during FY2020/21.
 - Salary savings remained the same compared to FY2020/21 Adopted Budget. Salary savings includes \$50,000 for vacant Limited-Term Accounting Technician which is being underfilled with a contract extra help employee and \$50,000 for other vacancies that may occur during the year.
- Services and Supplies include a net increase of \$3,610 or 0.5% with minor increases and decreases across multiple accounts.
- Intrafund Transfers increased \$12,760 or 7% primarily related to decreased charges for accounting and audit services related to special district audits taking place on a biennial audit schedule.

Contracts

The FY2021/22 Recommended Budget includes a total of \$151,000 or 2.4% in contracted services, which includes accounting and financial services contracts primarily for audit services and possible software/assistance for implementation of the new accounting standard on leases (GASB 87).

Fixed Assets

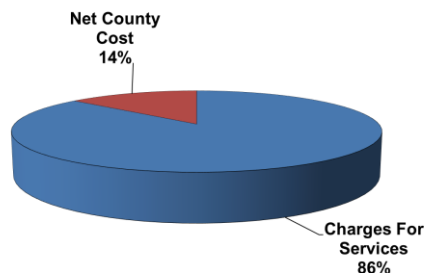
None.

DEPARTMENT COMMENTS

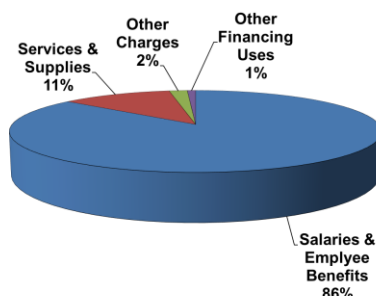
The Auditor-Controller performs countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.0 billion as reflected in the FY2020/21 Adopted Budget. The Department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to current manual processes as follows:

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

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	6,695	8,900	6,066	(2,834)	(31.8%)
INTERGOVERNMENTAL REV FEDERAL	53,313	52,700	0	(52,700)	(100.0%)
CHARGES FOR SERVICES	5,589,250	5,606,344	5,371,767	(234,577)	(4.2%)
MISC REVENUE	45	0	0	0	0.0%
TOTAL REVENUES	5,649,302	5,667,944	5,377,833	(290,111)	(5.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,369,549	5,148,080	5,491,891	343,811	6.7%
SERVICES AND SUPPLIES	622,122	719,814	723,424	3,610	0.5%
OTHER CHARGES	118,395	118,429	118,061	(368)	(0.3%)
F/A EQUIPMENT	0	7,000	0	(7,000)	(100.0%)
OTHER FINANCING USES	40,800	50,969	54,342	3,373	6.6%
INTRA-FUND TRANSFERS	(123,732)	(182,710)	(169,950)	12,760	(7.0%)
TOTAL APPROPRIATIONS	5,027,134	5,861,582	6,217,768	356,186	6.1%
NET COUNTY COST	(622,168)	193,638	839,935	646,297	333.8%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

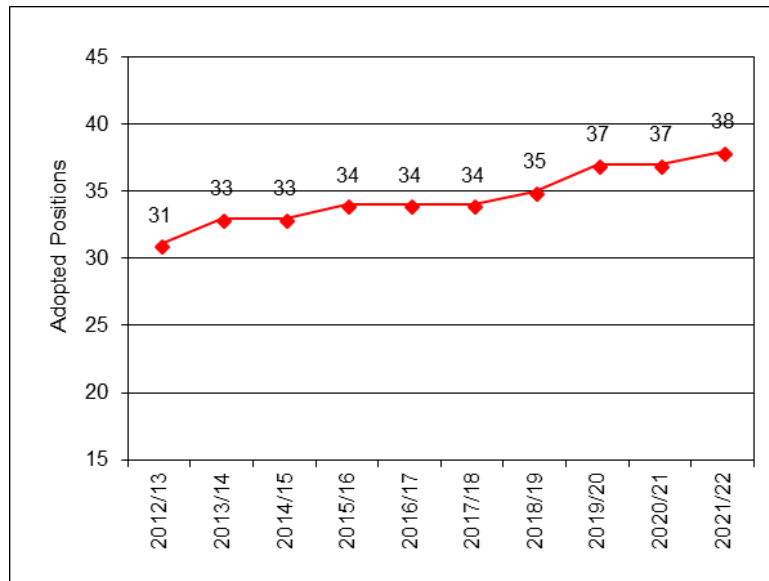
Changes in the position allocations since the adoption of the FY2020/21 Budget are provided below:

On March 9, 2021 the Board approved the following position change:

- Added 1.0 FTE Limited-Term Accountant-Auditor I, through June 30, 2022 position for additional assistance related to accounting for and monitoring of the disaster relief funds, including but not limited to the federal CARES Act, FEMA funds due to the LNU Lightning Complex Fire and the COVID-19 pandemic, and other funds that may become available related to declared disasters.

There are no changes in position allocation in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

COVID-19 - The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	195,288,677	199,810,450	215,215,265	15,404,815	7.7%
5908 COUNTY DISASTER	268,002	14,396,546	12,088,669	(2,307,877)	(16.0%)
8006 PENSION DEBT SERVICE FUND	6,280,531	8,722,840	7,656,037	(1,066,803)	(12.2%)
8037 2017 CERTIFICATES OF PARTICIPA	7,486,133	7,376,153	7,368,066	(8,087)	(0.1%)
8034 HSS ADMIN/REFINANCE SPHF	19,026	0	0	0	0.0%
8036 2013 COP ANIMAL CARE PROJECT	462,701	462,488	462,488	0	0.0%
APPROPRIATIONS					
1101 GENERAL REVENUE	440,059	600,000	600,000	0	0.0%
5908 COUNTY DISASTER	242,986	14,390,534	12,088,669	(2,301,865)	(16.0%)
8006 PENSION DEBT SERVICE FUND	4,575,133	4,782,135	4,951,662	169,527	3.5%
8037 2017 CERTIFICATES OF PARTICIPA	7,394,116	7,376,153	7,368,066	(8,087)	(0.1%)
8034 HSS ADMIN/REFINANCE SPHF	1,818,959	0	0	0	0.0%
8036 2013 COP ANIMAL CARE PROJECT	474,727	473,785	475,988	2,203	0.5%
NET CHANGE					
1101 GENERAL REVENUE	(194,848,618)	(199,210,450)	(214,615,265)	(15,404,815)	7.7%
5908 COUNTY DISASTER	(25,016)	(6,012)	0	6,012	(100.0%)
8006 PENSION DEBT SERVICE FUND	(1,705,398)	(3,940,705)	(2,704,375)	1,236,330	(31.4%)
8037 2017 CERTIFICATES OF PARTICIPA	(92,017)	0	0	0	0.0%
8034 HSS ADMIN/REFINANCE SPHF	1,799,933	0	0	0	0.0%
8036 2013 COP ANIMAL CARE PROJECT	12,026	11,297	13,500	2,203	19.5%

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

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$15,404,815 or 7.7%, in revenues and no change in appropriations when compared to the FY2020/21 Adopted Budget. As a result, the net increase to the General Fund is \$15,404,815 or 7.7%.

Primary Funding Sources

General Revenues include property tax, property transfer tax, sales tax, property tax in-lieu of vehicle license fees, interest earnings, redevelopment dissolution revenues including pass-through and residual taxes, business license tax, and disposal fees. The significant changes in projected revenues over FY2020/21 Adopted Budget are due to the following:

- \$2,304,775 increase in Current Secured Property Taxes due to an estimated increase of 2.0% in assessed values from the FY2020/21 corrected assessment roll.
- \$2,233,224 increase in Property Tax in Lieu due to an estimated increase of 2.0% in assessed values.
- \$6,458,031 increase in ABX1 26 Residual Taxes and \$5,487,525 in ABX1 26 Pass-Through due to the final court decision in City of Chula Vista vs San Diego Auditor-Controller which resulted in a change in methodology in allocating Pass-Through revenues and Residual Taxes to the taxing entities.
- \$300,000 increase in Sales & Use Tax due to anticipated improvement in the economy.
- \$500,000 increase in Property Transfer Tax which is based on property sales and values; property values remain strong on residential properties.
- \$500,000 increase in interest income as interest yield is anticipated to be better than budgeted in FY2020/21, but still at historical lows.
- \$200,000 increase in Recording Fees due to anticipated increase in volume of recorded documents due to low interest rates and refinancing by homeowners.
- \$751,000 decrease in Low Moderate Income Housing Fund (LMIHF) & Other Assets. This represents distribution of proceeds from sales of former redevelopment properties. This revenue can fluctuate year to year.
- \$2,000,000 decrease in excess tax loss reserve due to projected decrease in penalties and interest collections.

Primary Costs

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

Contracts

None.

Fixed Assets

None.

1101 – Fund 101-General Revenue
Phyllis S. Taynton, Auditor-Controller
Legislative & Administration

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	179,640,687	185,082,904	202,524,865	17,441,961	9.4%
LICENSES, PERMITS & FRANCHISE	730,812	600,000	600,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	3,698,289	500,500	1,000,500	500,000	99.9%
INTERGOVERNMENTAL REV STATE	1,602,124	1,415,246	1,429,100	13,854	1.0%
INTERGOVERNMENTAL REV FEDERAL	6,165	4,800	4,800	0	0.0%
INTERGOVERNMENTAL REV OTHER	255,427	857,000	106,000	(751,000)	(87.6%)
CHARGES FOR SERVICES	8,311,177	8,300,000	8,500,000	200,000	2.4%
MISC REVENUE	120,722	3,050,000	1,050,000	(2,000,000)	(65.6%)
OTHER FINANCING SOURCES	923,274	0	0	0	0.0%
TOTAL REVENUES	195,288,677	199,810,450	215,215,265	15,404,815	7.7%
APPROPRIATIONS					
SERVICES AND SUPPLIES	12,676	50,000	50,000	0	0.0%
OTHER CHARGES	427,383	550,000	550,000	0	0.0%
TOTAL APPROPRIATIONS	440,059	600,000	600,000	0	0.0%
NET COUNTY COST	(194,848,618)	(199,210,450)	(214,615,265)	(15,404,815)	7.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

In FY2020/21 the County implemented the final court decision in the City of Chula Vista vs San Diego Auditor-Controller which resulted in a change in methodology in allocating pass-through revenues and residual taxes to the taxing entities. This change in methodology resulted in a \$12 million increase in ABX1 26 Residual Taxes and ABX1 26 Pass-Through revenue reflected in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

Solano County utilizes the County Disaster Fund (Fund 282) to provide a separate budget unit to account for the payment of County costs associated with disasters impacting Solano County and the related subsequent reimbursement from the State and federal government. In prior years the Disaster Fund was utilized for tracking costs for the 2014 Napa Earthquake, 2017 Winter Storm Flooding, the 2017 October Wildfires, and the 2019 Public Safety Power Shutoffs (PSPS) and Wildfires. 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 section 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, President Trump approved the request for a Major Disaster Declaration, allowing for the provision of federal aid to assist with recovery efforts.

In FY2020/21, the County received \$45 million in CARES Act funding to stop the spread and mitigate the impacts of the COVID-19 pandemic. All CARES Act funds were fully expended by the December 30, 2020 State deadline. In addition to one-time COVID-19 response funding, such as the CARES Act, the County is also seeking reimbursement for eligible COVID-19 costs through the Federal Emergency Management Agency (FEMA) COVID-19 Disaster declaration claim process. The pandemic response will continue into FY2021/22, with continued expenditures and recoupment of federal aid ongoing as of the time of this budget.

As part of the Federal Relief and Supplemental Appropriations Act passed on December 27, 2020, the County received \$13,309,204 in FY2020/21 to implement the Emergency Rental Assistance Program (ERAP). The County contracted with Catholic Charities to administer ERAP, who began accepting applications in April 2021. It is anticipated that not all of the funds will be expended in FY2020/21 and approximately half be carried forward into FY2021/22. This Recommended Budget includes \$6,654,602 in carryforward and appropriations for rental assistance payments.

LNU Lightning Complex Fire

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$2,307,877 or 16.0% in revenues and a decrease of \$2,301,865 or 16.0% in appropriations when compared to the FY2020/21 Adopted Budget. The FY2021/22 Recommended Budget includes projected federal reimbursement as well as appropriations for continued clean up and recovery activities associated with both the LNU Fire and COVID-19, as well as payments under the Emergency Rental Assistance Program.

See related Budget Unit 9382 - Fund 282 Contingencies (refer to Contingencies section of the Budget).

Phyllis S. Taynton, Auditor-Controller
Other Assistance

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	4,914	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	238,919	14,390,528	12,088,669	(2,301,859)	(16.0%)
CHARGES FOR SERVICES	24,169	6,018	0	(6,018)	(100.0%)
TOTAL REVENUES	268,002	14,396,546	12,088,669	(2,307,877)	(16.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	238,919	4,385,000	12,088,669	7,703,669	175.7%
OTHER CHARGES	4,067	10,005,534	0	(10,005,534)	(100.0%)
TOTAL APPROPRIATIONS	242,986	14,390,534	12,088,669	(2,301,865)	(16.0%)
NET CHANGE	(25,016)	(6,012)	0	6,012	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

LNU Lightning Complex Fire Recovery – The County continues recovery efforts in the wake of one of the largest wildfires in California history. Staff in coordination with the Board of Supervisors are working with residents impacted by the fire to safely rebuild. In addition, the fire damaged several County facilities, which staff are also working to address. As the County works through the recovery process, staff primarily in the Resource Management Department in coordination with the Auditor-Controller, Sheriff 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.

With the National Oceanic and Atmospheric Agency rating Solano County as experiencing an extreme drought, defined as fire season lasting year-round, fires occurring in typically wet parts of state, and burn bans being implemented, 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 FY2021/22 despite PG&E's efforts to refine PSPS boundaries and minimize the impacts on its customers. The County continues to focus on resiliency and prepare for fire-related emergencies. County staff remain ready to respond through the Emergency Operations Center (EOC) should an emergency occur.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

American Rescue Plan (ARP) – 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 ARP 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. Funding is outlined to be distributed through various State and federal agencies with potential for the County to receive ARP funding through specific program allocations or grant opportunities. The funding allocation and the detailed guidelines for spending, remain in development. As funding opportunities are identified staff will return to the Board as necessary. In addition to the State and federal agency funding opportunities, the County is anticipated to receive a direct funding allocation in the ARP of approximately \$86.9 million. As detailed guidelines become available on the direct funding allocation to the County, staff will return to the Board to address the process for allocating and appropriating ARP funding.

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

Long-term Financial Obligations

The County has no outstanding general obligation bonds. The County's outstanding long-term debt as of June 30, 2021 are as follows:

<u>Type</u>	<u>Total</u>
Notes payable	\$ 1,023,890
Certificates of Participation	56,845,000
Pension Obligation Bonds	17,040,000
Total	<u>\$ 74,908,890</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 Health and Social Services Administration Building in Fairfield, the County Administration Center in downtown Fairfield, the Probation Facility in Fairfield, the improvements to the Central Utility Plant, the Library in Fairfield, and the Animal Shelter.

Taxable Pension Obligation Bonds

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

Credit Rating

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

2013 COP is private placement with no rating.

2017 COP AA 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.

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

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

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2019-20	\$60,493,772,968	\$3,024,688,648	\$20,375,000	\$3,004,313,648	0.67%
2018-19	57,621,468,703	2,881,073,435	23,375,000	2,857,698,435	0.81%
2017-18	54,604,488,570	2,730,224,429	26,085,000	2,704,139,429	0.96%
2016-17	51,753,424,096	2,587,671,205	32,880,000	2,554,791,205	1.27%
2015-16	48,822,843,080	2,441,142,154	40,810,000	2,400,332,154	1.67%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.08%
2013-14	43,722,958,674	2,186,147,934	53,945,000	2,132,202,934	2.47%
2012-13	40,593,049,481	2,029,652,474	61,285,000	1,968,367,474	3.02%
2011-12	38,799,632,098	1,939,981,605	69,630,000	1,870,351,605	3.59%
2010-11	38,644,020,806	1,932,201,040	77,805,000	1,854,396,040	4.03%

Notes:

- (1) Assessed property value data can be found in Schedule "Assessed Value of Taxable Property and Actual Value of Property."
- (2) California Government Code, Section 29909, states the total amount of bonded indebtedness shall not at any time exceed 5 percent of the taxable property of the County as shown by the last equalized assessment roll.
- (3) Bonded debt financed with general governmental resources 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.

FUNCTION AND RESPONSIBILITIES

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,066,803 or 12.2% in revenues and an increase of \$169,527 or 3.5% in appropriations when compared to the FY2020/21 Adopted Budget.

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

- Decrease of \$1,331,143 in Other Revenue due to a decrease in estimated savings from the prepayment of the FY2021/22 unfunded liability.
- Increase of \$271,931 in Operating Transfers In due to higher wages subject to pension contribution from County departments.

Significant changes in appropriations include:

- Increase of \$345,000 in Bond Redemption and a decrease of \$178,623 in Interest on Long-Term Debt per the 2005 POB debt service amortization schedule.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	42,223	9,788	2,500	(7,288)	(74.5%)
CHARGES FOR SERVICES	0	2,270	1,967	(303)	(13.3%)
MISC REVENUE	2,058,172	3,677,162	2,346,019	(1,331,143)	(36.2%)
OTHER FINANCING SOURCES	4,180,137	5,033,620	5,305,551	271,931	5.4%
TOTAL REVENUES	6,280,531	8,722,840	7,656,037	(1,066,803)	(12.2%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,032	1,100	3,000	1,900	172.7%
SERVICES AND SUPPLIES	3,058	4,750	6,000	1,250	26.3%
OTHER CHARGES	4,571,042	4,776,285	4,942,662	166,377	3.5%
TOTAL APPROPRIATIONS	4,575,133	4,782,135	4,951,662	169,527	3.5%
CHANGE IN FUND BALANCE	(1,705,398)	(3,940,705)	(2,704,375)	1,236,330	(31.4%)

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 \$8,087 or 0.1% in revenues and appropriations when compared to FY2020/21 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,368,066, a decrease of \$8,087 or 0.1% compared to FY2020/21.

The primary funding sources include the following:

- The \$4,364,491 Operating Transfers-In are as follows:
 - \$724,728 from the Public Facilities Fees - Public Protection.
 - \$577,569 from the Public Facilities Fees - General Government.
 - \$396,573 from the Courthouse Temporary Construction Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$1,765,621 from the General Fund.
- \$2,961,810 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$16,965 from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space in the County Administration Center.

Primary Costs

The FY2021/22 appropriations reflect principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2021/22.

Summary of Other Administered Budgets**8037 – Fund 332-2017 Certificates of Participation****Phyllis S. Taynton, Auditor-Controller****Debt**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	87,511	88,965	41,765	(47,200)	(53.1%)
CHARGES FOR SERVICES	2,781,419	2,838,825	2,961,810	122,985	4.3%
OTHER FINANCING SOURCES	4,617,203	4,448,363	4,364,491	(83,872)	(1.9%)
TOTAL REVENUES	7,486,133	7,376,153	7,368,066	(8,087)	(0.1%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	3,938	6,200	7,000	800	12.9%
OTHER CHARGES	7,390,178	7,369,953	7,361,066	(8,887)	(0.1%)
TOTAL APPROPRIATIONS	7,394,116	7,376,153	7,368,066	(8,087)	(0.1%)
CHANGE IN FUND BALANCE	(92,016)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Phyllis S. Taynton, Auditor-Controller
Debt

FUNCTION AND RESPONSIBILITIES

This budget serves as the conduit for the principal and interest payments for the 2009 Refunding Certificates of Participation. The proceeds of the 2009 Certificates of Participation (COP) were used to redeem the 1999 Refunding Certificates of Participation.

The 1999 Certificates of Participation (COP) were used to acquire a 4.89-acre parcel of undeveloped land to construct the Health and Social Services Administration Building adjacent to the Solano Park Health Facility and to defease the 1994 Certificates of Participation.

On November 15, 2019, the Series 2009 Refunding Certificates of Participation were fully redeemed. Debt service payments were financed from Health and Social Services and Public Facilities Fees. The residual balance was transferred to the General Fund which funded the initial contribution at the onset of the debt financing.

DEPARTMENTAL BUDGET SUMMARY

The 2009 COP matured in FY2019/20 with final payments and closeout of the debt on November 15, 2019. In connection with the final closeout of the Certificates, the remaining Fund Balance of \$923,274 was returned to the General Fund which represented the initial General Fund Contribution at the onset of the debt financing.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	19,026	0	0	0	0.0%
TOTAL REVENUES	19,026	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	4,503	0	0	0	0.0%
OTHER CHARGES	891,181	0	0	0	0.0%
OTHER FINANCING USES	923,274	0	0	0	0.0%
TOTAL APPROPRIATIONS	1,818,959	0	0	0	0.0%
CHANGE IN FUND BALANCE	1,799,933	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no change in revenues and an increase of \$2,203 or 0.5% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$462,488 from the Operating Transfers-In from County General Fund and Other Governmental Agencies from the seven cities in accordance with the MOU. The County General Fund contribution is \$44,970. The difference of \$13,500 will be funded from Fund Balance.

Primary Costs

The appropriations reflect principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2021/22.

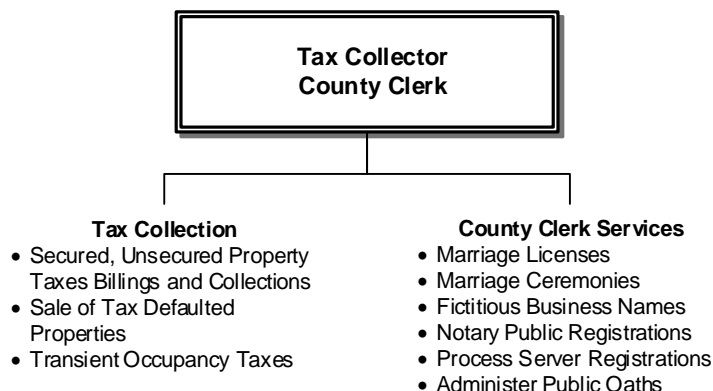
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	520	307	307	0	0.0%
INTERGOVERNMENTAL REV OTHER	417,211	417,211	417,211	0	0.0%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	462,701	462,488	462,488	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	1,695	3,500	3,500	0	0.0%
OTHER CHARGES	473,032	470,285	472,488	2,203	0.5%
TOTAL APPROPRIATIONS	474,727	473,785	475,988	2,203	0.5%
CHANGE IN FUND BALANCE	12,027	11,297	13,500	2,203	19.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

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

The County Clerk has a four-fold mission:

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

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

In addition, the County Clerk conducts wedding ceremonies.

Budget Summary:	
FY2020/21 Midyear Projection:	2,656,076
FY2021/22 Recommended:	2,818,273
County General Fund Contribution:	1,011,324
Percent County General Fund Supported:	35.9%
Total Employees (FTEs):	13

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Initiated migration of the Solano County Integrated Property Tax System (SCIPS) to the intended replacement County Assessment and Taxation System (CATS).
- In response to the COVID-19 Pandemic, implemented remote working capability for all staff, to allow a continuation of operations and public service.
- Complied with Emergency Executive Orders N-28-20, N-37-20, and N-91-20 related to the collection of property taxes, imposition of delinquency charges, and conducting of tax defaulted sales.

- Implemented a Voluntary Collection Agreement (VCA) with HomeAway to provide additional collection of Transient Occupancy Taxes (TOT) applicable to online home sharing rentals resulting in additional TOT collections. VCA agreements have contributed to more than seven-fold increase in TOT revenues over the past two fiscal years.
- Joined the Easy Smart Pay service that allows taxpayers in Solano County to make monthly installment payments to a third-party service provider, who in turn makes the property tax installment payments when they are due. This program is overseen by the California State Association of Counties Financing Corporation.
- Working to implement AB 716 that authorizes the County Clerk to streamline the Fictitious Business Name registration and renewal process by allowing for a 100% electronic filing process that includes fee and electronic signature collection.
- Within two weeks of State authorization, implemented the issuance of marriage licenses, and the conducting of marriage ceremonies over the internet. The rapid implementation was made possible by staff efforts to successfully adapt existing county technology infrastructure, including marriage license issuance software, and virtual meeting & secure document delivery tools, in a new process that allowed for the provision of formerly in-person only services in a way that provided optimal safety and accessibility for all.
- Within hours of the original pandemic declaration, staff had developed and implemented a new work schedule that allowed for expanded phone and e-mail response capabilities designed to address specific questions and concerns related to the pandemic and its impact on then currently due property taxes.

WORKLOAD INDICATORS

- In FY2020/21, the Tax Collector – County Clerk expects to issue and process payments on 170,000 property tax bills; the Division estimates the amount to increase by approximately 2,000 bills in FY2020/21.
- In FY2020/21, the Tax Collector – County Clerk expects to issue 2,100 marriage licenses, 2,300 fictitious business name statements, and 250 notary oaths. In addition, the Tax Collector County Clerk anticipates conducting 100 marriage ceremonies and providing a variety of other County Clerk related services. Projections for FY2021/22 include the issuance of 2,000 marriage licenses, 2,300 fictitious business name statements, and 300 notary oaths. In addition, the Tax Collector – County Clerk anticipates conducting 400 marriage ceremonies and providing other clerk related functions on par with previous years.
- Answered approximately 20,000 requests for additional information received via phone and e-mail in FY2020/21
- The COVID 19 Pandemic caused a dramatic shift in the provision of services, with in-person marriage ceremonies seeing an unprecedented decline as a result of required safety measures making the provision of this service unavailable for much of the fiscal year. By contrast the increase in demand was for marriage licenses issued via the internet. As one of the earliest counties to deploy online capability, the County saw an uptick in demand from other parts of the State.
- With the undertaking of the CATS migration, the Tax Collector – County Clerk is anticipating the need for 7,740 or 28.6% of all available productive hours of staff time will be dedicated to migration related work in FY2021/22

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

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	941,082	910,927	1,519,949	609,022	66.9%
COUNTY CLERK	274,631	285,000	287,000	2,000	0.7%
TOTAL REVENUES	1,215,713	1,195,927	1,806,949	611,022	51.1%
APPROPRIATIONS					
TAX COLLECTOR	2,234,743	2,396,856	2,580,429	183,573	7.7%
COUNTY CLERK	285,504	282,426	237,844	(44,582)	(15.8%)
TOTAL APPROPRIATIONS	2,520,247	2,679,282	2,818,273	138,991	5.2%
NET COUNTY COST					
TAX COLLECTOR	1,293,662	1,485,929	1,060,480	(425,449)	(28.6%)
COUNTY CLERK	10,872	(2,574)	(49,156)	(46,582)	1809.7%
NET COUNTY COST	1,304,534	1,483,355	1,011,324	(472,031)	(31.8%)
STAFFING					
TAX COLLECTOR	10	10	11	1	10.0%
COUNTY CLERK	2	2	2	0	0.0%
TOTAL STAFFING	12	12	13	1	8.3%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$611,022 or 51.1% in revenues and an increase of \$138,991 or 5.2% in appropriations when compared to FY2020/21 Adopted Budget. As a result, Net County Cost is decreased by \$472,031 or 31.8%.

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

Primary Funding Sources

The primary funding sources for the Department are General Fund, which comprises of \$1,011,324 or 35.9%, Charges for Services, which comprises of \$1,534,949 or 54.5%, and Taxes and Licenses, which combined total \$272,000 and comprise 9.7% of the Recommended Budget.

The FY2021/22 Recommended Budget includes \$576,022 or 60.1% increase in charges for services as a result of the departmental cost recovery for the CATS migration.

Primary Costs

The FY2021/22 Recommended Budget includes a \$138,991 or 5.2% increase in appropriations attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and changes in health benefit costs and workers compensation rates. Increase is also due to addition of Limited-Term staff to perform departmental functions while current staff are engaged in CATS Project migration and anticipated increase in overtime during the migration process.

Contracts

The FY2021/22 Recommended Budget includes a total of \$182,500 or 6.4% for contracted services and financial services which include the following significant contracts:

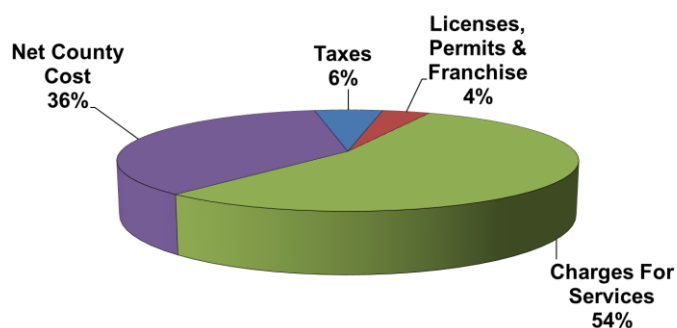
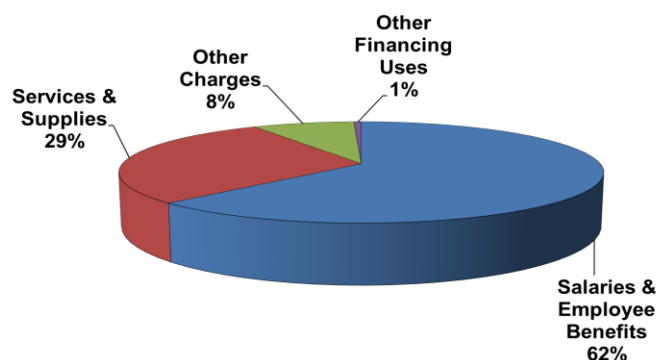
- \$60,000 for lock box services.
- \$65,000 for tax bill printing services.
- \$57,500 for tax Sale/Auction services.

Fixed Assets

None.

DEPARTMENT COMMENTS

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

SOURCE OF FUNDS**USE OF FUNDS**

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

Functional Area Summary

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	151,635	127,000	160,000	33,000	26.0%
LICENSES, PERMITS & FRANCHISE	101,267	110,000	112,000	2,000	1.8%
INTERGOVERNMENTAL REV FEDERAL	20,848	0	0	0	0.0%
CHARGES FOR SERVICES	922,339	958,927	1,534,949	576,022	60.1%
MISC REVENUE	19,623	0	0	0	0.0%
TOTAL REVENUES	1,215,713	1,195,927	1,806,949	611,022	51.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,434,148	1,508,429	1,714,928	206,499	13.7%
SERVICES AND SUPPLIES	784,894	800,847	791,496	(9,351)	(1.2%)
OTHER CHARGES	261,309	298,419	218,613	(79,806)	(26.7%)
OTHER FINANCING USES	13,666	14,717	16,146	1,429	9.7%
INTRA-FUND TRANSFERS	26,230	56,870	77,090	20,220	35.6%
TOTAL APPROPRIATIONS	2,520,247	2,679,282	2,818,273	138,991	5.2%
NET COUNTY COST	1,304,534	1,483,355	1,011,324	(472,031)	(31.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

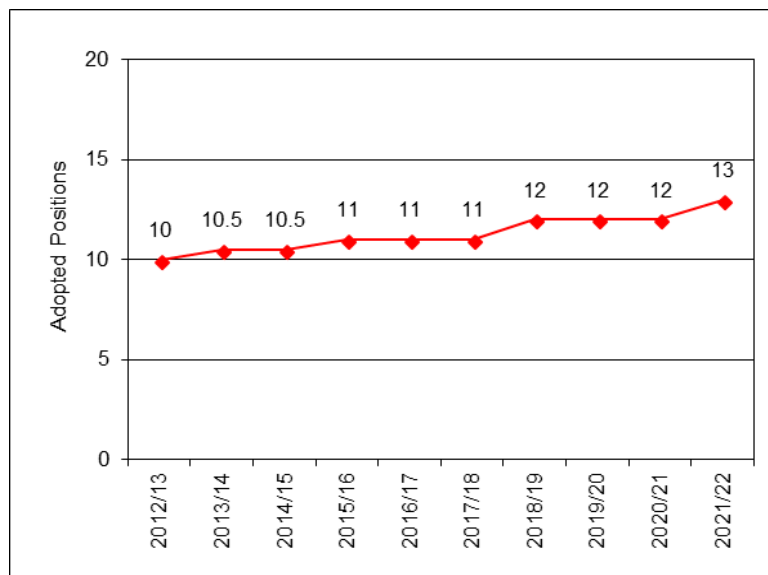
Change in the position allocation since the adoption of the FY2020/21 Budget is provided below.

On March 9, 2021 the Board approved the following position change:

- Added 1.0 FTE Accounting Clerk II Limited-Term CATS Project through June 30, 2023

There are no changes in position allocation in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The Treasurer/Tax Collector/County Clerk, Auditor-Controller, and Assessor/Recorder continue to work with the Department of Information Technology (DoIT) to replace SCIPS approved by the Board of Supervisors in FY2016/17. This project is in the early phase of a multiyear project with an expected project cost of \$10 million. As the project progresses, additional demands on limited staff resources may require the adding of additional positions to provide public service while existing staff is focused on migration related efforts.

In recognition of the operational and economic disruptions resulting from the COVID-19 pandemic, the Department has developed more robust tools to improve communications, enterprise systems, and operational procedures to maintain expected service standards under even the most disruptive of circumstances. The Department continues to be active in coordinating with state and local leaders in efforts to assist homeowners, small business, and other property owners that have been impacted by the COVID-19 crisis.

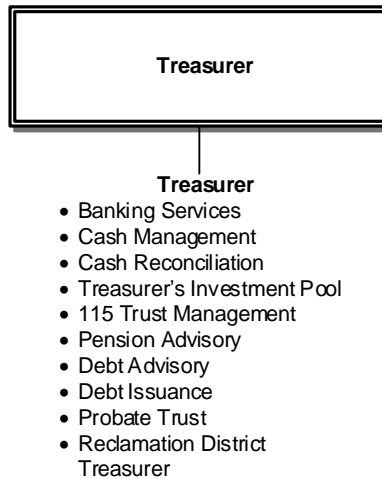
COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	1,034,762	1,193,211	1,155,891	(37,320)	(3.1%)
APPROPRIATIONS					
1350 TREASURER	1,034,762	1,193,211	1,155,891	(37,320)	(3.1%)
NET CHANGE					
1350 TREASURER	0	0	0	0	0.0%

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



DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	1,109,700
FY2021/22 Recommended:	1,155,891
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the County and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County's fiduciary expert in the area of debt issuance. The Division manages over \$1.4 billion in funds not immediately needed for use by County, local school districts and other local agencies participating in the pool.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Welcomed CalBright College and Little Egbert Joint Powers Authority as newly formed districts and implemented new funds, Perfect Presentment warrant clearing, ACH origination services, and fraud controls to facilitate their provision of services to their constituents.
- Facilitated the acceptance of electronic payments for the Dixon Library as a part of the Solano County Library District.
- Actively managed more than \$1.5 billion in pooled deposits.
- Processed approximately 103,000 inbound payments, 225,000 deposited items, and 350,000 outbound payments. This includes deposits of cash, checks, ACH credits, book transfers, and related inbound funds; and withdrawals of cash, checks, ACH originated debits, book transfers, Federal Wires, and related outbound funds as directed.
- Provided reconciliation information to schools and other pool participants on a daily basis to afford them the ability to independently verify all Treasury activity.

**Charles Lomeli, Tax Collector/County Clerk
Finance**

- Arranged the provision of up to \$137.6 million in Constitutionally mandated advances, and \$21.6 million in Bridge Loans to the six school districts in Solano County.
- Managed \$12.6 million in Vallejo City Unified School District nontaxable investments.
- Managed the County's PARS 115 \$32.7 million investment trust to provide additional income above pool rates.

WORKLOAD INDICATORS

During FY2021/22, the Treasurer anticipates processing 10,000 deposit permits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents decreases of \$37,320 or 3.1% in both revenues and appropriations when compared to the FY2020/21 Adopted Budget. In accordance with Government Code §27013, the Treasurer's Division is funded by a portion of the interest earnings from funds under management, and therefore has no Net County Cost.

Primary Funding Sources

The primary funding source for the Department is Charges for Services which comprises \$1,154,891 or 99.9% of the Recommended Budget.

Primary Costs

The FY2021/22 Recommended Budget includes \$37,320 or 3.1% decrease in appropriations primarily due to decreases in Countywide Administrative Overhead charges and Intra Fund Transfers offset by an increase in Salaries and Employee Benefits and Services and Supplies.

Contracts

The FY2020/21 Recommended Budget includes a total of \$260,000 for contracted services primarily for banking and securities trust services.

Fixed Assets

None.

DEPARTMENT COMMENTS

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

Summary of Other Administered Budgets

1350-Treasurer
Charles Lomeli, Tax Collector/County Clerk
Finance

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,033,700	1,192,211	1,154,891	(37,320)	(3.1%)
MISC REVENUE	1,062	1,000	1,000	0	0.0%
TOTAL REVENUES	1,034,762	1,193,211	1,155,891	(37,320)	(3.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	501,700	529,525	557,447	27,922	5.3%
SERVICES AND SUPPLIES	281,855	395,284	412,629	17,345	4.4%
OTHER CHARGES	77,190	81,255	27,716	(53,539)	(65.9%)
OTHER FINANCING USES	5,001	5,339	5,589	250	4.7%
INTRA-FUND TRANSFERS	169,016	181,808	152,510	(29,298)	(16.1%)
TOTAL APPROPRIATIONS	1,034,762	1,193,211	1,155,891	(37,320)	(3.1%)
NET CHANGE	0	0	0	0	0.0%
STAFFING					
TREASURER	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocation since the adoption of the FY2020/21 Budget are provided below.

On March 9, 2021 the Board approved the following position changes:

- Added 1.0 FTE Accountant
- Deleted 1.0 FTE Accounting Clerk

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

As a result of COVID-19, and other market forces, the market yield on allowable investments has declined considerably, and may remain at the current low levels for an extended period of time. While this has no direct impact on the Treasury budget or Treasury funding, the reduced yields are, over time, expected to greatly reduce the amount of interest earnings the pool is able to apportion to participant funds.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.



Legal Services

- General Government
- Public Protection
- Health & Social Services
- Land Use, Transportation & Public Works
- Direct Billings – Special Districts, Outside Agencies & Special Projects

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 of its elected and appointed officials, officers, departments, boards, commissions and committees. It also serves several special districts and agencies within the County, including the Rural North Vacaville Water District, the Solano Transportation Authority, Solano County Transit (SolTrans), the Fairfield Suisun Sewer District, the Collinsville Levee and Maintenance District, the Solano

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

Budget Summary:

FY2020/21 Midyear Projection:	4,607,319
FY2021/22 Recommended:	5,387,893
County General Fund Contribution:	1,442,359
Percent County General Fund Supported:	26.8%
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

Response to the COVID-19 pandemic occupied a great deal of time over the last year and will continue to present challenging legal issues. The issues presented are varied and span from public health, workplace safety and labor issues, community response and business guidelines, an eviction moratorium to the vaccination effort. Unfortunately, public health emergencies were not limited to the pandemic. After the County experienced the devastating LNU Fire, County Counsel provided leadership in fire disaster response and has provided legal support in all aspects of the recovery effort including the local health emergency proclamation, re-entry and re-population, debris removal, nuisance abatement, property restoration and fee waivers.

The Office will continue to respond to legal issues arising from public health emergencies as well as work proactively to provide innovative legal solutions to address other on-going public health needs such as homelessness and mental health court diversion programs. Our extensive work with and for the County's most vulnerable populations has continued and expanded over the past year, a trend we expect to continue. As significant, a focus on local issues will include a review and improvement to County's code enforcement procedures while continuing to provide legal direction to facilitate strategic land use development in accordance with Board-approved policies.

Accomplishments:

- Worked collaboratively with Resource Management and Agriculture to develop and draft comprehensive hemp regulations, which the Board adopted in November 2020.
- Drafted significant revisions to the County Code provisions related to code compliance for the Board's consideration in early 2021.
- Assisted in the negotiation and execution of a Joint Exercise of Powers Agreement (JEPA) between the City of Vallejo and the County of Solano regarding the provision of potable water serving the Lakes Water System area of unincorporated Solano County.
- Partnered with H&SS, Resource Management, and the Sheriff's Office and coordinated with the City of Vallejo and State agencies in a services-first response to a large encampment of unsheltered homeless persons on private property in an unincorporated location at the border of the County and City, a response which one local advocate for the homeless described it as 'the most humane thing I've seen in relocating.' This was an important effort to shelter individuals and protect the environment.
- Petitioned the court for 50 new conservatorship cases to protect those unable to provide food, clothing, or shelter for themselves, and continue to maintain 250 conservatorship cases.
- A new area of legal advice provided by our office has been for Diversion, Assisted Outpatient Treatment and Mental Health Court. In addition to providing legal advice and regularly appearing in Court to represent Behavioral Health's forensic triage team, staff has worked cooperatively with the court to develop policy and procedures for Diversion matters, which was approved by the Court in early January 2021. Staff is now working on mental health court policy and procedures.
- Negotiated a resolution of an assessment appeal filed by SMUD resulting in a master settlement agreement for tax years 2014-2015 through 2019-2020.
- Worked closely with Department of Information Technology to implement a process for contract execution using e-signatures.

WORKLOAD INDICATORS

The Office currently provides legal services to all County departments and 28 external clients. In FY2019/20, the Office's attorneys logged a total of 22,172 billable legal service hours to internal and external clients, a decrease of 646 hours or 3% from the previous year primarily due to several attorney vacancies. Despite these vacancies, the average number of billable legal service hours per attorney increased from 1,630 hours in FY2018/19 to 1,752 in FY2019/20.

- In addition to providing legal services, the Office provided several trainings and workshops, including Child Protective Services procedures and legal updates, purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act and parliamentary procedures, Health Information Portability and Accountability Act requirements, and records and subpoenas. Training audiences included County personnel and appointed and elected members of various public boards, commissions, and committees.
- Legal support staff assisted the attorneys in the processing and maintenance of several hundred cases, the majority of which relate to Child Welfare Services and LPS/Probate Conservatorships. Staff are also responsible for maintaining, processing, and accounting for several programs to include subpoenas, personnel files, the law library, and various administrative tasks. To assist staff, the Office Supervisor continues to maintain the bail bond recovery program, which includes summary judgement accounting and distribution functions of forfeited bail bonds.

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

Functional Area Summary

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	5,078,159	4,542,643	3,945,534	(597,109)	(13.1%)
TOTAL REVENUES	5,078,159	4,542,643	3,945,534	(597,109)	(13.1%)
APPROPRIATIONS					
LEGAL SERVICES	4,545,924	5,187,987	5,387,893	199,906	3.9%
TOTAL APPROPRIATIONS	4,545,924	5,187,987	5,387,893	199,906	3.9%
NET COUNTY COST					
LEGAL SERVICES	(532,235)	645,344	1,442,359	797,015	123.5%
NET COUNTY COST	(532,235)	645,344	1,442,359	797,015	123.5%
STAFFING					
LEGAL SERVICES	20	20	21	1	5.0%
TOTAL STAFFING	20	20	21	1	5.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$597,109 or 13.1% in revenues and an increase of \$199,906 or 3.9% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, the Net County Cost increased by \$797,015 or 123.5%.

Primary Funding Sources

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

The FY2021/22 Recommended Budget includes a \$597,109 or 13.1% decrease in revenues primarily due to a decrease of \$692,469 in Countywide Administration Overhead charges offset by increases of \$25,000 in Legal Fees and \$64,000 in Interfund Legal Services.

Primary Costs

The FY2021/22 Recommended Budget includes a \$199,906 or 3.9% increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$189,981, or 4.1% primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, changes in health benefit costs and workers compensation rates, and the addition of a 1.0 FTE position during FY2020/21.
- Services and Supplies reflect an increase of \$25,549 or 6.1% primarily due to increases in Software in order to modernize the Office's programs and systems to include ProLaw case management and time collection, and WestLaw online research and Central Data Processing Service charges per the Department of Information Technology.

- Intrafund Transfers reflect a decrease of \$17,800 or 81.3% related to the defunding of a small project budgeted in FY2020/21.

Contracts

The FY2021/22 Recommended Budget includes a total of \$131,489 or 2.4% in contracted services, which include the following significant contracts:

- \$45,219 WestLaw for online legal research services.
- \$80,490 ProLaw for case management and time collection.
- \$5,000 for Code Publishing services.

Fixed Assets

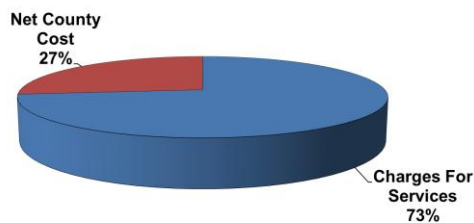
None.

DEPARTMENT COMMENTS

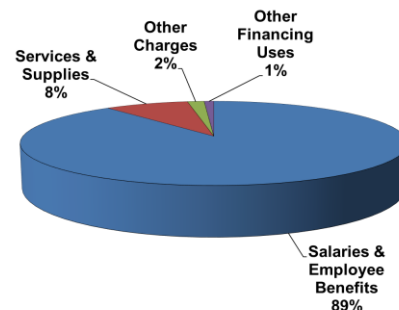
In addition to providing legal representation to all County departments, the Office continues to offer its expertise and legal services to outside governmental agencies. The Office currently provides legal representation and hearing officer services to 28 external clients which are direct billed for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

The Productive Hourly Rate (PHR) recommended amount is \$209 per hour, a 2.5% increase. The increase in the PHR is due to the previously discussed increases in salaries and employee benefits.

SOURCE OF FUNDS



USE OF FUNDS



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

Functional Area Summary

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	120,397	0	0	0	0.0%
CHARGES FOR SERVICES	4,767,836	4,542,643	3,945,534	(597,109)	(13.1%)
MISC REVENUE	189,926	0	0	0	0.0%
TOTAL REVENUES	5,078,159	4,542,643	3,945,534	(597,109)	(13.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,066,812	4,611,149	4,801,130	189,981	4.1%
SERVICES AND SUPPLIES	341,689	417,663	443,212	25,549	6.1%
OTHER CHARGES	88,409	88,380	88,128	(252)	(0.3%)
OTHER FINANCING USES	41,733	48,895	51,323	2,428	5.0%
INTRA-FUND TRANSFERS	7,281	21,900	4,100	(17,800)	(81.3%)
TOTAL APPROPRIATIONS	4,545,924	5,187,987	5,387,893	199,906	3.9%
NET COUNTY COST	(532,235)	645,344	1,442,359	797,015	123.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

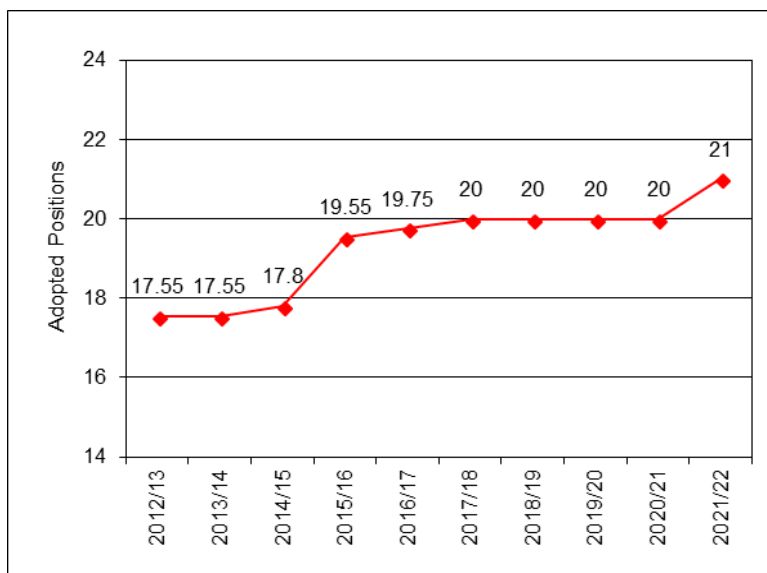
Changes in the position allocations since the adoption of the FY2020/21 Budget are provided below.

On March 9, 2021, the Board approved the following position change:

- Added 1.0 FTE Claims and Civil Litigation Manager position to oversee the processing of liability claims filed against the County.

There are no changes in position allocation in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

With the increase in self-insured retention deductible in the County's Self-Insured General Liability Program and the addition of the Claims and Civil Litigation Manager, the Office anticipates a greater role in working with risk management 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.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Kimberly Williams, Director of Human Resources
Personnel



DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	4,478,180
FY2021/22 Recommended:	4,847,267
County General Fund Contribution:	477,149
Percent County General Fund Supported:	9.8%
Total Employees (FTEs):	22

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

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The County continues to experience significant staff turnover, resulting in a high vacancy rate in County allocated positions.
- The County saw a dramatic increase in Equal Employment Opportunity (EEO) complaints and spent a substantial amount of time on the annual EEO Policy update, COVID-19 related leave benefits, and Department service assistance.
- HR and the County is focusing on ensuring greater diversity and inclusion in County policies and practices.

Accomplishments:

- In early 2020, planned the first-ever Solano County hosted job fair in which 470 participants pre-registered for the event; however, the job fair was cancelled due to the COVID-19 pandemic and State and local stay-at-home orders.

Functional Area Summary

1500 – Fund 001-Human Resources Kimberly Williams, Director of Human Resources Personnel

- In response to the Public Health stay-at-home orders, implemented online testing to include bilingual-Spanish exams and skills testing (e.g., typing, word processing), created customized training products for department users, and transitioned mandated courses to an online format.
- Went paperless to decrease response turnaround time, decrease errors, and support teleworking beyond the pandemic. Converted nearly 200,000 files to electronic documents stored in Documentum, converted many required forms to a fillable format, implemented electronic signatures, and moved from manually routing documents to an electronic process which reduced processing times from days to minutes.
- Expanded recruitment outreach to target dozens of diversity and industry-specific outlets to seek potential applicants.
- Implemented numerous process improvements that reduced recruitment timelines from months to 28 days.
- Continued to increase social media presence on Facebook with a total of 15,698 page likes and followers and expanded social media presence to Instagram and LinkedIn.
- Redesigned classification process to reflect comparable market qualifications, job duties, and to integrate behavioral competencies into position descriptions.
- Revamped discipline and complaint process resulting in an accelerated response time to complaints and the ability to close investigations in a timelier manner.

WORKLOAD INDICATORS

During the period July 1, 2020 – February 28, 2021, the Department of Human Resources:

- Processed 361 requisitions to fill vacancies compared to 524 during the same period in FY2019/20.
- Opened 133 recruitments compared to 173 in FY2019/20.
- Reviewed 7,667 job applications compared to 8,833 during that same period in FY2019/20.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	4,801,194	4,360,041	4,370,118	10,077	0.2%
TOTAL REVENUES	4,801,194	4,360,041	4,370,118	10,077	0.2%
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	4,202,044	4,840,848	4,847,267	6,419	0.1%
TOTAL APPROPRIATIONS	4,202,044	4,840,848	4,847,267	6,419	0.1%
NET COUNTY COST					
HUMAN RESOURCES SERVICES	(599,150)	480,807	477,149	(3,658)	(0.8%)
NET COUNTY COST	(599,150)	480,807	477,149	(3,658)	(0.8%)

STAFFING					
HUMAN RESOURCES SERVICES	22	22	22	0	0.0%
TOTAL STAFFING	22	22	22	0	0.0%

**Kimberly Williams, Director of Human Resources
Personnel**

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$10,077 or 0.2% in revenues and an increase of \$6,419 or 0.1% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, Net County Cost decreased by \$3,658 or 0.8%.

Primary Funding Sources

The primary funding source for the Department of Human Resources (HR) is Countywide Administrative Overhead of \$4,247,818 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration, and other HR functions provided by the Department. In addition, HR receives departmental Administrative Overhead revenue for the HR Director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan provider.

The FY2021/22 Recommended Budget includes an increase of \$10,077 or 0.2% in revenues primarily due to the following:

- Countywide Administrative Overhead reflects an increase of \$20,077.
- Departmental Administrative Overhead reflects a decrease of \$10,000.

Primary Costs

The FY2021/22 Recommended Budget of \$4,847,267 reflects an increase of \$6,419 or 0.1% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$123,875 or 3.4% primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and workers compensation rates.
- Services and Supplies reflect a decrease of \$116,263 primarily due to a decrease of \$144,350 in other professional services resulting from decreases in software implementation costs, actuarial studies, and investigation services. These savings are partially offset by an increase in other professional services for labor negotiations services, as well as increases in software maintenance for annual support fees for a new applicant tracking system, and in equipment costs to purchase equipment and supplies for reconfiguration of the storage room.

Contracts

The FY2021/22 Recommended Budget includes a total of \$674,700 or 13.9% in contracted services, which included the following contracts:

- \$150,000 for Equal Employment Opportunity (EEO) investigation services.
- \$102,000 for CalPERS health administration fees.
- \$100,000 for labor negotiations services.
- \$96,000 for NeoGov Applicant Tracking and OnBoarding system and OrgPublisher software.
- \$70,000 for recruitment and bilingual testing services.
- \$54,200 for third party administration fees for the flexible spending accounts and PARS Retirement Enhancement Plan.
- \$35,000 for ongoing investment fund review of the County's Internal Revenue Code 457 deferred compensation plan, 401(a) and Retirement Health Savings accounts.
- \$30,000 for outside recruiter for executive-level recruitments.
- \$20,000 for compensation studies and arbitration fees.
- \$15,000 for special projects.
- \$2,500 for CalPERS social security administrator fees.

Functional Area Summary

1500 – Fund 001-Human Resources Kimberly Williams, Director of Human Resources Personnel

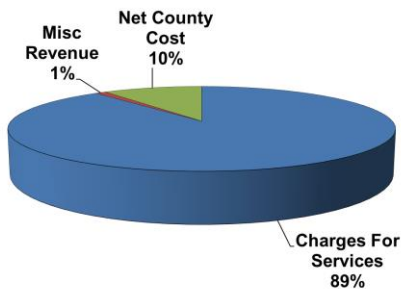
Fixed Assets

None.

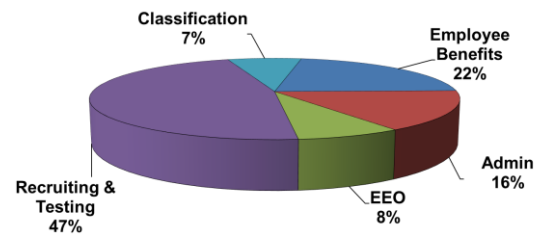
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	30,853	0	0	0	0.0%
CHARGES FOR SERVICES	4,716,976	4,309,741	4,319,818	10,077	0.2%
MISC REVENUE	53,364	50,300	50,300	0	0.0%
TOTAL REVENUES	4,801,194	4,360,041	4,370,118	10,077	0.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,229,822	3,590,216	3,714,091	123,875	3.5%
SERVICES AND SUPPLIES	833,236	1,106,438	990,175	(116,263)	(10.5%)
OTHER CHARGES	99,310	97,478	97,671	193	0.2%
OTHER FINANCING USES	30,216	35,966	36,080	114	0.3%
INTRA-FUND TRANSFERS	9,459	10,750	9,250	(1,500)	(14.0%)
TOTAL APPROPRIATIONS	4,202,044	4,840,848	4,847,267	6,419	0.1%
NET COUNTY COST	(599,150)	480,807	477,149	(3,658)	(0.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

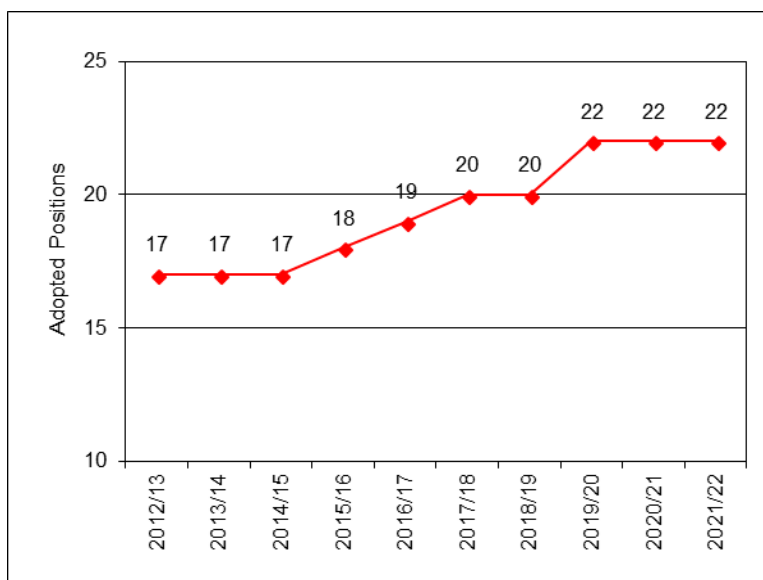
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

Kimberly Williams, Director of Human Resources
Personnel

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

As the County continues to experience turnover and retirements, the recruitment team continues to expand its presence through social media outreach, streamlining processes including reviewing/updating applicable County rules, and advertising for well-qualified talent. Further, the Department is looking to increase workforce retention through employee engagement.

The Human Resources Department is working on amendments to County policies and the Civil Service Rules. The Department is also changing its applicant tracking system to include onboarding which will automate existing processes and integrate with the County's PeopleSoft Human Resources Management System. The new system, when implementation is complete, will enhance the applicant's experience with "one-click" apply functionality as well as increase the Department's efficiencies.

The Department is preparing for labor negotiations to begin in FY2021/22 for all 19 successor collective bargaining agreements which will go into effect in FY2022/23.

COVID-19 - The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budgets**1500 – Fund 001-Human Resources
Kimberly Williams, Director of Human Resources
Personnel**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOPMENT & TRAININ	748,394	624,508	628,815	4,307	0.7%
1830 RISK MANAGEMENT	18,160,979	19,027,108	23,927,657	4,900,549	25.8%
APPROPRIATIONS					
1103 EMPLOYEE DEVELOPMENT & TRAININ	622,082	689,775	777,191	87,416	12.7%
1830 RISK MANAGEMENT	16,861,722	22,100,487	25,309,894	3,209,407	14.5%
NET CHANGE					
1103 EMPLOYEE DEVELOPMENT & TRAININ	(126,312)	65,267	148,376	83,109	127.3%
1830 RISK MANAGEMENT	(1,299,257)	3,073,379	1,382,237	(1,691,142)	(55.0%)

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

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

Kimberly Williams, Director of Human Resources
Legislative & Administration

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:

FY2020/21 Midyear Projection:	672,253
FY2021/22 Recommended:	777,191
County General Fund Contribution:	148,376
Percent County General Fund Supported:	19.1%
Total Employees (FTEs):	3

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

Target Solutions has been the County's primary Learning Management System (LMS) for online training since it was implemented in 2008. It provides mandated and elective online training courses that range from Leadership Development and Health and Safety to Regulatory/Compliance. However, Target Solutions does not interface with the County's PeopleSoft Human Resources Management System. Target Solutions expanded their online course trainings to include Microsoft Office Computer Training, Wellness, and Skill Development courses. The new training courses have resulted in an increase in the number of courses employees can take online. The challenge is to find an LMS that will interface with Peoplesoft, thereby reducing the extra work and tracking employees' training records more efficiently.

Accomplishments:

- Due to the COVID-19 pandemic, all County Trainings and New Employee Orientations were transitioned from an in-person to an online format using Target Solutions and virtual platforms, such as Microsoft Teams, WebEx, and Zoom.
- Partnered with Anthem, the County's Employee Assistance Program vendor, to provide virtual trainings on the following topics: Communicating Change to Employees; Compassion Fatigue; What You Need to Know About Demonstrations; Motivate, Recognize, and Energize Employees; Conquering Fear and Anxiety; Overcoming Burnout; Keeping Your Cool When it Counts; Managing Priorities to Maximize Your Day; and Supporting Employee's Emotional Well-Being.
- Hosted 6 virtual Education Fairs for County employees.
- Added new mandatory training courses due to COVID-19, such as Coronavirus Courses 101 – 106, General Office Ergonomics, Preventing Phishing, Safe Remote and Mobile Computing, COVID-19 Certification Training, and Tips for Managing Teleworking Employees.
- Coordinated Anti-Harassment Prevention Training compliant with Senate Bill 1343 and Senate Bill 778 which County employees were mandated to complete by December 31, 2020.
- Hosted new Suicide Prevention and Recognizing and Addressing the Ill Effects of Toxic Stress training courses from GETraining Solutions.
- Revised the Solano County Leadership Model to include new competencies that are needed for development of County staff and to help update the leadership training and development opportunities for staff.
- Provided countywide internship opportunities for three college interns working in various County departments.
- Re-established County Training Advisory Committee to promote a culture of learning and development that will help Solano County employees be successful, assist in prioritizing training needs, identify areas where training resources/technology can be shared, and provide recommendations on County trainings and content.

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

WORKLOAD INDICATORS

- 16,291 training spaces were occupied by employees from July 1, 2020 through February 28, 2021, compared to 7,629 training spaces during that same period in FY2019/20. The significant increase is due to requirements resulting from the COVID-19 pandemic, teleworking, SB 1343, and SB 778. Additionally, the mandatory Driver Safety Training increased from one training course to twelve training courses in Target Solutions.
- Offered 74 professional development/training sessions, excluding County-mandated sessions, to County employees compared to 125 sessions last fiscal year. This decrease in sessions was due to COVID-19 and the primary focus shifting to employee well-being and compliance with mandatory training requirements.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$4,307 or 0.7% in revenues and an increase of \$87,416 or 12.7% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, Net County Cost increased by \$83,109.

Primary Funding Source

The primary funding source for this Division is Charges for Services, which includes Countywide Administrative Overhead of \$623,815 for reimbursements from County departments for their allocated share of costs for training services provided by the Employee Development and Training Division in the Human Resources Department.

The FY2021/22 Recommended Budget includes an increase of \$4,307 or 0.7% in revenues due to an increase in Countywide Administrative Overhead reimbursement.

Primary Costs

The FY2021/22 Recommended Budget includes an increase of \$87,416 or 12.7% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$26,166 primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and changes in health benefit costs and workers compensation rates.
- Services and Supplies reflect an increase of \$61,404 primarily due to an increase of \$60,500 in education and training and meals and refreshments primarily for the Solano Leadership Academy, which is offered biennially, and a \$10,000 increase in tuition reimbursement. These increases are offset by decreases of \$9,600 in controlled assets for replacement computers per the County's Computer Refresh policy.

Contracts

The FY2021/22 Recommended Budget includes a total of \$114,500 or 14.7% in contracted services which includes the following contracts:

- \$50,000 for the Solano Leadership Academy
- \$30,000 to offer Microsoft Office computer training classes
- \$12,000 for SkillSoft Learning Management System
- \$12,000 for CPS HR Training Program in Diversity, Equity, and Inclusion
- \$5,500 for Liebert Cassidy Whitmore Training
- \$5,000 for video production to create online training courses

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV FEDERAL	308	0	0	0	0.0%
CHARGES FOR SERVICES	748,086	624,508	628,815	4,307	0.7%
TOTAL REVENUES	748,394	624,508	628,815	4,307	0.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	397,832	454,904	481,070	26,166	5.8%
SERVICES AND SUPPLIES	199,389	211,062	272,466	61,404	29.1%
OTHER CHARGES	15,049	15,775	15,204	(571)	(3.6%)
OTHER FINANCING USES	3,681	3,934	4,151	217	5.5%
INTRA-FUND TRANSFERS	6,132	4,100	4,300	200	4.9%
TOTAL APPROPRIATIONS	622,082	689,775	777,191	87,416	12.7%
NET COUNTY COST	(126,312)	65,267	148,376	83,109	127.3%
STAFFING					
EMPLOYEE DEV. & TRAINING	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The County of Solano continues to plan and anticipate the challenges of an aging workforce with mid, senior, and executive managers in the County nearing retirement in larger numbers, and a competitive job market giving employees career options and the potential for a gap. In anticipation of the forecasted change, the County reinstated the Solano Leadership Academy training program in FY2013/14 to help address development of mid-managers and supervisors and has established another senior leadership development training cohort to prepare individuals for executive leadership roles. These programs will continue to be offered every other fiscal year. In FY2018/19, the County developed and rolled-out a new lead worker training program, called HR Insight Academy, which provides lead workers with an overview of supervision principles and best practices, as well as employment and labor law to help better prepare workers for supervision. The County will also need to expand and fund strategies designed to recruit and retain those entering the workforce in the coming years.

County departments are providing internship assignments to offer youth and college students the opportunity to gain County work experience. The average assignment allows individuals to work up to a maximum of 29 hours per week. Annual recruitment efforts will be made to provide interns the opportunity to begin their internship in July each fiscal year.

COVID-19 - Due to the COVID-19 pandemic, trainings and New Employee Orientation sessions continue to be offered in a virtual environment using internal and external trainers. Training materials/content have been modified to support both virtual training and the Department of Human Resources' efforts to eliminate excessive paper use and production. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:

FY2020/21 Midyear Projection:	21,334,721
FY2021/22 Recommended:	25,309,894
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 Liability and Workers' Compensation Programs; directs the administration and management of the Occupational Health Program; coordinates employee wellness programs, pre-appointment physical examinations, ADA accommodations and disability leave management; purchases commercial property insurance for County-owned and/or leased buildings, and purchases other insurance for specific risks associated with operations of various departments.

1822 Liability

This program administers the County's Liability Insurance programs; monitors and directs administration of the program through the Public Risk Innovation, Solutions, and Management (PRISM) General Liability I Insurance Program, Medical Malpractice Insurance Program; and Cyber Liability Program; works collaboratively with County Counsel on civil lawsuits; and manages County risks.

1823 Workers' Compensation and Safety

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

1824 Property

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

1825 Unemployment

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- Reducing workers' compensation costs and implementing programs to effectively reduce the County's overall program expenses.
- Continued implementation of cost containment programs countywide to maintain decreased workers' compensation costs per \$100 of payroll and reinforce safety initiatives to maintain this trend.
- With an estimated increase of at least 40% in general liability insurance premiums over FY2020/21 and anticipated increases in the near term, the Department is developing risk mitigation strategies for the County's self-insurance of liability program.
- Reducing liability and property claims experience that includes assessing the current loss deductibles charged to departments, evaluating frequency, severity and types of claims leading to loss prevention initiatives throughout the County.
- Continue to engage employee participation in the Solano County Wellness Program by offering personal, financial, and wellness trainings and activities.

Kimberly Williams, Director of Human Resources
Other General

- COVID-19 has impacted, and continues to impact, all Risk Management programs including, but not limited to, workers' compensation, leave management, safety and loss prevention, and insurance renewals. FY2020/21 changes to existing, as well as newly introduced, legislation for COVID-19 at both the State and federal levels could increase costs and workloads significantly in FY2021/22.

Accomplishments:

- Solano County received the American Heart Association's "Healthy Workplace Achievement" recognition in 2020 for the fifth consecutive year.
- The wellness program and its partners were able to shift most all programs to virtual online webinars and classes in April 2020 with 131 wellness webinars offered to employees.
- The wellness program created and distributed 7 issues of "Coping in COVID-19 Times" wellness newsletter to provide employees information on wellness, resilience, and mental health support resources.
- Created policies, procedures, and communications about COVID-19.
- Implemented virtual ergonomic evaluation program to evaluate remote and onsite workspaces for County employees.

WORKLOAD INDICATORS

During the period July 1, 2020 – February 28, 2021:

- The number of reported workers' compensation claims was 287 compared to 221 during the same period in FY2019/20; 99 of the 287 claims reported were COVID-19 related.
- Closed 200 workers' compensation claims as compared to 204 during the same period in FY2019/20.
- Processed 5,156 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 2,270 in FY2019/20.
- Completed 850 ergonomic evaluations compared to 145 in FY2019/20. Of the 850 evaluations completed, 10 were Ergo Express evaluations, 9 were in-person evaluations, and 831 were completed virtually.
- Solano County's Wellness Ambassador program continues with volunteer employees who enthusiastically promote employee wellness in their departments. The Wellness Ambassador program has been active with 41 ambassadors, down from 49 last year.
- Registered users on the County's "My Well Site" increased by 35% with total participation at 1,279 as of February 28, 2021.
- Completed 262 ADA interactive meetings compared to 343 in last fiscal year. A majority of these are related to workers' compensation claims and the return-to-work process. The decrease is most likely due to COVID-19 related absences and an increase in teleworking opportunities.
- Coordinated 120 pre-appointment physicals compared to 211 in the prior year.
- 1,075 vaccines, including 611 flu vaccinations, administered for the Aerosol Transmissible Disease and Blood-Borne Pathogen Cal/OSHA standard vaccine requirements compared to 1,602, including 817 flu vaccinations in FY2019/20. The County did provide additional clinics in collaboration with Kaiser Permanente, but turnout was not as high as expected and only accounted for administration of approximately 50 additional flu shots.
- Coordinated 120 pre-appointment drug screens compared to 154 in FY2019/20.
- Provided 69 respirator fit tests for employees who are expected to wear respirators as personal protective equipment compared to 79 last year.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$4,900,549 or 25.8% in revenues and an increase of \$3,209,407 or 14.5% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, use of Fund Balance decreased by \$1,691,142.

1821 Administration**Primary Funding Source**

The Administration Division is funded through Intrafund Transfers of \$1,242,891 to the Risk Management operating divisions. These charges are estimated to decrease by \$199,699 or 13.8% when compared to FY2020/21 Adopted Budget.

Primary Costs

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$660,235 reflect an increase of \$7,579 primarily due to increases in CalPERS retirement costs and workers' compensation insurance, which are offset by decreases in salary and benefit costs for employees hired at lower steps than their predecessors.
- Services and Supplies of \$213,443 reflect a decrease of \$2,086 primarily due to a reduction in Central Data Processing and Communication-Telephone System charges.
- Other Charges of \$362,924 reflect a decrease of \$203,225 primarily due to a decrease of \$193,341 in Countywide Administrative Overhead charges.

Contracts

None.

Fixed Assets

None.

1822 Liability

The Recommended Budget of \$8,851,000 represents an increase of \$969,079 or 12.3% in revenues and an increase of \$951,589 or 12.1% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, use of Fund Balance decreased by \$17,490.

Primary Funding Sources

The primary funding source for the Liability Division is \$8,348,452 from charges to user departments for their allocated share of liability insurance costs. These revenues are estimated to increase by \$1,179,339 or 16.5% when compared to the FY2020/21 Adopted Budget.

Miscellaneous/Other Revenue of \$492,548 is received from the Department of Health and Social Services as reimbursement for malpractice insurance payments paid on its behalf.

Primary Costs

The primary costs for the Liability Division are:

- Insurance – Other of \$6,559,600 reflects an increase of \$846,509 or 14.8% due to an increase in the preliminary insurance rates received from PRISM which include:
 - General Liability Insurance of \$6,527,000.
 - Cyber Liability of \$23,400.
 - Special Liability Insurance Program of \$5,000.
 - Pollution Program Insurance of \$4,200.
- Malpractice Insurance of \$492,548 reflects an increase of \$42,250 when compared to last fiscal year. There is offsetting revenue from the Department of Health and Social Services included in Other Revenue.
- Insurance Claims of \$549,485 for general liability claims costs under the \$200,000 self-insured retention reflects an increase of \$24,485 or 4.7% compared to FY2020/21.

**Kimberly Williams, Director of Human Resources
Other General**

- Other Professional Services of \$186,000 is increased by \$130,000 for a new third-party administration services contract for general liability claims due to a change in funding structure.
- Non-Covered Liability Claims of \$250,000, for claims that are not covered by the General Liability Program, remains unchanged when compared to the FY2020/21 Adopted Budget.

Contracts

None.

Fixed Assets

None.

1823 Workers' Compensation and Safety

The Recommended Budget of \$11,956,000 represents an increase of \$2,825,786 or 36.1% in revenues and an increase of \$1,125,786 or 10.4% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, use of Fund Balance decreased by \$1,700,000.

Primary Funding Source

The primary funding source for the Workers' Compensation Division is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to increase by \$2,727,000 or 35.2% when compared to last fiscal year for a total recovery in FY2021/22 of \$10,476,000.

Primary Costs

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

- Insurance – Other of \$3,126,000 reflects a decrease of \$54,000 or 1.7% due to a decrease in the preliminary insurance rates received from PRISM. Included are:
 - Excess Workers' Compensation Insurance of \$2,826,000.
 - Department of Industrial Relations of \$300,000.
- Insurance Claims of \$7,058,549 reflects an increase of \$1,447,024 or 25.8% due to an increase in anticipated payouts for workers' compensation insurance claims.
- Psychological Services of \$52,000 reflects a decrease of \$73,000 due to the change in Employee Assistance Program providers from MHN to Anthem with lower per employee per month costs.
- Other Professional Services of \$794,510 reflects a decrease of \$103,188 mainly due to a decrease for workers' compensation claims third party administration services.

Contracts

The Recommended Budget includes a total of \$794,510 or 6.6% in contracted services which includes the following contracts:

- \$463,812 for Workers' Compensation third party claims administration fees.
- \$160,698 with Department of Health and Social Services for Occupational Health medical-related services.
- \$135,000 Occu-Med contract.
- \$20,000 for industrial hygienist for indoor air quality evaluations and noise monitoring related to Hearing Conservation Program.
- \$10,000 for ergonomic evaluations.
- \$5,000 for annual actuarial valuation.

Summary of Other Administered Budgets

1830 – Fund 060-Risk Management Kimberly Williams, Director of Human Resources Other General

Fixed Assets

None.

1824 Property

Primary Funding Source

The primary funding source for the Property Insurance Division is \$3,509,943 in charges to user departments for their allocated share of property insurance expenses. These revenues are estimated to increase by \$584,891 or 20.0% when compared to last fiscal year. For FY2021/22, the Department will use \$340,000 in Fund Balance to offset the cost of property insurance for departments.

Primary Costs

The primary costs for the Property Division are:

- Insurance – Other of \$3,667,798 reflects an increase of \$833,876 or 29.4% due to higher projected insurance rates which includes the following programs:
 - Property Insurance of \$3,580,298.
 - Equipment Maintenance Management Program of \$50,000.
 - Bond Insurance of \$28,300.
 - Airport Liability Insurance of \$5,000.
 - Watercraft Insurance of \$4,200.
- Insurance Claims of \$125,000 to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County departments for deductibles for property insurance claims remains the same when compared to FY2020/21.

Contracts

None.

Fixed Assets

None.

1825 Unemployment

Primary Funding Source

The primary funding source for the Unemployment Insurance Division is cost recovery from departments through rates allocated based on a percentage of payroll. These revenues from charges to user departments are estimated at \$904,814 which reflects an increase of \$517,554 or 133.6% when compared to last fiscal year.

Primary Costs

The primary costs for the Unemployment Division are Insurance Claims of \$582,307 an increase of \$316,276 or 118.9%.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

1830 – Fund 060-Risk Management**Summary of Other Administered Budgets**

Kimberly Williams, Director of Human Resources
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	391,990	86,385	195,900	109,515	126.8%
INTERGOVERNMENTAL REV FEDERAL	79,224	260,000	0	(260,000)	(100.0%)
CHARGES FOR SERVICES	17,252,665	18,230,425	23,239,209	5,008,784	27.5%
MISC REVENUE	437,101	450,298	492,548	42,250	9.4%
TOTAL REVENUES	18,160,979	19,027,108	23,927,657	4,900,549	25.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,049,751	1,231,909	1,234,786	2,877	0.2%
SERVICES AND SUPPLIES	14,954,616	20,040,094	23,450,040	3,409,946	17.0%
OTHER CHARGES	847,156	816,149	612,924	(203,225)	(24.9%)
OTHER FINANCING USES	10,200	12,335	12,144	(191)	(1.5%)
TOTAL APPROPRIATIONS	16,861,722	22,100,487	25,309,894	3,209,407	14.5%
NET GAIN(LOSS)	1,299,257	(3,073,379)	(1,382,237)	1,691,142	(55.0%)
STAFFING					
RISK MANAGEMENT	7.7	7.7	7.7	0	0.0%
TOTAL STAFFING	7.7	7.7	7.7	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The County participates in the General Liability I Program through PRISM (formerly CSAC-EIA). The liability market continues to harden. Plaintiff demands, settlements and jury verdicts are much higher than they have been in years past and that is affecting industry surplus. Insurance market capacity continues to deteriorate, and markets continue to be judicious with how and where to deploy their capacity and/or limit exposure. PRISM is proactive in the management and approach to making funding decisions. Coupled with the self-insured retention level increase that the County implemented in FY2020/21, the County is expecting moderate increases for FY2021/22.

Although the County purchases General Liability coverage, there are some instances of non-coverage that would include, for example, contract liability. In these instances, County Counsel reviews these claims with the Board of Supervisors and establishes a budget for those unfunded liabilities which are included in the Risk Management Budget.

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

As the County is self-insured for unemployment insurance claims, the Human Resources Department-Risk Management Division, will continue to monitor increases in unemployment insurance utilization as a result of the COVID-19 pandemic.

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

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Solano County Risk Management, along with PRISM, will continue to monitor market capacity, as well as the impacts of COVID-19 across all insurance lines.

**Elections**

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

DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	\$6,162,077
FY2021/22 Recommended:	\$5,663,856
County General Fund Contribution:	\$5,498,356
Percent County General Fund Supported:	97.1%
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 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

- In November 2020, the ROV successfully conducted the largest turnout election in County history reporting over 85% of results submitted using vote-by-mail. Significant challenges included:
 - Providing safety and security of staff and over 1,600 poll workers for COVID-19 conditions.
 - Operating under multiple State executive orders and last-minute legislative changes.
 - Conducting extensive outreach about various new options to vote.
 - Expanded ballot drop-off locations from three to ten and picked up ballots daily from all locations.
 - Managed updated boundary line changes for 17 new local election districts participating in the November election.
- Continued to work closely with the Secretary of State in 2020 and 2021 to implement business process improvements to the statewide voter registration system known as "VoteCal." Solano County Registrar's Office 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. Our role in coordinating and providing input from local registrars and including testing continues to be critical to help direct the State to implement and address programs such as the automatic registration through the Department of Motor Vehicles (DMV), conditional or same-day registration statewide, and statewide ballot processing guidelines to minimize voter fraud in elections.

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

- The current schedule of elections provides for large gaps of time where community partners are not involved with County operations. The ROV continues to work with election partners to increase “adopted” polling places by groups and organizations (44% of locations were adopted in the 2020 November General Election).
- Received \$1.2 million in grants for personal and protective equipment (PPE) supplies for the election plus a donation of 10,000 masks from Levi Strauss & Co. Continued outreach to community partners and schools in disseminating the election process and providing education on services offered by ROV to ensure voters’ needs for accessibility and alternative language requirements are being met in preparation for new requirements in future elections.
- Significantly improved production time to deliver vote-by-mail ballots ahead of schedule for the November 2020 General 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 and manage an additional 10% increase in registered voters and an additional 10% increase in vote-by-mail voters with minimal increase to operational expenses in November 2020.

WORKLOAD INDICATORS

- ROV staff processed a total of 219,998 voter file transactions in FY2020/21. This represents an overall voter registration increase of 25,842 or 11.74%. The increase in registrations during the fiscal year were handled primarily through the online voter registration system or automated through the DMV automatic registration system (189,576 records). ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system.
- Consistent with previous years, 2020 vote-by-mail turnout continued at a high level and constitutes a significant portion of the work for the ROV office. Approximately 82% of all voters are permanent vote-by-mail voters, and typically 85% of all voters return their ballots each election. For November 2020, over 45% of vote-by-mail voters returned their ballots at the polls, at a drop-off location or in the ROV office on election day. The ROV continues to see increases in vote-by-mail returns on election day and has implemented procedures to process most of them on election night.
- ROV has implemented a significant number of legislative changes modifying election processing. These changes along with cross-training of staff have required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative requirements. In FY2021/22 the ROV staff will conduct one coordinated statewide mock election, a City of Dixon election in November 2021 and the scheduled statewide 2022 Primary election in June.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	2,600,334	1,224,483	165,500	(1,058,983)	(86.5%)
TOTAL REVENUES	2,600,334	1,224,483	165,500	(1,058,983)	(86.5%)
APPROPRIATIONS					
ELECTIONS	7,233,101	4,992,325	5,663,856	671,531	13.5%
TOTAL APPROPRIATIONS	7,233,101	4,992,325	5,663,856	671,531	13.5%
NET COUNTY COST					
ELECTIONS	4,632,768	3,767,842	5,498,356	1,730,514	45.9%
NET COUNTY COST	4,632,768	3,767,842	5,498,356	1,730,514	45.9%
STAFFING					
ELECTIONS	9	9	9	0	0.0%
TOTAL STAFFING	9	9	9	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,058,983 or 86.5% in revenues and an increase of \$671,531 or 13.5% in appropriations when compared to FY2020/21 Adopted Budget. As a result, the Net County Cost increased by \$1,730,514 or 45.9%.

Primary Funding Sources

The primary funding sources for the Department is General Fund, which comprises \$5,498,356 or 97.1% of the Recommended Budget.

The FY2021/22 Recommended Budget includes a \$1,058,983 or 86.5% decrease in revenues primarily due to the following:

- Intergovernmental Revenues reflect a decrease of \$222,000 or 92.3% related to reimbursements for federal and State grants for COVID-19 related supplies and expenses purchased in FY2020/21.
- Charges for Services reflect a decrease of \$836,983 or 85.1% which represents billings to participating entities and filing fees. The billings in FY2020/21 included prior reimbursable expenses from the November 3, 2020 Presidential General Election that will not apply in FY2021/22. To the greatest extent permitted by law, ROV costs are billed to the entities participating in each election. Generally, federal and State election costs are borne by the County, which is the case in the June 8, 2022 Primary election occurring in FY2021/22; the department will direct bill all costs for any districts conducting special or vacancy elections in the Fiscal Year.

Primary Costs

The FY2021/22 Recommended Budget of \$5,663,856 reflects a \$671,531 or 13.5% increase in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$1,666,421 reflect a decrease of \$53,023 or 3.1% primarily due to reduced Extra Help wages in FY2021/22 as the prior year included increased use of Extra Help for the high-turnout during the November 3, 2020 Presidential General Election and as a result of State changes in voting process.
- Services and Supplies of \$3,204,923 reflects an increase of \$503,855 or 18.7% primarily due to increases in anticipation of needs for the 2021 Dixon City Election in November, and the 2022 Statewide Primary Election, increases in central data

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

processing services, additional GIS services required to maintain additional district boundaries and provide redistricting support post-census and continued expenses related to providing COVID supplies, postage increases, increasing vote by mail return locations, and paying postage on all returned ballots.

- Other Charges of \$745,870 reflect an increase of \$236,844 or 46.5% primarily due to increases in Countywide Admin Overhead and building use charges.

Contracts

The FY2021/22 Recommended Budget includes a total of \$434,680 in contracted services, which includes the following significant contracts:

- \$167,825 for election equipment and supply deployment and retrieval.
- \$96,500 for election setup and support services.
- \$70,000 for electronic poll book annual maintenance and support.
- \$47,000 for poll worker management system, online training, and election night reporting.
- \$35,000 for ballot access application for military/overseas and disabled voters.

Fixed Assets

None.

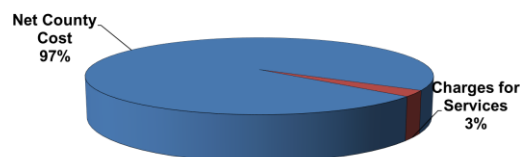
DEPARTMENT COMMENTS

The FY2021/22 Recommended Budget includes an increase in services and supplies related to a special election for City of Dixon, plus normal primary election, and cost increases for COVID-19, postage, and increasing vote-by-mail ballot return options for voters. The ROV continues to review business process improvements to further streamline services and reduce operating costs.

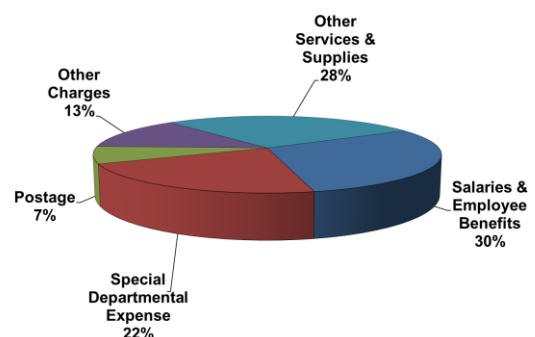
The ROV is responsible for managing a significant increase in election district boundaries due to cities and school districts implementing district-based elections vs. former at-large elections. This increase in workload and subsequent election complexities has required the ROV to request additional support from the County GIS team to manage the precinct lines, street updates, annexations, and validation of correct assignment of voters within each district. The ROV will be required to update its election management system for new boundaries based on Redistricting changes from the 2020 U.S. Census.

The 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



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	12,987	120,500	18,500	(102,000)	(84.6%)
INTERGOVERNMENTAL REV FEDERAL	2,538,117	120,000	0	(120,000)	(100.0%)
CHARGES FOR SERVICES	48,880	983,983	147,000	(836,983)	(85.1%)
MISC REVENUE	349	0	0	0	0.0%
TOTAL REVENUES	2,600,334	1,224,483	165,500	(1,058,983)	(86.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,523,995	1,719,444	1,666,421	(53,023)	(3.1%)
SERVICES AND SUPPLIES	2,981,445	2,701,068	3,204,923	503,855	18.7%
OTHER CHARGES	517,883	509,026	745,870	236,844	46.5%
F/A EQUIPMENT	2,137,324	0	0	0	0.0%
OTHER FINANCING USES	9,034	11,387	12,592	1,205	10.6%
INTRA-FUND TRANSFERS	63,421	51,400	34,050	(17,350)	(33.8%)
TOTAL APPROPRIATIONS	7,233,101	4,992,325	5,663,856	671,531	13.5%
NET COUNTY COST	4,632,768	3,767,842	5,498,356	1,730,514	45.9%

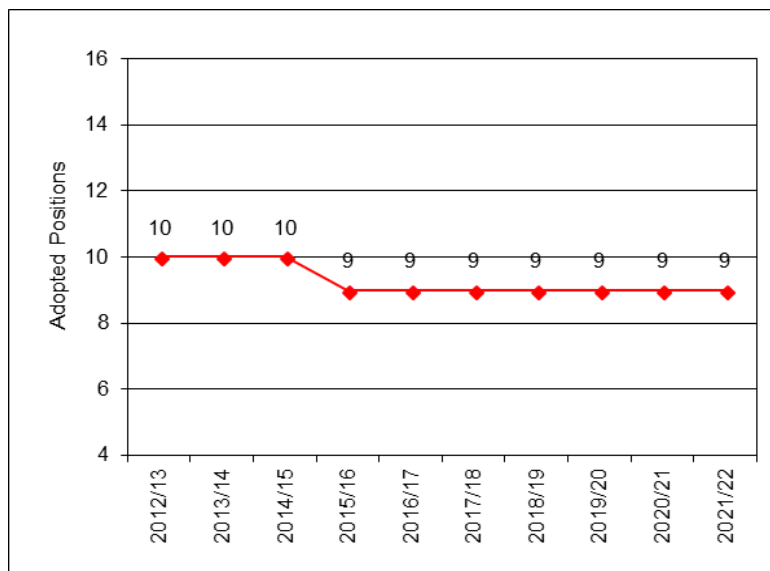
SUMMARY OF SIGNIFICANT ADJUSTMENTS

- \$836,983 decrease in Charges for Services due to a reduction in reimbursable expenses resulting from the November 3, 2020 Presidential General Election will not apply in FY2021/22.
- \$671,531 increase in appropriations primarily attributable to expenses related to conducting an election for the city of Dixon, the June 2022 Primary election, increasing services to voters, and additional charges for GIS support.

SUMMARY OF POSITION CHANGES

There are no position allocation changes in the FY2021/22 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

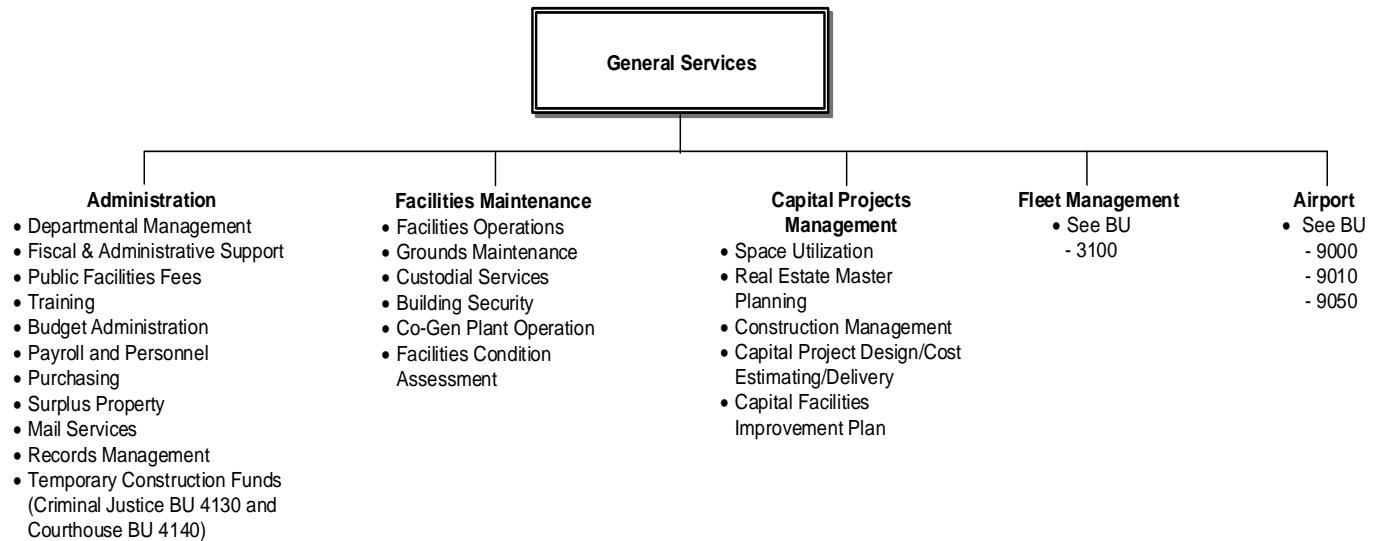
The ROV will monitor State and federal legislation related to election administration and vote-by-mail processing. Many counties in California have removed neighborhood polling places in favor of regional voting centers (Voters Choice Act model). The Department will continue to research the cost and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

The FY2021/22 Recommended Budget was prepared prior to the final notification regarding the effort to recall the California Governor and does not reflect the estimated costs for a potential California Gubernatorial Recall Election in FY2021/22. The ROV will return to the Board as necessary to seek adjustment to the ROV Budget and address the cost for the Recall Election once it is confirmed and set.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. ROV will continue to monitor health directives as it relates to the COVID-19 pandemic for ensuring public health protocols are enforced for the upcoming elections. Steps will likely include providing additional PPE for staff and poll workers, increasing use of vote-by-mail options, and encouraging voting from home when possible. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Functional Area Summary

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



DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	24,016,335
FY2021/22 Recommended:	24,274,918
County General Fund Contribution:	5,447,432
Percent County General Fund Supported:	22.4%
Total Employees (FTEs):	95

FUNCTION AND RESPONSIBILITIES

Administration - Support Services

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

Capital Projects Management

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

Facilities Operations

• Building Maintenance

Provides a comprehensive facilities operations and management program including project support services, HVAC, electrical, life safety, building security services, and plumbing systems maintenance for the counties over 2 million sq. ft. of buildings and associated grounds including parking lots. Facilities Operations also oversees the County's energy management functions, which include operating and maintaining a cogeneration plant, solar arrays, monitoring of utility usage, and developing and implementing utility efficiency measures and projects.

Megan M. Greve, Director of General Services
Other General

- 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, recycling, and procurement of sanitary products for county owned facilities.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Monitor and maintain buildings that are aging, requiring increased maintenance and repairs and increased possibilities of equipment failures. The International Facility Management Association industry benchmark is 40,000 sq. ft. of space per staff person. Currently, Solano County's maintained space is over 55,000 per sq. ft. of space per staff person. (*Facilities Management*)
- Implement a robust preventive maintenance program to extend the lifecycle of building infrastructure reducing downtime, failures, and costs associated with reacting to emergencies. (*Facilities Management*)
- Adapt to key staff changes through attrition and retirements in Facilities which left holes in institutional knowledge and a challenge with fewer highly skilled staff to train and mentor new staff. (*Facilities Management*)
- Continue to provide overtime for Custodial staff working 12-hour days to provide increased cleaning for COVID-19 pandemic. (*Facilities Management*)
- Continued procurement focused on COVID-19 related products and needs, will delay other operational purchases as staff is prioritizing the pandemic related purchases. (*Administration - Support Services*)
- Identify appropriate project delivery strategies, including funding, for larger capital projects proposed for FY2021/22 and future years including the Solano County Justice Campus Asset Protection project and new H&SS Health Services and Clinics facility at Solano Business Park, e.g. whether via traditional design-bid-build, design-build, Best-Value, or lease-leaseback procurement approach given the respective objectives and constraints of the project. (*Capital Projects Management*)
- Coordinate site and facility impacts of recently proposed energy projects, proposed new Fairfield court house, changes in State adult and youth detention policies and real estate acquisition opportunities with prior Board-approved master plans for County campuses. (*Capital Projects Management*)
- The grounds maintenance staff are currently maintaining 180 acres. Some open ground is susceptible to fire and the remaining is grass and landscape areas which provides hiding space for individuals experiencing homelessness which increases staff time to clean debris around buildings. The International Facility Management Association industry benchmark is 10 acres per staff person. The current staff maintain approximately 30 acres per staff, which limits efforts to general maintenance and reduces available time to work on water saving initiatives or projects to discourage individuals experiencing homelessness around the buildings. (*Facilities Management*)
- Monitor the California Energy Commission (CEC) new standards updating the 2015 Appliance Efficiency Regulations (Title 20) for lighting appliances. As systems approach the end of useful life, staff will need to replace with new CEC Title 20 versions which are larger and more expensive. For some fixtures there is not enough room for the larger ballasts, which will result in the replacement of the entire fixture. (*Facilities Management*)

Accomplishments:

- Completed 12,000 sq. ft. of new tenant improvements at the County Administration Center allowing relocation of the Department of Child Support Services from leased space to lower-cost, more efficient owned office space co-located with other County services. (*Capital Projects Management*)

-
- Advanced forward-looking planning for site and facility utilization at the County Administration Center, downtown Fairfield Justice Campus, Juvenile Detention Facility, Justice enter Detention Facility and Solano County Justice Center in Vallejo. *(Capital Projects Management)*
 - Completed emergency LNU Lightning Complex Fire damage repairs at Mt. Vaca radio communications tower site; finished work on the new Solano County Fairgrounds public safety communications tower. *(Capital Projects Management)*
 - As critical shortages of Personal Protective Equipment (PPE) supplies developed and the country entered into crisis mode, GSD conducted contingency planning for PPE stock shortages and the Purchasing Team began scouring the internet, cold-calling potential suppliers, community organizations, cooperative purchasing opportunities with other states, etc. These non-traditional mediums enabled the Purchasing Unit to source high-demand commodities in a saturated market. *(Administration - Support Services)*
 - Established a virtual Local Assistance Center (LAC) and a physical LAC at the Vacaville Center of Solano Community College. The LAC provided victims of the LNU Lightning Complex Fire with access to County services, the State of California (CalOES) and the Federal Government (FEMA). Residents received mental health counseling, assistance with recovery of vital records, adjustments to property valuations, site cleanup, building permits, hazardous materials cleanup, etc. *(Administration - Support Services)*
 - Designed and built 70+ custom sneeze guards for various locations throughout County facilities as part of social distancing measures in response to the COVID-19 pandemic. *(Facilities Management)*
 - Continued monitoring energy efficiency measures and resiliency measures in countywide property portfolio to prepare for future public safety power shutoffs. *(Facilities Management)*
 - Placed over 1,000 signs related to COVID-19 regulations throughout County facilities. *(Facilities Management)*
 - Assembled and distributed 131 sanitation stands in County facilities to provide easily accessible hand sanitizing opportunities to employees and the public. *(Facilities Management)*
 - Maintained a higher cleaning level at all County facilities so that staff and Departments who occupy them could do so despite COVID-19, fire and smoke impacts, and PSPS events in the past year. *(Facilities Management)*

WORKLOAD INDICATORSAdministration - Support Services

- Responsible for the oversight and fiscal management of 11 departmental budgets, totaling approximately \$125 million. These departmental budgets include 99 individual budgets requiring direct oversight and fiscal management.
- Processed over 10,325 invoices totaling over \$27.3 million in FY2019/20 payments and tracked 511 departmental purchase orders. Responsible for tracking 123 Countywide utility accounts (51 Gas/Electric, 14 Garbage & 58 Water).
- From March 2020 through February 2021 processed 272 personnel actions, audited 88 employees time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 672 mandated trainings for over 100 employees.
- Processed 2,286 purchase orders and processed 46 bids and RFPs from March 2020 through February 2021.
- Provided oversight and support for County records storage services to ensure appropriate retention period in accordance with County retention schedules and policies.
- Conducted surplus auctions which generated \$96,048 in revenues from March 2020 to February 2021.
- Reached 74,626 people through the Solano County Surplus Facebook page between July 1, 2020 and March 8, 2021, one outreach tool for surplus property sales.
- Processed and metered 1,223,770 individual pieces of USPS and Inter-office mail.

Megan M. Greve, Director of General Services
Other General

Capital Projects Management

- Managed over 65 completed or ongoing design, planning, accounting of construction projects, with a value of approximately \$51.6 million in FY2020/21.
- Reviewed and processed hundreds of furniture/work station change requests for County departments.
- Maintained space utilization and document databases for 2.5 million sq. ft. of County facilities.

Facilities Management

- Received 6,066 work orders for maintenance and improvements of County facilities of which, 4998 have been completed.
- Produced over 10,117,261 kilowatt hours of electricity from the County's Cogeneration Plant.
- Processed 130 purchase orders for services and supplies in support of Facilities Management.
- Processed over 3,128 invoices for payments pertaining to facilities services, supplies, and equipment.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	1,067,130	1,169,020	934,268	(234,752)	(20.1%)
CAPITAL PROJECTS MANAGEMENT	1,452,891	2,112,960	2,362,651	249,691	11.8%
SUPPORT SERVICES	2,253,785	2,105,644	2,000,984	(104,660)	(5.0%)
FACILITIES MAINTENANCE	15,269,338	15,107,102	13,529,583	(1,577,519)	(10.4%)
TOTAL REVENUES	20,043,144	20,494,726	18,827,486	(1,667,240)	(8.1%)
APPROPRIATIONS					
ADMINISTRATION	1,691,378	1,928,002	2,320,846	392,844	20.4%
CAPITAL PROJECTS MANAGEMENT	1,813,499	2,445,517	2,436,308	(9,209)	(0.4%)
SUPPORT SERVICES	1,838,097	1,882,278	1,838,906	(43,372)	(2.3%)
FACILITIES MAINTENANCE	15,226,712	17,658,206	17,678,858	20,652	0.1%
TOTAL APPROPRIATIONS	20,569,686	23,914,003	24,274,918	360,915	1.5%
NET COUNTY COST					
ADMINISTRATION	624,248	758,982	1,386,578	627,596	82.7%
CAPITAL PROJECTS MANAGEMENT	360,608	332,557	73,657	(258,900)	(77.9%)
SUPPORT SERVICES	(415,687)	(223,366)	(162,078)	61,288	(27.4%)
FACILITIES MAINTENANCE	(42,626)	2,551,104	4,149,275	1,598,171	62.6%
NET COUNTY COST	526,543	3,419,277	5,447,432	2,028,155	59.3%

STAFFING					
ADMINISTRATION	11	12	15	3	25.0%
CAPITAL PROJECTS MANAGEMENT	6	6	6	0	0.0%
SUPPORT SERVICES	11	10	9	(1)	-10.0%
FACILITIES MAINTENANCE	64	65	65	0	0.0%
TOTAL STAFFING	92	93	95	2	2.2%

The Recommended Budget represents a decrease of \$1,667,240 or 8.1% in revenues and an increase of \$360,915 or 1.5% in expenditures when compared to the FY2020/21 Adopted Budget. As a result, the Net County Cost has increased by \$2,028,155 or 59.3%.

Primary Funding Sources

The primary funding source for the Department is Charges for Services which is comprised of \$18,023,312 or 95.7% of the total revenue recovered through detailed cost accounting.

The FY2021/22 Recommended Budget includes a \$1,667,240 or 8.1% net decrease in revenues primarily due to reimbursements from operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, project management, and administrative support services and are recovered through A-87 charges and direct charges. An additional decrease is also due to the use of one-time Federal CARES Act revenue in FY2020/21 to fund eligible costs in responding to the COVID-19 pandemic emergency.

Primary Costs

The FY2021/22 Preliminary Recommended Budget includes a \$360,915 or 1.5% net increase in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$508,327 or 4.4% primarily attributed to negotiated and approved labor contract wage increases, merit/longevity increases, CalPERS retirement costs, changes in health benefit costs and workers compensation rates and requests for new positions including a Supervising Buyer, Office Coordinator, 2 FTE Custodians, a Facilities Superintendent and deletion of a Stores Supervisor. This increase is partially offset by salary savings due to timing of filling up the new positions being requested.
- Services and Supplies reflect an increase of \$180,422 or 1.7% primarily due to increases in contracted capital project management, insurance costs, utilities and central data processing services, renewal of facilities' workorder system, and the addition of two vehicles. These increases are partially offset by decreases in building maintenance and improvements, maintenance equipment and purchases for resale.
- Other Charges reflect a decrease of \$225,293 or 14.3% primarily due to a decrease in Countywide Administrative Overhead.
- Fixed Assets reflect a decrease of \$151,373, no fixed assets are anticipated for FY2021/22.
- Other Financing Uses reflects an increase of \$29,319 or 19.0% primarily due to a transfer of funds to Fleet Management for the purchase of two vehicles for the Facilities Operations Division and a slight increase in pension obligation bonds cost.
- Intrafund Transfers reflects an increase of \$19,513 or 5.4% representing postage, service, and small project requests by various general fund departments.

Contracts

The FY2021/22 Recommended Budget includes a total of \$1,423,089 for contracted and professional services which include the following significant contracts:

- \$561,750 for project management services to assist with capital project management.
- \$250,000 for floor care, window care/maintenance, and upholstery cleaning services.
- \$250,000 for uninterruptible power supply testing, hazmat handling, fire suppression system, elevator and underground storage tank inspections and certifications.
- \$145,000 for power washing, parking lot sweeping, palm tree, and other tree trimming services.
- \$120,000 for advanced diagnostic and engineering services.
- \$65,000 for building automation systems programming, boiler source testing, and boiler/chiller annual testing.
- \$30,000 for presort mail services to presort bar code compatible mail.

1117 – Fund 001-General Services

Functional Area Summary

Megan M. Greve, Director of General Services
Other General

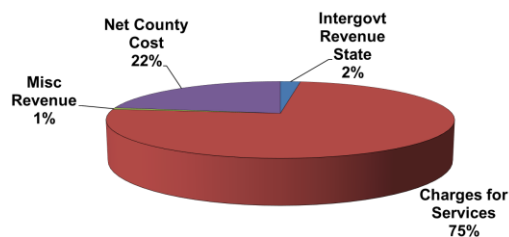
Fixed Assets

None.

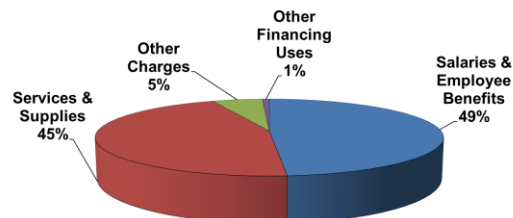
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	15,576	12,000	12,000	0	0.0%
INTERGOVERNMENTAL REV STATE	1,087,153	530,000	530,000	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	249,903	443,045	0	(443,045)	(100.0%)
CHARGES FOR SERVICES	18,195,340	19,277,312	18,023,312	(1,254,000)	(6.5%)
MISC REVENUE	409,125	157,369	182,174	24,805	15.8%
OTHER FINANCING SOURCES	86,047	75,000	80,000	5,000	6.7%
TOTAL REVENUES	20,043,144	20,494,726	18,827,486	(1,667,240)	(8.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	9,958,608	11,458,268	11,966,595	508,327	4.4%
SERVICES AND SUPPLIES	9,530,275	10,934,170	11,114,592	180,422	1.7%
OTHER CHARGES	1,290,404	1,576,691	1,351,398	(225,293)	(14.3%)
F/A EQUIPMENT	26,661	151,373	0	(151,373)	(100.0%)
OTHER FINANCING USES	117,850	154,111	183,430	29,319	19.0%
INTRA-FUND TRANSFERS	(354,111)	(360,610)	(341,097)	19,513	(5.4%)
TOTAL APPROPRIATIONS	20,569,687	23,914,003	24,274,918	360,915	1.5%
NET COUNTY COST	526,543	3,419,277	5,447,432	2,028,155	59.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

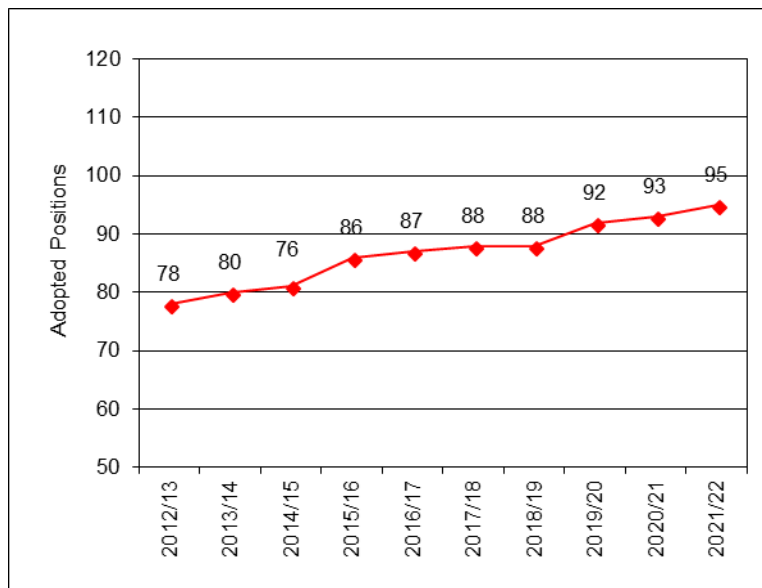
The Recommended Budget reflects a decrease in appropriations due to the transfer of 3.0 FTE Building Trade Mechanic (BTM) positions to the Sheriff's Office to perform general repairs primarily to the jail facilities. The budget also reflects a decrease of the same amount in revenue representing billable hours to Sheriff for services to be performed by the 3.0 FTE BTM positions.

SUMMARY OF POSITION CHANGES

The FY2021/22 Recommended Budget includes the following organizational and proposed position changes:

- Delete 1.0 FTE Stores Supervisor – The responsibilities of this position will be disseminated to the new Office Supervisor.
- Add 1.0 FTE Office Supervisor – This position will provide supervisory duties for administrative functions including payroll, personnel and training and oversight of purchasing stores and mail services for the Department of General Services as well as Countywide services.
- Add 1.0 FTE Supervising Buyer (TBD) – This position will provide supervision of the Purchasing Unit and provide oversight of the Records and Inventory Units, Purchasing Stores and Mail Services for the Department of General Services as well as Countywide services.
- Add 1.0 FTE Facilities Superintendent (TBD) – This position will provide operational support to the Facilities Operations Division Manager. The addition of the Superintendent will allow the Manager to share after-hour callout responsibilities and improve the span of control for the Department of General Services as well as Countywide services.
- Add 1.0 FTE Office Coordinator (TBD) – This position will provide administrative support to Purchasing and Capital Project for the Department of General Services as well as Countywide services.
- Add 2.0 FTE Custodians - These positions will provide additional custodial services to accommodate the build out of the County Administration Center at 675 Texas Street in Fairfield and additional sanitization of County buildings.
- Transfer 3.0 FTE Building Trades Mechanics to Sheriff's Office to perform general repairs primarily to the jail facilities.

STAFFING TREND



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

Megan M. Greve, Director of General Services
Other General

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

Summary of Other Administered Budget

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	1,114,731	1,043,760	1,054,735	10,975	1.1%
3100 FLEET MANAGEMENT	5,919,194	5,608,746	5,701,746	93,000	1.7%
9000 AIRPORT	2,034,049	2,124,040	2,160,122	36,082	1.7%
9010 AIRPORT SPECIAL PROJECTS	26,851	0	826,875	826,875	100.0%
9050 SPECIAL AVIATION	13,489	206,901	220,916	14,015	6.8%
2801 FOUTS SPRINGS RANCH	2,754	0	0	0	0.0%
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	781,482	957,410	990,747	33,337	3.5%
3100 FLEET MANAGEMENT	5,611,724	6,545,155	5,754,056	(791,099)	(12.1%)
9000 AIRPORT	1,426,406	1,770,974	1,827,602	56,628	3.2%
9010 AIRPORT SPECIAL PROJECTS	404,333	0	875,000	875,000	0.0%
9050 SPECIAL AVIATION	220,916	223,789	220,916	(2,873)	(1.3%)
2801 FOUTS SPRINGS RANCH	259,096	0	0	0	0.0%
NET CHANGE					
1640 REAL ESTATE SERVICES	(333,249)	(86,350)	(63,988)	22,362	(25.9%)
3100 FLEET MANAGEMENT	(307,470)	936,409	52,310	(884,099)	(94.4%)
9000 AIRPORT	(607,643)	(353,066)	(332,520)	20,546	(5.8%)
9010 AIRPORT SPECIAL PROJECTS	377,482	0	48,125	48,125	0.0%
9050 SPECIAL AVIATION	207,427	16,888	0	(16,888)	(100.0%)
2801 FOUTS SPRINGS RANCH	256,342	0	0	0	0.0%

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

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- COVID-19 lockdowns on the use of County facilities and the County's Veterans Memorial Halls present significant restrictions to normal property management functions.
- Rent collections during COVID-19 restrictions were unpredictable and anticipated to be lower during FY2021/22 as a result of anticipated business slowdowns.
- Continued demand for light industrial leased space for County operational storage and warehousing in the face of low inventory in the Fairfield market area remains challenging.
- Public-benefit site acquisitions, involving multiple stakeholders, requires balancing the organizational landscape with established deadlines.

Accomplishments:

- Property Acquisition analyses, agreements and purchases totaling 84.62 acres:
 - 3373 Sackett Lane, Winters (portion of 90 acres) providing opportunities for environmental mitigation, water rights, and education.
 - 1624-1634 Rockville Road, Fairfield (9.99 acres) allowing for the continued leasing of 0.17 acres of the parcel by the Cordelia Fire Protection District.
 - Completed the purchase of additional land buffer between the north Claybank detention campus and adjacent property (.33 acres) in order to maintain adequate security between detention operations and neighboring uses.
- US Post Office five-year lease renewed for 14,113 square feet of retail/industrial space at 600 Kentucky Street in Fairfield.
- 431 Executive Court, Fairfield lease for 12,288 square feet renewed under favorable terms including conference room tenant improvements of \$108,123.
- Less favorable lease for DCSS terminated, allowing relocation to County Administrative Center.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$10,975 or 1.1% in revenues and \$33,337 or 3.5% in appropriations when compared to FY2020/21 Adopted Budget. As a result, the Net County Cost increased by \$22,362 or 25.9%.

Primary Funding Sources

The primary funding source for Real Estate Services is Revenue from Use of Money/Property which reflects a \$16,983 or 2.1% increase primarily due to an increase in building rental revenue. Licenses, Permits and Franchise reflects a \$5,526 or 3.3% decrease due to garbage service-related costs returning to pre-COVID-19 volumes where during COVID-19 period garbage volumes were high due to Stay-at-Home orders. A net increase of \$5,082 or 9.8% in Charges for Services is attributable to service charges from the rate reimbursements for real estate management services to capitalizable project budgets. A decrease

Summary of Other Administered Budgets

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

of \$5,564 in Intergovernmental Revenue – Federal resulting from the use of one-time Federal CARES Act revenue in FY2020/21 to fund eligible costs in responding to the COVID-19 pandemic emergency.

Primary Costs

The FY2021/22 Recommended Budget includes a \$33,337 or 3.5% net increase in appropriations when compared to the FY2020/21 Adopted Budget due to an increase of \$6,706 in Salaries and Employee Benefits resulting from the negotiated and approved labor contract wage increase and CalPERS retirement costs. As well as an increase of \$59,233 in Services and Supplies for property and liability insurance, central data processing services and wastewater and storm drainage charges. Increase in Intra Fund Transfer of \$26,226 is primarily attributable to maintenance and routine repairs for the Fairfield Post Office. These increases are offset with a \$58,952 decrease in Other Charges from reduced Countywide Cost Allocation Plan charges from roll forward adjustments in the Plan for costs attributed to Real Estate Services.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	204,592	166,726	161,200	(5,526)	(3.3%)
REVENUE FROM USE OF MONEY/PROP	900,072	819,831	836,814	16,983	2.1%
INTERGOVERNMENTAL REV FEDERAL	3,073	5,564	0	(5,564)	(100.0%)
CHARGES FOR SERVICES	6,994	51,639	56,721	5,082	9.8%
TOTAL REVENUES	1,114,731	1,043,760	1,054,735	10,975	1.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	74,216	158,205	164,911	6,706	4.2%
SERVICES AND SUPPLIES	253,889	305,301	364,534	59,233	19.4%
OTHER CHARGES	479,623	497,574	438,622	(58,952)	(11.8%)
OTHER FINANCING USES	636	1,449	1,573	124	8.6%
INTRA-FUND TRANSFERS	(26,882)	(5,119)	21,107	26,226	(512.3%)
TOTAL APPROPRIATIONS	781,482	957,410	990,747	33,337	3.5%
NET COUNTY COST	(333,248)	(86,350)	(63,988)	22,362	(25.9%)

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Fleet has 79 hybrid vehicles in service, 14.% of the light and medium duty fleet, an increase of 2% when compared to FY2020/21.
- After a successful transition from Diesel No. 2 fuel to renewable diesel, Fleet is reviewing other renewable gasoline options and hopes to continue reducing our carbon footprint.
- There are 41 vehicles on the replacement plan for FY2021/22 and 57 vehicles on the replacement plan for FY2022/23. In addition, there are 4 vehicles to be purchased in FY2021/22, which are requested by departments.
- Fleet has evaluated several electric vehicles (EV's) and Plug-In Hybrid Electric Vehicles (PHEV's) and is ready to integrate many of them into our fleet as EV charging stations come on-line.

WORKLOAD INDICATORS

- Maintains and services 522 County fleet vehicles including 49 vehicles leased to outside agencies.
- Maintains and services over 110 department owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2020, completed 2,657 work orders comprised of 5,470 mechanic labor hours.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects an increase of \$93,000 or 1.7% in revenues and a decrease of \$791,099 or 12.1% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$5,274,615 representing a decrease of \$25,000 or 0.5% when compared to the FY2020/21 Adopted Budget. This revenue is primarily comprised of Vehicle Rental Fees, Other Charges for Services, and Fuel and Oil delivery.

Primary Costs

The FY2021/22 Recommended Budget includes \$5,754,056 in appropriations representing a \$791,099 or 12.1% net decrease due to the following:

- Salaries and Employee Benefits of \$1,394,755 reflect an increase of \$76,625 or 5.8% primarily attributed to negotiated and approved labor contract wage increases, CalPERS retirement costs, and changes in health benefit costs and workers compensation rates.
- Services and Supplies of \$2,236,436 reflect an increase \$62,418 or 2.9% due to increases in Software Cost and Support, Maintenance for Equipment and Building, Central Data Processing, Communication and Purchases for Resale.
- Other Charges of \$352,785 reflect an increase of \$88,013 or 33.2% primarily due to increased Countywide Administrative Overhead costs.
- Fixed Assets of \$1,757,000 reflects a decrease of \$1,018,673 or 36.7% due to a decrease in the number of replacement vehicles and department requests for new vehicles in FY2021/22. The decrease is also attributed to computer equipment purchased in FY2020/21 related to the conversion of the Fleet Computer System into windows-based platform.

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

Summary of Other Administered Budgets

Contracts

None.

Fixed Assets

The FY2021/22 Recommended Budget includes:

- \$1,690,000 for 45 vehicle purchases.
- \$67,000 for purchase of tools, tool boxes, an etcher and a new tire mounting machine.

DEPARTMENT COMMENTS

In FY2020/21, the City of Suisun and Solano Community College chose not to renew their contracts with Fleet Management for Fleet services, surrendering 10 vehicles to Fleet Management upon their termination of services. The vehicles returned to Fleet were repurposed, resulting in minimal impact to Fleet revenue and operations.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	74,325	14,131	12,131	(2,000)	(14.2%)
INTERGOVERNMENTAL REV FEDERAL	973	0	0	0	0.0%
CHARGES FOR SERVICES	5,284,993	5,299,615	5,274,615	(25,000)	(0.5%)
MISC REVENUE	92,705	105,000	105,000	0	0.0%
OTHER FINANCING SOURCES	466,198	190,000	310,000	120,000	63.2%
TOTAL REVENUES	5,919,194	5,608,746	5,701,746	93,000	1.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,106,808	1,318,130	1,394,755	76,625	5.8%
SERVICES AND SUPPLIES	1,946,032	2,174,018	2,236,436	62,418	2.9%
OTHER CHARGES	305,224	264,772	352,785	88,013	33.2%
F/A EQUIPMENT	2,123,878	2,775,673	1,757,000	(1,018,673)	(36.7%)
OTHER FINANCING USES	129,782	12,562	13,080	518	4.1%
TOTAL APPROPRIATIONS	5,611,724	6,545,155	5,754,056	(791,099)	(12.1%)
NET GAIN(LOSS)	307,470	(936,409)	(52,310)	884,099	(94.4%)

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

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

SUMMARY OF POSITION CHANGES

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- All office and hangar spaces at the Airport are at full occupancy. The Airport's current waiting list for hangar space has increased considerably over the last 5 years. The Airport's aircraft tie-down apron is also nearing capacity.
- The Airport Manager began in August 2020 at the same time the Airport's Building Trades Mechanic resigned. The Airport is in the process of reclassifying the position to an Airport Maintenance Worker. An Extra Help Groundskeeper was assigned to the Airport to assist with maintaining the grounds, but the Airport has been short-handed.

Accomplishments:

- The Airport sent out an Invitation for Bids for a new fuel supplier and signed a five-year Fuel Supply Agreement with EPIC Fuel. The Airport has completed deferred maintenance on the self-serve fuel island and negotiated a Fuel Truck Lease with EPIC Fuel to replace its aging leased fuel trucks.
- In coordination with the Federal Aviation Administration (FAA), the Airport updated the Airport Capital Improvement Plan (ACIP) for 2020 - 2025 which identifies FAA funding for eligible capital improvement projects. The Airport has also completed design on Phase One of a Taxi Lane Reconstruction Project and applied for both federal and state grant funding for construction in 2021.
- The Airport was awarded a \$13,000 Coronavirus Response and Relief Supplemental Appropriations Act grant from the FAA to offset expenses incurred by COVID-19.

WORKLOAD INDICATORS

- The Airport manages, operates, and maintains the airport fuel system, and provides fuel services and retail sales of aviation fuel to the flying public, including over 133,796 gallons of fuel sold and involving more than 6,000 customer transactions during FY2020/21. Fuel sales for FY2021/22 are estimated to generate over \$696,000 in Airport operating revenue.
- The Airport manages, rents, and maintains County hangars, office spaces, private ground leases and other aircraft storage spaces which is estimated to generate over \$875,000 during FY2020/21.
- The Airport maintains 301 acres of Airport property and operates infrastructure and airport systems including runway and taxiway lighting and navigation systems; water, sewer, and storm drainage systems; storm water pollution prevention; weed control and abatement, and repair and maintenance of airfield facilities.

DEPARTMENTAL BUDGET SUMMARY

The Requested Budget for the Airport reflects an increase of \$36,082 or 1.7% in revenues and a decrease of \$56,628 or 3.2% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

- Property tax revenue in the amount of \$485,742 reflects an increase of \$14,042 or 3.0% when compared to the FY2020/21 Adopted Budget.
- Revenue from Use of Money in the amount of \$875,004 which reflects an increase of \$54,294 or 6.6% when compared to the FY2020/21 Adopted Budget due to an increase of income from leases, hangar, office and building rentals.
- Charges for Services in the amount of \$753,898 which reflects a decrease of \$27,381 or 3.5% primarily attributable to fuel and oil revenue and reduced tie down fees.
- Miscellaneous Revenues in the amount of \$31,000 which reflects a decrease of \$2,000 or 6.1% is a reflection of decreased aeronautical activity due to COVID-19 and a correlating decrease in opportunities to achieve miscellaneous revenues.
- Operating Transfers-In in the amount of \$10,000 which reflects a decrease of \$2,873 or 22.3% representing transfers from the Special Aviation fund for grant from Caltrans. The grant agreement requires that the receipts and disbursements be accounted for in the Special Aviation Fund. The Special Aviation fund does not anticipate interest income which decreases the transfers of funds to the Airport operating budget.

Primary Costs

- Salaries and Employee Benefits of \$431,443, represents a decrease of \$3,578 or 0.8% due to savings in salaries and wages reflecting vacancy of the Airport Maintenance Worker which is anticipated to be hired at a lower step with no longevity pay.
- Services and Supplies of \$998,553, represents a net increase of \$45,013 or 4.7% due to increases in deferred maintenance and required preventive maintenance for leased equipment and buildings.
- Other Financing Uses of \$215,067 represents an increase of \$16,751 or 8.4% primarily due to Operating Transfer to Special Aviation Fund to pay the loan from California Department of Transportation. The Caltrans loan agreement requires that the loan be accounted for in the Special Aviation Fund.

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

9000 – Fund 047-Airport**Summary of Other Administered Budgets**

Megan M. Greve, Director of General Services
Public Ways

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	459,517	471,700	485,742	14,042	3.0%
REVENUE FROM USE OF MONEY/PROP	803,395	820,710	875,004	54,294	6.6%
INTERGOVERNMENTAL REV STATE	13,606	3,538	3,538	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	69,024	5	5	0	0.0%
INTERGOVERNMENTAL REV OTHER	753	935	935	0	0.0%
CHARGES FOR SERVICES	651,779	781,279	753,898	(27,381)	(3.5%)
MISC REVENUE	25,974	33,000	31,000	(2,000)	(6.1%)
OTHER FINANCING SOURCES	10,000	12,873	10,000	(2,873)	(22.3%)
TOTAL REVENUES	2,034,049	2,124,040	2,160,122	36,082	1.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	397,870	435,021	431,443	(3,578)	(0.8%)
SERVICES AND SUPPLIES	825,755	953,540	998,553	45,013	4.7%
OTHER CHARGES	199,330	184,097	182,539	(1,558)	(0.8%)
OTHER FINANCING USES	3,452	198,316	215,067	16,751	8.4%
TOTAL APPROPRIATIONS	1,426,406	1,770,974	1,827,602	56,628	3.2%
NET GAIN(LOSS)	607,643	353,066	332,520	(20,546)	(5.8%)
STAFFING					
AIRPORT	3	3	3	0	0.0%
TOTAL STAFFING	3	3	3	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in the position allocation since the adoption of the FY2020/21 Budget are provided below:

On April 27, 2021 the Board approved the following position changes:

- Added 1.0 FTE Airport Maintenance Worker
- Deleted 1.0 FTE Building Trades Mechanic

There are no changes in position allocation in the FY2021/22 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Completed the design work for a major taxiway rehabilitation project during FY2020/21 in anticipation of a future phased construction project.
- Applied for an FAA Airport Improvement Program construction grant and there are plans to apply for Caltrans matching grant for phase 1 construction of taxiway rehabilitation project to be completed in FY2021/22.

WORKLOAD INDICATORS

- With the financial assistance of the FAA, and financing through the Caltrans matching grant program, the Airport plans to complete an estimated amount of \$875,000 in capital improvements in FY2021/22.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget for Airport Special Projects represents an increase of \$826,875 or 100% in revenues and an increase of \$875,000 or 100% in appropriations when compared to the FY2020/21 Adopted Budget. As a result, the use of Fund Balance increases by \$48,125. The increases in revenue and appropriations are the result of a planned phase 1 construction of a taxiway rehabilitation project in FY2021/22.

Primary Funding Source

The primary funding source for the Airport Special Projects are the federal grant from Federal Aviation Administration for \$787,500, funding from the Caltrans matching grant of \$39,375 and use of Airport Special Projects fund balance of \$48,125.

Primary Costs

The primary costs for the taxi-lane rehabilitation project (Phase 1) budgeted in FY2021/22 are construction and construction management.

Contracts

The FY2021/22 Recommended Budget includes a total of \$150,000 in construction management services and \$725,000 construction services for taxiway rehabilitation project (Phase 1).

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	0	39,375	39,375	100.0%
INTERGOVERNMENTAL REV FEDERAL	26,851	0	787,500	787,500	100.0%
TOTAL REVENUES	26,851	0	826,875	826,875	100.0%
APPROPRIATIONS					
F/A BLDGS AND IMPRMTS	404,333	0	875,000	875,000	100.0%
TOTAL APPROPRIATIONS	404,333	0	875,000	875,000	100.0%
NET GAIN(LOSS)	(377,481)	0	(48,125)	(48,125)	100.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Revenue generation and improving airport revenues through further economic development of the airport property will continue to be important in the future to provide local matching funds for FAA and State capital improvement grants. The FAA has recently indicated that federally-funded Airport Improvement Program Projects for FY2021/22 may allow for additional funding of up to 100%. Staff will continue to monitor the progress of the current grant and plans to seek Board approval for grant application.

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be impacted by COVID-19.

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 FY2021/22 payment is due in September 2021 for a principal payment of \$85,284 and interest of \$66,313.
- In March 2019, the Airport Special Aviation Fund entered into a loan agreement with Caltrans to fund Airport office building improvements (BU 9016) in the amount of \$759,924. The loan is amortized over 17 years at an annual interest rate of 3.34%, maturing in March 2036. In FY2021/22 payment is due in May 2022 for a principal payment of \$36,229 and interest of \$23,089.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$14,015 or 6.8% in revenues and a decrease of \$2,873 or 1.3% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Source

The primary funding source for this budget is an Operating Transfer-In from the Airport Operating Budget (BU 9000) of \$210,916 which reflects an increase of \$16,888 or 8.7%. The increase results from loan payments due that are funded through hangar rent. The annual payment of the Caltrans loan in FY2021/22 receives funding from Airport Operating Budget. The Transfer-In revenue is from hangar and administrative building lease/space rental payments. Additional funding in this budget includes an annual airport operation grant from Caltrans of \$10,000.

Primary Costs

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

Contracts

None.

Fixed Assets

None.

DEPARTMENT COMMENTS

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

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

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	3,489	2,873	0	(2,873)	(100.0%)
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	0	194,028	210,916	16,888	8.7%
TOTAL REVENUES	13,489	206,901	220,916	14,015	6.8%
APPROPRIATIONS					
OTHER CHARGES	210,916	210,916	210,916	0	0.0%
OTHER FINANCING USES	10,000	12,873	10,000	(2,873)	(22.3%)
TOTAL APPROPRIATIONS	220,916	223,789	220,916	(2,873)	(1.3%)
NET GAIN(LOSS)	(207,427)	(16,888)	0	16,888	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be impacted by COVID-19.

FUNCTION AND RESPONSIBILITIES

In August 2011, after nearly 50 years of operation, the Board of Supervisors terminated the Probation Department's program at the Fouts Springs Youth Facility (Fouts) in Colusa County because of a loss of a State Youth Authority funded program and a State driven change in philosophy regarding juvenile detention. The Special Use Permit for the Fouts facility issued to Solano County by the United States Forest Service required the County to remove approximately 34 existing buildings/structures (approximately 62,000 square feet) and return the site to its natural state. The County developed the Fouts decommissioning and site restoration plan pursuant to the Forest Service requirements.

The Department of General Services oversaw the maintenance and safeguarding of the grounds and facilities and led the decommissioning process to terminate the Special Use Permit with the U.S. Department of Agriculture/Forest Service which owns the land. The decommissioning and site clearance were completed in phases with final close out in 2019. Acceptance of site restoration and Special Use Permit closure authorization by the United States Forest Service took place in July 2019. The budget unit was closed at the end of FY2019/20.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Final decommissioning of the Fouts Springs Youth Facility relieved the County of associated maintenance and operations costs.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no revenues and no appropriations for FY2021/22.

DEPARTMENT COMMENTS

None.

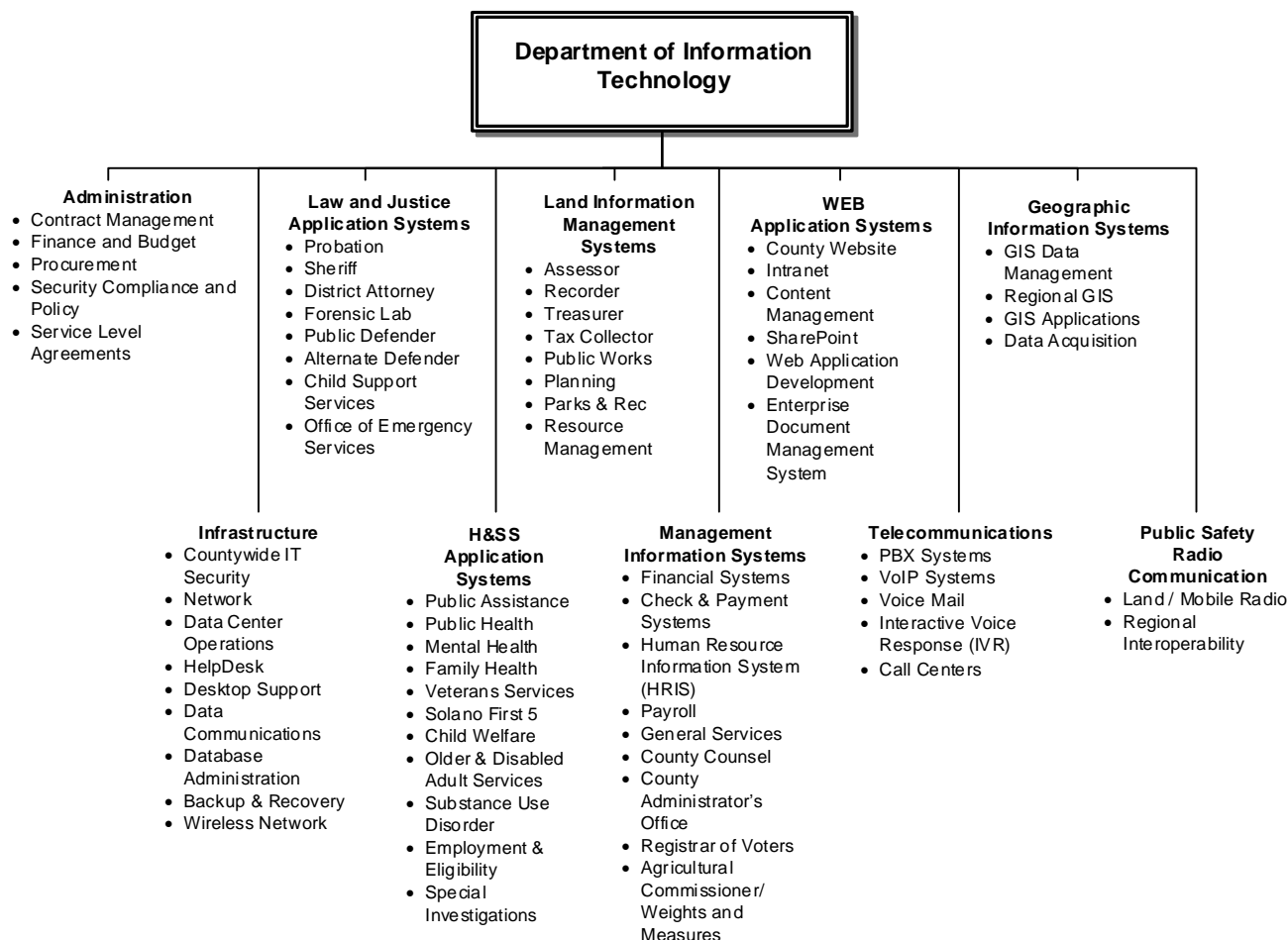
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	2,754	0	0	0	0.0%
TOTAL REVENUES	2,754	0	0	0	0.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	73,944	0	0	0	0.0%
OTHER CHARGES	6,946	0	0	0	0.0%
OTHER FINANCING USES	178,206	0	0	0	0.0%
TOTAL APPROPRIATIONS	259,096	0	0	0	0.0%
NET GAIN(LOSS)	(256,342)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.



DEPARTMENTAL PURPOSE

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

Budget Summary:

FY2020/21 Midyear Projection:	\$29,201,542
FY2021/22 Recommended:	\$32,621,294
County General Fund Contribution:	\$0
Percent County General Fund Supported:	0.0%
Total Employees (FTEs):	68

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The COVID-19 pandemic took center stage and DoIT pivoted to crisis management, rapidly standing up teleworking capabilities, and enabling broad adoption of online collaboration tools to allow much of the business of Solano County to continue remotely. Multiple disasters struck Solano county simultaneously that played a pivotal role in the priorities for IT Services to include the COVID-19 pandemic, the LNU Lightning Complex Fire, and Public Safety Power Shutoffs (PSPS). DoIT, with the support of its business partners in departments throughout the County, has been able to make significant progress in improving the technology tools and capabilities available to County users, and in the automation of business processes.

Accomplishments:

Information Technology Service Management (ITSM):

- Deployment of Windows Virtual Desktops to every Solano employee enabling a remote workforce within two weeks of the onset of the pandemic.
- Reduced laptop deployments from 2-4 months to 2 weeks by re-engineering our internal processes and standardizing computer equipment.
- Countywide deployment of Microsoft Teams, with full virtual audio & video communication within a week of the pandemic's emergence.

Information Security Improvements:

- Deployed advanced security tools to:
 - Only allow users with unique ID and Password to authenticate to Active Directory and connect to the County's wireless network.
 - Provide "Guest" access to the wireless network and provide Internet access.
 - Allow users to connect personal devices to the wireless network and provide Internet access.
- Deployed Microsoft Password Protection System to prevent users from creating weak passwords.
- Deployed Multi-Factor Authentication for Virtual Private Network to replace RSA Software Tokens.
- Deployed network monitoring tools to provide enterprise-wide visibility to detect and respond to threats in real-time.
- Migrated the end-of-life IronPort physical machines to virtual machines.
- Retired all Windows 2003 servers in the network. Windows 2003 is an obsolete operating system.
- Retired all machines running Windows XP operating system. Windows XP is an obsolete operating system.
- Worked with Systems Admin team to retire Domain Controllers running Windows 2008 servers.
- Implemented Multi-Factor Authentication for the Law and Justice group.
- All Windows servers and workstations now have anti-malware software installed.
- Implemented MediaPro, a Software-as-a-Service tool to provide security and awareness training to County users.
- Implemented a cloud-based service to provide Web Application Firewall and cloud hosted Domain Name System (DNS).

Network Improvements:

- Implemented VPN concentrator for Law & Justice Data Center, which doubled the VPN capacity for Solano County users.
- Implemented Microsoft Azure Express Routes circuit to allow Windows Virtual Desktop (WVD) cloud connectivity to Solano County.
- Completed the major overhaul (hardware and software upgrade) of Solano County phone system (VoIP).
- Upgraded the Library System Wide Area Network (WAN) circuit to ASE (Digital).

Timothy P. Flanagan, Chief Information Officer
Other General

- Completed network and Voice services to support the move of the Department Child Support Services office to the CAC 5th floor.
- Moved the WAN hub to 427 Executive Court for the campus.
- Deployed Fire Emergency Assistance Center (LNU Fire) network connectivity to Solano County.
- Completely re-built the alternate Emergency Operations Center (EOC) network. Added VoIP and wireless access.
- Full wireless connectivity for Transportation Corp Yard Heavy Duty Shop.
- Created a public WiFi at Vallejo to assist COVID-19 hit population.
- Created Public Wireless for H&SS public lobby access at 275 Beck, 1119 E Monte Vista, 365 Tuolumne locations and Probation lobby.
- For Election activities, provided Cell signal enhancement for Registrar of Voters (ROV).
- Upgraded Grand Jury network including a new circuit.
- Created a Call Center for Solano County COVID-19 relief efforts.
- Major update to the Interactive Voice Response (IVR) system for Human Resources.

Management Information Systems:

- Deployed eSignatures in the County contracting process and other areas.

Geographic Information Systems (GIS):

- New GIS flyover contract/agency agreements with Sanborn Aerial.

WORKLOAD INDICATORS

- During the period of March 1, 2020 to February 28, 2021 there were a total of 22,709 work orders and trouble tickets received by the Helpdesk.
- A total of 461 servers were hosted on 61 physical servers, and over 700 terabytes of data were maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,869 computers, 4,397 telephones, 200 tablets, and 800 printers are supported across the Counties' wide-area network locations.

Functional Area Summary

1870 – Fund 370-Department of Information Technology

Timothy P. Flanagan, Chief Information Officer

Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	1,198,996	1,694,669	1,722,987	28,318	1.7%
INFRASTRUCTURE	13,852,571	13,894,616	15,640,534	1,745,918	12.6%
LAW & JUSTICE APPLICATION SYSTEMS	1,692,799	1,702,539	1,824,869	122,330	7.2%
H&SS APPLICATION SYSTEMS	2,544,730	3,999,597	3,893,551	(106,046)	(2.7%)
MANAGEMENT INFORMATION SYSTEMS	1,713,855	1,721,368	2,015,177	293,809	17.1%
LAND INFORMATION MANAGEMENT SYSTEMS	2,066,371	1,990,924	1,468,363	(522,561)	(26.2%)
WEB APPLICATION SYSTEMS	812,088	972,544	942,019	(30,525)	(3.1%)
GEOGRAPHIC INFORMATION SYSTEMS	1,322,924	1,452,365	2,009,923	557,558	38.4%
TELECOMMUNICATIONS	1,454,229	1,899,003	1,823,815	(75,188)	(4.0%)
PUBLIC SAFETY RADIO COMMUNICATION	569,143	488,106	510,416	22,310	4.6%
TOTAL REVENUES	27,227,706	29,815,731	31,851,654	2,035,923	6.8%
APPROPRIATIONS					
DOIT-ADMINISTRATION	1,204,113	1,694,669	1,722,988	28,319	1.7%
INFRASTRUCTURE	13,605,328	14,404,166	16,369,374	1,965,208	13.6%
LAW & JUSTICE APPLICATION SYSTEMS	1,621,191	1,702,539	1,824,869	122,330	7.2%
H&SS APPLICATION SYSTEMS	2,483,647	3,999,597	3,893,551	(106,046)	(2.7%)
MANAGEMENT INFORMATION SYSTEMS	1,540,781	1,721,368	2,015,177	293,809	17.1%
LAND INFORMATION MANAGEMENT SYSTEMS	2,075,917	1,990,924	1,468,363	(522,561)	(26.2%)
WEB APPLICATION SYSTEMS	660,078	972,544	942,019	(30,525)	(3.1%)
GEOGRAPHIC INFORMATION SYSTEMS	1,263,995	1,452,365	2,009,923	557,558	38.4%
TELECOMMUNICATIONS	1,413,986	1,899,003	1,823,815	(75,188)	(4.0%)
PUBLIC SAFETY RADIO COMMUNICATION	485,636	553,106	551,215	(1,891)	(0.3%)
TOTAL APPROPRIATIONS	26,354,672	30,390,281	32,621,294	2,231,013	7.3%
NET GAIN (LOSS)					
DOIT-ADMINISTRATION	(5,117)	0	0	0	0.0%
INFRASTRUCTURE	247,242	(509,550)	(728,840)	(219,290)	43.0%
LAW & JUSTICE APPLICATION SYSTEMS	71,608	0	0	0	0.0%
H&SS APPLICATION SYSTEMS	61,083	0	0	0	0.0%
MANAGEMENT INFORMATION SYSTEMS	173,074	0	0	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	(9,545)	0	0	0	0.0%
WEB APPLICATION SYSTEMS	152,010	0	0	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	58,929	0	0	0	0.0%
TELECOMMUNICATIONS	40,243	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	83,507	(65,000)	(40,799)	24,201	(37.2%)
NET GAIN (LOSS)	873,034	(574,550)	(769,639)	(195,089)	34.0%

STAFFING					
DOIT-ADMINISTRATION	6	8	8	0	0.0%
INFRASTRUCTURE	11	12	13	1	8.3%
LAW & JUSTICE APPLICATION SYSTEMS	9	9	9	0	0.0%
H&SS APPLICATION SYSTEMS	14	17	16	(1)	(5.9%)
MANAGEMENT INFORMATION SYSTEMS	5	5	5	0	0.0%
LAND INFORMATION MANAGEMENT SYSTEMS	10	12	8	(4)	(33.3%)
WEB APPLICATION SYSTEMS	4	4	4	0	0.0%
GEOGRAPHIC INFORMATION SYSTEMS	1	1	3	2	200.0%
TELECOMMUNICATIONS	2	2	0	(2)	(100.0%)
PUBLIC SAFETY RADIO COMMUNICATION	2	2	2	0	0.0%
TOTAL STAFFING	64	72	68	(4)	-5.6%

Timothy P. Flanagan, Chief Information Officer
Other General

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$2,035,923 or 6.8% in revenues and \$2,231,013 or 7.3% in appropriations when compared to the FY2020/21 Adopted Budget.

Primary Funding Sources

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

Primary Costs

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

Infrastructure:

Total appropriations for Infrastructure are projected to be \$16,369,000 which consists of \$5,402,000 in contract staffing (Avenu), \$2,851,000 for County staff, \$342,000 in cost allocations for Administrative Overhead, Building Use, and Insurances, with \$7,774,000 for software licenses, hardware, Operating, and communications services. Infrastructure functions include Network Administration, Data Communications, Network Security, Computer Operations, Help Desk, Desktop Support, Database and Operating Systems Administration, Data Storage Management, and Backup and Recovery.

Applications Development Management and Support:

Applications Development Management and Support includes Law & Justice Application Systems, H&SS Applications Systems, Management Information Systems, Land Information Management Systems, Web Application Systems, Geographic Information Systems, and Administration. Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems process improvement, and public access to information and services. Total appropriations for Applications Development Management and Support are projected to be \$12,409,000 which consists of \$8,042,000 for staffing, \$1,031,000 in Contractor (Avenu) cost, \$895,000 in County cost allocations for Administrative Overhead, Building Use, Insurances, and \$2,441,000 for hardware, software and other third-party services.

Communications:

Communications cost centers include: Telecommunications, which provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and, Public Safety Radio Communications, which provides engineering, installation, programming, and support of the public safety radio system. Total appropriations for Communications are projected to be \$2,375,000 which consists of \$348,000 in staffing, \$72,000 in County Administrative Overhead, Building Use, and Insurances, \$932,000 as pass-through telephone usage, voicemail and other charges, and \$1,023,000 for hardware, software and vendor services.

Contracts

The FY2021/22 Recommended Budget includes a total of \$14,830,000 or 46.82% in contracted services which includes the following significant contracts:

- \$7,234,000 for Avenu staffing.
- \$1,560,000 for Microsoft Office 365.
- \$400,000 for SolanoCounty.com Update.
- \$385,000 for ConvergeOne Cisco VoIP Annual Maintenance.

- \$361,000 for Arial Imagery for Geographical Information Systems.
- \$270,000 for ServiceNow Subscription.
- \$222,000 for Cisco Umbrella, Web Security, StealthWatch, and IronPort.
- \$220,000 for PeopleSoft Maintenance.
- \$185,000 for Veritas NetBackup and Maintenance.
- \$181,000 for McAfee Annual Maintenance.
- \$180,000 for Cisco SmartNet.
- \$175,000 for Microsoft Azure Roadmap and Cloud Infrastructure.
- \$166,000 for Microsoft Premier Services.
- \$163,000 for ONESolution Annual Maintenance.
- \$150,000 for ServiceNow Consulting.
- \$150,000 for PaloAlto Appliances and Traps.
- \$147,000 for PeopleSoft Consulting.
- \$100,000 for Gartner Subscription Based Research.
- \$99,000 for IBM Systems Maintenance.
- \$98,000 for Privilege Account Management.
- \$97,000 for GIS Software Maintenance.
- \$91,000 for Upgrade to Security Tools.
- \$80,000 for Security Incident Response Remediation and Awareness
- \$80,000 for GIS Consulting Services.
- \$80,000 for Security Information & Event Management.
- \$75,000 for Upgrade to Security Tools.
- \$75,000 for Proofpoint Cloud Mail Security.
- \$60,000 for Documentum Annual Maintenance.
- \$40,000 for Documentum Professional Services.

Fixed Assets

The FY2021/22 Recommended Budget includes the following fixed assets:

- \$500,000 for data center infrastructure refresh.
- \$400,000 for Solano County Website re-platform.
- \$200,000 for server replacement and server maintenance costs.
- \$150,000 for Virtual Machine (VM) hardware and software for additional virtual servers.
- \$130,000 for spare switches and routers for break/fix and refresh of County systems.
- \$85,000 for Cisco Infrastructure refresh.
- \$41,000 for Public Safety Radio System infrastructure equipment.
- \$32,000 for WAN Routers for Solano County ASE Circuits.

Timothy P. Flanagan, Chief Information Officer
Other General

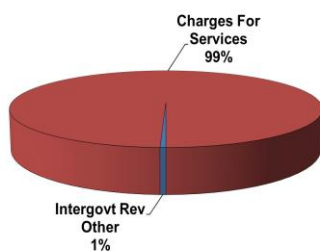
DEPARTMENT COMMENTS

For the FY2021/22 budget the Department of Information Technologies (DoIT) outlined six priorities that the budget must address. These priorities focus on establishing fundamentals that enable operational efficiencies and achieve greater return for County funds. The departmental budget request seeks to address:

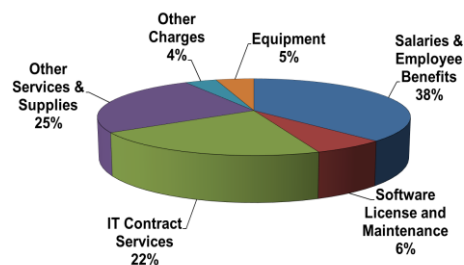
- Teleworking capabilities and a focus on a mobile workforce.
- Systems & Data Security to protect our investments.
- Technology standardization to improve efficiency.
- Disaster Recovery and Business Continuity.
- Anticipated Growth of Information Technology demand from Departments.
- Building flexibility and adaptability to respond to rapidly evolving demands.

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

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

1870 – Fund 370-Department of Information Technology

Timothy P. Flanagan, Chief Information Officer

Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	128,605	53,800	97,970	44,170	82.1%
INTERGOVERNMENTAL REV STATE	390,000	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	996,667	179,352	0	(179,352)	(100.0%)
INTERGOVERNMENTAL REV OTHER	156,311	156,311	156,311	0	0.0%
CHARGES FOR SERVICES	25,137,487	29,330,963	30,950,351	1,619,388	5.5%
MISC REVENUE	311,472	95,305	647,022	551,717	578.9%
OTHER FINANCING SOURCES	107,165	0	0	0	0.0%
TOTAL REVENUES	27,227,706	29,815,731	31,851,654	2,035,923	6.8%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	10,263,822	12,765,026	12,584,076	(180,950)	(1.4%)
SERVICES AND SUPPLIES	13,806,450	15,254,399	17,918,006	2,663,607	17.5%
OTHER CHARGES	1,047,589	1,108,276	1,281,835	173,559	15.7%
F/A EQUIPMENT	1,106,822	1,445,702	1,137,800	(307,902)	(21.3%)
F/A - INTANGIBLES	0	0	400,000	400,000	0.0%
OTHER FINANCING USES	129,990	131,878	129,022	(2,856)	(2.2%)
INTRA-FUND TRANSFERS	0	(315,000)	(829,445)	(514,445)	163.3%
TOTAL APPROPRIATIONS	26,354,673	30,390,281	32,621,294	2,231,013	7.3%
NET GAIN(LOSS)	873,033	(574,550)	(769,640)	(195,090)	34.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

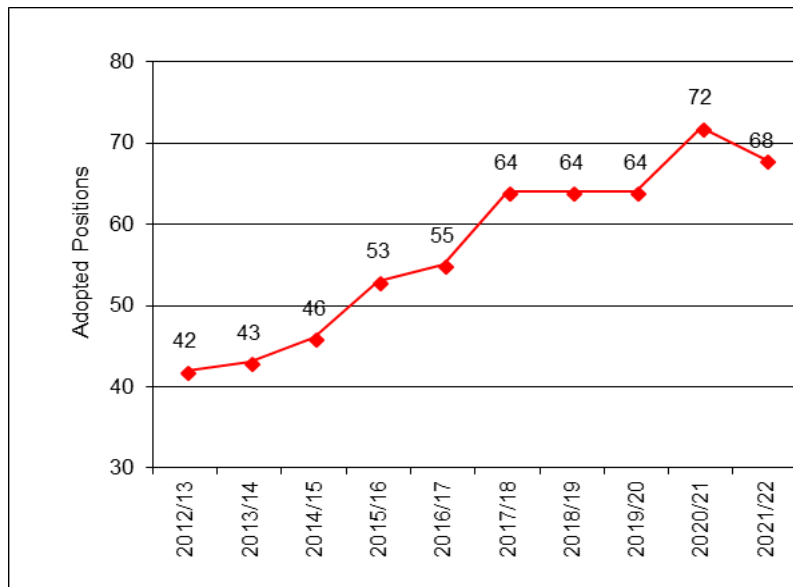
None.

SUMMARY OF POSITION CHANGES

The FY2021/22 Recommended Budget includes the following position changes:

- Delete 1.0 Information Technology Analyst IV assigned to support the Health & Social Services department. The deletion of this position is offset by the addition of staff approved in the FY2020/21 Adopted Budget.
- Delete 2.0 Information Technology Analyst IV - Limited-Term Project positions for the Solano County Integrated Property System (SCIPS) project.
- Delete 2.0 Communications Technician II that supported the Communications Unit.
- Add 1.0 Mapping Technician II due to a new position in 1896 Countywide Geographic Information System (GIS) to provide mapping support to the Registrar of Voters.

Timothy P. Flanagan, Chief Information Officer
Other General

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

Changing demand for IT services due to the COVID-19 pandemic has the potential to impact projects underway and planned starts of future projects. Service to maintain viable operations is a priority and DoIT continues to support a flexible workforce through use of technology.

The Solano County Integrated Property System (SCIPS) Replacement Project Phase 0 started February 25, 2019. It is a multi-year project with vendor support for property tax and assessment. The primary stakeholders are Tax Collector, Auditor Controller, Assessor, and Department of Information Technology. Phase 3 through Phase 11 are expected to be completed by June 30, 2022.

The Department of Information Technology is evaluating options to modernize the Solano County public facing website in FY2020/21. After the evaluation and scope is complete, a project is expected to be proposed in FY2021/22 to update the public facing website. If approved, this project may go beyond FY2021/22.

The IT Managed Services with Avenu Insights and Analytics is set to expire on December 31, 2021. As forecast at the Board, a contract extension will be negotiated and brought forward in FY2021/22 for approval and continuation of services.

Functional Area Summary**1870 – Fund 370-Department of Information Technology****Timothy P. Flanagan, Chief Information Officer****Other General**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2019/20 ACTUAL	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1878 SCIPS REPLACEMENT PROJECT	0	3,387,044	5,887,817	2,500,773	73.8%
APPROPRIATIONS					
1878 SCIPS REPLACEMENT PROJECT	280,922	3,387,044	5,887,817	2,500,773	73.8%
NET CHANGE					
1878 SCIPS REPLACEMENT PROJECT	280,922	0	0	0	0.0%

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

FUNCTION AND RESPONSIBILITIES

This Budget has been established to track separately the costs for the replacement of the Solano County property tax system which was initially created in 1982. The technology platform of the original system reached obsolescence over 18 years ago and it was re-architected with a combination of modern components and emulation technologies that allow much of the system to mimic the way the old technology worked. The re-architected system was placed in production use in 2010. The Board in 2017, approved a loan for the County General Fund to fund a multi-year multi department project to replace the Solano County Integrated Property Systems (SCIPS).

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

<u>Phase</u>	<u>Completion Date</u>	<u>Description</u>
Phase 0	Completed	Pre-Project Startup-Database Cleanup, Validation, and Migration to staging environment
Phase 1	March 2021	Project team Start Up
Phase 2	Completed	Base Configuration
Phase 3	May 2021	Initial Data Conversion
Phase 4	April 2021	Business Process Analysis and Mapping
Phase 5	Completed	System/Client Configuration
Phase 6	September 2021	Full Conversion mapping, extraction, and migration
Phase 7	October 2021	User Acceptance Testing (UAT) Configuration
Phase 8	February 2022	User Acceptance Testing Conversion
Phase 9	October 2021	Implementation Services-Engineering/Programming (reports, interfaces, documentation)
Phase 10	April 2022	Final User Acceptance Testing
Phase 11	June 2022	Client Training
Phase 12	November 2022	Go-Live

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

Project Funding:	\$10,000,000
Actual Cost Through FY2019/20:	\$530,738
Midyear Projection FY2020/21:	\$2,954,011
<u>Requested Budget FY2021/22:</u>	<u>\$5,887,817</u>
Balance Remaining:	\$627,434

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments:

- Phases: Phase 0-5 are projected to be completed by June 30, 2021 while phases 6-11 are expected to be completed by June 30, 2022.
- Upgraded SCIPS platform to a supported version completing a two year collaborative effort with the Assessor and Auditor's line of business.

Challenges:

- Upcoming Retirements: Three of the current SCIPS Subject Matter Experts (SME) are eligible for retirement with each SME having around 20 years' experience specific to the legacy SCIPS system. The system is "home grown" and it would be difficult to find new hires who could be as effective without a lot of training.
- Mitigation: DoIT has hired three Avenu contract staff to take over daily legacy SCIPS duties which will allow the current IT SME's to spend more time on the migration project.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$2,500,773 or 73.8% in both revenues and appropriations when compared to the FY2020/21 Adopted Budget. These funds will be utilized by the Department to continue work on Phases 6 through 11 of the implementations of the new property tax system. The SCIPS replacement project is anticipated to be completed in FY2021/22 and within the current budget.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2019/20 ACTUALS	2020/21 ADOPTED BUDGET	2021/22 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	3,387,044	5,887,817	2,500,773	73.8%
TOTAL REVENUES	0	3,387,044	5,887,817	2,500,773	73.8%
APPROPRIATIONS					
SERVICES AND SUPPLIES	271,585	552,000	1,531,442	979,442	177.4%
OTHER CHARGES	684	653,022	2,021,090	1,368,068	209.5%
F/A - INTANGIBLES	8,653	1,867,022	1,505,840	(361,182)	(19.3%)
INTRA-FUND TRANSFERS	0	315,000	829,445	514,445	163.3%
TOTAL APPROPRIATIONS	280,922	3,387,044	5,887,817	2,500,773	73.8%
NET GAIN(LOSS)	(280,922)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget unit.

PENDING ISSUES AND POLICY CONSIDERATIONS

COVID-19 – The Recommended Budget was prepared during the continued response to the COVID-19 pandemic emergency. At this time, it is unclear if the FY2021/22 Budget will be additionally impacted by COVID-19. Department staff will continue to monitor and evaluate COVID-19 impacts and will provide necessary revisions when verified.

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