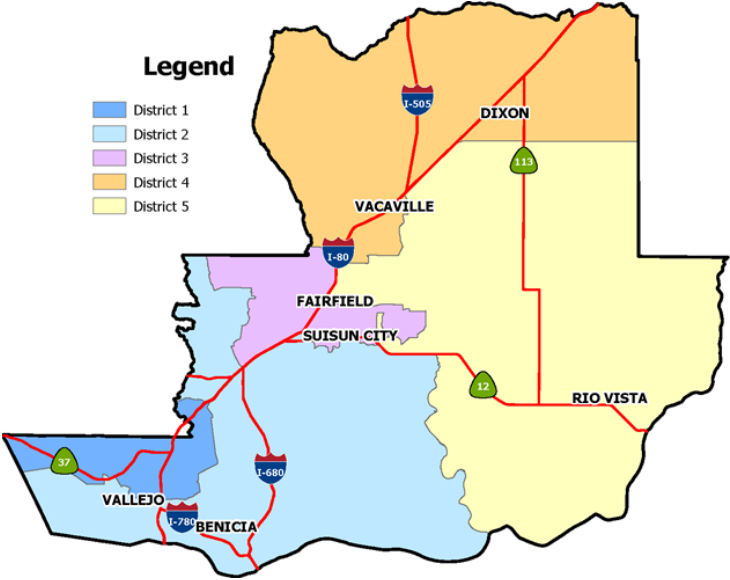


Board of Supervisors



John M. Vasquez-District 4, Monica Brown-District 2, Wanda Williams-District 3, Cassandra James-District 1, Mitch Mashburn-District 5
Picture Taken: January 2025

County of Solano



1000 – Fund 001-Board of Supervisors

Mitch Mashburn, Chair
Legislative & Administration

STATEMENT OF PURPOSE

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

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

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

This Board remains committed to meeting its operational requirements in the present term while also considering the road ahead. In April 2023, the Board conducted a priority-setting workshop and identified its highest priorities for the coming years. These priorities included looking for efficiencies internally while also seeking the opportunities to promote economic development, boost affordable housing projects, grow our workforce, as well as promote and protect one of our largest economic drivers – agriculture.

It is currently expected that the federal administration will release a fiscal year (FY) 2026 budget proposal in mid-May. The federal budget is expected to propose spending cuts that will have a wide-ranging impact on county budgets, services and the residents they serve, particularly in the areas of healthcare, social services, and public safety. Furthermore, any cuts proposed by the federal administration will have significant impacts on State revenues. Through this time of uncertainty, the Board is committed to remaining fiscally prudent and will continue to utilize Board adopted budget strategies which include: not using General Fund dollars to backfill reductions in State or federal funding, not implementing new programs that are not fully revenue-offset, and moderating service level reductions on a case-by-case basis.

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:	
FY2024/25 Midyear Projection:	804,550
FY2025/26 Recommended:	813,354
County General Fund Contribution:	813,354
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 1 Supervisor, Cassandra James, proudly represents the residents of portions of Greater Vallejo, including all areas north of Georgia Street (except the Waterfront) and the Hiddenbrooke neighborhood. This marks Supervisor James’s first budget narrative submission. At the time of this submission, the District 1 Office operates out of its primary location in the Solano County Administrative Center at 675 Texas Street, Suite 6500, in Fairfield, CA. Efforts are currently underway to secure accessible office space within the district to enhance its service to constituents. The District 1 Office budget supports the expenditures associated with the elected Supervisor as well as two full-time staff members, Tony Stewart and Yuritzi Jacobo Martinez.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Cassandra James has been appointed or assigned to serve on 15 regional, county, and state committees, in a capacity of either the primary or alternate member. In parallel, the District 1 Office has actively engaged in the general onboarding process to increase its knowledge of county procedures and operational protocols.

Supervisor James holds several key local roles that directly impact her constituents. She serves as a Board Director for the East Vallejo Fire District, guiding initiatives related to public safety; Trustee for the Vallejo Flood and Wastewater District, where she oversees vital infrastructure and management efforts; and a Member of the Vallejo Interagency Committee, where she has the opportunity to foster collaboration among local agencies and elected officials to address shared community priorities.

Priorities and Accomplishments:

- As an alternate member of the Community Action Partnership (CAP) Solano Joint Powers Authority, expanding the definition and availability of affordable housing remains a top priority for Supervisor Cassandra James. In collaboration with the United Way of the Greater Bay Area, Supervisor James co-hosted the Solano County Homelessness Convening, bringing together key partners to address and identify actionable solutions to homelessness in the region. During the convening, the UCSF Benioff Homelessness and Housing Initiative presented the Encampment Resolution Guide and committed to supporting Solano County in the implementation of its strategies. Additionally, at no cost to the county budget, Supervisor James authored letters of support for two housing projects competing for Homekey+ funding, reinforcing her commitment to advancing housing solutions for the most vulnerable residents of District 1 and Solano County.
- Upon seeing the new Vallejo City Council’s commitment towards pursuing a short-term contract with the Sheriff’s Office for police services, Supervisor Cassandra James acted decisively, working directly with the Mayor of Vallejo to address the issue in a public forum, ensuring accountability. Recognizing the pressing need for effective violence prevention, she has partnered with Californians for Safety to place Solano County at the forefront of developing and implementing critical safety strategies. Supervisor James has also hosted the Community Violence Initiative Network (CVI Network), focused on addressing gun violence and enhancing safety within neighborhoods. Additionally, without impacting the current budget, she has been a staunch advocate for anti-human trafficking initiatives in the region, taking immediate action to protect vulnerable populations and strengthen community safety.
- Supervisor Cassandra James is actively leading efforts in partnership with Ending Poverty in California (EPIC) to host a series of Community Listening Sessions, directly addressing economic opportunities and disparities across Solano County. In parallel, District 1 has proactively engaged with several Bay Area foundations to secure economic opportunities and funding for Solano County’s growth and development. Supervisor James has also taken a leadership role in the Solano Community Foundation’s Building Muscle Series, where she has participated in vital discussions on nonprofit compliance with the State Charitable Trust Registry, securing funding, and accessing technical assistance. Further, at no cost to the District or County budget, she has initiated dialogue with the Counties for Guaranteed Income network for possible future discussions with the

Cassandra James
Legislative & Administration

Board of Supervisors regarding potential funding sources that will strengthen the region's social safety net and tackle pressing social issues head-on.

Challenges:

- Supervisor Cassandra James inherited a budget that included a reset to the Community Discretionary Funds (General Fund contribution allocated to District 1 to support community service programs) and has since made strategic requests to enhance community and constituent engagement. Notable requests included securing a canopy for community events and obtaining bilingual Spanish business cards to better serve the district's diverse population. As an incoming Supervisor with a newly formed staff, the District 1 Office is attending a high volume of trainings and conferences to ensure a thorough understanding of county procedures that strengthen its ability to effectively govern and increase its capacity for community service.

Goals and Objectives:

- Collaborate with the City of Vallejo to address district-specific needs and initiatives.
- Identify a district office space to hold community office hours, enhancing accessibility and engagement.
- Host a series of community town halls to update residents on Solano County initiatives, operations, and budget.
- Apply the public health model to address office priorities: housing, public safety and economic opportunities.
- Develop and strengthen public-private partnerships to secure philanthropic support and foster community-driven solutions.
- Advocate for Social Equity and Inclusion.

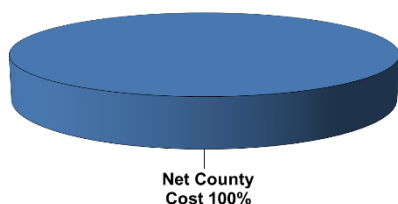
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$19,503 or 2.3% in appropriations when compared to the FY2024/25 Adopted Budget primarily due to decreases in Salaries and Employee Benefits due to new District 1 staff starting at lower salary steps. Additionally, the Recommended Budget includes increases in Services and Supplies and Other Charges due to increases in insurance, central data processing charges, and Countywide Administrative Overhead costs, offset by a decrease in Other Financing Uses due to the full redemption of the Pension Obligation Bonds (POBs).

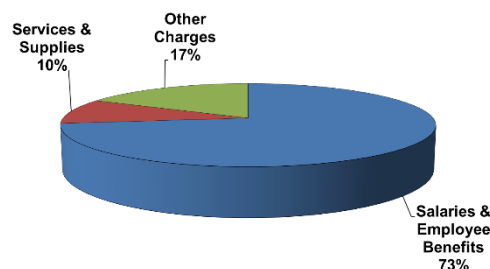
DEPARTMENT COMMENTS

None.

USE OF FUNDS



SOURCE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
MISC REVENUE	15	0	0	0	0.0%
TOTAL REVENUES	15	0	0	0	0.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	549,031	610,595	593,074	(17,521)	(2.9%)
SERVICES AND SUPPLIES	66,714	76,195	79,327	3,132	4.1%
OTHER CHARGES	112,451	139,898	140,853	955	0.7%
OTHER FINANCING USES	5,655	6,069	0	(6,069)	(100.0%)
INTRA-FUND TRANSFERS	40	100	100	0	0.0%
TOTAL APPROPRIATIONS	733,890	832,857	813,354	(19,503)	(2.3%)
NET COUNTY COST	733,875	832,857	813,354	(19,503)	(2.3%)

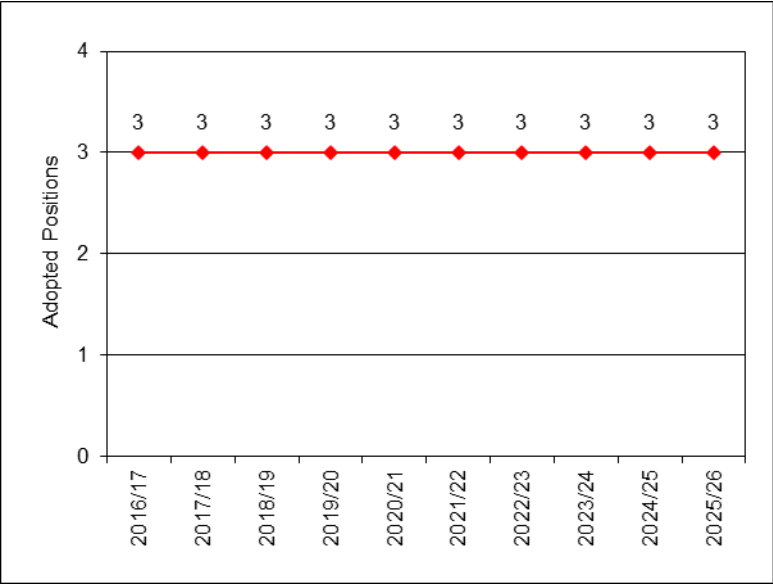
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Monica Brown
Legislative & Administration

Budget Summary:	
FY2024/25 Midyear Projection:	749,071
FY2025/26 Recommended:	763,127
County General Fund Contribution:	763,127
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 2 Supervisor represents residents who live within the City of Benicia, portions of the Cities of Vallejo and Fairfield and the unincorporated areas of Home Acres, Cordelia, Green Valley, and the Suisun Marsh. Total District population is approximately 82,669. District 2 maintains an office at the County Government Center at 675 Texas Street in Fairfield. The District 2 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Brown, currently the Vice-Chair, represents the Board of Supervisors on over 15 County and regional boards and commissions. Supervisor Brown serves on the oversight board of the Area Agency on Aging of Napa and Solano Counties. Supervisor Brown also serves on the Bay Area Air Quality Management District (BAAQMD) Board of Directors, Association of Bay Area Governments (ABAG) Regional Planning Committee, California State Association of Counties (CSAC), National Association of Counties (NACo), Yolo-Solano Air Quality Management District Board of Directors, Solano County Coordinating Council (CCCC), Marin Clean Energy JPA Board of Directors, Solano County Behavioral Health Advisory Board, Community Action Partnership (CAP) Solano JPA Tripartite Advisory Board, East Vallejo Fire Protection District, In-Home Support Services Public Authority, Behavioral Health Advisory Board, First 5 Solano Children and Families Commission, Solano Facilities Corporation, Solano Open Space and Solano County Water Agency (SCWA). Each of these agencies, develop policies and projects that have countywide, as well as regional impact on transportation, air quality, economic development, early childhood development, senior protections and public safety.

Challenges:

- The current federal administration and all of the changes and cuts to the federal budget and federal agencies will have far reaching impacts to our county and its residents, impacting the County budget. The ever-changing information given to State and local government will affect funding to counties throughout California. State and federal agency changes and inconsistent information dissemination from these agencies will challenge how the County can respond and meet the human services and fiscal needs for the next 3-plus years.
- The increased emergency wildfire response throughout the county has also been a significant undertaking and will require reallocation of resources to respond.
- Continued challenges in managing air quality, environmental protections and environmental justice issues within District 2.
- The announcement of the Valero refinery closing will impact the city of Benicia and its constituents financially in the mid to late term. Ongoing talks and opportunities will determine if another company purchases and reuses the facility, but it is still too early in the process to know the overall resolution.
- Expanded enforcement and coordination of the weed abatement ordinance is always a challenge before and during the fire season throughout District 2.
- Water issues in Benicia, specifically the broken water main under Lopes Road as the land continues to slide in that area. The County is waiting on FEMA funds, which at this time have not materialized.
- King tide flooding in Benicia. Working with staff at SCWA to address flooding issues in low-lying areas within the District. This is an ongoing issue every rainy season with king tides and tidal rise.
- Continued flood risks on Suisun Creek during any torrential storms in the rainy season.
- Homeless encampments encroaching into neighborhoods throughout District 2.

- Illegal food vendors impacting safety of the public's health, and associated dangerous traffic flow in the cities of District 2 has increased and continues to be an issue going into its second year.
- Mare Island residents have received disproportionate impacts of Community Facilities District (CFD) assessments with no clear resolution with the City at this time.
- The Mare Island Specific Plan draft has been submitted to the city for review. There will be public input and hearings for the next year before it is finalized and approved. There has been federal congressional support to possibly fund allowing ship building to expand on the island, but there may be major opposition from the community and the current owner of the island.

Accomplishments:

- Working member on the Solano Master Plan for Aging Working Committee.
- Serves on the oversight committee of the reformed Area Agency on Aging of Napa and Solano Counties which provides much needed services to seniors.
- Sponsored resolutions and proclamations at the Board of Supervisors to recognize contributions to the community and society.
- Serves on the Solano Behavioral Health Advisory Board and aided in the procurement of mobile crisis services for Solano County residents and first responders.
- Ongoing support and approval of continued implementation of Laura's Law that supports individuals with assisted outpatient mental health treatment.
- Continue to advocate and oppose legislation at the state level on behalf of constituents in District 2.
- Meets monthly with Behavioral Health and Social Services regarding issues related to mental health and housing needs of District residents.
- Continued work with the Solano County Department of Resource Management-Public Works Division and SCWA to address and remediate flooding throughout District 2 residents who are extremely affected by storms.
- Has regular meetings with many Solano County Department Heads and leaders to discuss backgrounds, plans, and policies of each Department and Supervisor priorities as it relates to each Department's areas of focus.
- Continued advocacy at the Board level for further homeless services and resources.
- Continued work with city and county departments to complete the Benicia Road Upgrade Project in Vallejo, it is near completion on the County side.
- Partake in field trips with different high school and teacher groups for Water Quality, Water Shed and Conservation Studies.
- Meets with and address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, senior and veteran's issues and assistance with various State and local agencies.
- Sponsor community events at the Solano County Event Center throughout the year such as Dela Xi Retired Teachers Group, the Democratic Central Committee, Meals on Wheels and Students Groups.
- A Sponsor for Wreaths Across America and the Federal Cemetery at Mare Island.
- Disseminates a weekly District 2 newsletter to constituents with current public notices, events, and information to a readership of approximately 30,000 residents.

Priorities:

- Set County priorities along with departments and programs.
- Approve annual budgets and oversee the conduct and actions of county officials.
- Serving District 2 residents by investigating and responding to their questions and challenges concerning the County, meeting with them on requests, and reaching out to them through community meetings and forums.

Monica Brown
Legislative & Administration

- Retain open space resources in the County.
- Work and oversee the Solano Connected Group who are preparing plans for countywide broadband mapping and implementation.
- Continue advocating for affordable senior housing throughout the district and county.
- 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, seniors, the homeless, mental health and veterans' advocates.
- Working to address homelessness throughout Solano County including homeless students and persons needing permanent housing in District 2.
- Collaborating with the Solano Behavioral Health Services Division, the Health Advisory Board, and non-profit organizations to increase services and resources allocated to mental health patients and their families.
- Addressing water issues within the county, specifically the root causes of flooding and emergencies many District 2 residents have experienced during storm events. This includes working with cities within the District as well as State and local water agencies to prevent further emergency situations and provide relief to those affected by disasters.
- Expand food distribution to address the issue of food insecurity throughout District 2.
- Sponsoring Easter, Halloween and Christmas packages for kids in Probation.
- Sponsoring yearly funds for Food Is Free Bay Area as hunger is growing within the county.
- Sponsoring new books and toy giveaways to children within the county.

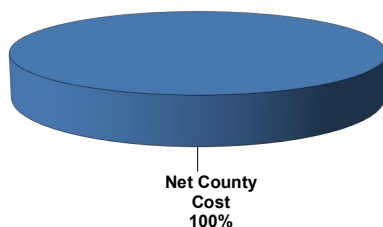
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$19,750 or 2.5% in appropriations when compared to the FY2024/25 Adopted Budget, primarily due to a decrease in Countywide Administrative Overhead costs. Additionally, the Recommended Budget includes decreases in Salaries and Employee Benefits due to lower health benefit costs and a decrease in Other Financing Uses due to the full redemption of the Pension Obligation Bonds (POBs).

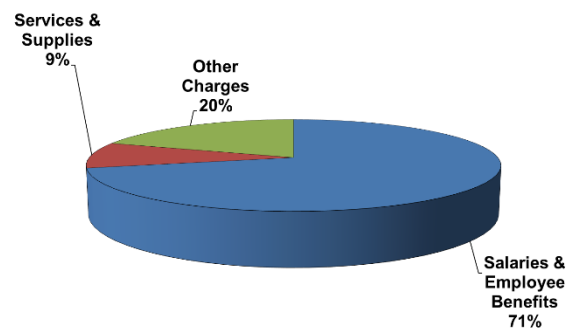
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Department Summary

1002 – Fund 001-Board of Supervisors – District 2

Monica Brown
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	402,441	548,429	543,888	(4,541)	(0.8%)
SERVICES AND SUPPLIES	56,895	70,012	69,368	(644)	(0.9%)
OTHER CHARGES	113,253	161,484	148,821	(12,663)	(7.8%)
OTHER FINANCING USES	2,087	2,902	0	(2,902)	(100.0%)
INTRA-FUND TRANSFERS	1,695	50	1,050	1,000	2000.0%
TOTAL APPROPRIATIONS	576,372	782,877	763,127	(19,750)	(2.5%)
NET COUNTY COST	576,372	782,877	763,127	(19,750)	(2.5%)

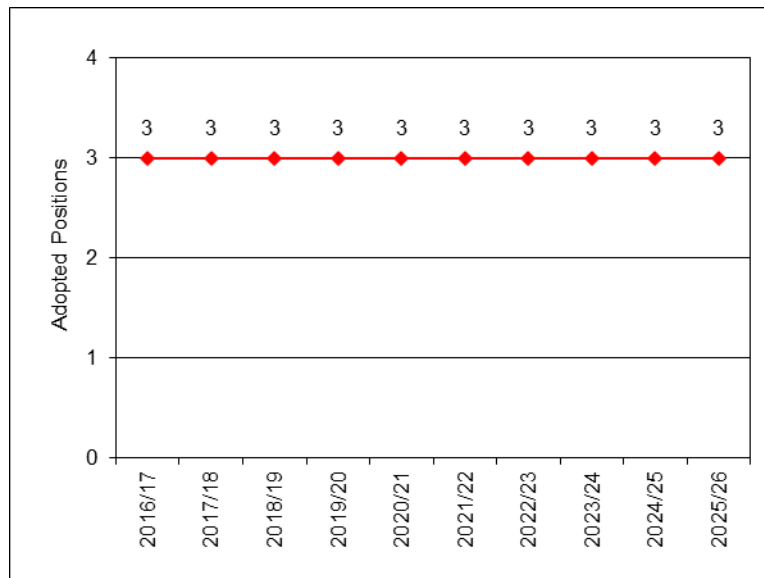
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Wanda Williams
Legislative & Administration

Budget Summary:	
FY2024/25 Midyear Projection:	844,513
FY2025/26 Recommended:	862,025
County General Fund Contribution:	862,025
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 3 Supervisor represents citizens residing within the City of Suisun City, Suisun Valley and a portion of the City of Fairfield. The District maintains an office at the County Government Center at 675 Texas Street in Fairfield. The District 3 Supervisor's Office budget provides for the expenditures of the elected Supervisor and two staff positions.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Williams currently represents the Board of Supervisors on over 26 County and regional boards and commissions as a member or alternate member. Appointments as a member include National Association of Counties (NACo), Association of Bay Area Governments (ABAG) Executive Board, ABAG General Assembly, ABAG Administrative Committee, ABAG Legislative Committee, California State Association of Counties (CSAC) Board of Directors, CSAC Housing, Land Use & Transportation Committee, Rural County Representatives of California (RCRC), Environmental Services Joint Powers Authority (RCRC Affiliate Agency), Golden State Finance Authority (RCRC Affiliate Agency), Golden State Connect Authority (RCRC Affiliate Agency), Community Action Partnership (CAP) Solano JPA Board, East Vallejo Fire Protection District, In-Home Support Services Public Authority, Solano Economic Development Corporation, Solano Facilities Corporation, Solano Land Trust (SLT), Solano Open Space, Solano County Consolidated Oversight Board, Solano County Water Agency (SCWA), Solano City County Coordinating Council (4Cs) and the Vacaville-Fairfield Solano Greenbelt Joint Powers Authority. Appointments as an alternative member include the Local Agency Formation Commission (LAFCo), Solano Transportation Authority (STA), Solano Subbasin Groundwater Sustainability Agency Board of Directors, and the Travis Community Consortium.

Priorities:

- Serving district constituents by investigating and responding to their concerns regarding the county, meeting with them on requests, and reaching out to them through community meetings and forums.
- Supporting and initiating efforts that will enhance the lives of the residents of Solano County through collaboration with county stakeholders, local, State and federal legislators, business communities, Travis Air Force Base, County staff and medical professionals who work to address Black Maternal & Infant Health issues 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 3 and countywide.
- Collaborating with the County Health and Social Services (H&SS) – Behavioral Health Division and non-profit organizations to increase services and resources allocated to mental health patients and their families as well as those with substance abuse or addiction issues.
- Addressing water issues within the County, specifically the root causes of flooding and emergencies many District 3 residents experience during the rainy season. This includes working with cities within the District as well as federal, State and local water agencies to improve response to emergency situations and provide relief to those affected by disasters.
- Brought together local stakeholders to create the Solano Water Alliance (a group of impacted stakeholders) to look at and advocate on water resource needs of Solano County as the State Water Resources Control Board seeks to implement policies which would create potential conflicts with critical local and regional water projects and needs.
- Engaging with her fellow Board members, cities, and residents to preserve and expand access to local parks and the open land spaces of the SLT to allow residents more access to open space and healthy living.

Supported a variety of legislative bills and initiatives, including:

- Addressing equitable access to farmlands.
- Restoring local control for battery storage facilities.
- Brown Act revisions that enhance flexibility while maintaining transparency and public accountability.
- Strengthen local governments' ability to collect transient occupancy tax on short-term rentals.
- Creating more flexibility regarding the State's zero-emission fleet regulations.

Accomplishments:

- Collaborating with the Solano Youth Coalition and the Solano County Friday Night Live Partnership programs of the Solano County Office of Education and the Solano County Administrator's Office to assist local students to hold a Youth Led Mock Board of Supervisors' Meeting.
- Collaborating with the Black Infant Health division of Solano County's Health & Social Services Department and the Solano Commission for Women & Girls to put on a 2nd Annual "Black Maternal & Infant Health" – Birth Justice Seminar. The seminar was financially sponsored by Kaiser, Partnership HealthPlan, Valero and the Friends of the Commission for Women & Girls. The intent of the seminar was to highlight the health disparities faced by African American women and infants, to educate women of color of the importance of having a well-defined birthing plan with the type of birthing team most desired and to seek out solutions to the disparities faced by women and children of color both during the gestational pregnancy and within the first two years following the birth of the child.
- Collaborating with the Solano County Department of Resource Management-Public Works Division, the City of Fairfield, the City of Suisun City, the Solano County Water Agency (SCWA) and the SCWA Flood Control Advisory Committee, in order to resolve the many ongoing water issues impacting residents in District 3 and throughout the County as well as the Solano Farm Bureau.
- Meeting with all Solano County Department Heads and the County staff to discuss backgrounds, plans, and policies of each Department and priorities as it relates to each department's areas of focus.
- Establishing District 3 Office Hours so that constituents of District 3 have the ability to meet with and speak with Supervisor Williams on local issues impacting their communities.
- Represent Solano County as the primary on the CSAC Board of Directors working to influence legislation that will benefit counties and the public.
- Represent Solano County as the primary on the ABAG's Executive Board and General Assembly as well as on the Administrative and Legislative Committees to learn about regional concerns that affect Solano County, to seek out viable solutions to those concerns and to advocate on needs of Solano County and the Bay Area.
- Meet with local stakeholders of the Suisun Valley Vintners & Growers Association on their desire to update the Suisun Valley Strategic Plan and to grow the plan to a Specific Plan for the advancement of Agro Tourism in that area.
- Address constituent concerns on a variety of issues including code enforcement, land use planning, traffic, water, and assist them with various State and local agencies.
- Participate in monthly meetings to discuss the Travis Community Consortium (TCC) which reviews the needs and concerns impacting Travis Air Force Base.
- Represent District 3 at numerous events in the community.
- Is a member of the National Association of Black County Officials (NABCO).
- Represented District 3 at numerous events in the community.

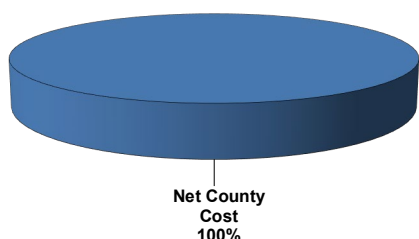
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$12,960 or 1.5% in appropriations when compared to the FY2024/25 Adopted Budget, primarily due to increases in Salaries and Benefit costs resulting from increases in retirement and health benefit costs. Additionally, the Recommended Budget includes increases in computer related and Countywide Administrative Overhead costs, offset by a decrease in Other Financing Uses due to the full redemption of the Pension Obligation Bonds (POBs).

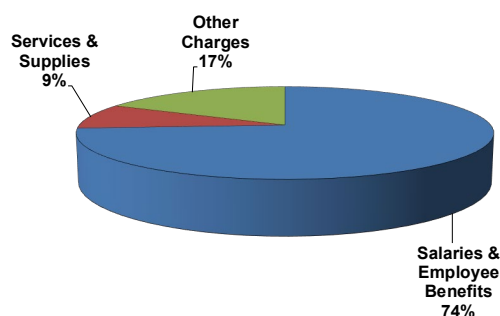
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	558,498	623,116	637,130	14,014	2.2%
SERVICES AND SUPPLIES	69,488	72,834	74,889	2,055	2.8%
OTHER CHARGES	111,329	147,033	149,906	2,873	2.0%
OTHER FINANCING USES	5,606	5,982	0	(5,982)	(100.0%)
INTRA-FUND TRANSFERS	145	100	100	0	0.0%
TOTAL APPROPRIATIONS	745,066	849,065	862,025	12,960	1.5%
NET COUNTY COST	745,066	849,065	862,025	12,960	1.5%

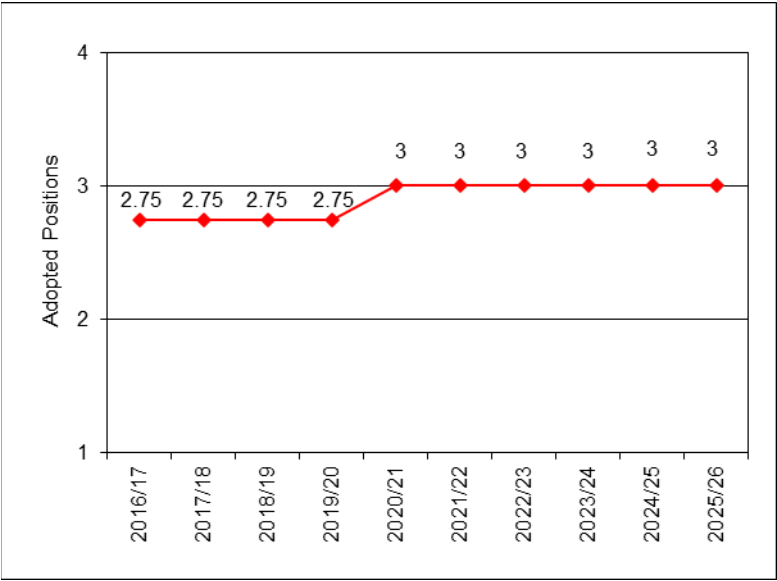
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

John M. Vasquez
Legislative & Administration

Budget Summary:	
FY2024/25 Midyear Projection:	853,466
FY2025/26 Recommended:	874,654
County General Fund Contribution:	874,654
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Supervisor Vasquez represents the citizens of Solano County on 27 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, Solano County Water Agency (SCWA), Yolo-Solano Air Quality Management District, County Medical Services Program, and more. The preservation of agriculture and natural resources, along with issues affecting seniors and those in poverty remain significant priorities for Supervisor Vasquez.

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

Accomplishments:

- Supervisor Vasquez supported the adoption of an Ag Mitigation Ordinance, which has been approved by the Board of Supervisors. This tool will help preserve Solano County's Ag lands for future generations of farmers and ranchers by establishing clear regulations to mitigate the loss of farmland when new development occurs.
- In late 2024, the Board celebrated 44 Solano County centenarians ranging in age from 100 to 105 during the 18th Annual Centenarian Celebration, which has been strongly supported by Supervisor Vasquez. This event was held as a virtual presentation before the Board of Supervisors. The event provides the opportunity to recognize and honor our oldest living residents for the wonderful things they have achieved and continue to experience in their lives.
- Supervisor Vasquez supported, and the Board approved the purchase of the former Parkrose Gardens assisted living facility to be rededicated for Permanent Supportive Housing. This 52-unit facility will help the County's Health and Social Services, Behavioral Health Division, place county clients in a safe residential setting where they can access services.
- Supervisor Vasquez has been supportive of the Prospera at Homestead affordable housing project in Dixon which broke ground in Fiscal Year 24/25. Solano County allocated \$3.2 million from its Housing Trust Fund for the 107-unit project that provides needed workforce housing for those earning at or below 60 percent of the area median income. In addition, the project has partnered with the Solano County Housing Authority (SCHA), which has pledged eight project-based vouchers to the project.
- Supervisor Vasquez continues to engage with the public through a monthly e-newsletter that highlights issues affecting District 4 and the County as a whole. In addition, the use of social media such as X and Facebook have added more opportunity to interact with constituents and promote exceptional people and events in Solano County.
- Supervisor Vasquez worked with the Solano County Farm Bureau to sponsor multiple tire recycle events. This program is a partnership involving the Farm Bureau and the Conservation Corps North Bay, a certified and permitted waste tire hauler. Since September 2024, more than 1,000 unwanted or used tires have been recycled by Solano County's ag and rural residents.

Goals and commitments in the coming fiscal year:

- Closely watch legislation that impacts water, our most important natural resource. Supervisor Vasquez is committed to being an advocate for all of Solano County at the local, State, and federal level on matters involving water and serves on SCWA, Solano Groundwater Sustainability Agency Board of Directors and is Vice Chair of the Delta Protection Commission. It is critical to all residents that the County's current water sources are protected while working to create more storage for growing demands.
- Supervisor Vasquez continues to work toward the long-term sustainability of Solano County's rural fire protection districts. In March 2025, the Board of Supervisors assumed governance of the Vacaville, Suisun and Montezuma Fire Protection Districts. For decades, there have been calls to reorganize rural fire districts in Solano County for greater efficiency, shared resources and standardized training. There is still a lot of work to be done before a reorganization may occur but the Board action on governance was a big step towards that goal. Any future proposals and discussions will come before the Solano County Board of Supervisors in open meetings for consideration and public input.
- With agriculture being a large part of the District 4 working lands, Supervisor Vasquez will continue to be a proponent of Solano County's farmers, ranchers, and processors. In 2024, the County began work on the Sustainable Ag Lands Conservation grant. The grant will be used to develop economic, infrastructure, and land use plans in support of the Board of Supervisors' agricultural preservation and economic development priorities.
- Work with our County Agriculture Department to continue efforts to eradicate the Glassy-winged Sharpshooter, which was discovered in 2021 in Vacaville. Glassy-winged sharpshooters are invasive pests of concern to grape-growing regions. The Ag department has already implemented high-density trapping measures and applied targeted treatments to protect the County's 4,000 acres of vineyards.
- Economic Development is a priority for Solano County. Supervisor Vasquez has prioritized a Utility Master Plan to address infrastructure needs that will help attract new Ag businesses as well as provide the ability to create Ag worker housing. This work is also done in conjunction with an Ag economic development plan.

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

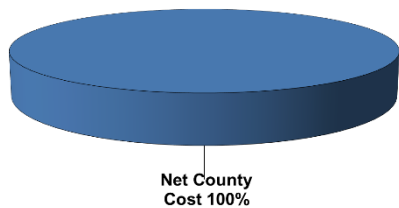
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$14,767 or 1.7% in appropriations when compared to the FY2024/25 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from increases in retirement and health benefit costs. Additionally, the Recommended Budget includes increases in Services and Supplies primarily due to increases in insurance, central data processing charges, and computer related costs, offset by a decrease in Other Financing Uses due to the full redemption of the Pension Obligation Bonds (POBs).

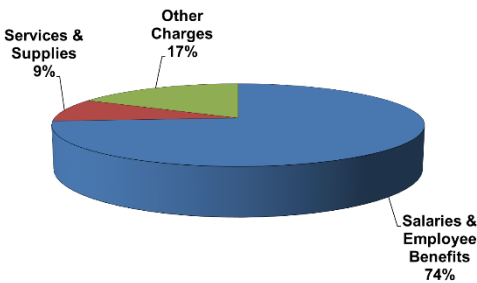
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	560,607	634,031	643,522	9,491	1.5%
SERVICES AND SUPPLIES	60,429	71,131	77,767	6,636	9.3%
OTHER CHARGES	112,976	145,409	150,215	4,806	3.3%
OTHER FINANCING USES	5,705	6,166	0	(6,166)	(100.0%)
INTRA-FUND TRANSFERS	4,348	3,150	3,150	0	0.0%
TOTAL APPROPRIATIONS	744,064	859,887	874,654	14,767	1.7%
NET COUNTY COST	744,064	859,887	874,654	14,767	1.7%

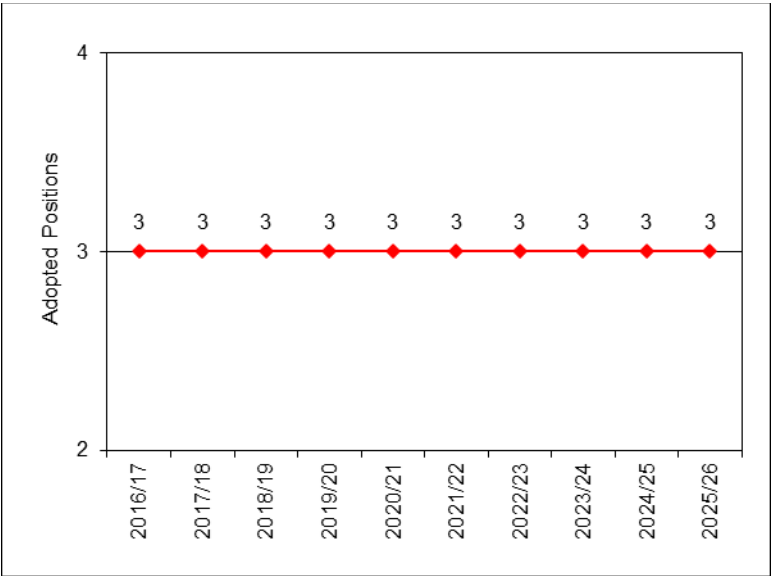
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Mitch Mashburn, Chair
Legislative & Administration

Budget Summary:	
FY2024/25 Midyear Projection:	827,052
FY2025/26 Recommended:	841,976
County General Fund Contribution:	841,976
Percent County General Fund Supported:	100%
Total Employees (FTEs):	3

FUNCTION AND RESPONSIBILITIES

The District 5 Supervisor, Mitch Mashburn, represents citizens residing in the City of Rio Vista, parts of the cities of Vacaville, Fairfield, Suisun City, and the unincorporated areas of Elmira, Collinsville, Birds Landing, and Ryer Island. The District includes one of the busiest installations in Air Mobility Command, some of the nation's richest farm and grazing land, a significant delta ecosystem, and the people who call this region home.

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

As a member of the Board of Supervisors, Mashburn serves with his colleagues on the Solano County Water Agency (SCWA), Solano County City County Coordinating Council (4Cs), National Association of Counties (NACo), East Vallejo Fire Protection District, Solano Facilities Corporation and In-Home Supportive Services Public Authority.

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 OPPORTUNITIES

Challenges:

There are five primary areas where new and ongoing challenges will impact all areas of budget and staffing. While certainly not a complete list, these are primary issue areas for Supervisor Mashburn that heavily impact the 5th District:

- The California State Budget remains precarious, with the Legislative Analyst's Office identifying deficits through FY2028/29. Coupled with the end of American Rescue Plan Act (ARPA) funding, Supervisor Mashburn is committed to carefully monitor the County's spending so we can continue to provide exceptional service to our communities.
- Following the passage of Proposition 36 in November, law enforcement is once again able to gain control over criminal syndicates, retail theft and drug trafficking. These problems have been plaguing parts of our county and state for years, and the net benefit is already visible.
- The Delta Conveyance project which would shift more water from Northern California and the Bay Area south of the Delta has been moving forward, against the strong objections of the Delta Counties Coalition. We continue to fight to protect the water needs and balance of agricultural, urban and environmental uses.
- The availability of affordable housing continues to be a challenge to all communities in California, caused by numerous factors, many of which are out of the control of local government.

- Finally, with initiation of a General Plan Update to serve as the guiding document for Solano County into the next two decades and beyond, we are mindful of the importance of protecting our main economic drivers – Agriculture and Travis Air Force Base – as we consider the needs of the future.

Goals/Accomplishments:

- As Chair of the Board of Supervisors for a second consecutive term, Supervisor Mashburn will ensure regular tracking of progress toward broader goals set by the Board. In addition to tracking progress, he will make it a point to regularly report out that progress to the Board and to the community.
- Supervisor Mashburn will continue his call for annual analysis of infrastructure assets, deficits and deferred maintenance, in order to invest regular maintenance dollars rather than be forced to replace expensive infrastructure and equipment.
- Protecting Solano County's needs of water for urban use, agriculture, and the environment without allowing our communities to mitigate for the state remains one of his highest priorities. New threats like the Delta Conveyance must be met with more aggressive lobbying and education efforts to continue our commitment to Delta security.
- Protecting Travis Air Force Base, its missions, personnel, families, veterans, surrounding communities and its multi-billion-dollar economic impact from all threats is critical for Solano County's economy. Supervisor Mashburn believes it is a shared responsibility to strengthen the programs and services we provide to veterans who call Solano County home.
- Ensuring access to high-speed internet to rural households and businesses, and ensuring public safety has better functionality to communicate with one another is a priority with results in the works. A partnership between Comcast and Solano County using ARPA funding is bringing high speed internet to Elmira this year, and other rural areas in the years ahead.
- Solano County is a Right-to-Farm County. We will continue to promote and work for the ability of agriculture to succeed without threats caused by encroachment, loss of water and over-regulation.
- Our ongoing efforts to improve communication between County Government and the people we serve steadily improves through our existing channels as we create new ones. Once again, we have increased participation in Supervisor Mashburn's Facebook page and email newsletter. We continue to consider supplementing that regular communication with advertising for public meetings through direct mail as an appropriate and cost-effective vehicle.
- As in all years, we maintain Solano County's long-standing commitment to balanced budgets and strong reserves, while protecting critical services and pushing back against state and federal unfunded mandates.
- Supervisor Mashburn remains committed to ensuring our critical public safety needs are met at the neighborhood and community level through a well-funded and responsive public safety structure that includes getting the men and women of law enforcement the tools they need.
- The County's multi-year effort toward simplifying the delivery of services to the homeless has made significant progress through the Community Action Partnership (CAP) Solano Joint Powers Authority. This maintains our regional approach with the cities to minimize waste and overlap while maximizing funding.

Staying Connected:

- Through a community newsletter that reaches more than 30,000 email inboxes, Supervisor Mashburn has called attention to programs that benefit the people of Solano County. This delivery vehicle is what led to the groundbreaking for Elmira's new high-speed internet services, benefitting residents and small businesses alike. Using this method as a way to increase communications from constituents led to this recommendation from a resident, and ultimately funding through ARPA grants.
- Finding strong and effective ways to stay connected as a community has continued to be a priority. Supervisor Mashburn has expanded his presence through emails and his Facebook page for his office, growing popular features like a community calendar that gains dozens of new followers each month while becoming a regular tool for local organizations to spread awareness of events and activities.
- Recognizing key achievements of constituents through Board Resolutions and sharing the good news throughout the district keeps us all connected. Participating in parades, programs, events and holding small community coffees is productive as well. Wherever Supervisor Mashburn is in the district opens a new opportunity for feedback that helps discover solutions.

**Mitch Mashburn, Chair
Legislative & Administration**

Public Safety:

- With a background in law enforcement, Supervisor Mashburn has had a particular interest in increasing the resources available to the Sheriff's Office to ensure they have the tools they need for public safety, better communication with their colleagues, and improving their ability to serve all of us. For unincorporated Solano County, the Sheriff's Office is the only law enforcement agency on patrol with needs that are unique from our city police departments.
- Supervisor Mashburn's hands-on approach to code enforcement within the unincorporated areas in Solano County continues to ensure health and safety violations are addressed before becoming a larger problem. He and his staff have continued to engage 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, noise complaints, and numerous other issues that demand attention. This effort continues to see significant success following a restructuring of code enforcement to better serve these needs.
- In keeping with his commitment to public safety, Supervisor Mashburn continues to meet with leadership, county staff and bargaining groups from Deputy Sheriffs, Corrections and Probation, to ensure their needs are met and that their voices are heard.

Agriculture, Land Use, and Local Decisions:

- Agriculture – from farming and ranching to aquaculture and viticulture – continues to drive more than \$1.2 billion into Solano County's economy. Protecting it and the families who make it thrive is a significant reason why Supervisor Mashburn first had an interest in serving on the Board. As we tackle new and complex needs in both rural and urban planning, it is critical that we make every decision here locally, with a consistent eye toward what's best to protect the largest drivers of our economy.
- Along with Supervisor Vasquez, with whom Supervisor Mashburn shares representation of most of Solano County's agricultural areas, they host meetings and mixers with the Solano County Farm Bureau and its Young Farmers and Ranchers group to bring more young people into farming and ranching. These events also serve to increase participation and an understanding by the ag community in how local government works.
- Solano County is a "Right to Farm" county with a rich agricultural heritage. Growing more distinct crops than all but one other California county, Supervisor Mashburn continues to create a culture that supports agribusiness, based on the concept of partnering with farmers, ranchers, orchardists and greenhouse operators to "Help Us Help Them." County policies and programs are continuously reviewed to protect the right to farm, while being nimble enough to adjust to market changes that allow agriculture to continue to flourish for generations to come.

Transportation:

- Supervisor Mashburn has long had an interest in planning for our transportation future, focusing on these issues when he was a planning commissioner and then a member of the Vacaville City Council. After the retirement of Supervisor Jim Spering, Mashburn took over primary representation to the Solano Transportation Authority. In January of 2025, former Supervisor Spering also stepped down after serving as Solano County's primary representative to the Metropolitan Transportation Commission for 35 years, longer than any other member of that body. Supervisor Mashburn has now taken on that additional role in ensuring that Solano County receives its fair share of transportation considerations, planning and funding.

Protecting the Mission and People of Travis Air Force Base:

- Supervisor Mashburn continues to be a fierce advocate for the men, women and mission of Travis Air Force Base (AFB). His regular conversations and partnerships with command staff ensures that the county's position remains in alignment with Air Force needs and goals. He continues to be deeply engaged in the Travis Community Consortium, working with Congressional partners to communicate Solano County's unparalleled support of the base is well-communicated to the Pentagon.
- Thousands of veterans and their families live within 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 Veterans Affairs and David Grant Medical Center. Supervisor Mashburn takes meeting the needs of those who served very seriously and continues to highlight available services provided by the County of Solano and others and continues to showcase all supportive services that are available to Veterans here in Solano.

Protecting the Delta and our Local Water Supply:

- Through his service on the Delta Counties Coalition, Supervisor Mashburn continues to represent Solano County in lobbying members of Congress to reinforce our position strongly opposing the destruction of the economy and ecosystems of the Delta that would be caused by the Delta Conveyance Project, rather than building much-needed storage south of the Delta. Each year, he builds new momentum through new partnerships to better educate elected officials up and down the state about the importance of storage and other alternatives rather than poorly planned water expressways.
- Dating back a century, there exists an ongoing battle to meet the water needs of agriculture, people and the environment, often pitting those in the water-rich North State against those living south of the Sacramento Bay Delta. From the peripheral canal proposal of the 1980s to the twin tunnels of recent years, every scenario ends with Delta counties paying a greater price for development in California's more arid climes. Supervisor Mashburn continues to protect the Solano Project, the Tehama Aquifer, communities, natural environments, and the delta intakes that provide much of Solano County's water.

Balanced Budget and Accountability:

- With his strong background in government budgeting, Supervisor Mashburn holds one-on-one meetings regularly with department heads to better understand the changing needs of each department and the role they play in the shared responsibility of serving the residents of Solano County. Rather than wait for budget hearings immediately before the deadline, Supervisor Mashburn has made it a point to help craft the budget from the beginning to ensure his goals for the County are in alignment with its spending habits.
- The American Rescue Plan Act (ARPA) funded more than \$86.9 million in projects through competitive grants from the Solano County Board of Supervisors. Supervisor Mashburn worked diligently to ensure that the funding was spent prudently on projects that will have a long-term impact: education, infrastructure, job training and technology.

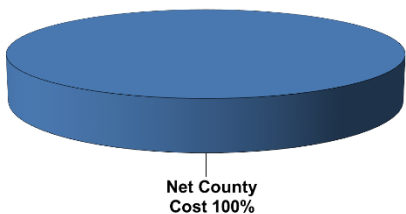
DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$8,044 or 1.0% in appropriations when compared to the FY2024/25 Adopted Budget primarily due to increases in Salaries and Employee Benefits resulting from increases in retirement and health benefit costs, offset by a decrease in Other Financing Uses due to the full redemption of the Pension Obligation Bonds (POBs).

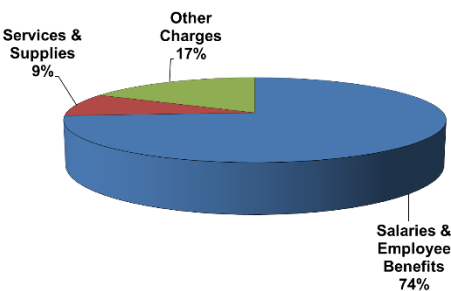
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	532,011	595,741	607,187	11,446	1.9%
SERVICES AND SUPPLIES	54,668	92,473	93,148	675	0.7%
OTHER CHARGES	109,571	142,110	141,441	(669)	(0.5%)
OTHER FINANCING USES	3,395	3,408	0	(3,408)	(100.0%)
INTRA-FUND TRANSFERS	63	200	200	0	0.0%
TOTAL APPROPRIATIONS	699,708	833,932	841,976	8,044	1.0%
NET COUNTY COST	699,708	833,932	841,976	8,044	1.0%

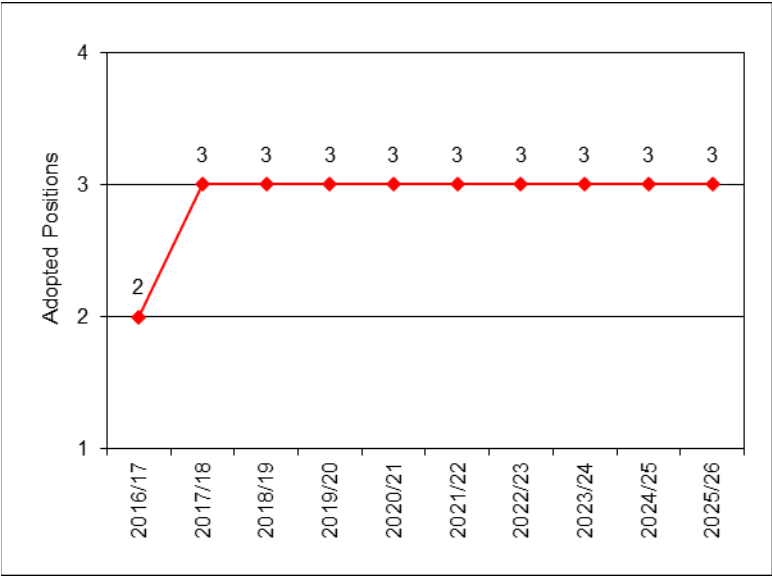
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

Budget Summary:

FY2024/25 Midyear Projection:	290,447
FY2025/26 Recommended:	312,316
County General Fund Contribution:	312,316
Percent County General Fund Supported:	100%
Total Employees (FTEs):	0

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$17,238 or 5.8% in appropriations when compared to the FY2024/25 Adopted Budget. The increase is primarily due to increases in general liability insurance costs, ABAG membership fees, central data processing charges, and for the replacement of Board Chambers audio/visual equipment for Board meeting streaming. The increase is partially offset by decreases in office supply and travel expenses.

Services and Supplies includes costs for recording, editing, and copying of the Board meetings, usage and maintenance of phone lines, liability insurance, equipment maintenance, office expenses, managed print services, consulting services, lease for copiers, travel expenses, and meals and refreshments for the Board Closed Sessions.

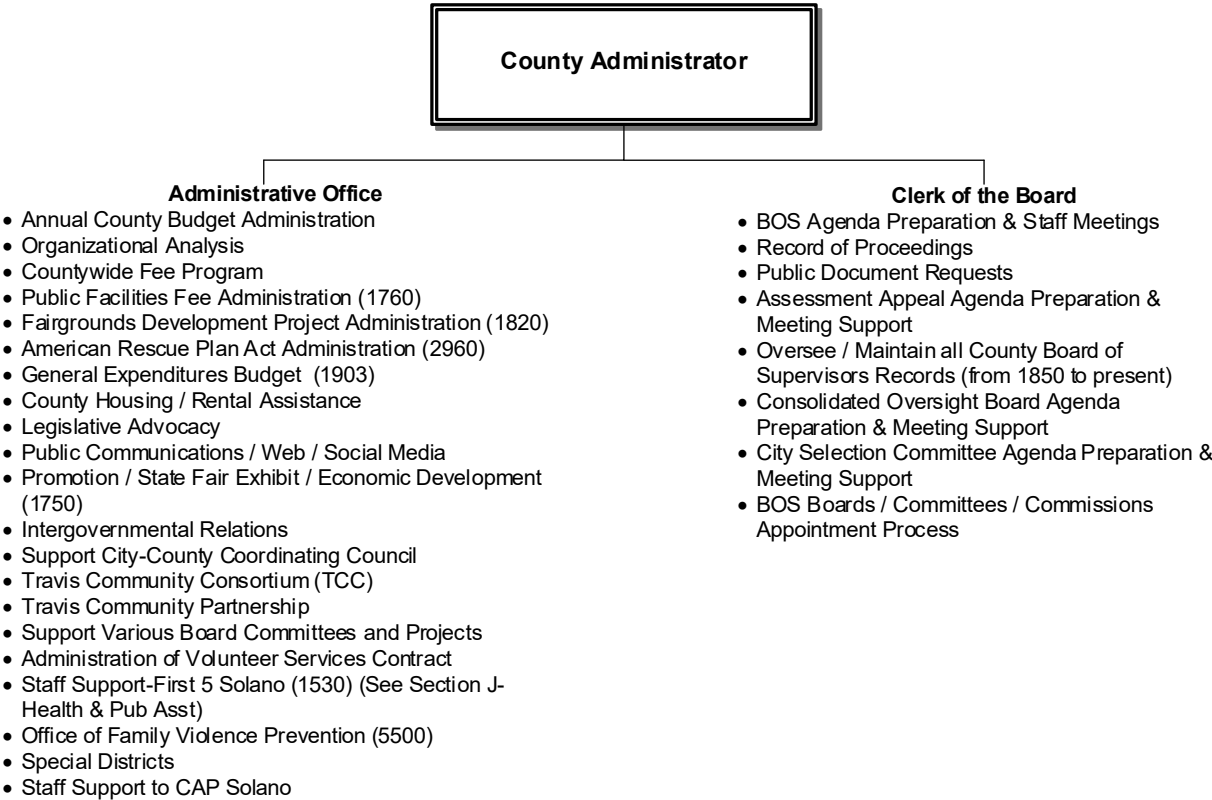
Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	154,416	267,297	283,235	15,938	6.0%
OTHER CHARGES	25,000	25,000	25,000	0	0.0%
F/A EQUIPMENT	0	0	1,300	1,300	100.0%
LEASES	1,748	2,281	2,281	0	0.0%
INTRA-FUND TRANSFERS	1,577	500	500	0	0.0%
TOTAL APPROPRIATIONS	182,742	295,078	312,316	17,238	5.8%
NET COUNTY COST	182,742	295,078	312,316	17,238	5.8%

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2024/25 Midyear Projection:	5,795,642
FY2025/26 Recommended:	8,369,974
County General Fund Contribution:	2,733,036
Percent County General Fund Supported:	32.7%
Total Employees (FTEs):	26.5

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 responsibilities including Legislation, Delta County Coalition, Solano City County Coordinating Council (4Cs), Solano Transportation Authority (STA), Solano County Water Agency (SCWA), and others.
- Represent the Board in the County's intergovernmental relations and perform general administrative duties and provide staff support to the City-County Coordinating Council.
- Provide administrative and fiscal oversight to First 5 Solano Commission.
- Provide administrative and fiscal oversight to Office of Family Violence Prevention.
- Oversee the contracts for the Administrative Entity services with the Workforce Development Board (WDB) and the Solano County Fair Association.
- Administer and supervise the Risk Management and Loss Prevention programs (Solano County Code sections 2-44).
- Serve as Incident Commander for emergency services (Solano County Code Chapter 7).
- Staff and support Community Action Partnership (CAP) Solano Joint Powers Authority (JPA).

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, and Chair of the Solano Emergency Medical Services Cooperative (SEMSC).

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSAccomplishments:

- Completed a new agreement with the Solano County Fair Association (SCFA) for the management of the fairgrounds property.
- Continued to engage and participate with Travis Air Force Base with the goal of enhancing capacity of the base while reducing external threats and encroachments by collaboration between the Air Force, County and seven cities, and including participation with the Travis Community Consortium (TCC) partners.
- Provided assistance in responding to significant development proposals, including the California Forever ballot initiative and the potential impacts of a proposed tribal gaming facility.
- Updated the County's General Fund General Reserve and Contingency Policies to reflect the County's current financial management strategy, policies, and risks.
- Continued work with the CAO's Pension Advisory Committee to implement strategies to address escalating retirement costs.
- Continued to provide guidance on the 2011 Public Safety Realignment for program and funding with the public safety departments.
- Continued partnership and support for "Moving Solano Forward III," the updated Countywide economic development strategy with the Solano Economic Development Corporation (EDC).
- Continued to produce the annual Solano Economic Index in collaboration with Solano EDC and Dr. Robert Eyler (16th Report).
- Continued to provide guidance and support to the Delta Counties Coalition.
- Provided staff support to the annual Board Centenarian celebration.
- Updated the County's General Fund General Reserve and Contingency Policies to reflect the County's current financial management strategy, policies, and risks.
- Obligated Solano County's full allocation of American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (SLFRF) by the deadline of December 31, 2024 as set by the U.S. Treasury.

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

- Provided lead support to the CAP Solano JPA Board of Directors which consists of two elected officials from each city and the County to improve regional efforts to address homelessness.
- 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 \$58,933 donated by Solano County employees toward the 2024 “Holiday Food Fight” campaign for a grand total of \$789,224 donated by Solano County employees since 2004.
- Provided regular updates to the Board on the allocation of the County’s one-time \$86.9 million federal American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) direct funding and provided staff support for ongoing administration and reporting.
- Produced the Midyear Financial Forecast for the County Budget and coordinated ongoing budget monitoring throughout the year.
- Continue to work with the lead agency (Contra Costa Family Justice Alliance) the Solano Family Justice Center has a multi-disciplinary service center that meets the complexity of needs for adult and child victims and survivors of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.
- Actively monitored legislative proposals and advocated for resources at State and federal levels to ensure delivery of services to County residents with the assistance of the County’s federal and State legislative advocates. Created professional quality legislative platform documents to share with legislators.
- Actively worked with the Local Agency Formation Commission (LAFCo) and Board Subcommittee reviewing Fire Districts services and wildfire preparedness to educate, identify, and manage the risk of wildfire.
- Continued efforts toward a functional consolidation for operation of the Suisun Fire Protection District, the Montezuma Fire Protection District, and the Vacaville Fire Protection District in anticipation of the reorganization into a single fire district.
- Worked with community groups, Solano Resource Conservation District, and local fire agencies to establish the Solano Fire Safe Council; created to facilitate discussions and collaborate on wildfire prevention efforts.
- Continued to produce the Solano County Annual Report, a comprehensive document, shared within the community that highlights the accomplishments of the Board and County departments in a calendar year.
- Continued efforts on the redesign of the solanocounty.gov website to provide an updated user experience, which is expected to go-live in early summer 2025.

WORKLOAD INDICATORS

During FY2024/25, it is anticipated the County Administrator/Clerk of the Board will have:

- Participated and provided assistance at 22 Board regular meetings, one Consolidated Oversight Board meeting, three City Selection Committee meetings, and two 4Cs meetings.
- Processed 402 Agenda submittals and developed/published Minutes for 22 Board regular meetings, three Board Special Meetings, three City Selection Committee Meetings, one Consolidated Oversight Board meetings, and processed 130 Public Comments related to items under the jurisdiction of the Board, through March 20, 2025.
- Provided staff administrative support to seven Assessment Appeals Board Hearings.
- Recorded seven Ordinances and 186 Resolutions adopted by the Board.
- Processed 486 Assessment Appeals applications (individual applications for multiples parcels counted as one).
- Received 37 requests for information under the California Public Records Act (GC §6250).
- Filed 175 California Environmental Quality Act (CEQA) documents.
- Processed 96 claims against the County and 34 lawsuits.

Functional Area Summary

1100 – Fund 001-County Administrator

Bill Emlen, County Administrator
Legislative & Administration

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CLERK OF THE BOARD	46,888	42,609	55,373	12,764	30.0%
ADMINISTRATIVE OFFICE	4,977,440	4,995,985	4,531,401	(464,584)	(9.3%)
CAP SOLANO STAFFING	0	0	1,050,164	1,050,164	100.0%
TOTAL REVENUES	5,024,328	5,038,594	5,636,938	598,344	11.9%
APPROPRIATIONS					
CLERK OF THE BOARD	532,558	611,672	773,321	161,649	26.4%
ADMINISTRATIVE OFFICE	4,687,778	5,785,917	6,546,489	760,572	13.1%
CAP SOLANO STAFFING	0	0	1,050,164	1,050,164	100.0%
TOTAL APPROPRIATIONS	5,220,336	6,397,589	8,369,974	1,972,385	30.8%
NET COUNTY COST					
CLERK OF THE BOARD	485,670	569,063	717,948	148,885	26.2%
ADMINISTRATIVE OFFICE	(289,662)	789,932	2,015,088	1,225,156	155.1%
CAP SOLANO STAFFING	0	0	0	0	0.0%
NET COUNTY COST	196,008	1,358,995	2,733,036	1,374,041	101.1%

STAFFING					
CLERK OF THE BOARD	2	2	2	0	0.0%
ADMINISTRATIVE OFFICE	18	18	18	0	0.0%
CAP SOLANO STAFFING	0	0	6.5	6.5	100.0%
TOTAL STAFFING	20	20	26.5	6.5	32.5%

DEPARTMENTAL BUDGET SUMMARY

The County Administrator's primary cost centers are Administration (BU 1115), Clerk of the Board (BU 1114), and CAP Solano Staffing (BU 1116). The County Administrator also administers 11 other budgets, discussed in the following pages under the heading of Summary of Other Administered Budgets - excludes First 5 (BU 1530).

1115 - Administration:

The Recommended Budget represents a decrease of \$464,584 or 9.3% in revenues and an increase of \$760,572 or 13.1% in appropriations when compared to the FY2024/25 Adopted Budget. The Net County Cost for the Administration budget increased by \$1,225,156 or 155.1%. This budget is primarily funded by County General Fund.

The decrease in revenues is primarily due to a decrease in Countywide Administrative Overhead reimbursements for County Administrator staff support provided to County departments.

The net increase in appropriations is primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$465,578 due to increases in wages, retirement and health benefit costs, and accrued leave payoffs resulting from retirement.
- Services and Supplies reflect an increase of \$336,196 primarily due to increases in insurance costs.
- Other Financing Uses reflect a decrease of \$48,823 due to the full redemption of the Pension Obligation Bonds (POBs).

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

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$194,198 Legislative Advocacy Services on General County Issues.

Fixed Assets

None.

1114 - Clerk of the Board:

The Recommended Budget represents an increase of \$12,764 or 30.0% revenues and an increase of \$161,649 or 26.4% in appropriations when compared to the FY2024/25 Adopted Budget. This budget is primarily funded by County General Fund.

The increase in revenues is primarily due to an increase in anticipated assessment and tax collection fees.

The increase in appropriations is primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$8,320 due to increases in wages, retirement and health benefit costs.
- Services and Supplies reflect an increase of \$156,303 primarily due to increases in insurance costs.
- Other Financing Uses reflect a decrease of \$3,474 due to the full redemption of the Pension Obligation Bonds (POBs).

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$36,232 for software maintenance and/or service agreements for the Legistar Agenda Management System.
- \$26,081 for live-stream meeting support in the Board Chambers.

Fixed Assets

None.

1116 - CAP Solano Staffing:

The Recommended Budget represents an increase of \$1,050,164 or 100.0% in both revenues and appropriations when compared to the FY2024/25 Adopted Budget. This primary funding source for this budget are fees paid by the CAP Solano JPA for staffing costs.

The increase in appropriations is primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$897,161 primarily due to the timing of filling 6.50 FTE in accordance with the Memorandum of Understanding (MOU) between the County and the CAP Solano JPA.
- Services and Supplies reflect an increase of \$151,803 for office related expenses, including rent and utilities for CAP Solano staff.

Fixed Assets

None.

DEPARTMENT COMMENTS

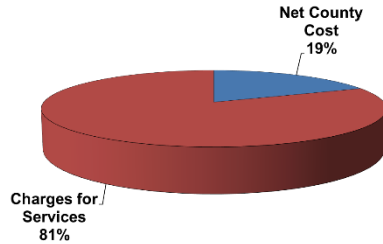
None.

Functional Area Summary

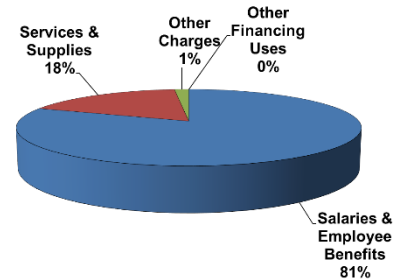
1100 – Fund 001-County Administrator

Bill Emlen, County Administrator
Legislative & Administration

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	4,930,777	4,966,594	4,586,774	(379,820)	(7.6%)
MISC REVENUE	93,551	72,000	0	(72,000)	(100.0%)
OTHER FINANCING SOURCES	0	0	1,050,164	1,050,164	0.0%
TOTAL REVENUES	5,024,328	5,038,594	5,636,938	598,344	11.9%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	4,416,399	5,386,542	6,757,601	1,371,059	25.5%
SERVICES AND SUPPLIES	627,402	826,349	1,470,651	644,302	78.0%
OTHER CHARGES	124,796	124,566	131,595	7,029	5.6%
LEASES	4,019	4,627	5,827	1,200	25.9%
OTHER FINANCING USES	44,168	52,297	0	(52,297)	(100.0%)
INTRA-FUND TRANSFERS	3,552	3,208	4,300	1,092	34.0%
TOTAL APPROPRIATIONS	5,220,336	6,397,589	8,369,974	1,972,385	30.8%
NET COUNTY COST	196,008	1,358,995	2,733,036	1,374,041	101.1%

SUMMARY OF POSITION CHANGES

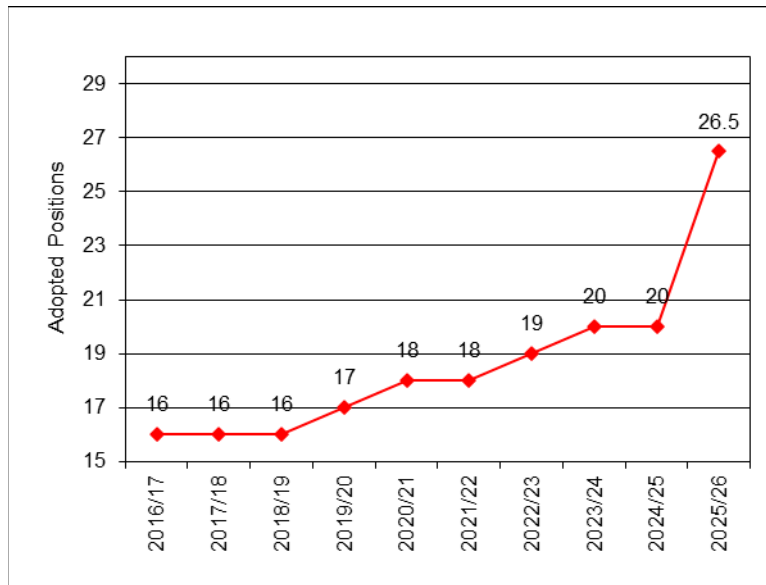
Changes in the position allocations since the adoption of the FY2024/25 Budget are provided below:

Effective December 10, 2024, the Board approved the following CAP Solano Staffing position changes. Not all CAP Solano positions will be filled in FY2025/26.

- Added 1.0 FTE Limited-Term Social Services Manager.
- Added 2.0 FTE Limited-Term Project Manager.
- Added 1.0 FTE Limited-Term Staff Analyst.
- Added 1.0 FTE Limited-Term Office Assistant III.
- Added 1.0 FTE Limited-Term Accounting Clerk II.
- Added 0.50 FTE Limited-Term Office Assistant II.

There are no changes in position allocation in the FY2025/26 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Facilitate a good transfer of knowledge within and between departments given the number of retirements that have occurred in FY2024/25 and a number anticipated in FY2025/26 to ensure continuity in government and the County's ability to continue to respond, advance, and complete Board priorities and provide the wide range of services and addressing needs throughout the County.

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

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

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

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

Continue work with the CAP Solano JPA Board of Directors to improve regional efforts to address homelessness.

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

Work with all cities in the County on future growth plans and objectives for the initiation of an update to the County's 2008 General Plan.

Summary of Other Administered Budgets

1100 – Fund 001-County Administrator

Bill Emlen, County Administrator
Legislative & Administration

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1750 PROMOTION	0	0	0	0	0.0%
1903 GENERAL EXPENDITURES	15,986,556	6,965,000	10,747,566	3,782,566	54.3%
1905 COUNTYWIDE COST ALLOCATION PLA	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
1906 GENERAL FUND OTHER-DEBT SERV	0	0	0	0	0.0%
2400 GRAND JURY	0	0	0	0	0.0%
6730 OTHER PUBLIC DEFENSE	4,160,672	4,178,428	3,869,235	(309,193)	(7.4%)
6800 C M F CASES	785,902	857,235	812,093	(45,142)	(5.3%)
6901 2011 REALIGNMENT-ADMINISTRATIO	179,255	267,098	270,063	2,965	1.1%
2960 ARPA - COUNTY SLFRF	29,120,746	45,413,876	0	(45,413,876)	(100.0%)
3230 HOUSING FUND	3,200,000	1,700,000	200,000	(1,500,000)	(88.2%)
5500 OFFICE OF FAMILY VIOLENCE PREV	706,508	470,372	145,500	(324,872)	(69.1%)
APPROPRIATIONS					
1750 PROMOTION	116,682	186,199	158,909	(27,290)	(14.7%)
1903 GENERAL EXPENDITURES	251,728,290	258,556,742	261,688,619	3,131,877	1.2%
1905 COUNTYWIDE COST ALLOCATION PLA	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
1906 GENERAL FUND OTHER-DEBT SERV	3,967,168	2,622,126	4,076,878	1,454,752	55.5%
2400 GRAND JURY	204,497	177,635	203,090	25,455	14.3%
6730 OTHER PUBLIC DEFENSE	4,160,664	4,178,428	3,869,235	(309,193)	(7.4%)
6800 C M F CASES	790,497	857,235	812,093	(45,142)	(5.3%)
6901 2011 REALIGNMENT-ADMINISTRATIO	165,692	267,098	270,063	2,965	1.1%
2960 ARPA - COUNTY SLFRF	26,492,460	14,498,542	430,731	(14,067,811)	(97.0%)
3230 HOUSING FUND	0	200,000	200,000	0	0.0%
5500 OFFICE OF FAMILY VIOLENCE PREV	1,930,767	1,524,309	1,099,327	(424,982)	(27.9%)
NET CHANGE					
1750 PROMOTION	116,682	186,199	158,909	(27,290)	(14.7%)
1903 GENERAL EXPENDITURES	235,741,734	251,591,742	250,941,053	(650,689)	(0.3%)
1905 COUNTYWIDE COST ALLOCATION PLA	0	0	0	0	0.0%
1906 GENERAL FUND OTHER-DEBT SERV	3,967,168	2,622,126	4,076,878	1,454,752	55.5%
2400 GRAND JURY	204,497	177,635	203,090	25,455	14.3%
6730 OTHER PUBLIC DEFENSE	(8)	0	0	0	0.0%
6800 C M F CASES	4,595	0	0	0	0.0%
6901 2011 REALIGNMENT-ADMINISTRATIO	(13,563)	0	0	0	0.0%
2960 ARPA - COUNTY SLFRF	(2,628,286)	(30,915,334)	430,731	31,346,065	0.0%
3230 HOUSING FUND	(3,200,000)	(1,500,000)	0	1,500,000	(100.0%)
5500 OFFICE OF FAMILY VIOLENCE PREV	1,224,259	1,053,937	953,827	(100,110)	(9.5%)

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Published the *2024 Index of Economic and Community Progress* in May 2025 that discussed the Solano County economy, focusing on jobs, housing, employment, and population trends. The *Index* was prepared by Economic Forensics and Analytics as a project of the County Administrator's Office in partnership with the Solano Economic Development Corporation (EDC).

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$27,290 or 14.7% in appropriations when compared to the FY2024/25 Adopted Budget. The decrease in appropriations is due to reduced costs related to the ongoing County branding initiative, offset by an increase in social media promotional campaign costs.

Primary Funding Sources

The funding source for the department is County General Fund.

Primary Costs

The FY2025/26 Recommended Budget includes the following significant projects:

- \$61,875 for the continued annual membership with Solano EDC and the County's portion of funding a dedicated business assistance professional with a focus on recruitment, retention, and support of local businesses.
- \$25,000 for economic development projects relating to business retention, expansion, and attraction.
- \$25,000 for economic development studies to produce the *2025 Index of Economic and Community Progress*.
- \$25,000 for consulting fees related to the County's branding initiative.
- \$20,000 for the cost of social media promotional campaigns and projects that market the County throughout the region.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	116,293	184,375	156,875	(27,500)	(14.9%)
OTHER CHARGES	389	1,824	2,034	210	11.5%
TOTAL APPROPRIATIONS	116,682	186,199	158,909	(27,290)	(14.7%)
NET COUNTY COST	116,682	186,199	158,909	(27,290)	(14.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
FINES, FORFEITURES, & PENALTY	1,911,882	1,807,000	1,960,000	153,000	8.5%
CHARGES FOR SERVICES	168,045	158,000	175,000	17,000	10.8%
OTHER FINANCING SOURCES	13,906,629	5,000,000	8,612,566	3,612,566	72.3%
TOTAL REVENUES	15,986,556	6,965,000	10,747,566	3,782,566	54.3%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	8,156,629	1,500,000	2,003,000	503,000	33.5%
SERVICES AND SUPPLIES	1,439,580	2,479,821	2,230,026	(249,795)	(10.1%)
OTHER CHARGES	9,674,496	9,644,578	9,597,214	(47,364)	(0.5%)
OTHER FINANCING USES	232,443,324	244,927,343	247,857,379	2,930,036	1.2%
INTRA-FUND TRANSFERS	14,260	5,000	1,000	(4,000)	(80.0%)
TOTAL APPROPRIATIONS	251,728,290	258,556,742	261,688,619	3,131,877	1.2%
NET COUNTY COST	235,741,734	251,591,742	250,941,053	(650,689)	(0.3%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget represents a net increase of \$3,782,566 or 54.3% in revenues and an increase of \$3,131,877 or 1.2% in appropriations when compared to the FY2024/25 Adopted Budget. The Net County Cost decreased by \$650,689 or 0.3%.

The net increase in revenue of \$3,782,566 is primarily due to a one-time transfer of \$8,612,566 from the Pension Debt Service Fund (BU 8006) due to the full redemption of the Pension Obligation Bonds (POBs). Any fund balance remaining in the Pension Debt Service Fund will be allocated to the Employer CalPERS Rate Increase Reserve in the General Fund. This increase is offset by a decrease of \$5,000,000 in one-time transfers in from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF). All remaining funds designated by the Board to be used under the ARPA-SLFRF Revenue Replacement category were transferred in FY2024/25.

The net increase in appropriations of \$3,131,877 is primarily the net result of an increase in Other Financing Uses, partially offset by decreases 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 FY2024/25 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.

PARS Supplementary Retirement Plan allocation of \$503,000. This allocation was previously budgeted in the Pension Debt Service Fund (BU 8006) and represents the County's costs for remaining employees who participated in the County's supplemental retirement program offered in FY2010/11. This is a closed program.

Services and Supplies include the following appropriations:

- \$679,440 for contracted and other professional services for management reviews, organizational studies and other services that may be required to identify or implement opportunities for efficiencies in departments, and for a master infrastructure study.

**Bill Emlen, County Administrator
Other General**

- \$672,033 for maintaining software licensing and support of existing systems to promote efficiency in the budget process.
- \$642,553 for the County's share of LAFCo's costs for the FY2025/26 Budget.
- \$150,000 for the cost of the Solano County Volunteer Coordinator contract through June 30, 2025.
- \$75,000 to account for the annual amount of a ten-year forgivable construction loan to the Solano Land Trust for various construction improvement projects at the Patwino Worrtla Kodoi Dihi Open Space Park as approved by the Board on July 25, 2023.
- \$11,000 for costs associated with the County's annual centenarian celebration.

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.
- \$277,510 for General Fund Contribution to Non-County Agencies, which includes the following:
 - \$136,000 contribution to Court Appointed Special Advocates (CASA) of Solano County to provide for ongoing operational support necessary to address case load.
 - \$141,510 contribution to the Solano County Superior Court for a Legal Process Clerk II (\$112,095) and a 1/3 FTE Case Manager for the Veterans Court (\$29,415).
 - Additional General Fund Contributions to Non-County Agencies including the transfer to the Community Investment Fund (Fund 151 – BU 1570) are reflected in the respective department budgets responsible for administering the contributions and related services.

Other Financing Uses of \$247,857,379 represents General Fund Contributions to other Non-General Fund County departments which reflects an increase of \$2,930,036 when compared to the FY2024/25 Adopted Budget as noted below:

Public Safety Fund

The General Fund Contribution to the Public Safety Departments, Fund 900, is \$181,006,407, an increase of \$6,425,496 or 3.7% when compared to the FY2024/25 Adopted Budget and is the net result of the following:

- Sheriff's Office: \$94,942,607 General Fund Contribution which represents a \$5,333,253 or 6.0% increase primarily due to decreases in institutional care and Proposition 172 revenues, and increases in wages, retirement, and health benefit costs, overtime, central data processing charges, and Countywide Administrative Overhead costs.
- Probation: \$30,477,074 General Fund Contribution which represents a \$959,010 or 3.2% increase primarily due to increases in wages, retirement, and health benefit costs, contracts to provide mental health, medical, dental, and substance abuse treatments services at the Juvenile Detention Facility, insurance, and central data processing charges.
- District Attorney: \$25,251,872 General Fund Contribution which represents a \$296,544 or 1.2% increase primarily due to increases in wages, retirement, and health benefit costs, consulting services related to the Racial Justice Act, other professional services, and insurance costs.
- Public Defender: \$19,771,558 General Fund Contribution which represents a \$120,738 or 0.6% increase primarily due to increases in retirement and health benefit costs and increases in psychological and other professional services costs to provide collaborative defense services to pretrial clients.
- Alternate Public Defender: \$6,694,061 General Fund Contribution which represents a \$25,144 or 0.4% increase. The increased need for General Fund support is primarily the result of increased retirement and health benefit costs and increases in redaction, psychological, and other specialty services costs.
- Other Public Defense: \$3,869,235 in General Fund Contribution which represents a decrease of \$309,193 or 7.4% due to a reduction in outside legal services based on historical activity.

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 FY2025/26, the County Administrator in coordination with Public Safety departments are monitoring these revenue sources closely. For more detail see Public Safety section of the Budget.

Health & Social Services (H&SS) Fund

The General Fund Contribution to H&SS, Fund 902, is \$45,273,089 a decrease of \$863,631 or 1.9% when compared to the FY2024/25 Adopted Budget and is the result of the following:

- \$24,615,275 to fund Social Services and various Public Assistance programs, which represents an increase of \$338,420 primarily due increases in the County share of administration costs based on program sharing ratios between federal, State, realignment and the County in CalFresh, CalWORKs, Child Welfare Services, Public Guardian and In-Home Supportive Services programs.
- \$18,157,814 to fund Behavioral Health and Health Services programs and H&SS Administration, which represents an increase of \$1,006,158 to primarily fund increases in Institutions of Mental Disease (IMD) and Augmented Board and Care (ABC) mandated program costs.
- \$2,500,000 to fund Family Health Services, which represents a decrease of \$2,208,209. One-time ARPA-SLFRF revenue replacement/recover funding of \$4,708,209 was allocated in FY2024/25 to address the structural deficit in Family Health Services Clinics. For FY2025/26, the structural deficit will be primarily funded with 1991 Public Health Realignment.

In-Home Supportive Services (IHSS) Public Authority Fund

The General Fund Contribution to IHSS Public Authority, Fund 152, is \$10,171,931, an increase of \$49,997 or 0.5% when compared to the FY2024/25 Adopted Budget due to an increase in the share of the IHSS Maintenance of Effort (MOE).

Transfers-Out to Other County Departments/Funds

- \$7,818,500 to Accumulated Capital Outlay which reflects a decrease of \$2,980,452 when compared to the FY2024/25 Adopted Budget (Fund 006 - BU 1700) to fund capital projects and deferred maintenance for various projects. Funded projects represent available resources to fund new projects and previously authorized projects to support the County's Capital Improvement Plan (CIP) (See the Accumulated Capital Outlay (BU 1700) for more detail). Funding source for transfer is the General Fund - Capital Renewal Reserve.
- \$386,117 to the Library (Fund 004 - BU 6300) for the Library Services Director's salary and employee benefits in accordance with Education Code §19147.
- \$625,000 to Parks & Recreation (Fund 016 - BU 7000) which reflects the County's share of cost for operation of the Parks supported by the General Fund.
- \$1,902,352 to First 5 (Fund 151 - BU 1570) for contract services and direct services through the County's Community Investment Fund.
- \$635,983 to Area Agency on Aging (Fund 216 – BU 2160) for Solano County's share in the administration of costs.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

1905 – Fund 001-Countywide Cost Allocation Plan Summary of Other Administered Budgets

Bill Emlen, County Administrator
Other General

FUNCTION AND RESPONSIBILITIES

This budget 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 \$157,841 or 2.6% in both revenues and appropriations when compared to the FY2024/25 Adopted Budget. The net offset for FY2025/26 is \$5,965,871. The offset can vary from year to year depending on the level and cost of the services provided between General Fund departments when calculated and accounted for by the Auditor-Controller in the preparation of the annual mandated Countywide Administrative Overhead Plan calculation. For FY2025/26, decreases were primarily due to lower actual costs in FY2023/24 and FY2024/25 compared to what was originally estimated and collected through the Countywide Cost Allocation Plan. As a result, credit from the prior years was factored into the calculation of the FY2025/26 Countywide Cost Allocation Plan.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
TOTAL REVENUES	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
APPROPRIATIONS					
OTHER CHARGES	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
TOTAL APPROPRIATIONS	(5,471,394)	(6,123,712)	(5,965,871)	157,841	(2.6%)
NET COUNTY COST	0	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

FUNCTION AND RESPONSIBILITIES

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

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,454,752 or 55.5% in appropriations when compared to the FY2024/25 Adopted Budget. This represents the General Fund share of the principal and interest payments on the 2021 COPs (\$2,011,830), 2017 COPs (\$2,020,078), and the 2013 COPs (\$44,970).

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
OTHER FINANCING USES	3,967,168	2,622,126	4,076,878	1,454,752	55.5%
TOTAL APPROPRIATIONS	3,967,168	2,622,126	4,076,878	1,454,752	55.5%
NET COUNTY COST	3,967,168	2,622,126	4,076,878	1,454,752	55.5%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The General Fund's share of the 2021 COPs debt service payment was reduced in FY2024/25 due to interest income earned in the 2021 COP Fund (BU 8000) in prior years, decreasing the need for General Fund support. The increase in FY2025/26 represents the General Fund's full share of the 2021 COPs debt service payments without any reduction resulting from interest income earned in prior years.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

The Civil Grand Jury is an independent institution that monitors the legislative and administrative departments that make up County, City, and special district governments. Comprised 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 six reports by June 2025.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$25,455 or 14.3% in appropriations when compared to the FY2024/25 Adopted Budget. The increase in appropriations is primarily due to an increase in Countywide Administrative Overhead costs and Intrafund Transfers for building maintenance projects managed by the Department of General Services. The increase is offset by a decrease in Services and Supplies primarily due to decreased Civil Grand Jury related expenses. The Budget is funded within the County General Fund and has no revenue.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
APPROPRIATIONS					
SERVICES AND SUPPLIES	126,270	169,848	153,225	(16,623)	(9.8%)
OTHER CHARGES	48,763	7,262	41,315	34,053	468.9%
F/A EQUIPMENT	22,337	0	0	0	0.0%
LEASES	344	0	300	300	100.0%
INTRA-FUND TRANSFERS	6,783	525	8,250	7,725	1471.4%
TOTAL APPROPRIATIONS	204,497	177,635	203,090	25,455	14.3%
NET COUNTY COST	204,497	177,635	203,090	25,455	14.3%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

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

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

PC §987.2 authorizes the court to establish a rate of reimbursement to private appointed counsel but requires the court to consult with the Board of Supervisors and to ensure the sums are within the amount of funds allocated in the budget. The last analysis of rates was conducted in 2023 and new rates for both attorneys and private investigators began May 1, 2023. The analysis included a comparison of rates in neighboring counties as well as actual hourly rates for County attorneys.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

None.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$309,193 or 7.4% in both revenues and appropriations when compared to FY2024/25 Adopted Budget. The primary funding source for the budget is the County General Fund. The decrease in appropriations is primarily due to a reduction in outside legal services based on historical activity.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
GENERAL FUND CONTRIBUTION	4,160,672	4,178,428	3,869,235	(309,193)	(7.4%)
TOTAL REVENUES	4,160,672	4,178,428	3,869,235	(309,193)	(7.4%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	268,586	518,960	519,297	337	0.1%
SERVICES AND SUPPLIES	2,694,693	3,617,438	3,306,476	(310,962)	(8.6%)
OTHER CHARGES	1,195,184	35,762	43,462	7,700	21.5%
OTHER FINANCING USES	2,201	6,268	0	(6,268)	(100.0%)
TOTAL APPROPRIATIONS	4,160,664	4,178,428	3,869,235	(309,193)	(7.4%)
NET CHANGE	(8)	0	0	0	0.0%

**Bill Emlen, County Administrator
Judicial**

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.

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

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

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

While reimbursement rates to attorneys in prison matters are not necessarily tied to rates approved for other appointed attorneys, attorney rates for appointed counsel are interrelated and do impact county and local court budgets. PC §987.2 authorizes the court to establish a rate of reimbursement to private appointed counsel but requires the court to consult with the Board of Supervisors and to ensure the sums are within the amount of funds allocated in the budget. An analysis of rates was conducted, including a comparison of rates in neighboring counties as well as actual hourly rates for county attorneys. Based upon the proposed rate increase, the Court established a reimbursement rate for prison cases of \$112/hour for attorneys and \$65/hour for private investigators beginning May 1, 2023.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$45,142 or 5.3% in revenues and appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Sources

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

Primary Costs

The increase in appropriations is primarily due to an increase in Legal Services related to an increase in appointed attorney rates.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	785,902	857,235	812,093	(45,142)	(5.3%)
TOTAL REVENUES	785,902	857,235	812,093	(45,142)	(5.3%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	774,675	841,500	789,000	(52,500)	(6.2%)
OTHER CHARGES	15,822	15,735	23,093	7,358	46.8%
TOTAL APPROPRIATIONS	790,497	857,235	812,093	(45,142)	(5.3%)
CHANGE IN FUND BALANCE	4,595	0	0	0	0.0%

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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

FUNCTION AND RESPONSIBILITIES

In April 2011, the State enacted legislation intended to ease State prison overcrowding and bring its penal system into compliance with the Supreme Court's decision in *Brown v. Plata*. Collectively known as the 2011 Public Safety Realignment (Realignment), the legislation, which included Assembly Bill (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 approved the County of Solano 2011 Public Safety Realignment Act Implementation Plan. This plan is periodically required to be updated. The most recent update occurred in 2023.

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$2,965 or 1.1% in both revenues and appropriations when compared to the FY2024/25 Adopted Budget. The Recommended Budget includes \$195,928 which will be provided to the Superior Court of California County of Solano for partial funding of the Court's Collaborative Court Manager and \$24,135 for partial funding of the Veterans Court Case Manager. The Budget also includes \$50,000 allocated for the continued implementation of the approved Local Realignment Implementation Plan.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	179,255	267,098	270,063	2,965	1.1%
TOTAL REVENUES	179,255	267,098	270,063	2,965	1.1%
APPROPRIATIONS					
SERVICES AND SUPPLIES	23,650	50,000	50,000	0	0.0%
OTHER CHARGES	142,042	217,098	220,063	2,965	1.4%
TOTAL APPROPRIATIONS	165,692	267,098	270,063	2,965	1.1%
NET CHANGE	(13,563)	0	0	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

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

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

AB 109 Growth funding is a component of the statewide allocation and is based on the County's success in achieving performance measures established by the State. AB 109 Growth Funding in FY2025/26 is projected based on initial Statewide estimates and is subject to change.

In prior years, the County's CCP received \$150,000 to develop the local Implementation Plan. This funding has been eliminated and associated costs must be absorbed with existing 2011 Public Safety Realignment funds.

FUNCTION AND RESPONSIBILITIES

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021 to provide direct relief in the continued response and recovery to the COVID-19 pandemic. Solano County received a one-time direct federal funding allocation under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program of \$86,949,405. The use of the direct funding allocation must be in-line with eligible spending categories defined by the US Treasury's Final Rule per 31 CFR Part 35 and the 2023 Interim Final Rule. Per the US Treasury the funding may be utilized to:

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue lost due to the pandemic.
- Respond to the far-reaching public health and negative economic impacts of the pandemic, by supporting the health of communities, helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts.
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
- Provide emergency relief from natural disasters or their negative economic impacts, including disasters that have occurred, are expected to occur imminently, or threatened to occur in the future.
- Assist in funding eligible surface transportation projects.
- Fund eligible activities under the Community Development Block Grant (CDBG).

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

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

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

The Board's process to determine the initial allocation of ARPA funding was initially completed in March 2023 and allocated funds toward a total of 58 projects to support recovery and invest in the County's infrastructure for future growth. Since then, some projects have been identified as not being able to be completed as initially designed and other projects have identified the need for additional funds; initiating reallocations to meet the U.S. Treasury's obligation deadlines. In fall 2024, the Board finalized the reallocation of funds and the obligation deadline of December 31, 2024 was fully met with a final total of 63 projects.

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

DEPARTMENTAL BUDGET SUMMARY

Most ARPA projects are multi-year projects which carry funds across fiscal years. Actions delegated to the Auditor-Controller in the Recommended Budget include: Authorize the Auditor-Controller, in consultation with the County Administrator, to carry forward Board-approved unspent American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) appropriations into

2960 – Fund 290- American Rescue Plan Act Fund Summary of Other Administered Budgets
Bill Emlen, County Administrator
Other Protection

subsequent years to facilitate the accounting and management of Board approved ARPA projects. The Recommended Budget includes funding for Operating Transfers-Out to various funds to facilitate the budget process for the following projects:

- \$75,948 to Health and Social Services, Behavioral Health Division (BU 7780) for the Beck Avenue Behavioral Health Treatment Facility.
- \$41,456 to the Water Resources and Delta Water Activities budget (BU 1450) for the City of Vacaville Municipal Water Connection.
- \$36,778 to the Park's and Recreation (BU 7000) for the Sandy Beach Dump Station.
- \$276,549 for administration, including Countywide Administrative Overhead.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	2,628,286	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	26,492,460	45,413,876	0	(45,413,876)	(100.0%)
TOTAL REVENUES	29,120,746	45,413,876	0	(45,413,876)	(100.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	7,170,254	0	0	0	0.0%
OTHER CHARGES	9,118,401	368,534	276,549	(91,985)	(25.0%)
OTHER FINANCING USES	10,203,804	14,130,008	154,182	(13,975,826)	(98.9%)
TOTAL APPROPRIATIONS	26,492,460	14,498,542	430,731	(14,067,811)	(97.0%)
NET COUNTY COST	(2,628,286)	(30,915,334)	430,731	31,346,065	(101.4%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

As ARPA projects come to completion the Operating Transfers Out have see a significant reduction in FY2025/26.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

The obligation deadline of December 31, 2024 set by the U.S. Treasury was met. However, as projects complete there may be funds available if projects complete under their original budget. Per U.S. Treasury's guidelines, there are limited instances where these funds may be reallocated to other active projects with obligations that were in place by December 31, 2024. This will be considered by the Board as needed.

FUNCTION AND RESPONSIBILITIES

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

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

On November 7, 2023, the Board approved the allocation of an additional \$1.7 million in ARPA funding to the SCHTF, bringing the total available funding to \$4.9 million. On January 9, 2024, \$3 million of the original ARPA allocation and \$200,000 of the \$1.7 million allocation was allocated in FY2023/24 in support of a \$3.2 million loan for the Dixon Hamstead project for 107 affordable housing units. The Board also awarded \$93,000 in a grant to Solano-Napa Habitat for Humanity. Both projects were approved on January 9, 2024, resulting in an ARPA balance of \$1,607,000.

On October 1, 2024, the Board allocated \$1.407 million from the \$1,607 million balance of the SCHTF to fund initial site preparation and engineering costs necessary to make a parcel owned by the County located at 580 North 1st Street in Dixon "shovel ready" for the development of an affordable workforce housing project.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1.5 million in revenues and no change in appropriations when compared to the FY2024/25 Adopted Budget. The decrease in revenues reflects the reallocation of \$1.5 million from the SCHTF to fund initial site preparation and engineering costs for an affordable housing project in FY2024/25.

Primary Funding Sources

The primary funding source for this Fund was the initial ARPA allocation of \$4.7 million and an annual allocation of \$200,000 from the Community Investment Fund (Fund 151 – BU 1570). As of June 30, 2025, it is anticipated that the Fund will have a balance of \$400,000 to produce affordable housing.

Primary Costs

Appropriations reflect the annual allocation of \$200,000 from the Community Investment Fund (Fund 151 – BU 1570) for the SCHTF as required under Health & Safety Code §50842.2. All funding in the SCHTF is restricted for the purpose of producing affordable housing within the county.

Fixed Assets

None.

3230 – Fund 323-County Housing
Bill Emlen, County Administrator
Other Protection

Summary of Other Administered Budgets

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	3,200,000	1,700,000	200,000	(1,500,000)	(88.2%)
TOTAL REVENUES	3,200,000	1,700,000	200,000	(1,500,000)	(88.2%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	200,000	199,905	(95)	(0.0%)
OTHER CHARGES	0	0	95	95	0.0%
TOTAL APPROPRIATIONS	0	200,000	200,000	0	0.0%
CHANGE IN FUND BALANCE	(3,200,000)	(1,500,000)	0	1,500,000	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

The Office of Family Violence Prevention (OFVP) was established by the Board of Supervisors on June 23, 1998, to reduce family violence in Solano County through collaborative and coordinated activities with County departments, community-based organizations, and non-profit victim service agencies with a focus on countywide prevention efforts. This budget unit was established in the General Fund to provide funding to administer violence prevention activities on a countywide basis and enable staff to receive and separately account for various federal, State, and private foundation grants, as mandated by funding agency guidelines. A portion of the appropriations in this budget unit are offset by dedicated revenue sources including Domestic Violence Oversight/Vital Records Fees specifically to run and operate the Family Justice Center (FJC). This budget unit also serves as a pass-through agency of Battered Women's Shelter Fees and Marriage License Fee Surcharge Funding collected pursuant to the California State Domestic Violence Centers Act.

The FJC is a coordinated and collaborative victim service delivery model that co-locates victim services professionals in a single location. The goal is to improve victim safety, reduce costs through shared resources, improve offender accountability through increased successful prosecutions, and decrease children's exposure to violence by supporting victims' long-term safety through economic empowerment.

The County entered into a contract with Contra Costa Family Justice Alliance (CCFJA) effective January 1, 2023, to act as the lead agency for the FJC in Solano County. CCFJA has partnered with the County and community agencies to provide services and programs to the residents of Solano County. These include assistance with filing protection orders, comprehensive needs assessments, referrals for public benefits, court accompaniment, Safe at Home applications, completion of California Victim Compensation Board (CalVCB) applications, and referrals to many other services.

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Despite continued growth and expanded services, challenges remain in reaching and effectively supporting underserved populations. Many individuals from marginalized communities are still unaware of the services available through the FJC.
- Building trust with immigrant clients has become a significant challenge, many are fearful of engaging with law enforcement and county agencies due to concerns related to their immigration status or past experiences. Addressing this requires ongoing relationship-building, culturally responsive services, and intentional efforts to create a safe, welcoming environment where all clients feel respected and supported.

Accomplishments:

- CCFJA, the lead agency for the FJC, partners with more than 15 County and Community agencies providing safety planning, legal support, access to counseling and medical care, access to housing and benefits, employment training, long-term planning, children's and youth services, along with a supervised visitation and exchange program. Ongoing collaboration with these partners has enabled the acquisition of new federal and state grants, expanding the range of services available to address unmet needs in the community. Including free legal consultations and representation for restraining orders and family law matters, as well as no-cost mental health services for adults and children impacted by violence. Telehealth services have also been implemented to support clients with a variety of medical needs.
- The newest initiative, Solano SKY (Supporting Kids and Youth), addresses the effects of abuse and exposure to violence among children and adolescents. The program provides individual and group therapy, family counseling, and support services to youth ages 5 to 18 who have experienced trauma. SKY clinicians collaborate closely with Family Justice Navigators to

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

Bill Emlen, County Administrator

Other Protection

deliver comprehensive, wraparound care tailored to the unique needs of young people affected by domestic and interpersonal violence.

WORKLOAD INDICATORS

- In 2024, the FJC, under CCFJA as the lead agency, served 1,877 families with 1,723 children. In addition, the Center recorded over 1,260 in-person visits, responded to 1,053 advice calls, and saw more than 775 new navigation clients. The majority of clients served were victims of domestic violence (82%); Other clients served were victims of elder abuse (6%), stalking (6%), child abuse (7%), sexual assault (7%), and human trafficking (1%). Please note that while this amount is more than 100%, some clients are seen for more than one type of service.
- The Safe 4 Us Supervised Visitation Program, launched in July 2023, supported 36 children between the ages of 0 and 14 in 2024, with ages 2 and 9 being the most represented. Of these children, 21% resided in Fairfield, 21% in Vacaville, and 11% in Vallejo. The remainder lived in other cities within Solano County, in unincorporated areas, or outside the county.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an decrease of \$324,872 or 69.1% in revenues and an decrease of \$424,982 or 27.9% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the Net County Cost decreased \$100,110 or 9.5%. The General Fund Contribution is \$953,827. This General Fund cost is anticipated to reduce over time as the new lead agency settles into their role and less County Administrative Overhead costs are charged to this budget unit.

Primary Funding Sources

The primary funding source is the General Fund at \$953,827 or 86.8% of total revenues. Other revenues of \$145,500 includes Marriage License Fees, Battered Women Fee revenue, and Vital Record Fee revenue.

The Recommended Budget includes a \$324,872 or 69.1% decrease in revenues primarily due to a decrease in Intergovernmental Revenues of \$123,872 as CalOES Grants ended in December 2025 and a decrease of \$200,000 in the usage of Vital Record Fee revenue.

Primary Costs

The Recommended Budget represents a net decrease of \$424,982 or 27.9% in appropriations primarily due to:

- Salaries and Employee Benefits reflect an decrease of \$256,342 primarily attributed to the expiration of grant-funded Limited-Term positions on December 31, 2024.
- Services and Supplies reflect a net decrease of \$17,106 primarily due to a reduction in grant-funded expenses, offset by an increase in contracted services related to the lead agency contract.
- Other Charges reflect a decrease of \$172,510 primarily related to an decrease in Countywide Administrative Overhead charges. It is anticipated that this cost will continue to decrease in future fiscal years.
- Intrafund Transfers reflect an increase of \$23,581 for building maintenance activities conducted by the General Services Department.

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$650,000 for lead agency services with CCFJA.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	41,217	45,000	45,000	0	0.0%
FINES, FORFEITURES, & PENALTY	742	1,500	500	(1,000)	(66.7%)
INTERGOVERNMENTAL REV STATE	444,431	123,872	0	(123,872)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	39,163	0	0	0	0.0%
MISC REVENUE	180,955	300,000	100,000	(200,000)	(66.7%)
TOTAL REVENUES	706,508	470,372	145,500	(324,872)	(69.1%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	578,639	260,107	3,765	(256,342)	(98.6%)
SERVICES AND SUPPLIES	870,898	819,990	802,884	(17,106)	(2.1%)
OTHER CHARGES	327,593	299,991	127,481	(172,510)	(57.5%)
OTHER FINANCING USES	5,839	2,605	0	(2,605)	(100.0%)
INTRA-FUND TRANSFERS	147,798	141,616	165,197	23,581	16.7%
TOTAL APPROPRIATIONS	1,930,767	1,524,309	1,099,327	(424,982)	(27.9%)
NET COUNTY COST	1,224,259	1,053,937	953,827	(100,110)	(9.5%)

STAFFING					
OFFICE OF FAMILY VIOLENCE MGMT	3	3	0	(3)	(100.0%)
TOTAL STAFFING	3	3	0	(3)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

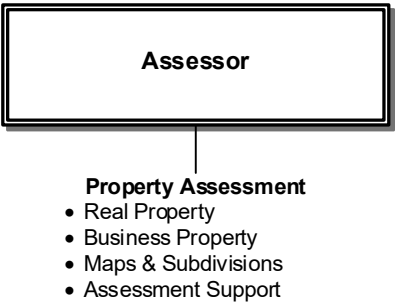
None.

SUMMARY OF POSITION CHANGES

There are no positions in this budget unit.

PENDING ISSUES AND POLICY CONSIDERATIONS

The Alliance for HOPE International (Alliance) worked with the County and CCFJA on a Strategic Planning process that was held on March 8-9, 2023, which had between 85 and 100 participants each day. In August 2023 the Board accepted the Strategic Planning Report and dissolved the SFJC Advisory Committee. The CAO's Office, in coordination with CCFJA, established a permanent Steering Committee to provide ongoing guidance and leadership to the workgroups recommended in the Strategic Planning Report, provide oversight to the SFJC operations, act as an accountability partner for the new lead agency, CCFJA, and coordinate with the CCFJA Board of Directors and the Solano County Board of Supervisors. This Steering Committee is considered best practice within Family Justice Centers across the country. The Steering Committee meets four times a year to discuss the status of the FJC and get updates from CCFJA, it March the Steering Committee participated in the first annual fundraiser for the FJC which raised an estimated \$25,000 and has recommended that the CCFJA lead agency contract be renewed for a five-year term.



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:	
FY2024/25 Midyear Projection:	10,520,563
FY2025/26 Recommended:	11,225,971
County General Fund Contribution:	6,125,371
Percent County General Fund Supported:	54.6%
Total Employees (FTEs):	49

FUNCTION AND RESPONSIBILITIES

The County Assessor annually identifies, locates, inspects, analyzes, and determines the assessed value of approximately 153,000 parcels, 6,000 business properties, 7,000 boats, 1,800 manufactured homes, and 200 aircraft located in the County. Additionally, the County Assessor reviews approximately 23,300 parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annual mandatory audits; 547 Possessory Interest properties, 94 government-owned properties, and 2,400 California Land Conservation (Williamson) Act properties. The County Assessor reviews parcels from recorded documents, with full or partial ownership changes, analyzes legal descriptions, and verifies accurate ownership; performs annual mandatory audits; responds to formal and informal appeals from property owners contesting the assessed value of their property; receives, examines and processes applications from taxpayers requesting property tax exemptions (homeowners, disabled veterans and non-profits); maintains a complete set of assessment maps geographically identifying all real property within the County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- In conjunction with the Treasurer/Tax Collector/County Clerk and the Auditor-Controller, the Assessor continues to refine the new County Assessment Tax System (CATS). To ensure proper and correct assessments, the department worked to identify and resolve 170 technical issues and necessary enhancements. This effort included updating processes for parcel splits and updating workflows to ensure all assessments are reviewed.
- The Ownership Division was able to fully process over a years' worth of ownership change backlog. The division created effective procedures which streamlined the process and addressed the property tax system requirement of past title change inputs.
- The Exemptions Division continued to support county citizens by reviewing and granting 855 disabled veterans' exemptions, 281 of which were low income, 5,400 homeowners' exemptions, and assisting 26 institutions to navigate their first application for an assessment exemption.

- In December 2024, a long-time mineral rights assessment contractor scaled down their operation due to retirement. As a result, the Appraisal Division assumed the responsibility of processing 140 mineral rights assessments.
- The Appraisal Division addressed and processed the backlog of assessment events that occurred in 2022 through 2024.
- Proposition 19's provisions for base year value transfers became operative on February 16, 2021 (for intergenerational transfer exclusions) and April 1, 2021 (homeowners who are over age 55 or physically and permanently disabled). In collaboration with the Auditor-Controller, current and prior processed applications were reported to the California Department of Tax and Fee Administration (CDTFA) to determine the revenue impact on property tax.
- Resolved 258 assessment appeals during the year.
- Provided over 6,000 Solano County businesses an online e-filing option to submit Business Property Statements. The Standard Data Record (SDR) site that hosts e-filing is a complete online solution for filing Business Property Statements in 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 secure login information in order to participate and over 3,300 business owners utilized the system.

WORKLOAD INDICATORS

- Reviewed approximately 23,300 parcels from recorded documents, which resulted in 15,000 reappraisal events.
- Reviewed 285 assessment exclusions for persons over aged 55 or disabled, and 515 assessment exclusions for parent to child or grandparent to grandchild property transfers. Each application requires careful examination and possible coordination with other California counties.
- Processed approximately 4,500 properties on Proposition 8. This process requires appraisers to determine if a property's assessed value will be based on the lesser of market value or factored base year value, also known as Proposition 13 value. Last year, 90 properties were taken off Proposition 8 due to restoration of value or a change in ownership.
- Reviewed and processed 4,300 business property statements, which were used to determine unsecured assessments.
- Reviewed, analyzed, and defended an additional 370 appeals filed for residential and non-residential properties by property owners.
- Responded timely to a high volume of customer inquiries due to pending changes in ownership, real estate market activity, and changes in market values.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
PROPERTY ASSESSMENT	3,816,593	4,321,000	5,100,600	779,600	18.0%
TOTAL REVENUES	3,816,593	4,321,000	5,100,600	779,600	18.0%
APPROPRIATIONS					
PROPERTY ASSESSMENT	8,757,221	10,895,798	11,225,971	330,173	3.0%
TOTAL APPROPRIATIONS	8,757,221	10,895,798	11,225,971	330,173	3.0%
NET COUNTY COST					
PROPERTY ASSESSMENT	4,940,628	6,574,798	6,125,371	(449,427)	(6.8%)
NET COUNTY COST	4,940,628	6,574,798	6,125,371	(449,427)	(6.8%)

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$779,600 or 18.0% in revenues and an increase of \$330,173 or 3.0% in appropriations when compared to FY2024/25 Adopted Budget. As a result, the Net County Cost decreased by \$449,427 or 6.8%.

Primary Funding Source

Funding sources for the department are the General Fund, comprised of \$6,125,371 or 54.6%, and Charges for Services, comprised of \$5,100,600 or 45.4%.

The Recommended Budget of \$5,100,600 includes an increase of \$779,600 revenues primarily due to an increase in Senate Bill (SB) 813 collection fees, which is a fee collected and apportioned to the Assessor, Tax Collector/County Clerk, and the Auditor-Controller for supplemental property tax billings and an increase in Property Tax Administration Fee (PTAF) which are charged to cities and agencies (excluding schools) for the administration of property tax assessment, collection, and allocation.

Primary Costs

The Recommended Budget of \$11,225,971 includes a net increase of \$330,173 in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$292,658 primarily due to increases in wages, retirement, and health benefit costs.
- Services and Supplies reflect a net increase of \$133,720 primarily due to increases in central data processing charges and the anticipated loan payback for the CATS project based on the loan repayment schedule as approved by the County Debt Advisory Committee, offset by a decrease in consultant costs for mineral rights assessment services as this service is now being performed by department staff.
- Other Financing Uses reflect a decrease of \$66,886 due the full redemption of the Pension Obligation Bonds (POBs).

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$75,000 for legal and consulting services for property tax appeals.

Functional Area Summary

1150 – Fund 001-Assessor
Glenn Zook, Assessor/Recorder
Finance

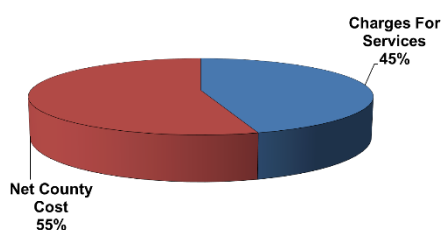
Fixed Assets

None.

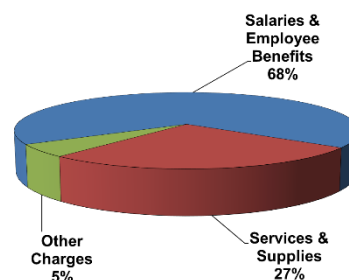
DEPARTMENT COMMENTS

The department continues to make strides in reducing its backlog of assessment events affected by the implementation of CATS. Staff have streamlined procedures to allow for the timely processing work, while the department leverages its remaining limited-term staffing to address new construction, county growth, assessments from changes in ownership, and Proposition 19 exclusions.

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	3,816,593	4,321,000	5,100,600	779,600	18.0%
TOTAL REVENUES	3,816,593	4,321,000	5,100,600	779,600	18.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	6,417,330	7,324,935	7,617,593	292,658	4.0%
SERVICES AND SUPPLIES	1,675,027	2,846,360	2,980,080	133,720	4.7%
OTHER CHARGES	550,822	603,370	600,218	(3,152)	(0.5%)
LEASES	5,841	5,000	4,000	(1,000)	(20.0%)
OTHER FINANCING USES	60,806	66,886	0	(66,886)	(100.0%)
INTRA-FUND TRANSFERS	47,395	49,247	24,080	(25,167)	(51.1%)
TOTAL APPROPRIATIONS	8,757,221	10,895,798	11,225,971	330,173	3.0%
NET COUNTY COST	4,940,628	6,574,798	6,125,371	(449,427)	(6.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

Changes in position allocations since the adoption of the FY2024/25 Budget are provided below:

On March 11, 2025, as part of the Midyear Financial Report, the following position allocation changes were approved:

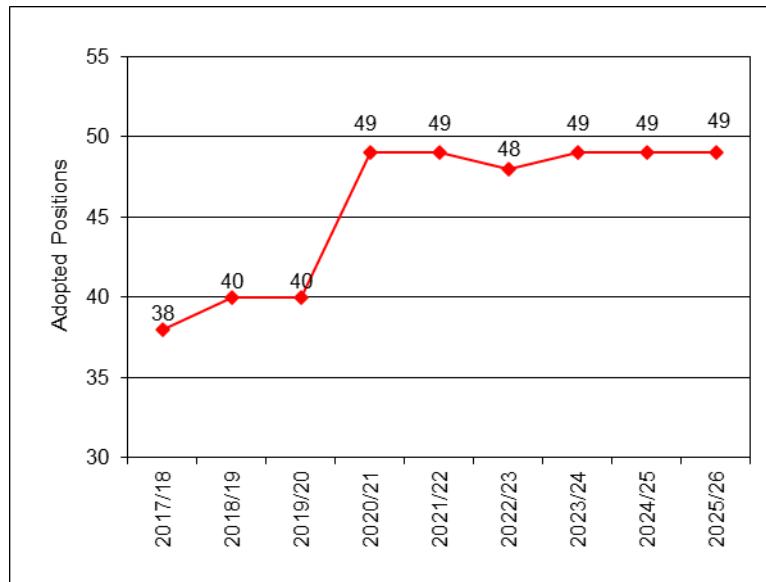
- Extended 4.0 FTE Limited-Term Appraisers through June 30, 2027 to provide assessment and permit processing support funded with County General Fund and property tax administration fees.

- Added 1.0 FTE Appraiser to assist in completing new mandated requirements associated with Proposition 19 and accommodate increased workload attributed to growth funded with General Fund and property tax administration fees.
- Converted 1.0 FTE Limited-Term Office Assistant III to regular full-time to accommodate increased workload attributed to growth and to ensure compliance with Proposition 19, which requires additional research and reporting to the State.
- Deleted 1.0 FTE Limited-Term Office Assistant III that was set to expire June 30, 2027.

The FY2025/26 Recommended Budget includes the following position change:

- Reclassify 1.0 FTE Auditor-Appraiser to 1.0 FTE Auditor-Appraiser (Senior) (TBD) to perform complex audits, coordinate remaining mandatory audits, and act as division lead funded with General Fund and property tax administration fees.

STAFFING TREND



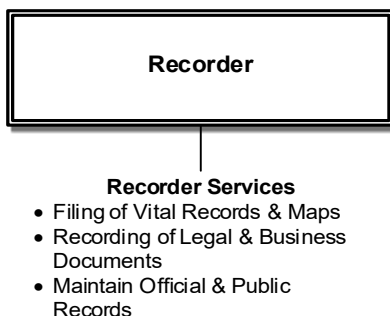
PENDING ISSUES AND POLICY CONSIDERATIONS

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

Summary of Other Administered Budgets**1150 – Fund 001-Assessor
Glenn Zook, Assessor/Recorder
Finance**

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
2909 RECORDER	1,254,213	1,482,000	1,722,500	240,500	16.2%
4000 RECORDER SPECIAL REVENUE	946,540	836,000	961,000	125,000	15.0%
APPROPRIATIONS					
2909 RECORDER	2,158,812	2,558,897	3,014,828	455,931	17.8%
4000 RECORDER SPECIAL REVENUE	248,622	1,002,900	1,857,600	854,700	85.2%
NET CHANGE					
2909 RECORDER	904,599	1,076,897	1,292,328	215,431	20.0%
4000 RECORDER SPECIAL REVENUE	(697,918)	166,900	896,600	729,700	437.2%

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2024/25 Midyear Projection:	2,505,035
FY2025/26 Recommended:	3,014,828
County General Fund Contribution:	1,292,328
Percent County General Fund Supported:	42.9%
Total Employees (FTEs):	14

FUNCTION AND RESPONSIBILITIES

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

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

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- The Recorder's Office indirectly supports health and public safety programs by collecting revenues on their behalf. In 2024, the Recorder's Office collected \$13,500 for the State of California's Family Law Trust Fund, \$34,800 for the County's Office of Family Violence Prevention, and \$70,100 for the County's Children's Trust, which funds child neglect and abuse prevention

and intervention programs. Collections also included: \$212,500 for the Trial Court Fund to help State court operating costs, \$323,000 for the District Attorney's real estate fraud prosecution fund, and \$2.3 million to the State Controller for the Building Homes and Jobs Act. The Recorder's Office collected Property Transfer Tax fees on behalf of the County and its cities in the amount of \$7.6 million.

- On September 25, 2024, Assembly Bill (AB) 1785 was enacted, amending Government Code §7928.205 relating to Public Records. This prohibited a state or local agency from publicly posting, as defined, the home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official on the internet without first obtaining the written permission of that individual. The office restricted references to assessor parcel numbers on all online record indexes in accordance with the law as of January 2025.
- In late 2024, the Assessor/Recorder was notified that the current Records Management System (RMS), was not compliant with Microsoft server maintenance and required replacement. In preparation of contracting a new vendor for RMS services, the Recorder's Office is documenting business processes, reviewing current data for data clean up, and indexing and verifying historical documents to ensure they are available and searchable in the new system.
- To provide a complete searchable index of County records, approximately 56,000 historical handwritten documents have been imaged and manually indexed by Recorder staff. This effort is to not only prepare documents for review required by AB 1466: Record Covenant Modification Program, but also to refine official records in preparation of a possible new RMS.

WORKLOAD INDICATORS

- In 2024, the office examined, recorded, indexed, and verified over 65,000 documents: 39,300 E-Recorded, 20,500 submitted by mail or in person, of which 5,500 were multi-document titles which is a single document that contains more than one transaction, where each transaction requires separate entries in a database or index.
- In 2024, approximately 17,400 official birth, death, and marriage certificates were issued as well as over 4,500 certified copies of official records.
- The Recorder (under the direction of the State Registrar) registers and keeps record of all Solano County public marriages. In 2024, over 1,400 public marriages were registered.
- The Recorder's Office continues to aid the District Attorney in the collection of fees for the Real Estate Fraud Prosecution Fund. The fee was applied to 31,700 of over 60,000 official documents recorded. In collaboration with the District Attorney's Office, a visual monitoring system has been connected in the Recorder's lobby.
- In 2024, a total of 1,400 social security numbers were redacted from current official documents. In 2007, the Governor signed into law AB 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 September 2017, the Governor signed into law Senate Bill (SB) 2 Building Homes and Jobs Act, which requires the county recorder to collect a fee on real estate instruments, paper or notices on behalf of the State of California. These funds are dedicated to the development of affordable housing throughout the State. In 2024, the Recorder collected the SB 2 fee on 31,700 qualifying official records.
- In 2024, 39,300 documents were recorded electronically, which accounts for 66% of recorded documents. In 2006, the Board adopted Resolution No. 2006-220 which approved the County participation in the Electronic Recording Delivery Act of 2004 (ERDA) and authorized the Recorder's Office to execute a Memorandum of Understanding with the State Department of Justice (DOJ) in accordance with the ERDA, and approved the issuance of payments to the DOJ for the County's allocated share of the direct cost of program oversight. On November 17, 2020, the office also received Board approval to participate in the Statewide Electronic Courier Universal Recording Environment (SECURE), a multi-county Electronic Recording Delivery System (ERDS) owned and operated by Los Angeles, Orange, Riverside, and San Diego counties. The system is compliant with Government Code §27392(a) which requires the recording delivery system to be operational only with system certification by the Attorney General. The change to the new system occurred on July 1, 2021.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$240,500 or 16.2% in revenues and an increase of \$455,931 or 17.8% in appropriations when compared to FY2024/25 Adopted Budget. As a result, the Net County Cost increased by \$215,431 or 20.0%.

Primary Funding Sources

The primary funding source for the Recorder's Office is Charges for Services, which comprises \$1,411,000 or 81.9% of the total revenue representing vital records sales, recording fees, and administration fees.

The Recommended Budget includes an increase of \$240,500 in revenues primarily due to an Operating Transfers-In from the Recorder Special Revenue Fund (Fund 215) to offset costs associated with special projects, including the RMS replacement.

Primary Costs

The Recommended Budget of \$3,014,828 includes a \$455,931 net increase in appropriations due to the following:

- Salaries and Employee Benefits reflect an increase of \$481,558 primarily due to increases in wages, retirement, and health benefit costs and the addition of one limited-term position.
- Other Charges reflect a decrease of \$63,819 due to the full redemption of the Pension Obligation Bonds (POBs).
- Intrafund Transfers reflect an increase of \$47,000 primarily due to a decrease in labor charges for clerical support provided by the Recorder's staff for the Assessor's exemptions team.

Fixed Assets

None.

DEPARTMENT COMMENTS

To aid Solano County Citizens in protecting their property, the Recorder's Office is actively looking for solutions to notify property owners of real estate activity against their property.

DETAIL BY REVENUE					
CATEGORY AND	2023/24	2024/25	2025/26	FROM	PERCENT
APPROPRIATION CATEGORY	ACTUAL	ADOPTED	RECOMMENDED	ADOPTED TO	CHANGE
REVENUES					
CHARGES FOR SERVICES	1,227,835	1,460,000	1,411,000	(49,000)	(3.4%)
MISC REVENUE	26,378	22,000	31,500	9,500	43.2%
OTHER FINANCING SOURCES	0	0	280,000	280,000	0.0%
TOTAL REVENUES	1,254,213	1,482,000	1,722,500	240,500	16.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,718,158	2,070,744	2,552,302	481,558	23.3%
SERVICES AND SUPPLIES	239,048	231,495	242,637	11,142	4.8%
OTHER CHARGES	199,691	252,528	188,709	(63,819)	(25.3%)
LEASES	1,808	2,000	2,000	0	0.0%
OTHER FINANCING USES	15,836	19,950	0	(19,950)	(100.0%)
INTRA-FUND TRANSFERS	(15,729)	(17,820)	29,180	47,000	(263.7%)
TOTAL APPROPRIATIONS	2,158,812	2,558,897	3,014,828	455,931	17.8%
NET COUNTY COST	904,599	1,076,897	1,292,328	215,431	20.0%
STAFFING					
RECORDER	13	13	14	1	7.7%
TOTAL STAFFING	13	13	14	1	7.7%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

The FY2025/26 Recommended Budget includes the following position allocation changes:

- Add 1.0 FTE Limited-Term Office Assistant III through June 30, 2028 to provide recording and indexing, verifying, and processing support during the implementation of the new RMS, funded by the Recorder Special Revenue Fund.

PENDING ISSUES AND POLICY CONSIDERATIONS

On September 28, 2021, the Governor approved AB 1466 “Real Property: Discriminatory Restrictions” (Chapter 359 of Statutes of 2021) codified in California Government Code §12956.1. This bill includes a requirement of each county recorder to establish a restrictive covenant program to assist in the redaction of unlawfully restrictive covenants. On July 1, 2022, the Recorder’s Office implemented a plan, as specified, to identify unlawfully restrictive covenants in the office’s records, and to redact unlawfully restrictive covenants. The Recorder’s Office is currently exploring solutions to automate the process of identifying digitized official records that may require redaction.

In late 2024, the Assessor/Recorder was notified that its current RMS required replacement. In preparation of a new RMS, the Recorder’s Office is documenting business processes, reviewing current data for data clean up, and Indexing and Verifying Historical Records to ensure they are searchable in the new system. To achieve these goals, the Assessor/Recorder plans to utilize modernization funds collected in Recorder Special Revenue (Fund 215) to enact projects designed to meet State of California legislative program goals, comply with Solano County Technology Standards, and document recording processes and requirements for future RMS enhancements. Funds will be used for both staff time as reimbursements to operating costs and contracting expenses directly from the special revenue fund.

The Recorder’s Office has reviewed over 14.5 million recorded documents to determine if they are in a digital format, correctly indexed and verified, and easily accessed by the public. Of those, 200,000 documents required additional work to be fully integrated into the current records management system. Working from original texts, microfilm, and recently digitized files, documents are actively being worked and data is being refined in anticipation of future projects.

**Glenn Zook, 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 (GC) §27361.4, §27361(c), §27361(d), §27388, and §27319 these funds allow for public reporting and provide the appropriate safeguards for taxpayer investments. Each fund's budget unit (BU) and use is described below.

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$125,000 or 15.0% in revenues and an increase of \$854,700 or 85.2% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the Fund Balance is decreased by \$896,600.

Primary Funding Sources

The primary funding source for the department is Charges for Services, which comprise of \$418,000 or 43.5% of the total revenues. Currently, interest income for the department's special revenue fund is \$543,000 or 56.5% of total revenue.

The Recommended Budget includes an increase of \$125,000 in revenues primarily due to an increase in recording fees based on anticipated real estate transactions and an increase in interest income based on higher yield.

Primary Costs

The Recommended Budget includes an increase of \$854,700 in appropriations primarily due to an Operating Transfers-Out to the Recorder's Office (BU 2909) to cover costs associated with special projects, including the Records Management System (RMS) replacement and an increase in contracted services costs for the new RMS, including implementation costs.

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$1,080,000 for new RMS, including implementation costs.

Fixed Assets

None.

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

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	574,017	450,000	543,000	93,000	20.7%
CHARGES FOR SERVICES	372,523	386,000	418,000	32,000	8.3%
TOTAL REVENUES	946,540	836,000	961,000	125,000	15.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	230,997	957,900	1,572,600	614,700	64.2%
OTHER CHARGES	2,405	5,000	5,000	0	0.0%
F/A EQUIPMENT	15,219	40,000	0	(40,000)	(100.0%)
OTHER FINANCING USES	0	0	280,000	280,000	100.0%
TOTAL APPROPRIATIONS	248,622	1,002,900	1,857,600	854,700	85.2%
CHANGE IN FUND BALANCE	(697,917)	166,900	896,600	729,700	437.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

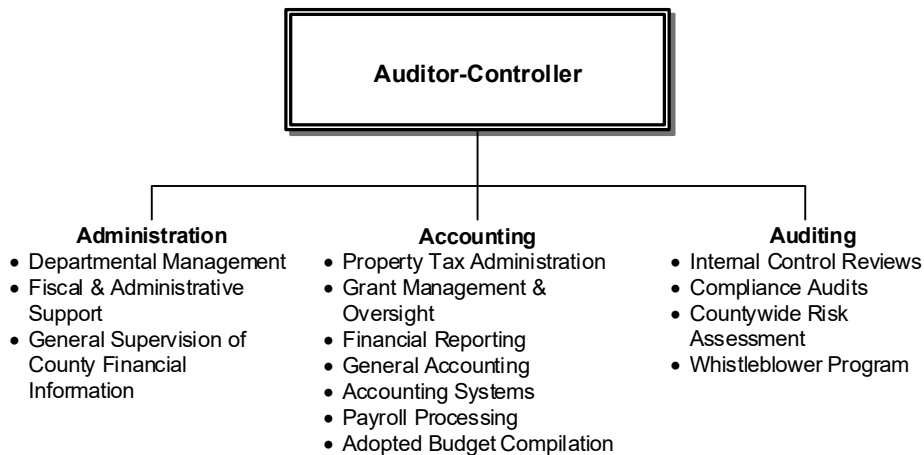
The Recommended Budget includes an increase of \$854,700 in appropriations for a new RMS, including implementation costs.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2024/25 Midyear Projection:	7,435,477
FY2025/26 Recommended:	7,907,559
County General Fund Contribution:	460,159
Percent County General Fund Supported:	5.8%
Total Employees (FTEs):	39

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- On March 1, 2023, the County went “live” on the new property tax system, County Assessment and Taxation System (CATS). The department worked with DoIT, Assessor/Recorder, and the Treasurer/Tax Collector/County Clerk to implement CATS, the new property tax system replacing the Solano County Integrated Property System (SCIPS). CATS, formally known as the Aumentum System, owned by Harris Computer Corporation, is a more integrated and efficient property tax system. This multi-year project was approved by the Board of Supervisors on April 4, 2017 at an estimated cost of \$10 million; the project stayed within budget, however, staff are still learning the new system and experiencing a gap in technology support that requires additional technical resources to gain efficiencies and fully benefit from the automation project.
- Continued to work with the County Administrator’s Office and County departments to ensure the proper accounting and reporting for the \$86.9 million American Rescue Plan Act (ARPA) funds; Reported quarterly to the Federal government on the County’s American Rescue Plan Act (ARPA) spending and obligations using the automated reporting system.

- Continued to work with Sheriff's Office of Emergency Services, Resource Management, CalOES, and FEMA to claim and report County expenditures related to County disasters, such as the LNU Lightning Complex Fires and COVID-19 pandemic.
- Worked with additional County departments to implement the decentralized accounts payable invoice processing, which gives departments more control over the timing and detail that is processed into the financial system.
- Worked with DoIT to transition and upgrade Finance Enterprise (FE) into SaaS environment to address disaster recovery and to increase proficiency during version upgrades.
- Provided training to subrecipients and County staff about administrative requirements and common audit findings related to federal funds passed to subrecipients.
- Recipient of the Government Finance Officers Association (GFOA) award for excellence in Popular Financial Reporting for the County's fourth Popular Annual Financial Report (PAFR) for the fiscal year ended June 30, 2023. The PAFR is an easy-to-read report for the citizens of the county on the County's financial position.
- Recipient of two awards for excellence in financial reporting for the County's Annual Comprehensive Financial Report (ACFR) from the GFOA and the State Controller's Office.
- The County's ACFR for the fiscal year ended June 30, 2024 received an unmodified (clean) audit opinion from Eide Bailly, LLC, CPAs.
- Received the highest rating in the Internal Audit Division's Peer Review for engagements performed between July 1, 2019 and June 30, 2024.

WORKLOAD INDICATORS

During FY2024/25, the department:

- Processed over 71,000 vendor claims/invoices, deposit permits, journal entries, contract encumbrances, encumbrance adjustments, appropriation transfers, and wire/electronic fund transfers into the financial system. The County is transitioning from paper forms to electronic processing.
- Processed over 71,000 forms received electronically or in paper for countywide department access via Documentum or FE.
- Processed over 117,000 payroll transactions, payroll and benefit adjustments, direct deposit changes, disability integration adjustments, provider payments, accrued leave payoffs, and COBRA payments accounting for over \$483 million in County payroll/benefit costs.
- Administered the County tax apportionment process for over 1,000 countywide tax rate areas generating over \$1.099 billion in property taxes, which were calculated, allocated and paid to 75 taxing entities and over 65 ad valorem bonds to school districts, community colleges, special districts, and cities. Administered over 413,000 special assessments levied by cities, agencies, and special districts totaling \$128 million. Researched, calculated, and paid over 3,000 property tax refunds.
- Administered the requirements under the laws for monitoring and reporting on redevelopment dissolution. Distributed over \$46.7 million to taxing entities pursuant to redevelopment pass-through agreements, \$18 million to the five remaining successor agencies for payment of recognized obligations and \$75 million in residual balances to the taxing entities.
- Employed over 1,500 hours on Redevelopment Dissolution Act (ABX1 26). Effective July 1, 2018, the six successor agencies' oversight boards were eliminated, and a countywide consolidated oversight board was established pursuant to Health & Safety Code section 34179(j). The Auditor-Controller's Office provides staff support to this countywide consolidated oversight board.
- Employed over 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 follows:
 - 4,770 hours to Countywide Reviews and Other Activities.
 - 750 hours to Mandated and Other Financial Audits and Special Districts.
 - 1,650 hours to Health and Social Services.

Janine Harris, Auditor-Controller
Finance

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ACO-ADMINISTRATION	8,890	16,300	5,300	(11,000)	(67.5%)
ACO-ACCOUNTING	5,737,664	6,204,155	6,424,617	220,462	3.6%
ACO-AUDITING	803,981	997,010	1,017,483	20,473	2.1%
TOTAL REVENUES	6,550,535	7,217,465	7,447,400	229,935	3.2%
APPROPRIATIONS					
ACO-ADMINISTRATION	8,890	16,300	5,300	(11,000)	(67.5%)
ACO-ACCOUNTING	5,955,427	6,754,705	6,751,984	(2,721)	(0.0%)
ACO-AUDITING	960,374	1,083,037	1,150,275	67,238	6.2%
TOTAL APPROPRIATIONS	6,924,691	7,854,042	7,907,559	53,517	0.7%
NET COUNTY COST					
ACO-ADMINISTRATION	0	0	0	0	0.0%
ACO-ACCOUNTING	217,763	550,550	327,367	(223,183)	(40.5%)
ACO-AUDITING	156,393	86,027	132,792	46,765	54.4%
NET COUNTY COST	374,156	636,577	460,159	(176,418)	(27.7%)

STAFFING					
ACO-ADMINISTRATION	3	4	4	0	0.0%
ACO-ACCOUNTING	30	29	30	1	3.4%
ACO-AUDITING	5	5	5	0	0.0%
TOTAL STAFFING	38	38	39	1	2.6%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$229,935 or 3.2% in revenues and a net increase of \$53,517 or 0.7% in appropriations when compared to FY2024/25 Adopted Budget. As a result, the Net County Cost decreased by \$176,418.

Primary Funding Sources

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

- County Administrative Overhead charges of \$4,971,380 reflect an increase of \$340,405 primarily due to an increase in the department's net recoverable costs. Administrative Overhead revenues are received from County departments for their allocated share of costs for accounting, financial and/or audit services provided by the Auditor-Controller's Office.
- Assessment and tax collection fees of \$1,233,750 reflect an increase of \$18,750. These revenues are for financial and accounting services provided to other funds, taxing entities, and special districts and include the Property Tax Administration Fees (PTAF) charged to the local taxing entities excluding school districts that are exempt by law. The Auditor-Controller also recovers direct costs for the administration of the dissolution of the Redevelopment Agencies (RDA). See Other Charges for Services revenues below.
- Revenues from Interfund Services of \$465,435 reflect a decrease of \$95,330. These are revenues from non-General Fund Departments, such as Health and Social Services (H&SS), First 5 Solano, Sheriff, Public Facilities Fee, and East Vallejo Fire Protection District, for accounting, auditing, and/or payroll services. The net decrease is primarily due to a decrease in internal audit projects for H&SS and a decrease in projected staff time spent on ARPA projects.

- Auditing and accounting fees of \$411,061 reflect an increase of \$5,183. These are fees/charges for accounting services to special districts and other governmental agencies.
- Other Charges for Services revenues of \$238,320 reflect a decrease of \$56,590. This revenue represents charges to redevelopment successor agencies and the Countywide Consolidated Oversight Board for administrative support costs and annual auditing services of the successor agencies' Prior Period Adjustments Schedule.

Primary Costs

The Recommended Budget reflects a net increase of \$53,517 in appropriations primarily due to the following:

- Salaries and Employee Benefits of \$6,978,339 reflect an increase of \$106,051 primarily due to increases in retirement and health benefit costs, and the addition of 1.0 FTE Information Technology Specialist II to support reporting needs for CATS and serve as the primary source of contact for the check printing process for the County and special districts.
- Services and Supplies of \$1,010,903 reflect an increase of \$39,960 primarily due to increases in insurance and central data processing charges.
- Other Financing Uses of \$0 reflect a decrease of \$67,043 due to the full redemption of the Pension Obligation Bonds (POBs).

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$189,000 for accounting and financial services.

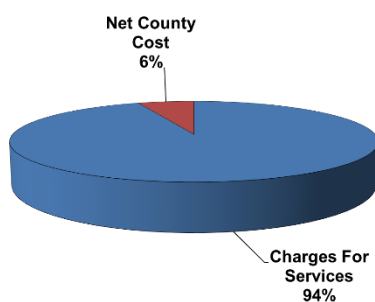
Fixed Assets

None.

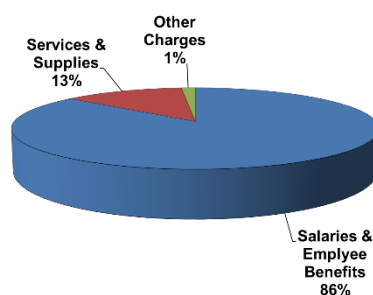
DEPARTMENT COMMENTS

The Auditor-Controller performs Countywide functions and enforces budgetary controls for the County budgeted appropriations of over \$1.7 billion as reflected in the FY2024/25 Adopted Budget. The department continues to work with DoIT to implement countywide technology solutions to improve efficiency and provide countywide automated solutions to manual processes.

SOURCE OF FUNDS



USE OF FUNDS



Janine Harris, Auditor-Controller
Finance

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	20,187	24,000	19,116	(4,884)	(20.4%)
CHARGES FOR SERVICES	6,529,411	7,193,465	7,428,284	234,819	3.3%
MISC REVENUE	938	0	0	0	0.0%
TOTAL REVENUES	6,550,535	7,217,465	7,447,400	229,935	3.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	6,046,337	6,872,288	6,978,339	106,051	1.5%
SERVICES AND SUPPLIES	889,302	970,943	1,010,903	39,960	4.1%
OTHER CHARGES	116,720	116,468	116,724	256	0.2%
LEASES	2,354	3,000	3,000	0	0.0%
OTHER FINANCING USES	59,026	67,043	0	(67,043)	(100.0%)
INTRA-FUND TRANSFERS	(189,048)	(175,700)	(201,407)	(25,707)	14.6%
TOTAL APPROPRIATIONS	6,924,691	7,854,042	7,907,559	53,517	0.7%
NET COUNTY COST	374,156	636,577	460,159	(176,418)	(27.7%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

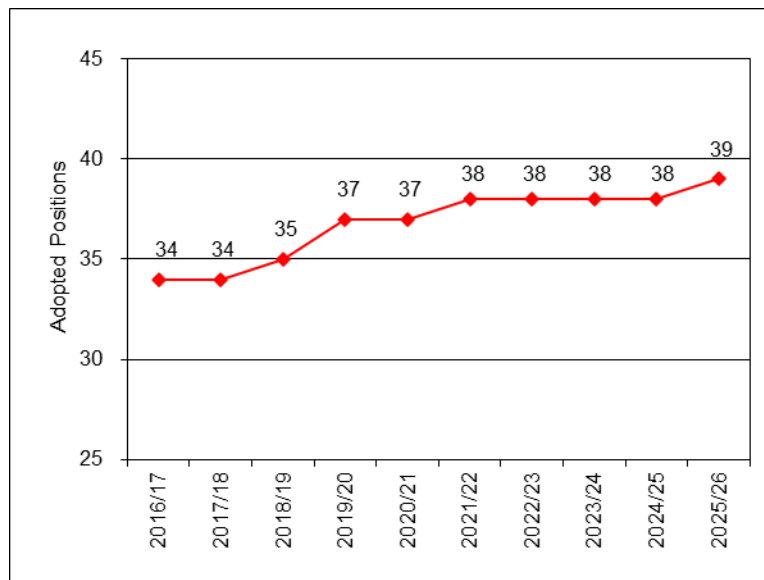
None.

SUMMARY OF POSITION CHANGES

The FY2025/26 Recommended Budget includes the following position allocation change:

- Add 1.0 FTE Information Technology Specialist II to support reporting needs for CATS and serve as the primary source of contact for the check printing process for the County and special districts. This position is funded with Property Tax Administration Fees (PTAF) and General Fund.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The department has several staff eligible for retirement during FY2025/26. However, there are no commitments of planned retirement dates. The department may have accrued leave payoffs resulting from any retirement. The payoffs are not reflected in the department's budget due to the uncertainty and timing of any retirement.

1200 – Fund 001-Auditor-Controller
Summary of Other Administered Budgets

Janine Harris, Auditor-Controller
Finance

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1101 GENERAL REVENUE	264,239,451	263,190,708	277,914,701	14,723,993	5.6%
5908 COUNTY DISASTER	752,385	1,275,000	250,000	(1,025,000)	(80.4%)
8000 2021 CERTIFICATES OF PARTICIPA	2,636,351	736,288	2,061,830	1,325,542	180.0%
8006 PENSION DEBT SERVICE FUND	15,010,620	17,516,552	8,612,566	(8,903,986)	(50.8%)
8036 2013 COP ANIMAL CARE PROJECT	476,461	475,916	476,974	1,058	0.2%
8037 2017 CERTIFICATES OF PARTICIPA	7,465,375	7,335,780	7,369,292	33,512	0.5%
APPROPRIATIONS					
1101 GENERAL REVENUE	311,174	600,000	600,000	0	0.0%
5908 COUNTY DISASTER	505,009	1,197,670	250,000	(947,670)	(79.1%)
8000 2021 CERTIFICATES OF PARTICIPA	2,054,846	2,060,914	2,061,830	916	0.0%
8006 PENSION DEBT SERVICE FUND	14,354,905	6,404,149	8,612,566	2,208,417	34.5%
8036 2013 COP ANIMAL CARE PROJECT	478,456	475,916	476,974	1,058	0.2%
8037 2017 CERTIFICATES OF PARTICIPA	7,352,540	7,354,762	7,369,292	14,530	0.2%
NET CHANGE					
1101 GENERAL REVENUE	(263,928,277)	(262,590,708)	(277,314,701)	(14,723,993)	5.6%
5908 COUNTY DISASTER	(247,376)	(77,330)	0	77,330	100.0%
8000 2021 CERTIFICATES OF PARTICIPA	(581,505)	1,324,626	0	(1,324,626)	(100.0%)
8006 PENSION DEBT SERVICE FUND	(655,715)	(11,112,403)	0	11,112,403	100.0%
8036 2013 COP ANIMAL CARE PROJECT	1,995	0	0	0	0.0%
8037 2017 CERTIFICATES OF PARTICIPA	(112,835)	18,982	0	(18,982)	(100.0%)

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

FUNCTION AND RESPONSIBILITIES

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a net increase of \$14,723,993 or 5.6% in revenues and no change in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the net increase to the General Fund is \$14,723,993 or 5.6%.

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 FY2024/25 Adopted Budget are primarily due to the following:

- \$5,420,818 increase in Current Secured Property Taxes due to an estimated increase of 3% in assessed values from the FY2024/25 corrected assessment roll.
- \$3,536,255 increase in Property Tax In-Lieu based on an estimated increase of 3% in assessed values.
- \$2,000,000 increase in Supplemental Secured due to the collection of past year supplemental tax bills. Due to the County's transition to a new property tax system, County Assessment and Taxation System (CATS), supplemental bills were temporarily delayed, resulting in the projected increase.
- \$1,400,000 increase in Current Unsecured Property Taxes based on anticipated increases in business property values.
- \$535,302 increase in ABX1 26 Residual Taxes and a \$880,318 increase in ABX1 26 Pass-Through revenues based on projected tax increment revenues.
- \$500,000 increase in excess tax loss reserve due to a projected increase in penalties and interest collections.
- \$320,000 increase in State Motor Vehicle In-Lieu Tax due to higher prior year collections of Motor Vehicle License Fees.
- \$319,000 increase in Unitary Taxes due to a projected increase of 3% in assessed values.
- \$50,000 increase in Penalties due to an increase in late Current Unsecured Property Tax payments.
- \$160,000 decrease in Prior Secured and Unsecured as this revenue is now being collected under Current Unsecured Property Taxes.
- \$51,000 decrease in Sales & Use Tax due based on estimated statewide decline in retail sales.
- \$27,000 decrease in Homeowners Property Tax Relief due to fewer homeowner exemptions.

Primary Costs

Appropriations of \$600,000 include: \$500,000 in prior year 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 in accordance with the Memorandum of Understanding.

Contracts

None.

Fixed Assets

None.

1101 – Fund 101-General Revenue**Summary of Other Administered Budgets**

Janine Harris, Auditor-Controller
Legislative & Administration

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	235,472,526	242,580,307	256,511,000	13,930,693	5.7%
LICENSES, PERMITS & FRANCHISE	1,302,819	901,000	901,000	0	0.0%
REVENUE FROM USE OF MONEY/PROP	12,615,686	6,000,500	6,000,500	0	0.0%
INTERGOVERNMENTAL REV STATE	3,065,653	2,107,501	2,400,501	293,000	13.9%
INTERGOVERNMENTAL REV FEDERAL	52,805	6,400	6,700	300	4.7%
INTERGOVERNMENTAL REV OTHER	174,604	45,000	45,000	0	0.0%
CHARGES FOR SERVICES	8,670,933	8,500,000	8,500,000	0	0.0%
MISC REVENUE	2,884,424	3,050,000	3,550,000	500,000	16.4%
TOTAL REVENUES	264,239,451	263,190,708	277,914,701	14,723,993	5.6%
APPROPRIATIONS					
SERVICES AND SUPPLIES	7,124	50,000	50,000	0	0.0%
OTHER CHARGES	304,050	550,000	550,000	0	0.0%
TOTAL APPROPRIATIONS	311,174	600,000	600,000	0	0.0%
NET COUNTY COST	(263,928,277)	(262,590,708)	(277,314,701)	(14,723,993)	5.6%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

COVID-19

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

In FY2020/21, the County received \$45 million in CARES Act funding to stop the spread and mitigate the impacts of the COVID-19 pandemic. All CARES Act funds were fully expended by the December 30, 2020, State deadline. In addition to one-time COVID-19 response funding, such as the CARES Act, the County pursued reimbursement for eligible COVID-19 costs through the Federal Emergency Management Agency (FEMA) COVID-19 Disaster declaration claim process. The pandemic response continued into FY2022/23; however, no future expenditures or recoupment of federal aid is anticipated.

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

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

LNU Lightning Complex Fire

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

The County continues recovery efforts in the wake of one of the largest wildfires in California history. Staff in coordination with the Board continue to work with residents impacted by the fire to safely rebuild. In addition, the fire damaged several County facilities, which staff are also working to repair. As the County works through the recovery process, staff primarily in the Resource Management Department in coordination with the Auditor-Controller, Sheriff's Office of Emergency Services, and the County Administrator's Office will continue to monitor and recover all eligible expenditures through the FEMA disaster declaration claim process. The FY2025/26 Recommended Budget reflects anticipated revenues and appropriations related to LNU fire recovery. As recovery efforts are ongoing, future adjustments may be necessary.

Janine Harris, Auditor-Controller
Other Assistance

2023 Storm Events

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

December 2024 Storm Events

Solano County experienced King Tides from December 13-15, 2024 resulting in higher than average water levels, combined with a significant wind and precipitation event from December 13-16, 2024. On December 21, 2024, the Assistant County Administrator, acting as the Director of Emergency Services, proclaimed a local emergency in response to conditions caused by the December 2024 Winter Storms. The Board ratified the Proclamation of Local Emergency at a special meeting on December 27, 2024.

The storm produced 2.27 inches of rain and peak wind gusts of 54 miles per hour, causing extensive damage to levee infrastructure within the Suisun Marsh and Sacramento-San Joaquin River Delta region of the county. The damages included levee slips, seepage, erosion, wave wash, cracks and breaches. Although the Reclamation Districts are responsible for managing and coordinating emergency responses and recovery efforts within their jurisdiction, the damage exceeded their resources. As a result, the County incurred costs and were funded out of the Sheriff's Office of Emergency Services (OES) operating budget. OES staff is pursuing reimbursements from the State and/or federal agencies as applicable. If reimbursements fail to materialize, this could impact the appropriations in the Disaster Fund. Staff will monitor reimbursement activity and any future adjustments to the Disaster Fund, if applicable, will be brought forward to the Board.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$1,025,000 or 80.4% in revenues and a decrease of \$947,670 or 79.1% in appropriations when compared to the FY2024/25 Adopted Budget. The FY2025/26 Recommended Budget includes projected costs resulting from damage caused by the LNU Lightning Complex fire funded by anticipated insurance proceeds.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	375	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	218,153	0	0	0	0.0%
MISC REVENUE	533,857	1,275,000	250,000	(1,025,000)	(80.4%)
OTHER FINANCING SOURCES	0	0	0	0	0.0%
TOTAL REVENUES	752,385	1,275,000	250,000	(1,025,000)	(80.4%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	505,009	1,197,670	250,000	(947,670)	(79.1%)
TOTAL APPROPRIATIONS	505,009	1,197,670	250,000	(947,670)	(79.1%)
NET CHANGE	(247,376)	(77,330)	0	77,330	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

Since the initial proclamation of the Local Emergency in response to the December 2024 Winter Storms, the County has experienced continued storm activity, further complicating recovery efforts. Soil saturation continues to be a concern, and levee system faces ongoing risk. Reclamation Districts have continued temporary mitigation measures, such as placing plastic sheeting and sandbags over the levee crown to prevent further erosion. Damages may include, but are not limited to, levee slips, seepage, erosion, wave wash, cracks, and breach(es). The full extent of damages cannot be evaluated until after the winter season ends, and crews can better assess damages and implement repairs. Although the rainy season has presumably ended, recovery efforts continue to be ongoing for the impacted Reclamation Districts. Once damage is assessed, staff will return to the Board with any known costs, if applicable.

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 FY2025/26 despite PG&E's efforts to refine PSPS boundaries and minimize the impacts on its customers. The County continues to focus on resiliency and preparedness for fire-related emergencies. County staff remain ready to respond through the Emergency Operations Center (EOC) should an emergency occur.

Debt Service Overview

Janine Harris, 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, 2025, are as follows:

<u>Type</u>	<u>Total</u>
Notes Payable	\$ 657,079
Certificates of Participation	62,105,000
Pension Obligation Bonds	0
Total	<u>\$ 62,762,079</u>

Notes Payable

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

Certificates of Participation

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

Taxable Pension Obligation Bonds

On November 1, 2005, the County issued \$42.3 million of Taxable Pension Obligation Bonds (POB Series 2005) to prepay an obligation under its contract with CalPERS for the County's Unfunded Accrued Actuarial Liability (UAAL), thus reducing its UAAL. The County's POB Series 2005 was paid in full in January 2025 and therefore, has no outstanding long-term debt.

Credit Rating

Moody's and Standard & Poor's both rated the County's pension obligation bonds as Aa2 and AAA, respectively. In addition, the County currently has three certificates of participation series outstanding. The credit ratings are as follows:

2013 COP is private placement with no rating.

2017 COP AA+ Stable from S&P.

2021 COP AA+ Stable from S&P.

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

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

Fiscal Year	(1) Assessed Value of Property	(2) Debt Limit, 5% of Assessed Value	(3) Debt Applicable to the Limit	(4) Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
2023-24	\$73,517,076,522	\$3,675,853,826	\$4,870,000	\$3,670,983,826	0.13%
2022-23	69,904,769,268	3,495,238,463	9,310,000	3,485,928,463	0.27%
2021-22	66,807,006,308	3,340,350,315	13,360,000	3,326,990,315	0.40%
2020-21	62,304,767,500	3,115,238,375	17,040,000	3,098,198,375	0.55%
2019-20	60,493,772,968	3,024,688,648	20,375,000	3,004,313,648	0.67%
2018-19	57,621,468,703	2,881,073,435	23,375,000	2,857,698,435	0.81%
2017-18	54,604,488,570	2,730,224,429	26,085,000	2,704,139,429	0.96%
2016-17	51,753,424,096	2,587,671,205	32,880,000	2,554,791,205	1.27%
2015-16	48,822,843,080	2,441,142,154	40,810,000	2,400,332,154	1.67%
2014-15	46,023,290,342	2,301,164,517	47,810,000	2,253,354,517	2.08%

Notes:

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

Source: Annual Comprehensive Financial Report Fiscal Year Ended June 30, 2024.

Janine Harris, Auditor-Controller
Debt

FUNCTION AND RESPONSIBILITIES

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,325,542 or 180.0% in revenues and an increase of \$916 or 0.0% in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$2,011,830 from the Operating Transfers-In from the General Fund and \$50,000 in interest income. Upon completion of the project, the funding source shall be from departments benefitting from the project.

Primary Costs

The appropriations reflect the principal and interest payments, and accounting and financial services due in FY2025/26.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	585,851	50,000	50,000	0	0.0%
OTHER FINANCING SOURCES	2,050,500	686,288	2,011,830	1,325,542	193.1%
TOTAL REVENUES	2,636,351	736,288	2,061,830	1,325,542	180.0%
APPROPRIATIONS					
SERVICES AND SUPPLIES	4,333	7,000	7,000	0	0.0%
OTHER CHARGES	2,050,513	2,053,914	2,054,830	916	0.0%
TOTAL APPROPRIATIONS	2,054,846	2,060,914	2,061,830	916	0.0%
NET COUNTY COST	(581,504)	1,324,626	0	(1,324,626)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

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

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

The POBs were issued to reduce the future interest rate risk and to stabilize retirement contribution rates through defined fixed rates and fixed maturity terms, thereby allowing the County to predict trends and manage the retirement program. Funding for this debt was collected through regular bi-weekly deductions from all County departments and the Solano County Fair and was fully redeemed on January 15, 2025.

Beginning in FY2025/26, any fund balance remaining in the Pension Debt Service Fund will be used to make one-time contributions to the CalPERS unfunded accrued liability account for the purpose of reducing interest costs and achieving long-term savings consistent with the County's Pension Policy.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$8,903,986 or 50.8% in revenues and an increase of \$2,208,417 or 34.5% in appropriations when compared to the FY2024/25 Adopted Budget. The revenue reflects anticipated year-end fund balance and the appropriations reflect an Operating Transfer-Out to General Fund - General Expenditures (BU 1903) due to the full redemption of the POBs and the closing-out of the Pension Debt Service Fund.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	147,113	75,500	0	(75,500)	(100.0%)
MISC REVENUE	9,363,766	11,058,052	8,612,566	(2,445,486)	(22.1%)
OTHER FINANCING SOURCES	5,499,740	6,383,000	0	(6,383,000)	(100.0%)
TOTAL REVENUES	15,010,620	17,516,552	8,612,566	(8,903,986)	(50.8%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	500,765	503,000	0	(503,000)	(100.0%)
SERVICES AND SUPPLIES	2,988	6,000	0	(6,000)	(100.0%)
OTHER CHARGES	5,694,522	5,895,149	0	(5,895,149)	(100.0%)
OTHER FINANCING USES	8,156,629	0	8,612,566	8,612,566	0.0%
TOTAL APPROPRIATIONS	14,354,905	6,404,149	8,612,566	2,208,417	34.5%
CHANGE IN FUND BALANCE	(655,715)	(11,112,403)	0	11,112,403	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The County's POB Series 2005 was fully redeemed on January 15, 2025; therefore, no contributions from County departments are included in the FY2025/26 Recommended Budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Janine Harris, Auditor-Controller

Debt

FUNCTION AND RESPONSIBILITIES

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

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

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$33,512 or 0.5% in revenues and an increase of \$14,530 or 0.2% appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Source

The Recommended Budget includes revenues of \$7,369,292, an increase of \$33,512 when compared to FY2024/25.

The primary funding sources include the following:

- The \$4,321,093 Operating Transfers-In are as follows:
 - \$2,020,078 from the General Fund.
 - \$900,000 from the Accumulated Capital Outlay Fund.
 - \$724,164 from the Public Facilities Fees - Public Protection.
 - \$576,851 from the Public Facilities Fees - General Government.
 - \$100,000 from the Courthouse Temporary Construction Fund.
- \$2,925,286 from a depreciation charge allocated to departments occupying the County Administration Center and the Probation building.
- \$89,000 in interest income due to higher interest yield.
- \$33,913 anticipated from the Solano Local Agency Formation Commission (LAFCo) for the lease of office space.

Primary Costs

The FY2025/26 appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2025/26.

Summary of Other Administered Budgets**8037 – Fund 332-2017 Certificates of Participation****Janine Harris, Auditor-Controller****Debt**

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	165,837	121,925	122,913	988	0.8%
CHARGES FOR SERVICES	2,905,170	2,907,253	2,925,286	18,033	0.6%
OTHER FINANCING SOURCES	<u>4,394,368</u>	<u>4,306,602</u>	<u>4,321,093</u>	<u>14,491</u>	<u>0.3%</u>
TOTAL REVENUES	7,465,375	7,335,780	7,369,292	33,512	0.5%
APPROPRIATIONS					
SERVICES AND SUPPLIES	3,868	8,500	8,500	0	0.0%
OTHER CHARGES	<u>7,348,672</u>	<u>7,346,262</u>	<u>7,360,792</u>	<u>14,530</u>	<u>0.2%</u>
TOTAL APPROPRIATIONS	7,352,540	7,354,762	7,369,292	14,530	0.2%
CHANGE IN FUND BALANCE	(112,835)	18,982	0	(18,982)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Janine Harris, Auditor-Controller
Debt

FUNCTION AND RESPONSIBILITIES

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

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

The source of funding for the debt is the General Fund, the Sheriff's Office (BU 6550), and the seven cities within the County. The County entered into a Memorandum of Understanding (MOU) with all of the cities in the County in which each city agrees to pay its share of debt service.

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,058 or 0.2% in both revenue and appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Sources

The Recommended Budget includes revenues of \$417,211 from the seven cities in accordance with the MOU and \$13,293 from the Sheriff's Office for their share of debt service. The County General Fund contribution is \$44,970.

Primary Costs

The appropriations reflect the principal and interest payments, accounting and financial services, and Countywide Administrative Overhead charges due in FY2025/26.

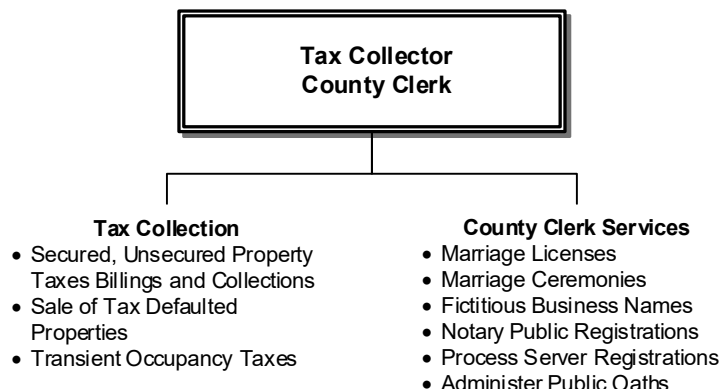
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	1,390	1,500	1,500	0	0.0%
INTERGOVERNMENTAL REV OTHER	417,211	419,314	417,211	(2,103)	(0.5%)
OTHER FINANCING SOURCES	12,890	10,132	13,293	3,161	31.2%
GENERAL FUND CONTRIBUTION	44,970	44,970	44,970	0	0.0%
TOTAL REVENUES	476,461	475,916	476,974	1,058	0.2%
APPROPRIATIONS					
SERVICES AND SUPPLIES	0	3,500	3,500	0	0.0%
OTHER CHARGES	478,456	472,416	473,474	1,058	0.2%
TOTAL APPROPRIATIONS	478,456	475,916	476,974	1,058	0.2%
CHANGE IN FUND BALANCE	1,995	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.



DEPARTMENTAL PURPOSE

Headed by an elected official, the Divisions of the Tax Collector and of the County Clerk are mandated by Sections 24000 and 24009 of the California Government Code. The duties and responsibilities of the Divisions are further mandated by sections 27400 - 27401 and 26801 - 26863 of the California Government Code. In Solano County, the Divisions of the Tax Collector, County Clerk and Treasurer are a combined countywide elected position.

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

The County Clerk has a four-fold mission:

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

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

In addition, the County Clerk conducts wedding ceremonies.

Budget Summary:

FY2024/25 Midyear Projection:	2,772,821
FY2025/26 Recommended:	2,940,992
County General Fund Contribution:	1,467,992
Percent County General Fund Supported:	49.9%
Total Employees (FTEs):	12

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- As of March 1, 2023, the County converted to a new property tax system, County Assessment and Taxation System (CATS). The department worked with the Department of Information Technology (DoIT), Assessor/Recorder, and the Auditor-Controller to implement the CATS project. The department continues to refine the implementation and enhancements of the new system.
- The department, in coordination with DoIT, completed the migration to the new Clerkdocs platform. The Clerkdocs platform features several enhancements, such as the acceptance of electronic signatures, streamlined online capabilities, scanning and indexing of all County Clerk documents, and the retirement of manual stamping to file or endorse documents.

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

Functional Area Summary

- Automated the refund process with Finance Enterprise, the County's financial system, allowing refunds to be processed faster and providing check numbers to be downloaded to CATS.

WORKLOAD INDICATORS

- In FY2024/25, the Tax Collector – County Clerk expects to issue and process payments on 175,000 secured, unsecured, supplemental, and corrected property tax bills.
- In FY2024/25, the Tax Collector – County Clerk expects to issue 1,450 marriage licenses, 1,800 fictitious business name statements, 300 notary oaths, and to conduct 350 marriage ceremonies, along with providing a variety of other clerk-related functions and services. Projections for FY2025/26 include the issuance of approximately 1,500 marriage licenses, 2,000 fictitious business names, 350 notary oaths, and to conduct 400 marriage ceremonies, along with providing a variety of other clerk-related functions and services.
- Answered approximately 35,000 requests for additional information received via phone and e-mail in FY2024/25.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAX COLLECTOR	1,045,572	1,156,000	1,148,000	(8,000)	(0.7%)
COUNTY CLERK	271,723	260,000	325,000	65,000	25.0%
TOTAL REVENUES	1,317,295	1,416,000	1,473,000	57,000	4.0%
APPROPRIATIONS					
TAX COLLECTOR	2,426,569	2,567,896	2,612,468	44,572	1.7%
COUNTY CLERK	289,519	374,809	328,524	(46,285)	(12.3%)
TOTAL APPROPRIATIONS	2,716,088	2,942,705	2,940,992	(1,713)	(0.1%)
NET COUNTY COST					
TAX COLLECTOR	1,380,997	1,411,896	1,464,468	52,572	3.7%
COUNTY CLERK	17,796	114,809	3,524	(111,285)	(96.9%)
NET COUNTY COST	1,398,793	1,526,705	1,467,992	(58,713)	(3.8%)

STAFFING					
TAX COLLECTOR	10	9	10	1	11.1%
COUNTY CLERK	2	2	2	0	0.0%
TOTAL STAFFING	12	11	12	1	9.1%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$57,000 or 4.0% in revenues and a decrease of \$1,713 or 0.1% in appropriations when compared to FY2024/25 Adopted Budget. As a result, Net County Cost decreased by \$58,713 or 3.8%.

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

Primary Funding Sources

The primary funding sources for the department are the General Fund, which is comprised of \$1,467,992 or 49.9%, Charges for Services, which is \$1,093,000 or 37.2%, and Taxes and Licenses, which has a combined total of \$380,000 and represent 12.9% of the Recommended Budget.

- The Recommended Budget represents a net increase of \$57,000 or 4.0% in revenues primarily due to increases in other

charges for services, licenses, and clerk’s fees offset by a decrease in anticipated transient occupancy tax. The increase in clerk fees of \$50,000 is due to the addition of 1.0 FTE Office Assistant II to coordinate increased demand for wedding ceremonies.

Primary Costs

The Recommended Budget represents a net decrease of \$1,713 or 0.1% in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$163,660 due to increases in retirement and health benefit costs and the addition of 1.0 FTE Office Assistant II.
- Services and Supplies reflect a decrease of \$80,590 primarily due to the department’s migration to the new Clerkdocs platform in FY2024/25, which decreased ongoing software maintenance and support costs.
- Other Charges reflect a decrease of \$65,135 primarily due to an increase in Countywide Administrative Overhead costs.
- Other Financing Uses reflect a decrease of \$12,148 due to the full redemption of the Pension Obligation Bonds (POBs).
- Intrafund Transfers reflect a decrease of \$5,650 due to the completion of small facilities projects in FY2024/25,

Contracts

The FY2025/26 Recommended Budget includes the following significant contract:

- \$75,000 for lockbox services.

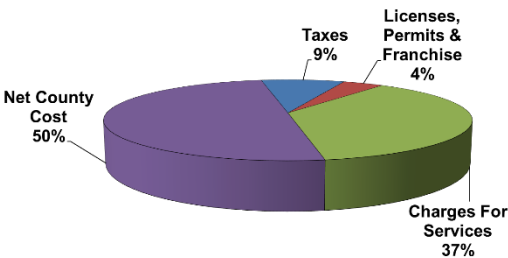
Fixed Assets

None.

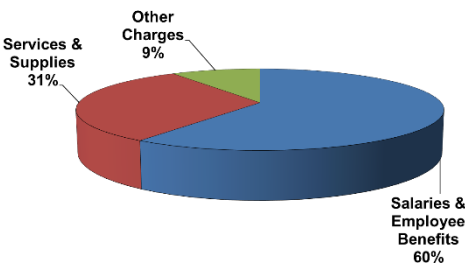
DEPARTMENT COMMENTS

The Tax Collector—County Clerk anticipates that the successful completion of the Clerkdoc upgrade will shift the departmental focus to enhanced public engagement and improved online experiences.

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	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	194,818	278,000	255,000	(23,000)	(8.3%)
LICENSES, PERMITS & FRANCHISE	108,047	110,000	125,000	15,000	13.6%
CHARGES FOR SERVICES	1,013,909	1,028,000	1,093,000	65,000	6.3%
MISC REVENUE	521	0	0	0	0.0%
TOTAL REVENUES	1,317,295	1,416,000	1,473,000	57,000	4.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,608,029	1,571,925	1,735,585	163,660	10.4%
SERVICES AND SUPPLIES	726,768	987,039	906,449	(80,590)	(8.2%)
OTHER CHARGES	313,609	333,293	268,158	(65,135)	(19.5%)
LEASES	(0)	4,250	2,400	(1,850)	(43.5%)
OTHER FINANCING USES	13,973	12,148	0	(12,148)	(100.0%)
INTRA-FUND TRANSFERS	53,710	34,050	28,400	(5,650)	(16.6%)
TOTAL APPROPRIATIONS	2,716,088	2,942,705	2,940,992	(1,713)	(0.1%)
NET COUNTY COST	1,398,793	1,526,705	1,467,992	(58,713)	(3.8%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

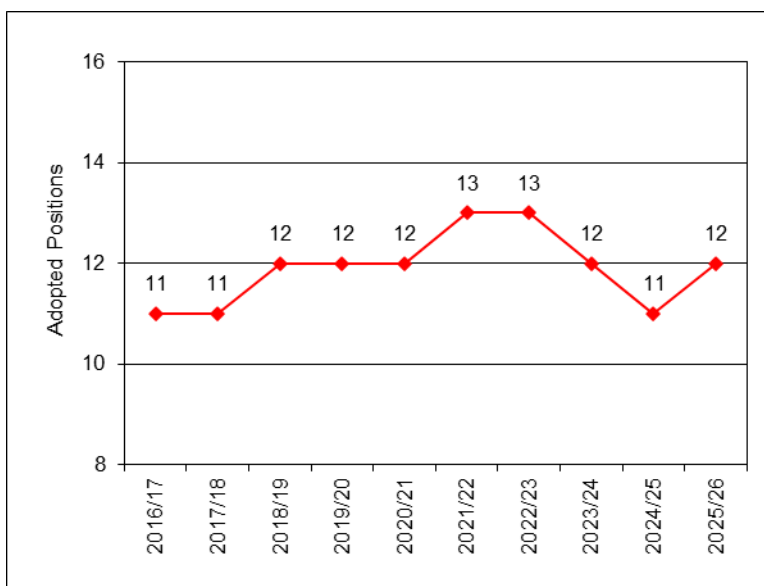
None.

SUMMARY OF POSITION CHANGES

The FY2025/26 Recommended Budget includes the following position allocation change:

- Add 1.0 FTE Office Assistant II partially funded with additional clerk fee revenue to address increased customer demand for wedding ceremonies and reduce wait time at the public counter.

STAFFING TREND

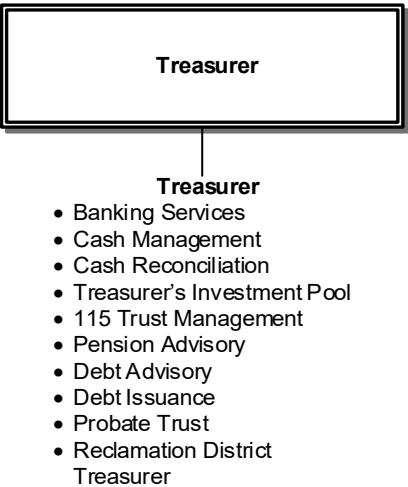


PENDING ISSUES AND POLICY CONSIDERATIONS

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1350 TREASURER	1,384,749	1,889,236	1,964,265	75,029	4.0%
APPROPRIATIONS					
1350 TREASURER	1,384,749	1,889,236	1,964,265	75,029	4.0%
NET CHANGE					
1350 TREASURER	0	0	0	0	0.0%

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



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2024/25 Midyear Projection:	1,682,865
FY2025/26 Recommended:	1,964,265
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	4

FUNCTION AND RESPONSIBILITIES

The Treasurer is responsible for receiving and safely investing all funds belonging to the County, school districts, and special districts within the County and all other monies directed by law to be paid out of the Treasury. The Treasurer is also designated as the County's fiduciary expert in the area of debt issuance. The division manages over \$2.1 billion in funds not immediately needed for use by the County, local school districts and other local agencies participating in the County investment pooled funds.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- Actively managed more than \$2.1 billion in pooled deposits.
- Completed successful integration with Chandler Asset Management, Inc., an investment advisory firm that manages the credit portion of the pool portfolio. Chandler provides enhanced research capabilities and reporting features for all internally and externally managed investments.
- Processed approximately 105,000 inbound payments, 225,000 deposited items, and 350,000 outbound payments. This includes deposits of cash, checks, Automated Clearing House (ACH) credits, book transfers, and related inbound funds; and withdrawals of cash, checks, ACH-originated debits, book transfers, federal wires, and related outbound funds as directed.
- Provided reconciliation information to schools and other pool participants daily to afford them the ability to independently verify all Treasury activity.
- In coordination with the Solano County Office of Education, arranged the provision of up to \$153.9 million in constitutionally mandated advances to the six school districts in Solano County.
- Managed the County's PARS 115 \$34.8 million investment trust to provide additional income above pool rates.

WORKLOAD INDICATORS

During FY2025/26, the Treasurer anticipates processing 10,000 deposit permits.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents increases of \$75,029 or 4.0% in both revenues and appropriations when compared to the FY2024/25 Adopted Budget. In accordance with GC §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 division is Charges for Services which comprises \$1,963,515 or 100.0% of the Recommended Budget.

Primary Costs

The Recommended Budget includes a \$75,029 or 4.0% net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$32,306 due to increases in wages, retirement, and health benefit costs.
- Services and Supplies reflect an increase of \$12,278 due to an increase in software subscription costs for Bloomberg and Fiserv financial software programs.
- Other Charges reflect an increase of \$14,506 primarily due to an increase in Countywide Administrative Overhead costs.
- Other Financing Uses reflect a decrease of \$9,218 due to the full redemption of the Pension Obligation Bonds (POBs).
- Intrafund Transfers reflect an increase of \$25,157 due to an increase in accounting and audit services costs.

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$270,150 for banking and securities trust services.
- \$250,000 for investment advisory services.

Fixed Assets

None.

DEPARTMENT COMMENTS

In FY2024/25 DoIT assumed responsibility for merchant services, including remote image depositing. In March 2025, the Agricultural Commission/Weights and Measures department became the first department to go live with desktop remote image depositing.

Summary of Other Administered Budgets

1350 – Fund 001-Treasurer
Charles Lomeli, Tax Collector/County Clerk
Finance

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	1,384,191	1,888,736	1,963,515	74,779	4.0%
MISC REVENUE	558	500	750	250	50.0%
TOTAL REVENUES	1,384,749	1,889,236	1,964,265	75,029	4.0%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	639,445	945,281	977,587	32,306	3.4%
SERVICES AND SUPPLIES	459,018	683,787	696,065	12,278	1.8%
OTHER CHARGES	97,025	54,600	69,506	14,906	27.3%
LEASES	0	1,600	1,200	(400)	(25.0%)
OTHER FINANCING USES	6,579	9,218	0	(9,218)	(100.0%)
INTRA-FUND TRANSFERS	182,682	194,750	219,907	25,157	12.9%
TOTAL APPROPRIATIONS	1,384,749	1,889,236	1,964,265	75,029	4.0%
NET CHANGE	0	0	0	0	0.0%

STAFFING					
TREASURER	3	4	4	0	0.0%
TOTAL STAFFING	3	4	4	0	0.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

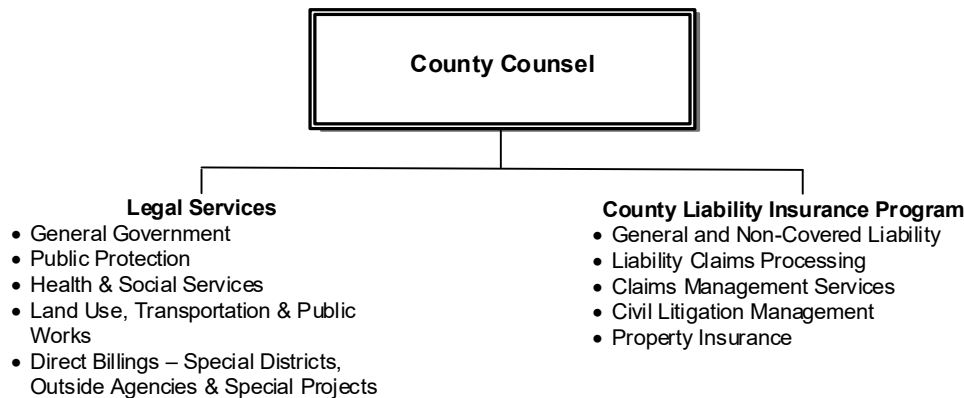
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

Treasury management will be vigilant to policy changes that the new federal administration and Congress approve as they impact treasury operations or portfolio management. Treasury remains focused on providing a safe and stable investment pool that provides participants with additional revenue as the market allows



DEPARTMENTAL PURPOSE

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

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

Budget Summary:	
FY2024/25 Midyear Projection:	6,398,458
FY2025/26 Recommended:	6,685,173
County General Fund Contribution:	271,936
Percent County General Fund Supported:	4.1%
Total Employees (FTEs):	21

FUNCTION AND RESPONSIBILITIES

The office’s duties encompass all areas of County government covering a diverse range of sectors, including 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 significant importance to the citizens of Solano County.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Accomplishments:

- Provided legal advice and assisted in responding to significant development proposals, including the California Forever ballot initiative and the potential impacts of a proposed tribal gaming facility.
- Drafted and provided legal support in the development of land use and zoning ordinances for the Planning Commission and the Board of Supervisors.
- Provided legal advice and leadership in implementing the Community Assistance, Recovery and Empowerment (CARE) Court, which helps individuals with mental health and substance use disorders access care, support and resources.
- Provided legal advice and support in the purchase and renovation of the former Parkrose Gardens to create permanent supportive housing for County Behavioral Health clients.
- Provided legal advice and successfully litigated child abuse and neglect cases, including those involving complex medical issues, ensuring safe and stable homes for children in Solano County.
- Supported the renegotiation of major franchise agreements with waste hauling companies.
- Provided legal advice and representation to the Public Guardian in its efforts to protect vulnerable community members, including the elderly and those with serious mental disabilities unable to care for themselves or manage their financial affairs.

-
- Provided substantial legal guidance and support in the County's acquisition and development of an early-learning center in Vallejo, expanding childcare and family support opportunities for children across Solano County.
 - Assisted Solano Emergency Medical Services Cooperative with the procurement process for selecting a new emergency ambulance service provider within the exclusive operating area.
 - Provided legal guidance to support the consolidation of fire protection districts in Solano County.
 - Provided invaluable legal advice in support of the County's response to a significant cyber incident.
 - Provided legal advice to support challenging the State's proposed Delta Conveyance Project (Delta Tunnel Project) through multiple pieces of litigation, including lawsuits challenging environmental approvals, the validity of bond resolutions funding the project, and associated water rights.
 - Provided legal support, representation and training to over 30 outside agencies, districts, boards and commissions.
 - Obtained an expedited abatement warrant allowing Department of Agriculture to eradicate glassy-winged sharpshooter on a property where owner had refused to comply with State's emergency action plan.
 - Played an instrumental role in developing comprehensive Child Welfare Services warrant template and policy, successfully completing a Judicial Resources and Technical Assistance Audit, and maintaining Title IV-E requirements and 2025 Federal Audit for California.
 - Reinstated quarterly Bench-Bar meetings with Juvenile Court personnel for the Child Welfare Services team.
 - Supported the California Judicial Council countywide training for Kin-First Approach in Juvenile Court, focusing on a foster children's family connections, reducing trauma and improving foster care stability.
 - Assisted Resource Management's Code Enforcement team with remediating various nuisances and dangerous conditions code violations, resulting in fines and administrative penalties totaling \$444,580.
 - Chaired or co-chaired County Counsels' Association of California section conferences, including Probate and Mental Health, Environmental Law and Child Welfare Services, while the Claims and Civil Litigation Manager continues to serve on the Public Risk Innovation, Solutions, and Management's Board of Directors and Claims Review Committee.
 - Continued to serve as a Single Activity Provider for California State Bar Minimum Continuing Legal Education courses, including trainings on contracting, First Amendment Audit Preparedness, Avoiding Personal Liability, and Inclusivity.
 - Managed the General Liability Insurance Program and assumed responsibility for the Property Insurance Program from Human Resources, centralizing the functions.
 - Supported the development of a two-year moratorium on battery energy storage systems (BESS) in Solano County, approved by the Board of Supervisors in early 2024, and assisted in drafting a permanent BESS ordinance. Also participated in the California Energy Commission's California Environmental Quality Act's Assembly Bill 205 Opt-In process.
 - Assisted County staff in developing and completing various documents, including an Agricultural Mitigation Ordinance, approved by the Board in November 2024, and updates to the General Plan Housing Element.
 - Assisted County staff in updating County Zoning Regulations addressing land use and zoning issues, nuisance abatement, short-term lodging facilities, Travis Reserve Area, military equipment use policy and ordinance, agriculture grievance processes, underground storage of hazardous substances and water-efficient landscaping.
 - Assisted and advised Resource Management-Parks Division, in partnership with Solano Land Trust and the City of Fairfield, to open and manage a newly established 1500-acre Patwino Worrlla Kodoi Dihi Open Space Park located in Suisun Valley.

WORKLOAD INDICATORS

The office currently provides legal services to all County departments and 30 external clients.

- In FY2023/24, the office's attorneys recorded a total of 28,061 billable legal service hours for both internal and external clients, marking an increase of 1,177 hours, or 4%, from the previous year. The office saw a significant increase in legal support and

advice related to regional water and groundwater issues. Additionally, the office reviewed various department contracts, including a 10% increase in the number of contract - 537 in total - for Health and Social Services' MediTract system alone.

- The office provides trainings and workshops on a variety of subjects, including purchasing policy and contract law, personnel policies and procedures, Introduction to Public Sector Employment Law, Brown Act, Legal Update training for Child Welfare Services, general policy and emerging areas of law related to Public Guardian, Health Information Portability and Accountability Act requirements, records and subpoenas, First Amendment Audits, Robert's Rules and personal liability. These training sessions are provided to County personnel, as well as appointed and elected members of various public boards, commissions and committees, in addition to local government agencies.
- The office represents the Child Welfare Services Division (CWS) of the Health and Social Services (H&SS) Department in all juvenile court dependency proceedings from the initial petition through family reunification or permanency planning, as well as any subsequent appeal. On average, the attorneys representing CWS appeared in court 171 times each month in different courtrooms, with each case representing the County's considerable efforts to protect and serve its most vulnerable residents.
 - Juvenile dependency cases remain highly challenging, including several complex medical-related trials. Attorneys devote considerable time working closely with CWS staff to prepare court cases that support the mission of protecting children and ensure compliance with state and federal law. Over the past year, the attorneys opened 98 new juvenile dependency cases, appeared on 189 contested juvenile dependency matters, and handled 24 juvenile dependency appeals. The number of CWS billable hours increased by over 500 hours, or 10%. In addition to carrying full juvenile caseloads, CWS attorneys also provided training and offered policy and procedure advice to Health and Social Services personnel.
- This office also represents the Public Guardian/Public Conservator (PG) in conservatorship and guardianship matters, as well as other proceedings involving individuals in the County who require assistance. Recent changes in state law, which expanded mental health services to individuals with felony and misdemeanor charges, have increased the number of referrals for conservatorships and mental health diversion. This has resulted in more appearances in criminal court and necessitated the office's involvement in securing appropriate placement for individuals conditionally released under the Sexually Violent Predator Statute Act. The number of active mental health conservatorship cases, including new cases and renewals, has increased slightly compared to the prior year.
- The implementation of the Community Assistance, Recovery and Empowerment (CARE) Court program have necessitated additional attorney hours dedicated to in-depth legal and document review as the program has been created and number of petitions filed increases. In collaboration with H&SS personnel, the office was instrumental in the preparation and implementation of CARE Court policy, procedures and document development.
- In addition to providing legal services, the office provides services as hearing officers. Since FY2021/22, the number of Mental Health Hearings conducted by the office's Mental Health Hearing Officers have increased by over 50% and is expected to increase by 69% in FY2025/26. Additionally, the office also serves as the Health and Social Services General Assistance Hearing Officer.
- While the office provides legal advice on various issues and topics, the number of records requests, including Public Records Act requests and subpoenas, has increased by 14%. Furthermore, legal support provided to Code Enforcement actions related to nuisances and dangerous conditions code violations has increased by 96% between FY2022/23 and FY2023/24.
- Legal support staff assisted the attorneys in processing and maintaining several hundred cases to include document preparation, court filings, calendaring, and liaison between Child Welfare Services and the courts. While most cases are related to Child Welfare Services and Lanterman Petris Short (LPS)/Probate conservatorships, staff assisted attorneys with civil cases, arbitrations and voluminous Public Records Act requests. In addition, staff maintained several programs to include records requests, facilitating the uploading of ordinances to be codified, storage of records, maintaining the law library and performing other administrative tasks.
- To assist staff, the law office manager continues to process and track bail bond motions, and the receiving, accounting and distributing summary judgment payments to various State and city entities. Additionally, the law office manager performs administrative functions related to the General Liability Insurance and Property Insurance Programs, including accounts payable, contract upload and tracking, budget development and the preparation and application of the cost allocation plans and reserve management for both programs.

Functional Area Summary

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

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LEGAL SERVICES	5,954,075	6,334,215	6,413,237	79,022	1.2%
TOTAL REVENUES	5,954,075	6,334,215	6,413,237	79,022	1.2%
APPROPRIATIONS					
LEGAL SERVICES	6,286,533	6,581,230	6,685,173	103,943	1.6%
TOTAL APPROPRIATIONS	6,286,533	6,581,230	6,685,173	103,943	1.6%
NET COUNTY COST					
LEGAL SERVICES	332,458	247,015	271,936	24,921	10.1%
NET COUNTY COST	332,458	247,015	271,936	24,921	10.1%
STAFFING					
LEGAL SERVICES	21	21	21	0	0.0%
TOTAL STAFFING	21	21	21	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects an increase of \$79,022 or 1.2% in revenues and increase of \$103,943 or 1.6% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the Net County Cost increased by \$24,921 or 10.1%.

Primary Funding Sources

The primary funding source for the office are charges for legal services provided to County departments that are reimbursed through the Countywide Cost Allocation Plan, fees directly billed to outside agencies, and certain non-General Fund County departments. Expenditures that are not offset by direct billed revenues become General Fund costs. Although as a central services department, County Counsel recovers net operating costs from user departments through the Countywide Cost Allocation Plan, there are certain legal services provided to County departments, such as the Board of Supervisors, that are non-reimbursable under the provisions of 2 the Code of Federal Regulations (CFR) part 225 (formerly OMB Circular A-87).

The Recommended Budget includes a \$79,022 net increase in revenues due to the following:

- Interfund Legal Services reflects an increase of \$36,100 for legal services provided to non-General Fund County departments based on anticipated activity.
- Countywide Administration Overhead reflects an increase of \$124,590 for legal services provided to County departments.
- Legal Fees and Other Charges for Services billed to outside agencies reflect a decrease of \$81,668 due to changes in hourly rates charged as the result of personnel changes.

Primary Costs

The Recommended Budget includes a \$103,943 net increase in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$147,476 due to increases in wages, retirement, and health benefit costs.
- Services and Supplies reflect an increase of \$10,165 primarily due to increases in insurance and software subscriptions costs.
- Other Financing Uses reflect a decrease of \$59,402 due to the full redemption of the Pension Obligation Bonds (POBs).

Fixed Assets

None.

DEPARTMENT COMMENTS

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

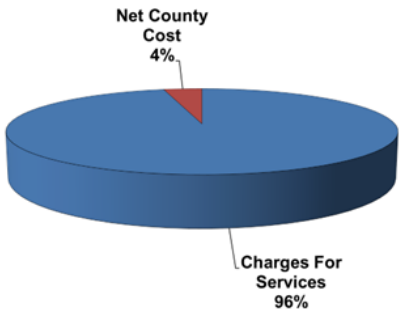
The office has responded to and continues to address legal issues arising from a ballot initiative to rezone agricultural lands for the development of a new community. Additionally, we work proactively to provide innovative legal solutions for on-going public and behavioral health issues, such as homelessness, legislation impacting behavioral health service delivery, and Community Assistance, Recovery and Empowerment (CARE) Court. Our extensive work with and for the County’s most vulnerable populations continues focusing on identifying ways to provide care for those in need.

A key priority is addressing local issues, including a continued focus on County’s code enforcement matters. We aim to expand the tools available to county staff to address code compliance issues, while also providing legal guidance to facilitate strategic land use and economic development in alignment with Board-identified priorities. Furthermore, the office has assumed control of the County’s General Liability and Property Insurance Programs and is working to identify strategies to contain costs in a volatile liability insurance market.

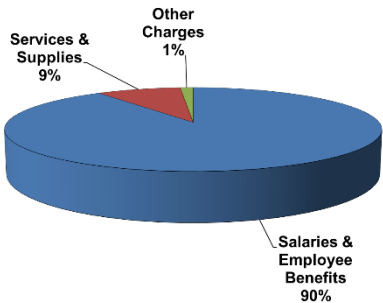
In addition to providing legal representation to all County departments, including services as hearing officers, the office continues to offer its expertise and legal services to outside governmental agencies. We currently provide legal representation to over 30 external clients, which are directly billed for services. These clients include transportation entities, levee, sewer and water districts, and resource conservation, reclamation, fire, and school districts.

The recommended Productive Hourly Rate (PHR) is \$245 per hour, a 2% increase from the previous year. The increase is primarily due to the previously discussed increases in salaries, employee benefits, and services and supplies expenditures.

SOURCE OF FUNDS



USE OF FUNDS



Functional Area Summary

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

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	5,953,715	6,334,215	6,413,237	79,022	1.2%
MISC REVENUE	360	0	0	0	0.0%
TOTAL REVENUES	5,954,075	6,334,215	6,413,237	79,022	1.2%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	5,695,833	5,877,813	6,025,289	147,476	2.5%
SERVICES AND SUPPLIES	448,700	556,911	567,076	10,165	1.8%
OTHER CHARGES	87,271	86,904	87,108	204	0.2%
OTHER FINANCING USES	58,206	59,402	0	(59,402)	(100.0%)
INTRA-FUND TRANSFERS	(3,477)	200	5,700	5,500	2750.0%
TOTAL APPROPRIATIONS	6,286,533	6,581,230	6,685,173	103,943	1.6%
NET COUNTY COST	332,458	247,015	271,936	24,921	10.1%

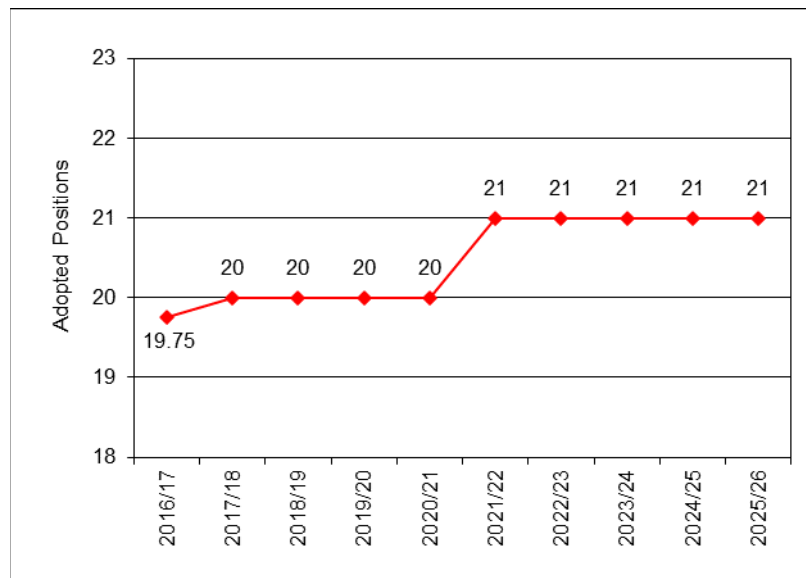
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1800 COUNTY LIABILITY	22,618,743	23,357,705	27,144,854	3,787,149	16.2%
APPROPRIATIONS					
1800 COUNTY LIABILITY	19,011,347	23,686,608	26,983,120	3,296,512	13.9%
NET CHANGE					
1800 COUNTY LIABILITY	(3,607,396)	328,903	(161,734)	(490,637)	(149.2%)

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

FUNCTION AND RESPONSIBILITIES

The Office of County Counsel administers the County's General Liability Insurance and Property Insurance Programs. The General Liability Insurance Program provides liability claims processing and claims management services and oversees all civil litigation involving the County. The Property Insurance Program ensures that all County property is covered by adequate property casualty, boiler and machinery, and earthquake insurance policies and works on behalf of and with departments to recover losses from the County's insurer.

Budget Summary:	
FY2024/25 Midyear Projection:	21,754,648
FY2025/26 Recommended:	26,983,120
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	0

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

The County participates in Public Risk Innovation, Solutions, and Management (PRISM), a member-directed insurance risk sharing pool, for its general liability and property insurance coverage. Due to significant increases to premiums, an actuarial study was performed in the fall of 2023 which indicated cost-savings could be realized by increasing the Self-Insured Retention (SIR) from \$200,000 to \$500,000. The Board approved that SIR increase on March 12, 2024. The \$500,000 SIR pertains to claims and or lawsuits with a date of loss starting July 1, 2024.

The Property Insurance Program, having transferred from Human Resources to County Counsel effective July 1, 2024, centralized the overall management of the County's insurance programs to include processing of claims, subrogation recoveries, and financial documentation. By combining the County's general liability and property insurance programs under one dedicated team, the County has achieved greater operational efficiencies as these programs have overlapping responsibilities.

Challenges:

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

Accomplishments:

- Continued proactive claims and litigation management and oversight to alleviate pressure on the County's insurance premium, thereby resulting in savings to departments for their allocated share of liability insurance costs.
- Obtained required information from various countywide sources to submit the General Liability, Cyber, Pollution, Special Liability Insurance Policy (SLIP) and Medical Malpractice Renewal Applications consistently before deadlines.
- Developed standard operating procedures (SOPs) for the General Liability Insurance and Property Insurance Program providing standardized instructions for requested and mid-year budget preparations, Cost Allocation Plans, Revenue Guidelines, Medical Malpractice Renewal Application and the processing of invoices, contracts and financial documents.
- Reviewed and provided recommendations for improvement to the General Liability Insurance Program and Property Insurance Program's Loss Contingency and Reserve Guidelines that improved the County's position for maintaining more appropriate levels of the loss contingency balance and Reserve funds and defined usage of available funds.

WORKLOAD INDICATORS

During FY2023/24:

- Received 122 separate Government Tort Claim Act claims filed against the County of which 66 were resolved without payment or liability to the County, 13 were settled pre-litigation, 25 are currently open awaiting expiration of suit filing statute, and 18 resulted in litigation.
- Actively managed 62 open lawsuits, of which 19 were dismissed or settled.

-
- Processed approximately 42 new and amended contracts for outside counsel representation of the County for various General Liability Insurance Program litigations.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$3,787,149 or 16.2% in revenues and an increase of \$3,296,512 or 13.9% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, use of Fund Balance decreased by \$490,637.

1831 General Liability:

The Recommended Budget represents an increase of \$4,080,865 or 27.5% in revenues and an increase of \$3,919,131 or 26.4% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, use of Fund Balance decreased by \$161,734.

Primary Funding Sources

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

The Recommended Budget includes \$18,930,254 in revenues including the following:

- Charges for Services of \$17,587,254 reflect an increase of \$3,916,865 or 28.7% when compared to the FY2024/25 Adopted Budget. Charges for Services include the costs allocated to departments based on their share of liability insurance costs and County Administrative Overhead charges for services provided by the claims and litigation manager and County Counsel.
- Miscellaneous Revenues of \$1,293,000 reflect an increase of \$142,000 or 12.3% when compared to the FY2024/25 Adopted Budget and includes State reimbursement for Malpractice Insurance from the Health and Social Services Department (H&SS).
- Other Revenue of \$50,000 reflects an increase of \$22,000 or 78.6% when compared to the FY2024/25 Adopted Budget due to higher interest yield.

Primary Costs

The Recommended Budget includes \$18,768,520 in appropriations including the following:

- Services and Supplies of \$18,568,520 reflects an increase of \$4,263,969 or 29.8% when compared to the FY2024/25 Adopted Budget primarily due to the following:
 - Insurance – Other of \$14,080,459 reflects an increase of \$3,670,837 or 35.3% due to an increase in the preliminary insurance premium rates received from PRISM. Changes in PRISM's estimated premium rates include coverage for General Liability, which increased 36%, Cyber Liability, which decreased by 50%, and Pollution Liability, which decreased by 14% from PRISM's FY2024/25 premium costs.
 - Insurance Claims of \$2,978,000 reflect an increase of \$458,000 or 18.2% for general liability claims costs under the \$500,000 SIR. This increase is based on claims history and cost (frequency and severity) indicated in the most recent actuarial report.
 - Medical Malpractice Insurance of \$1,293,000 increased by \$142,000 or 12.3%. Malpractice Insurance costs are offset 100% by State reimbursement via H&SS.
 - Professional services of \$214,811 reflect a decrease of \$6,868 or 3.1% to reimburse costs for the claims and litigation manager based on the percentage of time dedicated to the General Liability program.
- Other Charges of \$200,000 reflect an overall decrease of \$344,838 or 63.3% primarily due to a change in accounting methods for reporting judgement and damages costs that are reimbursed by PRISM and a decrease in Countywide Administrative Overhead costs.

Fixed Assets

None.

Summary of Other Administered Budgets

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

1824 Property:

The Recommended Budget represents a decrease of \$293,716 or 3.5% in revenues and a decrease of \$622,619 or 7.0% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, use of Fund Balance decreased by \$328,903.

Primary Funding Sources

The primary funding source for the Property Insurance program are the charges to user departments for their allocated share of property insurance expenses. Revenues of \$8,214,600 are estimated to increase by \$293,716 or 3.5%.

Primary Costs

The Recommended Budget of \$8,214,600 in appropriations including the following:

- Insurance – Other of \$8,014,600 reflects a decrease of \$697,619 or 8.0% due to lower projected insurance rates which includes the following:
 - Property Insurance of \$7,951,000.
 - Bond Insurance of \$53,000.
 - Airport Liability insurance of \$5,900.
 - Watercraft Insurance of \$4,700.
- Insurance Claims of \$200,000 reflect an increase of \$75,000 or 60.0% to reimburse Fleet Management for the costs of repairing County-owned vehicles damaged in accidents or vandalism and to reimburse County departments for deductibles for property insurance claims.

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	152,687	43,000	70,000	27,000	62.8%
INTERGOVERNMENTAL REV STATE	49,974	0	200,000	200,000	0.0%
CHARGES FOR SERVICES	16,818,790	22,163,705	25,581,854	3,418,149	15.4%
MISC REVENUE	915,707	1,151,000	1,293,000	142,000	12.3%
RESIDUAL EQUITY TRANSFERS-IN	4,681,585	0	0	0	0.0%
TOTAL REVENUES	22,618,743	23,357,705	27,144,854	3,787,149	16.2%
APPROPRIATIONS					
SERVICES AND SUPPLIES	18,290,097	23,141,770	26,783,120	3,641,350	15.7%
OTHER CHARGES	721,250	544,838	200,000	(344,838)	(63.3%)
TOTAL APPROPRIATIONS	19,011,347	23,686,608	26,983,120	3,296,512	13.9%
NET GAIN(LOSS)	3,607,396	(328,903)	161,734	490,637	(149.2%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions directly allocated in this budget. Staffing is provided by the claims and litigation manager position that is allocated to County Counsel and billed to the General Liability Insurance Program for actual time spent.

PENDING ISSUES AND POLICY CONSIDERATIONS

County Counsel may need to reassess the General Liability Insurance Program's Cost Allocation Program methodology, specifically changes in the comparable weight for the exposure and experience area.



DEPARTMENTAL PURPOSE

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

Budget Summary:	
FY2024/25 Midyear Projection:	6,407,959
FY2025/26 Recommended:	6,887,137
County General Fund Contribution:	1,640,265
Percent County General Fund Supported:	23.8%
Total Employees (FTEs):	26

FUNCTION AND RESPONSIBILITIES

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

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

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- The County continues to experience a high vacancy rate in some allocated positions due to workforce shortages in certain sectors, retirements, and employee turnover.
- Preparation for labor negotiations with all 19 collective bargaining unit agreements that expire in October 2025.
- Continued reliance on manual processing of personnel transactions as the department transitions to more up-to-date/modern technological solutions.
- Identification of, and revisions as warranted, to job classifications to ensure position descriptions and minimum qualifications continue to meet departmental needs.

**Niger M. Edwards, Director of Human Resources
Personnel**

Accomplishments:

- The first full year utilizing the new applicant system (NeoGov) utilization resulted in more applications and better qualified candidates for vacant positions, thereby reducing recruitment timelines and improving the recruitment experience for both applicants and hiring managers.
- Some departments began to utilize the new NeoGov onboarding system which streamlines onboarding and offboarding of employees, with more departments preparing to transition to the new system in FY2025/26.
- Continued to expand recruitment outreach using social media (e.g., Indeed and LinkedIn) to increase diversity outreach and target industry-specific outlets to seek potential applicants. HR staff attended three in-person job fairs at Cal State University Maritime Academy, University of California, Davis, and Solano Community College – Workforce Development Board.
- Provided departments with individualized training sessions for supervisors and managers on employee relations matters.

WORKLOAD INDICATORS

During the period July 1, 2024 – February 28, 2025, the department:

- Processed 425 requisitions to fill vacancies compared to 507 during the same period in FY2023/24.
- Opened 132 recruitments compared to 174 during the same period in FY2023/24.
- Reviewed 13,383 job applications compared to 7,223 during the same period in FY2023/24.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
HUMAN RESOURCES SERVICES	4,826,933	5,910,181	5,246,872	(663,309)	(11.2%)
TOTAL REVENUES	4,826,933	5,910,181	5,246,872	(663,309)	(11.2%)
APPROPRIATIONS					
HUMAN RESOURCES SERVICES	4,389,159	6,932,579	6,887,137	(45,442)	(0.7%)
TOTAL APPROPRIATIONS	4,389,159	6,932,579	6,887,137	(45,442)	(0.7%)
NET COUNTY COST					
HUMAN RESOURCES SERVICES	(437,773)	1,022,398	1,640,265	617,867	60.4%
NET COUNTY COST	(437,773)	1,022,398	1,640,265	617,867	60.4%

STAFFING					
HUMAN RESOURCES SERVICES	26	26	26	0	0.0%
TOTAL STAFFING	26	26	26	0	0.0%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$663,309 or 11.2% in revenues and a decrease of \$45,442 or 0.7% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, Net County Cost increased by \$617,867 or 60.4%.

Primary Funding Sources

The primary funding source for the department is Countywide Administrative Overhead of \$5,068,800 for reimbursements from County departments for their allocated share of costs for recruiting, classification, benefits administration, and other HR functions provided by the department. In addition, the department receives Departmental Administrative Overhead revenue for the HR

Functional Area Summary

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

director's time spent in Risk Management, and other revenue for the administrative allowances received from the County's 457 Deferred Compensation Plan provider.

The Recommended Budget includes a decrease of \$663,309 in revenues primarily due to a decrease in Countywide Administrative Overhead charges based on FY2023/24 actuals as part of the Countywide Cost Allocation Plan.

Primary Costs

The Recommended Budget represents a net decrease of \$45,442 in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$7,670 primarily due to increases in wages, retirement and health benefit costs.
- Services and Supplies reflect a decrease of \$8,591 primarily due to decreases in computer-related costs, offset by increases in central data processing charges and contracted services costs.

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$185,000 for insurance administration fees.
- \$182,161 for existing software.
- \$150,000 for contracted services.

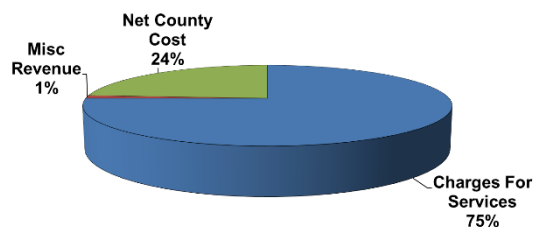
Fixed Assets

None.

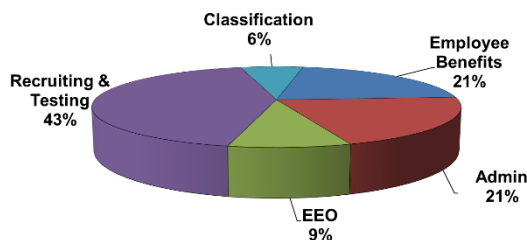
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



1500 – Fund 001-Human Resources

Functional Area Summary

Niger M. Edwards, Director of Human Resources
Personnel

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	4,707,110	5,850,131	5,166,822	(683,309)	(11.7%)
MISC REVENUE	119,823	60,050	80,050	20,000	33.3%
TOTAL REVENUES	4,826,933	5,910,181	5,246,872	(663,309)	(11.2%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	3,437,466	5,188,224	5,195,894	7,670	0.1%
SERVICES AND SUPPLIES	814,070	1,588,983	1,580,392	(8,591)	(0.5%)
OTHER CHARGES	95,529	96,317	95,401	(916)	(1.0%)
LEASES	4,390	0	4,800	4,800	0.0%
OTHER FINANCING USES	33,138	48,805	0	(48,805)	(100.0%)
INTRA-FUND TRANSFERS	4,565	10,250	10,650	400	3.9%
TOTAL APPROPRIATIONS	4,389,159	6,932,579	6,887,137	(45,442)	(0.7%)
NET COUNTY COST	(437,774)	1,022,398	1,640,265	617,867	60.4%

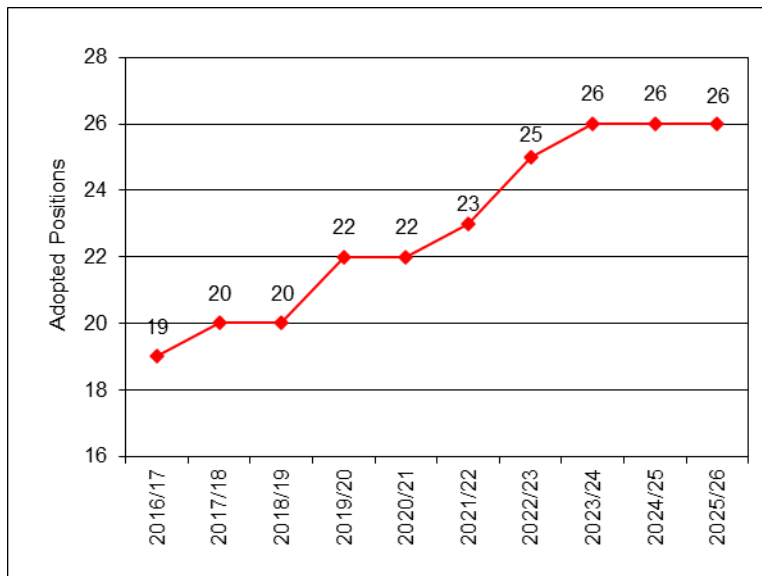
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

The department is developing recommended amendments to County policies and the Civil Service Rules with the goal of streamlining employee recruitment and selection.

Summary of Other Administered Budgets

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

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1103 EMPLOYEE DEVELOPMENT & TRAININ	749,175	845,330	922,306	76,976	9.1%
1830 RISK MANAGEMENT	10,800,877	13,906,167	10,080,289	(3,825,878)	(27.5%)
APPROPRIATIONS					
1103 EMPLOYEE DEVELOPMENT & TRAININ	825,944	935,474	946,634	11,160	1.2%
1830 RISK MANAGEMENT	16,007,041	15,275,377	13,680,488	(1,594,889)	(10.4%)
NET CHANGE					
1103 EMPLOYEE DEVELOPMENT & TRAININ	76,769	90,144	24,328	(65,816)	(73.0%)
1830 RISK MANAGEMENT	5,206,164	1,369,210	3,600,199	2,230,989	162.9%

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

Niger M. Edwards, Director of Human Resources

Legislative & Administration

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:	
FY2024/25 Midyear Projection:	885,027
FY2025/26 Recommended:	946,634
County General Fund Contribution:	24,328
Percent County General Fund Supported:	2.6%
Total Employees (FTEs):	3

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

- Assisting County departments with coordinating and monitoring department and County mandated training. NeoGov was implemented as the County’s applicant tracking system and exploration of NeoGov’s Learning Management System module was deferred to FY2025/26.

Accomplishments:

- Developed online Memorandum of Understanding (MOU) Training for Supervisors and Managers.
- Created and implemented department/division training plans for staff in Risk Management and General Services’ Records and Information Management program and Facilities Management division.
- Added two new training classes to the Target (Vector) Solutions course library on: Respiratory Protection; Basic Leadership 6-Part Series: Leadership Challenges; Changes in Culture; Keeping Employees Energized; Knowledge Management; Elements Change in Business; and Leadership Dynamics.
- Partnered with Anthem, the County’s Employee Assistance Plan (EAP) vendor, to provide virtual trainings on: Creative Problem Solving; Critical Thinking; Holi-daze – How to Enjoy the Holidays and Minimize Stress; Managing Strong Emotions for Employees; Managing Strong Emotions for Supervisors; Your Healthy Heart; and Using Your EAP Program for Employees.
- Added new leadership class, “The Outward Mindset,” for line staff, supervisors, and managers.
- Hosted two management cohorts to participate in the National Association of Counties (NACo) Academy.
- Hosted countywide mentoring program for line staff, supervisors, and managers.
- Developed and implemented COVID-19 Training Prevention Plan for all County employees.
- Hosted four supervisory trainings from Liebert, Cassidy, and Whitmore (LCW) on: The Art of Writing the Performance Evaluation; Supervisor’s Guide to Understanding and Managing Employees’ Rights: Labor, Leaves, and Accommodations; Prevention and Control of Absenteeism and Abuse of Leave; and Maximizing Supervisory Skills for the First Line Supervisor.

WORKLOAD INDICATORS

- 31,506 training spaces were utilized by employees from July 1, 2024 through February 28, 2025, compared to 29,962 training spaces during that same period in FY2023/24.
- Offered 127 professional development/training sessions, excluding County-mandated sessions, to County employees compared to 109 sessions during that same period in FY2023/24.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$76,976 or 9.1% in revenues and an increase of \$11,160 or 1.2% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the Net County Cost is decreased by \$65,816 or 73.0%.

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

Niger M. Edwards, Director of Human Resources Legislative & Administration

Primary Funding Source

The primary funding source for this division is Charges for Services of \$922,306, which primarily reflects Countywide Administrative Overhead for reimbursements from County departments for their allocated share of costs for training services provided by the division.

The Recommended Budget includes an increase of \$76,976 in revenues due to an increase in Countywide Administrative Overhead charges.

Primary Costs

The Recommended Budget represents a net increase of \$11,160 in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$39,836 primarily due to increases in wages, retirement and health benefit costs.
- Services and Supplies reflect a net decrease of \$24,138 primarily due to a decrease in software maintenance and education and training costs, offset by an increase in computer-related expenses.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
CHARGES FOR SERVICES	749,175	845,330	922,306	76,976	9.1%
TOTAL REVENUES	749,175	845,330	922,306	76,976	9.1%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	492,071	582,640	622,476	39,836	6.8%
SERVICES AND SUPPLIES	311,371	329,403	305,265	(24,138)	(7.3%)
OTHER CHARGES	13,470	14,316	14,493	177	1.2%
LEASES	686	0	600	600	0.0%
OTHER FINANCING USES	5,228	5,315	0	(5,315)	(100.0%)
INTRA-FUND TRANSFERS	3,118	3,800	3,800	0	0.0%
TOTAL APPROPRIATIONS	825,944	935,474	946,634	11,160	1.2%
NET COUNTY COST	76,769	90,144	24,328	(65,816)	(73.0%)
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.

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

PENDING ISSUES AND POLICY CONSIDERATIONS

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

FUNCTION AND RESPONSIBILITIES

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

Budget Summary:

FY2024/25 Midyear Projection:	11,180,185
FY2025/26 Recommended:	13,680,488
County General Fund Contribution:	0
Percent County General Fund Supported:	0%
Total Employees (FTEs):	7.7

1821 Administration

This program oversees and directs the administration and management of the workers' compensation and the occupational health programs; pre-appointment physical examinations; Americans with Disabilities Act (ADA) accommodations; and disability leave management.

1823 Workers' Compensation and Safety

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

1825 Unemployment

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- Mitigating risks to employees during extreme weather conditions and wildfire situations.
- Healthcare provider and service shortages faced in workers' compensation and pre-employment programs create delays in leave administration and employee onboarding.
- Reducing workers' compensation costs and implementing programs to effectively reduce the County's overall program expenses.
- Expansion of presumption laws that continue to broaden the responsibility scope for the workers' compensation industry.
- Increasing employee participation in the Solano County Wellness Program and incorporating activities which address physical, mental, and emotional wellbeing.

Accomplishments:

- Solano County received the Gold Award from the American Heart Association's "Workplace Well-being Score Card" recognition in 2024. This is the ninth consecutive year an award has been received.
- The Employee Wellness Program worked with partners to provide nearly 100 webinars for employees.
- Conducted a variety of employee events, including four blood pressure checks with over 100 participants.
- Testing for the Hearing Conservation Program was held in the second quarter with 292 employees participating.
- Risk Management facilitated and participated in the following trainings: New Employee Orientation; Effective Leave Administration; and Principles of Safety and Risk.
- Reviewed and updated the Aero-Transmissible Disease and Bloodborne Pathogen Exposure Control Plans.
- Developed the Workplace Violence Prevention Plan to complement the Workplace Violence Prevention Policy, mandated by Senate Bill (SB) 553.

WORKLOAD INDICATORS

During the period July 1, 2024 – February 28, 2025:

- The number of reported workers' compensation claims was 308 compared to 250 during the same period in FY2023/24.
- Closed 248 workers' compensation claims compared to 155 during the same period in FY2023/24.
- Processed 4,260 FMLA/Discretionary/Labor Code 4850 leave of absence letters compared to 3,146 in FY2023/24.
- Completed 62 ergonomic evaluations compared to 72 in FY2023/24.
- Completed 554 ADA interactive meetings/accommodations compared to 415 in FY2023/24.
- Coordinated 323 pre-appointment physicals and drug screens compared to 177 in FY2023/24.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$3,825,878 or 27.5% in revenues and a decrease of \$1,594,889 or 10.4% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, use of Fund Balance increased by \$2,230,989 or 162.9%.

1821 Administration:Primary Funding Source

The Administration Division is funded through Intrafund Transfers of \$1,300,455. These charges are estimated to decrease by \$145,391 or 10.1% when compared to the FY2024/25 Adopted Budget.

Primary Costs

The primary costs for the Administration Division are:

- Salaries and Employee Benefits of \$832,687 reflect a decrease of \$70,318 primarily due to new hires starting at lower salary steps.
- Services and Supplies of \$322,487 reflect a decrease of \$20,066 primarily due to decreases in controlled assets, software maintenance costs, and various supplies.
- Other Charges of \$145,281 reflect a decrease of \$122,825 primarily due to a decrease in Countywide Administrative Overhead costs.

Fixed Assets

None.

1823 Workers' Compensation and Safety:

The Recommended Budget represents a decrease of \$3,831,878 or 27.6% in revenues and a decrease of \$1,472,000 or 9.9% in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Source

The primary funding source for the Workers' Compensation and Safety Program is from charges to user departments for their allocated share of workers' compensation insurance. These revenues are estimated to decrease by \$4,481,878 or 33.3% when compared to the FY2024/25 Adopted Budget.

Primary Costs

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

- Insurance – Other of \$4,966,000 reflects an increase of \$172,000 in appropriations primarily due to an increase in the preliminary insurance rates received from PRISM. Included are:
 - Excess Workers' Compensation Insurance of \$4,616,000.

Summary of Other Administered Budgets

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

-
- Department of Industrial Relations of \$350,000.
 - Insurance Claims of \$5,681,935 reflect a decrease of \$1,543,819 due to a decrease in anticipated payouts for workers' compensation insurance claims.
 - Other Professional Services of \$916,050 reflect an increase of \$27,143 due to an increase for workers' compensation claims third-party administration services and non-industrial ergonomic evaluation fees.

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$542,490 for workers' compensation third party claims administration fees.
- \$163,560 for occupational medicine and examination services, including pre-employment physicals.
- \$150,000 for pre-employment physicals through Kaiser Permanente.

Fixed Assets

None.

1825 Unemployment:

The Recommended Budget represents an increase of \$6,000 or 46.2% in revenues and a decrease of \$46,792 or 14.1% in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Source

The primary funding source for the Unemployment Insurance program is cost recovery from departments through rates allocated based on a percentage of payroll. For FY2025/26, the Unemployment program built up an excess reserve that allows the program to provide a rate holiday to user departments.

Primary Costs

The primary costs for the Unemployment program are Insurance Claims of \$215,965 which reflects a decrease of \$35,718.

Fixed Assets

None.

DEPARTMENT COMMENTS

None.

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

Niger M. Edwards, Director of Human Resources
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	859,705	463,000	1,119,000	656,000	141.7%
CHARGES FOR SERVICES	9,940,005	13,443,167	8,961,289	(4,481,878)	(33.3%)
MISC REVENUE	1,167	0	0	0	0.0%
TOTAL REVENUES	10,800,877	13,906,167	10,080,289	(3,825,878)	(27.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	866,658	1,407,990	1,341,145	(66,845)	(4.7%)
SERVICES AND SUPPLIES	9,828,436	13,586,422	12,194,062	(1,392,360)	(10.2%)
OTHER CHARGES	622,112	268,106	145,281	(122,825)	(45.8%)
OTHER FINANCING USES	8,250	12,859	0	(12,859)	(100.0%)
RESIDUAL EQUITY TRANSFERS	4,681,585	0	0	0	0.0%
TOTAL APPROPRIATIONS	16,007,041	15,275,377	13,680,488	(1,594,889)	(10.4%)
NET GAIN(LOSS)	(5,206,164)	(1,369,210)	(3,600,199)	(2,230,989)	162.9%
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

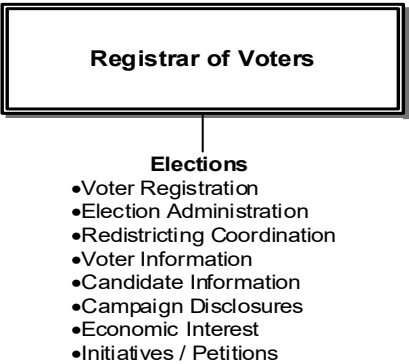
None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

Controlling workers' compensation costs will be an ongoing challenge. The costs of workers' compensation have shown a steady increase in recent years, largely influenced by factors such as an aging workforce, rising medical expenses and wages, and higher occurrence of catastrophic injuries. Staff will continue to monitor legislative changes at the State and federal levels that may impact costs.



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:	
FY2024/25 Midyear Projection:	7,384,497
FY2025/26 Recommended:	8,138,127
County General Fund Contribution:	8,007,627
Percent County General Fund Supported:	98.4%
Total Employees (FTEs):	9

FUNCTION AND RESPONSIBILITIES

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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- ROV continues to successfully conduct elections with multiple options for voters. During the previous year, ROV conducted one election. Significant challenges included:
 - Continuing to provide safety and security of staff and over 1,100 poll workers.
 - Continued with expanded ballot drop-off locations for voters and picked up ballots daily from all locations.
 - Significant increase in receipt of Vote by Mail ballots at drop-off locations and poll locations on election day.
- Continued to work closely with the Secretary of State in 2024 and 2025 to implement business process improvements to the statewide voter registration system known as “VoteCal.” ROV continues to work with the Secretary of State to improve duplicate match criteria to help reduce potential duplicate voters within the statewide voter registration system.
- The current schedule of elections provides for large gaps of time where community partners are not involved with County operations. ROV continues to work with election partners to increase “adopted” polling places by groups and organizations (100% of locations were adopted in the 2024 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.

Timothy P. Flanagan, Chief Information Officer
Elections

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

WORKLOAD INDICATORS

- ROV staff processed a total of 177,526 voter file transactions in FY2024/25. Of this number, 152,127 transactions were voters re-registering through DMV, National Change of Address (NCOA), or online voter registration forms. ROV maintains significant efficiencies through the increased use of online voter registration and the statewide VoteCal system. More than 98% of all voter registration transactions are now handled via automated processing versus manual entry.
- Consistent with previous years, 2024 Vote-by-Mail (VBM) turnout continued at a high level and comprises a significant portion of the work for the ROV office. All voters are considered VBM voters through state law. Turnout of in-person voting now represents only 9% of the overall turnout. Due to these changes, the ROV has increased services for VBM voters, providing more 30-day locations to drop off ballots, plus more five-day curbside locations, and one 24-hour secure ballot box.
- The ROV experienced a significant increase in VBM returns on election day. Over 60% of vote by mail returns were dropped off on Election Day. The ROV continues to work on improvements to processes to increase VBM processing to handle the increases on Election Day.
- ROV has implemented cross-training of staff between major election cycles which has required conducting multiple test or mock elections to ensure procedures are updated and the system works according to legislative requirements.

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ELECTIONS	367,941	1,051,500	130,500	(921,000)	(87.6%)
TOTAL REVENUES	367,941	1,051,500	130,500	(921,000)	(87.6%)
APPROPRIATIONS					
ELECTIONS	7,144,250	8,452,727	8,138,127	(314,600)	(3.7%)
TOTAL APPROPRIATIONS	7,144,250	8,452,727	8,138,127	(314,600)	(3.7%)
NET COUNTY COST					
ELECTIONS	6,776,309	7,401,227	8,007,627	606,400	8.2%
NET COUNTY COST	6,776,309	7,401,227	8,007,627	606,400	8.2%

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 \$921,000 or 87.6% in revenues and a decrease of \$314,600 or 3.7% in appropriations when compared to FY2024/25 Adopted Budget. As a result, the Net County Cost increased by \$606,400 or 8.2%.

Primary Funding Sources

The primary funding sources for the division is General Fund, which is comprised of \$8,007,627 or 98.4% of the Recommended Budget.

The Recommended Budget of \$130,500 reflects a decrease of \$921,000 in revenues primarily due to a decrease in filing fees and billable election related charges for the June 2026 Gubernatorial Primary Election as compared to the billing of applicable districts

for election services for the 2024 General Election. This is offset by anticipated grant revenue in the amount of \$82,500 from the California Secretary of State to replace ROV operation-specific computers.

Primary Costs

The Recommended Budget of \$8,138,127 reflects a decrease of \$314,600 in appropriations primarily due to the following:

- Salaries and Employee Benefits reflect an increase of \$5,362 due to increases in wages, retirement, and health benefit costs, offset by a decrease in overtime costs based on current usage.
- Services and Supplies reflect a decrease of \$357,405 primarily due to decreases in election material and processing costs (paper, envelopes, forms, postage), offset by an increase in central data processing charges for additional Geographic Information Systems (GIS) services required to maintain additional district boundaries for upcoming elections.
- Other Charges reflect a decrease of \$62,468 primarily due to a decrease in Countywide Administrative Overhead costs. Countywide Administrative Overhead costs for ROV fluctuate based on election cycles.
- Fixed Assets reflect an increase of \$113,688 for the replacement of ROV operation-specific computers.
- Other Financing Uses reflects a decrease of \$14,877 due to the full redemption of the Pension Obligation Bonds (POBs).

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$232,265 for election equipment and supply deployment and retrieval.
- \$179,209 for annual maintenance and support services.

Fixed Assets

The FY2025/26 Recommended Budget includes the following fixed assets:

- \$128,451 for the replacement of ROV operation-specific computers, partially funded with State Grant Revenue.

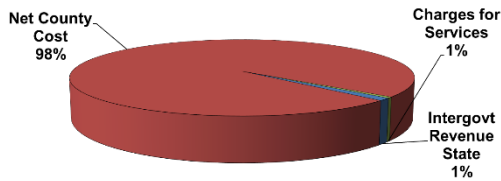
DEPARTMENT COMMENTS

ROV continues to review business process improvements to further streamline services and reduce operating costs where possible.

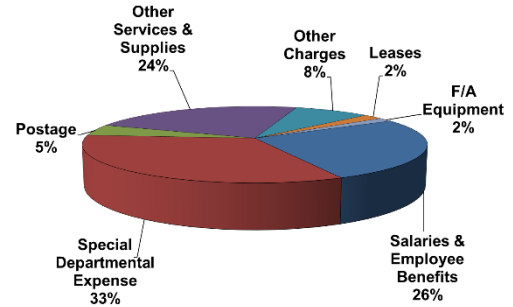
ROV is responsible for managing a significant increase in district boundaries. All districts participating in elections will submit new or updated district boundaries and will require verification from ROV to ensure ROV has the correct information before conducting the next scheduled election for each district. This increased workload and subsequent election complexities has required the ROV to implement additional support from County GIS to manage the street updates, annexations, and perform an independent validation of correct assignment of voters within each district.

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

SOURCE OF FUNDS



USE OF FUNDS



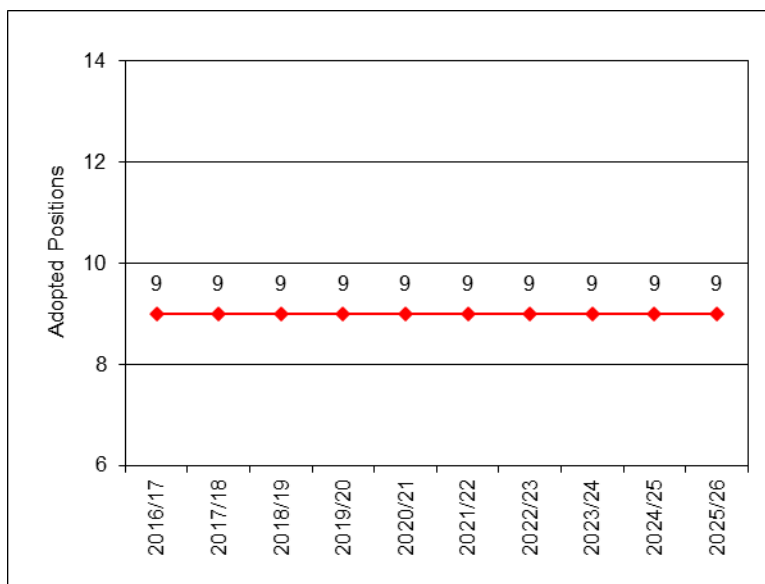
DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	19,534	59,000	91,500	32,500	55.1%
CHARGES FOR SERVICES	348,407	992,500	39,000	(953,500)	(96.1%)
TOTAL REVENUES	367,941	1,051,500	130,500	(921,000)	(87.6%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	2,145,766	2,128,128	2,133,490	5,362	0.3%
SERVICES AND SUPPLIES	3,917,658	5,370,468	5,013,063	(357,405)	(6.7%)
OTHER CHARGES	900,125	745,629	680,635	(64,994)	(8.7%)
F/A EQUIPMENT	0	14,763	128,451	113,688	770.1%
LEASES	161,892	169,462	171,988	2,526	1.5%
OTHER FINANCING USES	14,593	14,877	0	(14,877)	(100.0%)
INTRA-FUND TRANSFERS	4,216	9,400	10,500	1,100	11.7%
TOTAL APPROPRIATIONS	7,144,250	8,452,727	8,138,127	(314,600)	(3.7%)
NET COUNTY COST	6,776,309	7,401,227	8,007,627	606,400	8.2%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

The Recommended Budget includes a decrease in Charges for Services revenue which is the result of anticipated reimbursements for the June 2026 Gubernatorial Primary Election.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

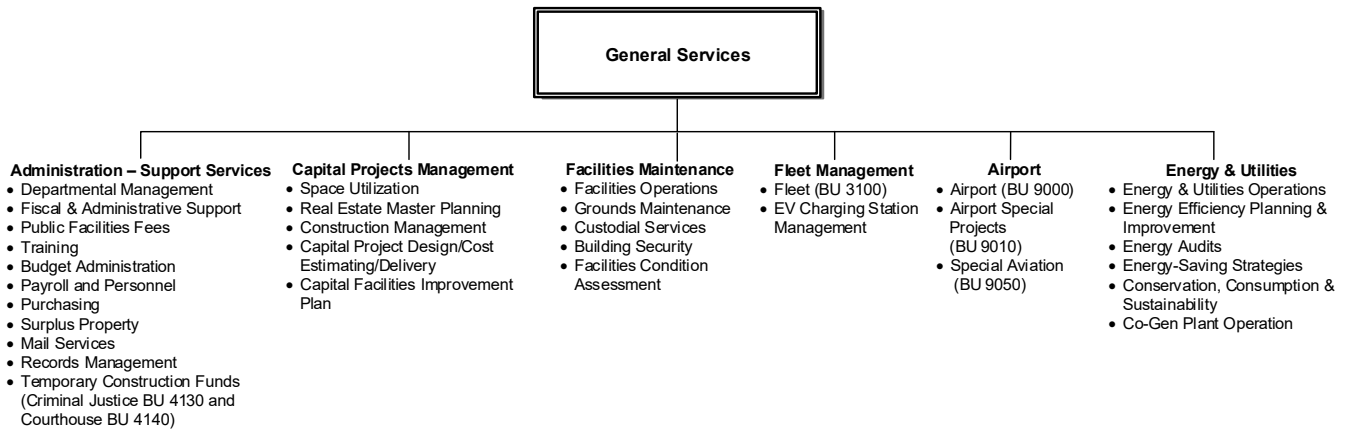
STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

ROV will have additional and continued election costs for administrative changes required by the State Legislation for the 2026 elections and beyond. Specifically, ROV will continue to pay the cost of postage for all returned VBM ballots, allow for same day registrations to take place at all polling places in the county, provide increased support in alternative languages, increase VBM return locations and provide additional countywide notices to voters to inform them of the upcoming election process changes.

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

ROV will continue to provide additional protective equipment for staff and poll workers for in-person voting, increasing use of VBM options, and encouraging voting from home or from their vehicles at poll places when possible.

ROV continues to monitor the Presidential Executive Order "Preserving and Protecting the Integrity of American Elections" signed March 2025 which outlines proposed changes to voter registration which may directly impact the ROV workload.



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:	
FY2024/25 Midyear Projection:	32,050,690
FY2025/26 Recommended:	31,932,683
County General Fund Contribution:	5,339,156
Percent County General Fund Supported:	16.7%
Total Employees (FTEs):	101

FUNCTION AND RESPONSIBILITIES

Administration - Support Services

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

Capital Projects Management

Leads capital improvement planning, development, real estate management (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 Management

- Building Maintenance
Provides a comprehensive facilities operations and management program including project support services, heating ventilation, and air conditioning (HVAC), electrical, life safety, building security services, and plumbing systems maintenance for the County's over 2 million square feet of buildings and associated grounds, including parking lots.
- Grounds Maintenance
Provides a comprehensive landscaping program to include maintaining turf, shrubs, trees, gardens, irrigation systems and weed/litter control on County-owned property.
- Custodial Services
Provides a comprehensive custodial program to include daily cleaning, floor and carpet care, window washing, floor restoration, and recycling and composting of food waste.

Energy and Utilities

Oversees the County's energy management functions, which include operating and maintaining a cogeneration plant, solar arrays, monitoring of utility usage, and developing and implementing utility efficiency measures and projects.

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS**Challenges:**

- Substantially complete the comprehensive County energy conservation project; continue ongoing facility updates for adjusted services for adult and youth detention; and continue to pursue real estate acquisition and disposal opportunities with prior Board-approved master plans for County campuses. (*Capital Projects Management*)
- Implement further automation of Capital Project delivery processes to improve budgeting accuracy, streamline cost tracking, and enable efficient status reporting through a unified software platform – eliminating redundant data entry and accelerating report generation. (*Capital Projects Management*)
- Continue maintaining 1,438,990 square feet of County-owned buildings spanning multiple cities within Solano County through the Custodial team. When fully staffed, custodians are assigned to approximately 47,000 square feet each. However, persistent vacancies, have required staff to take on multiple assignments and extended work hours, contributing to increased workplace injuries and absenteeism, which in turn has further strained operations. (*Facilities Management*)
- Manage ongoing clean-up of debris resulting from unhoused population around County facilities, with Custodial and Grounds maintenance staff regularly exposed to hazardous materials such as human waste, drugs, and drug paraphernalia. (*Facilities Management*)
- Address resiliency, reliability, and efficiency challenges at the downtown Cogeneration plant through an ongoing study aimed at identifying deficiencies and proposing low-cost, short-term improvements, along with comprehensive 15-year strategic energy plan. The plant currently operates at 43% thermal efficiency, with the goal of achieving at least 60%. (*Energy & Utilities*)
- Improve the reliability and energy efficiency of County-maintained buildings in collaboration with Facilities HVAC stationary engineers, targeting a minimum 15% reduction in energy use. Utilities Division energy audits identify necessary repairs, optimize system settings, and enhance operational sequences. (*Energy & Utilities*)

Accomplishments:

- Received the Achievement of Excellence in Procurement (AEP) award from the National Procurement Institute, recognizing Purchasing Services for exceptional performance in innovation, productivity, e-procurement, and leadership. This prestigious award reflected the team's commitment to excellence and ongoing efforts to advance the procurement process. (*Administration – Support Services*)
- Executed a contract with a nationally recognized procurement organization to conduct a comprehensive review of the County's Purchasing and Contracting Policy Manual. A draft of the revised policy was presented to the County and is currently under review by key stakeholders. The final policy is anticipated to be submitted to the Board for approval in early July. (*Administration – Support Services*)
- Executed a contract with OpenGov to develop a framework for transitioning paper-based workflows to electronic process, beginning with the Equipment Movement Request (EMR). The system has been implemented and is currently in the testing phase, with a go-live date expected before the end of FY2024/25. (*Administration – Support Services*)
- Contracted with a company specializing in high-quality historical services, including archival services, to inventory and index the County's offsite historical records collection and review the historical records policy and procedures. (*Administration – Support Services*)
- Collaborated with the Solano County Superior Courts to transfer their records from the County's historical collection to their established collection. (*Administration – Support Services*)

Megan M. Greve, Director of General Services
Other General

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- Successfully completed processing, reporting, and development of the annual Capital Facilities Improvement Plan report. *(Administration – Support Services and Capital Projects Management)*
 - Supported the passage of Assembly Bill 1957 (Wilson), extending best-value contracting under Public Contract Code (PCC) §20155, previously piloted by Solano County, to all California counties, thus attracting a more qualified contractor bidding pool than the traditional low-bid process. *(Capital Projects Management)*
 - Made significant progress on major Heating, Ventilation, and Air Conditioning (HVAC) upgrades and replacements at the Vallejo Justice Center facility. *(Capital Projects Management)*
 - Completed the second phase of the Agriculture Commissioner Building B's additional conditioned space expansion. *(Capital Projects Management)*
 - Received a notice of intent to close hazmat remediation case at 701 Texas Street, Fairfield. *(Capital Projects Management)*
 - Completed the subsequent phase of space utilization and security improvements at the County Administration Center, including the renovation of the main lobby, security upgrades, and improvements to the County Counsel suite. Additionally, the permanent relocation of LAFCO and conference center improvements on the 6th floor are planned for completion in FY2024/25. *(Capital Projects Management)*
 - Substantially progressed the Countywide Energy Conservation and Resiliency Project, including permit approvals and the initiation of microgrid intra-connectivity installation, as well as back-up battery energy storage and power generators at H&SS campuses in Fairfield and Vallejo, and at the downtown Fairfield Library. *(Capital Projects Management)*
 - Continued support for multiple ongoing projects, including the Countywide Energy Conservation and Resiliency project, Sheriff Detention Facilities Planning, and the Countywide Electric Car Charging Project. *(Facilities Management)*
 - Completed critical building maintenance projects, including tile wall remediation, fountain light upgrades, and LED lighting upgrades. Responded to emergencies with HVAC unit repairs at the Nut Tree Airport and the emergency replacement for animal morgue cooler at the Animal Shelter. *(Facilities Management)*
 - Saved a projected 444,700 gallons of potable water through the Grounds maintenance team's efforts to convert lawn and shrub areas to decomposed granite (DG) and implement drip irrigation systems instead of spray irrigation, as part of an ongoing commitment to reduce County water usage. *(Facilities Management)*
 - Completed after-hours detailed floor cleaning of approximately 600,000 square feet of carpet and hard flooring over the past 12 months by the Custodial team. Additionally, completed a window cleaning project covering 102,106 square feet. *(Facilities Management)*
 - Proactively added recycling and composting bins where required to ensure County compliance with SB1383 Organic Waste Collection regulations, the Custodial team demonstrated its commitment to sustainability. *(Facilities Management)*
 - Increased the CoGen plant's thermal efficiency by 1.6% over the last year, improved its reliability, reducing unexpected outages from an average of two annually before 2023 to zero in 2024 and first quarter of 2025. *(Energy & Utilities)*
 - Conducted audits of PG&E natural gas usage and billing across various County buildings, resulting in a \$43,000 credit for incorrect charges in 2023 and 2024. *(Energy & Utilities)*
 - Performed a rate analysis of PG&E electricity accounts, identifying \$74,000 in potential annual utility cost savings for various departments. With most rate changes implemented and validated. *(Energy & Utilities)*

WORKLOAD INDICATORS

Administration - Support Services

- Responsible for the oversight and fiscal management of 11 departmental budgets totaling approximately \$242 million. These departmental budgets include 143 individual budgets requiring direct oversight and fiscal management.

- Processed over 9,240 invoices totaling over \$34 million in FY2023/24 payments. Responsible for tracking 134 utility accounts (54 Gas/Electric, 18 Garbage, and 62 Water).
- From March 2024 through February 2025, processed 257 personnel actions, audited 106 employees' time studies each pay-period to ensure accurate documentation of time for billing purposes, and scheduled/completed 1,112 mandated trainings for over 100 employees.
- Processed 2,580 purchase orders and 403 bids and Request for Proposals (RFPs).
- Provided oversight and support for Countywide records storage services (including 87 accounts at offsite storage) to ensure retention period compliance in accordance with County retention schedules and policies.
- Conducted surplus auctions which generated \$116,154 in revenues from March 2024 to February 2025.
- Reached 37,000 people through the Solano County Surplus Facebook page between March 2024 and February 2025.
- Processed and metered 1,009,148 individual pieces of USPS and inter-office mail between March 2024 and February 2025.
- Responsible for the financial oversight of over 95 capital projects with a total estimated value of approximately \$108 million in FY2024/25.

Capital Projects Management

- Managed over 95 separately funded projects and studies with supporting consultants and contractors.
- In FY2024/25, processed over 200 work orders for furniture and multiple approved small projects for County departments.
- Maintained space utilization and document databases for 2.43 million square feet of County facilities.

Facilities Management

- In FY2024/25, received, planned, and scheduled 5,474 work orders from County departments for maintenance and repairs of County facilities, of which 4,592 have been completed.
- As of March 2025, created 123 purchase orders for services and supplies in support of Facilities Management and processed 2,260 invoices for payments pertaining to facilities services, supplies, and equipment.

Energy and Utilities

- Generated 9,355,435 kilowatt hours of electricity in FY2023/24 through operation of the County's Cogeneration Plant, with a 5% increase in workload anticipated for FY2024/25 due to the absorption chiller being down, requiring increased engine output. The workload is expected to shift in FY2025/26 as Engine 3 and the absorption chiller undergo full overhauls, improving efficiency and reducing generation demand. Additionally, conducted 125 preventative maintenance tasks and approximately 1,100 generator reliability inspections annually, ensuring optimal performance and proactive issue detection.
- Responded to eight emergency repair calls in FY2024/25, with a similar volume projected for FY2025/26, while reducing generator-related outages from four incidents in FY2023/24 to zero in FY2024/25. With continued improvements, cogeneration performance is projected to improve by 10% due to system upgrades and efficiency gains.

1117 – Fund 001-General Services

Functional Area Summary

Megan M. Greve, Director of General Services
Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
ADMINISTRATION	1,253,892	1,572,392	743,060	(829,332)	(52.7%)
ARCHITECTURAL SERVICES	3,149,798	3,216,949	3,140,407	(76,542)	(2.4%)
CENTRAL SERVICES	2,115,396	2,585,020	3,612,832	1,027,812	39.8%
FACILITIES MAINTENANCE	17,730,473	19,909,322	19,097,228	(812,094)	(4.1%)
TOTAL REVENUES	24,249,559	27,283,683	26,593,527	(690,156)	(2.5%)
APPROPRIATIONS					
ADMINISTRATION	1,116,532	1,494,599	1,075,637	(418,962)	(28.0%)
ARCHITECTURAL SERVICES	3,404,375	4,092,412	3,683,567	(408,845)	(10.0%)
CENTRAL SERVICES	3,566,953	4,178,009	4,505,937	327,928	7.8%
FACILITIES MAINTENANCE	19,363,758	22,342,919	22,667,542	324,623	1.5%
TOTAL APPROPRIATIONS	27,451,618	32,107,939	31,932,683	(175,256)	(0.5%)
NET COUNTY COST					
ADMINISTRATION	(137,360)	(77,793)	332,577	410,370	(527.5%)
ARCHITECTURAL SERVICES	254,578	875,463	543,160	(332,303)	(38.0%)
CENTRAL SERVICES	1,451,556	1,592,989	893,105	(699,884)	(43.9%)
FACILITIES MAINTENANCE	1,633,285	2,433,597	3,570,314	1,136,717	46.7%
NET COUNTY COST	3,202,059	4,824,256	5,339,156	514,900	10.7%

STAFFING					
ADMINISTRATION	13	13	13	0	0.0%
ARCHITECTURAL SERVICES	7	7	8	1	14.3%
CENTRAL SERVICES	10	10	11	1	10.0%
FACILITIES MAINTENANCE	68	68	69	1	1.5%
TOTAL STAFFING	98	98	101	3	3.1%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$690,156 or 2.5% in revenues and a decrease of \$175,256 or 0.5% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, the Net County Cost increased by \$514,900 or 10.7%.

Primary Funding Sources

The primary funding source for the department is Charges for Services which comprises \$25,718,232 or 96.7 % of total revenue recovered through detailed cost accounting.

The Recommended Budget represents a decrease of \$690,156 or 2.5% in revenues due to reimbursements of operational costs from County departments for their share of facilities maintenance, custodial services, grounds maintenance, project management, and administrative support services and are recovered through Countywide Administrative Overhead and direct charges. The overall reduction in revenue is primarily due to a decrease in Countywide Administrative Overhead charges based on FY2023/24 actuals as part of the Countywide Cost Allocation Plan.

Functional Area Summary

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

Primary Costs

The Recommended Budget represents a net decrease of \$175,256 in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$754,496 primarily due to increases in wages, retirement, and health benefit costs and the addition of three positions, offset by a decrease in workers' compensation rates.
- Services and Supplies reflect a decrease of \$980,393 primarily due to decreases in insurance, purchases for resale, utilities, and capital projects management consulting services costs, and the reclassification of software subscription costs to Other Charges.
- Other Charges reflect an increase of \$590,360 primarily due to an increase in Sheriff security services costs and the reclassification of software subscriptions costs from Services and Supplies.
- Fixed Assets reflect a decrease of \$350,000 due to no anticipated fixed asset purchases in FY2025/26.
- Other Financing Users reflect a decrease of \$134,505 due to full redemption of the Pension Obligation Bonds (POBs).

Fixed Assets

None.

Contracts

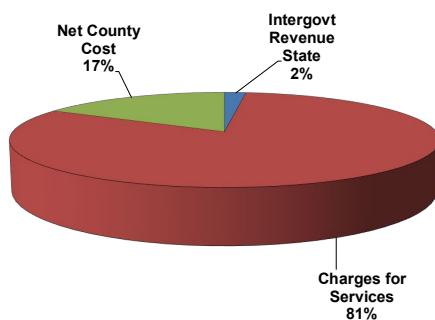
The FY2025/26 Recommended Budget includes the following significant contracts:

- \$707,200 for project management services to assist with capital project management.
- \$255,000 for floor care, window care/maintenance, and upholstery cleaning.
- \$252,820 for uninterruptible power supply testing, hazmat handling, security system and lighting inverter maintenance, fire suppression system, elevator, fire curtain, and above ground storage tank inspections and certifications.
- \$170,000 for power washing, parking lot sweeping, palm tree/other tree trimming, and weed abatement services.
- \$120,000 for advanced diagnostic, engineering, and technical services.

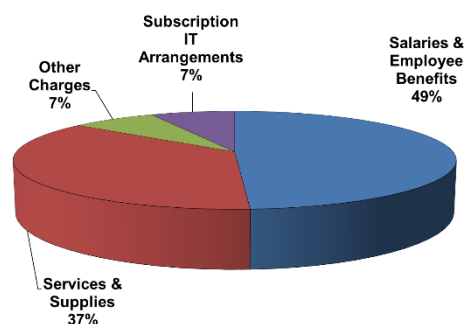
DEPARTMENT COMMENTS

None.

SOURCE OF FUNDS



USE OF FUNDS



Megan M. Greve, Director of General Services
Other General

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	16,785	14,500	14,820	320	2.2%
INTERGOVERNMENTAL REV STATE	1,791,168	560,000	600,000	40,000	7.1%
CHARGES FOR SERVICES	22,180,635	26,440,877	25,718,232	(722,645)	(2.7%)
MISC REVENUE	164,745	173,306	165,475	(7,831)	(4.5%)
OTHER FINANCING SOURCES	96,226	95,000	95,000	0	0.0%
TOTAL REVENUES	24,249,559	27,283,683	26,593,527	(690,156)	(2.5%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	13,055,140	15,112,031	15,866,527	754,496	5.0%
SERVICES AND SUPPLIES	12,646,060	15,109,753	14,129,360	(980,393)	(6.5%)
OTHER CHARGES	1,901,163	1,756,750	2,347,110	590,360	33.6%
F/A EQUIPMENT	27,968	0	0	0	0.0%
F/A - INTANGIBLES	0	350,000	0	(350,000)	(100.0%)
LEASES	27,610	44,549	48,966	4,417	9.9%
OTHER FINANCING USES	163,593	134,505	0	(134,505)	(100.0%)
INTRA-FUND TRANSFERS	(369,916)	(399,649)	(459,280)	(59,631)	14.9%
TOTAL APPROPRIATIONS	27,451,618	32,107,939	31,932,683	(175,256)	(0.5%)
NET COUNTY COST	3,202,059	4,824,256	5,339,156	514,900	10.7%

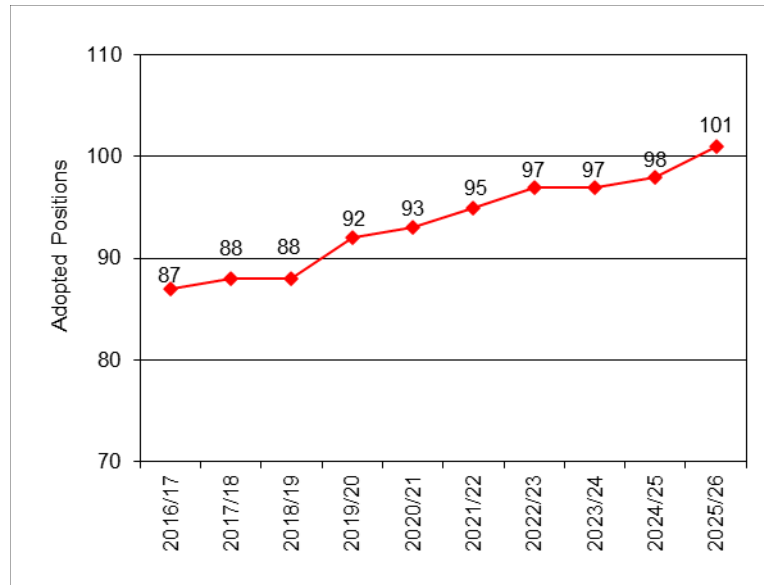
SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

The FY2025/26 Recommended Budget includes the following position allocation changes:

- Add 1.0 FTE Capital Projects Coordinator to provide project management services in support of increased project workload (ex: ARPA-funded projects, new supported housing facility, new Fairgrounds facilities management agreement, and more). This position is funded with various projects budgeted in the Accumulated Capital Outlay Fund (BU 1700) and County General Fund.
- Add 1.0 FTE Inventory Clerk Limited-Term to expire June 30, 2026 to support increased surplus warehouse responsibilities resulting from a recent audit. Duties include streamlining asset disposal, updating backlog, reconciling fixed assets, and conducting annual inventories. This position is funded with County General Fund.
- Add 1.0 FTE Custodian to align staffing with workload. This position is offset by a reduction in extra help staffing costs.

STAFFING TREND**PENDING ISSUES AND POLICY CONSIDERATIONS**

Inflation continues to create economic uncertainties, and newly proposed tariffs are affecting the procurement of materials. These factors are influencing construction, maintenance, and fleet costs, as well as increasing turnaround times. The full impact of rising fuel prices and other essential supplies on the budget remains uncertain, but department staff will continue to monitor inflation's effects and provide necessary revisions once confirmed.

Assembly Bill (AB) 1572 is a new regulation that prohibits the use of potable (drinking) water for irrigating nonfunctional turf, which is defined as decorative grass areas with no functional purpose. By January 1, 2027, the County will be required to convert nonfunctional turf areas to drought-resistant landscaping, which will have a significant financial impact.

1117 – Fund 001-General Services
Summary of Other Administered Budgets

Megan M. Greve, Director of General Services
Other General

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1640 REAL ESTATE SERVICES	1,201,214	1,193,409	958,802	(234,607)	(19.7%)
3100 FLEET MANAGEMENT	9,655,812	9,241,000	9,056,000	(185,000)	(2.0%)
9000 AIRPORT	2,482,083	2,842,200	2,607,970	(234,230)	(8.2%)
9010 AIRPORT SPECIAL PROJECTS	333,209	3,577,938	0	(3,577,938)	(100.0%)
9050 SPECIAL AVIATION	221,683	220,916	244,291	23,375	10.6%
APPROPRIATIONS					
1640 REAL ESTATE SERVICES	1,090,834	1,609,960	2,022,165	412,205	25.6%
3100 FLEET MANAGEMENT	9,090,524	9,120,569	9,754,658	634,089	7.0%
9000 AIRPORT	2,290,072	2,839,414	2,886,315	46,901	1.7%
9010 AIRPORT SPECIAL PROJECTS	499,570	3,946,652	0	(3,946,652)	(100.0%)
9050 SPECIAL AVIATION	220,916	220,916	220,916	0	0.0%
NET CHANGE					
1640 REAL ESTATE SERVICES	(110,380)	416,551	1,063,363	646,812	155.3%
3100 FLEET MANAGEMENT	(565,288)	(120,431)	698,658	819,089	(680.1%)
9000 AIRPORT	(192,011)	(2,786)	278,345	281,131	(10090.8%)
9010 AIRPORT SPECIAL PROJECTS	166,361	368,714	0	(368,714)	(100.0%)
9050 SPECIAL AVIATION	(767)	0	(23,375)	(23,375)	(100.0%)

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. Real Estate Services is also responsible for the management of the County Events Center (CEC) and the County Administration Center (CAC) common conference rooms.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- Over 20 active leases require ongoing property management and contract negotiation.

Accomplishments:

- Implemented new automated conference room reservation software to improve the user experience, increase reservation visibility to users and process stakeholders, improve utilization reporting and billing, and automate the issuance of associated room preparation work orders.
- New leases implemented: AT&T cellular antenna at 675 Texas in Fairfield to enhance cell signal coverage and generate additional rental revenue for the County; and the expansion Youth Services Office at 709 Beck Avenue into the adjacent suite at 2220C Boynton Avenue in Fairfield.
- New property acquisition: 1095 E. Tabor in Fairfield (formerly Parkrose Gardens) was purchased to create permanent supportive housing for County Behavioral Health clients.
- CEC and CAC audio-visual (AV) system upgrades were completed in the larger common conference rooms and are now operational. Installation of equipment in smaller conference rooms continues, with completion targeted in fall 2025.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$234,607 or 19.7% in revenues and an increase of \$412,205 or 25.6% in appropriations when compared to the FY2024/25 Adopted Budget. As a result, Net County Cost increased by \$646,812 or 155.3%.

Primary Funding Sources

The Recommended Budget represents a decrease of \$234,607 or 19.7% in revenues primarily due to:

- Licenses, Permits and Franchise reflects a decrease of \$207,749 due to transfer of garbage lien processing responsibilities to the Department of Resource Management.
- Use of Money/Property reflects a decrease of \$25,791 primarily due to decrease in building rental revenues for 460 Union Avenue in Fairfield. The tenants vacated the building in December 2024 as this building is being renovated for Probation's future occupancy.

Primary Costs

The Recommended Budget represents a net increase of \$412,205 in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$2,501 due to increases in wages, retirement, and health benefit costs.
- Services and Supplies reflect an increase of \$227,914 primarily due to increases in insurance and water utility costs, offset by a decrease in costs previously associated with garbage lien processing (such as lien releases and publications), which have been transferred to Department of Resource Management.
- Other Charges reflect an increase of \$164,600 due to an increase in Countywide Administrative Overhead costs.

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

Summary of Other Administered Budget

- Fixed Assets reflect an increase of \$90,000 to replace required assistive listening device equipment for the veteran's halls in Vallejo, Suisun, Vacaville, Dixon and Rio Vista (the equipment for the Benicia Veterans Hall was purchased in FY2024/25).
- Intrafund Transfers reflect a decrease of \$70,983 primarily due to the transfer of garbage lien processing responsibilities to the Department of Resource Management.

Fixed Assets

The FY2025/26 Recommended Budget includes the following fixed assets:

- \$90,000 for assistive listening device equipment for the Veteran's Halls in Vallejo, Suisun, Vacaville, Dixon and Rio Vista.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
LICENSES, PERMITS & FRANCHISE	281,669	207,749	0	(207,749)	(100.0%)
REVENUE FROM USE OF MONEY/PROP	851,560	920,103	894,312	(25,791)	(2.8%)
CHARGES FOR SERVICES	67,984	65,557	64,490	(1,067)	(1.6%)
TOTAL REVENUES	1,201,214	1,193,409	958,802	(234,607)	(19.7%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	187,015	201,568	204,069	2,501	1.2%
SERVICES AND SUPPLIES	580,518	714,101	942,015	227,914	31.9%
OTHER CHARGES	276,867	506,742	670,105	163,363	32.2%
F/A EQUIPMENT	0	0	90,000	90,000	0.0%
LEASES	53	49,116	50,353	1,237	2.5%
OTHER FINANCING USES	1,832	1,827	0	(1,827)	(100.0%)
INTRA-FUND TRANSFERS	44,549	136,606	65,623	(70,983)	(52.0%)
TOTAL APPROPRIATIONS	1,090,834	1,609,960	2,022,165	412,205	25.6%
NET COUNTY COST	(110,380)	416,551	1,063,363	646,812	155.3%

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.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

DEPARTMENTAL PURPOSE

Fleet Management provides comprehensive fleet management and transportation services to County departments, the City of Dixon, the City of Fairfield Police Department, and three special districts within Solano County.

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- In alignment with the State's Advanced Clean Fleets regulation, Fleet continues to expand the integration of Plug-in Hybrid Electric Vehicles (EV) and Zero-Emission Vehicles to support the County's long-term sustainability goals and reduce greenhouse gas emissions.
- Fleet maintains an annual revenue-generating contract with the City of Fairfield Police Department to provide fueling services, with three one-year options to extend.
- There are 65 vehicles on the replacement plan for FY2025/26.

WORKLOAD INDICATORS

- Maintains and services 584 County fleet vehicles, with 66 of those vehicles leased to outside agencies.
- Maintains and services over 145 department-owned vehicles and heavy equipment including road graders, loaders, and other public works type heavy equipment.
- During calendar year 2024, completed 2,785 work orders comprised of 6,132 mechanic hours operating at 67% rate of billable hours.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget reflects a decrease of \$185,000 or 2.0% in revenues and an increase of \$634,089 or 7.0% in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Source

The primary funding source is Charges for Services with revenues of \$8,616,000 representing a decrease of \$400,000 or 4.4% when compared to the FY2024/25 Adopted Budget. This revenue is primarily comprised of vehicle rental fees, other charges for services, and fuel and oil delivery. Additionally, Fleet Management contracts to provide fleet management and transportation services for Solano County Community College, Solano County Office of Education, North Bay Schools Insurance Authority, the City of Fairfield Police Department, and the City of Dixon.

Primary Costs

The Recommended Budget represents an increase of \$634,089 in appropriations primarily due to:

- Salaries and Employee Benefits reflect a decrease of \$48,891 due to new hires starting at lower steps and a decrease in workers' compensation insurance costs.
- Services and Supplies reflect an increase of \$248,636 primarily due to increases in liability insurance, EV charging station professional services, and building improvement and maintenance costs to relocate an air compressor from Fleet's light equipment shop to the heavy equipment shop.
- Other Charges reflect an increase of \$33,239 due to an increase Countywide Administrative Overhead costs.
- Fixed Assets reflect an increase of \$415,806 primarily due to an increase in the number of replacement vehicles; offset by decrease in equipment costs.
- Other Financing Uses reflect a decrease of \$14,701 due to the full redemption of the Pension Obligation Bonds (POBs).

Fixed Assets

The FY2025/26 Recommended Budget includes the following fixed assets:

- \$3,680,806 for 65 vehicle purchases.
- \$135,000 for new equipment including four mobile column lifts and adaptors to work on various equipment, battery/powertrain table, two fluid exchangers for routine maintenance (coolant and transmission), two air conditioning service systems for hybrid and electric vehicles, a power box grid generator, tire repair and balancing machine, and air compressor to upfit Fleet's mobile clinic.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	258,909	50,000	150,000	100,000	200.0%
INTERGOVERNMENTAL REV STATE	45,400	0	0	0	0.0%
CHARGES FOR SERVICES	8,633,347	9,016,000	8,616,000	(400,000)	(4.4%)
MISC REVENUE	204,965	80,000	125,000	45,000	56.3%
OTHER FINANCING SOURCES	513,191	95,000	165,000	70,000	73.7%
TOTAL REVENUES	9,655,812	9,241,000	9,056,000	(185,000)	(2.0%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	1,397,216	1,651,042	1,602,151	(48,891)	(3.0%)
SERVICES AND SUPPLIES	3,316,995	3,407,033	3,655,669	248,636	7.3%
OTHER CHARGES	554,561	647,793	681,032	33,239	5.1%
F/A EQUIPMENT	3,809,677	3,400,000	3,815,806	415,806	12.2%
OTHER FINANCING USES	12,075	14,701	0	(14,701)	(100.0%)
TOTAL APPROPRIATIONS	9,090,524	9,120,569	9,754,658	634,089	7.0%
NET GAIN(LOSS)	565,288	120,431	(698,658)	(819,089)	(680.1%)

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

In response to evolving State regulations aimed at reducing petroleum-powered vehicle emissions such as the Advanced Clean Fleets regulation, Fleet Management will continue transitioning the County's vehicle portfolio by expanding the use of plug-in hybrid electric vehicles and zero-emission vehicles where operationally feasible. Fleet is actively collaborating with the Facilities and Capital Projects Management Divisions of General Services, as well as the Solano Transportation Authority, to identify and secure funding opportunities for electric vehicle infrastructure. As part of these efforts, 54 County-owned electric vehicle charging stations are pending activation in FY2025/26 to support the growing electrification of the fleet. In addition, planning is underway

Summary of Other Administered Budgets

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

to develop infrastructure capabilities that can support both light-duty and heavy-duty electric vehicles, ensuring the County is equipped for future operational demands across all fleet classes.

The FY2025/26 Recommended Budget was prepared during a period of cost increases and uncertainty surrounding impacts of tariffs. At this time, it is unclear if the budget will be additionally impacted by price increases on fuel and other necessary supplies in managing the Fleet. Fleet Management staff will continue to monitor these pressures and provide revisions.

DEPARTMENTAL PURPOSE

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

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- All office and hangar spaces at the Airport are at full occupancy. The Airport's waiting list for hangar space is one to one and a half years long. There is a slight decrease in the wait time when compared to past years but the list remains daunting for pilots wanting space to house their aircraft.
- Aviation fuel prices remain volatile, causing a lower demand for fuel which has ultimately impacted Airport revenues. Volatile prices, and minimal storage capacity of Airport fuel tanks have also combined to create challenges for staff to maintain fuel availability for tenants and airport users.
- The underground storage tanks (UST) at the self-service island are 29 years old and nearing the end of their useful lifespan. The airport needs to find a way to finance replacement tanks, which will include removal of the existing tanks and finalizing a new location of the fuel island to better serve the tenants and aviation community. This type of project is not eligible for Federal Aviation Administration (FAA) funding.
- A total of 25 private hangar leases, originally executed for 30-year terms, are set to expire in 2025. Airport staff, in coordination with County Counsel, are developing updated lease terms to reflect current market pricing.
- The security gate system is operating on obsolete software and hardware, both of which are no longer supported by the manufacturer or a service provider. This creates a significant risk of gate failure and may impact airport security and access control.

Accomplishments:

- The Airport was awarded a \$2.6 million FAA grant to fund Phase 2A of the Hangar Taxilane Reconstruction and Drainage Project. The Airport was also awarded a \$130,354 Matching Grant from the California Department of Transportation to offset local share expenses for the reconstruction project.
- Airport staff, in partnership with the Fire Marshal from the Vacaville Fire Protection District, conducted hangar inspections of more than 131 County and privately-owned hangars – marking the second year of conducting Airport-wide inspections within the past decade. Over 50 fire code violations were identified, many of which were corrected immediately. The overall number of violations continues to decrease, reducing potential fire risk and ensuring compliance with FAA grant assurance requirements.
- In collaboration with Public Works, the Airport completed a crack seal treatment on the main parking lot in front of the Administration Building to prevent further deterioration and extend the pavement's lifespan by up to eight years.
- Enterprise Rent-A-Car agency began operations at the Airport in late July 2024. To manage the resulting increase in overflow vehicles, staff negotiated a contract with Enterprise to build a dedicated parking lot. The paved parking lot, completed in early December 2024, accommodates up to 30 vehicles and helps alleviate pressure on stakeholder parking. Additionally, the lot generates new revenue for the airport.

WORKLOAD INDICATORS

- The Airport manages, rents, and maintains 84 County hangers, 14 corporate and 35 private hangars, over seven office spaces (including pilots' lounge), three private ground leases, two storage spaces, and three other aircraft storage spaces.
- The Airport maintains 286 acres of Airport property and operates infrastructure and airport systems including runway and taxiway lighting and navigation systems; water, sewer, and storm drainage systems; storm water pollution prevention; weed control and abatement; and repair and maintenance of airfield facilities.
- The Airport manages, operates, and maintains the airport fuel system and provides fuel services and retail sales of aviation fuel to the flying public, including approximately 120,000 gallons of fuel sold in almost 6,000 customer transactions during FY2024/25. Fuel sales for FY2025/26 are estimated to generate over \$700,000 in Airport operating revenue.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$234,230 or 8.2% in revenues and an increase of \$46,901 or 1.7% in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Sources

The Recommended Budget represents a net decrease of \$234,230 in revenues primarily due to:

- Property Taxes reflect an increase of \$64,651 due to an estimated increase of 3% in assessed values.
- Revenue from Use of Money/Property reflects a decrease of \$226,561 primarily due a decrease of \$300,000 in long-term building lease revenue. The FY2024/25 Adopted Budget for long-term building lease revenue was overstated. This decrease is offset by an increase in hangar, office and building rental revenues.
- Charges for Services reflect a decrease of \$100,000 due to reduced fuel and oil revenues.
- Miscellaneous Revenues reflect an increase of \$27,000 based on anticipated Enterprise parking fees and other charges.
- Operating Transfers-In reflects no change from FY2024/25, representing transfers from the Special Aviation Fund (Fund 310) for a grant from Caltrans. The grant agreement requires that the receipts and disbursements be accounted for in the Special Aviation Fund.

Primary Costs

The Recommended Budget represents a net increase of \$46,901 in appropriations primarily due to:

- Salaries and Employee Benefits reflect an increase of \$20,319 primarily due to increases in wages, retirement, and health benefit costs.
- Services and Supplies reflect an increase of \$45,932 primarily due to increases in insurance, building maintenance, landscaping and utilities costs, offset by a decrease in fuel purchases based on anticipated demand.
- Other Charges reflect a decrease of \$25,043 primarily due to a decrease in Countywide Administrative Overhead costs, offset by an increase in interest on long-term debt payable to the County General Fund.
- Leases reflect a decrease of \$10,440 due to a decrease in fuel truck lease costs.
- Other Financing Uses reflect an increase of \$18,633 primarily due to an Operating Transfers-Out to Airport Special Projects (BU 9010) to support the local share of three Airport projects.

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$650,000 for AvGas and Jet fuel purchases.
- \$75,000 for engineering and architectural services.

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

Megan M. Greve, Director of General Services
Public Ways

Fixed Assets

The FY2025/26 Recommended Budget includes the following fixed asset:

- \$7,500 for a sweeper unit to keep the airport pavement clean and swept of any debris.

DEPARTMENT COMMENTS

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
TAXES	608,309	599,315	663,966	64,651	10.8%
REVENUE FROM USE OF MONEY/PROP	1,067,211	1,363,155	1,136,594	(226,561)	(16.6%)
INTERGOVERNMENTAL REV STATE	3,488	3,730	3,730	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	11	0	0	0	0.0%
INTERGOVERNMENTAL REV OTHER	680	0	680	680	0.0%
CHARGES FOR SERVICES	698,611	825,000	725,000	(100,000)	(12.1%)
MISC REVENUE	93,775	41,000	68,000	27,000	65.9%
OTHER FINANCING SOURCES	10,000	10,000	10,000	0	0.0%
TOTAL REVENUES	2,482,083	2,842,200	2,607,970	(234,230)	(8.2%)
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	472,829	508,630	528,949	20,319	4.0%
SERVICES AND SUPPLIES	1,076,832	1,382,737	1,428,669	45,932	3.3%
OTHER CHARGES	493,822	685,186	660,143	(25,043)	(3.7%)
F/A EQUIPMENT	6,072	10,000	7,500	(2,500)	(25.0%)
LEASES	25,091	37,203	26,763	(10,440)	(28.1%)
OTHER FINANCING USES	215,426	215,658	234,291	18,633	8.6%
TOTAL APPROPRIATIONS	2,290,072	2,839,414	2,886,315	46,901	1.7%
NET GAIN(LOSS)	192,011	2,786	(278,345)	(281,131)	(10090.9%)

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

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no changes in position allocation.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

Additionally, the recent passage of Senate Bill 1193, which prohibits the sale of leaded aviation fuel at airports beginning January 1, 2031, presents a significant long-term challenge. Given that most fixed-wing aircraft at the Nut Tree Airport currently operate on 100 low lead fuel, this regulation change could have considerable implications for the Airport's aviation community. While general aviation stakeholders are actively pursuing safe and cost-effective alternatives, the current supply of unleaded aviation fuel is limited. Airport staff are closely monitoring the situation and will continue to engage with partners and regulatory agencies to support a smooth and practical solution.

FUNCTION AND RESPONSIBILITIES

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

- The Airport has applied for a \$78,222 grant to fund the Airport Pavement Management System (APMS) Study, a federally required assessment conducted every ten years to remain eligible for FAA funding. Due to competing priorities among airports, the grant award was delayed the past two fiscal years. Award notification is anticipated in fall 2025.
- The Airport was awarded a \$2.6 million FAA grant to fund the next phase of construction of the Northeast Hangar Taxilane Reconstruction and Drainage project. In addition, a \$130,354 matching grant was awarded by the California Department of Transportation to offset the local share of project expenses. Construction is expected to begin in late May 2025, with completion expected by August 2025. The project will address deteriorated pavement across six hangar taxilanes and resolve longstanding drainage issues between hangar buildings.
- The Airport has applied for a \$427,500 FAA grant and entitlement funds to design electrical system upgrades. These include improvements to runway and taxiway edge lighting, apron lighting, and rotating beacon replacement, as recommended by the 2024 electrical assessment.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents no revenues and no appropriations for FY2025/26, resulting in no change in Fund Balance.

Any funded projects which are not completed are carried forward or are re-budgeted in the succeeding year increasing the total appropriation and revenue in the Working Budget.

Primary Funding Sources

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

Primary Costs

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

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	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
INTERGOVERNMENTAL REV STATE	0	0	0	0	0.0%
INTERGOVERNMENTAL REV FEDERAL	333,209	3,577,938	0	(3,577,938)	(100.0%)
TOTAL REVENUES	333,209	3,577,938	0	(3,577,938)	(100.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	382,936	412,727	0	(412,727)	(100.0%)
F/A BLDGS AND IMPRMTS	116,634	3,533,925	0	(3,533,925)	(100.0%)
TOTAL APPROPRIATIONS	499,570	3,946,652	0	(3,946,652)	(100.0%)
NET GAIN(LOSS)	(166,361)	(368,714)	0	(368,714)	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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

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 FY2025/26 payment is due in September 2025 for a principal payment of \$99,423 and interest of \$52,175.
- 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 FY2025/26 payment is due in March 2026 for a principal payment of \$41,319 and interest of \$17,999.

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

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

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$23,375 in revenues and no change in appropriations when compared to the FY2024/25 Adopted Budget.

Primary Funding Source

The primary funding source is an Operating Transfers-In from the Airport Operating Budget (BU 9000) of \$234,291, which is comprised of revenue from hangar and administrative building lease/space rental payments to fund the annual payment of the Caltrans loan. Additional funding in this budget includes an annual airport operation grant from Caltrans of \$10,000.

Primary Costs

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

Fixed Assets

None.

DEPARTMENT COMMENTS

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

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	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	768	0	0	0	0.0%
INTERGOVERNMENTAL REV STATE	10,000	10,000	10,000	0	0.0%
OTHER FINANCING SOURCES	210,916	210,916	234,291	23,375	11.1%
TOTAL REVENUES	221,683	220,916	244,291	23,375	10.6%
APPROPRIATIONS					
OTHER CHARGES	210,916	210,916	210,916	0	0.0%
OTHER FINANCING USES	10,000	10,000	10,000	0	0.0%
TOTAL APPROPRIATIONS	220,916	220,916	220,916	0	0.0%
NET GAIN(LOSS)	768	0	23,375	23,375	100.0%

SUMMARY OF SIGNIFICANT ADJUSTMENTS

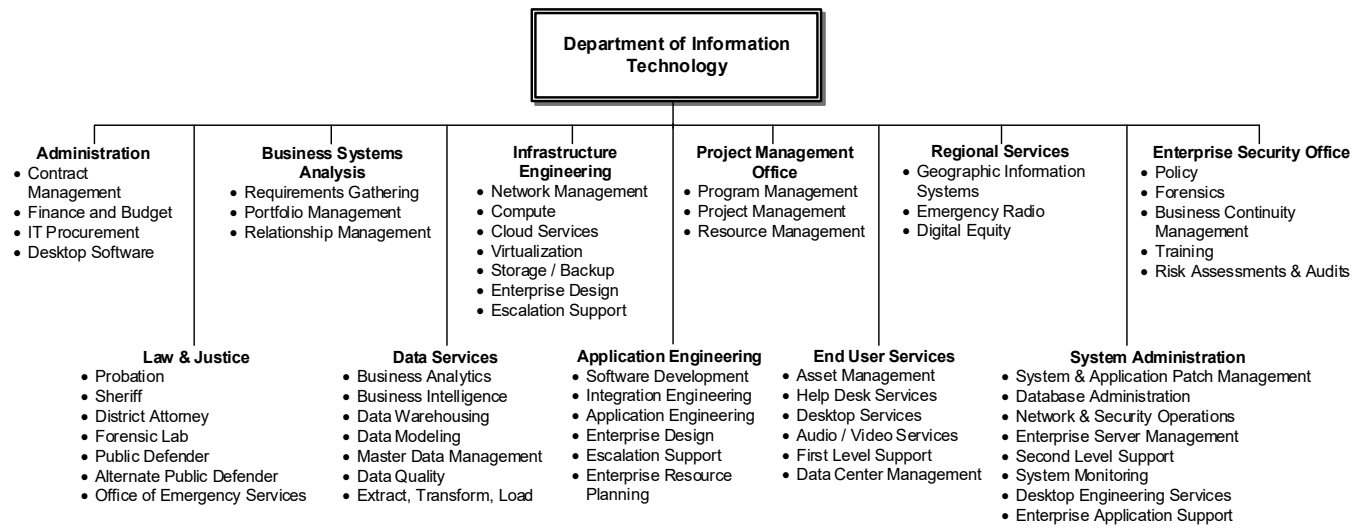
None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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



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

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

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTSChallenges:

- Demand for IT services from County departments remains high.
- Filling vacant positions has been challenging, as the skill sets are in demand in the broader hiring marketplace making it difficult to compete for talent. The department is partnering with a professional recruiter to help locate candidates with the experience and skill sets that are needed.
- The County radio system has limited funding for planned upgrades, deferred maintenance, and unanticipated failures. This past year funding was prioritized for necessary emergency repairs. A radio modernization project is underway in south county serving primarily the communities of Benicia and Vallejo. Additional investment in north county and outlying areas remains necessary to have a fully integrated countywide modern radio system.

Accomplishments:

Information Security:

- Conducted comprehensive security assessments (Health Insurance Portability and Accountability Act [HIPPA], Pen Tests, application risk reviews) to protect sensitive data.
- Strengthened Active Directory security with vulnerability assessments and Microsoft Defender for Identity.
- Implemented automated threat detection (Sentinel scripts) and extended log retention to improve incident response.
- Upgraded network protocols by disabling outdated systems (Link-Local Multicast Name Resolution, Server Message Block, Null Sessions) and updated security policies (including Artificial Intelligence [AI] guidelines).
- Enhanced user awareness through simulated phishing tests, cybersecurity presentations, and Distributed Denial of Service (DDoS) tabletop/red teaming exercises.

Information Technology Service Management:

- Consolidated public service portals into a unified, award-winning digital platform that sets a statewide benchmark for efficiency and accessibility.

Business Automation:

- Centralized digital evidence storage, automating in-car video and crime scene documentation for Law & Justice.
- Launched systems for automated armory management, telehealth (Doxy.me), and case management to boost operational efficiency.
- Migrated core Peoplesoft and Finance Enterprise applications to the cloud for enhanced security and scalability.

Infrastructure and Network Improvements:

- Replaced outdated network switches across 17+ sites and modernized wireless infrastructure for robust, secure connectivity.
- Transitioned the county domain to a secure .gov address, phased out legacy tape backups for Rubrik, and deployed Microsoft Co-Pilot to enhance productivity.

Application Systems:

- Transitioned Electronic Health Record (EHR) systems to OCHIN Epic, enabling seamless Health Information Exchange.
- Implemented Community Assistance, Recovery, and Empowerment (CARE) Court, Opeeka Person-Centered Intelligence, and NeoGov solutions to streamline operations.
- Enhanced Medi-Cal enrollment processes for justice-involved individuals, ensuring continuous healthcare access.

Public Safety Radio Communications:

- Upgraded to native-IP radio systems, improved power backup, and secured critical sites for reliable communications.
- Supported the mobile radio upgrade project, ensuring all new vehicles met stringent performance standards.

Regional Services

- Secured broadband expansion contracts using American Rescue Plan Act (ARPA) funding to bring high-speed internet to underserved and rural communities.
- Launched digital equity initiatives offering connectivity and digital literacy programs for all residents.

Geographic Information Systems (GIS):

- Achieved inclusion in the 3DEP program for advanced Light Detection and Ranging (LiDAR)/elevation data, positioning the county for hydrography funding.
- Delivered GIS training, established interagency data-sharing, and enhanced emergency response through updated data layers and drone-based mapping.
- Developed a Spatial Data Governance Framework and contributed to a statewide Streets GIS data system.

WORKLOAD INDICATORS

- During the period of March 1, 2024, to February 28, 2025, there were a total of 22,985 work orders and trouble tickets received by the Helpdesk.
- A total of 586 servers were hosted on 62 physical servers, and over 1 petabyte of data was maintained in operation and exceeded the 99.9% system availability service level threshold.
- Over 4,841 computers, 4,752 telephones, and 784 printers are supported across the County's area network locations with 1,412 mobile devices connected to 351 cloud applications.
- DoIT supports 19 departments across the County and the Local Agency Formation Commission (LAFCo).

1870 – Fund 370-Department of Information Technology

Functional Area Summary

Timothy P. Flanagan, Chief Information Officer
Other General

DETAIL BY REVENUE AND APPROPRIATION FUNCTIONAL AREA	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
DOIT-ADMINISTRATION	2,238,326	2,297,254	2,249,598	(47,656)	(2.1%)
INFRASTRUCTURE	18,156,103	21,038,929	25,235,544	4,196,615	19.9%
LAW & JUSTICE APPLICATION SYSTEMS	1,448,198	1,929,419	2,065,261	135,842	7.0%
H&SS APPLICATION SYSTEMS	4,087,285	4,861,788	4,660,410	(201,378)	(4.1%)
MANAGEMENT INFORMATION SYSTEMS	3,011,754	2,730,878	2,966,651	235,773	8.6%
LAND INFORMATION MANAGEMENT SYSTEMS	1,157,704	2,172,403	2,568,611	396,208	18.2%
WEB APPLICATION SYSTEMS	952,193	1,097,639	1,426,228	328,589	29.9%
GEOGRAPHIC INFORMATION SYSTEMS	2,337,822	2,517,955	2,670,372	152,417	6.1%
TELECOMMUNICATIONS	1,920,877	1,731,490	1,702,597	(28,893)	(1.7%)
PUBLIC SAFETY RADIO COMMUNICATION	4,331,633	5,876,247	1,949,408	(3,926,839)	(66.8%)
TOTAL REVENUES	39,641,893	46,254,002	47,494,680	1,240,678	2.7%
APPROPRIATIONS					
DOIT-ADMINISTRATION	2,072,520	2,300,545	2,230,816	(69,729)	(3.0%)
INFRASTRUCTURE	24,759,237	21,097,615	24,897,723	3,800,108	18.0%
LAW & JUSTICE APPLICATION SYSTEMS	1,448,198	1,930,857	2,045,574	114,717	5.9%
H&SS APPLICATION SYSTEMS	4,089,096	4,859,281	4,621,765	(237,516)	(4.9%)
MANAGEMENT INFORMATION SYSTEMS	2,457,377	2,730,295	2,951,584	221,289	8.1%
LAND INFORMATION MANAGEMENT SYSTEMS	0	916,631	1,253,894	337,263	36.8%
WEB APPLICATION SYSTEMS	953,745	1,099,115	1,415,127	316,012	28.8%
GEOGRAPHIC INFORMATION SYSTEMS	2,254,358	2,518,740	2,659,559	140,819	5.6%
TELECOMMUNICATIONS	2,445,991	1,731,490	1,702,597	(28,893)	(1.7%)
PUBLIC SAFETY RADIO COMMUNICATION	1,808,046	9,230,742	4,789,663	(4,441,079)	(48.1%)
TOTAL APPROPRIATIONS	42,288,567	48,415,311	48,568,302	152,991	0.3%
NET GAIN (LOSS)					
DOIT-ADMINISTRATION	165,806	(3,291)	18,782	22,073	(670.7%)
INFRASTRUCTURE	(6,603,134)	(58,686)	337,821	396,507	(675.6%)
LAW & JUSTICE APPLICATION SYSTEMS	0	(1,438)	19,687	21,125	(1469.1%)
H&SS APPLICATION SYSTEMS	(1,811)	2,507	38,645	36,138	1441.5%
MANAGEMENT INFORMATION SYSTEMS	554,377	583	15,067	14,484	2484.4%
LAND INFORMATION MANAGEMENT SYSTEMS	1,157,704	1,255,772	1,314,717	58,945	4.7%
WEB APPLICATION SYSTEMS	(1,552)	(1,476)	11,101	12,577	(852.1%)
GEOGRAPHIC INFORMATION SYSTEMS	83,464	(785)	10,813	11,598	(1477.5%)
TELECOMMUNICATIONS	(525,114)	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	2,523,587	(3,354,495)	(2,840,255)	514,240	(15.3%)
NET GAIN (LOSS)	(2,646,672)	(2,161,309)	(1,073,622)	1,087,687	(50.3%)
STAFFING					
DOIT-ADMINISTRATION	9	9	9	0	0.0%
INFRASTRUCTURE	18	18	17	(1)	(5.6%)
LAW & JUSTICE APPLICATION SYSTEMS	9	9	9	0	0.0%
H&SS APPLICATION SYSTEMS	17	17	18	1	5.9%
MANAGEMENT INFORMATION SYSTEMS	7	7	6	(1)	(14.3%)
LAND INFORMATION MANAGEMENT SYSTEMS	0	0	0	0	0.0%
WEB APPLICATION SYSTEMS	4	4	5	1	25.0%
GEOGRAPHIC INFORMATION SYSTEMS	5	5	5	0	0.0%
TELECOMMUNICATIONS	0	0	0	0	0.0%
PUBLIC SAFETY RADIO COMMUNICATION	4	4	5	1	25.0%
TOTAL STAFFING	73	73	74	1	1.4%

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents an increase of \$1,240,678 or 2.7% in revenues and an increase of \$152,991 or 0.3% in appropriations when compared to the FY2024/25 Adopted Budget.

The increase in appropriations is primarily due to the timing of expenses for a multi-year project to update the County's public safety radio system to Project 25 (P25) standards, increases in insurance and Salaries and Employee Benefits resulting from increases in retirement and health benefit costs.

Primary Funding Sources

The department is an Internal Service Fund and as such its primary funding source is through charges for services to County departments and other agencies. The department's cost plan assumes that revenues will equal expenses within the accounting period with an allowance for working capital and capital asset expenditures, which are charged to departments based on standard depreciation schedules. The \$1,073,622 draw on fund balance is primarily due to revenues for the P25 system upgrade for which revenue was received in FY2024/25.

Primary Costs

The department's three primary cost centers include:

- Infrastructure/Network/IT Security which is comprised of DoIT Administration and Infrastructure.
- Applications Development Management and Support, which is comprised of Law & Justice Applications Systems, H&SS Application Systems, Management Information Systems, Land Information Management Systems, Web Application Systems, and Geographic Application Systems
- Communications which is comprised of Telecommunications, and Public Safety Radio Communication

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

Infrastructure/Network/IT Security:

Total appropriations for Infrastructure/Network are \$24,897,723 which primarily consists of \$4,124,956 in Salaries and Employee Benefits, \$803,059 in Countywide Administrative Overhead, Building Use, and Insurances, \$7,548,770 for contracted services through Avenu, and \$9,675,190 for all other Services and Supplies, including software licenses, hardware, operating, and communications services. Infrastructure/Network/IT Security functions include data communications, computer operations, help desk, desktop support, database and operating systems administration, data storage management, and backup and recovery.

Applications Development Management and Support:

Total appropriations for Applications Development Management and Support are \$12,287,944 which primarily consists of \$7,815,740 in Salaries and Employee Benefits, \$920,941 in Countywide Administrative Overhead, Building Use, and Insurances, and \$3,245,918 for all other Services and Supplies, including hardware, software and other third-party services. Applications Development Management and Support provides software application development and management, contract management, project management, support for production processes, implementations of software patches and upgrades, business systems process improvement, and public access to information and services.

Communications:

Total appropriations for Communications are \$9,151,819 which primarily consists of \$2,045,549 in Salaries and Employee Benefits, and \$265,532 in County Administrative Overhead, Building Use, and Insurances, \$2,302,000 as pass-through telephone usage, voicemail and other charges, \$2,258,855 for a radio system upgrade from VHF to P25 and \$3,548,050 for other Services and Supplies, including hardware, software and vendor services, and Communications provides telecommunications installation, programming, and support for phone systems, voice mail, and interactive voice response systems; and engineering, installation, programming, and support of the public safety radio system.

Contracts

The FY2025/26 Recommended Budget includes the following significant contracts:

- \$7,549,000 for managed IT services.
- \$2,296,000 for Microsoft Office 365.
- \$825,000 for analog and VoIP phone lines.
- \$616,000 for Property Tax System Maintenance and Hosting.
- \$548,000 for internet circuit, redundancy, and Wi-Fi costs.
- \$514,000 for Microsoft Azure cloud hosting services.
- \$500,000 for radio site decommissioning and rebuild.
- \$416,000 for GIS consulting services.
- \$366,000 for communications contracted services.
- \$350,000 for H&SS IT engineering.
- \$300,000 for Peoplesoft software maintenance.
- \$280,000 for VM Ware ESX-Per-Processor annual maintenance.
- \$271,000 for Project 25 milestones 3 and 4.
- \$252,000 for Finance Enterprise annual maintenance.
- \$250,000 for disaster recovery services.
- \$249,000 for GIS flyover.
- \$232,000 for website redesign annual maintenance.
- \$225,000 for security services.
- \$225,000 for Adobe software products.
- \$210,000 for Microsoft premier services.
- \$204,000 for cloud-based email security.
- \$200,000 for Cisco SmartNet.
- \$175,000 for Rubrik Security Cloud annual maintenance.
- \$163,000 for cell site rebudget to complete approved contracts.
- \$160,000 for GIS cloud service NV5 Geospatial.
- \$156,000 for recruitment and selection services.
- \$156,000 for ServiceNow consulting.
- \$154,000 for ServiceNow subscription renewal.
- \$140,000 for software database monitoring tools.
- \$130,000 for VHF radio system upgrades.
- \$130,000 for Compliance Microsoft Suite.
- \$128,000 for GIS ESRI software maintenance.
- \$125,000 for Peoplesoft infrastructure annual maintenance.

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- \$120,000 for reverse proxy server maintenance and support.
 - \$102,000 for NextGen and Epic Electronic Health Records support.
 - \$96,000 for GIS derivative products.
 - \$85,000 for IntelliTime annual maintenance.

Fixed Assets

The FY2025/26 Recommended Budget includes the following fixed assets:

- \$1,325,000 for equipment upgrade from VHF to P25 standard.
- \$678,000 for public safety radio system infrastructure equipment.
- \$375,000 for data center non-storage equipment
- \$250,000 for data center archive storage for backups.
- \$125,000 for data center storage standardization.
- \$80,000 for Cisco infrastructure refresh, spare switches and routers for break/fix, server replacement/maintenance.
- \$30,000 for WAN Routers for Solano County ASE Circuits.

DEPARTMENT COMMENTS

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

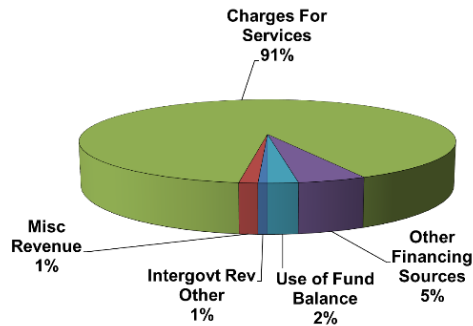
- Delivering the most secure, stable, and reliable IT platform for the County to maximize productivity and minimize disruption within the limits of resources available.
- Working with County business partners to automate predictable and repeatable work to enable the organization to focus resources on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

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

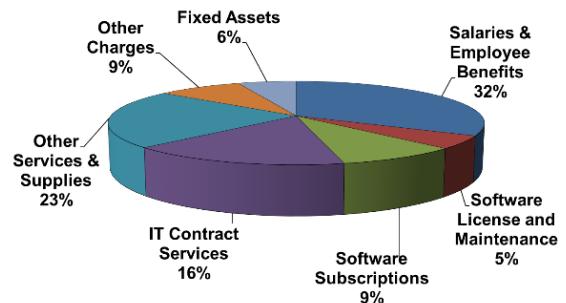
Additionally, the emerging technology commonly described as Artificial Intelligence (AI) will be a key focus area in the coming year as use cases and advancements make this technology practical to deploy at scale to County staff. Early priorities will include efficiency improvements and advanced analytical capabilities to empower County staff to produce high quality outputs and services to the public

Timothy P. Flanagan, Chief Information Officer
Other General

SOURCE OF FUNDS



USE OF FUNDS



DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
REVENUE FROM USE OF MONEY/PROP	481,460	211,317	268,000	56,683	26.8%
INTERGOVERNMENTAL REV STATE	2,750,000	267,000	0	(267,000)	(100.0%)
INTERGOVERNMENTAL REV FEDERAL	0	73,950	0	(73,950)	(100.0%)
INTERGOVERNMENTAL REV OTHER	148,880	245,505	328,067	82,562	33.6%
CHARGES FOR SERVICES	35,902,334	40,792,730	43,797,613	3,004,883	7.4%
MISC REVENUE	359,219	663,500	665,000	1,500	0.2%
OTHER FINANCING SOURCES	0	4,000,000	2,436,000	(1,564,000)	(39.1%)
TOTAL REVENUES	39,641,893	46,254,002	47,494,680	1,240,678	2.7%
APPROPRIATIONS					
SALARIES AND EMPLOYEE BENEFITS	12,238,764	15,236,908	15,780,143	543,235	3.6%
SERVICES AND SUPPLIES	21,700,988	20,368,625	25,752,094	5,383,469	26.4%
OTHER CHARGES	3,480,932	3,952,977	4,138,346	185,369	4.7%
F/A BLDGS AND IMPRMTS	0	6,750,000	1,324,818	(5,425,182)	(80.4%)
F/A EQUIPMENT	4,460,672	1,538,400	1,538,400	0	0.0%
F/A - INTANGIBLES	0	400,000	0	(400,000)	(100.0%)
LEASES	10,862	11,188	34,501	23,313	208.4%
OTHER FINANCING USES	396,349	157,213	0	(157,213)	(100.0%)
TOTAL APPROPRIATIONS	42,288,567	48,415,311	48,568,302	152,991	0.3%
NET GAIN(LOSS)	(2,646,674)	(2,161,309)	(1,073,622)	1,087,687	(50.3%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

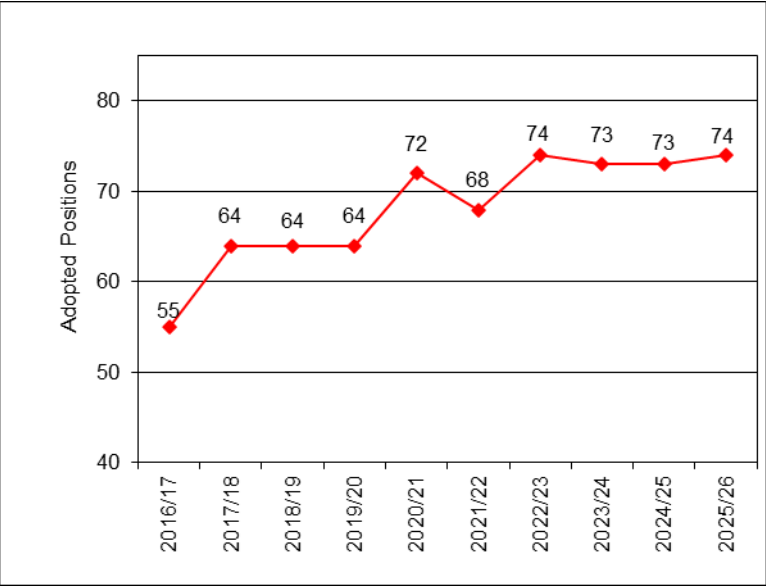
Changes in position allocation since the adoption of the FY2024/25 Budget are provided below:

On November 12, 2024, the Board approved the following position change:

- Added 1.0 FTE Communications Technician II to provide radio maintenance, repairs, technical support, and inventory tracking to outside local agencies.

There are no changes in position allocation in the FY2025/26 Recommended Budget.

STAFFING TREND



PENDING ISSUES AND POLICY CONSIDERATIONS

Significant effort is recommended to re-imagine the staffing model for IT services in recognition of a multi-year challenge to hire and retain new talent. It is recommended that the approach to hiring recognize the difficulties that face all organizations trying to hire in the IT and make appropriate adjustments up to and including an examination of the classification system in place for IT.

DETAIL BY REVENUE AND APPROPRIATION OTHER ADMINISTERED BUDGETS	2023/24 ACTUAL	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
1878 SCIPS REPLACEMENT PROJECT	0	717,764	0	(717,764)	(100.0%)
APPROPRIATIONS					
1878 SCIPS REPLACEMENT PROJECT	1,970,115	1,090,101	0	(1,090,101)	(100.0%)
NET CHANGE					
1878 SCIPS REPLACEMENT PROJECT	1,970,115	372,337	0	(372,337)	100.0%

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

FUNCTION AND RESPONSIBILITIES

This budget was been established to track separately the costs for the replacement of the Solano County property tax system which was initially created in 1982. The technology platform of the original system reached obsolescence over 22 years ago and it was re-architected with a combination of modern components and emulation technologies that allow much of the system to mimic the way the old technology worked. The re-architected system was placed in production use in 2010. In 2017, the Board approved a loan for the County General Fund to fund a multi-year multi department project to replace the Solano County Integrated Property Systems (SCIPS).

Implementation of the new property tax system, County Assessment and Taxation System (CATS), was planned over a three-year period and across fourteen phases of work and went live on March 1, 2023. The system went live in FY2022/23, and costs related to the SCIPS replacement project were funded by the Board approved loan and are currently recovered via user charges.

The following shows the drawdowns from this loan:

Project Funding:	\$10,000,000
Actual Cost Through FY2023/24:	\$9,476,617
Expected Costs for FY2024/25:	\$523,383
<u>Requested Budget FY2025/26:</u>	<u>\$0</u>
Balance Remaining:	\$0

SIGNIFICANT CHALLENGES AND ACCOMPLISHMENTS

Challenges:

While the new CATS system went live in March 2023, staff continues to address outstanding functional needs that are required by user departments, including reporting.

Accomplishments:

- In March 2023, the County went “live” on the new property tax system, the County Assessment and Taxation System (CATS) Project. The County Assessor’s Office worked with the Department of Information Technology (DoIT), the Tax Collector, and the Auditor-Controller to implement the CATS project, replacing the Solano County Integrated Property System (SCIPS). The CATS Project is a more integrated and efficient property tax system.
- Staff continued post go-live activities of the new property tax system including refining functionality and reporting required by user departments.

DEPARTMENTAL BUDGET SUMMARY

The Recommended Budget represents a decrease of \$717,764 or 100.0% in revenues and a decrease of \$1,090,101 or 100.0% in appropriations when compared to the FY2024/25 Adopted Budget. The Recommended Budget represents no revenues and no appropriations for FY2025/26 as the new CATS system went live in March 2023. All ongoing system costs are reflected in the DoIT operating budget (Fund 370 – BU 1870).

Fixed Assets

None.

DETAIL BY REVENUE CATEGORY AND APPROPRIATION CATEGORY	2023/24 ACTUALS	2024/25 ADOPTED BUDGET	2025/26 RECOMMENDED	FROM ADOPTED TO RECOMMENDED	PERCENT CHANGE
REVENUES					
OTHER FINANCING SOURCES	0	717,764	0	(717,764)	(100.0%)
TOTAL REVENUES	0	717,764	0	(717,764)	(100.0%)
APPROPRIATIONS					
SERVICES AND SUPPLIES	921,305	717,764	0	(717,764)	(100.0%)
OTHER CHARGES	527,049	0	0	0	0.0%
F/A - INTANGIBLES	149,424	0	0	0	0.0%
OTHER EXPENDITURES (NON BUDGET)	372,337	372,337	0	(372,337)	(100.0%)
TOTAL APPROPRIATIONS	1,970,115	1,090,101	0	(1,090,101)	(100.0%)
NET CHANGE	(1,970,115)	(372,337)	0	372,337	(100.0%)

SUMMARY OF SIGNIFICANT ADJUSTMENTS

None.

SUMMARY OF POSITION CHANGES

There are no positions allocated to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

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