



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Minutes - Draft Board of Supervisors

*Mitch Mashburn (Dist. 5), Chair  
(707) 784-6130*

*Cassandra R. James (Dist. 1)  
(707) 784-3261*

*Monica Brown (Dist. 2), Vice Chair  
(707) 784-3031*

*Wanda Williams (Dist. 3)  
(707) 784-6136*

*John M. Vasquez (Dist. 4)  
(707) 784-6129*

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Monday, June 23, 2025

9:00 AM

Board of Supervisors Chambers

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### Special Meeting - Budget Hearings

#### CALL TO ORDER

*The Solano County Board of Supervisors met on the 23rd day of June, 2025 in regular session in the Board of Supervisors' Chambers at the Solano County Government Center, 675 Texas Street, Fairfield, California at 9:00 A.M.*

#### ROLL CALL

*Present were Supervisors James, Brown, Williams, Vasquez, and Chair Mashburn. Chair Mashburn presided. Also present were County Administrator Bill Emlen and County Counsel Bernadette Curry.*

#### SALUTE TO THE FLAG AND A MOMENT OF SILENCE

*This meeting of the Solano County Board of Supervisors continued with the Salute to the Flag and a Moment of Silence.*

#### ADDITIONS TO OR DELETIONS FROM THE AGENDA

*There were no additions to or deletions from the Solano County Board of Supervisors' agenda for June 23, 2025.*

#### APPROVAL OF THE AGENDA

*On motion of Supervisor Vasquez, seconded by Supervisor James, the Board approved the agenda of the Solano County Board of Supervisors for June 23, 2025. So ordered by a 5-0 vote.*

## REGULAR CALENDAR

### GENERAL GOVERNMENT

#### County Administrator:

- 1      [25-538](#)      Conduct a noticed/published hearing to consider adoption of the FY2025/26 Recommended Budget which includes the following informational and action items:
- a) County Administrator's presentation of the FY2025/26 Recommended and Supplemental Budget
  - b) Recommendations for consideration and action regarding the FY2025/26 Recommended Budget and Supplemental Budget documents, including technical adjustments proposed at this hearing
  - c) Receive Public Comment of the FY2025/26 Recommended Budget
  - d) Selection of budget units for discussion and Board of Supervisors members' comments
  - e) Board discussion of budget units selected for discussion by functional area
  - f) Continue FY2025/26 Recommended Budget Hearings as needed until conclusion
  - g) Receive final Public Comment of the FY2025/26 Recommended Budget
  - h) Adopt the Budget and Position Resolutions for FY2025/26 and other recommendations included in the Recommended Budget, Supplemental Budget and technical adjustments or other modifications arising from the Board budget hearings

Attachments:      [A - FY2025/26 Summary of Supplemental Adjustments](#)  
[B - FY2025/26 Supplemental Adjustments Explanations & Justifications](#)  
[C - Permanent Position Allocation and Resolutions](#)  
[D - Community Investment Fund Update](#)  
[E - FY2025/26 Budget Resolution](#)  
[F - Link to the FY2025/26 Recommended Budget](#)  
[G - Budget Notice](#)

County Administrator Bill Emlen introduced the item and provided an overview of factors that affected the creation of the FY2025/26 Recommended Budget.

Budget Officer Emily Combs provided an overview of the FY2025/26 Recommended Budget.

Supervisor Williams commented on Budget Unit 5800 - Veterans Services noting she has concerns over the amount of staffing vs. the actual population of veterans and their families in Solano County. Supervisor Williams inquired why comparisons are being made with counties that have significantly smaller veterans populations. Supervisor Williams commented on the need for more certified staff to process service requests for the veterans population and their families and made a recommendation to create a Deputy Director - Veterans Services position to ensure if the Director is not present, all services are still able to be processed.

In response to Supervisor Williams comments regarding certified staff, Assistant County Administrator Ian Goldberg stated in addition to the Director of Veterans Services, there are two staff members who are currently certified; one employee within the Veterans Services Department at the County Administration Center who is currently out on leave and one certified employee that is housed at Travis AFB. Mr. Goldberg noted there has been significant turnover within Veterans Services, and the County Administrator's Office (CAO) has continued to work to fill those positions. Mr. Goldberg further stated staff is working to train and obtain certification for current staff and with the addition of two more positions previously approved by the Board, staffing within the department is at the highest it has ever been. Mr. Goldberg stated the CAO has decided the best course of action at this time is to evaluate overall operations within the department to see where improvements can be made, noting revenues within the department are currently on the decline.

Mr. Emlen stated there have been issues within the department and the CAO has been working with the Director to rectify those issues. Mr. Emlen further stated, given that the department is now fully staffed, the CAO would like time to evaluate staff further and to continue to work with the department to ensure all current staff have received their certifications.

Chair Mashburn commented on the previous service levels of the department, noting under the previous director, staff retention and certifications were not an issue. Chair Mashburn further stated the department previously had been able to process more service applications than any other Veterans Services in the entire State. Chair Mashburn further stated a change in departmental leadership led to the current issues within the department and recommended CAO review both staff training and management within Veterans Services.

Supervisor Williams restated her concern regarding Solano County veterans not receiving needed services, noting she wants to ensure the department is receiving the support it needs.

Supervisor Vasquez inquired if Supervisor Williams is requesting an additional position or the creation of a position to be filled by current staff.

Supervisor Williams stated she is recommending once there is a review of current staffing and certifications staff look at potentially creating a new Deputy Director position to be filled potentially by a current staff member.

Supervisor Vasquez recommended CAO complete both a tabletop and management audit, as well as potentially looking at the possibility of merging the department with a larger department that provides similar services such as Health and Social Services.

Chair Mashburn noted there will be no changes to Veterans Services departmental budget at this time.

Supervisor Brown recommended a tabletop and management audit for the Solano Economic Development Corporation (EDC), noting she has concerns regarding if the County is receiving enough benefits from the money that is being allocated to the Solano EDC. Supervisor Brown further stated she is not currently recommending changes to the budget; however, she is requesting a review of the cost to benefit ratio of services being provided to Solano County.

*Chair Mashburn invited members of the public to address the Board on this matter and the following comments were received:*

*A) Director of Veterans Services Alfred Sims commented on the need for additional management staff within the department.*

In response to a comment made by Mr. Sims regarding a report sent to one Supervisor regarding his department providing services to 9000 new veterans, Supervisor Brown requested Mr. Sims make it a point to send those types of reports to all five Supervisors.

In response to a question from Supervisor Williams regarding future steps for Veterans Services, Mr. Goldberg stated staff has taken note of the Board's recommendations and staff will complete a comprehensive review of the department with a management audit and look at a possible consolidation of the department with another larger department. Mr. Goldberg further stated staff will then return to the Board with a report of its findings.

**On motion of Supervisor Vasquez, seconded by Supervisor Brown, the Board:**

- 1. adopted Budget Resolution No. 2025-157, which includes both the FY2025/26 Recommended Budget and the FY2025/26 Supplemental Budget adjustments;**
- 2. approved the Changes in Position Allocation List reflecting allocated positions included in the Recommended and Supplemental Budgets and adopted Resolution No. 2025-142 and Resolution No. 2025-143 Amending the List of Numbers and Classifications of Positions incorporating the deletions and additions recommended in the FY2025/26 Recommended Budget, as modified by the Supplemental Budget requests for FY2025/26;**
- 3. approved the Recommended Contributions to Non-County Agencies as included in the Recommended and Supplemental Budgets;**

4. approved the Fixed Assets included in the Recommended and Supplemental Budget;
5. approved the Capital Projects included in the Recommended and Supplemental Budget;
6. authorized the Auditor-Controller, with the concurrence of the County Administrator, to transfer appropriations within a fund to cover FY2024/25 year-end closeout if justified, subject to the transfer(s) not increasing the total appropriation within the fund;
7. as part of FY2024/25 closeout, transfer and/or redistribute Board-approved County General Fund Contribution between Departments within Fund 900 (Public Safety) and between Departments/Divisions for Fund 902 (Health & Social Services), provided that the Board-approved General Fund Contribution/appropriation amount directed to each of the individual Funds 900 and 902 remains within the approved County General Fund Contribution/appropriations amount;
8. authorized the Auditor-Controller, in consultation with the County Administrator, to carry forward Board-approved capital project appropriations into FY2025/26 to facilitate the accounting and management of multi-year capital projects, provided the funding has been received;
9. authorized the Auditor-Controller, in consultation with the County Administrator, to carry forward Board-approved unspent grant appropriations into FY2025/26 to facilitate the accounting and management of multi-year grants, provided the grant-funding has been received;
10. authorized 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 FY2025/26 to facilitate the accounting and management of Board-approved ARPA projects;
11. as part of the FY2024/25 closeout, authorize the Auditor-Controller, with the County Administrator's approval, to transfer available Accrued Leave Payoff funds appropriated in the General Expenditures Budget to any department/fund which has incurred unanticipated accrued leave payoff costs which cannot be covered within existing department budget appropriations;
12. as part of the FY2024/25 closeout, authorize the Auditor-Controller, with the County Administrator's approval, to transfer any fund balance remaining in the Pension Debt Service Fund to the CalPERS Rate Increase Reserve;
13. in addition, as part of FY2024/25 closeout, if the Midyear projection of Fund Balance for the General Fund is not met (estimated at \$37.7 million), then the County Administrator will authorize the Auditor-Controller to reduce, in this order, Accrued Leave Payoff, Employer PERS Rate Increase Reserve, Capital Renewal, and then General Fund Contingency for FY2025/26 by the amount short of the projection;
14. authorized the Auditor-Controller, with the County Administrator's

approval, to fund the net General Fund cost for Supplemental Budget Adjustments, by utilizing any year-end available Fund Balance in the General Fund or by reducing the transfer to the General Fund Committed Fund Balance for the CalPERS Rate Increase Reserve;

15. authorized the Auditor-Controller, with the concurrence of the County Administrator, to increase (from the 6/30/2025 year-end close/Fund Balance) the following (please refer to Schedule 4 of the FY2025/26 Recommended Budget):

i. Committed Fund Balance – CalPERS Rate Increase Reserve by \$7.8 million;

16. authorized the County Administrator, assisted by the Auditor-Controller, to draw down (please refer to Schedule 4 of the FY2025/26 Recommended Budget and Supplemental adjustments):

i. Committed Fund Balance – Accrued Leave Payoff by \$2.0 million.

ii. Committed Fund Balance – Capital Renewal by \$7.8 million;

17. in the event the General Fund's year-end Fund Balance exceeds the amount needed to balance the FY2025/26 Budget, as may be authorized by the Board following Budget Hearing deliberations, authorize the County Administrator to authorize the Auditor-Controller to (please refer to page D-15 of the Budget Construction & Legal Requirements of the FY2025/26 Recommended Budget):

i. increase the General Fund Committed Fund Balance for Capital Renewal up to \$10.0 million; and/or

ii. increase the General Fund Committed Fund Balance for the Employer CalPERS Rate Increase and/or PARS 115 Trust up to \$10.0 million; and/or

iii. Increase the General Fund Committed Fund Balance for Technology and Communications up to \$5.0 million; and/or

iv. increase the General Fund Committed Fund Balance for Accrued Leave Payoff up to \$2.0 million; and/or

v. increase the General Fund Committed Fund Balance for General Fund Reserves up to \$5.0 million;

18. authorized the Auditor-Controller to apply year-end available Fund Balance at 6/30/2025 as an Operating Transfers-Out to the Library Contingency (BU 9304) in the following Budget Units: Library Zone 1 (BU 6150), Library Zone 2 (BU 6180), Library Zone 6 (BU 6166), and Library Zone 7 (BU 6167);

19. authorized the Auditor-Controller to increase (decrease) appropriations in the Department of Child Support Services Operations Division (BU 2488, subobject 0002312) by the available year-end Fund Balance at 6/30/2025;

20. authorized the Auditor-Controller to increase (decrease) appropriations in the East Vallejo Fire Protection District (BU 9814, subobject 0002245) by available year-end Fund Balance;

21. authorized the Director of Human Resources, with the concurrence of the County Administrator, to make technical changes to the Position Allocation List;

22. authorized the Auditor-Controller, with the concurrence of the County

Administrator, to make adjustments after the close of the Budget Hearings and the end of the fiscal year as needed and where applicable to balance the FY2025/26 Adopted Budget;

23. authorized the County Administrator to delete positions that have been vacant for over six months, in accordance with the 2011 Budget Reduction Strategy of eliminating or freezing vacant positions and only filling positions that are "Mission Critical" to the organization, and to accordingly direct the Director of Human Resources to make technical changes to the Position Allocation List as needed;

24. authorized the Auditor-Controller, with concurrence of the County Administrator, to increase General Fund Committed Reserves for Capital Renewal, Employer CalPERS Rate Increases or General Fund Reserves by repayments from General Fund Loans;

25. authorized the Auditor-Controller, with the County Administrator's approval, to increase the General Fund Balance or the General Fund Committed Fund Balance for Accrued Leave Payoff by the amount appropriated in the General Expenditures Budget for Accrued Leave payoff not used by the end of the fiscal year; and

26. authorized the County Administrator to sign all agreements and/or contract amendments resulting from the Board's approval of the FY2025/26 Recommended Budget and Supplemental Budget requests.

Enactment No: Resolution No. 2025-142, Resolution No. 2025-143, and Resolution No. 2025-157

## BOARD MEMBER COMMENTS AND REPORTS ON MEETINGS

Chair Mashburn thanked the County's staff and department heads for their work on the budget, noting to see a budget that has so little variance in a time when there is so much turbulence in the economy is significant. Chair Mashburn further stated he is aware that staff is doing more with less and it is appreciated by the Board and the citizens of Solano County.

## ADJOURN:

*This meeting of the Solano County Board of Supervisors adjourned at 9:55 A.M. Next meeting of the Solano County Board of Supervisors will be June 24, 2025, at 9:00 A.M., Board Chambers, 675 Texas Street, Fairfield, California.*

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MITCH H. MASHBURN, Chair  
Solano County Board of Supervisors

BILL EMLIN, Clerk  
Solano County Board of Supervisors

By \_\_\_\_\_  
Alicia Draves, Chief Deputy Clerk