

# Administrative Services

## Table of Contents

Introduction .....		F-3
County Clerk/Recorder .....		F-6
County Clerk/Recorder .....	BU 3240000	F-6
Clerk/Recorder Fees .....	BU 3241000	F-10
Court / County Contribution .....		F-18
Court / County Contribution .....	BU 5040000	F-18
Court / Non-Trial Court Operations .....		F-19
Court / Non-Trial Court Operations .....	BU 5020000	F-19
Court Paid County Services .....		F-21
Court Paid County Services .....	BU 5050000	F-21
Department Of Finance .....		F-23
Department Of Finance .....	BU 3230000	F-23
Revenue Recovery .....	BU 6110000	F-36
Department of Technology .....		F-39
Department of Technology .....	BU 7600000	F-39
Data Processing-Shared Systems .....	BU 5710000	F-48
Regional Radio Communications System .....	BU 7020000	F-50
Technology Cost Recovery Fee .....	BU 2180000	F-53
Dispute Resolution Program .....		F-55
Dispute Resolution Program .....	BU 5520000	F-55
General Services .....		F-57
General Services .....	BU 7000000	F-57
Capital Construction .....	BU 3100000	F-76
Fixed Assets-Heavy Equipment .....	BU 2070000	F-89
General Services-Capital Outlay .....	BU 7080000	F-92
Parking Enterprise .....	BU 7990000	F-95
Grand Jury .....		F-99
Grand Jury .....	BU 5660000	F-99
Office of Compliance .....		F-101
Office of Compliance .....	BU 5740000	F-101
Office of Inspector General .....		F-104
Office of Inspector General .....	BU 5780000	F-104
Personnel Services .....		F-105
Personnel Services .....	BU 6050000	F-105
Dental Insurance .....	BU 3920000	F-121

# Administrative Services

## Table of Contents

---

Liability/Property Insurance .....	BU 3910000 .....	<b>F-123</b>
Unemployment Insurance .....	BU 3930000 .....	<b>F-126</b>
Workers Compensation Insurance .....	BU 3900000 .....	<b>F-129</b>
Voter Registration And Elections .....		<b>F-131</b>
Voter Registration And Elections .....	BU 4410000 .....	<b>F-131</b>

## Agency Structure



Administrative Services departments provide support and operational services to other departments within the County.

### Administrative Services departments include:

**County Clerk/Recorder** serves as custodian of legal records; issues and registers marriage licenses, notaries public, vital statistics and other public documents; and records real property documents for the County.

**Finance** is responsible for specialized programs and services that are organized within the Divisions of Auditor-Controller, Tax Collection and Business Licensing, Treasury and Investments, Consolidated Utilities Billing and Service (CUBS), and Revenue Recovery. Auditor-Controller includes General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; and Tax Accounting Services. Tax Collection and Licensing processes property tax collection and business licenses; and issues and monitors fictitious business name statements. Treasury and Investments is responsible for Pooled Investments; Fiscal Agent Services; and Reclamation Districts. CUBS provides billing and collection services for departments providing utilities, including refuse, water, sewer, and storm water drainage. Revenue Recovery collects both current and delinquent accounts receivable. To accomplish this, the Department performs financial evaluations; determines a client's ability to pay, and adjusts certain types of charges; establishes a payment schedule, when appropriate; creates an account for each client; sends out monthly bills; and initiates follow-up procedures if payments are not made.

**General Services** is comprised of the following programs: Administrative Services, Contract and Purchasing Services; Energy Management, Support Services (Printing and Scanning, U.S. Mail/Inter-Office Messenger, Central Stores, Warehousing, and Surplus Property Program); Security Services; Facility Planning and Management, Fleet Services (Light and Heavy Equipment); Facilities Maintenance and Operations Districts; Parking Enterprise; Real Estate and Capital Construction Fund.

**Personnel Services** is responsible for Deferred Compensation; Dental Insurance; Disability Compliance; Employee Benefits; Employee Health; Equal Employment; Liability/Property Insurance; Personnel Records;

Department Services; Personnel/Payroll Training and Support; Safety Services; Selection & Classification; Training and Development; Training; Unemployment Insurance; and Workers' Compensation.

**Technology (DTech)** is a central information technology and telecommunications provider for Sacramento County. DTech delivers a broad range of shared countywide information technology services to employees, departments and regional partners, and develops customized solutions for specific departmental business applications. Dtech administers the following services:

- Data Processing-Shared Systems, which accounts for the cost of services provided by the DTech and the Department of Finance to support countywide shared computer systems and applications.
- Regional Radio Communications System (SRRCS) that operates and maintains two-way mobile communications for Sacramento County Departments, the Cities of Sacramento, West Sacramento and Folsom, the Sacramento Regional Transit District, the Twin Rivers Unified School District Police Department, Los Rios Community College District and all fire districts.
- Technology Cost Recovery Fee Fund that provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as ACCELA.

DTech also manages the Office of Compliance.

- The Office of Compliance ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that govern privacy and security of personal medical information, and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.

**Voter Registration and Elections** is responsible to register voters and maintain voter files, files candidate nomination papers, certifies citizen-initiated petitions; administers campaign disclosure laws; and administers elections for federal, state, school and special districts, municipal and internal county employee elections.

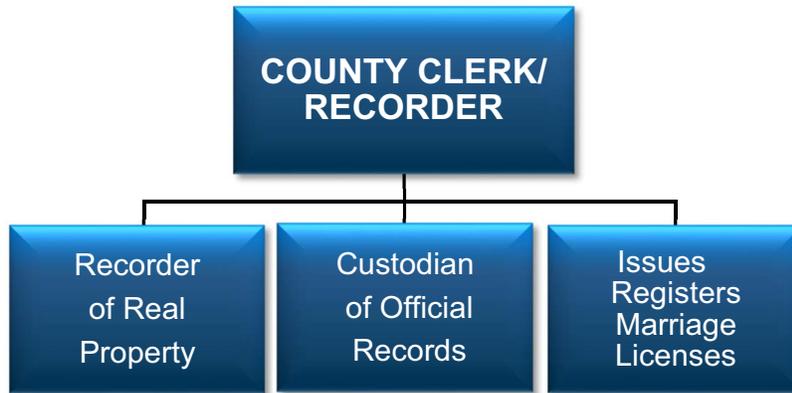
## Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001A	3240000	County Clerk/Recorder	\$13,255,460	\$7,901,194	—	69.0
001A	5040000	Court / County Contribution	\$24,468,756	\$24,468,756	\$24,468,756	—
001A	5020000	Court / Non-Trial Court Operations	\$9,974,247	\$8,874,247	\$8,874,247	—
001A	5050000	Court Paid County Services	\$1,563,327	\$1,563,327	—	—
001A	5710000	Data Processing-Shared Systems	\$11,048,394	\$11,048,394	\$10,941,616	—
001A	3230000	Department Of Finance	\$39,307,479	\$28,723,652	\$1,249,537	182.0
001A	5520000	Dispute Resolution Program	\$632,500	\$632,500	—	—
001A	5660000	Grand Jury	\$300,010	\$300,010	\$300,010	—
001A	5740000	Office of Compliance	\$379,228	—	—	2.0
001A	5780000	Office of Inspector General	\$142,565	\$142,565	\$142,565	—
001A	6050000	Personnel Services	\$33,085,050	\$15,559,158	—	206.0

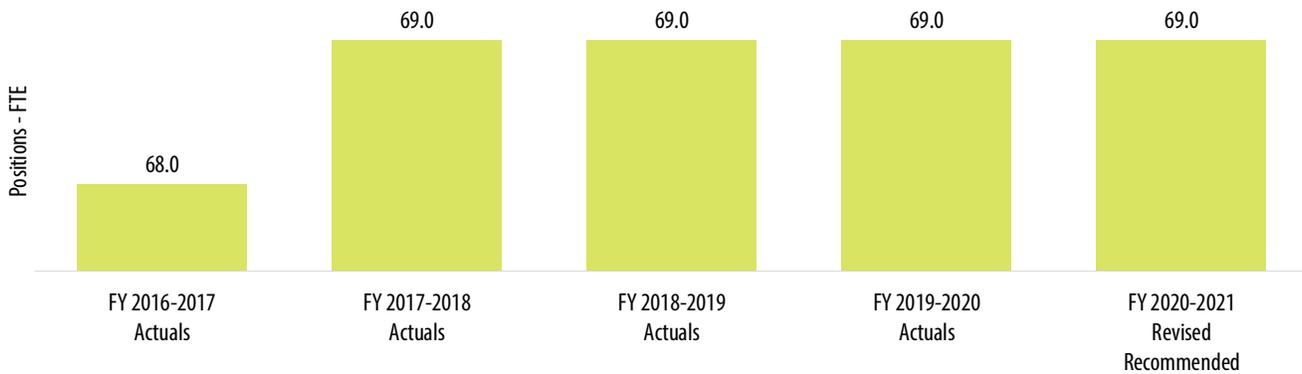
## Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001A	6110000	Revenue Recovery	\$10,764,983	\$7,805,013	—	55.0
001A	4410000	Voter Registration And Elections	\$14,081,983	\$14,081,983	\$9,913,585	34.0
<b>General Fund Total</b>			\$159,003,982	\$121,100,799	\$55,890,316	548.0
001Q	3241000	Clerk/Recorder Fees	\$5,354,266	\$5,354,266	\$2,274,046	—
007A	3100000	Capital Construction	\$66,146,907	\$57,936,907	\$31,039,190	—
021D	2180000	Technology Cost Recovery Fee	\$1,610,203	\$1,610,203	\$228,170	—
031A	7600000	Department of Technology	\$125,664,453	\$101,856,376	\$58,146	393.0
034A	2070000	Fixed Assets-Heavy Equipment	\$14,822,817	\$14,822,817	\$10,777,075	—
035A	7000000	General Services	\$200,367,332	\$172,789,946	\$4,770,187	428.0
036A	7080000	General Services-Capital Outlay	\$14,451,586	\$14,451,586	\$11,421,822	—
037A	3910000	Liability/Property Insurance	\$31,168,189	\$31,168,189	\$(2,000,000)	—
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$29,011,827	\$29,011,827	\$(1,000,000)	—
040A	3930000	Unemployment Insurance	\$4,121,671	\$4,121,671	\$2,600,000	—
056A	7990000	Parking Enterprise	\$4,878,194	\$4,878,194	\$1,850,565	5.0
059A	7020000	Regional Radio Communications System	\$5,772,952	\$5,772,952	\$(529,494)	9.0
<b>Non-General Fund Total</b>			\$521,170,397	\$461,574,934	\$61,489,707	835.0
<b>Grand Total</b>			\$680,174,379	\$582,675,733	\$117,380,023	1,383.0

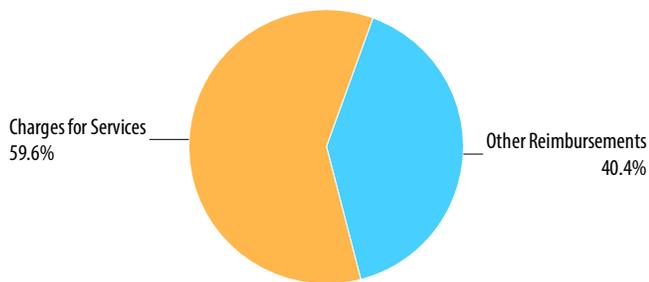
### Department Structure Donna Allred, County Clerk/Recorder



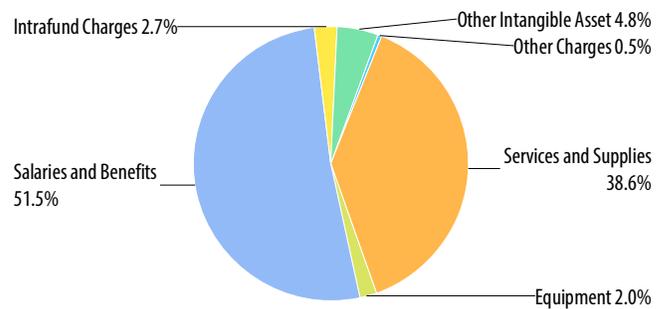
### Staffing Trend



### Financing Sources



### Financing Uses



## Budget Unit Functions & Responsibilities

The Office of **County Clerk/Recorder** has two primary functions:

**Clerk** responsibilities include issuance of marriage licenses; Registrar of Marriages; Commissioner of Civil Marriages; custodian of Oaths of Office; and registration of notaries public, process servers, professional photocopiers, unlawful detainer assistants, legal document assistants, and fictitious business names.

**Recorder** responsibilities include recording of real estate and other authorized documents; issuance of birth, death and marriage certificates; indexing and public viewing services for official records; and issuance of official record copies.

## Goals

- Technological Advancements - Increase the number of kiosks in the customer self-service area to include “shopping cart” technology, improving the customer experience.
- Community Outreach - Develop bilingual flyers to better connect with our diverse community. Outreach to the community, title companies and other departments to remain responsive to changes in industry and continue to develop two-way communications.
- Operational Improvements - Continue to identify customers with a recording volume that would benefit from electronic recording (e-recording). Contact customer to explain the process and provide instructions on implementation with the goal of increasing e-recording.

## Accomplishments

- Completed the second and third phases of the Integrated System project, which replaced vital records and marriage programs, and added clerk features that did not previously exist.
- Procured and implemented auto-indexing software to increase the accuracy and reduce the processing time to produce the indices for both official and vital records.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
County Clerk/ Recorder	\$12,261,646	\$12,261,646	\$13,255,460	\$993,814	8.1%
<b>Total Expenditures / Appropriations</b>	\$12,261,646	\$12,261,646	\$13,255,460	\$993,814	8.1%
<b>Total Reimbursements</b>	\$(2,450,118)	\$(2,450,118)	\$(5,354,266)	\$(2,904,148)	118.5%
<b>Net Financing Uses</b>	\$9,811,528	\$9,811,528	\$7,901,194	\$(1,910,334)	(19.5)%
<b>Total Revenue</b>	\$9,808,204	\$9,808,204	\$7,901,194	\$(1,907,010)	(19.4)%
<b>Net County Cost</b>	\$3,324	\$3,324	—	\$(3,324)	(100.0)%
Positions	69.0	69.0	69.0	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$6,653,742	\$6,653,742	\$6,826,358	\$172,616	2.6%
Services & Supplies	\$4,422,170	\$4,422,170	\$5,112,385	\$690,215	15.6%
Other Charges	\$12,530	\$12,530	\$66,379	\$53,849	429.8%
Equipment	\$259,000	\$259,000	\$259,000	—	—%
Other Intangible Asset	\$576,498	\$576,498	\$639,973	\$63,475	11.0%
Intrafund Charges	\$337,706	\$337,706	\$351,365	\$13,659	4.0%
<b>Total Expenditures / Appropriations</b>	\$12,261,646	\$12,261,646	\$13,255,460	\$993,814	8.1%
Other Reimbursements	\$(2,450,118)	\$(2,450,118)	\$(5,354,266)	\$(2,904,148)	118.5%
<b>Total Reimbursements</b>	\$(2,450,118)	\$(2,450,118)	\$(5,354,266)	\$(2,904,148)	118.5%
<b>Net Financing Uses</b>	\$9,811,528	\$9,811,528	\$7,901,194	\$(1,910,334)	(19.5)%
<b>Revenue</b>					
Charges for Services	\$9,808,204	\$9,808,204	\$7,901,194	\$(1,907,010)	(19.4)%
<b>Total Revenue</b>	\$9,808,204	\$9,808,204	\$7,901,194	\$(1,907,010)	(19.4)%
<b>Net County Cost</b>	\$3,324	\$3,324	—	\$(3,324)	(100.0)%
Positions	69.0	69.0	69.0	—	—%

## Summary of Changes

The Revised Recommended Budget reflects a \$993,814 (8.1%) increase in total appropriations, a \$2,904,148 (118.5%) increase in reimbursements, a \$1,907,010 (19.4%) decrease in revenue, and a \$3,324 (100%) decrease in net county cost.

The increase in appropriations is primarily due to:

- Increased costs in salary and benefits for existing staff.
- Increased costs for Department of Technology support related to the Integrated System Project.
- Increased costs for film processing services due to a new supplier.

The net increase in reimbursements is primarily due to:

- Fees that are received in a restricted fund (001Q – Clerk/Recorder Fees) and transferred as a reimbursement to this budget unit, effective FY 2019-20. This is offset by a decrease in revenue.
- A decrease of \$20,000 to Intra Cost Recovery due to the move of Office of Compliance to the Department of Technology in FY 2020-21.

The net decrease in revenue is primarily due to:

- Fees that are now reflected as reimbursements from a restricted fund as stated above.

- A \$95,000 anticipated increase in Recording fees.

The decrease in net county cost is due to the elimination of a one-time net county cost allocation in the FY 2019-20 Adopted Budget resulting from the FY 2018-19 carryover falling to the General Fund.

## Budget Unit Functions & Responsibilities

The Clerk/Recorder Fees budget unit provides financing for certain updates and improvements in the County Clerk/Recorder. Dedicated revenues are generated from document fees to be used and administered by the department for reimbursement of actual costs related to specified services through the following programs:

- E-Recording
- Hours
- Index
- Micrographics Conversion
- Modernization
- Vital Health Statistics

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
E-Recording	\$124,736	\$124,736	\$124,736	—	—%
Hours	\$472,062	\$472,062	\$472,062	—	—%
Index	\$472,065	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$402,475	\$402,475	\$402,475	—	—%
Modernization	\$815,590	\$815,590	\$3,739,738	\$2,924,148	358.5%
Vital Health Statistics	\$143,190	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	\$2,430,118	\$2,430,118	\$5,354,266	\$2,924,148	120.3%
<b>Net Financing Uses</b>	\$2,430,118	\$2,430,118	\$5,354,266	\$2,924,148	120.3%
<b>Total Revenue</b>	\$3,037,479	\$3,037,479	\$3,080,220	\$42,741	1.4%
<b>Use of Fund Balance</b>	\$(607,361)	\$(607,361)	\$2,274,046	\$2,881,407	(474.4)%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$2,430,118	\$2,430,118	\$5,354,266	\$2,924,148	120.3%
<b>Total Expenditures / Appropriations</b>	\$2,430,118	\$2,430,118	\$5,354,266	\$2,924,148	120.3%
<b>Net Financing Uses</b>	\$2,430,118	\$2,430,118	\$5,354,266	\$2,924,148	120.3%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$54,220	\$54,220	—%
Charges for Services	\$3,037,479	\$3,037,479	\$3,026,000	\$(11,479)	(0.4)%
<b>Total Revenue</b>	\$3,037,479	\$3,037,479	\$3,080,220	\$42,741	1.4%
<b>Use of Fund Balance</b>	\$(607,361)	\$(607,361)	\$2,274,046	\$2,881,407	(474.4)%

## Summary of Changes

The Revised Recommended Budget reflects a \$2,924,148 (120.3%) increase in total appropriations, a \$42,741 (1.4%) increase in revenue, and a \$2,881,407 (474.4%) increase in use of fund balance from the Approved Recommended Budget.

The increase in total appropriations is due to costs in the Clerk Recorder Budget Unit (3240000), requiring transfer of funds from this budget unit.

The increase in revenue is due to interest income.

Use of Fund Balance reflects the net of a carryover of \$2,068,899 in available balance, a reserve release of \$746,164 and a provision for reserve of \$541,017.

- E-Recording (ERDS) Fees reserve has increased \$285,228.
- Hours Fees reserve has decreased \$93,865.
- Index Fees reserve has decreased \$93,868.
- Micrographic Fees reserve has increased \$255,789.
- Modernization Fees reserve has decreased \$546,007.
- Vital Health (VH) Statistics Fees reserve has decreased \$12,424.

## E-Recording

### Program Overview

**E-Recording** (ERDS) funds are used to support an electronic recording delivery system.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$124,736	\$124,736	\$124,736	—	—%
<b>Total Expenditures / Appropriations</b>	\$124,736	\$124,736	\$124,736	—	—%
<b>Net Financing Uses</b>	\$124,736	\$124,736	\$124,736	—	—%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$160	\$160	—%
Charges for Services	\$332,485	\$332,485	\$333,000	\$515	0.2%
<b>Total Revenue</b>	\$332,485	\$332,485	\$333,160	\$675	0.2%
<b>Use of Fund Balance</b>	\$(207,749)	\$(207,749)	\$(208,424)	\$(675)	0.3%

### Summary of Changes

The Revised Recommended Budget reflects a \$675 (0.2%) increase in revenue and a \$675 (0.3%) decrease in use of fund balance from the Approved Recommended Budget.

The increase in revenue is due to interest earnings and a slight increase in Recording Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$76,804 in available balance and a provision for reserve of \$285,228.

## Hours

### Program Overview

**Hours** funds are used to establish the days of operation of the County Recorder’s offices as every business day except for legal holidays and those holidays designated as judicial holidays.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$472,062	\$472,062	\$472,062	—	—%
<b>Total Expenditures / Appropriations</b>	\$472,062	\$472,062	\$472,062	—	—%
<b>Net Financing Uses</b>	\$472,062	\$472,062	\$472,062	—	—%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$70	\$70	—%
Charges for Services	\$323,320	\$323,320	\$324,000	\$680	0.2%
<b>Total Revenue</b>	\$323,320	\$323,320	\$324,070	\$750	0.2%
<b>Use of Fund Balance</b>	\$148,742	\$148,742	\$147,992	\$(750)	(0.5)%

### Summary of Changes

The Revised Recommended Budget reflects a \$750 (0.2%) increase in revenue and a \$750 (0.5%) decrease in use of fund balance from the Approved Recommended Budget.

The increase in revenue is due to interest earnings and a slight increase in Hours Fee revenue.

Use of Fund Balance reflects the net of a carryover of \$54,127 in available balance and a reserve release of \$93,865.

## Index

### Program Overview

**Index** funds are used to support operations that require the document to be indexed within two business days after date of recordation.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$472,065	\$472,065	\$472,065	—	—%
<b>Total Expenditures / Appropriations</b>	\$472,065	\$472,065	\$472,065	—	—%
<b>Net Financing Uses</b>	\$472,065	\$472,065	\$472,065	—	—%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$70	\$70	—%
Charges for Services	\$323,320	\$323,320	\$324,000	\$680	0.2%
<b>Total Revenue</b>	\$323,320	\$323,320	\$324,070	\$750	0.2%
<b>Use of Fund Balance</b>	\$148,745	\$148,745	\$147,995	\$(750)	(0.5)%

### Summary of Changes

The Revised Recommended Budget reflects a \$750 (0.2%) increase in revenue and a \$750 (0.5%) decrease in use of fund balance from the Approved Recommended Budget.

The increase in revenue is due to interest earnings and a slight increase in Index Fees revenue.

Use of Fund Balance reflects the net of a carryover of \$54,127 in available balance and a reserve release of \$93,868.

## Micrographics Conversion

### Program Overview

**Micrographics Conversion** funds are used to convert the County Recorder's document storage system to micrographics.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$402,475	\$402,475	\$402,475	—	—%
<b>Total Expenditures / Appropriations</b>	\$402,475	\$402,475	\$402,475	—	—%
<b>Net Financing Uses</b>	\$402,475	\$402,475	\$402,475	—	—%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$10,900	\$10,900	—%
Charges for Services	\$379,713	\$379,713	\$380,000	\$287	0.1%
<b>Total Revenue</b>	\$379,713	\$379,713	\$390,900	\$11,187	2.9%
<b>Use of Fund Balance</b>	\$22,762	\$22,762	\$11,575	\$(11,187)	(49.1)%

### Summary of Changes

The Revised Recommended Budget reflects an \$11,187 (2.9%) increase in revenue and an \$11,187 (49.1%) decrease in use of fund balance from the Approved Recommended Budget.

The increase in revenue is primarily due to interest income.

Use of Fund Balance reflects the net of a carryover of \$267,364 in available balance and a provision for reserve of \$255,789.

## Modernization

### Program Overview

**Modernization** funds are used to support, maintain, improve, and provide for the modernized creation, retention, and retrieval of information in the County Recorder’s system of recorded documents.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$815,590	\$815,590	\$3,739,738	\$2,924,148	358.5%
<b>Total Expenditures / Appropriations</b>	\$815,590	\$815,590	\$3,739,738	\$2,924,148	358.5%
<b>Net Financing Uses</b>	\$815,590	\$815,590	\$3,739,738	\$2,924,148	358.5%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$43,000	\$43,000	—%
Charges for Services	\$1,494,880	\$1,494,880	\$1,495,000	\$120	0.0%
<b>Total Revenue</b>	\$1,494,880	\$1,494,880	\$1,538,000	\$43,120	2.9%
<b>Use of Fund Balance</b>	\$(679,290)	\$(679,290)	\$2,201,738	\$2,881,028	(424.1)%

### Summary of Changes

The Revised Recommended Budget reflects a \$2,924,148 (358.5%) increase in total appropriations, a \$43,120 (2.9%) increase in revenue, and a \$2,881,028 (424.1%) increase in use of fund balance from the Approved Recommended Budget.

The increase in appropriations is primarily due to expenditures in the Clerk-Recorder Budget requiring the transfer of funds from this budget unit to the Clerk Recorder Budget (Budget Unit 3240000).

The increase in revenue is primarily due to interest income.

Use of Fund Balance reflects the net of a carryover of \$1,655,731 in available balance and a reserve release of \$546,007.

## Vital Health Statistics

### Program Overview

**Vital Health (VH) Statistics** funds are used for vital record operation funding for improvement, automation, and technical support of vital record systems.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Interfund Charges	\$143,190	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	\$143,190	\$143,190	\$143,190	—	—%
<b>Net Financing Uses</b>	\$143,190	\$143,190	\$143,190	—	—%
<b>Revenue</b>					
Revenue from Use Of Money & Property	—	—	\$20	\$20	—%
Charges for Services	\$183,761	\$183,761	\$170,000	\$(13,761)	(7.5)%
<b>Total Revenue</b>	\$183,761	\$183,761	\$170,020	\$(13,741)	(7.5)%
<b>Use of Fund Balance</b>	\$(40,571)	\$(40,571)	\$(26,830)	\$13,741	(33.9)%

### Summary of Changes

The Revised Recommended Budget reflects a \$13,761 (7.5%) decrease in revenue and a \$13,741 (33.9%) increase in use of fund balance from the Approved Recommended Budget.

The decrease in revenue is primarily due to a decrease in VH Statistics Fees revenue.

Use of Fund Balance reflects the net of a carryover of -\$39,254 in available balance and a reserve release of \$12,424.

## Budget Unit Functions & Responsibilities

The **Court/County Contribution** budget unit contains the County payments to the State for trial court operations including Court Operations Maintenance of Effort (MOE), Base Fine and Forfeiture Revenue MOE, and the 50/50 Excess Revenue Split with the State.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
State Payments	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Total Expenditures / Appropriations</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Net Financing Uses</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Net County Cost</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%

## Budget Unit – Budget by Object

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Appropriations by Object</b>					
Other Charges	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Total Expenditures / Appropriations</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Net Financing Uses</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%
<b>Net County Cost</b>	\$24,513,756	\$24,513,756	\$24,468,756	\$(45,000)	(0.2)%

## Summary of Changes

The Revised Recommended Budget reflects a \$45,000 (0.2%) decrease in total appropriations and net county cost from the Approved Recommended Budget.

The decrease in total appropriations and net county cost is due to projected lower revenue growth from fines; which will result in less payment to the State for the 50/50 Excess Revenue Split.

### Budget Unit Functions & Responsibilities

The **Court/Non-Trial Court Operations** budget unit contains court-related services that were formerly included in the budget submitted by the Superior and Municipal Court (Budget Unit 5200000), but do not fall within the parameters of Court Operations, as defined in California Rules of Court, Rule 10.810. With the passage of Assembly Bill 233 (The Lockyer-Isenberg Trial Court Funding Act of 1997), these services are no longer funded in the Court Operations budget unit (Fund 003). This budget unit was created to provide a means of funding these court-related services through the General Fund, as required by statute if the programs are continued. Services reflected in this budget unit include costs for Court staff to support collection activities on court-ordered payments, County Facilities Payment (CFP) after the transfer of a court facility to the Administrative Office of Courts, Medical Service charges for the county share of non-Rule 810 psychiatric evaluations, and staff costs for the District Attorney Traffic Unit to assist in early resolution of traffic cases.

### Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Law and Justice	\$10,180,748	\$10,180,748	\$9,974,247	\$(206,501)	(2.0)%
<b>Total Expenditures / Appropriations</b>	\$10,180,748	\$10,180,748	\$9,974,247	\$(206,501)	(2.0)%
<b>Total Reimbursements</b>	\$(1,200,000)	\$(1,200,000)	\$(1,100,000)	\$100,000	(8.3)%
<b>Net Financing Uses</b>	\$8,980,748	\$8,980,748	\$8,874,247	\$(106,501)	(1.2)%
<b>Total Revenue</b>	—	—	—	—	—%
<b>Net County Cost</b>	\$8,980,748	\$8,980,748	\$8,874,247	\$(106,501)	(1.2)%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$1,289,891	\$1,289,891	\$1,085,208	\$(204,683)	(15.9)%
Other Charges	\$5,882,813	\$5,882,813	\$5,882,813	—	—%
Interfund Charges	\$2,348,219	\$2,348,219	\$2,346,401	\$(1,818)	(0.1)%
Intrafund Charges	\$659,825	\$659,825	\$659,825	—	—%
<b>Total Expenditures / Appropriations</b>	\$10,180,748	\$10,180,748	\$9,974,247	\$(206,501)	(2.0)%
Other Reimbursements	\$(1,200,000)	\$(1,200,000)	\$(1,100,000)	\$100,000	(8.3)%
<b>Total Reimbursements</b>	\$(1,200,000)	\$(1,200,000)	\$(1,100,000)	\$100,000	(8.3)%
<b>Net Financing Uses</b>	\$8,980,748	\$8,980,748	\$8,874,247	\$(106,501)	(1.2)%
<b>Revenue</b>					
Miscellaneous Revenues	—	—	—	—	—%
<b>Total Revenue</b>	—	—	—	—	—%
<b>Net County Cost</b>	\$8,980,748	\$8,980,748	\$8,874,247	\$(106,501)	(1.2)%

## Summary of Changes

The Revised Recommended Budget reflects a \$206,501 (2.0%) decrease in total appropriations, a \$100,000 (8.3%) decrease in reimbursements, and a \$106,501 (1.2%) decrease in net county cost from the Approved Recommended Budget.

The decrease in total appropriations is due to:

- A reduction of \$236,790 in allocated costs for facility use, technology, and debt service.
- An increase of \$30,289 for Court staff costs to support collection activities and traffic installment plan set-up and for county share of non-Rule 810 psychiatric evaluations.

The decrease in reimbursements is due to lower interfund transfers from the Capital Construction Fund as a result of less projected fines revenue.

The decrease in net county cost is due to the decrease in appropriations.

## Budget Unit Functions & Responsibilities

The **Court Paid County Services** budget unit centralizes the financial charges between county departments and the Court. The Court reimburses the County on a monthly basis for all agreed upon charges. Court related costs reflected in this budget unit include automation charges for Court usage of the County systems, court share of General Services charges that are allocated out to county departments and the Court, parking charges by the Department of General Services, Conflict Criminal Defender charges for providing Pro-Per services in the Court, and Court share of the administrative services for the Criminal Justice Cabinet.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Court Paid County Services	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Total Expenditures / Appropriations</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Net Financing Uses</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Total Revenue</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Net County Cost</b>	—	—	—	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$964,984	\$964,984	\$1,250,642	\$285,658	29.6%
Interfund Charges	—	—	\$30,428	\$30,428	—%
Intrafund Charges	\$268,682	\$268,682	\$282,257	\$13,575	5.1%
<b>Total Expenditures / Appropriations</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Net Financing Uses</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Revenue</b>					
Miscellaneous Revenues	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Total Revenue</b>	\$1,233,666	\$1,233,666	\$1,563,327	\$329,661	26.7%
<b>Net County Cost</b>	—	—	—	—	—%

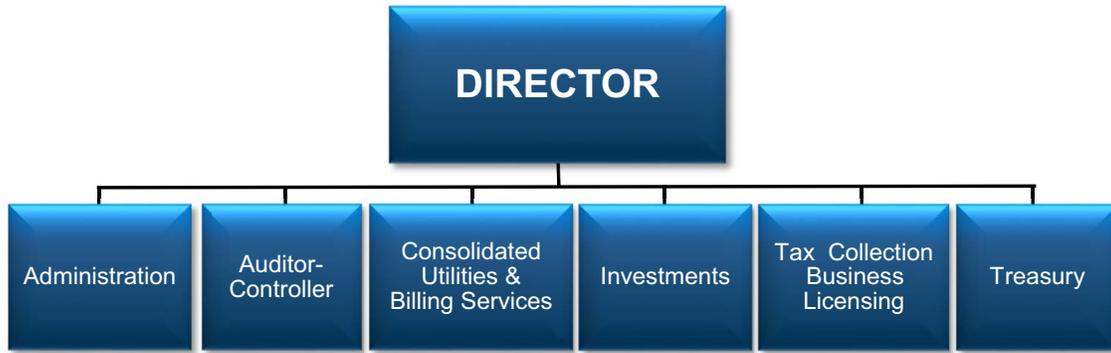
## Summary of Changes

The Revised Recommended Budget reflects a \$329,661 (26.7%) increase in total appropriations and revenue from the Approved Recommended Budget.

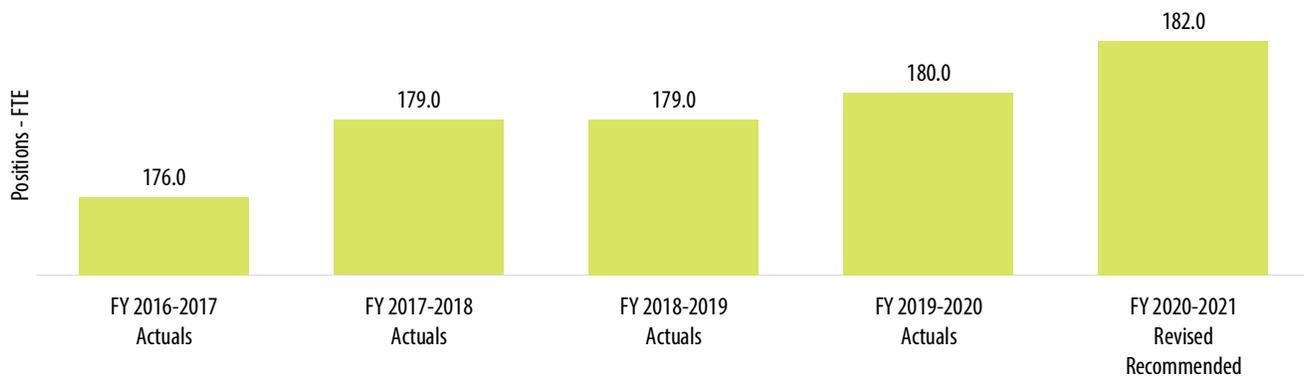
The increase in total appropriations is due to increases in various allocated costs including alarm services, facility use, technology, and debt service.

The increase in revenue is due to additional revenue from the Superior Court and Judicial Council of California to fund the additional appropriations.

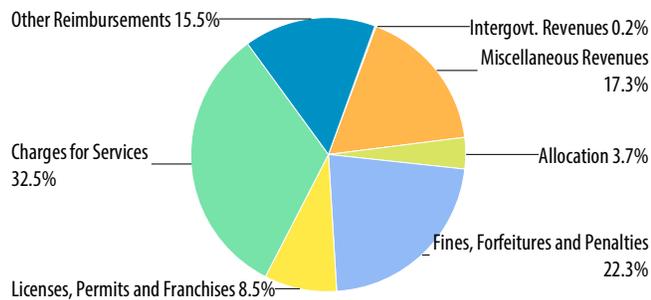
### Department Structure Ben Lamera, Director



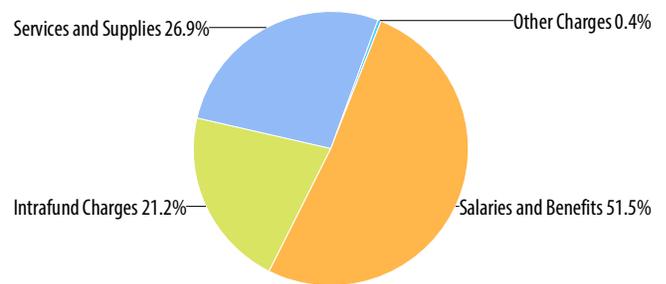
### Staffing Trend



### Financing Sources



### Financing Uses



## **Budget Unit Functions & Responsibilities**

The **Department of Finance** is responsible for managing the County's Treasury and Investments, Tax Collection and Business Licensing, providing Auditor-Controller services, including County and Special District Payroll and Payment Services, System Control and Reconciliation, Audits, Accounting Reporting and Control, and Tax Accounting and billing and collection services for refuse, water, sewer and storm water drainage.

Additionally, due to the consolidation with Revenue Recovery, the Department's service offerings have expanded to include collection services on delinquent accounts, debts, fines, Victim Restitution Aid overpayments, Probation fees and other County owned debts.

Services are provided through the following programs:

- Administration
- Auditor-Controller
- Consolidated Utilities Billing and Service
- Tax Collection & Business Licensing
- Treasury and Investments

## **Goals**

- Obtain a new contract for Consolidated Utility Billing Services bill printing and mailing.
- Transition to the new Bank Portal for improved reporting and banking capabilities.
- Complete all Fiscal Academy Course Developments.

## **Accomplishments**

- Implemented a new Consolidated Utilities Billing and Service customer portal.
- Implemented online Property Tax Bills.
- Consolidated the Department of Finance and Revenue Recovery.

### Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Administration	\$5,027,052	\$5,027,052	\$4,268,005	\$(759,047)	(15.1)%
Auditor-Controller	\$10,959,502	\$10,959,502	\$12,599,895	\$1,640,393	15.0%
Consolidated Utilities Billing and Service	\$10,198,859	\$10,198,859	\$10,382,243	\$183,384	1.8%
Tax Collection & Business Licensing	\$7,493,530	\$7,493,530	\$7,442,367	\$(51,163)	(0.7)%
Treasury and Investments	\$4,543,252	\$4,543,252	\$4,614,969	\$71,717	1.6%
<b>Total Expenditures / Appropriations</b>	\$38,222,195	\$38,222,195	\$39,307,479	\$1,085,284	2.8%
<b>Total Reimbursements</b>	\$(10,114,442)	\$(10,114,442)	\$(10,583,827)	\$(469,385)	4.6%
<b>Net Financing Uses</b>	\$28,107,753	\$28,107,753	\$28,723,652	\$615,899	2.2%
<b>Total Revenue</b>	\$26,897,066	\$26,897,066	\$27,474,115	\$577,049	2.1%
<b>Net County Cost</b>	\$1,210,687	\$1,210,687	\$1,249,537	\$38,850	3.2%
Positions	180.0	180.0	182.0	2.0	1.1%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$19,438,211	\$19,438,211	\$20,227,790	\$789,579	4.1%
Services & Supplies	\$10,614,667	\$10,614,667	\$10,583,330	\$(31,337)	(0.3)%
Other Charges	\$167,500	\$167,500	\$167,500	—	—%
Intrafund Charges	\$8,001,817	\$8,001,817	\$8,328,859	\$327,042	4.1%
<b>Total Expenditures / Appropriations</b>	<b>\$38,222,195</b>	<b>\$38,222,195</b>	<b>\$39,307,479</b>	<b>\$1,085,284</b>	<b>2.8%</b>
Intrafund Reimbursements Between Programs	\$(6,176,107)	\$(6,176,107)	\$(5,313,762)	\$862,345	(14.0)%
Other Reimbursements	\$(3,938,335)	\$(3,938,335)	\$(5,270,065)	\$(1,331,730)	33.8%
<b>Total Reimbursements</b>	<b>\$(10,114,442)</b>	<b>\$(10,114,442)</b>	<b>\$(10,583,827)</b>	<b>\$(469,385)</b>	<b>4.6%</b>
<b>Net Financing Uses</b>	<b>\$28,107,753</b>	<b>\$28,107,753</b>	<b>\$28,723,652</b>	<b>\$615,899</b>	<b>2.2%</b>
<b>Revenue</b>					
Licenses, Permits & Franchises	\$2,836,778	\$2,836,778	\$2,901,077	\$64,299	2.3%
Fines, Forfeitures & Penalties	\$7,532,981	\$7,532,981	\$7,581,840	\$48,859	0.6%
Intergovernmental Revenues	\$51,250	\$51,250	\$51,250	—	—%
Charges for Services	\$10,746,101	\$10,746,101	\$11,057,634	\$311,533	2.9%
Miscellaneous Revenues	\$5,729,956	\$5,729,956	\$5,882,314	\$152,358	2.7%
Other Financing Sources	—	—	—	—	—%
<b>Total Revenue</b>	<b>\$26,897,066</b>	<b>\$26,897,066</b>	<b>\$27,474,115</b>	<b>\$577,049</b>	<b>2.1%</b>
<b>Net County Cost</b>	<b>\$1,210,687</b>	<b>\$1,210,687</b>	<b>\$1,249,537</b>	<b>\$38,850</b>	<b>3.2%</b>
Positions	180.0	180.0	182.0	2.0	1.1%

## Summary of Changes

The Revised Recommended Budget reflects a \$1,085,284 (2.8%) increase in total appropriations, a \$469,385 (4.6%) increase in reimbursements, a \$577,049 (2.1%) increase in revenues, and a \$38,850 (3.2%) increase in the net county cost from the Approved Recommended Budget.

The net increase in total appropriations is due to:

- An increase in salary and benefit costs, including cost of living adjustments (COLAs), step increases, retirement, and Pension Obligation Bonds (POBs).
- Decreases in temporary services and miscellaneous services and supplies, offset by increases in allocated costs from the Department of Technology and the Department of General Services.
- An increase in the intrafund charges due to a change in the allocation methodology of costs. Moving forward, the budgeted expenditures for overhead cost centers in the Auditor-Controller program, including Auditor-Controller overhead, Accounting Reporting and Control overhead, and Payroll and

Payment Services overhead, will be budgeted based on the actual assessment process, so the budget and actuals will align better in the future.

The increase in reimbursements is due to:

- The aforementioned revised budget methodology. \$1.25 million of Auditor-Controller's overhead costs will be recoverable by way of overhead allocations to other Auditor-Controller units. Additionally, the overhead for the Administration division to all Finance divisions reflects a decrease of \$797,899, which is a result of overall expenditure reductions in the Administration budget.

The increase in revenue is due to:

- Increases in Tax Collection and Business Licenses services revenues, including the Business License fee revenues, which were approved by the Board in November 2019.
- Increases in Auditor-Controller revenues, such as, unclaimed funds, E-Payables, and Citibank rebates that were either not budgeted or were budgeted in the past fiscal year at lower amounts.
- Consolidated Utilities Billing Service revenue increases resulting from projected increases in the number of utility customer accounts.

Position counts have increased by 2.0 FTEs from the Approved Recommended Budget due to:

- 2.0 FTE recommended Base increase.

## Administration

### Program Overview

**Administration** includes the Office of the Director and provides departmental oversight and support services in the areas of personnel, budget, purchasing, contracts, facilities and other areas that sustain operations.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,254,414	\$2,254,414	\$1,466,539	\$(787,875)	(34.9)%
Services & Supplies	\$2,178,268	\$2,178,268	\$2,159,976	\$(18,292)	(0.8)%
Intrafund Charges	\$594,370	\$594,370	\$641,490	\$47,120	7.9%
<b>Total Expenditures / Appropriations</b>	<b>\$5,027,052</b>	<b>\$5,027,052</b>	<b>\$4,268,005</b>	<b>\$(759,047)</b>	<b>(15.1)%</b>
Total Reimbursements between Programs	\$(5,027,052)	\$(5,027,052)	\$(3,946,793)	\$1,080,259	(21.5)%
Other Reimbursements	—	—	\$(282,360)	\$(282,360)	—%
<b>Total Reimbursements</b>	<b>\$(5,027,052)</b>	<b>\$(5,027,052)</b>	<b>\$(4,229,153)</b>	<b>\$797,899</b>	<b>(15.9)%</b>
<b>Net Financing Uses</b>	<b>—</b>	<b>—</b>	<b>\$38,852</b>	<b>\$38,852</b>	<b>—%</b>
<b>Revenue</b>					
Miscellaneous Revenues	—	—	—	—	—%
Other Financing Sources	—	—	—	—	—%
<b>Total Revenue</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>\$38,852</b>	<b>\$38,852</b>	<b>—%</b>
Positions	66.0	7.0	9.0	2.0	28.6%

### Summary of Changes

The Revised Recommended Budget reflects a \$759,047 (15.1%) decrease in total appropriations, a \$797,899 (15.9%) decrease in reimbursements, and a \$38,852 increase in net county cost from the Approved Recommended Budget.

The decrease in total appropriations is due to:

- Costs for Pension Obligation Bonds (POBs) being budgeted in each division instead of being budgeted in Administration and then being allocated out to all divisions via department overhead allocations.
- Miscellaneous services and supplies budget reductions.

The decrease in reimbursements is due a reduction in the overall appropriations. Since the Administration Division is cost recoverable through department allocations, as the total appropriations decline, the reimbursements decline as well.

The increase in net county cost is related to centralized computer equipment refresh costs.

## Auditor-Controller

### Program Overview

**Auditor-Controller** maintains the County's financial system and provides services including Payroll, Payment Services, Internal Audits, Financial Accounting Reporting and Control, Tax Accounting and Fiscal Services, to County departments and Special Districts.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$7,749,699	\$7,749,699	\$8,508,759	\$759,060	9.8%
Services & Supplies	\$1,086,382	\$1,086,382	\$1,096,162	\$9,780	0.9%
Intrafund Charges	\$2,123,421	\$2,123,421	\$2,994,974	\$871,553	41.0%
<b>Total Expenditures / Appropriations</b>	\$10,959,502	\$10,959,502	\$12,599,895	\$1,640,393	15.0%
Total Reimbursements between Programs	\$(544,505)	\$(544,505)	\$(637,906)	\$(93,401)	17.2%
Other Reimbursements	\$(3,348,403)	\$(3,348,403)	\$(4,504,422)	\$(1,156,019)	34.5%
<b>Total Reimbursements</b>	\$(3,892,908)	\$(3,892,908)	\$(5,142,328)	\$(1,249,420)	32.1%
<b>Net Financing Uses</b>	\$7,066,594	\$7,066,594	\$7,457,567	\$390,973	5.5%
<b>Revenue</b>					
Intergovernmental Revenues	\$51,250	\$51,250	\$51,250	—	—%
Charges for Services	\$5,416,109	\$5,416,109	\$5,401,369	\$(14,740)	(0.3)%
Miscellaneous Revenues	\$612,336	\$612,336	\$901,019	\$288,683	47.1%
<b>Total Revenue</b>	\$6,079,695	\$6,079,695	\$6,353,638	\$273,943	4.5%
<b>Net County Cost</b>	\$986,899	\$986,899	\$1,103,929	\$117,030	11.9%
Positions	70.0	70.0	70.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$1,640,393 (15.0%) increase in total appropriations, a \$1,249,420 (32.1%) increase in reimbursements, a \$273,943 (4.5%) increase in revenue, and an \$117,030 (11.9%) increase in net county cost from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases in salary and benefit costs due to cost of living and equity adjustments and increases in retirement costs.
- Budgeting for the Auditor-Controller Pension Obligation Bond (POB) costs within the division.
- Change in the budgeting methodology for allocated purchasing services, which are being budgeted in the division instead of it being budgeted in Administration.

- Increase in intra-fund charges due to the revised budget methodology, where all Auditor-Controller overhead, Accounting Reporting and Control overhead, and Payroll and Payment Services overhead costs are being allocated to each unit within the Auditor-Controller division based on FTEs.

The increase in reimbursements is due to the revised budget methodology described above. This methodology replicates the divisional overhead cost recovery process and will allow the actuals to more closely align with the budget moving forward

The increase in revenues is due to recognition of revenues, such as, unclaimed funds, E-Payables, and Citibank rebates being budgeted at their full capacity in FY 2020-21 Budget.

The increase in net county cost is primarily a result of increased salary and benefits costs. Although, the net county costs are increasing for this division, reductions in the net county costs in Tax Collection & Business Licensing Division offset this increase to keep the net county costs between the two divisions the same.

## Consolidated Utilities Billing and Service

### Program Overview

**Consolidated Utilities Billing and Service (CUBS)** provides billing and collection services for departments providing utilities, including refuse, water, sewer and storm water drainage.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,665,267	\$3,665,267	\$3,988,382	\$323,115	8.8%
Services & Supplies	\$5,113,268	\$5,113,268	\$5,173,672	\$60,404	1.2%
Other Charges	\$167,500	\$167,500	\$167,500	—	—%
Intrafund Charges	\$1,252,824	\$1,252,824	\$1,052,689	\$(200,135)	(16.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$10,198,859</b>	<b>\$10,198,859</b>	<b>\$10,382,243</b>	<b>\$183,384</b>	<b>1.8%</b>
Total Reimbursements between Programs	\$(27,361)	\$(27,361)	\$(24,768)	\$2,593	(9.5)%
Other Reimbursements	\$(19,027)	\$(19,027)	\$(9,082)	\$9,945	(52.3)%
<b>Total Reimbursements</b>	<b>\$(46,388)</b>	<b>\$(46,388)</b>	<b>\$(33,850)</b>	<b>\$12,538</b>	<b>(27.0)%</b>
<b>Net Financing Uses</b>	<b>\$10,152,471</b>	<b>\$10,152,471</b>	<b>\$10,348,393</b>	<b>\$195,922</b>	<b>1.9%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$7,532,981	\$7,532,981	\$7,581,840	\$48,859	0.6%
Charges for Services	\$2,584,668	\$2,584,668	\$2,731,553	\$146,885	5.7%
Miscellaneous Revenues	\$34,822	\$34,822	\$35,000	\$178	0.5%
<b>Total Revenue</b>	<b>\$10,152,471</b>	<b>\$10,152,471</b>	<b>\$10,348,393</b>	<b>\$195,922</b>	<b>1.9%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	44.0	44.0	44.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$183,384 (1.8%) increase in total appropriations, a \$12,538 (27.0%) decrease in reimbursements, and a \$195,922 (1.9%) increase in revenues from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases in the salary and benefit costs, including costs of living and equity adjustments, and increases in retirement costs.
- Increases in the Department of Technology costs related to allocated costs and special projects.

The decrease in reimbursements is due to billable hours being adjusted down for Rental Housing Code Compliance (RHCC) in order to align the budget closer to actuals.

The increase in revenues is due to a projected increase in the volume of utility billing customer accounts.

CUBS is fully cost recoverable through its revenues and does not have a net county cost.

## Tax Collection & Business Licensing

### Program Overview

**Tax Collection and Business Licensing** collects personal and property taxes and issues business licenses in the unincorporated areas of Sacramento County.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,079,816	\$3,079,816	\$3,307,841	\$228,025	7.4%
Services & Supplies	\$1,690,212	\$1,690,212	\$1,571,490	\$(118,722)	(7.0)%
Intrafund Charges	\$2,723,502	\$2,723,502	\$2,563,036	\$(160,466)	(5.9)%
<b>Total Expenditures / Appropriations</b>	\$7,493,530	\$7,493,530	\$7,442,367	\$(51,163)	(0.7)%
Other Reimbursements	\$(297,505)	\$(297,505)	\$(232,905)	\$64,600	(21.7)%
<b>Total Reimbursements</b>	\$(297,505)	\$(297,505)	\$(232,905)	\$64,600	(21.7)%
<b>Net Financing Uses</b>	\$7,196,025	\$7,196,025	\$7,209,462	\$13,437	0.2%
<b>Revenue</b>					
Licenses, Permits & Franchises	\$2,836,778	\$2,836,778	\$2,901,077	\$64,299	2.3%
Charges for Services	\$2,238,679	\$2,238,679	\$2,462,537	\$223,858	10.0%
Miscellaneous Revenues	\$1,896,780	\$1,896,780	\$1,739,092	\$(157,688)	(8.3)%
<b>Total Revenue</b>	\$6,972,237	\$6,972,237	\$7,102,706	\$130,469	1.9%
<b>Net County Cost</b>	\$223,788	\$223,788	\$106,756	\$(117,032)	(52.3)%
Positions	—	33.0	33.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$51,163 (0.7%) decrease in total appropriations, a \$64,600 (21.7%) decrease in reimbursements, a \$130,469 (1.9%) increase in revenues, and a \$117,032 (52.3%) decrease in net county cost from the Approved Recommended Budget.

The net decrease in total appropriations is primarily due to a reduction in the department overhead allocation, partially offset by increases in allocated costs as well as salary and benefits costs.

The decrease in reimbursements is due to a decrease in total appropriations. The division is largely cost recoverable through its intra-fund reimbursements and program revenues. If the expenditure level decreases, the reimbursements will decrease as well.

The increase in revenues is due to the Business License fee increases that were approved by the Board of Supervisors in November 2019.

The decrease in net county cost is primarily due to a reduction in program expenditures resulting from the overall reduction in the Administrative overhead allocation to the division due to change in methodology. Although, the net county cost is decreasing for this division, the net county cost for Auditor-Controller has increased, keeping the total net county cost the same between the two divisions.

## Treasury and Investments

### Program Overview

**Treasury and Investments** is responsible for managing and investing funds of the County, school districts, joint power authorities and special districts, whose funds are held by the County.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,689,015	\$2,689,015	\$2,956,269	\$267,254	9.9%
Services & Supplies	\$546,537	\$546,537	\$582,030	\$35,493	6.5%
Intrafund Charges	\$1,307,700	\$1,307,700	\$1,076,670	\$(231,030)	(17.7)%
<b>Total Expenditures / Appropriations</b>	\$4,543,252	\$4,543,252	\$4,614,969	\$71,717	1.6%
Total Reimbursements between Programs	\$(577,189)	\$(577,189)	\$(704,295)	\$(127,106)	22.0%
Other Reimbursements	\$(273,400)	\$(273,400)	\$(241,296)	\$32,104	(11.7)%
<b>Total Reimbursements</b>	\$(850,589)	\$(850,589)	\$(945,591)	\$(95,002)	11.2%
<b>Net Financing Uses</b>	\$3,692,663	\$3,692,663	\$3,669,378	\$(23,285)	(0.6)%
<b>Revenue</b>					
Charges for Services	\$506,645	\$506,645	\$462,175	\$(44,470)	(8.8)%
Miscellaneous Revenues	\$3,186,018	\$3,186,018	\$3,207,203	\$21,185	0.7%
<b>Total Revenue</b>	\$3,692,663	\$3,692,663	\$3,669,378	\$(23,285)	(0.6)%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	—	26.0	26.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$71,717 (1.6%) increase in total appropriations, a \$95,002 (11.2%) increase in reimbursements, and a \$23,285 (0.6%) decrease in revenues from the Approved Recommended Budget.

The increase in total appropriations is due to rising allocated costs, salary and benefit cost increases that include salary and equity adjustments, and increases in retirement costs.

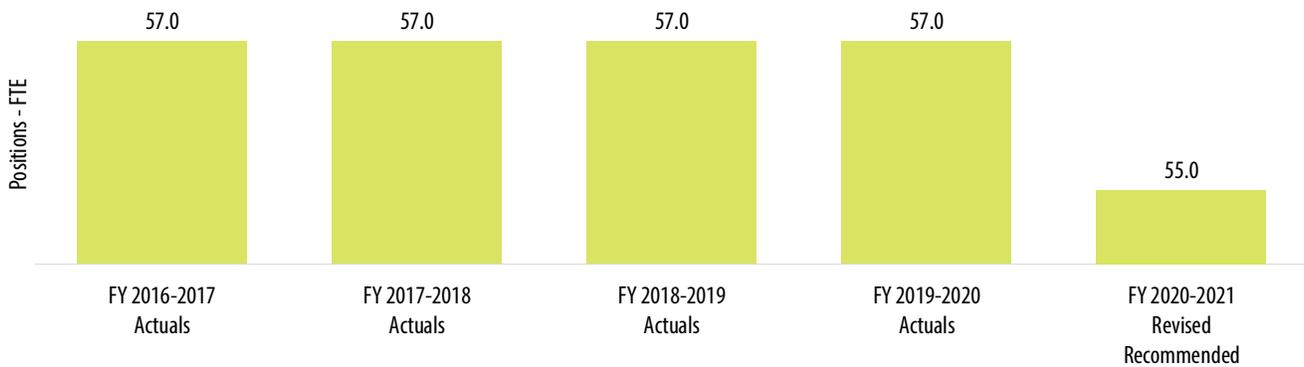
The increase in reimbursements is due to the overall increase in appropriations.

Treasury is fully cost recoverable through intra-fund reimbursements and program revenues; therefore, the division does not have a net county cost.

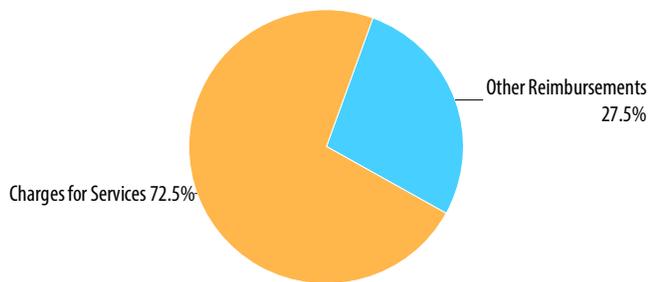
**Department Structure**  
**Ben Lamera, Director**



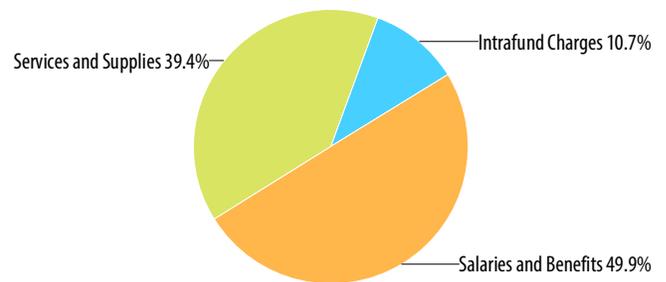
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The primary responsibility of **Revenue Recovery** is to help the County recover as much revenue as possible from all billing and receivable functions as early in the process and as cost effectively as possible. The recovery of revenue aids the programs receiving the funds, helps to maintain public service levels, and reduces the need for service fee increases to the public. By implementing cost effective accounts receivable practices throughout the County, Revenue Recovery helps ensure taxpayers are not required to bear the burden of debts that are the legal responsibility of specific individuals.

## Goals

- Overall recovery rate of 50 percent.
- Maintain net cost to collection ratio of 18.0 percent.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Centralized Billing, Collection and Disbursement	\$10,434,650	\$10,434,650	\$10,764,983	\$330,333	3.2%
<b>Total Expenditures / Appropriations</b>	\$10,434,650	\$10,434,650	\$10,764,983	\$330,333	3.2%
<b>Total Reimbursements</b>	\$(2,875,900)	\$(2,875,900)	\$(2,959,970)	\$(84,070)	2.9%
<b>Net Financing Uses</b>	\$7,558,750	\$7,558,750	\$7,805,013	\$246,263	3.3%
<b>Total Revenue</b>	\$7,558,750	\$7,558,750	\$7,805,013	\$246,263	3.3%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	57.0	57.0	55.0	(2.0)	(3.5)%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$5,569,579	\$5,569,579	\$5,370,722	\$(198,857)	(3.6)%
Services & Supplies	\$4,040,237	\$4,040,237	\$4,246,718	\$206,481	5.1%
Intrafund Charges	\$824,834	\$824,834	\$1,147,543	\$322,709	39.1%
<b>Total Expenditures / Appropriations</b>	\$10,434,650	\$10,434,650	\$10,764,983	\$330,333	3.2%
Other Reimbursements	\$(2,875,900)	\$(2,875,900)	\$(2,959,970)	\$(84,070)	2.9%
<b>Total Reimbursements</b>	\$(2,875,900)	\$(2,875,900)	\$(2,959,970)	\$(84,070)	2.9%
<b>Net Financing Uses</b>	\$7,558,750	\$7,558,750	\$7,805,013	\$246,263	3.3%
<b>Revenue</b>					
Charges for Services	\$7,558,750	\$7,558,750	\$7,805,013	\$246,263	3.3%
<b>Total Revenue</b>	\$7,558,750	\$7,558,750	\$7,805,013	\$246,263	3.3%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	57.0	57.0	55.0	(2.0)	(3.5)%

## Summary of Changes

The Revised Recommended Budget reflects a \$330,333 (3.2%) increase in total appropriations, an \$84,070 (2.9%) increase in reimbursements, and a \$246,263 (3.3%) increase in revenue from the Approved Recommended Budget.

The net increase in total appropriations is primarily due to:

- Increases in Court Ordered Debt (COD) fees based on an increase in projected collections.
- Increases in Intrafund Charges from the Department of Finance (DOF) for oversight and administration, subsequent to Revenue Recovery's consolidation with DOF.
- Decreases in salaries and benefits due to the reduction of two vacant positions resulting from the consolidation with DOF.

The increase in reimbursements is due to projected increases in collections for client departments.

The increase in revenue is due to a projected increase in collections for the Superior Court of Sacramento and other client departments.

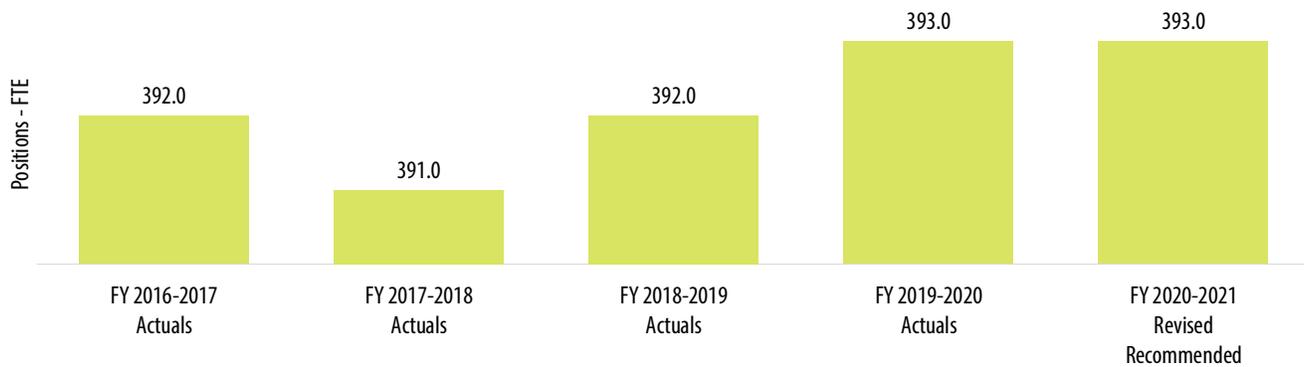
Position counts have decreased by 2.0 FTE from the Approved Recommended Budget due to:

- 2.0 FTE recommended Base decrease.

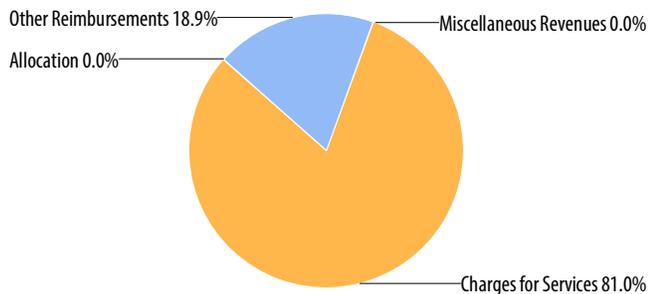
**Department Structure**  
**Rami Zakaria, Chief Information Officer**



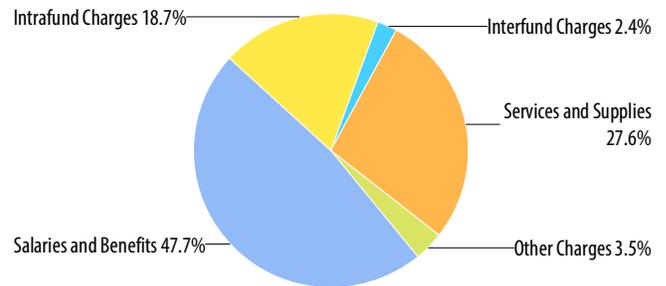
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The **Department of Technology** (DTech) is a central information technology and telecommunications provider for Sacramento County. DTech delivers a broad range of shared countywide information technology services to employees, departments and regional partners, and also develops customized solutions for specific departmental business applications through the following programs:

- Countywide IT Services
- Department Application and Equipment Support

## Goals

- Implement the Consolidated Utility Billing (CUBS) Customer Portal
- Implement Phase 3 of the County Clerk/Recorder Recording and Cashiering System
- Implement Water Resources Maintenance and Asset Management System

## Accomplishments

- Completed the Countywide SAP (COMPASS and Focus) Upgrade and Hardware Refresh
- Implemented a new Countywide Budget System
- Replaced the Vote By Mail Ballot Processing System

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Countywide IT Services	\$55,629,696	\$55,629,696	\$60,483,909	\$4,854,213	8.7%
Department Application and Equipment Support	\$52,925,832	\$52,925,832	\$65,180,544	\$12,254,712	23.2%
<b>Total Expenditures / Appropriations</b>	\$108,555,528	\$108,555,528	\$125,664,453	\$17,108,925	15.8%
<b>Total Reimbursements</b>	\$(9,731,969)	\$(9,731,969)	\$(23,808,077)	\$(14,076,108)	144.6%
<b>Net Financing Uses</b>	\$98,823,559	\$98,823,559	\$101,856,376	\$3,032,817	3.1%
<b>Total Revenue</b>	\$98,823,559	\$98,823,559	\$101,798,230	\$2,974,671	3.0%
<b>Use of Fund Balance</b>	—	—	\$58,146	\$58,146	—%
Positions	390.0	393.0	393.0	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$57,161,891	\$57,161,891	\$59,957,906	\$2,796,015	4.9%
Services & Supplies	\$33,981,683	\$33,981,683	\$34,743,163	\$761,480	2.2%
Other Charges	\$4,668,607	\$4,668,607	\$4,420,747	\$(247,860)	(5.3)%
Interfund Charges	\$3,011,379	\$3,011,379	\$2,999,824	\$(11,555)	(0.4)%
Intrafund Charges	\$9,731,968	\$9,731,968	\$23,542,813	\$13,810,845	141.9%
<b>Total Expenditures / Appropriations</b>	\$108,555,528	\$108,555,528	\$125,664,453	\$17,108,925	15.8%
Other Reimbursements	\$(9,731,969)	\$(9,731,969)	\$(23,808,077)	\$(14,076,108)	144.6%
<b>Total Reimbursements</b>	\$(9,731,969)	\$(9,731,969)	\$(23,808,077)	\$(14,076,108)	144.6%
<b>Net Financing Uses</b>	\$98,823,559	\$98,823,559	\$101,856,376	\$3,032,817	3.1%
<b>Revenue</b>					
Charges for Services	\$98,798,611	\$98,798,611	\$101,773,282	\$2,974,671	3.0%
Miscellaneous Revenues	\$24,948	\$24,948	\$24,948	—	—%
<b>Total Revenue</b>	\$98,823,559	\$98,823,559	\$101,798,230	\$2,974,671	3.0%
<b>Use of Fund Balance</b>	—	—	\$58,146	\$58,146	—%
Positions	390.0	393.0	393.0	—	—%

## Summary of Changes

The Revised Recommended Budget reflects a \$17,108,925 (15.8%) increase in total appropriations, a \$14,076,108 (144.6%) increase in reimbursements, a \$2,974,671 (3.0%) increase in revenue, and a \$58,146 increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The net increase in total appropriations is due to:

- Salary and benefit increases due to cost of living and equity increases.
- Unavoidable contractual increases of in hardware and software maintenance that were partially offset by other reductions in services and supplies.
- Other Charges appropriations are decreasing due to an information technology industry shift of hardware and software acquisition to subscription based services budgeted in services and supplies.
- Intrafund charge increases of \$13,810,845 primarily due to changes in how department overhead is reflected in the budget.
- Recommended growth of \$273,000 summarized below.
- Recommended reductions of \$621,228 summarized below.

The increase in reimbursements is primarily due to changes in how department overhead is reflected in the budget.

The net increase in revenue is due to:

- Increases in the cost of labor resulting in higher labor rates for embedded and dedicated staff.
- Recommended growth of \$273,000 summarized below.
- Recommended reductions of \$621,228 summarized below.

Use of Fund Balance reflects a \$58,146 decrease to retained earnings.

The Recommended Budget includes recommended growth and recommended reductions as summarized below. Additional detail is provided in the individual program sections.

Positions counts have not changed from the Approved Recommended Budget; however, the Revised Recommended Budget includes:

- 1.0 FTE total additions in recommended growth requests.
- 1.0 FTE total reductions in recommended reduction scenarios. – 1.0 FTE vacant.

### Summary of Recommended Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Countywide IT Services	103,053	—	75,000	28,053	—
Department Application and Equipment Support	169,947	—	198,000	(28,053)	1.0

### Summary of Recommended Reductions by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
Countywide IT Services	(621,228)	—	(621,228)	—	(1.0)

## Countywide IT Services

### Program Overview

**Countywide IT Services** provides funding for the countywide communications center, the county's data center, the office of the Chief Information Officer and the countywide service desk; all of which support county operations.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$20,154,606	\$20,154,606	\$19,590,125	\$(564,481)	(2.8)%
Services & Supplies	\$22,820,202	\$22,820,202	\$23,410,584	\$590,382	2.6%
Other Charges	\$4,066,083	\$4,066,083	\$3,834,565	\$(231,518)	(5.7)%
Interfund Charges	\$3,011,379	\$3,011,379	\$2,999,824	\$(11,555)	(0.4)%
Intrafund Charges	\$5,577,426	\$5,577,426	\$10,648,811	\$5,071,385	90.9%
<b>Total Expenditures / Appropriations</b>	\$55,629,696	\$55,629,696	\$60,483,909	\$4,854,213	8.7%
Other Reimbursements	\$(5,294,139)	\$(5,294,139)	\$(19,352,143)	\$(14,058,004)	265.5%
<b>Total Reimbursements</b>	\$(5,294,139)	\$(5,294,139)	\$(19,352,143)	\$(14,058,004)	265.5%
<b>Net Financing Uses</b>	\$50,335,557	\$50,335,557	\$41,131,766	\$(9,203,791)	(18.3)%
<b>Revenue</b>					
Charges for Services	\$41,667,193	\$41,667,193	\$41,210,577	\$(456,616)	(1.1)%
Miscellaneous Revenues	\$24,948	\$24,948	\$24,948	—	—%
<b>Total Revenue</b>	\$41,692,141	\$41,692,141	\$41,235,525	\$(456,616)	(1.1)%
<b>Use of Fund Balance</b>	\$8,643,416	\$8,643,416	\$(103,759)	\$(8,747,175)	(101.2)%
Positions	126.0	130.0	129.0	(1.0)	(0.8)%

### Summary of Changes

The Revised Recommended Budget reflects a \$4,854,213 (8.7%) increase in total appropriations, a \$14,058,004 (265.5%) increase in reimbursements, a \$456,616 (1.1%) decrease in revenue, and an \$8,747,175 (101.2%) decrease in use of fund balance (retained earnings).

The net increase in total appropriations is due to:

- The increase in intrafund charges primarily due to changes in how department overhead is reflected in the budget. The distribution of Department overhead was previously done using non budgeted statistical accounts. Beginning in FY 2020-21, department overhead is being budgeted as intrafund charges and reimbursements. The charges to programs for department overhead is now reflected in appropriations, resulting in a large increase in appropriations.

- Salary and benefits being reduced through reclassification of positions to lower levels as they become vacant through attrition.
- Unavoidable contractual increases in hardware and software maintenance that are partially offset by other reductions in services and supplies.
- Other Charges appropriations are decreasing due to an Information Technology industry shift of hardware and software acquisition to subscription based services budgeted in services and supplies.
- Recommended growth of \$103,053 detailed below.
- Recommended reductions of \$621,228 detailed on the next page.

The increase in reimbursements is due to changes in how department overhead is reflected in the budget.

The net decrease in revenue is due to:

- All internal pass-thru reimbursements now being included as intrafund reimbursements. Previously, some of these were included with revenue. This includes voice charges and the Microsoft licensing charges as part of the Microsoft Enterprise Agreement (MS EA).
- Recommended growth of \$75,000
- Recommended reductions of \$621,228 detailed below.

Use of Fund Balance reflects a \$103,759 increase to retained earnings.

This program includes recommended growth requests and recommended reductions as detailed below.

### Recommended Growth Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DTECH (ACP)-Multiyear-Software-Applications</b>					
	75,000	—	75,000	—	—
Purchase software so that all domain controllers can be encrypted and adhere to National Institute of Standards and Technology (NIST) compliancy standards so that the County Infrastructure is never compromised. Funded through additional WAN allocation to user departments.					
<b>DTECH - Airport Add 1 FTE Information Technology Analyst Lv2</b>					
	28,053	—	—	28,053	—
Airports is requesting an Information Technology Analyst Lv 2 that specializes in Computer Aided Dispatch (CAD) and credentialing software to perform scheduled preventive maintenance and reduce downtime on multiple systems. Routine maintenance is currently not being performed and software is being administered by non IT supervisory staff.					

## Recommended Reduction Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
<b>DTECH (ACP)-Contractor Budget-Countywide</b>	(500,000)	—	(500,000)	—	—

Eliminating the contractor budget from DTech Administration will reduce the department’s ability to hire contractors for project implementation. This funding is typically used to implement DTech projects where efficiencies can be obtained or where DTech agrees to assist departments with implementing new technologies that are expected to create new opportunities for all County departments. The amount spent varies but we typically have at least \$300K-\$400K in unbudgeted, under budgeted or startup projects.

<b>DTECH (ACP)-FTE Reduction in Network</b>	(121,228)	—	(121,228)	—	(1.0)
---	-----------	---	-----------	---	-------

Enterprise Communications Services (ECS) will be absorbing costs by releasing a vacant IT Analyst position. Releasing this position will cause the Operations Network support team to work with fewer troubleshooting and support personnel, leading to longer lead times for new project support and potentially slower troubleshooting and network down response times.

## Department Application and Equipment Support

### Program Overview

**Department Application and Equipment Support** develops, implements and maintains software applications such as law and justice, tax collection and payroll.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$37,007,285	\$37,007,285	\$40,367,781	\$3,360,496	9.1%
Services & Supplies	\$11,161,481	\$11,161,481	\$11,332,579	\$171,098	1.5%
Other Charges	\$602,524	\$602,524	\$586,182	\$(16,342)	(2.7)%
Intrafund Charges	\$4,154,542	\$4,154,542	\$12,894,002	\$8,739,460	210.4%
<b>Total Expenditures / Appropriations</b>	\$52,925,832	\$52,925,832	\$65,180,544	\$12,254,712	23.2%
Other Reimbursements	\$(4,437,830)	\$(4,437,830)	\$(4,455,934)	\$(18,104)	0.4%
<b>Total Reimbursements</b>	\$(4,437,830)	\$(4,437,830)	\$(4,455,934)	\$(18,104)	0.4%
<b>Net Financing Uses</b>	\$48,488,002	\$48,488,002	\$60,724,610	\$12,236,608	25.2%
<b>Revenue</b>					
Charges for Services	\$57,131,418	\$57,131,418	\$60,562,705	\$3,431,287	6.0%
<b>Total Revenue</b>	\$57,131,418	\$57,131,418	\$60,562,705	\$3,431,287	6.0%
<b>Use of Fund Balance</b>	\$(8,643,416)	\$(8,643,416)	\$161,905	\$8,805,321	(101.9)%
Positions	263.0	263.0	264.0	1.0	0.4%

### Summary of Changes

The Revised Recommended Budget reflects a \$12,254,712 (23.2%) increase in total appropriations, an \$18,104 (0.4%) increase in reimbursements, a \$3,431,287 (6.0%) increase in revenue, and an \$8,805,321 (101.9%) decrease in use of fund balance (retained earnings) from the Approved Recommended Budget.

The net increase in total appropriations is due to:

- Intrafund charges increasing primarily due to changes in how department overhead is reflected in the budget. The distribution of Department overhead was previously done using non budgeted statistical accounts. Beginning in FY 2020-21, department overhead is being budgeted as intrafund charges and reimbursements. The charges to programs for department overhead is now reflected in appropriations, resulting in a large increase in appropriations.
- Salary and benefits increasing due to contractual increases in wages and benefits.
- Reductions in Services and Supplies, primarily in contractor funding that was partially offset by unavoidable contractual increases in hardware and software maintenance.

- Recommended growth of \$169,947 detailed below.

The net increase in revenue is due to:

- Increases in labor rates to compensate for contractually obligated increases in wages and benefits.
- Recommended growth of \$198,000 detailed below.

Use of Fund Balance reflects a \$161,905 decrease to retained earnings.

This program includes recommended growth as detailed below.

### Recommended Growth Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DTECH - Airport Add 1 FTE Information Technology Analyst Lv2</b>					
	169,947	—	198,000	(28,053)	1.0

Airports is requesting an Information Technology Analyst Lv 2 that specializes in Computer Aided Dispatch (CAD) and credentialing software to perform scheduled preventive maintenance and reduce downtime on multiple systems. Routine maintenance is currently not being performed and software is being administered by non IT supervisory staff.

## Budget Unit Functions & Responsibilities

**Data Processing-Shared Systems** accounts for the cost of services provided by the Department of Technology (DTech) and the Department of Finance to support countywide shared computer systems and applications.

### Goals

- Implement the Case Look-Up(CLUE) application that will replace the Criminal Justice Information Services for non-law enforcement agencies.
- Increase transparency by making tax bill images available online through the eProp Tax application.
- Implement a new countywide Agenda Management system.

### Accomplishments

- Coordinated with the County District Attorney and Sacramento Superior Courts, DTech was tasked with updating CJIS to respond to the requirements of Proposition 64 regarding the decriminalization of marijuana. The process involved updating Criminal Justice Information Services /Integrated Justice Information Systems and reporting the updates to the State Department of Justice’s criminal history database on the 8,000+ dismissals or reductions in charges that Prop 64 mandated.
- Automated research of available funds for newly generated secured and unsecured tax bills reducing manual staff operations.
- Began implementation of new budget system (BFM).

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Shared Systems	\$10,613,507	\$10,613,507	\$11,048,394	\$434,887	4.1%
<b>Total Expenditures / Appropriations</b>	\$10,613,507	\$10,613,507	\$11,048,394	\$434,887	4.1%
<b>Net Financing Uses</b>	\$10,613,507	\$10,613,507	\$11,048,394	\$434,887	4.1%
<b>Total Revenue</b>	\$106,778	\$106,778	\$106,778	—	—%
<b>Net County Cost</b>	\$10,506,729	\$10,506,729	\$10,941,616	\$434,887	4.1%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$10,365,721	\$10,365,721	\$10,800,608	\$434,887	4.2%
Equipment	—	—	—	—	—%
Intrafund Charges	\$247,786	\$247,786	\$247,786	—	—%
<b>Total Expenditures / Appropriations</b>	\$10,613,507	\$10,613,507	\$11,048,394	\$434,887	4.1%
<b>Net Financing Uses</b>	\$10,613,507	\$10,613,507	\$11,048,394	\$434,887	4.1%
<b>Revenue</b>					
Charges for Services	\$106,778	\$106,778	\$106,778	—	—%
<b>Total Revenue</b>	\$106,778	\$106,778	\$106,778	—	—%
<b>Net County Cost</b>	\$10,506,729	\$10,506,729	\$10,941,616	\$434,887	4.1%

## Summary of Changes

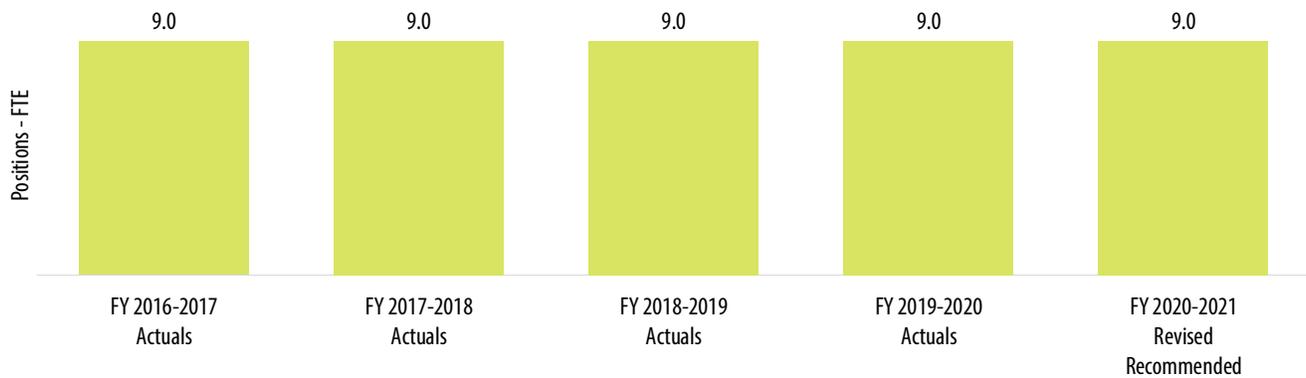
The Revised Recommended Budget reflects a \$434,887 (4.1%) increase in total appropriations and net county cost from the Approved Recommended Budget.

The increase in total appropriations and net county cost is due to distribution changes in allocations, primarily in the Compass allocation, resulting from increases in transaction counts used for allocating Compass costs.

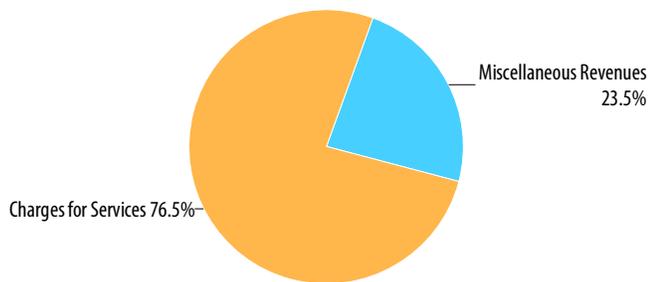
**Department Structure**  
**Rami Zakaria, Chief Information Officer**



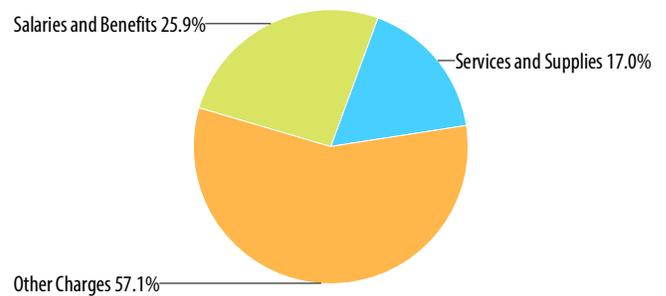
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The **Sacramento Regional Radio Communications System** (SRRCS) operates and maintains two-way mobile communications in the Sacramento Region. Their system coverage area extends north to Citrus Heights, south to Galt, east to Folsom, and west to Davis. SRRCS currently has 27 primary system participants that operate approximately 15,100 (billable) radios. The majority of the communication activities on SRRCS involve emergency response and other public safety activities. These activities include regional law enforcement and fire suppression, emergency medical response, hazardous material responses, coordination of mutual aid, and interoperability among all participating agencies. Because Public Safety communications are critical to the mission of law enforcement and fire responders, SRRCS staff is available 24 hours a day, 7 days a week to respond to communication problems. The Department of Technology (DTech) is the lead agency in the operations and maintenance of the radio system. DTech provides management and administrative oversight, technical support, and preventative and corrective maintenance of the radio system.

## Goals

- Complete a comprehensive plan to replace the network connectivity infrastructure (microwave system).
- Upgrade the radio system to the latest Motorola network version (2019 v2).
- Replace obsolete backup generators at selective radio sites.

## Accomplishments

- Transitioned all system participants to a new APCO Project 25 (P25) radio system.
- Integrated UC Davis and the City of Davis into the SRRCS radio system.
- Upgraded battery backup systems at selective radio sites.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Regional Radio Communication System	\$4,938,603	\$4,938,603	\$5,772,952	\$834,349	16.9%
<b>Total Expenditures / Appropriations</b>	\$4,938,603	\$4,938,603	\$5,772,952	\$834,349	16.9%
<b>Net Financing Uses</b>	\$4,938,603	\$4,938,603	\$5,772,952	\$834,349	16.9%
<b>Total Revenue</b>	\$5,393,144	\$5,393,144	\$6,302,446	\$909,302	16.9%
<b>Use of Fund Balance</b>	\$(454,541)	\$(454,541)	\$(529,494)	\$(74,953)	16.5%
Positions	9.0	9.0	9.0	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,412,412	\$1,412,412	\$1,496,955	\$84,543	6.0%
Services & Supplies	\$1,091,962	\$1,091,962	\$978,882	\$(113,080)	(10.4)%
Other Charges	\$2,434,229	\$2,434,229	\$3,297,115	\$862,886	35.4%
<b>Total Expenditures / Appropriations</b>	\$4,938,603	\$4,938,603	\$5,772,952	\$834,349	16.9%
<b>Net Financing Uses</b>	\$4,938,603	\$4,938,603	\$5,772,952	\$834,349	16.9%
<b>Revenue</b>					
Charges for Services	\$4,450,100	\$4,450,100	\$4,820,970	\$370,870	8.3%
Miscellaneous Revenues	\$943,044	\$943,044	\$1,481,476	\$538,432	57.1%
<b>Total Revenue</b>	\$5,393,144	\$5,393,144	\$6,302,446	\$909,302	16.9%
<b>Use of Fund Balance</b>	\$(454,541)	\$(454,541)	\$(529,494)	\$(74,953)	16.5%
Positions	9.0	9.0	9.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects an \$834,349 (16.9%) increase in total appropriations, a \$909,302 (16.9%) increase in revenue, and a \$74,953 (16.5%) decrease in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to recent system upgrades and reallocating 1.0 FTE from an Office Specialist to an Accounting Technician, resulting in an increased cost of \$8,405.

The increase in revenue is due to additional subscribers of radio services and an increase in rates to fund recent and future system upgrades.

Use of Fund Balance reflects an increase in Retained Earnings of \$74,953.

## Budget Unit Functions & Responsibilities

The **Technology Cost Recovery Fee** Fund was established by County Ordinance 16.140.030.

This special revenue fund provides financing to pay for the implementation and operation of the web-based Automation E-Government Permitting System, also known as Accela. Revenue collected on permits and building licenses are deposited into the fund.

## Goals

The following items are a list of customized Accela automation projects being developed for various department stakeholders:

- Mobile App integration for Code Enforcement Housing Inspections.
- Accela/Oracle Service Cloud Integration for Business Licensing, Building Permits and Inspections, and Code Enforcement departments.
- Department of Water Resources Nexgen application integration.

## Accomplishments

The following items are Accela achievements for department stakeholders:

- Automated the Employee Verification process for Emergency Medical Services Providers.
- Implemented online exemption waiver form for the Rental Housing Inspection Program.
- Upgraded the Accela application to version 9.3.7.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Information Technology Recovery Fee	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Total Expenditures / Appropriations</b>	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Net Financing Uses</b>	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Total Revenue</b>	\$1,319,485	\$1,319,485	\$1,382,033	\$62,548	4.7%
<b>Use of Fund Balance</b>	\$226,803	\$226,803	\$228,170	\$1,367	0.6%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Total Expenditures / Appropriations</b>	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Net Financing Uses</b>	\$1,546,288	\$1,546,288	\$1,610,203	\$63,915	4.1%
<b>Revenue</b>					
Licenses, Permits & Franchises	\$1,275,000	\$1,275,000	\$1,337,548	\$62,548	4.9%
Revenue from Use Of Money & Property	\$3,400	\$3,400	\$3,400	—	—%
Miscellaneous Revenues	\$41,085	\$41,085	\$41,085	—	—%
<b>Total Revenue</b>	\$1,319,485	\$1,319,485	\$1,382,033	\$62,548	4.7%
<b>Use of Fund Balance</b>	\$226,803	\$226,803	\$228,170	\$1,367	0.6%

## Summary of Changes

The Revised Recommended Budget reflects a \$63,915 (4.1%) increase in total appropriations, a \$62,548 (4.7%) increase in revenue, and a \$1,367 (0.6%) increase in use of fund balance from the Approved Recommended Budget.

The increase in total appropriations is due to fund balance carry over coming in higher than expected, allowing for an increase in professional services to fund projects.

The increase in revenue is due to increases in permit related fee revenues.

Use of Fund Balance reflects a carryover of \$228,170 in available balance.

## Budget Unit Functions & Responsibilities

**Dispute Resolution** provides programs, services, and activities that promote the resolution of disputes outside of the court system. The County established the Dispute Resolution program in 1988 and it is 100 percent self-supported via revenue generated from an \$8 surcharge on civil court filing fees. The Program is administered by the Office of the County Executive and services are provided through third-party contracts awarded through a competitive process.

### Goals

- Provide a comprehensive array of dispute resolution options.
- Create an opportunity for early, accessible, comprehensive, and effective methods for resolving disputes.
- Educate the community on the availability of dispute resolution services.

### Accomplishments

- Administered five contracts for Dispute Resolution services provided directly to the community and through the Sacramento County Superior Court.
- Successfully awarded a Request for Proposals for Dispute Resolution services through June 30, 2023.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Dispute Resolution Program	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Total Expenditures / Appropriations</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Net Financing Uses</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Total Revenue</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Net County Cost</b>	—	—	—	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$600,000	\$600,000	\$575,000	\$(25,000)	(4.2)%
Intrafund Charges	\$60,000	\$60,000	\$57,500	\$(2,500)	(4.2)%
<b>Total Expenditures / Appropriations</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Net Financing Uses</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Revenue</b>					
Charges for Services	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Total Revenue</b>	\$660,000	\$660,000	\$632,500	\$(27,500)	(4.2)%
<b>Net County Cost</b>	—	—	—	—	—%

## Summary of Changes

The Revised Recommended Budget reflects a \$27,500 (4.2%) decrease in total appropriations and revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a reduction in program funding in order to achieve a more sustainable level of funding.

The decrease in revenue is due to a reduction in program funding.

The Recommended Budget includes the recommended reduction as detailed below.

## Summary of Recommended Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
Dispute Resolution Program	(27,500)	—	(27,500)	—	—

## Recommended Reduction Detail for the Program

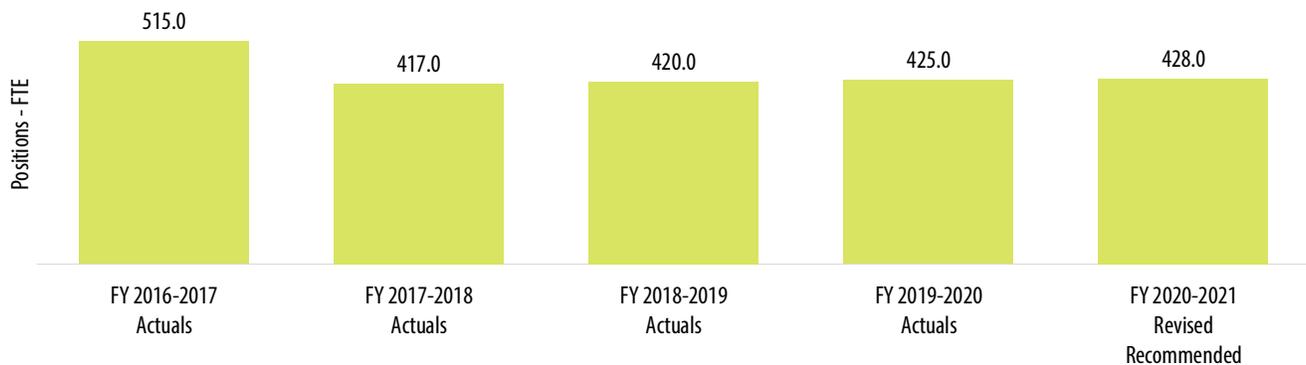
	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>Dispute Resolution - Program Funding</b>	(27,500)	—	(27,500)	—	—

Reduce Dispute Resolution program funding by \$27,500 in order to achieve a sustainable level of funding. This includes an annual reduction of \$25,000 in third-party contracts and \$2,500 reduction in administrative reimbursement to the County Executive Office. State law requires a minimum 50 percent match by programs receiving Dispute Resolution funds, therefore this reduction is not expected to result in a significant reduction in overall services. This is a categorical reduction.

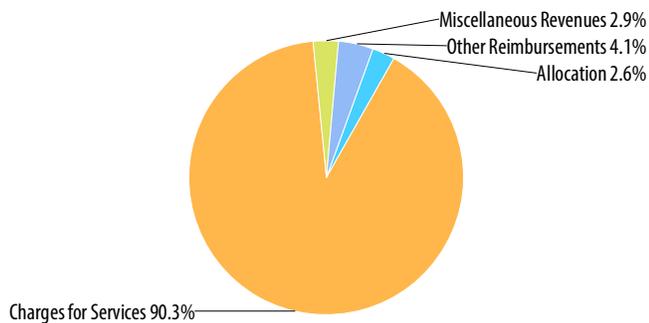
### Department Structure Jeff Gasaway, Director



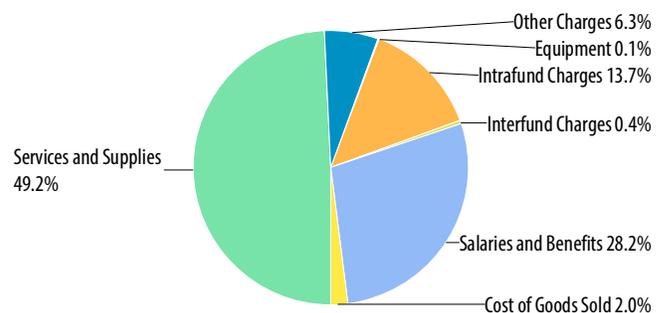
### Staffing Trend



### Financing Sources



### Financing Uses



## Budget Unit Functions & Responsibilities

The Board of Supervisors created the **Department of General Services** to provide many of the essential centralized support services that county departments require ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.

The Department of General Services provides a broad array of internal support services that facilitates the operation of the County's agencies and departments in their efforts to provide services to the community. These services include alarm services; security services; facility maintenance services; facility planning services; architectural services; energy management services; contract and purchasing services; real estate services; fleet and parking services; and other support services such as printing and scanning, U.S. mail and inter-office messenger services, surplus property and recycling services, and warehousing and records management services. The programs are:

- Administration
- Architectural Services
- Central Purchasing
- Facilities Management
- Fleet Services
- Real Estate
- Support Services

## Goals

- Provide efficient and timely operational support to the County's agencies and departments to ensure safe, functional facilities and equipment.
- Provide prompt and efficient logistical support to the County's agencies and departments to enable customers to perform their missions.

## Accomplishments

- Absorbed over \$1.2 million of unavoidable cost increases by excluding these cost increases from allocated costs for FY 2019-20.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Administration	\$6,078,901	\$6,078,901	\$6,771,459	\$692,558	11.4%
Architectural Services	\$3,350,690	\$3,350,690	\$3,514,292	\$163,602	4.9%
Central Purchasing	\$3,601,265	\$3,601,265	\$3,719,153	\$117,888	3.3%
Facilities Management	\$51,957,301	\$51,957,301	\$53,524,321	\$1,567,020	3.0%
Fleet Services	\$67,641,924	\$67,641,924	\$72,036,934	\$4,395,010	6.5%
Real Estate	\$49,750,567	\$49,750,567	\$52,135,582	\$2,385,015	4.8%
Support Services	\$8,488,024	\$8,488,024	\$8,665,591	\$177,567	2.1%
<b>Total Expenditures / Appropriations</b>	\$190,868,672	\$190,868,672	\$200,367,332	\$9,498,660	5.0%
<b>Total Reimbursements</b>	\$(27,170,238)	\$(27,170,238)	\$(27,577,386)	\$(407,148)	1.5%
<b>Net Financing Uses</b>	\$163,698,434	\$163,698,434	\$172,789,946	\$9,091,512	5.6%
<b>Total Revenue</b>	\$161,166,772	\$161,166,772	\$168,019,759	\$6,852,987	4.3%
<b>Use of Fund Balance</b>	\$2,531,662	\$2,531,662	\$4,770,187	\$2,238,525	88.4%
Positions	420.0	425.0	428.0	3.0	0.7%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$54,375,778	\$54,375,778	\$56,433,023	\$2,057,245	3.8%
Services & Supplies	\$91,860,841	\$91,860,841	\$98,679,094	\$6,818,253	7.4%
Other Charges	\$13,131,432	\$13,131,432	\$12,588,829	\$(542,603)	(4.1)%
Equipment	\$259,313	\$259,313	\$250,000	\$(9,313)	(3.6)%
Interfund Charges	—	—	\$767,930	\$767,930	—%
Intrafund Charges	\$27,141,308	\$27,141,308	\$27,548,456	\$407,148	1.5%
Cost of Goods Sold	\$4,100,000	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	\$190,868,672	\$190,868,672	\$200,367,332	\$9,498,660	5.0%
Intrafund Reimbursements Within Programs	\$(17,157,792)	\$(17,157,792)	\$(16,138,048)	\$1,019,744	(5.9)%
Intrafund Reimbursements Between Programs	\$(7,281,155)	\$(7,281,155)	\$(4,061,054)	\$3,220,101	(44.2)%
Other Reimbursements	\$(2,731,291)	\$(2,731,291)	\$(7,378,284)	\$(4,646,993)	170.1%
<b>Total Reimbursements</b>	\$(27,170,238)	\$(27,170,238)	\$(27,577,386)	\$(407,148)	1.5%
<b>Net Financing Uses</b>	\$163,698,434	\$163,698,434	\$172,789,946	\$9,091,512	5.6%
<b>Revenue</b>					
Charges for Services	\$155,740,625	\$155,740,625	\$162,709,817	\$6,969,192	4.5%
Miscellaneous Revenues	\$5,426,147	\$5,426,147	\$5,309,942	\$(116,205)	(2.1)%
<b>Total Revenue</b>	\$161,166,772	\$161,166,772	\$168,019,759	\$6,852,987	4.3%
<b>Use of Fund Balance</b>	\$2,531,662	\$2,531,662	\$4,770,187	\$2,238,525	88.4%
Positions	420.0	425.0	428.0	3.0	0.7%

## Summary of Changes

The Revised Recommended Budget reflects a \$9,498,660 (5.0%) increase in total appropriations, a \$407,148 (1.5%) increase in reimbursements, a \$6,852,987 (4.3%) increase in revenue, and a \$2,238,525 (88.4%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases in salaries and benefits, which include position costs for five additional positions added mid-year in FY 2019-20.
- Increases in pass-through costs (energy and utilities); allowed contract increases; increases in depreciation expense, mainly for fleet rental vehicles and heavy equipment; increases in internal charges; and increases in other unavoidable cost increases; partly offset by the removal of one-time appropriations and base reductions to help absorb cost increases.

- Rebudgeting for project costs not completed by the end of FY 2019-20, offset by increased use of retained earnings.
- Increases due to adjustments for project and contingency spending, offset by use of retained earnings.
- Recommended growth of \$2,957,293 summarized below.

The increase in reimbursements is due to:

- Increases in internal charges.
- Recommended growth of \$35,183 summarized below.

The increase in revenue is due to:

- \$2.51 million increase for pass-through costs, \$170,000 increase for allowed contract increases, \$770,000 increase for billable services, \$450,000 increase for fleet rentals, and a \$130,000 increase in other cost recovery.
- Recommended growth of \$2,869,954 summarized below.

The increase in use of retained earnings is due to:

- \$910,000 in increases to absorb unavoidable cost increases.
- \$1.28 million net increase for adjustments to rebudget costs from FY 2019-20, adjustments for project and contingency spending, and removal of one-time appropriations from FY 2019-20.
- Recommended growth of \$52,156.
- The Recommended Budget includes recommended growth as summarized below. Additional detail is provided in the individual program sections.

Positions counts have increased by 3.0 FTE from the Approved Recommended Budget due to:

- 1.0 FTE recommended net Base increase.
- 2.0 FTE total additions in recommended growth requests.

### Summary of Recommended Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Administration	157,742	(35,183)	122,559	—	1.0
Architectural Services	7,793	—	—	7,793	—
Central Purchasing	73,598	—	70,000	3,598	—
Facilities Management	28,176	—	—	28,176	—
Fleet Services	2,677,395	—	2,677,395	—	2.0
Real Estate	12,589	—	—	12,589	(1.0)

## Administration

### Program Overview

**Administration** plans, directs and controls activities for the department. This program provides departmental accounting, budget and analysis services. This program also performs management and system coordination for departmental projects including information systems analysis, fiscal impact analysis, solution design, resource scheduling, application programming and stakeholder communication.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$4,088,210	\$4,088,210	\$4,416,952	\$328,742	8.0%
Services & Supplies	\$1,122,359	\$1,122,359	\$1,580,772	\$458,413	40.8%
Other Charges	\$268,414	\$268,414	\$254,825	\$(13,589)	(5.1)%
Intrafund Charges	\$599,918	\$599,918	\$518,910	\$(81,008)	(13.5)%
<b>Total Expenditures / Appropriations</b>	\$6,078,901	\$6,078,901	\$6,771,459	\$692,558	11.4%
Total Reimbursements within Program	\$(60,497)	\$(60,497)	\$(72,334)	\$(11,837)	19.6%
Total Reimbursements between Programs	\$(3,945,991)	\$(3,945,991)	\$(3,958,277)	\$(12,286)	0.3%
Other Reimbursements	\$(74,923)	\$(74,923)	\$(38,884)	\$36,039	(48.1)%
<b>Total Reimbursements</b>	\$(4,081,411)	\$(4,081,411)	\$(4,069,495)	\$11,916	(0.3)%
<b>Net Financing Uses</b>	\$1,997,490	\$1,997,490	\$2,701,964	\$704,474	35.3%
<b>Revenue</b>					
Charges for Services	\$1,489,706	\$1,489,706	\$1,648,970	\$159,264	10.7%
Miscellaneous Revenues	\$248,298	\$248,298	\$240,707	\$(7,591)	(3.1)%
<b>Total Revenue</b>	\$1,738,004	\$1,738,004	\$1,889,677	\$151,673	8.7%
<b>Use of Fund Balance</b>	\$259,486	\$259,486	\$812,287	\$552,801	213.0%
Positions	27.0	27.0	28.0	1.0	3.7%

### Summary of Changes

The Revised Recommended Budget reflects a \$692,558 (11.4%) increase in total appropriations, an \$11,916 (0.3%) decrease in reimbursements, a \$151,673 (8.7%) increase in revenue, and a \$552,801 (213.0%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Adjustments for rebudgeting costs from FY 2019-20 and adjustments for project and contingency spending offset by use of retained earnings.
- Increases for unavoidable cost increases.

- Base reductions to help absorb cost increases.
- Recommended growth of \$157,742 detailed below.

The decrease in reimbursements is due to:

- A reduction in unavoidable cost increases recovered as reimbursements.
- Recommended growth of \$35,183 detailed below.

The increase in revenue is due to:

- An increase in cost recovery shifted from reimbursements.
- Recommended growth of \$122,559 detailed below.

Use of fund balance reflects an \$812,287 decrease in retained earnings.

This program includes a recommended growth request as detailed below.

### Recommended Growth Detail for the Program

	Total				
	Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - CAFM - Reallocate 1.0 FTE</b>					
	157,742	(35,183)	122,559	—	1.0

Reallocate 1.0 FTE Real Estate Officer Lv 2 vacant position from Real Estate Division to 1.0 FTE Facilities Manager position to oversee the day-to-day administration of the Computer Aided Facilities Management (CAFM) application and oversee the work of an embedded Department of Technology programmer. Funding Source - Department of Airports will pay an estimated \$90K for its share of CAFM costs; this will help offset the Facilities Manager's \$175K cost, and the remaining \$85K will be absorbed with a \$25K cost reduction and \$60K in retained earnings until such time that DGS receives approval to pass-through these costs to customer departments. Real Estate Division will use the resulting offset budget reduction to absorb costs increases in the Lease Management Fee to maintain current customer service levels for Fiscal Year 2020-21.

## Architectural Services

### Program Overview

**Architectural Services** provides architectural and engineering design services for county construction, alterations and improvements. These services include feasibility studies; facility programming; architectural design and programming; mechanical engineering; electrical engineering; civil engineering; space planning; interior design; modular furniture design and installation; environmental services; and the Job Order Contracting (JOC) Program.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,411,573	\$2,411,573	\$2,441,765	\$30,192	1.3%
Services & Supplies	\$348,502	\$348,502	\$460,455	\$111,953	32.1%
Other Charges	\$9,548	\$9,548	\$2,501	\$(7,047)	(73.8)%
Intrafund Charges	\$581,067	\$581,067	\$609,571	\$28,504	4.9%
<b>Total Expenditures / Appropriations</b>	<b>\$3,350,690</b>	<b>\$3,350,690</b>	<b>\$3,514,292</b>	<b>\$163,602</b>	<b>4.9%</b>
Total Reimbursements between Programs	\$(19,500)	\$(19,500)	\$(50,000)	\$(30,500)	156.4%
Other Reimbursements	—	—	\$(21,500)	\$(21,500)	—%
<b>Total Reimbursements</b>	<b>\$(19,500)</b>	<b>\$(19,500)</b>	<b>\$(71,500)</b>	<b>\$(52,000)</b>	<b>266.7%</b>
<b>Net Financing Uses</b>	<b>\$3,331,190</b>	<b>\$3,331,190</b>	<b>\$3,442,792</b>	<b>\$111,602</b>	<b>3.4%</b>
<b>Revenue</b>					
Charges for Services	\$3,236,190	\$3,236,190	\$3,249,999	\$13,809	0.4%
<b>Total Revenue</b>	<b>\$3,236,190</b>	<b>\$3,236,190</b>	<b>\$3,249,999</b>	<b>\$13,809</b>	<b>0.4%</b>
<b>Use of Fund Balance</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$192,793</b>	<b>\$97,793</b>	<b>102.9%</b>
Positions	14.0	14.0	14.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$163,602 (4.9%) increase in total appropriations, a \$52,000 (266.7%) increase in reimbursements, a \$13,809 (0.4%) increase in revenue, and a \$97,793 (102.9%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases in one-time appropriations for contingency expenditures.
- Increases for unavoidable cost increases.
- Recommended growth of \$7,793 detailed below.

The increase in reimbursements is mainly due to reimbursement for internal support for the Facilities Management program.

The increase in revenue is due to recovery of unavoidable cost increases less the portion recovered through reimbursements.

The use of fund balance reflects a \$192,793 decrease in retained earnings.

This program includes a recommended growth request as detailed below.

### Recommended Growth Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DGS - CAFM - Reallocate 1.0 FTE</b>					
	7,793	—	—	7,793	—

Reallocate 1.0 FTE Real Estate Officer Lv 2 vacant position from Real Estate Division to 1.0 FTE Facilities Manager position to oversee the day-to-day administration of the Computer Aided Facilities Management (CAFM) application and oversee the work of an embedded Department of Technology programmer. Funding Source - Department of Airports will pay an estimated \$90K for its share of CAFM costs; this will help offset the Facilities Manager's \$175K cost, and the remaining \$85K will be absorbed with a \$25K cost reduction and \$60K in retained earnings until such time that DGS receives approval to pass-through these costs to customer departments. Real Estate Division will use the resulting offset budget reduction to absorb costs increases in the Lease Management Fee to maintain current customer service levels for Fiscal Year 2020-21.

## Central Purchasing

### Program Overview

**Central Purchasing** provides centralized procurement services, coordinates the procurement card program, and prepares complex legal contracts and agreements for operating staff to complete construction projects.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,558,508	\$2,558,508	\$2,628,069	\$69,561	2.7%
Services & Supplies	\$481,018	\$481,018	\$610,085	\$129,067	26.8%
Other Charges	\$12,958	\$12,958	\$3,395	\$(9,563)	(73.8)%
Intrafund Charges	\$548,781	\$548,781	\$477,604	\$(71,177)	(13.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$3,601,265</b>	<b>\$3,601,265</b>	<b>\$3,719,153</b>	<b>\$117,888</b>	<b>3.3%</b>
Total Reimbursements within Program	\$(155,453)	\$(155,453)	\$(148,831)	\$6,622	(4.3)%
Total Reimbursements between Programs	\$(646,721)	\$(646,721)	—	\$646,721	(100.0)%
Other Reimbursements	—	—	\$(645,359)	\$(645,359)	—%
<b>Total Reimbursements</b>	<b>\$(802,174)</b>	<b>\$(802,174)</b>	<b>\$(794,190)</b>	<b>\$7,984</b>	<b>(1.0)%</b>
<b>Net Financing Uses</b>	<b>\$2,799,091</b>	<b>\$2,799,091</b>	<b>\$2,924,963</b>	<b>\$125,872</b>	<b>4.5%</b>
<b>Revenue</b>					
Charges for Services	\$2,741,091	\$2,741,091	\$2,846,465	\$105,374	3.8%
Miscellaneous Revenues	\$8,000	\$8,000	\$8,000	—	—%
<b>Total Revenue</b>	<b>\$2,749,091</b>	<b>\$2,749,091</b>	<b>\$2,854,465</b>	<b>\$105,374</b>	<b>3.8%</b>
<b>Use of Fund Balance</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$70,498</b>	<b>\$20,498</b>	<b>41.0%</b>
Positions	19.0	19.0	19.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$117,888 (3.3%) increase in total appropriations, a \$7,984 (1.0%) decrease in reimbursements, a \$105,374 (3.8%) increase in revenue, and a \$20,498 (41.0%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases in unavoidable cost increases.
- Recommended growth of \$73,598 detailed below.

The decrease in reimbursements is due to a minor shift of cost recovery to revenues.

The increase in revenue is due to:

- Increases for billable work.
- Recommended growth of \$70,000 detailed below.

Use of fund balance reflects a \$70,498 decrease in retained earnings.

This program includes recommended growth requests as detailed below.

### Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - CAFM - Reallocate 1.0 FTE</b>					
	3,598	—	—	3,598	—
<p>Reallocate 1.0 FTE Real Estate Officer Lv 2 vacant position from Real Estate Division to 1.0 FTE Facilities Manager position to oversee the day-to-day administration of the Computer Aided Facilities Management (CAFM) application and oversee the work of an embedded Department of Technology programmer. Funding Source - Department of Airports will pay an estimated \$90K for its share of CAFM costs; this will help offset the Facilities Manager's \$175K cost, and the remaining \$85K will be absorbed with a \$25K cost reduction and \$60K in retained earnings until such time that DGS receives approval to pass-through these costs to customer departments. Real Estate Division will use the resulting offset budget reduction to absorb costs increases in the Lease Management Fee to maintain current customer service levels for Fiscal Year 2020-21.</p>					
<b>DGS - Intern for Water Resources</b>					
	20,000	—	20,000	—	—
<p>Appropriations for extra help (student intern) to continue providing Water Resources with extra dedicated support, same as in 2019-20. In 2019-20, vacancies allowed Contracts to pay for the student intern that supported Water Resources, but Contracts has no vacancies for 2020-21, so Contracts needs appropriations for the existing student intern. Contingent upon approval of Water Resources growth request.</p>					
<b>DGS - Purchasing - Replace eProcurement System</b>					
	50,000	—	50,000	—	—
<p>Replacement of existing mission-critical eProcurement System eProcurement system used by DGS Contract and Purchasing Services Division (CAPSD) to address system outages and customer service issues. CAPSD will seek a replacement system with similar functionality to keep estimated costs at \$50,000 per year to be funded through an increase (roughly 2%) to the Purchasing Services allocation.</p>					

## Facilities Management

### Program Overview

**Facilities Management** provides facility maintenance, security functions, and facility planning services to county agencies and departments.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$27,989,727	\$27,989,727	\$29,183,327	\$1,193,600	4.3%
Services & Supplies	\$20,113,369	\$20,113,369	\$20,514,911	\$401,542	2.0%
Other Charges	\$239,302	\$239,302	\$71,377	\$(167,925)	(70.2)%
Equipment	\$9,313	\$9,313	—	\$(9,313)	(100.0)%
Interfund Charges	—	—	\$77,542	\$77,542	—%
Intrafund Charges	\$3,605,590	\$3,605,590	\$3,677,164	\$71,574	2.0%
<b>Total Expenditures / Appropriations</b>	\$51,957,301	\$51,957,301	\$53,524,321	\$1,567,020	3.0%
Total Reimbursements within Program	\$(540,317)	\$(540,317)	—	\$540,317	(100.0)%
Total Reimbursements between Programs	\$(1,369,069)	\$(1,369,069)	\$(14,936)	\$1,354,133	(98.9)%
Other Reimbursements	\$(93,293)	\$(93,293)	\$(1,969,401)	\$(1,876,108)	2,011.0%
<b>Total Reimbursements</b>	\$(2,002,679)	\$(2,002,679)	\$(1,984,337)	\$18,342	(0.9)%
<b>Net Financing Uses</b>	\$49,954,622	\$49,954,622	\$51,539,984	\$1,585,362	3.2%
<b>Revenue</b>					
Charges for Services	\$48,307,696	\$48,307,696	\$49,559,971	\$1,252,275	2.6%
Miscellaneous Revenues	\$287,754	\$287,754	\$287,493	\$(261)	(0.1)%
<b>Total Revenue</b>	\$48,595,450	\$48,595,450	\$49,847,464	\$1,252,014	2.6%
<b>Use of Fund Balance</b>	\$1,359,172	\$1,359,172	\$1,692,520	\$333,348	24.5%
Positions	221.0	226.0	226.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$1,567,020 (3.0%) increase in total appropriations, an \$18,342 (0.9%) decrease in reimbursements, a \$1,252,014 (2.6%) increase in revenue, and a \$333,348 (24.5%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The net increase in total appropriations is due to:

- Adjustments for project and contingency spending, offset by use of retained earnings.

- Adjustments for rebudgeting purchases not completed by the end of FY 2019-20, offset by increased use of retained earnings.
- Decreases from the removal of one-time appropriations.
- Increases in unavoidable cost increases, including position costs for five additional positions added mid-year in FY 2019-20.
- Increases in pass-through costs for energy/utilities.
- Increases in allowed contract increases.
- Reductions to help absorb unavoidable cost increases.
- Recommended growth of \$28,176 detailed below.

The decrease in reimbursements is due to a minor shift of cost recovery to revenues.

The increase in revenue is due to:

- An increase in billable revenue, mostly from the five additional positions added mid-year in FY 2019-20.
- Increases to recover pass-through costs for energy/utilities and allowable contract increases.

Use of Fund Balance reflects a decrease of \$1,692,520 in retained earnings.

This program includes a recommended growth request as detailed below.

### Recommended Growth Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DGS - CAFM - Reallocate 1.0 FTE</b>					
	28,176	—	—	28,176	—

Reallocate 1.0 FTE Real Estate Officer Lv 2 vacant position from Real Estate Division to 1.0 FTE Facilities Manager position to oversee the day-to-day administration of the Computer Aided Facilities Management (CAFM) application and oversee the work of an embedded Department of Technology programmer. Funding Source - Department of Airports will pay an estimated \$90K for its share of CAFM costs; this will help offset the Facilities Manager's \$175K cost, and the remaining \$85K will be absorbed with a \$25K cost reduction and \$60K in retained earnings until such time that DGS receives approval to pass-through these costs to customer departments. Real Estate Division will use the resulting offset budget reduction to absorb costs increases in the Lease Management Fee to maintain current customer service levels for Fiscal Year 2020-21.

## Fleet Services

### Program Overview

**Fleet Services** purchases, rents and maintains light and heavy equipment.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$12,355,897	\$12,355,897	\$12,784,698	\$428,801	3.5%
Services & Supplies	\$24,306,160	\$24,306,160	\$27,477,894	\$3,171,734	13.0%
Other Charges	\$12,471,966	\$12,471,966	\$12,146,298	\$(325,668)	(2.6)%
Interfund Charges	—	—	\$690,388	\$690,388	—%
Intrafund Charges	\$18,507,901	\$18,507,901	\$18,937,656	\$429,755	2.3%
<b>Total Expenditures / Appropriations</b>	\$67,641,924	\$67,641,924	\$72,036,934	\$4,395,010	6.5%
Total Reimbursements within Program	\$(14,469,931)	\$(14,469,931)	\$(14,284,674)	\$185,257	(1.3)%
Total Reimbursements between Programs	\$(1,219,801)	\$(1,219,801)	\$(37,841)	\$1,181,960	(96.9)%
Other Reimbursements	\$(2,328,087)	\$(2,328,087)	\$(4,081,904)	\$(1,753,817)	75.3%
<b>Total Reimbursements</b>	\$(18,017,819)	\$(18,017,819)	\$(18,404,419)	\$(386,600)	2.1%
<b>Net Financing Uses</b>	\$49,624,105	\$49,624,105	\$53,632,515	\$4,008,410	8.1%
<b>Revenue</b>					
Charges for Services	\$44,336,530	\$44,336,530	\$47,545,907	\$3,209,377	7.2%
Miscellaneous Revenues	\$4,882,095	\$4,882,095	\$4,773,742	\$(108,353)	(2.2)%
<b>Total Revenue</b>	\$49,218,625	\$49,218,625	\$52,319,649	\$3,101,024	6.3%
<b>Use of Fund Balance</b>	\$405,480	\$405,480	\$1,312,866	\$907,386	223.8%
Positions	96.0	96.0	99.0	3.0	3.1%

### Summary of Changes

The Revised Recommended Budget reflects a \$4,395,010 (6.5%) increase in total appropriations, a \$386,600 (2.1%) increase in reimbursements, a \$3,101,024 (6.3%) increase in revenue, and a \$907,386 (223.8%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases for adjustments for project and contingency spending, offset by use of retained earnings.
- Increase for adjustments for rebudgeting purchases not completed by the end of Fiscal Year 2019-20, offset by increased use of retained earnings.
- Decrease from removal of one-time appropriations.

- Increases for allowed contract increases.
- Increases in depreciation expense for rental fleet vehicles and equipment.
- Increases in other unavoidable cost increases.
- Increase for internal charges.
- Recommended growth of \$2,677,395 detailed below.

The increase in reimbursements is due to recovery of increase in internal charges.

The increase in revenue is due to:

- An increase from fleet rentals, mostly for increase in depreciation expense.
- Recommended growth of \$2,677,395 detailed below.

Use of fund balance reflect a \$1,312,866 decrease in retained earnings.

This program includes recommended growth requests as detailed below.

### Recommended Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Fleet - Increased Pass-Through Costs</b>	2,500,000	—	2,500,000	—	—
Increase budgeted expenditures by \$2.5 million for pass-through costs for vendor services and materials for maintenance and repair of heavy equipment at the North Area Recovery Station shop, due to increased demand for maintenance and repair services from Department of Waste Management and Recycling (DWMR). Costs will be fully recovered from DWMR.					
<b>DGS - Heavy Fleet - Add 2.0 FTE ESW and Reallocate 1.0 FTE</b>	177,395	—	177,395	—	2.0
Reallocate 1.0 FTE Senior Equipment Mechanic (vacant) to 1.0 FTE Equipment Maintenance Supervisor and add 1.0 FTE Equipment Service Worker and two 0.5 FTE Equipment Service Workers for the swing shift at the Bradshaw heavy equipment shop to address current and expected future increases in demand for heavy equipment maintenance and repair services from Department of Waste Management and Recycling (DWMR) and to provide a full-time supervisor for the swing shift. Net cost increase of \$177,395 will be fully recovered, mostly from the department of Waste Management and Recycling..					

## Real Estate

### Program Overview

**Real Estate** negotiates the purchase of real estate property interests required for projects of Public Works and Infrastructure departments, Sacramento Regional County Sanitation District, Sacramento Area Sewer District, Department of Regional Parks, other County departments, and special districts. It also manages county-owned property, sells surplus real estate, negotiates revenue leases, negotiates and manages facility leases; and provides property management in support of the County Facility Management Program.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,253,049	\$3,253,049	\$3,200,620	\$(52,429)	(1.6)%
Services & Supplies	\$44,139,169	\$44,139,169	\$46,530,026	\$2,390,857	5.4%
Other Charges	\$16,368	\$16,368	\$4,288	\$(12,080)	(73.8)%
Intrafund Charges	\$2,341,981	\$2,341,981	\$2,400,648	\$58,667	2.5%
<b>Total Expenditures / Appropriations</b>	\$49,750,567	\$49,750,567	\$52,135,582	\$2,385,015	4.8%
Total Reimbursements within Program	\$(1,822,249)	\$(1,822,249)	\$(1,598,454)	\$223,795	(12.3)%
Other Reimbursements	—	—	\$(251,809)	\$(251,809)	—%
<b>Total Reimbursements</b>	\$(1,822,249)	\$(1,822,249)	\$(1,850,263)	\$(28,014)	1.5%
<b>Net Financing Uses</b>	\$47,928,318	\$47,928,318	\$50,285,319	\$2,357,001	4.9%
<b>Revenue</b>					
Charges for Services	\$47,773,318	\$47,773,318	\$49,949,180	\$2,175,862	4.6%
<b>Total Revenue</b>	\$47,773,318	\$47,773,318	\$49,949,180	\$2,175,862	4.6%
<b>Use of Fund Balance</b>	\$155,000	\$155,000	\$336,139	\$181,139	116.9%
Positions	24.0	24.0	23.0	(1.0)	(4.2)%

### Summary of Changes

The Revised Recommended Budget reflects a \$2,385,015 (4.8%) increase in total appropriations, a \$28,014 (1.5%) increase in reimbursements, a \$2,175,862 (4.6%) increase in revenue, and a \$181,139 (116.9%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- Increases for adjustments for project and contingency spending, offset by use of retained earnings.
- Increases in lease pass-through costs and other unavoidable costs.
- Recommended growth of \$12,589 detailed below.

The increase in reimbursements is due to a minor increase in cost recovery.

The increase in revenue is due to cost recovery for increased lease pass-through costs and other unavoidable costs.

Use of fund balance reflects a \$336,139 decrease in retained earnings.

This program includes a recommended growth request as detailed below.

### Recommended Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DGS - CAFM - Reallocate 1.0 FTE</b>	12,589	—	—	12,589	(1.0)

Reallocate 1.0 FTE Real Estate Officer Lv 2 vacant position from Real Estate Division to 1.0 FTE Facilities Manager position to oversee the day-to-day administration of the Computer Aided Facilities Management (CAFM) application and oversee the work of an embedded Department of Technology programmer. Funding Source - Department of Airports will pay an estimated \$90K for its share of CAFM costs; this will help offset the Facilities Manager's \$175K cost, and the remaining \$85K will be absorbed with a \$25K cost reduction and \$60K in retained earnings until such time that DGS receives approval to pass-through these costs to customer departments. Real Estate Division will use the resulting offset budget reduction to absorb costs increases in the Lease Management Fee to maintain current customer service levels for Fiscal Year 2020-21.

## Support Services

### Program Overview

**Support Services** provides printing, U.S. Mail, inter-office messenger, document scanning, records management, surplus property and recycling services, and warehousing services.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,718,814	\$1,718,814	\$1,777,592	\$58,778	3.4%
Services & Supplies	\$1,350,264	\$1,350,264	\$1,504,951	\$154,687	11.5%
Other Charges	\$112,876	\$112,876	\$106,145	\$(6,731)	(6.0)%
Equipment	\$250,000	\$250,000	\$250,000	—	—%
Intrafund Charges	\$956,070	\$956,070	\$926,903	\$(29,167)	(3.1)%
Cost of Goods Sold	\$4,100,000	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$8,488,024</b>	<b>\$8,488,024</b>	<b>\$8,665,591</b>	<b>\$177,567</b>	<b>2.1%</b>
Total Reimbursements within Program	\$(109,345)	\$(109,345)	\$(33,755)	\$75,590	(69.1)%
Total Reimbursements between Programs	\$(80,073)	\$(80,073)	—	\$80,073	(100.0)%
Other Reimbursements	\$(234,988)	\$(234,988)	\$(369,427)	\$(134,439)	57.2%
<b>Total Reimbursements</b>	<b>\$(424,406)</b>	<b>\$(424,406)</b>	<b>\$(403,182)</b>	<b>\$21,224</b>	<b>(5.0)%</b>
<b>Net Financing Uses</b>	<b>\$8,063,618</b>	<b>\$8,063,618</b>	<b>\$8,262,409</b>	<b>\$198,791</b>	<b>2.5%</b>
<b>Revenue</b>					
Charges for Services	\$7,856,094	\$7,856,094	\$7,909,325	\$53,231	0.7%
<b>Total Revenue</b>	<b>\$7,856,094</b>	<b>\$7,856,094</b>	<b>\$7,909,325</b>	<b>\$53,231</b>	<b>0.7%</b>
<b>Use of Fund Balance</b>	<b>\$207,524</b>	<b>\$207,524</b>	<b>\$353,084</b>	<b>\$145,560</b>	<b>70.1%</b>
Positions	19.0	19.0	19.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$177,567 (2.1%) increase in total appropriations, a \$21,224 (5.0%) decrease in reimbursements, a \$53,231 (0.7%) increase in revenue, and a \$145,560 (70.1%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The net increase in total appropriations is due to:

- Adjustments for rebudgeting a project not completed by the end of FY 2019-20, offset by increased use of retained earnings.
- Allowed contract increases for armored car services and mail equipment and processing services.

- Increases in other unavoidable costs increases.
- Decreases in internal charges.

The decrease in reimbursements is due to a decrease in recovery for internal charges.

The increase in revenue is primarily due to recovery of allowed contract increases, partly offset by a reduction for project costs to be funded by retained earnings.

Use of fund balance reflects a \$353,084 decrease in retained earnings.

## Budget Unit Functions & Responsibilities

The Facility Planning and Management Division of the Department of General Services (DGS) manages the **Capital Construction Fund**. This budget provides for major construction projects, which are a part of the long-range Capital Improvement Program, as well as minor alterations, improvements, and major equipment replacement in County-owned facilities. As a result of the County's financial limitations, the recommendations for Capital Construction Projects are limited to those that are cost-effective or required because of health, safety, security, or severe operational problems. Services are provided through the following programs:

- Administration and Planning
- Debt Service
- Projects

## Goals

- Continue to provide funding and management for projects required due to health, safety, security, or severe operational problems.
- Identify design-build contractor for Main Jail Annex project by the end of Fiscal Year 2020-21, and complete the design and programming work for the project by the end of Fiscal Year 2021-22.

## Accomplishments

- Americans with Disabilities Act path of travel improvements have been completed at the following facilities: Walnut Grove Facility, Office Building 3, Agricultural Commissioner/UC Davis Extension Building, and the Old Administration Building.
- Completion of the Diesel Fire Pump Replacement Project at the Rio Cosumnes Correctional Center.
- Completion of the updated Facilities Condition Assessment.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Administration and Planning	\$4,099,046	\$4,099,046	\$5,017,949	\$918,903	22.4%
Debt Service	\$3,719,911	\$3,719,911	\$3,630,951	\$(88,960)	(2.4)%
Projects	\$82,371,164	\$82,371,164	\$57,498,007	\$(24,873,157)	(30.2)%
<b>Total Expenditures / Appropriations</b>	\$90,190,121	\$90,190,121	\$66,146,907	\$(24,043,214)	(26.7)%
<b>Total Reimbursements</b>	\$(8,000,000)	\$(8,000,000)	\$(8,210,000)	\$(210,000)	2.6%
<b>Net Financing Uses</b>	\$82,190,121	\$82,190,121	\$57,936,907	\$(24,253,214)	(29.5)%
<b>Total Revenue</b>	\$60,628,838	\$60,628,838	\$26,897,717	\$(33,731,121)	(55.6)%
<b>Use of Fund Balance</b>	\$21,561,283	\$21,561,283	\$31,039,190	\$9,477,907	44.0%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$30,258,352	\$30,258,352	\$31,868,428	\$1,610,076	5.3%
Other Charges	\$382,032	\$382,032	—	\$(382,032)	(100.0)%
Improvements	\$55,817,296	\$55,817,296	\$30,647,528	\$(25,169,768)	(45.1)%
Interfund Charges	\$3,732,441	\$3,732,441	\$3,630,951	\$(101,490)	(2.7)%
Intrafund Charges	—	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$90,190,121</b>	<b>\$90,190,121</b>	<b>\$66,146,907</b>	<b>\$(24,043,214)</b>	<b>(26.7)%</b>
Other Reimbursements	\$(8,000,000)	\$(8,000,000)	\$(8,210,000)	\$(210,000)	2.6%
<b>Total Reimbursements</b>	<b>\$(8,000,000)</b>	<b>\$(8,000,000)</b>	<b>\$(8,210,000)</b>	<b>\$(210,000)</b>	<b>2.6%</b>
<b>Net Financing Uses</b>	<b>\$82,190,121</b>	<b>\$82,190,121</b>	<b>\$57,936,907</b>	<b>\$(24,253,214)</b>	<b>(29.5)%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$2,460,000	\$2,460,000	\$2,360,000	\$(100,000)	(4.1)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$58,138,838	\$58,138,838	\$24,507,717	\$(33,631,121)	(57.8)%
<b>Total Revenue</b>	<b>\$60,628,838</b>	<b>\$60,628,838</b>	<b>\$26,897,717</b>	<b>\$(33,731,121)</b>	<b>(55.6)%</b>
<b>Use of Fund Balance</b>	<b>\$21,561,283</b>	<b>\$21,561,283</b>	<b>\$31,039,190</b>	<b>\$9,477,907</b>	<b>44.0%</b>

## Summary of Changes

The Revised Recommended Budget reflects a \$24,043,214 (26.7%) decrease in total appropriations, a \$210,000 (2.6%) increase in reimbursements, a \$33,731,121 (55.6%) decrease in revenue, and a \$9,477,907 (44.0%) increase in use of fund balance from the Approved Recommended Budget.

The net decrease in total appropriations is due to:

- A net decrease in budgeted project costs, primarily due to not budgeting for the Rio Cosumnes Correctional Center – Campus Expansion and Infrastructure Improvements project.
- Decreases in Energy Service Company (ESCO) and California Energy Commission (CEC) loan obligations.
- Decreases in Juvenile Court Debt Service pass through and debt service obligation on facilities.
- Net decreases of project planning costs.
- Increases in allocations.

The net increase in reimbursements is due to increases in General Fund contribution for COVID-19 related expenditures.

The net decrease in revenue is due to:

- Net decreases in department-funded project revenue.

- Decreases in Juvenile Court Debt Service pass through revenue.
- Increases in use allowance and insurance proceeds.

Use of Fund Balance reflects a carryover of \$31,039,190 in available balance.

**SUPPLEMENTAL INFORMATION**  
**Capital Construction Fund – Budget Unit 3100000**  
**Fiscal Year 2020-21 Revised Recommended Budget**

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2020-21 is \$66,146,907. The Fiscal Year 2020-21 Requested Base Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other County facilities.

The following is a summary of available financing and significant projects in this fund:

<b><u>Source</u></b>	<b><u>Amount</u></b>
Available Fund Balance of Appropriation	<b>31,039,190</b>
General Fund Reimbursement – Main Jail Annex	<b>8,000,000</b>
General Fund Reimbursement – COVID-19 projects	<b>210,000</b>
Courthouse Temporary Construction Fund Revenues	<b>1,100,000</b>
Criminal Justice Facility Temporary Construction Fund Revenues	<b>1,260,000</b>
Interest Income	<b>30,000</b>
County Facility Use Allowance	<b>17,911,083</b>
Vacancy Factor & Improvement Districts	<b>1,802,514</b>
Shared Meeting Rooms	<b>598,795</b>
Tobacco Litigation Settlement (TLS) Funds	<b>400,549</b>
Insurance Proceeds	<b>756,543</b>
Miscellaneous Revenues - Dept. Funded Projects	<b>2,975,127</b>
Revenue Leases	<b>63,106</b>
	<b><u>\$66,146,907</u></b>

Included in the following recommended appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.

The recommended funding levels may change significantly if new revenue sources are identified. These new revenue sources may provide for the long-needed construction of new facilities to serve Sacramento County.

**The projects included in the Revised Recommended Budget are:**

**Fund Center 3103101–Bradshaw Complex – \$2,011,497**

- Agricultural Commissioner Building – Americans with Disabilities Act Improvements - \$178,047
- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$12,529
- Conservation Road Warehouse – Modify Air Conditioning System - \$54,043
- Court Resources Building – Replace Carpet - \$40,000
- Fleet Services Warehouse – Replace Roof - \$188,815

Capital Construction Fund FY 2020-21 Revised Recommended Budget  
Supplemental Information  
Page 2 of 6

- Office Building #4 – Americans with Disabilities Act Improvements - \$350,000
- Regional Parks & Recreation – Renovate Restroom and Showers - \$1,103,063
- Voter Registration and Elections/Sheriff Office – Replace Carpet in Sheriffs Side - \$30,000
- Voter Registration and Elections/Sheriff Office – Security Barrier for Front Counter – Voter’s Registration Side - \$30,000

**Fund Center 3103102–Administration Center – \$5,602,088**

- Central Plant – Repair Underground Hot Water Lines - \$135,000
- Downtown Miscellaneous Repairs - \$25,000
- Downtown Sidewalk Repairs - \$10,000
- New Administration Center – Americans with Disabilities Act – Public Interior - \$750,000
- New Administration Center – Americans with Disabilities Act Exterior Path of Travel - \$378,180
- New Administration Center – Department of Finance Security Upgrades - \$1,146,018
- New Administration Center – Replace Fuel Storage Tank - \$524,073
- New Parking Garage – Water Proofing – \$864,250
- Old Administration Building – Add Electric Re-Heat - \$33,588
- Old Administration Building – Americans with Disabilities Act – Public Interior - \$750,000
- Old Administration Building – Evaluate and Install Emergency Egress Lighting - \$213,329
- Old Administration Building – Refurbish Air Handling Units - \$650,000
- Old Administration Building – Replace or Repair Marble Facade on Building Exterior - \$122,650

**Fund Center 3103108–Preliminary Planning – \$2,172,529**

- ADA Transition Plan – \$100,000
- Administrative Costs for the Capital Construction Fund – \$1,084,680
- Allocated Cost – \$158,373
- Architectural Services Division – \$100,000
- Facility Condition Assessments - \$100,000
- Job Order Contracting (JOC) – \$50,000
- Master Planning – \$300,000
- Miscellaneous Planning Costs – \$259,476
- Warehouse Burden Rate – \$20,000

This appropriation provides for estimating the costs of projects necessary in all County facilities; the Comprehensive Master Plan; administrative costs for the Capital Construction Fund; and miscellaneous planning efforts.

**Fund Center 3103109–901 G Street Building (OB #2) – \$873,979**

- John M. Price District Attorney Building – Emergency Generator Replacement and Upgrade - \$571,710
- John M. Price District Attorney Building – Install Perimeter Fencing Around Rear Parking Lot - \$54,977
- John M. Price District Attorney Building – Replace Boiler - \$247,292

**Fund Center 3103110–Maintenance Yard – \$5,000**

- Miscellaneous Alterations – \$5,000

Capital Construction Fund FY 2020-21 Revised Recommended Budget  
Supplemental Information  
Page 3 of 6

**Fund Center 3103111–Miscellaneous Alterations and Improvements – \$2,845,420**

- Accounting Services – \$42,000
- Improvement Districts – \$196,430
- Miscellaneous minor building and emergency projects – \$41,400
- Modular Furniture Charges – \$25,000
- Ongoing testing of County–owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant County–owned land – \$160,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in County facilities – \$25,000
- Alarms Allocation - \$41,946
- Vacant Space Allocation – \$1,619,849  
(CCF is charged for vacant County–owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)
- Shared Meeting Room Allocation - \$598,795  
(CCF is charged for Shared Meeting Rooms for the County but recovers the cost through the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects – \$25,000

**Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,236,601**

- Office Building #3 – Americans with Disabilities Act Improvements - \$55,436
- Office Building 3 (OB3) – Asbestos Flooring Removal and Carpet Replacement – \$1,181,165

**Fund Center 3103113–Clerk–Recorder Building – \$5,000**

- Miscellaneous Alterations – \$5,000

**Fund Center 3103114–799 G Street Building – \$2,189,106**

- Department of Technology Building – Central Plant – Chiller Smart Controls - \$50,000
- Department of Technology Building – Central Plant – Replace Moisture Detection System - \$115,657
- Department of Technology Building – Central Plant – Replace or Repair Cooling Towers - \$786,563
- Department of Technology Building – Replace Liebert UPS System Modules - \$1,236,886

**Fund Center 3103115–Animal Care Facility – \$0**

- No appropriation budgeted

**Fund Center 3103124–General Services Facility – \$1,150,008**

- General Services Facility – Additional Cooling for Information Technology Computer Room - \$93,661
- General Services Facility – Americans with Disabilities Act Upgrades - \$550,000
- General Services Facility – Replace Old Air Conditioning Units - \$506,347

**Fund Center 3103125–B.T. Collins Juvenile Center –\$5,013,625**

- B. T. Collins Youth Detention Facility – Repair Swimming Pool and Replace Filtration Equipment – \$236,790
- B. T. Collins Youth Detention Facility – Replace Personal Alarm Device System - \$1,490,992
- B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration - 1st Floor - \$356,543

Capital Construction Fund FY 2020-21 Revised Recommended Budget  
Supplemental Information  
Page 4 of 6

- B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration - 2nd Floor - \$606,600
- B. T. Collins Youth Detention Facility – Wing A – Replace West Air Handling Unit - \$391,550
- B.T. Collins Youth Detention Facility – Central Plant – Chiller Plant Smart Controls - \$112,913
- Morgan Alternative Center – Renovation - \$1,818,237
- Fund Center 3103126–Warren E. Thornton Youth Center – \$770,417**
  - Warren E. Thornton Youth Center – Replace Roof - \$770,417
- Fund Center 3103127–Boys Ranch – \$0**
  - No appropriation at this time
- Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$10,231,419**
  - Rio Cosumnes Correctional Center – 69KV Electrical Substation - \$7,988
  - Rio Cosumnes Correctional Center – Administration – Replace 15 Rooftop Air Conditioning Units - \$199,136
  - Rio Cosumnes Correctional Center – Christopher Boone Facility and Stuart Baird Facility – Replace Food Port Locks - \$114,283
  - Rio Cosumnes Correctional Center – Construct New Central Plant - \$300,000
  - Rio Cosumnes Correctional Center – Electrical Connection to Substation and Backup Generator Site - \$992,971
  - Rio Cosumnes Correctional Center – G & H Barracks – Replace Roof - \$401,050
  - Rio Cosumnes Correctional Center – J & K Barracks – Replace Roof - \$83,879
  - Rio Cosumnes Correctional Center – Kitchen – Reconfigure and Replace Kitchen Pot Wash Area - \$490,364
  - Rio Cosumnes Correctional Center – Kitchen – Replace Make-Up Air Units - \$474,755
  - Rio Cosumnes Correctional Center – Kitchen – Replace Refrigeration Rack - \$787,138
  - Rio Cosumnes Correctional Center – Replace Diesel Fire Pump - \$212,116
  - Rio Cosumnes Correctional Center – Replace Honor Yard Fence - \$186,580
  - Rio Cosumnes Correctional Center – Replace Kitchen Steam Boilers - \$602,679
  - Rio Cosumnes Correctional Center – Replace Pyrotonics Fire Alarm System, Phase II - \$2,778,735
  - Rio Cosumnes Correctional Center – Sandra Larson Facility – Replace Roof - \$533,663
  - Rio Cosumnes Correctional Center – Steward Vestible Facility – Replace Air Conditioning Units on Passage Hall - \$77,500
  - Rio Cosumnes Correctional Center – Stuart Baird Facility – Replace Roof - \$422,046
  - Rio Cosumnes Correctional Center – Upgrade Potable Water System - \$1,476,536
  - Rio Cosumnes Correctional Center – Well G-01 Rehabilitate Well - \$90,000
- Fund Center 3103130–Work Release Facility – \$487,268**
  - Work Release Facility – Americans with Disabilities Act Exterior Path of Travel - \$371,050
  - Work Release Facility – Replace Carpet - \$116,218
- Fund Center 3103131–Sheriff's Administration Building – \$1,454,210**
  - Sheriff Administration Building – Remodel 1st Floor - \$1,454,210
- Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$19,127,394**
  - Main Jail – Annex - \$10,854,233

Capital Construction Fund FY 2020-21 Revised Recommended Budget  
Supplemental Information  
Page 5 of 6

- Main Jail – Annex – Remaining Reserve to be spent in future fiscal years - \$4,762,077
  - The Main Jail – Annex project is funded from a reserve of \$7,616,310 and a General Fund reimbursement of \$8,000,000.
- Main Jail – Camera Upgrade Project – Phase 5 - \$311,360
- Main Jail – Camera Upgrade Project – Phase 6 - \$290,330
- Main Jail – Dryer Draft Control - \$134,375
- Main Jail – Install Automatic Isolation Valves on Hydronic Heating and Cooling System - \$115,200
- Main Jail – Install Food Ports - \$62,430
- Main Jail – Recreation Stair Support Painting - \$366,450
- Main Jail – Replace 8th Floor Recreation Yard Awning - \$195,271
- Main Jail – Replace DOM Lock System - \$499,755
- Main Jail – Replace Domestic Hot Water Tempering Valves - \$500,000
- Main Jail – Replace Walk-In Refrigeration Systems - \$1,035,913
- Fund Center 3103133–Sheriff's North Area Substation – \$590,000**
  - Sheriff's North East Sub Station – Replace 12 Air Conditioning Package Units - \$590,000
- Fund Center 3103134–Sheriff's South Area Substation – \$5,000**
  - Miscellaneous Alterations - \$5,000
- Fund Center 3103137–Coroner/Crime Laboratory – \$301,352**
  - Coroner/Crime Laboratory – Replace Fire Alarm - \$121,352
  - Coroner/Crime Laboratory – Install Ultraviolet Lights - \$180,000
- Fund Center 3103160–Sacramento Mental Health Facility – \$833,099**
  - Mental Health Center – Install Roof Walking Mats - \$94,740
  - Mental Health Center – Replace 5 Rooftop Air Conditioning Units - \$443,783
  - Mental Health Center – Replace Heating Boilers - \$294,576
- Fund Center 3103162–Primary Care Center – \$1,493,194**
  - Paul F. Hom M.D. Primary Care Facility – Install Ultra Violet Germicidal Lighting - \$215,263
  - Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling - \$1,005,950
  - Paul F. Hom M.D. Primary Care Facility – Replace 5 Rooftop Air Conditioning Units - \$208,028
  - Paul F. Hom M.D. Primary Care Facility – Replace Direct Digital Control System - \$63,953
- Fund Center 3103198– Financing– Transfers/Reimbursements – \$3,630,951**
  - CCF Pass Through of Juvenile Courthouse Debt Service – \$1,100,000
  - CCF Debt Service for ADA Projects – \$266,158
  - CCF Debt Service for Sac Metro Cable Revenue Lease at 799 G St - \$11,779
  - Coroner/Crime Lab Debt Service Contribution - \$647,823
  - Probation Debt Service Contribution - \$1,605,191
- Fund Center 3103199–Ecology Lane – \$360,940**
  - Miscellaneous Alterations – \$2,000
  - Ecology Lane Building – Americans with Disabilities Act – Public Path of Travel - \$358,940
- Fund Center 3106382–Libraries – \$3,756,810**
  - Arcade Library – Americans with Disabilities Act (ADA) Upgrades - \$421,358
  - Arcade Library – Fire Alarm Modifications - \$327,300

Capital Construction Fund FY 2020-21 Revised Recommended Budget  
Supplemental Information  
Page 6 of 6

- Arden Dimick Library – Americans with Disabilities Act (ADA) Upgrades - \$291,816
- Carmichael Library – Americans with Disabilities Act Upgrades - \$367,419
- Fair Oaks Library – Americans with Disabilities Act (ADA) Upgrades - \$125,550
- Fair Oaks Library – Fire Alarm Modifications - \$318,460
- Fair Oaks Library – Refurbish Restroom - \$121,990
- Fair Oaks Library – Site Fence - \$11,701
- North Highlands Library – Americans with Disabilities Act (ADA) Upgrades - \$160,409
- North Highlands Library – Fire Alarm Modifications - \$302,540
- Southgate Library – Americans with Disabilities Act Upgrades - \$317,206
- Southgate Library – Refurbish Restroom - \$300,000
- Southgate Library – Replace Roof - \$357,500
- Sylvan Oaks Library – Resurface and Restripe Asphalt Paving - \$83,561
- Walnut Grove Library – Install Fire Alarm System - \$250,000

## Administration and Planning

### Program Overview

**Administration and Planning** assists the Department of General Services in prioritizing and maximizing the use of Capital Construction Funds for County buildings and staff.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$4,086,516	\$4,086,516	\$5,017,949	\$931,433	22.8%
Interfund Charges	\$12,530	\$12,530	—	\$(12,530)	(100.0)%
Intrafund Charges	—	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	\$4,099,046	\$4,099,046	\$5,017,949	\$918,903	22.4%
<b>Net Financing Uses</b>	\$4,099,046	\$4,099,046	\$5,017,949	\$918,903	22.4%
<b>Use of Fund Balance</b>	\$4,099,046	\$4,099,046	\$5,017,949	\$918,903	22.4%

### Summary of Changes

The Revised Recommended Budget reflects a \$918,903 (22.4%) increase in total appropriations and use of fund balance from the Approved Recommended Budget.

The increase in appropriations is due to:

- Restructuring the program to include project planning expenditures that were not historically included in this program.
- Expenditure increases for pass through costs of vacancy factor, improvement districts, shared meeting room allocations, support staff costs, and other allocated costs.
- Expenditure increases are partially offset by decreases due to the completion of planning projects in FY 2019-20.

Use of fund balance reflects a carryover of \$5,017,949 in available balance.

## Debt Service

### Program Overview

**Debt Service** provides bond and loan payments on buldings within the County.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Other Charges	—	—	—	—	—%
Interfund Charges	\$3,719,911	\$3,719,911	\$3,630,951	\$(88,960)	(2.4)%
<b>Total Expenditures / Appropriations</b>	\$3,719,911	\$3,719,911	\$3,630,951	\$(88,960)	(2.4)%
<b>Net Financing Uses</b>	\$3,719,911	\$3,719,911	\$3,630,951	\$(88,960)	(2.4)%
<b>Use of Fund Balance</b>	\$3,719,911	\$3,719,911	\$3,630,951	\$(88,960)	(2.4)%

### Summary of Changes

The Revised Recommended Budget reflects an \$88,960 (2.4%) decrease in total appropriations and use of the fund balance from the Approved Recommended Budget.

The decrease in appropriations is due to:

- Reductions of \$100,000 in Juvenile Court Debt Service pass through costs.
- Net increases of \$11,040 in debt service obligations, mostly due to restructuring this program to include all debt service expenditures in this program.

Use of Fund Balance reflects a carryover of \$3,630,951 in available balance.

## Projects

### Program Overview

**Projects** assists in maintaining county buildings to address health, safety, and code-related issues; to preserve assets; and to prevent system failures to all county-owned facilities, including to Criminal Justice facilities.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$26,171,836	\$26,171,836	\$26,850,479	\$678,643	2.6%
Other Charges	\$382,032	\$382,032	—	\$(382,032)	(100.0)%
Improvements	\$55,817,296	\$55,817,296	\$30,647,528	\$(25,169,768)	(45.1)%
<b>Total Expenditures / Appropriations</b>	\$82,371,164	\$82,371,164	\$57,498,007	\$(24,873,157)	(30.2)%
Other Reimbursements	\$(8,000,000)	\$(8,000,000)	\$(8,210,000)	\$(210,000)	2.6%
<b>Total Reimbursements</b>	\$(8,000,000)	\$(8,000,000)	\$(8,210,000)	\$(210,000)	2.6%
<b>Net Financing Uses</b>	\$74,371,164	\$74,371,164	\$49,288,007	\$(25,083,157)	(33.7)%
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$2,460,000	\$2,460,000	\$2,360,000	\$(100,000)	(4.1)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$58,138,838	\$58,138,838	\$24,507,717	\$(33,631,121)	(57.8)%
<b>Total Revenue</b>	\$60,628,838	\$60,628,838	\$26,897,717	\$(33,731,121)	(55.6)%
<b>Use of Fund Balance</b>	\$13,742,326	\$13,742,326	\$22,390,290	\$8,647,964	62.9%

### Summary of Changes

The Revised Recommended Budget reflects a \$24,873,157 (30.2%) decrease in total appropriations, a \$210,000 (2.6%) increase in reimbursements, a \$33,731,121 (55.6%) decrease in revenues, and an \$8,647,964 (62.9%) increase in use of fund balance from the Approved Recommended Budget.

The net decrease in total appropriations is due to:

- Costs budgeted for the Rio Cosumnes Correctional Center – Campus Expansion and Infrastructure Improvements project in FY 2019-20.
- Decreases in Energy Service Company (ESCO) and California Energy Commission (CEC) loan obligations, budgeted in FY 2019-20 and paid off with no obligation due in Fiscal Year 2020-21.

The net increase in total reimbursements is due to increased General Fund for approved projects.

The net decrease in revenue is due to:

- Net decreases in department-funded project revenue.

- Decreases in Juvenile Court Debt Service pass through revenue.
- Increases in use allowance and insurance proceeds.

Use of Fund Balance reflects a carryover of \$22,390,290 in the available balance.

## Budget Unit Functions & Responsibilities

**Fixed Assets – Heavy Equipment** is responsible for the purchase of heavy equipment and rental replacements for County Departments.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Capital Outlay - Heavy Equipment	\$10,741,262	\$10,741,262	\$14,822,817	\$4,081,555	38.0%
<b>Total Expenditures / Appropriations</b>	\$10,741,262	\$10,741,262	\$14,822,817	\$4,081,555	38.0%
<b>Net Financing Uses</b>	\$10,741,262	\$10,741,262	\$14,822,817	\$4,081,555	38.0%
<b>Total Revenue</b>	\$5,931,984	\$5,931,984	\$4,045,742	\$(1,886,242)	(31.8)%
<b>Use of Fund Balance</b>	\$4,809,278	\$4,809,278	\$10,777,075	\$5,967,797	124.1%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Other Charges	\$42,000	\$42,000	\$42,000	—	—%
Equipment	\$10,699,262	\$10,699,262	\$14,780,817	\$4,081,555	38.1%
<b>Total Expenditures / Appropriations</b>	\$10,741,262	\$10,741,262	\$14,822,817	\$4,081,555	38.0%
<b>Net Financing Uses</b>	\$10,741,262	\$10,741,262	\$14,822,817	\$4,081,555	38.0%
<b>Revenue</b>					
Charges for Services	\$4,906,173	\$4,906,173	\$3,388,788	\$(1,517,385)	(30.9)%
Miscellaneous Revenues	\$725,811	\$725,811	\$356,954	\$(368,857)	(50.8)%
Other Financing Sources	\$300,000	\$300,000	\$300,000	—	—%
<b>Total Revenue</b>	\$5,931,984	\$5,931,984	\$4,045,742	\$(1,886,242)	(31.8)%
<b>Use of Fund Balance</b>	\$4,809,278	\$4,809,278	\$10,777,075	\$5,967,797	124.1%

## Summary of Changes

The Revised Recommended Budget reflects a \$4,081,555 (38.0%) increase in total appropriations, a \$1,866,242 (31.8%) decrease in revenue, and a \$5,967,797 (124.1%) increase in use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to \$4,081,555 increase in the total cost of planned heavy equipment purchases, including \$2,867,266 for rebudgeting purchases not completed in the prior fiscal year.

The decrease in revenue is due to a decrease in the collection of equipment replacement funds and revenue related to prior year equipment additions and upgrades.

Use of Fund Balance reflects a \$10,777,075 decrease in retained earnings.

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement heavy equipment requested for FY 2020-21.

**SUMMARY OF CAPITAL OUTLAY HEAVY EQUIPMENT (Budget Unit 2070000)**

Class	Description	Requested		Requested Amount
		New	Replace	
159	Bus, 40+ Passengers	0	2	\$ 660,000
160	Utility Truck	0	4	883,490
161	Stencil/Sign Wash Truck	0	2	330,000
164	Service Truck w/ Crane	0	7	998,224
165	Utility Truck	0	7	802,870
167	Flatbed Dump Truck	0	3	419,215
168	Flatbed, Tow Vehicle w Gooseneck Hitch	1	0	123,528
171	2-Axle Dump Truck	0	5	585,384
173	Emulsion Patch Dump Truck	0	10	2,600,000
176	3-Axle Dump Truck	0	8	1,200,000
181	Chemical Spray Truck	0	1	250,000
184	2-Axle Dump Truck	0	2	1,154,880
186	Refrigerated Truck	0	1	145,000
191	Water Truck 2,000/3,000 gal	0	3	570,000
192	3-Axle Water Truck	0	1	145,000
195	Paver < 100 HP	0	1	200,000
213	Portable Trailer	1	1	30,507
222	Two-Horse Trailer	0	2	40,017
224	Utility Trailer	0	3	74,930
225	Concrete Saw Trailer	0	4	258,846
234	Trailer, Lowbed Platform	0	8	200,000
293	Cues Step Van	0	1	225,000
380	Shop Tow, small	0	1	57,007
391	Scale Test Truck	0	1	210,000
392	1-Ton Truck with Aerial Lift	0	2	304,011
394	Helicopter Refueler	0	1	200,000
395	Aerial Bucket Truck	0	5	927,908
398	Tire Service Truck	0	1	120,000
779	Mechanical Broom Road Sweeper	0	1	355,000
880	Skid Steer Loader	0	1	450,000
941	Truck Tractor with Gooseneck Trailer	0	1	260,000
	<b>Total</b>	<b>2</b>	<b>90</b>	<b>\$ 14,780,817</b>

### Budget Unit Functions & Responsibilities

The **General Services – Capital Outlay** Light Equipment budget unit was established to finance purchases of light fleet rental replacements when light fleet rentals meet the conditions for replacement. Vehicle additions, while financed through this fund, require a contribution to this fund from the requesting department equal to the acquisition cost of the additional vehicle.

### Goals

- Fund the purchases of light fleet rental replacements annually.

### Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Capital Outlay - Automotive Equipment	\$16,408,087	\$16,408,087	\$14,451,586	\$(1,956,501)	(11.9)%
<b>Total Expenditures / Appropriations</b>	\$16,408,087	\$16,408,087	\$14,451,586	\$(1,956,501)	(11.9)%
<b>Net Financing Uses</b>	\$16,408,087	\$16,408,087	\$14,451,586	\$(1,956,501)	(11.9)%
<b>Total Revenue</b>	\$4,021,016	\$4,021,016	\$3,029,764	\$(991,252)	(24.7)%
<b>Use of Fund Balance</b>	\$12,387,071	\$12,387,071	\$11,421,822	\$(965,249)	(7.8)%

### Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Other Charges	\$546,978	\$546,978	\$215,419	\$(331,559)	(60.6)%
Equipment	\$15,861,109	\$15,861,109	\$14,236,167	\$(1,624,942)	(10.2)%
<b>Total Expenditures / Appropriations</b>	\$16,408,087	\$16,408,087	\$14,451,586	\$(1,956,501)	(11.9)%
<b>Net Financing Uses</b>	\$16,408,087	\$16,408,087	\$14,451,586	\$(1,956,501)	(11.9)%
<b>Revenue</b>					
Charges for Services	\$2,680,000	\$2,680,000	\$2,191,000	\$(489,000)	(18.2)%
Miscellaneous Revenues	\$841,016	\$841,016	\$338,764	\$(502,252)	(59.7)%
Other Financing Sources	\$500,000	\$500,000	\$500,000	—	—%
<b>Total Revenue</b>	\$4,021,016	\$4,021,016	\$3,029,764	\$(991,252)	(24.7)%
<b>Use of Fund Balance</b>	\$12,387,071	\$12,387,071	\$11,421,822	\$(965,249)	(7.8)%

## Summary of Changes

The Revised Recommended Budget reflects a \$1,956,501 (11.9%) decrease in total appropriations, a \$991,252 (24.7%) decrease in revenue, and a \$965,249 (7.8%) decrease in use of fund balance (retained earnings) from the Approved Recommended Budget.

The decrease in total appropriations is due to:

- \$166,003 increase in expenditures for rebudgeting vehicle purchases that were not completed in the prior fiscal year.
- \$2,122,504 decrease in expenditures for other planned vehicle replacements.

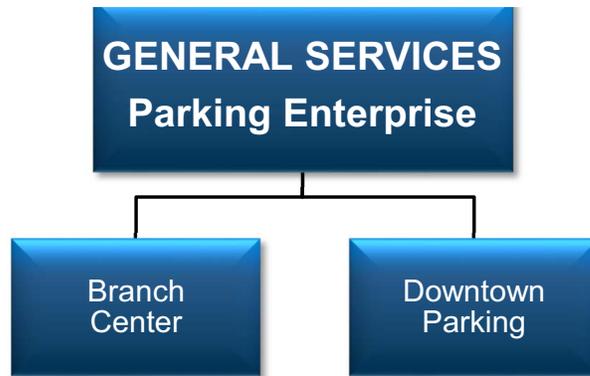
The decrease in revenue is primarily due to decreases in the collection of replacement funds and fewer requests for vehicle additions and upgrades.

Use of Fund Balance reflects an \$11,421,822 decrease in retained earnings.

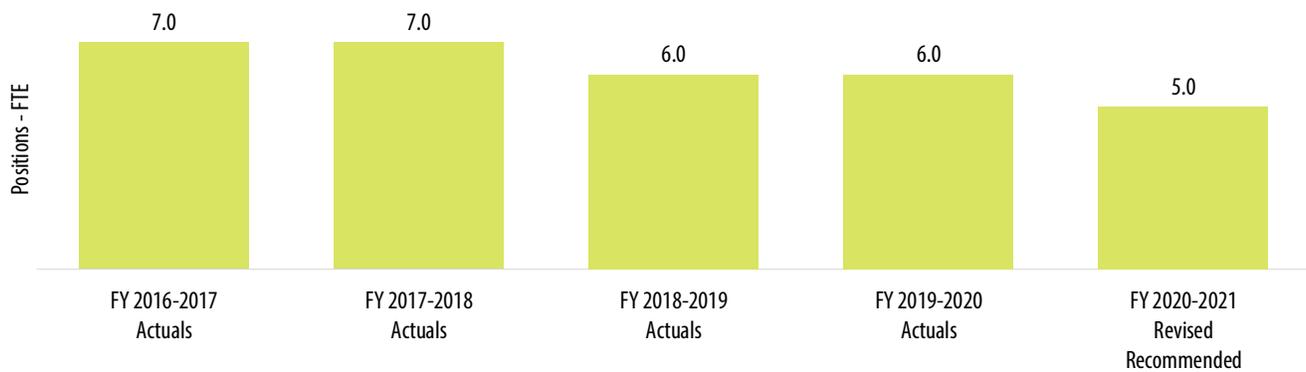
**SUMMARY OF CAPITAL OUTLAY  
LIGHT EQUIPMENT (Budget Unit 7080000)**

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	1	\$ 30,577
102	Subcompact	0	28	775,828
107	1/2 Ton Compact Pickup	1	5	158,100
110	Compact	2	62	1,726,850
118	Station Wagon	0	4	106,340
122	Sheriff's Patrol Car	3	59	2,817,660
124	Undercover	0	69	1,925,999
126	Sheriff's Training	0	4	133,402
131	1/2 Ton Pick-up, Extended Cab	0	19	571,704
132	1/2 Ton Pick-up, Regular Cab	0	4	104,465
134	1 Ton Utility Truck	2	7	624,354
135	3/4 Ton Pick-up Truck	0	6	199,879
137	3/4 Ton Utility Truck	0	11	811,268
140	4x4 pickup	0	5	176,540
141	Animal Care trucks	0	4	462,815
142	Special body trucks	0	12	1,097,144
150	Mini-van	0	37	973,215
151	1/2 ton van	0	4	133,312
152	3/4 ton van	0	9	308,646
153	1 ton van	0	14	602,949
154	Sport Utility Vehicle	0	12	495,120
	<b>Total</b>	<b>8</b>	<b>376</b>	<b>\$ 14,236,167</b>

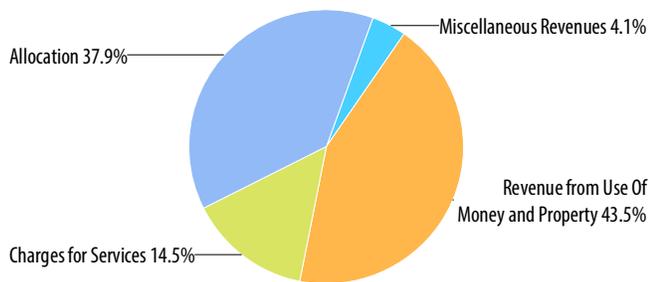
**Department Structure**  
**Jeff Gasaway, Director**



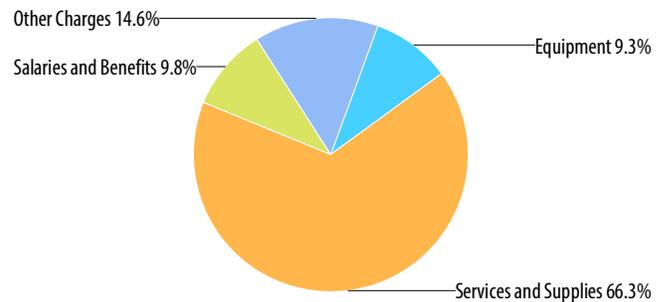
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The **Parking Enterprise**, administered by the Department of General Services, provides parking services to the public, county employees, and a variety of governmental agencies located in the Downtown and Branch Center complexes through the operation of various lots and garages. The Parking Enterprise also operates bicycle storage and shower/locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center complex. It also enforces parking regulations on county-owned property and reviews and processes citations and administrative reviews for the Department of Airports, General Services, Regional Parks, and the California Highway Patrol through a contract with the City of Sacramento.

## Goals

- Develop short and long range plans for provision of adequate parking spaces in the downtown and outlying areas.
- Seek to enhance the structural integrity of County parking garages and maintenance of County parking lots, keeping parking areas clean and safe for our patrons.
- Make greater use of automation for parking lot control and revenue collection.

## Accomplishments

- Commenced work on the two-year project for elevator repairs and waterproofing levels of the Employee Parking Garage.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Parking Enterprise	\$4,925,743	\$4,925,743	\$4,878,194	\$(47,549)	(1.0)%
<b>Total Expenditures / Appropriations</b>	\$4,925,743	\$4,925,743	\$4,878,194	\$(47,549)	(1.0)%
<b>Net Financing Uses</b>	\$4,925,743	\$4,925,743	\$4,878,194	\$(47,549)	(1.0)%
<b>Total Revenue</b>	\$2,944,729	\$2,944,729	\$3,027,629	\$82,900	2.8%
<b>Use of Fund Balance</b>	\$1,981,014	\$1,981,014	\$1,850,565	\$(130,449)	(6.6)%
Positions	6.0	6.0	5.0	(1.0)	(16.7)%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$543,967	\$543,967	\$476,986	\$(66,981)	(12.3)%
Services & Supplies	\$3,252,011	\$3,252,011	\$3,234,143	\$(17,868)	(0.5)%
Other Charges	\$673,735	\$673,735	\$711,035	\$37,300	5.5%
Equipment	\$456,030	\$456,030	\$456,030	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$4,925,743</b>	<b>\$4,925,743</b>	<b>\$4,878,194</b>	<b>\$(47,549)</b>	<b>(1.0)%</b>
<b>Net Financing Uses</b>	<b>\$4,925,743</b>	<b>\$4,925,743</b>	<b>\$4,878,194</b>	<b>\$(47,549)</b>	<b>(1.0)%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$2,038,717	\$2,038,717	\$2,121,617	\$82,900	4.1%
Charges for Services	\$707,712	\$707,712	\$707,712	—	—%
Miscellaneous Revenues	\$198,300	\$198,300	\$198,300	—	—%
<b>Total Revenue</b>	<b>\$2,944,729</b>	<b>\$2,944,729</b>	<b>\$3,027,629</b>	<b>\$82,900</b>	<b>2.8%</b>
<b>Use of Fund Balance</b>	<b>\$1,981,014</b>	<b>\$1,981,014</b>	<b>\$1,850,565</b>	<b>\$(130,449)</b>	<b>(6.6)%</b>
Positions	6.0	6.0	5.0	(1.0)	(16.7)%

### Summary of Changes

The Revised Recommended Budget reflects a \$47,549 (1.0%) decrease in total appropriations, an \$82,900 (2.8%) increase in revenue, and a \$130,449 (6.6%) decrease in use of fund balance (retained earnings) from the Approved Recommended Budget.

The net decrease in total appropriations is due to:

- Shifting timelines for various parking facility projects.
- Salary and benefits cost of living adjustments and increases in allocated costs.
- Net zero change for the base budget transfer of 1.0 FTE Account Clerk Lv 2 position (vacant) to the Department of General Services budget unit 7000000, with the \$72,268 salary savings offset by an equal increase in appropriations for unplanned maintenance and repairs for parking facilities.
- Recommended growth of \$75,000 detailed below.

The increase in revenue is due to an increase in parking revenue and interest income.

Use of Fund Balance reflects a \$1,850,565 decrease in retained earnings.

The Recommended Budget includes recommended growth as detailed below.

Positions counts have decreased by 1.0 FTE from the Approved Recommended Budget due to:

- 1.0 FTE recommended Base decrease.

### Summary of Recommended Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Parking Enterprise	75,000	—	—	75,000	—

### Recommended Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DGS Parking - Upgrade Employee Garage card access system</b>	75,000	—	—	75,000	—

Upgrade the existing card access system at the Employee Parking Garage at 625 7th Street to be compatible with the newer card access system in the Public Parking Garage at 725 7th Street. DGS Parking Enterprise will be able to update parking facility assignments for customers if needed without requiring customers to pick up new parking cards. Retained earnings will fund this one-time \$75,000 growth request.

## Budget Unit Functions & Responsibilities

State law requires each county to have a **Grand Jury**. In Sacramento County, the Grand Jury is comprised of nineteen members appointed by Superior Court Judges. The Grand Jury is responsible for:

- Investigation of possible misconduct by public officials.
- Investigation of possible illegal transfers of public funds.
- Inquiries into the condition and management of prisons within the County.
- Looking into needs and operations of the County.
- Investigation of indictments.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Grand Jury	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Total Expenditures / Appropriations</b>	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Net Financing Uses</b>	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Total Revenue</b>	\$19,151	\$19,151	—	\$(19,151)	(100.0)%
<b>Net County Cost</b>	\$277,141	\$277,141	\$300,010	\$22,869	8.3%

## Budget Unit – Budget by Object

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Appropriations by Object</b>					
Services & Supplies	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Total Expenditures / Appropriations</b>	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Net Financing Uses</b>	\$296,292	\$296,292	\$300,010	\$3,718	1.3%
<b>Revenue</b>					
Intergovernmental Revenues	\$19,151	\$19,151	—	\$(19,151)	(100.0)%
<b>Total Revenue</b>	\$19,151	\$19,151	—	\$(19,151)	(100.0)%
<b>Net County Cost</b>	\$277,141	\$277,141	\$300,010	\$22,869	8.3%

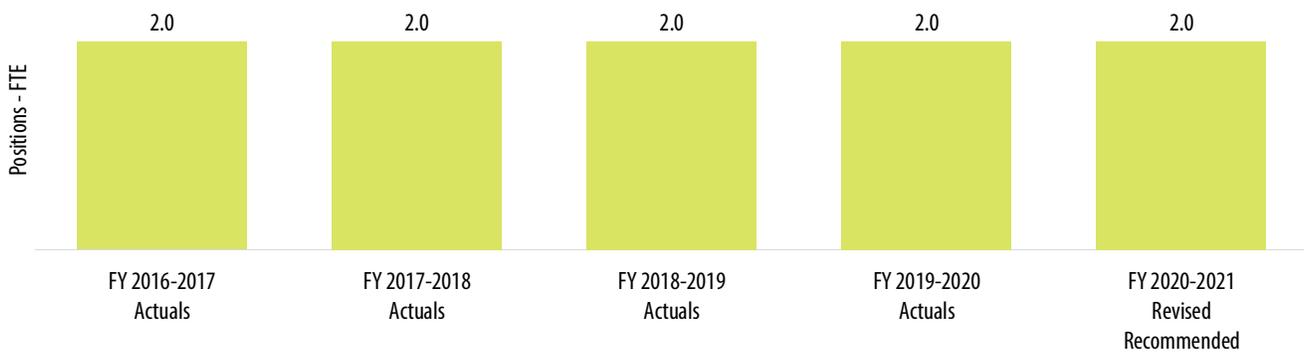
## Summary of Changes

The Revised Recommended Budget reflects a \$3,718 (1.3%) increase in total appropriations, a \$19,151 (100.0%) decrease in revenue, and a \$22,869 (8.3%) increase in net county cost from the Approved Recommended Budget.

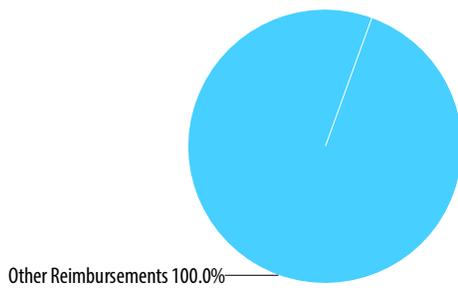
The increase in total appropriations is due to an increase in miscellaneous operating and other costs.  
The decrease in revenue is due to one-time revenue from the State that was received in FY 2019-20.  
The increase in net county cost is due to the increase in appropriations and the decrease in revenue.

# OFFICE OF COMPLIANCE

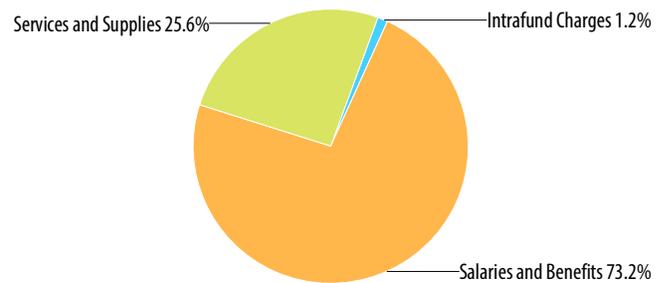
## Staffing Trend



## Financing Sources



## Financing Uses



## Budget Unit Functions & Responsibilities

The **Office of Compliance** performs core activities related to the Federal mandates of the Health Insurance Portability and Accountability Act (HIPAA) found in the Code of Federal Regulations (CFR) 45 and requirements for the County's 'covered components' as defined under the Act. HIPAA provisions include administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats. The Office both fulfills and monitors specific requirements under the key provisions that include:

- Maintaining and updating the mandated County HIPAA Policies and Procedures.
- Developing and delivering required HIPAA Privacy and Security training.
- Conducting risk assessments of HIPAA-covered worksites and software applications to document compliance with HIPAA regulations.
- Investigating incidents and complaints for alleged HIPAA violations.
- Reporting breaches of HIPAA-regulated medical information to state and federal agencies.
- Monitoring the County's Business Associate contracts as required.

Additionally, the Office of Compliance monitors County departments regulated by the Fair and Accurate Credit Transactions Act (FACTA) Red Flags Rule to prevent identity theft.

## Goals

To protect county client's personal and medical information through the oversight of county departments' and divisions' efforts to meet federally mandated HIPAA and FACTA requirements.

## Accomplishments

- Added 2 new HIPAA covered programs and successfully completed required training.
- There were no reportable breaches to the U.S. Department of Health and Human Services, Office for Civil Rights for 2019.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Health Insurance Portability and Accountability Act	\$370,463	\$370,463	\$379,228	\$8,765	2.4%
<b>Total Expenditures / Appropriations</b>	\$370,463	\$370,463	\$379,228	\$8,765	2.4%
<b>Total Reimbursements</b>	\$(370,463)	\$(370,463)	\$(379,228)	\$(8,765)	2.4%
<b>Net Financing Uses</b>	—	—	—	—	—%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$268,636	\$268,636	\$277,619	\$8,983	3.3%
Services & Supplies	\$77,570	\$77,570	\$97,204	\$19,634	25.3%
Intrafund Charges	\$24,257	\$24,257	\$4,405	\$(19,852)	(81.8)%
<b>Total Expenditures / Appropriations</b>	\$370,463	\$370,463	\$379,228	\$8,765	2.4%
Other Reimbursements	\$(370,463)	\$(370,463)	\$(379,228)	\$(8,765)	2.4%
<b>Total Reimbursements</b>	\$(370,463)	\$(370,463)	\$(379,228)	\$(8,765)	2.4%
<b>Net Financing Uses</b>	—	—	—	—	—%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

## Summary of Changes

The Revised Recommended Budget reflects an \$8,765 (2.4%) increase in total appropriations and reimbursements from the Approved Recommended Budget.

The increase in total appropriations is due to cost of living adjustments and increases in allocated costs.

The increase in reimbursements is to fully recover the increased costs of services, which are reimbursed by the Department of Health Services.

## Budget Unit Functions & Responsibilities

The **Office of Inspector General (OIG)** budget funds a contract for an Inspector General. The OIG independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations processes. The mission of the OIG is to promote a culture of integrity, accountability and transparency in order to safeguard and preserve the public trust. The OIG will conduct fact finding, audits, and other inquiries pertaining to administrative or operational matters deemed appropriate by the Board of Supervisors, County Executive, or Sheriff. Upon request the Inspector General may also accept citizen complaints to be forwarded for investigation; monitor or independently investigate any other matter as requested by the Sheriff or as directed by the Board of Supervisors; interview or re-interview complainants and witnesses to ensure that investigations are fair, unbiased, factually accurate and complete; provide complainants with timely updates on the status of investigations, excluding disclosure of any information that is confidential or legally protected; serve as a conduit to community leaders and the public to explain and clarify procedures and practices and to mitigate and resolve disputes; and advise of any investigation which appears incomplete or otherwise deficient.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Office of Inspector General	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Total Expenditures / Appropriations</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Net Financing Uses</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Net County Cost</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%

## Budget Unit – Budget by Object

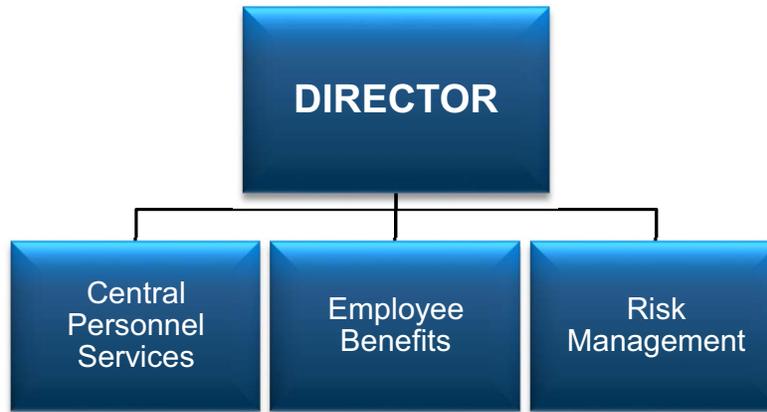
	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Total Expenditures / Appropriations</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Net Financing Uses</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%
<b>Net County Cost</b>	\$130,000	\$130,000	\$142,565	\$12,565	9.7%

## Summary of Changes

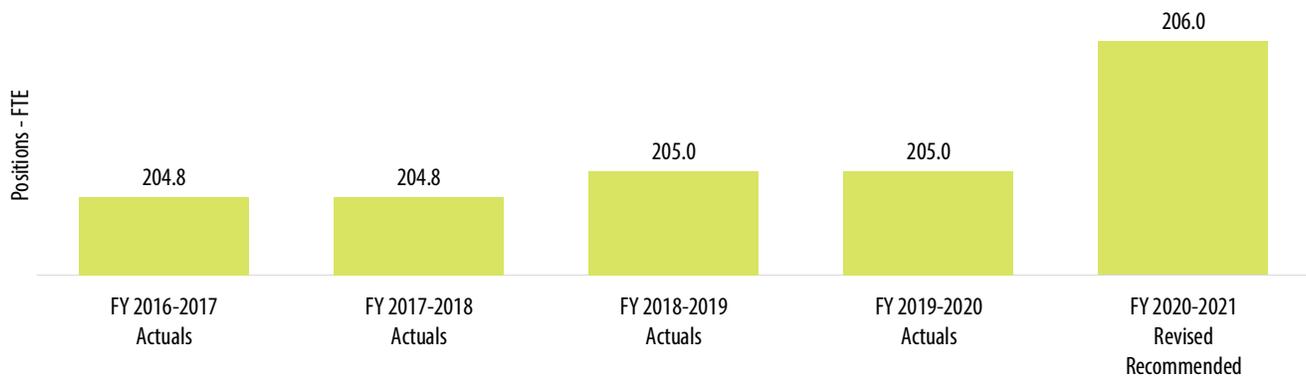
The Revised Recommended Budget reflects a \$12,565 (9.7%) increase in total appropriations and net county cost from the Approved Recommended Budget.

The increase in total appropriations and net county cost is due to the new consultant contract, technology maintenance and telephone service.

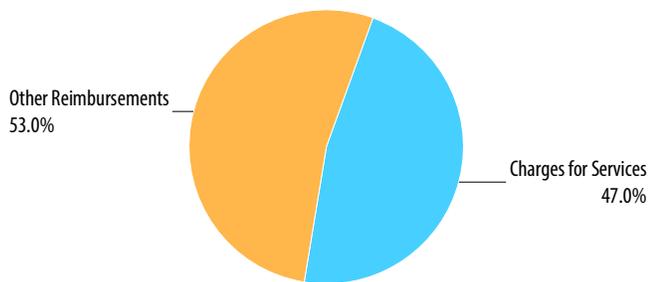
**Department Structure**  
**David Devine, Director**



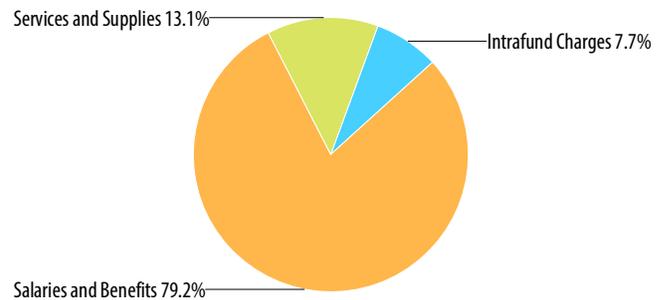
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The **Department of Personnel Services** is responsible for providing central personnel, employee benefits, and risk management services. The work activities of the Department include administering the County Classification Plan; designing job-related examinations for County classes, administering County Civil Service examinations, and certifying eligible candidates for employment; managing employee benefits contracts and administering employee benefits programs such as employee and retiree health and dental plans; providing or managing skills-based training programs and employee development services and providing Countywide and department-specific training services; processing personnel and payroll transactions; providing department-specific human resources services and support to the County's operating departments; providing training and technical assistance to County agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing Equal Employment recruiting and monitoring; providing Safety/Accident Prevention and Industrial Hygiene Programs; and administering the County's Unemployment, Liability/Property and Workers' Compensation Insurance Funds. Services are provided through the following programs:

- Administration
- Benefits
- County Safety Office
- Department Services
- Disability Compliance
- Employment Services
- Equal Employment Opportunity
- Liability/Property Insurance Personnel
- Training & Organizational Development
- Workers' Compensation Personnel

## Goals

- Maintain an open, welcoming environment for current and prospective county employees.
- Improve outreach to under-represented groups.
- Improve career development opportunities for county employees.
- Provide accurate and timely central personnel services.
- Administer employee benefits and risk management programs in response to countywide workforce changes.

## Accomplishments

- Implemented the technology for on-boarding to reduce the redundancy in transactions and provide enhanced service/experience for new employees.

### Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Administration	\$1,145,926	\$1,145,926	\$1,223,082	\$77,156	6.7%
Benefits	\$2,646,358	\$2,646,358	\$2,617,397	\$(28,961)	(1.1)%
County Safety Office	\$1,871,729	\$1,871,729	\$1,846,656	\$(25,073)	(1.3)%
Department Services	\$15,126,151	\$15,126,151	\$14,677,795	\$(448,356)	(3.0)%
Disability Compliance	\$547,515	\$547,515	\$570,051	\$22,536	4.1%
Employment Services	\$4,943,632	\$4,943,632	\$4,833,328	\$(110,304)	(2.2)%
Equal Employment Opportunity	\$374,533	\$374,533	\$398,528	\$23,995	6.4%
Liability/Property Insurance Personnel	\$984,309	\$984,309	\$1,152,684	\$168,375	17.1%
Training & Organization Development	\$1,081,106	\$1,081,106	\$1,078,738	\$(2,368)	(0.2)%
Workers' Compensation Personnel	\$4,504,904	\$4,504,904	\$4,686,791	\$181,887	4.0%
<b>Total Expenditures / Appropriations</b>	\$33,226,163	\$33,226,163	\$33,085,050	\$(141,113)	(0.4)%
<b>Total Reimbursements</b>	\$(16,938,542)	\$(16,938,542)	\$(17,525,892)	\$(587,350)	3.5%
<b>Net Financing Uses</b>	\$16,287,621	\$16,287,621	\$15,559,158	\$(728,463)	(4.5)%
<b>Total Revenue</b>	\$16,287,621	\$16,287,621	\$15,559,158	\$(728,463)	(4.5)%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	205.0	205.0	206.0	1.0	0.5%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$26,544,618	\$26,544,618	\$26,205,735	\$(338,883)	(1.3)%
Services & Supplies	\$4,202,847	\$4,202,847	\$4,332,168	\$129,321	3.1%
Intrafund Charges	\$2,478,698	\$2,478,698	\$2,547,147	\$68,449	2.8%
<b>Total Expenditures / Appropriations</b>	\$33,226,163	\$33,226,163	\$33,085,050	\$(141,113)	(0.4)%
Intrafund Reimbursements Within Programs	—	—	—	—	—%
Other Reimbursements	\$(16,938,542)	\$(16,938,542)	\$(17,525,892)	\$(587,350)	3.5%
<b>Total Reimbursements</b>	\$(16,938,542)	\$(16,938,542)	\$(17,525,892)	\$(587,350)	3.5%
<b>Net Financing Uses</b>	\$16,287,621	\$16,287,621	\$15,559,158	\$(728,463)	(4.5)%
<b>Revenue</b>					
Charges for Services	\$16,287,621	\$16,287,621	\$15,559,158	\$(728,463)	(4.5)%
<b>Total Revenue</b>	\$16,287,621	\$16,287,621	\$15,559,158	\$(728,463)	(4.5)%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	205.0	205.0	206.0	1.0	0.5%

### Summary of Changes

The Revised Recommended Budget reflects a \$141,113 (0.4%) decrease in total appropriations, a \$587,350 (3.5%) increase in reimbursements, and a \$728,463 (4.5%) decrease in revenue from the Approved Recommended Budget.

The net decrease in total appropriations is due to:

- A concerted effort by the department to keep costs down by absorbing increased allocated costs.
- Recommended growth of \$141,656 summarized below.

The increase in reimbursements is due to the increase in cost recovery from customer departments.

The net decrease in revenue is due to:

- Decreased cost recovery from customer departments.
- Recommended growth of \$141,656 summarized below.

The Recommended Budget includes recommended growth as summarized below. Additional detail is provided in the individual program sections.

Positions counts have increased by 1.0 FTE from the Approved Recommended Budget due to:

- 1.0 FTE total additions in recommended growth requests.

### Summary of Recommended Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Liability/Property Insurance Personnel	141,656	—	141,656	—	1.0

## Administration

### Program Overview

**Administration** provides support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management; manages, develops, and maintains departmental systems applications; manages local area networks; acquires and supports computer hardware and software; provides systems support for department staff; prepares the department's annual financial statements; performs departmental accounting and record keeping.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$674,003	\$674,003	\$704,968	\$30,965	4.6%
Services & Supplies	\$256,894	\$256,894	\$254,769	\$(2,125)	(0.8)%
Intrafund Charges	\$215,029	\$215,029	\$263,345	\$48,316	22.5%
<b>Total Expenditures / Appropriations</b>	\$1,145,926	\$1,145,926	\$1,223,082	\$77,156	6.7%
Other Reimbursements	\$(927,627)	\$(927,627)	\$(989,779)	\$(62,152)	6.7%
<b>Total Reimbursements</b>	\$(927,627)	\$(927,627)	\$(989,779)	\$(62,152)	6.7%
<b>Net Financing Uses</b>	\$218,299	\$218,299	\$233,303	\$15,004	6.9%
<b>Revenue</b>					
Charges for Services	\$218,299	\$218,299	\$233,303	\$15,004	6.9%
<b>Total Revenue</b>	\$218,299	\$218,299	\$233,303	\$15,004	6.9%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	4.0	4.0	4.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$77,156 (6.7%) increase in total appropriations, a \$62,152 (6.7%) increase in reimbursements, and a \$15,004 (6.9%) increase in revenue from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in allocated costs that were not absorbed.

The increase in reimbursements and revenues is due to an increase in cost recovery from customer departments.

## Benefits

### Program Overview

**Benefits** manages contracts and administers employee benefits programs including employee and retiree health and dental plans; the Consolidated Omnibus Budget Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457(b); and 401(a) Match Plan.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,542,499	\$1,542,499	\$1,508,645	\$(33,854)	(2.2)%
Services & Supplies	\$901,018	\$901,018	\$862,328	\$(38,690)	(4.3)%
Intrafund Charges	\$202,841	\$202,841	\$246,424	\$43,583	21.5%
<b>Total Expenditures / Appropriations</b>	\$2,646,358	\$2,646,358	\$2,617,397	\$(28,961)	(1.1)%
Total Reimbursements within Program	—	—	—	—	—%
Other Reimbursements	\$(1,432,247)	\$(1,432,247)	\$(1,393,654)	\$38,593	(2.7)%
<b>Total Reimbursements</b>	\$(1,432,247)	\$(1,432,247)	\$(1,393,654)	\$38,593	(2.7)%
<b>Net Financing Uses</b>	\$1,214,111	\$1,214,111	\$1,223,743	\$9,632	0.8%
<b>Revenue</b>					
Charges for Services	\$1,214,111	\$1,214,111	\$1,223,743	\$9,632	0.8%
<b>Total Revenue</b>	\$1,214,111	\$1,214,111	\$1,223,743	\$9,632	0.8%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	12.0	12.0	12.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$28,961 (1.1%) decrease in total appropriations, a \$38,593 (2.7%) decrease in reimbursements, and a \$9,632 (0.8%) increase in revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a concerted effort to keep costs down by absorbing increased allocated costs.

The decrease in reimbursements and increase in revenue is due to changes in cost recovery from customer departments.

## County Safety Office

### Program Overview

The **County Safety Office** administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,555,551	\$1,555,551	\$1,531,076	\$(24,475)	(1.6)%
Services & Supplies	\$199,824	\$199,824	\$200,157	\$333	0.2%
Intrafund Charges	\$116,354	\$116,354	\$115,423	\$(931)	(0.8)%
<b>Total Expenditures / Appropriations</b>	\$1,871,729	\$1,871,729	\$1,846,656	\$(25,073)	(1.3)%
Other Reimbursements	\$(1,374,408)	\$(1,374,408)	\$(1,330,958)	\$43,450	(3.2)%
<b>Total Reimbursements</b>	\$(1,374,408)	\$(1,374,408)	\$(1,330,958)	\$43,450	(3.2)%
<b>Net Financing Uses</b>	\$497,321	\$497,321	\$515,698	\$18,377	3.7%
<b>Revenue</b>					
Charges for Services	\$497,321	\$497,321	\$515,698	\$18,377	3.7%
<b>Total Revenue</b>	\$497,321	\$497,321	\$515,698	\$18,377	3.7%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	10.0	10.0	10.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$25,073 (1.3%) decrease in total appropriations, a \$43,450 (3.2%) decrease in reimbursements, and an \$18,377 (3.7%) increase in revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a concerted effort to keep costs down by absorbing increased allocated costs.

The decrease in reimbursements and increase in revenue is due to changes in cost recovery from customer departments.

## Department Services

### Program Overview

**Department Services** consists of five services teams. Four of these teams are comprised of human resources professional responsible for providing all human resources support and services to each of the County's operating departments. Services provided include employee relations consultation, discipline, investigations, leaves of absence, payroll processing, and maintenance of the human resources information system. The fifth team provides updates, enhancements, and legal compliance to the Management Information Systems.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$12,245,094	\$12,245,094	\$11,745,703	\$(499,391)	(4.1)%
Services & Supplies	\$1,589,751	\$1,589,751	\$1,646,825	\$57,074	3.6%
Intrafund Charges	\$1,291,306	\$1,291,306	\$1,285,267	\$(6,039)	(0.5)%
<b>Total Expenditures / Appropriations</b>	\$15,126,151	\$15,126,151	\$14,677,795	\$(448,356)	(3.0)%
Other Reimbursements	\$(8,830,304)	\$(8,830,304)	\$(9,543,782)	\$(713,478)	8.1%
<b>Total Reimbursements</b>	\$(8,830,304)	\$(8,830,304)	\$(9,543,782)	\$(713,478)	8.1%
<b>Net Financing Uses</b>	\$6,295,847	\$6,295,847	\$5,134,013	\$(1,161,834)	(18.5)%
<b>Revenue</b>					
Charges for Services	\$6,295,847	\$6,295,847	\$5,134,013	\$(1,161,834)	(18.5)%
<b>Total Revenue</b>	\$6,295,847	\$6,295,847	\$5,134,013	\$(1,161,834)	(18.5)%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	98.0	98.0	98.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$448,356 (3.0%) decrease in total appropriations, a \$713,478 (8.1%) increase in reimbursements, and a \$1,161,834 (18.5%) decrease in revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a concerted effort to keep costs down by absorbing increased allocated costs.

The increase in reimbursements and decrease in revenue is due to changes in cost recovery from customer departments.

## Disability Compliance

### Program Overview

**Disability Compliance** coordinates compliance with laws that prohibit discrimination against persons with disabilities; provides related training and technical assistance to County agencies and departments; provides staff and administrative support to the County’s Disability Advisory Committee and subcommittees.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$458,247	\$458,247	\$457,904	\$(343)	(0.1)%
Services & Supplies	\$57,058	\$57,058	\$80,041	\$22,983	40.3%
Intrafund Charges	\$32,210	\$32,210	\$32,106	\$(104)	(0.3)%
<b>Total Expenditures / Appropriations</b>	\$547,515	\$547,515	\$570,051	\$22,536	4.1%
<b>Net Financing Uses</b>	\$547,515	\$547,515	\$570,051	\$22,536	4.1%
<b>Revenue</b>					
Charges for Services	\$547,515	\$547,515	\$570,051	\$22,536	4.1%
<b>Total Revenue</b>	\$547,515	\$547,515	\$570,051	\$22,536	4.1%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	3.0	3.0	3.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$22,536 (4.1%) increase in total appropriations and revenue from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in allocated costs that were not absorbed.

The increase in revenue is due to an increase in cost recovery from customer departments.

## Employment Services

### Program Overview

**Employment Services** administers the County's Classification Plan, develops County job classification specifications, collects salary information, recommends salaries for County classes, designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$4,047,502	\$4,047,502	\$3,923,555	\$(123,947)	(3.1)%
Services & Supplies	\$552,556	\$552,556	\$567,309	\$14,753	2.7%
Intrafund Charges	\$343,574	\$343,574	\$342,464	\$(1,110)	(0.3)%
<b>Total Expenditures / Appropriations</b>	\$4,943,632	\$4,943,632	\$4,833,328	\$(110,304)	(2.2)%
Other Reimbursements	\$(3,697,835)	\$(3,697,835)	\$(3,596,652)	\$101,183	(2.7)%
<b>Total Reimbursements</b>	\$(3,697,835)	\$(3,697,835)	\$(3,596,652)	\$101,183	(2.7)%
<b>Net Financing Uses</b>	\$1,245,797	\$1,245,797	\$1,236,676	\$(9,121)	(0.7)%
<b>Revenue</b>					
Charges for Services	\$1,245,797	\$1,245,797	\$1,236,676	\$(9,121)	(0.7)%
<b>Total Revenue</b>	\$1,245,797	\$1,245,797	\$1,236,676	\$(9,121)	(0.7)%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	32.0	32.0	32.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$110,304 (2.2%) decrease in total appropriations, a \$101,183 (2.7%) decrease in reimbursements, and a \$9,121 (0.7%) decrease in revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a concerted effort to keep costs down by absorbing increased allocated costs.

The decrease in reimbursements and revenues is due to a decrease in cost recovery from customer departments.

## Equal Employment Opportunity

### Program Overview

**Equal Employment Opportunity** provides Equal Employment recruiting and monitoring; assists County agencies and departments in developing methods for reviewing County workforce statistical information to evaluate the effectiveness of the County's Equal Employment Opportunity program; provides staff assistance to the County's Equal Employment Opportunity Committee; advises County agencies and departments on Equal Employment policies; represents the County and assists County agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$308,763	\$308,763	\$331,118	\$22,355	7.2%
Services & Supplies	\$44,296	\$44,296	\$46,005	\$1,709	3.9%
Intrafund Charges	\$21,474	\$21,474	\$21,405	\$(69)	(0.3)%
<b>Total Expenditures / Appropriations</b>	\$374,533	\$374,533	\$398,528	\$23,995	6.4%
<b>Net Financing Uses</b>	\$374,533	\$374,533	\$398,528	\$23,995	6.4%
<b>Revenue</b>					
Charges for Services	\$374,533	\$374,533	\$398,528	\$23,995	6.4%
<b>Total Revenue</b>	\$374,533	\$374,533	\$398,528	\$23,995	6.4%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	2.0	2.0	2.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$23,995 (6.4%) increase in total appropriations and revenue from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in allocated costs that were not absorbed.

The increase in revenues is due to an increase in cost recovery from customer departments.

## Liability/Property Insurance Personnel

### Program Overview

**Liability/Property Insurance Personnel** provides staffing for the Liability/Property Insurance Program.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$870,699	\$870,699	\$1,038,646	\$167,947	19.3%
Services & Supplies	\$83,068	\$83,068	\$86,290	\$3,222	3.9%
Intrafund Charges	\$30,542	\$30,542	\$27,748	\$(2,794)	(9.1)%
<b>Total Expenditures / Appropriations</b>	\$984,309	\$984,309	\$1,152,684	\$168,375	17.1%
Total Reimbursements within Program	—	—	—	—	—%
<b>Total Reimbursements</b>	—	—	—	—	—%
<b>Net Financing Uses</b>	\$984,309	\$984,309	\$1,152,684	\$168,375	17.1%
<b>Revenue</b>					
Charges for Services	\$984,309	\$984,309	\$1,152,684	\$168,375	17.1%
<b>Total Revenue</b>	\$984,309	\$984,309	\$1,152,684	\$168,375	17.1%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	6.0	6.0	7.0	1.0	16.7%

### Summary of Changes

The Revised Recommended Budget reflects a \$168,375 (17.1%) increase in total appropriations and revenue from the Approved Recommended Budget.

The increase in total appropriations is due to:

- An increase in allocated costs that were not absorbed.
- Recommended growth of \$141,656 detailed below.

The increase in revenue is due to:

- Additional cost recovery from customer departments.
- Recommended growth of \$141,656 detailed below.

This program includes recommended growth requests as detailed below.

### Recommended Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>Liability/Property Insurance Personnel</b>	141,656	—	141,656	—	1.0

The addition of a Claim Officer position for the Liability/Property Insurance budget will develop, implement, and manage a strong internal claims program that will audit and oversee the Third Party Administrator, enhance claims operations, analyze and prepare claims summaries, and assist the Risk Manager in the day-to-day claims program.

## Training & Organization Development

### Program Overview

**Training & Organization Development** manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Services and Quality movement in the County; and provides countywide and department-specific training services.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$896,095	\$896,095	\$862,497	\$(33,598)	(3.7)%
Services & Supplies	\$109,854	\$109,854	\$141,328	\$31,474	28.7%
Intrafund Charges	\$75,157	\$75,157	\$74,913	\$(244)	(0.3)%
<b>Total Expenditures / Appropriations</b>	\$1,081,106	\$1,081,106	\$1,078,738	\$(2,368)	(0.2)%
Other Reimbursements	\$(676,121)	\$(676,121)	\$(671,067)	\$5,054	(0.7)%
<b>Total Reimbursements</b>	\$(676,121)	\$(676,121)	\$(671,067)	\$5,054	(0.7)%
<b>Net Financing Uses</b>	\$404,985	\$404,985	\$407,671	\$2,686	0.7%
<b>Revenue</b>					
Charges for Services	\$404,985	\$404,985	\$407,671	\$2,686	0.7%
<b>Total Revenue</b>	\$404,985	\$404,985	\$407,671	\$2,686	0.7%
<b>Net County Cost</b>	—	—	—	—	—%
Positions	7.0	7.0	7.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$2,368 (0.2%) decrease in total appropriations, a \$5,054 (0.7%) decrease in reimbursements, and a \$2,686 (0.7%) increase in revenue from the Approved Recommended Budget.

The decrease in total appropriations is due to a concerted effort to keep costs down by absorbing increased allocated costs.

The decrease in reimbursements and increase in revenue is due to changes in cost recovery from customer departments.

## Workers' Compensation Personnel

### Program Overview

**Workers' Compensation Personnel** provides staffing for the Workers' Compensation Insurance program.

### Program Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,946,165	\$3,946,165	\$4,101,623	\$155,458	3.9%
Services & Supplies	\$408,528	\$408,528	\$447,116	\$38,588	9.4%
Intrafund Charges	\$150,211	\$150,211	\$138,052	\$(12,159)	(8.1)%
<b>Total Expenditures / Appropriations</b>	<b>\$4,504,904</b>	<b>\$4,504,904</b>	<b>\$4,686,791</b>	<b>\$181,887</b>	<b>4.0%</b>
Total Reimbursements within Program	—	—	—	—	—%
<b>Total Reimbursements</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$4,504,904</b>	<b>\$4,504,904</b>	<b>\$4,686,791</b>	<b>\$181,887</b>	<b>4.0%</b>
<b>Revenue</b>					
Charges for Services	\$4,504,904	\$4,504,904	\$4,686,791	\$181,887	4.0%
<b>Total Revenue</b>	<b>\$4,504,904</b>	<b>\$4,504,904</b>	<b>\$4,686,791</b>	<b>\$181,887</b>	<b>4.0%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	31.0	31.0	31.0	—	—%

### Summary of Changes

The Revised Recommended Budget reflects a \$181,887 (4.0%) increase in total appropriations and revenue from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in allocated costs that were not absorbed.

The increase in revenue is due to an increase in cost recovery from customer departments.

## Budget Unit Functions & Responsibilities

The **Dental Insurance** program is administered and monitored by the Department of Personnel Services, Benefits Office. The mission of the Benefits Office is to govern the provision of County sponsored dental benefits for eligible employees and their dependents.

## Goals

- Continue to monitor third-party administrators for achievement of services and claim payment objectives.

## Accomplishments

- The Benefits Office transitioned from a fully-insured dental program to a self-insured dental program in order to retain control of the funding pool rather than allowing the vendor to retain excess funds for the duration of the contract period.

## Budget Unit – Budget by Program

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Department Appropriations by Program</b>					
Dental Insurance	—	\$17,800,000	\$17,800,000	—	—%
<b>Total Expenditures / Appropriations</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Net Financing Uses</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Total Revenue</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Use of Fund Balance</b>	—	—	—	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	—	\$17,800,000	\$17,800,000	—	—%
<b>Total Expenditures / Appropriations</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Net Financing Uses</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Revenue</b>					
Charges for Services	—	\$17,800,000	\$17,800,000	—	—%
<b>Total Revenue</b>	—	\$17,800,000	\$17,800,000	—	—%
<b>Use of Fund Balance</b>	—	—	—	—	—%

## Summary of Changes

The Revised Recommended Budget does not reflect any changes from the Approved Recommended Budget.

## Budget Unit Functions & Responsibilities

The Liability Office is responsible for administering the County **Liability/Property Insurance** program. The Office purchases property insurance policies for County-owned property and administers all claims against the policies. The mission of the Liability Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims.

## Goals

- Continue to expand the Liability/Property Insurance program’s involvement with departments through risk and insurance workshops and quarterly/annual claims reviews.
- Provide professional, timely and thorough contract reviews for all departments.
- Administer claims in a fair, timely and effective manner.

## Accomplishments

- Developed several vital enhancements to the monthly claims reports that provides valuable and timely information to aid in claims strategies and managing costs.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Liability Property	\$25,071,909	\$25,071,909	\$31,168,189	\$6,096,280	24.3%
<b>Total Expenditures / Appropriations</b>	\$25,071,909	\$25,071,909	\$31,168,189	\$6,096,280	24.3%
<b>Net Financing Uses</b>	\$25,071,909	\$25,071,909	\$31,168,189	\$6,096,280	24.3%
<b>Total Revenue</b>	\$26,071,909	\$26,071,909	\$33,168,189	\$7,096,280	27.2%
<b>Use of Fund Balance</b>	\$(1,000,000)	\$(1,000,000)	\$(2,000,000)	\$(1,000,000)	100.0%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$24,723,245	\$24,723,245	\$30,938,679	\$6,215,434	25.1%
Other Charges	\$348,664	\$348,664	\$229,510	\$(119,154)	(34.2)%
<b>Total Expenditures / Appropriations</b>	\$25,071,909	\$25,071,909	\$31,168,189	\$6,096,280	24.3%
<b>Net Financing Uses</b>	\$25,071,909	\$25,071,909	\$31,168,189	\$6,096,280	24.3%
<b>Revenue</b>					
Charges for Services	\$24,184,567	\$24,184,567	\$31,039,265	\$6,854,698	28.3%
Miscellaneous Revenues	\$1,887,342	\$1,887,342	\$2,128,924	\$241,582	12.8%
<b>Total Revenue</b>	\$26,071,909	\$26,071,909	\$33,168,189	\$7,096,280	27.2%
<b>Use of Fund Balance</b>	\$(1,000,000)	\$(1,000,000)	\$(2,000,000)	\$(1,000,000)	100.0%

### Summary of Changes

The Revised Recommended Budget reflects a \$6,096,280 (24.3%) increase in total appropriations, a \$7,096,280 (27.2%) increase in revenue, and a \$1,000,000 (100.0%) increase in use of fund balance from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in claims costs.

The increase in revenue is due to:

- Additional cost recovery from customer departments.
- Recommended growth of \$1,000,000 detailed below.

Use of Fund Balance reflects a carryover of \$2,000,000 in available balance to apply toward retained earnings/unfunded liability.

The Recommended Budget includes recommended growth as detailed below.

### Summary of Recommended Growth by Program

Program	Total		Revenue	Net Cost	FTE
	Expenditures	Reimbursements			
Liability Property	—	—	1,000,000	(1,000,000)	—

### Recommended Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DPS - Add Revenues - Liability</b>	—	—	1,000,000	(1,000,000)	—
<p>Increase the cost recovery from departments by \$1.0 million to apply toward retained earnings in order to lower the unfunded liability and have sufficient reserves for unforeseen claims cost. This is a shift from the Workers Compensation Fund which will be lowered by the \$1.0 million.</p>					

## Budget Unit Functions & Responsibilities

The **Unemployment Insurance** Office is responsible for administering the County's self-insured unemployment Insurance claims program. The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims.

### Goals

- Manage the county costs and liability associated with the filing of Unemployment Insurance claims.
- Ensure that only eligible claimants receive Unemployment Insurance benefits.
- Work with departments to develop understanding of Unemployment Insurance benefits to assist in proper claim management.

### Accomplishments

- Reviewed and updated the UI cost-forecasting model, based on actual data received by EDD to better estimate the UI funding needs, minimize the County's financial liability, and avoid underfunding the program.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Unemployment Insurance	\$1,493,733	\$1,493,733	\$4,121,671	\$2,627,938	175.9%
<b>Total Expenditures / Appropriations</b>	\$1,493,733	\$1,493,733	\$4,121,671	\$2,627,938	175.9%
<b>Net Financing Uses</b>	\$1,493,733	\$1,493,733	\$4,121,671	\$2,627,938	175.9%
<b>Total Revenue</b>	\$1,493,733	\$1,493,733	\$1,521,671	\$27,938	1.9%
<b>Use of Fund Balance</b>	—	—	\$2,600,000	\$2,600,000	—%

## Budget Unit – Budget by Object

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Appropriations by Object</b>					
Services & Supplies	\$1,475,607	\$1,475,607	\$4,082,401	\$2,606,794	176.7%
Other Charges	\$18,126	\$18,126	\$39,270	\$21,144	116.7%
<b>Total Expenditures / Appropriations</b>	\$1,493,733	\$1,493,733	\$4,121,671	\$2,627,938	175.9%
<b>Net Financing Uses</b>	\$1,493,733	\$1,493,733	\$4,121,671	\$2,627,938	175.9%
<b>Revenue</b>					
Charges for Services	\$1,493,733	\$1,493,733	\$1,521,671	\$27,938	1.9%
Miscellaneous Revenues	—	—	—	—	—%
<b>Total Revenue</b>	\$1,493,733	\$1,493,733	\$1,521,671	\$27,938	1.9%
<b>Use of Fund Balance</b>	—	—	\$2,600,000	\$2,600,000	—%

## Summary of Changes

The Revised Recommended Budget reflects a \$2,627,938 (175.9%) increase in total appropriations, a \$27,938 (1.9%) increase in revenue and a \$2,600,000 (new) use of fund balance (retained earnings) from the Approved Recommended Budget.

The increase in total appropriations is due to:

- An increase in pass through costs.
- Recommended growth of \$2,600,000 detailed below.

The increase in revenue is due to additional cost recovery from customer departments.

Use of Fund Balance reflects a \$2,600,000 use of retained earnings and reserves.

## Summary of Recommended Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Unemployment Insurance	2,600,000	—	—	2,600,000	—

### Recommended Growth Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>UI-Increase Claims Cost</b>					
	2,600,000	—	—	2,600,000	—

The Unemployment Insurance Fund is requesting an increase to the budget due to increases in claims as result of COVID-19. This will be funded by retained earnings/reserves.

## Budget Unit Functions & Responsibilities

The Workers' Compensation Office is responsible for administering the County's self-insured **Workers' Compensation Insurance** claims program. The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses that occur on the job in an expeditious manner while protecting the interests of the County through application of good risk management and financial practices.

### Goals

- Provide Workers' Compensation benefits per legislative mandates, county ordinance, and applicable statutes.
- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.

### Accomplishments

- Successful implementation of paperless claims processing system.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Workers' Compensation	\$27,812,813	\$27,812,813	\$29,011,827	\$1,199,014	4.3%
<b>Total Expenditures / Appropriations</b>	\$27,812,813	\$27,812,813	\$29,011,827	\$1,199,014	4.3%
<b>Net Financing Uses</b>	\$27,812,813	\$27,812,813	\$29,011,827	\$1,199,014	4.3%
<b>Total Revenue</b>	\$29,812,813	\$29,812,813	\$30,011,827	\$199,014	0.7%
<b>Use of Fund Balance</b>	\$(2,000,000)	\$(2,000,000)	\$(1,000,000)	\$1,000,000	(50.0)%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Services & Supplies	\$27,575,892	\$27,575,892	\$28,042,846	\$466,954	1.7%
Other Charges	\$236,921	\$236,921	\$968,981	\$732,060	309.0%
<b>Total Expenditures / Appropriations</b>	\$27,812,813	\$27,812,813	\$29,011,827	\$1,199,014	4.3%
<b>Net Financing Uses</b>	\$27,812,813	\$27,812,813	\$29,011,827	\$1,199,014	4.3%
<b>Revenue</b>					
Charges for Services	\$29,787,813	\$29,787,813	\$29,961,827	\$174,014	0.6%
Miscellaneous Revenues	\$25,000	\$25,000	\$50,000	\$25,000	100.0%
<b>Total Revenue</b>	\$29,812,813	\$29,812,813	\$30,011,827	\$199,014	0.7%
<b>Use of Fund Balance</b>	\$(2,000,000)	\$(2,000,000)	\$(1,000,000)	\$1,000,000	(50.0)%

### Summary of Changes

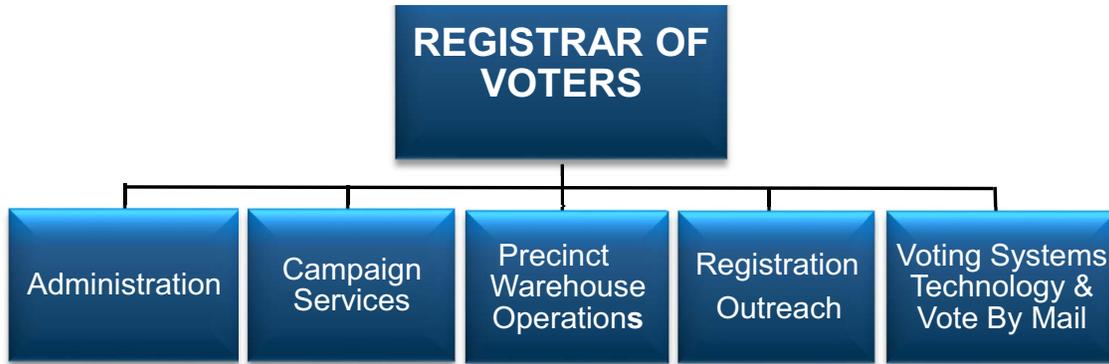
The Revised Recommended Budget reflects a \$1,199,014 (4.3%) increase in total appropriations, a \$199,014 (0.7%) increase in revenue, and a \$1,000,000 (50.0%) decrease in use of fund balance from the Approved Recommended Budget.

The increase in total appropriations is due to an increase in the weekly disability rate and the presumption for Post-traumatic Stress Disorder (PTSD) that became effective January 1, 2020, which shifts the burden of proof to the employer (for certain safety employees) to prove that the condition is not work related.

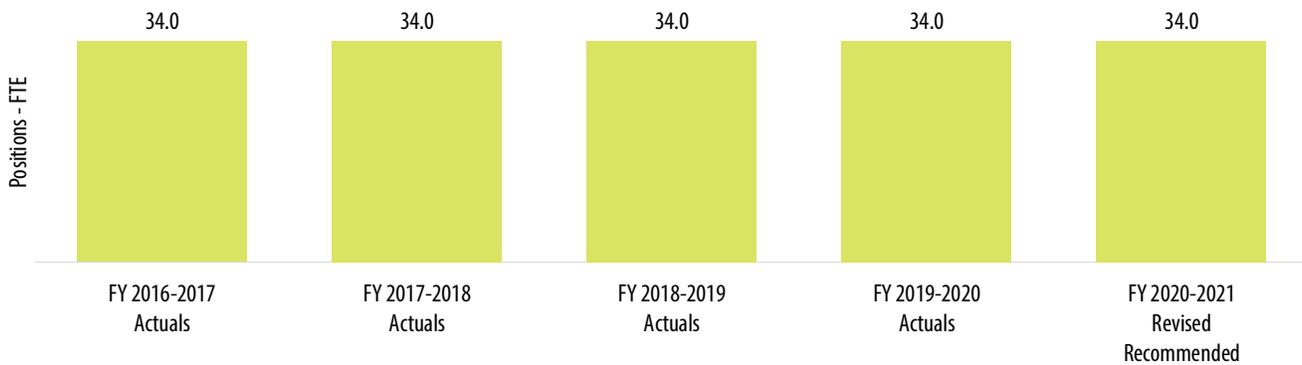
The increase in revenue is due to additional cost recovery from customer departments and miscellaneous revenues.

Use of Fund Balance reflects a carryover of \$1,000,000 in available balance to apply toward retained earnings/unfunded liability.

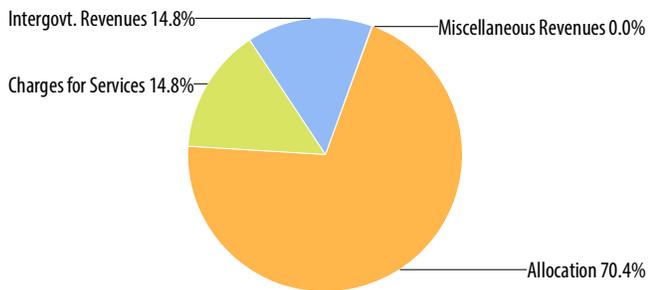
**Department Structure**  
**Courtney Bailey-Kanelos, Registrar of Voters**



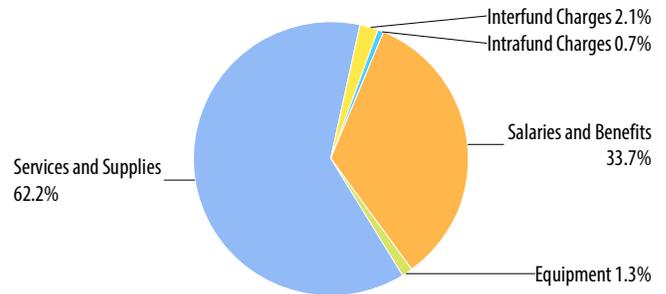
**Staffing Trend**



**Financing Sources**



**Financing Uses**



## Budget Unit Functions & Responsibilities

The Department of **Voter Registration and Elections** (VRE) is responsible for voter registration, maintaining the voter file, and conducting all federal, state, county, city, school, and special district elections. Counties are required by law to conduct elections, with the exception of city elections. While cities have the option of conducting their own elections, all incorporated cities within Sacramento County have consolidated their regular elections with either the statewide primary or general election and directed the Registrar of Voters to conduct their elections. The administration of federal, state, and county elections is the financial responsibility of the County. Local jurisdictions are responsible for the costs associated with administration of their elections.

## Goals

- Conduct accurate and secure elections, with the assistance of the Department of Technology to ensure all programs and equipment are up-to-date with security patches and tested in accordance with state and federal law.
- Improve processes to reduce staff overtime and temporary staff costs by investing in technological programs or equipment.
- Conduct community outreach and voter education events.

## Accomplishments

- Ability to absorb an increase of over 50,000 registered voters as a part of our net county cost.
- Installation of new mail sorter to process Vote-by-Mail returns.
- Reduction in translation costs and staff overtime in regards to compiling and proofing the official ballot and supporting documents.

## Budget Unit – Budget by Program

	<b>FY 2019-2020 Adopted Budget</b>	<b>FY 2020-2021 Approved Recommended Budget</b>	<b>FY 2020-2021 Revised Recommended Budget</b>	<b>Changes from Approved Recommended Budget</b>	<b>% Change from Approved Recommended Budget</b>
<b>Department Appropriations by Program</b>					
Elections	\$12,933,789	\$12,933,789	\$14,081,983	\$1,148,194	8.9%
<b>Total Expenditures / Appropriations</b>	\$12,933,789	\$12,933,789	\$14,081,983	\$1,148,194	8.9%
<b>Net Financing Uses</b>	\$12,933,789	\$12,933,789	\$14,081,983	\$1,148,194	8.9%
<b>Total Revenue</b>	\$1,208,490	\$1,208,490	\$4,168,398	\$2,959,908	244.9%
<b>Net County Cost</b>	\$11,725,299	\$11,725,299	\$9,913,585	\$(1,811,714)	(15.5)%
Positions	34.0	34.0	34.0	—	—%

## Budget Unit – Budget by Object

	FY 2019-2020 Adopted Budget	FY 2020-2021 Approved Recommended Budget	FY 2020-2021 Revised Recommended Budget	Changes from Approved Recommended Budget	% Change from Approved Recommended Budget
<b>Appropriations by Object</b>					
Salaries & Benefits	\$4,702,894	\$4,702,894	\$4,747,984	\$45,090	1.0%
Services & Supplies	\$7,745,560	\$7,745,560	\$8,757,613	\$1,012,053	13.1%
Equipment	\$79,061	\$79,061	\$180,000	\$100,939	127.7%
Interfund Charges	\$298,554	\$298,554	\$297,605	\$(949)	(0.3)%
Intrafund Charges	\$107,720	\$107,720	\$98,781	\$(8,939)	(8.3)%
<b>Total Expenditures / Appropriations</b>	\$12,933,789	\$12,933,789	\$14,081,983	\$1,148,194	8.9%
<b>Net Financing Uses</b>	\$12,933,789	\$12,933,789	\$14,081,983	\$1,148,194	8.9%
<b>Revenue</b>					
Intergovernmental Revenues	\$673,290	\$673,290	\$2,085,915	\$1,412,625	209.8%
Charges for Services	\$530,200	\$530,200	\$2,077,483	\$1,547,283	291.8%
Miscellaneous Revenues	\$5,000	\$5,000	\$5,000	—	—%
<b>Total Revenue</b>	\$1,208,490	\$1,208,490	\$4,168,398	\$2,959,908	244.9%
<b>Net County Cost</b>	\$11,725,299	\$11,725,299	\$9,913,585	\$(1,811,714)	(15.5)%
Positions	34.0	34.0	34.0	—	—%

## Summary of Changes

The Revised Recommended Budget reflects a \$1,148,194 (8.9%) increase in total appropriations, a \$2,959,908 (244.9%) increase in revenue, and a \$1,811,714 (15.5%) decrease in net county cost from the Approved Recommended Budget.

The increase in total appropriations is due to the increased cost of required election services, supplies and postage.

The increase in revenue is due to more local districts paying their shared cost of the General Election and State reimbursements for voting equipment.

The decrease in net county cost is due to increased revenue.

SACRAMENTO  
COUNTY