

# Administrative Services

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## 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 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** registers voters and maintains voter files; files candidate nomination papers; certifies citizen-initiated petitions; administers campaign disclosure laws; and administers 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	\$13,548,883	\$6,823,863	—	69.0
001A	5040000	Court / County Contribution	\$24,468,756	\$24,468,756	\$24,468,756	—
001A	5020000	Court / Non-Trial Court Operations	\$9,981,817	\$9,181,817	\$9,181,817	—
001A	5050000	Court Paid County Services	\$1,507,705	\$1,507,705	—	—
001A	5710000	Data Processing-Shared Systems	\$26,525,920	\$26,525,920	\$26,419,142	—
001A	3230000	Department Of Finance	\$48,772,954	\$36,821,579	\$1,386,663	238.0
001A	5520000	Dispute Resolution Program	\$632,500	\$632,500	—	—
001A	5660000	Grand Jury	\$306,264	\$306,264	\$306,264	—
001A	5740000	Office of Compliance	\$406,137	\$2,332	\$2,332	2.0
001A	5780000	Office of Inspector General	\$156,924	\$156,924	\$156,924	—
001A	6050000	Personnel Services	\$33,997,507	\$16,291,562	\$487,844	201.0

## Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001A	6110000	Revenue Recovery	—	—	—	—
001A	4410000	Voter Registration And Elections	\$17,794,422	\$17,657,206	\$11,416,067	35.0
<b>General Fund Total</b>			\$178,099,789	\$140,376,428	\$73,825,809	545.0
001Q	3241000	Clerk/Recorder Fees	\$6,725,020	\$6,725,020	\$3,715,800	—
007A	3100000	Capital Construction	\$82,775,293	\$68,763,133	\$39,819,659	—
021D	2180000	Technology Cost Recovery Fee	\$1,725,466	\$1,725,466	\$311,166	—
031A	7600000	Department of Technology	\$170,914,438	\$105,502,111	\$528,602	397.0
034A	2070000	Fixed Assets-Heavy Equipment	\$16,857,719	\$16,857,719	\$12,389,750	—
035A	7000000	General Services	\$202,699,856	\$174,225,238	\$6,357,993	423.0
036A	7080000	General Services-Capital Outlay	\$14,422,314	\$14,422,314	\$11,815,506	—
037A	3910000	Liability/Property Insurance	\$34,169,578	\$34,169,578	\$(2,000,000)	—
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$30,910,435	\$30,910,435	\$(1,000,000)	—
040A	3930000	Unemployment Insurance	\$3,083,621	\$3,083,621	—	—
056A	7990000	Parking Enterprise	\$4,076,111	\$4,076,111	\$1,270,474	5.0
059A	7020000	Regional Radio Communications System	\$6,516,826	\$6,116,826	\$120,102	9.0
<b>Non-General Fund Total</b>			\$592,676,677	\$484,377,572	\$73,329,052	834.0
<b>Grand Total</b>			\$770,776,466	\$624,754,000	\$147,154,861	1,379.0

## 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.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
County Clerk/ Recorder	\$13,255,460	\$13,548,883	\$293,423	2.2%
<b>Total Expenditures / Appropriations</b>	\$13,255,460	\$13,548,883	\$293,423	2.2%
<b>Total Reimbursements</b>	\$(5,354,266)	\$(6,725,020)	\$(1,370,754)	25.6%
<b>Net Financing Uses</b>	\$7,901,194	\$6,823,863	\$(1,077,331)	(13.6)%
<b>Total Revenue</b>	\$7,901,194	\$6,823,863	\$(1,077,331)	(13.6)%
<b>Net County Cost</b>	—	—	—	—%
Positions	69.0	69.0	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$6,826,358	\$7,056,450	\$230,092	3.4%
Services & Supplies	\$5,112,385	\$5,304,550	\$192,165	3.8%
Other Charges	\$66,379	\$96,144	\$29,765	44.8%
Equipment	\$259,000	\$366,000	\$107,000	41.3%
Other Intangible Asset	\$639,973	\$387,429	\$(252,544)	(39.5)%
Intrafund Charges	\$351,365	\$338,310	\$(13,055)	(3.7)%
<b>Total Expenditures / Appropriations</b>	<b>\$13,255,460</b>	<b>\$13,548,883</b>	<b>\$293,423</b>	<b>2.2%</b>
Other Reimbursements	\$(5,354,266)	\$(6,725,020)	\$(1,370,754)	25.6%
<b>Total Reimbursements</b>	<b>\$(5,354,266)</b>	<b>\$(6,725,020)</b>	<b>\$(1,370,754)</b>	<b>25.6%</b>
<b>Net Financing Uses</b>	<b>\$7,901,194</b>	<b>\$6,823,863</b>	<b>\$(1,077,331)</b>	<b>(13.6)%</b>
<b>Revenue</b>				
Charges for Services	\$7,901,194	\$6,823,863	\$(1,077,331)	(13.6)%
<b>Total Revenue</b>	<b>\$7,901,194</b>	<b>\$6,823,863</b>	<b>\$(1,077,331)</b>	<b>(13.6)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	69.0	69.0	—	—%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
County Clerk/ Recorder	938,000	(938,000)	—	—	—

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>CCR - Relocation Project - 3240000BU</b>	938,000	(938,000)	—	—	—

Increase appropriations by \$938,000 to relocate the County Clerk/Recorder office from its present downtown location in a county-owned building to a leased facility location. This relocation will allow the Department to provide improved services to customers, and also offer dedicated and free parking to customers and staff with convenient access to Highway 50, I-80 and Downtown Sacramento. This new location will also provide one more indoor marriage ceremony room, and an outdoor courtyard option for couples. It will also provide a comprehensive kiosk area and a more efficient customer counter layout to enhance the customer experience. There are no departments impacted by the relocation but the vacated existing space will become unassigned space to be included in the county-owned facility allocation to other departments. A lease has not been negotiated yet but the tentative target date for this move is the fourth quarter of FY 2021-22. The request is funded, contingent upon approval of a growth request in the Clerk/Recorder Fees budget (Budget Unit 3241000). This is a one-time cost.



## 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

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
E-Recording	\$124,736	\$124,736	—	—%
Hours	\$472,062	\$472,062	—	—%
Index	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$402,475	\$402,475	—	—%
Modernization	\$3,739,738	\$5,110,492	\$1,370,754	36.7%
Vital Health Statistics	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$5,354,266</b>	<b>\$6,725,020</b>	<b>\$1,370,754</b>	<b>25.6%</b>
<b>Net Financing Uses</b>	<b>\$5,354,266</b>	<b>\$6,725,020</b>	<b>\$1,370,754</b>	<b>25.6%</b>
<b>Total Revenue</b>	<b>\$3,080,220</b>	<b>\$3,009,220</b>	<b>\$(71,000)</b>	<b>(2.3)%</b>
<b>Use of Fund Balance</b>	<b>\$2,274,046</b>	<b>\$3,715,800</b>	<b>\$1,441,754</b>	<b>63.4%</b>

### Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$5,354,266	\$6,725,020	\$1,370,754	25.6%
<b>Total Expenditures / Appropriations</b>	\$5,354,266	\$6,725,020	\$1,370,754	25.6%
<b>Net Financing Uses</b>	\$5,354,266	\$6,725,020	\$1,370,754	25.6%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$54,220	\$54,220	—	—%
Charges for Services	\$3,026,000	\$2,955,000	\$(71,000)	(2.3)%
<b>Total Revenue</b>	\$3,080,220	\$3,009,220	\$(71,000)	(2.3)%
<b>Use of Fund Balance</b>	\$2,274,046	\$3,715,800	\$1,441,754	63.4%

### Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Modernization	938,000	—	938,000	—	—

## E-Recording

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$124,736	\$124,736	—	—%
<b>Total Expenditures / Appropriations</b>	\$124,736	\$124,736	—	—%
<b>Net Financing Uses</b>	\$124,736	\$124,736	—	—%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$160	\$160	—	—%
Charges for Services	\$333,000	\$325,000	\$(8,000)	(2.4)%
<b>Total Revenue</b>	\$333,160	\$325,160	\$(8,000)	(2.4)%
<b>Use of Fund Balance</b>	\$(208,424)	\$(200,424)	\$8,000	(3.8)%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$472,062	\$472,062	—	—%
<b>Total Expenditures / Appropriations</b>	\$472,062	\$472,062	—	—%
<b>Net Financing Uses</b>	\$472,062	\$472,062	—	—%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$70	\$70	—	—%
Charges for Services	\$324,000	\$325,000	\$1,000	0.3%
<b>Total Revenue</b>	\$324,070	\$325,070	\$1,000	0.3%
<b>Use of Fund Balance</b>	\$147,992	\$146,992	\$(1,000)	(0.7)%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$472,065	\$472,065	—	—%
<b>Total Expenditures / Appropriations</b>	\$472,065	\$472,065	—	—%
<b>Net Financing Uses</b>	\$472,065	\$472,065	—	—%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$70	\$70	—	—%
Charges for Services	\$324,000	\$325,000	\$1,000	0.3%
<b>Total Revenue</b>	\$324,070	\$325,070	\$1,000	0.3%
<b>Use of Fund Balance</b>	\$147,995	\$146,995	\$(1,000)	(0.7)%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$402,475	\$402,475	—	—%
<b>Total Expenditures / Appropriations</b>	\$402,475	\$402,475	—	—%
<b>Net Financing Uses</b>	\$402,475	\$402,475	—	—%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$10,900	\$10,900	—	—%
Charges for Services	\$380,000	\$335,000	\$(45,000)	(11.8)%
<b>Total Revenue</b>	\$390,900	\$345,900	\$(45,000)	(11.5)%
<b>Use of Fund Balance</b>	\$11,575	\$56,575	\$45,000	388.8%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$3,739,738	\$5,110,492	\$1,370,754	36.7%
<b>Total Expenditures / Appropriations</b>	\$3,739,738	\$5,110,492	\$1,370,754	36.7%
<b>Net Financing Uses</b>	\$3,739,738	\$5,110,492	\$1,370,754	36.7%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$43,000	\$43,000	—	—%
Charges for Services	\$1,495,000	\$1,495,000	—	—%
<b>Total Revenue</b>	\$1,538,000	\$1,538,000	—	—%
<b>Use of Fund Balance</b>	\$2,201,738	\$3,572,492	\$1,370,754	62.3%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>CCR - Relocation Project - 3241000BU</b>	938,000	—	938,000	—	—

Relocation of the County Clerk/Recorder (CCR) department from its present Downtown location where it has been since 1989. A new location will offer dedicated and free parking for customers and staff with convenient access to Highway 50, I-80 and Downtown Sacramento. In addition, it will provide one more indoor marriage ceremony room, and an outdoor courtyard option for couples. There will also be a comprehensive kiosk area and a more efficient customer counter layout to enhance the customer experience. There are no departments impacted by the relocation, however the vacated existing space will become unassigned space to be included in the county-owned facility allocation to other departments. A lease has not been negotiated yet but the tentative target date for this move is the fourth quarter of FY 2021-22. The request is funded by CCR dedicated revenues, and is contingent upon approval of a growth request in the County Clerk/Recorder budget (Budget Unit 3240000). This is a one-time cost.

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	\$143,190	\$143,190	—	—%
<b>Net Financing Uses</b>	\$143,190	\$143,190	—	—%
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$20	\$20	—	—%
Charges for Services	\$170,000	\$150,000	\$(20,000)	(11.8)%
<b>Total Revenue</b>	\$170,020	\$150,020	\$(20,000)	(11.8)%
<b>Use of Fund Balance</b>	\$(26,830)	\$(6,830)	\$20,000	(74.5)%



## 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 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
State Payments	\$24,468,756	\$24,468,756	—	—%
<b>Total Expenditures / Appropriations</b>	\$24,468,756	\$24,468,756	—	—%
<b>Net Financing Uses</b>	\$24,468,756	\$24,468,756	—	—%
<b>Net County Cost</b>	\$24,468,756	\$24,468,756	—	—%

## Budget Unit – Budget by Object

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Appropriations by Object</b>				
Other Charges	\$24,468,756	\$24,468,756	—	—%
<b>Total Expenditures / Appropriations</b>	\$24,468,756	\$24,468,756	—	—%
<b>Net Financing Uses</b>	\$24,468,756	\$24,468,756	—	—%
<b>Net County Cost</b>	\$24,468,756	\$24,468,756	—	—%

## 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). The services 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

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Law and Justice	\$9,974,247	\$9,981,817	\$7,570	0.1%
<b>Total Expenditures / Appropriations</b>	\$9,974,247	\$9,981,817	\$7,570	0.1%
<b>Total Reimbursements</b>	\$(1,100,000)	\$(800,000)	\$300,000	(27.3)%
<b>Net Financing Uses</b>	\$8,874,247	\$9,181,817	\$307,570	3.5%
<b>Net County Cost</b>	\$8,874,247	\$9,181,817	\$307,570	3.5%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$1,085,208	\$1,095,123	\$9,915	0.9%
Other Charges	\$5,882,813	\$5,882,813	—	—%
Interfund Charges	\$2,346,401	\$2,344,056	\$(2,345)	(0.1)%
Intrafund Charges	\$659,825	\$659,825	—	—%
<b>Total Expenditures / Appropriations</b>	\$9,974,247	\$9,981,817	\$7,570	0.1%
Other Reimbursements	\$(1,100,000)	\$(800,000)	\$300,000	(27.3)%
<b>Total Reimbursements</b>	\$(1,100,000)	\$(800,000)	\$300,000	(27.3)%
<b>Net Financing Uses</b>	\$8,874,247	\$9,181,817	\$307,570	3.5%
<b>Net County Cost</b>	\$8,874,247	\$9,181,817	\$307,570	3.5%

## 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, and Court share of the administrative services for the Criminal Justice Cabinet.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Court Paid County Services	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Total Expenditures / Appropriations</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Net Financing Uses</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Total Revenue</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Net County Cost</b>	—	—	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$1,250,642	\$1,477,396	\$226,754	18.1%
Interfund Charges	\$30,428	—	\$(30,428)	(100.0)%
Intrafund Charges	\$282,257	\$30,309	\$(251,948)	(89.3)%
<b>Total Expenditures / Appropriations</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Net Financing Uses</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Revenue</b>				
Miscellaneous Revenues	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Total Revenue</b>	\$1,563,327	\$1,507,705	\$(55,622)	(3.6)%
<b>Net County Cost</b>	—	—	—	—%

## Budget Unit Functions & Responsibilities

The **Department of Finance** is responsible for managing the County's treasury and investments; providing tax collection and business licensing services; providing auditor-controller services, including County and special district payroll, vendor and contract payments, system controls and reconciliations, audits, accounting and financial reporting, and property tax accounting; providing collection services on delinquent accounts, debts, fines, victim restitution aid overpayments, probation fees and other County owned debts; and billing and collection services for refuse, water, sewer and storm water drainage through the following programs:

Services are provided through the following programs:

- Administration
- Treasury and Investments
- Auditor-Controller
- Tax Collection & Business Licensing
- Revenue Recovery
- Consolidated Utility Billing & Services

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Administration	\$4,268,005	\$4,520,719	\$252,714	5.9%
Auditor-Controller	\$12,599,895	\$11,780,772	\$(819,123)	(6.5)%
Consolidated Utilities Billing and Service	\$10,382,243	\$9,943,490	\$(438,753)	(4.2)%
Revenue Recovery	—	\$10,097,831	\$10,097,831	—%
Tax Collection & Business Licensing	\$7,442,367	\$7,677,490	\$235,123	3.2%
Treasury and Investments	\$4,614,969	\$4,752,652	\$137,683	3.0%
<b>Total Expenditures / Appropriations</b>	<b>\$39,307,479</b>	<b>\$48,772,954</b>	<b>\$9,465,475</b>	<b>24.1%</b>
<b>Total Reimbursements</b>	<b>\$(10,583,827)</b>	<b>\$(11,951,375)</b>	<b>\$(1,367,548)</b>	<b>12.9%</b>
<b>Net Financing Uses</b>	<b>\$28,723,652</b>	<b>\$36,821,579</b>	<b>\$8,097,927</b>	<b>28.2%</b>
<b>Total Revenue</b>	<b>\$27,474,115</b>	<b>\$35,434,916</b>	<b>\$7,960,801</b>	<b>29.0%</b>
<b>Net County Cost</b>	<b>\$1,249,537</b>	<b>\$1,386,663</b>	<b>\$137,126</b>	<b>11.0%</b>
Positions	182.0	238.0	56.0	30.8%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$20,227,790	\$26,221,299	\$5,993,509	29.6%
Services & Supplies	\$10,583,330	\$14,027,461	\$3,444,131	32.5%
Other Charges	\$167,500	\$49,011	\$(118,489)	(70.7)%
Intrafund Charges	\$8,328,859	\$8,475,183	\$146,324	1.8%
<b>Total Expenditures / Appropriations</b>	<b>\$39,307,479</b>	<b>\$48,772,954</b>	<b>\$9,465,475</b>	<b>24.1%</b>
Intrafund Reimbursements Between Programs	\$(5,313,762)	\$(5,985,885)	\$(672,123)	12.6%
Other Reimbursements	\$(5,270,065)	\$(5,965,490)	\$(695,425)	13.2%
<b>Total Reimbursements</b>	<b>\$(10,583,827)</b>	<b>\$(11,951,375)</b>	<b>\$(1,367,548)</b>	<b>12.9%</b>
<b>Net Financing Uses</b>	<b>\$28,723,652</b>	<b>\$36,821,579</b>	<b>\$8,097,927</b>	<b>28.2%</b>
<b>Revenue</b>				
Licenses, Permits & Franchises	\$2,901,077	\$2,837,191	\$(63,886)	(2.2)%
Fines, Forfeitures & Penalties	\$7,581,840	\$7,139,338	\$(442,502)	(5.8)%
Intergovernmental Revenues	\$51,250	\$49,000	\$(2,250)	(4.4)%
Charges for Services	\$11,057,634	\$18,975,882	\$7,918,248	71.6%
Miscellaneous Revenues	\$5,882,314	\$6,433,505	\$551,191	9.4%
<b>Total Revenue</b>	<b>\$27,474,115</b>	<b>\$35,434,916</b>	<b>\$7,960,801</b>	<b>29.0%</b>
<b>Net County Cost</b>	<b>\$1,249,537</b>	<b>\$1,386,663</b>	<b>\$137,126</b>	<b>11.0%</b>
Positions	182.0	238.0	56.0	30.8%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Auditor-Controller	246,346	—	209,393	36,953	2.0
Tax Collection & Business Licensing	246,346	—	209,393	36,953	2.0

## Summary of Approved Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
Revenue Recovery	(49,500)	—	(49,500)	—	(2.0)
Treasury and Investments	(41,327)	—	(41,327)	—	(1.0)

## Administration

### Program Overview

**Administration** 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,466,539	\$1,647,572	\$181,033	12.3%
Services & Supplies	\$2,159,976	\$2,238,672	\$78,696	3.6%
Intrafund Charges	\$641,490	\$634,475	\$(7,015)	(1.1)%
<b>Total Expenditures / Appropriations</b>	<b>\$4,268,005</b>	<b>\$4,520,719</b>	<b>\$252,714</b>	<b>5.9%</b>
Total Reimbursements between Programs	\$(3,946,793)	\$(4,520,719)	\$(573,926)	14.5%
Other Reimbursements	\$(282,360)	—	\$282,360	(100.0)%
<b>Total Reimbursements</b>	<b>\$(4,229,153)</b>	<b>\$(4,520,719)</b>	<b>\$(291,566)</b>	<b>6.9%</b>
<b>Net Financing Uses</b>	<b>\$38,852</b>	<b>—</b>	<b>\$(38,852)</b>	<b>(100.0)%</b>
<b>Net County Cost</b>	<b>\$38,852</b>	<b>—</b>	<b>\$(38,852)</b>	<b>(100.0)%</b>
Positions	9.0	9.0	—	—%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$8,508,759	\$8,751,922	\$243,163	2.9%
Services & Supplies	\$1,096,162	\$890,233	\$(205,929)	(18.8)%
Intrafund Charges	\$2,994,974	\$2,138,617	\$(856,357)	(28.6)%
<b>Total Expenditures / Appropriations</b>	\$12,599,895	\$11,780,772	\$(819,123)	(6.5)%
Total Reimbursements between Programs	\$(637,906)	\$(638,224)	\$(318)	0.0%
Other Reimbursements	\$(4,504,422)	\$(3,427,120)	\$1,077,302	(23.9)%
<b>Total Reimbursements</b>	\$(5,142,328)	\$(4,065,344)	\$1,076,984	(20.9)%
<b>Net Financing Uses</b>	\$7,457,567	\$7,715,428	\$257,861	3.5%
<b>Revenue</b>				
Intergovernmental Revenues	\$51,250	\$49,000	\$(2,250)	(4.4)%
Charges for Services	\$5,401,369	\$5,367,845	\$(33,524)	(0.6)%
Miscellaneous Revenues	\$901,019	\$1,050,258	\$149,239	16.6%
<b>Total Revenue</b>	\$6,353,638	\$6,467,103	\$113,465	1.8%
<b>Net County Cost</b>	\$1,103,929	\$1,248,325	\$144,396	13.1%
Positions	70.0	72.0	2.0	2.9%

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DOF - Sr. Accountant - Tax Collection (2 FTE) &amp; Tax Acct (2 FTE)</b>					
	246,346	—	209,393	36,953	2.0

The current Mainframe Legacy Tax System has surpassed its useful life and needs to be replaced. The Department of Finance (DOF) is requesting four new limited-term (LT) Senior Accountant positions to aid in the implementation of the new Tax System. Two of the positions are being requested by Tax Collection Division and will be 100% dedicated to the new system implementation. The other two positions are being requested by the Auditor Controller Division to assist with the Tax Accounting workload during the new system implementation as the existing resources (subject matter experts) will be shifted to work on the implementation. The total cost of the four new positions is \$492,690 of which is \$418,786 (85%) will be covered by program revenues and the remaining \$73,906 (15%) is Finance's General Fund request. This is linked to a request in the Shared Systems budget unit (5710000). This is priority #3 for on-going funding in September, provided funding is available.



## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$3,988,382	\$4,051,099	\$62,717	1.6%
Services & Supplies	\$5,173,672	\$4,719,617	\$(454,055)	(8.8)%
Other Charges	\$167,500	\$49,011	\$(118,489)	(70.7)%
Intrafund Charges	\$1,052,689	\$1,123,763	\$71,074	6.8%
<b>Total Expenditures / Appropriations</b>	<b>\$10,382,243</b>	<b>\$9,943,490</b>	<b>\$(438,753)</b>	<b>(4.2)%</b>
Total Reimbursements between Programs	\$(24,768)	\$(25,033)	\$(265)	1.1%
Other Reimbursements	\$(9,082)	\$(7,283)	\$1,799	(19.8)%
<b>Total Reimbursements</b>	<b>\$(33,850)</b>	<b>\$(32,316)</b>	<b>\$1,534</b>	<b>(4.5)%</b>
<b>Net Financing Uses</b>	<b>\$10,348,393</b>	<b>\$9,911,174</b>	<b>\$(437,219)</b>	<b>(4.2)%</b>
<b>Revenue</b>				
Fines, Forfeitures & Penalties	\$7,581,840	\$7,139,338	\$(442,502)	(5.8)%
Charges for Services	\$2,731,553	\$2,736,836	\$5,283	0.2%
Miscellaneous Revenues	\$35,000	\$35,000	—	—%
<b>Total Revenue</b>	<b>\$10,348,393</b>	<b>\$9,911,174</b>	<b>\$(437,219)</b>	<b>(4.2)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	44.0	44.0	—	—%

## Revenue Recovery

### Program Overview

**Revenue Recovery** provides collection of delinquent accounts, debts, fines, Victim Restitution Aid overpayments, Probation fees and other County owned debts in accordance with legal requirements.

The Department of Revenue Recovery was consolidated with the Department of Finance in Fiscal Year (FY) 2020-21, effective July 2, 2020, and the Revenue Recovery budget unit 6110000 was consolidated with the Department of Finance budget unit 3230000 beginning in FY 2021-22.

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	—	\$5,257,243	\$5,257,243	—%
Services & Supplies	—	\$3,864,155	\$3,864,155	—%
Intrafund Charges	—	\$976,433	\$976,433	—%
<b>Total Expenditures / Appropriations</b>	—	\$10,097,831	\$10,097,831	—%
Other Reimbursements	—	\$(2,160,310)	\$(2,160,310)	—%
<b>Total Reimbursements</b>	—	\$(2,160,310)	\$(2,160,310)	—%
<b>Net Financing Uses</b>	—	\$7,937,521	\$7,937,521	—%
<b>Revenue</b>				
Charges for Services	—	\$7,937,521	\$7,937,521	—%
<b>Total Revenue</b>	—	\$7,937,521	\$7,937,521	—%
<b>Net County Cost</b>	—	—	—	—%
Positions	—	53.0	53.0	—%

### Approved Reduction Detail for the Program

	<b>Total</b>				
	<b>Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
<b>DOF - Delete 2.0 FTE CSA LV2 positions to fund 1.0 FTE Business Systems Analyst position in the Department of Technology</b>					
	(49,500)	—	(49,500)	—	(2.0)

Delete 2.0 FTE Collection Services Agent Level 2 positions (vacant) resulting in a savings of \$164,655 in salary and benefits costs, offset by a \$115,155 charge from the Department of Technology (DTech) to fund a 1.0 FTE Information Technology Business Systems Analyst Level 1 position to do work performed by a contractor in the Division of Revenue Recovery. The position in DTech will be used to analyze, evaluate, and enhance Revenue Recovery’s Debt Management and Collection System (DMACS) based on current and upcoming Federal, State, and local laws. The position will also be used to design, build, and customize reports based on State requirements and individual customer department/agency’s business needs and enhance and update reports to meet Revenue Recovery’s operational needs. Overall reduction/savings is \$49,500. This request is contingent upon approval of a growth request in the Department of Technology budget (Budget Unit 7600000).

## Tax Collection & Business Licensing

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$3,307,841	\$3,560,812	\$252,971	7.6%
Services & Supplies	\$1,571,490	\$1,602,669	\$31,179	2.0%
Intrafund Charges	\$2,563,036	\$2,514,009	\$(49,027)	(1.9)%
<b>Total Expenditures / Appropriations</b>	<b>\$7,442,367</b>	<b>\$7,677,490</b>	<b>\$235,123</b>	<b>3.2%</b>
Other Reimbursements	\$(232,905)	\$(263,000)	\$(30,095)	12.9%
<b>Total Reimbursements</b>	<b>\$(232,905)</b>	<b>\$(263,000)</b>	<b>\$(30,095)</b>	<b>12.9%</b>
<b>Net Financing Uses</b>	<b>\$7,209,462</b>	<b>\$7,414,490</b>	<b>\$205,028</b>	<b>2.8%</b>
<b>Revenue</b>				
Licenses, Permits & Franchises	\$2,901,077	\$2,837,191	\$(63,886)	(2.2)%
Charges for Services	\$2,462,537	\$2,479,021	\$16,484	0.7%
Miscellaneous Revenues	\$1,739,092	\$1,959,940	\$220,848	12.7%
<b>Total Revenue</b>	<b>\$7,102,706</b>	<b>\$7,276,152</b>	<b>\$173,446</b>	<b>2.4%</b>
<b>Net County Cost</b>	<b>\$106,756</b>	<b>\$138,338</b>	<b>\$31,582</b>	<b>29.6%</b>
Positions	33.0	35.0	2.0	6.1%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DOF - Sr. Accountant - Tax Collection (2 FTE) &amp; Tax Acct (2 FTE)</b>					
	246,346	—	209,393	36,953	2.0

The current Mainframe Legacy Tax System has surpassed its useful life and needs to be replaced. The Department of Finance (DOF) is requesting four new limited-term (LT) Senior Accountant positions to aid in the implementation of the new Tax System. Two of the positions are being requested by Tax Collection Division and will be 100% dedicated to the new system implementation. The other two positions are being requested by the Auditor Controller Division to assist with the Tax Accounting workload during the new system implementation as the existing resources (subject matter experts) will be shifted to work on the implementation. The total cost of the four new positions is \$492,690 of which is \$418,786 (85%) will be covered by program revenues and the remaining \$73,906 (15%) is Finance's General Fund request. This is linked to a request in the Shared Systems budget unit (5710000). This is priority #3 for on-going funding in September, provided funding is available.

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$2,956,269	\$2,952,651	\$(3,618)	(0.1)%
Services & Supplies	\$582,030	\$712,115	\$130,085	22.4%
Intrafund Charges	\$1,076,670	\$1,087,886	\$11,216	1.0%
<b>Total Expenditures / Appropriations</b>	<b>\$4,614,969</b>	<b>\$4,752,652</b>	<b>\$137,683</b>	<b>3.0%</b>
Total Reimbursements between Programs	\$(704,295)	\$(801,909)	\$(97,614)	13.9%
Other Reimbursements	\$(241,296)	\$(107,777)	\$133,519	(55.3)%
<b>Total Reimbursements</b>	<b>\$(945,591)</b>	<b>\$(909,686)</b>	<b>\$35,905</b>	<b>(3.8)%</b>
<b>Net Financing Uses</b>	<b>\$3,669,378</b>	<b>\$3,842,966</b>	<b>\$173,588</b>	<b>4.7%</b>
<b>Revenue</b>				
Charges for Services	\$462,175	\$454,659	\$(7,516)	(1.6)%
Miscellaneous Revenues	\$3,207,203	\$3,388,307	\$181,104	5.6%
<b>Total Revenue</b>	<b>\$3,669,378</b>	<b>\$3,842,966</b>	<b>\$173,588</b>	<b>4.7%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	26.0	25.0	(1.0)	(3.8)%

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DOF - Reallocate 2.0 FTE Account Clerk Level 2 positions to 1.0 FTE Accountant position - Treasury</b>					
	(41,327)	—	(41,327)	—	(1.0)

Reallocate 2.0 FTE (vacant) Account Clerk Level 2 Positions to 1.0 FTE Accountant position. Over the years work has changed from mostly clerical, processing checks and cash, to receipt and disbursement by electronic methods which has increased the need for analysis of data, reconciliation and clearing of accounts, and interaction with third party vendors to resolve issues. These activities need a greater understanding of accounting theory and the ability to review and interpret policies, procedures and regulations.

## Budget Unit Functions & Responsibilities

The primary responsibility of **Revenue Recovery** is to help the County recover as much revenue as possible from all its 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 that taxpayers are not required to bear the burden of debts that are the legal responsibility of specific individuals.

The Department of Revenue Recovery was consolidated with the Department of Finance in Fiscal Year (FY) 2020-21, effective July 2, 2020, and the Revenue Recovery budget unit 6110000 was consolidated with the Department of Finance budget unit 3230000 beginning in FY 2021-22.

### FOR INFORMATION ONLY

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Centralized Billing, Collection and Disbursement	\$10,764,983	—	\$(10,764,983)	(100.0)%
<b>Total Expenditures / Appropriations</b>	\$10,764,983	—	\$(10,764,983)	(100.0)%
<b>Total Reimbursements</b>	\$(2,959,970)	—	\$2,959,970	(100.0)%
<b>Net Financing Uses</b>	\$7,805,013	—	\$(7,805,013)	(100.0)%
<b>Total Revenue</b>	\$7,805,013	—	\$(7,805,013)	(100.0)%
<b>Net County Cost</b>	—	—	—	—%
Positions	55.0	—	(55.0)	(100.0)%

### Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$5,370,722	—	\$(5,370,722)	(100.0)%
Services & Supplies	\$4,246,718	—	\$(4,246,718)	(100.0)%
Intrafund Charges	\$1,147,543	—	\$(1,147,543)	(100.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$10,764,983</b>	<b>—</b>	<b>\$(10,764,983)</b>	<b>(100.0)%</b>
Other Reimbursements	\$(2,959,970)	—	\$2,959,970	(100.0)%
<b>Total Reimbursements</b>	<b>\$(2,959,970)</b>	<b>—</b>	<b>\$2,959,970</b>	<b>(100.0)%</b>
<b>Net Financing Uses</b>	<b>\$7,805,013</b>	<b>—</b>	<b>\$(7,805,013)</b>	<b>(100.0)%</b>
<b>Revenue</b>				
Charges for Services	\$7,805,013	—	\$(7,805,013)	(100.0)%
<b>Total Revenue</b>	<b>\$7,805,013</b>	<b>—</b>	<b>\$(7,805,013)</b>	<b>(100.0)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
Positions	55.0	—	(55.0)	(100.0)%

## 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

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Countywide IT Services	\$60,518,972	\$77,016,245	\$16,497,273	27.3%
Department Application and Equipment Support	\$65,381,754	\$93,898,193	\$28,516,439	43.6%
<b>Total Expenditures / Appropriations</b>	\$125,900,726	\$170,914,438	\$45,013,712	35.8%
<b>Total Reimbursements</b>	\$(23,843,140)	\$(65,412,327)	\$(41,569,187)	174.3%
<b>Net Financing Uses</b>	\$102,057,586	\$105,502,111	\$3,444,525	3.4%
<b>Total Revenue</b>	\$101,999,440	\$104,973,509	\$2,974,069	2.9%
<b>Use of Fund Balance</b>	\$58,146	\$528,602	\$470,456	809.1%
Positions	394.0	397.0	3.0	0.8%



## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$60,107,853	\$62,971,716	\$2,863,863	4.8%
Services & Supplies	\$34,794,426	\$33,715,456	\$(1,078,970)	(3.1)%
Other Charges	\$4,420,747	\$6,074,894	\$1,654,147	37.4%
Interfund Charges	\$2,999,824	\$2,999,309	\$(515)	(0.0)%
Intrafund Charges	\$23,577,876	\$65,153,063	\$41,575,187	176.3%
<b>Total Expenditures / Appropriations</b>	\$125,900,726	\$170,914,438	\$45,013,712	35.8%
Other Reimbursements	\$(23,843,140)	\$(65,412,327)	\$(41,569,187)	174.3%
<b>Total Reimbursements</b>	\$(23,843,140)	\$(65,412,327)	\$(41,569,187)	174.3%
<b>Net Financing Uses</b>	\$102,057,586	\$105,502,111	\$3,444,525	3.4%
<b>Revenue</b>				
Charges for Services	\$101,974,492	\$104,798,509	\$2,824,017	2.8%
Miscellaneous Revenues	\$24,948	\$25,000	\$52	0.2%
Other Financing Sources	—	\$150,000	\$150,000	—%
<b>Total Revenue</b>	\$101,999,440	\$104,973,509	\$2,974,069	2.9%
<b>Use of Fund Balance</b>	\$58,146	\$528,602	\$470,456	809.1%
Positions	394.0	397.0	3.0	0.8%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Countywide IT Services	601,992	—	601,992	—	2.0
Department Application and Equipment Support	378,147	—	378,147	—	3.0

## Summary of Approved Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
Countywide IT Services	(1,376,364)	—	(1,525,204)	148,840	(1.0)
Department Application and Equipment Support	(431,403)	—	(282,563)	(148,840)	(1.0)

## Countywide IT Services

### Program Overview

**Countywide IT Services** provides support for the benefit of everyone in the county. These include the countywide communications center, the County's data center, the office of the Chief Information Officer and the countywide service desk.

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$19,590,125	\$20,518,263	\$928,138	4.7%
Services & Supplies	\$23,445,647	\$22,470,917	\$(974,730)	(4.2)%
Other Charges	\$3,834,565	\$5,406,520	\$1,571,955	41.0%
Interfund Charges	\$2,999,824	\$2,999,309	\$(515)	(0.0)%
Intrafund Charges	\$10,648,811	\$25,621,236	\$14,972,425	140.6%
<b>Total Expenditures / Appropriations</b>	\$60,518,972	\$77,016,245	\$16,497,273	27.3%
Other Reimbursements	\$(19,387,206)	\$(34,538,820)	\$(15,151,614)	78.2%
<b>Total Reimbursements</b>	\$(19,387,206)	\$(34,538,820)	\$(15,151,614)	78.2%
<b>Net Financing Uses</b>	\$41,131,766	\$42,477,425	\$1,345,659	3.3%
<b>Revenue</b>				
Charges for Services	\$41,210,577	\$42,102,350	\$891,773	2.2%
Miscellaneous Revenues	\$24,948	\$25,000	\$52	0.2%
Other Financing Sources	—	—	—	—%
<b>Total Revenue</b>	\$41,235,525	\$42,127,350	\$891,825	2.2%
<b>Use of Fund Balance</b>	\$(103,759)	\$350,075	\$453,834	(437.4)%
Positions	129.0	122.0	(7.0)	(5.4)%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTECH ACP - County Cybersecurity Response Capabilities</b>					
	225,996	—	225,996	—	1.0

Add an Information Technology Analyst to the Information Security Office Security Operations Team, procure mobile device protection, and procure endpoint firewall management software to meet the detection and response capability needs of the organization.

<b>DTECH ACP -County Cybersecurity Risk Management</b>					
	375,996	—	375,996	—	1.0

Add an Information Technology Analyst to the Information Security Office Risk Management Team, procure risk management toolsets and penetration testing services to meet organizational needs

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DTECH - Dept. Reclass</b>					
	(75,104)	—	(109,532)	34,428	—

As part of an IT class study some IT classifications were designated as HOLD classifications to be reclassified as they are vacated. As vacancies occur in HOLD classifications DTech continues to evaluate the organization to determine where staffing and service delivery changes can be made to achieve operational efficiencies and identify classifications that best meet the needs of the department.

This request is to reclass two HOLD classifications and use a portion of the savings to upgrade the Sr Accounting Manager position to a Chief Department Admin classification.

<b>DTECH ACP - Physical Server Licenses</b>					
	(5,000)	—	(5,000)	—	—

Eliminate funding for new server licensing. Departments would not be able to license and new servers limiting their ability to implement new applications.

<b>DTECH ACP - Reduce Funding for VMWare</b>					
	(804,000)	—	(804,000)	—	—

Reducing VMWare licenses to save \$804K. There is no impact to customers.

<b>DTECH ACP - Reducing Existing Server Licenses</b>					
	(50,000)	—	(50,000)	—	—

Reduce funding available for new server licenses, limiting departments' ability to commission new servers, both physical and virtual. This would limit the ability to stand up new systems.

<b>DTECH ACP - Reduction to Business Conference Exp</b>					
	(59,921)	—	(174,333)	114,412	—

Reducing travel and training across the department.

Reductions will limit employees ability to stay current with technology training and there is a potential for project implementation to take longer if new technology is used or if it is unfamiliar to staff.

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DTECH ACP - Reduction to Extra Help &amp; Prof Svcs in 311</b>					
	(48,000)	—	(48,000)	—	—
Reducing funding for extra help and other professional services in 311, causing impacts to customer service and potential system failure. The unit relies on intermittent labor to staff the office and with COVID-19 labor losses of permanent staff, intermittent labor has sustained the 24 hour / 7 day per week function. The Office requires other professional services to get the expert knowledge needed to manage the countywide Customer Relationship Management (CRM) system. Customers will experience a loss in the ability to quickly get access to County services. Technology systems will not be utilized to their full potential. Loss of expert assistance could lead to catastrophic system failure if the Office is unable to trouble shoot system failures.					
<b>DTECH ACP - Reductions to Admin</b>					
	(125,000)	—	(125,000)	—	—
Reduction to software support for DTech's internal budgeting software, possibly resulting in missed opportunities for efficiencies.					
<b>DTECH ACP - Unfund Vacant Division Chief Position</b>					
	(209,339)	—	(209,339)	—	(1.0)
Unfund vacant Division Chief position. Duties will be transferred to two of the three remaining Division Chiefs resulting in an increased (but manageable) workload					

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$40,517,728	\$42,453,453	\$1,935,725	4.8%
Services & Supplies	\$11,348,779	\$11,244,539	\$(104,240)	(0.9)%
Other Charges	\$586,182	\$668,374	\$82,192	14.0%
Interfund Charges	—	—	—	—%
Intrafund Charges	\$12,929,065	\$39,531,827	\$26,602,762	205.8%
<b>Total Expenditures / Appropriations</b>	<b>\$65,381,754</b>	<b>\$93,898,193</b>	<b>\$28,516,439</b>	<b>43.6%</b>
Other Reimbursements	\$(4,455,934)	\$(30,873,507)	\$(26,417,573)	592.9%
<b>Total Reimbursements</b>	<b>\$(4,455,934)</b>	<b>\$(30,873,507)</b>	<b>\$(26,417,573)</b>	<b>592.9%</b>
<b>Net Financing Uses</b>	<b>\$60,925,820</b>	<b>\$63,024,686</b>	<b>\$2,098,866</b>	<b>3.4%</b>
<b>Revenue</b>				
Charges for Services	\$60,763,915	\$62,696,159	\$1,932,244	3.2%
Other Financing Sources	—	\$150,000	\$150,000	—%
<b>Total Revenue</b>	<b>\$60,763,915</b>	<b>\$62,846,159</b>	<b>\$2,082,244</b>	<b>3.4%</b>
<b>Use of Fund Balance</b>	<b>\$161,905</b>	<b>\$178,527</b>	<b>\$16,622</b>	<b>10.3%</b>
Positions	265.0	275.0	10.0	3.8%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTECH - Add 1.0 FTE ITGIS to Support WR</b>	136,996	—	136,996	—	1.0

At the Request of Water Resources, Add 1.0 Embedded FTE - Geographic Info System Analyst Lv 2 for Zone 41 Development. This position is funded by a conservative account growth of 1,000 new customers paying water service charges. The requested position will support the growing demands of the Geographic Information System. This request is linked to a growth request in the Water Agency budget unit (3050000).

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTECH - DRR BSA</b>					
	115,155	—	115,155	—	1.0
Adding 1.0 FTE Business Systems Analyst to replace a contractor at the Department of Revenue Recovery (DRR). DRR is funding the position by deleting 2.0 FTE Collection Services Agent Level 2 vacant positions. This request is contingent upon approval of a request in the Department of Finance (Budget Unit 3230000).					
<b>DTECH ACP-Property Tax System Staffing</b>					
	125,996	—	125,996	—	1.0
Add 1.0 FTE Information Technology Applications Analyst Lv 2 position to train with existing staff prior to their retirement. This request is contingent upon approval of a request in the Data Processing-Shared Systems budget unit (BU 5710000). This is priority # 2 for on-going funding in September provided funding is available.					

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DTECH - Dept. Reclass</b>					
	(34,428)	—	—	(34,428)	—
As part of and IT class study some IT classifications were designated as HOLD classifications to be reclassified as they are vacated. As vacancies occur in HOLD classifications DTech continues to evaluate the organization to determine where staffing and service delivery changes can be made to achieve operational efficiencies and identify classifications that best meet the needs of the department. This request is to reclass two HOLD classifications and use a portion of the savings to upgrade the Sr Accounting Manager position to a Chief Department Admin classification.					
<b>DTECH ACP - Eliminate uPerform</b>					
	(43,188)	—	(43,188)	—	—
Eliminate maintenance on uPerform software with little to no impact.					
<b>DTECH ACP - Reduction to Business Conference Exp</b>					
	(114,412)	—	—	(114,412)	—
Reducing travel and training across the department. Reductions will limit employees ability to stay current with technology training and there is a potential for project implementation to take longer if new technology is used or if it is unfamiliar to staff.					
<b>DTECH ACP - Unfund Asst CIO</b>					
	(239,375)	—	(239,375)	—	(1.0)
Requesting to unfund a vacant Assistant CIO position to offset increases in object salary and benefit costs, and allocated costs. This reduction would have minimal impact.					

## 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.

### Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Shared Systems	\$11,048,394	\$26,525,920	\$15,477,526	140.1%
<b>Total Expenditures / Appropriations</b>	\$11,048,394	\$26,525,920	\$15,477,526	140.1%
<b>Net Financing Uses</b>	\$11,048,394	\$26,525,920	\$15,477,526	140.1%
<b>Total Revenue</b>	\$106,778	\$106,778	—	—%
<b>Net County Cost</b>	\$10,941,616	\$26,419,142	\$15,477,526	141.5%

### Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$10,800,608	\$26,278,134	\$15,477,526	143.3%
Intrafund Charges	\$247,786	\$247,786	—	—%
<b>Total Expenditures / Appropriations</b>	\$11,048,394	\$26,525,920	\$15,477,526	140.1%
<b>Net Financing Uses</b>	\$11,048,394	\$26,525,920	\$15,477,526	140.1%
<b>Revenue</b>				
Charges for Services	\$106,778	\$106,778	—	—%
<b>Total Revenue</b>	\$106,778	\$106,778	—	—%
<b>Net County Cost</b>	\$10,941,616	\$26,419,142	\$15,477,526	141.5%

### Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Shared Systems	14,926,094	—	—	14,926,094	—

### Approved 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>SS - Property Tax System Replacement (Sept. On-going Priority 2)</b>					
	14,926,094	—	—	14,926,094	—

Replace the current aging Property Tax System with a vended solution. The total cost of this multi-year project is expected to be approximately \$34 million. It includes increases in current staffing levels in the Department of Technology (DTech), Department of Finance and the Assessor. After implementation, on-going annual cost increases are estimated at \$2 million. Current DTech tax system staffing costs would continue in support of the new system. DTech will also hire an additional full time position for \$220,000 to train with existing staff so there is no gap in service as current staff retire. This request is linked to growth requests in the Department of Technology budget (Budget Unit 7600000) and the Department of Finance budget (Budget Unit 3230000). This is priority # 2 for on-going funding in September provided funding is available.



## 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 Code of Federal Regulations (CFR) 45 and requirements for the County’s covered components as defined under the Act. The Chief Information Officer (Director) fulfills the role of the County’s mandated HIPAA Compliance Officer. HIPAA provisions include administrative, physical, and technical safeguards to prevent unauthorized use and disclosure of protected health information (PHI) in all formats (written, verbal, and electronic). The Office both fulfills and monitors specific requirements under the key provisions. The core activities include:

- Maintaining and updating the mandated County HIPAA Policies and Procedures;
- Developing and delivering HIPAA Privacy and Security training required under §164.530 of the Act;
- Conducting risk assessments of HIPAA-covered worksites and software applications to document compliance with HIPAA regulations and address potential or actual risks to protected health information;
- Investigating incidents and complaints for alleged HIPAA violations under §164.508;
- Reporting breaches of HIPAA-regulated medical information to state and federal agencies; and
- Monitoring the County’s Business Associate contracts as required under §164.502.

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.

Since its transfer into the Department of Technology, the Office of Compliance provides guidance on compliance matters and coordinates Security Awareness Training for all county programs.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Health Insurance Portability and Accountability Act	\$379,228	\$406,137	\$26,909	7.1%
<b>Total Expenditures / Appropriations</b>	\$379,228	\$406,137	\$26,909	7.1%
<b>Total Reimbursements</b>	\$(379,228)	\$(403,805)	\$(24,577)	6.5%
<b>Net Financing Uses</b>	—	\$2,332	\$2,332	—%
<b>Net County Cost</b>	—	\$2,332	\$2,332	—%
Positions	2.0	2.0	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$277,619	\$296,221	\$18,602	6.7%
Services & Supplies	\$97,204	\$102,193	\$4,989	5.1%
Interfund Charges	—	\$3,282	\$3,282	—%
Intrafund Charges	\$4,405	\$4,441	\$36	0.8%
<b>Total Expenditures / Appropriations</b>	<b>\$379,228</b>	<b>\$406,137</b>	<b>\$26,909</b>	<b>7.1%</b>
Other Reimbursements	\$(379,228)	\$(403,805)	\$(24,577)	6.5%
<b>Total Reimbursements</b>	<b>\$(379,228)</b>	<b>\$(403,805)</b>	<b>\$(24,577)</b>	<b>6.5%</b>
<b>Net Financing Uses</b>	<b>—</b>	<b>\$2,332</b>	<b>\$2,332</b>	<b>—%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$2,332</b>	<b>\$2,332</b>	<b>—%</b>
Positions	2.0	2.0	—	—%

## 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 30 primary system participants that operate approximately 14,900 (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.

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Regional Radio Communication System	\$5,772,952	\$6,516,826	\$743,874	12.9%
<b>Total Expenditures / Appropriations</b>	\$5,772,952	\$6,516,826	\$743,874	12.9%
<b>Total Reimbursements</b>	—	\$(400,000)	\$(400,000)	—%
<b>Net Financing Uses</b>	\$5,772,952	\$6,116,826	\$343,874	6.0%
<b>Total Revenue</b>	\$6,302,446	\$5,996,724	\$(305,722)	(4.9)%
<b>Use of Fund Balance</b>	\$(529,494)	\$120,102	\$649,596	(122.7)%
Positions	9.0	9.0	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,496,955	\$1,536,455	\$39,500	2.6%
Services & Supplies	\$978,882	\$1,877,771	\$898,889	91.8%
Other Charges	\$3,297,115	\$3,102,600	\$(194,515)	(5.9)%
<b>Total Expenditures / Appropriations</b>	<b>\$5,772,952</b>	<b>\$6,516,826</b>	<b>\$743,874</b>	<b>12.9%</b>
Other Reimbursements	—	\$(400,000)	\$(400,000)	—%
<b>Total Reimbursements</b>	<b>—</b>	<b>\$(400,000)</b>	<b>\$(400,000)</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$5,772,952</b>	<b>\$6,116,826</b>	<b>\$343,874</b>	<b>6.0%</b>
<b>Revenue</b>				
Charges for Services	\$4,820,970	\$5,281,185	\$460,215	9.5%
Miscellaneous Revenues	\$1,481,476	\$715,539	\$(765,937)	(51.7)%
<b>Total Revenue</b>	<b>\$6,302,446</b>	<b>\$5,996,724</b>	<b>\$(305,722)</b>	<b>(4.9)%</b>
<b>Use of Fund Balance</b>	<b>\$(529,494)</b>	<b>\$120,102</b>	<b>\$649,596</b>	<b>(122.7)%</b>
Positions	9.0	9.0	—	—%

## 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. Accela is a record tracking system used by numerous County agencies, which offers a high degree of automation with interfaces for internal staff, field staff, and the general public. An Accela record can have workflows, attachments, contacts, assignments, inspections, and more. Accela supports field inspections via VPN or mobile apps and also has multiple APIs for further integration.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Information Technology Recovery Fee	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Total Expenditures / Appropriations</b>	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Net Financing Uses</b>	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Total Revenue</b>	\$1,382,033	\$1,414,300	\$32,267	2.3%
<b>Use of Fund Balance</b>	\$228,170	\$311,166	\$82,996	36.4%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Total Expenditures / Appropriations</b>	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Net Financing Uses</b>	\$1,610,203	\$1,725,466	\$115,263	7.2%
<b>Revenue</b>				
Licenses, Permits & Franchises	\$1,337,548	\$1,400,000	\$62,452	4.7%
Revenue from Use Of Money & Property	\$3,400	\$2,300	\$(1,100)	(32.4)%
Miscellaneous Revenues	\$41,085	\$12,000	\$(29,085)	(70.8)%
<b>Total Revenue</b>	\$1,382,033	\$1,414,300	\$32,267	2.3%
<b>Use of Fund Balance</b>	\$228,170	\$311,166	\$82,996	36.4%

## 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 the program 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.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Dispute Resolution Program	\$632,500	\$632,500	—	—%
<b>Total Expenditures / Appropriations</b>	\$632,500	\$632,500	—	—%
<b>Net Financing Uses</b>	\$632,500	\$632,500	—	—%
<b>Total Revenue</b>	\$632,500	\$632,500	—	—%
<b>Net County Cost</b>	—	—	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$575,000	\$575,000	—	—%
Intrafund Charges	\$57,500	\$57,500	—	—%
<b>Total Expenditures / Appropriations</b>	\$632,500	\$632,500	—	—%
<b>Net Financing Uses</b>	\$632,500	\$632,500	—	—%
<b>Revenue</b>				
Charges for Services	\$632,500	\$632,500	—	—%
<b>Total Revenue</b>	\$632,500	\$632,500	—	—%
<b>Net County Cost</b>	—	—	—	—%

## Budget Unit Functions & Responsibilities

The **Department of General Services** provides 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 facilitate 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
- Real Estate
- Facilities Management
- Fleet Services
- Support Services

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Administration	\$6,771,459	\$6,594,745	\$(176,714)	(2.6)%
Architectural Services	\$3,514,292	\$3,777,649	\$263,357	7.5%
Central Purchasing	\$3,719,153	\$3,847,170	\$128,017	3.4%
Facilities Management	\$53,524,321	\$55,980,227	\$2,455,906	4.6%
Fleet Services	\$72,036,934	\$74,680,506	\$2,643,572	3.7%
Real Estate	\$52,135,582	\$49,104,579	\$(3,031,003)	(5.8)%
Support Services	\$8,665,591	\$8,714,980	\$49,389	0.6%
<b>Total Expenditures / Appropriations</b>	\$200,367,332	\$202,699,856	\$2,332,524	1.2%
<b>Total Reimbursements</b>	\$(27,577,386)	\$(28,474,618)	\$(897,232)	3.3%
<b>Net Financing Uses</b>	\$172,789,946	\$174,225,238	\$1,435,292	0.8%
<b>Total Revenue</b>	\$168,019,759	\$167,867,245	\$(152,514)	(0.1)%
<b>Use of Fund Balance</b>	\$4,770,187	\$6,357,993	\$1,587,806	33.3%
Positions	428.0	423.0	(5.0)	(1.2)%



## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$56,433,023	\$59,541,169	\$3,108,146	5.5%
Services & Supplies	\$98,679,094	\$96,049,337	\$(2,629,757)	(2.7)%
Other Charges	\$12,588,829	\$13,515,737	\$926,908	7.4%
Equipment	\$250,000	\$250,000	—	—%
Interfund Charges	\$767,930	\$768,995	\$1,065	0.1%
Intrafund Charges	\$27,548,456	\$28,474,618	\$926,162	3.4%
Cost of Goods Sold	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$200,367,332</b>	<b>\$202,699,856</b>	<b>\$2,332,524</b>	<b>1.2%</b>
Intrafund Reimbursements Within Programs	\$(16,138,048)	\$(16,640,252)	\$(502,204)	3.1%
Intrafund Reimbursements Between Programs	\$(4,061,054)	\$(4,152,813)	\$(91,759)	2.3%
Other Reimbursements	\$(7,378,284)	\$(7,681,553)	\$(303,269)	4.1%
<b>Total Reimbursements</b>	<b>\$(27,577,386)</b>	<b>\$(28,474,618)</b>	<b>\$(897,232)</b>	<b>3.3%</b>
<b>Net Financing Uses</b>	<b>\$172,789,946</b>	<b>\$174,225,238</b>	<b>\$1,435,292</b>	<b>0.8%</b>
<b>Revenue</b>				
Charges for Services	\$162,709,817	\$162,462,341	\$(247,476)	(0.2)%
Miscellaneous Revenues	\$5,309,942	\$5,404,904	\$94,962	1.8%
<b>Total Revenue</b>	<b>\$168,019,759</b>	<b>\$167,867,245</b>	<b>\$(152,514)</b>	<b>(0.1)%</b>
<b>Use of Fund Balance</b>	<b>\$4,770,187</b>	<b>\$6,357,993</b>	<b>\$1,587,806</b>	<b>33.3%</b>
Positions	428.0	423.0	(5.0)	(1.2)%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration	(36,193)	—	—	(36,193)	(1.0)
Architectural Services	118,776	—	118,776	—	—
Facilities Management	456,017	—	456,017	—	3.0
Fleet Services	50,000	—	—	50,000	—

### Summary of Approved Reductions by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
Administration	—	—	(176,773)	176,773	—
Central Purchasing	(80,741)	—	(95,421)	14,680	—
Facilities Management	(51,317)	—	(935,651)	884,334	—
Fleet Services	—	—	(225,834)	225,834	—
Real Estate	(22,000)	—	(115,138)	93,138	—
Support Services	—	—	(93,934)	93,934	—

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$4,416,952	\$4,618,029	\$201,077	4.6%
Services & Supplies	\$1,580,772	\$1,212,109	\$(368,663)	(23.3)%
Other Charges	\$254,825	\$251,360	\$(3,465)	(1.4)%
Intrafund Charges	\$518,910	\$513,247	\$(5,663)	(1.1)%
<b>Total Expenditures / Appropriations</b>	<b>\$6,771,459</b>	<b>\$6,594,745</b>	<b>\$(176,714)</b>	<b>(2.6)%</b>
Total Reimbursements within Program	\$(72,334)	\$(89,451)	\$(17,117)	23.7%
Total Reimbursements between Programs	\$(3,958,277)	\$(4,100,424)	\$(142,147)	3.6%
Other Reimbursements	\$(38,884)	\$(8,993)	\$29,891	(76.9)%
<b>Total Reimbursements</b>	<b>\$(4,069,495)</b>	<b>\$(4,198,868)</b>	<b>\$(129,373)</b>	<b>3.2%</b>
<b>Net Financing Uses</b>	<b>\$2,701,964</b>	<b>\$2,395,877</b>	<b>\$(306,087)</b>	<b>(11.3)%</b>
<b>Revenue</b>				
Charges for Services	\$1,648,970	\$1,587,334	\$(61,636)	(3.7)%
Miscellaneous Revenues	\$240,707	\$250,676	\$9,969	4.1%
<b>Total Revenue</b>	<b>\$1,889,677</b>	<b>\$1,838,010</b>	<b>\$(51,667)</b>	<b>(2.7)%</b>
<b>Use of Fund Balance</b>	<b>\$812,287</b>	<b>\$557,867</b>	<b>\$(254,420)</b>	<b>(31.3)%</b>
Positions	28.0	27.0	(1.0)	(3.6)%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Position Changes - Admin</b>					
	(36,193)	—	—	(36,193)	(1.0)

This fully funded, ongoing request will result in a net savings of \$36,193. This request will reallocate 1.0 FTE Administrative Services Officer III to 1.0 FTE Sr Administrative Analyst Range B and 1.0 FTE Sr Accountant to 1.0 FTE Accounting Manager, and will delete 1.0 FTE Office Specialist Lv 2 position (vacant), all to reflect the planned reorganization of the Administration Division. The reallocations will allow for the addition of new duties to the appropriate work role which include higher level accounting functions, analytical studies on projects and funding sources, and new program implementation.

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DGS - Absorb COLA - Administration</b>					
	—	—	(28,000)	28,000	—

Use retained earnings to absorb \$28,000 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.

<b>DGS ACP - Use retained earnings - Administration</b>					
	—	—	(148,773)	148,773	—

Absorb unavoidable cost increases through increased use of retained earnings (\$148,773). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$167,287) to absorb cost increases. The submitted growth request with a net savings of \$36,193 will help offset this reduction, for a total retained earnings draw of \$279,867 in FY 2021-22. There are no anticipated impacts to the program or to other departments.

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$2,441,765	\$2,662,483	\$220,718	9.0%
Services & Supplies	\$460,455	\$451,364	\$(9,091)	(2.0)%
Other Charges	\$2,501	\$5,000	\$2,499	99.9%
Intrafund Charges	\$609,571	\$658,802	\$49,231	8.1%
<b>Total Expenditures / Appropriations</b>	<b>\$3,514,292</b>	<b>\$3,777,649</b>	<b>\$263,357</b>	<b>7.5%</b>
Total Reimbursements between Programs	\$(50,000)	—	\$50,000	(100.0)%
Other Reimbursements	\$(21,500)	\$(20,500)	\$1,000	(4.7)%
<b>Total Reimbursements</b>	<b>\$(71,500)</b>	<b>\$(20,500)</b>	<b>\$51,000</b>	<b>(71.3)%</b>
<b>Net Financing Uses</b>	<b>\$3,442,792</b>	<b>\$3,757,149</b>	<b>\$314,357</b>	<b>9.1%</b>
<b>Revenue</b>				
Charges for Services	\$3,249,999	\$3,572,782	\$322,783	9.9%
<b>Total Revenue</b>	<b>\$3,249,999</b>	<b>\$3,572,782</b>	<b>\$322,783</b>	<b>9.9%</b>
<b>Use of Fund Balance</b>	<b>\$192,793</b>	<b>\$184,367</b>	<b>\$(8,426)</b>	<b>(4.4)%</b>
Positions	14.0	14.0	—	—%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Increase Extra Help - Architectural Services</b>					
	118,776	—	118,776	—	—

Requesting increased appropriations for extra help to assist with fluctuating workloads. Extra help is funded 100% by County departments requesting services. The majority of the increased costs are expected to be funded by the Capital Construction Fund.

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$2,628,069	\$2,758,247	\$130,178	5.0%
Services & Supplies	\$610,085	\$584,309	\$(25,776)	(4.2)%
Other Charges	\$3,395	—	\$(3,395)	(100.0)%
Intrafund Charges	\$477,604	\$504,614	\$27,010	5.7%
<b>Total Expenditures / Appropriations</b>	<b>\$3,719,153</b>	<b>\$3,847,170</b>	<b>\$128,017</b>	<b>3.4%</b>
Total Reimbursements within Program	\$(148,831)	\$(155,662)	\$(6,831)	4.6%
Total Reimbursements between Programs	—	—	—	—%
Other Reimbursements	\$(645,359)	\$(681,820)	\$(36,461)	5.6%
<b>Total Reimbursements</b>	<b>\$(794,190)</b>	<b>\$(837,482)</b>	<b>\$(43,292)</b>	<b>5.5%</b>
<b>Net Financing Uses</b>	<b>\$2,924,963</b>	<b>\$3,009,688</b>	<b>\$84,725</b>	<b>2.9%</b>
<b>Revenue</b>				
Charges for Services	\$2,846,465	\$2,892,517	\$46,052	1.6%
Miscellaneous Revenues	\$8,000	\$8,000	—	—%
<b>Total Revenue</b>	<b>\$2,854,465</b>	<b>\$2,900,517</b>	<b>\$46,052</b>	<b>1.6%</b>
<b>Use of Fund Balance</b>	<b>\$70,498</b>	<b>\$109,171</b>	<b>\$38,673</b>	<b>54.9%</b>
Positions	19.0	19.0	—	—%

### Approved Reduction Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
<b>DGS - Absorb COLA - Purchasing</b>	—	—	(14,680)	14,680	—
Use retained earnings to absorb \$14,680 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.					
<b>DGS ACP - Reduce Object 20 - Purchasing</b>	(80,741)	—	(80,741)	—	—
Absorb unavoidable cost increases through reduction to services/supplies appropriations. There are no anticipated impacts to the program or to other departments.					

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$29,183,327	\$30,902,783	\$1,719,456	5.9%
Services & Supplies	\$20,514,911	\$21,255,538	\$740,627	3.6%
Other Charges	\$71,377	\$30,486	\$(40,891)	(57.3)%
Equipment	—	—	—	—%
Interfund Charges	\$77,542	\$77,883	\$341	0.4%
Intrafund Charges	\$3,677,164	\$3,713,537	\$36,373	1.0%
<b>Total Expenditures / Appropriations</b>	<b>\$53,524,321</b>	<b>\$55,980,227</b>	<b>\$2,455,906</b>	<b>4.6%</b>
Total Reimbursements within Program	—	—	—	—%
Total Reimbursements between Programs	\$(14,936)	\$(14,548)	\$388	(2.6)%
Other Reimbursements	\$(1,969,401)	\$(1,960,926)	\$8,475	(0.4)%
<b>Total Reimbursements</b>	<b>\$(1,984,337)</b>	<b>\$(1,975,474)</b>	<b>\$8,863</b>	<b>(0.4)%</b>
<b>Net Financing Uses</b>	<b>\$51,539,984</b>	<b>\$54,004,753</b>	<b>\$2,464,769</b>	<b>4.8%</b>
<b>Revenue</b>				
Charges for Services	\$49,559,971	\$50,765,833	\$1,205,862	2.4%
Miscellaneous Revenues	\$287,493	\$281,272	\$(6,221)	(2.2)%
<b>Total Revenue</b>	<b>\$49,847,464</b>	<b>\$51,047,105</b>	<b>\$1,199,641</b>	<b>2.4%</b>
<b>Use of Fund Balance</b>	<b>\$1,692,520</b>	<b>\$2,957,648</b>	<b>\$1,265,128</b>	<b>74.7%</b>
Positions	226.0	223.0	(3.0)	(1.3)%



## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Add 3.0 FTE Custodians - Facilities Mgmt</b>					
	199,762	—	199,762	—	3.0

Add 3.0 FTE Custodian Lv 2 positions to provide custodial services at the Main Jail seven days a week instead of five days a week per the requirement of the Sheriff's Department. Funding for this request will be provided by the Sheriff's Department in FY 2021-22, and then will become part of the Facility Use Allocation for the Main Jail starting in FY 2022-23, which also will be funded by the Sheriff's Department.

<b>DGS - Add Extra Help for Security - Facilities Mgmt</b>					
	256,255	—	256,255	—	—

Increase Extra Help appropriations by \$256,255 for DGS to continue providing 24/7/365 security services at the request of DCFAS, after DCFAS moved its program that handles minors from the Children's Receiving Home to the OB#3 facility. This commenced in September 2020. DGS used existing and one-time appropriations to provide services for part of 2020-21, but will need increased appropriations to provide services for a full year in 2021-22. This ongoing request is fully funded by existing appropriations in the customer's budget, therefore only DGS is submitting a growth request.

## Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DGS - Absorb COLA - Facilities Mgmt</b>					
	—	—	(145,342)	145,342	—

Use retained earnings to absorb \$145,342 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.

<b>DGS ACP - Reduce Object 20 - Alarms</b>					
	(51,317)	—	(51,317)	—	—

Absorb unavoidable cost increases through reduction to services/supplies appropriations. There are no anticipated impacts to the program or to other departments.

<b>DGS ACP - Use retained earnings - Bradshaw District</b>					
	—	—	(236,746)	236,746	—

Absorb unavoidable cost increases through increased use of retained earnings (\$236,746). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$160,085) to absorb cost increases, for a total retained earning draw of \$396,831 in FY 2021-22. There are no anticipated impacts to the program or to other departments.

<b>DGS ACP - Use retained earnings - Downtown District</b>					
	—	—	(392,316)	392,316	—

Absorb unavoidable cost increases and zero out budgeted salary savings (\$213,703) through increased use of retained earnings (\$392,316). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$241,959) to absorb cost increases for a total retained earnings draw of \$634,275 in FY 2021-22. There are no anticipated impacts to the program or to other departments.

### Approved Reduction Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
<b>DGS ACP - Use retained earnings - Energy</b>	—	—	(3,212)	3,212	—
Absorb unavoidable cost increases through increased use of retained earnings (\$3,212). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$135,945) to absorb cost increases, for a total retained earnings draw of \$139,157 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					
<b>DGS ACP - Use retained earnings - Security</b>	—	—	(106,718)	106,718	—
Absorb unavoidable cost increases and zero out budgeted salary savings (\$44,853) through increased use of retained earnings (\$106,718). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$39,531) to absorb cost increases for a total retained earnings draw of \$146,249 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					

## Fleet Services

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$12,784,698	\$13,412,724	\$628,026	4.9%
Services & Supplies	\$27,477,894	\$27,776,398	\$298,504	1.1%
Other Charges	\$12,146,298	\$13,135,023	\$988,725	8.1%
Interfund Charges	\$690,388	\$691,112	\$724	0.1%
Intrafund Charges	\$18,937,656	\$19,665,249	\$727,593	3.8%
<b>Total Expenditures / Appropriations</b>	\$72,036,934	\$74,680,506	\$2,643,572	3.7%
Total Reimbursements within Program	\$(14,284,674)	\$(14,762,930)	\$(478,256)	3.3%
Total Reimbursements between Programs	\$(37,841)	\$(37,841)	—	—%
Other Reimbursements	\$(4,081,904)	\$(4,334,609)	\$(252,705)	6.2%
<b>Total Reimbursements</b>	\$(18,404,419)	\$(19,135,380)	\$(730,961)	4.0%
<b>Net Financing Uses</b>	\$53,632,515	\$55,545,126	\$1,912,611	3.6%
<b>Revenue</b>				
Charges for Services	\$47,545,907	\$48,746,566	\$1,200,659	2.5%
Miscellaneous Revenues	\$4,773,742	\$4,864,956	\$91,214	1.9%
<b>Total Revenue</b>	\$52,319,649	\$53,611,522	\$1,291,873	2.5%
<b>Use of Fund Balance</b>	\$1,312,866	\$1,933,604	\$620,738	47.3%
Positions	99.0	99.0	—	—%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Support Services for SMUD Program - Fleet</b>	50,000	—	—	50,000	—

This one-time request is for \$50,000 of support services necessary for participation in SMUD's Charging as a Service (CaaS) pilot project to support the transition of the County's fleet to zero-emission vehicles (ZEV) where feasible, to comply with the Governor's Executive order and CARB's Advanced Clean Truck Regulation that will begin phasing in as soon as FY 2023-24. This one-time request is fully funded with program retained earnings.

### Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DGS - Absorb COLA - Fleet Services</b>	—	—	(25,511)	25,511	—
Use retained earnings to absorb \$25,511 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.					
<b>DGS - Use retained earnings - Light Fleet</b>	—	—	(200,323)	200,323	—
Absorb unavoidable cost increases through increased use of retained earnings (\$200,323). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$318,102) to absorb cost increases, for a total retained earnings draw of \$518,425 for FY 2021-22. There are no anticipated impacts to the program or to other departments.					

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$3,200,620	\$3,277,492	\$76,872	2.4%
Services & Supplies	\$46,530,026	\$43,348,855	\$(3,181,171)	(6.8)%
Other Charges	\$4,288	—	\$(4,288)	(100.0)%
Intrafund Charges	\$2,400,648	\$2,478,232	\$77,584	3.2%
<b>Total Expenditures / Appropriations</b>	\$52,135,582	\$49,104,579	\$(3,031,003)	(5.8)%
Total Reimbursements within Program	\$(1,598,454)	\$(1,598,454)	—	—%
Other Reimbursements	\$(251,809)	\$(308,910)	\$(57,101)	22.7%
<b>Total Reimbursements</b>	\$(1,850,263)	\$(1,907,364)	\$(57,101)	3.1%
<b>Net Financing Uses</b>	\$50,285,319	\$47,197,215	\$(3,088,104)	(6.1)%
<b>Revenue</b>				
Charges for Services	\$49,949,180	\$46,927,281	\$(3,021,899)	(6.0)%
<b>Total Revenue</b>	\$49,949,180	\$46,927,281	\$(3,021,899)	(6.0)%
<b>Use of Fund Balance</b>	\$336,139	\$269,934	\$(66,205)	(19.7)%
Positions	23.0	22.0	(1.0)	(4.3)%

### Approved Reduction Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net County Cost</b>	<b>FTE</b>
<b>DGS - Absorb COLA - Real Estate</b>	—	—	(6,944)	6,944	—
Use retained earnings to absorb \$6,944 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.					
<b>DGS ACP - Reduce Object 20 and use retained earnings - Lease Mgmt</b>	(22,000)	—	(108,194)	86,194	—
Absorb unavoidable cost increases through reduction to services/supplies appropriations (\$22,000) and increased use of retained earnings (\$86,194). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$12,589) to absorb cost increases, for a total retained earnings draw of \$98,783 in FY 2021-22. There are no anticipated impacts to the program or to other departments.					

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,777,592	\$1,909,411	\$131,819	7.4%
Services & Supplies	\$1,504,951	\$1,420,764	\$(84,187)	(5.6)%
Other Charges	\$106,145	\$93,868	\$(12,277)	(11.6)%
Equipment	\$250,000	\$250,000	—	—%
Intrafund Charges	\$926,903	\$940,937	\$14,034	1.5%
Cost of Goods Sold	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$8,665,591</b>	<b>\$8,714,980</b>	<b>\$49,389</b>	<b>0.6%</b>
Total Reimbursements within Program	\$(33,755)	\$(33,755)	—	—%
Total Reimbursements between Programs	—	—	—	—%
Other Reimbursements	\$(369,427)	\$(365,795)	\$3,632	(1.0)%
<b>Total Reimbursements</b>	<b>\$(403,182)</b>	<b>\$(399,550)</b>	<b>\$3,632</b>	<b>(0.9)%</b>
<b>Net Financing Uses</b>	<b>\$8,262,409</b>	<b>\$8,315,430</b>	<b>\$53,021</b>	<b>0.6%</b>
<b>Revenue</b>				
Charges for Services	\$7,909,325	\$7,970,028	\$60,703	0.8%
<b>Total Revenue</b>	<b>\$7,909,325</b>	<b>\$7,970,028</b>	<b>\$60,703</b>	<b>0.8%</b>
<b>Use of Fund Balance</b>	<b>\$353,084</b>	<b>\$345,402</b>	<b>\$(7,682)</b>	<b>(2.2)%</b>
Positions	19.0	19.0	—	—%

## Approved Reduction Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
<b>DGS - Absorb COLA - Support Services</b>	—	—	(6,805)	6,805	—
Use retained earnings to absorb \$6,805 additional cost increase for anticipated increase in negotiated cost of living adjustments. There are no anticipated impacts to the program or to other departments.					
<b>DGS ACP - Use retained earnings - Mail Messenger</b>	—	—	(82,958)	82,958	—
Absorb unavoidable cost increases through increased use of retained earnings (\$82,958). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$34,389) to absorb cost increases, for a total retained earnings draw of \$117,347 in FY 2021-22. There are no anticipated direct impacts to the program or to other departments.					
<b>DGS ACP - Use retained earnings - Warehouse</b>	—	—	(4,171)	4,171	—
Absorb unavoidable cost increases through increased use of retained earnings (\$4,171). This is in addition to continuing the FY 2020-21 budgeted use of retained earnings (\$62,881) to absorb cost increases and keep rates flat for a sixth year, for a total retained earnings draw of \$67,052 for FY 2021-22. There are no anticipated impacts to the program or to other departments.					



## 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. These programs are:

- Administration and Planning
- Debt Service
- Projects

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Administration and Planning	\$5,017,949	\$6,383,989	\$1,366,040	27.2%
Debt Service	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
Projects	\$57,498,007	\$73,043,357	\$15,545,350	27.0%
<b>Total Expenditures / Appropriations</b>	\$66,146,907	\$82,775,293	\$16,628,386	25.1%
<b>Total Reimbursements</b>	\$(8,210,000)	\$(14,012,160)	\$(5,802,160)	70.7%
<b>Net Financing Uses</b>	\$57,936,907	\$68,763,133	\$10,826,226	18.7%
<b>Total Revenue</b>	\$26,897,717	\$28,943,474	\$2,045,757	7.6%
<b>Use of Fund Balance</b>	\$31,039,190	\$39,819,659	\$8,780,469	28.3%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$31,868,428	\$28,548,043	\$(3,320,385)	(10.4)%
Other Charges	—	—	—	—%
Improvements	\$30,647,528	\$41,867,143	\$11,219,615	36.6%
Interfund Charges	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
Intrafund Charges	—	\$9,012,160	\$9,012,160	—%
<b>Total Expenditures / Appropriations</b>	<b>\$66,146,907</b>	<b>\$82,775,293</b>	<b>\$16,628,386</b>	<b>25.1%</b>
Intrafund Reimbursements Within Programs	—	\$(682,224)	\$(682,224)	—%
Intrafund Reimbursements Between Programs	—	\$(8,329,936)	\$(8,329,936)	—%
Other Reimbursements	\$(8,210,000)	\$(5,000,000)	\$3,210,000	(39.1)%
<b>Total Reimbursements</b>	<b>\$(8,210,000)</b>	<b>\$(14,012,160)</b>	<b>\$(5,802,160)</b>	<b>70.7%</b>
<b>Net Financing Uses</b>	<b>\$57,936,907</b>	<b>\$68,763,133</b>	<b>\$10,826,226</b>	<b>18.7%</b>
<b>Revenue</b>				
Fines, Forfeitures & Penalties	\$2,360,000	\$1,600,000	\$(760,000)	(32.2)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$24,507,717	\$27,313,474	\$2,805,757	11.4%
<b>Total Revenue</b>	<b>\$26,897,717</b>	<b>\$28,943,474</b>	<b>\$2,045,757</b>	<b>7.6%</b>
<b>Use of Fund Balance</b>	<b>\$31,039,190</b>	<b>\$39,819,659</b>	<b>\$8,780,469</b>	<b>28.3%</b>

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Projects	5,000,000	(5,000,000)	—	—	—

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$5,017,949	\$5,992,689	\$974,740	19.4%
Improvements	—	\$391,300	\$391,300	—%
Interfund Charges	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	\$5,017,949	\$6,383,989	\$1,366,040	27.2%
Total Reimbursements between Programs	—	\$(5,781,989)	\$(5,781,989)	—%
Other Reimbursements	—	—	—	—%
<b>Total Reimbursements</b>	—	\$(5,781,989)	\$(5,781,989)	—%
<b>Net Financing Uses</b>	\$5,017,949	\$602,000	\$(4,415,949)	(88.0)%
<b>Revenue</b>				
Miscellaneous Revenues	—	\$602,000	\$602,000	—%
<b>Total Revenue</b>	—	\$602,000	\$602,000	—%
<b>Use of Fund Balance</b>	\$5,017,949	—	\$(5,017,949)	(100.0)%

## Debt Service

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Interfund Charges	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
<b>Total Expenditures / Appropriations</b>	\$3,630,951	\$3,347,947	\$(283,004)	(7.8)%
Total Reimbursements between Programs	—	\$(2,547,947)	\$(2,547,947)	—%
Other Reimbursements	—	—	—	—%
<b>Total Reimbursements</b>	—	\$(2,547,947)	\$(2,547,947)	—%
<b>Net Financing Uses</b>	\$3,630,951	\$800,000	\$(2,830,951)	(78.0)%
<b>Revenue</b>				
Fines, Forfeitures & Penalties	—	\$800,000	\$800,000	—%
Miscellaneous Revenues	—	—	—	—%
<b>Total Revenue</b>	—	\$800,000	\$800,000	—%
<b>Use of Fund Balance</b>	\$3,630,951	—	\$(3,630,951)	(100.0)%

## Projects

### Program Overview

**Capital 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$26,850,479	\$22,555,354	\$(4,295,125)	(16.0)%
Other Charges	—	—	—	—%
Improvements	\$30,647,528	\$41,475,843	\$10,828,315	35.3%
Intrafund Charges	—	\$9,012,160	\$9,012,160	—%
<b>Total Expenditures / Appropriations</b>	<b>\$57,498,007</b>	<b>\$73,043,357</b>	<b>\$15,545,350</b>	<b>27.0%</b>
Total Reimbursements within Program	—	\$(682,224)	\$(682,224)	—%
Other Reimbursements	\$(8,210,000)	\$(5,000,000)	\$3,210,000	(39.1)%
<b>Total Reimbursements</b>	<b>\$(8,210,000)</b>	<b>\$(5,682,224)</b>	<b>\$2,527,776</b>	<b>(30.8)%</b>
<b>Net Financing Uses</b>	<b>\$49,288,007</b>	<b>\$67,361,133</b>	<b>\$18,073,126</b>	<b>36.7%</b>
<b>Revenue</b>				
Fines, Forfeitures & Penalties	\$2,360,000	\$800,000	\$(1,560,000)	(66.1)%
Revenue from Use Of Money & Property	\$30,000	\$30,000	—	—%
Miscellaneous Revenues	\$24,507,717	\$26,711,474	\$2,203,757	9.0%
<b>Total Revenue</b>	<b>\$26,897,717</b>	<b>\$27,541,474</b>	<b>\$643,757</b>	<b>2.4%</b>
<b>Use of Fund Balance</b>	<b>\$22,390,290</b>	<b>\$39,819,659</b>	<b>\$17,429,369</b>	<b>77.8%</b>

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DGS CCF - Mather Community Campus Improvements (June)</b>					
	1,000,000	(1,000,000)	—	—	—
This one-time growth request will fund health and safety capital projects at the Mather Community Campus, identified as Priority One projects in the recent facility condition assessment. This request is contingent upon approval of a growth request in the Financing Transfers and Reimbursement budget (Budget Unit 5110000.)					
<b>DGS CCF -Mather Community Campus Improvements (Sept)</b>					
	4,000,000	(4,000,000)	—	—	—
This one-time growth request will fund health and safety capital projects at the Mather Community Campus, identified as Priority One projects in the recent facility condition assessment. This request is contingent upon approval of a growth request in the Financing Transfers and Reimbursement budget (Budget Unit 5110000).					

### 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

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Capital Outlay - Heavy Equipment	\$14,822,817	\$16,857,719	\$2,034,902	13.7%
<b>Total Expenditures / Appropriations</b>	\$14,822,817	\$16,857,719	\$2,034,902	13.7%
<b>Net Financing Uses</b>	\$14,822,817	\$16,857,719	\$2,034,902	13.7%
<b>Total Revenue</b>	\$4,045,742	\$4,467,969	\$422,227	10.4%
<b>Use of Fund Balance</b>	\$10,777,075	\$12,389,750	\$1,612,675	15.0%

### Budget Unit – Budget by Object

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Appropriations by Object</b>				
Other Charges	\$42,000	\$42,000	—	—%
Equipment	\$14,780,817	\$16,815,719	\$2,034,902	13.8%
<b>Total Expenditures / Appropriations</b>	\$14,822,817	\$16,857,719	\$2,034,902	13.7%
<b>Net Financing Uses</b>	\$14,822,817	\$16,857,719	\$2,034,902	13.7%
<b>Revenue</b>				
Charges for Services	\$3,388,788	\$3,746,141	\$357,353	10.5%
Miscellaneous Revenues	\$356,954	\$421,828	\$64,874	18.2%
Other Financing Sources	\$300,000	\$300,000	—	—%
<b>Total Revenue</b>	\$4,045,742	\$4,467,969	\$422,227	10.4%
<b>Use of Fund Balance</b>	\$10,777,075	\$12,389,750	\$1,612,675	15.0%

## Budget Unit Functions & Responsibilities

The **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.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Capital Outlay - Automotive Equipment	\$14,451,586	\$14,422,314	\$(29,272)	(0.2)%
<b>Total Expenditures / Appropriations</b>	\$14,451,586	\$14,422,314	\$(29,272)	(0.2)%
<b>Net Financing Uses</b>	\$14,451,586	\$14,422,314	\$(29,272)	(0.2)%
<b>Total Revenue</b>	\$3,029,764	\$2,606,808	\$(422,956)	(14.0)%
<b>Use of Fund Balance</b>	\$11,421,822	\$11,815,506	\$393,684	3.4%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Other Charges	\$215,419	\$188,928	\$(26,491)	(12.3)%
Equipment	\$14,236,167	\$14,233,386	\$(2,781)	(0.0)%
<b>Total Expenditures / Appropriations</b>	\$14,451,586	\$14,422,314	\$(29,272)	(0.2)%
<b>Net Financing Uses</b>	\$14,451,586	\$14,422,314	\$(29,272)	(0.2)%
<b>Revenue</b>				
Charges for Services	\$2,191,000	\$1,691,000	\$(500,000)	(22.8)%
Miscellaneous Revenues	\$338,764	\$415,808	\$77,044	22.7%
Other Financing Sources	\$500,000	\$500,000	—	—%
<b>Total Revenue</b>	\$3,029,764	\$2,606,808	\$(422,956)	(14.0)%
<b>Use of Fund Balance</b>	\$11,421,822	\$11,815,506	\$393,684	3.4%



## Budget Unit Functions & Responsibilities

**Parking Enterprise** of 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 at these locations. Parking Enterprise also operates bicycle storage and shower/locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center complex; 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.

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Parking Enterprise	\$4,878,194	\$4,076,111	\$(802,083)	(16.4)%
<b>Total Expenditures / Appropriations</b>	\$4,878,194	\$4,076,111	\$(802,083)	(16.4)%
<b>Net Financing Uses</b>	\$4,878,194	\$4,076,111	\$(802,083)	(16.4)%
<b>Total Revenue</b>	\$3,027,629	\$2,805,637	\$(221,992)	(7.3)%
<b>Use of Fund Balance</b>	\$1,850,565	\$1,270,474	\$(580,091)	(31.3)%
Positions	5.0	5.0	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$476,986	\$456,509	\$(20,477)	(4.3)%
Services & Supplies	\$3,234,143	\$3,121,449	\$(112,694)	(3.5)%
Other Charges	\$711,035	\$410,053	\$(300,982)	(42.3)%
Equipment	\$456,030	\$88,100	\$(367,930)	(80.7)%
<b>Total Expenditures / Appropriations</b>	<b>\$4,878,194</b>	<b>\$4,076,111</b>	<b>\$(802,083)</b>	<b>(16.4)%</b>
<b>Net Financing Uses</b>	<b>\$4,878,194</b>	<b>\$4,076,111</b>	<b>\$(802,083)</b>	<b>(16.4)%</b>
<b>Revenue</b>				
Revenue from Use Of Money & Property	\$2,121,617	\$2,029,625	\$(91,992)	(4.3)%
Charges for Services	\$707,712	\$577,712	\$(130,000)	(18.4)%
Miscellaneous Revenues	\$198,300	\$198,300	—	—%
<b>Total Revenue</b>	<b>\$3,027,629</b>	<b>\$2,805,637</b>	<b>\$(221,992)</b>	<b>(7.3)%</b>
<b>Use of Fund Balance</b>	<b>\$1,850,565</b>	<b>\$1,270,474</b>	<b>\$(580,091)</b>	<b>(31.3)%</b>
Positions	5.0	5.0	—	—%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Parking Enterprise	98,560	—	—	98,560	—

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS Parking - Remodel Public Garage Office</b>					
	98,560	—	—	98,560	—

Remodel the existing Downtown Public Parking Garage Office located at 725 7th Street to enhance the security and safety of Parking Enterprise staff while serving customers and performing office duties. The estimated cost of \$98,560 for this one-time request will be fully funded with the program's retained earnings.

## 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 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Grand Jury	\$300,010	\$306,264	\$6,254	2.1%
<b>Total Expenditures / Appropriations</b>	\$300,010	\$306,264	\$6,254	2.1%
<b>Net Financing Uses</b>	\$300,010	\$306,264	\$6,254	2.1%
<b>Total Revenue</b>	—	—	—	—%
<b>Net County Cost</b>	\$300,010	\$306,264	\$6,254	2.1%

## Budget Unit – Budget by Object

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Appropriations by Object</b>				
Services & Supplies	\$300,010	\$306,264	\$6,254	2.1%
<b>Total Expenditures / Appropriations</b>	\$300,010	\$306,264	\$6,254	2.1%
<b>Net Financing Uses</b>	\$300,010	\$306,264	\$6,254	2.1%
<b>Revenue</b>				
Intergovernmental Revenues	—	—	—	—%
<b>Total Revenue</b>	—	—	—	—%
<b>Net County Cost</b>	\$300,010	\$306,264	\$6,254	2.1%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Office of Inspector General	\$142,565	\$156,924	\$14,359	10.1%
<b>Total Expenditures / Appropriations</b>	\$142,565	\$156,924	\$14,359	10.1%
<b>Net Financing Uses</b>	\$142,565	\$156,924	\$14,359	10.1%
<b>Net County Cost</b>	\$142,565	\$156,924	\$14,359	10.1%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$142,565	\$154,093	\$11,528	8.1%
Interfund Charges	—	\$2,831	\$2,831	—%
<b>Total Expenditures / Appropriations</b>	\$142,565	\$156,924	\$14,359	10.1%
<b>Net Financing Uses</b>	\$142,565	\$156,924	\$14,359	10.1%
<b>Net County Cost</b>	\$142,565	\$156,924	\$14,359	10.1%

## 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; 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

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Administration	\$1,223,082	\$1,460,620	\$237,538	19.4%
Benefits	\$2,617,397	\$2,660,687	\$43,290	1.7%
County Safety Office	\$1,846,656	\$1,890,372	\$43,716	2.4%
Department Services	\$14,677,795	\$14,839,835	\$162,040	1.1%
Disability Compliance	\$570,051	\$544,673	\$(25,378)	(4.5)%
Employment Services	\$4,833,328	\$5,008,796	\$175,468	3.6%
Equal Employment Opportunity	\$398,528	\$367,963	\$(30,565)	(7.7)%
Liability/Property Insurance Personnel	\$1,152,684	\$1,213,302	\$60,618	5.3%
Training & Organization Development	\$1,078,738	\$1,145,300	\$66,562	6.2%
Workers' Compensation Personnel	\$4,686,791	\$4,865,959	\$179,168	3.8%
<b>Total Expenditures / Appropriations</b>	\$33,085,050	\$33,997,507	\$912,457	2.8%
<b>Total Reimbursements</b>	\$(17,525,892)	\$(17,705,945)	\$(180,053)	1.0%
<b>Net Financing Uses</b>	\$15,559,158	\$16,291,562	\$732,404	4.7%
<b>Total Revenue</b>	\$15,559,158	\$15,803,718	\$244,560	1.6%
<b>Net County Cost</b>	—	\$487,844	\$487,844	—%
Positions	206.0	201.0	(5.0)	(2.4)%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$26,205,735	\$27,055,270	\$849,535	3.2%
Services & Supplies	\$4,332,168	\$4,331,759	\$(409)	(0.0)%
Other Charges	—	—	—	—%
Equipment	—	\$47,293	\$47,293	—%
Interfund Charges	—	—	—	—%
Intrafund Charges	\$2,547,147	\$2,563,185	\$16,038	0.6%
<b>Total Expenditures / Appropriations</b>	<b>\$33,085,050</b>	<b>\$33,997,507</b>	<b>\$912,457</b>	<b>2.8%</b>
Other Reimbursements	\$(17,525,892)	\$(17,705,945)	\$(180,053)	1.0%
<b>Total Reimbursements</b>	<b>\$(17,525,892)</b>	<b>\$(17,705,945)</b>	<b>\$(180,053)</b>	<b>1.0%</b>
<b>Net Financing Uses</b>	<b>\$15,559,158</b>	<b>\$16,291,562</b>	<b>\$732,404</b>	<b>4.7%</b>
<b>Revenue</b>				
Intergovernmental Revenues	—	\$50,000	\$50,000	—%
Charges for Services	\$15,559,158	\$15,753,718	\$194,560	1.3%
<b>Total Revenue</b>	<b>\$15,559,158</b>	<b>\$15,803,718</b>	<b>\$244,560</b>	<b>1.6%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$487,844</b>	<b>\$487,844</b>	<b>—%</b>
Positions	206.0	201.0	(5.0)	(2.4)%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration	200,000	—	—	200,000	—

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$704,968	\$734,909	\$29,941	4.2%
Services & Supplies	\$254,769	\$415,001	\$160,232	62.9%
Other Charges	—	—	—	—%
Equipment	—	\$17,126	\$17,126	—%
Interfund Charges	—	—	—	—%
Intrafund Charges	\$263,345	\$293,584	\$30,239	11.5%
<b>Total Expenditures / Appropriations</b>	<b>\$1,223,082</b>	<b>\$1,460,620</b>	<b>\$237,538</b>	<b>19.4%</b>
Other Reimbursements	\$(989,779)	\$(1,010,231)	\$(20,452)	2.1%
<b>Total Reimbursements</b>	<b>\$(989,779)</b>	<b>\$(1,010,231)</b>	<b>\$(20,452)</b>	<b>2.1%</b>
<b>Net Financing Uses</b>	<b>\$233,303</b>	<b>\$450,389</b>	<b>\$217,086</b>	<b>93.0%</b>
<b>Revenue</b>				
Charges for Services	\$233,303	\$244,366	\$11,063	4.7%
<b>Total Revenue</b>	<b>\$233,303</b>	<b>\$244,366</b>	<b>\$11,063</b>	<b>4.7%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$206,023</b>	<b>\$206,023</b>	<b>—%</b>
Positions	4.0	4.0	—	—%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DPS - Leadership Curriculum - Administration</b>	200,000	—	—	200,000	—

The growth request will provide funding to hire a contractor for the purposes of developing a curriculum and facilitate classes to enable Countywide cultural transformation, support departments to grow and develop leaders from within, and provide exemplary service to the community. The proposed leadership program will be centered around skills, abilities, competencies, and attributes of leaders. This is a one-time cost.



## 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; the Dependent Care Assistance Program; the Employee Assistance Program; the Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; the Family Medical Leave Act; the Omnibus Budget Reconciliation Act; the Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a).

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,508,645	\$1,726,388	\$217,743	14.4%
Services & Supplies	\$862,328	\$700,091	\$(162,237)	(18.8)%
Intrafund Charges	\$246,424	\$234,208	\$(12,216)	(5.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$2,617,397</b>	<b>\$2,660,687</b>	<b>\$43,290</b>	<b>1.7%</b>
Other Reimbursements	\$(1,393,654)	\$(1,362,470)	\$31,184	(2.2)%
<b>Total Reimbursements</b>	<b>\$(1,393,654)</b>	<b>\$(1,362,470)</b>	<b>\$31,184</b>	<b>(2.2)%</b>
<b>Net Financing Uses</b>	<b>\$1,223,743</b>	<b>\$1,298,217</b>	<b>\$74,474</b>	<b>6.1%</b>
<b>Revenue</b>				
Intergovernmental Revenues	—	\$50,000	\$50,000	—%
Charges for Services	\$1,223,743	\$1,233,713	\$9,970	0.8%
<b>Total Revenue</b>	<b>\$1,223,743</b>	<b>\$1,283,713</b>	<b>\$59,970</b>	<b>4.9%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$14,504</b>	<b>\$14,504</b>	<b>—%</b>
Positions	12.0	12.0	—	—%

## County Safety Office

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,531,076	\$1,553,412	\$22,336	1.5%
Services & Supplies	\$200,157	\$189,749	\$(10,408)	(5.2)%
Equipment	—	\$30,167	\$30,167	—%
Intrafund Charges	\$115,423	\$117,044	\$1,621	1.4%
<b>Total Expenditures / Appropriations</b>	<b>\$1,846,656</b>	<b>\$1,890,372</b>	<b>\$43,716</b>	<b>2.4%</b>
Other Reimbursements	\$(1,330,958)	\$(1,365,227)	\$(34,269)	2.6%
<b>Total Reimbursements</b>	<b>\$(1,330,958)</b>	<b>\$(1,365,227)</b>	<b>\$(34,269)</b>	<b>2.6%</b>
<b>Net Financing Uses</b>	<b>\$515,698</b>	<b>\$525,145</b>	<b>\$9,447</b>	<b>1.8%</b>
<b>Revenue</b>				
Charges for Services	\$515,698	\$511,590	\$(4,108)	(0.8)%
<b>Total Revenue</b>	<b>\$515,698</b>	<b>\$511,590</b>	<b>\$(4,108)</b>	<b>(0.8)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$13,555</b>	<b>\$13,555</b>	<b>—%</b>
Positions	10.0	10.0	—	—%

## Department Services

### Program Overview

**Department Services** consists of five services teams. Four of these teams are comprised of human resources professionals 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.

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$11,745,703	\$12,050,162	\$304,459	2.6%
Services & Supplies	\$1,646,825	\$1,509,125	\$(137,700)	(8.4)%
Interfund Charges	—	—	—	—%
Intrafund Charges	\$1,285,267	\$1,280,548	\$(4,719)	(0.4)%
<b>Total Expenditures / Appropriations</b>	\$14,677,795	\$14,839,835	\$162,040	1.1%
Other Reimbursements	\$(9,543,782)	\$(9,602,480)	\$(58,698)	0.6%
<b>Total Reimbursements</b>	\$(9,543,782)	\$(9,602,480)	\$(58,698)	0.6%
<b>Net Financing Uses</b>	\$5,134,013	\$5,237,355	\$103,342	2.0%
<b>Revenue</b>				
Charges for Services	\$5,134,013	\$5,125,553	\$(8,460)	(0.2)%
<b>Total Revenue</b>	\$5,134,013	\$5,125,553	\$(8,460)	(0.2)%
<b>Net County Cost</b>	—	\$111,802	\$111,802	—%
Positions	98.0	97.0	(1.0)	(1.0)%

## 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; and provides staff and administrative support to the County's Disability Advisory Committee and subcommittees.

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$457,904	\$436,966	\$(20,938)	(4.6)%
Services & Supplies	\$80,041	\$75,156	\$(4,885)	(6.1)%
Intrafund Charges	\$32,106	\$32,551	\$445	1.4%
<b>Total Expenditures / Appropriations</b>	<b>\$570,051</b>	<b>\$544,673</b>	<b>\$(25,378)</b>	<b>(4.5)%</b>
<b>Net Financing Uses</b>	<b>\$570,051</b>	<b>\$544,673</b>	<b>\$(25,378)</b>	<b>(4.5)%</b>
<b>Revenue</b>				
Charges for Services	\$570,051	\$541,060	\$(28,991)	(5.1)%
<b>Total Revenue</b>	<b>\$570,051</b>	<b>\$541,060</b>	<b>\$(28,991)</b>	<b>(5.1)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$3,613</b>	<b>\$3,613</b>	<b>—%</b>
Positions	3.0	3.0	—	—%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$3,923,555	\$4,051,017	\$127,462	3.2%
Services & Supplies	\$567,309	\$621,408	\$54,099	9.5%
Intrafund Charges	\$342,464	\$336,371	\$(6,093)	(1.8)%
<b>Total Expenditures / Appropriations</b>	<b>\$4,833,328</b>	<b>\$5,008,796</b>	<b>\$175,468</b>	<b>3.6%</b>
Other Reimbursements	\$(3,596,652)	\$(3,701,746)	\$(105,094)	2.9%
<b>Total Reimbursements</b>	<b>\$(3,596,652)</b>	<b>\$(3,701,746)</b>	<b>\$(105,094)</b>	<b>2.9%</b>
<b>Net Financing Uses</b>	<b>\$1,236,676</b>	<b>\$1,307,050</b>	<b>\$70,374</b>	<b>5.7%</b>
<b>Revenue</b>				
Charges for Services	\$1,236,676	\$1,273,126	\$36,450	2.9%
<b>Total Revenue</b>	<b>\$1,236,676</b>	<b>\$1,273,126</b>	<b>\$36,450</b>	<b>2.9%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$33,924</b>	<b>\$33,924</b>	<b>—%</b>
Positions	32.0	29.0	(3.0)	(9.4)%

## 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; and 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$331,118	\$295,788	\$(35,330)	(10.7)%
Services & Supplies	\$46,005	\$50,473	\$4,468	9.7%
Intrafund Charges	\$21,405	\$21,702	\$297	1.4%
<b>Total Expenditures / Appropriations</b>	\$398,528	\$367,963	\$(30,565)	(7.7)%
<b>Net Financing Uses</b>	\$398,528	\$367,963	\$(30,565)	(7.7)%
<b>Revenue</b>				
Charges for Services	\$398,528	\$364,951	\$(33,577)	(8.4)%
<b>Total Revenue</b>	\$398,528	\$364,951	\$(33,577)	(8.4)%
<b>Net County Cost</b>	—	\$3,012	\$3,012	—%
Positions	2.0	2.0	—	—%

## Liability/Property Insurance Personnel

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$1,038,646	\$1,076,083	\$37,437	3.6%
Services & Supplies	\$86,290	\$104,725	\$18,435	21.4%
Intrafund Charges	\$27,748	\$32,494	\$4,746	17.1%
<b>Total Expenditures / Appropriations</b>	\$1,152,684	\$1,213,302	\$60,618	5.3%
<b>Net Financing Uses</b>	\$1,152,684	\$1,213,302	\$60,618	5.3%
<b>Revenue</b>				
Charges for Services	\$1,152,684	\$1,204,228	\$51,544	4.5%
<b>Total Revenue</b>	\$1,152,684	\$1,204,228	\$51,544	4.5%
<b>Net County Cost</b>	—	\$9,074	\$9,074	—%
Positions	7.0	7.0	—	—%

## 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$862,497	\$887,637	\$25,140	2.9%
Services & Supplies	\$141,328	\$181,707	\$40,379	28.6%
Intrafund Charges	\$74,913	\$75,956	\$1,043	1.4%
<b>Total Expenditures / Appropriations</b>	\$1,078,738	\$1,145,300	\$66,562	6.2%
Other Reimbursements	\$(671,067)	\$(663,791)	\$7,276	(1.1)%
<b>Total Reimbursements</b>	\$(671,067)	\$(663,791)	\$7,276	(1.1)%
<b>Net Financing Uses</b>	\$407,671	\$481,509	\$73,838	18.1%
<b>Revenue</b>				
Charges for Services	\$407,671	\$424,144	\$16,473	4.0%
<b>Total Revenue</b>	\$407,671	\$424,144	\$16,473	4.0%
<b>Net County Cost</b>	—	\$57,365	\$57,365	—%
Positions	7.0	6.0	(1.0)	(14.3)%



## Workers' Compensation Personnel

### Program Overview

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

### Program Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$4,101,623	\$4,242,908	\$141,285	3.4%
Services & Supplies	\$447,116	\$484,324	\$37,208	8.3%
Intrafund Charges	\$138,052	\$138,727	\$675	0.5%
<b>Total Expenditures / Appropriations</b>	\$4,686,791	\$4,865,959	\$179,168	3.8%
<b>Net Financing Uses</b>	\$4,686,791	\$4,865,959	\$179,168	3.8%
<b>Revenue</b>				
Charges for Services	\$4,686,791	\$4,830,987	\$144,196	3.1%
<b>Total Revenue</b>	\$4,686,791	\$4,830,987	\$144,196	3.1%
<b>Net County Cost</b>	—	\$34,972	\$34,972	—%
Positions	31.0	31.0	—	—%

## 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.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted 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 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted 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>	—	—	—	—%

## 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.

## Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Liability Property	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
<b>Total Expenditures / Appropriations</b>	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
<b>Net Financing Uses</b>	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
<b>Total Revenue</b>	\$33,168,189	\$36,169,578	\$3,001,389	9.0%
<b>Use of Fund Balance</b>	\$(2,000,000)	\$(2,000,000)	—	—%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Services & Supplies	\$30,938,679	\$34,103,823	\$3,165,144	10.2%
Other Charges	\$229,510	\$65,695	\$(163,815)	(71.4)%
Intrafund Charges	—	\$60	\$60	—%
<b>Total Expenditures / Appropriations</b>	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
<b>Net Financing Uses</b>	\$31,168,189	\$34,169,578	\$3,001,389	9.6%
<b>Revenue</b>				
Charges for Services	\$31,039,265	\$33,957,772	\$2,918,507	9.4%
Miscellaneous Revenues	\$2,128,924	\$2,211,806	\$82,882	3.9%
<b>Total Revenue</b>	\$33,168,189	\$36,169,578	\$3,001,389	9.0%
<b>Use of Fund Balance</b>	\$(2,000,000)	\$(2,000,000)	—	—%

## 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.

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Unemployment Insurance	\$4,121,671	\$3,083,621	\$(1,038,050)	(25.2)%
<b>Total Expenditures / Appropriations</b>	\$4,121,671	\$3,083,621	\$(1,038,050)	(25.2)%
<b>Net Financing Uses</b>	\$4,121,671	\$3,083,621	\$(1,038,050)	(25.2)%
<b>Total Revenue</b>	\$1,521,671	\$3,083,621	\$1,561,950	102.6%
<b>Use of Fund Balance</b>	\$2,600,000	—	\$(2,600,000)	(100.0)%

## Budget Unit – Budget by Object

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Appropriations by Object</b>				
Services & Supplies	\$4,082,401	\$3,035,291	\$(1,047,110)	(25.6)%
Other Charges	\$39,270	\$48,330	\$9,060	23.1%
<b>Total Expenditures / Appropriations</b>	\$4,121,671	\$3,083,621	\$(1,038,050)	(25.2)%
<b>Net Financing Uses</b>	\$4,121,671	\$3,083,621	\$(1,038,050)	(25.2)%
<b>Revenue</b>				
Charges for Services	\$1,521,671	\$3,083,621	\$1,561,950	102.6%
<b>Total Revenue</b>	\$1,521,671	\$3,083,621	\$1,561,950	102.6%
<b>Use of Fund Balance</b>	\$2,600,000	—	\$(2,600,000)	(100.0)%

## Budget Unit Functions & Responsibilities

The **Workers' Compensation Insurance** 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.

## Budget Unit – Budget by Program

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Department Appropriations by Program</b>				
Workers' Compensation	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
<b>Total Expenditures / Appropriations</b>	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
<b>Net Financing Uses</b>	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
<b>Total Revenue</b>	\$30,011,827	\$31,910,435	\$1,898,608	6.3%
<b>Use of Fund Balance</b>	\$(1,000,000)	\$(1,000,000)	—	—%

## Budget Unit – Budget by Object

	<b>FY 2020-2021 Adopted Budget</b>	<b>FY 2021-2022 Adopted Budget</b>	<b>Changes From FY 2020-2021 Adopted Budget</b>	<b>% Change from FY 2020-2021 Adopted Budget</b>
<b>Appropriations by Object</b>				
Services & Supplies	\$28,042,846	\$29,582,044	\$1,539,198	5.5%
Other Charges	\$968,981	\$1,328,391	\$359,410	37.1%
<b>Total Expenditures / Appropriations</b>	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
<b>Net Financing Uses</b>	\$29,011,827	\$30,910,435	\$1,898,608	6.5%
<b>Revenue</b>				
Charges for Services	\$29,961,827	\$31,810,435	\$1,848,608	6.2%
Miscellaneous Revenues	\$50,000	\$100,000	\$50,000	100.0%
<b>Total Revenue</b>	\$30,011,827	\$31,910,435	\$1,898,608	6.3%
<b>Use of Fund Balance</b>	\$(1,000,000)	\$(1,000,000)	—	—%

### 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.

### Budget Unit – Budget by Program

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Department Appropriations by Program</b>				
Elections	\$14,081,983	\$17,794,422	\$3,712,439	26.4%
<b>Total Expenditures / Appropriations</b>	\$14,081,983	\$17,794,422	\$3,712,439	26.4%
<b>Total Reimbursements</b>	—	\$(137,216)	\$(137,216)	—%
<b>Net Financing Uses</b>	\$14,081,983	\$17,657,206	\$3,575,223	25.4%
<b>Total Revenue</b>	\$4,168,398	\$6,241,139	\$2,072,741	49.7%
<b>Net County Cost</b>	\$9,913,585	\$11,416,067	\$1,502,482	15.2%
Positions	34.0	35.0	1.0	2.9%

## Budget Unit – Budget by Object

	FY 2020-2021 Adopted Budget	FY 2021-2022 Adopted Budget	Changes From FY 2020-2021 Adopted Budget	% Change from FY 2020-2021 Adopted Budget
<b>Appropriations by Object</b>				
Salaries & Benefits	\$4,747,984	\$5,414,455	\$666,471	14.0%
Services & Supplies	\$8,757,613	\$11,983,516	\$3,225,903	36.8%
Equipment	\$180,000	—	\$(180,000)	(100.0)%
Interfund Charges	\$297,605	\$298,011	\$406	0.1%
Intrafund Charges	\$98,781	\$98,440	\$(341)	(0.3)%
<b>Total Expenditures / Appropriations</b>	<b>\$14,081,983</b>	<b>\$17,794,422</b>	<b>\$3,712,439</b>	<b>26.4%</b>
Other Reimbursements	—	\$(137,216)	\$(137,216)	—%
<b>Total Reimbursements</b>	<b>—</b>	<b>\$(137,216)</b>	<b>\$(137,216)</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$14,081,983</b>	<b>\$17,657,206</b>	<b>\$3,575,223</b>	<b>25.4%</b>
<b>Revenue</b>				
Intergovernmental Revenues	\$2,085,915	\$5,365,807	\$3,279,892	157.2%
Charges for Services	\$2,077,483	\$870,332	\$(1,207,151)	(58.1)%
Miscellaneous Revenues	\$5,000	\$5,000	—	—%
<b>Total Revenue</b>	<b>\$4,168,398</b>	<b>\$6,241,139</b>	<b>\$2,072,741</b>	<b>49.7%</b>
<b>Net County Cost</b>	<b>\$9,913,585</b>	<b>\$11,416,067</b>	<b>\$1,502,482</b>	<b>15.2%</b>
Positions	34.0	35.0	1.0	2.9%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Elections	4,417,231	—	—	4,417,231	1.0

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>VRE - Add 1.0 FTE Election Assistant</b>	—	—	—	—	1.0

Add 1.0 FTE Election Assistant position to survey and maintain proper documentation for Vote Centers under the Americans with Disabilities Act (ADA) and conduct poll worker training classes to ensure compliance with various mandates. The \$72,426 cost of the position is offset by a reduction in temporary service charges that will be saved with this request.

<b>VRE - Recall Election</b>	4,417,231	—	—	4,417,231	—
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Appropriations to administer the Governor Newsom Recall Election, to include printing, inserting, and mailing ballots and voter guides; setting up in-person voting locations; configuring and deploying the accessible ballot marking application for military and overseas voters; increase staffing levels for all ballot processing, ballot security, and election activities; conduct training and staffing of poll workers; order required supplies; and hire services for equipment delivery to in-person voting locations.