

# Administrative Services

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## Agency Structure



Administrative Services departments generally provide support and operational services to other departments within the County. Emergency Services and Voter Registration and Elections provide services countywide.

### **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.

**Emergency Services** coordinates the overall countywide response to large scale incidents and disasters.

**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	5920000	Contribution To LAFCO	\$246,685	\$246,685	\$246,685	—
001A	3240000	County Clerk/Recorder	\$14,264,988	\$8,000,135	\$346,174	68.5
001A	5710000	Data Processing-Shared Systems	\$25,930,079	\$25,930,079	\$25,823,301	—
001A	3230000	Department Of Finance	\$52,236,827	\$39,663,307	\$2,342,040	240.0
001A	7090000	Emergency Services	\$20,298,138	\$12,137,512	\$1,849,893	8.0
001A	5740000	Office of Compliance	\$448,015	\$11,593	\$8,363	2.0
001A	5970000	Office of Labor Relations	\$1,760,531	\$462,707	\$18,713	5.0
001A	6050000	Personnel Services	\$38,912,287	\$18,335,888	\$781,915	199.0
001A	6110000	Revenue Recovery	—	—	—	—
001A	4410000	Voter Registration And Elections	\$14,818,960	\$14,818,960	\$12,940,517	35.0
<b>General Fund Total</b>			<b>\$168,916,510</b>	<b>\$119,606,866</b>	<b>\$44,357,601</b>	<b>557.5</b>

## Budget Units/Departments Summary

Fund	Budget Unit No.	Departments/Budget Units	Total Appropriations	Net Financing Uses	Net Cost	Positions
001Q	3241000	Clerk/Recorder Fees	\$6,264,853	\$6,264,853	\$3,255,633	—
001R	7091000	OES-Restricted Revenues	\$509,435	\$509,435	\$509,435	—
007A	3100000	Capital Construction	\$116,306,018	\$97,817,609	\$46,561,992	—
011A	6310000	County Library	\$1,277,352	\$1,277,352	\$58,968	—
021D	2180000	Technology Cost Recovery Fee	\$1,850,997	\$1,850,997	\$337,597	—
031A	7600000	Department of Technology	\$189,845,711	\$120,189,208	\$1,348,668	418.0
034A	2070000	Fixed Assets-Heavy Equipment	\$19,410,410	\$19,410,410	\$14,292,110	—
035A	7000000	General Services	\$222,165,137	\$190,251,916	\$6,395,927	456.0
036A	7080000	General Services-Capital Outlay	\$16,174,634	\$16,174,634	\$12,432,692	—
037A	3910000	Liability/Property Insurance	\$37,617,803	\$37,617,803	\$(2,000,000)	—
038A	3920000	Dental Insurance	\$17,800,000	\$17,800,000	—	—
039A	3900000	Workers Compensation Insurance	\$32,181,655	\$32,181,655	\$(1,000,000)	—
040A	3930000	Unemployment Insurance	\$3,344,147	\$3,344,147	—	—
056A	7990000	Parking Enterprise	\$3,921,563	\$3,921,563	\$1,122,971	5.0
059A	7020000	Regional Radio Communications System	\$6,620,882	\$6,220,882	\$152,232	9.0
060A	7860000	Board Of Retirement	\$17,367,170	\$17,367,170	\$17,367,170	63.0
<b>Non-General Fund Total</b>			<b>\$692,657,767</b>	<b>\$572,199,634</b>	<b>\$100,835,395</b>	<b>951.0</b>
<b>Grand Total</b>			<b>\$861,574,277</b>	<b>\$691,806,500</b>	<b>\$145,192,996</b>	<b>1,508.5</b>

## Budget Unit Functions & Responsibilities

The **Board of Retirement** is responsible for the administration and maintenance of the records of the Sacramento County Employees' Retirement System (SCERS or the System) in accordance with the provisions of the 1937 Act and Retirement Board Bylaws. The Board of Retirement sets policy for the investment of the assets of the System and monitors its investments, appoints a Retirement Administrator who serves as Chief Executive Officer for the System, and annually adopts a budget covering the entire expense of administration of the System. The annual budget is included in the County budget as information only.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Management of the Sacramento County Employees' Retirement System (SCERS)	\$1,278,286,104	\$15,926,948	\$17,367,170	\$1,440,222	9.0%
<b>Total Expenditures / Appropriations</b>	<b>\$1,278,286,104</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
<b>Net Financing Uses</b>	<b>\$1,278,286,104</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
<b>Total Revenue</b>	<b>\$1,489,922,039</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(211,635,935)</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
Positions	58.0	58.0	63.0	5.0	8.6%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$6,505,463	\$8,297,918	\$8,855,101	\$557,183	6.7%
Services & Supplies	\$1,271,619,687	\$6,752,030	\$8,314,280	\$1,562,250	23.1%
Other Charges	\$160,954	\$719,000	\$25,789	\$(693,211)	(96.4)%
Appropriation for Contingencies	—	\$158,000	\$172,000	\$14,000	8.9%
<b>Total Expenditures / Appropriations</b>	<b>\$1,278,286,104</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
<b>Net Financing Uses</b>	<b>\$1,278,286,104</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$1,489,872,924	—	—	—	—%
Intergovernmental Revenues	\$49,115	—	—	—	—%
<b>Total Revenue</b>	<b>\$1,489,922,039</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(211,635,935)</b>	<b>\$15,926,948</b>	<b>\$17,367,170</b>	<b>\$1,440,222</b>	<b>9.0%</b>
Positions	58.0	58.0	63.0	5.0	8.6%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Management of the Sacramento County Employees' Retirement System (SCERS)	414,183	—	—	414,183	5.0

### 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>Retirement - Add 1.0 FTE Information Technology Technician Level I Position - Retirement Admin</b>					
	78,339	—	—	78,339	1.0
Add 1.0 FTE Information Technology (IT) Technician Level I position to assist Sacramento County Employees' Retirement System (SCERS) staff with general business systems (printing, Microsoft Office applications, basic network troubleshooting, electronic file management). In addition, the position will support all work processes associated with the new "Help Desk" ticket process as well as other expanding IT business process. This is funded by retained earnings from the SCERS Pension Trust.					
<b>Retirement - Add 1.0 FTE Office Specialist Level 2 and 3.0 FTE Retirement Benefits Specialist Level 2 - Retirement Admin</b>					
	335,844	—	—	335,844	4.0
Add 1.0 FTE Office Specialist Level 2 and 3.0 FTE Retirement Benefits Specialist Level 2 to the Benefits team to address the increased business demands and to provide an adequate level of staffing to support business continuity. The Benefits team has experienced a progressive increase in retirement volume since 2019 and during this time SCERS has experienced an increase in demand for project support for its multi-year, multi-million dollar Pension Administration System project. This is funded by retained earnings from the SCERS Pension Trust.					



## Budget Unit Functions & Responsibilities

This **Contribution to LAFCO** budget unit provides for the County’s annual Local Agency Formation Commission (LAFCo) assessment. LAFCO is funded by a contribution of one-third each from the County, cities, and special districts as well as application fees. LAFCO provides the following functions:

- Reviews proposals for incorporation or disincorporation of cities; annexation, detachment, or reorganization of territory to a city or a special district; and consolidation, merger, formation, dissolution or reorganization of special districts, which impact the provision of public services throughout the County, and region.
- Promotes the logical and reasonable development of local governmental agencies to provide for the present and future needs of the County and its communities.
- Adopts and amends Spheres of Influence (SOI), which are defined as plans for the probable ultimate physical boundaries and service area of a local governmental agency for each independent special district and city within the County.
- Protects prime agricultural farmland and open space from urban development where appropriate.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Administration of LAFCo	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
<b>Total Expenditures / Appropriations</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>
<b>Net Financing Uses</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>
<b>Net County Cost</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Other Charges	\$239,500	\$239,500	\$246,685	\$7,185	3.0%
<b>Total Expenditures / Appropriations</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>
<b>Net Financing Uses</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>
<b>Net County Cost</b>	<b>\$239,500</b>	<b>\$239,500</b>	<b>\$246,685</b>	<b>\$7,185</b>	<b>3.0%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
County Clerk/ Recorder	\$10,793,453	\$13,548,883	\$14,264,988	\$716,105	5.3%
<b>Total Expenditures / Appropriations</b>	<b>\$10,793,453</b>	<b>\$13,548,883</b>	<b>\$14,264,988</b>	<b>\$716,105</b>	<b>5.3%</b>
<b>Total Reimbursements</b>	<b>\$(2,217,569)</b>	<b>\$(6,725,020)</b>	<b>\$(6,264,853)</b>	<b>\$460,167</b>	<b>(6.8)%</b>
<b>Net Financing Uses</b>	<b>\$8,575,883</b>	<b>\$6,823,863</b>	<b>\$8,000,135</b>	<b>\$1,176,272</b>	<b>17.2%</b>
<b>Total Revenue</b>	<b>\$8,922,057</b>	<b>\$6,823,863</b>	<b>\$7,653,961</b>	<b>\$830,098</b>	<b>12.2%</b>
<b>Net County Cost</b>	<b>\$(346,174)</b>	<b>—</b>	<b>\$346,174</b>	<b>\$346,174</b>	<b>—%</b>
Positions	69.0	69.0	68.5	(0.5)	(0.7)%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$6,496,201	\$7,056,450	\$7,370,731	\$314,281	4.5%
Services & Supplies	\$3,797,194	\$5,304,550	\$5,752,784	\$448,234	8.4%
Other Charges	\$96,144	\$96,144	\$56,740	\$(39,404)	(41.0)%
Equipment	\$24,308	\$366,000	\$366,000	—	—%
Other Intangible Asset	\$52,800	\$387,429	\$334,629	\$(52,800)	(13.6)%
Intrafund Charges	\$326,805	\$338,310	\$384,104	\$45,794	13.5%
<b>Total Expenditures / Appropriations</b>	<b>\$10,793,453</b>	<b>\$13,548,883</b>	<b>\$14,264,988</b>	<b>\$716,105</b>	<b>5.3%</b>
Other Reimbursements	\$(2,217,569)	\$(6,725,020)	\$(6,264,853)	\$460,167	(6.8)%
<b>Total Reimbursements</b>	<b>\$(2,217,569)</b>	<b>\$(6,725,020)</b>	<b>\$(6,264,853)</b>	<b>\$460,167</b>	<b>(6.8)%</b>
<b>Net Financing Uses</b>	<b>\$8,575,883</b>	<b>\$6,823,863</b>	<b>\$8,000,135</b>	<b>\$1,176,272</b>	<b>17.2%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$151,203	—	\$72,664	\$72,664	—%
Charges for Services	\$8,770,855	\$6,823,863	\$7,561,297	\$737,434	10.8%
Miscellaneous Revenues	—	—	\$20,000	\$20,000	—%
<b>Total Revenue</b>	<b>\$8,922,057</b>	<b>\$6,823,863</b>	<b>\$7,653,961</b>	<b>\$830,098</b>	<b>12.2%</b>
<b>Net County Cost</b>	<b>\$(346,174)</b>	<b>—</b>	<b>\$346,174</b>	<b>\$346,174</b>	<b>—%</b>
Positions	69.0	69.0	68.5	(0.5)	(0.7)%

## Budget Unit Functions & Responsibilities

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

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

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
E-Recording	\$170,099	\$124,736	\$124,736	—	—%
Hours	\$472,062	\$472,062	\$472,062	—	—%
Index	\$472,065	\$472,065	\$472,065	—	—%
Micrographics Conversion	\$172,594	\$402,475	\$402,475	—	—%
Modernization	\$771,471	\$5,110,492	\$4,650,325	\$(460,167)	(9.0)%
Vital Health Statistics	\$159,278	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$2,217,569</b>	<b>\$6,725,020</b>	<b>\$6,264,853</b>	<b>\$(460,167)</b>	<b>(6.8)%</b>
<b>Net Financing Uses</b>	<b>\$2,217,569</b>	<b>\$6,725,020</b>	<b>\$6,264,853</b>	<b>\$(460,167)</b>	<b>(6.8)%</b>
<b>Total Revenue</b>	<b>\$3,970,893</b>	<b>\$3,009,220</b>	<b>\$3,009,220</b>	—	—%
<b>Use of Fund Balance</b>	<b>\$(1,753,323)</b>	<b>\$3,715,800</b>	<b>\$3,255,633</b>	<b>\$(460,167)</b>	<b>(12.4)%</b>

### Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$2,217,569	\$6,725,020	\$6,264,853	\$(460,167)	(6.8)%
<b>Total Expenditures / Appropriations</b>	<b>\$2,217,569</b>	<b>\$6,725,020</b>	<b>\$6,264,853</b>	<b>\$(460,167)</b>	<b>(6.8)%</b>
<b>Net Financing Uses</b>	<b>\$2,217,569</b>	<b>\$6,725,020</b>	<b>\$6,264,853</b>	<b>\$(460,167)</b>	<b>(6.8)%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$171,874	\$54,220	\$54,220	—	—%
Charges for Services	\$3,799,019	\$2,955,000	\$2,955,000	—	—%
<b>Total Revenue</b>	<b>\$3,970,893</b>	<b>\$3,009,220</b>	<b>\$3,009,220</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(1,753,323)</b>	<b>\$3,715,800</b>	<b>\$3,255,633</b>	<b>\$(460,167)</b>	<b>(12.4)%</b>

## E-Recording

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$170,099	\$124,736	\$124,736	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$170,099</b>	<b>\$124,736</b>	<b>\$124,736</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$170,099</b>	<b>\$124,736</b>	<b>\$124,736</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$22,825	\$160	\$160	—	—%
Charges for Services	\$397,314	\$325,000	\$325,000	—	—%
<b>Total Revenue</b>	<b>\$420,139</b>	<b>\$325,160</b>	<b>\$325,160</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(250,040)</b>	<b>\$(200,424)</b>	<b>\$(200,424)</b>	<b>—</b>	<b>—%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$472,062	\$472,062	\$472,062	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$472,062</b>	<b>\$472,062</b>	<b>\$472,062</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$472,062</b>	<b>\$472,062</b>	<b>\$472,062</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$11,664	\$70	\$70	—	—%
Charges for Services	\$400,571	\$325,000	\$325,000	—	—%
<b>Total Revenue</b>	<b>\$412,235</b>	<b>\$325,070</b>	<b>\$325,070</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$59,827</b>	<b>\$146,992</b>	<b>\$146,992</b>	<b>—</b>	<b>—%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$472,065	\$472,065	\$472,065	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$472,065</b>	<b>\$472,065</b>	<b>\$472,065</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$472,065</b>	<b>\$472,065</b>	<b>\$472,065</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$11,664	\$70	\$70	—	—%
Charges for Services	\$397,626	\$325,000	\$325,000	—	—%
<b>Total Revenue</b>	<b>\$409,290</b>	<b>\$325,070</b>	<b>\$325,070</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$62,775</b>	<b>\$146,995</b>	<b>\$146,995</b>	<b>—</b>	<b>—%</b>



## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$172,594	\$402,475	\$402,475	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$172,594</b>	<b>\$402,475</b>	<b>\$402,475</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$172,594</b>	<b>\$402,475</b>	<b>\$402,475</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$12,711	\$10,900	\$10,900	—	—%
Charges for Services	\$406,685	\$335,000	\$335,000	—	—%
<b>Total Revenue</b>	<b>\$419,396</b>	<b>\$345,900</b>	<b>\$345,900</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(246,802)</b>	<b>\$56,575</b>	<b>\$56,575</b>	<b>—</b>	<b>—%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$771,471	\$5,110,492	\$4,650,325	\$(460,167)	(9.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$771,471</b>	<b>\$5,110,492</b>	<b>\$4,650,325</b>	<b>\$(460,167)</b>	<b>(9.0)%</b>
<b>Net Financing Uses</b>	<b>\$771,471</b>	<b>\$5,110,492</b>	<b>\$4,650,325</b>	<b>\$(460,167)</b>	<b>(9.0)%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$110,373	\$43,000	\$43,000	—	—%
Charges for Services	\$2,008,746	\$1,495,000	\$1,495,000	—	—%
<b>Total Revenue</b>	<b>\$2,119,119</b>	<b>\$1,538,000</b>	<b>\$1,538,000</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(1,347,648)</b>	<b>\$3,572,492</b>	<b>\$3,112,325</b>	<b>\$(460,167)</b>	<b>(12.9)%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$159,278	\$143,190	\$143,190	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$159,278</b>	<b>\$143,190</b>	<b>\$143,190</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$159,278</b>	<b>\$143,190</b>	<b>\$143,190</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$2,637	\$20	\$20	—	—%
Charges for Services	\$188,076	\$150,000	\$150,000	—	—%
<b>Total Revenue</b>	<b>\$190,713</b>	<b>\$150,020</b>	<b>\$150,020</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(31,435)</b>	<b>\$(6,830)</b>	<b>\$(6,830)</b>	<b>—</b>	<b>—%</b>

## Budget Unit Functions & Responsibilities

**County Library** provides funding for capital maintenance and related costs at Sacramento County owned Sacramento Public Library Authority branches.

The Sacramento Public Library Authority (SPLA) provides all public library services in Sacramento County, except the City of Folsom. The County and City of Sacramento established the SPLA as a Joint Powers Authority (JPA) in 1993. The governing board is a 15 member body consisting of five members of the County Board of Supervisors, five members of the Sacramento City Council, two members from Elk Grove, one member each representing the cities of Citrus Heights and Rancho Cordova, with the remaining member shared by the cities of Galt and Isleton. SPLA funding is provided primarily by a dedicated property tax source and other revenue sources received directly by the SPLA.

This County Library Budget provides funding for capital maintenance, capital repairs, preventative maintenance, property insurance and related costs at the nine SPLA branches owned by the County of Sacramento.

Under terms of the JPA, funding for construction and maintenance of the county facilities is the responsibility of the County of Sacramento. Capital funding collected through developer fees are accumulated in separate county funds and are only available for construction and renovation of Library facilities and cannot be used for operations.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
County Library	\$1,181,812	\$1,242,108	\$1,277,352	\$35,244	2.8%
<b>Total Expenditures / Appropriations</b>	<b>\$1,181,812</b>	<b>\$1,242,108</b>	<b>\$1,277,352</b>	<b>\$35,244</b>	<b>2.8%</b>
<b>Net Financing Uses</b>	<b>\$1,181,812</b>	<b>\$1,242,108</b>	<b>\$1,277,352</b>	<b>\$35,244</b>	<b>2.8%</b>
<b>Total Revenue</b>	<b>\$1,133,708</b>	<b>\$1,135,036</b>	<b>\$1,218,384</b>	<b>\$83,348</b>	<b>7.3%</b>
<b>Use of Fund Balance</b>	<b>\$48,104</b>	<b>\$107,072</b>	<b>\$58,968</b>	<b>\$(48,104)</b>	<b>(44.9)%</b>

### Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$1,181,812	\$1,242,108	\$1,277,352	\$35,244	2.8%
<b>Total Expenditures / Appropriations</b>	<b>\$1,181,812</b>	<b>\$1,242,108</b>	<b>\$1,277,352</b>	<b>\$35,244</b>	<b>2.8%</b>
<b>Net Financing Uses</b>	<b>\$1,181,812</b>	<b>\$1,242,108</b>	<b>\$1,277,352</b>	<b>\$35,244</b>	<b>2.8%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$172	\$1,500	\$1,500	—	—%
Miscellaneous Revenues	\$1,133,536	\$1,133,536	\$1,216,884	\$83,348	7.4%
<b>Total Revenue</b>	<b>\$1,133,708</b>	<b>\$1,135,036</b>	<b>\$1,218,384</b>	<b>\$83,348</b>	<b>7.3%</b>
<b>Use of Fund Balance</b>	<b>\$48,104</b>	<b>\$107,072</b>	<b>\$58,968</b>	<b>\$(48,104)</b>	<b>(44.9)%</b>

## Budget Unit Functions & Responsibilities

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

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

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Administration	\$4,139,687	\$4,520,719	\$4,957,506	\$436,787	9.7%
Auditor-Controller	\$11,408,618	\$11,780,772	\$13,303,441	\$1,522,669	12.9%
Consolidated Utilities Billing and Service	\$9,104,069	\$9,943,490	\$10,333,003	\$389,513	3.9%
Revenue Recovery	\$9,070,838	\$10,097,831	\$10,456,024	\$358,193	3.5%
Tax Collection & Business Licensing	\$6,940,060	\$7,677,490	\$8,165,234	\$487,744	6.4%
Treasury and Investments	\$4,243,095	\$4,752,652	\$5,021,619	\$268,967	5.7%
<b>Total Expenditures / Appropriations</b>	<b>\$44,906,366</b>	<b>\$48,772,954</b>	<b>\$52,236,827</b>	<b>\$3,463,873</b>	<b>7.1%</b>
<b>Total Reimbursements</b>	<b>\$(10,375,384)</b>	<b>\$(11,951,375)</b>	<b>\$(12,573,520)</b>	<b>\$(622,145)</b>	<b>5.2%</b>
<b>Net Financing Uses</b>	<b>\$34,530,982</b>	<b>\$36,821,579</b>	<b>\$39,663,307</b>	<b>\$2,841,728</b>	<b>7.7%</b>
<b>Total Revenue</b>	<b>\$33,628,949</b>	<b>\$35,434,916</b>	<b>\$37,321,267</b>	<b>\$1,886,351</b>	<b>5.3%</b>
<b>Net County Cost</b>	<b>\$902,033</b>	<b>\$1,386,663</b>	<b>\$2,342,040</b>	<b>\$955,377</b>	<b>68.9%</b>
Positions	240.0	238.0	240.0	2.0	0.8%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$24,115,226	\$26,221,299	\$27,793,739	\$1,572,440	6.0%
Services & Supplies	\$12,979,353	\$14,027,461	\$15,459,889	\$1,432,428	10.2%
Other Charges	\$6,401	\$49,011	\$101,000	\$51,989	106.1%
Intrafund Charges	\$7,805,388	\$8,475,183	\$8,882,199	\$407,016	4.8%
<b>Total Expenditures / Appropriations</b>	<b>\$44,906,366</b>	<b>\$48,772,954</b>	<b>\$52,236,827</b>	<b>\$3,463,873</b>	<b>7.1%</b>
Intrafund Reimbursements Between Programs	\$(988,187)	\$(5,985,885)	\$(6,386,950)	\$(401,065)	6.7%
Other Reimbursements	\$(9,387,197)	\$(5,965,490)	\$(6,186,570)	\$(221,080)	3.7%
<b>Total Reimbursements</b>	<b>\$(10,375,384)</b>	<b>\$(11,951,375)</b>	<b>\$(12,573,520)</b>	<b>\$(622,145)</b>	<b>5.2%</b>
<b>Net Financing Uses</b>	<b>\$34,530,982</b>	<b>\$36,821,579</b>	<b>\$39,663,307</b>	<b>\$2,841,728</b>	<b>7.7%</b>
<b>Revenue</b>					
Licenses, Permits & Franchises	\$2,901,633	\$2,837,191	\$2,940,464	\$103,273	3.6%
Fines, Forfeitures & Penalties	\$7,253,789	\$7,139,338	\$6,914,489	\$(224,849)	(3.1)%
Intergovernmental Revenues	\$397,477	\$49,000	\$894,868	\$845,868	1,726.3%
Charges for Services	\$20,622,322	\$18,975,882	\$23,388,671	\$4,412,789	23.3%
Miscellaneous Revenues	\$2,453,728	\$6,433,505	\$3,182,775	\$(3,250,730)	(50.5)%
<b>Total Revenue</b>	<b>\$33,628,949</b>	<b>\$35,434,916</b>	<b>\$37,321,267</b>	<b>\$1,886,351</b>	<b>5.3%</b>
<b>Net County Cost</b>	<b>\$902,033</b>	<b>\$1,386,663</b>	<b>\$2,342,040</b>	<b>\$955,377</b>	<b>68.9%</b>
Positions	240.0	238.0	240.0	2.0	0.8%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration	19,283	(4,737)	—	14,546	—
Auditor-Controller	311,109	(143,109)	168,000	—	1.0
Consolidated Utilities Billing and Service	271,898	—	271,898	—	—
Revenue Recovery	305,649	—	114,316	191,333	—
Tax Collection & Business Licensing	151,511	—	151,511	—	1.0
Treasury and Investments	29,144	(29,144)	—	—	—

### 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>
Revenue Recovery	(315,514)	—	—	(315,514)	(4.0)



## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,364,195	\$1,647,572	\$1,714,269	\$66,697	4.0%
Services & Supplies	\$2,028,804	\$2,238,672	\$2,421,770	\$183,098	8.2%
Intrafund Charges	\$673,906	\$634,475	\$821,467	\$186,992	29.5%
Cost of Goods Sold	\$72,781	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$4,139,687</b>	<b>\$4,520,719</b>	<b>\$4,957,506</b>	<b>\$436,787</b>	<b>9.7%</b>
Total Reimbursements between Programs	\$(34,265)	\$(4,520,719)	\$(4,872,182)	\$(351,463)	7.8%
Other Reimbursements	\$(3,979,819)	—	—	—	—%
<b>Total Reimbursements</b>	<b>\$(4,014,084)</b>	<b>\$(4,520,719)</b>	<b>\$(4,872,182)</b>	<b>\$(351,463)</b>	<b>7.8%</b>
<b>Net Financing Uses</b>	<b>\$125,603</b>	<b>—</b>	<b>\$85,324</b>	<b>\$85,324</b>	<b>—%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$92,763	—	\$6,459	\$6,459	—%
<b>Total Revenue</b>	<b>\$92,763</b>	<b>—</b>	<b>\$6,459</b>	<b>\$6,459</b>	<b>—%</b>
<b>Net County Cost</b>	<b>\$32,839</b>	<b>—</b>	<b>\$78,865</b>	<b>\$78,865</b>	<b>—%</b>
Positions	11.0	9.0	11.0	2.0	22.2%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DOF - Relocation CUBS, RR, RP Admin</b>	19,283	(4,737)	—	14,546	—

One-time and on-going growth to fund relocation lease costs for centralization of CUBS and Revenue Recovery operations into a leased facility located on Armstrong Avenue. The one-time costs are estimated at \$364,850.

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$8,582,604	\$8,751,922	\$9,947,469	\$1,195,547	13.7%
Services & Supplies	\$661,745	\$890,233	\$1,065,337	\$175,104	19.7%
Intrafund Charges	\$2,233,296	\$2,138,617	\$2,290,635	\$152,018	7.1%
Cost of Goods Sold	\$(69,028)	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$11,408,618</b>	<b>\$11,780,772</b>	<b>\$13,303,441</b>	<b>\$1,522,669</b>	<b>12.9%</b>
Total Reimbursements between Programs	\$(238,170)	\$(638,224)	\$(747,345)	\$(109,121)	17.1%
Other Reimbursements	\$(3,722,493)	\$(3,427,120)	\$(3,975,178)	\$(548,058)	16.0%
<b>Total Reimbursements</b>	<b>\$(3,960,663)</b>	<b>\$(4,065,344)</b>	<b>\$(4,722,523)</b>	<b>\$(657,179)</b>	<b>16.2%</b>
<b>Net Financing Uses</b>	<b>\$7,447,955</b>	<b>\$7,715,428</b>	<b>\$8,580,918</b>	<b>\$865,490</b>	<b>11.2%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$114,650	\$49,000	\$730,163	\$681,163	1,390.1%
Charges for Services	\$5,405,477	\$5,367,845	\$5,626,521	\$258,676	4.8%
Miscellaneous Revenues	\$707,188	\$1,050,258	\$543,478	\$(506,780)	(48.3)%
<b>Total Revenue</b>	<b>\$6,227,315</b>	<b>\$6,467,103</b>	<b>\$6,900,162</b>	<b>\$433,059</b>	<b>6.7%</b>
<b>Net County Cost</b>	<b>\$1,220,640</b>	<b>\$1,248,325</b>	<b>\$1,680,756</b>	<b>\$432,431</b>	<b>34.6%</b>
Positions	72.0	72.0	75.0	3.0	4.2%

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>CEC/BDM - Sr. Accountant (AC-GA)</b>					
	143,109	(143,109)	—	—	1.0
Add 1.0 FTE Senior Accountant to provide necessary accounting support to the County Executive Cabinet (CEC), including periodic fund accounting and reconciliations, monitoring cash flows, processing monthly journal vouchers, and handling audit activities. If not approved, the CEC will not be able to address accounting needs in a timely manner. This request is funded through the Allocated Cost Process and is contingent upon approval of a request in the CEC budget (BU 5730000).					
<b>DOF - A-C ACP - GA - GASB 87 Lease Software</b>					
	25,000	—	25,000	—	—
The Governmental Accounting Standards Board (GASB) has mandated government entities to be in compliance with the requirements of GASB 87. General Accounting (Auditor Controller) will be implementing the GASB 87 software in FY 2021-22 to track and perform accounting & reporting on all leases County-wide, as mandated by GASB 87 requirements. The unit is requesting \$25,000 in ACP growth to cover the on-going annual cost of GASB 87 software, since the software will be utilized to manage and perform lease accounting and reporting on all leases County-wide.					
<b>DOF - A-C ACP - PMT SVCS - ACH Conversion</b>					
	143,000	—	143,000	—	—
The Payment Services unit of Auditor Controller is requesting \$143,000 to convert County-wide vendor payments from checks to ACH, which includes a one-time vendor on-boarding cost of \$18,000 & an annual on-going cost of \$125,000. Payment Services estimates that this initiative will streamline payment processing, improve internal controls and service levels, prevent fraud, and reduce the Department's overall operating costs in the longer term, generating annual net savings of approximately \$19,000.					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,725,470	\$4,051,099	\$4,191,057	\$139,958	3.5%
Services & Supplies	\$4,385,163	\$4,719,617	\$4,924,452	\$204,835	4.3%
Other Charges	\$6,401	\$49,011	\$75,000	\$25,989	53.0%
Intrafund Charges	\$987,035	\$1,123,763	\$1,142,494	\$18,731	1.7%
<b>Total Expenditures / Appropriations</b>	<b>\$9,104,069</b>	<b>\$9,943,490</b>	<b>\$10,333,003</b>	<b>\$389,513</b>	<b>3.9%</b>
Total Reimbursements between Programs	\$(25,894)	\$(25,033)	\$(28,279)	\$(3,246)	13.0%
Other Reimbursements	\$(2,475)	\$(7,283)	\$(7,368)	\$(85)	1.2%
<b>Total Reimbursements</b>	<b>\$(28,369)</b>	<b>\$(32,316)</b>	<b>\$(35,647)</b>	<b>\$(3,331)</b>	<b>10.3%</b>
<b>Net Financing Uses</b>	<b>\$9,075,700</b>	<b>\$9,911,174</b>	<b>\$10,297,356</b>	<b>\$386,182</b>	<b>3.9%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$7,253,789	\$7,139,338	\$6,914,489	\$(224,849)	(3.1)%
Intergovernmental Revenues	\$63,626	—	\$45,213	\$45,213	—%
Charges for Services	\$1,505,985	\$2,736,836	\$3,224,559	\$487,723	17.8%
Miscellaneous Revenues	\$186,602	\$35,000	\$34,500	\$(500)	(1.4)%
<b>Total Revenue</b>	<b>\$9,010,001</b>	<b>\$9,911,174</b>	<b>\$10,218,761</b>	<b>\$307,587</b>	<b>3.1%</b>
<b>Net County Cost</b>	<b>\$65,699</b>	<b>—</b>	<b>\$78,595</b>	<b>\$78,595</b>	<b>—%</b>
Positions	44.0	44.0	44.0	—	—%

### 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 - Relocation CUBS, RR, RP Admin</b>	271,898	—	271,898	—	—
<p>One-time and on-going growth to fund relocation lease costs for centralization of CUBS and Revenue Recovery operations into a leased facility located on Armstrong Avenue. The one-time costs are estimated at \$364,850.</p>					

## 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.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$4,313,390	\$5,257,243	\$5,089,484	\$(167,759)	(3.2)%
Services & Supplies	\$3,915,351	\$3,864,155	\$4,438,896	\$574,741	14.9%
Intrafund Charges	\$853,713	\$976,433	\$927,644	\$(48,789)	(5.0)%
Cost of Goods Sold	\$(11,615)	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$9,070,838</b>	<b>\$10,097,831</b>	<b>\$10,456,024</b>	<b>\$358,193</b>	<b>3.5%</b>
Other Reimbursements	\$(1,401,430)	\$(2,160,310)	\$(1,897,247)	\$263,063	(12.2)%
<b>Total Reimbursements</b>	<b>\$(1,401,430)</b>	<b>\$(2,160,310)</b>	<b>\$(1,897,247)</b>	<b>\$263,063</b>	<b>(12.2)%</b>
<b>Net Financing Uses</b>	<b>\$7,669,408</b>	<b>\$7,937,521</b>	<b>\$8,558,777</b>	<b>\$621,256</b>	<b>7.8%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$58,084	—	\$50,057	\$50,057	—%
Charges for Services	\$7,604,438	\$7,937,521	\$7,722,461	\$(215,060)	(2.7)%
Miscellaneous Revenues	\$6,886	—	\$507,661	\$507,661	—%
<b>Total Revenue</b>	<b>\$7,669,408</b>	<b>\$7,937,521</b>	<b>\$8,280,179</b>	<b>\$342,658</b>	<b>4.3%</b>
<b>Net County Cost</b>	<b>—</b>	<b>—</b>	<b>\$278,598</b>	<b>\$278,598</b>	<b>—%</b>
Positions	53.0	53.0	49.0	(4.0)	(7.5)%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DOF - Relocation CUBS, RR, RP Admin</b>	305,649	—	114,316	191,333	—

One-time and on-going growth to fund relocation lease costs for centralization of CUBS and Revenue Recovery operations into a leased facility located on Armstrong Avenue. The one-time costs are estimated at \$364,850.

### 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>DOF - Revenue Recovery - Delete 4.0 FTE</b>	(315,514)	—	—	(315,514)	(4.0)

The proposed deletion of 2 FTE Collection Services Agent LV 2 positions (vacant), 1 FTE Collections Services Agent LV1 position (vacant), and 1 FTE Office Specialist LV2 (vacant) will result in \$315,514 reduction in salary & benefits to lower expenditure in anticipation of the reduced Revenue Recovery revenue due to elimination of certain fees associated with Assembly Bill 177, which is about \$1.2 million, from FY2021-22 budget.

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,275,642	\$3,560,812	\$3,844,297	\$283,485	8.0%
Services & Supplies	\$1,449,133	\$1,602,669	\$1,848,276	\$245,607	15.3%
Other Charges	—	—	\$26,000	\$26,000	—%
Intrafund Charges	\$2,215,284	\$2,514,009	\$2,446,661	\$(67,348)	(2.7)%
<b>Total Expenditures / Appropriations</b>	<b>\$6,940,060</b>	<b>\$7,677,490</b>	<b>\$8,165,234</b>	<b>\$487,744</b>	<b>6.4%</b>
Other Reimbursements	\$(195,950)	\$(263,000)	\$(224,000)	\$39,000	(14.8)%
<b>Total Reimbursements</b>	<b>\$(195,950)</b>	<b>\$(263,000)</b>	<b>\$(224,000)</b>	<b>\$39,000</b>	<b>(14.8)%</b>
<b>Net Financing Uses</b>	<b>\$6,744,110</b>	<b>\$7,414,490</b>	<b>\$7,941,234</b>	<b>\$526,744</b>	<b>7.1%</b>
<b>Revenue</b>					
Licenses, Permits & Franchises	\$2,901,633	\$2,837,191	\$2,940,464	\$103,273	3.6%
Intergovernmental Revenues	\$47,980	—	\$40,369	\$40,369	—%
Charges for Services	\$2,657,627	\$2,479,021	\$2,665,195	\$186,174	7.5%
Miscellaneous Revenues	\$1,552,964	\$1,959,940	\$2,097,136	\$137,196	7.0%
<b>Total Revenue</b>	<b>\$7,160,204</b>	<b>\$7,276,152</b>	<b>\$7,743,164</b>	<b>\$467,012</b>	<b>6.4%</b>
<b>Net County Cost</b>	<b>\$(416,094)</b>	<b>\$138,338</b>	<b>\$198,070</b>	<b>\$59,732</b>	<b>43.2%</b>
Positions	35.0	35.0	36.0	1.0	2.9%



## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DOF - Add 1.0 FTE, One Vehicle and Equipment - Business Licensing</b>					
	116,548	—	116,548	—	1.0
<p>Add 1.0 FTE Business License Inspector, a vehicle and required equipment. Business License Inspectors often work on multi-agency inspections with Code Enforcement, Sheriff's Office, Building Permits and Inspection, Environmental Management and Planning and Environmental Review. An additional Inspector will ease scheduling requirements with other agencies. Additionally, Business License Inspectors assist the Tax-Defaulted Land Unit annually, completing personal visits to citizens whose properties might be sold at tax sale. With an additional Inspector, there would be a person dedicated to License compliance while the other two Inspectors are on field visits for Tax-Defaulted Land. The cost for this position is \$77,330 and associated furniture and equipment is \$6,738. The request also includes a vehicle cost of \$32,480, which includes a one-time vehicle purchase cost of \$26,000 and \$6,480 in estimated rental and fuel costs which are ongoing. This request will be funded by Business Licensing Fees and Inspection Fees.</p>					
<b>DOF - BL Short-Term Rental Compliance</b>					
	22,570	—	22,570	—	—
<p>Work with Short Term Rental Host Compliance (STRHC) company to bring local short-term rentals into compliance with Title 3 and Title 4 of the Sacramento County Code and the Sacramento Zoning Code by licensing, permitting, and collecting Transient Occupancy Tax from hosts.</p>					
<b>DOF - Tax Replacement Phones/Headsets and Storage Cabinet</b>					
	12,393	—	12,393	—	—
<p>This request is for replacement of phones and headsets and a lockable storage cabinet to securely store checks. Phones and headsets are aging and beginning to fail and need to be replaced to allow the Tax Collection Unit call center to function and answer calls and inquiries. Due to updated processes in storing payment checks, a new security cabinet is required. The Department of Finance Tax Collection unit receives thousands of payments daily that need to be securely stored. The cabinet will strengthen security and better enforce the policy and procedures of storing and handling checks. The phones, headsets, and cabinet will be funded by Tax Collection Fees.</p>					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,853,924	\$2,952,651	\$3,007,163	\$54,512	1.8%
Services & Supplies	\$539,156	\$712,115	\$761,158	\$49,043	6.9%
Intrafund Charges	\$842,153	\$1,087,886	\$1,253,298	\$165,412	15.2%
Cost of Goods Sold	\$7,862	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$4,243,095</b>	<b>\$4,752,652</b>	<b>\$5,021,619</b>	<b>\$268,967</b>	<b>5.7%</b>
Total Reimbursements between Programs	\$(689,859)	\$(801,909)	\$(739,144)	\$62,765	(7.8)%
Other Reimbursements	\$(85,030)	\$(107,777)	\$(82,777)	\$25,000	(23.2)%
<b>Total Reimbursements</b>	<b>\$(774,888)</b>	<b>\$(909,686)</b>	<b>\$(821,921)</b>	<b>\$87,765</b>	<b>(9.6)%</b>
<b>Net Financing Uses</b>	<b>\$3,468,207</b>	<b>\$3,842,966</b>	<b>\$4,199,698</b>	<b>\$356,732</b>	<b>9.3%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$20,373	—	\$22,607	\$22,607	—%
Charges for Services	\$3,448,795	\$454,659	\$4,149,935	\$3,695,276	812.8%
Miscellaneous Revenues	\$89	\$3,388,307	—	\$(3,388,307)	(100.0)%
<b>Total Revenue</b>	<b>\$3,469,258</b>	<b>\$3,842,966</b>	<b>\$4,172,542</b>	<b>\$329,576</b>	<b>8.6%</b>
<b>Net County Cost</b>	<b>\$(1,051)</b>	<b>—</b>	<b>\$27,156</b>	<b>\$27,156</b>	<b>—%</b>
Positions	25.0	25.0	25.0	—	—%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DOF - Relocation CUBS, RR, RP Admin</b>					
	29,144	(29,144)	—	—	—

One-time and on-going growth to fund relocation lease costs for centralization of CUBS and Revenue Recovery operations into a leased facility located on Armstrong Avenue. The one-time costs are estimated at \$364,850.

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

### **FOR INFORMATION ONLY**

## 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

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Countywide IT Services	\$58,045,308	\$77,016,245	\$86,400,224	\$9,383,979	12.2%
Department Application and Equipment Support	\$63,382,665	\$93,898,193	\$103,445,487	\$9,547,294	10.2%
<b>Total Expenditures / Appropriations</b>	<b>\$121,427,973</b>	<b>\$170,914,438</b>	<b>\$189,845,711</b>	<b>\$18,931,273</b>	<b>11.1%</b>
<b>Total Reimbursements</b>	<b>\$(25,288,121)</b>	<b>\$(65,412,327)</b>	<b>\$(69,656,503)</b>	<b>\$(4,244,176)</b>	<b>6.5%</b>
<b>Net Financing Uses</b>	<b>\$96,139,852</b>	<b>\$105,502,111</b>	<b>\$120,189,208</b>	<b>\$14,687,097</b>	<b>13.9%</b>
<b>Total Revenue</b>	<b>\$102,489,003</b>	<b>\$104,973,509</b>	<b>\$118,840,540</b>	<b>\$13,867,031</b>	<b>13.2%</b>
<b>Use of Fund Balance</b>	<b>\$(6,349,151)</b>	<b>\$528,602</b>	<b>\$1,348,668</b>	<b>\$820,066</b>	<b>155.1%</b>
Positions	405.0	397.0	418.0	21.0	5.3%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$57,986,033	\$62,971,716	\$70,180,938	\$7,209,222	11.4%
Services & Supplies	\$29,778,458	\$33,715,456	\$41,197,038	\$7,481,582	22.2%
Other Charges	\$6,173,021	\$6,074,894	\$6,031,188	\$(43,706)	(0.7)%
Interfund Charges	\$2,943,539	\$2,999,309	\$2,800,044	\$(199,265)	(6.6)%
Intrafund Charges	\$24,546,922	\$65,153,063	\$69,636,503	\$4,483,440	6.9%
<b>Total Expenditures / Appropriations</b>	<b>\$121,427,973</b>	<b>\$170,914,438</b>	<b>\$189,845,711</b>	<b>\$18,931,273</b>	<b>11.1%</b>
Other Reimbursements	\$(25,288,121)	\$(65,412,327)	\$(69,656,503)	\$(4,244,176)	6.5%
<b>Total Reimbursements</b>	<b>\$(25,288,121)</b>	<b>\$(65,412,327)</b>	<b>\$(69,656,503)</b>	<b>\$(4,244,176)</b>	<b>6.5%</b>
<b>Net Financing Uses</b>	<b>\$96,139,852</b>	<b>\$105,502,111</b>	<b>\$120,189,208</b>	<b>\$14,687,097</b>	<b>13.9%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$231,582	—	\$134,024	\$134,024	—%
Charges for Services	\$102,239,688	\$104,798,509	\$118,242,198	\$13,443,689	12.8%
Miscellaneous Revenues	\$17,731	\$25,000	\$20,000	\$(5,000)	(20.0)%
Other Financing Sources	\$1	\$150,000	\$444,318	\$294,318	196.2%
<b>Total Revenue</b>	<b>\$102,489,003</b>	<b>\$104,973,509</b>	<b>\$118,840,540</b>	<b>\$13,867,031</b>	<b>13.2%</b>
<b>Use of Fund Balance</b>	<b>\$(6,349,151)</b>	<b>\$528,602</b>	<b>\$1,348,668</b>	<b>\$820,066</b>	<b>155.1%</b>
Positions	405.0	397.0	418.0	21.0	5.3%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Countywide IT Services	5,026,672	(211,898)	4,752,970	61,804	4.0
Department Application and Equipment Support	2,329,476	—	2,391,280	(61,804)	7.0

## Countywide IT Services

### Program Overview

**Countywide Information Technology (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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$20,110,360	\$20,518,263	\$22,809,663	\$2,291,400	11.2%
Services & Supplies	\$18,965,548	\$22,470,917	\$28,148,725	\$5,677,808	25.3%
Other Charges	\$5,622,963	\$5,406,520	\$5,362,814	\$(43,706)	(0.8)%
Interfund Charges	\$2,835,256	\$2,999,309	\$2,800,044	\$(199,265)	(6.6)%
Intrafund Charges	\$10,506,781	\$25,621,236	\$27,278,978	\$1,657,742	6.5%
Cost of Goods Sold	\$4,400	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$58,045,308</b>	<b>\$77,016,245</b>	<b>\$86,400,224</b>	<b>\$9,383,979</b>	<b>12.2%</b>
Other Reimbursements	\$(20,655,518)	\$(34,538,820)	\$(36,146,864)	\$(1,608,044)	4.7%
<b>Total Reimbursements</b>	<b>\$(20,655,518)</b>	<b>\$(34,538,820)</b>	<b>\$(36,146,864)</b>	<b>\$(1,608,044)</b>	<b>4.7%</b>
<b>Net Financing Uses</b>	<b>\$37,389,790</b>	<b>\$42,477,425</b>	<b>\$50,253,360</b>	<b>\$7,775,935</b>	<b>18.3%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$69,887	—	\$58,128	\$58,128	—%
Charges for Services	\$42,905,595	\$42,102,350	\$45,969,607	\$3,867,257	9.2%
Miscellaneous Revenues	\$17,546	\$25,000	\$20,000	\$(5,000)	(20.0)%
Other Financing Sources	\$1	—	\$444,318	\$444,318	—%
<b>Total Revenue</b>	<b>\$42,993,028</b>	<b>\$42,127,350</b>	<b>\$46,492,053</b>	<b>\$4,364,703</b>	<b>10.4%</b>
<b>Use of Fund Balance</b>	<b>\$(5,603,238)</b>	<b>\$350,075</b>	<b>\$3,761,307</b>	<b>\$3,411,232</b>	<b>974.4%</b>
Positions	124.0	122.0	128.0	6.0	4.9%

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTech - DCFAS Added Support</b>					
	57,763	(57,763)	—	—	—
Add 2.0 FTE - 1.0 FTE IT System Support Specialist Lv 2 and 1.0 FTE IT Applications Analyst 3 to provide additional support for Department of Child, Family and Adult Services (DCFAS). This request is split between two programs in the DTech budget and is contingent upon approval of a linked request in the DCFAS budget (BU 7800000).					
<b>DTech - DHS Added Support</b>					
	364,752	(92,948)	—	271,804	2.0
Add 4.0 FTEs to support the Department of Health Services (DHS), including 1.0 FTE IT Business Systems Analyst Lv 2, 2.0 FTE IT Systems Support Specialist Lv 2, and 1.0 FTE IT Applications Analyst Lv 2. The IT positions will be used for application support, business support and field services. The workload on IT staff has grown significantly the past couple of years (over 40%) due to the increase in need for IT automations and bringing new systems onboard for various DHS divisions. DHS added a number of Health care positions in the past couple of years, but has not added any IT resources to support these additional staff. DHS has a number of IT Projects lined up for this year and beyond including CalAIM, Mental Health Crisis Response Call center and computer equipment rollouts. In order to meet all these needs, it is essential to add at least four IT positions for FY 2022-23. This request is split between two programs in the DTech budget and is contingent upon approval of a linked request in the DHS budget (BU 7200000).					
<b>DTech - Digitized Records Project Scoping</b>					
	100,000	—	100,000	—	—
Funds to conduct a Request for Proposal to convert Board of Supervisors' and other legislative body's official records beginning in 1946 from paper, microfilm and microfiche to digital format. The current state of the records has reached its shelf life and the preservation of official records is a legal mandate. This growth request is contingent upon approval of a request in the Clerk of the Board budget (BU 4010000).					
<b>DTech - PD Added Support</b>					
	50,611	(50,611)	—	—	—
Add 2.0 FTE - 1.0 FTE IT Systems Support Specialist Lv 2 and 1.0 FTE Supv IT Analyst to provide additional desktop support to the Public Defender. This request split between two programs in the DTech budget and is contingent upon approval of a larger request in the Public Defender's budget (BU 6910000).					
<b>DTech - VRE Added Support</b>					
	10,576	(10,576)	—	—	—
Add 1.0 FTE Embedded Information Technology Analyst (ITA) Lv 1/2 to provide the following services to Voter Registration and Elections (VRE): project management; perform regular procedural, cybersecurity, and compliance checks; coordinate equipment and voting system refresh plans; emergency response plans; voting system management; lead technical support for Vote Center locations; coordinate response with State and Federal agencies regarding voting system certification and compliance; and facilitate, assist, and ensure mandates are met regarding testing and configuration of voting systems. This request is split between two program in the DTech budget and is contingent upon approval of a request in the VRE budget (BU 4410000).					
<b>DTech ACP - Microsoft Office 365</b>					
	3,750,000	—	3,750,000	—	—
Microsoft has offered the County an opportunity to migrate to Office 365 and allocating \$750,000 in services for the migration project. Office 365 will give the County access to advanced Cyber Security tools, and up-to-date Microsoft office tools, expanded storage and a telephony soft-phone system using Teams.					

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTECH ACP - 311 Knowledge Content Specialist</b>					
	62,275	—	62,275	—	1.0
Add 1.0 FTE Information Technology Systems Support Specialist Level 2 for a knowledge content team. 311 has been unable to reliably maintain staffing through the current use of college interns. The added cost will be included in the 311 allocation and allocated based on a combination of FTE and call history.					
<b>DTECH ACP - County Secure Web Gateway (ZSCALER)</b>					
	490,695	—	490,695	—	1.0
Procure a Secure Web Gateway solution to allow for holistic content filtering and malware protection capabilities across all County Information Systems (on-premise and remote) and add 1.0 FTE Info Tech Infrastructure Analyst Lv 2 position to work on the solution. Funding will come from an increase in the Wide Area Network (WAN) fee charged to users based on the number of devices connected to the network.					
<b>DTECH ACP - Jira Cloud Migration</b>					
	—	—	210,000	(210,000)	—
Migrate Atlassian to the Cloud prior to the current product end of life. Atlassian is primarily used by the Service Desk and DTech as well as some funding from Water Resources and DCFAS. The 1st year cost is \$210,000, the 2nd year cost is \$375,000, the 3rd year cost will be \$400,000, and the ongoing license cost will be \$235,000. User fees will increase to cover the costs of this upgrade. This request impacts both programs in the DTech budget.					
<b>DTECH ACP - Tanium Enforce</b>					
	60,000	—	60,000	—	—
Adding the Enforce module to the existing Tanium production to provide compliance of county owned laptops and other mobile devices that do not access our infrastructure for updates. Funding will come from increases in WAN fee charges.					
<b>DTECH ACP - VoIP Phone and Call Center Lab</b>					
	80,000	—	80,000	—	—
There is a need to update the testing environment for the call center phone systems in order to meet requirements from CISCO. Funding for the upgrade will come from user charges for the voice system.					



## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$37,875,673	\$42,453,453	\$47,371,275	\$4,917,822	11.6%
Services & Supplies	\$10,812,910	\$11,244,539	\$13,048,313	\$1,803,774	16.0%
Other Charges	\$550,058	\$668,374	\$668,374	—	—%
Interfund Charges	\$108,283	—	—	—	—%
Intrafund Charges	\$14,040,141	\$39,531,827	\$42,357,525	\$2,825,698	7.1%
Cost of Goods Sold	\$(4,400)	—	—	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$63,382,665</b>	<b>\$93,898,193</b>	<b>\$103,445,487</b>	<b>\$9,547,294</b>	<b>10.2%</b>
Other Reimbursements	\$(4,632,603)	\$(30,873,507)	\$(33,509,639)	\$(2,636,132)	8.5%
<b>Total Reimbursements</b>	<b>\$(4,632,603)</b>	<b>\$(30,873,507)</b>	<b>\$(33,509,639)</b>	<b>\$(2,636,132)</b>	<b>8.5%</b>
<b>Net Financing Uses</b>	<b>\$58,750,062</b>	<b>\$63,024,686</b>	<b>\$69,935,848</b>	<b>\$6,911,162</b>	<b>11.0%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$161,696	—	\$75,896	\$75,896	—%
Charges for Services	\$59,334,094	\$62,696,159	\$72,272,591	\$9,576,432	15.3%
Miscellaneous Revenues	\$186	—	—	—	—%
Other Financing Sources	\$0	\$150,000	—	\$(150,000)	(100.0)%
<b>Total Revenue</b>	<b>\$59,495,975</b>	<b>\$62,846,159</b>	<b>\$72,348,487</b>	<b>\$9,502,328</b>	<b>15.1%</b>
<b>Use of Fund Balance</b>	<b>\$(745,913)</b>	<b>\$178,527</b>	<b>\$(2,412,639)</b>	<b>\$(2,591,166)</b>	<b>(1,451.4)%</b>
Positions	281.0	275.0	290.0	15.0	5.5%

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTech - DCD - PER Technology Updates</b>	150,000	—	150,000	—	—
Add contracted labor to assist the Department of Community Development - Planning and Environmental Review division with a technology update project including Interactive Zoning Code updates, which will increase staff efficiency in looking up information and processing applications, provide a more user friendly interface for the public to obtain basic zoning and land use information and more seamlessly apply for planning entitlements. This request is contingent on approval of a request in the Community Development budget (BU 5720000).					
<b>DTech - DCFAS Added Support</b>	430,200	—	430,200	—	2.0
Add 2.0 FTE - 1.0 FTE IT System Support Specialist Lv 2 and 1.0 FTE IT Applications Analyst 3 to provide additional support for Department of Child, Family and Adult Services (DCFAS). This request is split between two programs in the DTech budget and is contingent upon approval of a linked request in the DCFAS budget (BU 7800000).					
<b>DTech - DHS Added Support</b>	451,796	—	723,600	(271,804)	2.0
Add 4.0 FTEs to support the Department of Health Services (DHS), including 1.0 FTE IT Business Systems Analyst Lv 2, 2.0 FTE IT Systems Support Specialist Lv 2, and 1.0 FTE IT Applications Analyst Lv 2. The IT positions will be used for application support, business support and field services. The workload on IT staff has grown significantly the past couple of years (over 40%) due to the increase in need for IT automations and bringing new systems onboard for various DHS divisions. DHS added a number of Health care positions in the past couple of years, but has not added any IT resources to support these additional staff. DHS has a number of IT Projects lined up for this year and beyond including CalAIM, Mental Health Crisis Response Call center and computer equipment rollouts. In order to meet all these needs, it is essential to add at least four IT positions for FY 2022-23. This request is split between two programs in the DTech budget and is contingent upon approval of a linked request in the DHS budget (BU 7200000).					
<b>DTech - FI Consultant Open Items Auto Clearing</b>	170,000	—	170,000	—	—
This is a staff augmentation request to obtain a knowledgeable consultant resource that would focus on cleaning up open items in finance and fix the auto clearing capabilities so that the system remains clean. This resource would also continue the effort of reconciling General Ledger and Special Purpose Ledger. We estimate this to be a 6-8 month effort for a knowledgeable resource that is dedicated to the project. This kind of SAP resource usually costs around \$125/hour. This request is contingent on approval of a request in the Shared Systems budget (BU 5710000).					
<b>DTech - PD Added Support</b>	402,480	—	402,480	—	2.0
Add 2.0 FTE - 1.0 FTE IT Systems Support Specialist Lv 2 and 1.0 FTE Supv IT Analyst to provide additional desktop support to the Public Defender. This request split between two programs in the DTech budget and is contingent upon approval of a larger request in the Public Defender's budget (BU 6910000).					
<b>DTech - PD Case Management Project</b>	255,000	—	255,000	—	—
Add contracted labor to provide assistance to the Public Defender for a case management project. This growth request is contingent on approval of a linked request in the Public Defender budget (BU 6910000).					

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DTech - SAP Analytics Cloud</b>	80,000	—	80,000	—	—
<p>SAP Analytics Cloud combines Business Intelligence, planning, predictive, and augmented analytics capabilities into one simple cloud environment. Along with using this tool to potentially automate the cash flow reporting, it can also be used for analytics on our SAP SuccessFactors solutions, our on-premise COMPASS/FOCUS systems, and even Excel spreadsheets that can be used as data sources. Funding is contingent on approval of a linked request submitted in the Shared Systems budget (BU 5710000). If approved, DTech will bill to Shared Systems and Shared Systems will recover the funds in subsequent years through the Countywide Cost Plan.</p>					
<b>DTech - VRE Added Support</b>	180,000	—	180,000	—	1.0
<p>Add 1.0 FTE Embedded Information Technology Analyst (ITA) Lv 1/2 to provide the following services to Voter Registration and Elections (VRE): project management; perform regular procedural, cybersecurity, and compliance checks; coordinate equipment and voting system refresh plans; emergency response plans; voting system management; lead technical support for Vote Center locations; coordinate response with State and Federal agencies regarding voting system certification and compliance; and facilitate, assist, and ensure mandates are met regarding testing and configuration of voting systems. This request is split between two program in the DTech budget and is contingent upon approval of a request in the VRE budget (BU 4410000).</p>					
<b>DTECH ACP - Jira Cloud Migration</b>	210,000	—	—	210,000	—
<p>Migrate Atlassian to the Cloud prior to the current product end of life. Atlassian is primarily used by the Service Desk and DTech as well as some funding from Water Resources and DCFAS. The 1st year cost is \$210,000, the 2nd year cost is \$375,000, the 3rd year cost will be \$400,000, and the ongoing license cost will be \$235,000. User fees will increase to cover the costs of this upgrade. This request impacts both programs in the DTech budget.</p>					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Shared Systems	\$11,934,138	\$26,525,920	\$25,930,079	\$(595,841)	(2.2)%
<b>Total Expenditures / Appropriations</b>	<b>\$11,934,138</b>	<b>\$26,525,920</b>	<b>\$25,930,079</b>	<b>\$(595,841)</b>	<b>(2.2)%</b>
<b>Net Financing Uses</b>	<b>\$11,934,138</b>	<b>\$26,525,920</b>	<b>\$25,930,079</b>	<b>\$(595,841)</b>	<b>(2.2)%</b>
<b>Total Revenue</b>	<b>\$91,067</b>	<b>\$106,778</b>	<b>\$106,778</b>	<b>—</b>	<b>—%</b>
<b>Net County Cost</b>	<b>\$11,843,071</b>	<b>\$26,419,142</b>	<b>\$25,823,301</b>	<b>\$(595,841)</b>	<b>(2.3)%</b>

### Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$11,709,232	\$26,278,134	\$25,682,293	\$(595,841)	(2.3)%
Intrafund Charges	\$224,906	\$247,786	\$247,786	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$11,934,138</b>	<b>\$26,525,920</b>	<b>\$25,930,079</b>	<b>\$(595,841)</b>	<b>(2.2)%</b>
<b>Net Financing Uses</b>	<b>\$11,934,138</b>	<b>\$26,525,920</b>	<b>\$25,930,079</b>	<b>\$(595,841)</b>	<b>(2.2)%</b>
<b>Revenue</b>					
Charges for Services	\$91,067	\$106,778	\$106,778	—	—%
<b>Total Revenue</b>	<b>\$91,067</b>	<b>\$106,778</b>	<b>\$106,778</b>	<b>—</b>	<b>—%</b>
<b>Net County Cost</b>	<b>\$11,843,071</b>	<b>\$26,419,142</b>	<b>\$25,823,301</b>	<b>\$(595,841)</b>	<b>(2.3)%</b>

## Summary of Approved Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Shared Systems	250,000	—	—	250,000	—

## Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>Shared Systems - SAP Consultant to Clean Up Open Items &amp; Reconcile</b>	170,000	—	—	170,000	—

Funding for a knowledgeable consultant resource that would focus on cleaning up open items in finance and fix the auto clearing capabilities so that the system remains clean. This resource would also continue the effort of reconciling General Ledger (GL) and Special Ledger (SPL). We estimate this to be a 6-8 month effort for a knowledgeable resource that is dedicated to the project. This kind of SAP resource usually costs around \$125/hour. This request is contingent upon approval of a request in the Department of Technology budget (BU 7600000).

<b>Shared Systems - SAP Analytic Cloud</b>	80,000	—	—	80,000	—
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Funding for SAP Analytics Cloud that combines Business Intelligence, planning, predictive, and augmented analytics capabilities into one simple cloud environment. Powered by Artificial Intelligence technologies and an in-memory database, it is one of the most advanced analytics solutions available today. Along with using this tool to potentially automate the cash flow reporting, it can also be used for analytics on our SAP SuccessFactors solutions, our on-premise COMPASS/FOCUS systems, and even Excel spreadsheets that can be used as data sources. This request is contingent upon approval of a request in the Department of Technology budget (BU 7600000).

## 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.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Health Insurance Portability and Accountability Act	\$361,743	\$406,137	\$448,015	\$41,878	10.3%
<b>Total Expenditures / Appropriations</b>	<b>\$361,743</b>	<b>\$406,137</b>	<b>\$448,015</b>	<b>\$41,878</b>	<b>10.3%</b>
<b>Total Reimbursements</b>	<b>\$(358,513)</b>	<b>\$(403,805)</b>	<b>\$(436,422)</b>	<b>\$(32,617)</b>	<b>8.1%</b>
<b>Net Financing Uses</b>	<b>\$3,230</b>	<b>\$2,332</b>	<b>\$11,593</b>	<b>\$9,261</b>	<b>397.1%</b>
<b>Total Revenue</b>	<b>\$3,230</b>	<b>—</b>	<b>\$3,230</b>	<b>\$3,230</b>	<b>—%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$2,332</b>	<b>\$8,363</b>	<b>\$6,031</b>	<b>258.6%</b>
Positions	2.0	2.0	2.0	—	—%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$298,402	\$296,221	\$317,133	\$20,912	7.1%
Services & Supplies	\$55,948	\$102,193	\$102,903	\$710	0.7%
Interfund Charges	\$3,282	\$3,282	\$23,438	\$20,156	614.1%
Intrafund Charges	\$4,110	\$4,441	\$4,541	\$100	2.3%
<b>Total Expenditures / Appropriations</b>	<b>\$361,743</b>	<b>\$406,137</b>	<b>\$448,015</b>	<b>\$41,878</b>	<b>10.3%</b>
Other Reimbursements	\$(358,513)	\$(403,805)	\$(436,422)	\$(32,617)	8.1%
<b>Total Reimbursements</b>	<b>\$(358,513)</b>	<b>\$(403,805)</b>	<b>\$(436,422)</b>	<b>\$(32,617)</b>	<b>8.1%</b>
<b>Net Financing Uses</b>	<b>\$3,230</b>	<b>\$2,332</b>	<b>\$11,593</b>	<b>\$9,261</b>	<b>397.1%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$3,230	—	\$3,230	\$3,230	—%
<b>Total Revenue</b>	<b>\$3,230</b>	<b>—</b>	<b>\$3,230</b>	<b>\$3,230</b>	<b>—%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$2,332</b>	<b>\$8,363</b>	<b>\$6,031</b>	<b>258.6%</b>
Positions	2.0	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

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Regional Radio Communication System	\$6,156,193	\$6,516,826	\$6,620,882	\$104,056	1.6%
<b>Total Expenditures / Appropriations</b>	<b>\$6,156,193</b>	<b>\$6,516,826</b>	<b>\$6,620,882</b>	<b>\$104,056</b>	<b>1.6%</b>
<b>Total Reimbursements</b>	—	<b>\$(400,000)</b>	<b>\$(400,000)</b>	—	—%
<b>Net Financing Uses</b>	<b>\$6,156,193</b>	<b>\$6,116,826</b>	<b>\$6,220,882</b>	<b>\$104,056</b>	<b>1.7%</b>
<b>Total Revenue</b>	<b>\$6,111,383</b>	<b>\$5,996,724</b>	<b>\$6,068,650</b>	<b>\$71,926</b>	<b>1.2%</b>
<b>Use of Fund Balance</b>	<b>\$44,810</b>	<b>\$120,102</b>	<b>\$152,232</b>	<b>\$32,130</b>	<b>26.8%</b>
Positions	9.0	9.0	9.0	—	—%



## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,424,909	\$1,536,455	\$1,619,097	\$82,642	5.4%
Services & Supplies	\$1,690,084	\$1,877,771	\$1,887,721	\$9,950	0.5%
Other Charges	\$3,041,200	\$3,102,600	\$3,114,064	\$11,464	0.4%
<b>Total Expenditures / Appropriations</b>	<b>\$6,156,193</b>	<b>\$6,516,826</b>	<b>\$6,620,882</b>	<b>\$104,056</b>	<b>1.6%</b>
Other Reimbursements	—	\$(400,000)	\$(400,000)	—	—%
<b>Total Reimbursements</b>	<b>—</b>	<b>\$(400,000)</b>	<b>\$(400,000)</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$6,156,193</b>	<b>\$6,116,826</b>	<b>\$6,220,882</b>	<b>\$104,056</b>	<b>1.7%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$45,087	—	—	—	—%
Intergovernmental Revenues	\$3,230	—	\$1,615	\$1,615	—%
Charges for Services	\$5,509,212	\$5,281,185	\$5,687,680	\$406,495	7.7%
Miscellaneous Revenues	\$553,854	\$715,539	\$379,355	\$(336,184)	(47.0)%
<b>Total Revenue</b>	<b>\$6,111,383</b>	<b>\$5,996,724</b>	<b>\$6,068,650</b>	<b>\$71,926</b>	<b>1.2%</b>
<b>Use of Fund Balance</b>	<b>\$44,810</b>	<b>\$120,102</b>	<b>\$152,232</b>	<b>\$32,130</b>	<b>26.8%</b>
Positions	9.0	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 virtual private network (VPN) or mobile apps and also has multiple application programming interfaces (API) for further integration.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Information Technology Recovery Fee	\$1,590,460	\$1,725,466	\$1,850,997	\$125,531	7.3%
<b>Total Expenditures / Appropriations</b>	<b>\$1,590,460</b>	<b>\$1,725,466</b>	<b>\$1,850,997</b>	<b>\$125,531</b>	<b>7.3%</b>
<b>Net Financing Uses</b>	<b>\$1,590,460</b>	<b>\$1,725,466</b>	<b>\$1,850,997</b>	<b>\$125,531</b>	<b>7.3%</b>
<b>Total Revenue</b>	<b>\$1,616,891</b>	<b>\$1,414,300</b>	<b>\$1,513,400</b>	<b>\$99,100</b>	<b>7.0%</b>
<b>Use of Fund Balance</b>	<b>\$(26,431)</b>	<b>\$311,166</b>	<b>\$337,597</b>	<b>\$26,431</b>	<b>8.5%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$1,590,460	\$1,725,466	\$1,850,997	\$125,531	7.3%
<b>Total Expenditures / Appropriations</b>	<b>\$1,590,460</b>	<b>\$1,725,466</b>	<b>\$1,850,997</b>	<b>\$125,531</b>	<b>7.3%</b>
<b>Net Financing Uses</b>	<b>\$1,590,460</b>	<b>\$1,725,466</b>	<b>\$1,850,997</b>	<b>\$125,531</b>	<b>7.3%</b>
<b>Revenue</b>					
Licenses, Permits & Franchises	\$1,600,907	\$1,400,000	\$1,500,000	\$100,000	7.1%
Revenue from Use Of Money & Property	\$3,373	\$2,300	\$1,400	\$(900)	(39.1)%
Charges for Services	\$16	—	—	—	—%
Miscellaneous Revenues	\$12,596	\$12,000	\$12,000	—	—%
<b>Total Revenue</b>	<b>\$1,616,891</b>	<b>\$1,414,300</b>	<b>\$1,513,400</b>	<b>\$99,100</b>	<b>7.0%</b>
<b>Use of Fund Balance</b>	<b>\$(26,431)</b>	<b>\$311,166</b>	<b>\$337,597</b>	<b>\$26,431</b>	<b>8.5%</b>

## Budget Unit Functions & Responsibilities

The **Office of Emergency Services** (OES) coordinates the overall countywide response to large scale incidents and disasters. Under the direction of the Chief of Emergency Services, OES develops, coordinates and implements plans and procedures for local emergency services activities; performs a variety of activities related to mitigation, preparedness, recovery and response to incidents or disasters; facilitates, coordinates and delivers emergency management training to the County and the Operational Area; provides 24 hour emergency response to assist local first responders including law enforcement and fire departments and coordinates all resources in the region in the event of disaster; administers homeland security grants for the region and manages the emergency operations center for the County and the Operational Area. These Programs include:

- Grant Projects
- OES Administration

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Grant Projects	\$9,345,310	\$21,330,824	\$17,952,855	\$(3,377,969)	(15.8)%
SacOES Admin	\$1,858,145	\$1,953,312	\$2,345,283	\$391,971	20.1%
<b>Total Expenditures / Appropriations</b>	<b>\$11,203,455</b>	<b>\$23,284,136</b>	<b>\$20,298,138</b>	<b>\$(2,985,998)</b>	<b>(12.8)%</b>
<b>Total Reimbursements</b>	<b>\$(4,281,034)</b>	<b>\$(9,735,244)</b>	<b>\$(8,160,626)</b>	<b>\$1,574,618</b>	<b>(16.2)%</b>
<b>Net Financing Uses</b>	<b>\$6,922,421</b>	<b>\$13,548,892</b>	<b>\$12,137,512</b>	<b>\$(1,411,380)</b>	<b>(10.4)%</b>
<b>Total Revenue</b>	<b>\$5,892,111</b>	<b>\$11,959,558</b>	<b>\$10,287,619</b>	<b>\$(1,671,939)</b>	<b>(14.0)%</b>
<b>Net County Cost</b>	<b>\$1,030,310</b>	<b>\$1,589,334</b>	<b>\$1,849,893</b>	<b>\$260,559</b>	<b>16.4%</b>
Positions	7.0	7.0	8.0	1.0	14.3%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,077,151	\$1,159,159	\$1,395,716	\$236,557	20.4%
Services & Supplies	\$4,699,255	\$7,977,719	\$6,976,775	\$(1,000,944)	(12.5)%
Other Charges	\$400,564	\$1,589,476	\$1,656,826	\$67,350	4.2%
Equipment	\$32,619	\$1,455,274	\$1,320,077	\$(135,197)	(9.3)%
Interfund Charges	\$267,998	\$659,264	\$400,000	\$(259,264)	(39.3)%
Intrafund Charges	\$4,725,868	\$10,443,244	\$8,548,744	\$(1,894,500)	(18.1)%
<b>Total Expenditures / Appropriations</b>	<b>\$11,203,455</b>	<b>\$23,284,136</b>	<b>\$20,298,138</b>	<b>\$(2,985,998)</b>	<b>(12.8)%</b>
Intrafund Reimbursements Within Programs	\$(3,981,454)	\$(9,317,731)	\$(7,891,465)	\$1,426,266	(15.3)%
Other Reimbursements	\$(299,580)	\$(417,513)	\$(269,161)	\$148,352	(35.5)%
<b>Total Reimbursements</b>	<b>\$(4,281,034)</b>	<b>\$(9,735,244)</b>	<b>\$(8,160,626)</b>	<b>\$1,574,618</b>	<b>(16.2)%</b>
<b>Net Financing Uses</b>	<b>\$6,922,421</b>	<b>\$13,548,892</b>	<b>\$12,137,512</b>	<b>\$(1,411,380)</b>	<b>(10.4)%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$5,892,111	\$11,959,558	\$10,287,619	\$(1,671,939)	(14.0)%
<b>Total Revenue</b>	<b>\$5,892,111</b>	<b>\$11,959,558</b>	<b>\$10,287,619</b>	<b>\$(1,671,939)</b>	<b>(14.0)%</b>
<b>Net County Cost</b>	<b>\$1,030,310</b>	<b>\$1,589,334</b>	<b>\$1,849,893</b>	<b>\$260,559</b>	<b>16.4%</b>
Positions	7.0	7.0	8.0	1.0	14.3%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Grant Projects	(45,000)	—	—	(45,000)	—
SacOES Admin	173,192	—	—	173,192	1.0

## Grant Projects

### Program Overview

The purpose of **Grant Projects** from Emergency Services is to obtain, administer, and disperse federal and state grant funds on behalf of the operational area to enhance emergency management capabilities in Sacramento County in the areas of planning, communication, equipment acquisition, flood planning, training and exercises for County staff and other operational area partners focusing on projects with regional benefits.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$3,945,257	\$7,202,879	\$6,055,615	\$(1,147,264)	(15.9)%
Other Charges	\$400,564	\$1,589,476	\$1,656,826	\$67,350	4.2%
Equipment	\$26,046	\$1,455,274	\$1,320,077	\$(135,197)	(9.3)%
Interfund Charges	\$267,998	\$659,264	\$400,000	\$(259,264)	(39.3)%
Intrafund Charges	\$4,705,444	\$10,423,931	\$8,520,337	\$(1,903,594)	(18.3)%
<b>Total Expenditures / Appropriations</b>	<b>\$9,345,310</b>	<b>\$21,330,824</b>	<b>\$17,952,855</b>	<b>\$(3,377,969)</b>	<b>(15.8)%</b>
Total Reimbursements within Program	\$(3,981,454)	\$(9,309,497)	\$(7,859,644)	\$1,449,853	(15.6)%
Other Reimbursements	\$(163,453)	\$(274,432)	\$(111,979)	\$162,453	(59.2)%
<b>Total Reimbursements</b>	<b>\$(4,144,907)</b>	<b>\$(9,583,929)</b>	<b>\$(7,971,623)</b>	<b>\$1,612,306</b>	<b>(16.8)%</b>
<b>Net Financing Uses</b>	<b>\$5,200,402</b>	<b>\$11,746,895</b>	<b>\$9,981,232</b>	<b>\$(1,765,663)</b>	<b>(15.0)%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$5,118,973	\$11,198,031	\$9,553,868	\$(1,644,163)	(14.7)%
<b>Total Revenue</b>	<b>\$5,118,973</b>	<b>\$11,198,031</b>	<b>\$9,553,868</b>	<b>\$(1,644,163)</b>	<b>(14.7)%</b>
<b>Net County Cost</b>	<b>\$81,430</b>	<b>\$548,864</b>	<b>\$427,364</b>	<b>\$(121,500)</b>	<b>(22.1)%</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>OES - Add 1.0 FTE ASO 1</b>	(45,000)	—	—	(45,000)	—

Add 1.0 FTE Administrative Services Officer 1 position in the Administration program to meet increasing workloads through grant cycles, conformity to legislative action, and recovery from emergency incidents and disasters. This position is expected to assist in meeting our compliance obligations for use of grant funds. Further, this position will assist with the FEMA Public Assistance process in helping to streamline county projects for COVID-19, ensure proper documentation and prepare materials for future audits ensuring retention of reimbursed funds. As a member of the Emergency Operations Center team, this position would serve as additional surge support for sudden workload shifts due to disaster response. This is partially offset by an on-going reduction in services and supplies accounts.

## SacOES Admin

### Program Overview

The purpose of **Sacramento County Office of Emergency Services (SacOES) Administration** is to develop and maintain Sacramento County's Emergency Operations Plan, annexes to the plan and supporting communications plan, and coordinate the plan and all emergency management issues with the County's emergency response organization and other local, state and federal agencies. Plan, prepare, train and exercise to ensure the readiness of the County's emergency response organization. Provide operational area coordination for cities and special districts. Act as the conduit between local government and the state emergency services organization for the coordination of resources. Provide and maintain a functional emergency operations center for Sacramento County and the Operational Area as a suitable location for emergency management during disasters. Coordinate alerts and warnings, public information, management of critical resources, and situational awareness for establishing priorities for management of emergencies. Provide for coordination among responding jurisdictions, agencies, and levels of government to protect people, property and the environment, and coordination of recovery from disasters, as well as providing information and priorities during disasters.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,077,151	\$1,159,159	\$1,395,716	\$236,557	20.4%
Services & Supplies	\$753,998	\$774,840	\$921,160	\$146,320	18.9%
Equipment	\$6,572	—	—	—	—%
Intrafund Charges	\$20,424	\$19,313	\$28,407	\$9,094	47.1%
<b>Total Expenditures / Appropriations</b>	<b>\$1,858,145</b>	<b>\$1,953,312</b>	<b>\$2,345,283</b>	<b>\$391,971</b>	<b>20.1%</b>
Total Reimbursements within Program	—	\$(8,234)	\$(31,821)	\$(23,587)	286.5%
Other Reimbursements	\$(136,127)	\$(143,081)	\$(157,182)	\$(14,101)	9.9%
<b>Total Reimbursements</b>	<b>\$(136,127)</b>	<b>\$(151,315)</b>	<b>\$(189,003)</b>	<b>\$(37,688)</b>	<b>24.9%</b>
<b>Net Financing Uses</b>	<b>\$1,722,018</b>	<b>\$1,801,997</b>	<b>\$2,156,280</b>	<b>\$354,283</b>	<b>19.7%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$773,138	\$761,527	\$733,751	\$(27,776)	(3.6)%
<b>Total Revenue</b>	<b>\$773,138</b>	<b>\$761,527</b>	<b>\$733,751</b>	<b>\$(27,776)</b>	<b>(3.6)%</b>
<b>Net County Cost</b>	<b>\$948,880</b>	<b>\$1,040,470</b>	<b>\$1,422,529</b>	<b>\$382,059</b>	<b>36.7%</b>
Positions	7.0	7.0	8.0	1.0	14.3%

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>OES - Add 1.0 FTE ASO 1</b>					
	107,836	—	—	107,836	1.0
<p>Add 1.0 FTE Administrative Services Officer 1 position in the Administration program to meet increasing workloads through grant cycles, conformity to legislative action, and recovery from emergency incidents and disasters. This position is expected to assist in meeting our compliance obligations for use of grant funds. Further, this position will assist with the FEMA Public Assistance process in helping to streamline county projects for COVID-19, ensure proper documentation and prepare materials for future audits ensuring retention of reimbursed funds. As a member of the Emergency Operations Center team, this position would serve as additional surge support for sudden workload shifts due to disaster response. This is partially offset by an on-going reduction in services and supplies accounts.</p>					
<b>OES - Student Interns Extra Help</b>					
	65,356	—	—	65,356	—
<p>Add Extra Help funding to meet variable workloads through grant cycles, conformity to legislative action, and responses to emergency incidents and disasters. This Extra Help is expected to assist in meeting our compliance obligations for use of grant funds, assist with research and data management to support plan development and statutorily mandated revisions, and to serve as additional surge support for sudden workload shifts due to disaster response. This is an ongoing request.</p>					



### Budget Unit Functions & Responsibilities

The **Office of Emergency Services (OES) – Restricted Revenues** budget, provides financing for certain projects and programs administered by OES. In addition, grant allocations that were received and not spent in the same fiscal year, and are carried over from the prior fiscal years are budgeted in this budget unit. These grant allocations are not on a reimbursement basis. This Budget Unit was created in FY 2021-22 for grant funding, with two additional programs added in FY 2022-23. Programs include:

- Everbridge Reserves
- Public Safety Power Shutoff
- WebEOC Reserves

### Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Everbridge Reserves	—	—	\$25,000	\$25,000	—%
Public Safety Power Shutoff	\$163,453	\$274,432	\$452,666	\$178,234	64.9%
WebEOC Reserves	—	—	\$31,769	\$31,769	—%
<b>Total Expenditures / Appropriations</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>
<b>Net Financing Uses</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>
<b>Total Revenue</b>	<b>\$341,481</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(178,028)</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>

### Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$163,453	\$274,432	\$118,606	\$(155,826)	(56.8)%
Appropriation for Contingencies	—	—	\$390,829	\$390,829	—%
<b>Total Expenditures / Appropriations</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>
<b>Net Financing Uses</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$1,784	—	—	—	—%
Miscellaneous Revenues	\$339,697	—	—	—	—%
<b>Total Revenue</b>	<b>\$341,481</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(178,028)</b>	<b>\$274,432</b>	<b>\$509,435</b>	<b>\$235,003</b>	<b>85.6%</b>

## Everbridge Reserves

### Program Overview

The **Everbridge Reserves** Program is the mass alert and public warning system operated and maintained by Emergency Services for use by its staff and local emergency management partners. This program includes funds received from Emergency Services and primary and secondary users within the County to cover costs outside of the annual software maintenance fee, such as system upgrades or training.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	—	—	\$1,000	\$1,000	—%
Appropriation for Contingencies	—	—	\$24,000	\$24,000	—%
<b>Total Expenditures / Appropriations</b>	—	—	<b>\$25,000</b>	<b>\$25,000</b>	<b>—%</b>
<b>Net Financing Uses</b>	—	—	<b>\$25,000</b>	<b>\$25,000</b>	<b>—%</b>
<b>Use of Fund Balance</b>	—	—	<b>\$25,000</b>	<b>\$25,000</b>	<b>—%</b>

## Public Safety Power Shutoff

### Program Overview

The **Public Safety Power Shutoff** provides financing for certain projects and programs administered by the Office of Emergency Services. These Grants were received in advance, and are not on a reimbursement basis.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$163,453	\$274,432	\$110,979	\$(163,453)	(59.6)%
Appropriation for Contingencies	—	—	\$341,687	\$341,687	—%
<b>Total Expenditures / Appropriations</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$452,666</b>	<b>\$178,234</b>	<b>64.9%</b>
<b>Net Financing Uses</b>	<b>\$163,453</b>	<b>\$274,432</b>	<b>\$452,666</b>	<b>\$178,234</b>	<b>64.9%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$1,784	—	—	—	—%
Miscellaneous Revenues	\$339,903	—	—	—	—%
<b>Total Revenue</b>	<b>\$341,687</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(178,234)</b>	<b>\$274,432</b>	<b>\$452,666</b>	<b>\$178,234</b>	<b>64.9%</b>

## WebEOC Reserves

### Program Overview

The **WebEOC Reserves** Program is the Crisis Incident Management System (CIMS) operated and maintained by Emergency Services for use by its staff and local emergency management partners for the purpose of managing, researching or monitoring emergency responses and activities. This program includes funds received from Emergency Services and primary and secondary users within the County to cover costs outside of the annual software maintenance fee, such as system upgrades or training.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	—	—	\$6,627	\$6,627	—%
Appropriation for Contingencies	—	—	\$25,142	\$25,142	—%
<b>Total Expenditures / Appropriations</b>	—	—	<b>\$31,769</b>	<b>\$31,769</b>	<b>—%</b>
<b>Net Financing Uses</b>	—	—	<b>\$31,769</b>	<b>\$31,769</b>	<b>—%</b>
<b>Revenue</b>					
Miscellaneous Revenues	\$(206)	—	—	—	—%
<b>Total Revenue</b>	<b>\$(206)</b>	—	—	—	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$206</b>	—	<b>\$31,769</b>	<b>\$31,769</b>	<b>—%</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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Administration	\$5,589,876	\$6,594,745	\$7,474,426	\$879,681	13.3%
Architectural Services	\$3,293,207	\$3,777,649	\$4,287,455	\$509,806	13.5%
Central Purchasing	\$3,677,947	\$3,847,170	\$4,565,893	\$718,723	18.7%
Facilities Management	\$51,539,556	\$55,980,227	\$64,887,457	\$8,907,230	15.9%
Fleet Services	\$62,566,069	\$74,680,506	\$80,151,692	\$5,471,186	7.3%
Real Estate	\$47,623,426	\$49,104,579	\$51,815,874	\$2,711,295	5.5%
Support Services	\$7,291,964	\$8,714,980	\$8,982,340	\$267,360	3.1%
<b>Total Expenditures / Appropriations</b>	<b>\$181,582,045</b>	<b>\$202,699,856</b>	<b>\$222,165,137</b>	<b>\$19,465,281</b>	<b>9.6%</b>
<b>Total Reimbursements</b>	<b>\$(25,224,927)</b>	<b>\$(28,474,618)</b>	<b>\$(31,913,221)</b>	<b>\$(3,438,603)</b>	<b>12.1%</b>
<b>Net Financing Uses</b>	<b>\$156,357,118</b>	<b>\$174,225,238</b>	<b>\$190,251,916</b>	<b>\$16,026,678</b>	<b>9.2%</b>
<b>Total Revenue</b>	<b>\$156,701,263</b>	<b>\$167,867,245</b>	<b>\$183,855,989</b>	<b>\$15,988,744</b>	<b>9.5%</b>
<b>Use of Fund Balance</b>	<b>\$(344,145)</b>	<b>\$6,357,993</b>	<b>\$6,395,927</b>	<b>\$37,934</b>	<b>0.6%</b>
Positions	423.0	423.0	456.0	33.0	7.8%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$53,076,761	\$59,541,169	\$66,225,151	\$6,683,982	11.2%
Services & Supplies	\$87,109,236	\$96,049,337	\$104,184,151	\$8,134,814	8.5%
Other Charges	\$11,672,070	\$13,515,737	\$15,666,308	\$2,150,571	15.9%
Equipment	\$204,872	\$250,000	\$575,000	\$325,000	130.0%
Interfund Charges	\$768,994	\$768,995	\$771,936	\$2,941	0.4%
Intrafund Charges	\$25,395,894	\$28,474,618	\$30,642,591	\$2,167,973	7.6%
Cost of Goods Sold	\$3,354,218	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$181,582,045</b>	<b>\$202,699,856</b>	<b>\$222,165,137</b>	<b>\$19,465,281</b>	<b>9.6%</b>
Intrafund Reimbursements Within Programs	\$(1,807,620)	\$(16,640,252)	\$(17,665,767)	\$(1,025,515)	6.2%
Intrafund Reimbursements Between Programs	\$(4,118,975)	\$(4,152,813)	\$(4,738,893)	\$(586,080)	14.1%
Other Reimbursements	\$(19,298,331)	\$(7,681,553)	\$(9,508,561)	\$(1,827,008)	23.8%
<b>Total Reimbursements</b>	<b>\$(25,224,927)</b>	<b>\$(28,474,618)</b>	<b>\$(31,913,221)</b>	<b>\$(3,438,603)</b>	<b>12.1%</b>
<b>Net Financing Uses</b>	<b>\$156,357,118</b>	<b>\$174,225,238</b>	<b>\$190,251,916</b>	<b>\$16,026,678</b>	<b>9.2%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$412,740	—	\$938,075	\$938,075	—%
Charges for Services	\$151,753,518	\$162,462,341	\$177,426,546	\$14,964,205	9.2%
Miscellaneous Revenues	\$4,531,305	\$5,404,904	\$5,491,368	\$86,464	1.6%
Other Financing Sources	\$3,700	—	—	—	—%
<b>Total Revenue</b>	<b>\$156,701,263</b>	<b>\$167,867,245</b>	<b>\$183,855,989</b>	<b>\$15,988,744</b>	<b>9.5%</b>
<b>Use of Fund Balance</b>	<b>\$(344,145)</b>	<b>\$6,357,993</b>	<b>\$6,395,927</b>	<b>\$37,934</b>	<b>0.6%</b>
Positions	423.0	423.0	456.0	33.0	7.8%



### Summary of Approved Growth by Program

<b>Program</b>	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
Administration	343,777	—	343,777	—	2.0
Architectural Services	64,319	(3,000)	61,319	—	1.0
Central Purchasing	208,356	—	—	208,356	—
Facilities Management	5,578,070	(1,270,630)	4,119,833	187,607	34.0
Fleet Services	1,831,790	(51,824)	1,701,466	78,500	—
Real Estate	22,745	—	22,745	—	—

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$4,280,086	\$4,618,029	\$5,298,468	\$680,439	14.7%
Services & Supplies	\$816,126	\$1,212,109	\$1,308,262	\$96,153	7.9%
Other Charges	\$1,355	\$251,360	\$260,004	\$8,644	3.4%
Intrafund Charges	\$492,309	\$513,247	\$607,692	\$94,445	18.4%
<b>Total Expenditures / Appropriations</b>	<b>\$5,589,876</b>	<b>\$6,594,745</b>	<b>\$7,474,426</b>	<b>\$879,681</b>	<b>13.3%</b>
Total Reimbursements within Program	\$(94,884)	\$(89,451)	\$(98,906)	\$(9,455)	10.6%
Total Reimbursements between Programs	\$(4,099,266)	\$(4,100,424)	\$(4,682,460)	\$(582,036)	14.2%
Other Reimbursements	\$(13,962)	\$(8,993)	\$(9,867)	\$(874)	9.7%
<b>Total Reimbursements</b>	<b>\$(4,208,113)</b>	<b>\$(4,198,868)</b>	<b>\$(4,791,233)</b>	<b>\$(592,365)</b>	<b>14.1%</b>
<b>Net Financing Uses</b>	<b>\$1,381,763</b>	<b>\$2,395,877</b>	<b>\$2,683,193</b>	<b>\$287,316</b>	<b>12.0%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$14,832	—	\$165,336	\$165,336	—%
Charges for Services	\$1,342,795	\$1,587,334	\$1,799,939	\$212,605	13.4%
Miscellaneous Revenues	\$26,770	\$250,676	\$272,827	\$22,151	8.8%
<b>Total Revenue</b>	<b>\$1,384,397</b>	<b>\$1,838,010</b>	<b>\$2,238,102</b>	<b>\$400,092</b>	<b>21.8%</b>
<b>Use of Fund Balance</b>	<b>\$(2,634)</b>	<b>\$557,867</b>	<b>\$445,091</b>	<b>\$(112,776)</b>	<b>(20.2)%</b>
Positions	27.0	27.0	30.0	3.0	11.1%

### 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 - Add 1.0 FTE - Administration</b>					
	117,836	—	117,836	—	1.0
<p>Add 1.0 FTE Administrative Services Officer 1 position to support the Facility Planning and Management unit, which directly supports the Capital Construction Fund and Capital Improvement Plan for County-owned facilities. The administrative position will provide much needed support to the FPM division, and will focus on Capital Improvement Plan administrative tasks and projects, including coordination for grants, CCURE badging assignments for the department, and safety tasks that are both building-specific and department-wide. This request also includes a one-time \$3,000 cost from Architectural Services to set up a workspace. Without this position, the unit will not have the resources to assist with pursuing grant opportunities or to provide centralized support for critical safety tasks. All costs will be funded by the Capital Construction Fund.</p>					
<b>DGS - Fund 1.0 FTE Position - Admin (ACP)</b>					
	225,941	—	225,941	—	1.0
<p>This ongoing request will fund 1.0 FTE Chief of Departmental Administrative Services position, which is currently an unfunded position, based on department structure and operational needs. This position will provide executive-level management of the department's administrative functions, and will allow the deputy director to focus on operations. Otherwise, the deputy director will need to fill in for the unfunded position. This request will be funded fully through the department's allocations and billable charges to customers.</p>					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,374,389	\$2,662,483	\$3,049,284	\$386,801	14.5%
Services & Supplies	\$231,600	\$451,364	\$455,326	\$3,962	0.9%
Other Charges	\$5,346	\$5,000	\$9,832	\$4,832	96.6%
Intrafund Charges	\$681,871	\$658,802	\$773,013	\$114,211	17.3%
<b>Total Expenditures / Appropriations</b>	<b>\$3,293,207</b>	<b>\$3,777,649</b>	<b>\$4,287,455</b>	<b>\$509,806</b>	<b>13.5%</b>
Total Reimbursements between Programs	\$(1,819)	—	\$(3,000)	\$(3,000)	—%
Other Reimbursements	\$(5,455)	\$(20,500)	\$(20,500)	—	—%
<b>Total Reimbursements</b>	<b>\$(7,274)</b>	<b>\$(20,500)</b>	<b>\$(23,500)</b>	<b>\$(3,000)</b>	<b>14.6%</b>
<b>Net Financing Uses</b>	<b>\$3,285,933</b>	<b>\$3,757,149</b>	<b>\$4,263,955</b>	<b>\$506,806</b>	<b>13.5%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$7,322	—	\$180,830	\$180,830	—%
Charges for Services	\$3,354,837	\$3,572,782	\$3,933,125	\$360,343	10.1%
<b>Total Revenue</b>	<b>\$3,362,159</b>	<b>\$3,572,782</b>	<b>\$4,113,955</b>	<b>\$541,173</b>	<b>15.1%</b>
<b>Use of Fund Balance</b>	<b>\$(76,226)</b>	<b>\$184,367</b>	<b>\$150,000</b>	<b>\$(34,367)</b>	<b>(18.6)%</b>
Positions	14.0	14.0	16.0	2.0	14.3%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Add 1.0 FTE - Administration</b>	—	(3,000)	(3,000)	—	—
<p>Add 1.0 FTE Administrative Services Officer 1 position to support the Facility Planning and Management unit, which directly supports the Capital Construction Fund and Capital Improvement Plan for County-owned facilities. The administrative position will provide much needed support to the FPM division, and will focus on Capital Improvement Plan administrative tasks and projects, including coordination for grants, CCURE badging assignments for the department, and safety tasks that are both building-specific and department-wide. This request also includes a one-time \$3,000 cost from Architectural Services to set up a workspace. Without this position, the unit will not have the resources to assist with pursuing grant opportunities or to provide centralized support for critical safety tasks. All costs will be funded by the Capital Construction Fund.</p>					
<b>DGS - Add 1.0 FTE Position - Architectural Services</b>	64,319	—	64,319	—	1.0
<p>Add 1.0 FTE Building Project Coordinator 2 position that primarily will be assigned to grant-funded projects, homeless initiative projects, and Americans with Disabilities Act projects. The cost of this position will be partly offset by a reduction in appropriations for extra help, and funded as a part of project costs by customer departments, potential grant funding, and the Capital Construction Fund. If the request is approved, the department will have a full time staff member who will be able to manage grant funded projects effectively, and provide better support to customers by being available full time when compared to extra help. Without this position, the department will lack staff with specialized skills necessary to prevent project delays.</p>					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,709,599	\$2,758,247	\$2,844,504	\$86,257	3.1%
Services & Supplies	\$551,396	\$584,309	\$1,076,290	\$491,981	84.2%
Other Charges	—	—	\$6,083	\$6,083	—%
Intrafund Charges	\$416,953	\$504,614	\$639,016	\$134,402	26.6%
<b>Total Expenditures / Appropriations</b>	<b>\$3,677,947</b>	<b>\$3,847,170</b>	<b>\$4,565,893</b>	<b>\$718,723</b>	<b>18.7%</b>
Total Reimbursements within Program	\$(85,256)	\$(155,662)	\$(181,519)	\$(25,857)	16.6%
Other Reimbursements	\$(675,195)	\$(681,820)	\$(720,728)	\$(38,908)	5.7%
<b>Total Reimbursements</b>	<b>\$(760,452)</b>	<b>\$(837,482)</b>	<b>\$(902,247)</b>	<b>\$(64,765)</b>	<b>7.7%</b>
<b>Net Financing Uses</b>	<b>\$2,917,495</b>	<b>\$3,009,688</b>	<b>\$3,663,646</b>	<b>\$653,958</b>	<b>21.7%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$24,221	—	\$20,992	\$20,992	—%
Charges for Services	\$2,788,445	\$2,892,517	\$3,072,222	\$179,705	6.2%
Miscellaneous Revenues	\$159,914	\$8,000	\$8,000	—	—%
<b>Total Revenue</b>	<b>\$2,972,580</b>	<b>\$2,900,517</b>	<b>\$3,101,214</b>	<b>\$200,697</b>	<b>6.9%</b>
<b>Use of Fund Balance</b>	<b>\$(55,085)</b>	<b>\$109,171</b>	<b>\$562,432</b>	<b>\$453,261</b>	<b>415.2%</b>
Positions	19.0	19.0	19.0	—	—%

## 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 - Finish Purchasing Portal Project - Purchasing (ACP)</b>					
	208,356	—	—	208,356	—

This growth request adds appropriations both for one-time costs to finish the Contract and Purchasing Services Division (CAPSD) Portal, and ongoing costs to maintain the CAPSD Portal. The CAPSD Portal project updates and consolidates systems that are failing and/or built on obsolete technology. The project has not been completed, leaving CAPSD with systems that fail on occasion or simply do not function anymore, such as CAPSD’s cost savings system, DPO compliance system, and insurance certificate tracking system. Without approval of this request, CAPSD will continue to be hampered in its ability to monitor compliance of purchasing requirements. DGS will use retained earnings to fund all of the costs -- both the one-time project completion costs of \$193,356 and the ongoing costs of \$15,000 per year.

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$27,485,180	\$30,902,783	\$35,443,494	\$4,540,711	14.7%
Services & Supplies	\$20,336,568	\$21,255,538	\$24,841,438	\$3,585,900	16.9%
Other Charges	\$35,122	\$30,486	\$293,621	\$263,135	863.1%
Equipment	\$37,073	—	\$160,000	\$160,000	—%
Interfund Charges	\$77,883	\$77,883	\$81,218	\$3,335	4.3%
Intrafund Charges	\$3,567,731	\$3,713,537	\$4,067,686	\$354,149	9.5%
<b>Total Expenditures / Appropriations</b>	<b>\$51,539,556</b>	<b>\$55,980,227</b>	<b>\$64,887,457</b>	<b>\$8,907,230</b>	<b>15.9%</b>
Total Reimbursements between Programs	\$(14,548)	\$(14,548)	\$(15,592)	\$(1,044)	7.2%
Other Reimbursements	\$(1,871,243)	\$(1,960,926)	\$(3,390,914)	\$(1,429,988)	72.9%
<b>Total Reimbursements</b>	<b>\$(1,885,791)</b>	<b>\$(1,975,474)</b>	<b>\$(3,406,506)</b>	<b>\$(1,431,032)</b>	<b>72.4%</b>
<b>Net Financing Uses</b>	<b>\$49,653,765</b>	<b>\$54,004,753</b>	<b>\$61,480,951</b>	<b>\$7,476,198</b>	<b>13.8%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$203,650	—	\$304,099	\$304,099	—%
Charges for Services	\$48,932,300	\$50,765,833	\$58,107,498	\$7,341,665	14.5%
Miscellaneous Revenues	\$297,826	\$281,272	\$287,627	\$6,355	2.3%
<b>Total Revenue</b>	<b>\$49,433,776</b>	<b>\$51,047,105</b>	<b>\$58,699,224</b>	<b>\$7,652,119</b>	<b>15.0%</b>
<b>Use of Fund Balance</b>	<b>\$219,989</b>	<b>\$2,957,648</b>	<b>\$2,781,727</b>	<b>\$(175,921)</b>	<b>(5.9)%</b>
Positions	223.0	223.0	250.0	27.0	12.1%



## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - 9.0 FTE 700 H Street Security</b>	1,106,735	(1,106,735)	—	—	9.0
Add 9.0 FTE Building Security Attendant positions and fund 2.0 FTE Sheriff Security Officer positions in the Sheriff's budget, and four Metal Detectors at the 700 H street building. This request is in response to the increasing need of a larger security presence at the downtown area. These positions will provide assistance to public employees and members of the public at later hours, and provide security for public meetings. Without these positions, safety will be compromised at the 700 H street building. This growth request is also linked to a Sheriff's Growth Request (7400000), and Financing/Reimbursement (5110000).					
<b>DGS - Add 1.0 FTE and 1 Vehicle for Mather Community Campus Alarm Svcs - Facilities Mgmt (ACP)</b>	159,490	—	127,798	31,692	1.0
Add 1.0 FTE Alarm Services Technician position and 1 additional class 150 vehicle to maintain existing and requested electronic security and alarm monitoring services at Mather Community Campus (MCC) facilities. It appears the facilities have not been maintained to the County's standard and require intervention. For example, the degradation of the facilities over time has required increasing technician time and effort to meet the National Fire Protection Association Rule 72 (NFPA 72); NFPA 72 Fire Runner service requires an onsite response within two hours for every alert. Without the requested position and vehicle, the MCC facilities will not receive the full range of electronic security and alarm monitoring services provided for other County facilities, will not receive regular maintenance, and will require more expensive repairs over the long term. Funding for the ongoing costs will be provided by passing through the costs in the Alarm Services Allocation to the departments responsible for MCC. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. DGS will use \$31,692 of retained earnings for the one-time required contribution for the additional vehicle.					
<b>DGS - Add 1.0 FTE Limited-Term Position - Facilities Mgmt</b>	171,200	—	171,200	—	1.0
Add 1.0 FTE Limited-Term Senior Stationary Engineer position and appropriations for necessary project materials to ensure proper facility operations and to maintain current control standards during the Temperature Controls Upgrade Project. This is a complex multi-year project that encompasses six Downtown facilities including the New Administration Center, Old Administration Building, Main Jail, the Department of Technology Data Center, and the former Sheriff's Administration Building. Without this position, the department will not have the necessary person to manage and run the project. The cost of this position will be funded in full as part of the project costs by the Capital Construction Fund.					
<b>DGS - Add 12.0 FTE and Reallocate 1.0 FTE for Maintenance at Detention Facilities - Facilities Mgmt</b>	1,748,402	—	1,748,402	—	12.0
Add 12.0 FTE (4.0 Painters, 2.0 Electricians, 1.0 Building Maintenance Worker, 4.0 Stationary Engineers, and 1.0 Carpenter) and reallocate 1.0 FTE Stationary Engineer to bring maintenance levels at the County Main Jail and Rio Cosumnes Correctional Center (RCCC) to acceptable levels to meet the requirements of the Mays Consent Decree. Without these positions, the County will fail to provide the maintenance levels necessary to abide by the Mays Consent Decree or will have to cut maintenance and repair services to all other County facilities to shift the resources to the two correctional facilities. Funding for this request will be provided by passing through the costs in the Facility Use Allocations for the Main Jail and RCCC. This request is contingent on approval of the request in the Sheriff's budget (BU 7400000).					
<b>DGS - Add 2.0 FTE Security Positions and 1 Vehicle - Facilities Mgmt (ACP)</b>	189,319	—	154,228	35,091	2.0
Add 2.0 FTE Building Security Attendant positions and 1 additional class 110 vehicle will help re-establish swing and grave shift security patrols at the Bradshaw complex that were eliminated due to budget reductions in prior years. DGS has been receiving more department requests to respond to burglar alarms for both leased and County-owned sites and reports of theft of catalytic converters from County vehicles at multiple sites. Without the additional positions and vehicle, response to the increased need for security will not be possible, which could increase the risk of harm to employees and increase the loss of property. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation. DGS will use \$35,091 of retained earnings for the one-time required contribution for the additional vehicle.					

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Add 4.0 FTE and 1 Vehicle, and Upgrade 1 Vehicle for Facility Maintenance - Facilities Mgmt (ACP)</b>	665,949	—	605,813	60,136	4.0
<p>Add 4.0 FTE (1.0 Building Maintenance Worker, 1.0 FTE Plumber, 1.0 FTE Stationary Engineer LT, and 1.0 Electrician) for preventive and corrective maintenance at County owned facilities and will add 1 class 152 vehicle and 1 vehicle upgrade (from class 102 to class 131) for the positions. The limited term Stationary Engineer 2 position will backfill a lead worker position that will be leading a Temperature Controls Upgrade Project. The other positions will help DGS bring current the preventive and corrective maintenance of plumbing systems as well as the mandated backflow prevention compliance program; address growing demand for services on newer electrical systems and electronics in facilities; and allow for a more efficient use of specialized skills for existing positions. Without these requested positions and vehicles, the County will fall behind on the necessary maintenance and repair services at County owned facilities and will have to delay further or abandon the Temperature Control Upgrade Project, which would help the County reduce its energy use over the long term. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation. DGS will use \$60,136 of retained earnings for the one-time required contributions for the additional vehicle and vehicle upgrade.</p>					
<b>DGS - Add 4.0 FTE for Downtown Security - Facilities Mgmt (ACP)</b>	291,104	—	291,104	—	4.0
<p>Add 4.0 FTE Building Security Attendant positions to enhance security presence at Downtown County owned facilities. These positions will supplement existing staff to patrol and monitor the parking garages and lots in the Downtown County facilities. These positions will help address an increase in reported incidents of County employees on their way to or from work in Downtown facilities being confronted by strangers, or in a few cases, physically assaulted by strangers. Rising need for security services in the Downtown facilities cannot be met without these positions. Funding will be provided by passing through the costs in the Facility Use Allocation for County owned facilities in the Downtown Complex.</p>					
<b>DGS - Add 5.0 FTE and 2 Vehicles for Mather Community Campus - Facilities Mgmt</b>	876,916	—	816,228	60,688	5.0
<p>Add 5.0 FTE (1.0 Stationary Engineer, 1.0 Electrician, 1.0 Plumber and 2.0 Building Maintenance Workers) and 2 additional vehicles to provide ongoing facilities maintenance and repair services at Mather Community Campus (MCC). The MCC complex comprises numerous buildings with housing and office-type structures, and these buildings are in need of electrical, plumbing, HVAC, and other property maintenance services. It appears from a condition assessment that these buildings have not had preventive maintenance services for many years and several existing issues need to be addressed. Without the requested positions and vehicles, the MCC facilities will only receive emergency repair services, which are more expensive over the long term, and necessary maintenance and repair work at other County facilities will have to be delayed to address emergency issues at the MCC facilities. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation to the departments responsible for Mather Community Campus. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. DGS will use \$60,688 of retained earnings for the one-time required contribution for the two additional vehicles. This is one of five growth requests for MCC that are separated due to budget requirements (General Services (7000000) and Capital Construction (3100000)), but needs to be approved as one request.</p>					
<b>DGS - MERV 13+ Filters and Tree Trimming - Facilities Mgmt (ACP)</b>	150,438	—	150,438	—	—
<p>Increase appropriations for costs to upgrade HVAC filters at County-owned facilities from MERV 8 filters to MERV 13+ filters to help reduce exposure to airborne viruses such as the virus that causes COVID-19, and for costs for ongoing tree maintenance at County-owned facilities, including addressing deferred maintenance at some facilities. Continued deferral of tree maintenance poses a risk to roof integrity, could shorten the life of the roofs at these facilities, and provides an avenue for pests to gain access to the roof and into the buildings. Upgrading the HVAC filters to MERV 13 or higher with more frequent filter changes is a protective measure for employee and public health. Without these additional appropriations, the County will have to revert back to using MERV 8 filters and fewer filter changes or will further delay facility repair and maintenance work, which can result in more expensive repairs later on. These ongoing costs will be funded by passing through the costs in the Facility Use Allocation.</p>					

### 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>DGS - Modify 700 H Street Security - Facilities Mgmt</b>					
	163,895	(163,895)	—	—	(4.0)
Reduce 4.0 FTE Building Security Attendant positions and increase costs to reimburse the Sheriff's Department for an additional 3.0 FTE Sheriff Security Officer positions. This request reflects a partial reversal and a partial increase to the growth request in the Approved Recommended Budget. These adjustments are necessary following further clarification of staffing requirements to provide a larger security presence at 700 H Street, including staffing at the metal detectors. Without these adjustments, appropriate staffing will not be available. This growth request is linked to growth requests in the Sheriff's budget (BU 7400000) and in the Financing-Transfers / Reimbursement budget (BU 5110000).					
<b>DGS - Reclass 3.0 FTE for SCDA operations and Maintenance</b>					
	54,622	—	54,622	—	—
Reallocate 2.0 FTE Stationary Engineers and 1.0 FTE Building Maintenance Worker to 1.0 FTE Electrician, 1.0 FTE Plumber and 1.0 FTE Carpenter to better suit the needs for the Department of Airports. Without this reallocation, the Department of Airports will not be able to efficiently conduct day to day operations, which will cause delays in certain projects. This request is funded by the Department of Airports (3400000).					

## Fleet Services

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$11,764,955	\$13,412,724	\$13,956,631	\$543,907	4.1%
Services & Supplies	\$21,603,047	\$27,776,398	\$29,579,649	\$1,803,251	6.5%
Other Charges	\$11,556,028	\$13,135,023	\$14,983,198	\$1,848,175	14.1%
Equipment	\$57,082	—	\$165,000	\$165,000	—%
Interfund Charges	\$691,112	\$691,112	\$690,718	\$(394)	(0.1)%
Intrafund Charges	\$16,893,845	\$19,665,249	\$20,776,496	\$1,111,247	5.7%
<b>Total Expenditures / Appropriations</b>	<b>\$62,566,069</b>	<b>\$74,680,506</b>	<b>\$80,151,692</b>	<b>\$5,471,186</b>	<b>7.3%</b>
Total Reimbursements within Program	—	\$(14,762,930)	\$(15,584,325)	\$(821,395)	5.6%
Total Reimbursements between Programs	—	\$(37,841)	\$(37,841)	—	—%
Other Reimbursements	\$(16,084,583)	\$(4,334,609)	\$(4,610,390)	\$(275,781)	6.4%
<b>Total Reimbursements</b>	<b>\$(16,084,583)</b>	<b>\$(19,135,380)</b>	<b>\$(20,232,556)</b>	<b>\$(1,097,176)</b>	<b>5.7%</b>
<b>Net Financing Uses</b>	<b>\$46,481,486</b>	<b>\$55,545,126</b>	<b>\$59,919,136</b>	<b>\$4,374,010</b>	<b>7.9%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$119,286	—	\$79,124	\$79,124	—%
Charges for Services	\$42,931,498	\$48,746,566	\$52,888,872	\$4,142,306	8.5%
Miscellaneous Revenues	\$4,046,021	\$4,864,956	\$4,922,914	\$57,958	1.2%
Other Financing Sources	\$3,700	—	—	—	—%
<b>Total Revenue</b>	<b>\$47,100,505</b>	<b>\$53,611,522</b>	<b>\$57,890,910</b>	<b>\$4,279,388</b>	<b>8.0%</b>
<b>Use of Fund Balance</b>	<b>\$(619,019)</b>	<b>\$1,933,604</b>	<b>\$2,028,226</b>	<b>\$94,622</b>	<b>4.9%</b>
Positions	99.0	99.0	99.0	—	—%

## 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>DGS - Add 1.0 FTE and 1 Vehicle for Mather Community Campus Alarm Svcs - Facilities Mgmt (ACP)</b>					
	7,834	(7,834)	—	—	—
<p>Add 1.0 FTE Alarm Services Technician position and 1 additional class 150 vehicle to maintain existing and requested electronic security and alarm monitoring services at Mather Community Campus (MCC) facilities. It appears the facilities have not been maintained to the County's standard and require intervention. For example, the degradation of the facilities over time has required increasing technician time and effort to meet the National Fire Protection Association Rule 72 (NFPA 72); NFPA 72 Fire Runner service requires an onsite response within two hours for every alert. Without the requested position and vehicle, the MCC facilities will not receive the full range of electronic security and alarm monitoring services provided for other County facilities, will not receive regular maintenance, and will require more expensive repairs over the long term. Funding for the ongoing costs will be provided by passing through the costs in the Alarm Services Allocation to the departments responsible for MCC. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. DGS will use \$31,692 of retained earnings for the one-time required contribution for the additional vehicle.</p>					
<b>DGS - Add 2.0 FTE Security Positions and 1 Vehicle - Facilities Mgmt (ACP)</b>					
	8,304	(8,304)	—	—	—
<p>Add 2.0 FTE Building Security Attendant positions and 1 additional class 110 vehicle will help re-establish swing and grave shift security patrols at the Bradshaw complex that were eliminated due to budget reductions in prior years. DGS has been receiving more department requests to respond to burglar alarms for both leased and County-owned sites and reports of theft of catalytic converters from County vehicles at multiple sites. Without the additional positions and vehicle, response to the increased need for security will not be possible, which could increase the risk of harm to employees and increase the loss of property. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation. DGS will use \$35,091 of retained earnings for the one-time required contribution for the additional vehicle.</p>					
<b>DGS - Add 4.0 FTE and 1 Vehicle, and Upgrade 1 Vehicle for Facility Maintenance - Facilities Mgmt (ACP)</b>					
	18,284	(18,284)	—	—	—
<p>Add 4.0 FTE (1.0 Building Maintenance Worker, 1.0 FTE Plumber, 1.0 FTE Stationary Engineer LT, and 1.0 Electrician) for preventive and corrective maintenance at County owned facilities and will add 1 class 152 vehicle and 1 vehicle upgrade (from class 102 to class 131) for the positions. The limited term Stationary Engineer 2 position will backfill a lead worker position that will be leading a Temperature Controls Upgrade Project. The other positions will help DGS bring current the preventive and corrective maintenance of plumbing systems as well as the mandated backflow prevention compliance program; address growing demand for services on newer electrical systems and electronics in facilities; and allow for a more efficient use of specialized skills for existing positions. Without these requested positions and vehicles, the County will fall behind on the necessary maintenance and repair services at County owned facilities and will have to delay further or abandon the Temperature Control Upgrade Project, which would help the County reduce its energy use over the long term. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation. DGS will use \$60,136 of retained earnings for the one-time required contributions for the additional vehicle and vehicle upgrade.</p>					

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS - Add 5.0 FTE and 2 Vehicles for Mather Community Campus - Facilities Mgmt</b>	17,402	(17,402)	—	—	—
<p>Add 5.0 FTE (1.0 Stationary Engineer, 1.0 Electrician, 1.0 Plumber and 2.0 Building Maintenance Workers) and 2 additional vehicles to provide ongoing facilities maintenance and repair services at Mather Community Campus (MCC). The MCC complex comprises numerous buildings with housing and office-type structures, and these buildings are in need of electrical, plumbing, HVAC, and other property maintenance services. It appears from a condition assessment that these buildings have not had preventive maintenance services for many years and several existing issues need to be addressed. Without the requested positions and vehicles, the MCC facilities will only receive emergency repair services, which are more expensive over the long term, and necessary maintenance and repair work at other County facilities will have to be delayed to address emergency issues at the MCC facilities. Funding for the ongoing costs will be provided by passing through the costs in the Facility Use Allocation to the departments responsible for Mather Community Campus. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. DGS will use \$60,688 of retained earnings for the one-time required contribution for the two additional vehicles.</p> <p>This is one of five growth requests for MCC that are separated due to budget requirements (General Services (7000000) and Capital Construction (3100000)), but needs to be approved as one request.</p>					
<b>DGS - Data Loggers for Heavy Equipment - Fleet Svcs</b>	28,500	—	—	28,500	—
<p>Add appropriations for one-time costs to use vehicle data logger telematics devices on heavy fleet rental units to produce Electric Vehicle Suitability Assessments (EVSA) that will help determine future zero-emission vehicle replacement plans, specifications, and recommendations. DGS will use retained earnings to fund these one-time costs.</p>					
<b>DGS - Electric Vehicle Suitability Assessments - Fleet Services (ACP)</b>	50,000	—	—	50,000	—
<p>Add appropriations for one-time costs to use vehicle data logger telematics devices for up to 12 months on some light fleet vehicles to produce Electric Vehicle Suitability Assessments that will help determine future zero-emission vehicle replacement plans, specifications, and recommendations. These assessments will help determine which vehicles are the best candidates for replacement by electric vehicles, and support the County's compliance with State mandates for zero-emission vehicles. DGS will use retained earnings to fund these one-time costs.</p>					
<b>DGS - Increased Pass-Through Costs - Fleet Services</b>	1,674,731	—	1,674,731	—	—
<p>This ongoing request will increase budgeted expenditures by \$1.67 million for pass-through costs for services and materials for maintenance and repair of heavy equipment at the North Area Recovery Station shop, due to a forecasted increase in demand for maintenance and repair services from Department of Waste Management and Recycling (DWMR). DWMR has reported a significant expected increase in its number of heavy trucks. Without this growth, the department will not have sufficient appropriations for increased service and materials costs to meet DWMR's increased demand for services. Costs will be fully recovered from DWMR. This request is contingent upon approval of a linked request in the DWMR budget (BU 2200000).</p>					
<b>DGS - Reallocate Two 0.5 FTE to 1.0 FTE - Fleet Services</b>	26,735	—	26,735	—	—
<p>Delete two vacant 0.5 FTE Fleet Service Worker positions in the Bradshaw Heavy Equipment shop and add 1.0 FTE Fleet Supervisor in division administration for various duties related to regulatory compliance, especially with several new regulations relating to vehicle and equipment emissions, and the stress of manufacturing delays on the market. Adding this position will allow the department to adapt effectively to changes to State emissions regulations and changes to Federal regulations for licensing and certification required for staff. Without this position, the department will not have the resources to plan fleet replacement purchases effectively and will pay more in competing for more expensive purchases closer to implementation deadlines or in penalties for noncompliance, or both. Also, the department will risk falling out of compliance with changing regulations related to staff certifications and licenses. The costs will be recovered through fleet rental rates and labor rates.</p>					



## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$2,841,947	\$3,277,492	\$3,618,872	\$341,380	10.4%
Services & Supplies	\$42,329,850	\$43,348,855	\$45,415,904	\$2,067,049	4.8%
Other Charges	—	—	\$7,043	\$7,043	—%
Intrafund Charges	\$2,451,629	\$2,478,232	\$2,774,055	\$295,823	11.9%
<b>Total Expenditures / Appropriations</b>	<b>\$47,623,426</b>	<b>\$49,104,579</b>	<b>\$51,815,874</b>	<b>\$2,711,295</b>	<b>5.5%</b>
Total Reimbursements within Program	\$(1,593,724)	\$(1,598,454)	\$(1,767,262)	\$(168,808)	10.6%
Total Reimbursements between Programs	\$(3,342)	—	—	—	—%
Other Reimbursements	\$(308,911)	\$(308,910)	\$(359,881)	\$(50,971)	16.5%
<b>Total Reimbursements</b>	<b>\$(1,905,977)</b>	<b>\$(1,907,364)</b>	<b>\$(2,127,143)</b>	<b>\$(219,779)</b>	<b>11.5%</b>
<b>Net Financing Uses</b>	<b>\$45,717,449</b>	<b>\$47,197,215</b>	<b>\$49,688,731</b>	<b>\$2,491,516</b>	<b>5.3%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$17,872	—	\$165,087	\$165,087	—%
Charges for Services	\$45,789,485	\$46,927,281	\$49,267,335	\$2,340,054	5.0%
<b>Total Revenue</b>	<b>\$45,807,357</b>	<b>\$46,927,281</b>	<b>\$49,432,422</b>	<b>\$2,505,141</b>	<b>5.3%</b>
<b>Use of Fund Balance</b>	<b>\$(89,908)</b>	<b>\$269,934</b>	<b>\$256,309</b>	<b>\$(13,625)</b>	<b>(5.0)%</b>
Positions	22.0	22.0	23.0	1.0	4.5%

## 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>DGS - Asset Management for Mather Community Campus - Real Estate</b>					
	22,745	—	22,745	—	—

Add appropriations for the asset management portion of the Facility Use Allocation for Mather Community Campus. The Real Estate Division provides the asset management services for all County owned facilities that are charged the Facility Use Allocation. Services include responding to public inquiries on County-owned parcels, researching matters involving County-owned property, consulting with County Departments, maintaining a real estate database that provides information directly to the Geographic Information System (GIS), recording deeds and other recordable instruments, and maintaining original recorded documents and work files. Funding will be provided by passing through the costs in the Facility Use Allocation to the departments responsible for Mather Community Campus. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. This is one of five growth requests for MCC that are separated due to budget requirements (General Services (7000000) and Capital Construction (3100000)), but needs to be approved as one request.



## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,620,604	\$1,909,411	\$2,013,898	\$104,487	5.5%
Services & Supplies	\$1,240,651	\$1,420,764	\$1,507,282	\$86,518	6.1%
Other Charges	\$74,219	\$93,868	\$106,527	\$12,659	13.5%
Equipment	\$110,717	\$250,000	\$250,000	—	—%
Intrafund Charges	\$891,556	\$940,937	\$1,004,633	\$63,696	6.8%
Cost of Goods Sold	\$3,354,218	\$4,100,000	\$4,100,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$7,291,964</b>	<b>\$8,714,980</b>	<b>\$8,982,340</b>	<b>\$267,360</b>	<b>3.1%</b>
Total Reimbursements within Program	\$(33,755)	\$(33,755)	\$(33,755)	—	—%
Other Reimbursements	\$(338,983)	\$(365,795)	\$(396,281)	\$(30,486)	8.3%
<b>Total Reimbursements</b>	<b>\$(372,738)</b>	<b>\$(399,550)</b>	<b>\$(430,036)</b>	<b>\$(30,486)</b>	<b>7.6%</b>
<b>Net Financing Uses</b>	<b>\$6,919,226</b>	<b>\$8,315,430</b>	<b>\$8,552,304</b>	<b>\$236,874</b>	<b>2.8%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$25,557	—	\$22,607	\$22,607	—%
Charges for Services	\$6,614,158	\$7,970,028	\$8,357,555	\$387,527	4.9%
Miscellaneous Revenues	\$774	—	—	—	—%
<b>Total Revenue</b>	<b>\$6,640,489</b>	<b>\$7,970,028</b>	<b>\$8,380,162</b>	<b>\$410,134</b>	<b>5.1%</b>
<b>Use of Fund Balance</b>	<b>\$278,737</b>	<b>\$345,402</b>	<b>\$172,142</b>	<b>\$(173,260)</b>	<b>(50.2)%</b>
Positions	19.0	19.0	19.0	—	—%

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Administration and Planning	\$5,125,704	\$6,383,989	\$15,239,426	\$8,855,437	138.7%
Debt Service	\$3,093,794	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Projects	\$25,753,762	\$73,043,357	\$100,137,523	\$27,094,166	37.1%
<b>Total Expenditures / Appropriations</b>	<b>\$33,973,260</b>	<b>\$82,775,293</b>	<b>\$116,306,018</b>	<b>\$33,530,725</b>	<b>40.5%</b>
<b>Total Reimbursements</b>	<b>\$(13,329,936)</b>	<b>\$(14,012,160)</b>	<b>\$(18,488,409)</b>	<b>\$(4,476,249)</b>	<b>31.9%</b>
<b>Net Financing Uses</b>	<b>\$20,643,324</b>	<b>\$68,763,133</b>	<b>\$97,817,609</b>	<b>\$29,054,476</b>	<b>42.3%</b>
<b>Total Revenue</b>	<b>\$27,385,657</b>	<b>\$28,943,474</b>	<b>\$51,255,617</b>	<b>\$22,312,143</b>	<b>77.1%</b>
<b>Use of Fund Balance</b>	<b>\$(6,742,333)</b>	<b>\$39,819,659</b>	<b>\$46,561,992</b>	<b>\$6,742,333</b>	<b>16.9%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$9,254,098	\$28,548,043	\$40,228,844	\$11,680,801	40.9%
Other Charges	—	—	\$6,475,000	\$6,475,000	—%
Improvements	\$13,295,433	\$41,867,143	\$62,559,162	\$20,692,019	49.4%
Interfund Charges	\$3,093,794	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
Intrafund Charges	\$8,329,936	\$9,012,160	\$6,113,943	\$(2,898,217)	(32.2)%
<b>Total Expenditures / Appropriations</b>	<b>\$33,973,260</b>	<b>\$82,775,293</b>	<b>\$116,306,018</b>	<b>\$33,530,725</b>	<b>40.5%</b>
Intrafund Reimbursements Within Programs	—	\$(682,224)	—	\$682,224	(100.0)%
Intrafund Reimbursements Between Programs	\$(8,329,936)	\$(8,329,936)	\$(6,113,943)	\$2,215,993	(26.6)%
Other Reimbursements	\$(5,000,000)	\$(5,000,000)	\$(12,374,466)	\$(7,374,466)	147.5%
<b>Total Reimbursements</b>	<b>\$(13,329,936)</b>	<b>\$(14,012,160)</b>	<b>\$(18,488,409)</b>	<b>\$(4,476,249)</b>	<b>31.9%</b>
<b>Net Financing Uses</b>	<b>\$20,643,324</b>	<b>\$68,763,133</b>	<b>\$97,817,609</b>	<b>\$29,054,476</b>	<b>42.3%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$1,204,516	\$1,600,000	\$1,300,000	\$(300,000)	(18.8)%
Revenue from Use Of Money & Property	\$314,967	\$30,000	\$30,000	—	—%
Intergovernmental Revenues	\$1,425,692	—	\$14,653,900	\$14,653,900	—%
Miscellaneous Revenues	\$24,440,481	\$27,313,474	\$35,271,717	\$7,958,243	29.1%
<b>Total Revenue</b>	<b>\$27,385,657</b>	<b>\$28,943,474</b>	<b>\$51,255,617</b>	<b>\$22,312,143</b>	<b>77.1%</b>
<b>Use of Fund Balance</b>	<b>\$(6,742,333)</b>	<b>\$39,819,659</b>	<b>\$46,561,992</b>	<b>\$6,742,333</b>	<b>16.9%</b>

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration and Planning	464,826	(464,826)	—	—	—
Projects	2,207,043	(1,500,000)	707,043	—	—

**Jeffrey A. Gasaway, Director**  
**Department of General Services**



**Administration and Business Services**  
**Contract and Purchasing Services**  
**Facility and Property Services**  
**Fleet Services**

**County of Sacramento**

**SUPPLEMENTAL INFORMATION**  
**Capital Construction Fund – Budget Unit 3100000**  
**Fiscal Year 2022-23 Adopted Budget**

The anticipated funding available within the Capital Construction Fund (CCF) for Fiscal Year 2022-23 is \$110,192,075. The Fiscal Year 2022-23 Adopted Budget includes several high priority projects in the County’s Justice Facilities as well as projects at other County facilities.

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

<b><u>Source</u></b>	<b><u>Amount</u></b>
Available Fund Balance (County-owned)	<b>43,933,935</b>
Available Fund Balance (Libraries)	<b>2,628,057</b>
Courthouse Temporary Construction Fund Revenues	<b>650,000</b>
Criminal Justice Facility Temporary Construction Fund Revenues	<b>650,000</b>
Interest Income	<b>30,000</b>
County-owned Facility Use Allowance	<b>17,890,842</b>
Libraries Use Allowance	<b>700,826</b>
Mather Use Allowance	<b>707,043</b>
Vacancy Factor & Improvement Districts	<b>2,238,382</b>
Shared Meeting Rooms	<b>662,240</b>
Miscellaneous Revenues - Dept. Funded Projects	<b>13,579,278</b>
Revenue Leases	<b>63,106</b>
General Fund Reimbursement (Mather Master Plan Projects)	<b>9,839,640</b>
General Fund Reimbursement (Homeless Projects)	<b>464,826</b>
General Fund Reimbursement (Animal Care Facility)	<b>1,500,000</b>
ARPA Reimbursement (SHRA Mirasol Village)	<b>5,000,000</b>
ARPA Reimbursement (SASD Hood Franklin Septic)	<b>1,475,000</b>
ARPA Reimbursement (Homeless Projects)	<b>8,178,900</b>
	<hr/> <hr/> <b>\$110,192,075</b>

Capital Construction Fund FY 2022-23 Adopted Budget  
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Included in the following approved appropriations for existing facility budgets is an amount which provides for unanticipated miscellaneous projects that are required to solve health, safety, or severe operational problems. Experience has shown that throughout the year these small projects must be done without the delay of processing through the normal budget cycle. By addressing emergency projects as the needs arise, unsafe and inefficient conditions are promptly corrected.

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

The projects included in the Adopted Budget are:

**Fund Center 3103100–Capital Construction– \$17,198,088**

- Available project revenue to apply to Capital Improvement Plan projects at mid-year revisions - \$176,405
- SHRA Mirasol Village - \$5,000,000
- SASD Hood Franklin Septic - \$1,475,000
- Mather Community Campus Use Allowance - \$707,043
- Mather Community Campus Master Plan projects to be determined - \$9,839,640

**Fund Center 3103101–Bradshaw Complex – \$2,403,795**

- Bradshaw Miscellaneous Projects – \$25,000
- Bradshaw Parking Lot Maintenance – \$129,207
- Bradshaw Complex - Add Security Cameras in Parking Lots - \$36,617
- Branch Center Road - Overlay Replacement - \$200,000
- Branch Center Road - Sidewalk and Curb Section - East Side - \$100,000
- Fleet Services Equipment Shop - Replace Shop Area Roll Up Door Operators - \$300,000
- Fleet Services Equipment Shop - Secure South County Corp Yard - \$600,000
- Material Test Lab – Install Air Conditioning System to Maintain Specific Temperature and Humidity - \$75,000
- Public Works Warehouse - Install Fire Alarm Panel - \$150,000
- Regional Parks & Recreation – Renovate Restroom and Showers - \$48,029
- Voter Registration and Elections/Sheriff Office - Replace Carpet - \$150,000

Capital Construction Fund FY 2022-23 Adopted Budget  
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- Voter Registration and Elections/Sheriff Office – Install new Bi-Directional Antenna and UPS - \$189,942
- Voter Registration and Elections/Sheriff Office – Security Barrier for Public Counter – Sheriff Side - \$150,000
- Waste Management and Recycling - Replace Roof - \$100,000
- Water Resources Warehouse - Replace Roof - \$150,000
- **Fund Center 3103102–Administration Center – \$9,289,033**
  - Downtown Miscellaneous Repairs - \$25,000
  - Downtown Sidewalk Repairs - \$10,000
  - Admin North A St. – Americans with Disabilities Act – Public Path of Travel - \$47,321
  - Central Plant - Climate Control System Upgrade - \$494,492
  - Central Plant – Repair Cooling Towers - \$999,813
  - County Garage – Americans with Disabilities Act – Public Path of Travel - \$717,925
  - County Garage – Americans with Disabilities Act – Transaction Window at Office - \$196,097
  - Mental Health North A St. – Americans with Disabilities Act – Public Path of Travel - \$100,000
  - Mental Health North A Street – Lobby Improvements - \$55,132
  - New Administration Center – Americans with Disabilities Act – Public Interior - \$1,623,217
  - New Administration Center – Americans with Disabilities Act – Public Path of Travel – Ramp - \$386,979
  - New Administration Center - County Counsel - Reception Remodel - \$420,725
  - New Administration Center - County Executive – Front Lobby Redesign - \$434,485
  - New Administration Center - Install New Lobby Doors - \$485,382
  - New Administration Center – Pedestrian Bridge Repairs - \$480,000
  - New Administration Center – Replace Clock System - \$73,664
  - New Administration Center – Replace–Repair Condensate Pans - \$410,493
  - New Administration Center – Security Mitigation Project - \$139,504
  - New Parking Garage – Americans with Disabilities Act – Public Path of Travel - \$100,000
  - New Parking Garage – Water Proofing - \$696,548
  - Old Administration Building – Americans with Disabilities Act – Public Interior - \$874,863
  - Old Administration Building - Climate Control System Upgrade - \$250,000
  - Old Administration Building – Refurbish Air Handling Units - \$250,000

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- Old Administration Building – Replace Marble Facade on Building Exterior - \$17,393

**Fund Center 3103106 – Mather Community Campus – \$4,571,424**

- Mather Community Campus – Building 1701 – Install Fall Protection - \$250,000
- Mather Community Campus – Building 1701 – Replace Heating Boiler - \$238,616
- Mather Community Campus - Building 1703 - Replace Roof and Install Fall Protection - \$573,909
- Mather Community Campus – Building 1708 – New Roof and Install Fall Protection - \$1,400,000
- Mather Community Campus – Building 1706 – New Roof and Install Fall protection - \$1,151,634
- Mather Community Campus – Building 1707 – New Roof and Install Fall Protection - \$157,402
- Mather Community Campus – Building 1705 – New Roof and Install Fall protection - \$799,863

**Fund Center 3103108–Preliminary Planning – \$2,501,835**

- ADA Transition Plan – \$100,000
- Administrative Costs for the Capital Construction Fund – \$1,321,207
- Allocated Cost – \$204,176
- Architectural Services Division – \$100,000
- Countywide Pavement Maintenance Management Program - \$150,000
- Facility Condition Assessments - \$100,000
- Job Order Contracting (JOC) – \$125,000
- Master Planning – \$260,000
- Miscellaneous Planning Costs – \$121,452
- Warehouse Burden Rate – \$20,000

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

**Fund Center 3103109–901 G Street Building (OB #2) – \$390,577**

- John M. Price District Attorney Building – Replace Boiler - \$390,577

**Fund Center 3103110–Maintenance Yard – \$55,000**

- Department of Transportation – Americans with Disabilities Act – Public Path of Travel - \$55,000

**Fund Center 3103111–Miscellaneous Alterations and Improvements – \$12,737,591**

- Accounting Services – \$50,400
- Improvement Districts – \$228,950
- Modular Furniture Charges – \$25,000



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- Ongoing testing of County-owned underground tanks required by State law – \$50,000
- Real Estate services to CCF for miscellaneous vacant County-owned land – \$160,000
- Scope and Estimate – \$20,000
- Survey and remedial work associated with asbestos in County facilities – \$25,000
- Alarms Allocation - \$53,107
- Vacant Space Allocation – \$2,038,342  
(CCF is charged for vacant County-owned space, but recovers most of the cost through the vacancy factor on the Facility Use Allocation)
- Shared Meeting Room Allocation - \$662,240  
(CCF is charged for Shared Meeting Rooms for the County but recovers the cost through the Facility Use Allocation)
- Warranty inspection cost on new construction and remodel projects – \$20,000
- Sanctioned Homeless Encampment operating expenses, not on Capital Improvement Plan - \$1,299,955
- 8144 Florin Rd - Build Sanctioned Homeless Encampment - \$4,768,548
- Brighton Heights Tower - Replace Existing Backup Generators - \$557,339
- Brighton Heights Tower - Replace Existing UPS System - \$203,487
- Grantland L. Johnson DHHS Center - Sanctioned Homeless Encampment - \$2,110,397
- Homeless Safe Stay Community project cost reimbursement, non-ARPA eligible expenses - \$464,826

**Fund Center 3103112–Bradshaw Administration Building (OB #3) – \$1,434,394**

- Fuel Station - Bradshaw - Remove Siphon Line and Install Tank Tie - \$81,758
- Office Building #3 – Americans with Disabilities Act Improvements - \$138,450
- Office Building #3 – Asbestos Flooring Removal, Carpet Replacement and Minor Remodel - \$905,545
- Office Building #3 - Build New Coffee Bar - \$58,641
- Office Building #3 - Replace Emergency Generator - \$250,000

**Fund Center 3103113–Clerk–Recorder Building – \$0**

- No projects budgeted at this time.



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**Fund Center 3103114–799 G Street Building – \$2,853,295**

- Department of Technology Building – Central Plant – Replace or Repair Cooling Towers - \$399,363
- Department of Technology Building – Replace Liebert UPS System Modules - \$2,273,372
- Department of Technology Building – Replace Two York Refrigerant 22 Chillers - \$180,560

**Fund Center 3103115–Animal Care Facility – \$1,695,173**

- Animal Care Facility – Americans with Disabilities Act – Public Path of Travel - \$195,173
- Animal Care Facility – Clinic Expansion - \$1,500,000

**Fund Center 3103124–General Services Facility – \$830,537**

- General Services Facility – Americans with Disabilities Act Upgrades - \$428,927
- General Services Facility – Replace Fire Panel in Server Room - \$80,000
- General Services Facility – Replace Old Air Conditioning Units - \$321,610

**Fund Center 3103125–B.T. Collins Juvenile Center –\$13,765,072**

- B. T. Collins Youth Detention Facility – Repair Swimming Pool and Replace Filtration Equipment - \$224,213
- B. T. Collins Youth Detention Facility – Replace Personal Alarm Device System - \$3,126,016
- B. T. Collins Youth Detention Facility – Replace Roof Top Air Handling Units One and Two - \$920,814
- B. T. Collins Youth Detention Facility – Replace Security Control System - \$3,000,000
- B. T. Collins Youth Detention Facility – Wing A – Flood Damage Restoration – First Floor - \$3,074,234
- B. T. Collins Youth Detention Facility – Wing A – Replace West Air Handling Unit - \$386,533
- B.T. Collins Youth Detention Facility – Americans with Disabilities Act – Public Path of Travel - \$90,649
- B.T. Collins Youth Detention Facility - Sports field and Running Track - \$316,761
- B.T. Collins Youth Detention Facility – Visitor's Center – Replace Roof - \$400,000
- B.T. Collins Youth Detention Facility – Wing A – Americans with Disabilities Act – Public Path of Travel - \$52,000
- Morgan Alternative Center – Renovation - \$1,803,852
- Youth Detention Facility - Chiller 1 Overhaul - \$70,000
- Youth Detention Facility - Combi Ovens Replacement - \$300,000

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**Fund Center 3103126–Warren E. Thornton Youth Center – \$4,555,088**

- Warren E. Thornton Youth Center – Americans with Disabilities Act – Public Path of Travel - \$210,000
- Warren E. Thornton Youth Center - Install Security Cameras - \$148,811
- Warren E. Thornton Youth Center - Remodel Facility to Accommodate Youth Temporary Housing. - \$3,700,000
- Warren E. Thornton Youth Center - Replace Gymnasium Roof - \$296,277
- Warren E. Thornton Youth Center - Roof Leak Interior Repairs - \$200,000

**Fund Center 3103127–Boys Ranch – \$1,991,610**

- Boys Ranch - Remove Sludge From Two Sewer Treatment Ponds. - \$1,991,610

**Fund Center 3103128–Rio Cosumnes Correctional Center (RCCC) – \$11,611,228**

- RCCC – 69KV Electrical Substation - \$250,000
- RCCC – Christopher Boone Facility – Replace Automatic Transfer Switch - \$60,000
- RCCC – Christopher Boone Facility and Stuart Baird Facility – Replace Food Port Locks - \$198,987
- RCCC – Electrical Connection to Substation and Backup Generator Site - \$2,385,421
- RCCC – Kitchen – Reconfigure and Replace Kitchen Pot Wash Area - \$1,489,137
- RCCC – Kitchen – Replace Make-Up Air Units - \$661,015
- RCCC – Kitchen – Replace Refrigeration Rack - \$948,954
- RCCC - New Modular Trailers - \$2,567,201
- RCCC – Replace Honor Yard Fence - \$137,353
- RCCC - Replace Hydro-Pneumatic Tank - \$97,515
- RCCC – Replace Kitchen Steam Boilers - \$11,020
- RCCC – Replace Pyrotonics Fire Alarm System, Phase II - \$88,135
- RCCC – Sandra Larson Facility – Replace Intercom System - \$190,120
- RCCC - Security Control Systems Upgrade - \$1,971,762
- RCCC – Upgrade Campus Air Conditioning Controls - \$100,000
- RCCC – Upgrade Potable Water System - \$454,608

**Fund Center 3103130–Work Release Facility – \$0**

- No projects budgeted at this time.

**Fund Center 3103131–Office Building #1 – 711 G Street – \$758,936**

- Office Building #1 - 711 G Street - Adult Correctional Health Admin Relocation - Replace carpet on 4th floor - \$48,936
- Office Building #1 - 711 G Street - Upgrade the C-Cure Security Badging System - \$60,000

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- Office Building #1 -711 G Street – Carpet, Paint and Minor Tenant Improvements - \$400,000
- Office Building #1 -711 G Street - Climate Control System Upgrade - \$250,000

**Fund Center 3103132–Lorenzo E. Patino Hall of Justice – \$11,830,589**

- Correctional Health and Mental Health Services Facility - \$403,306
- Main Jail – Add Locking Food Ports on Floor 7 East Pods 200 & 300 - \$633,966
- Main Jail - Americans with Disabilities Act Improvements - \$5,681,389
- Main Jail – Hall of Justice - Replace Cabinets at Various Nurses’ Stations - \$57,635
- Main Jail – Install Food Ports - \$70,000
- Main Jail - Install Ventilation for Dental Equipment In Utility Room - \$200,000
- Main Jail - Phase 8 Camera Project - \$74,494
- Main Jail – Psych and Medical – Security Control System - \$473,794
- Main Jail – Replace 8th Floor Recreation Yard Awning - \$218,462
- Main Jail – Replace DOM Lock System - \$1,393,447
- Main Jail – Replace Halon System with New Fire Protection System - \$237,971
- Main Jail – Replace Second Floor Awning - \$51,000
- Main Jail - Replace three Clothes Washers and three Dryers - \$600,000
- Main Jail – Replace Walk–In Refrigeration Systems - \$1,180,125
- Main Jail – Restore Fire Storage Tank Coating - \$130,000
- Main Jail – Security Rollup Doors – Main Entrance - \$160,000
- Main Jail - Phase 9 Camera Project - \$265,000

**Fund Center 3103133–Sheriff's North Area Substation – \$466,704**

- Sheriff's North East Sub Station - Install Fire Alarm Panel - \$150,000
- Sheriff's North East Sub Station – Install Security Fencing - \$116,704
- Sheriff's North East Sub Station – Replace 12 Air Conditioning Package Unit - \$200,000

**Fund Center 3103134–Sheriff's South Area Substation – \$85,000**

- Sheriff's South Sub Station – Americans with Disabilities Act – Public Path of Travel - \$85,000

**Fund Center 3103137–Coroner/Crime Laboratory – \$2,000,923**

- Coroner/Crime Laboratory - Replace Chiller #3 - \$346,658
- Coroner/Crime Laboratory – Replace Cooling Towers - \$1,104,265
- Coroner/Crime Laboratory - Replace Outdated and Unreliable Uninterruptible Power Supply - \$250,000
- Coroner/Crime Laboratory - Supply & Install Valves for Hot Water Heating System - \$300,000

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**Fund Center 3103160–Sacramento Mental Health Facility – \$790,417**

- Mental Health Center – Drug Court Treatment Center – Air Conditioning – Capacity Needs - \$269,910
- Mental Health Center – Mental Health Support Center – Americans with Disabilities Act – Public Path of Travel - \$177,229
- Mental Health Center – Replace 5 Rooftop Air Conditioning Units - \$33,221
- Mental Health Center – Replace Heating Boilers - \$150,000
- Mental Health Center – Replace Server Room Air Conditioner - \$100,000
- Mental Health Center – Suite 300 – Americans with Disabilities Act – Public Path of Travel - \$60,057

**Fund Center 3103162–Primary Care Center – \$1,197,814**

- Paul F. Hom M.D. Primary Care Facility – Americans with Disabilities Act – Door Operators - \$141,909
- Paul F. Hom M.D. Primary Care Facility – Americans with Disabilities Act – Public Path of Travel - \$222,604
- Paul F. Hom M.D. Primary Care Facility – Install New Water Heater - \$140,000
- Paul F. Hom M.D. Primary Care Facility - Remodel Radiology into Exam Rooms - \$123,941
- Paul F. Hom M.D. Primary Care Facility – Repair Fireproofing in Ceiling - \$569,360

**Fund Center 3103198– Financing– Transfers/Reimbursements – \$929,069**

- CCF - Juvenile Courthouse Debt Service – \$650,000
- CCF Debt Service for ADA Projects, Sac Metro Cable Revenue Lease at 799 G Street – \$279,069

**Fund Center 3103199–Ecology Lane – \$350,000**

- Ecology Lane Building - Replace Emergency Generator - \$300,000
- Ecology Lane Building. – Americans with Disabilities Act – Public Interior - \$50,000

**Fund Center 3109000–Libraries – \$3,898,883**

- Available project revenue to apply to Capital Improvement Plan projects at Adopted Budget Changes - \$149,221
- Arcade Library – Americans with Disabilities Act Upgrades - \$536,144
- Arden Dimick Library – Americans with Disabilities Act (ADA) Upgrades - \$263,316
- Arden Dimick Library – West Perimeter Fence - \$80,000
- Carmichael Library – Americans with Disabilities Act Upgrades - \$355,776
- North Highlands Library – Replace Existing Fence with Chain Link Fence - \$125,000

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- Rancho Cordova Library – Americans with Disabilities Act Upgrades - \$373,897
- Rancho Cordova Library – Duct Bank Repair - \$52,000
- Rancho Cordova Library – Repair Parking Lot - \$668,444
- Southgate Library - Fire Alarm Modifications - \$400,000
- Southgate Library – Refurbish Restroom - \$50,000
- Southgate Library - Replace Fence - \$125,000
- Sylvan Oaks Library - Security Improvements - \$226,000
- Vineyard Library - Phase 1 - \$494,085

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$4,122,670	\$5,992,689	\$9,428,604	\$3,435,915	57.3%
Improvements	\$1,003,033	\$391,300	\$5,810,822	\$5,419,522	1,385.0%
<b>Total Expenditures / Appropriations</b>	<b>\$5,125,704</b>	<b>\$6,383,989</b>	<b>\$15,239,426</b>	<b>\$8,855,437</b>	<b>138.7%</b>
Total Reimbursements between Programs	\$(5,781,989)	\$(5,781,989)	\$(5,834,874)	\$(52,885)	0.9%
Other Reimbursements	—	—	\$(464,826)	\$(464,826)	—%
<b>Total Reimbursements</b>	<b>\$(5,781,989)</b>	<b>\$(5,781,989)</b>	<b>\$(6,299,700)</b>	<b>\$(517,711)</b>	<b>9.0%</b>
<b>Net Financing Uses</b>	<b>\$(656,285)</b>	<b>\$602,000</b>	<b>\$8,939,726</b>	<b>\$8,337,726</b>	<b>1,385.0%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$800	—	—	—	—%
Intergovernmental Revenues	\$636,105	—	\$8,178,900	\$8,178,900	—%
Miscellaneous Revenues	\$259,011	\$602,000	\$760,826	\$158,826	26.4%
<b>Total Revenue</b>	<b>\$895,916</b>	<b>\$602,000</b>	<b>\$8,939,726</b>	<b>\$8,337,726</b>	<b>1,385.0%</b>
<b>Use of Fund Balance</b>	<b>\$(1,552,202)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DGS CCF - Safe Stay Communities General Fund - CCF Admin and Planning</b>	464,826	(464,826)	—	—	—

The Board approved construction of Safe Stay Communities at 7001-A East Parkway adjacent to the Department of Health Services facility and at 8144 Florin Road. These Safe Stay Communities will house approximately 181 of the County's currently unhoused population. The sites are proposed to be in operation for two years. American Rescue Plan Act (ARPA) does not fund the staff time charged to projects in full, and approval of this request will transfer funding from the General Fund to the Capital Construction Fund to offset expenditures that are not eligible for ARPA reimbursement. The Board approved the sites and all related construction and operating costs on 6/8/22 and on 7/12/22. Without approval of this request, DGS/CCF will not be able to support the Safe Stay Communities as described to the Board when the projects were approved. This request is contingent upon approval of a linked request in the General Fund Financing-Transfers/Reimbursement budget (Budget Unit 5110000).

## Debt Service

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Interfund Charges	\$3,093,794	\$3,347,947	\$929,069	\$(2,418,878)	(72.2)%
<b>Total Expenditures / Appropriations</b>	<b>\$3,093,794</b>	<b>\$3,347,947</b>	<b>\$929,069</b>	<b>\$(2,418,878)</b>	<b>(72.2)%</b>
Total Reimbursements between Programs	\$(2,547,947)	\$(2,547,947)	\$(279,069)	\$2,268,878	(89.0)%
<b>Total Reimbursements</b>	<b>\$(2,547,947)</b>	<b>\$(2,547,947)</b>	<b>\$(279,069)</b>	<b>\$2,268,878</b>	<b>(89.0)%</b>
<b>Net Financing Uses</b>	<b>\$545,847</b>	<b>\$800,000</b>	<b>\$650,000</b>	<b>\$(150,000)</b>	<b>(18.8)%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	—	\$800,000	\$650,000	\$(150,000)	(18.8)%
<b>Total Revenue</b>	<b>—</b>	<b>\$800,000</b>	<b>\$650,000</b>	<b>\$(150,000)</b>	<b>(18.8)%</b>
<b>Use of Fund Balance</b>	<b>\$545,847</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$5,131,427	\$22,555,354	\$30,800,240	\$8,244,886	36.6%
Other Charges	—	—	\$6,475,000	\$6,475,000	—%
Improvements	\$12,292,399	\$41,475,843	\$56,748,340	\$15,272,497	36.8%
Intrafund Charges	\$8,329,936	\$9,012,160	\$6,113,943	\$(2,898,217)	(32.2)%
<b>Total Expenditures / Appropriations</b>	<b>\$25,753,762</b>	<b>\$73,043,357</b>	<b>\$100,137,523</b>	<b>\$27,094,166</b>	<b>37.1%</b>
Total Reimbursements within Program	—	\$(682,224)	—	\$682,224	(100.0)%
Other Reimbursements	\$(5,000,000)	\$(5,000,000)	\$(11,909,640)	\$(6,909,640)	138.2%
<b>Total Reimbursements</b>	<b>\$(5,000,000)</b>	<b>\$(5,682,224)</b>	<b>\$(11,909,640)</b>	<b>\$(6,227,416)</b>	<b>109.6%</b>
<b>Net Financing Uses</b>	<b>\$20,753,762</b>	<b>\$67,361,133</b>	<b>\$88,227,883</b>	<b>\$20,866,750</b>	<b>31.0%</b>
<b>Revenue</b>					
Fines, Forfeitures & Penalties	\$1,204,516	\$800,000	\$650,000	\$(150,000)	(18.8)%
Revenue from Use Of Money & Property	\$314,167	\$30,000	\$30,000	—	—%
Intergovernmental Revenues	\$789,587	—	\$6,475,000	\$6,475,000	—%
Miscellaneous Revenues	\$24,181,470	\$26,711,474	\$34,510,891	\$7,799,417	29.2%
<b>Total Revenue</b>	<b>\$26,489,740</b>	<b>\$27,541,474</b>	<b>\$41,665,891</b>	<b>\$14,124,417</b>	<b>51.3%</b>
<b>Use of Fund Balance</b>	<b>\$(5,735,978)</b>	<b>\$39,819,659</b>	<b>\$46,561,992</b>	<b>\$6,742,333</b>	<b>16.9%</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 Use Allowance in Facility Use Allocation - CCF Projects</b>					
	707,043	—	707,043	—	—

This ongoing request will add appropriations for the Use Allowance cost component to add the 15 facilities at Mather Community Campus (MCC) to the Facility Use Allocation. Charging use allowance will allow the Capital Construction Fund to begin to collect funds for future capital improvements at MCC; it will be several years before the use allowance reserve is large enough to fund any major capital improvement projects at MCC. Funding for these ongoing costs will be provided by passing through the costs in the Facility Use Allocation to the departments responsible for Mather Community Campus. Currently, Department of Human Assistance and Department of Health Services are responsible for these facilities. This is one of five growth requests for MCC that are separated due to budget requirements (General Services (7000000) and Capital Construction (3100000)), but needs to be approved as one request.

### **DGS CCF - Animal Care Facility Expansion General Fund (BOS Augmentation)**

	1,500,000	(1,500,000)	—	—	—
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During the Revised Recommended Budget Hearings on September 7, 2022, the Board of Supervisors approved a \$1.5 million General Fund transfer from the Department of Animal Care and Regulation to the Capital Construction Fund for a clinic facility expansion. This request is linked to a growth request in the Animal Care and Regulation budget (Budget Unit 3220000).

## Budget Unit Functions & Responsibilities

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

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Capital Outlay - Heavy Equipment	\$4,932,809	\$16,857,719	\$19,410,410	\$2,552,691	15.1%
<b>Total Expenditures / Appropriations</b>	<b>\$4,932,809</b>	<b>\$16,857,719</b>	<b>\$19,410,410</b>	<b>\$2,552,691</b>	<b>15.1%</b>
<b>Total Reimbursements</b>	<b>\$(171,264)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$4,761,545</b>	<b>\$16,857,719</b>	<b>\$19,410,410</b>	<b>\$2,552,691</b>	<b>15.1%</b>
<b>Total Revenue</b>	<b>\$4,182,184</b>	<b>\$4,467,969</b>	<b>\$5,118,300</b>	<b>\$650,331</b>	<b>14.6%</b>
<b>Use of Fund Balance</b>	<b>\$579,362</b>	<b>\$12,389,750</b>	<b>\$14,292,110</b>	<b>\$1,902,360</b>	<b>15.4%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Other Charges	—	\$42,000	\$42,000	—	—%
Equipment	\$4,932,809	\$16,815,719	\$19,368,410	\$2,552,691	15.2%
<b>Total Expenditures / Appropriations</b>	<b>\$4,932,809</b>	<b>\$16,857,719</b>	<b>\$19,410,410</b>	<b>\$2,552,691</b>	<b>15.1%</b>
Other Reimbursements	\$(171,264)	—	—	—	—%
<b>Total Reimbursements</b>	<b>\$(171,264)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$4,761,545</b>	<b>\$16,857,719</b>	<b>\$19,410,410</b>	<b>\$2,552,691</b>	<b>15.1%</b>
<b>Revenue</b>					
Charges for Services	\$3,501,125	\$3,746,141	\$3,849,697	\$103,556	2.8%
Miscellaneous Revenues	\$30,744	\$421,828	\$968,603	\$546,775	129.6%
Other Financing Sources	\$650,314	\$300,000	\$300,000	—	—%
<b>Total Revenue</b>	<b>\$4,182,184</b>	<b>\$4,467,969</b>	<b>\$5,118,300</b>	<b>\$650,331</b>	<b>14.6%</b>
<b>Use of Fund Balance</b>	<b>\$579,362</b>	<b>\$12,389,750</b>	<b>\$14,292,110</b>	<b>\$1,902,360</b>	<b>15.4%</b>

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement of heavy equipment for Fiscal Year 2022-23 Adopted Budget.

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

Class	Description	Requested		Requested Amount
		New	Replace	
156	Shuttle Bus, Work Project	0	1	150,000
158	Bus, 20 to 40 Passengers	0	6	960,000
159	Bus, 40+ Passengers	0	2	649,738
160	Utility Truck	0	2	460,000
161	Stencil/Sign Wash Truck	0	2	430,962
164	Service Truck w/ Crane	2	5	1,089,842
165	Utility Truck	0	1	150,000
167	Flatbed Dump Truck	0	5	682,350
170	3-4 cu. Yd., 2 Axle	1	0	73,000
171	2-Axle Dump Truck	0	1	150,000
173	Emulsion Patch Dump Truck	0	10	2,814,160
176	8-10 Cu. Yd 3 Axle Dump Truck	0	2	350,000
177	5-6 cu. Yd., Dump w/ Front Load	0	3	825,000
181	Chemical Spray Truck	0	1	169,308
186	Refrigerated Truck	0	1	160,121
191	Water Truck 2,000/3,000 gal	0	3	606,561
192	3-Axle Water Truck	0	1	189,623
195	Paver, 15' width, < 100 HP	1	0	225,775
198	Asphalt Paver	0	2	750,000
210	Light Tower Trailer	0	2	50,000
213	Portable Trailer	1	6	229,314
218	Title Type Trailer	0	1	35,000
221	Trailer, Utility 12ft Flatbed 4W	0	1	60,000
233	Trailer For Vibratory Roller Under 20,000 lbs	1	0	15,000
225	Concrete Saw Trailer	0	3	125,000
234	Trailer, Lowbed Platform	0	13	602,311

292	Utility Van CCTV	0	2	380,000
293	Cues Step Van	0	1	225,000
314	Brush Chipper	0	1	45,000
345	Rodder Sewer Cleaning	0	1	150,000
366	Air Compressor 150 to 185cfm	0	5	165,000
384	Forklift to 100 lbs	0	3	135,000
385	Electric Forklift - 5000lbs	0	1	50,000
386	Electric Forklift - 6000lbs Towable	0	1	35,000
388	Electric Lift	0	5	190,000
394	Helicopter Refueler	0	1	252,978
395	Aerial Device w/encl. Body	0	5	1,011,657
474	Slope Mower W/Boom	0	6	1,100,638
482	Melter, Applicator	0	3	165,000
526	Propane Powered, 6" Centrifugal Pump W/Trailer	0	1	55,000
772	Construction Sweeper, Self Propelled	0	1	65,000
775	Pressure/Vacuum Cleaner 3 Axle	0	0	465,761
776	Pressure/Vacuum Cleaner 3 Axle	0	3	1,275,000
779	Mechanical Broom Road Sweeper	0	1	368,333
879	Excavator, <50HP	1	0	75,000
883	Wheeled Loader 1 1/4 Cu. Yd	0	1	130,000
884	Wheeled Loader 1 3/4 Cu. Yd	0	1	175,000
891	Excavator 129HP	0	1	225,000
892	Backhoe 90	0	2	325,978
941	Truck Tractor with Gooseneck Trailer	0	1	300,000
	<b>TOTAL</b>	<b>7</b>	<b>121</b>	<b>19,368,410</b>

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Capital Outlay - Automotive Equipment	\$6,521,260	\$14,422,314	\$16,174,634	\$1,752,320	12.2%
<b>Total Expenditures / Appropriations</b>	<b>\$6,521,260</b>	<b>\$14,422,314</b>	<b>\$16,174,634</b>	<b>\$1,752,320</b>	<b>12.2%</b>
<b>Net Financing Uses</b>	<b>\$6,521,260</b>	<b>\$14,422,314</b>	<b>\$16,174,634</b>	<b>\$1,752,320</b>	<b>12.2%</b>
<b>Total Revenue</b>	<b>\$3,265,252</b>	<b>\$2,606,808</b>	<b>\$3,741,942</b>	<b>\$1,135,134</b>	<b>43.5%</b>
<b>Use of Fund Balance</b>	<b>\$3,256,008</b>	<b>\$11,815,506</b>	<b>\$12,432,692</b>	<b>\$617,186</b>	<b>5.2%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Other Charges	—	\$188,928	\$188,928	—	—%
Equipment	\$6,521,260	\$14,233,386	\$15,985,706	\$1,752,320	12.3%
<b>Total Expenditures / Appropriations</b>	<b>\$6,521,260</b>	<b>\$14,422,314</b>	<b>\$16,174,634</b>	<b>\$1,752,320</b>	<b>12.2%</b>
<b>Net Financing Uses</b>	<b>\$6,521,260</b>	<b>\$14,422,314</b>	<b>\$16,174,634</b>	<b>\$1,752,320</b>	<b>12.2%</b>
<b>Revenue</b>					
Charges for Services	\$893,516	\$1,691,000	\$1,691,000	—	—%
Miscellaneous Revenues	\$83,906	\$415,808	\$1,550,942	\$1,135,134	273.0%
Other Financing Sources	\$2,287,830	\$500,000	\$500,000	—	—%
<b>Total Revenue</b>	<b>\$3,265,252</b>	<b>\$2,606,808</b>	<b>\$3,741,942</b>	<b>\$1,135,134</b>	<b>43.5%</b>
<b>Use of Fund Balance</b>	<b>\$3,256,008</b>	<b>\$11,815,506</b>	<b>\$12,432,692</b>	<b>\$617,186</b>	<b>5.2%</b>

**SUPPLEMENTAL INFORMATION:**

The following table details the capital outlay for additional and replacement of light equipment for Fiscal Year 2022-23 Adopted Budget.

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

Class	Description	Requested		Requested Amount
		New	Replace	
101	Motorcycle	0	4	126,831
107	1/2 Ton Compact Pickup	4	1	128,638
110	Compact 4/6 cylinder	4	37	1,361,947
122	Sheriff's Patrol Car	0	62	2,936,217
124	Undercover	0	68	2,773,545
126	Sheriff Training	0	2	88,750
131	1/2 Ton Pick-up, Extended Cab	9	23	1,027,571
132	1/2 Ton Pick-up, Regular Cab	3	9	370,399
134	1 Ton Utility Truck	2	10	948,431
135	3/4 Ton Pick-up Truck	1	5	206,242
137	3/4 Ton Utility Truck	1	14	895,659
140	4x4 Pickup	7	6	537,347
141	Animal Care Truck	0	1	126,320
142	Special Body Truck	0	12	1,205,040
150	Mini-van	9	26	1,024,553
151	1/2 Ton Van	1	0	45,000
152	3/4 Ton Van	3	16	830,360
153	1 Ton Van	0	8	417,937
154	Sport Utility Vehicle	0	21	934,919
	<b>TOTAL</b>	<b>44</b>	<b>325</b>	<b>15,985,706</b>

## 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

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Parking Enterprise	\$2,168,547	\$4,076,111	\$3,921,563	\$(154,548)	(3.8)%
<b>Total Expenditures / Appropriations</b>	<b>\$2,168,547</b>	<b>\$4,076,111</b>	<b>\$3,921,563</b>	<b>\$(154,548)</b>	<b>(3.8)%</b>
<b>Net Financing Uses</b>	<b>\$2,168,547</b>	<b>\$4,076,111</b>	<b>\$3,921,563</b>	<b>\$(154,548)</b>	<b>(3.8)%</b>
<b>Total Revenue</b>	<b>\$2,478,619</b>	<b>\$2,805,637</b>	<b>\$2,798,592</b>	<b>\$(7,045)</b>	<b>(0.3)%</b>
<b>Use of Fund Balance</b>	<b>\$(310,072)</b>	<b>\$1,270,474</b>	<b>\$1,122,971</b>	<b>\$(147,503)</b>	<b>(11.6)%</b>
Positions	5.0	5.0	5.0	—	—%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$374,977	\$456,509	\$491,357	\$34,848	7.6%
Services & Supplies	\$1,409,523	\$3,121,449	\$3,098,299	\$(23,150)	(0.7)%
Other Charges	\$295,949	\$410,053	\$331,907	\$(78,146)	(19.1)%
Equipment	\$88,098	\$88,100	—	\$(88,100)	(100.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$2,168,547</b>	<b>\$4,076,111</b>	<b>\$3,921,563</b>	<b>\$(154,548)</b>	<b>(3.8)%</b>
<b>Net Financing Uses</b>	<b>\$2,168,547</b>	<b>\$4,076,111</b>	<b>\$3,921,563</b>	<b>\$(154,548)</b>	<b>(3.8)%</b>
<b>Revenue</b>					
Revenue from Use Of Money & Property	\$1,860,973	\$2,029,625	\$2,004,353	\$(25,272)	(1.2)%
Intergovernmental Revenues	\$7,735	—	\$6,459	\$6,459	—%
Charges for Services	\$412,199	\$577,712	\$589,480	\$11,768	2.0%
Miscellaneous Revenues	\$197,712	\$198,300	\$198,300	—	—%
<b>Total Revenue</b>	<b>\$2,478,619</b>	<b>\$2,805,637</b>	<b>\$2,798,592</b>	<b>\$(7,045)</b>	<b>(0.3)%</b>
<b>Use of Fund Balance</b>	<b>\$(310,072)</b>	<b>\$1,270,474</b>	<b>\$1,122,971</b>	<b>\$(147,503)</b>	<b>(11.6)%</b>
Positions	5.0	5.0	5.0	—	—%



## Budget Unit Functions & Responsibilities

The **Office of Labor Relations** is responsible for preparing for and conducting labor negotiations; advising and hearing grievance and disciplinary appeals; and administering employee relations statutes, ordinances, and policies. The Office of Labor Relations supports the County and its Departments by negotiating labor agreements within authorized parameters; protecting the County's ability to effectively manage its workforce; administering labor agreements, seeking to resolve interest and rights disputes through mediation, arbitration, and administrative hearings; designing and presenting training services in support of new employee orientation, discipline processes, contract interpretation, grievance processing, labor-management problem solving; representing county interests in meet and confer processes; and promoting greater efficiency through the development of more harmonious relationships with employee organizations.

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Office of Labor Relations	\$1,225,723	\$1,650,409	\$1,760,531	\$110,122	6.7%
<b>Total Expenditures / Appropriations</b>	<b>\$1,225,723</b>	<b>\$1,650,409</b>	<b>\$1,760,531</b>	<b>\$110,122</b>	<b>6.7%</b>
<b>Total Reimbursements</b>	<b>\$(882,989)</b>	<b>\$(1,216,645)</b>	<b>\$(1,297,824)</b>	<b>\$(81,179)</b>	<b>6.7%</b>
<b>Net Financing Uses</b>	<b>\$342,734</b>	<b>\$433,764</b>	<b>\$462,707</b>	<b>\$28,943</b>	<b>6.7%</b>
<b>Total Revenue</b>	<b>\$343,136</b>	<b>\$424,889</b>	<b>\$443,994</b>	<b>\$19,105</b>	<b>4.5%</b>
<b>Net County Cost</b>	<b>\$(402)</b>	<b>\$8,875</b>	<b>\$18,713</b>	<b>\$9,838</b>	<b>110.9%</b>
Positions	5.0	5.0	5.0	—	—%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$857,666	\$1,064,003	\$1,156,550	\$92,547	8.7%
Services & Supplies	\$210,710	\$377,497	\$369,741	\$(7,756)	(2.1)%
Intrafund Charges	\$157,347	\$208,909	\$234,240	\$25,331	12.1%
<b>Total Expenditures / Appropriations</b>	<b>\$1,225,723</b>	<b>\$1,650,409</b>	<b>\$1,760,531</b>	<b>\$110,122</b>	<b>6.7%</b>
Other Reimbursements	\$(882,989)	\$(1,216,645)	\$(1,297,824)	\$(81,179)	6.7%
<b>Total Reimbursements</b>	<b>\$(882,989)</b>	<b>\$(1,216,645)</b>	<b>\$(1,297,824)</b>	<b>\$(81,179)</b>	<b>6.7%</b>
<b>Net Financing Uses</b>	<b>\$342,734</b>	<b>\$433,764</b>	<b>\$462,707</b>	<b>\$28,943</b>	<b>6.7%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$34,875	—	\$1,615	\$1,615	—%
Charges for Services	\$308,261	\$424,889	\$442,379	\$17,490	4.1%
<b>Total Revenue</b>	<b>\$343,136</b>	<b>\$424,889</b>	<b>\$443,994</b>	<b>\$19,105</b>	<b>4.5%</b>
<b>Net County Cost</b>	<b>\$(402)</b>	<b>\$8,875</b>	<b>\$18,713</b>	<b>\$9,838</b>	<b>110.9%</b>
Positions	5.0	5.0	5.0	—	—%

## 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, 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, Workers' Compensation, and Dental 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Administration	\$1,145,201	\$1,460,620	\$1,635,429	\$174,809	12.0%
Benefits	\$2,811,455	\$2,660,687	\$3,112,987	\$452,300	17.0%
County Safety Office	\$1,991,326	\$1,890,372	\$2,133,820	\$243,448	12.9%
Department Services	\$14,121,399	\$14,839,835	\$17,700,570	\$2,860,735	19.3%
Disability Compliance	\$411,370	\$544,673	\$464,303	\$(80,370)	(14.8)%
Employment Services	\$4,799,534	\$5,008,796	\$5,531,591	\$522,795	10.4%
Equal Employment Opportunity	\$421,761	\$367,963	\$475,430	\$107,467	29.2%
Liability/Property Insurance Personnel	\$943,635	\$1,213,302	\$1,287,924	\$74,622	6.2%
Training & Organization Development	\$1,242,455	\$1,145,300	\$1,438,260	\$292,960	25.6%
Workers' Compensation Personnel	\$4,371,533	\$4,865,959	\$5,131,973	\$266,014	5.5%
<b>Total Expenditures / Appropriations</b>	<b>\$32,259,668</b>	<b>\$33,997,507</b>	<b>\$38,912,287</b>	<b>\$4,914,780</b>	<b>14.5%</b>
<b>Total Reimbursements</b>	<b>\$(17,152,067)</b>	<b>\$(17,705,945)</b>	<b>\$(20,576,399)</b>	<b>\$(2,870,454)</b>	<b>16.2%</b>
<b>Net Financing Uses</b>	<b>\$15,107,602</b>	<b>\$16,291,562</b>	<b>\$18,335,888</b>	<b>\$2,044,326</b>	<b>12.5%</b>
<b>Total Revenue</b>	<b>\$15,112,686</b>	<b>\$15,803,718</b>	<b>\$17,553,973</b>	<b>\$1,750,255</b>	<b>11.1%</b>
<b>Net County Cost</b>	<b>\$(5,084)</b>	<b>\$487,844</b>	<b>\$781,915</b>	<b>\$294,071</b>	<b>60.3%</b>
Positions	195.0	201.0	199.0	(2.0)	(1.0)%

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$25,645,162	\$27,055,270	\$30,422,347	\$3,367,077	12.4%
Services & Supplies	\$3,718,539	\$4,331,759	\$5,195,580	\$863,821	19.9%
Equipment	\$48,624	\$47,293	—	\$(47,293)	(100.0)%
Interfund Charges	\$489,281	—	—	—	—%
Intrafund Charges	\$2,358,063	\$2,563,185	\$3,294,360	\$731,175	28.5%
<b>Total Expenditures / Appropriations</b>	<b>\$32,259,668</b>	<b>\$33,997,507</b>	<b>\$38,912,287</b>	<b>\$4,914,780</b>	<b>14.5%</b>
Other Reimbursements	\$(17,152,067)	\$(17,705,945)	\$(20,576,399)	\$(2,870,454)	16.2%
<b>Total Reimbursements</b>	<b>\$(17,152,067)</b>	<b>\$(17,705,945)</b>	<b>\$(20,576,399)</b>	<b>\$(2,870,454)</b>	<b>16.2%</b>
<b>Net Financing Uses</b>	<b>\$15,107,602</b>	<b>\$16,291,562</b>	<b>\$18,335,888</b>	<b>\$2,044,326</b>	<b>12.5%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$389,275	\$50,000	\$355,713	\$305,713	611.4%
Charges for Services	\$14,708,793	\$15,753,718	\$17,198,260	\$1,444,542	9.2%
Miscellaneous Revenues	\$14,618	—	—	—	—%
<b>Total Revenue</b>	<b>\$15,112,686</b>	<b>\$15,803,718</b>	<b>\$17,553,973</b>	<b>\$1,750,255</b>	<b>11.1%</b>
<b>Net County Cost</b>	<b>\$(5,084)</b>	<b>\$487,844</b>	<b>\$781,915</b>	<b>\$294,071</b>	<b>60.3%</b>
Positions	195.0	201.0	199.0	(2.0)	(1.0)%

## Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Administration	260,000	—	—	260,000	—
Department Services	1,321,930	(899,826)	422,104	—	7.0
Employment Services	108,872	(81,674)	27,198	—	1.0
Training & Organization Development	204,374	(152,856)	51,518	—	1.0

## Summary of Approved Reductions by Program

Program	Total Expenditures	Reimbursements	Revenue	Net County Cost	FTE
Training & Organization Development	(204,374)	—	—	(204,374)	(1.0)

## Administration

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$635,741	\$734,909	\$736,680	\$1,771	0.2%
Services & Supplies	\$230,087	\$415,001	\$317,174	\$(97,827)	(23.6)%
Equipment	\$17,126	\$17,126	—	\$(17,126)	(100.0)%
Intrafund Charges	\$262,247	\$293,584	\$581,575	\$287,991	98.1%
<b>Total Expenditures / Appropriations</b>	<b>\$1,145,201</b>	<b>\$1,460,620</b>	<b>\$1,635,429</b>	<b>\$174,809</b>	<b>12.0%</b>
Other Reimbursements	\$(920,842)	\$(1,010,231)	\$(1,096,412)	\$(86,181)	8.5%
<b>Total Reimbursements</b>	<b>\$(920,842)</b>	<b>\$(1,010,231)</b>	<b>\$(1,096,412)</b>	<b>\$(86,181)</b>	<b>8.5%</b>
<b>Net Financing Uses</b>	<b>\$224,359</b>	<b>\$450,389</b>	<b>\$539,017</b>	<b>\$88,628</b>	<b>19.7%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$1,615	—	\$1,615	\$1,615	—%
Charges for Services	\$222,745	\$244,366	\$265,212	\$20,846	8.5%
<b>Total Revenue</b>	<b>\$224,359</b>	<b>\$244,366</b>	<b>\$266,827</b>	<b>\$22,461</b>	<b>9.2%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$206,023</b>	<b>\$272,190</b>	<b>\$66,167</b>	<b>32.1%</b>
Positions	4.0	4.0	4.0	—	—%

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DPS - Add Legal Services for DPS - Administration</b>	260,000	—	—	260,000	—

Requesting additional funds for legal services from County Counsel. The additional legal services are necessary to comply with the increase of intensity in claims regarding serious workplace complaints, harassment, and mandated compliance. This additional funding will allow County Counsel to provide a dedicated staff person for all of the Department's needs for FY 2022-23. This request is contingent upon approval of a request in the County Counsel budget (BU 4810000).

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,768,404	\$1,726,388	\$1,955,786	\$229,398	13.3%
Services & Supplies	\$839,713	\$700,091	\$867,796	\$167,705	24.0%
Intrafund Charges	\$203,339	\$234,208	\$289,405	\$55,197	23.6%
<b>Total Expenditures / Appropriations</b>	<b>\$2,811,455</b>	<b>\$2,660,687</b>	<b>\$3,112,987</b>	<b>\$452,300</b>	<b>17.0%</b>
Other Reimbursements	\$(1,411,965)	\$(1,362,470)	\$(1,687,107)	\$(324,637)	23.8%
<b>Total Reimbursements</b>	<b>\$(1,411,965)</b>	<b>\$(1,362,470)</b>	<b>\$(1,687,107)</b>	<b>\$(324,637)</b>	<b>23.8%</b>
<b>Net Financing Uses</b>	<b>\$1,399,490</b>	<b>\$1,298,217</b>	<b>\$1,425,880</b>	<b>\$127,663</b>	<b>9.8%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$171,980	\$50,000	\$4,844	\$(45,156)	(90.3)%
Charges for Services	\$1,219,255	\$1,233,713	\$1,391,329	\$157,616	12.8%
Miscellaneous Revenues	\$13,339	—	—	—	—%
<b>Total Revenue</b>	<b>\$1,404,574</b>	<b>\$1,283,713</b>	<b>\$1,396,173</b>	<b>\$112,460</b>	<b>8.8%</b>
<b>Net County Cost</b>	<b>\$(5,084)</b>	<b>\$14,504</b>	<b>\$29,707</b>	<b>\$15,203</b>	<b>104.8%</b>
Positions	12.0	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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,669,354	\$1,553,412	\$1,748,652	\$195,240	12.6%
Services & Supplies	\$179,441	\$189,749	\$228,110	\$38,361	20.2%
Equipment	\$31,498	\$30,167	—	\$(30,167)	(100.0)%
Intrafund Charges	\$111,034	\$117,044	\$157,058	\$40,014	34.2%
<b>Total Expenditures / Appropriations</b>	<b>\$1,991,326</b>	<b>\$1,890,372</b>	<b>\$2,133,820</b>	<b>\$243,448</b>	<b>12.9%</b>
Other Reimbursements	\$(1,437,618)	\$(1,365,227)	\$(1,559,042)	\$(193,815)	14.2%
<b>Total Reimbursements</b>	<b>\$(1,437,618)</b>	<b>\$(1,365,227)</b>	<b>\$(1,559,042)</b>	<b>\$(193,815)</b>	<b>14.2%</b>
<b>Net Financing Uses</b>	<b>\$553,707</b>	<b>\$525,145</b>	<b>\$574,778</b>	<b>\$49,633</b>	<b>9.5%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$7,388	—	\$3,230	\$3,230	—%
Charges for Services	\$546,320	\$511,590	\$550,413	\$38,823	7.6%
<b>Total Revenue</b>	<b>\$553,707</b>	<b>\$511,590</b>	<b>\$553,643</b>	<b>\$42,053</b>	<b>8.2%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$13,555</b>	<b>\$21,135</b>	<b>\$7,580</b>	<b>55.9%</b>
Positions	10.0	10.0	9.0	(1.0)	(10.0)%

## Department Services

### Program Overview

**Department Services** consists of five service 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. The remaining team provides services related to Unemployment and State Disability Insurances.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$11,132,427	\$12,050,162	\$14,209,438	\$2,159,276	17.9%
Services & Supplies	\$1,332,289	\$1,509,125	\$2,057,628	\$548,503	36.3%
Interfund Charges	\$489,281	—	—	—	—%
Intrafund Charges	\$1,167,402	\$1,280,548	\$1,433,504	\$152,956	11.9%
<b>Total Expenditures / Appropriations</b>	<b>\$14,121,399</b>	<b>\$14,839,835</b>	<b>\$17,700,570</b>	<b>\$2,860,735</b>	<b>19.3%</b>
Other Reimbursements	\$(9,032,721)	\$(9,602,480)	\$(11,121,460)	\$(1,518,980)	15.8%
<b>Total Reimbursements</b>	<b>\$(9,032,721)</b>	<b>\$(9,602,480)</b>	<b>\$(11,121,460)</b>	<b>\$(1,518,980)</b>	<b>15.8%</b>
<b>Net Financing Uses</b>	<b>\$5,088,678</b>	<b>\$5,237,355</b>	<b>\$6,579,110</b>	<b>\$1,341,755</b>	<b>25.6%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$127,550	—	\$279,819	\$279,819	—%
Charges for Services	\$4,960,463	\$5,125,553	\$6,061,356	\$935,803	18.3%
Miscellaneous Revenues	\$665	—	—	—	—%
<b>Total Revenue</b>	<b>\$5,088,678</b>	<b>\$5,125,553</b>	<b>\$6,341,175</b>	<b>\$1,215,622</b>	<b>23.7%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$111,802</b>	<b>\$237,935</b>	<b>\$126,133</b>	<b>112.8%</b>
Positions	90.0	97.0	96.0	(1.0)	(1.0)%

## Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DPS - Add 1.0 FTE Sr. Personnel Analyst for Waste Management (Direct Charge) - Department Services</b>	161,052	—	161,052	—	1.0
Add 1.0 FTE Sr. Personnel Analyst position in DPS to be assigned to the Department of Waste Management and Recycling (DWMR) for direct services to the department including coordinating the department's personnel requests/issues; assisting with the increase in investigation, corrective actions and litigation; and supporting management and employee relations functions. This request is contingent upon approval of a linked request in the DWMR budget (BU 2200000).					
<b>DPS - Add 1.0 FTE Personnel Services Division Chief - Department Services (ACP)</b>	255,620	(255,620)	—	—	1.0
Add 1.0 FTE Personnel Services Division Chief position necessary to help the department with change management in the near future. The position will also reduce direct reporting to the Director, which will free up more time to provide direction and effective and successful change leadership. The costs of the position will be allocated through the Allocated Cost Process.					
<b>DPS - Add 1.0 FTE Sr. Personnel Analyst for Airports (Direct Charge) - Department Services</b>	161,052	—	161,052	—	1.0
Add 1.0 FTE Sr. Personnel Analyst position in DPS to be assigned to the Department of Airports for direct services to the department including assisting with the increase in investigation, corrective actions, and litigation coordination; and supporting management and employees on complex employee relations functions. This request is contingent upon approval of a linked request in the Airport's Budget (BU 3400000).					
<b>DPS - Add 1.0 FTE Sr. Personnel Analyst for Dept of Child, Family, and Adult Services (Direct Charge) - Department Svcs</b>	161,052	(161,052)	—	—	1.0
Add 1.0 FTE Sr. Personnel Analyst position in DPS to be assigned to the Department of Child, Family and Adult Services (DCFAS) for direct services to the department including coordinating DCFAS personnel requests/issues; assisting with the increase in investigation, corrective actions, and litigation coordination; and supporting management and employees on complex employee relations functions. This request is contingent upon approval of a linked request in the DCFAS budget (BU 7800000).					
<b>DPS - Add 1.0 FTE Sr. Personnel Analyst position for Dept. of Health Services (Direct Charge) - Department Services</b>	161,052	(161,052)	—	—	1.0
Add 1.0 FTE Sr. Personnel Analyst position in DPS to be assigned to the Dept. of Health Services (DHS) for direct services to the department including the coordination of DHS personnel requests/issues; assisting with the increase in investigations; corrective actions; and litigation coordination; and supporting management and employees on complex employee relation functions. This request is contingent upon approval of a linked request in the DHS budget (BU 7200000).					
<b>DPS - Add 2.0 FTE Sr. Personnel Analyst positions for the Dept of Human Assistance (Direct Charge) - Department Svcs</b>	322,102	(322,102)	—	—	2.0
Add 2.0 FTE Sr. Personnel Analyst positions in DPS to be assigned to the Dept. of Human Assistance (DHA) for direct services to the department including the coordination of DHA personnel requests/issues; assisting with the increase in investigations; corrective actions; and litigation coordination; and supporting management and employees on complex employee relation functions. This request is contingent upon approval of a linked request in the DHA budget (BU 8100000).					

### Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>DPS - Investigation Case Management - Department Services (ACP)</b>					
	50,000	—	50,000	—	—
<p>Software system to record complaints and investigations allowing the department to track and monitor the status of such complaints and investigations. Currently, staff is using an access data base to track complaints. There is no ability to determine the status of a complaint without speaking to staff. A software system will improve the management of complaints and investigations and will enhance staff's ability to swiftly, appropriately, and effectively adjudicate the complaint. The cost will be allocated through the Allocated Cost Process.</p>					
<b>DPS - Staff Training (Investigations, Mentoring, Leadership, Cultural Change) - Department Services (ACP)</b>					
	50,000	—	50,000	—	—
<p>Staff training to enhance employee knowledge and skills while processing investigations. Training will improve the office setting, increase productivity, increase employee's motivation for better performance, improve knowledge on policies and procedures, and decreases errors. The cost will be allocated through the Allocated Cost Process.</p>					

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$312,689	\$436,966	\$329,683	\$(107,283)	(24.6)%
Services & Supplies	\$67,778	\$75,156	\$91,007	\$15,851	21.1%
Intrafund Charges	\$30,903	\$32,551	\$43,613	\$11,062	34.0%
<b>Total Expenditures / Appropriations</b>	<b>\$411,370</b>	<b>\$544,673</b>	<b>\$464,303</b>	<b>\$(80,370)</b>	<b>(14.8)%</b>
<b>Net Financing Uses</b>	<b>\$411,370</b>	<b>\$544,673</b>	<b>\$464,303</b>	<b>\$(80,370)</b>	<b>(14.8)%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$1,615	—	\$1,615	\$1,615	—%
Charges for Services	\$409,156	\$541,060	\$453,871	\$(87,189)	(16.1)%
Miscellaneous Revenues	\$599	—	—	—	—%
<b>Total Revenue</b>	<b>\$411,370</b>	<b>\$541,060</b>	<b>\$455,486</b>	<b>\$(85,574)</b>	<b>(15.8)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$3,613</b>	<b>\$8,817</b>	<b>\$5,204</b>	<b>144.0%</b>
Positions	3.0	3.0	2.0	(1.0)	(33.3)%

## Employment Services

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,900,443	\$4,051,017	\$4,339,764	\$288,747	7.1%
Services & Supplies	\$579,848	\$621,408	\$741,172	\$119,764	19.3%
Intrafund Charges	\$319,243	\$336,371	\$450,655	\$114,284	34.0%
<b>Total Expenditures / Appropriations</b>	<b>\$4,799,534</b>	<b>\$5,008,796</b>	<b>\$5,531,591</b>	<b>\$522,795</b>	<b>10.4%</b>
Other Reimbursements	\$(3,547,132)	\$(3,701,746)	\$(4,057,925)	\$(356,179)	9.6%
<b>Total Reimbursements</b>	<b>\$(3,547,132)</b>	<b>\$(3,701,746)</b>	<b>\$(4,057,925)</b>	<b>\$(356,179)</b>	<b>9.6%</b>
<b>Net Financing Uses</b>	<b>\$1,252,401</b>	<b>\$1,307,050</b>	<b>\$1,473,666</b>	<b>\$166,616</b>	<b>12.7%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$28,059	—	\$22,607	\$22,607	—%
Charges for Services	\$1,224,328	\$1,273,126	\$1,367,619	\$94,493	7.4%
Miscellaneous Revenues	\$15	—	—	—	—%
<b>Total Revenue</b>	<b>\$1,252,401</b>	<b>\$1,273,126</b>	<b>\$1,390,226</b>	<b>\$117,100</b>	<b>9.2%</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$33,924</b>	<b>\$83,440</b>	<b>\$49,516</b>	<b>146.0%</b>
Positions	29.0	29.0	29.0	—	—%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DPS- Add 1.0 FTE Personnel Technician Position - Employment Services (ACP)</b>					
	108,872	(81,674)	27,198	—	1.0

Add 1.0 FTE Personnel Technician position that will assist with the increased volume of Executive Recruitment activities. The costs of the position will be allocated through the Allocated Cost Process.

## 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$363,834	\$295,788	\$385,306	\$89,518	30.3%
Services & Supplies	\$37,332	\$50,473	\$61,050	\$10,577	21.0%
Intrafund Charges	\$20,594	\$21,702	\$29,074	\$7,372	34.0%
<b>Total Expenditures / Appropriations</b>	<b>\$421,761</b>	<b>\$367,963</b>	<b>\$475,430</b>	<b>\$107,467</b>	<b>29.2%</b>
<b>Net Financing Uses</b>	<b>\$421,761</b>	<b>\$367,963</b>	<b>\$475,430</b>	<b>\$107,467</b>	<b>29.2%</b>
<b>Revenue</b>					
Charges for Services	\$421,761	\$364,951	\$464,633	\$99,682	27.3%
<b>Total Revenue</b>	<b>\$421,761</b>	<b>\$364,951</b>	<b>\$464,633</b>	<b>\$99,682</b>	<b>27.3%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$3,012</b>	<b>\$10,797</b>	<b>\$7,785</b>	<b>258.5%</b>
Positions	2.0	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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$859,389	\$1,076,083	\$1,132,979	\$56,896	5.3%
Services & Supplies	\$51,741	\$104,725	\$117,668	\$12,943	12.4%
Intrafund Charges	\$32,505	\$32,494	\$37,277	\$4,783	14.7%
<b>Total Expenditures / Appropriations</b>	<b>\$943,635</b>	<b>\$1,213,302</b>	<b>\$1,287,924</b>	<b>\$74,622</b>	<b>6.2%</b>
<b>Net Financing Uses</b>	<b>\$943,635</b>	<b>\$1,213,302</b>	<b>\$1,287,924</b>	<b>\$74,622</b>	<b>6.2%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$3,754	—	\$6,459	\$6,459	—%
Charges for Services	\$939,880	\$1,204,228	\$1,260,819	\$56,591	4.7%
<b>Total Revenue</b>	<b>\$943,635</b>	<b>\$1,204,228</b>	<b>\$1,267,278</b>	<b>\$63,050</b>	<b>5.2%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$9,074</b>	<b>\$20,646</b>	<b>\$11,572</b>	<b>127.5%</b>
Positions	7.0	7.0	7.0	—	—%



## Training & Organization Development

### Program Overview

**Training & Organization Development** manages virtual college education information sessions, skills-based training programs, and employee development services; provides support for the Customer Services and Quality Improvement in the County; and provides Countywide and department-specific training services.

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$1,026,354	\$887,637	\$1,130,431	\$242,794	27.4%
Services & Supplies	\$144,022	\$181,707	\$194,783	\$13,076	7.2%
Intrafund Charges	\$72,079	\$75,956	\$113,046	\$37,090	48.8%
<b>Total Expenditures / Appropriations</b>	<b>\$1,242,455</b>	<b>\$1,145,300</b>	<b>\$1,438,260</b>	<b>\$292,960</b>	<b>25.6%</b>
Other Reimbursements	\$(801,788)	\$(663,791)	\$(1,054,453)	\$(390,662)	58.9%
<b>Total Reimbursements</b>	<b>\$(801,788)</b>	<b>\$(663,791)</b>	<b>\$(1,054,453)</b>	<b>\$(390,662)</b>	<b>58.9%</b>
<b>Net Financing Uses</b>	<b>\$440,667</b>	<b>\$481,509</b>	<b>\$383,807</b>	<b>\$(97,702)</b>	<b>(20.3)%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$6,459	—	\$6,459	\$6,459	—%
Charges for Services	\$434,208	\$424,144	\$355,389	\$(68,755)	(16.2)%
<b>Total Revenue</b>	<b>\$440,667</b>	<b>\$424,144</b>	<b>\$361,848</b>	<b>\$(62,296)</b>	<b>(14.7)%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$57,365</b>	<b>\$21,959</b>	<b>\$(35,406)</b>	<b>(61.7)%</b>
Positions	7.0	6.0	7.0	1.0	16.7%

### Approved Growth Detail for the Program

	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
<b>DPS - Add 1.0 FTE Sr. Training and Development Specialist - Training &amp; Organizational Development (ACP)</b>					
	204,374	(152,856)	51,518	—	1.0
Restore 1.0 FTE Sr. Training and Development Specialist position slated for deletion due to the loss of direct funding for the position and reassign the position to provide countywide support with costs allocated through the Allocated Cost Process. This is linked to reduction in Personnel Services.					

### 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>DPS - Delete 1.0 FTE Sr. Training and Development Specialist - Training &amp; Organizational Development</b>					
	(204,374)	—	—	(204,374)	(1.0)

Delete 1.0 FTE Sr. Training and Development Specialist position that was assigned to and funded by the Department of Waste Management for a specific project and shift the position to a countywide function funded through the Allocated Cost Process. The reduction is linked to a growth request in Personnel Services.

## Workers' Compensation Personnel

### Program Overview

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

### Program Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$3,976,526	\$4,242,908	\$4,453,628	\$210,720	5.0%
Services & Supplies	\$256,290	\$484,324	\$519,192	\$34,868	7.2%
Intrafund Charges	\$138,717	\$138,727	\$159,153	\$20,426	14.7%
<b>Total Expenditures / Appropriations</b>	<b>\$4,371,533</b>	<b>\$4,865,959</b>	<b>\$5,131,973</b>	<b>\$266,014</b>	<b>5.5%</b>
<b>Net Financing Uses</b>	<b>\$4,371,533</b>	<b>\$4,865,959</b>	<b>\$5,131,973</b>	<b>\$266,014</b>	<b>5.5%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$40,855	—	\$29,065	\$29,065	—%
Charges for Services	\$4,330,678	\$4,830,987	\$5,027,619	\$196,632	4.1%
<b>Total Revenue</b>	<b>\$4,371,533</b>	<b>\$4,830,987</b>	<b>\$5,056,684</b>	<b>\$225,697</b>	<b>4.7%</b>
<b>Net County Cost</b>	<b>—</b>	<b>\$34,972</b>	<b>\$75,289</b>	<b>\$40,317</b>	<b>115.3%</b>
Positions	31.0	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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Dental Insurance	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$14,481,295</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$14,481,295</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Total Revenue</b>	<b>\$16,737,899</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(2,256,604)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$14,481,295	\$17,800,000	\$17,800,000	—	—%
<b>Total Expenditures / Appropriations</b>	<b>\$14,481,295</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Net Financing Uses</b>	<b>\$14,481,295</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Revenue</b>					
Charges for Services	\$16,737,899	\$17,800,000	\$17,800,000	—	—%
<b>Total Revenue</b>	<b>\$16,737,899</b>	<b>\$17,800,000</b>	<b>\$17,800,000</b>	<b>—</b>	<b>—%</b>
<b>Use of Fund Balance</b>	<b>\$(2,256,604)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Liability Property	\$28,368,825	\$34,169,578	\$37,617,803	\$3,448,225	10.1%
<b>Total Expenditures / Appropriations</b>	<b>\$28,368,825</b>	<b>\$34,169,578</b>	<b>\$37,617,803</b>	<b>\$3,448,225</b>	<b>10.1%</b>
<b>Net Financing Uses</b>	<b>\$28,368,825</b>	<b>\$34,169,578</b>	<b>\$37,617,803</b>	<b>\$3,448,225</b>	<b>10.1%</b>
<b>Total Revenue</b>	<b>\$36,309,615</b>	<b>\$36,169,578</b>	<b>\$39,617,803</b>	<b>\$3,448,225</b>	<b>9.5%</b>
<b>Use of Fund Balance</b>	<b>\$(7,940,791)</b>	<b>\$(2,000,000)</b>	<b>\$(2,000,000)</b>	<b>—</b>	<b>—%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$28,309,313	\$34,103,823	\$37,550,302	\$3,446,479	10.1%
Other Charges	\$59,511	\$65,695	\$67,501	\$1,806	2.7%
Intrafund Charges	—	\$60	—	\$(60)	(100.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$28,368,825</b>	<b>\$34,169,578</b>	<b>\$37,617,803</b>	<b>\$3,448,225</b>	<b>10.1%</b>
<b>Net Financing Uses</b>	<b>\$28,368,825</b>	<b>\$34,169,578</b>	<b>\$37,617,803</b>	<b>\$3,448,225</b>	<b>10.1%</b>
<b>Revenue</b>					
Charges for Services	\$34,022,953	\$33,957,772	\$37,231,222	\$3,273,450	9.6%
Miscellaneous Revenues	\$2,286,663	\$2,211,806	\$2,386,581	\$174,775	7.9%
<b>Total Revenue</b>	<b>\$36,309,615</b>	<b>\$36,169,578</b>	<b>\$39,617,803</b>	<b>\$3,448,225</b>	<b>9.5%</b>
<b>Use of Fund Balance</b>	<b>\$(7,940,791)</b>	<b>\$(2,000,000)</b>	<b>\$(2,000,000)</b>	<b>—</b>	<b>—%</b>

## 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

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Unemployment Insurance	\$1,416,567	\$3,083,621	\$3,344,147	\$260,526	8.4%
<b>Total Expenditures / Appropriations</b>	<b>\$1,416,567</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Net Financing Uses</b>	<b>\$1,416,567</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Total Revenue</b>	<b>\$3,510,556</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Use of Fund Balance</b>	<b>\$(2,093,990)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$1,374,030	\$3,035,291	\$3,326,287	\$290,996	9.6%
Other Charges	\$42,536	\$48,330	\$17,860	\$(30,470)	(63.0)%
<b>Total Expenditures / Appropriations</b>	<b>\$1,416,567</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Net Financing Uses</b>	<b>\$1,416,567</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$426,936	—	—	—	—%
Charges for Services	\$3,083,620	\$3,083,621	\$3,344,147	\$260,526	8.4%
<b>Total Revenue</b>	<b>\$3,510,556</b>	<b>\$3,083,621</b>	<b>\$3,344,147</b>	<b>\$260,526</b>	<b>8.4%</b>
<b>Use of Fund Balance</b>	<b>\$(2,093,990)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—%</b>

## Budget Unit Functions & Responsibilities

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

## Budget Unit – Budget by Program

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Workers' Compensation	\$27,064,894	\$30,910,435	\$32,181,655	\$1,271,220	4.1%
<b>Total Expenditures / Appropriations</b>	<b>\$27,064,894</b>	<b>\$30,910,435</b>	<b>\$32,181,655</b>	<b>\$1,271,220</b>	<b>4.1%</b>
<b>Net Financing Uses</b>	<b>\$27,064,894</b>	<b>\$30,910,435</b>	<b>\$32,181,655</b>	<b>\$1,271,220</b>	<b>4.1%</b>
<b>Total Revenue</b>	<b>\$32,131,379</b>	<b>\$31,910,435</b>	<b>\$33,181,655</b>	<b>\$1,271,220</b>	<b>4.0%</b>
<b>Use of Fund Balance</b>	<b>\$(5,066,484)</b>	<b>\$(1,000,000)</b>	<b>\$(1,000,000)</b>	<b>—</b>	<b>—%</b>

## Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Services & Supplies	\$25,753,129	\$29,582,044	\$31,892,684	\$2,310,640	7.8%
Other Charges	\$1,311,765	\$1,328,391	\$288,971	\$(1,039,420)	(78.2)%
<b>Total Expenditures / Appropriations</b>	<b>\$27,064,894</b>	<b>\$30,910,435</b>	<b>\$32,181,655</b>	<b>\$1,271,220</b>	<b>4.1%</b>
<b>Net Financing Uses</b>	<b>\$27,064,894</b>	<b>\$30,910,435</b>	<b>\$32,181,655</b>	<b>\$1,271,220</b>	<b>4.1%</b>
<b>Revenue</b>					
Charges for Services	\$31,810,433	\$31,810,435	\$33,081,655	\$1,271,220	4.0%
Miscellaneous Revenues	\$320,946	\$100,000	\$100,000	—	—%
<b>Total Revenue</b>	<b>\$32,131,379</b>	<b>\$31,910,435</b>	<b>\$33,181,655</b>	<b>\$1,271,220</b>	<b>4.0%</b>
<b>Use of Fund Balance</b>	<b>\$(5,066,484)</b>	<b>\$(1,000,000)</b>	<b>\$(1,000,000)</b>	<b>—</b>	<b>—%</b>

### 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 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Changes From FY 2021-2022 Adopted Budget	
				\$	%
<b>Department Appropriations by Program</b>					
Elections	\$17,700,861	\$17,794,422	\$14,818,960	\$(2,975,462)	(16.7)%
<b>Total Expenditures / Appropriations</b>	<b>\$17,700,861</b>	<b>\$17,794,422</b>	<b>\$14,818,960</b>	<b>\$(2,975,462)</b>	<b>(16.7)%</b>
<b>Total Reimbursements</b>	<b>\$(139,194)</b>	<b>\$(137,216)</b>	<b>—</b>	<b>\$137,216</b>	<b>(100.0)%</b>
<b>Net Financing Uses</b>	<b>\$17,561,667</b>	<b>\$17,657,206</b>	<b>\$14,818,960</b>	<b>\$(2,838,246)</b>	<b>(16.1)%</b>
<b>Total Revenue</b>	<b>\$8,984,732</b>	<b>\$6,241,139</b>	<b>\$1,878,443</b>	<b>\$(4,362,696)</b>	<b>(69.9)%</b>
<b>Net County Cost</b>	<b>\$8,576,935</b>	<b>\$11,416,067</b>	<b>\$12,940,517</b>	<b>\$1,524,450</b>	<b>13.4%</b>
Positions	35.0	35.0	35.0	—	—%



### Budget Unit – Budget by Object

	FY 2021-2022 Actuals	FY 2021-2022 Adopted Budget	FY 2022-2023 Adopted Budget	Change from FY 2021-2022 Adopted Budget	
				\$	%
<b>Appropriations by Object</b>					
Salaries & Benefits	\$5,478,479	\$5,414,455	\$5,469,436	\$54,981	1.0%
Services & Supplies	\$11,763,638	\$11,983,516	\$8,883,468	\$(3,100,048)	(25.9)%
Equipment	\$67,212	—	\$16,000	\$16,000	—%
Interfund Charges	\$298,011	\$298,011	\$297,807	\$(204)	(0.1)%
Intrafund Charges	\$93,521	\$98,440	\$152,249	\$53,809	54.7%
<b>Total Expenditures / Appropriations</b>	<b>\$17,700,861</b>	<b>\$17,794,422</b>	<b>\$14,818,960</b>	<b>\$(2,975,462)</b>	<b>(16.7)%</b>
Other Reimbursements	\$(139,194)	\$(137,216)	—	\$137,216	(100.0)%
<b>Total Reimbursements</b>	<b>\$(139,194)</b>	<b>\$(137,216)</b>	<b>—</b>	<b>\$137,216</b>	<b>(100.0)%</b>
<b>Net Financing Uses</b>	<b>\$17,561,667</b>	<b>\$17,657,206</b>	<b>\$14,818,960</b>	<b>\$(2,838,246)</b>	<b>(16.1)%</b>
<b>Revenue</b>					
Intergovernmental Revenues	\$8,173,904	\$5,365,807	\$373,443	\$(4,992,364)	(93.0)%
Charges for Services	\$789,707	\$870,332	\$1,500,000	\$629,668	72.3%
Miscellaneous Revenues	\$21,121	\$5,000	\$5,000	—	—%
<b>Total Revenue</b>	<b>\$8,984,732</b>	<b>\$6,241,139</b>	<b>\$1,878,443</b>	<b>\$(4,362,696)</b>	<b>(69.9)%</b>
<b>Net County Cost</b>	<b>\$8,576,935</b>	<b>\$11,416,067</b>	<b>\$12,940,517</b>	<b>\$1,524,450</b>	<b>13.4%</b>
Positions	35.0	35.0	35.0	—	—%

### Summary of Approved Growth by Program

Program	Total Expenditures	Reimbursements	Revenue	Net Cost	FTE
Elections	14,016	—	—	14,016	—

## Approved Growth Detail for the Program

	<b>Total Expenditures</b>	<b>Reimbursements</b>	<b>Revenue</b>	<b>Net Cost</b>	<b>FTE</b>
<b>VRE - Add 1.0 FTE Embedded ITA 1/2</b>	—	—	—	—	—
<p>Add 1.0 FTE Embedded Information Technology Analyst Lv 1/2 position to provide project management, perform regular procedural, cybersecurity, and compliance checks, coordinate equipment and voting system refresh plans, emergency response plans, voting system management, lead technical support for Vote Center locations, coordinate response with State and Federal agencies regarding voting system certification and compliance, facilitate, assist, and ensure mandates are met regarding testing and configuration of voting systems. The position cost will be offset by cost savings related to permanent staff overtime of \$90,000 and a reduction to temporary staff costs of \$90,000. This request is contingent upon approval of a request in the Department of Technology budget (BU 7600000).</p>					
<b>VRE - Add Education and Training Services</b>	10,516	—	—	10,516	—
<p>Funding to provide essential training for department staff to comply with certification requirements. Training costs were removed from the FY 2021-22 Budget due to the pandemic and lack of training opportunities. The department is requesting to add training back in now that it's available in alternate formats.</p>					
<b>VRE - Add Security Services</b>	3,500	—	—	3,500	—
<p>Funding to provide additional security for elections processes. This includes additional security support at the main office to ensure the safety of department staff, voters, and ballot transport processes simultaneously occurring in public, unsecure areas, of the parking lot.</p> <p>In addition, the Secretary of State and federal Department of Homeland Security made recommendations to increase security at satellite ballot retrieval locations due to recent concerns regarding physical safety of department staff and voted paper ballots. This funding will allow the department to deploy necessary security personnel to satellite ballot retrieval locations to ensure voted ballots are not nefariously destroyed by bad actors; the department is able to add an additional layer of security to the physical chain of custody of voted ballots; and department staff will remain safe while performing their tasks on Election Day.</p>					